

edTPA Check-off List: **Name of Candidate:** _____ **DUE: Wednesday of Week 14 @ 5:00 p.m.**

Candidate Instructions: Use this checklist to make sure all edTPA documents, artifacts, videos, and files are properly saved and submitted to tk20 by Wednesday, Week 14 at 5:00 p.m.

Task 1: Planning for Instruction and Assessment

Part	Name of File	Number of Files	Response Length	Additional Information	Completed & Appropriate
Part A: Context for Learning Information (template provided)	PE_Context_For_Learning	1	No more than 4 pages, including prompts	<ul style="list-style-type: none">▪ Use Arial 11 point type.▪ Single space with 1 inch margins on all sides.	
Part B: Lesson Plans for Learning Segment	PE_Lesson_Plans	1	No more than 4 pages per lesson plan	<ul style="list-style-type: none">▪ Submit 3 to 5 lesson plans in 1 file▪ Within the 1 file, label each lesson plan (Lesson 1, Lesson 2, Lesson 3, etc.).▪ All rationale or explanation for plans should be written in the Planning Commentary and removed from lesson plans	
Part C: Instructional Materials	PE_Lesson_Instructional_Materials	1	No more than 5 pages of KEY instructional materials per lesson plan	<ul style="list-style-type: none">▪ Submit materials in one 1 file.▪ Within the file, label materials by corresponding lesson (Lesson 1 Instructional Materials, Lesson 2 Instructional Materials, etc.).▪ Order materials as they are used in the learning segment.	
Part D: Assessments	PE_Lesson_Assessment	1	N/A	<ul style="list-style-type: none">▪ Submit assessments in 1 file.▪ Within the file, label assessments by corresponding lesson (Lesson 1 Assessments, Lesson 2 Assessments, etc.).▪ Order assessments as they are used in the learning segment.	
Part E: Planning Commentary (template provided)	PE_Planning_Commentary	1	No more than 9 pages, including prompts	<ul style="list-style-type: none">▪ Use Arial 11 point type.▪ Single space with 1 inch margins on all sides.▪ Respond to prompts before teaching the learning segment.	

Task 2: Instructing and Engaging Students in Learning

Part	Name of File	Number of Files	Response Length	Additional Information	Completed & Appropriate
Part A: Video Clip(s)	<p>PE_Lesson_#_Clip_1 PE_Lesson_#_Clip_2</p> <p><i>When naming each clip file, include the number of the lesson shown in the video clip.</i></p> <p>Video clips formatted in : flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v</p>	<p>1 to 2 video clips</p> <p>The file size of <u>each</u> video clip should be between 200 and 300 MB (500 MB limit)</p>	<p>No more than 20 minutes total running time</p>	<ul style="list-style-type: none"> • Before you record your video, obtain permission from the parents/guardians of your students and from adults who appear on the video. • Refer to Task 2, "What Do I Need to Do?" for video clip content and requirements. • Refer to Suggested Timeline edTPA binder for more information. • <i>When naming each clip file, include the number of the lesson shown in the video clip.</i> <p><u>IMPORTANT:</u></p> <ul style="list-style-type: none"> • Select 3 focus students that represent the range of psychomotor competencies within the class. At least one of the students should be a low achieving student with respect to psychomotor skills (NEW 2015). • When recording, capture footage of the 3 focus students. Video clips of the 3 focus students within the context of the whole class will be used in the assessment task 3. <p>Videotape teaching needs to include:</p> <ul style="list-style-type: none"> -3 focus students -Include both the instruction and the students implementing the instruction -Include active monitoring of student learning -Showing how you manage at least one transition to, within, or from a learning task. -Showing demonstration of the promotion of a positive learning environment (physically and emotionally safe). -Show how you engaged learners in explicitly designed tasks in 2 or more domains. -Show video that includes the use of cues, prompts, demonstrations, to develop skill, knowledge and affective dispositions. 	
Task 2 continued on next page					

Part B: Instruction Commentary (template provided)	PE_Instruction_Commentary	1	<p>No more than 6 pages of commentary, including prompts</p> <p>If needed, no more than 2 pages of supporting documentation</p>	<div> <input type="checkbox"/> Use Arial 11-point type <input type="checkbox"/> Single space with 1" margins on all sides. </div> <p>IMPORTANT: Insert documentation at the end of the commentary file if :</p> <div> <input type="checkbox"/> graphics, texts, or images that you or the students are using are not clearly visible in the video <input type="checkbox"/> portions of the video are inaudible <input type="checkbox"/> If submitting documentation, include the video clip number, lesson number, and explanatory text (e.g., "Clip 1, lesson 2, text from a whiteboard that is not visible in the video," "Clip 2, lesson 4, transcription of a student response that is inaudible"). </div>	
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Task 3: Assessing Student Learning

Part	Name of File	# of Files	Response Length	Additional Information	
Part A: 3 Students Work Samples	3 video clips: Where the # represents the student who created the work sample. PE_Work_Sample_Student_1 PE_Work_Sample_Student_2 PE_Work_Sample_Student_3 Video clips formatted in : flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v For written evidence of psychomotor activity assessment or written work samples NEW in 2015 Focus_Student1_written_Evidence Focus_Student2_written_Evidence Focus_Student3_written_Evidence	3 video clips The file size of <u>each</u> video clip should be between 200 and 300 MB (500 MB limit) AND 3 documents	No more than 5 minutes of total running time for each focus student NEW in 2015	<ul style="list-style-type: none">▪ The video clips show the performances of the 3 focus students. These clips should clearly show the relevant aspects of each focus student’s performance recorded during class.▪ The video clip(s) can show a group of students to illustrate the 3 focus students as long as relevant aspects of each of their performances are clearly visible.▪ No more than 5 minutes of video to submit for each focus student. The focus student clips do not need to be from the same lesson as the video clip(s) submitted for the instruction task.▪ Each video should contain multiple clips documenting your interactions with your focus student.▪ When naming each work sample file, include the student number.▪ NEW in 2015: Submit written evidence of how you rated each focus student on the evaluation criteria for the PM activity assessed. Submit it in a separate file for each focus student.▪ You may submit 1-2 additional work samples assessing competencies in the cognitive and/or affective domain for each focus student. Attach it to the written evidence for the assessment of the PM activity. If your students’ writing is illegible, write a transcription directly ON the work sample. (NEW in 2015)▪ When naming the work sample include the student number.▪ If there are occasional audio portions that cannot be heard, attach a transcription of the inaudible portions to the end of the assessment commentary.	
Part B: 3 Evidence of Feedback It can be written feedback, audio feedback or video feedback regarding the 3 student work samples If included, video evidence of academic	For written feedback and documented assessment data: (doc; docx, odt, pdf) File format for video clips (feedback and/or language use) flv, asf,qt, mov, mpg, mpeg, avi, wmv, mp4, m4v Match the evidence of feedback to the student work sample video by naming the file with the corresponding work sample number (for example, PE_Feedback_Student_3). PE_Feedback_Student_1 PE_Feedback_Student_2	0 to 8 The file size of <u>each</u> video clip should be between 200 and 300 MB (500 MB limit)	No page limit for written feedback or evidence of student language use No more than 3 minutes per focus student for video or audio feedback No more than 5 minutes for video evidence of student	<ul style="list-style-type: none">▪ IMPORTANT: Do not submit an additional file for Part B if your feedback is shown in the video clips for Task 2 or Task 3, Part A. Document the location of your evidence of feedback in the Assessment Commentary.▪ Submit feedback samples provided to the 3 focus students on their assessment. This can be a written or audio/video format. When naming each feedback file, include the student number.▪ If feedback is not recorded on the video clips for Task 2 or Task 3, submit only 1 feedback file for each of the 3 focus student—a document, video file or audio file—and indicate the student number (Student 1 Feedback, Student 2 Feedback, or Student 3 Feedback) in the corresponding feedback.▪ Include the documented assessment data for each focus student either attached to each file of written feedback or as a separate file with data for all three focus students▪ If you submit feedback as a video or audio clip and your comments cannot be clearly heard, attach transcriptions of your comments (no more than 2 pages) to the end of the	

language	PE_Feedback_Student_3		language use.	Assessment Commentary. <ul style="list-style-type: none"> For Academic Language – If you choose to submit n additional video clip of student language use, it should be no more than 5 minutes with a time stamp reference for the evidence of language use described in the Assessment Commentary. 	
Part C: Assessment Commentary (template provided)	PE_Assessment_Commentary	1	No more than 10 pages of commentary, including prompts Plus no more than 5 pages for the chosen assessment. Plus no more than 2 pages of feedback transcriptions	<ul style="list-style-type: none"> Use Arial 11-point type. Single space with 1" margins on all sides. <p>IMPORTANT: Insert a copy of the chosen assessment, including directions/prompts provided to students.</p> <ul style="list-style-type: none"> Because of the poor acoustics in gymnasiums and outdoor settings, provide descriptions of the dialogue in any sections of the video where it is difficult to hear relevant voices. Represent the dialogue accurately without providing an exact transcription. 	
Part D: Evaluation Criteria	PE_Evaluation_Criteria	1 file	N/A	<ul style="list-style-type: none"> In the one file indicate the lesson number on the corresponding evaluation criteria (Lesson 1 Evaluation Criteria, Lesson 2 Evaluation Criteria, Lesson 3 Evaluation Criteria) 	

Adapted with permission from J. Carlson, University of Minnesota Duluth (2014)