Using the Pearson ePortfolio System

Welcome to the Pearson ePortfolio system.

This guide provides the following instructions for candidates using the Pearson ePortfolio system:

- [Select Your Portfolio Platform System](#)
- [Prepare Your Portfolio](#)
- [Request and Receive Feedback](#)
- [Submit Your Portfolio](#)

Select Your Portfolio Platform System

The Pearson ePortfolio system is an easy-to-use online system for creating and submitting your edTPA portfolio.

After registering for edTPA at www.edTPA.com, follow the link to "Choose a Portfolio Platform System." Click on the Pearson ePortfolio button on the assessment tab to select it as your portfolio platform system.
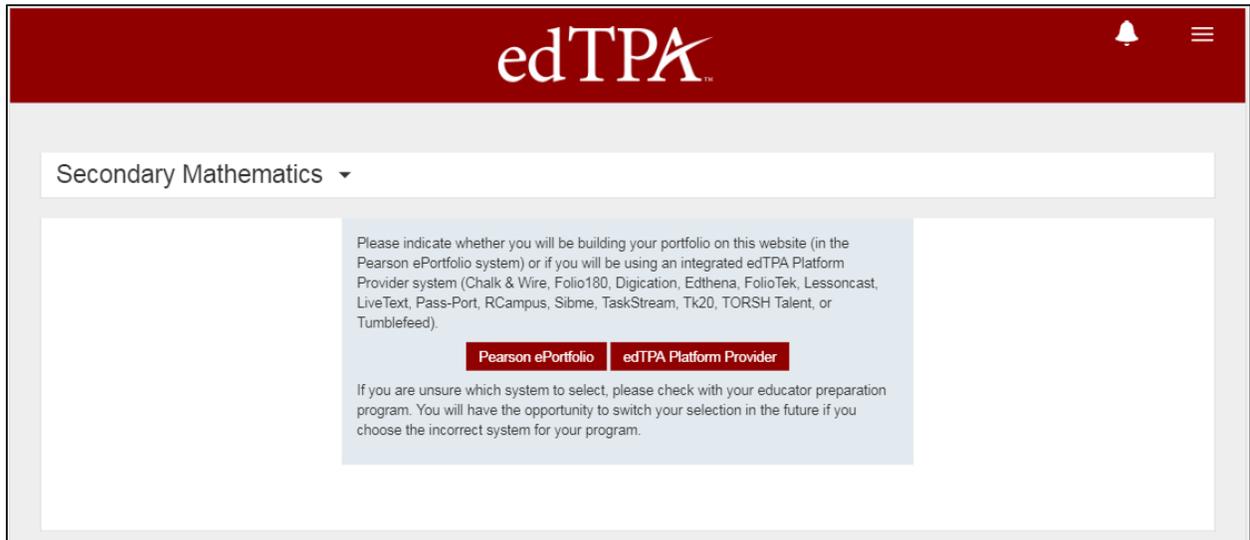
If you select edTPA Platform Provider in error, you can switch to Pearson ePortfolio by clicking the link to switch systems on the next screen.

You will be able to alter your choice between the Pearson system and an integrated edTPA platform provider system as you are working on your portfolio.

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Prepare Your Portfolio

After selecting Pearson ePortfolio as your portfolio platform system, you will be able to start building your portfolio. Your Portfolio Summary Page contains the tools you need to start building your portfolio and provides a dashboard view of your progress.

Your Portfolio Summary Page

Your Portfolio Summary page provides the following information:

An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, to access Customer Support.

Subject area(s) for which you are registered
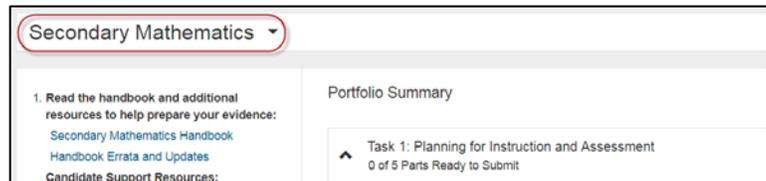
Instructions for creating your portfolio, including a link to your assessment handbook, links to candidate support resources, and links to other resources if available
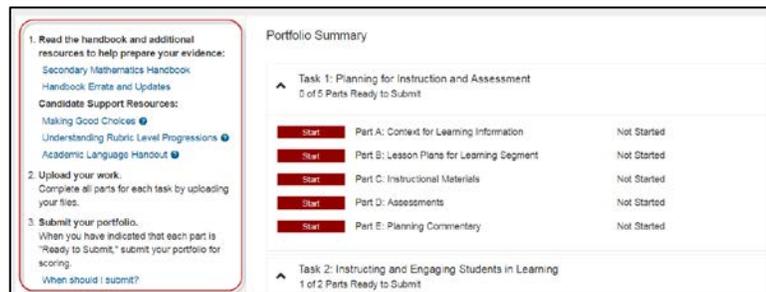
Progress indicator for each task, indicating how much work you have currently completed toward your portfolio
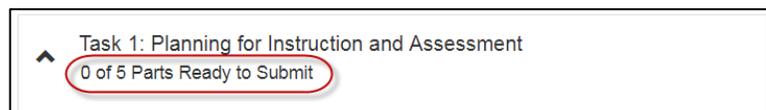
Buttons to navigate to the working page for each Task Part, where you upload your work. The button labels change as follows:

Start before you have uploaded any work

Update when you have uploaded at least one file, but it has not been reviewed or marked ready to submit

View when you have uploaded files and marked them ready to submit
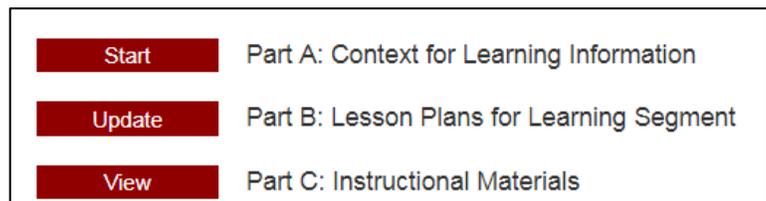
Part Requirements

Each **Task** in edTPA is composed of one or more **Parts**.

Click the Start button next to any Part from your Portfolio Summary page to begin work on that Part.

To build your portfolio, you must upload one or more files in response to each Part's requirements. The requirements for each Part are described in the assessment handbook.

Templates

Templates are provided for certain Parts in edTPA. To access and use a template:

1. Click the link for Step 1 in the instructions panel to open the template for this Part.

2. Save a copy of the template file to a folder on your local drive where you can work on the file until you're ready to upload it.

3. Follow the directions in the document to prepare your work.
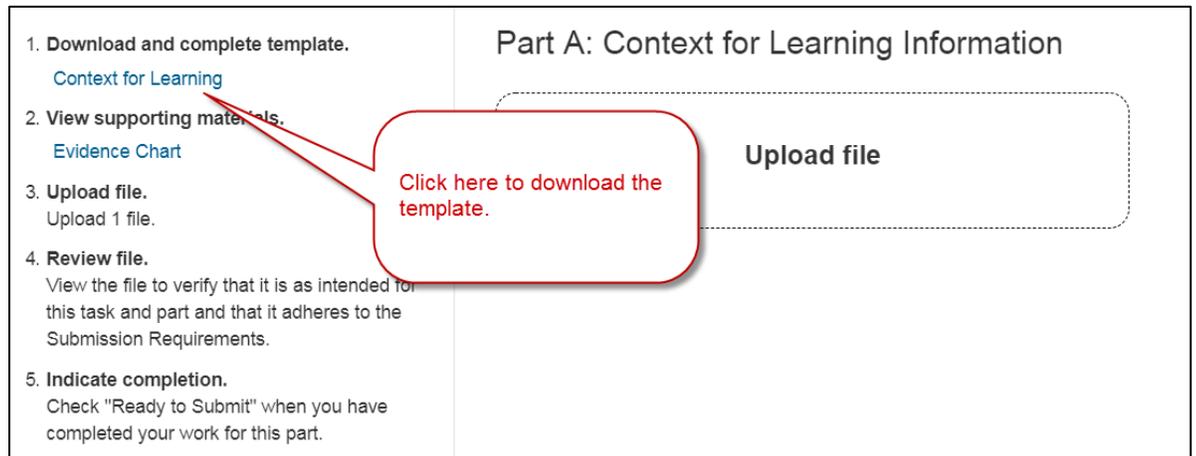
Uploading and Reviewing Files

1. Click the Upload File button, and locate the file on your local drive.
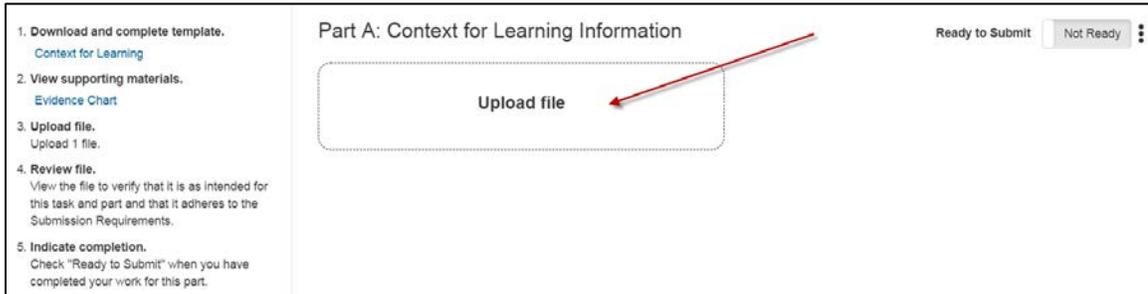
The time required to complete the upload process will vary depending on file size and network speed.

2. Some Parts require that you assign labels to your uploaded files. You will be prompted to select labels during the upload process.
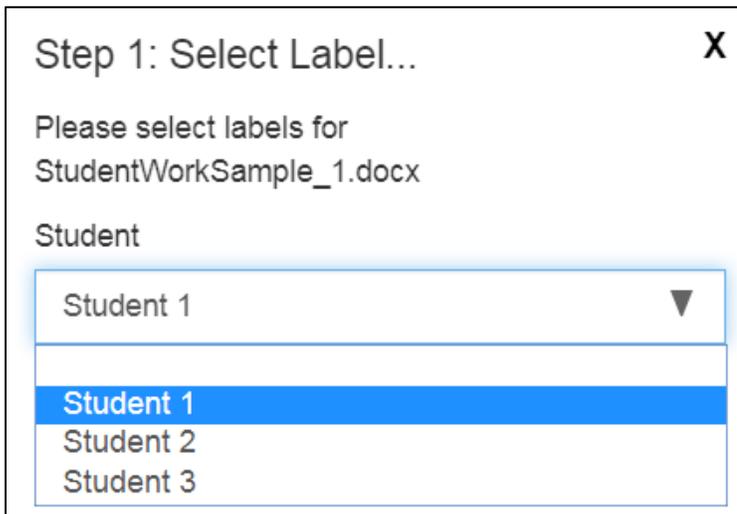
Note that you will be able to change the label after the file is uploaded.
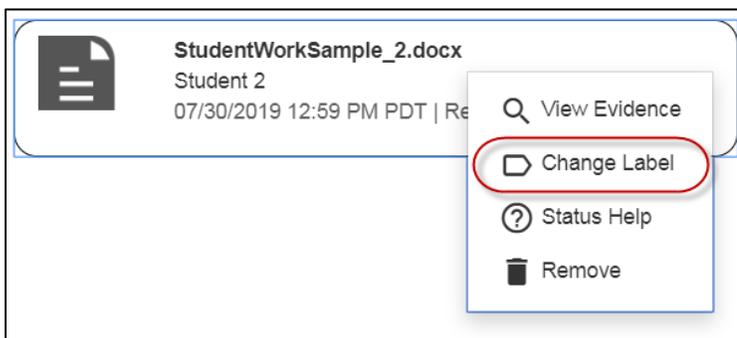
3. Review each file. Open and review every page of each document and play the entire length of each audio and video file to insure they comply with submission requirements.
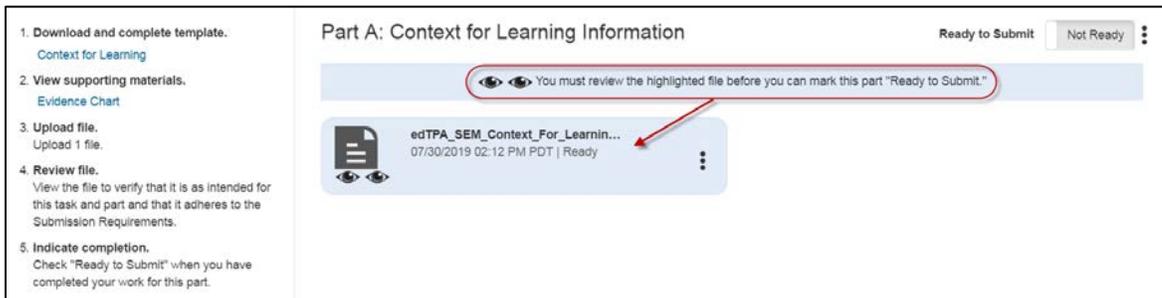
> **Note:** When reviewing your video files, play the entire video to ensure that the video plays as intended with a single audio track that can be clearly heard by a scorer. Review Recommended Video Formats and Settings for information about captioning and what to do if your video has multiple audio tracks.

4. When you consider your work for a Part finished, check Ready to Submit.
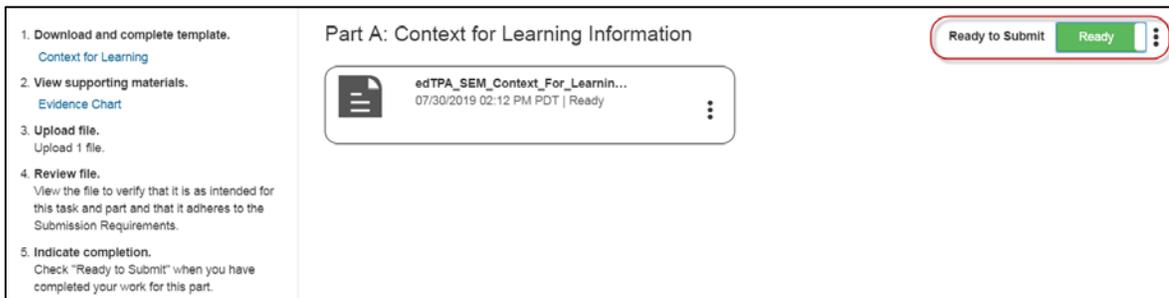
Note that if you later decide you want to make additional updates to the Part, you can uncheck Ready to Submit any time prior to submitting your portfolio for scoring.

Continue building your portfolio for each Task in the assessment by following the steps described above.

If you make revisions to your work, you can upload a new version of any file by clicking Replace. The system will replace the original uploaded file with the new version. If you wish, you may remove an uploaded file from your portfolio by clicking Remove.
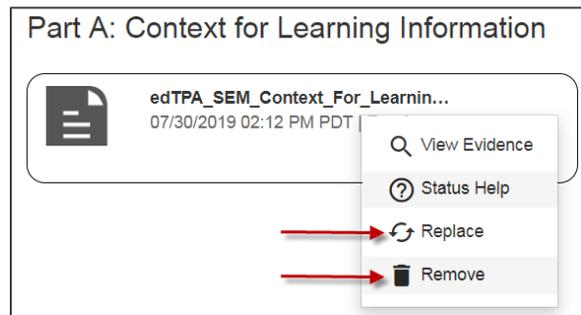
Remember that your Portfolio Summary page will reflect your progress as you build your portfolio. The status bars will indicate your current progress in each Task.

Ensure Your Portfolio Is Scorable

A fully scorable portfolio is one that can be reviewed by a scorer and have scores assigned to all rubrics. Before you submit your portfolio, review the edTPA Submission Requirements and Condition Codes and confirm that all of your submitted materials meet these requirements for a scorable portfolio.

**Documents.** Ensure that you review every page of each document. Confirm that the document in the system is complete and conforms to the directions in the handbook and the guidelines in edTPA Submission Requirements and Condition Codes.

Videos. When reviewing your video files, play each file through completely. If the audio is not completely clear throughout, video captioning may be used as a method to provide a transcript of any audio track that may be difficult to hear or understand. This applies to all content areas.

As with written transcripts, the use of video captioning is permitted only to clarify for a scorer what is being said in the video recording and cannot be used to enhance the video recording with additional content. Review Recommended Video Formats and Settings for more information.

Your videos should use a single audio track. If you used multiple microphones and multiple audio tracks were created when recording the video, review Recommended Video Formats and Settings for information about what to do if your video has multiple audio tracks.

Request and Receive Feedback

If your institution uses this system feature, you may request feedback from a Faculty Reviewer on any file that you have uploaded.

Part-Level Feedback

After you have uploaded your work, and the system displays a file status as Ready, you may request feedback. To submit a feedback request for your work, click the Request Part Feedback link on the Part page.
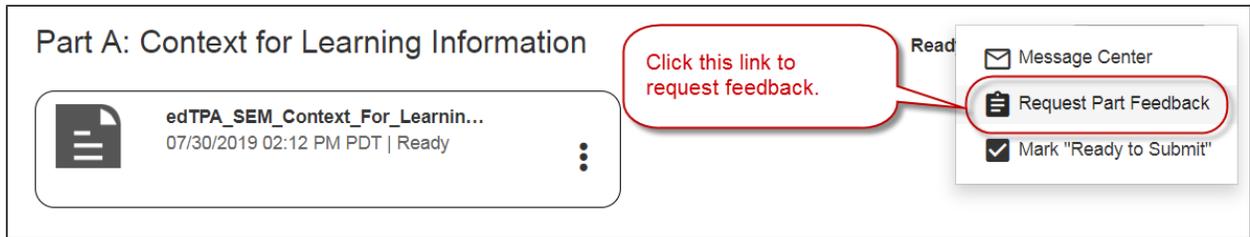
The system generates a standard message with some pre-filled information.
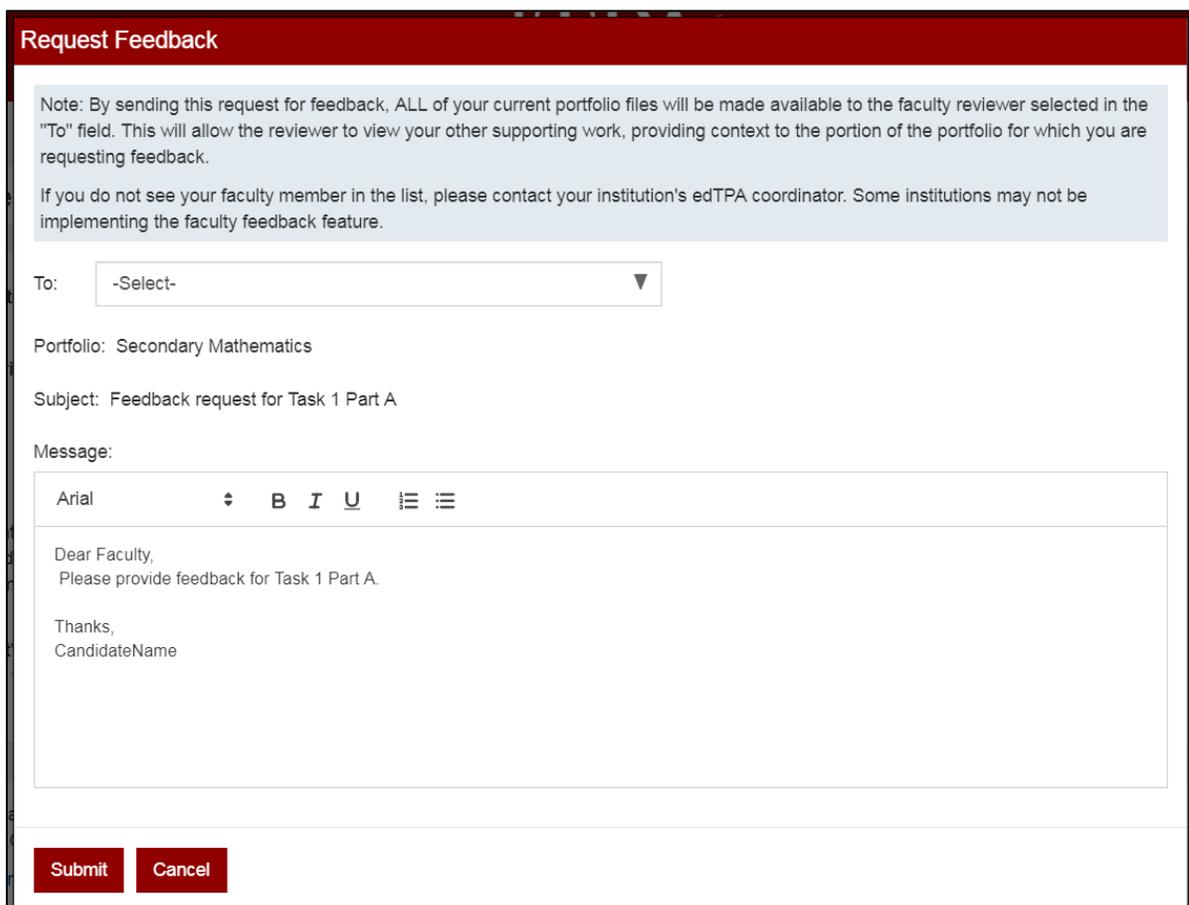
To complete your request:

1. Open the dropdown menu in the To field to select your Faculty Reviewer. The reviewers listed here have been assigned by your institution. If you do not see a specific Faculty Reviewer's name or have questions, contact your faculty advisor.

    In this example, the feedback request is for Task 1, Part A only. As the Note in the message states, Faculty Reviewers will be able to view all of the files you have uploaded, not just this one. This allows Faculty Reviewers additional context when providing feedback.

2. You may enter additional text in the message to your Faculty Reviewer.

3. When you're ready, click Submit. The request is sent to the Faculty Reviewer through the Message Center, Pearson ePortfolio's messaging system.

Task or Portfolio-Level Feedback

You may also specifically request feedback for all uploaded files at the Task or Portfolio level.
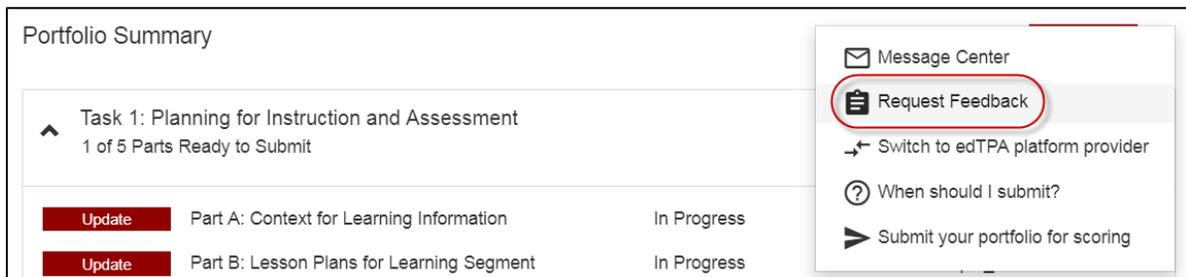
Do this by using the Request Feedback link on your Portfolio Summary Page. When you request feedback from your Portfolio Summary Page, you may select any Task for which you have uploaded files, or you may select "Entire Portfolio."
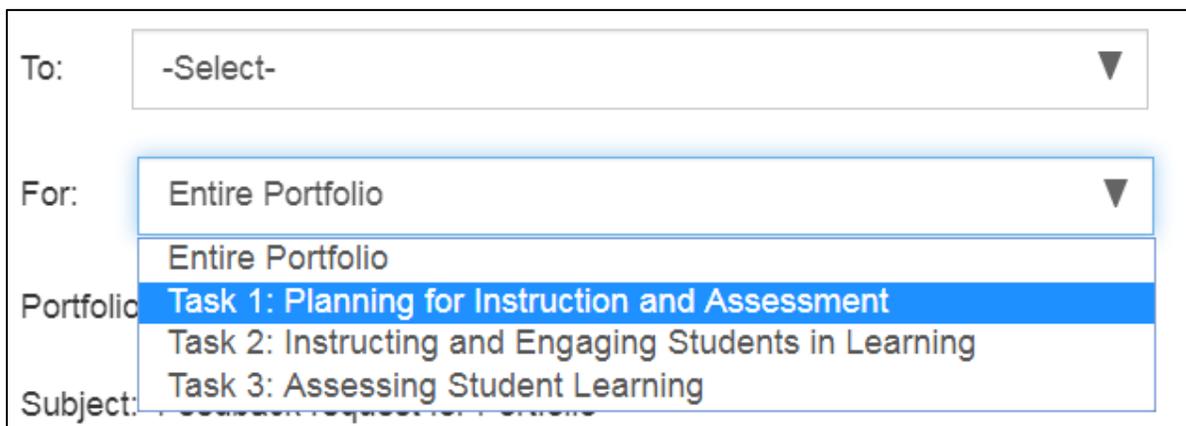
The process for completing the feedback request message is the same as described above.

Receive and Review Feedback

When your Faculty Reviewer responds to your feedback request, you'll receive an alert sent to the email address you provided when you registered in the Pearson ePortfolio system.

To open the feedback message, you'll need to:

1. Click on the link provided in the email message and sign in to the Pearson ePortfolio system.

2. From your Portfolio Summary page, click the Notifications icon.

3. Click the message to open it.
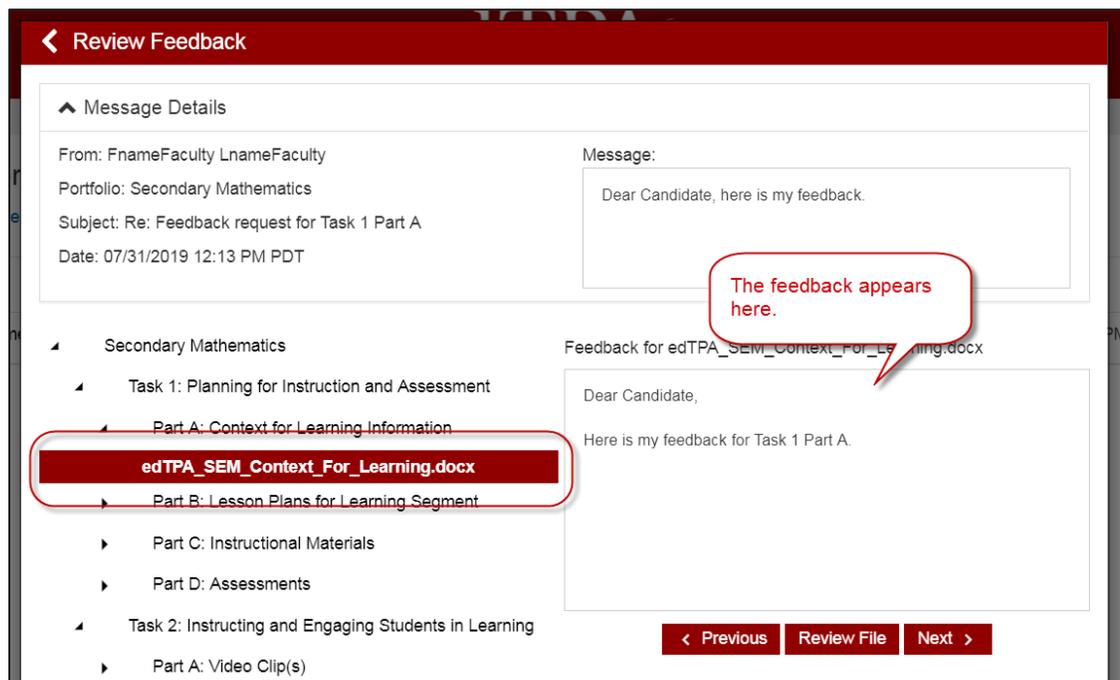
4. Navigate to each file in your portfolio to review the feedback for that file.

Reviewing Feedback on Your Written Work

Once you've opened your feedback message and selected a file from the menu, you can click the Review File button in the message to review your uploaded work while reading the feedback.
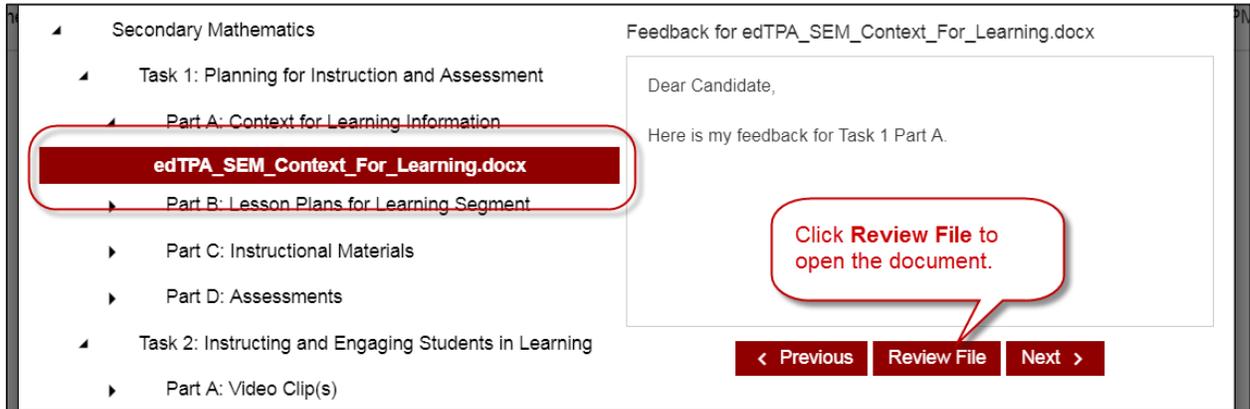
The system displays your document with the reviewer's feedback included.
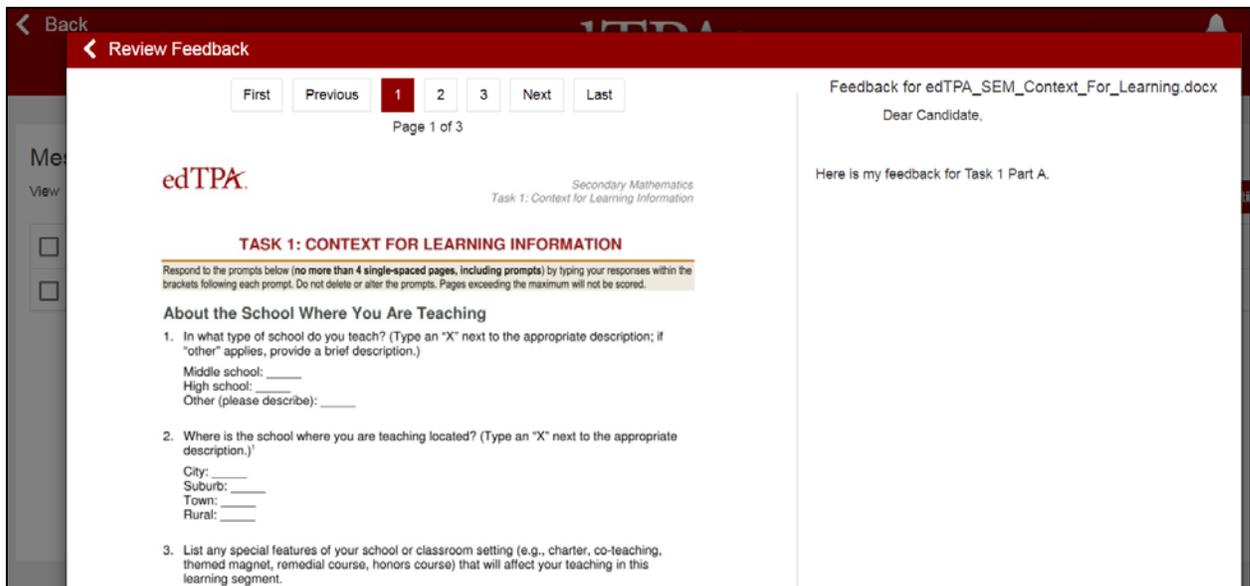
**Remember:** To revise your work based on faculty feedback, edit your original file and then upload the revised version. You will not be able to edit files within the system.

Note that your Message Center has features similar to other email systems. You can view your Inbox and Sent folders, and mark messages for deletion.

To sort messages in ascending or descending order, click the header of any column, including the "from," "subject," and "received" fields.

Reviewing Feedback on Video and Audio Files

When you open feedback for a video or audio file, you'll see in the feedback message window a list of all the time-stamped annotations that your Faculty Reviewer entered into the video annotation tool. If you would like to play the video or audio file while reviewing the feedback, just click Review File to open the system's player.
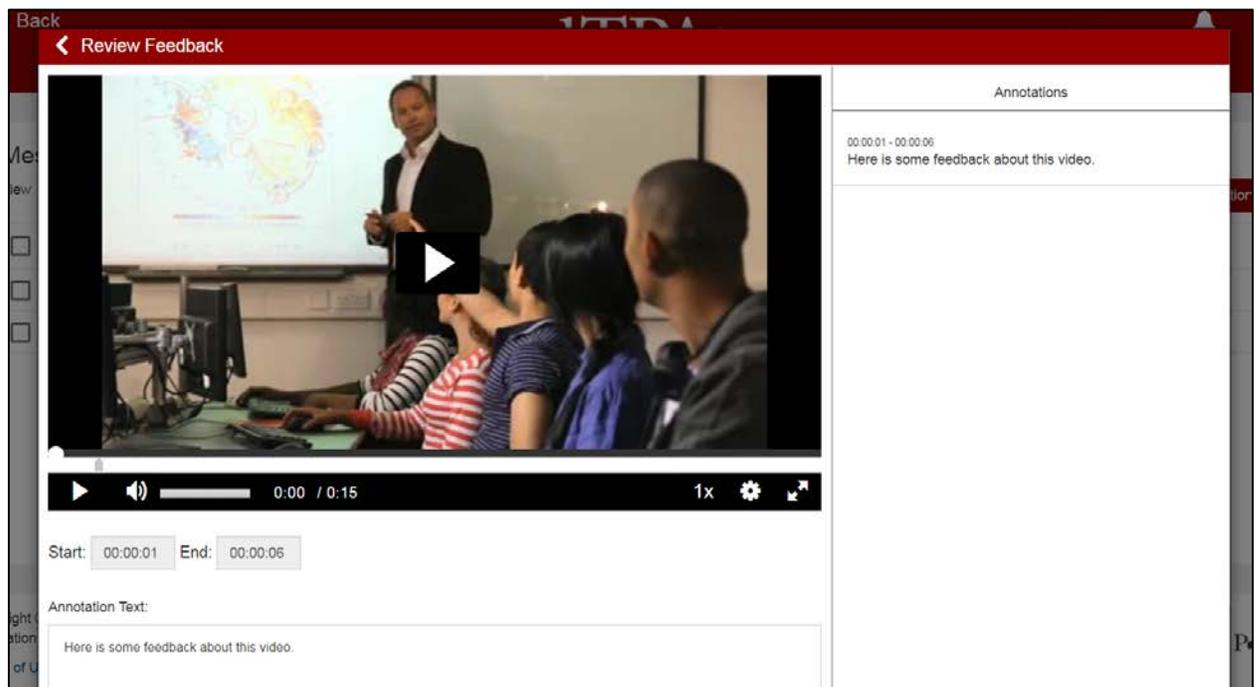
Use the controls to play and pause the video while you review the feedback.

Submit Your Portfolio

> **Note:** Be sure to allow yourself adequate time before your planned submission date to upload and review your files in the Pearson system and to complete the submission process for scoring.

Readiness Checklist

Before submitting, make sure your portfolio is complete and ready for scoring. Have you:

- ☑ Signed in to the Pearson ePortfolio system?
- ☑ Stored a copy of your work in a secure local location?
- ☑ Uploaded all of the required files into the system?
- ☑ Reviewed each of your files within the system?
- ☑ Reviewed the edTPA Submission Requirements and Condition Codes and confirmed that all files meet these requirements for a scorable portfolio that can be reviewed by a scorer and have scores assigned to all rubrics?
- ☑ Marked all Parts as Ready to Submit?

Each Task in your Portfolio Summary page should look like the following example. If any Task has Parts that are not marked Ready to Submit, then the Submit Portfolio for Scoring button will be disabled.
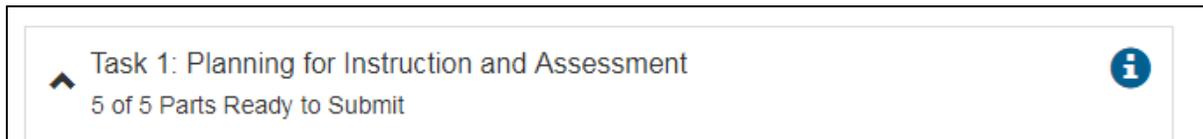
If you are ready to proceed, click the Submit button.

> **Note:** When you submit your portfolio, you will be required to consent to a set of Submission Agreements. These agreements are available for your review before you submit your portfolio on www.edTPA.com.

After you submit your portfolio, your Portfolio Summary page should look like this:
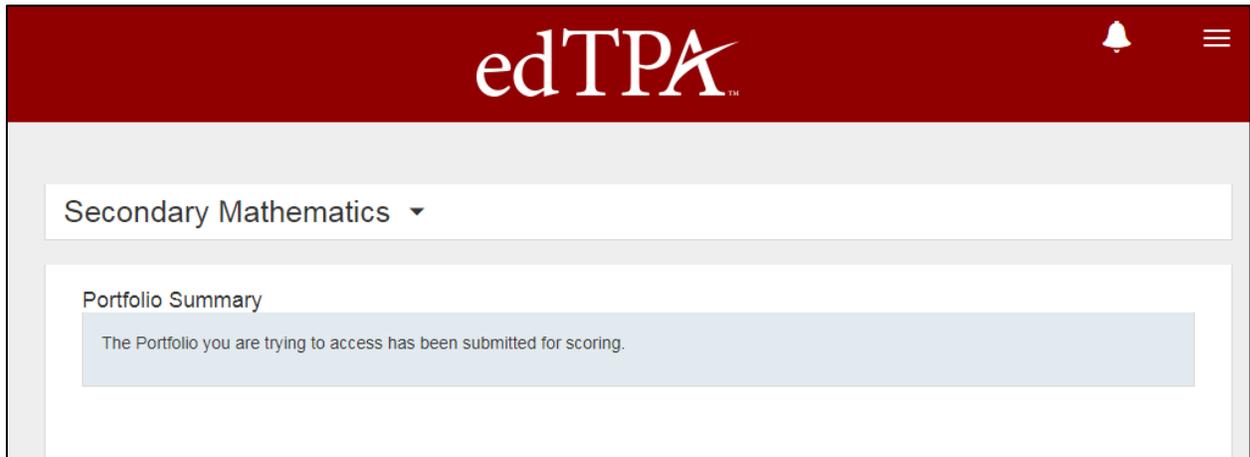
Remember: After you have submitted your portfolio you will no longer have access to your files, or any feedback, within the system.