

# My Portfolios



Length  
50-60 Minutes

## Inquiry Prompts

- How can keeping a portfolio of my career search help me in the future?

## Before You Begin

1. Ensure that you are able to log into your student demo account in Xello and access **Portfolios** from the student dashboard. Select **See sample portfolios** to get inspired!
2. Spend time exploring **Portfolios** in your student demo account. If possible, begin to create your own sample portfolio to show students as you model the process.
3. Ensure that students are able to log into their accounts.
4. Ensure that all students have completed the **Matchmaker** assessment. It will also be helpful for students to complete the **Personality Style** and **Skills Lab** (for students in 9th grade and above) assessments.
5. Ensure that students have favourited at least three careers.

## Teaching Strategies

- 1 Show students the [Showcase Your Work With Portfolios](#) video. When the video is over, ask students to give two examples of types of portfolios they could create.
- 2 Log into your demo student account, and model accessing **Portfolios** from the student dashboard.
- 3 Explain to students that they will now start to build a career-based portfolio for one of their favourited careers.
- 4 Click **See sample portfolios** and click on **A Day in the Life: Carpenter**. Scroll down to read through each of the following sections with students:  
**Introduction**, **Saved Careers**, and **Saved Programs**. Discuss the following:
  - For introduction, the author of this portfolio chose to include their **Personality Style** results. Why do you think they did this? How does it enhance their portfolio?
  - What did students notice about **Saved Careers** and **Saved Programs** and their relationship to one another? Why do you think it's important to include these?
  - What if your chosen career doesn't require post-secondary learning? What could replace the **Saved Programs** section?

## Materials Required

- Computers or tablets with Internet access
- [Showcase Your Work With Portfolios](#)

## Artifacts

Students:

- Will create a career-based portfolio in **Portfolios**

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- 5 Next, guide students through the next three sections: **Tools Used on the Job**, **Carpentry Techniques**, and **Real Carpenters**. For each section, take note of the different media linked by the author, what purpose it might serve, and what other types of things the author could have included in these sections. The sample portfolio is read-only. Student-created portfolios will link and embed different types of media .
- 6 Read through the final section, **Should I Become a Carpenter?**, with students. Discuss why it's important to include a reflections or conclusions within a portfolio.
- 7 Return to the **Portfolios** page and click **Add Portfolio**, then model the first two steps: adding a title and description. Then click **Create Portfolio**.
- 8 Once you create your portfolio, show students how to add their Introduction sections. Under Step 1, add a title, and discuss different options for what to add to the section, depending on student objectives. Show them the differences between Xello Activities, External Media, and Text Entry.
- 9 Now, allow students 30-40 minutes to build their own career search portfolios. Explain to students that they can continue to add to their portfolios throughout the school year, and that you will be following up with them.
- 10 Follow-up for educators: Once students have created their portfolios, review them in your Xello educator tools before facilitating one-on-one or class discussions. You can monitor their progress through your Xello educator account:
  - [View student portfolios](#) on the student's profile page, in the **About Student** tab.
  - [Run reports](#) to see how many students have begun their portfolios and their progress towards completion.
  - [Use messaging](#) to remind students to add to their portfolios, reflect, or update as needed.