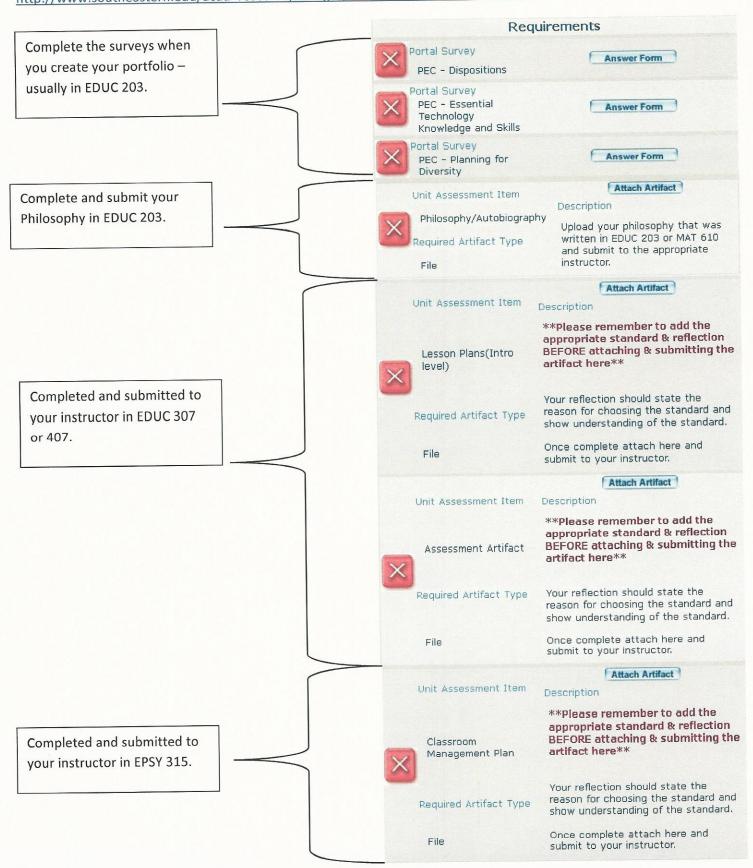
## Portal II: Introductory portfolio

First – Make sure you have created your Portal II: Introductory Portfolio on your Folios tab in PASSPORT. (Help files at: http://www.southeastern.edu/acad\_research/colleges/edu\_hd/passport/index.html)



Submit these artifacts during the semester you will complete all requirements for the Introductory portfolio.

Submit to your Advisor if you are an ECE, Elem 1-5, Mid Sch 4-8, or Alt Cert major.

Secondary majors submit to person designated in your Dept.



After you have Green Checks on <u>ALL</u> Requirements AND <u>Status: Requirement Passed</u>, then you should click the <u>Submit For Review</u> button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio and you are ready for the next portal folio.

Once you have passed a portal folio, it is <u>your responsibility</u> to create the next one and begin entering artifacts. To do this: Click the **Create Folio** link beside the Portal Folios. This should automatically create your next folio.

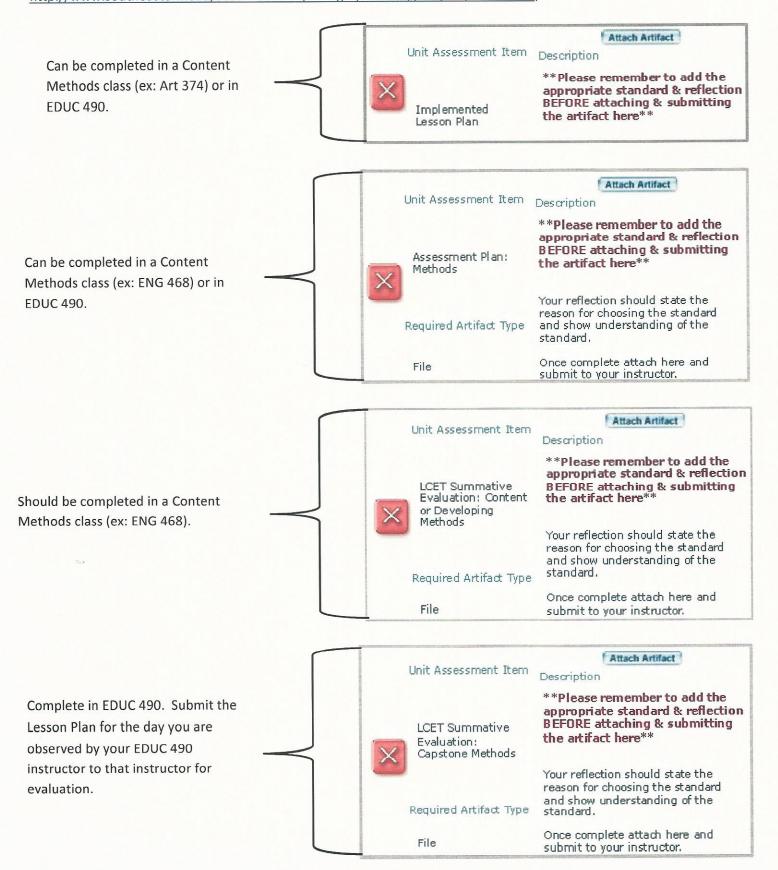
## PORTAL FOLIOS

CREATE FOLIO VIEW ARCHIVE

NOTE: If there is a <u>Status: Unmet</u> under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.

## Portal III: Developing (for EDUC 490)

First – Make sure you have created your Portal III: Developing Portfolio on your Folios tab in PASSPORT. (Help files at: http://www.southeastern.edu/acad research/colleges/edu hd/passport/index.html)



The Professional Development, Field Experience and Reflective Summary are sent to your Advisor or the designated evaluator for your major.

You must have a cumulative TOTAL of at least 15 hours of Professional Development documented in PP to pass the Developing Portfolio.

You must have a cumulative total of 180 hours of Field Experience documented in PP to pass the Developing Portfolio.

Write the Reflective Summary using the Guidelines found on the PP Help

http://www.southeastern.edu/acad research/colleges/edu hd/passpor t/index.html

Complete the LASS survey on your own.

Unit Assessment Item

Description

Professional Development Activity(PIII) \*\*Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here\*\*

Attach Artifact

Your reflection should state the reason for choosing the standard and show understanding of the standard.

Required Artifact Type

\*\*Candidates\*\*

Professional. Development Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.

Attach Artifact

Unit Assessment Item Description



Field Experience(PIII) \*\*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.

\*\*Candidates\*\*

Field Experience

Please upload ONE sample of a completed field experience to be submitted to your advisor or designated evaluator.

Unit Assessment Item



Reflective Summary (PIII)

Required Artifact Type

File

Attach Artifact

Description

Please attach your Reflective Summary artifact here and submit to your advisor or designated evaluator.



Portal Survey LASS: Louisiana Supplement Standards

Answer Form

After you have Green Checks on ALL Requirements AND Status: Requirement Passed, then you should click the Submit For Review button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio and you are ready for the next portal

Once you have passed a portal folio, it is your responsibility to create the next one and begin entering artifacts. To do this: Click the Create Folio link beside the Portal Folios. This should automatically create your next folio.

PORTAL FOLIOS

CREATE FOLIO VIEW ARCHIVE

NOTE: If there is a Status: Unmet under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.

Portal IV: Competency

First – Make sure you have created your Portal IV: Competency Portfolio on your Folios tab in PASSPORT. (Help files at: http://www.selu.edu/acad\_research/programs/cedsar/passport/index.html)

Requirements Portal Survey Complete at beginning PEC - Essential of Student Teaching or **Answer Form** Technology 1<sup>st</sup> semester of Knowledge and Internship. Portal Survey Answer Form PEC - Preparing for Diversity Attach Artifact Unit Assessment Item Description \*\*Please remember to add the Submit to University appropriate standard & reflection BEFORE attaching & Mid-Term Final Supervisor the Lesson submitting the artifact here\* Report on Student Plan you use when you Teach./Intern are evaluated for your Your reflection should state the Mid-Term Evaluation. reason for choosing the standard and show understanding of the Required Artifact Type standard. Once complete attach here and File submit to your University Supervisor. Attach Artifact Unit Assessment Item Download and complete Description the Critique and reflection \*\*Please remember to add the of vour video taped appropriate standard & reflection BEFORE attaching & lesson from Reflection and submitting the artifact here\*\* Critique of (http://www.selu.edu/acad Videotaped Lesson research/programs/ceds Your reflection should state the ar/passport/index.html). reason for choosing the standard Then submit your critique and show understanding of the Required Artifact Type standard. and reflection to your University Supervisor. Once complete attach here and File submit to your University Supervisor. Attach Artifact Unit Assessment Item Download and complete Description the Assessment Plan \*\*Please remember to add the appropriate standard & (http://www.selu.edu/ac reflection BEFORE attaching & Assessment Plan: submitting the artifact here\*\* ad research/programs/ Student Teaching/Internship cedsar/passport/index.h Your reflection should state the tml). Submit to your reason for choosing the standard University Supervisor. and show understanding of the standard. Required Artifact Type Once complete attach here and submit to your University File

Supervisor.

The Reflective Summary, Field Experience and Professional Development are sent to your Advisor during the semester your portfolio is due, by the portfolio due date for that semester.

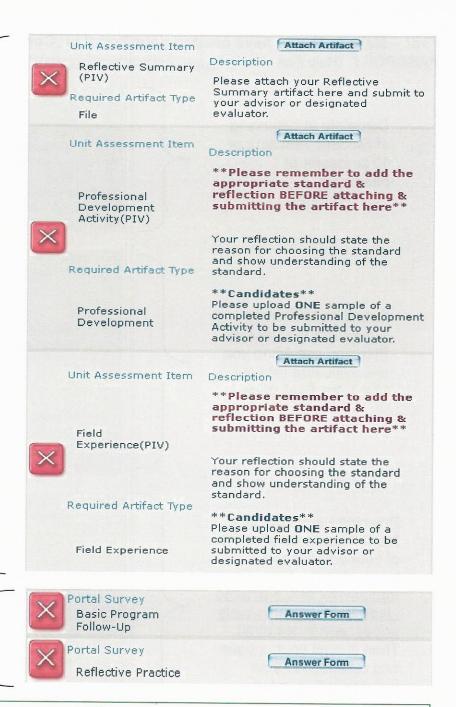
You must have a

<u>cumulative TOTAL</u> of at
least 25 hours of
Professional Development
documented in PP. Submit

<u>ONE</u> PD here.

You must submit ALL of your Teaching hours (180) in your Field Experience section of your Artifacts bin. Submit ONE FX here.

Complete these surveys at the end of the semester prior to the final Student Teaching Seminar or end of 2<sup>nd</sup> semester for Internships.



After you have Green Checks on ALL Requirements

AND

Status: Requirement Passed.

then you should click the Submit For Review button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio. This will put your name on the list of completed Portal Folios that will be submitted at the end of the semester,

allowing you to Graduate!!!

NOTE: If there is a <u>Status:</u> <u>Unmet</u> under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.