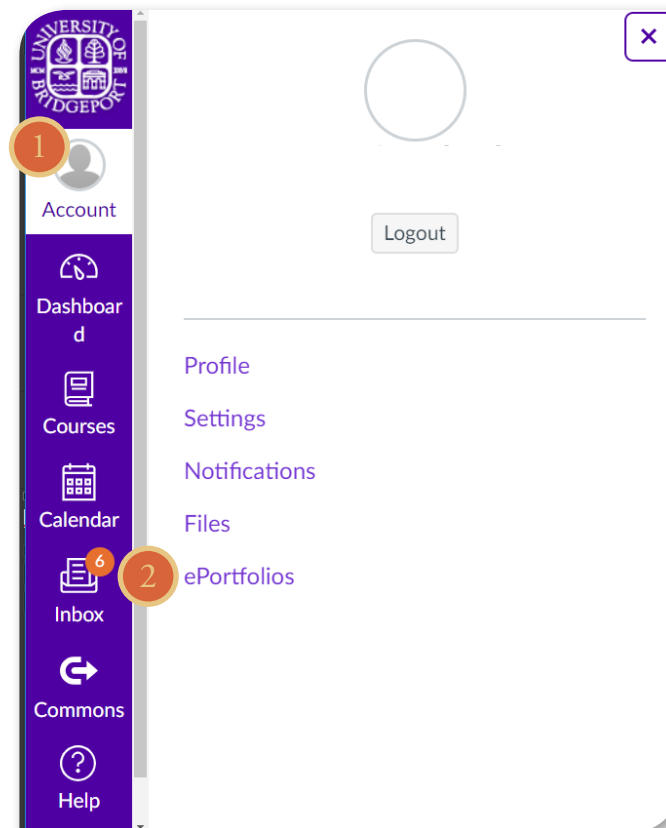


How do I enable comments in my ePortfolio as a student?

Enable comments to allow others to add comments to your ePortfolio pages. Comments will only be visible to you, the ePortfolio owner. To allow others to view comments, you will need to make comments public.

Note: Users must be logged in to the UB Canvas account to make comments regardless of your ePortfolio visibility setting.

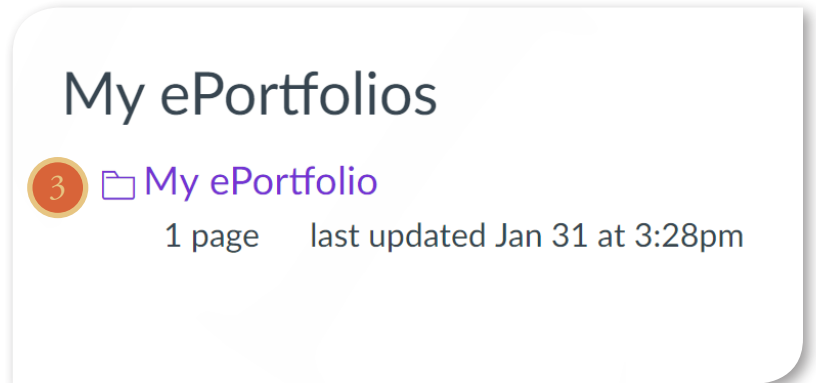
Open ePortfolios




In Global Navigation:

1. Click the [Account](#) link.
2. Click the [ePortfolios](#) link.

Open ePortfolios



My ePortfolios

3  My ePortfolio

1 page last updated Jan 31 at 3:28pm

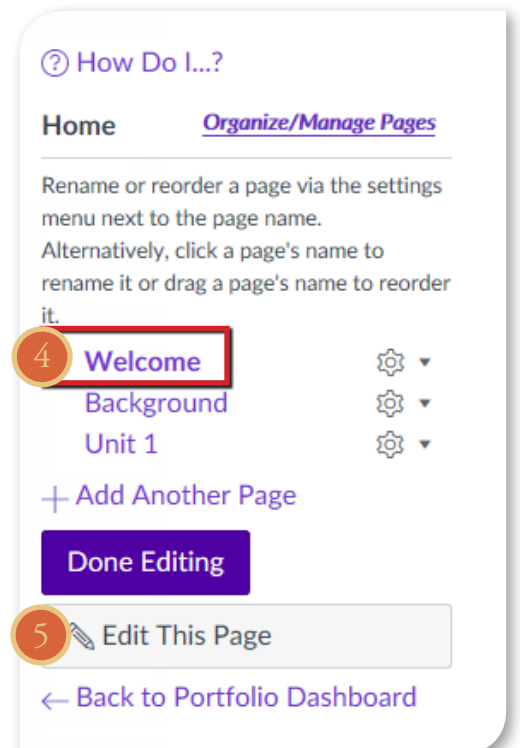
3. Click the title of the ePortfolio.

Select Page

4. Click the title of the page you wish to edit.

Edit Page


5. Click the **Edit This Page** button.





? How Do I...?

Home [Organize/Manage Pages](#)

Rename or reorder a page via the settings menu next to the page name. Alternatively, click a page's name to rename it or drag a page's name to reorder it.


4 **Welcome**  ▼

Background  ▼

Unit 1  ▼

+ Add Another Page

Done Editing

5  Edit This Page

[← Back to Portfolio Dashboard](#)

Enable Comments

6. Click the **Allow Comments on this Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.

Save Page

7. Click the **Save Page** button.

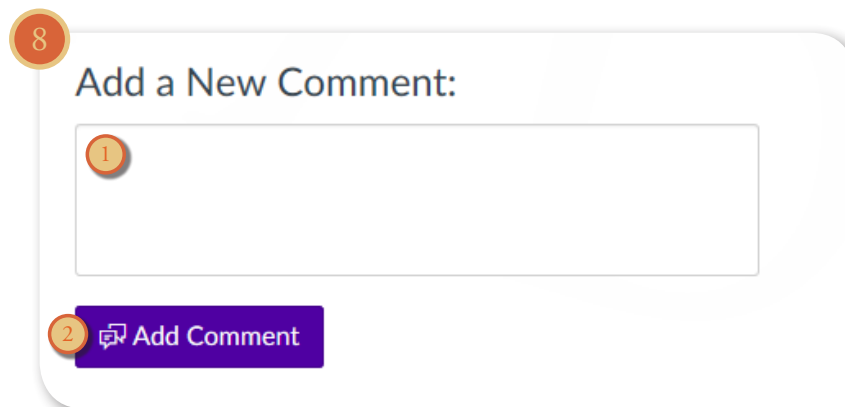


Allow Comments on this Page

Make Comments Public

Cancel Preview **Save Page**


Add Comment



8

Add a New Comment:

1

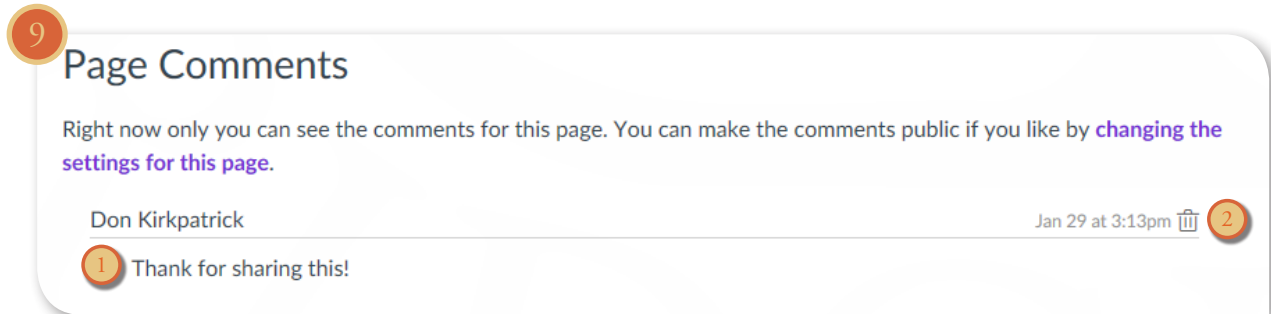
2  Add Comment

Below the content of the page, there is a place for comments.

8. You can add a comment by typing in the text box [1] and clicking the **Add Comment** button [2].



Note: Users must be logged in to the UB Canvas account to make comments regardless of your ePortfolio visibility setting.


View Comment



9 **Page Comments**

Right now only you can see the comments for this page. You can make the comments public if you like by [changing the settings for this page](#).

Don Kirkpatrick Jan 29 at 3:13pm  

 Thank for sharing this!

9. You can view the comment at the bottom of the page [1]. Delete a comment by clicking the [Delete](#) icon [2].

Note: Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.