



Hello, and welcome to your E-Portfolio for the Master of City Planning and Urban Affairs at Boston University Metropolitan College!

Beginning in the Fall of 2019, as part of the Department of Applied Social Science's ongoing efforts to assess program learning outcomes, incoming students will be required to maintain an e-portfolio of the work they produce throughout their master's or certificate program. E-portfolios offer all programs within the Department of Applied Social Sciences the opportunity to collect samples of student work in one place for assessment purposes. E-portfolios are accessible to all students regardless of method of course delivery or modality, class size, or the student's or instructor's departmental affiliation. The faculty view portfolios as a tool to measure how well we are meeting our collective goals for student progress; we hope you view it as a chance to capture and showcase your best work demonstrating the core competencies you've developed throughout your program.

Maintaining an e-portfolio is simple and requires little additional work. Throughout your program you will be asked to upload assignments of your choosing to your portfolio. The assignments you select will be used to demonstrate you have met one or more of your program's learning outcomes. For example, you might upload a research paper from a core course to demonstrate written communication skills or a recorded presentation to demonstrate verbal communication skills. Faculty within each course will remind you of which assignments might best meet certain learning outcomes. You can change your choices at any time.

The portfolio must be completed as a requirement for graduation or certificate completion, but the portfolio is yours to fill, shape, and maintain. You may elect to share your portfolio with potential employers or as part of a university application. Otherwise, the only people who will view the portfolio are members of the learning assessment team for your program. The information we obtain from your portfolio will only be used to assess whether students are meeting a program's learning goals and objectives. Portfolios are not graded and will not be shared.

Here's how the portfolio works. When you login you will see tabs for each of the Master of City Planning and Urban Affairs Learning Outcomes.

As part of your degree requirements for graduation, you must upload at least one assignment demonstrating the listed learning outcomes.

Let's get started!



### **Accessing your E-Portfolio**

1. Click on the link below to access your E-Portfolio:

<http://bu.digication.com>

2. Click the *Login* button at the top of the page and use your BU login name and password.
3. Now you must add yourself to the course. Under ***My Courses*** on the Digication Homepage, click the *Find* button and search in the title section: ***City Planning & Urban Affairs***. Add yourself to the course.  
Click [here](#) for tutorial.
4. Click on the tab at the top titled ***ePortfolios***. You will see a template titled ***MET College: Master of City Planning & Urban Affairs***. Click on the *Create ePortfolio From Template* button.
5. You are now ready to work on your E-Portfolio.

### **Navigating your E-Portfolio**

There are a total of 7 tabs on your E-Portfolio:

1. *The Summary*

The summary page is where you will introduce your completed portfolio and describe the overall content within. Then tell us why you selected these particular assignments to represent learning outcomes. What do these assignments represent to you?

2. *5 Master of City Planning & Urban Affairs Learning Outcomes (Required)*

There are a total of 5 learning outcomes you should have mastered by the end of the program:

- Knowledge of History & Theory
- Policy Work & Planning Practice
- Quantitative & Qualitative Research Skills
- Policy & Planning Solutions
- Effective Communication & Mediation Skills



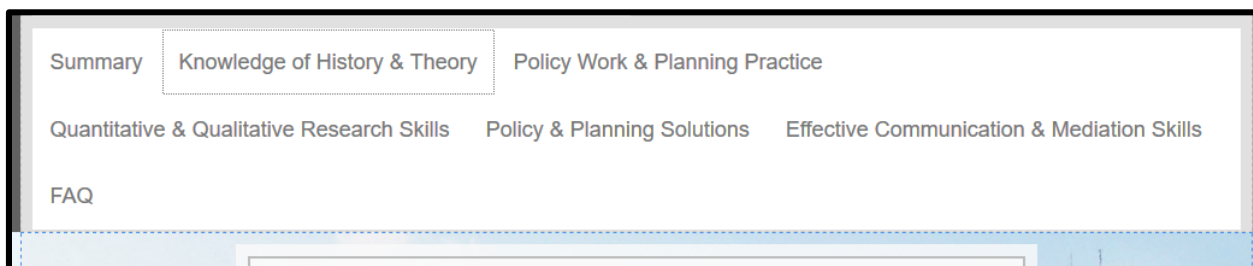
After each course you've completed you will upload at least one assignment from the course that shows your understanding of the intended learning outcome. In addition you will write a brief summary in the *Summary Box* explaining why you've chosen the assignment you did.

3. *FAQ*

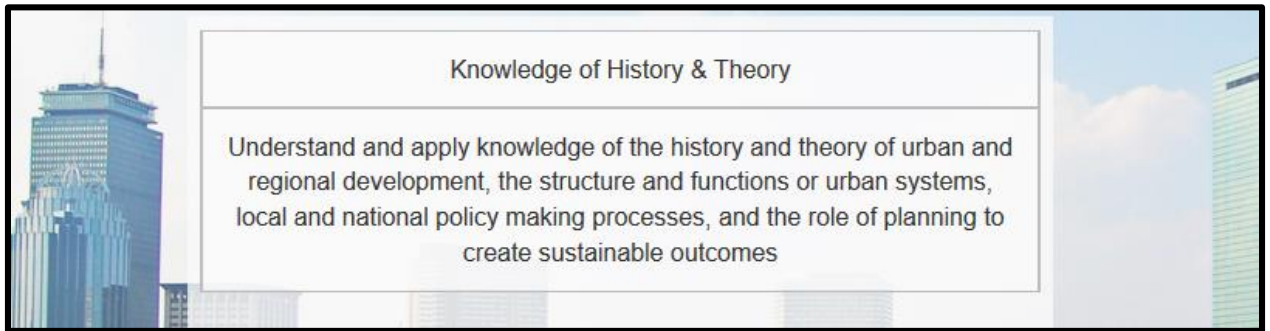
The *FAQ* tab provides a link for answers to frequently asked questions about E-Portfolios. In addition, please reference the additional FAQs at the end of this document.

**How to Upload Assignments to your E-Portfolio**

1. Select one of the five learning outcomes you wish to upload an assignment to. *e.g. Knowledge of History & Theory.*

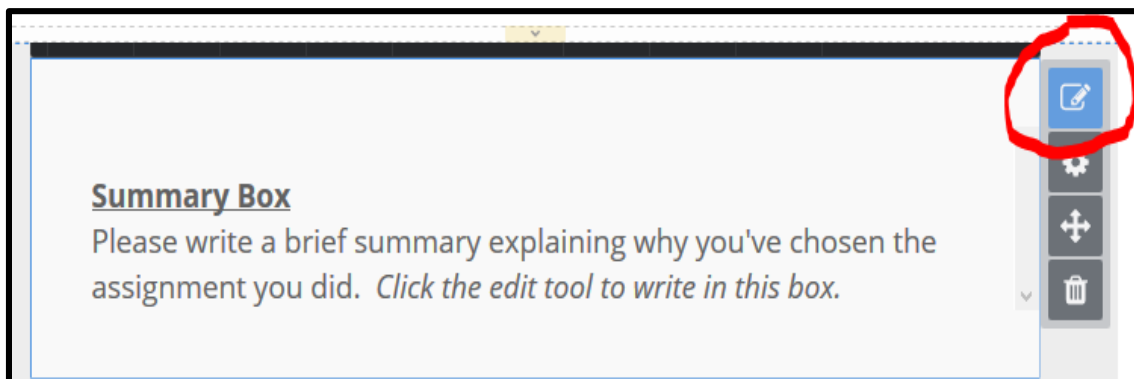


2. You will now be directed to the page of the selected Learning Outcome. As you can see, the intended Learning Outcome is explained in the table.



3. Your next step is to write a brief summary in the *Summary Box* explaining why you've chosen the assignment you did. To do so please follow the steps below:

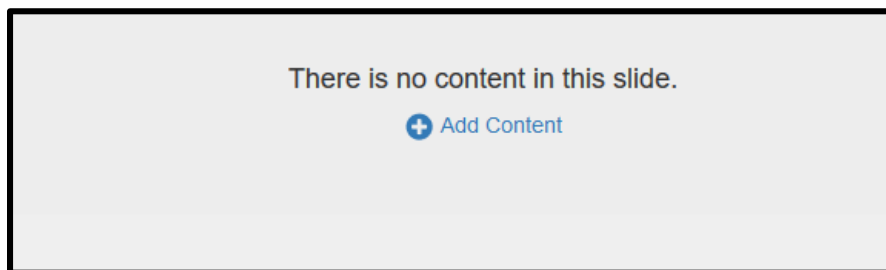
3a. Move your cursor over the box and select the *Edit Current Text* tool. Now you are able to write in the box. You may write over the current text in the box to summarize. Click the *Edit* tool again to save.



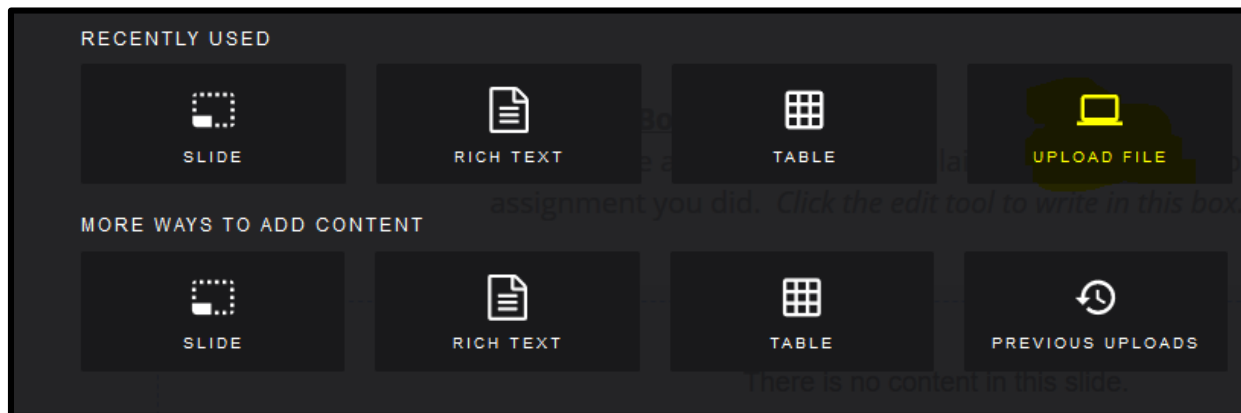
4. To upload the actual assignment you've selected, please follow the instructions below:



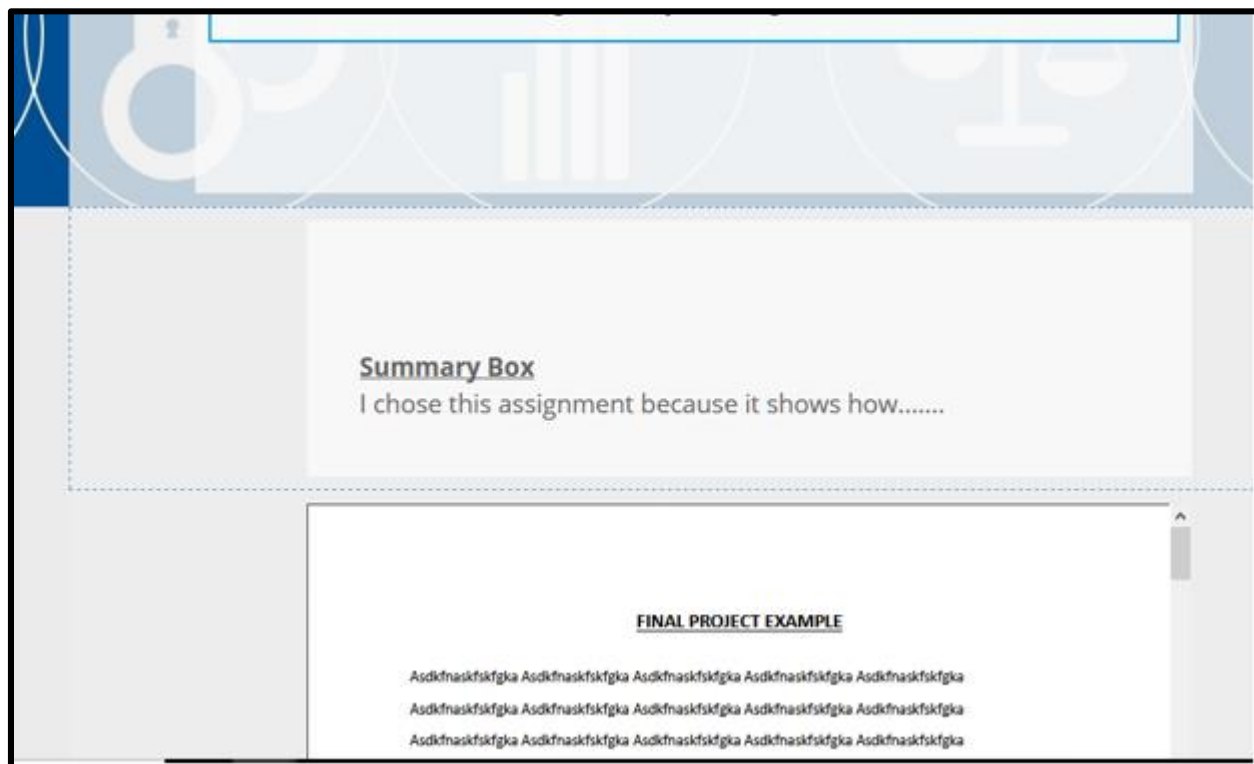
4a. Below the *Summary Box* click the *Add Content* option.



4b. You are now directed to the *Library* page to choose content to upload. The majority of your content will be files, so the best option to choose is the *Upload File* option.



5. Your finish product should have a summary explaining why you've chosen the assignment you did as well as the actual assignment most likely in PDF format. Repeat steps 1-4 for each learning outcome for your program.



### **How to Publish Pages and Submit to Course**

Once you have uploaded assignments to your e-Portfolio, you must publish and submit your ePortfolio to the course. Please follow the instructions here:

[https://bu.digication.com/portfolio\\_about\\_portfolios/submitting\\_an\\_eportfolio\\_to\\_a\\_course\\_as\\_assignment](https://bu.digication.com/portfolio_about_portfolios/submitting_an_eportfolio_to_a_course_as_assignment)

### **How to take your ePortfolio with You**



You may bring your Digication ePortfolio with you to show employers or others after graduation. Please follow the instructions here: <https://www.bu.edu/eportfolio/howto/taking/>

## **FAQ**

### **Who is required to maintain an e-portfolio?**

Completing an e-portfolio will be a requirement for all students starting a graduate or certificate program in September 2019. Existing students (e.g., those starting a program prior to September 2019) may create and maintain a portfolio, but it is not required.

### **Why do I have to create a portfolio?**

The Department of Applied Social Sciences regularly assesses program learning outcomes through a variety of methods and e-Portfolios support that effort. E-portfolios offer us an opportunity to collect samples of student work in one place for assessment purposes. Student portfolios are an ideal platform through which to measure outcomes because they are accessible to all students regardless of method of course delivery or modality, class size, or the student's or instructor's departmental affiliation.

### **Whose responsibility is it to populate the portfolio?**

We have created the portfolio template, but you are in the driver's seat. You choose which assignments or projects you think best represent the learning outcomes we have identified. You tell us why you selected these assignments and why you think they meet the learning outcome.

### **Who sees the portfolio?**

Only the learning assessment team for your program will see it. Otherwise it is set to be private. Beyond the assessment team, *you may* decide to share your portfolio with potential employers or as part of an application to other academic programs.

### **Will you use my name when you collect data from the portfolio?**

No. Our aim is to understand program-wide measures of learning success. Individual student assignments are used in this process, but we are not concerned with which students produced which assignment.





### **Will my portfolio be graded?**

No. The portfolio will only be used to assess student success in achieving learning outcomes and to determine whether the program needs to alter course or assignment goals to better achieve our desired goals for you. Your portfolio will be checked only to determine completeness—that you have uploaded assignments to meet each of the program learning outcomes and completed your summary statements prior to graduation.

### **If I lose the instructions, where can I find a backup or other tools to help?**

Look on <https://www.bu.edu/eportfolio/using/la/> for a copy of these written instructions. There also will be an instructional video and FAQs for Digication, the platform for student e-portfolios.

### **What assignments should I choose to populate my portfolio?**

The particular assignments you choose are up to you. You can select any course assignment regardless of media (video, blog entry, podcast, art work, lab demonstration, etc.) as long as it is in an electronic form. Your instructors can give you direction on which assignments in their course help to meet particular learning outcomes.

### **What kinds of electronic files can I upload to ePortfolio?**

The e-portfolio is set up to accept all manner of files. Note that a pdf is preferable to a word document in the case of written assignments. Web links can also be used.

### **Can I make revisions to assignments included in the portfolio?**

Yes. You can revise a course assignment and submit the revised version. These could be based on your own ideas about how to improve the product or based on feedback from instructors. The goal is to demonstrate how well you have met a particular learning outcome—any post-grading revisions are welcome.

### **When should I upload an assignment to my portfolio?**

We recommend that you upload assignments near the end of each course. You can always substitute a new assignment or project for one previously uploaded.



### **Where do I find copies of my assignments?**

You should keep copies of your completed assignments (and comments if you intend to revise), particularly if you can't get back into an online course after the semester.

### **Can I edit the appearance of my portfolio?**

As long as you do not edit or delete the learning outcome tabs, you are free to adjust the appearance of your portfolio and make it your own.

### **Is my portfolio erased when I complete my program or certificate?**

No, you can continue to access your portfolio as long as you wish.

### **Can I share the contents of my portfolio with other students?**

We remind you of the Academic Code of Conduct (<http://www.bu.edu/met/for-students/met-policies-procedures-resources/academic-conduct-code/>) and strongly suggest that you do not share your completed projects, papers, or exams with other students.

### **Who do I contact for help?**

You can contact your program manager for guidance, or Danny Pezzano, Program Manager for the Department of Applied Social Sciences ([dannydgp@bu.edu](mailto:dannydgp@bu.edu)). You can also reach out to MET IT ([metit@bu.edu](mailto:metit@bu.edu)).