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.

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.**

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

6. 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*.

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

    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.

    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.

10. Read the Submission Agreement.

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

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.

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

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