# AP Digital Portfolio: Teacher User Guide for AP Computer Science Principles

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AP COURSE AUDIT

To be able to create class sections in AP Registration and Ordering, note the following information about Course Audit:

- **Returning teachers**: If you taught an AP CourseAudit authorized course last year, you’ll be listed in AP Registration and Ordering. You or the AP coordinator can create class sections for your AP course, and you will have access to AP Classroom. To maintain access to AP Classroom after **January 31, 2021**, you must complete the following steps outlined for new AP teachers.

- **Teaching AP Computer Science Principles for the first time**: You won’t be listed in AP Registration and Ordering, can’t create class sections, and can’t access AP Classroom until you’ve taken the following steps in AP Course Audit:
  1. Add your course.
  2. Complete the AP Course Audit form for AP Computer Science Principles (AP CSP). The AP Course Audit administrator at your school is notified when you have submitted your course audit form. Once they approved the form, you can access AP Classroom and create class sections. To ensure access to AP Digital Portfolio, you must submit your syllabus or adopt a syllabus by an AP-endorsed provider or an AP sample syllabus by the **October 1** preferred deadline.
ACCESS TO AP CLASSROOM AND AP DIGITAL PORTFOLIO

Initial Login for AP Computer Science Principles Teachers

Step 1: Set Up Class Sections in My AP

• Communicate with your AP coordinator to verify an AP Computer Science Principles class section is set up in My AP for each class that you will teach. Once each class section is set up in My AP (either by you or your AP coordinator) you can log in to the AP Digital Portfolio to view it.

Step 2: Access the AP Digital Portfolio

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

Step 3: Access AP Classroom Resources

• After class sections have been created in My AP, you can access the AP Question Bank with real AP questions and formative topic questions through AP Classroom.

Independent Study and Homeschooled Students

• The AP coordinator at your school will need to create an exam only section if your school administers an AP Computer Science Principles Exam to students who aren’t enrolled in a course at your school. Exam only sections would be necessary for:
  o Independent/self-study students attending your school who want to take an exam for a course in which they’re not enrolled
  o Students who attend another school but want to test at your school
  o Homeschooled students who will be testing at your school
  o Virtual school students who will be testing at your school

• Only AP coordinators can create exam only sections; teachers can’t create these sections. The AP coordinator will provide the student with a join code. Students enrolled in exam only sections will not have access to AP Classroom assignments from AP teachers; assignments are only accessible by students enrolled in the teacher’s class section.

Accommodations for Students with Disabilities

• Students with documented disabilities may be eligible for accommodations for the Create performance task and the end-of-course exam. For information about requesting an accommodations approval, students can go to collegeboard.org/apssd or contact College Board Services for Students with Disabilities (SSD) at (844) 255-7728 or (212) 713-8333.

Navigate Between Multiple Classes

• If you teach multiple AP Computer Science Principles class sections, you can quickly navigate between them using the My Classes tab in the top menu.
Navigate Through the AP Digital Portfolio

- You can navigate through each class using the left-hand navigation bar. Click on Class Summary or Create to expand the sub-menus. Click on the sub-menu items to go to that page.
STUDENT ENROLLMENT

Instruct Students to Enroll in Your Classes

• Students need to enroll in your class section(s) through My AP (myap.collegeboard.org) by the second day of class. You will have a unique join code for each class section that you are teaching, so be sure to give the appropriate join code to your students. See Helping Students Join Your AP Class Section (.pdf/705.08 KB) for step-by-step instructions. 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 in the AP Digital Portfolio.

• Direct students to 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).

Important: Students need to use the same College Board account information when accessing both My AP and the AP Digital Portfolio. Students who do not use the same account might not have their performance task components sent for scoring.
COURSE ACTIVITIES

Upload Supporting Materials

- Teachers can upload supporting materials—either web links or files—to the Create Performance Task.
  - The following file types can be uploaded as supporting materials: .doc, .docx, .ppt, .pptx, .pdf, .mov, .wmv, .mp4, .avi, and .zip.
- The following are recommendations for resources to provide to students on the AP Digital Portfolio:
  - Resources to assist students with self-monitoring their progress and completing the Create Performance Task components, including but not limited to schedules and timelines. Students must follow performance task instructions on the Student Handouts document.
  - In accordance with the Administering the Performance Task guidelines on pages 170 and 171 in the AP CSP Course and Exam Description, teachers may not assign, provide, or distribute specific topics or a program to develop to students.
  - Navigate to a performance task component for which you’d like to add supporting materials, then click Add and follow the instructions. After the materials are uploaded, they will be visible to you and your students.
Download and View Student Work

- Navigate to the performance task component for which you’d like to review student work and click on View Details next to student’s name.

- You can view a draft submission by clicking the Download Latest button or clicking on the file name in the Activity Feed.
**FINAL SUBMISSION REVIEW**

- You can review student work from the **Progress** page, which can be found by expanding the **Class Summary** menu.

  ![Progress page screenshot]

  - The **Progress** page is the area of the AP Digital Portfolio that you will use to:
    - View status of student submissions
    - Review student submissions
    - Report suspected student plagiarism or exam violations to College Board
    - View whether or not 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)

- Students must submit final versions of the following Create Performance Task components:
  - Program Code (created independently or collaboratively)
  - Video (created independently)
  - Written Responses (created independently)

**Reviewing Student Work**

- Students must submit final versions of all performance task components by **May 20, 11:59 p.m. ET**, for their work to be scored by College Board. A black check mark will indicate that students have submitted that component of the performance task as final.

- To review student submissions, check the status of the student submission, or report suspected student plagiarism, go the **Progress** page.

- Click on the submission to view the student artifact.
You will be sent to the Review screen. Student submissions that are in PDF format (e.g., Program Code) will be viewable on this screen.

You can download non-PDF artifacts (e.g., Video) for review by clicking the View/Print Submission button in the upper right corner.
Returning Files to Students

- In some instances, you may need to return a student’s submitted work to them. You may return work to a student if their work:
  - Is the wrong submission
  - Is corrupt or not readable
  - Cannot be opened due to some other technical error

- **Important:** Do not return a file to a student due to the quality of the work submitted.

- To return a file to a student, click on View Submission in the Progress page.

- Click on the Return File to Student button.
• Select the reason you are returning the file to the student and click the **Return File** button.

• If you have returned a file to a student, make sure to personally follow-up with them to have them first upload a new or correct version of the document and then submit as final again.

**Reporting Suspected Student Plagiarism or Exam Violation to College Board**

**Review the Plagiarism Policy**

The use of media (e.g., video, images, sound), data, information, evidence, or program code created by someone else in the creation of a program and/or a program code segment(s), without appropriate acknowledgment (i.e., through citation, through attribution, and/or by reference), is considered plagiarism. A student who commits plagiarism will receive a score of 0 on the performance task.

To the best of their ability, teachers will ensure that students understand how to ethically use and acknowledge the ideas and work of others, as well as the consequences of plagiarism. The student’s individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

During the final submission process in the AP Digital Portfolio, students will be asked to attest that they have followed the performance task guidelines and have not plagiarized their submission.

When two students’ responses are nearly identical, both responses are considered plagiarized until further investigation upon student appeal.

• If you believe that a student submission violates the AP Computer Science Principles policy on plagiarism or has violated the performance task guidelines, you should report it to the College Board. See Steps to Report Plagiarism section.

• The following are reasons to report a student:
  o Submitted work was created by someone other than this student.
  o Student fails to acknowledge the source or author of any information about existing programming code.
  o Student collaborated during the creation of the Video or Written Response of the Create Performance Task.
  o Student submitted work from a practice performance task without significantly revising the program by adding new functionality and writing new answers to written response prompts.
- Student obtained assistance or feedback on answers to written response prompts.
- Two students’ responses are nearly identical.

**Steps to Report Plagiarism**

- After completing review, click on **Report Plagiarism or Violation**.

- Select the reason(s) you are reporting plagiarism or violation of the performance task guidelines. Click the **Next** button.

- Provide the evidence of plagiarism or the exam violation. You must then provide detailed rationale and evidence, such as links to code, as to why you suspect the student’s work is plagiarized or has violated the performance task guidelines. You also have the option to provide an additional file of evidence.
If desired, you can delete a reported case of plagiarism or violation. You can delete the report from the Teacher View Final Submission screen.

Monitoring Student Progress via the Progress Page

- **Important:** In order for student submissions in the digital portfolio to be scored, the student must be included in your school’s AP Exam order and 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.

- AP coordinators order AP Computer Science Principles Exams through AP Registration and Ordering by the **November 13** final exam ordering deadline. The Progress page in the AP Digital Portfolio reflects if a student is included in the exam order.

- To monitor your students’ exam order status, navigate to the Progress page. 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.
- Students whose names are in a **red cell** with **No Selection** displayed 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.

- Students whose names are in a **gray cell** 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.

- Students whose names are in a **white cell** 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.
ENSURING STUDENT SUBMISSIONS WILL BE SCORED

- **Important:** In order for student submissions in the digital portfolio to be scored, the student must submit their work as final in the AP Digital Portfolio by May 20, 11:59 p.m. ET.

- In order to ensure students can meet the May 20, 11:59 p.m. ET deadline, please set internal deadlines to complete digital portfolio tasks with students.

- There will likely be a higher volume of simultaneous submissions as the May 20, 11:59 p.m. ET deadline approaches, which means that it may take longer for student submissions to upload in the AP Digital Portfolio. Students sometimes encounter technical problems uploading their files, and it could take days to resolve the issue. So your students don’t risk missing the deadline, strongly advise them to plan ahead and build in extra time to prepare their final upload of performance task components and submit them. Students should not wait until the last minute to upload their performance task components as final in the AP Digital Portfolio.

Instructing Students to Register for the End-of-Course Exam in My AP

- If your school requires students to indicate their exam registration, students will see a Register button in the class section view in My AP after they join your class section. When students click the Register button, they’ll see a pop-up screen from which they can select either Taking the exam or Not taking the exam. This selection lets the AP coordinator know if a student plans to take the exam, and the coordinator will order it for that student. If students don’t see the Register button, it means that your school is automatically ordering exams for students enrolled in class sections.

- If students would like to register for an exam after the November 13 final exam ordering deadline, their order may be subject to a late order fee. They’ll need to ask the AP coordinator to update their registration. If your class doesn’t start until the spring or a student transfers to a new school after the exam ordering deadline, don’t worry—the coordinator will be able to order an exam, and the student won’t be charged a late order fee.

Instructing Students to Confirm Exam Registration in the AP Digital Portfolio

- Students can use the Overview page to confirm they are included in your school’s exam order.

- If they are included in the exam order, the cell their name is in will be white, and their AP ID will be visible underneath their name.
• If the cell where their name appears is in gray or red, then they are not included in the exam order. If they think this is an error and they plan to take the end-of-course exam, they will need to work with you or the AP coordinator to have this information changed in My AP.

**Instructing Students to Indicate Permission to Reuse Written Performance Materials**

• Students can indicate whether they provide College Board permission to reuse their work for educational research and instructional purposes. This does not impact the student’s score.

• This permission only covers items submitted via the digital portfolio; AP students must indicate permission to reuse during the AP end-of-course exam as well. Students can indicate their permission by logging in to the AP Digital Portfolio and navigating to the **Overview** page.
Instructing Students to Confirm Final Submission Status

- Students can track the final submission progress on the Overview page. The Progress view will show the submission status for each of the three Create Performance Task components that students must submit as final. When students have submitted performance task components 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 College Board for scoring.

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