How Do I…?

EVALUATE MY FIELD EXPERIENCE

1. From the main ‘MY PASS-PORT’ screen, click the gray ‘ARTIFACTS’ tab at the top of the screen.

2. On the ‘ARTIFACTS’ screen, click the blue ‘Field Experiences’ link or the pink ‘FIELD’ button from the menu.
3. On the ‘Field Experience’ screen, click the ‘INITIATE NEW FIELD EXPERIENCE’ link.

4. Select the appropriate Field Experience from the list, ‘Formative’ at mid-experience and ‘Summative’ at completion. This guide follows the ‘Student Teaching Formative Field Experience Template (Undergraduate)’ process.
5. Enter a name for the new Field Experience and click the ‘Select’ button.

6. Enter the date of your current Field Experience evaluation and click the ‘Select’ button.
7. From the drop-down menu, select the corresponding course for the Field Experience and click the ‘Select’ button.

8. From the drop-down menu, select the correct site for the Field Experience. If not found, enter the site name in the open text box. Click the ‘Select’ button.
9. From the drop-down menu, select the correct Mentor Teacher for the Field Experience. If not found, enter the Mentor Teacher name in the open text box. Click the ‘Select’ button.

10. On the Field Experience front page, read the Template Instructions.
11. Scroll down to the ‘Primary Course Content’ field and click the ‘Edit’ button.

12. From the drop-down menu, select the appropriate course content for the Field Experience and click the ‘Save’ button.
13. If applicable, click the ‘Add A Journal Entry’ button.

14. Compose a journal entry and click the ‘Add’ button.
15. To send evaluation requests to Mentor Teachers and University Supervisors, click the ‘E-mail Completion Forms’ button.

16. For Mentor Teachers, click the ‘Site Contact’ button.
17. Enter the Mentor Teacher’s current email address and click the ‘E-mail’ button. Repeat steps 15-17 for multiple Mentor Teachers.

18. Click the ‘Back’ button on the confirmation screen to return to the Field Experience front page.

19. Repeat step 15 and click the ‘Faculty Member’ button for University Supervisors.
20. From the drop-down menu, select the correct University Supervisor and click the ‘E-mail’ button.

![Image of email selection screen]

21. Click the ‘Back’ button on the confirmation screen to return to the Field Experience front page.

22. Click the ‘Complete Field Experience’ button.

![Image of complete field experience button]
23. The Field Experience self-assessment will appear in a pop-up window. Enter your self-assessment and click the ‘Submit’ button.