



Assessing an edTPA Portfolio

*NOTE: To complete the edTPA assessments you must complete the rubric **AND** comments to students.*

Getting Started

1. Click on **Portfolios** in the sidebar, then **Portfolio Assessments**.
2. Click on the **name of the student** whose portfolio you want to assess. Use the search function as needed.
 - a. On the left, you will be able to view the portfolio description, any attached standards and the student's submission.
 - b. On the right, you will be able to view the binder's assessment tool(s), grant due date extensions, and provide additional feedback.

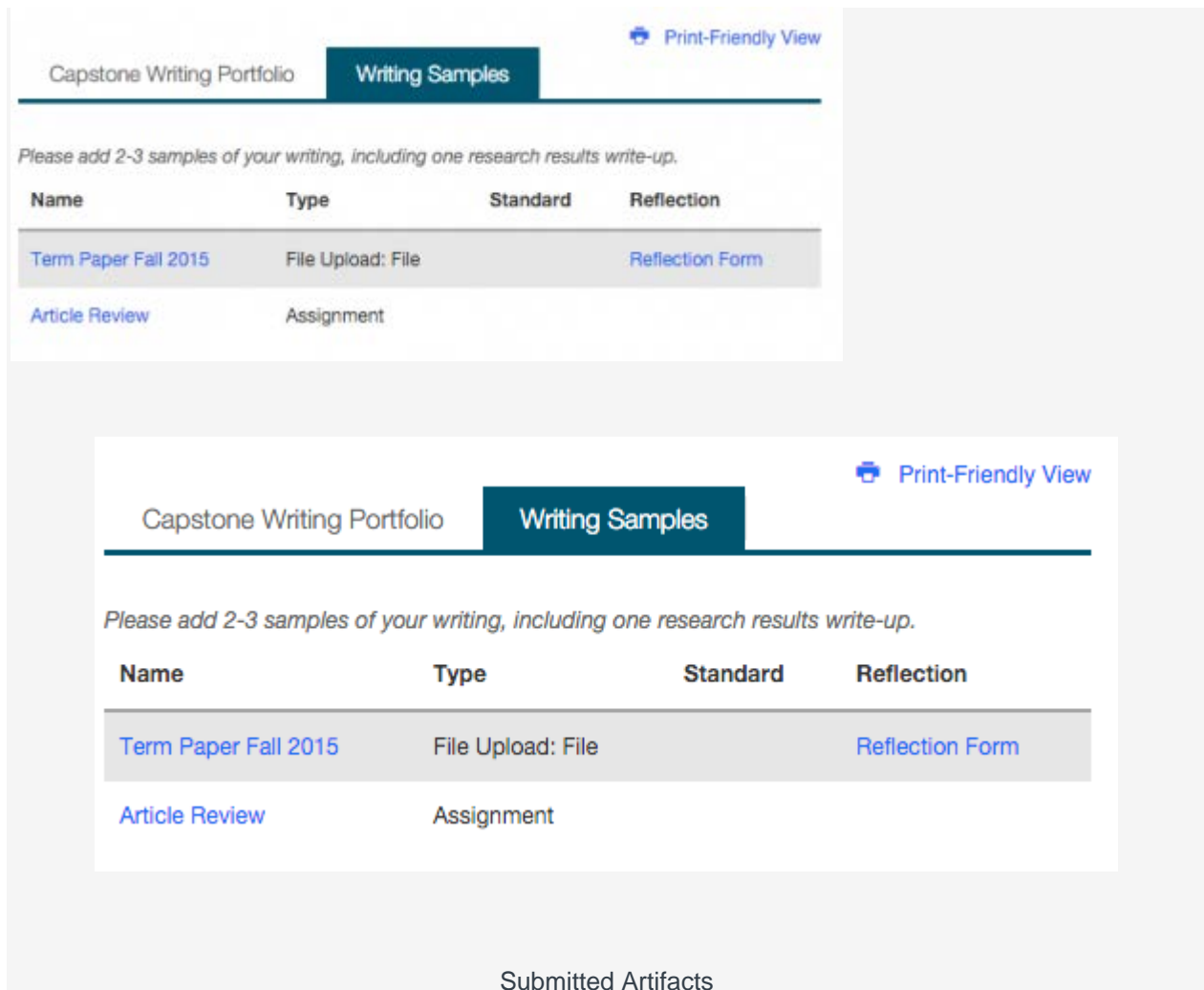


	Name ▲	Portfolio Title ▼	Template ▼	Submit Date ▼	Status ▼
<input type="checkbox"/>	Adrian, Gemma	Capstone Writing Portfolio	Capstone Portfolio	02/27/2016 02:42 PM	Pending

Student Submissions

Students have the option to attach three different types of work.

1. If the student has submitted a Tk20 artifact, it will be displayed on the left side of the screen. Click on the **artifact name** to open the attachment.



The screenshot displays the 'Capstone Writing Portfolio' interface. At the top, there are two tabs: 'Capstone Writing Portfolio' and 'Writing Samples', with 'Writing Samples' being the active tab. A 'Print-Friendly View' link is visible in the top right corner. Below the tabs, a message reads: 'Please add 2-3 samples of your writing, including one research results write-up.' A table lists submitted artifacts with columns for Name, Type, Standard, and Reflection. The first row is highlighted in grey and contains 'Term Paper Fall 2015', 'File Upload: File', and 'Reflection Form'. The second row contains 'Article Review' and 'Assignment'. Below the table, the text 'Submitted Artifacts' is centered.

Name	Type	Standard	Reflection
Term Paper Fall 2015	File Upload: File		Reflection Form
Article Review	Assignment		

Submitted Artifacts

2. If the student has submitted a file upload, you may click on **Download** to save it to your computer, or you can click on **View and Annotate** to open the document in your web browser.

File


- Term Paper Fall 2015.docx | [View and Annotate](#) | [Download](#)

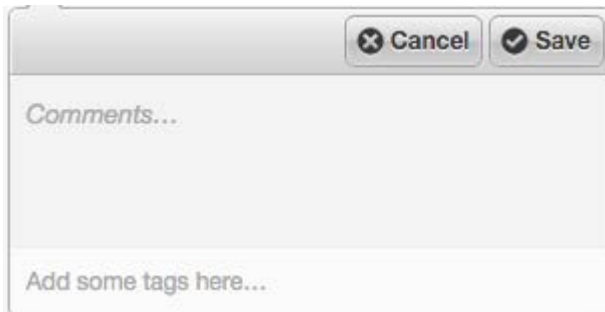
File

- Term Paper Fall 2015.docx | [View and Annotate](#) | [Download](#)

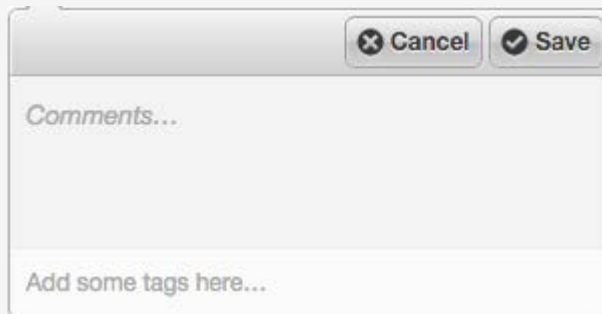
Download or View & Annotate in Browser

3. To annotate:

- Select the text you wish to annotate, then click  to leave a comment.
- Click **Save** to to add your annotated comment.





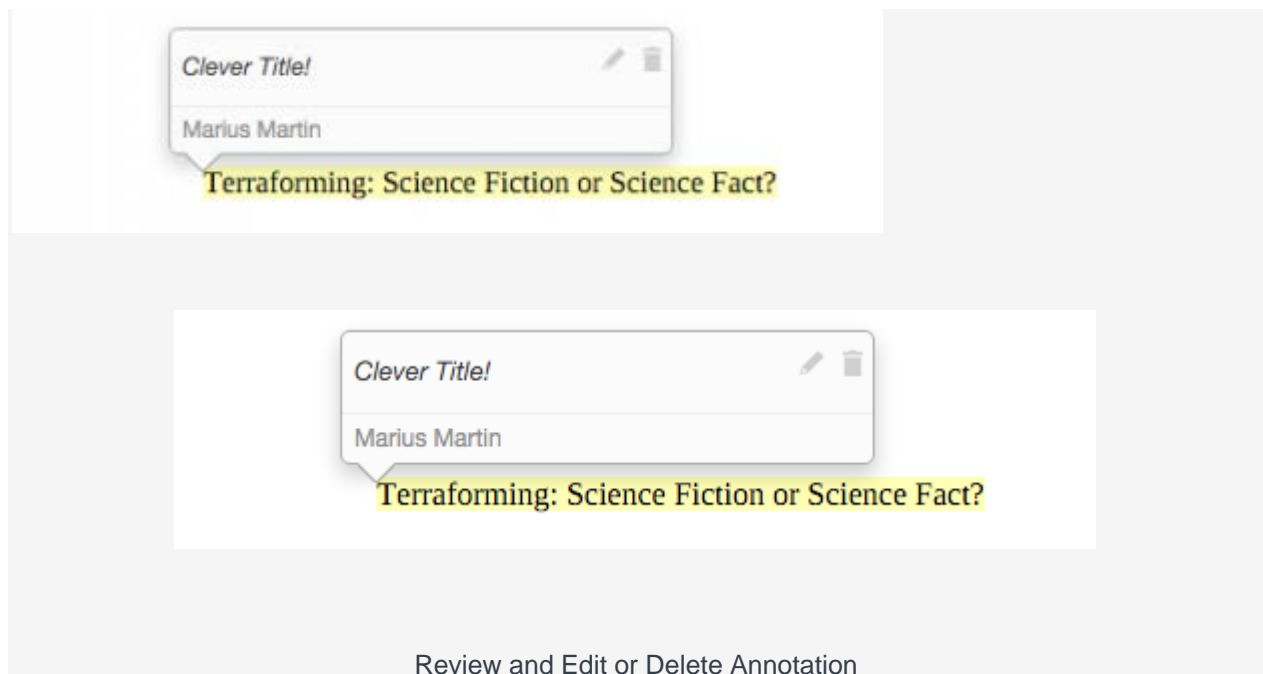
A screenshot of an annotation pop-up window. At the top right, there are two buttons: "Cancel" with a close icon and "Save" with a checkmark icon. Below the buttons is a text area with the placeholder text "Comments...". At the bottom of the window, there is a separate section with the placeholder text "Add some tags here..."



A second screenshot of the same annotation pop-up window, showing the same layout as the first one: "Cancel" and "Save" buttons at the top right, a "Comments..." text area, and an "Add some tags here..." section at the bottom.

Annotation Pop-up

- Click  to edit your comment or  to delete it.



Assessing Student Submissions

1. Click on the Assessment Tools available in the right side of the screen to complete assessments of your student.
2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
3. After you have completed the form, choose one of the following actions:
 - a. **Save**: save work and return at a later time,
 - b. **Complete**: mark the assessment as complete and return to the previous screen.
4. Repeat this process until you have finished all assessments.
5. When you are finished with the last form, click **Submit**.