maialearning

# **Building Your Portfolio**

**Tracking** 

Community Service/Volunteering, Employment, Internships

### Why Build My Portfolio in Maia?

Students can build their own portfolio to facilitate resume building, community service, and post-secondary plans by logging their experiences though their High School years.

# **Community Service**/Volunteering\*

Logging community service hours to maintain Harper's Promise Scholarship

PROMISE SCHOLARSHIP

\*Harper Promise Scholarship Community Service
Hours are maintained and tracked here.

#### **Employment - Paid**

Logging employment opportunities helps to build a future resume to help with interviews & employment

#### **Internships**

Logging outside school internship experiences helps you keep track of your involvement to help with college applications & resumes

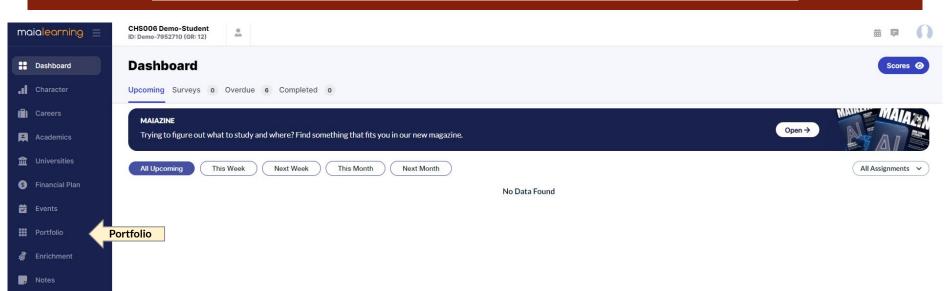
### Maia Learning Log In

- Open a web browser and search "MaiaLearning"
- Students
   Sign in with Google
   D211 student account
- Your Parents have access to view
   Use the email you provided during registration.

You can select - Forgot Password if you do not remember your login

#### Log In G Sign in with Google Sign in with Microsoft 0 Sign in with single sign on Sign in with Clever E-mail Enter your e-mail address Password Enter your password Log In Forgot password?

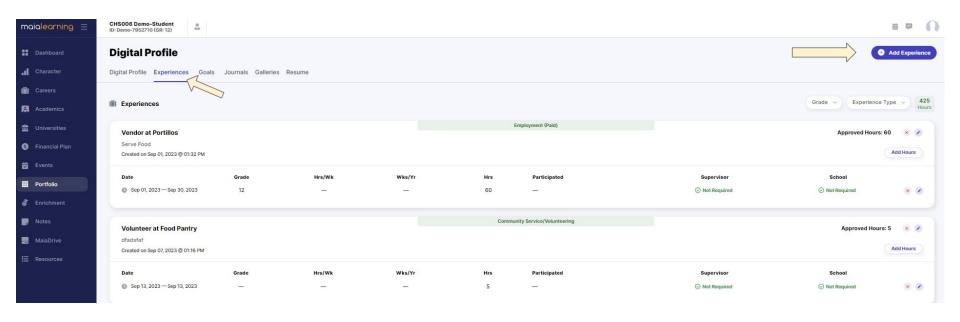
## Select "Portfolio" from the left menu



■ MaiaDrive

■ Resources

## Select "Experiences", then "Add Experience"



### **Select "Experience Types"**

#### 1. Select Your Experience Types

Community Service/Volunteering
 Harper Promise Scholarship is tracked through this experience type.

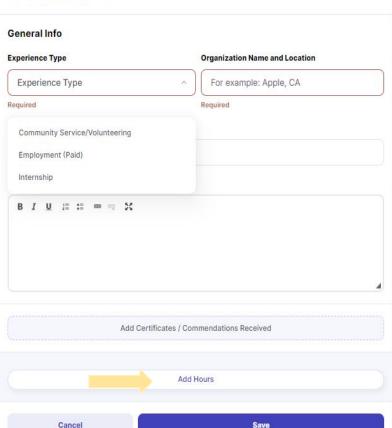
Grade, date and time stamp you entered will be tracked and monitored for each year to determine eligibility.

- Employment (Paid)
- Internship

#### 2. Add General Information

- Organization Name & Location
- Your Role
- Description what you did

#### Add Experience

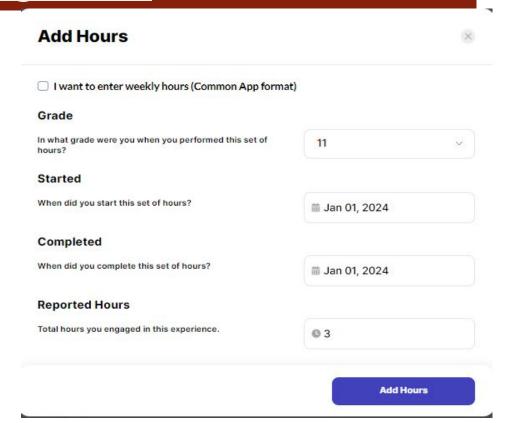


3. Select Add Hours

### **Adding Hours**

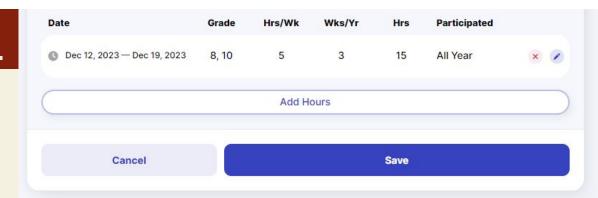
- Do NOT mark
   "I want to enter weekly hours"
- 2. Enter Grade
  If you are using these hours for
  Harper Promise Scholarship
  Community Service, you must enter
  your current grade to be included
- 3. Started
- 4. Completed
- 5. Reported Hours
- 6. Select ADD HOURS

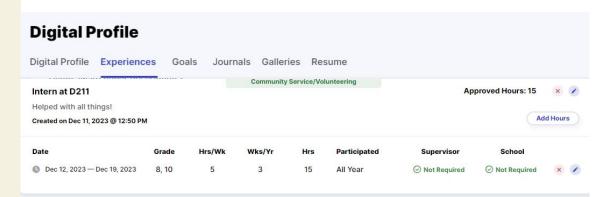
for this school year.



### **Save and Confirm**

- 1. Please make sure to save your entry
- 2. If you need to make an edit click on the pencil to edit any of the information recorded
  - a. Please note: Freshmen hours count starting in January





#### **Questions?**

Remember, you're not alone in this.
Your school counselor is here to help!

Please stop down to Student Services, or make an appointment through the app on your iPad if you want to connect.