

Boston University Metropolitan College
Center for Professional Education

1010 Commonwealth Avenue, 1st Floor
Boston, Massachusetts 02215
617-353-4497
cpe.bu.edu



Evergreen Seminars

Taking the Seminar Remotely

You'll be joining the seminar with Zoom. Each seminar topic has its own Zoom link, in the event that you signed up for more than one seminar. Each session will be recorded, and it will be sent to you. Please do not forward the recording.

Accessing Your CPE Account

You can find details about your seminar by logging in to your account at <https://cpe.bu.edu/>. (Your username is the email address that received this message. If it is the first time you are logging in, you already have an account. Follow the directions to request a password.) More information can be found [here](#). Be sure to log in *before* the first class session to make sure everything is in order.

Once logged in, go to the navigation channel on the left. (See photos)

- My Profile
 - Information about you. Make updates on contact information here.
- **My Enrollment History**
 - Enrolled courses – ones you're taking now
 - Click on the class that you are taking to see
 - A description
 - The dates, times, and location of the class
 - View **Online Resources** – the link **Zoom** link will be active on the first day of class
 - The **recordings** will also be posted in **Online Resources**
- My Course Schedule – shows a calendar of your class meeting date(s)
- My Account History – shows the history of your tuition payments
- My Invoices – shows any outstanding balances
- Forms and Policies – helpful tips for using Zoom
- Announcements – current information

Accessing the Zoom Link (See text above)

Login on at <https://cpe.bu.edu/> as a returning student

The screenshot shows the 'Log-In to Student Portal' page. It features two main buttons: 'I have an account already' and 'I am a new user'. The 'I have an account already' section provides instructions for returning students, including password requirements (at least 10 characters, two capital letters, a number, and a symbol) and a link to 'Forgot User Name'. The 'I am a new user' section explains that a user name and password will be emailed upon completion of the transaction and provides instructions for online classes, including a link to Blackboard at <https://onlinecampus.bu.edu>. There are input fields for 'Email' and 'Primary Email Address'.

Go to **My Enrollment History**.

NB The course will not appear on the home page on the final day of the course. You can access it under **My Enrollment History**.

The screenshot shows the 'EVS101 - Evergreen Seminars' course page. The page has a navigation menu on the left with 'My Enrollment History' highlighted. The main content area includes the course title, delivery options (Evergreen), and a 'Course Description' section. The description states that Evergreen seminars for Fall 2020 have expanded and offers a dozen multi-part seminars. Two specific seminars are listed:

- EVS101-015 Assabet Valley Mastersingers: An Introduction to Carl Orff's "Carmina Burana" and Karl Jenkins' "The Armed Man: A Mass for Peace"**
 - Tuesdays, October 20, 27, and November 10, 6:00 to 7:15.
- EVS101-012 Boston Women's Heritage Trail: Road to the Vote: The Story of the Campaign for Women's Suffrage in Boston**
 - Wednesdays, October 14 to October 28, 1:00 to 2:30.

On the right side, there is a sidebar for 'EVS101 - 020' with fields for Section Title, Type, Days, Time, Dates, Schedule and Location, and Contact Hours.

Scroll down to **View Online Resources**. The Zoom Link, as well as the session recordings will be available here. The recordings will be

(recommend you do this before the first class date.)

- Go to My Enrollment History -> Click on the Seminar -> Link will show below in "View Online Resources" to join the seminar for each session.

Notes

The Fall 2020 seminar series offers the Evergreen student the choice to **pay** for the seminars individually at \$30 each at the time of registration or with a multi-pack for \$150. Registration is required to secure your seat in each seminar.

The individual seminars will be paid for at the time of enrollment. If you are selecting the multi-pack, then 1)

View Online Resources

✔ Student Zoom Link	22 Sep 2020 — 06 Oct 2020
✔ Session 1 Recording	06 Oct 2020 — 05 Dec 2020
✔ Session 2 Recording	06 Oct 2020 — 05 Dec 2020

✔ Available ✖ Expired 🚫 Blocked 🕒 Not Yet Available