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# AP<sup>®</sup> Digital Portfolio: Student User Guide

## **FOR THESE COURSES:**

AP Art and Design

AP Capstone™

AP Computer Science Principles

AP with WE Service



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# Introduction

The purpose of this guide is to help students navigate the AP® Digital Portfolio for important instructions on performance task or portfolio components.

As you navigate this guide, please note that screenshots apply to multiple subjects. A screenshot for one subject may be provided as an example—however, the process displayed on the screenshot remains the same for all subjects. Screenshots are illustrative and might appear differently than what is currently reflected within the AP Digital Portfolio website.

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## Performance Task or Portfolio Components

The following AP subjects contain through-course performance task or portfolio components as part of the end-of-course exam. You will be working on these components throughout the course and will need to submit all required components in the AP Digital Portfolio as final by the set deadlines for scoring.

**NOTE:** Performance task or portfolio component submission deadlines are updated annually. Please refer to the AP Exam page of each AP subject for the current submission deadline.

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AP Subject	Performance Task or Portfolio Components
AP Art and Design	<p>Students must submit all three of the following portfolio components as final:</p> <ul style="list-style-type: none"> <li>▪ Sustained Investigation Images</li> <li>▪ Sustained Investigation Written Evidence</li> <li>▪ Selected Works</li> </ul>
AP Capstone™ Diploma Program	<p>Students must submit the following performance task components as final:</p> <p>AP Seminar</p> <ul style="list-style-type: none"> <li>▪ Individual Research Report</li> <li>▪ Individual Written Argument</li> </ul> <p>AP Research</p> <ul style="list-style-type: none"> <li>▪ Academic Paper</li> </ul>
AP Computer Science Principles	<p>Students must submit all three of the following Create performance task components as final:</p> <ul style="list-style-type: none"> <li>▪ Program Code</li> <li>▪ Video</li> <li>▪ Personalized Project Reference</li> </ul> <p><b>NOTE:</b> While collaborating with peers on the Program Code is allowed, the Video and Personalized Project Reference components must be created independently without collaboration</p>
AP with WE Service	<p>Students have the option to upload their project (summary and evidence).</p>

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**NOTE:** Don't wait until the last minute to upload performance task or portfolio components as final in the AP Digital Portfolio. You risk not getting your work submitted as final for scoring, due to the high volume of simultaneous submissions as the deadline approaches.

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## Review Plagiarism Policy

Students using the AP Digital Portfolio are expected to adhere to all policies regarding plagiarism and exam conduct. You must ethically use and acknowledge the ideas and work of others throughout your course work. In all of your performance task or portfolio components, your individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and cited.

Read the specific plagiarism policies for each course:

- [AP Art and Design](#) (2-D, 3-D and Drawing)
- [AP Capstone Diploma Program](#) (Seminar and Research)
- [AP Computer Science Principles](#)

In addition, review [the policy on the use of artificial intelligence \(AI\)](#).

# Class Sections and AP Digital Portfolio

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## Join Your Class in My AP

At the start of the school year, your teacher or AP coordinator will provide you with a unique code for each AP class you're taking. You will use this join code to enroll in your class section(s). To join your class section(s), sign in to My AP with your email address and password. You will need to enter each join code separately.

Follow the [instructions](#) to join your class section.

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**NOTE:** *If you are taking an AP with WE Service class, you do not need to enroll in a separate AP with WE Service section. Your teacher will designate the class section as an AP with WE Service course.*

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## Independent Study and Homeschooled Students

If you're only taking an AP Exam without enrolling in a corresponding AP course, the process to join your AP class will be the same, but you'll get a join code from the AP coordinator at the school where you'll be taking the exam.

This is applicable for:

- Independent/self-study students who want to take an exam for a course in which they're not enrolled
- Students who attend another school but want to test at a different school
- Homeschooled students
- Virtual school students

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## Access the AP Digital Portfolio

Go to [digitalportfolio.collegeboard.org](https://digitalportfolio.collegeboard.org) and log in to your College Board account using your email address and password (the same information you used to access My AP).

If you have forgotten your password, please use the links to retrieve your credentials.

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## Navigating Between Multiple AP Classes

If you are taking multiple AP courses that have performance task or portfolio components, you can navigate between courses using the **My Classes** link in the top menu.

# Entering Your Work in the AP Digital Portfolio

It is important not to wait until the last minute to upload performance task or portfolio components as final in the AP Digital Portfolio. There is a high volume of simultaneous submissions as the deadline approaches.

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## Work Specifications

Please note that the specifications below may undergo updates. Refer to the AP Digital Portfolio or the Course and Exam Descriptions for the latest specifications.

### AP ART & DESIGN

#### AP Art and Design

- All images must be submitted in JPEG or PNG format (file name extension .jpg, .jpeg, or .png) and RGB color mode.
- Images should not be smaller than 480 pixels in any direction for optimal viewing.
- For AP 2-D Art and Design and AP Drawing, based on the maximum file size of 4 MB and a total of 20 digital images, each student needs a maximum of 80 MB of free disk space per portfolio.
- For AP 3-D Art and Design, based on the maximum file size of 4 MB and a total of 25 digital images, each student needs a maximum of 100 MB of free disk space.
- Review the [AP Art and Design Digital Submission Guide for Students](#) for step-by-step instructions to upload and submit your work.

### AP CSP

#### AP Computer Science Principles

- Your Program Code must be in PDF format, properly formatted and readable.
- Your Video submission needs to be no larger than 30 MB and limited to 60 seconds in length. Do not use YouTube to submit any video.
- Your Personalized Project Reference must be based on the program you developed for the Create performance task. It will contain screen captures of your procedures and lists. Refer to page 4 of the Student Handouts for instructions on how to complete the Personalized Project Reference to allow for printability. Collaboration is not allowed in the creation of the Video and in the Personalized Project Reference components.
- Access the [Personalized Project Reference Tip Sheet](#) for guidelines on how to ensure the legibility of screenshots and code in your Personalized Project Reference.

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**NOTE:** *If you do not submit your Personalized Project Reference by April 30, 2024, 11:59 PM ET in the AP Digital Portfolio, you will not have this resource available on exam day to complete your written response section.*

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### AP CAPSTONE

#### AP Seminar or AP Research

Remove your name from written work prior to submitting it as final. Written work being submitted as final must be in PDF format. If your document isn't in PDF format, you'll need to convert your file to PDF and then click **Upload New** prior to submitting as final. See instructions on how to convert files to PDF in the Appendix at the end of this guide.

## Upload and Download Files

The following section provides an overview of how to upload and download files for AP Computer Science Principles, AP Seminar, AP Research, and AP with WE Service.

### AP ART & DESIGN

**NOTE:** The remaining pages of this AP Digital Portfolio Guide are not relevant for AP Art and Design. Review the [AP Art and Design Digital Submission Guide for Students](#) for step-by-step instructions to upload and submit your work.

## How to Upload

Click on the performance task component for which you'd like to upload a document. Select **Upload New** and choose the file you wish to upload. When the upload is complete, you will see a comment in the **Activity Feed**, and the **Download Latest** options will become available.

The screenshot shows the AP Digital Portfolio interface for AP Computer Science Principles, CSP Block 4. The page is titled "AP Digital Portfolio" and "AP Computer Science Principles CSP Block 4". The main content area is titled "Video (V) (Created Independently)" and provides instructions for submitting a video file. The instructions include:

- Submit one video file that demonstrates the running of your program as described below. Collaboration is not allowed during the development of your video.
- Your video must demonstrate your program running, including:
  - Input to your program
  - At least one aspect of the functionality of your program
  - Output produced by your program
- Your video may NOT contain:
  - Any distinguishing information about yourself
  - Voice narration (though text captions are encouraged)
- Your video must be:
  - Either .webm, .mp4, .wmv, .avi, or .mov format
  - No more than 1 minute in length
  - No more than 30MB in file size

For more detailed information related to the Video, please refer to the Student Handouts. Scoring Guidelines for the Create Performance Task can be found on the exam page on AP Central.

**Submission Reminder**  
Before submitting your work as final, please:

- Remove your name.
- Ensure that you have not collaborated on the development of this video.
- Refrain from publicly posting any portion of your performance task. Work that is shared online is subject to being plagiarized by another student. When this happens both students will be flagged for plagiarism.
- You must submit **all three performance task components as final**. Components that are not submitted as final will **NOT** be sent for scoring.

**File Upload and Submission**

An orange arrow points to the "Upload New" button in the "File Upload and Submission" section.

**NOTE:** If you have uploaded more than one version of a specific component, only the latest file version that you upload will be submitted as final.

### AP CAPSTONE

## AP Capstone

No uploads or submissions are required or enabled for presentation or oral defense performance task components:

- AP Seminar: Team Multimedia Presentation, Individual Multimedia Presentation, Oral Defense
- AP Research: Presentation and Oral Defense

## How to Download

Once you've uploaded a document, it will be available for you and your teacher to download and view.

You can download the most recently uploaded document by clicking the **Download Latest** button, or by clicking the link in the **Activity Feed**. Prior versions of a submission can be retrieved via the **Activity Feed**.

The screenshot displays the AP Digital Portfolio interface for Computer Science Principles. The page is titled "Video (V) (Created Independently)" and provides instructions for submitting a video. The "File Upload and Submission" section contains three buttons: "Upload", "Download Latest", and "Submit Final". An orange arrow points to the "Download Latest" button. Below this section is the "Activity Feed", which shows a submission by James Sheehan on November 02, 2023, at 12:37PM, with the file name "Program Video.mp4".

**NOTE:** Draft versions of performance task or portfolio components will not be sent to College Board for scoring. You must submit work as final by the deadline to get your work scored.



## AP Computer Science Principles: Entering Work Directly into the AP Digital Portfolio

For the AP Computer Science Principles Personalized Project Reference, you will add your own screen captures of your lists and procedures in the AP Digital Portfolio. Follow the instructions on the **AP Digital Portfolio** page.

You must complete all required fields on the **AP Digital Portfolio** page. The **Submit Final** button will not be enabled until all required data has been entered.

### Upload images

To upload an image into the AP CSP Personalized Project Reference, either drag and drop the image to a specific image box, or click on the **Photo** icon and select the file.

The screenshot displays a section titled "Component C: PERSONALIZED PROJECT REFERENCE (CREATED INDEPENDENTLY)". Below the title, there is a paragraph of instructions: "To assist in responding to the written response prompts on exam day, submit required portions of your code by capturing and pasting program code segments you developed during the administration of this task. Screen captures should not be blurry, and text should be at least 10-point font size. Your code segments should not include any comments. These code segments will be made available to you on exam day." This is followed by a "Procedure:" section that asks the user to capture and paste two program code segments. The first segment must be a student-developed procedure that:
 

- Defines the procedure's name and return type (if necessary)
- Contains and uses one or more parameters that have an effect on the functionality of the procedure
- Implements an algorithm that includes sequencing, selection and iteration

 An orange arrow points to a text input box for this first segment, which contains a "Select image file" button and a "Drop Images Here" label. The second part of the procedure requires showing where the student-developed procedure is called in the program. An orange arrow points to a second text input box, which also contains a "Drop Images Here" label.

**NOTE:** It is important that your Personalized Project Reference is legible when it's printed, as you'll refer to it on exam day to complete your written response. It is your responsibility to ensure that your Personalized Project Reference is legible before final submission. Access the [Personalized Project Reference Tip Sheet](#) for guidelines on how to ensure the legibility of screenshots and code in your Personalized Project Reference.

### Save Your Changes

Save your changes often when working on the page by clicking the **Save** button.

# Navigating the Final Submission Process

You must submit **each** individual performance task component as final in the AP Digital Portfolio by the specified deadline in order for your work to be sent to College Board for scoring.

## AP ART & DESIGN

**REMINDER:** The information in the following section isn't relevant for AP Art and Design. Review the [AP Art and Design Digital Submission Guide for Students](#) for step-by-step instructions to upload and submit your work.

## Ensure Your Work Is Scored

If you want your end-of-course exam and performance task or portfolio components to be scored, you must:

- Ensure that you're included in your school's AP Exam order.
- Submit ALL performance task or portfolio components as final by the set deadlines.

## Step 1: Submit Each Performance Task Component as Final

Click on the performance task component that you'd like to submit as final. Click **Submit Final** to submit the most recently uploaded file. Follow this process for each performance task component.

The screenshot shows the AP Digital Portfolio interface for a student. At the top, there is a navigation bar with the AP logo, user information (Hi, Ed), and a search bar. Below this is the 'AP Digital Portfolio' header with links for Home, My Classes, and Help. The main content area is titled 'AP Computer Science Principles' and 'CSP Block 4'. On the left, there is a 'Class Summary' sidebar with a 'Create' button and links for Overview, Program Code, Video, and Personalized Project Reference. The main content area is titled 'Video (V) (Created Independently)' and contains instructions for submitting a video file. At the bottom, there is a 'File Upload and Submission' section with three buttons: 'Upload New', 'Download Latest', and 'Submit Final'. A red arrow points to the 'Submit Final' button.

**NOTE:** If you have uploaded more than one version of a specific component, only the latest file version that you upload will be submitted as final.

Only select **Submit Final** when you're ready to submit the portfolio component as final to College Board for scoring. Once you submit your performance task or portfolio components as final, you won't be able to make any changes unless your teacher returns a component to you.

**IMPORTANT:** Do not publicly post or share any portions of your performance task. Work that is shared online is subject to being plagiarized by another student. If this happens, both students will be flagged for plagiarism.

## Step 2: Provide Information on Your Submission

A window will appear asking you to confirm your work is ready to be submitted as final:

- You must view the file you're submitting to confirm it's the correct file. (Checkboxes will remain inactive until you view your file.)
- You'll confirm that you've removed personally identifying information from your submission.
- You'll confirm that you understand that changes to your submission can't be made after you complete the final submission process.

For some performance tasks components, you will then be prompted to provide more information about the work you are submitting.

### AP CSP AP Computer Science Principles

For the Program Code component, you'll be asked to indicate the programming language you used for your work. Your choice will NOT impact your final AP score.

### AP SEMINAR AP Seminar

You'll be asked to provide your submission title and research discipline. This additional information will NOT impact your final AP score. See research discipline options below:

- Visual and Performing Arts
- English Language and Literature
- History

- Social Sciences
- Science
- Technology
- Engineering
- Mathematics
- World Languages and Cultures
- African Diaspora

**AP RESEARCH**

## AP Research

You'll be asked to provide additional information, including your submission title, research method, and research discipline. This additional information will NOT impact your final AP score.

Discipline Options	Research Method Options
Visual and Performing Arts	Quantitative
English Language and Literature	Qualitative
History	Mixed
Social Sciences	Arts-based
Science	Other
Technology	
Engineering	
Mathematics	
World Languages and Cultures	

## Step 3: Attest to All Applicable Exam Policies

After clicking **Next**, you'll be brought to another window where you'll attest to the originality of your work and agree to the Digital Portfolio AP Exam Terms and Conditions.

After clicking **Submit**, you'll receive a confirmation window that your final submission has been received by College Board.

## Confirm Your Exam Order

You can confirm if you are included in your school’s AP Exam order by navigating to the **Class Summary Overview** page of the AP Digital Portfolio interface. You can also speak with your AP coordinator for questions about the status of your exam order. If you are included in the school’s exam order, the cell your name is in will be **white**, and your AP ID will be visible underneath your name.

**AP Seminar**  
Seminar Block 4

**Class Summary**  
Overview

**Team Project and Presentation**

**Individual Research-Based Essay and Presentation**

### Overview

This table indicates whether or not you are registered for the exam and whether or not you have submitted your performance tasks as final. Both steps are required in order for you to receive an AP score.

- If the Name/Status cell is white and your AP ID appears below your name, you are registered for the exam. If it isn't and you think you should be registered, please contact your teacher or AP coordinator.
- When you have submitted a performance task component as final, a black check mark will appear for that task. Only task components with a black check mark will be sent to the College Board for scoring. Ensure that all your performance tasks have black check marks by submitting your work as final.

**LEGEND**  
 No Draft     Draft In     Complete

NAME / STATUS	TEAM PROJECT AND PRESENTATION		INDIVIDUAL RESEARCH-BASED ESSAY AND PRESENTATION
	TRP	IRP	IRA
Sheehan, James #USXXWVSYB		✓	✓

Welcome to AP<sup>®</sup> Seminar! In this course, you will complete two through-course performance tasks and an end-of-course written exam.

- If the box your name is in is **gray** or **red**, then you’re not included in the exam order, and your work won’t be sent to College Board for scoring, even if you’ve submitted your performance task(s) component as final.
- If you think this is an error, work with your teacher or AP coordinator to have this information changed in My AP.

**NOTE:** There is no end-of-course exam for AP Research and AP Art and Design, but an exam must still be ordered for you so that your work can be scored.

## Confirm Performance Task Final Submission Status

You can track the final submission progress on the **Overview** page. When you have submitted a performance task component or portfolio component as final, a **black check mark** will appear in the table. Only work that's accompanied by a black check mark will be submitted to College Board for scoring.

**AP Seminar**  
Seminar Block 4

**Class Summary**

Overview

Team Project and Presentation

Individual Research-Based Essay and Presentation

### Overview

This table indicates whether or not you are registered for the exam and whether or not you have submitted your performance tasks as final. Both steps are required in order for you to receive an AP score.

- If the Name/Status cell is white and your AP ID appears below your name, you are registered for the exam. If it isn't and you think you should be registered, please contact your teacher or AP coordinator.
- When you have submitted a performance task component as final, a black check mark will appear for that task. Only task components with a black check mark will be sent to the College Board for scoring. Ensure that all your performance tasks have black check marks by submitting your work as final.

**LEGEND**

No Draft     Draft In     Complete

NAME / STATUS	TEAM PROJECT AND PRESENTATION	INDIVIDUAL RESEARCH-BASED ESSAY AND PRESENTATION
	TPR	IRA
Sheehan, James #USXWVSYB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Welcome to AP<sup>®</sup> Seminar! In this course, you will complete two through-course performance tasks and an end-of-course written exam.

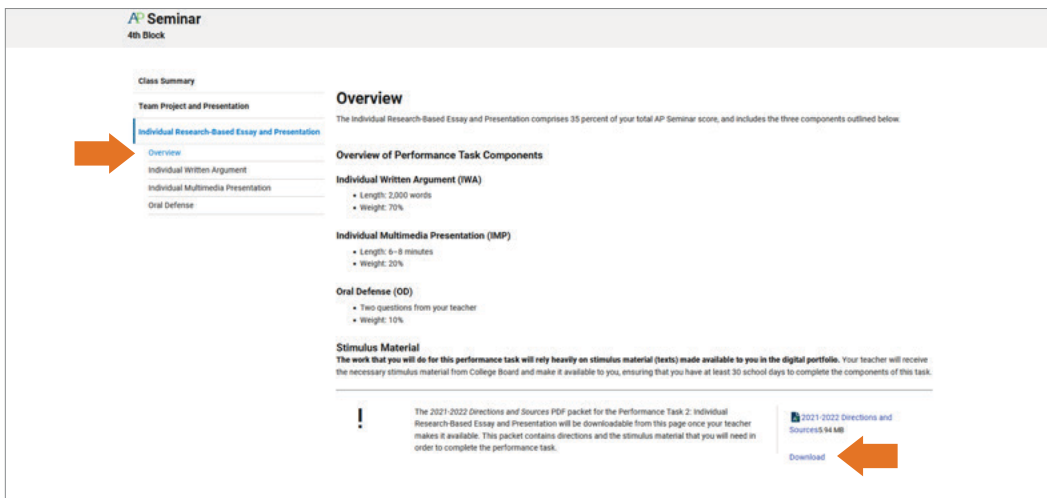
### AP CSP AP Computer Science Principles

It is important that your Personalized Project Reference is legible when it's printed, as you'll refer to it on exam day to complete your written response. We recommend that you print out a copy of your Personalized Project Reference once you've submitted it, to confirm that it is legible. Access the [Personalized Project Reference Tip Sheet](#) for guidelines on how to ensure the legibility of screenshots and code in your Personalized Project Reference.

# Additional Instructions for AP Capstone Students

## Access Directions and Stimulus Materials Document

Once your AP Seminar teacher has published the “Directions and Stimulus Materials” PDF that you’ll need to complete Performance Task 2, download the PDF by navigating to the **Overview** section under **Individual Research-Based Essay and Presentation**. Then, click the blue **Download** link.



# Accessing EBSCO Research Databases

EBSCO's research databases can be accessed by clicking on the **Overview** menu item under the **Class Summary**.

**AP Seminar**  
Seminar Block 4

Class Summary

Overview

Team Project and Presentation

Individual Research-Based Essay and Presentation

## Overview

This table indicates whether or not you are registered for the exam and whether or not you have submitted your performance tasks as final. Both steps are required in order for you to receive an AP score.

- If the Name/Status cell is white and your AP ID appears below your name, you are registered for the exam. If it isn't and you think you should be registered, please contact your teacher or AP coordinator.
- When you have submitted a performance task component as final, a black check mark will appear for that task. Only task components with a black check mark will be sent to the College Board for scoring. Ensure that all your performance tasks have black check marks by submitting your work as final.

LEGEND

No Draft
 Draft In
 Complete

NAME / STATUS	TEAM PROJECT AND PRESENTATION	INDIVIDUAL RESEARCH-BASED ESSAY AND PRESENTATION
	TR	IRA
Sheehan, James #USXWV5Y8	✓	✓

Welcome to AP<sup>®</sup> Seminar! In this course, you will complete two through-course performance tasks and an end-of-course written exam.

AP Seminar is the first course in the AP Capstone Diploma™ program. AP Seminar is a prerequisite for AP Research. If you earn a score of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of your choosing, the student will receive the AP Capstone Diploma™. This signifies outstanding academic achievement and attainment of college-level academic and research skills. Alternatively, if a student earns scores of 3 or higher in AP Seminar and AP Research only, they will receive the AP Seminar and Research Certificate™.

### Managing your AP Seminar Digital Portfolio

- Submit your written work (Individual Research Report and Individual Written Argument) as final when your teacher directs you to do so.
- Reference the [Student User Guide](#) for detailed instructions on how to use the AP Digital Portfolio system.

**EBSCO**  
College Board has partnered with EBSCO to offer AP Capstone students access to EBSCO's research databases with hundreds of thousands of e-books and e-journals. [Click here to access EBSCO](#)

### Team Project and Presentation

Individual Research Report



## View Originality Reports Using Turnitin

Navigate to the performance task component for which you'd like to generate an originality report, and click on **Run Originality**.

**AP Seminar**  
Seminar Block 4

**Class Summary**

**Team Project and Presentation**

Overview

[Individual Research Report](#)

IRR Checkpoint

Team Multimedia Presentation

**Individual Research-Based Essay and Presentation**

### Individual Research Report (IRR)

- Length: 1,200 words
- Weight: 50%

For detailed information related to the Individual Research Report, please refer to the section of the **AP Seminar Course and Exam Description (Effective Fall 2023)** titled 'Reproducibles for Students'.

Scoring Guidelines for the AP Seminar Individual Research Report can be found on AP Central's [AP Seminar Exam Page](#).

#### Submission Reminder

Before submitting your work as final, please:

- Remove your name.
- Remove any reference to your school's name. You can replace this name with an "X" if this is a part of your paper.
- Include a word count either at the beginning or end of your report. The word count should not include footnotes, bibliography, or text in figures and tables.
- You are responsible for ensuring that your file is properly formatted and readable as a PDF.** After you have created your PDF, be sure to check it by opening and reviewing your PDF in *Adobe Reader*, a free application that can be downloaded from the Adobe site. The College Board is not affiliated with Adobe Systems and is not responsible for any issues associated with your use of the Adobe Systems converter. If you need technical support or have questions, please contact Adobe Systems directly.
- You must attest to reading and understanding both the AP Capstone Policy on Plagiarism and Falsification or Fabrication of Information and the AP Capstone Policy on Use of Generative Artificial Intelligence (AI) and attest that the work you are submitting is your own.
- If teachers suspect plagiarism or unacceptable use of generative AI in the final submission of your performance tasks, they can report it via the Progress page in the digital portfolio.
- Confirm that you are submitting final work for **PT1: Individual Research Report (IRR)**.

#### File Upload and Submission

Upload New
Download Latest
View Rubric
Run Originality
Submit Final

#### Activity Feed

**Ann Martin** | Fri November 03, 2023 at 4:42PM  
 Uploaded a new version: [Seminar IRR.pdf](#)

To view the report on the Turnitin website, click the **View Originality** button.

**AP Seminar**  
Seminar Block 4

**Class Summary**

- Team Project and Presentation
- Overview
- Individual Research Report
- IRR Checkpoint
- Team Multimedia Presentation

**Individual Research-Based Essay and Presentation**

### Individual Research Report (IRR)

- Length: 1,200 words
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For detailed information related to the Individual Research Report, please refer to the section of the **AP Seminar Course and Exam Description (Effective Fall 2023)** titled 'Reproducibles for Students'.

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#### Submission Reminder

Before submitting your work as final, please:

- Remove your name.
- Remove any reference to your school's name. You can replace this name with an "X" if this is a part of your paper.
- Include a word count either at the beginning or end of your report. The word count should not include footnotes, bibliography, or text in figures and tables.
- You are responsible for ensuring that your file is properly formatted and readable as a PDF.** After you have created your PDF, be sure to check it by opening and reviewing your PDF in *Adobe Reader*, a free application that can be downloaded from the Adobe site. The College Board is not affiliated with Adobe Systems and is not responsible for any issues associated with your use of the Adobe Systems converter. If you need technical support or have questions, please contact Adobe Systems directly.
- You must attest to reading and understanding both the AP Capstone Policy on Plagiarism and Falsification or Fabrication of Information and the AP Capstone Policy on Use of Generative Artificial Intelligence (AI) and attest that the work you are submitting is your own.
- If teachers suspect plagiarism or unacceptable use of generative AI in the final submission of your performance tasks, they can report it via the Progress page in the digital portfolio.
- Confirm that you are submitting final work for **PT1: Individual Research Report (IRR)**.

#### File Upload and Submission

Upload New   Download Latest   View Rubric   **View Originality**   Submit Final

#### Activity Feed

**Ann Martin** | Fri November 03, 2023 at 4:42PM  
Uploaded a new version: [Seminar IRR.pdf](#)

- Additional information on how to view originality reports within the Turnitin website can be found at: [help.turnitin.com/feedback-studio/turnitin-website/student/student-category.htm#the-similarity-report](https://help.turnitin.com/feedback-studio/turnitin-website/student/student-category.htm#the-similarity-report)
- The Turnitin site will open in a new tab. You'll need to make sure that your browser settings are set to accept pop-ups for the Turnitin site at a minimum.

# Resources

[AP Art and Design Digital Submission Guide for Students](#)

[AP Computer Science Principles Student Handouts \(.pdf/244 KB\)](#)

[AP Computer Science Principles Personalized Project Reference Tip Sheet \(.pdf/339 KB\)](#)

[AP Digital Portfolio Site for Students](#)

[AP Digital Portfolio Sign In](#)

# Appendix

## Converting Your Documents to PDF

Before submitting as final, you must create and upload a PDF version of your document. PDF stands for “Portable Document Format.”

Recent versions of applications like Word, PowerPoint, Pages, and Google Docs have built-in features that allow you to save or export your file as a PDF. Instructions are provided below.

If your software doesn’t have a PDF option, visit the Adobe site to learn more about whether [Acrobat from Adobe Systems](#) can convert your document to PDF.

**You’re responsible for ensuring that your file is properly formatted and readable.** After you’ve created your PDF, be sure to check it by opening and reviewing your PDF in Adobe Reader, a free application that can be downloaded from the Adobe site. College Board isn’t affiliated with Adobe Systems and isn’t responsible for any issues associated with your use of the Adobe Systems converter. If you need technical support or have questions, please contact Adobe Systems directly.

- **Microsoft Office (Word, PowerPoint)**
  - ♦ In Word, PowerPoint, and other Microsoft Office programs, you’ll use the **Save as PDF** function. Visit the Microsoft Office support page for more information about saving as PDF.
  - ♦ To save a Word or PowerPoint document as PDF:
    - Open your Word or PowerPoint document.
    - From the top menu, select **File**. Then select **Save As**.
    - In the dialog window, go to the drop-down menu for Save As type, and select **PDF**.
    - Click **Save**.
- **Google Docs**
  - ♦ In Google Docs, you’ll use the **Download as PDF** function. Visit the Google support page for more information on downloading a file.
  - ♦ To download a Google Doc as a PDF:
    - Open your Google Doc.
    - From the top menu, select **File**, and select **Download As**, then select **PDF Document (.pdf)**.
  - ♦ To Print a Google Doc as a PDF:
    - Open your Google Doc.
    - From the top menu, select **File**, and select **Print**. Change the destination to **Save as PDF**.
- **Pages**
  - ♦ In Pages, you’ll use the **Export to PDF** function. Visit the Apple support page for more information.
    - Open your Pages document.
    - From the top menu, select **File**, and select **Export To**, then select **PDF**.
    - In the dialogue window, select **Best** image quality.
    - Choose a destination, then click **Export**.