

Portfolio Expectations and Portfolio Setup (Grade 9)

Students Will Be Able To

- *Understand revised Portrait of a Graduate portfolio expectations.*
- *Set up their portfolio with an artifacts page for uploading projects and major assignments for the current school year.*

Materials

Information provided in this document.

Google Slide deck

As students enter the room, have Slide 1 projected. Remind students to open their portfolios as they wait to begin the advisory lesson for the day.

Activity 1: Check-in Circle

(Slide 2) Each advisory lesson begins with an opportunity for advisors to check in with advisory students. The question will always be related to how students are doing. Advisors should take advantage of this opportunity to ask about current Westbrook High School events. For example, you might ask your advisees about their favorite part of Field Day or if they have special plans for the long Columbus Day holiday from school.

Activity 2: Portfolio Set Up

(Slide 3) Read to students: The PoG portfolio is a graduation requirement for Westbrook High School. It is an effort to store evidence of your accomplishments and growth toward becoming a graduate who meets Westbrook's idea of an ideal graduate who is ready for college and careers.

(Slide 4) Read to Students: Today we are going to set up your portfolio for uploads you will make during the current school year. Today, we are going to set up your PoG portfolio for the current school year.

You are going to upload one project per class per semester. Each of your teachers is going to score a project you have completed with a PoG rubric. They won't be scoring you on just one PoG attribute. Instead, they will score one project using as many PoG attributes that fit the project. You will upload into your portfolio the rubric your teachers give you along with the project they have scored. You will be asked to write a reflection about your work toward the PoG attributes which will be done during your advisory time at the end of the semester. You will learn more about that reflection at the end of the semester.

Meanwhile, let's get your portfolio set up for this year's uploads.

(Slide 5) Read to students: Beginning with the Class of 2029, your portfolio will look very different from the Westbrook High School upper classmen. Instead of creating a portfolio in Google Sites, you are going to use your Google Drive and set up a PoG Portfolio folder with subfolders for each grade. Let's start by opening your Google Drive. *The instructions are on the slide if students need to know how to open their Google Drives or if MLL students need the visual in order to follow along.*

(Slide 6) Read to students: Follow along in the four step process to set up your PoG Portfolio. First, once you have your Google Drive open, click on "New". The second step is to click on "New Folder" in the popup menu. Third, Name your new folder. You will name this PoG Portfolio folder with your full name followed by "PoG Portfolio." Fourth, click on Create to create your PoG Portfolio Folder.

(Slide 7) *Read to students:* You are now going to add a subfolder for your Grade 9 Artifacts. Follow this four step process that looks just like the four steps you used to set up your PoG Portfolio folder. First, click on “New”. Second, Click on “New Folder.” Third, name the new folder “Grade 9 Artifacts.” Fourth, click on “Create.”

(Slide 8) *Read to students:* During Semester One, all of your teachers will be giving you rubrics for projects. During Semester two, you will have another set of projects from your teachers. Since we want to keep them separate and more organized, we are now going to use the same steps to add a subfolder under your Grade 9 Artifacts for Semester One. So, click on “New” again, then “New Folder.” Name the folder “Semester One” and click “Create. You can do the same thing to create a Semester two subfolder.

(Slide 9) *Read to students:* When it is time to upload a project during Semester One, you will upload a project, your teacher will provide you with a rubric. You will upload that rubric to the Semester One subfolder. Then go into your drive to find the project and move it into your Semester One subfolder.

(Slide 10) *Read to students:* During advisory at the end of Semester One, you will complete a Google Form reflection that will be uploaded to your portfolio.

(Slide 11) *Read to students:* This end-of-semester reflection will ask you to look at all of the projects you have uploaded and then look at which PoG attribute is a strength for you and which is a challenge for you. We won’t worry about that right now because you will have an advisory period at the end of the semester to work on this PoG reflection.

(Slide 12) *Read to students:* As we get closer to the end of the semester, your teachers be asking you to upload projects to your new grade-level artifacts page. If you need help, see Ms. Carson in the Counseling Office during your study hall. For right now, are there any questions you have?