



Using the Pearson ePortfolio System

Candidate Guide for MTEL-Flex

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® Acrobat 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® Acrobat 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® Acrobat Reader is available free of charge at <https://get.adobe.com/reader/>.

Prepare Your Assessment

After registering for an MTEL-Flex assessment, you will be able to upload your files into the system. Your Assessment Summary page contains the tools you need to upload files and provides a dashboard view of your progress.

<div>1. Read the handbook. Assessment Handbook Assessment Materials Updates</div> <div>2. Upload your work. Complete this assessment by uploading the required file(s).</div> <div>3. Submit your MTEL-Flex assessment. When you have indicated that your assessment is "Ready to Submit," submit your assessment for scoring. When should I submit?</div>	<div>Assessment Summary 0 of 1 Parts Ready to Submit</div> <div><div>▶ Submit</div></div> <div><p>Objective 0014: Prepare an organized, developed written analysis of a literary or informational text.</p><p>MTEL-Flex enables you to demonstrate your functional content knowledge of the MTEL English test objectives through submitting materials on a topic that you select. Your submission will be evaluated on the extent to which you demonstrate the depth of your subject matter knowledge of the MTEL-Flex English test objective you selected during registration.</p><p>MTEL-Flex involves answering 4 prompts and writing an analysis in which you demonstrate your knowledge of the content assessed by the test objective and further elaborated by the descriptive statement(s) you have selected in relation to your stated topic.</p><p>A sample completed template is provided on the MTEL website. You are encouraged to review it, along with the MTEL-Flex Assessment Handbook, prior to completing your submission.</p></div> <div><div>Start</div>Response: Written AnalysisNot Started</div>
---	---

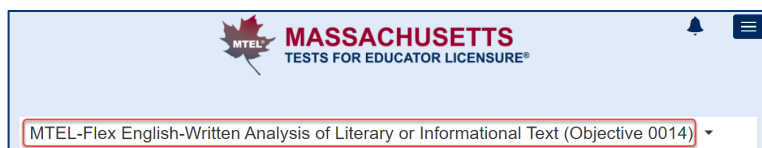
Your Assessment Summary Page

Your Assessment Summary page provides the following information:

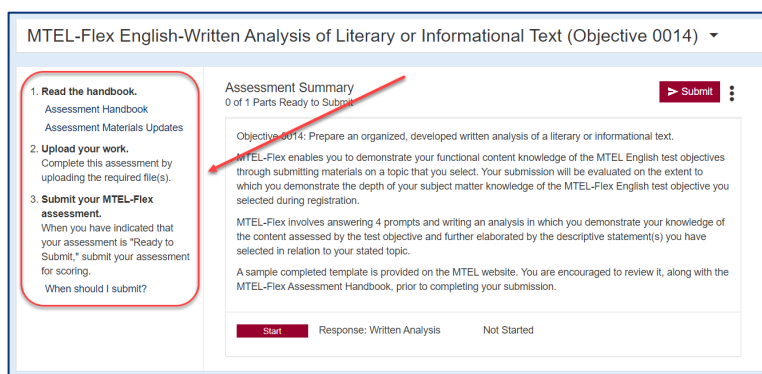
An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, for Customer Support.



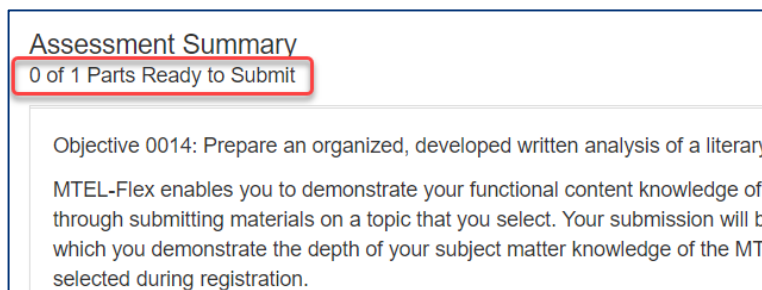
Assessment(s) for which you are registered.



Instructions for completing your assessment, including links to the assessment handbook and other resources, if available.



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

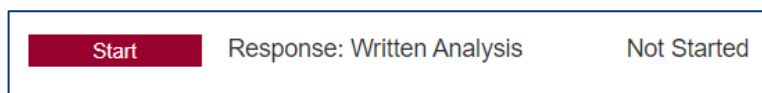


Buttons to navigate to each part, where you will upload your work. The button labels change as follows:

Start appears before you have uploaded any work.

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 **assessment** is composed of one or more **parts**. Click the Start button next to any part to begin work on that part.

Assessment Summary

0 of 1 Parts Ready to Submit

> Submit

Objective 0014: Prepare an organized, developed written analysis of a literary or informational text.

MTEL-Flex enables you to demonstrate your functional content knowledge of the MTEL English test objectives through submitting materials on a topic that you select. Your submission will be evaluated on the extent to which you demonstrate the depth of your subject matter knowledge of the MTEL-Flex English test objective you selected during registration.

MTEL-Flex involves answering 4 prompts and writing an analysis in which you demonstrate your knowledge of the content assessed by the test objective and further elaborated by the descriptive statement(s) you have selected in relation to your stated topic.

A sample completed template is provided on the MTEL website. You are encouraged to review it, along with the MTEL-Flex Assessment Handbook, prior to completing your submission.

Start

Response: Written Analysis

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 handbook, including a summary in the submission requirements section of the handbook. Review these materials carefully as you complete your work and upload your files.

Templates

Templates are provided for each part of your 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 files until you are ready to upload them.
3. Follow the directions in the documents to prepare your work.

Response: Written Analysis

Ready to Submit Not Ready

Upload file

Click here to download the template.

1. Download and complete any required templates:
Template

2. View supporting materials.
Submission Requirements

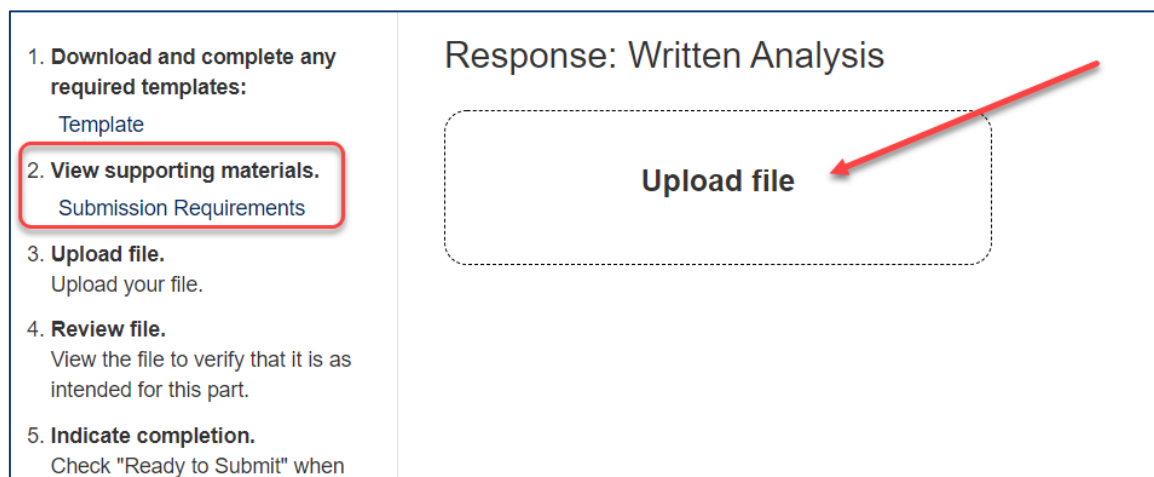
3. Upload file.
Upload your file.

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.

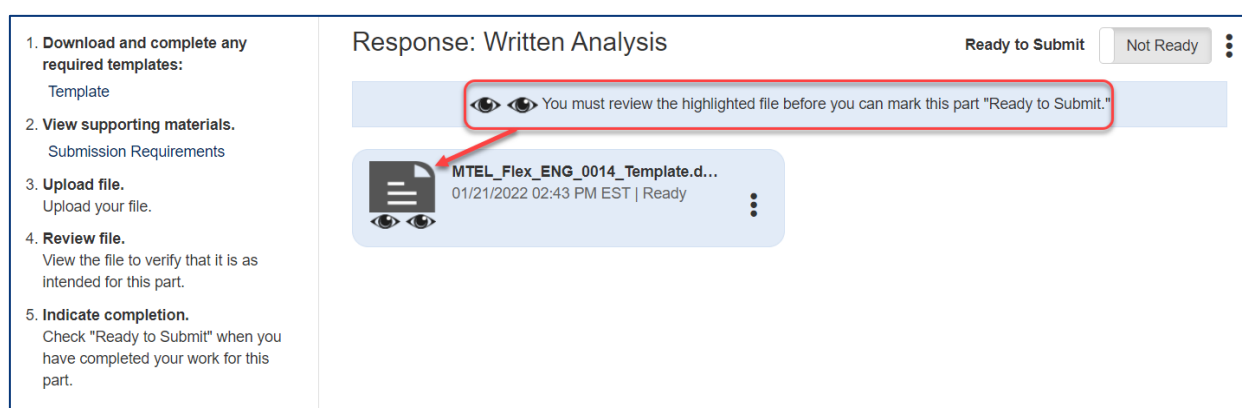
Uploading and Reviewing Files

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



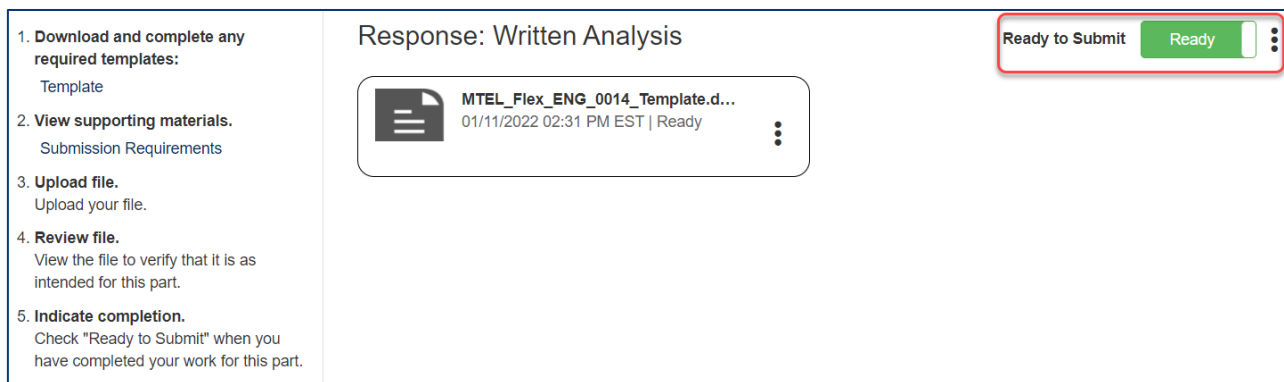
The time required to complete the upload process will vary depending on file size and your network speed.

3. Review each file. Open and review every page of each document. If your assessment requires a video file, play the entire length of the video file. Ensure each of your files comply with the 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 work for a part complete, check Ready to Submit.

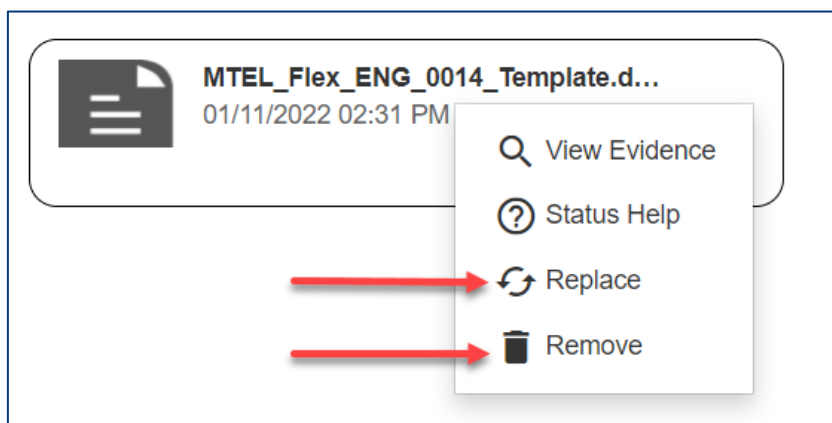


If you later decide you want to make additional updates to the part, you can uncheck Ready to Submit any time prior to submitting your work for scoring.

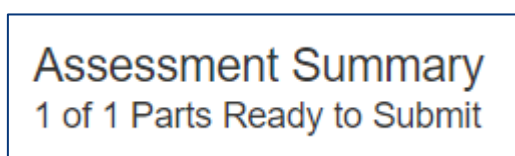
Complete the Assessment

Continue your work on the 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 assessment.



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. Before you submit your work, review the Submission Requirements in the MTEL-Flex Assessment Handbook 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 MTEL-Flex Assessment Handbook, including the guidelines in the Submission Requirements.

Videos. When reviewing your video file, play the file completely and ensure the audio is clear throughout.

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.

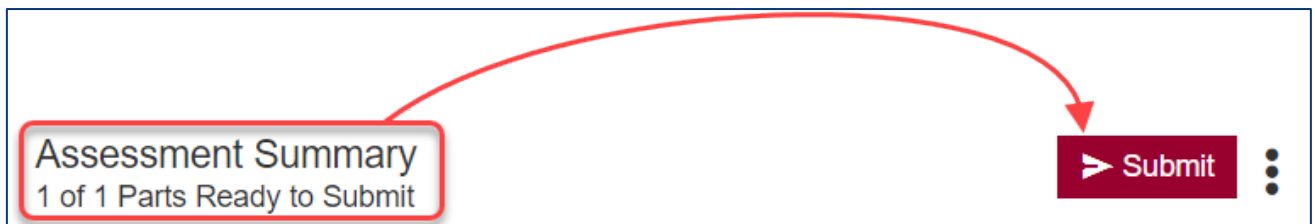
Readiness Checklist

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 your files 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 in the MTEL-Flex Assessment Handbook and confirmed that all files meet these requirements for scorable work that can be reviewed by a scorer and have scores assigned?
- ✓ Marked all parts as Ready to Submit?

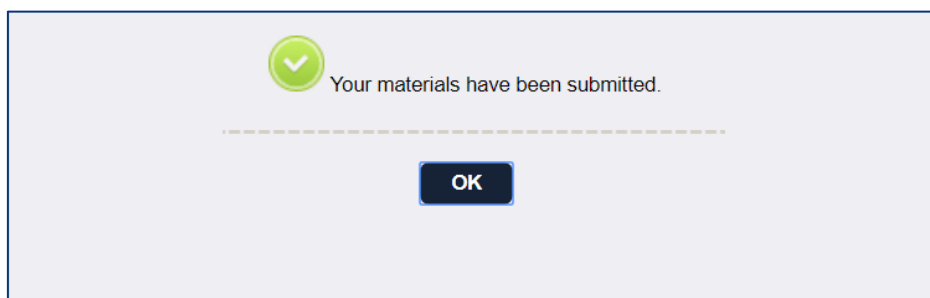
Your Assessment Summary page should look like the following example. Note that the Assessment Summary progress indicator reflects that each part has been marked Ready to Submit. If your assessment has any part that is not marked Ready to Submit, then the Submit button will be disabled.



If you are ready to proceed, click Submit.

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

The system will confirm that your assessment has been submitted.



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