Digication Guide for Instructors
(Last update: 8/2017)
Table of Contents

How to Use this Guide 3
How to Get Support 4
Instructor Task 1: Getting to the “Welcome to Digication” Page 5
Instructor Task 2: Managing the “Splash Page” 8
Instructor Task 3: The Digication Course Site 11
Instructor Task 4: Collecting Assignments from Students 15
Instructor Task 5: For Programs with “Course Leader” Structures 24
How to Use this Guide

This guide presents the use of Digication in two stages: 1) How to use the Welcome to Digication screen (the “splash page”), and 2) How to add Digication Course tools for collecting and evaluating submitted student work.

1. The “splash page” allows you to set up the controls for your site and provide your students with a place to add their ePortfolios. Depending on your settings, their work could be created from scratch, or built on a “template” you provide to them. Each student’s added work(s) can be viewed on the “splash page” and commented on through the “Comments” and “Conversation” tools in the ePortfolio.

2. If you add a connection between the “splash page” and the Digication Course tools you will have additional features that allow you to collect student work(s) (as individual pages or whole ePortfolio assignments). This will let you track and archive student work for evaluation purposes.

The processes for creating, editing, and submitting ePortfolios is discussed in the Student’s User Guide.
How to Get Support

Welcome to the Digication ePortfolio Instructor’s Guide. The purpose of this guide is to familiarize you with the instructor tools that are available in Digication for setting up your site, managing activities, creating assignments, and collecting student work.

If you have any questions about Digication, or about ePortfolios in general, you can send an email to: uvadigication-support@virginia.edu. The following support services are also available for you and your students:

- **ePortfolio Peer Consultants (ePPC):** This is a group of students who are trained on Digication and ePortfolio constructions, and are ready to help their peers through one-on-one consultations. You can write to them at: eppc@collab.virginia.edu or visit their website at: https://collab.itc.virginia.edu/x/0GPRoA, or their Facebook page at: https://www.facebook.com/UVAePPC/timeline

- **ePortfolio FAQ:** Here is a link to frequently asked questions about Digication’s use and application: https://collab.itc.virginia.edu/x/P5F1Xr

- **ePortfolios at UVa:** This website is devoted to discussions on topics related to ePortfolios. You can subscribe to it to get updates as well as to participate in its discussion forum.
Instructor Task 1: Getting to the “Welcome to Digication” Page

Go to your UVaCollab course site and **click** on the ePortfolio tool in the menu-bar.

The first time you do this, you will land on the "Welcome to Digication" page where you will see two questions.
Question 1: How should students create their ePortfolios?

- **Option 1: Students should create ePortfolios from scratch only**: This option allows your students to either design their own ePortfolios, or ePortfolios based on your instructions only.

- **Option 2: Students should create ePortfolios from template(s) only**: This option allows you to provide students with a partially constructed ePortfolio (a template) with default settings. Students will be able to change the settings, but this gives them a starting point in the design of the final product. This option involves additional steps which open up when you choose it:
  - The + Create a Template link in the blue bar will let you create a new ePortfolio which you can edit into a template for your students; or
  - if you already have an ePortfolio you would like to use as a template, it will be listed below the blue bar among all ePortfolios that are available to you.
    - You can click on the blue pencil icon to edit the ePortfolio you want; or
    - you can click on the blue plus sign to make that ePortfolio a template. You can add multiple templates to a course site.

    **NOTE**: If you choose Option 2, but save your work without creating or selecting an ePortfolio, one will be created for you automatically. It will be a default (bare-bones) template, but you can go back and edit it.

- **Option 3: Students can create an ePortfolio from scratch and from a template**: This option lets students do both (create from scratch or create from a template). This option allows you to provide students with a partially constructed ePortfolio (a template) with default settings. Students will be able to change the settings, but this gives them a starting point in the design of the final product. This option involves additional steps which open up when you choose it:
  - The + Create a Template link in the blue bar will let you create a new ePortfolio which you can edit into a template for your students; or
  - if you already have an ePortfolio you would like to use as a template, it will be listed below the blue bar among all ePortfolios that are available to you.
    - You can click on the blue pencil icon to edit the ePortfolio you want; or
    - you can click on the blue plus sign to make that ePortfolio a template. You can add multiple templates to a course site.

    **NOTE**: If you choose Option 2, but save your work without creating or selecting an ePortfolio, one will be created for you automatically. It will be a default (bare-bones) template, but you can go back and edit it.
Question 2: Should ePortfolios be visible to others?

- Option 1 (Yes): If you choose “yes”, all students will be able to see each other’s ePortfolios.
- Option 2 (No): If you choose “no”, each student will only be able to see her/his own and the instructors’ ePortfolios.

When you are done setting up the options, click on the Save and Continue button to save your settings and continue working in your course site.
Instructor Task 2: Managing the “Splash Page”

After you have set your parameters in all subsequent logins you will see the following screen:

- **Settings:** You can go back to the settings for your course by clicking on the three bar icon in the top right corner of the screen.

These settings are for the same two questions you answered when you first started setting up your site: *How should students create their ePortfolios?* and *Should ePortfolios be visible to others?* To close the rollout, click the X in the far right corner of the black box.

- **Setup Link to Courses in Digication:** The “Welcome to Digication” splash page functions as a self-contained course site. But you can also access additional tools by linking your
course to a Digication course site. To do so click on the “Setup link to courses in Digication” and Select the “Create a new Digication Course” link found in the blue bar.

[Note: Do not select a course from the list of courses found below the blue bar. Doing so will mix up your course with a previous course and is difficult to undo!]

Again, just click on the blue bar labeled “Create a new Digication Course”.

![Image](image.png)

*Figure 5*

Once you associate your course with a new Digication course site (by clicking on the Create a new Digication Course link), the “Setup link to course in Digication” link will change to “Go to course in Digication”. The Go to Course in Digication link will be discussed in the next section (Instructor Task 3: Courses in Digication). For now, we will just finish looking at the other links on the “splash screen”.

9
Figure 6

- **Show All My ePortfolios**: This link allows you to switch from seeing only the ePortfolios associated with this class, to seeing all ePortfolios you have access to. You can **click** on it again to switch back from seeing all ePortfolios you have access to, to seeing only the ePortfolios associated with this class, **Only Show ePortfolios Shared with this Course**.

- **Manage Templates**: This link lets you select which of your ePortfolios to use as a template for your students. You can **click** on the pencil icon to edit the ePortfolio or **click** on the blue plus sign to select it.

- **The Search** icon (a magnifying glass) lets you search from among the ePortfolios you have associated with this site (i.e., in the My ePortfolio area)

- **The dark green plus sign** inside the pale green rectangle lets you create a new ePortfolio. Instructions for creating an ePortfolio from scratch and/or from a template can be found in the **Student’s User Guide**.

At this point, you should **click** on the **dark green plus sign** and proceed to go through the process of creating your own ePortfolio from scratch or from a template, depending on how you have set up the site. This will give you a good sense of what students will have to do to create ePortfolios for your class. Consult the **Digication ePortfolio Author Guide** for instructions. Be sure to delete your practice ePortfolio when you are done.
Instructor Task 3: The Digication Course Site

Once you have associated your course with a new Digication course site, you will see a *Go to course in Digication* link on the **Welcome to Digication** “splash” page.

![Welcome to Digication](image)

**Figure 7**

When you **click** on the *Got to Course in Digication* link you will see the following screen. This screen provides you with tabs that allow you to administer your course site:

![Course Admin Screen](image)

**Figure 8**
● **Notifications:** This tab allows you to control whether you get notifications or not. The page also has reminders and allows links to other activities.

![Figure 9](image)

● **Assignments:** This tab allows you to create assignments for your students and collect them for grading and archiving. See Instructor Task 4 for a more detailed explanation on Assignments.

![Figure 10](image)
- **ePortfolios**: This tab lets you see all of the ePortfolios your students are working on. It is essentially the same information as what you have on the **Welcome to Digication** “splash” page.

![Figure 11](image_url)

- **People**: This tab lists the members of your sites (once they have started using Digication) and provides information about them and their work.
- **Settings:** This tab allows you to change the settings of your Digication course site. See Instructor Task 5 for a more detailed explanation on changing Course Settings.
Instructor Task 4: Collecting Assignments from Students

The main reason for connecting your Welcome to Digication page (the “splash screen”) with a Digication course site (as you did in “Instructor Task 3”) is so you can collect assignments and completed ePortfolios from your students. Collecting assignments and ePortfolios allows you to have a record of the material your students have submitted to you.

To collect assignments, you will need to make sure the Assignments tab has been added to your Digication Course site. If it is not there, you can click on the Settings tab, choose General Info, scroll down to the bottom of the screen and click the checkbox next to Assignments.
Click on the Assignments tab to open it. You can click on the Add Assignment button at the top or the bottom of the page to start creating an assignment.
In the area for adding your assignment, fill in the Name: and Description: fields and click on the Save button.
You will then be asked to add a step to the assignment workflow. Click on the Add Step button.
Figure 16
At this point you will see the options you have for adding steps to your assignment. In this tutorial, we will focus on adding one step only: Evidence. In other words, you will only be requiring your students to submit a copy of their work (the “evidence”) to you.
Once you have selected “Evidence” and clicked on the Add button, you will be asked to set the parameters for the assignment. You can set due dates and instructions for what is to be submitted. You can instruct students to submit single pages, a series of pages, or their completed ePortfolio. You can also decide on whether or not students can submit changes to their work. If you do, the multiple submissions will be saved separately with date stamps. This is a good way to collect drafts to see change in a student’s work over time. **Click** on the Save button at the bottom of the screen to save the assignment when you are done.

*Figure 18*
Once you have created your assignments, when you go back and click on the Assignments tab of your Digication course site, you will see a grid listing your students’ names and color-coded boxes under each assignment. A legend above the grid explains the color-coding.

Figure 19
You can click on a box to see the titles and dates of a student’s submissions as well as view the submission itself.

**Figure 20**

**Note 1:** Your students will be able to submit their work through the Submit option in the Portfolio Tools options in their ePortfolio editing area (see **Digication ePortfolio Tutorial for Authors**).

**Note 2:** The Assignments tool is not designed for commenting on your students’ work or returning it to them. At this point, this tool is being used only to provide you with a record of the work your students have submitted to you.
Instructor Task 5: For Programs with “Course Leader” Structures

Many of our language programs, such as Spanish and French, have “Course Leaders” who are responsible for developing and disseminating course content to other instructors. The following is a description of how Digication can be used to facilitate that process.

1. Course Leaders:
   a. Create a Community site in Digication and add your instructors as faculty members. (They need to have full rights to access the material you have prepared for them, but warn them not to delete or change anything.)
   b. Create the material that your instructors will need to use in their courses:
      i. An eportfolio to provide “course content” which your instructors will link to from their Collab site. (Note: Most instructors can use the “course content” eportfolio provided by the course leader as-is by linking to it. Those who want to customize it will need to contact you, the Course Leader, for an editable version.)
      ii. An ePortfolio to be used as a “student template” which your instructors will make available to their students
      iii. The course assignments which you will need to add to the Community site which will make them available to your instructors because they have “faculty” status in your Community (i.e., when your instructors go to create assignments for their students, they can simply duplicate these)
   c. Share these three items with the instructors in your Community site.

2. Instructors:
   a. How to Link your Collab site to the Course Content ePortfolio created by your Course Leader:
      i. Go to the Community created by your Course Leader.
      ii. Copy the address of the “course content” ePortfolio in the Community for use in your Collab site:
         1. Go to the Collab site
         2. Edit the Overview page
            a. Click on the “edit” button (top right area)
            b. Put in the text the students will click on to go to the “course content” eportfolio (e.g., your course title)
            c. Highlight the text you entered
d. Click on “Link” icon (scan menu area with cursor)

e. Paste the address you copied in Step C (above) in the URL field of the Link dialog box

f. Click OK on the Link dialog box

g. Click Update button to close Overview page

This will create a link from your Collab Overview page to your Course Leader’s “course content” ePortfolio

b. How to acquire the “student template” so you can provide it to your students:

   i. Go back to the Community created by your Course Leader

   ii. Click on the “Create from Template” button next to the “Student Template” eportfolio

   iii. Your copy of the “student template” will now appear in the Community site.

At this point, you have a copy of the “student template” and are done with the Community site.

c. How to copy and add the assignment structure created by your Course Leader and use it in your own course:

   i. Go to your Collab site and click on the Digication ePortfolio link to get to the Welcome to Digication splash page.

   ii. Click on the link to your course in the Welcome to Digication banner

   iii. Click on the Assignments tab.

   iv. Click on the Add Assignments tab.

   v. Click on the Browse Assignments tab.

   vi. Click on the My Courses field and scroll through the drop-down list of courses

   vii. Find the Community site your Course Leader created for you

   viii. Select it and click on the Go button to see the assignments list

   ix. Click on the All Assignments option.

   x. Scroll down and click on the Batch Add button.

   xi. All of the assignments created by your Course Leader will be added to your site (Note: The assignments dates will all be the day you added them. Therefore, you need to edit each assignment and change the due dates):
1. Click on the edit icon (small pencil) for each assignment

2. Click on the (second) Edit button at the bottom of the screen.

3. Change the due dates to the correct setting.

4. Click on Save to save your work.