

Building my business career portfolio



Length:
40-45 minutes

About this lesson

Students will explore careers related to business and begin a career-search portfolio for the subject area.

Objectives

By the end of this lesson, students will

- Create a business career-search portfolio

Inquiry prompts

- Why is it important to keep a record of my career exploration?
- Am I interested in a career related to business?

Before you begin

1. Ensure that you are able to play the [Business and your future success](#) video.
2. Ensure that you are able to log into your student demo account in Xello and access **Portfolios** from the student dashboard. Click **See sample portfolios** to get inspired!
3. 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.
4. Ensure that students are able to log into their accounts.
5. 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 year 10 and above) assessments.

Teaching strategies

- 1 Show students the [Business and your future success](#) video. When the video is over, ask students to give examples of two careers in business. As you discuss as a class, take note of the careers mentioned in a place visible to students.
- 2 Pose the following question to students: Why should I consider a career related to business?
- 3 Direct students to log into their accounts. Log into your demo student account and, under **Explore Options**, click **Careers**. Have students follow along with you in their own accounts.
- 4 Explain to students that they should search for a business-related career to use for a career-based portfolio by clicking **More filters** and then scrolling down to **Career Clusters** to select **Business & Finance**, then browsing through to find one or more careers that interest them. Model this process for students, if necessary, using one of the careers from the discussion. Allow students 10 minutes to search for and locate the career or careers that

Xello entry point

It's recommended that students have completed at least the first phase of **Matchmaker** prior to beginning this activity.

Materials required

- [Business and your future success](#) video.
- Computers or tablets with Internet access
- Whiteboard and whiteboard markers (optional)

Outcomes

- Student business career-based portfolios

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interest them, and ensure that they save those careers before moving on.

Tip: If students have taken the **Matchmaker** assessment, the careers that appear from the **Business & Finance** filter will be marked as Excellent, Good, Fair, or Poor matches. Encourage students to consider saving careers that are Excellent or Good matches as they are most likely to connect to their interests and preferences.

- 5 Next, model accessing **Portfolios** from the student dashboard.
- 6 Explain to students that they will now start to build a career-based portfolio for their chosen business career(s).
- 7 Click **Add Portfolio** and 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 – label this Business Career Search (or something similar.) Under Step 2, click **Xello Activities**, then select **Next**.
- 9 On the following page, select **Saved Careers** and then **Next**, then model adding one or more business-based careers from the list of saved careers. Once you've added your career(s), select **Add Media to Section** to add another **Xello Activity**, **External Media**, or **Text Entry**.
- 10 Discuss different options for what to add to consecutive sections, depending on student objectives. Ensure students understand the differences between **Xello Activities**, **External Media**, and **Text Entry**. To get students started, have them consider the following questions:
 - What kind of education does this career require? How can you capture that in this portfolio?
 - What kind of person is best suited for this career? What types of skills would be useful to possess?
 - What else can you add to this portfolio (articles, videos, pictures) to show your work?
- 11 Now, allow students 30-40 minutes to build their own business career-based 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.
- 12 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.