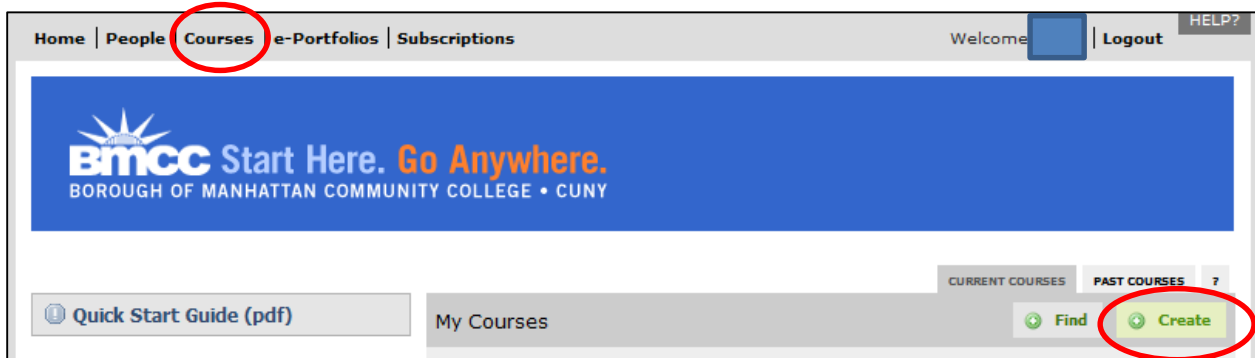


Digication: How to create a course/community and allow students to self-enroll with a password

1. Go to: <https://bmcc-cuny.digication.com>
2. Log-in: your log in for e-portfolios is the same as your login for BMCC email and computers.
3. Click “Courses” at the top and then the Create button.



4. Name your course. We recommend adding the course, section, semester, and your name. You do not need to fill in the course number or description.

CREATE

What are you creating?

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

Title:

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

Short Description: (200 character max)
Please keep this short. This text will show up under the title on the Home page listing.

5. Check off the box that allows students to enroll themselves.

Allow students to enroll themselves

6. Set the dates and choose the tools (most instructors turn everything off EXCEPT Portfolios, then click Create button.

When is this available?

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.

From: To:

What tools do I need?

Gradebook Attendance Discussions Portfolios Assignments

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".

7. Your course will be created.

- Now click on the Settings tab and go to User Access.
- Check the box to require a password for enrollment and create the password.
- Click the Save button.

MANAGE USER ACCESS

Notifications e-Portfolios People **Settings**

Administration

Status

General Info

Import & Merge

Delete

Users

User Access

User Log

Group Email

Quick Links

Edit Links

Search for Users System Groups

First:

Last:

Email:

Username:

Name	Add
------	-----

Can't find a user in the search?

Users and Groups

Reg	Name

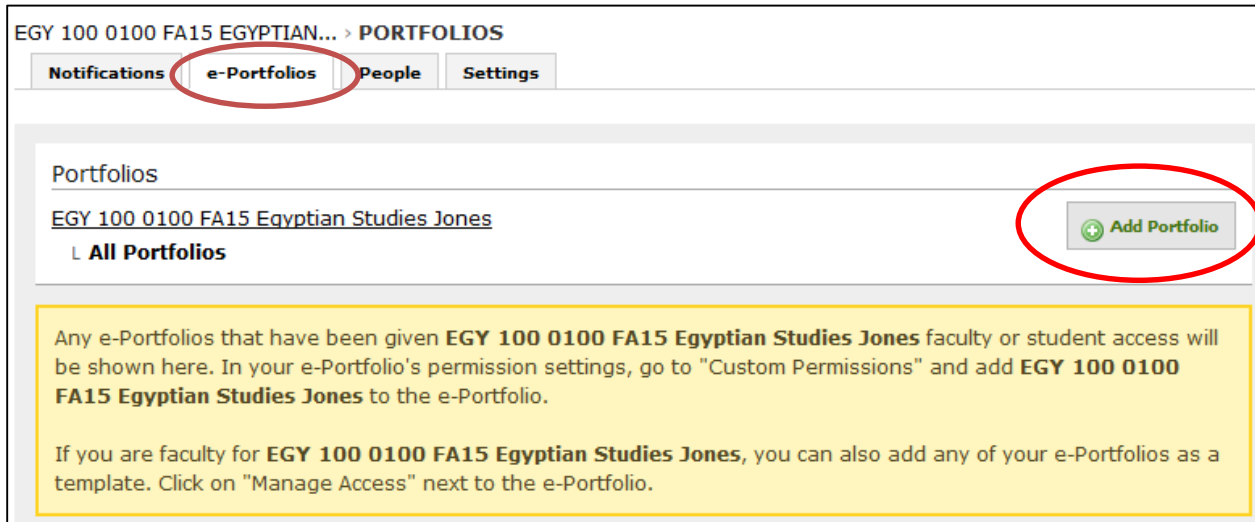
Student Signup

Allow students to enroll themselves in this Course

Require a password to enroll

Digication: How to add a template e-portfolio to a course

1. Click on the e-Portfolios tab in your course.
2. Click on the Add Portfolio button.



EGY 100 0100 FA15 EGYPTIAN... > PORTFOLIOS

Notifications **e-Portfolios** People Settings

Portfolios

[EGY 100 0100 FA15 Egyptian Studies Jones](#)

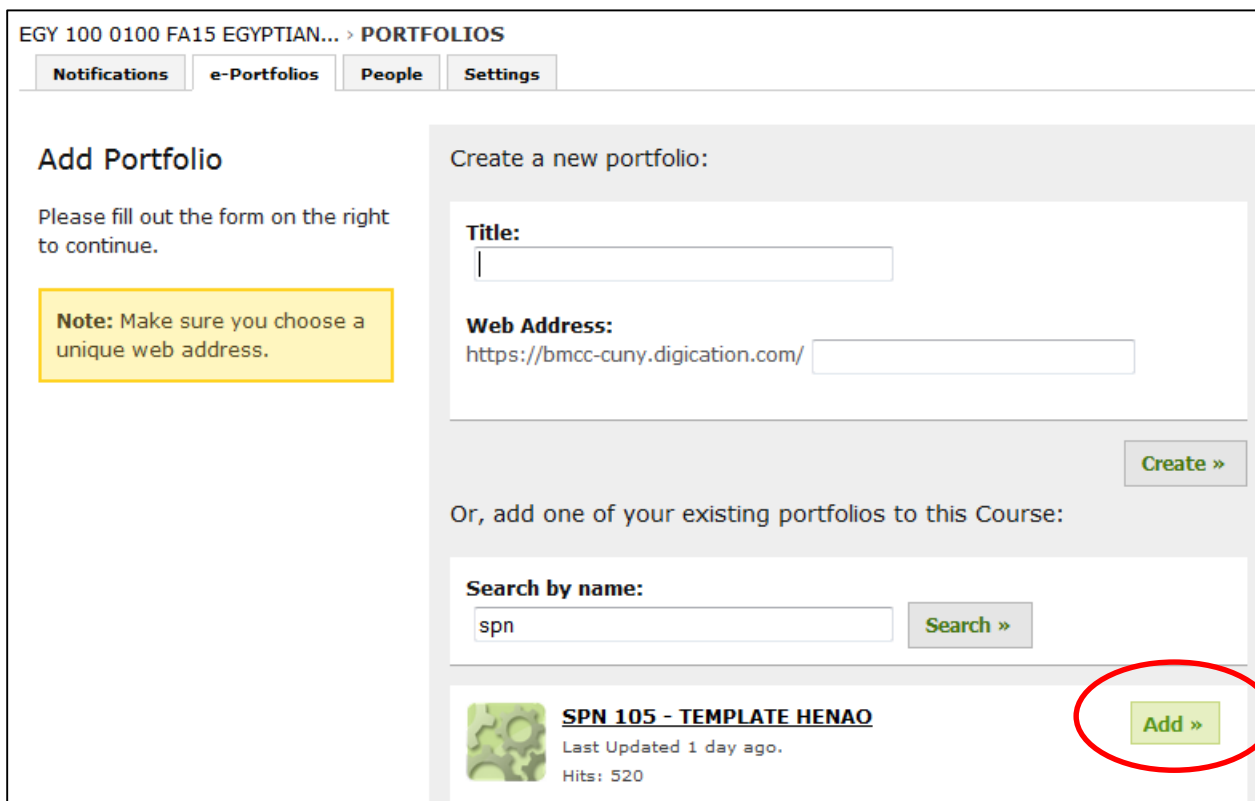
↳ All Portfolios

Add Portfolio

Any e-Portfolios that have been given **EGY 100 0100 FA15 Egyptian Studies Jones** faculty or student access will be shown here. In your e-Portfolio's permission settings, go to "Custom Permissions" and add **EGY 100 0100 FA15 Egyptian Studies Jones** to the e-Portfolio.

If you are faculty for **EGY 100 0100 FA15 Egyptian Studies Jones**, you can also add any of your e-Portfolios as a template. Click on "Manage Access" next to the e-Portfolio.

3. You can click on the Search box for e-Portfolios you have previously created, and click the Add button for the e-Portfolio you want to use as a template for your students.



EGY 100 0100 FA15 EGYPTIAN... > PORTFOLIOS

Notifications **e-Portfolios** People Settings

Add Portfolio

Please fill out the form on the right to continue.

Note: Make sure you choose a unique web address.

Create a new portfolio:


Title:

Web Address:
https://bmcc-cuny.digication.com/

Create »

Or, add one of your existing portfolios to this Course:

Search by name:
 Search »

 **SPN 105 - TEMPLATE HENAO**
Last Updated 1 day ago.
Hits: 520

Add »

4. If you are the only faculty member using this portfolio, you can give Faculty Admin access, give Students View Only Access, and choose **Yes** for Template.

Manage Portfolio Access

This is where you control access to your Course's portfolios

[Freshman Learning Academy Template thumbnail - click to view](#) **Freshman Learning Academy Template**

Faculty:
Grant all faculty of this Course the following access to this portfolio:
 ▼

Students:
Grant all students in this Course the following access to this portfolio:
 ▼

Template:
Offer this portfolio to students as a template.
 ▼

5. Click the Save button. Your students should now be able to self-enroll in your course and then choose this Portfolio as a template to create their own portfolios.