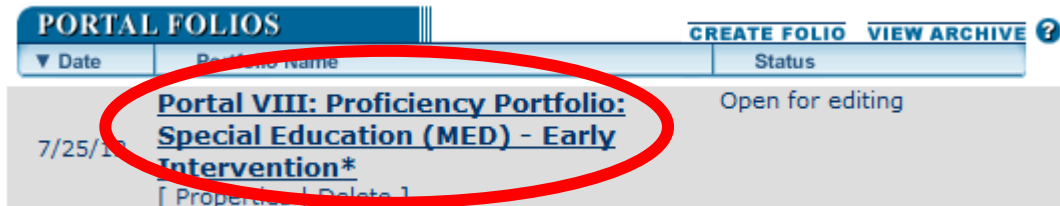Completing Portal 8: Proficiency Special Education MED Early Intervention

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 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.
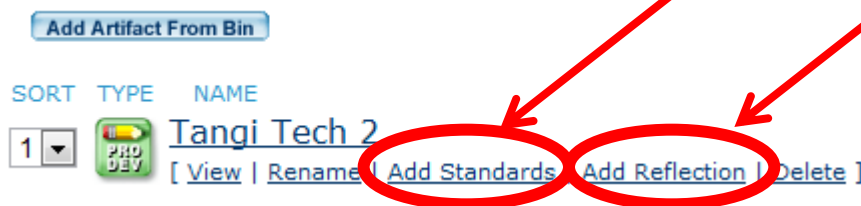
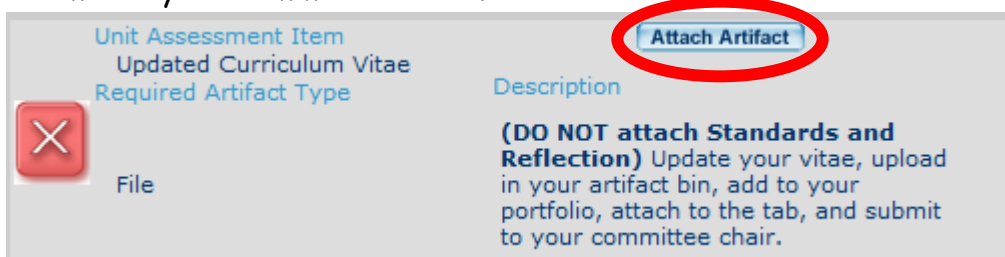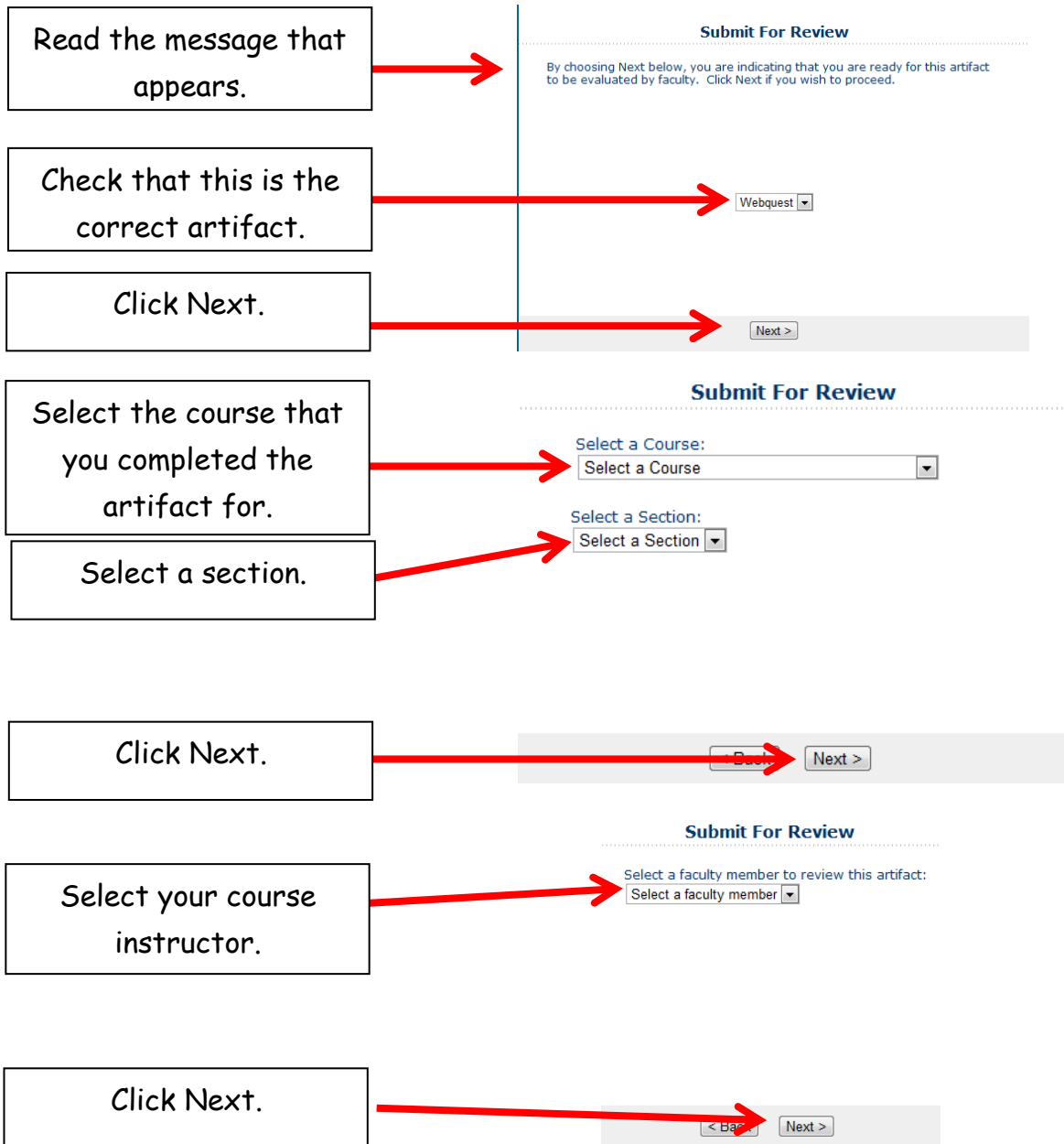
Now go down to Requirements *****

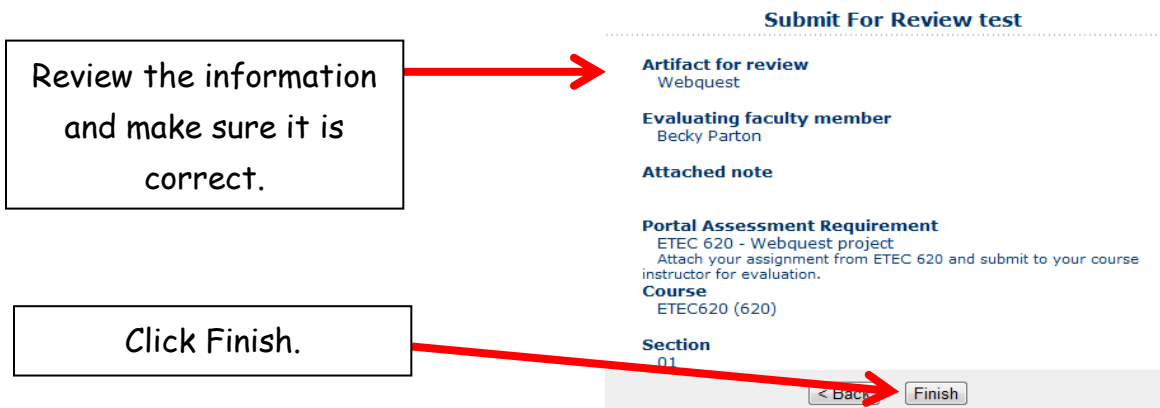**Step 4: Attach your Updated Curriculum Vitae.**
- Update your vitae, upload in your artifact bin, add to your portfolio, attach to the tab, and submit to your committee chair.

- 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 your course instructor.	Select a faculty member to review this artifact: Select a faculty member ▾

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 your five portfolio goals and progress.
- Describe the progress that you have made towards achievement of your five portfolio goals.
- Upload in your artifact bin, add to your portfolio, follow the same steps as step 4 submit to your committee chair.

Step 6: Attach the SPED Advanced Candidate Assessment of Professional Dispositions.
- Complete the self-assessment of SPED Professional Dispositions
- Upload to your artifact bin, add to your portfolio, attach to the tab, follow the same steps as step 4 and submit to the designated faculty member of evaluation.

Step 7: 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 8: Attach the SPED 685: Early Literacy and Language Activities Notebook Unit Assessment Item.
- Follow the same steps as step 4

Step 9: 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 10: 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 11: Attach the SPED 767: Developing a Reliable Alliance with a Family and Supporting the Family.
- 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 12: Attach the SPED 767: Disney Case Study/IFSP.
- Follow the same steps as step 4 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 13: 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 14: Choose ONE sample of a completed professional development activity and submit under the "Professional Development Activity: 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 15: 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, follow the same steps as step 4 and request evaluation from your advisor or designated evaluator.

Step 16: 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.