



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

*January 2018*

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## INTRODUCTION

- As an AP Coordinator you will use the AP Digital Portfolio to perform the following tasks.
  - Ensure students submit all performance tasks as final by clicking the “Submit final” button prior to April 30.
  - 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.
  - Ensure students enter their AP number by April 30.
  - 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.

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.

**Provide your access information**

Professional Organization:  
Sue Landers High School

Access Code:  
7KLS5C

**Your access**

Organization	Position	Expiration Date

Finished

Enroll Later Add

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

The screenshot shows the 'Create Your Professional Account' page. At the top, there is a progress bar with three steps: 1. Your Information, 2. Review Information, and 3. Get Access. Step 3 is currently active. Below the progress bar, the title 'AP Digital Portfolio Enrollment Information' is displayed. A paragraph explains that access is restricted to schools that have adopted the AP Capstone program and provides instructions on how to request access. A green success message box states 'Success! Your access has been added.' Below this, there is a section titled 'Provide your access information' with a dropdown menu for 'Professional Organization' (set to 'Overbrook High School1') and a text input for 'Access Code' (containing '6JDLBK'). An 'Add' button is at the bottom of this section. To the right, a table titled 'Your access' shows the details of the access granted. A red arrow points from the 'Finished' button to the 'Your access' table.

**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: 6JDLBK

Add

**Your access**

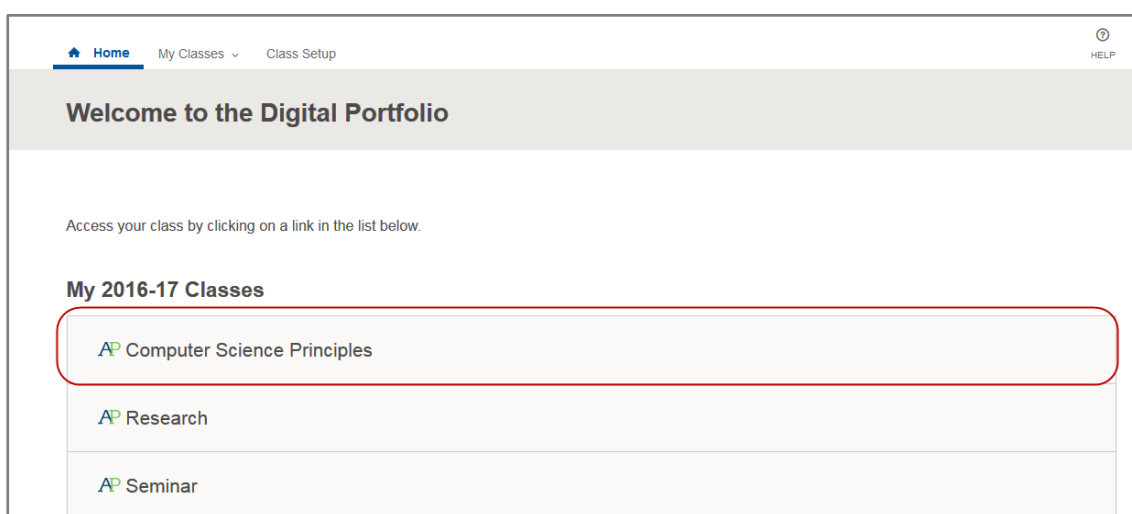
Organization	Position	Expiration Date
Overbrook High School1	AP Portfolio Teacher	06-Jun-2020

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:
  - Indicate intent to take the end-of-course exam
  - Enter their AP number
  - 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.

**Progress**

Use the view below to monitor the submission status for your school's AP Computer Science Principles classes. You can verify that a submission is ready to be sent to the College Board by ensuring that a unique AP number has been entered for each student and that all work has been validated by the teacher.

LEGEND

No Draft Draft In Submitted

Name / Status	CREATE			EXPLORE		Expand
	IV	WR	PC	CA	WR	
Independent Studiers and Homeschoolers - Csp Coordinator 0/2 AP #'s Submitted 2/2 Taking Exam	1 of 1 Submitted	1 of 1 Submitted	0 of 1 Submitted	0 of 1 Submitted	0 of 1 Submitted	+
1st Period - Katie Teacher 2/4 AP #'s Submitted 4/4 Taking Exam	4 of 2 Submitted	1 of 2 Submitted	1 of 2 Submitted	1 of 2 Submitted	1 of 2 Submitted	+
Second Session - Csp Coordinator 0/2 AP #'s Submitted 2/2 Taking Exam	0 of 0 Submitted	0 of 0 Submitted	0 of 0 Submitted	0 of 0 Submitted	0 of 0 Submitted	+

- 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')
- 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.**
  - 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.**
  - 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.
  - 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.**

[Home](#)
[My Classes](#)
[Class Setup](#)
[HELP](#)

## AP Computer Science Principles

Class Summary

- Progress

### Progress

Use the view below to monitor the submission status for your school's AP Computer Science Principles classes. You can verify that a submission is ready to be sent to the College Board by ensuring that a unique AP number has been entered for each student and that all work has been validated by the teacher.

No Draft

Draft In

Complete

LEGEND

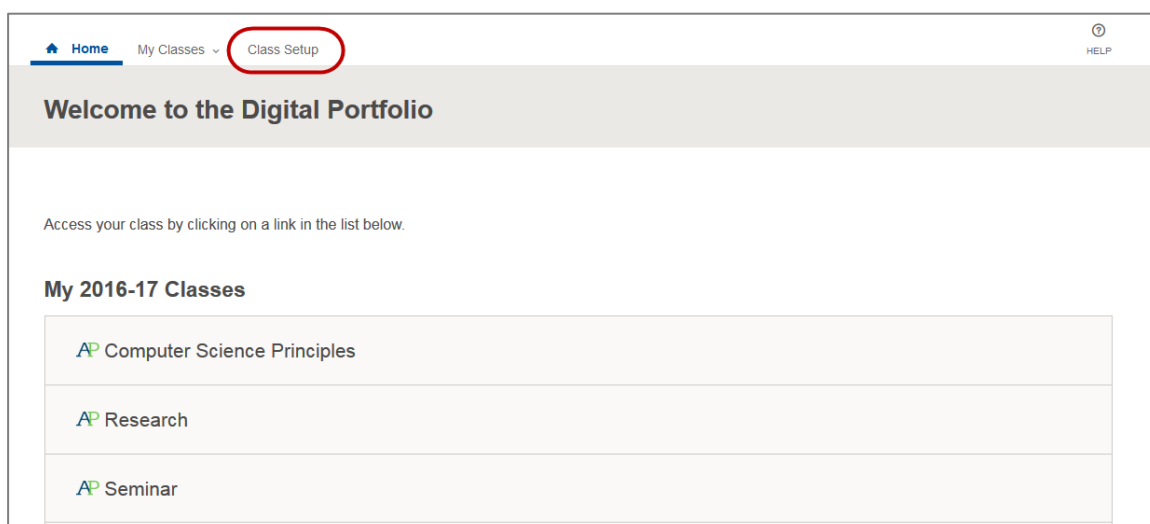
Name / Status	CREATE			EXPLORE		Expand
	IV	WR	PC	CA	WR	
Independent Studiers and Homeschoolers - Csp Coordinator 0/3 AP #'s Submitted 3/3 Taking Exam	1 of 1 Submitted	1 of 1 Submitted	0 of 1 Submitted	0 of 1 Submitted	0 of 1 Submitted	+
1st Period - Katie Teacher 2/4 AP #'s Submitted 4/4 Taking Exam	2 of 2 Submitted	1 of 2 Submitted	1 of 2 Submitted	1 of 2 Submitted	1 of 2 Submitted	-
1 Lucas, Gloria No Selection	✓	□	□	□	□	Incomplete
2 Sandoval, Adam Not Taking Exam	✓	□	□	□	□	N/A
3 Schultz, Robyn #20000228	✓	□	□	△	□	Incomplete
4 Macaraeg, Darrel Needs AP #	✓	✓	✓	✓	✓	Complete

## SUPPORTING INDEPENDENT STUDY OR HOMESCHOOLED STUDENTS

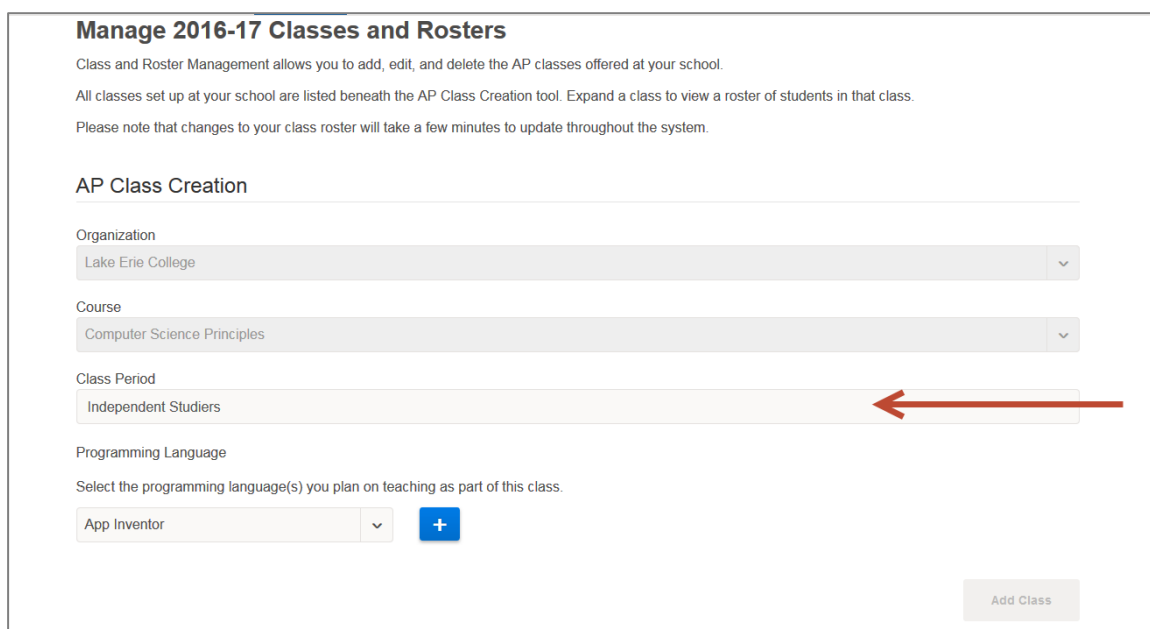
- If you are supporting students who will take the AP Computer Science Principles end-of-course exam as an independent or homeschooled student you will need to take additional steps to support these students, including setting up a class section so that they can complete their performance tasks and submit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

**AP Class Creation**

Organization  
Lake Erie College

Course  
Computer Science Principles

Class Period  
Independent Studiers

Programming Language  
Select the programming language(s) you plan on teaching as part of this class.

App Inventor

+

Add Class

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

**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  
Lake Erie College

Course  
Computer Science Principles

Class Period  
Independent Studiers

Programming Language  
Select the programming language(s) you plan on teaching as part of this class.

- App Inventor

Add Class

- 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

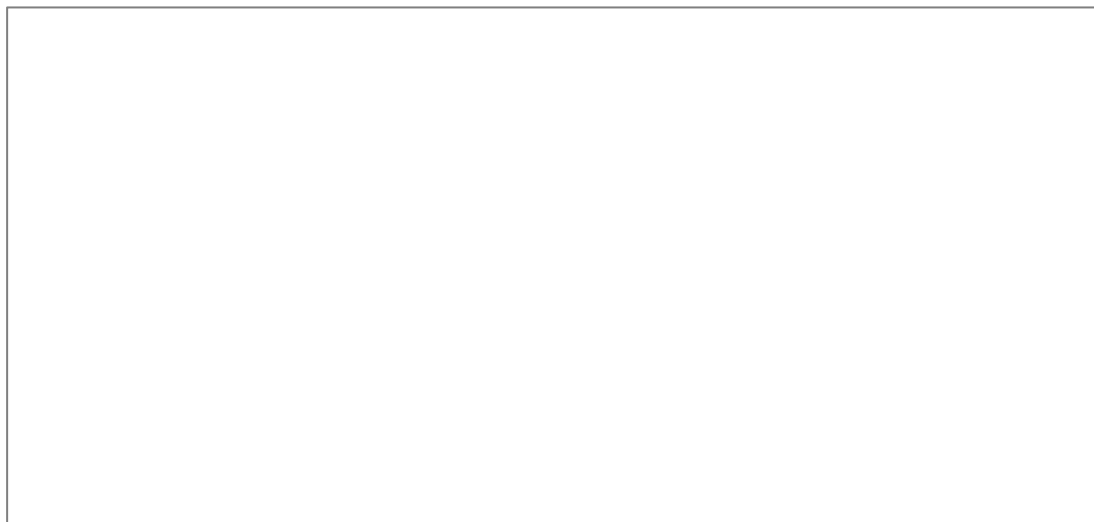
☐ Computer Science Principles - 1st Period

Join Code 3U7AHF

Edit | Delete

+

- 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.

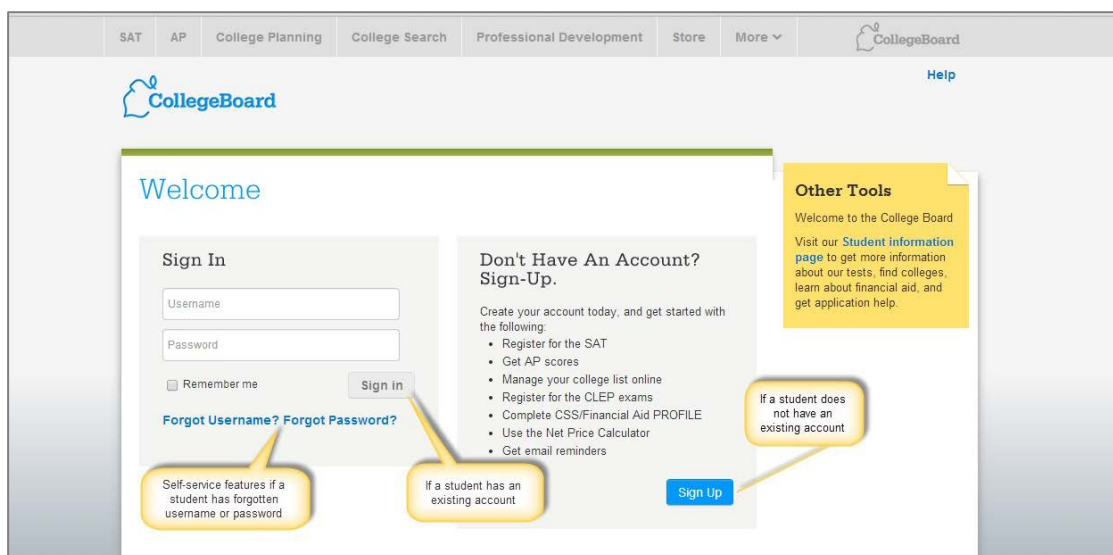
- Scroll down to the class you created and click on the '+' button. A roster of students will be visible. Then click on the 'Confirm' button to confirm student enrollment. Once you confirm, that student will be able to access the digital portfolio. If you drop a student, they will be able to request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

Teacher Name	Status
Coordinator, Csp - Primary Teacher	Confirmed
<b>2 Students Enrolled</b>	
Cabrera, Rebecca	Confirmed
Smith, Susie	Confirmed
Washington, Sean	Confirmed

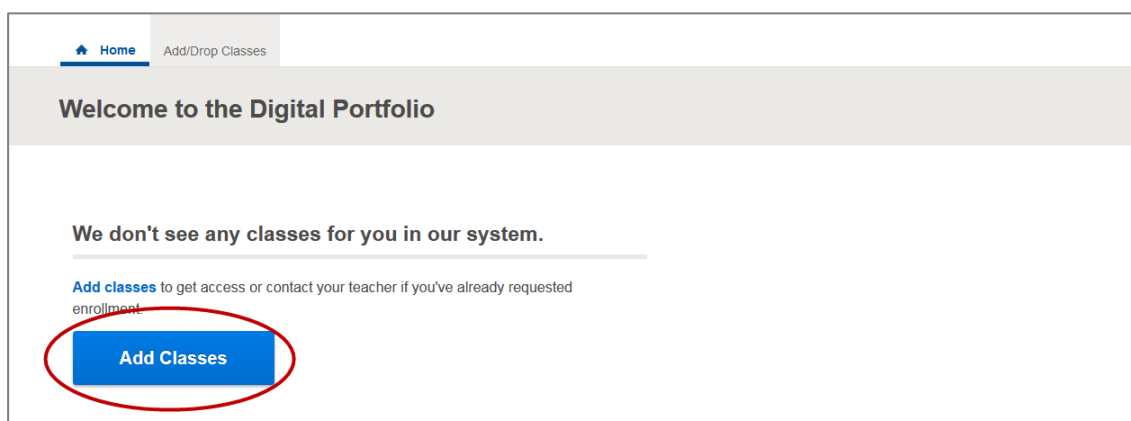
Confirm All Enrollment Requests

## Instruct Students to Enroll in Your Classes

- Direct students to [digitalportfolio.collegeboard.org](https://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 with WE Service course in a prior year, viewed AP® scores, or registered for SAT® online.
  - Students can create a new account 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 Computer Science Principles classes being offered at their school. They should request enrollment in the appropriate AP Computer Science Principles class.

The screenshot shows the 'My AP Classes' page. At the top, there are links for 'Home' and 'Add/Drop Classes', and a 'HELP' icon. The main heading is 'My AP Classes'. Below it is a section titled 'Manage My 2017-18 AP Classes' with a blue button labeled 'Enroll with Join Code'. A message states: 'All AP classes available at your school are listed below. If you don't see any classes, please check with your school.' Below this are three bullet points: 'Click "Confirm" or "Drop" to verify the courses your school has indicated you are taking.', 'Click "Enroll" for any other AP classes you are currently taking.', and 'Click the Pencil icon to adjust your status once you've been confirmed.' The next section is 'My 2017-18 Classes' with the message: 'You or your school did not indicate that you are taking any AP classes.' Below that is a section titled 'Available 2017-18 Classes at CHANTILLY HIGH SCHOOL' with the text 'Computer Science Principles - Sally Jones - 1st Period'. To the right of this text is a blue button labeled 'Enroll', which is circled in red.

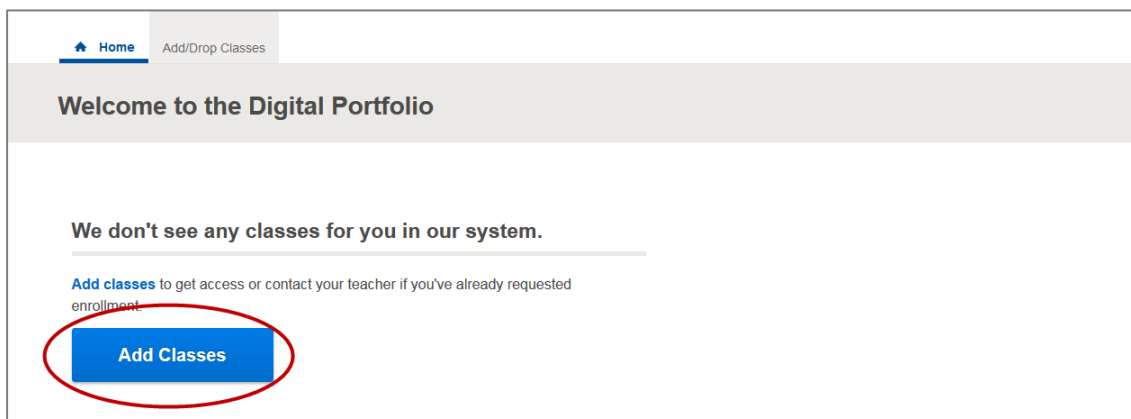
- Upon clicking 'Enroll' the student will see that enrollment has been requested.
  - Students will **not** be able to access the AP Digital Portfolio content until you have confirmed their enrollment.

The screenshot shows the 'My AP Classes' page after clicking 'Enroll'. The layout is identical to the previous screenshot, but the status of the class 'Computer Science Principles - Sally Jones - 1st Period' has changed. The blue 'Enroll' button is now a grey button labeled 'Enrollment Requested', which is circled in red. The message under 'Available 2017-18 Classes at CHANTILLY HIGH SCHOOL' has changed to 'There are no available AP classes at your school.'

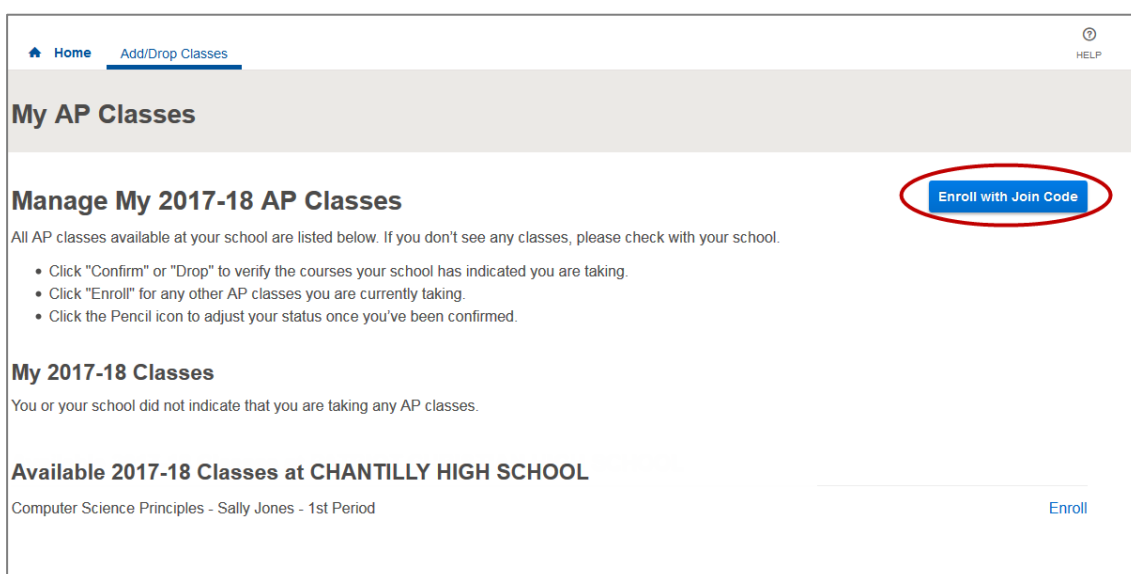
### Students Enrolling from a Different School

- 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](https://digitalportfolio.collegeboard.org) and have them log in using their College Board student account and password.

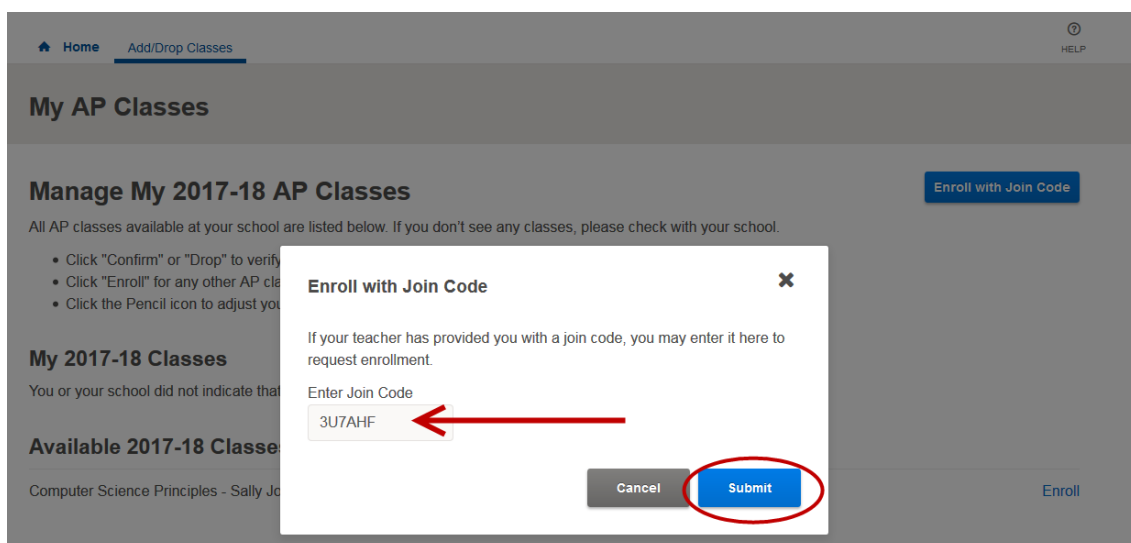
- Students will be prompted to add a class by clicking the 'Add Classes' button.



- 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.

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

- You are requesting enrollment for:
- School: Chantilly High School
- Course: Computer Science Principles
- Class: 1st Period
- Teacher: Sally Jones

At the bottom of the modal are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

- 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.

The screenshot shows the 'My AP Classes' page after enrollment. The 'Enroll with Join Code' button is still present. Under the 'My 2017-18 Classes' section, the following information is displayed:

- Computer Science Principles - Sally Jones - 1st Period

To the right of this entry, the text 'Enrollment Requested' is circled in red.

## 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:
  - That they've have read the [Assessment Overview and Performance Task Directions for Students](https://apcentral.collegeboard.org/pdf/ap-csp-student-task-directions.pdf?course=ap-computer-science-principles) 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>
  - That they did not collaborate on the written response or video for Create performance task
  - 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.

Home My Classes Add/Drop Classes HELP

## AP Computer Science Principles

1st Period

Class Summary

- Overview
- Create
- Explore

### Overview

**Are you taking the AP Computer Science Principles end-of-course exam in May?**  
You must indicate whether you are taking the end-of-course exam by April 30.

**Enter Your 2017 AP Number** ⓘ  
You must indicate that you are taking the end-of-course exam before entering your AP number

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**Permission to Reuse Written Performance Task Materials**  
Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my written through-course performance tasks for educational research and instructional purposes. My

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

The screenshot shows the 'Overview' page of the AP Computer Science Principles Digital Portfolio. The page has a header with 'Home', 'My Classes', and 'Add/Drop Classes' links. Below the header, the page title is 'AP Computer Science Principles' and '1st Period'. On the left, there is a 'Class Summary' sidebar with links for 'Overview', 'Create', and 'Explore'. The main content area is titled 'Overview' and contains the following text: 'You are taking the AP Computer Science Principles end-of-course exam' followed by a pencil icon. Below this, it states: 'You will need to enter your AP number upon receipt of your AP Student Pack. You must also submit all performance tasks as final. Failure to enter your AP number or submit tasks as final will result in your performance tasks not being scored by the College Board.' There is a section titled 'Enter Your 2017 AP Number' with a text input field and a 'Save' button. Below this is a section titled 'Permission to Reuse Written Performance Task Materials' with a paragraph of text. A red arrow points to the pencil icon next to the exam title.

- 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.

The screenshot shows the 'Overview' page of the AP Computer Science Principles Digital Portfolio. The page has a header with 'Home', 'My Classes', and 'Add/Drop Classes' links. Below the header, the page title is 'AP Computer Science Principles' and '1st Period'. On the left, there is a 'Class Summary' sidebar with links for 'Overview', 'Create', and 'Explore'. The main content area is titled 'Overview' and contains the following text: 'You are taking the AP Computer Science Principles end-of-course exam' followed by a pencil icon. Below this, it states: 'You will need to enter your AP number upon receipt of your AP Student Pack. You must also submit all performance tasks as final. Failure to enter your AP number or submit tasks as final will result in your performance tasks not being scored by the College Board.' There is a section titled 'Enter Your 2017 AP Number' with a text input field and a 'Save' button. Below this is a section titled 'Permission to Reuse Written Performance Task Materials' with a paragraph of text. A red arrow points to the 'Overview' link in the sidebar.

- 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.

Home My Classes Add/Drop Classes HELP

## AP Computer Science Principles

1st Period

Class Summary

- Overview
- Create
- Explore

### Overview

**You are taking the AP Computer Science Principles end-of-course exam**

You will need to enter your AP number upon receipt of your AP Student Pack. You must also submit all performance tasks as final. Failure to enter your AP number or submit tasks as final will result in your performance tasks not being scored by the College Board.

**Enter Your 2017 AP Number**

Save

**Permission to Reuse Written Performance Task Materials**

Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my written through-course performance tasks for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my written work. I understand that I am free to select "No" with no effect on my score or its reporting.

☐ No, I do not grant the College Board these rights.