

## Steps to Complete the BHS ILP Process

- 1) Work to complete your grade specific planning milestones @ [www.waytogori.org](http://www.waytogori.org)
- 2) When all your planning milestones are complete, enter your BHS ILP in the Way to Go website
- 3) In the upper right-hand corner of the page is a link to PDF the page (note: you may have to disable pop up blockers to complete the PDF process), click on the PDF link
- 4) Follow the prompts to PDF the page. When complete save the PDF to your student drive, or an external hard drive.
- 5) Log out of Way to Go RI
- 6) Log into your Digital Portfolio at Richer Picture
- 7) Under your assignments locate the ILP assignment
- 8) Upload your ILP PDF into the ILP assignment. Be sure to complete the summary and reflection.