



# Using the Pearson ePortfolio System

Candidate Guide for the  
RICA Video Performance Assessment

## System Specifications

To use the Pearson ePortfolio system, you will need access to a computer with the following minimum specifications:

Operating System	Browsers Supported	Internet Connection*	Additional Software Required
Windows 7 or later	Chrome (latest) Firefox (latest) Internet Explorer 11 or greater	High speed	Adobe® Flash® Player 10.1** or higher Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher
Mac OS X v10.9 or later	Chrome (latest) Safari (latest) Firefox (latest)	High speed	Adobe® Flash® Player 10.1** or higher Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher

\*The speed of uploading files to the Pearson ePortfolio system is dependent on the type of network, the size of the file, and the capacity of the network at upload time. Documents should upload and appear in the “Ready” state within 15 minutes; video files may take as long as one hour to upload and appear as “Ready.”

\*\*Adobe® Flash® Player and Reader are available free of charge at <http://get.adobe.com/flashplayer/> and <http://get.adobe.com/reader/>.

# Prepare Your Assessment

After registering for the RICA Video Performance Assessment, you will be able to upload your evidence to complete the assessment. Your Assessment Summary page contains the tools you need to upload files and provides a dashboard view of your progress.

**1. Read the Video Performance Assessment Guide and download the templates.**  
[Video Performance Assessment Guide](#)

**2. Upload your work.**  
Complete each part by uploading all required files.

**3. Submit your assessment for scoring.**  
When you have indicated that each part is "Ready to Submit," submit your assessment for scoring.

### Assessment Summary

▶ Submit ⋮

Setting 1: Whole-Class Instruction i  
0 of 2 Parts Ready to Submit

<span>Start</span>	Part A: Whole-Class Instruction Video	Not Started
<span>Start</span>	Part B: Whole-Class Instruction Template	Not Started

Setting 2: Small-Group Instruction i  
0 of 2 Parts Ready to Submit

<span>Start</span>	Part A: Small-Group Instruction Video	Not Started
<span>Start</span>	Part B: Small-Group Instruction Template	Not Started

Setting 3: Individual Instruction i  
0 of 2 Parts Ready to Submit

<span>Start</span>	Part A: Individual Instruction Video	Not Started
<span>Start</span>	Part B: Individual Instruction Template	Not Started

# Your Assessment Summary Page

Your Assessment Summary page provides the following information:

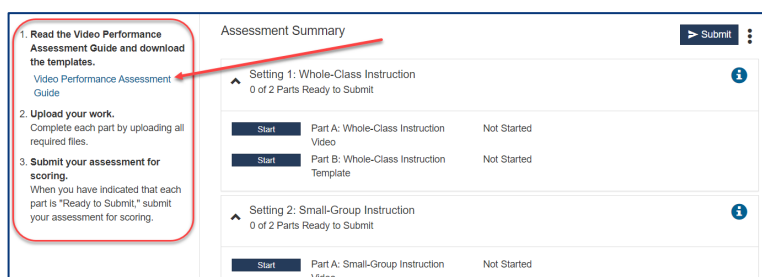
An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, for Customer Support.



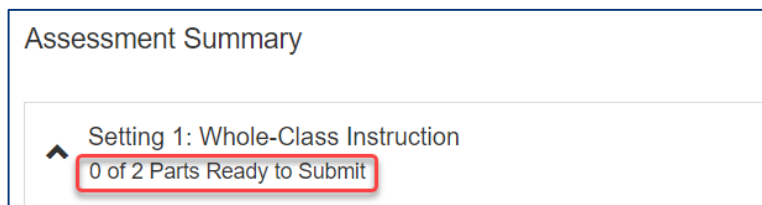
Assessment(s) for which you are registered.



Instructions for completing the assessment, including a link to the assessment guide.



Progress indicator for each setting, reflecting how much of the assessment you have completed.

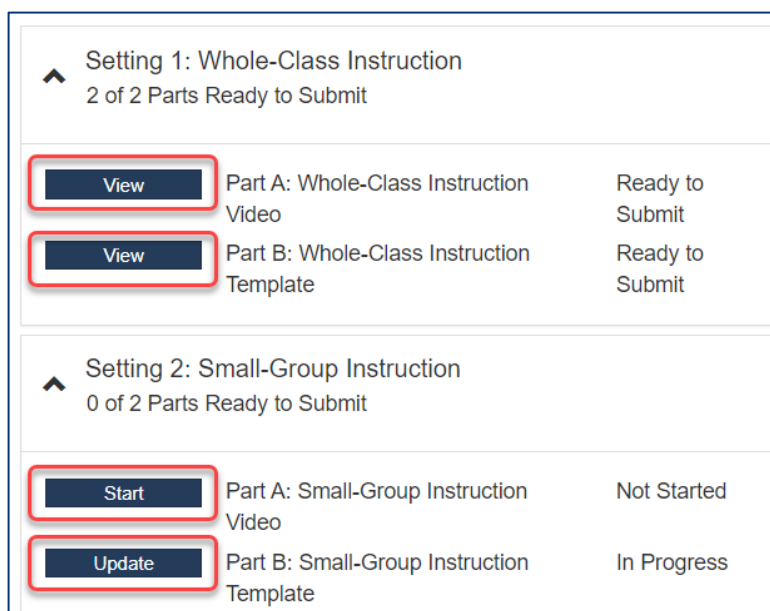


Buttons to navigate to each part, where you will upload evidence. The button labels change as follows:

**Start** appears before you have uploaded any evidence.

**Update** appears when you have uploaded at least one file, but have not reviewed or marked it ready to submit.

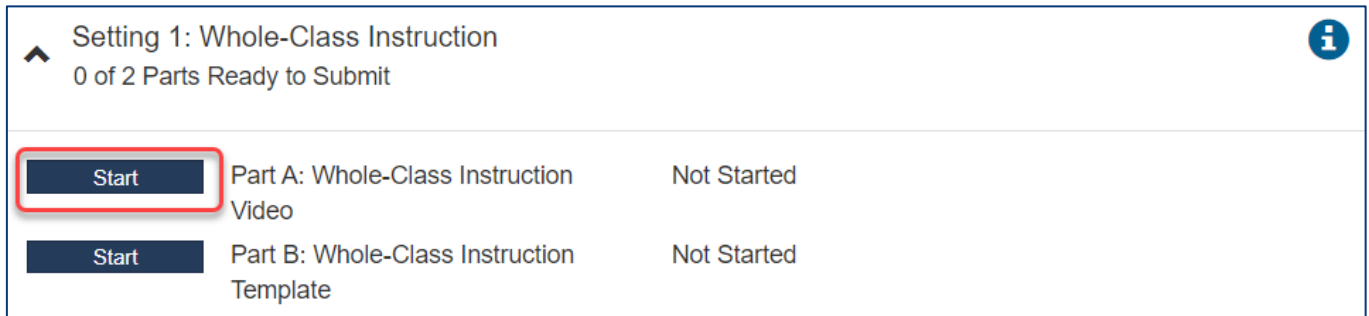
**View** appears when you have uploaded files and marked them ready to submit.



## Part Requirements

Each **setting** in the RICA Video Performance Assessment is composed of two **parts**.

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



Setting 1: Whole-Class Instruction i  
0 of 2 Parts Ready to Submit

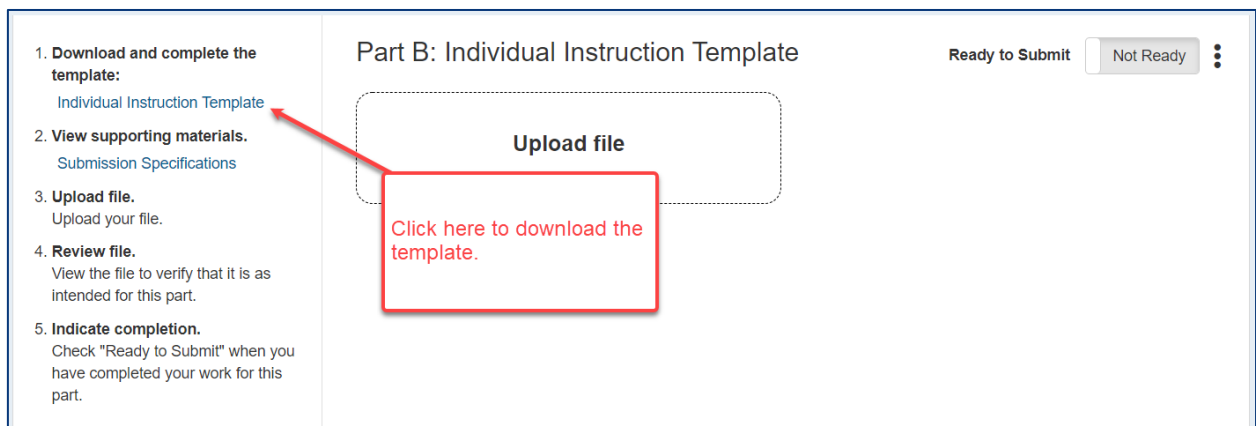
<b>Start</b>	Part A: Whole-Class Instruction Video	Not Started
<b>Start</b>	Part B: Whole-Class Instruction Template	Not Started

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 assessment guide and are also summarized in the submission specifications. Review these materials carefully as you complete your work and upload your files.

## Accessing and Using Templates

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

1. Click the link for Step 1 in the instructions panel to download 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 are ready to upload it.
3. Follow the directions in the document to prepare your evidence.



1. **Download and complete the template:**  
[Individual Instruction Template](#)

2. **View supporting materials.**  
[Submission Specifications](#)

3. **Upload file.**  
Upload your file.

4. **Review file.**  
View the file to verify that it is as intended for this part.

5. **Indicate completion.**  
Check "Ready to Submit" when you have completed your work for this part.

Part B: Individual Instruction Template

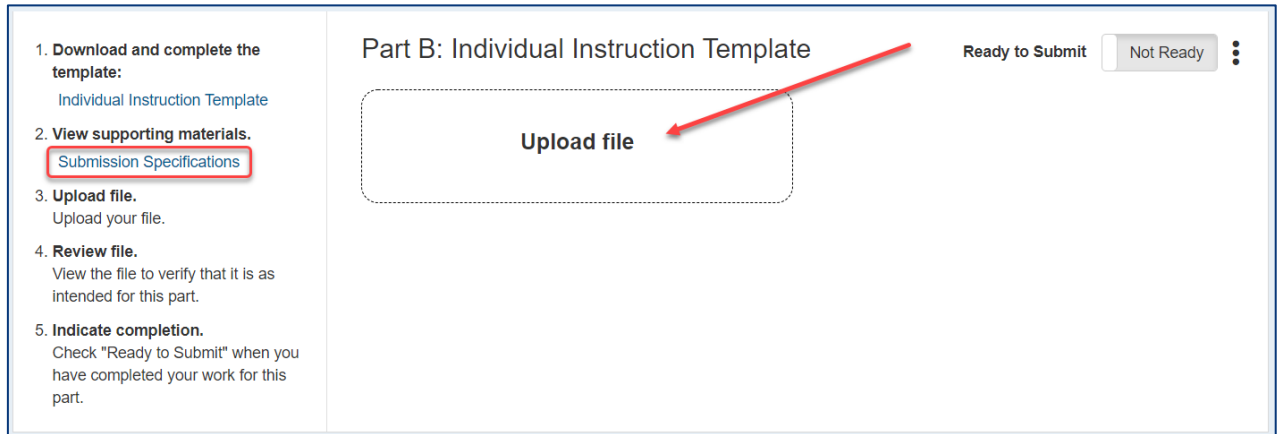
Ready to Submit  ⋮

**Upload file**

Click here to download the template.

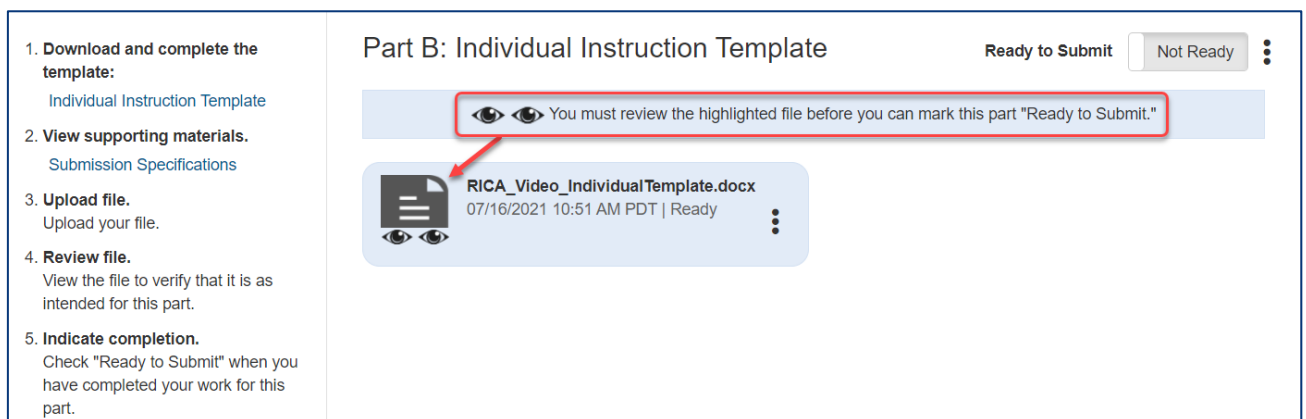
# Uploading and Reviewing Files

1. Access the Submission Specifications, linked to in step 2 of the instructions panel. Review these closely to understand format specifications for each piece of evidence to be submitted.
2. Click the Upload File button and locate the file on your local drive.



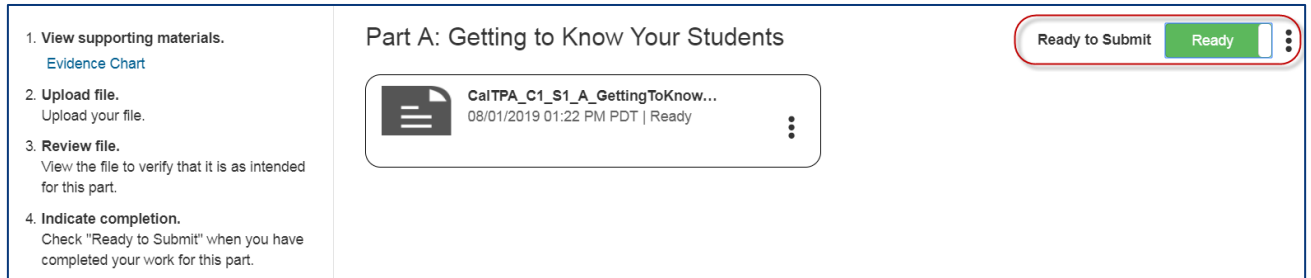
The time required to complete the upload process will vary depending on file size and your network speed.

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



**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 Equipment, Video Formats, and Settings” on the [program website](#) for information about what to do if your video has multiple audio tracks.

4. When you consider your evidence for a part complete, check Ready to Submit.

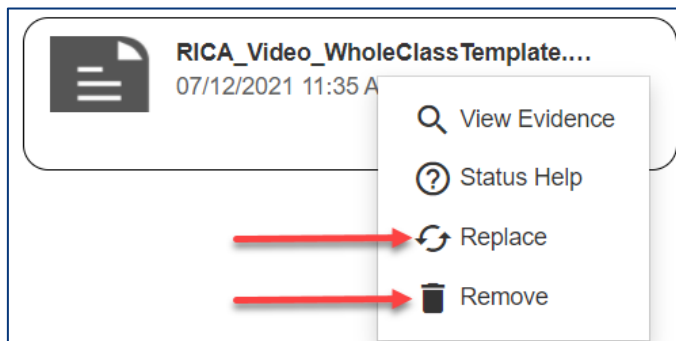


If you later decide you want to make additional updates to the part, you can uncheck Ready to Submit any time prior to submitting your work for scoring.

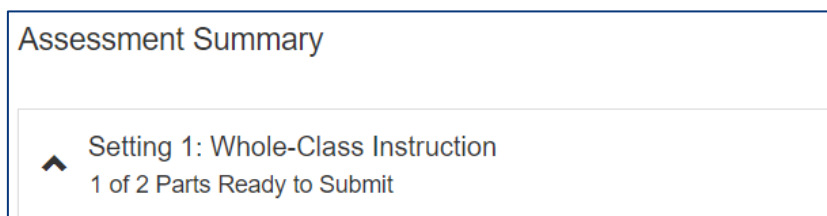
## Complete the Assessment

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

You can upload a new version of any file by clicking Replace. The system will replace the original uploaded file with the new version. You may also remove an uploaded file by clicking Remove.



The status indicator on your Assessment Summary page will reflect your progress as you build your submission for each part.



Note that for security reasons, the system will time out if you are inactive for a period of time. If this occurs, you may simply sign back in and resume working whenever you are ready to do so.

## Ensure Your Submission Is Scorable

A fully scorable assessment is one that can be reviewed by a scorer and have scores assigned to all rubrics. Before you submit your work, review the submission specifications in the assessment guide and confirm that all of your submitted materials meet these requirements for a scorable assessment.

**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 assessment guide and the guidelines in the submission specifications.

**Videos.** When reviewing your video files, play each file 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. 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.

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 Equipment, Video Formats, and Settings](#)" for information about what to do if your video has multiple audio tracks.

## Submit Your Assessment

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

### Readiness Checklist

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

- ✓ Signed in to the Pearson ePortfolio system?
- ✓ Stored a copy of all evidence in a secure local location?
- ✓ Uploaded all of the required files into the system?
- ✓ Reviewed all evidence within the system?



- ✓ Reviewed the submission specifications in the assessment guide 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?

Each setting in your Assessment Summary page should look like the following example. If any setting has parts that are not marked Ready to Submit, then the Submit button will be disabled.

Assessment Summary

Setting 1: Whole-Class Instruction  
2 of 2 Parts Ready to Submit

<a href="#">View</a>	Part A: Whole-Class Instruction Video	Ready to Submit	classroomVideo.mp4
<a href="#">View</a>	Part B: Whole-Class Instruction Template	Ready to Submit	RICA_Video_WholeClassT...

If you are ready to proceed, click Submit.

**Note:** When you submit your assessment for scoring, you will be required to consent to a set of Candidate Attestations. These agreements are available for your review before you submit on [the program website](#).

The system will confirm that your assessment has been submitted.

✓ Your materials have been submitted.

OK

**Remember:** After you have submitted your assessment, you will no longer have access to your files within the ePortfolio system.