

## Digication Instructions for Counseling Students

1. Log into Digication at <https://liu.digication.com>.
  - a. Your **username** is Firstname.Lastname (e.g., Jane.Smith).
  - b. Your **password** is FirstnameLastname+LastFourDigitsEmplID (JaneSmith9046).
2. At the top of the screen, you will see a series of words starting with **Home**. Click on **Courses**.

Home | Calendar | People | **Courses** | e-Portfolios | Subscriptions

3. Click on the course you are accessing. In this instance, it's Counseling Students.

### **Counseling Students**

Counseling Students: 02/04/14 - 01/15/15

0 posts.

4. Click on e-Portfolios.

COUNSELING STUDENTS > **COURSE NOTIFICATIONS**

Notifications

Assignments

Standards

Discussions

**e-Portfolios**

People

Settings

5. Click on Create e-Portfolio From Template.



#### **Counseling Program Student Portfolio Template**

(Template portfolio)

Last Updated 6 hours ago.

Faculty access: Viewer Student access: None

Manage Access »

Remove From Course


**Create e-Portfolio From Template »**

6. Title your e-portfolio with your name and Counseling Portfolio. For example, *Anna Smith Counseling Portfolio*.

### Title of your e-Portfolio

Anna Smith Counseling Portfolio
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7. Scroll down to Additional Permissions and remove your classmates from being able to view your portfolio. **Keep the faculty permission.**

Additional permissions	Role	Delete
 Search for User, Group, or Course		
Counseling Students (Course Counseling Students) Students	Viewer	<a href="#">Remove</a>
Counseling Students (Course Counseling Students) Faculty	Viewer	<a href="#">Remove</a>

8. Scroll down to Tagging and choose “Do not allow tags.”

Tagging

- Do not allow tags** No one can tag pages in your e-Portfolio.
- Allow tags by all editors** Editors, publishers, and admins may add tags.
- Allow tags by anyone** anyone who can view may add tags.

9. Scroll down to the bottom and click on “Create New e-Portfolio.”

[Create New e-Portfolio](#)

You are now ready to work on your e-portfolio. Enjoy! If you have any problems or questions, email [amy.ginsberg@liu.edu](mailto:amy.ginsberg@liu.edu).