Using the CMS Features in Digication

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Section 1. Logging into the System

Go to the LAGCC Digication site to login (https://apps.laguardia.edu/eportfoliosso/). Enter your login information. (See images 1.1)

Section 2. Locating and finding your course

Once logged into the system, you will be on the Dashboard page. Under the section called “Course, Assessment Groups, Community” you will see a list of your current courses. If you are looking for a course from a previous semester you can click on the down arrow next to “Show Current” and select “Show Archived”. (See image 1.2)
Section 3. Locating and finding your students

Click on the link for your course. You will then be brought to the “Course Notifications” page. Click on the “People” tab and you will see a list of the students in that course. (See images 1.3 and 1.4)

Section 4. Locating and finding students ePortfolios

Once you see the list of students in your class, you will see a link to view those student’s ePortfolios, click it. You will see a list of portfolios those students have created. You can then select the ePortfolio created for your course. (See images 1.5 and 1.6)
Section 5. Using the Discussion Board

Step 1. Once you select your course *(refer to sections 1-2)*, you will see the Course Notification page. Click the “Discussions” tab. *(See image 1.7)*

![Image 1.7](image1.7.png)

Step 2. Click on the “New Discussion” button. *(See image 1.8)*

![Image 1.8](image1.8.png)

Step 3. You will be directed to the “New Post” page, where you will be given the following options for the discussion: *(See image 1.9)*

- Choose a category
- Add a title
- Add Body *(content of the discussion)*
- Notification by email
- Viewable by
- Attachments
- Drawing tool
Step 4. Selecting the “Choose Categories” and “Change View Permissions” buttons, you will be brought to the “Create” page where you can change the settings for the discussion. You can choose what kind of a discussion it is (or create a new one), who can see it and who can reply to it. Once you are finish with the settings click on the “Back” button at the bottom to go back to the “New Post” page (See images 1.10 and 1.11)
Step 5. On the “New Post” page, the last two options are the “Attachments” and the “Open Drawing Tool” buttons. Click the “Attachments” button you can add files to your discussions. If you have added an image file to your discussion, you can use the “Drawing Tool” to make some edits to that image. (See images 1.12 and 1.13)

Step 6. To make edits to the image file click the “Open Drawing Tool” button. Select the image you want to edit. You will be in the edit mode of the “Drawing Tool” in which you will see several editing tools. Once you have finished editing your image, click save. (See images 1.14 and 1.15)
Step 7. You will then be brought back to the “New Post” page. When you have finished setting up your discussion topic, click on the “Save” button to post it. (See images 1.16 and 1.17)
Section 6. Using the Attendance Sheet

To use the Attendance Sheet in Digication, make sure it’s active. To do so, follow these steps:

Step 1: In your course page, click on the tab for “Settings.” From the “Settings” page click on the “General Info” link. This will bring up basic information about the class. (See images 1.18 and 1.19)

Step 2: At the bottom of the page make sure the “Attendance” box is checked. Then click “Save.” You will be brought back to the course page, Click on the “Settings” tab again. (See images 1.20 and 1.21)

Step 3: Under the area called “Users” you will see a link for “Attendance,” Click it. This will bring you into the Attendance sheet where you will see a form to fill out. (See images 1.22 and 1.23)
Step 4: First we need to add the dates to the attendance sheet. Type in the date for the “Create New Column” field. Click the “Submit” button to the right and the column for that day will appear along with a column of your student’s names. Repeat this step for the rest of the dates that the class meets. Click the down arrow in that column next to the students name and you will see the options for that student (present, late, excused and unexcused). Once you have chosen an option it will automatically update. (See image 1.24)

Step 5: You can export the Attendance sheet as an excel file by clicking on the “Export” button. You will then be brought to the “Attendance Export” page. Click the “Export Attendance for this Course” button. (See images 1.25 and 1.26)
Section 7. Using the Gradebook

Step 1: To use the “Gradebook” in Digication you first have to make sure the “Gradebook” is active. To make sure it’s active, in your course click on the tab for “Settings” then click on the link for “General Info.” This will bring up basic information about the class. (See Images 1.27 and 1.28)

Step 2: At the bottom of the page make sure the “Gradebook” box is checked. Then click “Save.” You will then be brought back to the course page, Click on the “Settings” tab again. (See images 1.29 and 1.30)

Step 3: Once you get back into the settings page, you will now see links to the “Gradebook” and the “Grade Settings.” Click on the link for “Grade Settings” to set up your grading system. (See image 1.31)
Step 4: Each course can have its own grade settings. Faculty can define the mapping criteria between letter grades and percentage. If you would like to change the way grades are mapped, please click on the "Edit" button (See image 1.32)

![Image 1.32]

Step 5: The numbers in the boxes signify the minimum percentage needed to achieve the respective grade. If you see grades such as "A+" that you do not wish to use in your course, simply leave the grade box blank. Be sure to hit "Save" when you are done. (See image 1.33)

![Image 1.33]
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**Step 6:** Now that you have defined the mapping criteria between letter grades and percentages, it’s time to assign grades to the students’ assignments, but first you need to post an assignment. In an earlier tutorial, we worked with the “Discussions” tab (REFER TO SECTION 5). The difference with adding an assignment is; in the “Choose Categories” section we are going to check the box for “Assignment.” Then we will make sure we have the “All Students” box checked for the “Who can see this?” section. In the “Who can reply to this?” section, we are going to select the following settings: (See image 1.34 and 1.35)

1. Check the “Students” box
2. Set date and time for when students can make replies
3. Uncheck “Students can see others replies” box
4. Check the “Yes, this is gradable, add to gradebook” box
5. Check the “I want students to view their own grades” box
6. Set the “Maximum points” and “Relative Weight” options
7. Click the “Back” button when finished to save these options for the assignment
Step 7: To assign a grade to an assignment we can go about it two ways. First, on your course page, click the “Discussions” tab then click the “Assignment” link. (See image 1.36 and 1.37)

Step 8: Once you clicked on the assignment link, you will see a list of assignments that you have posted. Click on the link for the assignment that you want to grade. You will then see all the responses that the students have posted. (See images 1.38 and 1.39)

Step 9: Click on the response of the student whose assignment you want to grade. You will then see the student’s assignment as an attachment or a response. Once you have viewed the assignment, scroll down the page to the “Grade” section and input your grade, click “Save.” (See image 1.40 and 1.41)
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**Step 10:** You can also input grades directly in the “Gradebook” itself. On the course page click the “Settings” tab, and then click the link for “Gradebook.” This will bring you into the Gradebook view. *(See images 1.42 and 1.43)*

![Image 1.42](Image 1.42) ![Image 1.43](Image 1.43)

**Step 11:** In the Gradebook view you will see a list of all your students. Next to the names of the students you will see columns for each assignment that you have posted. In those columns you will see a text box where you can post the grade the student received for that assignment. At the bottom of the page there are settings for the gradebook. Once you are finished grading, you can click save at the top of the screen, export the gradebook or view the printable version. *(See image 1.44)*

![Image 1.44](Image 1.44)
Section 8. Using Quick Links

Step 1: The “Quick links” section allows you to link to file or websites outside of the ePortfolio system. To set up these external links, in your course page you need to click on the “Settings” tab. Then click on the “Edit Links” link. (See image 1.45 and 1.46)

Step 2: Once you click on the “Edit Links” button, you will be brought to the “Manage Links” page where you will be prompted to click on the “Add New Link” button. You will then be prompted to give the link a name and also input the URL. Click “Save.” (See image 1.47 and 1.48)

Section 9. How to Do Group email

Step 1: After you sign in to the system, click on the link for your course (See image 1.49)
Step 2: In your course page, click the “Settings” tab (See image 1.50)

![Image 1.50]

Step 3: In the settings page, click the link for “Group Email” under the “Users” section (See image 1.51)

![Image 1.51]

Step 4: In the Group email section, select whether you want to “Send email” or “Send email and text message” then click the “Next” button. (See image 1.52)

![Image 1.52]
Step 5: Next, Check the box for “Email Students” or “Email Faculty.” Then type in your Subject and add your message. If you want a copy, check the box for “Send me a copy,” then click the “Send” button. (See image 1.53)

Step 6: Once you click the send button you will then be asked to review your settings for the email. If you want to make a change click the “Back” button, if you want to send click the “Send” button. (See image 1.54)
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**Step 7:** After you click the “Send” button you will receive a confirmation that the email has been sent. *(See image 1.55)*

![Image 1.55](image)

**Section 10. How to email Students individually**

**Step 1:** First, you need to create an assignment/discussion for the student to respond to *(REFER TO SECTION 5)*.

**Step 2:** When the student responds to the assignment/discussion, click on their response. You will then see a link to email the student. Click the “Email me” link to send the student an email *(See image 1.56)*

![Image 1.56](image)
**Step 3:** You will be prompted to enter a subject and message. When done click the “Send” button. *(See image 1.57)*