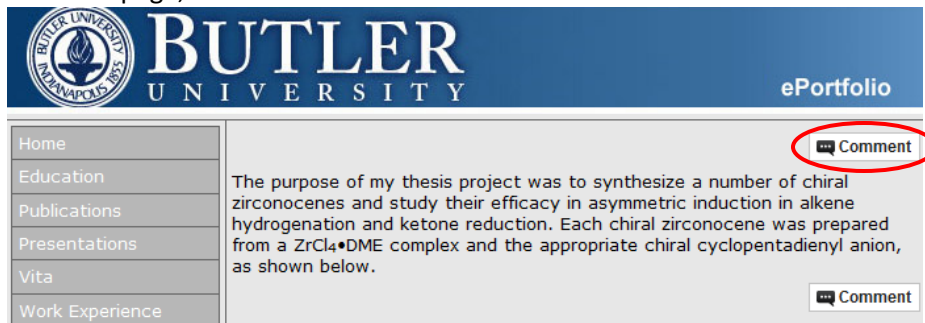


ePortfolio: Making Comments on a Shared Portfolio

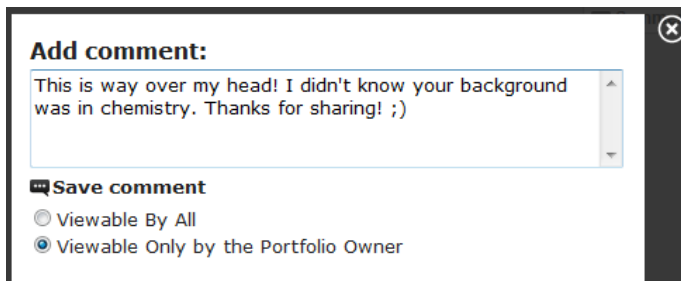
Make Comments on a Shared Portfolio

You will receive an email notification with a link if someone shares their portfolio with you. Once the portfolio is opened, you can add comments that can be seen by only the owner or everyone with whom the portfolio is shared.

1. On the desired page, click the **Comment** button.



2. Type your comments in the text box.
3. Set the "Viewable" section to your preference.
 - a. Comments that are visible to everyone will display at the bottom of the portfolio.
4. Click **Save comment**. The owner of the portfolio will receive a notification that you commented.
5. The comment box will automatically close and your comment will appear at the bottom of the screen. You have the option to edit or delete your comment.



More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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