Digication e-Portfolio FAQ

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GENERAL QUESTIONS

Q.   What is Digication?

A.   Digication is an e-Portfolio program that allows you to design and share a collection of work.

Q.   How do I access Digication?

A.   You can access Digication through a Blackboard course, through JagWire, or through our instance of Digication at tamusa.digication.com

Q.   What is an e-Portfolio?

A.   An e-Portfolio is an online collection of your work. It could be for a class, department, or just for your reference.

Q.   What can I share in my e-Portfolio?

A.   Digication allows for the sharing of papers, photos, videos, online materials, and select social media feeds.

Q.   Who can see my e-Portfolio?

A.   You can change the security settings on your e-Portfolios to reflect their purpose. For example, you could set a course e-Portfolio to view only for those in a course.

Q.   What should I NOT post in an e-Portfolio?

A.   You should avoid posting any copyrighted materials in your e-Portfolio. Also, you should avoid posting any obscene or objectionable materials. Remember, Digication and A&M – San Antonio both have User Agreements that you are agreeing to by using our systems.

Q.   Can I create an e-Portfolio on my own without a course in BlackBoard?

A.   Yes. You can create your own e-Portfolios by accessing our instance of Digication through JagWire, or at tamusa.digication.com

Q.   Can I change my username in Digication?

A.   No. Because Digication links to various campus systems, you cannot change your username.

Q.   Can I change my password in Digication?

A.   Yes. You can change your password for Digication if you wish.

Q.   Can I make my e-Portfolio public to anyone on the internet?

A.   Yes. You can adjust your security settings on any e-Portfolio so you can share with anyone if you wish.

Q.   How do I make an e-Portfolio?

A.   Directions on the process can be found on our instance of Digication here, or on the ITS Website here. Digication makes the process simple by using templates, themes, and an easy to use interface.

Q.   What is a template? What is a theme? How are they different?

A.   A template is the framework of an e-Portfolio and includes its sections and pre-built modules. Specific templates could be used by an instructor or program. A theme, on the other hand, is the aesthetic look of the e-Portfolio – the colors, fonts, banner, etc.

Q.   After choosing a theme, can I change it later on?

A.   Yes. You can always alter your e-Portfolio's colors, backgrounds, etc.

Q.   What are modules?

A.   Modules provide areas for you to add images, movies, text and links to websites or files within your pages. More than one module can be added to a page to allow you to customize the display of your content.

      Click on the button 'Add A Module' to add a module to your page.

Q.   How do you add a Module?

A.   Click on 'Add This Module'. Click on 'Done' to start adding content (or select more modules to add). Upon clicking 'Done', the following options will become available:

- 'Add A Module' allows additional modules to be added to this page.

- 'Publish All' allows you to publish any saved media or text to your e-Portfolio. This is especially helpful when there is more than one module on a page.

- The tab 'View (Media or Text)' is a view of your saved, but not published, module content (drafts).

- The tab 'Edit' lets you add and edit module content.

- The tab 'Publish' lets you publish a specific module of your e-Portfolio.

- The tab 'Delete' allows you to delete the module from the page.

- 'Drag to reorder' allow you to reorder modules on a page.

Q.   **What are tags and why should I use them?**

A.   Tags are keywords or terms assigned to an e-Portfolio to help describe it and allow it to be found by browsing or searching using that term. A tag can serve as a quick identifier. For instance, if your e-Portfolio is tagged with the keyword 'capstone,' it will be easier to find if someone searches for that particular term. An e-Portfolio will not be searchable if it's set to private.

Q.   **I have added Modules and work to my e-Portfolio, but people cannot see it. Why not?**

A.   Make sure you have published each Module by clicking the 'Publish' tab. Usually Modules are not viewable because they have not been published. Digication produces a red text box on Modules that have changed and not been published.

STUDENT SPECIFIC QUESTIONS

Q.   **Why should I use Digication?**

A.   E-Portfolios are a great reflection of your growth as a student. Digication makes keeping your products of learning together simple, and user friendly.

Q.   **How long do I have access to my e-Portfolios in Digication?**

A.   Digication will save your e-Portfolios for as long as you need. For example, if you graduate and wish to continue using your Digication e-Portfolios, you can arrange for this use with Digication.

Q.   **Can my e-Portfolio be graded by an instructor?**

A. Yes. Instructors can grade an e-Portfolio as part of your course work.

Q. **Can I work on my e-Portfolio from home?**

A. Yes. As long as you have internet access you can log into JagWire and access your e-Portfolios.

Q. **Can I create an e-Portfolio for personal use?**

A. Yes. You can create an e-Portfolio for personal use, but remember that you are operating under Digication's and A&M – San Antonio's User Agreements. Please refrain from posting copyrighted materials, or anything that could be considered obscene or objectionable.

INSTRUCTOR SPECIFIC QUESTIONS

Q. **Why should I use Digication?**

A. E-Portfolios are a great way to collect student work over the period of a course. It collects all work in one easy place that can be accessed by all in a course. You can also create your own e-Portfolios to house examples of your work or resume items.

Q. **Can an e-Portfolio be graded by an instructor?**

A. Yes. Instructors can grade an e-Portfolio as part of course work.

Q. **Why should I create a template for my students?**

A. To make it easy for you to find materials in your students' e-Portfolios. If you're reading twenty different e-Portfolios that each contain a large number of assignments, you can make it easier for yourself by having them all structured the same way.

Q. **If I change the template e-Portfolio after my students have created e-Portfolios from it, will their e-Portfolios change to reflect the new template?**

A. No. Creating an e-Portfolio from a template is a one-time process, so make sure you get your template in a form you're happy with before you ask the students to make their e-Portfolios.

Q. **Once I create a template e-Portfolio, can it be used for other courses?**

A. Yes. Digication houses all your created e-Portfolios, and you can access them through each Blackboard course you enable Digication in.

How To Get Additional Help

If you still have questions, please contact the ITS Helpdesk by calling 210-784-4357 (HELP).

Related Documents & Helpful Links

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	July 2016	Initial Release (Matt B.)