AP Digital Portfolio: Teacher User Guide for AP Computer Science Principles™

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AP COURSE AUDIT

• To be able to create class sections in AP Registration and Ordering, note the following information about Course Audit:

• **Returning AP teachers:** If you are an AP teacher who was Course Audit-authorized last year, you’ll be listed in AP Registration and Ordering. You or the AP coordinator can create class sections for your AP CSP course, and you will have access to AP Classroom.

• **New AP teachers or those teaching AP CSP for the first time:** You won’t be listed in AP Registration and Ordering, can’t create class sections, and can’t access AP Classroom until you’ve taken these steps in AP Course Audit:
  1. Add your course in AP Course Audit.
  2. Complete the course audit form for each new AP course you are teaching. The Course Audit administrator is notified when you have submitted your Course Audit form. Once the Course Audit administrator has approved the form, you can access AP Classroom and can also create class sections. To ensure access to the AP Digital Portfolio, submit your syllabus by the October 1 preferred deadline.
ACCESS TO AP CLASSROOM AND AP DIGITAL PORTFOLIO

Initial Login for AP Computer Science Principles Teachers

Step 1: Class sections need to be set up in My AP

• Communicate with your AP coordinator to verify an AP Computer Science Principles class section is set up in My AP for each class that you will teach. Once the class section is set up in My AP (either by you or your AP Coordinator) you can log in to the AP Digital Portfolio to view it.

Step 2: Access the AP Digital Portfolio

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

Step 3: Access AP Classroom Resources

• After class sections have been created in My AP, you can access the question bank with real AP questions through AP Classroom.

Independent Study and Homeschooled Students

• The AP coordinator at your school will need to create an exam only section if your school administers an AP Computer Science Principles Exam to students who aren’t enrolled in a course at your school. Exam only sections would be necessary for:
  • Independent/self-study students attending your school who want to take an exam for a course in which they’re not enrolled
  • Students who attend another school but want to test at your school
  • Homeschooled students who will be testing at your school
  • Virtual school students who will be testing at your school

• Only AP coordinators can create exam only sections; teachers can’t create these sections. The AP coordinator will provide the student with a join code. Students enrolled in exam only sections will not have access to AP Classroom assignments from AP teachers; assignments are only accessible by students enrolled in a teacher’s particular class section.

Navigate Between Multiple Classes

• If you teach multiple AP Computer Science Principles 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

- Students need to enroll in your class section(s) through My AP (myap.collegeboard.org) by the second day of class. You will have a unique join code for each class section that you are teaching, so be sure to give the appropriate join code to your students. See Helping Students Join Your AP Class Section (.pdf/705.08 KB) for step-by-step instructions. Once students have enrolled in your class section(s) in My AP using the join code you or your school’s AP coordinator have provided, they will be able to access your class section(s) in the AP Digital Portfolio.

- Direct students to digitalportfolio.collegeboard.org and have them log in using the College Board student account and password (the same log in information they used to access My AP).

Students need to use the same College Board account information when accessing both My AP and the AP Digital Portfolio. Students who do not use the same account might not have their performance tasks sent for scoring.
**COURSE ACTIVITIES**

Upload Supporting Materials

- Teachers can upload supporting materials, either web links or files, to the Performance Tasks.
  - The following file types can be uploaded as supporting materials: DOC, DOCX, PPT, PPTX, PDF, MOV, WMV, MP4, AVI, and ZIP.

- The following are recommendations for resources to be provided to students on the AP Digital Portfolio:
  - Resources to assist students with self-monitoring their progress and completing the performance tasks (including but not limited to schedules, timelines, and general guiding questions). **We strongly encourage you to use the College Board templates to avoid suspicion of plagiarism.** Use of templates that contain sentence starters or fill in the blanks are a violation of the task guidelines and may result in a student scoring 0 on their performance task. **Additionally, get students to follow performance task instructions on the Assessment Overview and Performance Task Directions for Students document.**
  - In accordance to the teacher guidelines in the AP CSP Course and Exam Description, teachers may not provide research, articles, and / or evidence for students during administration of the performance tasks. Review the performance task guidelines on pages 72 through 83 of the Course and Exam Description.
  - Navigate to a Performance Task Component 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

- Navigate to the Performance Task Component for which you’d like to review student work and click on ‘View Details’ next to any student.

![Student Submissions](image)

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

![Macaraeg, Darrel](image)

Instruct Students to Use AP CSP Written Response Templates

We strongly encourage students to use the Written Response Template for both performance tasks as it will facilitate accurate scoring of their work. Share these templates with your students, so that they can respond to all the performance task requirements in an organized and properly labeled manner.

The use of College Board templates may help to avoid suspicion of plagiarism. Use of templates that contain sentence starters or fill in the blanks are a violation of the task guidelines and may result in a student scoring 0 on their performance task. Additionally, get students to follow performance task instructions on the Assessment Overview and Performance Task Directions for Students document.

- Create - Applications from Ideas Performance Tasks: This template was developed to help ensure students provide a response to all the requirements in the Create Performance Task in an organized and properly labeled manner. The template for this task should be used for sections 2a, 2b, 2c, and 2d.
- Explore – Impact of Computing Innovations Performance Task: This template was developed to help ensure students provide a response to all the requirements in the Explore Performance Task in an organized and properly labeled manner. The template for this task should be used for sections 2a, 2b, 2c, 2d, and 2e.

- To access the Written Response templates, students should go to the Written Responses page for the Performance Task they are working on. Then, they should scroll down to the ‘Download Template for Written Responses’ section
**FINAL SUBMISSION REVIEW**

- You can review student work from the ‘Progress’ page, which can be found by expanding the ‘Class Summary’ menu.

- The Progress View is the area of the Digital Portfolio that you will use to:
  - View status of student submissions
  - Review student submissions
  - Report suspected student plagiarism or exam violations to the College Board
  - View whether or not students are included in your school’s exam order
  - View each student’s AP ID number (*you don’t need to take any action regarding the student’s AP ID*)

- Students must submit final versions of the following performance tasks components.
  - **Explore**
    - Computational Artifact (CA)
    - Written Responses (WR)
  - **Create**
    - Individual Video (IV)
    - Written Responses (IWR)
    - Program Code (PC)

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**Reviewing Student Work**

- You can review the work that students have submitted as final from the Progress View. Students who have submitted their work as final are indicated by a **black checkmark** on the Progress View. *Only work submitted as final by April 30, 11:59 p.m. ET will be sent to the College Board for scoring.*
• Click on the submission to view the student artifact.

You will be sent to the review screen. Student submissions that are in PDF format (e.g., Written Responses and Program Code) will be viewable within the Review Screen.

You can download Non-PDF artifacts (e.g., Computational Artifact, Individual Video) for review by clicking the View/Print Submission button in the upper-right hand corner.
Returning Files to Students

- In some instances, you may need to return a student’s submitted work to them. You may return work to a student if their work:
  - Is the wrong submission
  - Is corrupt or not readable
  - Cannot be opened due to some other technical error

- **Do not** return a file to a student due to the quality of the work submitted.

- To return a file to a student, click on the submission in the Progress View.

- Click on the Return File to Student button.
Select the reason you are returning the file to the student and click the Return File button.

If you have returned a file to a student, make sure to personally follow-up with them to have them first upload a new/correct version of the document and then submit as final again.

Reporting Suspected Student Plagiarism or Exam Violation to the College Board

Review the Plagiarism Policy

A student who fails to acknowledge (i.e., through citation, through attribution, by reference, and/or through acknowledgment in a bibliographic entry) the source or author of any and all information or evidence taken from the work of someone else will receive a score of 0 on that performance task. A computational artifact without acknowledgment of the media used in the creation of the computational artifact, and program code segment(s) written by someone else used in a program without appropriate acknowledgment, are all considered plagiarized work.

To the best of their ability, teachers will ensure that students understand ethical use and acknowledgment of the ideas and work of others as well as the consequences of plagiarism. The student’s individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

When two students’ responses are nearly identical, both responses are considered plagiarized until further investigation upon appeal.

If you believe that a student submission violates the AP Computer Science Principles policy on plagiarism or has violated the performance task guidelines, you should report it to the College Board. See ‘Steps to Report Plagiarism’ section.

The reasons to report a student are:

- One or more pieces of information or evidence taken from the work of someone else are included in the submitted work and have no citation/attribution AND no reference listed in the bibliography.
- Submitted work was created by someone other than this student.
- Student fails to acknowledge the source or author of any information about existing programming code.
- Student fails to acknowledge another creator’s work that they have used to create their computational artifact.
- Student collaborated during the Explore performance task.
- Student collaborated during the creation of the Video or Written Responses of the Create performance task.
- Student submitted work from a practice performance task.
- Student obtained assistance or feedback on answers to prompts.
- Two students’ responses are nearly identical.

**Steps to Report Plagiarism**
- After completing review, click on ‘Report Plagiarism orViolation’.
Select the reason(s) you are reporting plagiarism or violation of the performance task guidelines. Click the ‘Next’ button.
• Provide the evidence of plagiarism or the exam violation. You must provide a detailed rationale as to why you suspect the student’s work is plagiarized or violated the performance task guidelines. You also have the option to provide an additional file of evidence.

• If desired, you can delete a reported case of plagiarism or violation. You can delete the report from the Teacher View Final Submission Screen.

Monitoring Student Progress via the Progress View

• Important: In order for student submissions in the Digital Portfolio to be scored, the student must be included in your school’s AP Exam order, and submit their work as final in the AP Digital Portfolio by no later than April 30, 11:59 p.m. ET. Speak with your AP coordinator if you have any questions about the status of a student’s exam order.
• This year AP Coordinators will order AP CSP Exams through AP Registration and Ordering by the November 15 final ordering deadline. Starting in November, the Progress view in the AP Digital Portfolio will reflect if a student is included in the exam order.

• To monitor your students, navigate to the Progress view. The Name / Status column will reflect the student’s exam order status and will display the student’s AP ID if they are taking the end-of-course exam.

1. Students that are in red with ‘No Selection’ have not registered for the exam. **Work submitted as final by these students will NOT be sent to College Board for scoring unless they register for the exam.**

2. Students that are in gray with ‘Not Taking Exam’ are not included in the exam order. **Work submitted as final by these students will NOT be sent to College Board for scoring unless students are included in the exam order.**

3. Students that are in white have an AP ID visible below their names are included in the exam order. **All work submitted as final by these students will be sent to College Board for scoring.**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Status</th>
<th>Final Work</th>
<th>Grade</th>
<th>CA</th>
<th>MB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>No Selection</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Student 2</td>
<td>Not Taking Exam</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Student 3</td>
<td>Not Taking Exam</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>
ENSURING STUDENT SUBMISSIONS WILL BE SCORED

• **Important**: In order for student submissions in the Digital Portfolio to be scored, the student must submit their work as final in the AP Digital Portfolio by April 30, 11:59 p.m. ET.

• In order to ensure you can meet the April 30, 11:59 p.m. ET deadline, please set internal deadlines to complete Digital Portfolio tasks with students. Note that after April 30, 11:59 p.m. ET, you will no longer be able to report plagiarism.

• It is likely that there will be a higher volume of simultaneous submissions as the April 30, 11:59 p.m. ET deadline approaches, which means that it may take longer for student submissions to upload in the AP Digital Portfolio. Students sometimes encounter technical problems uploading their files, and it could take days to resolve the issue. So that your students don’t risk missing the deadline, strongly advise them to build extra time to prepare the final upload and submit. Students should not wait until the last minute to upload their performance tasks as final in the AP Digital Portfolio.

Instructing Students to Register for the End-of-Course Exam in My AP

• If your school requires students to indicate their exam registration, students will see a Register button in the class section view in My AP after they join your class section. When students click the Register button they’ll see a pop-up screen from which they can select either “taking the exam” or “not taking the exam.” This selection lets the AP coordinator know if a student plans to take the exam, and the coordinator will order it for that student. If students don’t see that button, it means that your school is automatically ordering exams for students enrolled in class sections.

• If students would like to register for an exam after the November 15 final exam ordering deadline, their order may be subject to a late order fee. They’ll need to ask the AP coordinator to update their registration. If your class doesn’t start until the spring or a student transfers to a new school after the exam ordering deadline, don’t worry—the coordinator will be able to order an exam, and the student won’t be charged a late order fee.

Instructing Students to Confirm Exam Registration on the AP Digital Portfolio

• Starting in November, students will be able to use the progress view on the Overview page view to confirm they are included in your school’s exam order.
  • If they are included in the exam order, the cell their name is in will be white, and their AP ID will be visible underneath your name.
• If the cell where their name appears is in gray or red, then they are not included in the exam order. If they think this is in error, and they plan to take the end-of-course exam, they will need to work with you or the AP Coordinator to have this information changed in My AP.

Instructing Students to Confirm Final Submission Status

• Starting in November, students will be able to track final submission progress on the Overview page. The Progress view will show the submission status for each of the five performance tasks that students must submit as final. When students have submitted performance task as final, a black check mark will appear in the table. Only work that is accompanied by a black check mark will be submitted to the College Board for scoring.
Instructing Students to Indicate Permission to Reuse Written Performance Materials

- Starting in April, students have the opportunity to indicate whether they provide the College Board permission to reuse their work for educational research and instructional purposes. This does not impact the student’s score.

- This permission only covers items submitted via the Digital Portfolio. AP students must indicate permission to reuse during the AP end-of-course exam as well.

- Students can indicate their permission by logging in to the AP Digital Portfolio and navigating to the Overview page.