

Digication Courses

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In this document, you will learn how to:

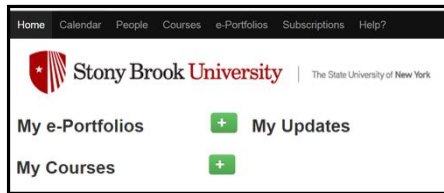
1. Log into Digication
2. Create courses in Digication
3. How to enroll students in a course
4. How students can add their eportfolio to a course
5. How to view students in a course

About Digication Courses

Digication Courses allow faculty to view student eportfolios in their course(s) and students to view each other's eportfolios. This can promote discussions and comments between faculty and students. All Stony Brook University students, faculty and staff have access to Digication.

Logging into Digication

1. You can access Digication by going to <https://stonybrook.digication.com> and signing in with your NetID and NetID Password (For NetID help, please visit: <http://it.stonybrook.edu/services/netid>).
2. Once you log in using your NetID and NetID password, you will be taken to your Digication Home Page.



Creating a Course

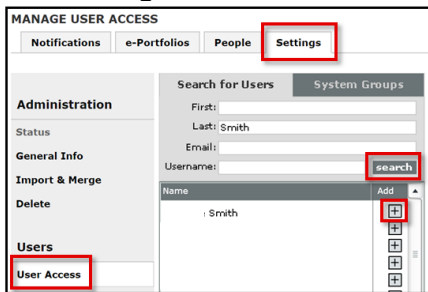
1. Once you are logged into Digication, click the **green plus sign** next to My Courses (the **Create** symbol).
2. Fill out the form, and for a title it is suggested to use the following format: Course Number & Section, semester, year and last name of instructor (e.g. WRT 102.46 Fall 2014 Smith). Make sure **Portfolios** is selected and click **Create**.





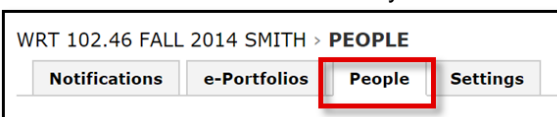
Enrolling Students in Course

Instructors may add students or instructors can allow students to enroll. Enrolled users appear in the **People** tab of the Digication course.

1. Click **Settings** and under Users select **User Access** to add/edit users.



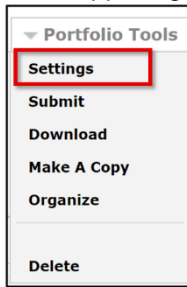
2. Search for users by first and/or last name and click  to add them to the course. You may select a checkbox for adding other instructors. **Note: Students/users must login to Digication and agree to the terms of use before existing or being searchable as a user.**
3. **Student Signup:** Select "Allow Students to enroll themselves in this Course" and give the title of the Digication course to students with TLT instructions on self-enroll: <http://it.stonybrook.edu/help/kb/finding-and-enrolling-into-a-digication-course-site>. "Require a password to enroll" is typically not necessary, but available to screen users who self-enroll.
4. Save any changes. 
5. To review students/faculty that have been added to the course, click on the **People** tab.



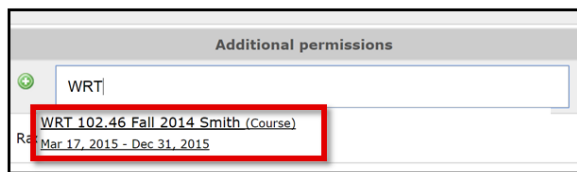
Adding ePortfolios to Course

After enrolling in a course, instructors must have their students add the course under **Custom Permissions**. Instructions for students to follow:

1. Log into Digication: <https://stonybrook.digication.com>, with your NetID and NetID password.
2. Next, click the title of the eportfolio you want to add to your course under My e-Portfolios.
3. In the upper-right corner of your screen, click Portfolio Tools and choose **Settings**.



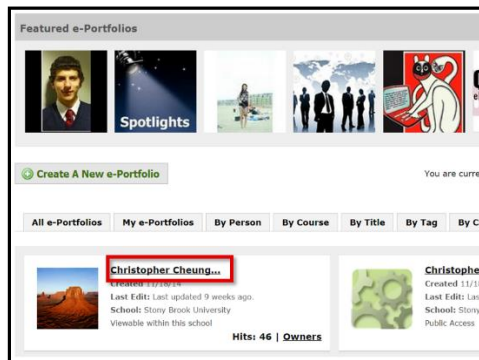
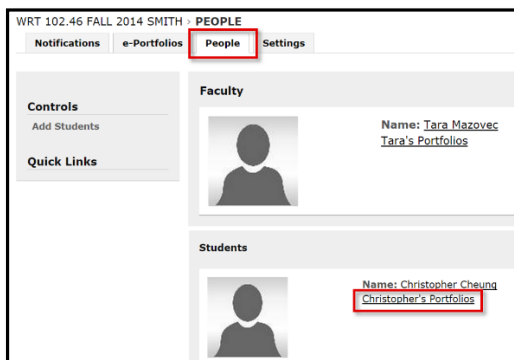
4. Under Permissions, click **Custom Permissions** →. In the text box for Additional Permissions, type in the name of your course (and click the title when it appears).



5. Set the Role (typically Faculty and Students are set to Viewer).
6. Scroll down to the bottom of the page and click **Save**.

Viewing ePortfolios in a Course

1. Once you are logged into Digication, scroll to **My Courses**.
2. Select your course.
3. Click on **People** tab to view Faculty and Students who are enrolled in the course and to view all eportfolios of that user via auto directory search or profile.



4. **NOTE:** Only students who have added the course under **Custom Permissions** of their eportfolio will appear under **e-Portfolios**. Click on the **e-Portfolios** tab to for direct links to students' eportfolios.

