

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

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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.
 - **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.

ACCESS AP CLASSROOM AND AP DIGITAL PORTFOLIO

Step 1: Enroll in an AP Computer Science Principles Class Online

- At the start of the school year, your AP Computer Science teacher or AP coordinator will provide you with a join code, which you will need to use to enroll in your AP CSP class through My AP. By the second day of class, sign in to My AP with your College Board account and make sure you've joined your class section. If you haven't, you'll need to follow the steps to [join your section online](#).

Step 2: Access the AP Digital Portfolio

- After you've joined your AP CSP class section in My AP, you'll be able to access the AP Digital Portfolio. Go to digitalportfolio.collegeboard.org and log in using your College Board username and password (the same information you used to access the My AP application). It is important to use the same College Board username and password for both My AP and the AP Digital Portfolio. Creating a new account when you have an existing account can cause issues with access to the AP Digital Portfolio.

Step 3: Access Resources

- Once you've enrolled in the AP Computer Science Principles class section, you will be able to access AP classroom assignments from your teacher in My AP.

Independent Study and Homeschooled Students

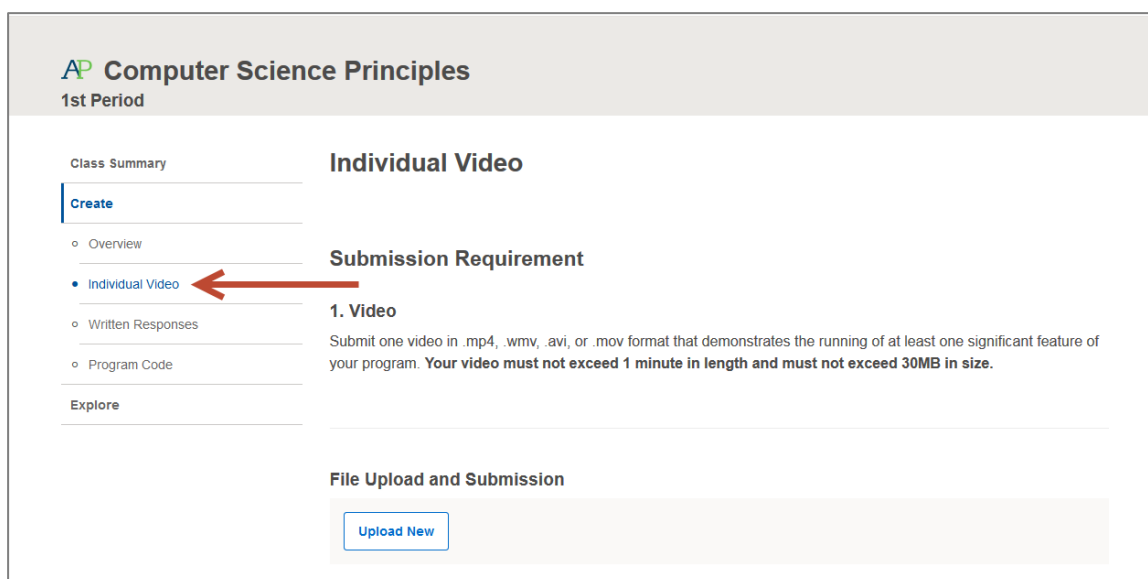
- If you are taking an exam at a school other than the one that you are attending, the AP coordinator of the school where you will be testing will need to provide you with a join code. The AP coordinator of that school will need to create an AP Computer Science Principles **exam only section** in My AP. This is applicable for:
 - Independent/self-study students who want to take an exam for a course in which they're not enrolled

- Students who attend another school but want to test at a different school
- Homeschooled students
- Virtual school students
- **Only AP coordinators can create exam only sections; teachers can't create these sections.** 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 a teacher's particular class section.

SUBMITTING YOUR WORK IN THE AP DIGITAL PORTFOLIO

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.



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 interface for the 1st Period. On the left is a sidebar with 'Class Summary', 'Create', and 'Explore' sections. Under 'Explore', there are links for 'Overview', 'Computational Artifact' (which is selected), and 'Written Responses'. The main content area is titled 'Computational Artifact' and contains 'Submission Requirements'. Below this, there is a 'File Upload and Submission' section with a button labeled 'Upload New'. A red arrow points to this button.

- 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.

This screenshot shows the same AP Computer Science Principles interface after a document has been uploaded. In the 'File Upload and Submission' section, there are now three buttons: 'Upload New', 'Download Latest' (which is circled in red), and 'Submit Final'. Below this, the 'Activity Feed' section shows a message from 'Robyn Schultz' dated 'Thu August 11, 2016 at 1:41PM', stating 'Uploaded a new version: Computational_Artifact.pdf'. This message is also circled in red.

Submit Work as Final

- If you are taking the AP CSP end-of-course exam, you must submit your performance tasks **as final in the AP Digital Portfolio by April 30, 11:59 p.m. ET, 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'.

The screenshot shows the AP Computer Science Principles 1st Period interface. On the left is a sidebar with a 'Class Summary' header and three sections: 'Create', 'Explore', and 'Written Responses'. Under 'Explore', there are three items: 'Overview', 'Computational Artifact' (which is selected with a blue dot), and 'Written Responses'. The main content area is titled 'Computational Artifact' and contains 'Submission Requirements'. It includes a section '1. Computational Artifact' with a paragraph explaining 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 from written responses. It also specifies acceptable multimedia file types (.mp3, .mp4, .wmv, .avi, .mov, .wav, .aif, or .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', and 'Submit Final'. A red arrow points to the 'Submit Final' button. 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'.

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

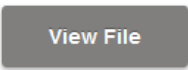
Robyn Schultz | Thu August 11, 2016 at 1:41PM

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 

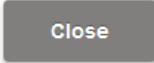

You are about to submit the following as your final submission for Computational Artifact. You must click and open the file below to verify that it is correct.

 [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.

- 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](#).

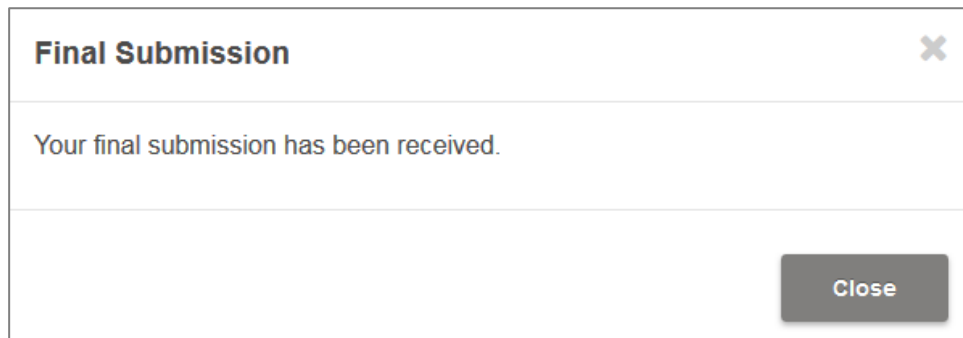
☒ I hereby affirm that I did not collaborate on any of the following:

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

- 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.



PREPARING FOR THE END-OF-COURSE EXAM

- **Important:** In order for your submissions in the Digital Portfolio to be scored, you must submit your work as final in the AP Digital Portfolio by April 30, 11:59 p.m. ET.
- It is likely that there will be a higher volume of simultaneous submissions as the April 30, 11:59 p.m. ET deadline approaches, which means that it may take longer for your 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 that you don't risk missing the deadline, you are strongly advised to build extra time to prepare the final upload and submit. You should not wait until the last minute to upload their performance tasks as final in the AP Digital Portfolio.

Register for the End-of-Course Exam in My AP

- If your school requires you to indicate your exam registration, you'll see a Register button in your class section view in My AP after you join your class sections. When you click the Register button you'll see a pop-up screen from which you can select either "taking the exam" or "not taking the exam." Your selection will let your AP coordinator know if you plan to take the exam, and they will order it for you. If you don't see the Register button, it means that your school is automatically ordering you an exam.

Registering after the Exam Ordering Deadline

- If you'd like to register for an exam after the November 15 final exam ordering deadline, your order may be subject to a late order fee. You'll need to ask your AP coordinator to update your registration. If your class doesn't start until the spring or you've transferred to a new school after the exam ordering deadline, don't worry—your coordinator will be able to order your exam, and you won't be charged a late order fee.

Confirm Exam Registration in the AP Digital Portfolio

- Starting in November, you will be able to use the progress view on the Overview page view to confirm you are included in your school's exam order.
 - If you are included in the exam order, the cell your name is in will be white, and your AP ID will be visible underneath your name.

- If the cell where your name appears is in gray or red, then you are not included in the exam order. If you think this is in error, and you plan to take the end-of-course exam, work with your AP teacher or coordinator to have this information changed in My AP. You can't change this information yourself; your school's AP coordinator needs to update the school's exam order.

[Home](#)
[My Classes](#)
[Add/Drop Classes](#)
[? Help](#)

AP Computer Science Principles
 Test Section

[Class Summary](#)

- Overview

[Create](#)

[Explore](#)

Overview

No Draft

Draft In

Complete

| Name / Status | CREATE | | | EXPLORE | |
|--------------------------------|--------|-----|----|---------|----|
| | IV | IWR | PC | CA | WR |
| Contreas, Gregory #U90U1209 | ✓ | ✓ | ✓ | ✓ | ✓ |

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.

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.

The AP Computer Science Principles course is designed to be equivalent to a first-semester introductory college computing course. In this course, students will develop computational thinking skills vital for success across all

Confirm Final Submission Status

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

[Home](#)
[My Classes](#)
[Add/Drop Classes](#)
[? Help](#)

AP Computer Science Principles
 Test Section

[Class Summary](#)

- Overview

[Create](#)

[Explore](#)

Overview

No Draft

Draft In

Complete

| Name / Status | CREATE | | | EXPLORE | |
|--------------------------------|--------|-----|----|---------|----|
| | IV | IWR | PC | CA | WR |
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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
Test Section

[Class Summary](#)

- Overview

[Create](#)[Explore](#)

Overview

☐ No Draft

☒ Draft In

☒ Complete

| Name / Status | CREATE | | | EXPLORE | |
|---------------------------------|--------|-----|----|---------|----|
| | IV | IWR | PC | CA | WR |
| Contreras, Gregory #U90U1209 | ✓ | ✓ | ✓ | ✓ | ✓ |

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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.***