

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

Fall, 2020

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Learning  
Design &  
Technology

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

# Introduction

Welcome to the *ePortfolio (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 *ePortfolio* that all users must keep in mind.

First, *ePortfolio* is a **“student-centered”** platform. What this means is that the student (or anyone who creates an ePortfolio) has complete control of the work and tools. 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.”

Having said that, this tutorial is focused on the use of *ePortfolio* in the course setting (i.e., when accessed through a Collab course site).

Please direct all technical questions to:

*Digication Help Desk*

or write to

[eportfolios@virginia.edu](mailto:eportfolios@virginia.edu)

or visit:

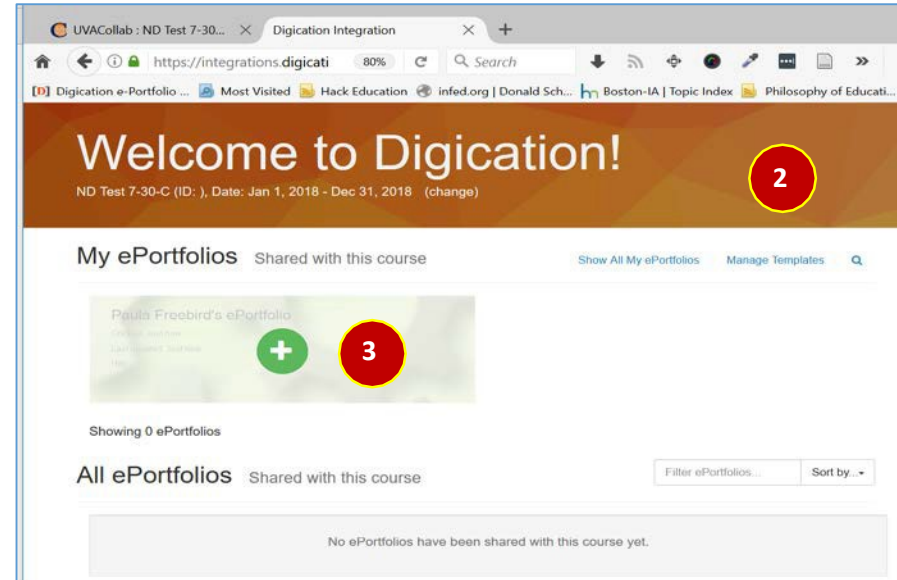
[www.eppc.support](http://www.eppc.support)

# Using ePortfolio in 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.

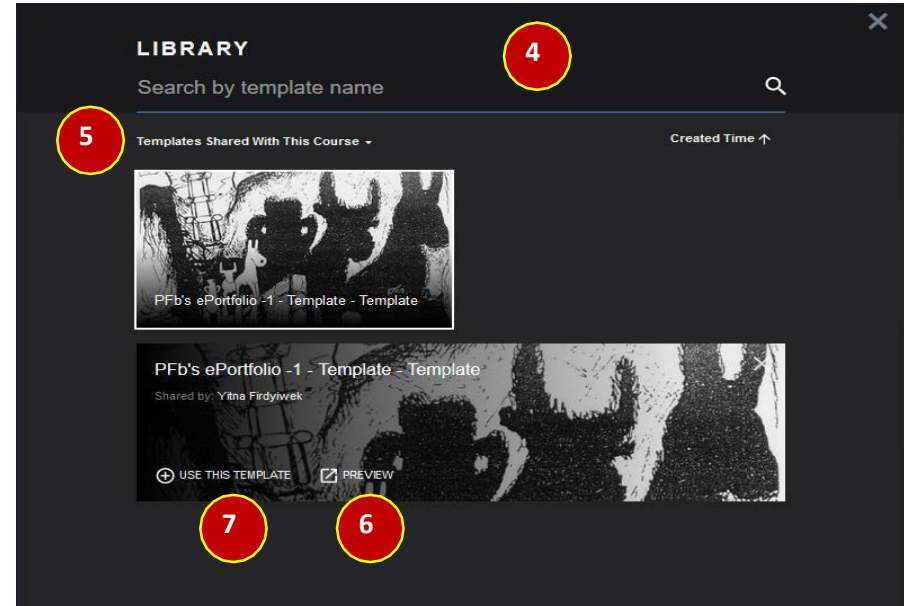
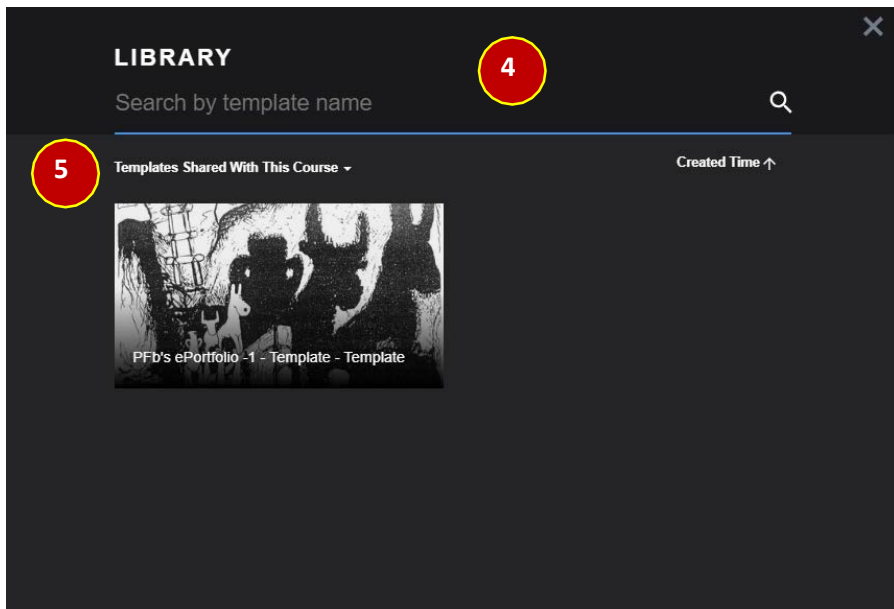
Begin creating your ePortfolio by clicking on the **green plus sign** (3).



# 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.



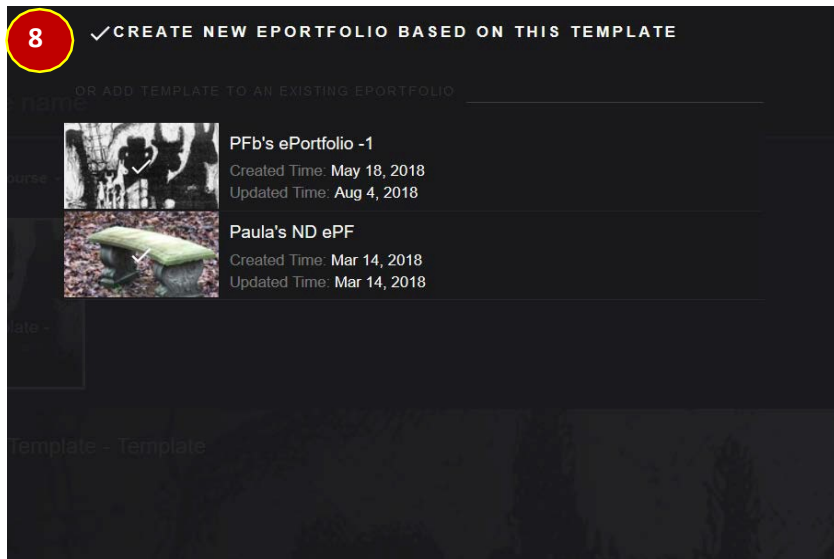
Click on the **Use this Template** link (7) to go to the next screen (8).

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.

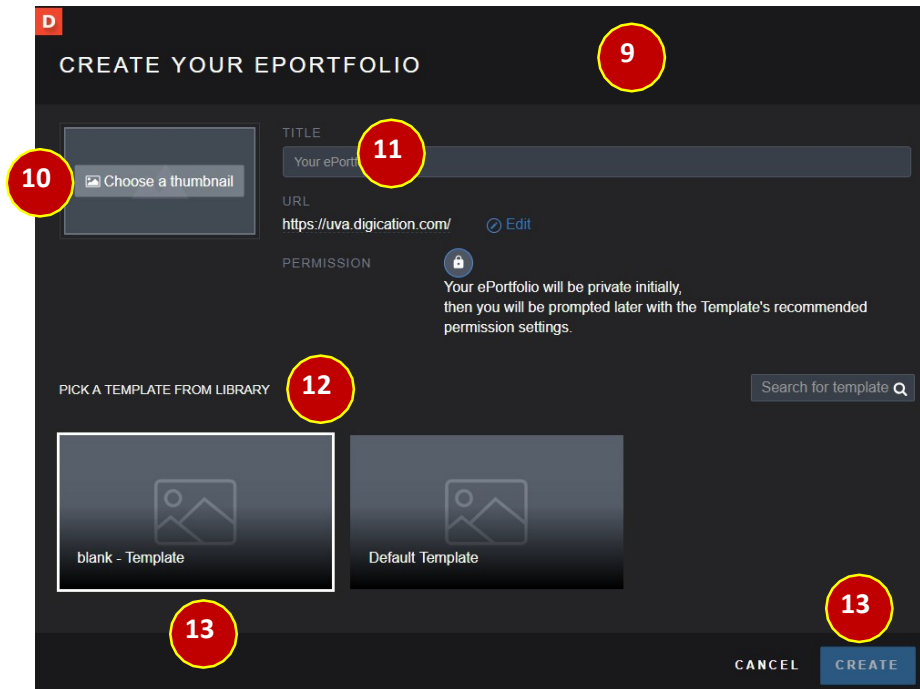
# Using the *Collab Course Site (continued...)*

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.



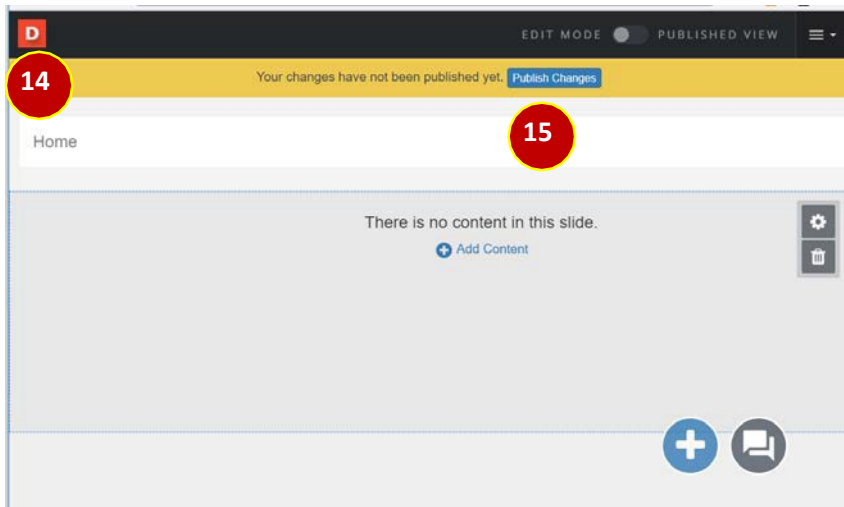
When the **Create Your ePortfolio** screen (9) appears, you will be asked to choose (optional) a **Thumbnail** (10) for your work. You will also be asked to provide (required) a **Title** (11). (A **URL** will be created for your ePortfolio automatically or you may choose to create one for yourself -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

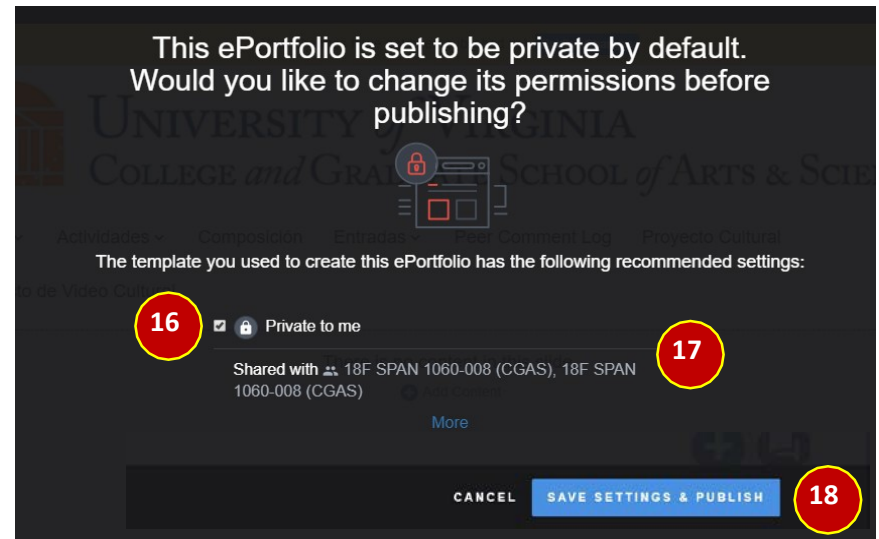
So, before you start editing, it is necessary to click on the **Publish** button (15) to complete the setup process. Publishing is necessary in order for your ePortfolio to be visible to others (your instructor and/or classmates) to see it on the *Welcome to Digication* page (21).



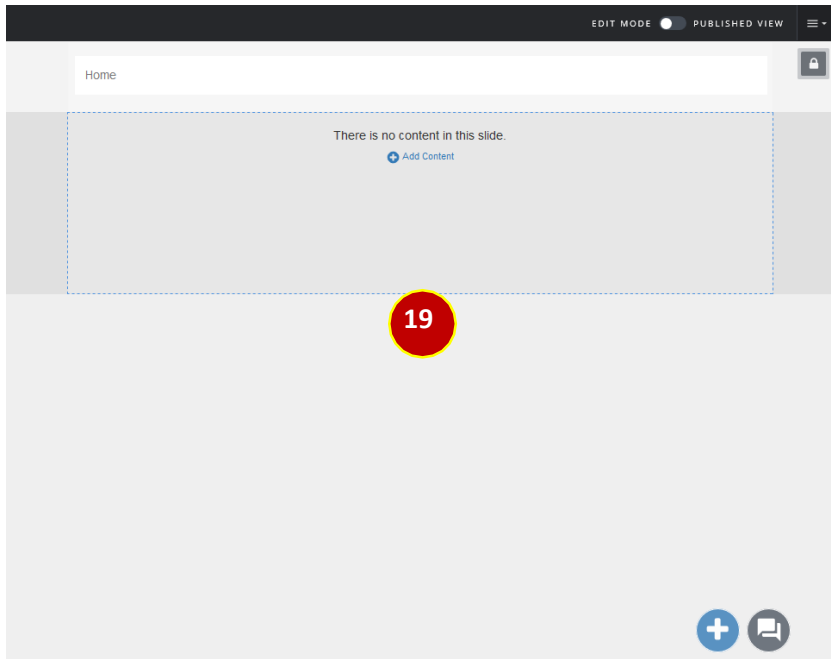
The next screen will provide you with some information about the settings of your ePortfolio with options for you to change the settings as recommended.

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](mailto:eportfolios@virginia.edu) as soon as possible so we can check the problem.



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



Once you 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.





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