

Creating an Assignment Using the Custom Assignment Template

A Guide for Faculty

Who is this for? This guide is for faculty who wish to build an assignment for students to add to their existing ePortfolios using the assignment template feature.

Step 1: In the Digication dashboard, create a new ePortfolio by clicking the “Blue Plus Sign” button in the “My ePortfolios” section. (See image 1)



Image 1

Step 2: On the “Create Your ePortfolio” page, give the assignment a name, search for and select the “Sample Assignment - Template” and click “Create” (See image 2)

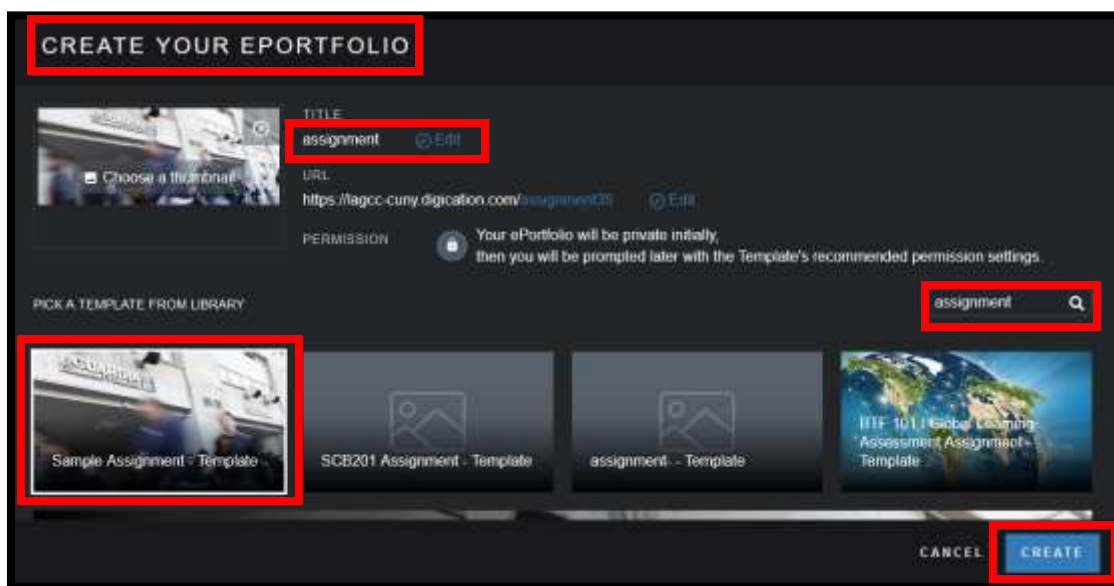


Image 2

Step 3: Editing the assignment template is the same as editing an e-Portfolio. You can move things around, change colors, add text and media content. This assignment template can be customized as you see fit. We suggest looking through this assignment template first before editing to see if there is any part of this assignment template you are not going to use. If so, you can delete that part by simply hovering over it and selecting the trash can icon. (See image 3)



Image 3

Step 4: You will then be prompted “Are you sure you want to delete this Module?” If you are sure, follow the instructions on the screen and then click the “Yes, delete it” button. If you are not sure if you want to delete it or change your mind click the “No, cancel” button. (See Image 4)

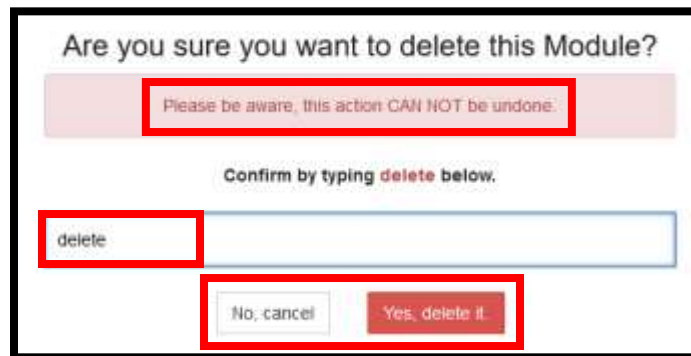


Image 4

Step 5: Continue editing your assignment template. The system auto saves, just make sure to publish your edits and changes before uploading it back into the template library. (**IMPORTANT**) (See Image 5)

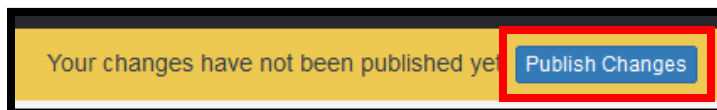


Image 5

Once completed, please refer to our “Uploading Your Custom Assignment into the Template Library” to make the template available to your students.

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.