

1. Log into PASSPORT (I suggest using Mozilla Firefox now as PASSPORT is still experiencing problems and Firefox seems to work better than Internet Explorer)
2. Click on the Unit Assessment link at the top of the screen.



3. You will see a list of candidate requests for Unit Assessments.
4. Click on the request link:

Portal IV: Competency, W0356601, Elizabeth Allen, 2 tasks

5. You will see their portal folio. There will be **Evaluate** buttons beside the items that you need to evaluate.



Video Critique

Unit Assessment:

Reflection and Critique of Videotaped Lesson

Reviewer(s):

Carol Ter Haar

Evaluate



Assessment Plan

Unit Assessment:

Assessment Plan: Student Teaching/Internship

Reviewer(s):

Carol Ter Haar

Evaluate

6. Just click the Evaluate button and a screen will pop up that has the Unit Assessment Artifact on the Left and the Evaluation Rubric for it on the right. To see the Artifact, click on the **View/Download Artifact** button at the bottom of the left side of the screen and follow the prompts to see the artifact.
7. On the right side select and click in the appropriate radial buttons to indicate whether the artifact meets expectations, etc.
8. Then click the Submit button and you are finished!