Portfolio Samples
Now in MySprings!
<mark>THIS DOC IS NOT FOR PARENTS/STUDENTS</mark>

New for 25/26 - Time Value Required - See further details below.

This includes Academies, Homeschool, ILP, and *Seat-based academies that must provide samples for IS students*.

*If you are a TOR and cannot access your roster, are missing students, or students are missing courses, etc. please fill out a Portfolio Help Ticket in MySprings
https://help.springscs.org/hc/en-us/requests/new?ticket_form_id=28279676584731

Portfolio Sample Assignment Directions For STUDENTS/PARENTS

Sample directions for parents/students: these include written and video instructions
📄 **Student/Parent TK-12 Online Portfolio Instructions (Academies)**
📄 **All ILP K-12 Parents Online Portfolio Instructions**

.   **<u>How many samples:</u>**

Grades TK-8 - A sample is required for each course/subject if a student has attended 20 or more school days. If a student has attended 19 or less school days, only 2 samples are required.

Grades 9-12 - A sample is required for each course. This should total 5 samples for Fall and 5 samples for Spring. If a student attempts 3 courses in the Fall - then a total of 5 samples across those 3 subjects are required.

*** Additional details can be found below under "How Many Samples are Needed?"

Key Elements to a Portfolio Sample:
Student's name, Date of work completed, Grade, Body of Work
- The student's name **should** be visible **on** the sample. (Best practice is for the name to be on the sample; it is ok if it's not on the sample.)

- **For IS academies and ILP** - *Work must be completed on a school day*. If the date on the sample is a non-school day, that sample cannot be used.
- **For Seat-based academies -** The work **must** be dated with a date that the student was marked **Present - IS**
- **The sample can be graded on the sample itself or in MySprings.**
  - ➤ **For TK - 8** - A grade or Complete/Incomplete must be toggled in MySprings. In addition to the status in MySprings, a grade **can** also be added to the work sample as a check mark, smiley face, 9/10, etc. Anything that indicates that the teacher reviewed the work.

  - ➤ **For High School:** Each sample must be graded with a letter grade, percentage, etc. High school cannot use complete/incomplete as a grade. This must be toggled in MySprings.

- Sample must be of the student's work. Results from diagnostic tests etc are not acceptable.

NOTE: Fall samples must be uploaded to a date prior to Jan 16, 2026. Spring samples must be uploaded to Jan 16, 2026 or later.

Time Value: Time value is the total minutes the teacher has assigned to the sample of work. The time value does not reflect how long a student took to complete the assignment.

Time value represents the total number of minutes the teacher has designated for the work sample. It does not indicate the actual amount of time the student spent completing the assignment.

Date * (Required)

Select a date

Grade is on the work sample * (Required)

Select an option

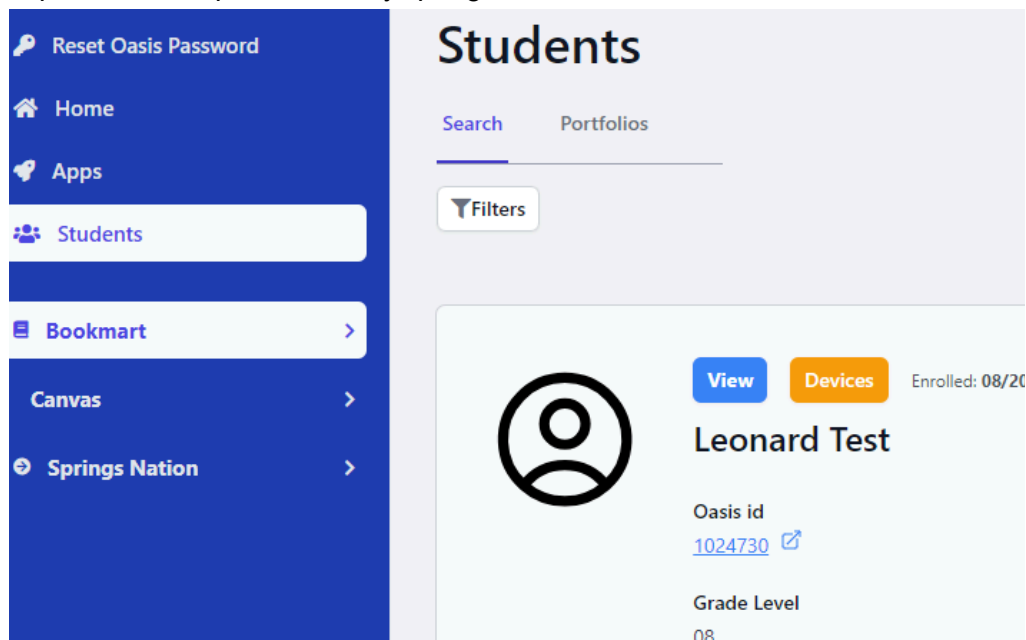**Time Value * (Required)**

Notes

Any additional notes?

Choose Option:

Upload File   Use Webcam

Where the Samples Must be Uploaded:

Each sample must be uploaded in MySprings under Students on the left-hand side:

Reset Oasis Password

Home

Apps

Students

Bookmart

Canvas

Springs Nation

Students

Search   Portfolios

Filters

View   Devices   Enrolled: 08/20

Leonard Test

Oasis id
1024730

Grade Level

08

IMPORTANT: This is the only area where samples can be collected. The sample can exist in multiple courses/places, but this is where it must be uploaded to count as a sample.

Portfolio Sample Assignment Directions For STUDENTS

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Portfolio Sample Assignment Directions For TEACHERS

What if the TOR/ES needs to upload the samples?

Please note: We want students and parents to upload portfolio samples whenever possible. It is expected that students and parents learn how to use MySprings and know how to submit assignments. Please refer parents and students to the directions which explain the process step-by-step.

If a student cannot turn in the sample or the student leaves Springs before they are able to submit the sample, ESs/Homeroom teachers/TORs/Directors/Principals etc will be able to upload samples for them in MySprings

NOTE: Dropped student portfolios are always available to view in MySprings or OASIS even after the student leaves Springs.

<p align="center">**How many samples are needed?**</p>

- **1 sample per course is required for each semester**
  TK - 8 - This will generally be 5 samples for Fall and 5 samples for Spring. 1 for each subject.

  High school - 1 sample per course. If the student takes 8 courses in the fall semester and receives a grade or credit for that course, a sample is required for each of those courses. If the student attempts 2 courses in the Spring, then a total of 5 samples across those 2 subjects is required.
  ****High School - Additional samples can be added to the course by clicking on the plus sign to add more samples.**

Exceptions: If a student attended 19 days or less, only 2 samples are needed. Keyword: Attended. If the student was enrolled for 35 days, but was only given credit for 19 days of attendance, that equals 2 samples.

***Seat-Based Teachers** - Samples must be dated on an IS day. - If a student never takes an IS day, no samples are needed.

- If the student takes between 1-19 IS days, 2 samples are needed for TK - 12.
- If a TK - 8 student takes 20 or more IS days in a semester, you will need to provide 1 sample for each course if TK-8.
- High School - If a 9-12 student takes 20 or more IS days in a semester a minimum of 1 sample per course for a total of 5 samples. If the student is only enrolled in 3 courses, you will still need to upload a total of 5 samples.
- **The most important thing for seat-based portfolio samples is that the date on the sample is from an IS day.**

How teachers and administrators can review Portfolio Samples

Teachers can review uploaded document samples through MySprings. The full roster of Active and Exited students will appear.
*Transferred students will be viewable in OASIS

Teachers and administrators will have the ability to search for particular students via the filter feature.
- A report will be available before samples are due in the fall.

- For ILP and IS Academy students, there will be red flags next to each course to indicate if a sample needs to be uploaded and for which semester:

Once a sample has been uploaded, the file, date, the name of the person who uploaded the sample TOR/ES name, notes, and grade will appear.

Teachers will have the ability to Deny the sample. This will send an email to the person who uploaded the sample, along with the teacher, with a reason as to why it was denied.

Electives (Life Skills & Special Interests)
⚠ 1 work sample(s) required for Spring   **+**

File Name	Work Sample Date	Uploaded	Notes	Grade	TOR	
20240724_150622.jpg	08/20/2024 for Fall	- 08/09/2024 03:56PM	I don't have the picture upload form, hope this is ok.	Select a gra ⌄	.	Deny

History
⚠ 1 work sample(s) required for Spring   **+**

File Name	Work Sample Date	Uploaded	Notes	Grade	TOR	
1723244311323330446920094161 0994.jpg	08/22/2024 for Fall	- 08/09/2024 03:58PM		Select a grade ⌄		Deny

If a teacher adds a note via Teacher note, it is only visible to the teacher or classified staff.

Semester: Fall
Date: 08/20/2024 ✎

[Add Teacher Note]