

## Submitting Field Experiences in PASS-PORT

### Step 1: Login into PASS-PORT

- Click the "ARTIFACTS" tab



- Click on the Field Experiences link

[Field Experiences](#) or



\*\*\*A note about field experiences before you begin entering them into Pass-Port. Each field experience should be entered as a new field experience unless no details of that experience have changed, and it is an extension of the same experience. In this case multiple journal entries may be included on one field experience record. If the experience is at the same school, same teacher, same subject being taught during the field experience, AND same group of students, it can be entered as one experience.

### Step 2: Click on Initiate New Field Experience



- Click select next to the experience level that you want to add. (undergraduates will choose Initial Teacher Certification, graduates will choose the level related to the degree they are pursuing)

### Initiate New Field Experience

Undergraduate Field Experiences	
Initial Teacher Certification F08	Select
Service Learning	Select
Graduate Field Experiences	
Advanced Teacher Preparation	Select
Ed.D. Educational Leadership	Select
Educational Diagnostician	Select
Educational Leader: Internship Weekly Report	Select
School Leader	Select
School Leader: Early Completion Request	Select
Technology Leader/Facilitator	Select



## Submitting Field Experiences in PASS-PORT

- Enter a name for the experience and click select.

Enter a name for this field experience .

Test EDUC 201

- Click on the calendar icon and choose a date for this experience and click select.

Choose a date for this field experience .

7/6/2012



- Choose a course for the experience from the drop down menu (this should be the course that you are completing the field experience for) and click select.

Choose a course for this field experience .

(000) General

- Choose a level for this experience from the drop down menu. You will choose from Level 1: Observation, Level 2: small group, whole class, and Level 3: Student teaching and then click select.

Choose the level for this field experience .

Level 1: Observation, one-on-one

- Choose a site for this experience from the drop down menu and click select. If the school site name does not appear in the drop-down menu, contact Dr. Heloise Aucoin, (Heloise.Aucoin@selu.edu) for assistance.

Choose a site for this field experience .

Choose a site from the list.

- Choose a contact for the experience from the drop down menu and click select. The contact is the field mentor/teacher/supervisor at the school or site of the FX. If the contact name does not appear contact Dr. Heloise Aucoin, (Heloise.Aucoin@selu.edu) for assistance.

Choose a contact for this field experience .

Choose a contact from the list.

### Step 3: Click

Edit Basic Info First

- Enter the required information and then click Save.

#### Edit Basic Information

Edit number of participants (i.e., students, clients).

Select number of hours and minutes.

Hours


Minutes

Save

## Submitting Field Experiences in PASS-PORT

- Then click edit next to each item and enter or select all of the information requested. Click Save and then continue this process for all the data fields listed.
- \*\*\*All of this information is found on the Field Experience Form C which you had signed by the teacher or site person. These field experience forms can be found at - [http://www.southeastern.edu/acad\\_research/colleges/edu\\_hd/student\\_success/field\\_exp/index.html](http://www.southeastern.edu/acad_research/colleges/edu_hd/student_success/field_exp/index.html)

Gender Composition	(Required)	Edit
Exceptionality Composition		Edit
Grade Levels		Edit
Ethnicity Composition	(Required)	Edit
ESL/LEP/ELL: English Second Language/Limited English Proficiency/English Language Learner	(Required)	Edit
Subjects by hour	(Required)	Edit



- Click the **Add A Journal Entry** button and add a brief reflection in relation to the experience (typically this is the information you wrote at the end of your Form C - the purpose of the observation or direct teaching and the reflection) - this helps you to remember the experience later when you need to write the Reflective Summary at the end of each Portal Folio.

### Step 4: Click the **Complete Field Experience** button

- Your Field experience will now be listed under COMPLETED FIELD EXPERIENCES in Pass-Port.