ePortfolio (Digication) Initial Setup
for Instructors

Fall 2021
Contents

Add ePortfolio to Your Collab Site

Perform Initial Setup:

Accept Terms of Use

Define Template(s) for Students
Support

Please direct all questions to: 
*Digication Help Desk*

or write to: 
*eportfolios@virginia.edu*

or visit: 
*www.eppc.support*
This tutorial assumes you have already added the ePortfolio tool to your Collab site (1).

(Instructions on how to add a tool to your Collab site can be found in the Collab Help link (2). Enter “add tool” in the search field.)
Once the tool has been added, you can click on it (1), and then click on the blue “Launch Digication ePortfolio” button (2).
If you have never used Digication before, you will be prompted to accept the terms of us.
Click in the checkbox to accept the terms and then click on the I Agree button.
Your screen will open to the **Welcome to Digication** page. Click the blue **Define Template for Students** button (1) to begin the template setup process.
If you are using a specific template, type its name in the **Search** field (1) to find it and click on it. Otherwise choose from the ones that are “based on an existing template” (2). (Your options may be different from the ones above).
On this screen you may either **Preview** the template you have chosen (1), or if you are sure it is the one you want, click on the “Use this template” link (2) to start using it.
If the template you have chosen is set and ready to go, click on the black **Save & Close** button (1). If not, or if you want to check the “share” settings, click on the blue **Save & Share Template** button (2) which will open the Template Settings page.
The first step in the Template Settings page is to set up the Template Info. The only thing you need to do here is click on the “Edit button” (1) to give your template a title, then click on the blue Continue button (2).
The second step is to make sure the template is shared with the faculty and students of your course (1). If it isn’t, click on the **Edit** button (2) and search for your course by name. Then click on it so it is shared with Faculty and Students in your course. Then click on the **Continue** button (3).
The third step is to check the rest of the default settings. Then click the blue **Save Settings** button.
Most instructors will not need to add a second template. But if you do, the Manage Template screen would be where you can do so which will take you through the process again. Otherwise, click on the blue Save & Continue button (1).
At this point, you and your students are ready to start creating and sharing ePortfolios. You will be able to see the ePortfolios they create, and they will be able to see each other’s. It is not necessary to click on the “Connect to a Course in Digication” link (1) to use Digication in your course.

Note: By using the “Connect to a Course in Digication” link (1) you can access additional features for managing assignments; but we do not recommend you do so because the process has some pitfalls! Most instructors manage their course assignments completely through UVaCollab. But if you still want to explore these tools click on the “Connect to Courses in Digication” link (1).
Then connect your course to Digication and access the additional tools by clicking on the blue “Create a New Digication Course” button at the top of the dialog box (1).

**Note!** The rest of the text (2) below the blue button is usually not necessary. If you connect your new course to anything under “Current Courses” or “Past Courses” it may damage the new site you are trying to create. **Click only on the blue “Create a New Digication Course” button** (1)!
Once your ePortfolio site is connected to a course in Digication, the Digication name of your course site will appear at the top of the screen (1). Clicking on the it will connect you to the assignment management tools that Digication provides. (Information on these additional tools can be found on the Digication Support site.)

**Note:** The “change” link (2) next to the name of your course is usually not necessary. **Clicking on it may damage the site you are creating.** To go to the screen where you can manage your assignments through Digication, click only on the name of the course (1).
At this point, your Digication ePortfolio site is set up with the template you have chosen and ready to be used by your students.
Support

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