Welcome to
PASS-PORT Candidate Training

This training is designed to introduce you to the candidate functionality of PASS-PORT. Today's training will specifically cover the following topics:

As a candidate, you will:

1. View your account information.
2. Create a folder in the File **ARTIFACTS** bin and upload a WORD document artifact into the folder in PASS-PORT.
3. Create a course working portfolio in the **FOLIOS** tab, add a tab, and add your WORD document artifact to this tab.
4. Add standards and a reflection to this file (WORD) artifact.
5. Preview and apply skins to your portfolios.
6. Request feedback or request evaluation on the portfolio.
7. Complete a field experience.
8. Professional Development Artifacts.
9. Link Artifacts.

To Begin:

Go to UL'S PASS-PORT site: http://ull.pass-port.org
Enter the **username** and **password** that you've been given to **log in** to PASS-PORT as a candidate. If you have any questions about the username/password, please ask your instructor for help or email support@pass-port.org. Visit PASS-PORT.ORG to view training animations under the **TRAINING** tab and the overview under the **INFORMATION** tab. Then, complete the steps below.

A. Viewing Account Information

1. Click on the gray **ACCOUNT INFO** tab.

Here is the section where a candidate can upload a picture of them self, create a new password, view demographic information, type in their bio, or view their total count of completed field experience levels.. You're just going to view the buttons in this section today…

B. Adding a folder to your (candidate) file artifacts bin and uploading a file to the folder

1. Click on the gray **ARTIFACTS** tab.
2. Click on the blue **Files** button.
3. Click **Add Folder** on the blue bar to the left of the word Files.
4. In the **Create Folder** pop-up window, enter a name for your folder and click Create Folder.

The Folder will appear in a list under the blue Files bar.

5. Click on the underlined name of the folder to enter the folder.
6. Click the **Upload File Here** button on the right.
7. Click **Browse** to navigate to the practice file that you have chosen to upload (Word file, for example).

You may need to create a file on the training computer that you are using right now. For example, you can type your name in a WORD document and name the file "practice". If you are not using your personal computer, you should save your file on a removable disk.

8. Enter the **file nickname.**
9. Enter a **file description.**
10. Click **Submit.**

*A pop-up window will open which says **Transmitting data to the server…***
When the file is finished uploading, you will see it listed beneath the blue bar which lists "Files: Training Folder" and indicates to you that you are in your Training Folder.

11. Click the white word **Files** on the blue bar to bring you back to viewing the folders and files that are in your Files bin.

C. Creating a working portfolio with a tab

1. Click on the gray **FOLIOS** tab.
2. Click **CREATE FOLIO** to the right of **WORKING PORTFOLIOS** on the blue bar.
3. Enter the name of the Folio.
4. Click **Create.**

*Your Working Portfolio will now be listed beneath the **WORKING PORTFOLIOS** blue bar (You are inside the FOLIOS tab.)*

5. Click on the name of your portfolio to enter it.
6. Click on the light blue **Add A Tab** button.
7. Type tab name in the text box.
8. Click **Save.**

D. Adding a file artifact to your (candidate's) working portfolio

1. Click on the name of your portfolio to enter it.
2. Click on the underlined name of your practice tab to enter it
3. Click on the light blue **Add Artifact From Bin** button beneath "Tab 1: *the name you typed*."
4. Click the word "**Files**" at the top left before Professional Development or click the **File artifacts** picture button.
5. Click the purple **Add to Tab** button next to the practice WORD file that you uploaded earlier

When the file is finished being added to the tab, you will see it listed beneath the blue bar which shows that you are in "Tab 1: your tab name".

E. Add Standards to the artifact

1. Click Add Standards underneath the name of your file artifact.
2. Select a standards body from the drop-down menu.

A list of standards to connect will appear in the top left

3. Click **Add** in front of each standard that you want to connect from the list on the left.

The standard will be added to the Connected Standards list on the right

4. Click **Save** on the bottom right when you are finished connecting standards.

*You may click **View Standards** on the top right below the **PASS-PORT CONTACT** tab to view the standards which you have added*

F. Add Reflection

1. Now click **Add Reflection.**
2. Add your reflection and click **Save** in the Edit Artifact Reflection pop-up window.

G. Previewing and Applying skins to a working portfolio

1. Click on the name of your portfolio to enter it
2. Click on the light blue **Preview and Apply Skins** button

A separate window with two parts will appear. The left part lists the details of your portfolio whereas the right one contains options of skins for you to choose from.

3. Click on the skin of your choice.

You will now see a preview of your folio with the skin applied. You may select a different skin by clicking on one of the icons on the right.

4. Click **Save**

H. Request Feedback

1. Click on the name of the portfolio.
2. Click on the light blue **Request Feedback** button.
3. In the Request Feedback pop-up window, select the name of the faculty member from whom you would like to request feedback and **click Submit**.
4. Choose the course from the drop-down menu

A pop-up window stating Feedback Request has been sent will open.

5. Click **Close**.

*After the faculty member has completed your feedback request, you can view the feedback by clicking on the **View Feedback** button in your working portfolio.*

The feedback that the faculty member provided pertaining to standards, the reflection, and the artifact will be displayed.

You can now repeat the above process of creating an artifact, uploading it into PASS-PORT, and adding it to a working portfolio to submit for feedback.

I. Request Evaluation

1. Click on the name of the portfolio.
2. Click on the light blue **Request Evaluation** button.

A submit confirmation window will appear

3. Click submit if you are sure you want to submit.

A pop-up window with a drop-down list of faculty members will appear.

4. Select the name of the faculty member from whom you wish to request evaluation.

5. Choose the course from the drop-down menu

You will see the following status message: "Evaluation in progress."

J. Field experiences

1. Click on the gray **ARTIFACTS** tab
2. Click on the words "**Field Experiences**" at the top or click the **Field Experiences** picture button on the left.
3. Click **Initiate New Field Experience** to the right of **OPEN FIELD EXPERIENCES** on the blue bar
4. Click the first purple **Select** button to the right of **Teacher Preparation (Initial)** and beneath **Undergraduate Experiences** on the blue bar
5. Select a date for the Field Experience and click **Save**.
6. Select a course and click **Save**..
7. Select a level for the Field Experience (Observation, one-on-one; Small group, whole class; or Student Teaching) and click **Save**.
8. Choose a Field Experience site and click **Save**.
9. Choose a contact for the Field Experience or if it says in the drop-down menu "*There are no teachers assigned to this site"*, type the site contact's name in the text entry box
10. Click on the purple **Edit Basic Info First** button to the bottom right of the Basic Information section.

A pop-up window containing the information you just entered along with three blank fields will open.

11. Enter the number of participants
12. Enter the number of hours and minutes
13. Enter the hour/period (not required at UL)
14. Click **Save**

The initial information you entered will be displayed at the top of the Basic Information area. Below that will be other fields for you to complete. Required fields are specified. You will see the Complete Field Experience button at the bottom.

*Now, complete editing the rest of the fields below, as applicable, and click **Save** each time.*

15. Click the light blue **Edit** button on the right side of the Gender Composition blue bar.
16. Enter the number of females and males, totaling the number of participants. Click **Save**. **<u>This is a required field.</u>**

17. Click the light blue **Edit** button on the right side of the **Exceptionality Composition** blue bar. Enter the appropriate information and click **Save**.
18. Click the light blue **Edit** button on the right side of the **Grade Levels** blue bar. Enter the appropriate information and click **Save**.
19. Click the light blue **Edit** button on the right side of the **Subjects by hour** blue bar. Enter the appropriate information and click **Save**. **<u>This is a required field.</u>**
20. Click the light blue **Edit** button on the right side of the **Ethnicity Composition** blue bar. Enter the appropriate information and click **Save**.
21. Click the light blue **Edit** button on the right side of the **Primary Subject** blue bar. Enter the appropriate information and click **Save**. **<u>This is a required field.</u>**
22. Click the light blue **Edit** button on the right side of the **Limited English Proficiency** blue bar. Enter the appropriate information and click **Save**. **<u>This is a required field.</u>**
23. Click the light blue **Add A Journal Entry** button on the right side of the **Field Experience Journal** blue bar
24. Type "**This is my journal entry.**" into the text box
25. Click **Add**
26. Scroll down and click on the purple **Complete Field Experience** button.

A pop up window containing a questionnaire opens. You are required to complete the questionnaire in order for your field experience to be listed under the "Completed Field Experiences" tab.

*Your Field Experience will now be listed beneath the **COMPLETED FIELD EXPERIENCES** blue bar (You are still in the **Field Experiences** section of the **ARTIFACTS** tab.)*

K. Professional development artifacts

1. Now, click the word "**Professional Development**" after clicking on the ARTIFACTS tab at the top (or click the **Professional Development** artifacts picture button).
2. Click **ADD NEW ACTIVITY** to the right of PROFESSIONAL DEVELOPMENT ACTIVITIES.

   In the Professional Development Activity Registration pop-up window,

3. To select the activity type, select **Training/Workshop** from the drop-down menu.
4. For Enter the name of activity, enter **PASS-PORT Training**
5. For Enter the sponsoring organization, enter **UL**
6. For Type the number of hours, enter 1
7. Select the completion date
8. For Choose descriptions. (Check all that apply.), check **Technology Integration**, **Standards-Based**, and **Software Training**
9. Click the **Add Activity** button

   You will see the Professional Development Activity that you just added listed under 2004 Activities (you are still in the PROFESSIONAL DEVELOPMENT ACTIVITIES section of the ARTIFACTS tab.)

L. Link artifacts

1. Now, click the word "**Links**" at the top (you are still in the ARTIFACTS tab) or click the **Links** picture button on the left.
2. Click **ADD NEW LINK** to the right of WWW LINKS
3. In the **Add New Link** pop-up window, enter the **link name**
4. Enter the **link address**
5. Type the **link description**
6. Click **Save**

   You will see the link that you just added listed under WWW LINKS.