

## Using the Pearson ePortfolio System

Welcome to the Pearson ePortfolio system.

This guide provides Faculty Reviewers with instructions for using the system.

- [Getting Started](#)
- [Provide Feedback on Documents](#)
- [Provide Feedback on Video and Audio Files](#)
- [Preview and Send Feedback](#)

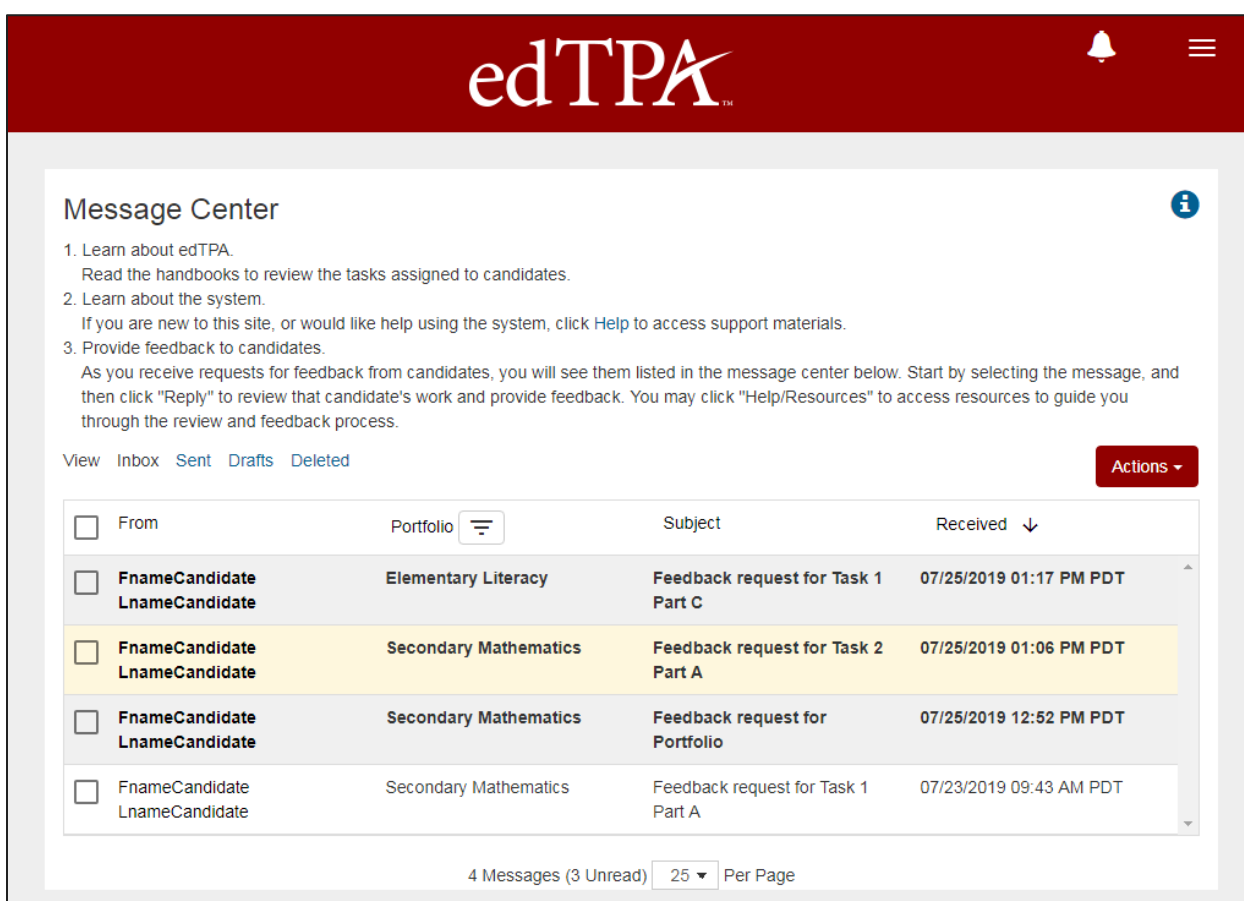
## Getting Started

If your institution has opted to use the Faculty Reviewer feature and you are assigned the role of Faculty Reviewer by your institution's Faculty Administrator, you will receive an email invitation from this system address: **edTPA-faculty@pearson.com**.

Click on the link provided in the email invitation to accept your role as a Faculty Reviewer. Follow the prompts to establish your account; you'll need to create a unique password to use to sign in to the system.

## Message Center

When you sign in to the system, you'll be taken to your **Message Center**, the Pearson ePortfolio's messaging system. This is where you will access feedback requests from candidates.



**Message Center**

- Learn about edTPA.  
Read the handbooks to review the tasks assigned to candidates.
- Learn about the system.  
If you are new to this site, or would like help using the system, click [Help](#) to access support materials.
- Provide feedback to candidates.  
As you receive requests for feedback from candidates, you will see them listed in the message center below. Start by selecting the message, and then click "Reply" to review that candidate's work and provide feedback. You may click "Help/Resources" to access resources to guide you through the review and feedback process.

View [Inbox](#) [Sent](#) [Drafts](#) [Deleted](#) Actions ▾

<input type="checkbox"/> From	Portfolio	Subject	Received ↓
<input type="checkbox"/> FnameCandidate LnameCandidate	Elementary Literacy	Feedback request for Task 1 Part C	07/25/2019 01:17 PM PDT
<input type="checkbox"/> FnameCandidate LnameCandidate	Secondary Mathematics	Feedback request for Task 2 Part A	07/25/2019 01:06 PM PDT
<input type="checkbox"/> FnameCandidate LnameCandidate	Secondary Mathematics	Feedback request for Portfolio	07/25/2019 12:52 PM PDT
<input type="checkbox"/> FnameCandidate LnameCandidate	Secondary Mathematics	Feedback request for Task 1 Part A	07/23/2019 09:43 AM PDT

4 Messages (3 Unread) 25 ▾ Per Page

Message Center has features similar to other email systems.

To sort messages in ascending or descending order, click the header of any column, including the "from," "portfolio," "subject," and "received" fields.

Use the clickable buttons to switch views to:

- Inbox
- Sent
- Drafts
- Deleted

## Receiving a Candidate Request for Feedback

When a candidate submits a request for your feedback, you will receive that request in an email message to your email account on record. Open that email and click the link in the message; you'll be taken to the Pearson ePortfolio system. Sign in to your account.

When you sign in, you'll see your Message Center. The candidate's request will now be in your Inbox. To open the message, click anywhere on the message line.

Now you can review the candidate's assessment files and prepare your feedback, or delete the message or close it.

**Provide Feedback**

**Message Details** Send Feedback

From: FnameCandidate LnameCandidate  
Portfolio: Secondary Mathematics  
Subject: Feedback request for Task 2 Part A  
Date: 07/25/2019 01:06 PM PDT

Message:  
Dear Faculty,  
Please provide feedback for Task 2 Part A.  
Thanks,  
FnameCandidate

**Candidate's current portfolio work:** Select a filename to view that file and enter your feedback. Select a portfolio task row to enter general feedback for the entire task. The file or task on which the candidate requested feedback is initially highlighted. However, you may open other files in the portfolio for reference.

- Secondary Mathematics
  - Task 1: Planning for Instruction and Assessment
    - Part A: Context for Learning Information
    - Part B: Lesson Plans for Learning Segment
    - Part C: Instructional Materials
    - Part D: Assessments
    - Part E: Planning Commentary
  - Task 2: Instructing and Engaging Students in Learning
    - Part A: Video Clip(s)**
    - Part B: Instruction Commentary
  - Task 3: Assessing Student Learning
    - Part A: Student Work Samples
    - Part B: Evidence of Feedback

Feedback for Part A: Video Clip(s)

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< Previous Next >

## Accessing Candidate Files

Use the pane on the left-hand side to navigate through the candidate's portfolio. The part the candidate requested feedback for will be highlighted initially by the system.

To review a file, click on the Part to expand the file list, select the filename, then select "Review File" to open the file with the system's file viewer.

The screenshot shows a 'Provide Feedback' interface. At the top, there is a red header with a back arrow and the text 'Provide Feedback'. Below this is a 'Message Details' section with a 'Send Feedback' button. The message content is: 'Dear Faculty, Please provide feedback for Task 2 Part A. Thanks, FnameCandidate'. Below the message is a section titled 'Candidate's current portfolio work' with instructions. A tree view on the left shows the portfolio structure: 'Secondary Mathematics' (expanded) -> 'Task 1: Planning for Instruction and Assessment' (expanded) -> 'Part A: Context for Learning Information' (expanded) -> 'File: Context for Learning Information' (selected). To the right of the tree is a video player titled 'Feedback for Lesson 1: Clip 1' showing a teacher in a classroom. Below the video are navigation buttons: '< Previous', 'Review File' (highlighted with a red circle and an arrow pointing from the selected file in the tree), and 'Next >'. At the bottom of the tree, the file 'File: Lesson 1: Clip 1' is highlighted with a red bar.

**Note:** The candidate files that you will access represent the files as they currently exist in the system. So if the candidate has updated a file after submitting the request for feedback, you will be reviewing the updated file.

## Provide Feedback on Documents

When you receive a feedback request, note that the Subject line indicates the assessment component for which the candidate is requesting feedback:

- Part,
- Task, or
- Entire Portfolio

In the following example, the feedback request is for Task 1 Part A, which is a document. To access that document, select the filename listed under Task 1, Part A, and select "Review File." Note that the system may take a minute to load the file for you.

**Candidate's current portfolio work:** Select a filename to view that file and enter your feedback. Select a portfolio task row to enter general feedback for the entire task. The file or task on which the candidate requested feedback is initially highlighted. However, you may open other files in the portfolio for reference.

The screenshot shows a navigation menu on the left with the following structure:

- Elementary Literacy
  - Task 1: Planning for Instruction and Assessment
    - Part A: Context for Learning Information
      - File: Context for Learning Information** (highlighted in red)
      - Part B: Lesson Plans for Learning Segment
      - Part C: Instructional Materials
      - Part D: Assessments
    - Task 2: Instructing and Engaging Students in Learning
      - Part A: Video Clip(s)
      - Part B: Instruction Commentary

On the right, there is a feedback panel titled "Feedback for Context for Learning Information" with a text area containing "Enter your feedback here." and a toolbar with options for font (Arial), bold (B), italic (I), underline (U), and list (bulleted and numbered). At the bottom right, there are three buttons: "< Previous", "Review File" (highlighted in red), and "Next >". An orange arrow points from the highlighted file name in the task list to the "Review File" button.

**Note:** All documents uploaded by the candidate are listed here and are accessible to the Faculty Reviewer if needed for additional context.

You can now view the candidate's file. Use the scroll bar to move up and down through the document.

Use the text box in the panel to the right of the document to provide your feedback as you review the file. The box will automatically expand if you enter feedback that exceeds the initial space.

When you have finished entering feedback, select the back arrow in the top left corner. The system automatically saves your work as you go, so there is no separate “save” option needed when working within a file.

After navigating back to the Provide Feedback screen, you may:

- Send your feedback to the candidate
- Delete your working draft
- Save your working draft
- Delete the request

**Note:** While you are working on your feedback, be sure to click the Save Feedback button at least every 20 minutes to prevent losing your work if the system times out. The Pearson ePortfolio system timeout is set to protect the privacy of the assessment material if a computer is left unattended.

## Provide Feedback on Video and Audio Files

When you receive a feedback request, note that the Subject line indicates the assessment component for which the candidate is requesting feedback:

- Part,
- Task, or
- Entire Portfolio

In the following example, the feedback request is for Task 2 Part A, which is a video. To access that video, select the filename listed under Task 2, Part A, and select "Review File." Note that the system may take a minute to load the file for you.

The screenshot shows a 'Provide Feedback' interface. At the top, there is a red header with a back arrow and the text 'Provide Feedback'. Below this is a 'Message Details' section with a 'Send Feedback' button. The message content is as follows:

From: FnameCandidate LnameCandidate  
Portfolio: Secondary Mathematics  
Subject: Feedback request for Task 2 Part A  
Date: 07/25/2019 01:06 PM PDT

Message:  
Dear Faculty,  
Please provide feedback for Task 2 Part A.  
Thanks,  
FnameCandidate

Below the message is a section titled 'Candidate's current portfolio work: Select a filename to view that file and enter your feedback. Select a portfolio task row to enter general feedback for the entire task. The file or task on which the candidate requested feedback is initially highlighted. However, you may open other files in the portfolio for reference.'

The portfolio structure is as follows:

- Secondary Mathematics
  - Task 1: Planning for Instruction and Assessment
    - Part A: Context for Learning Information
      - File: Context for Learning Information
      - Part B: Lesson Plans for Learning Segment
      - Part C: Instructional Materials
      - Part D: Assessments
      - Part E: Planning Commentary
    - Task 2: Instructing and Engaging Students in Learning
      - Part A: Video Clip(s)
        - File: Lesson 1: Clip 1** (highlighted with a red bar)
        - File: Lesson 2: Clip 1
        - Part B: Instruction Commentary

On the right side of the interface, there is a video player titled 'Feedback for Lesson 1: Clip 1' showing a teacher in a classroom. Below the video player are navigation buttons: '< Previous', 'Review File' (highlighted with a red circle and an arrow pointing to the 'File: Lesson 1: Clip 1' entry), and 'Next >'.

Note that the examples used on the following pages are video files. The process for providing feedback on an audio file is the same.

## Viewing the Video

When you click the video filename, the system will open the video for you.

Note the controls at the bottom of the player that let you:

- Play and pause the video
- Adjust the volume
- Adjust the speed of play
- View in a full screen
- Add an annotation (this is your feedback)

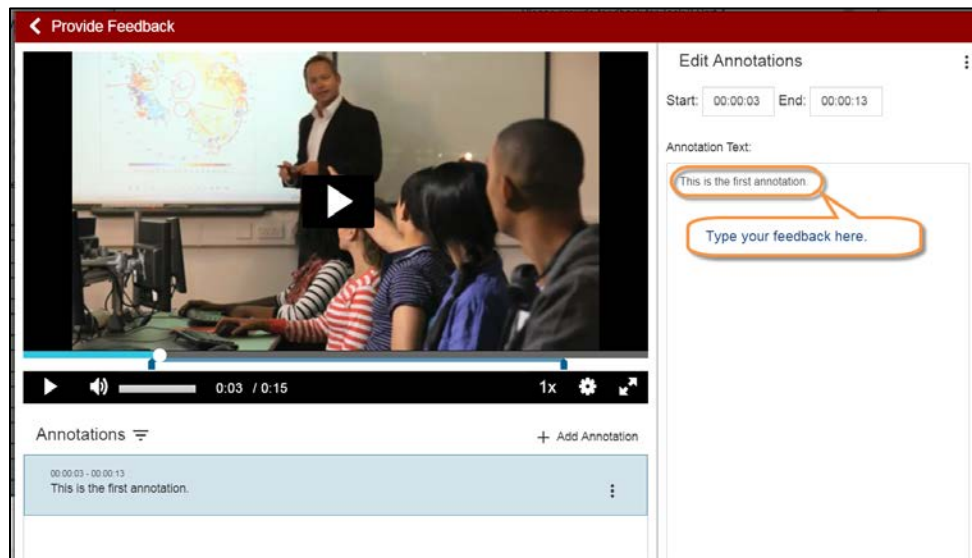




## Annotating the Video

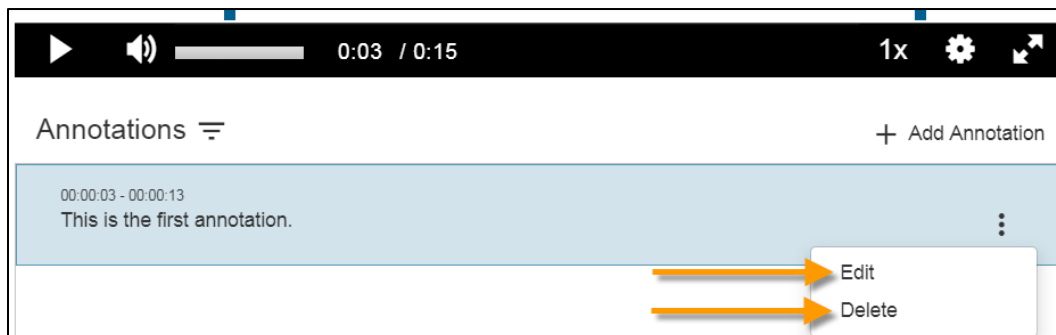
When you come to a point in the video where you'd like to comment:

1. Click the pause button.
2. Click Add Annotation at the bottom of the video player — an Edit Annotation text box will then appear to the right of the player.
3. Enter your feedback in the text box, and adjust the start and end times of your annotation as needed. The system automatically saves your work as you go, so there is no separate “save” option needed.



As you continue to enter your feedback, the system will display each of your annotations with a timestamp.

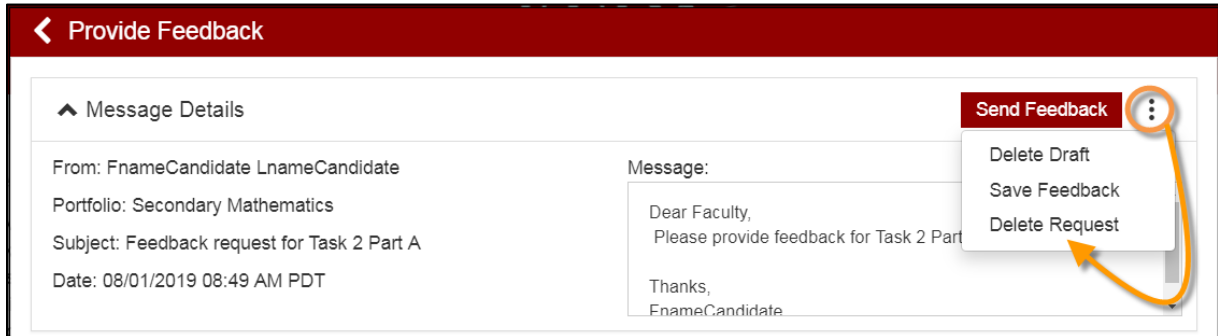
At any point before submitting your feedback, you may Edit or Delete any annotation you have entered.



When you have finished entering feedback, select the back arrow in the top left corner.

After navigating back to the Provide Feedback screen, you may:

- Send your feedback to the candidate
- Delete your working draft
- Save your working draft
- Delete the request

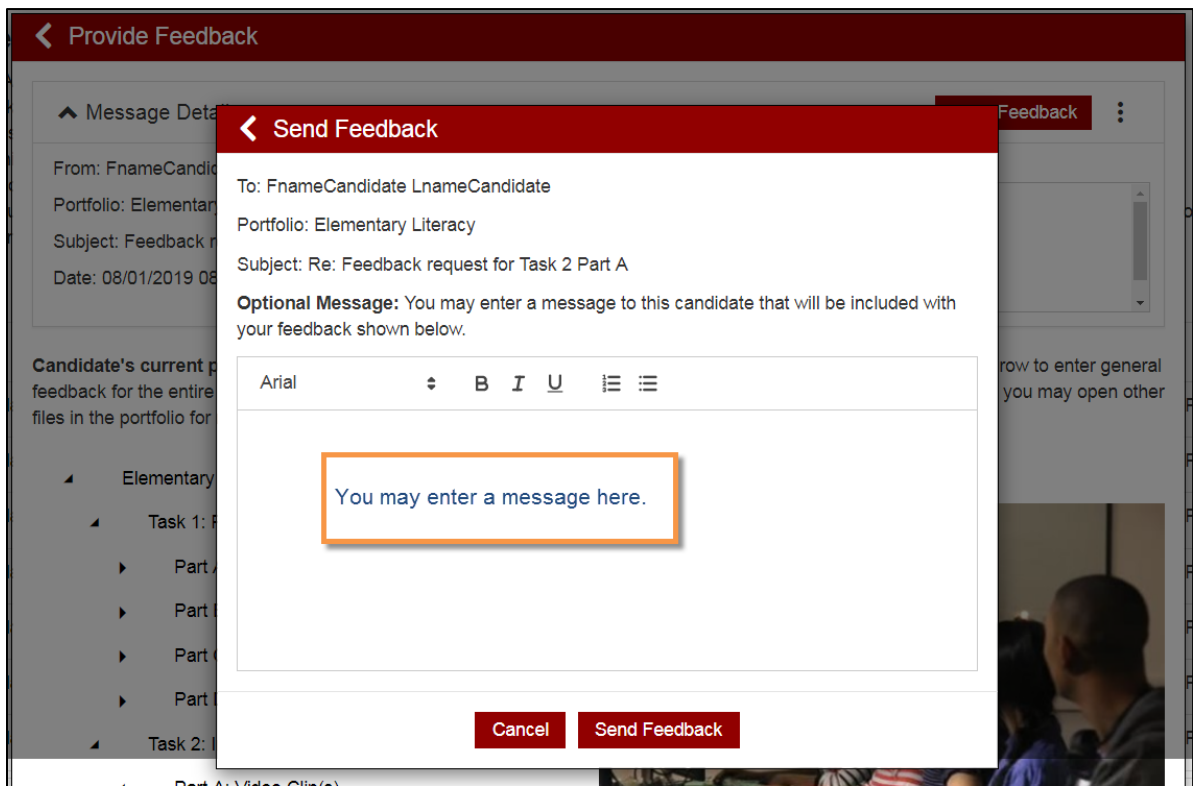


**Note:** While you are working on your feedback, be sure to click the Save Feedback button at least every 20 minutes to prevent losing your work if the system times out. The Pearson ePortfolio system timeout is set to protect the privacy of the assessment material if a computer is left unattended.

## Preview and Send Feedback

When you have finished entering your feedback, preview your work before sending it to the candidate by following the steps described earlier in this guide for accessing files. When you are satisfied with the content of your feedback, click the Send Feedback button at the top of the screen. The system will open a Send Feedback window for your review.

You may enter a message to the candidate in the text box provided. This is an optional greeting from you to the candidate that will appear along with your feedback.



When you are ready, click Send Feedback. Your feedback will be sent to the candidate, and a record of your feedback is automatically saved in your Message Center's Sent folder.