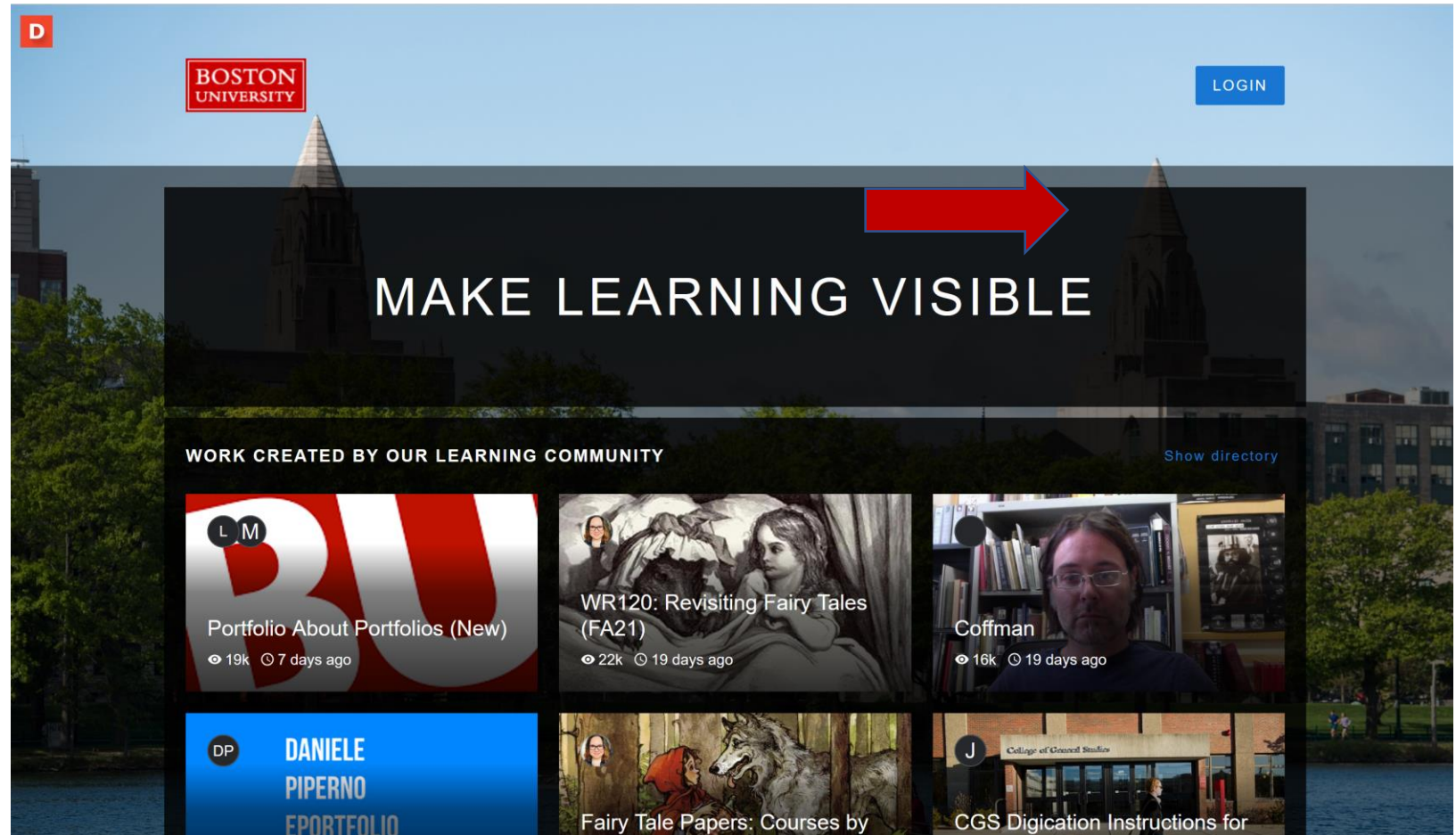


# **ABA @ BU Digication Portal of the MET Applied Business Analytics Community**

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**TUTORIAL: Preparing individual e-Portfolio with  
ABA@BU Template 2022**



## STEP 1

GO TO THE WEBSITE:

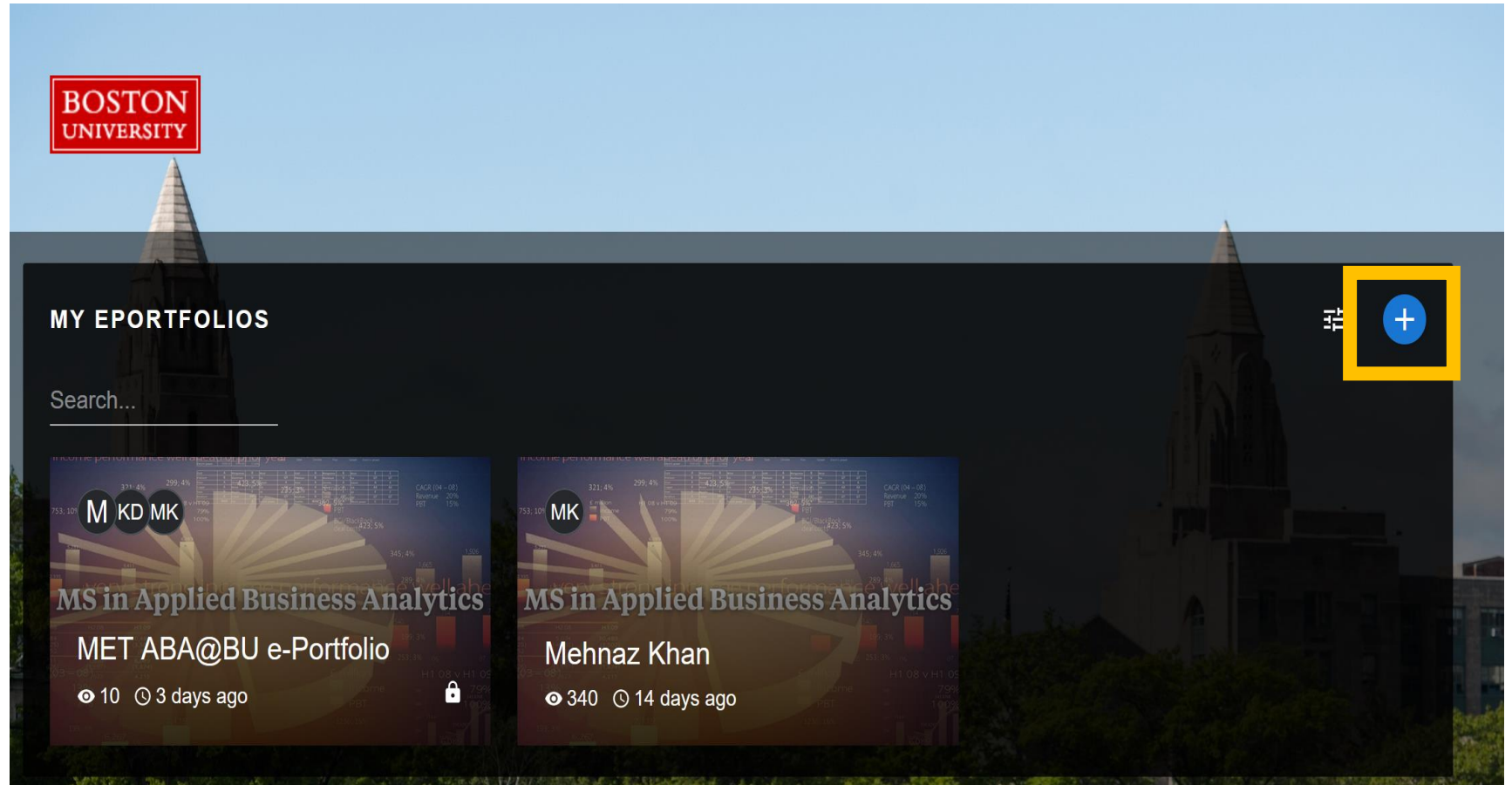
<https://bu.digication.com/app/>

## STEP 2

LOGIN WITH YOUR BU ID

### STEP 3

CLICK ON THE + SIGN  
(MARKED YELLOW)





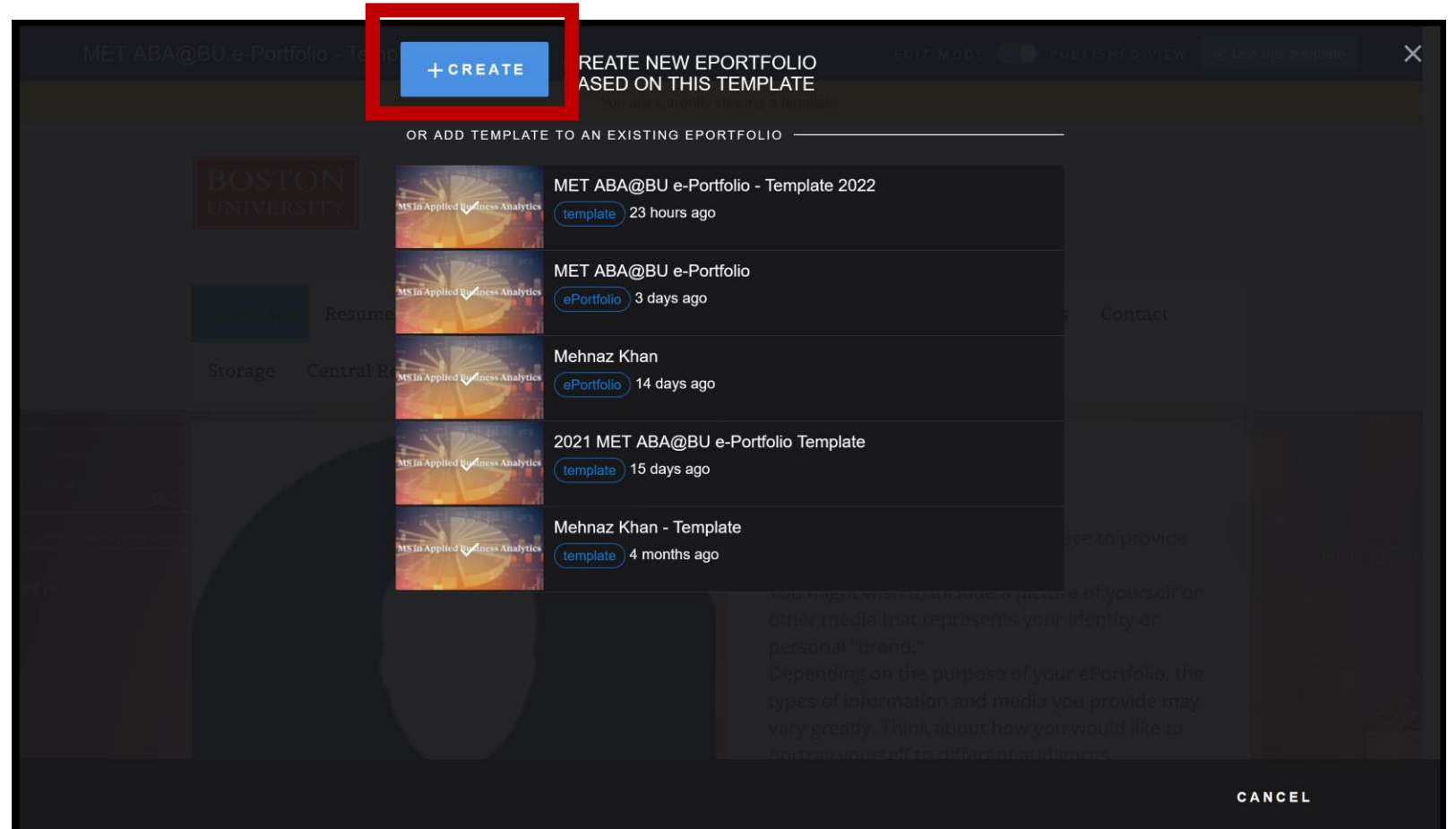
## STEP 6

SELECT THE TEMPLATE  
(MARKED RED)

The screenshot shows the MET ABA@BU e-Portfolio - Template 2022 interface. At the top, there is a dark blue header with the text "MET ABA@BU e-Portfolio - Template 2022" on the left and "EDIT MODE" with a toggle switch and "PUBLISHED" on the right. A red box highlights a button labeled "Use this template" in the top right corner. Below the header, a yellow banner displays the message "You are currently viewing a template." The main content area features the Boston University logo on the left and the text "ABA@BU e-Portfolio [Your Name]" on the right. A navigation menu is visible, with "About Me" selected and highlighted in blue. Other menu items include "Resume", "Professional Credentials", "Project", "Courses", "Recommendations", "Contact", "Storage", "Central Resources", and "Personal Career Development Strategy". The main content area is divided into two columns: the left column contains a large dark blue silhouette of a person's head and shoulders, and the right column contains the heading "About Me" followed by a paragraph of text explaining the purpose of the "About Me" page and a list of items to consider including.

## STEP 7

CLICK THE +CREATE BUTTON  
(MARKED **RED**)



## STEP 8

GIVE YOUR PORTFOLIO A NAME, WHICH WILL ALSO BE A PART OF THE URL  
(MARKED **RED**)

## STEP 9

ADD A THUMBNAIL TO STAND OUT  
(MARKED **YELLOW**)

## STEP 10

DON'T FORGET TO CLICK ON "CREATE TEMPLATE" AT THE BOTTOM CORNER

The screenshot shows a dark-themed form titled "CREATE YOUR EPORTFOLIO". On the left, there is a thumbnail selection area with a yellow border and a "Choose a thumbnail" button. The main form fields are: "TITLE" with a red border and a text input field containing "Your ePortfolio name"; "URL" with the value "https://bu.digication.com/" and an "Edit" button; and "PERMISSION" with a lock icon and a note: "Your ePortfolio will be private initially, then you will be prompted later with the Template's recommended permission settings." At the bottom left is the text "PICK A TEMPLATE FROM LIBRARY" and at the bottom right is a search bar with the text "Search for template" and a magnifying glass icon.

## STEP 11

GIVE YOURSELF A THUMBS UP  
AND WAIT FOR YOUR  
E-PORTFOLIO TO BE CREATED!

### Creating New ePortfolio

Our system is processing your request. This may take a little while. You can close this window, the creation process will continue in the background.

Creation progress

▶ About Me	DONE ✓
▼ Resume	DONE ✓
▶ Badges	DONE ✓
▼ Professional Credentials	PROCESSING ↻
▶ Skills	DONE ✓
▶ Certifications	DONE ✓
▶ Professional Training	DONE ✓
▶ Project	PROCESSING ↻
▶ Courses	PROCESSING ↻
▶ Recommendations	PROCESSING ↻
▶ Contact	PROCESSING ↻
▶ Storage	PROCESSING ↻
▼ Central Resources	PROCESSING ↻
▼ BU Career Center	PROCESSING ↻
▶ Handshake	PROCESSING ↻
▶ Vmock	PROCESSING ↻



# BASIC INSTRUCTIONS



USE THE PEN SIGN TO EDIT ALL TEXT

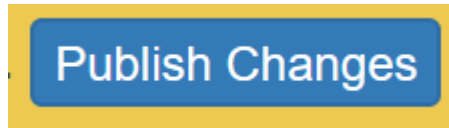
USE THE WHEEL SIGN TO EDIT LAYOUTS, FONTS, BACKGROUNDS ETC

USE THE ARROW SIGN TO MOVE EACH SECTION WHEN NEEDED

USE THE PLUS SIGN TO ADD OTHER SECTIONS, FILE, IMAGES ETC.



AT THE TOP RIGHT OF EACH PAGE, UNLOCK IT BEFORE EDITING BY CLICKING ON THE LOCK SIGN



AFTER EDITING EACH PAGE, YOU MUST CLICK THE PUBLISH CHANGES BUTTON AT THE TOP MIDDLE OF EVERY PAGE.

# SUCCESS!

YOUR PORTFOLIO IS NOW READY TO BE EDITED

2. WRITE YOUR NAME BY  
CLICKING ON THE PEN SIGN

1. FIRST UNLOCK THE  
BUTTON BY CLICKING  
ON IT

The screenshot displays the ABA@BU e-Portfolio interface. At the top left is the Boston University logo. The main header area contains the text "ABA@BU e-Portfolio" and "[Your Name]". A vertical toolbar on the right side of the header area contains four icons: a pen sign (highlighted with a yellow box), a gear, a plus sign, and a trash can. Below the header is a navigation menu with items: "About Me" (highlighted in blue), "Resume", "Professional Credentials", "Project", "Courses", "Recommendations", and "Contact". At the bottom of the page, there are links for "Storage", "Central Resources", and "Personal Career Development Strategy". On the far right, a separate vertical toolbar contains a lock icon (highlighted with a yellow box) and a gear icon.

YOU CAN ALSO ADD, REMOVE OR HIDE THESE SECTIONS  
USING THE WHEEL SIGN AT THE TOP LEFT SIDE OF THE PAGE  
(NOT PICTURED)

# NOW LETS START WITH THE “ABOUT ME” SECTION

THERE ARE 3 SECTIONS. EDIT EACH SECTION USING THE SIGNS MENTIONED PREVIOUSLY

**About Me**

The "About Me" page is a great place to provide some information about yourself. You might wish to include a picture of yourself or other media that represents your identity or personal "brand."

Depending on the purpose of your ePortfolio, the types of information and media you provide may vary greatly. Think about how you would like to portray yourself to different audiences.

**Consider including the following:**

- A short bio
- Where you are from
- Interests
- Hobbies
- What you are currently studying
- What you want to learn

**Achievement:**  
You can include several bullet points, talking about the highlight achievement in your academic and career experience.

### Education

**University College**  
 Anytown, USA  
 Bachelor of Arts | Expected Graduation May 2021  
 Major: English Literature Minor: Educational Psychology  
 Cumulative GPA: 4.0

### Work Experience

**ePortfolio Mentor**  
 December 2017 - Present  
*The Institution*  
 Anytown, USA

- Description of my duties
- Description of my duties

### Honors & Awards

- Dean's List (2015, 2016, 2017)
- Super Incredible Scholarship (2015, 2016, 2017)
- R/A Appreciation Trophy for Best Resident (Fall 2016)

### Languages

- English: native language
- French: intermediate (speaking, reading); basic (writing)
- German: fluent (speaking, reading, writing)

Add your name here

## MY RESUME

[Street Address] [City], [State] [Postal Code]  
 T: [Your Phone] F: [Your Fax] E: [Your E-Mail]

**Objective** Donec sollicitudin mi et magna. Proin non est. Vestibulum nec sapien. Nulla lacus. Quisque in ante vel nunc amet ipsum auctor eleifend. Quisque vitae justo e fristique. Nulla facilisi. Pellentesque hendrerit tristique lacus.

**Experience** Lorem ipsum dolor  
 Etiam cursus suscipit enim. Nulla facilisi. Integer ele sollicitudin nulla. Nam hendrerit. Nunc id nisi. Curat consequat pede.  
 Aliquam dapibus.  
 Nam ut est. In vehicula venenatis dul. Vestibulum posuere cubilia Curae; Praesent venenatis gravida Suspendisse dul.  
 Lorem ipsum dolor

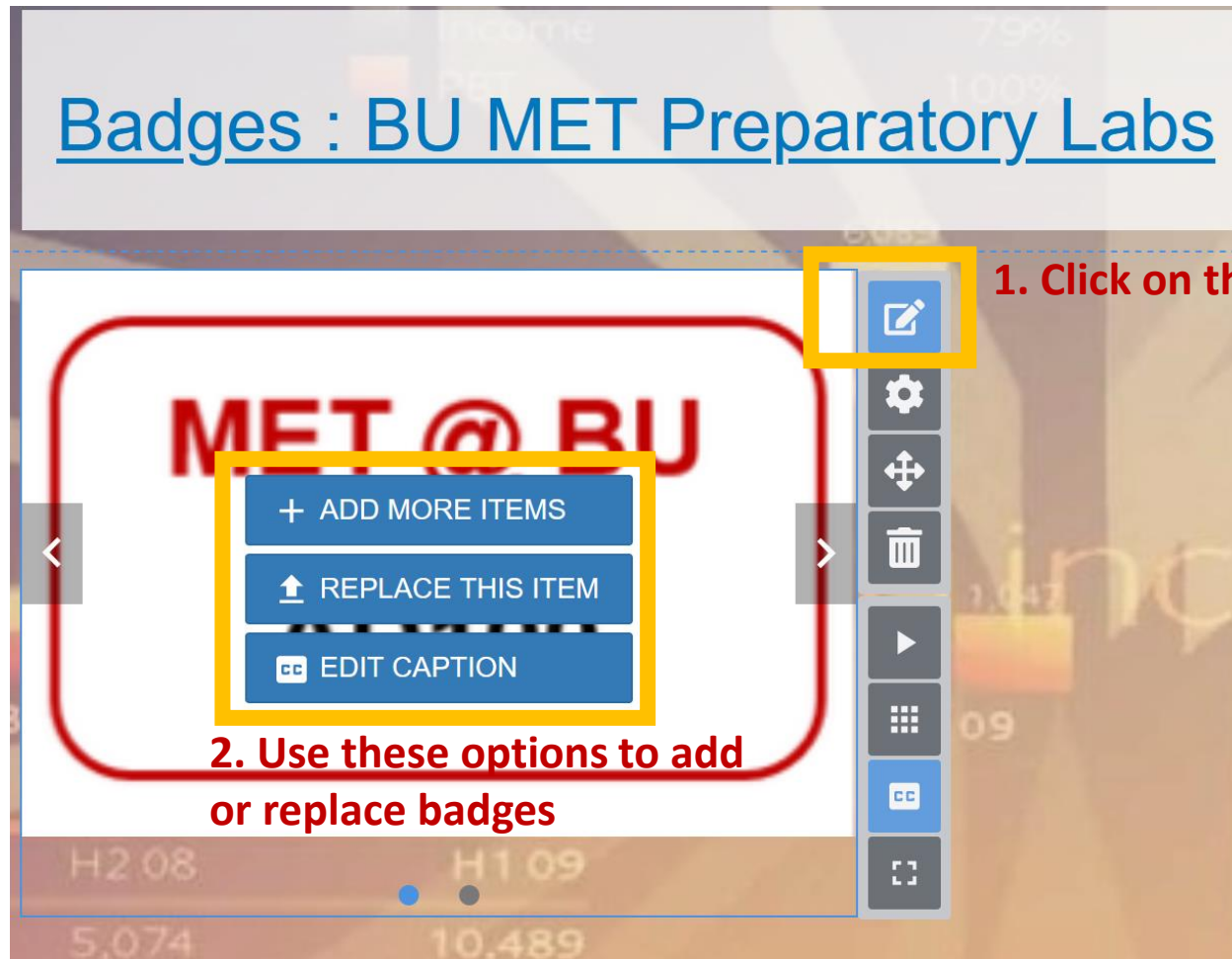
# RESUME

IN THE LEFT SECTION, WRITE ABOUT YOUR **ACADEMIC AND WORK EXPERIENCES**

IN THE RIGHT SECTION, UPLOAD YOUR **PROFESSIONAL RESUME**

YOU CAN ALSO ADD OR REMOVE SECTIONS USING THE **PLUS SIGN AT THE BOTTOM OF THE PAGE**

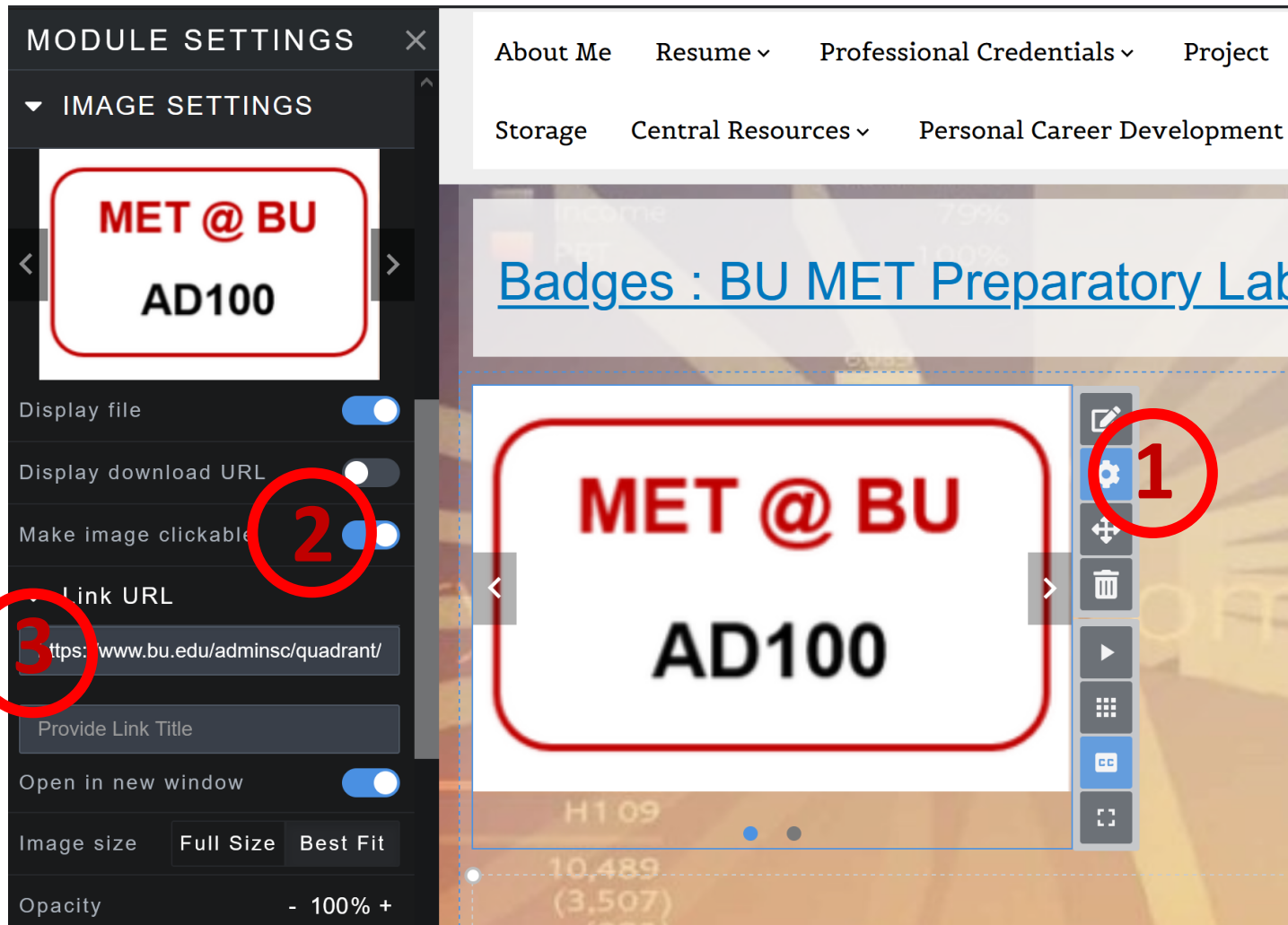
# NEXT COMES THE BADGES AREA UNDER THE RESUME SECTION



1. Click on the pen sign

2. Use these options to add or replace badges

YOU WILL GET YOUR BADGE ICONS AS SOON AS YOU COMPLETE EACH BU MET PREPARATORY LAB.



1. MAKE YOUR BADGES CLICKABLE BY CLICKING ON THE WHEEL SIGN
2. TURN ON THE MAKE IMAGE CLICKABLE OPTION.
3. ADD THE OFFICIAL PAGE LINK TO YOUR BADGES.



## ADD YOUR CERTIFICATIONS UNDER THE “PROFESSIONAL CREDENTIAL” SECTION

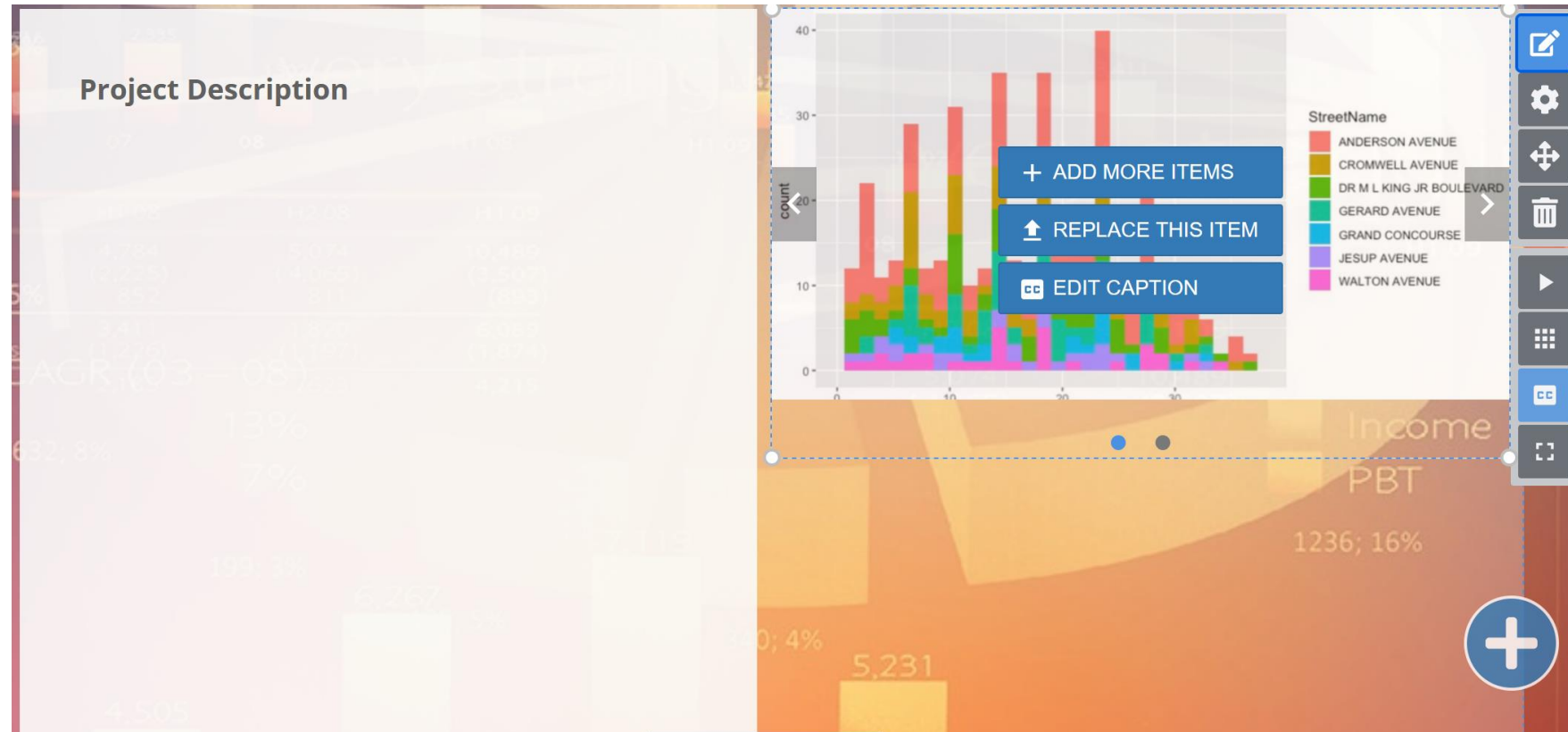
1. Make your certificates clickable by clicking on the wheel sign
2. Turn on the make image clickable option.
3. Add the official page link to your certificates.

SHOWCASE YOUR PROJECT WORKS IN THE “PROJECT” AREA.

WRITE A BRIEF DESCRIPTION OF YOUR PROJECTS, ANALYSIS, AND FINDINGS IN THE LEFT SECTION.

UPLOAD YOUR SLIDES/ PRESENTATIONS IN THE LEFT SECTION, CLICK ON THE PEN SIGN.

CLICK ON THE PLUS SIGN TO ADD MORE SECTIONS IF NEEDED.





USE THIS AREA TO TRACK YOUR PREFERRED EMPLOYERS, APPLICATIONS, PROGRESS ETC, TO MANAGE YOUR CAREER.

YOU CAN ALSO MANAGE YOUR SHORT AND LONG-TERM CAREER GOALS USING THIS SECTION.

YOU CAN ALSO MANAGE YOUR SHORT AND LONG-TERM CAREER GOALS USING THIS SECTION.

YOU CAN MANAGE THE PRIVACY OF THESE SECTIONS BY CLICKING ON THE PEN SIGN.

The screenshot shows the top navigation bar of the ABA@BU e-Portfolio. The Boston University logo is on the left, and the user's name is on the right. The navigation menu includes 'About Me', 'Resume', 'Professional Credentials', 'Project', 'Courses', 'Recommendations', and 'Contact'. Below this, there are links for 'Storage', 'Central Resources', and 'Personal Career Development Strategy'. The 'Personal Career Development Strategy' dropdown menu is open, showing 'Tracking', 'Short-term Plan', and 'Long-term Plan'. A yellow warning box is overlaid on the page, containing the following text: 'Warning: This page is supposed to be a PRIVATE. If you have already published it, here is how to make it private: 1. Go to the heading area, unlock the page. 2. Click on the "edit" button (pencil icon) next to the heading. 3. Click on the "setting" button next to the heading. 4. Click on the "save" button at the bottom.' Below the warning box is a table with four columns: 'Company', 'Link', 'Status', and 'Others'. The table has three rows, with the first row containing 'Insert more data..' in the 'Company' and 'Link' columns. The URL 'naz-f-khan/personal-career-development-strategy' is visible at the bottom of the page.

This screenshot shows a portion of the ABA@BU e-Portfolio interface, focusing on the navigation menu. The menu items are 'About Me', 'Resume', 'Professional Credentials', 'Project', 'Courses', 'Recommendations', and 'Contact'. Below these are 'Storage', 'Central Resources', and 'Personal Career Development Strategy'. On the right side of the navigation bar, there is a vertical toolbar with three icons: a pen sign (edit), a gear (settings), and a plus sign (add).

YOU CAN MAKE **MULTIPLE E-PORTFOLIOS** AND STORE THOSE IN THE STORAGE SECTION

The screenshot displays the ABA@BU e-Portfolio interface. At the top left is the Boston University logo. The title 'ABA@BU e-Portfolio [Your Name]' is centered at the top. A navigation menu includes 'About Me', 'Resume', 'Professional Credentials', 'Project', 'Courses', 'Recommendations', and 'Contact'. Below this, a secondary menu has 'Storage' (highlighted in blue), 'Central Resources', and 'Personal Career Development Strategy'. A yellow warning box contains the following text: 'Warning: This page is supposed to be a PRIVATE page. Don't publish this page. If you have already published it, here is the instruction on how to make it private: 1. Go to the heading area, unlock the heading area by clicking on the "lock" button. 2. Click on the "edit" button (pencil icon) on the right side of the navigation module. 3. Click on the "setting" button next to the Storage page, and check the private option. 4. Click on the "save" button at the bottom.' Below the warning, a text block explains that the storage section is private and only visible to the user, and provides instructions on how to upload files and add captions. A blue plus icon is visible on the right side of the interface.

- About Me
- Resume ▾
- Professional Credentials ▾
- Project
- Courses
- Recommendations
- Contact
- Storage
- Central Resources ▾
- Personal Career Development Strategy ▾

- BU Career Center >
- BurningGlass: Career Insight
- Tutorials >
- ABA Websites and Links >

**Warning:**  
This page is not published.  
If you have a warning message, follow these steps:  
1. Go to the page you want to publish.  
2. Click on the "lock" button.  
3. Click on the "publish" button.  
4. Click on the "publish" button.

**Warning:**  
This page is not published.  
If you have a warning message, follow these steps:  
1. Go to the page you want to publish.  
2. Click on the "lock" button.  
3. Click on the "publish" button.  
4. Click on the "publish" button.

YOU CAN USE THE RESOURCES AREA FOR INSIGHTS, TUTORIALS ON E-PORTFOLIO AND IMPORTANT LINKS

# THANK YOU

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FOR ANY QUESTIONS, YOU CAN CONTACT ME BY E-MAIL [mehnazk@bu.edu](mailto:mehnazk@bu.edu)