**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Baker’s Digital Portfolio Guide**

By this point, your Weebly website should already set up. You will be required to add items to the pages that I’ve bolded below. Please look at the following pages of this guide for instructions for what to do with each bolded page.

**Required Pages:**

* Homepage
* **Personal Statement**
* Resume
* Internship
* **Community Service**
* Education
  + **High School Transcript**
  + College Transcript
* Digital Locker
  + **10th Grade**
    - **Class #1**
    - **Class #2**
    - **Class #3**
    - **Class #4**
  + 11th Grade
  + 12th Grade
* Six Learning Outcomes
  + **Content Literacy**
    - **Math**
    - **English**
    - **Social Science**
    - **Science**
  + **Collaboration**
  + **Work Ethic**
  + **Design Thinking/Critical Thinking**
  + **Written Proficiency**
  + **Oral Communication**

**1. Personal Statement**

For your personal statement, you will be responding to one of the personal statement prompts for UC Davis:

*Describe the world you come from—for example, your family, community or school—and tell us how your world has shaped your dreams and aspirations.*

Your response:

* Should be between 250 and 1000 words
* Should be proofread
* Should be copied onto your digital portfolio (under “Personal Statement”)

**2.** **Community Service**

You should scan all of your community service forms. (You can ask Ms. Brown to do this for you in the front office.)

For each location that you have done community service you should:

* Tell where you did community service
* Tell how many hours
* Describe what you did
* Describe what you learned, how you made a difference, etc.
* Include your community service form as evidence

Example:

12 Hours**:** Natomas Middle School

During Spring Break, I volunteered at Natomas Middle School with Ms. Thorn. I helped her to clean and organize her classroom. I feel like I made an impact, because now Ms. Thorn has an organized classroom library and bright, colorful bulletin boards on her walls. My community service form signed by Ms. Thorn is included below.

**3. High School Transcript**

This is where you will be including your grades for your high school career. You should include both your 9th and 10th grade grades.

Here is an example of how to format this:

**9th Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Semester Classes** | **1st Semester Grades** | **2nd Semester Classes** | **2nd Semester Grades** |
| Class #1 |  | Class #1 |  |
| Class #2 |  | Class #2 |  |
| Class #3 |  | Class #3 |  |
| Class #4 |  | Class #4 |  |

**10th Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Semester Classes** | **1st Semester Grades** | **2nd Semester Classes** | **2nd Semester Grades** |
| Class #1 |  | Class #1 |  |
| Class #2 |  | Class #2 |  |
| Class #3 |  | Class #3 |  |
| Class #4 |  | Class #4 |  |

**4. Digital Locker**

You will upload all of the projects you have done this year into your digital portfolio. This should be organized by class.

For each project, you should both include evidence that you did the project, and a reflection that discusses the project.

Examples of evidence could be…

* You have uploaded a file (a final essay, digital artwork, a PowerPoint, video, etc.)
* You have uploaded a photo (of, for example, final artwork)

Your reflection should discuss the following:

* What was the project about?
* What did you learn from this project?
* Choose one learning outcome and discuss how you met that learning outcome proficiently in your completion of that project.

For more help on the reflection, please see the **“Project Reflection Pre-Write”** at the end of this guide.

**5. Six Learning Outcomes**

On each of the six-learning outcomes page, you should include a definition of the Learning Outcome. A list of learning outcomes and their definitions can be found at the end of this guide.

For each Learning Outcome, you should include your **two** best projects that demonstrate growth in that Learning Outcome. (You will select these projects from your Digital Locker.) For each project you will include:

* Evidence that you completed the project
* Your reflection

Both of these things should be easy to do, since you’ve already done it in your Digital Locker. You just have to copy over your two best projects.

**6. Other Tips:**

* **Be sure to press “publish.”** If you don’t, Baker cannot see any of your changes.
* **Spelling and grammar count.** Your advisor is an English teacher. She will not pass you if you do not proofread.
* **Keep it professional.** All photos and writing should be professional in nature. This is a portfolio displaying your best work, not your Facebook page.

The “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” Project helped me grow in the area of

* + Content Literacy

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Reflection Pre-Write

For Professional Portfolio

* + Collaboration
  + Work Ethic
  + Design Thinking/Critical Thinking
  + Oral Communication
  + Written Proficiency

because I/ my teammates and I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Before the project (describe your skill level in the Learning Outcome you chose),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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When I/ we did the project (describe the things you did that improved your skill),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Now that I have done the project (write what your skill level is NOW),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Write a concluding sentence about your growth):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Learning Outcomes**

*10%  Critical Design Thinking:*

Application of content standard related learning to real world situations allows students to become creative problem solvers and flexible thinkers. Design thinkers creatively produce solutions in predictable and unpredictable situations by improving products with a focus on the end user’s needs.

*10%  Written Communication:*

Students read to write, and write to be read.  They are able to express themselves clearly to various audiences in multiple genres and subject areas through their ideas, organization, voice, word choice, sentence fluency, and conventions.  They are also able to evaluate their own writing in order to revise effectively, taking charge of their own writing process.

*15%  Collaboration:*

Collaboration is the ability to respectfully work interdependently with people of diverse backgrounds, skill-levels, and abilities in order to synthesize ideas to create a quality shared product.

*10%  Oral Communication:*

Speakers are able to verbally express themselves through a logical organization of their ideas and information to inform others on a particular topic .  An effective speaker demonstrates command of the content through skillful delivery in various contexts that use multiple strategies of narration, exposition, persuasion, rhetorical and/or description.

*15%  Work Ethic:*

Work ethic is the demonstration of self discipline, the ability to map, plan, and generate a product; to be responsible to oneself and to others; and the constant, energetic application to study or work with the intention of achieving excellence.

*40%  Content Literacy:*

Students will effectively apply core academic content knowledge and skills (including National and State Content Standards) to real-world situations and problems.