

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

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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.

The screenshot shows the 'Welcome' page for Professionals and Students. The navigation bar includes SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. A 'Get Help' link is available for Student and Professional users. The main content area features a 'Sign In' section with fields for Username and Password, a 'Remember me' checkbox, and a 'Sign in' button. Below the sign-in fields are links for 'Forgot Username?' and 'Forgot Password?'. To the right, there is a 'Don't Have An Account? Sign-Up.' section with a 'Sign Up' button. A yellow 'Other Tools' box on the right side contains a welcome message and a link to CollegeBoard.org.

- 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).

The screenshot shows the 'Create Your Professional Account' page, specifically the 'Get Access' step. A progress indicator at the top shows three steps: 1. Your Information, 2. Review Information, and 3. Get Access (which is currently active). The main heading is 'AP Digital Portfolio Enrollment Information'. Below this, there is a paragraph explaining that access is restricted to schools that have adopted the AP Capstone program. The form section is titled 'Provide your access information' and includes a dropdown menu for 'Professional Organization' (currently set to 'Sue Landers High School') and a text input field for 'Access Code' (containing '7KLS5Q'). To the right, there is a table titled 'Your access' with columns for 'Organization', 'Position', and 'Expiration Date'. Below the table is a 'Finished' button. At the bottom left, there are two buttons: 'Enroll Later' and 'Add', with a red arrow pointing to the 'Add' button.

- 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.

Create Your Professional Account

1 Your Information 2 Review Information 3 Get Access

AP Digital Portfolio Enrollment Information

Access to the AP Digital Portfolio is restricted to schools which have adopted the AP Capstone program. To access the AP Digital Portfolio, first select the organization for which you'd like to request access. If your profile already indicates where you work, your organization will already be selected by default. Next, enter the access code you were sent for this tool. If you have not yet received an access code for this tool, please call 877-274-6474.

Success!
Your access has been added.

Provide your access information

Professional Organization:
Overbrook High School1

Access Code:
6JDL6K

Add

Your access

Organization	Position	Expiration Date
Overbrook High School1	AP Portfolio Teacher	06-Jun-2020

Finished

- 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.

Home Class Setup

Welcome to the Digital Portfolio

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

Set up classes to enable student enrollment and access course content.

Set Up Classes

- 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

<input type="checkbox"/>	AP with WE Service - AP Environmental Science - 3rd Period Join Code TDH919	Edit Delete Add Co-teacher	+
<input checked="" type="checkbox"/>	AP with WE Service - Environmental Science - 5th Period Join Code T99377	Edit Delete Add Co-teacher	+

- 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

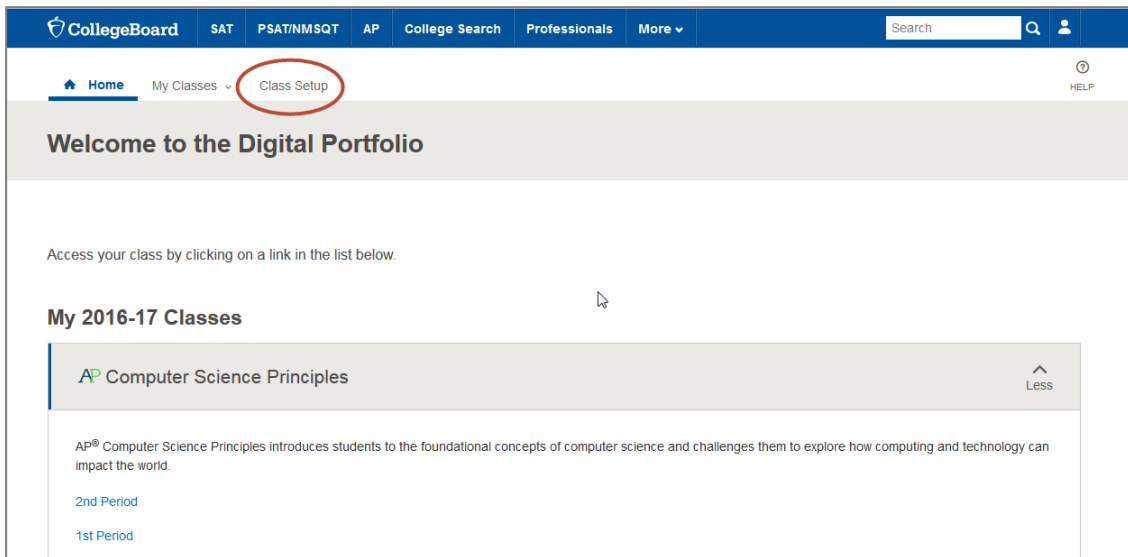
Course
Select Course

Class Period
e.g. 4th Period

Add Class

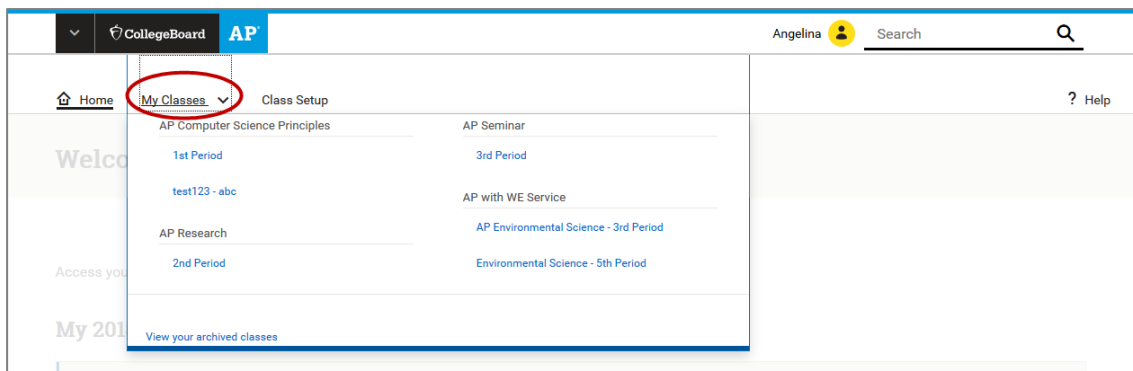
Add or Modify Classes

- 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.

AP Computer Science A with WE Service
5th Period

Class Summary

- Student Submissions**
- Overview
- Student Workbook
- Service Portfolio**
- Assessment

Service Portfolio

Click the **Upload New** button to submit your AP with WE Service student Service portfolio. Your service portfolio should tell the story of your local and global actions, from the beginning to the end, and the story should present itself with important artifacts, including, but not limited to, photos, interviews, maps, reflections, screenshots, drawings, and thank you notes.

Resources from Your Teacher [+ Add](#)

Click the 'Add' button to upload additional resources.

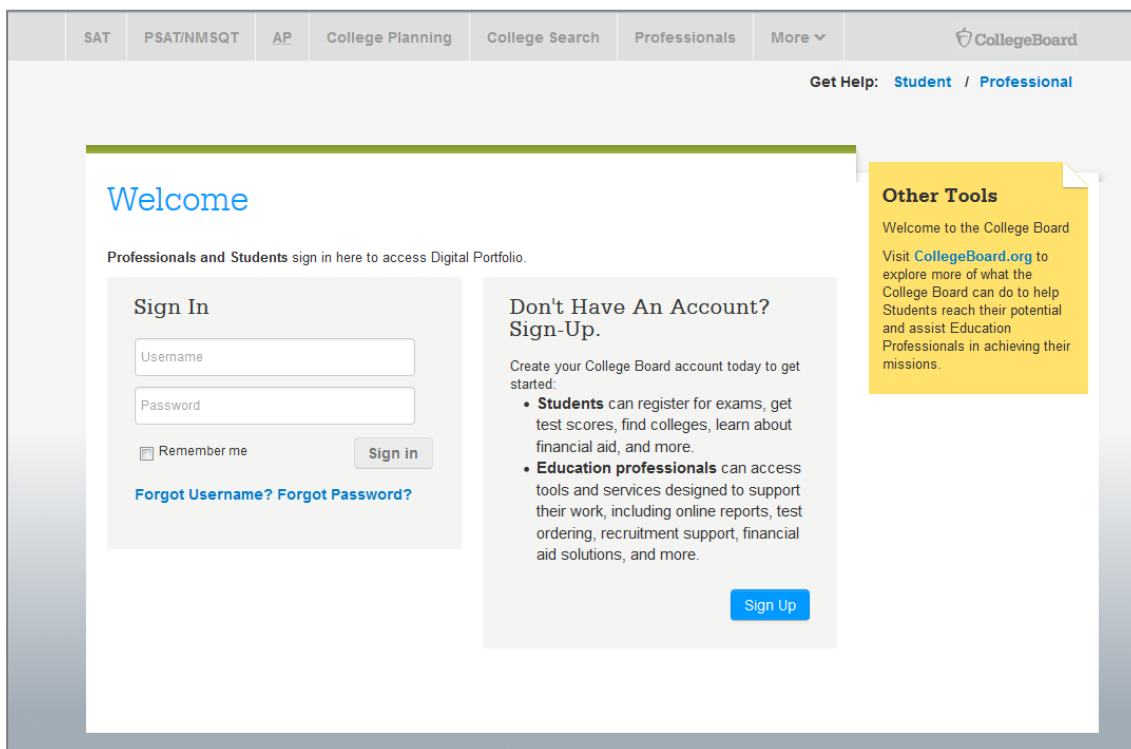
Student Submissions [Due 4/30/2017 [Edit](#)]

Rice, Tyler	View Details
Richards, Kara	View Details

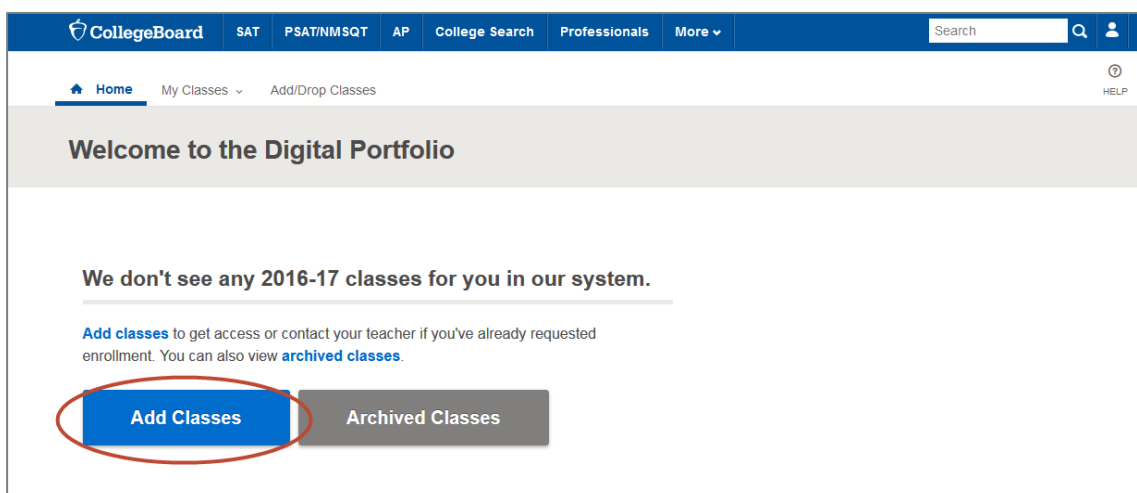
STUDENT ENROLLMENT

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.
 - 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.
 - Students create a new account can or request a password reset if needed.



- 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.

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 'Available 2016-17 Classes at OVERTON HIGH SCHOOL'. A list of three classes is shown, each with an 'Enroll' button. The 'Enroll' button for the 5th Period class is circled in red.

Class Name	Enroll
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

- 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.

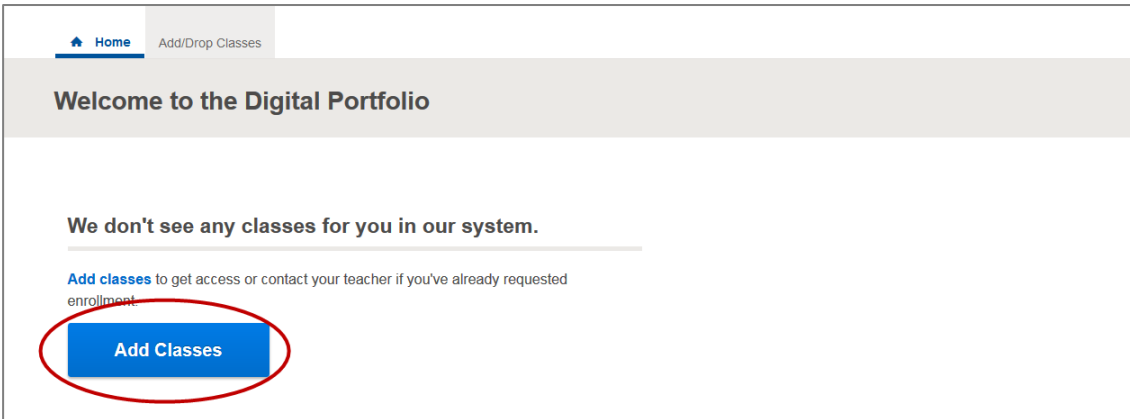
The screenshot shows the 'My AP Classes' page after clicking 'Enroll'. The 'Enrollment Requested' status for the 5th Period class is circled in red. The 'Enroll' button for the 1st Period class is still visible.

Class Name	Status
Computer Science A with WE Service - Angelina Jolie - 5th Period	Enrollment Requested
Computer Science A with WE Service - Angelina Jolie - 1st Period	Enroll

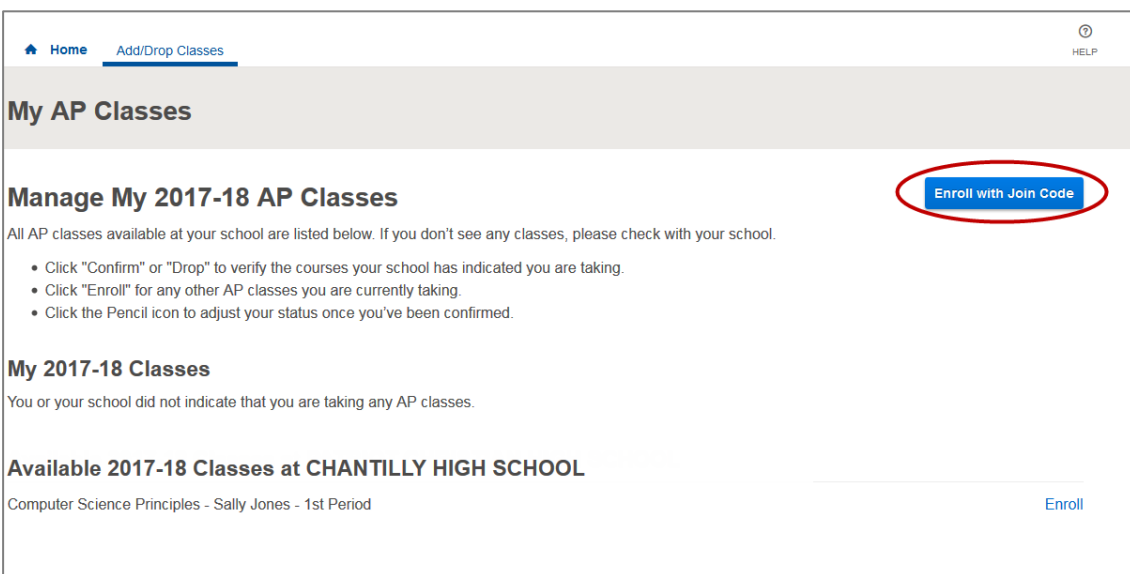
Students Enrolling from a Different School

- 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.

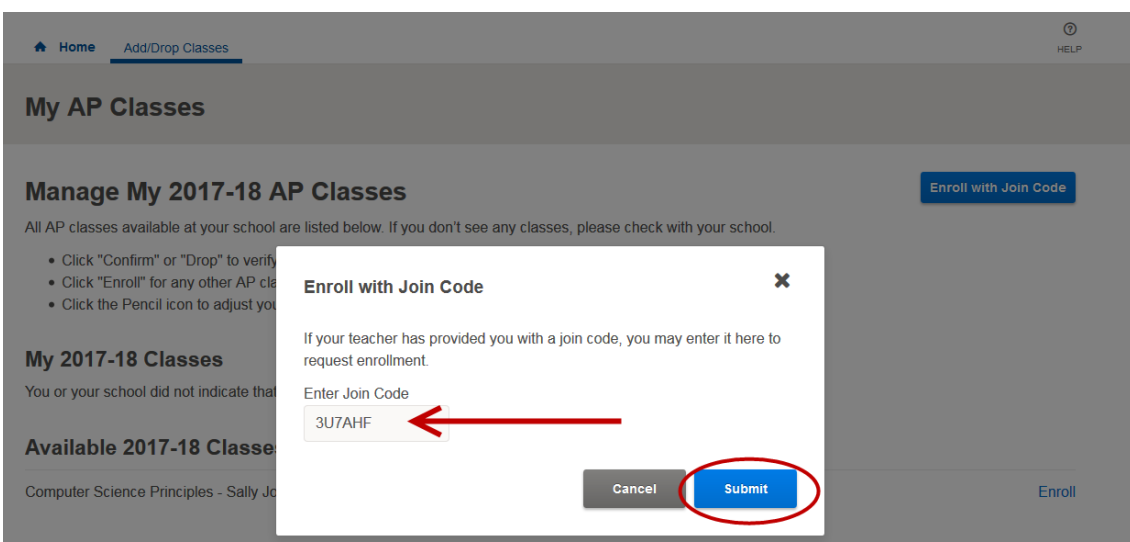
- Students will be prompted to add a class by clicking the 'Add Classes' button.



- 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.

The screenshot shows the 'My AP Classes' page with a modal dialog titled 'Enroll with Join Code'. The dialog contains the following information:

- Header: Enroll with Join Code
- Text: You are requesting enrollment for:
- Details:
 - School: Overton High School
 - Course: AP with WE Service
 - Class: Environmental Science - 5th Period
 - Teacher: Angelina Jones
- Buttons: Cancel and Submit (circled in red)

The background page shows a list of classes with 'Confirmed' status and a yellow 'Enroll with Join Code' button.

- 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.

The screenshot shows the 'My AP Classes' page after enrollment. The status for the class 'Computer Science Principles - Sally Jones - 1st Period' is now 'Enrollment Requested' (circled in red). The page also features a blue 'Enroll with Join Code' button and a section for 'Available 2017-18 Classes at CHANTILLY HIGH SCHOOL' which states 'There are no available AP classes at your school.'

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.

Teacher Name	Status
Jones, Angelina - Primary Teacher	Confirmed

0 Students Enrolled	Status

- 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.

Export Roster
[Expand All](#) | [Collapse All](#)

<input type="checkbox"/> Computer Science A with WE Service - 1st Period	Edit Delete Add Co-teacher	+
<input type="checkbox"/> Computer Science A with WE Service - 5th Period	Edit Delete Add Co-teacher	+
<input type="checkbox"/> 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.

AP Computer Science A with WE Service
5th Period

Class Summary

Student Submissions

- Overview
- Student Workbook
- **Service Portfolio**

Assessment

Service Portfolio

Click the **Upload New** button to submit your AP with WE Service student Service portfolio. Your service portfolio should tell the story of your local and global actions, from the beginning to the end, and the story should present itself with important artifacts, including, but not limited to, photos, interviews, maps, reflections, screenshots, drawings, and thank you notes.

Resources from Your Teacher

Click the 'Add' button to upload additional resources.

+ Add

Student Submissions [Due 4/30/2017 [Edit](#)]

Rice, Tyler	View Details
Richards, Kara	View Details

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.

The screenshot shows the 'Student Workbook' page for 'AP Computer Science A with WE Service' in the '5th Period'. The page has a navigation bar with 'Home', 'My Classes', and 'Class Setup'. A sidebar on the left contains 'Class Summary', 'Student Submissions', 'Overview', 'Student Workbook', 'Service Portfolio', and 'Assessment'. The main content area includes instructions to 'Upload New' student workbooks, a '+ Add' button for resources, and a 'Student Submissions' table. The table lists two students: Tyler Rice and Kara Richards, each with a 'View Details' link.

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

This screenshot shows the same 'Student Workbook' page, but with the submission details for Tyler Rice expanded. A 'Download Latest' button is highlighted with a red arrow. Below, the 'Activity Feed' shows a submission by Tyler Rice on August 22, 2016, with the file name 'StudentWorkbook.pdf' also highlighted by a red arrow.

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.

AP Computer Science A with WE Service
5th Period

Class Summary

- Overview
- Class Roster
- Progress**
- Student Submissions
- Assessment

Progress

Use the table below to review any student materials submitted on the digital portfolio and to complete the Recognition Rubric for each student. All student scores must be submitted via the digital portfolio by June 30, 2017.

LEGEND

- No Draft
- Draft In
- Ready To Confirm
- Confirmed

Name	STUDENT SUBMISSIONS		ASSESSMENT
	SW	SP	RC
Rice, Tyler	No Draft	No Draft	Ready To Confirm
Richards, Kara	Draft In	Draft In	Ready To Confirm

- 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'.

AP Computer Science A with WE Service
5th Period

Class Summary

- Overview
- Class Roster
- Progress**
- Student Submissions
- Assessment

Progress

Use the table below to review any student materials submitted on the digital portfolio and to complete the Recognition Rubric for each student. All student scores must be submitted via the digital portfolio by June 30, 2017.

LEGEND

- No Draft
- Draft In
- Ready To Confirm
- Confirmed

Name	STUDENT SUBMISSIONS		ASSESSMENT
	SW	SP	RC
Rice, Tyler	No Draft	No Draft	Confirm
Richards, Kara	Draft In	Draft In	Ready To 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.

Investigate and Learn

0	1	2	3
---	---	----------	---

Met Expectations
Receives Recognition

Student:

- Investigates local and global aspects of a topic
- Analyzes problems and solutions related to the topic
- Evaluates existing programs
- Identifies areas of unmet need (needs assessment)
- Lists sources and resources
- Summarizes and shares findings of investigation
- Explains connections between the topic and AP course content (Reflection)
- Records activities related to the project

[+ Add Notes \(Optional\)](#)

- 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.

Report and Celebrate

0	1	2	3
---	---	----------	---

Met Expectations
Receives Recognition

Student:

- Provides a summary with evidence-based explanation of the project and impact, and what has been learned about their AP course
- Submits evidence of:
 - Product(s) of investigation
 - Action plan
 - Evidence of local and global action
- Records activities related to the project
- Completes reflection for Report and Celebrate

[+ Add Notes \(Optional\)](#)

[+ Add General Notes \(Optional\)](#)

Save