Submitting Artifacts for Evaluation

1. Log into PASS-PORT https://selu.pass-port.org
   - **Username:** W#
   - **Password:** pass-port (1st time only) – you will be required to change it when you get in

2. Add your artifact and/or information (Field Experience [FIELD] & Professional Development [PRO DEV]) to the appropriate part of your [ARTIFACTS] tab.
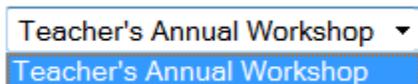
3. Add your artifact to your portal folio, attach standards and reflection.

4. Each requirement in a portal folio will be in a box with an Attach Artifact button, the name of the required Unit Assessment Item and a Description of what to do. There will also be a red box with a white X in it on the left side of the box.

5. Click on the Attach Artifact button in the box for the Unit Assessment Item you wish to submit. Follow the prompts given. Choose the artifact from the drop down menu provided.

   - NOTE: Each Unit Assessment Item is set to look for a specific type of file. Example: If you are attempting to submit a Field Experience artifact, the program will look for an artifact from

the Field Experience part of the Artifacts bin. The same is true for the Files and Professional Development parts of the Artifacts bin.

6. Select a course and section from the drop down boxes. This is the course in which you submit the artifact for evaluation. If you are submitting to your advisor, you should select (000) General.

Select a Course:
(000) General

Select a Section:
01

7. Select the faculty member you wish to review the artifact. Then click next.

Select a faculty member to review this artifact:
Select a faculty member

8. You have the option of attaching a note that the faculty member will see when they open your submission.

You may attach a note to the reviewing faculty:

9. The final screen will appear with all the selected information. Review this before clicking the

Finish   button. When you click finish, you will return to your portal folio. You will see the word Submitted in the artifact box where the Attach Artifact button was previously.

Unit Assessment Item	Submitted Description
Professional Development Activity(PII)	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
Professional Development	**Candidates** Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.