

How to Upload to Digication:

First things first... Remember PILR, which is an acronym for **P**ost=**I**mage **L**ink **R**eflection. These are the elements in posting to Digication and the order in which a posting should go onto Digication.

First upload the Image, then Insert the assignment, a.k.a. Link, and then finalize your posting with a Reflection of the assignment. Let's get started!

- **Step 1:** Save an Image to your flash drive or computer from Google Images. The Image must relate with the assignment being posted. For example: If you're posting a paper on Romeo and Juliet for English class, search in Google Images for a picture of Romeo and Juliet.
- **Step 2:** Log on to Digication
- **Step 3:** Click on your Page (i.e. Billy's E-Portfolio)
- **Step 4:** Click on the *Academic Locker* located at the top of your screen
- **Step 5:** Click on the subject that you are uploading to under the Pages list located to the left of your screen
- **Step 6:** Click on the *Edit* button just above the thumbnail pictures
- **Step 7:** Click on the **green Add Media** button
- **Step 8:** Click on the *Browse for Media* button
- **Step 9:** Locate the picture in your file that you want to upload and Click *Open*
- **Step 10:** Click on the **green Done** button once the file is successfully uploaded
- **Step 11:** Click on the *Edit Caption* button to begin to upload your assignment
- **Step 12:** Click on the *Insert File* button, located just above the italic button (Hint: If you hover over the buttons, they will tell you what they are used for)
- **Step 13:** Click on the *Browse for File* button to upload your assignment
- **Step 14:** Locate the assignment in your file that you want to upload and Click *Open*
- **Step 15:** Click on the **green Insert** button once the file is successfully uploaded

- **Step 16:** Using your mouse, click the end of the link (the assignment you uploaded) and hit the *Enter Key* twice on your keyboard
- **Step 17:** Begin to type your Reflection.

*Your reflection should be a short paragraph, 3-5 sentences long, answering the following questions:

- What the assignment was about?
- What you got out of doing the assignment?
- Will the skills you gained while doing the assignment be helpful in the future classes?
- What was your grade?
- Do you agree with the comments made on the rubric?
- **Step 18:** Click the *green Save Caption* button
- **Step 19:** Scroll to the top of your screen and click on the *green Publish All* button
- **Step 20:** Click on the *Publish All Changes* button

Repeat these steps with every assignment posted!!

REMEMBER to ***Publish All*** with each and every posting!!!