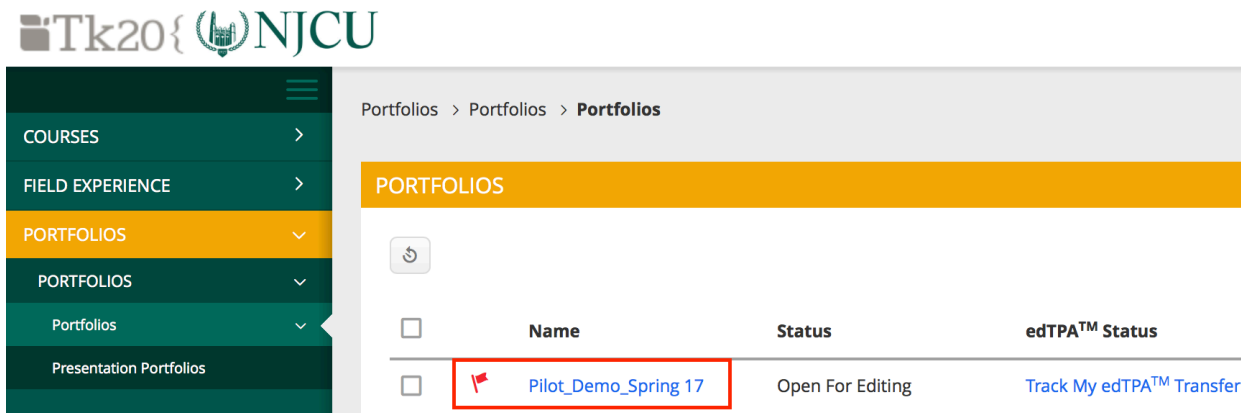


## Taskstream/Tk20 Campus Wide

### Navigation Guide (Student) \_ Viewing the edTPA Portfolio

### 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**.



Portfolios > Portfolios > **Portfolios**

PORTFOLIOS

<input type="checkbox"/>	Name	Status	edTPA™ Status
<input type="checkbox"/>	<a href="#">Pilot_Demo_Spring 17</a>	Open For Editing	<a href="#">Track My edTPA™ Transfer</a>

Figure 1

## Taskstream/Tk20 Campus Wide

### Navigation Guide (Student) \_ Viewing the edTPA Portfolio

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

Pilot_Demo_Spring 17	Task1	Task2	Task3	Assessment	Standards	Extensions	Feedback
<b>Portfolio Name:</b>		Pilot_Demo_Spring 17					
<b>Description:</b>		<p>If you have any questions regarding your handbook, please contact <a href="#">Pearson Customer Support</a>.</p> <p>Please click <a href="#">here</a> to download your handbook. Use the following login credentials to access your edTPA handbook.</p> <p>Username: edtpa Password: tk20!</p> <p>Please click <a href="#">here</a> to download the Tk20 Guide for edTPA Candidates.</p> <p>Please click <a href="#">here</a> to download the edTPA Errata Sheet.</p> <p>For additional reference:</p> <p>Please click <a href="#">here</a> to download the edTPA "Making Good Choices" support guide.</p> <p>Please click <a href="#">here</a> to download the supplemental resource, "Understanding Academic Language in edTPA."</p> <p>Please click <a href="#">here</a> to download the supplemental resource, "Understanding Rubric Level Progressions."</p> <p>Clicking "Submit" submits your portfolio only to assigned on-campus assessors.</p> <p>Clicking "Transfer to Pearson" transfers your portfolio to Pearson, and automatically submits your portfolio to assigned on-campus assessors.</p>					
<b>Authorization Key:</b>		<input type="text"/>				<input type="button" value="Validate/Reserve Key with Pearson"/>	
<p>Dont have a key? <a href="#">Get my edTPA™Authorization Key</a></p>							

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.

## Taskstream/Tk20 Campus Wide

### Navigation Guide (Student) \_ Viewing the edTPA Portfolio

### 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.

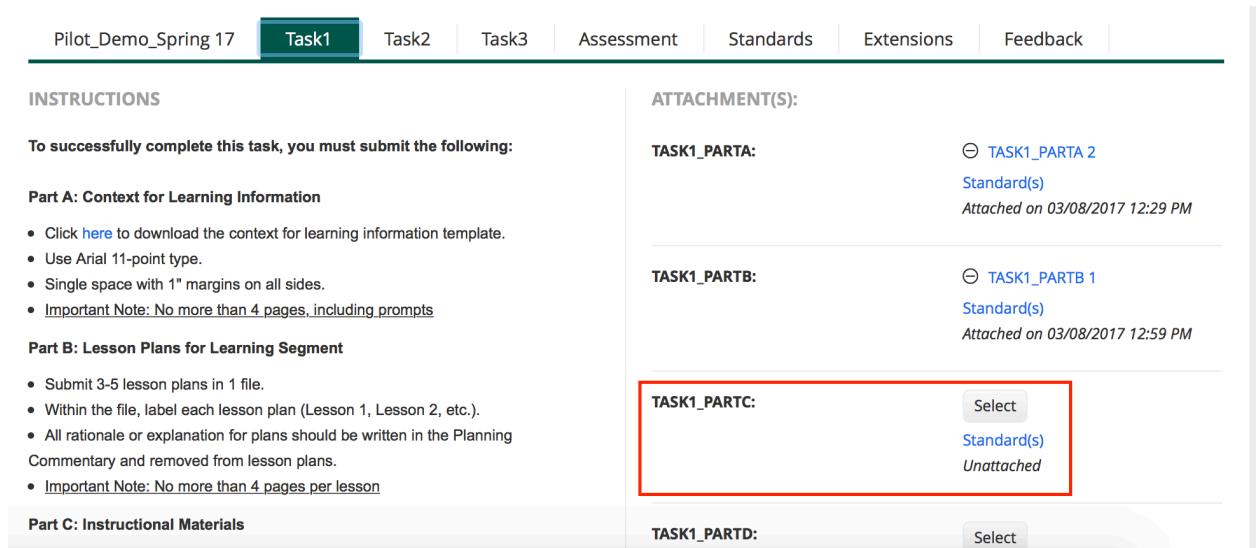


Figure 3

2. Click the 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.

## Taskstream/Tk20 Campus Wide

### Navigation Guide (Student) \_ Viewing the edTPA Portfolio

#### TASK1\_PARTC

Please attach your documents to this artifact.

Attached Documents:

+ Select File(s)

Drag and drop files here

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 Task2), 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/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 make one or two decisions **Figure 5:**

## Taskstream/Tk20 Campus Wide

### Navigation Guide (Student) \_ Viewing the edTPA Portfolio

- a. "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.
- 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).

#### 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

Figure 5



## **Taskstream/Tk20 Campus Wide**

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**Navigation Guide (Student) \_ Viewing the edTPA Portfolio**