

Completing Portal IV: Competency

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 IV: Competency.




3. Scroll down the page to the Requirements Section. Complete the two surveys at the beginning of Student Teaching or during the first semester of Internship. Then scroll down the page to begin completing the requirements.



4. After your University Supervisor observes you for Mid-Term, submit the Lesson Plan you used when you were evaluated. Submit it as the “Mid-Term Final Report on Student Teaching/Internship” remembering 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
	Mid-Term Final Report on Student Teach./Intern	<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>
	Required Artifact Type	
	File	Once complete attach here and submit to your University Supervisor.

5. After videotaping a lesson, download and complete (following directions in the file) the Reflection & Critique of your Videotaped Lesson file found on the PASSPORT Help page: (http://www.selu.edu/acad_research/colleges/edu_hd/passport). Submit your critique and reflection to your University Supervisor. **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
	Reflection and Critique of Videotaped Lesson	<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>
	Required Artifact Type	
	File	Once complete attach here and submit to your University Supervisor.

6. Download (from the PASSPORT Help page) and complete the Assessment Plan: Student Teaching/Internship. Submit the artifact under the “Assessment Plan: Student Teaching/Internship Unit Assessment Item” to your University Supervisor. **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: Student Teaching/Internship	**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 University Supervisor.


7. The final artifacts in Portal IV: Competency 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 Unit Assessment Item” to your Advisor.

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

- Choose ONE sample of a completed field experience and submit under the “Field Experience 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.**


Attach Artifact	
Unit Assessment Item	Description
 Field Experience(PIV)	<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>
Required Artifact Type	<p>**Candidates**</p> <p>Please upload ONE sample of a completed field experience to be submitted to your advisor or designated evaluator.</p>
Field Experience	

- Choose ONE sample of a completed professional development activity and submit under the “Professional Development Activity 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.**

Attach Artifact	
Unit Assessment Item	Description
 Professional Development Activity(PIV)	<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>
Required Artifact Type	<p>**Candidates**</p> <p>Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.</p>
Professional Development	

- Complete and submit the Basic Program Follow-up and Reflective Practice surveys when you submit your Reflective Summary, Field Experience and Professional Development to your Advisor.

	Portal Survey Basic Program Follow-Up	Answer Form
	Portal Survey Reflective Practice	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 for Graduation.

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 Foliros. 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.