

Labeling, Configuring, and Uploading edTPA files for Tk20

How should edTPA files be labeled?

There is guidance on what to name most of your files in the evidence chart, located toward the end of the edTPA handbook. If there is not any guidance on naming a particular file, be sure to avoid including any identifying information (names or institution), and be as descriptive as possible. For example, you may consider naming your Task 1 Part C file "Task 1 Part C - Instructional Materials".

How should edTPA files be configured?

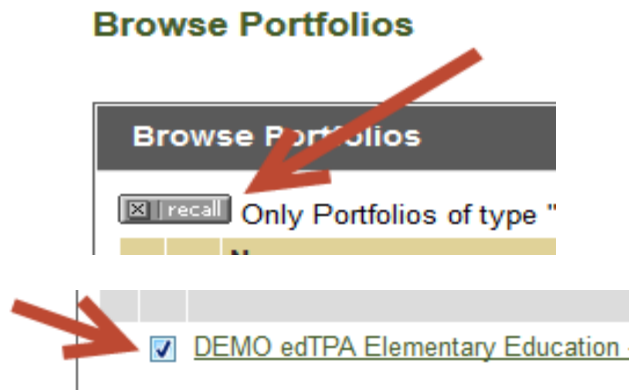
Before you begin uploading your files into Tk20, please reference the edTPA evidence chart located toward the end of the edTPA handbook to ensure your files are configured properly. There are links to the handbook in the Tk20 edTPA portfolio, which is accessible through the 'Portfolios' tab. Each handbook has its own requirements in the evidence chart that defines each tasks' supported files types, number of files allowed, length of the files, and additional requirements such as font type and margin size.

How do edTPA files get uploaded to Tk20 and then to Pearson, Inc.?

Please refer to the Tk20 candidate guide (the link is located in your edTPA portfolio) for step-by-step directions for uploading your files to Tk20 and transferring them to Pearson for scoring. You will need to register with Pearson and pay the edTPA certification exam fee before you will be able to transfer your files to Pearson.

What should I do if I get locked out of the edTPA Portfolio?

Please avoid submitting your edTPA Portfolio for "Internal Review". By submitting the portfolio for internal review, you are telling Tk20 that the portfolio is finished, and you no longer need to edit it. If this occurs, you may "recall" the portfolio, which will allow you to edit it again. You may recall the portfolio by going to the "Portfolios" tab in Tk20, checking the box next to the title of the edTPA portfolio, and click the small gray "recall" button.



College supervisors are able to review your portfolio at any time, even if it is not submitted. Again, please avoid submitting your edTPA Portfolio for "Internal Review".