

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.

Welcome **Firstname Lastname** | My Account | Contact Us | Help ▾ | Sign Out

edTPA™

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, Follo180, FolloTek, 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.

If you select edTPA Platform Provider in error, you can switch to Pearson ePortfolio by clicking the "Switch to Pearson ePortfolio" link 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, up until you begin the portfolio submission process.

Welcome **Firstname Lastname** | My Account | Contact Us | Help ▾ | Sign Out

edTPA™

Secondary Mathematics

i You have indicated that you are using an integrated edTPA platform provider system.

Please complete your assessment in the platform provider system and then transfer it to the Pearson ePortfolio system for scoring. Once you have transferred your assessment to the Pearson ePortfolio system, you will be required to review your assessment content here to ensure it is complete.

You will need your authorization key in order to transfer your assessment to the Pearson ePortfolio system. Your authorization key is:

[Switch to Pearson ePortfolio](#)

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.

Secondary Mathematics

Request Task Feedback | Request Portfolio Feedback | Message Center | You have 0 unread messages | Submit Portfolio for Scoring

Portfolio Summary [Switch to edTPA platform provider](#) **0 of 3 Tasks Ready to Submit**

Task 1: Planning for Instruction and Assessment [Show Instructions](#) **0 of 5 Parts Ready to Submit**

PARTS	STATUS	FILES
Start Part A: Context for Learning Information	Not Started	
Start Part B: Lesson Plans for Learning Segment	Not Started	
Start Part C: Instructional Materials	Not Started	
Start Part D: Assessments	Not Started	
Start Part E: Planning Commentary	Not Started	

Task 2: Instructing and Engaging Students in Learning [Show Instructions](#) **0 of 2 Parts Ready to Submit**

PARTS	STATUS	FILES
Start Part A: Video Clip(s)	Not Started	
Start Part B: Instruction Commentary	Not Started	

Task 3: Assessing Student Learning [Show Instructions](#) **0 of 4 Parts Ready to Submit**

PARTS	STATUS	FILES
Start Part A: Student Work Samples	Not Started	
Start Part B: Evidence of Feedback	Not Started	
Start Part C: Assessment Commentary	Not Started	
Start Part D: Evaluation Criteria	Not Started	

1. **Read the handbook.** [Secondary Mathematics Handbook](#)

2. **Upload your work.** Complete all parts for each task by uploading your files.

3. **Submit your portfolio.** When you have indicated that each part is "ready to submit," submit your portfolio for scoring.

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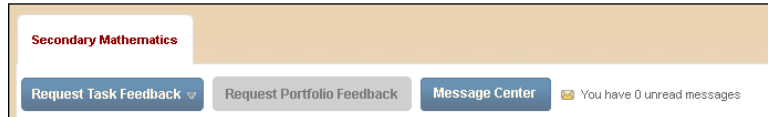
[Terms of Use](#) | [Privacy Policy](#) | [Trademarks](#)

PEARSON

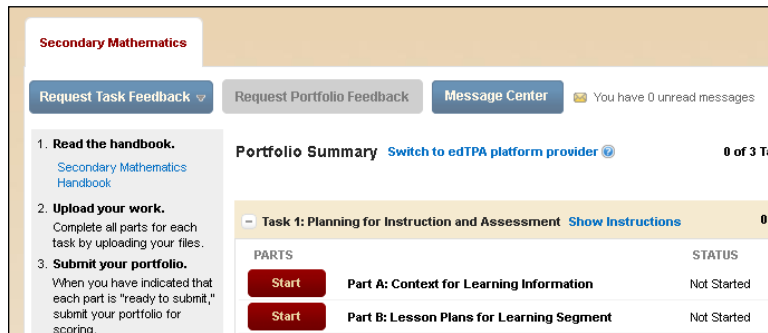
Your Portfolio Summary Page

Your Portfolio Summary page provides the following information:

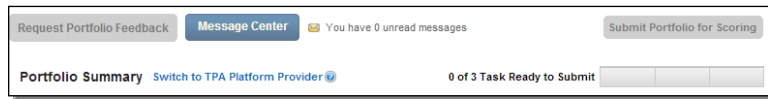
Subject area for which you are registered, and buttons to manage your requests for feedback



Instructions for creating your portfolio, including links for your assessment handbook and other resources if available



Progress bar, indicating how much work you have currently completed toward your portfolio

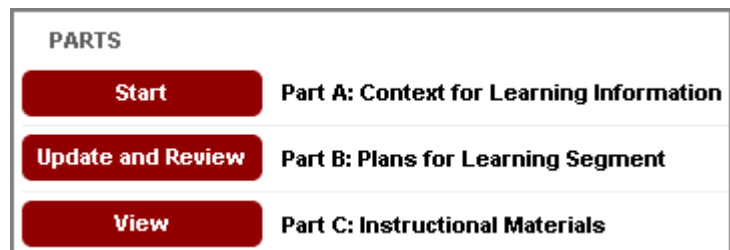


Buttons to navigate to the working page for each Task Part, where you upload your work. The button labels change as follows:

Start before you have uploaded any work

Update and Review 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



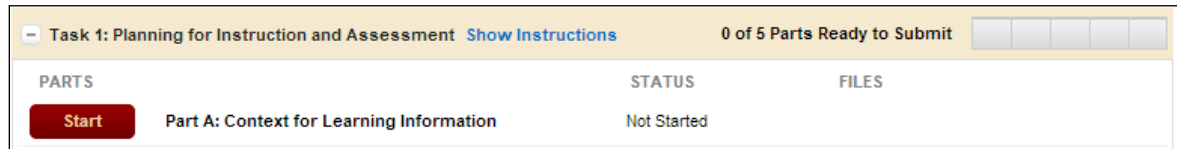
There is also a progress bar indicating how much work you have completed for each Task.



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.

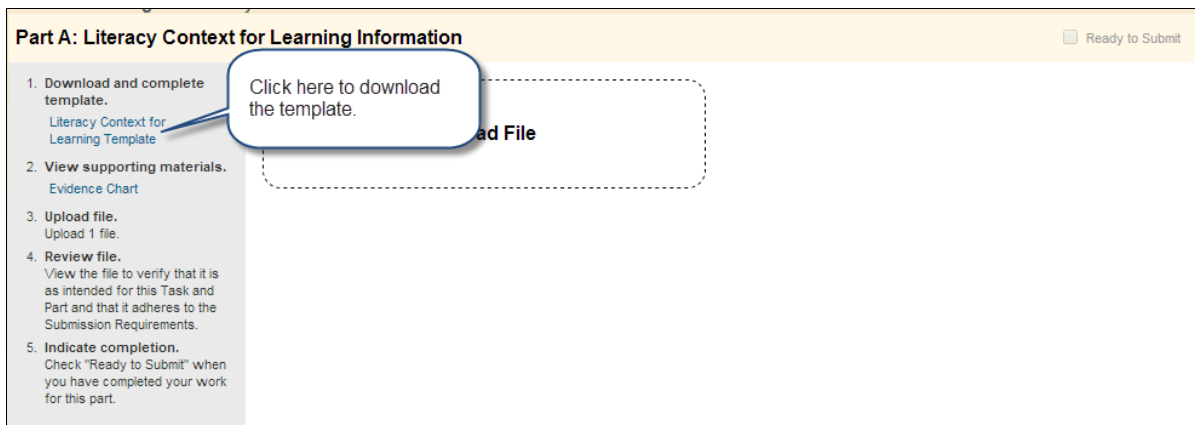


To build your portfolio, you must upload one or more files in response to each Part's requirements. The requirements for each Part are described in the assessment handbook.

Templates

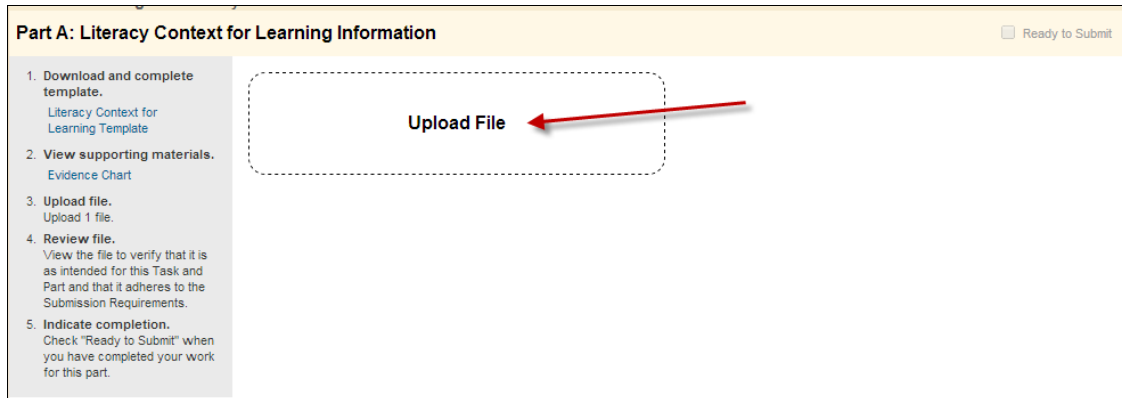
Templates are provided for certain Parts in edTPA. To access and use a template:

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.



- 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.

Part A: Literacy Context for Learning Information Ready to Submit

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

- Download and complete template.
Literacy Context for Learning Template
- View supporting materials.
Evidence Chart
- Upload file.
Upload 1 file.
- Review file.
View the file to verify that it is as intended for this Task and Part and that it adheres to the Submission Requirements.
- Indicate completion.
Check "Ready to Submit" when you have completed your work for this part.

edTPA_SEM_Context_for_Learning.doc
09/02/2014 08:48 AM PDT | Ready

[Remove](#) | [Replace](#)

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.

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

Part A: Literacy Context for Learning Information Ready to Submit

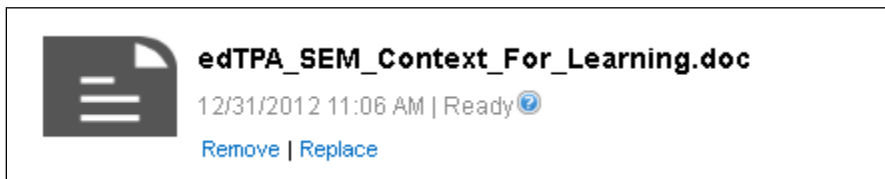
- Download and complete template.
Literacy Context for Learning Template
- View supporting materials.
Evidence Chart
- Upload file.
Upload 1 file.
- Review file.
View the file to verify that it is as intended for this Task and Part and that it adheres to the Submission Requirements.
- Indicate completion.
Check "Ready to Submit" when you have completed your work for this part.

edTPA_SEM_Context_for_Learning.doc
09/02/2014 08:48 AM PDT | Ready

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 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.”](#)

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 button on the Part page.

The screenshot shows a user interface for a portfolio. At the top, there is a navigation bar with a 'Request Part Feedback' button highlighted by a blue callout box. A mouse cursor is pointing at the button, and a speech bubble contains the text 'Click this button to request feedback'. Other elements in the interface include a 'Message Center' button, a notification 'You have 0 unread messages for this part', and a 'Refresh' button. Below the navigation bar, the page title is 'Secondary Mathematics' and the task is 'Task 1: Planning'. The current part is 'Part A: Context for Learning Information', which is marked as 'Ready to Submit'. A list of steps is visible on the left, and a file named 'edTPA_SEM_Context_For_Learning.doc' is shown with a status of 'Ready' and options to 'Remove' or 'Replace'.

The system generates a standard message with some pre-filled information.

The screenshot shows a 'New Message' form. At the top, there are buttons for 'Request Part Feedback' and 'Message Center', along with a notification 'You have 0 unread messages for this part'. The form has a 'Send' button and a 'Cancel' button. A yellow note states: 'Note: By sending this request for feedback, ALL of your current portfolio files will be made available to the faculty reviewer selected in the "To" field. This will allow the reviewer to view your other supporting work, providing context to the portion of the portfolio for which you are requesting feedback.' The 'To' field is a dropdown menu currently set to '-Select-'. Below this, there is a note: 'If you do not see your faculty member in the list, please contact your institution's TPA coordinator. Some institutions may not be implementing the faculty feedback feature.' The 'Portfolio' field is set to 'Elementary Literacy' and the 'Subject' is 'Feedback request for Task 1 Part A'. The form includes a rich text editor with a toolbar showing 'Font family', bold, italic, underline, and list icons. The message body contains the text: 'Dear Faculty, Please provide feedback for Task 1 Part A. Thanks, Candidatefirstname'.

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.

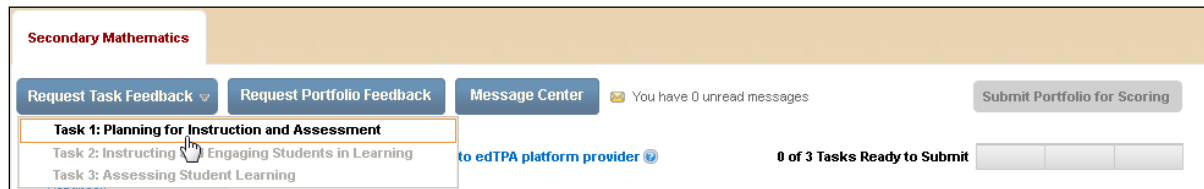
In this example, the feedback request is for Task 1, Part A only. As the Note in the message states, Faculty Reviewers will be able to view all of the files you have uploaded, not just this one. This allows Faculty Reviewers additional context when providing feedback.

2. You may enter additional text in the message to your Faculty Reviewer.
3. When you're ready, click Send. The request is sent to the Faculty Reviewer through 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 Feedback buttons on your Portfolio Summary Page. When you click the Request Task Feedback button, you may select any Task for which you have uploaded files.



When you click the Request Portfolio Feedback button, the system will generate a feedback request with a message line that says "Feedback Request for Portfolio."

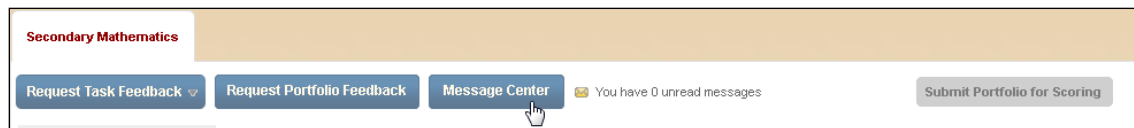
The process for completing the feedback request message is the same as described above.

Receive and Review Feedback

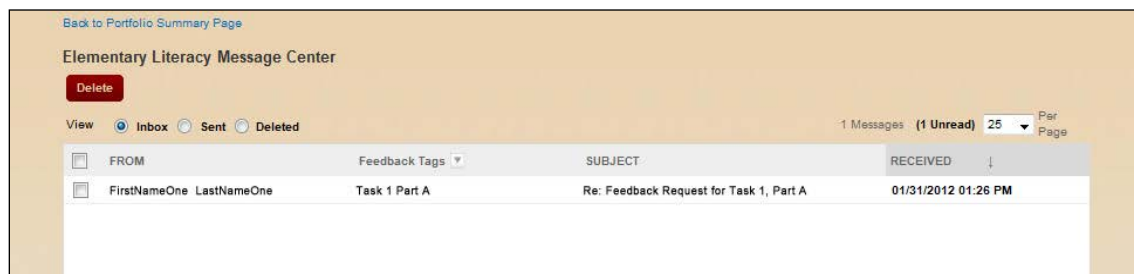
When your Faculty Reviewer responds to your feedback request, you'll receive an alert sent to the email address you provided when you registered in the Pearson ePortfolio system.

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 Message Center button.



3. Click the message to open it.



You'll then be able to review the Faculty Reviewer feedback.

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 Your Written Work

Once you've opened your feedback message, you can click the Part name or file label in the message to review your uploaded work while reading the feedback.

Message Close


From	Faculty1Lastname, Faculty1Firstname	Greeting	Dear Candidate here is my feedback
Portfolio	Secondary Mathematics		
Subject	Re: Feedback request for Task 1 Part A		
Date	12/21/2012 10:20 AM		

Feedback on portfolio. Select a filename below to preview the contents while reviewing this feedback.

Task 1

Dear Candidate here is my feedback for Task 1 Part A

Part A Context for Learning Information



*Secondary Mathematics
Context for Learning Information*

Context for Learning Information Directions: Respond to the prompts below (**no more than 3 single-spaced pages, including prompts**) by typing your responses within the brackets following each prompt. Do not delete or alter the prompts; both the prompts and your responses are included in the total page count allowed. Refer to the evidence chart in the handbook to ensure that this document complies with all format specifications. Pages exceeding the maximum will not be scored.

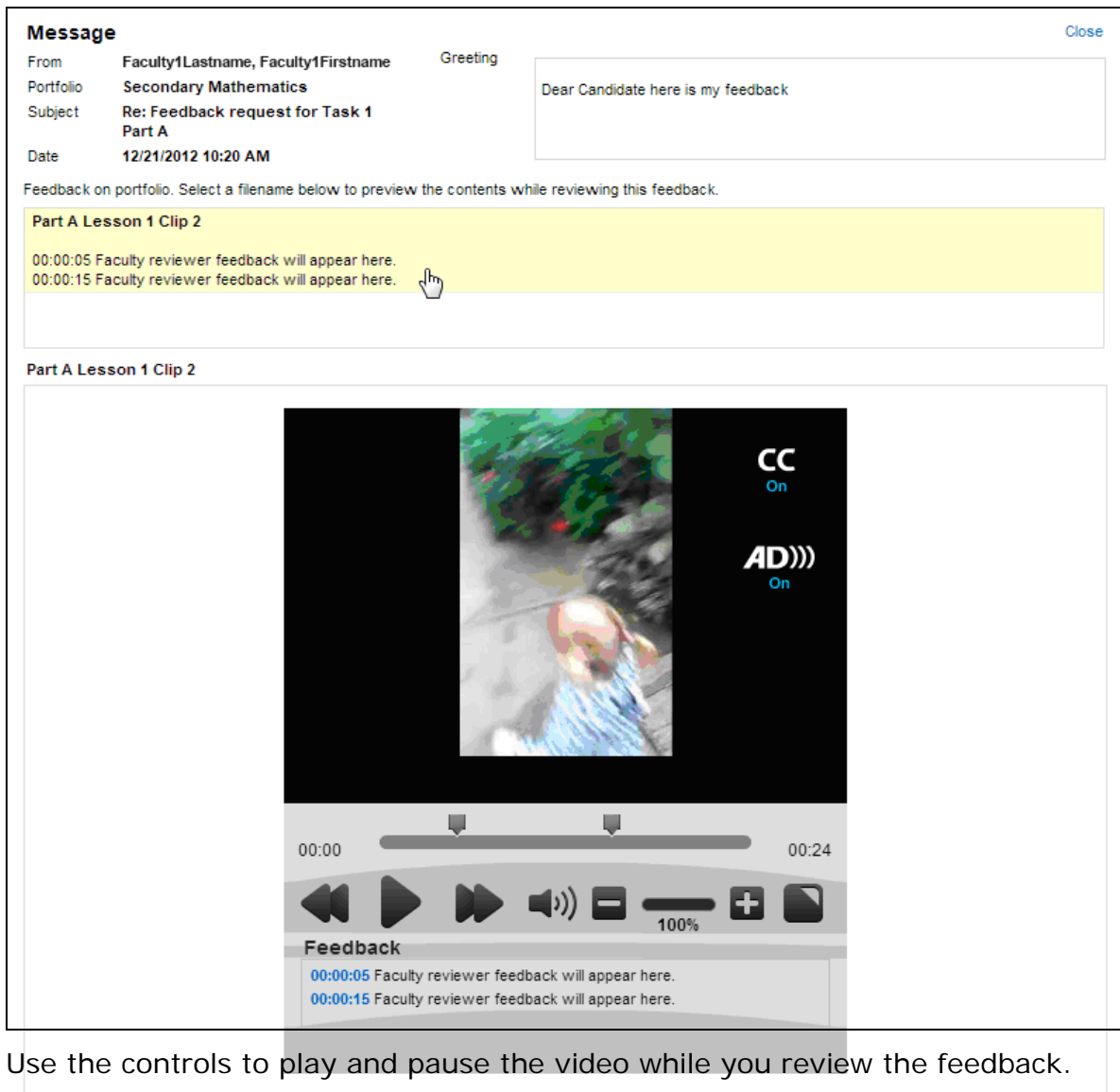
About the School Where You Are Teaching

1. In what type of school do you teach?
 - Middle school: []
 - High school: []
 - Other (please describe): []
 - Urban: []
 - Suburban: []
 - Rural: []
2. List any special features of your school or classroom setting (e.g., charter, co-teaching, themed magnet, remedial course, honors course) that will affect your teaching in this learning segment.

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.

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 on the Part name or file label to open the system's player.



The screenshot displays a 'Message' window with the following details:

- From:** Faculty1Lastname, Faculty1Firstname
- Portfolio:** Secondary Mathematics
- Subject:** Re: Feedback request for Task 1 Part A
- Date:** 12/21/2012 10:20 AM
- Greeting:** Dear Candidate here is my feedback

Below the message, there is a section titled 'Feedback on portfolio. Select a filename below to preview the contents while reviewing this feedback.'

A yellow highlighted box contains the following text:

- Part A Lesson 1 Clip 2**
- 00:00:05 Faculty reviewer feedback will appear here.
- 00:00:15 Faculty reviewer feedback will appear here.

A mouse cursor is pointing at the second line of feedback. Below this box is a video player for 'Part A Lesson 1 Clip 2'. The video player shows a scene with a person and a dog. The player controls include a progress bar (00:00 to 00:24), play/pause, stop, volume, and zoom (100%) buttons. Below the video player, a 'Feedback' section lists the same two time-stamped annotations.

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 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?

Your Portfolio Summary page should look like the following example. Note that the Portfolio Summary progress bar indicates that each Part for the entire portfolio 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 shows the Pearson ePortfolio interface for a user named 'Secondary Mathematics'. At the top, there are navigation buttons: 'Request Task Feedback', 'Request Portfolio Feedback', and 'Message Center'. To the right of these buttons, it says 'You have 0 unread messages'. On the far right, there is a red button labeled 'Submit Portfolio for Scoring'. Below the navigation bar, there is a section titled '1. Read the handbook.' with a link to 'Secondary Mathematics Handbook'. To the right of this section, it says 'Portfolio Summary' with a link to 'Switch to edTPA platform provider'. At the bottom right, there is a progress bar that says '3 of 3 Tasks Ready to Submit'.

If you are ready to proceed, 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.

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.