

Quick-Start Guide

edTPA Candidates



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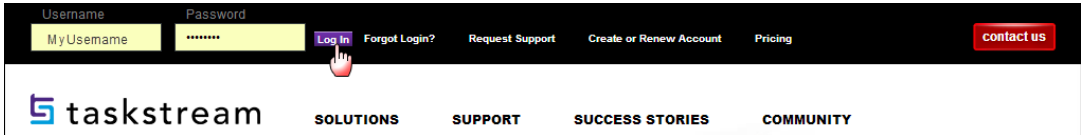
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Access the edTPA

- 1. To begin, go to www.Taskstream.com and log into Taskstream using your username and password.

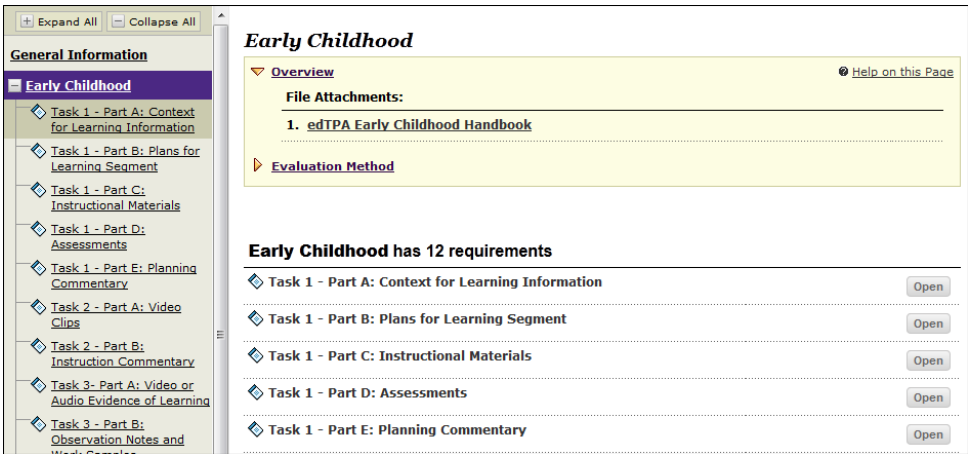


- 2. To access the edTPA, click the name of the program from the home page.

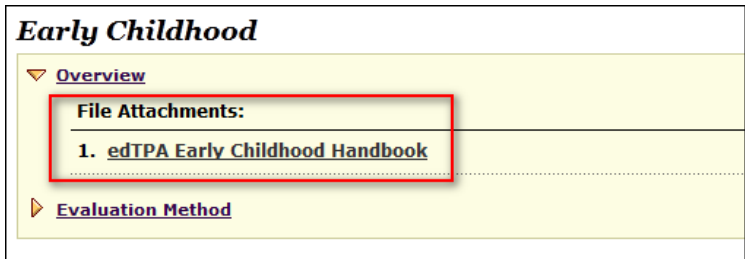


Comment [BJ1]: Do we need to account for the tile view here?

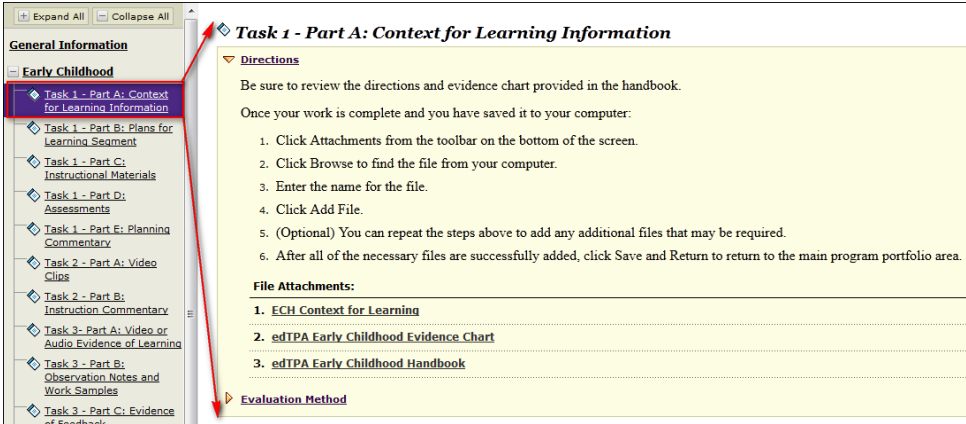
- 3. You will see the links for the edTPA Teaching Performance Assessment tasks in the left-hand structure area.



- 4. Click the subject name of the edTPA to access a link to the edTPA Handbook.



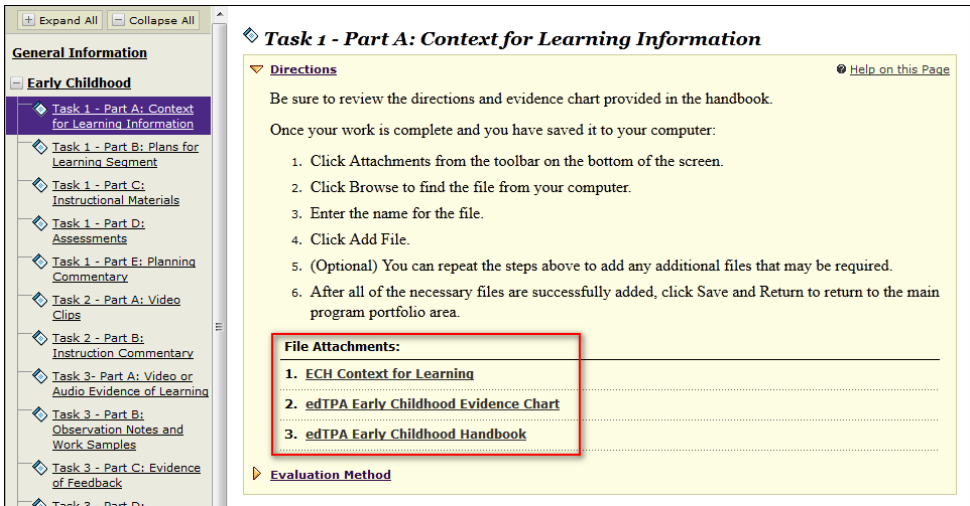
- 5. If you click a link in the left-hand structure area, the content of the chosen task section will be displayed in the right-hand content area.



- 6. In the example below, the selected task is "Context for Learning Information" in the edTPA Teaching Performance Assessment for Early Childhood.

Click the **Directions** link to view the directions that have been specified for the task.

Under the File Attachments heading, you will see other applicable documents.



Upload Your Files

1. After you add your content and save the file, you should attach the file to the corresponding task in Taskstream.
2. Click **Attachments** or **Videos** (depending on the task) from the bottom of the screen.



3. Click **Browse** to navigate to and select the file from your computer.

Add New Attachment

Select File:

A file saved on your computer

Attach a previously uploaded file

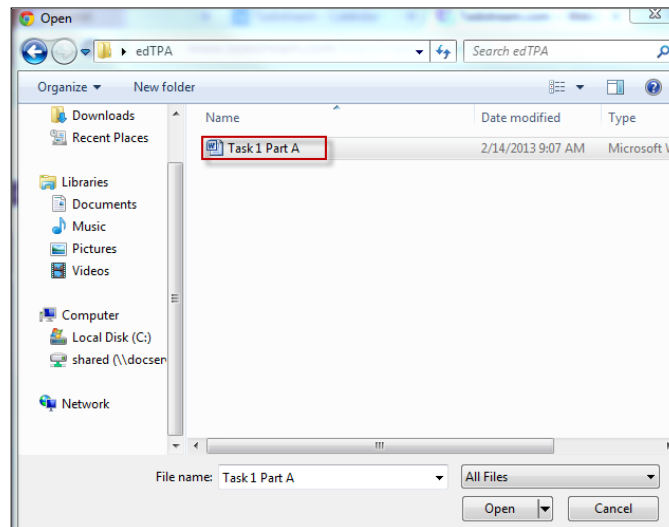
An artifact created in Taskstream (Lesson, Folio, etc.)

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this file

4. Double-click on the file name to select it from your computer's files.



- Click **Add File** to upload the file to Taskstream.

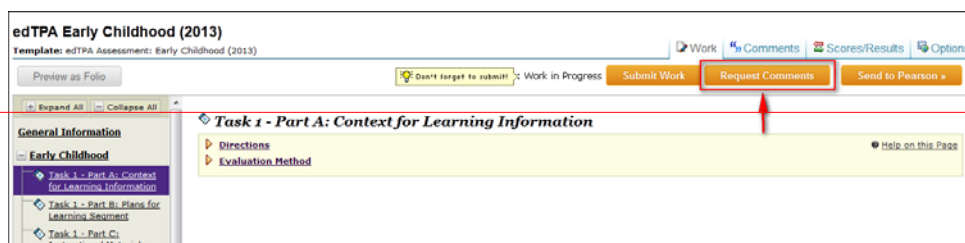
- Repeat these steps for each file attachment if you have multiple files to upload for this task.
- When you have uploaded all the files needed for the task, click **Save and Return**.



Request feedback from a reviewer

Depending on your program settings, this option may not be available in your account.

- Click the **Request Comments** button from the top of the Work tab.



Comment [BJ2]: Do we need to adjust this screenshot to account for the new appearance of the tabs/buttons?

2. Select the areas you want your reviewer to view. Then click **Continue**.

Request Feedback/Share with Reviewer

Directions: Select the area(s) on which you would like feedback. In the next step you will select from whom to request feedback. You may request feedback from people assigned to you as "reviewers" by your instructor or program manager.

Cancel Continue »

Select Areas

Request Feedback on All Areas

General Information

- Early Childhood**
 - Task 1 - Part A: Context for Learning Information
 - Task 1 - Part B: Plans for Learning Segment
 - Task 1 - Part C: Instructional Materials
 - Task 1 - Part D: Assessments
 - Task 1 - Part E: Planning Commentary
 - Task 2 - Part A: Video Clips
 - Task 2 - Part B: Instruction Commentary

Comment [BJ3]: Same here? Continue/Cancel buttons are visually a little different.

3. Select your reviewer(s) and then click **Continue**.

Select Reviewers

Directions: The reviewers that appear below are the reviewers that have been assigned to review your work.

Cancel Continue »

edTPA Early Childhood (2013) Select All

Dr. Anderson **Dr. Corbett** Dr. Jones

Dr. Roberts

Cancel Continue »

Comment [BJ4]: Same here

4. The following screen will confirm that you have successfully given your reviewer access to your work.

Submit for evaluation at your school

1. Make sure to complete each task in the Teaching Performance Assessment before you submit the work to be scored. After you finish the last task, click the **Submit Work** button in the upper-right hand corner of the work area.



Comment [BJ5]: Same here

2. Follow the instructions on the screen to submit your assignment.
3. If you wish, you can click the Print this Confirmation button to print a record of the date and time of your work submission.

Submit your edTPA to Pearson for scoring

1. Make sure to complete each task in the Teaching Performance Assessment before you submit the work to be scored. After you finish the last task, click the **Send to Pearson** button in the upper-right hand corner of the work area.



Comment [BJ6]: Same here

- 2. If any of your tasks contain too few, too many, or the wrong type of file, a validation error screen will appear. You will need to return to the work area and correct the errors before you can submit to Pearson.

taskstream

The following error(s) have been detected

Number of validation errors: 3

TASK3PARTA_V2: 5.doc either does not have an extension OR does not have a valid extension. Please do not attempt to rename the current filename to fix the extension issue. Instead, please delete your current file and reattach one with a valid file extension.

TASK3PARTA_V2: Assessment.docx either does not have an extension OR does not have a valid extension. Please do not attempt to rename the current filename to fix the extension issue. Instead, please delete your current file and reattach one with a valid file extension.

TASK3PARTB_V2: TASK3PARTB_V2 does not contain the minimum number of files expected.

TASK1PARTA_V2: TASK1PARTA_V2 does not contain the minimum number of files expected.

Please correct the error(s) and try again.

If you have submitted work for a Taskstream evaluation, either cancel your submission or contact your evaluator and have them send the work back to you, so you can fix the error(s).

For more information please contact Mentoring Services at 800.311.5656 or email help@taskstream.com.

- 3. Once your work passes the validation process, type in your Pearson Authorization Key and click **Continue**.

taskstream

Please enter a Pearson Authorization Key before you can submit your Taskstream work to Pearson for an official evaluation.


Note: If you do not have an Authorization Key, you must register for an account at the [Pearson Candidate Registration Page](#)

Pearson Authorization Key

your-code-goes-here

Cancel Continue

- Before the work is sent to Pearson, you will need to check the box to accept the Taskstream submission agreement.
- Then click **Yes – Send to Pearson**.



Before you can send the portfolio from TaskStream to Pearson, you must accept this agreement. You will only be allowed to submit to Pearson once. If the submission goes through successfully, you will not be able to come back and resubmit from TaskStream again.

By pressing the "Yes - Send to Pearson" button, I acknowledge that I understand that my edTPA assessment, including all of the associated artifacts, is being transferred to Pearson and, once transferred, the submitted copy of this edTPA assessment is no longer under the control of TaskStream. Responsibility for the security and integrity of the submitted copy of the assessment rests solely with Pearson.

Any questions regarding the submitted copy of the edTPA assessment or scoring of the edTPA assessment should be directed to Pearson at edTPA-Technical-Integration@pearson.com or (866) 565-4872.

Do you accept the terms above? I accept

- After requesting that Taskstream send your work to Pearson, it will take between 1 and 24 hours for the systems for the transfer to be completed.
- You are able to monitor the progress of the transfer by going to the **Scores/Results** tab and clicking on **History/Comments**.

History/Comments for Elementary Education		
Date	Action	Comments
01/07/2013 10:21 am (EST)	User Agreement Accepted	Transfer Request ID: 2058
01/07/2013 10:21 am (EST)	Request Queued	Transfer Request ID: 2058
01/07/2013 10:22 am (EST)	Transfer Request Initiated To Pearson	Transfer Request ID: 2058
01/07/2013 10:27 am (EST)	Transfer Request to Pearson Pending	Transfer Request ID: 2058
01/07/2013 10:27 am (EST)	Portfolio Sent to Pearson	Transfer Request ID: 2058
01/07/2013 10:32 am (EST)	Transfer Request to Pearson Pending	Transfer Request ID: 2058
01/07/2013 10:42 am (EST)	Portfolio Transferred to Pearson Successfully	Your TaskStream portfolio is successfully transferred and can now be accessed at Pearson.

8. Once the history shows that your portfolio has been successfully transferred to Pearson, sign into the Pearson ePortfolio system and review your assessment to ensure the transfer was successful by going to <https://www.edtpa.com/App/AutoPost.aspx?partner=ESp&action=Home>.
9. Indicate that your assessment is ready for submission by marking each part **Ready to Submit**.
10. When you have confirmed that all parts of your assessment are ready for submission, submit your assessment. You will receive an email notification confirming that your assessment has been successfully submitted. Once the submission has been completed, your assessment is ready to be scored. No additional actions are required.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@Taskstream.com or at 800-311-5656, press 1 for support.

FOR HELP USING THE PEARSON WEBSITE

CONTACT PEARSON CUSTOMER SUPPORT FOR INFORMATION ABOUT REGISTRATION AND THE PEARSON EPORTFOLIO SYSTEM: (413) 256-2889 OR (866) 565-4872