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

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

Standard C, Indicator 1: Creates and maintains a safe and collaborative learning 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.
In the popup window, choose the correct assignment (ask your professor if you’re not sure!).
Once you have clicked on an assignment, choose the specific page(s) of your ePortfolio to submit, then click the blue Submit button.
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

On your Digication homepage, click into your Course or Assessment Group.
Clicking the Assignments tab will show you the list of assignments. Once you have found the correct assignment, click the Evidence step.
Scroll down and click the **Choose Files** button to select your file. Click **Save** to submit.

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!