

Completing Portal III: Developing

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

Before working on your current portal gather all of the files that you will need to submit the portal. In order to enter the artifacts into the PASS-PORT portal, you must follow the following steps:

1st: Upload the artifact into Pass-Port

2nd: Once inside the portal click the “Add Artifact from Bin” button and add the artifacts

3rd: Once the artifacts have been uploaded, attach your standards and reflections by clicking the links below the file name.

2. Click the **FOLIOS** tab at the top of the page, and then click on your Portal III: Developing.




PORTAL FOLIOS			CREATE FOLIO	VIEW ARCHIVE ?
▼ Date	Portfolio Name	Status		
8/1/12	Portal III: Developing [Properties Delete]	Open for editing		

3. Scroll down the page to the Requirements Section. When you take EDUC 326/328/323/490/415, you will attach an implemented lesson plan artifact to the “Implemented Lesson Plan Unit Assessment Item” and submit to the faculty member who teaches the class. Please Note: You should complete and submit your Implemented Lesson Plan during Methods 1 or Methods 2 as directed by your instructor EDUC 326/328/323/490/415. **Please remember to add the appropriate standard & reflection BEFORE attaching and submitting the artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.**



Attach Artifact	
Unit Assessment Item	Description
Implemented Lesson Plan	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
File	Once complete attach here and submit to your instructor.


4. When you take EDUC 326/328/323/490/415, you will attach your methods assessment plan artifact under the “Assessment Plan: Methods Unit Assessment Item” and submit to the faculty member who teaches the class. Please Note: You should complete and submit your Assessment Plan: Methods during Methods 1 or Methods 2 as directed by your instructor EDUC 326/328/323/490/415. **Please remember to add the appropriate standard & reflection BEFORE attaching and submitting the artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.**

Unit Assessment Item	Description
 Assessment Plan: Methods	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
File	Once complete attach here and submit to your instructor.

5. When you take EDUC 326/328/323/490, you will attach and submit the lesson plan under the “LCET Summative Evaluation: Content or Developing Methods Unit Assessment Item” that you taught when you were observed to your faculty member who teaches the class. The faculty member will complete a LCET Summative Evaluation: Content or Developing Methods evaluation for your submitted artifact under the “LCET Summative Evaluation: Content or Developing Methods Unit Assessment Item.” Please Note: this should be completed and submitted during Methods 1 as directed by your faculty member. **Please remember to add the appropriate standard & reflection BEFORE attaching and submitting the artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.**

Unit Assessment Item		Attach Artifact
	Description	
 LCET Summative Evaluation: Content or Developing Methods	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**	
	Your reflection should state the reason for choosing the standard and show understanding of the standard.	
Required Artifact Type		
File	Once complete attach here and submit to your instructor.	


6. When you take EDUC 484/490/415, you will attach and submit the lesson plan under the “LCET Summative Evaluation: Capstone Methods Unit Assessment Item” that you taught when you were observed, to your faculty member who teaches the class. The faculty member will complete a LCET Summative Evaluation: Capstone Methods evaluation for your submitted artifact under the “LCET Summative Evaluation: Capstone Methods Unit Assessment Item.” Please Note: this should be completed and submitted during Methods 2 as directed by your faculty member. **Please remember to add the appropriate standard & reflection BEFORE attaching and submitting the artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.**

Unit Assessment Item		Attach Artifact
	Description	
 LCET Summative Evaluation: Capstone Methods	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**	
	Your reflection should state the reason for choosing the standard and show understanding of the standard.	
Required Artifact Type		
File	Once complete attach here and submit to your instructor.	


7. The final 4 artifacts in Portal III: Developing are submitted to your advisor or completed by you during the semester you portfolio is due, by the portfolio due date for that semester.
- Create the Reflective Summary using the Portfolio Reflective Summary Guidelines found on the SLU PASSPORT Help page (http://www.selu.edu/acad_research/colleges/edu_hd/passport). Upload to the Artifacts bin and then into your portfolio. Submit under the “Reflective Summary (PIII) Unit Assessment Item” to your Advisor.

Unit Assessment Item		Attach Artifact
	Reflective Summary (PIII)	Description
	Required Artifact Type	Please attach your Reflective Summary artifact here and submit to your advisor or designated evaluator.
	File	

- Choose ONE sample of a completed field experience and submit under the “Field Experience (PIII) Unit Assessment Item” to your advisor. **Please remember to add the appropriate standard & reflection BEFORE attaching and submitting the artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.**


Unit Assessment Item		Attach Artifact
	Field Experience(PIII)	Description
	Required Artifact Type	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
	Field Experience	Your reflection should state the reason for choosing the standard and show understanding of the standard. **Candidates** Please upload ONE sample of a completed field experience to be submitted to your advisor or designated evaluator.

- Choose ONE sample of a completed professional development activity and submit under the “Professional Development Activity (PIII) Unit Assessment Item” to your advisor. **Please remember to add the appropriate standard & reflection BEFORE attaching and submitting the artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.**

Unit Assessment Item	Description
 Professional Development Activity(PIII) Required Artifact Type Professional Development	<div style="text-align: right;">Attach Artifact</div> <p>** Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p> <p>** Candidates** Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.</p>

- Complete and submit the LASS: Louisiana Supplement Standards Survey when you submit your Reflective Summary, Field Experience and Professional Development to your Advisor.

 Portal Survey LASS: Louisiana Supplement Standards	Answer Form
--	-----------------------------

After you have all Green Checks  on **ALL** Requirements AND **Status: Requirement Passed**, then you should click the [Submit For Review](#) button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio and you are ready for the next portal folio. This places your name on the report of passed portals required to enter Student Teaching/Internship.

Once you have passed a portal folio, it is *your responsibility* to create the next one and begin entering artifacts. To do this: Click the [CREATE FOLIO](#) link beside the Portal Folios. This should automatically create your next folio.

PORTAL FOLIOS			CREATE FOLIO	VIEW ARCHIVE
▼ Date	Portfolio Name	Status		

NOTE: If there is a **Status: Unmet** under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.