Student Guide: ePortfolio with Digication

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To Login:
Go to https://digication.ct.edu/index.php?cl=TRCC

Login to Digication with your Full Banner ID (@student.commnet.edu) and Password.

Note: We recommend using Google Chrome to ensure proper formatting and access to all ePortfolio features.

Three Rivers Community College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.
Create your ePortfolio

1. On the Digication Home Screen, select ‘Create’ from your ‘My e-Portfolios’ Tab.

![Create an ePortfolio]

2. From the pop-up, click either ‘Ok, tell me more’ for an introductory tour or ‘Skip intro’ to go directly to creating your portfolio.

Select the ‘Use New’ option.

3. Title your e-Portfolio. Including your name is a good practice to use; you can change this title at any time.

4. Select a Template. The Three Rivers Template is specifically designed to guide you through the process of creating your portfolio. You will know that it is selected by the white border.

5. Click Create to finish.

Navigating Digication: Left Sidebar Menu

Click here to expand the sidebar menu. Click here to log out.

**Dashboard:** Formerly ‘Home’.

**My Library:** Allows you to view available Templates.

**Courses:** Displays your current semester’s courses and assessment groups.
Add Documents/Files to your Portfolio

The Three Rivers Template has pages and slides built in to help you in creating your portfolio. Some menu tabs have drop-down menus that link to subpages, such as GenEd Artifacts under the ‘My Courses’ tab.

To add content:

Use either the ‘Add Content’ button or the blue plus icon to begin adding items to the portfolio page.

The ‘Add Content’ button will only show on blank slides; for additional items, use the plus icon in the bottom right of the page.

Please Note: When using the plus icon on a page with multiple slides, be sure to first click on the slide where you want your content to go (it will outline in blue).

Clicking either button will open the Library, where you can access files on your computer or even Google Drive and YouTube.

Click the relevant button, and Digication will guide you through the upload process (the list above is not exhaustive).

Upload File will give you access to files stored on your computer or flash drive.

Previous Uploads keeps a record of everything you upload to your portfolio, so you can add one item/document to multiple pages/slides with this button, and it can also serve as a backup for files.

You can also filter for type such as Document for Google Drive or accessing files on your computer/flash drive or Embed for YouTube.

For some sources you will need to login to that account (i.e. Google Drive); for others, you might need to open the media in a separate window (i.e. YouTube; see next page).
1. In a separate tab, open the relevant media platform and locate the media you want to embed to your portfolio.

   a. Highlight the complete link in the address bar at the top of your browser and **right-click to copy**.

   ![Image of the address bar with a link highlighted](image)

   ![Image of the right-click menu](image)

   ![Image of the link copied in the clipboard](image)

   ![Image of the media platform with the link pasted](image)

   b. In Digication, select the correct media button (i.e. YouTube). In the ‘Submit your Link’ field, **right-click to paste** the link address from your chosen media platform.

   ![Image of the submit link field with the link pasted](image)

   ![Image of the embed button](image)

   ![Image of clicking on the embed button](image)

   c. Click the [embed] icon so that the media appears in the preview area below the submit field (the embed button will not be available until you do this).

   ![Image of the media preview area](image)

   ![Image of clicking on the embed button](image)

   Click ‘**Embed**’ to finish.
Add a description or comment by clicking the **Caption** field.

**Resize** the item by dragging the bottom right corner.

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**Publish and Preview your Work**

**Publish:**
Until you publish your work, you will be the only one who can see it.
- **Publish this Page** – publishes the current page
- **Publish Pages** – allows you to select pages to publish from the entire portfolio

You can publish at any time; this is not ‘submitting’ your portfolio.

It is recommended that you publish every time you add evidence or make changes to your portfolio.

Digication will also remind you to publish with a yellow banner above the main navigation menu on unpublished pages:

Your changes have not been published yet. Publish Changes

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**Preview:**
After publishing, switch to **Published View** at the top right to see your portfolio as others see it. You must first publish at least one page to be able to preview in Published View.

Any unpublished work will **not appear** in this view. Click the Edit toggle again to return to Edit Mode.