



How to Recall (un-submit) your edTPA Portfolio from Internal Submission



Once you have submitted your edTPA for Internal Review and Transferred to Pearson, you may need to Recall (un-submit) your portfolio to make changes. To do this, please take the following steps:

- A. **Recall from Pearson.** The instruction on how to recall from Pearson are available in the Tk20 Guide for edTPA Candidates which is hyperlinked on the home tab of your edTPA portfolio in Tk20.
- B. **Recall from Internal Submission**
 - a. There will be two submission statuses for your portfolio listed. Before you recall internally, your **edTPA Status** must be **Open for Editing**.

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recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

Name	Status	edTPA Status	Type	Sent By	Updated	Due Date
<input type="checkbox"/> edTPA Portfolio	Review in Progress	Open For Editing	Assessment	Norberg, Carrie	01/09/2015	01/12/2015 01:00 AM

- b. Once you have verified that your edTPA status is Open for Editing, you can recall your portfolio from Internal Submission. Select the check box next to the name of your portfolio. Once checked, select the grey **recall** button.

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- c. If your portfolio has been successfully recalled, a small red flag will appear next to the name of your portfolio.

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