

edTPA Completion Checklist for Student Teachers

Fall, 2017	Initial Steps <i>Due date for Initial Steps: August 29, 2017</i>	Initial when completed
I have...		
Identified in what grade level (and subject area) I will be completing the edTPA		
Registered for a candidate account at edTPA.com and wrote down my Submission Deadline *You are <u>not</u> registering to submit the edTPA assessment; you are just registering for an account with edTPA.com. You need not pay anything at this time.		
Created an account with <i>LiveText</i> to upload and eventually submit all materials to Pearson <u>LiveText Login</u>		
Emailed Dr. Mary Jeffery, Assessment Coordinator, with a request to be added to the appropriate edTPA submission area that includes my licensure area and my <i>LiveText</i> login information.		
Created the necessary folders/documents on my computer, to which I will save all materials:*		
<ul style="list-style-type: none"> ➤ Folder: edTPA <ul style="list-style-type: none"> ➤ Subfolder: Task 1 <ul style="list-style-type: none"> ➤ Document: Part A - Context for Learning Information..... ➤ Document: Part B - Lesson Plans for Learning Segment..... ➤ Document: Part C - Instructional Materials..... ➤ Document: Part D – Assessments..... ➤ Document: Part E - Planning Commentary..... ➤ Subfolder: Task 2 <ul style="list-style-type: none"> ➤ Subfolder: Part A - Video Clip(s)..... ➤ Document: Part B - Instruction Commentary..... ➤ Subfolder: Task 3 <ul style="list-style-type: none"> ➤ Subfolder: Part A - Student Work Samples..... ➤ Subfolder: Part B - Evidence of Feedback..... ➤ Document: Part C - Assessment Commentary..... ➤ Document: Part D - Evaluation Criteria..... ➤ Subfolder: Task 4 (ELED ONLY) <ul style="list-style-type: none"> ➤ Subfolder: Part A – Context for Learning..... ➤ Subfolder: Part B – Lesson Plans for Learning Segment..... ➤ Subfolder: Part C – Chosen Formative Assessment..... ➤ Subfolder: Part D – Evaluation Criteria..... ➤ Subfolder: Part E – Student Mathematics Work Samples..... ➤ Subfolder: Part F – Re-engagement Work Samples..... ➤ Subfolder: Part G – Assessment Commentary..... 		
<i>Check your edTPA handbook for exact file naming convention, formatting, number of files, and length requirements. [Modified from www.isnetworked.org]</i>		
Saved the necessary Document Templates to my computer under the corresponding folders/documents listed above, and have not altered them in any way		
Reviewed the steps for learning the edTPA process (“Getting Started”) at http://www.edtpa.com/PageView.aspx?f=GEN_GettingStarted.html		
Reviewed all of the terms in the edTPA glossary within my content area handbook and recognized that I must understand and use these terms in my edTPA portfolio.		
Viewed the <u>two</u> powerpoints on Academic Language at http://studylib.net/doc/5569208/academic-language-webinar--powerpoint-slides and http://www.menominee.edu/teachered/academic_language.pdf		
Downloaded and read the Academic Language page from PassedTPA at http://www.passedtpa.com/hello-world/ and viewed the Smartatmath video at https://www.youtube.com/watch?v=MjlfCYptPLg		
Saved all of my materials thus far, and will continue to save all materials to <u>both</u> a computer <i>and</i> a flash drive		

I have completed all of the initial steps as outlined above and am ready to move on to Task 1.

Student Signature _____

Date _____

Supervisor Signature/Verification _____

Date _____

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Task 1

Due date for Task 1 Steps: September 18, 2017

I have...	Initial when completed
<u>PART A</u> (Template Provided)	
Accessed and utilized the resources at the edTPA special site for candidates: http://www.edtpa.com/PageView.aspx?f=GEN_Candidates.html	
Obtained and read "Making Good Choices: A Support Guide for edTPA Candidates" at http://www.edtpa.com/Content/Docs/edTPAMGC.pdf	
Read through Rubrics 1-5 in the edTPA content area handbook	
Used my Cooperating Teacher and University Supervisor as advisors in choosing <i>one</i> class as a focus	
Received my Cooperating Teacher's approval of the class and students targeted by my edTPA	
Used my Cooperating Teacher and University Supervisor as advisors in identifying any students with accommodations, modifications, and/or IEP's within the chosen class	
Completed Part A within the first two weeks of my student teaching placement	
Made sure Part A is in the correct format: 1 File, Arial 11pt. font, single space, 1" margins, no more than 3 pages including prompts (.doc; .docx; .odt; .pdf)*	
Spoken with my Cooperating Teacher and decided what learning segment I will be plan, teach, and analyze (3-5 consecutive lessons)	
<u>PART B</u>	
Identified the required BU content area <i>Lesson Plan Template</i> that includes: common core state standards with the number and text included, learning objectives, formal and informal assessments, instructional strategies and learning tasks that describe what you <i>and</i> the students will be doing, supports for diverse student needs, and instructional materials/resources that engage students in learning	
Written a <i>detailed</i> lesson plan for each lesson in the learning segment (3-5 consecutive lessons)	
Made sure the lesson plans are in the correct format: 1 File (.doc; .docx; .odt; .pdf)*	
Combined all lessons in one document (Document: Part B - Lesson Plans for Learning Segment) and labeled each <i>clearly</i> within the document (Lesson 1, Lesson 2, etc.)*	
<u>PART C</u>	
Created instructional materials (for students and myself) for each lesson (including: discovery activates, bell work, readings, classwork, class/group/pairs activities, experiments, graphic organizers, handouts, slides, interactive whiteboard images, etc.)	
Made sure the instructional materials are in the correct format: 1 File, no more than 5 pages of KEY instructional materials <i>per</i> lesson plan (.doc; .docx; .odt; .pdf)*	
Combined all instructional materials in one document (Document: Part C - Instructional Materials) and labeled each <i>clearly</i> within the document (Lesson 1 Instructional Materials, Lesson 2 Instructional Materials, etc.)*	
Ordered all instructional materials as they are used in the learning segment	

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PART D

Reviewed alternative formal and informal edTPA assessment procedures, using the resource links provided by the Director of Student Placement (e.g., http://www.passedtpa.com/category/task-1/ ; http://www.passedtpa.com/ ; http://www.passedtpa.com/tag/work-samples/).	
Created assessments for each lesson (including: bell work, classwork, class/group/pairs activities, experiments, labs, homework, etc.)	
Made sure the assessments are in the correct format: 1 File (.doc; .docx; .odt; .pdf)*	
Combined all <i>blank</i> assessments in one document (Document: Part D – Assessments) and labeled each <i>clearly</i> within the document (Lesson 1 Assessments, Lesson 2 Assessments, etc.)*	
Ordered all assessments as they are used in the learning segment	

PART E

(Template Provided)

Responded to the prompts in Part E <i>prior to teaching the learning segment</i> (3-5 consecutive lessons)	
Made sure Part E is in the correct format: 1 File, Arial 11pt. font, single space, 1” margins, no more than 9 pages of commentary, including prompts (.doc; .docx; .odt; .pdf)*	
Saved all materials for Task 1 in the correct folders/documents on my computer and flash drive	

I have completed all of the Task 1 steps as outlined above and am ready to move on to Task 2.

Student Signature

Date

Supervisor Signature/Verification

Date

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Task 2

Due date for Task 2 Steps: October 2, 2017

I have...	Initial when completed
<u>PART A</u>	
Reviewed pages 11-17 of “Making Good Choices”	
Read through Task 2 Rubrics 6-10 in the edTPA handbook (i.e., Task 2 rubrics indicated in my content handbook) kl	
Identified a recording device I would like to use (FLIP video, iPhone, camera, etc.) and found a clear spot in the classroom to set up the device	
Obtained permission from the parents/guardians of the students, and from the adults who will appear in the video(s) (I determine whether I will film the whole class, or a targeted group)	
Practiced videotaping with my devise, to ensure that target activities can be clearly seen and that voices can be heard.	
Filmed myself teaching <i>ALL</i> of the lessons in which I actively engage and interact with students within the learning segment (3-5 consecutive lessons), ensuring that I did not include the name, city, state, or district of the school in my video (I used only first names for all individuals who appear in the video(s))	
Watched my video(s) multiple times and decided which <i>1 or 2 video clips</i> I would like to use, and made copies of the video(s)	
Edited/Clipped all of my copies of my video(s) (Windows Movie Maker for PCs and iMovie for Macs), making sure that the final clip(s) is/are <i>continuous and unedited*</i>	
Made sure the video(s) are in the correct format: 1 or 2 Files, no more than 15 minutes total running time (flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v)*	
Added my final clipped video(s) to the corresponding folder	
<u>PART B</u> <i>(Template Provided)</i>	
Responded to the prompts in Part B	
Determined if supporting documentation is needed by deciding if portions of the video(s) are inaudible and if text/graphics/images are not visible, and have <i>clearly</i> labeled any supporting documentation at the end of Part B (“Clip 1, lesson 2, text from a whiteboard that is not visible in the video,” “Clip 2, lesson 4, transcription of a student response that is inaudible”)	
Made sure Part E is in the correct format: 1 File, Arial 11pt. font, single space, 1” margins, no more than 6 pages of commentary, including prompts (.doc; .docx; .odt; .pdf) If needed no more than 2 pages of supporting documentation	
Saved all materials for Task 2 in the correct folders/documents on my computer and flash drive	

I have completed all of the Task 2 steps as outlined above and am ready to move on to Task 3.

Student Signature

Date

Supervisor Signature/Verification

Date

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Task 3

Due date for Task 3 Steps: October 16, 2017

I have...	Initial when completed
<u>PART A</u>	
Reviewed pages 18-21 of “Making Good Choices”	
Read through Task 3 Rubrics 11-15 in the edTPA handbook (i.e., Task 3 rubrics indicated in my content handbook).	
Selected one assessment that reflects the work of individuals (not groups) from the leaning segment that I will use to evaluate my students knowledge and skills	
Selected 3 individuals (at least one student with a learning need) who completed the assessment (Learning needs: IEP, English language learner, struggling reader, underperforming student, student with gaps in academic knowledge, gifted student, etc.)	
Collected work samples (the assessment) from the 3 students chosen above	
Decided if the students’ writing is illegible, if so, I wrote a transcription directly on the work samples	
Masked or removed any students names, my name, and the name of the school from the work samples	
<i>Clearly</i> labeled, on each work sample, the student number (Student 1 Work Sample, Student 2 Work Sample, or Student 3 Work Sample)	
Copied or scanned each student work sample	
Made sure the student work samples are in the correct format: 3 Files, (.doc; .docx; .odt; .pdf)	
<i>Clearly</i> labeled each file with the student number (Student 1 Work Sample, Student 2 Work Sample, or Student 3 Work Sample)*	
<u>PART B</u>	
Decided what type of feedback I will give the students (written on students work samples/audio/video)	
Decided to include feedback <u>directly on the student work samples</u> , so I will write feedback neatly on the students papers <u>Or</u> Decided to give students feedback <u>through an audio/video conference</u> , so I will set up a time to conference with each student	
Decided to give students feedback <u>through an audio/video conference</u> , so I have chosen an appropriate place for the conferences to take place	
Decided to include feedback <u>directly on the student work samples</u> in Part A, so I will not include any files for Part B <u>Or</u> Decided to give students feedback <u>through an audio/video conference</u> , so I added 3 separate audio/video conferences to the corresponding folder and labeled each <i>clearly</i> (Student 1 Feedback, Student 2 Feedback, or Student 3 Feedback)	
Made sure the evidence of feedback is in the correct format: 0 files for written feedback not written on the work samples: (.doc; .docx; .odt; .pdf) 3 files for audio feedback: (flv, asf, wmv, qt, mov, mpg, avi, mp3, wav, mp4, wma) 3 files for video feedback: (flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v)*	

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PART C (Template Provided)

Identified the location of my evidence of feedback (Part A if written on the student work samples, Part B if audio/ video)	
Responded to the prompts in Part C	
Included 2 <i>blank pages</i> of the assessment that was analyzed in Part B	
Made sure Part C is in the correct format: 1 File, Arial 11pt. font, single space, 1" margins, no more than 8 pages of commentary, including prompts (.doc; .docx; .odt; .pdf). Plus no more than 2 pages of an analyzed assessment...as specified in my content handbook.	
<u>PART D</u>	
Decided what type of evaluation criteria I will use on the chosen assessment (a rubric, explanation of point system for different levels of performance, rules for awarding full versus partial credit, pre-/post-assessment, etc.).	
Created the appropriate evaluation criteria for my chosen assessment	
Included all evaluation criteria in one document and labeled each <i>clearly</i> within the document (Lesson 1 Evaluation Criteria, Lesson 2 Evaluation Criteria, etc.) ...as specified in my content handbook.	
Made sure the evaluation criteria is in the correct format: 1 File, (.doc; .docx; .odt; .pdf)*	
Saved all materials for Task 3 in the correct folders/documents on my computer and flash drive	

edTPA Registration

*Due date for Registration: **October 16, 2017***

I have...	Initial when completed
Read the edTPA Registration Overview , and then registered to take the edTPA at http://www.edtpa.com/pageview.aspx?f=gen_candidates.html .	

I have completed all of the Task 3 and edTPA registration steps as outlined above and am ready to move on to the completion steps.

Student Signature

Date

Supervisor Signature/Verification

Date

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Task 4 (Elementary Education majors only) <i>Due date for Task 4 Steps: October 16, 2017</i>	
I have...	Initial when completed
<u>PART A</u> <i>(Template Provided)</i>	
Read through Rubrics 16-18 in the edTPA handbook	
Used my Cooperating Teacher and University Supervisor as advisors in identifying any students with accommodations, modifications, and/or permanent IEP's within the chosen class	
Completed Part A within the first two weeks of my student teaching placement	
Made sure Part A is in the correct format: 1 File, Arial 11pt. font, single space, 1" margins, no more than 3 pages including prompts (.doc; .docx; .odt; .pdf)*	
Spoken with my Cooperating Teacher and decided what learning segment I will be plan, teach, and analyze (3-5 consecutive lessons)	
<u>PART B</u> <i>(Template Provided)</i>	
Used the required lesson plan format that includes: common core state standards with the number and text included, learning objectives, formal and informal assessments, instructional strategies and learning tasks that describe what you <i>and</i> the students will be doing, supports for diverse student needs, and instructional materials/resources that engage students in learning	
Written a <i>detailed</i> lesson plan for each lesson in the learning segment (3-5 consecutive lessons)	
Made sure the lesson plans are in the correct format: 1 File (.doc; .docx; .odt; .pdf)*	
Combined all lessons in one document (Document: Part B - Lesson Plans for Learning Segment) and labeled each <i>clearly</i> within the document (Lesson 1, Lesson 2, etc.)*	
<u>PART C</u>	
Developed or adapted a formative assessment for whole class assessment.	
Made sure Part C is in the correct format: 1 File, Arial 11pt. font, single space, 1" margins, including prompts (.doc; .docx; .odt; .pdf)*	
<u>PART D</u>	
Decided what type of evaluation criteria I will use on the chosen assessment (a rubric, explanation of point system for different levels of performance, rules for awarding full versus partial credit, etc.)	
Created the appropriate evaluation criteria for my chosen assessment	
Included all evaluation criteria in one document and labeled each <i>clearly</i> within the document (Lesson 1 Evaluation Criteria, Lesson 2 Evaluation Criteria, etc.)*	
Made sure the evaluation criteria is in the correct format: 1 File, (.doc; .docx; .odt; .pdf)*	

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PART E

Selected one assessment that reflects the work of individuals (not groups) from the leaning segment that I will use to evaluate my students knowledge and skills	
Selected 3 individuals (at least one student with a learning need) who completed the assessment (Learning needs: IEP, English language learner, struggling reader, underperforming student, student with gaps in academic knowledge, gifted student, etc.)*	
Collected work samples (the assessment) from the 3 students chosen above	
Decided if the students' writing is illegible, if so, I wrote a transcription directly on the work samples	
Masked or removed any students names, my name, and the name of the school from the work samples	
<i>Clearly</i> labeled, on each work sample, the student number (Student 1 Work Sample, Student 2 Work Sample, or Student 3 Work Sample)	
Copied or scanned each student work sample	
Made sure the student work samples are in the correct format: 3 Files, (.doc; .docx; .odt; .pdf)*	
<i>Clearly</i> labeled each file with the student number (Student 1 Work Sample, Student 2 Work Sample, or Student 3 Work Sample)*	

Part F

Identified a learning objective/goal for students related to the area of struggle based on my analysis in Part E	
Used the required lesson plan format that includes: common core state standards with the number and text included, learning objectives, formal and informal assessments, instructional strategies and learning tasks that describe what you <i>and</i> the students will be doing, supports for diverse student needs, and instructional materials/resources that engage students in learning	
Written a <i>detailed</i> lesson plan for re-engagement	
Made sure the lesson plan is in the correct format: 1 File (.doc; .docx; .odt; .pdf)*	
Taught the re-engagement lesson to the focus students via one-on-one, small group, or whole class instruction	
Collected work samples (the assessment) from the 3 students chosen above	
Decided if the students' writing is illegible, if so, I wrote a transcription directly on the work samples	
Masked or removed any students names, my name, and the name of the school from the work samples	
<i>Clearly</i> labeled, on each work sample, the student number (Student 1 Work Sample, Student 2 Work Sample, or Student 3 Work Sample)	
Copied or scanned each student work sample	
Made sure the student work samples are in the correct format: 3 Files, (.doc; .docx; .odt; .pdf)*	
<i>Clearly</i> labeled each file with the student number (Student 1 Work Sample, Student 2 Work Sample, or Student 3 Work Sample)*	

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<p><u>PART G</u> <i>(Template Provided)</i></p>	
Identified the location of my evidence of feedback (Part A if written on the student work samples, Part B if audio/ video)	
Responded to the prompts in Part G	
Included 2 <i>blank pages</i> of the assessment that was analyzed in Part F	
Made sure Part G is in the correct format: 1 File, Arial 11pt. font, single space, 1" margins, no more than 8 pages of commentary, including prompts (.doc; .docx; .odt; .pdf)* Plus no more than 2 pages of an analyzed assessment*	
Saved all materials for Task 4 in the correct folders/documents on my computer and flash drive	

I have completed all of the Task 4 steps as outlined above and am ready to move on to the completion steps.

Student Signature

Date

Supervisor Signature/Verification

Date

edTPA Completion Checklist for Student Teachers

edTPA Complete	
<i>Due date for Completion Steps: October 23, 2017</i>	
I have...	Initial when completed
Made sure everything was in the correct format and allotted number of pages. (If your video file is in the correct format but still will not upload, it could be that the file size is too large. To reduce the file size, use either the Video Compression Guide for Windows Users (http://www.edtpa.com/content/docs/videocompressionguidepc.pdf) or the Compression Guide for Mac OS X users (https://www.edtpa.com/Content/Docs/VideoCompressionGuideMac.pdf)	
Corrected all grammatical/spelling errors	
Listed any citations for any materials that I did not create by lesson number at the end of Task 1, Part E (Materials: published texts, websites, materials from other educators, etc.)	
Saved all materials to the correct folders/documents on my computer that I created at the beginning	
Saved all materials to a flash drive	
<p><u>My Authorization Key</u></p> <p>Once registered, you can access your authorization key at edtpa.com. You will need to log in using your original email and password. Click “current registrations” and “manage edTPA portfolio.” Click “edTPA Platform Provider.” Acknowledge and confirm. Then you will see your authorization key. It should also be emailed to you. [Note: Questions regarding edTPA registration should be directed to Dr. Jan Writer.]</p> <p style="text-align: right;">Authorization Key: _____</p>	

I have accomplished all of the steps as outlined above and have fully completed my edTPA.

Student Signature

Date

Assessment Coordinator Signature/Verification

edTPA Submitted	
<i>Due date for Completion Steps: November 1, 2017</i>	
I have...	Initial when completed
Attended the edTPA Submission Seminar and submitted my edTPA portfolio online	
Received an email from Pearson following my edTPA submission, with the next steps specified. I followed these steps to COMPLETE THE SUBMISSION PROCESS.	

I have completed all of the steps as outlined above and have fully submitted my edTPA.

Student Signature

Date

Assessment Coordinator Signature/Verification