

How to Add Modules in the Digication e-Portfolio Tool

Table of Contents

Overview	2
Types of Modules.....	2
Adding a Module to the Page	4
How to Get Additional Help.....	4
Related Documents and Helpful Links.....	4
Feedback.....	4
Document History.....	5

HOW TO ADD MODULES IN THE DIGICATION E-PORTFOLIO TOOL

Overview

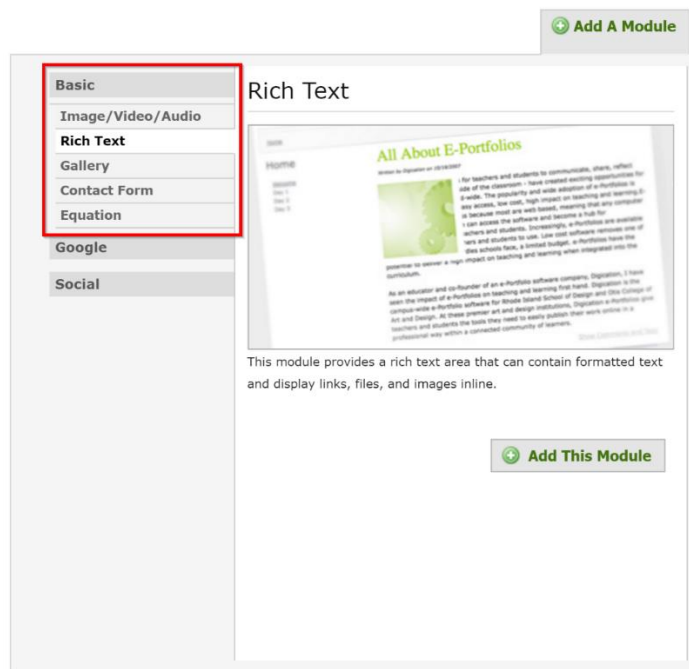
This document will show you how to add Modules in the Digication e-Portfolio Tool. Modules allow you to add content to your pages within the e-Portfolio.

Types of Modules

There are three main types of Modules in Digication

1. The 'Basic' Module includes:

- Image/Video/Audio: directly upload your media to the e-Portfolio
- Rich Text: basic text box
- Gallery: Upload multiple pictures to a gallery type box
- Contact Form: give viewers a chance to contact you
- Equation: enter in mathematical formulas



Add A Module

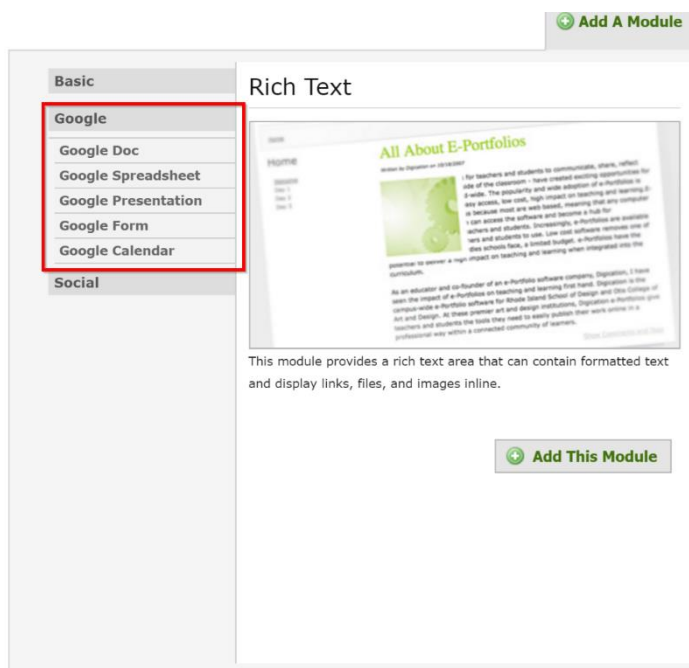
- Basic
- Image/Video/Audio
- Rich Text**
- Gallery
- Contact Form
- Equation
- Google
- Social

Rich Text

This module provides a rich text area that can contain formatted text and display links, files, and images inline.

Add This Module

2. The 'Google' Module includes direct ways to add anything from your Google Drive if you utilize Google Apps for Education.



Add A Module

- Basic
- Google
- Google Doc
- Google Spreadsheet
- Google Presentation
- Google Form
- Google Calendar
- Social

Rich Text

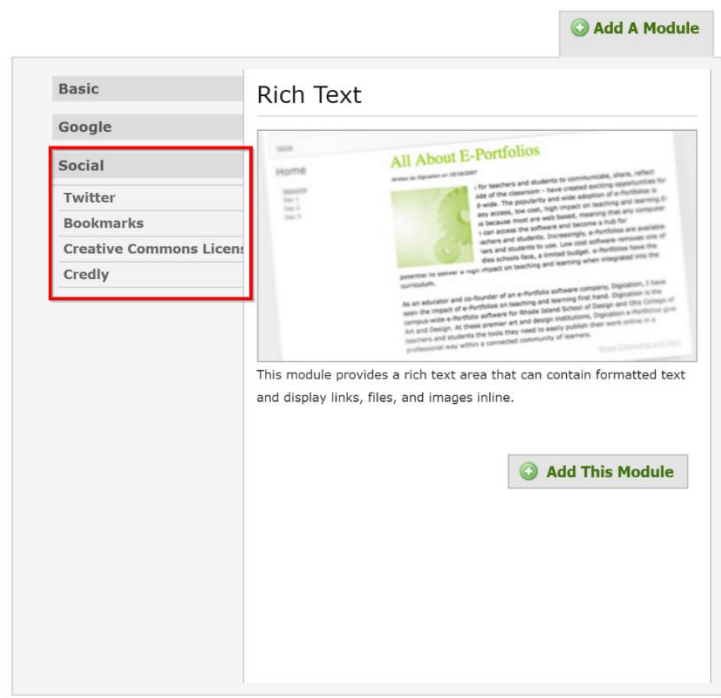
This module provides a rich text area that can contain formatted text and display links, files, and images inline.

Add This Module

3. The 'Social' Module

includes:

- Twitter: you can add a feed of your Twitter account (Note: when adding, exclude the @ from your username)
- Bookmarks: enable this Module to send a link to your e-Portfolio on social media sites
- Creative Commons License: you can add a Creative Commons License to your site. For more information about this, click [here](#).
- Credly: You can link your Credly account to your e-Portfolio. For more information about this, click [here](#).



The screenshot shows a user interface for adding modules. On the left, a sidebar menu has categories: Basic, Google, Social (highlighted with a red box), Twitter, Bookmarks, Creative Commons License, and Credly. On the right, the 'Rich Text' module is previewed, showing a sample article titled 'All About E-Portfolios' with text and an image. Below the preview, a description states: 'This module provides a rich text area that can contain formatted text and display links, files, and images inline.' At the bottom right of the preview area is a green button labeled 'Add This Module'.

Adding a Module to the Page

It is simple to add a Module to the page.

1. Click the 'Add a Module' link.
2. Select the type of Module you would like to add.
3. Click the 'Add this Module' link below the description.

The screenshot shows the 'Add A Module' interface. At the top right is a button labeled 'Add A Module'. A yellow box with the text 'Click here first' has a red arrow pointing to this button. On the left is a vertical menu with categories: Basic, Image/Video/Audio, Rich Text, Gallery, Contact Form, Equation, Google, and Social. A yellow box with the text 'Click on what type of module you want to add' has a red arrow pointing to the 'Rich Text' option. Below the menu is a preview of a 'Rich Text' module. The preview shows a document titled 'All About E-Portfolios' with text and an image. A yellow box with the text 'Notice a basic description is given' has a red arrow pointing to the text in the preview. Below the preview is a description: 'This module provides a rich text area that can contain formatted text and display links, files, and images inline.' At the bottom right of the preview is a button labeled 'Add This Module'. A yellow box with the text 'Finally, click here to add the module to your page' has a red arrow pointing to this button.

How to Get Additional Help

If you still have questions, please contact the ITS Helpdesk by sending an email to helpdesk@tamusa.edu or calling 210-784-4357 (HELP).

Related Documents and Helpful Links

[Digication Adding Modules Support Document](#)

Feedback

We welcome your feedback about this document. Please email ITSFeedback@tamusa.edu or use Twitter [@TAMUSA_ITS](https://twitter.com/TAMUSA_ITS).

Document History

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