How to Submit an Assignment in Digication
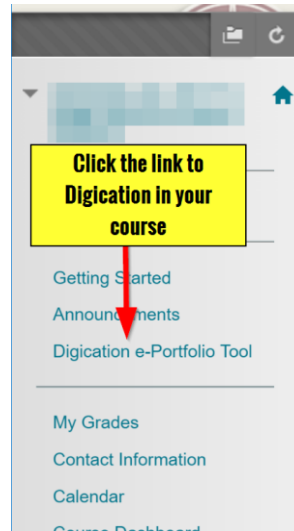
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Overview

This document will show you how to submit an assignment in Digication.

How to Submit to an Assignment

Submitting to an assignment is easy in Digication. PLEASE NOTE: Once you submit an assignment, you cannot go back and edit the submission.
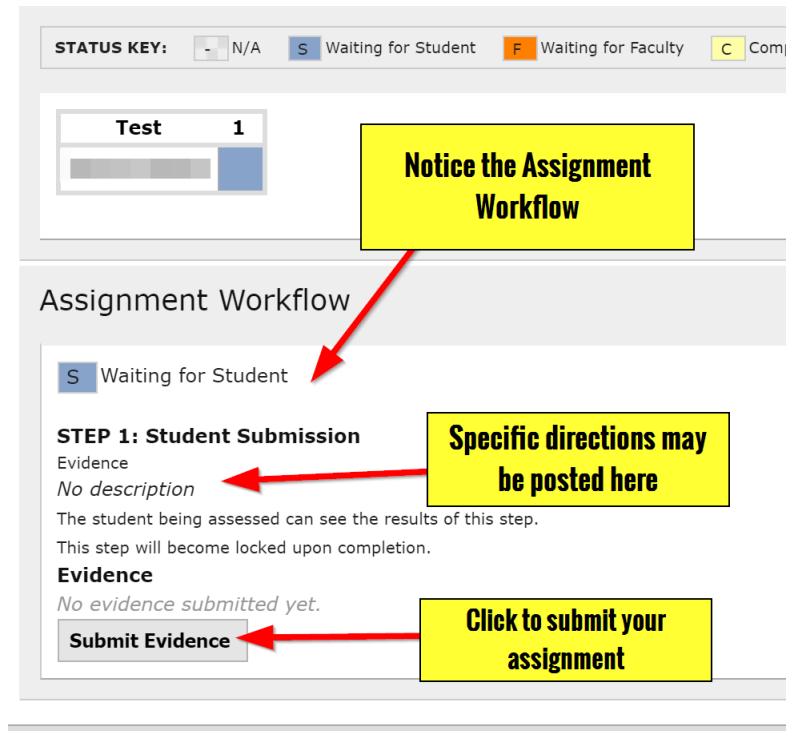
1. From within your Blackboard course, click the Digication tool link to open Digication. Once it has loaded, find the 'ePortfolio Assignments' section and click on the assignment you would like to turn in.
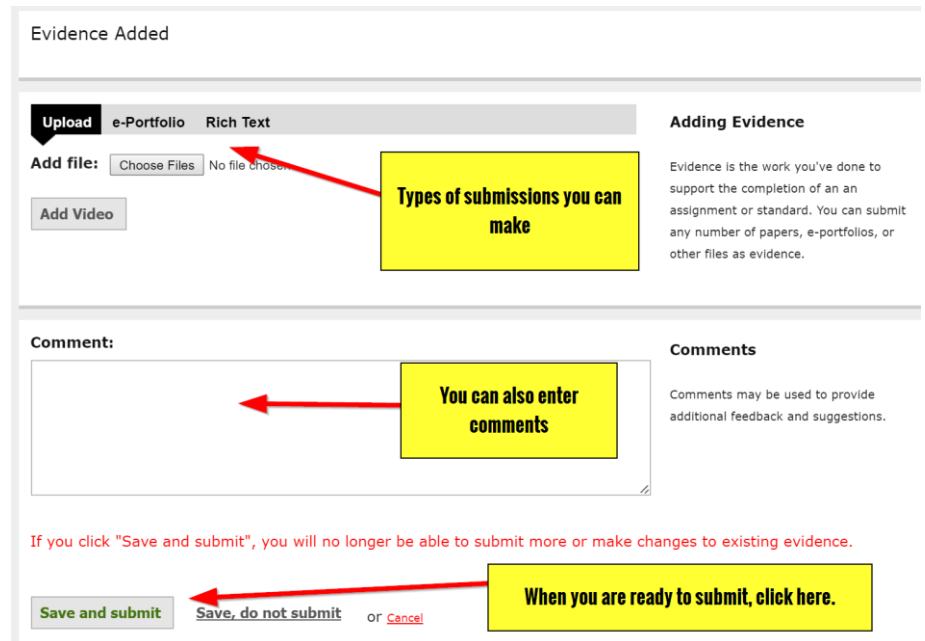
2. A new tab will open and you will be taken to the assignment in Digication. The Assignment Workflow will open. Scroll down and look over the steps to the assignment. Specific directions may be included. When you are ready to submit, click 'Submit Evidence.'

STATUS KEY: -   N/A   S   Waiting for Student   F   Waiting for Faculty   C   Com

Test   1

Notice the Assignment Workflow

Assignment Workflow

S   Waiting for Student

STEP 1: Student Submission
Evidence
No description

Specific directions may be posted here

The student being assessed can see the results of this step.
This step will become locked upon completion.
Evidence
No evidence submitted yet.

Submit Evidence

Click to submit your assignment

3. Select what type of evidence you need to add. You can upload files or videos. You can select all or parts of an e-Portfolio. You can type out an answer via the Rich Text option.

If you would like to add a comment you can.

When finished, click 'Save and Submit.' PLEASE NOTE: Once you click 'Save and Submit,' you will no longer be able to change your submission!

Evidence Added

Upload   e-Portfolio   Rich Text

Add file: Choose Files   No file chosen

Add Video

Types of submissions you can make

Adding Evidence

Evidence is the work you've done to support the completion of an an assignment or standard. You can submit any number of papers, e-portfolios, or other files as evidence.

Comment:

You can also enter comments

Comments

Comments may be used to provide additional feedback and suggestions.

If you click "Save and submit", you will no longer be able to submit more or make changes to existing evidence.

Save and submit   Save, do not submit   or Cancel

When you are ready to submit, click here.

4. If you choose to submit an e-Portfolio, you can expand the e-Portfolio to choose what you would like to submit. You could submit the entire e-Portfolio, or just a section or page.

Upload | **e-Portfolio** | Rich Text

Click to select e-Portfolio

Add e-Portfolio Pages:

☐ Digi Course
  ☐ (All)
    ☐ Home
      ☐ Welcome
    ☐ Test Assignment One
  ☐ ePortfolio #-1

Click to expand the e-Portfolio

Check if you would like to submit all or a particular part of the e-Portfolio

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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 or use Twitter [@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 (Matt B.)