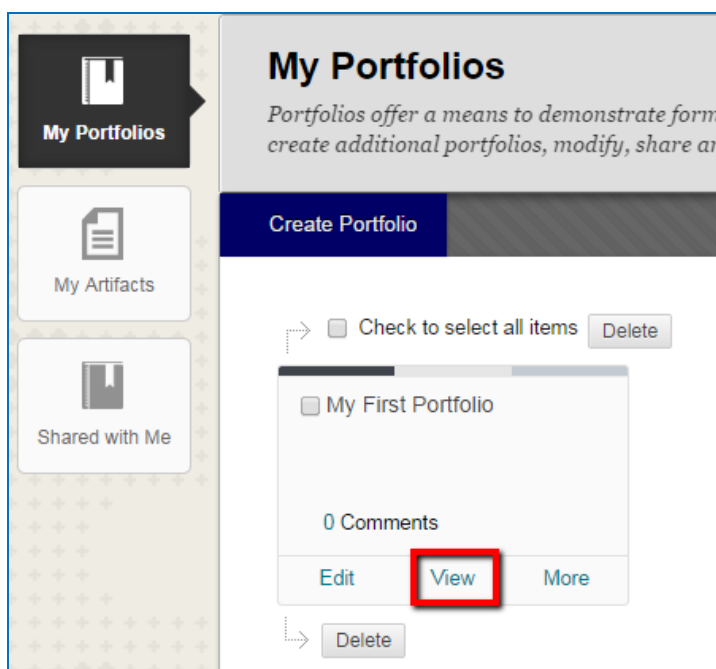


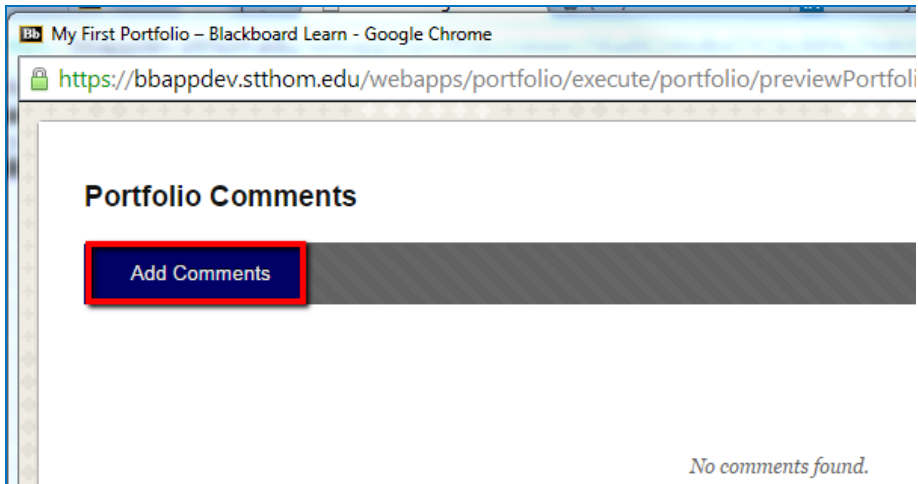
Commenting on Portfolios

To add comments to a Portfolio, whether compiled by oneself or shared by another user, first navigate to the Portfolios Homepage via the appropriate link on the Course Menu. Remember that comments are private by default; the author of the Portfolio may elect to make them public when initially creating it or via the **Settings** button when editing it.

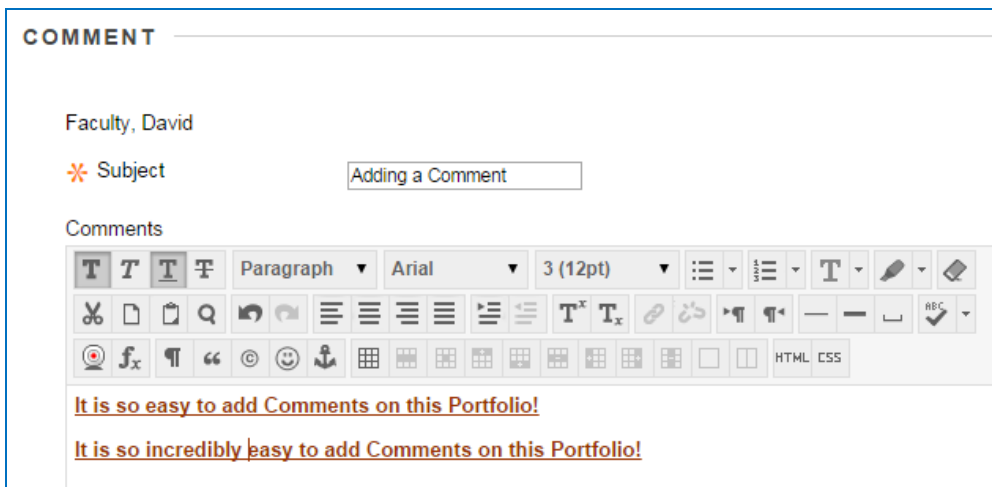
1. On the Homepage, the My Portfolios button should be selected. Find the appropriate Portfolio, and click **View**. You may click the **Shared with Me** button to browse shared Portfolios.



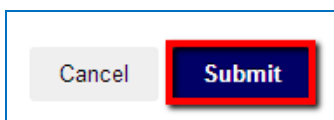
2. The Portfolio appears in a new browser tab. Click **Comments** to view or add Comments on the Portfolio. The Portfolio Comments page opens in a separate window and features an **Add Comments** button.



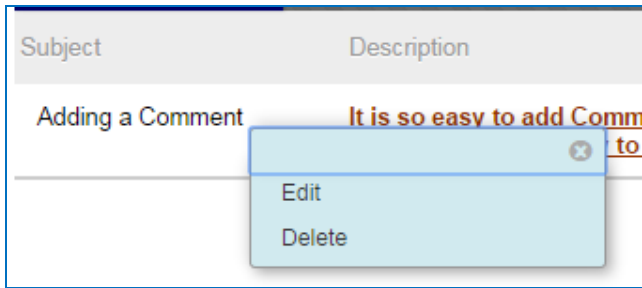
3. The window refreshes with boxes in which to type the Subject and text of the comment. Type the required Subject, then the comment itself. The Comments box allows for rich text, including hyperlinks, but does not accommodate attachments, Mashups, or graphics larger than emoticons.



4. Click **Submit** to save the comment in the Portfolio.



5. To edit or delete any comment, on the Portfolio Comments page, click the contextual arrow next to its Subject, and select either **Edit** or **Delete**. Confirm your intention if deleting the comment.



After adding, editing, or deleting comments, simply close the Portfolio Comments window.