

## **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**:

Edit Preview Published	- Portfolio Tools
	Try Upgrade
	Settings
Christine Sacco Classic Portfolio	Submit
	Make A Copy
View Sections Add/Edit	Organize
Bio   My Work   My Goals   Resume   Contact	
View Pages Add/Edit	Delete

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

CREATE YOUR NEW DIGICATION EPORTFOLIO	
CLASSIC EPORTFOLIO	
A copy of your ePortfolio will be created in New Digication.	
No changes will be made to your existing ePortfolio.	
CHRISTINE SACCO CLASSIC PORTFOLIO	
✓ Bio	
✓ About Me	
Rich Text	
Rich Text	
✓ My Work	
✓ Work Samples	
Gallery	
✓ My Goals	
✓ My Goals	
Image/Video/Audio	
Rich Text	

**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**:

	EDITI	MODE 🌒 PUBLISHED VIEW 🚍 🗸
	Your changes have not been published yet. Publish Changes	PUBLISH THIS PAGE
	POWERED BY DIGI[cation]"	PUBLISH PAGES SUBMIT TO COURSE
Bio ~ M	y Work -> My Goals -> Resume -> Contact ->	• SETTINGS
	test	© MAKE A COPY
	Your Name Here	DELETE

## Step 9: Click on PUBLISH:



Step 10: Click on SAVE SETTINGS:

GENE	RAL	
	ie Choose a thumbnail	TITLE Christine Sacco Classic Portfolio ② Edit URL https://curry.digication.com/Sacco-classic-portfolio ② Edit
PERM	IISSIONS & SHARE	
٥	Private to me O Edit Only accessible by you	
	ALSO SHARE WITH SPECI Shared with Christine Sacc	FIC PEOPLE, GROUPS, OR COURSES 🕜 Edit 0
•	Require password for access	
	Show in directory	
	This ePortfolio will appear in th	e school wide directory. Only those with the appropriate permission level will be able to view this ePortfolio in that directory.
	Directory categories	

New Digication - Convert Classic e-Portfolio to New Digication

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



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