

Using the Manage Institution Users Tool

Welcome to the Pearson ePortfolio system.

This guide contains instructions for Faculty Administrators to assign roles to participating faculty.

The role assignment process consists of the following steps:

- Step 1: Create an Account to Access the System
- Step 2: Manage Role Assignments
- Step 3: Check the Status of Assignments
- Step 4: Assign a Backup Faculty Administrator (optional)

In addition to this guide, please refer to the [edTPA website](#) for links to additional information and updates.

Why Does a Faculty Administrator Need an Account?

Teacher preparation candidates at your institution will be using the Pearson ePortfolio system to submit work they have completed as part of the edTPA assessment. When they upload documents and videos to the Pearson system, they will have the ability to request feedback from faculty members prior to submitting their assessment for scoring.

If your institution chooses to use the faculty feedback feature, then it is your role as Faculty Administrator to enter and maintain the list of faculty members who are available for candidates to select to review their work.

If your institution chooses not to use the faculty feedback feature, then you do not have to maintain a faculty reviewer list.

You may also use this tool to assign another Faculty Administrator as a backup for your role.

To learn more about edTPA and the Pearson ePortfolio system, visit www.edTPA.com. For technical assistance, contact edTPA-customer-support@pearson.com or call (866) 565-4872.

Step 1: Create an Account to Access the System

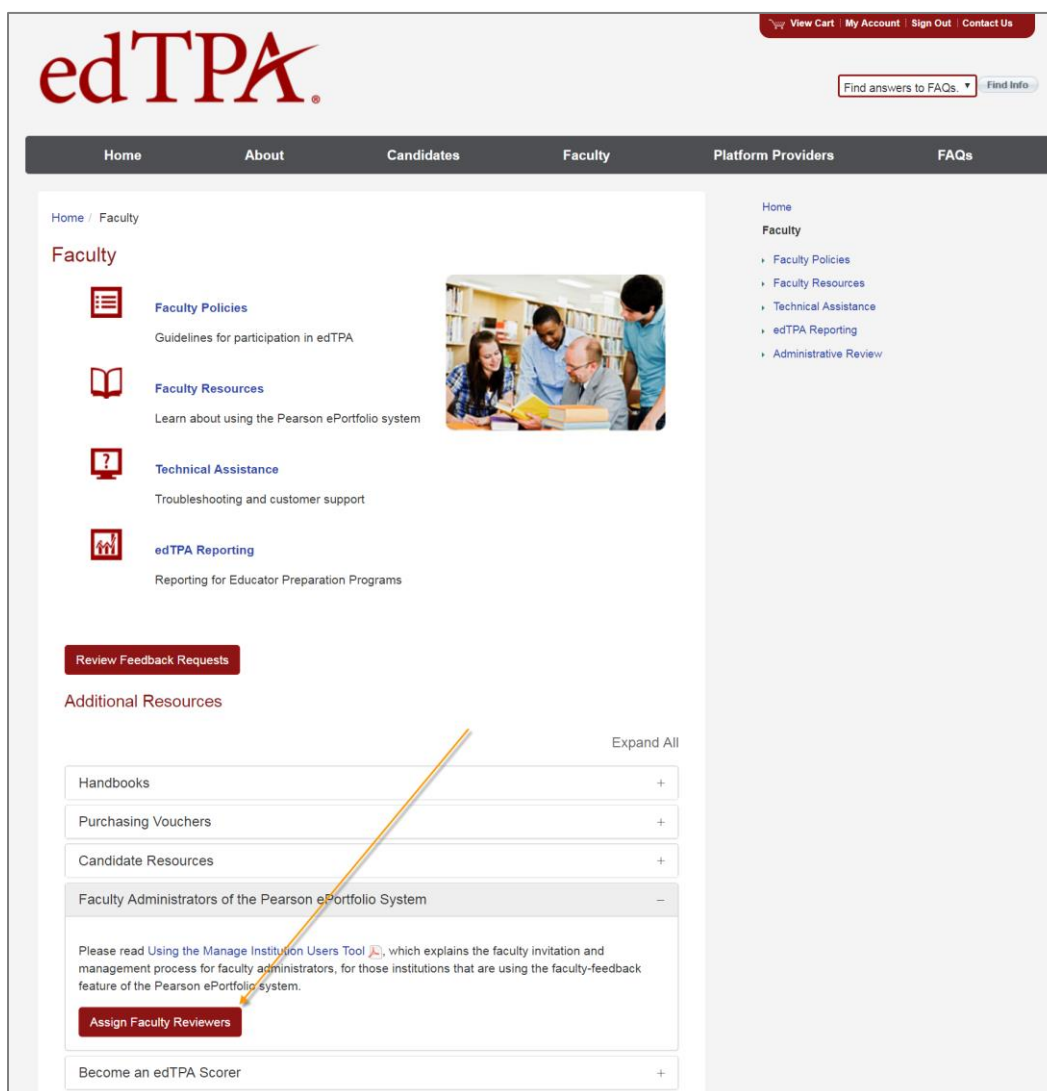
As the designated Faculty Administrator for edTPA, you will receive an email that contains a link to the Pearson registration website.

Follow these steps to create an account to access the Pearson ePortfolio system:

1. Click on the link in the email.
2. Create an account by entering your username (email address) and password.
3. Read the terms and conditions and confirm your acceptance of the Faculty Administrator role.

Step 2: Manage Role Assignments

1. On the edTPA website, sign in to your account.
2. Select the **Faculty** link on the top menu bar.
3. Select **Assign Faculty Reviewers**.

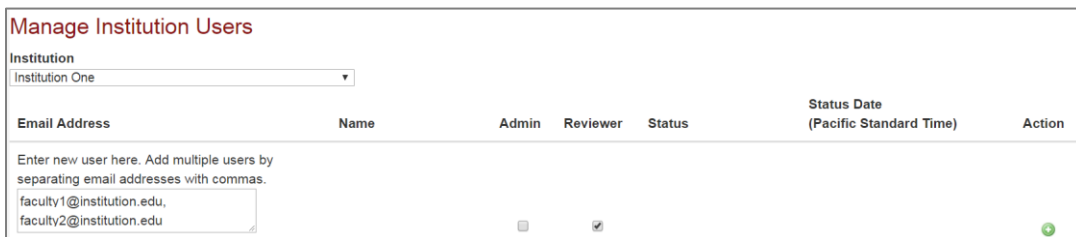



The screenshot shows the edTPA website's Faculty page. At the top, there is a navigation bar with links for Home, About, Candidates, Faculty, Platform Providers, and FAQs. Below the navigation bar, the page is divided into two main sections. The left section, titled "Faculty", contains four main categories: Faculty Policies (Guidelines for participation in edTPA), Faculty Resources (Learn about using the Pearson ePortfolio system), Technical Assistance (Troubleshooting and customer support), and edTPA Reporting (Reporting for Educator Preparation Programs). Below these categories is a "Review Feedback Requests" button. The right section, titled "Additional Resources", contains a list of resources with expand/collapse icons: Handbooks, Purchasing Vouchers, Candidate Resources, Faculty Administrators of the Pearson ePortfolio System (which is currently collapsed), and Become an edTPA Scorer. A red arrow points to the "Assign Faculty Reviewers" button located within the expanded "Faculty Administrators of the Pearson ePortfolio System" section. The text below this button reads: "Please read Using the Manage Institution Users Tool, which explains the faculty invitation and management process for faculty administrators, for those institutions that are using the faculty-feedback feature of the Pearson ePortfolio system."

4. Select **Manage Institution Users**.



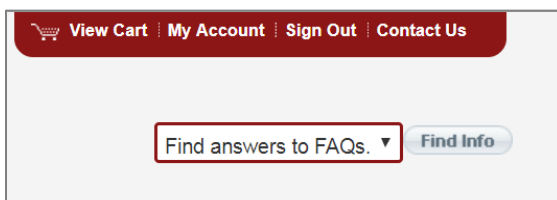
5. On the Manage Institution Users screen, enter an email address for each faculty member who will be providing candidate feedback and click the box in the **Reviewer** column.



6. Click  in the Action column to add them. The system will automatically send an invitation to each faculty member notifying them of their new role and requesting their acceptance.

7. To enter multiple email addresses at once, type each email address separated by a comma (no spaces).



8. To exit, click **Sign Out** in the top right corner of the screen.






Faculty reviewers will be provided instructions on the use of the faculty feedback feature in the Pearson ePortfolio system. Online tutorials and system documentation are accessible from the **Faculty** page of the edTPA website.

Step 3: Check the Status of Assignments



When faculty reviewers or administrators receive the email invitation, they will be asked to create an account and confirm their acceptance of the assigned role. You may check the status of assignments that you have added.

1. On the edTPA website, select **Faculty** on the top menu bar.
2. Select **Assign Faculty Reviewers** and sign in to your account.
3. Select **Manage Institution Users**.
4. On the Manage Institution Users screen, the status column will indicate one of the following:
 - Confirmed: faculty reviewer/Administrator responded to the email invitation and accepted the role.
 - Confirmation in Process: faculty reviewer/Administrator was sent an email invitation, but a reply has not yet been received.
 - Pending Confirmation: faculty reviewer/Administrator was selected for the role, but an email invitation has not yet been sent. The system will automatically check for the addition of assignments, generate email invitations and change the status to Confirmation in Process.
 - Confirmation Expired: faculty reviewer/Administrator was sent an email invitation, but has not responded within a specified period of time (e.g., six months). Click  to delete from the system.
 - Declined: faculty reviewer/Administrator responded to the email invitation and declined the role. Click  to delete from the system.

Manage Institution Users						
Institution Institution One						
Email Address	Name	Admin	Reviewer	Status	Status Date (Pacific Standard Time)	Action
Enter new user here. Add multiple users by separating email addresses with commas. <input type="text"/>						
(Me) firstname.lastname@institution.edu	Firstname Lastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed		
facultyone@institution.edu	Firstname1 Lastname1	<input type="checkbox"/>	<input type="checkbox"/>	Pending Confirmation	January 25, 2019 01:58:30 PM	
facultytwo@institution.edu	Firstname2 Lastname2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confirmed		
facultythree@institution.edu	Firstname3 Lastname3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confirmed		
facultyfour@institution.edu	Firstname4 Lastname4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pending Confirmation	December 13, 2018 12:32:47 PM	
facultyfive@institution.edu	Firstname5 Lastname5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confirmed		

Step 4: Assign a Backup Faculty Administrator (optional)

You may also use this tool to assign another Faculty Administrator as a backup for your role. To do this, follow these instructions:

1. On the edTPA website, select the **Faculty** link on the top menu bar.
2. Select **Assign Faculty Reviewers** and sign in to your account.
3. Select **Manage Institution Users**.
4. On the Manage Institution Users screen, enter the email address of the person who will be assigned an Administrator role and click the box in the **Admin** column.
5. Click  to send a system-generated invitation to the backup Faculty Administrator.
6. To cancel a confirmation that is in progress click  .

The backup Faculty Administrator should follow the same process described in Step 1: Create an Account to Access the System.