ePortfolios with Digication

Digication Training Objective

To learn the tools and features of Digication, and gain the essential skills to use Digication more efficiently and effectively.

What you can expect to learn from this class

- Logging into Digication
- Creating a Digication ePortfolio
- Digication’s templates
- Reviewing your user profile settings
- Reviewing portfolio access permissions
- Reviewing tagging and commenting settings
- Creating portfolio sections, pages, and modules
- Adding content to your portfolio using modules
- Previewing and publishing your portfolio

Who should take this class

Any person who is interested in implementing an ePortfolio solution in their course or program.

Getting Help with Digication

Check the Digication support website at: http://support.digication.com

Email support@digication.com

Supported browsers: http://tinyurl.com/n7rm2av
Electronic Portfolios

Digication is an ePortfolio tool for showcasing student work and achievements. It make it easy for teachers and students to share ePortfolios.

Logging-in

1. Log into USF's Digication site from the following URL:  http://usfca.digication.com
2. Login with your USF username.
3. After logging-in, you will be taken to the Digication Dashboard to create and manage your portfolios.
4. Click on the Create button next to the My e-Portfolios section.

![Image of Digication Dashboard]

ePortfolio Settings

1. After clicking the Create button, the Portfolio Settings page appears.
2. Add a descriptive ePortfolio title. Your ePortfolio title will show up at the top of your ePortfolio.
3. A URL for your portfolio is generated based upon the title that you added in step #2 above.
4. The Sample Portfolio template is a pre-defined template ready to use. You also have the option to Create a Form from Scratch.

Permissions

To control who can view and edit your portfolio, choose the most appropriate option.

- Private to me Viewable by you.
- Private within University of San Francisco Viewable by users at University of San Francisco.
- Public Viewable by anyone and searchable by Google and other search engines.

Click on the Custom Permissions option to give access to specific people or groups at USF.

- Viewer: can view your e-Portfolio
• Editor: can edit your e-Portfolio but not publish
• Publisher: can edit and publish your e-Portfolio
• Admin: can edit e-Portfolio settings including adding and removing users edit and publish your e-Portfolio.

Tagging
Tags are keywords that you or others who have access to your ePortfolio can assign to the ePortfolio pages. Tags make it easier to find individual pages of the portfolio in searches. You can turn tagging on or off at any time.

Editing a Page
The tabs at the top left on the page let you switch among editing and viewing modes.

• **Edit Mode**: When you log in and view your portfolio, you first see it in Edit Mode. Edit Mode (the Edit tab) displays all your editing options for adding Sections, Pages and Modules.
• **Preview Mode**: Click the Preview tab to preview your draft changes before you publish them to ensure that they are what you want.
• **Published Mode**: Click the Published tab to display the published version of your portfolio – what your e-Portfolio visitors see. It does not display anything saved as a draft.

Creating a Section
Before adding content to your e-Portfolio, plan the structure of it. Also, remember that you can create more than one e-Portfolio with your account, so you do not need to fit all your projects or content into one e-Portfolio.

What sections would best represent the work, information, topics, or achievements that you will present in your e-Portfolio? Within each section, what pages will you need to organize your content? You can modify these sections and pages later, but you need an initial structure to get started.

Adding and Editing Sections
1. To add or edit your e-Portfolio sections, make sure you are viewing your e-Portfolio in Edit Mode.
2. Then click the Add/Edit tab.
3. To add a new section, click on the Add Section button at the right on the Add/Edit tab.

Changing the order of sections
You can change the order of sections by dragging and dropping a section to a new place in the sequence. A red dotted line indicates the area where it may be dropped.
Adding Pages

To add e-Portfolio pages:

1. Make sure the Edit tab is highlighted.

2. In the View Sections area, click the section to which you want to add pages. In the following example, the section About Me was selected.

3. In the View Pages area, click the Add/Edit tab. To add a new page, click the Add Page button at the right.

4. Enter the page name, and click the Save button.

Modules

To add and edit content within your ePortfolio, you must be in Edit mode. Select a section and a page within your ePortfolio for which you want to add or edit content. The basic building block of structuring a page is a Module. Modules define what kind of content can be added and also the layout of this content within the page. You can add multiple modules to a page for flexibility in how you customize the presentation of your work.

There are several types of Modules from which to choose:

**Image/Video/Audio Module**
The Image/Video/Audio module enables you to display a single large piece of media, such as a movie, image, or an audio file.

**Rich Text Module**
The Rich Text module provides a rich text area that can contain formatted text and display links, files, and images in-line.

**Gallery Module**
The Gallery module gives you the flexibility of presenting multiple images on a page, using thumbnails or simple numbering across the page to link to large images. Each image has a rich text caption field as well.

**Contact Form Module**
For added security and to avoid unsolicited e-mails, the Contact Form module enables you to be contacted through your e-Portfolio by email without publishing your email address.

You can choose multiple modules for each page you create. The variety of layouts enable you to choose ones that will best present your work.

Adding a Module to a Page

1. Select the module type to add.
2. Click to Add This Module.
3. Click Done.

**Module Options**

After you finish adding a Module of any text or media type by clicking **Done**, several buttons and tabs are available as options.

These buttons are at the top of the page:

- **Add A Module**: Add another module to the current page.
- **Publish All**: Publish any saved media or text modules to your e-Portfolio. This is especially helpful when there are multiple modules on a page.

These tabs are in a row below the buttons:

- **View Media or View Text**: Display your saved but not published module content.
- **Edit**: Add and edit module content.
- **Publish**: Publish a specific module within your e-Portfolio.
- **Delete**: Erase the module from the page.
- **Drag to reorder**: Rearrange modules on a page.

**Adding Images**

Click the **Add a Module** option. Choose **Image, Video Audio** under the **Basic** section of the menu. Then click **Add this Module**. Click on the **Replace the Media** option. Click **Choose a File**, locate the image you would like to add to the page, click **Ok**.

**Adding Video from the Web**

To begin adding content to the module, click on the **Edit** tab, and click the button **Replace This Media**. A new window displays options to upload media from your computer or from the Web.

To add video to your portfolio from the Web instead of from your computer:

1. Click the **Video from Web** tab.

2. From the **Choose Service** drop-down list, select the Web service from which to upload the video content.

3. In the URL field, enter the URL (web address) of the video file.

4. Click the **Done** button at the bottom of the screen to add the video to the module.

You can add video from the Web services listed in the following sample screen.

**Drafts and Publishing**

Whether you choose to add media from your computer or from the web, your media is first saved within the **Image/Video** module as a draft. A draft is visible by any Administrators, Publishers, and Editors of
your portfolio. Drafts are not visible by viewers of your portfolio. Modules saved as drafts have the word draft in red text on the View Media tab. To make the media visible to views of your portfolio you must publish the module.

Publishing Modules

To view information on changes to your module before you publish them, click the Publish tab. This tab lists any unpublished changes with information on when and by whom the module was created, last edited, and, if applicable, last published. To make the changes visible to viewers of your portfolio, click the Publish Changes button. A confirmation screen confirms that the publication succeeded.