

IB Student Portfolio Checklist

This checklist will be kept in the classroom portfolio regardless of the format chosen for the portfolio: paper or online through Managebac. Homeroom teachers will sign it each year after verifying that all files are included in the sections of the paper portfolio or on the online portfolio.

Student's Name:	MYP Year		
	1	2	3
1. Student Information:			
• Approaches to Learning self-assessment			
• IB Learner Profile self-assessment			
• End of year reflection			
2. Work Samples with Reflections			
• Minimum of 6 per year, students are encouraged to include work samples that reflect a range of Global Contexts			
3. Extra-Curricular Activities			
• Extra-curricular activity reflection with artifact (1-2 per year)			
4. Family Involvement			
• Family involvement activity form with artifact (1-2 per year)			
• Parent/Student portfolio review form			
5. Service and Action (verified on Managebac)			
• Activity log indicate here the total number of hours completed each year*			
• Artifacts and/or photographs from Service and Action activities			

**Information available on Managebac SA section*

Examples of Student Work			
journal entries	revised writing	artwork	PowerPoint presentations
tests	research reports	maps	photographs of work
rough drafts	scripts	collaborative work	diagrams
brochures	timelines	stories	models
interviews	quizzes	Prezi presentations	home learning assignments

Teacher Verification of online or paper portfolio

This verifies that the student has accurately completed each Portfolio section this school year.

Year 1 Teacher's Name: _____ Signature: _____

Date: _____

Year 2 Teacher's Name: _____ Signature: _____

Date: _____

Year 3 Teacher's Name: _____ Signature: _____

Date: _____

Student-led Conferences for Portfolio Review

As you review the IB Portfolio, consider the following. variety of work samples, quality of work, growth in regards to academics and IB Learner Profiles, and Impact of student reflection.

Date	Parent Comments	Student Comments
Year 1		
Year 2		
Year 3		

Directions for uploading work samples and reflections to your Managebac (MB) Portfolio for students choosing to maintain their portfolio online

1. When logged into MB, select **Profile** from the tool bar.
2. Select the tab titled **Portfolio**.
3. Scroll down to see the **Course Work and Reflections** section towards the middle of the page. You will add the work you select for your student portfolio to the **Personal** section of **Course Work and Reflections**.
4. Open the **Personal** section of your course work and reflections, then click **Choose File**.
5. Once you've chosen the file, click **Add to Portfolio**.
6. **Add the reflection** for your work sample by clicking the **Journal** box and entering this information:
 - **Title and subject** of the assignment on the first line of your reflection
 - **Assessment criteria and grade** received
 - Description of the assignment including the **Key Concept and Global Context** addressed in this assignment
 - Your **reflection** guided by these questions:
 - Why did you choose this work sample?
 - Which IB Learner Attributes and ATL skills did you develop or reinforce while completing this assignment? How?
 - Does this work sample show international mindedness? How?
 - **Name the files** you plan to upload with the **title and subject of the assignment**.
 - Name all related files the same way, pictures, documents, etc.

You will also enter journal entries to address all sections of IB portfolio as indicated on the checklist:

1. Approaches to Learning self-assessment
2. IB Learner Profile self-assessment
3. End of the year reflection
4. Extra-curricular activities
5. Family involvement
6. Service as action is documented on Managebac on the SA page. The total number of hours completed each year must be entered on the portfolio checklist.



ADA MERRITT K-8 CENTER



Student Information

Last Name: «Last Name»

First Name: «First Name»

Student ID Number: «Student ID»

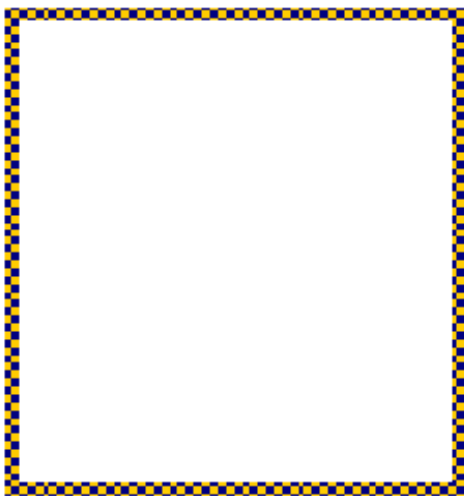
Date of Birth: _____

Address: _____

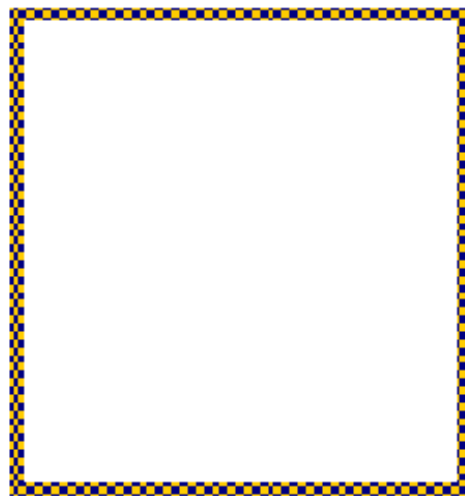
Parent/Guardian: _____

Phone Number: _____

Date Entered Ada Merritt K-8 Center: _____ Grade: _____



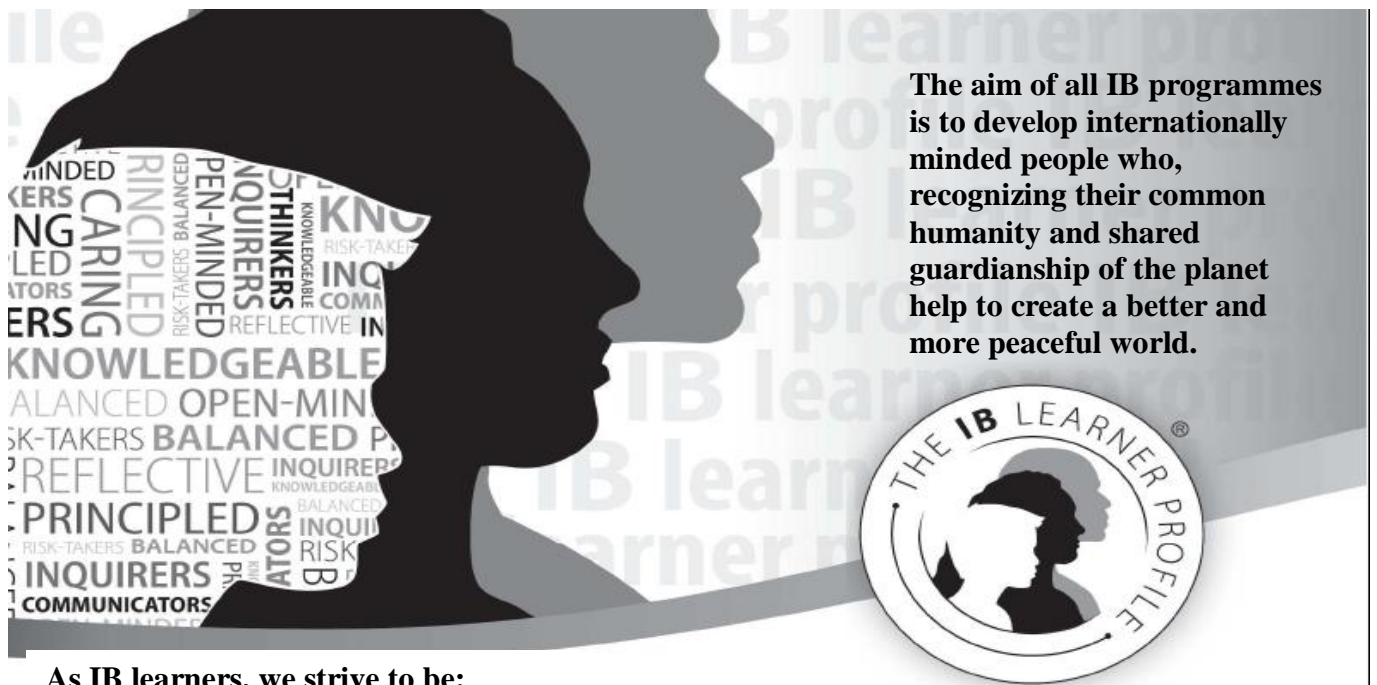
6th Grade Picture



7th Grade Picture



8th Grade Picture



The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

As IB learners, we strive to be:

- Inquirers** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- Knowledgeable** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- Thinkers** We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- Communicators** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- Principled** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- Open-minded** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- Caring** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
- Courageous** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- Balanced** We understand the importance of balancing different aspects of our lives—intellectual, physical and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
- Reflective** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

We...

IB Learner Profile

Self-Assessment

Name: _____

MYP Year: _____

At the beginning (BoY) and end (EoY) of the year, identify to which degree you demonstrate the attributes of the IB Learner Profile from 1 to 5, 1 being never, 2-rarely, 3-sometimes, 4-often and 5-always.

During the course of the year, you will enter “Indicators” providing evidence of each Attribute in action. In the absence of evidence, indicate what you are planning to do to further develop these attributes.

Learner Profile Attributes	BoY Rating	Indicators	EoY Rating	Teacher Rating
Inquirers				
Knowledgeable				
Thinkers				
Communicators				
Principled				
Open-minded				
Caring				
Courageous				
Balanced				
Reflective				
.....*				

*An attribute not listed here



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Student Work Reflection Form

Name: _____ Title of Work: _____

MYP Year: _____ Subject/Teacher: _____ Date: _____

Short Description of Work: include **Key Concept** and **Global Context**.

Assessment Criteria and Score:

Why have you chosen this work sample for you portfolio?

Which **IB Learner Profile attribute(s)** and **ATL skill(s)** did this work sample help you develop or reinforce? How?

Does this work sample demonstrate **International Mindedness**? How?



FAMILY INVOLVEMENT FORM



Name of Student: _____

Type of Activity: _____ Date of Activity: _____

Family member participants: _____

Reflection: *Write a brief description of the activity, why you chose to participate in this activity, and what you most enjoyed about it. Explain how this activity helped you further develop attributes of the Learner Profile and ATL skills. You may continue on the back if you need additional space.*

Place photo, picture, brochure or program here.



Extra Curricular Activity Reflection



Name of Student: _____ Grade: _____

Type of Activity: _____ Date of Activity: _____

Reflection: *Write a brief description of the activity, why you chose to participate in this activity, and what you most enjoyed about it. Explain how this activity helped you further develop attributes of the Learner Profile and ATL skills. You may continue on the back if you need additional space.*

Place photo, picture, brochure or program here.



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End of Year Reflection Form

Student Name: _____ **Grade:** _____ **Date:** _____

Reflect on the past year and address your progress throughout the year in regards to academics, IB Learner Profile attributes, ATL Skills, service, and personal growth. Also address your goals for the next school year.

Chose the format that will best allow you to address these topics: essay, video, ppt presentation, graphic organizers (webs, charts, mind maps, story board), etc.

Student Work Removal Form

Students, please complete this form and submit it to your teacher when removing work samples for your portfolio.

Student's Last Name: _____ First Name: _____

MYP Course: _____

Assignment Date: _____

Assignment Title: _____

MYP Criteria Assessed	Grade Earned

Date removed: _____

Student's signature: _____

Teacher's signature: _____