Enjoy your college life!

MyPortfolio Guidebook
for Waseda Students

WASEDA University

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Chapter **1**

What is MyPortfolio?

By recording, reflecting on, and sharing details of your student life through an online system, you'll be able to enjoy a rewarding college life.

?

MyPortfolio is a system for recording, reflecting on, and sharing your student life.

Waseda University began providing the "MyPortfolio" service from October 2017. It is a customized version of the open source e-portfolio system "Mahara", designed to support students in recording, storing, and reflecting on everyday things they learned during their student life, and making the records publicly viewable.

Making a habit of reviewing your studies and thoughts you recorded along the way is certain to help you during your career. Let's start by logging in to MyWaseda.
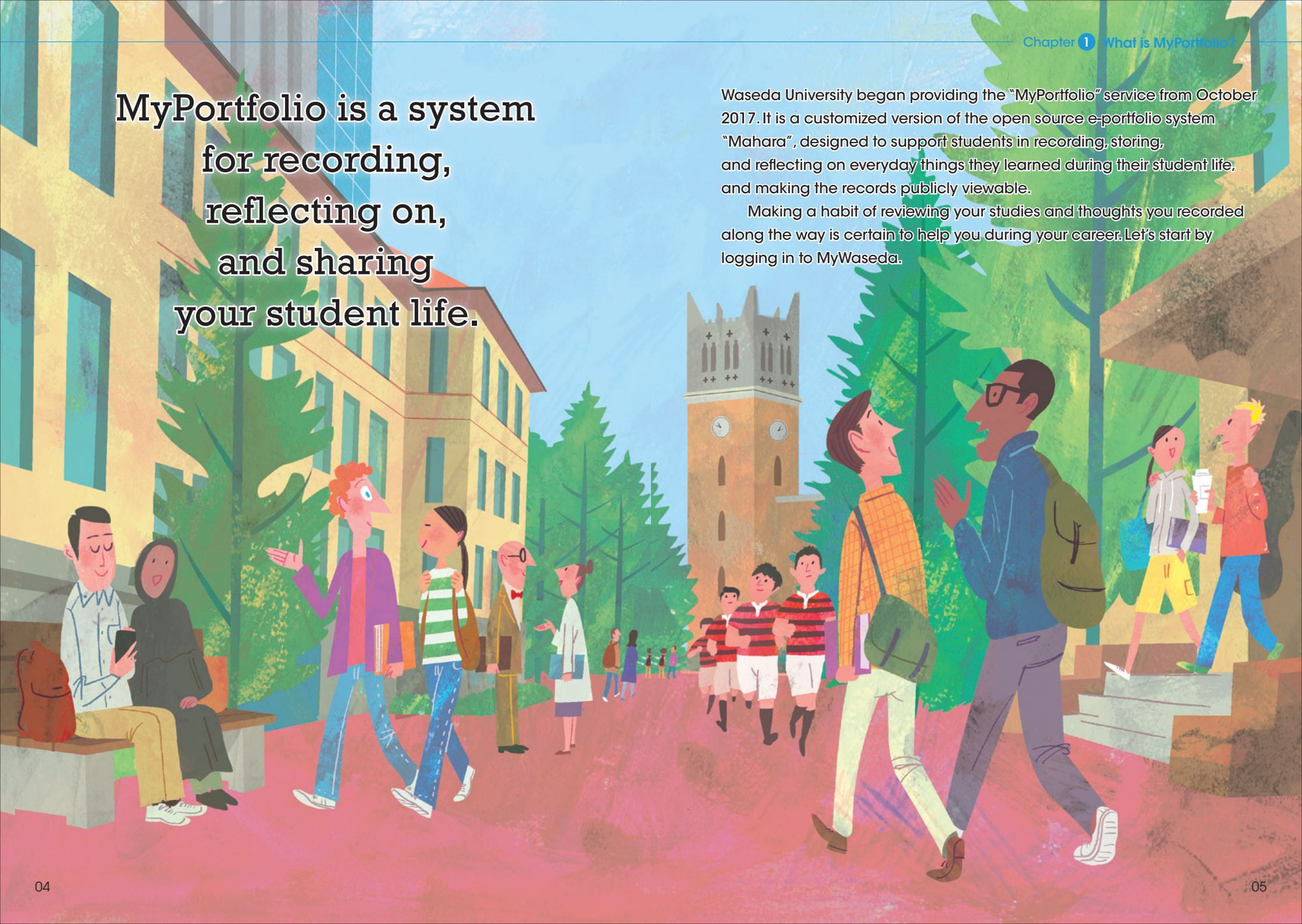
Visualize yourself through MyPortfolio

For example, at the end of your time at Waseda University, you'll be able to look back, remember in detail, and explain how your ideas and thought processes have changed, what kind of goals you set for yourself, and how you achieved those goals.

MyPortfolio is a tool for recording, storing, reflecting on, and sharing the process of your own growth. It is designed to help you achieve your goals and enjoy a fulfilling student life.

Create and Keep a Database of Your College Life

MyPortfolio is linked with various university systems, and automatically registers any courses or programs you are enrolled in.

Keep daily records of your academic progress such as course work and assignments, or things you've learned through extracurricular activities such as clubs or part-time jobs.

Once you've created a database of your college life, you can efficiently reflect on your 4 years at Waseda University.

Looking Back Connects You to Your Future

A database containing details of what you learned, how you thought, and what drove your actions in the past can serve as objective records of who you were at specific points in time.

Once you've collected a significant amount of daily records, try taking some time to reflect on what you've learned or how you've changed. You might come up with new study goals or realize that you've changed in ways that you never even imagined!

Set Your Profile to Public and Promote Yourself

Freely edit how your past records are displayed to viewers, any way you'd like. You might receive feedback that leads to new growth, or you could use your public profile to make yourself look appealing. Unlike self-analysis or resumes hastily put together at the last minute, documents created based on self-reflections made using MyPortfolio will significantly contribute to your job hunting efforts.

For a fun and meaningful student life,

Take full advantage of MyPortfolio

President, Waseda University
Aiji Tanaka

When I was a student in this school, just like you, there were no digital devices like smartphones or PCs, like there are today, so all records of my studies were analog. Of course, academic transcripts were also hand-written on paper. I practiced in the Karate club 6 times a week for 4 years, and we had no choice but to remember everything from practice menus to techniques used to win matches at competitions.

After graduating from Waseda, I studied abroad in the US for some 10 and a half years, learning in graduate school and conducting research. After returning to Japan I worked at another university as an educator and in management at educational research facilities, among other duties. After returning to Japan, I held various posts such as faculty at another university, president of an academic association, and a council member before becoming president of Waseda University, and truth be told, creating a record of your history and other data afterwards is a difficult task. Regardless of your own confidence in your memory or sincerity towards others, there will be assumptions and misrecollections. You will experience problems when relying only on your memory with no records when accuracy is required. I have many experiences of making calls or requesting records for information. There are convenient tools nowadays, and I advise students to use them.

MyPortfolio is a system to record and reflect on various aspects of student life, starting with classes and research. You can record what learning activities you are engaged in, and keep a written record of your thoughts and actions concerning them. Through creating portfolios, you can filter information and gain an opportunity to contemplate the records of your learning and development from an objective perspective.

Using the sharing function to gain feedback or provide your juniors with reference materials is beneficial as well. For example, I have heard that when researching study abroads, reading "Exchange Study Reports" on portfolios of students who have experienced studying abroad is very useful in providing detailed and useful information.

In addition, portfolios can be shared with each other during group learning or collaborative work. For example, when launching a certain project, if each member could create a portfolio to share each other's information such as interests, special skills, or experiences, processes such as determining the appropriate distribution of tasks between members may go smoothly, perhaps allowing for more effective deepening of discussions during meetings.

College Days: When you can pour your heart into something

I would like students to have one thing that they can later think back and be able to say, "I gave it my all". Waseda University is a free and diverse university. Opportunities and environments for students to find something to pour their hearts into, from classes and research to extracurricular activities, study abroad, volunteer work and internships, have been prepared. Furthermore, I would like to see Waseda cultivate in students a "Robust intellect" and "Flexible sensitivity."

By a "Robust intellect," I mean, in a word, "Independent thinking." The people who will live in this world in the future will be forced to face problems that humanity has yet to find solutions for. When that time comes, there will be a demand for people who can formulate their own unique hypotheses, provide supportive evidence such as data and facts, and create solutions. "Flexible sensitivity" refers to the adaptability of one's awareness which allows them to interact with diverse people with different cultures, religions, nationalities and values in a manner that transcends borders.

What to learn, and how? What kind of future to create? There is certainly no need to engage in these endeavors with an efficient approach. Speed and volume is meaningless if it is not effective. My wish is that once you find something that seems fulfilling, that you pursue it without fear of failure. Please, feel free to use MyPortfolio as a helpful tool to make your learning experience at Waseda more fun and meaningful from this point forward. And finally, create a habit of recording and reflecting on the trajectory of your development, and make it a valuable asset in your life.

Aiji Tanaka   B.A in Political Science, Waseda University. Ph.D in Political Science, Ohio State University. Taught at various universities such as Aoyama Gakuin University. Faculty at Waseda University School of Political Science and Economics since 1998. President at Waseda University since November, 2018.

3 things you should know

MyPortfolio, convenient for recording, collecting, and sharing information. Here are 3 things you should know for enjoyable use.

1

👆 Sharing personal information

Sharing information on MyPortfolio is like any other SNS. Remember, it's your personal information being shared on the internet, so share only appropriate content. Screen the content even when you are sharing data by linking with 3rd party websites!

👆 Copyrights & Personality Rights

2

When sharing information, make sure it's your own work. Always remember to cite any work by others that you share. Personality rights apply to anyone who appears in the photos or videos that you took, so make sure to gain their permission.

3

👆 Confidential Research Data

Any research conducted in university labs can involve confidentiality clauses related to intellectual property rights, such as joint research with corporations. Always check with your supervisor before sharing any information about research!

Read the guidelines before using MyPortfolio! >>

Chapter **2**

MyPortfolio: 5 Reasons Why

Many useful functions are available, including convenient access anytime, anywhere, one-stop management of information, and collaboration with direct recruiting services.

POINT 1
Easy Log-in Anywhere, Anytime

MyPortfolio is a web browser-based system. Because it can be accessed on a laptop, smartphone, tablet, or any other device, you can log in anywhere, anytime, regardless of whether you are on campus, at home, in a café, or inside a train, as long as there is an internet connection. Your ID and password are the same as your Waseda ID, so it's no different from signing in to MyWaseda.

POINT 2
One-Stop Management of Your Information via "Contents"

The MyPortfolio system is linked with other electronic systems such as Course N@vi (LMS), meaning academic information, such as courses taken, as well as extracurricular activities, such as university sponsored international exchange or volunteer work, are automatically registered. Once you manually add in non-university activities such as internships, part-time jobs, or certifications and licenses, the "Contents" section can serve as a collection of data regarding your important activities both on and off campus. Combine with the "Diary" function, and you now have a bird's eye view of your college life.

POINT

3

Use "Journal" and "Worksheet" to Record and Reflect

You easily keep records of your daily activities, for example, by using the "Diary" function which you can use to keep posts like a blog, as well as the "Files" function where you can store assignments or audiovisual materials. It's also possible to have the system automatically update information regarding your history of courses taken and other extracurricular activities.
The ability to reflect on your records efficiently through following the "Worksheet" directions is also a useful feature.

POINT

4

Creating and Publishing Your Portfolio Page is Easy

You can easily create a "Portfolio Page" summarizing your learning and growth by simply choosing which information to show or not show from the "Contents" tab, such as your "Profile", "Journals", "Files", "Course List" or "History of Extracurricular Activities". There are many layouts available, and you can also customize it to your taste. Feel free to retrace your footsteps and reflect on the path you took while you put together your portfolio. You can also make the portfolio public and attract potential employers.

POINT

5

Collaboration with "Direct Recruiting Services"

MyPortfolio is a database which accumulates facts regarding your growth during your student years. Taking advantage of this unique characteristic, we've implemented a function which enables users to link to Direct Recruiting Services to support students looking for jobs.

Employers will approach you through the direct recruiting service, and you can choose to engage them in dialogue and negotiate to match each other's needs. You choose the information you want employers to see from the "Contents" tab of the portfolio.

Chapter **3**

MyPortfolio: A Basic Guide

From logging in, profile registration, using the career support function, or recording your journal, to creating your portfolio and making it publicly viewable, let's look at real examples using screenshots.
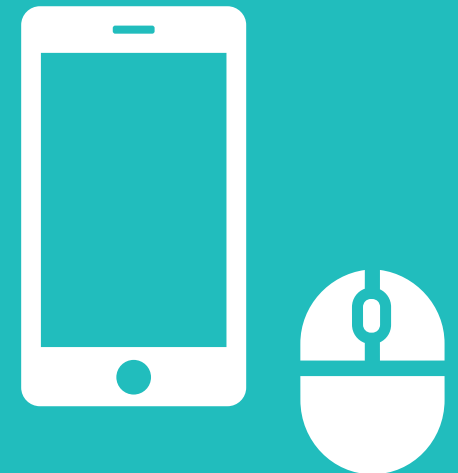
How to Log In

❶Log in to my Waseda.

Log in using your Waseda ID and password
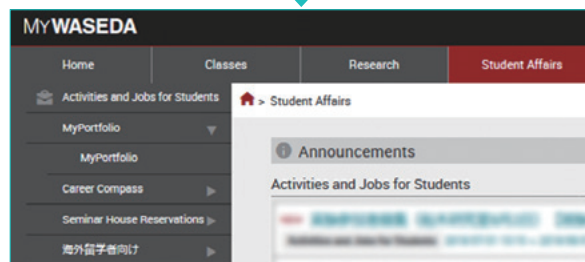
❷Click on Student Affairs> MyPortfolio>MyPortfolio, which will take you to the MyPortfolio top page.
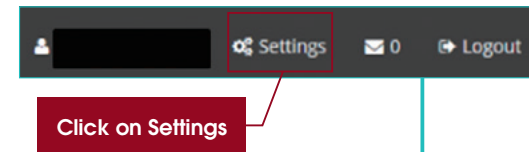
❸MyPortfolio is composed of "Dashboard", "Content", "Portfolio", and "Groups", and you will start at "Dashboard" upon login.
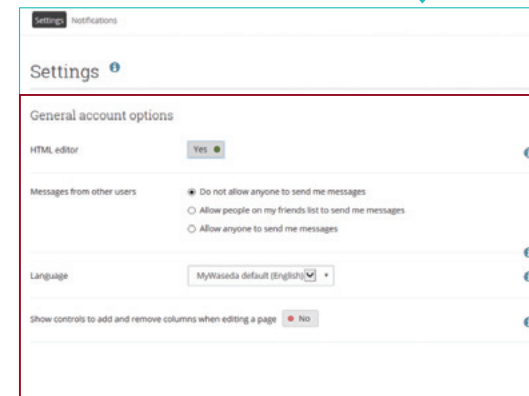
Attention!

MyPortfolio

You can also access MyPortfolio by clicking the banner.
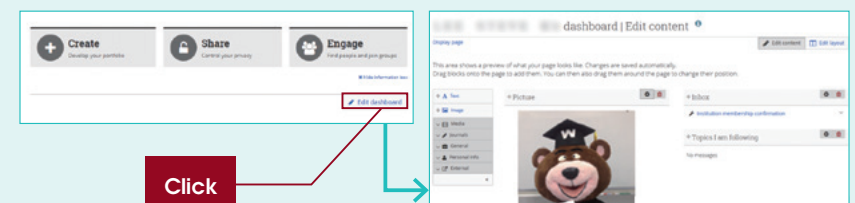
Modify Your Settings

❶Click on "Settings" at the Top Right side of your screen.

Click on Settings

❷In the Settings page, you can change the settings for the HTML editor, Messages, Language etc.

Various settings can be changed

Attention!

By clicking on "Edit Dashboard" from the Dashboard page, you can modify the layout and displayed content, etc.

Click

**This guide is written for PC users. For users accessing MyPortfolio using Smartphones/Tablets, please replace "Click" with "Tap".

Registering Your Profile
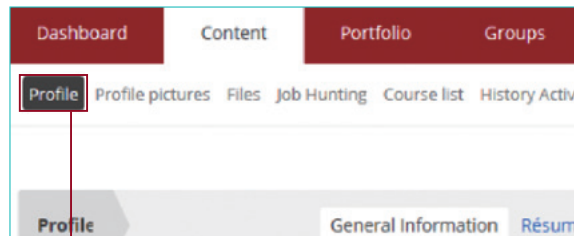
❶Clicking the "Contents" tab and then "Profile" will take you to the Profile page.

Click on Profile.
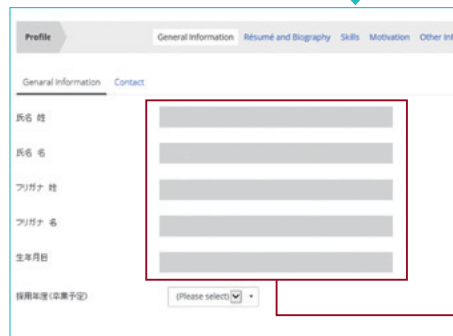
❷In addition to your basic information, you can add information such as your resume, languages, certifications, etc. You will be able to recall all of the information as a "Block" later when editing your portfolio.

Information for the greyed-out boxes are automatically acquired.
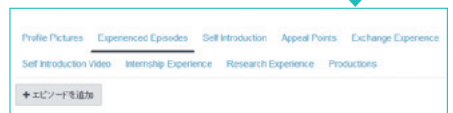
❸For example, you can write about your research or episodes from your childhood, and frequently update or add to the information.

Attention!

If the automatically linked information is out-dated or incorrect, use the link for "Support" at the right side of the top page!
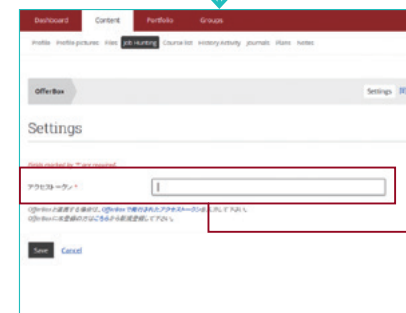
Using the Job Hunting Function

❶Click on "Job Hunting" from the "Contents" menu. Then, from the Job Hunting page, click on the box with the link to the 3rd party service provider of your choice.
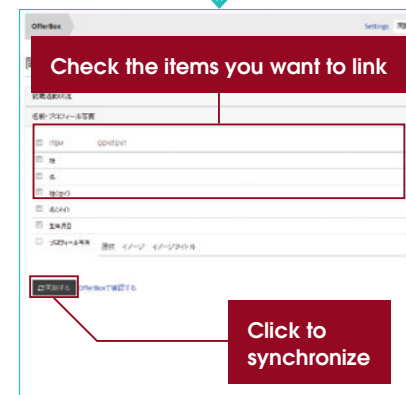
Click on Job Hunting

Click on a 3rd party service provider

❷In the box, enter the Access Token issued by your 3rd party service provider, then click on "Save" (If you are not registered with that company, please register first).

Enter the Access Token

❸Click on the profile items you would like to link Once you have finished checking the boxes, click the "Synchronize" button to synchronize your profile. You can also click the link to go to the service provider's website.

Check the items you want to link

Click to synchronize

Attention!

You can establish a link to a 3rd party job hunting website and synchronize your profile (**The Job Hunting website is a 3rd party service. You are responsible for registering with them and the information you provide them with.)

Auto-acquisition of Course History and Extracurricular Activities
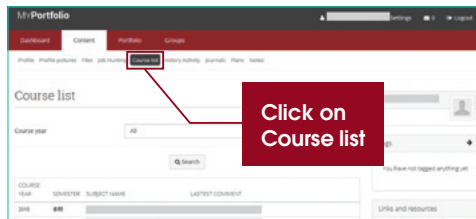
❶From the "Contents" menu, click on "Course list". Courses are separated by year. You can conveniently keep track of course titles and years in one list. The information on this page is automatically acquired from the data registered in the university database.

Click on Course list
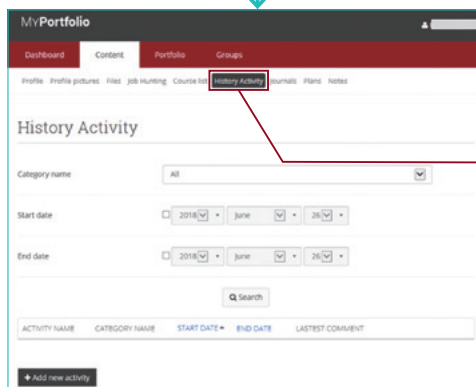
❷History Activity is similarly displayed as a list.

Click on History Activity
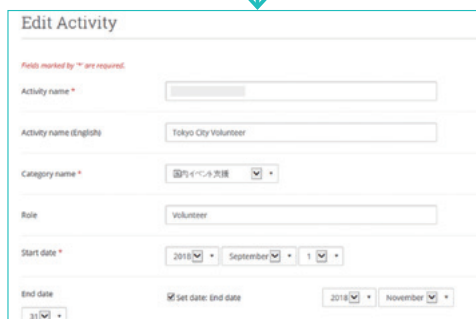
❸You can register your own information for non-university extracurricular activities. Simply enter the activity, category, or period, etc., and you can now keep track of all your extracurricular activities in a single list.
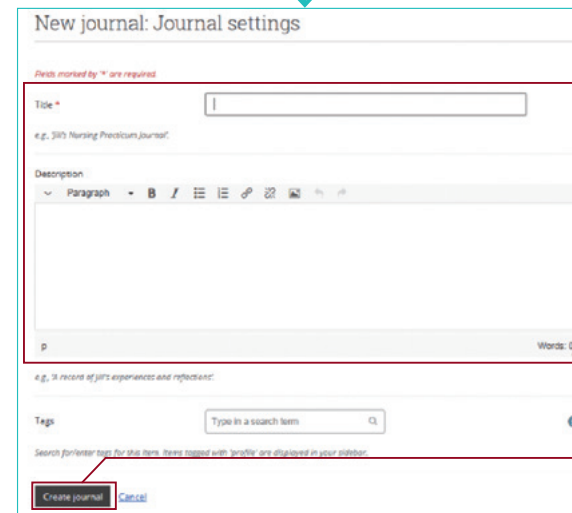
🖑**Attention!**

If the automatically linked information is outdated or incorrect, use the link for "Support" at the right side of the top page!

Keeping Journals

❶From the "Contents" menu, click on "Journals". Then click on "Create Journal".
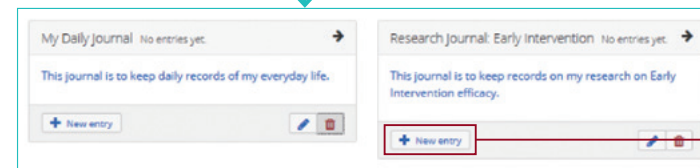
Click on Journal

Click on Create Journal

❷You are now at the "New Journal: Journal Settings" page. Type in the appropriate information in the "Title" and "Description" boxes and click on "Create Journal".
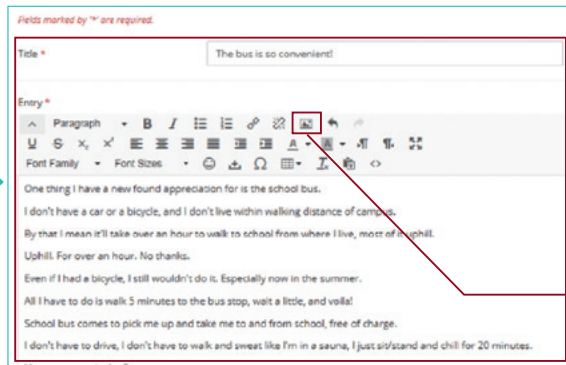
Input information for Title and Description

Click on Create Journal

Click on New Entry

❸You have successfully created a journal. Journals can be used to conveniently record daily occurrences like a blog. Click on "New Entry" at the lower right corner of each journal box to write journal entries. (continues to next page)

❹Let's move to the New Entry page. Enter the appropriate information for "Title" and "Entry" to create a basic post. To insert images, click the Insert/Edit Image icon on the top right side of the input field, third icon from the right.
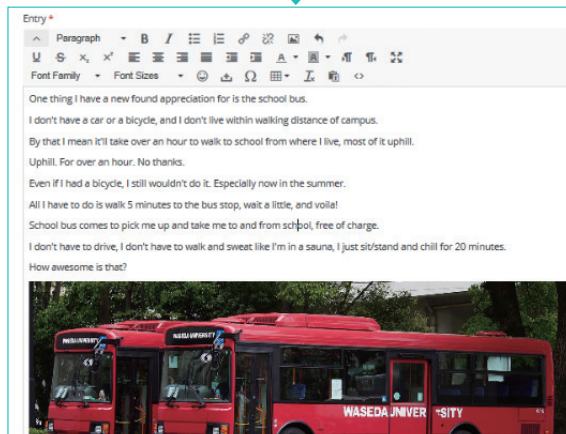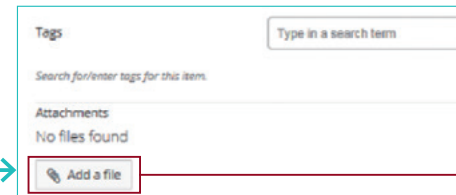
Click to insert image
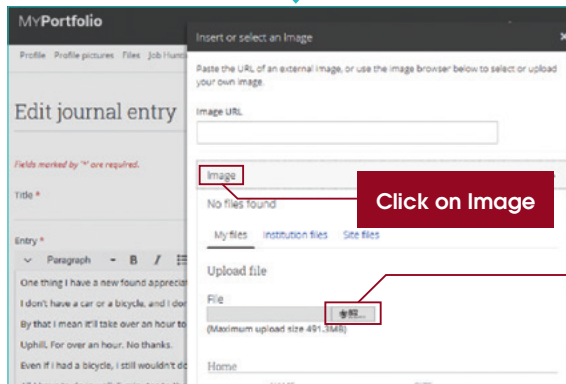
❺When a box pops up with the message "Insert or select an Image", click on "Image". It will expand the menu revealing a "Select File" button, which will allow you to upload image files.
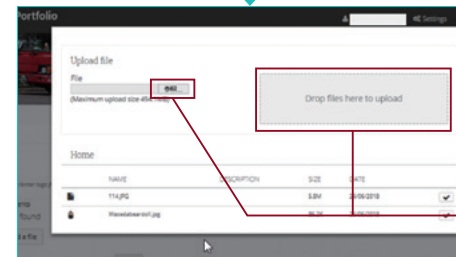
Click on Image

Click on Select File

You have successfully created a journal entry containing images. Let's scroll to the lower part of the page.
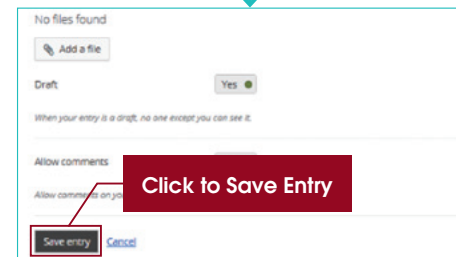
❻You will now see an "Add a File" button, which you can click on to add files.
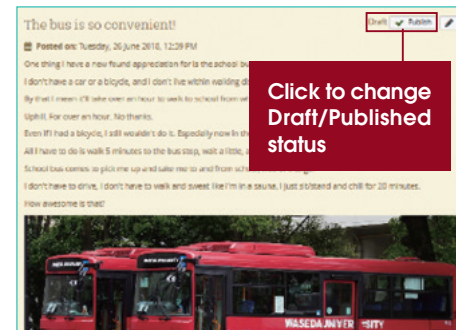
Click on Add a File

❼When the "Upload File" box pop-up page appears, you can either click on "Select File" or click, drag and drop a file directly in to the gray box with the text "Drop files here to upload" in order to upload files.

Click on Select a File or Drag and Drop a file

Click to Save Entry

When you are finished uploading, click on "Save Entry" at the bottom. Your new journal entry is now saved.

Click to change Draft/Published status

🖑 Attention!

You can maintain multiple journals to divide your entries by category. Just follow the directions on P.23 to create journals for different experiences such as classes, extra-curricular activities etc., and now you can easily manage all your experiences and recollections in one place!
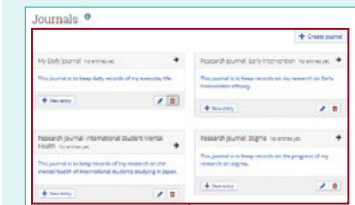
Categorize your entries in to multiple journals

Uploading Files

❶From the Contents menu, click on "Files". When the "Upload File" page appears, you can either click on "Select File" or click, drag and drop a file directly in to the grey box with the text "Drop files here to upload" in order to upload files. You can upload a variety of media formats such as documents, images, or movies.
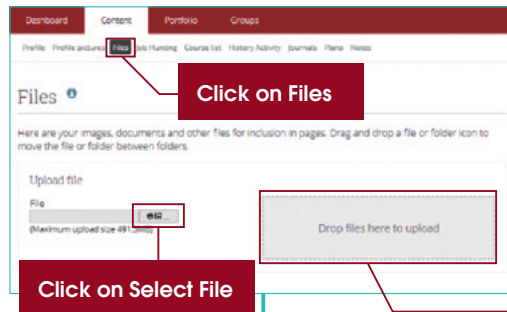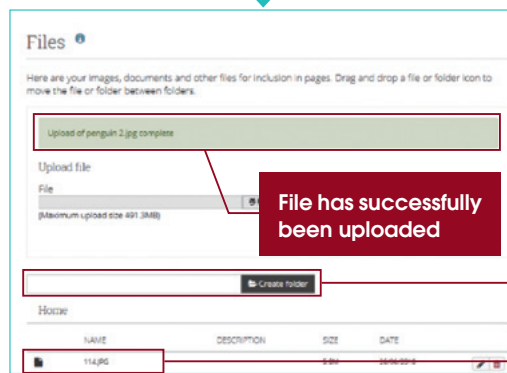
Click on Files

Click on Select File

Or Drag and Drop a file

❷After you upload a file, you can confirm at the top of the page. Successfully uploaded files will automatically be shown in a list at the bottom of the page. You can also create folders where you can store the files.

File has successfully been uploaded

Create folders

List of files is displayed

Utilize the cloud storage service "Box"

Attention!

Click on MyWASEDA>Home>Online Storage>Box. Use this space to store large size images and videos, and make use of MyPortfolio in your own way!
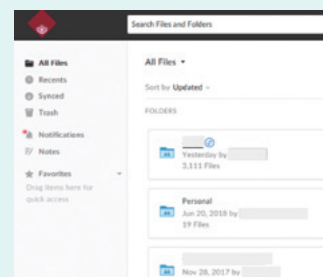
Setting Goals
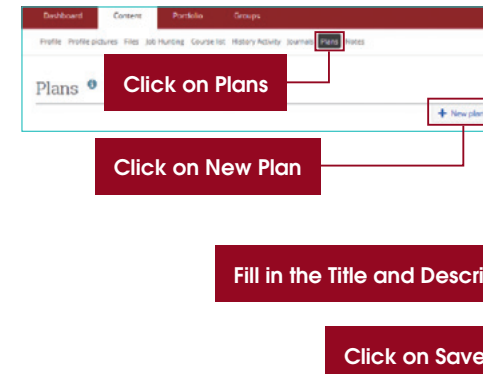
❶From the Contents menu, click on "Plans". In the Plans page, click on "New Plan".

Click on Plans

Click on New Plan

Fill in the Title and Description

Click on Save Plan
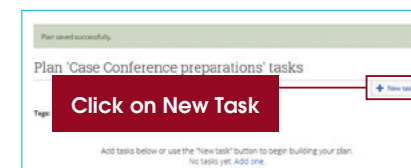
Click on New Task

❷Fill in the appropriate information for "Title" and "Description", and click on "Save Plan".

❸You have now saved a new plan. Now let's click on "New Task".

Input appropriate information
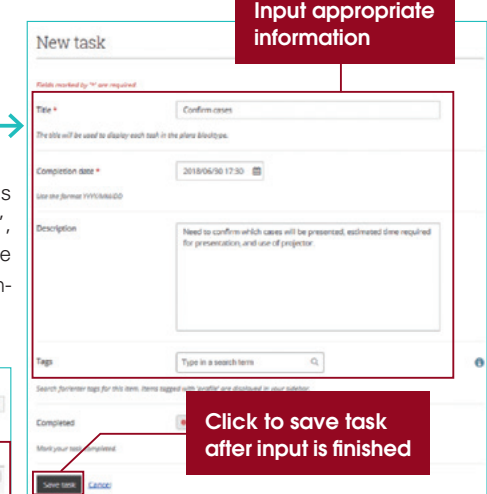
❹Input all appropriate information such as "Title", "Completion Date", "Description", etc. When you are finished, click on "Save Task". Saved tasks will be displayed in a single list for easy tracking.

Tasks are displayed in a single list

Click to save task after input is finished

Creating Your Portfolio Page

Click on Page

❶From the "Portfolio" menu, click on "Pages". In the Pages page, click on "Create Page".

Click on Create Page

❷Fill in the information for "Page Title" and "Page Description", and click "Save".

Input Page Title and Page Description

Click to save

Click Edit Content

Select a position and click "Add"

Click Profile

❸You have successfully created a Page. Now let's click on "Edit Content", then choose "Profile" from the menu on the left side of the Edit Content screen.

❹In the pop-up box, select the position of the Profile Information, then click on "Add". (Continued on next page)

❺Check the fields to display in your profile and click on "Save" at the bottom of the page.

Check fields to display

Click on Edit Layout

Profile is now displayed

Click to save

❻Your profile is now displayed according to your settings. The option to edit the layout has been made available to allow for organized presentation of multiple content. Click on "Edit Layout" at the top of the page.

Select a layout

Click to save

❼Select a layout and click on "Save".

❽Once you've chosen the layout, let's try recalling journal entries which you've already published. The page is now separated in to two portion, with your profile on the left and your journal on the right, making it easy to see everything in one location. These are the basic steps for creating and editing your portfolio.

Page with multiple types of data
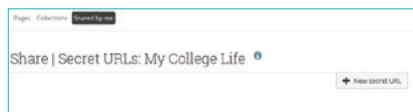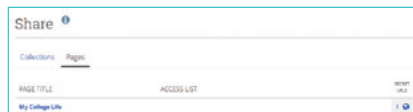
Sharing Your Portfolio Page
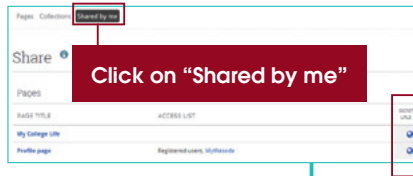
❶From the list of pages, select the globe-shaped icon in the "Secret URLs" column of the page to be shared.

Click on "Shared by me"

Click on Secret URL icon

❷Read and check the box for each of the Cautions, then click "I agree".

Click on "I agree"
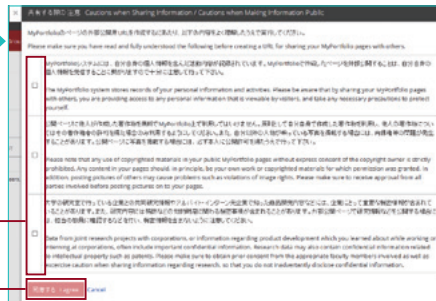
❸Copy the secret URL that is issued.

Copy secret URL

Set expiration date
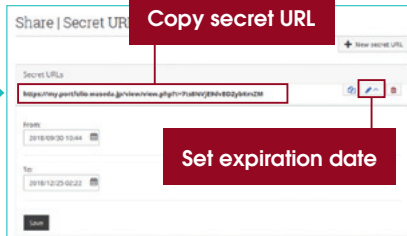
❹Click on the pencil-shaped icon to edit the expiration date of the secret URL.

Attention!

Read p.10 before sharing any information!

Chapter ④

Examples of Uses for MyPortfolio

Here we have provided some examples of the things you may realize through reviewing your own records of your coursework, extracurricular activities, study abroad, internships or part-time jobs, as well what actions you might take after making such realizations.

Course work

Each class, each semester, each year...
Find the style that works best for you, as you set goals and record your reflections about your coursework.

University education requires you to engage in "Autonomous Learning". Figuring out a plan to earn all the requisite credits is definitely important. But just as important is to cultivate your interests and connect them to academics, meet other faculty and students and through the process develop yourself.

I learned about Academic Literacy in my First Year Seminar. The knowledge I gained will be very important when writing reports or my graduation thesis, so I'm going to save the data as a file.

🖐 Use it this way! 👉

You can use MyPortfolio along with Course N@vi, Box, or Refworks to store data of your learning. Hardcopies of handouts and test results, etc. can be digitized via scanner at the computer rooms and stored online at MyPortfolio, allowing for one-stop management of all your data.

My research plan for my graduation thesis isn't moving ahead at all...What should I do? I know! I'll take a look at and reorganize all my past learning data, reflect on it, then consult with my supervisor!

Club & Circle Activities

Clubs and circles probably store and share data using websites, cloud services, or SNS. But are you saving the data for yourself?

When you participate in group activities such as clubs, circles, etc., you will probably collect many precious memories of comrades who stood beside you through tough times as you matured. But isn't it a shame to not keep records of how you've developed as a person? Let's get in to the habit of recording thoughts and events, even if they aren't significant.

Memorable pictures such as from sports matches are likely to be printed out or used in videos, etc. Rather than just sharing them via SNS or Cloud services, let's make sure to save the original files which have better image resolution.

🖐 Use it this way! 👉

Media files other than word documents can be saved on MyPortfolio. It's easy to convert, rearrange, edit, and combine files when posting, so use this space to not only keep records for yourself but also to keep alumni updated or introduce new members to your group.

I received so much advice from my seniors over the years, as I lacked confidence and often asked for their help. They helped me out a lot, but I've forgotten most of them... It's easy to forget other people's words, so let's make sure to write them down while they're still fresh!

Study Abroad Experiences

Regardless of how long the term, it's easy to get overwhelmed by pre-departure preparations and post-study reports. Have you kept records of your precious experiences abroad for yourself?

When studying abroad, it's important to find a program that meets your needs, make preparations such as financial planning, and have a strong goal-oriented mindset. With great effort comes great gains, so it is also important to keep records of what you acquired during your time abroad.

Internships & Jobs

Have you been able to turn all the things you learned through working with other people in to opportunities for contemplating your career?

Real-world experiences gained in workplaces requiring initiative, autonomy, and hard work. No doubt you acquired many priceless assets, such as knowledge, skills, or ideas formed through everything you absorbed. As a student, your job is to learn, so let's write down and keep track of these important gains, which will help you get a clearer perspective on working and jobs.

There's no end to things to do, like making basic living arrangements starting with finding a place to live, application forms and reports to submit to the university, and applying for scholarships! Let's use the Plan function to organize and keep track of all tasks, and carry them out efficiently.

👉 Use it this way! 👉

You can manage academic data from your study abroad using Box or MyPortfolio even after you've returned home. You can even use published portfolio pages to keep friends and family updated while you're abroad, or provide first-hand information to students considering study abroad!

Coursework at your study abroad university is super hard! Being stuck with your studies all day means it's easy to forget to keep records of things such as every-day thoughts or feelings of achievement... Let's make a conscious effort to keep a study abroad journal on your portfolio page.

Expect to work various part time jobs? Keep records of your motivations and things you learned! Write about what you said at job interviews, reasons for applying, or your thoughts after leaving that job, and use those experiences to help you during your job hunt.

👉 Use it this way! 👉

You can log and keep a list of your part time jobs on MyPortfolio as Extracurricular Activities. Create and publish a portfolio page containing your thoughts or what you learned, and you can receive feedback from your colleagues and superiors who took care of you.

Want to get feedback from people who took care of you at a previous part time job? You can publish a portfolio describing your gratitude and what you learned from your experience, and receive comments from them!