

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.

<u>Community Service</u> /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

 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

G	Sign in with Google
	Sign in with Microsoft
G	Sign in with single sign on
С	Sign in with Clever
	or
E-mail	
Enter y	our e-mail address
Password	i
Enter y	our password
	Log In
	Forgot password?

Log In

Select "Portfolio" from the left menu

maialearning \equiv	CHS006 Demo-Student ID: Demo-7952710 (GR: 12)	# 9 ()
	Dashboard	Scores 🧿
. Character	Upcoming Surveys o Overdue 6 Completed o	
Careers	MAIAZINE	MAIA
Academics	Trying to figure out what to study and where? Find something that fits you in our new magazine.	Open→
film Universities	All Upcoming This Week Next Week This Month Next Month	All Assignments 🗸
S Financial Plan	No Data Found	
Events		
III Portfolio	Portfolio	
🖉 Enrichment		
P Notes		
MaiaDrive		
E Resources		

Select "Experiences", then "Add Experience"

maialearning =	CHS006 Demo-Student ID: Demo-7952710 (GR: 12)							前早 🚺
Dashboard	Digital Profile							Add Experience
.I Character	Digital Profile Experiences Goals	Journals Gallerie	s Resume					
Careers								475
Academics	Experiences							Grade v Experience Type v 425 Hours
🟦 Universities	Vendor at Portillos					Employment (Paid)		Approved Hours: 60 🛛 🗙 🖉
S Financial Plan	Serve Food Created on Sep 01, 2023 @ 01:32 PM							Add Hours
🔁 Events								
Portfolio	Date	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated	Supervisor	School
💣 Enrichment	Sep 01, 2023 — Sep 30, 2023	12	-	-	60	_	O Not Required	Not Required ×
Notes	Volunteer at Food Pantry				Commu	inity Service/Volunteering		Approved Hours: 5 × 2
MaiaDrive	dfadsfaf							
E Resources	Created on Sep 07, 2023 @ 01:16 PM							Add Hours
	Date	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated	Supervisor	School
	Sep 13, 2023 — Sep 13, 2023	-	-	-	5	-	⊘ Not Required	O Not Required ×

Select "Experience Types"

1. Select Your Experience Types

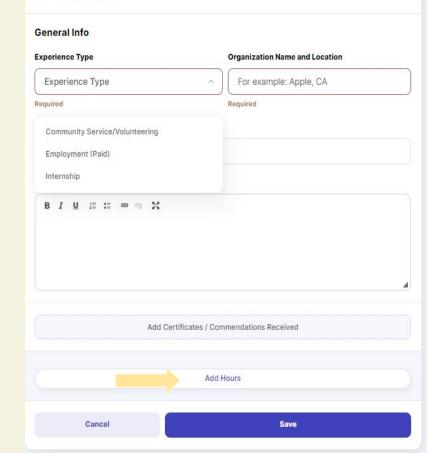
• Community Service/Volunteering Harper Promise Scholarship is tracked through this experience type.

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



Adding Hours

Do NOT mark "I want to enter weekly hours"

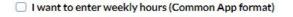
2. Enter Grade

If you are using these hours for Harper Promise Scholarship Community Service, you must enter your current grade to be included for this school year.

3. Started

- 4. Completed
- 5. Reported Hours
- 6. Select ADD HOURS

Add Hours



Grade

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

Started

When did you start this set of hours?

Completed

When did you complete this set of hours?

Reported Hours

Total hours you engaged in this experience.

11 ~

🛱 Jan 01, 2024

iii Jan 01, 2024

03

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		
O Dec 12, 2023 — Dec 19, 2023	8, 10	5	3	15	All Year	×	
		Add H	ours				
Cancel				Save			

Digital Profile

Later at DOM		Community	Service/Vol	lunteering	Approved Hours: 15 🛛 🗴				
Intern at D211						Ар	proved Hours: 15	×	1
lelped with all things!									
Created on Dec 11, 2023 @ 12:50 PM	и						Ad	Hour	3
	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated	Supervisor	School		
Date	Graue								

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.