CAPSTONE PROJECT AT A GLANCE

This (draft) Capstone-at-a-Glance document was created by the myBlueprint Support Team to assist BC educators in developing and supporting students with the Capstone Project requirements through the creation of a digital portfolio on myBlueprint.

As is the case with everything we do at myBlueprint – we want your feedback. We expect the Capstone project to evolve over the years as your students unleash their creativity when completing their projects.

Although there is no defined medium for the Capstone Project, we believe that whatever form their project may take, the Portfolio tool within myBlueprint is extremely well designed to support your students in reflecting on the journey that is the Capstone Project.

This document serves two purposes:

1. To provide suggested *Class Activities* for you to create, and your student to complete, which we believe will line up well with the desired outcomes of the Capstone Project.
2. To walk you through the process of creating *Class Activities*. The activities suggested below are just that; suggestions for you to use as a starting point. We expect each Capstone project to be unique to the local needs of that school, and of the student.
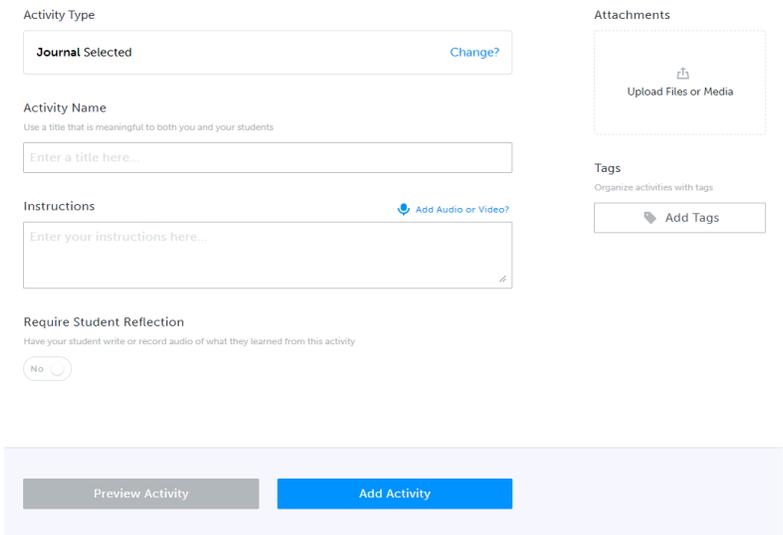
How To Use This Resource

You will be creating **Class Activities** within your teacher account. These *Class Activities* need to be assigned to a Class that you have created. Each Activity can be assigned to one or multiple Classes. From here, you can track student completion and provide formative feedback of completed work.

You will see in the suggested *Class Activities* table below, and in the corresponding image on the right, that each Class Activity has 4 fields to fill out:

- **Activity Name** (visible to you)
- **Activity Type** (what the Activity will prompt the students to add to a portfolio)
- **Box Title** (Title of the Activity, visible to students)
- **Instructions** (explains what you want the students to complete)

Pro Tip - The Instructions field will allow you to enter up to 4,000 characters. All of the activities in this document are well within that limit. If you'd like more space for your own custom activities, you have 2 other options:
- Upload an **Attachment**, with more detailed instructions
- Using **Add Audio or Video**, record an audio or video clip with further instructions

Your first steps:
Prior to assigning the suggested Capstone Project activities to your students, have all students create a Capstone Portfolio within myBlueprint:

1. Visit www.myBlueprint.ca, click **Log In** at the top right, and log in to their myBlueprint account.
2. Select **Portfolios** from the *Home* tab.
3. Click **+ Add Portfolio** to add a new portfolio titled 'Capstone Project'.

This portfolio will follow them from grade to grade. As the Capstone Project is designed to be more about the process than the finished product, we recommend them starting this in grade 8. Any work completed in All About Me, K-7 can also be connected.

As students complete the Class Activities suggested in the table below, they will start populating their Capstone Project portfolio. The suggested Reflection Prompts included in the table below can be included as part of the Instructions for students.

By clicking the Require Student Reflection option when creating the activity, this will require students to add a reflection on the box they've created in their portfolio before the activity is marked as complete.

It's up to you whether to check this off! You might want to have the reflection included as part of the initial activity, or have students return to their portfolio and add reflections at a later date.

IDEA	ACTIVITY DETAILS	REFLECTION PROMPTS
(Instructions for You)		
#1 - Setting Milestones (Goals) for Capstone Project Timeline	• ***Activity Name***: Capstone Project Timeline • ***Activity Type***: From myBlueprint > Add a new Goal • ***Instructions***: In your Capstone Portfolio, set a goal called "Capstone Project Timeline". In your *Action Plan*, set tasks with specific timelines (i.e., date) that you will need to complete in order to stay on track to finish your Capstone Project.	- What strategies do you use to stay organize and meet your deadlines? - What strategies will help you If you are having difficulty completing one of the tasks you set for yourself? - If you did your Capstone Project all over again, what adjustments would you make to your timeline?

#2 - Upload Capstone Project Proposal	• **Activity Name**: Capstone Project Proposal • **Activity Type**: Media • **Instructions:** In your Capstone Project portfolio, upload a Word document detailing your Capstone Project proposal (250 words).	- How does this Capstone Project relate to your personal interests, skills, and experiences? - What makes this Capstone project unique? - Describe one aspect of your Capstone Project that you are most excited.
- Add Who Am I survey report (5) # 3 - (Learning Styles)	• **Activity Name**: From myBlueprint > Complete a Who am I Survey > Learning Styles • **Activity Type**: Recent • **Instructions:** In your Capstone Project portfolio, add your 'Learning Styles' survey report. Add a reflection to your survey report artefact to answer the proposed reflection questions.	- Describe how you share ideas and questions. - List four study tips that were recommended to you. Select one of the study tips you have tried, and explain why it was beneficial. - How will knowing your learning style help you academically or personally?
- Add Who Am I survey report (5) #4 - (Personality)	• **Activity Name**: Who Am I – Personality • **Activity Type:** From myBlueprint > Complete a Who am I Survey > Personality • **Instructions:** In your Capstone Project portfolio, add your 'Personality' survey report. Add a reflection to your survey report artefact to answer the proposed reflection questions.	- Explain your personality type. What are some of the characteristics listed in your report? - What do you think your most valuable personality trait is? Why? - Why is it important to understand your personality type?
- Add Who Am I survey report (5)	• **Activity Name**: Who Am I – Interests • **Activity Type:** From myBlueprint > Complete a Who am I Survey > Interests	- What are some of your interests and why? - What are three of the occupation matches listed in the Match Results tab? Would you enjoy these careers (why or why not)?

#5 - (Interests)	• **Instructions:** In your Capstone Project portfolio, add your 'Interests' survey report. Add a reflection to your survey report artefact to answer the proposed reflection questions.	- What do these occupations have in common with your interest traits? - What are some occupations/careers you are considering? How do they relate to your interests?
- Add Who Am I survey report (5) #6 - (Knowledge)	• *Activity Name*: Who Am I – Knowledge • **Activity Type**: From myBlueprint > Complete a Who am I Survey > Knowledge • **Instructions**: In your Capstone Project portfolio, add your 'Knowledge' survey report. Add a reflection to your survey report artefact to answer the proposed reflection questions.	- How do your results compare to your own perception of motivation factors? - How will understanding your top motivation factors help you achieve your post-secondary aspirations? - How will understanding your top motivation factors help you pick a career?
- Add Who Am I survey report (5) #7 - (Motivations)	• *Activity Name*: Who Am I – Motivations • **Activity Type**: From myBlueprint > Complete a Who am I Survey > Motivations • **Instructions**: In your Capstone Project portfolio, add your 'Motivations' survey report. Add a reflection to your survey report artefact to answer the proposed reflection questions.	- How do your results compare to your own perception of motivation factors? - How will understanding your top motivation factors help you achieve your post-secondary aspirations? - How will understanding your top motivation factors help you pick a career?
#8 - Identify your Mentor	• *Activity Name*: My Mentor • **Activity Type**: Media • **Instructions**: In your Capstone Portfolio, upload a picture, video introduction, or website link (e.g., their company's website) to introduce your Capstone Project Mentor.	- How did you meet your mentor? - What career path did your mentor take? - What skills would you like your mentor to help you develop? - How will your mentor contribute to your Capstone Project?

#9 - Add a completed High School plan	• **Activity Name**: My High School Plan
	• **Activity Type**: Journal
	• **Instructions**: In your Capstone Portfolio, add your completed high school plan. - -
	  ○ First, open up the High School section in your account and ensure all of the courses you have taken since Grade 10 are mapped.
	  ○ Next, open your Capstone Portfolio, and click Add Box > Add from myBlueprint. Find your High School Plan and click on it to add the plan into your portfolio.
	  ○ Return to the classes section and click Start Activity to add a journal to your Capstone Portfolio reflecting on these questions.
		- What are the BC Graduation requirements?
		- What skill could you develop further to be better prepared for a post-secondary opportunity?
		- What course did you prefer the most and why?
		- Describe how your actions during your high school years have helped make your classroom and school a better place.

#10 - Add an Occupation of interest	• **Activity Name**: Occupation of Interest • **Activity Type**: From myBlueprint > Favourite an Occupation • **Instructions**: In your Capstone Portfolio, add an occupation of interest. Make sure that you click on the "heart" icon in an occupation overview page to add it to your list of favourites.	- What interests you the most about this occupation? - What are some of the main duties for someone in this occupation? - Describe the work environment. - What are some skills and abilities required for this occupation? - Which of the required skills and abilities do you already have? What abilities would you need to learn? - What is the required education or training needed for this occupation?
#11 - Add a post-secondary pathway, of interest	• **Activity Name**: Post-Secondary Pathway • **Activity Type**: From myBlueprint > Favourite a Post-Secondary Opportunity • **Instructions**: Within myBlueprint, favourite a post-secondary pathway you	- What interests you the most about this post-secondary pathway? Why? - Have you talked to someone who pursued this same pathway? - Have you visited the school or facility where this pathway is facilitated?

	plan on pursuing next year (apprenticeship, college or university program, direct to workplace opportunity). Add that to your Capstone Portfolio.	- What are some questions you still have about this pathway? How can you answer them?

#12 - Add a budget	• *Activity Name*: Budget
	• *Activity Type*: Journal
	• *Instructions*: In your Capstone Portfolio, add a budget detailing what your finances will look like after grade 12.
	  o First, open the Money section of your account and build your budget. Will you be paying tuition, or making money working? Will you be paying rent, or living at home? Consider everything!
	  o Open your Capstone Portfolio, and click Add Box > Add from myBlueprint. Find your budget and click on it to add it into your portfolio.
	  o Return to the classes section and click Start Activity to add a journal to your Capstone Portfolio reflecting on these questions.
		- Will I be working on earning money immediately after grade 12? If not, how do I plan to support myself throughout continued education, my gap year, etc.?
		- How will I be paying for tuition, books, materials, etc.?
		- What kind of support systems do I have available, i.e. financial aid, scholarships, bursaries, family, etc.?

#13 - Set a goal for your future aspirations	***Activity Name***: Future Aspirations ***Activity Type***: From myBlueprint > Add a New Goal ***Instructions***: In your Capstone Portfolio, add a goal titled "10 Years From Now" Using the tasks, identify: - The type of occupation you will have - Where you will be living - What you are most proud of - What you still want to accomplish	- How did you decide on this vision? Did someone or something inspire you? - Do you feel you have the support system in place to overcome obstacles that get in the way of accomplishing this goal? - What is your biggest motivation for accomplishing this goal?
#14 - Add a Journal to reflect on growth in the Core Competencies	***Activity Name***: Core Competencies Growth ***Activity Type***: Journal ***Instructions***: Add a Journal to your Capstone Portfolio outlining how you have demonstrated growth related to at least one of the main core competencies: - Communication - Thinking - Personal and Social Bonus: Add a piece of media to your journal as evidence.	- Consider what you have done this school year, what artifact demonstrates your strengths within each one of the core competencies? - Communication: How do you share information with others? Tell a time you used feedback to improve your learning. What does effective group work look like? - Critical Thinking: How did you incorporate other people's ideas/perspectives? How do you know that you were successful in completing a school assignment? - Creative thinking: Where do your ideas come from? How have you used other people's ideas to support your thinking? Describe a time when you helped build upon the ideas of others. - Personal awareness and responsibility: What treasures of gifts to you bring to your class/school community? Give an example of person strength (academic or personal). How do you take ownership of feelings and emotions? - Social responsibility: Talk about a time you made sure everyone was included. Share a time when you used kind questions to learn more about a curiosity you have. - Positive personal and cultural identity: What makes you unique? How do you learn best? What is most important to you?

#15 - Add a completed resume	• **Activity Name**: Resume
	• **Activity Type**: Journal
	• **Instructions**: In your Capstone Portfolio, add the resume you have created within myBlueprint.
	  o First, ensure that you've filled out all sections of your resume in the Work section
	  o Next, open your Capstone Portfolio and click Add Box > Add from myBlueprint. Find your budget on the page and click to add it into your portfolio.
	  o Return to the classes section and click Start Activity to add a journal to your Capstone Portfolio reflecting on these questions.
		- What personal/work experiences have influenced your decisions?
		- Tell me about your strengths and skills.
		- What role is easy for you and hard for you? Why?
		- How has your resume grown (changed) over time?
		- What accomplishment are you most proud of and why?
		- What strategies did you use to create your resume (i.e., how did you keep track of your personal experiences, skill development, and accomplishments?)
		- How do you plan on continuing to build your resume?
		- Why is it important to have an up-to-date resume?

#16 - Add a cover letter, customized to a job posting, related to an Occupation of interest	• **Activity Name**: Cover Letter • **Activity Type**: Journal • **Instructions**: Using Job Finder (Work), locate a job posting related to an occupation of interest. Use the info within the job posting to create a cover letter tailored to the posting. Add that to your Capstone Portfolio. o Open the Work section of your account and click Job Search to find a posting that interests you	- What interests you the most about the job posting you selected? - How did you tailor your cover letter to the job posting you selected? - List three character traits and/or attributes you showcased in your cover letter. - What personal strategies do you use to generate ideas when writing a cover letter? - How did you go about writing this cover letter (i.e., what was your writing process)?

	- o Click on the Cover Letter section to build your cover letter paragraph by paragraph - o Open your Capstone Portfolio and click Add Box > Add from myBlueprint. Find your Cover Letter and click to add it into the portfolio. - o Return to the classes section and click Start Activity to add a journal to your Capstone Portfolio reflecting on these questions.	
#17 - Upload your Post-Graduation plan	*Activity Name*: Post-Graduation Plan *Activity Type*: Media *Instructions*: Using Microsoft Word, write a short paper discussing what your life after grade 12 looks like. Talk about WHO, not what you want to become. Outline your dreams and desires, and more importantly, how you plan to accomplish them. Proofread and revise your document, then click Start Activity here to upload the finished copy to your Capstone Portfolio.	- What was your thought process as you decided what your post-grad plan would look like? - Are you happy with your plan? - What do you see being the biggest obstacle in your way that will prevent you from accomplishing this plan? How do you plan to overcome this obstacle?
#18 - Add a 'personal experiences' Journal entry	*Activity Name*: Extra-Curricular Experiences *Activity Type*: Journal *Instructions*: Write a journal in your Capstone Portfolio detailing how your extra-curricular activities (volunteering, work experience, athletics, clubs, etc.)	- What was your favourite extra-curricular experience? - Do you wish you were more involved? - What were the top 3 skills you developed when participating in extra-curricular activities? - What do you know now about the importance of being involved in the community that you could pass on to younger students?

	have had an impact on future aspirations. Bonus: Add a picture related to one of these activities.	
#19 - Upload an image of self	• **Activity Name**: Image of yourself – Who Am I? • **Activity Type**: Media • **Instructions**: Add your favourite image of yourself to your Capstone Portfolio. Using the description area, talk about: - A proud moment that makes you smile - How you have grown these past few years - What you are most excited about after grade 12	- Who Am I? - What are my opportunities? - Who do I want to become? - What is my plan for achieving my goals?