

Digication – ePortfolio training

Support acadtech@cornell.edu : include 'e-Portfolio' in Subject Documentation <https://support.digication.com/home>

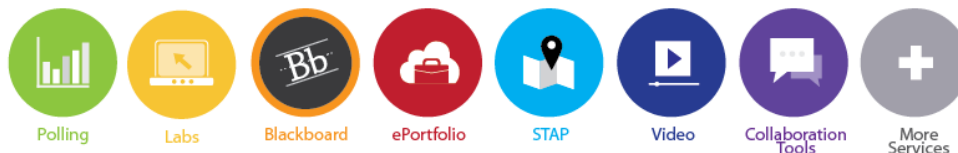
DIGICATION INSTRUCTIONS FOR EDITING YOUR e-PORTFOLIO PAGES & SUBMITTING ASSIGNMENTS

This documentation shows students how to A. edit their e-Portfolio pages and B. how to submit those edited pages as an assignment to be graded.

A. Editing your e-Portfolio pages

1. Log into Digication so you see your Digication Home Page (with My ePortfolios and My Courses)
2. Look under the e-Portfolios tab and click on your **NTRES 2100 Field Bio** e-Portfolio under “My e-Portfolios” (NOT the Course Template ePortfolio)

The screenshot displays the Digication user interface. At the top, there is a navigation bar with links for Home, People, Courses, e-Portfolios, and Subscriptions. A user greeting 'Welcome, Sample Student | Logout' and a 'HELP?' link are also present. Below the navigation bar is a red banner with the Cornell University logo and name. The main content area is divided into two sections: 'My e-Portfolios' and 'My Courses'. In the 'My e-Portfolios' section, a red circle highlights the 'Sample Student Field Bio' entry, which includes a thumbnail image, the title, and metadata such as 'Updated 1 hour ago' and 'Hits: 16'. The 'My Courses' section below shows a course entry for 'NTRES 2100: Introductory Field Biology - Fall 2016' with dates '05/16/16 - 12/31/17' and '0 posts'. A 'Quick Start Guide (pdf)' link is visible on the left side of the interface.



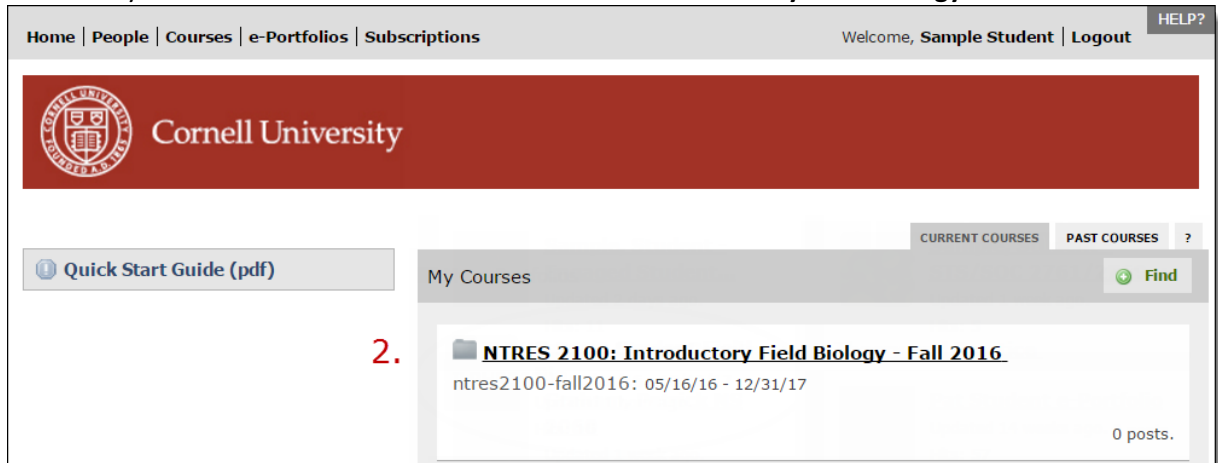
We can be reached via phone at 255-9760 and via email at acadtech@cornell.edu

3. From the **View Sections** menu, click on the section you would like to edit (Field Bio – essentials | Entomology - insect diversity | Ringwood - habitat structure | Turkey Hill – soils | McGowan - plant diversity | Field Biology - research project) where the assignment you want to complete is found
4. On left side under **View Pages** where the section assignments are all listed, click on the **individual page** that you need to work on, if there is multiple pages listed for this section
5. Read the assignment instructions in the first block
6. Then, above the next block, which already has the question to answer, click on **EDIT** and then do what is required for the Assignment (either insert/attach a document or image file or type in what is necessary, or both as requested; if inserting a document, be sure to click the **Insert** button at bottom of the dialog box for that function after choosing the document)
7. Then, once inserted or typed, click on **SAVE** (at the top); when you save, this means you may edit this info or add more at another time **but you have NOT yet finalized your assignment.**
8. Click on **PUBLISH** (or **Publish This Page** for everything on the page) when your assignment is completed and you are ready to submit it to the Professor (you do this on or before the due date).

Please continue to part B on the next page to submit your e-Portfolio assignment

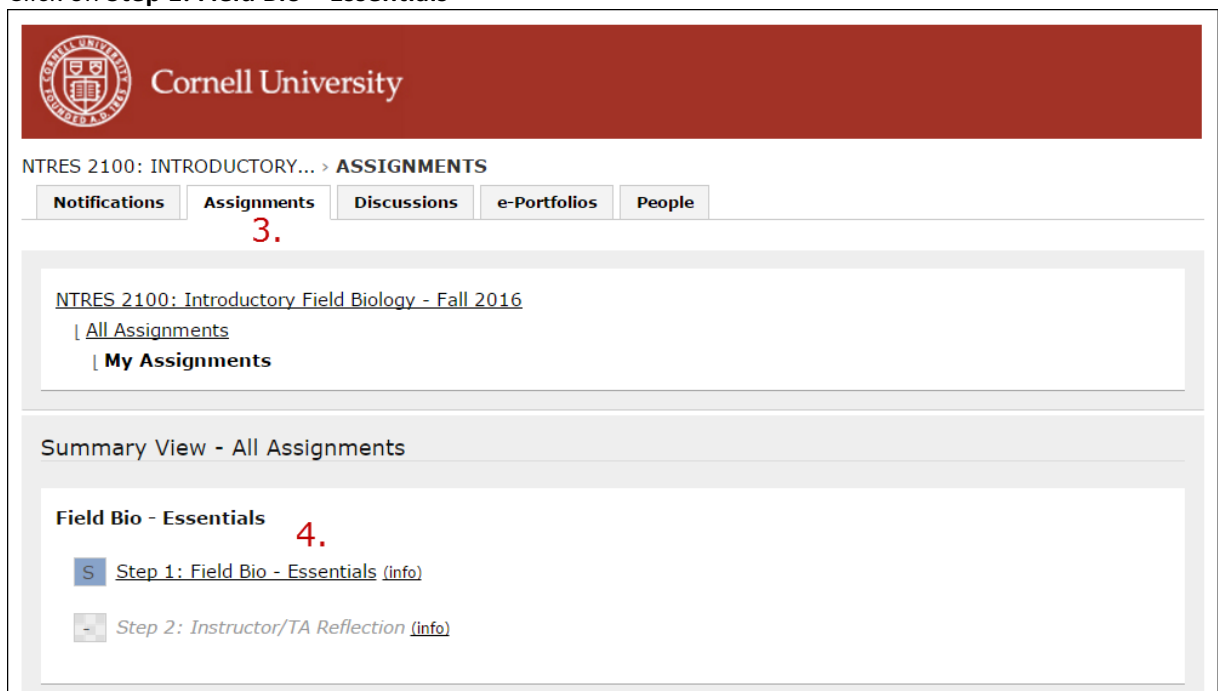
B. Submitting your e-Portfolio page(s) to complete an Assignment

1. Click on **Home** in the top grey toolbar and return to your Digication Account page
2. Under “My Courses” click on the course **NTRES 2100: Introductory Field Biology - Fall 2016**



The screenshot shows the top navigation bar with links for Home, People, Courses, e-Portfolios, and Subscriptions. A user greeting 'Welcome, Sample Student | Logout' and a 'HELP?' button are on the right. Below this is a red banner with the Cornell University logo and name. A 'Quick Start Guide (pdf)' button is on the left. The 'My Courses' section is highlighted, showing a list of courses. The course 'NTRES 2100: Introductory Field Biology - Fall 2016' is selected, with its ID and dates (05/16/16 - 12/31/17) and '0 posts' displayed. A red number '2.' is placed to the left of the course title.

3. Click on the **Assignments** tab and locate the assignment you have just done under “Summary View - All Assignments”
4. Click on **Step 1: Field Bio – Essentials**



The screenshot shows the 'Assignments' tab selected in the course navigation. The course name 'NTRES 2100: Introductory Field Biology - Fall 2016' is at the top. Below it are tabs for Notifications, Assignments, Discussions, e-Portfolios, and People. A red number '3.' is placed above the 'Assignments' tab. The 'Summary View - All Assignments' section is visible, showing a list of assignments. The assignment 'Field Bio - Essentials' is selected, with a red number '4.' placed to its right. Below it are two assignment steps: 'Step 1: Field Bio - Essentials (info)' and 'Step 2: Instructor/TA Reflection (info)'. A red number '4.' is also placed to the right of the first step.

5. Under “Evidence Added” click **e-Portfolio**
6. Find your e-Portfolio name in the list and click on the down arrow
7. Check the box of the assignment name you want to provide evidence for = the assignment you just completed (Ex: **Field Bio - essentials**)

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STEP 1: Field Bio - Essentials
Evidence :
Please submit the Field Bio Essentials section of your ePortfolio
The student being assessed can see the results of this step.

Evidence Added

5. **e-Portfolio** | Upload Files | Rich Text

Adding Evidence
Evidence is the work you've done to support the completion of an assignment or standard. You can submit any number of papers, e-portfolios, or other files as evidence.

6. **Sample Student Field Bio**
Add e-Portfolio Pages:
 (All)
 Field Bio - General course information
 Welcome
 Instructors
 Teaching assistances
 Field Bio - essentials (7.)
 Tansley (1946) Intro to plant ecology
 Entomology - insect diversity
 Ringwood - habitat structure
 Turkey Hill - soils
 McGowan - plant diversity
 Field Biology - research project
 Field Bio Research Report Guidelines
 Field Bio Research Proposal
 Field Bio Research Report

8. Then, when ready to submit, click on **Save & Submit** and evidence of your work will be uploaded & your assignment submitted completely for your professor to view & grade. (NOTE: If you are only partially done or not done, Click on **Save, do not submit** and go back to this at another time to submit your evidence).

You will be able to see the status of your assignments listed under Summary View-All Assignment. (Ex: S= Waiting for Student to Complete, C= Completed; F = Waiting For Faculty action)

