



Student User Guide: edTPA Submissions

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Table of Contents

Introduction 3

About LiveText and edTPA	3
Who Should use This Guide.....	3

Before you Begin 3

What You'll Need (Prerequisites)	3
An edTPA account	3
An edTPA Authorization Key.....	3

Getting Started 4

Locating and Beginning your Assignment.....	4
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The Assignment Page 5

Assignment Details area	5
Assignment Submission area.....	5
Attaching your Files	6
Send your work to edTPA button	7

The 'Align Your Files' Popup Window 8

Aligning your files to edTPA Tasks and Parts.....	8
Last Steps and Sending to edTPA	9

The Final Step..... 10

Correcting Errors 11

Locating and Viewing you Assignment.....	11
Withdrawing you Submission	12
Resubmitting.....	12

Introduction

About LiveText and edTPA

LiveText is an edTPA Integrated Platform Provider which allows students to send their edTPA portfolio work directly to edTPA for scoring via the familiar LiveText interface. LiveText provides students an easy way to organize their edTPA portfolio work by using the File Manager feature to centrally store and manage all files.

Who should use this guide?

This guide is intended for students using LiveText to send their finalized portfolio work to edTPA for evaluation and scoring.

Before You Begin

What you'll need (Prerequisites):

1. An edTPA.com user account. 👤

To submit your portfolio work for scoring, you'll need an edTPA account. Go to edTPA.com, click the 'Candidates' tab, then click the 'Register' link, and follow the instructions for using an Integrated edTPA Platform Provider.

2. An Authorization Key. 🔑

If you registered with edTPA and specified that you're using an Integrated Platform Provider, you can find your Authorization Key in your edTPA account. Go to edTPA.com, click the 'Candidates' tab, then click the 'Your Authorization Key' link.

If you registered with edTPA without specifying that you're using an Integrated Platform Provider, you can change it at edTPA.com. Go to edTPA.com, click the 'Candidates' tab, and click the 'Manage My portfolio' link. Sign in, select 'Switch to edTPA Platform Provider', and follow the instructions.

Getting Started

Locating and Beginning your Assignment

1. Login to your LiveText account.
2. From your Dashboard, locate the appropriate edTPA assignment.
 - * *Note: If you're having trouble locating your assignment, you can use the drop-down menus to filter your assignment list by term and course.*
3. Once you've located your assignment, click its "Begin Assignment" button.
 - * *Note: If you've opened your assignment previously, this button will say "Continue Assignment."*

LIVETEXT

Field Experience | **Dashboard** | Courses | LiveText Docs | File Manager | Reviews | Forms | Community | Tools

Assignments Term: All Current Terms Course: All

edTPA Final Submission - Elementary Literacy

● Not submitted May 25, 2016

Begin Assignment

ED 101 - Section 1

Pre-K child management

● Assessment Published

View Assessment

ED 101 - Section 1

Learning Impact Assessment

● Assessment Published

View Assessment

ED 401 - Section 1

ED 101 - Section 1 | ED 101 - Section 1 | WR 101 - Section 1

If necessary, you can sort your assignments by term and course with these drop down menus.

Click the "Begin Assignment" button for your edTPA submission assignment.

The Assignment Page

Assignment Details area

1. This section contains assignment information provided by your instructor or administrator. You may see an assignment description, and/ or any optional resources available for your use.
2. You will also see an 'External Assessment Method' section, which lists the Major, or edTPA content area, as well as the year.

***IMPORTANT** - Be sure the Major (content area) and year are correct!

edTPA Final Submission - Elementary Literacy

edTPA Status: No requests have been sent to edTPA.com

Assignment Due May 25, 2016 11:30 PM
(86 days)

Assignment Details

Optional Resources [National: edTPA Elementary Literacy \(Official 2015-2016\)](#)

Description This assignment is for submission to edTPA for evaluation.

External Assessment Method

TPA	Yes
Major	Elementary Literacy
Year	2014-2016

[Show More >](#)

If included, click this link to view the edTPA handbook, commentaries, and errata.

Be sure the correct edTPA content area and year are listed.

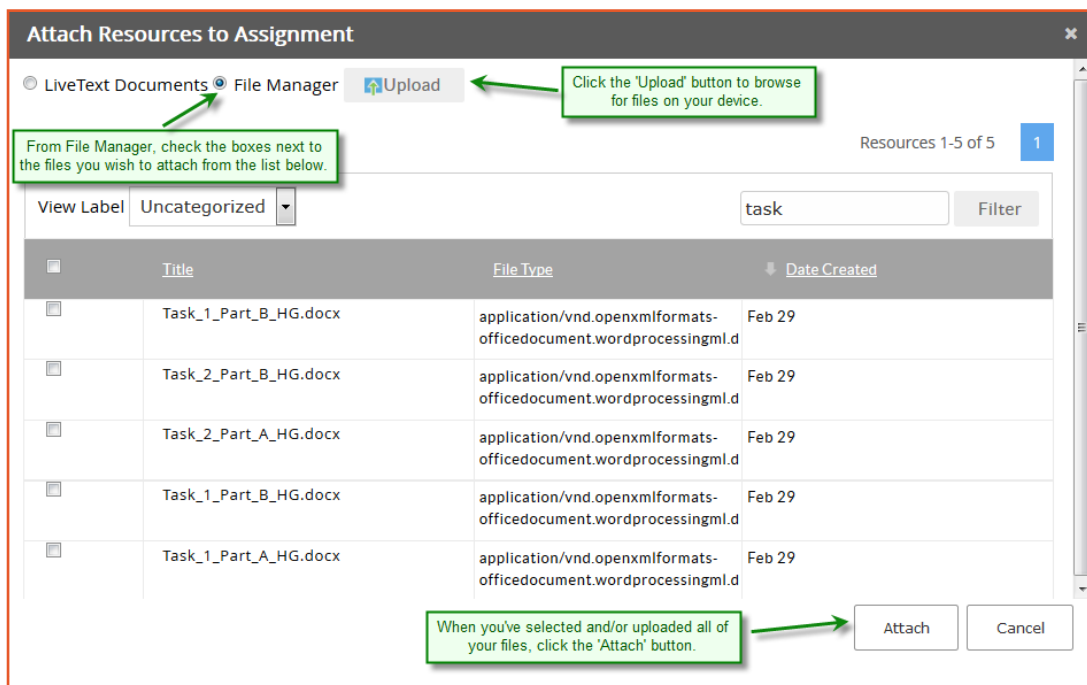
Assignment Submission area

1. This section is for attaching your files and documents required for submission to edTPA.
2. Click the “Attach” button to open the ‘Attach Resources’ popup window.

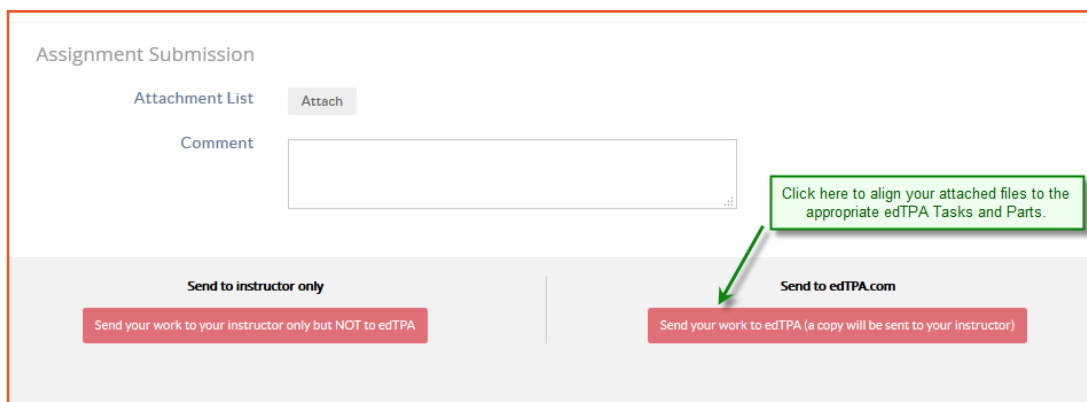
The screenshot shows the 'Assignment Submission' interface. At the top, there is a section for 'Attachment List' with an 'Attach' button. A green callout box with an arrow pointing to the 'Attach' button contains the text: 'Attach all edTPA required files. Make sure they comply with the requirements in the edTPA handbook, evidence chart, and video guide.' Below the 'Attach' button is a 'Comment' text area. At the bottom of the interface, there are two main submission options: 'Send to instructor only' (with a sub-button 'Send your work to your instructor only but NOT to edTPA') and 'Send to edTPA.com' (with a sub-button 'Send your work to edTPA (a copy will be sent to your instructor)'). A 'Cancel' button is located in the bottom right corner.

3. At the top of the ‘Attach Resources’ popup window, there are three file location options: LiveText Documents, File Manager, and Upload.
**Note: Do not attach documents found in the ‘LiveText Documents’ list. edTPA will not accept these documents for submission.*
4. If you’ve previously uploaded your files to the File Manager, click the radio button next to ‘File Manager’.
5. Select the files you wish to attach by clicking the checkboxes next to them.

6. If your files are not yet in File Manager, click the “Upload” button.
7. Click the “Browse” button. (This button may say “Choose File” instead.)
8. Navigate to your file, and double click it.
 *Note: The progress bar will show the status of the upload. After it shows 100%, wait until it displays ‘Completed’ before continuing.
9. When you’ve finished selecting and/or uploading all of your files, click the “Attach” button.



10. After you’ve attached all of your required files, click the “Send your work to edTPA” button to open the ‘Align your files’ popup window.



The 'Align your Files' Popup Window

Aligning your files to edTPA Tasks and Parts

This window allows you to match up your attached files to the appropriate edTPA Task and Part. Each drop-down menu is for selecting a single file.

1. Click a dropdown menu. All of your attached files will be listed.
2. Choose your file that corresponds to the Task and Part shown above the dropdown menu.

Please align your files to their appropriate Task and Part x

Task 1 : Planning for Instruction and Assessment

Part A : Context for Learning Information

Choose a file ▼ Click a drop-down menu.

Part B : Lesson Plans for Learning Segment

Choose a file ▼

Part C :

Choose a file
 Task_1_Part_A_HG.docx
 Task_1_Part_B_HG.docx
 Task_2_Part_A_HG.docx
 Task_2_Part_B_HG.docx

From the list of your attached files, click on the file that matches the Task and Part.

Part D : Assessments

Choose a file ▼

Part E : Planning Commentary

Choose a file ▼

Task 2 : Instructing and Engaging Students in Learning

Part A : Video Clip(s)

Choose a file ▼

Choose a file ▼ Some Parts may have more than one drop-down menu.

***IMPORTANT:** Choose a file for ALL dropdown menus! (Unless, the menu is specifically labeled as 'Optional'.)

The screenshot shows a form titled "Task 3 : Assessing Student Learning" with three sections:

- Part A : Student Work Samples**: Contains three dropdown menus, each labeled "Choose a file". A green callout box with an arrow pointing to the first dropdown says: "Most drop-down menus REQUIRE a file to be selected before sending to edTPA."
- Part B : Evidence of Feedback**: Contains four dropdown menus, each labeled "Choose a file (Optional)". A green callout box with an arrow pointing to the second dropdown says: "A few drop-down menus may be optional."
- Part C : Assessment Commentary**: Contains one dropdown menu labeled "Choose a file".

Last Steps and Sending to edTPA

The bottom of the 'Align your Files' popup window requires two more steps before sending to edTPA.

1. Click the checkbox to acknowledge the edTPA Terms of Service.
2. Type in your edTPA authorization key in the blank text box.
3. Double check that you've aligned a different, unique file in each of the required dropdown menus.
**Note: You can click the "Save and Close" button to save your current file alignments, and return to the assignment page without sending.*
4. Click the "Send to edTPA" button.

'Send to edTPA' Terms of Service

Our 'Send to edTPA' service is not the final step in your edTPA submission process. After completing this form, you must log into edTPA.com and complete the additional submission steps. At that point edTPA.com will confirm your portfolio for scoring.

- I acknowledge that the 'Send to edTPA' button is the only button in LiveText that syncs edTPA files with my edTPA account at Pearson. Submitting or sharing by any other LiveText button or method skips connection to Pearson, thus preventing scoring by edTPA.
- Pearson relies on an Authorization Key to identify the owner of files. Pearson associates files with the edTPA.com account that issued the Authorization Key. A correct key must be entered for a successful transfer from LiveText to edTPA.com.
- LiveText is not permitted to send non-compliant or partial portfolios to Pearson. 'Send to edTPA' runs Pearson utilities to ensure edTPA compliance. 'Send to edTPA' requires my Authorization Key and a full set of files that adhere to the edTPA video compression guide and edTPA handbook. Please read [Guidance for Send to edTPA \(Pearson\)](#) for additional detail.
- LiveText is hereby authorized to use information in Pearson's edTPA.com, LiveText is not responsible for the safekeeping and restrictions that edTPA obligates them to upload.

I acknowledge that I read, understand, and accept the 'Send to edTPA' Terms of Service.

Please enter your edTPA Authorization key to proceed with edTPA submission

edTPA Authorization Key:

Notice: You are not done until...

The LiveText 'Send to edTPA' service is not your last step in the edTPA process. You must visit your account at edTPA.com and submit your portfolio for scoring. For more details on this process, watch the [edTPA - Submitting Your Assessment](#) video.

Congratulations!

The Final Step

Your files have been sent to edTPA. However, before you files will be evaluated, you must visit your account at edTPA.com, and officially submit your portfolio for scoring.

***IMPORTANT:** Once you officially submit your portfolio at edTPA.com, you can no longer make changes. If you find you've made an error, do NOT submit at edTPA.com. See the next section for how to correct mistakes.

Correcting Errors

If you discover you've made a mistake, but you've already hit the "Send your work to edTPA" button, you can withdraw your submission, fix your errors, and re-send.

Locating and Viewing your Assignment

1. Login to your LiveText account.
2. From your Dashboard, locate the appropriate edTPA assignment.

**Note: Since you've already submitted it, the assignment will now have a yellow border, rather than red.*
3. Once you've located your assignment, click its "View Assignment" button.

The screenshot displays the LiveText dashboard interface. At the top, there is a navigation bar with tabs for Field Experience, Dashboard, Courses, LiveText Docs, File Manager, Reviews, Forms, Community, and Tools. Below this is the 'Assignments' section, which includes filters for Term (All Current Terms) and Course (All). The main content area shows four assignment cards:

- edTPA Final Submission - Elementary Literacy**: Status: Awaiting Assessment (yellow dot). The card has a yellow border. A 'View Assignment' button is present. A green arrow points from a callout box to this button.
- Pre-K child management**: Status: Assessment Published (green dot). The card has a green border. A 'View Assessment' button is present.
- Writing Baseline**: Status: Assessment Published (green dot). The card has a green border. A 'View Assessment' button is present.
- Learning Impact Assessment**: Status: Assessment Published (green dot). The card has a green border. A 'View Assessment' button is present.

A green callout box with the text "Click the 'View Assignment' button for your edTPA submission assignment." is positioned over the 'View Assignment' button of the 'edTPA Final Submission - Elementary Literacy' assignment.

Withdrawing your Submission

1. On the assignment page, scroll to the bottom.
2. Click the “Withdraw Submission” button.
3. On the confirmation popup, click OK.
4. You will be returned to your dashboard.

**Note: This is the same process as with any LiveText assignment.*

edTPA Final Submission - Elementary Literacy

edTPA Status: No requests have been sent to edTPA.com

Assignment Details ● Awaiting Assessment

Submitted March 7, 2016 12:41:40 PM CST

Documents

- [Task 1 Part A HG.docx](#) 0.01M
- [Task 1 Part B HG.docx](#) 0.01M
- [Task 2 Part A HG.docx](#) 0.01M
- [Task 2 Part B HG.docx](#) 0.01M

Optional Resources

- [National: edTPA Elementary Literacy \(Official 2015-2016\)](#)

Description This assignment is for submission to edTPA for evaluation.

[Show More >](#)

Withdraw Submission Go Back

Click the "Withdraw Submission" button.

Resubmitting

1. On the dashboard, locate your edTPA assignment.

**Note: Your edTPA assignment will now have a red border again.*

2. Return to the Getting Started section, on page 4, and repeat the sending process, correcting any errors or mistakes.

**Note: When you view your assignment, you'll see that your original files are still attached.*