Quick-Start Guide for edTPA™ Candidates
About edTPA

edTPA is a pre-service assessment process designed by educators to answer the essential question: "Is a new teacher ready for the job?" edTPA includes a review of a teacher candidate's authentic teaching materials as the culmination of a teaching and learning process that documents and demonstrates each candidate’s ability to effectively teach his/her subject matter to all students.

Stanford University faculty and staff at the Stanford Center for Assessment, Learning, and Equity (SCALE) developed edTPA, formerly the Teacher Performance Assessment. They received substantive advice and feedback from teachers and teacher educators and drew from experience gained from over 25 years of developing performance-based assessments of teaching (including the National Board for Professional Teaching Standards (NBPTS), the Interstate Teacher Assessment and Support Consortium (InTASC) Standards portfolio, and the Performance Assessment for California Teachers). The design and review team was comprised of more than 100 university faculty, national subject-matter organization representatives (e.g., NCTM, NCTE, NSTA, etc.), and K-12 teachers.

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Overview

This guide was created for edTPA Candidates who will be required to submit their work to Pearson for scoring. This guide documents the workflow for a candidate who is required to send their edTPA assessment to Pearson. Please note that some candidates participated in local evaluation and were not required to submit their work to Pearson for scoring; therefore, some of the steps in this document may not apply to those individuals.

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Need Help?

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@Taskstream.com or at 800-311-5656, press 1 for support.

Pearson Customer Support for edTPA Candidates
edTPA Policies, Registration, and Submission
Pearson ePortfolio System

Use the email communication form on the Pearson Contact Us Page or call: (413) 256-2889 or (866) 565-4872
1. Review Policies and Register for edTPA Using the Pearson System

In order to submit your portfolio and have your portfolio officially scored by Pearson, you must register with Pearson. If you have any questions about this process, please contact Pearson edTPA Customer Support.

1. Please refer to the Professional Responsibilities section in the edTPA Handbook and to the Pearson website, www.edTPA.com, for important information you need to know about permissions, confidentiality, and other requirements.

2. Go to the "Register" page on the Pearson edTPA site and review the important information in the links in the section, “Before you Register.”

3. Then, click the Next button and continue clicking Next until all specific registration requirements have been reviewed.

4. Click on the Register Now button to begin the registration process in the Pearson edTPA registration system.

5. Complete the registration process by following the instructions in the Pearson edTPA registration system.

6. Verify that the assessment in the Pearson edTPA registration system is the same as the assessment that you are building in Taskstream. Each assessment must have the exact same name in both systems.
   
   For example:

   Elementary Literacy is NOT THE SAME as Elementary Literacy – Washington

   Elementary Education is NOT THE SAME as Elementary Literacy

   If you have any questions regarding which assessment you should be completing, please contact your institution.

7. After completing the registration, click the Choose a Portfolio Platform System link in the Pearson System.
8. Indicate that you are using an Integrated Platform Provider System in the Pearson ePortfolio System. Refer to the “Using the Pearson ePortfolio system—candidates” document on the Pearson edTPA site for instructions on obtaining an Authorization Key from Pearson. The Authorization Key is required for transferring your portfolio from Taskstream to the Pearson ePortfolio System.
2. Build Your edTPA Portfolio in Taskstream

Accessing Your edTPA Portfolio in Taskstream

1. To begin, go to www.taskstream.com and log into Taskstream using your username and password.

2. To access edTPA, click the name of the edTPA Subject Area from the home page.

3. You will see the links for the edTPA Tasks in the left-hand structure menu.

4. Click the name of the edTPA subject area to access a link to the corresponding edTPA Handbook.
5. If you click a link in the left-hand menu, the content of the chosen Task section will be displayed in the right-hand content area.

6. In the example below, the selected edTPA Task and Part is “Task 1 – Part A: Context for Learning Information” in the Early Childhood assessment for edTPA.

Click the Directions link to view the directions that have been specified for the task.

Under the “File Attachments” heading, you will see other pertinent documents.

Refer to the Evidence Chart and Handbook for file submission requirements, as each Task requires a different number of files to be submitted and only specific file types are accepted.

**Uploading Your Files**

1. Once you have added your response to the Word document, save the file to your computer with your changes and file extensions intact, then attach the modified file to the corresponding Task in Taskstream.
2. Click **Attachments** or **Videos** (depending on the task) from the bottom of the screen.

3. Click **Browse** to navigate to and select the file from your computer.

4. Double-click on the file name to select it from your computer's files.
5. Click **Add File** to upload the file to Taskstream.

![Add New Attachment](image)

6. **Files must be uploaded to Taskstream one at a time. Repeat these steps for each file attachment if you have multiple files to upload for this Task.**

7. When you have uploaded all the files needed for the task, click **Save and Return**.
3. Request Feedback in Taskstream

*Depending on your program settings, this option may not be available in your account.*

1. Click **Request Comments** from the top of the Work tab.

2. Select the areas you want your reviewer to see. Then click **Continue**.
3. Select your Reviewer(s) and then click *Continue*.

![Select Reviewers](image)

4. The following screen will confirm that you have successfully given your Reviewer access to your work.

![Feedback Requested Successfully](image)
4. Transfer Your Portfolio to the Pearson ePortfolio System

1. Make sure to complete each Task before you transfer your portfolio to Pearson for official scoring. After you finish the last Task, click **Send to Pearson** in the upper-right hand corner of the work area to transfer your portfolio.

2. If any of your Tasks contain too few, too many, or the wrong type of file, a validation error screen will appear. You will need to return to the work area and correct the errors before you can transfer your portfolio to Pearson. For more information about edTPA file uploading guidelines, please refer to the File Attachments area of a task’s Directions (see **Pages 6-8** for details).

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**The following error(s) have been detected**

- **Number of validation errors:** 3
  - **TASK3PARA_V2:** s.doc either does not have an extension OR does not have a valid extension. Please do not attempt to rename the current filename to fix the extension issue. Instead, please delete your current file and reattach one with a valid file extension.
  - **TASK3PARA_V2:** Assessment.doc either does not have an extension OR does not have a valid extension. Please do not attempt to rename the current filename to fix the extension issue. Instead, please delete your current file and reattach one with a valid file extension.
  - **TASK1PARA_V2:** TASK1PARA_V2 does not contain the minimum number of files expected.
  - **TASK1PARA_V2:** TASK1PARA_V2 does not contain the minimum number of files expected.

Please correct the error(s) and try again.

If you have submitted work for a Taskstream evaluation, either cancel your submission or contact your evaluator and have them send the work back to you, so you can fix the error(s).

For more information please contact Mentorings Services at 800.311.5656 or email help@taskstream.com.
If you need to correct any errors and your work is locked from editing, you can either cancel your submission to your university in Taskstream or contact your evaluator and have them send the work back to you for revision.

3. Once your work passes the validation process, type in your Pearson Authorization Key and click Continue.

![Taskstream](image)

If you have not yet obtained your Pearson Authorization Key, please access the web link below to receive your code.

https://edtpa.eportfolio.pearson.com/eportfolio/view/authentication/espLogin.seam

4. Before the work is sent to Pearson, you will need to check the box to accept the Taskstream submission agreement.

5. Click Yes – Send to Pearson.

Before you can transfer a copy of your edTPA assessment from Taskstream to Pearson, you must accept this agreement.

By pressing the, “Yes – Transfer to Pearson,” button, I acknowledge that I understand that my edTPA assessment, including all of the assessment artifacts, is being transferred to Pearson and, once transferred, the copy of this edTPA assessment is no longer under the control of Taskstream. Responsibility for the security and integrity of the transferred copy of this assessment rests solely with Pearson.

Any questions regarding the transferred copy of the edTPA assessment or scoring of the edTPA assessment should be directed to Pearson via the E-mail communication form at the following web address:

http://www.edtpa.com/Contacts.aspx

You can also contact Pearson by phone:

(413) 256-2889
(866) 565-4872
Available 9:00 a.m.–6:00 p.m. Eastern time, Monday–Friday, excluding July 4
After requesting that Taskstream send your work to Pearson for scoring, it will take up to 48 hours for this transfer to be completed if there are no issues with the file that has been uploaded and transferred. If you or the Pearson system identifies issues with the transferred files, you will need to contact Taskstream, reupload your file into Taskstream and retransfer the files to Pearson. Please be sure to allow for up to 48 hours after making your corrections for the portfolio to be transferred and up to 5 days to complete the entire process which includes the transfer to Pearson and the review, labeling, and submission of the portfolio within the Pearson system. Please refer to the Pearson edTPA website for more information about the transfer and submission processes.

6. You are able to monitor the progress of the transfer by going to the Scores/Results tab and clicking on History/Comments.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2013</td>
<td>10:21 am (EST)</td>
<td>User Agreement Accepted</td>
</tr>
<tr>
<td>01/07/2013</td>
<td>10:21 am (EST)</td>
<td>Request Queued</td>
</tr>
<tr>
<td>01/07/2013</td>
<td>10:22 am (EST)</td>
<td>Transfer Request Initiated to Pearson</td>
</tr>
<tr>
<td>01/07/2013</td>
<td>10:27 am (EST)</td>
<td>Transfer Request to Pearson Pending</td>
</tr>
<tr>
<td>01/07/2013</td>
<td>10:27 am (EST)</td>
<td>Portfolio Sent to Pearson</td>
</tr>
<tr>
<td>01/07/2013</td>
<td>10:32 am (EST)</td>
<td>Transfer Request to Pearson Pending</td>
</tr>
<tr>
<td>01/07/2013</td>
<td>10:42 am (EST)</td>
<td>Portfolio Transferred to Pearson</td>
</tr>
</tbody>
</table>

7. Once the history shows the message, “Your Taskstream portfolio is successfully transferred and can now be accessed at Pearson,” you must log in to the Pearson ePortfolio system to review and submit your edTPA portfolio assessment for official scoring:


You must now log in to the Pearson ePortfolio System and follow the submission instructions in order to have your portfolio scored by Pearson.
5. Review and Submit Your Portfolio to Pearson Using the Pearson ePortfolio System

In order to have your portfolio officially scored by Pearson, you must review and submit your portfolio using the Pearson ePortfolio System.

A video tutorial called “Submitting your assessment with the Pearson ePortfolio system” on the Pearson edTPA site has been created to assist you with this process.

If you have any questions about this process, please contact Pearson edTPA Customer Support.

1. Once the transfer successfully completes, log into the Pearson ePortfolio system. You must now review the files that have been transferred for each Task and Part in the edTPA assessment.

2. For each Part in each Task, click View.

3. Review each file that has been transferred by clicking on the file icon in the Pearson ePortfolio System.

   Refer to the edTPA FAQ on the Pearson edTPA site if you have trouble reviewing or previewing your files.
4. Click on **Add Label** to label each file as required (e.g., Lesson 1 Clip 1, Student 1).

For more information about labeling, please review the information for “Candidates using an integrated edTPA platform provider system” in the “Using the Pearson ePortfolio system—candidates” document on the Pearson edTPA site.

5. After confirming that each of your files has been properly transferred and labeled, check **Ready to Submit**.

6. The Status column and graphs will indicate when everything has a status of **Ready to Submit**.
7. If everything has NOT been marked Ready to Submit, the **Submit Portfolio for Scoring** button will be grayed out. Please repeat steps 2 through 6 for each of your files that do not have a status of **Ready to Submit**.

8. When everything is **Ready to Submit**, the **Submit Portfolio for Scoring** button will be available. Click this button when you are ready to submit your portfolio to Pearson for official scoring.

9. The first of three validation and agreement screens will pop up. Review your registration information in the Submission Validation screen.

   ![Submission Validation Screen]

   Click **Continue** to confirm that your registration information is correct. Click **Update Registration Information** if you need to change the information. Click **Cancel** to cancel out of the submission process.
10. Read the Submission Agreement.
   Check the box to acknowledge the agreement.
   Click Continue.

![Submission Agreement dialog box]

11. Review the Final Submission Agreement.
   Check the box to indicate that you understand the agreement.
   Click Submit.
   NOTE: If you click Submit in this box, you will not be able to cancel out of the submission process. Your portfolio will be officially submitted to Pearson for scoring.

![Final Submission Agreement dialog box]

12. Finally, click OK to close the dialog box.

![Candidate Portfolio Submitted dialog box]

13. You will also receive a confirmation via email when your portfolio has been submitted to Pearson for official scoring.
6. Submit Your Portfolio to Your University for Evaluation Using Taskstream

Note: Please do not submit your edTPA portfolio for evaluation at your university until after you have submitted it to Pearson.

See instructions below for details.

1. Make sure to complete each task before you submit your portfolio. After you finish the last task, click Submit Work in the upper-right hand corner of the work area.

2. Follow the instructions on the screen to submit your assignment.

3. If you wish, you can click the Print this Confirmation button to print a record of the date and time of your portfolio submission to your University.

   This does not confirm your portfolio submission to Pearson for official scoring.