



Using the Pearson ePortfolio System

Candidate Guide

Prepare Your Assessment

After registering for your PAL task, you will be able to start uploading your work products. Your Task Summary Page contains the tools you need to start uploading your files and provides a dashboard view of your progress.

Task 1: Leadership through a Vision for High Student Achievement

1. **Read the handbook.**
PAL Handbook

2. **Upload your work.**
Complete all parts by uploading your work products.

3. **Submit your task.**
When you have indicated that each part is "ready to submit," submit your task for scoring.
When should I submit?

Task Summary Submit Task for Scoring
When should I submit?

Task 1: Leadership through a Vision for High Student Achievement Show Overview 0 of 6 Parts Ready to Submit

PARTS		STATUS	FILES
Start	Part A: Confidentiality and Anonymity	Not Started	
Start	Part B: Artifact #1 - Priority Area and Its Context	Not Started	
Start	Part C: Artifact #2 - The Plan for Action Strategies	Not Started	
Start	Part D: Artifact #3 - Findings, Feedback, and Recommendations	Not Started	
Start	Part E: Category Documents	Not Started	
Start	Part F: Commentary	Not Started	

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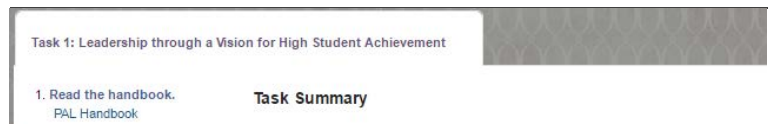
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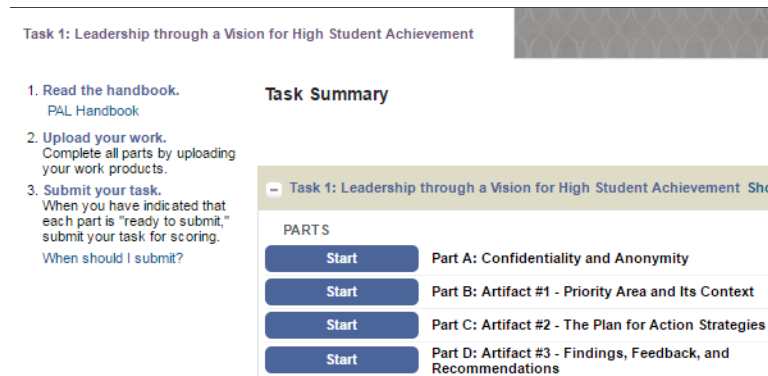
Your Task Summary Page

Your Task Summary page provides the following information:

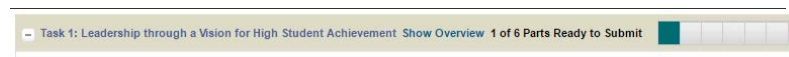
Task(s) for which you are registered. You will see one tab for each task.



Instructions for completing your task, including links to the PAL Candidate Assessment Handbook and other resources if available.



Progress bar, indicating how much work you have currently completed toward your task



Buttons to navigate to the working page for each part, where you upload your work. The button labels change as follows:

Start before you have uploaded any work

Update and Review when you have uploaded at least one file, but it has not been reviewed or marked ready to submit

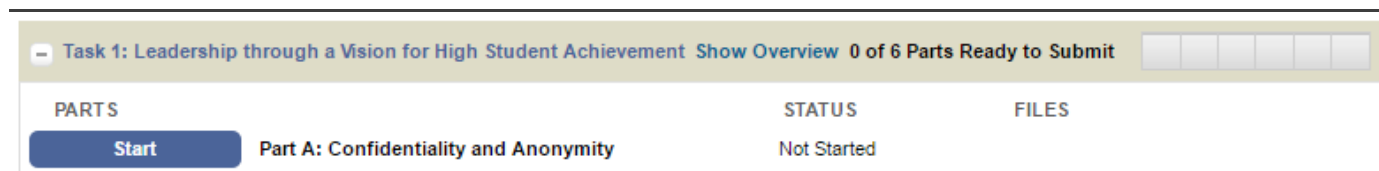
View when you have uploaded files and marked them ready to submit



Part Requirements

Each **task** in PAL is composed of one or more **parts**.

Click the Start button next to any part from your Task Summary page to begin work on that part.



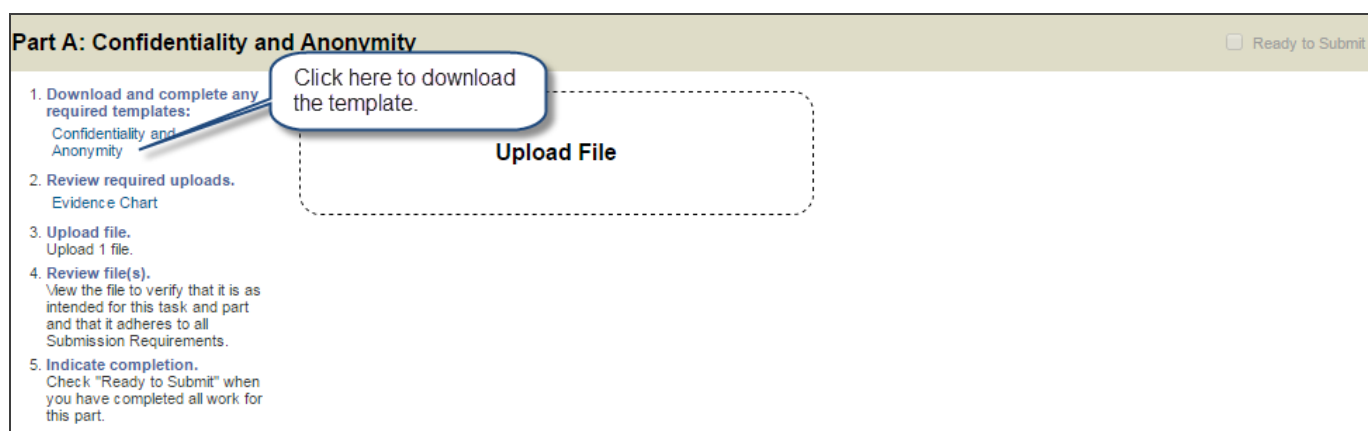
PARTS	STATUS	FILES
Start Part A: Confidentiality and Anonymity	Not Started	

To complete the assessment, you must upload one or more files in response to each part's requirements. The requirements for each part are described in the PAL Candidate Assessment Handbook.

Templates

Templates are provided for certain parts in PAL. To access and use a template:

1. Click the link for Step 1 in the instructions panel to open the template for this part.
2. Save a copy of the template file to a folder on your local drive where you can work on the file until you're ready to upload it.
3. Follow the directions in the document to prepare your work.



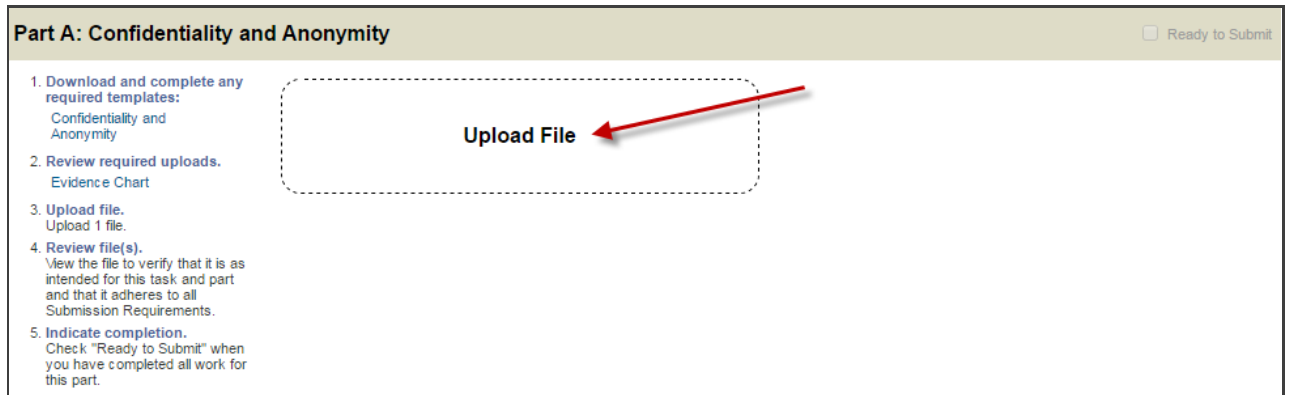
Part A: Confidentiality and Anonymity Ready to Submit

1. Download and complete any required templates:
[Confidentiality and Anonymity](#)
2. Review required uploads.
Evidence Chart
3. Upload file.
Upload 1 file.
4. Review file(s).
View the file to verify that it is as intended for this task and part and that it adheres to all Submission Requirements.
5. Indicate completion.
Check "Ready to Submit" when you have completed all work for this part.

Upload File

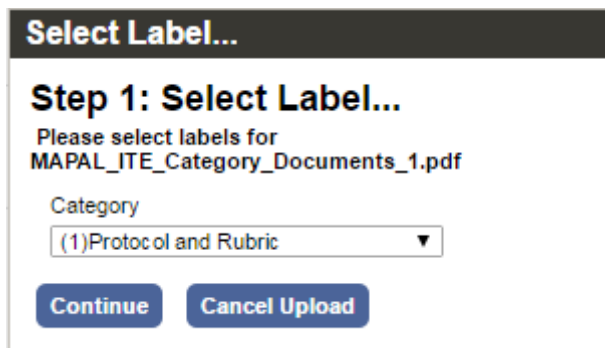
Uploading and Reviewing Files

1. Click the Upload File button, and locate the file on your local drive.

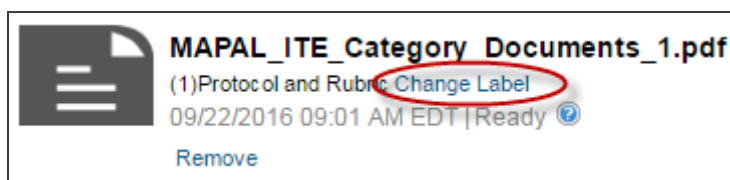


The time required to complete the upload process will vary depending on file size and network speed.

2. Some parts require that you assign labels to your uploaded files. You will be prompted to select labels during the upload process.



Note that you will be able to change the label after the file is uploaded.



- Review each file. Open and review every page of each document and play the entire length of each audio and video file to insure they comply with submission requirements.

Part A: Confidentiality and Anonymity Ready to Submit

You must review the highlighted file before you can mark this part Ready to Submit.

- Download and complete any required templates:
Confidentiality and Anonymity
- Review required uploads.
Evidence Chart
- Upload file.
Upload 1 file.
- Review file(s).
View the file to verify that it is as intended for this task and part and that it adheres to all Submission Requirements.
- Indicate completion.
Check "Ready to Submit" when you have completed all work for this part.

MAPAL_HSA_Confidentiality_and_Ano...
09/23/2016 04:44 PM EDT | Ready [Remove](#) | [Replace](#)

Note: When reviewing your video files, play the entire video to ensure that the video plays as intended with a single audio track that can be clearly heard by a scorer. Review Recommended Video Formats and Settings for information about what to do if your video has multiple audio tracks.

- When you consider your work for a part finished, check Ready to Submit.

Part A: Confidentiality and Anonymity Ready to Submit

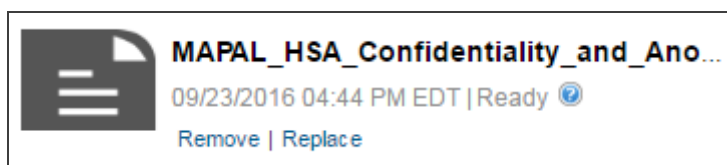
- Download and complete any required templates:
Confidentiality and Anonymity
- Review required uploads.
Evidence Chart
- Upload file.
Upload 1 file.
- Review file(s).
View the file to verify that it is as intended for this task and part and that it adheres to all Submission Requirements.
- Indicate completion.
Check "Ready to Submit" when you have completed all work for this part.

MAPAL_HSA_Confidentiality_and_Ano...
09/23/2016 04:44 PM EDT | Ready

Note that if you later decide you want to make additional updates to the part, you can uncheck Ready to Submit any time prior to submitting your work for scoring.

Continue your work on the task by following the steps described above.

If you make revisions to your work, you can upload a new version of any file by clicking Replace. The system will replace the original uploaded file with the new version. If you wish, you may remove an uploaded file from your portfolio by clicking Remove.



Remember that your Task Summary page will reflect your progress as you build your submission. The status bars will indicate your current progress in each task.

Ensure Your Work Is Scorable

A fully scorable task is one that can be reviewed by a scorer and have scores assigned to all rubrics. Before you submit your portfolio, review the PAL Submission Requirements and confirm that all of your submitted materials meet these requirements for a scorable task.

Documents. Ensure that you review every page of each document. Confirm that the document in the system is complete and conforms to the directions in the PAL Candidate Assessment Handbook and the guidelines in the PAL Submission Requirements.

Videos. When reviewing your video files, play each file through completely. If the audio is not completely clear throughout, video captioning may be used as a method to provide a transcript of any audio track that may be difficult to hear or understand. This applies to all content areas.

As with written transcripts, the use of video captioning is permitted only to clarify for a scorer what is being said in the video recording and cannot be used to enhance the video recording with additional content. Review Recommended Video Formats and Settings for more information.

Your videos should use a single audio track. If you used multiple microphones and multiple audio tracks were created when recording the video, review Recommended Video Formats and Settings for information about what to do if your video has multiple audio tracks.

Submit Your Task

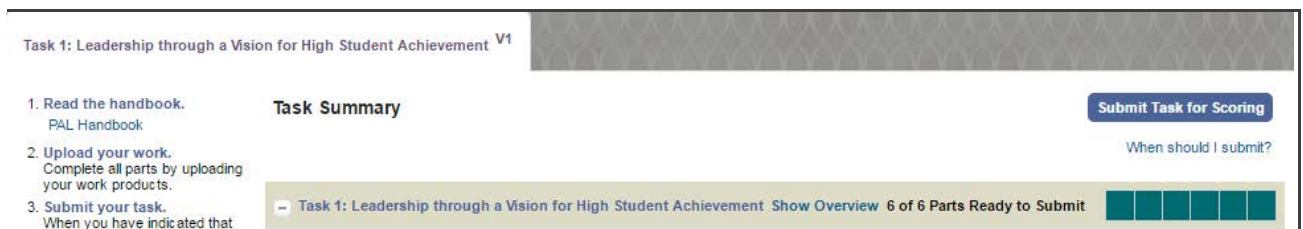
Note: Be sure to allow yourself adequate time before your planned submission date to upload and review your files in the Pearson system and to complete the submission process for scoring.

Readiness Checklist

Before submitting, make sure your work is complete and ready for scoring. Have you:

- ✓ Signed in to the Pearson ePortfolio system?
- ✓ Stored a copy of your work in a secure local location?
- ✓ Uploaded all of the required files into the system?
- ✓ Reviewed each of your files within the system?
- ✓ Reviewed the Submission Requirements and confirmed that all files meet these requirements for scorable work that can be reviewed by a scorer and have scores assigned to all rubrics?
- ✓ Marked all parts as Ready to Submit?

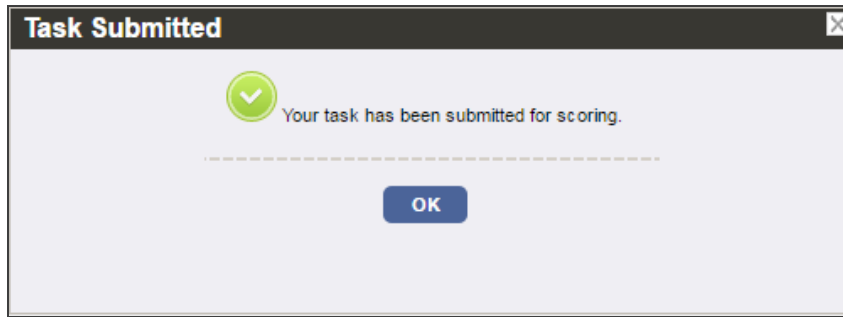
Your Task Summary page should look like the following example. Note that the Task Summary progress bar indicates that each Part for the entire task has been marked Ready to Submit. If your task has any parts that is not marked Ready to Submit, then the Submit Task for Scoring button will be disabled.



If you are ready to proceed, click Submit Task for Scoring.

Note: When you submit your portfolio, you will be required to consent to a set of Submission Agreements. These agreements are available for your review before you submit your portfolio on www.ma-pal.nesinc.com.

The system will alert you that your task has been submitted.



Remember: After you have submitted your portfolio you will no longer have access to your files within the system.