

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 through their High School years.

## Community Service /Volunteering\*

Logging community service hours to maintain Harper's Promise Scholarship

HARPER COLLEGE  
PROMISE SCHOLARSHIP

TUITION EARNED

\*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


1. Open a web browser and search "**MaiaLearning**"
2. **Students**  
Sign in with Google  
D211 student account
3. **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**



 Sign in with Google

 Sign in with Microsoft

 Sign in with single sign on

 Sign in with Clever

or

**E-mail**

Enter your e-mail address

**Password**

Enter your password

**Log In**

[Forgot password?](#)

# Select “Portfolio” from the left menu

The screenshot shows the maialearning dashboard for a student named CHS006 Demo-Student. The left sidebar contains a menu with the following items: Dashboard, Character, Careers, Academics, Universities, Financial Plan, Events, Portfolio, Enrichment, Notes, MaiaDrive, and Resources. A yellow arrow points to the 'Portfolio' item. The main content area is titled 'Dashboard' and includes a 'Scores' button. Below the title, there are tabs for 'Upcoming', 'Surveys', 'Overdue', and 'Completed'. The 'Upcoming' tab is active. A banner for 'MAIAZINE' is displayed, with the text 'Trying to figure out what to study and where? Find something that fits you in our new magazine.' and an 'Open' button. Below the banner, there are filters for 'All Upcoming', 'This Week', 'Next Week', 'This Month', and 'Next Month'. The text 'No Data Found' is visible. At the bottom right, there is a button for 'All Assignments'.

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CHS006 Demo-Student  
ID: Demo-7952710 (GR: 12)

Dashboard

Scores

Upcoming Surveys 0 Overdue 6 Completed 0

MAIAZINE  
Trying to figure out what to study and where? Find something that fits you in our new magazine.

Open

All Upcoming This Week Next Week This Month Next Month

No Data Found

All Assignments

Portfolio

# Select “Experiences”, then “Add Experience”

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Dashboard

Character

Careers

Academics

Universities

Financial Plan

Events

Portfolio

Enrichment

Notes

MaiaDrive

Resources

CHS006 Demo-Student  
ID: Demo-7952710 (GR: 12)

Digital Profile

Experiences

Goals

Journals

Galleries

Resume

Experiences

Grade

Experience Type

425 Hours

Vendor at Portillos

Serve Food

Created on Sep 01, 2023 @ 01:32 PM

Employment (Paid)

Approved Hours: 60

Add Hours

Date	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated	Supervisor	School
Sep 01, 2023 — Sep 30, 2023	12	—	—	60	—	Not Required	Not Required

Volunteer at Food Pantry

dfadsfaf

Created on Sep 07, 2023 @ 01:16 PM

Community Service/Volunteering

Approved Hours: 5

Add Hours

Date	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated	Supervisor	School
Sep 13, 2023 — Sep 13, 2023	—	—	—	5	—	Not Required	Not Required

# 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**

## 3. Select Add Hours

### Add Experience

#### General Info

##### Experience Type

Required

##### Organization Name and Location

Required

Community Service/Volunteering

Employment (Paid)

Internship

**B I U** | | | | |

Add Certificates / Commendations Received

Add Hours

Cancel

Save

# Adding Hours

1. **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 for this school year.

3. **Started**

4. **Completed**

5. **Reported Hours**

6. **Select - ADD HOURS**

## Add Hours

☐ I want to enter weekly hours (Common App format)

### Grade

In what grade were you when you performed this set of hours?

11

### Started

When did you start this set of hours?

Jan 01, 2024

### Completed

When did you complete this set of hours?

Jan 01, 2024

### Reported Hours




Total hours you engaged in this experience.

3

Add Hours

# 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

Date	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated
 Dec 12, 2023 — Dec 19, 2023	8, 10	5	3	15	All Year  
<input type="text" value="Add Hours"/>					
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>			

## Digital Profile

Digital Profile Experiences Goals Journals Galleries Resume

### Intern at D211

Helped with all things!

Created on Dec 11, 2023 @ 12:50 PM

Community Service/Volunteering

Approved Hours: 15

Date	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated	Supervisor	School
 Dec 12, 2023 — Dec 19, 2023	8, 10	5	3	15	All Year	 Not Required	 Not Required  



# 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.**