

Destiny One, CPE's new student information system

Instructor introduction to new features

What you can now do online in *Instructor View*:

Access your instructor account

Update personal information

Review your teaching schedule

See class information

Grade students

Communicate with students

Print this document in color or use greyscale/black and white.

Terminology

- Destiny One: The new CPE student enrollment system/database
- Sections: The class that's offered with specific start and end dates each term.
- Instructor View: The online portal for all CPE instructors to access their classes and students
- Student View: The online portal for all CPE students to access their classes and academic history.
- Public View: The BU/CPE website.
 - Where the public can see what classes CPE is offering
 - The access point for Instructors and Students into their respective "Views".
 - URL: cpe.bu.edu

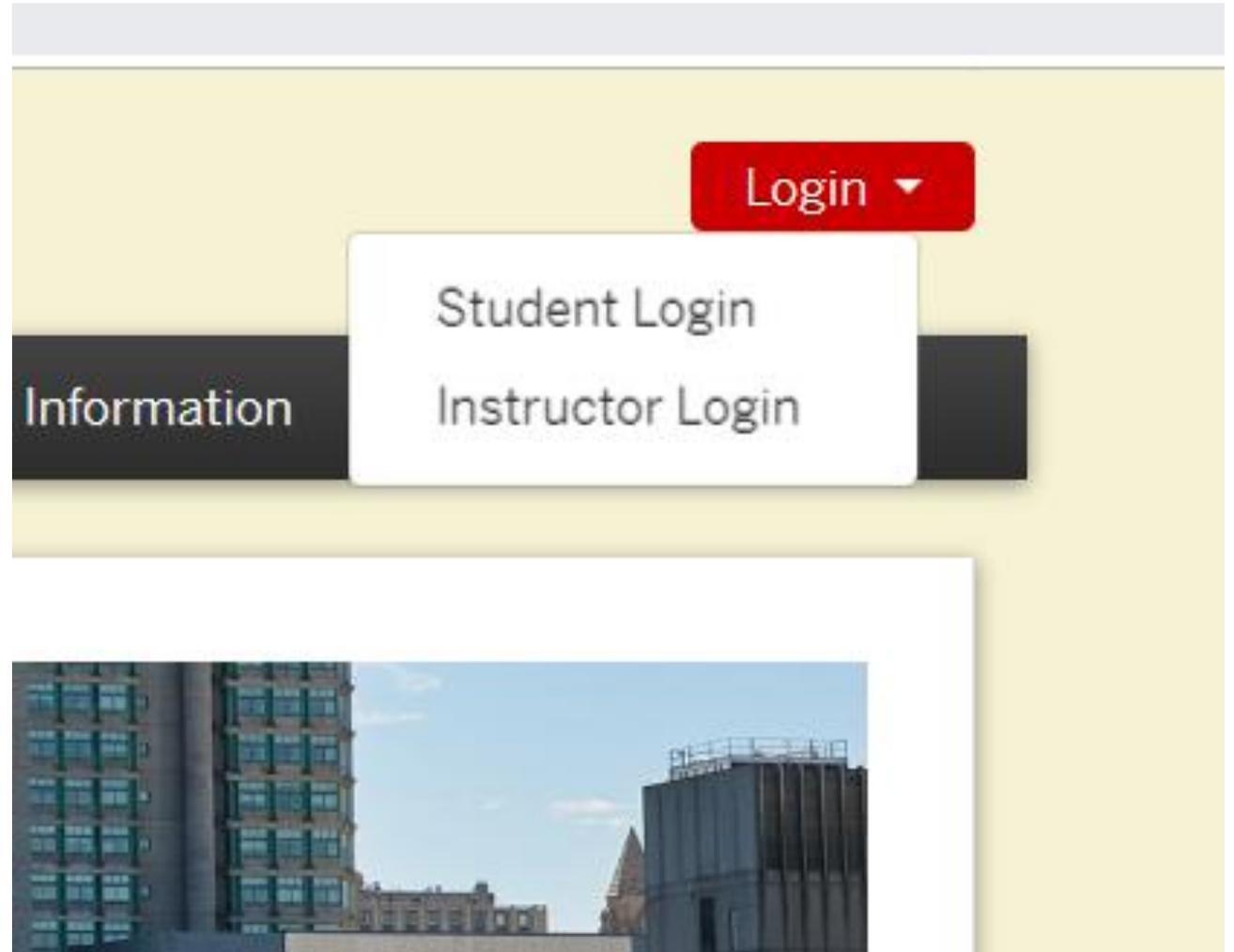
URL: cpe.bu.edu

Go to Login

Click Instructor login

Students will have their own accounts (*Student View*) to see their class schedules and grades. You can use *Instructor View* to directly communicate with your students, including sending test reminders, snow information, etc.; grade students; and update your personal information with CPE.

This account is **not** tied to any other BU account, but first, you will need to set it up.



Login at:
cpe.bu.edu

Establish your *Instructor View* account.

Your username is your BU name (the part before the @bu.edu in your email address), but this account is *not* tied to each other. The password rules are different, and it is possible that you will have two different passwords – for BU accounts (BU Works and Blackboard) and one for Destiny One.

Instructor Login

I have an account already

User Name (case sensitive) :

[Forgot User Name](#)

Password (case sensitive) :

[Forgot Password](#)

Continue

Instructor View Home

Navigation toolbar on the left side

The screenshot shows the Instructor View Home page for MET - Center for Professional Education. The page features a navigation toolbar on the left side with the following items: Programs, Schedules, Registration, Student Information, Request Information, About, and Search. The main content area displays the user's name, Greg Vasil, and their ID, T000177. The page title is MET - Center for Professional Education. A welcome message reads: Welcome to your Instructor View. There are no announcements displayed.

BOSTON UNIVERSITY Center for Professional Education

Welcome Gregory | Log Out

Programs Schedules Registration Student Information Request Information About Search

Instructor Home

My Profile

Courses

Current Schedule

Forms and Policies

Announcements

Help

MET - Center for Professional Education

Greg Vasil
T000177

Welcome to your Instructor View.

Announcements

There are no items to show.

My Profile

Your information for CPE and the CPE *Public View*.

Note: If you need to change your address or other personal information, you must also do that at bu.edu/buworkscentral. These accounts are *not* tied to each other.

The screenshot shows the 'My Profile' page for Greg Vasil. At the top left is the Boston University logo and the text 'Center for Professional Education'. At the top right, a red button says 'Welcome Gregory | Log Out' next to a briefcase icon with a notification badge. A dark navigation bar contains links for Programs, Schedules, Registration, Student Information, Request Information, About, and a Search icon. The main content area has a left sidebar with a vertical menu: Instructor Home, My Profile (highlighted in yellow), Courses, Current Schedule, Forms and Policies, Announcements, and Help. The main heading is 'MET - Center for Professional Education' with the name 'Greg Vasil' and ID 'T000177' to the right. Below the heading is the text 'Welcome to your Instructor View.' To the right is an 'Announcements' box containing the message 'There are no items to show.'

Personal Information

View and update contact information for CPE only. This is *not* tied to BU's HR office.

Update information on the *Public View*, including biography and photo.

Some *Public View* updates may need to be completed by CPE staff.

My Profile

User Information

Personal Information

Email Address

Telephone / Fax

Address

Preferred Contact Method

Biography 1

Employer

Courses

Current Schedule

Personal Information

Salutation:

First Name:

Gregory

Middle Name:

Last Name:

Vasil

Suffix:

Instructor Number:

T000177

Employee ID:

U12345678

Name to Appear in Print:*

Greg Vasil

Name Tag Name:

Courses

What you are teaching. Plus, what you taught* and will teach.**

*Classes after July 2019; classes from our old system will not show here. ** As they are scheduled.

The screenshot shows the instructor dashboard for Greg Vasil at the Boston University Center for Professional Education. The page features a top navigation bar with the university logo, the center's name, a user welcome message, and a search bar. A secondary navigation bar contains links for Programs, Schedules, Registration, Student Information, Request Information, and About. The main content area is titled 'MET - Center for Professional Education' and includes a sidebar with navigation options like 'Instructor Home', 'My Profile', 'Courses', 'Current Schedule', 'Forms and Policies', 'Announcements', and 'Help'. The 'Courses' option is highlighted. The main content area displays a welcome message and an 'Announcements' section that is currently empty.

BOSTON UNIVERSITY Center for Professional Education

Welcome Gregory | Log Out

Programs Schedules Registration Student Information Request Information About Search

Greg Vasil
T000177

MET - Center for Professional Education

Welcome to your Instructor View.

Announcements

There are no items to show.

Courses

You'll see what courses you are teaching here.

Teaching assignments for instructors and facilitators in classes with multiple modules and instructors will be updated as assignments are made (applicable to Genealogy, Fundraising, and Paralegal).

Instructor
Home

My Profile

Courses

Current
Schedule

Forms and
Policies

Announcements

Help

Courses

Greg Vasil

T000177

Courses Open for Enrollment/In Progress

Course - Section No.	Section Title	Start Date	End Date
RE125 - 031	Practical Legal Knowledge for the Real Estate Professional	Aug 1, 2019	Dec 31, 2019

Class List

The student list will be available to see a couple of weeks before the class starts and will be updated to reflect new enrollments and drops as they happen.

Options for you to download a Class, Attendance List, or Email the students.

Instructor
Home

My Profile

Courses

Class List

Grading Sheet

Course Profile

Current
Schedule

Forms and
Policies

Announcements

Help

Class List

Greg Vasil

T000177

RE125 - 035 - Practical Legal Knowledge for the Real Estate Professional

Student contact information shown below is **PRIVATE AND CONFIDENTIAL**. It may only be used for course-related communications.

Class List (as of Jul 1, 2019 10:12:27 PM)

	Name	Student No.	Tuition	Units	Method	Date Added
<input type="checkbox"/>	Conviser, Harrison	X000233	RE Tuition			21 Jun 2019
<input type="checkbox"/>	Meyers, Alan	X000249	RE Tuition			21 Jun 2019
<input type="checkbox"/>	Murphy, Teagan	X000243	RE Tuition			21 Jun 2019

3 items found, displaying all items.

Print Class List

Print Attendance Sheet

Email Selected Students

Email All

Email a Subset of Student(s)

Select who to email – one student, a few students, or the whole class.

Current
Schedule

Forms and
Policies

Announcements

Help

for course-related communications.

Class List (as of Jul 1, 2019 10:15:13 PM)

	Name	Student No.	Tuition	Units	Method	Date Added
<input type="checkbox"/>	Conviser, Harrison	X000233	RE Tuition			21 Jun 2019
<input type="checkbox"/>	Meyers, Alan	X000249	RE Tuition			21 Jun 2019
<input checked="" type="checkbox"/>	Murphy, Teagan	X000243	RE Tuition			21 Jun 2019

3 items found, displaying all items.

Print Class List

Print Attendance Sheet

Email Selected Students

Email All

Email a Student

Write the email to send

It will send from your BU email account to the student, and the student can reply to the email.

A copy of the message will be stored in the student's record at CPE.

Add in your BU email address in the "From" area, otherwise, the default email is cpe@bu.edu.

- Class List
- Grading Sheet
- Course Profile
- Current Schedule
- Forms and Policies
- Announcements
- Help

Professional

Please note that a program assistant will receive a copy of this message.

To:

Selected Students

From:

Reply To:

Subject:*

File Name: No file chosen

Message:*

Grade the Course

Enter the grades during the grading period

Your Program Manager will review and approve, which will release them to the students to see via the *Student View*.

NOTE: OPAR, OGEN, and OPFR instructors will only grade courses/modules in Blackboard and Program Managers will transfer the final grades from Bb to Destiny.

Murphy, Teagan (X000243)[Back to Top](#)

Final Grades(T):	<input type="text" value="B+"/>	Completion Date:
		Certificate or Program Requirements Met: <input checked="" type="checkbox"/> By: Web Registrar 21 Jun 2019
		Instructor Approved: <input checked="" type="checkbox"/> By: Web Registrar 21 Jun 2019
		Program Approved: <input checked="" type="checkbox"/> By: Margaret Haley 21 Jun 2019
		Final Approved: <input type="checkbox"/>

Final Approval Completed by CPE

After you've entered all grades in *Instructor View*, your program manager will move the grade into a "final approved" status.

Once in "final approved" status, students can see their grade in *Student View*

All Incomplete grades will be automatically be changed to an F after 30 days

Murphy, Teagan (X000243) [Back To Top](#)

Final Grades (T)

B+ ▼

Completion Date: 

Certificate or Program Requirements
Met (By: Web Registrar 21 Jun 2019)

Yes - Instructor Approved ⓘ

Yes - Program Approved ⓘ

Yes - Final Approved ⓘ

[Undo Grade Approval](#)

Course Profile

You can see your class *Public View* description, as well as the course schedule.

Instructor
Home

My Profile

Courses

Class List

Grading Sheet

Course Profile

Current
Schedule

Forms and
Policies

Announcements

Help

RE125 - Practical Legal Knowledge for the Real Estate Professional

Greg Vasil

T000177

Course Description

This course provides a practical, in-depth examination of many legal issues essential for the understanding of real estate investment, development, and operations, as well as how the rules and regulations made by local, state, and the federal government affect real estate in general. Participants develop a working knowledge of laws affecting financing, acquisition, leasing, sale, and the documents associated with those events.

RE125 - 035 Summer 2019

Section Title: Practical Legal Knowledge for the Real Estate Professional

Type: Lecture

Days: W

Time: 12:00PM to 3:00PM

Dates: Jun 19, 2019 to Jul 21, 2019

Current schedule

This is your teaching schedule.

The screenshot shows the instructor dashboard for Greg Vasil at the Center for Professional Education. The page features a navigation menu with options like Programs, Schedules, and Registration. The main content area displays the instructor's name, ID, and a list of navigation links, with 'Current Schedule' highlighted. A welcome message and an empty announcements box are also visible.

BOSTON UNIVERSITY Center for Professional Education

Welcome Gregory | Log Out

Programs Schedules Registration Student Information Request Information About Search

Greg Vasil
T000177

MET - Center for Professional Education

Welcome to your Instructor View.

Announcements

There are no items to show.

Navigation Links: Instructor Home, My Profile, Courses, Current Schedule, Forms and Policies, Announcements, Help

Current Schedule

A class session by class session schedule of teaching assignments

Instructor Home

My Profile

Courses

Current Schedule

Forms and Policies

Announcements

Help

Current Schedule

Greg Vasil

T000177

Filter:

Show only my assigned schedule blocks

Go

Date	Time	Type	Course	Location	Instructors
Wednesday 10 Jul 2019	12:00 PM - 3:00 PM	Lecture	RE125 - 035 - Practical Legal Knowledge for the Real Estate Professional	Charles River Campus College of General Studies Building	
Wednesday 17 Jul 2019	12:00 PM - 3:00 PM	Lecture	RE125 - 035 - Practical Legal Knowledge for the Real Estate Professional	Charles River Campus College of General Studies Building	
Wednesday 24 Jul 2019	12:00 PM - 3:00 PM	Lecture	RE125 - 035 - Practical Legal Knowledge for the Real Estate Professional	Charles River Campus College of General Studies Building	

Forms and Policies

Central location of CPE information for instructors

BOSTON UNIVERSITY Center for Professional Education

Welcome Gregory | Log Out

Programs Schedules Registration Student Information Request Information About Search

INSTRUCTOR HOME

Greg Vasil
T000177

MET - Center for Professional Education

Welcome to your Instructor View.

Announcements

There are no items to show.

- Instructor Home
- My Profile
- Courses
- Current Schedule
- Forms and Policies**
- Announcements
- Help

Forms and Policies

- Information for Instructors
- Links to BU departments
- Instructor manual (updated each August)
- Parking information
- Helpful information, e.g., how to run a Zoom session
- Replaces the Faculty Resource page

Structure

Forms and Policies

Announcements

Help

concepts.

CPE faculty are referred to as “academic professionals” and not “professors” or “instructors” in higher education, the terms “professor” and “instructor” have a specific meaning, i.e. approval of the provost, the highest academic officer of a university. They have experience in research and publishing their findings in academic journals. We may use the terms in ease of language, but externally we use “academic professionals.”

Boston University is able to offer our faculty some benefits. The following is a list of some. Please check with Human Resources and the other offices if you have additional questions. Information is in the Faculty Handbook on the faculty website.

Human Resources

BU Human Resources Office's website is <http://www.bu.edu/hr/>

- Direct Deposit – which you can set up in BU Works.
- Supplemental Retirement – you can assign a percentage of your pay check into it

Information Services & Technology (IS&T)

IS&T has two locations for assistance. <http://www.bu.edu/tech/about/help-center/>

- 179 Amory Street – full service help location, plus computer check-in and BU Student Center
- Mugar Library at 771 Commonwealth Avenue – consulting and account services, hours

IS&T can offer assistance with your personal computers, including maintenance and repair. If you are interested in getting a new computer and/or software, check out their website for details. <http://www.bu.edu/tech/support/purchase/>

Announcements

The screenshot shows a web interface for Boston University's Center for Professional Education. At the top left is the university logo. A navigation bar contains links for Programs, Schedules, Registration, Student Information, Request Information, and About, along with a search icon. A user profile bar on the right shows 'Welcome Gregory | Log Out' and a briefcase icon with a notification badge. The main content area features a sidebar with navigation options: Instructor Home, My Profile, Courses, Current Schedule, Forms and Policies, Announcements (highlighted), and Help. The main heading is 'Announcements' by 'Greg Vasil' (T000177). The announcement text reads 'Welcome!' followed by 'Accessing Destiny One account'. A 'Read the whole story' link is positioned to the right of the text.

BOSTON UNIVERSITY Center for Professional Education

Programs Schedules Registration Student Information Request Information About Search

Announcements Greg Vasil
T000177

Welcome!
Accessing Destiny One account

[Read the whole story](#)

Announcements

CPE posts announcements here, including welcome messages, snow day information, and save-the-dates.

Some may be just for instructors and some may also be for students.

The screenshot shows a web interface with a dark navigation bar at the top containing the following items: Programs, Schedules, Registration, Student Information, and Re. Below this is a light yellow header bar. On the left side, there is a vertical navigation menu with the following items: Instructor Home, My Profile, Courses, Class List, Grading Sheet, Course Profile, Current Schedule, Forms and Policies, Announcements (highlighted with a red vertical bar), and Help. The main content area on the right features a large heading **Announcements** followed by a horizontal line. Below the line is the heading **Welcome!** and the text "Accessing Destiny One account".

Help

The screenshot shows the instructor dashboard for the MET - Center for Professional Education. At the top left is the Boston University logo and the text "Center for Professional Education". At the top right, a red banner says "Welcome Gregory | Log Out" next to a briefcase icon with a notification badge. A dark navigation bar contains links for "Programs", "Schedules", "Registration", "Student Information", "Request Information", "About", and a search icon. The main content area has a left sidebar with a vertical list of menu items: "Instructor Home" (highlighted with a red bar), "My Profile", "Courses", "Current Schedule", "Forms and Policies", "Announcements", and "Help" (highlighted with a yellow bar). The main header area displays "MET - Center for Professional Education" in large bold text, with the user's name "Greg Vasil" and ID "T000177" to the right. Below the header, a message reads "Welcome to your Instructor View." To the right of this message is an "Announcements" box containing the text "There are no items to show."

BOSTON UNIVERSITY Center for Professional Education

Welcome Gregory | Log Out

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Greg Vasil
T000177

MET - Center for Professional Education

Welcome to your Instructor View.

Announcements

There are no items to show.

Instructor Home
My Profile
Courses
Current Schedule
Forms and Policies
Announcements
Help

Help

A quick resource for Help

[Instructor Home](#)

[My Profile](#)

[Courses](#)

[Current Schedule](#)

[Forms and Policies](#)

[Announcements](#)

[Help](#)

Help

Center for Professional Education Prog
617-353-4497, cpe@bu.edu

Technical Support with Your Instructor
617-358-5401, metit@bu.edu

Help with bu.edu/BUworkscentral: Acc
617-353-HELP (4357), help@bu.edu

Help with Blackboard: Accessing Online
617-353-HELP (4357), help@bu.edu

Questions, Comments, Concern?

Contact your Program Manager and/or CPE (cpe@bu.edu)

Thank you!