


Completing Portal II: Introductory

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:

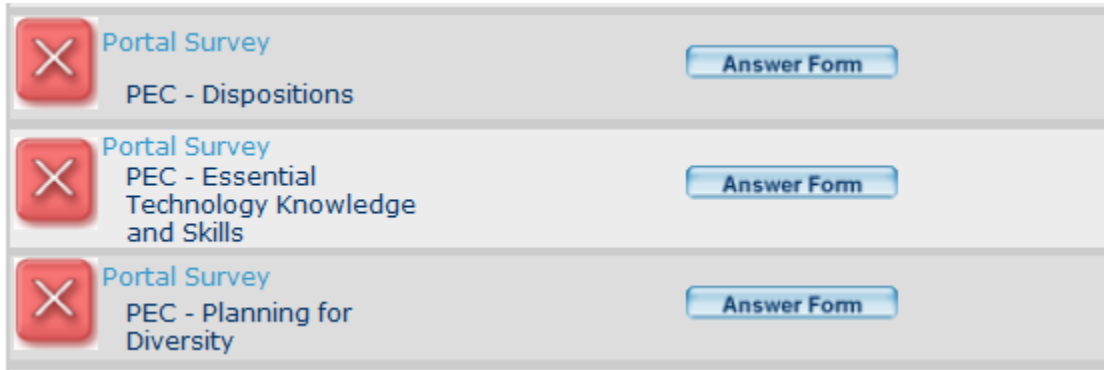
- 1st: Upload the artifact into Pass-Port
- 2nd: Once inside the portal click the “Add Artifact from Bin” button and add the artifacts
- 3rd: Once the artifacts have been uploaded, attach your standards and reflections by clicking the links below the file name.




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



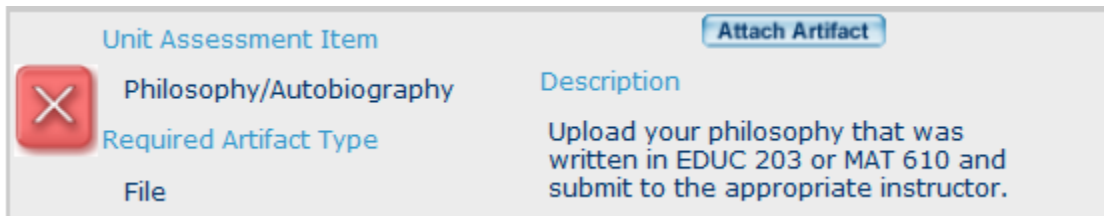
PORTAL FOLIOS			CREATE FOLIO	VIEW ARCHIVE ?
▼ Date	Portfolio Name	Status		
6/12/12	Portal II: Introductory [Properties] [Delete]	Open for editing		


3. Scroll down the page to the Requirements Section. Complete the three surveys.




	Portal Survey PEC - Dispositions	Answer Form
	Portal Survey PEC - Essential Technology Knowledge and Skills	Answer Form
	Portal Survey PEC - Planning for Diversity	Answer Form


4. Then submit your philosophy/autobiography artifact under the “Philosophy/Autobiography Unit Assessment Item” to your EDUC 203 faculty member. If you do not take EDUC 203, complete and submit the Philosophy/Autobiography to a faculty member who teaches EDUC 203.




Unit Assessment Item		Attach Artifact
	Philosophy/Autobiography	Description
	Required Artifact Type	Upload your philosophy that was written in EDUC 203 or MAT 610 and submit to the appropriate instructor.
	File	

5. When you take EDUC 307 or 407 you will submit the lesson plan artifact under the “Lesson Plans (Intro Level) Unit Assessment Item” and the assessment artifact under the “Assessment Artifact Unit Assessment Item” and submit to the faculty member who teaches your EDUC 307/407 class during the semester you take it. **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
Lesson Plans(Intro level)	**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.

Attach Artifact	
Unit Assessment Item	Description
Assessment Artifact	**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.


6. When you take EPSY 315 (or 314) you will submit your classroom management plan artifact under the “Classroom Management Plan Unit Assessment Item” to the faculty member who teaches your EPSY 215 (or 314) class during the semester you take it. **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
 Classroom Management Plan Required Artifact Type File	**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. Once complete attach here and submit to your instructor.


7. The final 3 artifacts in Portal II: Introductory are submitted to your advisor 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 (PII) Unit Assessment Item” to your Advisor.


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

- Choose ONE sample of a completed field experience and submit under the “Field Experience (PII) 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
 Field Experience(PII) Required Artifact Type Field Experience	**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. **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 (PII) 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(PII)	**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.
Professional Development	**Candidates** Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.

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 for you to register for Methods classes.

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.