

## Completing Portal 9: Capstone 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 IX: Capstone.



- 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:

1<sup>st</sup>: Upload the artifact into Pass-Port

2<sup>nd</sup>: 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

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



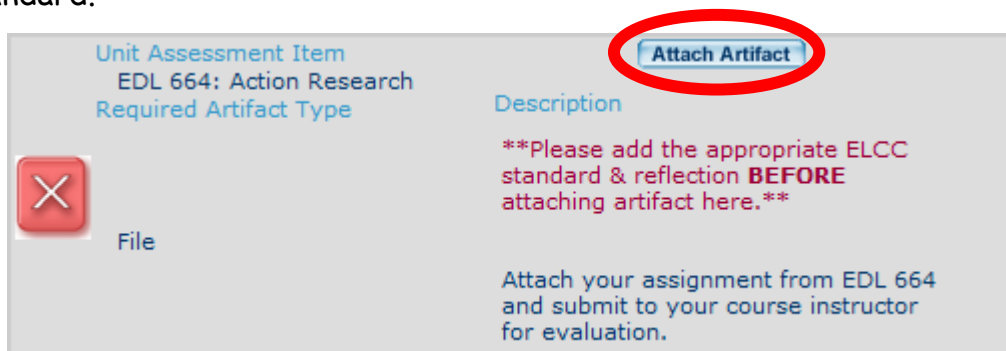
**\*\*Now go down to**

**Requirements**

**\*\*\***

### Step 4: Attach your EDL 664: Action Research.

- 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.

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.

- 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 EDL 615: Technology Studies for Educational Leaders.**

- 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 725: Internship in Educational Leadership.**

- Follow the same steps as step 4 and submit for evaluation to your university supervisor for the internship.
- 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: Choose ONE sample of a completed field experience and submit under the "Field Experiences: Advanced Level (PIX EDL)."**

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

- Follow the same steps as step 4 and request an evaluation from your university supervisor for the internship.
- 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: Complete your reflective summary-** reflections of learning (PIX 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 this portfolio, follow the same steps as step 4 to attach to this tab, and request evaluation from your university supervisor for the internship.

**Step 10: Attach your EDL: Portfolio Defense Rubric.**


- Upload and attach your power point presentation and following the same steps as step 4 and submit to your university supervisor for the internship.

**Step 11: Finally complete the 4 surveys.**

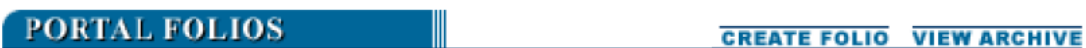


**Step 12: Complete and lock your portfolio.**

- 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 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.



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.