Students: Scholantis

Self-Assessment of the Core Competencies (SACC)
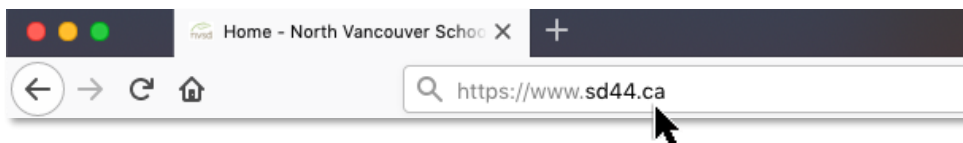
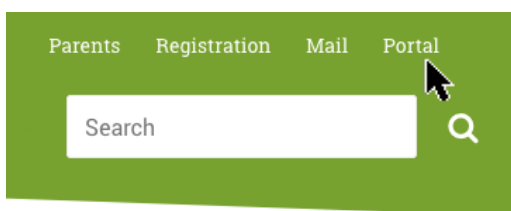# Contents

1.0   Login to the SD44 Portal
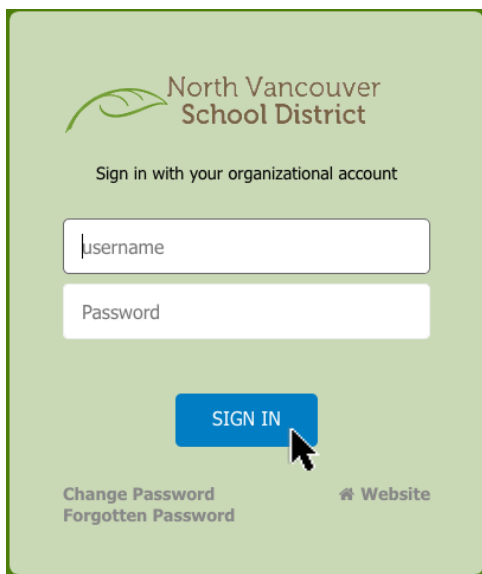
1. In any web browser, go to www.sd44.ca


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)
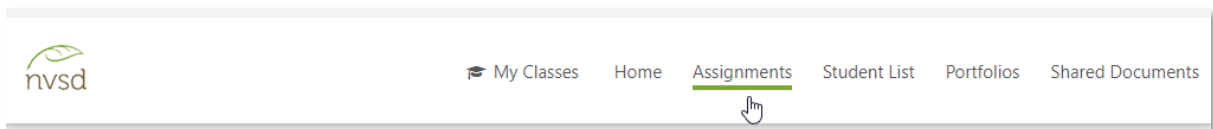

4. Follow your teacher's instruction:

   - If the SACC template is on your teacher's Class site, go to section 2.0 below.

   - If your teacher emails the SACC template to you, go to section 3.0 below.

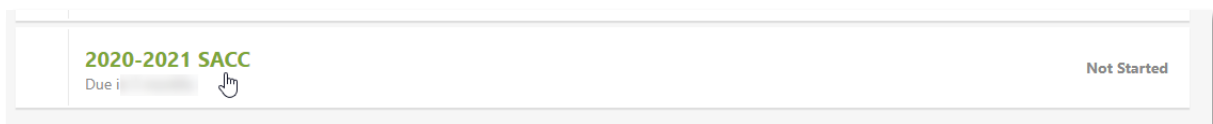## 2.0 Completing your Self-Assessment of the Core Competencies (template is on your teacher's Class Site)

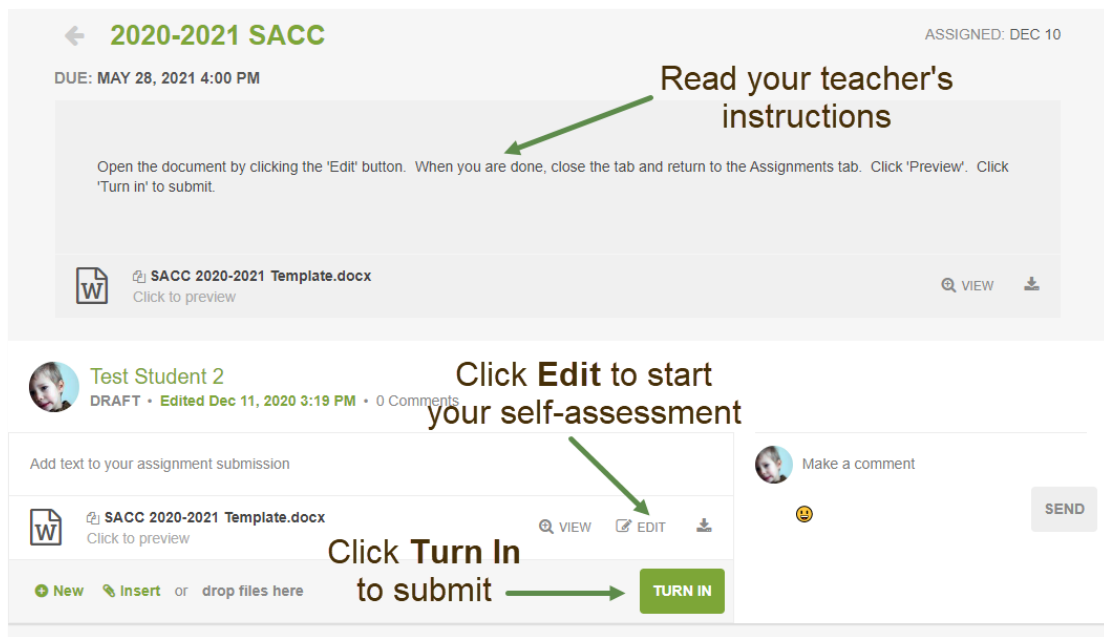1. Click your teacher's class site under "Classes".
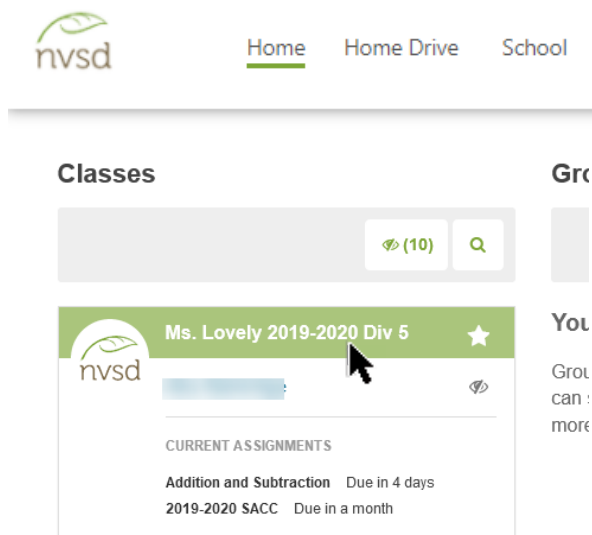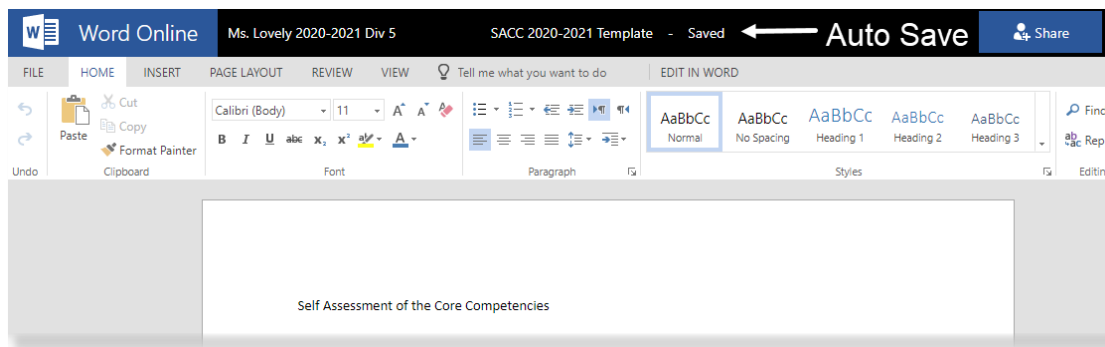

2. Go to Assignments.

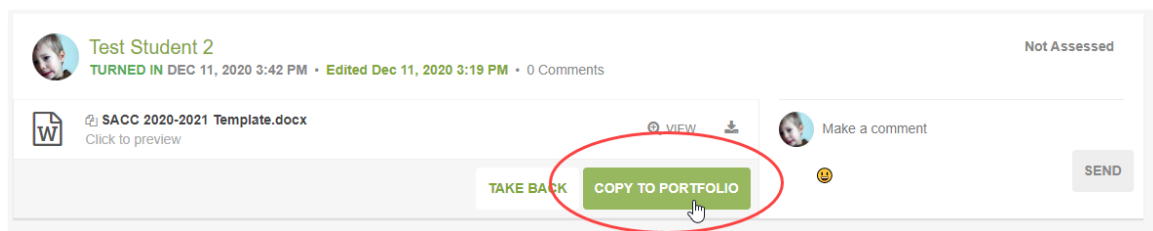3. Click on the *SACC* assignment (i.e. "2021-2022 SACC")
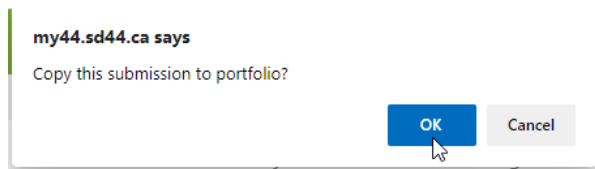
4. Explore the assignment.

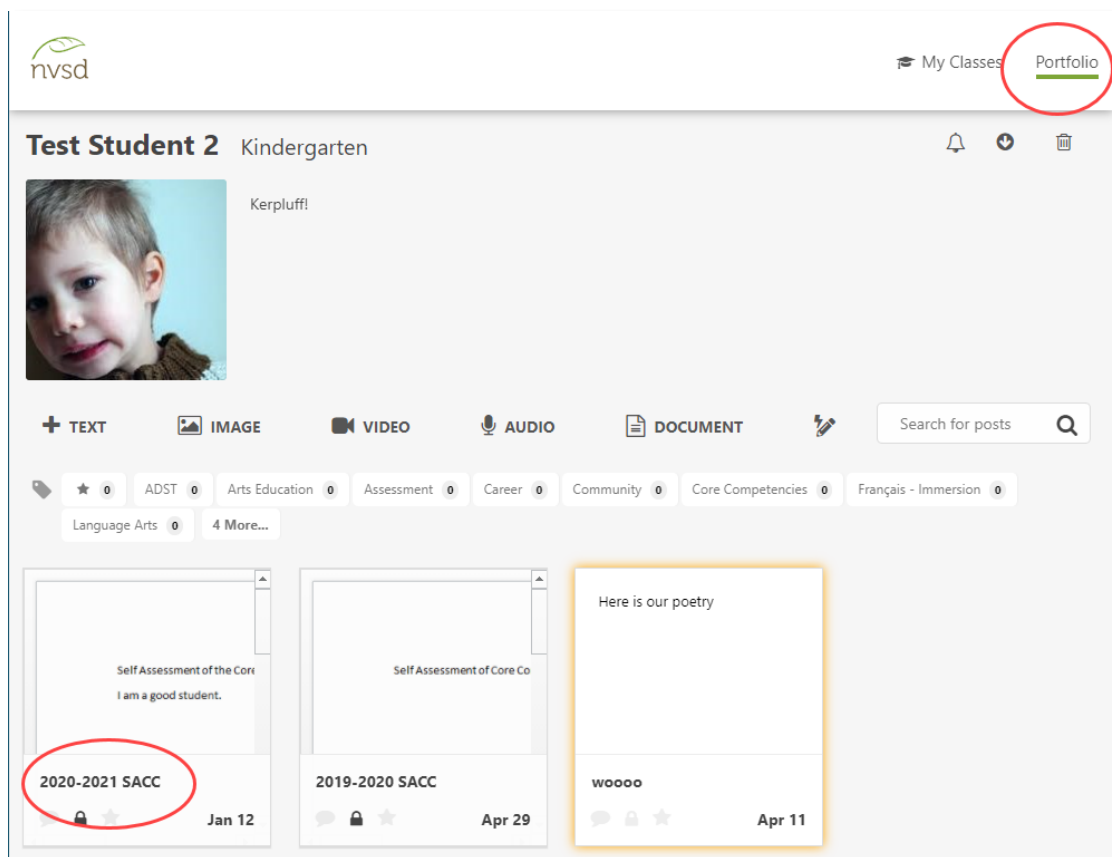5. Complete your assignment online. Document is automatically saved.

6. Close the browser tab when finished. Click *Turn In* to submit your work to your teacher. Then click *Copy to Portfolio*.
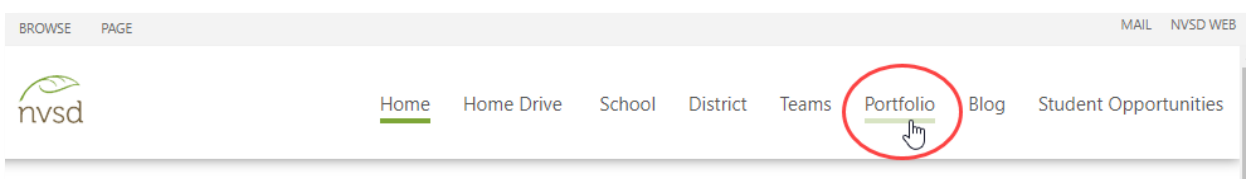
7. Click "OK".

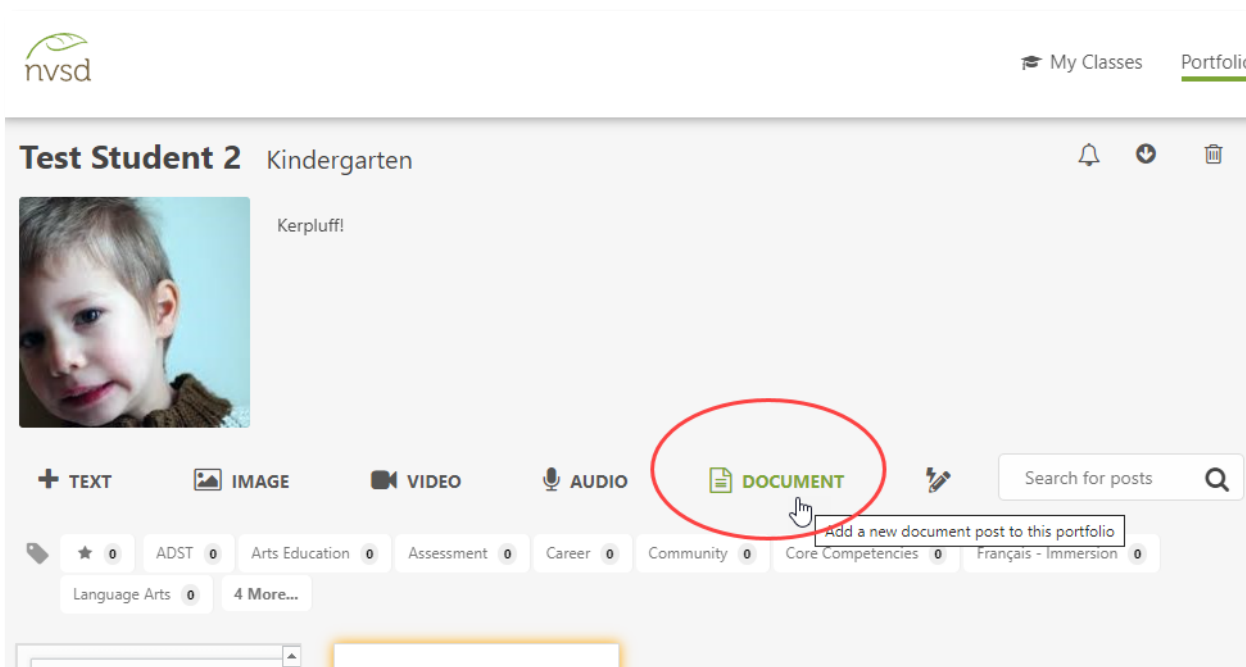8. Navigate to your Portfolio to confirm the file has been copied.

9. You are done!

3.0 Completing your Self-Assessment of the Core Competencies (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. Login and go to the *Portfolio* tab.

3. Click *Document* to add.

4. Change *Post Title* to "2021-2022 SACC"; add the "Core Competencies" tag; and click "Add document" to add your SACC.
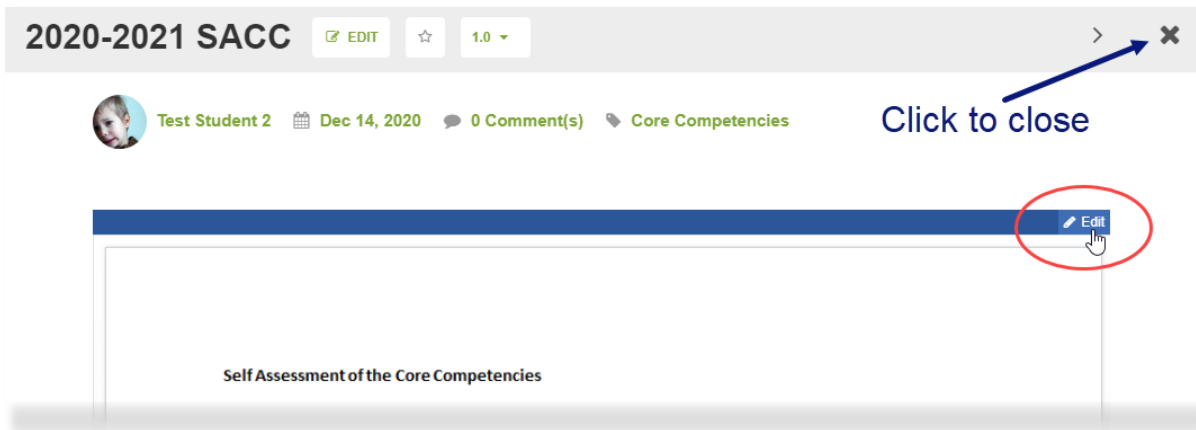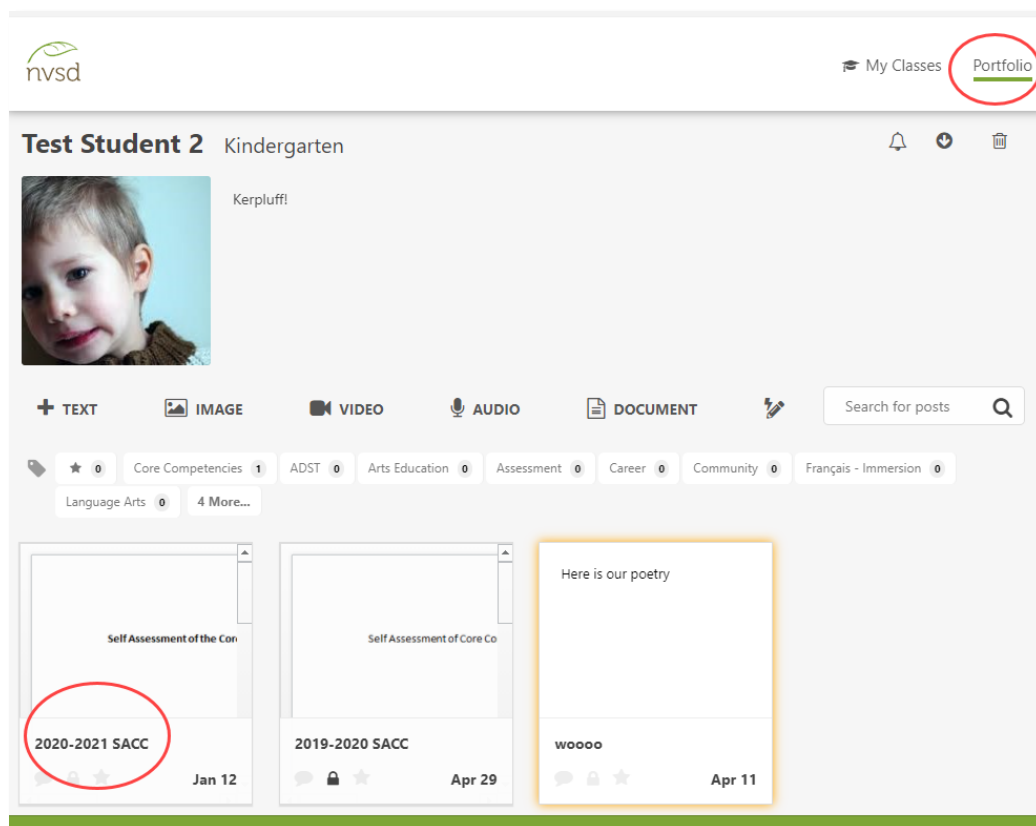

5. Click *Submit*.

6. If you need to review the file; click *Edit* to make changes in Word Online; click the "*X*" to close.

7. Navigate to back to your Portfolio to confirm the file has been uploaded.

8. You are done!