How to Create a Digication e-Portfolio

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HOW TO CREATE A DIGICATION E-PORTFOLIO

Overview

This document will show you how to create a Digication e-Portfolio within the tamusa.digication.com site.

Creating the e-Portfolio

To begin creating your e-Portfolio, access Digication at tamusa.digication.com.

1. From the Digication Home Screen, you can start your e-Portfolio by clicking the green 'plus' button beside the 'My e-Portfolios' section.
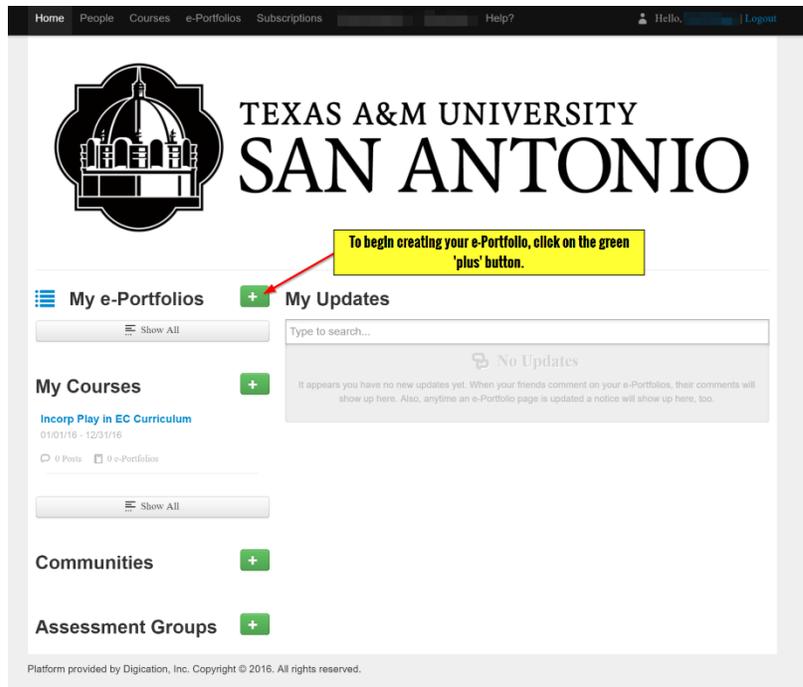
2. You will be taken to the 'Create an e-Porfolio' screen.

   To begin with, you will need to create a title for your e-Portfolio. The title will then auto-create the e-Portfolio Web Address. You have the ability to edit the web address if you wish.

   Next you will 'Choose A Template.' Template options are listed, or you can 'Create from Scratch.' This will give you the ability to add pages and sections as you wish.

Home | People | Courses | e-Portfolios | Subscriptions | Administration | Reports   Welcome, | Logout   HELP?

TEXAS A&M UNIVERSITY
SAN ANTONIO

Create An e-Portfolio

Title of your e-Portfolio

This is the title of your new e-Portfolio. Your e-Portfolio title will show up at
Give your e-Portfolio a title here

e-Portfolio Web Address
https://tamusa.digication.com/   Edit
Your web address will appear here. You can edit it as well.

Choose A Template
You can choose from available templates here

Create from Scratch   Sample Portfolio   K-12 Student Portfolio

You can click here and explore more templates, if any are available

More Templates →

Choose A Theme

3. Next you will 'Choose A Theme.' The 'Use selected template's theme' box will automatically be checked. You can leave this, or you can uncheck this box to customize your theme. This will allow you to add custom icons, headers, and backgrounds. More on customizing your theme can be found in the next section.

Choose A Theme

☐ Use selected template's theme
Uncheck the 'Use selected template's theme' to customize the theme of your e-Portfolio

Default Style
Customize
Click the Customize button to change icons, images, and other aspects

Click Customize to change your Directory Icon, Header Image, CSS, or Footer.

You can search for more themes that are available here

More themes →

4. Next you can modify your 'Permissions.' You have the ability to make your e-Portfolio private to all, private to A&M – San Antonio, or public for anyone to view.

   In addition, you can add permissions to make

Permissions
You can modify who is able to see your e-Portfolio

○ **Private to me** Only viewable by you
○ **Private within Texas A&M San Antonio** Only viewable by users at Texas A&M San Antonio
○ **Public** Viewable by anyone and searchable by google and other search engines.

Close ✕

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

Viewer: can view your e-Portfolio
Editor: can edit your e-Portfolio but not publish
Publisher: can edit and publish your e-Portfolio
Admin: can edit e-Portfolio settings including adding and removing users edit and publish your e-Portfolio

You can also give specific permissions to people based on collaboration needs

your e-Portfolio collaborative with other users.

5. Additionally, you can modify your 'Tagging' settings. This gives you or others the ability to tag your e-Portfolio based on keywords or content.

   You also have the ability to allow comments, and control when those comments appear on your page.

   'Conversations' can be enabled to allow users the ability to highlight and comment on sections of your e-Portfolio. These are private to the users and do not show on your page publicly.

   Finally, click 'Create New e-Portfolio' to finish creation. Upon clicking this, you will be taken to the e-Portfolio editing page.

Customizing the Theme of your e-Portfolio

This section outlines the options found when you customize the theme of your e-Portfolio.

1. After clicking 'Customize' in the 'Choose a Theme' section, you will be shown the 'Customize Theme' menu.

   You can customize your Directory Icon, which will be the first thing people see when looking for your portfolio. The image will resize to 100 x 100 pixels.

   You also have the ability to upload a custom header image. By default, the A&M – San Antonio logo will appear as your header. Please note: the header image will need to be 779 pixels or less to fit properly.

   There is also the option to change your 'Page Background.' You can select a color, image, or both.

Screenshot annotations:

More themes →

Customize Theme

Directory Icon

Upload New Image
[Choose File] No file chosen

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.

Click here to upload your own Directory Icon image

Header Image

○ Upload new Image
[Choose File] No file chosen

◉ Default Header Image
Header Image

This image will appear on the top of every page of your e-Portfolio. Your image will be resized to 779 pixels wide or less.

You can upload your own Header Image. By deault, the Texas A&M - San Antonio Logo will appear as your defualt header.

You can alter the Page Background with a color or image.

Note: Background colors and images chosen here will be pre[...] you may have added previously.

Page Background
☐ Background Color [ ] ▲

☐ Use Background Image
[Choose File] No file chosen

Set the page background by selecting a color or by uploading an image. If you select both, the image will overlap the background color.

2. You have the option to adjust how the background image repeats, and its position. This defaults to blank (which you can leave unchecked), or you can select an option and 'Preview' how it will appear.

There is a 'Custom CSS' box if you are comfortable with CSS code. There are multiple websites devoted to CSS code that can be found through a basic internet search. If you are unhappy with your CSS code, you can always 'Reset' the page to erase any changes you have made to the code.

Finally, you have the ability to add a custom footer, which will display text at the bottom of your page.

Background Image Repeat:
- ☐ Horizontal
- ☐ Vertical

Choose how your background image repeats, or leave this unchecked

at property sets if/how a ll be repeated.

Background Image Position:
- ○ Left Top   ○ Center Top   ○ Right Top
- ○ Left Center ○ Center Center ○ Right Center
- ○ Left Bottom ○ Center Bottom ○ Right Bottom

The background

Choose the position of the image, or leave unchecked

Preview

You can always preview your page by clicking here...

Custom CSS   Reset

```
/*
  The "properties" inside the curly brackets control
elements such as color, type treatments, position, ect.
You can modify the following css elements to customize
your pages style.
*/

body {
    background:#EEEEEE;
    color: #222222;
}

/* The topnav are navigation links shown across the top of
the ePortfolio directly under the title */
#site_topnav ul li a {
    color:#000000;
}

/* The header is the area at the top of the page above the
title, while the #main_container is the center content of
page.*/
#header_container {
    padding-bottom:0.5em;
```

Modifying the look and layout of your e-Portfolio has the potential to break the functionality of Digication's e-Portfolio system. Please edit your CSS carefully.

Note: Selections from the background color/image picker will override those attributes in custom CSS.

If you are comfortable with CSS code, you can modify your page further. You can also 'Reset' your page if you make an error in the CSS code.

You can customize your footer here...

Footer

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.

If you Created your e-Portfolio in Blackboard…

You can edit your e-Portfolio the same way, just follow these steps.

1. From the Digication screen within Blackboard, you can click the green plus button to make a new e-Portfolio. It will populate on that screen. Click the e-Portfolio to enter the edit mode.

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

   Now you can customize your e-Portfolio.
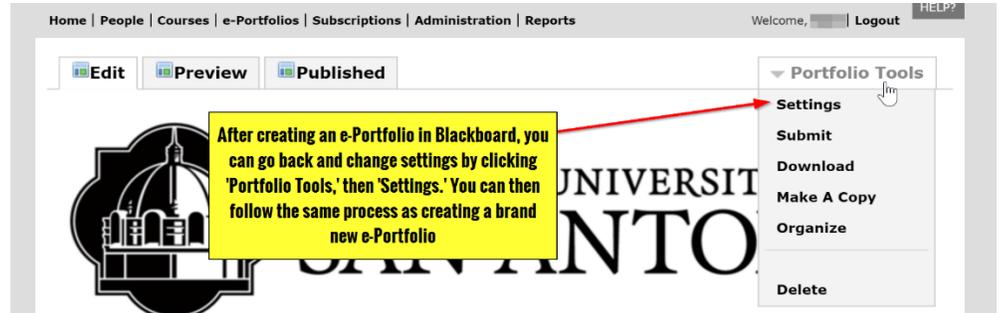
How to Get Additional Help

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	July 2016	Initial Release (Matt B.)