**Guidelines for Program Use of edTPA Portfolios for Educational Purposes**

The use of edTPA portfolios can be a powerful tool for candidate instruction. It can provide a concrete example during instruction for what students may view as abstract until they can “see” what is expected. However, there are growing concerns we must take into account regarding the privacy and safety of PreK-12 learners and originality of portfolio submission. The following guidelines should be followed when using edTPA portfolios for educational purposes.

1. Verify the candidate has given Illinois State University permission to use their edTPA portfolio for educational purposes with the Livetext Coordinator.

2. Avoid posting edTPA portfolio pieces in course management systems such as ReggieNet, Livetext, etc. to eliminate potential to download materials on personal devices.

3. Share the materials in a format that prevents students from downloading onto their computer or making electronic copies/images. The following two methods are suggested to use:

Method A – Paper Copy Version

* Make paper copies of materials.
* Number each copy of the portfolio document in upper corner of the document.
* Ask students to put away any image capturing device while they are in possession of the sample portfolio
* Strongly encourage students to take notes with paper and a writing utensil.
* Video portion of the portfolio should be projected onto screen from faculty member’s computer or secure cloud file. The videos should not be downloaded onto a classroom computer station.
* Prior to dismissal of class, gather all materials, verifying that all copies are in instructor’s possession prior to students leaving the classroom.

Method B – Screen-projected version

* Faculty member projects portfolio pieces onto screen for class to view from their computer or secure cloud file.
* Ask student to put away any image capturing device while portfolio pieces are projected.
* Materials should not be downloaded onto a classroom computer station.

*The Teacher Education Assessment Coordinator is available to assist in preparation of materials upon request.*