Pilot Submission System User Guide

Praxis® Performance Assessment for Teachers (PPAT)

Version 2.0
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The Pilot Submission System User Guide provides step-by-step instructions to help navigate you through the Praxis® Performance Assessment submission process. Detailed steps and visuals are provided for your convenience. Should you have any concerns or issues not identified within the guide, please contact a Customer Service Representative via e-mail at ppa@ets.org or phone at 1-609-359-5634 or 1-855-628-5088.
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I. Welcome
Welcome to the ETS pilot submission system user guide. Step-by-step instructions are provided with related screenshots to help guide you through the submission system process. Google Chrome and Firefox are preferred browsers when using the submission system. Internet Explorer 8 is not compatible with some of the system functionality.

Should you have any questions, please e-mail (ppa@ets.org) or call (1-609-359-5634 or 1-855-628-5088) to speak with someone from the Praxis® Performance Assessment Pilot Team. We are here for you Monday through Friday, 8 A.M. to 6:00 P.M. Eastern Time (except for U.S. holidays).

II. Creating Your Account
Upon viewing the Praxis Performance Assessments home screen, you will be prompted to sign into your account. To create an account, please click the “Create an Account” button located on the left side of the screen (seen in Figure 1).
After clicking the “Create an Account” button from the home screen, you will be brought to the first step of the account creation process. The bread-crumbs trail located on the top of the screen (seen in Figure 2) serves as a tool to help you identify the sections that make up the account creation process (note, the “Additional Information” section is not applicable for this assessment). All completed sections are marked in green text, and all future sections are marked in gray text.

1. **Personal Information**
   This is the first section of the account creation process. Please fill in the given fields using information as it appears on your school records. Any item marked with a red asterisk (*) indicates a required field: you will not be allowed to continue to the next section unless all required fields are entered. After reviewing and making sure that all information is correct, please click the “Next” button located on the bottom right corner of the screen to proceed to the next section of the account creation process.

   - **Important Note about E-mail:**
     All communication regarding the Praxis Performance Assessments Pilot will be sent via e-mail. This is why the registration process takes great care at this early stage to be sure that you can retrieve messages sent to the e-mail address you provide on this page. Ideally, the e-mail address that you provide will be one that you access regularly 365 days a year on an ongoing basis. Please take a moment to add ppa@ets.org to your contacts, address book, or safe sender list to ensure that incoming correspondence arrives in your Inbox.

2. **Background Information**
   Please select the best answers using the drop-down menus and check boxes provided for each question. Multiple selections are permitted for Student Teaching Type of School. After reviewing and making sure that all information is correct, please click the “Next” button located on the bottom right corner of the screen to proceed to the next section of the account creation process.
3. Username and Password
This step of the account creation process will allow you to generate your unique username and password. Please note that the selected username and password will serve as your login information.

- **Username Criteria:**
  Usernames must be between 6 and 16 alphabetic and/or numeric characters.

- **Password Criteria:**
  Passwords must be different from the username and must:
  - have a minimum of eight characters and a maximum of 16 characters
  - contain at least one upper-case letter AND
  - contain at least one non-alphabetic character (for example, !, $, #, %) or one numeric character.

You will also be asked to select a security question from the drop-down list provided to you. Please provide an answer to the security question, as this additional step will assist in recovering your account password should you forget it. Once a username, password, and security question are provided, please review the Terms and Condition and ETS Privacy and Security Policy documents and click the “I agree to the Terms and Conditions and ETS Privacy and Security policy” box located on the bottom of the screen. After reviewing that all information is correct, please click the “Next” button located on the bottom right corner of the screen to proceed to the final section of the account creation process.

4. Review and Submit
To complete the account creation process, simply review that all the information entered is correct. If any information appears to be incorrect, simply click the “Back” button located on the lower left corner of your screen to navigate back to the incorrect section. If the entered information appears correct, click the “Submit” button located on the lower right corner of your screen to complete your account creation process. Once the account creation process is complete, you will be directed to the “My Praxis Performance Assessments Home” screen (seen in Figure 3).
III. Performance Assessments Home Screen

To gain full access to the home screen, simply enter the Assessment Code provided to you by ETS into the respective field as indicated in Figure 3 and click “Begin Your Assessment.” If you have not received an assessment code, please contact ETS at ppa@ets.org.

Figure 3: Entering Your Assessment Code

Once you have entered your Assessment Code, you will now have full access to the home screen (seen in Figure 4). The home screen will serve as your access point to profile information, resource information, tasks, and Library of Artifacts. These features will be described in detail in the following sections.
1. **Your Profile**

On the top left side of the Performance Assessments Home screen you will find a section that displays your name within the title (see box #1 within Figure 4). This section of the home screen will allow you to access all account information that you entered when creating your account.

- **Personal Information**

  By clicking on this link you will be able to view your personal information. You can use this link to edit your contact information, such as address, phone, or e-mail address. Simply enter your desired updated information in its respective field and click the “Submit” button located on the lower right section of the page. In the event that you forget your username or password and you use the “Forgot Username” or “Forgot Password” functionality, an e-mail will be sent to the e-mail address you indicate within your personal information. Take steps to keep your e-mail address updated.

- **Change Password**

  Clicking this link will allow you to change your password. Simply enter your current password in the “password” field, and then enter your desired new password in its respective fields. Please note that the change will only take place when the “Submit” button is selected on the lower right side of the page.
• **Security Question**
To update your “forgot password / username” security question, simply click this link. You will be prompted to enter your password and can then select a new question and answer. Please note that the change will only take place when the “Submit” button is selected on the lower right side of the page.

• **Background Information**
To update your background information, simply click this link. You will be presented with the same required questions and your saved responses. Please select your updated response(s) and click the “Save” button located on the lower right side of the page.

2. **Resources**
Underneath your profile section located on the Performance Assessments home screen, you will find a section titled “My Resources” (see box #2 within Figure 4). This section of the home screen will provide you with informational resources pertaining to the assessment. Simply click on one of the links to be redirected.

3. **Assessments**
Located in the center of the Performance Assessments home screen, you will find a section titled “My Assessments” (see box #3 within Figure 4). This section is where you will be able to view and submit responses to the tasks. At the bottom of the “My Assessments” section, you will be able to view a task status chart, which will provide you with details pertaining to each task.

• **Task**
This section of the task status chart indicates the task number and name. By clicking on the task name, you will be redirected to the task submission area. Task submissions will be discussed in more detail under Section IV: “Task Overview.”

• **Submission Due Date**
This section of the task status chart indicates the submission deadline for the particular task.

  • **Important Note about Due Dates**
  Tasks are due by 1:00 P.M. Eastern Standard Time on the due date indicated in the task status chart.

• **Status**
This section of the task status chart indicates the production status of each task as either: “Ready,” “In Progress,” or “Completed.”

  • “READY” refers to tasks that you have not yet begun work on.
  • “IN PROGRESS” refers to tasks that you have begun work on, but have not yet submitted.
“COMPLETED” refers to tasks that you have submitted for final review. Once a task reaches the Completed stage, it cannot be edited.

- **Last Saved**
  This section indicates the last date the particular task has been saved.

### 4. Library of Artifacts

Within the “My Assessments” section of the Performance Assessments home screen, you will find the link “Upload/Manage My Artifacts” (see box #4 within Figure 4). When clicked, this link will grant you access to your Library of Artifacts.

The purpose of the Library of Artifacts is to provide you with an area where you can store artifacts (e.g., forms, charts, and other materials) that you will be submitting/using for the assessment. **UPLOADED ARTIFACTS THAT ARE TO BECOME PART OF YOUR TASK RESPONSE MUST BE LINKED TO TEXT WITHIN YOUR TASK RESPONSE.** Once an artifact is uploaded, it will be available for linking to your task responses. It is recommended that you upload your artifacts prior to performing the link function within your text response.

Appropriate artifact file types include doc, pdf, ppt, xls, docx, pptx, xlsx, rtf, jpeg, jpg, png or txt, so long as they do not exceed 1 MB. Your video recording does not get uploaded to the Library of Artifacts—refer to Section IV. Task Overview, #5. Task 4 Video Upload.

Figure 5: Library of Artifacts
### Uploading Artifacts

To upload an artifact, click the “Upload Artifact” button located above the artifact directory (seen in Figure 5). Upon clicking the “Upload Artifact” button, a file selector window will pop up. Select the “Upload Document or File” button and find the file you wish to upload. The file name will appear within the file selector window with green highlight (seen in Figure 6). You can choose to upload another document by selecting the “Upload Document or File” button again, or you can return to the Library of Artifacts by selecting the “Close” button on the lower right corner of the window. The upload of the video that is required for Task 4 does not take place within the Library of Artifacts. If you receive an error during the upload, verify the file type and size and also check to make sure the file has not already been uploaded to your library.

![File Selector Window](image)

**Figure 6: File Selector Window**

### Removing Artifacts

To remove an item from the Library of Artifacts, simply return to the Library of Artifacts directory (seen in Figure 5). The Library of Artifacts list has three columns: Artifact Name, Action, and Date Uploaded. By clicking on the “Remove” link located under the “Action” column, you will remove the selected artifact from your library. Please note that if you wish to remove an artifact, you must first remove any links to that artifact within your task responses. Artifacts that have been linked to a task cannot be removed.

### IV. Task Overview

#### 1. Locating Your Task List

You are now ready to begin work on your assessment tasks. Be sure to read the *Praxis Performance Assessment (PPAT) Candidate and Educator Handbook* to obtain detailed instructions for completing the tasks.

To view your task list, return to the Performance Assessments home screen page (seen in Figure 4). You can click the “My Home” button located on the top right side of the screen (seen in Figure 7) or the “My
Tasks” button within the bread-crumble trail located on the top left side of the screen (seen in Figure 8) to be redirected to your task list.

Figure 7: My Home Button

Figure 8: My Tasks Button on Bread-crumble trail

2. Task Selection

Some assessments require that tasks be submitted in a specific order, while other assessments require that all tasks are submitted at the same time. Refer to the instructions in the My Assessment section on the Assessments home screen for the requirements for your particular assessment. If tasks are required to be submitted in a specific order, the Tasks will become accessible based on this order.

To begin your first task, select the task name (seen in Figure 9). Once a task is selected, you will be redirected to that particular task’s submission section (seen in Figure 10).

<table>
<thead>
<tr>
<th>Task</th>
<th>Submission Due Date</th>
<th>Status</th>
<th>Last Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 Knowledge of Students and the Learning Environment</td>
<td>October 1, 2014</td>
<td>READY</td>
<td></td>
</tr>
<tr>
<td>Task 2 Assessment and Data Collection to Measure and Inform Student Learning</td>
<td>October 29, 2014</td>
<td>READY</td>
<td></td>
</tr>
<tr>
<td>Task 3 Designing Instruction for Student Learning</td>
<td>October 29, 2014</td>
<td>READY</td>
<td></td>
</tr>
<tr>
<td>Task 4: Implementing and Analyzing Instruction to Promote Student Learning</td>
<td>November 26, 2014</td>
<td>READY</td>
<td></td>
</tr>
</tbody>
</table>

Figure 9: Beginning Task 1
3. Task Structure

Once redirected to a particular task, you will note that each task is organized into various steps (seen in Figure 10). Although each task varies in the number of steps, the purpose is to help scaffold the task’s workflow into steps to make your progress more gradual. The first step of each task will provide a general Overview, indicating what evidence (artifacts) you will need to submit, and which Standards and Indicators are being measured, and providing instructions on how to complete the task. It is important to review each step thoroughly before submitting your task.

4. Textbox Features

A textbox is provided for each step that requires a response. Use this area to respond to the given prompts. You can type your response directly into the box or, if you have been working on your response outside of the submission system, use the copy and paste functions on your mouse to import text.

Features such as Character Count, Save Response, Link Artifacts to Highlighted Text, and Remove Link, are located within each step as tools to assist in the development of your response (seen in Figure 11). Note that once a Task is submitted (marked as “Complete”), these features will no longer be available to you, as the textbox response will be frozen. **Important: SAVE all text entries and links that you make within a textbox before navigating to another step or away from any screen; otherwise, your data will be lost.**
Figure 1:Textbox Features

- Character Count

Selecting this feature will provide you with your total character count for all responses within the given task, as well as provide you with the maximum character count allowed for the given task (seen in Figure 12). Please note that if you exceed the maximum character count, your response will not be saved and you will not be able to submit the task.

![Character Count Status](image)

Figure 12: Character Count Feature

- Save Response

BE SURE TO USE THE SAVE RESPONSE AND SAVE DRAFT FEATURES OFTEN, ESPECIALLY BEFORE NAVIGATING AWAY FROM ANY SCREEN OR BEFORE LOGGING OUT.

It is important to select this feature when working on your responses. Note that when the “Save Response” button is selected, a pop-up window will appear notifying you of your saved response (seen
in Figure 13). If your character count is over the maximum, the Character Count Status pop-up window will appear. Your response will not be saved until your character count is below the maximum allowed.

Clicking the “Save Response” button will save your text responses only for the particular work within the given step. To save your overall Task work, click the “Save Draft” button located after the final step at the bottom of the screen (seen in Figure 14).

When you click “Save Draft,” your Task Status will be indicated as “In Progress” in the Task Status Chart (seen in Figure 15).
- **Link Uploaded Artifact to Text**

Artifacts that you wish to submit with your task response must be linked to text in the appropriate textboxes. You must upload your artifacts into your Library of Artifacts prior to linking them to your responses (see “Section III, 4. Library of Artifacts”). If you realize that you need to upload an artifact while you are entering your task response, be sure to click **Save All Responses** prior to navigating to your Library of Artifacts.

Perform the following steps to link an uploaded artifact to your task response.

a. Go to your textbox response.

b. Highlight the text you wish to link to. Note that highlighted text can only consist of letters, numbers, spaces and the following punctuation marks: `- , . ; ( ) [ ] { } ' "`. The **Link Artifact to Highlighted Text** button will remain gray until text is highlighted. When text is highlighted, the box will turn blue, which indicates that it is enabled (seen in Figure 16).

c. Select the **Link Artifact to Highlighted Text** button. When you select this button, you will be presented with a pop-up box listing all your uploaded artifacts in your Library of Artifacts (seen in Figure 17). Choose the artifact that you wish to include with your response, and select **Link Doc**.

![Figure 16: "Link Artifact to Highlighted Text" Button](image-url)
Select the **Save Response** button so that you do not lose your data.

To confirm that the link was successfully created, the text you highlighted previously is now surrounded by brackets (seen in Figure 18).

- **Remove Link**
  If you wish to no longer link an artifact to a particular text, simply highlight the linked text surrounded by brackets [ ] with your mouse. Once the text is highlighted, a blue “Remove Link” button will appear. Upon clicking the “Remove Link” button, you will be prompted to open your artifact.

- **View Linked Artifact**
  If you wish to view the artifact that you have linked to your textbox response, highlight the linked text surrounded by brackets [ ] with your mouse. Once the text is highlighted, a blue “View Link” button will appear. Upon clicking the “View Link” button, you will be prompted to open your artifact.

- **Spell-Check**
  Be sure to check the spelling within your textbox responses. A spell-check feature is not available within the submission system. Most browsers have a built-in spell-check that will flag spelling errors.
within the textbox as you type your response. Internet Explorer 9 does not support the automatic browser spell-check functionality. If you are working in IE9 and wish to download a spell-check plug-in, “iespell” can be downloaded from http://www.iespell.com/ or http://www.iegallery.com/Search?q=spell.

If you are preparing your responses outside of the submission system, in MS Word for example, and plan to copy the text into the textbox, use the spell-check features available within MS Word before copying your text.

- **Text Format**
  The font used for text entry is standard for all textboxes. Changes to font size, bold, underline, italics, etc., are not permitted. If you copy and paste text from another document that has special formatting, the special formatting will not be copied over into the textbox.

5. **Video Upload**

Task 4 requires an upload of a video recording of your student teaching.

The upload of the Task 4 video does not take place within the Library of Artifacts. The video upload feature may be found in Task 4, Step 5 “Uploading the Video.”

Become familiar with your recording equipment and the size and type of the video file that will be created to avoid upload problems. If you plan to record your video from your cell phone or tablet, make sure you are able to transfer the video file from your cell phone or tablet to a PC or Mac® in order to upload it to the submission system. Allow ample time in your schedule to adjust your video file to meet the system requirements for uploading.

- Only one video file may be uploaded.
- The video may contain one fifteen-minute segment (unedited) or three five-minute segments (each unedited) combined into one file.
- The video file must be in avi, divx, flv, mp4, mpeg, mpg, mov, or wmv format and the file size cannot exceed 500 MB.
- The video file cannot be uploaded to the submission system from a cell phone or tablet

Depending on how your video was recorded, it may be necessary for you to use video-editing software to combine the segments into one file, to convert the file type into one of the acceptable file types, or to reduce the video’s file size. Perform an online search for software tools that can assist you with getting the file ready for uploading. The software Any Video Converter (http://www.any-video-converter.com/products/for_video_free/) is just one of many free software products available online. ETS does not recommend or endorse any software. When you are searching for video-editing software, make sure you download the software from the manufacturer’s official Web site.
Additional video information - including tips about lighting and the placement of video equipment, about the importance of recording multiple videos, and about how to analyze your video recording - is available in the candidate and educator handbook for your assessment (find a link to the handbook on your home page under My Resources).

- **Step 1: Upload Video**

The video upload is a multistep process that could take more than 30 minutes to complete. When you are planning to enter your response to the video task, be sure to allow enough time for the upload process to complete and for you to review the video in the submission system prior to your submitting the task. It is very important that you review your uploaded video to make sure that the upload was successful.

To upload your video, select the **Upload Video** button (seen in Figure 19) within Task 4, Step 5.

![Figure 19: Uploading the Video](image)

A file-selector window will pop up. Select the blue **Select and Upload Video** button (shown in Figure 20), and find the video you wish to upload. When the first step of the upload process is complete, your video file name will appear in a green highlight (seen in Figure 20). Click the **Close** button on the lower right corner of the window.
After you select your video file for uploading, the video-uploading step will display a Replace Video button, the name of the file that you selected for uploading, and an upload status (seen in Figure 21).

The upload status will remain as “Being Processed” until the video file is ready for you to review. This could take 30 minutes or more, so be sure to allow time for this process to complete before you submit the task.

When the video is ready for review, the upload status will change to “Upload Successful” and a Review Video button will appear (seen in Figure 22). You may then review your video.


**VIDEO UPLOAD**

- Upload a 15-minute video that contains one fifteen-minute segment (unedited) or three five-minute segments (each unedited) combined into one file.
- The video file must be in avi, divx, flv, mp4, mpeg, mpg, wmv or mov format and cannot exceed 500 MB.
- After uploading, it may take several minutes before the video file is fully processed. You will see the “Review Video” button when processing is complete.
- You do not need to wait on this screen while the video is processing; save your task and you can navigate away or even sign out. However, you cannot submit your task until the video has finished processing. If you are nearing the submission deadline, allow plenty of time for your video to finish processing, or you will not be able to submit your task.

Once the Upload Status shows “Upload Successful”, you will see a “Review Video” button. Make sure you review your video before submitting the task.

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**Figure 22: Review Video Button**

- **Step 2: Review Video**
  
  **It is very important that you review your video in the submission system to ensure that it was successfully uploaded.** It may take up to 30 minutes for your uploaded video to be processed and for you to be able to review your video. Please allow time for this processing.

  To review your video, select the **Review Video** button in the upload video step (seen in Figure 22). A **Review Video** pop-up box will appear. To play your video, click on the arrow.

  After reviewing the video, click the **Close Video** button to close the pop-up box. Be sure to select **Save All Responses** when you have finished reviewing the video.

- **Replace Video**
  
  If you find that you need to replace the video that you uploaded, return to the video upload step and select the **Replace Video** button.

  You will be presented with the **Upload Video** pop up box (seen in Figure 20). Follow the instructions in “Section IV, 5. Video Upload.”

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6. **Submitting Your Tasks and Agreement of Submission Terms**

Once you have addressed all prompts and questions within a task, saved your work and are ready to submit your Task, select the “Submit Task” button located at the bottom of the screen after the final Task step is listed (seen in Figure 23). Note that once a Task has been submitted, you will no longer be permitted to go back and edit your responses to that Task.
Once the “Submit Task” button has been selected, a confirmation window will appear (seen in Figure 23). To continue with submitting your task, review the terms displayed within the confirmation window, and select the “Yes, Submit Now” button. Once submitted, your Task Status will be indicated as “Completed” in the Task Status Chart. A copy of the submission terms follows:

### Terms

By checking this box:

I agree to comply with the terms of the Praxis Performance Assessment for Teachers (PPAT) Candidate & Educator Handbook;

I understand that I am submitting my own responses and artifacts associated with this task, and I agree not to share any of my responses and artifacts with future test-takers;

I understand the role of professional ethics and that my ability to complete my institution’s educator preparation program and my ability to earn a Teacher’s Certificate from my state certification body/agency/department will be jeopardized if I violate the privacy of my students and/or co-workers by posting any responses, artifacts, and videos without appropriate permission from students, parents, and co-workers;

I certify that the submission represents the work that I completed and that I have submitted to ETS all signed Student and Adult Release forms required by the assessment. I understand that the responses, artifacts, and video that I submit will be evaluated by educators, raters, or other appropriate individuals, and I understand that I will not be able to make any modifications once I click Submit;

I certify that I am the student teacher depicted in the video, and I further give ETS permission to use all parts of my submission (including the video and audio recording of my image and teaching) to train raters who will score my assessment and to train future raters on how to score the assessment. ETS may also use my written commentary to develop a library of examples for future teacher candidates. My educator preparation program may use my responses and accompanying materials to work with me on improving my teaching performance;

I understand and agree that I will not obtain any ownership or other intellectual property rights in any information or materials posted on, or linked from this website, which are owned by ETS or my state certification body/agency/department, as applicable.
V. Closure

Once all four Tasks have been submitted, you have completed the Praxis Performance Assessment for Teachers Pilot. Note that you can confirm that all tasks have been submitted when the Task Status Chart reads “Completed” for all Tasks (seen in Figure 25).

![Task Status Chart]

**Figure 25: Completed Task Status Chart**