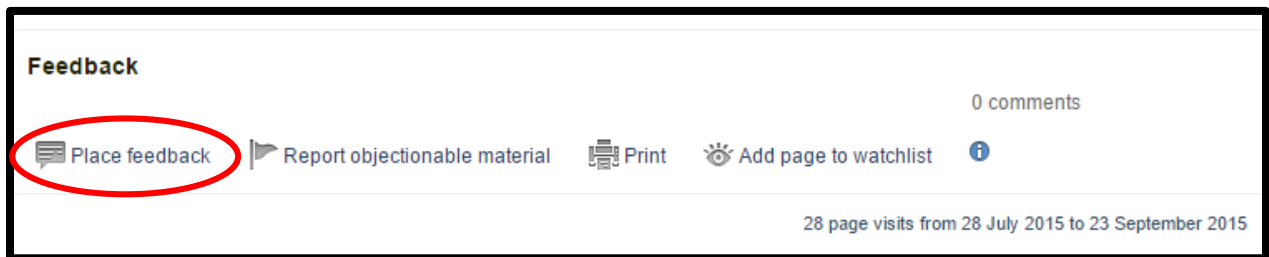


TUTORIAL

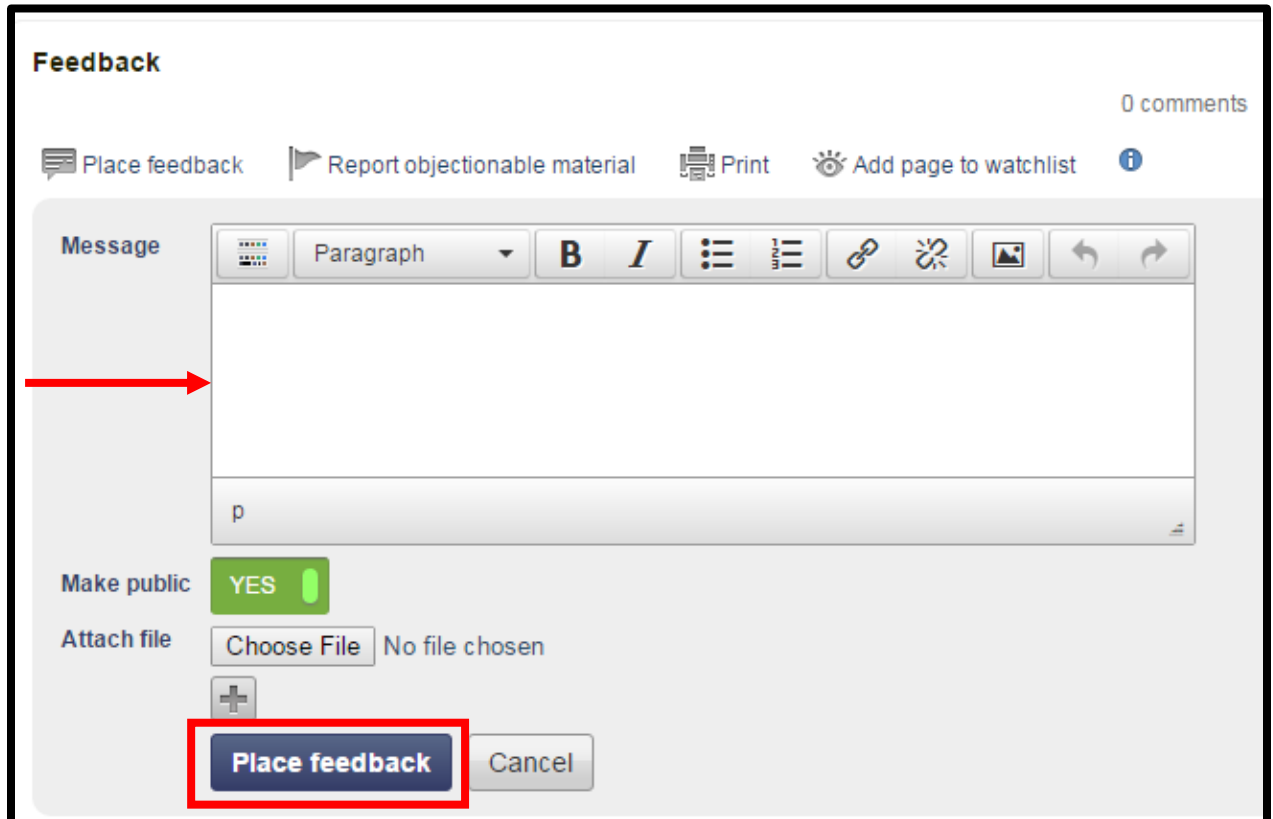
FEEDBACK

This tutorial will show you how to place and receive feedback.

1. Go to the page where you wish to place feedback and scroll to the bottom. Click the **Place Feedback** button.

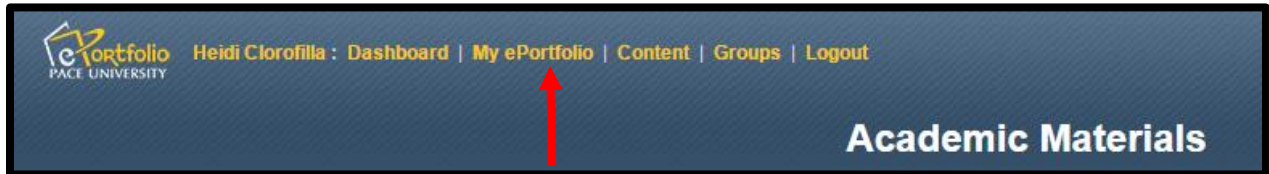


2. A text box will appear where you can type your comments. Click the **Place Feedback** button underneath the text box to place your comment.



TUTORIAL

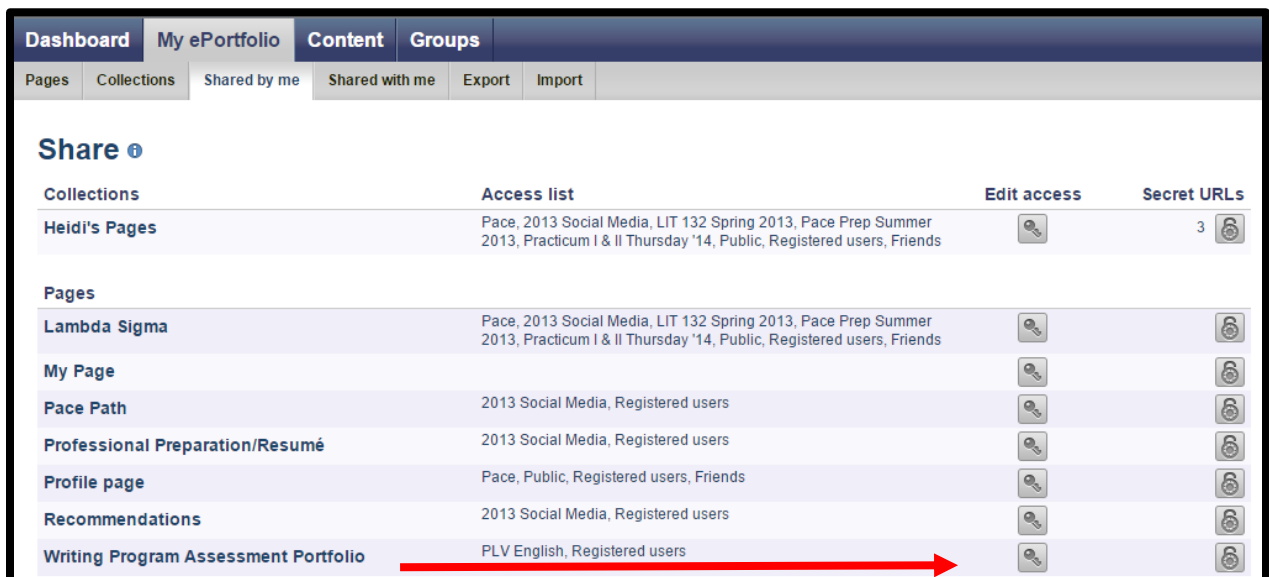
- To receive feedback, make sure your pages are set to allow comments. To check, go to **My ePortfolio**.



- Then click **Shared by me**.




- Click the **Edit Access** button next to the page where you wish to receive feedback.



TUTORIAL

6. Click **Advanced Options**.



Share with

- Public
- Registered users
- Friends

Share with my institutions

- Pace

Share with my groups

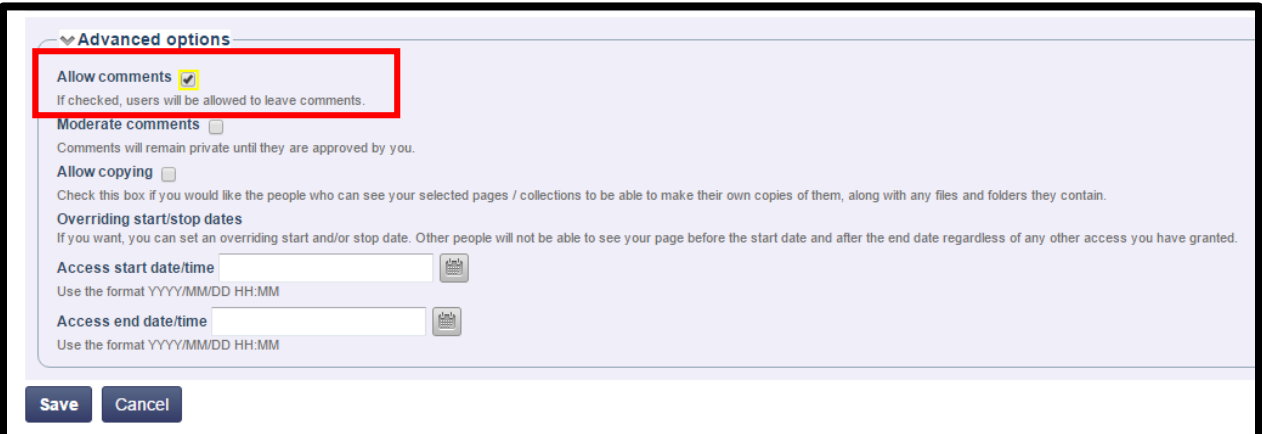
- All my groups
- 2013 Social Media
- Chamberlain English 120
- CRJ342
- LIT 132 Spring 2013
- Pace Prep Summer 2013

Share with users

- > Share with other users and groups _____
- > **Advanced options** _____

Save **Cancel**

7. Check **Allow Comments**.



Advanced options

Allow comments
If checked, users will be allowed to leave comments.

Moderate comments
Comments will remain private until they are approved by you.

Allow copying
Check this box if you would like the people who can see your selected pages / collections to be able to make their own copies of them, along with any files and folders they contain.

Overriding start/stop dates
If you want, you can set an overriding start and/or stop date. Other people will not be able to see your page before the start date and after the end date regardless of any other access you have granted.

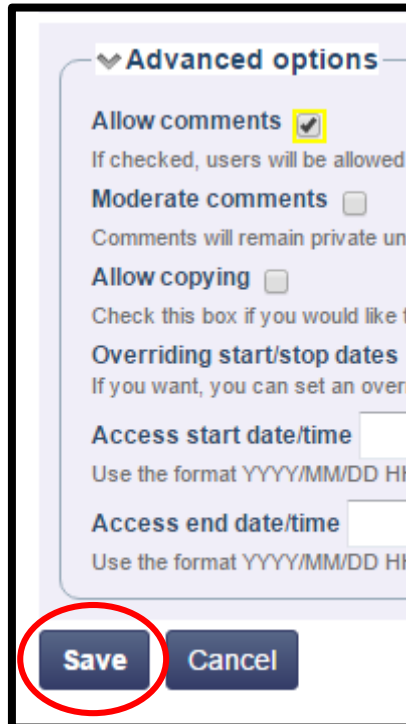
Access start date/time _____
Use the format YYYY/MM/DD HH:MM

Access end date/time _____
Use the format YYYY/MM/DD HH:MM

Save **Cancel**

TUTORIAL

8. Click **Save**.



The image shows a screenshot of a software interface's 'Advanced options' dialog box. The dialog is titled 'Advanced options' and contains several settings:

- Allow comments** : If checked, users will be allowed.
- Moderate comments** : Comments will remain private until approved.
- Allow copying** : Check this box if you would like to allow users to copy content.
- Overriding start/stop dates**: If you want, you can set an overriding start and stop date/time.
- Access start date/time**: Use the format YYYY/MM/DD HH:MM:SS.
- Access end date/time**: Use the format YYYY/MM/DD HH:MM:SS.

At the bottom of the dialog, there are two buttons: **Save** and **Cancel**. The **Save** button is circled in red, indicating it is the target of the instruction.