

## Transferring Your Portfolio From an Integrated System

Welcome to the Pearson ePortfolio system.

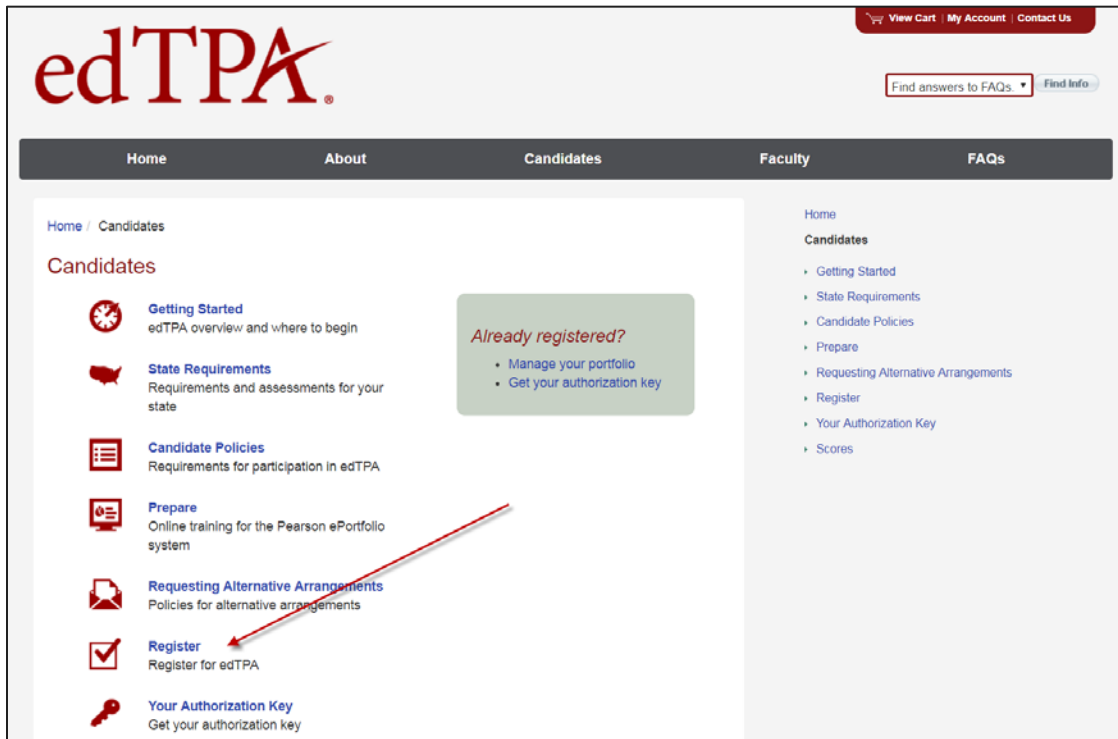
If your institution is using an integrated platform provider system (Chalk & Wire Powered by Campus Labs, Digication, Edthena, Foliotek, Lessoncast, RCampus, Sibme, TORSH Talent, Watermark [Via, LiveText, Taskstream, Tk20], or WGU Integrated Performance Assessment), follow the instructions in this guide 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](#)

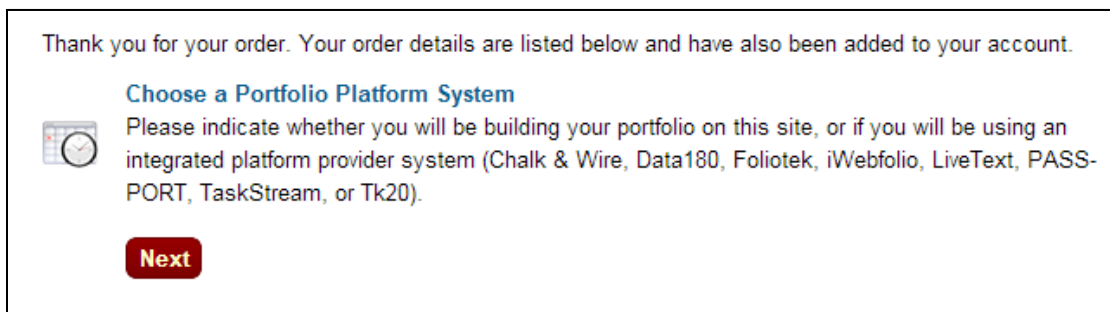
**Note:** Candidates using an integrated edTPA platform provider system will be required to transfer their portfolio to the Pearson system (at [www.edTPA.com](http://www.edTPA.com)) in order to submit the portfolio for scoring. **Be sure to allow yourself adequate time before your planned submission 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

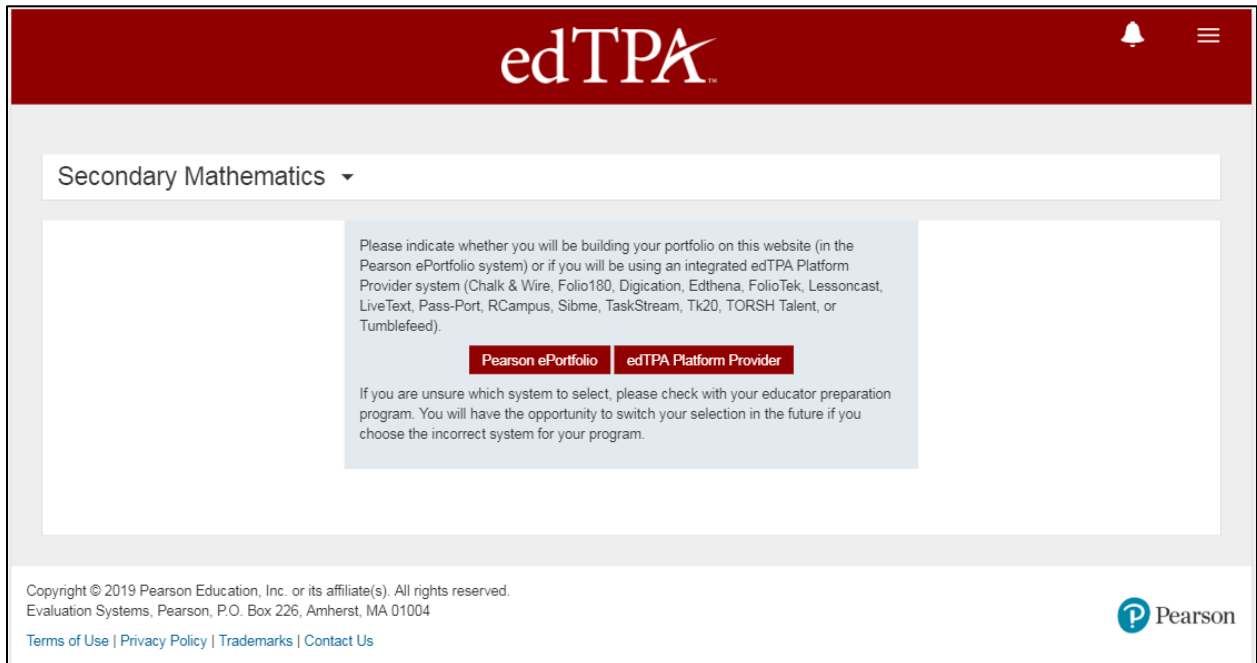
Register for edTPA at [www.edTPA.com](http://www.edTPA.com). Click Candidates in the top navigation menu, then click Register. Follow the instructions to create an account (for first-time users) and to register for edTPA.



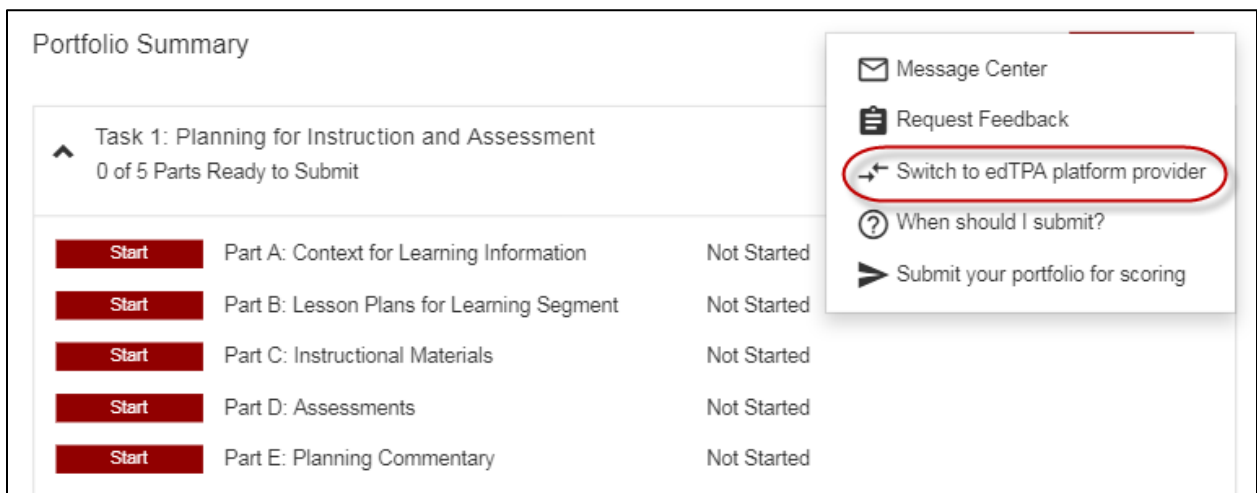
On the last screen of the registration process, click Next to proceed to indicate your platform system.



You are now in the Pearson ePortfolio system. Click the edTPA Platform Provider button on the selection screen.



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.



## 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 shows the edTPA Secondary Mathematics interface. The top navigation bar is red with the edTPA logo and a notification bell icon. Below the navigation bar, the page title is "Secondary Mathematics". The main content area is divided into two columns. The left column contains a list of instructions and resources, including "1. Read the handbook and additional resources to help prepare your evidence:", "2. Upload your work.", and "3. Submit your portfolio.". The right column is titled "Portfolio Summary" and features a "Submit" button. It displays two tasks: "Task 1: Planning for Instruction and Assessment" (0 of 5 Parts Ready to Submit) and "Task 2: Instructing and Engaging Students in Learning" (0 of 2 Parts Ready to Submit). Each task has a table of parts with "Start" buttons and "Not Started" status.

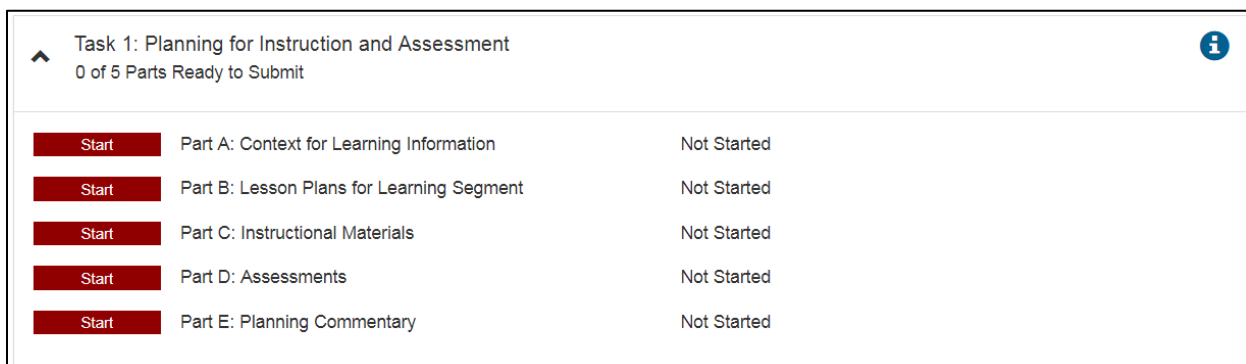
Task	Part	Status
Task 1: Planning for Instruction and Assessment 0 of 5 Parts Ready to Submit	Part A: Context for Learning Information	Not Started
	Part B: Lesson Plans for Learning Segment	Not Started
	Part C: Instructional Materials	Not Started
	Part D: Assessments	Not Started
	Part E: Planning Commentary	Not Started
Task 2: Instructing and Engaging Students in Learning 0 of 2 Parts Ready to Submit	Part A: Video Clip(s)	Not Started

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.

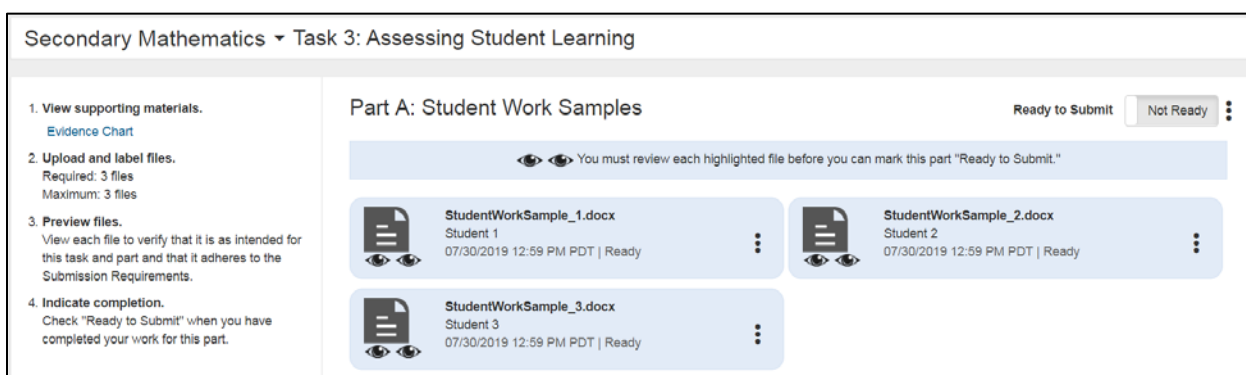
To review and label your files click the Start button for each Part on the Portfolio Summary page.



Task 1: Planning for Instruction and Assessment		
0 of 5 Parts Ready to Submit		
<b>Start</b>	Part A: Context for Learning Information	Not Started
<b>Start</b>	Part B: Lesson Plans for Learning Segment	Not Started
<b>Start</b>	Part C: Instructional Materials	Not Started
<b>Start</b>	Part D: Assessments	Not Started
<b>Start</b>	Part E: Planning Commentary	Not Started

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 ▾ Task 3: Assessing Student Learning

Part A: Student Work Samples Ready to Submit Not Ready

**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.

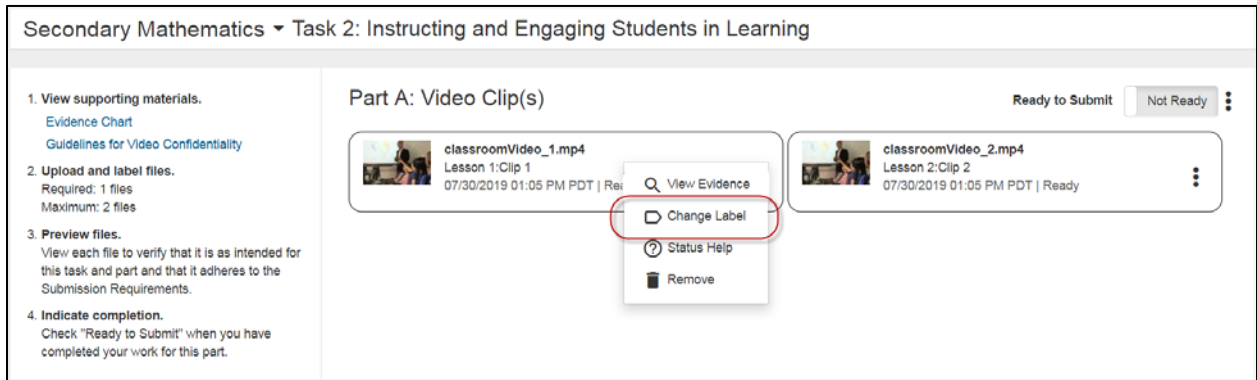
**4. Indicate completion.**  
Check "Ready to Submit" when you have completed your work for this part.

**StudentWorkSample\_1.docx**  
Student 1  
07/30/2019 12:59 PM PDT | Ready

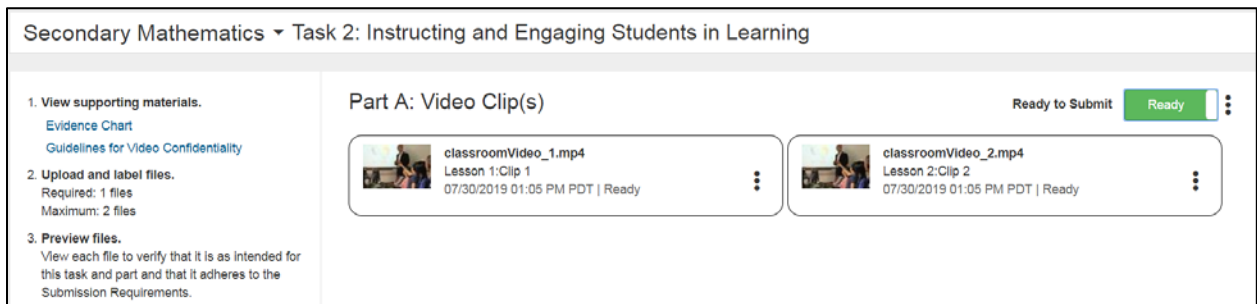
**StudentWorkSample\_2.docx**  
Student 2  
07/30/2019 12:59 PM PDT | Ready

**StudentWorkSample\_3.docx**  
Student 3  
07/30/2019 12:59 PM PDT | Ready

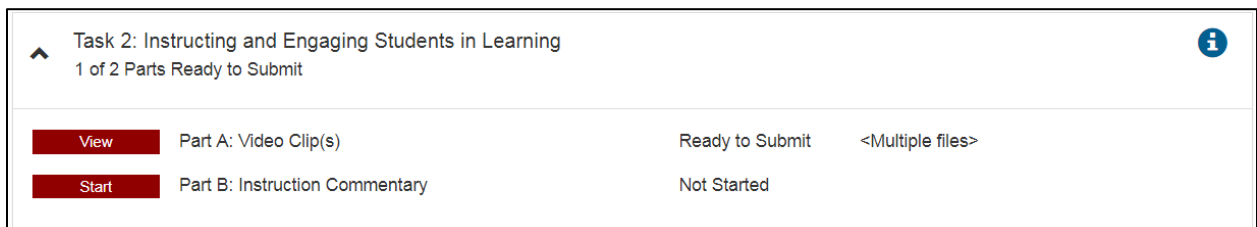
The system will indicate any files for which you are required to select labels. To select a file label click "Add Label" from the file menu. You may update your label if you make a mistake by selecting "Change Label" from the file menu.



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



This will advance your progress indicator 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.



**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 indicators all indicate 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 'Secondary Mathematics' Portfolio Summary page. On the left, there are instructions for three steps: 1. Read the handbook and additional resources to help prepare your evidence; 2. Upload your work; 3. Submit your portfolio. The main content area, titled 'Portfolio Summary', lists three tasks with their respective progress: Task 1: Planning for Instruction and Assessment (5 of 5 Parts Ready to Submit), Task 2: Instructing and Engaging Students in Learning (2 of 2 Parts Ready to Submit), and Task 3: Assessing Student Learning (4 of 4 Parts Ready to Submit). A red 'Submit' button is located in the top right corner of the summary area.

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 ▾

#### Portfolio Summary

The Portfolio you are trying to access has been submitted for scoring.

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