

Completing Portal 8: Proficiency Educational Technology 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.



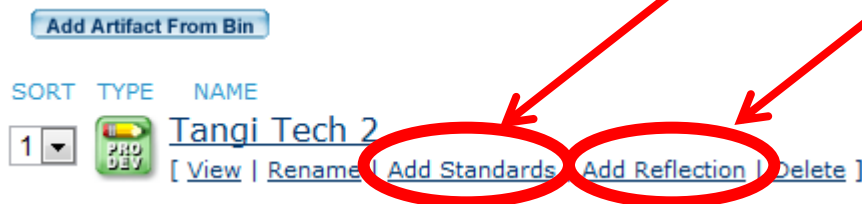
- Scroll down the page to the Requirements Section.

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

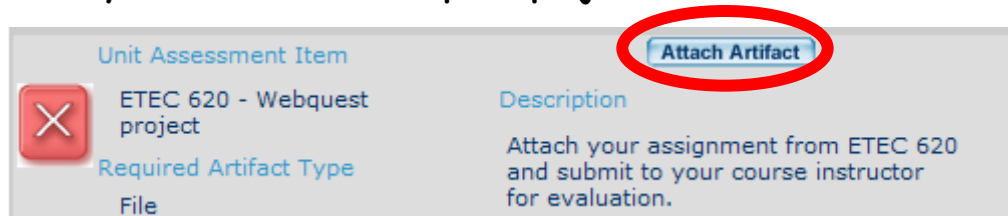
3rd: Once the artifacts have been uploaded, attach your standards and reflections by clicking the links below the file name.



****Now go down to**

Requirements

Step 4: Attach your ETEC 620: Webquest project.



- Once you click attach artifact a new page will appear.

Read the message that appears.

Check that this is the correct artifact.

Click Next.

Select the course that you completed the artifact for.

Select a section.

Click Next.

Click Next.

Select your course instructor.

Click Next.

Click 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.

- 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 ETEC 650: Design & Management project.

- Follow the same steps as step 4 and submit to your course instructor.

Step 6: Attach your ETEC – Lion's Den Electronic Portfolio/Web Development Folder.

- Save the link to your Lion's Den on a Word Document then submit the word document here.
- Follow the same steps as step 4 and submit to your course instructor for evaluation.

Step 7: Attach your ETEC 630: School Site Technology Planning Project.

- Follow the same steps as step 4 and submit to your course instructor for evaluation.

Step 8: Attach your ETEC 645: On-line Professional Development Project.

- Follow the same steps as step 4 and submit to your course instructor for evaluation.

Step 9: Choose ONE sample of a completed professional development activity (select a technology training or conference that you attended at your school or business while in the program) and submit under the "Professional Development Activity: Advanced Level (PVIII ETEC)."

- Follow the same steps as step 4 and request an evaluation from your advisor.
- 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: Choose ONE sample of a completed field experience and submit under the "Field Experiences: Advanced Level (PVIII ETEC)."


- This should be a time that you have implemented a project created in a ETEC class into your school or business.
- Follow the same steps as step 4 and request an evaluation from your advisor.
- 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 11: Then complete your reflective summary- reflections of learning (PVIII ETEC). This reflection may be a short paragraph about where you are professionally based on what you have learned in the ETEC MED program. Your reflective summary should address "what it means to be an effective educator" referencing the components of 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.

- 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 advisor.

Step 12: 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.