

# Using the Conversation Tool in Digication

The conversation tool in Digication is a new feature that allows you to have multiple real time conversations about your entire e-Portfolio or about specific sections of your e-Portfolio. Be sure your browser is up-to-date to use out new conversations tool. In order to use the Conversations tool in your ePortfolio, you must have one of the updated browsers:

- Internet Explorer 11.0
- Chrome 33.0
- Firefox 28.0
- Safari 7.0

If your browser does not meet the requirements to use Conversations, a red tab will appear on the right side of the ePortfolio page. When placing the cursor over the red tab, the message, "**Update browser to use conversations**", will appear alerting you that you will need to update your browser to use the feature.

You can also Opt-in / Opt-out using this tool whenever you like! We've added Conversations as a self-service option. To activate this feature visit your user profile page, this can be done by clicking on your name on the upper right hand corner of the dashboard screen. On your profile page, click the "**Check out our experimental features**" link. Click the "**Enable Conversations**" link to toggle Conversations on and off for your account. Then click save.

With this new conversation tool, you can select specific items or sections on a page in your e-Portfolio and comment on them. To use the new conversation tool follow these steps:

1. The conversation tool is located on the right-hand side of your e-Portfolio, and appears as a grey tab attached to the side of your e-Portfolio. (See image 1.1)



Image 1.1

2. To use the conversation tool to comment on the entire page of your e-Portfolio, first, click the grey tab to activate it. The conversation tool then opens on the right. (See image 1.2)

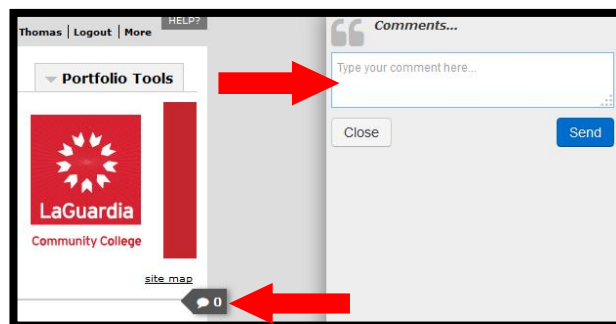


Image 1.2

- Once the conversation tool opens you can start typing in the textbox. When you finish writing your comment click **“Send”** to start the conversation. (See image 1.3)

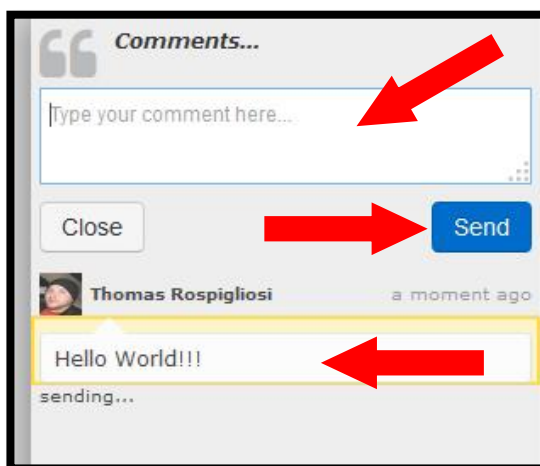


Image 1.3

- To comment on a specific section or item in an e-Portfolio, select that section or item and a window will open up where you can then type in a comment. When you finish writing your comment click **“Send”** to start the conversation about that section or item. (See images 1.4 and 1.5)

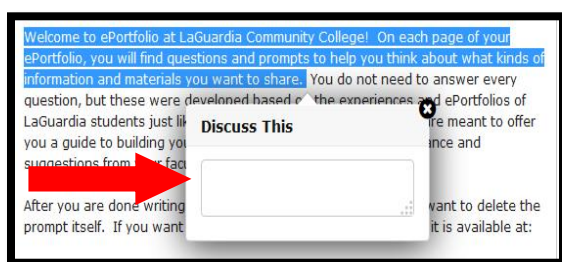


Image 1.4

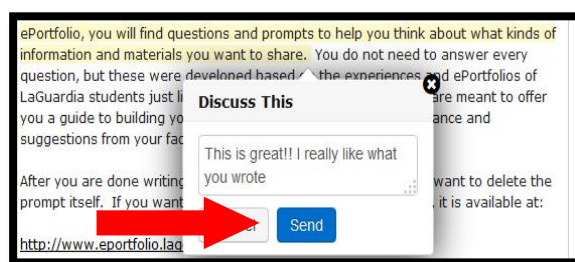


Image 1.5

- Once you leave a comment on that section or item, you will see a new tab in blue that appears on the side of your e-Portfolio indicating that a new conversation has been started. The blue tab will also indicate how many posts have been made so far in that conversation. (See image 1.6)

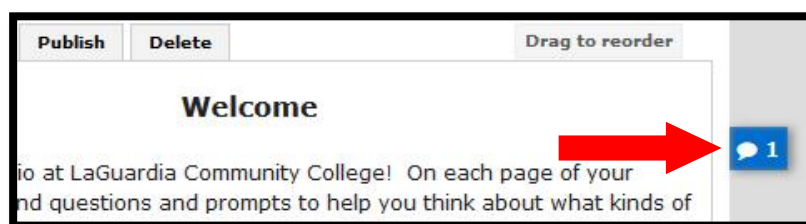


Image 1.6

- To view or add to the conversations select the appropriate tab. When the conversation tool opens, you will see a list of all the conversations taking place. A description indicating which part of the e-portfolio each conversation is discussing will also appear. Select the one you want to respond to. Type in the text box and then select “Send” to submit your response. (See images 1.7, 1.8, 1.9)

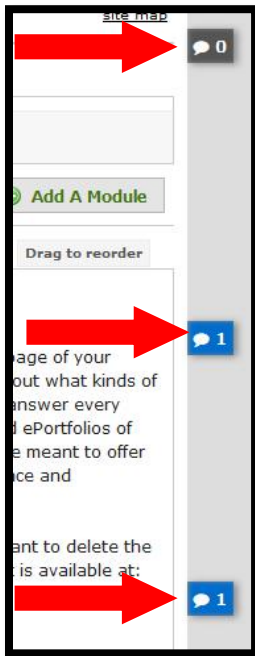


Image 1.7

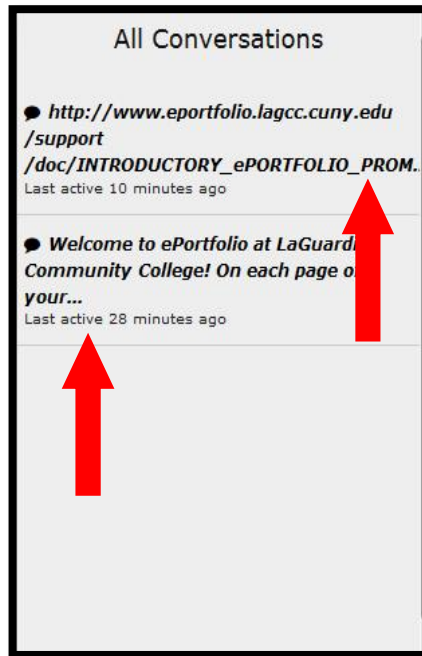


Image 1.8

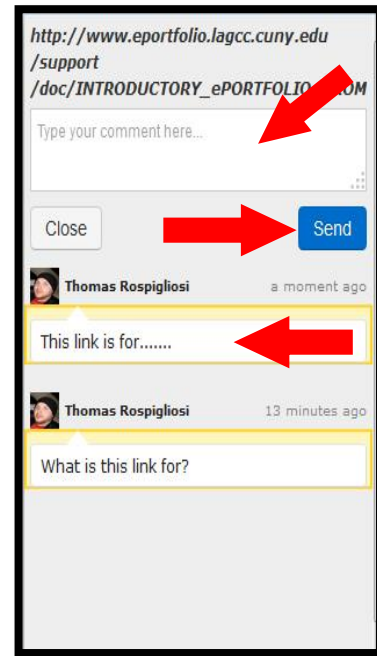


Image 1.9

- To delete an entire conversation, hover over the blue tabs and you will see a garbage can symbol appear next to the tab, select it and the conversation will be deleted. (\*\*NOTE: YOU CANNOT DELETE THE GREY TAB, IT'S THERE BY DEFAULT, YOU CAN ONLY DELETE THE BLUE TABS THAT YOU ADD\*\*) After you delete the tab, a red tab will appear asking you to “Undo” in case you deleted it by accident, but if you leave the page before you undo it, then the tab/conversation will be deleted permanently. (See images 1.10 and 1.11)



Image 1.10

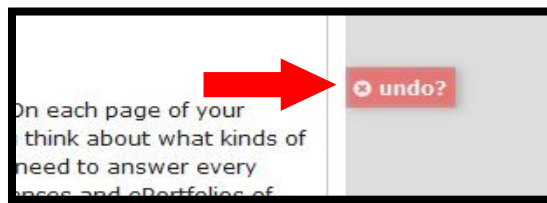


Image 1.11

- To delete someone’s response in a conversation, click on the conversation, hover over their response, and click the little “X” that appears. A message will appear indicating that the response was deleted, it will also ask you if you want to “Undo” in case you deleted it be accident, but if you leave the page before you undo it, then that persons response will be deleted permanently. (See images 1.12, 1.13)

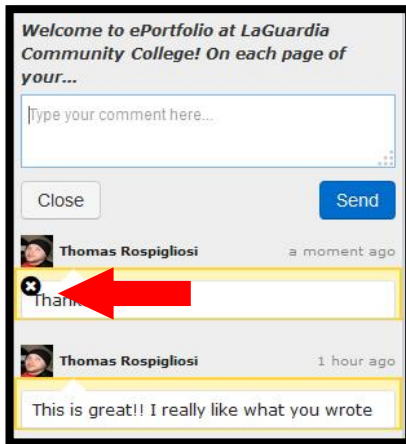


Image 1.12

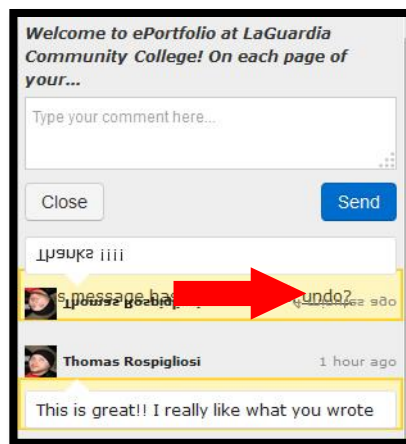


Image 1.13