PASS-PORT

Faculty Instructions

Open Internet Explorer, type in www.nsula.edu, click Academics, and move mouse to the right to open box and move to College of Education click and let up. Click on NSU Quick Links at the top right corner. Select NSU Pass Port. Also you can type nsula.pass-port.org in address bar.

Sign in: use Blackboard username

Password: Birthday - MM/DD/YY (Jan.-Sept. use one digit for month example: May 4, 1988 = 050488)

If birthday does not work – type in pass-port. If it still does not work notify PASS-PORT Coordinator.

To Change Password: Click on Account Info (tab at top), click on Change Password button, type in new password, type in second time to confirm, click save.

How to create a rubric to evaluate the portfolio:

Click on the My Form Builder tab.

There are two types of forms you can build:

1. Questionnaire: You can create a questionnaire to give to your students.
2. Evaluation tools: You can create a rubric for the items that you are evaluating.

Click on the Create New next to the Evaluation Tools tab.

A new window will come on your screen asking you to name the portfolio, type a purpose, and the category for the form.

Type in the information and click Save.

Your main screen will change showing you the details of the evaluation tool that you have created.

Located in the Evaluation Tool Items, click on the Create New Item.

A new window will appear on your screen asking about what type of item that you want to create.

Select the type of grading form you want to use.

Type in the question and the description about the question.

• If it is a Number Entry, you are finished with that item.
• If it is a Text Area, you are finished with that item.
• If it is Likert Scale, you are finished with that item.
• If you choose any of the other two, there is more to do:
  o When the main screen changes, Click the Edit button next to the question just entered.
  o A new window will appear concerning editing information.
  o At the bottom of the screen, click on the Add Group button next to Edit Group Settings.
  o Another new screen will appear asking for titles and descriptives about the group.
    ▪ Note: Concerning spanning at the top of the window, one will span one point, two will span two points, etc.
  o Continue with the points until finished

Once you have finished your evaluation tool, Click on Return to My Forms.

You will now need to make the evaluation tool active by changing the drop down next to the tool from Inactive to Active.

To apply the tool, a student must click “Submit for Evaluation” within their portfolio and select the instructor and tool to be used.

If you have any questions or problems, please contact the PassPort coordinator at the top of the page.