Table of Contents

Getting Started .................................................................................................................................................. 2
  Logging in to Digication ................................................................................................................................. 2
  Creating an ePortfolio .................................................................................................................................. 2-3

Settings ............................................................................................................................................................. 4
  Digication Menu Screen ................................................................................................................................. 4
  Copy or Delete an ePortfolio .......................................................................................................................... 5

Publishing an ePortfolio .................................................................................................................................... 6
  Publish and Edit Mode .................................................................................................................................... 6
  Publish a Page ............................................................................................................................................... 6
  Sharing your ePortfolio ................................................................................................................................. 7

Generating and Managing Content .................................................................................................................. 8
  Slides and Modules ......................................................................................................................................... 8
  Editing a Slide .................................................................................................................................................. 9-10
  Editing a Module .......................................................................................................................................... 11-12
  Adding More Content ................................................................................................................................. 13
  Editing Page Tabs ....................................................................................................................................... 14-15

Faculty Template Pages .................................................................................................................................... 16-22
Getting Started

- Google Chrome is recommended for using Digication
- To access UNCW’s ePortfolio templates go to uncw.digication.com

Click on the Log In button and you will be taken to the UNCW login page. Enter the username and password associated with your UNCW account.

After logging in, you will see the Digication dashboard. Any ePortfolios you create will be located here.

To create a new ePortfolio, click on the green plus sign

The first thing you will want to do is name your ePortfolio.

You can also upload an image that will show next to your ePortfolio on the dashboard.
Follow these steps to create your new ePortfolio using the Faculty Template.

- Click on the box titled “Faculty Template”
- Select “USE THIS TEMPLATE”
- Lastly, click the create button in the bottom right hand corner and your ePortfolio will be created!
Settings
Before customizing your faculty template, there are several settings options to discuss. In the upper left hand corner of the Digication screen you will see an orange “D”. Clicking on this will open up a menu screen.

This is the menu you will see after clicking on the orange Digication symbol. Clicking on each one of these will take you to that location.
Notice the three horizontal lines at the right hand side of your screen. Clicking on this menu will open several options.

- You can publish the current page
- Submit your ePortfolio to a course
- The settings option will open another menu where you can change your thumbnail image, change the URL to your ePortfolio, and control your privacy settings
- You can make a copy of your ePortfolio
- You have the option to save your ePortfolio as template for others to use
- Deleting your ePortfolio is permanent and cannot be undone.
Publishing an ePortfolio

Next as we move across the top of the page you will notice a very important toggle switch that moves you between edit mode and published view. Edit mode allows you to make changes to your ePortfolio, while published mode allows you to view it from the perspective of the outside community. All of the pages in this template have already been published. **It is important to note that anytime you make any changes to a page it will need to be published again.** This will allow guests to see your new changes.

To publish a page all you need to do is slide over to the publish tab (seen below the red arrow), and click on publish this page. As of right now the interface will not allow you to publish your entire ePortfolio with one click. However, that feature will be available in the near future. For now, you will need to publish page by page.

You can also publish your page by clicking the blue “Publish Changes” button at the top of each page. This feature will appear periodically as you make changes to remind you to publish.
It is important to note here that publishing a page does not necessarily make it visible to everyone. You can control who sees your published ePortfolio by clicking on “settings”. Here you are able to change the name of your ePortfolio, and control who can see it.

Below is the menu you will see when sharing your ePortfolio. Notice that you can keep your ePortfolio completely private, private within the UNCW community, or totally public. In this menu you also have the option to share with individual people. These menu options can be accessed by clicking on the “edit” button.
Generating and Managing Content

Digication operates using slides and modules.

Slides are separate spaces in which you can put multiple types of content. Each of the prepopulated tabs on your template are slides.

Modules on the other hand, are individual pieces of content that you can place within a slide. This seems confusing at first because these slides and modules aren’t labeled.

In the image below, the background with the UNCW clock tower is a slide and the each of the blue boxes is a rich text module.

If you are just starting out on your ePortfolio you should avoid creating new slides. Since you can add an indefinite number of content modules such as text, images, files, documents, and so forth to your existing slides, there really isn’t any reason to add any new ones.

On this faculty template, the background slides have been created for you with prepopulated rich text modules on each page.
Editing a Slide

To edit the entire slide, you simply click on the settings icon towards the upper right hand corner. This will allow you to change the image or replace the image with a solid color background. Of course you have the option to delete your background slide entirely and build one from scratch.
This is the menu that will appear when you click on the settings icon.

This is the prompt that will appear when you click on the delete icon.

Are you sure you want to delete this Slide?
Confirm by typing delete below.

Type to confirm

No, cancel  Yes, Delete it.
**Editing a Module**

Clicking within the module area will open an options bar that looks like this:

![Options Bar](image)

Click on the pencil icon to open text editing. This will place a cursor within your text so that you can change or edit the text. To change the properties of your text, simply select the area you would like to change and another menu will appear that looks like this:

![Font Menu](image)

To change the color or style of your font, select the settings icon. This will open a menu on the left that looks like this:

![Font Properties](image)

Simply click on the paintbrush to begin editing.
This icon ☐ will allow you to move the module to the desired position. Please note that module placement can be finicky, so you may need to experiment with this feature.

And just as with deleting a slide, this icon ☑ will delete the module.

If you would like to change the size of an image or module, look for the arrow in the bottom right corner. Holding and dragging this arrow will allow you to change the size of the box.

Welcome to my ePortfolio

The Welcome page is the “landing page” of your ePortfolio. It is the first page that visitors will see, and you can use it as an opportunity to introduce yourself (or save that for the “About Me”)

Please note that the size can change very quickly, displacing the other items on your page. Also, modules will only be as big as the content that is displayed. In other words, you cannot just drag to make a bigger box. The way to work around this is to add another module below. Once you have the box at the size you would like, you can then delete the module that was added.
Adding More Content

Clicking on the plus sign at the bottom right of your screen will allow you to add more content to your page.

This is the menu that opens when clicking on the plus sign. You have options to add rich text modules, tables, and new slides, etc.

Some features are not yet not available so you may see an alert message.
Editing Page Tabs

To edit the page tabs, click in the slide box without actually selecting one of the tabs. You will see that the editing menu appears. These icons function in the same way as editing features for slides and modules with the exception of the pencil icon.

The pencil icon will open a menu that looks like this:

To add a new page click on the “Add New Page” button in the top right corner.

To change the name of the page tab, simply delete the existing one by highlighting it with your cursor and deleting it. Next, type in the name you would like for the page tab. To change the order of your tabs, select and hold the three lines to the right of the tab name and drag it to the desired position.

Remember to save. This menu does not automatically save!
Clicking on the gear icon to the right will allow you to change part of the URL to reflect the name of your new page tab.

Selecting “heading” will no longer allow the tab to work as a link that takes you to a new page, so **do not** select this option.

To create subpages grab the three lines to the right of the page name and slide it to the right.

“About Me” will now be a subpage on your ePortfolio, and will be displayed like this:
Faculty Template Pages

Once you have created your ePortfolio using the faculty template, you should see a page that looks like this:

Notice the red arrow pointing to page tabs (Home, About Me, My Teaching, etc.). Each one of these tabs will take you to a different page within the ePortfolio.

The first page that guests see when they visit your ePortfolio, is the Home page. Your home page should be a short introduction of yourself. You may want to include an image of yourself and can include such things as personal and professional goals.
This is your “About Me” page:

The “About Me” page is where you can provide some information about yourself. You might wish to include a picture of yourself or other media that represents your identity. You can discuss your educational background, teaching and research interests, hobbies, etc.

This is the page where you can go into more detail about yourself. Feel free to include your hobbies, favorite places to visit, who influences you, or even any favorite quotes.
The next page tab will take you to the “My Teaching” page that looks like this:

The “my teaching” page is where you can include things like your personal teaching philosophy, courses you teach, or even projects or presentations that relate to your teaching.
Below you will see the “My Research” page.

You can include all sorts of items here, such as links or PDFs of your publications, current research projects, or even recordings of your presentations.
Next you will see the “My Service” page:

The “my service” page is where you can showcase services that you participate in. This can be volunteer work, service to your department, organization memberships, etc. Try not to just list these items. Explain what you do and why you do it.
The “Curriculum Vitae” page is next:

The next page is where you should post your curriculum vitae. You can copy and paste your CV or upload it as a document.
The last page in the faculty template is the “Contact Me” page:

The last page of the faculty template is the “contact me” page. Here you can include ways that you can be contacted. You can simply list your email, or you can provide your phone number and links to your Facebook, Twitter, or LinkedIn profiles if you would like.

This concludes the tutorial on creating a faculty ePortfolio using Digication! Remember anytime you make changes to any of your pages they must be published for the outside community to see them.