

Attaching Standards & Reflections to Artifacts

1. Log into PASS-PORT <https://selu.pass-port.org>
 - **Username:** W#
 - **Password:** pass-port (1st time only) – you will be required to change it when you get in
2. Click the **FOLIOS** tab at the top of the page, and then click on your current Portal Folio.

PORTAL FOLIOS		CREATE FOLIO	VIEW ARCHIVE ?
▼ Date	Portfolio Name	Status	
6/12/12	Portal II: Introductory [Properties Delete]	Open for editing	

3. Scroll down the page until you see the artifact that was previously uploaded from the Artifacts bin.

[Preview and Apply Skins](#)

[Add Artifact From Bin](#)

SORT TYPE NAME

1  [Teacher's Annual Workshop](#)
[View | Rename | Add Standards | Add Reflection | Delete]

4. After locating your artifact, click on the [Add Standards](#) link located underneath the filename. A new window will pop up on your screen. Look for the box with the “Select a standards body from the list below.”

Select a standards body from the list below.

None

5. Click the down arrow next to the drop down box. Select “INTASC: New Teacher Assessment and Support Consortium-COEHD” for undergraduates, and “NBPTS: General Propositions-SELU” for graduates. Suggestion: Choose one or two standards for the artifact. Once you have added the standard(s), click . The standard(s) are now attached to your artifact and you now are back in your Portal Folio.
6. To view the standards that you have just added or to change the standards; just click on the [Add Standards](#) link, and from there you will be able to make any additions or changes as

needed. In order to add a reflection to your artifact, click on the [Add Reflection](#) link located below your artifact file name. A screen will appear that allows you to type in your brief artifact reflection. Your reflection should state the reason for choosing the standard and show understanding of the standard. Click to return to your Portal Folio.

Edit Artifact Reflection

For

Eraser this and add your reflection here.