**Instructions for Building Middle School Student Portfolios using AKCIS**

**Grade 6**

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| **“My Portfolio”** | |
| ***Create an individual student AKCIS portfolio- STAFF*** | * Go to the AKCIS Portfolio Administration Site and log in with your staff username and password. * Under **Data Maintenance**, select “**Portfolios**”. * Select “**Add New User**”. * Fill in required fields, including username and password for the new portfolio. * Select “**Add**”. * Students will need to access “**My Personal Information**” the first time they get into their AKCIS portfolio and select “**Yes, it is ok for the school counselor to view my comments”** to make their portfoliocontents viewable by staff. |
| ***Creating multiple student accounts- STAFF*** | * Go to the AKCIS Portfolio Administration Site and log in with your staff username and password. * Under **Data Maintenance**, select “**Upload Portfolios**”. * Download the blank Excel template. * Complete the template according to directions to include the new student portfolios you wish to create. * Save the spreadsheet to your computer. * Under **Upload Portfolios**, browse and select the new portfolio spreadsheet you wish to upload. * Select “Trial Run”, and then select “Upload Portfolios”. * Correct any errors using the **Portfolio Upload Status Codes.** * Upload final portfolio spreadsheet to create multiple AKCIS student accounts. * Students will need to access “**My Personal Information**” the first time they get into their AKCIS portfolio and select “**Yes, it is ok for the school counselor to view my comments”** to make their portfoliocontents viewable by staff. |
| ***Create an AKCIS portfolio*** | * Go to <https://akcis.org> . * Log in with your school/district site information. * Select **Get Started.** * **Click on Go to Instructions for creating a Portfolio.** * Create an AKCIS portfolio for yourself with your own username and password. * Complete the AKCIS profile for yourself.  Make sure you allow the "school counselor" to see your portfolio, so we can assist and assess what you have completed. Your teacher or counselor will be able to see your username if you forget your password, and you can reset your password to use your portfolio again. |
| ***Who am I?*** |  |
| ***Things I like to do*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Who am I?** In **Learn about me**, select ***Things I like to do.*** * Open and print the***Things I like to do*** WORD worksheet. * Complete the***Things I like to do***worksheetincluding theThoughts and Reflections. * Go back to your AKCIS portfolio, and fill in the fields for ***Things I like to do*** with your reflections, and then click on **Insert Today’s Date**. * **SAVE** your information. |
| ***Where am I going?*** |  |
| ***Occupations scavenger hunt*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Where am I going**? in **Occupation activities**, select ***Occupation scavenger hunt.*** * Open and print the***Occupations scavenger hunt*** WORD worksheet. * Go back to your home page, click on **Where am I going?** and under **What tools will I use?** select ***Occupations***. * Use the ***Occupations*** program to complete the worksheet. * Save a copy of your worksheet in **Stored Files and Links.** |

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| ***Save files and links to “Stored Files and Links”*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **My Portfolio.** * Under **How do I prepare for working?** click on ***Stored Files and Links.*** * To save files, Click on **[+Add File]**. * Browse computer for the file you want to save * Click on **Upload File** to add. * Click **Done** when you are finished. * To add links, select **[+Add link]**. * Fill in a name for the link, then copy the web address for the link. * Then click on **Save Information.** |
| ***How do I get there?*** |  |
| ***Are you listening*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **How do I get there?** in **Develop employability skills**, select ***Are you listening?*** * Open and print the***Are you listening?*** WORD worksheet * Divide the class into two teams, and then complete the activity on page 1. Have people sit far enough apart that they have to lean over to the next person to whisper the message. Each message needs to be at least eight words long. * Fill out the worksheet with your thoughts. * After you review tips for being a good listener, repeat the game one more time, and see if you are successful. |

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| ***Who am I?*** |  |
| ***My accomplishments*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Who am I?** in **Learn about me**, select ***My Accomplishments.*** * Click, open and complete the***My accomplishments***WORD worksheetincluding **Thoughts and Reflections**. * Return to your home page and click on **Activity Map**, ***My accomplishments****.* Fill in the fields for ***My accomplishments*** with your reflections, and then click on **Insert Today’s Date**. * **SAVE** your information. |
| ***How do I get there?*** |  |
| ***Getting fired at work and school*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **How do I get there?** in **Develop employability skills**, select ***Getting fired at work and school.*** * Print out and complete the ***Getting fired at work and school WORD*** Worksheet. * After you have completed the worksheet, print out and read the ***Reasons people get fired*** information. |

**Instructions for Building Middle School Student Portfolios using AKCIS**

**Grade 7**

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| **“My Portfolio”** | |
| ***If you don’t already have an AKCIS student portfolio*** | * Go to <https://akcis.org> . * Log in with your school/district site information. * Select **Get Started.** * **Click on Go to Instructions for creating a Portfolio.** * Create an AKCIS portfolio for yourself with your own username and password. * Complete the AKCIS profile for yourself.  Make sure you allow the "school counselor" to see your portfolio, so we can assist and assess what you have completed. Your teacher or counselor will be able to see your username if you forget your password, and you can reset your password to use your portfolio again. |
| ***Who am I?*** |  |
| ***Qualities for success*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Who am I?** in **Learn about me**, select ***Qualities for success.*** * Click and open the ***Qualities for success*** WORD worksheet. * Get a partner, and help each other complete the worksheet. * When you are finished, complete**Thoughts and Reflections** on the ***Qualities for success*** worksheet. * Return to your home page and click on **Activity Map**, ***Qualities for success****.* Fill in the fields for ***Qualities for success*** with your reflections, and then click on **Insert Today’s Date**. * **SAVE** your information |

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| ***Where am I going?*** |  |
| ***Career Cluster Inventory***  ***Part 1*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * At the bottom of the page, under **Additional Resources**, click on **Tools for counselors and teachers.** * Select **Assessments**, then ***Career Cluster Inventory.*** * Select ***Career Cluster Inventory*** ***Pre-Activity***, and print out the worksheet. * Read each item, and put a check in the box that best shows how you feel about the activity. * Save your worksheet to complete ***Career Cluster Inventory- Part 2.*** |
| ***Career Cluster Inventory***  ***Part 2*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * Click on **Assessments.** * Select **How do my interests relate to occupations?** Then select ***Career Cluster Inventory.*** * Read the instructions, then click **Rate the activities**and completethe ***Career Clusters Inventory*** using your worksheet. * Click ***Get my results*** to see your ratings. * **BE SURE TO SAVE YOUR INFORMATION.** * Click on your Top 5 ***Career Clusters*** to see the types of occupations in each cluster. * Decide which 3 career clusters have occupations that are closest to what you like to do. |
| ***My favorite cluster*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Where am I going?** in **Career cluster activities**, select ***My favorite cluster.*** * Put a check in the boxes of your favorite career clusters * **BE SURE TO SAVE YOUR INFORMATION** |

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| ***Where am I going?*** |  |
| ***If I became…*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Where am I going**? in **Occupation activities**, select ***If I became...*** * Open and print the***If I became*** WORD worksheet. * Go back to your home page, click on **Where am I going?** and under **What tools will I use?** select ***Occupations***. * Use the ***Occupations*** program to complete the worksheet. * Save a copy of your worksheet in **Stored Files and Links.** |
| ***Who am I?*** |  |
| ***Activities and achievements*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Who am I?** in **Focus on my school and activities**, select ***Activities and achievements.*** * Open and print the***Activities and achievements*** WORD worksheet. * Complete the ***Activities and achievements*** worksheetwith at least 3 things you have done, using separate sheets for each activity or achievement. * Go back to your AKCIS home page and select **My Portfolio**. * Under **How do I prepare for working?** select **Resume Creator.** * Click on ***Achievements, Activities, and Skills*** in the green box. * Click on the blue ***Achievements*** or ***Activities***, then click [+**Add]** * Write in each of the ***Achievements*** or ***Activities*** from your worksheet in ***Achievements, Activities, and Skills.*** * **SAVE** your information as you enter each one. |

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| ***Where am I going?*** |  |
| ***What do I want to be when I grow up?*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Where am I going**? in **My career plan**, select ***What do I want to be when I grow up?*** * Open and print the***What do I want to be when I grow up?*** WORD worksheet. * Using the sample plan as a guide, create your own plan to look at a possible occupation that fits you. * Save a copy of your worksheet in **Stored Files and Links**. |
| ***Where am I going?*** |  |
| ***Reality Check*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * Click on **Assessments.** * Select **What lifestyle can I afford?** Then select ***Reality Check.*** * Click ***Get a Reality Check.*** * Complete ***Reality Check*** to find out how much money you will need for your lifestyle and which types of occupations will help you pay for all your needs. * Be sure to ***Save*** your answers to your portfolio. |

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| ***Who am I?*** |  |
| ***Think about my network*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Who am I?** select ***Think about my network.*** * Open and print ***My network*** WORD worksheet. * Using the example, create your own picture of your network. * When you are finished, find three people on the ***My network*** list who will agree to be a reference for you, and get their contact information. * Go back to your AKCIS home page and select **My Portfolio**. * Under **How do I prepare for working?** select **Resume Creator.** * Click on ***Contact Information and References*** in the green box, then select ***References*.** * **[+Add]** each of your references from your worksheet. * **SAVE** your information as you enter each one. |
| ***Create a resume*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * Select **My Portfolio**. * Under **How do I prepare for working?** select ***Resume Creator.*** * Select **Create Resume**, and then click ***Format & Create Resume.*** * Select the style of your choice. * Select ***List References.*** * Select output format as “RTF (MS Word, OpenOffice) - that way, you can review the finished resume. * Click on ***Create Resume.*** * Review the created resume, Spell Check it, and change any page breaks to make it look professional and then print it. * ***Save*** your resume to your computerand then**[+add]**your resume to the ***My Resumes*** section of **Stored Files and Links.** |

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| ***How do I get there?*** |  |
| ***Classroom performance reviews*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **How do I get there?** in **Develop employability skills**, select ***Classroom performance reviews.*** * Open and print 3 copies of the***Classroom performance review*** WORD worksheet. * Complete one copy of the ***Classroom performance review*** WORDworksheet with your own evaluation of your classroom performance. * Using the other 2 copies of the worksheet, have two teachers complete a ***Classroom performance review*** for you. * Review the ***Classroom performance review*** with each teacher and both of you sign each review. * Scan the documents into a .pdf file and **SAVE** them in the ***My files*** section of **Stored Files and Links.** * Return to your home page and click on **Activity Map**, then under **Learning about me**, click on ***Qualities for success****.* Fill in the fields for ***Qualities for success*** with your reflections, and then click on **Insert Today’s Date**. * **SAVE** your information. |

**Instructions for Building Middle School Student Portfolios using AKCIS**

**Grade 8**

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| **“My Portfolio”** | |
| ***If you don’t already have an AKCIS student portfolio*** | * Go to <https://akcis.org> . * Log in with your school/district site information. * Select **Get Started.** * **Click on Go to Instructions for creating a Portfolio.** * Create an AKCIS portfolio for yourself with your own username and password. * Complete the AKCIS profile for yourself.  Make sure you allow the "school counselor" to see your portfolio, so we can assist and assess what you have completed. Your teacher or counselor will be able to see your username if you forget your password, and you can reset your password to use your portfolio again. |
| ***Where am I going?*** |  |
| ***What rewards do I want from work?*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Where am I going**? in **Learn about the workplace**, select ***What rewards do I want from work?*** * Click, open and complete the***What rewards do I want from work?*** WORD worksheet, including the**Thoughts and reflections.** * Go back to the **Activity Map, *What rewards do I want from work?*** area and fill in the fields with your reflections, then click on **Insert Today’s Date**. * **SAVE** your information. |

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| ***How do I get there?*** |  |
| ***Job success scale*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **How do I get there?** in **Develop employability skills**, select ***Job success scale.*** * Open and print 3 copies of the complete ***Job success scale*** WORDworksheet. * Complete one copy of the ***Job success scale*** worksheet with your own evaluation of where you are on the ***Job success scale.*** * Then, have two adults complete the ***Job success scale*** for you. * Review the ***Job success scale*** results and complete the last page for yourself. * Scan the documents into a .pdf file and **SAVE** them in the ***My files*** section of **Stored Files and Links.** * Return to your home page and click on **Activity Map**, then under **Learning about me**, click on ***Qualities for success****.* Fill in the fields for ***Qualities for success*** with your reflections, and then click on **Insert Today’s Date**. * **SAVE** your information. |
| ***Who am I?*** |  |
| ***Revise Activities and achievements*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Who am I?** in **Focus on my school and activities**, select ***Activities and achievements.*** * Open the***Activities and achievements*** worksheet. * Complete the ***Activities and achievements*** worksheetwith the new things you have done since you last entered information in your portfolio. * Go back to your AKCIS home page and select **My Portfolio**. * Under **How do I prepare for working?** select **Resume Creator.** * Click on ***Achievements, Activities, and Skills*** in the green box. * Add each of the ***Achievements***, ***Activities*** or ***Skills*** from your worksheet. * **SAVE** your information as you enter each one. |

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| ***Who am I??*** |  |
| ***Should I join?*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **Who am I?** in **Focus on my school and activities**, select ***Should I join?*** * Click, open and complete the***Should I join?*** WORD worksheetincluding **Thoughts and reflections.** * Return to your home page and click on **Activity Map**, then under **Who am I?** in **Focus on my school and activities**, select ***Should I join?***Fill in the fields for ***Should I join?*** with your reflections, then click on **Insert Today’s Date**. * **SAVE** your information. |
| ***How do I get there?*** |  |
| ***Researching information for high school*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map.** * Under **How do I get there?** in **Plan for high school**, download the ***Words for high school***, ***High school graduation requirements,*** and the ***College admission requirements*** documents. * Use the ***High school graduation requirements,*** the ***College admission requirements***, and any additional information on extra classes that are required in your school district or for the Alaska Performance scholarship to make a chart of the **required** courses you need to take in high school. * Return to ***Plan for High School*** and download the ***Electives*** worksheet. * Get a copy of your high school course catalog. * Using the high school course catalog and your ***Electives*** worksheet, fill in the elective courses that you want to take in high school. * Scan the documents into a .pdf file and **SAVE** them in the ***My files*** section of **Stored Files and Links.** |

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| ***How do I get there?*** |  |
| ***My high school course plan*** | * Log into AKCIS using your personal username and password and **Sign In***.* * Click on***Use AKCIS Jr****.* * On your home page, click on **Activity Map.** * Under **How do I get there?** in **Plan for high school**, download and print ***My high school course plan.*** * Using the information from your high school research, complete the ***Course information*** section. * Using the course information, fill out the schedule you think you want in ***My high school course plan*** for grades 9-12. * **Save** your **High School Course Plan** into a .pdf file and **SAVE** it in the ***My files*** section of **Stored Files and Links.** |
| **Creating a High School Course Plan in your AKCIS portfolio** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * Click on ***My Portfolio.*** * Click on **How do I build a Personal Learning and Career Plan?**and select ***Course Planner.*** * Beginning with 9th grade, use your High School Course Plan to fill in the Subject, Course Title, Term, Required/Elective, and Credits for your freshman year in high school. * **SAVE** your information. * Use your High School Course Plan to complete your electronic Course Plan in AKCIS for grades 10-12. * **As** you complete each year**, SAVE** your information. |

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| ***Preparing to create a resume*** | * First, use the **Education and Work History worksheet** to complete the information you need to complete the **Education and Training** and **Paid and Unpaid Work** sections for your resume. * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * Click on ***My Portfolio.*** * Under **How do I prepare for working?** select **Resume Creator.** * Click on ***Education and Training*** in the green box. * Add each of the Education and Trainingsections from your worksheet. * **SAVE** your information as you enter each one. * Click on ***Paid and Unpaid Work*** in the green box. * Add each of the Paid and Unpaid Work sections from your worksheet. * **SAVE** your information as you enter each one. |
| ***Create a resume*** | * Log into AKCIS using your personal username and password and **Sign In***.* * If you need to, select ***Use AKCIS Jr.*** * Click on ***My Portfolio.*** * Under **How do I prepare for working?** select **Resume Creator.** * Click on ***Create Resume***, and then click ***Format & Create Resume.*** * Look at the examples and select the style of your choice. * Select ***List References.*** * Select output format as “RTF (MS Word, OpenOffice) - that way, you can review the finished resume, Spell Check it, and change any page breaks to make it look professional. * Review the created resume and print it. * ***Save*** your new resume to your computerand then**[+add]**as a new fileto ***My Resumes*** in the ***My Resumes*** section of **Stored Files and Links.** |

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| ***Where am I going?*** |  |
| ***My career action plan*** | * Log into AKCIS using your personal username and password and **Sign In**. * If you need to, select ***Use AKCIS Jr.*** * On your home page, click on **Activity Map**. * Under **Where am I going?** in **My career plan**, select ***My career action plan***. * Open and print the ***My career action plan*** worksheet in WORD. * Complete the **Thoughts and reflections** fields as you think about what career you want and how you can achieve your goals. * Use the sample plan as a guide and create your own **Career Action Plan**. * **Save** your **Career Action Plan** into a .pdf file and **SAVE** it in the ***My files*** section of **Stored Files and Links.** * Return to your home page and click on **Activity Map**, then under **Where am I going?** in **My career plan**, select ***My career action plan*** Fill in the fields with your reflections, and then click on **Insert Today’s Date**. * **SAVE** your information. |