

# How to Set Up Digication in Blackboard

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# HOW TO SET UP DIGICATION IN BLACKBOARD

## Overview

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

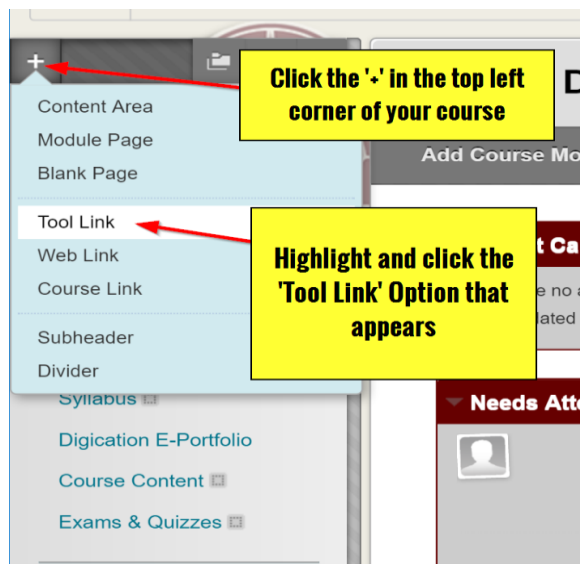
## Enabling Digication in Blackboard

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.



2. Once you are logged into Blackboard, select your course and navigate to the Course Homepage.



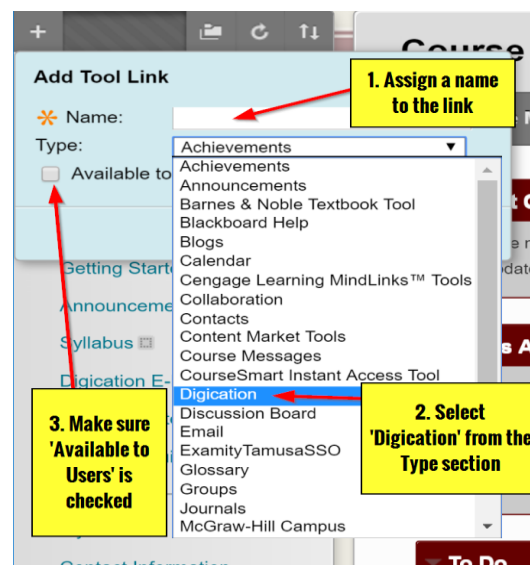
3. You will need to add the 'Tool Link' to your course navigation. To do so, first click the '+' button in the top left corner of your course.

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

4. Then, assign a name to the Tool Link – for example "Digication e-Portfolios."

Select Digication from the 'Type' menu.

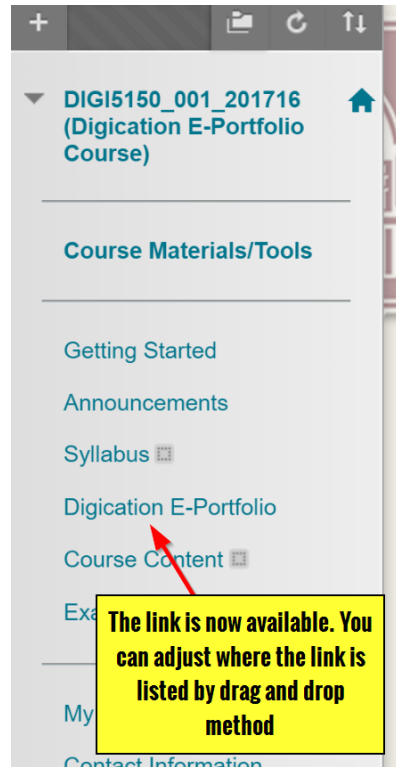
Check the box for 'Available to Users.'



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.



# 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.

- 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 screenshot shows the 'Digication' setup screen. At the top, it says 'Welcome to Digication!' and 'ePortfolios & Assessment'. The main content area has three sections:

- How should students create their ePortfolios?** This section has three radio button options: 'Students should create ePortfolios from scratch', 'Students should create ePortfolios from a template you provide', and 'Students can create ePortfolios from scratch and from a template'. A red arrow points from a yellow callout box to the second option.
- Should ePortfolios be visible to others?** This section has a radio button for 'No' and the text 'Viewable by default'. Below this, it says 'ePortfolios will be viewable by faculty and students enrolled in this course by default'. A blue box contains a 'Please note:' section with two bullet points: 'Faculty can see all ePortfolios created through this course by default.' and 'ePortfolio owners can change sharing permissions at any point.' A red arrow points from a yellow callout box to this blue note box.
- Save & Continue** button: A blue button at the bottom left. A red arrow points from a yellow callout box to this button.

The three yellow callout boxes contain the following text:

- 1. Select how students create their e-Portfolios. This will apply to this course only. Students will have the ability to make other e-Portfolios through other courses or Digication.**
- 2. Decide if you want these e-Portfolios viewable by others. As an instructor, you will be able to view e-Portfolios created in your course by default. Students have the ability to go back and add permissions at any point.**
- 3. Click here to save the settings and open up Digication for your students.**

# The Digication Home Screen for Instructors

The Digication Home Screen in Blackboard differs slightly from the normal [tamusa.digication.com](http://tamusa.digication.com) interface.

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



## 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](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.)