Submitting an edTPA ePortfolio in an Angel Course Space

Getting started:

- Download, complete, sign and scan a copy of the Video Guidelines and Permission to Use Form from
  http://education.wsu.edu/field/tpa/
- Create a file folder on your desktop or on a USB device and name it:
    - < contentarea.studentid.lastname.Fall14 > (don't use the < and > please!)
    - o Use the following abbreviations for content areas:
        - ELMATH
        - ELLIT
        - MATH
        - ENG
        - HIST
        - HF
        - MUSIC
        - SCI
        - WL
        - FCS
        - AGED
    - o Example file name:
        - Elmath.12378956.mcdonald.fall14 (see…no < and >)
- Move all of your completed edTPA documents, work samples, videos, etc. into this new folder.   Be sure to include the Video Guidelines and Permission to Use Form as well!
- The required upload file format is a ZIP file (compressed collection of files/folders).
    - o **Follow these directions to create the ZIP file:**
        - Windows:
            - Locate the file or folder that you want to compress.
            - Right-click the file or folder, point to Send To, and then click Compressed (zipped) Folder. *Be prepared, this could take a few minutes!*
            - A new compressed folder is created. Confirm it is named correctly as <contentarea.studentid.lastname.spring14> with the .zip extension
        - Mac: Choose any of the following methods to compress:
            - Select the item or items you want to compress and choose File > Compress.
            - Control-click an item and choose Compress from the shortcut menu.
            - In a Finder window, select one or more items and choose Compress from the Action menu (looks like a gear).
            - A new compressed folder is created. Confirm it is named correctly as <contentarea.studentid.lastname.spring14> (without the < and > please!) with the .zip extension
- The entire ePortfolio contents should be contained within a single ZIP'ed folder.
- A high upload-bandwidth internet connection is recommended when submitting the electronic portfolio.
    - o We suggest you use high speed access from home, school, public library, WSU campus computer lab, etc. to make the upload process faster.
- Avoid using a wireless internet connection to prevent an internet connection loss
- All file uploads cannot exceed 1GB in size

How to submit the edTPA ePortfolio ZIP file to WSU:

- Login to your online course space
    - o Site: lms.wsu.edu
- Once you're in the course, on the left navigation menu, click on "Content" or "Lessons", whichever is available.
- Click on the "ePortfolio File Upload" link

- o Wait for the page to load (may take up to one minute at times)
- Browse to the ePortfolio ZIP file you saved on your desktop or USB drive to upload, and click "Upload File", see screenshot below.
- Allow the file to upload, and wait for the confirmation on-screen before you exit the course space.
- You should receive an email confirmation to your WSU email account when the upload is successfully completed. Please print this email and turn it in to your supervisor.