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

Portal III: Admission to Clinical Experiences

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 III: Admission to Clinical Experiences** 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 III Folio: Admission to Clinical Experiences
3. Uploading Portal III Artifacts
4. Completing Portal III Field Experiences
5. Completing your Portal III Folio requirements
6. Applying Skins and Reviewing your Folio
7. Submitting your Portal III Folio for review
8. Checking the status of your Portal III Folio
9. Withdrawing or Deleting an Artifact From Portal Evaluation
10. Creating Portal IV

Section 1: Logging into Pass-Port
>   Log into your ULink account (Do NOT use Internet Explorer as your browser). 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 337-482-4357 or e-mail ithelp@louisiana.edu

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> ➤ If you CAN log into ULink, but you get the "logon" screen for Pass-Port, contact the Pass-Port Helpdesk at passport@louisiana.edu

Section 2: Creating your 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 **CREATE FOLIO** to the right of **PORTAL FOLIOS**.

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**.**

NOTE for Alternative Certification Students: Alternative Certification students are not required to complete Portal II.

Alternative Certification students should:
1. Click **CREATE FOLIO** to the right of PORTAL FOLIOS. 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 III.
4. Click **CREATE FOLIO** to the right of **PORTAL FOLIOS**

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.

NOTE for Transfer Students: If you received transfer credit from another college or university and your Portal II is not complete because of transfer credits, simply email the PASSPORT help center at passport@louisiana.edu with a copy of your transfer credits page from ULink and your Portal II will be manually closed by our staff.

5. 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 (with your correct major).** If this is not the name of your Portal Folio, email passport@louisiana.edu and inform the PASS-PORT help center 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.

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

You must complete the requirements for Portal III in order to be admitted into Clinical Experiences.

Section 3: Uploading Portal III Artifacts:

As you complete courses throughout your program of study, you will be required to submit artifacts to your Portal III Folio for evaluation. You will be instructed by your professors as to which artifacts need to be submitted through the Portal III Folio.

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In order for an artifact to be added to your Portal III 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 **Upload File Here** button.
4. A screen will appear titled "File Upload". 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, slash, or dash (./-) in the file name.

5. Repeat the above steps until all files are uploaded. The artifacts that need to be uploaded are as follows:
   - **UNIT Lesson Plan Artifact**
   - **UNIT Assessment Artifact**
   - **UNIT Managing an Effective Learning Environment Artifact**
   - **Additional artifacts based on your major may also be required.**

Section 4: Completing Portal III Field Experiences

As you progress through your methods courses in Education, you will be required to enter your field experience into PASS-PORT. Your instructor may give you additional directions as to the components of the field experience.

To enter field experiences in PASS-PORT, complete the following:

1. Click on the **ARTIFACTS TAB.**
2. Click on the purple **FIELD Button.**
3. Click on the INITIATE NEW FIELD EXPERIENCE link to the right of the OPEN FIELD EXPERIENCES section of the window.

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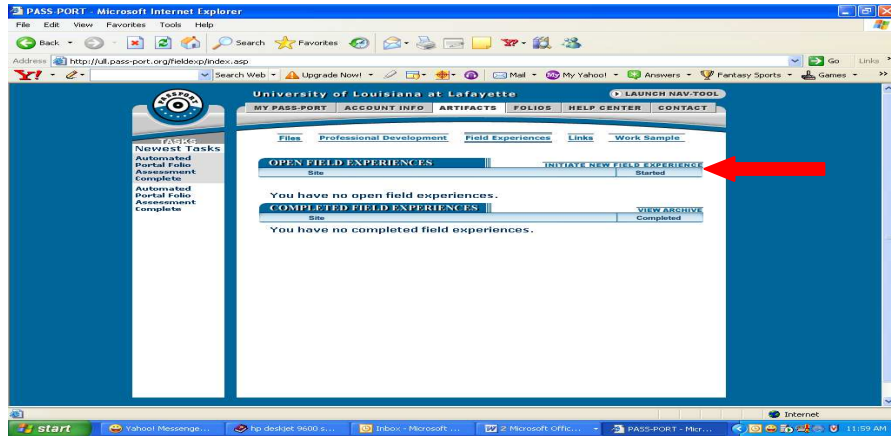
4. Unless you are otherwise directed by your instructor, you will **SELECT** the **FIELD EXPERIENCE (FEX) TEMPLATE.**

5. Enter the name for the field experience you are completing. Click **SELECT.**
   > **HINT:** Utilize a name that helps you identify the course.

6. Enter the date the field experience was completed. Click **SELECT**.

7. Select the course for which you are completing the field experience.

8. Select if this is a Level 1 (for your Introductory Education Courses) or Level 2 (for Upper Division Courses) Observation. **Your instructor will provide you with this information**. (Level 3 is for clinical experience/student teaching ONLY)

9. Select the site at which you completed your field experience. If your site is not listed, select **OTHER**.

10. Type the name of the site teacher or site contact person with which you completed the field experience.

11. A **BASIC INFORMATION** screen will appear. Click on the **EDIT BASIC INFO FIRST** button to the right of the screen.

12. Enter the number of participants you observed and the number of hours you spent on the observation. If you need additional information, please refer to your course professor/instructor.

13. Click the **EDIT** button to the right of the following fields to enter the information:
    > Gender Composition
    > Exceptionality Composition
    > Grade Levels
    > Subjects by hour
    > Ethnicity Composition
    > Primary Subject
    > Limited English Proficiency (you must retype a "0" if there are no
    >> students in this category)
    > Field Experience Journal (See your course/instructor for
    >> additional details)

14. You must click COMPLETE FIELD EXPERIENCE in order for your field experience to be properly entered into the system.
15. You will return to the ARTIFACTS TAB. You will see the name of the field experience you just completed under the **COMPLETED FIELD EXPERIENCES BAR.** If the field experience appears under the **OPEN FIELD EXPERIENCES BAR,** go to step 14 and repeat.
16. To check the number of field experience hours you have accumulated, go to the ACCOUT INFO TAB. Scroll to the bottom of the page and you will see a summary of the number of field experiences you have completed with the total hours at each of the Levels.

Section 5: Completing your Portal III Folio requirements

When you first activate your Portal III Folio, it will appear as follows (once you start to add artifacts and complete items in your Folio, the order will change):

***Please note the UNIT Artifacts are required by all College of Education candidates. Immediately following the UNIT Artifacts are SPA (Specialize Professional Associations) Artifacts required specifically by your major. In the example below, ECHD denotes the artifacts required by Early Childhood Majors. Your specific major and portal will determine the SPA artifacts that you are required to complete.

Portfolio: Portal III: Admission to Clinical Experiences - Early Childhood PK-3 (SP12#2)

Select the appropriate instructor for the evaluation of your artifacts.

For UL specific candidate instruction,
CLICK HERE
to be taken to the COE website and click on the quick access drop down box.

[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	[Answer Form]

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	UNIT PII and III Teacher Candidate Dispositions Survey	
❌	Portal Survey UNIT Teacher Candidate Technology Integration Survey	Answer Form

❌	Unit Assessment Item
	    UNIT PIII: Lesson Plan Developing (UNIT-SP13)
	Required Artifact Type
	
	    File
		Attach Artifact
		
		Description
		
		Upload Artifact (Alt Cert's included) and submit to your Professor/Instructor:
		Elem Ed & Early Childhood Ed EDCI 351 or 353
		Middle School EDCI 422/424/352/or 423
		Secondary Education EDCI 448/452/453/454 or 463
		KNES 301/449

❌	Unit Assessment Item
	    UNIT PIII: Assessment Artifact (UNIT-SP13)
	Required Artifact Type
	
	    File
		Attach Artifact
		
		Description
		
		Upload Artifact (Alt Cert's included) and submit to your Professor/Instructor:
		Early Childhood Ed EDCI 411
		Elem Ed, Middle School & Secondary Education EDFL 456
		KNES 301/449

❌	Unit Assessment Item
	    UNIT PIII Managing an Effective Learning Environment (UNIT-SP13)
	Required Artifact Type
	    File
		Attach Artifact
		
		Description
		
		Upload Artifact (Alt Cert's included) and submit to your Professor/Instructor: Elem Ed & Early Childhood Ed EDCI 430 Middle School EDCI 439 Secondary Education EDCI 450
		KNES Majors KNES 301/449

❌	Unit Assessment Item
	    ECHD PIII: Lesson Plan Artifact (SPA-12)
	Required Artifact Type
	    File
		Attach Artifact
		
		Description
		
		Upload Artifact (Alt Cert's included) and submit to your Professor/Instructor: Elem Ed & Early Childhood Ed EDCI 351 or 353

❌	Unit Assessment Item	Attach Artifact

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ECHD PIII: Reading Clinic Report Artifact (SPA-12) Required Artifact Type File	Description Upload to your Reading Clinic/READ 411 Instructor/Professor.

Automatic Requirement(s)

PRAXIS II: Principles of Learning and Teaching	Not yet verified
PRAXIS II: Content Exam	Not yet verified

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 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.**

- **Completing the Teacher Candidate Disposition Survey**
  This survey can be completed at any time, however it must be completed before your portal will be accepted as complete. 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; however it must be completed before your Portal III folio will be accepted. 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:

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.**

- **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 3 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**:

> ➢ Lesson Plan
> ➢ Assessment Plan
> ➢ Managing an Effective Learning Environment
> ➢ In addition to the above 3 artifacts, you will also need to add the additional SPA artifacts listed in your folio.
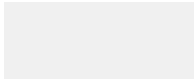
The above artifacts are completed in the following courses. As you complete one of the courses listed below, your instructor/professor will instruct you on uploading and submitting the artifact for Portal Review:

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LESSON PLAN ARTIFACT	
PROGRAM	*COURSE*
Early Childhood Education	EDCI 351
Non-Master's-Certification-Only Early Childhood	EDCI 353
Elementary Education (Grades 1-5)	EDCI 351
Non-Master's-Certification-Only Elementary Education Grades 1-5	EDCI 353
Middle School Education (Grades 4-8) Non-Master's-Certification-Only Middle School Grades 4-8	Completed in Focus Area: EDCI 422 or EDCI 424 or EDCI 352 or EDCI 423
Secondary Education (All areas of Concentration) Non-Master's-Certification-Only Secondary Education Grades 6-12 Non-Master's-Certification-Only Secondary Education	Completed in Subject Specific Methods Course: EDCI 448 or EDCI 452 or EDCI 453 or EDCI 454 or EDCI 463
Art/Music Majors	MUS Band/Orchestra 335/337 or 336/338; or Vocal 333/334; or Instrumental 335/336; or VIAR 216 (Elementary) and VIAR 315 (Secondary)
Kinesiology - Grades K-12 Non-Master's-Certification -Only Health and Physical Education K-12th Grades Complete artifact for elementary AND secondary.	KNES 301/449
Special Education - Early Intervention	SPED, SPED

ASSESSMENT ARTIFACT	
PROGRAM	*COURSE*
Early Childhood Education Non-Master's-Certification-Only Early Childhood	EDCI 411
Elementary Education (Grades 1-5) Non-Master's-Certification-Only Elementary Education Grades 1-5	EDFL 456
Middle School Education (Grades 4-8) Non-Master's-Certification-Only Middle School Grades 4-8	EDFL 456
Secondary Education (All areas of Concentration) Non-Master's-Certification-Only Secondary Education Grades 6-12	EDFL 456
Art/Music Majors	MUS Band/Orchestra 335/337 or 336/338; or Vocal 333/334; or Instrumental 335/336; VIAR 315 or EDFL 456
Kinesiology - Grades K-12 Non-Master's-Certification -Only Health and Physical Education K-12th Grades Complete artifact for elementary AND secondary.	KNES 301/449
Special Education - Early Intervention	SPED, SPED
Special Education - Mild/Moderate Non-Master's-Certification-Only Special Education Mild/Moderate Grades 1-12	SPED, SPED

MANAGING AN EFFECTIVE LEARNING ENVIRONMENT ARTIFACT

PROGRAM	COURSE
Early Childhood Education Non-Master's-Certification-Only Early Childhood	EDCI 430
Elementary Education (Grades 1-5) Non-Master's-Certification-Only Elementary Education Grades 1-5	EDCI 430
Middle School Education (Grades 4-8) Non-Master's-Certification-Only Middle School Grades 4-8	EDCI 439
Secondary Education (All areas of Concentration) Non-Master's-Certification-Only Secondary Education Grades 6-12	EDCI 450
Art/Music Majors	EDCI 450
Kinesiology - Grades K-12 Non-Master's-Certification -Only Health and Physical Education K-12th Grades Complete artifact for elementary AND secondary.	KNES 301/449
Special Education - Early Intervention	SPED, SPED
Special Education - Mild/Moderate Non-Master's-Certification-Only Special Education Mild/Moderate Grades 1-12	SPED, SPED

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

1. Click the **FOLIOS** tab.
2. Click on the name of your Portal III 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 A Course: **Select the course for which you are enrolled.**
10. Attach a note for the person evaluating the artifact should you feel you need to tell them something about the artifact before they assess it.
11. Click **Submit**.
12. Repeat the process to add all artifact file requirements to the Folio.

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.

- **Automatic Requirement(s)**
  The following are campus defined requirements:
  - ➢ Praxis II: Subject Assessment
  - ➢ Praxis II: Principles of Learning and Teaching (PLT)

  There requirements are part of your Folio and will be verified automatically. There is nothing you need to do to complete this section. If your scores are not checked off in PASS-PORT, but you have passed the Praxis Requirements, you can email your passing Praxis scores to passport@louisiana.edu, and we will check off your scores manually.

Section 6: Applying Skins and Reviewing your Folio
If you wish to change the appearance of your Portal III 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 III Folio for review

After all Portal III Folio requirements have been completed and verified by the designated person(s), a SUBMIT FOR REVIEW button will pop up at the top of the folio when you log in. YOU MUST CLICK THE SUBMIT FOR REVIW button. A message will appear to the right of the folio which tells you the status of the folio.

Section 8: Checking the status of your Portal III Folio

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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, email passport@louisiana.edu so that we can Review what is missing.
- **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 IV

      Once your Portal III status is "Review complete, Locked," simply click the "Create Folio" icon next to PORTAL FOLIOS in the Folios tab. This should automatically open your Portal IV Folio designated by your major. If your correct Portal IV does not appear automatically email our help desk at passport@louisiana.edu so that we can assist you in opening your correct Portal IV.

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