



## University of Louisiana at Lafayette PASS-PORT Portal IV Candidate Training

### Portal IV: Exit From Program Candidate Instructions

PASS-PORT is a web-based software system used for automated Unit Based Assessment of Electronic Portfolios through your College of Education's transition points (called Portals) in PASS-PORT. This training document covers how to complete the **Portal IV: Exit From Program** Portal in PASS-PORT.

The following four sections address all of the steps that you need to complete to finish and submit the Portal Folio for review:

1. Logging into Pass-Port
2. Uploading Portal IV Artifacts
3. Completing Portal IV Field Experiences (Portal IV Candidate Information and Teaching Context)
4. Creating your Portal IV Folio
5. Completing your Portal IV Folio requirements
6. Applying Skins and Reviewing your Folio
7. Submitting your Portal IV Folio for review
8. Checking the status of your Portal IV Folio

#### Section 1: Logging into Pass-Port

Log into your ULink account. Go to the **Tutoring** tab, scroll down to the bottom right corner of the page and click on the Pass-Port icon.

- If you cannot log onto ULink, contact the Helpdesk in Stephens Hall, Room 201 at 337-482-5516 or e-mail to [helpdesk@louisiana.edu](mailto:helpdesk@louisiana.edu).
- If you CAN log onto ULink, but you get the "logon" screen for Pass-Port, contact the Pass-Port Helpdesk at [pass-port@louisiana.edu](mailto:pass-port@louisiana.edu).

## Section 2: Uploading Portal IV Artifacts

In order for an artifact to be added to your Portal IV Folio, all artifacts must appear in your artifact's bin. It is helpful if you first upload all artifacts to the artifact's bin. To do this:

1. Click on the **ARTIFACTS** tab.
2. Click on the blue "File artifacts that have been sent to Pass-Port."
3. Click on the  button.
4. A screen will appear titled "File Upload". You must either enter the file path or click the **Browse** button and select the file you want to upload. Enter a "file nickname" and an "artifact description" in the designated areas. Click **Submit**.



**HINT: DO NOT USE PERIODS** in the name of the files you plan to upload to PASS-PORT.

**HINT:** Make sure your file name or the nickname you give the file describes what criteria of the portal it is fulfilling so you will not mix-up files and upload the wrong file to the wrong bin in the Portal Folio.

**TROUBLESHOOTING:** If you get the following error message when you click **Submit** "Only one period is allowed in filename; To rename the file: Choose Browse, right click on the file, and choose rename", check to see that you do not have a period (.) in the file name. If this is the case, rename the file without the period. If this is not the case, you may be using a version of Windows that has "user defined settings". You will need to move your files to be uploaded off your hard drive to a CD, disk, or jump drive than try to upload again (from the CD, disk or jump drive). This is because your user defined settings places an extra period in the name of the file path.

5. Repeat the above steps until all files are uploaded. The artifacts that need to be uploaded are as follows:
  - Unit Plan Artifact
  - Lesson Plan Artifact
  - Portal IV Objective Pre/Posttest
  - Analyzing Results Artifact
  - Case Study Analysis Artifact
  - Managing an Effective Learning Environment Plan (From Portal III)
  - Clinical Experience Final Evaluation Artifact
  - Professional Development Plan
  - Resume
  - Student Release Forms – These forms must first be placed in a zipped file, then upload the zipped file into the artifacts bin, add the file to your Portal IV, then attach it to the correct placeholder.
  - Four Written Observations - These four observations must either be saved as one word document or the four observation forms must be placed in a zipped file, then upload the zipped file into the artifacts bin, add the file to your Portal IV, then attach it to the correct placeholder.

- Every major has major specific SPA (Special Program) files that also need to be added to your **Folio FROM your Artifact's Bin**. These will be listed within your Portal IV and differ according to your major/certification area.

### **Section 3: Completing Portal IV Field Experiences (Portal IV Candidate Information and Teaching Context)**

You will need to complete a **Field Experience Artifact** detailing the information of the site at which you completed your clinical experiences as follows:

The form "**Portal IV Candidate Information and Teaching Context**" is to be completed by **ALL teacher interns**. This section consists of information on the classroom in which you completed your clinical experience and individual differences which existed between the students in your classroom. For teacher interns in departmentalized settings teaching numerous sections of classes, combine information for all sections. **The information from this form will be entered into Pass-Port in the Field Experience Template Titled "Portal IV Candidate Information and Teaching Context."**

You will need to complete a **Portal IV Candidate Information and Teaching Context Field Experience in Pass-Port** detailing the information of the site at which you completed your clinical experiences.

#### **Create your Field Experience Artifact(s) as follows:**

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 Candidate Information 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**.

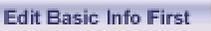
**HINT:** If you have more than one field experience artifact to complete (because you completed more than one rotation), name your field experience so you will know which field experience needs to be placed in your Portal IV Folio. Remember, only one field experience will be placed in the Portal IV Folio.

Enter the **last day** of classes for the **DATE FOR THIS EXPERIENCE**. (Fall 2015 would be December 4, 2015; Spring 2015 would be May 1, 2015, etc.)

**CHOOSE A COURSE** for this experience: Select the course for which you are enrolled in STUDENT TEACHING.

**CHOOSE THE LEVEL** of the experience: Level 3: Student Teaching.

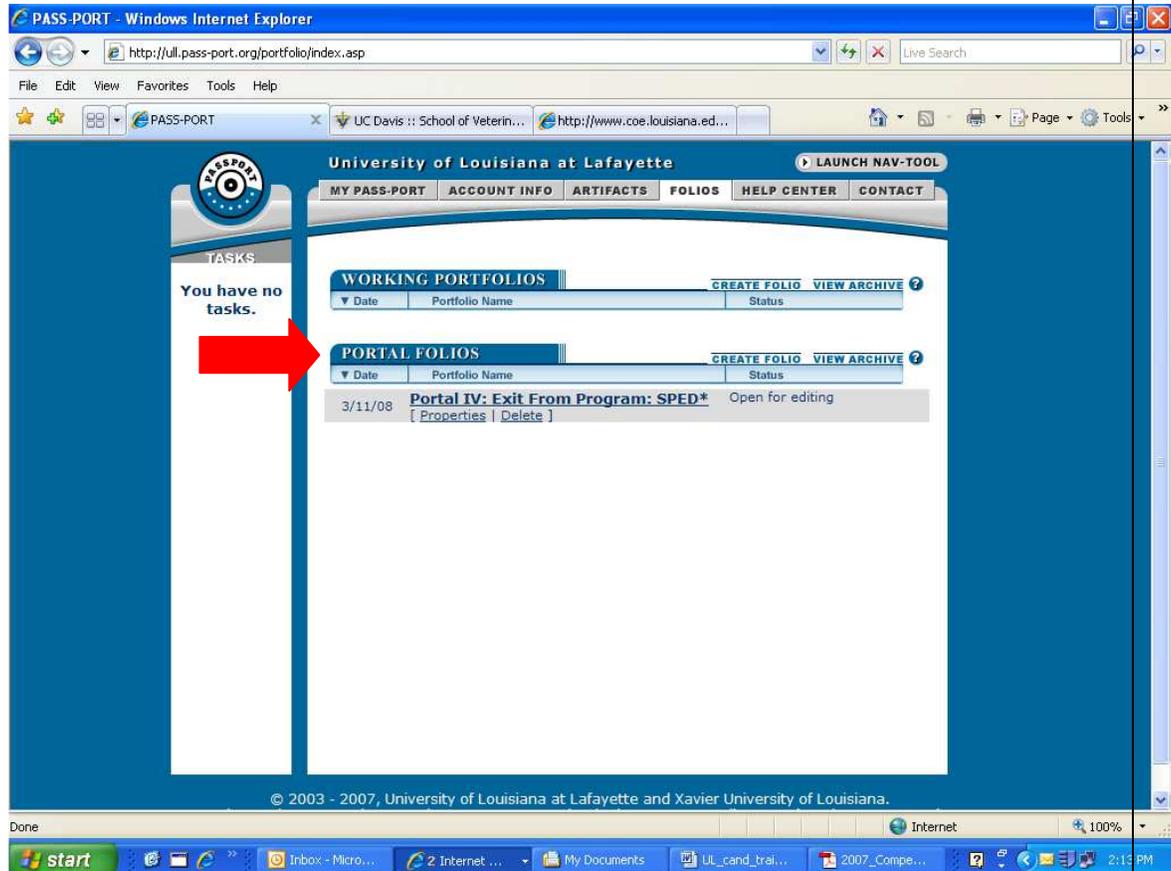
**CHOOSE A SITE** for this experience: Select the school at which this field experience was completed. If your school does not appear on the list, type the name of your school in the second box.

- 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 number of participants:** Enter the number of students in the class or section for which you are completing the field experience. **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.  
**HINT:** If you are required to enter more than one field experience because you are teaching multiple sections, have rotations, or both, the number of hours and minutes for ALL field experiences entered must be equal to or greater than 180 hours. **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:  
**Primary Subject:** Select the primary subject of the  
**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.  
**Category of Standard Addressed:**  
**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.  
**Grade Levels:** Check all grade levels that apply.  
**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.  
**Exceptionality Composition:** If there were students with exceptionalities, enter the number of students for each category.  
**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.  
**Field Experience Journal:** Optional as directed by your University Supervisor.
  8. When all fields are entered, you must 
  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).

#### **Section 4: Creating your Portal IV Folio**

1. Login to PASS-PORT through ULink.
2. Click the **FOLIOS** tab.
3. Click **CREATE FOLIO** to the right of **PORTAL FOLIOS**. **DO NOT CREATE A WORKING FOLIO.**

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 IV: Exit From Program- (with your appropriate major listed in the title)**. If this is not the name of your Portal Folio, contact [passport@louisiana.edu](mailto:passport@louisiana.edu) and let them know that the wrong Portal Folio was created.



In order for you to complete your degree program, you must complete all Portal IV requirements and **submit your Portal Folio for review where it is accepted (completed, reviewed, and locked)**

### Section 5: Completing your Portal IV Folio requirements

Follow the directions in Appendix D of the Teacher Intern Handbook for creating the required artifacts, as indicated by the PIV template that will be created by PASS-PORT. All surveys must be completed.

In order to add artifacts to the Folio or to complete any of the forms, simply click on the button to the right of each description and follow the directions that appear on the screen.

**REMEMBER**, your field experience and artifacts should already be uploaded to your **Artifact's Bin**.

- **Completing the Surveys**

The following are surveys which solicit your opinions on certain aspects of the teacher preparation program. Read the purpose and directions of each form by clicking on the "ANSWER FORM" button to the right of the form. Follow the

directions and click "Submit" when you are complete. The forms/surveys which need to be completed are as follows:

- **PIV Candidate Consent Form**
- **All Portals Professional Conduct Form**
- **PIV Teacher Intern Exit Questionnaire**
- **Teacher Preparation Program Accountability Survey**
- **Standard 3-4-5 Candidate Survey**
- **Portal IV Survey of Portal Experience with Passport**
- **Teacher Candidate Disposition Survey**

- **PIV Candidate Information and Teaching Context – FIELD EXPERIENCE**

If you have not completed your **FIELD EXPERIENCE**, please refer to Section 3 of this document and complete the steps for completing the FIELD EXPERIENCE.

Follow the instructions below to add the Portal IV Candidate Information and Teaching Context Field Experience Artifact to your Portal IV Folio.

1. Click the **FOLIOS** tab.
2. To open your Folio, click on the your Portal IV Folio (**Portal IV: Exit From Program**)
3. Click the blue **Add Artifact From Bin** button. 
4. Click the purple Field Experience Artifacts. 
5. Click the box next to your **Portal IV Candidate Information and Teaching Context Field Experience Artifact**. Click the **Add To Tab** button. 

*The Field Experience (PIV Candidate Information and Teaching Context) Artifact will appear at the top of your Folio Requirements.*

6. Click the **Attach Artifact** button to the right of the requirement name for that artifact.
7. Select the artifact from the drop-down menu.
8. Click **Submit**.

**Note: The red X sign  in front of that Field Experience artifact's requirement name will change to a green check sign.**



- **Adding Artifacts (Files) to the Folio**

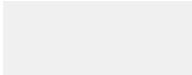
The following are file artifacts which you will need to add to your Folio from your Artifact's Bin. **If you have not added the files to your Artifact's Bin**, please see Section 2 to upload the Artifacts to your Artifact's Bin before proceeding with this step.

The following files need to be added to your **Folio FROM your Artifact's Bin**:

- Unit Plan Artifact
- Lesson Plan Artifact
- Portal IV Objective Pre/Posttest
- Analyzing Results Artifact
- Case Study Analysis Artifact
- Managing an Effective Learning Environment Plan (From Portal III)

- Professional Development Plan
- Resume
- Teacher Intern Information and Teaching Context Field Experience
- Student Release Forms
- Four Written Observations
- Every major has major specific SPA (Special Program) files that also need to be added to your **Folio FROM your Artifact's Bin**. These will be listed within your Portal IV and differ according to your major/certification area.

Follow the instructions below to add the Artifacts to your Portal IV folio.

1. Click the **FOLIOS** tab.
2. Click on the name of your Portal IV folio.
3. Click the blue **Add Artifact From Bin** button. 
4. Click the blue File Artifacts icon or the word Files at the top. 
5. Click on the box on the right side of each artifact you want to upload to your Folio.
6. Click the **Add To Tab** button next to your Unit Plan File Artifact. 

*The artifact(s) will appear at the top of your Folio Requirements*

7. Click the **Attach Artifact** button to the right of the requirement name for that artifact.
8. Select the artifact from the drop-down menu.
9. Select the **course** for which you are submitting the artifact and the **section** number.
10. Attach a note for the person evaluating the artifact should you feel you need to tell them something about the artifact before they grade it.
11. Click **Submit**.
12. When you click the **Submit** button, the artifacts will automatically be sent for evaluation.
13. When you click the **Submit** button, the following artifacts will prompt you to select a **Course** and **Section** number, and the **Instructor**. **Select your EDCI 440 instructor. If you are not enrolled in EDCI 440, select your University Supervisor and Student Teaching Course and Section numbers.**

**Note:** The red X sign  in front of the following requirements **WILL NOT** change to a green check sign **UNTIL** the University Professor has assessed your artifact.

**If the word "SUBMITTED" has replaced the ATTACH ARTIFACT button, your artifact has been successfully added to the Folio. If the ATTACH ARTIFACT button is still to the right of the requirement, repeat the process.**

The red X sign  in front of the following requirement will change to a green check sign  once your University Professor has assessed your artifact. Under the green check, you should see "Requirement Passed." If you see "Requirement UNMET," you will need to withdraw that artifact, delete it in your Portal IV, and resubmit a new corrected artifact with a different name.

- **Completing the Portal Surveys**

**HINT:** PASS-PORT does not save PARTIAL forms. You must complete all sections of the form in PASS-PORT before submitting. You may VIEW your responses after submitting but **YOU CAN NOT REVISE OR CHANGE YOUR FORM ONCE IT IS SUBMITTED.** You must also submit the form **ALL AT ONE TIME.** You can not start the form and return to it at a later time to finish. Pass-Port will not save your responses.

1. Click the **FOLIOS** tab.
2. Click on the name of your Portal IV folio.
3. Click the blue **Answer Form** button  to the right of the Form you wish to complete.
4. Simply type your responses into each section.
5. Once you have completed ALL sections of the form click **Submit.**

**NOTE:** The blue **Answer Form** button  to the right of the Form will turn to a blue **View Answer** button  when the form has been completed. **REMEMBER, YOU CAN NOT REVISE THE FORM ONCE IT IS SUBMITTED.**

**NOTE:** If your professor requires a copy of the form, you must first complete the form; submit the form, then **VIEW** the form. At the bottom of the VIEW screen there will be a **PRINT** button. You may also want to print a copy for the hard copy of the portfolio you submit to your University Professor.

### **Section 6: Applying Skins and Reviewing your Folio**

If you wish to change the appearance of your Portal IV Folio, click on the **PREVIEW AND APPLY SKINS** Button. 

Review the contents of the folder. Select a skin from the right side of the window. When you are satisfied with the appearance of your Folio, click **SAVE.**

### **Section 7: Submitting your Portal IV Folio for review**

After all Portal IV Folio requirements have been completed and verified by the designated person(s), a "submit for review" button will appear at the top of the folio. **Click on submit for review.** If all artifacts and criteria have been successfully met, your portal will have a message of "complete, locked". If there are some unmet criteria in your folio, it will be sent to the College of Education Pass-Port Coordinator for review.

## Section 8: Checking the status of your Portal IV Folio

The status of your Portal Folio is displayed in front of the Portal Folio name in the FOLIOS section.

Following are the four possible status messages:

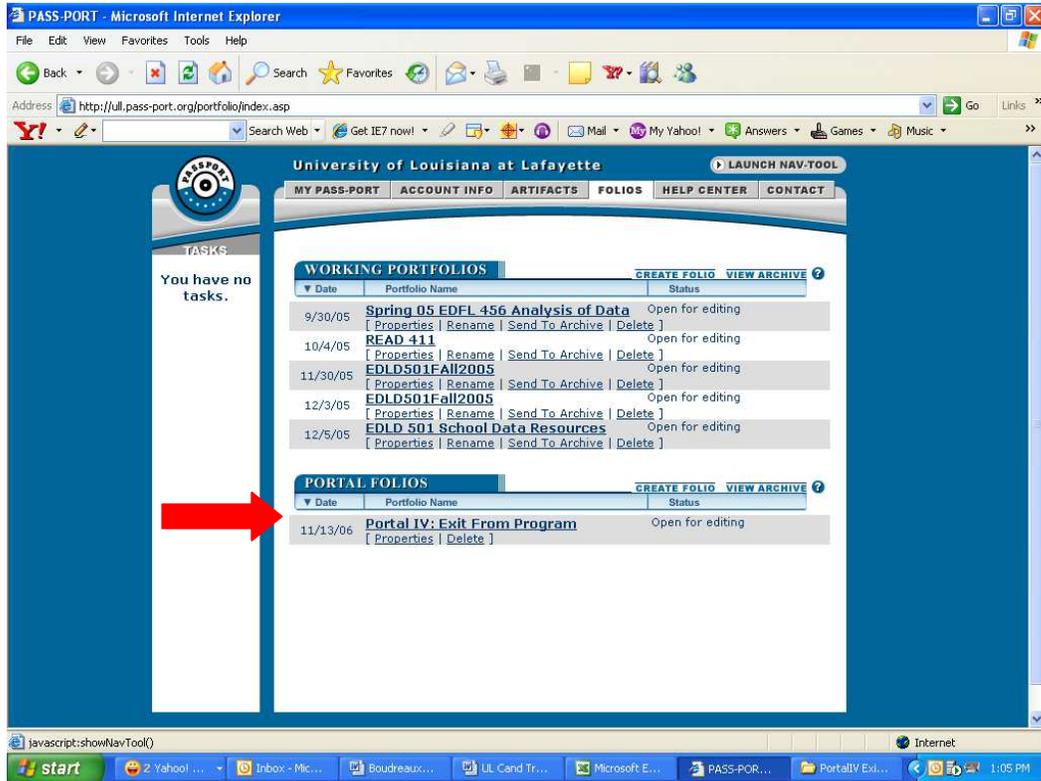
- **Open for editing** – Indicates that the portal folio has not been submitted for final review.
- **Review in Progress** – Indicates that your Portal Folio is still in the review process.
- **Returned** – Indicates that the portal folio has been returned to you for further action.
- **Review complete, Locked** – Indicates that your Portal folio review has been completed.

Note: To check whether you passed or failed your portal folio, check at the top of the Review History tab on your Portal Folio.

## Section 9: Questions and Answers

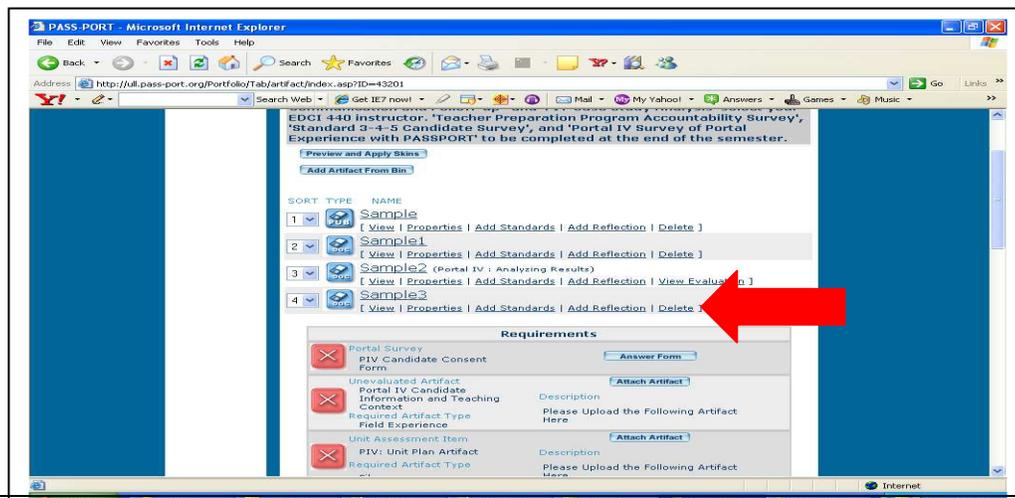
### Question 1: What if the Portal Folio does not look like the instructions?

Make sure that you have activated your PORTAL FOLIO and not a WORKING PORTFOLIO.



### Question 2: What if I want to change an artifact that I already submitted to my Portal Folio or I submitted to the wrong Supervisor/Professor?

You can change artifacts you have submitted to the Portal Folio by deleting the artifact at the top of the portal requirements. You must then **resubmit** the artifact you want to use to the **artifacts bin**, **add the artifact to your folio** and reattach it to the requirement you want to be replaced and submit.



**Question 3: How do I attach the Teaching Context?**

The teacher context is a field experience. If you refer to Section 3 of this document, it explains that the Candidate Information and Teaching Context is a field experience. It is also explained again in Section 5 under the **PIV Candidate Information and Teaching Context** section on what to upload to your Portal IV Folio.

When you click the "attach artifact" button to the right of that requirement in your Portal Folio, the program is looking for a field experience artifact. If you did not upload one to your Portal Folio, it will come up empty. So make sure to follow the directions in those sections.

**Question 4: Where do I upload my Letters of Recommendation?**

Letters of Recommendation are not a portal requirement. They are not uploaded into your Portal IV Folio.

**Question 5: I click on a link and the link does not open.**

Check to ensure that you do not have a Pop-Up Blocker on your computer. From windows internet explorer, you can generally disable the pop-up blocker by selecting Tools -> Pop-up Blocker -> Turn Off Pop-up Blocker (don't forget to turn it back on!) Below is a screenshot to show h10ow to turn this off.



**Question 6: Withdrawing or Deleting an Artifact From Portal Evaluation**

If you submit an artifact to the wrong instructor/professor for review, simply click on the **“withdraw eval”** link below the artifact at the top of the portal. Verify that you want to “remove” the artifact. Reattach to the correct requirement and resubmit.

If you submitted an artifact for evaluation and need to change the artifact, click on **“withdraw eval”**. Verify that you want to “remove” the artifact. It will take you back to the folio. Click on the **delete link below the artifact to remove it from the portal.**

PASS-PORT - Windows Internet Explorer

http://ull.pass-port.org/Portfolio/Tab/Artifact/index.asp?ID=56542

File Edit View Favorites Tools Help

PASS-PORT

University of Louisiana at Lafayette

LAUNCH NAV-TOOL

MY PASS-PORT ACCOUNT INFO ARTIFACTS FOLIOS HELP CENTER CONTACT

Review History

TASKS

You have no tasks.

Portal IV: Exit From Program\*

Select the appropriate instructor for the evaluation of your artifacts.

Preview and Apply Skins

Add Artifact From Bin

COVER

SORT TYPE NAME

1 LessonPlan1 (PIV Lesson Plan Artifact)

[ View | Properties | Add Standards | Add Reflection | Withdraw Eval | View Rubric ]

Requirements

- Portal Survey: PIV Candidate Consent Form [ Answer Form ]
- Portal Survey: PIV Describing the Unit Plan Form [ Answer Form ]
- Portal Survey: PIV Describing the Lesson Plan Form [ Answer Form ]
- Portal Survey: PIV Instructional Process: Communication, Follow-up, and Reflection Form [ Answer Form ]
- Portal Survey: PIV Managing An...

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