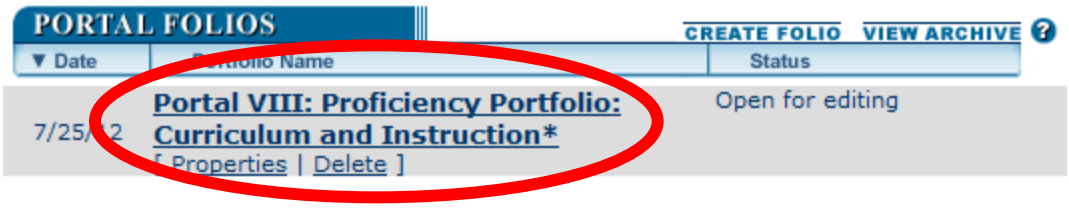
Completing Portal 8: Proficiency Curriculum and Instruction MED

Step 1: Log into Pass-Port

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

Step 2: Click on your Portal VIII: Proficiency.



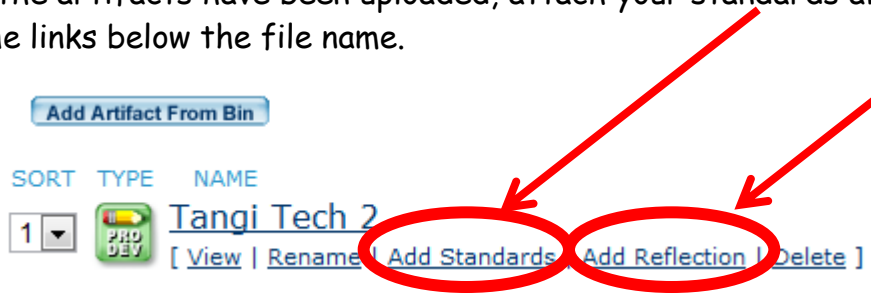
- Scroll down the page to the Requirements Section.

Step 3: 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 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

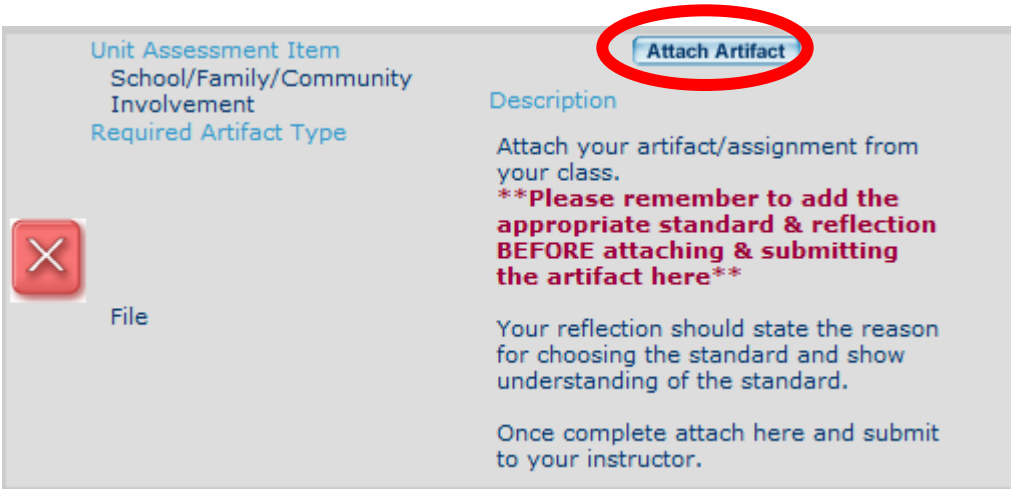
3rd: Once the artifacts have been uploaded, attach your standards and reflections by clicking the links below the file name.



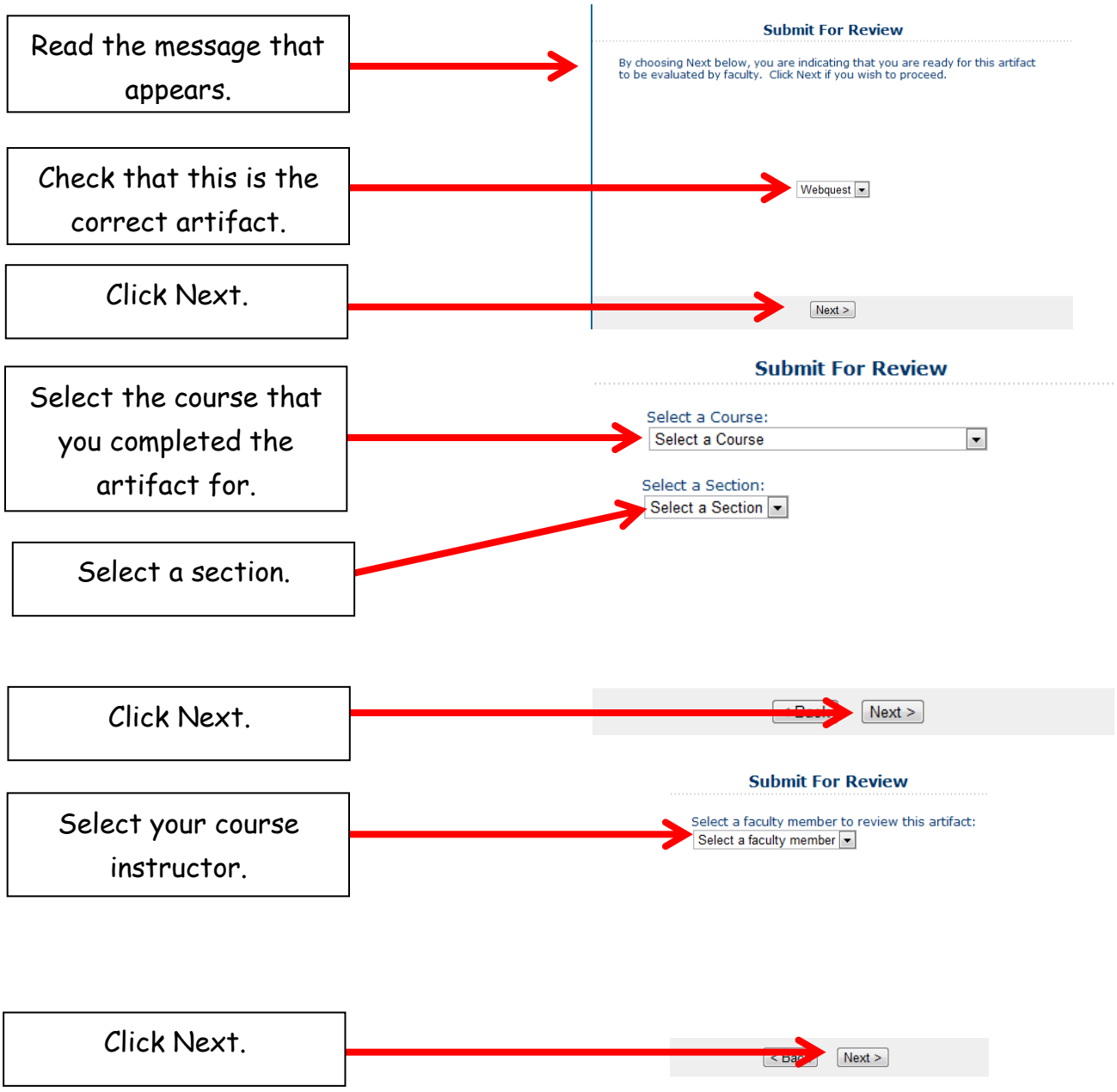
****Now go down to** Requirements *******

Step 4: Attach your school/family/community involvement artifact/assignment from your class.

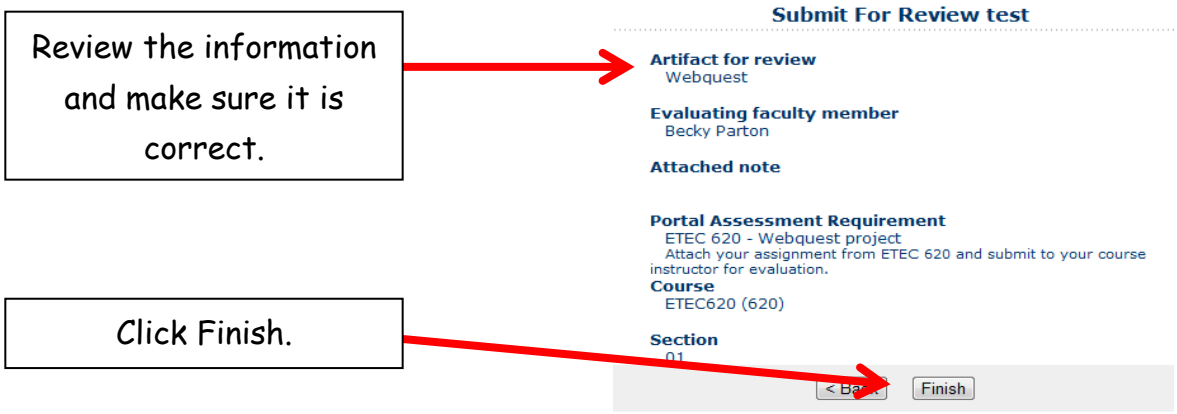
- Do not forgot to add the appropriate standard & reflection BEFORE attaching and submitting the artifact if you did not do so when you uploaded your artifact. Your reflection should state the reason for choosing the standard and show understanding of the standard.



- 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.**



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

Step 5: Attach your content knowledge/school improvement/student learning artifact/assignment from your class.

- Follow the same steps as step 4 and submit to your course instructor.
- Do not forgot 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 6: Attach your dispositions evaluation from SPED 667.

- Write a one paragraph narrative addressing how you display professional dispositions identified as our COEHD dispositions.
- Follow the same steps as step 4 and submit to your SPED 667 course instructor and request and evaluation of your dispositions.

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

- Follow the same steps as step 4 and request an evaluation from the program coordinator.
- Do not forgot 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 (PVIII C&I)."

- Follow the same steps as step 4 and request an evaluation from the program coordinator.
- Do not forgot 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: Then complete your reflective summary- reflections of learning (PVIII 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, add it to this tab, and follow the same steps as step 4 and request evaluation from your advisor or designated evaluator.

Step 10: Complete and lock your portal.

- 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 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.

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.

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.