

To preview or look at any of the Unit Rubrics we use in PASSPORT, follow these steps:

1. Log into your PASSPORT account
2. Click on the Artifacts tab near the top of your screen.

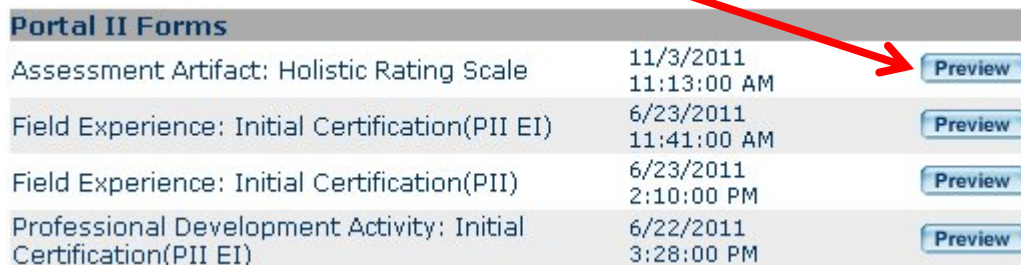


3. Scroll down and click on the Rubric icon.



Preview Unit Rubrics.

4. A list of rubrics, forms and questionnaires will appear – some categorized by the portal they are used with.
5. Scroll until you find the rubric/questionnaire you want to view, then click the **Preview** button on the right beside the name.



Portal II Forms		
Assessment Artifact: Holistic Rating Scale	11/3/2011 11:13:00 AM	Preview
Field Experience: Initial Certification(PII EI)	6/23/2011 11:41:00 AM	Preview
Field Experience: Initial Certification(PII)	6/23/2011 2:10:00 PM	Preview
Professional Development Activity: Initial Certification(PII EI)	6/22/2011 3:28:00 PM	Preview

A screenshot of a table titled 'Portal II Forms'. The table has three columns: the name of the artifact, the date and time, and a 'Preview' button. A red arrow points to the 'Preview' button for the first row.

6. At this point you can print the rubric or pdf it.