

*Digication Quick-Start Guide for **USERS***

Fall, 2018

Learning
Design &
Technology

COLLEGE *and* GRADUATE SCHOOL *of* ARTS & SCIENCES

Introduction

Welcome to the *New Digication Quick-Start Guide for Users*. The purpose of this guide is to get you up to speed with the login and ePortfolio creation process using *New Digication*. But before we begin...

There are **two key principles** to the design of *Digication* that all users must keep in mind.

First, *Digication* is a **“student-centered”** ePortfolio platform. What this means is that the student (or anyone who creates an ePortfolio) has complete control of the work. Everything from what is in it, to who can see, edit, publish, and/or administer it, is controlled by the person who created the ePortfolio.

Second, all ePortfolios exist in the user’s *Digication Home Dashboard*. Even when created in the context of a course (i.e., created using a *Collab Course Site*), the work is actually housed in the user’s *Digication Home Dashboard* and is only made visible in the *Collab Course* site through the ePortfolio’s **Custom Permission** settings which is under the control of the user. The *Digication Home Dashboard* is, ultimately, the user’s “ePortfolio command center.”

Here are the two ways users can log into *Digication* to access their work:

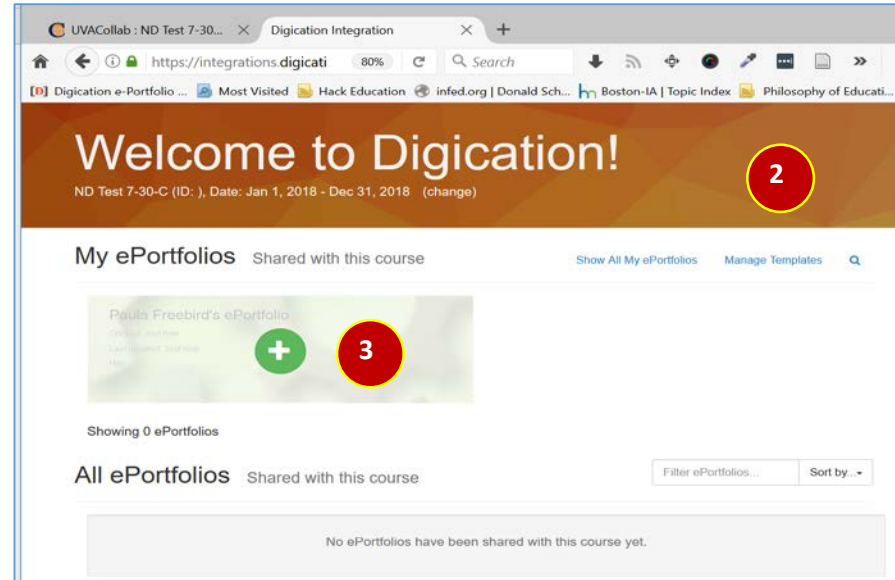
1. **Using a *Collab Course* site** (to access ePortfolios related to your course), and
2. **Using the *Digication Home Dashboard*** (to access all of your ePortfolios directly)

Using the *Collab Course Site*

To log into *Digication* through your *Collab Course* site, first log into your course site and click on the **Digication ePortfolio** link (1) in the *Collab* menu bar.

This will get you to the *Welcome to Digication!* page (2) which may open within *Collab* or in a new tab or screen of your browser.

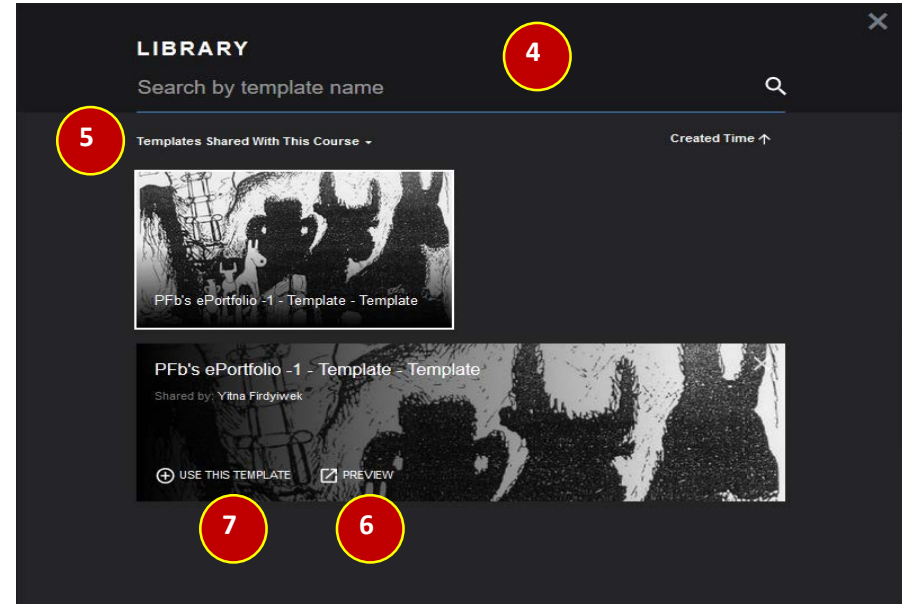
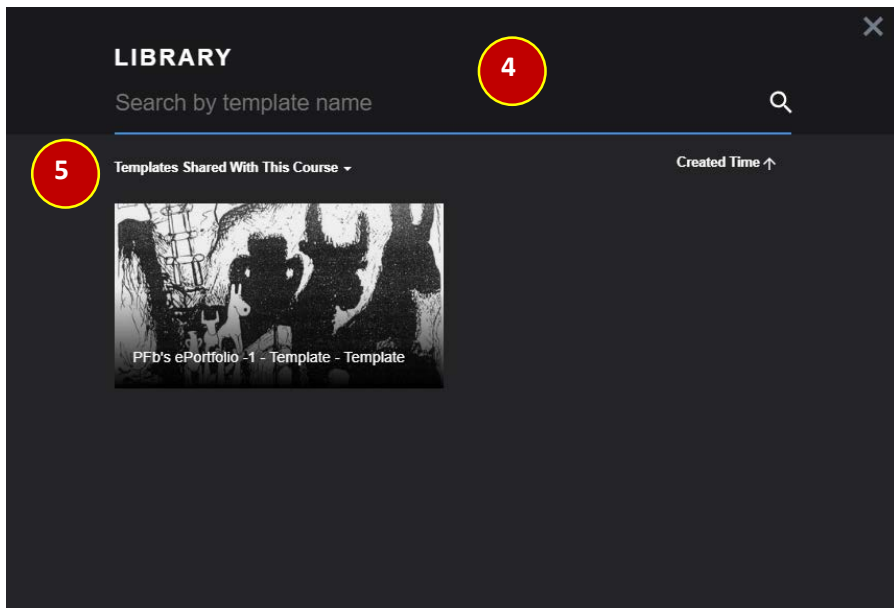
Begin creating your ePortfolio by clicking on the **green plus sign** (3).



Using the *Collab Course Site (continued...)*

When the **Library** screen (4) appears, you will be asked to select a template (if your instructor has provided you with one) which will be shown under the **Templates Shared with this Course** (5) dropdown list.

Note: If your instructor has not provided a template for the course, you can click on the **Templates Shared with this Course** (5) dropdown list arrow to see other template options. There the “Featured Templates” option provides a “blank –template” you can use to get started.



Click on the **Use this Template** link (7) to go to the next screen (8).

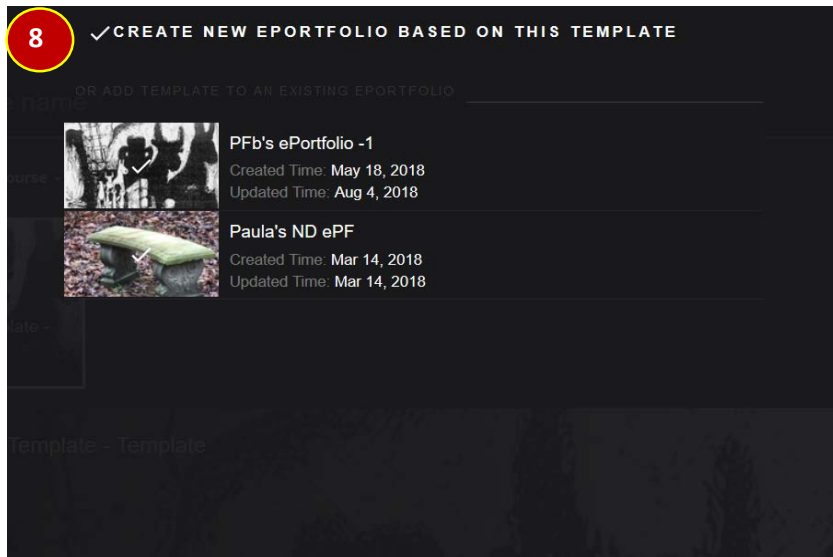
When you click on the template you want to use, two options will show under it. You can **Preview** the template (6) or click on the **Use this Template** link (7) to begin setting up your ePortfolio.

Using the *Collab Course Site (continued...)*

The **Create Your ePortfolio Based on this Template** screen (8) will appear with a checkmark next to the title of the page. You will also see a list of your other ePortfolios (if you have any) directly below the title. Ignore any other ePortfolios (if there are any) and click on the title, **Create Your ePortfolio Based on this Template** (8) to go on to the next screen and start the ePortfolio creation process.

Warning: Your other ePortfolios (if you have any) are listed here in case you want to merge them with the template you have chosen. This option is interesting, but tricky and can, if you choose it by mistake, mess up your template. Do not click on any of your ePortfolios unless you actually want to combine it with the template you have selected.

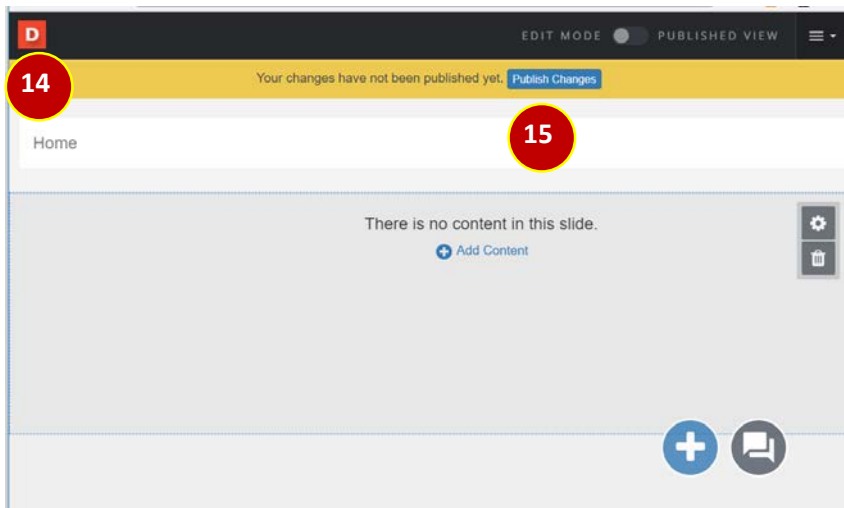
When the **Create Your ePortfolio** screen (9) appears, you will be asked to choose (optional) a **Thumbnail** (10) for your work. You will also be asked to provide (required) a **Title** (11). (A **URL** will be created for your ePortfolio automatically or you may choose to create one for yourself - optional). Then choose a **Template** (12) after which you can click on the **Create** button (13).



Using the *Collab Course Site (continued...)*

The ePortfolio editing screen (14) will show you the editing area using the template you have chosen.

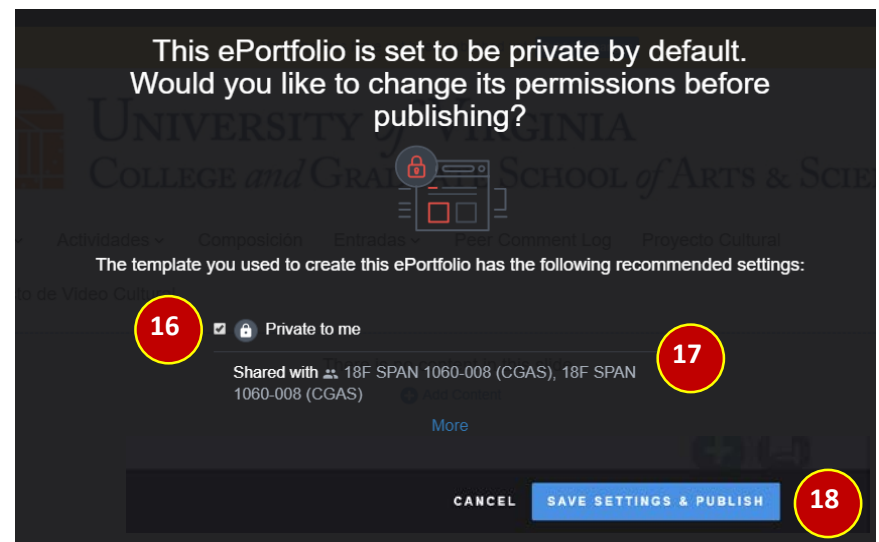
So, before you start editing, it is necessary to click on the **Publish** button (15) to complete the setup process. Publishing is necessary in order for your ePortfolio to be visible to others (your instructor and/or classmates) to see it on the *Welcome to Digication* page (21).



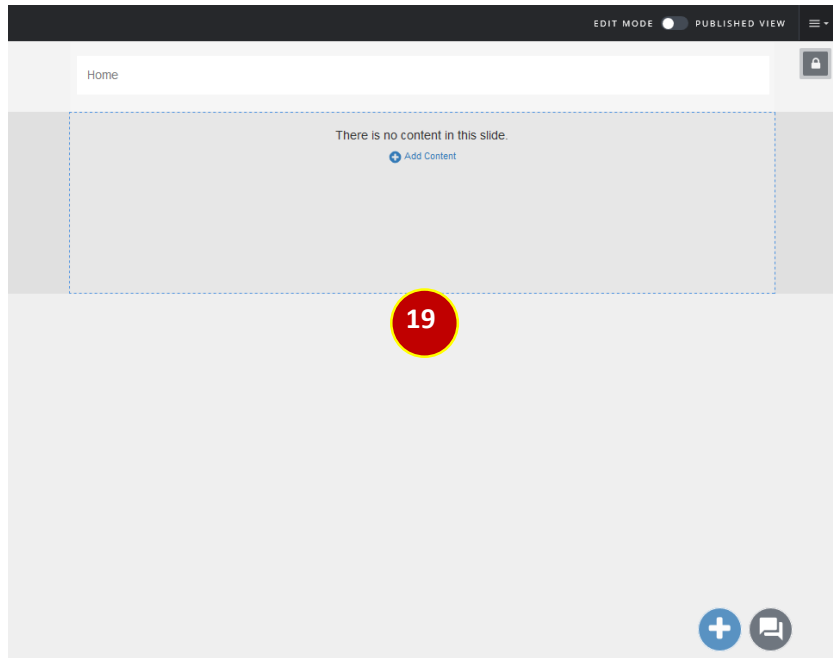
The next screen will provide you with some information about the settings of your ePortfolio with options for you to change the settings as recommended.

In most cases, the settings will be fine as they are. The “Private to me” option will be checked (16). And the “Shared with:” option (17) will show the correct name of your course (check with instructor for the correct name of course). If that is the case, you are all set to go. Click on **Save Settings & Publish** button (18) at the bottom of the page. You will be taken back to your ePortfolio editing area (19)

If the “Shared with:” option does not show your course, contact us at eportfolios@virginia.edu as soon as possible so we can check the problem.



Using the *Collab Course Site* (continued...)



Once have published your ePortfolio you can begin editing your pages.

NOTE: See **Appendix A** for a brief intro to the editing area. More detailed descriptions of all of the tools can be found in the [Resources section of the ePPC Website](http://eppc.support) (<http://eppc.support>).

When you are done editing your ePortfolio, you can close the tab in your browser to return to the *Welcome to Digication* (20) screen. There, under **My ePortfolios** and next to the green plus sign for creating new eportfolios, you should see the thumbnail for the ePortfolio you just created (21). (If you do not see the thumbnail, you might need to refresh your browser.)

You will also see your ePortfolio under the **All ePortfolios** (22) area which is where yours and your classmates' ePortfolios will appear.



NOTE: Detailed support documents (text and video) for creating and editing your ePortfolio can be found in the [Resources section of the ePPC Website](http://eppc.support) (<http://eppc.support>).

All questions can be directed to the **Digication Help Desk** (<https://support.Digication.com>) or to the **ePPC group** (eppc@collab.its.virginia.edu).

Using the *Digication Home Dashboard*

To log in and begin creating ePortfolios using the *Digication Home Dashboard*, go to your browser's address bar (1) and enter the following address:

<https://uva.digication.com>

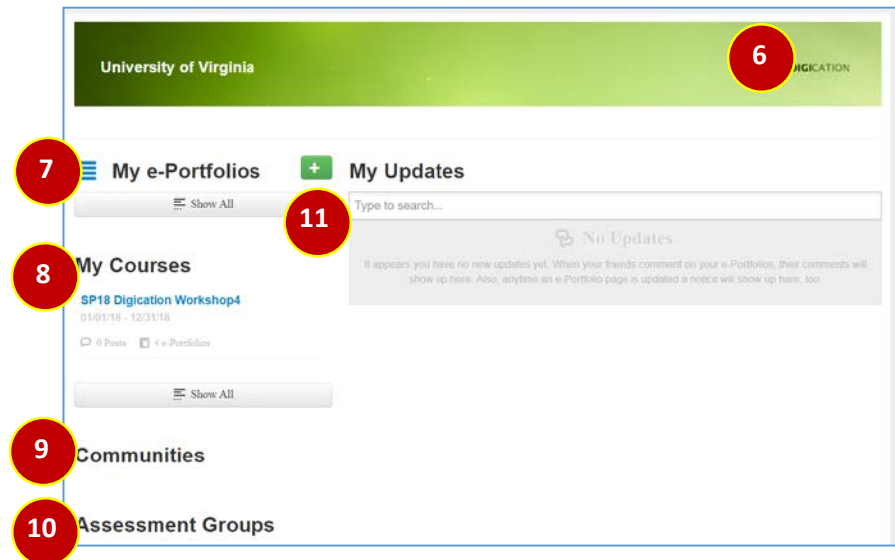
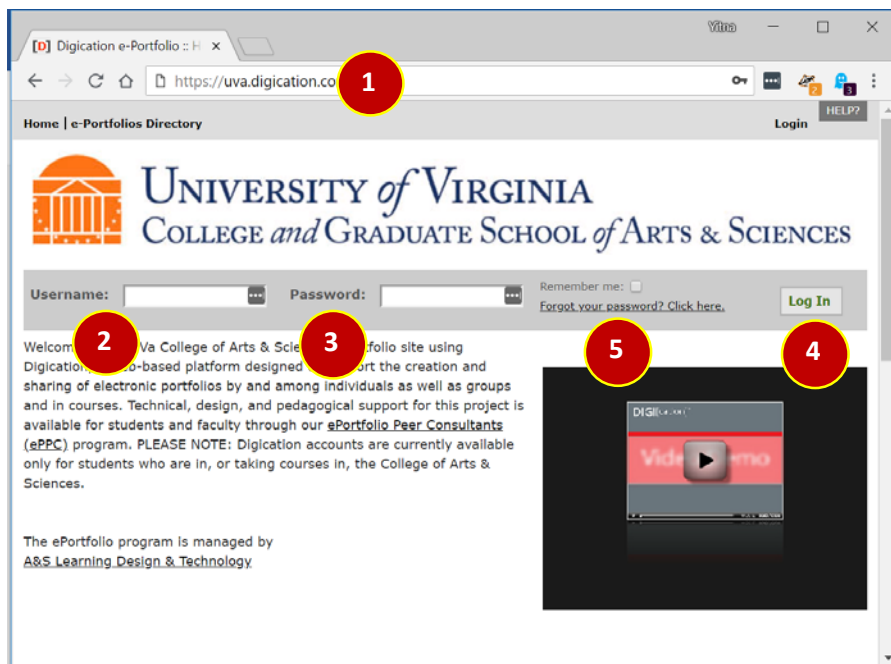
Then enter your **Username** (2) (which is your UVa computing ID) and your **Password** (3) (whatever you created), and click on the **Log In** button (4).

If you do not have a password or your login credentials do not work, try the **Forgot your password? Click here** link (5) and submit your UVa email address to trigger a password reset for your account.

If *Digication* does not recognize your email address, it means you currently do not have an account. Send an email to eportfolios@virginia.edu to request an account.

After a successful log in, you will see your *Digication Home Dashboard* (6) which contains a list of your **ePortfolios** (7), your **Courses** (8), your **Communities** (9), and your **Assessment Groups** (10).

To create a new ePortfolio click on the **green plus sign** (11).

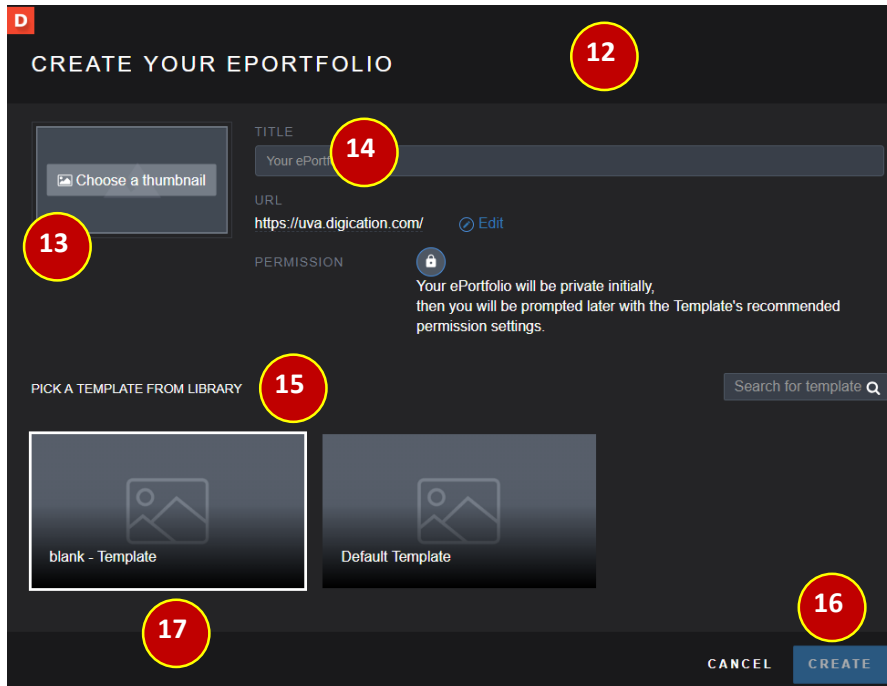


Using the *Digication Home Dashboard* (continued...)

When the **Create Your ePortfolio** screen (12) appears, you will be asked to choose (optional) a **Thumbnail** (13) for your work. You will also be asked to provide (required) a **Title** (14) for your ePortfolio.

Note: A **URL** will automatically be created for your ePortfolio, but you may also choose (optional) to create one for yourself.

Then choose a template from the **Template Library** (15) and click on the **Create** button (16) to begin editing your ePortfolio. If you do not choose a template (i.e., only provide a title), the **Blank Template** (17) will be selected for you by default.



The screenshot shows the 'CREATE YOUR EPORTFOLIO' screen. At the top right is a 'D' logo. The main heading is 'CREATE YOUR EPORTFOLIO'. Below this are several input fields: a 'TITLE' field with the placeholder 'Your ePortf...' and a red circle '14' next to it; a 'URL' field with the placeholder 'https://uva.digication.com/' and an 'Edit' link; a 'PERMISSION' section with a lock icon and text stating 'Your ePortfolio will be private initially, then you will be prompted later with the Template's recommended permission settings.' Below these is a 'PICK A TEMPLATE FROM LIBRARY' section with a search bar. Two template options are shown: 'blank - Template' (highlighted with a red circle '17') and 'Default Template'. At the bottom right is a 'CREATE' button (highlighted with a red circle '16') and a 'CANCEL' button. A red circle '12' is in the top right corner of the form area, and a red circle '13' is next to a 'Choose a thumbnail' button.

The ePortfolio editing screen (18) will show you the editing area using the template you have chosen (or the **blank Template** if you did not choose one).

