

STUDENT - RECALLING edTPA PORTFOLIO for REVISION & RETRANSFER

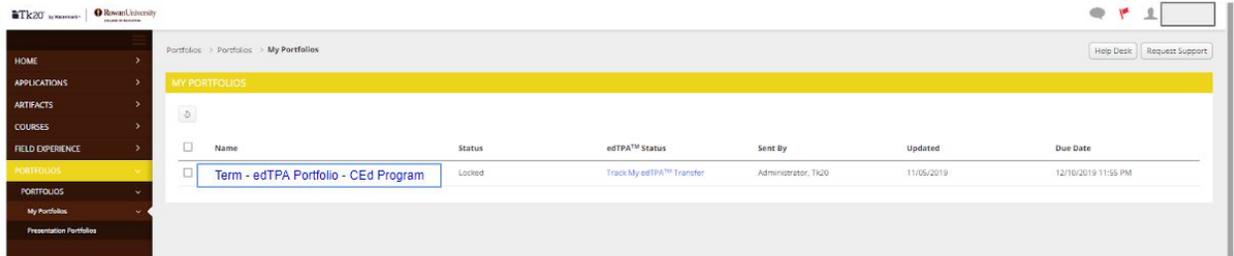
Please note:

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.

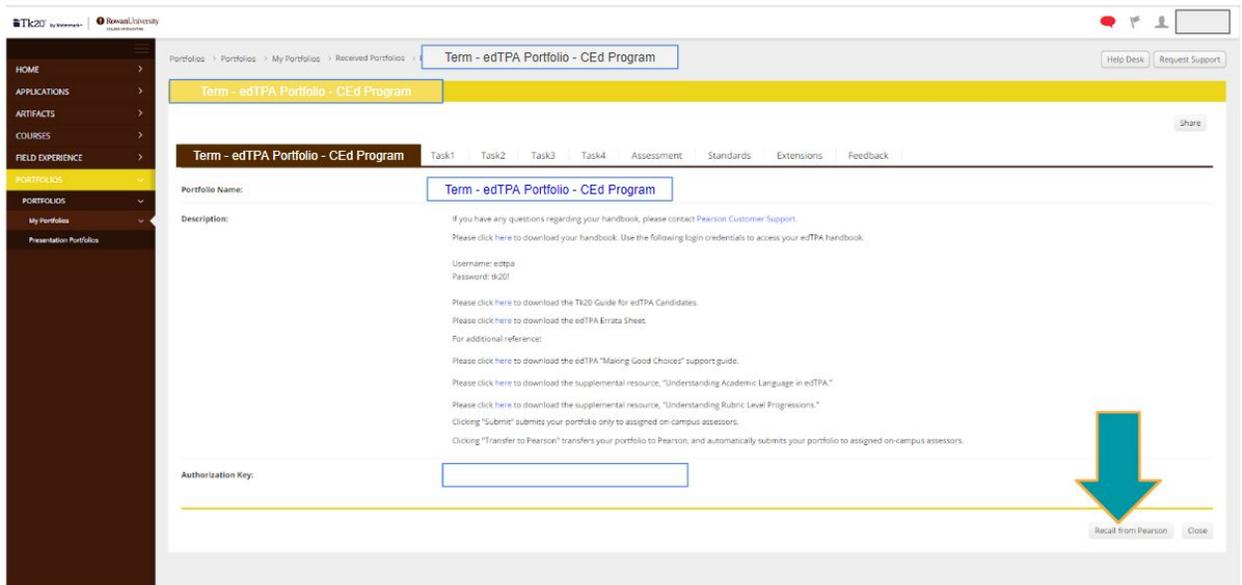
1. Log into Tk20
2. Click on "PORTFOLIOS" >> "My Portfolios" will display as default
3. Confirm the "STATUS" of the edTPA Portfolio is "Locked"



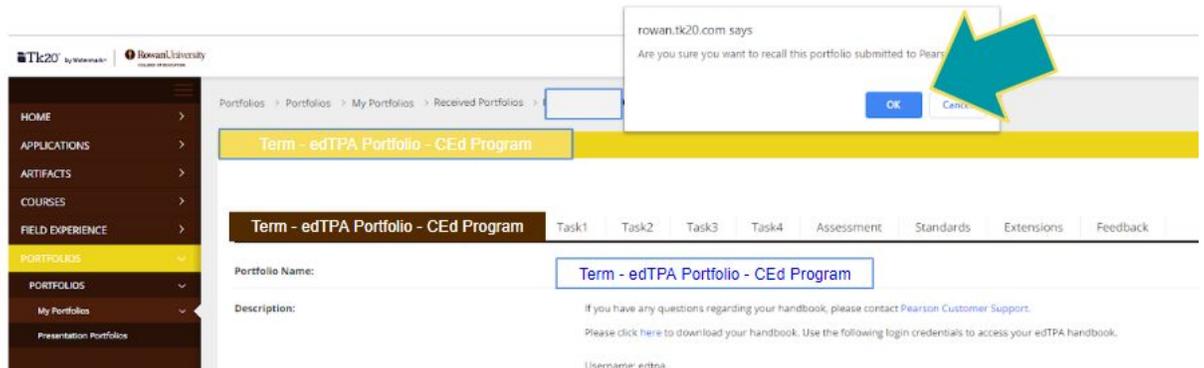
4. Click on the hyperlinked title of your edTPA Portfolio



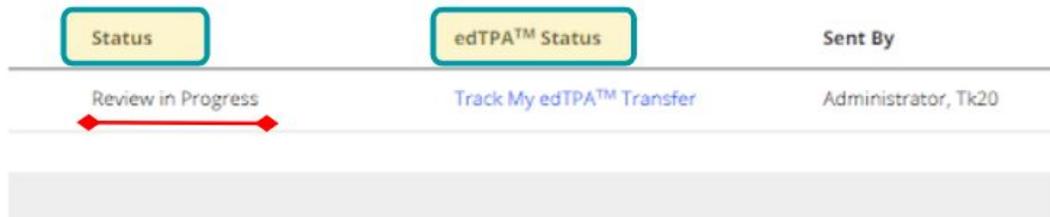
5. Once opened click on the "Recall from Pearson" button located at the bottom right of the screen.



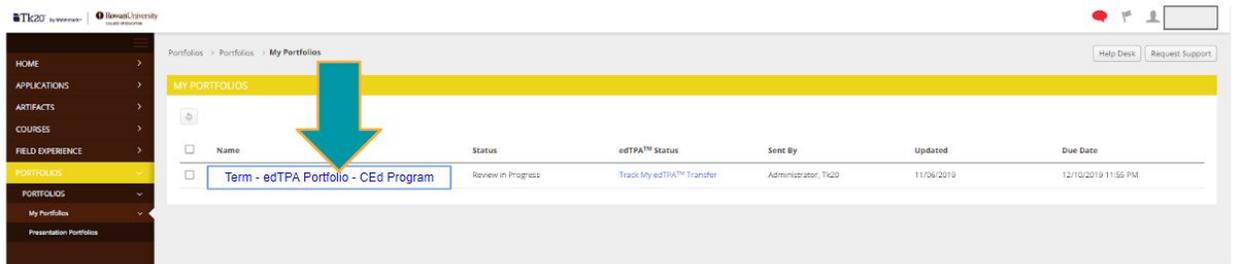
6. A warning window will open to confirm you want to recall the portfolio from Pearson- click OK



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



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



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.

