University of Louisiana at Lafayette
PASS-PORT Portal II Candidate Training

Portal II: Admission to Professional Education Program

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 your **Portal II: Admission to Professional Education Program** Portal in PASS-PORT.

The following 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. Creating Your Portal II Folio: Admission to Professional Education Program
3. Uploading Portal II Artifacts: To Be Completed When You Are Enrolled in EDCI 100 and EDFL 106
4. Completing Portal II Field Experiences: To Be Completed When You Are Enrolled in EDFL 106
5. Completing your Portal II Folio requirements
6. Reviewing your Folio
7. Submitting your Portal II Folio for review
8. Checking the status of your Portal II Folio
9. Withdrawing or Deleting an Artifact From Portal Evaluation
10. Creating Portal III

Section 1: Logging into Pass-Port
Log into your ULink account (Do not use Internet Explorer as your Browser. You can use Google Chrome, Firefox, or Safari.). Go to the **Tutoring** tab, scroll down to the bottom right corner of the page and click on the Pass-Port icon.

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> ➢ If you cannot log onto ULink, contact the Helpdesk in Stephens Hall, Room 201 at 337-482-4357 or e-mail to ithelp@louisiana.edu.
> ➢ If you CAN log onto ULink, but you get the "logon" screen for Pass-Port, contact the Pass-Port Helpdesk at passport@louisiana.edu or call us at 337-482-1751.

Section 2: Creating your Portal I and II Folios: Admission to Professional Education Program

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. Login to PASS-PORT through ULink.
2. Click the **FOLIOS** tab.
3. Click **CREATE FOLIO** to the right of PORTAL FOLIOS. Portal I should appear.
4. Click the *Submit for review* button. This will close Portal I (You will see: *Review complete locked* to the right of the portal).
5. 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.

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

1. Click the **FOLIOS** tab.
2. Click **CREATE FOLIO** to the right of PORTAL FOLIOS.
3. 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.

   Section 3 and 4 below outline how to upload artifacts into your Portal II Folio.

   You must complete the requirements for Portal II in order to be admitted into Upper Division.

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Section 3: Uploading Portal II Artifacts: To Be Completed When You Are Enrolled In EDCI 100 and EDFL 106

Portal II contains 2 Artifact Requirements:
EDCI 100 – Course Plan Artifact
EDFL 106 – Philosophy Paper

In order to put these documents into your Portal II, you much first add them to your Artifacts Bin. See Below:

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*.

Adding Files to PORTAL II (Follow this procedure for **EACH** file that needs to be added i.e. Course Plan and Philosophy Paper.)
1. Click on gray *Folios* tab.
2. Under *Portal Folios*, click on Portal II.
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.

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16. In the Portal, scroll down to the file you submitted to make sure that the word *Submitted* appears.

Note: The red X sign **in front of the requirements WILL NOT change to a green check sign UNTIL the University Professor responsible for assessing has done so.**

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.**

Section 4: Completing Portal II Field Experiences: To Be Completed When You Are Enrolled In EDFL 106

Entering a field experience

1. Click on Artifacts Tab

2. Click on the pink "Field" icon (for field experiences)

3. Click "Initiate New Field Experience"

4. Click the purple "Select" button next to the field experience observed

5. Enter a name i.e.: "EDFL 106: Teacher Creates Environment Promoting High Academic Expectations and Positive Interaction".

6. Enter the date from your notes from when you observed

7. Choose the course (ex. EDFL 106) from the drop down menu

8. Choose "Level 1: Observation, one-on-one" as in the EDFL 106 handbook

9. Choose the school you observed; if it is not listed, choose " Other"

10. Type the name of your contact

11. Click Edit Basic Info

12. Enter the number of students that were in the class

13. *IMPORTANT* These are each 6.0 hour field experiences.

14. Now, click the "edit" button next to "Ethnicity Composition"

15. Provide the number of students that fall under each category; together the number in each category MUST equal the amount of total students that was entered above

16. Click "Edit" next to "Gender Composition"

17. As before, enter the number of students that belong in each category, and again the total must equal the total students

18. Click Edit next to "Grade Levels"

19. Click the check box next to the grades that were represented

20. Click "Edit" next to "Subjects by Hour"

21. *IMPORTANT* you must enter the correct number of hours according to the rubric or handbook. Enter 4 hours for other, and the remainder of the hours will go to the class subject you observed which is next to "Field Observation."

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22. If the teacher you observed pointed out a student with a disability, then click "edit" next to diversity.

24. Then click the check boxes next to the categories that were represented in the class you observed, then click "save".

25. If your teacher requires that you submit a journal entry, click "add a journal entry."

26. Click on the violet "Complete Field Experience" button

27. A pop-up window should come up

28. Click the buttons that answer the questions pertaining to your experience; a blue dot should appear where you clicked the small gray button

29. When you are done, click " submit for review" only for the first FEX!

30. You should see your field experience at the bottom of your "Completed Field Experiences" Header.

Repeat these steps (1-30) for each of the 5 Field Experiences. Five field experiences for 6 hours each will total to 30 Field Experience Hours.

CREATING, ENTERING, AND SUBMITTING YOUR FOLIO
CREATING YOUR FOLIO – Includes 5 Field Experiences (30 Hours)

1. Click on the gray "folios" tab at the top
2. Click "Create Folio" next to the "Working Portfolios" header
3. Enter the name of the entire folio such as: "EDFL 106 Field Experiences", then click the "Create" button
4. Now click "Add a Tab"; this tab may be called "EDFL 106 FEX'S"
5. Create another Tab. Name this tab "Completion Forms" and Save

ADDING YOUR FIELD EXPERIENCES INTO YOUR WORKING FOLIO

1. Click the number "1" tab (EDFL 106 FEX'S) located on the right side of the window located under "Cover"
2. Then click "Add Artifact from Bin"
3. Once again click the purple "Field" button
4. Click the check box next to the field experiences for this class. When you are done, click the purple "Add to Tab" button at the bottom.
5. Click the number "2" tab (Completion Forms) located on the right side of the window located under "Cover"
6. Then click "Add Artifact from Bin"
7. Click the Files Button
8. Click on the Folder that says "Evaluations"
9. Click the check box next to the Completion Forms for this class. When you are done, click the purple "Add to Tab" button at the bottom.
10. When all is in order, click the "FEX 1-5" tab near the top in the gray shaded area located near "EDIT TITLE"
    Now towards the top where all of the blue buttons are click "Request

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Evaluation," "Request Feedback," or neither (depending on your instructor/professor's instructions).

11. Click Submit
12. Choose your instructor from the drop-box, then click "Submit"
13. Choose your course from the drop-box, then click "Submit". They are in order of course, but the course name is on the right side of the drop box. It may be confusing, but make sure you click your course(ex. EDFL 106 will appear as "Introduction to Education(EDFL 106)")

Above the blue "FEX 1-5" header, it may say "Evaluation request has been sent" or something similar (if you submitted the artifact)

Section 5: Completing your Portal II Folio requirements

When you first activate your Portal II Folio, it will appear as follows:

Portfolio: Portal II: Admission to Professional Education (SU11)

Select the appropriate instructor for the evaluation of your artifacts.

For UL specific candidate PASS-PORT PORTAL instructions,
CLICK HERE
and use the **quick access** drop down box located in the top right hand corner of the page.

[Preview and Apply Skins] [Submit For Review]

[Add Artifact From Bin]

Requirements	
Portal Survey UNIT LADOE All Portals Professional Conduct Form	[Answer Form]
Portal Survey UNIT PII and III Teacher Candidate Dispositions Survey	[Answer Form]
Portal Survey UNIT Teacher Candidate Technology	[Answer Form]

Integration Survey		
Unit Assessment Item UNIT PII Course Plan Artifact **Required Artifact Type** File	[Attach Artifact] Description Upload Course Plan and submit to your EDCI 100 Professor/Instructor	
Unit Assessment Item UNIT PII: EDFL 106 FEX Teaching Philosophy Artifact **Required Artifact Type** File	[Attach Artifact] Description Upload Reflection artifact and submit to your EDFL 106 Professor/Instructor To view EDFL 106 instructions and videos, CLICK HERE	

Automated Requirement(s)

Praxis I: Mathematics Praxis I: Writing Praxis I: Reading Or ACT or SAT

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 artifacts should already be uploaded to your **Artifact's Bin**.

- **Completing the Teacher Candidate Disposition Survey**
   This survey can be completed at any time. The purpose of the disposition survey is to allow teacher candidates a tool to explore and compare personal patterns of behavior against an established set of behaviors held by successful teachers. It is a personal tool for self-reflection, growth and development. The steps to complete the survey are as follows:
   1. Click on the **ANSWER FORM** button to the right of the **Teacher Candidate Disposition Survey** requirement.
   2. Read each statement and indicate the extent to which you agree by clicking on the button below your choice.
   3. When a response for all statements has been indicated, click **SUBMIT.**

- **Completing the Candidate Technology Integration Survey**
   This survey can be completed at any time. The purpose of the Candidate Technology Integration Survey is for the College of Education to collect data on the use and integration of technology with its candidates. The steps to complete the survey are as follows:

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1. Click on the **ANSWER FORM** button to the right of the **Candidate Technology Survey** requirement.
2. Read each statement and indicate whether or not you agree by clicking on the button below your choice.
3. When a response for all statements has been indicated, click **SUBMIT.**

- **Completing the UNIT LADOE All Portals Professional Conduct Form**
  This conduct form is utilized by the State Department of Education to screen individuals who apply for certification and will be working with children. Read the directions on the form. If you have any questions about your eligibility for future certification, contact Ms. Kay Riedel at 337-482-1241 or visit Student Services in Maximum Doucet room 105.
  1. Click on the **ANSWER FORM** button to the right of the **All Portals Professional Conduct Form** requirement.
  2. Read each statement and indicate whether or not you agree by clicking on the button below your choice.
  3. When a response for all statements has been indicated, click **SUBMIT.**

- **Campus Defined Requirement(s)**
  The following is a campus defined requirement:
    ➢ ACT Composite 22 or Praxis I (according to the College of Education stipulations)
  This requirement is part of your Folio and will be automatically verified. If you have passing ACT/Praxis scores and you do not see a green check next to this requirement, please email your passing scores to passport@louisiana.edu so that they PASS-PORT help center can manually add your passing scores.

7: Submitting your Portal II Folio for review

After all Portal II Folio requirements have been completed and verified by the designated person(s), a **SUBMIT FOR REVIEW** button will appear at the top of your folio. Click on the **SUBMIT FOR REVIEW** button after you have all green checks in Portal II with "requirement met."

Section 8: Checking the status of your Portal II 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. (If this occurs, contact passport@louisiana.edu to see what is incomplete from Portal II.)

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- **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: 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 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**.

Section 10: Creating Portal III

1. Click the **FOLIOS** tab. Portal II should say Review Complete Locked.
2. Click **CREATE FOLIO** to the right of PORTAL FOLIOS. Portal III should appear. Portal III and Portal IV are specific to your major. Please check the title of your Portal III to make sure your major appears in the title. If it does not, please contact passport@louisana.edu for help.

PASS-PORT Help Center
Maxim Doucet Room 314
passport@louisiana.edu
337-482-1751

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