

TK20 GUIDE FOR EDTPA™ CANDIDATES

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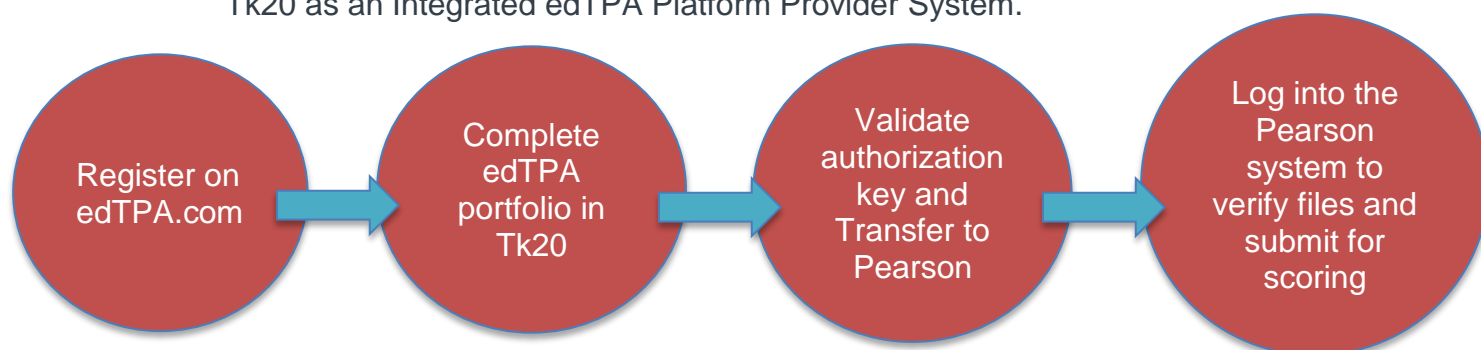
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1 OVERVIEW

1.1 edTPA Process

1. As you navigate through the edTPA process, you will need to complete the following steps to successfully transfer and submit your edTPA portfolio using Tk20 as an Integrated edTPA Platform Provider System.



Begin the transfer from Tk20 to Pearson **at least 5 days before** your planned submission date to allow yourself adequate time to review your files in the Pearson system and submit your assessment for scoring. Please be sure to allow up to 48 hours for the portfolio to be transferred. Please refer to the Pearson edTPA website for more information about the transfer and submission processes.

- 1) Review policies and register for the appropriate edTPA assessment on edTPA.com.
- 2) Log into Tk20 and complete your edTPA portfolio in the Portfolios tab. If you do not see an edTPA portfolio in your account, contact your campus Tk20 Unit Administrator.
- 3) Validate your authorization key in the first tab of your edTPA portfolio.
- 4) After uploading all required documents and audio/video clips as defined in the edTPA handbook, click “**Submit**”* or “**Transfer to Pearson.**”

* “Submit” is specifically for students who are **not** being scored by Pearson.
- 5) Keep track of your edTPA portfolio status by clicking on “Track My edTPA Transfer.”
- 6) Within the Pearson system: When you have confirmed that all parts of your assessment are ready to be submitted, submit your assessment using the Pearson ePortfolio system on edTPA.com. You will receive an email notification confirming that your assessment has been submitted. Once the submission has

been completed, your assessment is ready to be scored. No additional actions are required.

Support	Tk20 Support	Pearson edTPA Customer Support
Email	support@tk20.com	Please use the email communication form on the <u>Pearson Contact Us Page</u> .
Phone	(512) 401-2000	(413) 256-2889 -Or- (866) 565-4872
Hours	Monday – Friday 7:00 am – 7:00 pm	

2 USING EDTPA WITH TK20

2.1 Reviewing Policies & Registering

In order to submit your portfolio for edTPA and have your portfolio officially scored by Pearson, you must register with Pearson on edTPA.com (Note: This can be accomplished within your Tk20 edTPA portfolio by clicking “Get My edTPA Authorization Key” or by going to edTPA.com). 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 at www.edTPA.com for important information you need to know about permissions, confidentiality, and other requirements.
2. Go to the **Register** page on the edTPA website and review the important information in the links in the **Before You Register** section.
3. Then, click the **Next** button and continue clicking **Next** until all specific registration requirements have been reviewed.
4. After reviewing the instructions for Candidates using an Integrated edTPA Platform Provider System, click 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 Tk20. 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. Select edTPA Platform Provider to indicate that you are using Tk20 to build your edTPA portfolio. Refer to the “**Transferring Your Portfolio From an Integrated System**” 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 Tk20 to the Pearson ePortfolio System.

2.2 Viewing the edTPA Portfolio in Tk20

To view portfolio:

1. Click on the **Portfolios** tab located at the top of the page.
2. Click the link for the edTPA portfolio you wish to open, as shown in **Figure 1**.

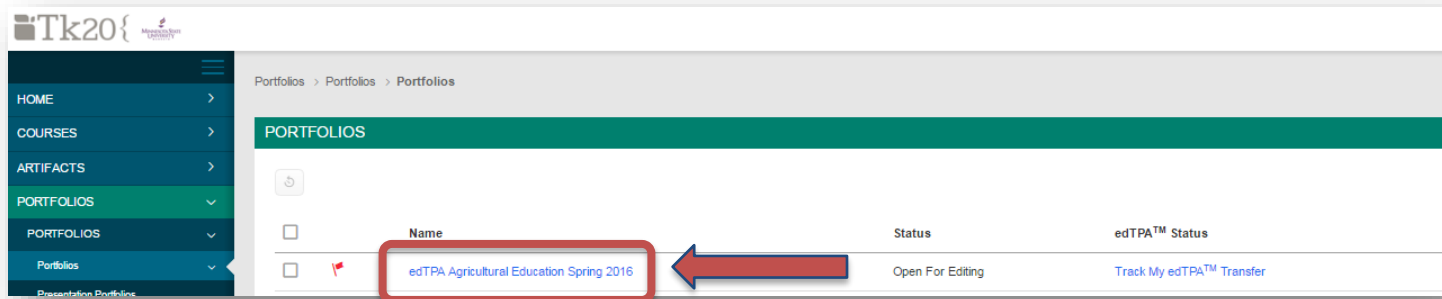


Figure 1

3. Within the portfolio, you will see a series of tabs organized by the tasks included in your edTPA handbook.

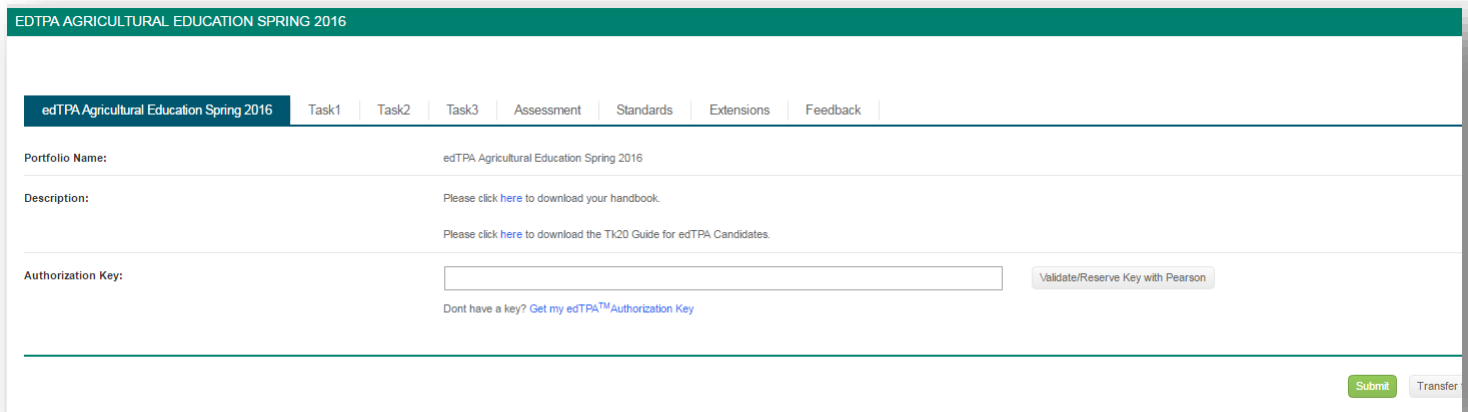


Figure 2

Figure 2 shows the following:

- In the first tab, you can view and download the PDF version of your edTPA handbook.
- In the subsequent tabs (Task 1, Task 2, and Task 3), you will see the requirements for each sub-task.
- You can also download templates for Context for Learning information, as well as Planning, Instruction, and Assessment Commentary Forms in Word document format.

2.3 Attaching Artifacts to your edTPA Portfolio in Tk20

After you view the portfolio details and understand what is required, you can begin attaching your artifacts. Under each tab in the portfolio, you will see placeholders to attach all task parts.

To upload documents and attach to your edTPA portfolio:

1. Click on **Select** next to each sub-task, as shown in Figure 3

edTPA Agricultural Education Spring 2016 Task1 Task2 Task3 Assessment Standards Extensions Feedback

INSTRUCTIONS

To successfully complete this task, you must submit the following:

Part A: Context for Learning Information

- Click [here](#) to download the context for learning information template.
- Important Note:** No more than 3 pages, including prompts

Part B: Lesson Plans for Learning Segment

- Submit 3–5 lesson plans in 1 file.
- Within the file, label each lesson plan (Lesson 1, Lesson 2, etc.).
- All rationale or explanation for plans should be written in the Planning Commentary and removed from lesson plans.
- Important Note:** No more than 4 pages per lesson

Part C: Instructional Materials

- Submit materials in 1 file.
- Within the file, label materials by corresponding lesson (Lesson 1 Instructional Materials, Lesson 2 Instructional Materials, etc.).
- Order materials as they are used in the learning segment.
- Important Note:** No more than 5 pages of KEY instructional materials per lesson plan

Part D: Assessments

- Submit assessments in 1 file.
- Within the file, label assessments by corresponding lesson (Lesson 1 Assessments, Lesson 2 Assessments, etc.).
- Order assessments as they are used in the learning segment.

Part E: Planning Commentary

- Click [here](#) to download the planning commentary template.
- Respond to prompts before teaching the learning segment.
- Important Note:** No more than 9 pages, including prompts

ATTACHMENT(S):

TASK1_PARTA: [TASK1_PARTA 1](#)
Standard(s)
Edited on 03/23/2016 02:00 PM

TASK1_PARTB: [TASK1_PARTB 1](#)
Standard(s)
Attached on 03/30/2016 08:16 AM

TASK1_PARTC: [Select](#)
Standard(s)
Unattached

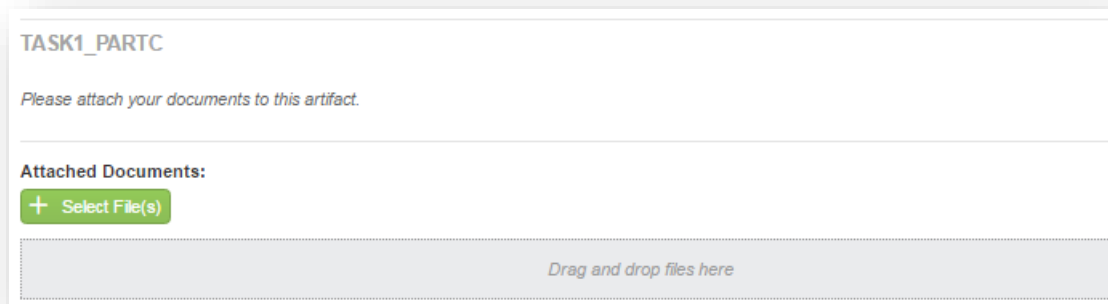
TASK1_PARTD: [Select](#)
Standard(s)
Unattached

TASK1_PARTE: [Select](#)
Standard(s)
Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Figure 3

2. Click on **Select Files** to search for files located on your computer for each respective sub-task. Alternatively, in **Figure 4** you will notice that you can select files located on your computer and “Drag and drop” them in the artifact.



The screenshot shows a web interface for an artifact titled "TASK1_PARTC". Below the title is a prompt: "Please attach your documents to this artifact." Underneath this is a section labeled "Attached Documents:". Within this section, there is a green button with a plus icon and the text "Select File(s)". Below the button is a large, light gray rectangular area with a dashed border and the text "Drag and drop files here" centered inside it.

Figure 4

Notes:

- When you name your files, there are no required file naming conventions; however, you are strongly encouraged to be as descriptive as possible **DO NOT** use special characters in your titles (i.e. !@#\$%&*,.<>).
 - Do not include any identifying information (names or institution) in your files.
 - Assessors should be able to easily identify the contents of each file.
 - The name of your artifact defaults to the name of the sub-task followed by a numeral.
3. When uploading videos (in Task 2), you must follow the *User Guidelines for Video Upload*.

Notes:

- Be sure you have compressed your video files before you begin uploading and attaching them to your edTPA portfolio in Tk20.
 - **Each video file must be compressed to a file size of 100MB or less, unless otherwise advised by your institution.**
4. Some task parts require more than one file to be attached. In such cases, repeat step 2 (above) to add additional files to the artifact.
 5. Once you have attached the required number of files for that specific artifact/sub-task, click on **“Save”** to attach the artifact to your edTPA portfolio. You will see the artifact has been attached in the list of required artifact placeholders.
Once you have saved, changes made are visible to your assessor.

6. Once all artifacts have been successfully attached with the appropriate number of files (as listed in the *Evidence Charts* of your edTPA handbook), you may make one of two decisions:
 - a. “Transfer to Pearson”- This option will submit your portfolio to the Pearson system so you can enter it for official scoring (see section 2.7 below). This option will simultaneously submit your portfolio for review by assessors at your institution.
 - b. “Submit”- This option will only submit your portfolio to your institutional assessors, and will not transfer it to Pearson for official scoring (Note: this option does not require a valid authorization key).

edTPA Agricultural Education Spring 2016 Task1 Task2 Task3 Assessment Standards Extensions Feedback

INSTRUCTIONS

To successfully complete this task, you must submit the following:

Part A: Context for Learning Information

- Click [here](#) to download the context for learning information template.
- Important Note:** No more than 3 pages, including prompts

Part B: Lesson Plans for Learning Segment

- Submit 3–5 lesson plans in 1 file.
- Within the file, label each lesson plan (Lesson 1, Lesson 2, etc.).
- All rationale or explanation for plans should be written in the Planning Commentary and removed from lesson plans.
- Important Note:** No more than 4 pages per lesson

Part C: Instructional Materials

- Submit materials in 1 file.
- Within the file, label materials by corresponding lesson (Lesson 1 Instructional Materials, Lesson 2 Instructional Materials, etc.).
- Order materials as they are used in the learning segment.
- Important Note:** No more than 5 pages of KEY instructional materials per lesson plan

Part D: Assessments

- Submit assessments in 1 file.
- Within the file, label assessments by corresponding lesson (Lesson 1 Assessments, Lesson 2 Assessments, etc.).
- Order assessments as they are used in the learning segment.

Part E: Planning Commentary

- Click [here](#) to download the planning commentary template.
- Respond to prompts before teaching the learning segment.
- Important Note:** No more than 9 pages, including prompts

ATTACHMENT(S):

TASK1_PARTA: [TASK1_PARTA 1](#)
Standard(s)
Edited on 03/23/2016 02:00 PM

TASK1_PARTB: [TASK1_PARTB 1](#)
Standard(s)
Attached on 03/30/2016 08:16 AM

TASK1_PARTC: [Select](#)
Standard(s)
Unattached

TASK1_PARTD: [Select](#)
Standard(s)
Unattached

TASK1_PARTE: [Select](#)
Standard(s)
Unattached

ADDITIONAL ATTACHMENT(S) (OPTIONAL):

[Submit](#) [Transfer to Pearson](#) [Save](#) [Close](#)

Figure 5

2.4 Transferring to Pearson from Tk20

After you have registered for your edTPA assessment on edTPA.com and obtained your authorization key:

1. Access your edTPA portfolio in the Portfolios tab in Tk20.
2. In the first tab, you will see a field to enter your authorization key. Enter your authorization key in the field and select **Validate/Reserve Key with Pearson** (Figure 6).

edTPA Agricultural Education Spring 2016 | Task1 | Task2 | Task3 | Assessment | Standards | Extensions | Feedback

Portfolio Name: edTPA Agricultural Education Spring 2016

Description: Please click [here](#) to download your handbook.
Please click [here](#) to download the Tk20 Guide for edTPA Candidates.

Authorization Key: Validate/Reserve Key with Pearson

Dont have a key? [Get my edTPA™ Authorization Key](#)

Figure 6

Note:

This is a one-time validation. Once your authorization key has been validated, you will not need to enter it again in Tk20 unless you create a new registration on edTPA.com for the same assessment or another assessment. If your authorization is marked as invalid, please contact Pearson edTPA Customer Support.

3. Once you have uploaded all necessary documents to each required sub-task, validated your authorization key, and completed the steps listed above, click **Transfer to Pearson**.

edTPA Agricultural Education Spring 2016

Task1 Task2 Task3 Assessment Standards Extensions Feedback

Portfolio Name: edTPA Agricultural Education Spring 2016

Description: Please click [here](#) to download your handbook.
Please click [here](#) to download the Tk20 Guide for edTPA Candidates.

Authorization Key: ASDF-1234-MNBV-0976 [Validate/Reserve Key with Pearson](#)

Don't have a key? [Get my edTPA™ Authorization Key](#)

Submit Transfer to Pearson Save

Figure 7

- When your edTPA portfolio has been processed and transferred to Pearson, check the status of the portfolio by clicking on **Track My edTPA Transfer**. Upon successful transfer, Pearson will send you an email prompting you to login to the Pearson system to verify the contents of your edTPA portfolio and submit for official scoring.

PORTFOLIOS


<input type="checkbox"/>	Name	Status	edTPA™ Status	Sent By	Updated	Due Date
<input type="checkbox"/>	 edTPA Agricultural Education Spring 2016	Open Fo	Track My edTPA™ Transfer	Akerman, Kyle	03/30/2016	03/31/2016 01:00 AM

Figure 8

- You must now log into the Pearson ePortfolio System on edTPA.com or by clicking Track My edTPA Transfer to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

2.5 Recalling a Portfolio for Revision and Re-Transfer

When verifying the contents of your edTPA portfolio in the Pearson system, you may find that additional revisions are required if you have missed a piece of documentation or uploaded the incorrect file to an individual task.

Recalling a portfolio does not remove the transferred portfolio from the Pearson system. It is not an “undo” process. The “recall” process allows you to re-open a portfolio in Tk20 in order to make changes and re-transfer to Pearson. When you re-transfer the portfolio to Pearson, your previously transferred portfolio is replaced with the latest version of the portfolio available in Tk20.

2.5.1

You may recall your portfolio in Tk20, make any necessary revisions, and re-transfer the portfolio to Pearson by completing the following steps:

1. Navigate to the **Portfolios tab** within Tk20.
2. Click the title of the portfolio you are trying to recall.
3. Click the **Recall from Pearson** button

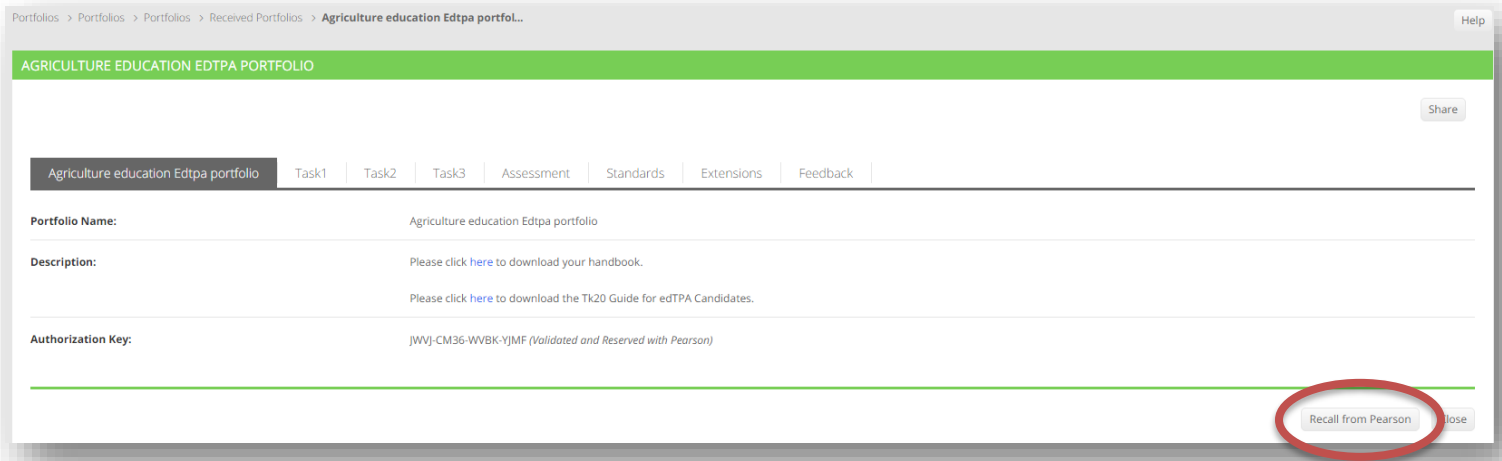


Figure 9

2.5.2

To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

1. Access your edTPA portfolio from the **Portfolios tab**.
2. Click on the tab that contains the artifact(s) you wish to modify.

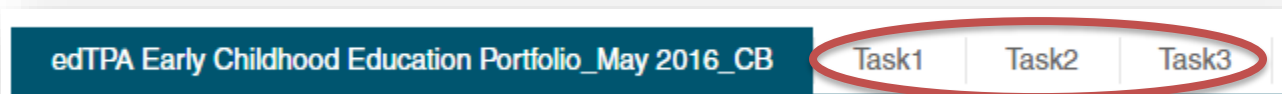


Figure 10

3. Select the artifact (sub-task) you wish to modify.

EDTPA EARLY CHILDHOOD EDUCATION PORTFOLIO_MAY 2016_CB

edTPA Early Childhood Education Portfolio_May 2016_CB Task1 Task2 Task3 Assessment Standards Extensions Feedback

INSTRUCTIONS

To successfully complete this task, you must submit the following:

Part A: Video Clips

- Click [here](#) for Tk20 User Guidelines for Video Upload.
- Before you record your video, obtain permission from the parents/guardians of the children and from adults who appear in the video.
- Refer to Task 2, What Do I Need to Do? for video clip content and requirements.
- When naming each clip file, include the number of the learning experience shown in the video clip.
- Important Note:** No more than 15 minutes total running time

Part B: Instruction Commentary

- Click [here](#) to download the Instruction commentary template.

IMPORTANT:

ATTACHMENT(S):

TASK2_PARTA: TASK2_PARTA 1 Standard(s) Attached on 05/31/2016 03:02 PM

TASK2_PARTB: TASK2_PARTB 1 Standard(s) Attached on 05/31/2016 03:03 PM

ADDITIONAL ATTACHMENTS (OPTIONAL):

Figure 11

4. You may upload a revised file by clicking on **Select Files** to search for the file located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact.

TASK1_PARTC

Please attach your documents to this artifact.

Attached Documents:

+ Select File(s)

Drag and drop files here

Figure 12

Note: If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload, as shown below.

products2.tk20.com says:

A file under this file name is already on the database. If you would like to overwrite this file with your current upload, click ok. This action cannot be undone.

OK Cancel

5. You may remove a file by selecting the **X** button.

TASK2_PARTA

Please attach your documents to this artifact.

Attached Documents:

+ Select File(s)

Sample Student Work_Elem English Lesson.docx (16.99 kb) X

Lorem Ipsum.docx (16.16 kb) X

Drag and drop files here

Update Cancel

Figure 14

6. When you are finished adding and/or removing files, click **“Update”** to attach the artifact to your edTPA portfolio.
7. Once all revisions have been made and saved, you can click **“Transfer to Pearson”** in your edTPA portfolio. Upon successful transfer, the contents of the portfolio in the Pearson system will be updated.
- 8.

Submit Transfer to Pearson Save Close

Figure 15

9. You must log in to the **Pearson ePortfolio System** on **edTPA.com** or by clicking **“Track My edTPA Transfer”** to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the **Pearson ePortfolio System** and follow the submission instructions in order to have your portfolio officially scored by Pearson.

2.6 Transcoding Failures

1. During the transfer process, Pearson converts all the files you have provided. If there are any errors, you will receive an email informing you which files are causing errors. Errors may be caused due to corrupt files or an unrecognized file format.

edTPA has specific file type requirements for documents, audio, and video files. Refer to the evidence charts at the end of the edTPA handbooks for a description of the requirements.

2. If your files and/or artifacts do not meet edTPA standards, you will receive the following message in Tk20:



Figure 16

3. If you have a document file that cannot be transcoded properly or has an invalid file type, convert the file to a PDF and re-upload. If you have an audio or video file that will not transcode properly, reformat your file using a video transcoding or compression tool and re-upload. Refer to the Pearson edTPA site for additional Tips and Guides for Candidates.

To make the necessary edits defined by Pearson:

1. Access your edTPA portfolio from the Portfolios tab.
2. To re-open your portfolio for editing in Tk20 and make revisions, click “**Recall from Pearson.**” Clicking this button does not automatically change the status or contents of your portfolio in the Pearson system.

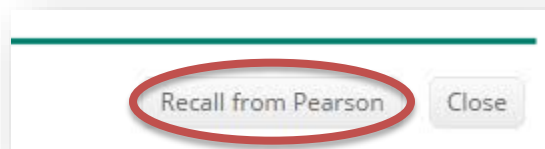


Figure 17

3. Revise your portfolio using the steps listed in section 2.5.2 of this guide.
4. Once all identified files causing errors have been revised and updated in the respective artifacts, you can click “**Transfer to Pearson.**”

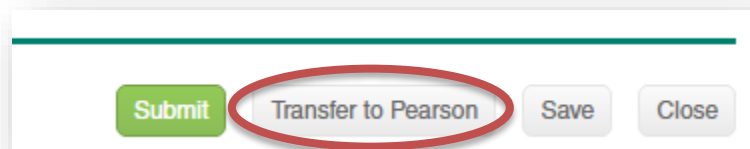


Figure 18

5. Upon successful transfer, Pearson will contact you via email to verify the contents of your edTPA portfolio and submit for official scoring in the Pearson system.
6. **You must log in to the Pearson ePortfolio System on edTPA.com or by clicking “Track My edTPA Transfer”** to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the **Pearson ePortfolio System** and follow the submission instructions in order to have your portfolio officially scored by Pearson.

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**.

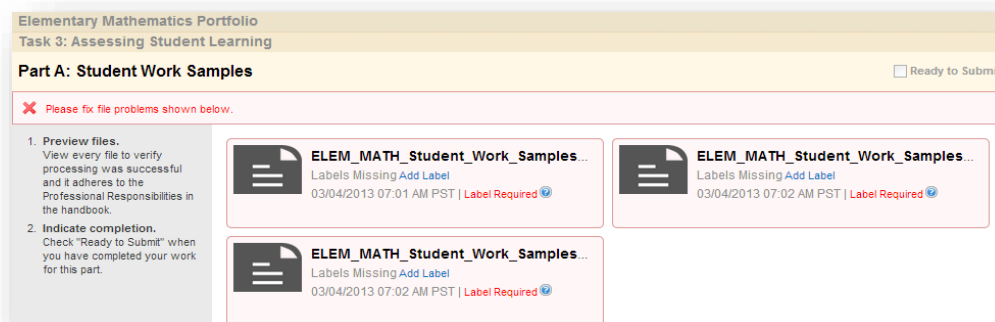


Figure 20

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

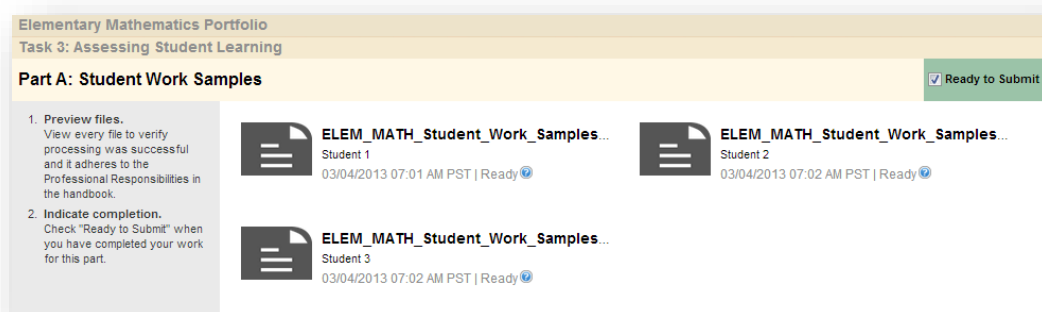


Figure 21

- 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**.

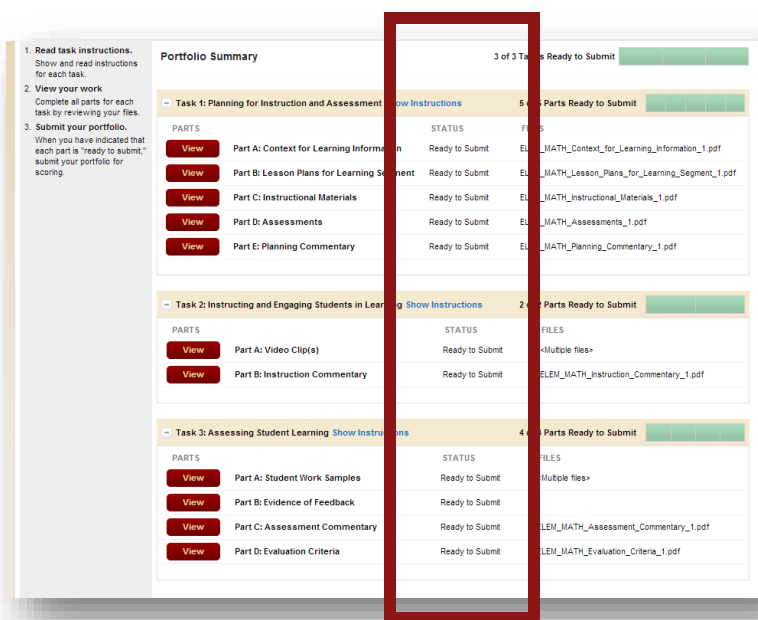


Figure 22

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

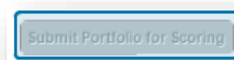


Figure 23

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.

Submit Portfolio for Scoring

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.

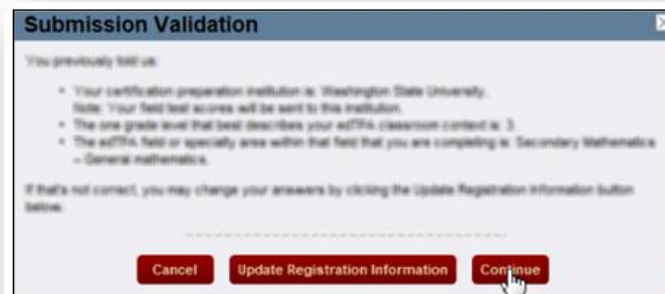


Figure 25

10. Read the Submission Agreement.

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

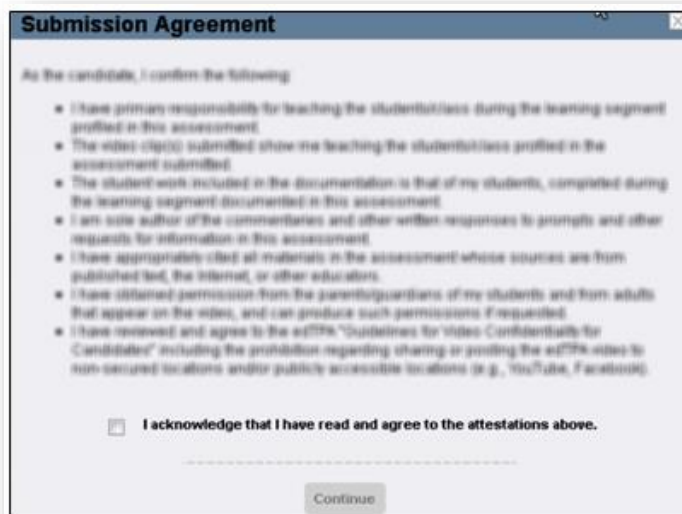


Figure 26

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.



Figure 27

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

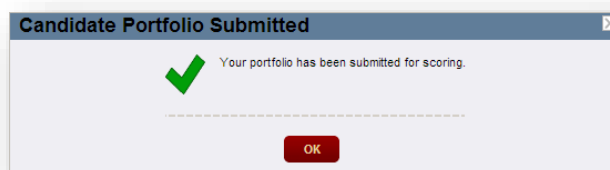


Figure 28

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

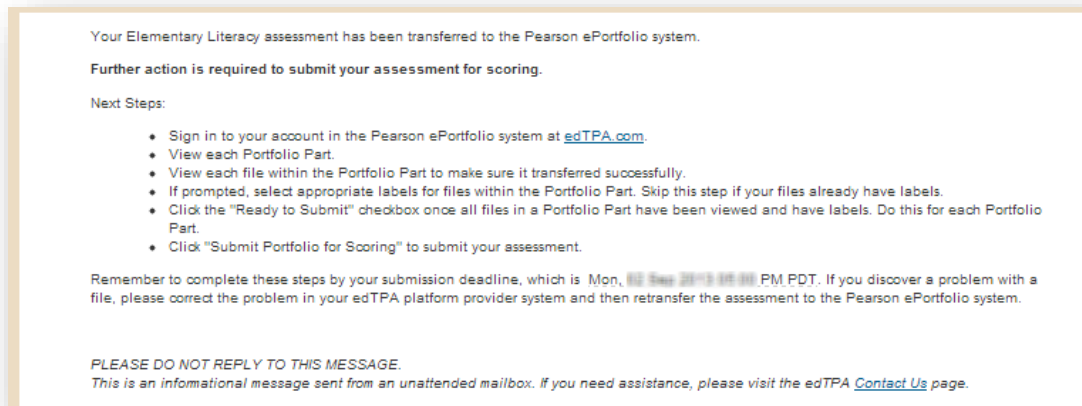


Figure 29

3 APPENDICES

3.1 edTPA Status Descriptions

edTPA Status	Description
Open For Editing	You will be able to upload documents, attach artifacts, and remove artifacts in your edTPA portfolio.
Queued For Pearson	You have clicked the “Transfer to Pearson” button and your portfolio is now placed in line for retrieval by Pearson.
Pearson Verification Pending	Your portfolio is being analyzed by the Pearson system to check for any possible errors.
Transcoding Failure	There were one or more errors found during verification: A. One or more files are missing or corrupt. B. One or more files are not formatted to handbook specifications for a particular task.
Retrieved By Pearson	Your portfolio has been successfully retrieved by Pearson and all handbook specifications have been met. You will be sent a confirmation email requesting to login to the Pearson ePortfolio system to review portfolio contents and submit for official scoring.