Getting Started with Digication Courses

Login to Digication

Go to your school’s Digication login page. If you do not know where to find this login page please contact your school’s help desk or support@digication.com for assistance. You will see the sign in area pictured below. Fill in the fields and click on ‘Log In’.

If you don’t know or can’t remember your password, click on the link that says ‘Forgot your password?’ and fill out the contact form. You will be emailed instructions on how to reset your password.

Note: Many schools use the same login information for Digication that they use for other school web based systems, such as your school’s learning management system or intranet.
Getting Oriented

After logging in, you will come to your Home page, a page that lists everything you have access to on Digication – a Calendar, e-Portfolios, Courses, Communities, and possibly Assessment Groups.

If your school has purchased the Assessment Management System, it can be enabled within any Courses, Communities, or Assessment Groups, depending on what works best for your school. The process is the same whether you choose to use a Course, Community, or Assessment Group.

**Note:** If you would like to use the Assessment Management System within your courses, please refer to the Assessment Management System Help Guide. This guide is intended only as a help guide for courses not utilizing the assessment features.
Creating a New Course

After logging into Digication, you may see a list of courses you are taking or teaching. If you are a faculty member at your school and do not see any courses listed and would like to create one, go to the My Courses section of the Home page. In the My Courses area of the Home page click the ‘Create’ button.
Course Settings

On the ‘Course Settings’ page fill out basic information about your Course.

Fill in the Course Title, Course Number (if you have it handy, you can always add this later), as well as a short description of the course, just a line or two.

Scroll down and select the dates you would like to make this Course available for viewing. Students will not have access to the course prior to the start date. Students will have access to the course after the end date by going to a Past Courses page.
Be sure you have the Discussions options checked - the Gradebook and Attendance options are optional. If your school is using the Assessment Management System you will also see this as an option. Check the desired options. Now click the ‘Create’ button. You will be directed back to the Home page and you should now see the new course you created in the My Courses section of the page.

**Editing a Course**

Click on the course title to begin administrating the Course.

Each Course uses **tabs** as a high level organization of the course for faculty. These tabs include Notifications, Assignments, Discussions, Students, and Settings. This guide will provide you with information on each of these tabs.

**Notifications Tab**

The Notifications Tab within a course will alert you to any material that has been posted within a discussion. Faculty will also see a Course Checklist within the Notifications page alerting them of next steps in editing a course.
Discussion Tab

Discussions give faculty the ability to quickly organize course materials and assignments online – not just discussions.

In order to add new information to your course, you need to select a course by clicking the course title on the Home page.

Once you have selected a course, click on the Discussion tab and then the **New Discussion** button.
Discussion Categories

When you Create a New Discussion, the first step is to define the discussion **Category**. Click the **Choose Categories** button to adjust categories and other discussion settings.

**Select Discussion Categories**

Select the category that best fits the discussion you are creating by clicking the appropriate check box. You can add new **custom category** types by filling in the field labeled New and click the **Add** button.
Select Who Can View this Discussion

Choose who can view the discussion, students enrolled in the course or only Faculty and TAs.

Select Who Can Reply to this Discussion and Who can View Replies

Choose who can reply to the discussion, students enrolled in the course or only Faculty and TAs.
Faculty can **set start and end dates** for when the discussion can receive replies by filling in a specific dates and times.

If you want the discussion to be open and responses viewable by other students in the class keep the checkbox labeled ‘**Students can see others’ replies**’ checked.

If you would like this discussion to be gradable within the Digication grade book check the checkbox labeled ‘**Yes, this is gradable, add to grade book**’

If you would like students to be able to see their grades (only their grades, not the grades of their peers) check the checkbox labeled ‘**I want students to view their own grades**’. If this discussion is gradable, fill in the maximum points and the relative weight of the grade within your course.

Once the Settings have been selected, click the **Back** button to continue editing the contents of the discussion.
Editing the Contents of a Discussion

Each new discussion will need a **Title** and **Body** text. There is also an option to add attachments. Fill in the appropriate fields and click the **Attach Files** button to add files such as PDFs, Images, Slide presentations, and more. Note that there is a 20mb file limit per file.

Certain attachments display in line with the Topic or Reply message. (Attachments will display inline if they are .jpegs, .gifs, or .pdfs- other file formats will display as links only).

The name of the file displays as a link. Clicking on this link will open or download the file onto your local computer.
To send an email notification out to student when a new discussion is posted to a course, check the **Notify All Students** checkbox.

![Notification: Notify everyone with view permission by email](image)

When checked, an email notification will be sent to all students added to the course when the discussion is created. This email notification will alert them that a new discussion has been created and will include the discussion’s Title, Body/Message, and attachments list. Additionally, the notification will include a link to the discussion within the system. Students will only receive an email when the discussion is created, not when replies are made, unless they have subscribed to the discussion.

**Save the Discussion**

Click the **Save** button to post the discussion to the course.

Once a discussion has been saved, the title will be listed directly under the Discussions tab. Note that if you categorized your discussion, a link to that discussion category now appears in the left menu.

Click the **Subscribe** link to receive email notifications when replies to this discussion are posted.
Modifying a Discussion

Once a discussion has been posted, you can modify it anytime by clicking on the Modify link. If you need to change any of the settings (categories, reply options, etc.) click on the Settings link. Note: Students do not have the option to modify a discussion or delete a discussion.
Deleting a Discussion

Once a discussion has been posted, you can delete it anytime by clicking on the **Delete** link. Deleting a discussion will delete the top posts as well as any replies to that post. Deleting a discussion is permanent and can not be undone.

Note: Students do not have the option to modify a discussion or delete a discussion.
Replying to a Discussion

To reply to a discussion click on the discussion title in the Discussion tab and then click the **Reply** link.
Fill in a title and body text for the reply.

Faculty can choose to notify everyone who can view the discussion to receive an email notification when they post a reply. Students do not have this option.

**Private Reply**
If you want the reply to be viewed only by the author of the post you are replying to select the *Only me and Name of Person (make this message private)* option.

**Attach Files**
If you wish to include a file attachment with your reply, click the **Attach File** button. Note there is a 20mb file limit per file upload. You can upload multiple files if needed.

Click the **Save** button when the Reply contents is complete.
Threaded Discussion View

By default, discussion will be shown in a **Threaded** view, a hierarchical list of replies like that shown below. Each reply will be slightly indented to show the relationship between the responses:

![Threaded Discussion View](image)

Flat Discussion View

If you prefer to view the discussion in a flat view, click the **Flat** View tab. You will now be able to scroll through all replies within a single page.

![Flat Discussion View](image)
People Tab

Students may be automatically added to your course via an import or synch with your school’s data systems. If students have already been added to your course you will see them listed within the People tab with quicklinks to the students’ profile, assignments, discussions, and portfolios.

Each student and faculty that has been added to the class will be listed along with links to any discussion posts they have added to the course or e-Portfolios they have created within Digication.

If you need to add students manually, however, click on the People tab and then click Add Students.

Clicking the Add Students link will take you to the User Access Manager in the Settings tab. To add a student (or faculty) simply search by first name, last name, email or username. Then click the plus sign next to the appropriate student or faculty name.

Managing User Access
Adding Students or Faculty to a Course
To add a student or faculty member to your course, search by the first, last, email or username in the provided fields and then click the **Search** button. Search results will display in the table below the search fields. Click the plus sign next to the person you would like to add to the course or drag and drop the name on the table to the right side of the page.

Giving Students of Faculty Admin Access to a Course
If you would like the student or faculty to have administrative access within the course check the faculty check box.

Removing a User From a Course
To remove a user, click the red X next to the users name.
Settings Tab

Click on the **Settings Tab** to modify any settings for your course or to access the Gradebook and Attendance Managers. Click on the pages in the left menu to view the available settings pages.
Course Administration Settings

1- Status
The Status Page will provide an overview of the Course, including the Title, Course Number, Description (if available), as well as the number of Students and Discussions in the course.

2- General Info
The General Info page provides all the fields necessary to change your Course Title, Number, Description, Opening and Close Dates, and options to include the Grade, Attendance, Discussion, and Assessment features (if applicable) to your course.
3- Delete
The Delete page will give you the option to delete your course from the system. Deleting a course is permanent and is not undoable.

Course Users Settings

1- User Access
The User Access Manager will give the ability to add new students or faculty to your course, remove students and faculty from your course if necessary, or make any existing students in the course as faculty (if they are TAs), if needed.
Adding Students or Faculty to a Course
To add a student or faculty member to your course, search by the first, last, email or username in the provided fields and then click the Search button. Search results will display in the table below the search fields. Click the plus sign next to the person you would like to add to the course or drag and drop the name on the table to the right side of the page.

Giving Students of Faculty Admin Access to a Course
If you would like the student or faculty to have administrative access within the course check the faculty check box.

Removing a User From a Course
To remove a user, click the red X next to the users name.

2- Attendance
Faculty can keep track of student attendance in the Interactive Roster. All students added to the course will display at left. As a faculty you can add columns for each day your course meets and also for additional lectures or meetings at which you are monitoring attendance.
Create an Attendance Column
To create an attendance column enter text in the Create New Column field at the bottom right of the Attendance window and hit the submit button.

Marking Attendance
To mark attendance within any column you have created, click on the gray arrow to open a drop-down menu which displays the attendance choices. You will notice that the selected field will be highlighted in red. When an attendance cell is active, you can view the Attendance Details, such as the column name, in the window below. You will be able to add notes to the selected attendance cell and edit the column name.

Additionally, there are keyboard shortcuts that you can use to navigate throughout the application quickly. See below.

Attendance Shortcut Keys:
By using keyboard shortcuts, you can enter attendance information quickly and easily. You can use the tab key to navigate from one cell to the next. The selected cell will display a red border.

First, to select a cell, click on its arrow. Once you do have focused on a cell, you can use the following shortcuts:
- Tab, focus on the cell below the selected cell
- Shift+Tab, focus on the cell above the selected cell
- Arrows, scroll the grid up and down, left and right

When a cell is highlighted, hit:
- "p" for present,
- "l" for late,
- "e" for excused,
- "u" for unexcused.
**Rename a Column**
To rename a column, first select one of the attendance dropdowns in that column (you will be able to tell which column is selected by looking at the Edit Current Column value located in the bottom right of the Attendance window). Once you've selected the desired column, you can modify its name by changing the Edit Current Column value and pressing the submit button.

![Create New Column](image)

**Attendance Details**
Attendance Details will display the student name, class, attendance status, and notes associated with the cell selected in the Attendance window above.

![Details](image)

**3- User Log**
The User Log will provide a list of all users “enrolled” in the course as well as about a record of each users’ most recent login and post times.

This section provides faculty with a quick view of student activity with the course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Login</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syed Bilgrami</td>
<td>09/27/2004 1:16 pm</td>
<td>09/23/2004 7:01 pm</td>
</tr>
<tr>
<td>Sung Tae Cho</td>
<td>09/24/2004 3:13 pm</td>
<td>09/24/2004 12:47 pm</td>
</tr>
<tr>
<td>Denise Hiliger</td>
<td>09/27/2004 9:23 am</td>
<td>09/26/2004 1:32 pm</td>
</tr>
<tr>
<td>Andrea Starr</td>
<td>09/26/2004 7:05 pm</td>
<td>09/22/2004 10:30 pm</td>
</tr>
<tr>
<td>Caroline Wefel</td>
<td>09/27/2004 12:13 pm</td>
<td>09/24/2004 6:01 pm</td>
</tr>
<tr>
<td>Michael Williams</td>
<td>09/27/2004 2:29 pm</td>
<td>09/27/2004 10:00 am</td>
</tr>
</tbody>
</table>
4- Group Email
The group email page gives faculty the option of emailing all students in the course with important news and updates. Please note that this is a plain text email and does not include attachments. You can also choose to send the announcement to students via text message. (Note: only those students who have listed their phone number within Digication will also receive a text message.)

Course Grade Settings

1- Gradebook
The Gradebook gives faculty the ability to easily record grades for any discussion that has been marked as gradable within the course. A column will be listed within for each gradable discussion and a row will be listed for each student in the course. Fill in the desired number or letter grade. Add notes (viewable only by faculty) if needed. Check the Grade Settings to be sure they align with the Grade Settings used by your school/or in your course.

<table>
<thead>
<tr>
<th>Students</th>
<th>Avg</th>
<th>Graded</th>
<th>Begin</th>
<th>NURBS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan Bieser</td>
<td>81.25%</td>
<td>2/2</td>
<td>2.5</td>
<td>4</td>
</tr>
<tr>
<td>Wei-Yang Frank Cher</td>
<td>87.5%</td>
<td>2/2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Ryan Dorsey</td>
<td>50%</td>
<td>2/2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Ryan Fowler</td>
<td>93.75%</td>
<td>2/2</td>
<td>3.5</td>
<td>4</td>
</tr>
<tr>
<td>Ryan Mahoney</td>
<td>100%</td>
<td>2/2</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Bryan Quinn</td>
<td>125%</td>
<td>2/2</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Jeffrey Yan</td>
<td>50%</td>
<td>2/2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Gradebook Shortcut Keys:
First, click on one of the grade boxes (cell). Once you select a cell, you can use the following shortcuts:
- Tab, focus on the next horizontal cell
- Shift+Tab, focus on the previous horizontal cell
- Enter, focus on the cell below
Arrows, scroll the grid up and down, left and right

Grade Details

<table>
<thead>
<tr>
<th>Grade Details</th>
<th>Student Name: Bryon Quinn</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment:</td>
<td>Begin Character Design</td>
<td>Bryon did not fully develop his ideas in this piece but he is grasping the tools effectively; the next attempts should clearly illustrate progress in the area</td>
</tr>
<tr>
<td>Assignment's Grade:</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>View Submission:</td>
<td><a href="http://www.roc.digication">http://www.roc.digication</a>...</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment Details</th>
<th>Maximum Points:</th>
<th>4</th>
<th>Assignment Average:</th>
<th>82.24%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relative Weight:</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View Settings</th>
<th>Calculate average by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100% scale</td>
</tr>
<tr>
<td></td>
<td>4 point scale</td>
</tr>
<tr>
<td></td>
<td>letter grades</td>
</tr>
</tbody>
</table>

Students Column
This column lists students added to your course.

Assignments
A column within the Gradebook is automatically created for each Assignment Topic that you have posted in your course.

Grades
Grades can be typed into the fields under each assignment for each student.

Assignment Average
The Assignment Average field displays an average. This average is composed of all student grades for the selected assignment.

View Submission
The links field provides a direct link to the student’s assignment post within the Topic.

Notes
You can add notes for each cell. It will be automatically saved when you click on a new cell in the Gradebook.

Saving Changes
Grades are automatically saved when you click on or tab to a new cell. You may also use the save button on the top right to save your last grade. An unsaved grade has a red border which turns black after the grade has been saved.

Re-Ordering Columns
To change the placement of a column, click and drag the dots to the right of its label.

Docking Columns on Left
There are two types of columns in the Gradebook – the docked columns on the left, which are indicated by a darker background color, and the non-docked columns on the right. Docked columns do not scroll horizontally in order for you to be able to see them alongside the non-docked columns. For example, the student names are docked so that you can see which student you are grading.
You can dock a column by dragging into the docked area at left. If none of your columns are docked, dragging a column into the first position will cause it to dock. To undock a column, simply drag it out of the docked area.

2- Grade Settings
The Grade Settings page will allow faculty to adjust the numerical values of letter grades within a course.
Discussions

1- Content Order
The Content Order gives the faculty the ability to order the discussions added to a course.

2- Categories
The Categories page gives faculty the ability to add custom categories for discussions within a course. To add a new Category, simply type in the category name in the provided field and click the Save button. To remove a category type from the list click the black x button.
3- Groups
Using the group manager, you can create groups within your classes. This would be useful, for example, if your class is divided into sections or if class members are participating in group projects.

Creating New Groups
You can add new groups by typing a name for the group in the "Enter Group Name" field at top and clicking the add button. The group's name will then appear in your group dropdown.

Adding Students to a Group
To add students to a group, choose the group from the dropdown in the "Manage Groups" area. Once you select a group, the names of students not yet in the group will appear in the Students box at the bottom left. Any students already in the group will appear in the box at right. You can add students to the group by dragging them from the Students box into the group.

If your group dropdown is empty, you need to create groups. Do so by following the instructions for adding new groups.

Removing Students from a Group
Select a group from the group dropdown. If there are students already in the group, they will appear in the box at right. For each name there is an X - click this to remove the student from the group. Doing so will return his or her name to the Students box at left.
4- Export Discussions
The Export Discussions page gives faculty the option of saving all the current discussions in a course in order to read them or back them up offline. There is an option to include private posts and/or Attachments with the discussions. Check the desired options and then click the Download This Course button.
5. **Import**
The Import page gives faculty the option to import discussions from another course into the current course. This is a great way to reuse course materials from one semester to another without building course content from scratch.

Select the course you wish to import content from and then choose to import grade settings, quick links, and/or categories, as well as the individual discussions. Note that there is an option to import **All Posts** within a discussion (which means the top post and any replies to that post) or the **Top Post Only**. Select the preferred option for each discussion, check the check box for each discussion to import and then click the **Import** button at the bottom of the page.
Quicklinks

1- Edit Links
The Edit Links page gives faculty the ability to add Quicklinks to the left menu of their course pages. Quicklinks are useful for giving student access to a list of websites or web resources used frequently during a course.
Need further assistance?

Contact Support

If you need any further information or support, please do not hesitate to contact us at support@digication.com.

Give Us Your Feedback

If you have suggestions for how to improve this help guide please go to and send us your feedback: http://www.digication.com/about/contact