Entering Professional Development Activities into PASS-PORT

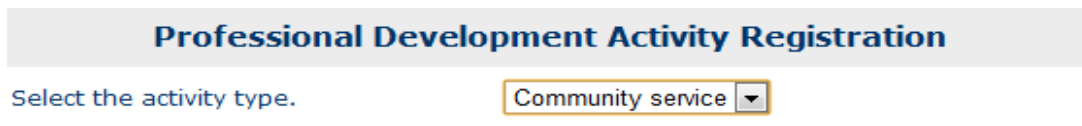**Step 1: Log into PASS-PORT**

- Click on the "Artifacts" tab

- Click on the Professional Development link

- Click on "Add New Activity" button

Step 2: Complete the Professional Development Activity information

- The first thing you must select is the activity type. There are currently 5 different categories to choose from.
    - 1. Community Service includes service learning activities, serving on committees, volunteering to assist civic/community organizations, etc.
    - 2. Conference includes mini-conferences, meetings for professional organizations, lecture series, Mid-Semester Student Teaching Seminar, etc
    - 3. Publication includes researching, writing and submitting a paper to a professional journal either as a part of a class or with a faculty member.
    - 4. Presentation is a professional experience that includes engaging in activities that expand the understanding of teaching and learning, generally engaged in by advanced level teachers and other school personnel. Participation in the activity is usually required.
    - 5. Training/Workshops generally includes information sessions that can be used by the candidate and is more focused on a specific skill or topic.
- Then complete the rest of the form.

Step 3: Click the [Add Activity] **button at the bottom of the registration form and your PDA is now added to PASS-PORT.**