

# How to Create and Edit Assignments in Digication

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# HOW TO CREATE AND EDIT ASSIGNMENTS IN DIGICATION

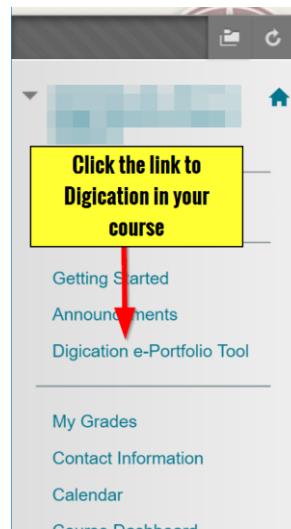
## Overview

This document will show you how to create and edit assignments in Digication. The best way to do this is through your Blackboard Course.

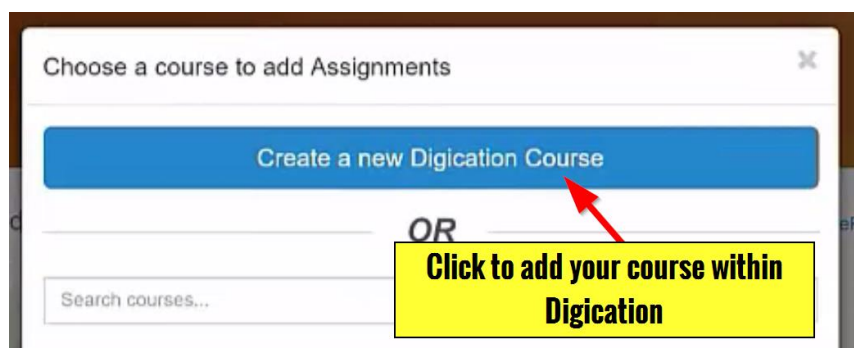
## Creating an Assignment in Digication through Blackboard

This is the preferred method of adding an assignment in Digication. PLEASE NOTE: If you have not enabled Digication in Blackboard, please refer to these [instructions](#).

1. From within your Blackboard course, click the Digication tool link to open Digication. Once it has loaded, find the 'ePortfolio Assignments' section and click the 'New Assignment' button



2. If this is your first assignment, Digication will prompt you to 'Choose a course to add Assignments.' Please click the 'Create a new Digication Course.'



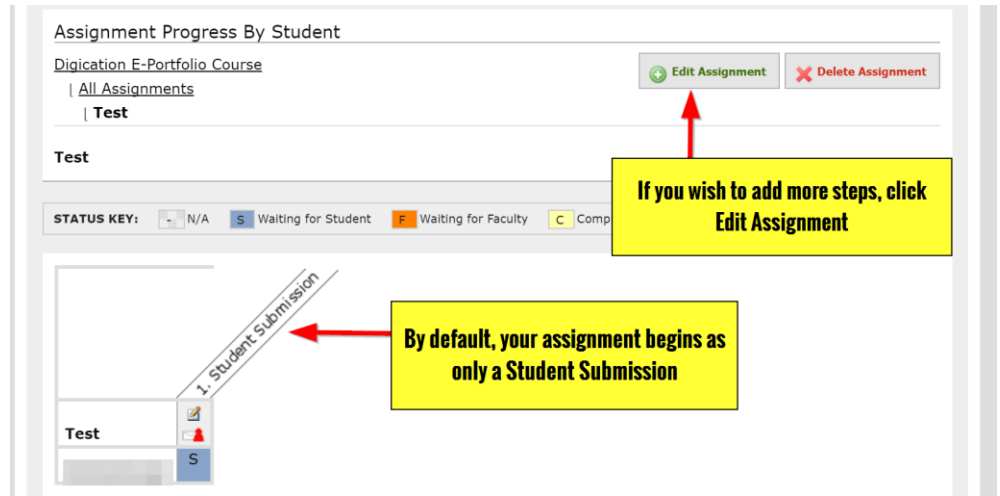
3. You will be prompted to enter an Assignment Name. Then click 'Add Assignment' to complete.

The screenshot shows a form titled "Add a new assignment". It contains a label "Assignment Name" above a text input field with the placeholder text "Course Assignment Name". Below the input field are two buttons: a blue button with a plus sign and the text "+ Add assignment" and a grey button with the text "Cancel". Two yellow callout boxes with red arrows point to the input field and the "+ Add assignment" button. The first callout box contains the text "Enter the assignment name". The second callout box contains the text "Click to Add Assignment".

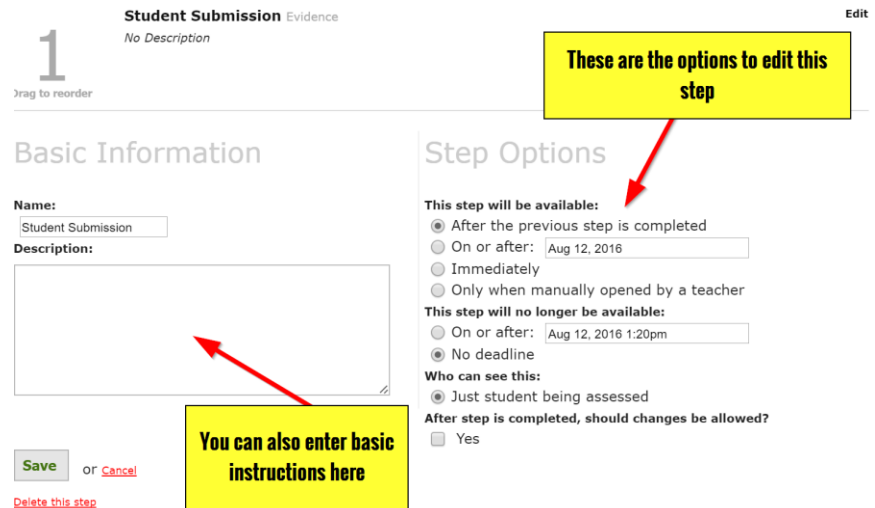
# How to Set Up the Details of your Assignment

Once your assignment is created, you can modify the details of the assignment.

1. Click on the assignment from the Digication screen in Blackboard. It will take you into Digication and to the Assignment Progress Screen. By default, your assignment will begin with only a 'Student Submission' step. If you wish to edit this step, or add more, click the 'Edit Assignment' button.



2. After clicking 'Edit Assignment,' you will be shown the steps of the assignment. Clicking 'Edit' by the assignment step will open this screen. Here, you can edit when students see the step or set a deadline. You should add a Deadline to the assignment to limit when students have access to the assignment. This will also help you discern assignments to grade. You can also enter basic instructions here.



3. You could also click 'Add Step' to add another step to the assignment. Remember, you do not have to add another step. This is only applicable if you want to add a rubric, a reflection, or a standards step. For more information on this process, contact the Academic Technology Team here at A&M – San Antonio.



## 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

[A&M – San Antonio Digication Support Page](#)

## 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	August 2016	Initial Release (Matt B.)
1.1	Sept. 28 2016	Updated images and step wording (Matt B.)