

### Step 1: Creating Your Archway Curriculum ePortfolio (ACeP)

1. Log into Digication from Quicklinks on the NWU Home Page.
2. From your home page, under 'My e-Portfolios' click the **+ Create** button.
3. In the title block, name your e-Portfolio using your "last name, first name: ACeP" format.
4. Under 'Choose a Template' select the *Archway Curriculum ePortfolio Template*.
5. Under 'Choose a Theme,' use the defaults.
6. Under 'Permissions' select *Private to me* and then click on *Custom Permissions*.
7. Under *Additional permissions*, search for Users, Groups or Courses that you would like to add.
8. Select the desired Role for the additional users.
9. Under 'Tagging,' select *Do not allow tags*.
10. Under Comments, use the defaults.
11. Under Comments, click on *Apply comment settings to existing pages of this e-Portfolio*.

12. Under Conversations, use the defaults.
13. Click on **Create New e-Portfolio**.
14. Edit your ACeP as desired.

### Step 2: Setting Up Your Digication Profile

1. In the top right-hand corner of your Home page click on your name.
2. Under My Account, complete the *Notification Email: Digication Support Email:* and *SMS Notification Address:* sections with your NWU email address.
3. Leave the *Hide me from searches in Digication* unchecked.
4. Under *My School Profile*, select *Show my image to other users in the system*.
5. Click on the *Browse* button and upload a headshot.
6. Under Comment Settings, use the defaults and then select *Apply to existing e-Portfolios*.
7. Click the **Save** button.

### Step 3: Adding a Document to a Page In Your Archway Curriculum ePortfolio (ACeP)

1. Make sure that you are in the *Edit* mode.
2. Click on the section/page of the ACeP which you would like to edit.
3. If not already present, add an *Image/Video/Audio Module* (video, viewable PDF, etc.) or *Rich Text Module* (downloadable PDF, Word Docx, etc.) via the **+ Add A Module** button, **+ Add This Module** buttons.
4. Click on *Replace This Media With Large Video* (Video File), *Replace This Media* (Image/viewable PDF/audio), or *Insert File* (Word, Excel, ect. Files) depending on your file.
6. In the pop-up dialogue box, click the *Browse* or *Choose File* button and select the file that you would like to upload.
6. Select *Insert/Start Upload*.
7. When it is finished uploading, the Module will have a red banner which reads **DRAFT: This module has unpublished changes**.
8. Click the **Publish This Page** button and

#### Step 4: Setting User Permissions (Who Can Access It)

1. Within the ePortfolio, in the top right corner of the page, click on the drop-down *Portfolio Tools* and select *Settings*.
2. Scroll down the page and under the *Permissions* section, click on *Custom Permissions*.
3. In the Additional Permissions dialogue box, type in the NWU email address for the person which you are searching and select the user from the list.
4. From the Role column, select the permission level that you want to grant that user.
4. At the bottom of the page click Save.

#### Step 5: Setting Thread Titles and Course Names in your ACeP

1. In your ACeP, click on a section (ex: 'Integrative Core').
2. Make sure that you are in *Edit* mode and click on the *Add/Edit* button on the Integrative Core block.
3. Click on the tablet/pen icon next to the page that you want to edit.
4. Rename the page (ex: 'Thread I') to reflect the name of your course/thread (ex: 'Chaos Thread') and then click **Save**.
4. Repeat the process as needed.

#### Step 6: Creating a New Digication Password

If your current NWU Network password will not work with Digication, you will need to create a new password that is unique to Digication.

2. From Quicklinks on the NWU Home Page, click on *Digication Login*.
3. On the Digication e-Portfolio Login page, select Click here to reset your Digication password.
4. Digication will send to your Notification Email address an email titled *Forgot Your Digication Password?*
5. Click on the *To change your password click here:* link.
6. Create a new password that is unique to Digication.
7. Click on Submit.

#### Step 7: Obtain Assistance

##### Digication Support:

*Questions about modifying your ACeP, log-in issues, merging portfolios, etc.*

1. Go to:  
[https://nebrwesleyan.digication.com/ACeP\\_Essentials/](https://nebrwesleyan.digication.com/ACeP_Essentials/)  
for additional help editing your ACeP.
2. Email [Digication@NebrWesleyan.edu](mailto:Digication@NebrWesleyan.edu) for additional support.

# Steps to



NEBRASKA  
WESLEYAN  
UNIVERSITY

# ePortfolio Success!

(With Digication)  
2016-2017

POWERED BY

WITS  
WESLEYAN IT STUDENTS