Incoming Honors Thesis/Project Screenshot Guide

You will be responsible for uploading your Honors Thesis/Project to Digication yourself. This will allow you to control how it will be presented, shared, and saved in the archive of Honors Thesis/Projects. If you have any questions or are struggling feel free to contact the Digication help center at support@digication.com. This guide will lead you through the steps of how to create your Digication portfolio.
How to get to Digication

Access to the Honors Digication Template is through HONR 4910 course in Blackboard
HONR 4910 is a zero-credit track course for uploading your Thesis/Project
HONR 4910 does NOT replace your H8 course

Class link Blackboard: lowell.umassonline.net
Login to your Blackboard account, select the link to Digication, then log on to Digication
with your UMass Lowell username and password.
E-Portfolio

To create a new e-Portfolio, select the green plus button next to the “My e-Portfolios” section.

Choose a title for your project/thesis and select the “Honors College Project/Thesis Portfolio Template” from the template library.
From there, fill out the sections highlighted below. Each tab will state what needs to be included in that section.
Project vs Template

If you have an Honors Project, you will delete the “Honors Thesis” tab, and if you have an Honors Thesis, you will delete the “Honors Project” tab. To do this, you need to select the lock and ‘unlock’ it. Then, you need to select the edit button highlighted below.

Once that is completed, you will be brought to the page settings. Select the delete option for the tab you are trying to delete.
You will then be promoted to type in the word "delete" to delete the tab. Once that is completed, the tab will be deleted.
Customization

You can also customize the tabs. This can be done by selecting the gear button.

As you edit and progress through the adding your project, make sure to save and “publish” the page/(s).
Once you believe you are done, you may view your finished product by toggling the view from edit mode to published view.
Tags

You must tag your Honors project/thesis.

The required tags are as follows:

Required Tags:
- UMLHonors
- Name
- Semester/ Year of Graduation
- Major(s)
- College
- Honors Mentor
- Thesis or Project

*Other tags may be added by student*

Example:
- UMLHonors
- Stephanie Zuber
- Spring 2019
- Biology
- Public Health
- Zuckerberg College of Health Sciences
- Kennedy College of Sciences
- Richard Wood
- Project

If you have a double major (as pictured above) you should tag both your majors and both the colleges if applicable. The same goes for if you have two honors mentors, etc. You may also add more tags if you would so please, ie this project focuses on the Campus Recreation Center, so it would be tagged with “Campus Recreation Center.”