AP Digital Portfolio: Teacher User Guide for AP Capstone™

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ACCESSING AP CLASSROOM AND THE AP DIGITAL PORTFOLIO

Step 1: Set Up Class Sections in My AP

- Work with your AP coordinator to set up an AP Seminar or AP Research class section in My AP for each class that you will teach. Once the class section is set up in AP Classroom (either by you or your AP coordinator) you can sign into the AP Digital Portfolio to view it. **Note:** Class sections can be created for teachers that have the associated course added to their account in Course Audit. In order to access the online resources and the AP Digital Portfolio, your Course Audit form must be approved by your Course Audit Administrator.

Step 2: Access the AP Digital Portfolio

- Go to [https://digitalportfolio.collegeboard.org](https://digitalportfolio.collegeboard.org) and sign in using your College Board Professional Account username and password.

Navigating Between Multiple Classes

- If you teach multiple AP Seminar or AP Research classes, or if you teach both AP Seminar and AP Research, you can navigate between classes or courses using the **My Classes** link in the top menu.
**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 enroll in your class section(s) in My AP using the join code in order to access your class section(s) in the 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.

- Direct students to [digitalportfolio.collegeboard.org](http://digitalportfolio.collegeboard.org) and have them sign in using their College Board student account and password (the same sign in information they used to access My AP).

  - **It is important that students use the same account for both My AP and the AP Digital Portfolio. Creating a new account when a student has an existing account can cause issues with access to the AP Digital Portfolio.**
TEAM MANAGEMENT

Assigning Enrolled Students to Teams (AP Seminar Only)

- Click on **Manage Teams** to assign enrolled students to a team.

- 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**.
• Modify the team name as needed.

Drag and drop additional students to the box labeled **Drag and drop students to create a new team**. 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.
COURSE ACTIVITIES

Uploading Supporting Materials

- Teachers can upload supporting materials, including web links, to the Performance Tasks. (Note: You can add as many supporting materials as you would like to each Performance Task Component)

- Navigate to a Performance Task Component for which you would like to add supporting materials and click Add and follow the instructions. After uploading the materials, the supporting material will be visible to you and your students.

Download and Viewing Draft Student Written Work

- 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 view a draft submission by clicking the Download Latest button or clicking on the file name in the Activity Feed.
Accessing EBSCO Research Databases

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

Viewing Originality Reports using Turnitin

- 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.
Additional information on how to view originality reports within the Turnitin website can be found at the following URL: https://help.turnitin.com/feedback-studio/lti/instructor/instructor-category.htm#TheSimilarityReport

The Turnitin site will open in a new tab. You will need to make sure that your browser settings are set to accept pop-ups for The Turnitin site at a minimum.
Publishing Individual Research-Based Essay and Presentation Directions and Stimulus Material to Students

- You can publish the Individual Research-Based Essay and Presentation Directions and Stimulus Material 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 on **Overview**. Scroll to the bottom of the **Overview** page until you see the **Stimulus Material** section.
  - Read the information in the **Stimulus Material** section and click the Publish button to make the “Directions and Sources” PDF available to your students. If you have multiple AP Seminar classes, you will need to repeat the steps to publish the source materials for each class that you have.
  - 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.
Instructing Students to Download the Individual Research-Based Essay and Presentation Directions and Stimulus Material

- Once you have published the “Directions and Sources” PDF, direct your students to download the PDF by navigating to the Individual Research-Based Essay and Presentation “Overview” section and clicking the blue Download button.
TEACHER SCORING AND REVIEW OF PERFORMANCE TASK COMPONENTS

In order to score student work in the AP Digital Portfolio, you must complete scoring training online. Teachers authorized to take the training will receive an email from the AP Capstone program with access information.

Progress View – Overview

- The Progress View is the area of the AP Digital Portfolio that you will use to:
  - View status of student submissions
  - Score performance task components
  - Review student submissions
  - Report suspected student plagiarism or exam violations to the College Board
  - View whether students are included in your school’s exam order
  - View each student’s AP ID number (you don’t need to take any action regarding the student’s AP ID)

- The AP Digital Portfolio is not used to collect the following performance task components. You can score them at any time either during or after the presentations are completed (assuming you have passed your scoring training). **The deadline to enter scores in the AP Digital Portfolio is May 20, 11:59 p.m. ET:**
  - AP Seminar
    - Team Multimedia Presentation and Defense
    - Individual Multimedia Presentation
    - Oral Defense
  - AP Research
    - Presentation and Oral Defense

- **Students must submit final, PDF versions (no larger than 20MB) of the following performance task components via the AP Digital Portfolio by May 20, 11:59 p.m. ET, but you do not score them:**
  - AP Seminar
    - Individual Research Report
    - Individual Written Argument
  - AP Research
    - Academic Paper

- Direct your students to the AP Digital Portfolio Student User Guide for AP Capstone for detailed instructions related to final submissions.

- If an individual student does not participate or does not 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 does not participate or does not 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.
• The Progress view can be found by expanding the Class Summary menu.

Teacher Review – Overview of Menu Items and Views

• Items that have been submitted by the student that can be reviewed but do not require a score will have a black check mark in the Progress view. To review the submission, hover over the submission you would like to view and click View Submission.
• After clicking on a performance task component to **View Submission** from the **Progress** view, you will be brought to the following screen, where the following information and menu selections appear (**Please refer to screenshot below)**:

(1) **Teacher Scoring Header** – displays the name of the performance task component.

(2) **Student Name and file name**

(3) **Run Originality** button
  - Clicking on this will launch a new window where you can review an originality report.

(4) **Return File to Student** button
  - Click on this option if the file is:
    • The wrong submission
    • Corrupt or not readable
    • Can’t be opened due to some other technical error
  - If you are having trouble reading the file in the artifact viewer, try the **View / Print** option before returning the file.
  - If you have returned a file to a student, make sure to personally follow-up with them to have them first upload a new/correct version of the document and then submit as final again.
  - **Don’t** return a file to a student due to the quality of the work submitted.
  - **Don’t** return a file to a student due to a student name being in the paper (these submissions won’t be penalized).

(5) **View / Print Submission** button
  - Use this option to open the submission in a separate window.
  - Zoom in and out or print the submission.
  - Try this option if you have trouble viewing the submission in the artifact viewer in the **View Submission** window.

(6) **Print Rubric** button
  - Allows you to print out a copy of the scoring rubric for the performance task component you are currently scoring.

(7) **View Submission**
  - Displays the written submission being scored.
  - If you have trouble viewing the submission, try the **View / Print Submission** option.

(8) **Guidelines and Samples**
  - Provides links to scoring training and samples, as well as task guidelines within the Course and Exam Description.

(9) **Report Plagiarism or Falsification** button
  - Allows you to report if you have evidence that the student has plagiarized or falsified information.

(10) **Exit** – Clicking on the X will allow you to exit the view.
Teacher Scoring – Overview of Menu Items and Views

- **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.

- 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 would like to score and click “Score” to enter into the **Teacher Scoring**.
• Hovering over the Presentation and Defense components will present an option in addition to “Score”. You can mark a Presentation or Defense component as “No Response” if a student did not participate.

• To assign a “No Response” to an entire team, click on the By Team tab in the Progress view.

• Upon clicking on a performance task component to “Score” from the Progress view, you will be brought to the Teacher Scoring screen.

• Starting from left to right, the following information and menu selections appear (Please refer to screenshot below):

  (1) Teacher Scoring Header – displays the name of the performance task component.
  (2) Student Name
  (3) Print Rubric button
Allows you to print out a copy of the scoring rubric for the performance task component you are currently scoring.

(4) Guidelines and Samples
- Provides links to scoring training and samples, as well as task guidelines within the Course and Exam Description.

(5) Score Entry Area – Allows you to view the full text of the rubric for each score point prior to selecting a score.

(6) Report Plagiarism or Falsification button
- Allows you to report if you have evidence that the student has plagiarized or falsified information.

(7) Exit – Clicking on the X will allow you to exit the Teacher Scoring View.

Teacher Scoring – Entering Scores
- Upon clicking on a performance task component to “Score” from the Progress view, you will be taken to the Teacher Scoring screen.
- 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.
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.

• 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 the 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 have entered for the submission.

Reporting Student Plagiarism and/or Falsification
• If you believe that a student submission violates the AP Capstone Policy on Plagiarism and Falsification or Fabrication of Information, you should notify the College Board, following the steps below.
• For written submissions, click on Report Plagiarism or Falsification at any time.
• For Presentations and Oral Defenses, after completing scoring, click on **Report Plagiarism or Falsification**.
  
  o **Note:** The **Report Plagiarism or Falsification** button is activated once a score has been entered for all content areas. You must score the artifact prior to reporting it as falsified or plagiarized.

• Select the reason(s) you are reporting plagiarism and/or falsification/fabrication. Click the **Next** button.

• Provide the evidence of plagiarism and/or falsification/fabrication.
  
  o For written submissions (i.e., Individual Research Report and Individual Written Argument for Seminar; Academic Paper for Research), you must upload the Turnitin report for the submission.
  
  o For all submissions, you must provide a detailed rationale as to why you suspect the student’s work is plagiarize and/or falsified.
- For all submissions, you have the option to provide an additional file of evidence.
- For presentations, you must provide a video of the presentation to the College Board. Contact customer service at apcapstone@info.collegeboard.org for detailed instructions.

- If desired, you can delete a reported case of plagiarism or falsification/fabrication. You can delete the report from the Teacher Scoring Screen.
Teacher Scoring Policies

- 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 do not submit an Individual Research Report are not eligible to receive a score on the Team Multimedia Presentation.
  - You should proceed with scoring team submissions even if a member of a team did not participate/contribute.
  - You may assign a “No Response” to one or more students who did not participate in the Team Multimedia Presentation

- Students who do not submit an Individual Written Argument are not eligible to receive a score on the Individual Multimedia Presentation or the Oral Defense.

- Students who do not submit an Academic Paper are not eligible to receive a score on the Presentation and Oral Defense.

- You should assign a “No Response” in the event a student does not participate or provide a final submission for an individual performance task component.

- Once you have entered scores for a submission, you can go back and modify the scores at any time prior to the final submission deadline of May 20, 11:59 p.m. ET.

Monitoring Student Submissions and Exam Orders via the Progress View

- **Important:** 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 no later than May 20, 11:59 p.m. ET. Speak with your AP coordinator if you have any questions about the status of a student’s exam order.

- Starting in November, the Progress view will reflect whether a student is included in the exam order.
To monitor your students, navigate to the Progress view. The Name / Status column will reflect the student’s exam order status and will display the student’s AP ID if they are taking the end-of-course exam.

1. Students that are in red with “No Selection” have not registered for the exam. **Work submitted as final by these students will NOT be sent to College Board for scoring unless they register for the exam.**

2. Students that are in gray with “Not Taking Exam” are not included in the exam order. **Work submitted as final by these students will NOT be sent to College Board for scoring unless students are included in the exam order.**

3. Students that are in white **and** have an AP ID visible below their names are included in the exam order. **All work submitted as final by these students will be sent to College Board for scoring.**
Instructing Students to Confirm Final Submission Status

• Starting in November, students will be able to track final submission progress on the Overview page. The Progress view will show the submission status for each of the performance tasks that must be submitted as final. When students have submitted a performance task as final, a black check mark will appear in the table. Only work that is accompanied by a black check mark will be submitted to the College Board for scoring.

Instructing Students to Indicate Permission to Reuse Written Performance Materials

• Students have the opportunity to indicate whether they provide the College Board permission to reuse their work for educational research and instructional purposes. This doesn’t impact the student’s AP score.

• This permission only covers items submitted via the AP Digital Portfolio. AP students must indicate permission to reuse their work during all AP end-of-course exams, as well.
• Students can indicate their permission by signing into the AP Digital Portfolio and navigating to the Overview page.