Completing Portal 8: Proficiency Special Education Add on Certification Early Intervention

Step 1: Log into Pass-Port
- click the "Folios" tab at the top of the page

MY PASS-PORT | ACCOUNT INFO | ARTIFACTS | FOLIOS | HELP CENTER | CONTACT

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 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.

[Add Artifact From Bin]

SORT   TYPE   NAME

1 ▾   [PRO DEV]   Tangi Tech 2
[View | Rename | Add Standards | Add Reflection | Delete]

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

Step 4: Attach the SPED 767: Developing a Reliable Alliance with a Family and Supporting the Family.

- 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.

Unit Assessment Item
SPED 767 - Developing a Reliable Alliance with a Family and Supporting the Family
Required Artifact Type

[Attach Artifact]

Description

Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here

File

Your reflection should state the reason for choosing the standard and show understanding of the standard.

Once complete attach here and submit to your instructor.

- 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.
Check that this is the correct artifact.	Webquest ▾
Click Next.	Next >

	Submit For Review
Select the course that you completed the artifact for.	Select a Course: Select a Course ▾
Select a section.	Select a Section: Select a Section ▾
Click Next.	< Back Next >

	Submit For Review
	Select a faculty member to review this artifact: Select a faculty member ▾
Select your course instructor.	
Click Next.	< Back Next >

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

	Submit For Review test
Review the information and make sure it is correct.	**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
Click Finish.	< 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 the SPED 767: Disney Case Study/IFSP.
- 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 the SPED 683: Learning Centers.
- Follow the same steps as step 4 and submit to your 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 7: Attach the SPED 689: Action Plan.
- Follow the same steps as step 4 and submit to your 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 8: Attach the SPED 688: Family Assessment.
- Follow the same steps as step 4 and submit to your 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: Attach the SPED 685: Early Literacy and Language Activities Notebook Unit Assessment Item.

Step 10: Choose ONE sample of a completed field experience and submit under the "Field Experiences: Advanced Level (PVIII SPED)."
- 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 11: Then complete your reflective summary- reflections of learning (PVIII SPED). 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, 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 or designated evaluator.

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.