Introduction

Welcome to the Digication ePortfolio Instructor’s Guide. The purpose of this guide is to familiarize you with the instructor tools that are available in Digication for setting up your site, managing activities, creating assignments, and collecting student work.

If you have any questions about Digication, or about ePortfolios in general, you can send an email to: uvadigication-support@virginia.edu. The following support services are also available for you and your students:

- **ePortfolio Peer Consultants (ePPC):** This is a group of students who are trained on Digication and ePortfolio constructions, and are ready to help their peers (your students) through one-on-one consultations.
  
  **ePPC Website:** (https://collab.itc.virginia.edu/x/0GPRoA) or write to them at: eppc@collab.virginia.edu

- **ePPC Facebook:** https://www.facebook.com/UVAePPC/timeline

- **Foreign Language Learning ePortfolio Consultants:** https://pages.shanti.virginia.edu/LLeP/e-portfolio-consultants/

- **ePortfolios at UVa:** This website is devoted to discussions on topics related to ePortfolios. You can subscribe to it to get updates as well as to participate in its discussion forum.

- **ePortfolio FAQ:** Here is a link to frequently asked questions about Digication’s use and application: https://collab.itc.virginia.edu/x/P5F1Xr
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Instructor Task 1: Setting up the Site

Go to your UVaCollab course site and click on the ePortfolio tool in the menu-bar.

The first time you do this, you will land on the "Welcome to Digication" page where you will see two questions. There will also be a few different options by which to address these questions.

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Figure 2
Question 1: How should students create their ePortfolios?

- **Option 1**: Students should create ePortfolios from scratch only: This option allows your students to either design their own ePortfolios, or ePortfolios based on your instructions only.

- **Option 2**: Students should create ePortfolios from template(s) only: This option allows you to provide students with a partially constructed ePortfolio with your own default settings. Students will still be able to override your settings, but this gives them a starting point in the design of the final product. This option involves these additional steps for creating the template:
  - **Create Template**: The blue bar will let you create a new ePortfolio which you can edit.
  - If you already have an ePortfolio you would like to use as a template, it will be listed below among all ePortfolios that are available to you.
    - You can **click** on the pencil icon to edit the ePortfolio
    - You can **click** on the blue plus sign to make that ePortfolio a template. You can add multiple templates to a course site.

- **Option 3**: Students can create an ePortfolio from scratch and from a template: This option lets students do both (create from scratch or create from a template). The option involves additional steps for creating the template:
  - **Create Template**: The blue bar will let you create a new ePortfolio which you can edit.
  - If you already have an ePortfolio you would like to use as a template, it will be listed below among all ePortfolios that are available to you.
    - You can **click** on the pencil icon to edit the ePortfolio.
    - You can **click** on the blue plus sign to make that ePortfolio a template. You can add multiple templates to a course site.

Question 2: Should ePortfolios be visible to others?

- **Option 1 (Yes)**: If you choose “yes”, all students will be able to see each other’s ePortfolios.

- **Option 2 (No)**: If you choose “no”, each student will only be able to see her/his own and the instructors’ ePortfolios.

- **Save and Continue**: **Click** here to save your settings and continue working in your course site.
Instructor Task 2: Managing the “Splash Page”

After you have set your parameters in all subsequent logins you will see the following screen:

- **Settings**: In the top far right corner, the three-bar icon will take you back to the settings for your course site.

These settings are for the same two questions you answered when you first started setting up your site. To close the rollout, click the X in the far right corner of the black box.

- **Setup Link to Courses in Digication**: The “Welcome to Digication” splash page functions as a self-contained course site, but you can access additional tools by linking your course to a Digication course site. You can click on the “Setup link to courses in Digication” and
select “Create a new Digication Course”. You will be creating a new Digication course site. If you have any existing sites listed, DO NOT select from them. Again, just click on the blue bar labeled “Create a new Digication Course”.

Create a New Digication Course: The blue bar will let you create a new Digication course which you can edit. This is the option you should use.

Select a Previous Courses: This option is NOT recommended.

Once you associate your course with a Digication course site (by creating a new Digication course), the “Setup link to course in Digication” link will change to “Go to course in Digication”. What is behind the Go to Course in Digication link will be discussed in the next section (Instructor Task 3: Courses in Digication). For now, we will just finish looking at the other links on the “splash screen”.

Figure 5
- **Show All My ePortfolios**: This link allows you to switch from seeing only the ePortfolios associated with this class, to seeing all ePortfolios you have access to. You can **click** on it again to switch back from seeing all ePortfolios you have access to, to seeing only the ePortfolios associated with this class, *Only Show ePortfolios Shared with this Course.*

- **Manage Templates**: This link lets you select which of your ePortfolios to use as a template for your students. You can **click** on the pencil icon to edit the ePortfolio or **click** on the blue plus sign to select it.

- **The Search** icon (a magnifying glass) lets you search from among the ePortfolios you have associated with this site (i.e., in the My ePortfolio area)

- **The dark green plus sign** inside the pale green rectangle lets you create a new ePortfolio. Instructions for creating an ePortfolio from scratch and/or from a template can be found in the *Author’s User Guide.*

At this point, you should **click** on the **dark green plus sign** and proceed to go through the process of creating your own (practice) ePortfolio from scratch or from a template, depending on how you have set up the site. This will give you a good sense of what students will have to do to create ePortfolios for your class. Consult the *Digication ePortfolio Author Guide* for instructions. Be sure to delete your practice ePortfolio when you are done.
Instructor Task 3: The Digication Course Site

Once you associate your course with a Digication course site (by creating a new Digication course), you will see a Go to course in Digication link on the Welcome to Digication “splash” page.

Figure 7

When you click on the Got to Course in Digication link you will see the following screen. This screen provides you with tabs that allow you to administer your course site:

Figure 8
● **Notifications**: This tab allows you to control whether you get notifications or not. The page also has reminders and links to other activities.

![Figure 9](image1)

![Figure 10](image2)

● **Assignments**: 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.
• **ePortfolios**: 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.

![Figure 11](image)

- **People**: This tab lists the members of your sites (once they have started using Digication) and provides information about them and their work.
Figure 12

- **Settings:** 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.
Instructor Task 4: Collecting Assignments from Students

The main reason for connecting your Welcome to Digication page (the “splash screen”) with a Digication course site (as you did in “Instructor Task 3”) is so you can collect assignments and completed ePortfolios from your students. Collecting assignments and ePortfolios allows you to have a record of the material your students have submitted to you.

To collect assignments, you will need to make sure the Assignments tab has been added to your Digication Course site. If it is not there, you can click on the Settings tab, choose General Info, scroll down to the bottom of the screen and click the checkbox next to Assignments.
Click on the Assignments tab to open it. You can click on the Add Assignment button at the top or the bottom of the page to start creating an assignment.
In the area for adding your assignment, fill in the Name: and Description: fields and **click** on the **Save button**.
You will then be asked to add a step to the assignment workflow. **Click** on the Add Step button.
Figure 16

There are no Workflow Steps listed.

Workflow steps are the building blocks of your Assignments. You define the order in which your students should submit work, receive feedback, and have their work evaluated. A step can be as simple as a place for students to upload the first draft of a paper, or as complex as a group of rubrics relating this assignment to the standards you have added to your Course. To learn more about the various types of workflow steps available, click “Add Step”.

To begin adding Steps, click the “Add Step” button.
At this point you will see the options you have for adding steps to your assignment. In this tutorial, we will focus on adding one step only: Evidence. In other words, you will only be requiring your students to submit a copy of their work (the “evidence”) to you.
Once you have selected “Evidence” and clicked on the Add button, you will be asked to set the parameters for the assignment. You can set due dates and instructions for what is to be submitted. You can instruct students to submit single pages, a series of pages, or their completed ePortfolio. You can also decide on whether or not students can submit changes to their work. If you do, the multiple submissions will be saved separately with date stamps. This is a good way to collect drafts to see change in a student’s work over time. Click on the Save button at the bottom of the screen to save the assignment when you are done.
Once you have created your assignments, when you go back and click on the Assignments tab of your Digication course site, you will see a grid listing your students’ names and color-coded boxes under each assignment. A legend above the grid explains the color-coding.

![Assignment Grid](image)

*Figure 19*
You can click on a box to see the titles and dates of a student’s submissions as well as view the submission itself.

Figure 20

Note 1: Your students will be able to submit their work through the Submit option in the Portfolio Tools options in their ePortfolio editing area (see Digication ePortfolio Tutorial for Authors).

Note 2: The Assignments tool is not designed for commenting on your students’ work or returning it to them. At this point, this tool is being used only to provide you with a record of the work your students have submitted to you.