

Using the Pearson ePortfolio System

Welcome to the Pearson ePortfolio system.

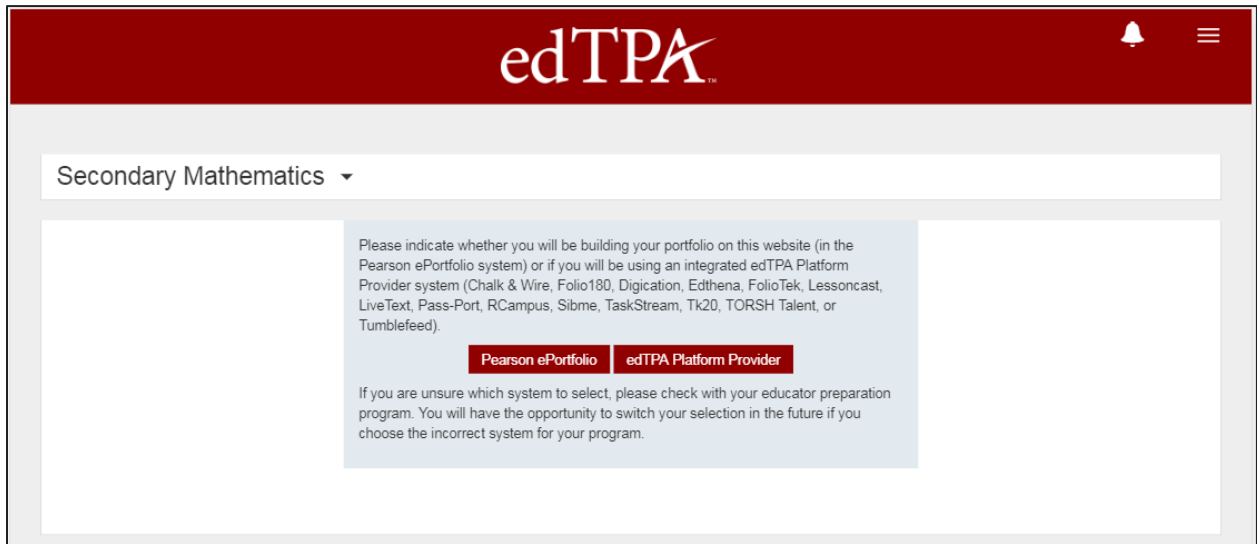
This guide provides the following instructions for candidates using the Pearson ePortfolio system:

- [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.

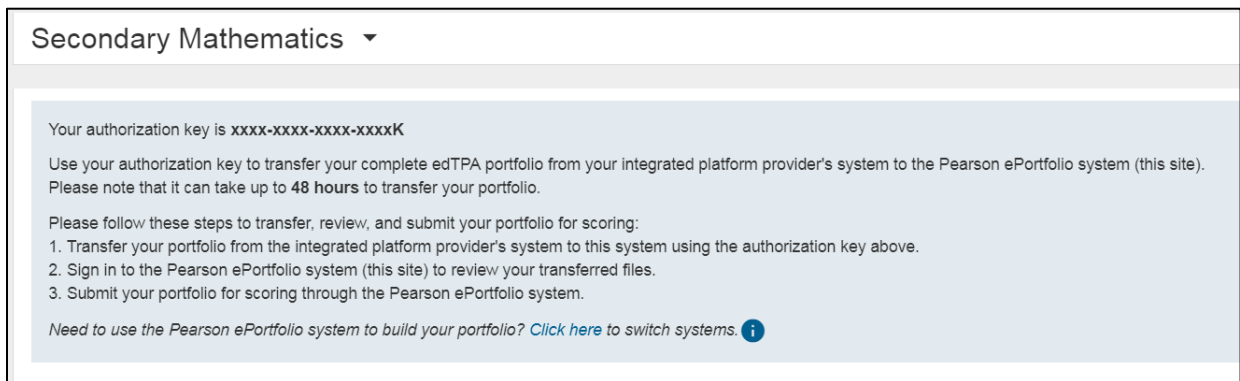
After registering for edTPA at www.edTPA.com, follow the link to "Choose a Portfolio Platform System." Click on the Pearson ePortfolio button on the assessment tab to select it as your portfolio platform system.



The screenshot shows the edTPA website interface. At the top, there is a red header with the edTPA logo and a notification bell icon. Below the header, there is a dropdown menu set to "Secondary Mathematics". The main content area contains a light blue box with the following text: "Please indicate whether you will be building your portfolio on this website (in the Pearson ePortfolio system) or if you will be using an integrated edTPA Platform Provider system (Chalk & Wire, Folio180, Digication, Edthena, FolioTek, Lessoncast, LiveText, Pass-Port, RCampus, Sibme, TaskStream, Tk20, TORSH Talent, or Tumblefeed)." Below this text are two buttons: "Pearson ePortfolio" and "edTPA Platform Provider". A note below the buttons states: "If you are unsure which system to select, please check with your educator preparation program. You will have the opportunity to switch your selection in the future if you choose the incorrect system for your program."

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.



The screenshot shows the edTPA website interface. At the top, there is a dropdown menu set to "Secondary Mathematics". The main content area contains a light blue box with the following text: "Your authorization key is xxxx-xxxx-xxxx-xxxxK". Below this text is a paragraph: "Use your authorization key to transfer your complete edTPA portfolio from your integrated platform provider's system to the Pearson ePortfolio system (this site). Please note that it can take up to 48 hours to transfer your portfolio." Below this paragraph is a list of steps: "Please follow these steps to transfer, review, and submit your portfolio for scoring: 1. Transfer your portfolio from the integrated platform provider's system to this system using the authorization key above. 2. Sign in to the Pearson ePortfolio system (this site) to review your transferred files. 3. Submit your portfolio for scoring through the Pearson ePortfolio system." At the bottom of the box, there is a link: "Need to use the Pearson ePortfolio system to build your portfolio? [Click here](#) to switch systems." with an information icon.

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.

The screenshot shows the edTPA Portfolio Summary page for Secondary Mathematics. The page has a red header with the edTPA logo, a notification bell, and a menu icon. Below the header, there is a dropdown menu set to "Secondary Mathematics". The main content area is divided into two columns. The left column contains instructions and resources for preparing evidence, including links to the handbook, errata, and candidate support resources. The right column, titled "Portfolio Summary", features a "Submit" button and a table of tasks. Task 1, "Planning for Instruction and Assessment", has 0 of 5 parts ready to submit. Task 2, "Instructing and Engaging Students in Learning", has 0 of 2 parts ready to submit. Each task is broken down into sub-parts, each with a "Start" button and a "Not Started" status.

| Task | Part | Status |
|---|---|-------------|
| Task 1: Planning for Instruction and Assessment 0 of 5 Parts Ready to Submit | Part A: Context for Learning Information | Not Started |
| | Part B: Lesson Plans for Learning Segment | Not Started |
| | Part C: Instructional Materials | Not Started |
| | Part D: Assessments | Not Started |
| | Part E: Planning Commentary | Not Started |
| Task 2: Instructing and Engaging Students in Learning 0 of 2 Parts Ready to Submit | Part A: Video Clip(s) | Not Started |
| | Part B: Instruction Commentary | Not Started |

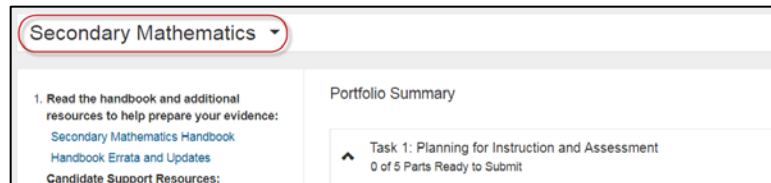
Your Portfolio Summary Page

Your Portfolio Summary page provides the following information:

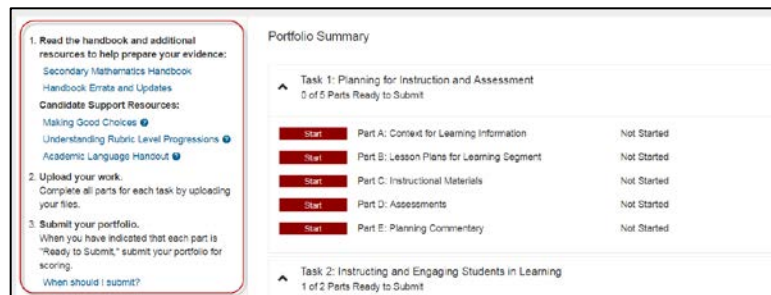
An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, to access Customer Support.



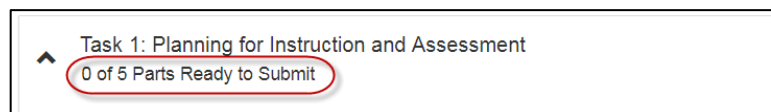
Subject area(s) for which you are registered



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

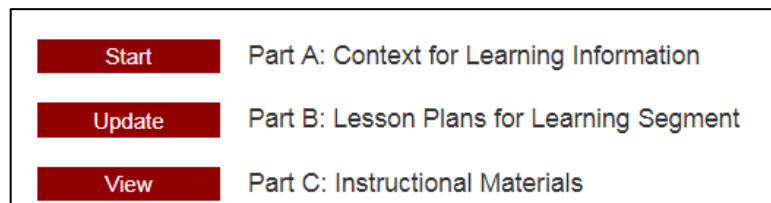


Buttons to navigate to the working page for each Task Part, where you upload your work. The button labels change as follows:

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.

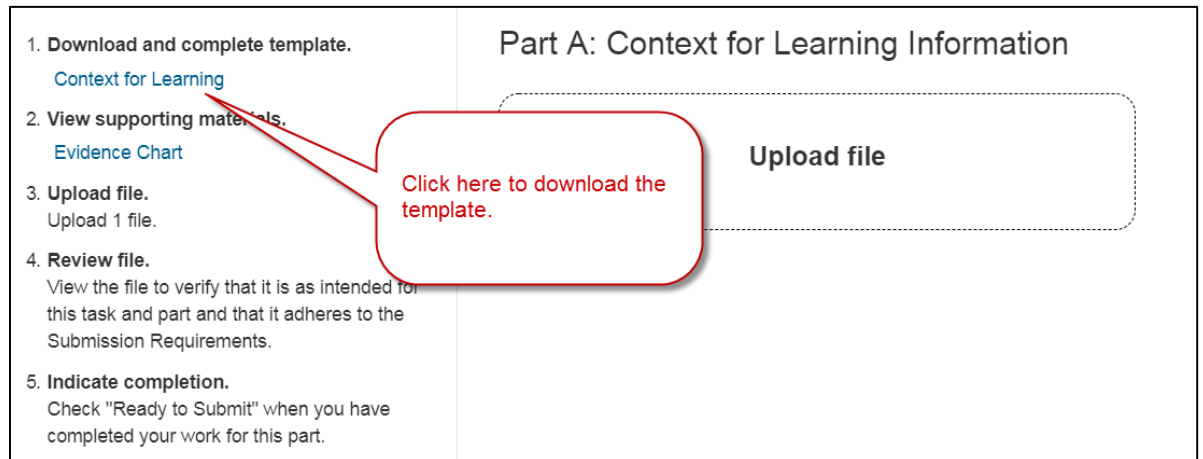


To build your portfolio, you must upload one or more files in response to each Part's requirements. The requirements for each Part are described in the assessment handbook.

Templates

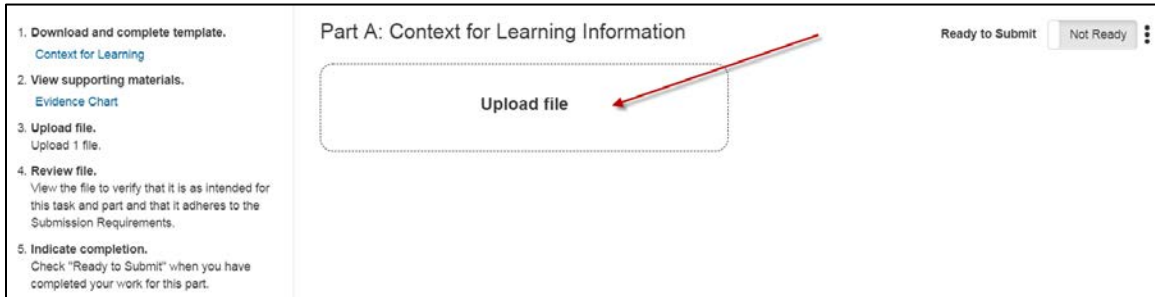
Templates are provided for certain Parts in edTPA. To access and use a template:

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.



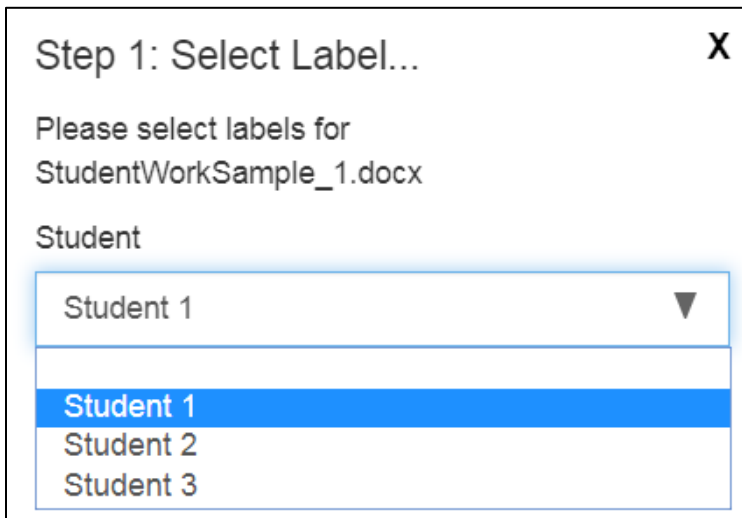
Uploading and Reviewing Files

1. Click the Upload File button, and locate the file on your local drive.

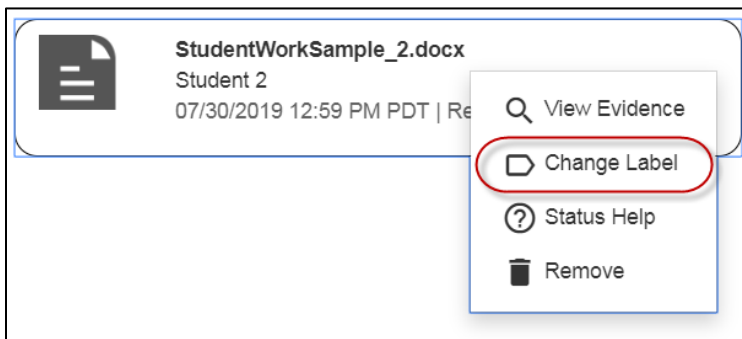


The time required to complete the upload process will vary depending on file size and network speed.

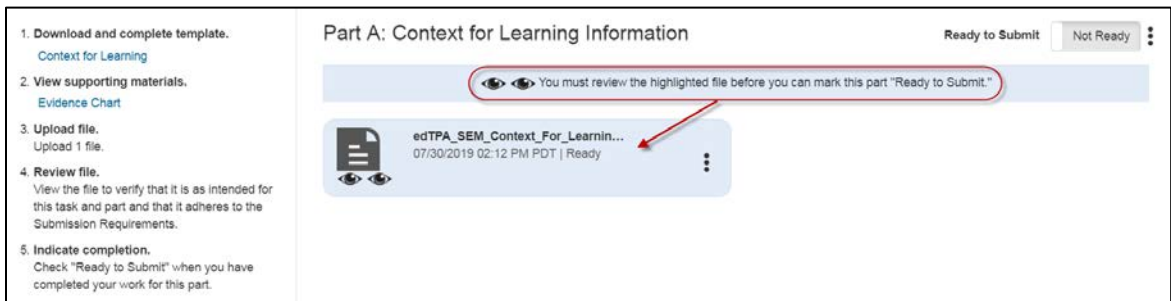
2. Some Parts require that you assign labels to your uploaded files. You will be prompted to select labels during the upload process.



Note that you will be able to change the label after the file is uploaded.

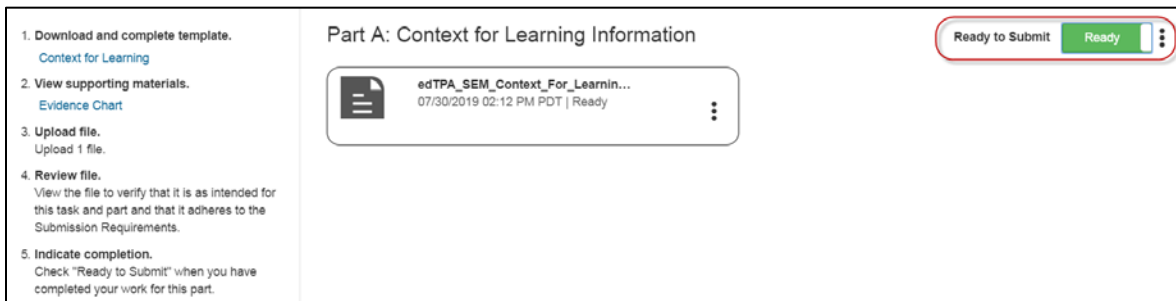


3. Review each file. Open and review every page of each document and play the entire length of each audio and video file to insure they comply with submission requirements.



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.

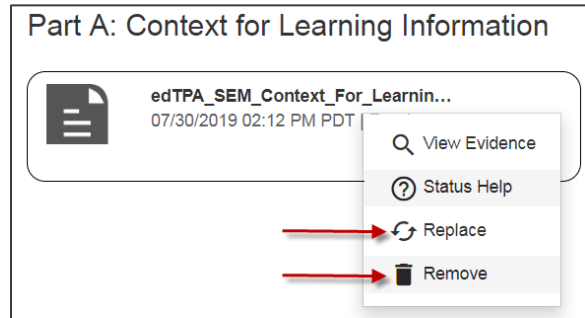
4. When you consider your work for a Part finished, check Ready to Submit.



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.

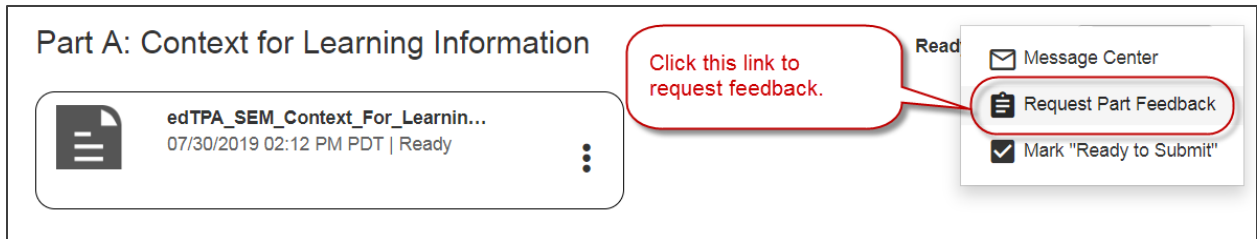
Your videos should use a single audio track. If you used multiple microphones and multiple audio tracks were created when recording the video, review [Recommended Video Formats and Settings](#) for information about what to do if your video has multiple audio tracks.

Request and Receive Feedback

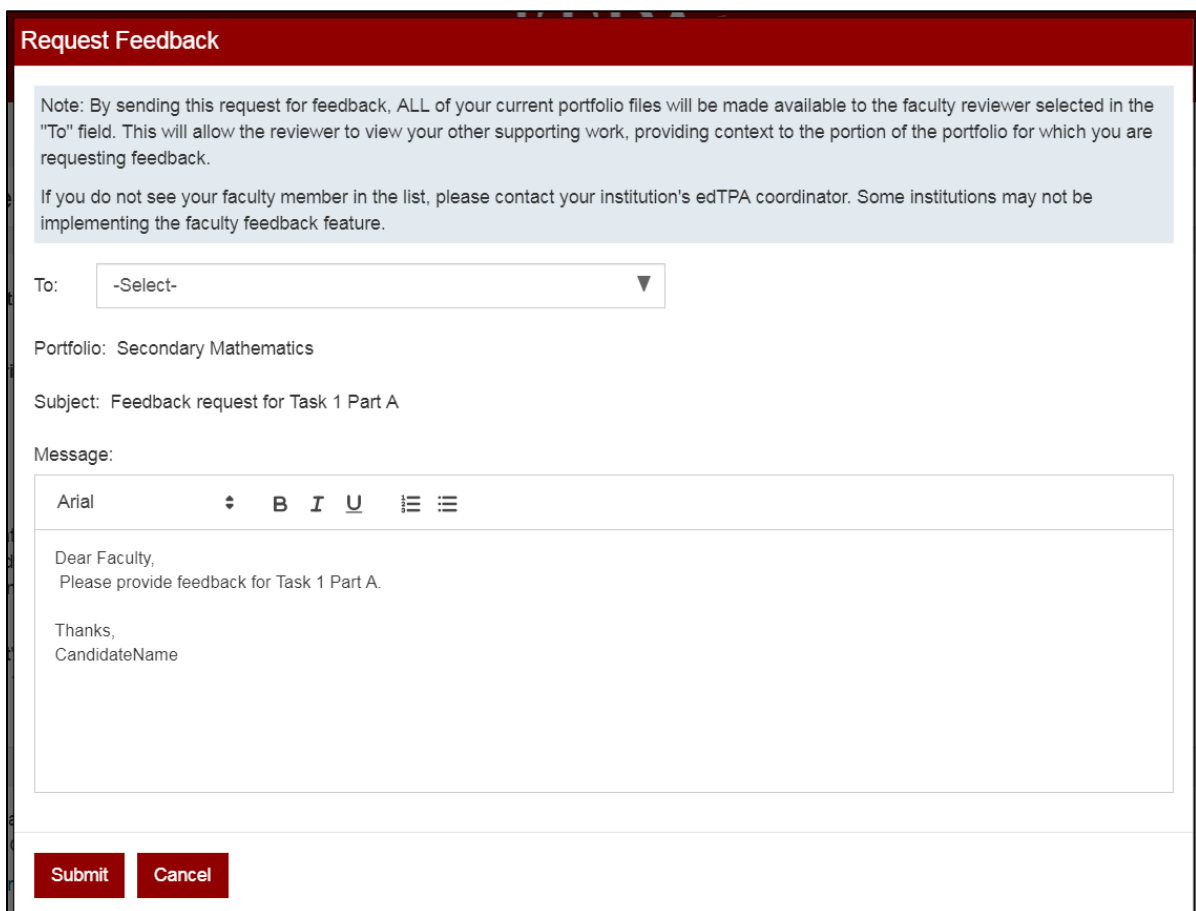
If your institution uses this system feature, you may request feedback from a Faculty Reviewer on any file that you have uploaded.

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:

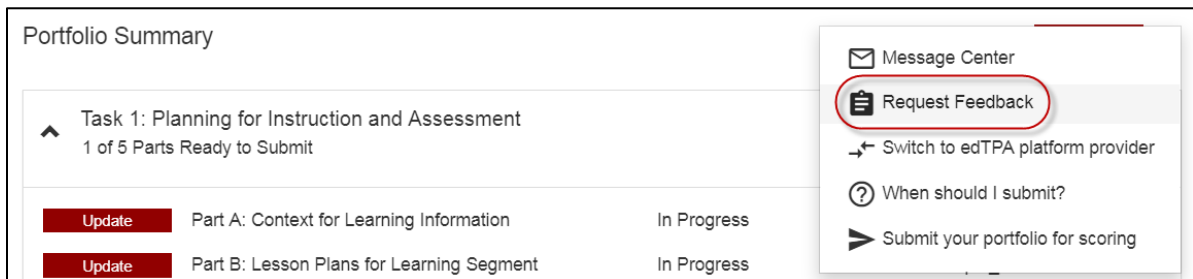
1. Open the dropdown menu in the To field to select your Faculty Reviewer. The reviewers listed here have been assigned by your institution. If you do not see a specific Faculty Reviewer's name or have questions, contact your faculty advisor.

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.

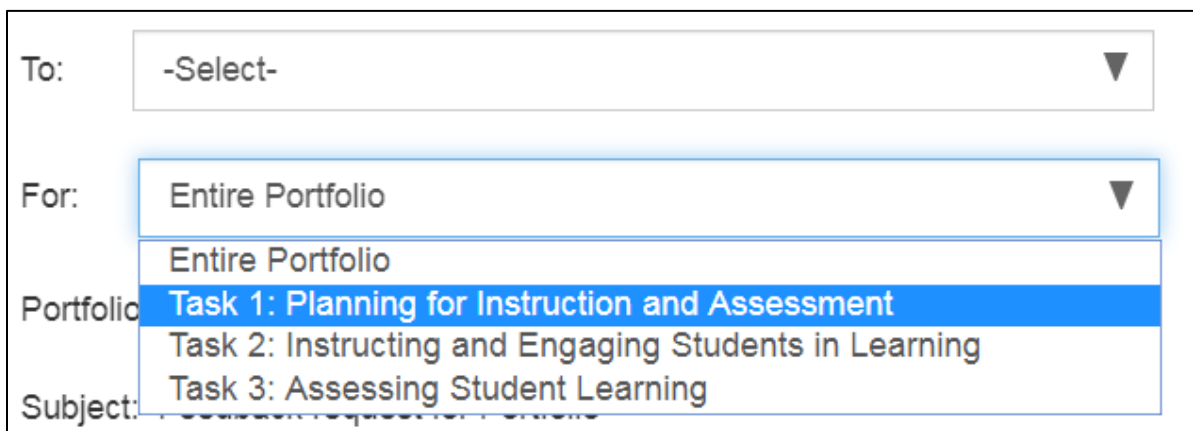
Task or Portfolio-Level Feedback

You may also specifically request feedback for all uploaded files at the Task or Portfolio level.



The screenshot shows a 'Portfolio Summary' page. On the left, there is a task entry: 'Task 1: Planning for Instruction and Assessment' with '1 of 5 Parts Ready to Submit'. Below this, there are two rows for 'Part A: Context for Learning Information' and 'Part B: Lesson Plans for Learning Segment', both with 'Update' buttons and 'In Progress' status. On the right, a dropdown menu is open, showing options: 'Message Center', 'Request Feedback' (highlighted with a red circle), 'Switch to edTPA platform provider', 'When should I submit?', and 'Submit your portfolio for scoring'.

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 screenshot shows a feedback request form. The 'To:' field is set to '-Select-'. The 'For:' dropdown menu is open, showing options: 'Entire Portfolio', 'Task 1: Planning for Instruction and Assessment' (highlighted in blue), 'Task 2: Instructing and Engaging Students in Learning', and 'Task 3: Assessing Student Learning'. The 'Portfolio' and 'Subject:' fields are partially visible at the bottom.

The process for completing the feedback request message is the same as described above.

Receive and Review Feedback

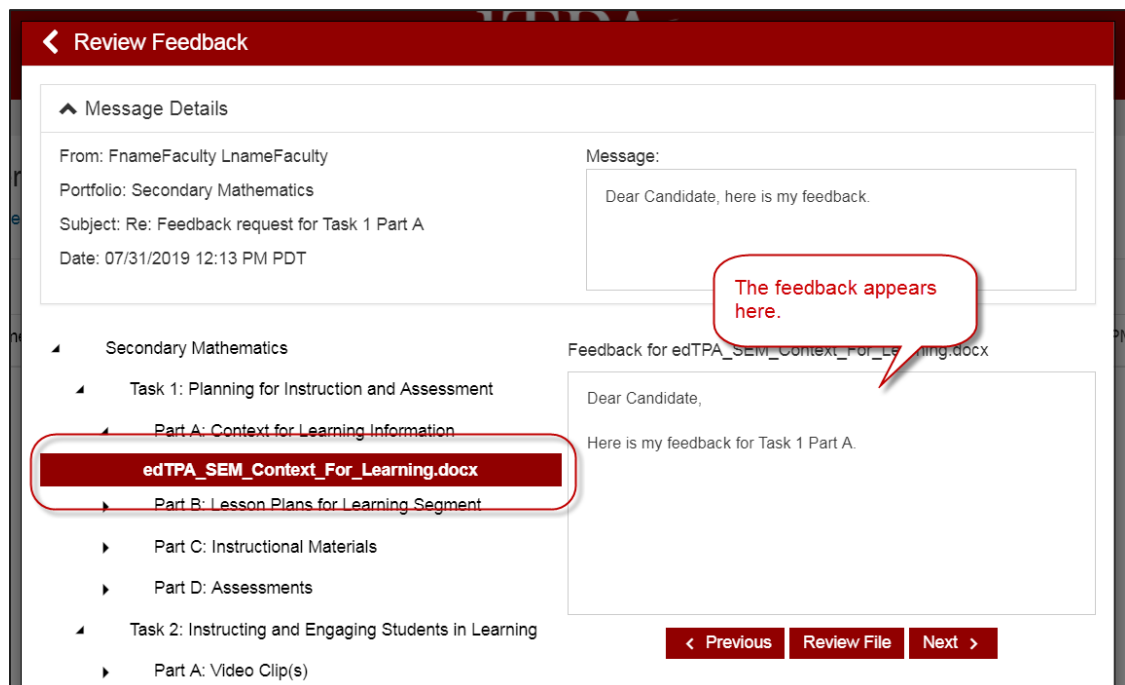
When your Faculty Reviewer responds to your feedback request, you'll receive an alert sent to the email address you provided when you registered in the Pearson ePortfolio system.

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.



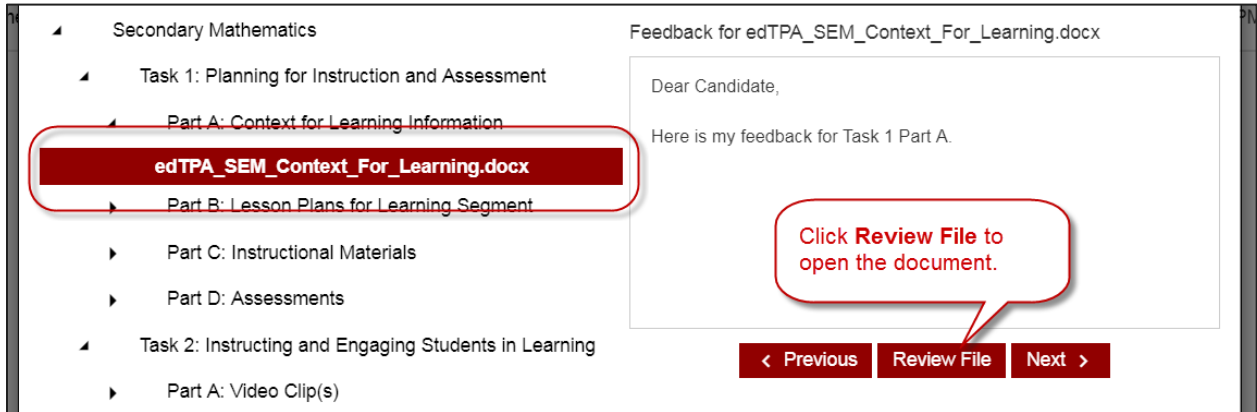
3. Click the message to open it.



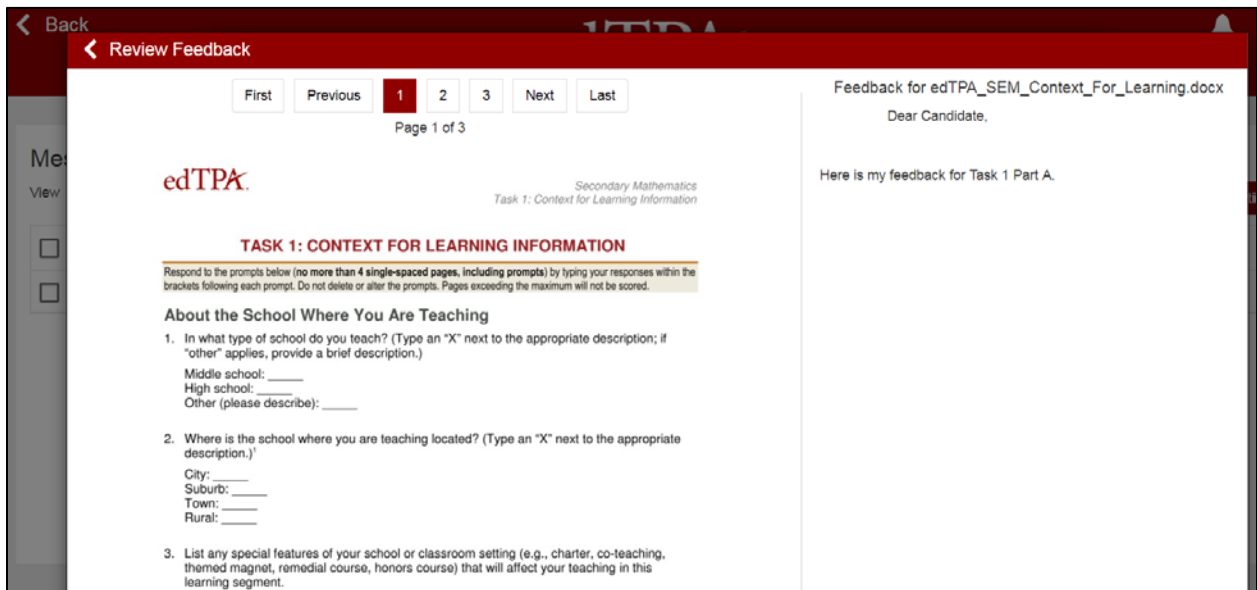
4. Navigate to each file in your portfolio to review the feedback for that file.

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

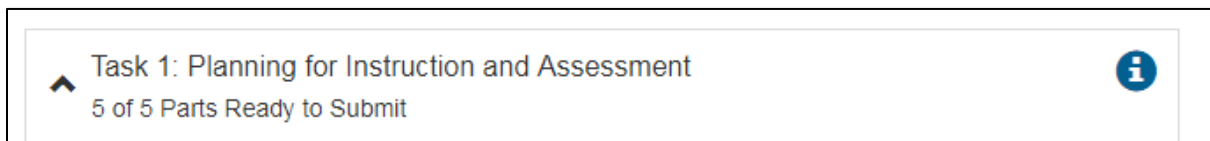
Note: Be sure to allow yourself adequate time before your planned submission date to upload and review your files in the Pearson system and to complete the submission process for scoring.

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?

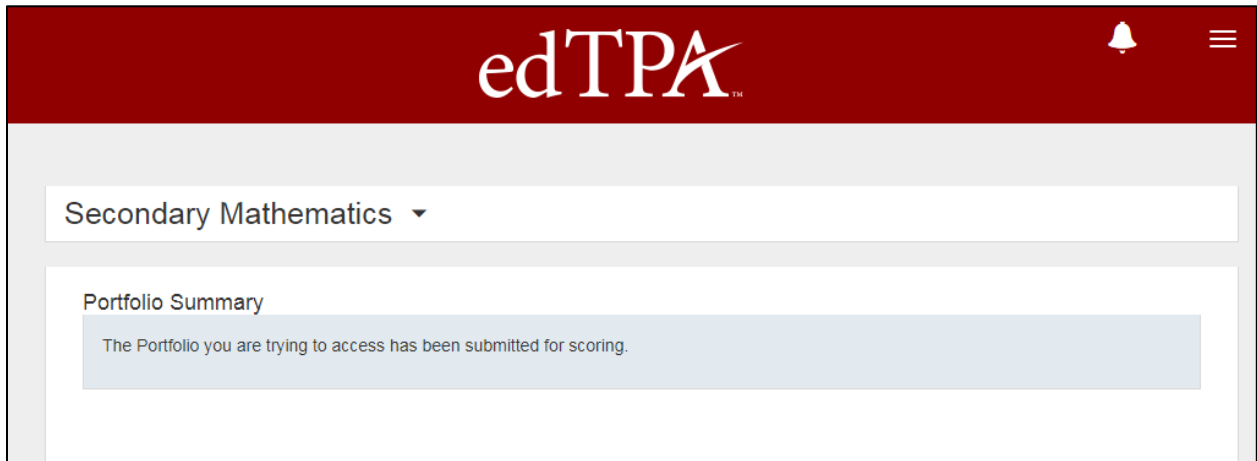
Each Task in your Portfolio Summary page should look like the following example. If any Task has Parts that are not marked Ready to Submit, then the Submit Portfolio for Scoring button will be disabled.



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.