Compiling and Submitting edTPA

STEP 1: Register for an account at www.edtpa.com.

You are submitting your edTPA to Pearson for certification purposes and a second time to LiveText for our internal evaluation purposes. **You must register at www.edtpa.com by selecting “Pearson ePortfolio System”**. Have your **voucher code** ready when you register.

Read through the instructions and resources available on the edTPA site. **You are labeled “Pearson ePortfolio Candidates” in these resources not Integrated System Candidates.** Pay particular attention to the “Prepare” section and its tips, guides, and video tutorials:

- Video recording guidelines and suggestions
- Video compression guide
- Recommended video formats and settings
- Troubleshooting tips
- Video: Submitting your assessment with the Pearson ePortfolio system
STEP 2: Log on to your LiveText account.

The Dashboard will have your Student Teaching/Internship assignments displayed.

Find the “edTPA (Seminar Instructor)” assignment and click the “Begin Assignment” button.

In Step 2 of 3, click the “Begin Using Template” button for your edTPA.

This will create a new document in your LiveText account, giving you access to the...

Official edTPA Handbook for your area, complete with instructions and grading criteria/rubrics

Official edTPA templates for you to fill in and upload later.
STEP 3: Prepare yourself for the edTPA exam.

Read your edTPA Handbook thoroughly. The handbook for each major is slightly different.

Save a copy of the edTPA templates to a drive where you can begin to fill them in for upload later.

Test out your technology in advance to make sure it will capture quality video and sound. Reserve the School of Education camera if you do not have your own equipment.

Practice editing and compressing video files to meet edTPA’s specifications (see www.edtpa.com’s Prepare section for tips and guides—e.g., 640x480 and 30 fps ideal; avoid HD).

Know your registration and submission deadline so you can set mini completion goals for yourself.
STEP 4: Plan and execute your Learning Segment.

Consult with your First Placement Cooperating Teacher at the very beginning of the placement to determine what your 3- to 5-lesson Learning Segment will be.

Then, acquire permission from the parents to videotape the classroom children and collect samples of their work. Use form T.6 according to all guidelines noted there. Confidentiality and security are required.

- Follow the edTPA Handbook directions.
- Schedule two formal observations during your Learning Segment.
- Make copies of your lesson plans, materials, video clips, and students’ work.

STEP 5: Complete and edit your edTPA exam.

This is a personal certification exam. You would not expect a friend or professor to sit with you at your CST exam. Likewise, colleagues and faculty are limited in the guidance they can give to you for this edTPA portfolio exam. You MAY NOT SHARE your video clips or edTPA documents publicly.

Fill in the edTPA templates that you downloaded from LiveText in Step 3. Be sure to edit, edit, edit your commentary yourself and to use references to support your thinking.

- Make back-up copies of all your videos and documents.
- Trim the length of your video clip(s) to the limits in your edTPA Handbook and be sure to also compress your video clip(s). Use MPEG Streamclip (http://www.squared5.com/), Handbrake, Windows Movie Maker, or iMovie (iMovie installed in Ed Lab) for these. Compress to maximum 500 MB size.

Log on to www.edtpa.com. In the Candidates section, under Prepare, watch the video called “Submitting your assessment with the Pearson ePortfolio system”. Complete all of the steps noted there, including all verifications. **You are not done until you have received confirmation of submission.** Once you submit your edTPA portfolio to Pearson you will no longer have access to it there.

STEP 7: Compile and submit your edTPA in LiveText for your professors.

Log on to LiveText. Click the “Continue Assignment” button for the edTPA from the Dashboard view.

In Step 2 of 3, click the “Attach Files” button.

Browse for your files, then click “Attach Selected Files”. Add all of the same files that you uploaded to edtpa.com.

When you are sure you have all of your evidence loaded, click the red button to Submit Assignment.

STEP 8: Get the results!

Share your results with us! If you passed, NY State Education Department demands that you **destroy all copies of your video clips.** If you need to submit a retake, let’s talk about it.