

EDTPA® USER GUIDE

Table of Contents

Candidate User Guide for edTPA® 3

Candidate User Guide for edTPA®



Candidate_User_Guide_for_edTPA.pdf

Important Information about edTPA® Retakes

If you are completing your edTPA® for the first time, please disregard this information and skip to the next step - "Getting Started: Register with Pearson".

Partial edTPA® Assessment Retakes

- Must be completed within the Pearson ePortfolio environment. Please visit www.edtpa.com for more information.

Full edTPA® Assessment Retakes

- Can be completed within the Chalk & Wire ePortfolio environment.
- Students are required to obtain a NEW edTPA® Authorization Key from Pearson in order to facilitate the transfer of the retake portfolio.

Getting Started: Register with Pearson

Not Sec 1 edtpa.com/PageView.aspx?f=GEN_Register.html

Calendar SharePoint Salesforce Zendesk Azure DevOps - B... Team Product

Home / Candidates / Register

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 2

In order to submit your edTPA® portfolio to Pearson for official scoring you must obtain a valid authorization key, by registering with Pearson. If you have not yet registered with Pearson, please follow the steps below. If you have already registered and received your authorization key or if you are not submitting to Pearson, skip to "**Step 1. Log into your Chalk & Wire Account**".

STEPS TO REGISTER WITH PEARSON:

1. Go to: www.edtpa.com/PageView.aspx?f=GEN_Register.html
2. On the **Register** page of the edTPA® website, click **Next**.

Register

Register to Take or Retake the Full Assessment

System	Instructions
Pearson ePortfolio System	Review instructions and register
Integrated edTPA Platform Provider System	Review instructions and register
Other Platform Provider System	Review instructions and register

3. Next to **Integrated edTPA® Platform Provider System** option click '**Review Instructions and register**'.

Register

Candidates Using an Integrated edTPA Platform Provider System

If you will be using an integrated system (Chalk & Wire Powered by Campus Labs, Digication, Edthena, FolioTek, Lessoncast, RCampus, Sibme, TORSH Talent, Watermark [Via, LiveText, Taskstream, Tk20], and WGU Integrated Performance Assessment), 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

4

4. On the next screen click **Register Now**.

Sign In

Email Address:

Password: [Forgot password?](#)



Sign In

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

5

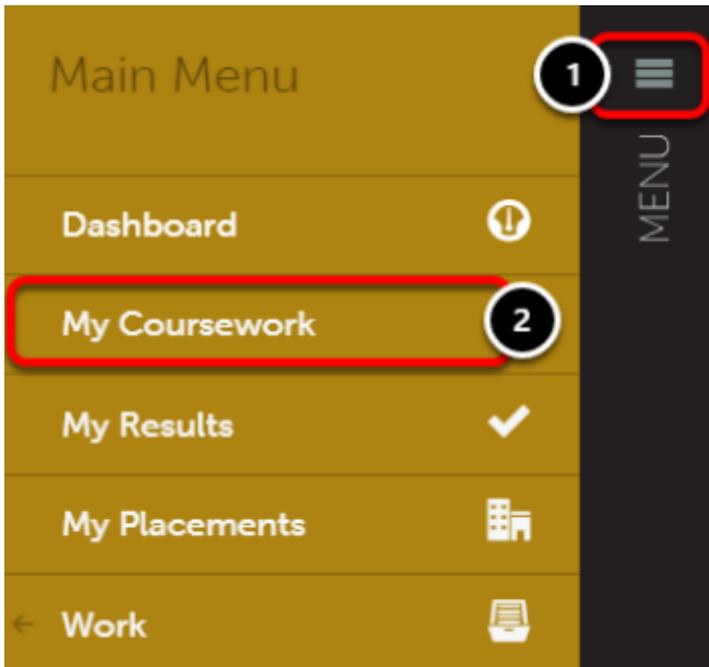
5. Click the **Create an account now** link. Create your account to obtain your authorization key.

Step 1: Log in to your Chalk & Wire Account

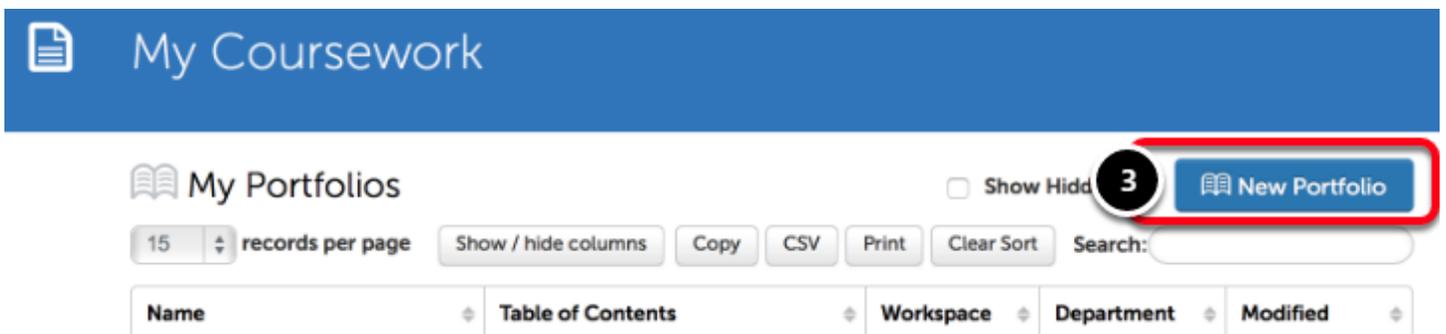
All edTPA® portfolios will be transferred to Pearson via the Chalk & Wire website for your institution. If you currently have a Chalk & Wire account, please login either via your school's Learning Management System (Blackboard, Canvas, D2L, Moodle, etc.), website portal or Chalk & Wire login page.

 If you do not have an active Chalk & Wire account with your institution, please contact your local Chalk & Wire administrator for assistance in obtaining an account.

Step 2: Create your edTPA® Portfolio



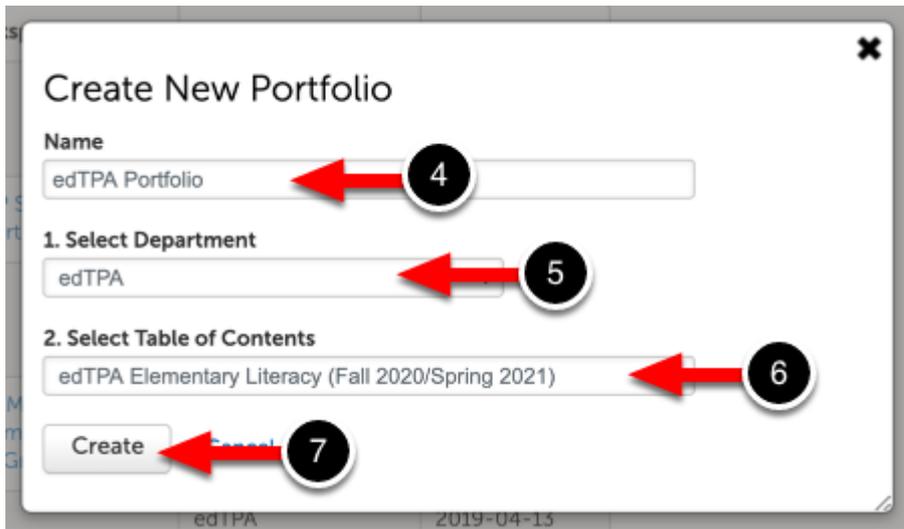
1. Click on the **Main Menu** icon.
2. Select **My Coursework**.



On the **My Coursework** screen,

3. Click on the **New Portfolio** button.

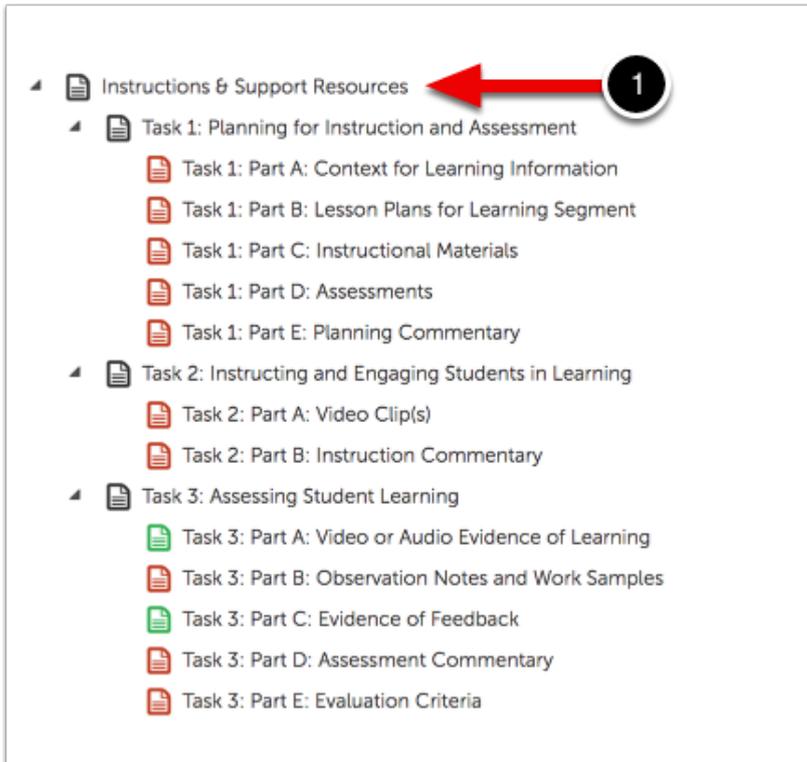
💡 If you have already created your edTPA Portfolio you can instead click on the existing portfolio and choose **Edit Portfolio** from the menu. Skip to **Step 5** in this guide for instructions to upload your files.



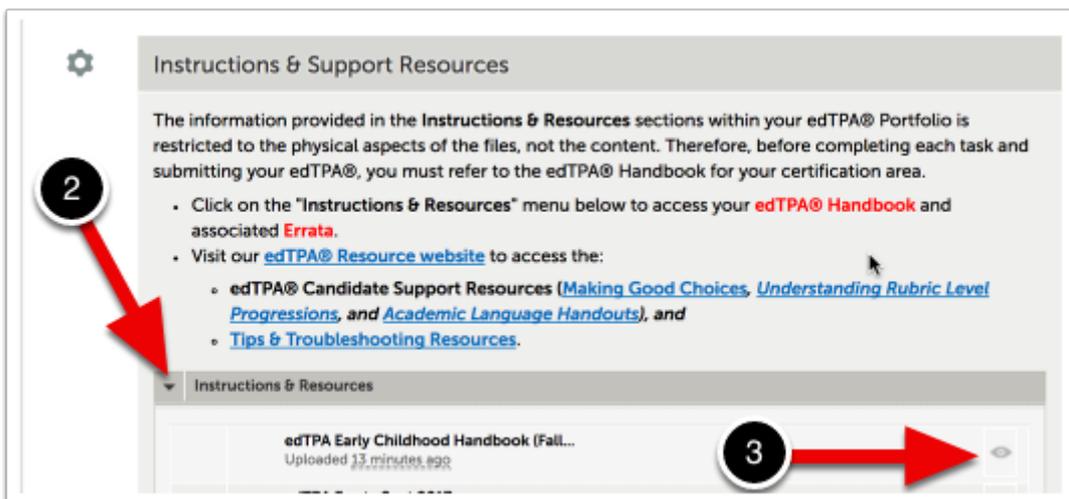
4. Enter a **Name** for your portfolio. We recommend naming your portfolio something like, "edTPA Portfolio"
5. Select the **edTPA®** department or an **alternate department** if you have been instructed to use another.
6. Select the appropriate **Table of Contents** for your certification subject area and submission year.
7. Click **Create**.

💡 If you do not see the 'Select Department' drop-down menu or the appropriate Table of Contents for your edTPA certification subject area and submission year, click on the *Can't find your table of contents?* link above the Create button.

Step 3: Access your edTPA® Handbook and other Resources



1. Click on the **Instructions & Support Resources** section to access your edTPA® Handbook and other resources.



2. Click on the **triangle** to the left of the **Instructions & Resources** area.

3. Click on the **View** icon to the right of the edTPA® Handbook to download it to your computer. You can also download the Errata from here.

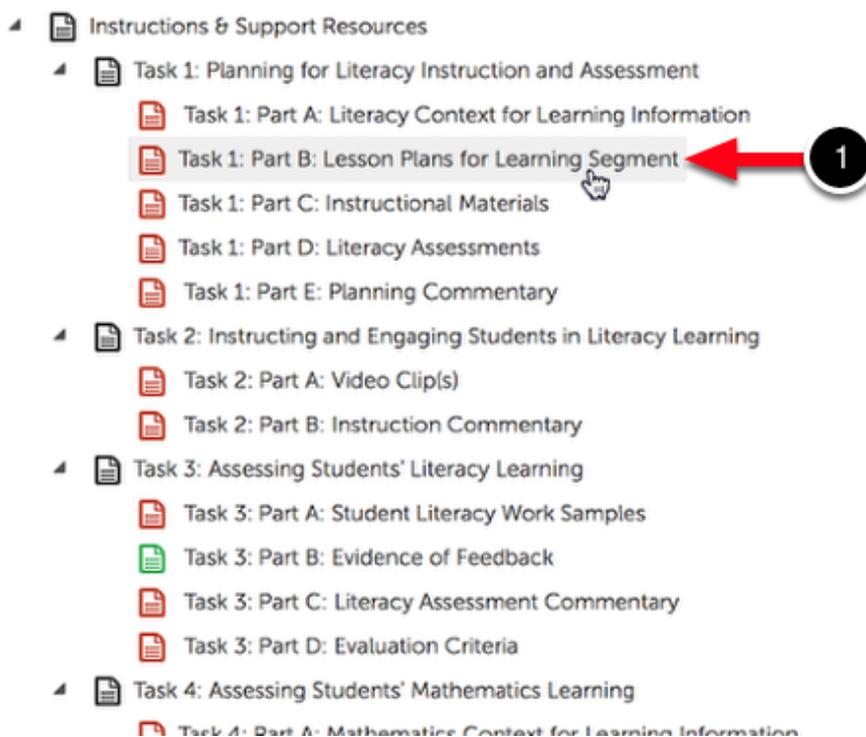
💡 You can also access our edTPA® Resource website and links to the edTPA® Candidate Support Resources from this page of your portfolio by using the links provided.

Step 4: Enter your Pearson Authorization Key

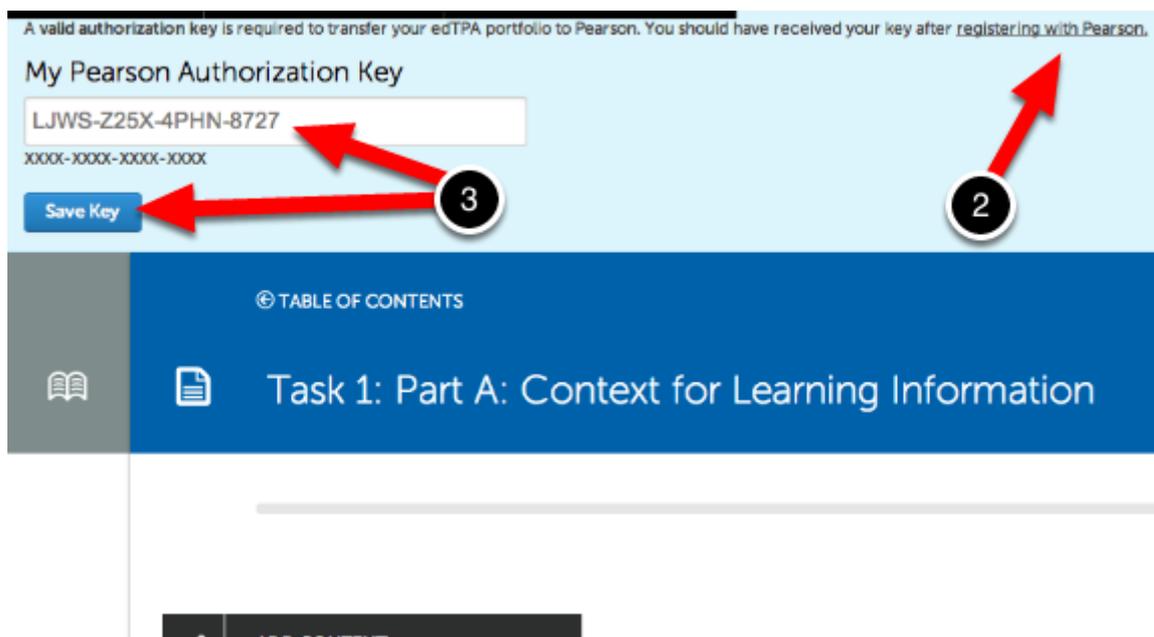
💡 How do I use my Authorization Key?

You do not have to have or have entered an authorization key in order to begin working on your edTPA® portfolio. However, you *must* have entered the authorization key, in order to transfer your edTPA® portfolio to Pearson.

If you receive an error message when entering the authorization key, check your authorization key for typos. If you continue to receive an error message, ensure that the certification area for which you registered with Pearson matches the certification area you selected for your edTPA® Portfolio. If they do not match, you will need to resolve the one that is incorrect first.

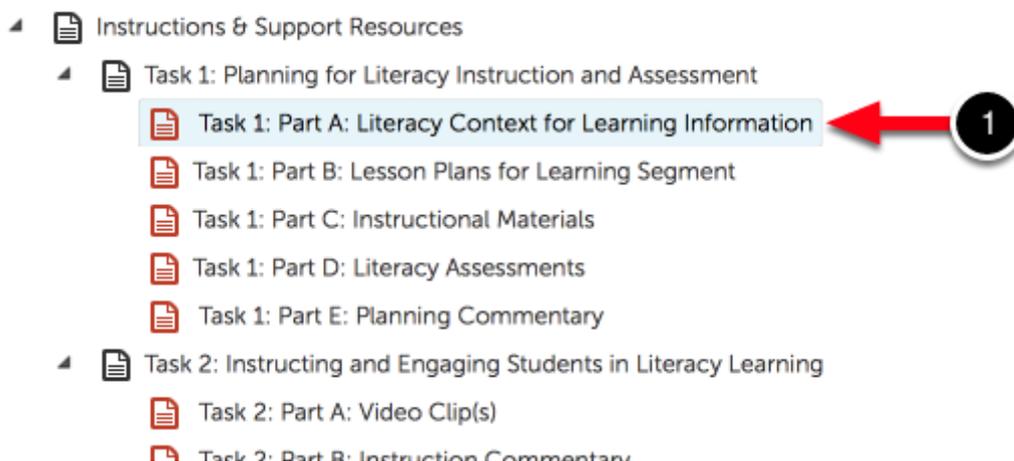


1. Before you can enter your authorization key, you must **select any section in your edTPA® portfolio** by clicking on it.

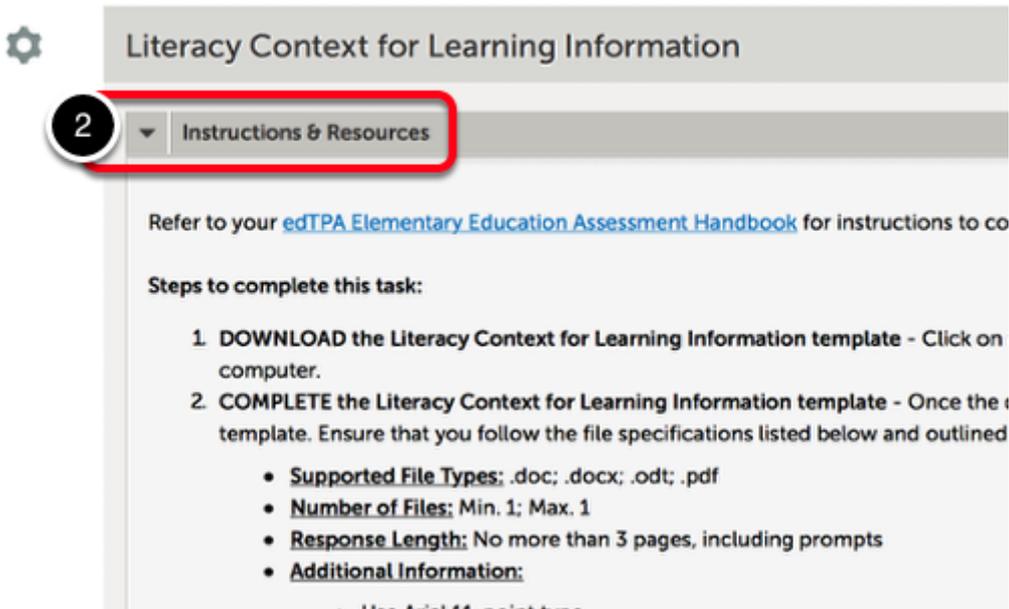


2. If you have not yet registered with Pearson to obtain your authorization key, click the **link** provided in your portfolio or visit: www.edtpa.com/PageView.aspx?f=GEN_Register.html
3. Enter your authorization key into the text field provided and click **Save Key**. A confirmation message will then appear at the top right corner of the screen.

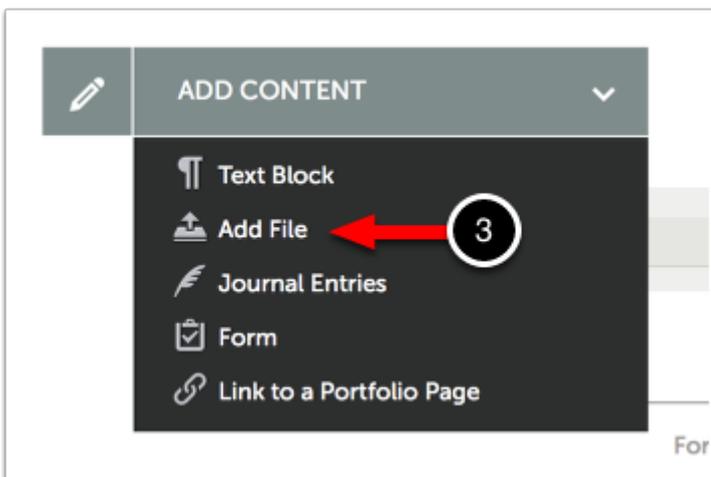
Step 5: Upload your Work



1. Click on the **Portfolio Page** to which you would like to add work.

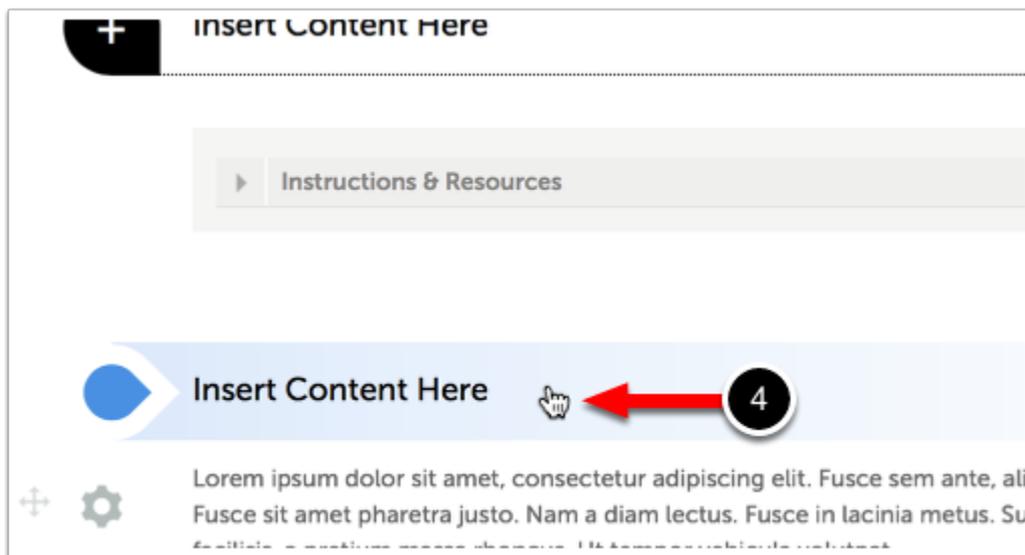


2. Click on the **Instructions & Resources** section of the portfolio page to review the types of allowable files, number of allowable files, as well as any additional information.



3. Use the **Add Content** menu to select **Add File**.

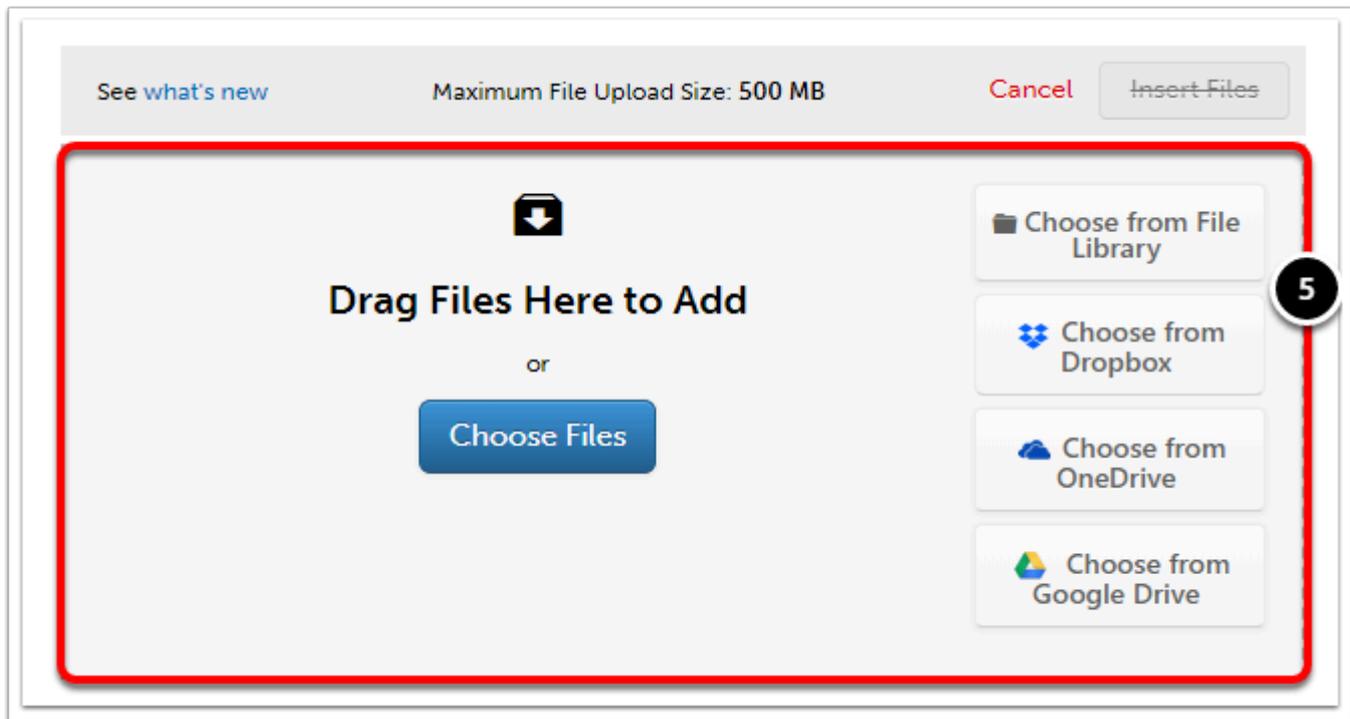
i The **Add File** option allows you to upload files from your computer, Dropbox, or Onedrive. Each file that you upload will appear in your portfolio and will also be saved in your account's File Library for later use.



4. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the file uploader.

i You may add content anywhere on the page that an **Insert Content Here** bar appears.

! You will not encounter this step if there is currently no content on the page. Instead the content window that you selected will open for you automatically.

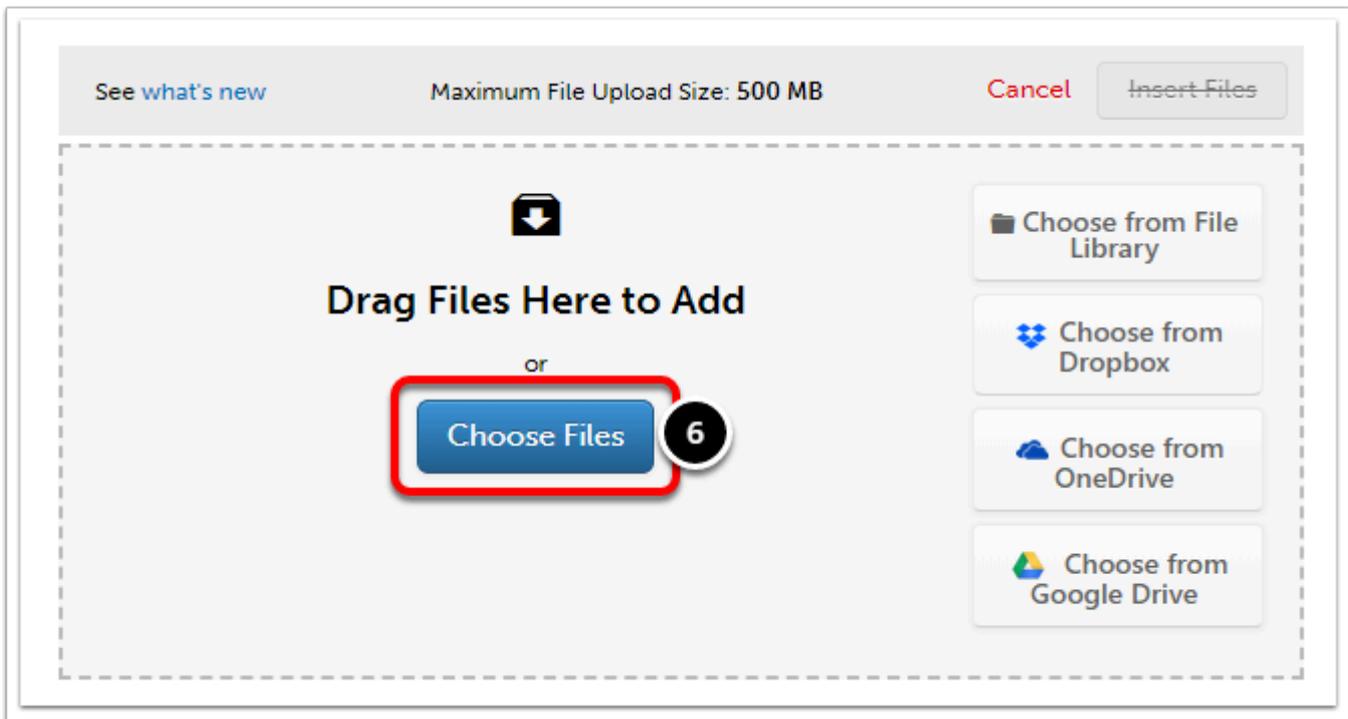


5. Select the method for uploading a file to Chalk & Wire:

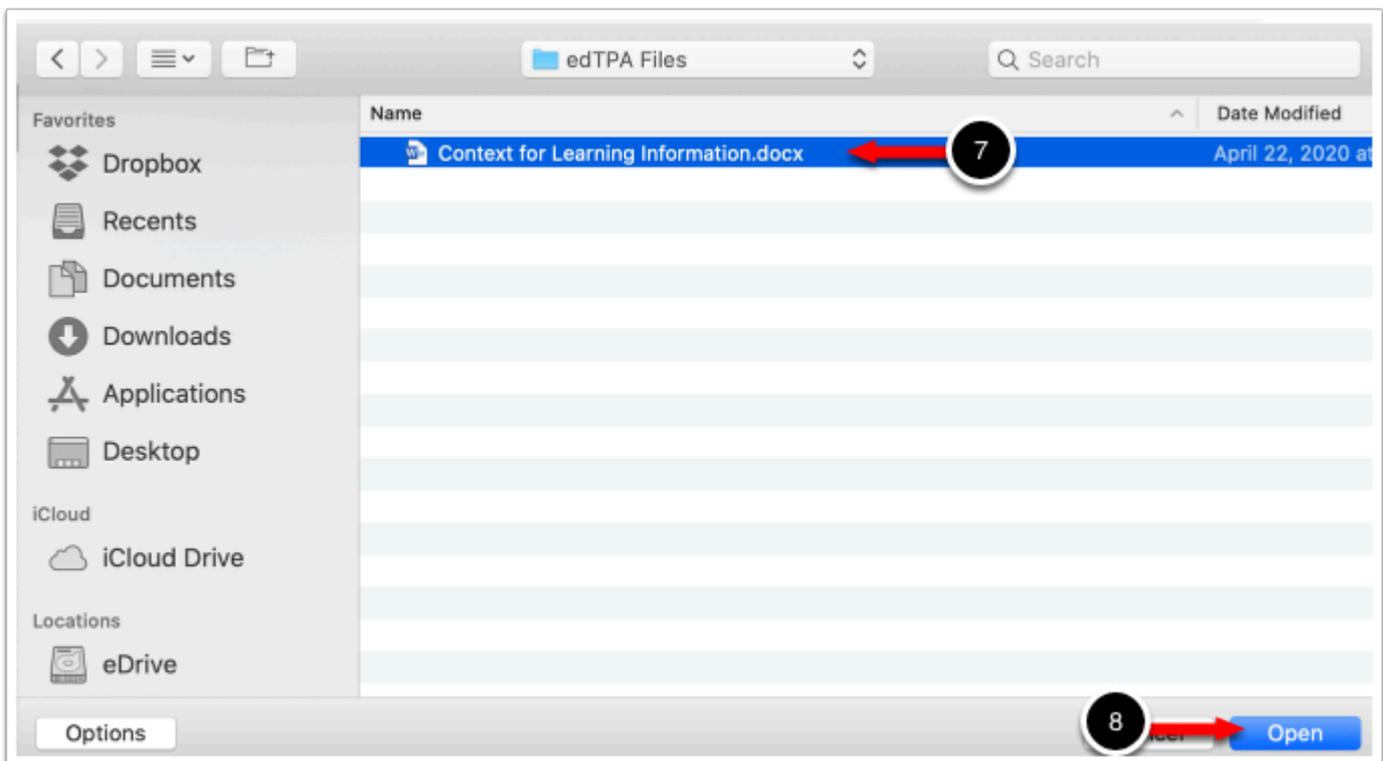
- **Choose Files:** This feature enables the user to select a file from their local hard drive.
- **Choose from Dropbox:** This feature enables the user to select file(s) from their Dropbox account.
- **Choose from OneDrive:** This feature enables the user to select file(s) from their OneDrive account.
- **Choose from Google Drive:** This feature enables the user to select file(s) from their Google Drive account

Alternatively, simply **Drag-and-Drop** your file onto the window.

The following steps outline the process for uploading using the **Choose Files** option.

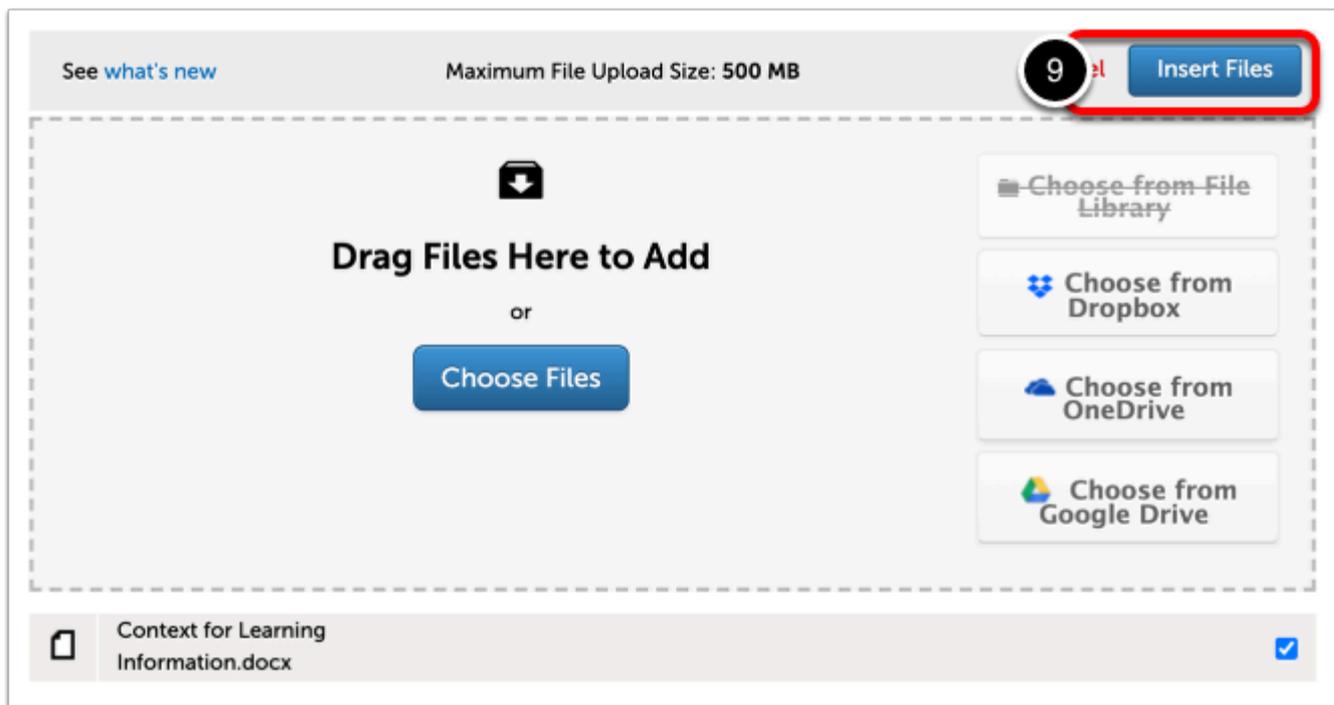


6. Click on the **Choose Files** button.



7. Locate and **Select** the file that you would like to upload.

8. Click **Open**.



The file(s) that were selected will appear in the uploading window.

9. Click on the **Insert Files** button to upload your files to the assignment page.

Having Trouble Uploading a Video File?

If your current task requires you to upload a video file, it must correspond with the allowed file types (flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v) and the maximum file size (200-300 MB). If your file does not correspond with the type and/or size, you will need to edit and/or compress the video(s) before uploading. For instructions to edit and/or compress video files, please visit our help pages:

- [Edit Video Files](#)
- [Compress Video Files](#)

- ▲  Instructions & Support Resources
 - ▲  Task 1: Planning for Literacy Instruction and Assessment
 -  Task 1: Part A: Literacy Context for Learning Information
 -  Task 1: Part B: Lesson Plans for Learning Segment
 -  Task 1: Part C: Instructional Materials
 -  Task 1: Part D: Literacy Assessments
 -  Task 1: Part E: Planning Commentary

After uploading the required files for each section of your edTPA® portfolio, the icon to the left of the section will turn green. This indicates that you have met the content requirements for this part of the task.

 If the icon remains red after uploading your files, you have either not met the minimum number of files required or exceeded the maximum number of files allowed. If the icon is green before uploading your files, ensure that you review the directions in your edTPA® Handbook thoroughly to determine if you are required to submit files for these sections or not.

Step 6: Transfer and/or Submit your edTPA® Portfolio

Transfer edTPA® Portfolio to Pearson for Official Scoring

- Instructions & Support Resources
 - Task 1: Planning for Literacy Instruction and Assessment
 - Task 1: Part A: Literacy Context for Learning Information
 - Task 1: Part B: Lesson Plans for Learning Segment
 - Task 1: Part C: Instructional Materials
 - Task 1: Part D: Literacy Assessments
 - Task 1: Part E: Planning Commentary
 - Task 2: Instructing and Engaging Students in Literacy Learning
 - Task 2: Part A: Video Clip(s)
 - Task 2: Part B: Instruction Commentary
 - Task 3: Assessing Students' Literacy Learning
 - Task 3: Part A: Student Literacy Work Samples
 - Task 3: Part B: Evidence of Feedback
 - Task 3: Part C: Literacy Assessment Commentary
 - Task 3: Part D: Evaluation Criteria
 - Task 4: Assessing Students' Mathematics Learning
 - Task 4: Part A: Mathematics Context for Learning Information
 - Task 4: Part B: Learning Segment Overview
 - Task 4: Part C: Mathematics Chosen Formative Assessment

Once the required files have been uploaded to your edTPA® portfolio, all sections will turn green. To transfer your edTPA® portfolio to Pearson for official scoring, select any part section (one with a green icon) in your portfolio by clicking on it.

Task 1: Part A: Context for Learning Information

TRANSFER TO PEARSON

SUBMIT

Modified: 2014-08-21 01:59:35

ADD CONTENT

Context for Learning Information

Instructions & Resources

Context for Learning Information.doc

To transfer your edTPA® Portfolio to Pearson for official scoring, click the **Transfer to Pearson** button.

💡 Which Sections do I Need to Transfer From?

When transferring your edTPA® portfolio to Pearson you **do not need to transfer each section separately**. Clicking the 'Transfer to Pearson' button from one page within the portfolio will transfer the entire portfolio.

Portfolio transfer successfully started with Pearson.

Last Transfer to Pearson Track My edTPA Transfer

Transfer ID	Date	Status	Actions
273820006	2019-11-12	AWAITING COLLECTION	Actions

TABLE OF CONTENTS

Task 1: Part A: Context for Learning Information

TRANSFER TO PEARSON

You will receive a message confirming that your portfolio transfer has successful started with Pearson. The transfer process can take anywhere from a couple of hours to a few days, depending on how many other students are transferring their edTPA® portfolios at the same time.

IMPORTANT NOTE: Sign in to Pearson & Submit edTPA®

Last Transfer to Pearson

Transfer ID	Date	Status	Actions
273820006	2019-11-12	AWAITING COLLECTION	Actions

Track My edTPA Transfer

1

2

1. After you have clicked the **Transfer to Pearson** button, the status of your edTPA® transfer will be displayed at the top of your portfolio screen. You can use the **Actions menu** to **cancel your transfer (Cancel)** if it has not yet been collected.

i If you need to make changes to your EdTPA portfolio but have already transferred it, you can make the changes and transfer again. You can transfer as many times as you would like; Pearson will only review the most recent version.

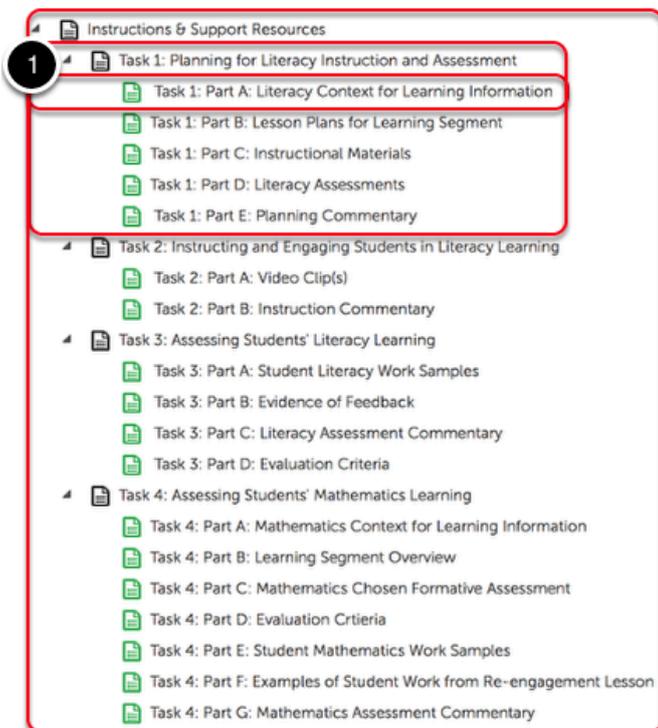
Make sure that you are satisfied with your most recent version/transfer before continuing to Step 2.

2. Once Pearson has collected your transferred files, you will receive an email confirmation.

In order to officially submit your edTPA® to Pearson for official scoring, you must sign into the Pearson ePortfolio system to ensure the transfer was successful and submit your edTPA® files.

You will receive an email notification confirming that your assessment has been successfully submitted. At this point, no further action is required.

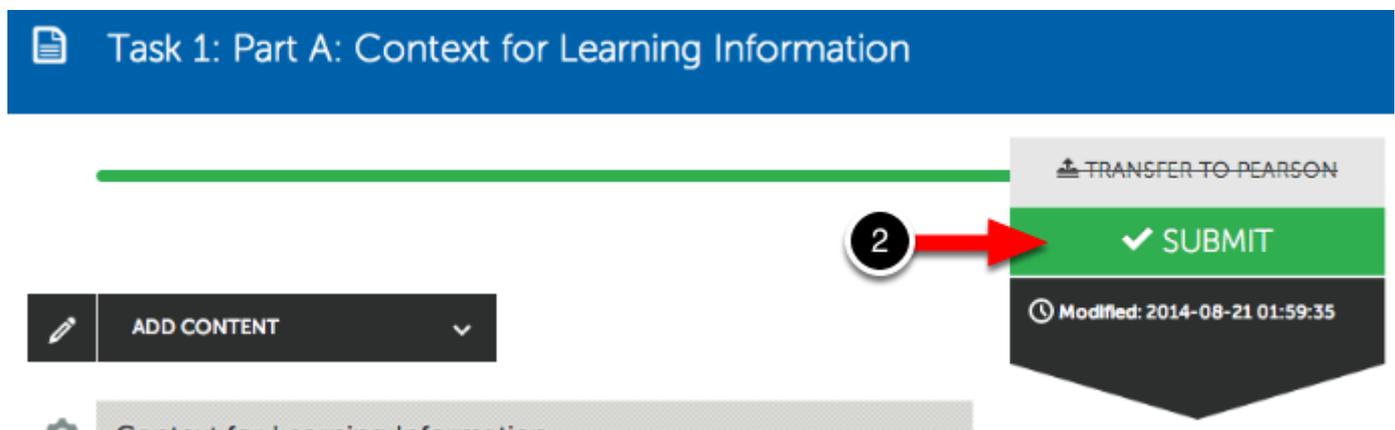
Submit Portfolio for Local Feedback (Optional)



You may or may not be required to submit your edTPA® internally. If you are not required to submit your edTPA® internally for local feedback, please skip to the "**Transfer edTPA Portfolio to Pearson for Official Scoring**" part of this guide.

Internal submissions can be made in multiple ways. If you are not sure which submission procedure to follow, please contact your instructor or the local edTPA® Coordinator at your school for instructions.

1. Select the appropriate **section(s)** to make your submission. **If you are required to submit:**
 - **Each PART of each task separately:** Click on **each task subsection** (e.g., Task 1: Part A, Task 1: Part B, etc.) and make a submission from each.
 - **Each TASK separately:** Click on the **first task subsection of each task** (e.g., Task 1: Part A, Task 2: Part A, Task 3: Part A) and make a submission from each.
 - **Entire PORTFOLIO at once:** Click on **ONE task subsection** (we recommend you select Task 1: Part A: Context for Learning Information) and make only one submission.



2. Click the **Submit** button.

Where should the submission go?

RUBRIC edTPA Elementary Literacy - Local Evaluation (Fal

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit

A screenshot of the submission form. At the top, there is a search box with the text "ga" entered. Below the search box is a dropdown menu with the name "Christie Gammon" selected. To the right of the search box and dropdown menu are two red arrows pointing to the search box (labeled with a circled "3") and the dropdown menu (labeled with a circled "4"). Below the search box and dropdown menu is a blue button with the text "Submit".

3. Enter the **Name(s) of the Assessor(s)** to whom you wish to submit your edTPA Portfolio.
4. When you see the name appear as an option, **click on the name to select it.**

Where should the submission go?

RUBRIC edTPA Elementary Literacy - Local Eval

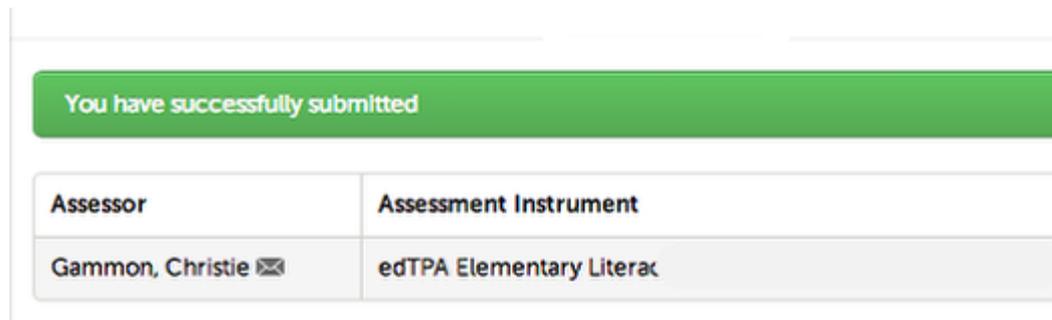
Enter the Name(s) of the Assessor(s) to Whom You Wish

Christie Gammon



When the Assessor(s) name(s) appear with checkmarks next to them, you are ready to submit.

5. Click Submit.



You will receive a message confirming that your submission has been successful. Repeat these steps only if you are required to submit each part of each task separately.