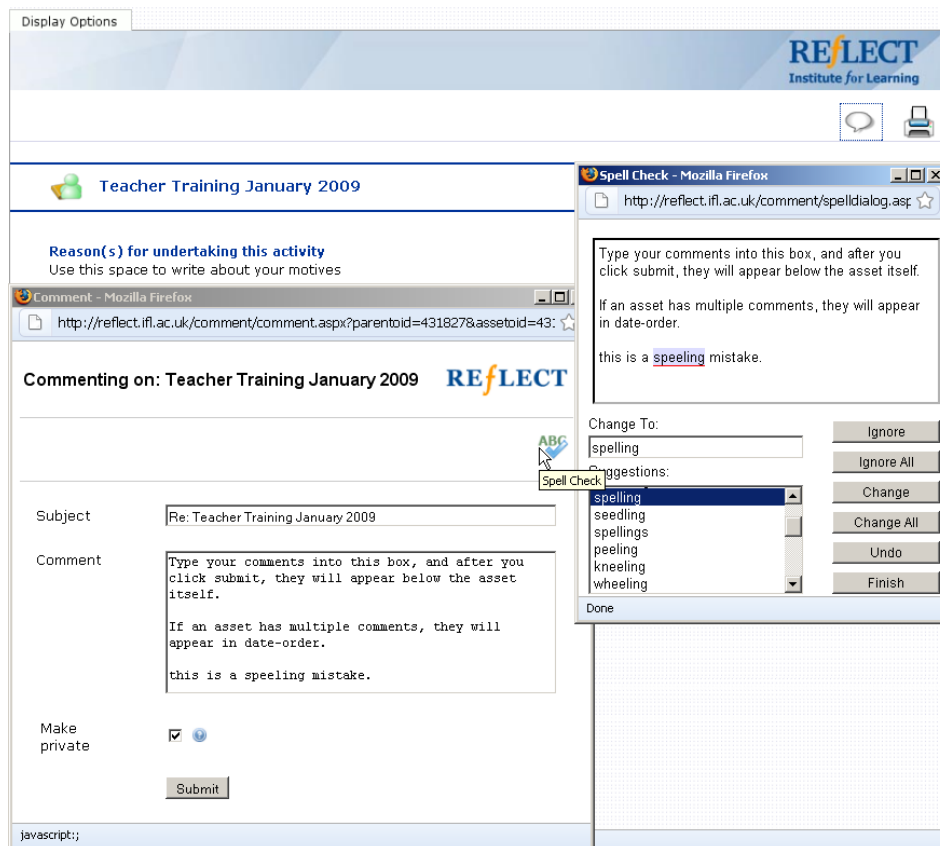


Tip sheet: Commenting on assets

When sharing an asset with another user you can give them permission to comment on it. Equally, when you receive an asset you may have been given commenting permission.

Information on sharing is available from the tip sheet 'sharing an asset'.

To add a comment, view the asset. You can add a comment to an asset by clicking the **speech bubble** icon at the top right. The **comment window** will pop-up.



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Type your comment into the text box, and change the title if you wish. Spell check your comment by clicking the **Spell Check** icon.

You can make your comment private by filling the **make private** tick box. This means that only you and the asset's owner can see it.

When you are finished, click the **submit** button and your comment will appear below the asset.

The screenshot displays the RELECT Institute for Learning interface. At the top right, the logo 'RELECT Institute for Learning' is visible. Below the header, there are icons for a speech bubble and a printer. The main content area is titled 'Teacher Training January 2009' and contains a reflection form with the following sections:

- Reason(s) for undertaking this activity**: Use this space to write about your motives.
- Knowledge/skills gained**: Use this space to write about the benefits.
- What was the impact of the activity?**: Use this space to write about the effects.
- Reflection**: Use this space to write about how your views of the activity.

Below the reflection form is a 'Comments about this' section with a 'Hide' link. The comment section shows a subject line 'Re: Teacher Training January 2009' with a padlock icon, indicating it is private. The comment was posted by Colin Dalziel on 04 February 2009 at 10:24. Below the comment text are links for 'Edit', 'Remove', and 'Post Comment'.

The **padlock** icon appears next to the subject when an asset is private.

As the comments author, you can edit it, or remove it at any time. As the asset's owner, you can also remove any comments.