

# How to Use the “Conversation” Tool

A Guide for students and Faculty

**Who is this for?** This guide is for all users that are looking to interact with content in an ePortfolio page by using the “Conversation Tool” feature.

**Step 1:** In an ePortfolio, locate the “Conversation Tool” icon in the lower right-hand corner of the page and click on it. (See image 1)

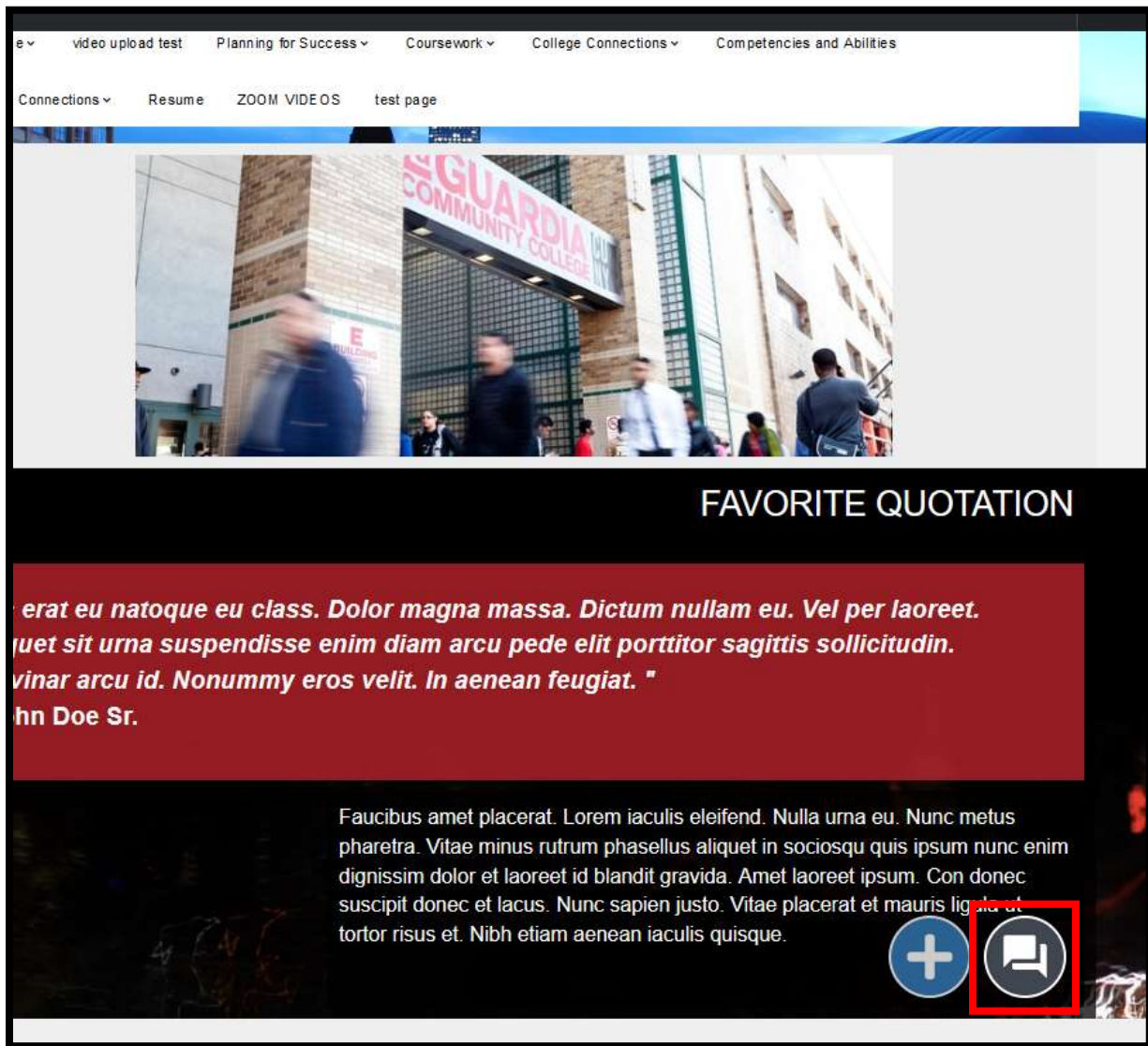


Image 1

**Step 2:** The “Conversation tool” will open in the upper right-hand side of the browser window, type in the text box to leave a comment about the page. Choose who can see the comment; Viewers, Editors, Publishers or Admins. Then click “Send.” People can respond to the comment by writing in the text box below the comment or start a new conversation in the text box above the comment. (See images 2 and 3)

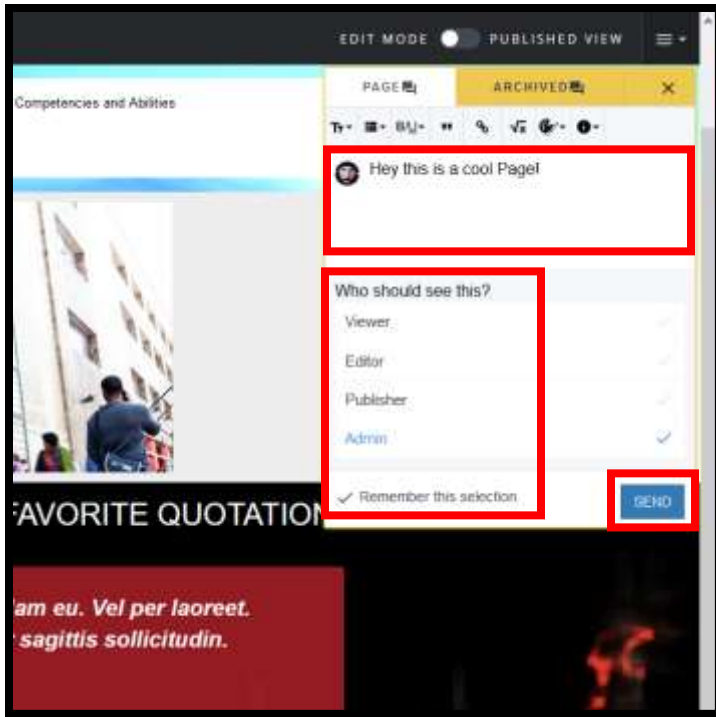


Image 2

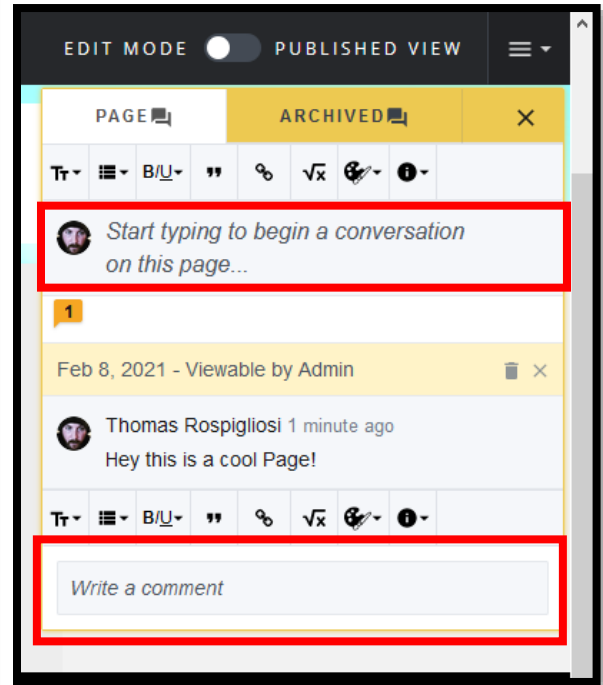


Image 3

**Step 3:** You can also leave comments on specific sections of a page. With the “Conversations Tool” open, highlight text on the page and a text box will pop up where you can leave a comment. (See image 4)

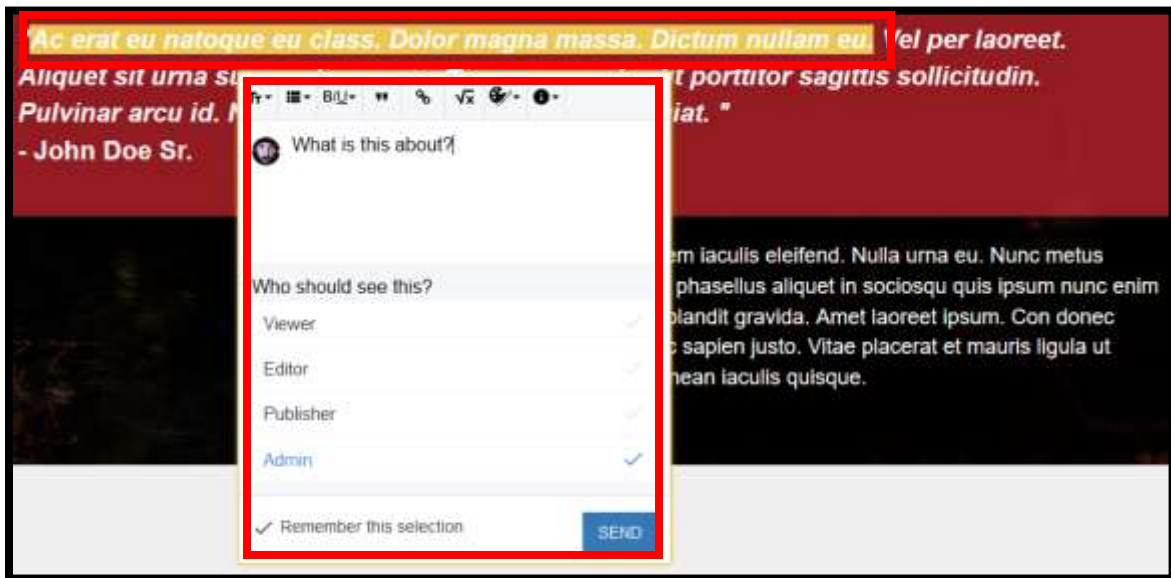


Image 4

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.