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# AP<sup>®</sup> Digital Audio Submission (DAS) Portal Help

Effective April 2018

The DAS portal is used for submitting audio files for AP Music Theory and AP French, German, Italian, and Spanish Language and Culture Exams. This document provides instructions on how to use the DAS portal: technical requirements, setting up accounts, uploading and submitting files, and troubleshooting tips.

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## Section 1: Accessing the AP DAS Portal

Access the DAS portal: [apaudio.ets.org](http://apaudio.ets.org)

### Hardware/Software Requirements

- A computer (Mac® or PC) with access to the internet
- Computer access to the student response files recorded for the AP Exam
- Supported web browsers:
  - ◆ Internet Explorer 11.0
  - ◆ Firefox 41 or above
  - ◆ Safari 8.0 or below
  - ◆ Google Chrome 45 or above

### File Type Requirements

- **File format:** All files recorded using a digital language lab, handheld digital recorder, or computer must be saved in **MP3** file format.
- **File naming convention:** The student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321\_O. Do not include any additional information on the student's file or in the file name. The exam form can be found on the front cover of the Section II orange booklet in the lower right corner.

*(Note: The Digital Audio Capture (DAC) App directly names students' recorded response files. The DAC app uses the M4A file format.)*

**FILE SUBMISSION DEADLINE:** All files must be uploaded and submitted as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). **Submitting files after this point could result in score delays.**

## Section 2: Creating a DAS Portal Account

This section explains the process of setting up a DAS portal account for AP coordinators and school staff. AP coordinators are required to have a DAS portal account if their school is administering any AP French, German, Italian, or Spanish Language and Culture Exams, or AP Music Theory Exams. Coordinators must have an account set up even if they plan to delegate file upload and submission to a designated staff member. This is because a coordinator account must be set up to get the **Coordinator Key**; the **Coordinator Key** must be provided to other school staff who need to set up a DAS portal account (see page 6).

School staff accounts are optional, depending on whether the AP coordinator requires assistance. (**Important:** See page 10 for information about eligibility requirements for designated staff.)

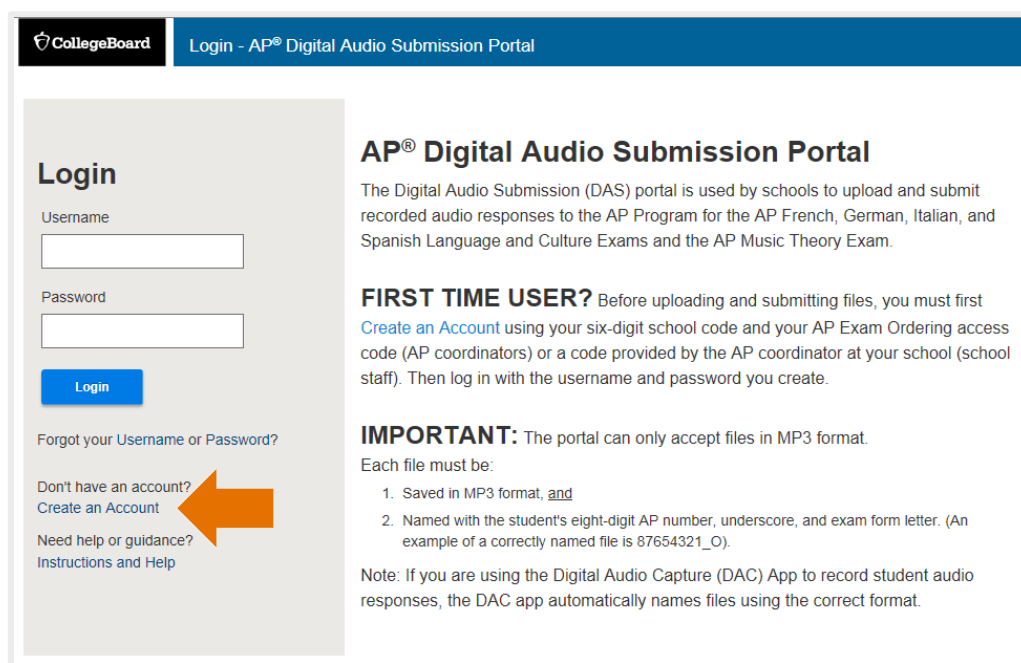
AP coordinators and designated school staff must have DAS portal accounts before the exam administration. No other login information may be used to access the DAS portal (i.e., AP Exam Ordering or AP Studio Art login).

### Setting Up Access—AP Coordinator

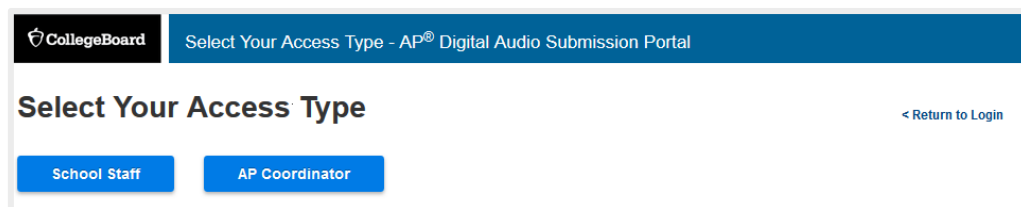
AP coordinators who created a DAS portal account last year and are at the same school can use the account they established last year and don't need a new account. Log in with the existing account information and jump to [page 7](#).

New AP coordinators or AP coordinators who moved to a different school need to create a new DAS portal account using their **six-digit school code** and **AP Exam Ordering access code**. (These are included in an email sent to the AP coordinator in April about the DAS portal.)

1. With the **school code** and **AP Exam Ordering access code**, AP coordinators should go to [apaudio.ets.org](https://apaudio.ets.org) and click **Create an Account** to begin the process.



2. On the **Select Your Access Type** page, click **AP Coordinator**. This launches the **Access Setup** page.



3. Complete all required fields on the **Access Setup** page, then click **Submit** to create an AP coordinator account. **Note:** Passwords must be eight or more characters and contain a combination of letters (upper and lower case), numbers, and special characters (all characters on a standard keyboard are acceptable).

CollegeBoard

AP Coordinator Access Setup - AP® Digital Audio Submission Portal

## Access Setup: AP Coordinator

[< Return to Login](#)

Required Fields \*

Your Role

AP coordinator

First Name \*

First Name is a required field.

Last Name \*

Email \*

Retype Email \*

Desired Username \*

Password \*

Retype Password \*

Six-Digit School Code \*

School Name (Your School name will appear automatically once you enter school code.)

AP Exam Ordering Access Code \*

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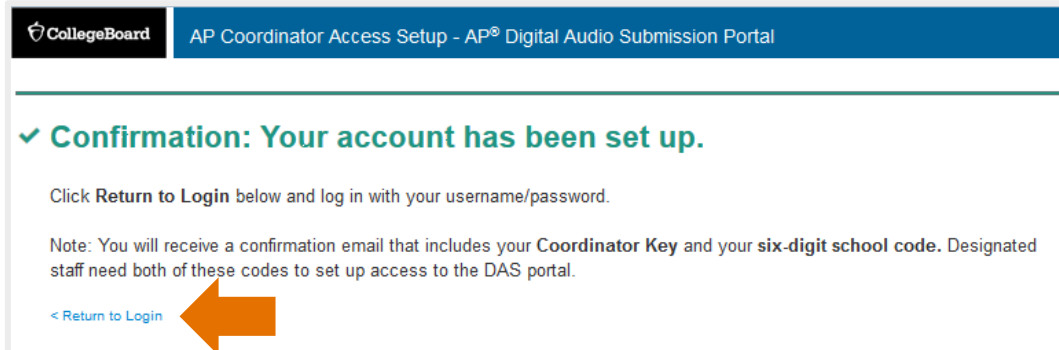
This information will be used only if you forget your username or password.

Security Question \*

Choose one

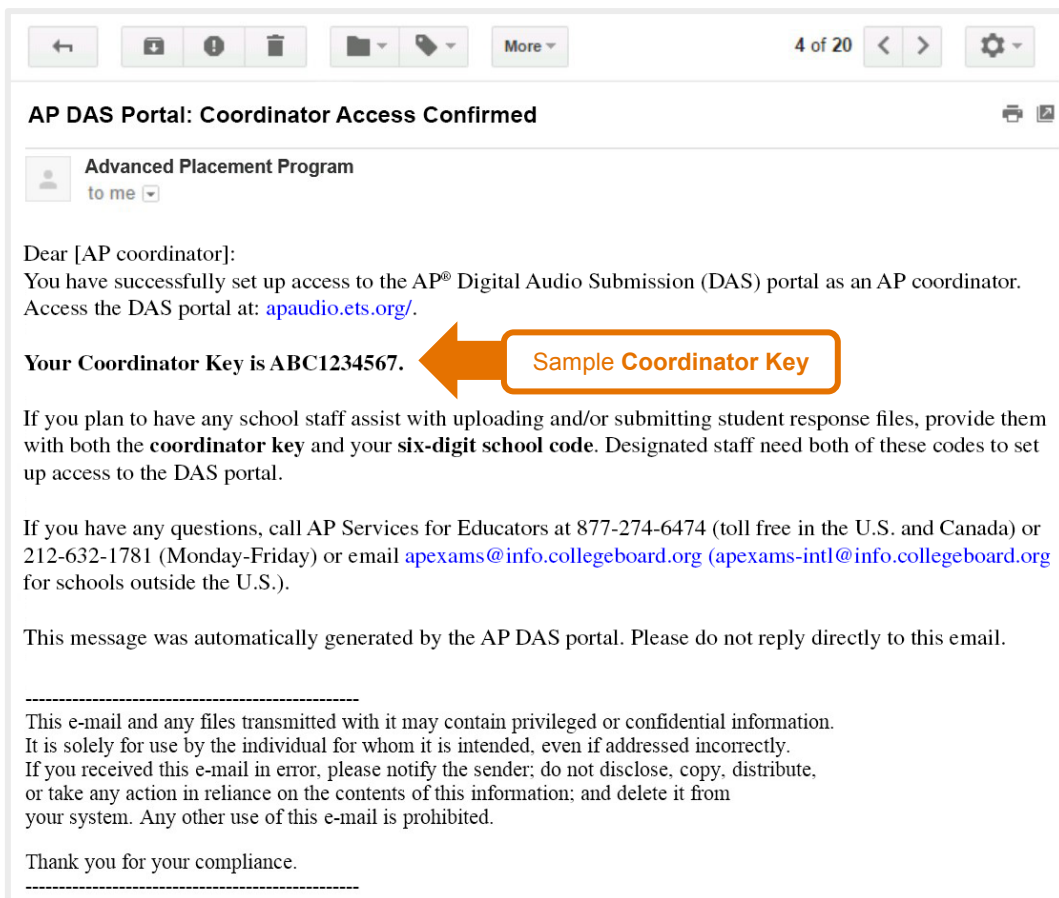
Answer \*

4. After setting up your account, you'll see the confirmation page. The account set up process is complete. You may click **Return to Login** to return to the home page (see page 7), or you may simply close the portal if you don't want to make any further changes at this time.



After the account setup is complete, check for a confirmation email. It's important to keep this email for your records.


**IMPORTANT!** The email will contain a unique alphanumeric code called a **Coordinator Key**. The Coordinator Key and the six-digit school code must be shared with any school staff who need to create an account to upload and/or submit files. The AP coordinator must set up DAS portal access and obtain the **Coordinator Key** before any other school staff can set up access. AP coordinators with existing accounts can obtain their **Coordinator Key** by accessing their **View / Update User Information** page (see page 7).



## Initial Login and Accessing User Information

Setting up access is now complete. There is no further action to take with the DAS portal until after the exam administration. However, AP coordinators may log in to view or change account information.

5. Log in with the username and password established during the setup process.

 CollegeBoard

Login - AP® Digital Audio Submission Portal

### Login

Username

Password

Login

[Forgot your Username or Password?](#)

Don't have an account?  
[Create an Account](#)

Need help or guidance?  
[Instructions and Help](#)

## AP® Digital Audio Submission Portal

The Digital Audio Submission (DAS) portal is used by schools to upload and submit recorded audio responses to the AP Program for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.

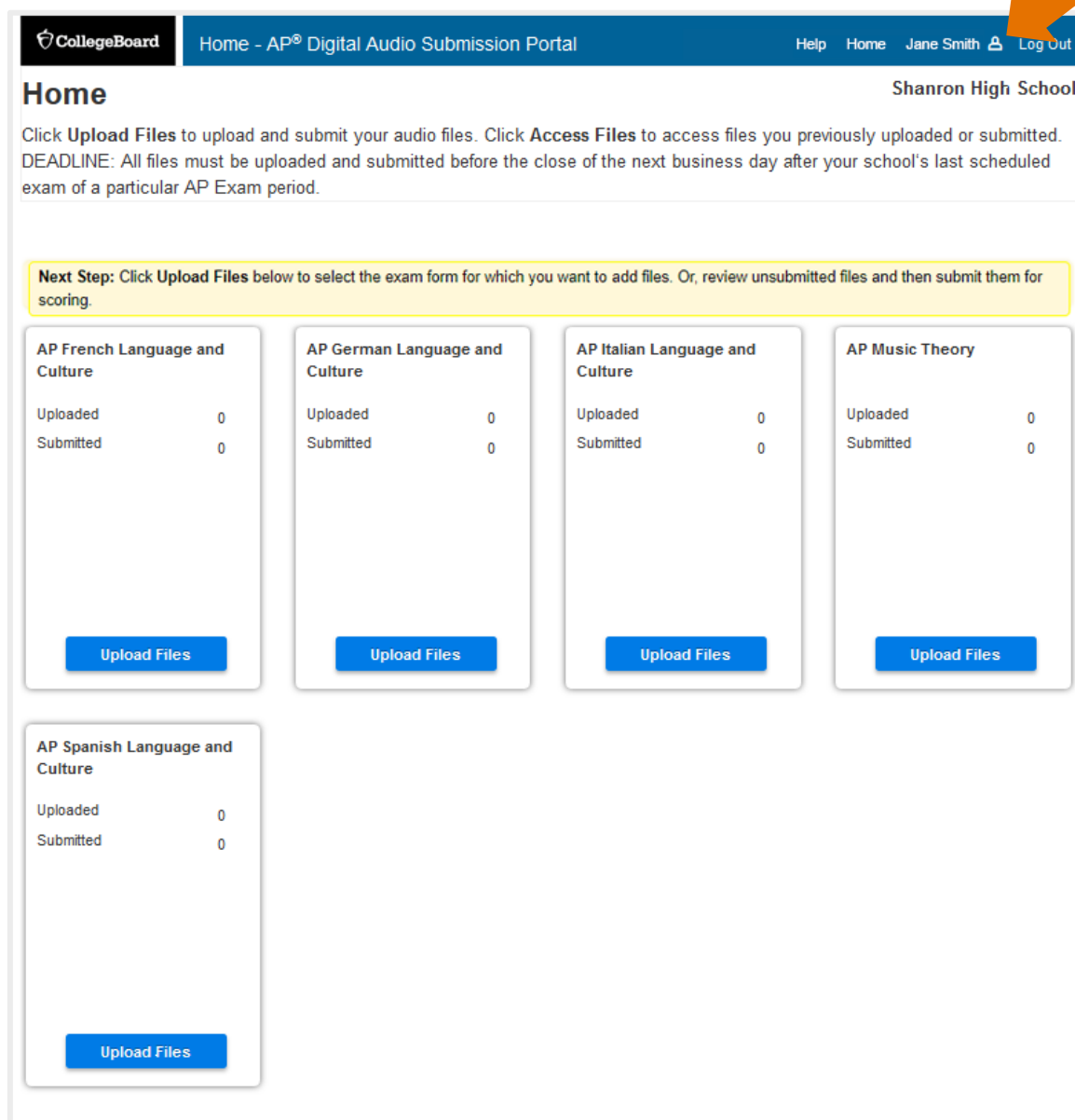
**FIRST TIME USER?** Before uploading and submitting files, you must first [Create an Account](#) using your six-digit school code and your AP Exam Ordering access code (AP coordinators) or a code provided by the AP coordinator at your school (school staff). Then log in with the username and password you create.

**IMPORTANT:** The portal can only accept files in MP3 format.  
Each file must be:

1. Saved in MP3 format, and
2. Named with the student's eight-digit AP number, underscore, and exam form letter. (An example of a correctly named file is 87654321\_O).

Note: If you are using the Digital Audio Capture (DAC) App to record student audio responses, the DAC app automatically names files using the correct format.

6. On the **Home** page, click the icon next to the username (upper right corner).



The screenshot shows the 'Home' page of the AP Digital Audio Submission Portal. The top navigation bar includes the CollegeBoard logo, the page title 'Home - AP® Digital Audio Submission Portal', and links for 'Help', 'Home', 'Jane Smith' (with a user icon), and 'Log Out'. An orange arrow points to the user icon. Below the navigation bar, the page is titled 'Home' for 'Shanron High School'. A message instructs users to click 'Upload Files' to upload and submit audio files, and to click 'Access Files' to access previously uploaded files. A deadline notice states that all files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam. A yellow box highlights the 'Next Step': clicking 'Upload Files' to select an exam form, or reviewing unsubmitted files for scoring. Below this, there are five card-like sections for different AP courses: AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Music Theory, and AP Spanish Language and Culture. Each section displays 'Uploaded' and 'Submitted' counts (both 0) and an 'Upload Files' button.

CollegeBoard Home - AP® Digital Audio Submission Portal Help Home Jane Smith Log Out

## Home

Shanron High School

Click **Upload Files** to upload and submit your audio files. Click **Access Files** to access files you previously uploaded or submitted.  
DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

**Next Step:** Click **Upload Files** below to select the exam form for which you want to add files. Or, review unsubmitted files and then submit them for scoring.

**AP French Language and Culture**  
Uploaded 0  
Submitted 0  
**Upload Files**

**AP German Language and Culture**  
Uploaded 0  
Submitted 0  
**Upload Files**


**AP Italian Language and Culture**  
Uploaded 0  
Submitted 0  
**Upload Files**

**AP Music Theory**  
Uploaded 0  
Submitted 0  
**Upload Files**

**AP Spanish Language and Culture**  
Uploaded 0  
Submitted 0  
**Upload Files**



The **View / Update User Information** page is displayed. View or make any changes to account information here. (The **Coordinator Key**, **DAC Activation Key**, and **Six-Digit School Code** fields will be populated but cannot be edited.)

 View/Update User Information - AP<sup>®</sup> Digital Audio Submission Portal

## View / Update User Information

[< Return to Home](#)

Required Fields \*

Username

Your Role

First Name \*

Last Name \*

Email \*

Retype Email \*

Password

Retype Password

Coordinator Key

DAC Activation Key

Six-Digit School Code

School Name

[Return to Contents](#)

## Setting Up Access–School Staff

The AP coordinator may choose to delegate the tasks of uploading and submitting files to school staff. In this case, staff members must also create their own DAS portal accounts.

**Important:** Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught. See pages 17 and 30 in the [2017-18 AP Coordinator's Manual](#).

Before staff accounts can be created, the AP coordinator must have created an account and received a school-specific **Coordinator Key**, or accessed an existing account to view the **Coordinator Key** on the **View / Update Information** page. Account setup for school staff requires the **six-digit school code** and the **Coordinator Key**. Staff should contact their school's AP coordinator to receive these codes.

**Note:** School staff must set up a new account, even if they had an account in 2017.

1. With the **school code** and **Coordinator Key**, school staff should go to [apaudio.ets.org](http://apaudio.ets.org) and click **Create an Account** to begin the process.

CollegeBoard Login - AP® Digital Audio Submission Portal

### Login

Username

Password

Login

Forgot your Username or Password?

Don't have an account? [Create an Account](#)

Need help or guidance? [Instructions and Help](#)

### AP® Digital Audio Submission Portal

The Digital Audio Submission (DAS) portal is used by schools to upload and submit recorded audio responses to the AP Program for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.

**FIRST TIME USER?** Before uploading and submitting files, you must first [Create an Account](#) using your six-digit school code and your AP Exam Ordering access code (AP coordinators) or a code provided by the AP coordinator at your school (school staff). Then log in with the username and password you create.

**IMPORTANT:** The portal can only accept files in MP3 format. Each file must be:

1. Saved in MP3 format, and
2. Named with the student's eight-digit AP number, underscore, and exam form letter. (An example of a correctly named file is 87654321\_O).

Note: If you are using the Digital Audio Capture (DAC) App to record student audio responses, the DAC app automatically names files using the correct format.

2. On the **Select Your Access Type** page, click **School Staff**. This launches the **Access Setup** page.

CollegeBoard Select Your Access Type - AP® Digital Audio Submission Portal

### Select Your Access Type

< Return to Login

School Staff AP Coordinator

3. Complete all required fields on the **Access Setup** page, then click **Submit** to create a staff account.  
**Note:** Passwords must be eight or more characters and contain a combination of letters (upper and lower case), numbers, and special characters (all characters on a standard keyboard are acceptable).

CollegeBoard

School Staff Access Setup - AP® Digital Audio Submission Portal

## Access Setup: School Staff

[< Return to Login](#)

Required Fields \*

Your Role  
School staff

First Name \*  
 ⓘ First Name is a required field.

Last Name \*

Email \*

Retype Email \*

Desired Username \*

Password \*

Retype Password \*

Six-Digit School Code \*

School Name (Your School name will appear automatically once you enter school code.)

Coordinator Key \*  
 Your AP coordinator's name will appear automatically once you enter your Coordinator Key.

Coordinator Name

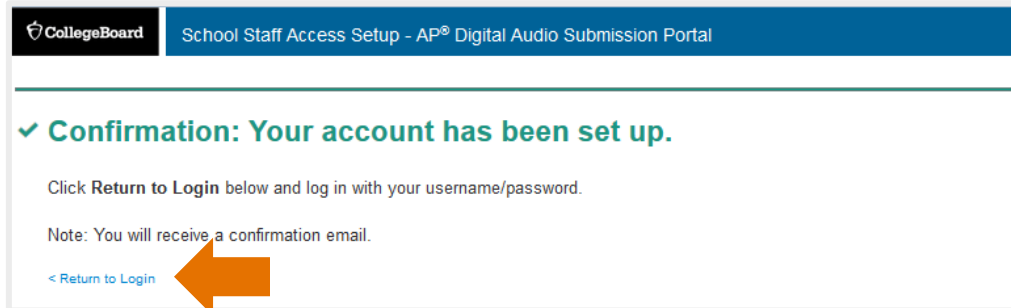
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This information will be used only if you forget your username or password.

Security Question \*

Answer \*

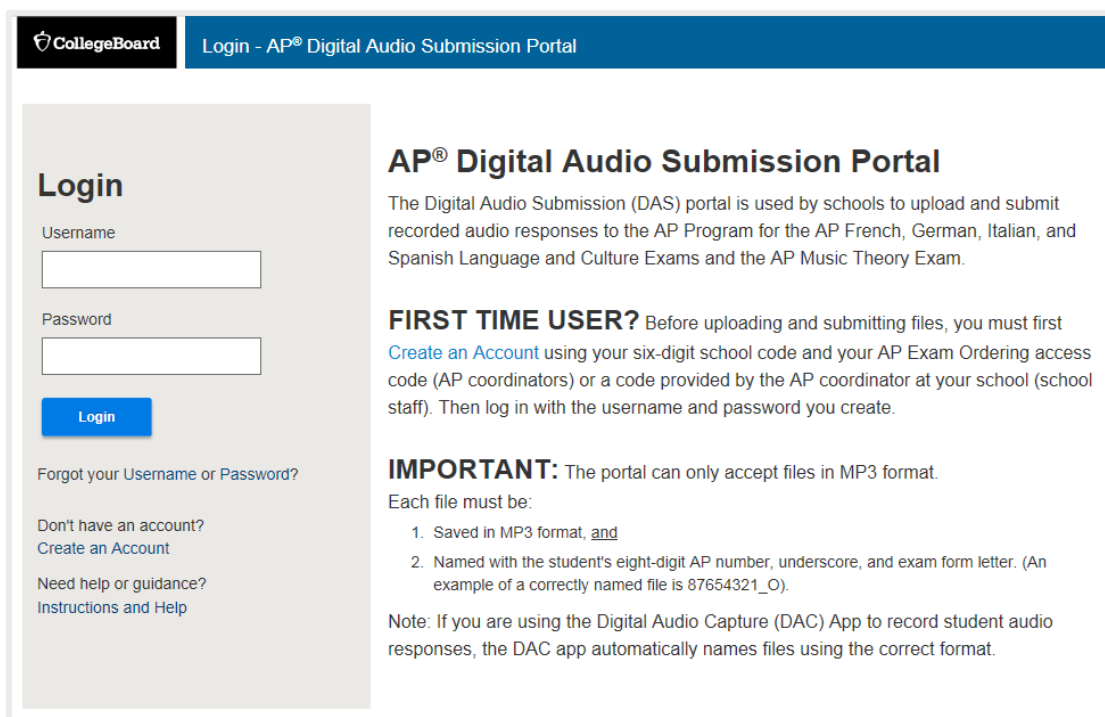
4. After setting up your account, you'll see the confirmation page. The account set up process is complete. You may click **Return to Login** to return to the home page (see page 7), or you may simply close the portal if you don't want to make any further changes at this time.



## Initial Login and Accessing User Information

Setting up access is now complete. There is no further action to take with the DAS portal until after the exam administration. However, school staff may log in to view or change account information.

5. Log in with the username and password established during the setup process.




6. On the **Home** page, click the icon next to the username (upper right corner).



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Home - AP® Digital Audio Submission Portal

Help Home John Doe  Log Out

Home

Shanron High School

Click **Upload Files** to upload and submit your audio files. Click **Access Files** to access files you previously uploaded or submitted.  
DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

Next Step: Click **Upload Files** below to select the exam form for which you want to add files. Or, review unsubmitted files and then submit them for scoring.

AP French Language and Culture

Uploaded 0  
Submitted 0

Upload Files

AP German Language and Culture

Uploaded 0  
Submitted 0

Upload Files

AP Italian Language and Culture

Uploaded 0  
Submitted 0

Upload Files

AP Music Theory

Uploaded 0  
Submitted 0


Upload Files

AP Spanish Language and Culture

Uploaded 0  
Submitted 0

Upload Files

The **View / Update User Information** page is displayed. View or make any changes to account information here. (The **Six-Digit School Code** field will be populated but cannot be edited.)

View/Update User Information - AP<sup>®</sup> Digital Audio Submission Portal

## View / Update User Information

[< Return to Home](#)

Required Fields \*

Username

Your Role

First Name \*

Last Name \*

Email \*

Retype Email \*

Password

Retype Password

Six-Digit School Code

School Name

[Return to Contents](#)

### Section 3: Uploading and Submitting Files after the Administration

This section explains the process of uploading, managing, and submitting response files in the DAS portal.

#### Selecting the Exam and Form

Log in to the DAS portal ([apaudio.ets.org](http://apaudio.ets.org)) after the exam has been administered and you are ready to upload students' responses. You will be taken to the **Home** page. The **Home** page will show only the subjects (French, German, Italian, Spanish Language and Culture, and/or Music Theory) for which your school ordered 2018 AP Exams. (**Note:** If students recorded their responses using a digital language lab, handheld digital recorder, or computer, you will need students' orange booklets from the exam to confirm student permissions to use recorded responses for research purposes. See page 18.)

1. Click **Upload Files** in the subject for which you are uploading audio files. If you are uploading files for more than one subject, complete the following steps for one subject, and then return to this page and repeat for each subject.

CollegeBoard Home - AP® Digital Audio Submission Portal Help Home John Doe Log Out

### Home

Shanron High School

Click **Upload Files** to upload and submit your audio files. Click **Access Files** to access files you previously uploaded or submitted. **DEADLINE:** All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

**Next Step:** Click **Upload Files** below to select the exam form for which you want to add files. Or, review unsubmitted files and then submit them for scoring.

AP French Language and Culture	AP German Language and Culture	AP Italian Language and Culture	AP Music Theory
Uploaded: 0 Submitted: 0	Uploaded: 0 Submitted: 0	Uploaded: 0 Submitted: 0	Uploaded: 0 Submitted: 0
<a href="#">Upload Files</a>	<a href="#">Upload Files</a>	<a href="#">Upload Files</a>	<a href="#">Upload Files</a>

AP Spanish Language and Culture

Uploaded: 0  
Submitted: 0

[Upload Files](#)

2. You will now be on the subject's page. Exam information (**Test date**, **Exams ordered**, and **Exams uploaded**) for each form is displayed in its respective frame. **If multiple forms are listed, be sure to upload response files to the correct form (the form letter is listed on the bottom right corner of students' orange booklets).** If you try to upload files to the wrong form, you will receive an upload error message and your files will not be uploaded.

To begin the upload process, select the form by clicking **Upload Files**. If you are giving exams during more than one testing administration (i.e., regular or late), log in to the DAS portal to upload files after each administration period.

CollegeBoard Select Form - AP® Digital Audio Submission Portal Help Home Jane Smith Log Out

## AP Italian Language and Culture

Shanron High School

Click **Upload Files** to upload your files.  
DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

**Next Step:** Click **Upload Files** below to upload student audio response files for each form.

AP Italian Language and Culture - Form O	AP Italian Language and Culture - Form A	AP Italian Language and Culture - Form Z
Test date - 12/10/2017	Test date - 12/19/2017	
Exams ordered - 10	Exams ordered - 5	Exams ordered - 1
Exams uploaded - 0	Exams uploaded - 0	Exams uploaded - 0
<b>Upload Files</b>	<b>Upload Files</b>	<b>Upload Files</b>

< Return to Home

The **Exams ordered** field displays the number of exams your school has ordered for each form. The number of files you can upload cannot exceed the number of exams ordered. If you attempt to upload more files than the number displayed in the **Exams ordered** field, you will receive a pop-up message instructing you to call AP Services for Educators for help resolving this issue.

The number of AP Italian Language and Culture Form O files you are attempting to upload exceeds the number of exams ordered by your school. Call 877-274-6474 (toll free in U.S. and Canada) or 212-632-1781 to resolve this discrepancy.

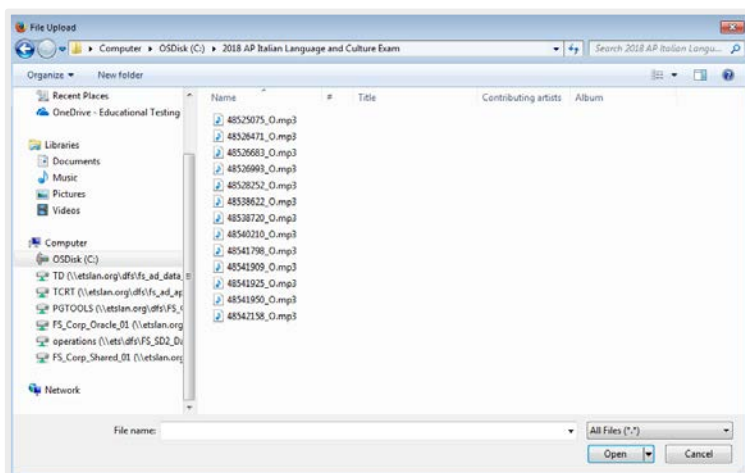
**OK**



## Uploading and Managing Files

- After clicking **Upload Files**, a search window pops up. Navigate to the file location on your computer or external drive, select the files for upload, and click **Open**. You may select one or more files to upload at a time.

**Important:** Make sure all files have an eight-digit AP number, underscore, and form letter. Also make sure that all files have been saved in MP3 file format (the files should end with ".mp3"). If there are any incorrectly named files or files with a file format other than MP3 spotted at this step, correct the file names or convert the files to the MP3 format before attempting to upload.



After files have been uploaded to the DAS portal, you will be taken to the **Status** page. The **Status** page displays the following information for any uploaded and/or submitted student response audio files for your school: **File Name**, **Status**, **Status Date**, and **Student Permission**. As files are uploading, the status column will show the progress.

When the upload is complete, the **Status** column will display **Uploaded but not submitted**.

If you need to upload more files, click **Upload Additional Files** at the bottom of the page.

CollegeBoard

Uploaded Files - AP® Digital Audio Submission Portal

Help Home Jane Smith Log Out

**AP Italian Language and Culture** Shanron High School

DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

☒ Confirmation: 7 files have been uploaded successfully.

**Uploaded Files**

Select All Submit for Scoring Delete Search by filename Search

7 file(s)	File Name	Status	Status Date	Student Permission
<input type="checkbox"/>	48538720_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48538622_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48528252_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48526993_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48526683_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48526471_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48525075_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied

< Upload Additional Files

**Upload Status**

0 File(s) Uploading7 File(s) Uploaded0 Error(s)Export Report

4. Select **Denied** for any students who did not grant permission.

Before submitting the files for scoring, identify any students who did not grant permission to the College Board to use their recorded responses for research purposes (that is, the student wrote "No" on their orange booklet). **Student Permissions** must be set for students who recorded using digital lab, handheld recorder, or computer, but not for students who recorded using the DAC app. The DAC app captures permissions at the time of recording.

CollegeBoard

Uploaded Files - AP® Digital Audio Submission Portal

Help Home Jane Smith Log Out

AP Italian Language and Culture

Shanron High School

DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

Uploaded Files

Select All

Submit for Scoring

Delete

Search by filename

Search

7 file(s)	File Name	Status	Status Date	Student Permission
<input type="checkbox"/>	48538720_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input type="radio"/> Allowed <input checked="" type="radio"/> Denied
<input type="checkbox"/>	48538622_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48528252_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input type="radio"/> Allowed <input checked="" type="radio"/> Denied
<input type="checkbox"/>	48526993_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48526683_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48526471_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48525075_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied

< Upload Additional Files


Upload Status

0 File(s) Uploading

7 File(s) Uploaded

0 Error(s)

Export Report



## Error Messages

If an error occurs during upload, a message will display. Files with errors will not be uploaded. File naming errors must be corrected on your computer and then the correctly named files should be uploaded. The error log in the right pane will list the files with errors and the action needed to correct them.

**IMPORTANT:** The error log is available only when you are on the **Status** page and during your current session. Errors will disappear after you log out, leave this page, or go back to perform additional uploads. Export the error log before leaving this page.

5. Click **Export Report** to save your error log in Excel format.

The screenshot shows the 'AP Italian Language and Culture' submission portal for Shanron High School. The page has a blue header with the CollegeBoard logo, the title 'Uploaded Files - AP® Digital Audio Submission Portal', and user information 'Jane Smith' with a 'Log Out' link. Below the header, a 'DEADLINE' notice states that files must be uploaded before the close of the next business day after the school's last scheduled exam. The main content area is divided into two panes. The left pane, titled 'Uploaded Files', contains a table with columns for 'File Name', 'Status', 'Status Date', and 'Student Permission'. It shows '0 file(s)' and includes buttons for 'Select All', 'Submit for Scoring', 'Delete', and a search bar. The right pane, titled 'Upload Status', shows '0 File(s) Uploading' and '0 File(s) Uploaded'. It displays a list of errors: '48525075\_O.mp4' with a 'File format error' (only .mp3 files can be uploaded), '48526470\_O.mp3' with a 'File naming error' (invalid eight-digit AP number), and '48526471\_B.mp3' with a 'File naming error' (invalid exam form letter). An orange arrow points to the 'Export Report' link in the error log. At the bottom of the page is a button labeled '< Upload Additional Files'.

6. After correcting errors, click **Upload Additional Files** to return to the subject's main page and click **Upload Files** again.

## Submitting Files

After files are uploaded and student permissions are set, the files are ready for the final step in the process: submission to the AP Program for scoring.

**DEADLINE:** All files must be uploaded and submitted as soon as possible. Submission **MUST** be no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (e.g., regular or late). **Submitting files after this point could result in score delays.**

7. On the **Status** page, check the box(es) of the uploaded file(s) you would like to submit and click **Submit for Scoring** at the top of the table. The **Submit for Scoring** button will become active when files are selected.

CollegeBoard | Uploaded Files - AP® Digital Audio Submission Portal | Help | Home | Jane Smith | Log Out

### AP Italian Language and Culture

Shanron High School

DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

#### Uploaded Files

☒ Select All | **Submit for Scoring** | Delete | Search by filename | Search

7 file(s)	File Name	Status	Status Date	Student Permission
<input checked="" type="checkbox"/>	48538720_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input type="radio"/> Allowed <input checked="" type="radio"/> Denied
<input checked="" type="checkbox"/>	48538622_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input checked="" type="checkbox"/>	48528252_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input type="radio"/> Allowed <input checked="" type="radio"/> Denied
<input checked="" type="checkbox"/>	48526993_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input checked="" type="checkbox"/>	48526683_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input checked="" type="checkbox"/>	48526471_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input checked="" type="checkbox"/>	48525075_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied

< Upload Additional Files

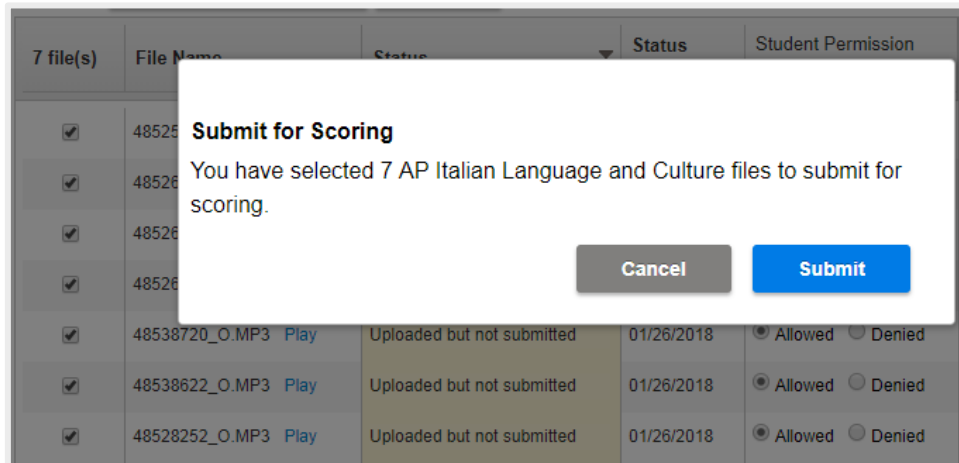
#### Upload Status

0 File(s) Uploading  
7 File(s) Uploaded  
0 Error(s) [Export Report](#)

Note the following:

- ◆ **Select All** allows you to select all uploaded files at one time.
- ◆ **Delete** allows you to delete selected uploaded and/or submitted files.
- ◆ **File Name**, **Status**, **Status Date**, and **Student Permission** allow you to sort or filter files.
- ◆ **Search** allows you to search for an individual file. The **Search** field has searches on partial terms built in so if you enter a string of numbers, such as 123, it will display every file that contains that string starting in any position.
  - Enter the form letter (O, A, Z, or I) into the search field to see how many files have been uploaded for each form.

8. A confirmation window will appear indicating the number of files you have selected for submission. Click **Submit** to submit the selected file(s) for scoring.



The **Status** field for the file(s) you submitted for scoring will update from **Uploaded but not submitted** to **Submitted for scoring**, confirming that submission was successful. Any files with boxes that were not checked will remain in the **Uploaded but not submitted** status. The **Status Date** field always displays the date of the last completed action.

Uploaded Files - AP<sup>®</sup> Digital Audio Submission Portal

[Help](#)
[Home](#)
[Jane Smith](#)
[Log Out](#)

## AP Italian Language and Culture

Shanron High School

DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

Confirmation: The 7 files you selected have been submitted for scoring.

### Uploaded Files

Select All

Submit for Scoring

Delete

Search by filename

Search

7 file(s)	File Name	Status	Status Date	Student Permission
<input type="checkbox"/>	48538720_O.MP3 <a href="#">Play</a>	Submitted for scoring	12/05/2017	<input type="radio"/> Allowed <input checked="" type="radio"/> Denied
<input type="checkbox"/>	48538622_O.MP3 <a href="#">Play</a>	Submitted for scoring	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48528252_O.MP3 <a href="#">Play</a>	Submitted for scoring	12/05/2017	<input type="radio"/> Allowed <input checked="" type="radio"/> Denied
<input type="checkbox"/>	48526993_O.MP3 <a href="#">Play</a>	Submitted for scoring	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48526683_O.MP3 <a href="#">Play</a>	Submitted for scoring	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48526471_O.MP3 <a href="#">Play</a>	Submitted for scoring	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
<input type="checkbox"/>	48525075_O.MP3 <a href="#">Play</a>	Submitted for scoring	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied

[< Upload Additional Files](#)

### Upload Status

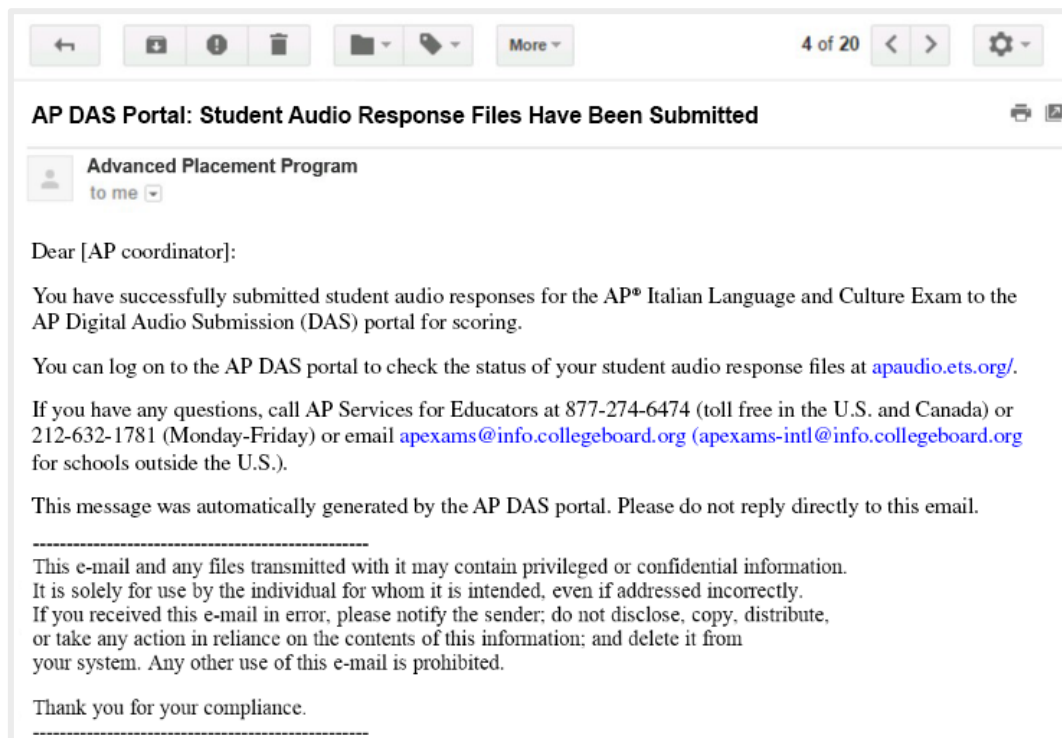
0 File(s) Uploading

7 File(s) Uploaded

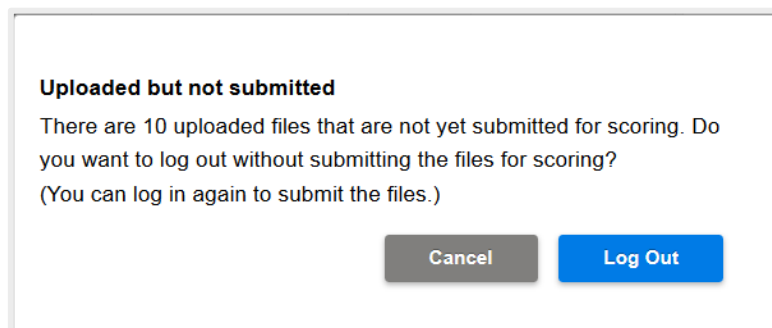
0 Error(s)

[Export Report](#)

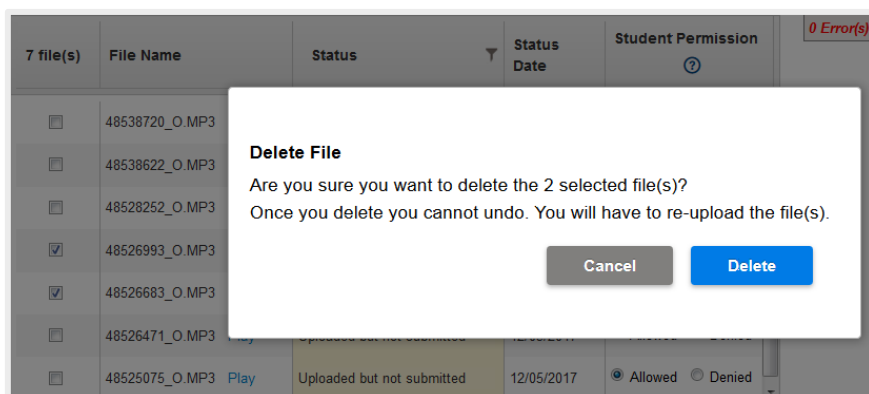
After files have been successfully submitted, the AP coordinator will receive a confirmation email. (**Note:** A confirmation email is sent every time files are submitted. If, for example, files are submitted one at a time, then the coordinator will receive an email for **each** file.)



If you choose to log out without submitting files, you will receive a confirmation message before logging out. You will be able to log back in and resume the submission process.

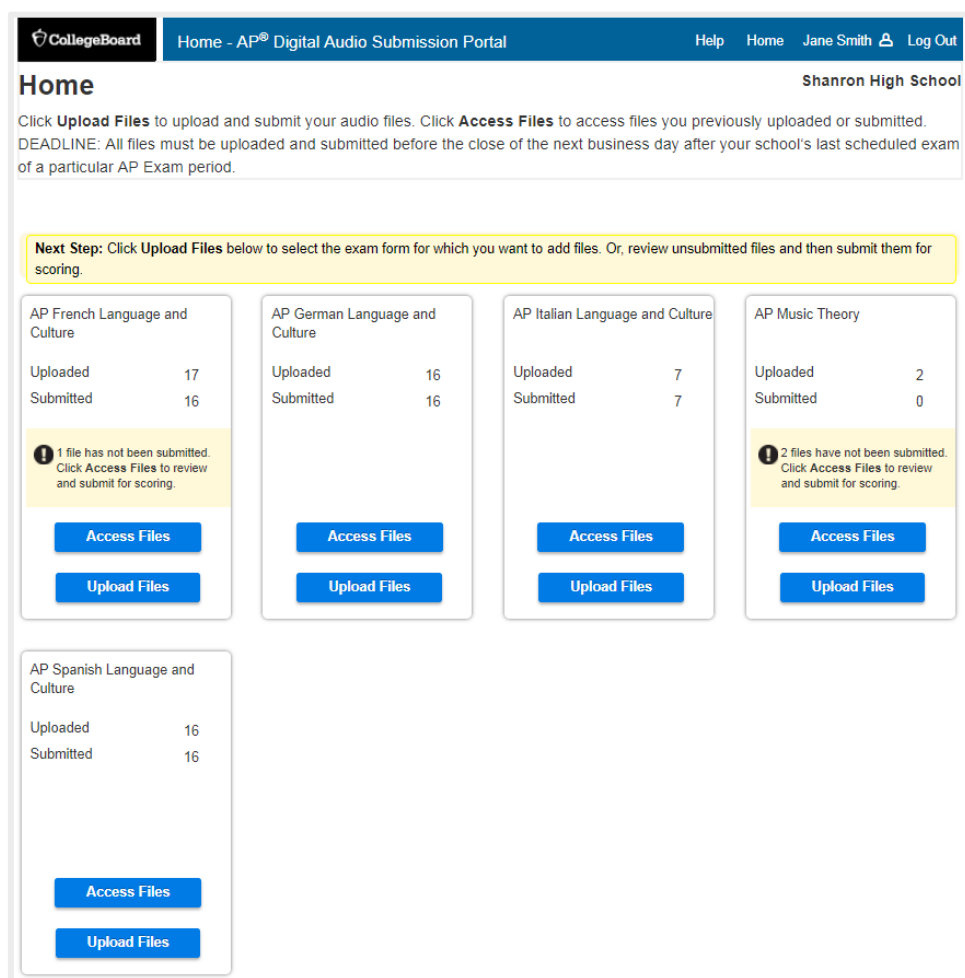


If you need to delete files for any reason, you may do so when files are in the **Uploaded but not submitted** or **Submitted for scoring** status. Files in **Submitted for scoring** status are in a queue waiting to be sent to the scoring application. They are still in the DAS portal and can be deleted and re-uploaded if necessary. If you delete files, you will receive a message to confirm the deletion.



At any time you may log back in to the DAS portal to review the files you submitted. After the initial login, the **Home** page displays the total number of files across all forms and the number of files in an **Uploaded but not submitted** status.

The **Access Files** button is now available for you to continue working on previously submitted files. You can continue to upload and submit files until submission is complete.



# Files Sent to Scoring System

On a date sometime after your files have been submitted, the AP Program will transfer your submitted files into a scoring application. When this happens, the status of your files will change to **Sent to scoring system**. Once files are in this status, you can no longer delete them or change student permissions.

If you need to make any changes to a file that is in **Sent to scoring system** status, please contact AP Services for Educators for additional instructions.

CollegeBoard

Uploaded Files - AP® Digital Audio Submission Portal

Help Home Jane Smith Log Out

AP Italian Language and Culture

Shanron High School

DEADLINE: All files must be uploaded and submitted before the close of the next business day after your school's last scheduled exam of a particular AP Exam period.

Confirmation: The 3 files you selected have been submitted for scoring.

Uploaded Files

Select All

Submit for Scoring

Delete

Search by filename

Search

7 file(s)	File Name	Status	Status Date	Student Permission
	48538720_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
	48526993_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
	48538622_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
	48528252_O.MP3 <a href="#">Play</a>	Uploaded but not submitted	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
	48526683_O.MP3 <a href="#">Play</a>	Sent to scoring system	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
	48526471_O.MP3 <a href="#">Play</a>	Sent to scoring system	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied
	48525075_O.MP3 <a href="#">Play</a>	Sent to scoring system	12/05/2017	<input checked="" type="radio"/> Allowed <input type="radio"/> Denied

< Upload Additional Files

Upload Status

0 File(s) Uploading

7 File(s) Uploaded

0 Error(s) [Export Report](#)

## Additional Help

If you have any questions about the DAS portal access, upload, or submission process, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 or email [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org) ([apexams-intl@info.collegeboard.org](mailto:apexams-intl@info.collegeboard.org) for schools outside the U.S.).

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## Frequently Asked Questions (FAQs)

### DAS Portal Access

#### For Coordinators:

**1. I'm my school's AP coordinator. How do I gain access to the AP Digital Audio Submission (DAS) portal?**

If you created a DAS portal account last year and are still at the same school, you don't need to set up a new account. Log in with your existing account information (update your password if prompted). However, if you set up an account last year but changed schools, then you must set up a new account this year. New AP coordinators must also create an account.

To create a new DAS portal account, you need your **six-digit school code** and **AP Exam Ordering access code**. These codes were included in the email sent to coordinators in April announcing that the DAS portal is available.

With the **six-digit school code** and **AP Exam Ordering Access code**, go to [apaudio.ets.org](http://apaudio.ets.org) and click **Create an Account** to begin the process.

For more information about setting up AP coordinator access to the portal, see pages 3-6 of this *Help* document.

**2. I'm an AP coordinator and I did not receive an email about the DAS portal. How should I proceed?**

You can proceed without the email. Go to [apaudio.ets.org](http://apaudio.ets.org) to access the DAS portal and follow the steps on pages 3-6 of this *Help* document. To create an account, you need your **six-digit school code** and **AP Exam Ordering access code**.

Your AP Exam Ordering access code and school code are listed in the email you received in January about AP Ordering.

You may also find your school code by going to [collegereadiness.collegeboard.org/k-12-school-code-search](http://collegereadiness.collegeboard.org/k-12-school-code-search).

If you are unable to determine any of this information, contact AP Services for Educators.

**3. I'm an AP coordinator and I'm using my DAS portal account from last year. Will I use the same Coordinator Key from last year to create new school staff accounts or will I be issued a new one?**

If using your DAS portal account from last year, you will be automatically assigned a new Coordinator Key. After logging in to the DAS portal, your new Coordinator Key will be on the **View / Update User Information** page, displayed in the **Coordinator Key** field (see page 9). Your new Coordinator Key will be a unique alphanumeric code.

**4. I'm an AP coordinator for multiple schools. Can I log in using the same DAS portal account for each school?**

No. If you are an AP coordinator for multiple schools, you need to create separate DAS portal accounts for **each** school at which you serve as AP coordinator.

#### For Staff:

**5. I'm a school or district staff person. How do I gain access to the AP Digital Audio Submission (DAS) portal?**

If you have been designated by your school's AP coordinator to upload and submit files through the DAS portal, the AP coordinator must provide you with a school-specific alphanumeric **Coordinator Key** and **six-digit school code** to create an account (contact your AP coordinator for these codes).

**Note:** All designated staff must create a new DAS portal account in 2018, even if they had an account in 2017.

With the **six-digit school code** and the **Coordinator Key**, staff should go to [apaudio.ets.org](https://apaudio.ets.org) and click **Create an Account** to begin the process.

For more information about setting up staff access to the portal, see pages 10-12 of this *Help* document.

Reminder, as noted on pages 17 and 110 of the [2017-18 AP Coordinator's Manual](#): Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught. (See page 30 in the [2017-18 AP Coordinator's Manual](#) for AP subject areas for assigning proctors.)

#### For Everyone:

**6. I created a DAS portal account last year to upload and submit student audio files. Do I need to set up a new account this year?**

If you are an AP coordinator at the same school, you don't need to create a new account. However, DAS portal accounts are tied to specific schools, so if you changed schools, you need to create a new account using your current school's information.

All designated staff must create a new DAS portal account each year. (See question 1 for coordinators or question 5 for staff.)

**7. I have a username and password for other College Board websites (AP Exam Ordering, AP Course Audit, Education Professionals, etc.) Can I use this login to access the AP DAS portal?**

No. The usernames and passwords you use to access AP Exam Ordering or other College Board websites will not work with the AP DAS portal. You need a separate account on the DAS portal.

**8. I've forgotten my DAS portal username or password.**

If you already have an account and have forgotten your username or password, go to [apaudio.ets.org](https://apaudio.ets.org) and select the "Forgot Username" or "Forgot Password" link on the **Login** page.

**9. Do students need an account on the DAS portal in order to record?**

No. Recording and uploading are separate actions. Students record during the exam administration using acceptable digital recording technology. After the exam administration, only the AP coordinator or designated school staff may upload files to the DAS portal. Students should **never** have access to the DAS portal.

#### DAS Portal Usage

**10. When and how do I upload and submit student response files to the DAS portal?**

Uploading and submitting are two separate steps. First, files must be uploaded to the DAS portal. Then they must be submitted in the DAS portal.

All files must be uploaded and submitted as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). **Submitting files after this point could result in score delays.**

Instructions are in the "Saving, Naming, Uploading, and Submitting" section for the subject you're administering in the [2017-18 AP Exam Instructions](#); the "Using the DAS Portal to Upload and Submit Files to the AP Program" on pages 109-110 in the [2017-18 AP Coordinator's Manual](#); and this *Help* document.

**Note:** If your school is using the DAC app to record students' responses, the app directly uploads files to the portal; coordinators or staff then need to log in to the portal to **submit** files. See the *Digital Audio Capture (DAC) App Overview* available at [collegeboard.org/ap-dac](https://collegeboard.org/ap-dac) for details about the DAC app.

**11. I'm using one of the supported browsers listed, but I'm still getting a warning when I go to the DAS portal. What should I do?**

Verify that the browser is one of the supported browsers for 2018, as listed on page 3 of this *Help* document:

- ◆ Internet Explorer 11.0
- ◆ Firefox 41 or above
- ◆ Safari 8.0 or below
- ◆ Google Chrome 45 or above

If you're using one of these supported browsers, click "Continue anyway."

**12. Are a school's AP teachers for AP Music Theory and AP French, German, Italian, and Spanish Language and Culture Exams permitted to upload and/or submit students' recorded files through the DAS portal?**

No. See pages 17 and 110 of the [2017-18 AP Coordinator's Manual](#). Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught. (See page 30 of the [2017-18 AP Coordinator's Manual](#) for AP subject areas for assigning proctors.)

**13. Is there a file naming convention I need to follow to save student response files?**

Yes. See page 110 in the [2017-18 AP Coordinator's Manual](#) and the "Saving, Naming, Uploading, and Submitting" directions for the appropriate subject in the [2017-18 AP Exam Instructions](#).

If your school recorded student responses using a computer, digital lab, or handheld recorder, you must save files in MP3 file format. You must name each student's file with:

The student's eight-digit AP number (found on the student's orange booklet, or by playing the beginning of their recording if necessary), followed by an underscore, followed by the exam form letter—O, A, Z, or I (found at the bottom right corner of the orange booklet).

For example, if a student's AP number is 87654321, and the exam form is "O," that student's digital file must be named as 87654321\_O and saved in MP3 file format. (See the chapter for your specific subject in the [2017-18 AP Exam Instructions](#) book.)

If files are not named with the correct naming convention, they will not upload and you'll receive an error message after attempting to upload in the DAS portal.

**Note:** Files recorded using the Digital Audio Capture (DAC) app directly name students' files, and use the M4A audio file format instead of MP3. This is correct for DAC app response files and you should proceed with submitting the M4A files. Do **not** change the file name of files uploaded from the DAC app.

**14. The "Exams Ordered" displayed on the Status Page in the DAS portal does not match the number of exams ordered by my school. Is this ok?**

The "Exams Ordered" field will display the current number of exams your school has ordered for that form. The number of files you can upload cannot exceed the number of exams ordered.

## **DAS Portal Processing Problems and Error Messages**

**15. While recording the responses, the student pressed "Stop" rather than "Pause" in between the two responses, thus creating two individual files. How are these two files to be uploaded and submitted?**

As stated in the [2017-18 AP Exam Instructions](#), each student's responses must be recorded and saved as a single file.

If the student has not yet been dismissed, have them re-record their responses immediately. See the instructions for the appropriate subject in the [2017-18 AP Exam Instructions](#).

If the student has been dismissed, contact AP Services for Educators for instruction.

## 16. I tried uploading files and received an error message. What should I do to resolve the error?

The following are common errors that may occur when trying to upload files to the DAS portal. If you receive an error message, you must correct the problem with the file(s) on your computer and then try uploading the file(s) again. You cannot correct the files within the DAS portal. (If you've used the DAC app to record students' responses, also refer to the troubleshooting information in the *DAC Overview* document, available on [collegeboard.org/ap-dac](https://collegeboard.org/ap-dac). There are different processes for correcting upload errors and duplicate files when the DAC app was used for recording.)

**Note:** The error log is available only when you are on the status page and during your current session (see page 19 of this *Help* document). Errors will disappear after you log out, leave this page, or go back to perform additional uploads. **Click “Export Report” to save the error log as a separate Excel document before leaving the Upload Status page.**

- ◆ **If you get an error message stating that the student AP number is invalid,** refer to the student AP number on the orange booklet cover or at the beginning of the student's recording, correct the file name, then upload the corrected file into the DAS portal.
- ◆ **If you get an error message stating that there is a file format error,** you must correct the file format and try re-uploading the files. The DAS portal accepts only MP3 files if students recorded using handheld digital recorder, digital language lab, or computer with MP3 recording software. Before uploading into the DAS portal, ensure the file format is .mp3. If your recordings are in a different format (.wav, .acc, .wma, .aiff), use file conversion software to convert the file to MP3. Please consult with your IT staff for assistance. You must not simply rename the file name extension to .mp3.

**Note:** If you use Audacity to record the student responses, also refer to the troubleshooting information in the guide available on [collegeboard.org/ap-audio-record](https://collegeboard.org/ap-audio-record). Click on the link for “Recording Student Responses on a Computer.”

**Note:** Files recorded using the Digital Audio Capture (DAC) app use the M4A audio file format instead of MP3. This is correct for DAC app response files and you should proceed with submitting the M4A files. Do **not** change the file name of files uploaded from the DAC app.

- ◆ **If you get an error message stating the file size is too large,** you will need technical support. Contact AP Services for Educators.
- ◆ **If you get an error message stating there are duplicate files:** You need to determine which of the duplicate files has the correct AP number.
  - If the file being uploaded has the incorrect AP number, correct the AP number in the file name, then upload and submit the corrected file.
  - If a file has already been uploaded with an incorrect AP number, delete the incorrect file, re-save the file on your computer using the correct AP number, then re-upload the corrected file.
- ◆ **If you get an error message that the filename is invalid:** Check to be sure that the file is named correctly —student AP number, underscore, and exam form letter. For example: 87654321\_O. There should not be any other information in the file name.
- ◆ **If you get an error message stating you are trying to upload more files than the number of exams ordered:** Check the number of files you are trying to upload against the number of exams you have ordered for that form (i.e., O, A, Z, or I). If the number of files you are trying to upload is more than the number of exams ordered, call AP Services for Educators.

### **About the College Board**

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools. For further information, visit [collegeboard.org](https://collegeboard.org).