GRAD TRANSITION PLAN 2017-18

Getting Started:

1. Visit www.myBlueprint.ca, and enter your email and password to log in. If you don't presently have an account, create an account as New User. The activation code is (peterskeneogden)
2. **Forgotten password?** You can reset your passwords by clicking on the 'Forgot your password?' link in the green Existing User box.
3. **Forgotten email?** See a teacher/counsellor to reset your emails and passwords.

MONTH	STUDENT ACTIVITY	RESOURCES
SEPTEMBER		
Learning Goals: ✓ to identify factors that have shaped who they are and are likely to shape who they become over time ✓ to explore available occupation options and make informed post-secondary decisions	**ACTIVITY: Compatibility Assessment** 1. Select **Who Am I?** from the left hand navigation menu on your dashboard. Complete all the surveys if not already done. You can also redo surveys based on new information about yourself. 2. Find your **Occupation Matches.** To do this, click **Match Results,** and scroll down to view which Occupations you have been matched with based on your answers to the first five surveys. You can filter by Education Level and Career Cluster to help you find what interests you. Click **Load More** to see more results. 3. Complete **Compatibility** surveys for at least three **Occupation Matches** and review your results. Favourite and add attractive opportunities to your **Portfolio** (Note: a red heart on the icon indicates if the opportunity has been favourited). 4. Select your most attractive option, and click on the Occupation name to be taken to the **Occupation Planner**. Select the **Requirements** tab to view the requirements for this job. What level of education does this opportunity require? 5. Go to your **Career Portfolio** and find the box with your most attractive Occupation option. Write a brief **reflection** (How am I going to pursue this opportunity? How can I research this opportunity further? What steps do I need to take?). *NOTE: The **Learning Styles, Personality, Interests, Knowledge and Motivations** assessments must be completed before a student can complete the Compatibility surveys.*	**Extension:** Review your selected Post-Secondary and Occupation options in your **Career Portfolio** and eliminate two opportunities. Following this, have them add a **Journal Entry** to their **Career Portfolio** and reflect on the reasons why they eliminated those opportunities.

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OCTOBER		
Learning Goal: ✓ to learn more about your interests and passions with the added context of having completed all the **Career Spectrum** assessments	**ACTIVITY: Create 2 Custom Boxes In Portfolio** 1. Select **Portfolios** from the top tabs on your dashboard. 2. Add a new Portfolio, give it a name (i.e. About Me or Career Portfolio), and a description. 3. Add a media box and upload a picture or video of something that best **describes who you are / what is your passion / what are you proud of / who do you admire**? 4. Add a title and a description. 5. Add a **reflection** to the box added (Why did you choose to share this? Why is it important to you?).	**Extension:** **Share** your portfolio with a classmate, friend, or family member. Explain why you chose this information. Ask them what boxes they would add to represent themselves.
Learning Goal: ✓ to learn more about creating SMART goals and action plans	**ACTIVITY: Goal Setting** 1. Select **Goals** from the left hand navigation menu on your dashboard and **Add Goal.** 2. Add **ONE (1) Academic Goal (short term)** and create an Action Plan for how you intend to achieve it. This can be around Learning Skills or to improve on a specific subject area. 3. Add this Academic Goal to **your Portfolio** (e.g., Career Portfolio, About Me Portfolio). 4. Add **ONE (1) Post-Secondary Goal (medium term)** and include an Action Plan for how you intend to achieve it. This can apply to a Post-Secondary opportunity that interests you. 5. Add this goal to **your Portfolio**. 6. Add **ONE (1) other goal (long term)** and include an Action Plan for how you intend to achieve them. This can be related to finding a summer job or anything else you would like to improve on. 7. Add this goal to **your Portfolio.** 8. In **your Portfolio** write a brief **reflection** about why you've set these goals (What are you trying to achieve? Why? How does it fit in a bigger plan?).	**Extension:** Reflect on past goals and your action plan to complete them. Note any changes you had to make, why you made those changes and the process to completion.

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Learning Goal:	ACTIVITY: Post-Secondary	Extension:

✓ to discover Post-Secondary options that align with personal interests
✓ to compare different post-secondary pathways
	1. Select **Post-Secondary** from the left hand navigation menu on your dashboard.
	
	2. Select Apprenticeships, College/University or Workplace.
	
	3. Find three opportunities from one or more pathways that interest you and click the heart icon beside the program title to add it to your list of **Favourites.** Use the **Smart Filters** to help narrow your results.
	
	4. In the navigation menu, select **FAVOURITES** to review your selected program opportunities (click on the **Programs** tab). Click the three grey dots to the right of the opportunities you favourited today, select the **Compare** button, and then click the blue **Compare** button at the top of the screen to view the opportunities side by side.
	
	5. Consider and compare the following:
	
	    a. Tuition
	    b. Program Length
	    c. Admission Requirements
	    d. Location
	    e. Related Occupations
	
	6. Rank your top three Post-Secondary opportunities by clicking and dragging them into the first, second, and third place spot.
	
	7. Add your recently-favourited opportunities to your portfolio (e.g., Career Portfolio or About Me Portfolio) by clicking on the three grey dots to the right of the opportunity title and selecting the **Compare** button.
	
	8. Add a **reflection** to each of the three boxes in **your Portfolio** (What is it about these opportunities that interests me? Why do I want to pursue this opportunity? What are the pros and cons of each one?).
	
	*NOTE: For additional information outlining each Post-Secondary pathway, explore the **Guides & Articles** section found in the navigation menu.*
		Review the Admission Requirements for your top three Post-Secondary opportunities (found in the **Post-Secondary Planner**) and add a goal in the **Goals** tool with an accompanying Action Plan to fulfill the requirements.

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Learning Goal:	**ACTIVITY: Create A Custom Box In Your Portfolio**	
✓ to learn more about yourself and the person you want to become - the qualities and positive traits you would like to work on ✓ to develop critical thinking through analyzing advertisements	1. Select **Portfolios** from the menu on your dashboard. 2. Add a custom box to **your Portfolio** (e.g., Career Portfolio or About Me Portfolio) called "**WHO DO I WANT TO BECOME?**" and upload a picture or video of something that best **describes who you want to become – this is not an occupation, but rather a character strength.** 3. Add a title and a description. 4. Write a **reflection** about why you chose this picture or video.	**Extension**: Find and analyse positive messages that are presented by media outlets. Write a journal entry in **your Portfolio** (e.g., Career or About Me Portfolio) based on your favourite positive message and how you think it impacts young people. (click **Add Box**, **Add Journal**). You can also **Add Media** for this box to represent the message you chose.

DECEMBER		

Learning Goal:
 ✓ to explore and compare various occupations in the real world
 ✓ to relate personal attributes to career goals
	ACTIVITY: Occupation Planning
	
	 1. Select **Occupations** in the 'Work' section from the navigation menu on your dashboard.
	
	 2. Find an Occupation option by entering an **Occupation Name** of interest or **Keyword** in the Search Bar and clicking **Search**. Too many options? Use the **Smart Filters** to help narrow your results.
	
	 3. Find 2 Occupations that you want to learn more about. Click the three dots to the right of the occupation names, select the **Compare** button and then click the blue **Compare** button at the top of the screen to view the Occupations side by side.
	
	 4. Consider and compare the following:
	
	     a. Salary
	     b. Level of education required
	     c. Whether this job is a match for you based on your **Who Am I** results
	     d. Your **Compatibility** with this option (to see this you will need to complete the **Compatibility Survey**)
	     e. Potential Post-Secondary programs (if applicable)
	
	 5. Click the star icon below the Occupation Title to favourite attractive options.
	
	 6. Repeat steps 2-5 for different Occupation options. Rank your top three choices by selecting **FAVOURITES** in the navigation menu**.** Click and drag your top three choices into the slots.
	
	 7. Add boxes to your portfolio (e.g., Career or About Me Portfolio) for your recently-favourited occupations by clicking the three dots beside each name, and selecting **Add to Portfolio**.
	
	 9. Add a **reflection** to each of the three boxes in **your Portfolio** (What is it about this occupation that interests me? What are the pros and cons of each one?)
		Extension:
		 Look at previously favourited Occupation options in **your Portfolio** (e.g., Career or About Me Portfolio) and complete a **Compatibility** assessment for each one.
		
		 Review job postings in each favourited Occupation and compare the skills required for each position. To find real-time job postings from **Indeed.ca** simply select 'Work' in the navigation menu, and click on **Job Search**.

JANUARY		
Learning Goal: ✓ to track experiences, dates and key information that can be helpful in a job application ✓ to identify key resume elements that strengthen an application	**ACTIVITY: Resumes & Cover Letters** 1. Select **Resumes** in the 'Work' section from the navigation menu on your dashboard. 2. Review the **Resume Guide** to learn more about effective resume building. Select **Back to Resume** in the top right corner of your screen to return to building your resume. 3. If you haven't already, add your **Contact** information; fill in the **Education, Volunteer Experience,** and **Work Experience** sections. As well as any **Extra Curricular** activities. 4. Find a job posting for one of your favourite Occupations. To do this, simply click the **Work** section in the navigation and select **Job Search.** Enter the occupation title in the search bar to find real-time job postings from **Indeed.ca**. You can also search other popular job sites by selecting their name below the search bar! 5. Add an **Objective** to your resume related to the job posting you selected. 6. Add two **Achievements** and two **Hobbies and Interests** that are related to the job posting you selected. 7. Add any additional experiences that you'd like to record. ==HOMEWORK:== Share your portfolio (e.g., Career or About Me Portfolio) with your parent /guardian so they can see what you've done so far.	
Learning Goal: ✓ to practice self-assessment and reflection ✓ to develop or improve on time management and organization skills ✓ to engage in an open and honest dialogue concerning mental health	**ACTIVITY: Review Goal Setting** 1. Select **Goals** from the menu on your dashboard. 2. Review goals set in October. 3. Check off the completed tasks in your **Action Plan** for each goal and reflect on your progress (How many tasks still need to be completed? Do you need to expand on your Action Plan?) 4. Set one new **short term** goal OR add one **medium term** goal that you would like to accomplish before the end of high school. Set one **long term** goal that you would like to complete after high school. 5. Ensure that your goals regarding Post-Secondary opportunities are on track, if they	**Extension:** Revisit the reflection you made in September concerning your most attractive Occupation opportunity. What have you learned about this opportunity since you wrote the reflection?

are not; speak with your teacher or counselor so that they can help you make a plan.

6. Select **Portfolios** in the 'Home' section from the navigation menu. Select your **portfolio** (e.g., Career or About Me Portfolio) Click + **Add Box**, **Add recent +** then click **Goals**, select the goals you set today, and click + **Add.** Write a brief **reflection** about why you've set these goals (What are you trying to achieve? Why? How does it fit in a bigger plan?)

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FEBRUARY		

Learning Goal:
✓ to acquire basic budgeting skills and identify strategies for making wise financial choices
✓ to discover how post-secondary choices will affect current budget goals
✓ to learn how to effectively use a credit card
	ACTIVITY: Budgets
	1. Select **Money** from the navigation menu.
	
	2. Click on **Budget and Finance Guide** in the top right of your screen, read the content. Write down three budgeting tips that can help you manage your money.
	
	3. Read the content on **Credit and Debit** and answer the following questions in your own words:
	
	   a. What is Credit?
	   b. What is Interest and how does it work?
	   c. What is Debt?
	
	4. Click on **Paying for Post-Secondary Guide,** read the content and answer the following questions in your own words:
	
	   a. What is a scholarship?
	   b. What are bursaries and grants?
	   c. What is a loan?
	   d. What are the differences between these financial resources?
	
	5. Click on **+ Add Budget**, and add a name and description to your budget for a Post-Secondary opportunity you have favourited. Put in today's date as **Start Date.** Then, click on **+ Add Income/Expense, Add Expense +**, select the **Need Ideas?** Tab, then click **I'm budgeting for a post-secondary program.** Choose a program you favourited from the list of programs and add related expenses according to the estimates given. If you have already created a budget in **myBlueprint,** click on your budget, and click on **+ Add Income/Expense, Add Expense +**, select the **Need Ideas?** Tab, then click **I'm budgeting for a post-secondary program.** Choose a program you favourited from the list of programs and add related expenses according to the estimates given.
	
	==HOMEWORK==: Download this budget and share it budget with a parent/guardian/counsellor and discuss your financial options.
		Extension:
		Make a financial goal based on wise financial practices and following the S.M.A.R.T. guidelines.
		
		Usese the **Credit Card Selector Tool** found in the **Budget and Finance Guide** of the **Budgets** tool. Scroll to the **Tools and Calculators** section, select **Which credit card is right for you?** and then review three types of credit cards to compare interest rates, rewards and service fees.

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MARCH		

Learning Goal:
✓ to be equipped for transitioning into post-secondary
✓ to reflect on their expectations for Post-Secondary
	ACTIVITY: Create a Journal Entry in My Portfolio
	1. Select **Portfolios** in the 'Home' section from the navigation menu.
	
	2. Choose your portfolio (e.g., Career or About Me Portfolio).
	
	3. Click + **Add Box**, and select **Add Journal +.** Create a **Journal Entry**.
	
	4. Write a **Journal Entry** to describe what you have heard about Post-Secondary opportunities. Then answer the following questions:
	
	   a. What are you looking forward to?
	   b. What are you worried about?
	   c. What are two obstacles you may face?
	   d. How can you overcome these obstacles?
	
	NOTE: This activity can be completed by uploading a video journal instead of writing an entry.
		Extension:
		Write a letter to your future self. This special letter will be opened in September as you begin your new Post-Secondary opportunity. The goal is to inspire and remind yourself of your strategies to overcoming potential obstacles.
		
		NOTES: This can be a written letter, video or an artistic piece.

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APRIL		
Learning Goal: ✓ to identify key resume elements that strengthen an application	**ACTIVITY: Cover Letters** 1. Select **Cover Letters** in the 'Work' section from the navigation menu on your dashboard. 2. Select the **Cover Letter Guide** and review the **Guidelines and Tips** to learn more about effective Cover Letter building. 8. Find a job posting for one of your favourite Occupations. To do this, simply click the **Work** section in the navigation and select **Job Search.** Enter the occupation title in the search bar to find real-time job postings from **Indeed.ca**. You can also search other popular job sites by selecting their name below the search bar! 3. Once you select your job posting, you will write a Cover Letter in response to this opportunity. Select **Cover Letters** in the 'Work' section from the navigation menu. From here, complete all the fields: **Your Information, Employer Information, Paragraph 1, Paragraph 2, Paragraph 3,** and **Closing**. 4. Click **Preview Cover Letter** at the bottom right corner of your screen to review formatting options. When you're satisfied with the presentation, click **Export** at the bottom right of your screen to download, email or print your completed Cover Letter. ==HOMEWORK:== Share your portfolio (e.g., Career or About Me Portfolio) with your parent/guardian so they can see what you've done so far.	**Extension:** Use the **Job Search** tool (from the navigation menu) to look for a summer job. Once you have chosen a summer position, create a Resume and Cover Letter that relates to the desired role. Set a **Goal** and **Action Plan** to apply for this position.

MAY		
Learning Goal: ✓ to practice self-assessment and reflection	**ACTIVITY: Review Goals** 1. Ensure all goals created this year are added to **your Portfolio** (e.g., Career or About Me Portfolio)**.** 2. Review the goals you created this year and write a **reflection** on your progress/achievement/improvements for each goal.	
Learning Goal: ✓ to develop budgeting skills and identify strategies for making wise financial choices ✓ to discover how post-secondary choices will affect current budget goals	**ACTIVITY: Review Budget** 1. Select **Money** from the navigation menu. 2. Select **Budget and Finance Guide**, and review the information in **Budget Basics, Credit and Debit, and Paying for Post-Secondary.** Write a paragraph summarizing each section in your own words. 3. Click on your budget and review the budget that is linked to your selected Post-Secondary opportunity. Adjust any income/expenses that need to be updated. 4. Select **Portfolios** in the 'Home' section from the navigation menu. Select **your portfolio** (e.g., Career or About Me Portfolio) and Click + **Add Box, Add Recent +** to add a box containing your **Budget**. Write a brief **reflection** concerning your financial progress. (Is your budget on track towards saving for your post-secondary opportunity? Were there any unexpected expenses incurred this year? What can you do to improve on the budget planning process moving forward?)	**Extension:** Search for scholarships available to High School students. In the **Paying for Post-Secondary** Guide, you will find links to scholarship databases.
Learning Goals: ✓ to practice self-assessment and reflection ✓ to be active participants in creating their portfolio and showcasing their story	**CULMINATING ACTIVITY: My Portfolio** 1. Add 2 more custom boxes **(+Add box, Add Media +)** – upload images or documents or link videos of something that happened to you this year that you would like to share (i.e. field trip, job shadowing, cool project, etc). 2. Write a **reflection** about why you wanted to share this experience. 3. Look at **your Portfolio** (e.g., Career or About Me Portfolio) to review the boxes you've added and ensure each box has a reflection.	

Possible Guiding Reflection Questions:

- What have you learned about yourself?
- How does this change your thinking?
- How will you use this knowledge to help you plan for the future?