How to Create a Digication e-Portfolio from a Course Template

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How to Create a Digication e-Portfolio from a Course Template

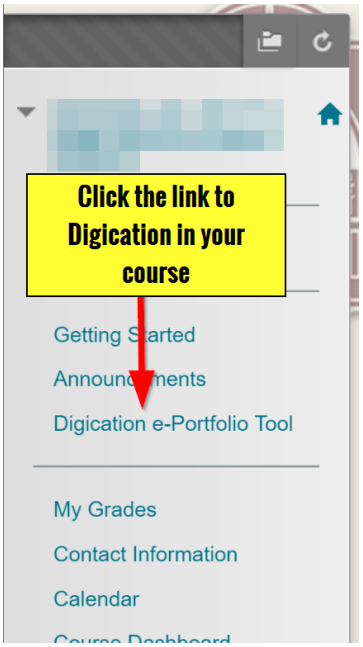
Overview

This document will show you how to create a Digication e-Portfolio within Digication in Blackboard

Creating the e-Portfolio

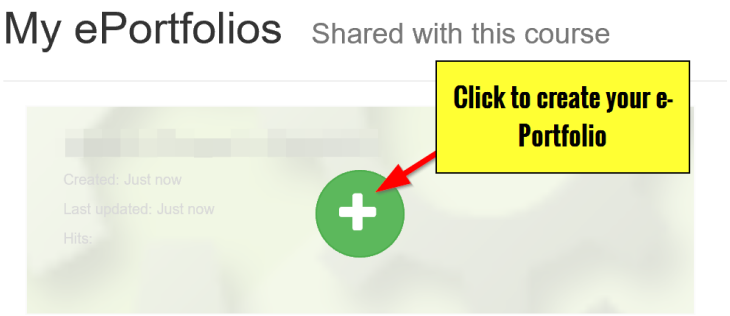
To begin creating your e-Portfolio, access your course within Blackboard.

1. From the Blackboard home screen, click to enter the correct course. Within the course, your instructor should have an e-Portfolio link set up on the left menu of your course. Click the link to open Digication within Blackboard.



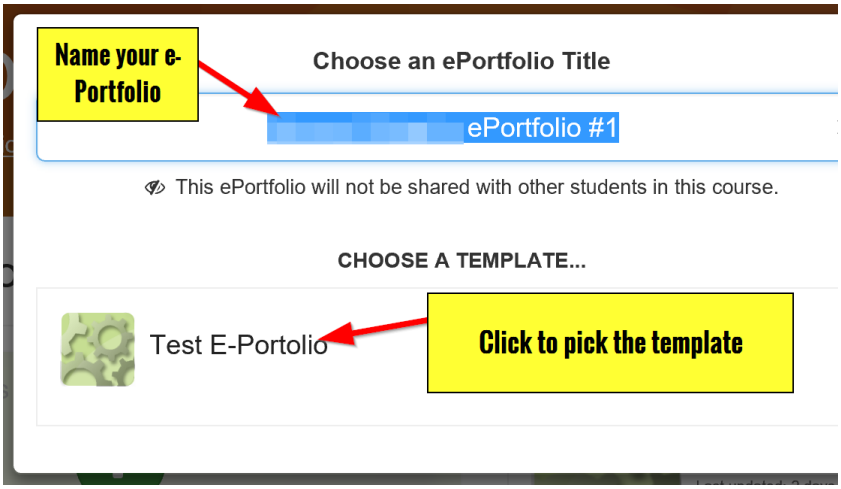
2. You may be asked to accept Terms and Conditions if it is your first time in Digication, otherwise you will be taken to the course home screen.

   To begin your e-Portfolio, click the green plus button found on the home screen.



3. Within the pop-up screen, you should name your e-Portfolio based on your instructor's preferences.

   Then click on the template provided to create your new e-Portfolio for your course.



4. Your new e-Portfolio should open within Digication. You will now be able to edit and customize.

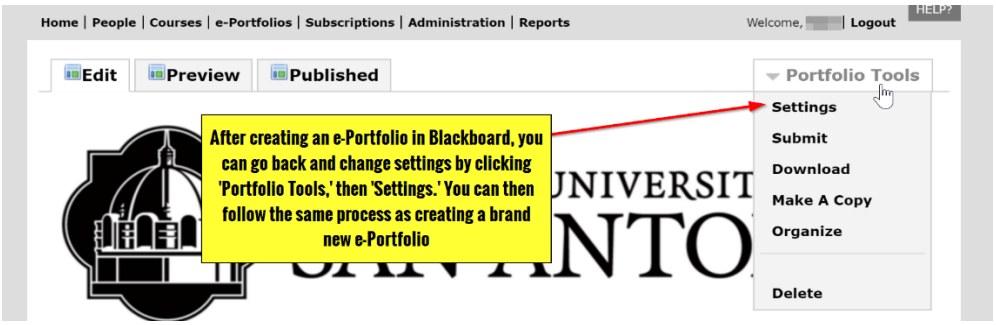
   Directions on customization can be found on our support site: https://tamusa.digication.com/jaguarhelp

To Customize your e-Portfolio you made in Blackboard…

You can customize your e-Portfolio by following these steps.

1. From within the e-Portfolio editing page, click 'Portfolio Tools,' then select 'Settings.'

   Now you can customize your e-Portfolio.



How to Get Additional Help

If you still have questions, please contact the ITS Helpdesk by calling **210-784-4357 (HELP)**.

Related Documents and Helpful Links

Digication Guide to e-Portfolio Creation

Feedback

We welcome your feedback about this document. Please email ITSFeedback@tamusa.edu or use Twitter @TAMUSA_ITS.

Document History

Version	Date	Revision history or Review (Author)
1.0	August 2016	Initial Release (Matt B.)