



December 2011

Individual Graduation Portfolio

Pacing Guide and Optional Lessons for Guideways


DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

INDIVIDUAL GRADUATION PORTFOLIOS

SIGN IN

PORTFOLIO NAME

Portfolio name:

Password: 

[Forgot your password?](#)

WELCOME TO YOUR INDIVIDUAL GRADUATION PORTFOLIO.

Here are just a few of the services our site provides:

- Create & maintain a student portfolio & 4 year course plan
- Explore over 1,000 careers
- Explore Colleges & Universities nation & DC-wide who are looking for students just like *you!*
- *Sign in now & get started on your path to success*

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IGP Overview

The Individual Graduation Portfolio (**IGP**) provides students with a road map to the future and a record of the past. It helps students stay on course, to reach their destination – graduation – with all the courses, skills, and experiences you need to take their education or career to the next level. Students have access to a variety of components with in the IGP system.

Middle Grades Students



Choices Explorer

- Explore Careers, Majors, Volunteering, & Recreation
- Get ready for High School with Course Planning
- Track grades and progress toward graduation
- Set Goals, Journaling Reflection
- Build a personal Portfolio
- Discover interests and skills
- Career & Major Finder Assessments
- **Learning Style Inventory**

High School Students



Choices Planner

- Explore Careers, Learn about Majors, Choose a College
- Plan High School Courses
- Track grades and progress toward graduation
- Set Goals, Build Resumes & Practice Interview Skills
- Interest Profiler & Cluster Finder assessments
- Check out up-to-date college scholarship information
- **Do What You Are:** Learn your personality type
- **Ability Profiler:** Match strengths to potential careers
- **TestGear:** Free online PSAT and SAT prep courses

Guideways

Each student grade 6-12 has access to their Individual Graduation Portfolios through a customized DCPS web portal. Once logged in, students will have access to a customized map through the program called a **guideway**. Each grade level has a different guideway designed to ensure that the minimum aspects of the program are completed each year to ensure student success in post-secondary school and beyond.

This manual serves as a resource for advisors, teachers, counselors, and college access providers to assist students in working through grade appropriate guideways within their Individual Graduation Portfolios.

In this manual, you will find for each grade level:

1. Overview of the guideway.
2. Time expectation of the guideway.
3. Suggested Pacing of the guideway.
4. Optional Lesson Plans to accompany guideway activities.

Optional Lessons

Lessons are located within the IGP program under **Your Tools, Lessons Plans and Resources**.

Welcome to the Individual Graduation Portfolio System

- Survey students progress towards graduation
- Help invigorate classes with cutting-edge lesson plans
- Create reports on school-wide student progress

YOUR TOOLS

Choices Explorer
Explore your career and education options. Read interviews with people doing interesting work and learning things you care about.
> Go

Learning Style Inventory
Select your preferences and find out which learning styles, strategies and environments help you learn best.
> Go

Professional Tools
Check out lesson plans and activities, manage portfolios and review statistics with our in-depth reporting tools.
> Go

Training Binder
Custom training materials designed to assist with product implementation and usage. These materials are personalized for your training workshop.
> Go

WHAT'S NEW

101 Ways to Use Choices Planner
> Go

DCPS College Success Info
> Go

DCPS Educators Info
> Go

Training and Tutorials
Learn about product webinars & professional development options.
> Training & Tutorials

Lesson Plans and Resources
Activities & lesson plans organized for fast & easy access.
> Lesson Plans & Resources

SCHOLARSHIPS & FINANCIAL AID & NATIONAL ASSOCIATION

Additional information and resources can be found:

<http://dcps.dc.gov/DCPS/College+and+Careers/Individual+Graduation+Portfolio>

www.dcps.dc.gov/educators

www.dcps.bridges.com

Grade 6: Choices Explorer Getting Started Guideway

Introduce students to the IGP web portal tool. Explain what the IGP is and how it will empower them to make better decision for their futures. Focus on ownership of grades and future. Students in 6th grade should familiarize themselves with logging on to their IGP account, complete the guideway, become aware of course planner, and become comfortable with technology. Sixth (6th) grade students use the **Get Started Guideway: Get started using Choices Explorer to check out your options for the future.**

The screenshot shows the Choices Explorer web portal interface. At the top, there is a navigation bar with tabs for HOME, WORK, LEARN, LIFE, and YOUR PORTFOLIO. A search bar is positioned to the right of these tabs. Below the navigation bar, there are links for 'Talk To Us' and 'Professional Tools'. The main content area is titled 'Get Started Guideway: Get started using Choices Explorer to check out your options for the future.' and includes a 'Continue' button. A sidebar on the left lists the steps of the guideway, starting with 'Introduction' and 'Thinking about Careers'.

Time Expectation

For sixth grades, the expectation is that schools will provide **45-60 minutes per term** or **3 to 4 hours per year** for completion of the guideways steps. *This is only an estimate and lessons or additional activities may increase time needed.*

Grade 6: Choices Explorer Getting Started Guideway Pacing

Term 1 (1st Marking Period)

Introduce the IGP web portal tool. Using the login instruction sheet, students learn how to log-on to their IGP accounts and change their password. Overview and exploration of features included in the IGP. Students explore the options within the IGP and are prompted to ask questions.

Guideway Step 1 of 9: Introduction & Thinking about Careers

Suggested Lesson(s)

[Exploring Career Options](#)

This activity will get students talking to one another about the kinds of careers they would like to consider. Starting with a list of four career options, students will choose the career they think would suit them best. Then they will consider what aspects of the other three careers they would enjoy.

Term 2 (2nd Marking Period)

Guideways Step 2 of 9: Identify your top career cluster

Guideways Step 3 of 9: Take the Career Quiz

Guideways Step 4 of 9: What do your results mean to you?

Suggested Lesson(s)

[Browsing Occupational Leads](#)

Students use the career clusters of Choices Explorer to explore different career areas and choose "top picks" in at least two categories

Term 3 (3rd Marking Period)

Guideways Step 5 of 9: Your best school subjects and careers

Guideways Step 6 of 9: All about you: your experiences

Guideways Step 7 of 9: Self Reflection

Suggested Lesson(s)

[Career Profiles](#)

A great icebreaker! Students "wear" a career profile on their back and ask questions of others to determine what their career profile is.

Term 4 (4th Marking Period)

Guideways Step 8 of 9: Explore the Student Planner

Guideways Step 9 of 9: Add to your portfolio

Guideway Summary: You have finished the Guideway! Review what you have accomplished.

Grade 7: Choices Explorer Guideway

Introduce students to the IGP web portal tool. Explain what the IGP is and how it will empower them to make better decision for their futures. Focus on ownership of **grades and future**. Students should explore college and career options and become familiar with the course planner and complete a course plan.

The screenshot displays the Choices Explorer web portal interface. At the top, there is a navigation bar with tabs for HOME, WORK, LEARN, LIFE, and YOUR PORTFOLIO. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a user greeting: "Welcome Colleen | Sign". The main content area is titled "Introduction Individual Graduation Portfolio Grade 7". On the left side, there is a "STEP-BY-STEP" menu with a list of 11 steps: 1. Introduction, 2. Complete Your Information, 3. Summer Activities, 4. Discover Your Learning Style, 5. Discover My Top Career Cluster, 6. Explore Post-Secondary Programs & Majors, 7. Explore Programs Part 2, 8. Plan My Courses, 9. My Classes vs. My Goals, 10. My Recommendation Letter, 11. My Exemplary Work, and 12. End-of-Year Reflection. The main content area is titled "Individual Graduation Portfolio Grade 7" and contains the following text:

Welcome to the Graduation Portfolio Grade 7 Activities Guideway

This guideway will help you make a step-by-step plan for success in middle school and beyond.

You don't have to complete this all at once. In fact, we recommend that you take your time, think about each of the steps, and talk to people like your teachers, advisors/counselors, parents and other positive role models. However, **you are expected to complete this guideway by the end of the school year.**

Your progress will be saved every step of the way, so you can leave and come back later to finish what you were doing.

At the bottom of the main content area, there is a "Continue" button with a play icon.

Time Expectation

For seventh grades, the expectation is that schools will provide **45-60 minutes per term** or **3 to 4 hours per year** for completion of the guideways steps. *This is only an estimate and lessons or additional activities may increase time needed.*

Grade 7: Choices Explorer Guideway Pacing

Term 1 (1st Marking Period)

Guideway Step 1 of 11: Introduction -Complete Your Information

Guideway Step 2 of 11: Summer Activities

Guideway Step 3 of 11: Discover Your Learning Style

Suggested Lesson(s)

[Using the Choices Explorer Search Tool](#)

Use the Search tool on the Choices Explorer service as a resource to relate student interests to career alternatives.

Term 2 (2nd Marking Period)

Guideways Step 4 of 11: Discover My Top Career Cluster

Guideways Step 5 of 11: Explore Post-Secondary Programs & Majors

Guideways Step 6 of 11: Explore Programs Part 2

Suggested Lesson(s)

[Designing a Business Card](#)

Students design and create a functional business card for a chosen career field.

Term 3 (3rd Marking Period)

Guideways Step 7 of 11: Plan My Courses

Guideways Step 8 of 11: My Classes vs. My Goals

Suggested Lesson(s)

[Decision Making](#)

This unit teaches how to use information to make decisions.

[Exploring Majors](#)

Students completing this activity will be exposed to the education articles in Choices Explorer. An education article offers a detailed look at a specific educational program -- for example, a degree in electrical engineering.

Term 4 (4th Marking Period)

Guideways Step 9 of 11: My Recommendation Letter

Guideways Step 10 of 11: My Exemplary Work

Guideways Step 11 of 11: End of Year Reflection. Save and print Portfolio

Suggested Lesson(s)

[Talking About Careers and World Events](#)

World events can impact future career options for today's young people. Students may not always make the connection between events they hear about and the future of various occupations. This activity uses current events in the news to spark discussion about careers and career outlooks.

Grade 8: Choices Explorer Guideway

Prepare students to successfully transition to high school and expose them to DCPS school choices. Reinforce relationship between grades, graduation and college and career possibilities. Students in Grade 8 are expected to select a high school and complete a course plan.

The screenshot displays the 'Choices Explorer' website interface. At the top, there is a navigation bar with tabs for 'HOME', 'WORK', 'LEARN', 'LIFE', and 'YOUR PORTFOLIO'. A search bar is located on the right. Below the navigation bar, there is a breadcrumb trail: 'Introduction' > 'Individual Graduation Portfolio Grade 8'. The main content area is titled 'Individual Graduation Portfolio Grade 8' and features a 'STEP-BY-STEP' sidebar on the left. The sidebar lists 15 steps, with 'Introduction' selected. The main content area contains a welcome message and a 'Continue' button.

Choices Explorer

HOME WORK LEARN LIFE YOUR PORTFOLIO

search

Talk To Us District

Welcome Colleen | Sign

Introduction Individual Graduation Portfolio Grade 8

STEP-BY-STEP

Individual Graduation Portfolio Grade 8

1 Introduction

1 Summer Activities

2 Begin the Year with a Plan

3 Discover My Top Career Cluster

4 Discover Careers that Work for Me

5 Another Career That Works for Me

6 Explore High Schools

7 Plan My Courses

8 Explore Post-Secondary Programs & Majors

9 Explore Programs Part 2

10 Support Your Goals

11 Review My Course Plan

12 My Experiences & Accomplishments

13 My Recommendation Letter

14 My Exemplary Work

15 End-of-Year Reflection


S Guideway Summary

Welcome to the Individual Graduation Portfolio Grade 8 Guideway

This guideway will help you make a step-by-step plan for success in middle school and beyond.

You don't have to complete this all at once. In fact, we recommend that you take your time, think about each of the steps, and talk to people like your teachers, advisors/counselors, parents/guardians, and other positive role models. However, **you are expected to complete this guideway by the end of the school year.**

Your progress will be saved every step of the way, so you can leave and come back later to finish what you were doing. Your IGP will travel with you through middle school and high school until you complete your DCPS educational experience.

 [Continue](#)

Time Expectation

For eighth grades, the expectation is that schools will provide **60-90 minutes per term or 4 to 6 hours per year** for completion of the guideways steps. *This is only an estimate and lessons or additional activities may increase time needed.*

Grade 8: Choices Explorer Guideway Pacing

Term 1 (1st Marking Period)

Guideway Step 1 of 15: Introduction – Summer Activities
Guideway Step 2 of 15: Begin the Year with a Plan

Suggested Lesson(s)

[Word Chaser](#)

This is a good activity for students to become familiar with Choices Explorer and to work on career awareness. This is also good for ESL students to develop language skills. Students will use Choices Explorer to read articles that fit into different categories. Students will begin looking at a wide range of articles that they may not have otherwise looked at.

[Career Chameleon](#)

This career awareness exercise can be used as a fun activity exposing students to dozens of careers during an in-class "game show" episode.

Term 2 (2nd Marking Period)

Guideway Step 3 of 15: Discover My Top Career Cluster
Guideway Step 4 of 15: Discover Careers that Work for Me
Guideway Step 5 of 15: Another Career That Works for Me
Guideway Step 6 of 15: Explore High Schools
Guideway Step 7 of 15: Plan My Courses (requires parent sign off after course plan is complete)

Suggested Lesson(s)

[At the Movies](#)

Students will learn about the key components in a variety of career areas. Movies and Choices profiles will help students identify key skills and attributes of several career areas and related educational information.

Term 3 (3rd Marking Period)

Guideway Step 8 of 15: Explore Post-Secondary Programs & Majors
Guideway Step 9 of 15: Explore Programs Part 2
Guideway Step 10 of 15: Support Your Goals
Guideway Step 11 of 15: Review My Course Plan

Suggested Lesson(s)

[Changing World, Changing Careers](#)

In this lesson, students will work in groups of three or four to identify ways that today's careers could be affected by current events or other changes in the world.

Term 4 (4th Marking Period)

Guideway Step 12 of 15: My Experiences & Accomplishments
Guideway Step 13 of 15: My Recommendation Letter
Guideway Step 14 of 15: My Exemplary Work
Guideway Step 15 of 15: End-of-Year Reflection
Guideway Summary. Save and Print Portfolio

Grade 9: Choices Planner Guideway

Students should have a course plan to graduate from high school that aligns with plans. They should continue to explore career and college options.

Introduction Individual Graduation Portfolio Grade 9

STEP-BY-STEP

- 1 Introduction
- 2 Summer Activities
- 3 Begin the Year With a Plan
- 4 Discover Your Learning Style
- 5 Discover My Career Cluster
- 6 Identify Your Skills
- 7 Plan My Courses
- 8 My Classes vs. My Goals
- 9 What Sort of Careers are Suited for Me?
- 10 Save a Second Career
- 11 College Board Account
- 12 PSAT Preparation
- 13 My Recommendation Letter
- 14 My Exemplary Work
- 15 Community Service
- 16 Resume Builder
- 17 End-of-Year Reflection
- 18 Review My Course Plan
- S Guideway Summary


Individual Graduation Portfolio Grade 9

Welcome to the Individual Graduation Portfolio Grade 9 Guideway

This guideway will help you make a step-by-step plan for success in high school and beyond.

You don't have to complete this all at once. In fact, we recommend that you take your time, think about each of the steps, and talk to people like your teachers, advisors/counselors, parents/guardians, and other positive role models. However, **you are expected to complete this guideway by the end of the school year.**

Your progress will be saved every step of the way, so you can leave and come back later to finish what you were doing. Your IGP will travel with you until you graduate.

 [Continue](#)

Time Expectation

For high school students the expectation is that schools will provide **90-120 minutes per term or 8 to 12 hours per year** for completion of the guideways steps. *This is only an estimate and lessons or additional activities may increase time needed.*

Grade 9: Choices Planner Guideway Pacing

Term 1 (1st Marking Period)

Guideway Step 1 of 17: Introduction – Summer Activities
Guideway Step 2 of 17: Begin the Year with a Plan
Guideway Step 3 of 17: Discover your learning style

Suggested Lesson(s)

[What Will I Be?](#)

This activity lets students do a little dreaming about the future. Along the way, they will practice their reading comprehension, writing and composition skills, research skills and computer skills.

Term 2 (2nd Marking Period)

Guideway Step 4 of 17: Discover my career cluster
Guideway Step 5 of 17: Identify your skills
Guideway Step 6 of 17: Plan my courses
Guideway Step 7 of 17: My classes vs. my goals

Suggested Lesson(s)

[Careers in the News](#)

This activity involves an analysis of the daily news. Students will become more familiar with career research, and learn why career exploration and research are needed to make good career planning decisions.

Term 3 (3rd Marking Period)

Guideway Step 8 of 17: What sorts of careers are suited for me?
Guideway Step 9 of 17: Save a second career
Guideway Step 10 of 17: College Board account
Guideway Step 11 of 17: PSAT preparation
Guideway Step 12 of 17: My recommendation letter

Suggested Lesson(s)

[Entrepreneurship](#)

This activity promotes awareness of entrepreneurship by identifying the characteristics of an entrepreneur, and researching corresponding careers and opportunities.

Term 4 (4th Marking Period)

Guideway Step 13 of 17: My exemplary work
Guideway Step 14 of 17: Community service
Guideway Step 15 of 17: Resume builder
Guideway Step 16 of 17: End-of-year reflection
Guideway Step 17 of 17: Review My Course Plan
Guideway Summary. Save and Print Portfolio

Grade 10: Choices Planner Guideway

Students should identify potential careers and college options. They should begin building portfolios and skills to be competitive college and job applicants.

Introduction Individual Graduation Portfolio Grade 10

STEP-BY-STEP

- 1 Introduction
- 2 Summer Activities
- 3 Begin the Year With a Plan
- 4 PSAT Preparation
- 5 My Interests
- 6 Discover Your Learning Style
- 7 What Sort of Careers are Suited for Me?
- 8 Save a Second Career
- 9 Review My Course Plan
- 10 My Classes vs. My Goals
- 11 Explore Schools
- 12 Explore More Schools
- 13 Interview Practice
- 14 Resume Builder
- 15 My Recommendation Letter
- 16 My Exemplary Work
- 17 Community Service
- 18 End-of-Year Reflection
- 19 Review My Course Plan
- 20 Guideway Summary

Individual Graduation Portfolio Grade 10

Welcome to the Individual Graduation Portfolio Grade 10 Guideway

This guideway will help you make a step-by-step plan for success in high school and beyond.

You don't have to complete this all at once. In fact, we recommend that you take your time, think about each of the steps, and talk to people like your teachers, advisors/counselors, parents/guardians, and other positive role models. However, **you are expected to complete this guideway by the end of the school year.**

Your progress will be saved every step of the way, so you can leave and come back later to finish what you were doing. Your IGP will travel with you until you graduate.

[Continue](#)

Time Expectation

For high school students the expectation is that schools will provide **90-120 minutes per term or 8 to 12 hours per year** for completion of the guideways steps. *This is only an estimate and lessons or additional activities may increase time needed.*

Grade 10: Choices Planner Guideway Pacing

Term 1 (1st Marking Period)

Guideway Step 1 of 18: Introduction – Summer Activities
Guideway Step 2 of 18: Begin the Year with a Plan
Guideway Step 3 of 18: PSAT preparation
Guideway Step 4 of 18: My Interests

Term 2 (2nd Marking Period)

Guideway Step 5 of 18: Discover your learning style
Guideway Step 6 of 18: What sorts of careers are suited for me?
Guideway Step 7 of 18: Save a second career
Guideway Step 8 of 18: Review my course plan
Guideway Step 9 of 18: My classes vs. my goals

Suggested Lesson(s)

[Live and Learn I and II](#)

Students research articles that describe a variety of alternative educational options and relate educational choices to plans.

Term 3 (3rd Marking Period)

Guideway Step 10 of 18: Explore schools
Guideway Step 11 of 18: Explore more schools
Guideway Step 12 of 18: Interview practice
Guideway Step 13 of 18: Resume builder

Suggested Lesson(s)

[Building Interview Skills](#)

Students will learn interviewing skills and participate in mock interviews.

[Job Application Activity](#)

This activity provides students with experience in completing a job application.

Term 4 (4th Marking Period)

Guideway Step 14 of 18: My recommendation letter
Guideway Step 15 of 18: My exemplary work
Guideway Step 16 of 18: Community service
Guideway Step 17 of 18: End-of-year reflection
Guideway Step 18 of 18: Review My Course Plan
Guideway Summary. Save and Print Portfolio

Suggested Lesson(s)

[Proofreading Your Resume](#)

Students will use proofreading techniques to improve the quality and accuracy of their resumes.

Grade 11: Choices Planner Guideway

Students should be preparing to apply to college and acquiring skills to work after graduation.

Introduction
Individual Graduation Portfolio Grade 11

STEP-BY-STEP


Individual Graduation Portfolio Grade 11

Welcome to the Individual Graduation Portfolio Grade 11 Guideway

This guideway will help you make a step-by-step plan for success in high school and beyond.

You don't have to complete this all at once. In fact, we recommend that you take your time, think about each of the steps, and talk to people like your teachers, advisors/counselors, parents/guardians, and other positive role models. However, **you are expected to complete this guideway by the end of the school year.**

Your progress will be saved every step of the way, so you can leave and come back later to finish what you were doing. Your IGP will travel with you until you graduate.

 [Continue](#)

STEP-BY-STEP

- 1** Introduction
- ① My Post-Graduation Plans
- ② Begin the Year With a Plan
- ③ Consider My Career Cluster
- ④ Post-Secondary Programs
- ⑤ Post-Secondary Programs
- ⑥ Explore Schools
- ⑦ Explore More Schools
- ⑧ College Fair Experience
- ⑨ SAT Readiness
- ⑩ Review My Course Plan
- ⑪ My Classes vs. My Goals
- ⑫ My Values
- ⑬ What Sort of Careers are Suited for Me?
- ⑭ Find Scholarships
- ⑮ Add a Second Scholarship
- ⑯ Add a Third Scholarship
- ⑰ Add a Fourth Scholarship
- ⑱ Scholarship Status
- ⑲ My Recommendation Letter
- ⑳ My Exemplary Work
- ㉑ College Credit
- ㉒ Community Service
- ㉓ Resume Builder
- ㉔ End-of-Year Reflection
- ㉕ Review My Course Plan
- ㉖ Guideway Summary

Time Expectation

For high school students the expectation is that schools will provide **90-120 minutes per term or 8 to 12 hours per year** for completion of the guideways steps. *This is only an estimate and lessons or additional activities may increase time needed.*

Grade 11: Choices Planner Guideway Pacing

Term 1 (1st Marking Period)

Guideway Step 1 of 25: Introduction - My post-graduation plans
Guideway Step 2 of 25: Begin the year with a plan
Guideway Step 3 of 25: Consider my career cluster
Guideway Step 4 of 25: Post-secondary programs

Suggested Lesson(s)

[Exploring Majors](#)

Students will use proofreading techniques to improve the quality and accuracy of their resumes.

[Creating a Job Ad](#)

Students will learn about the key skills required for employment in a specific career area so that they may create a job advertisement.

Term 2 (2nd Marking Period)

Guideway Step 5 of 25: Post-secondary programs
Guideway Step 6 of 25: Explore schools
Guideway Step 7 of 25: Explore more schools
Guideway Step 8 of 25: College fair experience
Guideway Step 9 of 25: SAT readiness
Guideway Step 10 of 25: Review my course plan
Guideway Step 11 of 25: My classes vs. my goals

Term 3 (3rd Marking Period)

Guideway Step 12 of 25: My values
Guideway Step 13 of 25: What sorts of careers are suited for me?
Guideway Step 14 of 25: Find scholarships
Guideway Step 15 of 25: Add a second scholarship
Guideway Step 16 of 25: Add a third scholarship
Guideway Step 17 of 25: Add a fourth scholarship
Guideway Step 18 of 25: Scholarship status

Suggested Lesson(s)

[Searching Occupational Leads](#)

Students search for occupational leads using career articles that match their interests.

Term 4 (4th Marking Period)

Guideway Step 19 of 25: My recommendation letter
Guideway Step 20 of 25: My exemplary work
Guideway Step 21 of 25: College credit
Guideway Step 22 of 25: Community service
Guideway Step 23 of 25: Resume builder
Guideway Step 24 of 25: End-of-year reflection
Guideway Step 25 of 25: Review My Course Plan
Guideway summary and Save and Print Portfolio

Grade 12: Choices Planner Guideway

It is the expectation that every student has the plan, skills, and ability to pursue post-secondary options. Students must complete the 12th grade guideway, considered their state mandated Individual Graduation Plan, in order to graduate from high school.

The screenshot shows a web interface for the Individual Graduation Portfolio Grade 12 Guideway. At the top, there is a navigation bar with tabs for 'home', 'work', 'learn', and 'your portfolio'. Below this, a breadcrumb trail shows 'Introduction' and 'Individual Graduation Portfolio Grade 12'. The main content area is titled 'Individual Graduation Portfolio Grade 12' and contains a 'Welcome to the Individual Graduation Portfolio Grade 12 Guideway' section. This section includes a paragraph explaining that the guideway will help students make a step-by-step plan for success in high school and beyond, and another paragraph stating that progress will be saved every step of the way. A 'Continue' button is visible below the text. On the left side, there is a 'STEP-BY-STEP' sidebar with a list of 26 numbered steps, starting with 'Introduction' and ending with 'Guideway Summary'.

Time Expectation

For high school students the expectation is that schools will provide **90-120 minutes per term or 8 to 12 hours per year** for completion of the guideways steps. *This is only an estimate and lessons or additional activities may increase time needed.*

Grade 12: Choices Planner Guideway Pacing

Term 1 (1st Marking Period)

Guideway Step 1 of 26: Introduction and My post-graduation plans
Guideway Step 2 of 26: Begin the year with a plan
Guideway Step 3 of 26: Consider my career cluster
Guideway Step 4 of 26: Identify basic skills

Term 2 (2nd Marking Period)

Guideway Step 5 of 26: Identify transferable skills
Guideway Step 6 of 26: Expand my career options
Guideway Step 7 of 26: Explore schools
Guideway Step 8 of 26: Explore more schools
Guideway Step 9 of 26: College fair experiences
Guideway Step 10 of 26: Where I plan to apply
Guideway Step 11 of 26: My recommendation letter
Guideway Step 12 of 26: SAT readiness

Suggested Lesson(s)

[Record Breaking News](#)

Students practice reading, writing, summarizing, and pairing down information while they learn about the skills needed to be an effective sportscaster.

Term 3 (3rd Marking Period)

Guideway Step 13 of 26: Get money for college
Guideway Step 14 of 26: Find scholarships
Guideway Step 15 of 26: Add another scholarship
Guideway Step 16 of 26: Add another scholarship
Guideway Step 17 of 26: Add another scholarship
Guideway Step 18 of 26: College application status
Guideway Step 19 of 26: Resume builder
Guideway Step 20 of 26: Writing a cover letter
Guideway Step 21 of 26: Writing a thank-you letter

Suggested Lesson(s)

[Life Saver, Anyone?](#)

Students practice presentation skills.

Term 4 (4th Marking Period)

Guideway Step 22 of 26: My acceptance letter
Guideway Step 23 of 26: My exemplary work
Guideway Step 24 of 26: College credit
Guideway Step 25 of 26: Community service
Guideway Step 26 of 26: End-of-year reflection
Guideway summary. Save and Print Portfolio

Additional Resources

In order to access links, users must be logged on to Bridges account.

Selected Research on Importance of Career Exploration

https://access.bridges.com/usa/en_US/choices/pro/content/whitepapers/assessments.html

Choices Planner Case Studies

<https://access.bridges.com/authPortal/pro/resource/Browse.do>

Case studies include examples and Suggested courses of action for students who are:

- [Beginning to think about careers](#)
- [Considering dropping out of school](#)
- [Unrealistic about their career goal](#)
- [Experiencing negative peer pressure regarding career choices](#)
- [Interested in a particular field of work](#)
- [Physically disabled and searching for a career](#)
- [Uncomfortable with their career goal](#)

Lesson Plans and Activities by Subject

<https://access.bridges.com/authPortal/pro/resource/Browse.do>

Subjects include:

- Special Education
- Math
- English and ESL
- Family and Consumer Sciences
- Business
- Physical Education
- Social Studies
- Theater, Art, Music
- World Languages
- Science and Technology

Resources to Help Guide Parents

https://access.bridges.com/usa/en_US/choices/pro/content/parent/main.html

Topics include:

- High school planning for middle school students
- College planning
- Planning Worksheets
- Career Planning

Choices Planner Professional Manual

https://access.bridges.com/usa/en_US/choices/pro/content/usingcp/promanual/intro.html

Choices Explorer Professional Manual

https://access.bridges.com/usa/en_US/choices/pro/content/usingcx/promanual/intro.html