

INSTITUTE WRITING PROGRAM

THE WRITING CENTER

Using Comments

For your class, you may want to look at your peer's work and give them feedback on it through the comment system. This guide will teach you how to use the ePortfolio comments.

Posting a Comment

1. Navigate to either a page or a post on your peer's blog. (ex: sites.vmi.edu/smithjw12)
2. Select a post to which you want to respond. There should be a comment box near or underneath the post.
3. Fill in the comment box (location will vary depending on theme) and click post.

a. During this time you may be given the option to subscribe to the post which means you will receive e-mail notifications when others make posts after your.

Managing/Deleting Received Comments

Your peers can also make comments on your posts and pages. As the moderator of your blog, you can control what your peers can post. If you want to delete a comment from your post, you can do it from the page or post itself just by finding their post and clicking delete.

If you want to manage or approve comments on your blog you can do it through the comment manager:

1. Hover your mouse over "My Sites" and hover over the blog you wish to manage comments for.
2. Click "Manage Comments."

a. From here you can look at all the comments that on your posts and pages and approve/disapprove them, delete them, reply, or edit comments that you have already published.

Changing Comment Settings

While managing your ePortfolio site, you may decide that you want to change settings for comments made on your posts. However, we suggest that you use default settings.

1. Go to your dashboard and over your mouse over "Settings."
2. Click "Discussion."
- a. You will now be able to view various privacy options for your comments on your blog.

Help

If you continue to experience any problems with making and managing your comments on posts and pages, please schedule an appointment with the Writing Center ePortfolio Team at <https://vmi.mywconline.com/>

