

4. When your edTPA portfolio has been processed and transferred to Pearson, check the status of the portfolio by clicking on **M A**. Upon successful transfer, Pearson will send you an email prompting you to login to the Pearson system to verify the contents of your edTPA portfolio and submit for official scoring.



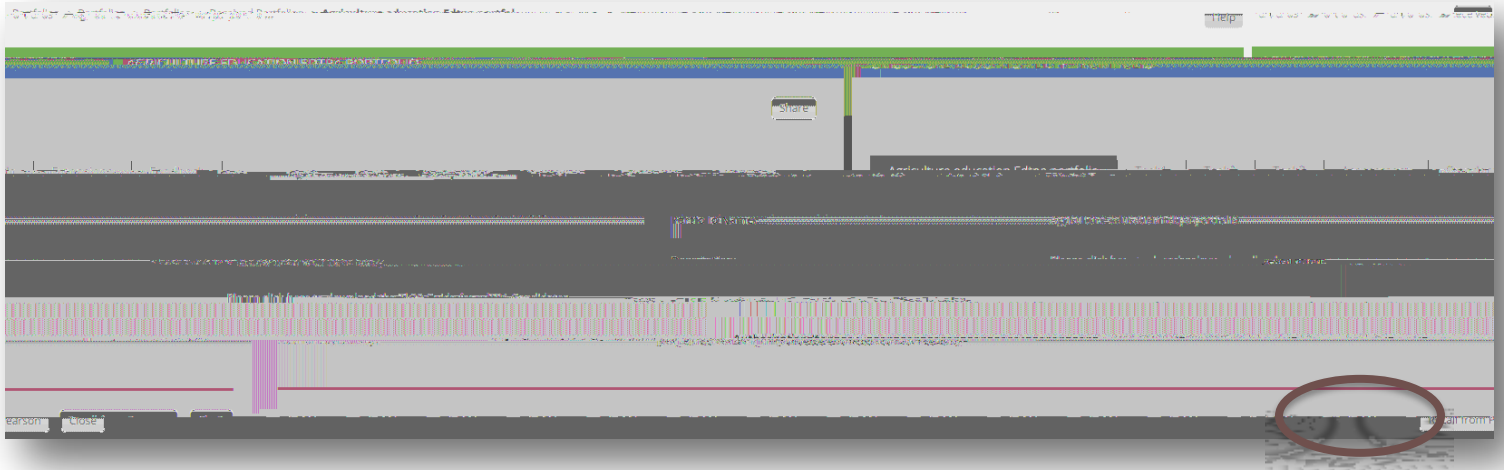
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2.5.1

You may recall your portfolio in Tk20, make any necessary revisions, and re-transfer the portfolio to Pearson by completing the following steps:

1. Navigate to the **Portfolios tab** within Tk20.
2. Click the title of the portfolio you are trying to recall.
3. Click the **Recall from Pearson** button

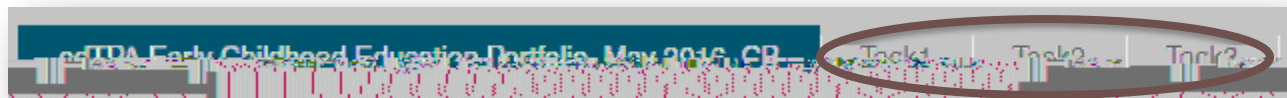


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2.5.2

To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

1. Access your edTPA portfolio from the **Portfolios tab**.
2. Click on the tab that contains the artifact(s) you wish to modify.



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3. Select the artifact (sub-task) you wish to modify. 56 (0) -3BD BT 1.004 Tc 12 0 0 12 50.024 7

5. You may remove a file by selecting the **X** button.

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