Please note:

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 retransfer 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.

- 1. Log into Tk20
- 2. Click on "PORTFOLIOS" >> "My Portfolios" will display as default
- **3.** Confirm the "STATUS" of the edTPA Portfolio is "Locked"



4. Click on the hyperlinked title of your edTPA Portfolio

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**5.** Once opened click on the "Recall from Pearson" button located at the bottom right of the screen.



6. A warning window will open to confirm you want to recall the portfolio from Pearson- click OK

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My Portfolios		Description:	If you have any questions regarding your handbook, please contact Pearson Customer Support.							
Presentation Portfolio	5		Ple	ase click here t	o download y	our handbook	Use the following lo	gin credentials to a	ccess your edTPA ha	andbook.

**7.** This will take you back to the PORTFOLIO landing page. The status of the edTPA portfolio will change to :"Review in Progress"

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**8.** Select the hyperlinked title of the edTPA portfolio and make the necessary corrections.

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**9.** After completing the revisions of the edTPA portfolio - click the "Transfer to Pearson" button at the bottom right of the screen to ensure the updated information sends.

