Comments in Digication

Each page of an ePortfolio has its own comments area. Students can receive feedback from classmates, instructors, other members of the SPS community, and those outside of SPS (friends and family, colleagues, etc.). Since ePortfolios provides a visual workspace that students and faculty can share, comments help facilitate feedback and promote conversation. It’s also important to note that comments are automatically forwarded through email (to the “Notification Email” address in a user’s profile) to the owner of the ePortfolio as well as the person who left the comment.

Settings for comments on your ePortfolio can be made globally (a default setting on every page created), or set individually, per page. For instructions on how to make changes to the comments settings of an ePortfolio, please refer to the next page.

For Students:
When creating a course ePortfolio or an assignment ePortfolio, make sure the settings for comments are set per your professor’s instructions. If your ePortfolio is your own personal or academic ePortfolio, you can decide how your comments should be received.

For Faculty:
Faculty often use the comments feature to leave feedback for students. Students are also encouraged to comment on each other’s work as a way of sharing ideas and providing constructive feedback. When creating your assignments, make sure you include how the comments are being used and what comment settings students should place on their ePortfolios (see below).

- “Show comments immediately,” allows everyone to have access to read and respond to comments made creating that “conversation.”
- “Do not show comments until they have been approved,” gives the student the control over what he or she wants to share with others in the class.
- “Do not show comments to viewers,” limits access. You may wish to choose this setting if you want the instructor feedback to be Private between you and your student. Keep in mind that once you add your comment, unless you are permitted to access the student’s ePortfolio as an administrator (the additional permissions are set for faculty to “Admin” and not “Viewer”), then you will not be able to go back and see that comment.
Working with Comments in Digication

When you create your ePortfolio, you can establish comments settings for your entire ePortfolio. When you select the settings, any page you create will have the same comment setting. Alternatively, users can enable comments on certain pages and disable them on others.

**ePortfolio Comment Settings**

To set the comments settings when you create your ePortfolio, scroll down to the section titled, “Comments.” Here you can control who can leave comments and decide to approve comments before making them available to others.

After choosing your comment settings, click “Create New ePortfolio.” This setting can be changed at any time.

*Settings for individual pages can be changed by managing settings on that specific page.*

**Comment Settings on Individual Pages**

You may be interested in changing the comment settings for specific parts of your ePortfolio. For example, you may not want people to comment on your “Resume” page because you have a contact module. Alternatively, you may want everyone (even those outside of SPS) to be able to comment on your “Blogs” page. Your instructor may also want you to set comments in a specific way for a specific assignment.

Comment settings for individual pages can be done by following the instructions below:
Working with Comments in Digication (cont.)

Begin at the page where you wish to change the comment settings. Make sure you are in “Edit” mode, then scroll to the bottom of the page and click on the “Settings” tab.

You will need to decide who should be able to comment on your page, anyone (this includes people without Digication accounts) or just people at your school. Choosing "No one" will disable comments on the page.

Next, choose how the commenting process is going to work. Should comments be immediately available, wait for your approval, or be available only to you and administrators (your instructor may sometimes be an administrator).

Make sure to click, “Save,” when you’re done. These settings can be changed at any time.

Reading, Leaving, and Deleting Comments

Whenever a comment is left on an ePortfolio both the owner and the viewer receive email confirmation that includes the post and a link to the page.

As the owner of the ePortfolio you can read comments left for you by scrolling down to end of each page. The number of new comments will be indicated in red. If your settings are set to “not show until approval,” you will have to click on the Approve icon to allow other registered users to see them. If you wish to delete the comment, click on the Delete icon.

As the viewer of an ePortfolio, you’ll find comments at the end of each page of the ePortfolio. To leave a comment type in the text box directly below, “Leave a comment.” When you’re done, click the “Leave your comment” button. If you don’t see your comment immediately, the comment may need to be approved by the portfolio’s owner, or they have elected not to display comments on their page.