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)
**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](image2.png)

![Image 3](image3.png)

**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](image4.png)

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