AP Digital Portfolio: Student User Guide for AP Computer Science Principles™
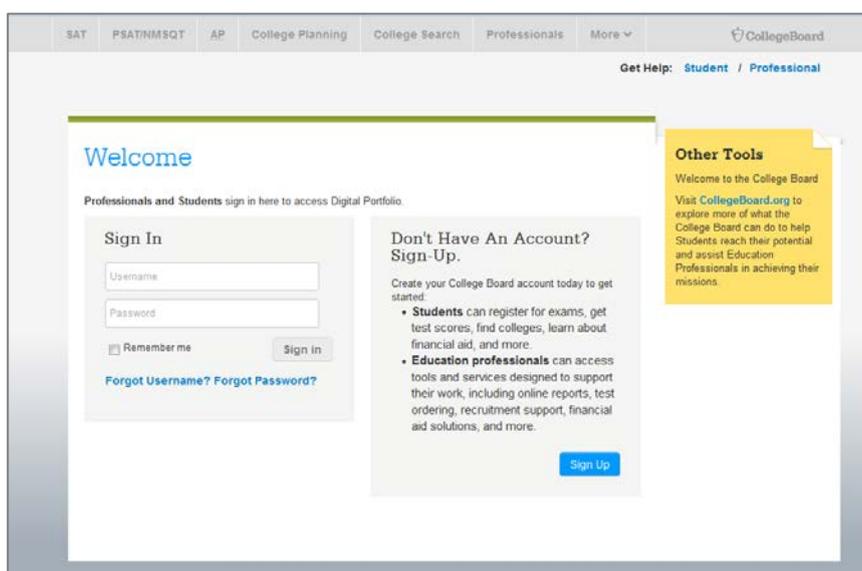
Fall 2017

WELCOME

Welcome to AP Computer Science Principles! As part of this course you will work on two through-course performance tasks, Create and Explore. You will be uploading and submitting five final performance task artifacts via the AP Digital Portfolio, three artifacts for Create and two artifacts for Explore. These will be graded and form part of your final AP grade. This guide explains how to use the AP Digital Portfolio system.

- **Some key dates:**
    - November: You can start submitting performance task artifacts.
    - December to April 30: You must indicate whether you intend to take the end-of-course exam.
    - April 30: Deadline for submitting all final (5) performance task artifacts.

DIGITAL PORTFOLIO ACCESS AND CLASS ENROLLMENT

Log in Using Your College Board Username and Password

- Go to **digitalportfolio.collegeboard.org** and log in using your College Board username and password.
    - You may already have an account if you have taken an AP Capstone course or AP with WE Service course in a prior year, viewed AP® scores, or registered for the SAT® online.
        - If you do not remember your account credentials, you can request your username or reset your password.
    - If you don't have an account, create a new account.

- Once you have signed in to your College Board account, you may be prompted to provide additional information.

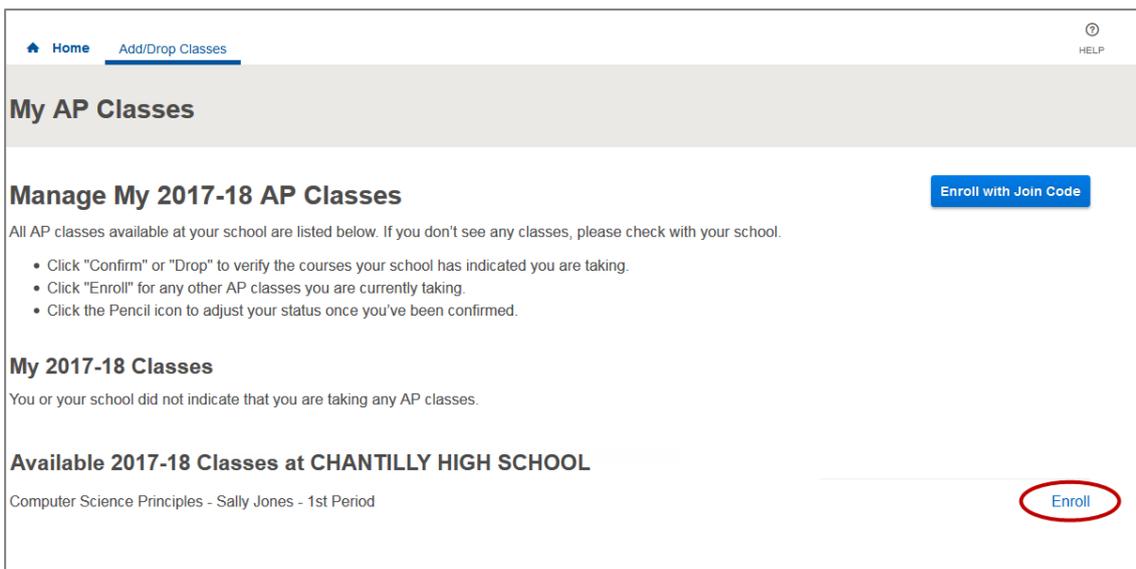## Enrolling in an AP Computer Science Principles Class at Your School

- Visit **digitalportfolio.collegeboard.org** and log in using your College Board student account and password.

- If you are not enrolled in an AP CSP class for the current academic year, you will be prompted to add a class by clicking the 'Add Classes' button.
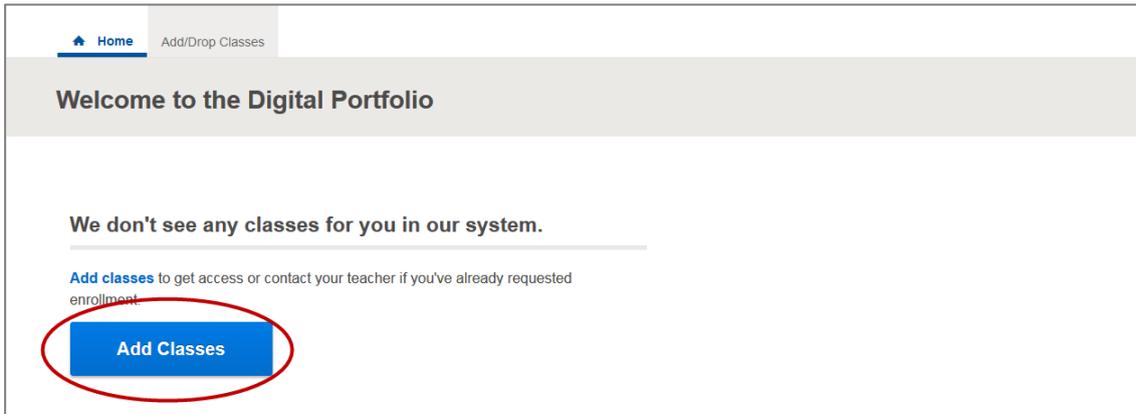
- You will be redirected to the 'Manage My Classes' page and see a complete list of Digital Portfolio classes being offered at your school. You should request enrollment in the appropriate Computer Science Principles class.

- When you click 'Enroll', the screen will indicate that enrollment has been requested. You will not be able to access the Digital Portfolio content until your teacher has confirmed your enrollment.

Enrolling in an AP Computer Science Principles Class at a Different School

- If you are enrolling in CSP at a school other than your primary school, you should enroll with a join code provided by your CSP teacher.

- Visit **digitalportfolio.collegeboard.org** and log in using your College Board student account and password.

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

- You will be redirected to the Manage My Classes page. From there, click on the 'Enroll with Join Code' button at the top right of the page.

- Enter the Join Code your CSP teacher has provided you and click the 'Submit' button.
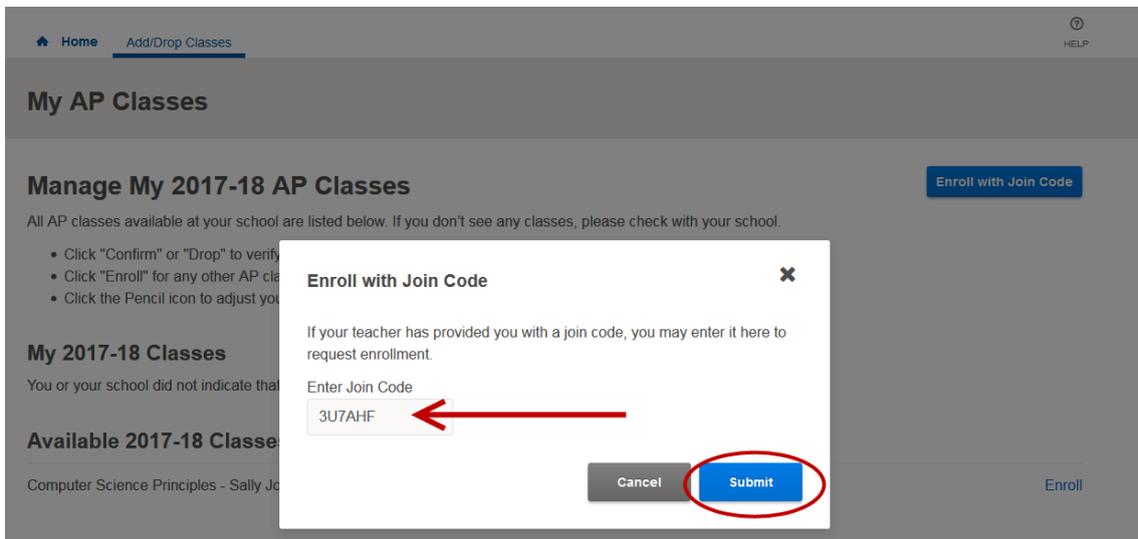
- Confirm that the Join Code is for the correct section and click the 'Submit' button again.
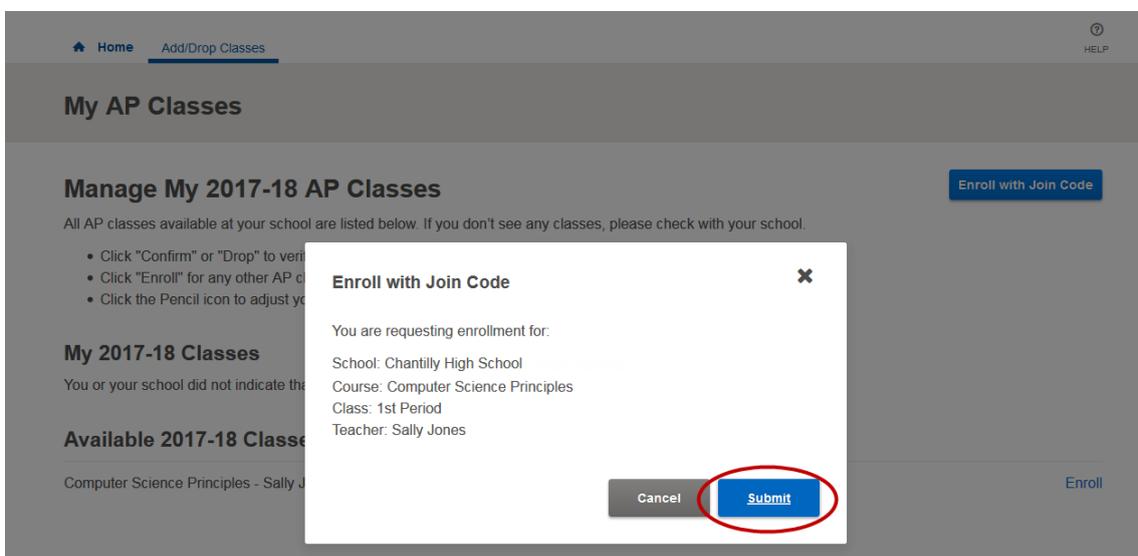
- When you click 'Submit', the screen will indicate that enrollment has been requested. You will not be able to access the Digital Portfolio content until your teacher has confirmed your enrollment.
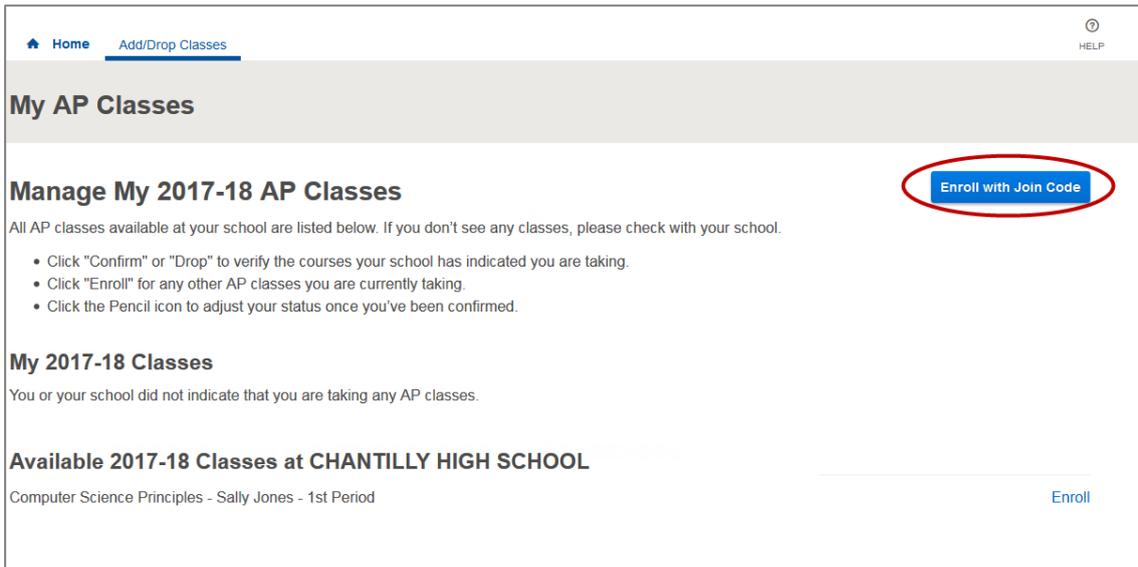
SUBMITTING YOUR WORK IN THE DIGITAL PORTFOLIO

Access the AP Digital Portfolio

- Once your teacher has confirmed your enrollment request you should be able to access the Digital Portfolio by logging into **digitalportfolio.collegeboard.org**.

Navigate Through the AP Digital Portfolio

- The left menu allows you to select from an overall course 'Overview' or drill down into each of the performance tasks for the course you are in.

Prepare your Work for Submission

- As part of the CSP course, you will be uploading and submitting final five performance task components via the Digital Portfolio. You must follow the guidelines for file format and size.

  - Explore

    - Computational Artifact (CA)

      - Supported File Types: .MP3, .MP4, .WMV, .AVI, .MOV, .WAV, .AIF or .PDF

      - No larger than 30MB

      - Video and audio files cannot exceed 1 minute (60 seconds)

    - Written Responses (WR)

      - Supported File Types: .PDF

      - No larger than 30MB

      - A downloadable template will be provided for you to use

  - Create

    - Video (IV)

      - Supported File Types: MP4, .WMV, .AVI, OR .MOV

      - No larger than 30MB

      - Video and audio files cannot exceed 1 minute (60 seconds)

    - Individual Written Reponses (IWR)

      - Supported File Types: .PDF

      - No larger than 30MB

      - A downloadable template will be provided for you to use

    - Program Code (PC)

      - Supported File Types: .PDF

      - No larger than 30MB

- ***Do not publicly post or share any portions of your performance tasks.***

- Written Responses need to be in PDF format. If you need help converting a file to PDF, please visit the section of this guide titled ***'Additional Information - Converting Your Documents to PDF'***.

- Computational Artifact and Individual Video can be submitted as videos. For additional considerations on how to create video files for submission, please visit the section of this guide titled ***'Additional Information – Creating Video Files'***.

Use AP CSP Written Response Templates

- Use of the Written Response Template can enhance the facilitation of the scoring process. It is highly recommended that you use the Written Response Template for both performance tasks.

  - Create - Applications from Ideas Performance Tasks: This template was developed to help ensure you provide a response to all the requirements in the Create Performance Task in an organized and properly labeled manner. The Written Response Template for this task should be used for sections 2a, 2b, 2c, and 2d.

o Explore – Impact of Computing Innovations Performance Task: This template was developed to help ensure you provide a response to all the requirements in the Explore Performance Task in an organized and properly labeled manner. The Written Response Template for this task should be used for sections 2a, 2b, 2c, 2d, and 2e.

- To access the Written Response templates, navigate to the Written Responses page for the Performance Task you are working on. Then, scroll down to the 'Download Template for Written Responses' section.

Upload and Download Draft Work

- Click on the performance task component for which you'd like to upload a document. Select 'Upload New' and indicate the file you wish to upload. When the upload is complete, you will see a comment in the activity feed, and the 'Download Latest' options will become available.

- Once you've uploaded a document, it will be available for you and your teacher to download.
  - Your work will not be sent to the College Board for scoring until you submit it as final.
  - You can download the most recently uploaded document by clicking the 'Download Latest' button, or by clicking the link in the Activity Feed. Prior versions of a submission can be retrieved via the Activity Feed.

Submit Work as Final

- ***You must submit your work as final in order in order for your work to be sent to the College Board.***

- Once your teacher tells to do so, you should submit your written work as final.

- Remove your name and any other personally identifying information from written work prior to submitting final.

- Click on the performance task component that you want to submit as final. Click 'Submit Final' to submit the most recently uploaded file as final.

AP **Computer Science Principles**
1st Period

Class Summary

Create

Explore

○ Overview

• Computational Artifact

○ Written Responses

Computational Artifact

Submission Requirements

1. Computational Artifact

Your computational artifact must provide an illustration, representation, or explanation of the computing innovation's intended purpose, its function or its effect. The computational artifact must not simply repeat the information supplied in the written responses and should be primarily non-textual.

Submit a video, audio, or PDF file. Use computing tools and techniques to create one original computational artifact (a visualization, graphic, video, or audio recording). **Acceptable multimedia file types include .mp3, .mp4, .wmv, .avi, .mov, .wav, .aif, or .pdf format. PDFs must not exceed 3 pages in length. Video or audio files must not exceed 1 minute in length and must not exceed 30MB in size.**

File Upload and Submission

| Upload New | Download Latest | **Submit Final** |

Activity Feed

Robyn Schultz | Thu August 11, 2016 at 1:41PM

Uploaded a new version: Computational_Artifact.pdf

CollegeBoard

- A window will appear asking you to confirm several things before you complete your final submission:

  o *that you have reviewed the file and it is correct (checkboxes will remain inactive until you view your file)*

  o *that you have removed your name personally identifying information from your submission*

  o *that you understand that changes to your submission cannot be made after you complete the final submission process*

Final Submission ✕

You are about to submit the following as your final submission for Computational Artifact. You must click and open the file below to verify that it is correct.

View File   Computational_Artifact.pdf

☑ I have reviewed the uploaded file to ensure it is the correct version.

☑ I have confirmed that my file does not contain my name or any other personally identifying information.

☑ I understand that I will not be able to make any changes to my file once I complete the final submission process.

Close   Next

- Then, you will attest to the originality of your work, that you have read the performance task directions, and that you did not collaborate on any submissions in which collaboration is not allowed.

Final Submission ✕

☑ I hereby affirm that the work I am submitting is my own and that I have read and understand the AP Computer Science Principles Policy on Plagiarism.

☑ I hereby affirm that the work I am submitting is my own and that I have read the AP Computer Science Principles Assessment Overview and Performance Task Directions for Students.

☑ I hereby affirm that I did not collaborate on any of the following:
- Individual written response for the Create Performance Task.
- Individual video for the Create Performance Task.
- Any portion of the Explore Performance Task.

Close   Submit

- For Create Program Code, before attesting to the originality of your work, you will then be asked to indicate the programming language you used for your work. Your choice will NOT have an impact on your score.

- After clicking 'Submit' you will receive a confirmation window that your final submission has been received.

Final Submission ✖

Your final submission has been received.

Close
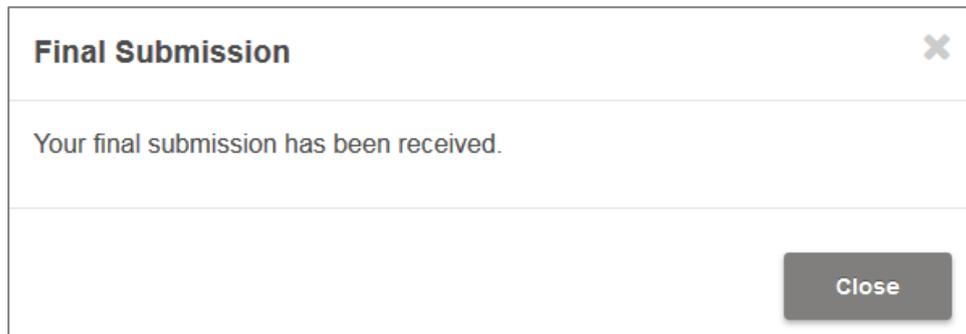
PREPARING FOR THE END-OF-COURSE EXAM

- If you are taking the AP end-of-course exam, you must:
  - o Submit your work as final
  - o Indicate your intent to take the AP end-of-course exam
  - o Enter your AP Number

- ***If you do not complete all three steps, your work will not be submitted to the College Board for scoring.***

Indicate Your Intent to Take the AP End-of-Course Exam

- Starting in December, you will be prompted to indicate whether or not you intend to take the end-of-course exam. You must provide a response by April 30.

- You can indicate your intent-to-take exam question by navigating to the Overview page.

- Once you answer the question, you can edit your decision by clicking on the pencil icon.
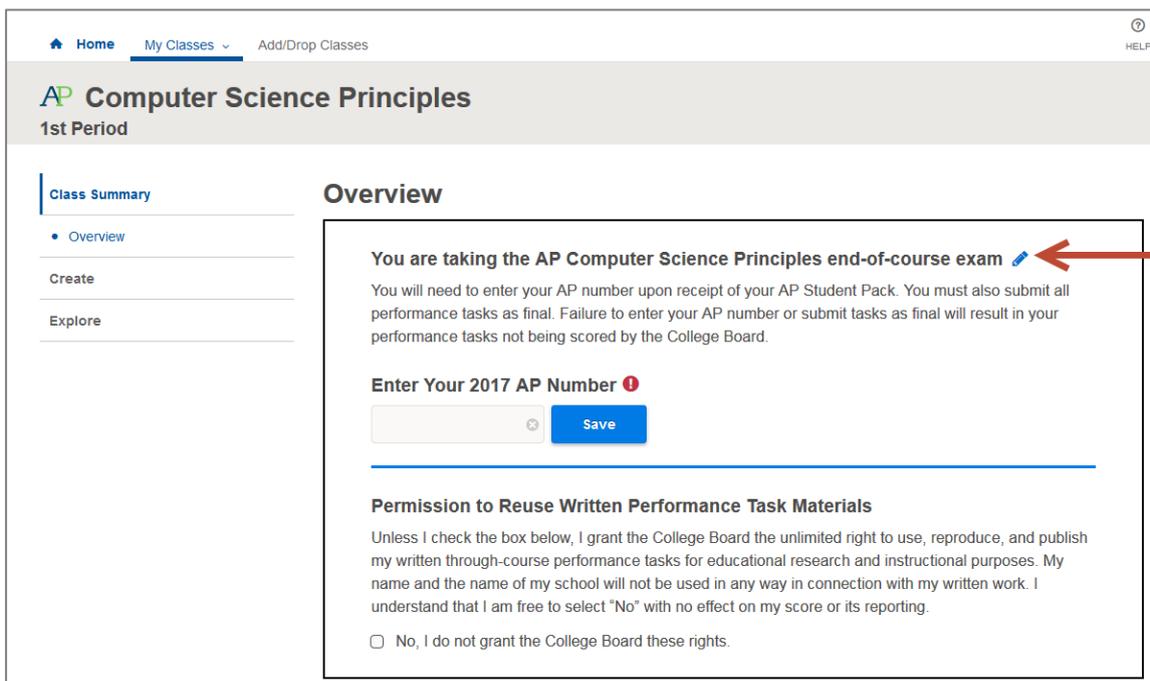
- *You must still work with your AP Coordinator to ensure an end-of-course exam is ordered on your behalf.*

Enter Your AP Number into the Digital Portfolio

- You will receive your AP Student Pack in early April from your teacher or AP Coordinator. Each Student Pack contains a unique AP number that you should use for all AP exams you take in a given school year.

- Starting April 1, you can enter your AP number by logging in to the AP Digital Portfolio and navigating to the Overview page.
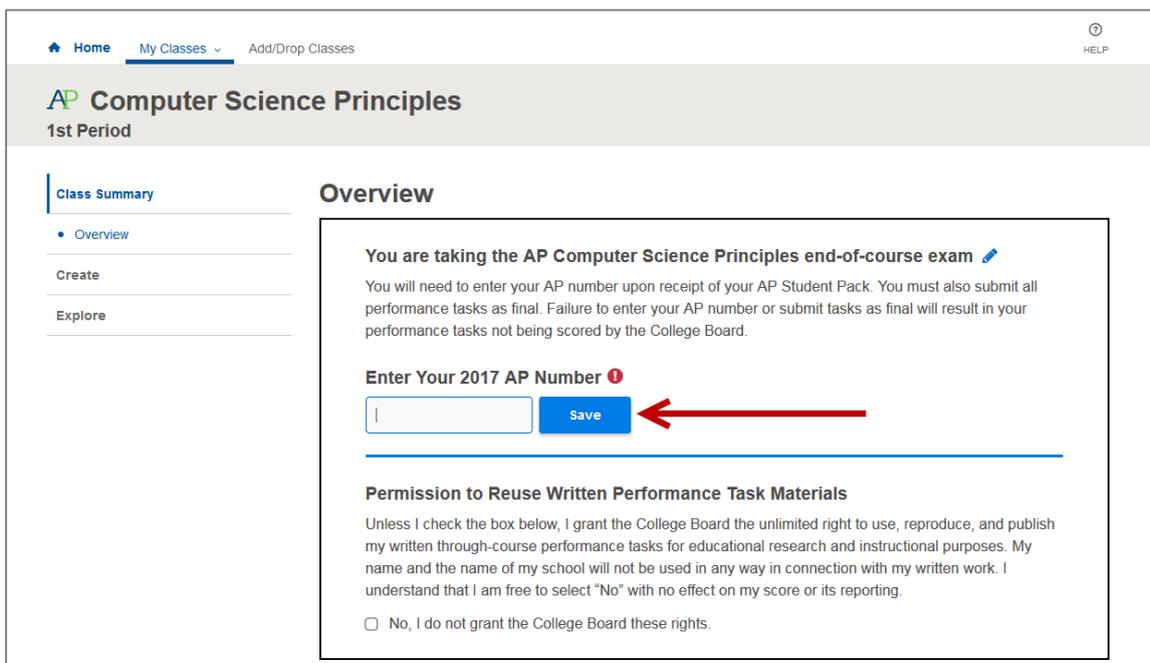
- Be careful when entering in your AP number – if incorrectly entered, you score reports may be delayed.

- <u>Never</u> use an AP number from a prior year and never share your AP number with another student.

- *You must enter an AP number into the Digital Portfolio in order for your work to be sent to the College*

Board. 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.

Indicate Permission to Reuse Written Performance Materials

- You also have the opportunity to indicate whether you provide the College Board permission to reuse your work for educational research and instructional purposes. This does not impact your score.

ADDITIONAL INFORMATION

Converting Your Documents to PDF

- For the Written Responses and Program Code submissions, you must upload a .pdf (or PDF) version of document. PDF stands for "Portable Document Format."

- Recent versions of applications like: Word, PowerPoint, Pages, and Google Docs, have built-in features that allow you to save or export your file as a PDF. Instructions are provided below.

- If your software does not have a PDF option, visit the Adobe site and learn more about whether **Acrobat from Adobe Systems** can convert your document to PDF.

- You are responsible for ensuring that your file is properly formatted and readable. After you have created your PDF, be sure to check it by opening and reviewing your PDF in **Adobe Reader**, a free application that can be downloaded from the Adobe site. The College Board is not affiliated with Adobe Systems and is not responsible for any issues associated with your use of the Adobe Systems converter. If you need technical support or have questions, please contact Adobe Systems directly.

  - **Microsoft Office (Word, PowerPoint)**
    - In Word, PowerPoint, and other Microsoft Office programs you will "Save as PDF." Visit the Microsoft Office support page for more information about "**Save as PDF**."
    - To save a Word or PowerPoint document as PDF:
      - Open your Word or PowerPoint document.
      - From the top menu select "File," and select "Save As."
      - In the dialog window, go to the drop-down menu for "Save as type," and select "PDF."
      - Click "Save."

  - **Google Docs**
    - In Google Docs, you will "Download as" PDF. Visit the Google support page for more information on "**Download a file**."
    - To download a Google Doc as a PDF:
      - Open your Google doc
      - From the top menu select "File," and select "Download as," and select "PDF Document (.pdf)"

  - **Pages**
    - In Pages, you will "Export to" PDF. Visit the Apple support page for more information or follow the steps below:
      - Open your Pages document.
      - From the top menu select "File," and select "Export to," and select "PDF."
      - In the dialogue window select "Best," image quality.
      - Choose a destination for the export and click "Export."

Creating Video Files

- For the Computational Artifact and Individual Video submissions, you have the ability so submit audio or video files.

- These files must be *no larger than 30MB and* are *limited to 1 minute* in length.

- While you can use any method to produce the video, screen captures tools are known to generally create screen capture files of the appropriate sizes. An example of a web-based screen capture tool is:
    - Screencast-O-Matic (http://www.screencast-o-matic.com/)
- If you use other video tools, do not select HD resolution to help limit file sizes.
- Do not use YouTube to submit any video.
- ***Do not publicly post or share any portions of your performance tasks.***