



AP Digital Portfolio: Student User Guide for AP Computer Science Principles™

Fall 2018

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WELCOME

Welcome to AP Computer Science Principles! As part of this course you will work on two through-course performance tasks, Create and Explore. You will be uploading and submitting five final performance task components via the AP Digital Portfolio, three components for Create and two components for Explore. These will be graded and form part of your final AP grade. This guide explains how to use the AP Digital Portfolio system.

- **Some key dates:**
 - November: You can start submitting performance task components.
 - December to April 30 at 11:59 p.m. ET: You must indicate whether you intend to take the end-of-course exam.
 - **By April 30 at 11:59 p.m. ET:** Deadline for submitting as final all (5) performance task components.
- **Important Note:** It is likely that there will be a higher volume of simultaneous submissions as the 11:59 p.m. ET deadline approaches, which means that your files may take longer to upload in the AP Digital Portfolio. If you encounter technical problems uploading their files, it could take days to resolve the issue. So that you don't risk missing the deadline, we strongly advise you to build extra time to prepare the final upload and submit. Do not wait until the last minute to upload your performance tasks as final.

DIGITAL PORTFOLIO ACCESS AND CLASS ENROLLMENT

Log in Using Your College Board Username and Password

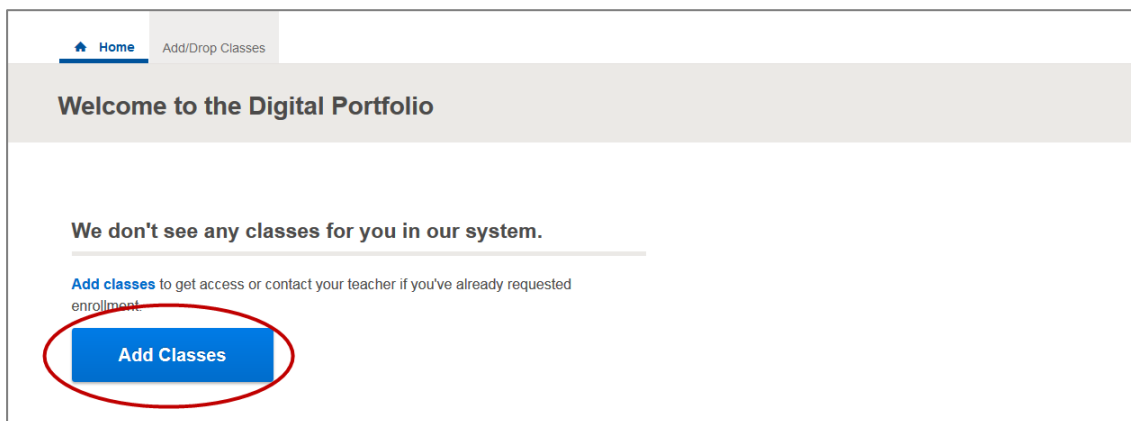
- Go to digitalportfolio.collegeboard.org and log in using your College Board username and password.
 - ***If you already have an existing College Board account, you should use that account to access the Digital Portfolio and should not create a new account. Creating a new account when you have an existing account can cause issues with access to the Digital Portfolio.***
 - You may already have an account if you have taken an AP Capstone course or AP with WE Service course in a prior year, viewed AP® scores, or registered for the SAT® online.
 - If you do not remember your account credentials, you can request your username or reset your password.
 - If you don't have an account, create a new account.

The screenshot shows the AP Digital Portfolio login interface. At the top is a navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. The main content area has a 'Welcome' heading and a message for Professionals and Students. On the left is a 'Sign In' form with fields for Username and Password, a 'Remember me' checkbox, and a 'Sign In' button. Below the form are links for 'Forgot Username?' and 'Forgot Password?'. On the right is a 'Don't Have An Account? Sign-Up.' section with a 'Sign Up' button. A yellow 'Other Tools' box is also visible on the right side.

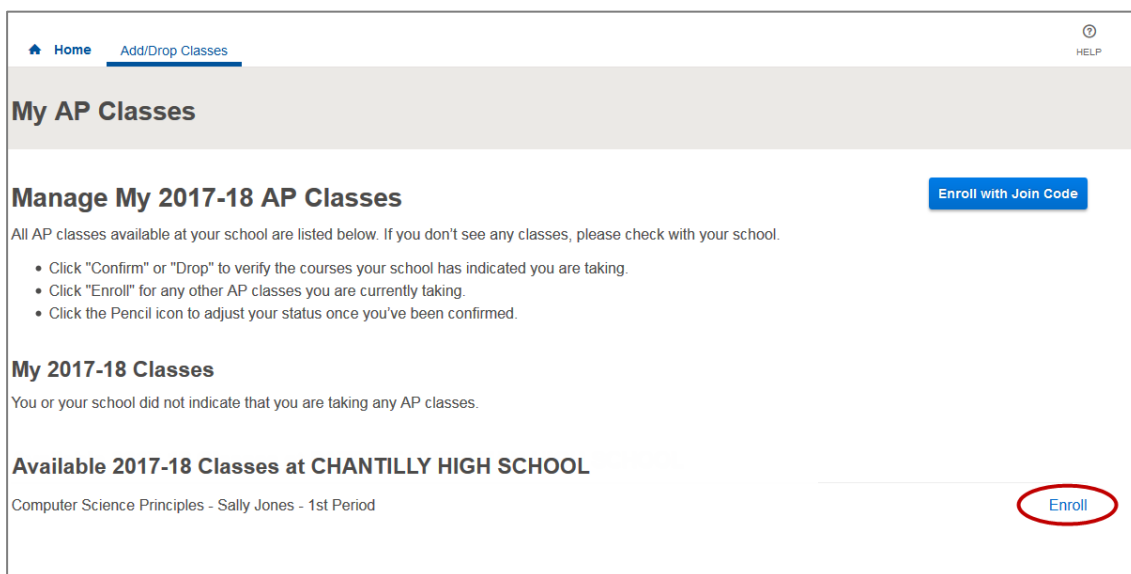
- Once you have signed in to your College Board account, you may be prompted to provide additional information.

Enrolling in an AP Computer Science Principles Class at Your School

- Visit digitalportfolio.collegeboard.org and log in using your College Board student account and password.
- If you are not enrolled in an AP CSP class for the current academic year, you will be prompted to add a class by clicking the 'Add Classes' button.



- You will be redirected to the 'Manage My Classes' page and see a complete list of Digital Portfolio classes being offered at your school. You should request enrollment in the appropriate Computer Science Principles class.



- When you click 'Enroll', the screen will indicate that enrollment has been requested. You will not be able to access the Digital Portfolio content until your teacher has confirmed your enrollment.

Home Add/Drop Classes HELP

My AP Classes

Manage My 2017-18 AP Classes

All AP classes available at your school are listed below. If you don't see any classes, please check with your school.

- Click "Confirm" or "Drop" to verify the courses your school has indicated you are taking.
- Click "Enroll" for any other AP classes you are currently taking.
- Click the Pencil icon to adjust your status once you've been confirmed.

My 2017-18 Classes

Computer Science Principles - Sally Jones - 1st Period

Enrollment Requested

Available 2017-18 Classes at CHANTILLY HIGH SCHOOL

There are no available AP classes at your school.

Enrolling in an AP Computer Science Principles Class at a Different School

- If you are enrolling in CSP at a school other than your primary school, you should enroll with a join code provided by your CSP teacher.
- Visit digitalportfolio.collegeboard.org and log in using your College Board student account and password.
- You will be prompted to add a class by clicking the 'Add Classes' button.

Home Add/Drop Classes

Welcome to the Digital Portfolio

We don't see any classes for you in our system.

Add classes to get access or contact your teacher if you've already requested enrollment.

Add Classes

- You will be redirected to the Manage My Classes page. From there, click on the 'Enroll with Join Code' button at the top right of the page.

The screenshot shows the 'Manage My 2017-18 AP Classes' page. At the top right, there is a blue button labeled 'Enroll with Join Code' which is circled in red. Below this, there is a list of instructions: 'Click "Confirm" or "Drop" to verify the courses your school has indicated you are taking.', 'Click "Enroll" for any other AP classes you are currently taking.', and 'Click the Pencil icon to adjust your status once you've been confirmed.' Below the instructions, it says 'My 2017-18 Classes' and 'You or your school did not indicate that you are taking any AP classes.' At the bottom, it lists 'Available 2017-18 Classes at CHANTILLY HIGH SCHOOL' with the entry 'Computer Science Principles - Sally Jones - 1st Period' and an 'Enroll' button.

- Enter the Join Code your CSP teacher has provided you and click the 'Submit' button.

The screenshot shows a modal window titled 'Enroll with Join Code'. It contains the text: 'If your teacher has provided you with a join code, you may enter it here to request enrollment.' Below this is a text input field labeled 'Enter Join Code' containing the code '3U7AHF'. A red arrow points to this field. At the bottom right of the modal, there is a blue 'Submit' button circled in red, and a grey 'Cancel' button to its left.

- Confirm that the Join Code is for the correct section and click the 'Submit' button again.

The screenshot shows the same 'Enroll with Join Code' modal, but now it displays the details of the enrollment request. It says: 'You are requesting enrollment for:', 'School: Chantilly High School', 'Course: Computer Science Principles', 'Class: 1st Period', and 'Teacher: Sally Jones'. At the bottom right, the blue 'Submit' button is circled in red, and the grey 'Cancel' button is to its left.

- When you click 'Submit', the screen will indicate that enrollment has been requested. You will not be able to access the Digital Portfolio content until your teacher has confirmed your enrollment.

[Home](#) [Add/Drop Classes](#) [HELP](#)

My AP Classes

Manage My 2017-18 AP Classes

All AP classes available at your school are listed below. If you don't see any classes, please check with your school.

- Click "Confirm" or "Drop" to verify the courses your school has indicated you are taking.
- Click "Enroll" for any other AP classes you are currently taking.
- Click the Pencil icon to adjust your status once you've been confirmed.

My 2017-18 Classes

Computer Science Principles - Sally Jones - 1st Period	Enrollment Requested
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Available 2017-18 Classes at CHANTILLY HIGH SCHOOL

There are no available AP classes at your school.

SUBMITTING YOUR WORK IN THE DIGITAL PORTFOLIO

Access the AP Digital Portfolio

- Once your teacher has confirmed your enrollment request you should be able to access the Digital Portfolio by logging into digitalportfolio.collegeboard.org.

The screenshot shows the AP Computer Science Principles Digital Portfolio interface. At the top, there's a navigation bar with 'Home', 'My Classes', and 'Add/Drop Classes'. Below this, the page title is 'AP Computer Science Principles 1st Period'. On the left, a 'Class Summary' sidebar lists 'Overview', 'Create', and 'Explore'. The main content area is titled 'Overview' and contains a paragraph about the course's purpose, a section on plagiarism policy, and links for 'Create' (Individual Video, Written Responses, Program Code) and 'Explore' (Computational Artifact, Written Responses).

Navigate Through the AP Digital Portfolio

- The left menu allows you to select from an overall course 'Overview' or drill down into each of the performance tasks for the course you are in.

This screenshot shows the 'Individual Video' page within the AP Computer Science Principles Digital Portfolio. The left sidebar now highlights 'Individual Video' under the 'Create' section, with a red arrow pointing to it. The main content area is titled 'Individual Video' and includes a 'Submission Requirement' section stating: '1. Video: Submit one video in .mp4, .wmv, .avi, or .mov format that demonstrates the running of at least one significant feature of your program. Your video must not exceed 1 minute in length and must not exceed 30MB in size.' Below this is a 'File Upload and Submission' section with an 'Upload New' button.

Prepare your Work for Submission

- As part of the CSP course, you will be uploading and submitting final five performance task components via the Digital Portfolio. You must follow the guidelines for file format and size.
 - Explore
 - Computational Artifact (CA)
 - Supported File Types: .MP3, .MP4, .WMV, .AVI, .MOV, .WAV, .AIF or .PDF
 - No larger than 30MB
 - Video and audio files cannot exceed 1 minute (60 seconds)
 - Written Responses (WR)
 - Supported File Types: .PDF
 - No larger than 30MB
 - A downloadable template will be provided for you to use
 - Create
 - Video (IV)
 - Supported File Types: MP4, .WMV, .AVI, OR .MOV
 - No larger than 30MB
 - Video and audio files cannot exceed 1 minute (60 seconds)
 - Individual Written Responses (IWR)
 - Supported File Types: .PDF
 - No larger than 30MB
 - A downloadable template will be provided for you to use
 - Program Code (PC)
 - Supported File Types: .PDF
 - No larger than 30MB
- ***Do not publicly post or share any portions of your performance tasks.***
- Written Responses need to be in PDF format. If you need help converting a file to PDF, please visit the section of this guide titled ***'Additional Information - Converting Your Documents to PDF'***.
- Computational Artifact and Individual Video can be submitted as videos. For additional considerations on how to create video files for submission, please visit the section of this guide titled ***'Additional Information - Creating Video Files'***.

Use AP CSP Written Response Templates

- We strongly encourage use to use the Written Response Templates for the Create and Explore performance tasks to ensure accurate scoring and to respond to all the performance task requirements in an organized and properly labeled manner.
- The use of College Board templates may help **to avoid suspicion of plagiarism**. Use of templates that contain sentence starters or fill in the blanks are a violation of the task guidelines and may result in you scoring 0 on your performance task. Additionally, you must follow performance task instructions on the Assessment Overview and Performance Task Directions for Students document.

- Create – Applications from Ideas Performance Tasks: This template was developed to help ensure you provide a response to all the requirements in the Create Performance Task in an organized and properly labeled manner. The Written Response Template for this task should be used for sections 2a, 2b, 2c, and 2d.
- Explore – Impact of Computing Innovations Performance Task: This template was developed to help ensure you provide a response to all the requirements in the Explore Performance Task in an organized and properly labeled manner. The Written Response Template for this task should be used for sections 2a, 2b, 2c, 2d, and 2e.
- To access the Written Response templates, navigate to the Written Responses page for the Performance Task you are working on. Then, scroll down to the ‘Download Template for Written Responses’ section.

Upload and Download Draft Work

- Click on the performance task component for which you’d like to upload a document. Select ‘Upload New’ and indicate the file you wish to upload. When the upload is complete, you will see a comment in the activity feed, and the ‘Download Latest’ options will become available.

The screenshot shows the AP Computer Science Principles 1st Period interface. On the left is a sidebar with a 'Class Summary' header and a 'Create' section containing 'Explore', 'Overview', 'Computational Artifact' (selected), and 'Written Responses'. The main content area is titled 'Computational Artifact' and includes 'Submission Requirements'. Under '1. Computational Artifact', it states: 'Your computational artifact must provide an illustration, representation, or explanation of the computing innovation's intended purpose, its function or its effect. The computational artifact must not simply repeat the information supplied in the written responses and should be primarily non-textual.' It then says: 'Submit a video, audio, or PDF file. Use computing tools and techniques to create one original computational artifact (a visualization, graphic, video, or audio recording). **Acceptable multimedia file types include .mp3, .mp4, .wmv, .avi, .mov, .wav, .aif, or .pdf format. PDFs must not exceed 3 pages in length. Video or audio files must not exceed 1 minute in length and must not exceed 30MB in size.**' At the bottom, under 'File Upload and Submission', there is a button labeled 'Upload New' with a red arrow pointing to it.

- Once you've uploaded a document, it will be available for you and your teacher to download.
 - **Your work will not be sent to the College Board for scoring until you submit it as final.**
 - You can download the most recently uploaded document by clicking the 'Download Latest' button, or by clicking the link in the Activity Feed. Prior versions of a submission can be retrieved via the Activity Feed.

The screenshot shows the AP Computer Science Principles 1st Period interface. On the left is a sidebar with 'Class Summary', 'Create', and 'Explore' sections. The 'Explore' section is active, showing 'Overview', 'Computational Artifact' (selected), and 'Written Responses'. The main content area is titled 'Computational Artifact' and includes 'Submission Requirements'. It states that the artifact must provide an illustration, representation, or explanation of a computing innovation's purpose, function, or effect, and must not simply repeat information. It specifies acceptable multimedia file types (.mp3, .mp4, .wmv, .avi, .mov, .wav, .aif, .pdf) and limits: PDFs must not exceed 3 pages in length, and video or audio files must not exceed 1 minute in length and 30MB in size. Below this is a 'File Upload and Submission' section with three buttons: 'Upload New', 'Download Latest' (circled in red), and 'Submit Final'. At the bottom is an 'Activity Feed' showing a post by Robyn Schultz from August 11, 2016, at 1:41PM, stating 'Uploaded a new version: Computational_Artifact.pdf' (the entire post is circled in red).

Submit Work as Final

- **You must submit your work as final in order for your work to be sent to the College Board for scoring.**
- Remove your name and any other personally identifying information from written work prior to submitting final.

- Click on the performance task component that you want to submit as final. Click 'Submit Final'.

AP Computer Science Principles
1st Period

Class Summary

Create

Explore

- Overview
- Computational Artifact
- Written Responses

Computational Artifact

Submission Requirements

1. Computational Artifact

Your computational artifact must provide an illustration, representation, or explanation of the computing innovation's intended purpose, its function or its effect. The computational artifact must not simply repeat the information supplied in the written responses and should be primarily non-textual.

Submit a video, audio, or PDF file. Use computing tools and techniques to create one original computational artifact (a visualization, graphic, video, or audio recording). **Acceptable multimedia file types include .mp3, .mp4, .wmv, .avi, .mov, .wav, .aif, or .pdf format. PDFs must not exceed 3 pages in length. Video or audio files must not exceed 1 minute in length and must not exceed 30MB in size.**

File Upload and Submission

Upload New Download Latest **Submit Final**

Activity Feed

Robyn Schultz | Thu August 11, 2016 at 1:41PM

Uploaded a new version: [Computational_Artifact.pdf](#)

- A window will appear asking you to confirm several things before you complete your final submission:
 - that you have reviewed the file and it is correct (checkboxes will remain inactive until you view your file)
 - that you have removed your name personally identifying information from your submission
 - that you understand that changes to your submission cannot be made after you complete the final submission process

Final Submission ✕

You are about to submit the following as your final submission for Computational Artifact. You must click and open the file below to verify that it is correct.

View File

[Computational_Artifact.pdf](#)

☒ I have reviewed the uploaded file to ensure it is the correct version.


☒ I have confirmed that my file does not contain my name or any other personally identifying information.

☒ I understand that I will not be able to make any changes to my file once I complete the final submission process.

Close

Next

- Then, you will attest to the originality of your work, that you have read the performance task directions, and that you did not collaborate on any submissions in which collaboration is not allowed.

Final Submission 

☒ I hereby affirm that the work I am submitting is my own and that I have read and understand the [AP Computer Science Principles Policy on Plagiarism](#).

☒ I hereby affirm that the work I am submitting is my own and that I have read the [AP Computer Science Principles Assessment Overview and Performance Task Directions for Students](#).


☒ I hereby affirm that I did not collaborate on any of the following:

- Individual written response for the Create Performance Task.
- Individual video for the Create Performance Task.
- Any portion of the Explore Performance Task.

Close

Submit

- For Create Program Code, before attesting to the originality of your work, you will then be asked to indicate the programming language you used for your work. Your choice will NOT have an impact on your score.
- After clicking 'Submit' you will receive a confirmation window that your final submission has been received.

Final Submission 

Your final submission has been received.

Close

PREPARING FOR THE END-OF-COURSE EXAM

- If you are taking the AP end-of-course exam, you must complete the following on the AP Digital Portfolio by April 30, 11:59 p.m. ET:
 - Submit your work as final
 - Indicate your intent to take the AP end-of-course exam
 - Enter your AP Number
- ***If you do not complete all three steps, your work will not be submitted to the College Board for scoring.***

Indicate Your Intent to Take the AP End-of-Course Exam

- Starting in December, you will be prompted to indicate whether or not you intend to take the end-of-course exam. You must provide a response by no later than April 30 at 11:59 p.m. ET.
- You can indicate your intent-to-take exam question by navigating to the Overview page.

The screenshot shows the AP Computer Science Principles interface. The top navigation bar includes 'Home', 'My Classes', and 'Add/Drop Classes'. The main header displays 'AP Computer Science Principles' and '1st Period'. The left sidebar has a 'Class Summary' section with links for 'Overview', 'Create', and 'Explore'. The 'Overview' link is highlighted with a red arrow. The main content area is titled 'Overview' and contains a red-bordered box with the question: 'Are you taking the AP Computer Science Principles end-of-course exam in May?'. Below this question are 'Yes' and 'No' buttons. Further down is a section for 'Enter Your 2017 AP Number' with a text input field and a 'Save' button. At the bottom, there is a 'Permission to Reuse Written Performance Task Materials' section with a checkbox and explanatory text.

Home My Classes Add/Drop Classes HELP

AP Computer Science Principles
1st Period

Class Summary

- Overview
- Create
- Explore

Overview

Are you taking the AP Computer Science Principles end-of-course exam in May?
You must indicate whether you are taking the end-of-course exam by April 30.

Yes No

Enter Your 2017 AP Number ⓘ
You must indicate that you are taking the end-of-course exam before entering your AP number

Save

Permission to Reuse Written Performance Task Materials

Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my written through-course performance tasks for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my written work. I understand that I am free to select "No" with no effect on my score or its reporting.

☐ No, I do not grant the College Board these rights.

- Once you answer the question, you can edit your decision by clicking on the pencil icon.

Home My Classes Add/Drop Classes HELP



AP Computer Science Principles

1st Period


Class Summary

- Overview
- Create
- Explore

Overview

You are taking the AP Computer Science Principles end-of-course exam  

You will need to enter your AP number upon receipt of your AP Student Pack. You must also submit all performance tasks as final. Failure to enter your AP number or submit tasks as final will result in your performance tasks not being scored by the College Board.

Enter Your 2017 AP Number 

Save

Permission to Reuse Written Performance Task Materials

Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my written through-course performance tasks for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my written work. I understand that I am free to select "No" with no effect on my score or its reporting.

☐ No, I do not grant the College Board these rights.

- You must still work with your AP Coordinator to ensure an end-of-course exam is ordered on your behalf.***

Enter Your AP Number into the Digital Portfolio

- You will receive your AP Student Pack in early April from your teacher or AP Coordinator. Each Student Pack contains a unique AP number that you should use for all AP exams you take in a given school year.
- Starting April 1, you can enter your AP number by logging in to the AP Digital Portfolio and navigating to the Overview page.

Home My Classes Add/Drop Classes HELP


AP Computer Science Principles

1st Period


Class Summary


- Overview
- Create
- Explore

Overview

You are taking the AP Computer Science Principles end-of-course exam 

You will need to enter your AP number upon receipt of your AP Student Pack. You must also submit all performance tasks as final. Failure to enter your AP number or submit tasks as final will result in your performance tasks not being scored by the College Board.

Enter Your 2017 AP Number 

Save 

Permission to Reuse Written Performance Task Materials

Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my written through-course performance tasks for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my written work. I understand that I am free to select "No" with no effect on my score or its reporting.

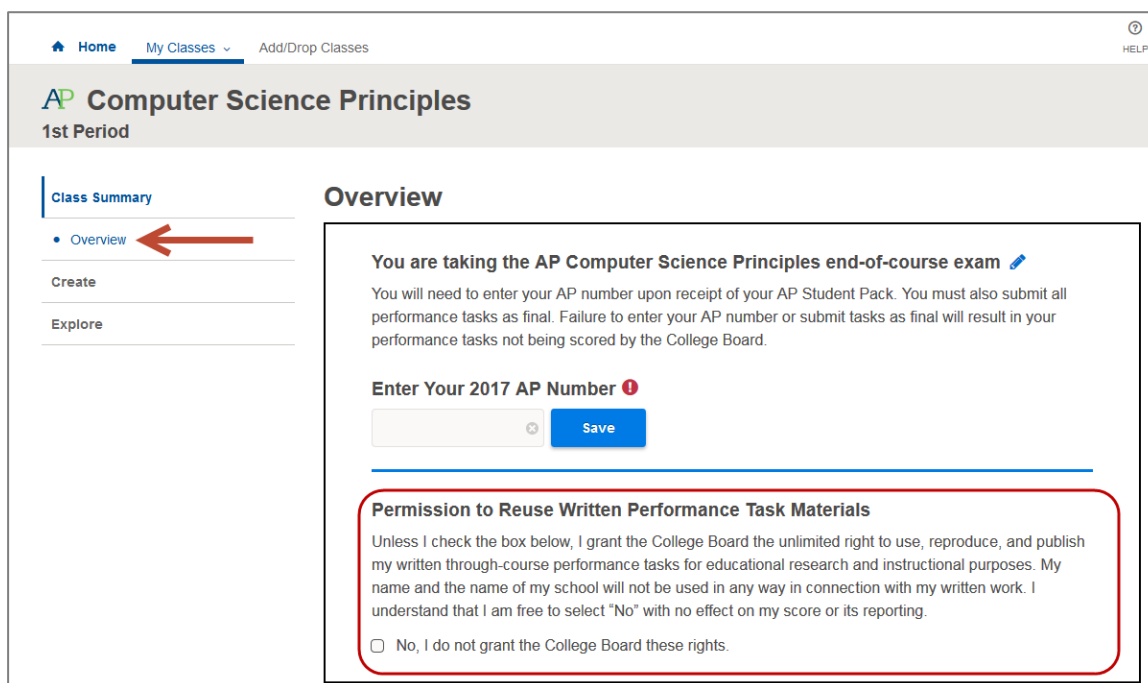
☐ No, I do not grant the College Board these rights.

- Be careful when entering in your AP number – if incorrectly entered, you score reports may be delayed.
- Never use an AP number from a prior year and never share your AP number with another student.
- You must enter an AP number into the Digital Portfolio in order for your work to be sent to the College***

Board for scoring. All performance tasks that you submit as final by the deadline of April 30 at 11:59 p.m. ET will automatically be sent to the College Board, as long as the AP number is associated with the Digital Portfolio account.

Indicate Permission to Reuse Written Performance Materials

- You also have the opportunity to indicate whether you provide the College Board permission to reuse your work for educational research and instructional purposes. This does not impact your score.



Home My Classes Add/Drop Classes HELP

AP Computer Science Principles

1st Period

Class Summary

- Overview
- Create
- Explore

Overview

You are taking the AP Computer Science Principles end-of-course exam

You will need to enter your AP number upon receipt of your AP Student Pack. You must also submit all performance tasks as final. Failure to enter your AP number or submit tasks as final will result in your performance tasks not being scored by the College Board.

Enter Your 2017 AP Number

Save

Permission to Reuse Written Performance Task Materials

Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my written through-course performance tasks for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my written work. I understand that I am free to select "No" with no effect on my score or its reporting.

☐ No, I do not grant the College Board these rights.

ADDITIONAL INFORMATION

Converting Your Documents to PDF

- For the Written Responses and Program Code submissions, you must upload a .pdf (or PDF) version of the document. PDF stands for “Portable Document Format.”
- Recent versions of applications like: Word, PowerPoint, Pages, and Google Docs, have built-in features that allow you to save or export your file as a PDF. Instructions are provided below.
- If your software does not have a PDF option, visit the Adobe site and learn more about whether [Acrobat from Adobe Systems](#) can convert your document to PDF.
- You are responsible for ensuring that your file is properly formatted and readable. After you have created your PDF, be sure to check it by opening and reviewing your PDF in [Adobe Reader](#), a free application that can be downloaded from the Adobe site. The College Board is not affiliated with Adobe Systems and is not responsible for any issues associated with your use of the Adobe Systems converter. If you need technical support or have questions, please contact Adobe Systems directly.
 - **Microsoft Office (Word, PowerPoint)**
 - In Word, PowerPoint, and other Microsoft Office programs you will “Save as PDF.” Visit the Microsoft Office support page for more information about [“Save as PDF.”](#)
 - To save a Word or PowerPoint document as PDF:
 - Open your Word or PowerPoint document.
 - From the top menu select “File,” and select “Save As.”
 - In the dialog window, go to the drop-down menu for “Save as type,” and select “PDF.”
 - Click “Save.”
 - **Google Docs**
 - In Google Docs, you will “Download as” PDF. Visit the Google support page for more information on [“Download a file.”](#)
 - To download a Google Doc as a PDF:
 - Open your Google doc
 - From the top menu select “File,” and select “Download as,” and select “PDF Document (.pdf)”
 - **Pages**
 - In Pages, you will “Export to” PDF. Visit the Apple support page for more information or follow the steps below:
 - Open your Pages document.
 - From the top menu select “File,” and select “Export to,” and select “PDF.”
 - In the dialogue window select “Best,” image quality.
 - Choose a destination for the export and click “Export.”

Creating Video Files

- For the Computational Artifact and Individual Video submissions, you have the ability to submit audio or video files.
- These files must be *no larger than 30MB and are limited to 1 minute* in length.

- While you can use any method to produce the video, screen captures tools are known to generally create screen capture files of the appropriate sizes. An example of a web-based screen capture tool is:
 - Screencast-O-Matic (<http://www.screencast-o-matic.com/>)
- If you use other video tools, do not select HD resolution to help limit file sizes.
- Do not use YouTube to submit any video.
- ***Do not publicly post or share any portions of your performance tasks.***