

Completing Portal 8: Proficiency Educational Leadership 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 Portfolio.

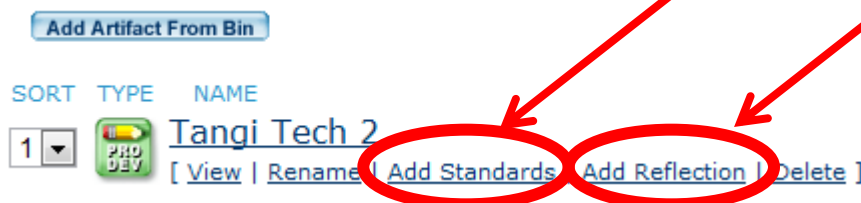
- Scroll down the page to the Requirements Section.

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 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

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

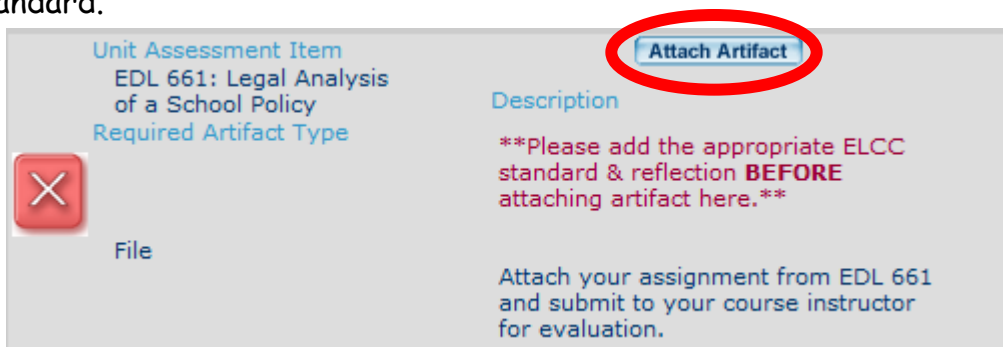


****Now go down to**

Requirements

Step 4: Attach your EDL 661: Legal Analysis of a School Policy.

- 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.

Read the message that appears.

Submit For Review

By choosing Next below, you are indicating that you are ready for this artifact to be evaluated by faculty. Click Next if you wish to proceed.

Webquest ▾

Next >

Check that this is the correct artifact.

Click Next.

Select the course that you completed the artifact for.

Select a section.

Submit For Review

Select a Course:
Select a Course ▾

Select a Section:
Select a Section ▾

Click Next.

< Back Next >

Select your course instructor.

Click Next.

Submit For Review

Select a faculty member to review this artifact:
Select a faculty member ▾

< Back Next >

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

Review the information and make sure it is correct.

Click Finish.

Submit For Review test

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

< Back Finish

- 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 EDL 662: Professional Development Plan.

- Follow the same steps as step 4 and submit to your course instructor for evaluation.
- 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 EDL 663 (Seminar IV): Strategic Improvement Plan.

- Follow the same steps as step 4 and submit to your course instructor for evaluation.
- 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 7: Attach your Dispositions Evaluation.

- Write a one paragraph narrative addressing how you display professional dispositions identified by our COEHD dispositions.
- Follow the same steps as step 4 and submit to your EDL 662 course instructor and an evaluation of your dispositions will be completed.

Step 8: Choose ONE sample of a completed field experience and submit under the "Field Experiences: Advanced Level (PVIII EDL)."

- Follow the same steps as step 4 and request an evaluation from your EDL 663 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 9: Choose ONE sample of a completed professional development activity and submit under the "Professional Development Activity: Advanced Level (PVIII EDL)."


- Follow the same steps as step 4 and request an evaluation from your EDL 663 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 10: Then complete your reflective summary- reflections of learning (PVIII EDL). 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 ELCC 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, upload it to your artifact bin, add it to the portfolio, and follow the same steps as step 4 and request evaluation from your EDL 663 instructor.

Step 11: 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.

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.