You can select a format for Destiny to use when displaying reviewers' names. On the Catalog tab of Site Configuration in the Back Office, you can opt to include the student's name or initials with their reviews. If you don't select this option, reviewers from your school are anonymous. If you allow them to enter comments or upload digital content, you can review or delete the comments and digital content before they appear on the Reviews tab of the Title Details page.

Note: You can only approve or delete reviews submitted by patrons of your own school.

A title's reviews are shared across the entire district.

**Approving, editing, and deleting reviews**

Ratings (⭐) do not require approval. The permissions set on the submitting patron's Access Level controls if comments and/or digital content require review. We recommended you always review content before posting. If comments are inappropriate, you can edit them, or delete the review and have a discussion with the student. If digital content was submitted as part of the review, you can view it by clicking the display name link. If desired, you can delete the digital content and keep the written comments.

To approve or delete library reviews, you must have the Approve/delete library reviews permission on the Library Materials tab of Access Levels in the Back Office. To edit them, you also need Edit library review contents.

1. When you log in to Destiny with the above permission the Processing Needed link appears, click the link to see what needs to be done.

2. If the Processing Needed page opens first (because there are also other things to process), click View to see the reviews that need approval.

3. To edit the comments before approving them, click Edit. Edited reviews include a note indicating who performed the editing. If the reviewer added digital content, view it by clicking its link (to the right of the reviewer’s barcode number). If necessary, you can delete the digital content, the written comments, or both.

4. If the review is acceptable, click Approve.

5. To delete the review entirely, click Delete.
Deleting reviews

If the number of reviews for a title becomes too large, you may choose to delete some of them: On a title's Reviews tab, click Delete adjacent to a review.

To delete a group of reviews based on submission date, content, or reviewer, open the Delete Reviews tab of Update Titles in the Catalog.

Generating a report on reviews

To retrieve the following information about the reviews, generate a Library Reviews report in the Report Builder in Reports.

In step 1, under Review Details, you can select the information you want about each review:

- Whether it was Approved (Yes or No)
- Digital content file name
- Digital content display name
- Review rating: 1 through 5 (stars)
- Date the review was added
- If it was edited, by whom
- Review comments entered by the reviewer

If you want to include the reviewer's name, make sure to select it under Patron Information.

In step 7, under Report Summary Options, you can include the totals: The total number of reviews, and the average, lowest, and highest rating given.

NOTES: