

Setting Up Digication in UVaCollab

[last updated: 8/09/2020]



Overview

Announcements

Resources

Site Email

Site Info

Help

Site Information Display

Edit

Help

19Su UNKN 0000

Recent Announcements

Help

Options

(viewing announcements from the last 10 days)

There are currently no announcements at this location.

1. Go to your Collab Course site.



Site Information Display

Edit

Help

19Su UNKN 0000

Recent Announcements

Help

Options

(viewing announcements from the last 10 days)

There are currently no announcements at this location.

2. Click the **Site Info** tool in the menu bar.



19Su UNKN 0000

Term	2019 Summer
Roster(s) with site access	
Site URL	https://collab-preprod.its.virginia.edu/portal/site/90cb1b6d-3aec-472e-affb-a08f9baf7961
Site contact and email	Yitna Firdyiwek, ybf2u@virginia.edu
Available to	Site participants only
Modification date	May 30, 2019 11:17 am
Modified by	Firdyiwek, Yitna
Display in Site Browser	No (Tell me more...)
Creation date	May 30, 2019 11:16 am
Appearance	*default*
LaTeX	Disabled

19Su UNKN 0000 Participant List (# 1)

Viewing 1 - 1 of 1 items

|< < show 200 items per page > >|

Printable Version

Name	Id	Credits	Role	Status	<input type="checkbox"/> Remove?
Firdyiwek, Yitna (ybf2u)			Instructor	Active	<input type="checkbox"/>

Update Participants

3. Click the **Manage Tools** tab.

SITE INFO

Help

Course Site Tools

Choose tools to include on your site...

General

5

 Overview (formerly Home)

The top-level page in your site that can display information about the site's purpose as well as synoptic views of recent announcements, discussions, and calendar items

 Announcements

Post current, time-critical information to all site participants or to groups within a site

 Anonymous Feedback

Allows site participants to post anonymous feedback to owners/instructors of a site

 Assignments

Schedule, submit, and grade online assignments, including group-scoped and peer-review course work

 Calendar

Post important dates, such as events, assignment open and due dates, assessment dates, etc.

 Chalk and Wire

Chalk and Wire e-portfolio

 Chat Room

For real-time online text-based conversations

 Confluence Wiki

A feature-rich wiki for rapid and collaborative website creation

 Confluence Wiki (test)

A feature-rich wiki for rapid and collaborative website creation

 Contact Us

A site content and functionality reporting tool

 Digication ePortfolio

Selected tools

Remove

 Overview

✕

 Announcements

✕

 Resources

✕

 Site Email

✕

 Site Info

4. Scroll to **Digication ePortfolio** and select it.

For managing sections within a site

Sign-up

Allows site participants to sign up for office hours, meetings, review sessions, and other events

Site Builder

Sakai Site Builder

Site Email

Create an email address for your site that can distribute messages to all active site participants

Site Info

Provides features to customize and manage sites

Statistics

For showing site statistics by user, event or resource of the site

Syllabus

Post single or multiple course syllabus items (with SIS integration)

Tests & Quizzes

Create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface

UVa Bookstore Digital Content

UVa Bookstore Digital Content

Web Content

Create a link to a web site in the Tool Menu of the site

Wiki

Develop collaborative documents

WordPress

For easy creation of blogs and web sites

WordPress (test)

For easy creation of blogs and web sites

▸ **Plugin Tools**

0

Continue

Cancel



5. Click Continue.



Gateway

Contact Support

Report a Barrier

UVA Home



Confirming site tools edits for 19Su UNKN 0000

You have selected the following for your site (added tools highlighted):

Overview

Announcements

Resources

Site Email : 19su-unkn-0000@collab-preprod.its.virginia.edu

Site Info

Digication ePortfolio

Finish

Back

Cancel



6. Click Finish.

Overview

Announcements

Resources

Site Email

Site Info

Digication ePortfolio

Help

SITE INFO

Help

[Edit Site Information](#) [Manage Tools](#) [Tool Order](#) [Add Participants](#) [Edit Class Roster\(s\)](#) [Manage Groups](#) [Link to Parent Site](#) [External Tools](#) [Manage Access](#) [Duplicate Site](#) [Import from Site](#) [User Audit Log](#)


19Su UNKN 0000

Term	2019 Summer
Roster(s) with site access	
Site URL	https://collab-preprod.its.virginia.edu/portal/site/90cb1b6d-3aec-472e-affb-a08f9baf7961
Site contact and email	Yitna Firdyiwek, ybf2u@virginia.edu
Available to	Site participants only
Modification date	May 30, 2019 11:29 am
Modified by	Firdyiwek, Yitna
Display in Site Browser	No (Tell me more...)
Creation date	May 30, 2019 11:16 am
Appearance	*default*
LaTeX	Disabled

19Su UNKN 0000 Participant List (# 1)

Viewing 1 - 1 of 1 items

[|<](#) [<](#) show 200 items per page ▼ [>](#) [>|](#)[Printable Version](#) 

Name 	Id	Credits	Role	Status	<input type="checkbox"/> Remove?
Firdyiwek, Yitna (ybf2u)			Instructor ▼	Active ▼	<input type="checkbox"/>

[Update Participants](#)

Digication ePortfolio will be added to your tool bar.

7. Click on Digication ePortfolio to open it.

(We attempted to launch Digication ePortfolio in a new window. To launch pop-up windows automatically in the future, configure your browser to allow UVACollab Preprod to open pop-up windows.)

[Launch Digication ePortfolio](#)

8. Click the blue **Launch...** button.

Welcome to Digication!

ePortfolios & Assessment

New Digication Introduction



[Link to New Digication documentation](#)

- Your course setup with Digication is almost complete! You can complete the setup process and grant access to your students by clicking "Define Templates for Students" to select a Template.

Your screen will open to the **Welcome to Digication** page.

Next Step: [DEFINE TEMPLATES FOR STUDENTS](#)



9. Click the blue **Define Template...** button.

Please select a template to continue

CREATE TEMPLATE

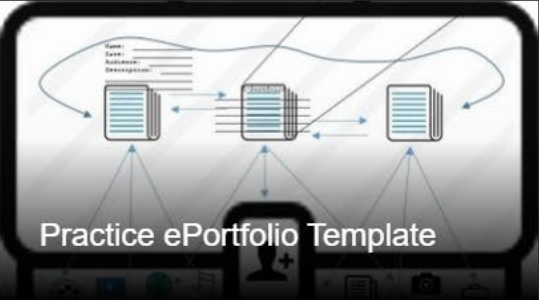
Search

If you are using a specific template, find it and click on it. Otherwise click on the Blank Template option.



BASED ON AN EXISTING TEMPLATE

VIEW ALL



Practice ePortfolio Template

The card features a diagram with three document icons connected by arrows, representing a workflow or interconnected content.



Blank Template

The card shows a background of flowing, white fabric-like textures.



Blank ePortfolio - Template

The card features a background of flowing, white fabric-like textures, similar to the Blank Template card.



Sample Template 1

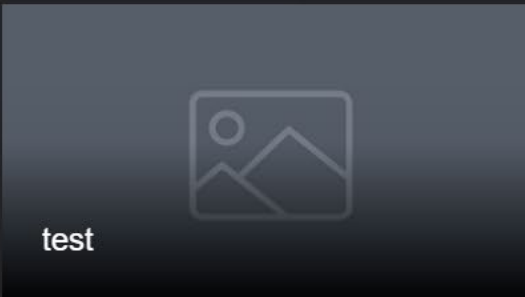
The card displays a laptop screen showing a sample ePortfolio layout with various content blocks.

BASED ON ONE OF MY EPORTFOLIOS



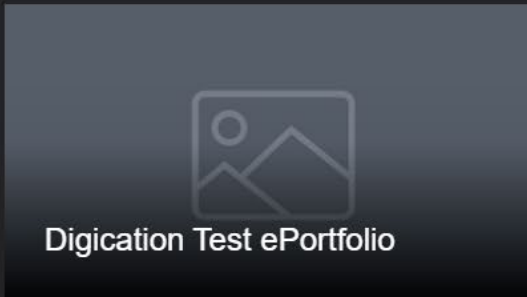
A Year of Awakening

The card has a dark background with a faint image icon and a person silhouette.



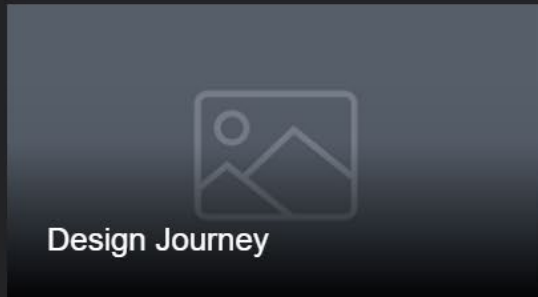
test

The card has a dark background with a faint image icon.



Digication Test ePortfolio

The card has a dark background with a faint image icon.



Design Journey

The card has a dark background with a faint image icon.

Please select a template to continue

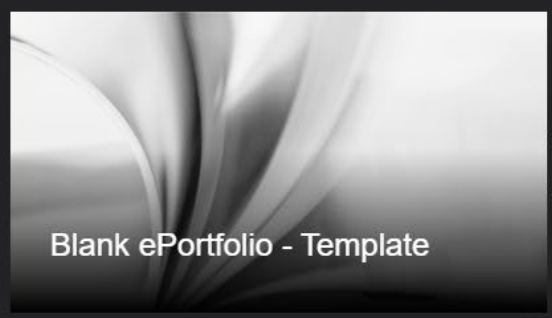
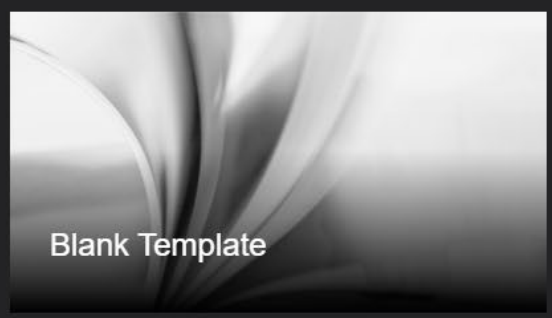
CREATE TEMPLATE

Click on the "Use this Template" link.

Search

BASED ON AN EXISTING TEMPLATE

VIEW ALL



Blank Template - Template

Shared by: PaulaFreebird

 **USE THIS TEMPLATE**  **PREVIEW**

Your template has not been shared with course <20F New Tools Config Test> yet. [SAVE & SHARE TEMPLATE](#) [SAVE & CLOSE](#)

Add A Title or Your Name Here

Home

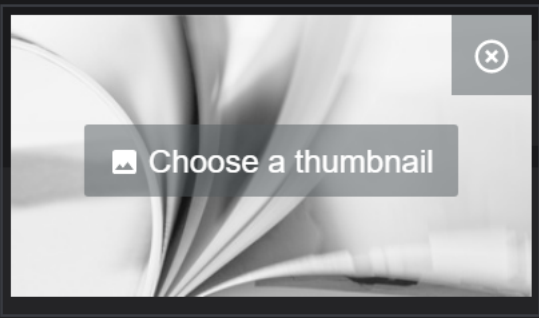


Click on the **Use this Template** link.



TEMPLATE SETTINGS

- 1 TEMPLATE INFO
- 2 WHO CAN SEE THE TEMPLATE
- 3 TEMPLATE DEFAULT SETTINGS



TITLE
Blank Template - Template [Edit](#)

URL
<https://uva.digication.com/create-from-scratch9-template11011> [Edit](#)

Description *Click "edit" to add template description...* [Edit](#)

License Not specified [Edit](#)

Edit the Title of your template. Then click on the Continue button.

CANCEL **CONTINUE**



TEMPLATE SETTINGS

- 1 TEMPLATE INFO
- 2 WHO CAN SEE THE TEMPLATE**
- 3 TEMPLATE DEFAULT SETTINGS

Private to me [Edit](#)
Only accessible by you

Also share with specific people, groups, or courses [Edit](#)

Accessible by specific users, groups, courses, communities, and assessment groups

- 20F New Tools Config Test - Faculty**
Dec 31, 2019 - Dec 30, 2020
- 20F New Tools Config Test - Students**
Dec 31, 2019 - Dec 30, 2020

Notify your shared list by email

← Make sure the template is shared with the faculty and students of your course. Then click the **Continue** button.

CANCEL **CONTINUE**



TEMPLATE SETTINGS

- ✓ TEMPLATE INFO
- ✓ WHO CAN SEE THE TEMPLATE
- 3** TEMPLATE DEFAULT SETTINGS

The following settings will be recommended to any users using this template

Private [Edit](#)
Only accessible by the Creator of the ePortfolio

Also share with specific people, groups, or courses
Accessible by specific users, groups, courses, communities, and assessment groups

	Viewer
20F New Tools Config Test - Faculty Dec 31, 2019 - Dec 30, 2020	Viewer
20F New Tools Config Test - Students Dec 31, 2019 - Dec 30, 2020	Viewer

Show in directory and user profile

Leave Template Settings as they are.
Then click on the **Save Settings** button.



CANCEL **SAVE SETTINGS**

MANAGE TEMPLATE

ADD A TEMPLATE

TEMPLATES SHARED WITH THIS COURSE



DRAFT TEMPLATES



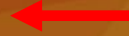
Leave Manage Template screen as it is. Just click on the **Save and Continue** button.



CANCEL SAVE & CONTINUE

Welcome to Digication!

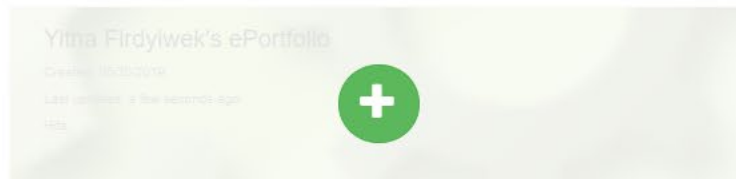
Connect to a Course in Digication



My ePortfolios Shared with this course

[Show All My ePortfolios](#)

[Manage Templates](#)



12. Click the **Connect to a Course in Digication link.**

Showing 0 ePortfolios

All ePortfolios Shared with this course

No ePortfolios have been shared with this course yet.

You will be taken back to the **Welcome to Digication page.**

Welcome

Connect to a Course in Digication

My ePortfolios

Paula Freebird's ePortfolio
Created: 08/08/2020
Last updated: a few seconds ago
Hits:

Showing 0 ePortfolios

All ePortfolios

Showing 0 records

Choose a course

Create a new Digication Course

Connect to an Existing Digication Course

Search courses... Sort...

Current Courses

Past Courses



13. Click the blue Create a new Digication Course button.

NOTE! Do NOT click to connect to an existing Digication course (current or past). It will mess up your Collab site.

No ePortfolios have been shared with this course yet.

Welcome to Digication!

19Su UNKN 0000 (ID:), Date: Jan 1, 2019 - Dec 31, 2019 (change)



Note! Do not click on the “(Change)” link. It will mess up your site.

My ePortfolios Shared with this course


[Show All My ePortfolios](#) [Manage Templates](#) 

Yitna Firdyiwek's ePortfolio

Created: 10/20/2018

Last updated: 9/16/2018

10/18



Showing 0 ePortfolios

All ePortfolios Shared with this course

No ePortfolios have been shared with this course yet.

14. A link will be added to the Digication back-end for your course.

Your Digication ePortfolio tool is now ready to use.