

# Digital Portfolio Checklist & Self-Evaluation

Name:



The Digital Portfolio consists of the completion and submission of five parts. Each part contained formative tasks you completed and uploaded to your class Moodle site. Use the checklist below for parts 1-4 and **COMPLETE** part 5 answering the prompts for the self-evaluation. Make sure you have saved, uploaded & submitted each formative task.

Digital Portfolio Parts 1-5:	Formative Task Completion check off
<b><u>Part 1 – Are you prepared for WORK?</u></b> In this section of the Digital Portfolio, you will produce evidence of job & career exploration *Resume *Cover Letter *Job application *Interview *ACT National Career Readiness Certification (NCRC). As you explore career options, consider how these artifacts may lead to your Project Proposal based on your values and interests, focusing on working toward a goal that is important to you.	<input type="checkbox"/> Job Exploration
	<input type="checkbox"/> Resume
	<input type="checkbox"/> Portfolio Reflection Cover Letter
	<input type="checkbox"/> Job Application & Response
	<input type="checkbox"/> Mock Interview Questions
	<input type="checkbox"/> NCRC Certificate
<b><u>Part 2 – Are you prepared for EDUCATION?</u></b> In this section of the Digital Portfolio, you will produce evidence of college & training exploration *College application *FAFSA *Scholarship application. As you explore college and additional training beyond high school consider how these artifacts may lead to your Project Proposal based on your values and interests, focusing on working toward a goal that is important to you.	<input type="checkbox"/> Areas of Study/Entry Requirements
	<input type="checkbox"/> College Inquiries
	<input type="checkbox"/> Senior Calendar Timeline response
	<input type="checkbox"/> College Admissions Essay
	<input type="checkbox"/> FAFSA Scavenger Hunt
	<input type="checkbox"/> School Scholarship Application
<b><u>Part 3 – Are you prepared for LIFE?</u></b> In this section of the Digital Portfolio, you will participate in tasks that help you reflect on *Financial literacy and *Civic and Social responsibility. As you explore ways to achieve a balanced life consider how these tasks may lead to your Project Proposal based on your values and interests, focusing on working toward a goal that is important to you.	<input type="checkbox"/> Student Worksheet/Budget (Excel)
	<input type="checkbox"/> Service Event Student Response
<b><u>Part 4 – Personal Multimedia Presentation</u></b> In this section of the Digital Portfolio, you will prepare a presentation speaking to an audience of your choice (career, education, organization etc...) about your life experiences and how they have impacted what your skills, strengths, values and/or interests are. Then connecting how your skills, strengths, values and/or interests impact your goals/plans for your future in regards to the audience you selected (career, education, organization etc...).	<input type="checkbox"/> Multimedia Presentation worksheet/checklist & Prezi

**Part 5 – Self-Evaluation**

Reflect on how completion of parts 1-4 of the Digital Portfolio supports your post-secondary planning. Answer the prompts below to complete part 5.

Reflect upon how these formative tasks can help you to feel more confident knowing that your future plans build upon your skills to be successful after graduation? Provide a minimum of two examples/pieces of evidence that support your answer.

Describe how your Project Proposal and High School & Beyond Plan might include a topic that you selected from your explorations in this unit.



**Student Checklist/Self-Evaluation**

**\*UPLOAD this document to your class Moodle Site when complete.**