



# 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.

The screenshot shows the user interface for the Massachusetts Performance Assessment for Leaders (PAL). At the top, there is a navigation bar with 'M A S S A C H U S E T T S' and 'PERFORMANCE ASSESSMENT for LEADERS'. Below this, the task title 'Task 1: Leadership through a Vision for High Student Achievement' is displayed. The main content area is divided into two columns. The left column contains instructions for the task, including 'Read the handbook', 'Upload your work', and 'Submit your task'. The right column, titled 'Task Summary', shows '0 of 6 Parts Ready to Submit' and a 'Submit' button. Below the summary, a description of the task is provided, followed by a table of task parts. Each part has a 'Start' button and a status of 'Not Started'.

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

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# Your Task Summary Page

Your Task Summary page provides the following information:

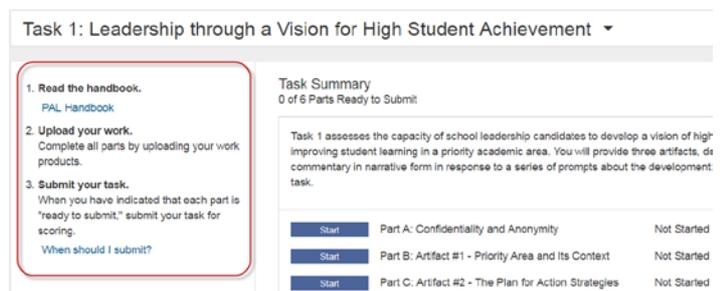
An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, for Customer Support.



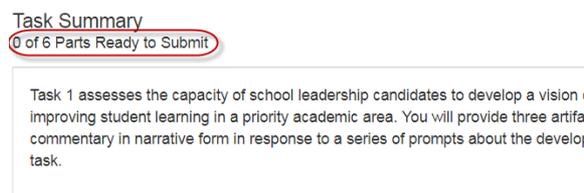
Task(s) for which you are registered.



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



Progress indicator for each task, 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** 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.

Task 1 assesses the capacity of school leadership candidates to develop a vision of high quality student achievement and a plan for improving student learning in a priority academic area. You will provide three artifacts, documents that support your artifacts, and commentary in narrative form in response to a series of prompts about the development of your leadership skills while completing this task.

**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.

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.

Part A: Confidentiality and Anonymity

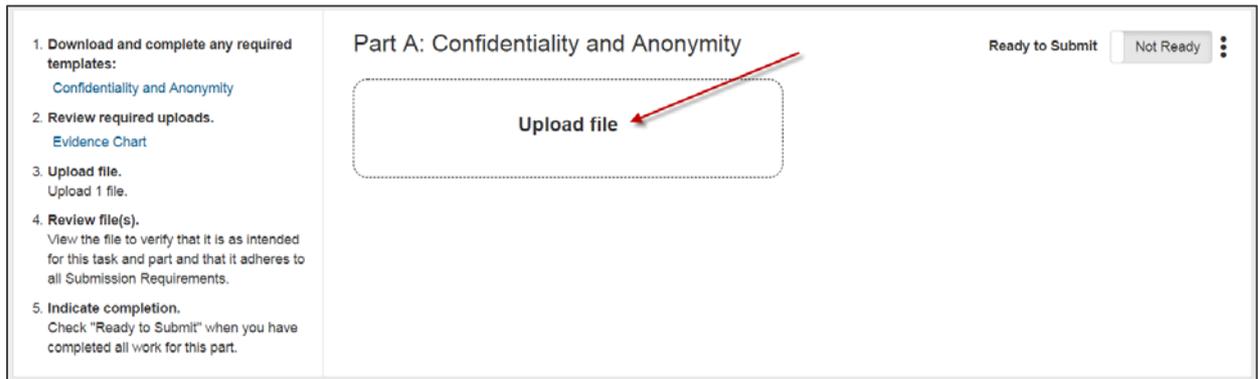
Ready to Submit Not Ready

Upload file

Click here to download the template.

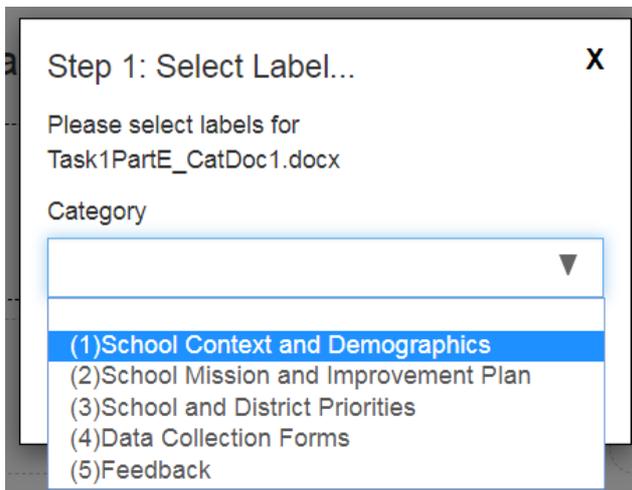
# Uploading and Reviewing Files

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

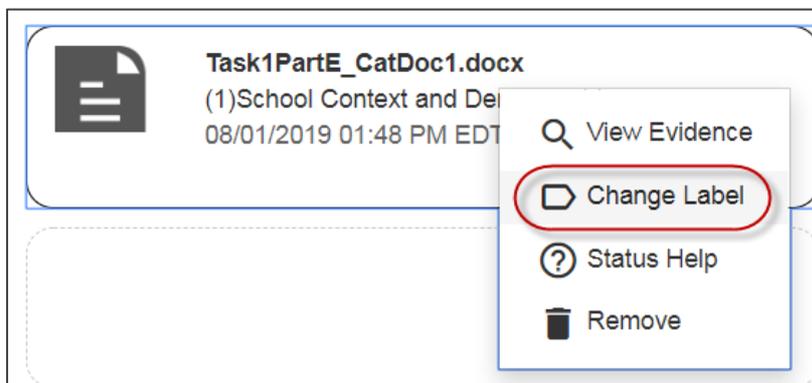


The time required to complete the upload process will vary depending on file size and network speed.

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.



3. 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.

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.

Part A: Confidentiality and Anonymity Ready to Submit Not Ready

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

PAL-Confidentiality-and-Anonymity...  
08/01/2019 01:49 PM EDT | Ready

**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.

4. When you consider your work for a part finished, check 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.

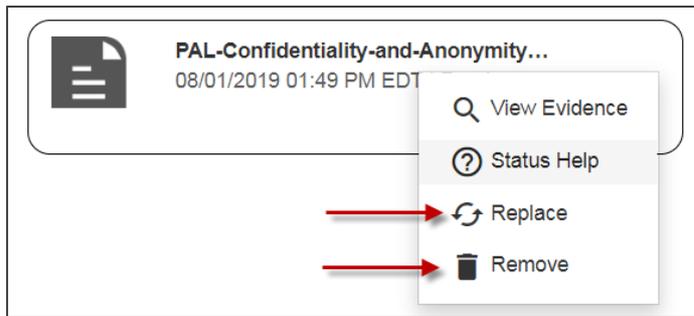
Part A: Confidentiality and Anonymity Ready to Submit Ready

PAL-Confidentiality-and-Anonymity...  
08/01/2019 01:49 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?

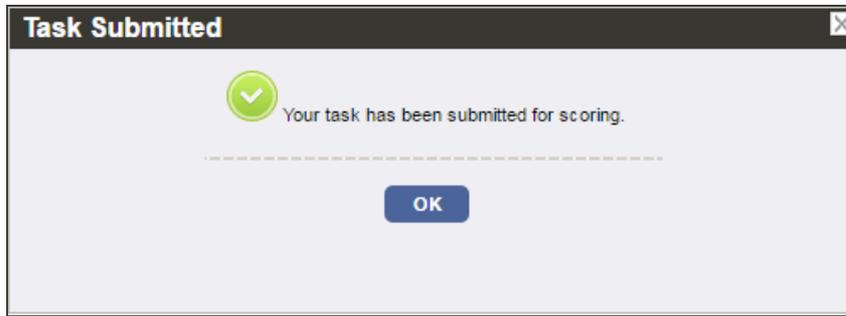
Your Task Summary page should look like the following example. Note that the Task Summary progress indicator reflects that each Part for the entire task has been marked Ready to Submit. If your task has any parts that are not marked Ready to Submit, then the Submit button will be disabled.



If you are ready to proceed, click Submit.

**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](http://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.