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

January 2018

Contents

INTRODUCTION

- As an AP Coordinator you will use the AP Digital Portfolio to perform the following tasks.

  o Ensure students submit all performance tasks as final by clicking the "Submit final" button prior to April 30.

  o Reconcile end-of-course exam orders. Ensure students have correctly indicated their intention to take the exam (students indicate their intentions between January 1 and April 30). If there is a discrepancy between the student's indicator and your assessment, ensure that the student selects the correct indicator in the digital portfolio. You will need an accurate count before ordering exams.

  o Ensure students enter their AP number by April 30.

  o If supporting independent study or homeschooled students, please set up classes in the AP Digital Portfolio and enroll students

INITIAL LOGIN FOR AP COORDINATORS

- If you have not accessed the AP Digital Portfolio as an AP coordinator in a previous year, you must enter an Access Code. Access Codes were distributed to AP Coordinators by the College Board via an e-mail communication in January.

- 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 the College Board. If you have not received an Access Code, email APCSP@collegeboard.org.

- Once you have successfully entered your Access Code, click on the 'Finished' button. You will be redirected to the AP Digital Portfolio.

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 AP Digital Portfolio directly by going to https://digitalportfolio.collegeboard.org/. You can log in using your College Board Professional Account username and password.

MONITORING STUDENT PROGRESS

- As the coordinator in a school that is offering AP Computer Science Principles, you need to take the following steps to ensure that students are set up to submit performance tasks and take the end-of-course exam. **Important:** Students must complete the following tasks in the AP Digital Portfolio by **April 30** to get their work scored by the College Board:

  o Indicate intent to take the end-of-course exam
  o Enter their AP number
  o Submit their performance tasks as final by clicking the "Submit final" button

- You should review their status regularly, and you must have an accurate count before ordering exams.

- You can use the AP Digital Portfolio to monitor student progress on submitting their digital artifacts for scoring. To do so, click on AP Computer Science Principles from the home page.
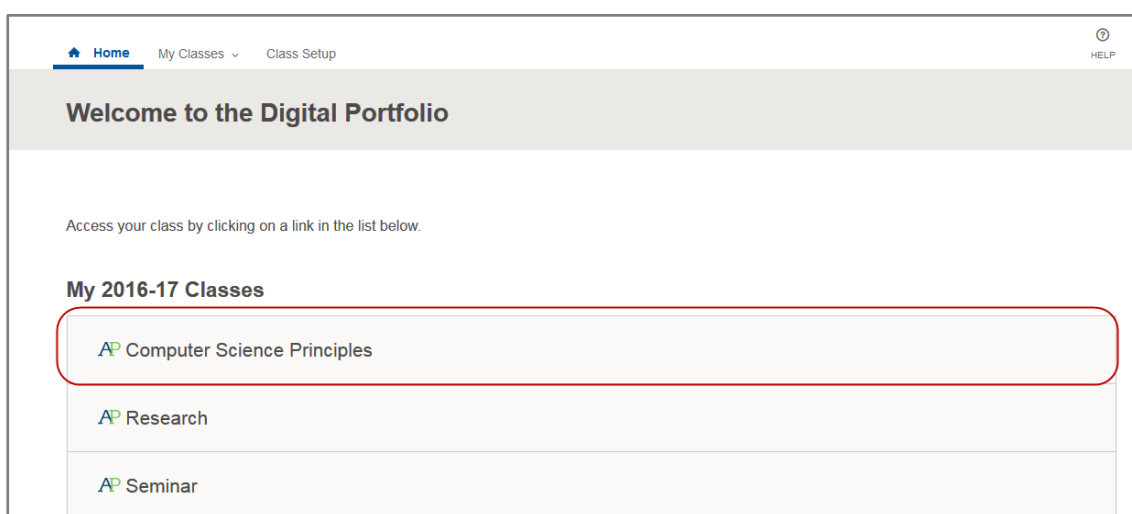
- All of the class sections for your school will be available. Click the '+' to expand the class and see all of the students enrolled.

- The Name / Status column will reflect the student's intent to take the end-of-course exam and AP number entry status. At the end of each student row, it will indicate if the student has completed all tasks ('Complete') or needs to perform additional actions ('Incomplete')

  1. Students that are in red with 'No Selection' have not indicated their intent to take the exam and have not entered their AP numbers. ***Work submitted as final by these students will NOT be sent to College Board for scoring unless exam intent and AP numbers are entered.***

  2. Students that are in yellow with 'Needs AP #' have indicated they intend to take the exam but have not entered their AP numbers. ***Work submitted as final by these students will NOT be sent to College Board for scoring unless AP numbers are entered.***

  3. Students that are in gray with 'Not Taking Exam' have indicated that they do not intend to take the exam. Work submitted as final by these students will NOT be sent to College Board for scoring unless students change their exam intent and enter their AP numbers.

  4. Students that are in white and have an AP number below their names have indicated that they intend to take the exam and have entered their AP numbers. ***All work submitted as final by these students will be sent to College Board for scoring.***

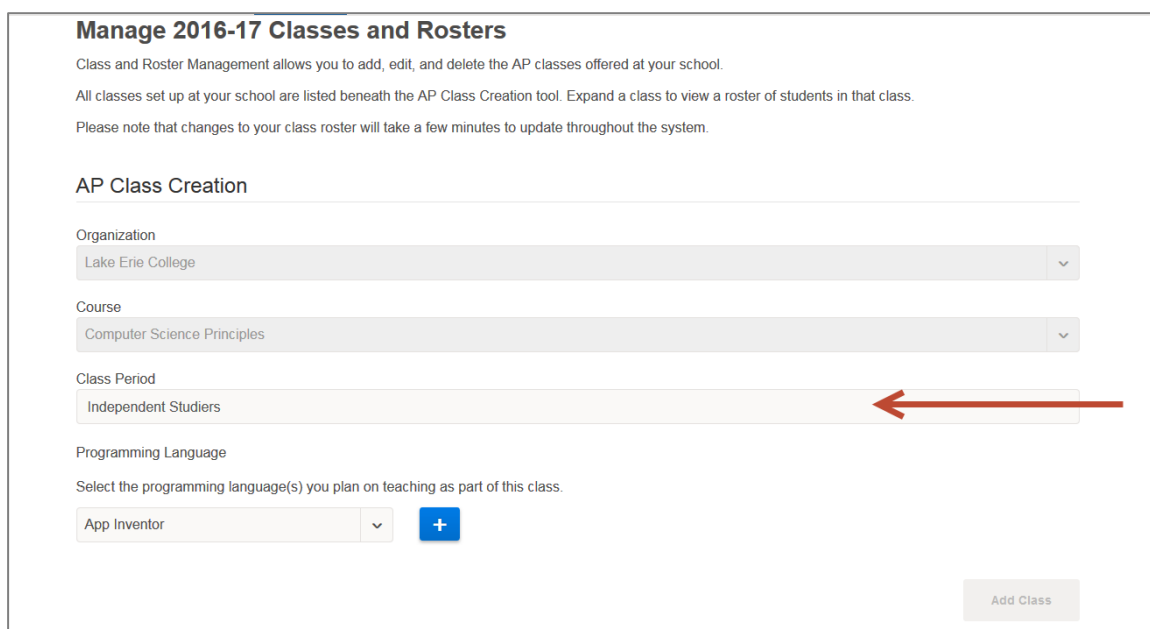## SUPPORTING INDEPENDENT STUDY OR HOMESCHOOLED STUDENTS

- If you are supporting students who will take the AP Computer Science Principles end-of-course exam as an independent or homeschooled student you will need to take additional steps to support these students, including setting up a class section so that they can complete their performance tasks and submit final digital artifacts for the through-course assessment.

Create a Class

- To create a class section, click on Class Setup from the Dashboard.

- From the Manage Classes and Rosters page, enter in the name of the class that you would like to add.

- Select the programming language(s) that you or the student(s) will be using in your class and click the '+' sign. You can add multiple languages.

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

- Add additional classes as needed.

- If you have students in your course that primarily attend a different school (e.g., other local school, online school, home school), you can provide them with a Join Code. The Join Code will allow students to enroll into your classroom directly, regardless of what school they attend. The Join Code will be visible in the 'My Classes' section below the class.

Manage 2017-18 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

Chantilly High School

Course

Select Course

Class Period

e.g. 4th Period
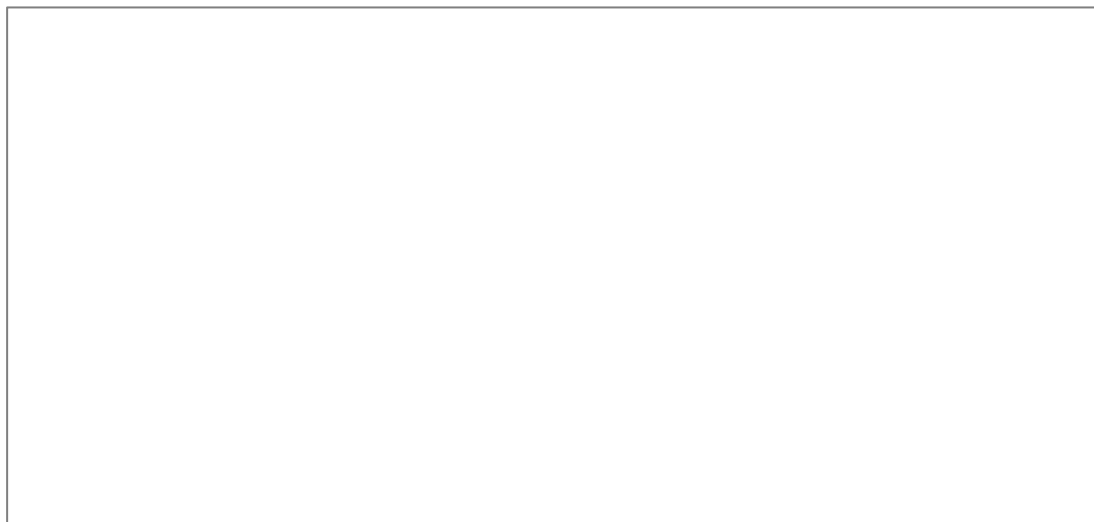
Add Class

My 2017-18 Classes

Export Roster

☐ Computer Science Principles - 1st Period   Edit | Delete   +
Join Code 3U7AHF ❓

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

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.

Confirm Student Enrollments

- Once you have created a class and students have requested enrollment, you will need to confirm their enrollment. Click on the 'Class Setup' link in the top menu bar.

- Scroll down to the class you created and click on the '+' button. A roster of students will be visible. Then click on the 'Confirm' button to confirm student enrollment. Once you confirm, that student will be able to access the digital portfolio. If you drop a student, they will be able to request enrollment in a different section.

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 with WE Service course in a prior year, viewed AP® scores, or registered for SAT® online.

    o Students can create a new account or request a password reset if needed.
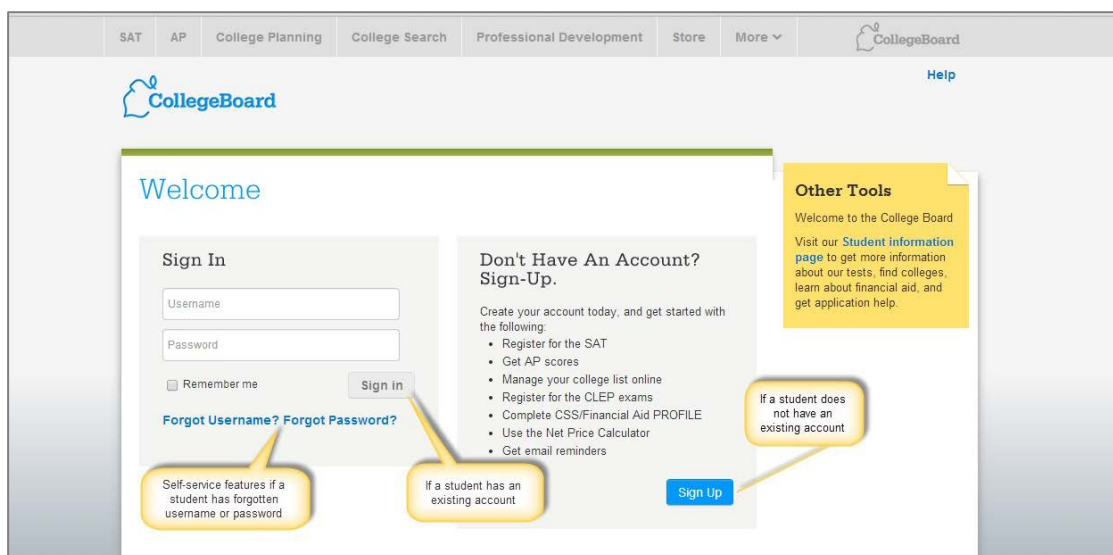
    o Students who are new to the AP Digital Portfolio may be prompted to provide additional information.

- Students will be prompted to add a class by clicking the 'Add Classes' button.
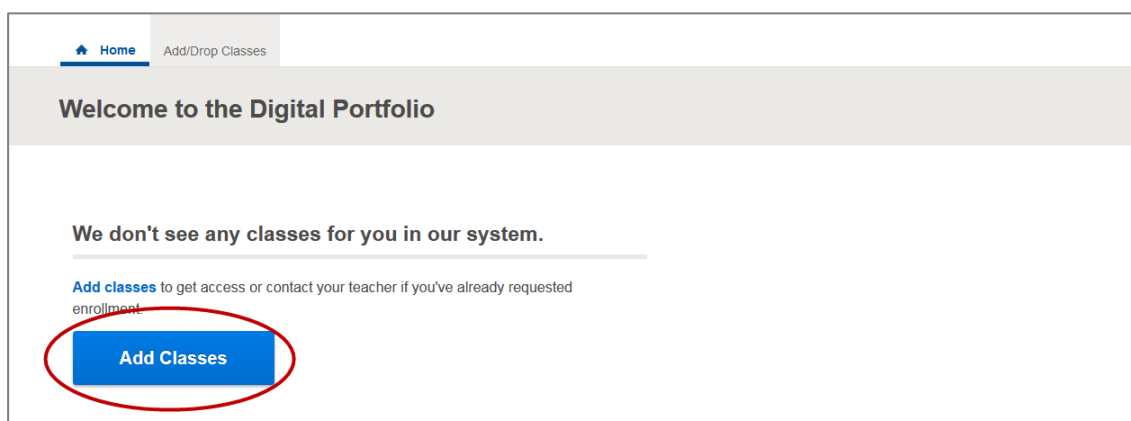
- Students will be redirected to the 'Manage My Classes' page and see a complete list of AP Computer Science Principles classes being offered at their school. They should request enrollment in the appropriate AP Computer Science Principles class.


- Upon clicking 'Enroll' the student will see that enrollment has been requested.
  - Students will **not** be able to access the AP 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.
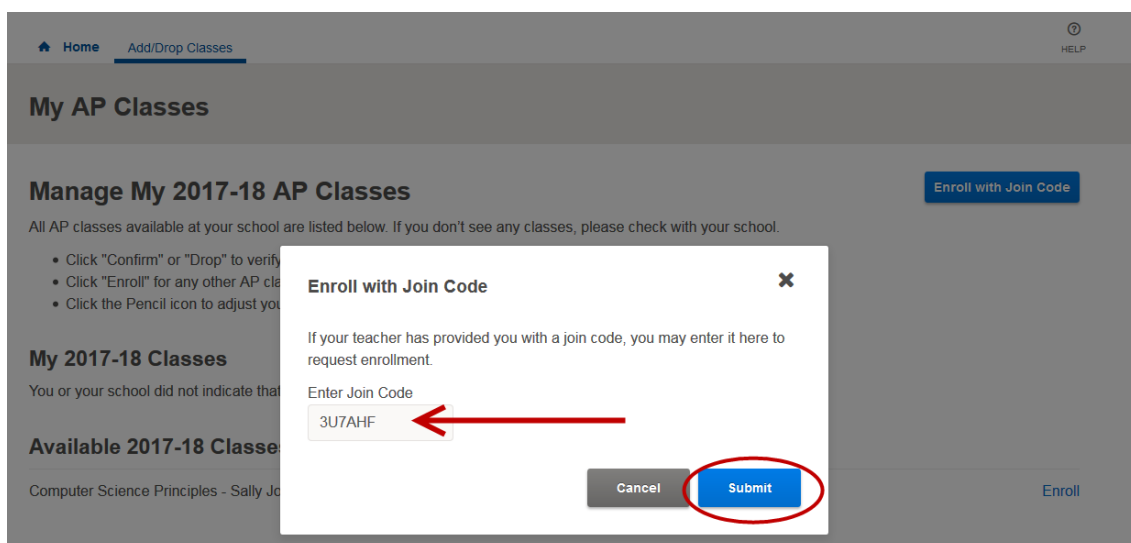
- Students will be prompted to add a class by clicking the 'Add Classes' button.
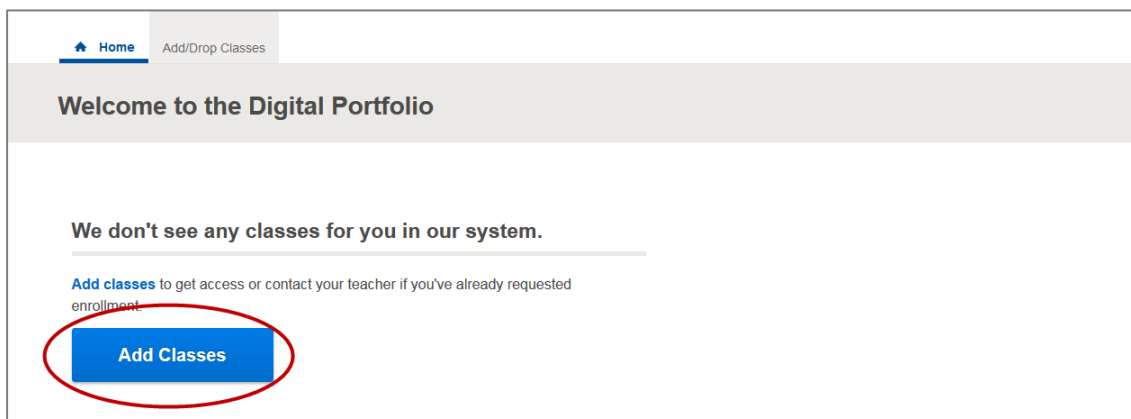
- Students will be redirected to the 'Manage My Classes' page. From there, they can click on the 'Enroll with Join Code' button at the top right of the page.
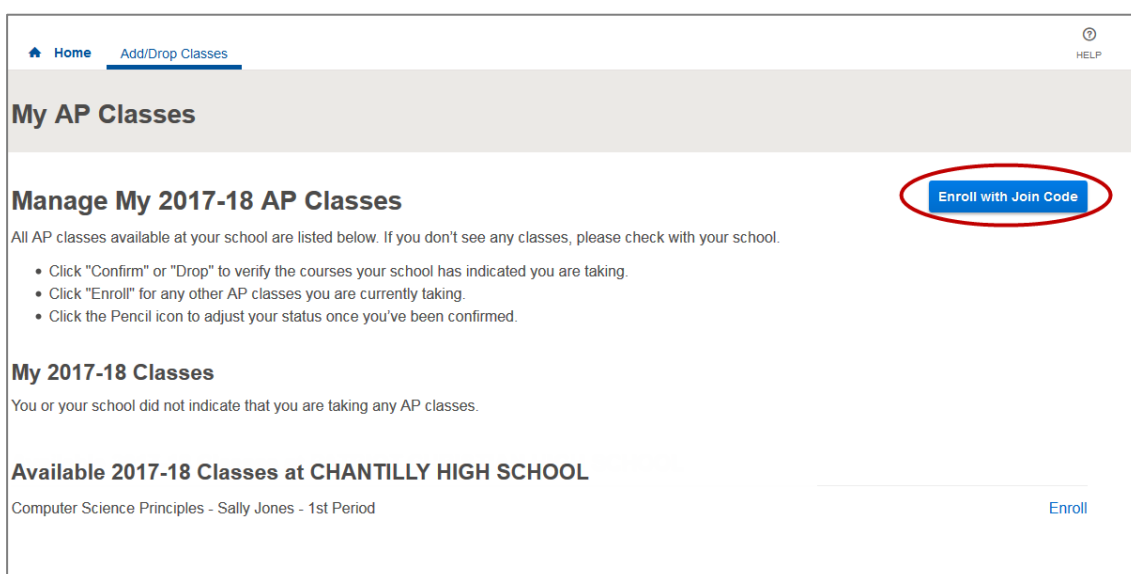
- Students should enter the Join Code that you have provided and click the 'Submit' button.

- 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 AP Digital Portfolio content until you have confirmed their enrollment.

Instruct Students to Use AP CSP Written Response Templates

- It is highly recommended that students use the Written Response Template for both performance tasks as it will facilitate accurate scoring of their work.
  - 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

Instruct Students on Performance Tasks Collaboration Policies

- Students are not allowed to collaborate at all on any portion of the Explore performance task, or on the written response or video for the Create performance task.

- On the AP Digital Portfolio, students will be prompted to attest to the following before they submit their performance tasks as final:

  o That they've have read the **Assessment Overview and Performance Task Directions for Students** document. As an AP Coordinator, you will need to share this document with the students. https://apcentral.collegeboard.org/pdf/ap-csp-student-task-directions.pdf?course=ap-computer-science-principles

  o That they did not collaborate on the written response or video for Create performance task

  o That they did not collaborate on any portion of the Explore performance task

Instruct Students to Indicate their Intent to Take the AP End-of-Course Exam

- Starting in January, students will be prompted in the AP Digital Portfolio to indicate whether or not they intend to take the end-of-course exam. Students must provide a response by **April 30**.

- Students can indicate their intent-to-take the end-of-course exam by navigating to the Overview page.

- Once they indicate their intent, they are able to edit their decision by clicking on the pencil icon.

- This process does not take the place of AP Exam ordering. An order for the end-of-course exam must still be placed as part of the AP Exam ordering process. Please ensure that there is alignment between student indicator to take end-of-course exam and exams ordered.

Instruct Students to Enter Their AP Numbers into the Digital Portfolio

- Students who are taking the end-of-course exam will receive AP Student Packs in early April. Each Student Pack contains a unique AP number that students should use for all AP exams that they take in a given school year.

- Starting on April 1, students can enter in their AP number by logging in to the AP Digital Portfolio and navigating to the 'Overview' page.

- Students must enter an AP number into the Digital Portfolio in order for their work to be sent to the College Board for scoring. All performance tasks that a student has submitted as final will automatically be sent to the College Board on April 30, as long as an AP number is associated with the Digital Portfolio account.

- Students should take extra care when entering in their AP number. AP numbers that are incorrectly entered may result in delayed score reporting.

- Students should never use an AP number from a prior year, and students should never share their AP number with another student.

- Once an AP number has been entered, it can be changed to a different number if the existing number is found to be incorrect. The existing AP number cannot be removed without being replaced by a different, valid, AP number.

Instruct Students to Give Their Permission to Reuse Written Performance Materials

- Students also have the opportunity to indicate whether they give the College Board permission to reuse their work for educational research and instructional purposes. This does not impact the students' score.

- This permission only covers items submitted via the AP Digital Portfolio.

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