



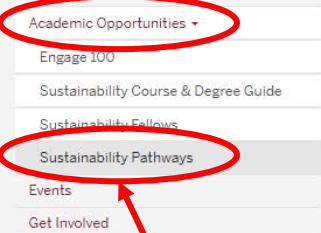
# Sustainability Pathways

## FSU Student Guide

Updated 4/11/22

# Step 1: Enroll

## 1. Navigate to the “STUDENTS” tab



## 2. Select “Academic Opportunities” and “Sustainability Pathways”

## Sustainability Pathways

View New draft Delete Revisions



**SUSTAINABILITY PATHWAYS ALLOW STUDENTS OF ANY MAJOR TO SHOWCASE THEIR SUSTAINABILITY KNOWLEDGE, ENGAGEMENT, AND LEADERSHIP SKILLS BOTH IN AND OUT OF THE CLASSROOM**

## 3. Scroll down the page to find the link to enroll!

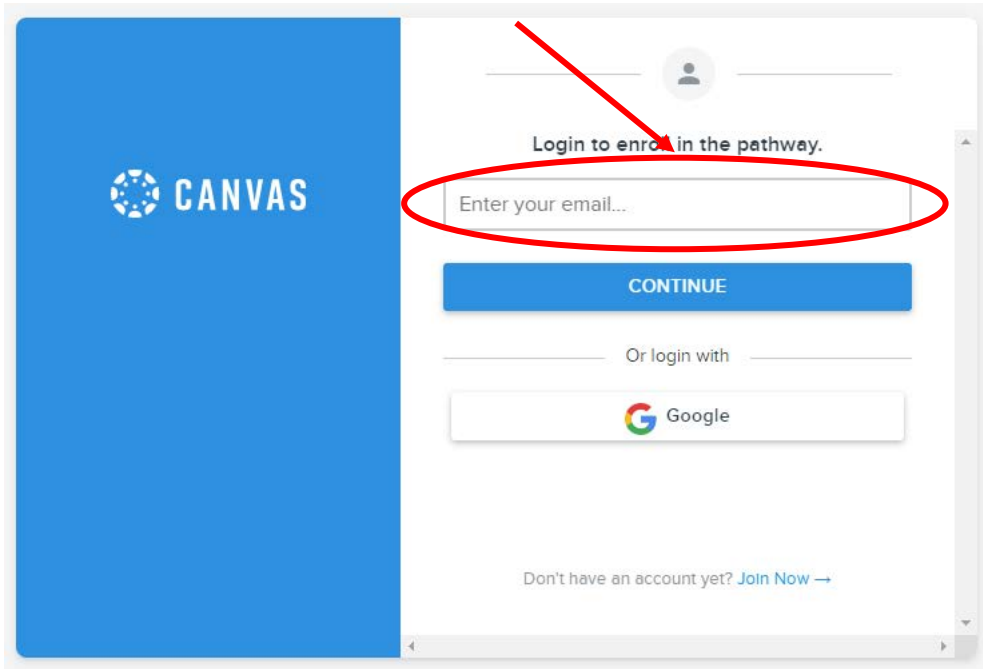
### ENROLL IN THE SUSTAINABILITY PATHWAYS PROGRAM

The Sustainability Pathways program is hosted through the online Portfolium platform. Click the link below to be redirected to the Sustainability Pathways Portfolium page to start tracking your sustainability accomplishments!

Enroll today at: [portfolium.com/pathway/enroll](https://portfolium.com/pathway/enroll)

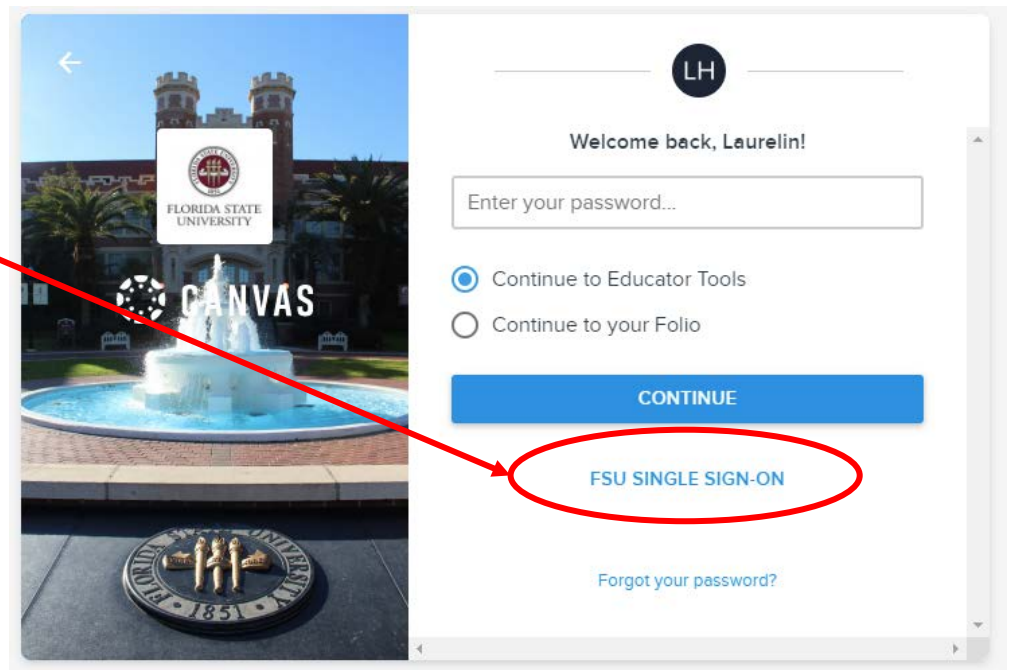
# Step 2: Sign in

## 1. Enter your email



The image shows the Canvas login interface. On the left is a blue sidebar with the Canvas logo. The main content area has a white background. At the top, there is a user icon and the text "Login to enroll in the pathway." Below this is a text input field labeled "Enter your email...". A red circle highlights this input field, and a red arrow points to it from the top left. Below the input field is a blue "CONTINUE" button. Further down, there is a section for "Or login with" featuring a Google logo. At the bottom, there is a link that says "Don't have an account yet? Join Now →".

## 2. Select 'FSU SINGLE SIGN-ON'



The image shows the Canvas login interface for a user named Laurelin. On the left is a vertical image of the Florida State University campus with a fountain and a seal. The main content area has a white background. At the top, there is a user icon with the initials "LH" and the text "Welcome back, Laurelin!". Below this is a text input field labeled "Enter your password...". There are two radio button options: "Continue to Educator Tools" (which is selected) and "Continue to your Folio". Below these options is a blue "CONTINUE" button. A red circle highlights the "FSU SINGLE SIGN-ON" link below the "CONTINUE" button, and a red arrow points to it from the left. At the bottom, there is a link that says "Forgot your password?".

# Step 3: Start your Pathway

## 1. Read 'About the Pathway'

< Tasks

### Sustainability (Updated)

0%

3 Milestones

23 Requirements

GET STARTED ↓

CREATED BY  
FLORIDA STATE UNIVERSITY  
Florida State University

ASSIGNED TO  
LH  
Laurelin Haas

**About the pathway**

Awarded By:  
Sustainable Campus

Learning Pathways:

- Sustainability Scholar (Curricular Sustainability Engagement)
- Sustainability Citizen (Extracurricular Sustainability Engagement)
- Sustainability Leader (Curricular and Extracurricular Sustainability Engagement)

About:  
The Sustainability Pathways program recognizes students as they grow in their sustainability content knowledge and practical experience. Employers are increasingly looking to hire

Chat with an Expert

# Step 4: Start your submission

1. Click on a 'Get Started' icon to begin your submission

**Earning Path**

MILESTONE 1 OF 3

## Sustainability Citizen

Complete at least 5 of 17 requirements

Requirements:

- Complete 5 of the available options in research, leadership, activism, volunteerism, communication, and other areas of service [Read More](#)

**Skills**

Critical Thinking & Complex Problem Solving Skills

Gardening Volunteer Experience

Leadership and Mentoring

Waste Management Food Systems

Research & Analysis

Professional Communication

Critical Thinking and Analytical Skills

Leadership Networking

Civic Engagement & Social Responsibility

Writing and Communication

Cross-Cultural Collaboration

**Sustainability Fellow** >  
Project

**Get Started**

**Student Organic Gardener** >  
Project

**Get Started**

The screenshot shows a progress bar for the 'Sustainability Citizen' milestone. A vertical timeline on the right indicates progress through three milestones: 'Sustainability Citizen' (marked with a flag icon), 'Sustainability Fellow' (marked with a checkmark), and 'Student Organic Gardener' (marked with a checkmark). The 'Get Started' buttons for both the 'Sustainability Fellow' and 'Student Organic Gardener' projects are circled in red.

# Step 5: Read the submission instructions

## 1. Read the submission instructions

< Sustainability (Updated)

REQUIREMENT

### Student Organic Gardener

STATUS **Not Started** SCORING TYPE **Pass / Fail** ASSIGNED TO **Laurelin Haas**

**Instructions**

The Seminole Organic Garden gives participants hands-on experience with organic methods of agriculture that aid in the preservation of local biodiversity. Students, staff, and faculty are encouraged to learn the ins and outs of gardening and grow food using sustainable methods.

REQUIREMENT

- Complete 20 cumulative hours of volunteer service with the Seminole Organic Garden over the course of an academic career.

SUBMISSION INSTRUCTIONS

1. Upload your response to the following prompt: "In approximately 300 words, describe what you learned from your experience with the Seminole Organic Garden and how your service related to sustainability." (Remember that sustainability has three dimensions: environmental, social, and economic.)

***\*This is the vital part that tells you what to submit***

Skills

Gardening Volunteer Experience

**Start Requirement**

or **start with an existing project**

**2. Click 'Start Requirement'**

# Step 6: Complete your submission

## 1. Click 'View instructions' if you need to remind yourself what to submit

Student Organic Gardener

Sustainability (Updated) • [View instructions](#)

**Attachments**

- Upload files** .pdf, .doc, .xls, .ppt, .mp3, .psd, etc.
- Paste a link** YouTube, Prezi, or any website
- More options** Google Drive, Dropbox, etc.

**Project Strength**

**Attachments**

Showcase artifacts and work samples from your project. Upload files, import them from services like Google Drive, or add a link to any website.

**Link examples:**

- youtube.com/watch?v=id
- github.com/myrepo
- sketchfab.com/models/id
- medium.com/article

## 2. The full instructions will open on the left side of the screen.

**Student Organic Gardener**

The Seminole Organic Garden gives participants hands-on experience with organic methods of agriculture that aid in the preservation of local biodiversity. Students, staff, and faculty are encouraged to learn the ins and outs of gardening and grow food using sustainable methods.

**REQUIREMENT**

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**SUBMISSION INSTRUCTIONS**

1. Upload your response to the following prompt: "In approximately 300 words, describe what you learned from your experience with the Seminole Organic Garden and how your service related to sustainability." (Remember that sustainability has three dimensions: environmental, social, and economic.)

# Step 6: Complete your submission

## 3. For this milestone, only a Description is needed

### Attachments

	<a href="#">Upload files</a>	.pdf, .doc, .xls, .ppt, .mp3, .psd, etc.
	<a href="#">Paste a link</a>	YouTube, Prezi, or any website
	<a href="#">More options</a>	Google Drive, Dropbox, etc.

### Category

### Description

Describe your project...

Insert link into description

## 4. Respond to the prompt in this text box



# Step 6: Complete your submission

## 5. OPTIONAL: Add relevant Skills, Tools or Software, Teammates, and Tags

### Skills, Tools or Software

Search for a skill to add...



Advertisements +

3D Modeling +

Excel) +

Etiquette +

Group Work +

Microsoft Office +

POS +

Teamwork skills +

Problem Solving +

Quickbooks +

### Teammates

Search for a teammate to add...



### Tags

Search for a tag to add...



#education +

#leadership +

#assessingcriticalthinking +

#training +

#org\_professionole\_ready\_2020\_p3 +

#educ20 +

#1 +

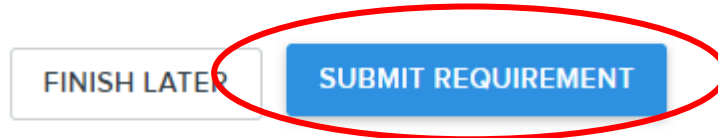
#fluhonorscollegeportfolio +

#fluhonorscollege +

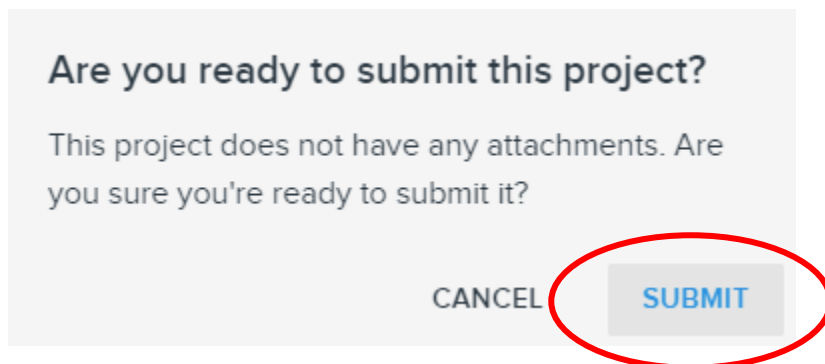
#hc2017 +

# Step 6: Complete your submission

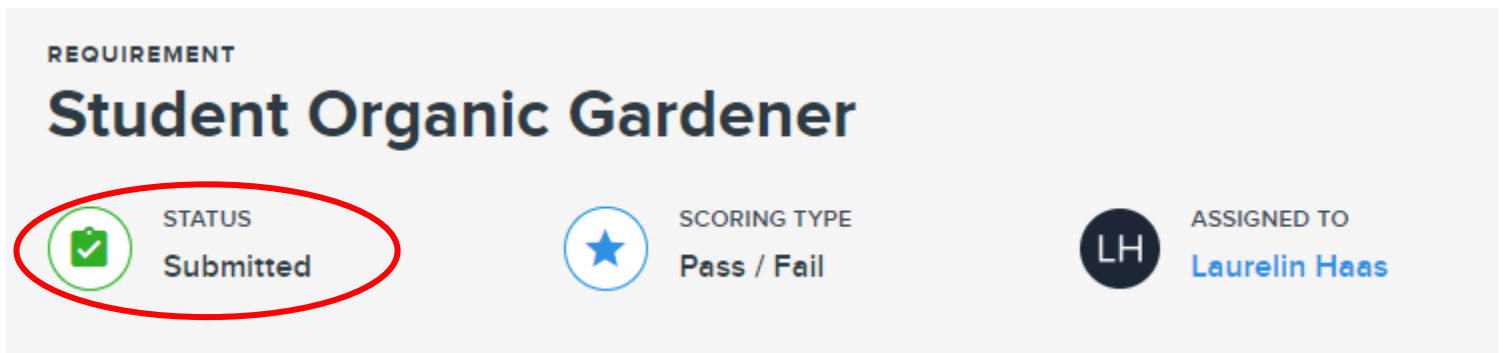
6. Click 'SUBMIT REQUIREMENT'



*\*If you didn't attach a file, you'll be prompted to hit 'SUBMIT' again*

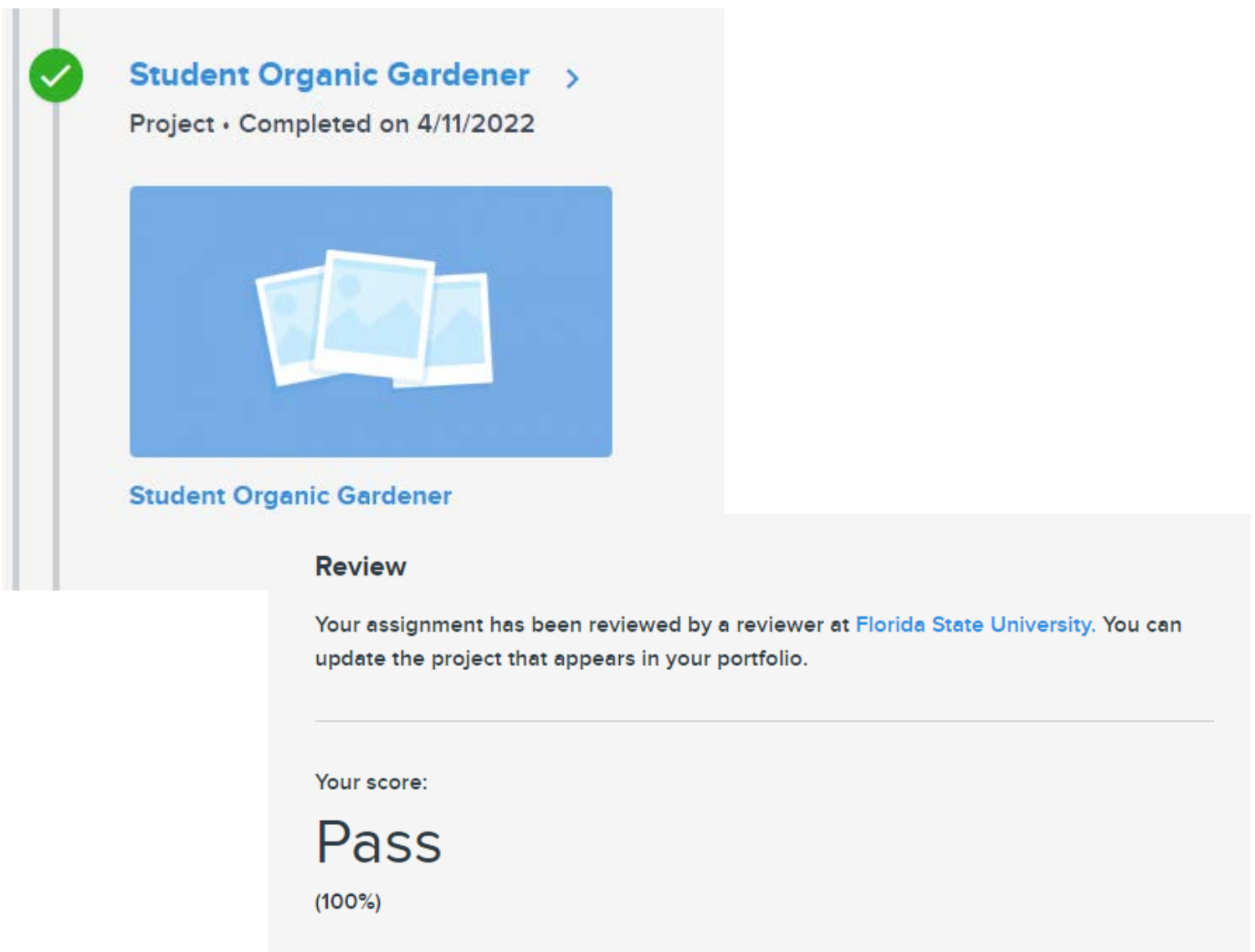



7. You will see that your status has been changed to 'Submitted'




# Step 8: Submission results

1. If your submission has been approved, your Pathway will have a green check mark and your score will say 'Pass'



 **Student Organic Gardener** >  
Project • Completed on 4/11/2022



**Student Organic Gardener**

**Review**

Your assignment has been reviewed by a reviewer at [Florida State University](#). You can update the project that appears in your portfolio.

---

Your score:

**Pass**  
(100%)

# Step 8: Submission results

2. If your submission has been denied, your Pathway will have a gray check mark and your reviewer will request revisions

✓ **Sustainability Fellow** >  
Project • In progress



## Review

The reviewer has requested revisions based on the feedback below. You must now make the necessary changes to your project and re-submit.

“ Please upload the assigned attachment.



**Reviewer**

4/11/22 at 2:24PM

# Step 9 (Optional): Revise your submission

## 1. Review your submission and 'UNSUBMIT REQUIREMENT' if revisions were requested

### Review

The reviewer has requested revisions based on the feedback below. You must now make the necessary changes to your project and re-submit.

“ Please upload the assigned attachment.

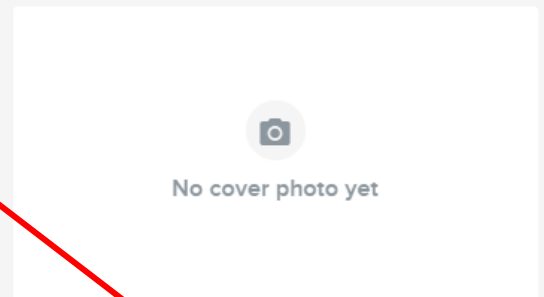


Reviewer

4/11/22 at 2:24PM

### Instructions

The Sustainability Fellows program provides an opportunity for students of any discipline to participate in furthering sustainability efforts on the FSU campus and in the Tallahassee community. Sustainability Fellows can be selected from any major or field of study. Fellows work in collaboration with campus, community, and business partners to actively engage in research, propose strategies, and identify opportunities for sustainability issues.



Sustainability Fellow

0 Attachments • Last modified 4/11/22

**RESUBMIT REQUIREMENT**

EDIT REQUIREMENT

***\*Your reviewer will outline the necessary changes needed. Follow the previous steps to re-submit your edited materials.***

# Step 10: Continue your journey!

1. To return to your Pathway from Portfolium, select 'Tasks' and 'Sustainability (Updated)' OR revisit the Sustainable Campus website

The screenshot shows the Portfolium interface. At the top, a dark navigation bar contains several icons: Home, Discover, Jobs, **Tasks** (circled in red), Notifications, Apps, and Me. Below the navigation bar is a search bar for tasks. The main content area is titled 'Tasks' and features a section for 'Pathways' with a filter set to 'In Progress'. There are four pathway cards displayed in a grid:

- Fiscally Fit 2021 - 2022**: Participants awarded a Fiscally Fit badge have engaged in a minimum of three Fiscally Fit workshops/webinars that cover... 2 Milestones, 4 Requirements.
- Master Microsoft Excel**: The Master Microsoft Excel pathway participants have the opportunity to earn three badges, Excel Pro, Excel Expert, and Excel Master. This pathw... 4 Milestones, 10 Requirements.
- Sustainability (Updated)**: Awarded By: Sustainable Campus Learning Pathways: • Sustainability Scholar (Curricular Sustainability Engagement) • Sustainability Citizen... 3 Milestones, 11 Requirements. (This card is circled in red).
- Sustainability**: Awarded By: Sustainable Campus Learning Pathways: • Sustainability Scholar (Curricular Sustainability Engagement) • Sustainability Citizen... 3 Milestones, 11 Requirements.

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