

Discussion Settings

The default settings for commenting on posts can be set from the **Discussion** screen of the **Settings** section of the dashboard.

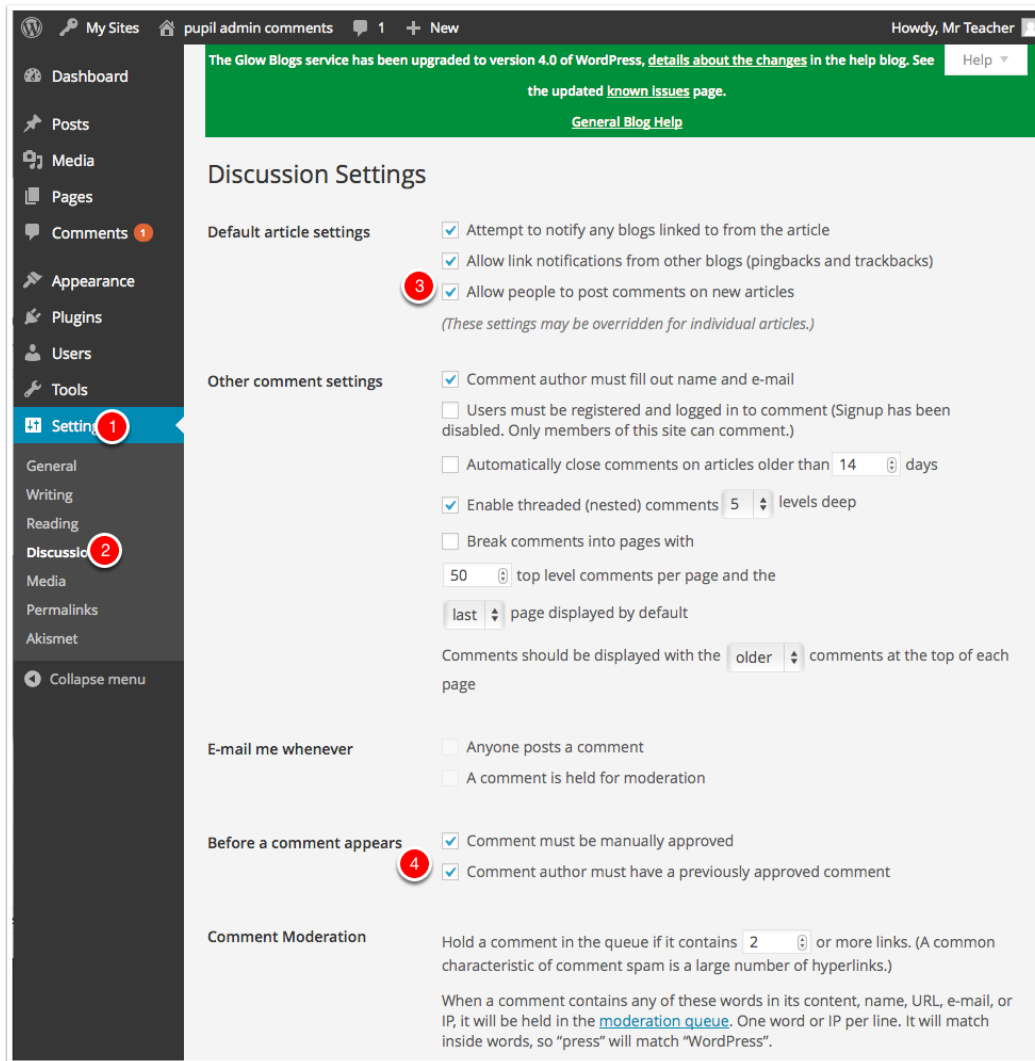
To access this screen click on the **Settings** link in the sidebar [1] and then the **Discussions** link[2].

The most important settings are the overall permission to comment [3] and the moderation [4]. In most cases where you allow comments it is best to check '**An administrator must always approve the comment**'.

Update 2017, you can also check the box to email you when a comment is held for moderation. See [this news](#) for more information.

After making changes on the setting screen remember to click the '**Save Changes**' button at the foot of the page (not visible in the screenshot below).

It is important to remember that changes to allow comments will only affect new posts. Pages are not affected. Comments on pages are off by default and need to be activated on a page by page basis.



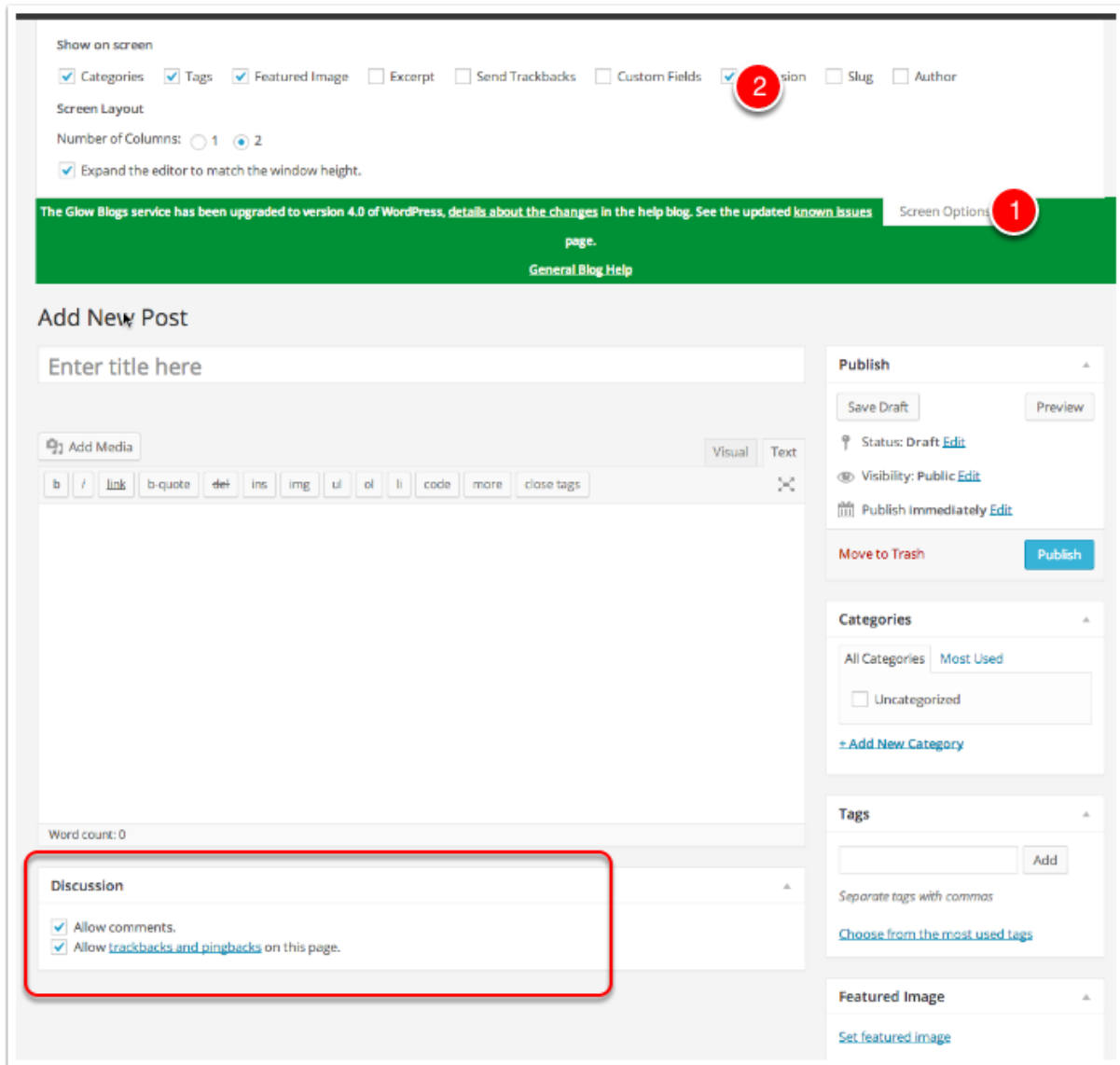
Discussion Settings on individual Post or Page

You can control the ability of visitors to add comments to your posts and pages on a per post or page basis. This is the only way to allow comments on pages. (old pages may have had comments activated by default; the process changed in 2016)

There is a checkbox at the bottom of the post and page editor. **You may have to show that section by opening the Screen Options [1] and ticking discussions [2].**

You can also control trackbacks and pingback for each post. These allow link notifications from other blogs.

The defaults for new posts and pages are controlled in the discussion settings.



Comment Approval

If you have allowed comments with moderation you need to moderate comments.

Glow blogs differ from standard WordPress in that Glow users with a pupil role cannot see unmoderated comments on a **public** blog. This is to avoid pupils seeing unsuitable spam comments. On a public blog an Admin who is not a pupil can allow pupils to moderate comments if needed.

You can access the comments page in the dashboard by clicking on the link on the left navigation [1].

Comments that have not been approved have a yellow background. Hovering over a comment will show links to **Approve, Reply, Quick Edit, Edit, Spam** and **Trash**[2].

Glow Blogs

If a comment has already been approved the link will read **Unapprove**.

If a glow user makes a comment on a glow blog while logged into glow the comment will display their display name. Users can change this in their settings. This can be a nick-name so can be used to anonymise vulnerable pupils. Users with Staff establishment roles will also see the users glow id [3].

The screenshot displays the 'Comments' management page in a web application. On the left is a dark sidebar with navigation options: Media, Pages, Comments (1), Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Comments' and shows a list of 4 items. At the top, there are filters for 'All', 'Pending (1)', 'Approved', 'Spam (0)', and 'Trash (0)', along with a search box and a 'Check for Spam' button. The comment list has columns for 'Author', 'Comment', and 'In Response To'. The first comment is by 'John A@B.com' (212.110.185.65), submitted on 2014/12/22 at 3:05 pm, with the text 'this is a comment for test purposes'. A red box highlights the action links: 'Approve', 'Reply', 'Quick Edit', 'Edit', 'History', 'Spam', and 'Trash'. The second comment is by 'Mr Teacher (Glow)' (username: mrteacher@dev-290), submitted on 2014/11/26 at 12:14 pm, with the text '2nd comment'. The third comment is also by 'Mr Teacher (Glow)' with the text 'Comment comment comment comment comment comment'. Red annotations include a '1' in a circle next to the 'Comments' menu item, a '2' in a circle next to the 'Approve' link, and a '3' in a circle next to the 'Mr Teacher' comment.