

PASS-PORT QUICKTIPS

ULink is no longer compatible with Internet Explorer

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PASS-PORT: A Professional Accountability Support System: Using a PORTAL Approach

OVERVIEW

PASS-PORT is a web-based Assessment System used by the University of Louisiana at Lafayette that provides students with a tool for creating standards-based electronic portfolios which document progress from the beginning of their course of study until graduation. Students upload various required work samples/assignments called artifacts to PASS-PORT. Instructors monitor and assess students' artifacts and progress via PASS-PORT. There are two types of assessments currently being used in PASS-PORT: **Course Based, and Unit Based Assessments.**

1. **Course Based Assessments use Working Portfolios, Individual File Artifacts, Field Experiences (FEX), and Professional Development Activities (PDA)** at the discretion of the course. All College of Education (COE) courses, except EDCI 100, require a **minimum** of 10 FEX hours. Some courses may require more than 10 FEX hours. Please see your course syllabus for requirements.
2. **Unit Based Assessments use *Portals*** and are mandatory requirements that students must complete. Students will not be able to advance through their degree program without successfully completing each portal. Portal requirements differ based on a student's major. All majors complete PASS-PORT Portals I-IV except **Alternative Certification Majors who are not required to complete Portal II.**

All teacher candidates in the College of Education are required to participate in the Assessment System through the submission of artifacts and work samples to PASS-PORT. Whether you are submitting a Course Based or Unit Based artifact, to PASS-PORT, ALL items must be placed in the appropriate area under the Artifacts Tab.

The 4 Undergraduate PASS-PORT Portals are as follows:

- Portal I: Admission to the University
- Portal II: Admission to Professional Education Program
- Portal III: Admission to Clinical Experiences
- Portal IV: Exit From Program

IMPORTANT CONTACT INFORMATION

Please email passport@louisiana.edu for assistance with PASS-PORT!

Please be sure to include your name, CLID (username), and phone number when requesting assistance. Give a brief description as to your situation/problem.

You may also receive help by visiting the *PASS-PORT Help Center* located in Maxim Doucet Hall, Room 314 or by phoning 482-1751. Leave a message with your name, CLID, and phone number. Give a brief description as to your situation/problem.

Note: The PASS-PORT Help Center is managed by faculty members. When you email or call, please allow a minimum of 24 hours for a response as this is not their only responsibility. Emails or calls received over the weekend or on a holiday will be answered as soon as possible. Sending multiple emails only adds to the time it takes to answer requests, as all emails are read/handled in order of receipt.

PURCHASING A PASS-PORT SUBSCRIPTION

Education Majors/Minors and Alternative Certification Majors

All Education Majors/Minors and Alternative Certification Majors will need a PASS-PORT subscription. Upon entry into EDCI 100 students will need to purchase a subscription. **Failure to purchase a subscription will result in a grade of I.** Effective Fall 2009, subscriptions must be purchased online (credit card: Discover/MasterCard/Visa), using ULink. The full subscription costs \$108.00 and remains active for seven years. Other fee payment options are available online to assist students in various financial situations.

To purchase a subscription, login to ULink using your CLID and password (ULink is no longer compatible with Internet Explorer. Use another browser such as Firefox, Google Chrome, or Safari.) Click on the *Tutoring* tab. Scroll down the page and click on the *PASS-PORT* icon. You will be directed to a “pay” window. Choose one of the methods of payment: credit card (preferred method), debit card, check, or money order. Select a fee payment option. Follow the step-by-step prompts to purchase and activate your PASS-PORT account. Once you have selected a subscription option, you will be required to enter a new password. It is suggested that you use the same password that you use to login to ULink. Follow the directions below to begin using PASS-PORT.

COURSE BASED ASSESSMENT USER DIRECTIONS

Login Procedure

1. Login to ULink with your CLID and password.
2. Click on the *Tutoring* tab.
3. Scroll down the page and click on the *PASS-PORT* icon.

If ULink is not responding, go to the following address and login using your CLID and password:
<http://ull.pass-port.org>.

Adding Files to PASS-PORT

Artifacts must be uploaded to PASS-PORT PRIOR to adding them to a Portal or a Working Portfolio. When naming your file, DO NOT add an extension such as “.doc”. The program will automatically add an extension. If the file name has more than one “period” (.) PASS-PORT will NOT accept your file!

Uploading Artifacts (Follow this procedure for EACH file that needs to be uploaded.)

1. Click on gray *ARTIFACTS* tab.
2. At the top of the page, in the left hand corner, click on the blue word, *Files*.
3. In the top right hand corner, click on the blue button, *Upload File Here*.
4. Click the *Browse* button, locate and click on your file. Click *Open*.
5. Enter the file nickname.
6. Type artifact description.
7. Click *Submit*.

Note: After this step is complete, your document is now in PASS-PORT, however, it may still need to be submitted to an instructor for grading.

There are three submission methods: submitting an individual artifact (see “Submitting an Individual Artifact” page 12), submitting the artifact within a working portfolio (start with the following steps below), or submitting as a PASS-PORT Portal requirement (see “Add Files to PORTAL” page 5).

PASS-PORT Portal Requirements are listed within each Portal (II, III, and IV). To access these: Click on gray *Folios* tab, Under *Portal Folios*, click on the Portal (II, III, IV), each requirement is listed with the course in which that artifact will be completed depending on each major. All other documents not listed as a Portal requirement may be submitted as individual artifacts or within a working portfolio as designated by your instructor.

Creating a Working Portfolio

1. Click on the gray *FOLIOS* tab.
2. At the top of the screen, to the right of the *Working Portfolios* tab, click “*CREATE FOLIO*”.
3. In the *Create New Folio* screen, enter a name for the folio. Click *Create*. The new folio will appear under the *Working Portfolios* tab.
4. Click on the new folio. A new screen will appear.
5. Under Status: *Open for editing*, you will see the following: *Type your folio cover note here*. Click the blue *Edit* button and type your folio note/description in the *Edit Folio Note* screen. Click *Save*.
6. Click on the blue button *Add A Tab*.
7. Enter a name for the tab. Click *Save*.
8. Beneath each tab, you will see the following: *Type your tab note here*. Click the blue *Edit* button and type your tab note in the *Edit Tab Note* screen. Click *Save*.
9. Follow steps 5 and 6 to create additional tabs.
10. Add artifacts to your working Portfolio by following the instructions “Adding Files to a Working Portfolio” below.

Creating a Working Portfolio From an Instructor Template

1. Click on the gray *FOLIOS* tab.

2. At the top of the screen, to the right of the *Working Portfolios* tab, click “*CREATE FOLIO*”.
3. Click “*Create From Template*”.
4. Select an instructor from the drop down menu.
5. In the *Choose A Template* screen, select a template from the drop down menu. Click “*Create and Edit*”.
6. Add artifacts using the following the directions.

Adding Files to a Working Portfolio

Follow this procedure for **EACH** file that needs to be added.

1. Click on the gray *FOLIOS* tab.
2. Under *Working Portfolios*, click on the name of the Portfolio in which you would like to add an artifact.
3. If the *Working Portfolio* has several tabs, click on the tab in which you would like to add an artifact.
4. In the top left hand corner, click on *Add Artifact From Bin*.
5. Click on the first blue square: *File Artifacts that have been sent to PASS-PORT*.
6. Your files will appear on this screen. **DO NOT** click on the file name **UNLESS** you want to view the file. Locate the file that goes in the specified tab. Squares appear after the file name on the right side of the screen. Click in the square to select the file. A check mark will appear.
7. At the bottom of the screen, click *Add to Tab*. This will place the file in the *Working Portfolio*.
8. Beneath the file name that you have added, click on *Add Standards* and/or *Add Reflection*.

Add Files to PORTAL (Follow this procedure for **EACH** file that needs to be added.)

1. Click on gray *Folios* tab.
2. Under *Portal Folios*, click on the Portal (II, III, IV) in which you would like to add an artifact.
3. In the top left hand corner, click on *Add Artifact From Bin*.
4. Click on the first blue square: *File Artifacts that have been sent to PASS-PORT*.
5. Your files will appear on this screen. **DO NOT** click on the file name **UNLESS** you want to view the file. Locate the file that goes in the specified tab. Squares appear after the file name on the right side of the screen. Click in the square to select the file. A check mark will appear.
6. At the bottom of the screen, click *Add to Tab*. This will place the file in the Portal at the top of the screen.
7. Scroll down to the “red X” that indicates the file that needs to be submitted.
8. Click the blue button *Attach Artifact*.
9. On the *Submit For Review* screen, a drop down menu will appear. Select the file that needs to be submitted. Click *Next*.
10. Follow the remaining screens.
11. Select a course. Select a section. Click *Next*.
12. Select a faculty member. Click *Next*.
13. (Optional) Type a note in the text box. Click *Next*.
14. Review the information on the *Submit For Review* screen to make sure that it is correct.
15. Click *Finish*. This process will submit your file to the instructor and take you back to the Portal.
16. In the Portal, scroll down to the file you submitted to make sure that the word *Submitted* appears.

Adding Field Experiences to PASS-PORT

Creating Field Experiences

Each field experience should be entered as a new field experience. Unless no details of that experience have changed, it is an extension of the same experience. In this case, multiple journal entries may be included on one field experience record. If you spend several hours in one classroom you can create one FEX. If the classroom changes you must complete a separate FEX for each classroom you observe.

1. Go to the UL Lafayette PASS-PORT address: <http://ull.pass-port.org> .
2. Login using your username and password.
3. Click the *Artifacts* tab.
4. Click the pink *Field* tab.
5. Click *Initiate New Field Experience* next to *Open Field Experiences*.
6. Click the *Select* button for either “*Field Experience (FEX) Template*” or “*Field Experience (FEX) Template NO STUDENT CONTACT*”
7. In the *Initiate New Field Experience* box, click and *Enter a name for this field experience*. **ASK YOUR INSTRUCTOR FOR DIRECTIONS AS TO HOW TO NAME THE FIELD EXPERIENCE. IT IS SUGGESTED THAT YOU TYPE IN THE COURSE NAME FIRST and then complete the title.** Click *Select*.
8. Choose a date for this experience by clicking on the calendar. Click *Select*.
9. *Choose a course for this experience* from the drop down menu. Click *Select*.
10. *Choose the level for this experience* from the drop down menu. You can choose from:
 - a. Level 1: Observation, one-on-one.
 - b. Level 2: Small group, whole class.
 - c. Level 3: Student teaching.
11. Click *Select*.
12. *Choose a site for this experience* from the drop down menu. Click *Select*.
13. *Choose a contact for this experience*. If your contact does not appear in the above box, enter the site contact’s name in the next box. Click *Select*.
14. Click ***Edit Basic Info First***. (Note: “*NO STUDENT CONTACT*” will only complete hours and primary subject, then proceed to Step 21)
15. Enter the following in the text boxes:
 - a. Edit number of participants.
 - b. Select number of hours and minutes.
 - c. Enter Hour/Period (optional).
16. Click *Save*. (A window may appear. Click *OK*.)
17. In the *Basic Information* box, click *Edit* in front of *Gender Composition* (Required field).
18. Enter the participant count for females and males for this experience **totaling the number of participants** (The number you entered earlier). Click *Save*.
19. Click *Edit* in front of *Exceptionality Composition*.
20. **Continue this process for all the remaining data fields:** Grade Levels; Subjects by hour; Ethnicity Composition; Primary Subject; Limited English Proficiency; and Field experience journal.
21. Click *Complete Field Experience*.
22. Your Field Experience will now be listed under *COMPLETED FIELD EXPERIENCES*.

Note: After this step is complete, your Field Experience (FEX) is now in PASS-PORT, however, it may still need to be submitted to an instructor for grading.

There are three submission methods: submitting an individual FEX (see “Submitting an Individual Artifact” page 12), submitting the FEX within a working portfolio (follow next steps on “Creating a Working Portfolio”), or submitting as a PASS-PORT Portal requirement (only applicable for Student Teachers in Portal IV see page 9).

EDFL 106 will be submitted with a working portfolio (follow steps below).

Creating Field Experiences (for EDFL 106)

1. First go to the College of Education website: www.coe.louisiana.edu. Look on the right for the *Quick Access* drop down menu.
2. Click the link *EDFL 106 Field Experiences*. This will bring you to a page for EDFL 106 Class Files. The first item listed is the **EDFL 106 Field Experience Handbook** with forms and instructions on how to enter FEX for EDFL 106. It shows how to account (hour wise) for the items besides actual observations and how to enter them into PASS-PORT step by step. The names of the field experiences on this site coincide with the EDFL 106 field experiences listed on the *Initiate New Field Experience* page in PASS-PORT.
3. Field Experiences for EDFL 106 are created the same as any other field experience except you will select from the EDFL 106 options:
 - Teacher Creates Environment Promoting High Academic Expectations & Positive Interaction/Teacher Implements Routines and Transitions to Promote Learning and Responsibility/Teacher Provides Content Linked to Real-Life Examples, Prior Knowledge/Teacher Stimulates and Encourages Higher Order Thinking Skills/Teacher Maximizes Student Achievement and Meets Individual Learning Needs
4. Once you have entered the information required and you click the *Complete Field Experience* tab, you will then have to complete an observation form.
5. Click *Submit*. Your file will be placed in the *Completed Field Experiences* section.

Editing Field Experiences

Field experiences can be edited. If your file is in the *Completed Field Experiences* section, click on the Reopen link on the right side of the file. This will place the file in the *Open Field Experiences* section. To revise the file, click on *Edit*.

Creating a Working Portfolio

1. Click on the gray *FOLIOS* tab.
2. At the top of the screen, to the right of the *Working Portfolios* tab, click “*CREATE FOLIO*”.
3. In the *Create New Folio* screen, enter a name for the folio. Click *Create*. The new folio will appear under the *Working Portfolios* tab.
4. Click on the new folio. A new screen will appear.
5. Under Status: *Open for editing*, you will see the following: *Type your folio cover note here*. Click the blue *Edit* button and type your folio note/description in the *Edit Folio Note* screen. Click *Save*.
6. Click on the blue button *Add A Tab*.
7. Enter a name for the tab. Click *Save*.

8. Beneath each tab, you will see the following: *Type your tab note here.* Click the blue *Edit* button and type your tab note in the *Edit Tab Note* screen. Click *Save*.
9. Follow steps 5 and 6 to create additional tabs.
10. Click on a tab to add *Field Experiences*.
11. In the top left hand corner, click on *Add Artifact From Bin*.
12. Click on the pink *Field* square: *Field Experience artifacts that you have created in PASS-PORT.*
13. Your files will appear on this screen. DO NOT click on the file name UNLESS you want to view the file. Locate the file that goes in the specified tab. Squares appear after the file name on the right side of the screen. Click in the square to select the file. A check mark will appear.
14. At the bottom of the screen, click *Add to Tab*. This will place the file in the *Working Portfolio*.

Creating a Field Experience Working Portfolio From an Instructor Template

1. Click on the gray *FOLIOS* tab.
2. At the top of the screen, to the right of the *Working Portfolios* tab, click “*CREATE FOLIO*”.
3. Click “*Create From Template*”.
4. Under “*Choose A Template Select the name of the faculty member who created the template.*” select **Field Experience, Portfolios** from the drop down menu.
5. Click “*Create and Edit*”. Next to the name *Field Experience*, add the class name. Example: *Field Experience EDCI 100*.
6. Click on tab 1 *Field Experiences*.
7. In the top left hand corner, click on *Add Artifact From Bin*.
8. Click on the pink *Field* square: *Field Experience artifacts that you have created in PASS-PORT.*
9. Your files will appear on this screen. DO NOT click on the file name UNLESS you want to view the file. Locate the file that goes in the specified tab. Squares appear after the file name on the right side of the screen. Click in the square to select the file. A check mark will appear.
10. At the bottom of the screen, click *Add to Tab*. This will place the file in the *Working Portfolio*.

NOTE: Field Experience artifacts can be added to the *Field Experience Working Portfolio* at any time after they are created. When field experiences have been completed for the semester, submit the *Field Experience Working Portfolio* to your instructor. See **Submitting a Working Portfolio/Field Experience Portfolio.**

Submitting a Working Portfolio/Field Experience Portfolio to an Instructor

All artifact types may be submitted as a group using a *Working Portfolio*.

Submitting a Working Portfolio/Field Experience Portfolio

When you are confident that all areas are complete, ***Request an Evaluation*** from YOUR instructor.

1. Click on the *Folios* tab.
2. Select the *Working Portfolio* that you want to send.
3. On the *Cover* tab of the folio, click the blue *Request Evaluation* button. An, "Are you sure?" window will appear. Click *Submit*.
4. Choose a faculty member and click *Submit*.
5. Choose a course and click *Submit*.
6. PASS-PORT will return to the Working Portfolio. You should see ***Status: Evaluation in progress***.

(Optional: Per Request) Adding a Reflection to the Working Portfolio Cover

1. In Word, highlight the document and click on *Edit* and *Copy*.
2. In PASS-PORT, go to the gray *FOLIOS* tab and click on the *Working Portfolio*. Under ***Status: Open for editing***, you will see *Type your folio cover note here*. Click the blue *Edit* button.
3. In the main menu, go to *Edit* and *Paste*. Your *Reflection* from Word will be pasted in the *Edit Folio Note* screen. Click *Save*.

(Optional: Per Request) Adding a Skin to the Working Portfolio

1. Click on the gray *FOLIOS* tab. Select the *Working Portfolio*.
2. Click on *Preview and Apply Skins*. (This will give your *Working Portfolio* a special cover when it is viewed by your instructor/professor.)
3. Choose a *Skin* and click *Save*. The *Skins* button is also a preview button.

Creating Field Experience (Clinical Experience in Portal IV)

1. Click on the **Artifacts** tab.
2. Click on the purple Field Experience Button.
3. To the right of the **OPEN FIELD EXPERIENCES** Tab, click on **INITIATE NEW FIELD EXPERIENCE**.
4. Click on the **SELECT** button to the right of **Portal IV Teacher Intern and Teaching Context**.
5. The INITIATE NEW FIELD EXPERIENCE window will appear. Enter the name for the field experience you are completing and click **SELECT**.
 - a. **HINT:** If you have more than one field experience artifact to complete (because you completed more than one rotation), name your field experience so you will know which field experience needs to be placed in your Portal IV Folio. Remember, only one field experience will be placed in the Portal IV Folio.
 - b. Enter the **last day** of the semester for the **DATE FOR THIS EXPERIENCE**. (Fall 2014 would be December 12, 2014; Spring 2014 would be May 9, 2014, etc.)
 - c. **CHOOSE A COURSE** for this experience: Select the course for which you are enrolled in STUDENT TEACHING.
 - d. **CHOOSE THE LEVEL** of the experience: Level 3: Student Teaching.

- e. **CHOOSE A SITE** for this experience: Select the school at which this field experience was completed. If your school does not appear on the list, type the name of your school in the second box.
 - f. **CHOOSE A CONTACT FOR THIS EXPERIENCE:** Type the name of your **COOPERATING TEACHER** in the second box.
6. The Basic Information window will appear. Click on “Edit Basic Info First”
- a. **Edit number of participants:** Enter the number of students in the class or section for which you are completing the field experience.
 - b. **Select number of hours and minutes:** This will be the total amount of time you spent in your internship: Direct Instruction hours plus Observation hours plus Other. Round the time to the nearest hour.
 - i. **HINT:** If your clinical experience consists of more than one school because you are teaching multiple sections, have rotations, or both, enter one field experience titled “Portal IV: Teacher Intern Information and Teaching Context”. The number of hours and minutes must be equal to or greater than 180 hours combined.
 - c. **Enter Hour/Period (optional):** This field is optional. If you have multiple rotations or sections, you may want to use this area to assist you in identifying where the field experience was completed.
7. The Basic Information window will appear again with **9** additional areas of information to be entered. To enter the information into the field, click on the **EDIT** button to the right of each area. All areas are **REQUIRED** and are as follows:
- a. **Primary Subject:** Select the primary subject.
 - b. **Ethnicity Composition:** Enter the number of participants in each ethnicity category. This number must equal the Participant count in the Basic Information section at the top of the window.
 - c. **Category of Standard Addressed:**
 - d. **Primary Language Composition:** Enter the number of participants in each language category. This number must equal the Participant count in the Basic Information section at the top of the window.
 - e. **Grade Levels:** Check all grade levels that apply.
 - f. **Gender Composition:** Enter the number of males and females. This must equal to the participant count listed in the Basic Information section at the top of the window.
 - g. **Exceptionality Composition:** If there were students with exceptionalities, enter the number of students for each category.
 - h. **Limited English Proficiency:** Enter the number of students in the class/section that were Limited English Learners. If there were none, you must **RETYPE** a “0” in the field.
 - i. **Field Experience Journal:** Optional as directed by your University Supervisor.
8. When all fields are entered, you must press “Complete Field Experience”
9. A window will pop up with information for you to complete. The information you will need for this form is listed in the Assessment Guide for Portal IV: Exit From Program on pages 13 and 14 (Section II: Teaching Context).

Adding Professional Development Activity to PASS-PORT

1. Login to ULink with your CLID and password.
2. Click on the *Tutoring* tab.
3. Scroll down the page and click on the *PASS-PORT* icon.
4. Click on the *Artifacts* tab
5. Click the green *Professional Development* button.
6. Click *Add New Activity* which is to the right of the *Professional Activities* blue bar.
7. Follow instructions to complete each section of the *Professional Development Activity Registration*.
8. Click the *Add Activity* button at the bottom of the page. This will take you back to the *Professional Development Activities* window.

Submitting a Professional Development Activity {PDA}

1. Login to ULink with your CLID and password.
2. Click on the *Tutoring* tab.
3. Scroll down the page and click on the *PASS-PORT* icon.
4. Click on the *Artifacts* tab
5. Click the green *Professional Development* button.
6. Look to the right of the PDA and click the *Submit for Review* link.
7. Select a course. Select a section. Click *Next*.
8. Select a faculty member. Click *Next*.
9. (Optional) Type a note in the text box. Click *Next*.
10. Review the information on the *Submit For Review* screen to make sure that it is correct.
11. Click *Finish*. This process will submit your file to the instructor and take you back to the *Professional Development Activities* window.

NOTE: If you need to make changes to your Field Experience or Professional Development file and you need to **resubmit**, you must first click the ***Withdraw From Review*** button located to the right of your file. A window will appear. Click the *Remove* button. This will take you back to the field or Professional Development window. Click *Delete* under the file. To upload a new file, follow the process *To Upload Artifacts*.

Submitting an Individual Artifact

1. Click on the *Artifacts* tab.
2. Look for the *file* that you want to send.
3. Below the file click *Submit for Review*.
4. Choose a faculty member and click *Next*.
5. Optional: You may attach a note to the reviewing faculty. Click *Next*.
6. A *Submit for Review* window will appear. Click *Finish*.
7. PASS-PORT will return to the Artifacts window. Under the file that you sent, you will see an option: ***Withdraw From Review***. This indicates that your file has been sent.

NOTE: If you need to make changes to your file and you need to **resubmit**, you must first click the ***Withdraw From Review*** button located under your file. A window will appear. Click the *Remove* button. This will take you back to the artifacts window. Click *Delete* under the file. To upload a new file, follow the process *To Upload Artifacts*.

Should I submit as an individual artifact?

There are three submission methods: submitting an individual artifact (**instructions above**), submitting the artifact within a working portfolio, or submitting as a PASS-PORT Portal requirement.

PASS-PORT Portal Requirements are listed within each Portal (II, III, and IV). To access these: Click on gray Folios tab, Under Portal Folios, click on the Portal (II, III, IV), each requirement is listed with the course in which that artifact will be completed depending on each major. All other documents not listed as a Portal requirement will be submitted as individual artifacts as instructed or within a working portfolio as designated by your instructor.

UNIT BASED ASSESSMENT (PORTALS) USER DIRECTIONS

When and How To Create a New Portal

When you first login to PASS-PORT, no *Portals* are visible. They have to be created. Creating Portal I is a basic step used to begin PASS-PORT. Each *Portal* thereafter is created as students successfully complete requirements of the degree program.

Creating Portal I Folio: Admission to the University

1. Click the Create Folio link next to the PORTAL folio tab. Portal I should appear.
2. Click the *Submit for review* button. This will close Portal I (You will see: *Review complete locked* to the right of the portal).
3. Proceed to open portal II.

NOTE: Alternative Certification students are not required to complete Portal II. When you click *Create Folio* under Portal Folios, Portal III should be created for you. If this does not happen, please send an email to passport@louisiana.edu.

Creating Portal II Folio: Admission to Professional Education Program

(Alternative Certification students DO NOT need Portal II. Contact PASS-PORT for assistance.)

In order for you to create the Portal II Folio, you must:

1. Login to PASS-PORT through ULink.
2. Click the **FOLIOS** tab.
3. Click **CREATE FOLIO** to the right of PORTAL FOLIOS.
4. Check the title of the FOLIO created to make sure you are in the right portal. The title of the FOLIO should be: **Portal II: Admission to Professional Education Program**. If this is not the name of your Portal Folio, email passport@louisiana.edu and describe that you are in the wrong portal. Be sure to include your CLID number, major, and whether or not you have been admitted into Upper Division. Portal II is not major specific.

Creating Portal III Folio: Admission to Clinical Experiences

In order for you to create your Portal III Folio, you must:

1. Login to PASS-PORT through ULink.
2. Click the *FOLIOS* tab.
3. Click on **Portal II Folio: Admission to Professional Education Program**.
4. **If there are all green check marks**, click the Submit for review button. This will close Portal II (You will see: *Review complete locked* to the right of the portal).
5. Proceed to open portal III.
6. Click *CREATE FOLIO* to the right of *PORTAL FOLIOS*.
7. Check the title of the FOLIO created to make sure you are in the right portal. The title of the FOLIO should be: **Portal III: Admission to Clinical Experiences**. If this is not the name of your Portal Folio, email passport@louisiana.edu and describe that you are in the wrong portal. Be sure to include your CLID number, major, and whether or not you have been admitted into Upper Division. **PORTAL III IS MAJOR SPECIFIC**. To be sure you are in the correct Portal, check the Portal name to make sure it includes your major name.

Creating Portal IV Folio: Exit From Program

1. Login to PASS-PORT through ULink.
2. Click the *FOLIOS* tab.
3. Click on **Portal III Folio: Admission to Professional Education Program.**
4. **If there are all green check marks**, click the Submit for review button. This will close Portal III (You will see: *Review complete locked* to the right of the portal).
5. Proceed to open portal IV.
6. Click *CREATE FOLIO* to the right of *PORTAL FOLIOS*.
7. Check the title of the FOLIO created to make sure you are in the right portal. The title of the FOLIO should be: **Portal IV: Exit From Program.** If this is not the name of your Portal Folio, email passport@louisiana.edu and describe that you are in the wrong portal. Be sure to include your CLID number and major. **PORTAL IV IS MAJOR SPECIFIC.** To be sure you are in the correct Portal, check the Portal name to make sure it includes your major name.

Adding Files to Portals

Artifacts must be uploaded to PASS-PORT PRIOR to adding them to a Portal. When naming your file, DO NOT add an extension such as “.doc”. The program will automatically add an extension. If the file name has more than one “period” (.) PASS-PORT will NOT accept your file!

To Add Files to PORTALS (Follow this procedure for **EACH** file that needs to be added.)

1. Click on gray *Folios* tab.
2. Under *Portal Folios*, click on the Portal (II, III, IV) in which you would like to add an artifact.
3. In the top left hand corner, click on *Add Artifact From Bin*.
4. Click on the first blue square: *File Artifacts that have been sent to PASS-PORT*.
5. Your files will appear on this screen. **DO NOT** click on the file name **UNLESS** you want to view the file. Locate the file that goes in the specified tab. Squares appear after the file name on the right side of the screen. Click in the square to select the file. A check mark will appear.
6. At the bottom of the screen, click *Add to Tab*. This will place the file in the Portal at the top of the screen.
7. Scroll down to the “red X” that indicates the file that needs to be submitted.
8. Click the blue button *Attach Artifact*.
9. On the *Submit For Review* screen, a drop down menu will appear. Select the file that needs to be submitted. Click *Next*.
10. Follow the remaining screens.
11. Select a course. Select a section. Click *Next*.
12. Select a faculty member. Click *Next*.
13. (Optional) Type a note in the text box. Click *Next*.
14. Review the information on the *Submit For Review* screen to make sure that it is correct.
15. Click *Finish*. This process will submit your file to the instructor and take you back to the Portal.
16. In the Portal, scroll down to the file you submitted to make sure that the word *Submitted* appears.

SUBMITTING A PORTAL TO PASS-PORT FOR REVIEW

Portal Folio requirements must be **completed** and **verified**. Once submitted, the Portal Folio is assessed by the PASS-PORT system and the student is allowed to create a new *Portal*.

Submitting Portal I for Review

The only requirement that must be met for Portal I is Admission to the University. Clicking the *SUBMIT FOR REVIEW* button will close Portal I.

Submitting Portal II for Review

After all Portal II Folio requirements have been completed and verified by the designated person(s), **green checkmarks** will appear. A *SUBMIT FOR REVIEW* button will appear at the top of your folio. Click on the *SUBMIT FOR REVIEW* button.

Submitting Portal III and IV Folios for Review

After all Portal III and Portal IV Folio requirements have been completed and verified by the designated person(s) **green checkmarks** will appear. A *SUBMIT FOR REVIEW* button will appear at the top of your folio. Click on the *SUBMIT FOR REVIEW* button. A message will appear to the right of the folio which states the status of the folio.

NOTE: Green checkmarks appear in the Portal once an artifact has been submitted. Under *Status* it should state **Requirement Passed**. **Green checkmarks** also appear but may state **REQUIREMENT UNMET**. **If an artifact is UNMET, you will have to resubmit the artifact according to instructor instructions.**

Resubmitting UNMET Artifacts

1. Under the green check mark, you should see **REQUIREMENT UNMET**. Click on the *Remove Artifact* button.
2. You will need to *Delete* the artifact at the top of the Portal. You will also need to *Delete* that **SAME** artifact from the Artifacts Bin.
3. **Resubmit the artifact according to instructions.** (The updated artifact must have a new name that differs from the original unmet artifact i.e. Lesson Plan Final.)