

AP Digital Portfolio: Student User Guide for AP Capstone™

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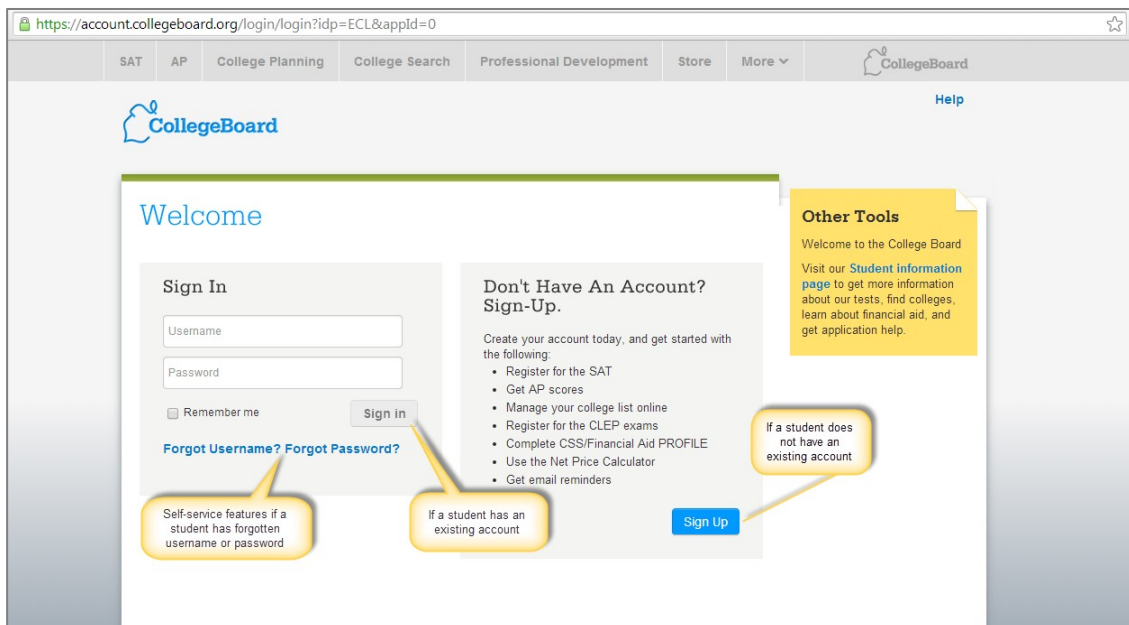
Accessing AP Classroom and the AP Digital Portfolio

Step 1: Enroll in an AP Seminar or AP Research Class Online in My AP

- At the start of the school year, your teacher or AP coordinator will provide you with a join code, which you will need to use to enroll in your AP Seminar or AP Research class through My AP. 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 [these steps](#) for joining your section online.

Step 2: Access the AP Digital Portfolio

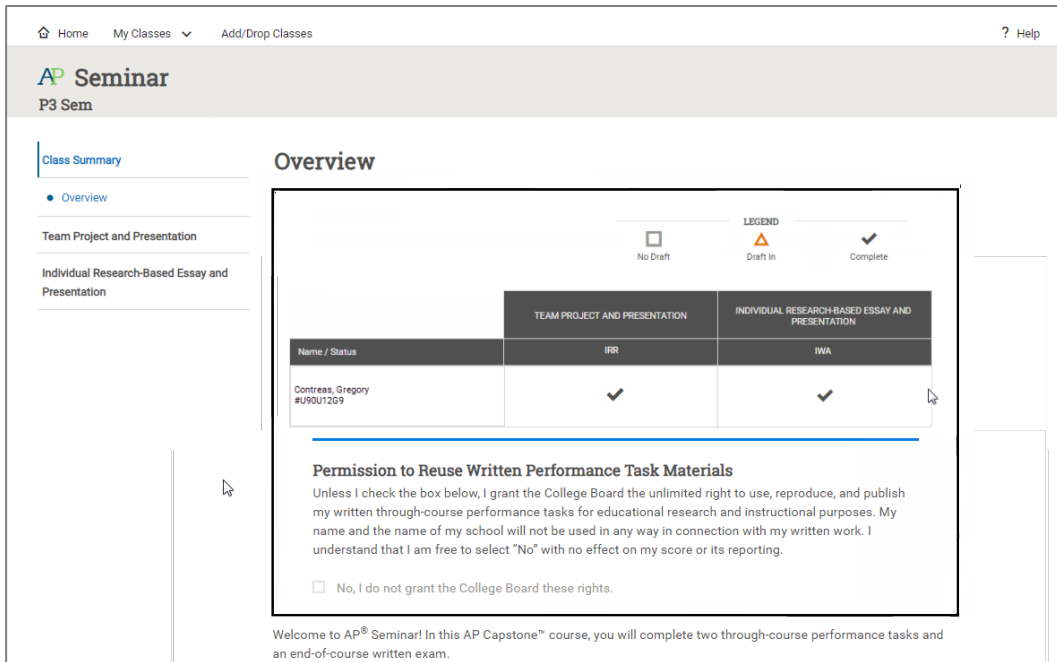
- Go to digitalportfolio.collegeboard.org and log in using your College Board username and password (the same information you used to access the My AP application). It is important to use the same College Board username and password for both My AP and the AP Digital Portfolio. Creating a new account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



Confirm Your Exam Registration

- If you want an AP score for your AP Seminar or AP Research end-of-course exam/performance tasks, you'll work with your AP coordinator to ensure that you're included in the exam order, and you'll register for the exam in My AP, if required. See your AP coordinator or teacher for information about how to register for exams and for any important deadlines. **Note:** there is no end-of-course exam for AP Research, but you need to register for the exam in order for your work to be scored.

- You will be able to use the progress view on the Overview page of the digital portfolio to confirm you are included in your school’s exam order. If you are included in the exam order, the box your name is in will be white, and your AP ID will be visible underneath your name.



- If the box your name is in is orange or red, then you are not included in the exam order, and your performance tasks will not be sent for scoring for an AP score, even if you have submitted your performance tasks as final.
- If this information is incorrect, work with your teacher or AP coordinator to have this information changed. You can’t change this information yourself; your school’s AP coordinator needs to update the school’s exam order.

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.

Home My Classes Add/Drop Classes HELP

AP Seminar

4th Period

Class Summary

Individual Written Argument

Team Project and Presentation

Individual Research-Based Essay and Presentation

- Overview
- Individual Written Argument**
- Individual Multimedia Presentation
- Oral Defense

End-of-Course Exam

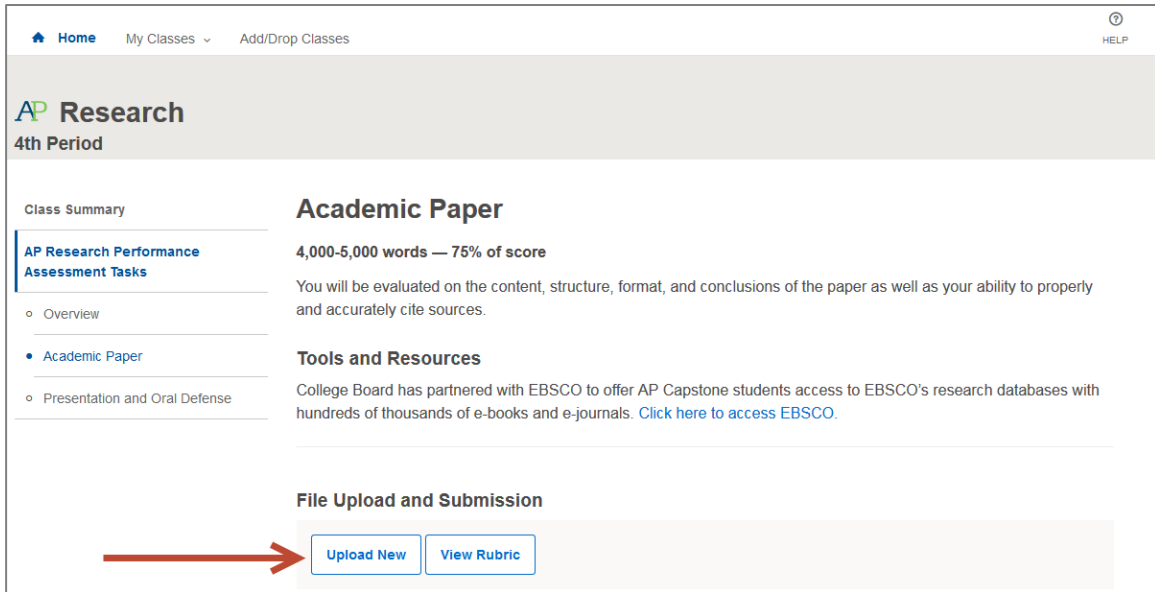
- Read, analyze, and discuss the provided stimulus materials to identify areas for inquiry.
- Compose a research question of your own prompted by the stimulus materials.
- Gather additional information from outside sources through research.
- Analyze, evaluate, and select evidence to develop a well-reasoned and well-written argument that answers the research question and conveys your perspective.
- Your research question must be inspired by one or more of the stimulus materials. Your essay must refer to and incorporate at least one of these documents.
- As part of your research, you must find outside sources, including peer-reviewed academic work, that will serve as evidence for your argument. You must locate these sources independently.
- During your research process, revisit your original research question. Ensure that the evidence you gather addresses your original purpose and focus. Refine your research process, or your research question, as needed to make sure that your evidence aligns with your research question and supports your argument.
- Your written argument must identify opposing or alternate views and consider their implications and/or limitations as well as the consequences and implications of one or more resolutions, conclusions, or solutions.

File Upload and Submission

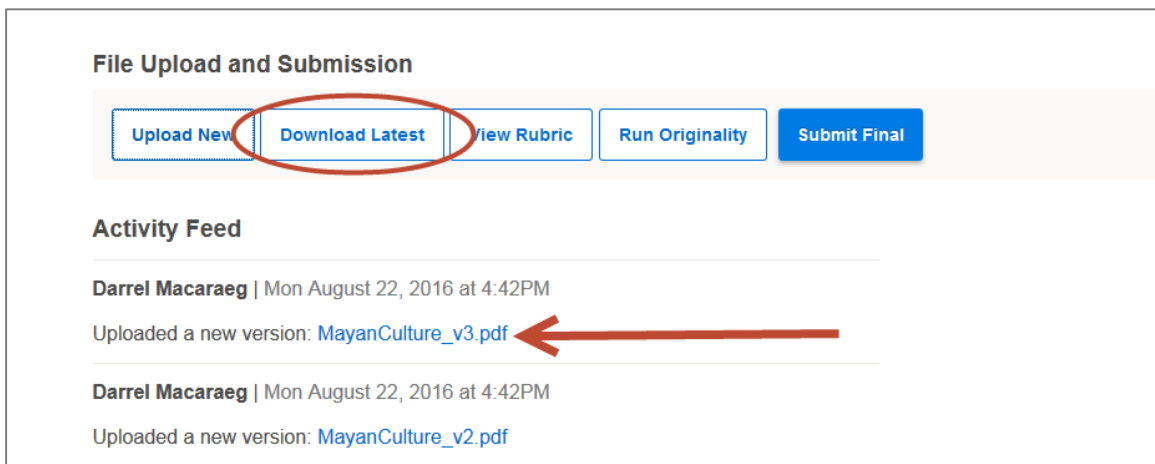
Upload New View Rubric

Upload and Download Draft Written 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.
 - You may upload .PAGES, .DOC, .DOCX, .ODT and .PDF files that are up to 20 MB in size. However, you will only be able to submit PDF files as final.
 - **Note:** No uploads or submissions are required or enabled for presentation or defense performance task components (AP Seminar – Team Multimedia Presentation, Individual Multimedia Presentation, Oral Defense; AP Research – Presentation and Oral Defense).



- Once you've uploaded a document, it will be available for you and your teacher to download.
 - 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 from the Activity Feed.



Access EBSCO Research Databases

- EBSCO’s research databases can be accessed by clicking on the **Overview** menu item under the **Class Summary**.

Class Summary

- Overview
- Team Project and Presentation
- Individual Research-Based Essay and Presentation
- End-of-Course Exam

Overview

Welcome to AP[®] Seminar! In this AP Capstone™ course, you will complete two through-course performance tasks and an end-of-course written exam.

AP Seminar is the first course in the AP Capstone program. AP Seminar is a prerequisite for AP Research. If a student earns a score of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing, the student will receive the AP Capstone Diploma™. This signifies outstanding academic achievement and attainment of college-level academic and research skills. Alternatively, if a student earns scores of 3 or higher in AP Seminar and AP Research only, they will receive the AP Seminar and Research Certificate™.

Managing your AP Seminar Digital Portfolio

- Submit your written work as final when your teacher directs you to do so.
- Enter your AP number into the Digital Portfolio (April).
- Reference the [Student User Guide](#) for detailed instructions on how to use the AP Digital Portfolio system.

EBSCO

College Board has partnered with EBSCO to offer AP Capstone students access to EBSCO's research databases with hundreds of thousands of e-books and e-journals. [Click here to access EBSCO](#).

View Originality Reports using Turnitin

- Navigate to the Performance Task Component for which you’d like to generate an originality report and click on the **Run Originality** button.

File Upload and Submission

[Upload New](#)
[Download Latest](#)
[View Rubric](#)
[Run Originality](#)
[Submit Final](#)

Activity Feed

Darrel Macaraeg | Mon August 22, 2016 at 4:42PM
 Uploaded a new version: [MayanCulture_v3.pdf](#)

Darrel Macaraeg | Mon August 22, 2016 at 4:42PM
 Uploaded a new version: [MayanCulture_v2.pdf](#)

- To view the report on the Turnitin website, click the **View Originality** button.

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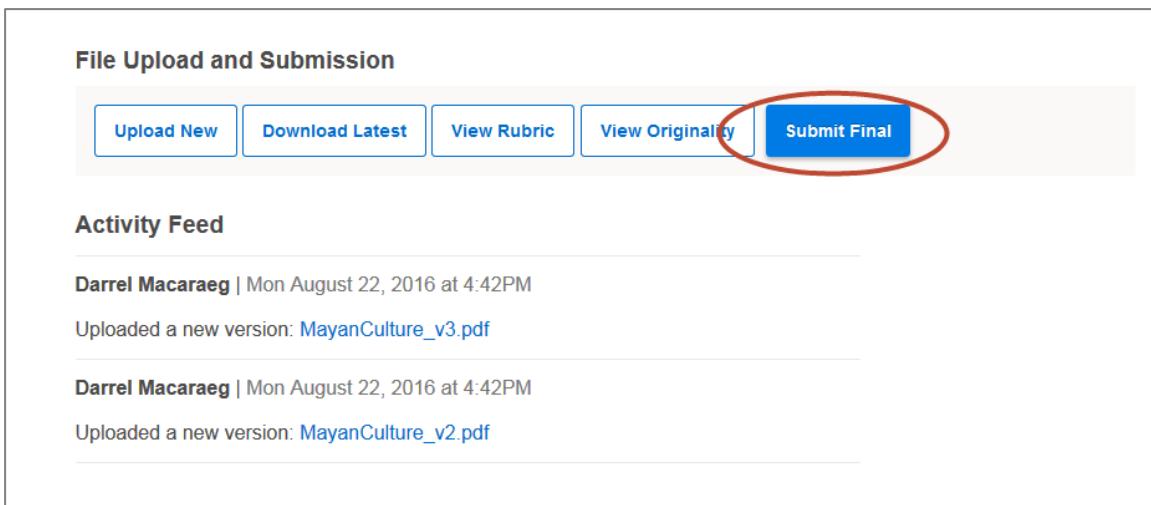
Darrel Macaraeg | Mon August 22, 2016 at 4:42PM
 Uploaded a new version: [MayanCulture_v2.pdf](#)

- Additional information on how to view originality reports within the Turnitin website can be found at the following URL: <https://help.turnitin.com/feedback-studio/lti/student/student-category.htm#TheSimilarityReport>

- The Turnitin site will open in a new tab. You will need to make sure that your browser settings are set to accept pop-ups for The Turnitin site at a minimum.

Submit Individual Written Work as Final

- **The deadline to submit your work as final in the digital portfolio is April 30, 11:59 p.m. ET**
- **Work that isn't submitted as final won't be sent to the College Board for scoring.**
- Do your best to remove your name from written work prior to submitting final.
- Written work being submitted as final needs 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**.
- The file size limit for each file is 20 MB.
- Once your teacher has instructed you to do so, you should submit your written work as final. The following individual performance task components need to be submitted as final via the digital portfolio:
 - **AP Seminar**
 - Individual Research Report (IRR)
 - Individual Written Argument (IWA)
 - **AP Research**
 - Academic Paper
- Click on the performance task component for which you'd like to submit as final. Click **Submit Final** to submit the most recently uploaded file as final. If your document is not in PDF format, you will need to convert your file to PDF and then click **Upload New** prior to submitting as final.



File Upload and Submission

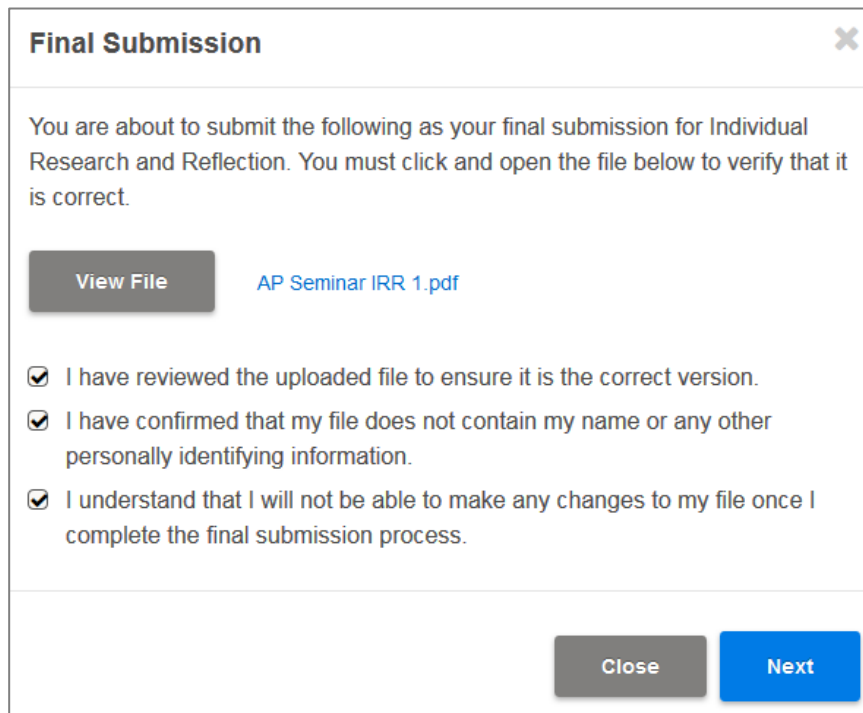
Upload New Download Latest View Rubric View Originality **Submit Final**

Activity Feed

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Darrel Macaraeg | Mon August 22, 2016 at 4:42PM
Uploaded a new version: [MayanCulture_v2.pdf](#)

- A window will appear asking you to confirm several things prior to completing your final submission:
 - You must view the file you are submitting to confirm it is indeed the correct file (checkboxes will remain inactive until you view your file)
 - You will confirm that you have removed your name from your submission
 - You will confirm 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 Individual Research and Reflection. You must click and open the file below to verify that it is correct.

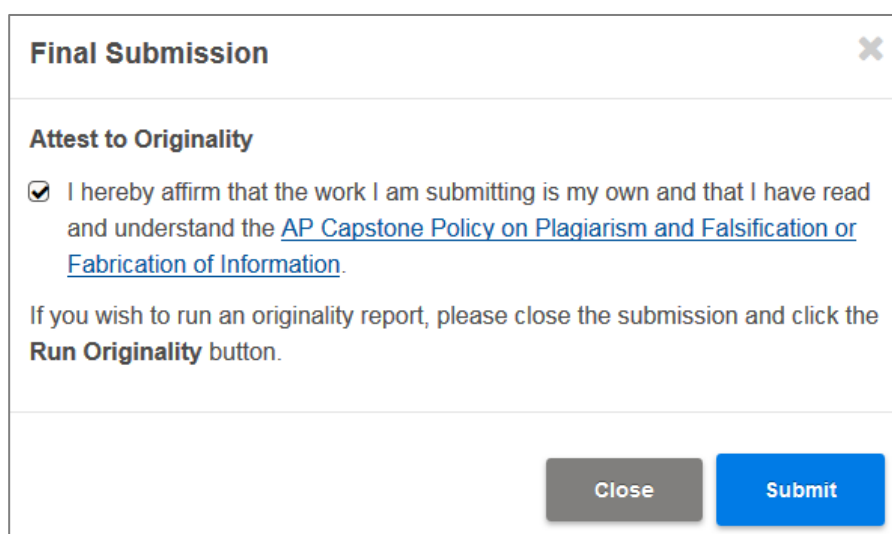
[AP Seminar IRR 1.pdf](#)

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.

- After clicking **Next**, you'll be brought to another window where you will [attest to the originality of your written submission](#).
 - If you are an AP Research student, you will be asked to provide some additional information prior to attesting to the originality of your work, including your research discipline, research question, research method, and abstract. This additional information will **NOT** impact your final AP score.



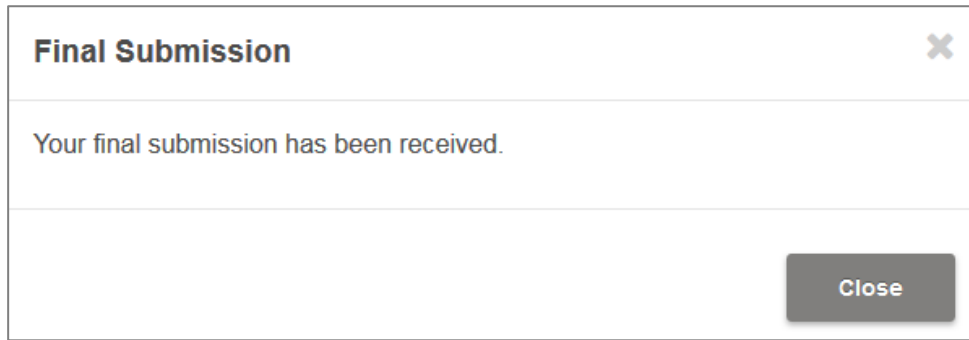
Final Submission ✕

Attest to Originality

I hereby affirm that the work I am submitting is my own and that I have read and understand the [AP Capstone Policy on Plagiarism and Falsification or Fabrication of Information](#).

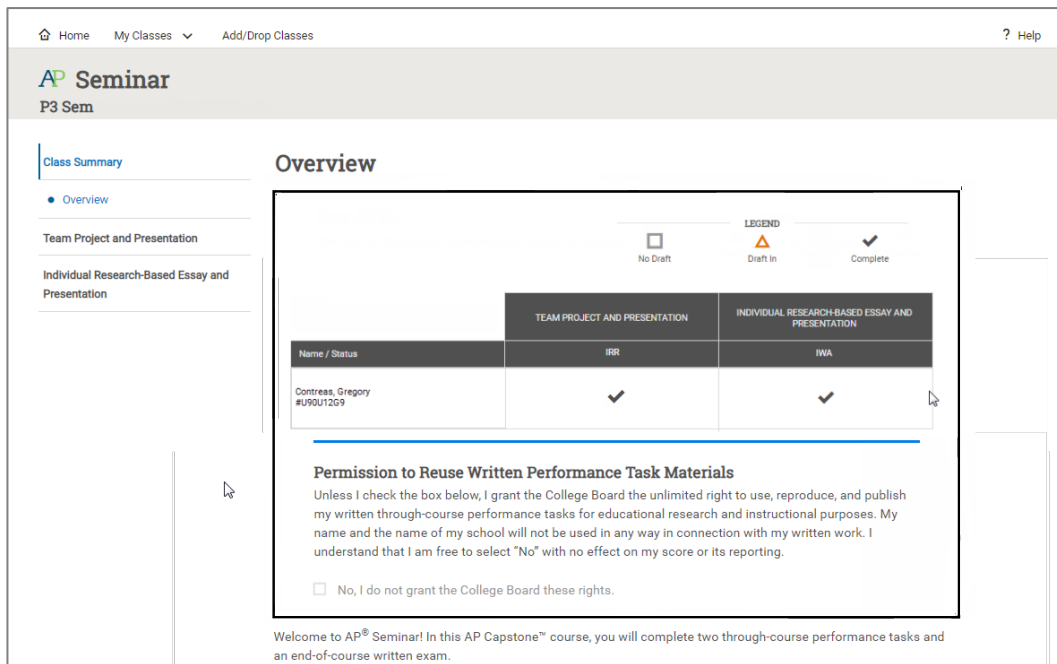
If you wish to run an originality report, please close the submission and click the **Run Originality** button.

- After clicking **Submit** you will receive a confirmation window that your final submission has been received.



Confirm You Have Submitted Your Work as Final

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



Indicate Your Permission to Reuse Written Performance Task Materials

- Starting in April, you can also indicate whether the College Board has your permission to use the performance tasks you submit via the digital portfolio for educational research and instructional purposes. This does not impact your AP score.

Additional Information – Converting Your Documents to PDF

- Before submitting final, you must create and upload a .pdf (or PDF) version of your 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)”
 - To Print a Google Doc as a PDF:
 - Open your Google doc
 - From the top menu select “File,” and select “Print.” Change the Destination to “Save as 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.”