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.

![Course Link](image)

**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.)

![Create Button](image)

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

![Confirmation Dialog](image)

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: September 07 2010 | To: December 24 2010 |

*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).

![My Courses]

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](http://www.digication.com) or use the **Help** section within the program.