OVERVIEW:
Feedback can be given on Blackboard Portfolios through comments. These comments can be given by anyone who has access to a portfolio (through sharing). This commenting process can be used for informal evaluation from peers and instructors. It is recommended that formal evaluation is done through using portfolios as an assignment submission.

In the settings of a portfolio you can choose if comments are public or private, which makes the comments either only shown to the owner of the portfolio (private) or shown to anyone who you’ve given access to that portfolio (public). Those who have a CityU username will be shown as their username when leaving a comment (if they are logged in). Anyone else commenting will need to leave their name within their comment.

HOW TO MAKE AND FIND COMMENTS IN BLACKBOARD PORTFOLIOS:

1. Either click on the link in the email OR access portfolios through the global navigation (Tools>Portfolios) and go to the Shared with Me section. Select Open on the portfolio you would like to comment on.

2. The portfolio will open in a new window in production view. Select Comments in the top right of the page.
3. A popup box will appear. Select **Add Comments**.

4. Add a Subject. This should include the page and/or section to which you are commenting on. Type your comment in the Comments field. (If you don’t do it this way, find a way to give specific feedback that is logical within the comment itself) If you do not have a CityU username or are not logged in, be sure to leave your name within your comment so that the owner of the portfolio will know who commented. Then select **Submit**.
5. Once you’ve added your comment it will look something like this. If you are not signed in to Blackboard your author name will be “Blackboard Guest”. You can add as many comments as you need by clicking Add Comments again. When you are finished, close the pop up box.

6. Close the portfolio tab.
HOW TO ACCESS YOUR PORTFOLIO COMMENTS:

1. Access the portfolios by clicking on the global navigation, selecting **Tools**, and then selecting **Portfolios**.

2. That will bring you to My Portfolios (Portfolios Homepage). Find the portfolio you want to look at and select **More**.
3. Select **View Comments**.

4. Click the hyperlinked subject to open and view the comment.