

AP Digital Portfolio: Student User Guide for AP Computer Science Principles™

2018-19 AP Implementation

Important: This user guide is specific to the 2018-19 AP Implementation and differs from the versions posted on AP Central® and the AP Student website. Please use only this version and not the version posted online. Speak with your teacher if you have any questions.

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WELCOME

Welcome to AP Computer Science Principles! As part of this course you will work on two through-course performance tasks, Create and Explore. You will be uploading and submitting five final performance task components via the AP Digital Portfolio, three components for Create and two components for Explore. These will be graded and form part of your final AP grade. This guide explains how to use the AP Digital Portfolio system.

- **Some key dates:**
 - November: You can start submitting performance task components.
 - **By April 30 at 11:59 p.m. ET:** Deadline for submitting as final all (5) performance task components.
- **Important Note:** It is likely that there will be a higher volume of simultaneous submissions as the 11:59 p.m. ET deadline approaches, which means that your files may take longer to upload in the AP Digital Portfolio. If you encounter technical problems uploading their files, it could take days to resolve the issue. So that you don't risk missing the deadline, we strongly advise you to build extra time to prepare the final upload and submit. Do not wait until the last minute to upload your performance tasks as final.

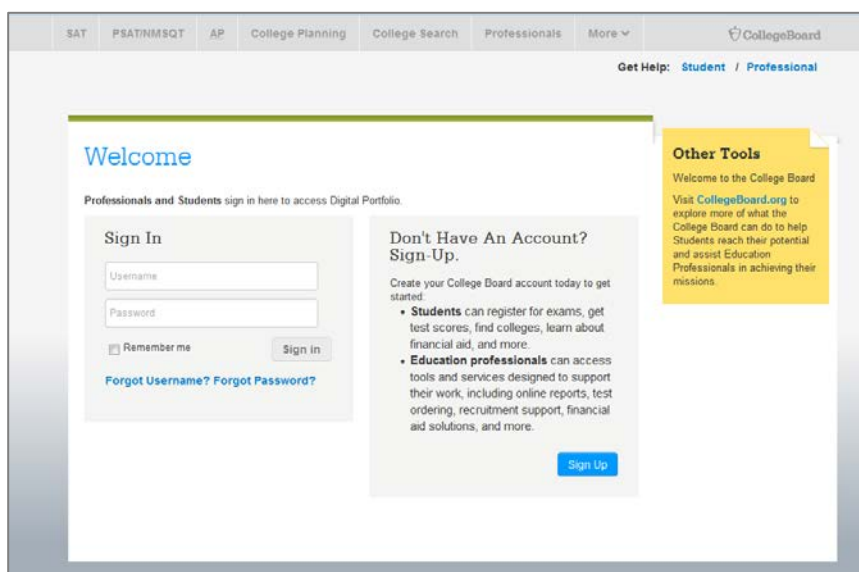
DIGITAL PORTFOLIO ACCESS AND CLASS ENROLLMENT

Enrolling in an AP Computer Science Principles Class at Your School

- As a participant in the 2018-19 Implementation, you will enroll in AP Computer Science Principles via the My AP application, using the join code provided by your teacher or AP Coordinator.

Log in to the Digital Portfolio Using Your College Board Username and Password

- Go to digitalportfolio.collegeboard.org and log in using your College Board username and password (the same information you used to access the My AP application).
- ***It is important that you use the same account for both My AP and the Digital Portfolio. Creating a new account when you have an existing account can cause issues with access to the Digital Portfolio.***



SUBMITTING YOUR WORK IN THE DIGITAL PORTFOLIO

Navigate Through the AP Digital Portfolio

- The left menu allows you to select from an overall course 'Overview' or drill down into each of the performance tasks for the course you are in.

AP Computer Science Principles
1st Period

Class Summary

Individual Video

Create

- Overview
- Individual Video
- Written Responses
- Program Code

Explore

Submission Requirement

1. Video

Submit one video in .mp4, .wmv, .avi, or .mov format that demonstrates the running of at least one significant feature of your program. **Your video must not exceed 1 minute in length and must not exceed 30MB in size.**

File Upload and Submission

Upload New

Prepare your Work for Submission

- As part of the CSP course, you will be uploading and submitting final five performance task components via the Digital Portfolio. You must follow the guidelines for file format and size.
 - Explore
 - Computational Artifact (CA)
 - Supported File Types: .MP3, .MP4, .WMV, .AVI, .MOV, .WAV, .AIF or .PDF
 - No larger than 30MB
 - Video and audio files cannot exceed 1 minute (60 seconds)
 - Written Responses (WR)
 - Supported File Types: .PDF
 - No larger than 30MB
 - A downloadable template will be provided for you to use
 - Create
 - Video (IV)
 - Supported File Types: MP4, .WMV, .AVI, OR .MOV
 - No larger than 30MB
 - Video and audio files cannot exceed 1 minute (60 seconds)
 - Individual Written Responses (IWR)
 - Supported File Types: .PDF
 - No larger than 30MB
 - A downloadable template will be provided for you to use
 - Program Code (PC)

- Supported File Types: .PDF
- No larger than 30MB
- ***Do not publicly post or share any portions of your performance tasks.***
- Written Responses need to be in PDF format. If you need help converting a file to PDF, please visit the section of this guide titled ***'Additional Information - Converting Your Documents to PDF'***.
- Computational Artifact and Individual Video can be submitted as videos. For additional considerations on how to create video files for submission, please visit the section of this guide titled ***'Additional Information – Creating Video Files'***.

Use AP CSP Written Response Templates

- We strongly encourage use to use the Written Response Templates for the Create and Explore performance tasks to ensure accurate scoring and to respond to all the performance task requirements in an organized and properly labeled manner.
- The use of College Board templates may help **to avoid suspicion of plagiarism**. Use of templates that contain sentence starters or fill in the blanks are a violation of the task guidelines and may result in you scoring 0 on your performance task. Additionally, you must follow performance task instructions on the Assessment Overview and Performance Task Directions for Students document.
 - Create – Applications from Ideas Performance Tasks: This template was developed to help ensure you provide a response to all the requirements in the Create Performance Task in an organized and properly labeled manner. The Written Response Template for this task should be used for sections 2a, 2b, 2c, and 2d.
 - Explore – Impact of Computing Innovations Performance Task: This template was developed to help ensure you provide a response to all the requirements in the Explore Performance Task in an organized and properly labeled manner. The Written Response Template for this task should be used for sections 2a, 2b, 2c, 2d, and 2e.
- To access the Written Response templates, navigate to the Written Responses page for the Performance Task you are working on. Then, scroll down to the 'Download Template for Written Responses' section.

Upload and Download Draft Work

- Click on the performance task component for which you'd like to upload a document. Select 'Upload New' and indicate 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 Computer Science Principles interface for the 1st Period. On the left, there is a navigation menu with 'Class Summary', 'Create', and 'Explore'. Under 'Explore', there are three options: 'Overview', 'Computational Artifact' (which is selected), and 'Written Responses'. The main content area is titled 'Computational Artifact' and 'Submission Requirements'. It includes a section for '1. Computational Artifact' with instructions on what a computational artifact is and how to submit it. At the bottom, there is a 'File Upload and Submission' section with an 'Upload New' button. A red arrow points to this button.

- Once you've uploaded a document, it will be available for you and your teacher to download.
 - Your work will not be sent to the College Board for scoring until you submit it as final.**
 - 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 shows the AP Computer Science Principles interface for the 1st Period, similar to the previous one. In the 'File Upload and Submission' section, there are three buttons: 'Upload New', 'Download Latest', and 'Submit Final'. The 'Download Latest' button is circled in red. Below this, there is an 'Activity Feed' section. The first entry is circled in red and reads: 'Robyn Schultz | Thu August 11, 2016 at 1:41PM' followed by 'Uploaded a new version: [Computational_Artifact.pdf](#)'.

Submit Work as Final

- ***You must submit your work as final in order for your work to be sent to the College Board for scoring.***
- Remove your name and any other personally identifying information from written work prior to submitting final.
- Click on the performance task component that you want to submit as final. Click 'Submit Final'.

AP Computer Science Principles
1st Period

Class Summary

Create

Explore

- Overview
- Computational Artifact
- Written Responses

Computational Artifact

Submission Requirements

1. Computational Artifact

Your computational artifact must provide an illustration, representation, or explanation of the computing innovation's intended purpose, its function or its effect. The computational artifact must not simply repeat the information supplied in the written responses and should be primarily non-textual.

Submit a video, audio, or PDF file. Use computing tools and techniques to create one original computational artifact (a visualization, graphic, video, or audio recording). **Acceptable multimedia file types include .mp3, .mp4, .wmv, .avi, .mov, .wav, .aif, or .pdf format. PDFs must not exceed 3 pages in length. Video or audio files must not exceed 1 minute in length and must not exceed 30MB in size.**

File Upload and Submission

[Upload New](#) [Download Latest](#) [Submit Final](#)

Activity Feed

Robyn Schultz | Thu August 11, 2016 at 1:41PM

Uploaded a new version: [Computational_Artifact.pdf](#)

- A window will appear asking you to confirm several things before you complete your final submission:
 - *that you have reviewed the file and it is correct (checkboxes will remain inactive until you view your file)*
 - *that you have removed your name personally identifying information from your submission*
 - *that you understand that changes to your submission cannot be made after you complete the final submission process*

Final Submission ✕

You are about to submit the following as your final submission for Computational Artifact. You must click and open the file below to verify that it is correct.

[Computational_Artifact.pdf](#)

- I have reviewed the uploaded file to ensure it is the correct version.
- I have confirmed that my file does not contain my name or any other personally identifying information.
- I understand that I will not be able to make any changes to my file once I complete the final submission process.

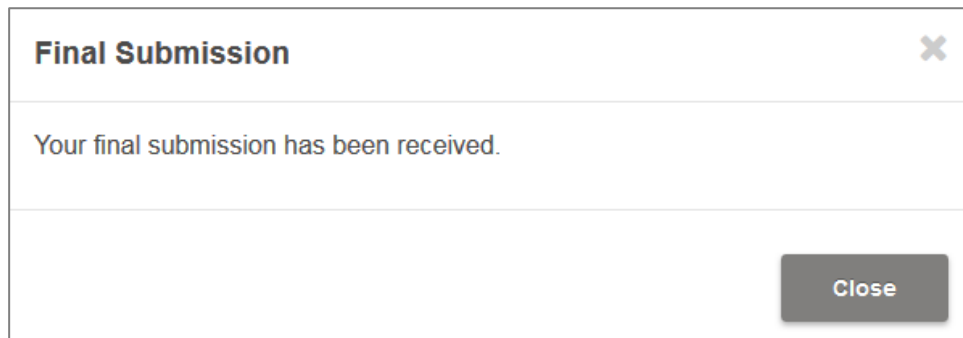
- Then, you will attest to the originality of your work, that you have read the performance task directions, and that you did not collaborate on any submissions in which collaboration is not allowed.

Final Submission ✕

- I hereby affirm that the work I am submitting is my own and that I have read and understand the [AP Computer Science Principles Policy on Plagiarism](#).
- I hereby affirm that the work I am submitting is my own and that I have read the [AP Computer Science Principles Assessment Overview and Performance Task Directions for Students](#).
- I hereby affirm that I did not collaborate on any of the following:
 - Individual written response for the Create Performance Task.
 - Individual video for the Create Performance Task.
 - Any portion of the Explore Performance Task.

- For Create Program Code, before attesting to the originality of your work, you will then be asked to indicate the programming language you used for your work. Your choice will NOT have an impact on your score.

- After clicking 'Submit' you will receive a confirmation window that your final submission has been received.



PREPARING FOR THE END-OF-COURSE EXAM

- If you are taking the AP end-of-course exam, you will work with your AP Coordinator to ensure that you are included in the exam order, and will register for the exam in the My AP application, if required.
- You can confirm this in the Digital Portfolio, as well as view your AP ID.
- ***If you do not submit your work as final, it will not be submitted to the College Board for scoring regardless of whether you are taking the exam.***

Confirm Your Intent to Take the AP End-of-Course Exam

- Starting in December, you will be able to view whether you are included in your school's exam order. If this information is incorrect, work with your teacher or AP Coordinator to have this information changed. You can't change this information yourself; your school's AP coordinator needs to update the school's exam order.
- ***Additional information coming soon.***

View Your AP ID in the Digital Portfolio

- You have a unique AP ID that you should use for all AP exams you take in a given school year.
- Starting April 1, you can view your AP ID by logging in to the AP Digital Portfolio and navigating to the Overview page.
- ***Additional information coming soon.***

Indicate Permission to Reuse Written Performance Materials

- You have the opportunity to indicate whether you provide the College Board permission to reuse your work for educational research and instructional purposes. This does not impact your score.
- ***Additional information coming soon.***

ADDITIONAL INFORMATION

Converting Your Documents to PDF

- For the Written Responses and Program Code submissions, you must upload a .pdf (or PDF) version of the 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 does not have a PDF option, visit the Adobe site and learn more about whether [Acrobat from Adobe Systems](#) can convert your document to PDF.
- You are responsible for ensuring that your file is properly formatted and readable. 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.
 - **Microsoft Office (Word, PowerPoint)**
 - In Word, PowerPoint, and other Microsoft Office programs you will “Save as PDF.” Visit the Microsoft Office support page for more information about “[Save as PDF.](#)”
 - To save a Word or PowerPoint document as PDF:
 - Open your Word or PowerPoint document.
 - From the top menu select “File,” and 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 will “Download as” PDF. Visit the Google support page for more information on “[Download a file.](#)”
 - To download a Google Doc as a PDF:
 - Open your Google doc
 - From the top menu select “File,” and select “Download as,” and select “PDF Document (.pdf)”
 - **Pages**
 - In Pages, you will “Export to” PDF. Visit the Apple support page for more information or follow the steps below:
 - Open your Pages document.
 - From the top menu select “File,” and select “Export to,” and select “PDF.”
 - In the dialogue window select “Best,” image quality.
 - Choose a destination for the export and click “Export.”

Creating Video Files

- For the Computational Artifact and Individual Video submissions, you have the ability to submit audio or video files.
- These files must be *no larger than 30MB and are limited to 1 minute* in length.

- While you can use any method to produce the video, screen captures tools are known to generally create screen capture files of the appropriate sizes. An example of a web-based screen capture tool is:
 - Screencast-O-Matic (<http://www.screencast-o-matic.com/>)
- If you use other video tools, do not select HD resolution to help limit file sizes.
- Do not use YouTube to submit any video.
- ***Do not publicly post or share any portions of your performance tasks.***