

# How To Use This CD



With the **Learning in Action Project Pack—Experience Learning: Individual Project**, students work individually, linking non-school activities or projects to specific academic skill-building, using a Portfolio of Work to structure, document, and demonstrate learning. This academically grounded approach may be used where students can earn academic credit for applied learning during out-of-school hours.

The CD is designed as a guide that you can customize, then print out to make your own program manual. Print the pages, binder cover, spine, and back cover for easy referencing and use. In each part of the guide you'll find call-out boxes with examples, discussion questions, and reflection tools. Bring these thinking tools to colleagues and staff in trainings and meetings, and use the ideas to inspire actions that really work.

## TOOLS ON THE CD

The CD format of *Experience Learning: Individual Project* lets you create your own customized version of the tools and guides. Insert your program name, put customized copy into letters, fill in charts, create your own checklists, and print out the handouts you need, when you need them.

On this CD, you will find 2 types of files:

1. **PDF files** marked with this icon  are print-and-go documents such as worksheets, lists, and handouts that cannot be altered. They are designed to be ready-to-use.
2. **Word Documents** are marked with this icon  and are fully customizable. You can change copy, fonts—anything on the sheet! Or, you can print them out as blanks and fill them in as reflections or worksheets.