

edTPA™

Quick-Start Guide
for edTPA® Candidates



watermark™

1.800.311.5656 | support@watermarkinsights.com

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.

The Process		Page
1.	Review Policies and Register for edTPA on the Pearson edTPA Site.	4
2.	Build Your edTPA Portfolio in Taskstream LAT by Watermark	6
3.	Request Feedback in Taskstream	9
4.	Transfer Your Portfolio to the Pearson ePortfolio System	11
5.	Review and Submit Your Portfolio to Pearson Using the Pearson ePortfolio System.	14
6.	Submit Your Portfolio to Your University for Evaluation Using Taskstream	18

Need Help?

If you have any additional questions or comments, please do not hesitate to contact our client support team at support@watermarkinsights.com or at 800-311-5656.

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*

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*

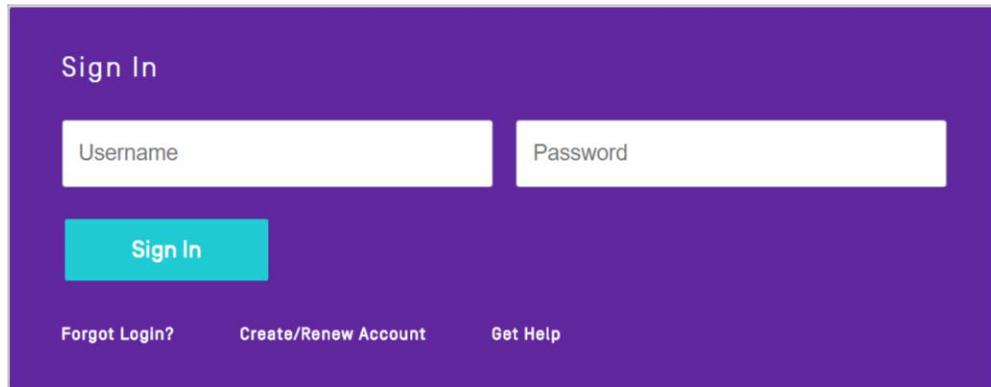
If you have any questions regarding which assessment you should be completing, please contact your institution.

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 LAT by Watermark to the Pearson ePortfolio System.

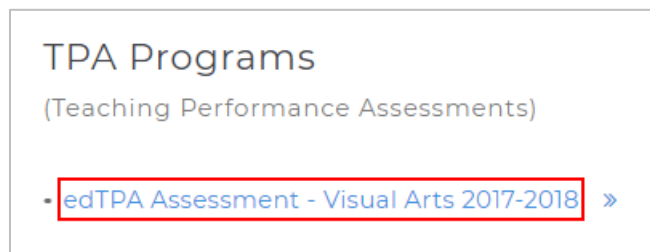
Build Your edTPA Portfolio in Taskstream LAT by Watermark

Accessing Your edTPA Portfolio in Taskstream LAT

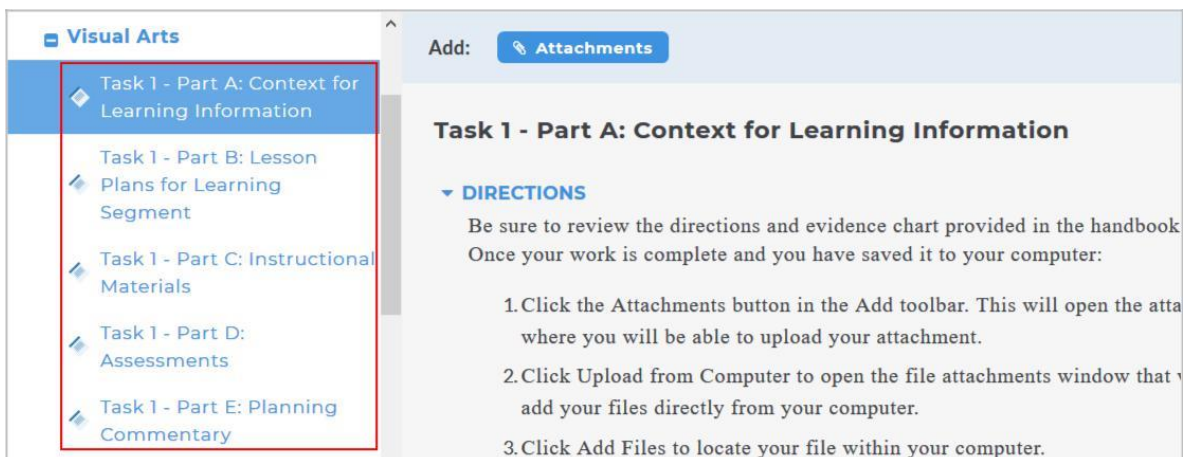
1. To begin, go to login.taskstream.com to log in using your username and password.



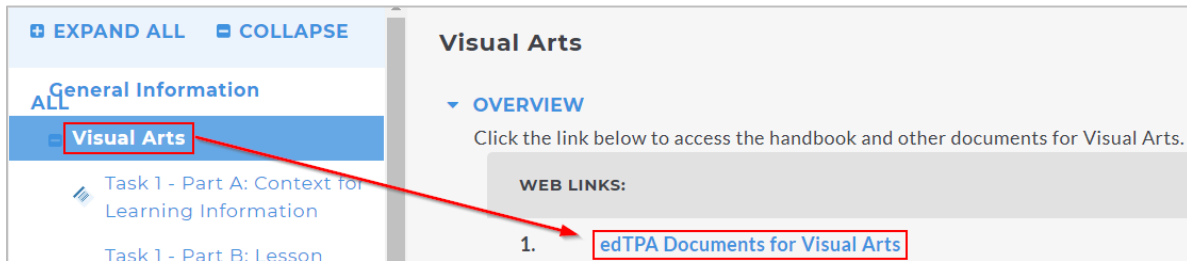
2. To access edTPA, click the name of the edTPA Subject Area from the home page.



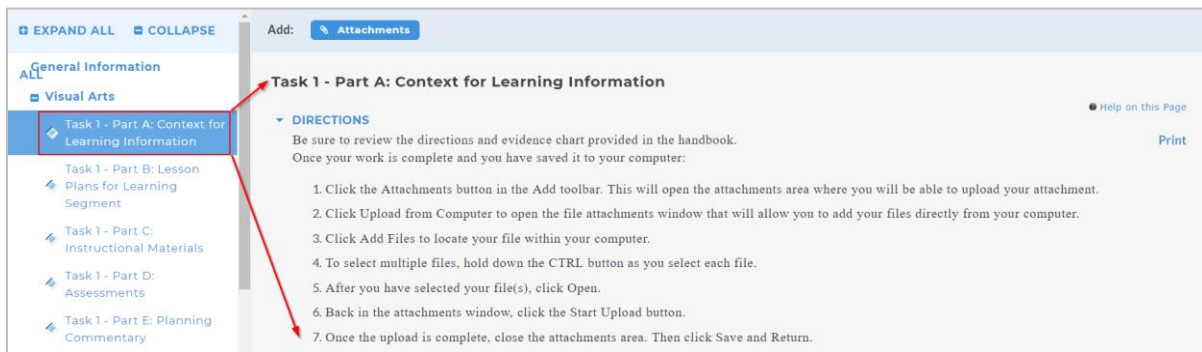
3. You will see the links for the edTPA Tasks in the left-hand structure menu.



- To access the handbook and other documents for your content area, click the link in the Overview. (Password to view the link: *latedtpa*)



- Click a link in the left-hand menu, the content of the chosen Task section will be displayed in the right-hand content area.



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

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

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

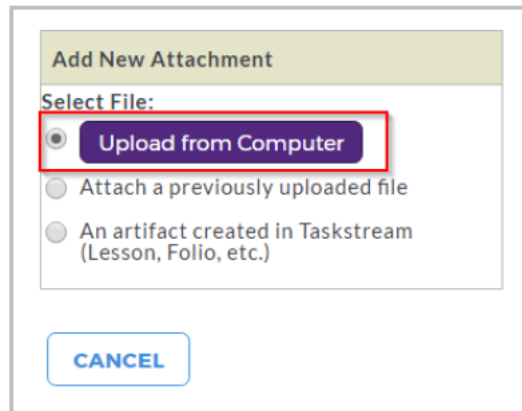
Uploading Your Files

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 top of the screen.

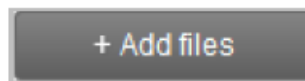
+ EXPAND ALL - COLLAPSE ALL Add: 📎 Attachments	
General Information - Visual Arts 📎 Task 1 - Part A: Context for Learning Information	Task 1 - Part A: Context for Learning Information ▾ DIRECTIONS Be sure to review the directions and evidence chart provided in the handbook. Once your work is complete and you have saved it to your computer:

+ EXPAND ALL - COLLAPSE ALL Add: 📺 Videos	
General Information - Visual Arts 📎 Task 1 - Part A: Context for Learning Information 📎 Task 1 - Part B: Lesson Plans	Task 2 - Part A: Video Clips ▾ DIRECTIONS Be sure to review the directions and evidence chart provided in the handbook. Once your work is complete and you have saved it to your computer:

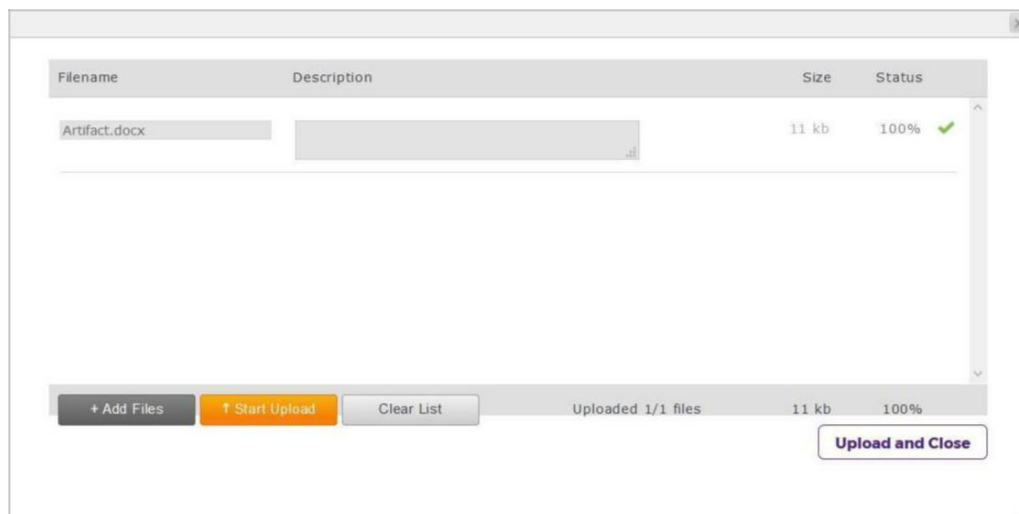
3. Click **Upload from Computer** to navigate to and select the file from your computer.



4. Click **Add Files** to search your computer and find your files.



5. After selecting your file(s), click **Upload and Close**.



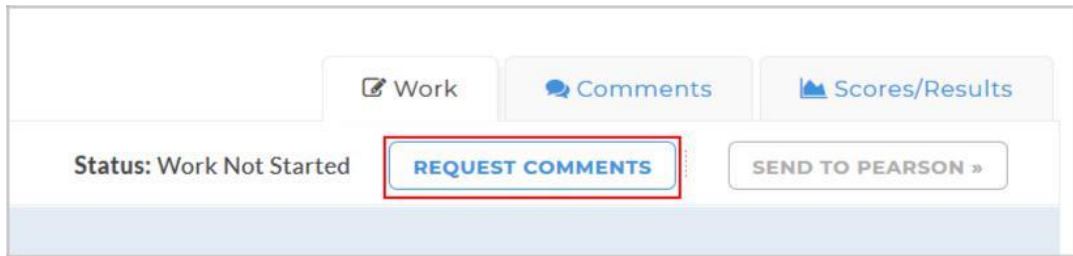
6. When you have uploaded all the files needed for the task, click **Save and Return**.



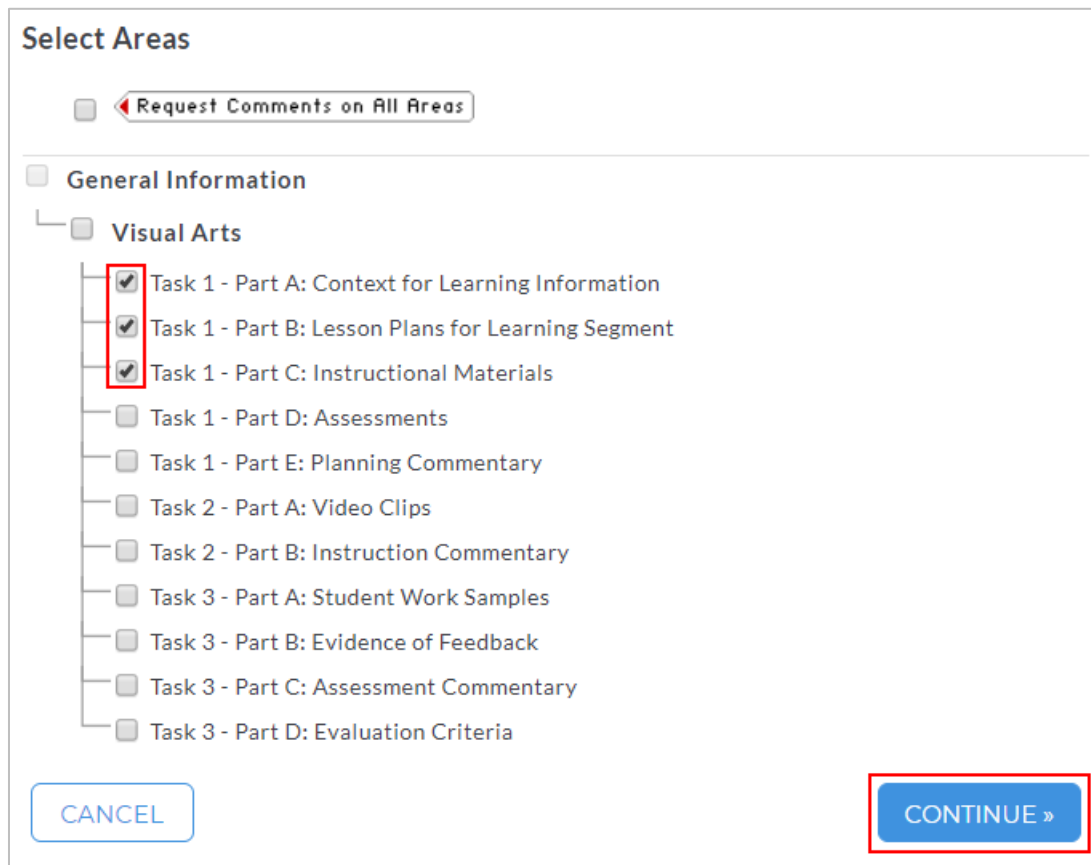
Request Feedback in Taskstream LAT by Watermark

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**.

A screenshot of the 'Select Areas' dialog box. At the top, there is a checkbox labeled 'Request Comments on All Areas'. Below this, there is a section for 'General Information' with a sub-section for 'Visual Arts'. Under 'Visual Arts', there are several checkboxes, three of which are checked and highlighted with a red box: 'Task 1 - Part A: Context for Learning Information', 'Task 1 - Part B: Lesson Plans for Learning Segment', and 'Task 1 - Part C: Instructional Materials'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'CONTINUE »', with the 'CONTINUE »' button highlighted by a red box.

3. Select your Reviewer(s) and then click **Continue**.

Select Reviewers

Directions: The reviewers that appear below are the reviewers that have been assigned to review your work.

edTPA Assessment - Visual Arts 2017-2018

Beth Ortiz

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

Comments Requested Successfully

You have successfully requested comments from **Beth Ortiz**.

Now that you have requested comments, you may wish to add your own comments for reviewers to read. To do so, close this window, enter your comment and click 'Submit'.

Allow Reviewers Access

to entire folio (all areas)

to requested areas only

- OR -

Specific Comment Areas

My Title

Page One

Subpage A

Page Two

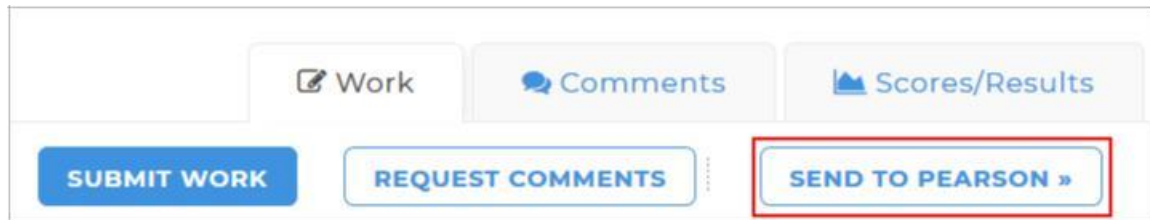
Specify whether reviewers may access all areas or only areas where you have requested feedback.

Click 'General Comment Area' and to add general comments.

Click a folio area and to add comments about a specific folio area.

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 **Evidence Chart** within the handbook.

The following error(s) have been detected

▲ Number of validation errors: 9

TASK1PARTC_V2: TASK1PARTC_V2 contains more than the maximum number of files expected.

TASK1PARTB_V2: TASK1PARTB_V2 does not contain the minimum number of files expected.

TASK1PARTD_V2: TASK1PARTD_V2 does not contain the minimum number of files expected.

TASK1PARTE_V2: TASK1PARTE_V2 does not contain the minimum number of files expected.

TASK2PARTA_V2: TASK2PARTA_V2 does not contain the minimum number of files expected.

TASK2PARTB_V2: TASK2PARTB_V2 does not contain the minimum number of files expected.

TASK3PARTA_V2: TASK3PARTA_V2 does not contain the minimum number of files expected.

TASK3PARTC_V2: TASK3PARTC_V2 does not contain the minimum number of files expected.

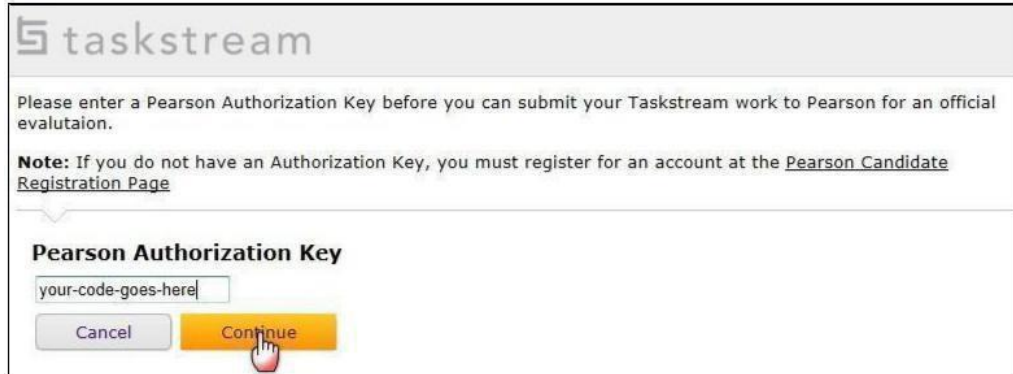
TASK3PARTD_V2: TASK3PARTD_V2 does not contain the minimum number of files expected.

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).

If you need to correct any errors and your work is locked from editing, you can either cancel your submission to your university 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**.

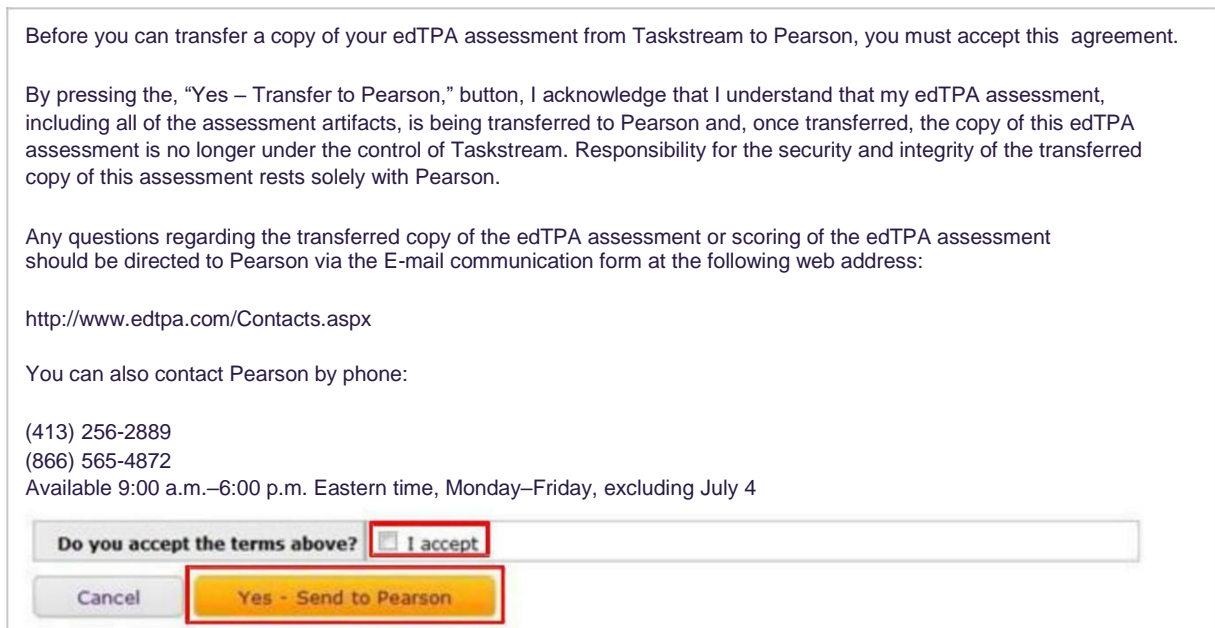


The screenshot shows the Taskstream interface for entering a Pearson Authorization Key. At the top, the Taskstream logo is visible. Below it, a message states: "Please enter a Pearson Authorization Key before you can submit your Taskstream work to Pearson for an official evaluation." A note follows: "Note: If you do not have an Authorization Key, you must register for an account at the [Pearson Candidate Registration Page](#)". The main section is titled "Pearson Authorization Key" and contains a text input field with the placeholder text "your-code-goes-here". Below the input field are two buttons: a grey "Cancel" button and a yellow "Continue" button. A mouse cursor is shown clicking the "Continue" button.

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**.



The screenshot displays a Pearson submission agreement screen. At the top, it reads: "Before you can transfer a copy of your edTPA assessment from Taskstream to Pearson, you must accept this agreement." The main body of text states: "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." Below this, it says: "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:" followed by the URL "http://www.edtpa.com/Contacts.aspx". It then provides contact information: "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". At the bottom, there is a form with the question "Do you accept the terms above?" and a checkbox labeled "I accept" which is checked. Below the form are two buttons: a grey "Cancel" button and a yellow "Yes - Send to Pearson" button. Red boxes highlight the "I accept" checkbox and the "Yes - Send to Pearson" button.

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.

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

History/Comments for Visual Arts		
Date	Action	Comments
06/30/2016 02:58 pm (EST)	 Submitted	
06/30/2016 03:04 pm (EST)	User Agreement Accepted	Transfer Request ID: 17645
06/30/2016 03:04 pm (EST)	Request Queued	Transfer Request ID: 17645
06/30/2016 03:05 pm (EST)	Transfer Request Initiated To Pearson	Transfer Request ID: 17645
06/30/2016 03:05 pm (EST)	Transfer Request to Pearson Pending	Transfer Request ID: 17645
06/30/2016 03:05 pm (EST)	Transfer Request to Pearson Pending	Transfer Request ID: 17645
06/30/2016 03:05 pm (EST)	Transfer Request to Pearson Pending	Transfer Request ID: 17645

- 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:

<https://www.edtpa.com/App/AutoPost.aspx?partner=ESp&action=Home>.

You must now log in to the Pearson ePortfolio System and follow the submission instructions in order to have your portfolio scored by Pearson.

Review and Submit Your Portfolio to Pearson Using the Pearson ePortfolio System

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**.



Task 1: Planning for Instruction and Assessment Show Instructions		0 of 5 Parts Ready to Submit	
PARTS		STATUS	FILES
Update	Part A: Context for Learning Information	In Progress	edTPA_SEM_Context_For_Learning.doc
Update	Part B: Lesson Plans for Learning Segment	In Progress	edTPA_SEM_Lesson_Plans.doc
Update	Part C: Instructional Materials	In Progress	edTPA_SEM_Instruction_Commentary.doc
Update	Part D: Assessments	In Progress	edTPA_SEM_Assessments.doc
Update	Part E: Planning Commentary	In Progress	edTPA_SEM_Planning_Commentary.doc

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.

Quick Start Guide for edTPA^R Candidates

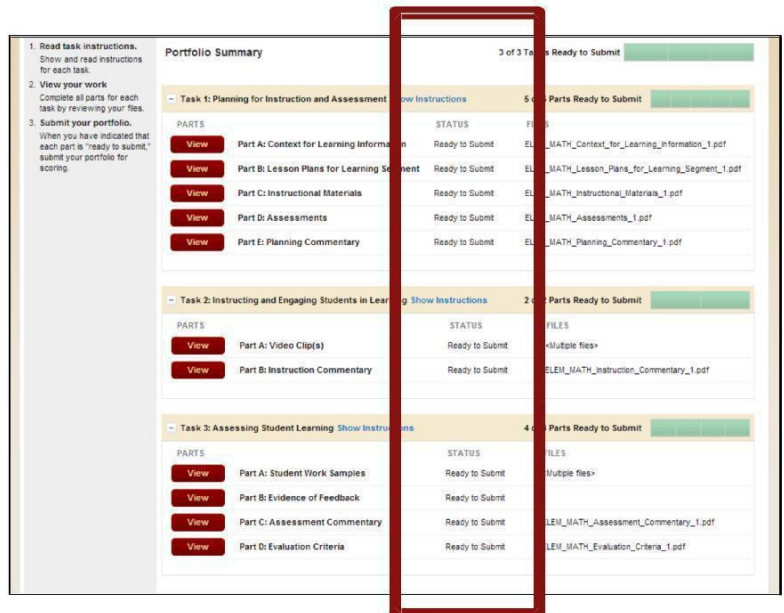
- Click on **Add Label** to label each file as required (e.g., Lesson 1 Clip 1, Student 1). For more information about labeling, please review the information for *Candidates using an integrated edTPA platform provider system* in the [Using the Pearson ePortfolio system—candidates](#) document on the Pearson edTPA site.



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



- 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.



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**.



11. Review the **Final Submission Agreement**.

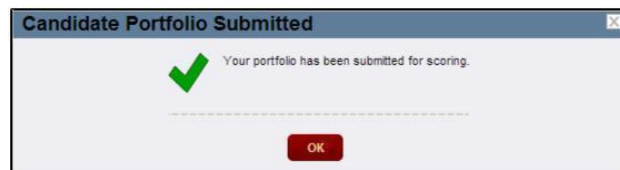
Check the box to indicate that you understand the agreement.

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.



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



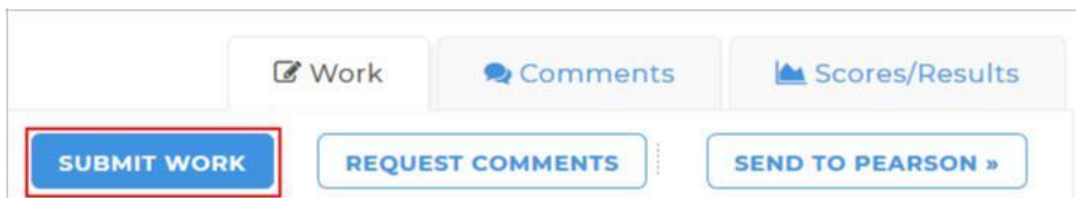
13. You will also receive a confirmation via email when your portfolio has been submitted to Pearson for official scoring.

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.

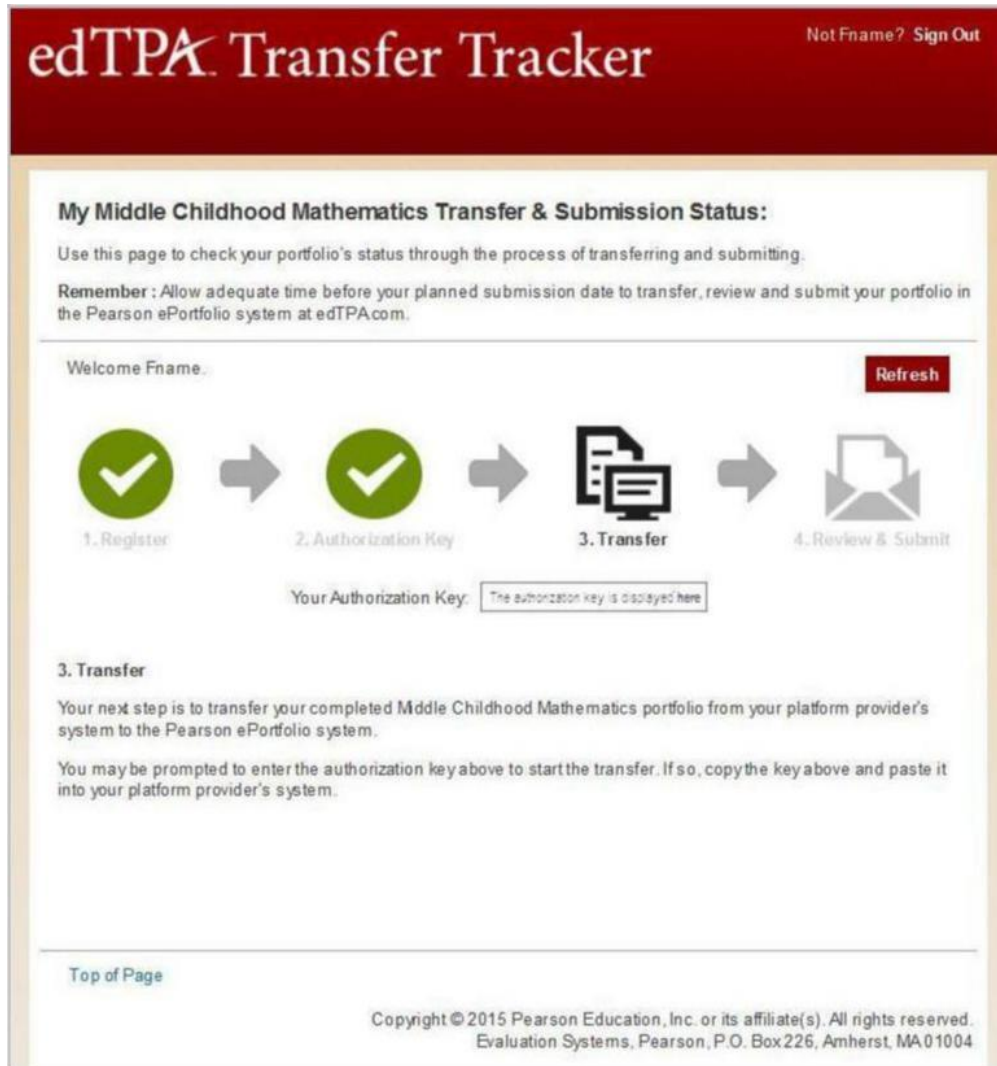
edTPA Transfer Tracker

The Transfer Tracker provides personalized guidance and submission status for a Candidate's edTPA portfolio assessment.

1. A button titled **Track My edTPA Transfer** appears in the *Scores/Results* tab for the Author/Candidate on Taskstream.

Area	Status	Pearson Submission Status	Actions	Results	History
Visual Arts 🛠️	Submitted	Portfolio Transferred to Pearson Successfully Track My edTPA™ Transfer	Submitted: 06/30/2016 02:58:32 PM Cancel Submission SEND TO PEARSON »	Where are my results?	History/Comments
Task 1 - Part A: Context for Learning Information 🛠️					
Task 1 - Part B: Lesson Plans for Learning Segment 🛠️					
Task 1 - Part C: Instructional Materials 🛠️					
Task 1 - Part D: Assessments 🛠️					

2. If you have a login for the edTPA site, you will be brought to a screen that will show the current status of your edTPA Portfolio.



edTPA Transfer Tracker Not Fname? [Sign Out](#)

My Middle Childhood Mathematics Transfer & Submission Status:

Use this page to check your portfolio's status through the process of transferring and submitting.

Remember : Allow adequate time before your planned submission date to transfer, review and submit your portfolio in the Pearson ePortfolio system at edTPA.com.

Welcome Fname. [Refresh](#)

1. Register → 2. Authorization Key → 3. Transfer → 4. Review & Submit

Your Authorization Key:

3. Transfer

Your next step is to transfer your completed Middle Childhood Mathematics portfolio from your platform provider's system to the Pearson ePortfolio system.

You may be prompted to enter the authorization key above to start the transfer. If so, copy the key above and paste it into your platform provider's system.

[Top of Page](#)

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Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004.

3. If you do not have a login for the Pearson edTPA site, you will be brought to the following screen.

My Transfer & Submission Status:

Use this page to check your portfolio's status through the process of transferring and submitting.

Remember : Allow adequate time before your planned submission date to transfer, review and submit your portfolio in the Pearson ePortfolio system at edTPA.com.

Sign in with your edTPA.com account: Don't have an edTPA.com account?

Email address: **Create Account and Register**

Password: [Forgot Password?](#)

Sign In

1. Register 2. Authorization Key 3. Transfer 4. Review & Submit

Your Authorization Key: