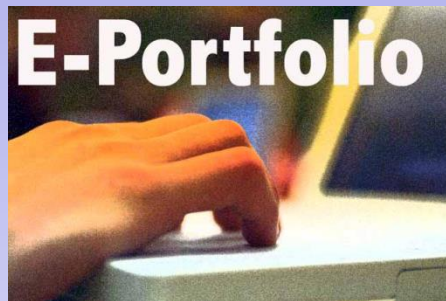
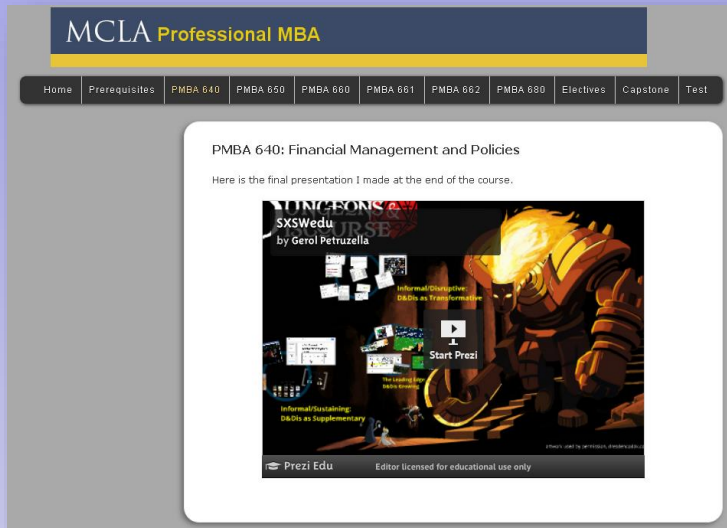


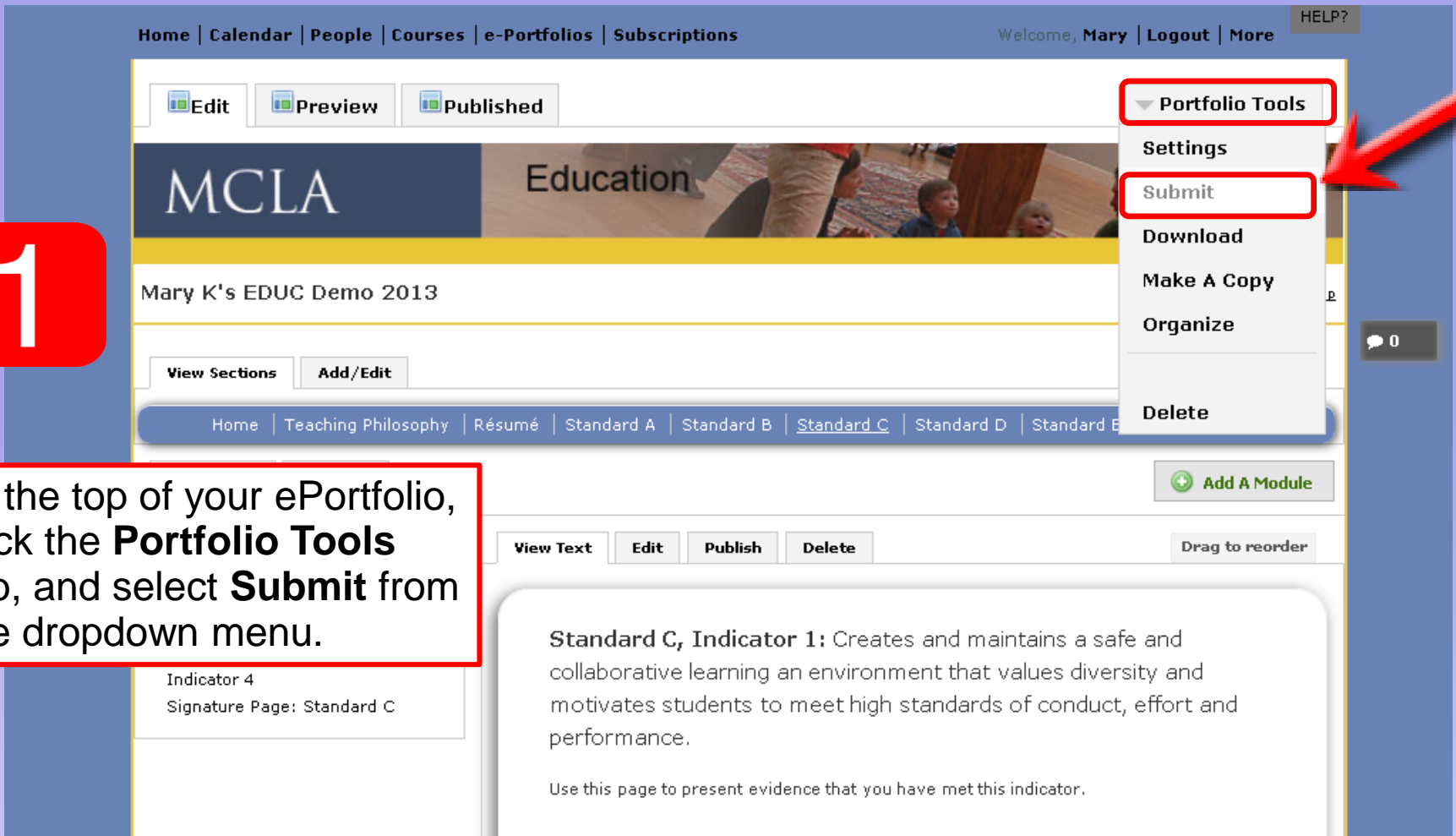
# Digication ePortfolio: Submitting Your Work



In Digication, you can submit (1) pages from your ePortfolio OR (2) document files. Your professor or program will inform you which option to select.



# Option 1: Submitting pages from your ePortfolio



The screenshot shows the top navigation bar with links for Home, Calendar, People, Courses, e-Portfolios, and Subscriptions. A user profile for 'Mary' is visible with 'Logout' and 'More' options. Below the navigation, there are buttons for 'Edit', 'Preview', and 'Published'. The main content area features a banner for 'MCLA Education' and a section titled 'Mary K's EDUC Demo 2013'. A 'Portfolio Tools' dropdown menu is open, listing options: Settings, Submit, Download, Make A Copy, Organize, and Delete. A red arrow points to the 'Submit' option. A red box with the number '1' is positioned to the left of the 'Portfolio Tools' menu. Below the main content, there are buttons for 'View Sections' and 'Add/Edit', and a navigation bar with links for Home, Teaching Philosophy, Résumé, Standard A, Standard B, Standard C, Standard D, and Standard E. A 'View Text' button is also visible. The main content area contains text for 'Indicator 4' and 'Signature Page: Standard C', followed by a large text block for 'Standard C, Indicator 1'.

1

At the top of your ePortfolio, click the **Portfolio Tools** tab, and select **Submit** from the dropdown menu.

Indicator 4  
Signature Page: Standard C

Standard C, Indicator 1: Creates and maintains a safe and collaborative learning an environment that values diversity and motivates students to meet high standards of conduct, effort and performance.

Use this page to present evidence that you have met this indicator.

2

In the popup window, choose the correct assignment (ask your professor if you're not sure!).

The screenshot shows a web interface with a navigation bar at the top containing 'Home | Calendar | People | Courses | e-Portfolios | Subscriptions' and a user profile 'Welcome, Mary | Logout | More'. Below the navigation bar are buttons for 'Edit', 'Preview', and 'Published', and a 'Portfolio Tools' dropdown. A white popup window titled 'Submit Your e-Portfolio' is centered on the screen. The popup contains the question 'To which assignment would you like to submit this e-Portfolio?' and a list of four assignments. The first two assignments are highlighted with red boxes: 'Standard B' and 'Standard C'. The 'Standard C' assignment is also highlighted with a red box around its title. At the bottom of the popup are 'Cancel' and 'Submit' buttons. A footer note reads 'Only active assignments that allow submissions are displayed.'

Home | Calendar | People | Courses | e-Portfolios | Subscriptions

Welcome, Mary | Logout | More

Edit Preview Published Portfolio Tools

### Submit Your e-Portfolio

To which assignment would you like to submit this e-Portfolio?

**Choose Assignment**  
Submit e-Portfolio

- Standard B**  
EDUC-PPA-201360, Indicator 4  
0 Submissions, No deadline, "Student should use this step to submit evidence..." [More info](#)
- Standard C**  
EDUC-PPA-201360, Indicator 1  
0 Submissions, No deadline, "Student should use this step to submit evidence..." [More info](#)
- Standard C**  
EDUC-PPA-201360, Indicator 2  
0 Submissions, No deadline, "Student should use this step to submit evidence..." [More info](#)
- Standard C**  
EDUC-PPA-201360, Indicator 3  
0 Submissions, No deadline, "Student should use this step to submit evidence..." [More info](#)

Only active assignments that allow submissions are displayed.

Cancel Submit

3

Once you have clicked on an assignment, choose the specific page(s) of your ePortfolio to submit, then click the blue **Submit** button.

**Submit Your e-Portfolio**

Select the pages you would like to submit

Choose Assignment

Standard B2c: Physics

Standard B2c: Political Science

Indicator 3

Indicator 4

Signature Page: Standard B

Indicator 1

Indicator 2

Indicator 3

Indicator 4

Signature Page: Standard C

Standard D

Indicator 1

Indicator 2

Only active assignments that allow submissions are displayed.

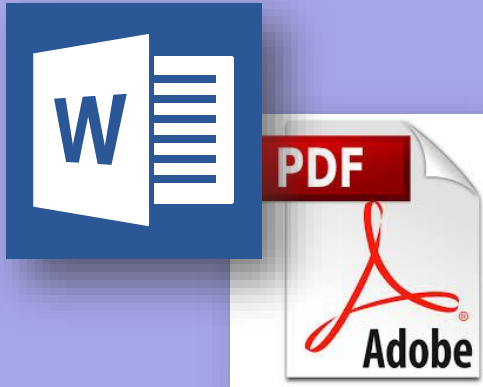
Cancel **Submit**

4

The screenshot shows a web interface with a navigation bar at the top containing links for Home, Calendar, People, Courses, e-Portfolios, and Subscriptions. On the right, it says 'Welcome, Mary | Logout | More'. Below the navigation bar are buttons for 'Edit', 'Preview', and 'Published', and a 'Portfolio Tools' dropdown menu. A modal dialog box titled 'Submit Your e-Portfolio' is centered on the screen. It contains a close button (X) in the top right corner and the instruction 'Select the pages you would like to submit'. A green success message is highlighted with a red box: 'Your e-Portfolio was successfully submitted.' Below this, it states '1 page were submitted to Standard C at 03:08pm' and lists 'Indicator 1'. A blue link 'View Submitted e-Portfolio' is also highlighted with a red box. At the bottom of the dialog, there is a red box around the text 'Oops! Undo submission'. A 'Close' button is located at the bottom right of the dialog. At the very bottom of the page, a footer note reads 'Only active assignments that allow submissions are displayed.'

You will receive a time-stamped confirmation page for your records! (You can also undo a submission if necessary, or simply resubmit.)

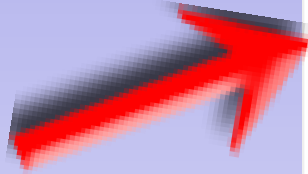
# Option 2: Submitting document files



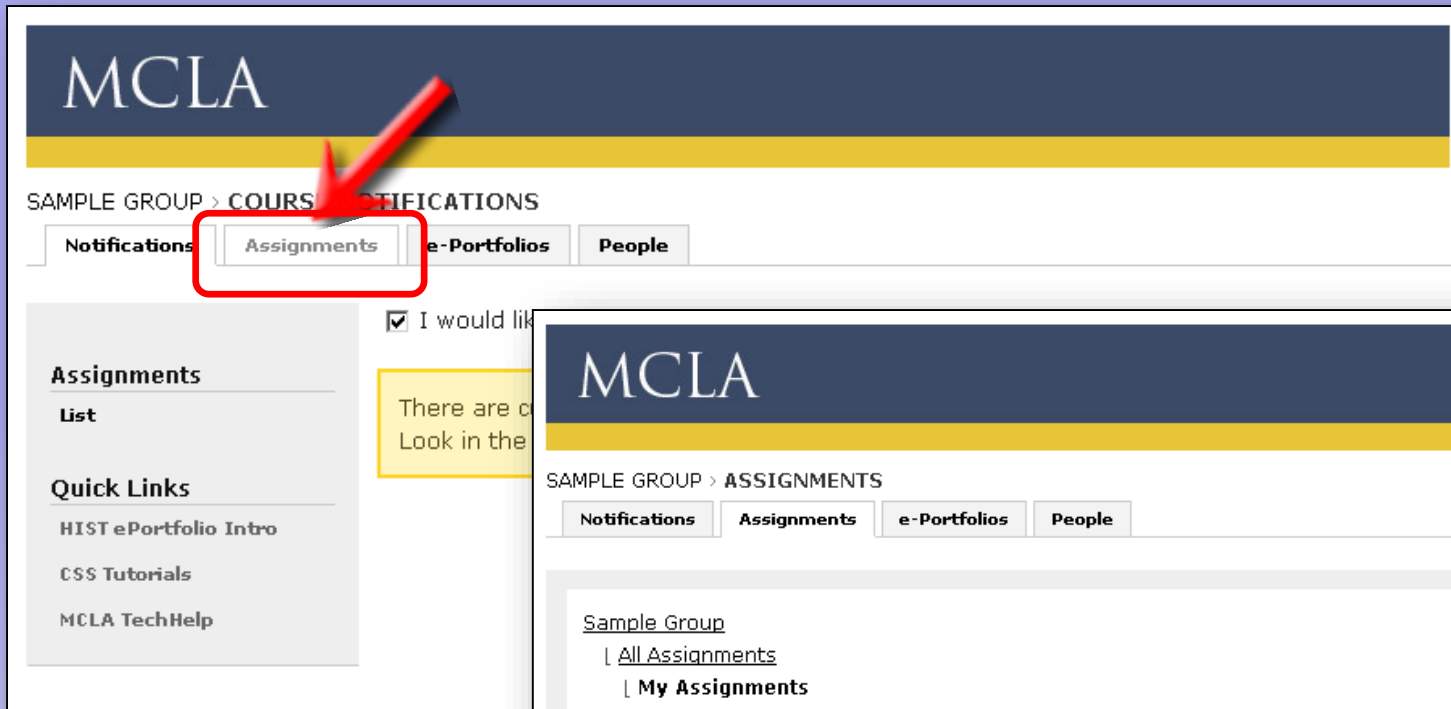
The screenshot shows the Digication homepage for the Massachusetts College of Liberal Arts. At the top, there's a green header with the college name and the word 'DIGICATION'. Below this, there are two main sections: 'My e-Portfolios' and 'My Updates'. Under 'My e-Portfolios', there's a card for 'EDUC Teaching Portfolio Template' with 0 posts and updated 15 days ago. Under 'My Updates', there's a search bar and a list of updates from Gerol Petruzella, including 'Home', 'The Muses', 'My Personal Biography', 'Biography', and 'First Semester'. At the bottom, there's an 'Assessment Groups' section with a card for 'EDUC Demo Group' highlighted by a red box and a red arrow. The card for 'EDUC Demo Group' has 2 posts and 2 e-Portfolios, and is updated 1 month ago. Below it is another card for 'EDUC-Demo-2' with a date range of 07/01/13 - 12/31/14 and a description: 'A streamlined possibility for submitting ePortfolio'.

On your Digication homepage, click into your Course or Assessment Group.

1



Clicking the Assignments tab will show you the list of assignments. Once you have found the correct assignment, click the Evidence step.



MCLA

SAMPLE GROUP > COURSE NOTIFICATIONS

Notifications **Assignments** e-Portfolios People

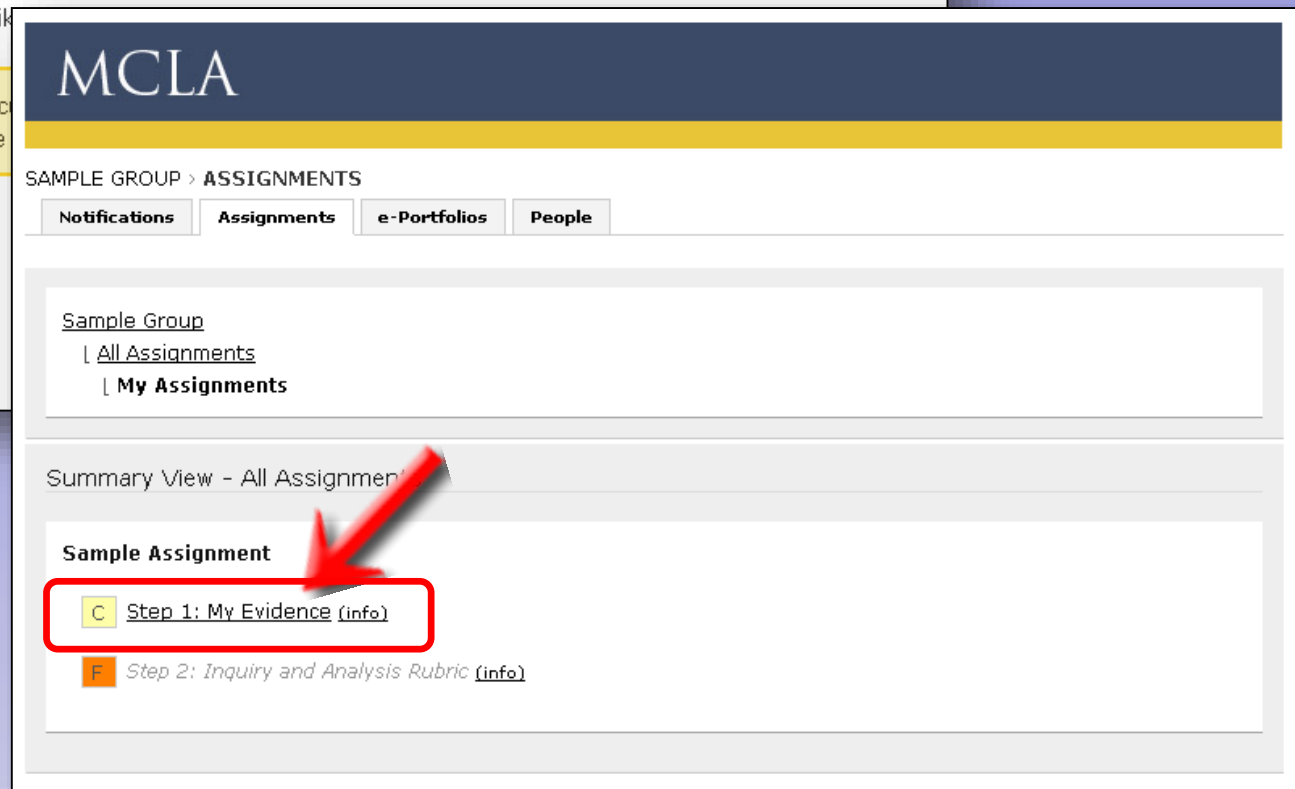
Assignments List

Quick Links

- HIST ePortfolio Intro
- CSS Tutorials
- MCLA TechHelp

I would like to see...

There are 0 assignments. Look in the...



MCLA

SAMPLE GROUP > ASSIGNMENTS

Notifications **Assignments** e-Portfolios People

Sample Group

- | All Assignments
- | **My Assignments**

Summary View - All Assignments

Sample Assignment

- C** [Step 1: My Evidence \(info\)](#)
- F** [Step 2: Inquiry and Analysis Rubric \(info\)](#)

2



3

Scroll down and click the **Choose Files** button to select your file. Click **Save** to submit.

The screenshot shows the MCLA ePortfolio interface. At the top left, the MCLA logo is visible. Below it, the navigation menu includes 'Notifications', 'Assignments', 'e-Portfolios', and 'People'. The main content area is titled 'STEP 1: My Evidence' and includes a 'Submit Evidence/Assessment' section. A red arrow points to the 'Choose Files' button in the 'Add file.' section. An 'Open' file dialog is open, showing a list of files on the desktop, with 'InstructureCon2013\_presentation.pptx' selected. Another red arrow points to the 'Save' button at the bottom of the submission form. The form includes a 'Comment:' field with the text: 'Hello professor - Here are the ePortfolio pages which fulfill the requirements for my Sample Assignment. Thanks, |'. A red box highlights the 'Save' button.

**You can submit most file types, including \*.doc(x), \*.pdf, \*.ppt(x), and more. Be sure to find out whether your instructor requires a specific format!**

You will see a time-stamped page **confirming** your submission – **print** or **save** a copy for your records!

4

**STATUS KEY:**  N/A  Waiting for Student  Waiting for Faculty  Complete  Passed  Not Passed

Sample Assignment	1	2
Gerol Petruzella	<input type="checkbox"/>	<input type="checkbox"/>


### Assignment Workflow

**Completed.** ✓

Complete

**STEP 1: My Evidence**  
Evidence  
*No description*  
The student being assessed can see the results of this step.

**Uploaded Evidence**

 **InstructureCon2013\_presentation.pptx** 18.5MB [Download File](#)  
File "InstructureCon2013\_presentation.pptx" uploaded on Jul 2, 2013 at 11:19 am by Gerol Petruzella

**Submit Evidence**

**Comment:**

Hello professor -

Here are the ePortfolio pages which fulfill the requirements for Sample Assignment.

Thanks,

