

# TK20 GUIDE FOR edTPA™ CANDIDATES



*Submission is a multi-step process. BEGIN THIS PROCESS 5 DAYS BEFORE THE OFFICIAL DEADLINE. Here's a quick overview:*

1. On Tk20 - submit for internal review.
2. Register on [edtpa.com](http://edtpa.com), using the **voucher** Dr. Viator provided as payment. Once you enter that, [edtpa.com/Pearson](http://edtpa.com/Pearson) will send you an **authorization** key (a 16 digit number).
3. On Tk20 - enter **authorization key**, verify that **key**, and then you can transfer to Pearson.
4. After receiving confirmation, log onto [edtpa.com](http://edtpa.com) and review **each** file.
5. Take a screen shot of notification that you have reviewed the files at edtpa.com and they have been received by Pearson.

## **First,**

- a) make sure the number and the type of files you have uploaded are correct (see **Evidence Chart** in your Handbook)
- b) make sure you have uploaded all files and are visible (see page 7 of the attached Guide). You should not see a Select button on any task.

As you upload files, use an approved browser (Google Chrome is best) and make sure you only have one window open. Multiple open windows may cause the files you upload to get corrupted and then are unreadable. In that case, you would just delete the file from Tk20 and upload again. Submit for internal review.

## **Second,**

- a) Review pages 10-22 of the attached Guide
- b) Register at [edtpa.com](http://edtpa.com). When you get to the end of the registration process (as shown on page 22 of the attached Guide), enter the **voucher** number provided by Dr. Viator:

The pages up to 24 describe how you will obtain your **Authorization Key**.

## **Third,**

- a) Log onto Tk20, verify **Authorization Key**, and transfer to Pearson (pages 25-26 will guide you as you log onto Tk20).

## **Fourth,**

- a) Log onto [edtpa.com](http://edtpa.com) and REVIEW files (see page 27, and pages 36-39). Depending on your content area, it could take up to 48 hours. When Pearson has received your files, you will receive an email to REVIEW your files. Once you do that, send a screen shot of your confirmation to your seminar instructor after you have reviewed the portfolio.

This guide should provide you with all the information and contacts if you run into trouble



# IMPORTANT NOTICES

## About edTPA

edTPA is a pre-service assessment process designed by educators to answer the essential question: "Is a new teacher ready for the job?" edTPA includes a review of a teacher candidate's authentic teaching materials as the culmination of a teaching and learning process that documents and demonstrates each candidate's ability to effectively teach his/her subject matter to all students.

Stanford University faculty and staff at the Stanford Center for Assessment, Learning, and Equity (SCALE) developed edTPA, formerly the Teacher Performance Assessment. They received substantive advice and feedback from teachers and teacher educators and drew from experience gained from over 25 years of developing performance-based assessments of teaching (including the National Board for Professional Teaching Standards (NBPTS), the Interstate Teacher Assessment and Support Consortium (InTASC) Standards portfolio, and the Performance Assessment for California Teachers). The design and review team was comprised of more than 500 university faculty, national subject-matter organization representatives (e.g., NCTM, NCTE, NSTA, etc.), and K-12 teachers.

Copyright © 2015 Board of Trustees of the Leland Stanford Junior University. All rights reserved.

## Copyrights and Trademarks

Except as otherwise noted, © 2015 Tk20, Inc. All Rights Reserved.

The edTPA trademarks are owned by The Board of Trustees of the Leland Stanford Junior University. Use of the edTPA trademarks is permitted only pursuant to the terms of a written license agreement.

Pearson and its logo are trademarks, in the U.S. and/or other countries, of Pearson Education, Inc. and/or its affiliates.

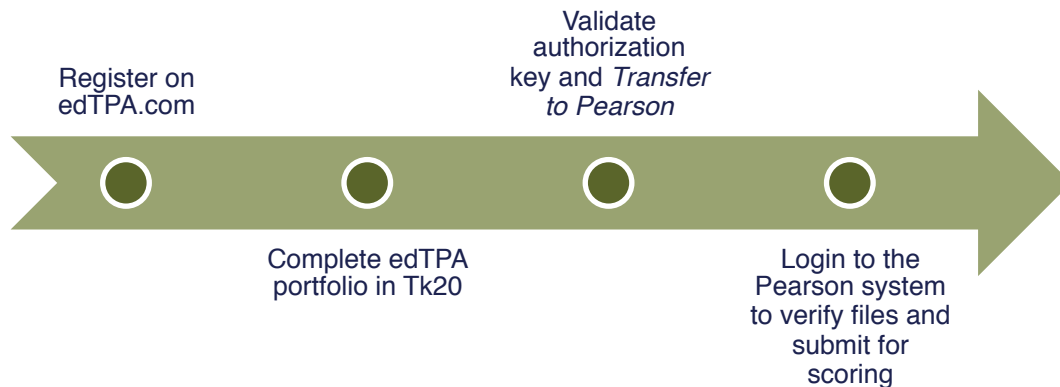
# TABLE OF CONTENTS

- 1 Overview..... 4**
  - 1.1 edTPA Process..... 4
  - 1.2 Getting Help..... 5
- 2 Using edTPA With Tk20 ..... 6**
  - 2.1 Reviewing Policies & Registering ..... 6
  - 2.2 Viewing the edTPA Portfolio in Tk20 ..... 7
  - 2.3 Attaching Artifacts to your edTPA Portfolio in Tk20 ..... 8
  - 2.4 Transferring to Pearson from Tk20..... 10
  - 2.5 Recalling a Portfolio for Revision and Re-Transfer..... 13
  - 2.6 Transcoding Failures ..... 16
  - 2.7 Review and Submit Your Portfolio on edTPA.com ..... 21

# 1 OVERVIEW

## 1.1 edTPA Process

As you navigate through the edTPA process, you will need to complete the following steps to successfully transfer and submit your edTPA portfolio using Tk20 as an **Integrated edTPA Platform Provider System**.



Begin the transfer from Tk20 to Pearson **at least 5 days before** your planned submission date to allow yourself adequate time to review your files in the Pearson system and submit your assessment for scoring. Please be sure to allow for up to 48 hours for the portfolio to be transferred. Please refer to the [Pearson edTPA website](#) for more information about the transfer and submission processes.

1. Review policies and register for the appropriate edTPA assessment on [edTPA.com](#).
2. Login to Tk20 and complete your edTPA portfolio in the Portfolios tab. If you do not see an edTPA portfolio in your account, contact your campus Tk20 Unit Administrator.
3. Validate your authorization key in the first tab of your edTPA portfolio.
4. After uploading all required documents and audio/video clips as defined in the edTPA handbook, click Transfer to Pearson.
5. Keep track of your edTPA portfolio status by clicking on Track My edTPA Transfer.

6. When you have confirmed that all parts of your assessment are ready to be submitted, submit your assessment using the Pearson ePortfolio system on edTPA.com. You will receive an email notification confirming that your assessment has been submitted. Once the submission has been completed, your assessment is ready to be scored. No additional actions are required.

## 1.2 Getting Help

Tk20 Support	
Email	<a href="mailto:support@tk20.com">support@tk20.com</a>
Phone	(512) 401-2000
Hours	Monday – Friday 7:00 am – 7:00 pm

Pearson edTPA Customer Support	
Email	Please use the email communication form on the <a href="#">Pearson Contact Us Page</a> .
Phone	(413) 256-2889 or (866) 565-4872

## 2.2 Viewing the edTPA Portfolio in Tk20

To view portfolio:

1. Click on the *Portfolios* tab located at the top of the page.
2. Click on the link for the edTPA portfolio you wish to open, as shown in **Figure 1**.

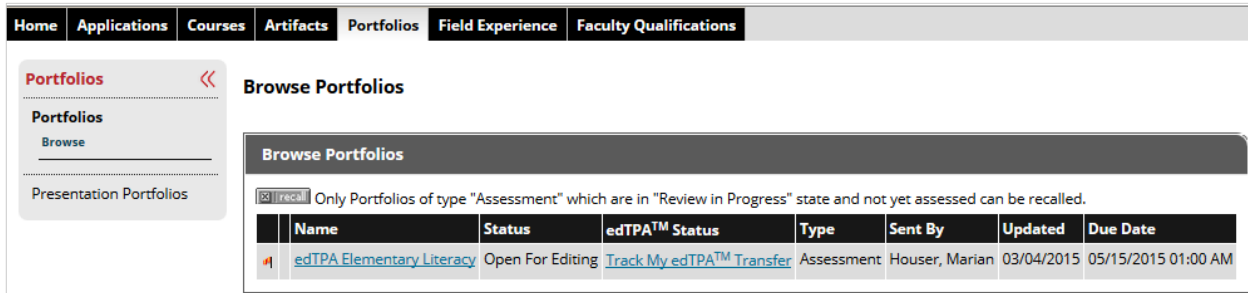


Figure 1

3. Within the portfolio, you will see a series of tabs organized by tasks included in your edTPA handbook.

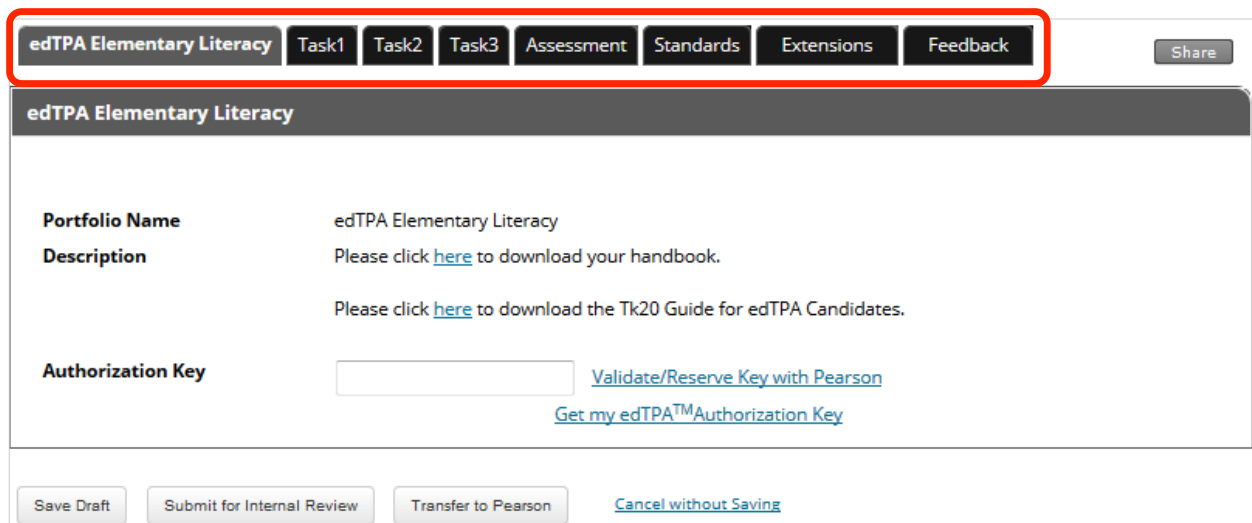


Figure 2

**Figure 2** shows the following:

- In the first tab, you can view and download the PDF version of your edTPA handbook.
- In the subsequent tabs (Task 1, Task 2, and Task 3), you will see the requirements for each sub-task.

- You can also download templates for Context for Learning information, as well as Planning, Instruction, and Assessment Commentary Forms in Word document format.

## 2.3 Attaching Artifacts to your edTPA Portfolio in Tk20

After you view the portfolio details and understand what is required, you can begin attaching your artifacts. At the bottom of each tab in the portfolio, you will see placeholders to attach all sub-tasks.

To upload documents and attach to your edTPA portfolio:

1. Click on “Select” next to each sub-task, as shown in **Figure 3**.

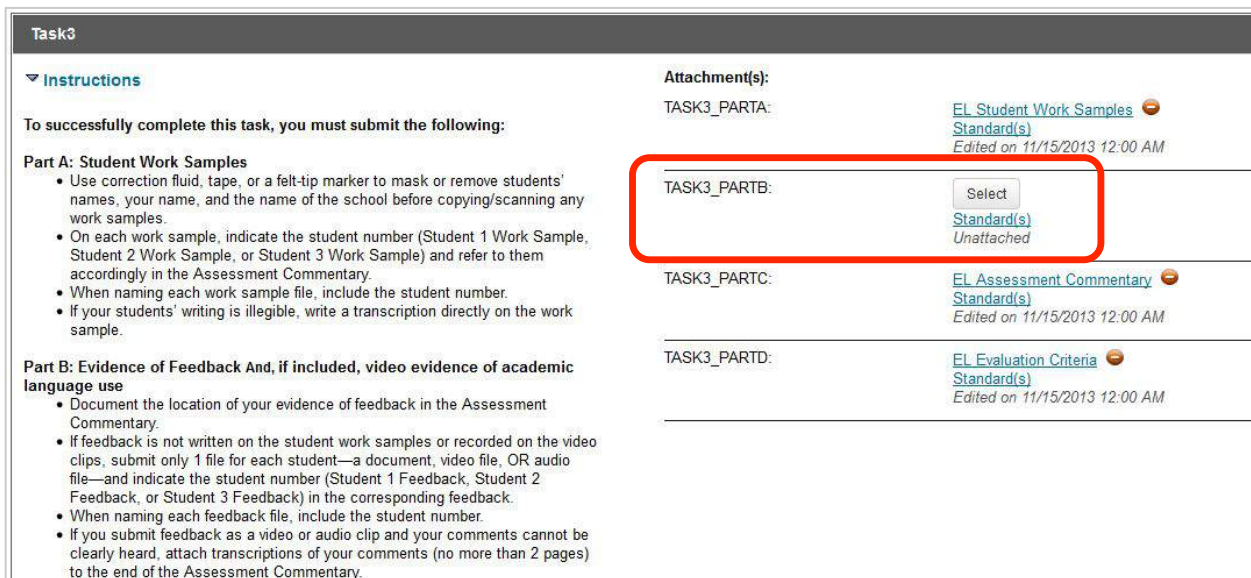


Figure 3

2. Click on *Select Files* to search for files located on your computer for each respective sub-task. Alternatively, in **Figure 4** you will notice that you can select files located on your computer and “Drag and drop” them in the artifact.

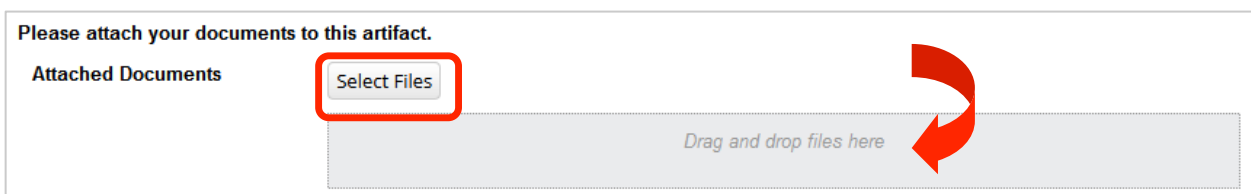


Figure 4

### Note:

- When you name your files, there are no required file naming conventions; however you are strongly encouraged to be as descriptive as possible.
  - Do not include any identifying information (names or institution) in your files.
  - Assessors should be able to easily identify the contents of each file.
  - The name of your artifact defaults to the name of the sub-task followed by a numeral.
3. When uploading videos (that is in Task 2), you must follow the *User Guidelines for Video Upload*.
- Note:**
- Be sure you have compressed your video files before you begin uploading and attaching them to your edTPA portfolio in Tk20.
  - **Each video file must be compressed to a file size of 100MB or less.**
4. Some sub-tasks require more than one file to be attached. In such cases, repeat step 3 to add additional files to the artifact.
5. Once you have attached the required number of files for that specific artifact/sub-task, click on *Save* to attach the artifact to your edTPA portfolio. You will see the artifact has been attached in the list of required artifact placeholders, as shown in Figure 5.
6. Once all artifacts have been successfully attached with the appropriate number of files as listed in the Evidence Charts of your edTPA handbook, you may click *Submit for Internal Review* for supervising faculty to review your completed edTPA portfolio if required by your institution.

**Task2**

**Instructions**

To successfully complete this task, you must submit the following:

**Part A: Video Clips**

- Click [here](#) for Tk20 User Guidelines for Video Upload.
- Before you record your video, obtain permission from the parents/guardians of your students and from adults who appear on the video.
- Refer to Task 2, What Do I Need to Do? for video clip content and requirements.
- When naming each clip file, include the number of the lesson shown in the video clip.
- **Important Note: No more than 15 minutes total running time**

**Part B: Instruction Commentary**

- Click [here](#) to download the Instruction commentary template.

**IMPORTANT:**

- Insert documentation at the end of the commentary file if
  - graphics, texts, or images that you or the students are using are not clearly visible in the video
  - portions of the video are inaudible
- If submitting documentation, include the video clip number, lesson number, and explanatory text (e.g., "Clip 1, lesson 2, text from a whiteboard that is not visible in the video," "Clip 2, lesson 4, transcription of a student response that is inaudible").
- **Important Note: No more than 6 pages of commentary including prompts. If needed, no more than 2 pages of supporting documentation**

**Attachment(s):**

TASK2\_PARTA: [EL Video Clips Standard\(s\)](#) Edited on 11/15/2013 12:00 AM

---

TASK2\_PARTB: [EL Instruction Commentary Standard\(s\)](#) Edited on 11/15/2013 12:00 AM

Draft autosaved at 7:00 AM



## edTPA Registration Overview

This guide provides an overview of the edTPA registration process.

1. [Getting Started](#)
2. [Create an Account](#)
3. [Register](#)
  - a. [Choose Your Assessment](#)
  - b. [Answer the Background Questions](#)
  - c. [Answer the Score Reporting Options Questions](#)
  - d. [Review Your Registration](#)
4. [Check Out and Provide Payment](#)
5. [Select Your Portfolio System](#)
6. [Start Building Your Portfolio](#)

# 1. Getting Started

Register for edTPA at [www.edTPA.com](http://www.edTPA.com). Click Candidates in the top navigation.

edTPA

View Cart | My Account | Contact Us

Find answers to FAQs... Find Info

Home About **Candidates** Faculty FAQs

**Candidates**  
Access online training, register for and complete the assessment, and access your scores.

**Important Announcements**  
Jun 16 edTPA 2015 Handbooks will be available beginning August 3, 2015. [Read more.](#)

Returning visitors: sign in to access your account. **Sign In Now**

**Candidates**

- Register now
- Manage your portfolio
- Get your authorization key
- Access online training
- Review handbook information

**Faculty**

- Review submission & reporting dates
- Review voucher purchase information
- Access system guides and tips
- Become an edTPA Scorer

**Visit edtpa.aacte.org**

P-12 Cooperating Teachers, Programs & Faculty: Visit [edtpa.aacte.org](http://edtpa.aacte.org) to join the online community and access edTPA handbooks and instructional materials in the Resource library.

Then, on the Candidates page, click Register.

**Candidates**

- Getting Started**  
edTPA overview and where to begin
- State Requirements**  
Requirements and assessments for your state
- Candidate Policies**  
Requirements for participation in edTPA
- Prepare**  
Online training for the Pearson ePortfolio system
- Requesting Alternative Arrangements**  
Policies for alternative arrangements
- Register**  
Register for edTPA

**Already registered?**

- Manage your portfolio
- Get your authorization key


**Candidates**

- Getting Started
- State Requirements
- Candidate Policies
- Prepare
- Requesting Alternative Arrangements
- Register
- Your Authorization Key
- Scores

Before registering, review the resources available on the Getting Started page to prepare for edTPA, read the program policies including the Submission Requirements, review online training available, identify your portfolio system, and check submission and reporting dates.

## Register

### Before You Register

1. Review [Getting Started](#) to access resources to prepare for edTPA, read program policies and online training, identify your portfolio system, and review submission and reporting dates.
2. Read the [candidate policies](#) for participation in edTPA.
3. Review the [edTPA Registration Overview](#) , which describes the registration process and details the information you will be asked to provide when you register.



Some programs distribute vouchers to their edTPA candidates to be used for full or partial payment of the registration fee.

If you have been issued a voucher or expect to be issued a voucher for your edTPA registration, you must enter the voucher code when prompted on the payment page during registration. You may apply only one voucher per registration; any balance must be paid by credit card.

**Vouchers cannot be applied retroactively to existing registrations.**

If you are unsure if you will be issued a voucher or how you should pay for your edTPA registration, please contact your faculty advisor before registering.

### Privacy Policy

Pearson takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you, Pearson and the relevant state agency responsible for educator certification, if applicable (including the employees, agents, contractors, or professional advisors thereof), the program(s) you indicate in the edTPA registration system, and any program, entity, or person required or authorized by law to receive this information.

Your registration status and submission status, including date and time of registration and/or submission, may be reported to the preparation program in which you are enrolled, as you indicated in the edTPA registration system.

**Next**

When you are ready to register, click Next.

Select the link to review the instructions for the portfolio system that you will use to build your portfolio.

## Register

### Register to Take or Retake the Full Assessment

System	Instructions
<del>Pearson ePortfolio System</del>	<a href="#">Review instructions and register</a>
★ Integrated edTPA Platform Provider System	<a href="#">Review instructions and register</a>
<del>Other Platform Provider System</del>	<a href="#">Review instructions and register</a>

Which portfolio system should I use ?

### Register to Retake a Single Task

System	Instructions
Pearson ePortfolio System	<a href="#">Review instructions and register</a>

**Tk20 is an Integrated edTPA Platform Provider System.**

**Note:** If you are unsure of which portfolio system you will be using, select “Which portfolio system should I use?” for help, or ask your faculty advisor before you register.

After reviewing the instructions for the system you will be using, click Register Now.

## Register

### Candidates Using an Integrated edTPA Platform Provider System

If you will be using an integrated system (Chalk & Wire, Data180, Digication, Edthena, EPCS Online (UW-Madison), Foliotek, Lessoncast, LiveText, PASS-PORT, ShowEvidence, TaskStream, Tk20), please follow these instructions:

**1. Register for edTPA on this site.**

Follow the system instructions to select your content and specialty areas, indicate your educator preparation program, and answer the background questions.

**2. Get your authorization key.**

Immediately after you register, indicate your portfolio system. Select "Integrated Platform Provider." An authorization key will be generated and emailed to you.

**3. Complete your portfolio.**

Complete your work in your educator preparation program's system.

**4. Use your authorization key to transfer your portfolio to the Pearson system.**

From your educator preparation program's system, transfer your portfolio to the Pearson system. Enter your authorization key when prompted.



Be sure to allow adequate time, perhaps up to several days, before your planned submission date to upload and review your files in the Pearson system and to complete the submission process for scoring.

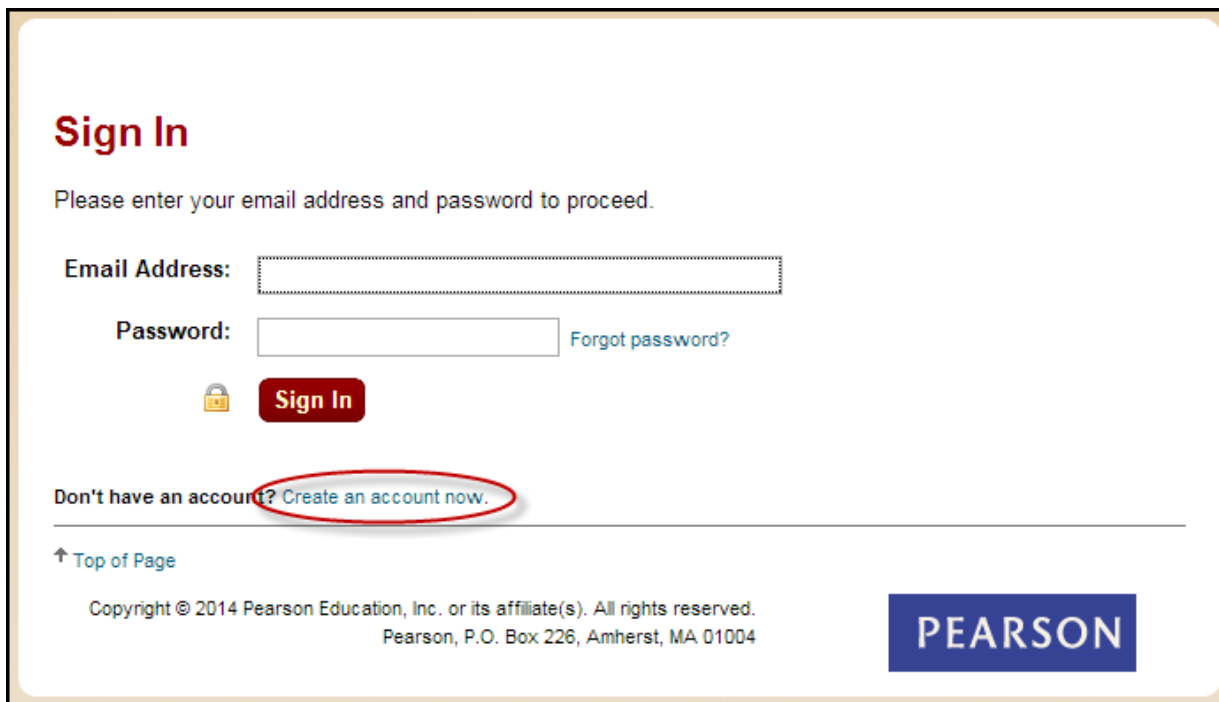
**5. Review and submit your portfolio.**

In the Pearson system (on this site), review your portfolio and submit it for scoring.

**Register Now**

## 2. Create an Account

On the sign-in screen, click the link to “Create an account now.”




**Sign In**

Please enter your email address and password to proceed.

Email Address:

Password:  [Forgot password?](#)

 **Sign In**

Don't have an account? [Create an account now.](#)

[↑ Top of Page](#)

Copyright © 2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.  
Pearson, P.O. Box 226, Amherst, MA 01004

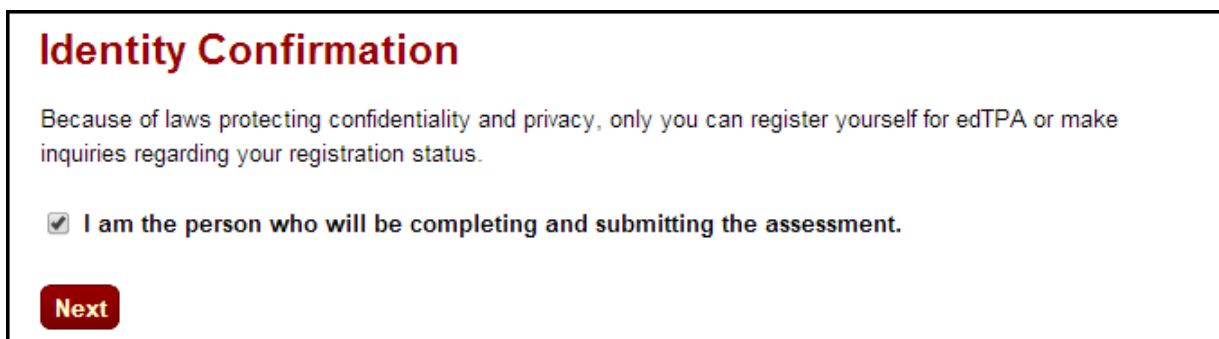
**PEARSON**

The system will take you through the account-creation process, where you will select a password and provide information about yourself, including your full name and address.

If you have previously created an account, you may sign in using your email address and the password you established when you created the account.

## 3. Register

To continue, you are required to confirm your identity.



**Identity Confirmation**

Because of laws protecting confidentiality and privacy, only you can register yourself for edTPA or make inquiries regarding your registration status.

I am the person who will be completing and submitting the assessment.

**Next**



## A. Choose Your Assessment

**Step 1:** Be sure to review the assessment-selection guidelines for your state, if provided. If you are unsure which assessment area to select, consult your faculty advisor.

### Assessment Selection

**Step 1**

Review your state's guidelines before selecting an assessment:  
 Georgia | Illinois | Iowa | Minnesota | New York | Ohio | Tennessee | Washington | Wisconsin | All other states

**Step 2**

Select your assessment. *If you are not sure before registering. If you select an incorrect cause a delay in your anticipated submission*

Asses

Select the assessment you would like to take

Previous Next

#### Assessment Areas for New York

edTPA is offered in the following assessment areas for New York. Select the assessment that corresponds to your certification area. Candidates should confirm assessment selection with their faculty advisor or NYSED before registering.

Certification Area	edTPA Handbook
Agriculture	Agricultural Education
Blind and Visually Impaired	Special Education
Business and Marketing	Business
Childhood Education—Grades 1–6	Elementary Education
Deaf and Hard of Hearing	Special Education
Early Childhood Education—Birth–Grade 2	Early Childhood
Educational Technology Specialist	These candidates will not take edTPA.
English Language Arts—Grades 5–9	Middle Childhood English-Language Arts
English Language Arts—Grades 7–12	Secondary English-Language Arts
English to Speakers of Other Languages	English as an Additional Language
Family & Consumer Science	Family and Consumer Sciences
Generalist in Middle Childhood Education—Grades 5–9	Elementary Education
Health Education	Health Education
Library Media Specialist	Library Specialist

Close Window

**Step 2:** Select your assessment from the dropdown menu. Be sure to choose the correct assessment version if the assessment has both National and Washington options.

**Step 2**

Select your assessment. *If you are not sure which assessment to select, please ask your faculty advisor before registering. If you select an incorrect assessment, contact Customer Support to re-register. This may cause a delay in your anticipated submission date.*

Assessment	Options
<div style="border: 1px solid gray; padding: 5px;"> <p>Select the assessment you would like to take.</p> <p style="background-color: #007bff; color: white; padding: 2px;">Select the assessment you would like to take.</p> <p>Agricultural Education (National)</p> <p>Agricultural Education (Washington)</p> <p>Business Education (National)</p> <p>Business Education (Washington)</p> <p>Classical Languages (National)</p> <p>Classical Languages (Washington)</p> <p>Early Childhood (National)</p> <p>Early Childhood (Washington)</p> <p>Educational Technology Specialist (National)</p> <p>Educational Technology Specialist (Washington)</p> </div>	<div style="border: 1px solid gray; padding: 5px; font-size: small;"> <p>... or its affiliate(s). All rights reserved.              ... on, P.O. Box 226, Amherst, MA 01004</p> </div>

## B. Answer the Background Questions

You will be asked to answer the following series of questions. When you are registering, answer these questions as best you can. You will be able to update your answers after you register, at any time up until you submit your portfolio.

Question	Instruction
Educator Preparation Program	<p>Indicate the educator preparation program in which you are currently enrolled. If your program is not listed, identify the state where your preparation is taking place.</p> <p>If you are not affiliated with an institution, select "Unaffiliated."</p>
edTPA Field/Specialty Area	<p><b>If you are registering for the Special Education assessment area:</b> Select the option that most closely describes the focus learner's primary disability as identified in the IEP. For this assessment area, you will develop an in-depth case of one learner, your focus learner.</p> <p>Available options are:</p> <ul style="list-style-type: none"> <li>• Autism and developmental disorders</li> <li>• Career development and transition</li> <li>• Early childhood special education</li> <li>• Emotional or Behavioral</li> <li>• Deaf and hearing impaired</li> <li>• Learning disabilities</li> <li>• Mild/moderate</li> <li>• Moderate/severe</li> <li>• Physical, health, and multiple disabilities</li> <li>• Blind and visually impaired</li> </ul> <p><b>If you are registering for any other assessment area:</b> Select the specialty area of the lessons that you will be teaching in your classroom. Note that some assessment areas, such as Secondary Mathematics, may have multiple specialty areas from which to choose:</p> <ul style="list-style-type: none"> <li>• General mathematics—Secondary</li> <li>• Algebra—Secondary</li> <li>• Geometry and Analytic Geometry—Secondary</li> <li>• Trigonometry—Secondary</li> <li>• Calculus—Secondary</li> </ul> <p>Other assessment areas, such as Health Education, list just one option to choose – Health Education.</p> <p><i>If you do not see your field/specialty area listed on this screen, check your assessment selection to ensure it is the one you intended. To do this, click the Previous button until you return to the Assessment Selection screen and verify your selection. You may update your selection now, if necessary.</i></p> <p><i>If you have questions about your assessment selection and edTPA field/specialty area, you should consult with your faculty advisor before continuing to register, or contact Pearson Customer Support at (866) 565-4872.</i></p>



Question	Instruction
Classroom Grade Level	<p>From the list of choices, select the one grade level that best describes your edTPA classroom context. If your classroom is a mixed-grade setting, select the grade level that most closely corresponds to the majority of students or to the group of students with whom you are working.</p>
School Context	<p>Select the one option that best describes the school context for your edTPA classroom. The options are:</p> <ul style="list-style-type: none"> <li>• Rural</li> <li>• Rural/suburban</li> <li>• Suburban</li> <li>• Suburban/Urban</li> <li>• Urban</li> </ul>
edTPA Language	<p>Respond by indicating whether you will be submitting materials (documents and/or videos) that were written or recorded in a language other than English.</p> <p>If you answer "Yes" and the assessment area/specialty area for which you are registering is one of the following, you do not have to provide translations:</p> <ul style="list-style-type: none"> <li>• any World Language</li> <li>• any Classical Language</li> <li>• Elementary Literacy—Spanish</li> <li>• Elementary Mathematics—Spanish</li> <li>• Elementary Education—Spanish</li> <li>• Special Education—Deaf and hearing impaired (for ASL only)</li> </ul> <p>If you answer "Yes" and the assessment/specialty area for which you are registering is <b>NOT</b> one of the areas listed above*, you are required to provide translations/transcripts for any files (documents, videos, etc.) that are written or recorded in a language other than English. Contact Pearson Customer Support at (866) 565-4872 for detailed instructions.</p> <p>*Note: For English as an Additional Language, translations are necessary only when highlighting key exchanges that reveal students' content understandings and/or language proficiency. Translations do not need to be a full transcript and can be provided within the commentary and noted with video clip time stamps.</p>
English Language Proficiency	<p>If English is your primary language, answer Yes. Otherwise, answer No.</p> <p><i>You may decline to answer this question.</i></p>
Ethnicity	<p>Select the option that best describes yourself.</p> <p><i>You may answer this question "Undeclared."</i></p>

Question	Instruction
Reason for Assessment	<p>Select the option that best describes your reason(s) for taking this assessment.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>• Educator preparation program requirement</li> <li>• State educator licensure/certification requirement</li> <li>• Both of the above</li> </ul>
Highest Educational Level	<p>Select the highest educational level you have attained prior to this assessment.</p>
Use of Materials	<p>You have the option to consent to have your submission used in support of continued edTPA program improvement activities conducted by Stanford University and Pearson, such as future validity and reliability studies of edTPA. If you give your consent, your materials would be used without your name or other identifying information and would remain secure.</p> <p>If you do not give consent of if you are a New York State candidate, your materials will not be used in this manner.</p>
Student Information	<p>Select the option that best describes the percentage of students in your classroom with respect to the following categories:</p> <ul style="list-style-type: none"> <li>• Free/reduced lunch</li> <li>• English language learners</li> <li>• Special education eligibility (not including “gifted/talented”)</li> </ul> <p><i>You may decline to answer these questions.</i></p>
Clinical Experience	<p>Select the options that best describe the amount of clinical experience/student teaching that you completed in your program prior to completing edTPA, for both number of weeks and hours per week.</p> <p><i>You may decline to answer these questions.</i></p>

### C. Answer the Score Reporting Options Questions

**Scores via email:** You may elect to have your edTPA Score Profile sent to your email address as a PDF attachment. Your edTPA Score Profile will also be available to you in your account on [www.edTPA.com](http://www.edTPA.com) for a period of 12 months following the score report date.

**Additional States to Receive Scores:** Note that your scores will automatically be sent to the following entities:

- If applicable, the Educator Preparation Program you indicated earlier in your registration.

- If required by state policy, the state associated with your Educator Preparation Program selection. **\*not required- do not send to NJ**

If you wish to send your scores to an additional state or states that accept edTPA scores, you may select one or more of those states at this point in your registration.

## E. Review Your Registration

Take a moment to review your registration selections. You may use the Change links on the right side of this screen to revise any of your selections.

<b>Review Registration</b>		
<b>Assessment(s)</b>	Elementary Education (National)	<a href="#">Change</a>
<b>Background Questions</b>	Educator Preparation Program: <ul style="list-style-type: none"> <li>• Unaffiliated</li> </ul> edTPA Field/Specialty Area: <ul style="list-style-type: none"> <li>• Elementary Education</li> </ul> Classroom Grade Level: <ul style="list-style-type: none"> <li>• 5</li> </ul> School Context: <ul style="list-style-type: none"> <li>• Suburban/urban</li> </ul> edTPA Language: <ul style="list-style-type: none"> <li>• No</li> </ul> English Language Proficiency: <ul style="list-style-type: none"> <li>• Yes</li> </ul> Ethnicity: <ul style="list-style-type: none"> <li>• Undeclared</li> </ul> Reason for Assessment: <ul style="list-style-type: none"> <li>• Both of the above</li> </ul> Highest Educational Level: <ul style="list-style-type: none"> <li>• Master's degree</li> </ul> Use of Materials: <ul style="list-style-type: none"> <li>• Yes, I give my permission to use my edTPA submission to support continued program improvement activities.</li> </ul> Student Information: Free/Reduced Lunch: <ul style="list-style-type: none"> <li>• 26-50%</li> </ul> Student Information: English Language Learners: <ul style="list-style-type: none"> <li>• 10-25%</li> </ul> Student Information: Special Education Eligibility: <ul style="list-style-type: none"> <li>• 10-25%</li> </ul> Clinical Experience : Number of Weeks: <ul style="list-style-type: none"> <li>• 21-30</li> </ul> Clinical Experience : Hours per Week: <ul style="list-style-type: none"> <li>• 11-20</li> </ul>	<a href="#">Change</a>
<b>Score Reporting Options</b>	Scores via Email: <ul style="list-style-type: none"> <li>• Yes, send my score report via email.</li> </ul> Additional States to Receive Scores: <ul style="list-style-type: none"> <li>• None Selected</li> </ul>	<a href="#">Change</a>

**Add to Cart**

When you are satisfied with your selections, click Add to Cart.

## 4. Check Out and Provide Payment

Your registration is now in your cart. Click Check Out.

### View Cart

Description	Actions	Price
Registration	<a href="#">Remove</a>	
Elementary Education (National)		\$300.00
<b>Total:</b>		<b>\$300.00</b>

[Check Out](#)

You must now acknowledge your agreement to the edTPA Rules of Assessment Participation. They are presented at this point in the registration system for your review.

### Agreement

In order to register for edTPA, you must acknowledge that you have had adequate opportunity to review the rules and policies that apply to edTPA registration and testing and agree to abide by them. These rules and policies are contained on the current edTPA website and in the applicable edTPA Rules of Assessment Participation, which are presented below for your review.

#### edTPA Rules of Assessment Participation

COMPLIANCE WITH ASSESSMENT RULES

By registering for edTPA, you are agreeing to abide by the current Rules of Assessment Participation for edTPA and all rules, procedures, and policies contained on the current edTPA.com website and/or in the current edTPA Handbook for the content area for which you have registered.

For the purpose of these Rules of Assessment Participation, the following definitions apply:

- **"Evaluation Systems."** Evaluation Systems, a business of NCS Pearson, Inc. (referred to throughout as *Evaluation Systems*).

I acknowledge that I have had adequate opportunity to review, to my satisfaction, the instructions, rules, policies, and other terms and conditions that apply to edTPA registration and testing, which are contained on the current edTPA website and in the applicable edTPA Rules of Assessment Participation provided above for my review, and I agree to abide by the conditions set forth on the current edTPA website, including the edTPA Rules of Assessment Participation.

[Next](#)

On the Payment screen, enter your payment.

- If you have an edTPA voucher, enter the voucher code in the table at the top of the screen. If you are unsure if you will be issued a voucher or how you should pay for your edTPA registration, please contact your faculty advisor **before registering**. Vouchers cannot be applied retroactively to existing registrations.
- If you are providing payment by credit card, enter your credit card information where indicated below.
- If you have an edTPA voucher that does not cover the total cost, then you will enter both your voucher number and credit card information.

### Payment

Description	Price
Registration	
Agricultural Education (National)	\$300.00
<b>Obtain your voucher from Martha Viator (mviator@rowan.edu)</b>	<a href="#">Enter a voucher</a>
<b>Total:</b>	<b>\$300.00</b>

#### Withdrawal/Refund Policy

If you have registered for edTPA, have not yet submitted your assessment for scoring, and would like to withdraw your registration, you may do so by logging in to [myedtpa.com](#), clicking on the [Withdrawal/Refund Policy](#) link in the Current Registrations, then Withdraw, and following the instructions.



If you withdraw your registration within 18 months of your payment made by you toward your assessment fee, up to \$100 (Elementary Education only), \$60 for a 2-task retake, or \$100 by Evaluation Systems within four weeks of your request. If you do not withdraw before the 18-month window has expired, you will not receive a refund or credit of any kind. If you applied a voucher toward your fee when you registered, you will receive no refund or credit of the voucher amount.

Once you withdraw your registration, you will no longer be able to view or edit your portfolio in the Pearson system. If you want to retain a copy of your portfolio, be sure to save your files prior to withdrawing your registration.

I acknowledge that I have had adequate opportunity to review, to my satisfaction, the policies related to withdrawals stated above.

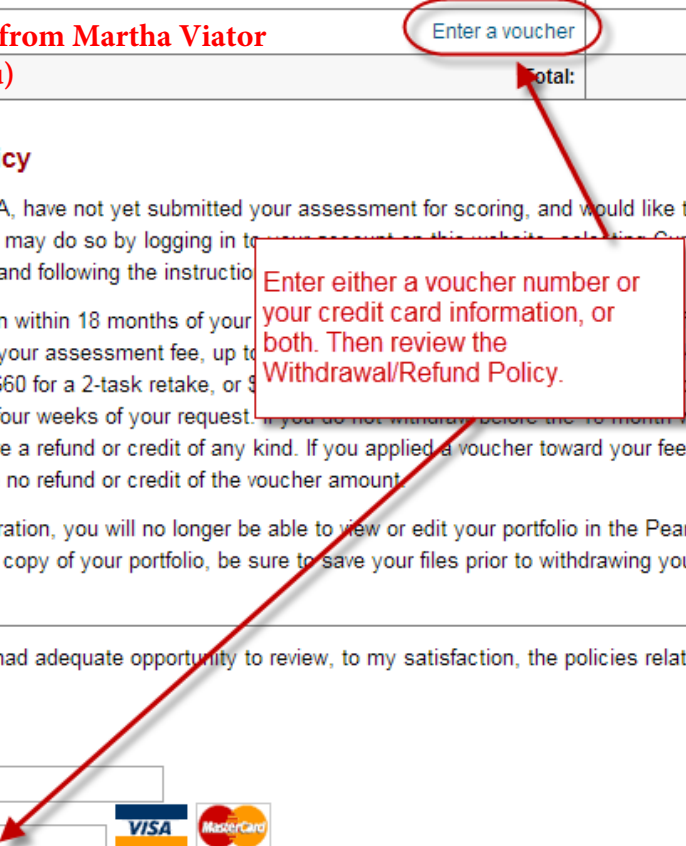
**ABOUT SSL CERTIFICATES**

Cardholder Name

CC Number   

Exp Date Month  Year

Address



**Enter either a voucher number or your credit card information, or both. Then review the Withdrawal/Refund Policy.**

Be sure to review the Withdrawal/Refund Policy carefully, and acknowledge that you have done so.

You will then be asked to review and submit your order.

**Note:** Once you submit your order, you will **not** be able to change your assessment selection online. Please confirm that your assessment selection is accurate. If you need assistance, please contact Pearson Customer Support at (866) 565-4872.

You will, however, be able to revise your answers to the background questions and score reporting questions through your account online up until the time you submit your portfolio.

## 5. Select Your Portfolio System


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


### Next Steps


Dear

Thank you for your order. Your order details are listed below and have also been added to your account.

**You're Almost Finished...**

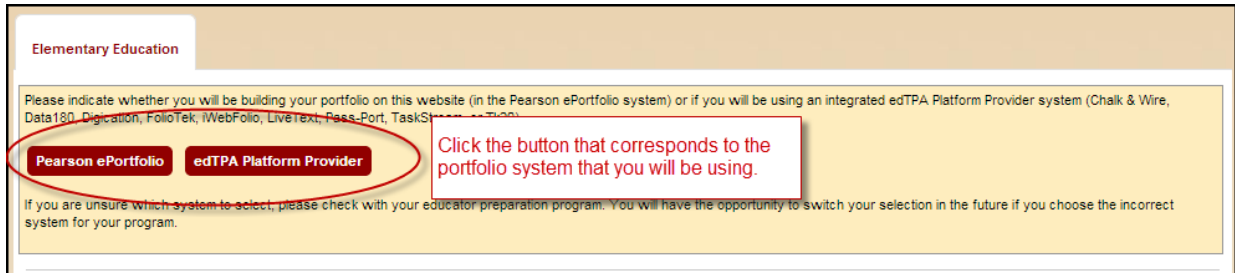
-  **Candidates Using an Integrated edTPA Platform Provider System:** Select "Next" and follow the instructions to generate your authorization key.
- Candidates Using the Pearson ePortfolio System:** Select "Next" to begin building your portfolio.



 **Print Your Receipt**  
Your transaction details, including any access codes, if applicable, have been emailed to you and have also been added to your account. You may wish to print this page as your receipt for this order.

Order Number: 9905000148814

Indicate whether you will be using the Pearson ePortfolio system or an integrated edTPA platform provider system.



Elementary Education

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, Data180, Digication, FolioTek, iWebFolio, LiveText, Pass-Port, TaskStream, etc.).

Pearson ePortfolio  edTPA Platform Provider

Click the button that corresponds to the portfolio system that you will be using.

If you are unsure which system to select, please check with your educator preparation program. You will have the opportunity to switch your selection in the future if you choose the incorrect system for your program.

**Candidates using an integrated edTPA platform provider system:** 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).



Authorization key: [REDACTED]  
Assessment: Secondary History/Social Studies

You will need this key when you transfer your files from your integrated edTPA platform provider system to the Pearson ePortfolio system prior to submission for scoring.

You can also access your authorization key by logging in to your account at [edTPA.com](http://edTPA.com).

**Please note:** It could take up to 48 hours to transfer your files to the Pearson ePortfolio system. After the transfer is complete you are required to review your files in the Pearson ePortfolio system and then submit the assessment for scoring. Please begin the transfer process in time to meet your planned submission date. Scores are reported on a timeline based on submission dates; see the Submission and Reporting Dates on [edTPA.com](http://edTPA.com) for details.

PLEASE DO NOT REPLY TO THIS MESSAGE.

This is an informational message sent from an unattended mailbox. If you need assistance, please visit the edTPA [Contact Us](#) page.

Copyright © 2015 Pearson Education, Inc. or its affiliate(s). All rights reserved.  
Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004

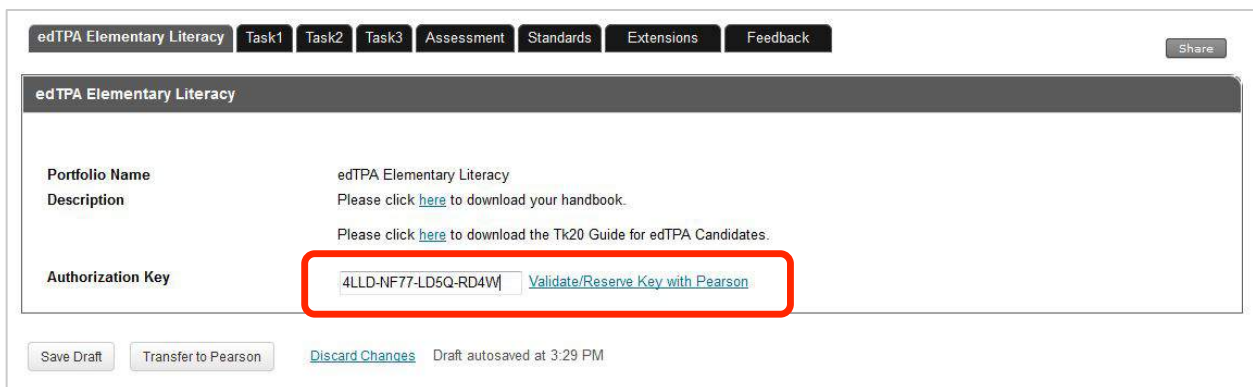




## 2.4 Transferring to Pearson from Tk20

After you have registered for your edTPA assessment on edTPA.com and obtained your authorization key:

1. Access your edTPA portfolio in the *Portfolios* tab in Tk20.
2. In the first tab, you will see a field to enter your authorization key. Enter your authorization key in the field and select *Validate/Reserve Key with Pearson* **Figure 6**.



edTPA Elementary Literacy Task1 Task2 Task3 Assessment Standards Extensions Feedback Share

edTPA Elementary Literacy

Portfolio Name: edTPA Elementary Literacy

Description: Please click [here](#) to download your handbook.  
Please click [here](#) to download the Tk20 Guide for edTPA Candidates.

Authorization Key: 4LLD-NF77-LD5Q-RD4W Validate/Reserve Key with Pearson

Save Draft Transfer to Pearson Discard Changes Draft autosaved at 3:29 PM

Figure 6

**Note:** This is a one-time validation. Once your authorization key has been validated, you will not need to enter it again in Tk20 unless you create a new registration on edTPA.com for the same assessment or another assessment. If your authorization is marked as invalid, please contact [Pearson edTPA Customer Support](#).

**edTPA Elementary Literacy**

**Portfolio Name** edTPA Elementary Literacy

**Description** Please click [here](#) to download your handbook.  
Please click [here](#) to download the Tk20 Guide for edTPA Candidates.

**Authorization Key** 4LLD-NF77-LD5Q-RD4W (Validated and Reserved with Pearson)  
➔ Remove key

Save Draft
Submit for Internal Review
Transfer to Pearson
[Discard Changes](#)
Draft autosaved at 7:05 AM

Figure 7

3. Click *Transfer to Pearson* when you have uploaded all necessary documents to each required sub-task, validated your authorization key, and completed the steps listed above. Note: You are still able to click *Transfer to Pearson* in your edTPA portfolio if you have already submitted for internal review.
4. If there are no errors or missing documents in your edTPA portfolio, you will see the following message.

Portfolio Request Successfully Queued at Pearson

**Browse Portfolios**

recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

Name	Status	edTPA Status	Type	Sent By	Updated	Due Date
<a href="#">edTPA - Elementary Literacy Fall 2014</a>	Locked	Queued For Pearson	Assessment	Houser, Marian	06/03/2014	12/12/2014 11:55 PM

Figure 8

5. When your edTPA portfolio has been processed and transferred to Pearson, check the status of the portfolio by clicking on *Track My edTPA Transfer*. Upon successful transfer, Pearson will send you an email prompting you to login to the Pearson system to verify the contents of your edTPA portfolio and submit for official scoring.

**Browse Portfolios**

recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

Name	Status	edTPA™ Status	Type	Sent By	Updated	Due Date
<a href="#">edTPA Elementary Literacy</a>	Locked	Track My edTPA™ Transfer	Assessment	Houser, Marian	03/04/2015	01/01/2014 11:55 PM

Figure 9

6. You must now log in to the **Pearson ePortfolio System** on [edTPA.com](http://edTPA.com) or by clicking *Track My edTPA Transfer* to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the **Pearson ePortfolio System** and follow the submission instructions in order to have your portfolio officially scored by Pearson.

## 2.5 Recalling a Portfolio for Revision and Re-Transfer

When verifying the contents of your edTPA portfolio in the Pearson system, you may find that additional revisions are required if you have missed a piece of documentation or uploaded the incorrect file to an individual task.

Recalling a portfolio does not remove the transferred portfolio from the Pearson system. It is not an “undo” process. The “recall” process allows you to re-open a portfolio in Tk20 in order to make changes and re-transfer to Pearson. When you re-transfer the portfolio to Pearson, your previously transferred portfolio is **replaced** with the latest version of the portfolio available in Tk20.

You may recall your portfolio in Tk20, make any necessary revisions, and re-transfer the portfolio to Pearson by completing the following steps.

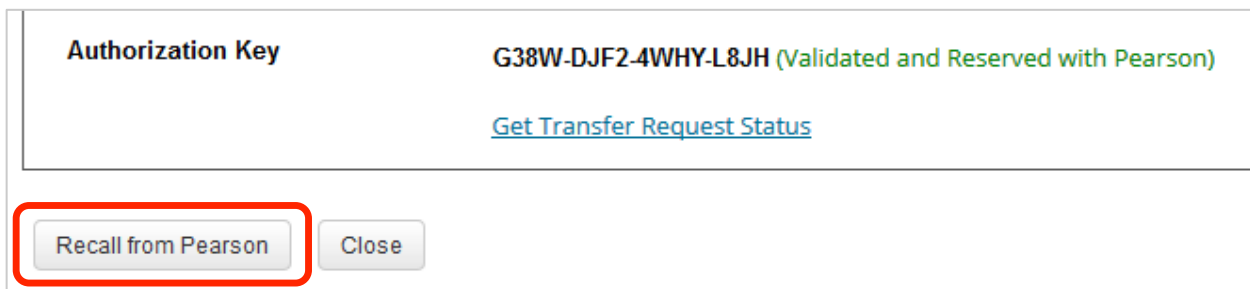
1. Access your edTPA portfolio from the *Portfolios* tab.



Name	Status	edTPA™ Status	Type	Sent By	Updated	Due Date
<a href="#">edTPA Elementary Literacy</a>	Locked	<a href="#">Track My edTPA™ Transfer</a>	Assessment	Houser, Marian	03/04/2015	01/01/2014 11:55 PM

Figure 10

2. To re-open your portfolio for editing in Tk20 and make revisions, click on the name of your portfolio and then click *Recall from Pearson*. This will change the status of your portfolio in Tk20 to *Open for Editing*. Clicking this button does not automatically change the status or contents of your portfolio in the Pearson system.



**Authorization Key** G38W-DJF2-4WHY-L8JH (Validated and Reserved with Pearson)

[Get Transfer Request Status](#)

Figure 11

To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

1. Access your edTPA portfolio from the *Portfolios* tab.
2. Click on the tab that contains the artifact(s) you wish to modify.



Figure 12

3. Select the *artifact* (sub-task) you wish to modify.

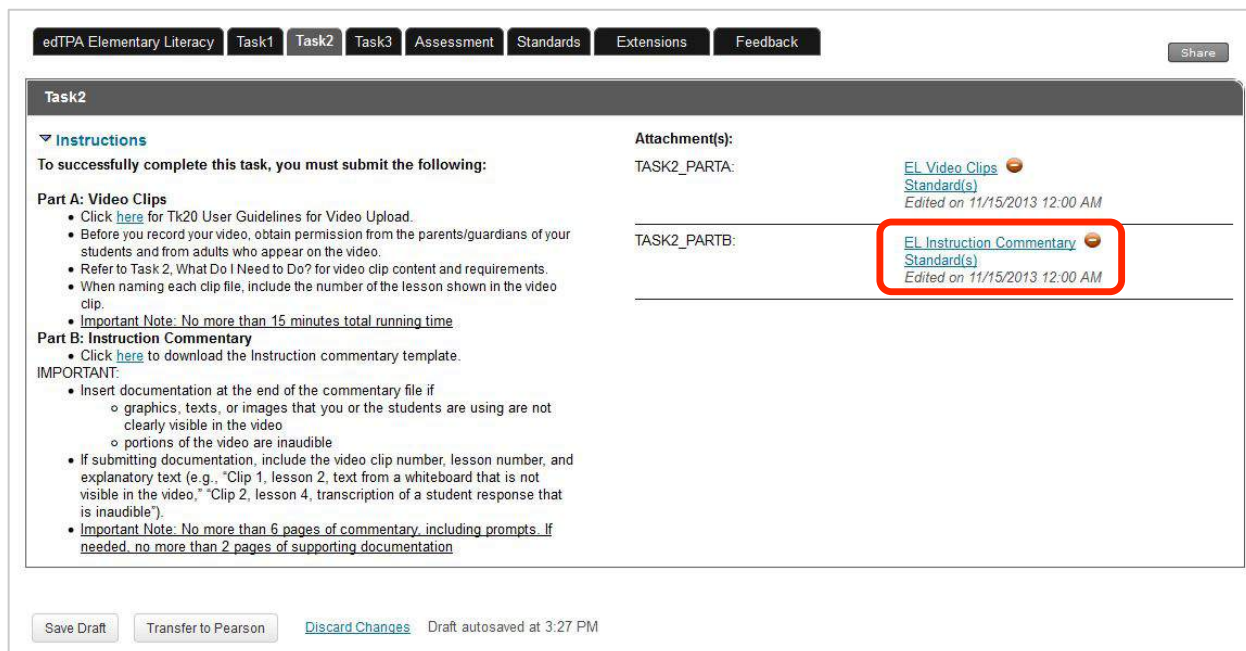


Figure 13

4. You may upload the revised file by clicking on *Select Files* to search for the file located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact.

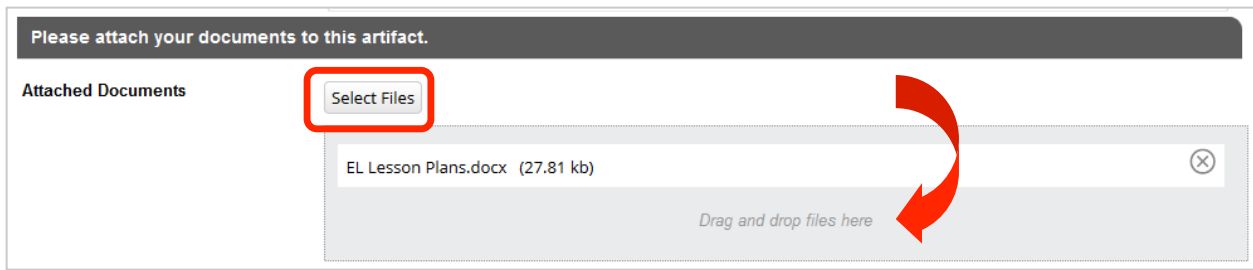


Figure 14

**Note:** If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload, as shown in **Figure 15**.

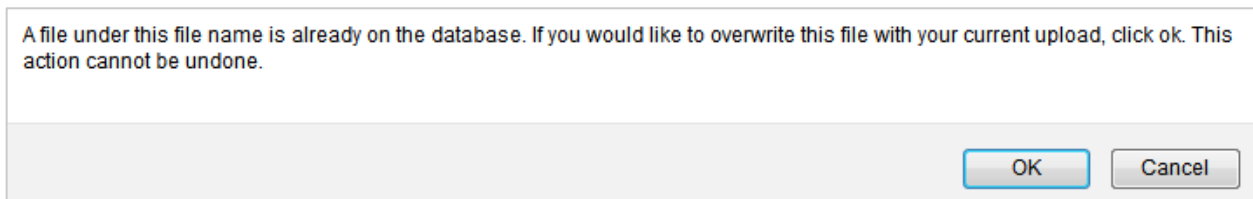


Figure 15

**5.** You may remove a file by selecting the X button.

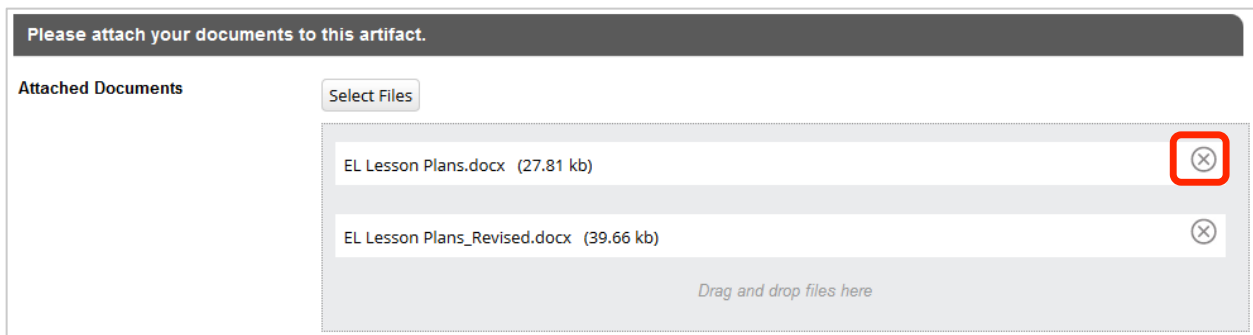


Figure 16

**6.** Click *add* to update the artifact attached to your edTPA portfolio.

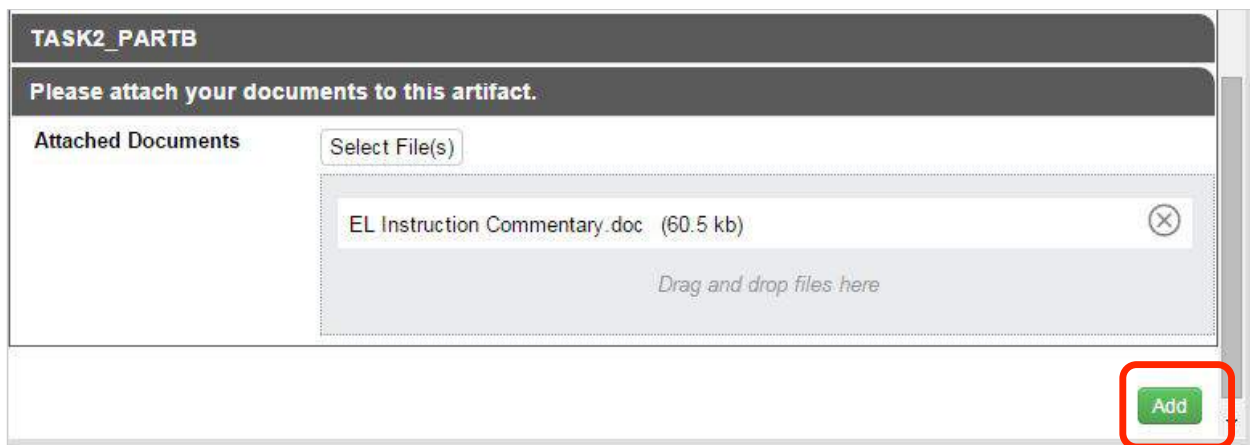


Figure 17

7. Once all revisions have been made and saved, you can click *Transfer to Pearson* in your edTPA portfolio. Upon successful transfer, the contents of the portfolio in the Pearson system will be updated.

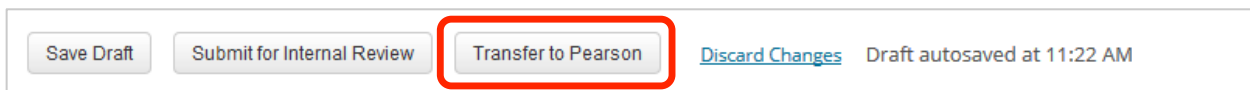


Figure 18

8. You must log in to the **Pearson ePortfolio System** on [edTPA.com](http://edTPA.com) or by clicking *Track My edTPA Transfer* to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the **Pearson ePortfolio System** and follow the submission instructions in order to have your portfolio officially scored by Pearson.

## 2.6 Transcoding Failures

During the transfer process, Pearson converts all the files you have provided. If there are any errors, you will receive an email informing you which files are causing errors. Errors may be caused due to corrupt files or an unrecognized file format.

***edTPA has specific file type requirements for documents, audio, and video files.*** Refer to the evidence charts at the end of the edTPA handbooks for a description of the requirements.

If you have a document file that cannot be transcoded properly or has an invalid file type, convert the file to a PDF and re-upload. If you have an audio or video file that will not transcode properly, reformat your file using a video transcoding or compression tool and re-upload. Refer to the Pearson edTPA site for additional [Tips and Guides](#) for Candidates.

## Sample Email:

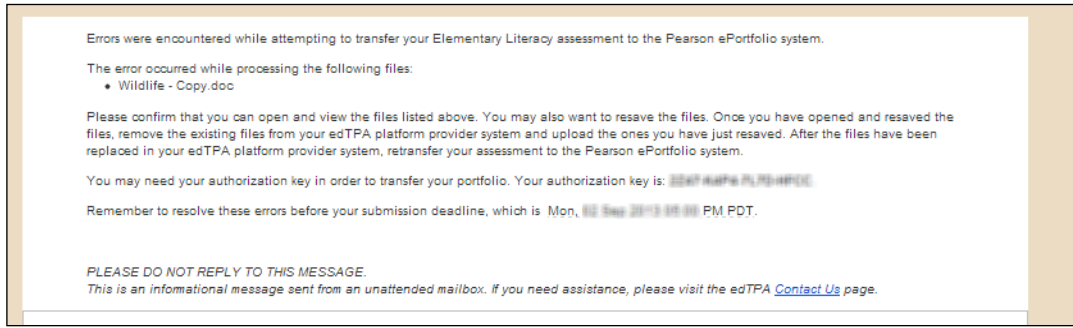


Figure 19

To make the necessary edits defined by Pearson:

1. Access your edTPA portfolio from the *Portfolios* tab.
2. To re-open your portfolio for editing in Tk20 and make revisions, click *Recall from Pearson*. This will change the status of your portfolio in Tk20 to *Open for Editing*. Clicking this button does not automatically change the status or contents of your portfolio in the Pearson system.

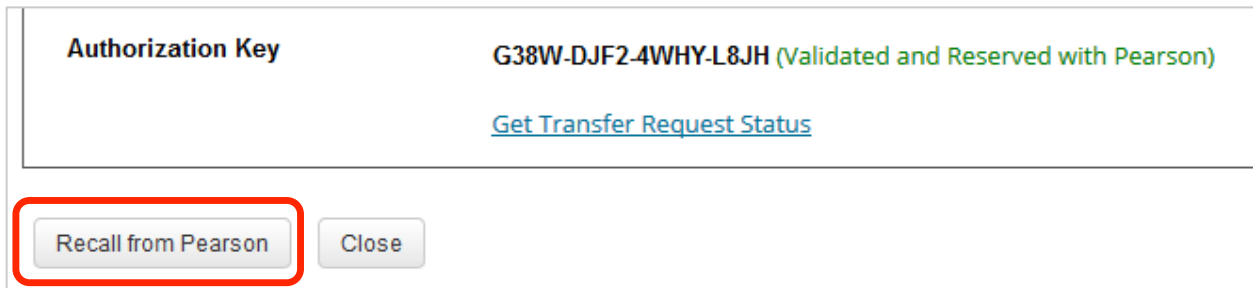


Figure 20

To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

1. Access your edTPA portfolio from the *Portfolios* tab.



Browse Portfolios							
Name	Status	edTPA™ Status	Type	Sent By	Updated	Due Date	
<a href="#">edTPA Elementary Literacy</a>	Locked	<a href="#">Track My edTPA™ Transfer</a>	Assessment	Houser, Marian	03/04/2015	01/01/2014 11:55 PM	

Figure 21

2. Click on the tab that contains the artifact(s) you wish to modify.



Figure 22

3. Select the *artifact* (sub-task) you wish to modify.

Figure 23

4. You may upload the revised file by clicking on *Select Files* to search for the file located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact.

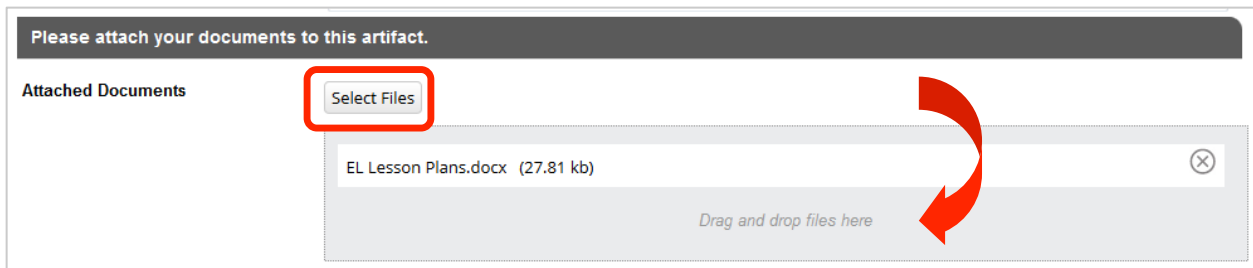


Figure 24

**Note:** If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload, as shown in **Figure 25**.

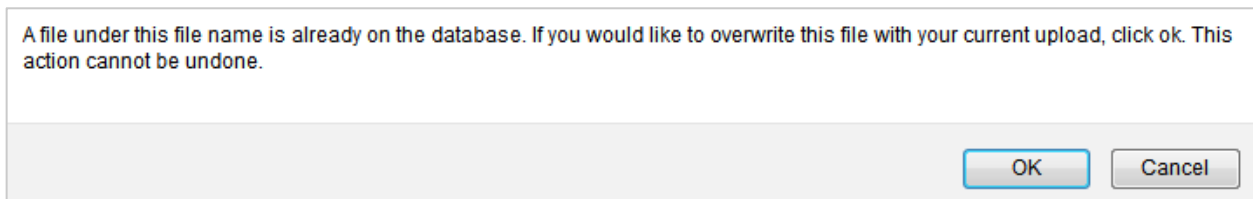


Figure 25

5. You can delete the erroneous file by clicking the X button, as shown in **Figure 26**.

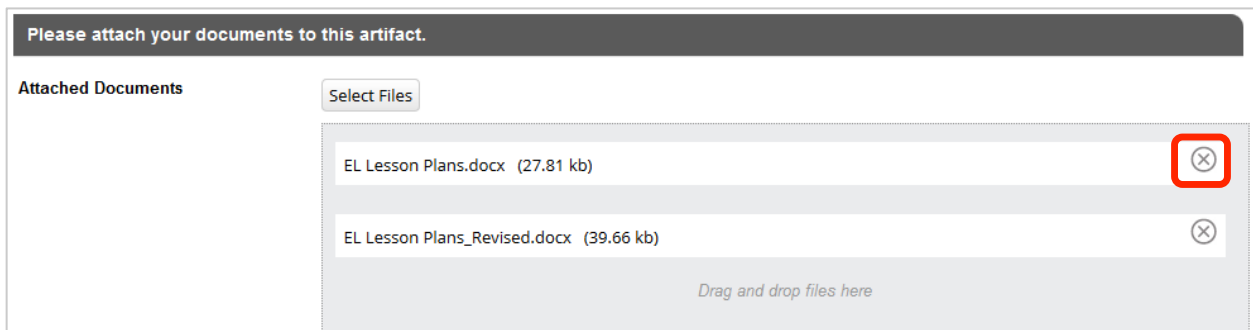


Figure 26

6. Click *Add* to update the artifact attached to your edTPA portfolio.

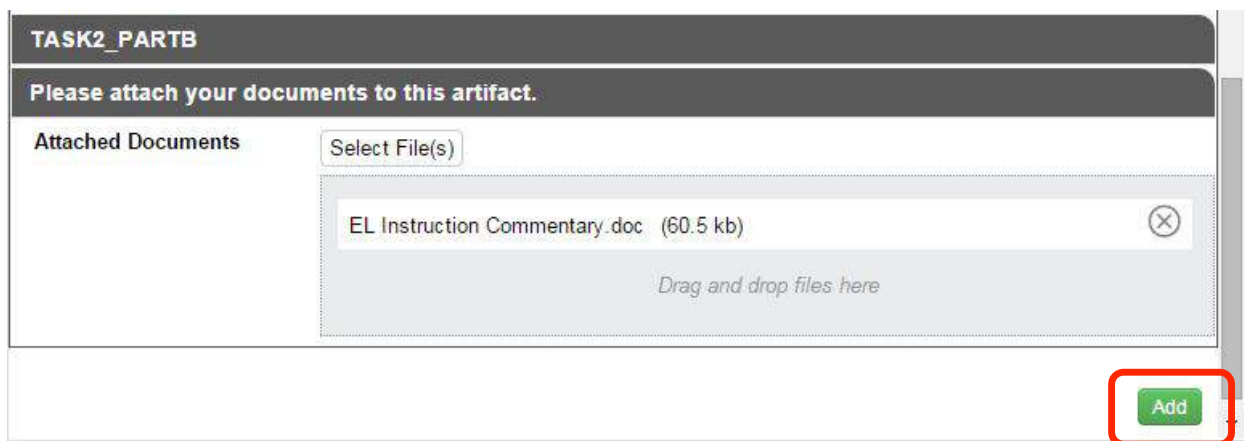


Figure 27

7. Once all identified files causing errors have been revised and updated in the respective artifacts, you can click *Transfer to Pearson*.

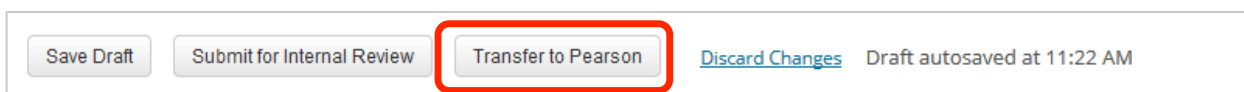


Figure 28

8. Upon successful transfer, Pearson will contact you via email to verify the contents of your edTPA portfolio and submit for official scoring in the Pearson system.
9. **You must log in to the Pearson ePortfolio System on edTPA.com or by clicking *Track My edTPA Transfer*** to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the **Pearson ePortfolio System** and follow the submission instructions in order to have your portfolio officially scored by Pearson.

## 2.7 Review and Submit Your Portfolio on edTPA.com

In order to have your portfolio officially scored by Pearson, **you must review and submit your portfolio using the Pearson ePortfolio System on edTPA.com.** For easy access you can click Track My edTPA Transfer in the Tk20 Portfolios tab.

A video tutorial called “**Submitting your assessment with the Pearson ePortfolio system**” on the **Pearson edTPA site** has been created to assist you with this process. If you have any questions about this process, please contact **Pearson edTPA Customer Support**.

After a successful transfer, **log in to the Pearson ePortfolio system**. You must now review the files that have been transferred for each Task and Part in the edTPA assessment.

1. For each Part in each Task, click **Review Transfer**.
2. Review each file that has been transferred by clicking on the file icon in the Pearson ePortfolio System.
3. Refer to the **edTPA FAQ on the Pearson edTPA site** if you have trouble reviewing or previewing files.
4. Click on **Add Label** to label each file as required (for example: Lesson 1 Clip 1, Student 1).



Figure 29

For more information about labeling, please review the information for “Candidates using an integrated edTPA platform provider system” in the “**Using the Pearson ePortfolio system—candidates**” document on the **Pearson edTPA site**.

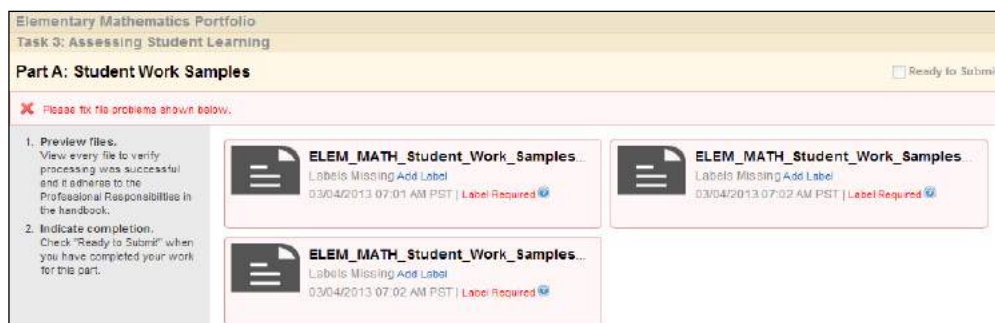


Figure 30

- After confirming that each of your files has been properly transferred and labeled, check **Ready to Submit**.

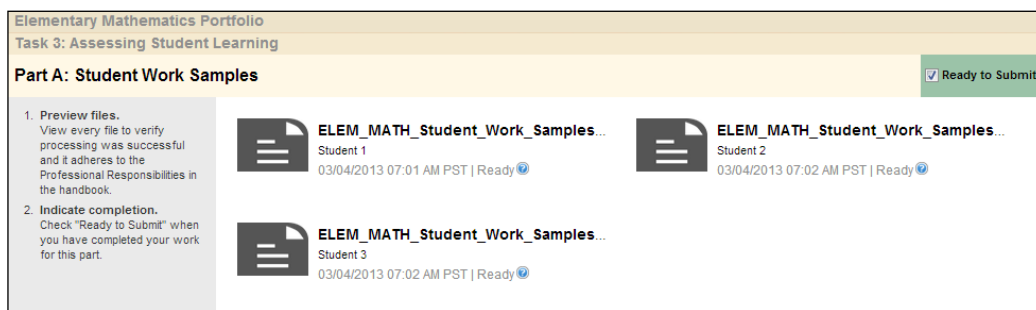


Figure 31

- The Status column and graphs will indicate when everything has a status of **Ready to Submit**. Note that the button labels will change from **Review Transfer** to **View** after being marked as **Ready to Submit**.

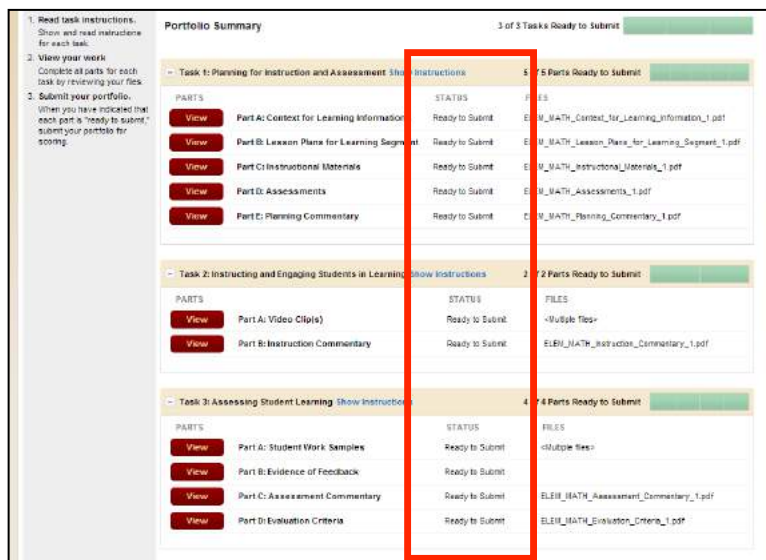


Figure 32

- If everything has NOT been marked Ready to Submit, the **Submit Portfolio for Scoring** button will be grayed out, as shown in **Figure 33**. Please repeat steps 2 through 6 for each of your files that do not have a status of Ready to Submit.

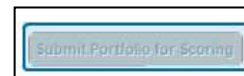


Figure 33

- When everything is **Ready to Submit**, the **Submit Portfolio for Scoring** button will be available. Click on that button when you are ready to submit your portfolio to Pearson for official scoring.



Figure 34

9. Review your registration information in the Submission Validation screen.

- Click **Continue** to confirm that your registration information is correct.
- Click **Update Registration Information** if you need to change the information.
- Click **Cancel** to cancel out of the submission process.



Figure 35

10. Read the Submission Agreement.

- Check the box to acknowledge the agreement.
- Click **Continue**.

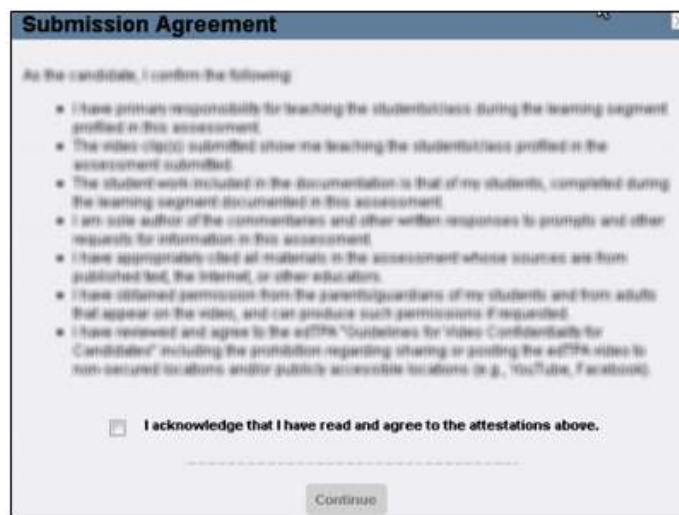


Figure 36

11. Review the Final Submission Agreement.

- Check the box to indicate that you understand the agreement.
- Click **Submit**.

NOTE: If you click Submit in this box, you will not be able to cancel out of the submission process. Your portfolio will be officially submitted to Pearson for scoring.

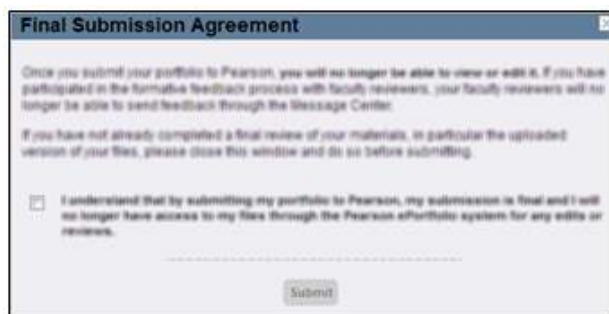


Figure 38

12. Finally, click OK to close the dialog box.

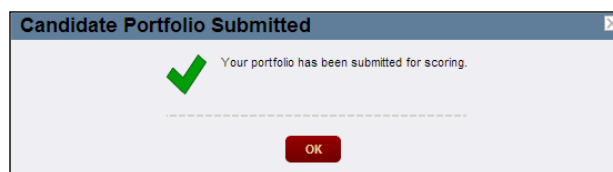


Figure 37

13. You will also receive a confirmation via email when your portfolio has been submitted to Pearson for official scoring.

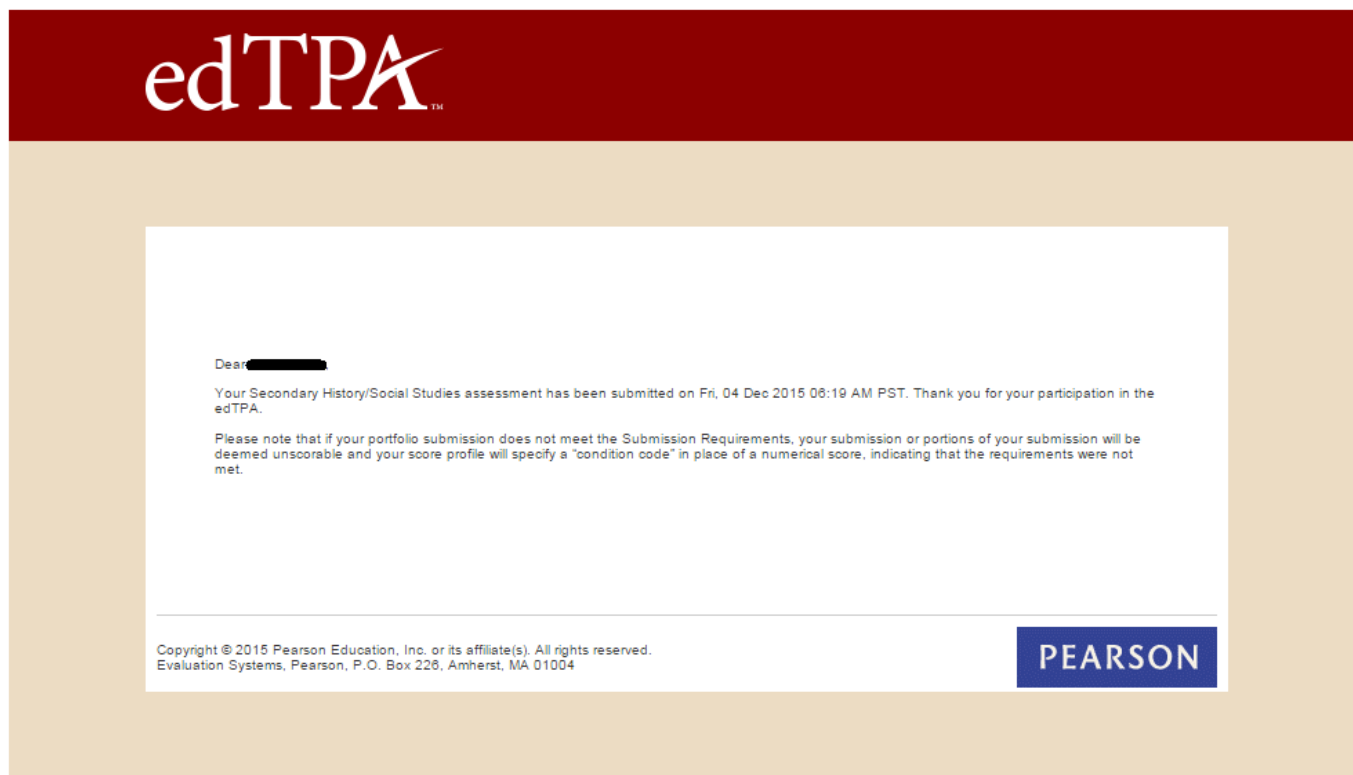


Figure 39

**After the transfer to Pearson is complete (which may take up to 48 hours), and you have logged onto edTPA.com and reviewed the files, you will get this email. Please take a screenshot of this and send it to your seminar teacher and your university supervisor. A sample of the email from Pearson can be seen above.**

edTPA™



(512) 401-2000 • [info@tk20.com](mailto:info@tk20.com) • [www.Tk20.com](http://www.Tk20.com)