

Managing Comments

Create@USQ User Guide
Last Updated: March 2023



Extending the Conversation

Comments extend your site beyond your writing, inviting readers to have conversations with you and with others.

Comments invite readers provide feedback, and allow for collaboration and knowledge making.

Comments are **enabled by default on Posts** within your Create@UniSQ Site. They can also be enabled on Pages.

4 Comments



jlawrence on 1 September, 2022 at 8:15 am ([Edit](#))

looks good...well done everyone

[Reply](#)



Sarah on 1 September, 2022 at 8:52 am ([Edit](#))

thanks Jill!

[Reply](#)



Jo Southern on 1 September, 2022 at 1:20 pm ([Edit](#))

Excellent work team. Smarthinking is fantastic for 1st year students.

[Reply](#)



Lee O'Malley on 2 September, 2022 at 11:26 am ([Edit](#))

Great to see this having more promotion for students and recommend it ++ Congrats to you all. Kate, your contribution to our FY students in SONM has been outstanding. 😊

[Reply](#)

Submit a Comment

Logged in as Jo Kay. [Edit your profile](#). [Log out?](#) Required fields are marked *

Comment *

[Submit Comment](#)

How to Make a Comment

To add a comment on your own post or a post by another student or colleague, follow these steps:

1. Click on the **post title** to go to the **individual post page**.
2. Scroll down the page to the **comment form**.
3. Write your comment in the **text box** provided.
4. Enter your name and email address.
5. Enter the **anti-spam word**.
6. Click the Post Comment button.

Depending on the settings the site owner has applied, your comment will be posted, or it will be sent for moderation and posted once the site owner has approved it.

0 Comments

Submit a Comment

Your email address will not be published. Required fields are marked *

I am adding a comment here

Anti-spam*

okrenown

To prove you are a person (not a spam script), type the words from the following picture or audio file.



Jo Kay

jo.kay@usq.edu.au

Save my name, email, and website in this browser for the next time I comment.

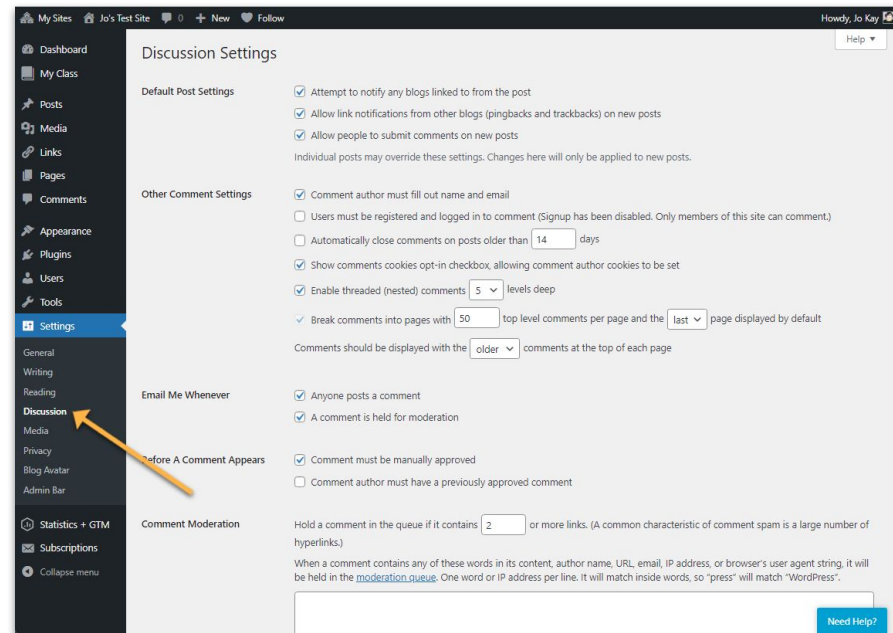
Submit Comment

Comment Settings on Your Create@UniSQ Site

The **Discussion Settings** are used to control how comments are made on your site. They can be found via the Dashboard at **Site Settings > Discussion**.

Consider the discussion settings and set them to meet your needs.

For example, by default comments are allowed, an author must fill in their details. This helps to prevent spam.



The screenshot displays the WordPress 'Discussion Settings' page. The left sidebar contains a navigation menu with 'Settings' selected, and 'Discussion' highlighted with an orange arrow. The main content area is titled 'Discussion Settings' and includes a 'Help' button in the top right corner. The settings are organized into several sections:

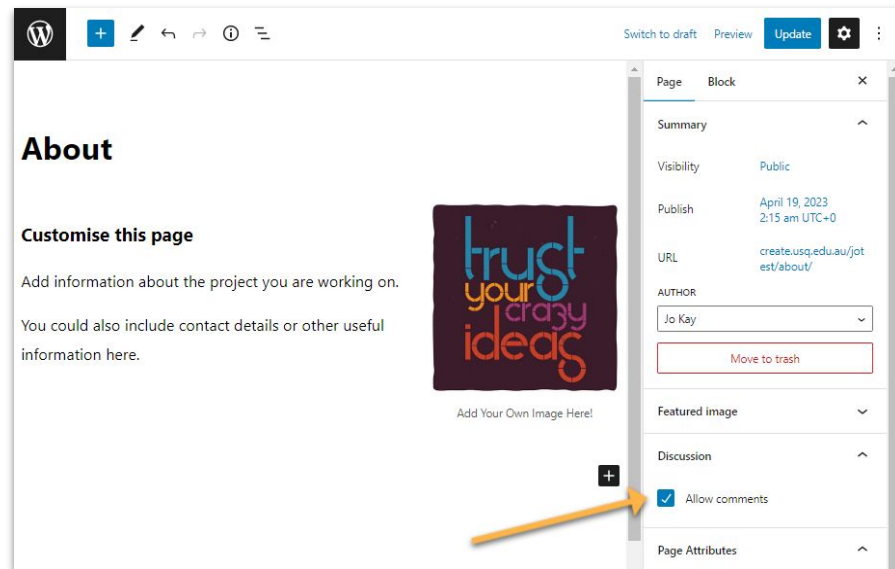
- Default Post Settings:**
 - Attempt to notify any blogs linked to from the post
 - Allow link notifications from other blogs (pingbacks and trackbacks) on new posts
 - Allow people to submit comments on new posts
 - Individual posts may override these settings. Changes here will only be applied to new posts.
- Other Comment Settings:**
 - Comment author must fill out name and email
 - Users must be registered and logged in to comment (Signup has been disabled. Only members of this site can comment.)
 - Automatically close comments on posts older than days
 - Show comments cookies opt-in checkbox, allowing comment author cookies to be set
 - Enable threaded (nested) comments levels deep
 - Break comments into pages with top level comments per page and the page displayed by default
 - Comments should be displayed with the comments at the top of each page
- Email Me Whenever:**
 - Anyone posts a comment
 - A comment is held for moderation
- Before A Comment Appears:**
 - Comment must be manually approved
 - Comment author must have a previously approved comment
- Comment Moderation:**
 - Hold a comment in the queue if it contains or more links. (A common characteristic of comment spam is a large number of hyperlinks.)
 - When a comment contains any of these words in its content, author name, URL, email, IP address, or browser's user agent string, it will be held in the [moderation queue](#): One word or IP address per line. It will match inside words, so "press" will match "WordPress".
 -
 - [Need Help?](#)

Enable (or Disable) Comments on Posts and Pages

By default comments are enabled on Posts and disabled on Pages.

However, you can **enable or disable comments** on a specific post you've already published. Follow these steps:

1. Click on **Posts** or **Pages** in your dashboard.
2. Click on the title of the post or page you want to enable or disable comments on.
3. Find and open the **Discussion tab** in the **settings sidebar** on the right.
4. Select **Allow Comments** to enable comments or deselect the option to disable comments:



Moderating Comments

By default, some moderation is required on comments (via your Discussion settings).

To manage a comment, roll your mouse over it and use the menu that appears below it. Choose from the following actions:

- **Approve:** Publishes the comment to your blog.
- **Spam:** Removes the comment from your blog and places it in your spam folder.
- **Trash:** Removes the comment from your blog and sends it to your trash folder where it is automatically deleted after 30 days.
- **Edit:** Opens the comment into full edit mode where you can edit content in any box.
- **Quick Edit:** Drops down a quick edit text box.
- **Reply:** Drops down a quick text box which allow you to reply back to a comment right from the Comment page.

The screenshot displays the Moodle Comments management page. The left sidebar contains navigation options like Dashboard, My Class, Posts, Media, Links, Pages, Comments (highlighted), Projects, Calendars, Appearance, Plugins, Users, Tools, Settings, H5P, Statistics + GTM, Divi, Subscriptions, MetaSlider, and Collapse menu. The main content area shows a list of comments with the following columns: Author, Comment, In response to, and Submitted on. The first comment is from Lyn (lyn.alderman@uq.edu.au) with the text 'Great think piece Jasmine and Rian'. Below the comment text is a menu with options: Unapprove, Reply, Quick Edit, Edit, Spam, and Trash. An orange arrow points to the 'Unapprove' button. The second comment is from Vicki Christopher (Vicki.Christopher@usq.edu.au) with the text 'Loved the ThinkPiece featuring your HyFlex work, Lisa & Julie. Thank you for sharing.' The third comment is from Neil Martin (neil.martin@usq.edu) with the text 'Fantastic ThinkPiece Jo. An excellent overview of how you are innovating in your online teaching.' The fourth comment is from Lee O'Malley (Lee.O'Malley@uq.edu.au) with the text 'Great to see this having more promotion for students and recommend it ++ Congrats to you all. Kate, your contribution to our FY students in SONM has been outstanding.' The interface also includes a search bar, bulk actions menu, and a 'Need Help?' button.