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

View Site As: ▾   ▦ My Sites   Yitna

⌂ Home   Sample Site 001 ▾

≡ **Overview**

📖 ePortfolio   ← (1)

⚙ Site Settings

❓ Help   ← (2)

≡ OVERVIEW

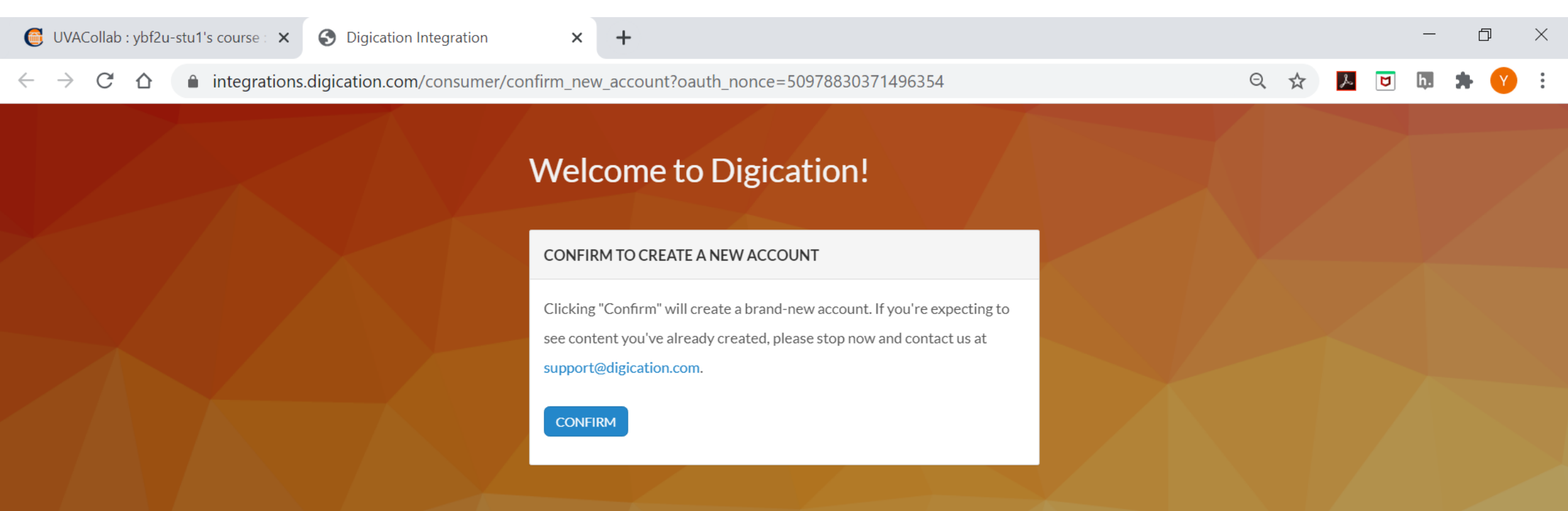✏ Edit   ❓ Help

Sample Site 001

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.)

Gateway | Contact Support | Report a Barrier | UVA Home | ℹ

UVACOLLAB

View Site As: ▼   ⦙⦙⦙ My Sites   👤 Yitna

🏠 Home   Sample Site 001 ⌄

≡ Overview

📖 **ePortfolio** ← **(1)**

⚙ Site Settings
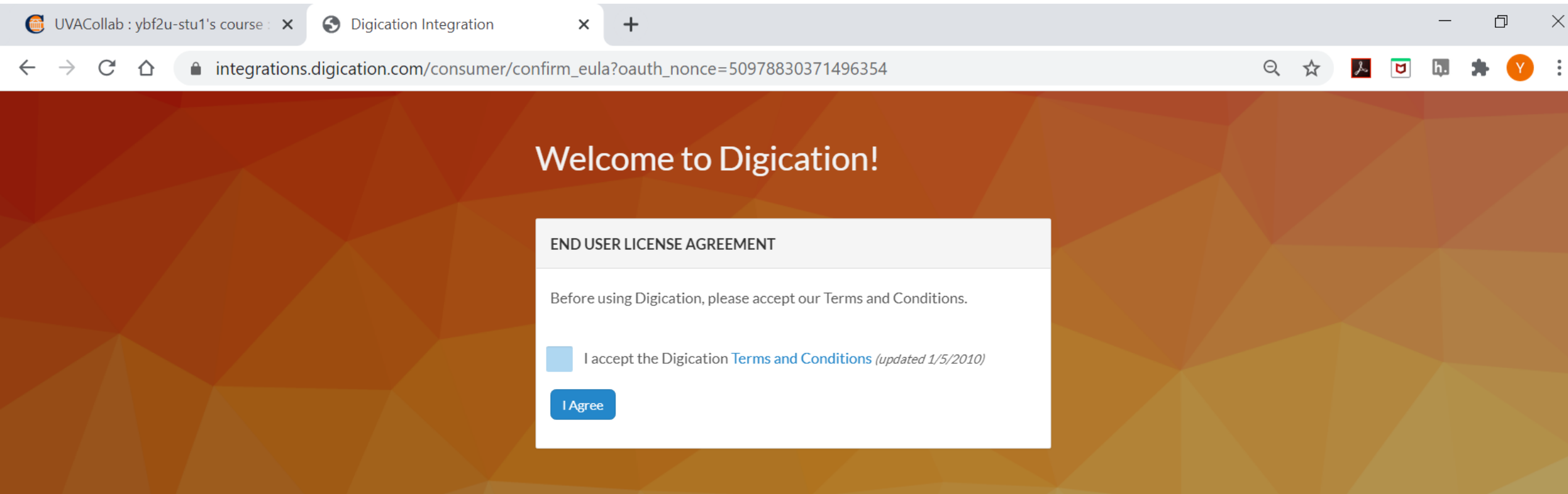
❓ Help

📖 **EPORTFOLIO**   ✏ Edit   ❓ Help

(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 to open pop-up windows.)

Launch Digication ePortfolio   ← **(2)**

Once the tool has been added, you can click on it (1), and then click on the blue "Launch Digication ePortfolio" button (2).

Gateway | Contact Support | Report a Barrier | UVA Home | ℹ

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.

Welcome to Digication!

ePortfolios & Assessment

New Digication Introduction

DIGI[cation]®

MAKE LEARNING VISIBLE

▶ 00:55 CC ⚙ ⛶ DIGI[cation]™

- 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.

Link to New Digication documentation

Next Step: **DEFINE TEMPLATES FOR STUDENTS** ⟵ (1)

Your screen will open to the **Welcome to Digication** page.
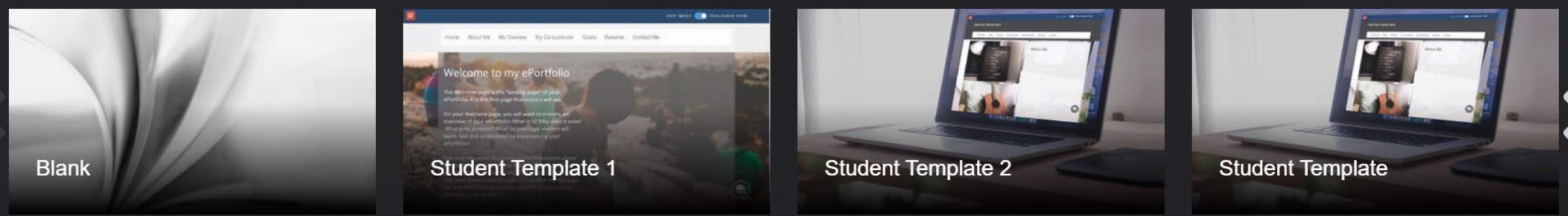Click the blue **Define Template for Students** button (1) to begin the template setup process.

uva.digication.com/portfolios/createTemplate?courseid=660546

⚠ Please select a template to continue

CREATE TEMPLATE

Search ⬅ (1)

BASED ON AN EXISTING TEMPLATE

VIEW ALL

Blank

Student Template 1

Student Template 2

Student Template

(2)

If you are using a specific template, type its name in the **Search** field (1) to find it and click on it. Otherwise choose fromo those that are "based on an existing template" (2).
(Your options may be different from the ones above).
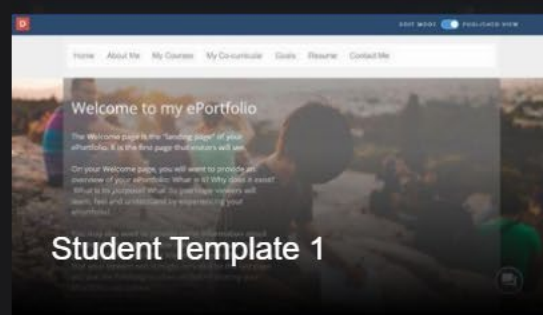
✕

LIBRARY

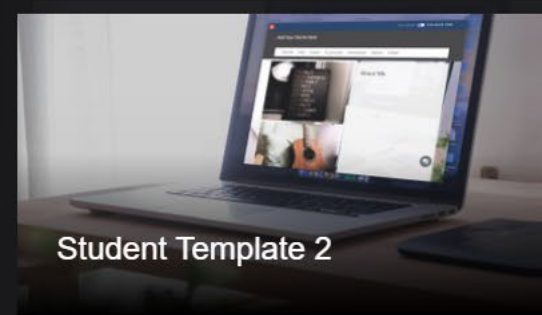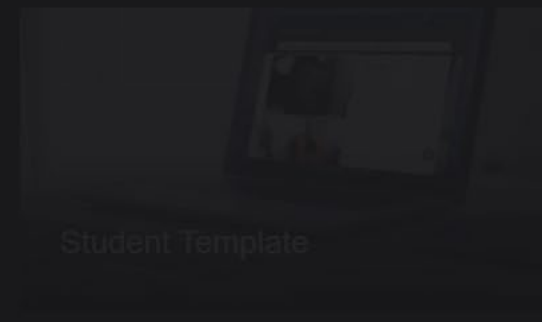Search by template name 🔍

School Wide Templates ▾

Created Time ↑

Blank

Welcome to my ePortfolio

Student Template 1

Student Template 2

Student Template
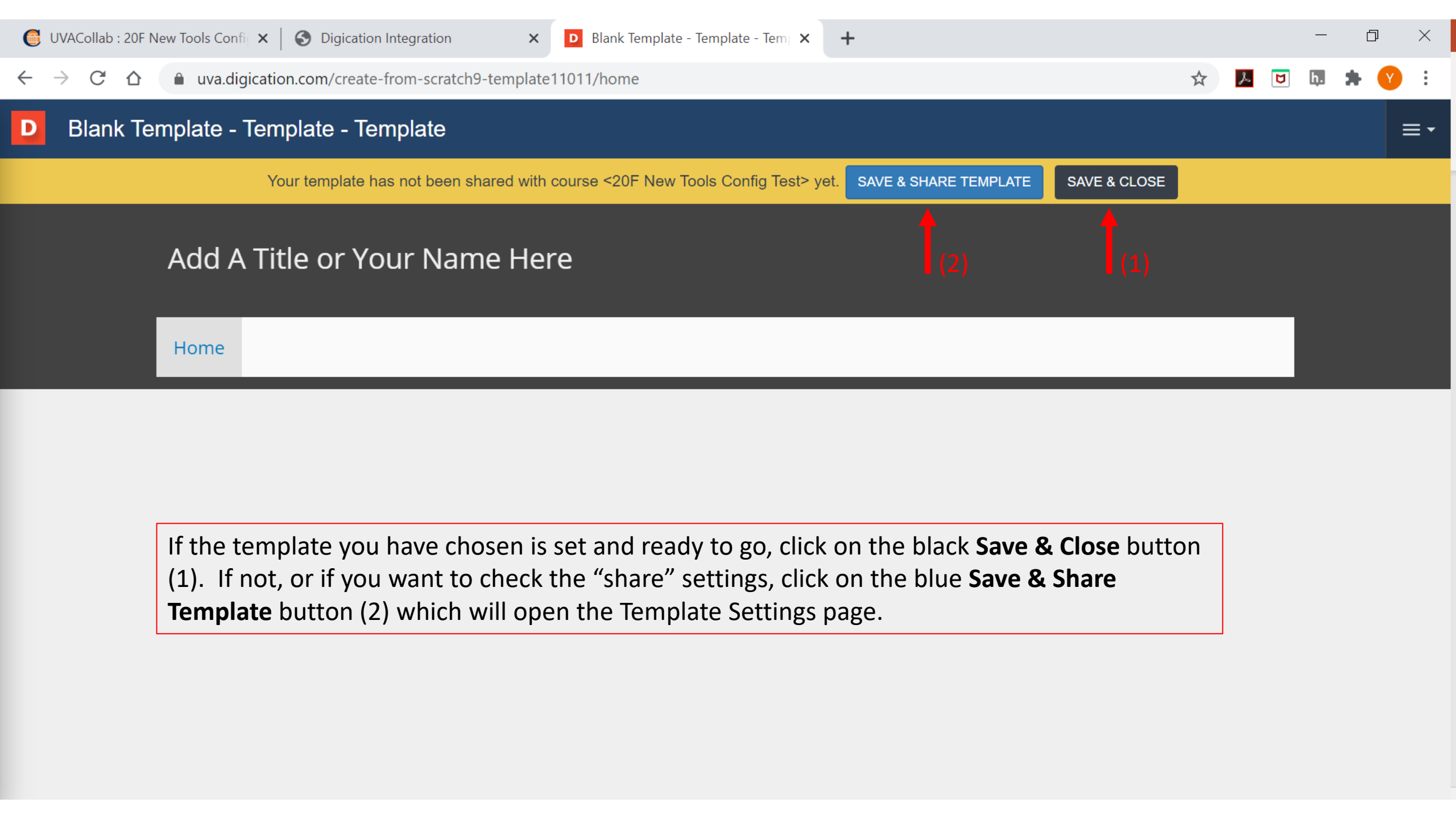

Blank

Shared by: Yitna Firdyiwek

(2)   (1)
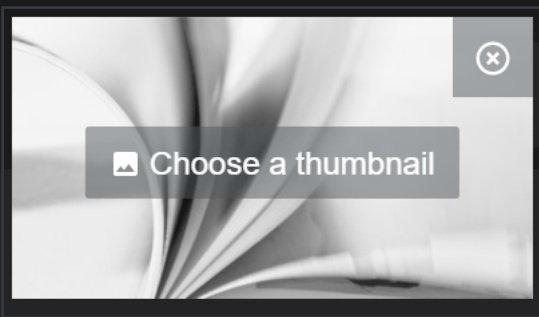
⊕ USE THIS TEMPLATE   ⬈ PREVIEW

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.

uva.digication.com/create-from-scratch9-template11011/home

D Blank Template - Template - Template

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

(2)   (1)

Add A Title or Your Name Here

Home

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.

uva.digication.com/create-from-scratch9-template11011/home

D

TEMPLATE SETTINGS

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

Choose a thumbnail

TITLE

Blank Template - Template   ⦸ Edit   **(1)**

URL

https://uva.digication.com/create-from-scratch9-template11011   ⦸ Edit

Description   *Click "edit" to add template description...*   ⦸ Edit

License   Not specified   ⦸ Edit

(2)

The fist step in the **Template Settinsg** 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).

CANCEL   **CONTINUE**

TEMPLATE SETTINGS

✓ TEMPLATE INFO   ② WHO CAN SEE THE TEMPLATE   ③ TEMPLATE DEFAULT SETTINGS

(2)

🔒 **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

👥 **ybf2u-stu1's course - Faculty**
Dec 31, 2019 - Dec 30, 2020   ← (1)

👥 **ybf2u-stu1's course - Students**
Dec 31, 2019 - Dec 30, 2020

⬤ Notify your shared list by email

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) .

(3)

CANCEL   **CONTINUE**

uva.digication.com/blank-template5-template5/home

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

👥 **ybf2u-stu1's course - Faculty**   Viewer
Dec 31, 2019 - Dec 30, 2020

👥 **ybf2u-stu1's course - Students**   Viewer
Dec 31, 2019 - Dec 30, 2020

The third step is to check the rest of the default settings.
Then click the blue **Save Settins** button (1)

⚪ Show in directory and user profile

(1)

CANCEL   SAVE SETTINGS

MANAGE TEMPLATE

⊕ ADD A TEMPLATE

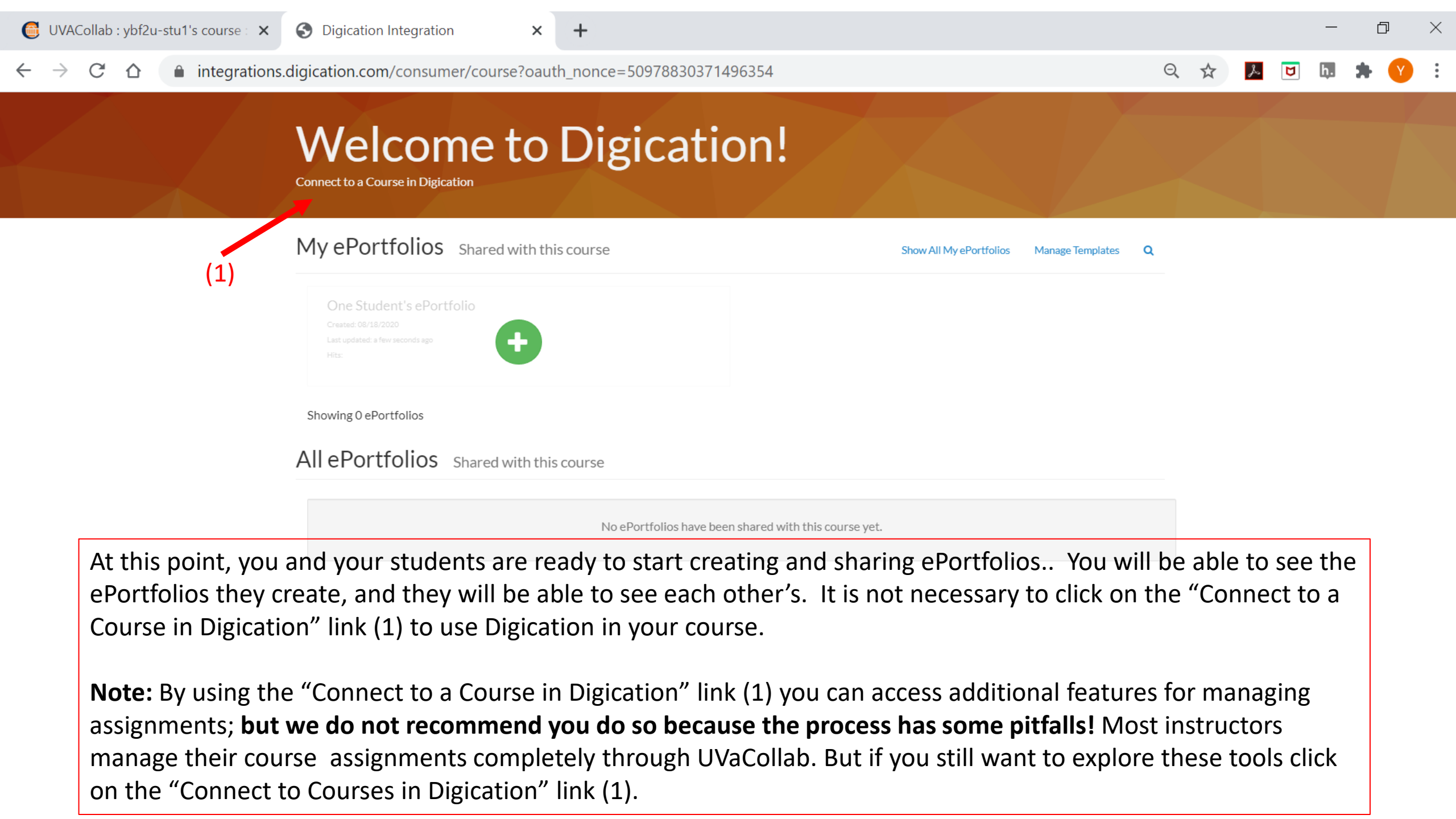TEMPLATES SHARED WITH THIS COURSE

Blank - Template

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).

DRAFT TEMPLATES

Blank - Template

Blank - Template

Blank - Template

(1)

CANCEL   **SAVE & CONTINUE**

integrations.digication.com/consumer/course?oauth_nonce=5097883071496354

Welcome to Digication!

Connect to a Course in Digication

(1)

My ePortfolios   Shared with this course   Show All My ePortfolios   Manage Templates   🔍

One Student's ePortfolio

Created: 08/18/2020
Last updated: a few seconds ago
Hits:

➕

Showing 0 ePortfolios

All ePortfolios   Shared with this course

No ePortfolios have been shared with this course yet.

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).

Welcome

Connect to a Course in Digication

My ePortfolios Shared

Yitna Firdyiwek's ePortfolio

Created: 08/26/2020
Last updated: a few seconds ago
Hits:

Showing 0 ePortfolios

All ePortfolios Shared

Showing 1 records

Choose a course

Create a new Digication Course

Connect to an Existing Digication Course

Search courses...   Sort... ▾

Current Courses ⌄

Yitna test

ID: 338337   Date: Jan 17, 2017 - May 5, 2022

Showing 1 records

Past Courses ❯

Showing 50 records

(1)

(2)

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).

<u>Note!</u> 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)!**

Welcome to Digication!

Sample Site 001 (ID:), Date: Jan 1, 2020 - Dec 31, 2020   (change)

(1)

(2)

My ePortfolios   Shared with this course

Show All My ePortfolios   Manage Templates   🔍

Yitna Firdyiwek's ePortfolio

Created: 08/26/2020

Last updated: a few seconds ago

Hits:

➕

Showing 0 ePortfolios

All ePortfolios   Shared with this course

No ePortfolios have been shared with this course yet.

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 coure (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

Please direct all questions to:
Digication Help Desk
or write to:
eportfolios@virginia.edu
or visit:
www.eppc.support