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Getting Started

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

Enter your user name and password on the menu seen here:

![Login Screen]

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

![Dashboard]

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

![Create 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 Student Template.

- Click on the box titled “Student 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 student 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 allow you to copy or delete your ePortfolio. Please note that this completely and permanently erases your entire ePortfolio. So only use this option if you want to begin from scratch.

As of now the only options available in this menu are “make a copy” and “delete”.
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 mode. 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.

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 the settings icon in the top right hand corner. 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. Both of 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 seahawk 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 student 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.
**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:

![Text editing options](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 settings](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.

Signature Work
This is the place to showcase your signature work. If you are sharing this with a potential employer, you should highlight projects that demonstrate your expertise in the field. Examples here are not limited to your major. Choose the projects that you are most proud of from any course or experience, and display them here! Some examples include, but are not limited to:
- Writings such as papers, poems, publications
- Screenshots of artwork
- Digital media products
- Musical pieces
- Film projects

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.
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.

Click on the trash can to delete a tab and its corresponding page. Note this will completely delete the page from your ePortfolio.

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:
Student Template Pages

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

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

The first page your guests will see is the page above, which is known as your “home” or “landing page”. Your home page should be a short introduction of yourself. You may want to include an image of yourself and can include educational goals and aspirations. Remember, this is not a social platform so anything you include should be professional.
This is your “About Me” page:

The "About Me" page is the appropriate place to provide some information about yourself. You might wish to include a picture of yourself or other media that represents your academic and personal identity.

Some things you might want to consider for your "About Me" page:

• Areas of academic interest
• Goals (personal, educational, career) - what do you hope to achieve (or have you accomplished) in college and beyond?
• Influences - what/who are some of your personal and professional influences

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 “Skills” page that looks like this:

The skills page is where you should highlight any skills you have, or wish to acquire. You can include technical skills as well as leadership or communication skills. Try not to just list these skills. Reflect on the experiences you gained from each one.
The best examples of your academic work, or what you’re most proud of should be displayed here. You can include all sorts of items, such as final papers, presentations of research projects, musical performances, digital media products, and favorite writings. Include a few sentences discussing your work: what did you learn doing it, and why do you consider it your signature work?
Next you will see the “Involvement” page:

The involvement page is where you can showcase what you like to do outside of your academics. This can be volunteer work, internships, study abroad, or organization memberships. Remember to reflect on these experiences and not just list them on the page. What have you learned from these experiences? How do you think these experiences will benefit you in the future?
This page is where you should post your resume. You can copy and paste your resume or upload it as a document. You can even just fill in this resume template.
The last page in the student template is the “Contact Me” page:

Thank you for visiting my ePortfolio!

Here you can put a link to:

- Facebook
- Linkedin
- Instagram
- YouTube Channel
- Other links to contact you

Phone #: (000)-000-0000
Email: 1234@uncw.edu

The last page of the student template is the “contact me” page. Because this is a professional page you should provide your UNCW email. You can also include your phone number and a link to your LinkedIn profile if you have one. If you wish to include a link to your Facebook page or Twitter handle, be sure that they are professional.

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