

How to Submit an Assignment in Digication

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HOW TO SUBMIT AN ASSIGNMENT IN DIGICATION

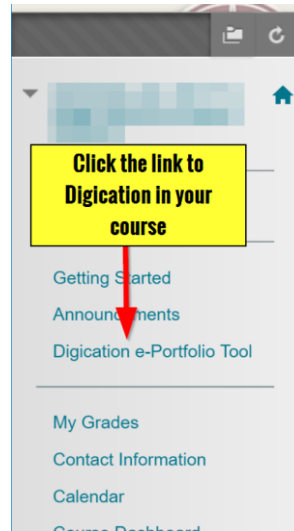
Overview

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.

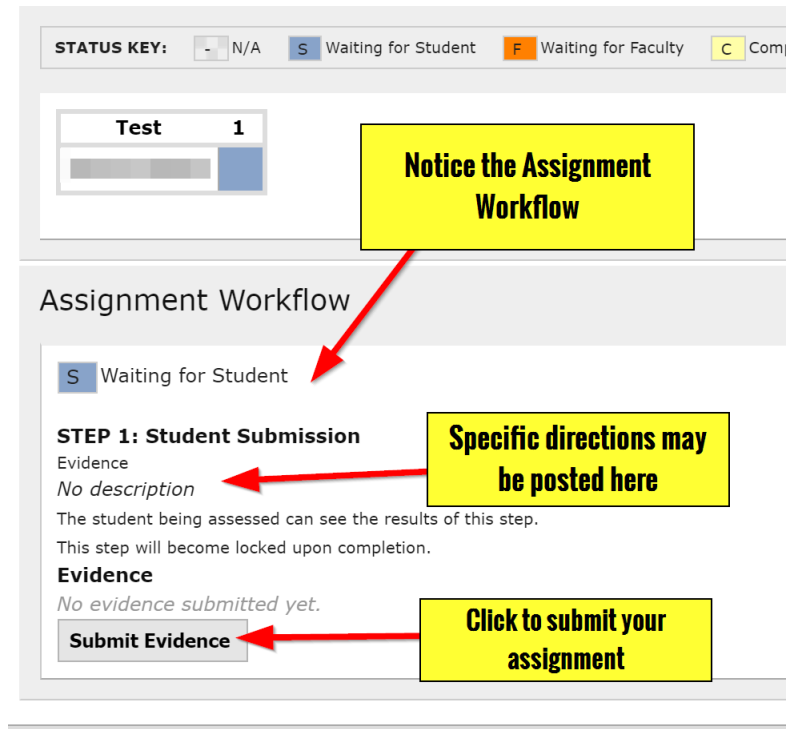
1. From within your Blackboard course, click the Digication tool link to open Digication. Once it has loaded, find the 'ePortfolio Assignments' section and click on the assignment you would like to turn in.



ePortfolio Assignments



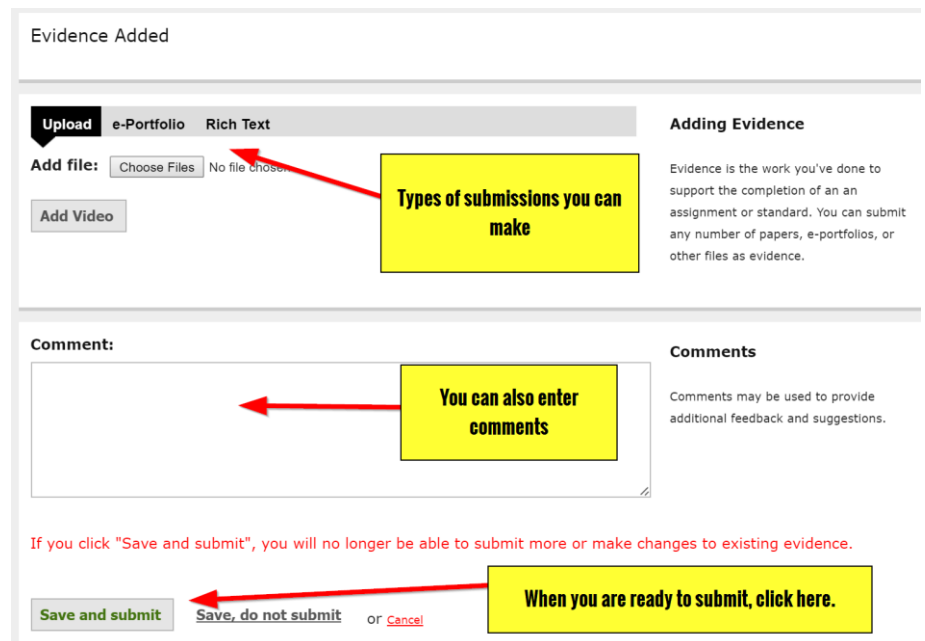
2. A new tab will open and you will be taken to the assignment in Digication. The Assignment Workflow will open. Scroll down and look over the steps to the assignment. Specific directions may be included. When you are ready to submit, click 'Submit Evidence.'



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!



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.

The screenshot shows a web interface for submitting an e-Portfolio. At the top, there is a navigation bar with buttons for 'Upload', 'e-Portfolio', and 'Rich Text'. A yellow callout box with the text 'Click to select e-Portfolio' has a red arrow pointing to the 'e-Portfolio' button. Below this is the section 'Add e-Portfolio Pages:'. Underneath, there is a dropdown menu currently set to 'Digi Course'. A yellow callout box with the text 'Click to expand the e-Portfolio' has a red arrow pointing to the dropdown arrow. Below the dropdown, there are three radio button options: '(All)', 'Home', and 'Test Assignment One'. A yellow callout box with the text 'Check if you would like to submit all or a particular part of the e-Portfolio' has a red arrow pointing to the 'Test Assignment One' radio button. At the bottom of the dropdown menu, there is another dropdown menu labeled 'ePortfolio #-1'. On the right side of the interface, there is a vertical list of options: 'Ad...', 'Evid', 'supp', 'assig', 'any', and 'othe'.

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](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 (Matt B.)