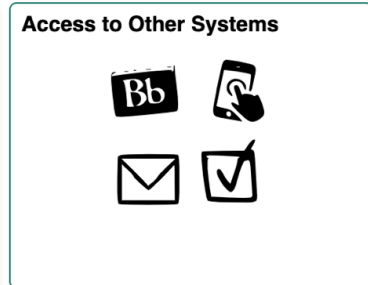
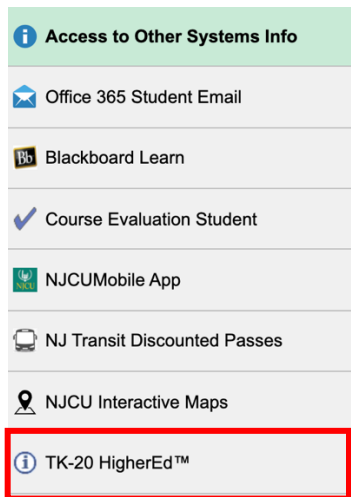


To View Your edTPA Portfolio

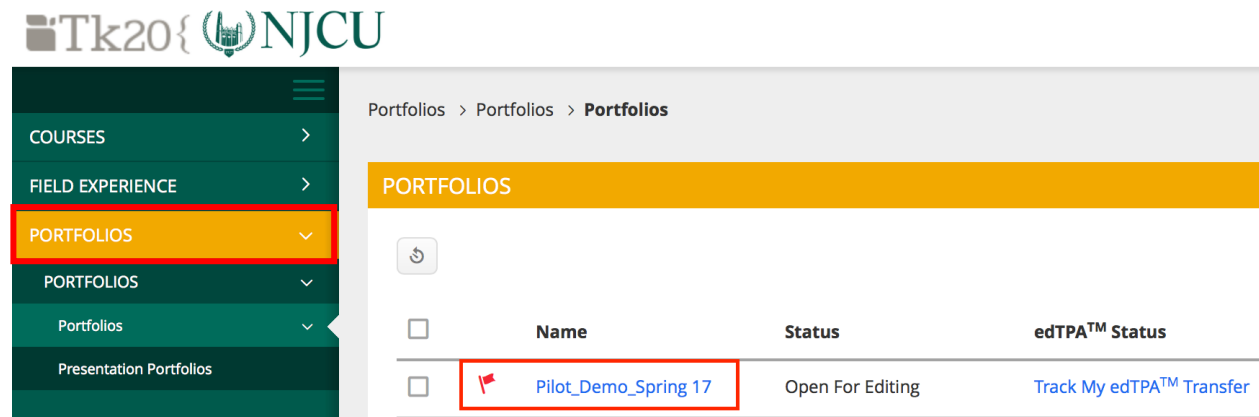
1. Students can access TK20 through their GothicNet accounts. After logging into GothicNet, click the button for **Access to Other Systems**:



2. From the left-hand menu, choose **TK-20 HigherEd**:



3. Once in TK20, click on the **Portfolios** tab located at the top of the page.
4. Click the link for the edTPA portfolio you wish to open:



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

Pilot_Demo_Spring 17
Task1
Task2
Task3
Assessment
Standards
Extensions
Feedback

Portfolio Name: Pilot_Demo_Spring 17

Description:

If you have any questions regarding your handbook, please contact [Pearson Customer Support](#).

Please click [here](#) to download your handbook. Use the following login credentials to access your edTPA handbook.

Username: edtpa
Password: tk20!

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

Please click [here](#) to download the edTPA Errata Sheet.

For additional reference:

Please click [here](#) to download the edTPA "Making Good Choices" support guide.

Please click [here](#) to download the supplemental resource, "Understanding Academic Language in edTPA."

Please click [here](#) to download the supplemental resource, "Understanding Rubric Level Progressions."

Clicking "Submit" submits your portfolio only to assigned on-campus assessors.

Clicking "Transfer to Pearson" transfers your portfolio to Pearson, and automatically submits your portfolio to assigned on-campus assessors.

Authorization Key:

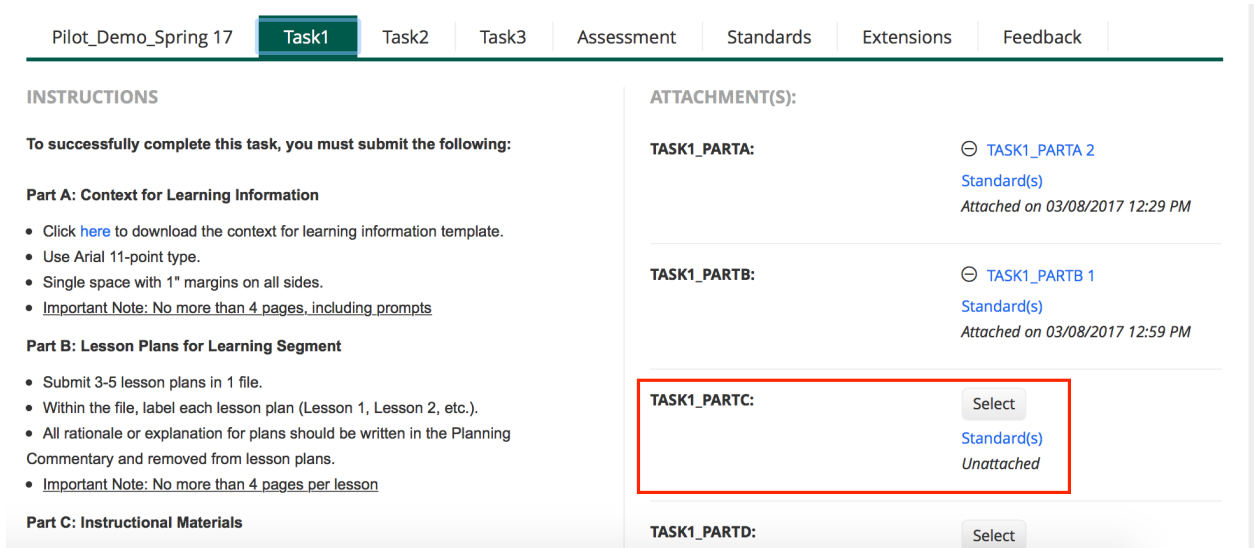
Dont have a key? [Get my edTPA™Authorization Key](#)

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:



The screenshot shows a web interface for an edTPA portfolio. At the top, there are tabs for 'Pilot_Demo_Spring 17', 'Task1' (which is selected and highlighted in green), 'Task2', 'Task3', 'Assessment', 'Standards', 'Extensions', and 'Feedback'. Below the tabs, the 'INSTRUCTIONS' section is visible, detailing requirements for 'Part A: Context for Learning Information', 'Part B: Lesson Plans for Learning Segment', and 'Part C: Instructional Materials'. To the right, the 'ATTACHMENT(S):' section shows three sub-tasks: 'TASK1_PARTA:' (with a 'Select' button and a 'Standard(s)' link), 'TASK1_PARTB:' (with a 'Select' button and a 'Standard(s)' link), and 'TASK1_PARTC:' (with a 'Select' button and a 'Standard(s)' link). The 'TASK1_PARTC:' section is highlighted with a red box, indicating the current focus of the instruction.

2. Click **Select Files** to search for files located on your computer for each respective sub-task. Alternatively, 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

When naming files:

- 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 Task2), you must follow the User Guidelines for Video Upload. Be sure you have compressed your video files before you begin uploading and attaching them to your edTPA portfolio in Tk20. You can use a video compression app to reduce the size of your files.
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/subtask, 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 either:
 - **Transfer to Pearson:** This option will submit your portfolio to the Pearson system so you can enter it for official scoring. This option will simultaneously submit your portfolio for review by assessors at your institution.
 - **Submit:** This option will only submit your portfolio to your institutional assessors and will not transfer it to Pearson for official scoring. (Note: If you would like to make changes to your portfolio after submitting it locally, you will first need to follow the directions for recalling your portfolio.)

Part C: Instructional Materials

- Submit all 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.
- Use Arial 11-point type.
- Single space with 1" margins on all sides.
- Respond to prompts before teaching the learning segment.
- Important Note: No more than 9 pages of commentary, including prompts

TASK1_PARTD:

Select

Standard(s)

Unattached

TASK1 PARTE:

Select

Standard(s)

Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Submit

Transfer to Pearson

Save

Close