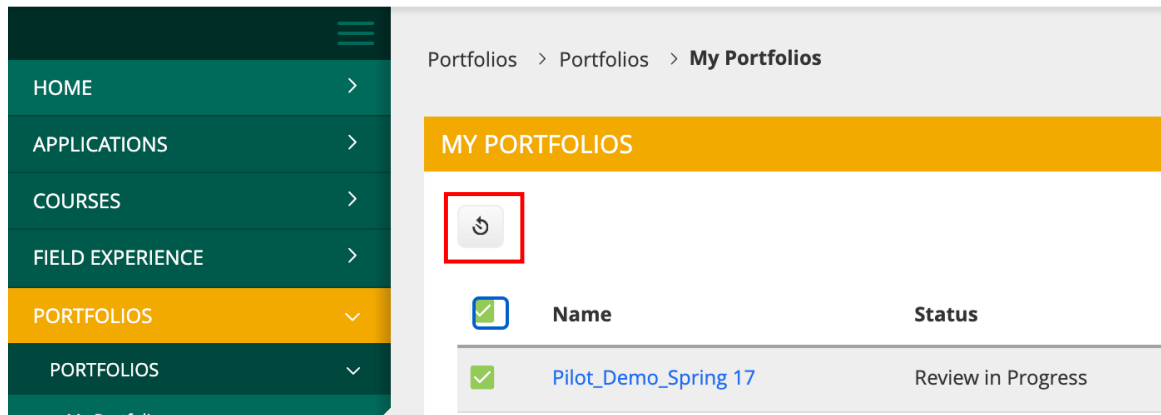


## Recalling a Portfolio for Revision and Re-Transfer

When verifying the content of your edTPA portfolio, you may find additional revisions are required.

To recall a portfolio which was submitted locally, but not yet transferred to Pearson:

1. Navigate to the Portfolios tab within Tk20.
2. Click the checkbox next to the name of the portfolio you are trying to recall.
3. Click the Recall button (which looks like a counterclockwise arrow):



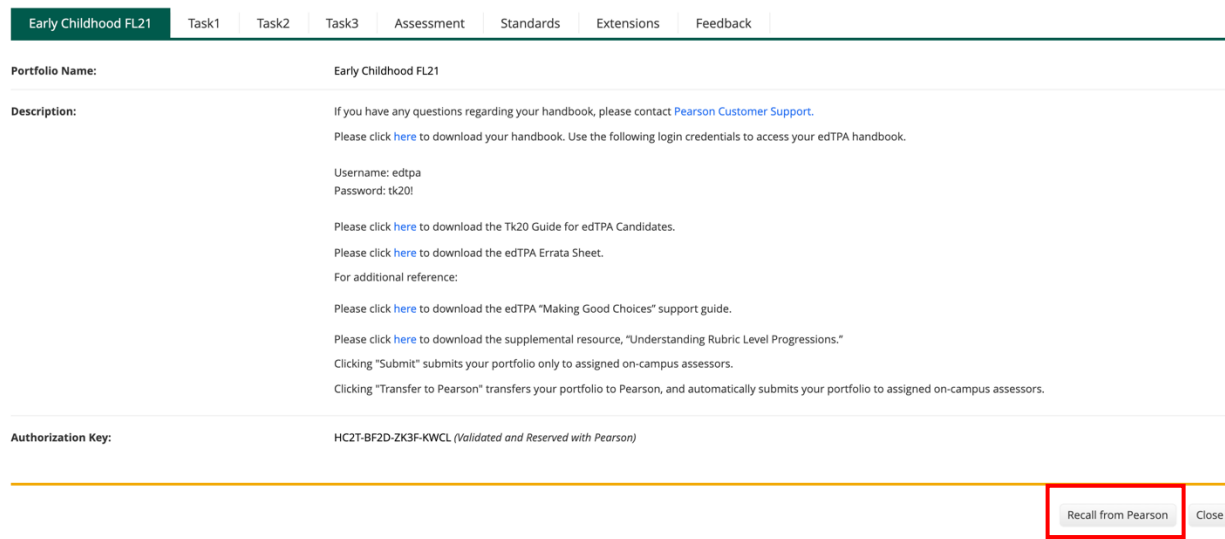
Portfolios > Portfolios > **My Portfolios**

**MY PORTFOLIOS**

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	Pilot_Demo_Spring 17	Review in Progress

To recall a portfolio which was transferred to Pearson:

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.



Early Childhood FL21 | Task1 | Task2 | Task3 | **Assessment** | Standards | Extensions | Feedback

**Portfolio Name:** Early Childhood FL21

**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 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.

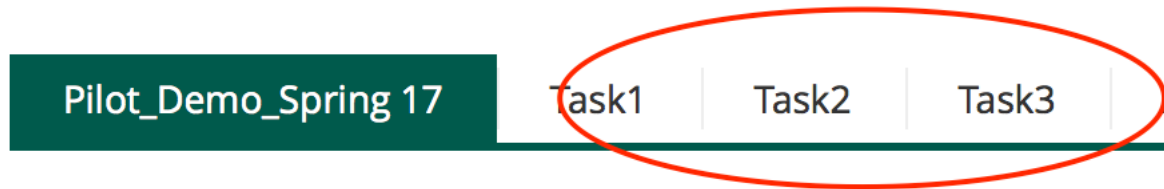
**Authorization Key:** HC2T-BF2D-ZK3F-KWCL (Validated and Reserved with Pearson)

[Recall from Pearson](#) [Close](#)

NOTE: 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.

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:



3. Select the artifact (sub-task) you wish to modify and use the minus sign (-) button to remove the attachment:

PILOT\_DEMO\_SPRING 17

Share

Pilot\_Demo\_Spring 17 | 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.

**ATTACHMENT(S):**

**TASK1\_PARTA:**

⊖
TASK1\_PARTA 2  
Standard(s)  
Attached on 03/08/2017 12:29 PM

4. You may upload a revised file by clicking on Select Files to search for the files located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact Note: If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload.

**TASK1\_PARTA**

*Please attach your documents to this artifact.*

**Attached Documents:**

+
Select File(s)

Drag and drop files here

- You can remove a file by selecting the X button:

TASK1\_PARTA

Please attach your documents to this artifact.

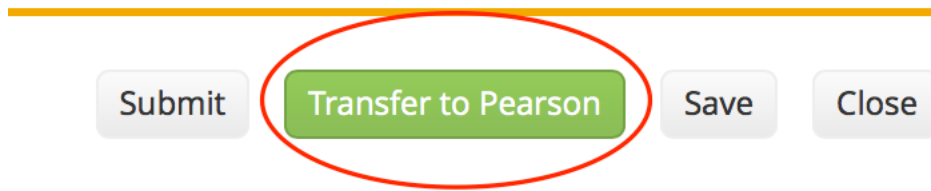
Attached Documents: + Select File(s)

Creating a Web Link in Blackboard to the Tk20 Assignm... (107.36 kb) ✕

*Drag and drop files here*

Update
Cancel

- When you are finished adding and/or removing files, click “Update” to attach the artifact to your edTPA portfolio.
- 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:



- Log into the Pearson ePortfolio System on edTPA.com or by clicking “Track My edTPA Transfer” to review your transferred portfolio, label the uploaded files as instructed, and submit the portfolio for official scoring.