

# How to Set an e-Portfolio as a Template

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# HOW TO SET AN E-PORTFOLIO AS A TEMPLATE

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## Overview

This document will show you how to set a Digication e-Portfolio as a template for your Blackboard course.

PLEASE NOTE: You should enable Digication within your course and create an e-Portfolio to serve as your template. If you have not, please refer to our support page [here](#).

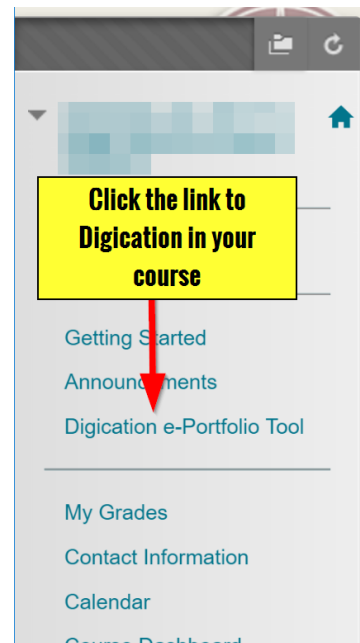
## Setting the e-Portfolio Template

PLEASE NOTE: To set a template, you should create an e-Portfolio first that will serve as your template. If you need help with this, refer to this [guide](#).

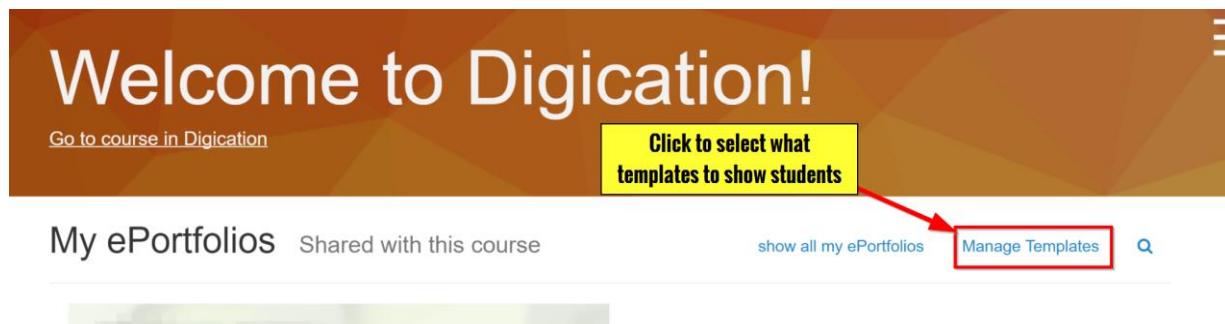
To begin setting your template, access your course within Blackboard.

1. From the Blackboard home screen, click to enter the correct course. Within the course, you should have already enabled Digication. If you have not, refer to this [guide](#).

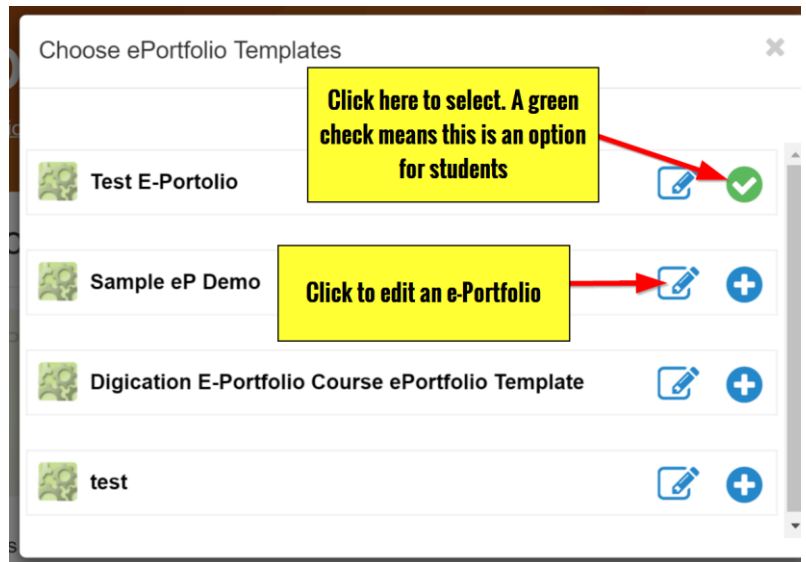
Click on your Digication link to open Digication within your Blackboard Course.



2. To set your template e-Portfolio, click the 'Manage Templates' link within your screen.



3. Within the pop-up screen, you will see ALL of your created e-Portfolios. Please choose the e-Portfolio you would like as a template by clicking the blue plus button. A green check means that you have enabled that e-Portfolio as a template option. Note: You can have more than one e-Portfolio as a template option for each course.



4. The students will now be able to create their e-Portfolios from the template you selected.

Further directions can be found on our support site:

<https://tamusa.digication.com/jaguarhelp>

## 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

[Digication Guide to e-Portfolio Creation](#)

## Feedback

We welcome your feedback about this document. Please email [ITSFeedback@tamusa.edu](mailto: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.)