



By Watermark  
Southern's Online Assessment System

## Student Teacher Quick Guide – edTPA Portfolio

Log into the system at: <https://southernct.tk20.com>

**Username:** will be provided to you

**Password:** your initial password will be provided to you

- Click on **Portfolios** in the left side menu
- Click on the name of the portfolio (i.e., *edTPA Elementary Education*)

### Portfolio Layout

**Portfolio tabs:** each sub-tab represents a different section, the first tab provides a description and general instructions. This is followed by sub-tabs: Task 1, Task 2, Task 3, and Task 4 that contain your assignments. In the first tab, you can view and download the pdf version of your **edTPA Handbook** and the **Tk20 Guide for edTPA Candidates** – use the username and password provided (edTPA, tk20!) – not your own.

**Note:** You do not need your **Authorization Key** to begin uploading assignments into your portfolio. This will be needed when you are ready to make the transfer to Pearson at the end of the semester.

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Portfolios > Portfolios > My Portfolios > Received Portfolios > edTPA Elementary Portfolio Help Desk

### EDTPA ELEMENTARY PORTFOLIO

edTPA Elementary Portfolio	Task1	Task2	Task3	Task4	Assessment	Standards	Extensions	Feedback
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**Portfolio Name:** edTPA Elementary Portfolio

**Description:**

If you have any questions regarding your handbook, please contact [Pearson Customer Support](#).

Please click [here](#) to download your handbook. Use the following login credentials to access your edTPA handbook.

Username: edtpa  
Password: tk20!

Please click [here](#) to download the Tk20 Guide for edTPA Candidates.

Please click [here](#) to download the edTPA Errata Sheet.

For additional reference:

Please click [here](#) to download the edTPA "Making Good Choices" support guide.

Please click [here](#) to download the supplemental resource, "Understanding Academic Language in edTPA."

Please click [here](#) to download the supplemental resource, "Understanding Rubric Level Progressions."

Clicking "Submit" submits your portfolio only to assigned on-campus assessors.

Clicking "Transfer to Pearson" transfers your portfolio to Pearson, and automatically submits your portfolio to assigned on-carr

**Authorization Key:**  Validate/Reserve Key with Pearson

Dont have a key? [Get my edTPA™Authorization Key](#)

## Assignments to be completed

- The edTPA assignments are located in the sub-tabs labelled Task 1, Task 2, etc.
- Click on the name of the sub-tab to open that page
- Each required task is clearly labelled and described (i.e., Part A, Part B, etc.)
- Some of the tasks require you to download a pre-configured document to complete (ex. “Click [here](#) to download the context for learning information template”) Use the username and password provided (edTPA, tk20!) – not your own.
- Attach your completed documents on the right side of the screen under **Attachment(s)**: by clicking on the Select button next to the title of the task. A pop-up box will appear. Click on the **Select File(s)** button to search and select a file on your computer, or drag and drop the file into the indicated area. To remove the file, click the X next to the file. Once you have attached the file, click on **Add**.

**Note:** You do not need to complete all of the tasks at one time. Use the **Save** button to save your work as you go. **Do NOT Submit until you have completed ALL of the tasks in the portfolio.**

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Portfolios > Portfolios > My Portfolios > edTPA Elementary Portfolio

EDTPA ELEMENTARY PORTFOLIO

edTPA Elementary Portfolio Task1 Task2 Task3 Task4 Assessment Standards Extensions Feedback

**INSTRUCTIONS**

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

**Part A: Literacy Context for Learning Information**

- Click [here](#) to download the context for learning information template.
- Use Arial 11-point type.
- Single space with 1" margins on all sides.
- **Important Note: No more than 4 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 Literacy Planning Commentary and removed from lesson plans.
- **Important Note: No more than 4 pages per lesson**

**ATTACHMENT(S):**

**TASK1\_PARTA:** Select Standard(s) Unattached

**TASK1\_PARTB:** Select Standard(s) Unattached

**TASK1\_PARTC:** Select Standard(s) Unattached

## Submitting the portfolio

When you are sure everything is complete you can transfer the portfolio to Pearson from Tk20.

- 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**. This is a one-time validation. Once your authorization key has been validated, you will not need to enter it again.
- Click the **Transfer to Pearson** button. If there are no errors or missing documents, you will receive the following message: *Portfolio Request Successfully Queued at Pearson*.
- You can check the status of your portfolio by clicking on **Track My edTPA Transfer**, in the Portfolios tab.

## Help Resources

Please email any questions you have to: [tk20support@southernct.edu](mailto:tk20support@southernct.edu)

Click on the Help button at the top right-hand corner of your Tk20 screen

Quick Guides and additional information can be found at: [www.southernct.edu/tk20](http://www.southernct.edu/tk20)