Getting Started

Log in to Digication

Go to your school’s Digication login page. If you do not know where to find this 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’. Your username is usually your school email address. Your school created your password for you.

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.

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 Assessment Groups. Assessment can be enabled within any Courses, Communities, and 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. This guide will be using a Course as an example for how to setup and use the Assessment Management System.
In the My Courses area of the Home page click the ‘Create’ button.

You will be directed to the ‘Course Settings’ page. On this page you will 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.

Be sure you have the Discussions and Assessment options checked - the Gradebook and Attendance options are optional.

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.

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, Standards, Discussions, Students, and Settings. This guide will provide you with information on each of these tabs.
Students 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 Students tab with quicklinks to the students' profile, assignments, discussions, and portfolios.

If you need to add students manually, however, click on Add Students.

![Add Students](image1)

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.

![User Access Manager](image2)
If you would like the student or faculty to have administrative access within the course check the faculty check box.

To remove a user, click the red X.

**Standards Tab**

In the Standards tab all students who have access to the class will be listed on the left of the table displayed. If standards have been added to the class, they will display across the top of the table.

This table provides a quick view of the status of students completing each standard by filling a cell with color. You can view the status of each student’s achievement of these standards, review how the class is doing overall or review how particular groups are doing within the class that the you are responsible for assessing.

By clicking on a student’s name, you can see the work that the student has submitted, or you can view how well the student is meeting the required standards.
By clicking the **List View** tab you can view all the Standards that have been added to the course as a list.

![Standards List](image)

To add standard to your course, click the **Add Standard** button.

![Standards Grid](image)

Clicking this button will take you to the Add Standard page. This page shows you all the standards available. Standards are organized by sets or collections.

- A **set** is a pre-defined list of standards (like state standards)
- A **collection** is created with standards from different sets – like “Freshman Competencies”
The top of the page displays all the standards currently in the class.

The lower part of the page displays all available standards. Available standards are stored in the schools standards library which is created by Digication Administrators.

To add a standard click the Add link to the right of the Standard title.
Rubrics

Some standards may already have rubrics associated with them. If a standard does not, the teacher can create or choose a rubric that will measure achievement of that standard. To choose a rubric, click on the dropdown menu on the right of the standard and select the desired rubric.

Assignments Tab

The assignment tab displays all the assignments associated with a course. The table that displays in the Assignment Grid View will show all the students added to the class on the left and all the assignments along the top of the table. The cells within the table will be colored to show the status of a student completing an assignment. Within this assignment status table you can view data by standard, person, or by cell.
In the **Assignment List View** you can see all the assignments related to a course in a list.

To view the assignment details, the description and workflow, simply click on the title of the assignment.

To delete an assignment by clicking the **Delete this Assignment** link.

By clicking back to the **Grid View** and then clicking on a student’s name you can see all the assignments associated with a student within the course.
By clicking on an assignment you can see the details within the assignment.
By clicking on a cell you can see the details of the progress of a particular student within the workflow of an assignment.

Within the assignment tab you can add new assignments. Click on the **Add Assignment** button to add a new assignment.
The Create Assignment page gives you the option of **Importing Assignments** from other courses or an **Assignment Library** (which this guide will explain in more detail later) or the option of creating a new assignment. If you are creating a new assignment, fill in the title or name of the assignment and using the provided rich text editor add any assignment details and associated files or media. When all the information has been added, click the **Save** button at the bottom of the page to save the assignment.

The rich text editor gives you the tools you need to easily add all the assignment details including rich text, images, links to files, and links to websites. Here is an overview of the rich text editor features.

**Overview of the Rich Text Toolbar**

A toolbar at the top of each rich text area contains icons similar to those of recent word processing software.
Click an icon to perform its function:

1. **Undo**: Retracts the last change made within the text editor.

2. **Redo**: Reinstates the last change that was undone.

3. **Paste from Microsoft ® Word**: Pastes any text from Microsoft Word into the window that pops up instead of pasting it directly into the text editor. Click **Insert** to import the text into the text editor for further editing.

4. **Find**: Searches the text editor for key words or phrases.

5. **Find/Replace**: Searches for and replace words or phrases within the text editor.
6. **Align Left**: Left-aligns text that you have highlighted.

7. **Align Center**: Center text that you have highlighted.

8. **Align Right**: Right-aligns text that you have highlighted.

9. **Justify**: Justifies text that you have highlighted.

10. **Insert File**: Uses the text editor to insert a link to a file. Browse to the file on your computer, and click the **Insert** button. You can link to Adobe® PDF files, Microsoft PowerPoint® presentations, Microsoft Word documents, and files of other types.

11. **Insert Media**: Inserts an image file directly into the text editor. Browse to the file on your computer or insert the file from the Web.

12. **Color Swatches**: Changes the color of text you have highlighted. Click on the desired color in the displayed screen of colors.
13. **Font family:** Changes the font of text you have highlighted. Select the new font on the drop-down menu.

14. **Font size:** Changes the font size of text you have highlighted. Select the new size on the drop-down menu.

15. **Bold:** Changes text that you have highlighted to bold.

16. **Italics:** Italicizes text that you have highlighted.

17. **Underline:** Underlines text that you have highlighted.

18. **Strikethrough:** Puts a line through (i.e., crosses out) text that you have highlighted.
19. **Bulleted List:** Makes a bulleted list. Each paragraph of the text you have highlighted will be a bulleted item in the list.

20. **Numbered List:** Makes a numbered list. Each paragraph of the text you have highlighted will be a numbered item in the list.

21. **Indent:** Indents a line of text. First place the cursor at the beginning of the line, and then click the icon.

22. **Remove Indent:** Removes indentation from a line of text. First place the cursor at the beginning of the line, and then click the icon.

23. **Create Hyperlink:** Converts text you have highlighted to a hyperlink. In the window that is displayed when you click the icon, enter the URL (Web address) of the page that will be the target of the link, and then click the **Insert** button.

24. **Remove Hyperlink:** Converts the hyperlink you have highlighted to plain text.
Building an Assignment Workflow

After you have saved the assignment you will be able to design the assignment workflow, or steps, needed to fulfill an assignment.

Note: You can always edit the assignment name and description by clicking the **Edit** button.

To begin building the workflow, scroll down the page and click the **Add Step** button.
There are several different block types to choose from. To add a block, select the type you want to add from the left hand menu and click the **Add This Block** button.

![Assignment Workflow](image)

### Block Types

Here is an overview of the different block types.

**Evidence**: This block allows a teacher or student to record evidence of work as it relates to the assignment. This block can contain file uploads, rich text, links to e-Portfolios, or other formats depending on your school’s option.

**Teacher Rubric**: This block allows a teacher to complete summative assessment of each student’s work. The teacher can select and score a rubric and enter comments on the work being assessed.

**Peer Rubric**: This block allows peer summative assessment of another student’s work via a rubric.

**Self Rubric**: This block allows each student to self-evaluate their own work via a rubric. After the block is added, you can select or create a rubric to evaluate the work.

**Teacher Reflection**: This block allows a teacher to complete formative assessment of each student’s work. The teacher can enter rich text and comments as part of the assessment.

**Peer Reflection**: This block allows a student to complete formative assessment for another student. The assessing student can see evidence and enter their thoughts and comments through a rich-text interface.
**Self Reflection:** This block allows a student to complete formative assessment via a self-reflection. Each student will be able to put in rich text in comments as part of the reflective process.

**Standards:** This block allows a teacher to document whether evidence and assessments contribute to or complete an institutional goal or standard. Multiple standards can be selected and adherence is measured via a rubric.

**Adding an Evidence Block**

![My Evidence Block](image)

Fill in the Evidence block name and description using the provided fields. Then select your desired block options.
Adding a Rubric Block

Rubric blocks may be added to assess steps within the workflow using a rubric.

Fill in the Rubric block name and description using the provided fields. Then select your desired block options.

Within the block, to select the steps the rubric will be used to assess, click the button under the ‘This block assesses’ text that reads *None Selected*.

Click on the Steps you wish to be assessed using this rubric block. The selected blocks will be marked with a check mark as seen below.
After the steps have been selected, you can edit this at any time by clicking the button again and either checking or un-checking steps.

A Rubric block has a rubric associated with it for assessment purposes. To select the rubric to associated with a Rubric block click on the Change button.

A new window will open giving you the option to create a new rubric, select a rubric from you school’s rubric library. If a rubric has already been associated with a Rubric block you will also have the option to edit an existing rubric.

Creating a New Rubric

To create a new rubric click the Create New Rubric button.

A new browser window will open where you can begin adding rows and columns to build a rubric.
**Adding Rows and Columns**

To add a row, click the **Add Row** button. To add a column, click the **Add Column** button.

**Deleting Rows and Columns**

To delete a row, click the **delete this row** link. To delete a column, click the **delete this column** link.
To edit the **Label** of a column, simply click the text that displays that the top – by default this will be Column 1, Column 2 and so on. A small bubble will display where you can type in the desired text. Within this bubble you can also apply a **Value** to this column within the rubric. Once the desired text and value has been entered, click the **Save** button.

![Label and Value example](image1.png)

To edit the **Label** of a row, simply click the text that displays that the top – by default this will be Row 1, Row 2 and so on. A small bubble will display where you can type in the desired text. Once the desired text and value has been entered, click the **Save** button.

![Label and Value example](image2.png)
To add descriptions to the cells within the rubric, simply click on the cell. After the desired text has been entered, simply click away from the cell to close it. The text is saved automatically.

To reorder the rows, drag and drop to the desired location by dragging the small cross tab at the left of the page.

Each rubric has an associated **Passing Score** that can be shown as a sum or average of the scores the student has received through the rubric assessment. To determine the passing score, scroll to the bottom of the page and enter the value in the provided field.
Rubric Scores are displayed within the Rubric Assessment Blocks as shown below:

The block also clearly displays evidence added that is assessed by the associated rubric.
Adding a Reflection Block

Select the Reflection block desired – a Teacher Reflection, Peer Reflection, or Self Reflection.

Fill in the name and description for the block and then select the blocks that the reflection assesses.
Within the block, to select the steps the reflection will be used to assess, click the button under the ‘This block assesses’ text that reads *None Selected.*

Click on the Steps you wish to be assessed using this reflection block. The selected blocks will be marked with a check mark as seen below.

After the steps have been selected, you can edit this at any time by clicking the button again and either checking or un-checking steps.
Adding a Standards Block

Select the Standards block type and click ‘Add This Block’

Fill in the name and description for the block and then select the blocks that the standards block assesses and the blocks the standards apply to.
To choose the blocks the standards block assesses, click the text that reads: ‘**No Block Selected. Click to choose assessment blocks.**’

Check the appropriate blocks from the list that appears.

Within the block, to select the steps the reflection will be used to assess, click the button under the ‘This block assesses’ text that reads *None Selected*.

Click on the Steps you wish to be assessed using this reflection block. The selected blocks will be marked with a check mark as seen below.

After the steps have been selected, you can edit this at any time by clicking the button again and either checking or un-checking steps.
To choose the blocks the standards apply to, click the text that reads: ‘**No Standards Selected. Click to choose a standard.**’

Check the appropriate standards from the list that appears.

**Block Options**

The block options control when a block will be open/ available for students to add evidence, by what date the block must be completed or if the block can be completed at anytime, who has access to the block – all student in the course or only the student being assessed, and if changes can be made to the block after it has been submitted.
Saving, Canceling or Deleting a Block

After the desired block options have been selected you can click the **Save** button to save the block.

Click the **Cancel** link if you wish to choose a different block type.

Click the **Delete this block** link to remove the block from the assignment.
Workflow Example

The workflow is just a series of blocks/or steps needed to fulfill the assignment. A customized workflow created by the teacher for an assignment might include:

- a first draft,
- a reflection period of self- and peer-review,
- and an assessment by the teacher for both the quality of the submitted work and its correlation with course-specific standards.

You can add as many blocks as you need to customize a workflow for each assignment. Once the blocks have been added your workflow will begin to look something like the screenshot below.

You can reorder your workflow by dragging and dropping the steps into their desired order.

At any point in the creation of the workflow, the settings can be easily edited, adjusted, and reordered without the use of specialized applications.

Once the workflow is created students can begin interacting with the course.
Assessing Work Students Have Submitted

To assess work that students have submitted, click on the Assignments tab and then select the cell with the corresponding student and assignment.

A new window will appear which will display all the evidence the student has submitted to the assignment. These may be links to e-Portfolio pages or individual files.
To assess the work, click on the next Assessment Step.

Fill in the score in the associated rubrics and/or provide a written assessment in the comments field. When the assessment has been completed, click the **Save and Submit** button at the bottom of the page.
How a student interacts with the AMS

Course Dashboard

When a student logs in, the screen that student sees is similar to the view the teacher sees.

When selecting a course (community, or assessment group from the Home page, the student sees a notification list that shows all the things that the student should be doing at this point in the workflow.

Assignments Tab

In the assignments tab a student will see a list of all the Assignments relevant to that student for that course.

Viewing an Assignment

Clicking on the Assignment title will show the details of the assignment and the related workflow. Each assignment may have different milestones, depending on how the teacher designed the workflow.

At any time, however, the student can view, for any assignment, all the milestones and their requirements, including current and pending stages of the workflow.

The student can simply scroll to the next Open Block to submit evidence, provide reflections, or reviews.

Submitting Evidence

When a workflow includes standards and associated rubrics, students can submit items of evidence that they are achieving a specific standard.

By clicking ‘Submit Evidence’ a student can, for example, upload files, enter evidence as text, or link to any portfolio or to a specific piece in a portfolio (for more information about portfolio, please see ).

Adding Comments to a Block

Each block has an option for comments – a simple text area where a student (or teacher) can leave comments related to that block.
Completing a Block – Notifications

When a block within a workflow is finished, the person responsible for the next block is notified. This person notified may be a peer, a teacher, or even the student himself or herself. A notification screen can contain multiple notifications as needed.

**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