



Introduction and Directions to PASS-PORT Features

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1. Access PASS-PORT

- www.pass-port.org
- PASS-PORT and portfolio information can be accessed on the CEDSAR website by the following:
 - ✓ www.selu.edu
 - ✓ click on Academics & Research
 - ✓ click on Academic Colleges
 - ✓ click on The College of Education & Human Development
 - ✓ click on Centers and Special Programs
 - ✓ click on CEDSAR
 - ✓ click on PASS-PORT and Portfolios **(SAVE in your favorites or on your desktop)**

2. Log in

- Username : W#
- Password: pass-port (1st time only)

3. Help Center

- PASS-PORT Help Documents and Animations (#4)
 - Candidate manual
 - Overview with animated tutorials

4. Account information

- Upload picture, change pass word, view demographics, and work on your biographical information

5. Artifacts

- Upload files into file artifacts (philosophy, lesson plans, etc.)
- Professional Development
- Field Experiences

6. BLUE BAR: Tasks assigned to me – complete questionnaires

PASS-PORT Assistance: Dr. John Fulwiler, Department of Educational Leadership and Technology
Phone: 985- 549-5944 **E-mail:** john.fulwiler@selu.edu **Office:** TEC 206

Artifacts and Portfolio Assistance: Contact your advisor or the course instructor

PLACING A DOCUMENT IN PASS-PORT/UPLOADING AN ARTIFACT

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

1. Click on Artifacts
2. Click on Files
3. Click [Add Folder]
4. Enter EDUC 201, MAT 610, etc.
5. Click [Create Folder]
6. Click on [Upload File Here]
7. Click on Browse and find your file document
8. Open the file
9. Give your file a nickname, e.g. Philosophy
10. Click on Submit
11. Your file now appears under the Files screen

Completing Professional Development Activities in PASS-PORT

1. Click on the "ARTIFACTS" tab at the top of the screen
2. Click on the green icon link (PRO DEV) or the Professional Development button at the top of the page
3. Click on "Add New Activity" on the top right side of the blue Professional Development Activities bar.
4. Complete the Professional Development Activity Registration
5. Once completed, click on the "Add Activity" button at the bottom of the registration form.
6. In the drop down box for activity type, do NOT use publication or presentation for this purpose.

Completing a questionnaire/survey in PASS-PORT

1. Under the 2nd blue bar, "Tasks Assigned to Me", click on complete questionnaire
2. A pop-up screen will appear in the upper left hand corner of your screen
3. Click on the purple tab, "ANSWER NOW"
4. Complete the survey
5. Click on the "submit" button at the bottom of the completed survey.

Creating Field Experiences

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, **AND same group of students**, it can be entered as one experience.

STEPS

1. Login in using your username and password.
2. Click the **ARTIFACTS** tab.
3. Click **Field Experiences**.
4. Click **INITIATE NEW FIELD EXPERIENCE** next to OPEN FIELD EXPERIENCES.
5. Click **Select** in front of the experience you want to add.
6. Choose a date for this experience from the drop-down menu.
7. Click **Select**.
8. Choose a course from this experience from the drop-down menu.
9. Click **Select**.
10. Choose the level for this experience from the drop-down menu. (Does not apply to graduate program templates.) *You can choose from Level 1: Observation, Level 2: Direct Teaching, and Level 3: Student teaching.*
11. Click **Select**.
12. Choose a site for this experience from the drop-down menu.
13. Click **Select**.
14. Choose a contact for this experience from the drop-down menu.
If the contact name you want does not appear in the drop-down menu, then enter the contact's name in the provided text box. The contact is the field mentor/teacher/supervisor.
15. Click **Select**.
16. Click **Edit Basic Info First**.
17. Enter number of participants in the text box.
18. Enter the number of hours and minutes.
19. Enter Hour/Period in the text box (optional).
20. Click **Save**.
21. Click **Edit** next to each item (e.g. Gender Composition, Leadership Level, etc.)
22. Enter or Select the information requested for each item in the template. Click **Save**. *Continue this process for all data fields.*
23. Click **Complete Field Experience**.
Your Field experience will now be listed under COMPLETED FIELD EXPERIENCES.
24. At this time it is possible to write a reflective journal entry and attach standards addressed to the completed experience. The use of this feature is left to the discretion of the instructor.

NOTE: If you have problems or need assistance, DO NOT use the CONTACT tab on your screen. All questions relevant to the experience itself should go to the instructor of the course. All questions and/or requests for assistance should be directed to john.fulwiler@selu.edu