

Quick Start Guide for Teachers

It's all about teaching and learning.

Digation Campus is a web-based classroom for teachers and students. You can post assignments. Share ideas. Talk. Listen. Learn collaboratively. Get and give help. Post articles. Record grades. Send/receive important notifications. Collaborate online. And digitally archive the entire educational experience.

It's Simple by Design

Digation Campus gives you the ability to add new course material as easily as composing an email. There are no cumbersome forms to fill or complicated wizards to step through. Teachers and students can share information with ease, in a password protected web based environment.

It's agile. It's easy. And it saves you time.

With **Digation Campus** You:

- Can create courses or communities
- Post materials as easy as writing emails, along with attachments
- Are always in control over "who can view"
- Can begin threaded discussions, supporting group communication as well as private discussions
- Use as much or as little as necessary. Teachers are not expected to "author a complete course online"
- Can use a full featured online grade book and attendance roster

Getting Acquainted with Digation Campus

To login to Digation Campus go to <http://campus.digation.com>

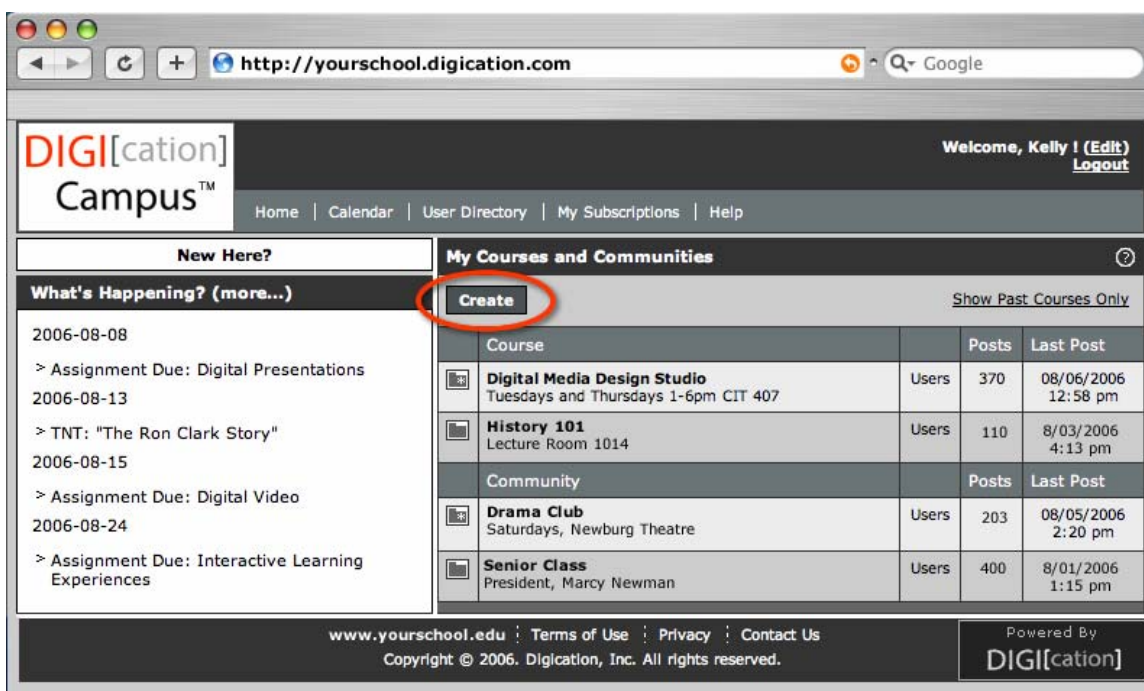
If you sign up for a user account on our website you created a username and password to login. Just fill them in to start using the software!

If someone invited you to join Digation Campus, you'll need to click on the link in the email to create your account.





Once you're logged in, you're ready to get started!

1. Create a Course or Community

Digation Campus makes it easy for teachers and administrators to create new online Courses or Communities. Just click the "Create" button in the Home page after login. From the "Create" page you'll be asked to provide some basic information about the Course or Community.



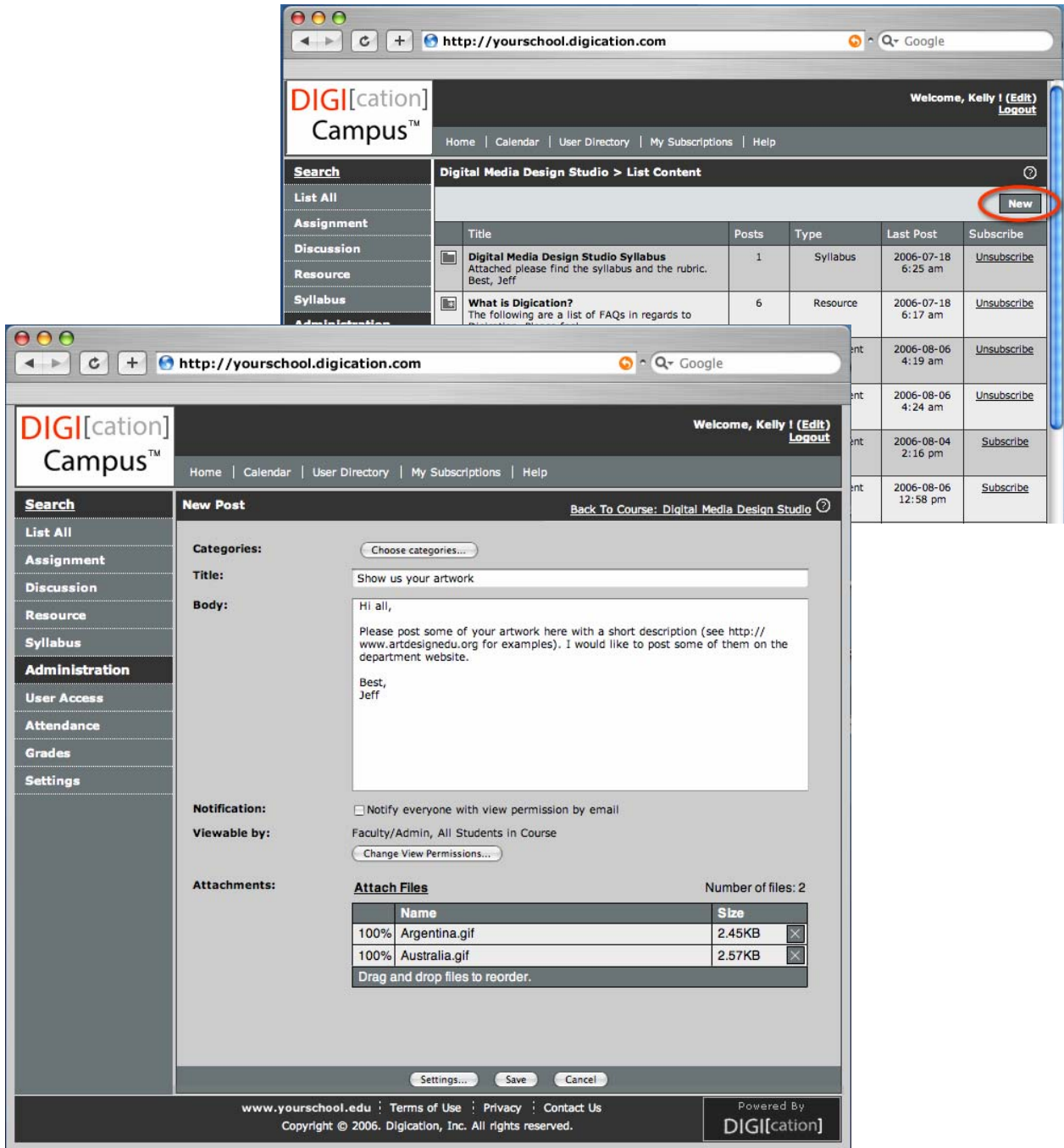
The screenshot shows a web browser window with the URL <http://yourschool.digation.com>. The page header includes the DIGI[cation]Campus logo and a welcome message for 'Kelly'. The main content area is divided into two columns. The left column, titled 'New Here?', lists recent events under 'What's Happening? (more...)' with dates from 2006-08-08 to 2006-08-24. The right column, titled 'My Courses and Communities', features a 'Create' button circled in red. Below this button is a table listing existing courses and communities.

Course		Posts	Last Post
 Digital Media Design Studio Tuesdays and Thursdays 1-6pm CIT 407	Users	370	08/06/2006 12:58 pm
 History 101 Lecture Room 1014	Users	110	8/03/2006 4:13 pm
Community		Posts	Last Post
 Drama Club Saturdays, Newburg Theatre	Users	203	08/05/2006 2:20 pm
 Senior Class President, Marcy Newman	Users	400	8/01/2006 1:15 pm

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2. Add Content to your Course or Community

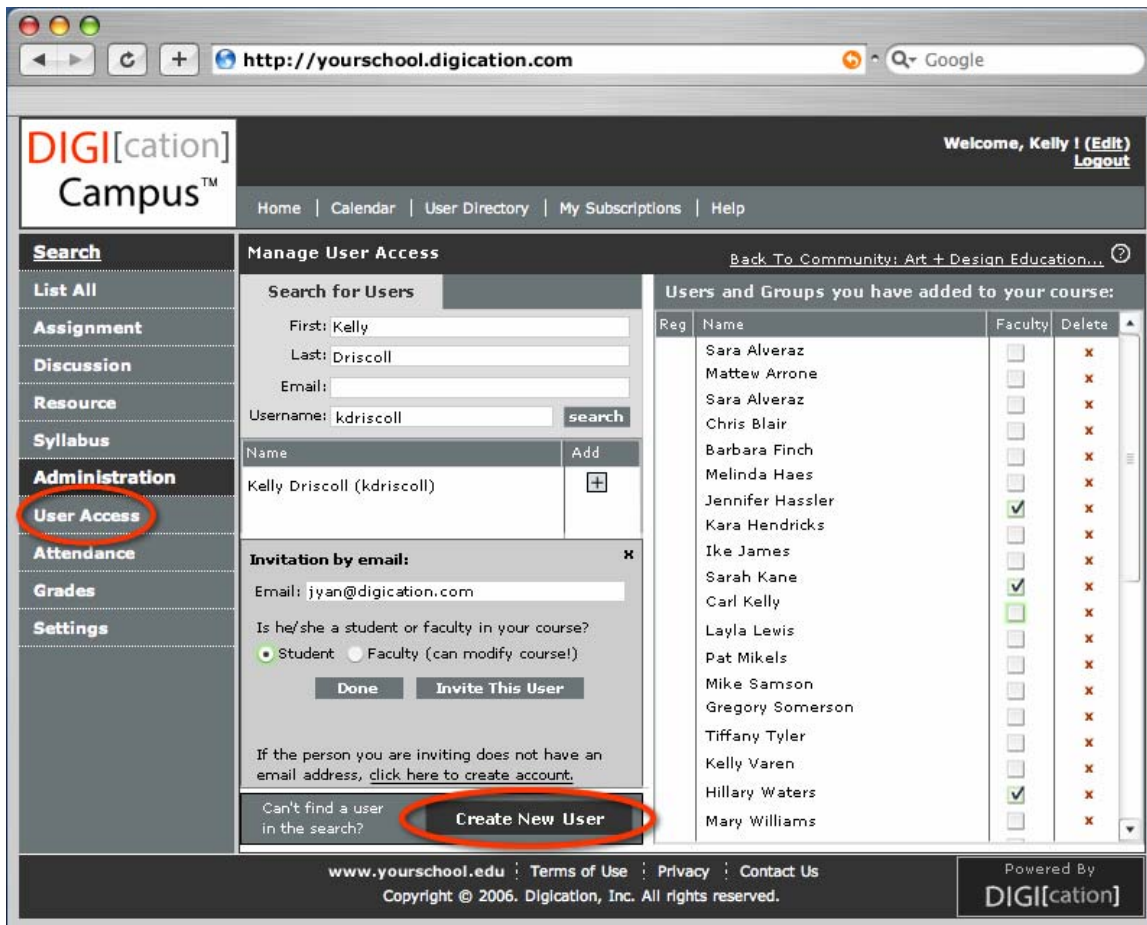
Adding content to a Course or Community is as easy as sending an email. You can even include attachments like images, PDF files, PowerPoint files, text documents, etc.



3. Invite Your Students to Join

To add new students into your Course or Community click on the "User Access" link under Administration in the left hand menu.

Then click on the Create New User button and fill in the provided fields. The student will receive an invitation to join the Course or Community via email.



Note: To import student and course data and make course setup even easier, please contact support@digation.com and we will email you information about our free administrative tools.