AP Digital Portfolio:
Teacher User Guide for AP with WE Service

DIGITAL PORTFOLIO ACCESS AND CLASSROOM SETUP

Initial Login for AP with WE Service Teachers

- In order to access the AP Digital Portfolio, you must enter an Access Code. You will receive this access code via email.

- Go to https://digitalportfolio.collegeboard.org/ and log in using your College Board Professional Account username and password.

- You will be redirected to the 'Create Your Professional Account' -> 'Get Access' page for AP Digital Portfolio. Make sure you enter the Access Code you received from your welcome email).

- Once you have successfully entered your Access Code, click on the 'Finished' button. You will be redirected to the Digital Portfolio, where you will start by setting up classes for the current academic year.

- After you have successfully entered your Access Code, you can access the Digital Portfolio directly by going to https://digitalportfolio.collegeboard.org/ and log in using your College Board Professional Account username and password.

Set up Your AP with WE Service Classes

- When you click on 'Set Up Classes' from the Digital Portfolio, you will be sent to the Manage Classes and Rosters page.

- From the Manage Classes and Rosters page, select AP with WE Service from the Course dropdown box. Enter in the name of the class that you would like to add. Select the AP Course you are teaching from the AP Course dropdown.

⌂ Home   My Classes ⌄   Class Setup   ? Help

Class and Roster Management

Manage 2018-19 Classes and Rosters

Class and Roster Management allows you to add, edit, and delete the AP classes offered at your school.

All classes set up at your school are listed beneath the AP Class Creation tool. Expand a class to view a roster of students in that class.

Please note that changes to your class roster will take a few minutes to update throughout the system.

AP Class Creation

Organization

Overton High School ⌄

Course

AP with WE Service ⌄ ⟵

Class Period

Environmental Science - 5th Period ⟵

AP Course

Environmental Science ⌄ ⟵

Add Class

- Click 'Add Class'. Confirm that the class added shows up in the My Classes view.

⌂ Home   My Classes ⌄   Class Setup   ? Help

Class and Roster Management

Manage 2018-19 Classes and Rosters

Class and Roster Management allows you to add, edit, and delete the AP classes offered at your school.

All classes set up at your school are listed beneath the AP Class Creation tool. Expand a class to view a roster of students in that class.

Please note that changes to your class roster will take a few minutes to update throughout the system.

AP Class Creation

Organization
Overton High School ⌄

Course
Select Course ⌄

Class Period
e.g. 4th Period

Add Class

My 2018-19 Classes

Export Roster   Expand All | Collapse All

☐ AP with WE Service - AP Environmental Science - 3rd Period   Edit | Delete | Add Co-teacher   +
Join Code TDH919 ❓

☐ AP with WE Service - Environmental Science - 5th Period   Edit | Delete | Add Co-teacher   +
Join Code T99377 ❓

- Add additional classes as needed.

- You can return to the Digital Portfolio home page by clicking on 'Home' in the top navigation menu.

🏠 Home   My Classes ⌄   Class Setup   ⓘ HELP

Class and Roster Management

Manage 2016-17 Classes and Rosters

Class and Roster Management allows you to add, edit, and delete the AP classes offered at your school.

All classes set up at your school are listed beneath the AP Class Creation tool. Expand a class to view a roster of students in that class.

Please note that changes to your class roster will take a few minutes to update throughout the system.

AP Class Creation

Organization
Overton High School ⌄

Course
Select Course ⌄

Class Period
e.g. 4th Period

Add Class

Add or Modify Classes

- If you need to add or modify classes after you have initially set up one or more classes, click on the 'Class Setup' link located in the top menu bar. You will be sent back to the Manage Classes and Roster page where you can edit, add, or delete classes.
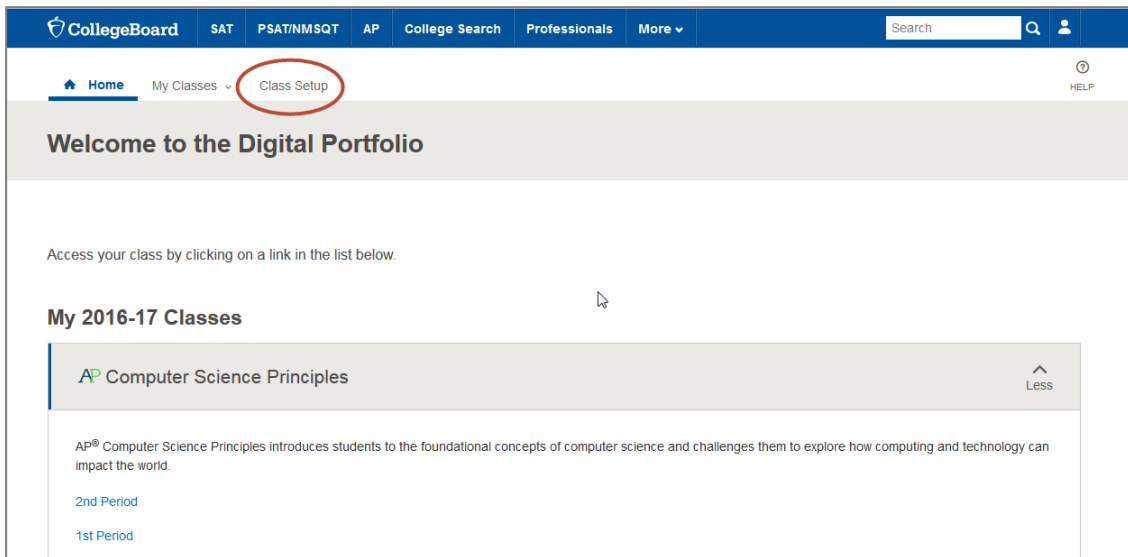
Navigate Between Multiple Classes

- If you teach multiple Digital Portfolio classes you can quickly navigate between them using the 'My Classes' link in the top menu.
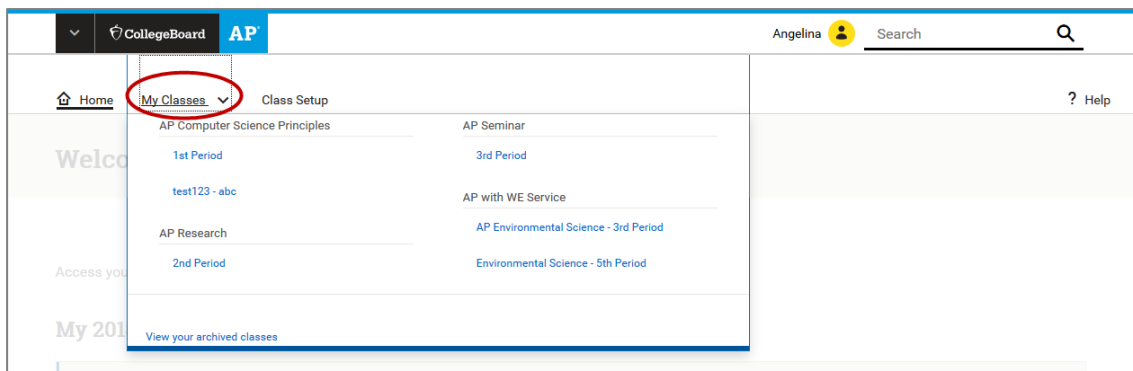
Navigate Through the AP Digital Portfolio

- You can navigate through each class by using the left hand navigation bar. Click on Class Summary, Create or Explore to expand the sub-menus. Click on the sub-menu items to go to that page.

STUDENT ENROLLMENT

Instruct Students to Enroll in Your Classes

- Direct students to **digitalportfolio.collegeboard.org** and have them log in using their College Board student account and password.
    - o Students may have an existing account if they took an AP Capstone or AP CSP course in a prior year, viewed AP® scores, or registered for SAT® online.
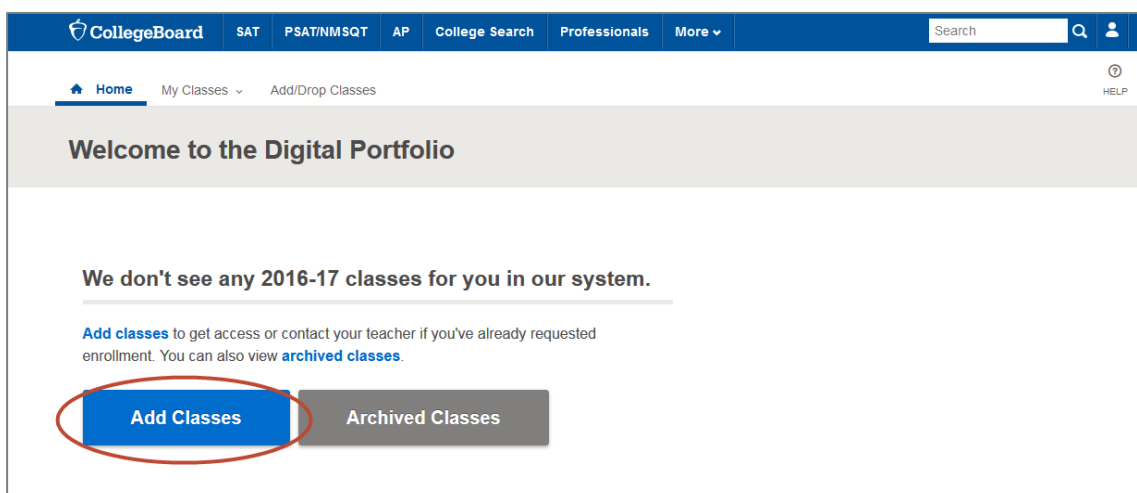   - o Students create a new account can or request a password reset if needed.
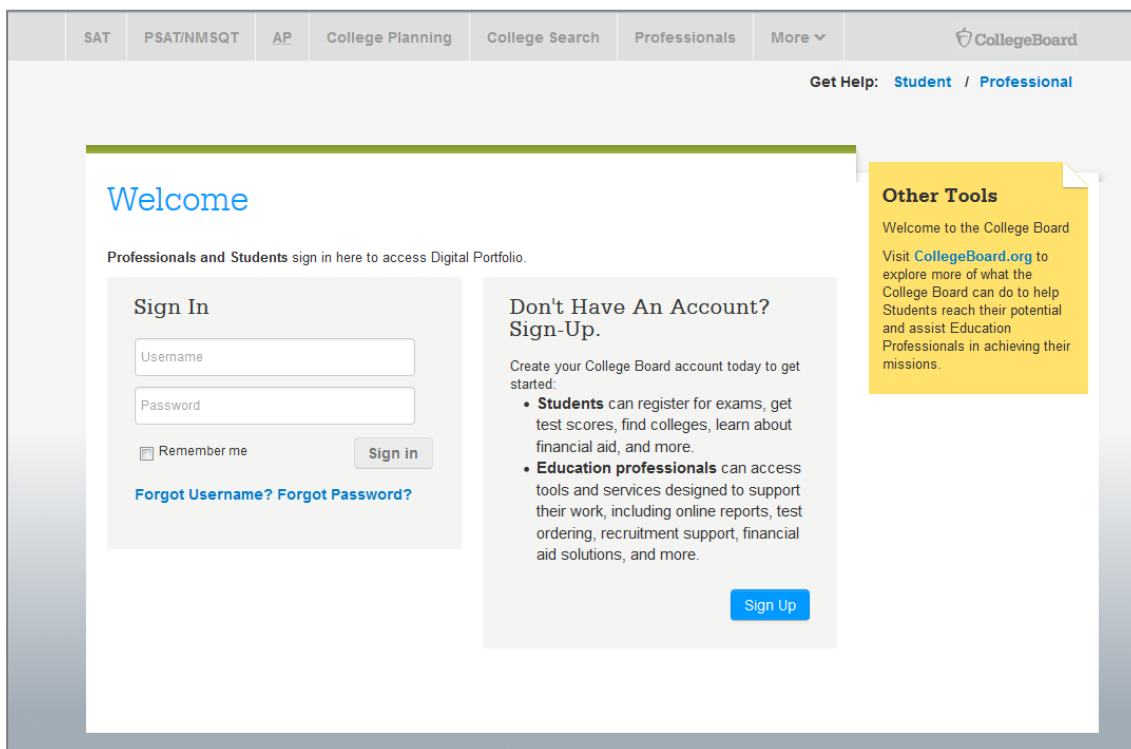
- o Students who are new to the AP Digital Portfolio may be prompted to provide additional information.
- Students will be prompted to add a class by clicking the 'Add Classes' button.

- Students will be redirected to the Manage My Classes page and see a complete list of AP classes being offered at their school. They should request enrollment in the appropriate AP with WE Service class.

- Upon clicking 'Enroll' the student will see that enrollment has been requested.
    - Students will not be able to access the Digital Portfolio content until you have confirmed their enrollment.

Students Enrolling from a Different School

- If you have students in your course that primarily attend a different school (e.g., other local school, online school, home school), they enroll with a Join Code.

- Direct students to **digitalportfolio.collegeboard.org** and have them log in using their College Board student account and password.

- Students will be prompted to add a class by clicking the 'Add Classes' button.
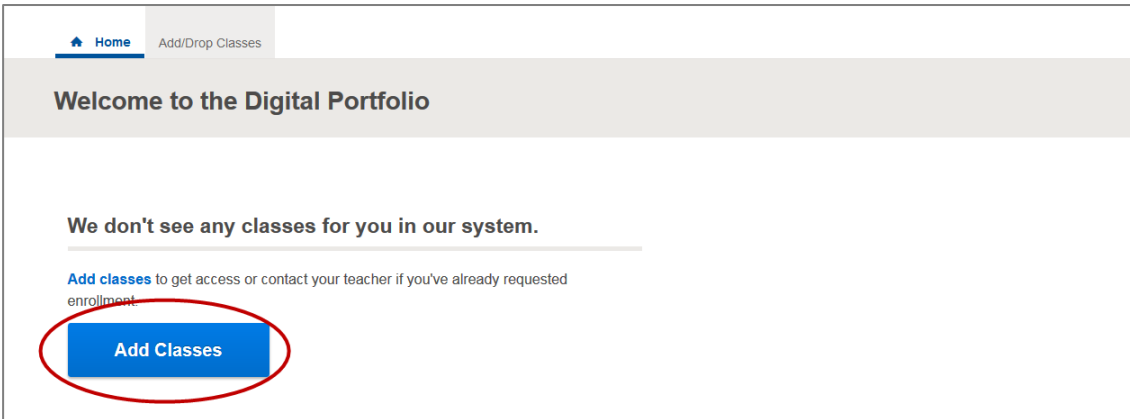
- Students will be redirected to the Manage My Classes page. From there, they can click on the 'Enroll with Join Code' button at the top right of the page.
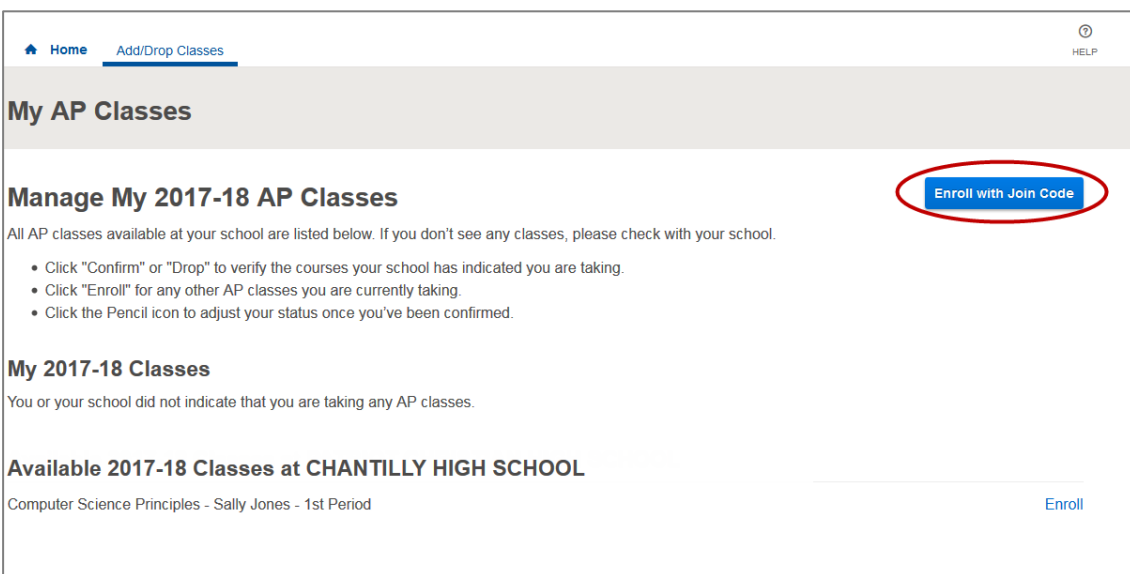
- Students should enter the Join Code you have provided them and click the 'Submit' button.
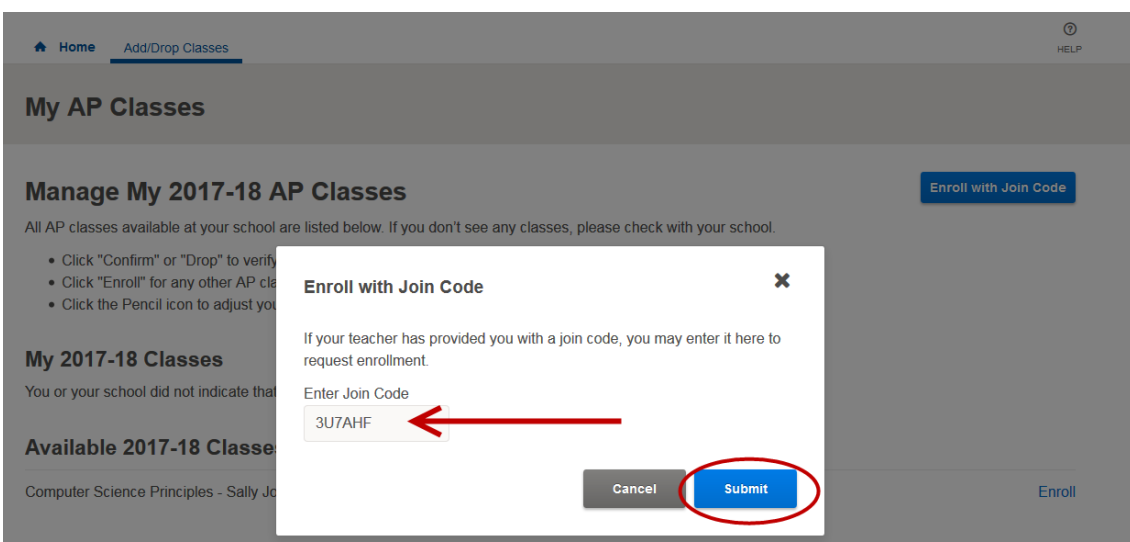
- Students should then confirm that the Join Code is for the correct section and click the 'Submit' button again.

- Upon clicking 'Submit' the student will see that enrollment has been requested.
 - Students will not be able to access the Digital Portfolio content until you have confirmed their enrollment.

CLASSROOM MANAGEMENT

Team Teaching – Setting up Co-Teachers

- Team teaching allows more than one teacher at a school to manage a class and confirm student enrollments.

- To add a co-teacher, click on the 'Class Setup' link located in the top menu bar. You will be sent back to the Manage Classes and Roster page.

- Click on the 'Add Co-teacher' link for the appropriate class.

- Select the teacher from the available list and click the Add button.

- The co-teachers will be listed on the Class Roster page in the Digital Portfolio. The Primary Teacher is the teacher who created the class. The Primary Teacher can drop the co-teachers from the Class Roster page.

		Expand All | Collapse All
Export Roster		
☐ Computer Science A with WE Service - 1st Period	Edit | Delete | Add Co-teacher	+
☐ Computer Science A with WE Service - 5th Period	Edit | Delete | Add Co-teacher	+
☐ Computer Science A with WE Service - 7th Period	Edit | Delete | Add Co-teacher	−

Teacher Name	Status
Jones, Angelina - Primary Teacher	Confirmed
White, John	Confirmed ✎

0 Students Enrolled	Status
	Confirm All Enrollment Requests

Confirm Student Enrollment Requests

- Click on the 'Class Roster' link to view students who have requested enrollment in your class. Confirm or drop students who have requested enrollment in your sections. Once you confirm a student, they will be able to access the digital portfolio. If you drop a student, they will be able to request enrollment in a different section.

AP Computer Science A with WE Service
5th Period

Class Summary
- Overview
- Class Roster ←
- Progress

Student Submissions

Assessment

Class Roster

Please note that changes to your class roster will take a few minutes to update throughout the system.

Teacher(s)

Teacher Name	Status
Jones, Angelina - Primary Teacher	Confirmed

0 Students Enrolled

Student Name	Status
Rice, Tyler	Confirm Drop
Richards, Kara	Confirm Drop

Confirm All Enrollment Requests

COURSE ACTIVITIES

Upload Supporting Materials

- Teachers can upload supporting materials, either web links or files, in the Digital Portfolio. (Note: You can add as many supporting materials as you would like.)

  - The following file types can be uploaded as supporting materials: DOC, DOCX, PPT, PPTX, PDF, MOV, WMV, MP4, AVI, and ZIP.

- Navigate to the assignment for which you would like to add supporting materials and click 'Add' and follow the instructions. After uploading the materials, the supporting material will be visible to you and your students.

Download and View Student Work

- You have the option of having students upload their work for the Student Workbook and Student Portfolio.

  - 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.

- To review student work, navigate to Student Workbook or Service Portfolio and click on 'View Details' next to any student.

- You can view a submission by clicking the 'Download Latest' button or clicking on the file name in the 'Activity Feed'.

COMPLETING THE RECOGNITION RUBRIC

- Regardless of whether or not you have your students upload work for the Student Workbook and Student Portfolio, you will need to complete the Recognition Rubric for each student.

- The Recognition Rubric is accessed via the Progress page. On the Progress page, you are also able to view status of student submissions for Student Workbook and Student Portfolio.

- When you hover over the green circles in the 'RC' column, it will change to 'Confirm'. To complete the Recognition Rubric for a student, click on 'Confirm'.

- You will be taken to the 'Recognition' screen. Instructions are provided on the left side of the screen. The scoring rubric is displayed on the right side of the screen.

Recognition

Fred Dmf   Return File to Student | View/Print Submission | Print Rubric

Guidelines and Samples

Instructions:

Use this rubric to assess individual student performance. While students work in a team as an essential part of the AP with WE Service module, the recognition will be awarded based on individual performance. The rubric should not be altered in any way. Record your students' scores in the adjacent column. Select the appropriate score for each of the criteria. Please remember to save your score.

Scoring Notes:

- In order to earn the recognition, a student must earn a score of "2" or higher on each and every criterion.
- For teacher convenience, a student may earn a score of "3", which may be used at the class or school level to provide further acknowledgement of student performance.
- Students who earn a score of "0" or "1" for one or more criterion will NOT receive the recognition.

Description of Criteria:

In the rubric on the right, select the best score for the following criteria.

- **Investigate and Learn:** Undertakes a student-led investigation of a topic at local and global levels, and evaluates existing programs that take action on the topic, making clear connections to the AP® course topic.
- **Action Plan:** Develops an achievable plan to carry out one global and one local action in the form of direct service, indirect service or advocacy, which includes clear tasks, responsibilities, resources needed, and timeline.
- **Take Action:** Participates in a project that has local and global significance, involving direct service, indirect service, and/or advocacy.
- **Report and Celebrate:** Creates a summary that showcases the service learning project and explains the impact of the project and its significance. May participate in a celebration.

Investigate and Learn
| 0 | 1 | 2 | 3 |

Action Plan
| 0 | 1 | 2 | 3 |

Take Action
| 0 | 1 | 2 | 3 |

Report and Celebrate
| 0 | 1 | 2 | 3 |

+ Add General Notes (Optional)

Save

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- You may exit the Recognition view at any time by clicking on the 'X' at the top of the screen.
  - **Note:** You cannot partially complete the rubric for a student. If you exit the Recognition view prior to completing the Recognition Rubric, your assessment will not be saved.

Recognition   ✕

Fred Dmf   Return File to Student | View/Print Submission | Print Rubric

Guidelines and Samples

Instructions:

Use this rubric to assess individual student performance. While students work in a team as an essential part of the AP with WE Service module, the recognition will be awarded based on individual performance.

Investigate and Learn
| 0 | 1 | 2 | 3 |

Action Plan
| 0 | 1 | 2 | 3 |

- Hover over a rubric point to see the full text of the rubric. To assign a rubric point for a particular content area, click on the rubric point.
  - You have the option to input notes. These notes are optional and will not be reviewed by the College Board.

- The 'Save' button is activated once a rubric point has been entered for all content areas and you have responded to the prompt regarding the AP policy on plagiarism. Click on 'Save' to save your work.