

Engineering e-Portfolio Guide for Digication

Last Updated: 11 July 2012

Questions? Contact Sue Lindley Lindley@hmc.edu


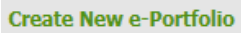
Introduction: This short guide is meant to help you accomplish the most basic and useful tasks in Digication, which is the cloud software the HMC engineering department has chosen for its majors. This is the first time engineers at HMC have had access to an e-Portfolio, so there will likely be hiccups during this year and those that follow. We appreciate your patience, and we hope that you find the portfolio service useful, maybe even fun!



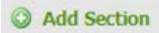


Logging in: The HMC-specific Digication domain is hmc.digication.com. Go to that address, and enter the username and password given to you by the engineering department. Once you are logged in, you should see four different portals: My e-Portfolios, My Courses, Assessment Groups, and My Communities. As of now, the engineering department is only using the e-Portfolio functionality; the others are unimportant. To view all the portfolios in the HMC directory, click on the **Directory** tab above the My e-Portfolios portal.

From the e-Portfolio page, you can either create a new one, or edit an existing one. This guide will take you through Digication by referencing the basic template, **2012-2013 Engineering Portfolio Template**. Alternatively, if you want to read the official Digication help document, there is a link to the *Quick Start Guide (pdf)* on the left. Using Digication is pretty straightforward, so if you are confident in figuring it out for yourself, then go for it. Otherwise read on.



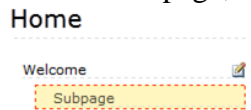
Creating a new portfolio from the template: Select the Button . From this page, choose the template “2012-2013 Engineering Portfolio Template.” Name your portfolio at the top of the page, select the permission you want at the bottom (“Private to me,” “Private within Harvey Mudd College,” or “Public.”), select the option for tagging, then click the  button to create your portfolio.

Portfolio organization: The top level of a Digication portfolio is called a *section*. The sections are listed in a bar across the layout. In the template, they are Home | Systems and Controls | Engineering Sciences | Within sections are *pages*, and below those are *subpages*, etc. For example, when you open the template, you should be at the Home section, below which should be a Welcome page. So, to summarize, *sections > pages > subpages >*


To create a new section, first make sure you are in the **Edit** view, as opposed to **Published** or **Preview**. Then click the **Add/Edit** tab in the Sections bar, and then the  button. To edit or delete a section, click the pencil-like button . If for some reason you want to hide a section in your portfolio so that only you can see it, then once you click the  button, click Show Advanced. From there, you can check the Hide this Section box.

To create a new page, do the same thing, but this time under the Pages bar. Unlike sections, pages can have subpages. To make a subpage under Welcome in the Home section,

make a new page, then click-and-drag it so that it appears indented under Welcome, as so:

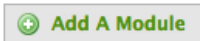


You can also have sub-subpages and beyond. But if you find yourself drilling down more than two levels, you probably should rethink your portfolio's organization.

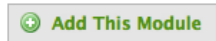
A handy trick for subpages is to collapse them into a drop-down triangle. To do this with the Welcome page and the subpage you just created, click the  button next to Welcome, and then Show Advanced. From there, check the Collapse box, and then click **Save**. A good example of this is in the Systems and Controls section, under the E102 Advanced Systems II page.



Adding content: Content (text, images, video, uploaded documents, etc.) is framed within things called *modules*. Digication has three types of useful modules: Image/Video/Audio, Rich Text, and Gallery. There is a fourth module, the Contact Form module, that isn't very useful. To make a new module, first navigate to the section/page you want the module to be on. Then click




, select the module type you want, and then



Both sections and pages (and subpages) can have modules. But you will only see the modules that belong to the thing you are currently viewing. As an example, click on the Systems and Controls section. There will be a text module with the words "Systems-thinking forms..." Then if you click on the E102 Advanced Systems II page, you will see a text module with new words: "This is the E102..." Notice the drop-down triangle, as mentioned before.

The following sections discuss common things you will need to do, and which module is best for the job.

Uploading a doc or pdf: To upload a report or other document, make a text module, and then click the Insert File button  in the text toolbar. A link to the document will then appear in the text. Note that the link will be the filename, and can only be changed by renaming the file.






Uploading an image: You have several options for images. The first is to use the standard Image/Video/Audio module, which resizes the image to fit the portfolio for you.


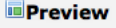
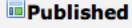
However, you cannot manually resize the image, in an Image module, nor can you add a caption. Another option is to upload it in a Rich Text module. That way, you can set the image size yourself, and add a caption manually. Finally, if you have several related images, you can upload them into a Gallery module, where they are displayed sequentially. Galleries support captions, but not image resizing.

Note: Uploading images in Digication can be quirky at times. For example, if you upload an svg.png image, it might be all-black or something. To get around this, find a new image, or change the file type. Also, sometimes the uploader will freeze. If this happens, just close the upload window, and try again.


There are several other media types you can host with Digication, such as embedded images/video and audio files. However, this guide will not cover those.




Edit, Preview, and Published Views: If you have been changing the template throughout this tutorial, you have been in the **Edit** view, which is the most important view of the three. You also probably have seen these red boxes **DRAFT: This module has unpublished changes.** This brings up the **Published** view, which is what your portfolio will look like to an outside viewer. When you add or edit a module, those changes will not be published until you, well, publish them. You can publish each module individually via the    bar above the module; but perhaps more useful is to just publish the entire section or page at once, by clicking  > . The third view—**Preview**—shows you what the portfolio would look like *if* you were to publish it, but without all the editing boxes.

To switch between views, just click on the    tabs near the top of the screen.



Reorganizing content: When you are deeply immersed in creating a portfolio, at some point you might accidentally create a module on the wrong page or section. You can easily move it to the right place by going to  > **Organize**. From there, you can drag-and-drop modules, pages, and subpages between sections and other pages. Furthermore, you can also display the organization of another portfolio, and move content in between it and the current portfolio. This is handy if you need to create two similar-yet-different portfolios.



Downloading your portfolio: If you will be presenting your portfolio in a situation where you won't have internet access, you can download your portfolio as a collection of HTML files. To do this, go to  > **Download**, then click the Download button. You can then unzip the resulting file, and open the *index.html* file, which should open your Home section in a browser. Currently, the Download feature is in the Beta stage, so there are some hitches. For example, if you created a drop-down collapse button for subpages, it won't come out right in the downloaded version. But uploaded document links still work, which is nice.



Conclusion: Thank you for going through this guide. If you have suggestions for either the guide or the template, please send them to Sue Lindley in the engineering office, or at Lindley@hmc.edu.