

Assemble My Portfolio (Student) CONNECT

The portfolio stores assessment results, favored careers, programs, schools, goals, and experiences.



MY PORTFOLIO Overview

Overview Resumes Compositions Goals Assignments/Worksheets

SELF ASSESSMENTS

Preferences	100%	100%	0%	0%
Interests	100%	0%	0%	0%
Skills	100%	100%	0%	0%

CAREERS

- Accountants and Audi...
- Actuaries
- Geologists and Geoph...
- Marine Biologists

CAREER CLUSTERS

- Agriculture, Food, and...
- Architecture and Cons...

PROGRAMS

- Anesthesiologist Assis...
- Animal Physiology

SCHOOLS

- Academy of Hair Design
- Eastern Washington U...

EXPERIENCES

- Work: 4
- Volunteering
- Education: 1
- Activities: 5

RECOGNITIONS

- Honors
- Awards: 1
- Scholarships
- Other

COMPOSITIONS

- Letters: 1
- Essays: 1
- Resumes: 3

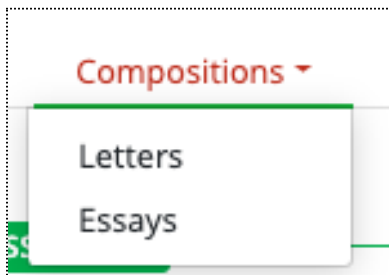
GOALS

- Academic: 2
- Career: 1
- Community: 1
- Personal: 1

[Add Files](#)

Compositions

Fill in the fields to create Letters or Essays to access later. This is an excellent location for cover letters, so generate them for printing. In the selected area, click the +Add to begin.



Compositions

- Letters
- Essays

Goals

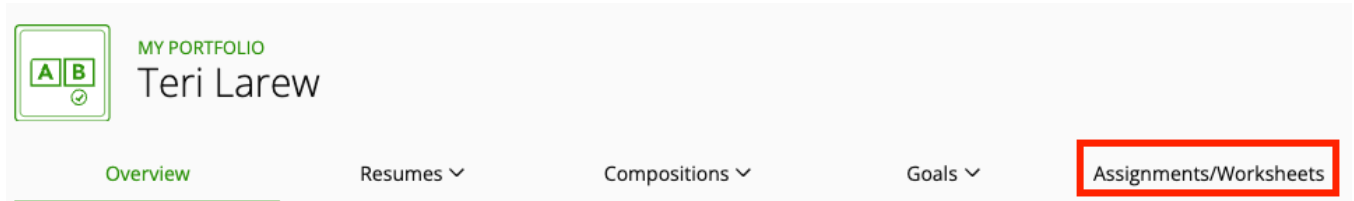
Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/43780494845203>

Assignments/Worksheets

The District provides links here to access reference information, help for a specific graduation year, or assignments to complete. Follow the instructions in the comments and click the link to access the document/webpage.

1. Start under **Assemble My Portfolio** in the left navigation menu.

- You will see subpages (tabs) across the top of the page. Click the **Assignments/Worksheets** tab to view a data table of assignments.



- Click the hyperlink in the **Link** column to view or complete the assignment.

Helpful Resources for Educators: <https://support.schooldata.net/hc/en-us/articles/43398405059859>

Résumés

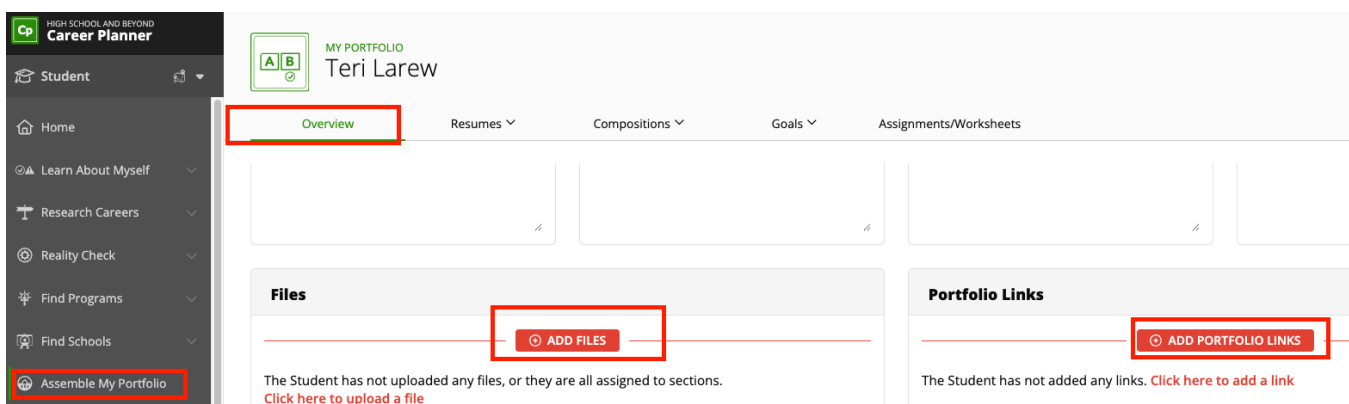
Helpful Resources:

- <https://support.schooldata.net/hc/en-us/articles/16871597769491>
- <https://support.schooldata.net/hc/en-us/articles/16858706392851>
- <https://support.schooldata.net/hc/en-us/articles/43790153981459>

Add a File or Link






Students can upload various files, including signed forms, award or certificate scans, resumes, and more, to their portfolios. Students may either upload these files straight to the Overview tab or upload/assign them to individual sections.

- Start under **Assemble My Portfolio** in the left navigation menu. You will see various subpages (tabs) at the top of the page.
- Click the **Overview** tab.



- Click the **Add Files** button to add a file.
 - Click the **Uploaded File** field, click **Choose a File** to select the file to upload, and click **Accept**.
 - IMPORTANT: Ensure that link sharing is enabled and "anyone with the link can view" is selected.**
 - Fill in a **Label, Description, and Notes**.
 - Click the **Section** field and choose the checkbox
 - Click **Save**.

4. Click the **Add Portfolio Links** button to add a link.
 - Specify a title for your link, the full URL, and any comments you might want to associate with the link, and click **Save**.
5. To the right of the uploaded file or link, a range of actions is available.

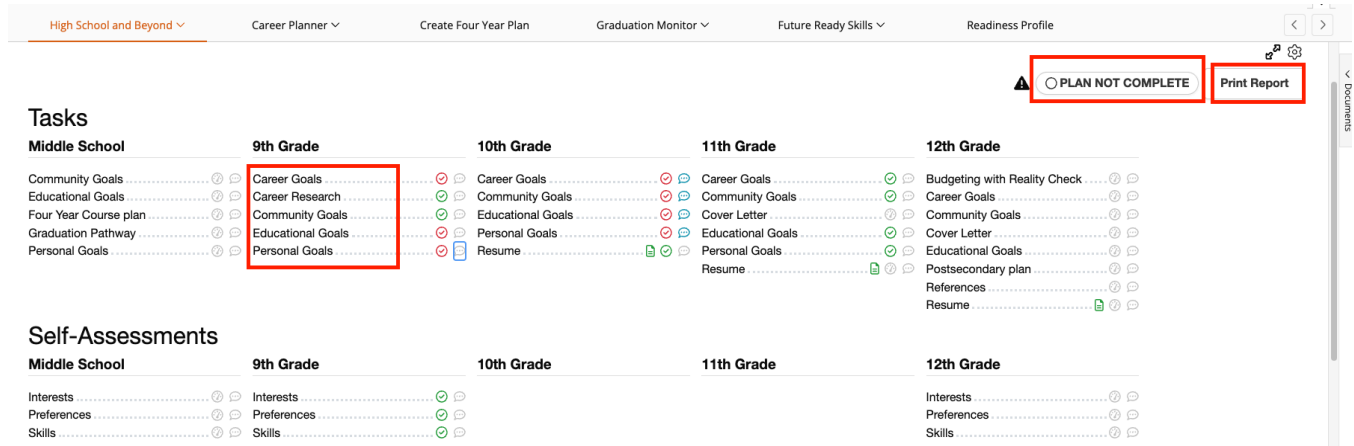
	Click to view, download, or print the file.
	Click to edit the name, add notes, or other information . Click Save when finished. You will see the new information nested under the file name. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Ariel Leininger Resume 10th Grade  </div> <p>Description: For Health Science careers Notes: Submitted to Ms. Ciampaglio 11/12/19.</p>
	Assign the file to a portfolio section. First, select the portfolio section to which the file belongs. Then click Save , and the file will be moved and counted in that section. Click the number to go to your file. <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid #ccc; background-color: #e91e63; color: white; padding: 2px 10px; display: inline-block;">COMPOSITIONS</div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> Letters Essays Resumes </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> Essays → 1 </div> </div>
	Select delete . A pop-up window will appear. Confirm to delete. This procedure is irreversible.

Helpful Resources: <https://support.schooldata.net/hc/en-us/articles/17131019782163>





Review Your Completion Status

1. Start under **Completion Status** in the left navigation menu.
2. On the **High School and Beyond Task** tab, you will see all the tasks you need to complete to finish your High School and Beyond Plan.
3. A popover window defaults to the **High School and Beyond Tasks** screen view, which shows the student's progress within the High School and Beyond applications. **Note:** This page also allows movement to various applications, as listed in the tabs across the top of the page. (Career Planner, Four-Year Plan, Graduation Monitor, Future Ready Skills, Readiness Profile)
 - An indicator in the top right corner will indicate whether the plan is **complete/not**.

- To print the High School and Beyond Plan, click **Print Report** in the top right corner.
- Click any **task name** to view the task.
- Click on the **Meter** Icon to the right of the task and choose **Mark Complete**.
- To the right of the task are the following icons.



The screenshot shows the 'High School and Beyond' section of the Career Planner. It includes a navigation bar with options like 'Career Planner', 'Create Four Year Plan', 'Graduation Monitor', 'Future Ready Skills', and 'Readiness Profile'. In the top right, there are buttons for 'PLAN NOT COMPLETE' and 'Print Report'. The main content is divided into 'Tasks' and 'Self-Assessments' sections, each with columns for Middle School, 9th Grade, 10th Grade, 11th Grade, and 12th Grade. Under 9th Grade tasks, 'Career Goals' and 'Personal Goals' are highlighted with a red box. Various icons (checkmarks, speech bubbles, question marks) are visible next to the task names.

	Red checkmark: This indicates Revisions Requested .
	Green checkmark: This indicates the task has been approved .
	Communication Message: This will open the Communication Messages by Task popover window.
	Question Mark: This indicates instructions .