



Tk20 Guide
for
edTPA™ Candidates

About edTPA

edTPA is a pre-service assessment process designed by educators to answer the essential question: "Is a new teacher ready for the job?" edTPA includes a review of a teacher candidate's authentic teaching materials as the culmination of a teaching and learning process that documents and demonstrates each candidate's ability to effectively teach his/her subject matter to all students.

Stanford University faculty and staff at the Stanford Center for Assessment, Learning, and Equity (SCALE) developed edTPA, formerly the Teacher Performance Assessment. They received substantive advice and feedback from teachers and teacher educators and drew from experience gained from over 25 years of developing performance-based assessments of teaching (including the National Board for Professional Teaching Standards (NBPTS), the Interstate Teacher Assessment and Support Consortium (InTASC) Standards portfolio, and the Performance Assessment for California Teachers). The design and review team was comprised of more than 500 university faculty, national subject-matter organization representatives (e.g., NCTM, NCTE, NSTA, etc.), and K-12 teachers.

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Getting Help

Tk20 Support

E-mail: support@tk20.com

Ph: (512) 401-2000

Monday–Friday 7:00 am–7:00 pm central time

Pearson edTPA Customer Support

edTPA Policies, Registration,
and Submission

Pearson ePortfolio System

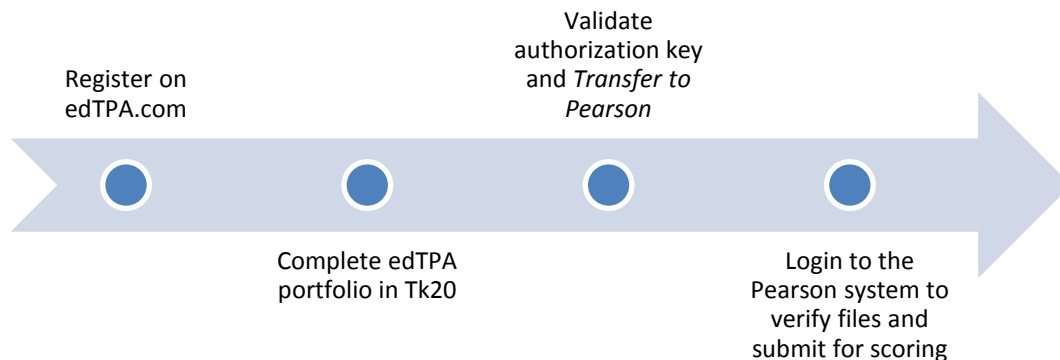
Please use the email communication form on the [Pearson Contact Us Page](#)

or call: (413) 256-2889 or (866) 565-4872

website: www.edtpa.com

Overview

As you navigate through the edTPA process, you will need to complete the following steps to successfully transfer and submit your edTPA portfolio using Tk20 as an Integrated edTPA Platform Provider System.



Begin the transfer from Tk20 to Pearson at least 5 days before your planned submission date to allow yourself adequate time to review your files in the Pearson system and submit your assessment for scoring. Please be sure to allow for up to 48 hours for the portfolio to be transferred. Please refer to the Pearson edTPA website for more information about the transfer and submission processes.

1. Review policies and register for the appropriate edTPA assessment on edTPA.com.
2. Login to Tk20 and complete your edTPA portfolio in the *Portfolios* tab. If you do not see an edTPA portfolio in your account, contact your campus Tk20 Unit Administrator.
3. Validate your authorization key in the first tab of your edTPA portfolio.
4. After uploading all required documents and audio/video clips as defined in the edTPA handbook, click *Transfer to Pearson*.
5. Upon successful transfer, [sign in to the Pearson ePortfolio system](#) and review your assessment to ensure the transfer was successful.
6. When you have confirmed that all parts of your assessment are ready for submission, submit your assessment using the Pearson ePortfolio system on edTPA.com. You will receive an email notification confirming that your assessment has been submitted. Once the submission has been completed, your assessment is ready to be scored. No additional actions are required.

Review Policies and Register on edTPA.com

In order to submit your portfolio for edTPA and have your portfolio officially scored by Pearson, **you must register with Pearson on edTPA.com**. If you have any questions about this process, please contact [Pearson edTPA Customer Support](#).

1. Please refer to the Professional Responsibilities section in the edTPA Handbook and to the Pearson website, www.edTPA.com, for important information you need to know about permissions, confidentiality, and other requirements.
2. Go to the "[Register](#)" page on the [Pearson edTPA site](#) and review the important information in the links in the section, "Before you Register."
3. Then, click the *Next* button and continue clicking **Next** until all specific registration requirements have been reviewed.
4. After reviewing the instructions for Candidates using an **Integrated edTPA Platform Provider System**, click the **Register Now** button to begin the registration process in the Pearson edTPA registration system.
5. Complete the registration process by following the instructions in the Pearson edTPA registration system.
6. Verify that the assessment in the Pearson edTPA registration system is the same as the assessment that you are building in Tk20. Each assessment must have the exact same name in both systems.

For example:

Elementary Literacy is NOT THE SAME as Elementary Literacy – Washington
Elementary Education is NOT THE SAME as Elementary Literacy

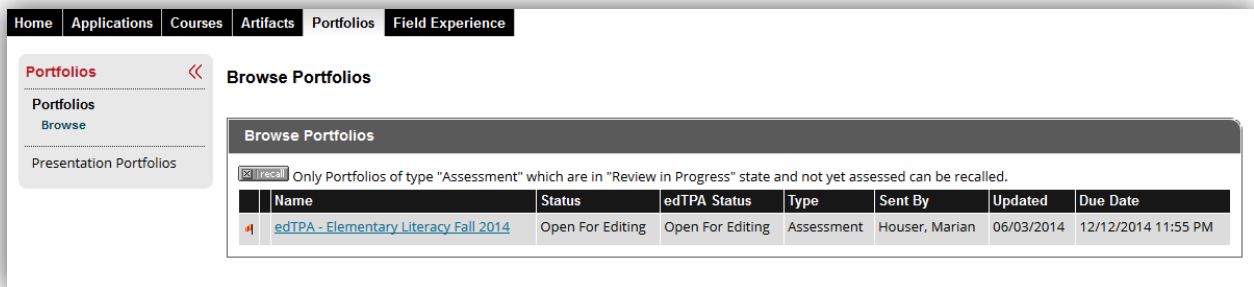
If you have any questions regarding which assessment you should be completing, please contact your institution.

7. After completing the registration, click the **Choose a Portfolio Platform System** link in the Pearson System.
8. Select **edTPA Platform Provider** to indicate that you are using Tk20 to build your edTPA portfolio. Refer to the "[Transferring Your Portfolio From an Integrated System](#)" document on the [Pearson edTPA site](#) for instructions on obtaining an Authorization Key from Pearson. The Authorization Key is required for transferring your portfolio from Tk20 to the Pearson ePortfolio System.

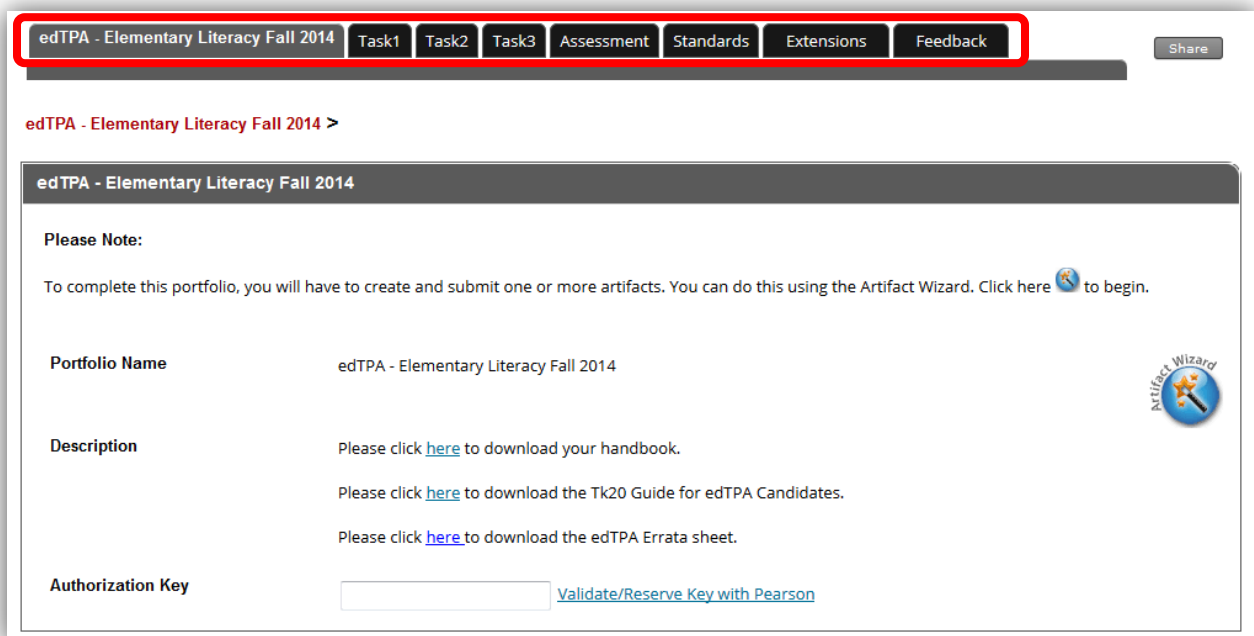
Viewing the edTPA Portfolio in Tk20

To view portfolio:

1. Click on the *Portfolios* tab located at the top of the page.
2. Click on the link for the edTPA portfolio you wish to open (see image below).



3. Within the portfolio, you will see a series of tabs organized by tasks included in your edTPA handbook (see image below).



In the image above you will notice that:

1. In the first tab, you can view and download the PDF version of your edTPA handbook.
2. In the subsequent tabs (Task 1, Task 2, and Task 3), you will see the requirements for each sub-task.

3. You can also download templates for Context for Learning Information, as well as Planning, Instruction, and Assessment Commentary Forms in Word document format.

Attaching Artifacts to your edTPA Portfolio in Tk20

After you view the portfolio details and understand what is required, you can begin attaching your artifacts. At the bottom of each tab in the portfolio, you will see placeholders to attach all sub-tasks.

To upload documents and attach to your edTPA portfolio:

1. Click on *Click here to Attach* next to each sub-task (see image below).

Part E: Planning Commentary

- Click [here](#) to download the planning commentary template.
- Respond to prompts before teaching the learning segment.
- Important Note: No more than 9 pages, including prompts

Type	Status	Name	Reflection	Standard
TASK1_PARTA	Unattached	Click here to Attach		Click here to Attach
TASK1_PARTB	Unattached	Click here to Attach		Click here to Attach
TASK1_PARTC	Unattached	Click here to Attach		Click here to Attach
TASK1_PARTD	Unattached	Click here to Attach		Click here to Attach
TASK1_PARTE	Unattached	Click here to Attach		Click here to Attach

[Save Draft](#) [Submit for Internal Review](#) [Transfer to Pearson](#) [Discard Changes](#) Draft autosaved at 7:38 AM

2. A pop-up window appears prompting you to create a new artifact. Click on *Continue* (see image below).

Select Artifact

☒ Create a new TASK1_PARTA
OR

Please select an existing artifact from the list below.

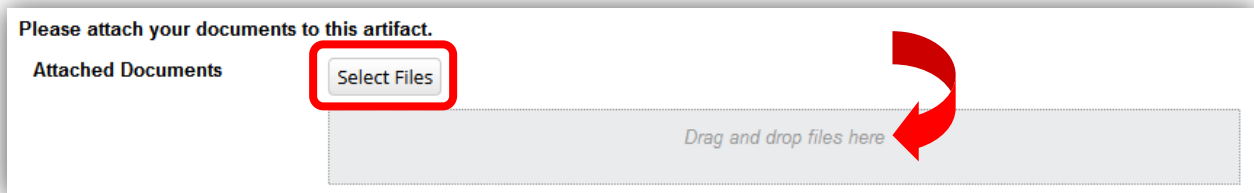
Search by Title [Search](#)

TASK1_PARTA Artifact

Title	Type	Last Update
-------	------	-------------

[Continue >](#) [Cancel](#)

3. Click on *Select Files* to search for files located on your computer for each respective sub-task. Alternatively, in the image below you will notice that you can select files located on your computer and “Drag and drop” them in the artifact.



Note:

- When you name your files, there are no required file naming conventions; however you are strongly encouraged to be as descriptive as possible.
- Do not include any identifying information (names or institution) in your files.
- Assessors should be able to easily identify the contents of each file.
- The name of your artifact defaults to the name of the sub-task followed by a numeral.

4. When uploading videos (that is in Task 2), you must follow the *User Guidelines for Video Upload*.

Note:

- Be sure you have compressed your video files before you begin uploading and attaching them to your edTPA portfolio in Tk20.
- Each video file must be compressed to a file size of 100MB or less.

5. Some sub-tasks require more than one file to be attached. In such cases, repeat step 3 to add additional files to the artifact.
6. Once you have attached the required number of files for that specific artifact/sub-task, click on *Save* to attach the artifact to your edTPA portfolio. You will see the artifact has been attached in the list of required artifact placeholders (see image below).
7. Once all artifacts have been successfully attached with the appropriate number of files as listed in the Evidence Charts of your edTPA handbook, you may click *Submit for Internal Review* for supervising faculty to review your completed edTPA portfolio if required by your institution.

Type	Status	Name	Reflection	Standard
TASK1_PARTA	Attached	TASK1_PARTA 2 ✕		Click here to Attach
TASK1_PARTB	Unattached	Click here to Attach		Click here to Attach
TASK1_PARTC	Unattached	Click here to Attach		Click here to Attach
TASK1_PARTD	Unattached	Click here to Attach		Click here to Attach
TASK1_PARTE	Unattached	Click here to Attach		Click here to Attach

[Discard Changes](#)
Draft autosaved at 7:54 AM

Transferring to Pearson from Tk20

After you have registered for your edTPA assessment on edTPA.com and obtained your authorization key:


1. Access your edTPA portfolio in the *Portfolios* tab in Tk20.
2. In the first tab, you will see a field to enter your authorization key. Enter your authorization key in the field and select *Validate/Reserve Key with Pearson* (see image below).

edTPA - Elementary Literacy Fall 2014
Task1
Task2
Task3
Assessment
Standards
Extensions
Feedback
Share

edTPA - Elementary Literacy Fall 2014 >

edTPA - Elementary Literacy Fall 2014

Please Note:

To complete this portfolio, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. [Click here](#)  to begin.

Portfolio Name

edTPA - Elementary Literacy Fall 2014

Description

Please click [here](#) to download your handbook.
Please click [here](#) to download the Tk20 Guide for edTPA Candidates.
Please click [here](#) to download the edTPA Errata sheet.

Authorization Key

[Validate/Reserve Key with Pearson](#)


[Discard Changes](#)
Draft autosaved at 8:54 AM

Note: This is a one-time validation. Once your authorization key has been validated, you will not need to enter it again in Tk20 unless you create a new registration on edTPA.com for the same assessment or another assessment. If your authorization is marked as invalid, please contact [Pearson edTPA Customer Support](#).

3. Click *Transfer to Pearson* when you have uploaded all necessary documents to each required sub-task, validated your authorization key, and completed the steps listed above. Note: You are still able to click *Transfer to Pearson* in your edTPA portfolio if you have already submitted for internal review.


edTPA - Elementary Literacy Fall 2014

Please Note:

To complete this portfolio, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here  to begin.

Portfolio Name

edTPA - Elementary Literacy Fall 2014



Description


Please click [here](#) to download your handbook.

Please click [here](#) to download the Tk20 Guide for edTPA Candidates.

Please click [here](#) to download the edTPA Errata sheet.

Authorization Key

G38W-DJF2-4WHY-L8JH (Validated and Reserved with Pearson)

 Remove key

Save Draft

Submit for Internal Review

Transfer to Pearson


[Discard Changes](#)


Draft autosaved at 8:56 AM

4. If there are no errors or missing documents in your edTPA portfolio, you will see the following message.


Portfolio Request Successfully Queued at Pearson

Browse Portfolios

 Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

	Name	Status	edTPA Status	Type	Sent By	Updated	Due Date
	edTPA - Elementary Literacy Fall 2014	Locked	Queued For Pearson	Assessment	Houser, Marian	06/03/2014	12/12/2014 11:55 PM

5. When your edTPA portfolio has been processed and transferred to Pearson, you will see an edTPA status of *Retrieved by Pearson* (see [Appendix 1: edTPA Status Descriptions](#)). At this point, Pearson will send you an email prompting you to login to the Pearson system to verify the contents of your edTPA portfolio and submit for official scoring.

Browse Portfolios							
 Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.							
	Name	Status	edTPA Status	Type	Sent By	Updated	Due Date
	edTPA - Elementary Literacy Fall 2014	Locked	Retrieved By Pearson	Assessment	Houser, Marian	06/03/2014	12/12/2014 11:55 PM

6. **You must now log in to the Pearson ePortfolio System on edTPA.com** to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the Pearson ePortfolio System and follow the submission instructions in order to have your portfolio officially scored by Pearson:

<https://www.edtpa.com/App/AutoPost.aspx?partner=ESp&action=Home>

Recalling a Portfolio for Revision and Re-Transfer

Upon successful transfer to Pearson, you will see an edTPA status of *Retrieved by Pearson*. When verifying the contents of your edTPA portfolio in the Pearson system, you may find that additional revisions are required if you have missed a piece of documentation or uploaded the incorrect file to an individual task.

Recalling a portfolio does not remove the transferred portfolio from the Pearson system. It is not an “undo” process. The “recall” process allows you to re-open a portfolio in Tk20 in order to make changes and re-transfer to Pearson. When you re-transfer the portfolio to Pearson, your previously transferred portfolio is replaced with the latest version of the portfolio available in Tk20.

You may recall your portfolio in Tk20, make any necessary revisions, and re-transfer the portfolio to Pearson by completing the following steps.

1. Access your edTPA portfolio from the *Portfolios* tab.

Browse Portfolios							
[X] Recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.							
	Name	Status	edTPA Status	Type	Sent By	Updated	Due Date
	edTPA - Elementary Literacy Fall 2014	Locked	Retrieved By Pearson	Assessment	Houser, Marian	06/03/2014	12/12/2014 11:55 PM

2. To re-open your portfolio for editing in Tk20 and make revisions, click *Recall from Pearson*. This will change the status of your portfolio in Tk20 to *Open for Editing*. Clicking this button does not automatically change the status or contents of your portfolio in the Pearson system.

Authorization Key

G38W-DJF2-4WHY-L8JH (Validated and Reserved with Pearson)

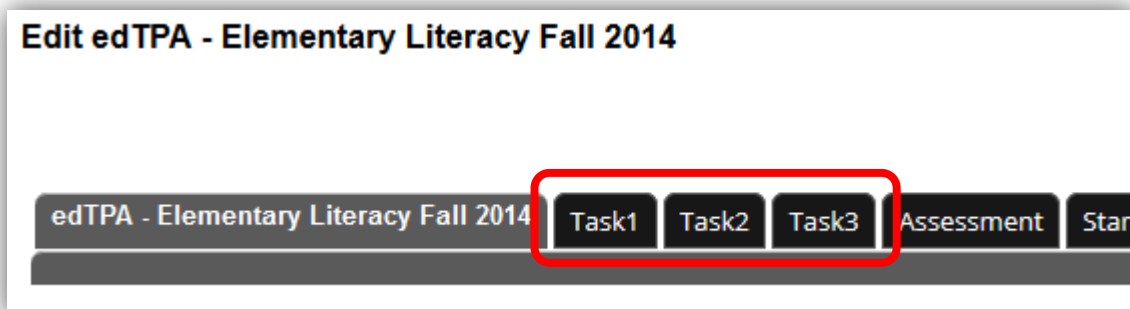
[Get Transfer Request Status](#)

Recall from Pearson

Close

To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

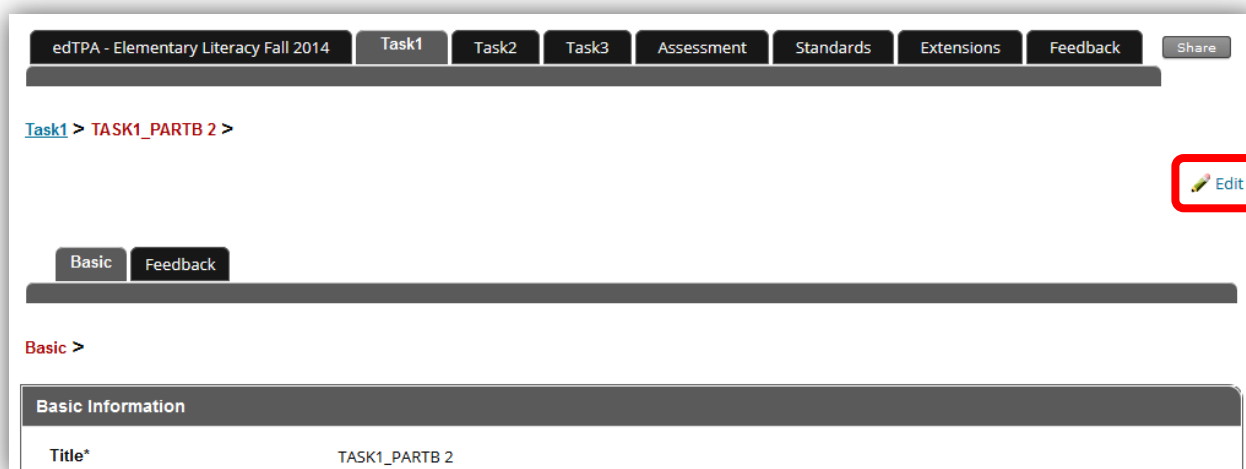
3. Access your edTPA portfolio from the *Portfolios* tab.
4. Click on the tab that contains the artifact(s) you wish to modify.



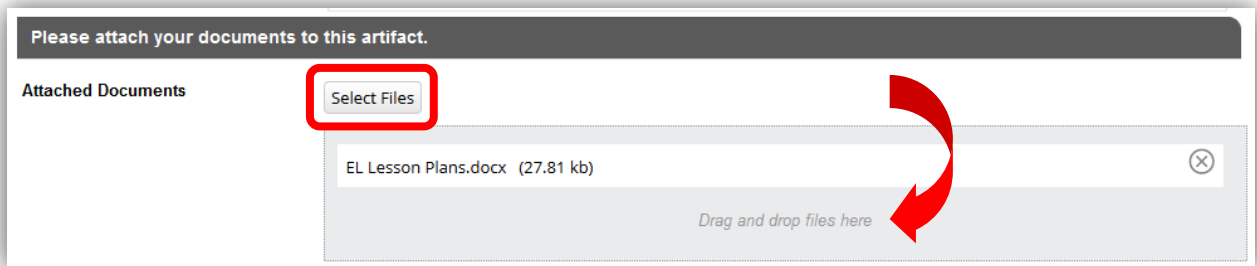
5. Select the *artifact* (sub-task) you wish to modify.

Type	Status	Name	Reflection	Standard
TASK1_PARTA	Attached	TASK1_PARTA 2 ✕		Click here to Attach
TASK1_PARTB	Attached	TASK1_PARTB 2 ✕		Click here to Attach
TASK1_PARTC	Attached	TASK1_PARTC 2 ✕		Click here to Attach
TASK1_PARTD	Attached	TASK1_PARTD 2 ✕		Click here to Attach
TASK1_PARTE	Attached	TASK1_PARTE 2 ✕		Click here to Attach

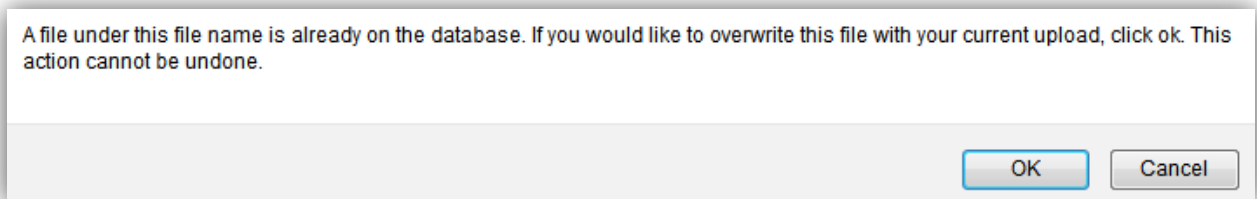
6. Click on *Edit*.



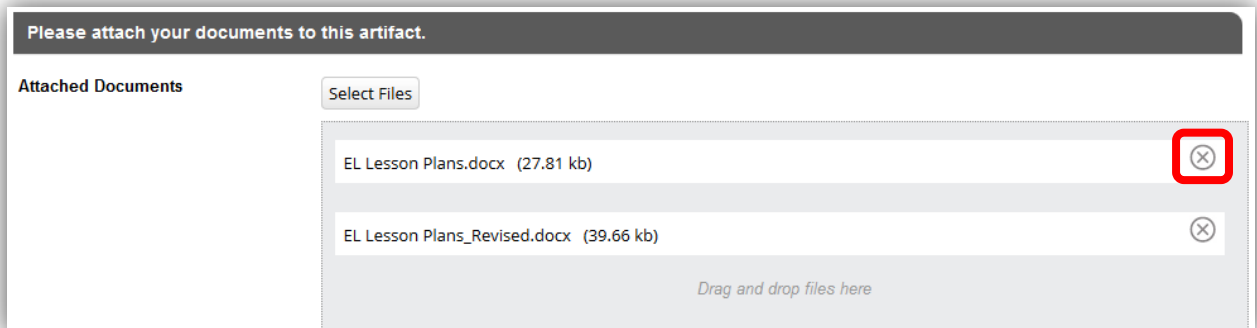
7. You may upload the revised file by clicking on *Select Files* to search for the file located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact.



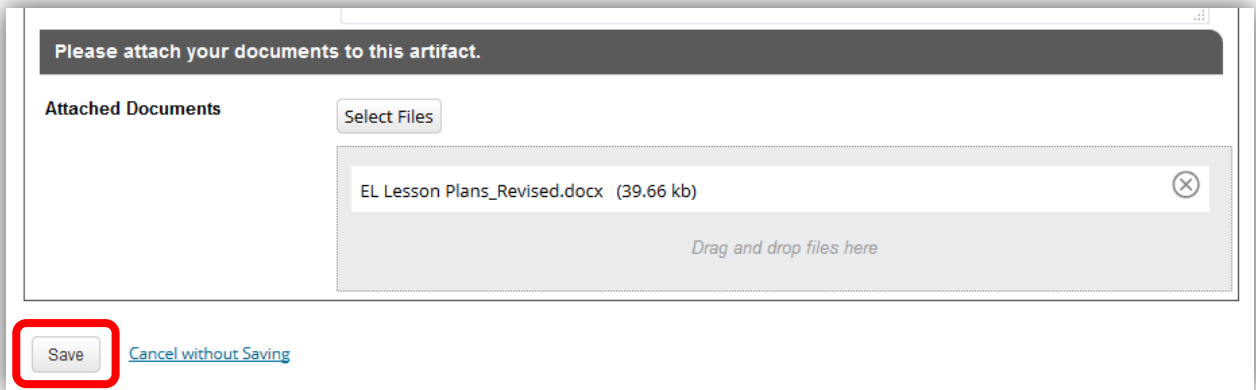
Note: If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload (see below).



8. You may remove a file by selecting the X button.



9. Click *Save* to update the artifact attached to your edTPA portfolio.



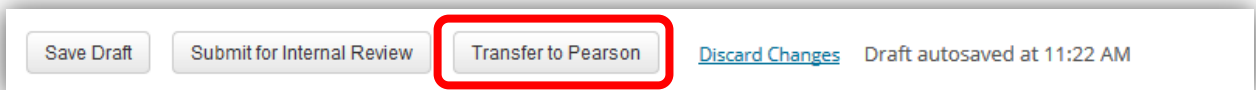
This screenshot shows a web interface for attaching documents. At the top, a dark grey bar contains the text "Please attach your documents to this artifact." Below this, the section is titled "Attached Documents". To the right of the title is a "Select Files" button. A file named "EL Lesson Plans_Revised.docx (39.66 kb)" is listed with a close icon (X) to its right. Below the file list is a light grey area with the text "Drag and drop files here". At the bottom left, a "Save" button is highlighted with a red rectangle. To its right is a link that says "Cancel without Saving".

10. Click *Close* to return to the task tab.



This screenshot shows the "Basic Information" section of an artifact. It includes fields for "Title*" (TASK1_PARTB 2) and "Description". Below the description is a dark grey bar with the text "Please attach your documents to this artifact." Underneath, the "Attached Documents" section shows a link "EL Lesson Plans Revised" with a download icon. At the bottom left, a "Close" button is highlighted with a red rectangle.

11. Once all revisions have been made and saved, you can click *Transfer to Pearson* in your edTPA portfolio.



This screenshot shows a horizontal bar with several buttons and text. From left to right, there are buttons for "Save Draft", "Submit for Internal Review", and "Transfer to Pearson". The "Transfer to Pearson" button is highlighted with a red rectangle. To the right of these buttons is a link "Discard Changes" and a status message "Draft autosaved at 11:22 AM".

12. When your edTPA portfolio is processed and transferred Pearson, you will see an edTPA status of *Retrieved by Pearson* (as shown in image below). The portfolio that was previously transferred has now been replaced with your latest version in Tk20.

Browse Portfolios							
[recall] Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.							
	Name	Status	edTPA Status	Type	Sent By	Updated	Due Date
	edTPA - Elementary Literacy Fall 2014	Locked	Retrieved By Pearson	Assessment	Houser, Marian	06/03/2014	12/12/2014 11:55 PM

13. **You must log in to the Pearson ePortfolio System on edTPA.com** to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the Pearson ePortfolio System and follow the submission instructions in order to have your portfolio officially scored by Pearson:

<https://www.edtpa.com/App/AutoPost.aspx?partner=ESp&action=Home>

Transcoding Failures

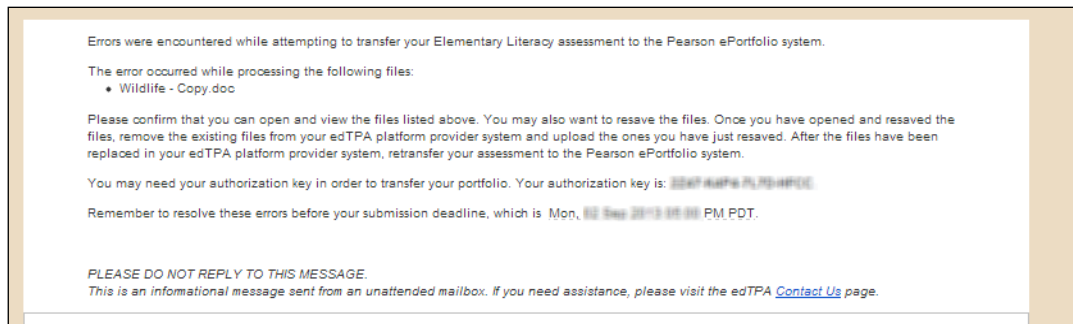
During the transfer process, Pearson converts all the files you have provided. If there are any errors, you will receive an email informing you which files are causing errors. Errors may be caused due to corrupt files or an unrecognized file format.

edTPA has specific file type requirements for documents, audio, and video files.

Refer to the evidence charts at the end of the edTPA handbooks for a description of the requirements.

If you have a document file that cannot be transcoded properly or has an invalid file type, convert the file to a PDF and re-upload. If you have an audio or video file that will not transcode properly, reformat your file using a video transcoding or compression tool and re-upload. Refer to the Pearson edTPA site for additional [Tips and Guides](#) for Candidates.

Sample Email:



When a transcoding error occurs:

1. You will see the edTPA status next to your portfolio change to *Transcoding Failure*.
2. You will also see a checkbox appear next to your edTPA portfolio.

To make the necessary edits defined by Pearson:

1. Access your edTPA portfolio from the *Portfolios* tab.

Browse Portfolios							
<input type="checkbox"/> <input type="checkbox"/> recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.							
Name	Status	edTPA Status	Type	Sent By	Updated	Due Date	
edTPA - Elementary Literacy Fall 2014	Locked	Transcoding Failure	Assessment	Houser, Marian	06/03/2014	12/12/2014 11:55 PM	

2. To re-open your portfolio for editing in Tk20 and make revisions, click *Recall from Pearson*. This will change the status of your portfolio in Tk20 to *Open for Editing*. Clicking this button does not automatically change the status or contents of your portfolio in the Pearson system.

Authorization Key
G38W-DJF2-4WHY-L8JH (Validated and Reserved with Pearson)

[Get Transfer Request Status](#)

Recall from Pearson

Close

To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

3. Access your edTPA portfolio from the *Portfolios* tab.
4. Click on the tab that contains the artifact(s) you wish to modify.

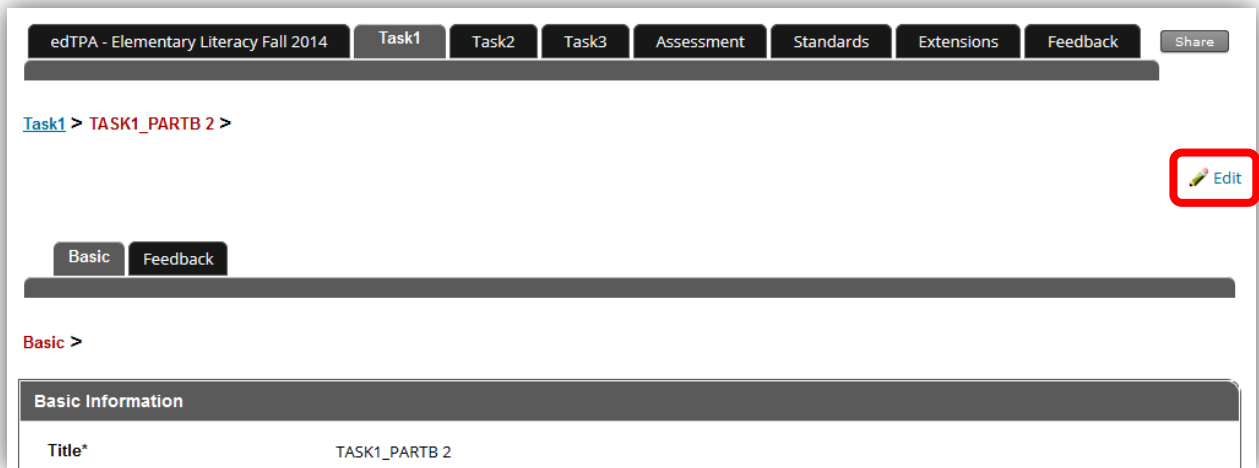
Edit edTPA - Elementary Literacy Fall 2014

edTPA - Elementary Literacy Fall 2014
Task1
Task2
Task3
Assessment
Stan

5. Select the *artifact* (sub-task) you wish to modify.

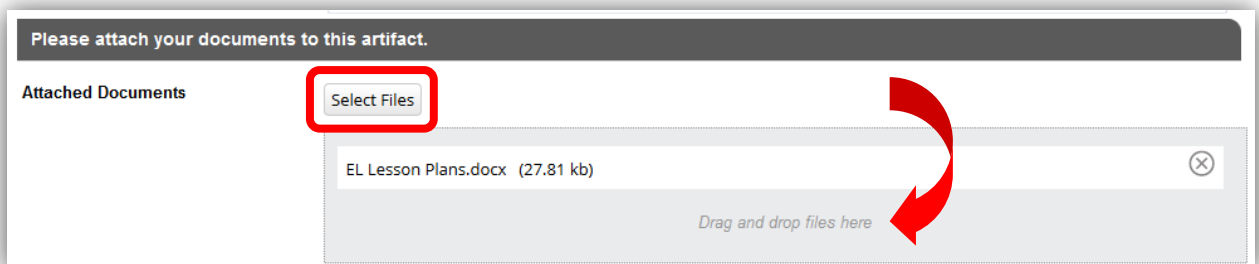
Type	Status	Name	Reflection	Standard
TASK1_PARTA	Attached	TASK1_PARTA 2 ✕		Click here to Attach
TASK1_PARTB	Attached	TASK1_PARTB 2 ✕		Click here to Attach
TASK1_PARTC	Attached	TASK1_PARTC 2 ✕		Click here to Attach
TASK1_PARTD	Attached	TASK1_PARTD 2 ✕		Click here to Attach
TASK1_PARTE	Attached	TASK1_PARTE 2 ✕		Click here to Attach

6. Click on *Edit*.



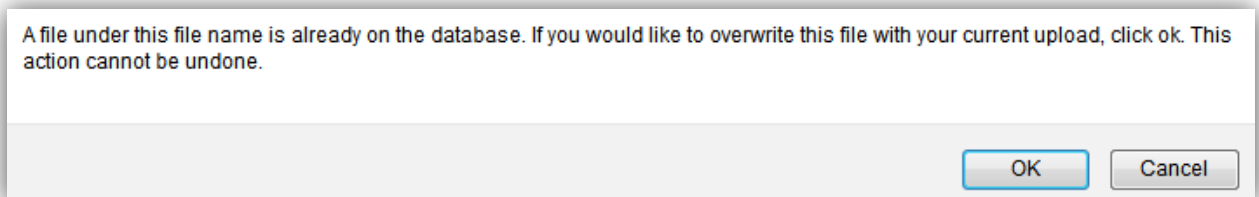
The screenshot shows the edTPA interface for 'Elementary Literacy Fall 2014'. At the top, there are tabs for 'Task1', 'Task2', 'Task3', 'Assessment', 'Standards', 'Extensions', 'Feedback', and 'Share'. Below these, a breadcrumb trail shows 'Task1 > TASK1_PARTB 2 >'. On the right side, an 'Edit' button with a pencil icon is highlighted with a red box. Below the breadcrumb, there are tabs for 'Basic' and 'Feedback'. Under the 'Basic' tab, there is a 'Basic Information' section with a table containing the title 'TASK1_PARTB 2'.

7. You may upload the revised file by clicking on *Select Files* to search for the file located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact.



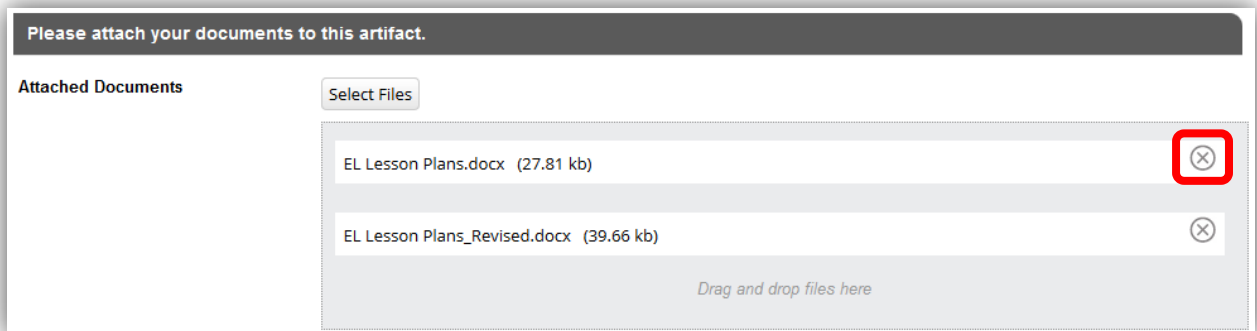
The screenshot shows the 'Attached Documents' section of the edTPA interface. A 'Select Files' button is highlighted with a red box. Below it, a file named 'EL Lesson Plans.docx (27.81 kb)' is listed. A red arrow points from the 'Select Files' button to the 'Drag and drop files here' area, which is a large gray box with a dashed border.

Note: If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload (see below).

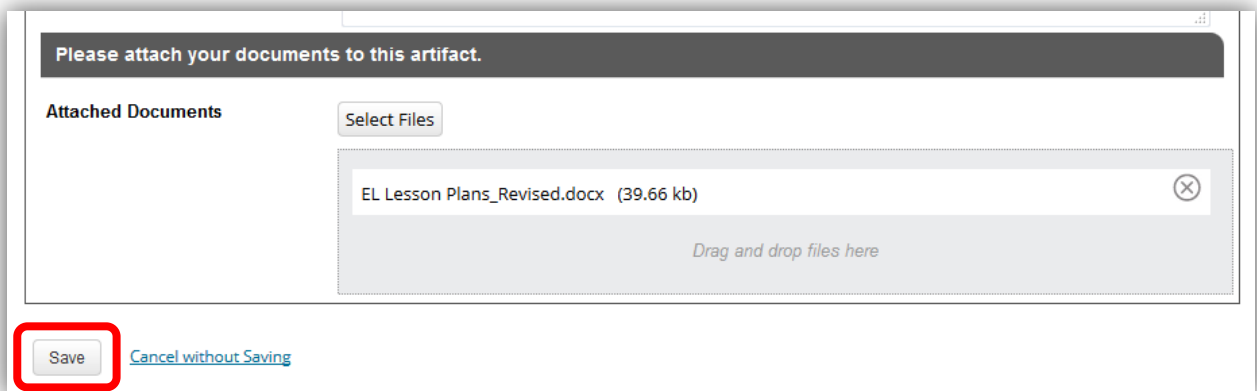


The screenshot shows a warning dialog box with the text: 'A file under this file name is already on the database. If you would like to overwrite this file with your current upload, click ok. This action cannot be undone.' At the bottom right, there are two buttons: 'OK' and 'Cancel'.

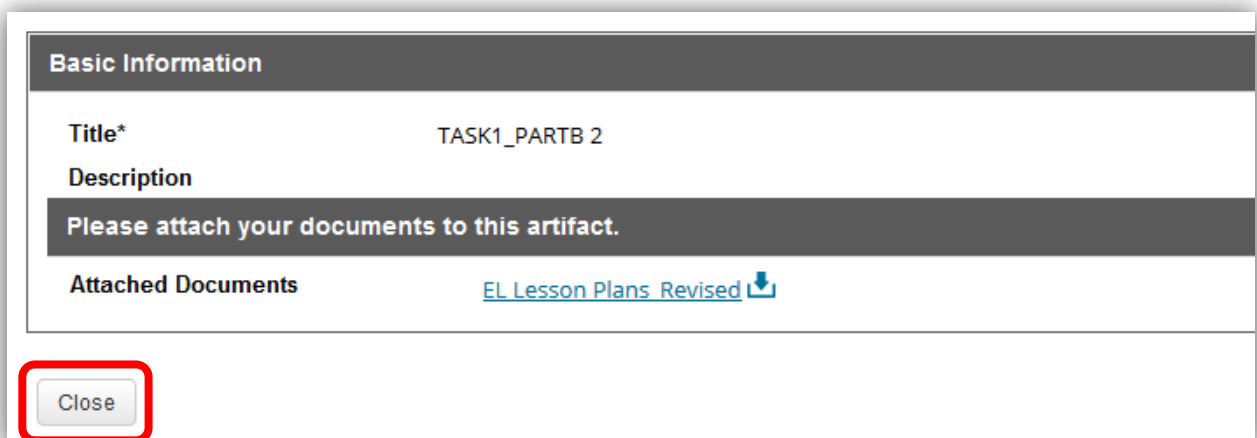
8. You can delete the erroneous file by clicking the X button.



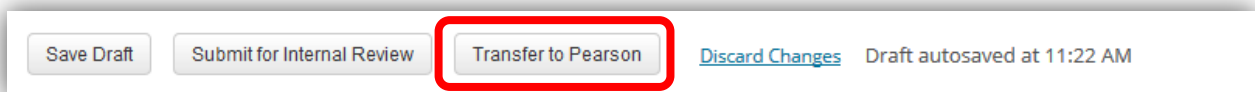
9. Click *Save* to update the artifact attached to your edTPA portfolio.



10. Click *Close* to return to the task tab.



11. Once all identified files causing errors have been revised and updated in the respective artifacts, you can click *Transfer to Pearson*.



12. When your edTPA portfolio has been successfully transferred to Pearson, you will see an edTPA status of *Retrieved by Pearson (as shown in image below)*. At this point, Pearson will contact you via email to verify the contents of your edTPA portfolio and submit for official scoring in the Pearson system.

Browse Portfolios

Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

	Name	Status	edTPA Status	Type	Sent By	Updated	Due Date
	edTPA - Elementary Literacy Fall 2014	Locked	Retrieved By Pearson	Assessment	Houser, Marian	06/03/2014	12/12/2014 11:55 PM

13. **You must log in to the Pearson ePortfolio System on [edTPA.com](http://edtpa.com)** to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the Pearson ePortfolio System and follow the submission instructions in order to have your portfolio officially scored by Pearson:

<https://www.edtpa.com/App/AutoPost.aspx?partner=ESp&action=Home>

Review and Submit Your Portfolio on edTPA.com

In order to have your portfolio officially scored by Pearson, *you must review and submit your portfolio using the Pearson ePortfolio System on edTPA.com.*

A video tutorial called “[Submitting your assessment with the Pearson ePortfolio system](#)” on the [Pearson edTPA site](#) has been created to assist you with this process.

If you have any questions about this process, please contact [Pearson edTPA Customer Support](#).

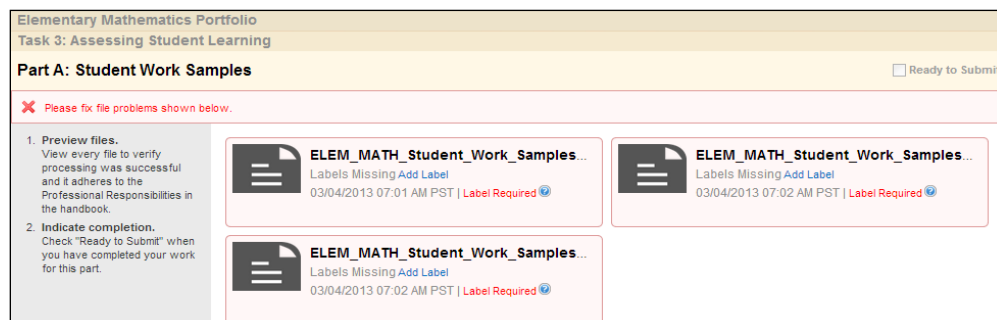
After a successful transfer, [log into the Pearson ePortfolio system](#). You must now review the files that have been transferred for each Task and Part in the edTPA assessment.

1. For each Part in each Task, click **Review Transfer**.
2. Review each file that has been transferred by clicking on the file icon in the Pearson ePortfolio System.
3. Refer to the [edTPA FAQ on the Pearson edTPA site](#) if you have trouble reviewing or previewing your files.

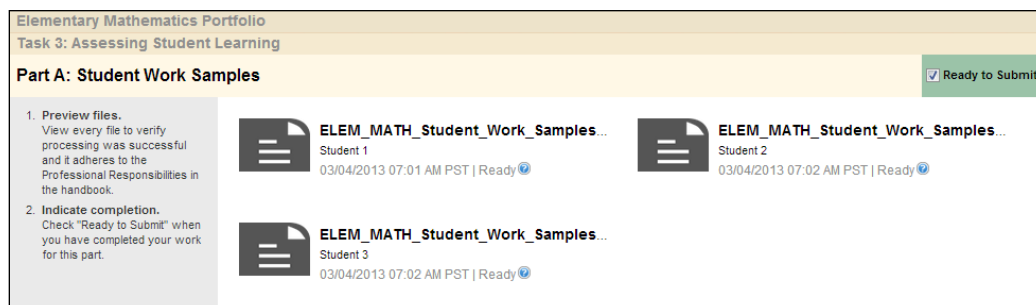


4. Click on **Add Label** to label each file as required (e.g., Lesson 1 Clip 1, Student 1).

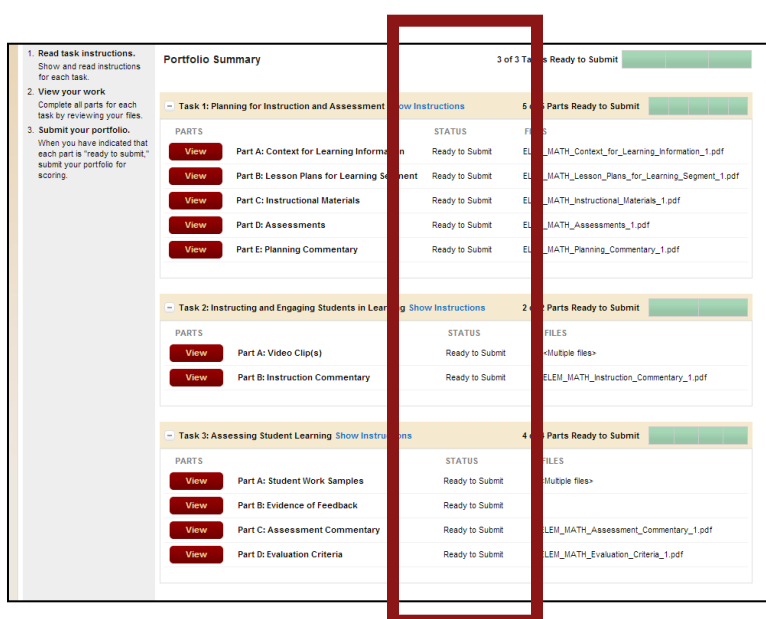
For more information about labeling, please review the information for “Candidates using an integrated edTPA platform provider system” in the “[Using the Pearson ePortfolio system—candidates](#)” document on the [Pearson edTPA site](#).



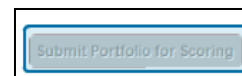
- After confirming that each of your files has been properly transferred and labeled, check **Ready to Submit**.



- The Status column and graphs will indicate when everything has a status of **Ready to Submit**. Note that the button labels will change from **Review Transfer** to **View** after being marked as **Ready to Submit**.



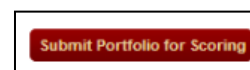
- If everything has NOT been marked Ready to Submit, the **Submit Portfolio for Scoring** button will be grayed out.



Please repeat steps 2 through 6 for each of your files that do not have a status of **Ready to Submit**.

- When everything is **Ready to Submit**, the **Submit Portfolio for Scoring** button will be available.

Click this button when you are ready to submit your portfolio to Pearson for official scoring.



9. The first of three validation and agreement screens will pop up.

Review your registration information in the Submission Validation screen.

Click **Continue** to confirm that your registration information is correct.

Click **Update Registration Information** if you need to change the information.

Click **Cancel** to cancel out of the submission process.

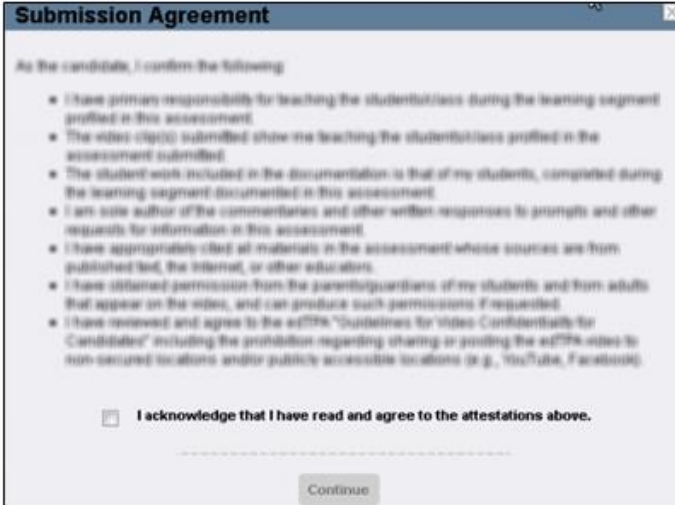


The 'Submission Validation' dialog box displays the user's previously entered information. It lists three items: 'Your certification preparation institution is: Washington State University', 'The one grade level that best describes your edTPA classroom context is: 3', and 'The edTPA field or specialty area within that field that you are completing is: Secondary Mathematics - General mathematics'. Below this list, it states: 'If that's not correct, you may change your answers by clicking the Update Registration Information button below.' At the bottom, there are three buttons: 'Cancel', 'Update Registration Information', and 'Continue'. A mouse cursor is pointing at the 'Continue' button.

10. Read the Submission Agreement.

Check the box to acknowledge the agreement.

Click **Continue**.



The 'Submission Agreement' dialog box contains a list of seven items that the candidate must agree to. The items are: 'I have primary responsibility for teaching the student/ut/less during the learning segment profiled in this assessment', 'The video clip(s) submitted show me teaching the student/ut/less profiled in the assessment submitted', 'The student work included in the documentation is that of my students, completed during the learning segment documented in this assessment', 'I am sole author of the commentaries and other written responses to prompts and other requests for information in this assessment', 'I have appropriately cited all materials in the assessment whose sources are from published text, the Internet, or other educators', 'I have obtained permission from the parent/guardians of my students and from adults that appear on the video, and can produce such permissions if requested', and 'I have reviewed and agree to the edTPA "Guidelines for Video Confidentiality for Candidates" including the prohibition regarding sharing or posting the edTPA video to non-secured locations and/or publicly accessible locations (e.g., YouTube, Facebook)'. Below the list is a checkbox labeled 'I acknowledge that I have read and agree to the attestations above.' and a 'Continue' button.

11. Review the Final Submission Agreement.

Check the box to indicate that you understand the agreement.

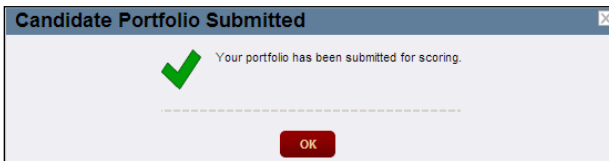
Click **Submit**.

NOTE: If you click **Submit** in this box, you will not be able to cancel out of the submission process. Your portfolio will be officially submitted to Pearson for scoring.



The 'Final Submission Agreement' dialog box contains two paragraphs of text. The first paragraph states: 'Once you submit your portfolio to Pearson, you will no longer be able to view or edit it. If you have participated in the formative feedback process with faculty reviewers, your faculty reviewers will no longer be able to send feedback through the Message Center.' The second paragraph states: 'If you have not already completed a final review of your materials, in particular the uploaded version of your files, please close this window and do so before submitting.' Below the text is a checkbox labeled 'I understand that by submitting my portfolio to Pearson, my submission is final and I will no longer have access to my files through the Pearson ePortfolio system for any edits or reviews.' and a 'Submit' button.

12. Finally, click **OK** to close the dialog box.



The 'Candidate Portfolio Submitted' dialog box features a green checkmark icon and the text 'Your portfolio has been submitted for scoring.' Below this text is an 'OK' button.

13. You will also receive a confirmation via email when your portfolio has been submitted to Pearson for official scoring.

Your Elementary Literacy assessment has been transferred to the Pearson ePortfolio system.

Further action is required to submit your assessment for scoring.

Next Steps:

- Sign in to your account in the Pearson ePortfolio system at edTPA.com.
- View each Portfolio Part.
- View each file within the Portfolio Part to make sure it transferred successfully.
- If prompted, select appropriate labels for files within the Portfolio Part. Skip this step if your files already have labels.
- Click the "Ready to Submit" checkbox once all files in a Portfolio Part have been viewed and have labels. Do this for each Portfolio Part.
- Click "Submit Portfolio for Scoring" to submit your assessment.

Remember to complete these steps by your submission deadline, which is Mon, 10/26/2015 12:00 PM PDT. If you discover a problem with a file, please correct the problem in your edTPA platform provider system and then retransfer the assessment to the Pearson ePortfolio system.

PLEASE DO NOT REPLY TO THIS MESSAGE.
This is an informational message sent from an unattended mailbox. If you need assistance, please visit the edTPA [Contact Us](#) page.

Appendix 1: *edTPA Status Descriptions*

edTPA Status	Description
Open For Editing	You will be able to upload documents, attach artifacts, and remove artifacts in your edTPA portfolio.
Queued For Pearson	You have clicked the “Transfer to Pearson” button and your portfolio is now placed in line for retrieval by Pearson.
Pearson Verification Pending	Your portfolio is being analyzed by the Pearson system to check for any possible errors.
Transcoding Failure	There were one or more errors found during verification: A. One or more files are missing or corrupt. B. One or more files are not formatted to handbook specifications for a particular task.
Retrieved By Pearson	Your portfolio has been successfully retrieved by Pearson and all handbook specifications have been met. You will be sent a confirmation email requesting to login to the Pearson ePortfolio system to review portfolio contents and submit for official scoring.