

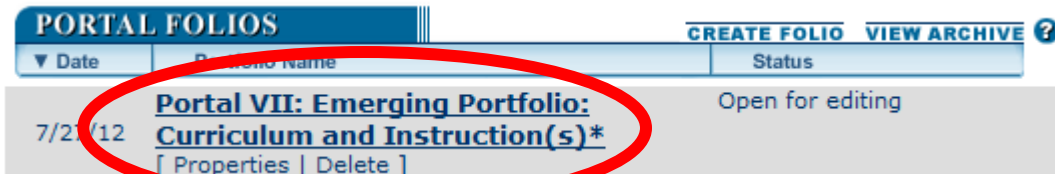
## Completing Portal 7: Emerging Curriculum and Instruction MED

### Step 1: Log into Pass-Port

- click the "Folios" tab at the top of the page



### Step 2: Click on your Portal VII: Emerging.



- Scroll down the page to the Requirements Section.

### Step 3: Complete the four surveys.

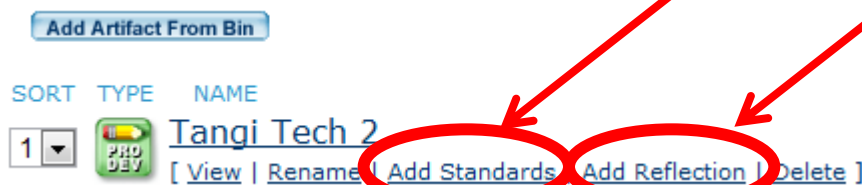


**Step 4: Before working on your current portal gather all of the files that you will need to submit the portal.** In order to enter the artifacts into the PASS-PORT portal you must follow the following steps:

1<sup>st</sup>: Upload the artifact into Pass-Port

2<sup>nd</sup>: Once inside the portal click the [Add Artifact From Bin](#) button, which is right above the requirements section and add the artifacts to the portal, the files should now be listed under the [Add Artifact From Bin](#) button

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



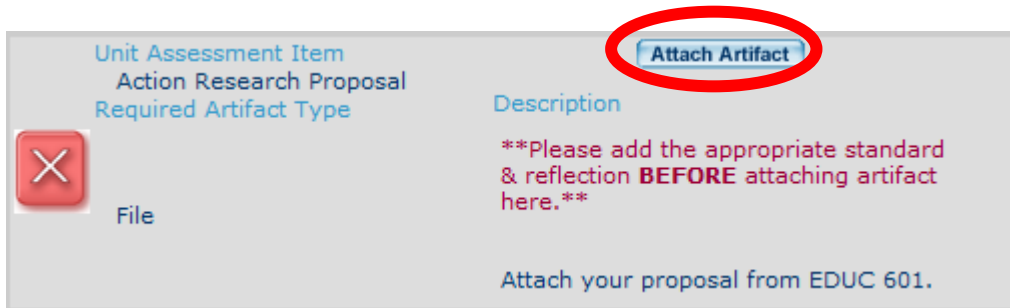
**\*\*Now go down to**

**Requirements**

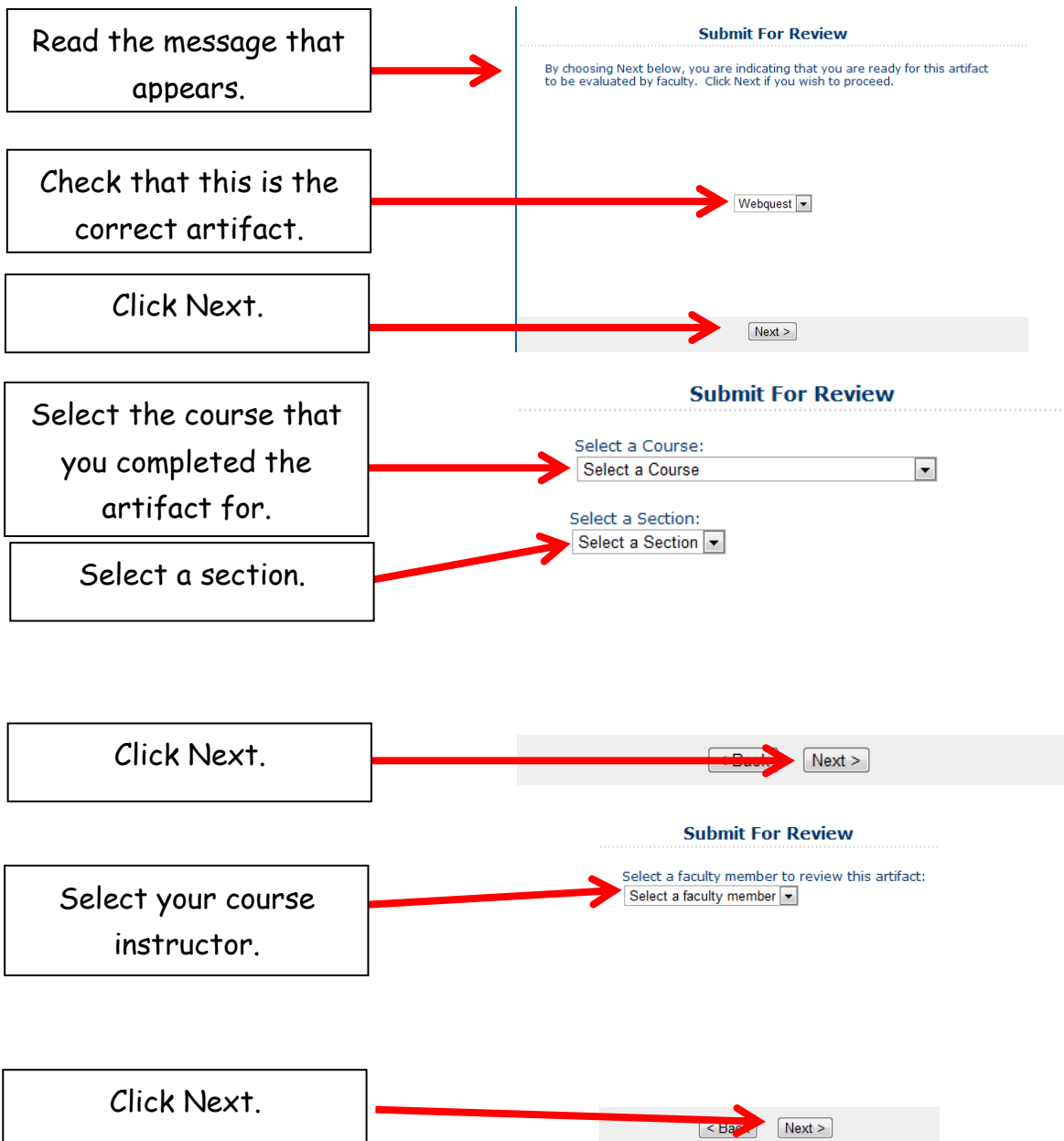
**\*\*\***

**Step 5: Attach your action research proposal artifact from EDUC 601.**

- Do not forget to add the appropriate standard & reflection BEFORE attaching and submitting the artifact if you did not do so when you uploaded your artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.



- Once you click attach artifact a new page will appear



- You will be given the option to add a note here if you wish. If not just click next.

The screenshot shows a 'Submit For Review test' page. It includes the following information:

- Artifact for review:** Webquest
- Evaluating faculty member:** Becky Parton
- Attached note:**
- Portal Assessment Requirement:** ETEC 620 - Webquest project. Attach your assignment from ETEC 620 and submit to your course instructor for evaluation.
- Course:** ETEC620 (620)
- Section:** 01

At the bottom, there are two buttons: '< Back' and 'Finish'. Red arrows from callout boxes point to the 'Artifact for review' section and the 'Finish' button.

- Once you click finish you will be brought back to your portal page, the "Attach Artifact" button will change to "Submitted"

**Step 6: Attach your cultural plunge artifact from EDUC 660.**

- Follow the same steps as step 5 to attach.
- Do not forget to add the appropriate standard & reflection BEFORE attaching and submitting the artifact if you did not do so when you uploaded your artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.

**Step 7: Choose ONE sample of a completed field experience and submit under the "Field Experiences: Advanced Level (PVII C&I)."**

- Follow the same steps as step 5 and request an evaluation from the program coordinator.
- Do not forget to add the appropriate standard & reflection BEFORE attaching and submitting the artifact if you did not do so when you uploaded your artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.

**Step 8: Choose ONE sample of a completed professional development activity and submit under the "Professional Development Activity: Advanced Level (PVII C&I)."**



- Follow the same steps as step 5 and request an evaluation from the program coordinator.
- Do not forget to add the appropriate standard & reflection BEFORE attaching and submitting the artifact if you did not do so when you uploaded your artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.

**Step 9: Complete your reflective summary-** reflections of learning (PVII C&I). Your reflective summary should address "what it means to be an effective educator" referencing the components to the conceptual framework. You should reference artifacts and standards attached when addressing lessons learned, strengths and weaknesses of your performance, impact on student learning, and the applicability of future performance. You may also want to refer to the professional standards of your major.

- Once this summary has been completed, follow the same steps as step 5 to add it to this tab and request evaluation from your advisor or designated evaluator.

**Step 10: Complete and lock your portfolio.**

- Once your instructor has reviewed your documents all the red x's will change to green checks.
- Then click the "Submit for Review" button which is now available where the "Add Artifact from Bin" button was before.
- Your portal is now complete and locked.

After you have Green Checks  on **ALL** Requirements AND [Status: Requirement Passed](#), then you should click the  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.

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](#)

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.