

Using the Pearson ePortfolio System

Welcome to the Pearson ePortfolio system.

This guide provides Faculty Reviewers with instructions for using the system.

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- [Preview and Send Feedback](#)

Getting Started

If your institution has opted to use the Faculty Reviewer feature and you are assigned the role of Faculty Reviewer by your institution's Faculty Administrator, you will receive an email invitation from this system address:
edTPA-faculty@pearson.com.

Click on the link provided in the email invitation to accept your role as a Faculty Reviewer. Follow the prompts to establish your account; you'll need to create a unique password to use to sign in to the system.

Message Center

When you sign in to the system, you'll be taken to your **Message Center**, the Pearson ePortfolio's messaging system. This is where you will access feedback requests from candidates.

Welcome **Fname Lname** | [My Account](#) | [Contact Us](#) | [Help](#) | [Sign Out](#)

edTPA

- Learn about edTPA.** If you are new to edTPA, you may wish to read the Field Test Handbooks to review the tasks assigned to candidates.
- Learn about the system.** If you are new to this site, or would like help using the system, click [Help](#) to access support materials.
- Provide feedback to candidates.** As you receive requests for feedback from candidates, you will see them listed in the message center below. Start by selecting the message, and then click "Reply" to review that candidate's work and provide feedback.
You may click "Help" to access materials to guide you through the review and feedback process.

Message Center

[Reply](#) [Delete](#)

View **Inbox** Sent Drafts Deleted 3 Messages (2 Unread) 25 Per Page

<input type="checkbox"/>	FROM	PORTFOLIO	SUBJECT	RECEIVED
<input type="checkbox"/>	firstname Lastname	Secondary Mathematics	Feedback request for Task 2 Part A	12/21/2012 06:18 AM
<input type="checkbox"/>	firstname Lastname	Secondary Mathematics	Feedback request for Task 1 Part B	12/21/2012 06:17 AM
<input type="checkbox"/>	Firstname Lastname	Secondary Mathematics	Feedback request for Task 1 Part B	12/20/2012 10:52 AM

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PEARSON

Message Center has features similar to other email systems.

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

Use the clickable buttons to switch views to:

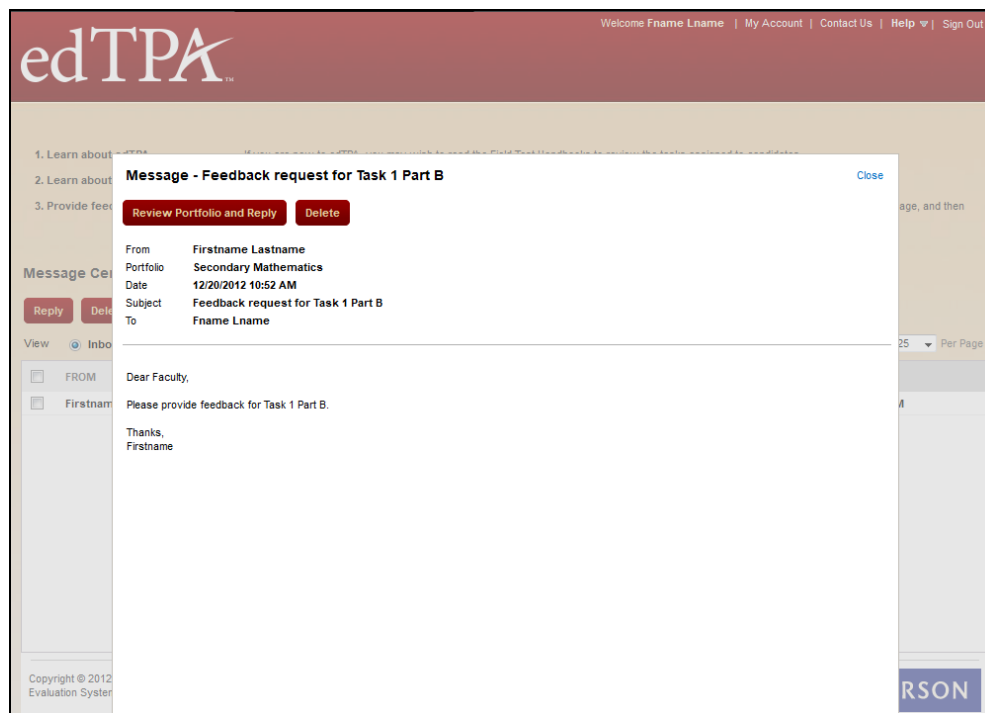
- Inbox
- Sent
- Drafts
- Deleted

Receiving a Candidate Request for Feedback

When a candidate submits a request for your feedback, you will receive that request in an email message to your email account on record. Open that email and click the link in the message; you'll be taken to the Pearson ePortfolio system. Sign in to your account.

When you sign in, you'll see your Message Center. The candidate's request will now be in your Inbox. To open the message, click anywhere on the message line.

Now you can review the candidate's assessment files and prepare your feedback, or delete the message or close it.



Provide Feedback on Documents

When you receive a feedback request, note that the Subject line indicates the assessment component for which the candidate is requesting feedback:

- Part,
- Task, or
- Entire Portfolio

To continue, click the Review Work and Reply button. You will then see a screen like the one below where you can access the candidate's files and enter your feedback.

In the following example, the feedback request is for Task 1 Part B, which is a document. To access that document, click on the Part name or file label listed under Task 1, Part B. Note that the system may take a minute to load the file for you.

The screenshot shows the edTPA user interface. At the top right, there is a navigation bar with links: "Welcome Fname Lname | My Account | Contact Us | Help | Sign Out". The main header features the "edTPA" logo. Below the header, there is a "Back to Message Center" link. The central area is titled "Message" and contains two buttons: "Save Feedback as Draft" and "Preview Feedback and Send". The message details are as follows:

- From: Firstname Lastname
- Portfolio: Secondary Mathematics
- Subject: Feedback request for Task 1 Part B

The message body contains the text: "Dear Faculty, Please provide feedback for Task 1 Part B. Thanks,". Below the message, there is a section titled "Candidate's current portfolio work:" with instructions: "Select a filename to view that file and enter your feedback. Select a Portfolio Task row to enter general feedback for the entire Task. The file or Task on which the candidate requested feedback is initially highlighted. However, you may open other files in the portfolio for reference." Below this, a list of portfolio items is shown:

- Secondary Mathematics Portfolio
- Task 1
- Part B
- Part B: Lesson Plans for Learning Segment

At the bottom of the page, there is a copyright notice: "Copyright © 2012 Pearson Education, Inc. All rights reserved. Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004" and a "PEARSON" logo.

Note: All documents uploaded by the candidate are listed here and are accessible to the Faculty Reviewer if needed for additional context.

You can now view the candidate's file. Use the scroll bar to move up and down through the document.

Type your feedback in the text box. The box will automatically expand if you enter feedback that exceeds the initial space.

Welcome Fname Lname | My Account | Contact Us | Help | Sign Out

edTPA™

[Back to Message Center](#)

Message

[Save Feedback as Draft](#) [Preview Feedback and Send](#)

From: Firstname Lastname
Portfolio: Secondary Mathematics
Subject: Feedback request for Task 1 Part B

Message: Dear Faculty,
Please provide feedback for Task 1 Part B.
Thanks,

Candidate's current portfolio work: Select a filename to view that file and enter your feedback. Select a Portfolio Task row to enter general feedback for the entire Task. The file or Task on which the candidate requested feedback is initially highlighted. However, you may open other files in the portfolio for reference.

Secondary Mathematics Portfolio

Task 1

Part B

Part B: Lesson Plans for Learning Segment

Enter Your Feedback for Part B Lesson Plans for Learning Segment

Font family | **B** | *I* | U | |

Type your feedback here.

Lesson Plan for Lesson 1

When you have finished entering feedback, there are two button options available:

- Save Feedback as Draft, or
- Preview Feedback and Send

These options allow you to save a working draft and send your feedback later or to submit your feedback directly to the candidate.

Note: While you are working on your feedback, be sure to click the Save Feedback as Draft button *at least every 20 minutes* to prevent losing your work if the system times out. The Pearson ePortfolio system timeout is set to protect the privacy of the assessment material if a computer is left unattended.

Provide Feedback on Video and Audio Files

When you receive a feedback request, note that the Subject line indicates the assessment component for which the candidate is requesting feedback:

- Part,
- Task, or
- Entire Portfolio

To continue, click the Review Work and Reply button. You will then see a screen like the one below where you can access the candidate's files and enter your feedback.

In the following example, the feedback request is for Task 2 Part A, which is a video. To access the candidate's video, click on the Part name or file label listed under Task 2, Part A. Note that the system may take a minute to load the file for you.

The screenshot shows the edTPA user interface. At the top right, it says "Welcome Fname Lname | My Account | Contact Us | Help | Sign Out". Below the header, there is a "Back to Message Center" link. The main content area is titled "Message" and contains two buttons: "Save Feedback as Draft" and "Preview Feedback and Send".

The message details are as follows:

- From: **firstname Lastname**
- Portfolio: **Secondary Mathematics**
- Subject: **Feedback request for Task 2 Part A** (circled in red)

The message body contains the text: "Dear Faculty, Please provide feedback for Task 2 Part A. Thanks,"

Below the message, there is a section titled "Candidate's current portfolio work: Select a filename to view that file and enter your feedback. Select a Portfolio Task row to enter general feedback for the entire Task. The file or Task on which the candidate requested feedback is initially highlighted. However, you may open other files in the portfolio for reference."

The portfolio list is titled "Secondary Mathematics Portfolio" and contains the following items:

- Task 1**
 - Part A**
 - Part A: Context for Learning Information
 - Part B**
 - Part B: Lesson Plans for Learning Segment
- Task 2**
 - Part A**
 - Part A: Clip 1 Lesson 1 (circled in red)

At the bottom of the screenshot, there is a text input field for feedback, titled "Enter Your Feedback for Part A: Video Clip(s)". The input field has a font family dropdown and formatting options for bold, italic, underline, and list.

Note that the examples used on the following pages are video files. The process for providing feedback on an audio file is the same.

Viewing the Video

When you click the video filename, the system will open the video for you.

Note the controls at the bottom of the player that let you:

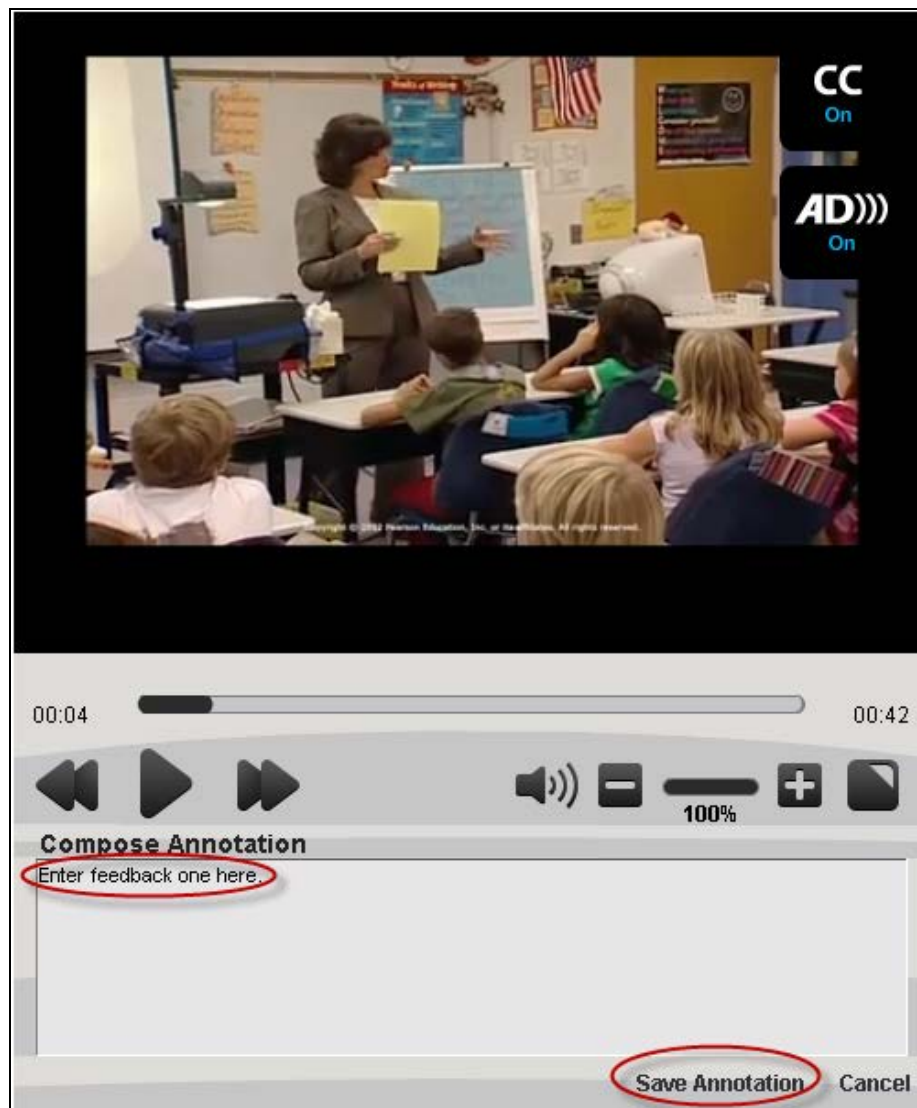
- Play and pause the video
- Rewind or fast forward the video
- Adjust the volume
- View in a full screen
- Add an annotation (this is your feedback)



Annotating the Video

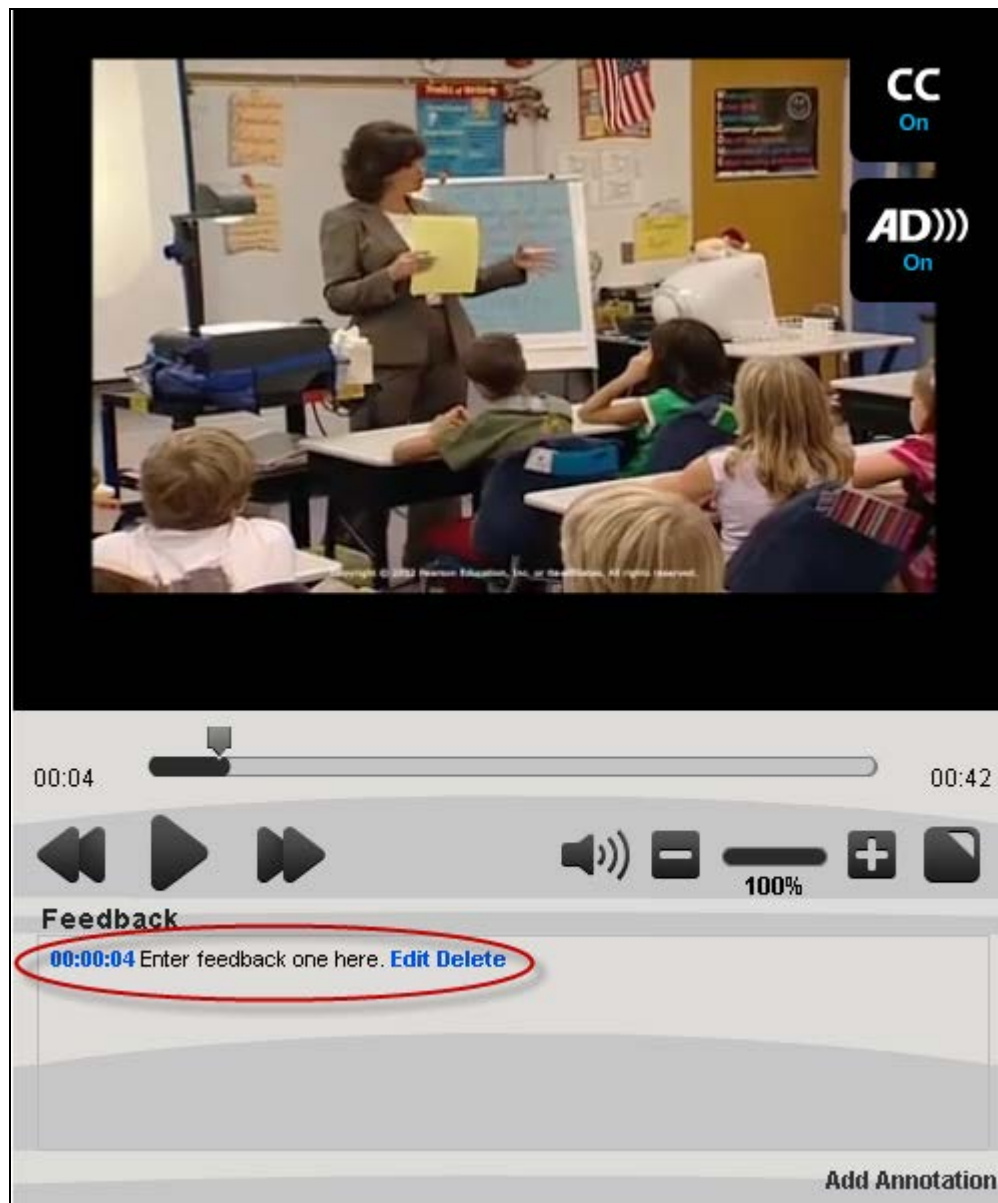
When you come to a point in the video where you'd like to comment:

1. Click the pause button.
2. Click Add Annotation at the bottom of the video player — a Compose Annotation text box will then appear.
3. Enter your feedback in the text box.
4. Click Save Annotation, or click Cancel to remove your annotation from this location.



As you continue to enter your feedback, the system will display each of your annotations with a timestamp.

At any point before submitting your feedback, you may Edit or Delete any annotation you have entered and saved.



00:04 00:42

Feedback

00:00:04 Enter feedback one here. [Edit](#) [Delete](#)

Add Annotation

Note: While you are working on your feedback, be sure to click the Save Feedback as Draft button *at least every 20 minutes* to prevent losing your work if the system times out. The Pearson ePortfolio system timeout is set to protect the privacy of the assessment material if a computer is left unattended.

Preview and Send Feedback

When you are satisfied with the content of your feedback, click the Preview Feedback and Send button at the top of the screen. The system will open a preview window for your review.

You may enter a message to the candidate in the text box labeled "Your Greeting."

Preview Message Close

Send **Cancel**

To **firstname Lastname**
Portfolio **Secondary Mathematics**
Subject **Re:Feedback request for Task 2 Part A**

Optional Message
You may enter a message to this candidate that will be included with your feedback shown below.

Font family ▾ **B** *I* U ☰ ☰

Your Feedback
To edit your feedback before sending, click "Cancel" to return to the previous screen and revise your feedback.

Part A Lesson 1 Clip 1
00:00:04 Edited feedback one here.
00:00:11 Enter feedback two here.

When you are ready, click Send. Your feedback will be sent to the candidate, and a record of your feedback is automatically saved in your Message Center's Sent folder.