Dear WISE student,

I’m Prof. Rich Matzen and am looking forward to working with you on your eportfolio. Below are directions for creating your WISE portfolio.

Logging in

1) Go to go.woodbury.edu.
2) Click on “Student Portal Page” in the lower right.
3) Under “Academic Resources” click “Digication Login.”
4) Use your Woodbury username and password.
5) Click “Log in” and that should take you to your Digication dashboard.

Creating a portfolio from the WISE template

Once logged in, you’ll be taken to the Dashboard of Woodbury’s Digication page. Now it’s time to create your eportfolio!

1) Click on the green button with the white plus sign next to “My e-Portfolios”.
2) From here, name your portfolio in the Title box. You can label it whatever you want, but “WISE (last name)” or some variant might be a good way to title it.
3) Next, pick “WISE 2.0 Portfolio” from the “Pick a Template from Library” section.
4) After that, click the “Create” button on the bottom of the page.

Eportfolio directions embedded in the WISE template

From there, your portfolio will prompt you and provide some basic directions in how to upload your content. This link from Digication shows in a more detailed manner how to alter the look and organization of your portfolio, add and delete content, and adjust other settings; you need to be logged into Digication for the link to work. Here is that link typed out: https://support.digication.com/hc/en-us/sections/206740748-Documentation.

Contact

If you have any questions, please contact either Digication by clicking on this link and clicking “Submit a Request” at the top of the page or me at rich.matzen@woodbury.edu. My office is Whitten 122 and we can also meet in person! I’d be happy to help you create your portfolio and offer some feedback.

Good luck!

--Dr. Rich Matzen