**Enabling Digication for a UBlearns Course**



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October 28, 2016 19:55

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Once the Blackboard Building Block has been successfully installed and configured for your school, course faculty and system admins have the ability to add Digication to their courses in a variety of ways for their students to access them. They can install them as a widget on the home screen, as a link in the sidebar, or as an option under "Tools." The following article will explain how to add these three and help determine which is the best option for your course.

**Step 1: Making the Digication Tool Available for Use**

Before the Digication Tool can be added anywhere within a course, you'll have to first make it available as a tool. To do this you'll need to make sure that "Edit" mode is turned on and then:

* Go to the "Course Management" menu to the left below the main course options.
* Click on "Customization" for a drop-down list.
* Select "Tool Availability" and look for "Digication" and make sure it's checked off where needed.
* Click the "Submit" button to save your changes.

**Step 2: Adding Digication as a Module, Tool Link or within a Content Area**

Once the tool is available for use, you have some flexibility as to how it will display within a course. The most convenient option is to add it as a tool link, which will allow for quick access to to Digication with a full screen area to work from. It can also be added to a new or existing content area as well, which provides them with a link to the tool as well.

**Adding Digication as a Tool Link \*RECOMMENDED\***

* From anywhere within the course, click on the "+" button at the top of the course sidebar
* Select "Tool Link" the dropdown
* Name the tool link (either Digication or whatever preferred term your students will recognize)
* For "Type," click on the dropdown and select "Digication" from the list
* Make sure "Available to Users" is selected and click on the "Submit" button

***Note: Although adding Digication as a Module or as Content are options as described below, we highly recommend the above Tool Link option instead.***

**Adding Digication as a Module**

* Go to the course Home Page
* Click on "Add Course Module"
* From the "Add Module" screen, navigate or search for Digication
* Click the "Add" button and you're all done!

**Adding Digication as Content**

Adding Digication to any content area is easy! Here are the steps.

* Navigate to the appropriate content area and click on the "Tools" button in the bar at the top.
* Select "More Tools"
* Find and click on "Digication"
* Add the appropriate title or description to accompany the content
* Edit the name link and add any descriptive text you'd like.
* Click "Submit" when you're done.

**Step 3: Setting Up Digication for Use**

The first time faculty access the Digication tool they will have to do a minimal amount of setup which basically is answering two questions:

**How should students create their ePortfolios?**

* Students should create ePortfolios from scratch
* Students should create ePortfolios from a template you provide. *Choosing this gives you a list of any previously created ePortfolios that can be selected as a template by checking them off.*
* Students can create ePortfolios from scratch and from a template.

**Should ePortfolios be visible to others?**

* Toggle the button to select "yes" or "no."

*You'll also see a notification saying that faculty see all student ePortfolios by default and that users themselves can change viewing permission access at any time.*

After you've made your selections, click on the "Save & Continue" button to finish setup. Now that setup is complete, you can now use Digication freely within Blackboard to create ePortfolios, view student ePortfolios and create assignments. For more information on using Digication within a Blackboard course and how it differs from using Digication separately, click here.