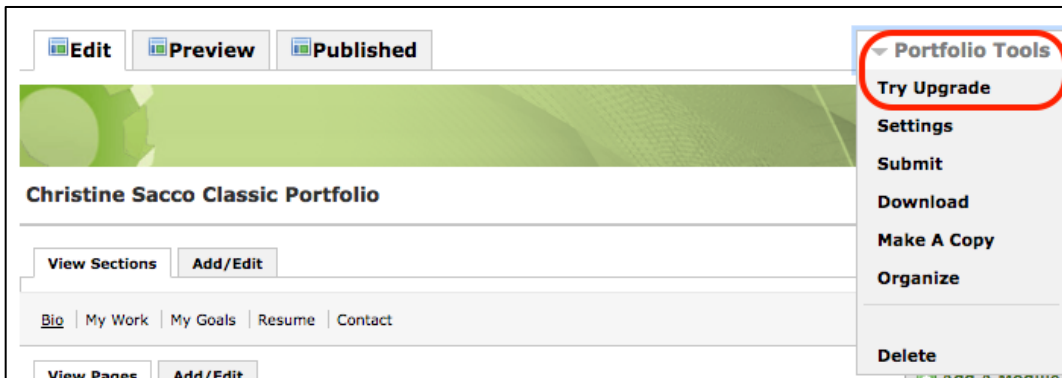


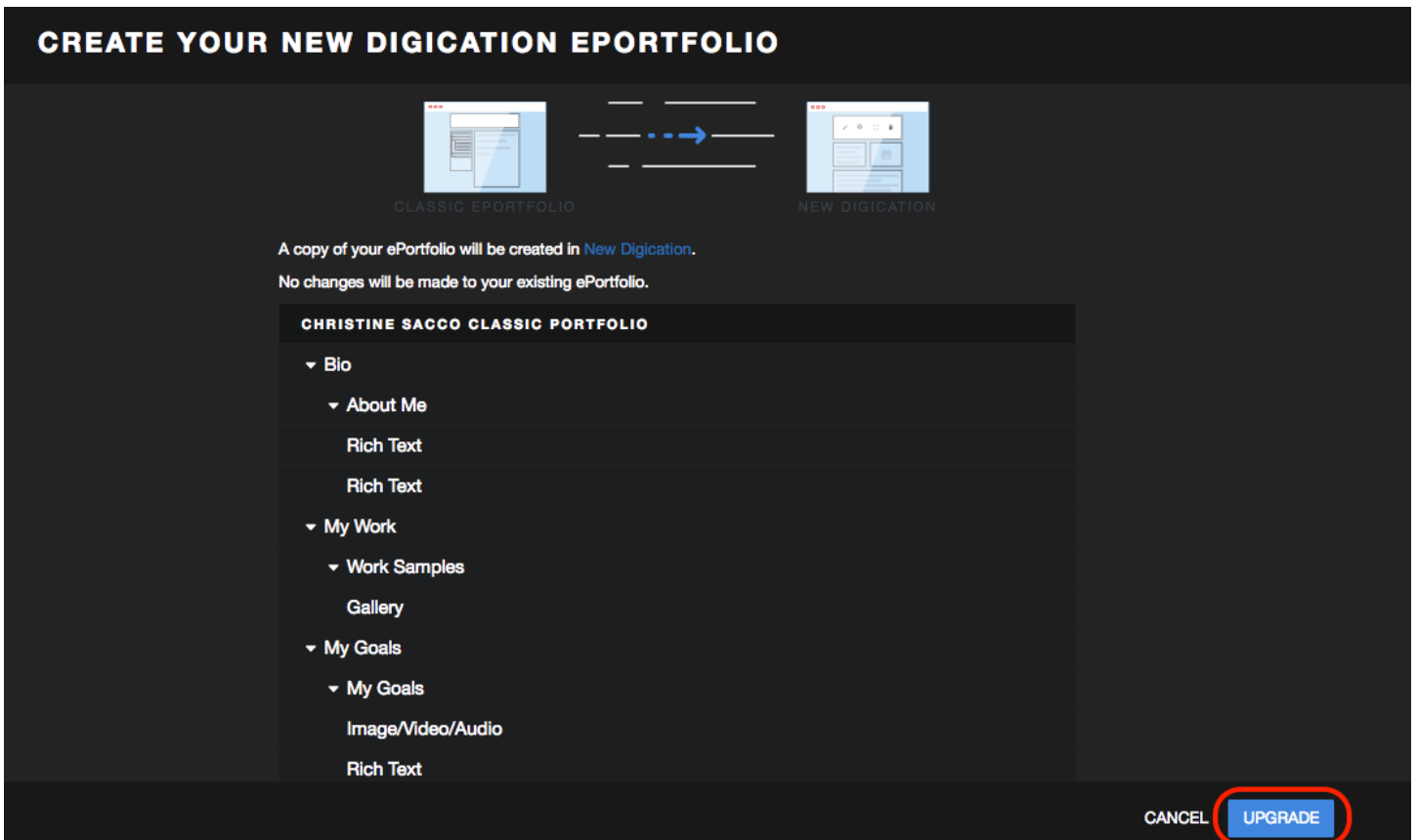


Convert Classic e-Portfolio to New Digication

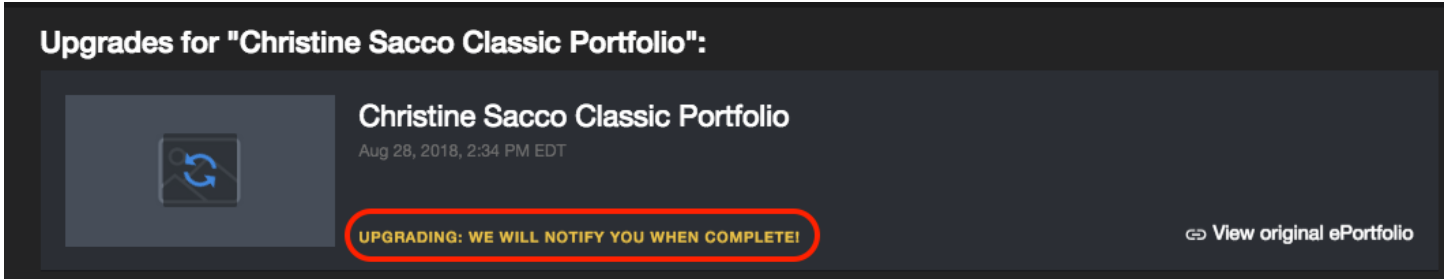
Step 1: From within your Classic e-Portfolio, click on the three lines in the upper right-hand corner of the screen and choose **Portfolio Tools/Try Upgrade**:



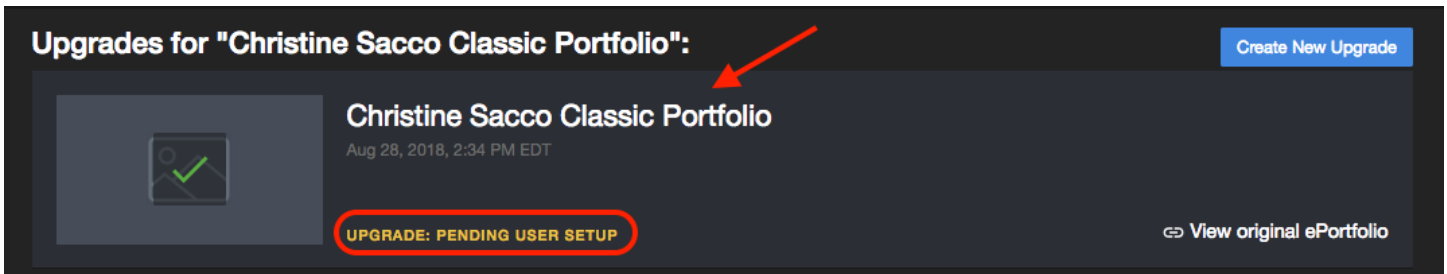
Step 2: You will see a Prompt to “CREATE YOUR NEW DIGICATION EPORTFOLIO” – Click on **UPGRADE** in the lower right of your screen:



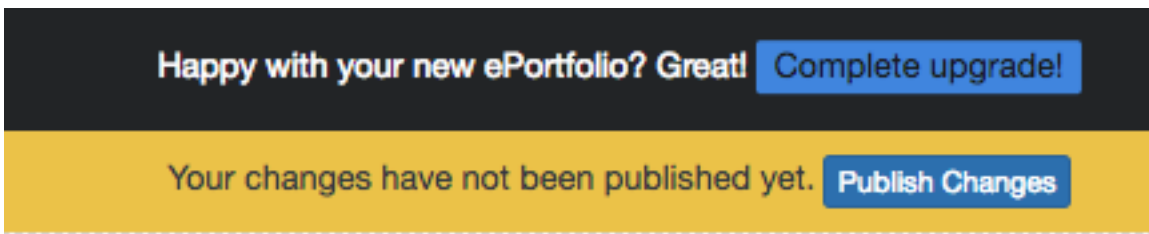
Step 3: You will see a notification that the portfolio is being upgraded:



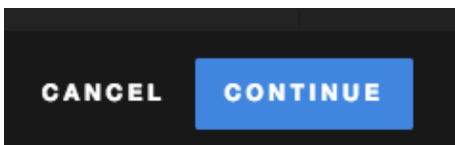
Step 4: When it is finished, you will see a notification on your screen that the upgrade is PENDING USER SETUP. Click on the Portfolio:



Step 5: Click on **Complete upgrade!**



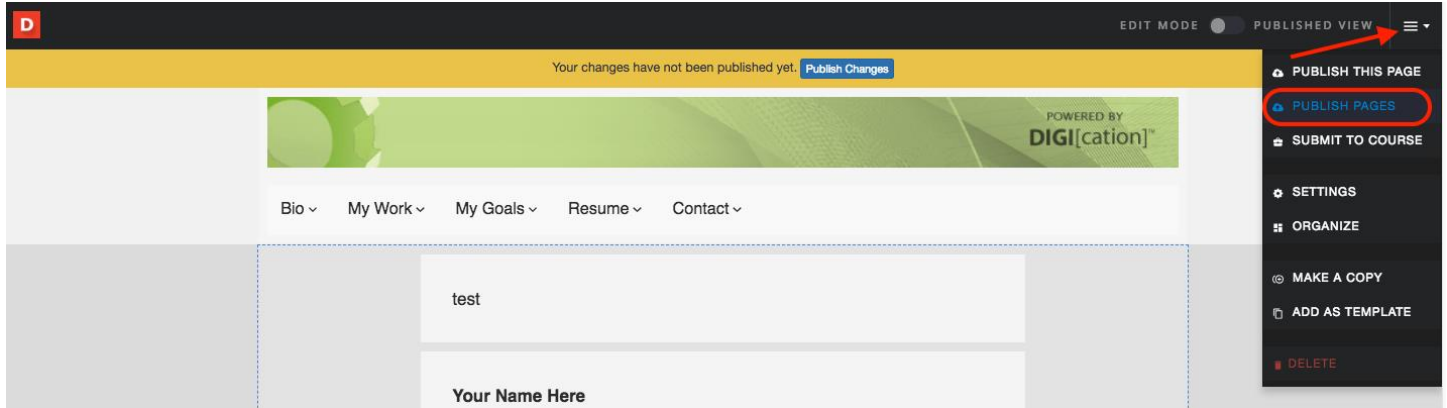
Step 6: Click on **CONTINUE**:



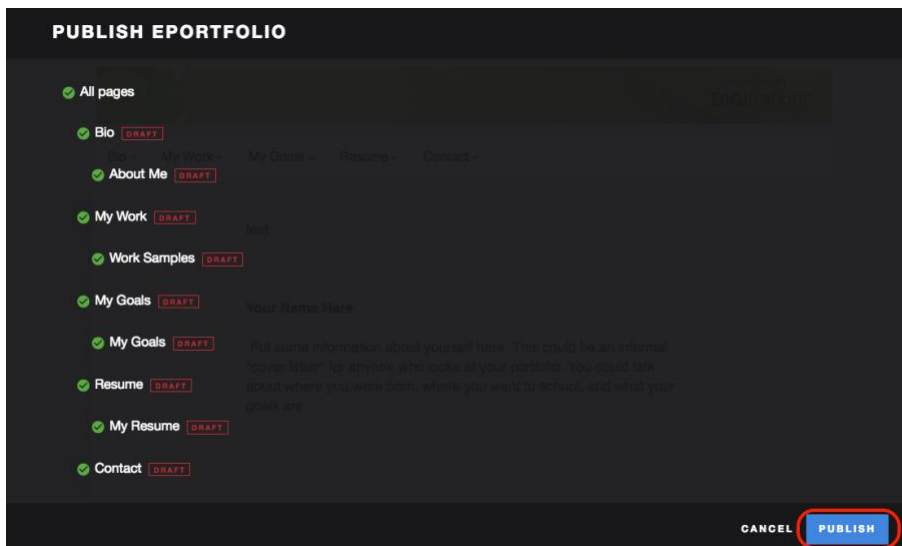
Step 7: Click on **DONE**:



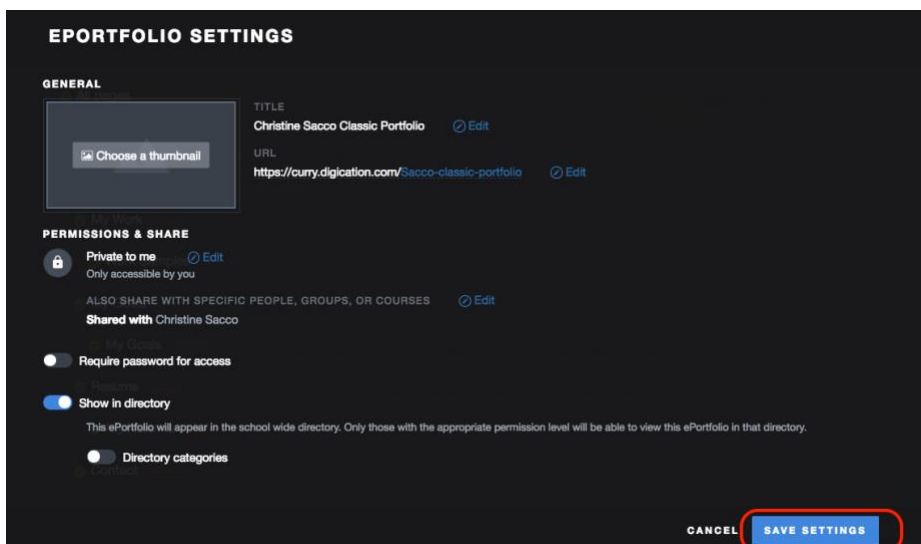
Step 8: Publish all of your Pages by clicking on the three lines in the upper right hand corner of the screen and choosing **PUBLISH PAGES**:



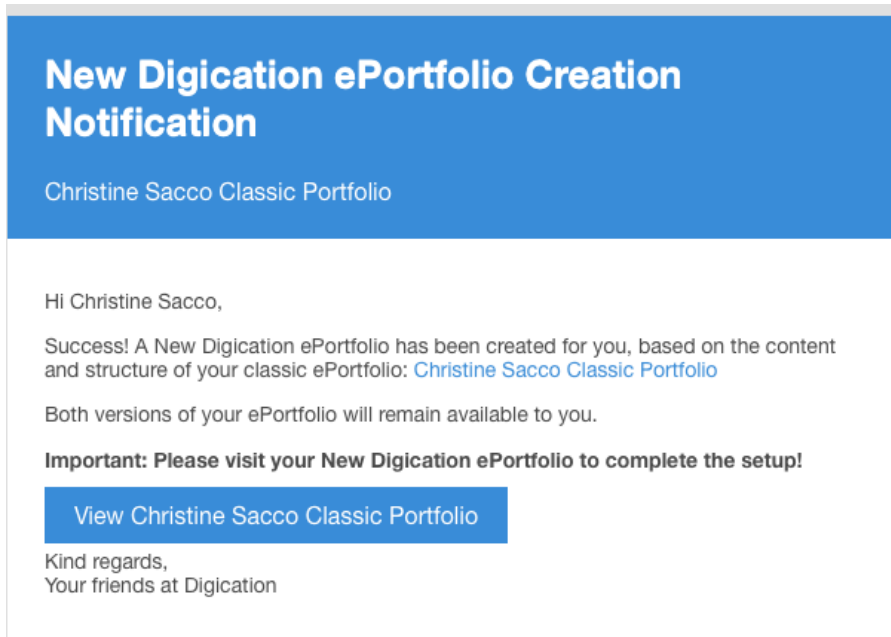
Step 9: Click on **PUBLISH**:



Step 10: Click on **SAVE SETTINGS**:



You will also receive an email notification that your e-Portfolio has been upgraded:



New Digication ePortfolio Creation Notification

Christine Sacco Classic Portfolio

Hi Christine Sacco,

Success! A New Digication ePortfolio has been created for you, based on the content and structure of your classic ePortfolio: [Christine Sacco Classic Portfolio](#)

Both versions of your ePortfolio will remain available to you.

Important: Please visit your New Digication ePortfolio to complete the setup!

[View Christine Sacco Classic Portfolio](#)

Kind regards,
Your friends at Digication

NOTE: Your Classic e-Portfolio will still be available to you along with the New Digication version.