# How to Set Up Digication in Blackboard

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## Overview

This document will show you how to enable the Digication e-Portfolio Tool in a Blackboard Course.
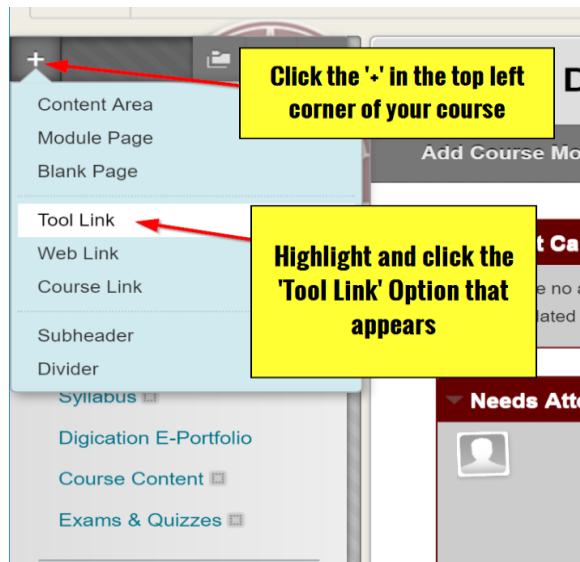
## Enabling Digication in BlackBoard

The first step required to use Digication in Blackboard is to enable the tool within your course.

1.  Log into JagWire to easily access Blackboard.



From JagWire, click the Blackboard Icon to access your courses.

2.  Once you are logged into Blackboard, select your course and navigate to the Course Homepage.
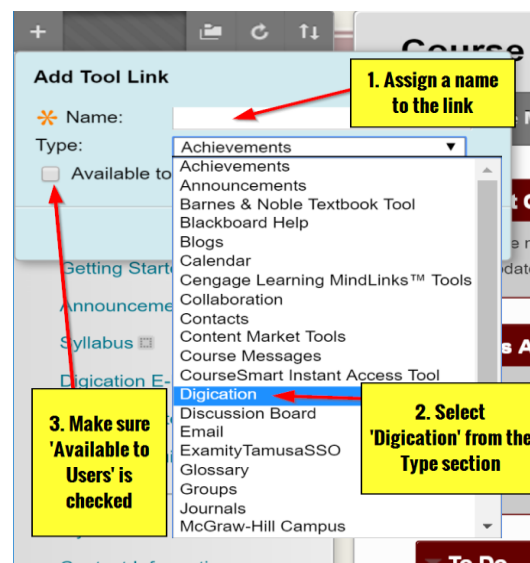
3.  You will need to add the 'Tool Link' to your course navigation. To do so, first click the '+' button in the top left corner of your course.

    Highlight and click the 'Tool Link' option that appears.



Click the '+' in the top left corner of your course

Highlight and click the 'Tool Link' Option that appears

4.  Then, assign a name to the Tool Link – for example "Digication e-Portfolios."
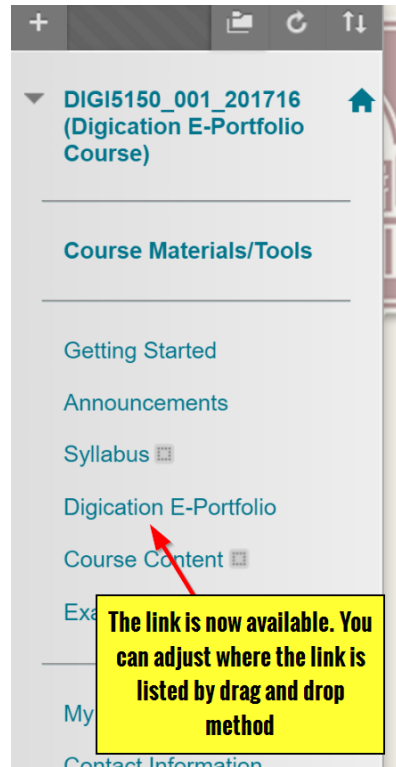
    Select Digication from the 'Type' menu.

    Check the box for 'Available to Users.'



1. Assign a name to the link

2. Select 'Digication' from the Type section

3. Make sure 'Available to Users' is checked

5. The Digication link will populate at the bottom of your Course Materials/Tools. You can then grab the link and drag to the area of the menu you would like, then drop it into position.

   The link will now be active for users.

   ITS suggests placing the link in an area that will be easily noticeable for users, for instance near your course Syllabus.

DIGI5150_001_201716 (Digication E-Portfolio Course)

Course Materials/Tools

Getting Started

Announcements

Syllabus

Digication E-Portfolio

Course Content

Ex

My

Contact Information

The link is now available. You can adjust where the link is listed by drag and drop method

# Final Set Up of Digication in Blackboard

After you have enabled Digication and added the Tool Link, you will need set up your Digication class access.

1. Instructors will need to complete the final steps by first clicking the Digication Tool Link.

    Digication will launch within Blackboard and ask you a few questions.
    - You will need to select how students will create their e-Portfolios for your course. This will only apply to your course.
    - Decide if you want these e-Portfolios viewable by the public. As an instructor, you will always have access to the students e-Portfolios. Students can add permissions at any point.
    - Click the 'Save & Continue' button to finish Digication set up.

# The Digication Home Screen for Instructors

The Digication Home Screen in Blackboard differs slightly from the normal tamusa.digication.com interface.

1. Make note of the simple differences between Digication in Blackboard and our normal instance.

**Digication**

## Welcome to Digication!

At any time you can change the settings of your course by clicking here

My ePortfolios  Shared with this course

show all my ePortfolios    Manage Templates

Matt Briggs's ePortfolio

Any e-Portfolios you create for this course will populate here. To create a new one, click the green plus button.

You can click here to see all your created e-Portfolios

You can click here to manage or select a template for your students in this course.

Showing 0 ePortfolios

### ePortfolio Assignments

+ New assignment    Gradebook

Create ePo...    ...mit their work.

Any assignments you create for students will appear here.

To create a new assignment, click here.

You can access the Digication Gradebook here. Please note: this is different from your Blackboard Gradebook.

### All ePortfolios  Shared with this course

Filter ePortfolios...

No eP...    ...ourse yet.

All student created e-Portfolios will appear here.

# 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

Blackboard Support in Digication

# 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.) |
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