Digication Quick-Start Guide for INSTRUCTORS

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Introduction

Welcome to the Digication Quick-Start Guide for INSTRUCTORS. The purpose of this guide is to get you up to speed with the instructor tools that are available in New Digication. (Note: Instructions for how to build ePortfolios can be found in the Digication Quick-Start Guide for USERS.) This guide presents the instructional setup of Digication in two parts:

Part 1. The Welcome to Digication! screen (also known as “the splash page”) allows you to set up your preferences and provide your students with a place to add their ePortfolios. Depending on your preferences, 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 in the Welcome to Digication! screen and commented on by you and/or their classmates through the “Conversations” tool in the ePortfolio.

Part 2. If you use the connection between the Welcome to Digication! screen and the Digication Course Tools you will have access to additional tools that allow you to collect your students’ ePortfolios in order to track and archive their work for your records.

If you have any questions, you can email us at: eportfolios@virginia.edu or you can send your questions directly to the Digication Help Desk (https://support.digication.com/hc/en-us/requests/new). In addition, the ePortfolio Peer Consultants (ePPC) are also available to help you and your students. ePPCs are students who are trained on Digication and ePortfolio construction in general. They can provide one-on-one consultations, or come to your class for short demos. You can request class visits by writing to: eppc@collab.its.virginia.edu. You can also look at the ePPC website (https://eppc-support) for text and video tutorials and other resources.
To use New Digication in your course, you will first have to have the platform added to your Collab course site. Begin by creating your site; then send the exact name of the site you created (as it appears in the Collab tabs or in the Site Info area or your site) to eportfolios@virginia.edu. You will get a confirmation email as soon as Digication ePortfolio has been added to your site. Once you get the confirmation email, you can start the rest of the setup process.

**Note:** It takes 24 hours after you set up your Collab site before Digication can be added to it.

After New Digication has been added to your Collab course site you can begin to complete the setup process. Go to your course site and edit the Overview page to add the following links (1):

- Your “Course Content ePortfolio” (if you have one)
- The ePPC support site (http://eppc.support)
- The Digication Help Desk support site (https://support.digication.com/hc/en-us/requests/new)

This will provide your students with quick access to your course information and any support you or they may need while using New Digication.

**Note:** See Appendix A in this Guide for instructions on process of editing the Overview page on your Collab site.

Once you have added the links you are ready to click on the Digication ePortfolio tool (2) in the Collab menu bar to go to the Welcome to Digication page (A or B).
Part 1. Task 2:

Setting Up the Welcome to Digication! Page

Setup Options A & B…

There are two basic setup scenarios for using New Digication in a course site:

A. Site Setup is Complete (most instructors will have this): In this scenario, the platform has been added and an administrator, course leader, or preceptor has prepared the site for you and your students. If this is your situation, your screen will look like this (A) and your site is basically ready to be used. The only additional step you might take is if you want to collect assignments from your students. If so, go below to Task 4: Setting Up Digication’s Course Tools.

Otherwise, you and your students can start using the platform. (See New Digication Quick-Start Guide for Users).

B. Site Setup Needs to Be Completed (some instructors may have this): In this scenario, the platform has been added, but you (the instructor) need to take some extra steps to finish the process. If this is your situation, your screen will look like this (B) and you must continue to the next page: Task 2: Set Up the Welcome to Digication! Page.
Part 1. Task 2: continued...

If you are working with scenario B (i.e., Site Setup Needs to Be Completed), the Welcome to Digication! page will look like this (3). Before you can go further, you will need to set up a template for the course by clicking on the Define a Template for Students button (4) at the bottom of the screen.

Create Template

The next screen (5) will show you the template options you have available. In the top row (6) you will see the options that are based on existing templates. (If your Preceptor or Course Leader has provided a template, this is where it would appear.)

In the bottom row (7) you will see any ePortfolios you may have created which can now be turned into a template.
Create Template…

Clicking on a template will allow you to see who shared the template with you (8), a button to preview the template (9), and a button to use the template you have chosen (10).

Create Template…

Clicking on an item in the “Based on one of my ePortfolios” area will let you preview any of your previous ePortfolios (11) or select it for use as a template (12).
Part 1. Task 2: continued...

Create Template...

Once you have chosen a template, or based a template on an ePortfolio you own, you will be shown the page and asked to Save and Share the Template (13).

Template Settings

Once you have clicked on the Save and Share Template button, you will be asked to adjust the template settings. **Step 1 (14)** is for setting the Template Info (title, description, and license). **Step 2 (15)** allows you to set who can see the template, and **Step 3 (16)** allows you to control the default settings. The continue button (17) allows you to move from step to step.
Manage Template

The next screen will allow you to manage (edit or delete) any draft templates (18) or templates you are sharing with your course (19). You can click on a template to edit or delete it. You can also add another template (20) or simply save and continue (21).

If you have generated a lot of draft templates, this is a good page to clean up by deleting them. But be careful not to delete the template you are sharing with your class or you will have to go through the process of creating it again. In most cases it is safe to simply click on the Save and Continue (21) button.
Welcome to Digication!

At this point your course setup is ready and your students can click on the plus sign (22) to begin creating ePortfolios based on the template(s) you provided them. You can change the template or provide additional ones by clicking on the Manage Templates button (23).

One other item on this screen is the Connect to a Course in Digication button (24) which will be discussed in the next section.
Part 2. Task 1:

Connecting to Digication’s Course Tools

The Welcome to Digication! screen (3) functions as a self-contained ePortfolio course site where you can create, share, and comment on student work in your course. But you can also access additional Digication tools by connecting your course to Digication’s back-end. This is usually done for you when Digication is added to your Collab Course site. But if it is not, you can do it yourself:

To begin the connection process click on the Connect to a Course in Digication button (25) on the Welcome to Digication page. A popup window will appear (26) with two options: Create a new Digication Course (27) or Connect to an Existing Course (28).

Click on the blue bar that says Create a New Digication Course (27).

Warning! DO NOT click on any item under Connect to an Existing Course (28). If you do, your roster will get mixed up with one of your old courses and you will have to start with the creation of a new Collab site! Digication is working on this problem.

Always click on the blue bar: Create a new Digication Course (27).
Once you have connected your course to the back-end of Digication, the first part of the text under the Welcome to Digication header (29) will change to reflect your Collab course name and the beginning and end dates of your course. (The dates may not be accurate, but can be changed. See Working with Settings (37) below.)

Warning! DO NOT click on the Change (30) link. It will take you to the Connect to an Existing Course (26) options you saw on the previous page. If you connect your course to an existing course your roster will get mixed up with one of your old courses and you will have to start with the creation of a new Collab site!

Clicking on the first part of the text under the Welcome to Digication! header (the name of your course and the dates) (29) will open your Course in Digication (31) where you will see tabs (32) that will allow you to administer your course tools.
Course in Digication Tabs

**Notifications (33):** This tab allows you to control whether you get notifications or not. The page also has reminders and allows links to other activities.

*Assignments (34):* 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.

**e-Portfolios (35):** 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.

**People (36):** This tab lists the members of your sites (once they have started using Digication) and provides information about them and their work.

*Settings (37):* 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.

* Starred tabs are the only ones discussed in detail in this guide.
Course in Digication: Settings and Assignments

While the tools in each of the five tabs of the back-end are functional and useable, the two that are particularly important for us are the **Settings** (37) and the **Assignments** (34) tools. Feel free to explore the other tabs. But you may find some redundant and others not applicable in the context of Collab.

Working with Settings

Clicking on the **Settings** (37) tab takes you to the settings page for your course (38). The left column contains features you can set. The main item there is **General Info** (39) which, among other things, allows you to set your course dates (40) and check and un-check (41) the tools you want to use.
Digication can let you collect assignments (pages or whole ePortfolios) from your students so you have a time-stamped record of their work. To collect assignments you will need to make sure the Assignments checkbox in the tools area of Settings has been checked.

To begin the assignment creation process, click on the Assignments tab on your Digication course page. Then click on the one of the Add Assignment buttons.

On the next screen, fill out the title and instructions of your assignment and Save your work.

**Note:** If you have previously created assignments or have assignments that were created for you by your Preceptor or Course Leader, you can click on the Browse Assignments button (*) to access and re-use them. Instructions for how to do that are provided in Appendix B: Re-Using Assignments.
Assignments…

On the next screen, click on the **Add Step** button (45). Digication’s assignment creation workflow can involve multiple steps. For our purposes, we will restrict the workflow to one step: asking the student to submit their work (a page, section, or whole ePortfolio).

On the **Add Step** (46) screen select **Evidence** (47) from the Assignment Workflow menu and click on the **Add This Step** button (48) that appears on the page.
Assignments…

On the next screen, you will be asked to set the parameters for the assignment. You can further describe the assignment, set due dates, and allow or disallow students from submitting changes to their work. If you allow submission of changes, the multiple items will be saved separately (i.e., they will not overwrite each other). This is a good way to collect drafts of student work to see change over time. Click on the Save button (48) when you are done.

Once you have created your assignment(s), when you go back and click on the Assignments tab (42) of your Digication course site you will see a grid listing your students’ names and color-coded boxes under each of your assignments. A legend above the grid explains the color coding. You can click on a box to see the title, submission date, and link to the student’s work.

Note: The Assignments tool is not designed for commenting on or returning your students’ work. The tool is provided only for you to collect and have a record of what they have done. Your students will be able to submit their work through the Submit option of their ePortfolios.
Appendix
How to Add Links on the Collab Overview Page

Click on the Overview tool (i) in your Collab course site.

Then click on the Edit button (ii) to open the editor (iii).

In the text area (iv), type in the link phrase(s) (v) you want the students to click on (Course ePortfolio, ePPC Help, Digication Help Desk, etc.).

Then highlight each link phrase and click on the Link icon [ ] in the editor’s tool bar (vi).

In the Link dialog box (vii), that opens type in the address of the page you want to link to in the URL field (viii). Click on the OK button (ix). Repeat the process for each of your link phrases.

When done, click on the Update Options (x) button below the text editing area.
How to Re-Use Assignments

To re-use assignments previously created by you, or created for you by your Preceptor or Course Leader, click on the Assignments tab (42) in the Course in Digication area (31). If the tab is not there, make sure the Assignments checkbox in the tools area of Settings (41) has been checked.

Note: To begin re-using assignments, click on one of the Add Assignment buttons (43).

On the next screen click on the Browse Assignments button (a).
On the page for creating assignments click on the **Browse Assignments** button (a). A page will open where you can search for assignments. Click on the **drop-down** button (b) to list the courses you have access to and find the course that contains the assignment(s) you want to re-use and select it. Then click on the **Go** button (c) to show the assignments that are in that course.

If you want to re-use all of the assignments, click on the **Select All Assignments** check-box (d). But you can also pick and choose the ones you want by clicking on each assignment’s check-box (e). Click on the **Batch Add** button (f).