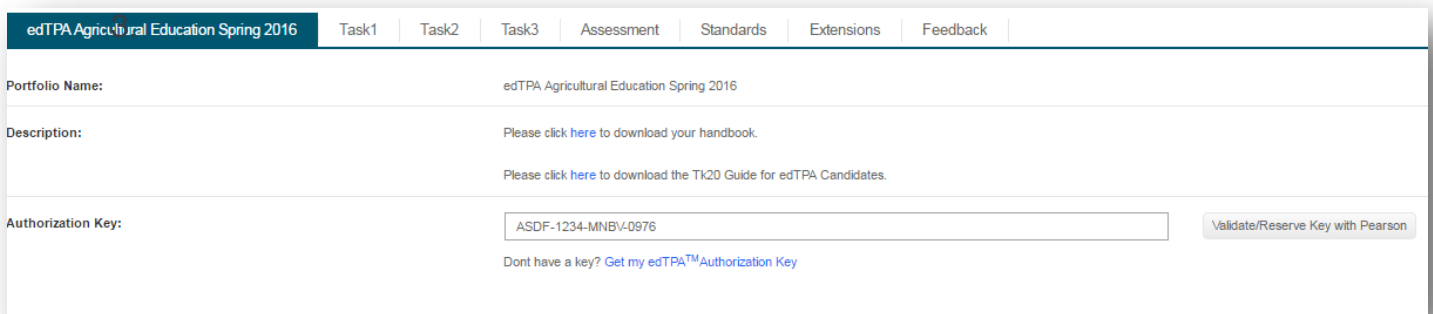


2.4 Transferring to Pearson from Tk20

After you have registered for your edTPA assessment on edTPA.com and obtained your authorization key:

1. Access your edTPA portfolio in the Portfolios tab in Tk20.
2. In the first tab, you will see a field to enter your authorization key. Enter your authorization key in the field and select **Validate/Reserve Key with Pearson (Figure 6)**.



The screenshot displays the Tk20 interface for the 'edTPA Agricultural Education Spring 2016' portfolio. The top navigation bar includes tabs for 'Task1', 'Task2', 'Task3', 'Assessment', 'Standards', 'Extensions', and 'Feedback'. The main content area is divided into three sections: 'Portfolio Name' (edTPA Agricultural Education Spring 2016), 'Description' (with links to download a handbook and a Tk20 Guide), and 'Authorization Key' (containing the key 'ASDF-1234-MNBV-0976' and a 'Validate/Reserve Key with Pearson' button). A link to 'Get my edTPA™ Authorization Key' is also present below the key field.

Figure 6

Note:

This is a one-time validation. Once your authorization key has been validated, you will not need to enter it again in Tk20 unless you create a new registration on edTPA.com for the same assessment or another assessment. If your authorization is marked as invalid, please contact Pearson edTPA Customer Support.

3. Once you have uploaded all necessary documents to each required sub-task, validated your authorization key, and completed the steps listed above, click **Transfer to Pearson**.

Figure 7

- When your edTPA portfolio has been processed and transferred to Pearson, check the status of the portfolio by clicking on **Track My edTPA Transfer**. Upon successful transfer, Pearson will send you an email prompting you to login to the Pearson system to verify the contents of your edTPA portfolio and submit for official scoring.

	Name	Status	edTPA™ Status	Sent By	Updated	Due Date
<input type="checkbox"/>	edTPA Agricultural Education Spring 2016	Open Fo	Track My edTPA™ Transfer	Akerman, Kyle	03/30/2016	03/31/2016 01:00 AM

Figure 8

- You must now log into the Pearson ePortfolio System on edTPA.com or by clicking Track My edTPA Transfer to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

2.5 Recalling a Portfolio for Revision and Re-Transfer

When verifying the contents of your edTPA portfolio in the Pearson system, you may find that additional revisions are required if you have missed a piece of documentation or uploaded the incorrect file to an individual task.

Recalling a portfolio does not remove the transferred portfolio from the Pearson system. It is not an “undo” process. The “recall” process allows you to re-open a portfolio in Tk20 in order to make changes and re-transfer to Pearson. When you re-transfer the portfolio to Pearson, your previously transferred portfolio is replaced with the latest version of the portfolio available in Tk20.