

## Transferring Your Portfolio From an Integrated System

Welcome to the Pearson ePortfolio system.

If your institution is using an integrated platform provider system (Chalk & Wire, Digication, Edthena, Folio180, FolioTek, Lessoncast, LiveText, PASS-PORT, RCampus, Sibme, TaskStream, Tk20, TORSH Talent, or Tumblefeed), follow the instructions in this guide to register for edTPA, transfer your portfolio, and submit it for scoring.

1. [Register and Indicate Your Portfolio Platform System](#)
2. [Transfer Your Assessment](#)
3. [Review Your Assessment](#)
4. [Submit Your Assessment](#)

**Note:** Candidates using an integrated edTPA platform provider system will be required to transfer their portfolio to the Pearson system (at [www.edTPA.com](http://www.edTPA.com)) in order to submit the portfolio for scoring. **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.**

# 1. Register and Indicate Your Portfolio Platform System

Register for edTPA at [www.edTPA.com](http://www.edTPA.com). Click Candidates in the top navigation menu, then click Register. Follow the instructions to create an account (for first-time users) and to register for edTPA.

The screenshot shows the edTPA website interface. At the top, there is a navigation bar with the edTPA logo on the left and links for 'View Cart', 'My Account', and 'Contact Us' on the right. Below the navigation bar is a search bar with the text 'Find answers to FAQs.' and a 'Find Info' button. The main navigation menu includes 'Home', 'About', 'Candidates', 'Faculty', and 'FAQs'. The 'Candidates' section is expanded, showing a list of options: 'Getting Started', 'State Requirements', 'Candidate Policies', 'Prepare', 'Requesting Alternative Arrangements', 'Register', 'Your Authorization Key', and 'Scores'. A red arrow points to the 'Register' option. A sidebar on the right contains a 'Candidates' menu with the same list of options. A central box contains the text 'Already registered?' with links for 'Manage your portfolio' and 'Get your authorization key'.

On the last screen of the registration process, click Next to proceed to indicate your platform system.

The screenshot shows a confirmation screen with the text: 'Thank you for your order. Your order details are listed below and have also been added to your account.' Below this text is a section titled 'Choose a Portfolio Platform System' with a sub-heading 'Please indicate whether you will be building your portfolio on this site, or if you will be using an integrated platform provider system (Chalk & Wire, Data180, Foliotek, iWebfolio, LiveText, PASS-PORT, TaskStream, or Tk20).' At the bottom of this section is a red 'Next' button.

You are now in the Pearson ePortfolio system. Click the edTPA Platform Provider button on the assessment tab.

**Secondary Mathematics**

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, FolioTek, iWebFolio, LiveText, Pass-Port, TaskStream, or Tk20).

**Pearson ePortfolio** **edTPA Platform Provider**

If you are unsure which system to select, please check with your teacher preparation program. You will have the opportunity to switch your selection in the future if you choose the incorrect system for your program.

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If you inadvertently selected Pearson ePortfolio on the screen pictured above you can switch to an integrated platform provider by clicking the "Switch to edTPA Platform Provider" link on the subsequent screen.

**Portfolio Summary** [Switch to edTPA platform provider](#)

0 of 3 Task Ready to Submit

## Your Authorization Key

After clicking the edTPA Platform Provider button, you are provided with an Authorization Key to facilitate your portfolio transfer. You will need to enter this key in your platform provider system when you are ready to transfer your portfolio to Pearson.

You will be prompted to review and agree to the terms associated with your Authorization Key. The key will then be emailed to the address you provided during registration. You will also be able to obtain your Authorization Key at any time by logging into your account at [www.edTPA.com](http://www.edTPA.com).

## 2. Transfer Your Assessment

When your assessment is complete, transfer it to the Pearson ePortfolio system in order to submit it for official scoring. Start the portfolio transfer from the platform provider system used by your institution.

Enter your Authorization Key in the platform provider system when prompted.

**Can't find your Authorization Key?** Refer to the email you received after registering and selecting your portfolio platform system, or sign in to your account on [www.edTPA.com](http://www.edTPA.com) to obtain your Authorization Key.

When the transfer has processed successfully, an email notification will be sent to the email address you provided when you registered for edTPA.

When you receive this notification, sign in to the Pearson ePortfolio system at [www.edTPA.com](http://www.edTPA.com). Your transferred files are now available for you to review.

The screenshot displays the Pearson ePortfolio interface for Secondary Mathematics. At the top, there are navigation buttons: 'Request Task Feedback', 'Request Portfolio Feedback', and 'Message Center'. A notification indicates 'You have 0 unread messages'. A 'Submit Portfolio for Scoring' button is also present, with a sub-link 'When should I submit?'. The main content area is titled 'Portfolio Summary' and includes a link to 'Switch to edTPA platform provider'. It shows '0 of 3 Tasks Ready to Submit'. Below this, two tasks are listed:

- Task 1: Planning for Instruction and Assessment** (0 of 5 Parts Ready to Submit)
 

PARTS	STATUS	FILES
<a href="#">Start</a> Part A: Context for Learning Information	Not Started	
<a href="#">Start</a> Part B: Lesson Plans for Learning Segment	Not Started	
<a href="#">Start</a> Part C: Instructional Materials	Not Started	
<a href="#">Start</a> Part D: Assessments	Not Started	
<a href="#">Start</a> Part E: Planning Commentary	Not Started	
- Task 2: Instructing and Engaging Students in Learning** (0 of 2 Parts Ready to Submit)
 

PARTS	STATUS	FILES
<a href="#">Start</a> Part A: Video Clip(s)	Not Started	
<a href="#">Start</a> Part B: Instruction Commentary	Not Started	

On the left side, there are instructions and resources for the user, including links to 'Secondary Mathematics Handbook', 'Handbook Errata and Updates', and 'Candidate Support Resources'.

If necessary, you can re-transfer your portfolio at any time using the same Authorization Key (listed at the top of your Portfolio Summary page for your reference).

### 3. Review Your Assessment

Prior to submitting your assessment for scoring, you are required to review your files in the Pearson ePortfolio system and verify that your files were transferred successfully. If the platform provider system did not prompt you to select labels for some files, you will be asked to make those selections now.

To review and label your files click the Update button for each Part on the Portfolio Summary page.

Task 1: Planning for Instruction and Assessment <a href="#">Show Instructions</a>		0 of 5 Parts Ready to Submit	
PARTS		STATUS	FILES
<a href="#">Update</a>	<b>Part A: Context for Learning Information</b>	In Progress	edTPA_SEM_Context_For_Learning.doc
<a href="#">Update</a>	<b>Part B: Lesson Plans for Learning Segment</b>	In Progress	edTPA_SEM_Lesson_Plans.doc
<a href="#">Update</a>	<b>Part C: Instructional Materials</b>	In Progress	edTPA_SEM_Instruction_Commentary.doc
<a href="#">Update</a>	<b>Part D: Assessments</b>	In Progress	edTPA_SEM_Assessments.doc
<a href="#">Update</a>	<b>Part E: Planning Commentary</b>	In Progress	edTPA_SEM_Planning_Commentary.doc

This will bring you to the Part Details page. Review each file carefully and ensure that the content is what you intend to submit.

Remember to review every page of each document, and to review the entire length of each audio and video file to ensure that they comply with submission requirements.

**Secondary Mathematics Portfolio**  
Task 3: Assessing Student Learning

**Part A: Student Work Samples**  Ready to Submit

You must review each highlighted file before you can mark this part Ready to Submit.

1. **View supporting materials.**  
Evidence Chart
2. **Upload and label files.**  
Required: 3 files  
Maximum: 3 files
3. **Preview files.**  
View each file to verify that it is as intended for this Task and Part and that it adheres to the Submission Requirements.
4. **Indicate completion.**  
Check "Ready to Submit" when you have completed your work for this part.

**Student\_work\_sample\_1.doc**  
Student 1 Change Label  
08/22/2014 06:27 AM PDT | Ready

[Remove](#)

**Student\_work\_sample\_2.doc**  
Student 2 Change Label  
08/22/2014 06:31 AM PDT | Ready

[Remove](#)

**Student\_work\_sample\_3.doc**  
Student 3 Change Label  
08/22/2014 06:31 AM PDT | Ready

[Remove](#)

The system will indicate any files for which you are required to select labels. To select a file label click the Add Label link below the file name.


Secondary Mathematics Portfolio  
Task 2: Instructing and Engaging Students in Learning

**Part A: Video Clip(s)**  Ready to Submit

**✖ Please fix file problems shown below.**


1. View supporting materials.  
[Evidence Chart](#)  
[Guidelines for Video Conf...](#)

2. Upload and label files.  
Required: 1 files  
Maximum: 2 files



**MTH\_Lesson\_1\_Clip\_1.mp4**  
Labels Missing [Add Label](#)  
12/11/2012 07:03 AM | [Label Required](#)

[Remove](#)



**MTH\_Lesson\_1\_Clip\_2.mp4**  
Labels Missing [Add Label](#)  
12/11/2012 07:03 AM | [Label Required](#)

[Remove](#)


Once you have viewed and labeled all files in the Part check the box titled Ready to Submit.

Secondary Mathematics Portfolio  
Task 2: Instructing and Engaging Students in Learning


**Part A: Video Clip(s)**  Ready to Submit

1. View supporting materials.  
[Evidence Chart](#)  
[Guidelines for Video Conf...](#)

2. Upload and label files.  
Required: 1 files  
Maximum: 2 files



**MTH\_Lesson\_1\_Clip\_1.mp4**  
Clip 1: Lesson 1:  
12/31/2012 11:52 AM | [Ready](#)



**MTH\_Lesson\_1\_Clip\_2.mp4**  
Lesson 1: Clip 2:  
12/31/2012 12:32 PM | [Ready](#)

This will advance your progress bar for the Task associated with this Part on your Portfolio Summary page. You must indicate that all Parts are Ready to Submit before you will be able to submit your portfolio for scoring.

Task 2: Instructing and Engaging Students in Learning [Show Instructions](#) **1 of 2 Parts Ready to Submit**

PARTS	STATUS	FILES
<a href="#">View</a> <b>Part A: Video Clip(s)</b>	Ready to Submit	<Multiple files>
<a href="#">Update</a> <b>Part B: Instruction Commentary</b>	In Progress	edTPA_SEM_Instruction_Commentary.doc

**Note:** If you discover a problem with one of your files or with file labels added in the platform provider system, you will need to correct the problem in the platform provider system and re-transfer your portfolio to the Pearson system. You may need your Authorization Key to re-transfer. It is listed at the top of the Portfolio Summary page for your reference.

## 4. Submit Your Assessment

### Readiness Checklist

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

- Transferred your assessment to the Pearson ePortfolio system?
- Stored a copy of your work in a secure local location?
- Reviewed all of your files in the Pearson ePortfolio system?
- Marked all Parts as Ready to Submit?

Your Portfolio Summary page should look like the following example. Note that the Portfolio Summary progress bar indicates that each Part for the entire assessment has been marked Ready to Submit. If any Task has Parts that are not marked Ready to Submit, then the Submit Portfolio for Scoring button will be disabled.

The screenshot displays the 'Portfolio Summary' page for 'Secondary Mathematics'. At the top, there is an assessment authorization key: VMHL-ZQ5L-RTDD-K28F. A red button labeled 'Submit Portfolio for Scoring' is visible in the top right. On the left, a sidebar contains three steps: 1. Read the handbook (with a link to the Secondary Mathematics Handbook), 2. Upload your work (with instructions to complete all parts), and 3. Submit your portfolio (with instructions to mark parts as ready to submit). The main content area shows three tasks, each with a plus sign, a title, a 'Show Instructions' link, and a progress bar. Task 1: 'Planning for Instruction and Assessment' shows '5 of 5 Parts Ready to Submit'. Task 2: 'Instructing and Engaging Students in Learning' shows '2 of 2 Parts Ready to Submit'. Task 3: 'Assessing Student Learning' shows '4 of 4 Parts Ready to Submit'. All progress bars are fully green, indicating 100% completion.

When you are ready, click Submit Portfolio for Scoring.

**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](http://www.edTPA.com).

After you successfully submit your portfolio, your Portfolio Summary page should look like this:

Secondary Mathematics

 The Portfolio you want to access has been Submitted for Scoring.

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**Remember:** After you have submitted your portfolio you will no longer have access to your files, or any feedback, within the system.