



Using the Pearson ePortfolio System

edTPA Field Test Participant Guide

System Specifications

To use the Pearson ePortfolio system, you will need access to a computer with the following minimum specifications:

Operating System	Browsers Supported	Internet Connection*	Additional Software Required
Windows 7 or later	Chrome (latest) Firefox (latest) Internet Explorer 11 or greater	High speed	Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher
Mac OS X v10.9 or later	Chrome (latest) Safari (latest) Firefox (latest)	High speed	Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher

*The speed of uploading files to the Pearson ePortfolio system is dependent on the type of network, the size of the file, and the capacity of the network at upload time. Documents should upload and appear in the “Ready” state within 15 minutes; video files may take as long as one hour to upload and appear as “Ready.”

**Adobe® Reader is available free of charge at <http://get.adobe.com/reader/>.

Prepare Your Assessment

After registering for the assessment, you will be able to start building your portfolio. Your Portfolio Summary page contains the tools you need to upload files and provides a dashboard view of your progress.

1. **Read the handbook and additional resources to help prepare your evidence:**

[Career and Technical Education Handbook](#)

[Handbook Errata and Updates](#)

Candidate Support Resources:

[Understanding Rubric Level Progressions](#)

[Workplace Communication Handout](#)

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.

[When should I submit?](#)

Portfolio Summary

Submit

Task 1: Planning for Instruction and Assessment

0 of 5 Parts Ready to Submit

Start

Part A: Context For Learning Information

Not Started

Start

Part B: Lesson Plans for Learning Segment

Not Started

Start

Part C: Instructional Materials

Not Started

Start

Part D: Planned Assessments

Not Started

Start

Part E: Planning Commentary

Not Started

Task 2: Instructing and Engaging Students in Learning

0 of 2 Parts Ready to Submit

Start

Part A: Video Clips

Not Started

Start

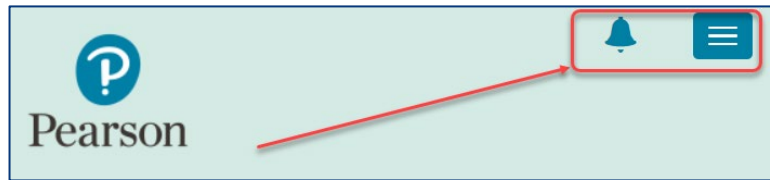
Part B: Instruction Commentary

Not Started

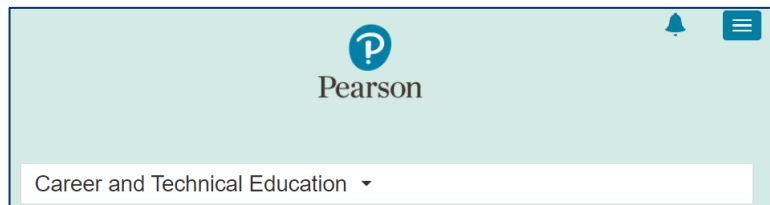
Your Portfolio Summary Page

Your Portfolio Summary page provides the following information:

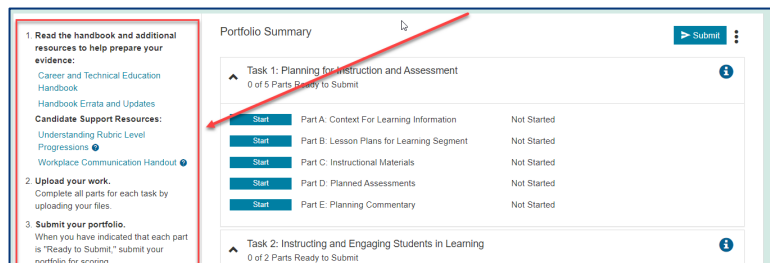
An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, for Customer Support.



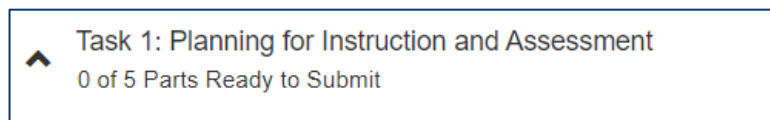
Subject area for which you are registered.



Instructions for creating your portfolio, including a link to your assessment handbook, links to candidate support resources, and links to other resources if available.



Progress indicator for each task, reflecting how much of the cycle you have completed.

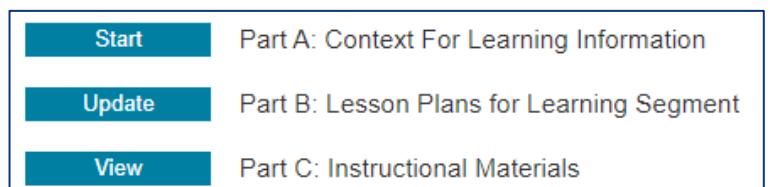


Buttons to navigate to each part, where you will upload evidence. The button labels change as follows:

Start appears before you have uploaded any evidence.

Update appears when you have uploaded at least one file but have not reviewed or marked it ready to submit.

View appears when you have uploaded files and marked them ready to submit.



Part Requirements

Each **task** in edTPA is composed of multiple **parts**. Click the Start button next to any part from your Portfolio Summary page to begin work on that part.

Task 1: Planning for Instruction and Assessment
0 of 5 Parts Ready to Submit

Start

Part A: Context For Learning InformationNot Started

To build your portfolio, you must upload one or more files in response to each part's requirements. The requirements for each Part are described in the assessment handbook.

Accessing and Using Templates

Templates are provided for certain parts in edTPA. To access and use a template:

1. Click the link for Step 1 in the instructions panel to access the template for this part.
2. Save a copy of the template file to a folder on your local drive where you can work on the file until you are ready to upload it.
3. Follow the directions in the documents to prepare your work.

1. Download and complete template.
[Context for Learning](#)

2. View supporting materials.
[Evidence Chart](#)

3. Upload file.
Upload 1 file.

4. Review file.
View the file to verify that it is as intended for this task and part and that it adheres to the Submission Requirements.

5. Indicate completion.
Check "Ready to Submit" when you have completed your work for this part.

Part A: Context For Learning Information

Upload file

Click here to download the template.

Uploading and Reviewing Files

1. Click the Upload File button, and locate the file on your local drive.

1. Download and complete template.
[Context for Learning](#)

2. View supporting materials.
[Evidence Chart](#)

3. Upload file.
Upload 1 file.

4. Review file.
View the file to verify that it is as intended for this task and part and that it adheres to the Submission Requirements.

5. Indicate completion.
Check "Ready to Submit" when you have completed your work for this part.

Part A: Context For Learning Information

Ready to Submit Not Ready

Upload file

The time required to complete the upload process will vary depending on file size and your network speed.

2. Some parts require that you assign labels to your uploaded files. You will be prompted to select labels during the upload process.

Step 1: Select Label... X

Please select labels for
StudentWorkSample_1.docx

Student

Student 1 ▼

Student 1

Student 2

Student 3

Note that you will be able to change the label after the file is uploaded.

StudentWorkSample_2.docx

Student 2

07/30/2019 12:59 PM PDT | Re

View Evidence

Change Label

Status Help

Remove

3. Review each file. Open and review every page of each document and play the entire length of each audio and video file to ensure they comply with submission requirements.

1. Download and complete template.
[Context for Learning](#)

2. View supporting materials.
[Evidence Chart](#)

3. Upload file.
Upload 1 file.

4. Review file.
View the file to verify that it is as intended for this task and part and that it adheres to the Submission Requirements.

5. Indicate completion.
Check "Ready to Submit" when you have completed your work for this part.

Part A: Context for Learning Information

Ready to Submit Not Ready

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

edTPA_SEM_Context_For_Learnin...
07/30/2019 02:12 PM PDT | Ready

Note: When reviewing your video files, play the entire video to ensure that the video plays as intended with a single audio track that can be clearly heard by a scorer. Review ["Recommended Equipment, Video Formats, and Settings"](#) on the field-test website for information about what to do if your video has multiple audio tracks.

4. When you consider your evidence for a part complete, check Ready to Submit.

1. Download and complete template.
[Context for Learning](#)

2. View supporting materials.
[Evidence Chart](#)

3. Upload file.
Upload 1 file.

4. Review file.
View the file to verify that it is as intended for this task and part and that it adheres to the Submission Requirements.

5. Indicate completion.
Check "Ready to Submit" when you have completed your work for this part.

Part A: Context for Learning Information

Ready to Submit Ready

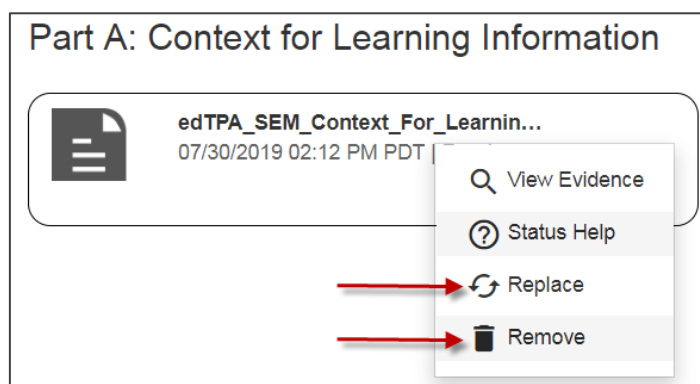
edTPA_SEM_Context_For_Learnin...
07/30/2019 02:12 PM PDT | Ready

If you later decide you want to make additional updates to the part, you can uncheck Ready to Submit any time prior to submitting your work for scoring.

Complete the Cycle

Continue building your portfolio for each Task in the assessment by following the steps described above.

You can upload a new version of any file by clicking Replace. The system will replace the original uploaded file with the new version. You may also remove an uploaded file by clicking Remove.



The status indicator on your Portfolio Summary page will reflect your progress as you build your submission for each cycle.

Note that for security reasons, the system will time out if you are inactive for a period of time. If this occurs, you may simply sign back in and resume working whenever you are ready to do so.

Ensure Your Submission Is Scorable

A fully scorable portfolio is one that can be reviewed by a scorer and have scores assigned to all rubrics. Before you submit your work, review the [edTPA Submission Requirements](#) and confirm that all of your submitted materials meet these requirements for a scorable portfolio.

Documents. Ensure that you review every page of each document. Confirm that the document in the system is complete and conforms to the directions in the handbook and the guidelines in the [edTPA Submission Requirements](#).

Videos. When reviewing your video files, play each file completely.

If the audio is not completely clear throughout, video captioning may be used as a method to provide a transcript of any audio track that may be difficult to hear or understand. As with written transcripts, the use of video captioning is permitted only to clarify for a scorer

what is being said in the video recording and cannot be used to enhance the video recording with additional content.

Your videos should use a single audio track. If you used multiple microphones and multiple audio tracks were created when recording the video, review "[Recommended Equipment, Video Formats, and Settings](#)" for information about what to do if your video has multiple audio tracks.

Audio files. Be sure to listen to any audio files that you uploaded. Play each file completely and ensure the audio is clear throughout.

Submit Your Portfolio



Note: Be sure to allow yourself adequate time before your planned submission date to upload and review your files in the ePortfolio system and to complete the submission process for scoring.

Readiness Checklist

Before submitting, make sure your submission is complete and ready for scoring. Have you:

- ✓ Signed in to the Pearson ePortfolio system?
- ✓ Stored a copy of all evidence in a secure local location?
- ✓ Uploaded all of the required files into the system?
- ✓ Reviewed all evidence within the system?
- ✓ Reviewed the [edTPA Submission Requirements](#) and confirmed that all files meet these requirements for scorable work that can be reviewed by a scorer and have scores assigned to all rubrics?
- ✓ Marked all parts as Ready to Submit?

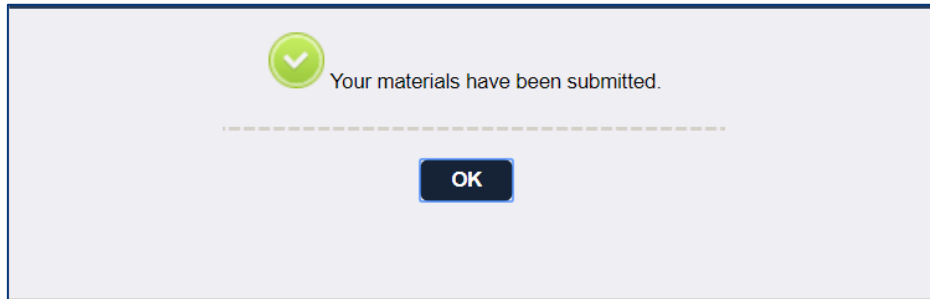
Each Task in your Portfolio Summary page should look like the following example. If any Task has Parts that are not marked Ready to Submit, then the Submit Portfolio for Scoring button will be disabled.

 Task 1: Planning for Instruction and Assessment
5 of 5 Parts Ready to Submit

If you are ready to proceed, click Submit.

Note: When you submit your portfolio for scoring, 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 [the program website](#).

The system will confirm that your cycle has been submitted.



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