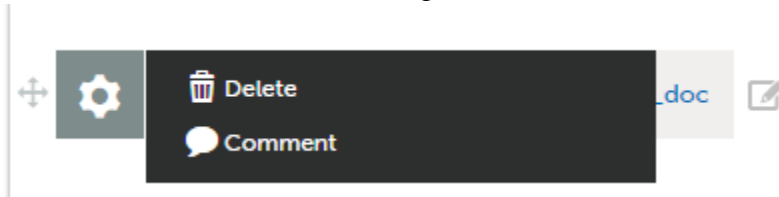


Submitting Your edTPA Portfolio to Pearson

1. If you made revisions to any of your files update them on your portfolio
2. To remove old files click the 'cog' icon then click Delete on the popup menu



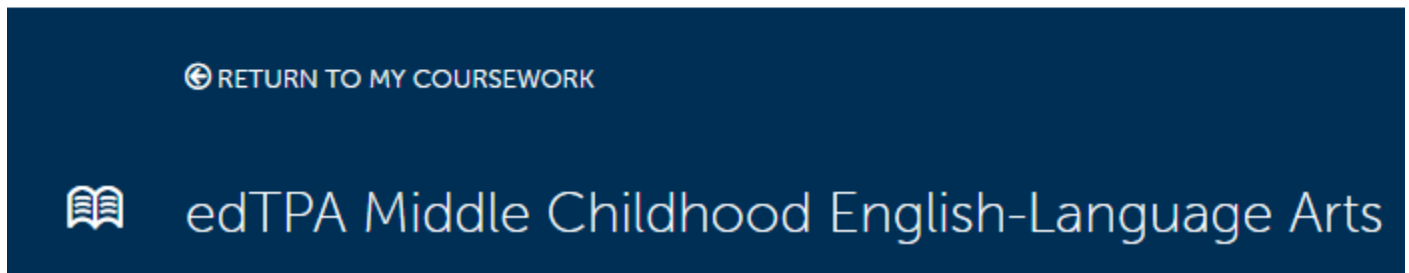
3. Click the Add Content button to upload your revised files
4. Click Table of Contents
5. Enter your Pearson Authorization Key in the box provided at the top of your edTPA portfolio

A valid authorization key is required to transfer your edTPA portfolio to Pearson. [Get My edTPA Authorization Key](#)

My Pearson Authorization Key

XXXX-XXXX-XXXX-XXXX

[Save Key](#)



6. Click Save Key

7. Click the Transfer to Pearson link (it is not active in the screenshot because an Authorization Key hasn't been entered)

A valid authorization key is required to transfer your edTPA portfolio to Pearson. [Get My edTPA Authorization Key](#)

My Pearson Authorization Key

XXXX-XXXX-XXXX-XXXX

[Save Key](#)

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Task 1: Planning for Literacy Instruction and Assessment

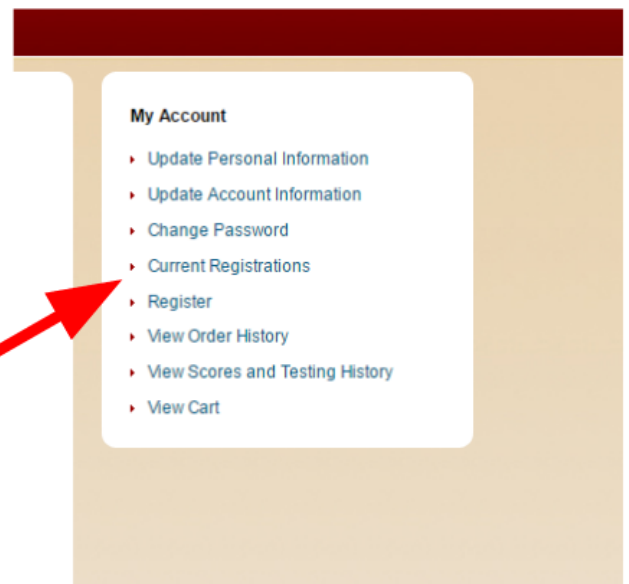
[TRANSFER TO PEARSON](#)

8. If you don't have a Pearson Authorization Key you can click the Get My edTPA Authorization Key button in Chalk and Wire or login to your account at edtpa.com and follow the steps 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
2. On the right side choose current registrations.



Home / My Account / Current Registrations

Current Registrations

Assessment(s)	Registration Details	Options
Special Education (National) Manage edTPA Portfolio		Review/Change Withdraw

This information may not reflect any changes that have been made to your registration. Changes may require up to 12 hours to process.

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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

Click Manage edTPA Portfolio



Special Education

Request Task Feedback Request Portfolio Feedback Message Center You have 0 unread messages Submit Portfolio for Scoring

1. Read the handbook. Special Education Handbook Handbook Errata and Updates

2. Upload your work. Complete all parts for each task

Portfolio Summary Switch to edTPA platform provider

Task 1: Planning for Instruction and Assessment Show Instructions

When should I submit?

Click Switch to edTPA platform provider



Authorization Key Agreement

When your portfolio is complete in the integrated edTPA Platform Provider system, you will need to transfer it to Pearson for official scoring. In order to initiate the transfer from your integrated platform provider system you will be asked to enter the authorization key associated with your registration in the Pearson system. To generate your authorization key you must read and agree to the following statements:

- I will not share my authorization key with other candidates.
- My authorization key can only be used to transfer a portfolio for a single assessment. The key can be used to transfer files for that assessment multiple times.
- Depending on the integrated edTPA Platform Provider system that I am using, I may need to enter the authorization key once before the initial transfer or with each transfer request.
- After submission, my authorization key will no longer be valid.
- If I withdraw my registration, my authorization key will no longer be valid.
- When I transfer a portfolio from my integrated edTPA Platform Provider system, any prior work in the Pearson ePortfolio system will be overwritten.
- Transfers between systems may take as long as 48 hours.
- I must review my artifacts in the Pearson ePortfolio system after my transfer is complete and before I submit my portfolio for scoring.
- There are strict submission deadlines for scoring sessions. I understand that my score reporting date is based on the time of my submission within the Pearson ePortfolio system, and not the time of my transfer from my integrated edTPA Platform Provider system.

I acknowledge that I have read and agree to the above terms and conditions.

Continue Cancel

Part A: Work Sample Not Started

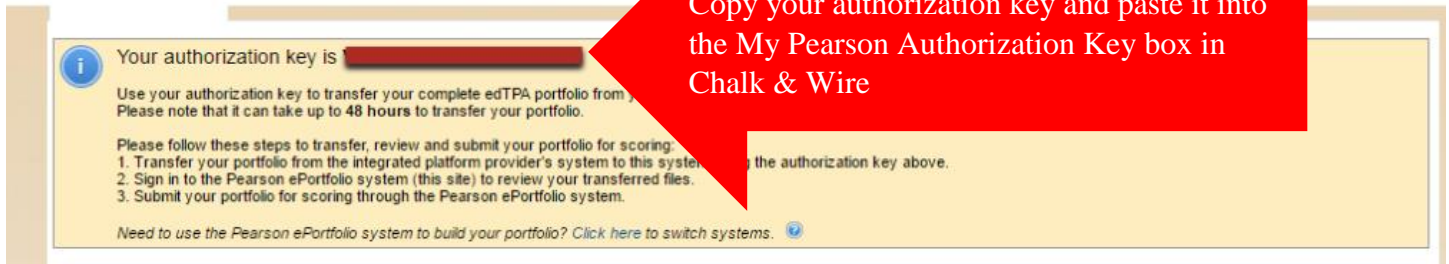
Part B: Completed Daily Assessment Records and Not Started

Check "I acknowledge..." then click Continue



Your authorization key will be displayed in the format

XXXX-XXXX-XXXX-XXXX



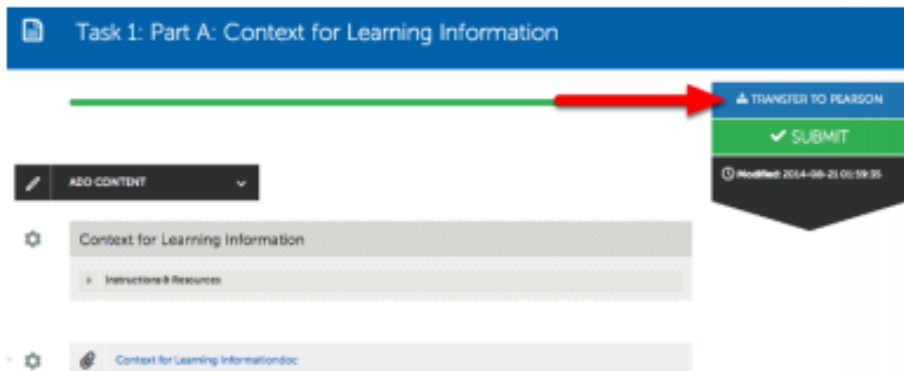
The screenshot shows a notification box with a blue information icon on the left. The text inside reads: "Your authorization key is [redacted]". Below this, it says "Use your authorization key to transfer your complete edTPA portfolio from [redacted]. Please note that it can take up to 48 hours to transfer your portfolio." It then lists three steps: 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. At the bottom, there is a link: "Need to use the Pearson ePortfolio system to build your portfolio? Click here to switch systems." A large red arrow points from the right side of the box towards the redacted key area.

Copy your authorization key and paste it into the My Pearson Authorization Key box in Chalk & Wire

9. Transfer your edTPA Portfolio to Pearson

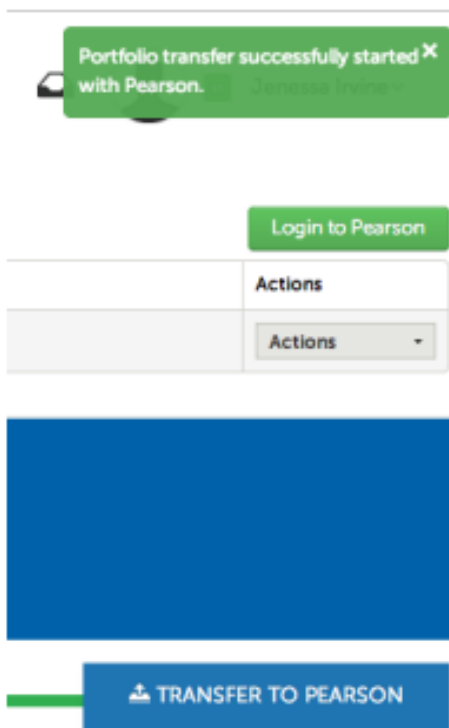
- Instructions & Support Resources
 - Task 1: Planning for Literacy Instruction and Assessment
 - Task 1: Part A: Literacy Context for Learning Information
 - Task 1: Part B: Lesson Plans for Learning Segment
 - Task 1: Part C: Instructional Materials
 - Task 1: Part D: Literacy Assessments
 - Task 1: 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.



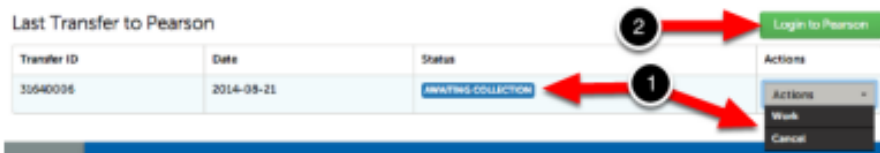
To transfer your edTPA® Portfolio to Pearson for official scoring, click the 'Transfer to Pearson' button.

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.

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.

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