

AP Digital Portfolio - Student User Guide for AP with WE Service

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DIGITAL PORTFOLIO ACCESS AND CLASS ENROLLMENT

Log in Using Your College Board Username and Password

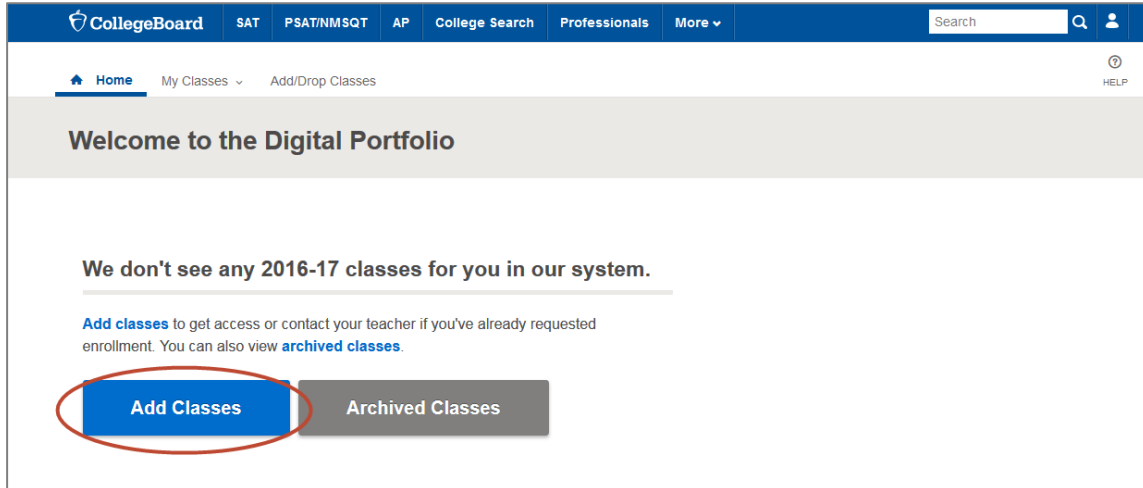
- Go to digitalportfolio.collegeboard.org and log in using your College Board username and password.
 - You may already have an account if: you have taken an AP Capstone or AP CSP course in a prior year, viewed AP[®] scores, or registered for the SAT[®] online.
 - If you do not remember your account 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 login page for the Digital Portfolio. At the top, there is a navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. The College Board logo is in the top right corner. Below the navigation bar, there is a 'Get Help' link for Student and Professional. The main content area is titled 'Welcome' and includes a message: 'Professionals and Students sign in here to access Digital Portfolio.' There are two main sections: 'Sign In' and 'Don't Have An Account? Sign-Up.' The 'Sign In' section has fields for Username and Password, a 'Remember me' checkbox, and a 'Sign in' button. Below these fields are links for 'Forgot Username?' and 'Forgot Password?'. The 'Don't Have An Account? Sign-Up.' section has a 'Sign Up' button. To the right of the main content area is a yellow box titled 'Other Tools' with text: 'Welcome to the College Board. Visit CollegeBoard.org to explore more of what the College Board can do to help Students reach their potential and assist Education Professionals in achieving their missions.'

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

Enrolling in an AP with WE Service 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 a Digital Portfolio class for the current academic year, you will be prompted to add a class by clicking the 'Add Classes' button.



CollegeBoard SAT PSAT/NMSQT AP College Search Professionals More

Home My Classes Add/Drop Classes

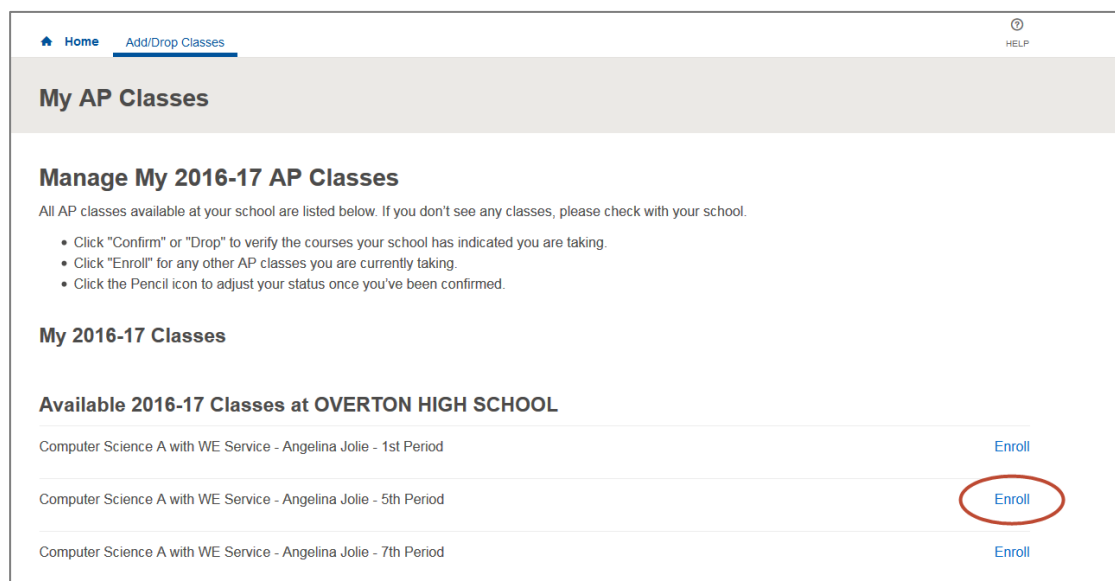
Welcome to the Digital Portfolio

We don't see any 2016-17 classes for you in our system.

Add classes to get access or contact your teacher if you've already requested enrollment. You can also view [archived classes](#).

[Add Classes](#) [Archived Classes](#)

- 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 class.



Home Add/Drop Classes HELP

My AP Classes

Manage My 2016-17 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 2016-17 Classes

Available 2016-17 Classes at OVERTON HIGH SCHOOL

Computer Science A with WE Service - Angelina Jolie - 1st Period	Enroll
Computer Science A with WE Service - Angelina Jolie - 5th Period	Enroll
Computer Science A with WE Service - Angelina Jolie - 7th Period	Enroll

- 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.

The screenshot shows the 'My AP Classes' page. At the top, there are navigation links for 'Home' and 'Add/Drop Classes', and a 'HELP' icon. The main heading is 'My AP Classes'. Below this is a section titled 'Manage My 2016-17 AP Classes' with a sub-heading 'My 2016-17 Classes'. A list of classes is shown, with the first entry 'Computer Science A with WE Service - Angelina Jolie - 5th Period' having a red circle around the text 'Enrollment Requested'. Below this is a section titled 'Available 2016-17 Classes at OVERTON HIGH SCHOOL' with one entry 'Computer Science A with WE Service - Angelina Jolie - 1st Period' and an 'Enroll' button.

Enrolling in an AP with WE Service Class at a Different School

- If you are enrolling in AP with WE Service at a school other than your primary school, you should enroll with a join code provided by your 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.

The screenshot shows the 'Welcome to the Digital Portfolio' page. At the top, there are navigation links for 'Home' and 'Add/Drop Classes'. The main heading is 'Welcome to the Digital Portfolio'. Below this is a message: 'We don't see any classes for you in our system.' Underneath, there is a link 'Add classes' with a sub-text 'to get access or contact your teacher if you've already requested enrollment.' A red circle highlights the 'Add Classes' button.

- 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 the button, 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 this, there is a section for 'My 2017-18 Classes' and a list of 'Available 2017-18 Classes at CHANTILLY HIGH SCHOOL', including 'Computer Science Principles - Sally Jones - 1st Period' with an 'Enroll' button.

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

The screenshot shows the 'Enroll with Join Code' dialog box. The dialog box has a title 'Enroll with Join Code' and a close button (X). The text inside says: 'If your teacher has provided you with a join code, you may enter it here to request enrollment.' Below this, there is a text input field labeled 'Enter Join Code' containing the code '3U7AHF'. A red arrow points to this field. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Submit', with the 'Submit' button circled in red.

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

The screenshot shows the 'Enroll with Join Code' dialog box. The dialog box has a title 'Enroll with Join Code' and a close button (X). The text inside says: 'You are requesting enrollment for:'. Below this, there are details: 'School: Overton High School', 'Course: AP with WE Service', 'Class: Environmental Science - 5th Period', and 'Teacher: Angelina Jones'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Submit', with the 'Submit' button circled in red. In the background, a table shows a list of classes with their status as 'Confirmed'.

- 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.

The screenshot shows the 'My AP Classes' page. At the top, there are navigation links for 'Home' and 'Add/Drop Classes', and a 'HELP' button. The main heading is 'My AP Classes'. Below this is a section titled 'Manage My 2016-17 AP Classes' with a sub-heading 'My 2016-17 Classes'. A list of classes is shown, with the first entry 'Computer Science A with WE Service - Angelina Jolie - 5th Period' having a red circle around the text 'Enrollment Requested'. Below this is a section for 'Available 2016-17 Classes at OVERTON HIGH SCHOOL' with one entry 'Computer Science A with WE Service - Angelina Jolie - 1st Period' and an 'Enroll' button.

SUBMITTING YOUR WORK IN THE DIGITAL PORTFOLIO

- Your teacher might request that you submit a Student Workbook and Student Portfolio in the Digital Portfolio.
- **IMPORTANT:** If you are taking AP Studio Art, AP CSP or AP Capstone, you must still submit work for an AP Exam Score. Studio Art students must submit an AP Studio Art Portfolio. AP CSP and AP Capstone students must submit their performance tasks.

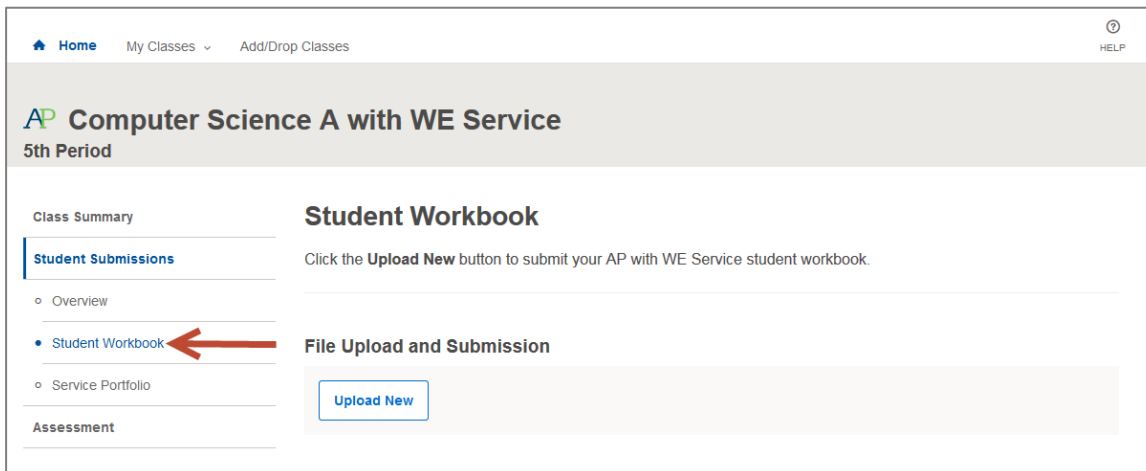
Access the AP Digital Portfolio

- 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 class page for 'AP Computer Science A with WE Service' in the 5th Period. The page has a navigation bar with 'Home', 'My Classes', and 'Add/Drop Classes', and a 'HELP' button. The main heading is 'AP Computer Science A with WE Service' and '5th Period'. On the left is a sidebar with 'Class Summary' (containing 'Overview'), 'Student Submissions', and 'Assessment'. The main content area has an 'Overview' section with the title 'AP[®] with WE Service' and a description: 'In your AP with WE Service course, you will investigate a topic that matters to you and then take action, locally and globally, while learning AP course content and skills.' Below this are sections for 'Student Submissions' (with links for 'Student Workbook' and 'Service Portfolio') and 'Assessment' (with a link for 'Recognition').

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.



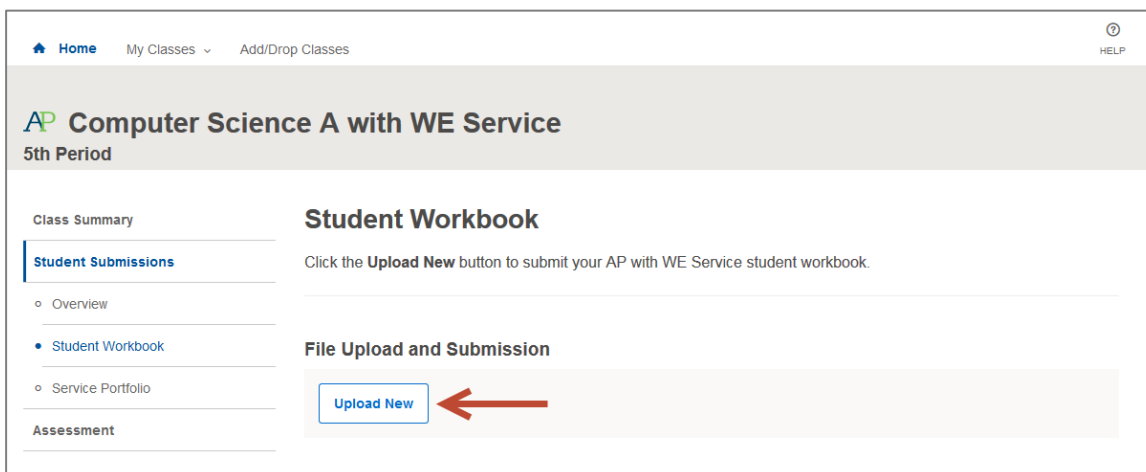
The screenshot shows the AP Computer Science A with WE Service 5th Period interface. The left sidebar has a 'Student Submissions' section with 'Student Workbook' selected and highlighted by a red arrow. The main content area has a 'Student Workbook' section with an 'Upload New' button highlighted by a red arrow.

Prepare your Work for Submission

- If your teacher has requested that you upload your Student Workbook and Service Portfolio, you will need to generate these submissions.
 - 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 30MB.

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 A with WE Service 5th Period interface. The left sidebar has a 'Student Submissions' section with 'Student Workbook' selected. The main content area has a 'Student Workbook' section with an 'Upload New' button highlighted by a red arrow.

- 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 via the Activity Feed.

Home My Classes Add/Drop Classes HELP

AP Computer Science A with WE Service

5th Period

Class Summary

Student Submissions

- Overview
- Student Workbook
- Service Portfolio

Assessment

Student Workbook

Click the **Upload New** button to submit your AP with WE Service student workbook.

File Upload and Submission

[Upload New](#) [Download Latest](#)

Activity Feed

Tyler Rice | Mon August 22, 2016 at 1:19PM

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