

## Creating Electronic Portfolios in PASS-PORT (Revised Summer 2007)

First, be sure you have the document you wish to upload available as a file (Word, WordPerfect, Rich Text Format) on your computer, either on the hard disc or on a floppy.

### I. Getting into Pass-Port:

- Log-On through Internet Explorer to the university's home page [www.selu.edu](http://www.selu.edu)
- click on Academics & Research
- click on Academic Colleges
- click on The College of Education & Human Development
- click on the PASS-PORT bulls-eye
- Enter your W number and password, and Sign-In

### II. Save the Artifact in Pass-Port: All artifacts must be uploaded into PASS-PORT prior to completing an electronic portfolio.

1. Click on Artifacts
2. Click on Files
3. Click on the name of the folder, i.e., EDUC 201 or the name of your file if you have no folder
4. Click on [Upload File Here]
5. Click on Browse and find your file document
6. Open the file
7. Give your file a nickname, e.g. Philosophy
8. Click on Submit
9. Your file now appears under the Files screen

### III. Create Folio From Template

1. Click on your FOLIO tab
2. Click on Create folio
3. On the pop-up screen, click on create from template (Do not type a name in the box)
4. Select the name of the faculty member who created the template from the drop down box (Undergraduate and MAT students select Flo Winstead. Graduate students will be directed to the appropriate faculty member who created the template.)
5. Select the Introductory, Developing, Combination, Competency or MAT Competency Folio that you wish to create if you are in an initial teacher preparation program. If you are in an advanced level program (graduate degree program), you will select the appropriate level (Emerging, Proficiency, Capstone) that you wish to create and submit.
6. The template will then be displayed with all the tabs needed to create your electronic portfolio.
7. Read all notes on the cover and each tab for directions as you begin working
8. Click on one tab at a time to begin adding your artifacts (e.g., Philosophy, Lesson Plan, Reflections, Evaluation form, etc.)
9. Click on Add Artifact From Bin
10. Click on files, field experiences, or professional development icons depending on what you are selecting to place in your folio
11. Select the folder in which your artifact is contained
12. Once the folder has been opened, check the artifact that you wish to place in your portfolio and click on Add To Tab (if no folder, click on Add to Tab of the selected artifact)
13. Click on Add Standards, select the appropriate standard for the artifact you have included, and save.
14. Continue clicking on each tab and uploading artifacts.

### IV. Submit for Review

1. Once the folio is complete you will click on Request Evaluation and follow the directives on the pop-up screens. You will be submitting your folio to your advisor or another assigned faculty member for evaluation.
2. Once the evaluation is complete, you will be able to review your evaluation when you open your PASS-PORT account. Click on the Evaluation Tab when you open your scored portfolio and view the evaluation. If any area does not "MEET EXPECTATIONS", you must resubmit.

- V. The due date will be posted in the NEWS section of PASS-PORT. It is generally the Friday before the final week of classes.