

Frequently Asked Questions About the Pearson ePortfolio System

This document provides answers to FAQs about:

- [Getting started](#)
- [System setup](#)
- [Templates](#)
- [Video recordings](#)
- [Submitting portfolio work](#)
- [About faculty feedback](#)
- [Troubleshooting tips](#)

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Getting Started

As a candidate, how do I access the Pearson ePortfolio system?

To begin, you should register for the edTPA assessment. From www.edTPA.com, select Candidates, then Register. Follow the instructions to create an account and register for edTPA. When you finish the registration process, you will be able to begin building your portfolio on the Pearson system.

As a faculty reviewer, how do I access the Pearson ePortfolio system?

Your institution's edTPA Coordinator will send you an invitation email through the Pearson system. Click on the link provided in the e-mail to become a faculty reviewer. On the sign-in page, enter your email address and create a password. You will now have access to the system.

Once you have established your account, you can access the system directly from www.edTPA.com or from the direct links in the candidate requests for feedback that you receive by email.

Where do I begin once I sign in?

To begin, you should access the Assessment Handbook, available through the system Portfolio Summary page, in the Instructions bar on the top left-hand side of the page. Read this document carefully; it contains the content of the assessment as well as other important information about building and submitting your portfolio.

You should also review the various resources available to guide you through using the Pearson ePortfolio system. See the [edTPA.com Prepare page for candidates](#) for available materials, including video tutorials, tips for uploading your video files, and specific tips for Mac users.

What alternative arrangements are available?

Pearson will work diligently with any candidate or faculty member requesting special arrangements. For more information please review the [edTPA.com page for alternative testing arrangements](#) or contact Customer Support (see Contact Us on www.edTPA.com).

System Setup

What are the system requirements to use the Pearson ePortfolio system?

You will need access to a computer with the following minimum specifications:

Operating System	Browsers Supported	Internet Connection	Additional Software Required
Windows 7 or later	Internet Explorer 11 or later Chrome (latest version) Firefox (latest version)	High speed	Adobe Reader 10.1.3* or later Microsoft® Word™ 1997-2003 or later, or OpenOffice 3
Mac, OS X v10.9 or later	Safari 9 or later Chrome (latest version) (Firefox users on a Mac may experience known browser issues)	High speed	Adobe Reader 10.1.3* or later Microsoft® Word™ 1997-2003 or later, or OpenOffice 3

*Adobe Reader is available free of charge at <http://get.adobe.com/reader/>. If you are unable to update to Reader version 10.1.3, you may use version 9.5 as an alternative. Version 10.1.2 may cause unresolved errors when attempting to view embedded documents on the edTPA website.

Templates

How do I download the templates and type in my responses?

From your Portfolio Summary page, click Start to access your portfolio page for a particular Part. Download the template using the link in the Instructions bar on the left-hand side of the page. Templates are formatted as word-processing files. Open the template using your word-processing software, and begin typing where you are prompted to record your response(s).

Can I print out the documents with my responses and mail in the completed pages instead?

No, all candidate assessment work must be submitted online.

Can I update my work after I have already uploaded it?

Yes, you may update your work at any time before you submit your portfolio by changing and re-uploading your original file. You must save your original file, as the system converts your uploaded work to a file that you will not be able to edit. When you re-upload your file, the system will automatically replace your original submission with the new file.

Video Recordings

Where do I obtain a digital camcorder in order to complete my video recording?

If you do not own a digital camcorder, check if your institution has one you can use. You can also check with friends or family members before deciding to purchase your own.

To ensure you use a digital camcorder that meets technical specifications, please review the document *Troubleshooting Tips for the Pearson ePortfolio System*, available on the edTPA website.

What information must be included in my video recording?

The instructions for the Parts related to the videos describe in detail the requirements for the video content. These instructions can be found in the Assessment Handbook, available through the system Portfolio Summary page, in the Instructions bar on the top left-hand side of the page.

My school already collects and keeps on file video release forms from its students. Are these forms adequate for this assessment?

You should review these video release forms to make sure that the language allows for the release of videos to a third party such as Pearson. If you have any questions, contact Customer Support (see Contact Us on www.edTPA.com).

I am unable to obtain releases or appropriate permission to video record (e.g., my principal or supervising teacher will not allow video recording). How should I proceed?

Contact Customer Support (see Contact Us on www.edTPA.com), who can direct this issue to a Pearson test coordinator who will contact you.

What kinds of video files can I upload?

The following file formats are acceptable: .asf, .qt, .mov, .mpg, .mpeg, .avi, .wmv, .mp4, and .m4v.

Is there a limit to the video file size?

We recommend file sizes between 200 and 300 MB; the maximum size that the system accepts is 500 MB.

Why is there a 500 MB limit on file uploads?

The Pearson ePortfolio system has a 500 MB size limit for each uploaded file. There is no limit on the number of megabytes (MB) uploaded for an entire portfolio. A 500 MB limit was set to encourage the compression of large videos before candidates attempt an upload. The success of an upload through any application depends heavily on the type of network, the file size, and the network capacity at upload time.

How do I upload a video file?

Training materials are provided on the [edTPA.com Prepare page for candidates](#). This page includes a video overview with a tutorial for uploading files, called *Preparing Your Assessment with the Pearson ePortfolio System*. There is also other support material, including *Troubleshooting Tips*.

My video won't upload. What should I do?

Review the following chart to help identify steps you can take to ensure your video uploads successfully. If you continue to experience difficulties, review the *Troubleshooting Tips* or contact Customer Support (see Contact Us on www.edTPA.com).

*If Your Upload Speed Is:	**And Your File Size Is:	Please Try the Following:
Less than 1.5 Mbps	Less than 200 MB	Try to upload on your institution network or another broadband network.
	200 MB or greater	Convert your video to a smaller file size.
1.5 Mbps or greater	Less than 200 MB	Try to upload again on your primary network connection, possibly at a different time of day. Try to upload on your institution network or another broadband network.
	200 MB or greater	Convert your video to a smaller file size.

* Your upload speed can be determined at www.SpeedTest.net. If you require further instructions, please contact Customer Support. Uploads that take more than an hour may be interrupted by network issues. You should target a file size that can be uploaded in less than an hour.

** Your file must be in one of the following video file formats: .asf, .qt, .mov, .mpg, .mpeg, .avi, .wmv, .mp4, or .m4v. If it is not, try to convert your video to the appropriate format using the software for your digital camcorder. Compression and conversion instructions are also available for both PC and Mac computers along with other helpful information; see the edTPA.com [Prepare page for candidates](#).

Video Tips for Popular Cameras

iPhone® and iPad®

If you are planning to use your iPhone® (4 or later), or iPad® (2 or later) mobile digital device to record your video, keep in mind the following:

- The camera on the front is a VGA-quality camera and is much lower resolution than the camera on the back. You may want to consider using this front camera to record your video since the file will be smaller and easier to upload. The resolution should still be adequate for viewing.
- The camera on the rear is high-definition. Using this HD camera to record your video will produce a very large file. In order to upload it to the Pearson ePortfolio system you will need to compress the file before uploading.

Note: iPhone 3G devices only have VGA video recording.

Flip™ UltraHD, MinoHD, SlideHD Cameras

If you use a Flip camera to record high-definition video, the resulting file will be very large. In order to upload it to the Pearson ePortfolio system, you will need to compress the file before uploading. One way to reduce the file size is to use the FlipShare™ software. Instructions can be found at:

http://www6.nohold.net/CiscoFlip/ukp.aspx?vw=1&docid=aed56e324c6d4fe7aaecf50df3c356cd_Making_your_videos_smaller_using_FlipShare.xml

Submitting Portfolio Work

Do I need to complete the entire assessment before I can submit my portfolio for scoring?

All required work must be uploaded and must comply with the requirements in order to submit your portfolio for scoring.

About Faculty Feedback

As a candidate, how do I send a request for feedback to my professor? How do I review my professor's feedback?

After you have uploaded your work, you may submit a request for feedback if your institution is using this feature of the Pearson ePortfolio system. To request feedback from your professor, click the Request Part Feedback button from the Part page within your portfolio. The system will generate a standard message with pre-filled information in the header. Open the dropdown menu in the "To" field to select your professor from the list of faculty from your institution. Fill out the rest of the form and click Send. The system will send your request to your professor. If your professor's name is not listed in the system, contact your institution's edTPA coordinator.

For an overview on requesting and receiving feedback, you may watch a training video provided on the [edTPA.com Prepare page for candidates](#).

As a faculty reviewer, how can I see the assignments my students are being asked to complete?

Faculty reviewers can obtain edTPA assessment materials from their institution. Please contact your institution's edTPA Coordinator.

As a faculty reviewer, how do I respond to a candidate's request for a review of their materials?

When a candidate requests feedback, the system will generate an email message and send it to your email address on record. The email will contain a link to the system; click this link and then sign in to your account.

Within the system, you will see the candidate's request in your Message Center. Select the message and then click the Review Work and Reply button. You will then be able to review the candidate's work and enter your feedback.

For an overview on providing feedback to candidates, you may watch a training video provided on www.edTPA.com. Select the Faculty tab at the top of the page and follow the link for Faculty Resources.

As a faculty reviewer, can I download my students' videos?

No. You may only view your students' videos within the Pearson ePortfolio system. Due to program privacy policies, users may not download video files.

Troubleshooting Tips

When I attempt to upload a video file, the upload takes a very long time and then closes without finishing. What is wrong?

Please review the answer for the question above, "[My video won't upload. What should I do?](#)"

When I uploaded a file, I got a Processing message for a long period of time. Is this normal?

The "Processing" message indicates your file has been uploaded, but more time is needed for the file to be displayed in the Pearson ePortfolio system.

The duration of this process can vary depending on the file size. Documents should appear in the "Ready" state within 15 minutes after an upload has completed; video files may take as long as one hour to appear as "Ready."

You can continue to perform other functions on the Pearson ePortfolio system or sign out while a file upload is in a Processing state.

I received an error stating my video file is too large. My video is only 10 minutes long. Why am I getting this error?

Video length is not an accurate measurement of video file size. Videos recorded in high-definition will have large file sizes, despite the short length of the recording.

If you are planning to use your iPhone® (4 or later), or iPad® (2 or later) mobile digital device to record your video, keep in mind the following:

- The camera on the front is a VGA-quality camera and is much lower resolution than the camera on the back. You may want to consider using this front camera to record your video since the file will be smaller and easier to upload. The resolution should still be adequate for viewing.
- The camera on the rear is high-definition. Using this HD camera to record your video will produce a very large file. In order to upload it to the Pearson ePortfolio system, you will need to compress the file before uploading.

Note: iPhone 3G devices only have VGA video recording.

Are there any free tools available for video compression?

Yes. See the [edTPA.com Prepare page for candidates](#) for information about compression tools for PCs and Macs.

I have an image to submit, but the system doesn't allow me to upload it. What should I do?

Image files (e.g., .jpg, .bmp, .gif) are not valid file formats for submission. You can insert the image into a Microsoft Word or OpenOffice Writer document, and save it using the "File/Save" or "File/Save As..." features in those applications.

I'm attempting to upload a file, but the file appears grayed-out and/or doesn't appear in the pop-up window where I choose the file I wish to upload.

The Pearson ePortfolio system is configured to only recognize the acceptable file formats stated in each Part template. Files that are not in an acceptable format will not be available to upload. Please refer to the Part template for complete information regarding the acceptable file formats for each Part.

See the [edTPA.com Prepare page for candidates](#) for guidelines and tutorials for completing the edTPA assessment in the Pearson ePortfolio system.

My files are listed as "In Progress," but I uploaded them a week ago. Is something wrong?

On the Portfolio Summary page, any Part that has at least one uploaded file will appear as "In Progress." This means that one or more files in the Part have been successfully uploaded to the Pearson ePortfolio system, and that work on that Task Part is in progress. It is not an indication of any specific file upload status.

When you are ready to submit your portfolio materials for scoring, you must "Mark Complete" each individual Part.

See the [edTPA.com Prepare page for candidates](#) for guidelines and tutorials for completing the edTPA assessment in the Pearson ePortfolio system.

I am unable to submit my portfolio because it tells me one or more Tasks are incomplete, but I have uploaded all of my files. Why can't I submit my portfolio?

If you receive an error indicating one or more Tasks are incomplete, you have not yet selected "Mark Complete" in one or more Task Parts. Note that you must meet the minimum file requirement indicated in each Part in order to be able to select "Mark Complete."

See the [edTPA.com Prepare page for candidates](#) for guidelines and tutorials for completing the edTPA assessment in the Pearson ePortfolio system, including a video tutorial about submitting your assessment.

I recorded both video clips in one file, or was only required to complete one video. How do I bypass the file requirement in order to submit my portfolio?

You may not bypass file requirements for any Part in your edTPA portfolio. In order to submit your edTPA materials for scoring you must upload the number of files specified in the Pearson ePortfolio system.

Questions regarding these file requirements should be directed to an advisor or the edTPA Program Administrator at your institution.