

Questrom PhD ePortfolios

Electronic portfolios are a place to record your best work, reflect on your experiences, and, should you choose, present yourself to the world.

We will be using [Foliotek](#) as the ePortfolio platform for the PhD programs at Questrom.

The first time you access Foliotek:

1. Login to Questromapps. <https://questromapps.bu.edu/>
2. Click on "Doctoral Student Information System" under the "Directories / Profiles" section
3. On the top of the page, click the option "PhD ePortfolio"
4. You should be redirected to your PhD ePortfolio site (Foliotek) in Questromtools.bu.edu.
5. The first time you login to Foliotek, you will have to sign an "End User License Agreement". Next (only the first time), you will be asked to do a "presentation update," which basically creates an [Identity Page](#) for your ePortfolio. The Identity Page is the equivalent to an electronic business card.

Create your PhD ePortfolio:

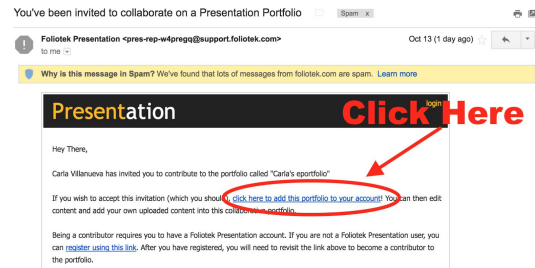
We have created an ePortfolio "template" for the PhD Students to use.

You should **DUPLICATE** this template and work on the duplicated version to customize it with your own information.

1. You will receive an email from "Foliotek Presentation" asking you to collaborate/contribute to the **PhD Template**. (If you can't

find the email, check in your SPAM folder.)

2. Click on the link provided in the email to add the eportfolio to your account.

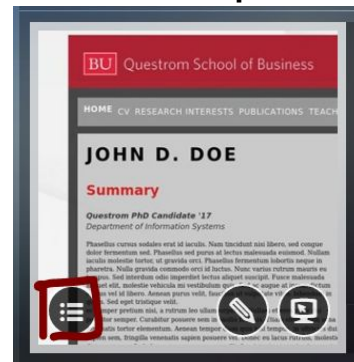


3. Once that you added the eportfolio to your account it should be shown as one of your ePortfolios
4. To see your ePortfolios click on the "ePortfolios" icon at the top of the page



5. You should see the PhD Template as one of your ePortfolios.
6. Click on the "ePortfolio Actions" icon

to open the options and click on "Duplicate".



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Video Tutorials:

Please watch these tutorials to better understand the multiple functionalities in Foliotek:

- General Demo - <https://youtu.be/yv8om0BUfEo>
- Managing Pages - <https://youtu.be/nnaoR6rur6U>
- Editing Content - https://youtu.be/j_dQsLVKKKE
- Adding "Gizmos" - <https://youtu.be/76NliDeF3kc>
- File Management - <https://youtu.be/4wVQ9OitvIY>
- Sharing - https://youtu.be/C_SrKpPjwCI

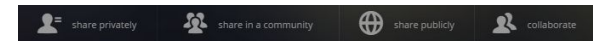
- Once that you duplicated the template, a new eportfolio will be created with the text [COPY] at the beginning of the title of the ePortfolio.



Some important information on sharing and privacy:

The default setting for all of the ePortfolios is private.

You may *choose* to share the ePortfolio publicly, with the community or with other individuals by email. To do so, go to the ePortfolios list and choose from the sharing options how you would like to share each one of your ePortfolios.



- Rename** your ePortfolio with your name or preferred title
- Edit** the ePortfolio to replace the information with your own. (It will take the Questrom design once that you open it.)
- Delete** the original PhD template. (This action will only remove it from your eportfolios.)

If you need help:

For Foliotek help click the ? in the upper right hand corner next to your name.

For PhD program help contact Marta McManus mwyrodek@bu.edu.

For Questrom IT help, contact questromhelp@bu.edu.

