

## Commenting on a Resource

Adding comments to resources increasing the potential value to your peers. Having a variety of thoughts, ideas and feedback ensure that educators can more easily identify resources that will integrate into the programs.

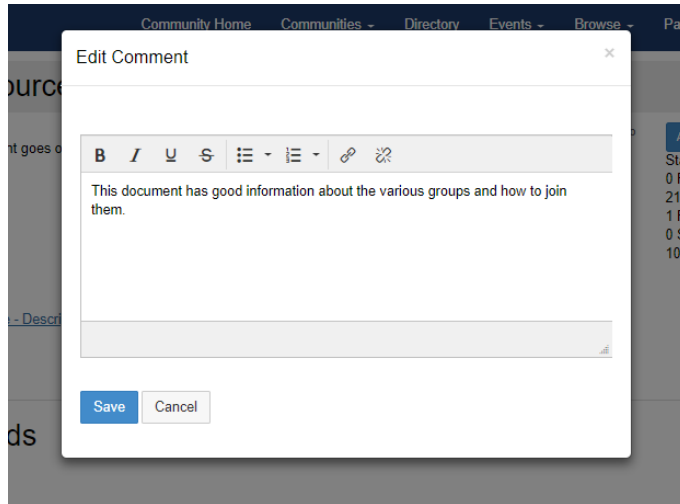
- I. Select a resource you are interested in and open the View option
  - a. You can do this in 2 ways:
    - i. Double click on the resource
    - ii. Single click on the resource and click the View button

The screenshot shows a community resource page. At the top, there are navigation tabs: Community Home, Discussion (178), Library (25), Events (2), and Members (430). Below the tabs is a 'Back to Library' button. The main heading is 'Community Resource - Descriptions' with a 'Like' button (0) and a 'Like' icon. The resource description is 'This document goes over each group and how to join', posted '20 days ago' by Heather Wendt. To the right, an 'Actions' menu is open, showing statistics: 0 Favourited, 20 Views, 1 Files, 0 Shares, and 10 Downloads. Below the description is an attachment: 'Community\_Resource\_-\_Descriptions.pdf' (124K, 1 version), uploaded on 05-05-2018, with a 'Download' button. At the bottom, there is a 'Tags and Keywords' section with an 'Add a tag' button and a 'Comments' section with a green 'Add' button.

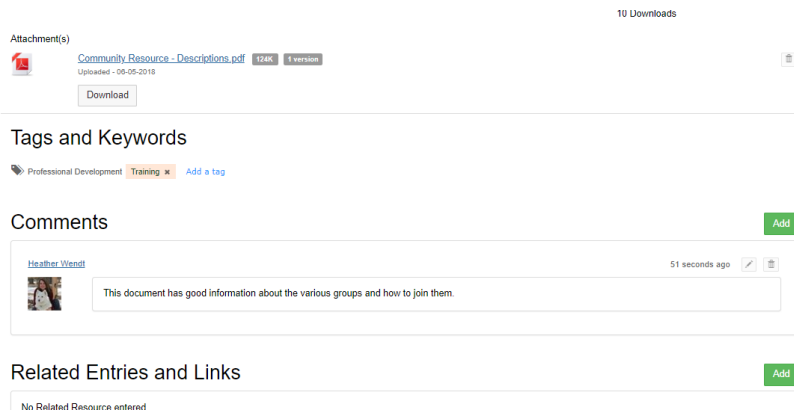
- b. Click the green Add button to the right of the Comments field

This screenshot is a close-up of the bottom portion of the resource page. It shows the 'Attachment(s)' section with the PDF file 'Community\_Resource\_-\_Descriptions.pdf' (124K, 1 version) and a 'Download' button. Below that is the 'Tags and Keywords' section with an 'Add a tag' button. The 'Comments' section is highlighted, showing a text input field with the placeholder 'Currently no comments.' and a green 'Add' button circled in red. At the bottom, the 'Related Entries and Links' section is visible, showing a text input field with the placeholder 'No Related Resource entered' and a green 'Add' button.

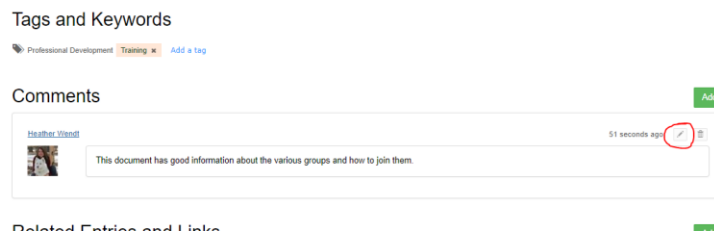
- c. Type comments into text box, adding any formatting or links as desired. Click Save



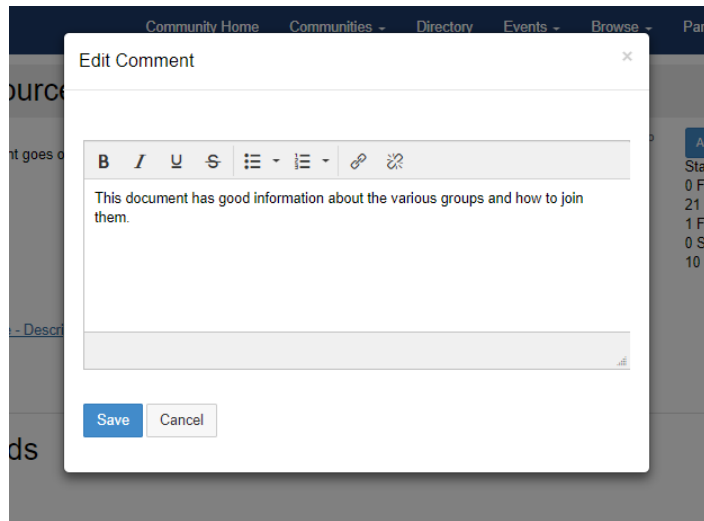
- d. Comment now appears when members access this document



- e. You can edit or delete your comment by clicking on the correct tab  
i. Editing your comment  
1. Click on the pencil icon

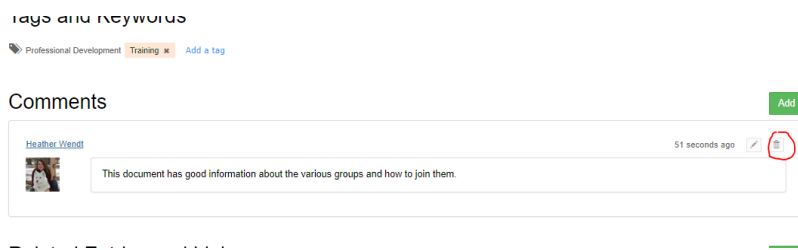


- a. Make changes in the textbox and click Save



- ii. Deleting your comment

1. Click on the trashcan icon



2. Click on the OK to delete and the Cancel to keep your comment

