

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. Overlaid on this is a large red speech bubble with a pointed bottom, containing the title text.

A How-To Guide to Using Digication

What is an E-Portfolio?

- E-Portfolios are a collection of work that demonstrates learning and learning application by students over a given period of time

They include any form of work students deem applicable to their learning, be it papers, videos, pictures, notes on discussions, or any thoughts in general

These compilations are a good way to track different goals and accomplishments



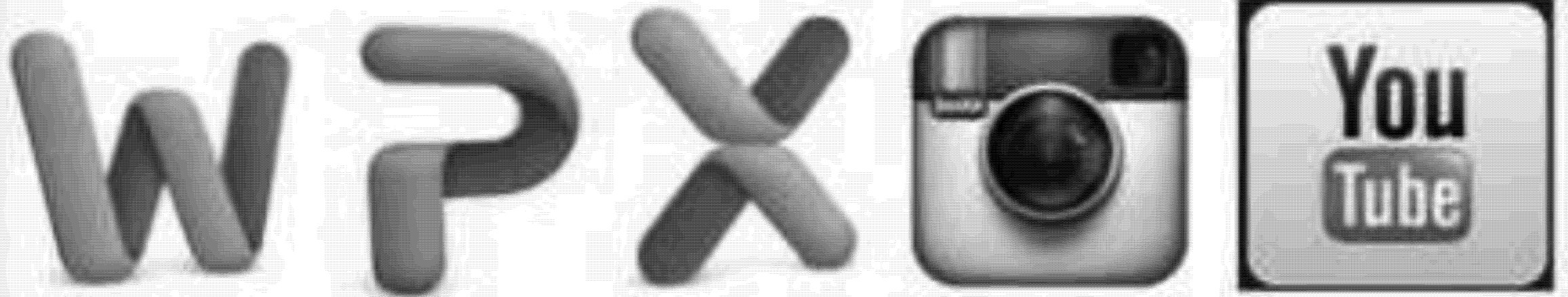
What is Digication?

Digication is an e-Portfolio system that allows anyone to compile a collection of their work in an organized format and easy to use format.

- E-Portfolios in an academic setting helps faculty to assess the work compiled by students and provide both parties with an actively data-driven platform to track learning progress.



What are artifacts?





Logging in and Homepage Basics

First Step: Logging into the Correct System

- Cornell provides its students with free Digication access
- Visit the website <https://cornell.digication.com/>
- Click the Login button, found in the top-right corner of the webpage
- Use your NetID and the password you associate with your NetID to login



Cornell University



Will return
you to the
main
homepage

Will bring you
to a list of all
your enrolled
courses using
the program

Will send you
emails with
content
updates of any
Portfolio you
subscribe to

Sends you to
a list of all
Digication
users with
published
portfolios

Will show you a
list of all
published E
Portfolios

Will display
your name here

Brings you to the
Digication Help
Desk for any
content
questions



Creating a Portfolio

Creating a Portfolio

CREATE YOUR EPORTFOLIO



TITLE

Your ePortfolio name

URL

<https://cornell.digication.com/>

[Edit](#)

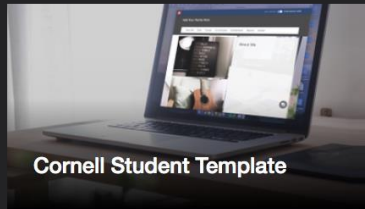
PERMISSION



Your ePortfolio will be private initially, then you will be prompted later with the Template's recommended permission settings.

PICK A TEMPLATE FROM LIBRARY

Search for template



CANCEL

CREATE

- Clicking the "create" button on your homepage will bring you to this window
- Add a title
- Choose the CORNELL STUDENT TEMPLATE to begin.
- Click create in the bottom right hand corner
- Dyson Leadership Minors have an additional template with pages you can import later.

Create a title for your portfolio here

Your changes have not been published yet. [Publish Changes](#)

Add A Title or Your Name Here

Edits to your portfolio cannot be viewed by others until you publish changes

Where you'll be able to publish changes and delete portfolio if desired

Home

"Add Content" will allow you to import files, photos, graphs, videos, or any other kind of media
You also can import files from your computer or your Google Drive

There is no content in this slide.

[+ Add Content](#)



This command allows you to move sections of your portfolio around

This is where you can edit aesthetics and visuals of your portfolio

This command allows you to delete sections of your portfolio around

The plus icon in the bottom right corner also allows you to add content to the portfolio and import from other locations. The message icon allows you to comment on different sections of your portfolio and make notes on specific sections of your developed product.



LIBRARY

Search by content type or template name



Slide

Text

Image

File

Document

Sound

Social

Embed

Form

Template

Will create a new individual pane to segment information

Allows you to import images, files, and documents already saved to your computer

Import URLs from Facebook, Instagram, or LinkedIn

Import forms like multiple choice or surveys

Will create a new text box to type directly into

Allows you to import audio files

Allows you to embed URLs from other popular websites

Change which template you use by choosing from this dropdown

Clicking this button will lead to this command page



There is no content in this slide.

 [Add Content](#)

When you create a new slide (which allows you to better segment the work in your portfolio), you will have to click the “Add Content” button in order to import or add anything to the section.

Refer to Slide 10 for information regarding the different types of media that the Digication program allows you to add to content slides.



What to put in your E-Portfolio

E-Portfolios are
what you make of
them... make the
most of it!
Add photos!

What should be included in an E-Portfolio?

Anything and everything! Commonly found sections of [career oriented portfolios](#) include:

- Career objectives with meaningful statements summarizing your goals
- Resume
- Work Samples
- Awards and Honors
- Volunteer/Extracurricular Activities
- References
- Letters of Recommendation

Pointers that may prove useful

- When describing any of your personal experiences, be sure to mention any tangibles/results that stemmed from them.
 - Use data whenever possible!
Ex). Don't say: I coordinated many events
Instead say: I coordinated and organized 12 events over the course of 10 days for the new member class
- Be sure to use your space wisely!
 - Avoid zombie nouns, watch your grammar, etc.
 - This information is public! Be sure you're looking out for simple mistakes to correct.
- Include work samples that you are proud of. You want it to represent who you are well, and passion is something that will always shine through.

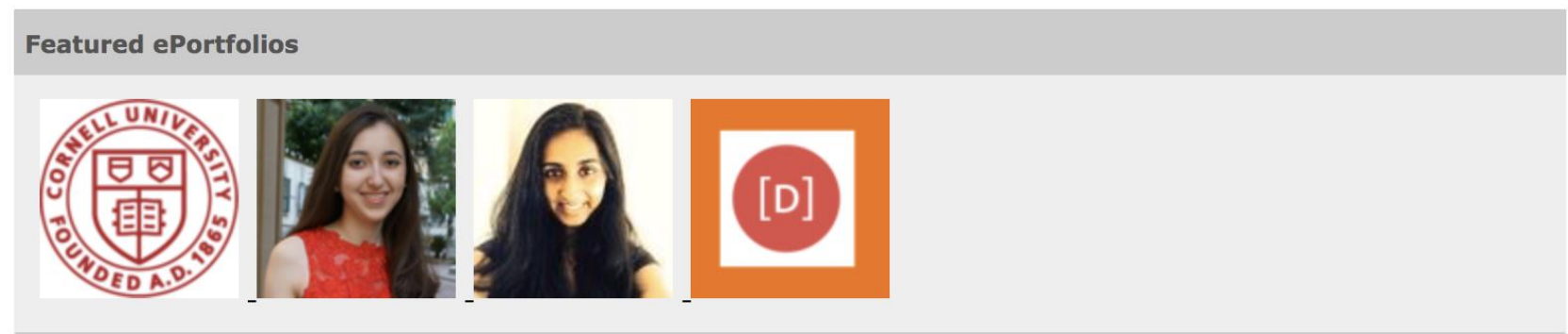


Getting Inspiration



Viewing Other Portfolios

Located under the ePortfolios Tab of the Homepage



Here you will be able to view the portfolios and the work of everyone on the system who has published an E-Portfolio.

Create A New ePortfolio

You are currently searching **Cornell University**.

Sort By

Last Updated

All ePortfolios

My ePortfolios

By Person

By Course

By Title

By Tag

You can use the "All ePortfolios" tab to search through any portfolio available, or look at the "Featured ePortfolios" located at the top of the page to find the most popular portfolios.

Canaan Delgado

Created 04/28/19

Last Edit: Last updated 6 hours ago.

School: Cornell University

Public Access

Views: 4 | [Owners](#)

Practice Run

Created 04/27/19

Last Edit: Last updated 11 hours ago.

School: Cornell University

Private Access

Views: 0 | [Owners](#)

Junior Fire Academy

Created 11/18/18

Last Edit: Last updated 11 hours ago.

School: Cornell University

Public Access

Views: 16 | [Owners](#)

On Engaged Leadership -...

Created 04/26/19

Last Edit: Last updated 12 hours ago.

School: Cornell University

Public Access

Views: 4 | [Owners](#)

Remember, this might be a good way to give you an idea of what to include, but please never plagiarize another's work!

KEEP IN MIND:

While Digication gives you the tools to format and publish your work so the online community can engage with it, you also have a lot of control over the aesthetics of your portfolio. The main takeaway you should get after learning about Digication is the creativity and the design choices all stem from your personal preference. There is no right or wrong way to do things!



Leadership Minor Template Guidelines

Minor Requirements

- If you have signed up to earn a Leadership minor at Cornell, you will be required to create and present an E-Portfolio with an added section covering your leadership journey.
- As a Leadership Minor you can also post your final capstone reflection paper after it has been approved by the Director of Leadership Development (AEM4700).



3...2...1...GO!®

Coursework ▾ Dyson Pedagogy ▾ Personal Development ▾ Significant Leadership Learning Experiences ▾

Capstone Experience ▾ Journaling

The Leadership Minor Page is broken into the following categories as displayed above. Each of the dropdowns is dedicated to a different section of minor requirements, and serves as a recommended method of organizing your experiences through the different segments of the minor. If these sections are a repeat of the original template, use these and you can remove the others later.

Coursework ▾

Tier I: LEAD1960

Tier II: LEAD 3100

Tier III: Course Name

Tier III: Course Name

The first tab of the template lists out the different coursework tiers that are included in the minor. Please refer to the minor guidelines for an in-depth list of course offerings in each tier, as well as credit requirements for each.

This Coursework tab allows you to record any reflections, thoughts, and notes that you may have taken during your time in any of the classes you took.

The second tab of the template includes the Leadership Capstone Rubric.

As part of your requirements to earn the minor, you must complete a Leadership Capstone. This entails any significant experience that you may have had in a leadership role that has left an impact on your life that you feel is important to share.

Personal Development ▾

Extra- and Co-Curricular Activities >

Athletics

Clubs and Organizations

Greek Life

ROTC

Conferences

Volunteerism and Service

Internships

On Campus jobs

Leadership clearly doesn't only take place in the classroom, and your portfolio should reflect that. The Personal Development tab allows you to incorporate any important personal experiences to your leadership journey into your e-Portfolio.

To the right you will see the dropdown of category options that are included on the template, but always feel free to make changes and edits to this list to best reflect what is significant to your story.

Significant Leadership Learning Experiences ▾

Leadership Philosophy

Transformational and Aha Moments on your Dyson journey

Global Experience

Reflections on various Workshops & Speakers

As previously mentioned, the Leadership minor is largely geared towards allowing you to view your personal leadership experiences in a whole new light.

This tab of the template is meant to serve as a reflection on your personal values and how those translated as you learned more about your own leadership styles and capabilities.

Capstone Experience ▾

Description

Goals

Outcomes

Evaluation and Reflection

One of the previous tabs of the Leadership template provides you with the rubric for the capstone project. This tab specifically allows you to document and journal that project and breaks down the experience into well-defined segments for your ease of usage.

Please contact the Director of Leadership Development
in Dyson if you see any errors in this tutorial or have any
suggested edits or additions!
THANKS.