

# How to Create a Digication e-Portfolio

## Table of Contents

Overview .....	2
Creating the e-Portfolio .....	2
Customizing the Theme of your e-Portfolio .....	5
If you Created your e-Portfolio in Blackboard .....	7
How to Get Additional Help.....	7
Related Documents and Helpful Links.....	7
Feedback.....	7
Document History.....	7

# HOW TO CREATE A DIGICATION E-PORTFOLIO

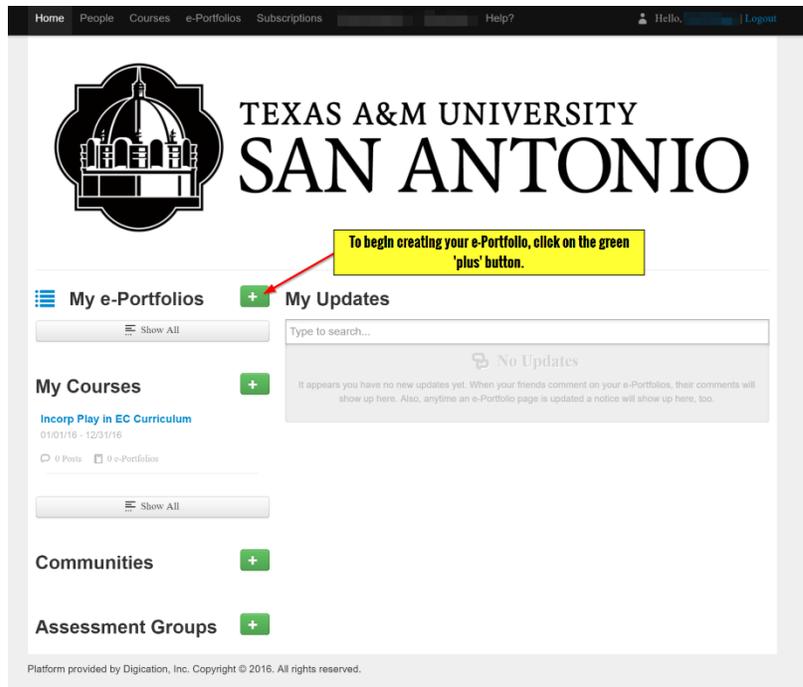
## Overview

This document will show you how to create a Digication e-Portfolio within the [tamusa.digication.com](http://tamusa.digication.com) site.

## Creating the e-Portfolio

To begin creating your e-Portfolio, access Digication at [tamusa.digication.com](http://tamusa.digication.com).

- I. From the Digication Home Screen, you can start your e-Portfolio by clicking the green 'plus' button beside the 'My e-Portfolios' section.



- You will be taken to the 'Create an e-Portfolio' 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.

- 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.

- 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

The screenshot shows the 'Create An e-Portfolio' interface. At the top, there is a navigation bar with links: Home | People | Courses | e-Portfolios | Subscriptions | Administration | Reports. On the right, it says 'Welcome, [user] | Logout' and 'HELP?'. The main header features the Texas A&M University San Antonio logo and name. Below the header is a section titled 'Create An e-Portfolio'. It contains a form with two main fields: 'Title of your e-Portfolio' and 'e-Portfolio Web Address'. The 'Title' field has a text input and a label 'Give your e-Portfolio a title here'. The 'Web Address' field shows 'https://tamusa.digication.com/' and has an 'Edit' link with a label 'Your web address will appear here. You can edit it as well.'. Below this is a 'Choose A Template' section with three options: 'Create from Scratch', 'Sample Portfolio', and 'K-12 Student Portfolio'. A label 'You can choose from available templates here' points to these options. There is also a 'More Templates -->' link with a label 'You can click here and explore more templates, if any are available'. At the bottom of this section is a 'Choose A Theme' heading.

The screenshot shows the 'Choose A Theme' interface. At the top, it says 'Choose A Theme'. Below this is a checkbox labeled 'Use selected template's theme' with a label 'Uncheck the 'Use selected template's theme' to customize the theme of your e-Portfolio'. Below the checkbox is a 'Default Style' section with a 'Customize' button and a label 'Click the Customize button to change icons, images, and other aspects'. Below the 'Customize' button is a note: 'Click Customize to change your Directory Icon, Header Image, CSS, or Footer.' At the bottom right, there is a 'More themes -->' link with a label 'You can search for more themes that are available here'.

The screenshot shows the 'Permissions' interface. At the top, it says 'Permissions'. Below this are three radio button options: 'Private to me Only viewable by you', 'Private within Texas A&M San Antonio Only viewable by users at Texas A&M San Antonio', and 'Public Viewable by anyone and searchable by google and other search engines.' A label 'You can modify who is able to see your e-Portfolio' points to these options. Below the options is a 'Close' button. Below the 'Close' button is a table with columns: 'Additional permissions', 'Role', and 'Delete'. The table has a search bar for 'Search for User, Group, or Course'. Below the table, there are four roles listed: 'Viewer: can view your e-Portfolio', 'Editor: can edit your e-Portfolio but not publish', 'Publisher: can edit and publish your e-Portfolio', and 'Admin: can edit e-Portfolio settings including adding and removing users edit and publish your e-Portfolio.' A label 'You can also give specific permissions to people based on collaboration needs' points to these roles.

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.

The image shows a screenshot of the e-Portfolio settings interface with three sections: Tagging, Comments, and Conversations. Red arrows point from yellow callout boxes to specific settings.

- Tagging:** Three radio button options are shown: 'Do not allow tags' (disabled), 'Allow tags by all editors' (selected), and 'Allow tags by anyone' (disabled). A callout box states: "You can enable tagging, which allows your e-Portfolio to be searchable by categories." An arrow points to the 'Allow tags by anyone' option.
- Comments:** Under 'Allow Comments From:', 'Registered users' is selected. A callout box states: "Comments can be enabled as well. You can also control when other users can see comments." An arrow points to the 'Registered users' option. Under 'Show Comments:', 'Do not show comments until they have been approved' is selected. A checkbox at the bottom is labeled 'Apply comment settings to existing pages of this e-Portfolio'.
- Conversations:** A callout box states: "Conversations allow you or others to make notes on your e-Portfolio". An arrow points to the 'Yes, Enable Conversations' checkbox. An inset image shows a 'Conversations' window with a comment from 'Andrew Smith'.
- Create New e-Portfolio:** A button at the bottom left is labeled 'Create New e-Portfolio'. A callout box states: "The last step to is to click 'Create New e-Portfolio'". An arrow points to the button.

# Customizing the Theme of your e-Portfolio

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

- I. 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.

The screenshot shows the 'Customize Theme' interface with three main sections: 'Directory Icon', 'Header Image', and 'Page Background'. Each section has a 'Choose File' button and a 'No file chosen' status. Annotations with yellow boxes and red arrows point to these elements:

- Directory Icon:** A yellow box says 'Click here to upload your own Directory Icon image' with an arrow pointing to the 'Choose File' button. Text to the right explains: '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.'
- Header Image:** A yellow box says 'You can upload your own Header Image. By default, the Texas A&M - San Antonio Logo will appear as your default header.' with an arrow pointing to the 'Choose File' button. Text to the right explains: '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.'
- Page Background:** A yellow box says 'You can alter the Page Background with a color or image.' with an arrow pointing to the 'Background Color' dropdown menu. Text to the right explains: 'Set the page background by selecting a color or by uploading an image. If you select both, the image will overlap the background color.'

A 'Note' at the bottom states: 'Background colors and images chosen here will be preserved if you change themes. Images may have added previously.'

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.

The screenshot shows a web design interface with several sections and callouts:

- Background Image Repeat:** Includes radio buttons for 'Horizontal' and 'Vertical'. A yellow callout box says "Choose how your background image repeats, or leave this unchecked" with an arrow pointing to the 'Horizontal' option.
- Background Image Position:** Includes radio buttons for 'Left Top', 'Center Top', 'Right Top', 'Left Center', 'Center Center', 'Right Center', 'Left Bottom', 'Center Bottom', and 'Right Bottom'. A yellow callout box says "Choose the position of the image, or leave unchecked" with an arrow pointing to the 'Right Center' option.
- Preview:** A button with a yellow callout box saying "You can always preview your page by clicking here..." and an arrow pointing to the button.
- Custom CSS:** A text area containing CSS code. A yellow callout box says "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." with an arrow pointing to the text area. A 'Reset' button is also visible.
- Footer:** A text input field. A yellow callout box says "You can customize your footer here..." with an arrow pointing to the input field.

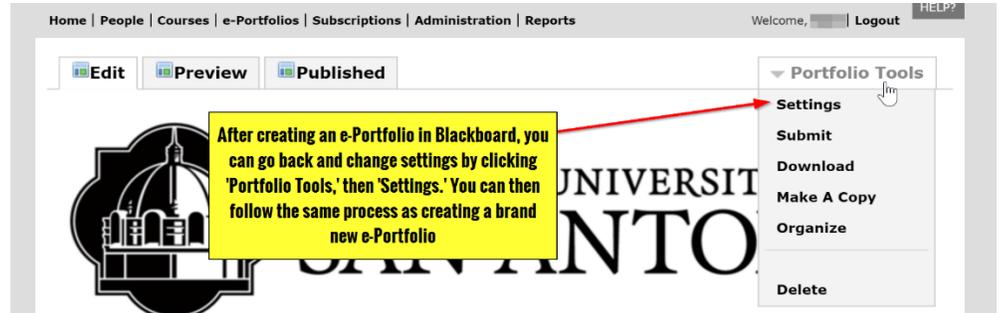
Additional text in the interface includes: "at property sets if/how a will be repeated.", "The background position of the image", "Modifying the look and layout of your e-Portfolio has the potential to break the functionality of Digication's e-Portfolio system. Please edit your CSS carefully.", and "Note: Selections from the background color/image picker will override those attributes in custom CSS."

## 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](mailto: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.)