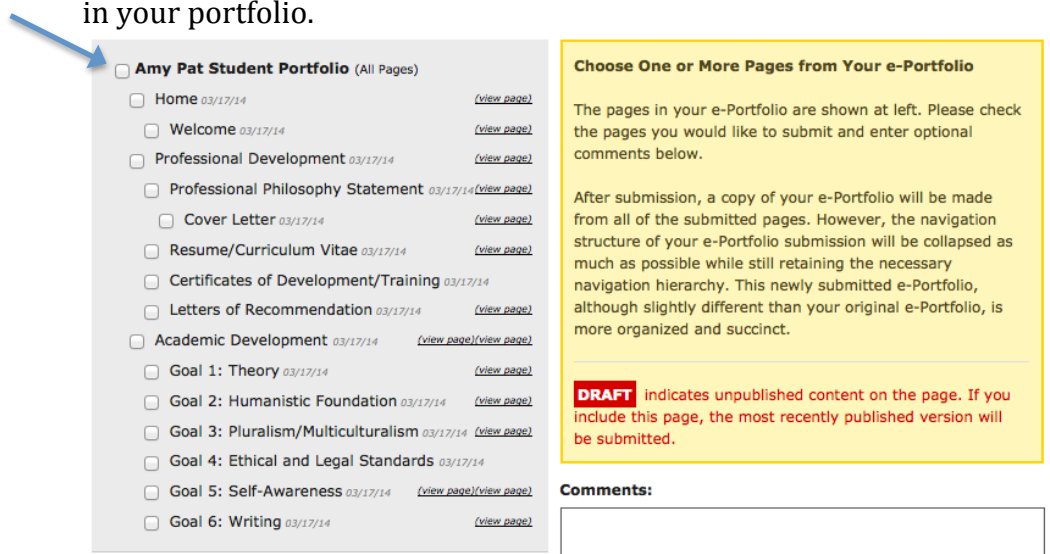


E-Portfolio Submission Instructions for Counseling Students

1. Login to Digication at <http://liu.digication.com>. You should see **Counseling Students** listed in the **My Courses** area.
2. Navigate to your portfolio. Click on the **Published** tab at the top to double-check how your final portfolio will look. Be sure to publish any modules that are not visible.
3. Click on **Portfolio Tools** in the top right-hand corner and select **Submit**.
4. Select your course (which is **Counseling Students**). The course will then have a green check next to it.
5. Click on **Next**.
6. Click on **Counseling E-Portfolio Submission**. You will then see a green check.
7. Click on **Next**.
8. Click on **My Evidence**. You will then see a green check.
9. Click on **Next**.
10. You will then see a page similar to the one below. Click on the square at the top indicating that you want to submit **All Pages**. Checks will appear next to all the pages in your portfolio.



Amy Pat Student Portfolio (All Pages)

- Home 03/17/14 [\(view page\)](#)
- Welcome 03/17/14 [\(view page\)](#)
- Professional Development 03/17/14 [\(view page\)](#)
- Professional Philosophy Statement 03/17/14 [\(view page\)](#)
- Cover Letter 03/17/14 [\(view page\)](#)
- Resume/Curriculum Vitae 03/17/14 [\(view page\)](#)
- Certificates of Development/Training 03/17/14 [\(view page\)](#)
- Letters of Recommendation 03/17/14 [\(view page\)](#)
- Academic Development 03/17/14 [\(view page\)](#) [\(view page\)](#)
- Goal 1: Theory 03/17/14 [\(view page\)](#)
- Goal 2: Humanistic Foundation 03/17/14 [\(view page\)](#)
- Goal 3: Pluralism/Multiculturalism 03/17/14 [\(view page\)](#)
- Goal 4: Ethical and Legal Standards 03/17/14
- Goal 5: Self-Awareness 03/17/14 [\(view page\)](#) [\(view page\)](#)
- Goal 6: Writing 03/17/14 [\(view page\)](#)

Choose One or More Pages from Your e-Portfolio

The pages in your e-Portfolio are shown at left. Please check the pages you would like to submit and enter optional comments below.

After submission, a copy of your e-Portfolio will be made from all of the submitted pages. However, the navigation structure of your e-Portfolio submission will be collapsed as much as possible while still retaining the necessary navigation hierarchy. This newly submitted e-Portfolio, although slightly different than your original e-Portfolio, is more organized and succinct.

DRAFT indicates unpublished content on the page. If you include this page, the most recently published version will be submitted.

Comments:

11. Click on **Save and submit**.
12. When you see a message that you successfully submitted your portfolio, you are done. Congratulations!