

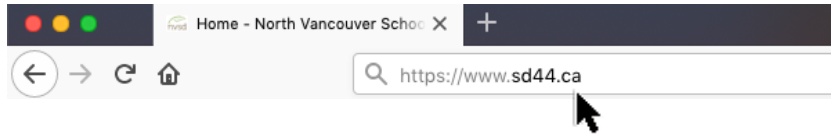


Students: Scholantis – Self-Assessment of the Core Competencies (SACC)

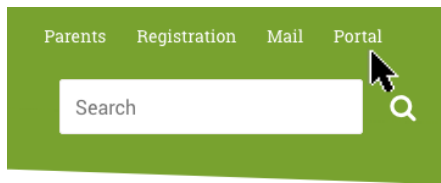
version: 5/6/2020

Login to the SD44 Portal

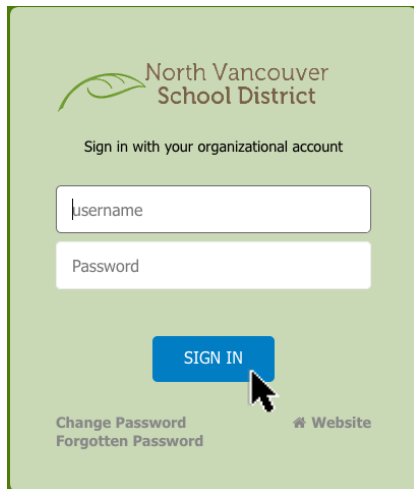
1. In any web browser, go to www.sd44.ca



2. Click *Portal*.



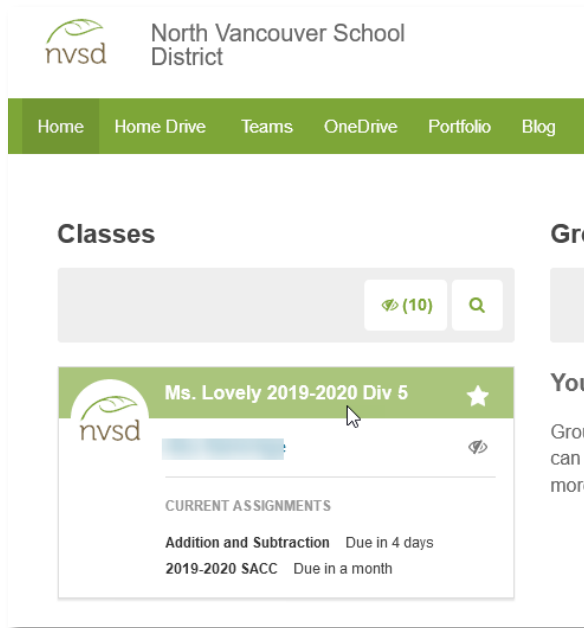
3. Enter your student login ID & password. Click Sign In.
(This is the same login when you log onto a computer at school, SD44 student email or MS Teams)



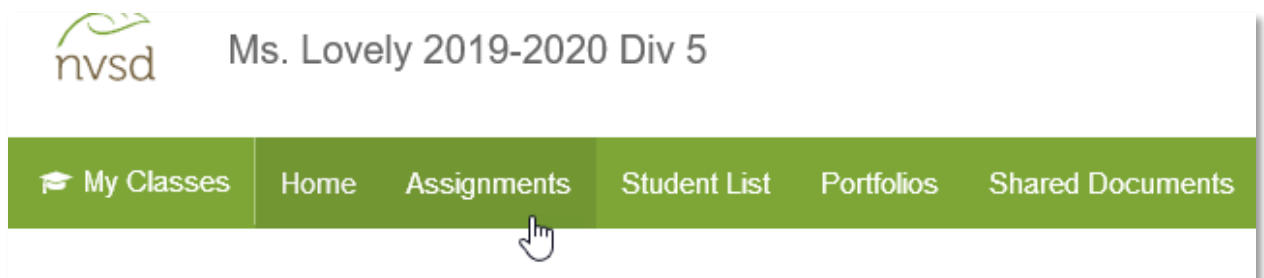
4. Follow your teacher's instruction –
 - a. If the SACC template is on your teacher's Class site, go to section A below.
 - b. If your teacher emails the SACC template to you, go to section B below.

A. Completing your Self-Assessment of the Core Competencies if the template is on your teacher’s Scholantis Portal Class Site:

1. Click your teacher’s class site under “Classes”.



2. Go to *Assignments*.



3. Click on “2019-2020 SACC”.



The screenshot shows an assignment titled "2019-2020 SACC" assigned on MAR 2. The due date is JUN 12, 2020 4:00 PM. The instructions state: "Open the document by clicking the 'Edit' button. When you are done, close the tab and return to the Assignments tab. Click 'Preview'. Click 'Turn in' to submit." Below the instructions is a document preview for "SACC 2019-2020 Template.docx".

Below the preview, the student "Test Student 2" is shown with a "DRAFT" status, edited on Mar 2, 2020 9:39 AM, and 0 comments. The student's submission area contains the same document preview with "VIEW", "EDIT", and download icons. A green arrow points to the "EDIT" button with the text "Click Edit to start your self-assessment".

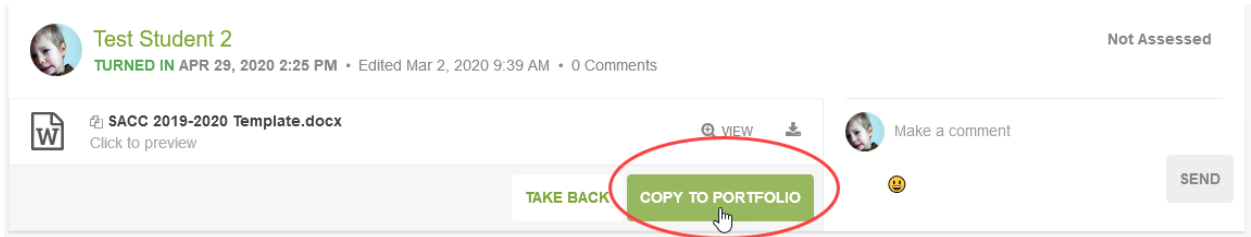
At the bottom of the submission area, there is a "TURN IN" button. A green arrow points to it with the text "Click Turn In to submit". To the right of the submission area is a comment section with a "SEND" button.

4. Complete your assignment online. Document is automatically saved.

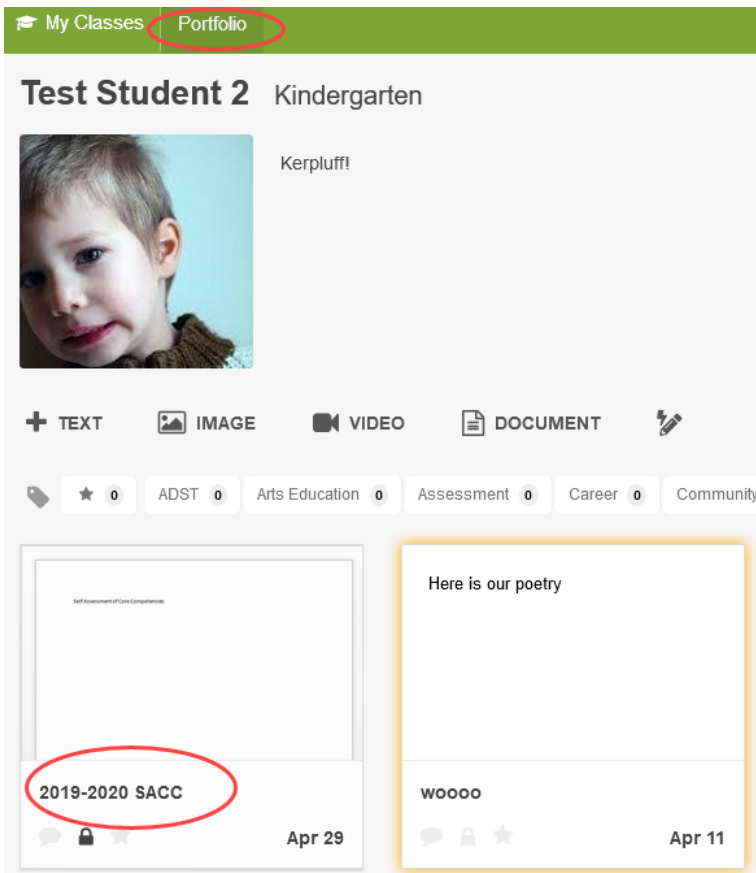
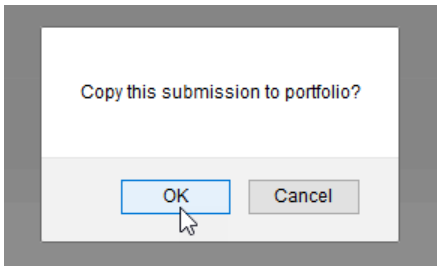
The screenshot shows the Microsoft Word Online interface. The title bar indicates the document is "Ms. Lovely 2019-2020 Div 5" and "SACC 2019-2020 Template" is saved. The "Auto Save" indicator is active. The ribbon shows the "HOME" tab with options for "FILE", "INSERT", "PAGE LAYOUT", "REVIEW", and "VIEW". The "EDIT IN WORD" button is visible. The main content area displays the text "Self Assessment of Core Competencies".

Close the browser tab when finished. Click 'Turn in' to submit your work to your teacher.

5. After turning in, click "Copy to Portfolio".



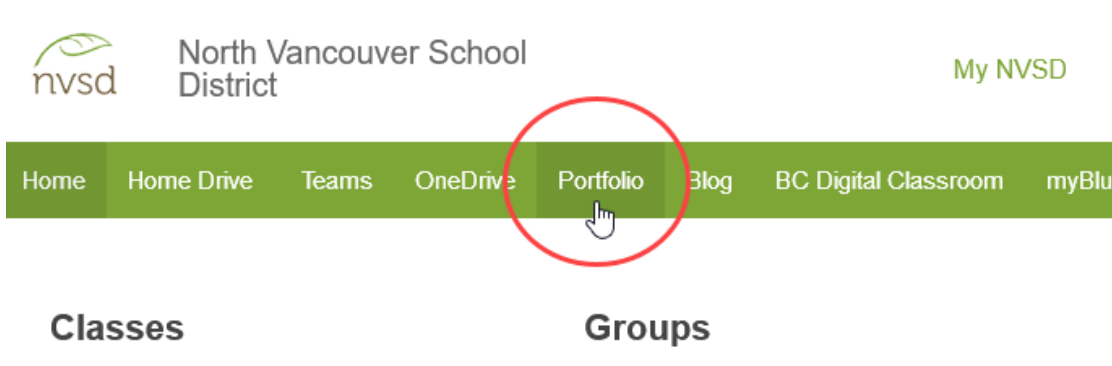
Click "OK".



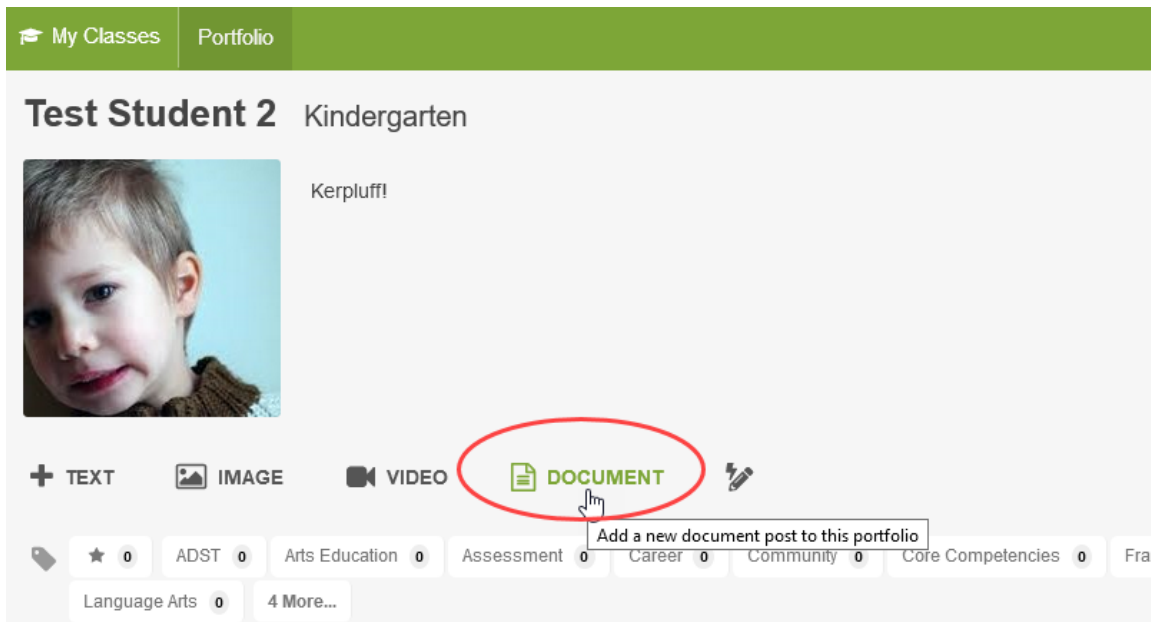
6. You are done!

B. Completing your Self-Assessment of the Core Competencies if your teacher emails the template to you

1. Complete your SACC which was emailed to you by your teacher and save it on your computer.
2. Upload SACC to Scholantis Portal Portfolio after completion.
 - a. Go to *Portfolio*.



- b. Click "Document" to add.

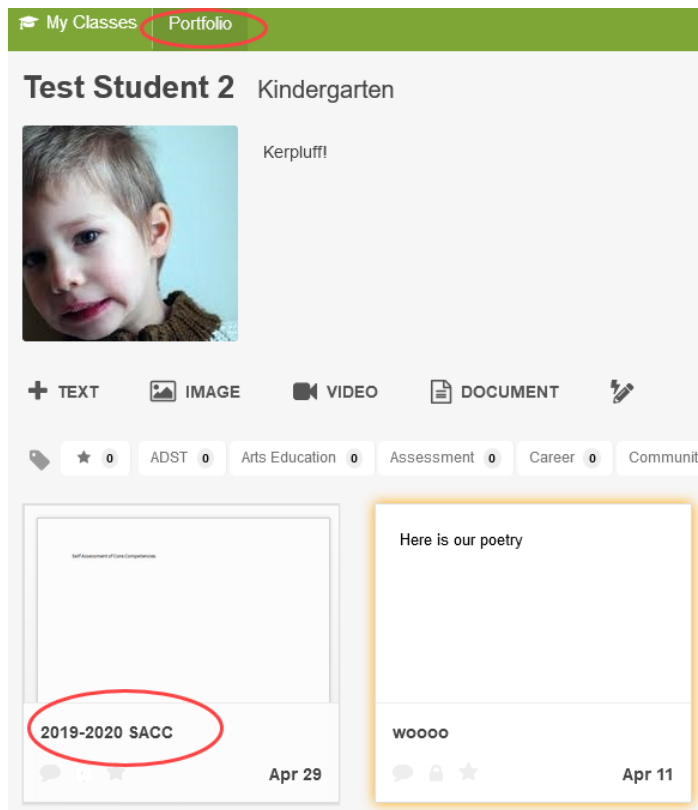
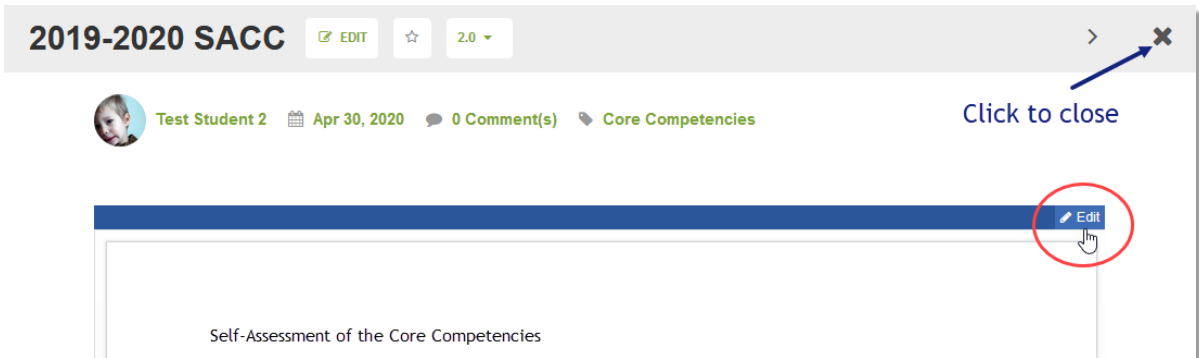


- c. Change Post Title to "2019-2020 SACC"; add "Core Competencies" tag; click "Add document" to add your SACC.

The screenshot shows a web interface for adding a document to a post. The post title is "2019-2020 SACC", the date is "Apr 30, 2020", and the "Core Competencies" tag is selected. A file upload dialog is open, showing the file "SACC 2019-2020.docx" selected. The "Add document" button is highlighted, and the "SUBMIT" button is visible at the bottom right.

Click "Submit".

d. Review; click "Edit" to make changes in Word Online; click "X" to close.



e. You are done!