

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, Data180, Digication, Edthena, FolioTek, Lessoncast, LiveText, Pass-Port, ShowEvidence, TaskStream, or Tk20), 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) 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. 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.

edTPA™

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

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

Choose a Portfolio Platform System

Please indicate whether you will be building your portfolio on this site, or if you will be using an integrated platform provider system (Chalk & Wire, Data180, Foliotek, iWebfolio, LiveText, PASSPORT, TaskStream, or Tk20).

Next

You are now in the Pearson ePortfolio system. Click the edTPA Platform Provider button on the assessment tab.

Secondary Mathematics

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, Folio180, FolioTek, WebFolio, LiveText, Pass-Port, TaskStream, or Tk20).

Pearson ePortfolio edTPA Platform Provider

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

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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.

Portfolio Summary Switch to edTPA platform provider 0 of 3 Task Ready to Submit

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.

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 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. Your transferred files are now available for you to review.

Secondary Mathematics

Assessment authorization key: VMHL-ZQ5L-RTDD-K28F Submit Portfolio for Scoring

1. **Read the handbook.**
Secondary Mathematics Handbook

2. **Upload your work.**
Complete all parts for each task by uploading your files.

3. **Submit your portfolio.**
When you have indicated that each part is "ready to submit," submit your portfolio for scoring.

Portfolio Summary

0 of 3 Tasks Ready to Submit

Task 1: Planning for Instruction and Assessment [Show Instructions](#) 0 of 5 Parts Ready to Submit

PARTS	STATUS	FILES
Update Part A: Context for Learning Information	In Progress	edTPA_SEM_Context_For_Learning.doc
Update Part B: Lesson Plans for Learning Segment	In Progress	edTPA_SEM_Lesson_Plans.doc
Update Part C: Instructional Materials	In Progress	edTPA_SEM_Instruction_Commentary.doc
Update Part D: Assessments	In Progress	edTPA_SEM_Assessments.doc
Update Part E: Planning Commentary	In Progress	edTPA_SEM_Planning_Commentary.doc

Task 2: Instructing and Engaging Students in Learning [Show Instructions](#) 0 of 2 Parts Ready to Submit

PARTS	STATUS	FILES
Update Part A: Video Clip(s)	In Progress	<Multiple files>
Update Part B: Instruction Commentary	In Progress	edTPA_SEM_Instruction_Commentary.doc

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 Update button for each Part on the Portfolio Summary page.

Task 1: Planning for Instruction and Assessment Show Instructions		0 of 5 Parts Ready to Submit	
PARTS		STATUS	FILES
Update	Part A: Context for Learning Information	In Progress	edTPA_SEM_Context_For_Learning.doc
Update	Part B: Lesson Plans for Learning Segment	In Progress	edTPA_SEM_Lesson_Plans.doc
Update	Part C: Instructional Materials	In Progress	edTPA_SEM_Instruction_Commentary.doc
Update	Part D: Assessments	In Progress	edTPA_SEM_Assessments.doc
Update	Part E: Planning Commentary	In Progress	edTPA_SEM_Planning_Commentary.doc

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 Portfolio
Task 3: Assessing Student Learning

Part A: Student Work Samples Ready to Submit

You must review each highlighted file before you can mark this part Ready to Submit.

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.

Student_work_sample_1.doc

Student 1 Change Label

08/22/2014 06:27 AM PDT | Ready

[Remove](#)

Student_work_sample_2.doc

Student 2 Change Label

08/22/2014 06:31 AM PDT | Ready

[Remove](#)

Student_work_sample_3.doc

Student 3 Change Label

08/22/2014 06:31 AM PDT | Ready

[Remove](#)

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The system will indicate any files for which you are required to select labels. To select a file label click the Add Label link below the file name.


Secondary Mathematics Portfolio
Task 2: Instructing and Engaging Students in Learning

Part A: Video Clip(s) Ready to Submit

✘ Please fix file problems shown below.


1. View supporting materials.
[Evidence Chart](#)
[Guidelines for Video Conf...](#)

2. Upload and label files.
Required: 1 files
Maximum: 2 files



MTH_Lesson_1_Clip_1.mp4
Labels Missing [Add Label](#)
12/11/2012 07:03 AM | [Label Required](#)

[Remove](#)



MTH_Lesson_1_Clip_2.mp4
Labels Missing [Add Label](#)
12/11/2012 07:03 AM | [Label Required](#)

[Remove](#)


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

Secondary Mathematics Portfolio
Task 2: Instructing and Engaging Students in Learning


Part A: Video Clip(s) Ready to Submit

1. View supporting materials.
[Evidence Chart](#)
[Guidelines for Video Conf...](#)

2. Upload and label files.
Required: 1 files
Maximum: 2 files



MTH_Lesson_1_Clip_1.mp4
Clip 1:Lesson 1:
12/31/2012 11:52 AM | [Ready](#)



MTH_Lesson_1_Clip_2.mp4
Lesson 1:Clip 2:
12/31/2012 12:32 PM | [Ready](#)

This will advance your progress bar 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.

Task 2: Instructing and Engaging Students in Learning [Show Instructions](#) **1 of 2 Parts Ready to Submit**

PARTS	STATUS	FILES
View Part A: Video Clip(s)	Ready to Submit	<Multiple files>
Update Part B: Instruction Commentary	In Progress	edTPA_SEM_Instruction_Commentary.doc

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 bar indicates 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 'Portfolio Summary' page for 'Secondary Mathematics'. At the top, there is an assessment authorization key: VMHL-ZQ5L-RTDD-K28F. A red button labeled 'Submit Portfolio for Scoring' is visible in the top right corner. On the left, there are three main steps: 1. Read the handbook (with a link to the Secondary Mathematics Handbook), 2. Upload your work (with instructions to complete all parts by uploading files), and 3. Submit your portfolio (with instructions to submit when all parts are marked 'ready to submit'). The main content area shows three tasks, each with a plus sign, a title, a 'Show Instructions' link, and a progress bar. Task 1: 'Planning for Instruction and Assessment' shows '5 of 5 Parts Ready to Submit'. Task 2: 'Instructing and Engaging Students in Learning' shows '2 of 2 Parts Ready to Submit'. Task 3: 'Assessing Student Learning' shows '4 of 4 Parts Ready to Submit'. All progress bars are fully green, indicating 100% completion.


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.

After you successfully submit your portfolio, your Portfolio Summary page should look like this:



Secondary Mathematics

 The Portfolio you want to access has been Submitted for Scoring.

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