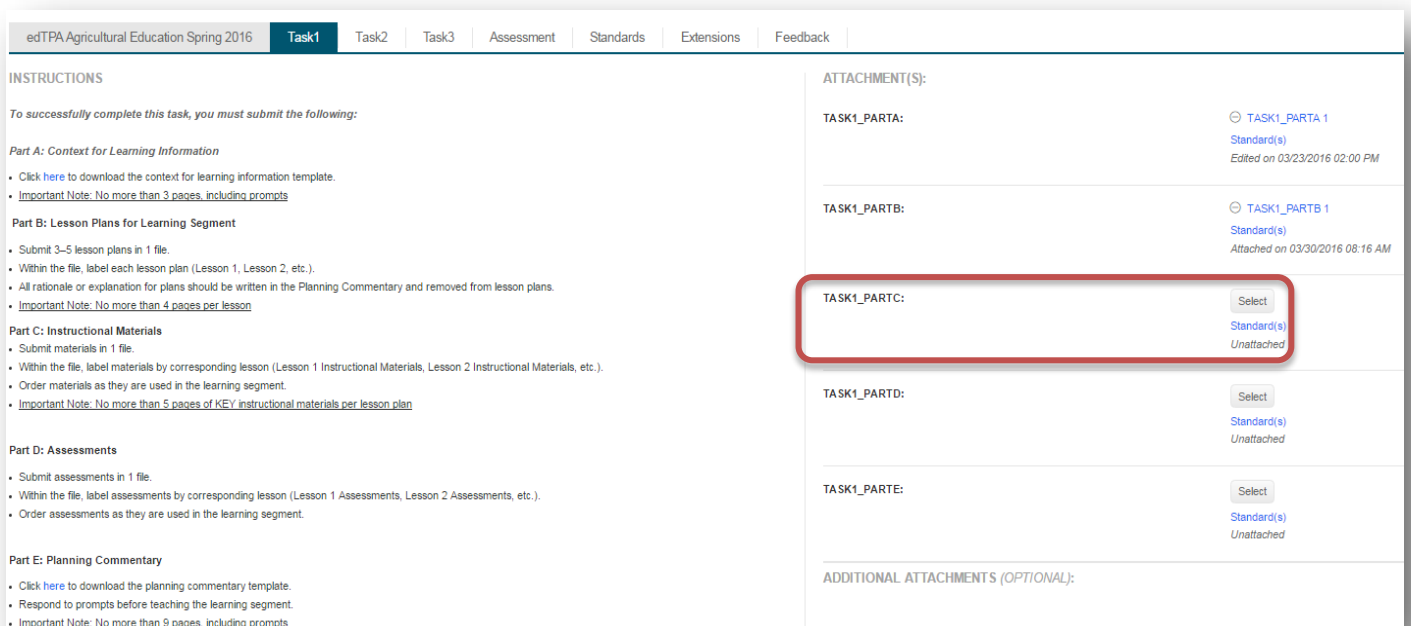


2.3 Attaching Artifacts to your edTPA Portfolio in Tk20

After you view the portfolio details and understand what is required, you can begin attaching your artifacts. Under each tab in the portfolio, you will see placeholders to attach all task parts.

To upload documents and attach to your edTPA portfolio:

1. Click on **Select** next to each sub-task, as shown in Figure 3



The screenshot displays the 'Task1' tab in the edTPA Agricultural Education Spring 2016 interface. The left sidebar contains 'INSTRUCTIONS' for the task, divided into five parts (A-E) with specific submission requirements. The main content area is titled 'ATTACHMENT(S):' and lists five task parts: TASK1_PARTA, TASK1_PARTB, TASK1_PARTC, TASK1_PARTD, and TASK1_PARTE. Each part has a 'Select' button and a 'Standard(s)' field. The 'TASK1_PARTC' row is highlighted with a red rectangular box, indicating the step described in the text. Below the task parts is a section for 'ADDITIONAL ATTACHMENTS (OPTIONAL):'.

Figure 3

2. Click on **Select Files** to search for files located on your computer for each respective sub-task. Alternatively, in **Figure 4** you will notice that you can select files located on your computer and “Drag and drop” them in the artifact.

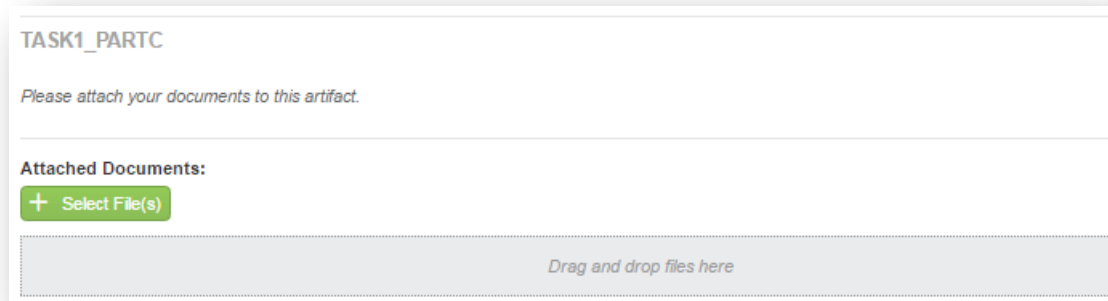


Figure 4

Notes:

- When you name your files, there are no required file naming conventions; however, you are strongly encouraged to be as descriptive as possible **DO NOT** use special characters in your titles (i.e. !@#%&*.,<>).
 - Do not include any identifying information (names or institution) in your files.
 - Assessors should be able to easily identify the contents of each file.
 - The name of your artifact defaults to the name of the sub-task followed by a numeral.
3. When uploading videos (in Task 2), you must follow the *User Guidelines for Video Upload*.

Notes:

- Be sure you have compressed your video files before you begin uploading and attaching them to your edTPA portfolio in Tk20.
 - **Each video file must be compressed to a file size of 100MB or less, unless otherwise advised by your institution.**
4. Some task parts require more than one file to be attached. In such cases, repeat step 2 (above) to add additional files to the artifact.
 5. Once you have attached the required number of files for that specific artifact/sub-task, click on “**Save**” to attach the artifact to your edTPA portfolio. You will see the artifact has been attached in the list of required artifact placeholders.
Once you have saved, changes made are visible to your assessor.

6. Once all artifacts have been successfully attached with the appropriate number of files (as listed in the *Evidence Charts* of your edTPA handbook), you may make one of two decisions:
 - a. “Transfer to Pearson”- This option will submit your portfolio to the Pearson system so you can enter it for official scoring (see section 2.7 below). This option will simultaneously submit your portfolio for review by assessors at your institution.
 - b. “Submit”- This option will only submit your portfolio to your institutional assessors, and will not transfer it to Pearson for official scoring (Note: this option does not require a valid authorization key).

edTPA Agricultural Education Spring 2016 | Task1 | Task2 | Task3 | Assessment | Standards | Extensions | Feedback

INSTRUCTIONS

To successfully complete this task, you must submit the following:

Part A: Context for Learning Information

- Click [here](#) to download the context for learning information template.
- Important Note:** No more than 3 pages, including prompts

Part B: Lesson Plans for Learning Segment

- Submit 3–5 lesson plans in 1 file.
- Within the file, label each lesson plan (Lesson 1, Lesson 2, etc.).
- All rationale or explanation for plans should be written in the Planning Commentary and removed from lesson plans.
- Important Note:** No more than 4 pages per lesson

Part C: Instructional Materials

- Submit materials in 1 file.
- Within the file, label materials by corresponding lesson (Lesson 1 Instructional Materials, Lesson 2 Instructional Materials, etc.).
- Order materials as they are used in the learning segment.
- Important Note:** No more than 5 pages of KEY instructional materials per lesson plan

Part D: Assessments

- Submit assessments in 1 file.
- Within the file, label assessments by corresponding lesson (Lesson 1 Assessments, Lesson 2 Assessments, etc.).
- Order assessments as they are used in the learning segment.

Part E: Planning Commentary

- Click [here](#) to download the planning commentary template.
- Respond to prompts before teaching the learning segment.
- Important Note:** No more than 9 pages, including prompts

ATTACHMENT(S):

TASK1_PARTA:	<input type="radio"/> TASK1_PARTA 1 Standard(s) Edited on 03/23/2016 02:00 PM
TASK1_PARTB:	<input type="radio"/> TASK1_PARTB 1 Standard(s) Attached on 03/30/2016 08:16 AM
TASK1_PARTC:	<input type="button" value="Select"/> Standard(s) Unattached
TASK1_PARTD:	<input type="button" value="Select"/> Standard(s) Unattached
TASK1_PARTE:	<input type="button" value="Select"/> Standard(s) Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Figure 5