

## Creating a Faculty to Candidate Evaluation in PASSPORT:

Log into your PASSPORT account.

Click on User Browser



Then click on Search By Last Name or Search By PID if you have the candidate's w# (or make a User Group for the whole class):

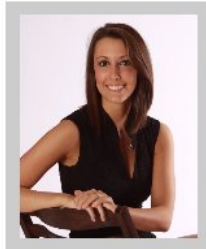
**User Browser and Information Editor**

<a href="#">Search By User Filter</a>	To display user groups
<a href="#">Search By User List</a>	To display user lists
<a href="#">Search By PID</a>	To search users by personal identification number
<a href="#">Search By Last Name</a>	To search users by last name
<a href="#">Field Experience Details</a>	To report field experience details by course

When you are in the student's account (Account Search Results page),

**Account Search Results** [Back](#)

**Danielle Boudreaux** **0376296**



This user's account expires on 2/6/2016.  
There are **1174** days left on the current subscription.

[View/Edit Quota](#) [Send E-mail](#) [Reset Password](#) [Lock User](#) [Login as User](#)

**Username** W0376296 **Last login** 11/15/2012 12:56:00 PM  
**Date of birth** 5/21/1990 **Age** 22  
**Gender** Female **Socioeconomic status** Unknown

Scroll down to the bottom of the page and click on Submit New Form

**Faculty-to-candidate evaluations** [Submit New Form](#)

Elizabeth Berry	Diversity Reflection	12/8/2009	<a href="#">View</a>	<a href="#">Delete</a>
Paul Simoneaux	Pre-Methods Prof. Attribute Scale	12/7/2010	<a href="#">View</a>	<a href="#">Delete</a>
Donna LaCaze	Professional Attributes Scale	4/21/2011	<a href="#">View</a>	<a href="#">Delete</a>

The Select Form box will come up. Scroll down until you find the rubric you need and click on the Select button. This will open the rubric and allow completion of the evaluation.