Creating a Hyperlink in Digication

In this document, you will learn how to:
1. Log into Digication and access your ePortfolio
2. Add Pages/Modules
3. Add/Edit Rich Text Modules
4. Create a hyperlink

Logging into Digication and Access your ePortfolio
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
3. Click on the title of the ePortfolio you want to create a hyperlink under "My e-Portfolios"

Adding/Editing modules
Before creating a hyperlink, you must select/create sections (horizontal organizational tabs) and/or pages (vertical organizational tabs). Once you are on the proper page to build content, it's recommended to use a **Rich Text module** to create a hyperlink.

1. To create a new Rich Text module click **Add A Module**, select **Rich Text** and click **Add This Module**
2. To edit an existing Rich Text module, click the **Edit** tab (next to **View Text**).
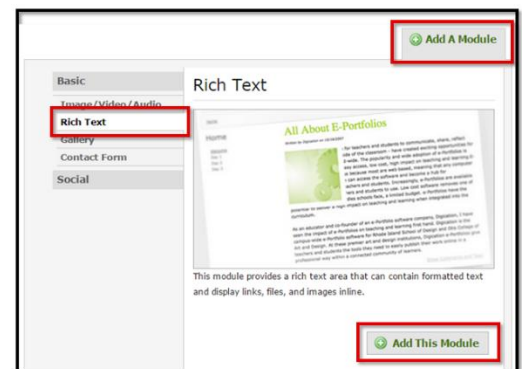
Create a Hyperlink
To create a hyperlink, there must be an object to select (text or image).
When an object is selected, the Hyperlink icons illuminate. You may only test a hyperlink in the view mode.

1. Type text and/or select text.
2. Select the Insert/Edit Link icon.
3. Paste a hyperlink (e.g. Sharing link from a Google Doc) in the Link URL field.
4. Select the Target to **"Open Link in a New Window"** when sending viewers outside of your eportfolio. "Open Link in the Same Window" should be used for linking within your eportfolio.
5. Title the link for when the mouse hovers over the hyperlink.
6. Click **Insert**.
7. Click **Save**
8. Click **Publish** and **confirm the Publish** to make any changes viewable to instructors/viewers
9. Click **View Text** to test hyperlink