

# AP Digital Portfolio: Student User Guide

#### **FOR THESE COURSES:**

AP Art and Design

AP Capstone Diploma Program

AP Computer Science Principles

AP with WE Service



# **Table of Contents**

3	Introduction	
3	Performance Task or Portfolio Components	
4	Review Plagiarism Policy	
5	Class Sections and AP Digital Portfolio	
5	Join Your Class in My AP	
5	Access the AP Digital Portfolio	
5	Navigating Between Multiple AP Classes	
6	Entering Your Work in the AP Digital Portfolio	
6	Work Specifications	
7	Upload and Download Files	
9	AP Computer Science Principles: Entering Work Directly into the AP Digital Portfolio	
10	Navigating the Final Submission Process	
10	Ensure Your Work Is Scored	
10	Step 1: Submit Each Performance Task Component as Final	
11	Step 2: Provide Information on Your Submission	
12	Step 3: Attest to All Applicable Exam Policies	
15	Additional Instructions for AP Capstone Students	
15	Access Directions and Stimulus Materials Document	
16	Accessing EBSCO Research Databases	
17	View Originality Reports Using Turnitin	
19	Resources	
20	Appendix	
20	Converting Your Documents to PDF	

#### 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.

## **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.

AP Subject	Performance Task or Portfolio Components
AP Art and Design	Students must submit all three of the following 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  Individual Written Argument  AP Research  Academic Paper
AP Computer Science Principles	Students must submit all three of the following Create performance task components as final:  Program Code  Video  Personalized Project Reference  NOTE: While collaborating with peers on the Program Code is allowed, the Video and 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).

**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.

#### **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 coursework. 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<sup>™</sup> 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**

#### 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.

**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.

#### 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

#### **Access the AP Digital Portfolio**

Go to 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.

#### **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.

#### **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 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.

#### **APCSP** 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.

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.

#### 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**

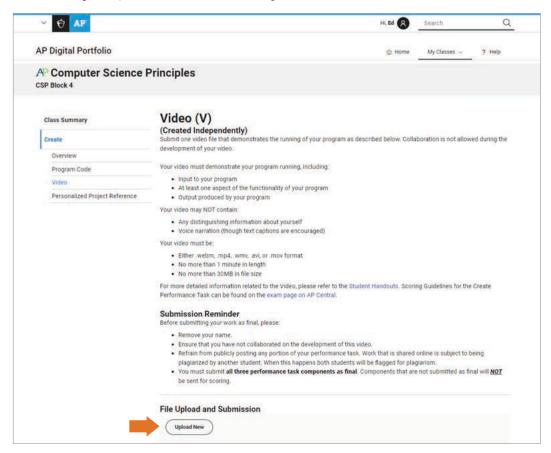
The following section provides an overview of how to upload and download files for AP Computer Science Principles, AP Seminar, AP Research, and AP with WE Service.

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.



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

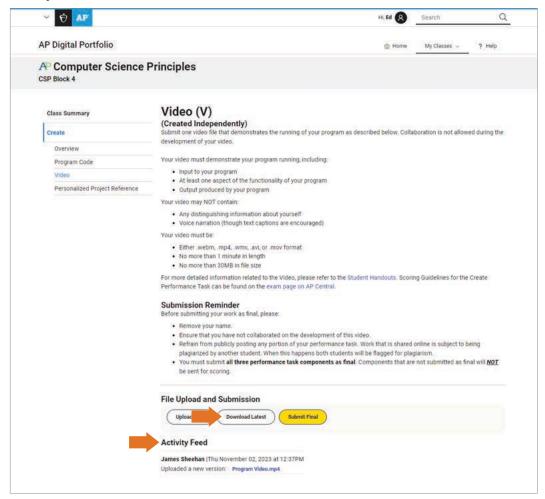
No uploads or submissions are required or enabled for presentation or oral defense performance

- 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**.



**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.

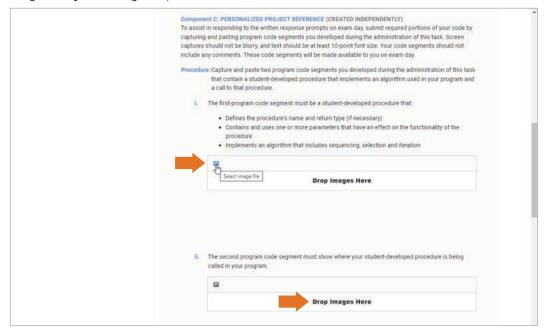
# **AP Computer Science Principles: Entering Work Directly into the AP Digital Portfolio**

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.



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.

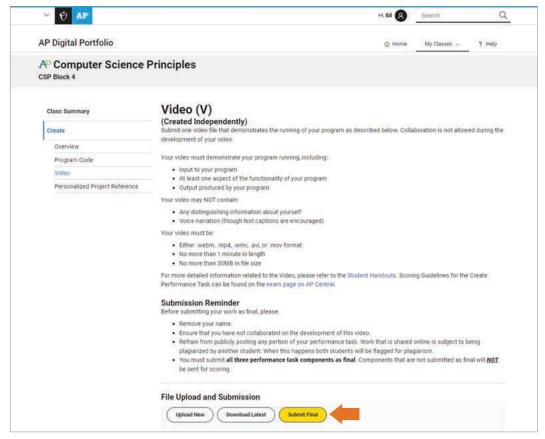
#### **Ensure Your Work Is Scored**

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.



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.

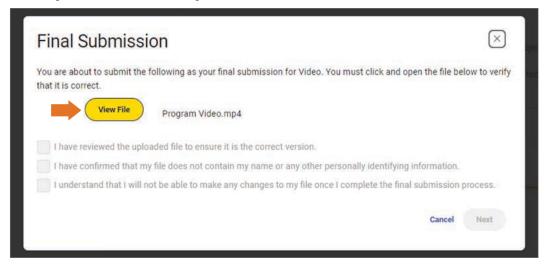
Only select Submit Final when you're ready to submit the portfolio component as final to College Board for scoring. Once you submit your performance task or portfolio components as final, you won't be able to make any changes unless your teacher returns a component to you.

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

## **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 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

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		

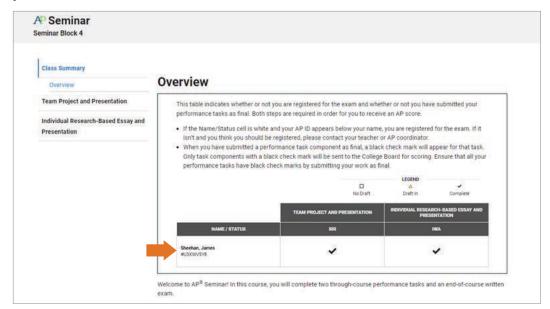
## **Step 3: Attest to All Applicable Exam Policies**

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.

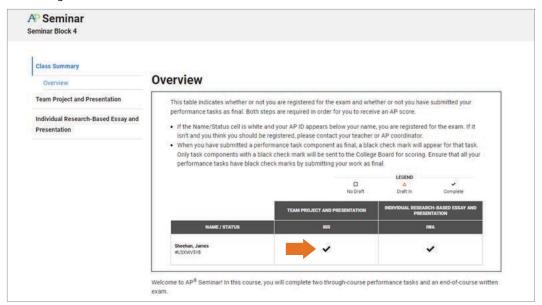


- If the box your name is in is gray or red, then you're not included in the exam order, and your
  work won't be sent to College Board for scoring, even if you've submitted your performance
  task(s) component as final.
- If you think this is an error, work with your teacher or AP coordinator to have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



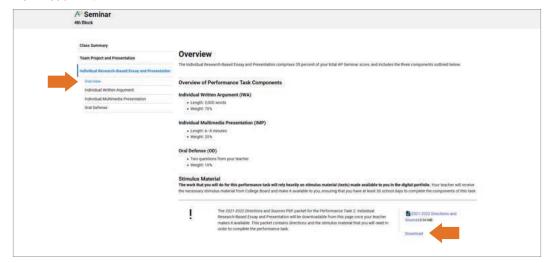
#### **AP CSP** AP Computer Science Principles

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

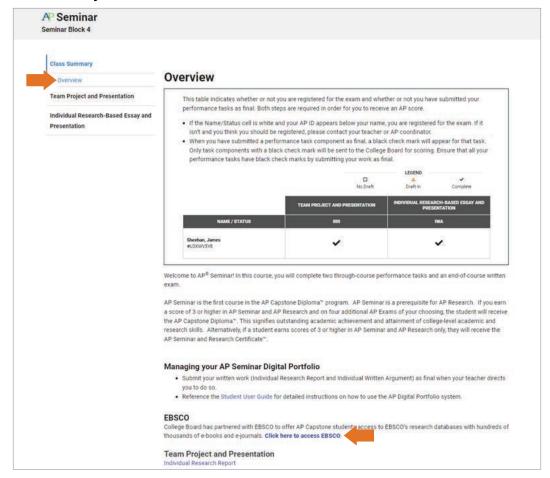
# **Access Directions and Stimulus Materials Document**

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.



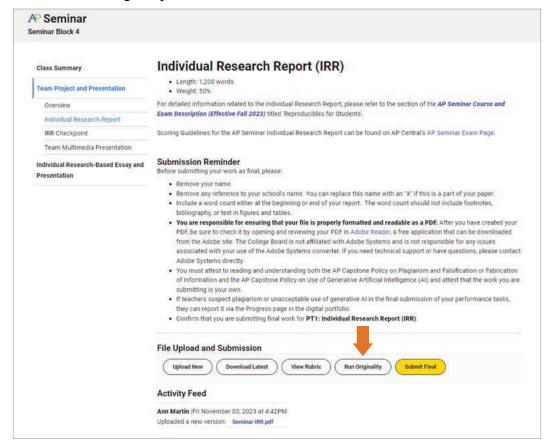
## **Accessing EBSCO Research Databases**

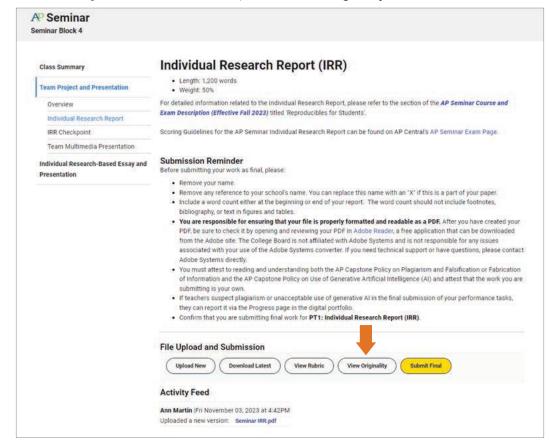
EBSCO's research databases can be accessed by clicking on the **Overview** menu item under the **Class Summary**.



## **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**.





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

- 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
- 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.

## Resources

- AP Art and Design Digital Submission Guide for Students
- AP Computer Science Principles Personalized Project Reference Tip Sheet (.pdf/339 KB)
- AP Computer Science Principles Student Handouts (.pdf/244 KB)
- AP Digital Portfolio Sign In
- **AP Digital Portfolio Site for Students**

## **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.