Self-Enroll for A Digication Account

1. Login to usfca.digication.com.
2. Click on the Login button.
3. Authenticate with your myUSF username and password.
4. Agree to Terms and click I Agree button.
Create A Course

One benefit of creating a COURSE is that the instructor can see all the students portfolios in one place and not having to ask the students email, cut and paste their portfolio links to the instructor separately.

1. As the instructor, you can setup a course for your students to enroll into.
2. Click the + sign next to My Courses to create your course.
3. Give your course a Title
4. Enter optional Course Number and Description.
5. Choosing option ‘Allow students to enroll themselves’ opens the course for searching and enrollment by all students in the system. You can also limit students access by setting up a password under the Settings tab.

6. Select the tools you need.
7. Click Create.
My Courses

Career Management & Professional Development
MCA 611 and 612: 07/25/15 - 12/31/17

0 Posts 18 e-Portfolios

Short Description: (200 character max)

Please keep this short. This text will show up under the title on the Home page listing.

Allow students to enroll themselves

When is this available?

Start Date Indicates when students will first be able to access the course. End Date indicates when it will be moved to the ‘Past Courses’ section.

From: Jul 11, 2017 To: Jul 11, 2017

What tools do I need?

Gradebook Attendance Discussions Portfolios Assignments Standards

What else do I need?

Don't worry, if you need to change this later, you can simply go to the "Settings" tab and go to "Administration > General Info".

Create
8. After the course is created, instructors can create assignments or discussions in Digication, and notify students however they wish.

Add and View All Students in Class

Choose the People tab to see all the students enrolled in a course. Instructors can also manually add students to the course.

1. Choose the People tab > Search for Users using First name, last name or email address.
2. Then, click the + sign to add the user once you have found him/her.
3. Check the Faculty box if applicable.
4. Click Save after you are finished.
5. **Note:** only students who already have a Digication account will show up in the search. It’s advisable that students should first self-enroll for an account before instructor adds them to the course.
How to Set Permissions

Option 1: ‘Private within the University’

Students who wish to share course with your instructor or other Digication users on campus, you should do the followings:

1. Choose ‘Private within University of San Francisco’ option.
2. And check the box next to ‘Show e-Portfolio in Directory’.

3. If you choose NOT to Show e-Portfolio in Directory, but you want specific users to view your portfolio, do the followings:
   a. Click the Custom Permission link and invite them. They must have an Digication account already.
   b. Select a role. And then, send your portfolio link to them.

Option 2: ‘Private to me’

If you choose Private to me, nobody can see your portfolio unless you add them via Custom Permission, and then send them the link to your portfolio. You do not need to check ‘Show e-portfolio in Directory.’
Option 3: ‘Public’

Viewable by anyone and searchable by google and other search engines. This is a good option for sharing students’ portfolio with outside prospective employers.

Digication Resources

Create a Course: https://support.digication.com/hc/en-us/articles/235502367-Creating-a-Course

Manually Enroll Students to your Course:

Building a Course: