

2.7 Review and Submit Your Portfolio on edTPA.com

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

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**.

After a successful transfer, **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.

1. For each Part in each Task, click ***Review Transfer***.
2. Review each file that has been transferred by clicking on the file icon in the Pearson ePortfolio System.
3. Refer to the **edTPA FAQ on the Pearson edTPA site** if you have trouble reviewing or previewing your files.



Figure 19

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**.

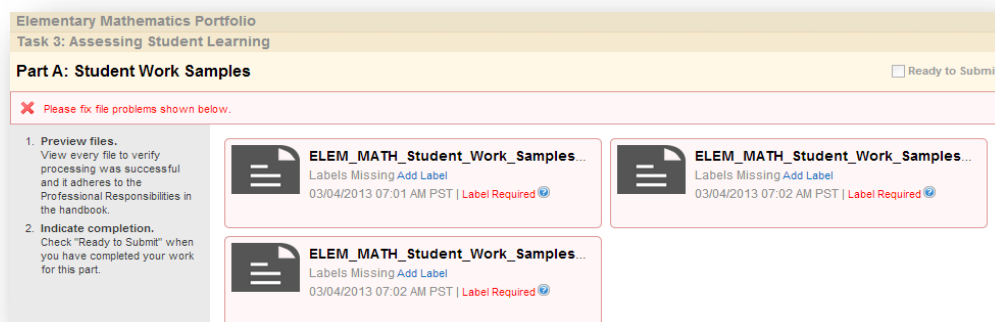


Figure 20

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

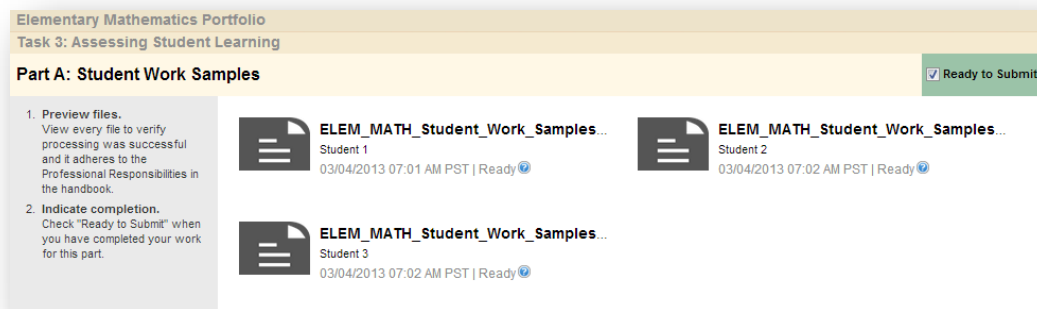


Figure 21

- The Status column and graphs will indicate when everything has a status of **Ready to Submit**. Note that the button labels will change from **Review Transfer** to **View** after being marked as **Ready to Submit**.

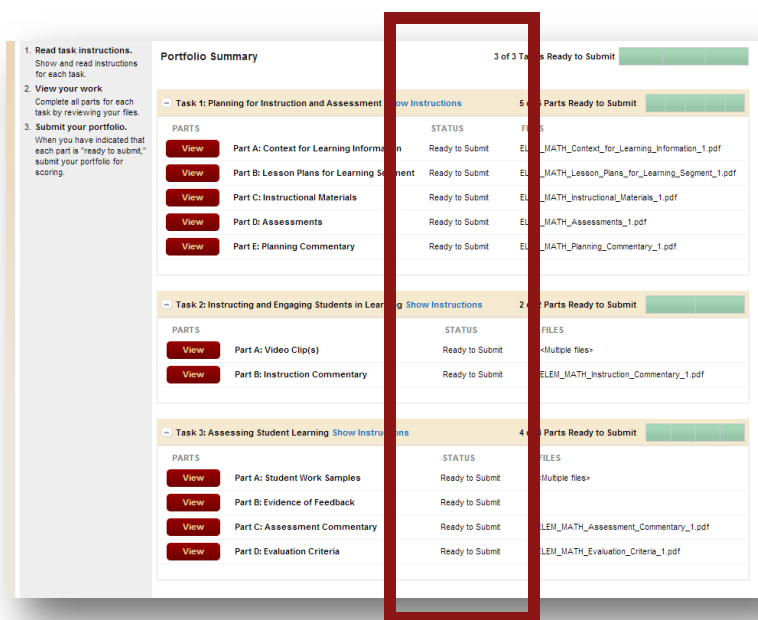


Figure 22

- If everything has NOT been marked Ready to Submit, the **Submit Portfolio for Scoring** button will be grayed out.

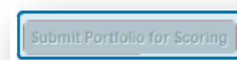


Figure 23

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.

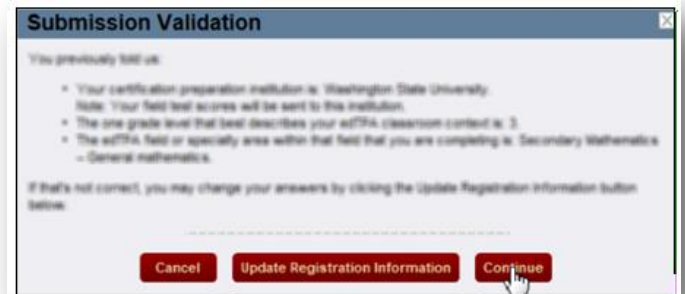


Figure 24

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.

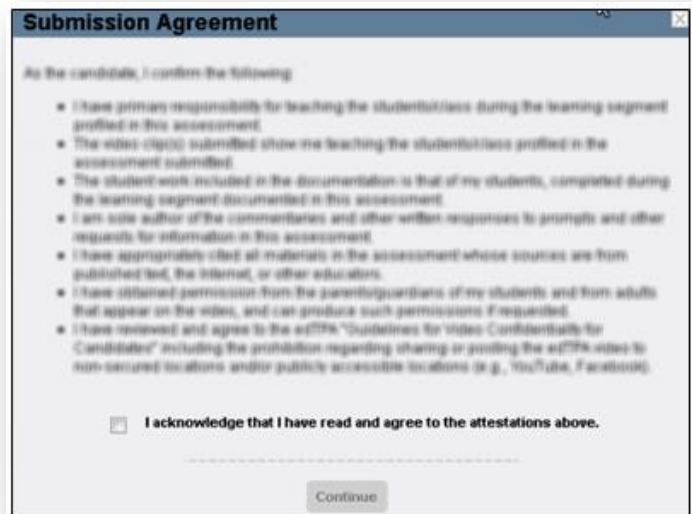


The screenshot shows a window titled "Submission Validation". It contains the text "You previously told us:" followed by a bulleted list of registration details: "Your certification preparation institution is: Washington State University. Note: Your test test scores will be sent to this institution.", "The one grade level that best describes your edTPA classroom content is: 5", and "The edTPA test or specialty area within that test that you are completing is: Secondary Mathematics - General mathematics." Below this, it says "If that's not correct, you may change your answers by clicking the Update Registration Information button below." At the bottom, there are three buttons: "Cancel", "Update Registration Information", and "Continue". A mouse cursor is pointing at the "Continue" button.

Figure 25

10. Read the Submission Agreement.

Check the box to acknowledge the agreement. Click **Continue**.



The screenshot shows a window titled "Submission Agreement". It contains the text "As the candidate, I confirm the following:" followed by a bulleted list of seven items regarding teaching responsibilities, video uploads, student work, authorship, citations, permissions, and confidentiality. Below the list is a checkbox with the text "I acknowledge that I have read and agree to the attestations above." and a "Continue" button.

Figure 26

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.



The screenshot shows a window titled "Final Submission Agreement". It contains two paragraphs of text explaining that once submitted, the user will no longer be able to view or edit files, and that faculty reviewers will not be able to send feedback. Below this is a checkbox with the text "I understand that by submitting my portfolio to Pearson, my submission is final and I will no longer have access to my files through the Pearson ePortfolio system for any edits or reviews." and a "Submit" button.

Figure 27

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

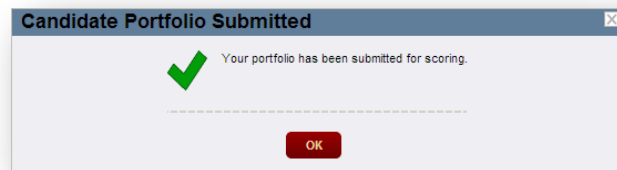


Figure 28

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