

Student Guide for the Amala Transcript and Digital Portfolio

1 Introduction	3
1.1 What is a transcript? What is a digital portfolio?	3
1.2 What software do we use for the Amala Transcript and Digital Portfolio?	3
1.3 What are the parts of the Amala Transcript?	3
1.4 How do I log into the Transcript Builder?	4
1.5 What tasks do I need to complete in order to build my Amala Transcript?	5
1.6 What is the evidence approval process?	6
2 Student Statement	8
2.1 What is the student statement?	8
2.2 Student statement content guidelines	8
2.3 Student Statement Writing Guide	8
2.4 How do I add my student statement to the transcript?	8
3 Adding evidence to the transcript	10
3.1 What evidence should be uploaded to the Amala transcript?	10
3.2 Evidence content guidelines	10
3.3 Deciding which evidence to upload	10
3.4 Evidence Preparation Guide	11
3.5 How do I add evidence to the transcript?	12
3.6 What is featured evidence?	12
3.7 Featured evidence content guidelines	13
3.8 Deciding on which evidence should be featured evidence	13
4 My Colleges	14
4.1 What is “My Colleges”?	14
5 Previewing, publishing and sharing your transcript	15
5.1 Previewing your transcript	15
5.2 Publishing your transcript	15
5.3 Sharing your transcript	16
5.3.1 Sharing your official online transcript (recommended)	16
5.3.2 Sharing an unofficial offline transcript (not recommended)	17

1 Introduction

1.1 What is a transcript? What is a digital portfolio?

A **transcript** outlines the credits you have been awarded. It helps signal your capabilities to pathway providers like universities and employers.

A **digital portfolio** is a place online where you upload artefacts that you are most proud of, allowing you to demonstrate your best work to others.

Go to <https://transcript.mastery.org/> and enter the access code VOBRSR to view the transcript of Mohammad Alammur (Amala Jordan DP1 Alumni). This will help you get a sense of what a real Amala transcript might look like.

IMPORTANT: this is just one example of a transcript. Your transcript and more importantly, your evidence, might look very different. You should use this transcript as an example to reflect upon, rather than using it as a model.

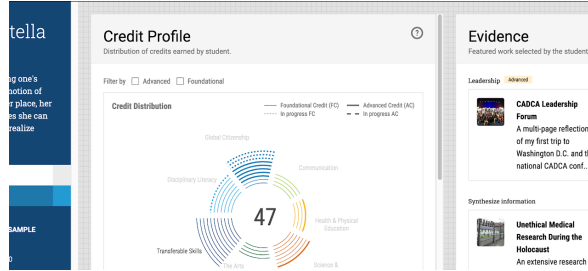
1.2 What software do we use for the Amala Transcript and Digital Portfolio?

We use the [Mastery Transcript Consortium](#) for our transcripts and digital portfolio. We do this because their philosophy aligns with ours and they are doing a lot of work with helping universities understand their transcripts.

1.3 What are the parts of the Amala Transcript?

There are two components (parts) of the transcript, highlighted in the table below:

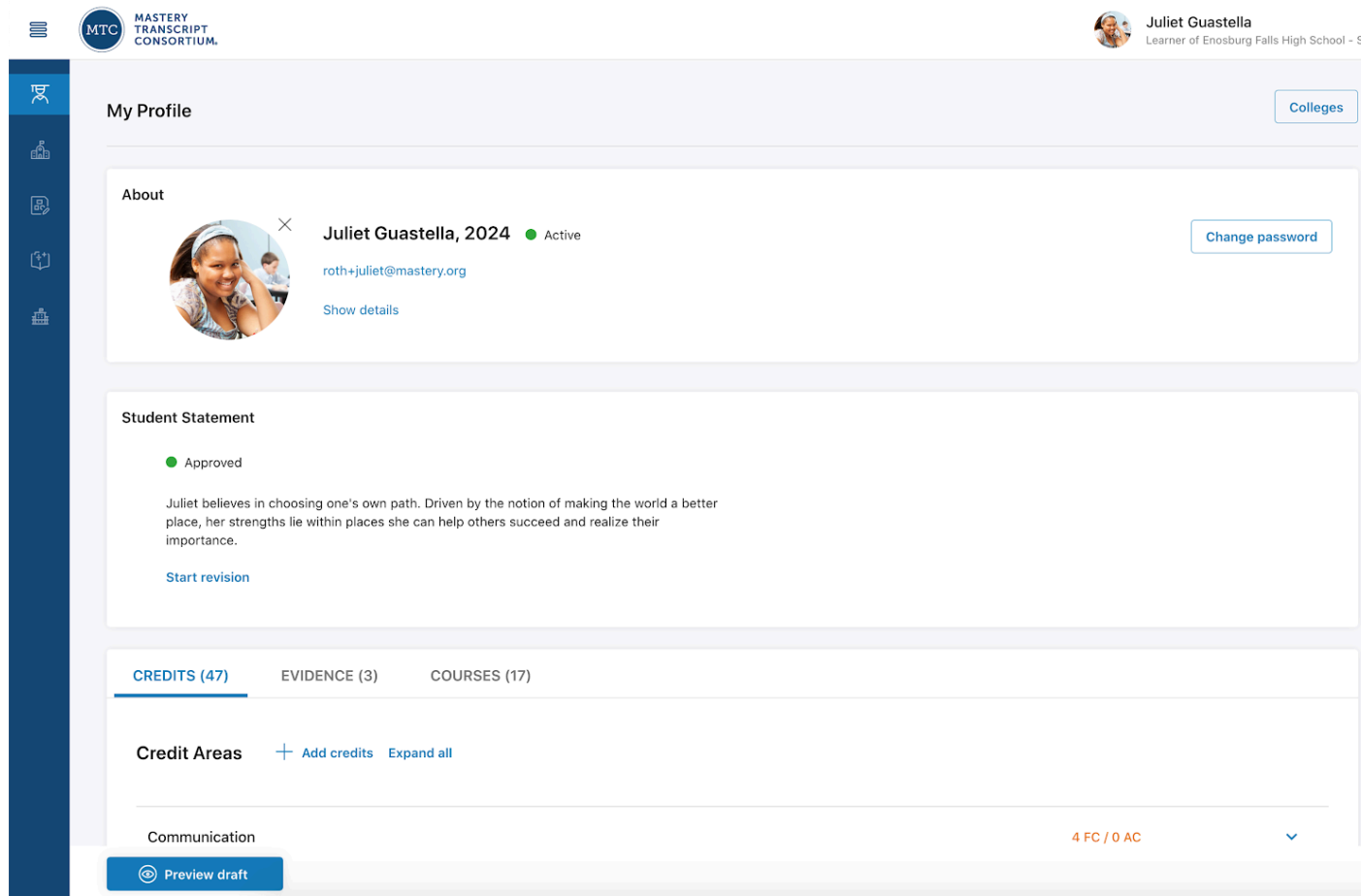
The Transcript Builder	The Transcript Reader
Where you will – along with your school	Where college admission officers and

staff – build your Mastery Transcript	transcript readers will review your Mastery Transcript
	

1.4 How do I log into the Transcript Builder?

1. You will receive an invitation email to the transcript builder from someone at Amala.
2. Click on schools.mastery.org in the email to be directed to the login page.
3. You will use your school email address to create your account and as your id.
4. Create a secure password or passphrase. Your password must be at least 8 characters and no more than 128 characters.
5. Once your password is accepted, you will receive a confirmation email from MTC welcoming you to the Mastery Transcript Builder.
6. Login and start building your Mastery Transcript!

When you login, you will be taken to your own personal dashboard that looks something like the image below. It lets you add your information and evidence of your learning (great examples of your work) to your transcript:



The screenshot shows the 'My Profile' page of the Amala Transcript Consortium. At the top, there's a navigation bar with the MTC logo and the user's name, Juliet Guastella, with the role 'Learner of Enosburg Falls High School - S'. Below this, the 'My Profile' section includes an 'About' card with a profile picture, the name 'Juliet Guastella, 2024', an 'Active' status, an email address 'roth+juliet@mastery.org', and a 'Show details' link. A 'Change password' button is also present. Below the 'About' card is the 'Student Statement' section, which shows a green 'Approved' status and a paragraph of text: 'Juliet believes in choosing one's own path. Driven by the notion of making the world a better place, her strengths lie within places she can help others succeed and realize their importance.' There is a 'Start revision' link. At the bottom, there's a section for 'CREDITS (47)', 'EVIDENCE (3)', and 'COURSES (17)'. Under 'CREDITS (47)', there's a 'Credit Areas' section with a '+ Add credits' and 'Expand all' link. A 'Communication' section shows '4 FC / 0 AC' and a 'Preview draft' button.

1.5 What tasks do I need to complete in order to build my Amala Transcript?

The following is a summary of the tasks you will need to complete in order to build your Amala Transcript. The rest of this guide will give more information on these:

- **Get all the foundational credits and your choice of advanced credits:** This is achieved through submitting successful competency defenses that have been well supported by evidence.
- **Student Statement:** Write a student statement about yourself. When you're ready, submit your statement for approval.
- **Uploading Evidence:** Upload and attach evidence to competencies. Then choose 5 pieces of **evidence** to be classed as **featured evidence** which will show up on the front page of your transcript. You will also provide **images and brief, informative text** to accompany each piece of evidence.

- **My Colleges:** Share your plans. Help us to help you advocate for the Amala Transcript (through the Mastery Transcript Consortium) by sharing your college plans and let us know **where and when you plan to apply**.
- **Preview Your Transcript:** Preview how your transcript is shaping up to tell your story.

1.6 What is the evidence approval process?

Your facilitator will approve any credits you have been awarded on your transcript. This will then allow you to add evidence. As credits you have been awarded are added to your transcript by the facilitator, they will show up on an activity feed (see below) that will let you see what's new on your transcript and what needs your attention.

The screenshot displays the Amala Transcript user interface for a student named Juliet Guastella. The interface is divided into two main sections: 'My Profile' on the left and 'Activity' on the right.

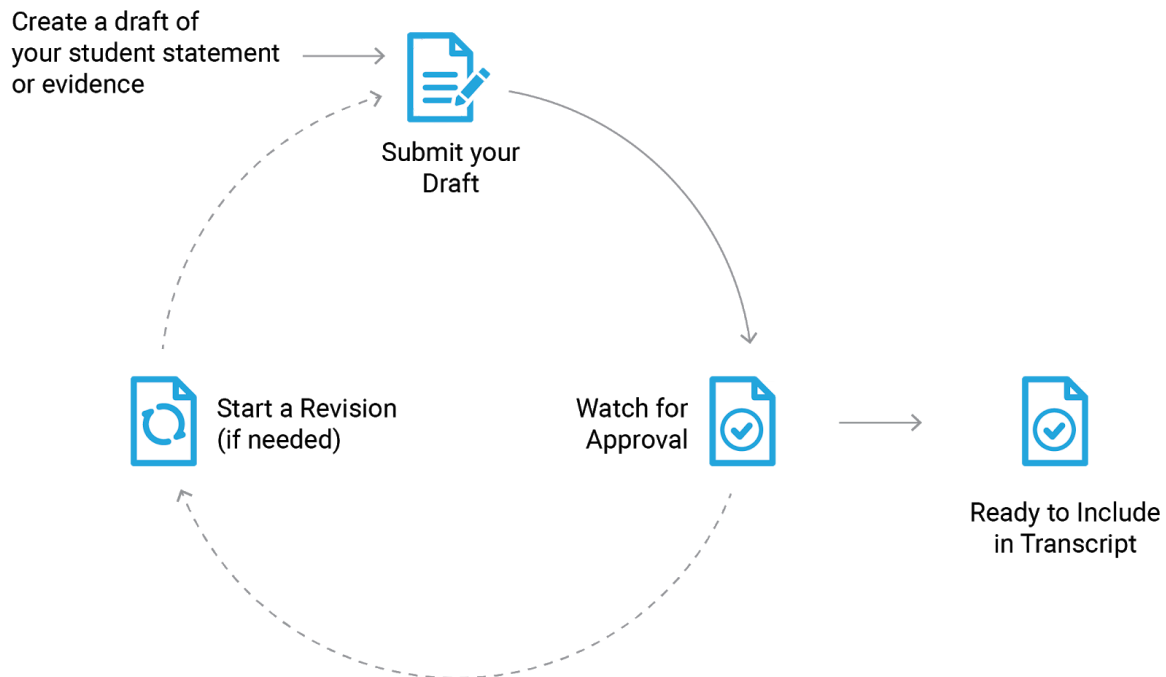
My Profile Section:

- About:** Features a profile picture of Juliet Guastella, her name 'Juliet Guastella, 2024', a green 'Active' status, an email address 'roth+juliet@mastery.org', and a 'Show details' link.
- Student Statement:** Shows a green 'Approved' status and a statement: 'Juliet believes in choosing one's own path. Driven by the notion of making the world a better place, her strengths lie within places she can help others succeed and realize their importance.' There is a 'Start revision' link.
- Credits:** A tab labeled 'CREDITS (47)' is selected, with other tabs for 'EVIDENCE (3)' and 'COURSES (17)'. Below this, there are sections for 'Credit Areas' with '+ Add credits' and 'Expand all' links, and a 'Communication' section with a 'Preview draft' button.

Activity Section:

- Activity Feed:** A list of updates on the right side of the profile.
 - Profile for Juliet Guastella updated about 2 hours ago by Juliet Guastella.
 - Student statement was revised
 - Profile for Juliet Guastella updated about 2 hours ago by Emily Educator. / Action Required
 - Credit was updated: In Progress
 - Unethical Medical Research Du...
 - FC Synthesize Inf... / Transferable...
 - Profile for Juliet Guastella updated about 2 hours ago by Emily Educator.
 - Evidence was approved
 - CADCA Leadership Forum
 - AC Leadership / Global CITIZE...
 - Profile for Juliet Guastella updated about 2 hours ago by Emily Educator. / Action Required
 - Comment was added: Juliet, I appreciate how you've improved how to listen to others and your reflections demonstrate not only your experiences, but others.
 - CADCA Leadership Forum
 - AC Leadership / Global CITIZE...
 - Profile for Juliet Guastella updated about 2 hours ago by Juliet Guastella.
 - Evidence was submitted for approval
 - CADCA Leadership Forum

The process by which the evidence you upload to the transcript is approved is student driven. You are the person to upload the evidence and decide which credit it is associated with. Be reminded that you don't have to upload the evidence you used when being awarded credit, if you know you have better evidence.



2 Student Statement

2.1 What is the student statement?

Your student statement appears on your Mastery Transcript. It is a short headline that tells the reader what makes you unique and the direction you want to pursue.

2.2 Student statement content guidelines

Your student statement should:

- Provide a lens the reader will use as they view the rest of your transcript; includes only information you want them to have in mind as they read
- Highlight the attributes that make you unique (“Oh, that student is the one who...”)
- Gives the reader a sense of the direction you want to pursue in college and/or career
- Be one to two complete sentences
- Be written in the third person (e.g. (“Juliet is...” and “she/he/they is/are...”)
- Be a maximum of 250 characters

2.3 Student Statement Writing Guide

This resource from Gibson Ek High School can provide a template to help you write your student statement

- [Guide to writing your student statement](#)

We recommend that you submit a draft student statement to your facilitators for feedback.

2.4 How do I add my student statement to the transcript?

3 Adding evidence to the transcript

3.1 What evidence should be uploaded to the Amala transcript?

Each competency that you are awarded credit for will have a piece of supporting evidence added to the Amala Transcript. This evidence should be your best work for each competency.

Important note for Amman second cohort and Kakuma first cohort: Please upload an artefact as your evidence (do not upload an Evidence Template that links to the artefact. The evidence template supports your request for credit and should not be uploaded as evidence. This is because it makes the transcript look messy and makes it harder for universities to see your actual work).

3.2 Evidence content guidelines

The evidence you upload should:

- Reflect the highest levels of your work involved in earning that particular credit
- Be concrete enough to be understood with just a title and a thumbnail
- Able to be encapsulated in a single file along with 2-4 photos and a small amount of explanatory text

3.3 Deciding which evidence to upload

Ideally, the evidence you choose to upload to your transcript should represent your best work in that competency. Remember, you do not have to include the evidence you used to get awarded credit. For example, perhaps you have developed even better evidence for that competency since then. When choosing which evidence you would like to upload for each competency, you might like to consider the following questions:

- Which piece of evidence best represents my ability in this competency?
- Which piece of evidence do I really want pathway providers (universities, employers etc) to see for this competency?

3.4 Evidence Preparation Guide

In order to prepare your evidence, you might like to complete the following for each piece of evidence (this will make the upload process simpler):

Item	Guidance	Your Input
Evidence Title	Noun that names the work product, the achievement, or your title e.g. Workshop on Gender Discrimination	
Description	A single sentence fragment with verbs that give a concise summary of what you did e.g. In this evidence, I completed a workshop on gender discrimination for youth in my community.	
Associated Credit	What is the credit that you will attach this evidence to?	
Highlights (note: this will only show up for featured evidence)	Three to five bullet points that briefly describe noteworthy activities involved in completing the work. May also include the work's accolades or impact.	

Attachment	What are the links to Google Drive or Dropbox, or uploads from your device (docs, images, videos, or audio) that you will need to add? You can add a link to one document and upload 3-5 images (note: additional images will only show up for featured evidence).	
--------------------------	---	--

3.5 How do I add evidence to the transcript?

The following is a step by step process which you can try and follow when you are in the transcript builder (you can also see this in this [video](#)):

1. Go to your learner profile
2. At the bottom of the page, click on the Evidence tab
3. Click "Add Evidence"
4. Add your title and description for the evidence (prepare this in advance)
5. Then go to the Evidence Details
6. Associate the evidence with a credit
7. Added a link to your evidence, usually as a google doc link
8. You only need images and highlights if it is featured evidence which can be decided later (you might like to add them now if you think this will be featured evidence, or if you know for sure that this will be featured evidence)
9. Submit the evidence for approval

3.6 What is featured evidence?

Your featured evidence is a collection that highlights some of your most interesting and relevant work products. It is one of the first things that people will see when they log into your transcript and so should have the WOW factor that helps represent who you are and

your capabilities.

3.7 Featured evidence content guidelines

Each piece of featured evidence must include everything that normal evidence includes, as well as:

- **Highlights** (Three to five bullet points that briefly describe noteworthy activities involved in completing the work. May also include the work's accolades or impact.)
- **Images** (3-5 images that support your evidencing)

3.8 Deciding on which evidence should be featured evidence

In order to prepare your featured evidence, you might like to ask yourself the following questions to help you pick 5 pieces of featured evidence (for five different credits)

- What is something I have done that I am really proud of and I have evidence for?
- Which credits are most important to my chosen pathway? What evidence do I have for these credits that will really show my passion?

4 My Colleges

4.1 What is “My Colleges”?

My Colleges is a section where you can add the universities/colleges you are interested in applying to. We must make it clear that this is US focused, and the chance of getting scholarships at these institutions at the moment is low.

However, we encourage you to look at the list of colleges that have already received transcripts from the Mastery Transcript Consortium.

My Colleges allows you to:

- Search a complete list of colleges from across the U.S. and the college you wish to apply to: **Add college**. Indicate your planned admission type (Early or Regular).
- If any of your colleges are new to our list, MTC will reach out to make sure they know about the Mastery Transcript and are ready for yours.
- If you cannot find the college you are applying to in the “Add college” list (most non-US based universities will not be in the list), please submit a request using the “?” feature on the bottom right of your screen or send an email to support@mastery.org. Please ensure that you include as much information as possible about the university or College you are planning to apply to so that the MTC team can reach out to them.

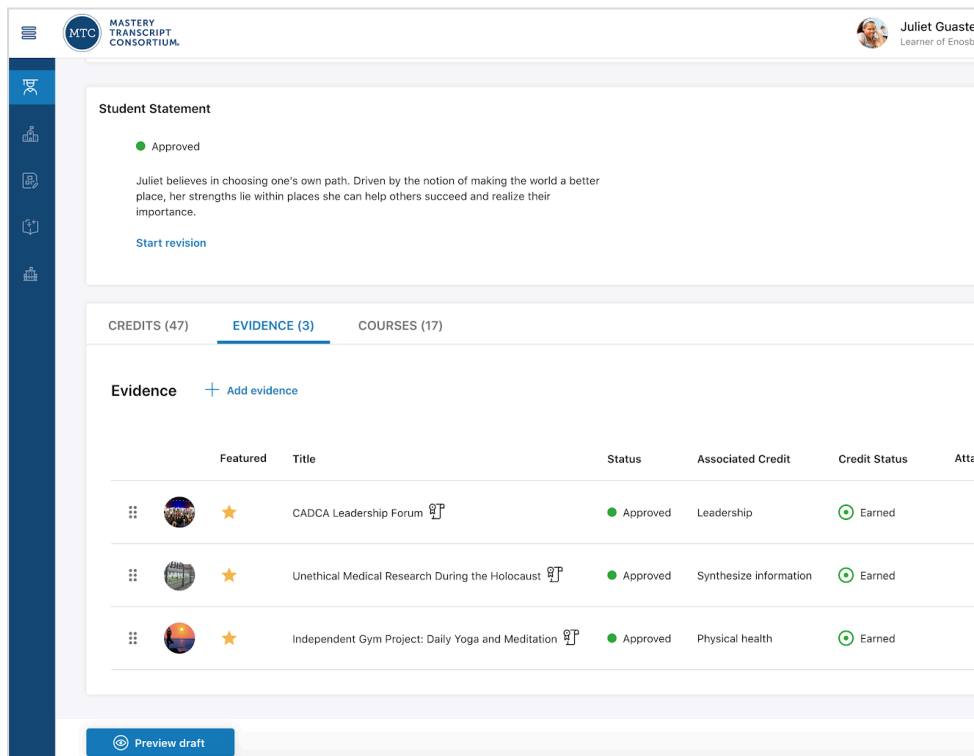
To find out more about how to use “My Colleges”, please watch the video by Mohammad Shehadat (Amala Jordan DP1 Alumni) who at the time of writing (Jan 2022) was applying for universities that have refugee scholarships, using his Mastery Transcript from Amala.

[Video exploring how to add Colleges on the Mastery Transcript \(Mohammad Shehadat, Jan 2022\)](#)

5 Previewing, publishing and sharing your transcript

5.1 Previewing your transcript

You should preview your transcript early and often to see what it will look like to other people.



The screenshot shows the MTC (Mastery Transcript Consortium) interface. At the top, there's a header with the MTC logo and the user's name, Juliet Guaste, with the role 'Learner of Enosb'. Below the header, there's a 'Student Statement' section with a green dot indicating 'Approved' status. The statement text reads: 'Juliet believes in choosing one's own path. Driven by the notion of making the world a better place, her strengths lie within places she can help others succeed and realize their importance.' Below the statement is a 'Start revision' link. The main content area is divided into three tabs: 'CREDITS (47)', 'EVIDENCE (3)', and 'COURSES (17)'. The 'EVIDENCE (3)' tab is selected, showing a table of evidence items. The table has columns for 'Featured', 'Title', 'Status', 'Associated Credit', 'Credit Status', and 'Attachments'. There are three evidence items listed, all with a status of 'Approved' and 'Earned' credit status. At the bottom of the interface, there is a 'Preview draft' button.

Featured	Title	Status	Associated Credit	Credit Status	Attachments
	CADCA Leadership Forum	Approved	Leadership	Earned	
	Unethical Medical Research During the Holocaust	Approved	Synthesize information	Earned	
	Independent Gym Project: Daily Yoga and Meditation	Approved	Physical health	Earned	

5.2 Publishing your transcript

Before you can share your transcript with others, you will need to ask a facilitator to publish your transcript. Before asking your facilitator to publish your transcript, please make sure the following is completed:

- ☐ Your address has been added to your transcript
- ☐ Your student statement has been added to your transcript

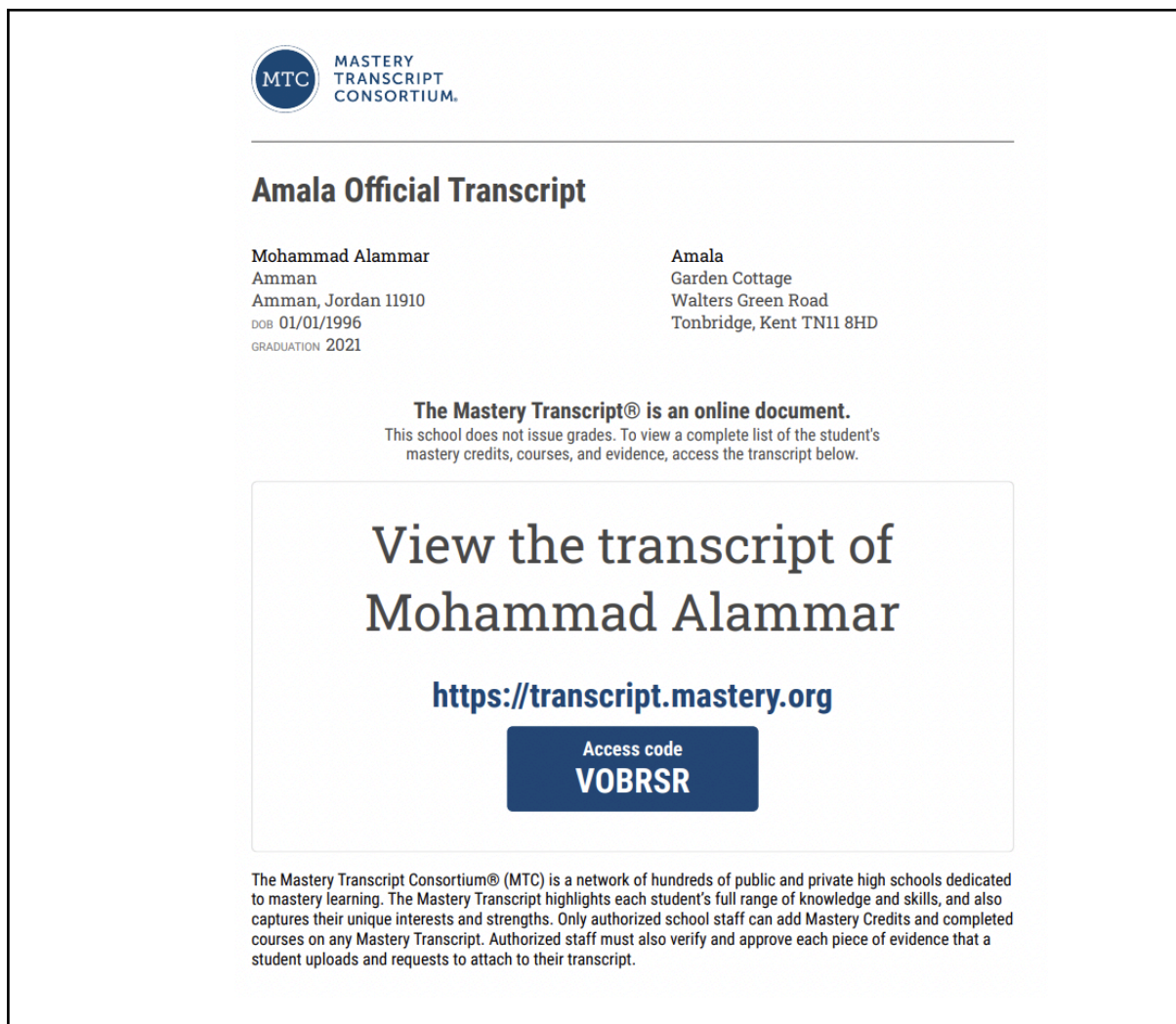
5.3 Sharing your transcript

In order to share your transcript with others, such as universities and employers, you will need to complete the following steps:

1. Ask a facilitator to publish your transcripts (the student statement and other requirements will have to be met first).

5.3.1 Sharing your official online transcript (recommended)

1. Navigate to your transcript and at the bottom (you might have to click on the three buttons) you can click on “official access page”.
2. This will download a PDF access page that looks like the image below. Save this PDF to your device and share it with others (e.g. by attaching in an email).
3. You can also do things like add the link and access code to your CV.



The screenshot shows a PDF document titled "Amala Official Transcript". At the top left is the MTC (Mastery Transcript Consortium) logo. The document is divided into two columns. The left column contains student information: Mohammad Alammarr, Amman, Amman, Jordan 11910, DOB 01/01/1996, and GRADUATION 2021. The right column contains school information: Amala, Garden Cottage, Walters Green Road, Tonbridge, Kent TN11 8HD. Below this, a bold statement reads: "The Mastery Transcript® is an online document." followed by a note: "This school does not issue grades. To view a complete list of the student's mastery credits, courses, and evidence, access the transcript below." A large box in the center contains the text "View the transcript of Mohammad Alammarr" and the URL "https://transcript.mastery.org". Below the URL is a dark blue button with the text "Access code VOBRSR". At the bottom, a paragraph explains the MTC: "The Mastery Transcript Consortium® (MTC) is a network of hundreds of public and private high schools dedicated to mastery learning. The Mastery Transcript highlights each student's full range of knowledge and skills, and also captures their unique interests and strengths. Only authorized school staff can add Mastery Credits and completed courses on any Mastery Transcript. Authorized staff must also verify and approve each piece of evidence that a student uploads and requests to attach to their transcript."

5.3.2 Sharing an unofficial offline transcript (not recommended)

1. You can also download a PDF version of your transcript. This will have an “unofficial” watermark and will not show your evidence. Therefore, this approach is not recommended, but it may be useful in certain circumstances. The unofficial PDF version will still direct people to your online transcript.