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.

To How to Submit Feedback To Students:

1. Once you log in to PassPort, locate the Tasks Assigned to Me.
2. Click on the Folio Feedback Request from the student. The student’s name should be located on the right hand side of the request.
3. Your screen should change to show the portfolio of the student.
4. Scroll down and find the artifact tab for item you want to view.
5. Once found, click on the name. (Ex. EDUC 2020 Field Experiences)
6. Once inside the tab, all of the artifacts that the student has submit should show on the screen. (Note: Even previously seen items will show up so be aware of which items you have not looked at before)
7. Click on the name of one of the artifacts that student has submitted for feedback.
8. Your screen should look similar to this:

![Field Experiences Tab: EDUC 2020 Field Experiences Artifact: Field Experience #1 Standards: There are no standards connected.]

9. If you want the review the information that placed as far as demographics are concerned, you can click on the View/Download Artifact.
10. Once you are ready to add feedback, click on the Artifact Feedback button.
11. A text box will come on your screen and you can type any feedback for that particular artifact. Once complete with the feedback for that artifact, click Submit Feedback.
12. To go back and see the others and complete feedback, you can click on the tab again.
13. Once you have type all the feedback you want to do there is a button at the very bottom of the screen called End Feedback. Click on that button.
14. A box will come up warning you that this will be last time to look at this until the student submits the portfolio again for feedback. If ready, click on End Feedback.

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