

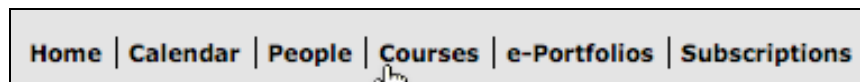


Creating a Course

Introduction

Use this guide to assist you in creating a Course (or Community). Use a Course to lead discussions for a class, post new assignments, and grade the assignments students have submitted.

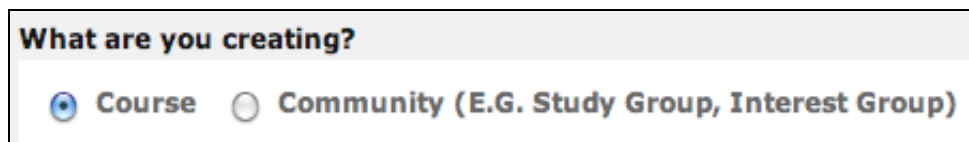
Step 1: To begin, log into Digication and click the **Courses** link at the top of the page.



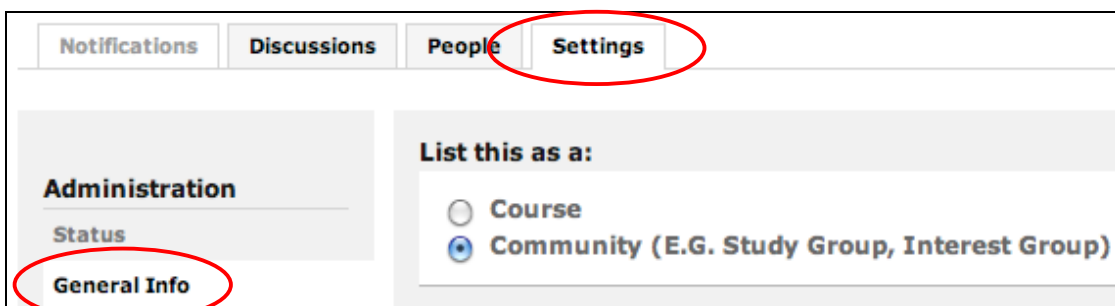
Step 2: Choose either the **My Courses** or **My Communities** heading and click the **Create** button to the right. (Courses and Communities are essentially the same thing, the only difference being whether they are listed in the "My Courses" or "My Communities" section.)



Step 3: You are now asked to confirm your decision of creating either a Course or Community.



Keep in mind this choice can always be changed at a later time by navigating to your course, then clicking the **Settings** tab and selecting **General Info** from the sidebar.



Step 4: Enter Identifying info for your course including **Title, Description** and **Course number** (if applicable).

Step 5: Next, choose a **Start Date** and **End Date** for your course. This will define how your course is sorted on the Digication site, so that students can find the appropriate courses for the semester.

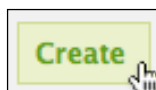
When is this available?

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:

In this example the course is set to last only through Fall 2010 semester

Step 6: Finally, click **Create** to complete the process and create your course.



You can now access your course at any time by clicking **Home** at the top of the screen. On the home page, the section labeled **My Courses** will list all the courses you're involved with (either as a student or as an educator).

CURRENT COURSES PAST COURSES ?

My Courses

World History
01/01/10 - 12/31/10
0 posts.

Digication Training (Course Creation)
TLITC101: 01/01/11 - 12/31/12
Last updated 18 weeks ago. 8 posts.

Conclusion

This represents the first steps in creating a new Digication course for BHCC students or faculty. From within this course, you will find a number of resources to take advantage of.

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.