

Creating Communities in Digication

1. Login to your Digication account (<http://www.laguardia.edu/eportfoliosso/>). Click the “Click here” button to enter the login screen. Enter your login information. (See image 1.1)

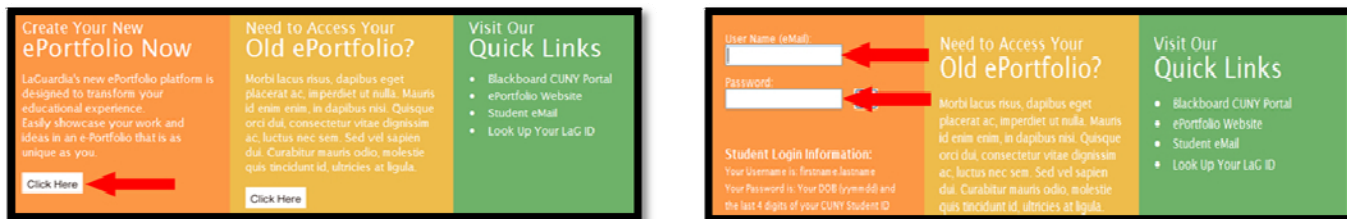


Image 1.1

2. Once logged in, you will be in the “Workspace” (Home page) area. Scroll down the page to the “My Communities” section. On the right hand side of the page you will see the “Create” button, click it. (See image 1.2)



Image 1.2

3. You will be brought to the **Create** page. From here, select the settings you want for the community, i.e., what are you creating, title, description, period of availability and tools you need. Click Create, when done (See image 1.3)




Image 1.3

4. A *Community*, allow the users to enroll themselves. To have users enroll themselves, you need to designate that they can do so and then supply a password for them to use. To do this, Click on the “Settings” tab. **Note: In Digication, Community and Course have similar functions. See tutorial on Using Digication CMS for more information on Courses (See image 1.4)**

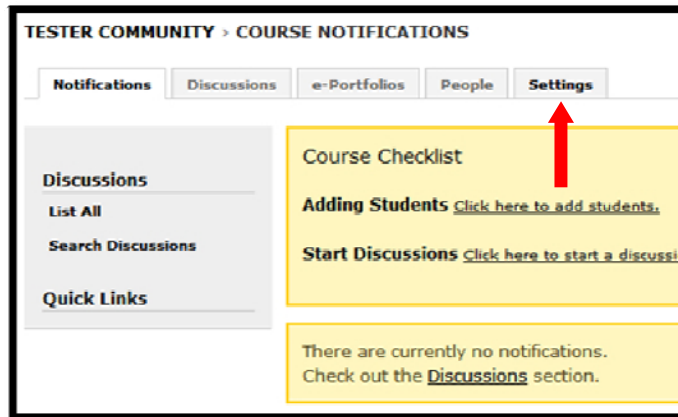


Image 1.4

5. From the settings page, click on the “User Access” link in the “Users” section. (See image 1.5)

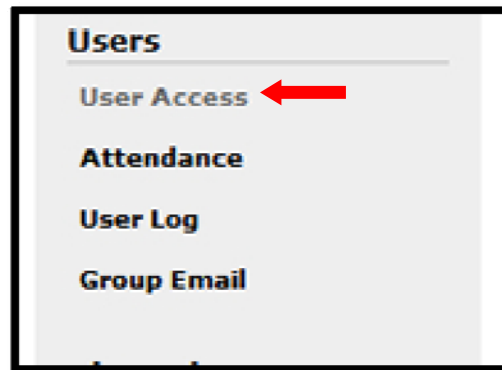


Image 1.5

6. From the user access page, check the option “Allow students to enroll themselves in this course.” Check the option “Require a password to enroll,” Create/type in a password Click the “Save” button. **Note: Make sure you email those users whom you want to join the community, the name of the community/course and the password. (See image 1.6)**

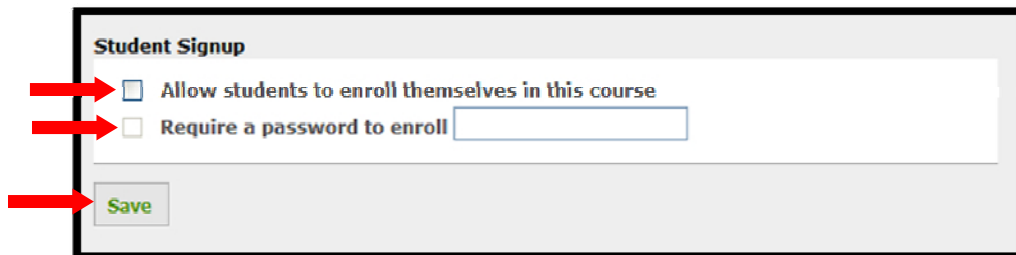


Image 1.6