

Uploading Documents to an e-Portfolio

Step 1: Log into Digication and choose an e-Portfolio.

Step 2: To upload a Document, go to the section that you would like to add a document to, for example: Certificates.

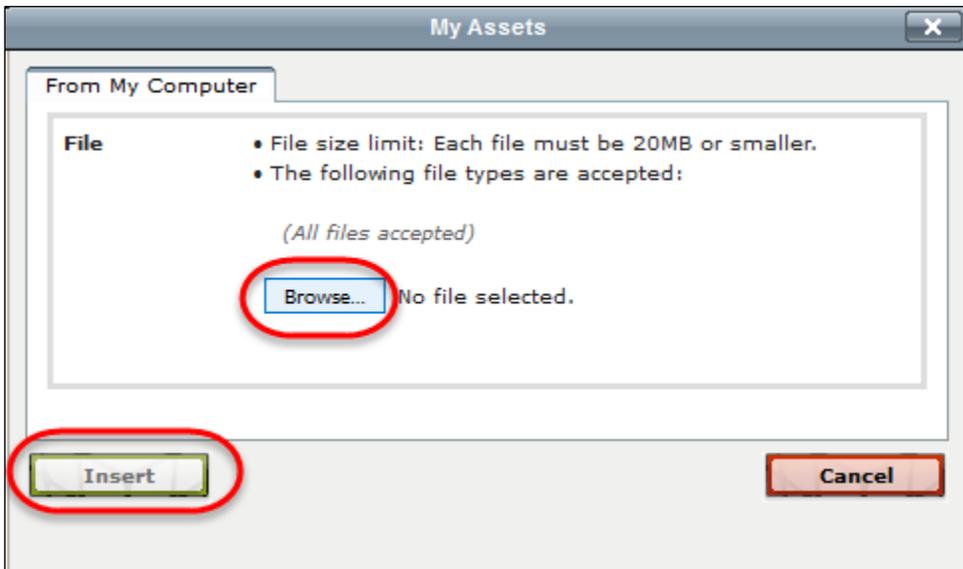
Step 3: First, you must add a **Module**. There are three categories of modules: **Basic**, **Google**, and **Social**. Make sure you are on the Basic Tab and choose **Rich Text**. Then click on **Add This Module**:

The screenshot shows the Digication interface for adding a module. On the left, there's a sidebar with 'View Pages' and 'Add/Edit' buttons, and a list of 'NSG 3000 Level Courses' including 'Evidence for Nursing Practice', 'Introduction to Health Policy & Finance', 'Population Health in the Community', 'Senior Seminar Synthesis of Nursing Practice', and 'Certificates'. The main area has a 'Basic' tab selected, with a sub-menu containing 'Image/Video/Audio', 'Rich Text' (circled in red), 'Gallery', 'Contact Form', and 'Equation'. Below this are 'Google' and 'Social' tabs. To the right, a preview of the 'Rich Text' module is shown, displaying a document titled 'All About E-Portfolios'. At the bottom right, a red circle highlights the 'Add This Module' button.

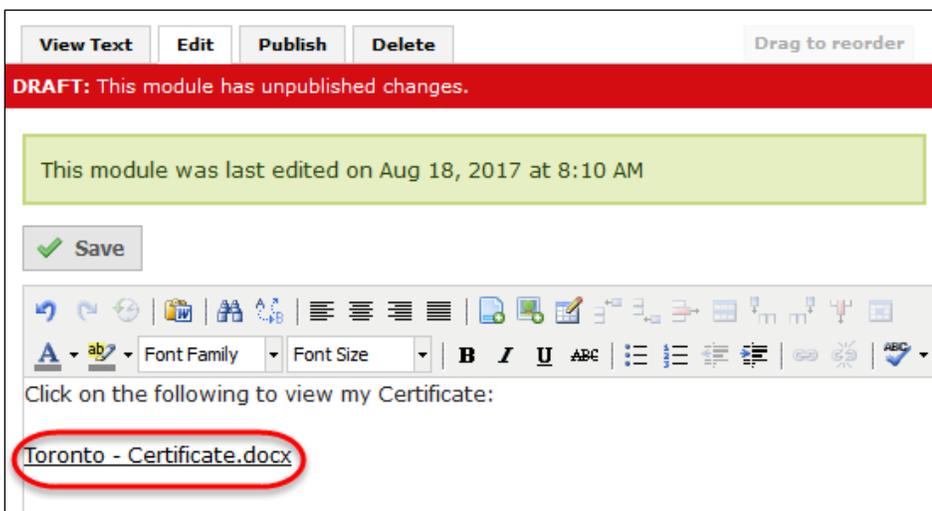
Step 4: A blank Module will open up. Type in some introductory text and then click on the **Insert File** Icon:

The screenshot shows the Digication editor interface. At the top, there are buttons for 'View Text', 'Edit', 'Publish', and 'Delete', along with a 'Drag to reorder' option. A red banner at the top reads 'DRAFT: This module has unpublished changes.' Below this, a green box displays the text: 'This module was last edited on Aug 18, 2017 at 8:10 AM'. A 'Save' button with a green checkmark is visible. The toolbar contains various icons, with the 'Insert File' icon (a blue document with a green plus sign) highlighted by a red circle. Below the toolbar, the text area contains the sentence: 'Click on the following file to view my Certificate:'.

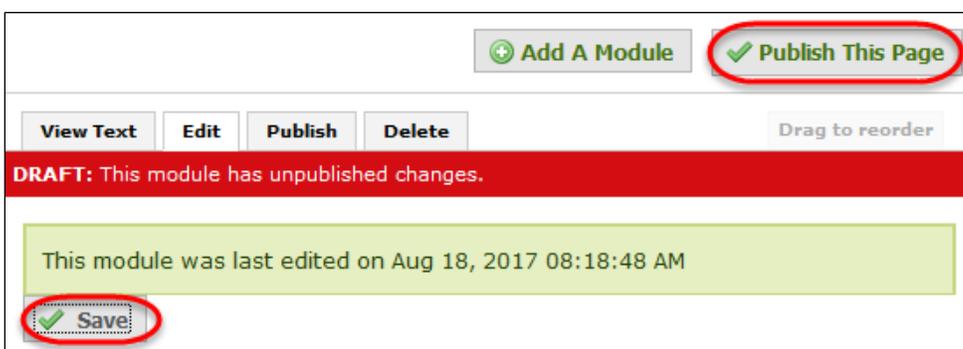
Step 5: Click on **Browse**, select your file, and choose **Insert**



You will see the document file name in the Text Box:



Step 6: Click on **Save** and **Publish This Page**:



Step 7: Click on **Publish All Changes**:



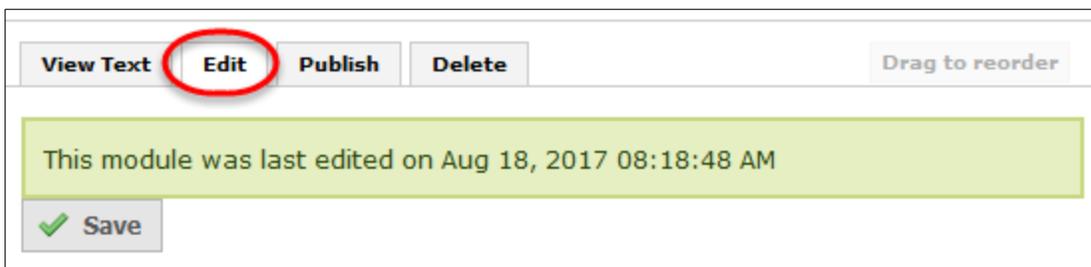
➕ Add A Module ✓ Publish This Page

Publish All

This is a quick way to publish all modules on this page.

Publish All Changes

If you need to get back into the Text box to add more information, click on the Edit tab.



View Text **Edit** Publish Delete Drag to reorder

This module was last edited on Aug 18, 2017 08:18:48 AM

✓ Save

NOTE: Firefox seems to work best with Digication.