



# AP Digital Portfolio - Student User Guide for AP with WE Service

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## WELCOME

We're excited to have you participate in AP with WE Service! Immersing yourself in coursework through service learning provides a unique opportunity to strengthen college readiness while assessing and addressing real-life social issues.

The guide below will walk you through how to sign in to MyAP, enroll in your AP with WE Service class section, and access the AP Digital Portfolio.

We look forward to learning about your projects and seeing the positive impact you have on your local and global communities.

Sincerely,

The AP with WE Service Team

## DIGITAL PORTFOLIO ACCESS AND CLASS ENROLLMENT

### **Step 1: Enroll in an AP with WE Service Class Online**

- [Sign in to My AP](#) with your College Board username and password to join your class section by entering the join code provided to you by your AP with WE Service teacher. Follow [these steps](#) to join your section online.
- Note: you do not need to enroll in a separate AP with WE Service section. Your AP teacher will designate the class section as an AP with WE Service course.

### **Step 2: Access the AP Digital Portfolio**

- After you've joined your AP with WE Service class section in My AP, you'll be able to access the AP Digital Portfolio. Go to [digitalportfolio.collegeboard.org](https://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 to use the same College Board username and password for both My AP and the AP Digital Portfolio. Creating a new account when you have an existing account can cause issues with access to the AP Digital Portfolio.
- If you have forgotten your username or password, please use the links in the digital portfolio interface to retrieve your credentials.

## SUBMITTING YOUR WORK IN THE DIGITAL PORTFOLIO

- Your teacher might request that you submit a student workbook and service portfolio in the digital portfolio.
- **IMPORTANT:** If you are taking AP Studio Art, AP CSP, or AP Capstone, you must still submit work for an AP Exam score. Art and design students must submit an AP Art and Design portfolio. AP CSP and AP Capstone students must submit their performance tasks.

## Access the AP Digital Portfolio

- Once your teacher has confirmed your enrollment request you should be able to access the digital portfolio by logging into [digitalportfolio.collegeboard.org](https://digitalportfolio.collegeboard.org).

The screenshot shows the AP Digital Portfolio interface for a course titled "AP Computer Science A with WE Service" in the 5th Period. The page has a navigation bar at the top with "Home", "My Classes", and "Add/Drop Classes" options, along with a "HELP" icon. A left sidebar menu is visible with sections for "Class Summary", "Student Submissions", and "Assessment". Under "Class Summary", the "Overview" option is selected. The main content area features a large heading "AP with WE Service" and a sub-heading "Overview". Below this, there is a brief description of the course and two sections: "Student Submissions" with links for "Student Workbook" and "Service Portfolio", and "Assessment" with a link for "Recognition".

## Navigate Through the AP Digital Portfolio

- The left menu allows you to select from a course overview or drill down into any of the performance tasks for the course you are in.

This screenshot shows the same AP Digital Portfolio interface, but with the "Student Submissions" section selected in the left sidebar. A red arrow points to the "Student Workbook" option in the sidebar. The main content area is titled "Student Workbook" and includes instructions: "Click the Upload New button to submit your AP with WE Service student workbook." Below this, there is a "File Upload and Submission" section with a prominent "Upload New" button.

- AP Capstone and AP CSP Students: AP with WE Service will appear as a submenu in your class

section.

**Class Summary**

- Team Project and Presentation
- Individual Research-Based Essay and Presentation
- AP with WE Service** ←
- Overview
- Student Workbook
- Service Portfolio
- Recognition

## Overview

# AP<sup>®</sup> with WE Service

The activities in the AP with WE Service teaching modules are designed to strengthen student understanding of AP course content and skills through engagement with service-oriented learning activities and opportunities. As students complete the activities in Parts 1–4, they are working toward meeting the program expectations defined in the Recognition Rubric. Students who meet all required expectations are eligible to receive the AP with WE Service recognition.

**Note:** In order to be eligible for the program recognition, each student must both meet the expectations in the Recognition Rubric and take the AP Exam for the course in which they completed the service project.

Students have the option to submit their AP with WE Service student workbook and service portfolio to their teacher via the Digital Portfolio. Or, teachers may prefer that students submit their work in another manner. Students should ask their teacher how they should submit their work for this program.

The assessment of students performance in the AP with WE Service Program will be based on fulfilling the requirements in the Recognition Rubric. To find the Recognition Rubric, go to the Progress page and click on the Assessment column. To aid in their assessment, teachers may ask students to upload their work to the Digital Portfolio though this is not required by the program.

### Prepare your Work for Submission

- If your teacher has requested that you upload your student workbook and service portfolio, you will need to generate these submissions.
  - The file types accepted for student work are as follows:
    - Images: JPG, JPEG, PNG, GIF
    - Documents: PDF, DOC, DOCX, KEY, PPT, PPTX, PPS, PPSX, ODT, XLS, XLSX
    - Audio: MP3, M4A, WAV
    - Video: MP4, M4V, MOV, WMV, AVI, MPG
  - The file size for student work cannot exceed 30 MB.

### 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.

Home My Classes Add/Drop Classes HELP

## AP Computer Science A with WE Service

5th Period

**Class Summary**

- Student Submissions ←
- Overview
- Student Workbook
- Service Portfolio

**Assessment**

### Student Workbook

Click the **Upload New** button to submit your AP with WE Service student workbook.

#### File Upload and Submission

**Upload New** ←

- Once you've uploaded a document, it will be available for you and your teacher to download. You do not need to submit your work as final. If you need to replace the document with a newer version, you can upload again.
  - 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 a web interface for 'AP Computer Science A with WE Service' in the '5th Period'. The page is titled 'Student Workbook' and includes a navigation sidebar with 'Class Summary', 'Student Submissions', 'Overview', 'Student Workbook', 'Service Portfolio', and 'Assessment'. The 'Student Submissions' section contains an 'Upload New' button and a 'Download Latest' button, with a red arrow pointing to the latter. Below this is an 'Activity Feed' section showing a submission by 'Tyler Rice' on 'Mon August 22, 2016 at 1:19PM' with the text 'Uploaded a new version: StudentWorkbook.pdf' and a red arrow pointing to the link.

### AP with WE Service Recognition

- If you complete the necessary steps to receive the AP with WE Service recognition, you'll be notified on July 15. This email will provide instructions on how to access your recognition in your online AP score report.