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**WELCOME**

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

The guide below will walk you through how to set up your AP with WE Service class, access the AP Digital Portfolio, and score your students using the recognition rubric.

All students must be scored in the digital portfolio by June 30 in order to receive the AP with WE Service recognition on the score reports.

As always, if you have any questions, please reach out to us at apwe@collegeboard.org

Sincerely,

The AP with WE Service Team

**DIGITAL PORTFOLIO ACCESS AND CLASSROOM SETUP**

**Initial Login for AP with WE Service Teachers**

**Step 1: Set Up Your AP with WE Service Class in My AP**

- To designate your class section as an AP with WE Service course, click the **Edit Section** icon.
• Then click the **AP with WE Service** checkbox.

![AP with WE Service checkbox](image)

• **Note:** only schools that have completed and submitted an AP with WE Service authorization form will see the AP with WE Service checkbox. If you do not see this functionality, email apwe@collegeboard.org to confirm that we have received the required school authorization.

• Once your class is set up as an AP with WE Service class section in My AP, you will gain access to the AP Digital Portfolio.

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

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

**Navigate Between Multiple Classes**

• If you teach multiple digital portfolio classes you can quickly navigate between them using the **My Classes** link in the top menu.
Navigate Through the AP Digital Portfolio

AP Seminar, AP Research, and AP CSP have additional instructions below

- You can navigate through each class by using the left navigation bar. Click on Class Summary, Student Submissions or Assessment to expand the submenus. Click on the submenu items to go to that page.

 Navigate Through the AP Digital Portfolio—AP Seminar, AP Research, and AP CSP

- You can navigate to the AP with WE Service module in each class by using the left navigation bar. Click on AP with WE Service to expand the submenu. Click on the submenu items to go to that page.

- Note: you must score your AP with WE Service students separately from your standard digital portfolio scoring.

AP Computer Science A with WE Service

Overview

Welcome to AP® Computer Science Principles! In this AP course, your students will complete two through-course performance tasks and an end-of-course written exam.

The AP Computer Science Principles course is designed to be equivalent to a first-semester introductory college course in computer science. In this course, students will develop computational thinking skills vital for success across all disciplines, such as using computational tools to analyze and study data and working with large data sets to analyze, visualize, and draw conclusions from trends. The course engages students in the creative aspects of the field by allowing them to develop computational artifacts based on their interests. Students will also develop effective communication and collaboration skills by working individually and collaboratively to solve problems, and will discuss and write about the impacts these solutions could have on their community, society, and the world.

Managing AP Computer Science Principles in the Digital Portfolio

- Instruct students to visit digitalportfolio.collegeboard.org, log in with their College Board account, and request enrollment in your Computer Science Principles class section.
- Check your Class Roster early and often to confirm student enrollment requests.
- Visit the Progress view in the Digital Portfolio to view student progress and review submitted work.
- Make sure all students have indicated whether they are taking the AP end-of-course exam and entered their AP numbers into the Digital Portfolio (April).
- Reference the Teacher User Guide for detailed instructions on how to use the AP Digital Portfolio system.

AP Computer Science Principles Policy on Plagiarism

A student who fails to acknowledge (i.e., through citation, through attribution, by reference, and/or through acknowledgment in a bibliographic entry) the source or author of any and all information or evidence taken from the work of someone else will receive a score of 0 on that performance task.

A computational artifact without acknowledgement of the media used in the creation of the computational artifact, and
**STUDENT ENROLLMENT**

**Instruct Students to Enroll in Your Classes**

- Students need to enroll in your class section(s) through My AP (myap.collegeboard.org). If your class section is marked as AP with WE Service, then they will be automatically enrolled in AP with WE Service. They will not have to enroll separately in a WE Service class section.

- Once students have enrolled in your class section(s) in My AP using the join code you or your school’s AP coordinator have provided, they will be able to access your class section(s) in the AP Digital Portfolio. See [Helping Students Join Your AP Class Section](.pdf/705 KB) for step-by-step instructions.

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

*Students need to use the same College Board account information when accessing both My AP and the AP Digital Portfolio.*

![Image of My AP sign-in page](http://example.com/myap-sign-in)
COURSE ACTIVITIES

Upload Supporting Materials

- Teachers can upload supporting materials, either web links or files, in the digital portfolio. (Note: you can add as many supporting materials as you would like.)
  - The following file types can be uploaded as supporting materials: DOC, DOCX, PPT, PPTX, PDF, MOV, WMV, MP4, AVI, and ZIP.

- Navigate to the assignment 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 View Student Work

- You have the option of having students upload their work for the student workbook and AP with WE Service portfolio.
  - The file types accepted for student work are as follows:
    - Images: JPG, JPEG, PNG, GIF
    - Documents: PDF, DOC, DOCX, KEY, PPT, PPTX, PPS, PPSX, ODT, XLS, XLSX
    - Audio: MP3, M4A, WAV
    - Video: MP4, M4V, MOV, WMV, AVI, MPG
  - The file size for student work cannot exceed 30 MB.
• To review student work, navigate to Student Workbook or Service Portfolio and click on View Details next to any student.

• You can view a submission by clicking the Download Latest button or clicking on the file name in the Activity Feed.
**COMPLETING THE RECOGNITION RUBRIC**

- Regardless of whether or not you have your students upload work for the student workbook and student portfolio, you will need to complete the recognition rubric for each student.

- **Important:** You must complete the recognition rubric by **June 30** in order for students to receive the AP with WE Service recognition on their score reports.

- The recognition rubric is accessed via the Progress page. On the Progress page, you are also able to view the status of student submissions for student workbook and student portfolio.

- **Note:** AP Seminar, AP Research, and AP CSP class sections will access the recognition rubric via the AP with WE Service Progress page. AP Art and Design, AP CSP, and AP Capstone students must still submit work for an AP Exam score. AP Art and Design students must submit a portfolio and AP CSP and AP Capstone students must submit their performance tasks.

- When you hover over the green circles in the **RC** column, it will change to **Confirm**. To complete the recognition rubric for a student, click on **Confirm**.
• You will be taken to the Recognition screen. Instructions are provided on the left side of the screen. The scoring rubric is displayed on the right side of the screen.

<table>
<thead>
<tr>
<th>Investigate and Learn</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Plan</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Take Action</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Report and Celebrate</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

• Hover over a rubric point to see the full text of the rubric. To assign a rubric point for a particular content area, click on the rubric point.
  o You have the option to input notes. These notes are optional and will not be reviewed by College Board.

- Investigate and Learn: Undertakes a student-led investigation of a topic at local and global levels, and evaluates existing programs that take action on the topic, making clear connections to the AP® course topic.
- Action Plan: Develops an achievable plan to carry out one global and one local action in the form of direct service, indirect service or advocacy, which includes clear tasks, responsibilities, resources needed, and timeline.
- Take Action: Participates in a project that has local and global significance, involving direct service, indirect service, and/or advocacy.
- Report and Celebrate: Creates a summary that showcases the service learning project and explains the impact of the project and its significance. May participate in a celebration.

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• The Save button is activated once a rubric point has been entered for all content areas and you have responded to the prompt regarding the AP policy on plagiarism. Click on Save to save your work.

• You may exit the Recognition view at any time by clicking on the X at the top of the screen.
  ○ Note: You cannot partially complete the rubric for a student. If you exit the Recognition view prior to completing the recognition rubric, your assessment will not be saved.