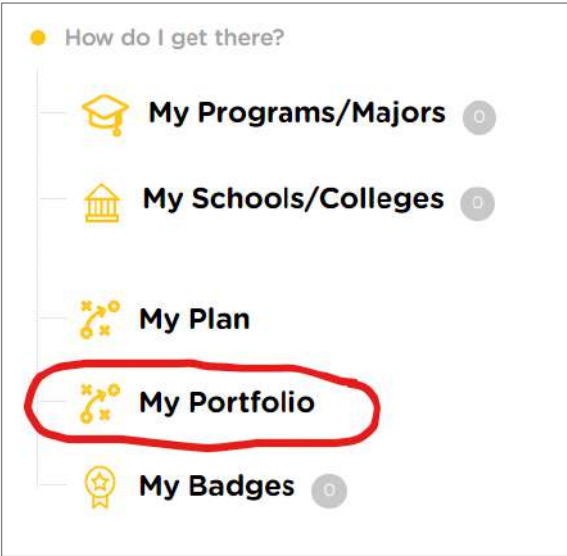
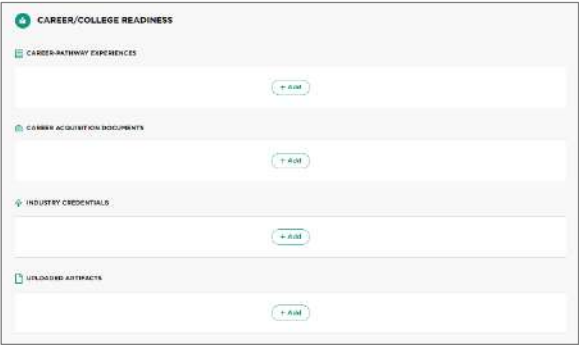


# SMART FUTURES Uploading Documents

<b>Step 1</b>	Login to Smart Futures via Clever or at <a href="http://www.smartfutures.org">www.smartfutures.org</a>	
<b>Step 2</b>	Click on the “My Portfolio” button under the Dashboard column on the left side of the page. It will be near the bottom of the page	 <p>The screenshot shows a sidebar menu with the following items: 'My Programs/Majors', 'My Schools/Colleges', 'My Plan', 'My Portfolio' (circled in red), and 'My Badges'. Above the menu is a header 'P' and a sub-header 'How do I get there?'.</p>
<b>Step 3</b>	 <p>The screenshot shows a section titled 'CAREER/COLLEGE READINESS' with four sub-sections, each with an 'Add' button: 'CAREER-PATHWAY EXPERIENCES', 'CAREER ACQUISITION DOCUMENTS', 'INDUSTRY CREDENTIALS', and 'UPLOADED ARTIFACTS'.</p>	<p>Choose the appropriate category to “Add” your artifacts under Career/College Readiness:</p> <ol style="list-style-type: none"> <li>1. Career-Pathway Experiences</li> <li>2. Career Acquisition Documents</li> <li>3. Industry Credentials</li> <li>4. Uploaded Artifacts</li> </ol> <p><i>The directions on the following pages will help you choose the correct category for each artifact.</i></p>

## Class of 20204:

- All Project LIFE documents EXCEPT for the Exit Interview reflection must be completed by **January 1, 2024!**
- Anyone who is not finished uploading their documents by this date will be assigned to Falcon Academy to ensure they are completed prior to the Exit Interview
- Exit Interviews begin in January and run through the end of March
- You will complete the Exit Interview Reflection IMMEDIATELY following your Exit Interview
- **Bring your laptop to the Exit Interview** so you can complete the final reflection

## Career Comparison Chart – Grade 9

- Select the “Add” button under the Upload Artifacts heading
- Click on the “Career Awareness and Preparation” button inside the Tag by Standard box
- Complete ALL information on this screen, including an upload of your Career Comparison Chart
- For the Title, write: Career Comparison Chart

## Resume – Grades 10 and 12

- Select the “Add” button under the Career Acquisitions heading
- Click on the “Add to Portfolio” line inside the Resume button
- Complete ALL information on the Resume reflection screen, including an upload of your resume
- You may repeat this step for 10<sup>th</sup> and 12<sup>th</sup> grade resumes. Remember, the grade 10 resume was a first draft

## Job Shadow Verification Form – Grade 11

- Select the “Add” button under the Career-Pathway Experiences Heading
- Click on the “Add to Portfolio” line inside the Job Shadow button
- Complete ALL information on the Job Shadow reflection screen, including an upload of your Job Shadow Form

## College/Tech School/Military Visit Verification Form – Grade 11

- Select the “Add” button under the Career-Pathway Experiences heading
- Click on the “Add to Portfolio” line inside the Campus Visit button
- Complete ALL information on the Campus Visit reflection screen, including an upload of your College/Tech School/Military Visit Verification Form

**Report the things you've done**

Career Fair Add to Portfolio

College Fair Add to Portfolio

Summer Program Add to Portfolio

**Campus Visit** Add to Portfolio

Job Shadow Add to Portfolio

Mentorship Add to Portfolio

Other Event Add to Portfolio

**Campus Visit**

Location\* Date Completed\*

Descriptions  
Optional: Tell more details about this experience.

Gathering Your Thoughts  
Explain why this experience is important in terms of your preparation for future success.

upload or link a file

Note: \* is required

CANCEL SAVE

## Falcon Future Consult (FFC) Form and 12<sup>th</sup> Grade Course Registration Form – Grade 11

- Select the “Add” button under the Upload Artifacts heading
- Click on the “Career Awareness and Preparation” button inside the Tag by Standard box
- Complete ALL information on this screen, including an upload of your Falcon Future Consult Form
- For the Title, write Falcon Future Consult
- Repeat ALL steps above for the 12<sup>th</sup> Grade Course Registration Form, but change the information you enter on this screen to indicate it is a different activity.
- For the Title here, write 12<sup>th</sup> Grade Course Registration

**Uploaded Artifacts**

Tag by Standard:

☒ Career Awareness and Preparation

☐ Career Acquisition

☐ Career Exploration and Advancement

☐ Entrepreneurship

Title\* Date\*

Descriptions  
Optional: Tell more details about this experience.

Gathering Your Thoughts  
Explain why this experience is important in terms of your preparation for future success.

Add Link or Attachment\*

Select a file from your computer  
Upload new files

Select a file from Google Drive

Attach a URL link

Drag and Drop files here

Note: \* is required

CANCEL SAVE

## Exit Interview – Grade 12

- Select the “Add” button under the Career-Pathway Experiences heading
- Click on the “Add to Portfolio” line inside the Other Event button
- Complete ALL information on the Other Event reflection screen
- No documents need to be uploaded for this artifact.

**Report the things you've done**

Career Fair Add to Portfolio

College Fair Add to Portfolio

Summer Program Add to Portfolio

Campus Visit Add to Portfolio

Job Shadow Add to Portfolio

Mentorship Add to Portfolio

**Other Event** Add to Portfolio

**Other Event**

Title\*

Location\* Date Completed\*

Descriptions  
Optional: Tell more details about this experience.

Gathering Your Thoughts  
What did you learn from that experience? Explain the significance of that experience to your career path.

upload or link a file

Note: \* is required

CANCEL SAVE