CREATE:
How to Create an ePortfolio
Part 1: Sign In
1. Go to www.digication.com

2. Under Already Registered?, type in Boston University and click Sign In.
3. This brings you to the usual BU web login, where you sign in as you normally would.

4. If this is your first time using Digication, agree to the terms and conditions of use.
5. You’ll come to your homepage (also called the Dashboard) for Digication e-Portfolios.
Part 2: Look Around and Explore Possibilities
1. On the top left of the page, you’ll see 6 tabs: **Home, Calendar, People, Courses, ePortfolios, Subscriptions**.

2. Click the **ePortfolios** tab to explore the portfolios that other people at Boston University have created.
3. The **Featured ePortfolios** page is a good place to start exploring. You can also sort by using a few different parameters.

Sorting by **Number of Hits** often has some particularly good examples as well.
4. Notice how featured ePortfolios have been organized, how the media was used, and how it was presented. Think about how you’d like to combine the use of text, links, images, video, and audio within your ePortfolio.
Part 3: Creating your ePortfolio
1. If you are looking at other ePortfolios, click on the **Create A New ePortfolio** button. If you are on the home page, this is the **Create** button on the right side of the page.
2. This brings you to the **Portfolio Settings** page. These settings can be edited later if you change your mind.
3. Under **Basic Information**, you will enter the title and the web address where the portfolio will be located.

   (If the title or address is already taken or invalid, a red warning will show up.)

4. Then go to **Visual Styles**.
4. Under **Visual Styles**, you can upload an image that reflects your ePortfolio image, and potentially add a footer. Follow the directions on the page.

5. Then go to **Permission Settings & Tagging**.
5. Under **Permission Settings & Tagging**, you can choose who can see your ePortfolio, and also, who can make changes to it.

6. Then, go to **Choose a Template**.

*If you’re working on a group project and need to allow several people to make changes, click on the **“More Options”** button and search for the people who need to be added.*
6. Under **Choose a Template**, you will find templates of ePortfolios. If your professor has a certain portfolio format in mind for the class, it will be located here. Otherwise, choose **Create From Scratch**.

7. Click on **Save** and it will bring you to the homepage for your newly created ePortfolio.
Part 4: Edit / Preview / Publish
This is the Home Page for your portfolio.

If you chose to Create From Scratch, you will only have a Home Section. If you used a template, you will probably have several other sections listed.
A Typical Digication ePortfolio Development Sequence:

EDIT → SAVE → PREVIEW → PUBLISH
Under the “Edit” tab, you can add pages, make changes to text, re-arrange the content, and upload files.

After you make changes, click **Save**.
The "Preview" tab allows you to see how the portfolio will appear to your viewers.

If you want to make additional changes, go back to the "Edit" tab. If you’re happy with the preview, then you can publish.
The “Published” tab shows you what the viewers of your ePortfolio will see on the website.

Even though you have saved edits, your viewers will not see them unless you also press the Publish tab.