

Modified July 16, 2018

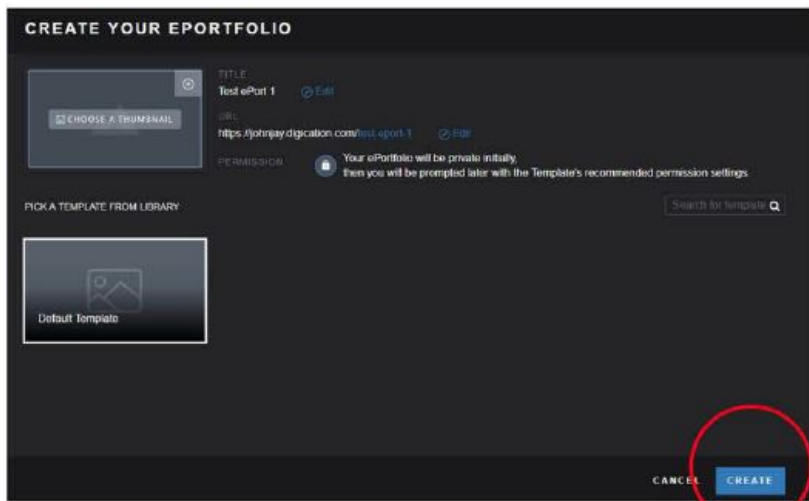
- Go to <http://johnjay.digication.com>
- Click **Log In** to be brought to the John Jay authentication page.
- Enter your full John Jay e-mail address including @jjay.cuny.edu
- Enter your John Jay e-mail/network password and click **Sign In**.

Note: To reset your John Jay password, go to: <http://reset.jjay.cuny.edu>

- On your Digication home page, where it says, **My ePortfolios**, click the **Create** button to create a new ePortfolio.

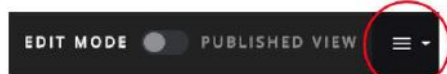


- Type a title for your ePortfolio so your professor can identify it is your ePortfolio for the course. Use **Your First + Last Name + Course Name**. For example, Mario Rodriguez LLS220

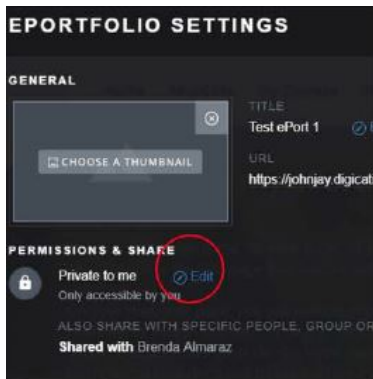


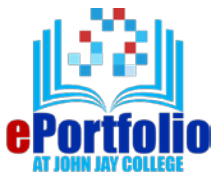
- If your class is using a **course template**, use the search feature and enter a name to find and select it from our Library, otherwise use the “New Digication Template” template to create a new ePortfolio from scratch.
- Finally, press the **Create** button.

- Once you have created your ePortfolio, you need to change the permission settings. Click on **the logo that has three lines** located in the upper right corner.



- Click on **Settings**, and under **Permissions & Share** click on **Edit** and select the option Private within *CUNY John Jay College*
- Click on **Save Settings**






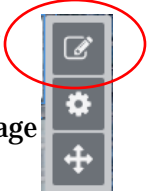
New Digication ePortfolio

Quick Start Guide: Creating a Course ePortfolio



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Digication Terminology

Header Slide: At the top of your ePortfolio is your *Header Slide*. You can add and organize your Pages and Sections. To do so, select the “lock” icon,  then select the **edit icon**  attached to your Header Slide. Here you can add new sections and new pages.

Adding Pages: Select *Add New Page*. Enter the name for the page. To make it a subpage section, a page within a page, create a new page and drag it under the main page then indent it one time. To create another subpage, drag a new page until it is indented underneath the higher-level page.

Adding Content to Your ePortfolio: You can drag and drop files and images directly onto your ePortfolio from your computer. You can also add content *modules*.

Modules: Modules are content containers for ePortfolio pages. Click the plus (+) icon at the bottom right of your page to add a content module, such as *Rich Text to add text to your ePortfolio*. Other modules include: *Tables*, *Google Photos*, and the *Upload File* option. You can add multiple modules to a page.

Helpful Tips

- Your work auto-saves, but **always** make sure to **PUBLISH** your work so others can see it
- Do a check of your grammar, spelling, and punctuation
- Remember that you are in an academic setting, so be mindful of the choices you make regarding language, pictures and other files you upload

CONTACT US:

ePortfolio Program
at John Jay College
eportfolio@jjay.cuny.edu

Daniel Auld, Director
Learning Technologies
dauld@jjay.cuny.edu

Girard Tecson,
ePortfolio Specialist
gtecson@jjay.cuny.edu

Check out our student support site: <https://johnjay.digication.com/student-support>

Or come visit us in O16Westport between 10 AM and 4:00 PM – Monday – Thursday.