

Digication Courses & Communities Help Guide

Fall | 2010

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.

Home | e-Portfolios Directory Login HELP?

Brookfield
SCHOOL

Username: Password: Remember me: ☐
[Forgot your password? Click here.](#)

Welcome to Digication, a new concept in educational software that is easy to master and simple to use. It has all the connectivity, file sharing and online publishing tools teachers and students want.

Designed by educators to serve the core needs of teachers and students, Digication opens the lines of communication by combining elements of e-Portfolios and learning networks.

This software allows users to create a community that can learn and grow both inside and outside the classroom.

Video Demo

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.

The screenshot shows the Brookfield School Digication Home page. The top navigation bar includes links for Home, Calendar, People, Courses, e-Portfolios, and Subscriptions. A welcome message for 'Digication' is displayed, along with links for Logout, More, and HELP?. The main header features the Brookfield School logo and a background image of a school building. Below the header, there are several sections: a Quick Start Guide (pdf) link, a Calendar section with a calendar view and a list of actions (Create & View Events, Stay Organized, List Your To-Dos), and three main content areas: My e-Portfolios, My Courses, and My Communities. Each of these areas has a 'Create' button and a message: 'To create a course, click the "Create" button.' and 'To create a community, click the "Create" button.' respectively. The My e-Portfolios section displays four e-Portfolios: Oliver Smith's Senior e-Portfolio, Our Class Trip to France, Modern European History, and Ms. Roberts' Creative Writing Class. The My Courses and My Communities sections are currently empty.

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

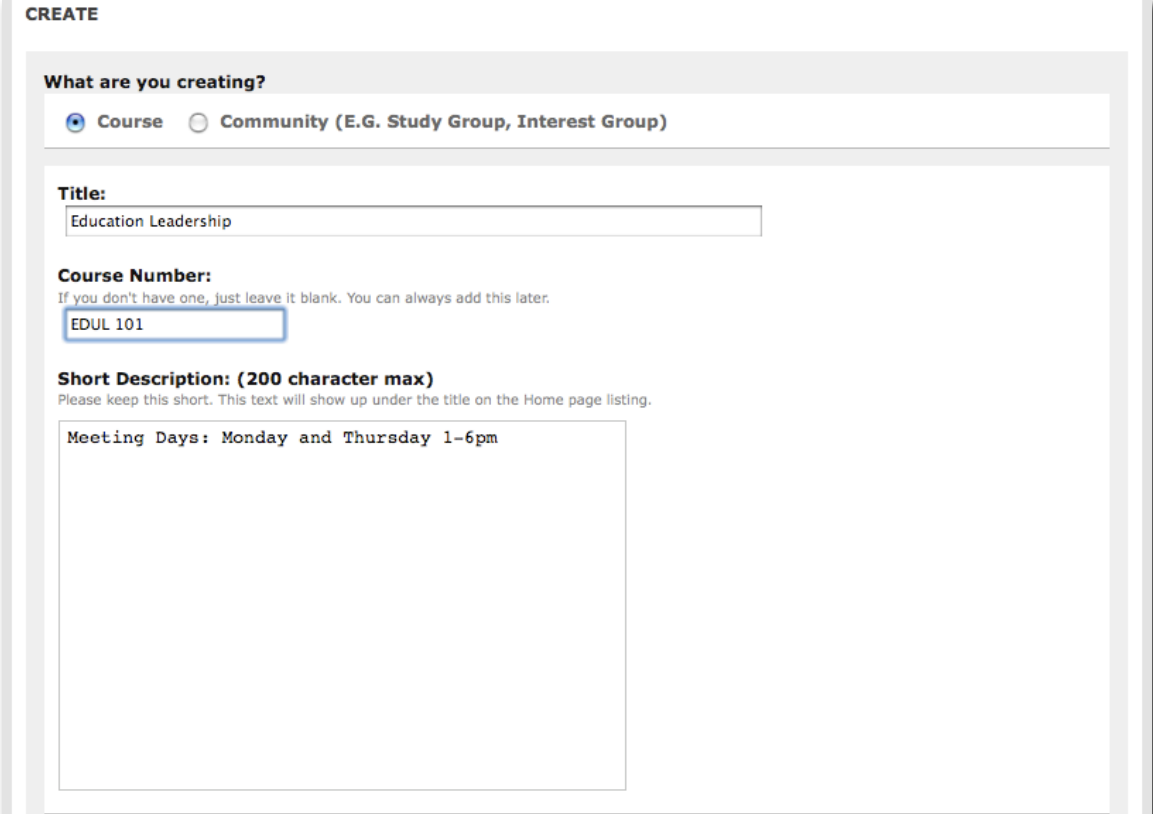
After logging into Digication, you may see a list of courses you are taking or teaching. If you are a faculty member at your school and do not see any courses listed and would like to create one, go to the My Courses section of the Home page. In the My Courses area of the Home page click the **'Create'**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

The screenshot shows the Brookfield School Digication home page. The top navigation bar includes links for Home, Calendar, People, Courses, e-Portfolios, and Subscriptions. A welcome message for 'Digication' is displayed, along with links for Logout, More, and HELP?. The main content area is divided into several sections:

- Quick Start Guide (pdf)**: A link to a PDF guide.
- Calendar**: A section with a calendar view and a list of events: 'Create & View Events', 'Stay Organized', and 'List Your To-Dos'. A link 'Go to Calendar' is also present.
- My e-Portfolios**: A section with a 'Create' button and a list of e-portfolios: 'Oliver Smith's Senior e-Portfolio' (Updated 30 weeks ago), 'Our Class Trip to France' (Updated 42 weeks ago), 'Modern European History' (Updated 1 year ago), and 'Ms. Roberts' Creative Writing Class' (Updated 1 year ago).
- My Courses**: A section with a 'Create' button (circled in red) and a message: 'To create a course, click the "Create" button.'
- My Communities**: A section with a 'Create' button and a message: 'To create a community, click the "Create" button.'

Course Settings

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



CREATE

What are you creating?

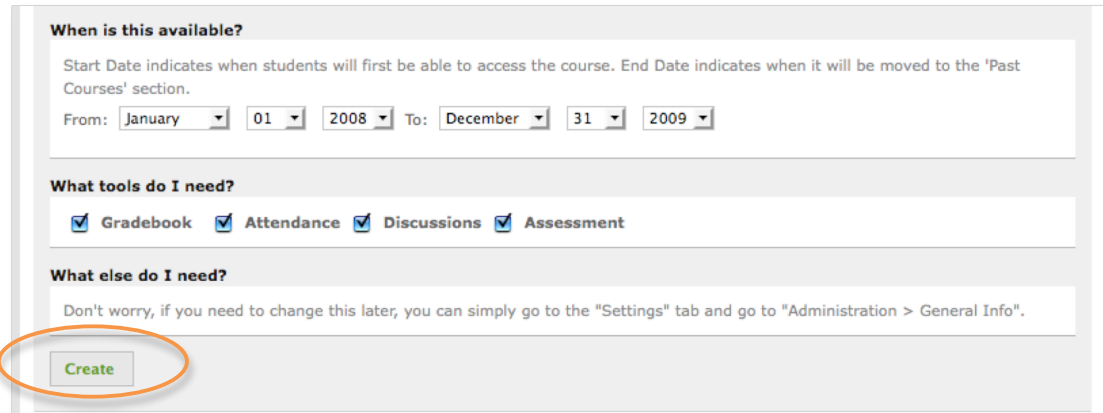
☒ Course ☐ Community (E.G. Study Group, Interest Group)

Title:
Education Leadership

Course Number:
If you don't have one, just leave it blank. You can always add this later.
EDUL 101

Short Description: (200 character max)
Please keep this short. This text will show up under the title on the Home page listing.
Meeting Days: Monday and Thursday 1-6pm

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.



When is this available?

Start Date indicates when students will first be able to access the course. End Date indicates when it will be moved to the 'Past Courses' section.

From: January 01 2008 To: December 31 2009

What tools do I need?

☒ Gradebook ☒ Attendance ☒ Discussions ☒ Assessment

What else do I need?

Don't worry, if you need to change this later, you can simply go to the "Settings" tab and go to "Administration > General Info".

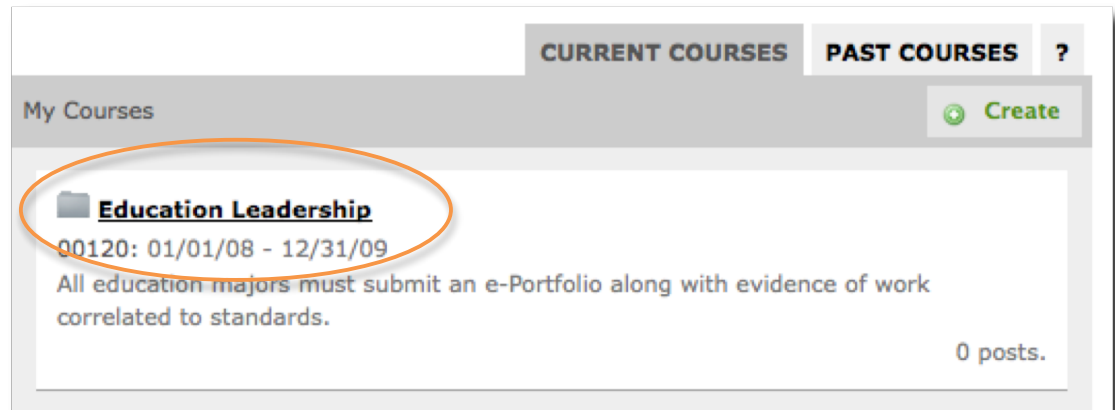
Create

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.

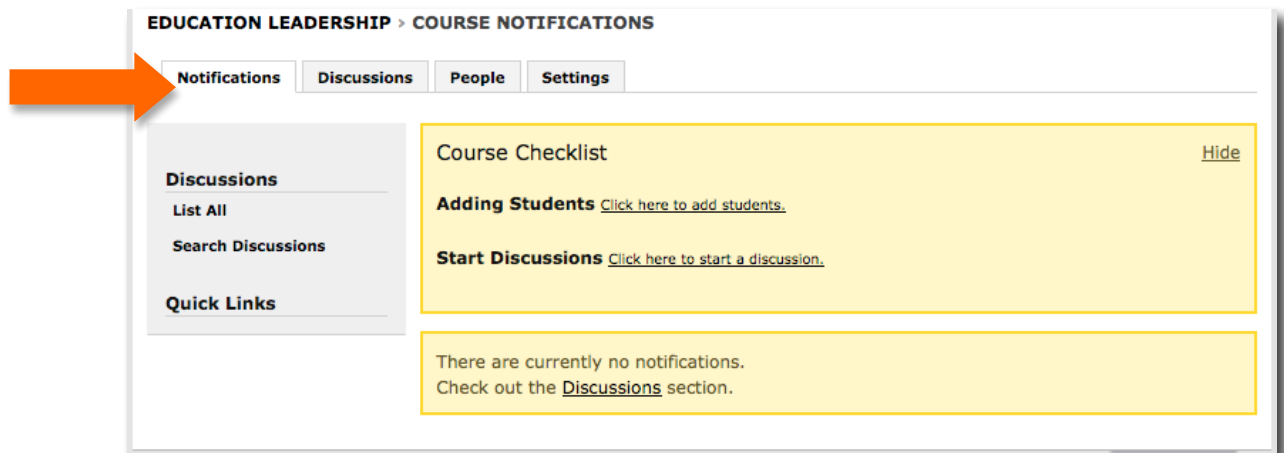
Be sure you have the Discussions options checked - the Gradebook and Attendance options are optional. If your school is using the Assessment Management System you will also see this an option. Check the desired options. Now click the '**Create**' button. You will be directed back to the Home page and 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

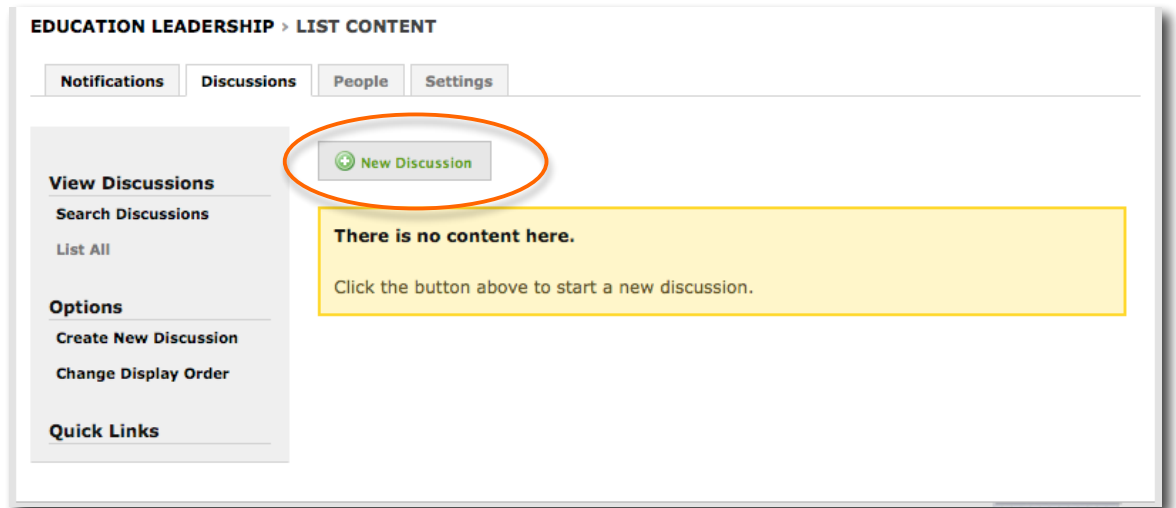
The Notifications Tab within a course will alert you to any material that has been posted within a discussion. Faculty will also see a Course Checklist within the Notifications page alerting them of next steps in editing a course.

Discussion Tab

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

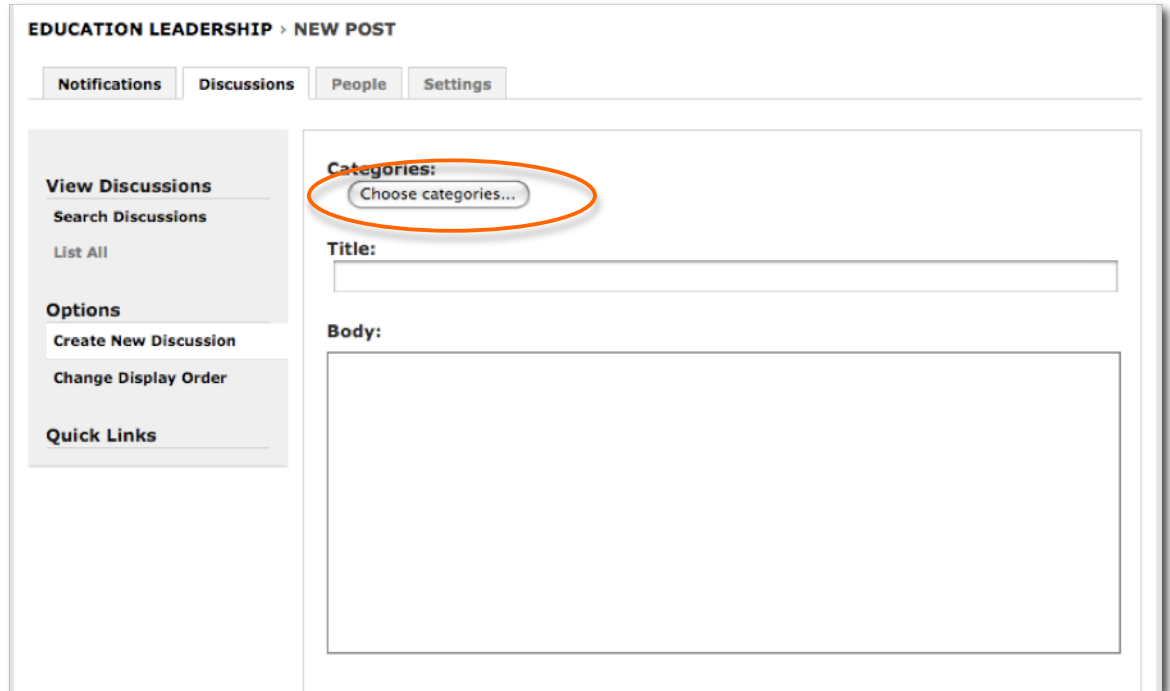
In order to add new information to your course, you need to select a course by clicking the course title on the Home page.

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



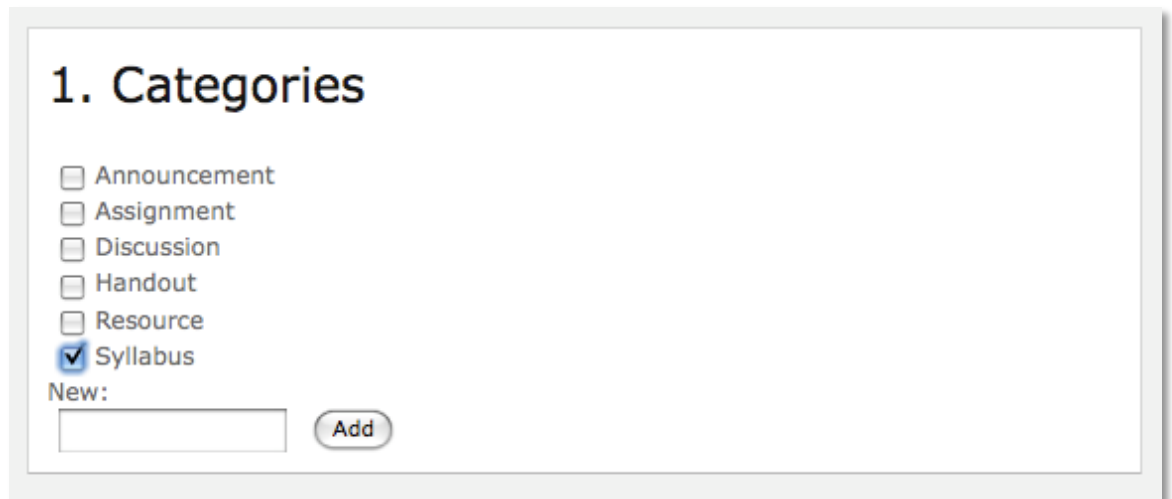
Discussion Categories

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.

2. Who can see this?

☒ Faculty, TAs, Admins

Student Groups:

☒ All Students

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.

3. Who can reply to this?

☒ Faculty, TAs, Admins

☒ Students

If student can reply to this and you want to limit replies to a specific time, specify:

After:

mm/dd/yyyy

hh:mm am

Before:

mm/dd/yyyy

hh:mm am

☒ Students can see others' replies ☐ Yes, this is gradable, add to gradebook

☐ I want students to view their own grades

Maximum Points:

Relative Weight:

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 .jpgs, .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.

View Discussions

Search Discussions

List All

Syllabus

Options

Create New Discussion

Change Display Order

Quick Links

Categories:
Syllabus

Title:

Body:

Please see the attached syllabus as a [PDF](#).

Notification:
☐ Notify everyone with view permission by email

Viewable by:
Faculty/Admin, All Students in Course

Attachments:

Attach Files

Name	Size
100% syllabusUMDS2009.pdf	152.18KB <input type="button" value="X"/>

Number of files: 1

Drag and drop files to reorder.

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

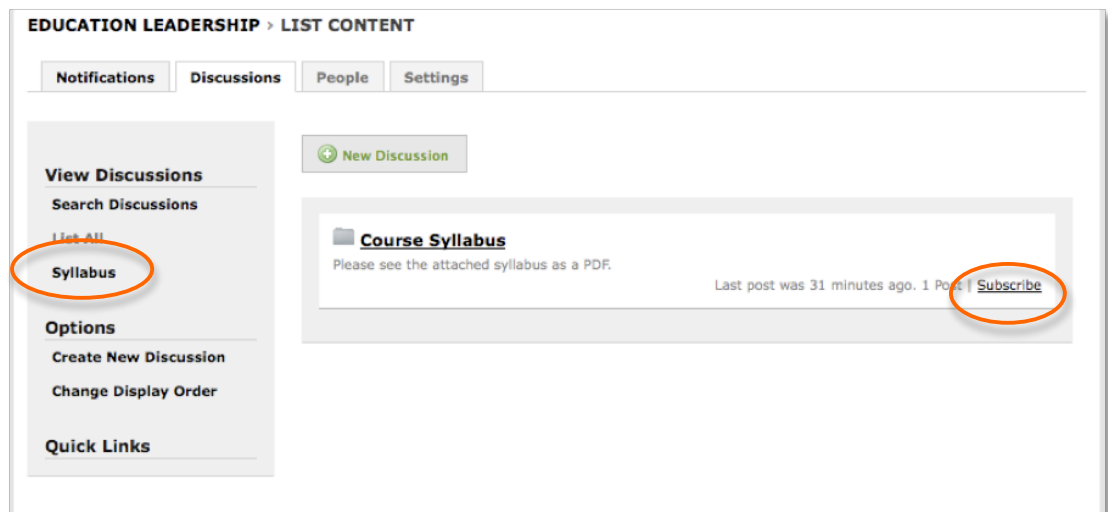
When checked, an email notification will be sent to all students added to the course when the discussion is created. This email notification will alert them that a new discussion has been created and will include the discussion's Title, Body/Message, and attachments list. Additionally, the notification 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.

The screenshot shows a web interface for a discussion forum. At the top, there are tabs for 'Notifications', 'Discussions', 'People', and 'Settings'. Below these is a sidebar with 'View Discussions' (Search Discussions, List All, Syllabus), 'Options' (Create New Discussion, Change Display Order), and 'Quick Links'. The main content area is titled 'Course Syllabus' and includes a table with columns 'Title', 'Author', and 'Last Post'. The table shows a single entry: 'Course Syllabus' by 'Kelly Driscoll' posted on '08/24/2009 3:53 pm'. To the right of the table, there are links for 'THREADED' and 'FLAT', and a 'Settings' link which is circled in orange. Below the table, there is a section for the discussion details, including the title 'Course Syllabus', a 'Submit Reply' button, and a 'Modify' button which is also circled in orange. The discussion content area shows the author 'Kelly Driscoll' and the text 'Please see the attached syllabus as a PDF.' Below this, there are links for 'Email me' and 'Other Posts by Me'. At the bottom, there is a 'Content Date + Time' section showing '08/24/2009, 3:53pm' and links for 'Mark as "Unread"', 'Toggle Importance', 'Who can view this?', and 'Add to e-Portfolio'. The footer of the page includes the text 'RHODE ISLAND SCHOOL OF DESIGN', 'Division of Graduate Studies', and 'Department of Teaching + Learning in Art + Design'.

! Title	Author	Last Post
Course Syllabus	Kelly Driscoll	08/24/2009 3:53 pm

THREADED FLAT **Settings**

Title: Course Syllabus Submit Reply **Modify** Delete Print

Author:
Kelly Driscoll
▪ Email me
▪ Other Posts by Me

Content Date + Time:
08/24/2009, 3:53pm
▪ Mark as "Unread"
▪ Toggle Importance
▪ Who can view this?
▪ Add to e-Portfolio

Please see the attached syllabus as a PDF.

RHODE ISLAND SCHOOL OF DESIGN
Division of Graduate Studies
Department of Teaching + Learning in Art + Design

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.

The screenshot shows a Blackboard interface with a top navigation bar containing 'Notifications', 'Discussions', 'People', and 'Settings'. On the left is a sidebar with 'View Discussions' (including 'Search Discussions', 'List All', and 'Syllabus'), 'Options' (including 'Create New Discussion' and 'Change Display Order'), and 'Quick Links'. The main content area is titled 'Course Syllabus' and includes a 'THREADED' / 'FLAT' toggle and a 'Settings' link. Below this is a table with columns 'Title', 'Author', and 'Last Post'. The table contains one row: 'Course Syllabus' by Kelly Driscoll, posted on 08/24/2009 at 3:53 pm. Below the table, the discussion details are shown: 'Title: Course Syllabus' with action links 'Submit Reply', 'Modify', 'Delete' (circled in orange), and 'Print'. The 'Author' section lists 'Kelly Driscoll' with links 'Email me' and 'Other Posts by Me'. The 'Content Date + Time' section shows '08/24/2009, 3:53pm' with links 'Mark as "Unread"', 'Toggle Importance', 'Who can view this?', and 'Add to e-Portfolio'. The main content area contains the text 'Please see the attached syllabus as a PDF.' and a footer for 'RHODE ISLAND SCHOOL OF DESIGN'.

! Title	Author	Last Post
Course Syllabus	Kelly Driscoll	08/24/2009 3:53 pm

Title: Course Syllabus | Submit Reply | Modify | **Delete** | Print

Author:
Kelly Driscoll
▪ Email me
▪ Other Posts by Me

Content Date + Time:
08/24/2009, 3:53pm
▪ Mark as "Unread"
▪ Toggle Importance
▪ Who can view this?
▪ Add to e-Portfolio

Please see the attached syllabus as a PDF.

RHODE ISLAND SCHOOL OF DESIGN
Division of Graduate Studies
Department of Teaching • Learning in Art • Design

Replying to a Discussion

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

EDUCATION LEADERSHIP > LIST CONTENT

Notifications Discussions People Settings

[New Discussion](#)

View Discussions

- Search Discussions
- List All
- Syllabus

Options

- Create New Discussion
- Change Display Order

Quick Links

Course Syllabus

Please see the attached syllabus as a PDF.

Last post was 31 minutes ago. 1 Post | [Subscribe](#)

Notifications Discussions People Settings

Course Syllabus

THREADED FLAT

! Important Limited access Settings

! Title	Author	Last Post
Course Syllabus	Kelly Driscoll	08/24/2009 3:53 pm

Title: Course Syllabus

[Submit Reply](#) [Modify](#) [Delete](#) [Print](#)

Author:
Kelly Driscoll

- Email me
- Other Posts by Me

Content Date + Time:
08/24/2009, 3:53pm

- Mark as "Unread"
- Toggle Importance
- Who can view this?
- Add to e-Portfolio

Please see the attached syllabus as a PDF.

RHODE ISLAND SCHOOL OF DESIGN
Division of Graduate Studies
Department of Teaching > Learning in Art > Design

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.

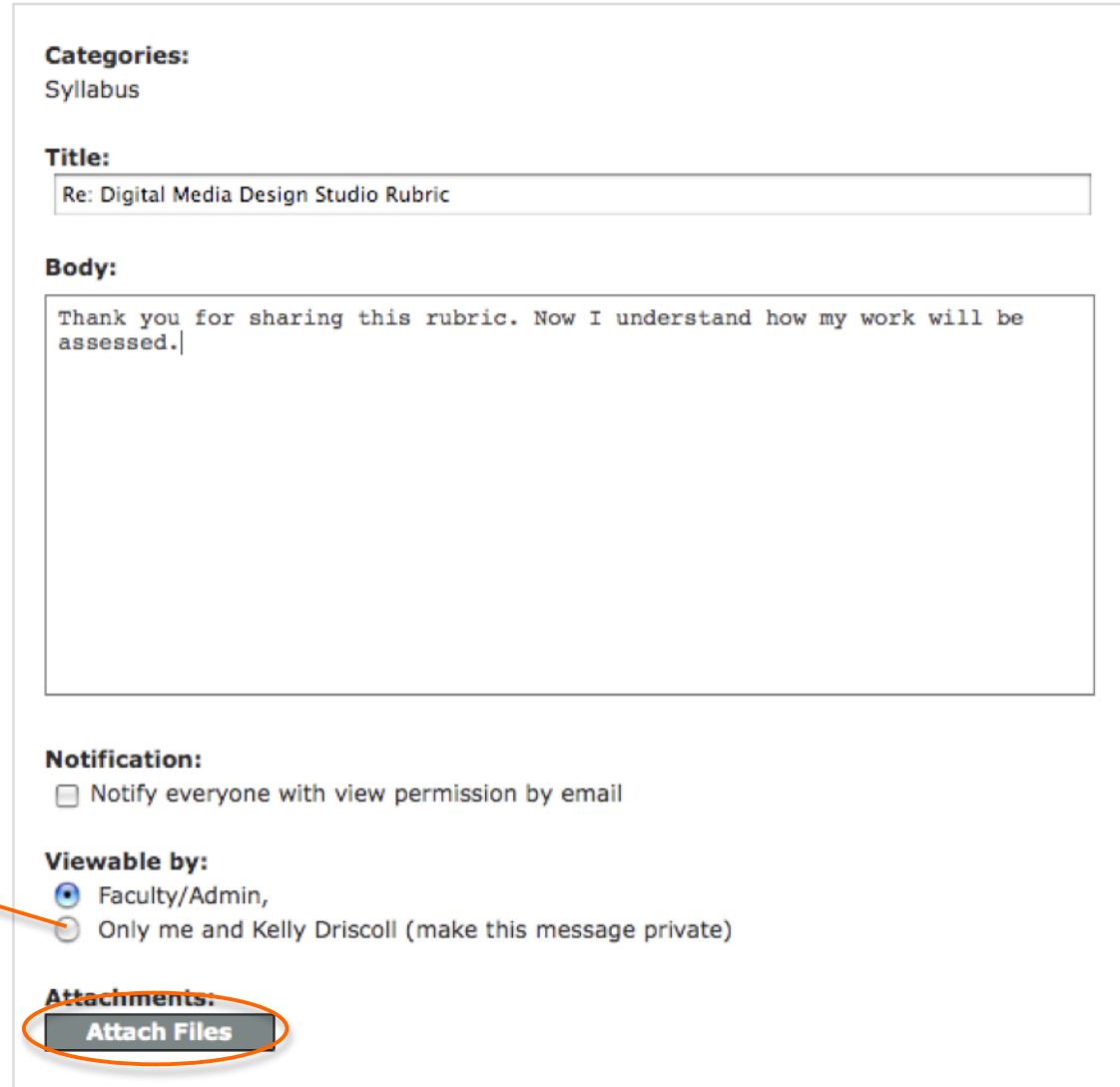
Private Reply

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.



The screenshot shows a web form for replying to a discussion post. The form includes sections for Categories, Title, Body, Notification, Viewable by, and Attachments. Annotations highlight the 'Private Reply Option' and the 'Attach Files' button.

Categories:
Syllabus

Title:
Re: Digital Media Design Studio Rubric

Body:
Thank you for sharing this rubric. Now I understand how my work will be assessed.

Notification:
☐ Notify everyone with view permission by email

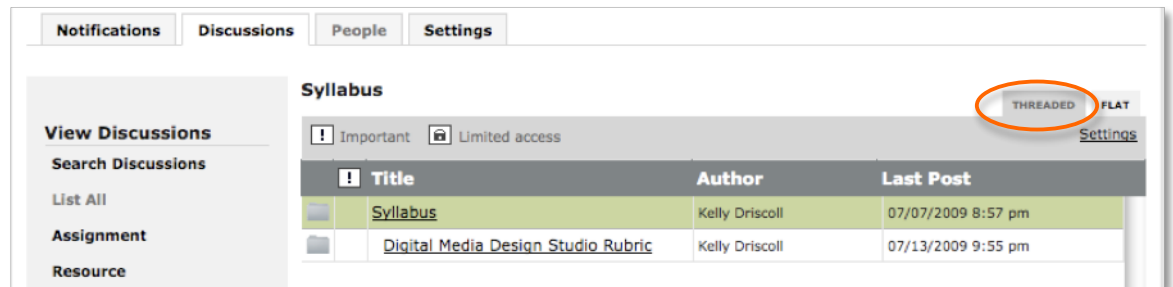
Viewable by:
☒ Faculty/Admin,
☐ Only me and Kelly Driscoll (make this message private)

Attachments:
Attach Files

Private Reply Option

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.:

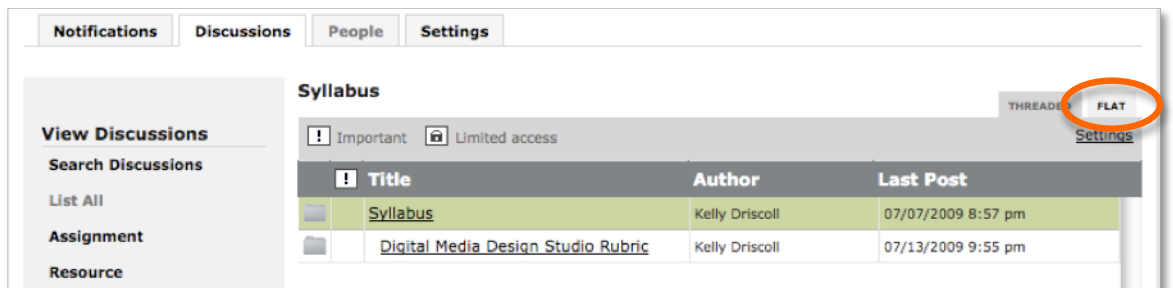


The screenshot shows a web interface with a top navigation bar containing 'Notifications', 'Discussions', 'People', and 'Settings'. On the left, a sidebar lists 'View Discussions', 'Search Discussions', 'List All', 'Assignment', and 'Resource'. The main content area is titled 'Syllabus' and includes a 'Settings' link. At the top right of the main area, there are two tabs: 'THREADED' (which is selected and circled in orange) and 'FLAT'. Below the tabs, there are icons for 'Important' and 'Limited access'. A table displays the discussion data:

!	Title	Author	Last Post
	Syllabus	Kelly Driscoll	07/07/2009 8:57 pm
	Digital Media Design Studio Rubric	Kelly Driscoll	07/13/2009 9:55 pm

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.



The screenshot shows the same web interface as the first one, but with the 'FLAT' tab selected and circled in orange. The table below the tabs shows the same data as the first screenshot:

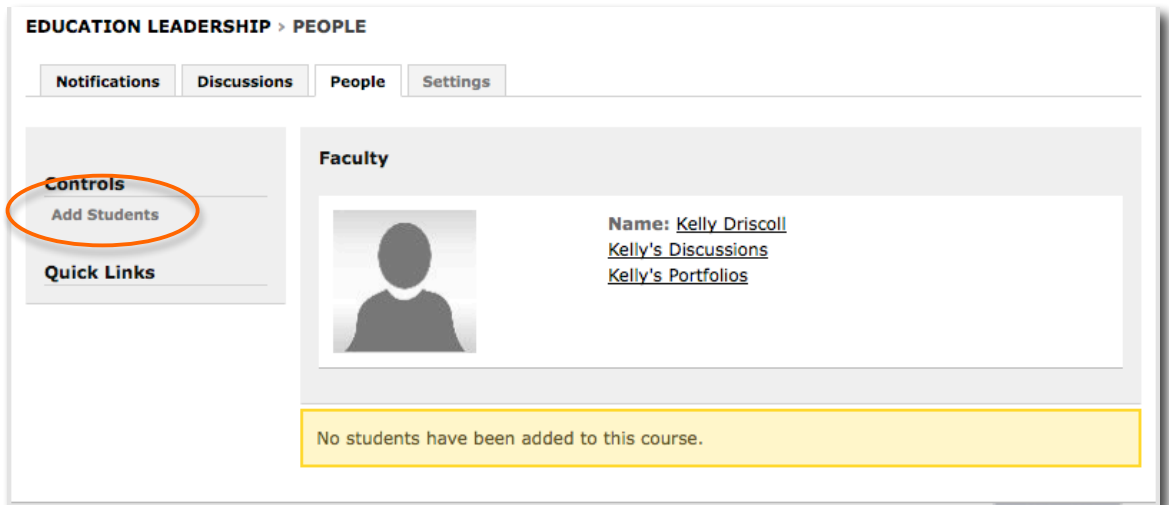
!	Title	Author	Last Post
	Syllabus	Kelly Driscoll	07/07/2009 8:57 pm
	Digital Media Design Studio Rubric	Kelly Driscoll	07/13/2009 9:55 pm

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**.




EDUCATION LEADERSHIP > PEOPLE

Notifications Discussions **People** Settings

Controls
Add Students
Quick Links

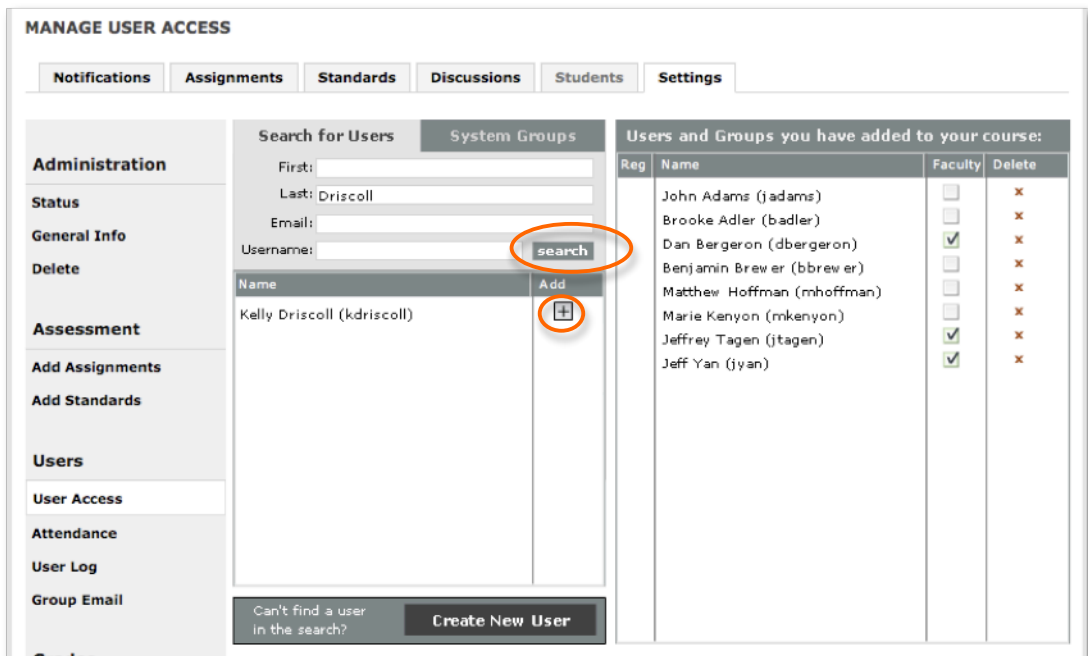
Faculty

 **Name:** [Kelly Driscoll](#)
[Kelly's Discussions](#)
[Kelly's Portfolios](#)

No students have been added to this course.

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



MANAGE USER ACCESS

Notifications Assignments Standards Discussions Students **Settings**

Administration
Status
General Info
Delete
Assessment
Add Assignments
Add Standards
Users
User Access
Attendance
User Log
Group Email

Search for Users
First:
Last: Driscoll
Email:
Username:

Name Add
Kelly Driscoll (kdriscoll)

System Groups

Users and Groups you have added to your course:

Reg	Name	Faculty	Delete
	John Adams (jadams)	<input type="checkbox"/>	x
	Brooke Adler (badler)	<input type="checkbox"/>	x
	Dan Bergeron (dbergeron)	<input checked="" type="checkbox"/>	x
	Benjamin Brewer (bbrewer)	<input type="checkbox"/>	x
	Matthew Hoffman (mhoffman)	<input type="checkbox"/>	x
	Marie Kenyon (mkenyon)	<input type="checkbox"/>	x
	Jeffrey Tagan (jtagan)	<input checked="" type="checkbox"/>	x
	Jeff Yan (jyan)	<input checked="" type="checkbox"/>	x

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 or Faculty Admin Access to a Course

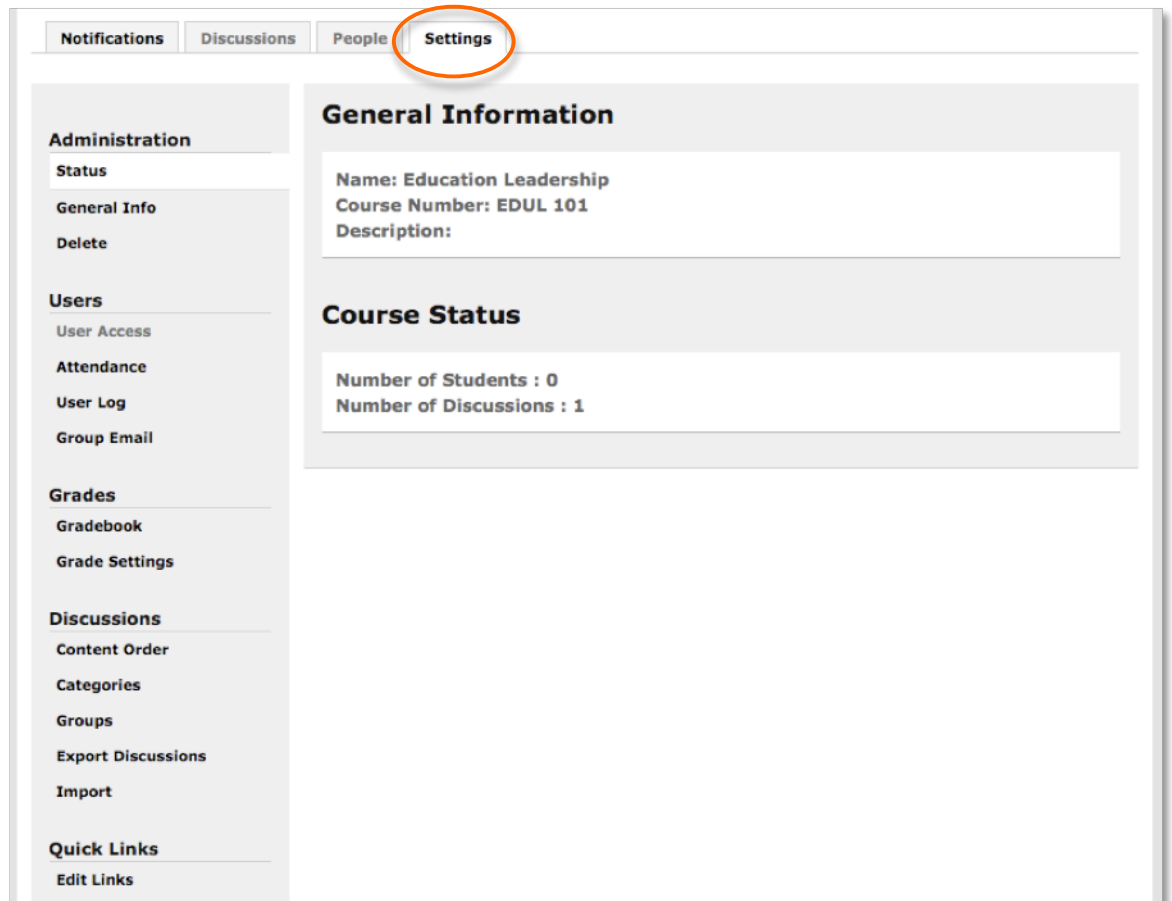
If you would like the student or faculty to have administrative access within the course check the faculty check box.

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.



The screenshot displays the 'Settings' tab interface. At the top, there is a navigation bar with four tabs: 'Notifications', 'Discussions', 'People', and 'Settings'. The 'Settings' tab is highlighted with an orange circle. Below the navigation bar is a left sidebar menu with the following categories and items:

- Administration**
 - Status
 - General Info
 - Delete
- Users**
 - User Access
 - Attendance
 - User Log
 - Group Email
- Grades**
 - Gradebook
 - Grade Settings
- Discussions**
 - Content Order
 - Categories
 - Groups
 - Export Discussions
 - Import
- Quick Links**
 - Edit Links

The main content area on the right is divided into two sections:

- General Information**
 - Name: Education Leadership
 - Course Number: EDUL 101
 - Description:
- Course Status**
 - Number of Students : 0
 - Number of Discussions : 1

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.

The screenshot shows the 'Status' page of a course administration interface. At the top, there are tabs for 'Notifications', 'Discussions', 'People', and 'Settings'. On the left side, there is a sidebar menu with sections: 'Administration' (containing 'Status', 'General Info', and 'Delete'), 'Users' (containing 'User Access', 'Attendance', 'User Log', and 'Group Email'), and 'Grades'. The main content area is divided into two sections. The 'General Information' section displays the course details: 'Name: Education Leadership', 'Course Number: EDUL 101', and 'Description:'. The 'Course Status' section shows 'Number of Students : 0' and 'Number of Discussions : 1'.

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.

The screenshot shows the 'General Info' page of a course administration interface. It features the same top tabs and left sidebar as the previous page. The main content area is titled 'List this as a:' and offers two options: 'Course' (selected with a radio button) and 'Community (E.G. Study Group, Interest Group)'. Below this, there are three input fields: 'Title' (containing 'Education Leadership'), 'Course Number' (containing 'EDUL 101' with a note: 'If you don't have one, just leave it blank. You can always add this later.'), and 'Short Description: (200 character max)' (with a note: 'Please keep this short. This text will show up under the title on the Home page listing.').


3- Delete

The Delete page will give you the option to delete your course form the system. Deleting a course is permanent and is not undoable.

DELETING EDUCATION LEADERSHIP !!

WARNING: Deleting:
Education Leadership

This is a permanent action.

 **THERE IS NO UNDO!**
Deleting this will delete all content in the course "Education Leadership" forever, **INCLUDING GRADES, ALL POSTS, ENROLLMENT INFORMATION, AND ATTACHMENTS.**

If you are sure you want to delete Education Leadership **PERMANENTLY**, check the box below and click the delete button.

☐ I confirm that I want to permanently delete the course Education Leadership

Delete Course. I understand there is no undo.

Cancel

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 maker any existing students in the course as faculty (if they are TAs), if needed.


MANAGE USER ACCESS

Notifications Assignments Standards Discussions Students Settings

Administration
Status
General Info
Delete
Assessment
Add Assignments
Add Standards
Users
User Access
Attendance
User Log
Group Email









Search for Users System Groups

First: Last: Driscoll Email: Username: 

Name	Add
Kelly Driscoll (kdriscoll)	

Can't find a user in the search? [Create New User](#)

Users and Groups you have added to your course:

Reg	Name	Faculty	Delete
	John Adams (jadams)	<input type="checkbox"/>	
	Brooke Adler (badler)	<input type="checkbox"/>	
	Dan Bergeron (dbergeron)	<input checked="" type="checkbox"/>	
	Benjamin Brewer (bbrewer)	<input type="checkbox"/>	
	Matthew Hoffman (mhoffman)	<input type="checkbox"/>	
	Marie Kenyon (mkenyon)	<input type="checkbox"/>	
	Jeffrey Tagen (jtagen)	<input checked="" type="checkbox"/>	
	Jeff Yan (jyan)	<input checked="" type="checkbox"/>	

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 or 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.

Interactive Roster

Students	day 1	day 2
Bryan Bieser	present	present
Wei-Yang Frank Cher	present	present
Ryan Dorsey	late	present
Ryan Fowler	present	present
Ryan Mahoney	excused	late
Bryan Quinn	present	unexcused
Jeffrey Yan	present	present

Details

Student: Ryan Dorsey

Class: day 1

Status: late

Notes:

Ryan was 15min late, but actively participated in class

save

Create New Column

Name:

submit

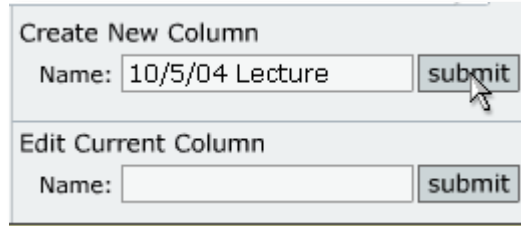
Edit Current Column

Name: day 1

submit

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.




The image shows two forms. The top form is titled 'Create New Column' and has a 'Name:' field containing '10/5/04 Lecture' and a 'submit' button. The bottom form is titled 'Edit Current Column' and has a 'Name:' field that is empty and a '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.



The image shows a table with columns for 'Jeffrey Yan', 'present', and 'present'. The 'present' cell in the second column is highlighted with a red border. A dropdown menu is open, showing the options: 'present', 'late', 'excused', and 'unexcused'. The 'present' option is highlighted in the dropdown.

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.

The screenshot shows two forms. The top form, titled 'Create New Column', has a 'Name:' label followed by a text input field and a 'submit' button. The bottom form, titled 'Edit Current Column', also has a 'Name:' label followed by a text input field containing 'day 1' and a 'submit' button. A mouse cursor is pointing at the 'submit' button of the 'Edit Current Column' form.

Attendance Details

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

The screenshot shows a form titled 'Details'. It contains three input fields: 'Student:' with the value 'Ryan Dorsey', 'Class:' with the value 'day 1', and 'Status:' with the value 'late'. To the right of these fields is a 'Notes:' label followed by a text area containing the text 'Ryan was 15min late, but actively participated in class'. A 'save' button is located to the right of the notes text area, and a mouse cursor is pointing at it.

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.

A list of users enrolled in this course is shown below. This data is current as of 09/27/2004 3:48 pm		
Name	Last Login	Last Post
Syed Bilgrami	09/24/2004 1:16 pm	09/23/2004 7:01 pm
Sung-Tae Cho	09/24/2004 3:13 pm	09/24/2004 12:47 pm
Denise Hiliger	09/27/2004 9:23 am	09/26/2004 1:32 pm
Frances Nelson	09/27/2004 2:53 pm	09/23/2004 2:13 pm
Andrea Starr	09/26/2004 7:05 pm	09/22/2004 10:30 pm
Caroline Wefel	09/27/2004 12:13 pm	09/24/2004 6:01 pm
Michael Williams	09/27/2004 2:29 pm	09/27/2004 10:00 am
Jason Wood	09/27/2004 2:58 pm	09/27/2004 3:24 pm

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.)

GROUP EMAIL

Notifications Discussions People **Settings**

Administration

- Status
- General Info
- Delete

Users

- User Access
- Attendance
- User Log
- Group Email**

Use this form to email the students and/or faculty in your course. If your message is urgent, you may also choose to send it as a text message, to your recipients' cellphone address (if they provided one). Text Messages are limited to 100 characters.

Choose how your message will be delivered:

☐ Send email

☐ Send email and text message

Next

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.

Students	Avg.	Graded	Begin C	NURBS
Bryan Bieser	81.25%	2/2	2.5	4
Wei-Yang Frank Cher	87.5%	2/2	4	3
Ryan Dorsey	50%	2/2	2	2
Ryan Fowler	93.75%	2/2	3.5	4
Ryan Mahoney	100%	2/2	4	4
Bryan Quinn	125%	2/2	5	5
Jeffrey Yan	50%	2/2	2	2

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

Grade Details	Student Name: Bryan Quinn	Notes: save
	Assignment: Begin Character Design	Bryan 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
	Assignment's Grade: 5	
	View Submission: http://www.risd.digication...	
Assignment Details	Maximum Points: 4	Assignment Average: 82.14%
	Relative Weight: 50	
View Settings	Calculate average by: <input checked="" type="checkbox"/> 100% scale <input type="checkbox"/> 4 point scale <input type="checkbox"/> letter grades	

S

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.

MANAGE GRADES

Notifications

Discussions

People

Settings

Administration

Status

General Info

Delete

Users

User Access

Attendance

User Log

Group Email

Grades

Gradebook

Grade Settings

Discussions

Content Order

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 below

A	from 99.00 to 100
A-	from 92.50 to 99.00
B+	from 82.50 to 92.50
B	from 75.00 to 82.50
B-	from 67.50 to 75.00
C+	from 57.50 to 67.50
C	from 50.00 to 57.50
C-	from 42.50 to 50.00
D+	from 32.50 to 42.50
D	from 25.00 to 32.50
F	from 0.00 to 25.00

Discussions

1- Content Order

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

Content Item	Order
Syllabus	1
Introduce Yourself!	2
Online Program Portfolio	3
Assignment Reflections	4
Connection Responses	5
Digital Image Preparation and Digital Archives	6
Editing & Formatting Images for Publishing Ideas in Print	7
Digital Presentations	8
Digital Video	9
General Resources	10
What is Digication?	11
Personal Portfolio	12

Reorder

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.

Use this form to Rename or Remove categories. These categories are available under the settings page when you create new content.

Announcement	×
Assignment	×
Discussion	×
Handout	×
Resource	×
Syllabus	×

Add a category:

Save

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.

The screenshot shows a web interface with a top navigation bar containing 'Notifications', 'Discussions', 'People', and 'Settings'. On the left is a sidebar menu with categories: 'Administration' (Status, General Info, Delete), 'Users' (User Access, Attendance, User Log, Group Email), 'Grades' (Gradebook, Grade Settings), 'Discussions' (Content Order, Categories), 'Groups' (highlighted), and 'Export Discussions'. The main content area is titled 'Groups' and features a text input field at the top with an 'add' button circled in orange. Below this is a table with columns 'Name', 'Delete', 'First', 'Last', and 'Add'. The 'Name' column contains the text: 'No groups have been created. You may create a group above.' The 'Delete' column has a 'Delete' button. The 'First', 'Last', and 'Add' columns are empty. At the bottom of the table is a 'rename' button.

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.

The screenshot shows a web interface for course management. At the top, there are tabs for 'Notifications', 'Discussions', 'People', and 'Settings'. The 'Discussions' tab is active. On the left sidebar, under the 'Discussions' section, 'Export Discussions' is highlighted. The main content area is titled 'Exporting' and contains the following text:

Exporting
Exporting will allow you to access your course content without connecting to Digication. You might want to do this at the end of a course for archival purposes, or if you need to access course content without an internet connection.

Options
Include Attachments - this determines whether the original attachment files are included in your export. Their total size is listed next to the checkbox on the top left. Attachment previews, if available, will always be included in the export.

Include Private Posts - If a user has marked a post 'private', it is only viewable by you and that user. If you do not check this box, these posts will not be included in the export.

After You've Downloaded
Your exported course will be downloaded as a zip file. If you have a later version of Windows or a Mac with OS-X, you can double-click the zip file to open it. If you have an earlier operating system, you might need to download an application like WinZip (for PC) or StuffIt (for Mac).

Below the text, there are two checkboxes:
☐ **Include Attachments (152.2KB)**
☐ **Include Private Posts**

At the bottom, there is a button labeled **Download This Course**, which is circled in orange.

5- Import

The Import page gives faculty to option to import discussions from another course into the current course. This is a great way to reuse course materials form 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.

Next, check the items you would like to transfer from the course and click 'import'

Title			
<input type="checkbox"/>	Grade Settings		
<input type="checkbox"/>	Quick Links		
<input type="checkbox"/>	Categories		

Discussions			
		Categories	Title
<input type="checkbox"/>	<input type="radio"/> Top Post Only <input checked="" type="radio"/> All Posts	Assignment	Assignment Reflections
<input type="checkbox"/>	<input type="radio"/> Top Post Only <input checked="" type="radio"/> All Posts	Assignment	Connection Responses
<input type="checkbox"/>	<input type="radio"/> Top Post Only <input checked="" type="radio"/> All Posts	Assignment	Digital Image Preparation and Digital Archives
<input type="checkbox"/>	<input type="radio"/> Top Post Only <input checked="" type="radio"/> All Posts	Assignment	Digital Presentations

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.

The screenshot shows the 'Edit Links' page in a course management system. The top navigation bar includes 'Notifications', 'Discussions', 'People', and 'Settings'. The left sidebar contains a menu with sections: 'Administration' (Status, General Info, Delete), 'Users' (User Access, Attendance, User Log, Group Email), 'Grades' (Gradebook, Grade Settings), 'Discussions' (Content Order, Categories, Groups, Export Discussions, Import), and 'Quick Links' (Edit Links). The main content area is titled 'Settings' and contains a 'Name' field with 'MOMA Website', a 'Url' field with 'http://www.moma.org', and a 'Save' button circled in orange.

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>