

## Taskstream/Tk20 Campus Wide

### Navigation Guide (Student) \_ Recalling a Portfolio for Revision and Re-Transfer in Tk20

### Recalling a Portfolio for revision and Re-Transfer

When verifying the content of your edTPA portfolio in the Pearson system, you may find additional revisions are required if you have missed a piece of documentation or uploaded the incorrect files 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.

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 form Pearson** button.

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

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

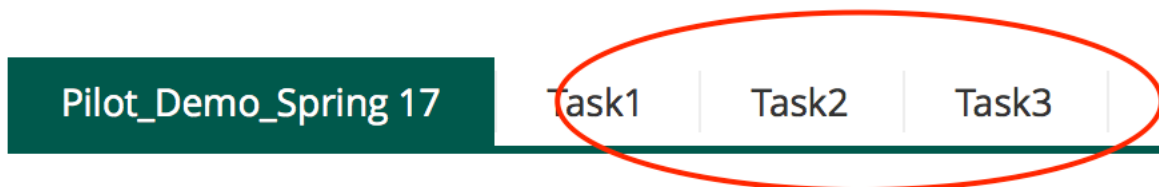
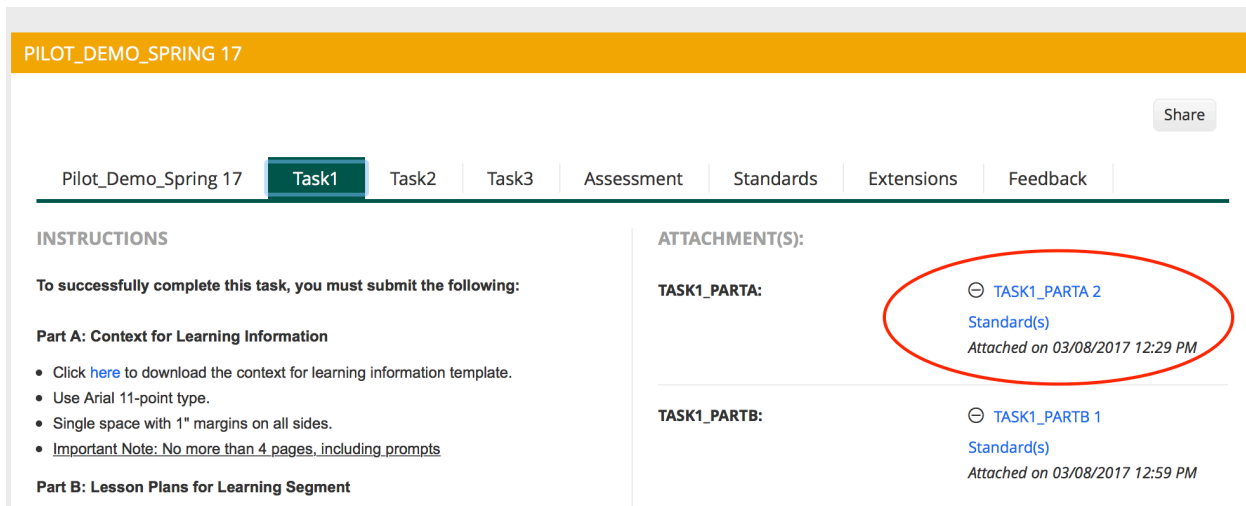


Figure 1

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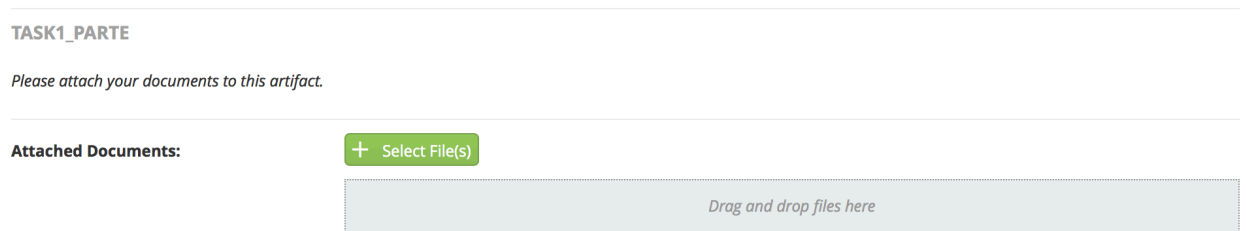
3. Select the artifact (sub-task) you wish to modify (**FIGURE 2**).



The screenshot shows a task page for 'PILOT\_DEMO\_SPRING 17'. The 'Task1' tab is selected. The page is divided into two main sections: 'INSTRUCTIONS' and 'ATTACHMENT(S)'. The 'INSTRUCTIONS' section contains text about completing the task and two parts: 'Part A: Context for Learning Information' and 'Part B: Lesson Plans for Learning Segment'. The 'ATTACHMENT(S)' section lists two items: 'TASK1\_PARTA:' and 'TASK1\_PARTB:'. The 'TASK1\_PARTA:' item is circled in red and includes a minus sign icon, the text 'TASK1\_PARTA 2 Standard(s)', and the date 'Attached on 03/08/2017 12:29 PM'. The 'TASK1\_PARTB:' item includes a minus sign icon, the text 'TASK1\_PARTB 1 Standard(s)', and the date 'Attached on 03/08/2017 12:59 PM'. A 'Share' button is visible in the top right corner.

Figure 2

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 (**FIGURE 3**).



The screenshot shows the 'Attached Documents' section of the task page. It features a green button with a plus sign 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. The section title 'TASK1\_PARTE' is visible at the top left of the section.

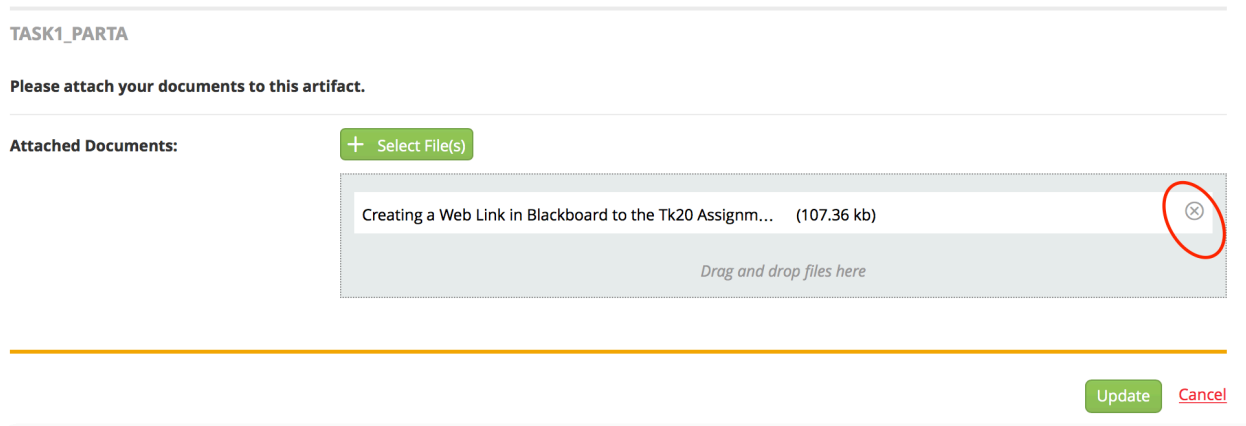
Figure 3

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

5. You may remove a file by selecting the **X** button (**FIGURE 4**).



The screenshot shows a section titled "TASK1\_PARTA" with the instruction "Please attach your documents to this artifact." Below this, under "Attached Documents:", there is a green button labeled "+ Select File(s)". A file is listed as "Creating a Web Link in Blackboard to the Tk20 Assignm... (107.36 kb)". To the right of the file name is a small grey square button with a white "X" inside, which is circled in red. Below the file list is a grey area with the text "Drag and drop files here". At the bottom right of the interface are two buttons: a green "Update" button and a red "Cancel" button.

Figure 4

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 (**FIGURE 5**).

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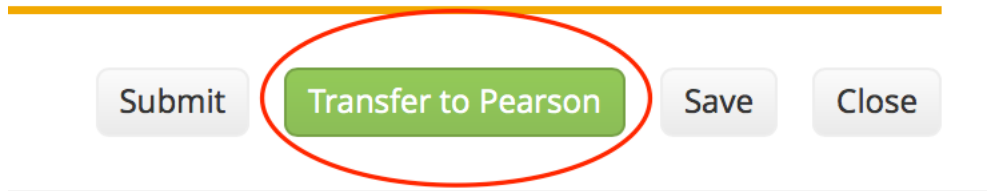


Figure 5

8. You must 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.

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