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, EPCS Online (UW-Madison), 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.

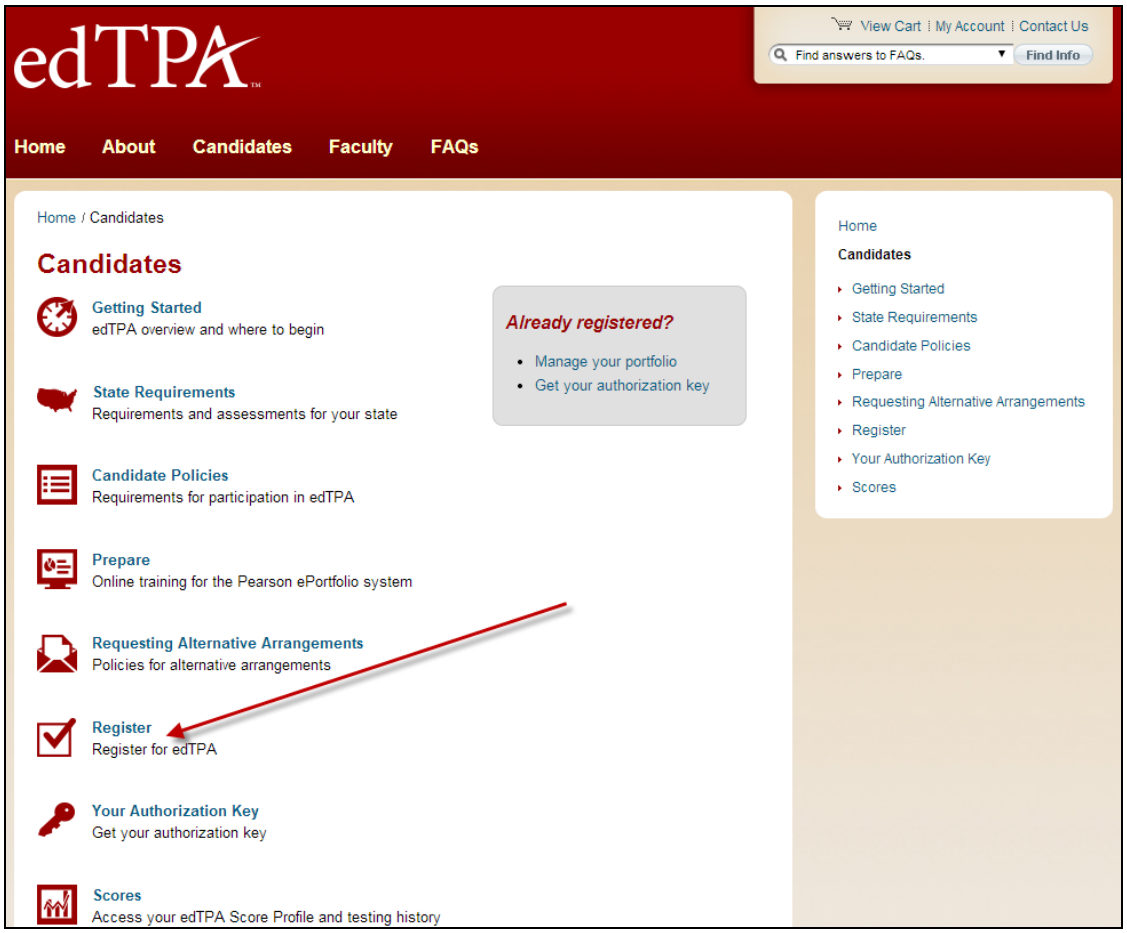
1. Register and Indicate Your Portfolio Platform System
2. Transfer Your Assessment
3. Review Your Assessment
4. Submit Your Assessment

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.**

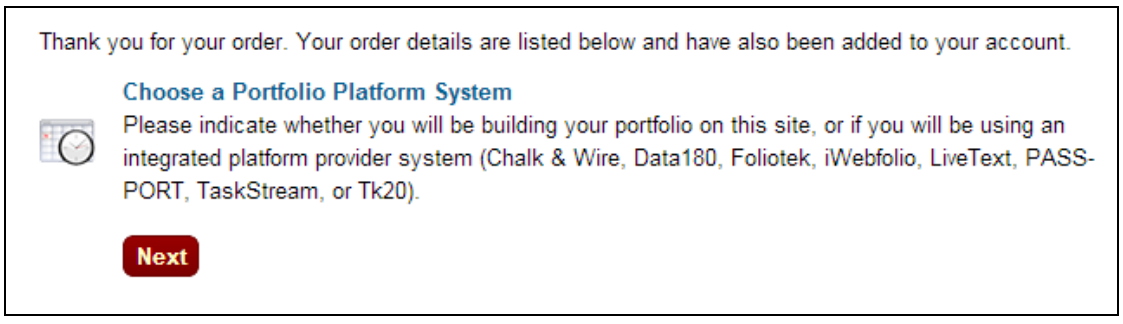
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1. Register and Indicate Your Portfolio Platform System

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.

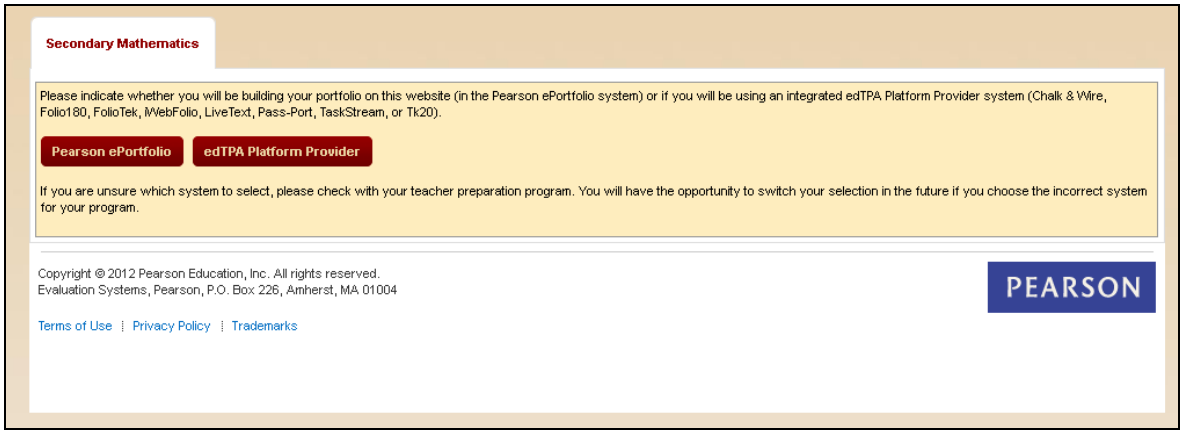


On the last screen of the registration process, click Next to proceed to indicate your platform system.



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



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.



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.

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2. Transfer Your Assessment

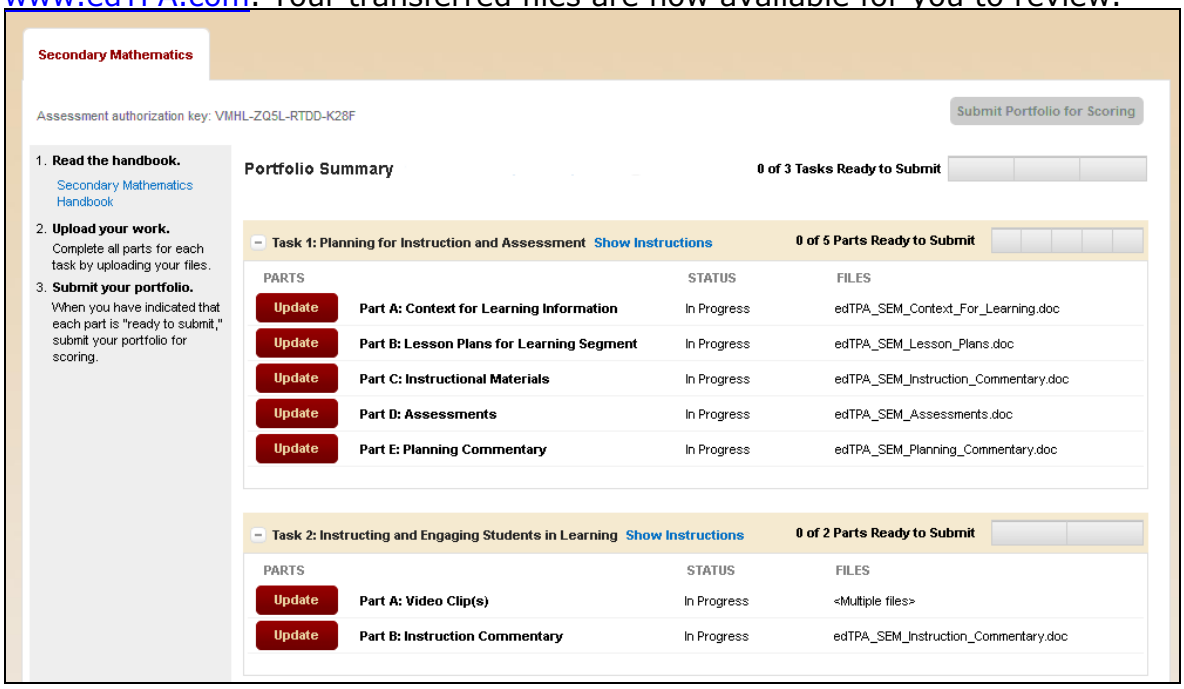
When your assessment is complete, transfer it to the Pearson ePortfolio system in order to submit it for official scoring. Start the portfolio transfer from the platform provider system used by your institution.

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.

START HERE if you have already registered in Pearson: 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.



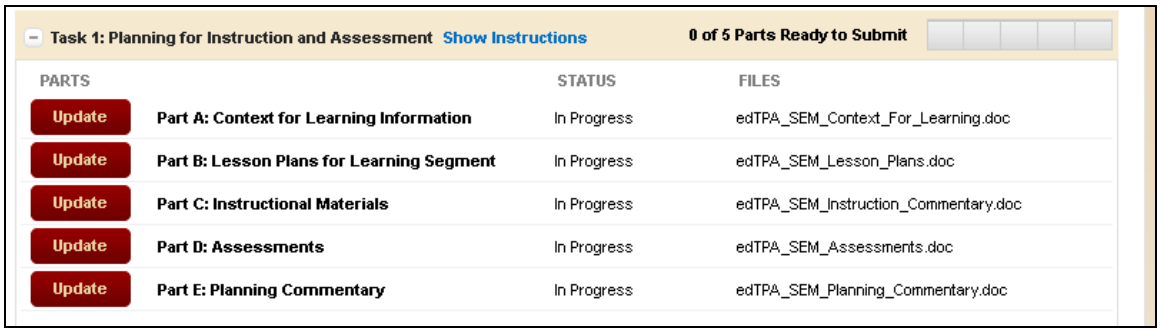
If necessary, you can re-transfer your portfolio at any time using the same Authorization Key (listed at the top of your Portfolio Summary page for your reference).

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3. Review Your Assessment

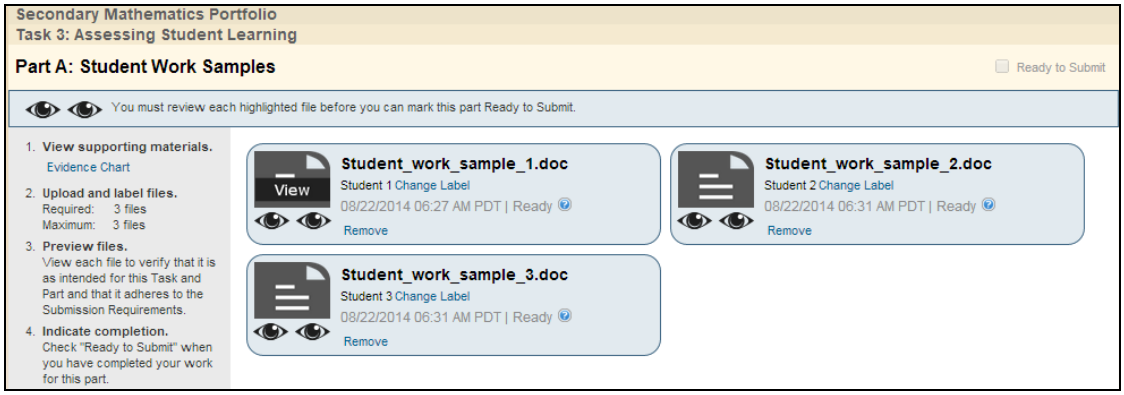
Prior to submitting your assessment for scoring, you are required to review your files in the Pearson ePortfolio system and verify that your files were transferred successfully. If the platform provider system did not prompt you to select labels for some files, you will be asked to make those selections now.

To review and label your files click the Update button for each Part on the Portfolio Summary page.



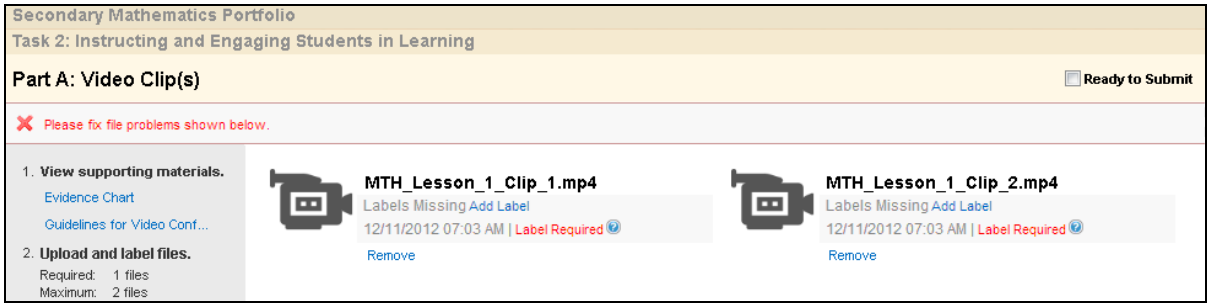
This will bring you to the Part Details page. Review each file carefully and ensure that the content is what you intend to submit.

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.

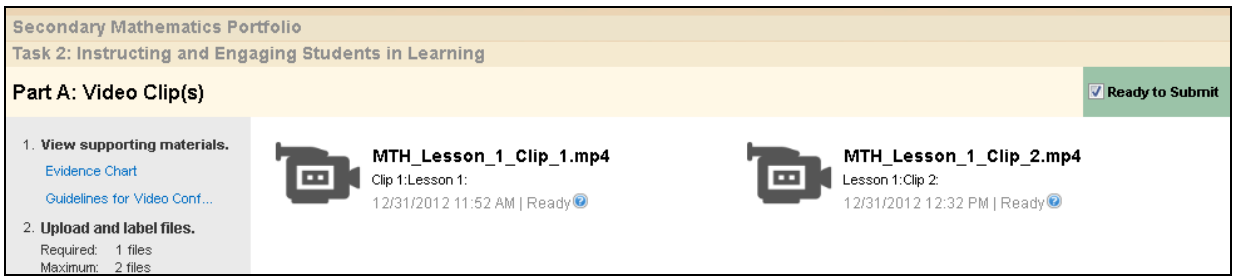


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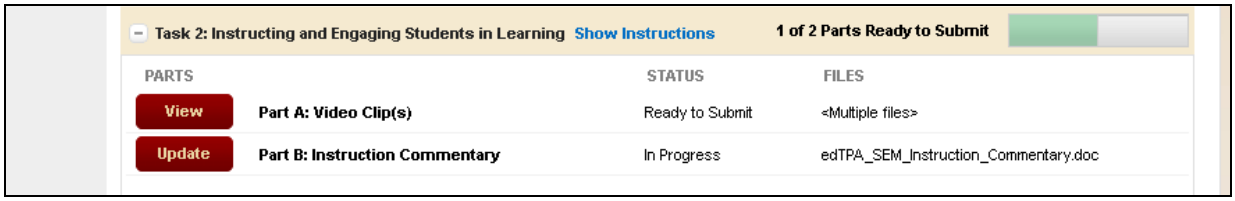
The system will indicate any files for which you are required to select labels. To select a file label click the Add Label link below the file name.



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



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.



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.

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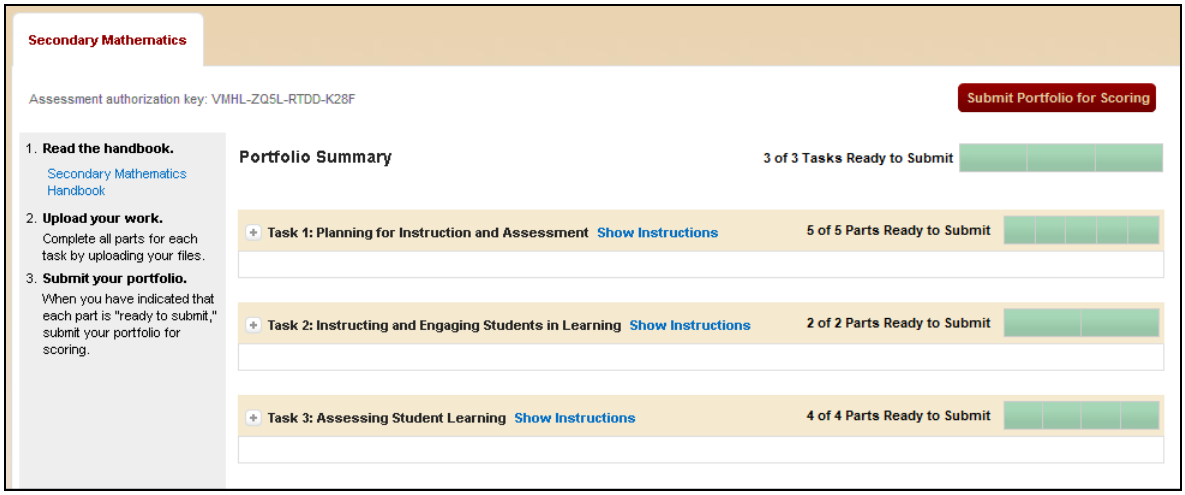
4. Submit Your Assessment

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.



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.

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



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

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