



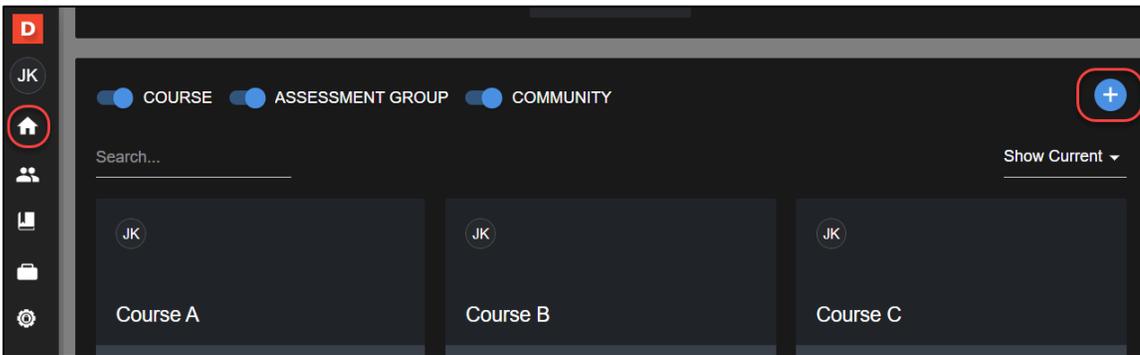
Digation Kora: Creating a Course

Step 1: Login to the Portal at <https://my.curry.edu>

Step 2: Click on the **Digation Icon** in the Quick Launch area



Step 3: On the Home page scroll down to the **Course/Assessment Group/Community** section and click the **Blue and White Add/Create** icon:



Step 4: Choose **Course**. Type in the **Title**. Add the **Course Number** and a **Short Description** (both are optional).

CREATE COURSE

What are you creating? *

Course

Community (E.G. Study Group, Interest Group)

Assessment Group

Title *

Course Number

If you don't have one, just leave it blank. You can always add this later.

Short Description

Please keep this short (254 character max). This text will show up under the title on the Home page listing.

Step 5: Choose course **availability** and select any **tools** you would like to use. In most cases the only tool that you will need is **Portfolios** then click **SAVE**. We recommend that you check the box to **Allow students to enroll themselves** if you do not want to manage enrollment in the course. If you prefer to manage user enrollment leave the box unchecked.

When is this available? *

Start Date: Nov, 04 2019 | End Date: Nov, 30 2019

Start Date indicates when students will first be able to access the course. End Date indicates when it will be moved to the 'Past Courses' section.

What tools do I need?

Gradebook | Attendance | Discussions
 Portfolios | Assignments | Standards

Allow students to enroll themselves

What else do I need?
 Don't worry, if you need to change this later, you can simply go to the "Settings" tab and go to "Administration > General Info".

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CANCEL | **SAVE**

Step 6: After clicking **Save** you will be taken to a page where you can choose to receive email notifications, add e-Portfolios, add Students, or change your settings.

Home | People | Courses | **ePortfolios** | Subscriptions | Administration | Reports | Welcome, | Logout | More | HELP?

CURRY COLLEGE

COURSE - 5 > COURSE NOTIFICATIONS

Notifications | ePortfolios | People | Settings

I would like to receive email notifications from this course.

Quick Links

Course Checklist [Show](#)

There are currently no notifications.

To access student e-portfolios after they enroll click **People**. The students who have been associated with the course will be displayed. To access their portfolio click on "Student's name" Portfolios.

The screenshot shows the Curry College website interface. At the top, there is a navigation bar with links: Home | People | Courses | ePortfolios | Subscriptions | Administration | Reports. On the right side of the navigation bar, it says "Welcome, [Name] Logout | More" and a "HELP?" button. Below the navigation bar is a large blue banner with the text "CURRY COLLEGE" in white. Underneath the banner, the page title is "COURSE - 5 > PEOPLE". There are four tabs: Notifications, ePortfolios, People (which is circled in red), and Settings. On the left side, there is a sidebar with "Controls" (Add Students) and "Quick Links". The main content area is divided into two sections: "Faculty" and "Students". In the "Faculty" section, there is a placeholder for a profile picture and the text "Name: [Christine Sacco](#)" and "[Christine's Portfolios](#)". In the "Students" section, there is a placeholder for a profile picture and the text "Name: [Janice Kenney](#)" and "[Janice's Portfolios](#)", where the link is circled in red.

A listing of all the portfolios that the student owns will appear. Click on the name of the portfolio you would like to open.