

edTPA National Scoring Submission Instructions

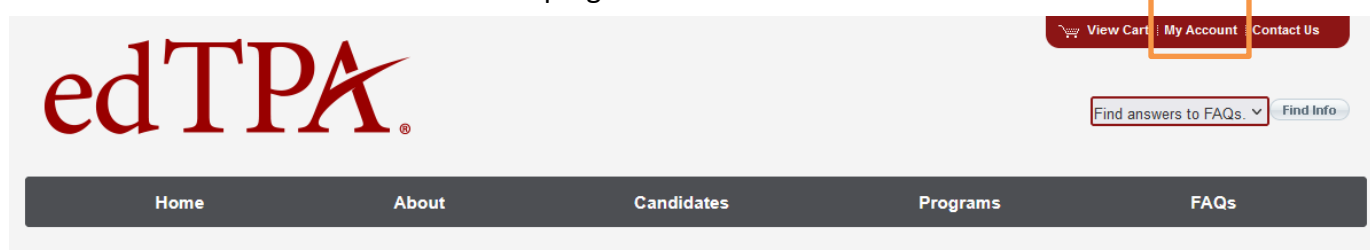
Note: these directions are based on and use screenshots from the document edTPA Registration Overview available here:

<http://www.edtpa.com/Content/Docs/edTPARegistrationOverview.pdf>

You are encouraged to view that document for more details on the process of submission.

NOTE: If you are required to take Pearson exams for Licensure requirements, you will use the same account you made when signing up for the Pearson exams. Click the My Account link at the top right of www.edtpa.com and log in, then skip steps 3-4.

1. Register an account with edTPA. Go here: www.edtpa.com Click on “My Account” in the red bar at the top right



2. **If you have registered or taken a Pearson exam** (e.g., Pearson Foundations of Reading) then use the login you used to register for that exam to sign in here. If you don't remember that login, you can use the Forgot Password link to recover it.
3. **If you have NOT registered for a Pearson exam**, you need to create an account. Use the “Create an account now” link to do this

Sign In

Warning: Unauthorized access is a violation of U.S. Laws and Department of State administrative penalties. Users shall not access other users' or system files without equipment are subject to monitoring by law enforcement and authorized Department acquisition, recording, and analysis of all data being communicated, transmitted, enforcement and authorized Department officials. Use of this system constitutes

Email Address:

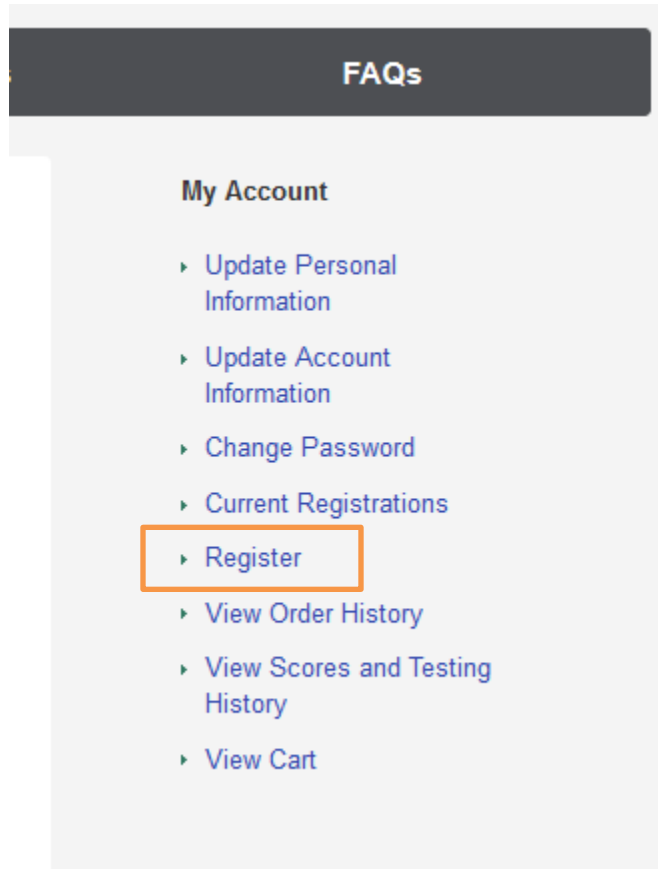
Password: [Forgot password?](#)



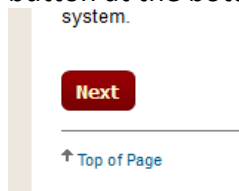
Sign In

Don't have an account? [Create an account now.](#)

4. When creating your account, we recommend using a personal email address – one you will be able to use even after you graduate so you can access your score reports later.
5. Once logged in, click on the “Register” link in the bar on the right



6. We encourage you to read the information on the screen and then click the “Next” button at the bottom



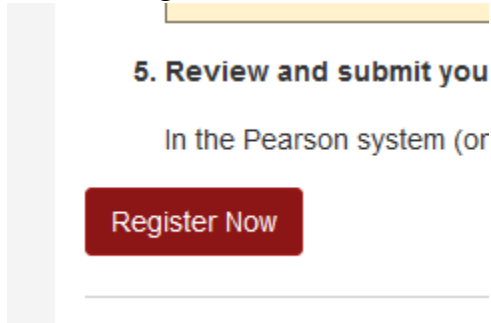
7. The “System” we use is an “Integrated edTPA Platform Provider System” so click the link “Review instructions and register” just to the right of that option

Register

Register to Take or Retake the Full Assessment

System	Instructions
Pearson ePortfolio System	Review instructions and register
Integrated edTPA Platform Provider System	Review instructions and register
Other Platform Provider System	Review instructions and register

8. Click the Register Now button



9. Select North Carolina as the state, then check that you are who you say you are

10. Select the assessment. This should match the name of your edTPA handbook. Check the front of your handbook to confirm.

- *All Elementary Education and Inclusive Education students should select “Elementary Literacy”*

Step 2

Select your assessment. *If you are not sure which assessment to select, please ask your faculty advisor before registering. If you select an incorrect assessment, contact Customer Support to re-register. This may cause a delay in your anticipated submission date.*

Assessment	Options
Elementary Literacy (National) ▼	Add

Previous **Next**

Once you select the handbook, you must click the “Add” link to confirm it before moving forward in the process. You may also be asked to confirm the selection of your handbook before moving on.

11. After you click Next, you will be asked several questions such as your university affiliation (“Western Carolina University” should be one of the options) and specialty areas if applicable. Choose a “specialty area” to the best of your ability based on the students you did edTPA with.
12. You will be asked if you are submitting materials in a language other than English

Background Questions

edTPA Language

Indicate whether you will be submitting materials (documents and/or videos) that were written or recorded in a language other than English.

Answer to the best of your ability and note that you generally must provide translations for your materials that are in a language other than English.

Note: For most questions beyond this point, they will have no impact on your score. They are to categorize your edTPA situation for research on edTPA outcomes. You usually have the option to “Decline to Answer” if you are not sure or do not wish to respond.

13. If you are in our undergraduate teacher education program, you will select the first option. Everyone else will select the third option.

Background Questions

Teacher Preparation Route

Please indicate which option most accurately describes your teacher preparation route.

Select one.

- Traditional university-based educator preparation program (no affiliation with alternative preparation route)
- Teach for America
- Alternative route affiliated with a university or college-based program
- Alternative route affiliated with a district provider
- Other: Not Listed
- Decline to Answer

Previous

Next

14. Classroom grade level – select the grade level of your edTPA students. If they are a mixed group, select the grade level with the most representation in your group.
15. You will now have questions about school locale and your personal demographics. Answer to be best of your judgment.
16. For Reason for Assessment, answer “Both” as edTPA is both required by the state and

by our program.

17. For Highest Educational Level select the most accurate response for you.
18. Use of Materials – you can choose to give permission to Pearson to use your portfolio to train future portfolio scorers.
19. Student Information – this is about the group of students you taught for your edTPA portfolio. You can decline to answer if you are not sure
20. Clinical Experience – Number of weeks. This is the number of weeks you have been in your internship up to the point you taught your edTPA lessons. If you are in Intern II, this includes 16 weeks for Intern I plus your time in Intern II up to teaching your edTPA lessons.
21. Clinical Experience – Hours per week. This is how much time you are required to be in the building during your internship. Most answer 31-40 hours
22. Learning Environment – Select which option describes your edTPA situation
23. Score Reporting Options – select “yes” to receive scores via email as soon as they are available. For the options at the bottom – your scores will automatically come to WCU and North Carolina. However, if you are strongly considering moving to another state that uses edTPA in the licensure process, you can choose up to two other states to send your scores to for free. You can select them now or later. Doing so may speed up your licensure process. You do not have to pick any additional states at this time. We recommend going for your North Carolina license first, then transferring via reciprocity agreements to other states.
24. When you have responded to the questions confirm the handbook selection at the top of the list of responses, then click the “Add to Cart” button at the bottom.
25. You should see a registration for \$300 for your academic program in your cart. Click “Check out.”
26. You must acknowledge your agreement with the edTPA rules by checking the box and clicking Next. You will be asked for a billing address. Fill it out but know it won't affect your payment.

27. On the Payment screen, click on the “Enter a voucher” link. **You should not enter any of your personal financial information or pay for this submission yourself.**

Payment

Description	Price
Registration	
Elementary Literacy (National)	\$300.00
Enter a voucher	
Total Due:	\$300.00

28. When the voucher code box is visible, enter the voucher code sent to you via email and click Apply. Submit your order once done.

Payment

Description	Price
Registration	
Elementary Literacy (National)	\$300.00
Enter a voucher <input type="text"/>	
<input type="button" value="Apply"/>	
Total Due:	\$300.00

29. On the final screen of the process, click Next. You will choose the “edTPA Platform Provider” button. This will generate an Authorization Key. If you lose it, you can log in again to www.edtpa.com and retrieve it.

30. At this point, you should log in to Tk20 at tk20.wcu.edu, log in and navigate to your edTPA portfolio.

31. On the first tab (the title of the portfolio, not Task 1) at the bottom you will see a box where you can paste your Authorization Key. Paste your authorization key here and click the “Validate/Reserve Key with Pearson” You should see a message pop up at the top in green indicating the key was received.

Authorization Key:

Validate/Reserve Key with Pearson

Dont have a key? [Get my edTPA™Authorization Key](#)

Transfer to Pearson

Close

32. This will confirm that your Authorization Key is valid and link it to your portfolio

33. We recommend you double-check with the handbook for your program to ensure you have included the files you need. If you are ready to submit your edTPA portfolio, click the green “Transfer to Pearson” button below where you entered your Authorization Key.

Migration to Pearson

At this point, Tk20 will transfer all your materials to Pearson. You will receive an email within 48 hours (often much faster – most students report 20 minutes to 2 hours) that your materials have been moved to Pearson. You will then follow the directions to log back in to www.edtpa.com, go through a final check of your submission, and confirm your submission.

Problems during Pearson’s Final Check

If you discover a problem with your portfolio during this final check, you can do the following:

1. Do NOT complete final submission of edTPA with Pearson
2. Log in to Tk20, go to their edTPA portfolio, and click “Recall from Pearson” (this will appear where the “Transfer to Pearson” button used to be)
3. This will open up your portfolio for revision. Make your corrections.
4. Click the green “Transfer to Pearson” button again
5. Continue as normal from there – wait for the email from edTPA.com indicating your materials have transferred, log in to www.edtpa.com check files, and submit.