AP® Digital Portfolio: Teacher User Guide

FOR THESE COURSES:

AP African American Studies
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 AP® teachers navigate the AP Digital Portfolio to complete important tasks.

As you navigate the guide, please note that screenshots apply to multiple subjects. A screenshot 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 on the AP Digital Portfolio website.

Performance Task Components

The following AP subjects contain through-course performance task or portfolio components as part of the end-of-course exam or assessment. Students work on these components throughout the school year. In order for students to receive an AP score, all required components and additional tasks need to be submitted as final and entered in the AP Digital Portfolio by the set deadlines.

NOTE: *Performance task submission deadlines are updated annually. Please refer to each AP Exam page on AP Central for the current submission deadline.*

AP Subject	Performance Task Component
AP Art and Design	Students must submit all three portfolio components as final: ▪ Sustained Investigation Images ▪ Sustained Investigation Written Evidence ▪ Selected Works
AP Capstone™ Diploma Program	Students must submit the following performance task components as final: AP Seminar ▪ Individual Research Report (IRR) ▪ Individual Written Argument (IWA) AP Research ▪ Academic Paper (AP) Teachers must enter the following performance task component scores: AP Seminar ▪ Team Multimedia Presentation and Defense (TMP) ▪ Individual Multimedia Presentation and Oral Defense (IMP) AP Research ▪ Presentation and Oral Defense (POD) Teachers must complete checkpoint attestations to confirm that students completed their work authentically: AP Seminar ▪ Checkpoint #1 – Sources and Process ▪ Checkpoint #2 – Argument Outline (IWA Only) ▪ Checkpoint #3 – Final Review of Paper AP Research ▪ Process and Reflection Portfolio (PREP)

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AP Subject	Performance Task Component
AP Computer Science Principles	Students must submit all three Create performance task components as final: ▪ Program Code ▪ Video ▪ Student-authored Personalized Project Reference ***NOTE:*** *While collaborating with peers on the Program Code is allowed, the Video and the Personalized Project Reference components must be created independently without collaboration*
AP with WE Service	Students have the option to upload their project (summary and evidence) but it is not a requirement

Students may read the **AP Digital Portfolio: Student User Guide** for detailed instructions related to final submission of their performance task or portfolio components.

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Class Sections and AP Digital Portfolio

Set Up Class Sections in My AP

Work with your AP coordinator to set up a class section in My AP for each class that you'll teach on any of these AP subjects: AP Art and Design (2-D Art and Design, 3-D Art and Design, Drawing), AP African American Studies, AP Capstone (Seminar and Research), AP Computer Science Principles, as well as AP with WE Service.

NOTE: *Class sections can be created for teachers who have the associated course added to their account in AP Course Audit. In order to access the online resources and the AP Digital Portfolio, your AP Course Audit form must be approved by your AP Course Audit administrator.*

AP with WE Service

To designate your class section as an AP with WE Service course, click the **Edit Section** icon and then select the **AP with WE Service** checkbox. Only schools that have completed and submitted an AP with WE Service authorization form will see the AP with WE Service checkbox. If you do not see the AP with WE Service checkbox reach out to **APWE@collegeboard.org**.

Access the AP Digital Portfolio

Once the class section is set up in AP Classroom (either by you or your AP coordinator), you can sign in to the AP Digital Portfolio to view it. Go to **digitalportfolio.collegeboard.org**, and sign in using your College Board professional account email address and password.

Navigating Between Multiple Class Sections and/or Courses

If you teach multiple class sections for a specific AP subject, AP with WE Service, or multiple AP courses, you can quickly navigate between classes or courses using the **My Classes** link in the top menu.

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Student Enrollment

Instructing Students to Enroll in Your Classes

Students need to enroll in your class section(s) through My AP (myap.collegeboard.org) as soon as possible. There will be a unique join code for each class section that you or your AP coordinator will distribute to your students. Students must be enrolled in your class section(s) in My AP in order to access your class section(s) in the AP Digital Portfolio.

NOTE: *In order for student submissions in the AP Digital Portfolio to be scored, the student must be included in your school's AP Exam order.*

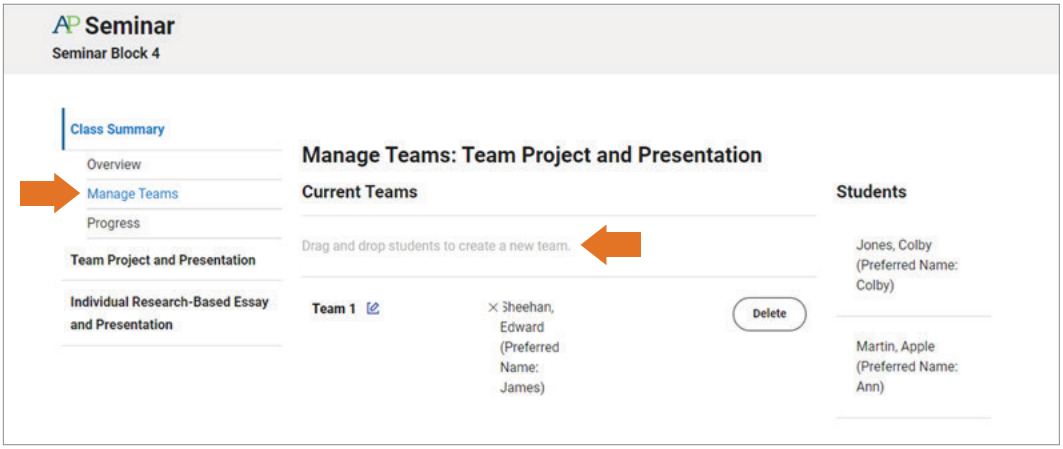
NOTE: *If your class section is marked as AP with WE Service, students will be automatically enrolled in AP with WE Service when they enroll in that class section.*

Direct students to digitalportfolio.collegeboard.org and have them sign in using their College Board student account with their email address and password.

AP Capstone: Team Management for AP Seminar Only

In order to score AP Seminar students for the Team Project and Presentation, you must first assign them to a team.

Go to the **Manage Teams** page. Select one or more students in the **Students** section of the page. Drag the selected students to the box labeled *Drag and drop students to create a new team.*



You can modify the team name by clicking the edit icon next to it.

Drag and drop additional students to either existing teams or to the box labeled *Drag and drop students to create a new team* to create as many teams as needed.

IMPORTANT: *Once a presentation score is entered for a team, the impacted team can't be modified (i.e., students can't be added or removed). Please make sure teams are arranged accurately before entering scores.*

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Course Activities

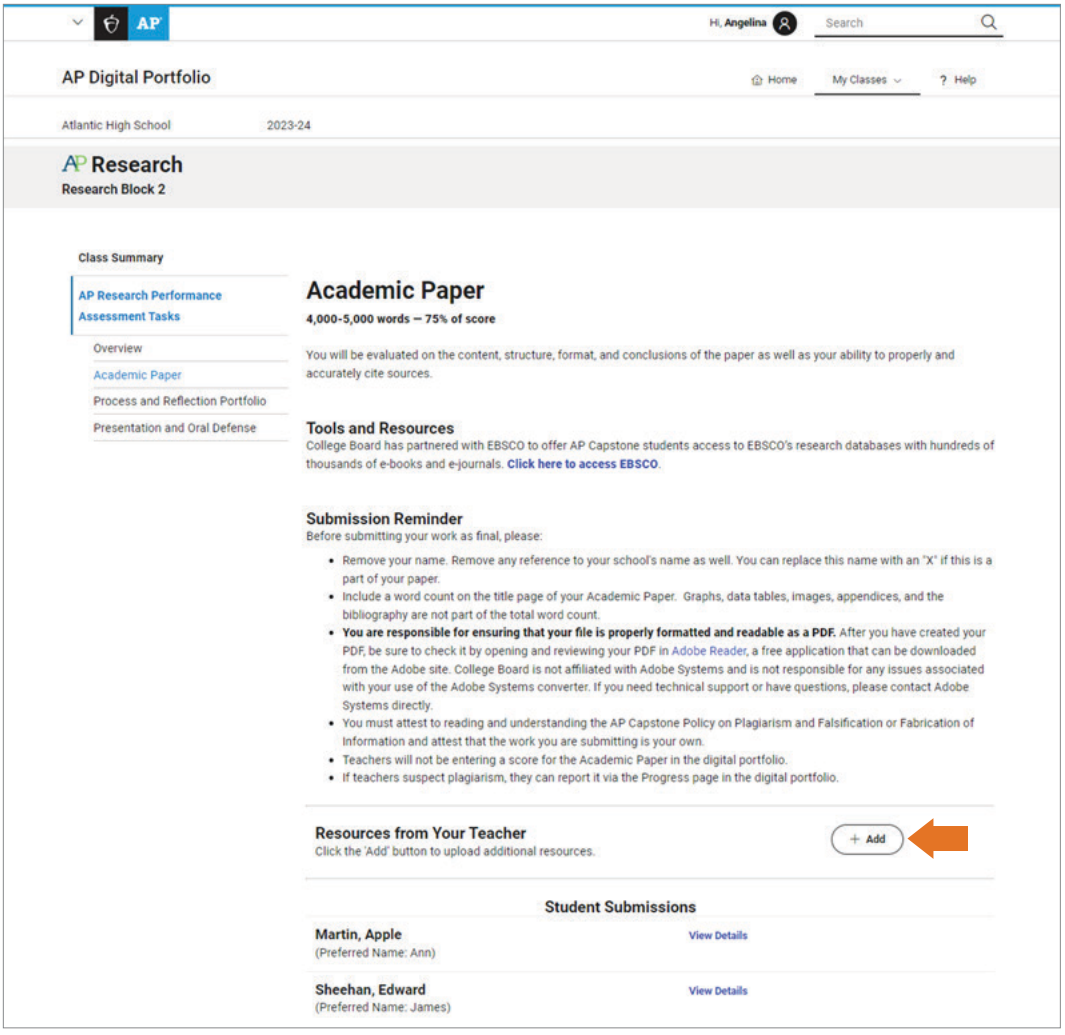
Upload Supporting Materials

Teachers can upload supporting materials—either web links or files—to the performance task or portfolio component for the AP subject that they teach. The following file types can be uploaded on the AP Digital Portfolio as supporting materials: webm, .doc, .docx, .ppt, .pptx, .pdf, .mov, .wmv, .mp4, .avi, and .zip.

NOTE: *You can add as many supporting materials as you would like to each performance task component.*

How to Upload

Navigate to the performance task or portfolio component for which you would like to add supporting materials and click **Add**. Follow the instructions. Once the supporting materials are uploaded, they will be visible to you and your students.



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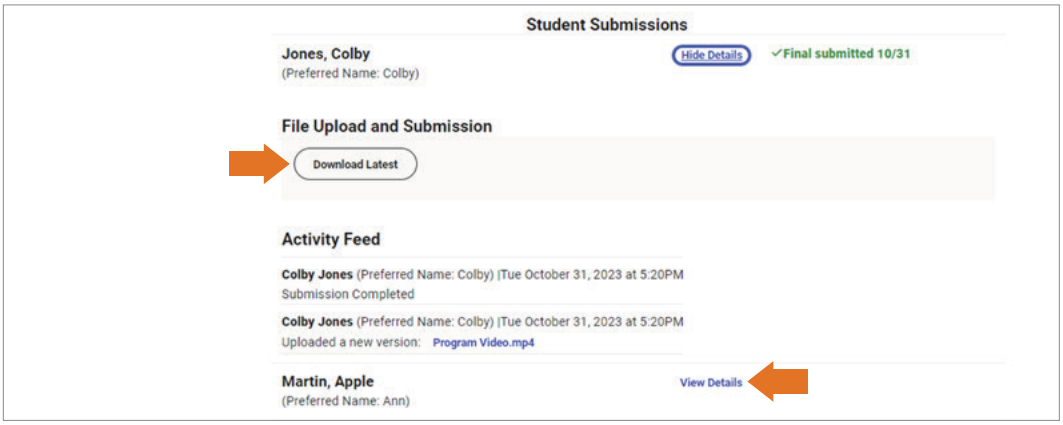
Review Student Work

Teachers can view student work (i.e., draft and final submitted work) from both the performance task page and the Progess page.

Review Work from the Performance Task Page

Navigate to the performance task component or portfolio component for which you'd like to review student work and select **View Details** next to any student's name.

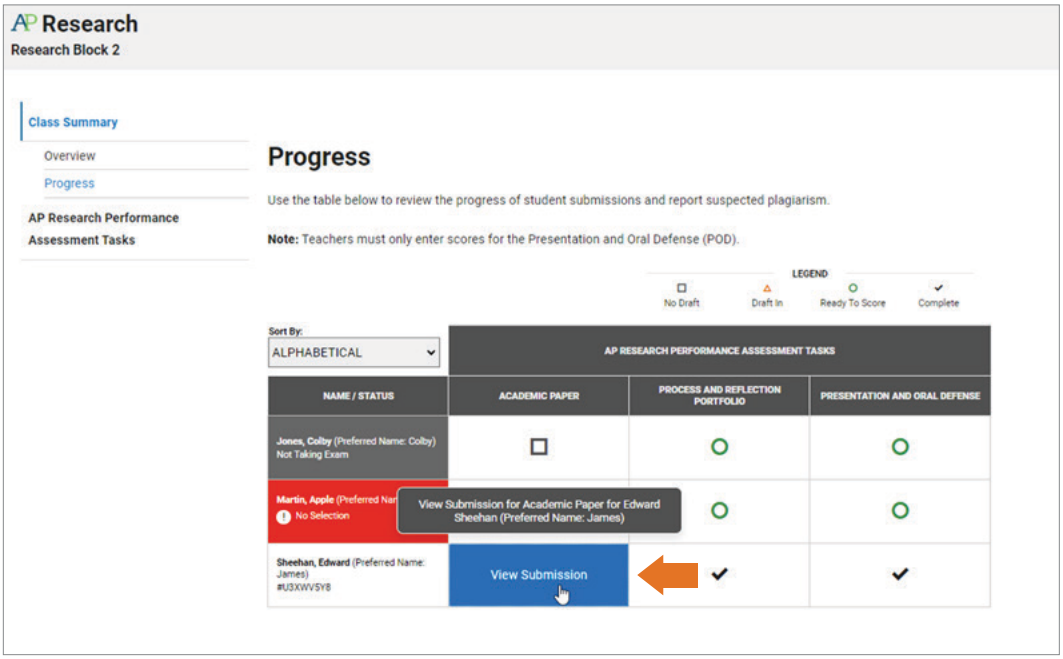
You can view a draft submission by clicking the **Download Latest** button or clicking on the file name in the **Activity Feed**.



NOTE: *Draft versions of performance task or portfolio components will not be sent to the AP Program for scoring. Students must submit work as final by the deadline to get their work scored.*

Review Work from the Progress Page

Go to the **Progress** page. Hover over the appropriate table cell and click **View Submission**.



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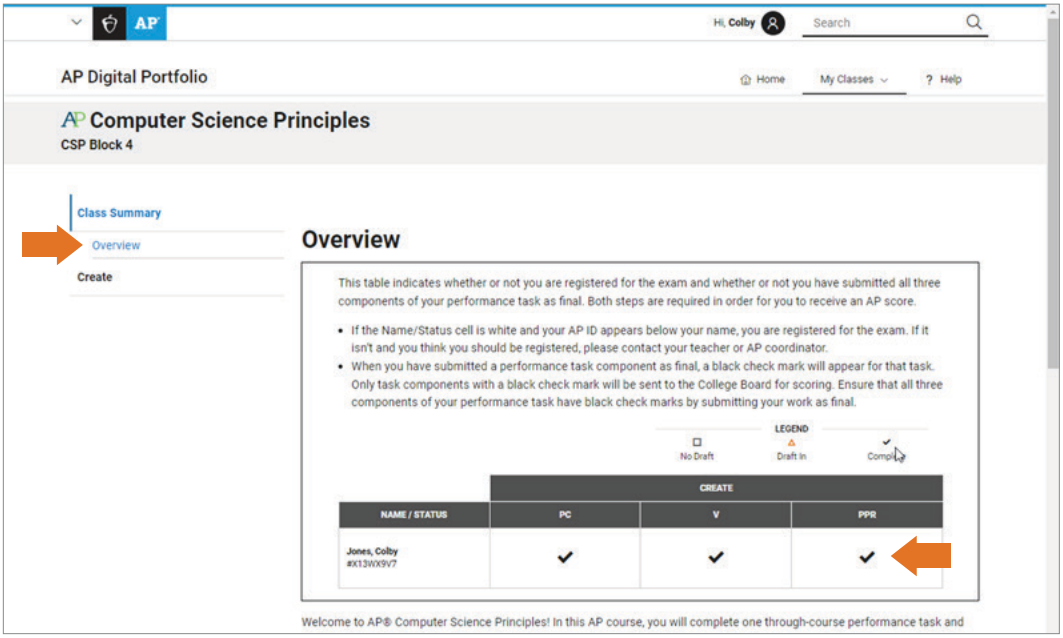
Instruct Students to Confirm Exam Registration and Final Submission Status

Students can track their exam registration and final submission progress on the **Overview** page. If they are included in the exam order, the cell with their name will be white, and their AP ID will be visible underneath their name. If the cell where their name appears is in gray or red, then they are not included in the exam order. If they think this is an error and they plan to take the end-of-course exam or assessment, they will need to work with you or the AP coordinator to have this information changed in My AP.

When students 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 by the deadline will be submitted to College Board for scoring.



If a student has submitted more than one version of a specific component, only the latest file version that they upload will be submitted as final.

NOTE: *Students should not wait until the last minute to upload performance task or portfolio components as final in the AP Digital Portfolio. Students risk not getting their work submitted as final for scoring if they wait until the last minute, due to the high volume of simultaneous submissions as the deadline approaches.*

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AP Seminar Student Questions

AP Seminar students must enter their topic title and select the discipline that best aligns with the topic of their submission for each performance task during the final submission process. This does not impact scores. See 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 Student Questions

AP Research students must enter their research questions, select the discipline and research method used for their Academic Paper during the final submission process. This does not impact scores. See options below.

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	

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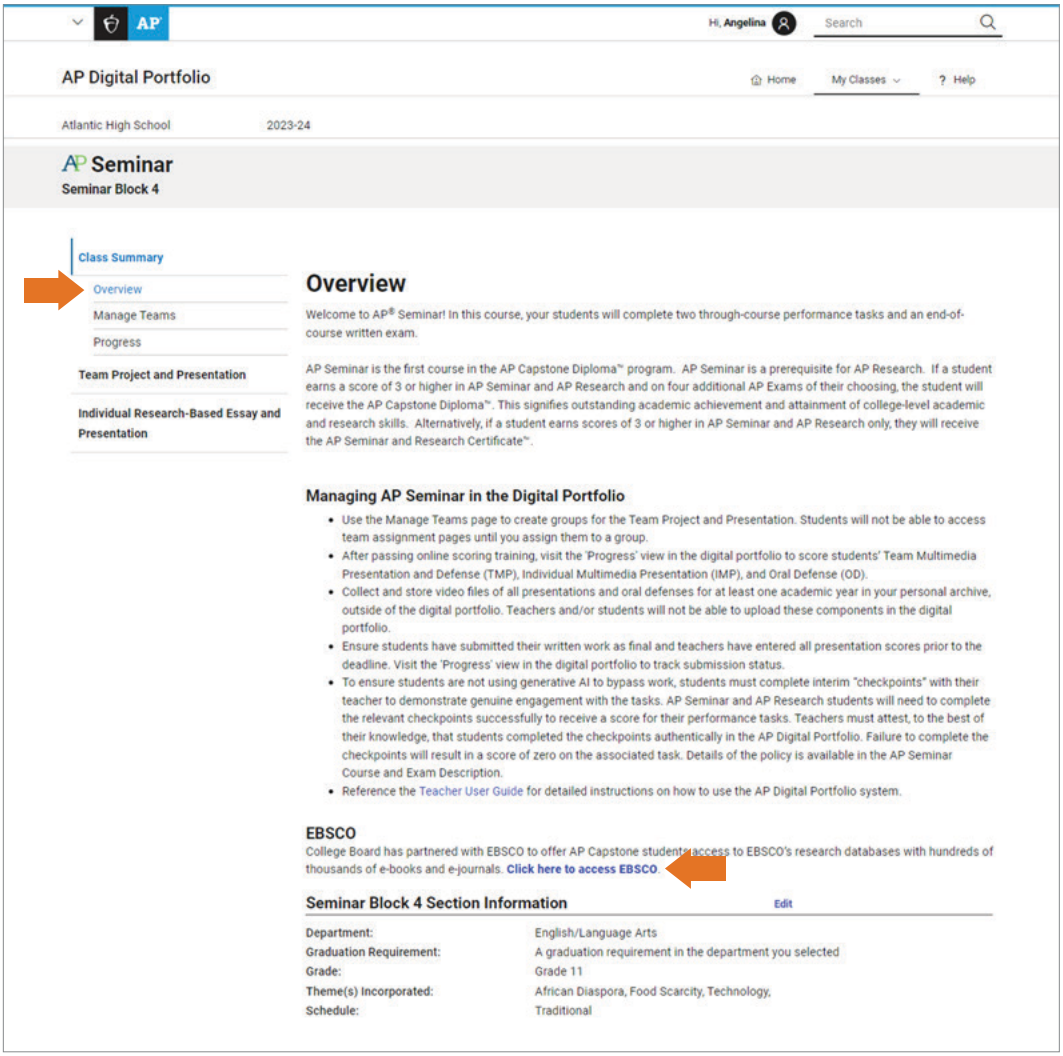
AP Capstone: Accessing EBSCO Research Database

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



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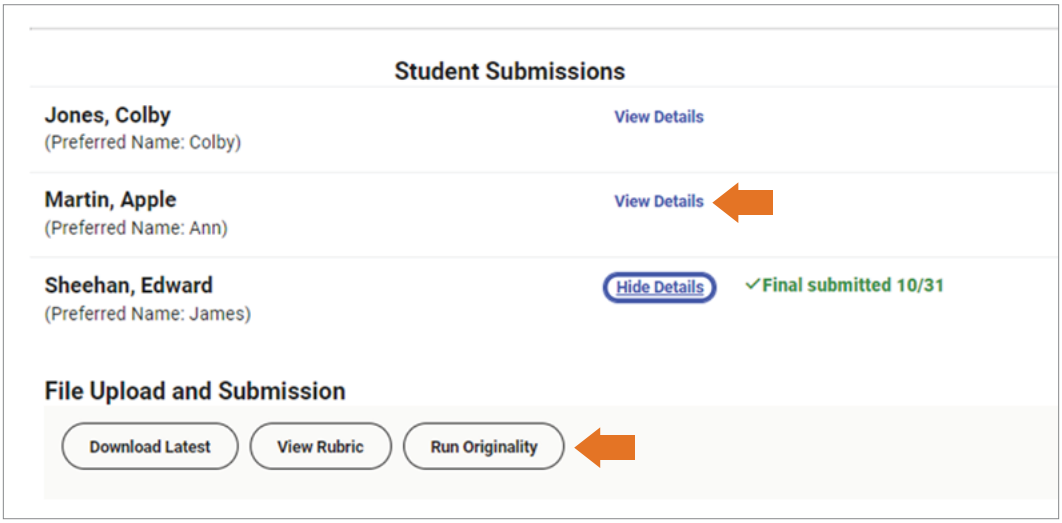
AP Capstone: View Originality Reports Using Turnitin

- Additional information on how to view originality reports and interpret results is available on Turnitin: help.turnitin.com/feedback-studio/lti/instructor/instructor-category.htm#TheSimilarityReport
- 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.

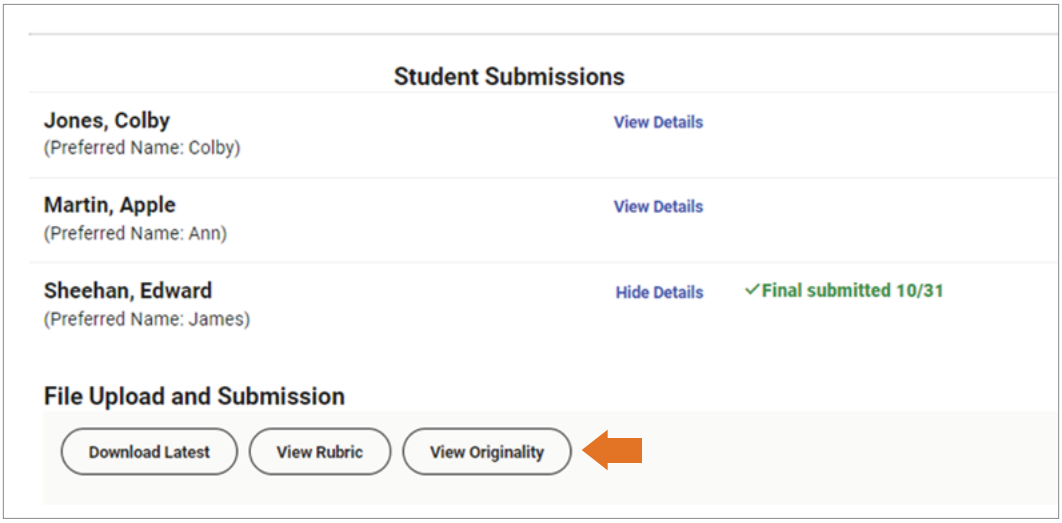
View Originality Report from the Performance Task Page

Navigate to the performance task component for which you'd like to review student work and click on **View Details** next to any student or team of students.

You can generate a report by clicking the **Run Originality** button.



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



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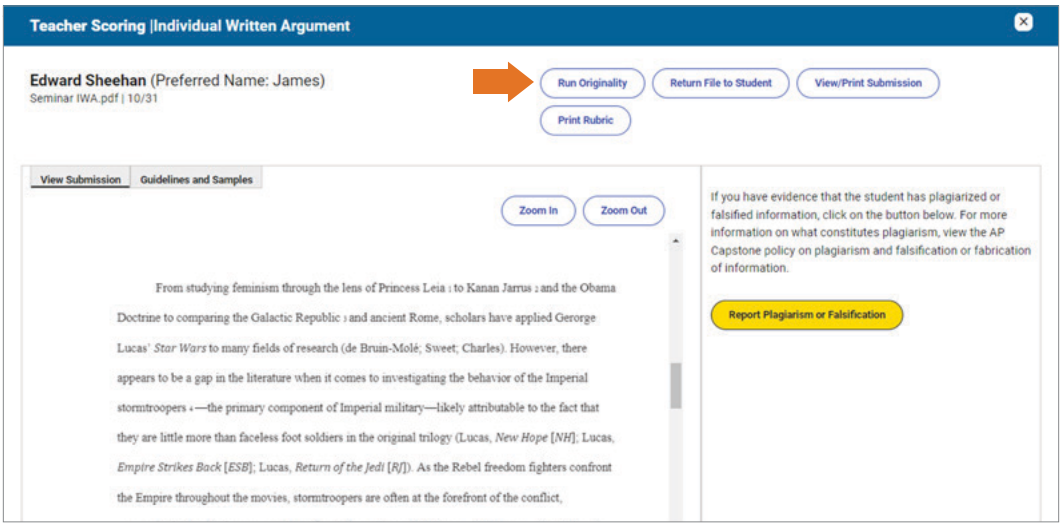
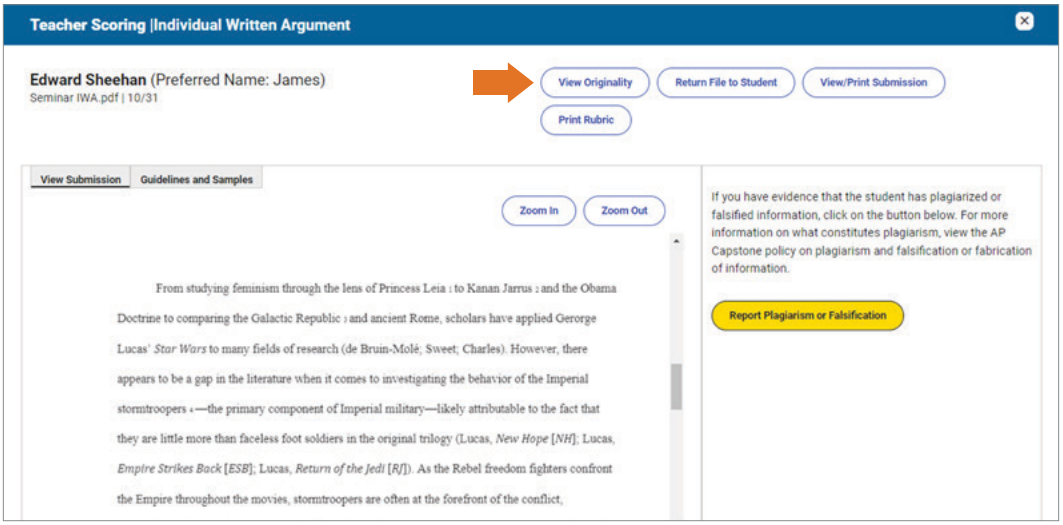
View Originality Report from the Progress Page

Go to the **Progress** page. Hover over the appropriate table cell and click **View Submission**. Then click the **Run Orginality** button.



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



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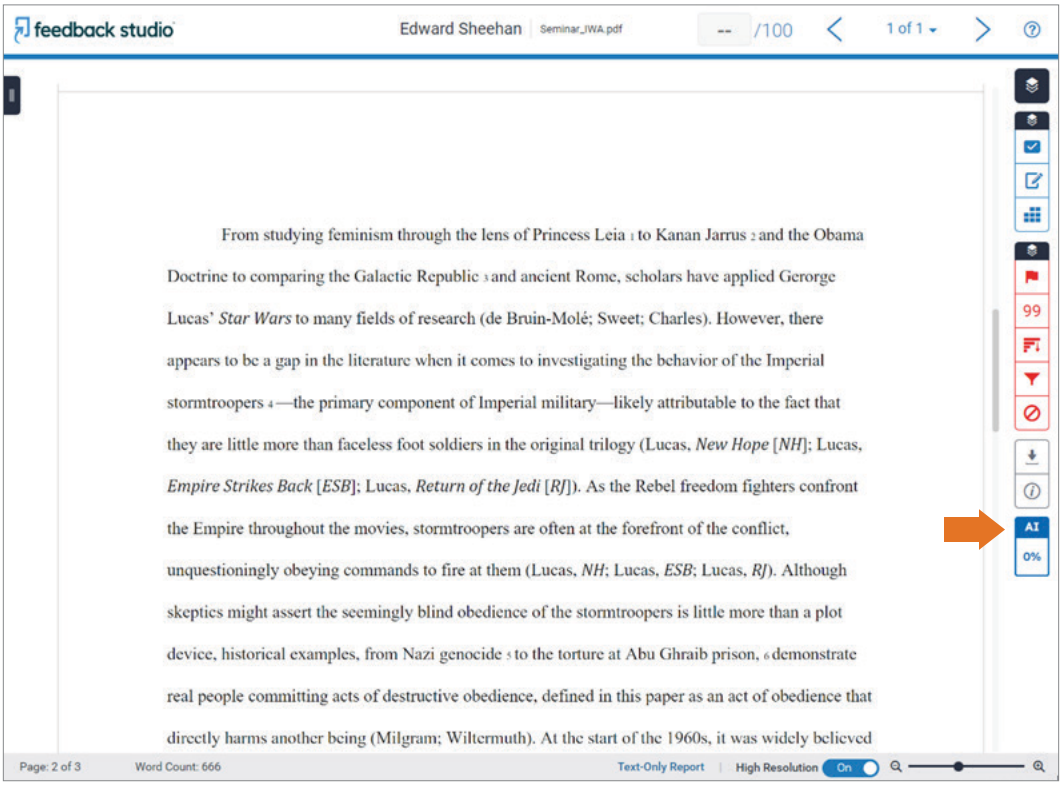
You can generate an AI detection report from the Originality report. To view the percentage of text for which AI was detected, click on the blue "AI" box in the side panel of the Originality Report. The AI writing report will open in a new tab of the window used to launch the Similarity Report. If you have a pop-up blocker installed, ensure it allows Turnitin pop-ups.



AP Capstone: Directions and Stimulus Material

Publish "Directions and Stimulus Materials"

You can publish the "Directions and Stimulus Materials" document to students starting in early January.

Navigate to the **Individual Research-Based Essay and Presentation** performance task using the links along the left side of the screen, and click **Overview**. Scroll to the bottom of the **Overview** page until you see the **Stimulus Material** section.

Once published, the "Directions and Sources" PDF can't be unpublished. Please ensure your students have at least 30 school days to complete their work.

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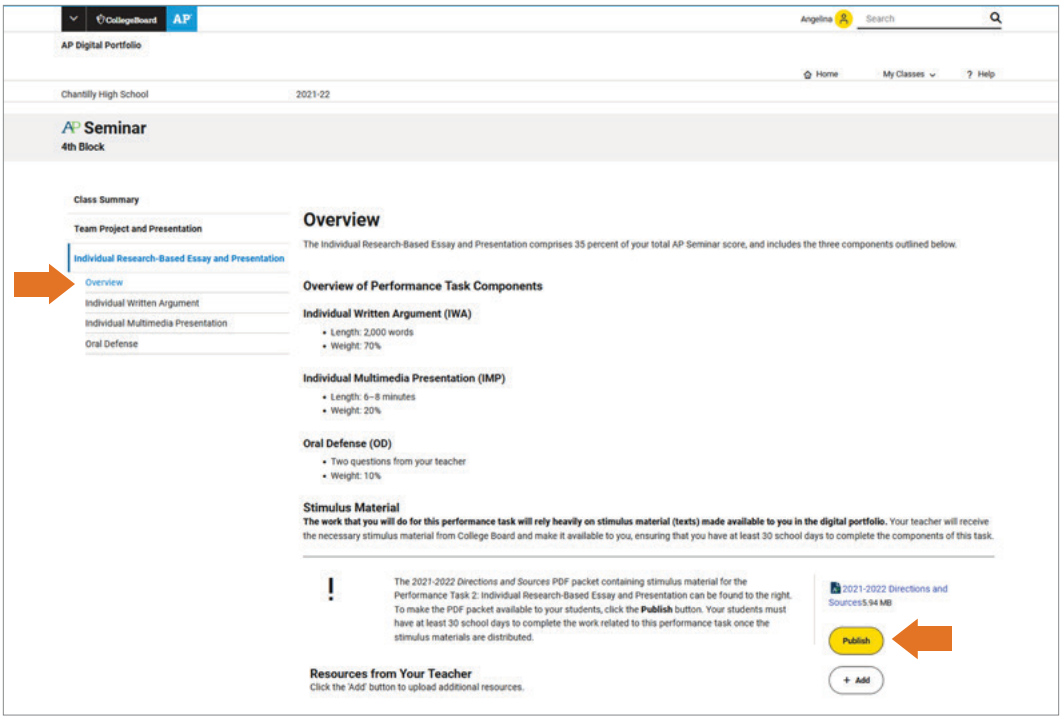
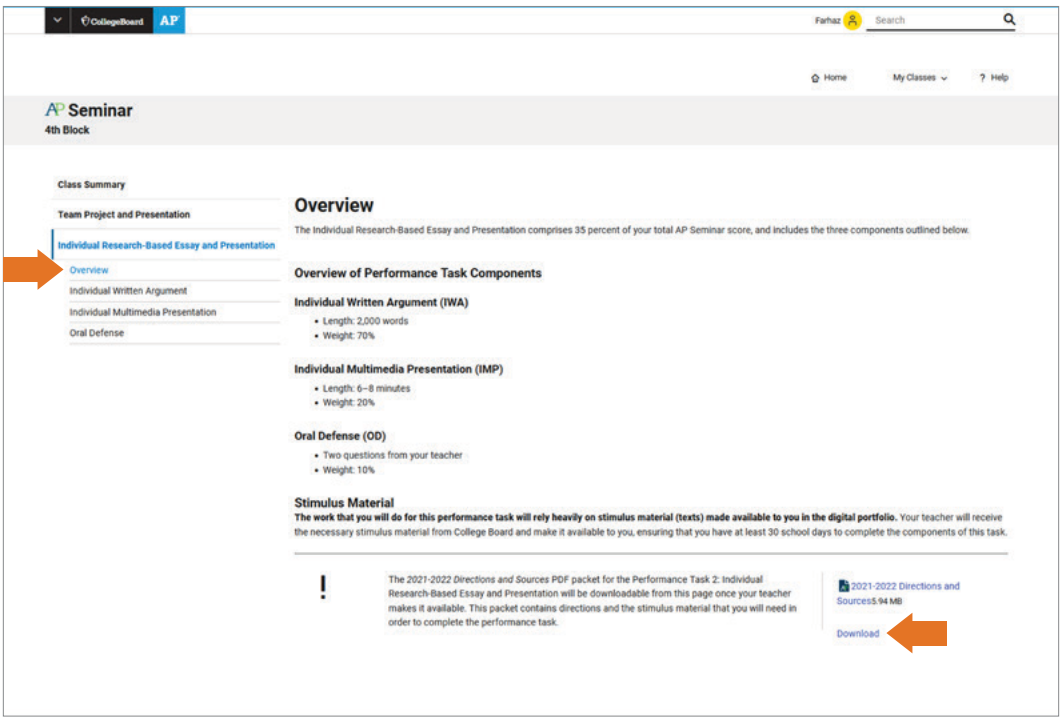


Instruct Students to Download "Directions and Stimulus Materials"

Once you've published the "Directions and Stimulus Materials" PDF, direct your students to download the PDF by navigating to the **Overview** section within the **Individual Research-Based Essay and Presentation** section, and clicking the blue **Download** link.



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Progress View

Within the AP Digital Portfolio, you can review the **overall progress** of students within a class section, **student work that's in progress**, and student work that's been **submitted as final**.

The **Progress** view is the page of the AP Digital Portfolio that you'll use to:

- View status of student exam registrations and submissions.
- Review student submissions in progress and submitted as final.
- Report suspected student plagiarism or exam violations to College Board.
- Score performance task components (applicable for AP Capstone and AP with WE Service only).
- Score Project Presentation and Oral Defense (applicable for African American Studies).

View Exam Order Status

In order for student submissions in the AP Digital Portfolio to be scored, the student must be included in your school's AP Exam order, and they must submit their work as final in the AP Digital Portfolio by the performance task or portfolio submission deadline. Speak with your AP coordinator if you have any questions about the status of a student's exam order.

How to Monitor

To monitor your students, navigate to the **Progress** view. The **Name/Status** column will reflect the student's exam order status.

1. **Red** with *No Selection* means that the student has not registered for the exam.

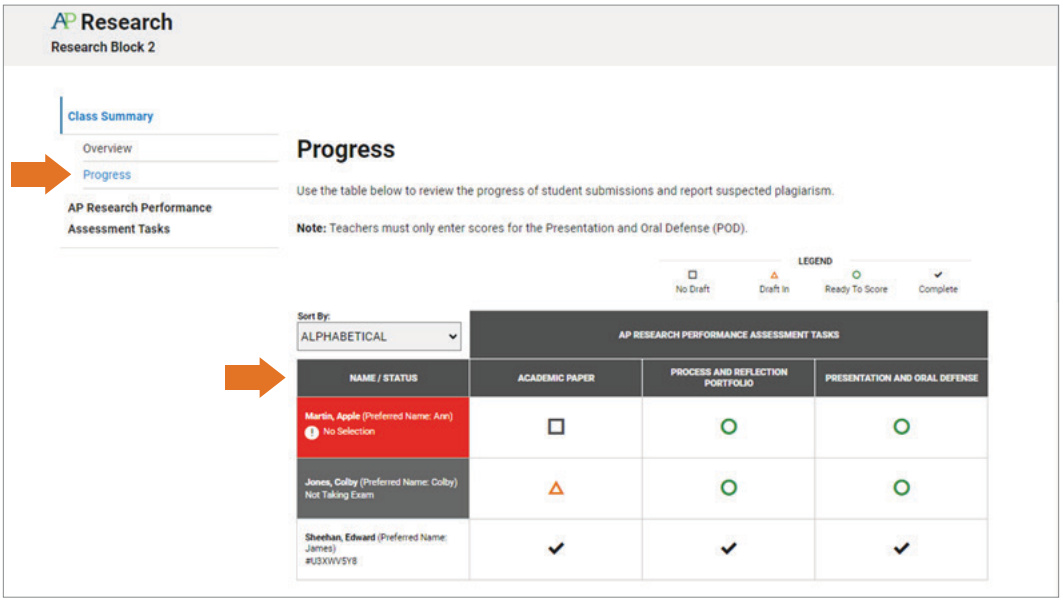
NOTE: *Work submitted as final by these students will NOT be sent to College Board for scoring.*

2. **Gray** with *Not Taking Exam* means that the student is not included in the exam order.

NOTE: *Work submitted as final by these students will NOT be sent to College Board for scoring.*

3. **White** with an *AP ID* visible below their name means that the student is included in the exam order.

NOTE: *All work submitted as final by these students will be sent to College Board for scoring.*



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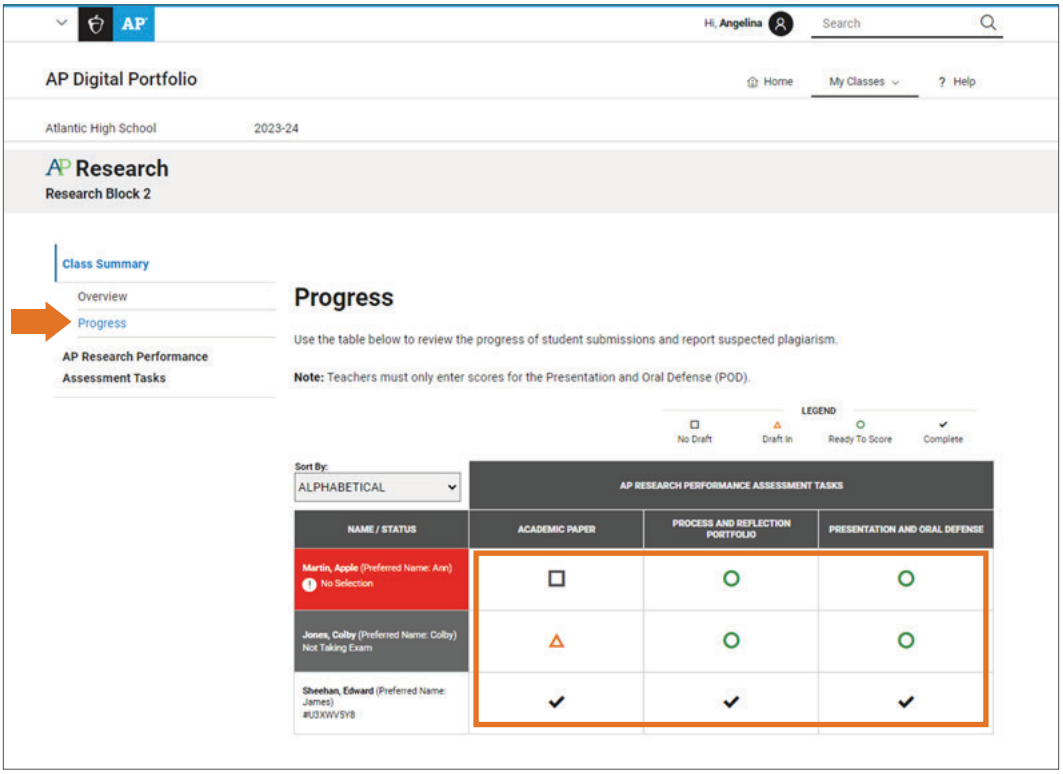
View Submission Status

You can review student progress with each performance task component or portfolio component from the **Progress** view by expanding the **Class Summary** menu.

- **No Draft (gray square):** Student hasn't started working on the component
- **Draft In (orange triangle):** Student started working on the component, but it hasn't been submitted as final
- **Ready to Score (green circle):** Teacher can enter student scores (applicable to AP African American Studies, AP Capstone, and AP with WE Service)
- **Submitted as Final (black check mark):** Student has submitted component as final or the teacher has scored the presentation



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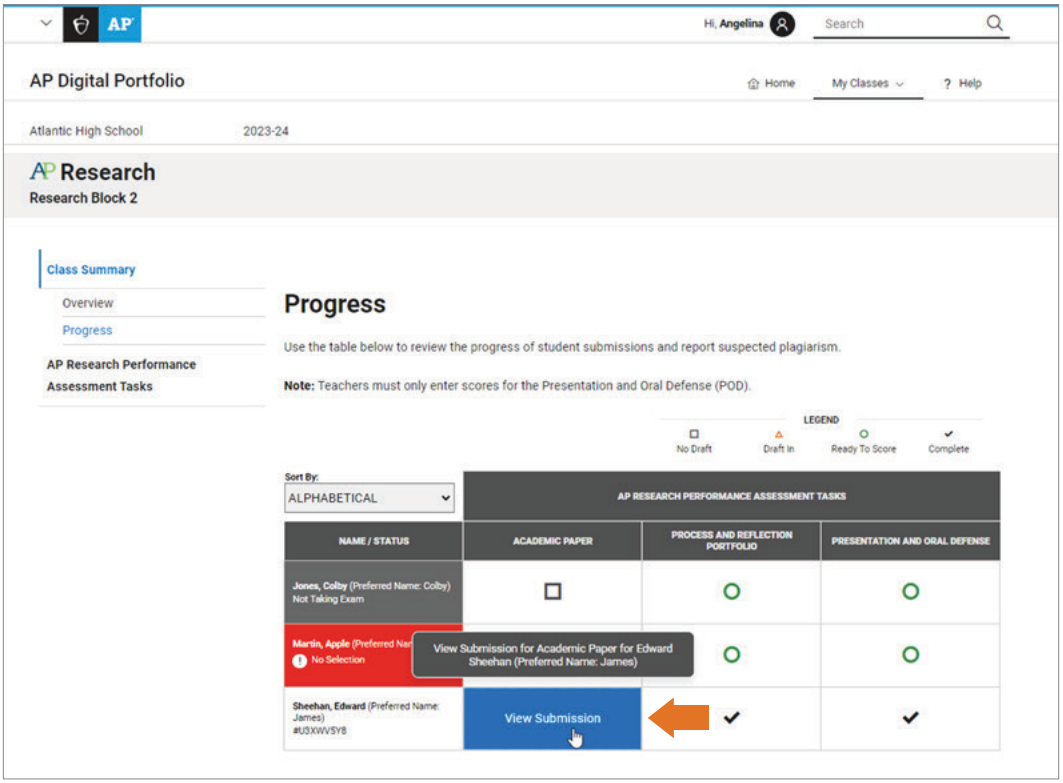
Review Final Submitted Work

You can view student work that is in draft or has been submitted as final from the **Progress** page. Hover over the appropriate table cell and click **View Submission**.

NOTE: *Only work that is accompanied by a black check mark will be submitted to College Board for scoring.*



NOTE: ***AP Computer Science Principles*** *teachers may not provide feedback on any of the three components for the Create performance task until after it has been submitted as final in the AP Digital Portfolio. Once all three components are submitted as final, teachers are welcome to grade and give feedback on the project and responses to the written response prompts. Teachers are also encouraged to provide students with additional written response prompts as practice for the exam.*

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Report Plagiarism or Falsification or Improper Use of Generative Artificial Intelligence

Students using the AP Digital Portfolio are expected to adhere to all policies regarding plagiarism and exam conduct. It is your responsibility as a participating teacher to inform students of the consequences of plagiarism and instruct students to ethically use and acknowledge the ideas and work of others throughout their course work. The student's individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

Select the links below for the specific plagiarism policies for each course:

- **AP Art and Design**
- **AP Capstone Diploma Program (Seminar and Research)**
- **AP Computer Science Principles**

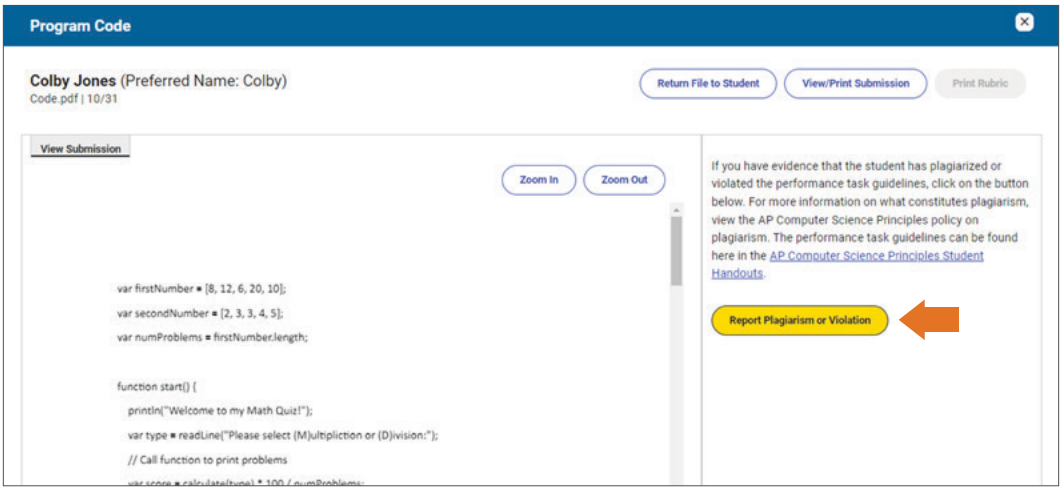
In addition, **review the current policy on the use of artificial intelligence (AI)**.

Finally, students are also required to agree to the **Digital Portfolio AP Exam Terms and Conditions**.

How to Report Plagiarism or Other Exam Violation

When you are viewing the student submission, click on **Report Plagiarism or Violation**. Then follow the instructions to provide the information needed to complete the report.

NOTE: *The name of the button will vary slightly based on the course subject.*



IMPORTANT: *You can only report a performance task component or portfolio component for plagiarism once it's been submitted as final by the student. You can't take this action for work that's in progress but not yet submitted.*

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Return Files to Students

In some instances, you may need to return a student's submitted work to them.

You may return work to a student if their work:

- is the wrong submission
- is corrupt or not readable
- cannot be opened due to some other technical error
- contains course content or comments (applicable only to Personalized Project Reference component for AP Computer Science Principles)

You can only return a file to a student once it's been submitted as final by the student. Teachers cannot return a file to a student if the file is a draft in progress, and not final. Students are able to replace draft work by uploading a new file.

If the student uploads more than one version of a component, note that only the latest version is submitted as final in the AP Digital Portfolio.

To return a file to a student, click on **View Submission** in the **Progress** page. Then, select the **Return File to Student** button.

Select the reason you are returning the file, and click the **Return File** button.

NOTE: ***AP Computer Science Principles*** *teachers may not provide feedback on any of the three components for the Create performance task until after it has been submitted as final in the AP Digital Portfolio. Once all three components are submitted as final, teachers are welcome to grade and give feedback on the project and responses to the written response prompts. Teachers are also encouraged to provide students with additional written response prompts as practice for the exam.*

IMPORTANT: *Do not return a file to a student due to the quality of the work submitted.*

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Considerations for Returning Files to Students

- If you're having trouble viewing the file in the artifact viewer, try the **View/Print Submission** option before returning the file.
- If you've returned a file to a student, make sure to personally follow up with them to have them upload a new version of the document or image. They'll need to submit it as final again by the deadline in order for their work to be sent for scoring.
- Don't return a file to a student because of the quality of the work submitted.
- Don't return a file to a student because a student's name, or the name of another person is in the paper. These submissions won't be penalized.

IMPORTANT: ***For AP Computer Science Principles****, if the code or font size in the Personalized Project Reference is not legible, return the file to the student. The final Personalized Project Reference must be legible before it gets printed by the AP coordinator. The student will need this component at the end-of-course exam to complete the written response section of the exam. It is the responsibility of the student (and of the teacher who checks the student's work) to ensure that their Personalized Project Reference is legible before final submission. Access the* ***Personalized Project Reference Tip Sheet*** *on the Exam page for guidelines on how to ensure the legibility of screenshots and code in your Personalized Project Reference.*

NOTE: *Even if a student decides not to make changes to the component that you returned, they* ***must submit it as final again in the AP Digital Portfolio by the AP subject deadline*** *so that it can be sent for scoring. If you don't take any action after a student submits their portfolio component(s) as final, their portfolio component(s) will automatically be sent to College Board for scoring, (as long as an exam has been ordered for the student).*

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Scoring

NOTE FOR AP ART AND DESIGN: *The information in the remaining sections doesn't apply for AP Art and Design Portfolio Exams. For complete information about the role of AP Art and Design teachers and the AP Digital Portfolio, review the* ***AP Art and Design Digital Submission Guide for Teacher****.*

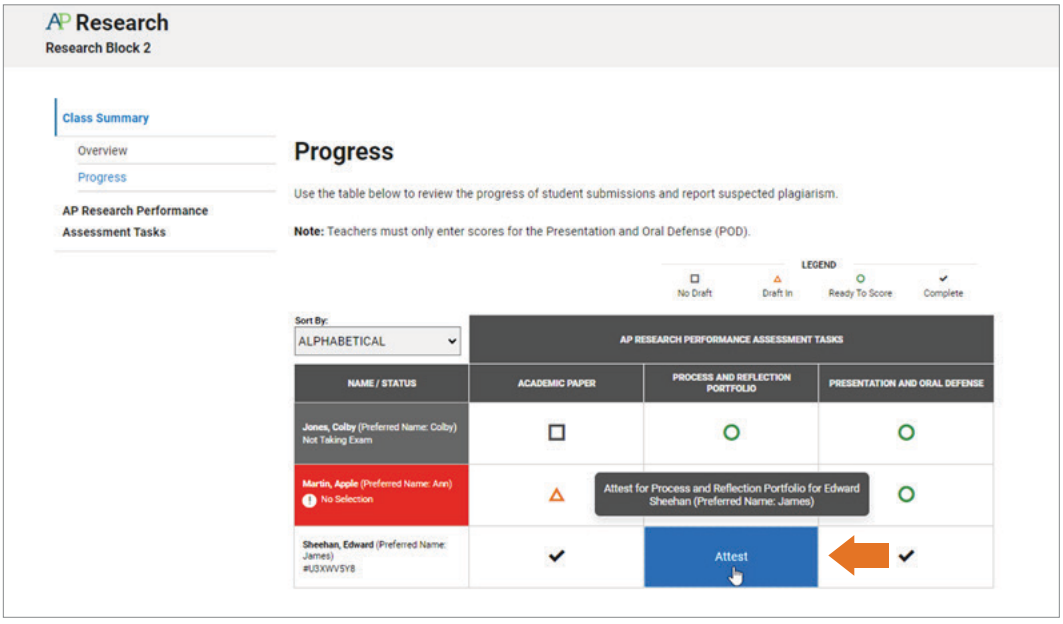
NOTE FOR AP COMPUTER SCIENCE PRINCIPLES: *The information in the remaining sections doesn't apply for the AP Computer Science Principles exam.*

Checkpoints and Attestations Required by Teachers

To ensure students are not using generative AI to bypass work, students must complete interim "checkpoints" with their teacher to demonstrate genuine engagement with the tasks. AP Seminar and AP Research students will need to complete the relevant checkpoints successfully to receive a score for their performance tasks. Failure to complete the checkpoints will result in a score of zero on the associated task.

Teachers must attest, to the best of their knowledge, that students completed the checkpoints authentically. College Board reserves the right to investigate submissions where there is evidence of the inappropriate use of generative AI as an academic integrity violation and request from students copies of their interim work for review.

On the **Progress** page, hover over the checkpoint you'd like to attest to and click **Attest**.



Hover over the attestation choices to see the full text and click on the appropriate choice. You have the option to input notes. These notes are optional and will not be reviewed by College Board.

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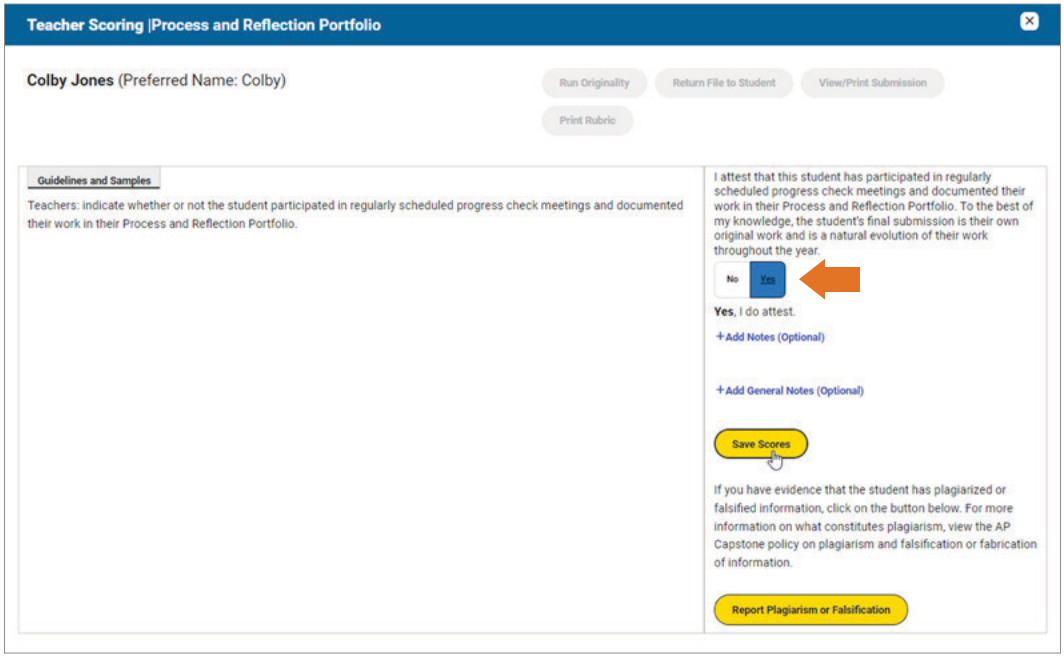
The **Save** button is activated once all attestations have been completed. Click on **Save** to save the attestations.



Entering Scores

Components Scored by Teachers

The following performance task or portfolio components will not be collected in the AP Digital Portfolio, but will be scored by teachers instead:

- AP African American Studies
  - Project Presentation and Oral Defense
- AP Seminar
  - Team Multimedia Presentation and Defense
  - Individual Multimedia Presentation
  - Oral Defense
- AP Research
  - Presentation and Oral Defense
- AP with WE Service
  - Project summary, evidence, report

IMPORTANT: *For **AP Research and AP Seminar**, teachers must complete scoring training online in order to score student work for these components. Teachers authorized to take the training will access it in AP Classroom. You can score the performance task or portfolio components at any time either during or after the presentations are completed once you have passed your scoring training.*

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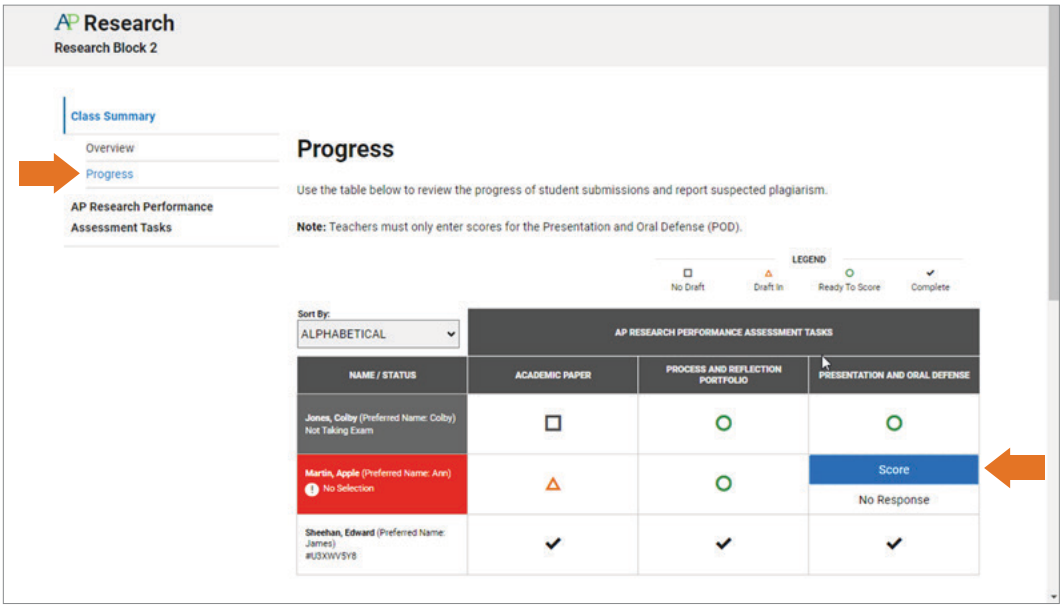
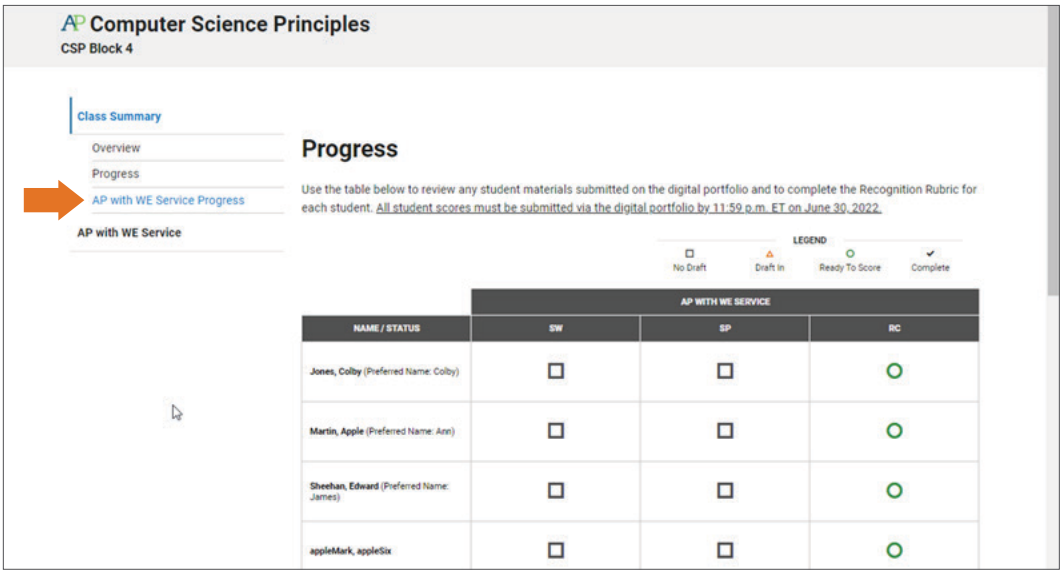
On the **Progress** page, items that can be scored are identified by a green circle in the **Progress** view. Hover over the performance task component you'd like to score and click **Score** to enter **Teacher Scoring** view.

IMPORTANT: *For the AP Seminar Team Multimedia Presentation task, if a student isn't assigned to a team, the Team Project and Presentation can't be scored until they've been assigned.*



IMPORTANT: *Note that to access all course related activities for AP Art and Design, AP Computer Science Principles, and AP Capstone courses that participate in AP with WE Service, you need to navigate to the* ***Progress*** *page, under* ***Class Summary****. To access all activities connected to AP with WE Service courses, you'll need to select* ***AP with WE Service*** *to then navigate to the* ***AP with WE Service Progress*** *page.*



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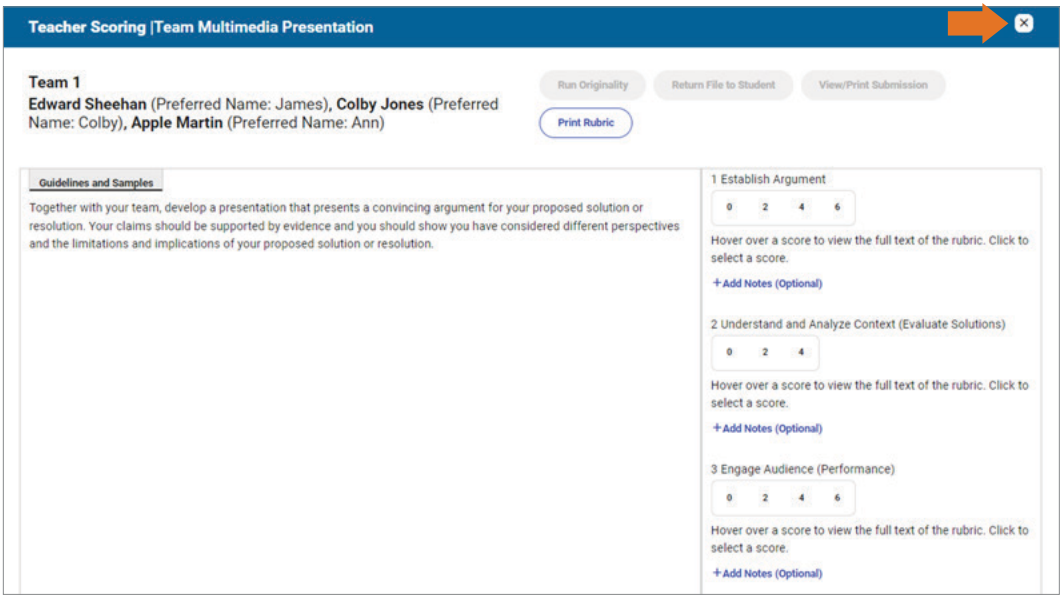
The scoring rubric is displayed on the right side of the screen. Rubric rows and score points are separated out by content area. You may exit the **Teacher Scoring** view at any time by clicking on the **X** at the top of the screen.

Hover over a score point to see the full text of the rubric. To assign a score for a particular content area, click on the score point. You have the option to input notes. These notes are optional and will not be reviewed by College Board.

The **Save Scores** button is activated once a score has been entered for all content areas. Click on **Save Scores** to save the scores you've entered for the submission.

NOTE: *Partial scores for a submission can't be saved. If you exit the **Teacher Scoring** view prior to saving, scores entered for content areas won't be saved.*



IMPORTANT: *Once a presentation score is entered for a Seminar team, the impacted team can't be modified (i.e., students can't be added or removed). Please make sure teams are arranged accurately before entering scores.*

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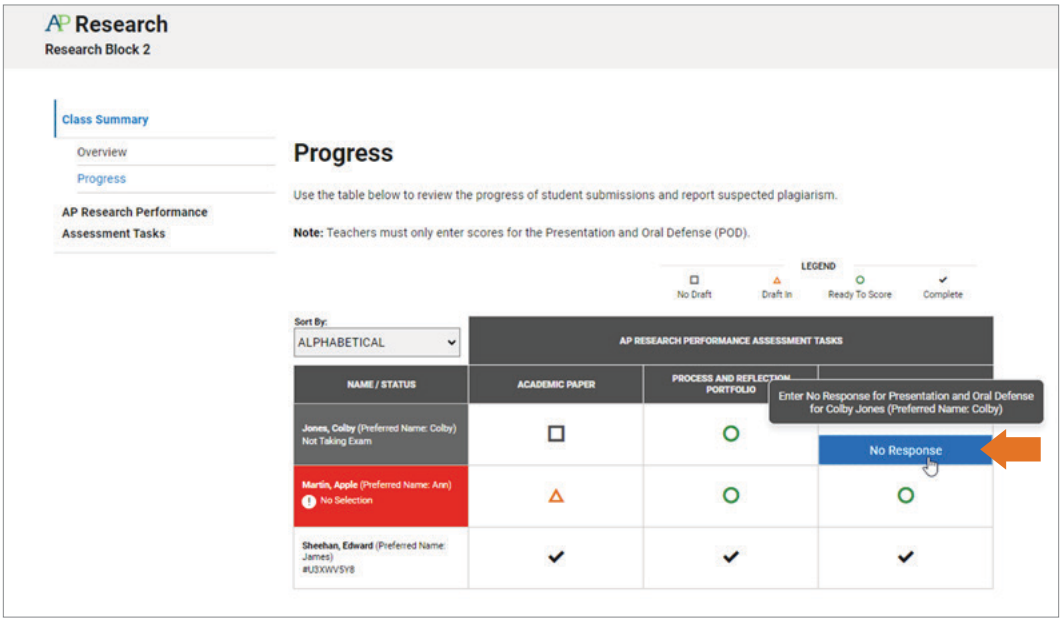
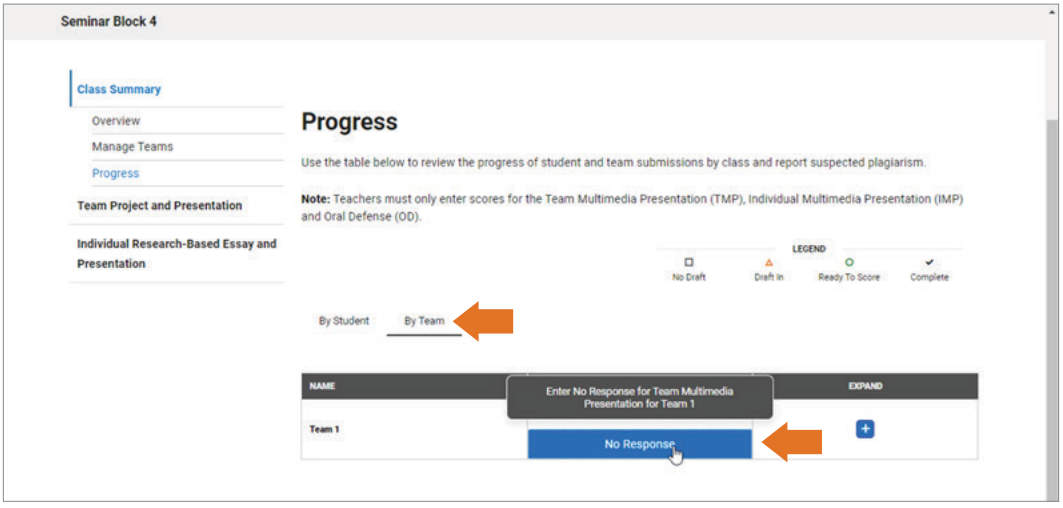
Assigning a No Response

If an individual student doesn't participate or doesn't complete a performance task component, you should mark the component as **No Response** on the **By Student** tab of the **Progress** view.



If an entire team of students doesn't participate or doesn't complete a team performance task, you can mark the entire team component as **No Response** on the **By Team** tab of the **Progress** view.



You can undo a **No Response** score at any time. Additionally, **No Response** is automatically reset to **Ready to Score** if a student final submission is received.

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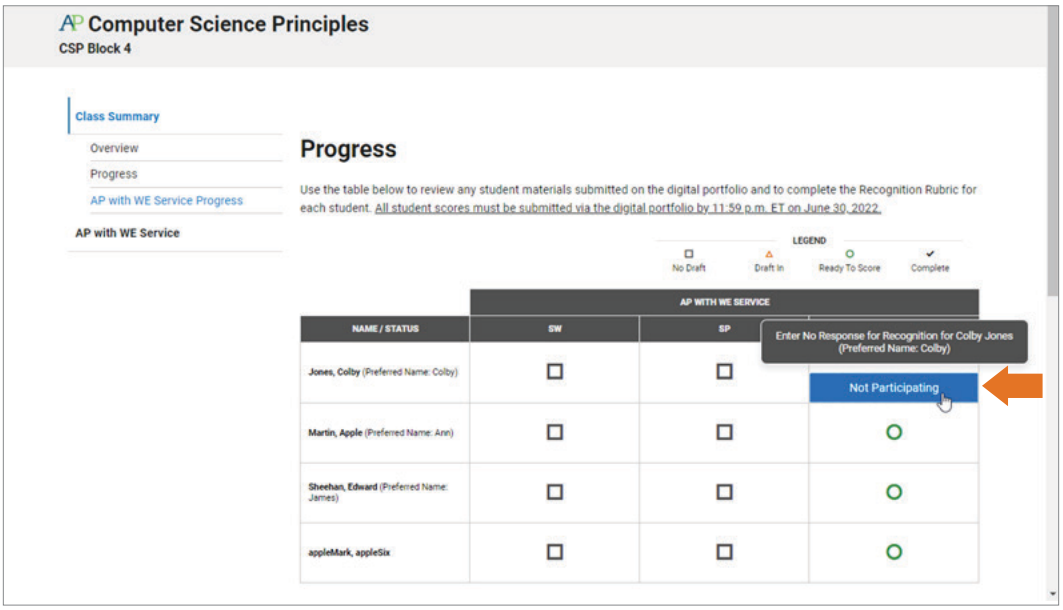
Assigning a Student as Not Participating

For AP with WE Service teachers, if a student enrolled in your class section isn't participating in AP with WE Service, you should mark the student as **Not Participating** on the **AP with WE Service Progress** view.



Scoring Policies

African American Studies

You should assign a **No Response** in the event a student doesn't participate in the Class Presentation and Oral Defense.

AP Capstone

Prior to scoring student work, please ensure that you have read and understand the **AP Capstone Policy on Student Extended Absences and Performance Tasks**.

Students who don't submit an Individual Research Report aren't eligible to receive a score on the Team Multimedia Presentation.

- You should proceed with scoring team submissions even if a member of a team didn't participate or contribute.
- You may assign a **No Response** to one or more students who didn't participate in the Team Multimedia Presentation.

Students who don't submit an Individual Written Argument aren't eligible to receive a score on the Individual Multimedia Presentation or the Oral Defense.

Students who don't submit an Academic Paper aren't eligible to receive a score on the Presentation and Oral Defense.

You should assign a **No Response** in the event a student doesn't participate or provide a final submission for an individual performance task component.

Once you've entered scores for a submission, you can go back and modify the scores at any time prior to the final submission deadline.

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AP with WE Service

AP with WE Service teachers will need to complete a recognition for each student participating in the AP with WE Service program, which can be accessed from the **AP with WE Service Program** page.

A recognition rubric must be completed by June 30 for students to receive the AP with WE Service recognition on their score reports.

NOTE: *You cannot partially complete the rubric for a student. If you exit the **Recognition** view prior to completing the recognition rubric, your assessment will not be saved.*

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Resources

About AP Digital Portfolio

AP Art and Design Digital Submission Guide for Teachers

AP Art and Design Digital Submission Guide for Students

AP Art and Design Digital Submission Guide for AP Coordinators

AP Capstone Implementation Guide

AP Computer Science Principles Student Handouts

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

AP Digital Portfolio Site for Students

AP Digital Portfolio: Student User Guide

AP Digital Portfolio Sign In

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