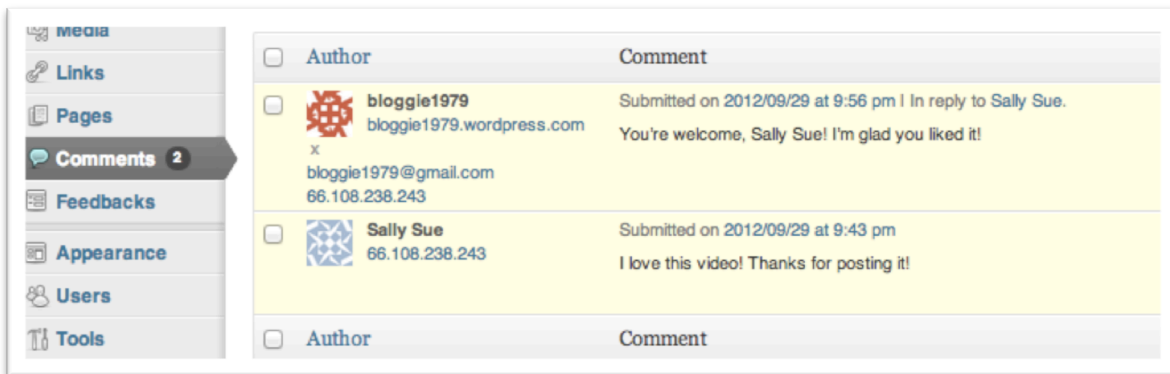


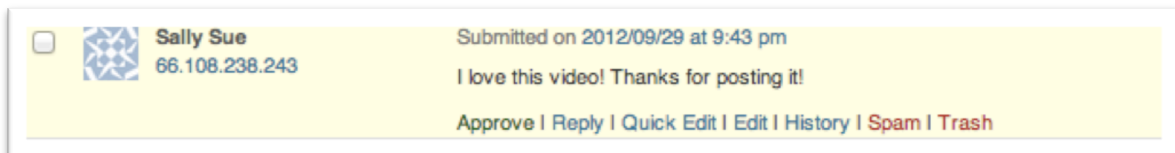


Moderating Comments

Step 1: Go to your dashboard to see if anyone has left a comment on your blog. You can click on the word “Comments” to see new comments. They will be highlighted in yellow.



Step 2: Hover the cursor over the new comment until a menu appears. Your options will include “Approve,” “Reply,” “Quick Edit” and “Trash.”



Step 3: If the comment is acceptable, click “Approve” so that all other readers can view the comment. If you want to reply to the comment, click “Reply” and type your comment in the new field. To make a small change in the comment, click “Quick Edit.” To discard the comment, click “Trash.”

Step 4: Make sure you establish a clear policy with your students as to what kinds of comments are encouraged, and what kind are prohibited. You can add this as a page so that it is always accessible to your students.