

# Finding and Enrolling into a Digication Course Site

TLT Student Consultant Help Desk  
Stony Brook University  
Chat: [www.stonybrook.edu/helpme](http://www.stonybrook.edu/helpme)

(631) 632-9602  
[helpme@stonybrook.edu](mailto:helpme@stonybrook.edu)  
[it.stonybrook.edu](http://it.stonybrook.edu)

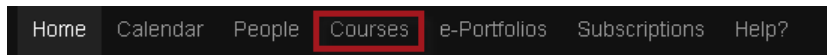
## Logging into Digication

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

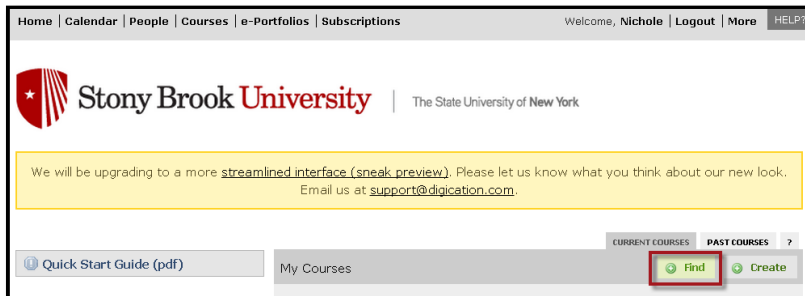
## Find and Enroll into a Digication Course Site

Students may enroll themselves into a Digication Course site. Students will need to be provided from their instructors the Title of the Course and the password (if one was set up).

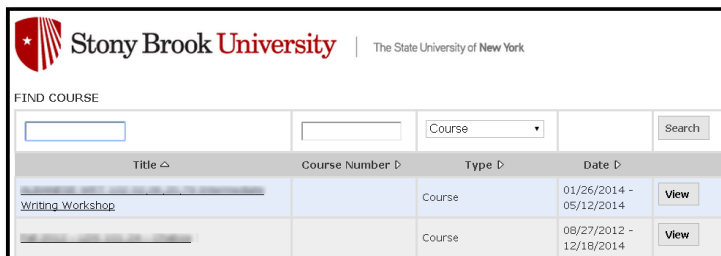
1. Click on Courses on top



2. In the My Courses section click **Find**



3. Type in the Title of the course in the search box or click on one of the Titles listed below.  
*Reminder: The title of the Digication Course should be provided by your instructor.*



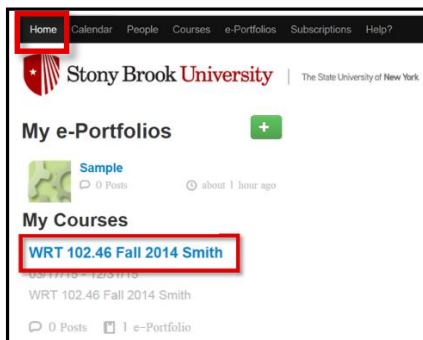
Title of Digication Course:

Password if applicable:

4. Click **Enroll**



5. To view you are enrolled click **Home** and you should see the course you have enrolled in under **My Courses**



# Adding your ePortfolio to a Course on Digication

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## Logging into Digication

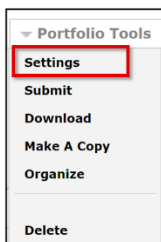
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## Add your ePortfolio to a Course on Digication

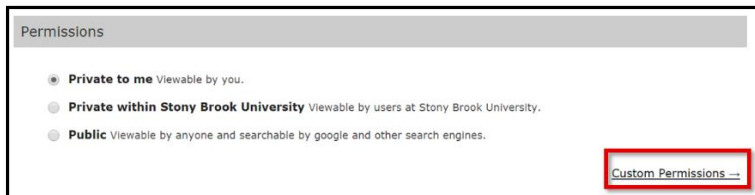
Students must first **enroll in a Digication Course** either by themselves or by the instructor. Enrollment in courses are shown under the **My Courses** section (example to the right). **Only the student can add their ePortfolio to the Digication Course**, which creates a direct link from the Digication Course to the student eportfolio.



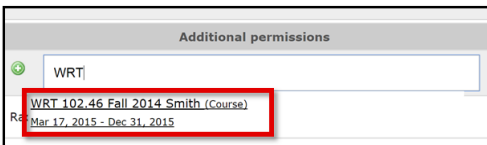
1. Click on the title of the eportfolio you want add to a course under “My e-Portfolios”
2. In the upper-right corner of your screen, click **Portfolio Tools** and choose **Settings**.



3. Under **Permissions**, click **Custom Permissions** →.



4. 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.”
  - Viewer: can view your ePortfolio
  - Editor: can edit your ePortfolio but not publish changes
  - Publisher: can edit and publish your ePortfolio
  - Admin: can edit content, settings and publish changes for your ePortfolio
6. Scroll down to the bottom of the page and click **Save**.

