INSTRUCTOR GUIDE



My Portfolio Activity Plan

This activity allows students to create a personalized permanent product for the student to keep and reference throughout their high school experience and adult life. This is a fillable online form that students can save and use as a starting point for a transition portfolio or add it to an existing portfolio.

Time recommended for activity is 30 minutes.

Materials

- Access to Technology: for individual or group use
- Email Address: Need the email address for where the form will be sent
- Printed form: only as needed

Vocabulary

Prior to completing the Role-Play Scenario students should review the **Course Vocabulary Flashcards**

Directions

- 1. Review the content students learned in the Role-Play Scenario and Get Involved activities and explain to the students that they will now be using their knowledge to create a personalized document that they can use in their transition portfolios
- 2. Enter the student name and the email address of the student or instructor that will be receiving the finished product
- 3. Guide students to answer each question
- 4. Click SUBMIT and the form will be emailed to the address entered so that it can be saved and/ or printed and added to the student portfolio

Differentiate

- Read the questions out loud to the student
- Download and print the form for students who do not have access to a computer
- If applicable, meet with teacher to ensure any needed vocabulary is inputted into students' Augmented and Alternative Communication (AAC) devices
- Provide a scribe or someone to type in the answers for the student as they verbally answer the questions

Extend

- Have students share their forms with peers or other instructors
- Have a discussion where students identify how the information on the form can help them when they enter the workplace