


Student's Guide to the (edTPA) Portfolio Module

This guide provides an overview of navigating the edTPA Portfolio module in Tk20. Please refer to the [edTPA site](#) for information related to your edTPA portfolio completion and submission. The following links provide the timeline for submission and scoring information:

<http://www.edtpa.com/Content/Docs/edTPAScoreReportDates2022.pdf>

<http://www.edtpa.com/Content/Docs/edTPAScoreReportDates2023.pdf>

1. Log into Tk20 via: easternct.tk20.com using Google Chrome.
 - a. Your username is your Eastern userid (email address before the @).
 - b. Your password is your Eastern email password.
 - c. If you have forgotten your password or need to update/reset it, please contact Eastern ITS.
2. Click on the **PORTFOLIOS** tab in the left-hand menu bar.
 - a. You should see at least an edTPA portfolio and a certification portfolio. If you do not see either of these portfolios, please email your Tk20 Specialist (tk20@easternct.edu).
3. Click on the edTPA portfolio.
 - a. If you see a lock icon next to a link, click on the checkbox next to it and then click the recall button  above the checkbox column to re-open the portfolio for further editing. However, if you receive an error message after the recall attempt, email your Tk20 Specialist (tk20@easternct.edu) to request the portfolio be recalled.
4. After clicking on the edTPA portfolio, you should see an **overview screen** for the portfolio.
5. On the main page of the edTPA portfolio:
 - a. The first tab contains general information about the edTPA portfolio and the field to enter the edTPA authorization key in order to submit your portfolio to Pearson for scoring.
 - b. Please allow 24 hours to complete the registration and payment process on the [Pearson edTPA site](#) to register for your account.
 - i. Review the information provided in this link prior to registration:
<http://www.edtpa.com/Content/Docs/edTPARegistrationOverview.pdf>
 - ii. Please note if you have a prior Pearson account (e.g. for Praxis), you will do not need to create a new user account but will need to use that account to complete the registration process.

- iii. **If you are in financial need and need a voucher code to pay for your account, contact Dr. Darren Robert and wait until you have received the code before registering and paying for your Pearson edTPA account.**
 - 1. If you have a voucher, you will be entering the code during the Payment process which occurs after you "Check Out."
- iv. As one of the last steps, select "edTPA Platform Provider."
 - 1. Selecting this will provide you with the 16 characters authorization id to enter into Tk20.
- v. Copy and paste your 16 characters authorization id into the Authorization Key field in the 1st tab of the edTPA portfolio.
 - 1. Please be sure to remove any leading and trailing spaces.
- vi. Click the "Validate/Reserve Key with Pearson"
- vii. Once validated, it should say "Validated and Reserved with Pearson," and the authorization key field will become read-only.

* You may start working on the portfolio without the authorization key but will need the key to upload your tasks for edTPA to Pearson.


- c. Now that you have registered, review the information on the main page of the edTPA portfolio including the information embedded in the links provided.

- i. If prompted, use this login to access these links:

Username: edtpa

Password: tk20!

- 1. This login information is also on the main page of the edTPA portfolio
- d. Based on your certification area edTPA requirements, there will be 3 or 4 tasks to complete.
 - i. Any task may be uploaded into Tk20 prior to your edTPA upload.
 - ii. **Remember to SAVE your work periodically and before exiting your portfolio.**
- e. Follow the instructions and address each item specified in each task.
 - i. Some tasks require specific templates. Download them.
 - 1. If prompted, use the login credentials provided above or on the first tab of the edTPA portfolio to download these documents.
 - ii. Do not change the title or write a description for any task.
 - iii. To upload, click **Select** for the appropriate task assignment.
 - 1. Click **+ Select File(s)** to upload your work.
 - 2. Following the file submission criteria and follow the extension criteria.

3. Once you have uploaded your document successfully and are ready to leave the particular task, click **Add** to save the submission.
- iv. If you have already uploaded a file and need to make changes, click on the task name link to open up that task assignment.
 1. To delete any uploaded file(s), click on  the right of file name.
 2. Click **Update** at the bottom of the form to update your work.
- f. **For any tasks with video uploads:** Please remember that the file size may be larger than what is required. Therefore, to avoid having to compress the video, please capture these videos without using HD resolution.
- g. The following are links that provide additional information regarding video capture and compression:
 - i. http://tk20.com/pdfs/edTPA/UserGuidelines_for_Video_Uploads_Rev.Spring2014.pdf
 - ii. <http://www.edtpa.com/Content/Docs/RecommendedVideoFormatsandSettings.pdf>
 - iii. <http://www.edtpa.com/content/docs/videocompressionguidepc.pdf>
 - iv. <https://www.edtpa.com/Content/Docs/VideoCompressionGuideMac.pdf>
 - v. <https://www.edtpa.com/Content/Docs/VideoExportGuide-iMovie.pdf>
 - vi. <https://www.edtpa.com/Content/Docs/VideoExportGuide-iPhoto.pdf>
- k. Once you have completed all the required tasks and are ready for your portfolio to be submitted to Pearson, click the **Transfer to Pearson** button for scoring.
 - i. Do not click the **Submit** button.
 - ii. The transfer process will provide additional error checks.
 1. Fix the errors and try to resubmit.

I. You have completed the Tk20 upload of the edTPA portfolio.

6. To Submit to Pearson:

- i. It may take approximately 2 hours with strong internet for the data to be transferred to Pearson. Leave this task to run and do not multitask on your computer, and limit streaming and internet usage on your network.
 - ii. Once the transfer is completed, you should receive an email from Pearson/edTPA.
 - iii. You will need to log into Pearson to complete your edTPA portfolio submission for scoring.
 1. Allow at least 10 – 30 minutes to complete this process.
 - a. Use this time to double check all your materials. If anything appears incorrect, you can recall your portfolio via Tk20 and make corrections.
 2. **Your portfolio will not be scored unless you complete the submission process in Pearson.**
- m. If you need to recall your Tk20 edTPA portfolio to make additional edits after you have submitted it to Pearson, click the **Recall from Pearson** button.**

- i. If your portfolio has been submitted for official scoring on the Pearson system, you will **not** be able to resubmit any edited work under the same authorization key/portfolio.
7. There may be situations where you will not be able to recall your Tk20 edTPA portfolio and would need to work directly in the Pearson portfolio system:
 - n. If you need to do a partial portfolio retake after your initial scoring.
 - o. The authorization key is valid until the portfolio is submitted in the Pearson system. Once it has been submitted on our side for official scoring, it cannot be used again.
 - p. Platform Providers are not informed about the candidate's submission status in the Pearson ePortfolio system. You do not have this information in any data returned to you.
 - vii. The authorization may also become invalid under the following conditions:
 1. the candidate's registration has been withdrawn on the Pearson side
 2. the candidate's registration has expired on the Pearson side
 3. the auth key has been associated with/used by another candidate
 4. the candidate has used the auth key with another integrated platform provider

For Tk20 support, contact your Tk20 Specialist (tk20@easternct.edu). For Pearson support, contact them via email [here](#), or by phone at (866) 565-4872.

Additional Resources:

- Tk20 Guide for submitting an edTPA Portfolio (video): <https://helpdesk.tk20.com/helpdesk/student-submitting-an-edtpa-portfolio/>
- edTPA home site: <http://www.edtpa.com/>
- edTPA Candidate Policies: http://www.edtpa.com/PageView.aspx?f=GEN_CandidatePolicies.html
 - this link contains a lot of useful policy information regarding registration, assessment (including retakes), and scoring.
- Refer to this link for some quick information on the overall edTPA process: [edTPA FAQs for candidateshttp://www.edtpa.com/PageView.aspx?f=HTML_FRAG/GENRB_FAQ_Candidates.html](http://www.edtpa.com/PageView.aspx?f=HTML_FRAG/GENRB_FAQ_Candidates.html)