Completing Portal 9: Capstone 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 IX: Capstone.

- Scroll down the page to the Requirements Section.

Step 3: Complete the four surveys.

Step 4: 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 5: Attach the Student Choice Artifact (Portal IX Capstone C&I).

- 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
Student Choice Artifact
(Portal IX Capstone C&I)
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
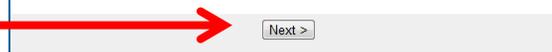
Select the course that you completed the artifact for.	Select a Course:
	Select a Course
Select a section.	Select a Section:
	Select a Section

Click Next.	< Back Next >

Submit For Review

Select 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.**

Review the information and make sure it is correct. →	**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

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 6: Attach the Action Research Presentation (Portal IX Capstone C&I).
- Follow the same steps as step 5 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 Action Research Project (Portal IX Capstone C&I).
- Follow the same steps as step 5 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 your Technology Artifact (Portal IX Capstone C&I).
- Follow the same steps as step 5 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: Choose ONE sample of a completed field experience and submit under the "Field Experiences: Advanced Level (PIX C&I)."
- Follow the same steps as step 5 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 10: Choose ONE sample of a completed professional development activity and submit under the "Professional Development Activity: Advanced Level (PIX C&I)."
- Follow the same steps as step 5 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 (PIX 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, follow the same steps as step 5 to add it to this tab and request evaluation from your advisor or designated evaluator.

Step 12: Complete and lock your portfolio.
- 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.

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.