4. Portfolio

4.9. Feedback

Giving *feedback* is an essential component for portfolio work. You can give feedback not only on individual artefacts but on entire portfolio pages.

The author of an artefact or portfolio page decides whether you can leave comments or not. Find the comment options for:

- **files**: when editing a file.
- **journal entries**: when editing a journal entry.
- **notes**: when editing a note.
- **pages**: in the advanced options.

4.9.1. View feedback

You can see the feedback given so far at the bottom of each portfolio page or the artefact page that contains the artefact's metadata.

View feedback on a page

1. The profile picture and name of the author of the feedback is shown.
2. You can see when the feedback author wrote the feedback and also when the last change to it was made.
3. The feedback is displayed.
4. Feedback comments can also contain a rating which shows quickly how well the feedback author likes your page or artefact.
5. As page / artefact owner you see all feedback on your page. Feedback marked as private by the feedback author is only displayed to you and the feedback author.
6. You or the feedback author can make private feedback public by clicking the *Make public* button next to the feedback.

7. You and the comment author can delete a comment by clicking the *Delete* button . The comment text is not displayed anymore. In addition, if you delete the comment by someone else, they will receive a notification about it, which includes their comment text.

8. You and the comment author can delete a comment by clicking the *Delete* button . The comment text is not displayed anymore. In addition, if you delete the comment by someone else, they will receive a notification about it, which includes their comment text.

9. If feedback authors decide to remove their feedback, it is marked as such.

10. Feedback authors can attach a file to their feedback to give you longer feedback or oral or video feedback. The files that they add are placed into your personal *Files* area so you can use that feedback later on.

11. You can edit your own feedback and feedback authors can edit their feedback if it is the last feedback.

As owner of a page or artefact, you receive a notification about new feedback that was placed on it.

4.9.2. Give feedback

You can give feedback on a page and individual artefacts if the page / artefact author allowed that.

Provide feedback

1. Click the *Place feedback* link at the bottom of the portfolio page or the details page of an artefact for which you want to write feedback.
2. **Message**: Write your feedback into the editor window.
3. **Rating**: If the site administrator turned on comment ratings, you can use the 5-star rating scale in addition to your written comments and / or an uploaded file.
4. **Make public**: Enable the **Make public** check box when you want everyone who has access to this page to see your comment. If you do not make your feedback public, only you and the page / artefact author can see your comment. This check box is ticked by default.
5. **License**: You see this field if the site administrator turned on license metadata. Choose the license for your feedback. You can set your default license in your account settings.
6. **Advanced licensing**: You see this option if the site administrator turned on license metadata. If you click it, you see two additional license fields, "Licensor" and "Original URL", that you can fill in if this is not your own feedback.

   At the moment, you cannot display that license information on a portfolio page, but it is stored for future use when the functionality is expanded.

7. **Attach file**: Click the *Browse* button to attach a feedback file from your computer. This file is placed into the *Files* area of the author of the page. Click the *[+]* link to add another file.
8. Click the *Place feedback* button to save your feedback or click the *Cancel* button to abort your changes.
9. Once you have placed feedback on the page, the author receives a notification about it.

   Feedback writers do not receive notifications about additional feedback made by others after they submitted theirs. Only page / artefact owners receive notifications.