

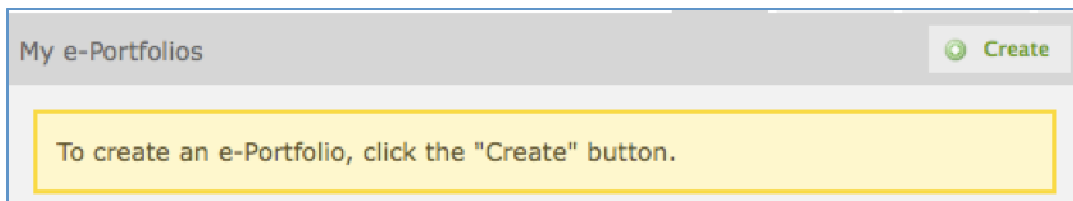
SETTING UP AN E-PORTFOLIO USING *DIGICATION*

Logging In to *Digication*

- ❖ Go to the Howard County G/T Education Program *Digication* site at <http://hcpssgt.digication.com>
- ❖ Type your username and password. Your username is your email address and the password is the one that you selected when signing up for your *Digication* account.

Creating Your e-Portfolio: Initial Set-Up

- ❖ To create your first e-portfolio, click on the Create button under “My e-Portfolios.”



For subsequent e-portfolios, click on “e-Portfolio” along the top menu. Then, click on the “Create a

A button with a green plus icon and the text 'Create A New e-Portfolio'.

- ❖ Under Basic Information, type a title for your e-Portfolio, a web address, and contact email.
 - The web address may only contain letters and numbers (no spaces or other characters). **For students, it is best to use some combination of the school and name (i.e. <http://hcpssgt.digication.com/ahsjones>).**
 - The contact email should be login email address.
 - You may also select a category for your e-Portfolio, such as your school.
- ❖ Under Visual Styles, you may add an image to appear as the header for your e-Portfolio. The default one is the G/T Education Program banner. However, you may upload an image of your own using the Browse button and selecting an image from your hard drive.
- ❖ **Under Visual Styles, in the Portfolio Footer box, type a copyright statement, such as “All contents of this electronic portfolio are the property of your name. The contents of this portfolio may not be reproduced or reprinted without the permission of the owner of the portfolio.”**

- ❖ Under Permission Settings and Tagging, select:
 - “Yes, show in directory”
 - “Yes, allow them to tag my pages.”
 - “Anybody at my school can view, only I can edit.”

Permissions may be adjusted at any point. Therefore, if you wish to limit viewing to yourself or your school at first, you may do so. Then, you may wish to open the e-Portfolio to the public.

- ❖ Under Choose a Template, select the **radio button** next to **G/T Research Student Template or G/T Research Student Template 2** (don't click on the G/T



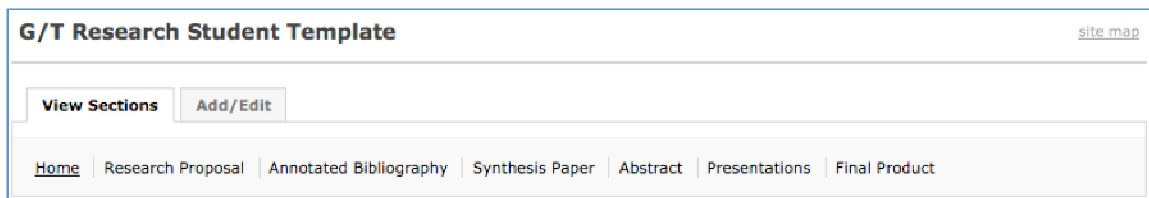
Research Student Template link or else it will just show you what the template looks like). This will give you a basic format for your page that you may customize.

- ❖ Click Save.

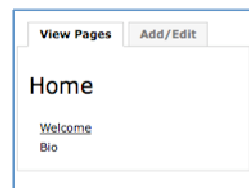
Setting Up Your Welcome Page and Bio

e-Portfolios are organized into Sections and Pages. The sections appear horizontally along the top of your e-Portfolio. Each section may have multiple pages.

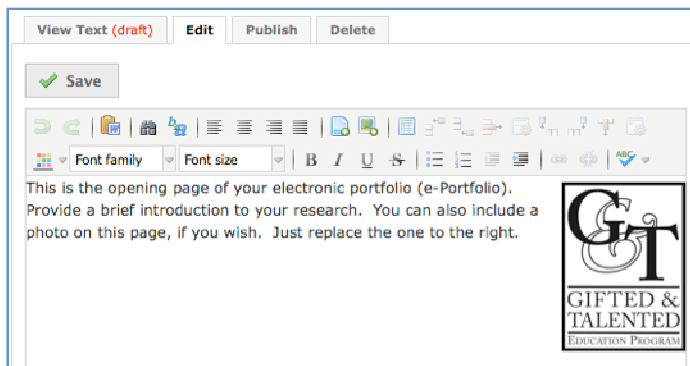
The G/T Research Student Template has 7 sections: Home, Research Proposal, Annotated Bibliography, Synthesis Paper, Abstract, Presentations, and Final Product.



Some of the sections have multiple pages. Each page is made up of Modules, which may contain text, video, photos, and links.

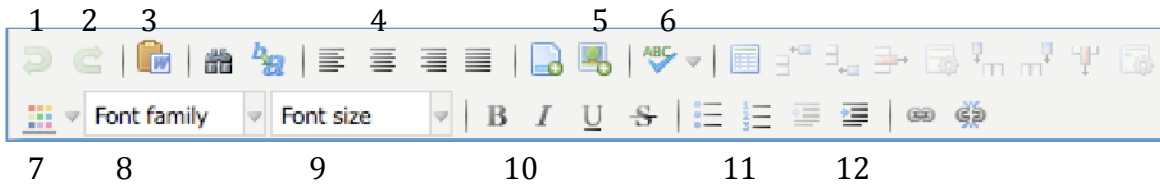


- ❖ Your portfolio opens to the Welcome Page.
- ❖ Click the Edit tab next to the View Text tab at the top of the Module.
- ❖ Replace the text that appears there with your own introduction to your



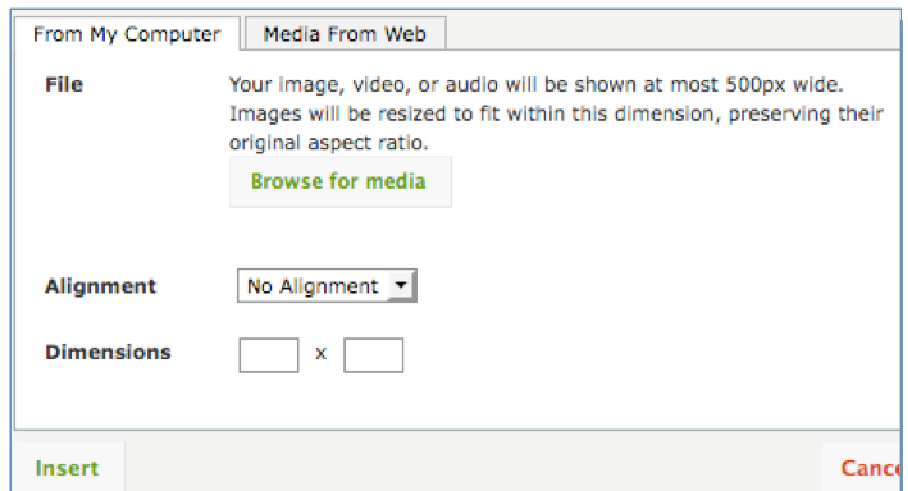
portfolio and your research by typing over the existing text. Use the formatting elements on the toolbar to enhance your introduction.

Toolbar Highlights



1. *Undo.*
2. *Redo.*
3. *Paste from Microsoft Word.* Pastes any text from Microsoft *Word* into the pop-up window instead of pasting it directly into the text editor.
4. *Alignment.* Left, center, right, and justified alignment tabs.
5. *Insert Media.* Inserts an image file directly into the text editor box. Browse to the file on your computer.
6. *Spell Check.*
7. *Font Color Selection.*
8. *Font Selection.*
9. *Font Size Selection.*
10. *Font Style Selection.*
11. *Bulleted and Numbered Lists.*
12. *Indent.*

- ❖ If you wish, replace the G/T Education Program logo with a photo of your own. Click on the photo so that it is selected, and click Delete on your keyboard. Then, click on the Insert Image icon on the toolbar (number 5 on the diagram above). Click Browse for Media and locate the photo that you wish to use on your hard drive. You may select an alignment if you wish. Then, click Insert.



- ❖ Click the Save button when complete.
- ❖ Repeat the same process with the Bio page of your e-portfolio.

Publishing e-Portfolio Modules

Each Module is first saved as a draft, which is only visible to people that you have designated as Administrators, Publishers, and Editors of your portfolio. Drafts are not visible to viewers of your portfolio. Modules saved as a draft, have the word “draft” in red text next to the Media or Text tab.

View Text (draft)

The current status of publication can be viewed on the Publish tab.

To publish the Module:

- ❖ Click on the Publish tab at the top of the Module.
- ❖ Click the Publish Changes button.

Now, viewers of the e-Portfolio may see this Module.

The screenshot shows a web interface with a navigation bar at the top containing buttons for "View Text (draft)", "Edit", "Publish", "Delete", and "Drag to". Below the navigation bar is a yellow warning box with the text: "You have unpublished changes. When you are done editing this module, publish your changes to make them available to your viewers." Below the warning box, there is a text area with the following information: "This module was created on Jul 23, 2009 at 10:33 PM by [Debbie Blum](#)", "This draft was last edited on Jul 23, 2009 at 10:35 PM by [Debbie Blum](#)", and "Changes were last published never." At the bottom of the interface is a green button with a checkmark icon and the text "Publish Changes".