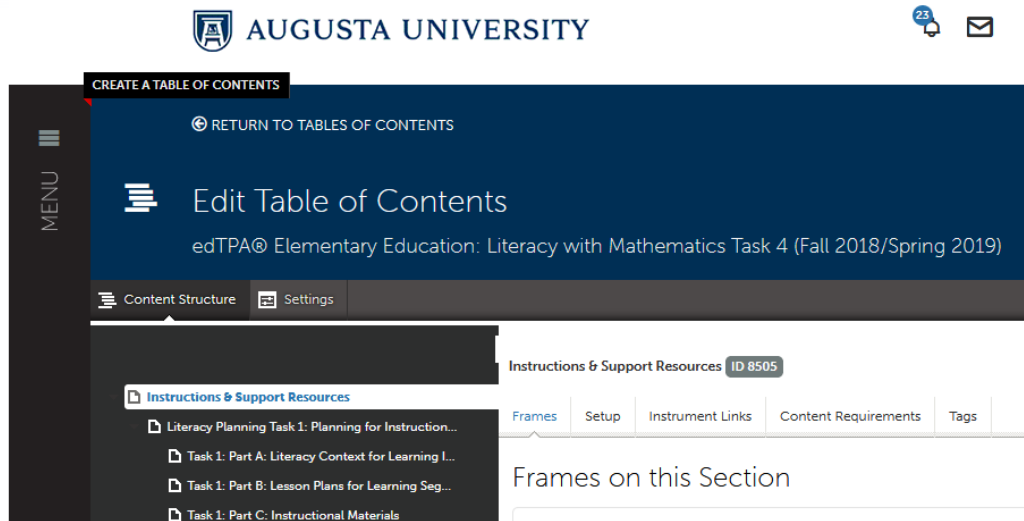


## EDTPA CHALK AND WIRE/PEARSON SUBMISSION HANDOUT

### Part A Directions for creating your edTPA Portfolio

1. Login to your Student Teaching course in D2L, **Example:** ELED 4491
2. Click on edTPA Official Submission then click the Chalk & Wire link

Chalk and Wire ▾



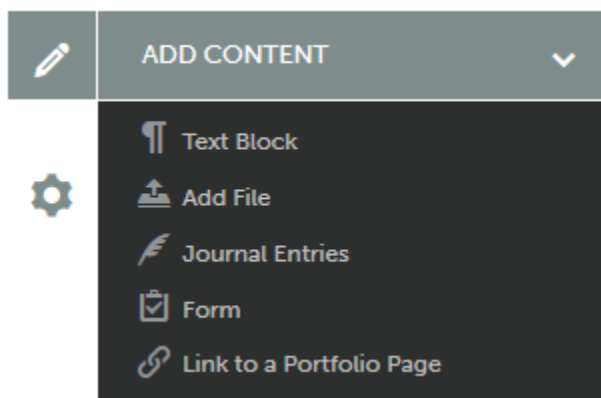
### Part B – Upload/Verify the latest version of each of your files is in your edTPA portfolio in the correct location.

1. Click Task 1: Part A: Context for Learning Information



Context for Learning Information

2. Click Add Content

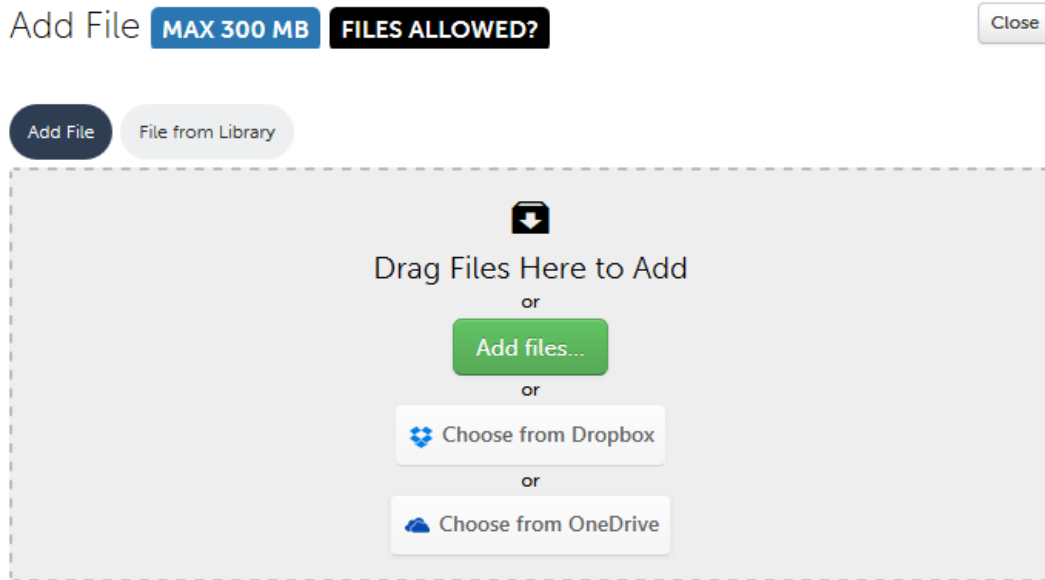


3. Click Add File

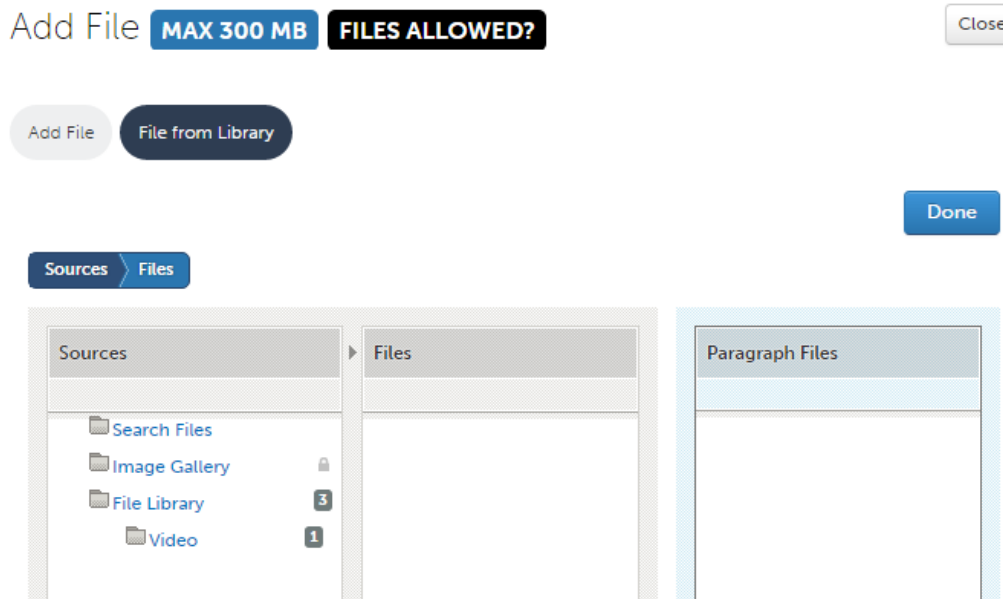


Next Page →

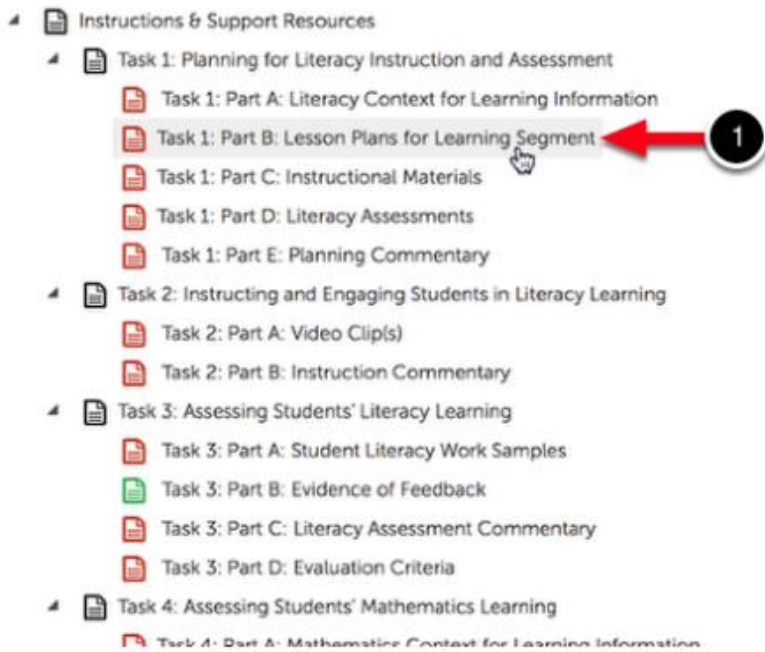
4. Click Insert Content Here



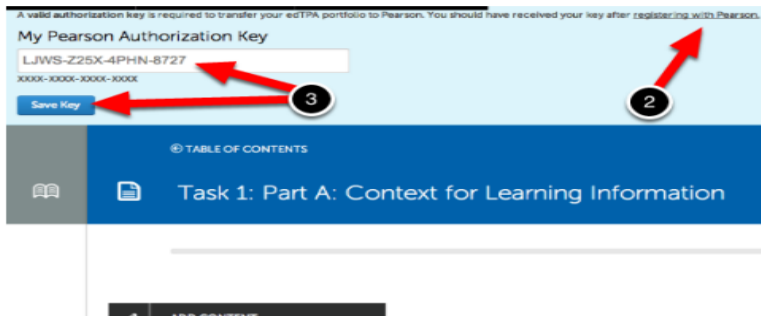
5. Upload your Context for Learning then continue adding the appropriate documents to each section of the portfolio. \*\*Files previously uploaded are located in your file library in chalk and wire.



## Part C: Enter your Pearson Authorization Key



To enter your authorization key select any section in your edTPA® portfolio by clicking on it.



2. If you have not yet registered with Pearson to obtain your authorization key, click the link provided in your portfolio or visit: [www.edtpa.com/PageView.aspx?f=GEN\\_Register.html](http://www.edtpa.com/PageView.aspx?f=GEN_Register.html)

3. Enter your authorization key into the text field provided and click Save Key. A confirmation message will then appear at the top right corner of the screen.

### NOTES:

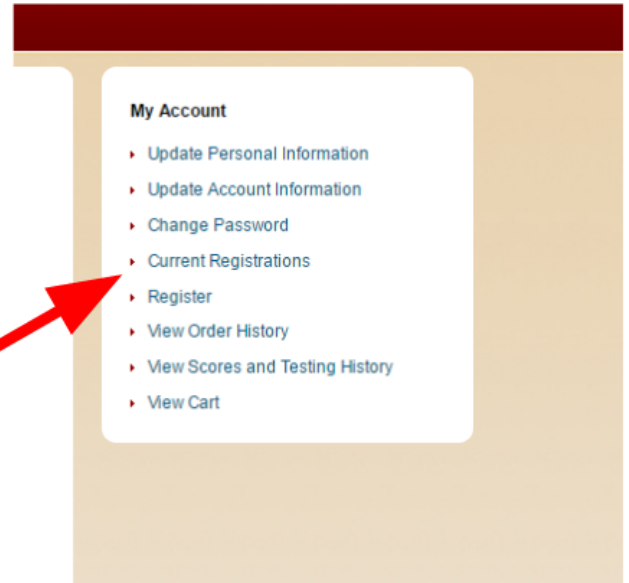
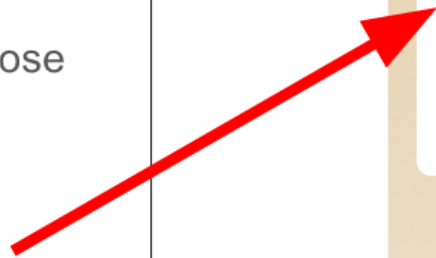
- If you receive an error message, check your authorization key for typos. If you continue to receive an error message at this point, ensure that the certification area for which you registered with Pearson matches the certification area you selected for your edTPA® Portfolio. If they do not match, you will need to resolve the one that is incorrect first.
- You do not have to enter your authorization key before you begin working on your edTPA® portfolio. You can enter your authorization key at any time before you are required to transfer your edTPA® portfolio to Pearson.

Part D Locate your Authorization Code Skip to Part E on page 8 if your Authorization code is already in the format listed below.

# Authorization code should be in the form XXXX-XXXX-XXXX-XXXX

If you do not have an authorization code in this format follow these steps.

1. Login to [edtpa.com](http://edtpa.com)
2. On the right side choose current registrations.



## 3. Choose Manage edTPA Portfolio

Home / My Account / Current Registrations

### Current Registrations

Assessment(s)	Registration Details	Options
Special Education (National) Manage edTPA Portfolio	Not yet submitted. Expires: Sun, Jul 23, 2017 12:43 PM Pacific Time	Review/Change Withdraw

*This information may not reflect any recent changes you have made. Registration changes may require up to 12 hours to process.*

↑ Top of Page

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

My Account

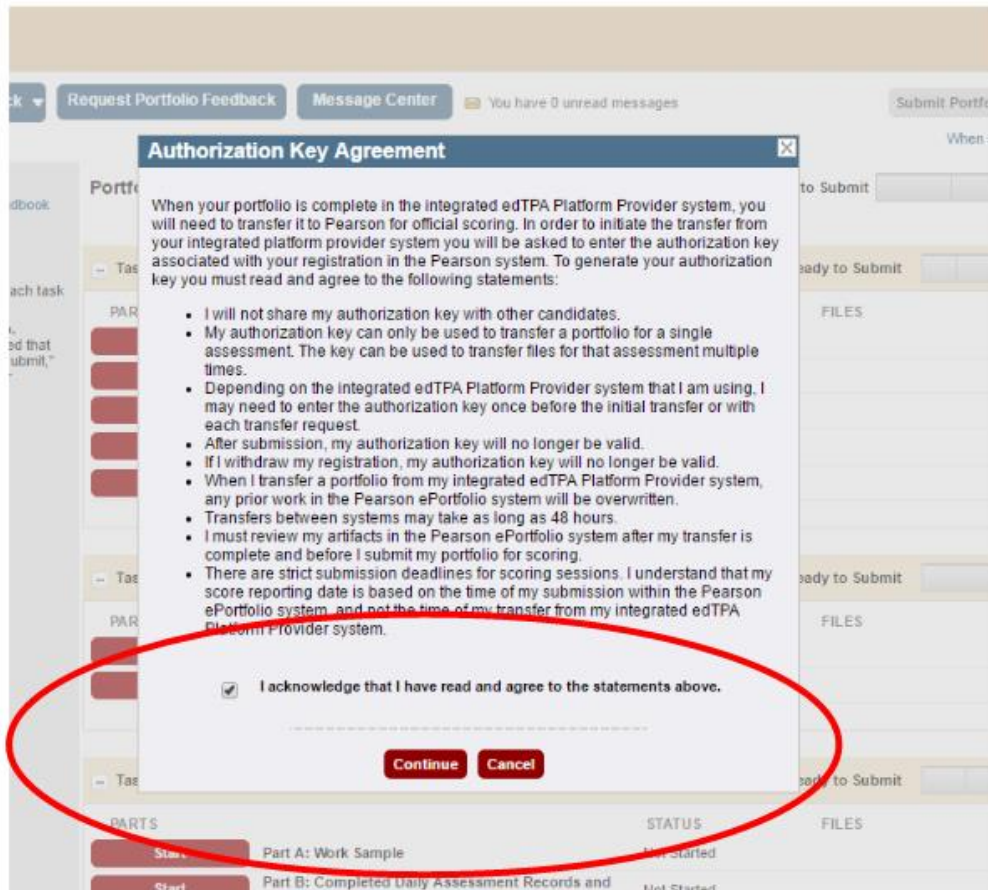
- Update Personal Information
- Update Account Information
- Change Password
- Current Registrations**
- Register
- View Order History
- View Scores and Testing History
- View Cart

# 4. Choose Switch to edTPA Platform Provider

The screenshot displays the 'Special Education' dashboard. At the top, there are navigation buttons: 'Request Task Feedback', 'Request Portfolio Feedback', and 'Message Center'. A notification indicates 'You have 0 unread messages'. A 'Submit Portfolio for Scoring' button is also present, with a sub-link 'When should I submit?'. The main content area is titled 'Portfolio Summary' and shows '0 of 3 Tasks Ready to Submit'. A red circle highlights the link 'Switch to edTPA platform provider'. Below this, 'Task 1: Planning for Instruction and Assessment' is expanded, showing '0 of 5 Parts Ready to Submit'. A table lists five parts, each with a 'Start' button and a 'Not Started' status.

PARTS		STATUS	FILES
<a href="#">Start</a>	Part A: Context for Learning Information	Not Started	
<a href="#">Start</a>	Part B: Lesson Plans for Learning Segment	Not Started	
<a href="#">Start</a>	Part C: Instructional Materials	Not Started	
<a href="#">Start</a>	Part D: Assessments and/or Data Collection Procedures	Not Started	
<a href="#">Start</a>	Part E: Planning Commentary	Not Started	

# 5. Choose I Acknowledge and Continue



Your authorization key will be displayed in the format

XXXX-XXXX-XXXX-XXXX

**Your authorization key is** [REDACTED]




















Use your authorization key to transfer your complete edTPA portfolio from your integrated platform provider's system to the Pearson ePortfolio system (this site). Please note that it can take up to 48 hours to transfer your portfolio.

Please follow these steps to transfer, review and submit your portfolio for scoring:

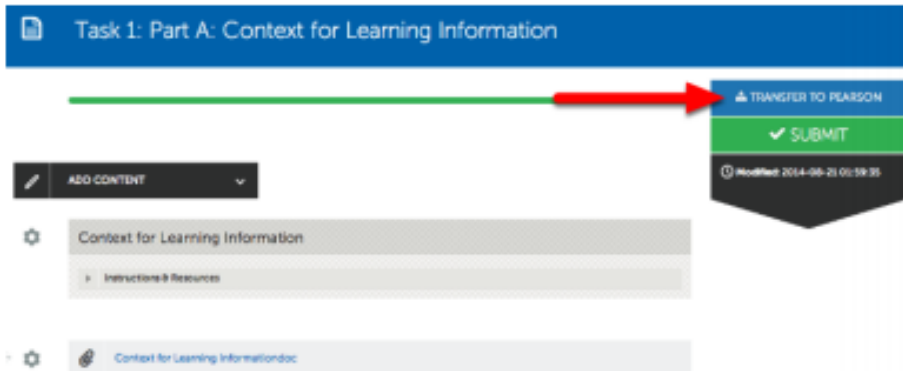
1. Transfer your portfolio from the integrated platform provider's system to this system using the authorization key above.
2. Sign in to the Pearson ePortfolio system (this site) to review your transferred files.
3. Submit your portfolio for scoring through the Pearson ePortfolio system.

*Need to use the Pearson ePortfolio system to build your portfolio? [Click here to switch systems.](#)*

## Part E Transfer your edTPA Portfolio

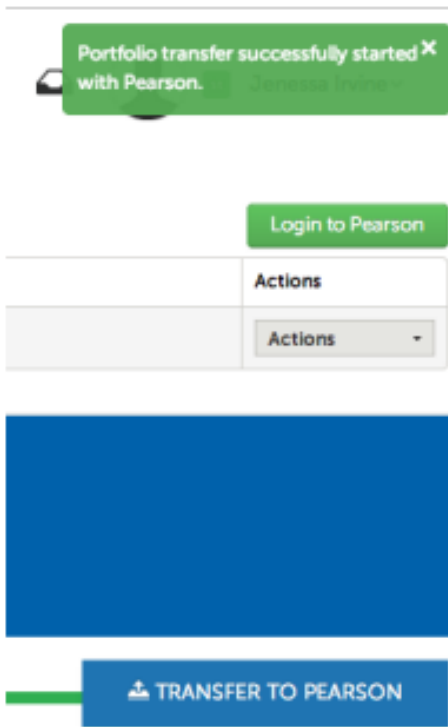
-  Instructions & Support Resources
  -  Task 1: Planning for Literacy Instruction and Assessment
    -  Task 1: Part A: Literacy Context for Learning Information
    -  Task 1: Part B: Lesson Plans for Learning Segment
    -  Task 1: Part C: Instructional Materials
    -  Task 1: Part D: Literacy Assessments
    -  Task 1: Part E: Planning Commentary
  -  Task 2: Instructing and Engaging Students in Literacy Learning
    -  Task 2: Part A: Video Clip(s)
    -  Task 2: Part B: Instruction Commentary
  -  Task 3: Assessing Students' Literacy Learning
    -  Task 3: Part A: Student Literacy Work Samples
    -  Task 3: Part B: Evidence of Feedback
    -  Task 3: Part C: Literacy Assessment Commentary
    -  Task 3: Part D: Evaluation Criteria
  -  Task 4: Assessing Students' Mathematics Learning
    -  Task 4: Part A: Mathematics Context for Learning Information
    -  Task 4: Part B: Learning Segment Overview
    -  Task 4: Part C: Mathematics Chosen Formative Assessment

Once the required files have been uploaded to your edTPA® portfolio, all sections will turn green. To transfer your edTPA® portfolio to Pearson for official scoring, select any part section (one with a green icon) in your portfolio by clicking on it.



To transfer your edTPA® Portfolio to Pearson for official scoring, click the 'Transfer to Pearson' button.

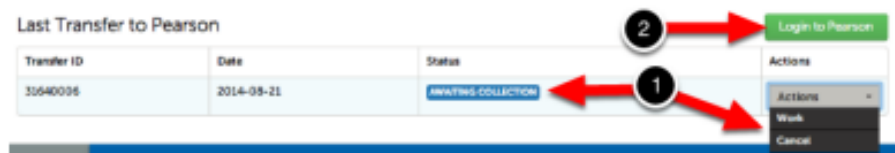
**NOTE: When transferring your edTPA® portfolio to Pearson you do not need to transfer each section separately. Clicking the 'Transfer to Pearson' button from one page within the portfolio, will transfer the entire portfolio at once.**



You will receive a message confirming that your portfolio transfer has successful started with Pearson. The transfer process can take anywhere from a couple of hours to a few days, depending on how many other students are transferring their edTPA® portfolios at the same time.



## IMPORTANT NOTE: Sign in to Pearson & Submit edTPA®



1. After you have clicked the 'Transfer to Pearson' button, the status of your edTPA® transfer will be displayed at the top of your portfolio screen. You can use the 'Actions' menu to preview your portfolio (Work) or cancel your transfer (Cancel) if it has not yet been collected.

NOTE: You can transfer your portfolio to Pearson as many times as needed (i.e. if you need to make revisions). The latest transferred version of your edTPA® portfolio will replace a previously transferred version. You will want to ensure that you are satisfied with your latest transferred version before moving on to step 2.

**STOP HERE! YOU WILL DO THE REVIEW AND FINAL STEP AT YOUR SUBMISSION TIME!**

2. Once Pearson has collected your transferred files, you will receive an email confirmation from Pearson. At this point, in order to officially submit your edTPA® to Pearson for official scoring, you must sign into the Pearson ePortfolio system to ensure the transfer was successful and submit your edTPA® files.

**SEND THIS  
EMAIL TO  
GRAD  
ASSISTANT**

You will receive an email notification confirming that your assessment has been successfully submitted. At this point no further actions are required.