

VIRTUAL PORTFOLIO DEFENSE

THE PATH & PACE

We recommend this "Path Pace" for any context that already has some strong components of a performance assessment system in place. A system that has a graduate profile, shared rubrics, an advisory structure, and a culture of critique and revision can use this as a guide for putting this work into the virtual space.

INCLUDED:

- A "package" for students and Advisors to set them up for success
- A task list for Admin or the Design Team for prep and process
- A timeline for implementation + process built in week-long chunks

WHEN WE SAY "PACKAGE," WE MEAN THE MATERIALS + INFORMATION THEY RECEIVE FOR THE ROLL OUT.

STUDENT "PACKAGE"



- Graduate Profile
- Selected Competencies for Defense
- Handbook + Event Description
- Rubrics
- Advisor Contact
- Timeline
- Planning Tool
- Event Details
- Training in Platform
- Tech check

ADVISOR "PACKAGE"



- List of student Advisees
- Role description/ responsibilities
- Copy of Student Package
- Training on platforms
- Tech Check
- Coaching Protocol for 1-1 sessions
- Planning Tool for self & advisees
- Call Schedule

ADMIN TASK LIST



- Build a Team to hold this project
- Map what needs to happen **before** Week 0
- Purchase/Assemble Tech (as necessary)
- Design "Package for Families"
- Communicate re: Path & Event with all stakeholders
- Select & train Defense Panel Members for the event
- Deliver necessary materials
- Design & communicate resubmission plan
- Design & facilitate reflection & analysis session post-defenses



WEEKLY PLAN FOR ROLL OUT

STUDENTS

ADVISORS

ADMIN

WEEK 0

- Receive student package
- Determine questions
- Begin planning tool

- Contact advisees
- Build a call schedule
- Set up documents/ dashboards for tracking calls

- Set up communication plan for staff
- "Lay down the beat" for how this is messaged to all stakeholders

WEEK 1

- 1-1 Coaching session with Advisor
- discuss what artifacts & reflections you have
- Review your planning tool
- CREW call

- 1-1 coaching session with advisees
- Document advisee progress in dashboard
- Crew call
- Set norms for peer feedback

- Assemble necessary tech
- Leverage all adults to reduce advisory ratios
- Train advisors
- Establish how portfolios will be reviewed

REMEMBER TO CALL UPON COACHES, OFFICE STAFF, COUNSELORS, PARENTS & COMMUNITY MEMBERS

WEEK 2

- 1-1 Coaching session with Advisor
- CREW call
- Peer Feedback session on portfolio progress

- 1-1 coaching session with advisees
- Document advisee progress in dashboard
- Crew call
- Check in call with families

- Design "package for families"
- Determine logistics for defense event
- Schedule defenses
- Assemble panels
- Hold first calibration session
- Design resubmission plan

WEEK 3

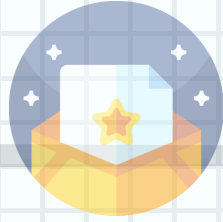
- 1-1 Coaching session with Advisor
- Event practice/ rehearsal with either a buddy or your crew

- 1-1 coaching session with advisees
- Document advisee progress in dashboard
- Set up practices/ rehearsals with buddies or crew

- Communicate around the path and the event with all stakeholders
- Check-in's with advisors
- Hold second calibration session

PEER REHEARSAL & FEEDBACK HAS HIGH IMPACT!

WEEKLY PLAN FOR ROLL OUT



DEFENSE EVENT WEEK!

WEEK 4

- Submit your portfolio 2-3 days before your scheduled event
- Practice & Prep
- Tech check
- Confirm logistics

- Collect & review portfolios
- Tech check
- 1-1 calls with advisees for last prep
- Communicate with parents re: event
- Confirm logistics

- Deliver necessary materials (rubrics, etc)
- Promote event
- Check-in's with advisors
- Calls home to families as necessary

WEEK 5

- Celebrate all of your hard work!
- Crew call to debrief experience & share shout out's/ appreciations
- Thank you's for panelists

- 1-1 calls with advisees needing to resubmit to make a plan
- Communicate with parents about resubmissions
- Celebrations for passing advisees
- Crew call

- Communicate with stakeholders about resubmissions
- Co-design reflection & analysis PD session with staff & relevant stakeholders

STAFF REFLECTION & ANALYSIS OF DEFENSES

WEEK 6

THE PROCESS

- What innovations should be celebrated? What was challenging?

THE LEARNING

- What did we hear from students about what they know, & how they learned it?
- What did we learn about our instruction/curriculum?
- How did we as a staff collaborate together?

THE DATA

- How might we use portfolio defenses to guide how we assess student learning for this year, and inform teaching & learning for next year?
- How does this experience inform our defenses and school model moving forward?

WHAT DATA DOES SBAC/ OTHER TESTING PROVIDE FOR YOU, AND HOW MIGHT PORTFOLIO DEFENSES OFFER SIMILAR DATA?

