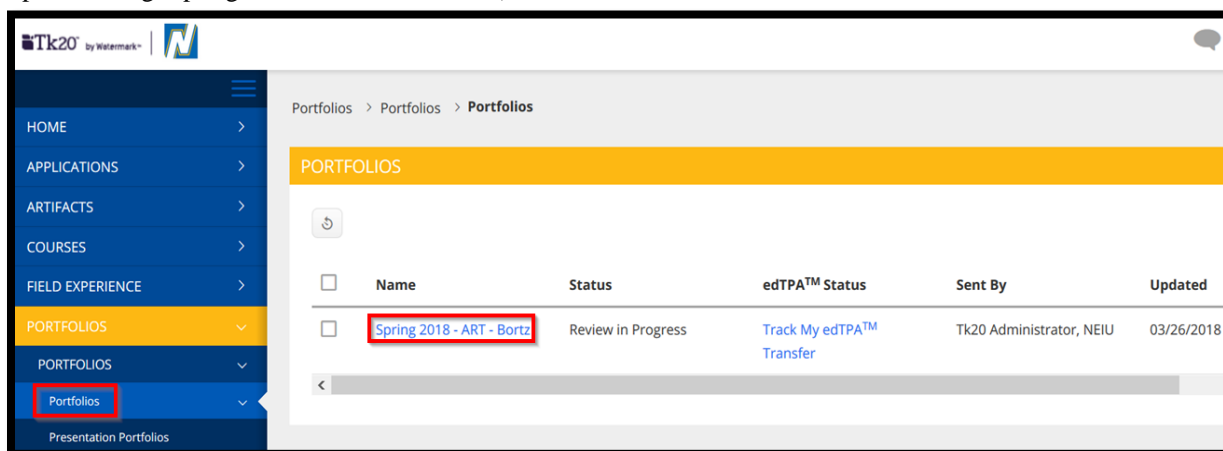


edTPA Quick Guide for Goodwin College of Education Teacher Candidates

All student teachers will be required to submit an edTPA portfolio to Pearson. To facilitate this process, NEIU has purchased a web platform called Tk20 by Watermark, which serves as a digital portfolio with built-in templates for each program.

How to Access Tk20 by Watermark

1. Go to <http://neiu.tk20.com>
2. Enter your NEIU NetID and password
3. Click on the **Portfolios** tab and select relevant link (referencing your student teaching semester/subject/ university supervisor, e.g. Spring 2020 – ELED – Benson)



4. Complete required tasks. Every tab has predefined needs with instructions.
5. In the Tk20 template, access your specific program edTPA handbook plus the commentary forms required for each task. Accessing these templates requires the username **edtpa** and password **tk20**!

Codes and Keys

You will receive a voucher code via email from GCOE Dean's Office that you will use to register your account on edTPA.com. Upon registering, you will receive an authorization key that you will enter into your Tk20 portfolio to link your portfolio to the edTPA website. This process must be completed in order to submit your portfolio to Pearson.

Audio/Video Files and Documents

In order for your audio/video files and documents to be easily uploaded and acceptable to the external Pearson reviewers, take the following specifications into consideration.

- Supported file types for audio and video files are **mp3** and **mp4**.
- Each video file can be *up to 250 MB* in size. You may need to compress your video files using compression software.
 - **Note:** If certain parts of the recording are inaudible an **audio transcript** needs to be **included**.
- Documents should be saved as PDFs and formatted in **Arial** font, size **11**, with **1” margins**.
- If you need recording equipment, it can be found on the 3rd floor of the Library in the **Multimedia Learning Resource Center**.
- **Label the individual sections** of each file so that it would make sense to an external reviewer, e.g. Lesson 1, Lesson 2, etc.
- **Review** your program's **evidence chart** (and portfolio task instructions) for specific requirements which can be found in the **edTPA handbook for your discipline**

Portfolio Submission Process

NOTE: To have your portfolio scored by Pearson, **you must review and submit your portfolio using the Pearson ePortfolio System on edTPA.com.**

1. **Register** at edtpa.com using your voucher code.

- Sign in and select Integrated edTPA Platform Provider System
- Your Illinois Educator Identification Number (IEIN) can be retrieved by logging into your [ELIS account](#). **Note:** You must use the **SAME** name for your ELIS & edTPA accounts in order to be entitled. Failure to use the same name will result in a mismatch in the score report and delay the entitlement process. You cannot be entitled until the name on score report matches in ELIS & edPTA.
- On the payment screen, select **Enter a Voucher code**. ***Do not enter your credit card information.***

2. **Upload** all files to Tk20

[Review your program's evidence chart \(and portfolio task instructions\) for specific requirements which can be found in the edTPA handbook for your discipline.](#)

3. Click on **Submit** (locks portfolio and allows NEIU to keep a copy)

4. Type or Paste your Authorization Key into Tk20 portfolio template to **Validate/Reserve Key with Pearson**.

5. Click on **Transfer to Pearson**

Note: This step takes approximately 2-24 hours depending how many people are transferring files during that time frame. At this time you can log off of Tk20. You will receive an email from edtpa.com stating that your files were transferred successfully. If you do not receive an email within 24 hours, contact Pearson at 866-565- 4872 from 8 a.m. – 7 p.m.

6. Within the email message stating your files were transferred successfully click on that link that says to **Review and Submit your edTPA Portfolio**. You will have to click on Review Transfer for each sub-task, view the file/video associated with the subtask, click on Ready to Submit. Then click on Back to Summary and repeat for each sub-task. If you have more than one file per sub-task you must label the sub-task.

7. Once all files have been reviewed on edtpa.com you can click on the red button Submit Portfolio for Official Scoring. (Note: You will receive a confirmation email stating it was successfully received. Now you can wait a few weeks for your official scores to come back.)

Official Scoring by Pearson

In order to have your portfolio officially scored by Pearson, **you must review and submit your portfolio using the Pearson ePortfolio System on edTPA.com**. For easy access you can click “Track My edTPA Transfer” in the Tk20 Portfolios tab. Scoring takes approximately 3 weeks to be completed and your score will determine your ability obtain your teacher’s licensure. TK20 recommends that candidates submit portfolios for national scoring at least five days before the official deadline established by SCALE and Pearson.

Support Matrix

If you have questions or concerns about completing your portfolio from the **pedagogical perspective** or if you do not pass the edTPA follow this support matrix, please review the info found in the D2L course titled “COE – edTPA Community”, or review documentation found on the NEIU website www.neiu.edu/coe then click on edTPA.

For assistance with completing your edTPA portfolio, contact the following individuals (in this order):

1. Your student teaching supervisor
2. A College of Education edTPA coach (under CEST Office) or at coe-edtpa@neiu.edu and begin subject line with ATTN: edTPA Coaches
3. The College of Education edTPA coordinator (under Dean’s office) or at coe-edtpa@neiu.edu and begin subject line with ATTN: edTPA coordinator

If you have questions or concerns about completing your portfolio from the **technical perspective**, please review the D2L material. For further assistance, contact the College of Education at coe-edtpa@neiu.edu and begin subject line with ATTN: edTPA Graduate Assistants. You may also contact Tk20 directly at (800) 311-5656 Mon-Thurs 7am-8pm CT, Fr 7am-6pm CT, Su 4pm-9pm CT or by email at support@watermarkinsights.com which is monitored 24/7. If you encounter issues after submitting your portfolio to Pearson, contact Pearson directly at 866-565-4872 from 8 am to 7pm.

If you **have not passed the edTPA**, you must contact your university supervisor AND the College of Education edTPA coach immediately (CEST Office telephone number is: 773-442-5350).
Contact the NEIU edTPA coaches at coetpa@neiu.edu or 773-442-5500.