academic technologies

Digication – ePortfolio training

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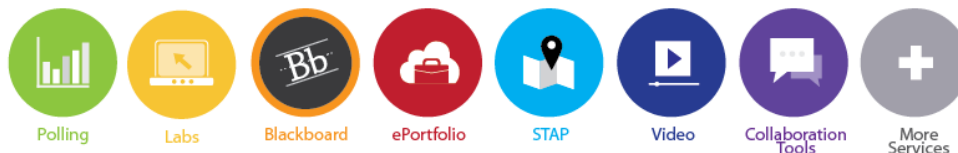Documentation **https://support.digication.com/home**

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)
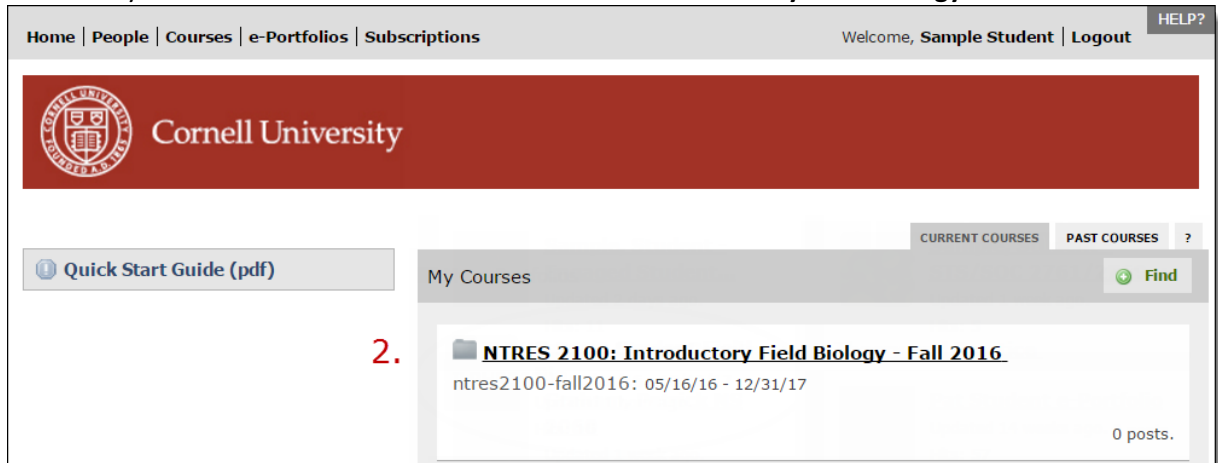

We can be reached via phone at 255-9760 and via email at acadtech@cornell.edu

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).

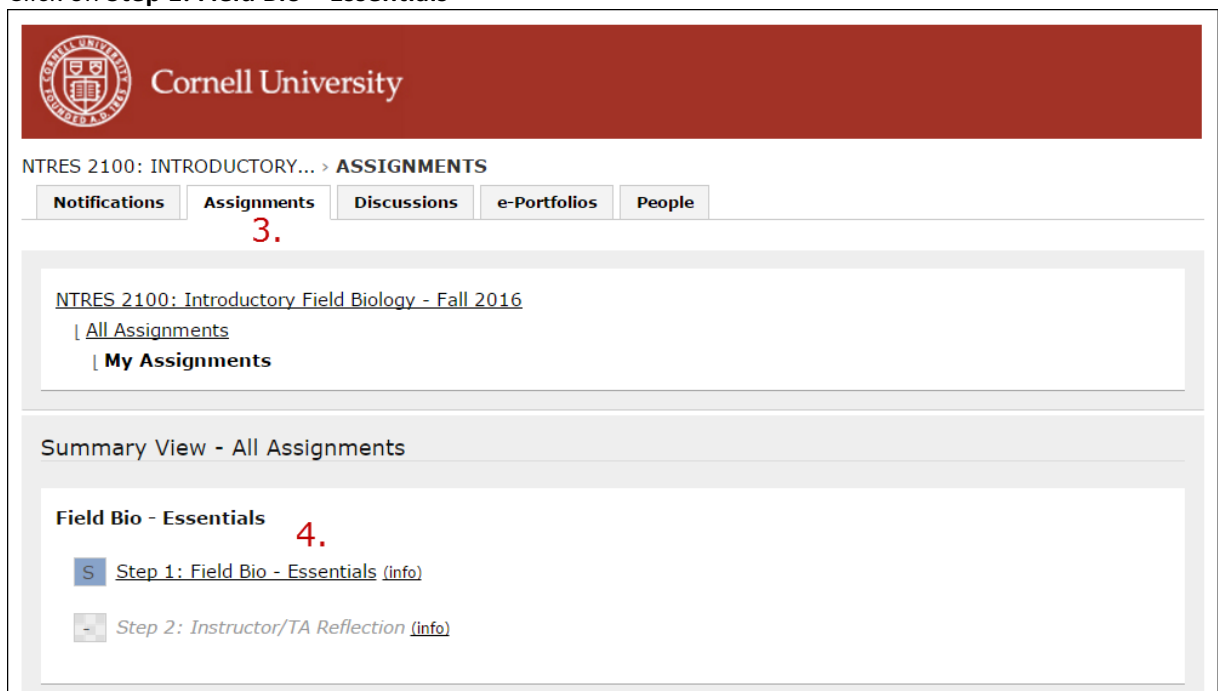**Please continue to part B on the next page to submit your e-Portfolio assignment**

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**

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**

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**)

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)