Digication ePortfolio Handbook

The purpose of this handbook is to introduce you to some of the basics of the Digication ePortfolio system. Please feel free to read this handbook in order or jump around from chapter to chapter. Video tutorials can be found here: https://sites.google.com/site/ttieportfolioworkshop/

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Initial Log-in and password change

Initial Log-in and password change

   1) Go to http://liu.digication.com

2) Login with the credentials given to you. The username is usually firstname.lastname. Click on "accept" when you come to the page that lists the terms and conditions.

3) The first order of business is to change your password. Click on your name in the upper right hand corner of the page.

4) Enter your new password and then retype it. ****Do not add information for the SMS Notification portion of this page****

You can always come back to this settings page by clicking on your name.
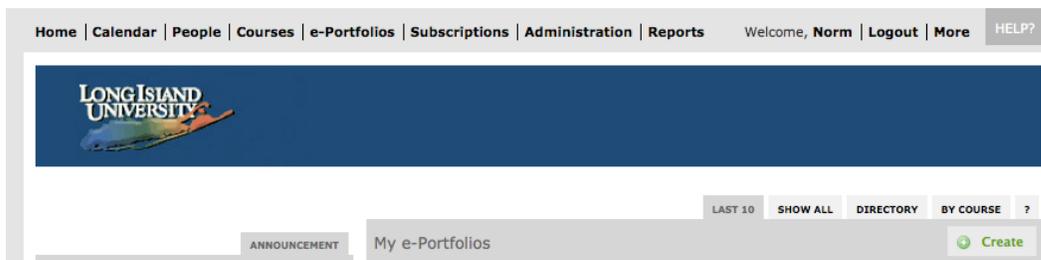
5) The "My School Profile" portion of the page is the profile picture and information viewers will see when you leave comments on other pages.

6) Click on "save" once you are done making your changes. You will then see this screen. Click on "home" in the upper left hand corner in order to return to the Digication home page.

Creating an ePortfolio from scratch

This section will guide you through the first part of setting up your ePortfolio from scratch.

1) After logging in, click on the "create" button to the right of "My e-Portfolios"

2) Give your portfolio a title. The "e-Portfolio web address" listed below the title is the one you would send to others if you decide to make your portfolio public.
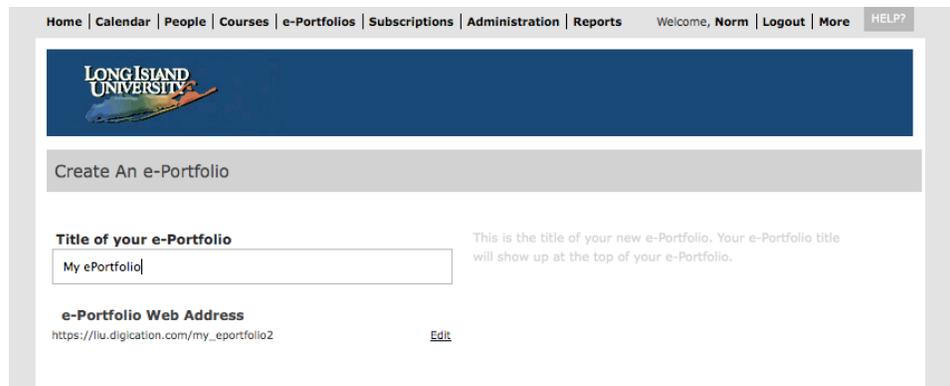
3) You can either create a portfolio from scratch or use a template given to you by another faculty member or an instructor. **Please go to page 10 in order to learn how to setup a portfolio from a template.** (A template is a set of pre-defined sections and pages for use in a specific folder.) We will be creating a portfolio from scratch in this tutorial. Click on the "create from scratch" icon.
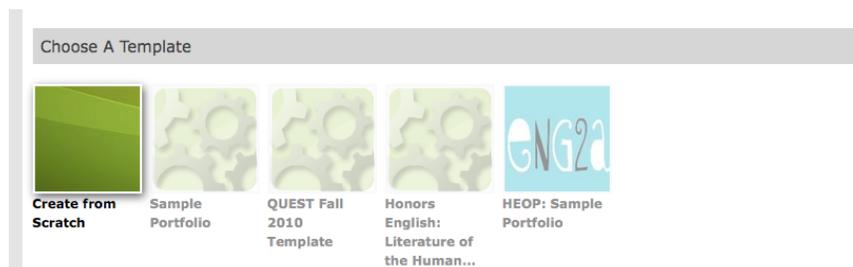
4) Now you are going to explore how to change your theme, which is the color scheme of your portfolio. Click on "use selected template's theme" then click on "customize". You can use Cascading Style Sheets if you are familiar with CSS, but that is a more advanced skill not covered in this tutorial.

Choose A Theme

✔ Use selected template's theme

Choose A Theme

✘ Use selected template's theme

Default Style
Customize

Click Customize to check your CSS
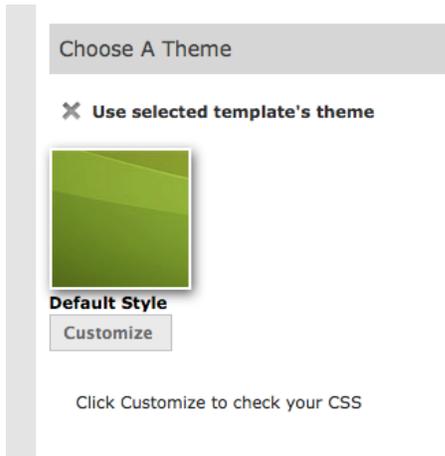
5) Your directory icon is similar to a Facebook profile picture and it will appear alongside your portfolio. It is best to start with a profile picture that is 100 pixels by 100 pixels. If the picture isn't sized correctly, only part of the profile picture will appear.

Close ⊗

Customize Theme

Directory Icon

This is the icon that shows up in our directory when your e-Portfolio is listed. Your image will automatically be resized to 100x100 pixels.

Upload New Image
Browse...
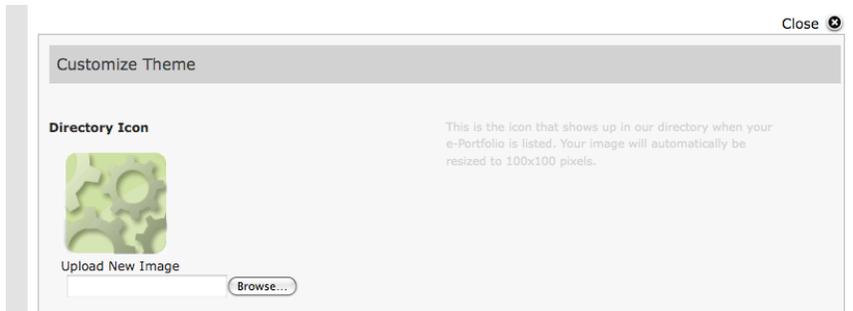
Examples of directory icons:
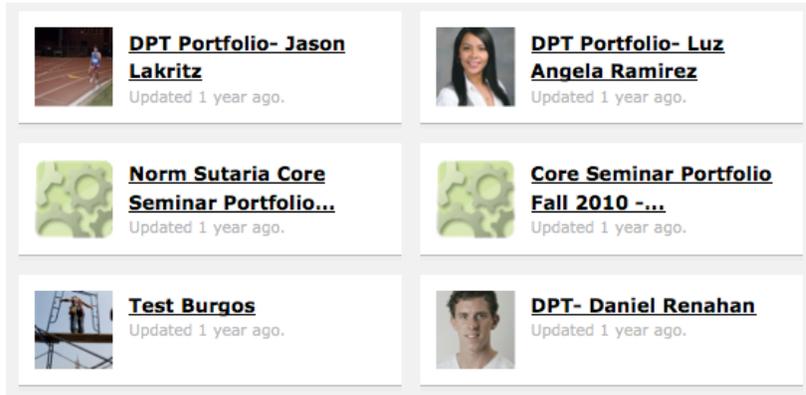
6) You can also customize the banner across the top of your page and some of the background colors. Any banner you create needs to be 779 pixels wide and 200 pixels deep.
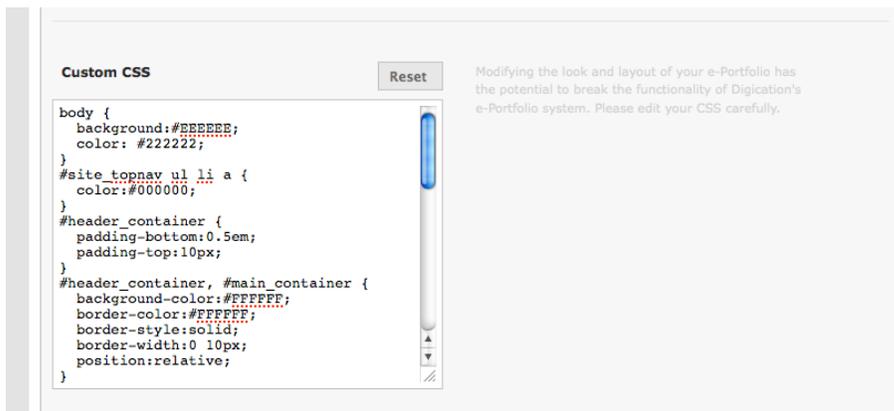
7) The footer, which you can edit, appears at the bottom of each page.

Footer

Portfolio By Me – Copyright 2011

The footer is text that appears along the bottom of every page in your e-Portfolio. Many e-Portfolios have a quote here, or copyright information.
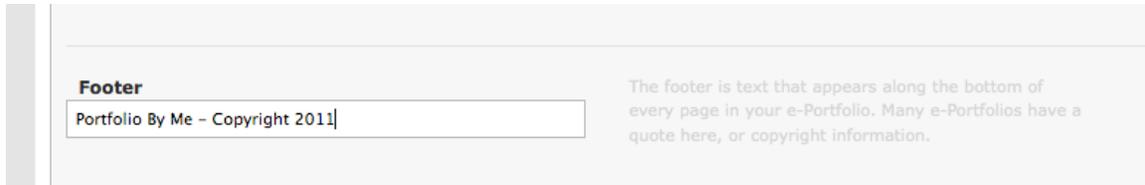
8) Portfolios can be as private or as public as you like. You can also create an access list for your portfolio. Click on your permission level and then on "custom permissions"

Permissions

○ **Private to me** Viewable by you.

○ **Private within Long Island University** Viewable by users at Long Island University.

○ **Public** Viewable by anyone and searchable by google and other search engines.

Custom Permissions →
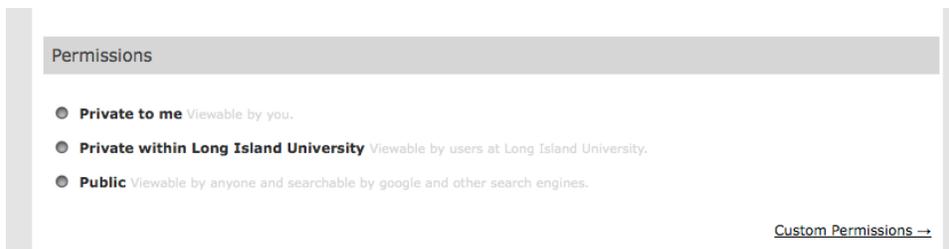
9) Be sure to click on "Show e-Portfolio in directory" so that there is a gray "x".

Permissions

○ **Private to me** Viewable by you.

○ **Private within Long Island University** Viewable by users at Long Island University.

○ **Public** Viewable by anyone and searchable by google and other search engines.

Close ✕

✓ **Show e-Portfolio in directory** Your e-Portfolio will appear in a list of public, searchable e-Portfolios. More...

Additional permissions	**Role**	**Delete**
⊕ Search for User, Group, or Course		

10) You can then add viewers to your portfolio by typing in their name. You can also adjust their permission level and privileges using the drop down menu.

Close ✕

✕ **Show e-Portfolio in directory** Your e-Portfolio will appear in a list of public, searchable e-Portfolios. More...

Additional permissions	**Role**	**Delete**
⊕ william		
William Burgos (william.burgos@liu.edu)	Viewer ▾	Remove
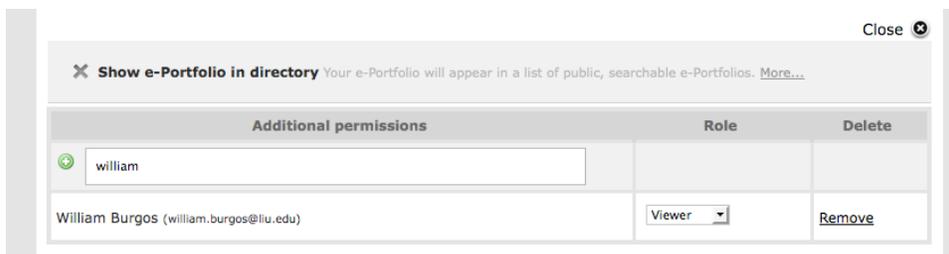
11) Tagging allows viewers of your portfolio to add keywords and index your pages. It's up to you if you want to allow tagging or not.
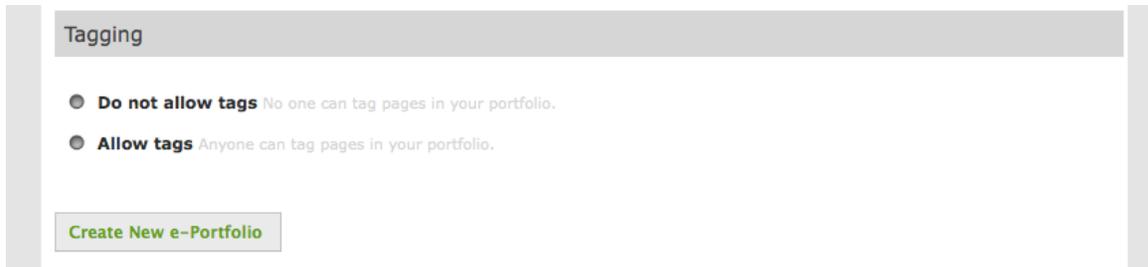
12) Click on the "create new portfolio" when you are finished.

Creating an ePortfolio from a template

This section will guide you through the first part of setting up your ePortfolio from a template. Templates are pre-populated with the sections and pages you need for your portfolio.

1) After logging in, click on the "create" button to the right of "My e-Portfolios"

2) Give your portfolio a title. The "e-Portfolio web address" listed below the title is the one you would send to others if you decide to make your portfolio public.

3) You can either create a portfolio from scratch or use a template given to you by an instructor. We will be creating a portfolio from a template in this tutorial.
(A template is a set of pre-defined sections and pages for use in a specific class or program.)

4) Click on "More Templates"
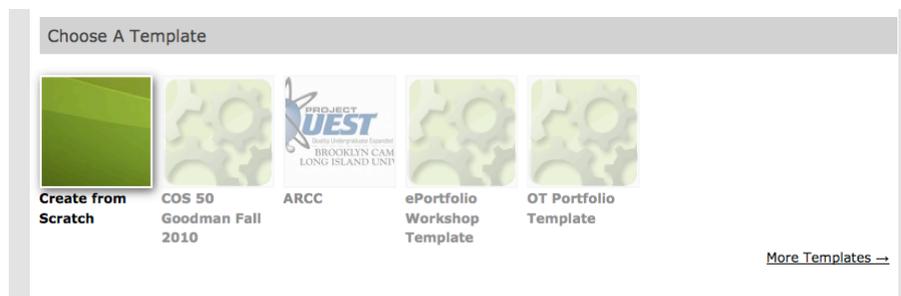
5) You will see this menu pop up. Click on "Long Island University Templates" in the first column. You can then select the template for your class from the center column.
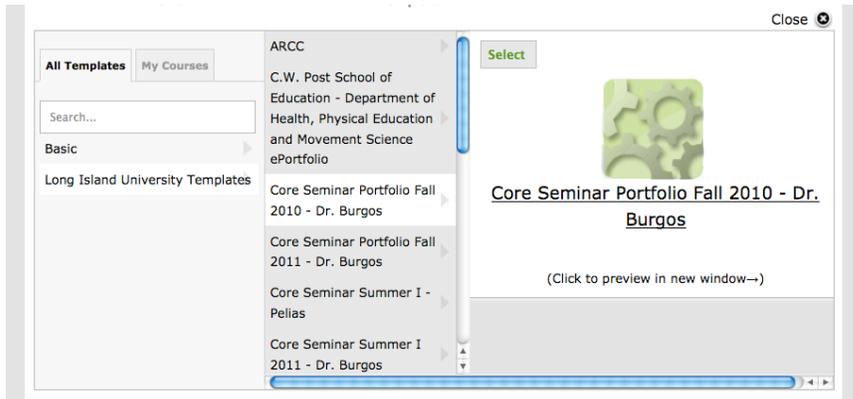
6) Click on "Select" to choose your template. In this case we are selecting the template for "Core Seminar Portfolio Fall 2010 – Dr. Burgos"

7) The template you selected should now be highlighted.
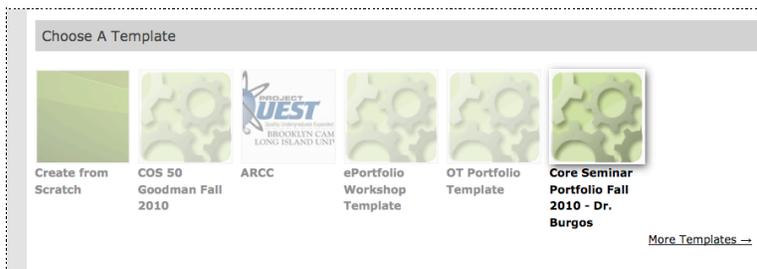
8) Proceed to step 4 on page 6. Complete the steps from that point.

Creating Your Portfolio: Part II

Now that we have named the portfolio and created the shell, we are now ready to review major sections of the portfolio.

The three major sections of the portfolio are the **sections, pages and content**. **Sections** run across the top of the portfolio, while **pages** run down the left-hand column. **Content** is in the center of every page.

Sections and pages help to organize and structure the portfolio. We are going to create three sections in this example: Fall 2011, Spring 2012 and Summer 2012. Classes from each semester will be housed in the pages area.

1) This is what your portfolio will look like after you click "Create New ePortfolio"

2) There are two sets of buttons that are very important on your portfolio page: the "edit, preview and published" tabs and the "portfolio tools" drop down menu. We'll cover these later, but I wanted to make you aware of what they look like:
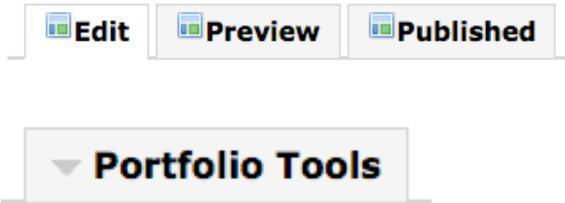
Adding Sections

3) We are now going to create sections for our portfolio. Locate the "view sections" and "add/edit" buttons at the top of your portfolio.
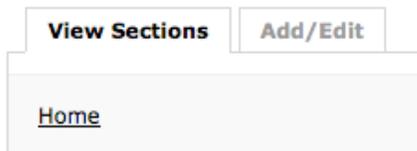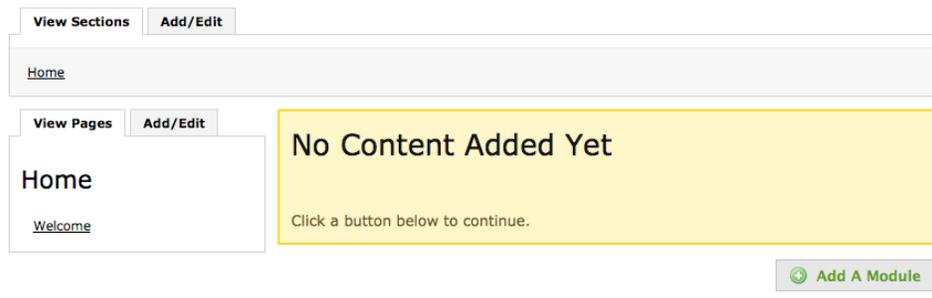
4) Click on "add/edit" and then you will see a button called "Add Section"
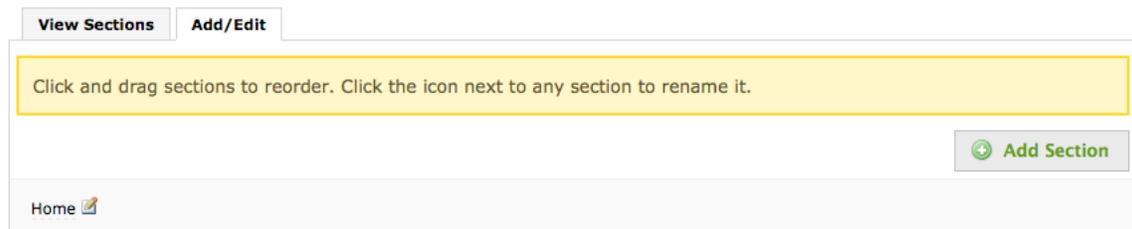
5) Click on "Add Section"

6) Create a name for your section. In this case, we are going be creating the "Fall 2011" section.

7) Click on "Save" when you are finished typing in the section name.

8) We are then going to add the "Spring 2012" section. Add the name and then click on "Save".

9) Repeat for Summer 2012.

10) Have you noticed that there's a mistake? Click on the tiny pencil in order to edit a section name or delete the section.

11) See how the section looks by clicking on the "published" tab.

12) This is what the sections look like.

Adding Pages

1) Adding pages is very similar to adding and editing sections. Navigate to the section where you would like some pages. In this case we are going to add pages that contain classes under each section. We are going to add two classes as "pages" underneath the Fall 2011 section.

2) As with the sections, click on "add/edit".

3) Bio 5 and Sociology 3 were added as pages under the Fall 2011 section.

View Pages | **Add/Edit**

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

Page name:

Bio 5

Show Advanced

✔ Save   ✖ Cancel

View Pages | **Add/Edit**

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

Page name:

SOC 3 |

Show Advanced

✔ Save   ✖ Cancel

4) This is what the pages look like:

View Pages | **Add/Edit**

Fall 2011

Bio 5
SOC 3

Types of Modules

Modules allow you to add various types of content to your portfolio. You can add pictures, video, audio, hyperlinks, downloadable files and, of course, text. Think of modules as a set of stackable Lego blocks displayed on a specific portfolio page - you can arrange them in any order you want.

There are six major types of modules available in Digication: **image/video/audio, rich text, gallery, contact form, Twitter and bookmarks**. The rich text module is the most flexible and multi-faceted.

You access the modules menu by clicking on "Add A Module".
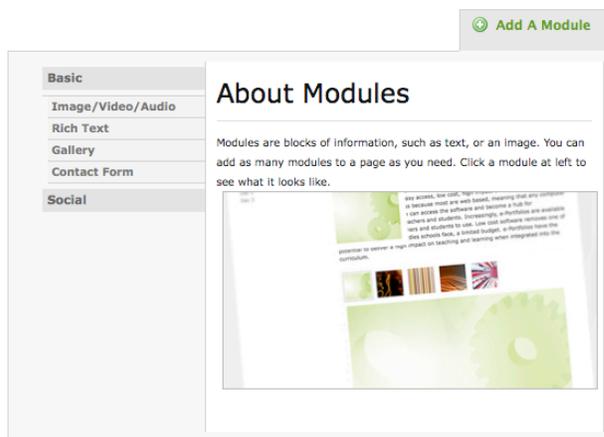
Working with the Image/Video/Audio Module

The Image/Video/Audio module allows you to add a picture, video or audio resource.

1) From the module menu, select "image/video/audio" from the left-hand column.
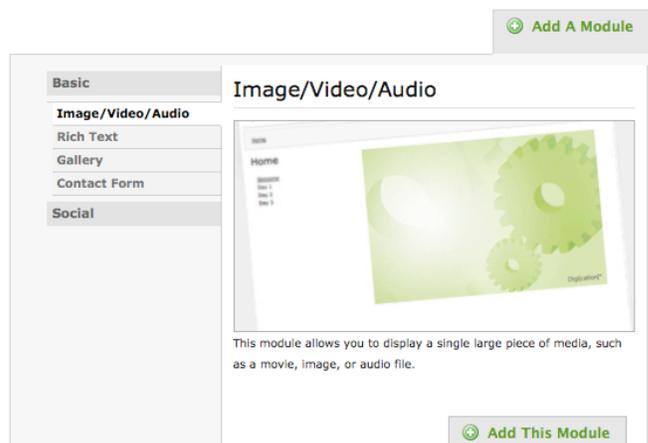
2) Click on "add this module" and scroll down.

3) Click on the "edit" tab, which will allow you to add your image, video or audio file then click on "Replace This Media"
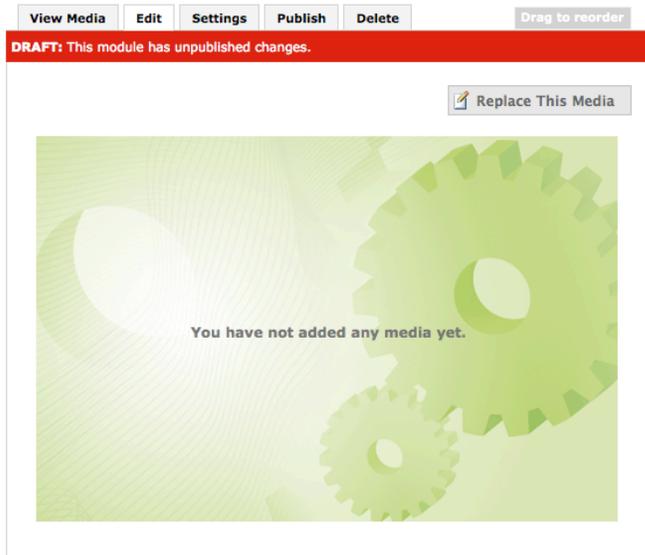
4) Now you can select media from your computer or from the web.

N.B.: It is recommended that you download any images from the web locally to your computer and then upload them.
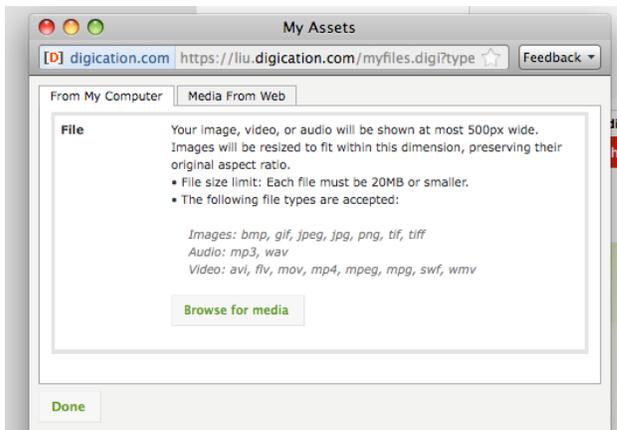
5) Uploading a picture from your computer is simple. Click on the "From My Computer" tab and then "Browse for Media". Then select your picture. You will see a progress bar as the picture is uploaded.
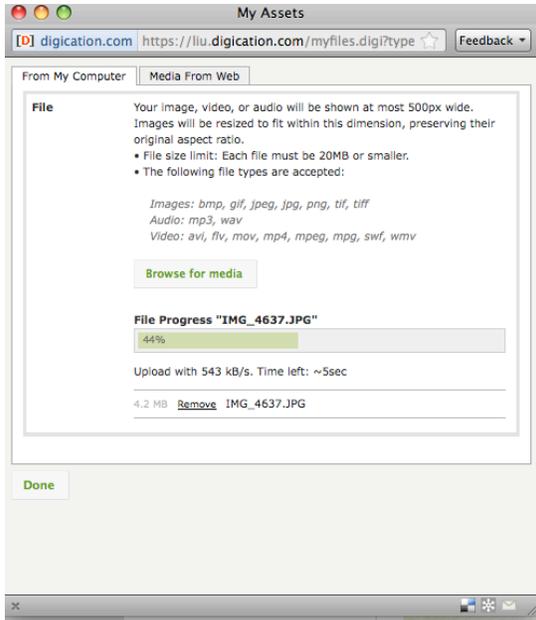
6) The picture will then appear in the module. The final step is to "publish" the module by clicking on "Publish All" and then "Publish All Changes".
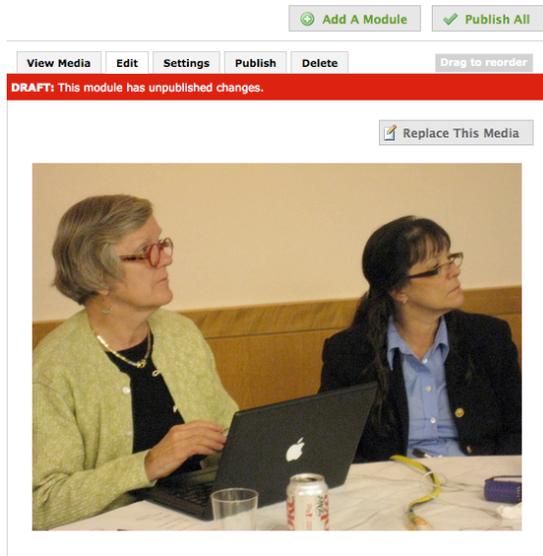
7) The settings tab allows viewers to download your image.

8) The delete tab allows you to delete the Image/Video/Audio module.

Embedding Videos in Digication

Have you ever seen blogs or websites where they allow you to play a video that is from YouTube or Vimeo? The technique used to pull the video from those sites to yours is called "embedding". Digication allows you to embed videos from a variety of websites, the two most popular being YouTube and Vimeo.

A word of caution: not all YouTube videos allow embedding and, if the video is removed from YouTube by the owner, it also disappears from your portfolio page.
If you create videos on a regular basis, you might consider setting up your own YouTube account.

1) Our first step is to go to YouTube (or any of the other video resources) and copy the "embed" code. In this case, we are using Steve Jobs' Stanford University commencement speech from 2005.

2) Click on the "share" button at the bottom of the video.
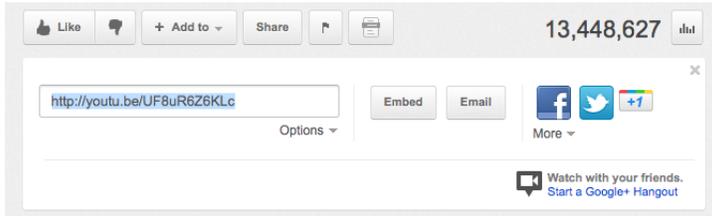
3) Then click on the "embed" button. Customize your video; it is recommended you choose the 640x480 pixel window. Copy the embed code.
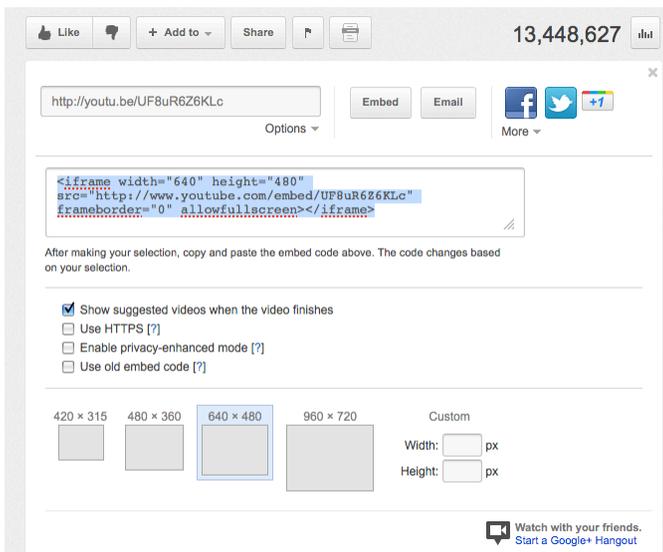
4) Go back to Digication and the "replace this media" button. Instead of selecting "From My Computer" select "Media From Web".

5) Select "YouTube" from the drop down menu and paste in the embed code.
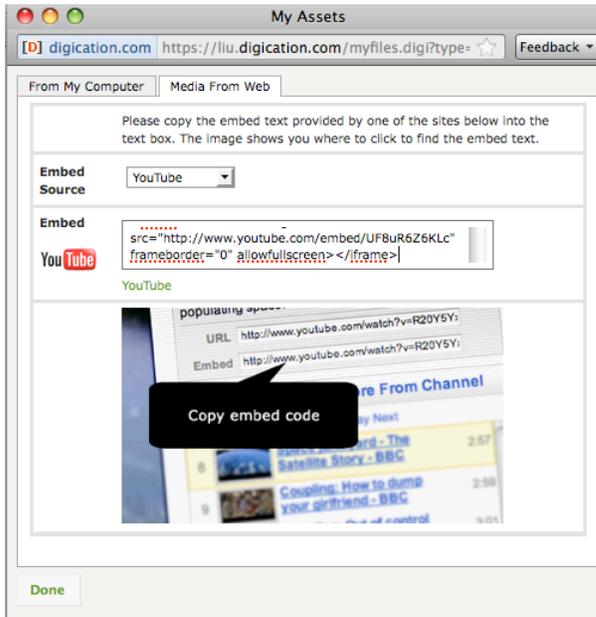
6) Click on "Done" and then publish the module. Your embedded video should look like this:
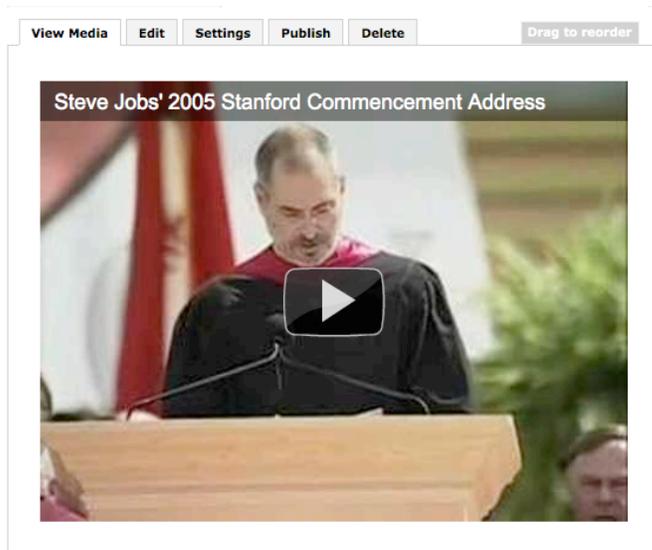
Embedding Audio Files

There might be times when you want to embed an audio file into your ePortfolio. Perhaps it's an oral history, a song or a recording of a specific sound.

MP3 files are the only supported type of audio file.

1) Select "From My Computer"
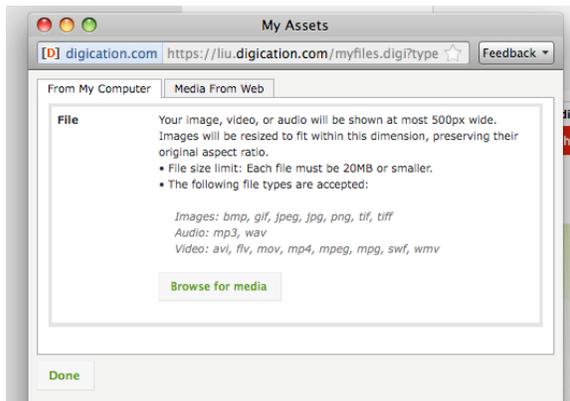
2) Browse for your audio file and click on upload/open. This is what it will look like when it is uploading.
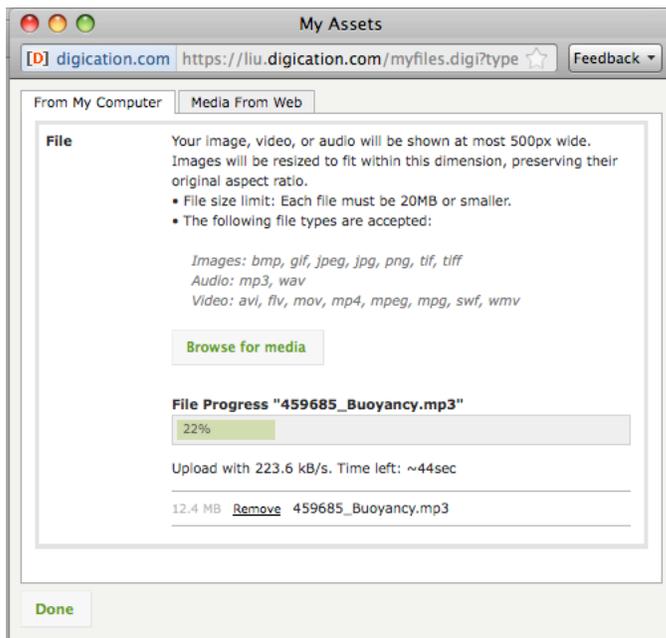
3) Click on "done" when finished and then publish your module. Your mp3 player window will look like the one below:
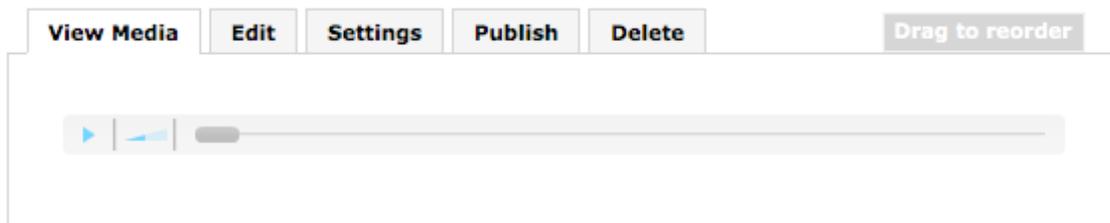
Working with Text

 The "rich text" modules offer the most flexibility and customization of any of the modules. You can add words, pictures, hyperlinks, audio files and downloadable files all in one location. This section will guide you through the basics of using rich text modules.

A word about Word

It is highly recommended that you compose any text in Microsoft Word, save it locally to your computer and then copy and paste it into the rich text module.

Please note the following:

- formatting of regular Word documents will not hold when they are transferred to the rich text module; this includes footnotes.

- Tabs will not hold when copied and pasted.

- Be sure to pay attention to the paragraph breaks when copying and pasting text.

- All text will be single spaced.

- Pictures that are inserted in a Word document will not show up in the rich text module when you perform a copy and paste. All pictures must be placed into the rich text module manually.

Using a Rich Text Module: Setting up the module

1) Select "Add a Module", then select "Rich Text" from the left-hand column.
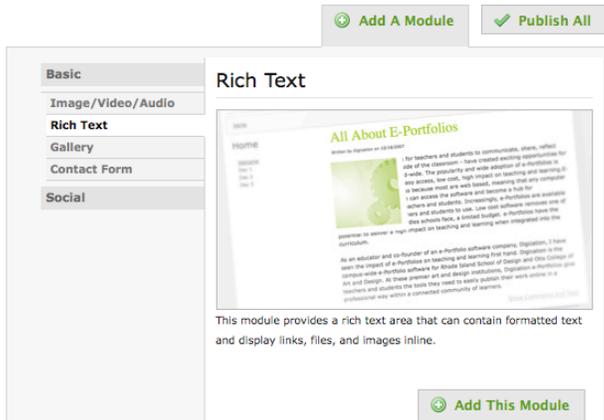
2) Click on "Add This Module" then click on "Edit" to begin working on the module.
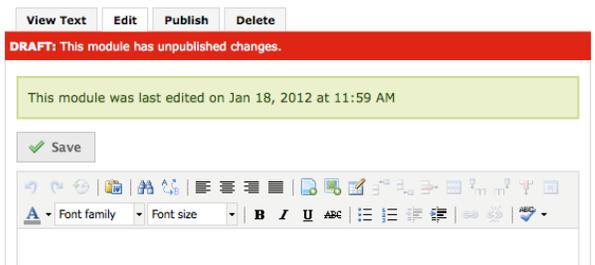
Using a Rich Text Module: adding pictures within text

Adding text to a rich text module is very easy; you copy and paste the text in from Word and double-check the formatting.

Pictures can also be added to the module and they can be placed so that text "flows" around the module.

1) Add all of your text, check the formatting and then hit "save". In this case we are using five paragraphs of dummy text.
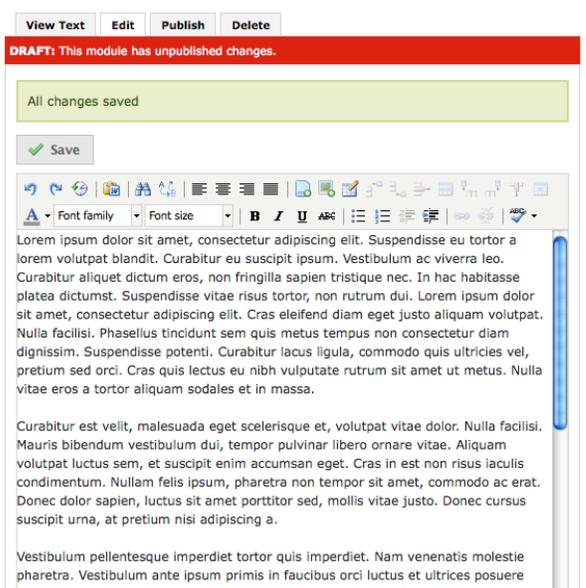
2) Place your cursor where you would like to insert a picture

3) Select the "insert media" button from the toolbar:
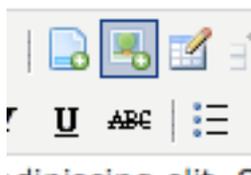
4) Find and upload your picture.
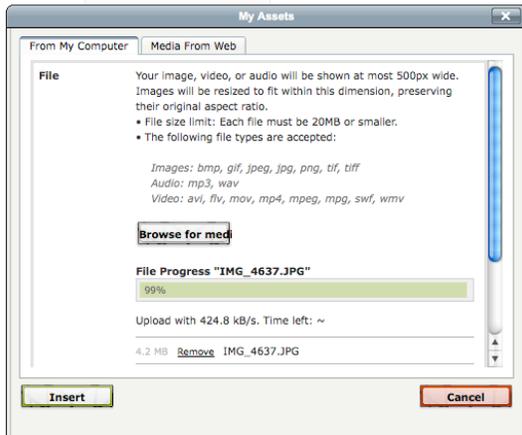
5) Scroll down using the blue scroll bar along the right hand side. We need to align the picture to the left so the text will flow around it.
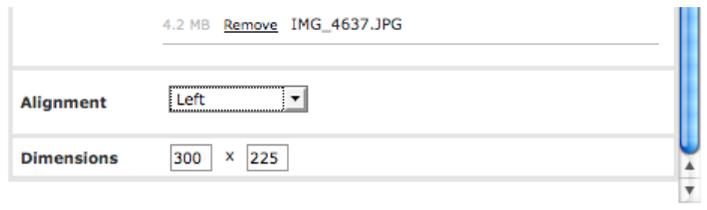
6) The picture will appear with the text flowing around it. You can then adjust the text or the picture itself.

7) You can make the picture larger or smaller. Click on the picture so little square "handles" appear on the border of the picture. Grab the picture at **one of the corners** and drag to increase or reduce its size. You can also play with the alignment of the picture by clicking on the left, center or right justify buttons in the toolbar while the picture is selected.

8) Don't grab any of the handles except for the corners or you might end up with a picture that looks like this:
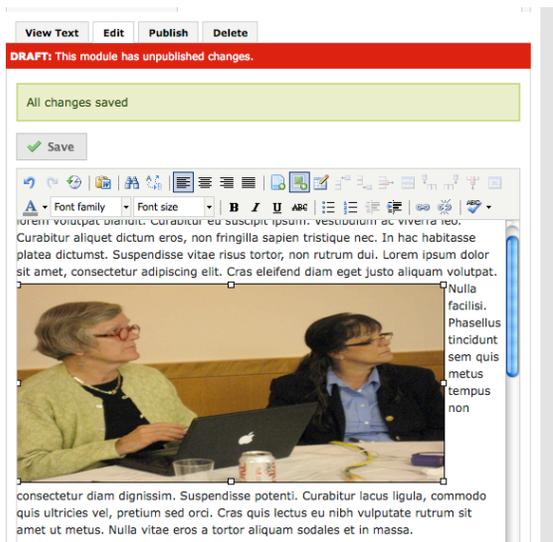
9) Publish the module as usual after inserting your image. Some tweaking might be necessary to get the picture and text looking just the way you want it.

Using a Rich Text Module: Inserting Video and Audio files

Text can not be flowed around video and audio files as with pictures, but you can insert video and audio files into a rich text module.

1) Select the "insert media" button from the toolbar:
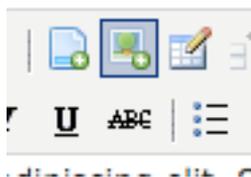
2) Embed and insert the video or audio file as you would for the Image/Video/Audio module.

Using a Rich Text Module: Creating Hyperlinks

Creating hyperlinks allows you to send viewers to other websites and online resources.

1) Highlight the text you would like to turn into a link. Then click on the "hyperlink" button, which looks like a linked chain.

2) A window will appear. Copy and paste the web address in; be sure to include the http:// at the beginning. Select "open in a new window" from the Target menu.
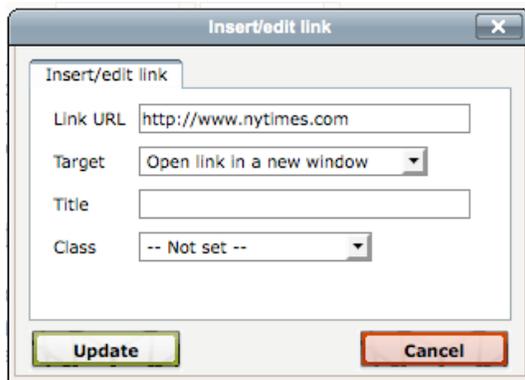
3) Click on update; save and publish as usual. This is what the link should look like:

Using a Rich Text Module: Adding Files for others to download

Sometimes you might want to create a downloadable file. It could be a resume, a PowerPoint presentation, a picture or any other type of file.

1) Create a rich text module and click on the "insert file" button.

2) Select and upload the file from your computer:
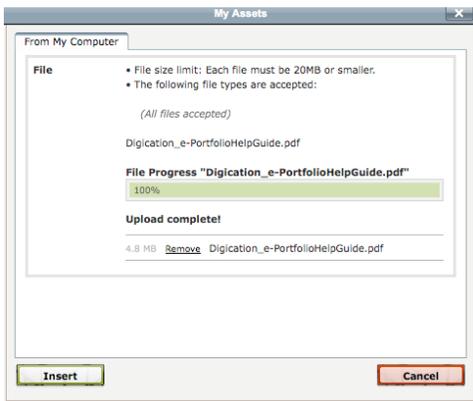
3) Save and publish.

Gallery Module: Uploading Images

The Gallery Module allows you to upload pictures and display them, along with captions, as a photo gallery.

It is important to include some information in the captions so viewers know what they are looking at and why you included the picture in your portfolio.

1) Click on "Add A Module" and select "Gallery"
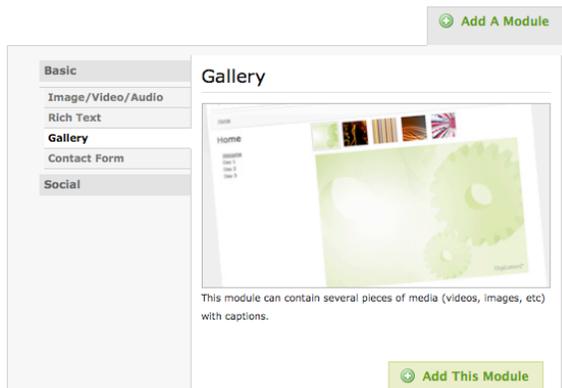
2) Click on "Add this Module" and you will see this module appear:

3) Select "edit" from the tabs.
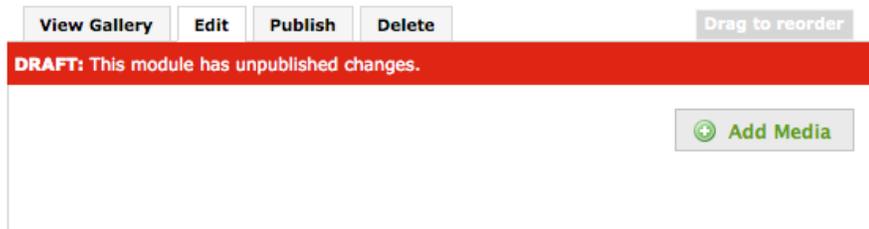
4) Click on "Add Media" and navigate to your pictures. Consider placing all of your images in one folder before uploading to the gallery. You can upload more than one picture at a time; hold down the "command" or "alt" button to select multiple pictures.
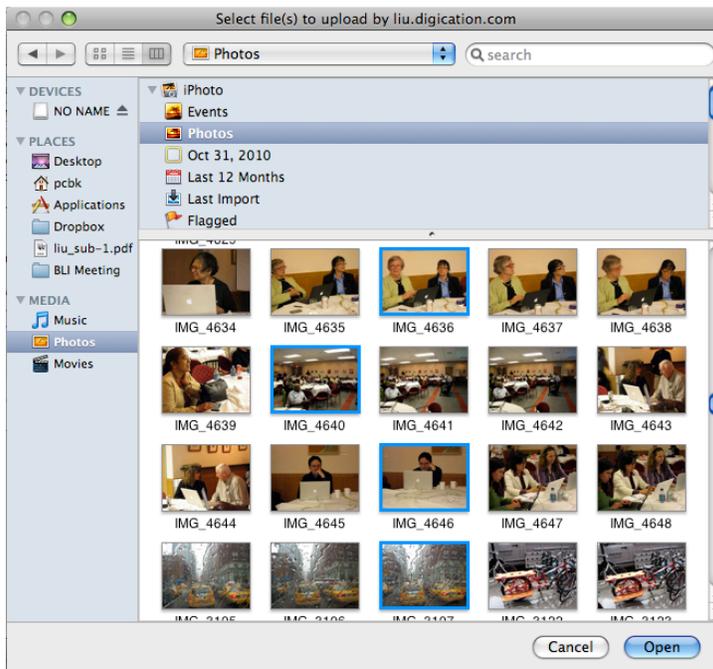
5) Once the images have loaded, you can edit the captions and change/delete pictures as needed.

6) Publish your gallery.

Gallery Module: Adding and Editing Captions

1) Click on "edit caption", add your caption and then click on "Save Caption"

Gallery Module: Selecting Thumbnail Layout

You can also select how you want your thumbnail pictures to appear by clicking on "Select Thumbnail Layout" at the top of your album.

Your thumbnails can appear across the top of your album, down the left-hand side or they can appear as numbers across the top – it's up to you!

Working with the Contact Form

The contact module allows viewers to send you a message through the portfolio system without you needing to reveal your email address.

1) Select "Contact Form" from the module menu. Add the module.
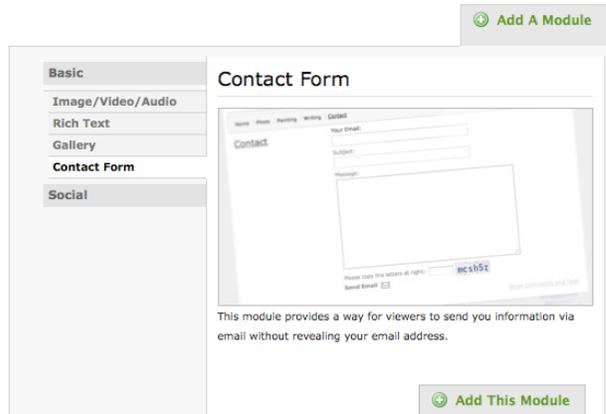
2) You will then see this form appear. It is the same one your viewers will see.
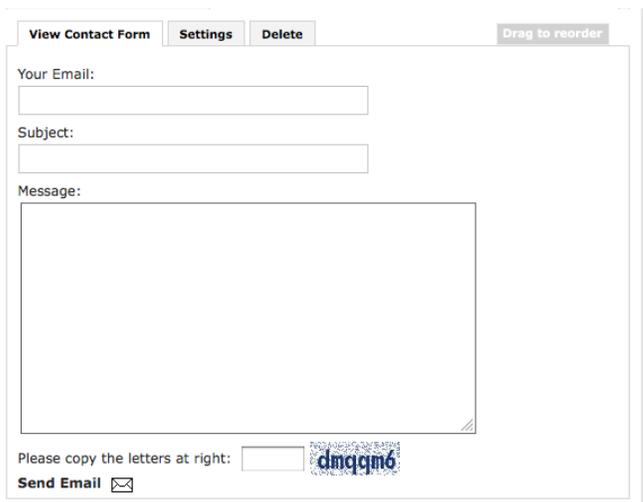
3) Click on the settings tab and enter the email address where messages will be sent:

4) Click on "Save". Your contact module will appear without the need to publish it:

Working with a Twitter Feed

Twitter is a micro-blogging platform that allows people to share their thoughts, information and resources with others. Our ePortfolio platforms allows you to display public Twitter feeds, either your own or those of people who you follow.

1) Select "social" and then "Twitter" from the modules menu.
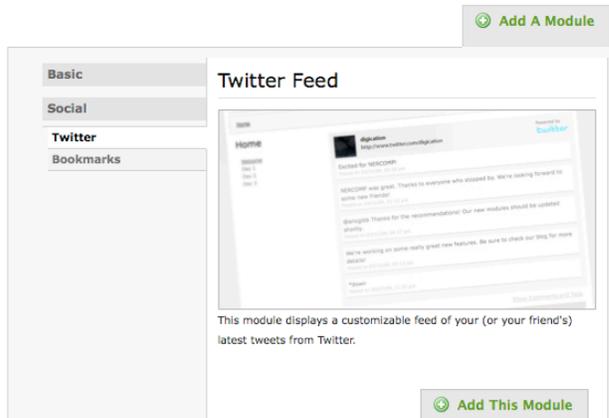
2) Add the module. Click on "settings" tab.
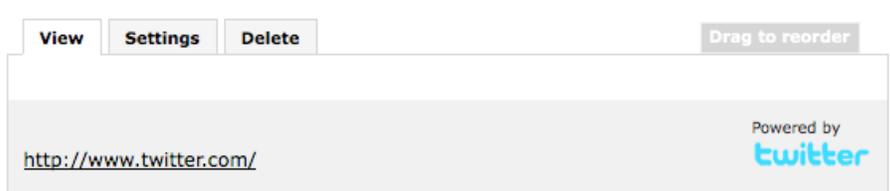
3) Add the Twitter name of the person or organization you would like to follow. In this case we are using LIU-Global's Twitter feed.
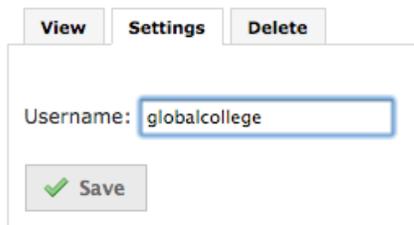
4) Click on "Save" and the feed will appear.

Working with a Bookmarks Module

A bookmarks module allows you and viewers to link your portfolio to a variety of different websites including Digg, Diigo, LinkedIn, Facebook, MySpace, StumbleUpon and Twitter.

1) Select "Social" and then "Bookmarks". Click on "Add this module"

2) The bookmarks module is now added; publishing of this module happens automatically.
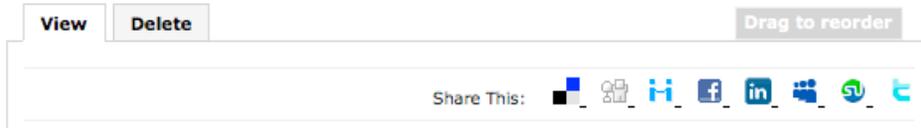
Portfolio Nuts and Bolts: Moving Modules Around

You might want to rearrange modules after you've created them. Clicking on the "Drag to Reorder" button along the right-hand side of each module will allow you to move modules up and down in the hierarchy of each section or page.
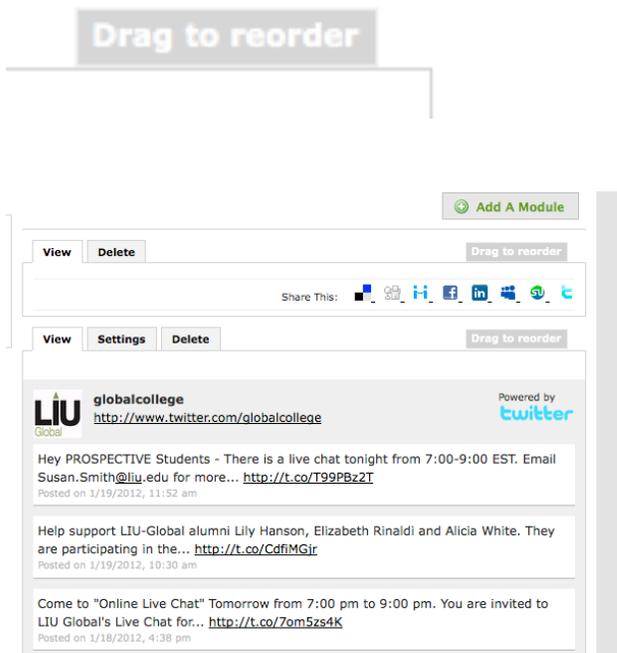
Portfolio Nuts and Bolts: Copying a Portfolio

Let's say you create a portfolio for a class and want to make a copy of it in order to use the content as a base for a career portfolio. Copying a portfolio is very easy.

1) Select "Make a Copy" from the Portfolio Tools dropdown menu.
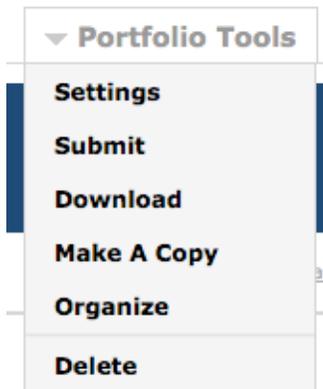
2) Name your new portfolio:
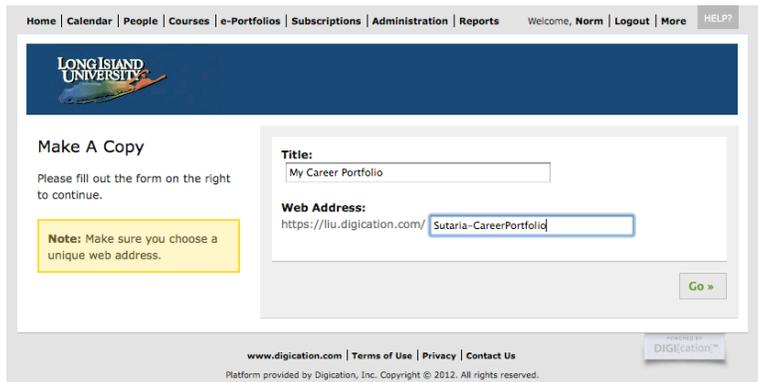
3) You will see your new portfolio with a green text indicating that you are working on a copy.
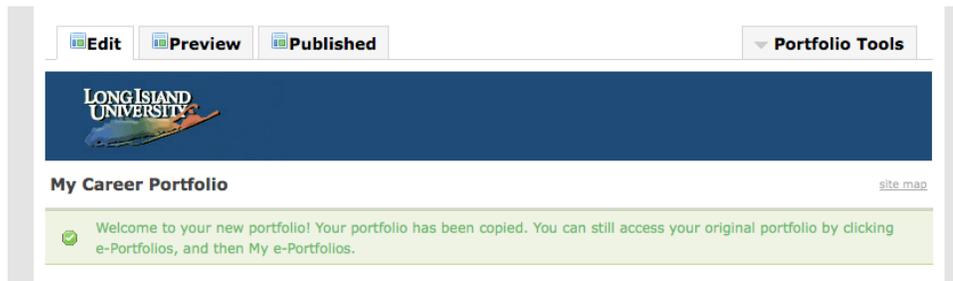
Portfolio Nuts and Bolts: Deleting a Portfolio

Deleting a portfolio is a permanent action – please do so carefully.

1) From the "portfolio tools" menu, select "delete".
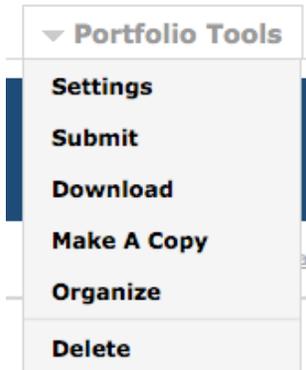
2) You will receive a warning before you delete your portfolio.