Using the Pearson ePortfolio System

Candidate Guide for CalAPA

System Specifications

To use the Pearson ePortfolio system, you will need access to a computer with the following minimum specifications:

Operating System	Browsers Supported	Internet Connection*	Additional Software Required
Windows 7 or later	Chrome (latest) Firefox (latest) Edge (latest)	High speed	Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher
Mac OS X v10.9 or later	Safari (latest) Chrome (latest) Firefox (latest)	High speed	Adobe® Flash® Player 10.1** or higher Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher

*The speed of uploading files to the Pearson ePortfolio system is dependent on the type of network, the size of the file, and the capacity of the network at upload time. Documents should upload and appear in the "Ready" state within 15 minutes; video files may take as long as one hour to upload and appear as "Ready."

Adobe® Reader is available free of charge at **http://get.adobe.com/reader/.

Prepare Your Assessment

After registering for a cycle, you will be able to upload evidence for that cycle. Your Cycle Summary page contains the tools you need to upload files and provides a dashboard view of your progress.

1. Read the Performance Assessment Guide and download the templates.

Performance Assessment Guide

Assessment Materials Updates

Templates

2. Upload your work.

Complete each part by uploading all required files.

3. Submit your cycle for scoring.

When you have indicated that each part is "ready to submit," submit your cycle for scoring.

When should I submit?

Cycle Summary
0 of 4 Parts Ready to Submit

➤ Submit

Leadership Cycle 1 focuses on analyzing multiple sources of school data for the purpose of identifying a single equity gap to for a group of students at your school. You will choose one state indicator to inform equitable improvement for a group of students that aligns with your school's vision, mission, and/or goals.

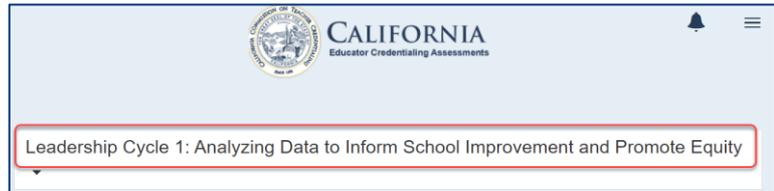|		
Start	Part A: Data Tables and Written Narrative: Data Collection and Equity Gap Analysis	Not Started
Start	Part B: Written Narrative: Contributing Factors and Problem Statement	Not Started
Start	Part C: Witten Narrative: Planning for School Improvement and Promoting Equity	Not Started
Start	Part D: Reflective Narrative (written or video explanation)	Not Started

Your Cycle Summary Page

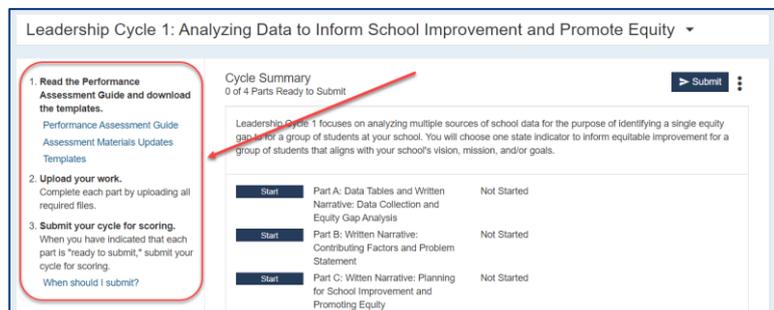Your Cycle Summary page provides the following information:

An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, for Customer Support.
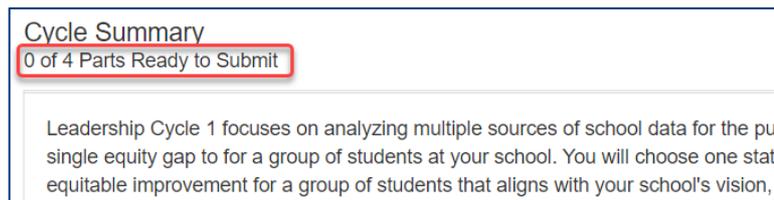
Cycle(s) for which you are registered.

Instructions for completing a cycle, including links to the assessment guide and the templates for that cycle.
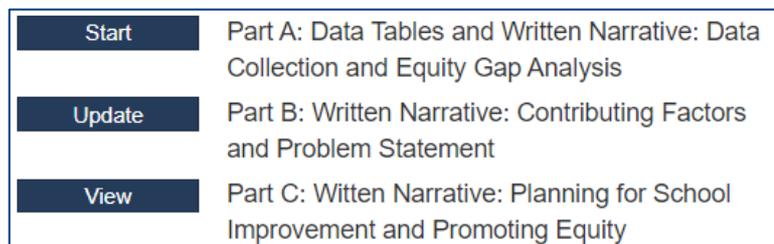
Progress indicator, reflecting how much of the cycle you have completed.

Buttons to navigate to each part, where you will upload evidence. The button labels change as follows:

Start appears before you have uploaded any evidence.

Update appears when you have uploaded at least one file, but have not reviewed or marked it ready to submit.

View appears when you have uploaded files and marked them ready to submit.

Accessing and Using Templates

Templates are provided for certain parts in your assessment. To access and use a template:

1. Click the link for Step 1 in the instructions panel to download all of the templates for this cycle.
2. Save a copy of the template files to a folder on your local drive where you can work on the files until you are ready to upload them.
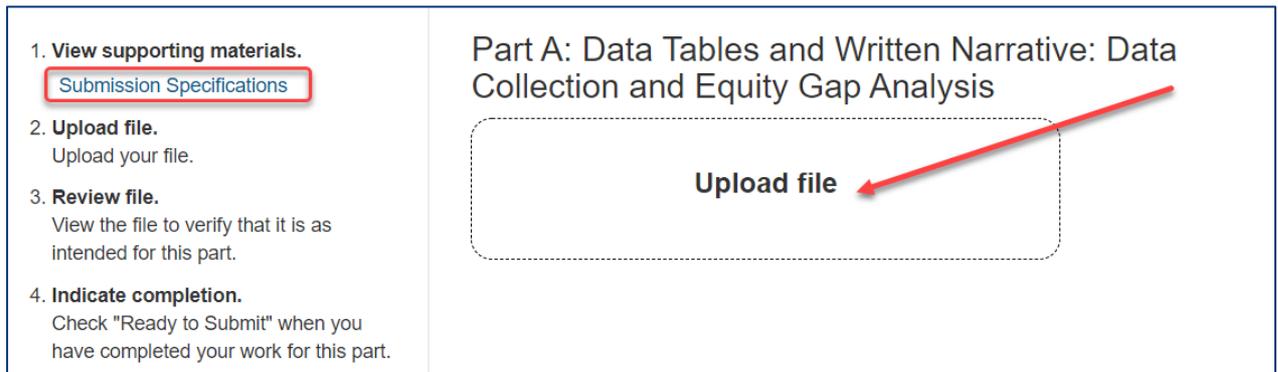3. Follow the directions in the documents to prepare your evidence.

Part Requirements

Each **cycle** is composed of multiple **parts**. Click the Start button next to any part to begin work on that part.

To complete the cycle, you must upload one or more files in response to each part's requirements. The requirements for each part are described in the assessment guides and are also summarized in the submission specifications. Review these materials carefully as you complete your work and upload your files.
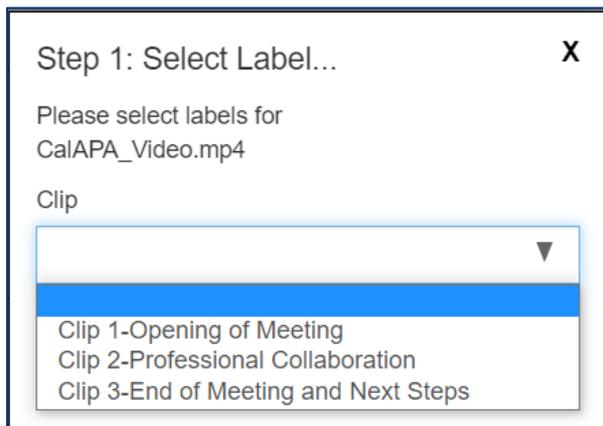
Uploading and Reviewing Files

1. Access the Submission Specifications, linked to in step 1 of the instructions panel. Review this closely to understand format specifications for each piece of evidence to be submitted.

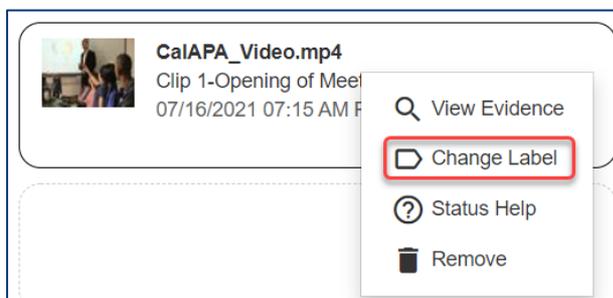2. Click the Upload File button, and locate the file on your local drive.

The time required to complete the upload process will vary depending on file size and your network speed.

3. Some parts require that you assign labels to your uploaded files. You will be prompted to select labels during the upload process.

Note that you will be able to change the label after the file is uploaded.

4. Review each file. Open and review every page of each document and play the entire length of each audio and video file to ensure they comply with submission requirements.

Note: When reviewing your video files, play the entire video to ensure that the video plays as intended with a single audio track that can be clearly heard by a scorer. Review "Recommended Equipment, Video Formats, and Settings" on the program website for information about what to do if your video has multiple audio tracks.

5. When you consider your evidence for a part complete, check Ready to Submit.

If you later decide you want to make additional updates to the part, you can uncheck Ready to Submit any time prior to submitting your work for scoring.
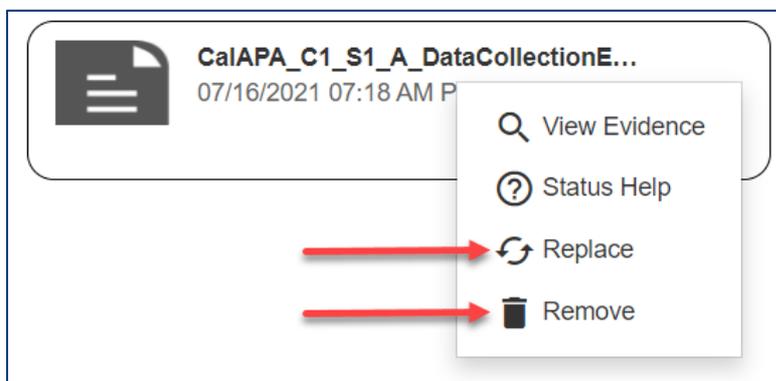
Annotate Your Video Files

As indicated in the assessment guides, if the assessment instructions require you to provide **annotations** (brief text explanations attached to specific points in the video clips), then you must enter the annotations within the ePortfolio system itself.

Review the guide and the video tutorial for the Video Annotation Tool on the program website for specific instructions.

Complete the Cycle

Continue your work on the cycle by following the steps described above.

You can upload a new version of any file by clicking Replace. The system will replace the original uploaded file with the new version. You may also remove an uploaded file by clicking Remove.

The status indicator on your Cycle Summary page will reflect your progress as you build your submission for each cycle.

Note that for security reasons, the system will time out if you are inactive for a period of time. If this occurs, you may simply sign back in and resume working whenever you are ready to do so.

Ensure Your Submission Is Scorable

A fully scorable cycle is one that can be reviewed by a scorer and have scores assigned to all rubrics. Before you submit your work, review the Submission Requirements and confirm that all of your submitted materials meet these requirements for a scorable cycle.

Documents. Ensure that you review every page of each document. Confirm that the document in the system is complete and conforms to the directions in the assessment guide and the guidelines in the Submission Requirements.

Videos. When reviewing your video files, play each file completely.

If the audio is not completely clear throughout, video captioning may be used as a method to provide a transcript of any audio track that may be difficult to hear or understand. As with written transcripts, the use of video captioning is permitted only to clarify for a scorer what is being said in the video recording and cannot be used to enhance the video recording with additional content.

Your videos should use a single audio track. If you used multiple microphones and multiple audio tracks were created when recording the video, review "Recommended Equipment, Video Formats, and Settings" for information about what to do if your video has multiple audio tracks.

Audio files. Be sure to listen to any audio files that you uploaded. Play each file completely and ensure the audio is clear throughout.

Submit Your Cycle

> **Note:** Be sure to allow yourself adequate time before your planned submission date to upload and review your files in the ePortfolio system and to complete the submission process for scoring.

Readiness Checklist

Before submitting, make sure your submission is complete and ready for scoring. Have you:

- ✓ Signed in to the Pearson ePortfolio system?
- ✓ Stored a copy of all evidence in a secure local location, including your exported annotations?
- ✓ Uploaded all of the required files into the system?

- ✔ Reviewed all evidence within the system?
- ✔ Reviewed the Submission Requirements and confirmed that all files meet these requirements for scorable work that can be reviewed by a scorer and have scores assigned to all rubrics?
- ✔ Marked all parts as Ready to Submit?

Your Cycle Summary page should look like the following example. Note that the Cycle Summary progress indicator reflects that each part for the entire cycle has been marked Ready to Submit. If your cycle has any part that is not marked Ready to Submit, then the Submit button will be disabled.
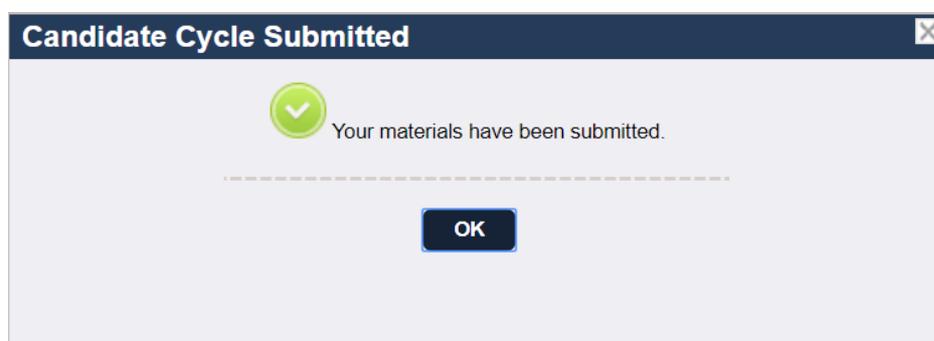

If you are ready to proceed, click Submit.

Pre-Submission Questions and Submission Agreements

When you click the Submit button, the system will require you to:
1. Answer a set of pre-submission questions related to the support you received from your program.
2. Consent to a set of Submission Agreements. These agreements are available for your review before you submit your cycle on the program website.

After you have completed those steps, you may then submit your cycle for scoring.

The system will confirm that your cycle has been submitted.

Remember: After you have submitted your cycle, you will no longer have access to your files within the ePortfolio system.