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

DIGITAL PORTFOLIO ACCESS AND CLASS ENROLLMENT

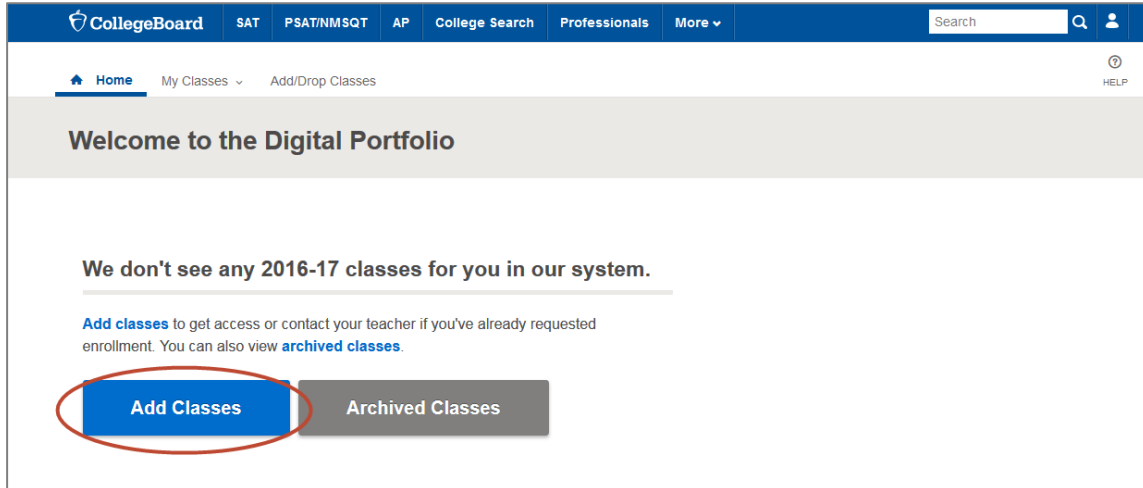## Log in Using Your College Board Username and Password

- Go to **digitalportfolio.collegeboard.org** and log in using your College Board username and password.
  - o 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.
  - o If you don't have an account, create a new account.

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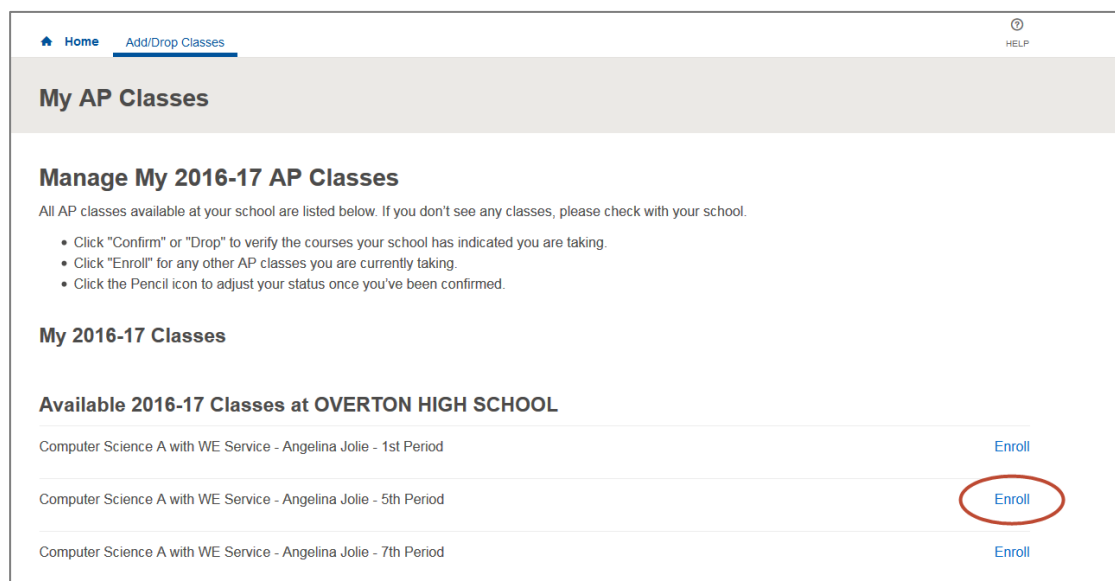
- You will be redirected to the 'Manage My Classes' page and see a complete list of Digital Portfolio classes being offered at your school. You should request enrollment in the appropriate class.

- 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.

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.

- 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.

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

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

- 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.

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.
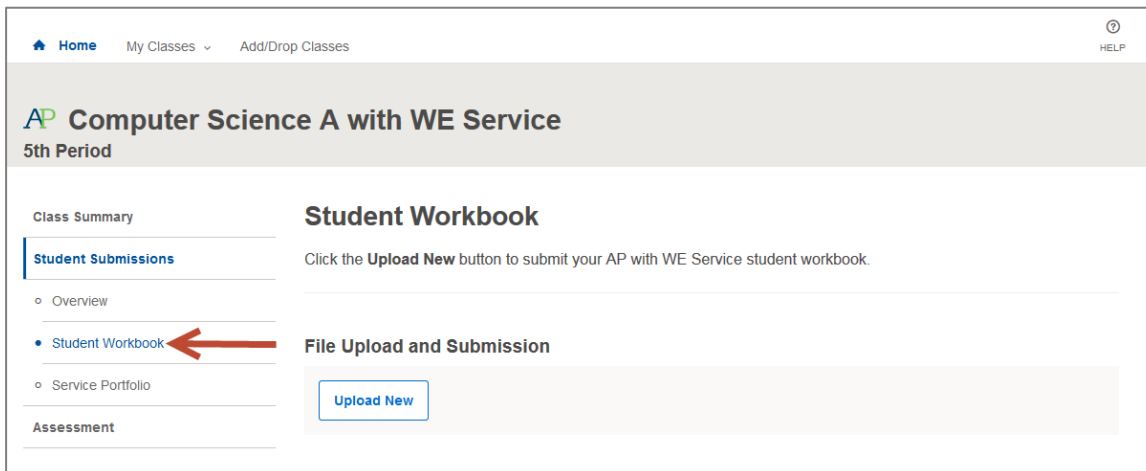
Access the AP Digital Portfolio

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

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.
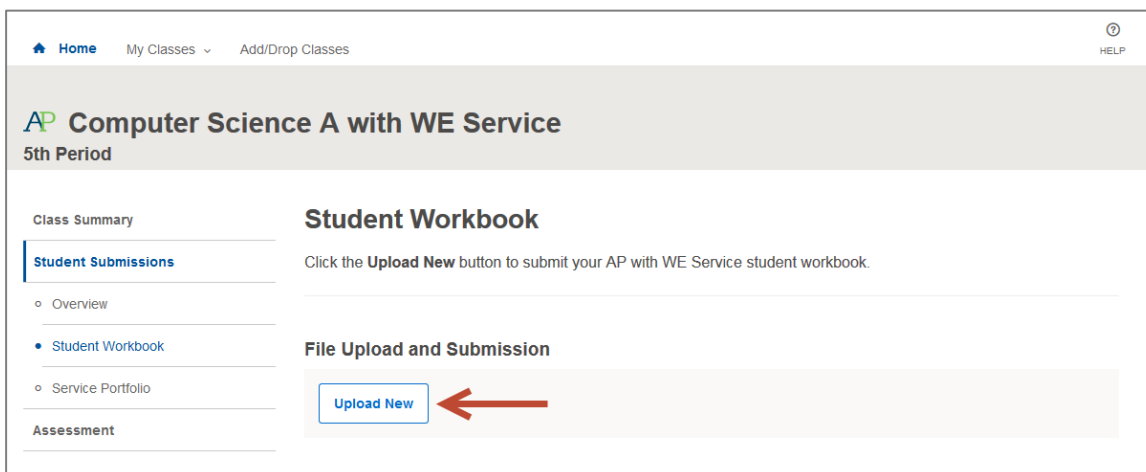

Prepare your Work for Submission

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

- 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.