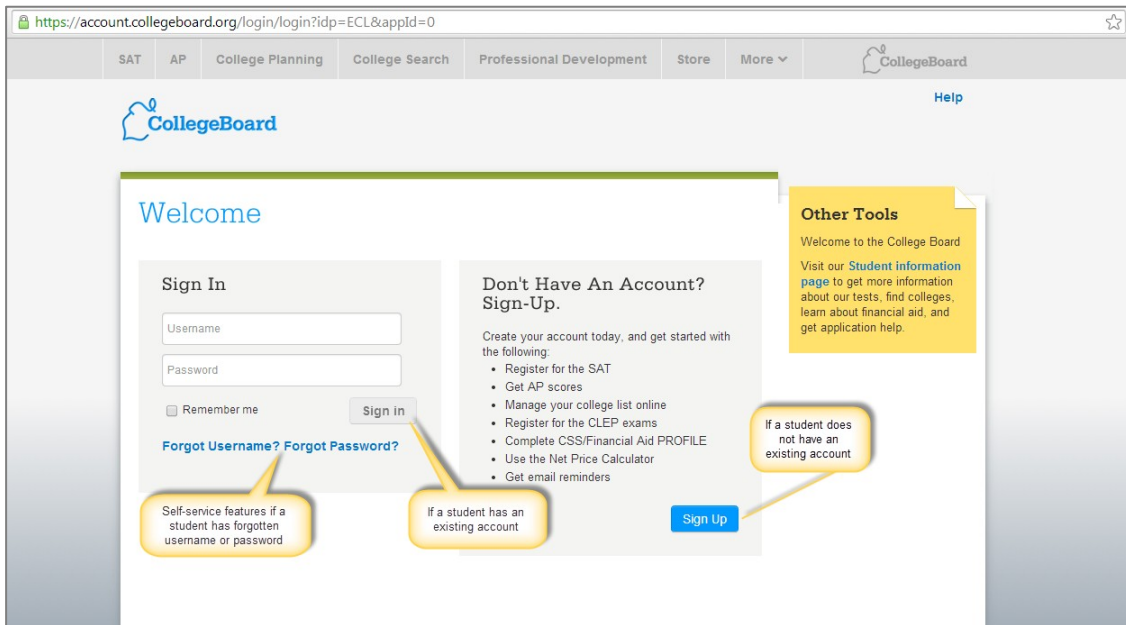


AP Digital Portfolio Student User Guide for AP Capstone™

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Log in Using Your College Board Username and Password

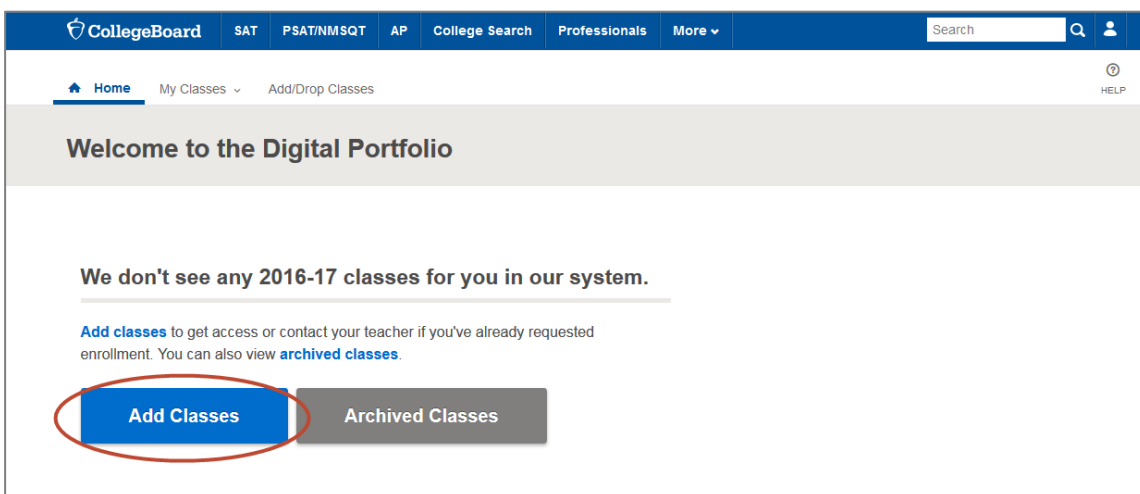
- Go to digitalportfolio.collegeboard.org and log in using your College Board username and password.
 - You may have an existing account if you took AP Seminar in a prior year, viewed AP® scores, or registered for SAT® online.
 - You can request a password reset or you can create a new account if you don't already have one.



- Once you have signed in to your College Board account, you may be prompted to provide additional information.
 - Make sure to enter the correct high school in order to request enrollment in AP Seminar. Keep in mind that the school you attend must offer AP Capstone in order for you to access the AP Digital Portfolio.

Enroll in an AP Seminar or AP Research 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 Capstone 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 AP Capstone classes being offered at your school. You should request enrollment in the appropriate AP Seminar or AP Research class.

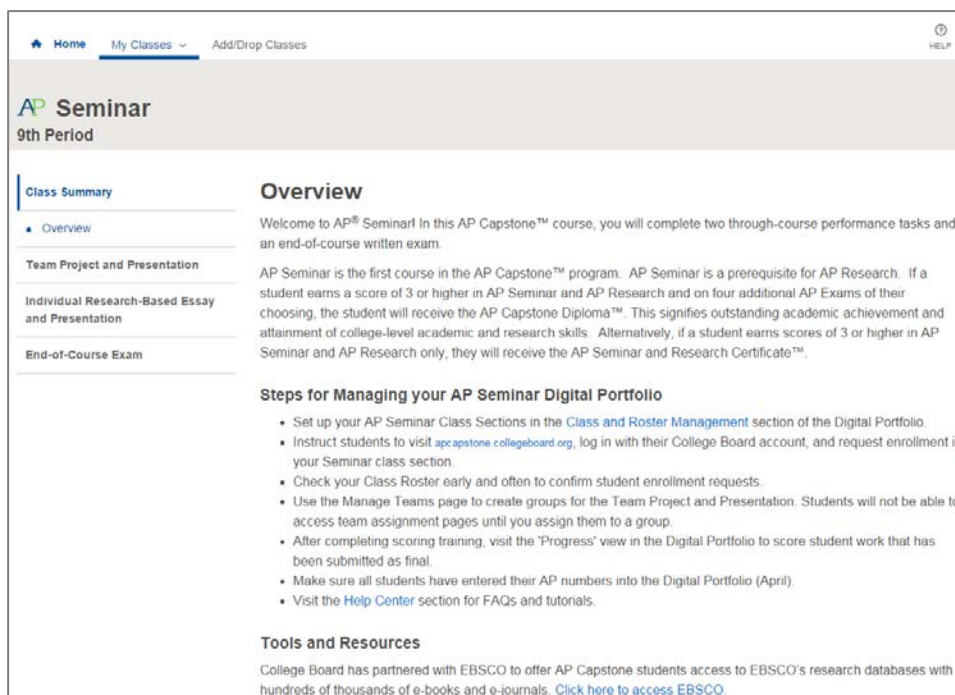
The screenshot shows the 'Manage My 2016-17 AP Classes' page on the CollegeBoard website. The page title is 'My AP Classes' and the sub-header is 'Manage My 2016-17 AP Classes'. Below the header, there is a message: 'All AP classes available at your school are listed below. If you don't see any classes, please check with your school.' This is followed by 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.' Below this, there is a section titled 'My 2016-17 Classes' with the message 'You or your school did not indicate that you are taking any AP classes.' The main section is 'Available 2016-17 Classes at STONEHOUSE CHRISTIAN SCHOOL'. It lists four classes: 'Research - Katie Teacher - 4th Period', 'Research - Katie Teacher - 5th Period', 'Seminar - Katie Teacher - 1st Period', and 'Seminar - Katie Teacher - 4th Period'. Each class has an 'Enroll' button to its right. The 'Enroll' button for the 'Research - Katie Teacher - 5th Period' class is circled in red.

- Upon clicking 'Enroll' it 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.

The screenshot shows the same 'Manage My 2016-17 AP Classes' page, but after clicking the 'Enroll' button for the 'Research - Katie Teacher - 5th Period' class. The status of this class has changed from 'Enroll' to 'Enrollment Requested', which is circled in red. The other classes and their 'Enroll' buttons remain the same. The page layout and navigation are identical to the previous screenshot.

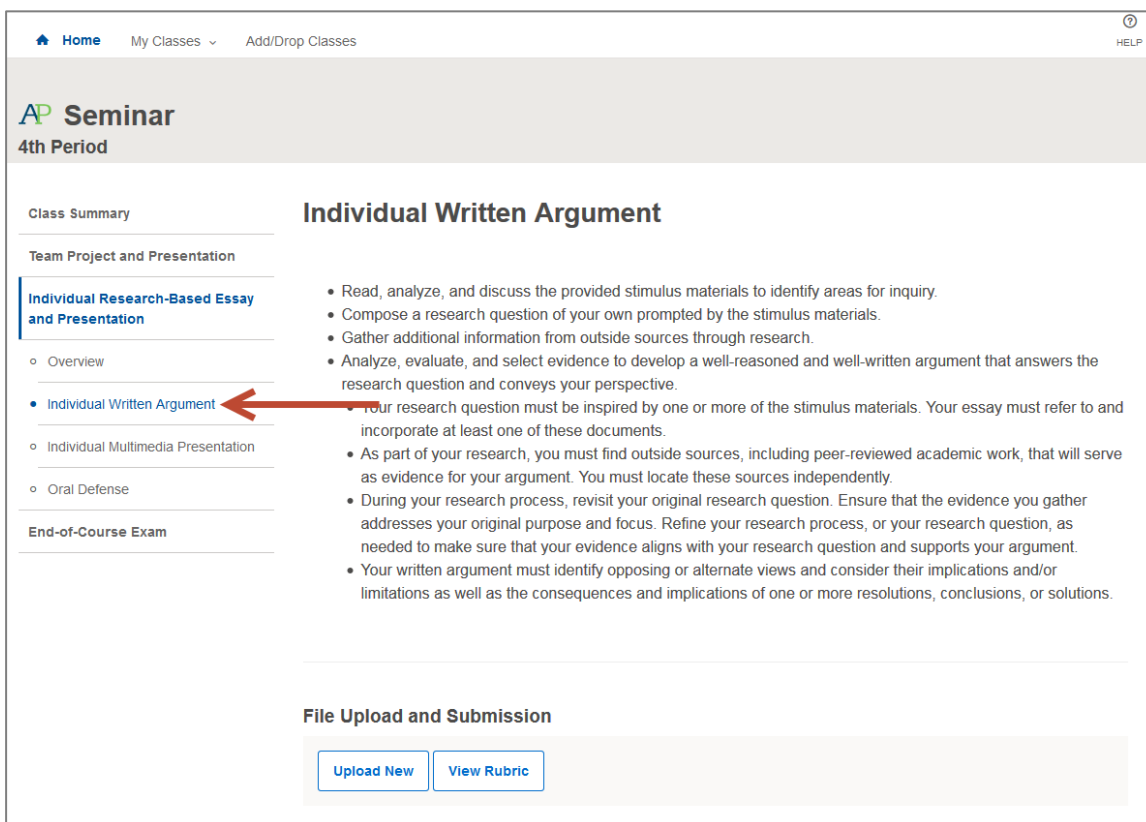
Access the AP Digital Portfolio

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



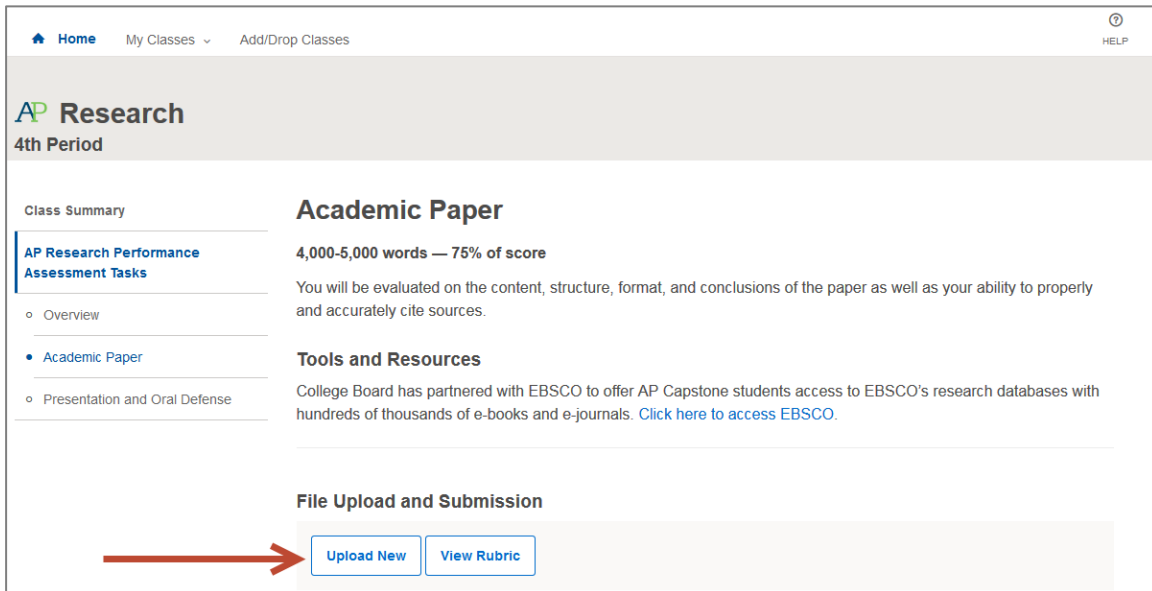
Navigate Through the AP Capstone Digital Portfolio

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

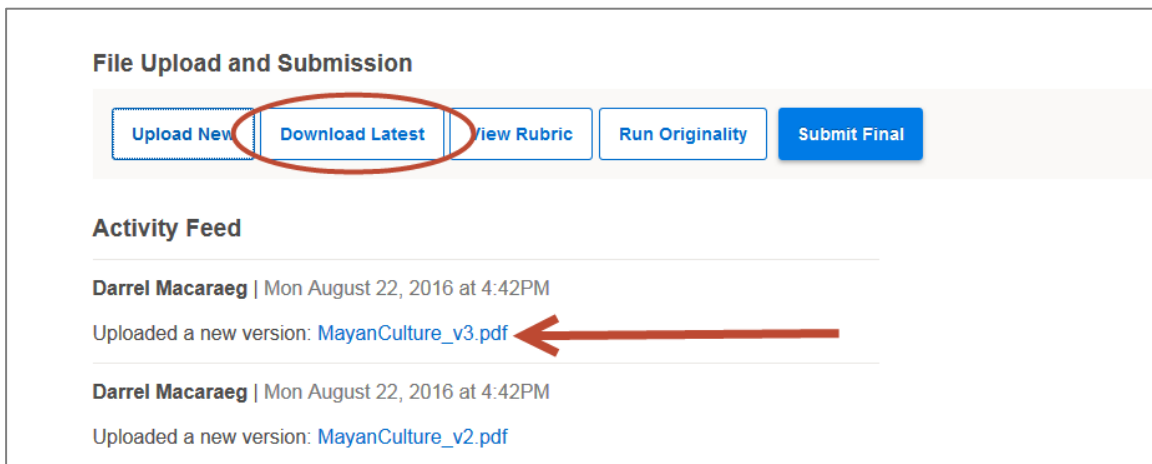


Upload and Download Draft Written Work

- 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.
 - Note: No uploads or submissions are required or enabled for presentation or defense performance task components (AP Seminar – Team Multimedia Presentation, Individual Multimedia Presentation, Oral Defense; AP Research – Presentation and Oral Defense).

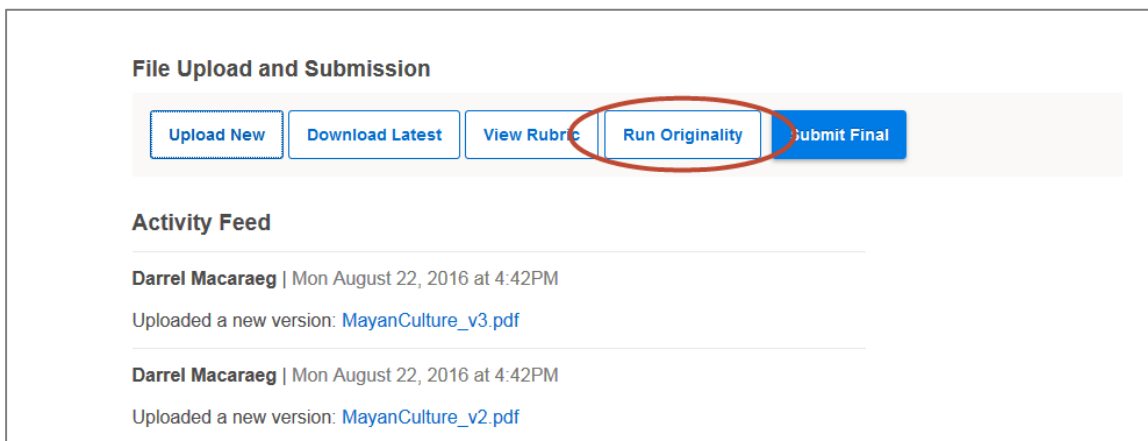


- Once you've uploaded a document, it will be available for you and your teacher to download.
 - You can download the most recently uploaded document by clicking the 'Download Latest' button, or by clicking the link in the 'Activity Feed.' Prior versions of a submission can be retrieved from the 'Activity Feed.'

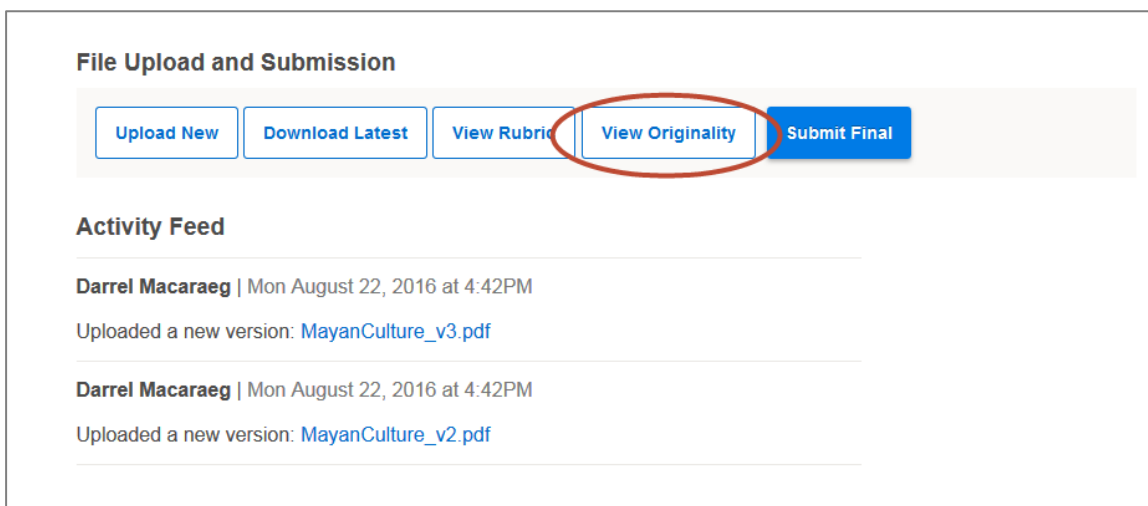


View Originality Reports using Turnitin

- Navigate to the Performance Task Component for which you'd like to generate an originality report, and click on the 'Run Originality' button.



- To view the report on the Turnitin website, click the 'View Originality' button.

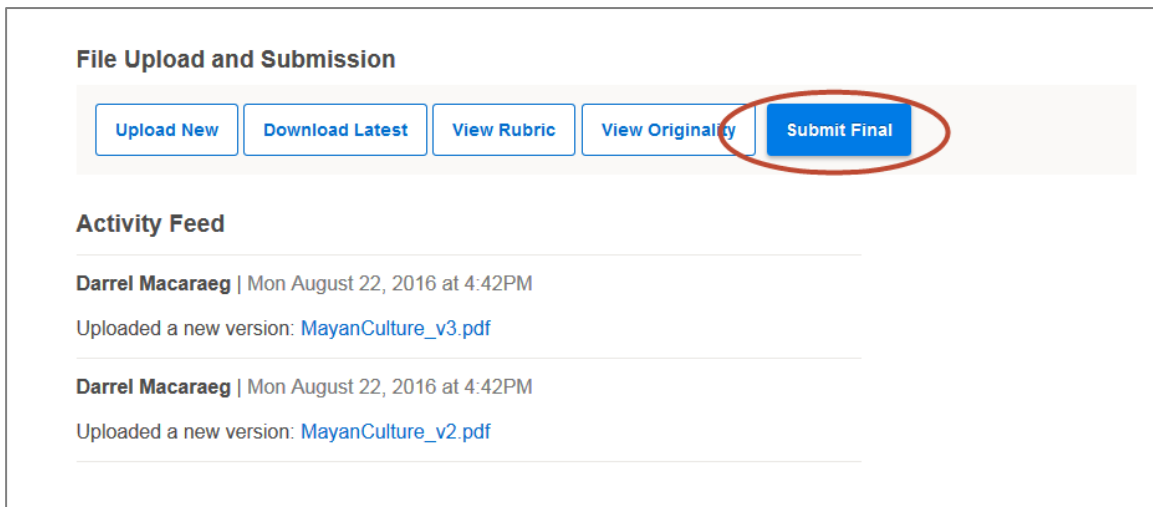


- Additional information on how to view originality reports within the Turnitin website can be found at the following URL: http://turnitin.com/en_us/training/student-training/viewing-originality-reports
- The Turnitin site will open in a new tab. You will need to make sure that your browser settings are set to accept pop-ups for The Turnitin site at a minimum.

Submit Individual Written Work as Final

- Do your best to remove your name from written work prior to submitting final.
- Written work being submitted as final needs 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'.
- Once your teacher has instructed you to do so, you should submit your written work as final. The following individual performance task components need to be submitted as final via the Digital Portfolio:
 - **AP Seminar**
 - Individual Research Report
 - Individual Written Argument
 - **AP Research**
 - Academic Paper

- Click on the performance task component for which you'd like to submit as final. Click 'Submit Final' to submit the most recently uploaded file as final. If your document is not in PDF format, you will need to convert your file to PDF and then 'Upload New' prior to submitting as final.



File Upload and Submission

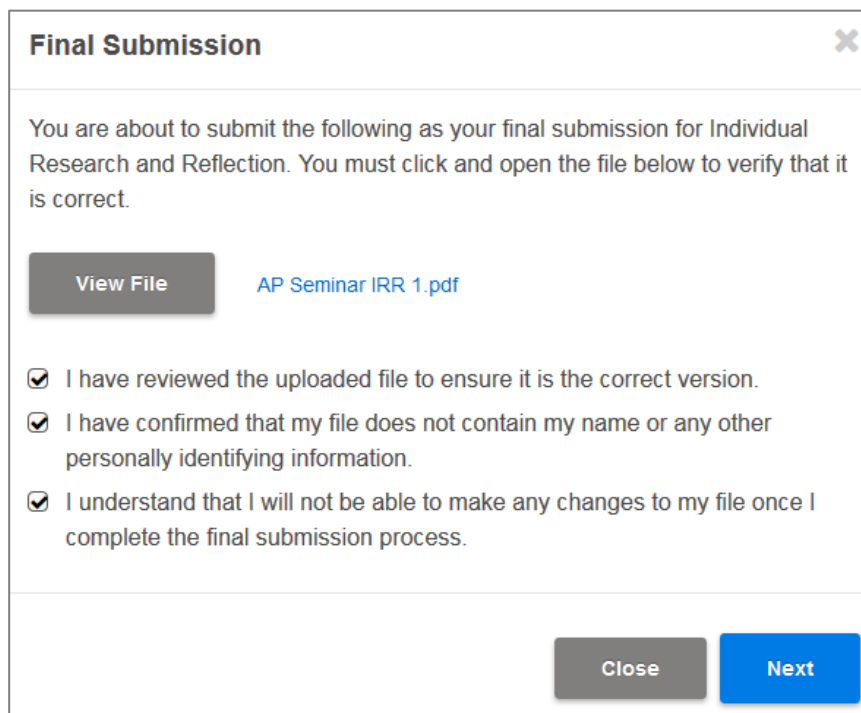
Upload New Download Latest View Rubric View Originality **Submit Final**

Activity Feed

Darrel Macaraeg | Mon August 22, 2016 at 4:42PM
Uploaded a new version: [MayanCulture_v3.pdf](#)

Darrel Macaraeg | Mon August 22, 2016 at 4:42PM
Uploaded a new version: [MayanCulture_v2.pdf](#)

- A window will appear asking you to confirm several things prior to completing your final submission:
 - You must view the file you are submitting to confirm it is indeed the correct file (checkboxes will remain inactive until you view your file)
 - You will confirm that you have removed your name from your submission
 - You will confirm 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 Individual Research and Reflection. You must click and open the file below to verify that it is correct.

View File [AP Seminar IRR 1.pdf](#)

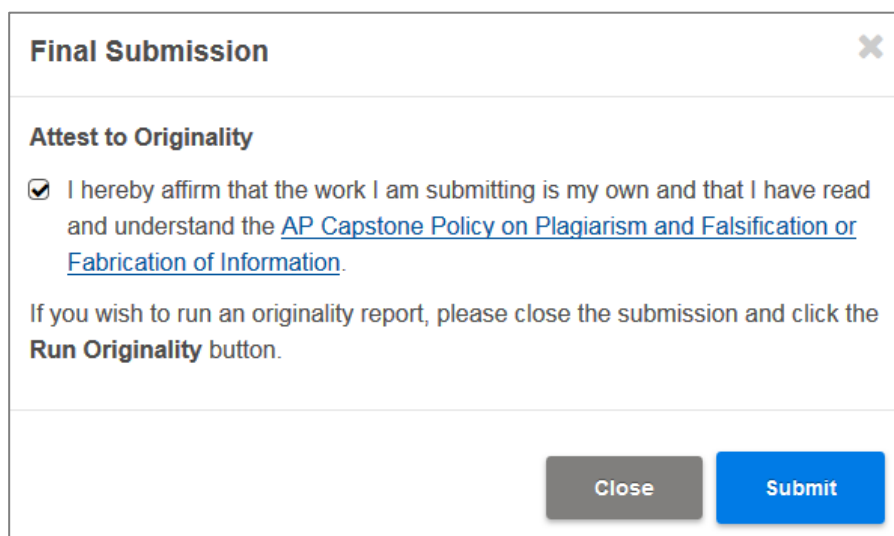
I have reviewed the uploaded file to ensure it is the correct version.

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**

- After clicking 'Next', you'll be brought to another window where you will [attest to the originality of your written submission](#).
 - *If you are an AP Research student, you will be asked to provide some additional information prior to attesting to the originality of your work, including your research discipline, research question, research method, and abstract. This additional information will **NOT** impact your final score.*



Final Submission [X]

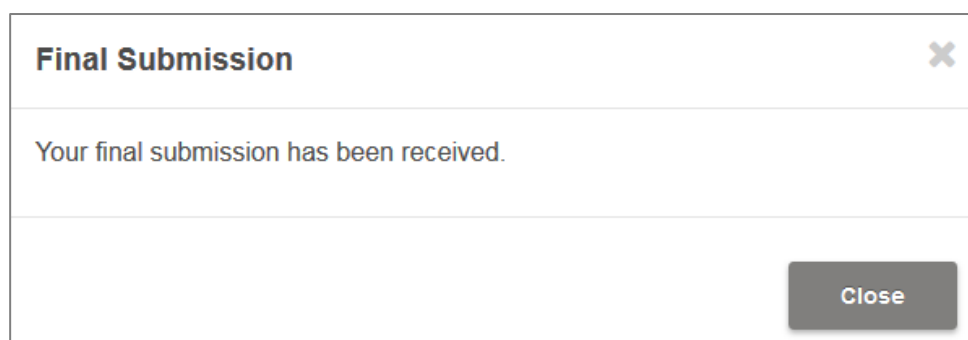
Attest to Originality

I hereby affirm that the work I am submitting is my own and that I have read and understand the [AP Capstone Policy on Plagiarism and Falsification or Fabrication of Information](#).

If you wish to run an originality report, please close the submission and click the **Run Originality** button.

[Close] [Submit]

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



Final Submission [X]

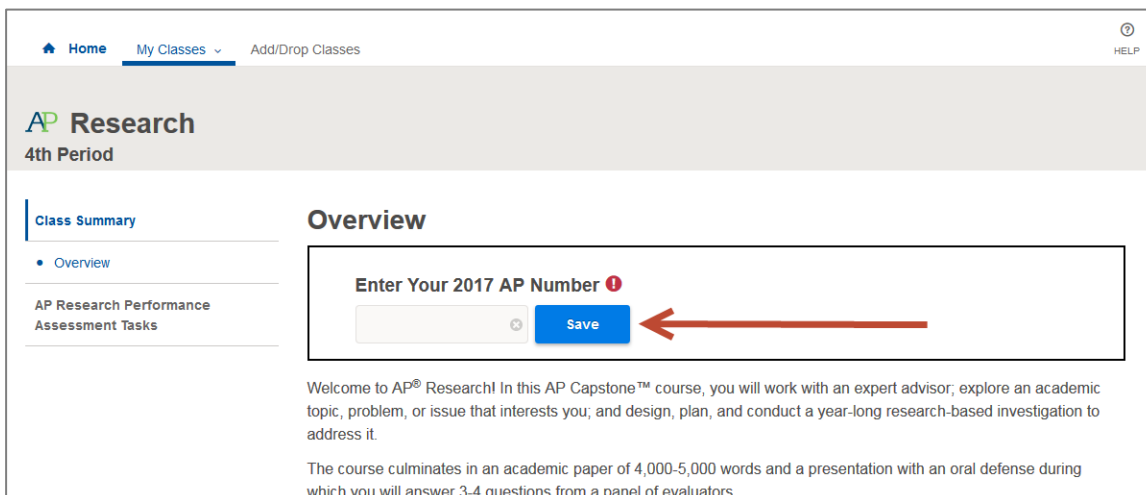
Your final submission has been received.

[Close]

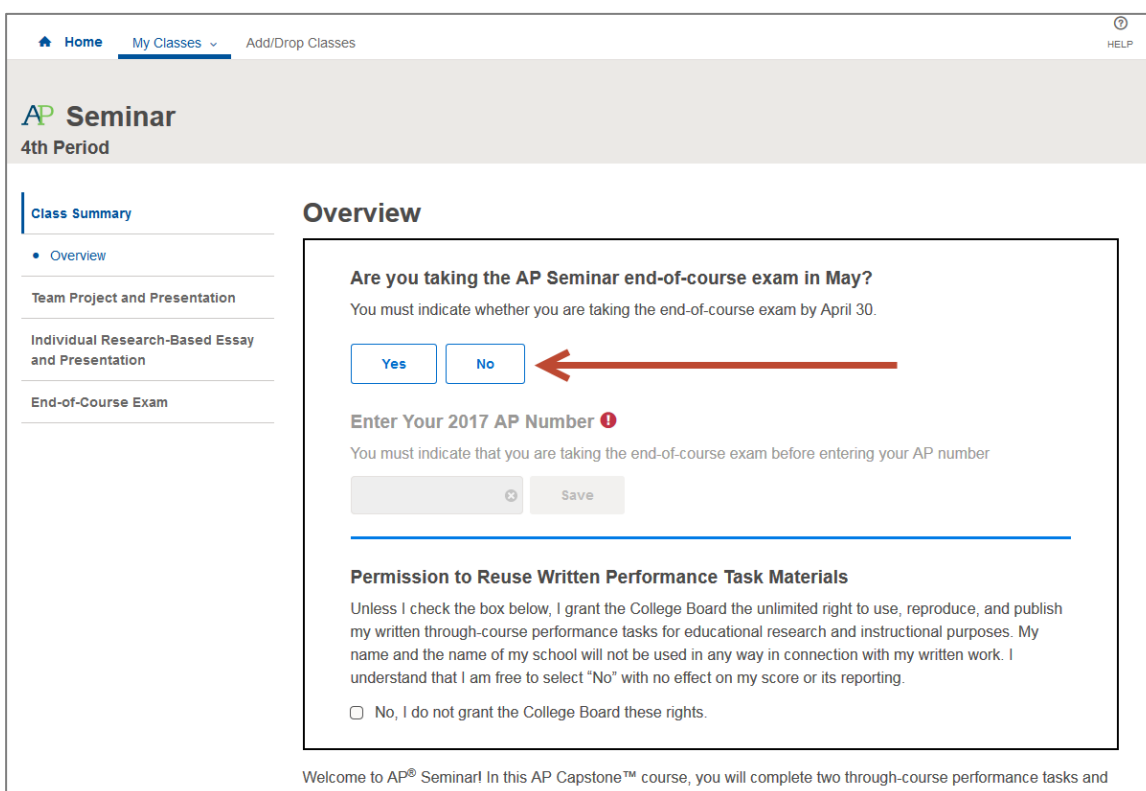
Enter Your AP Number into the Digital Portfolio

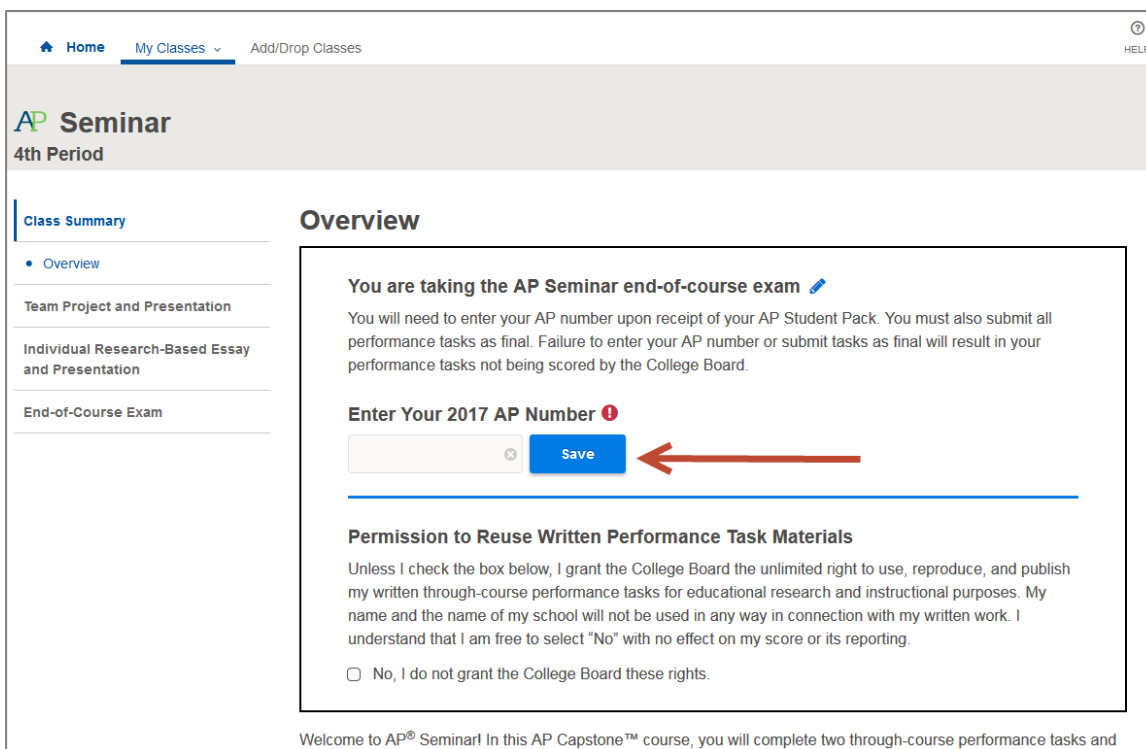
- You will receive your AP Student Pack in early April from your teacher or AP Coordinator. Each Student Pack contains a unique AP number that you should use for all AP Exams you take in a given school year, including AP Seminar. AP Research does not have an end of course exam, however both AP Seminar and AP Research students need to enter AP numbers into the Digital Portfolio.
- ***You are solely responsible for entering your AP number into the Digital Portfolio.***

- AP Research Students:** You can enter in your AP number by logging in to the AP Digital Portfolio and navigating to the Overview page within your class summary.

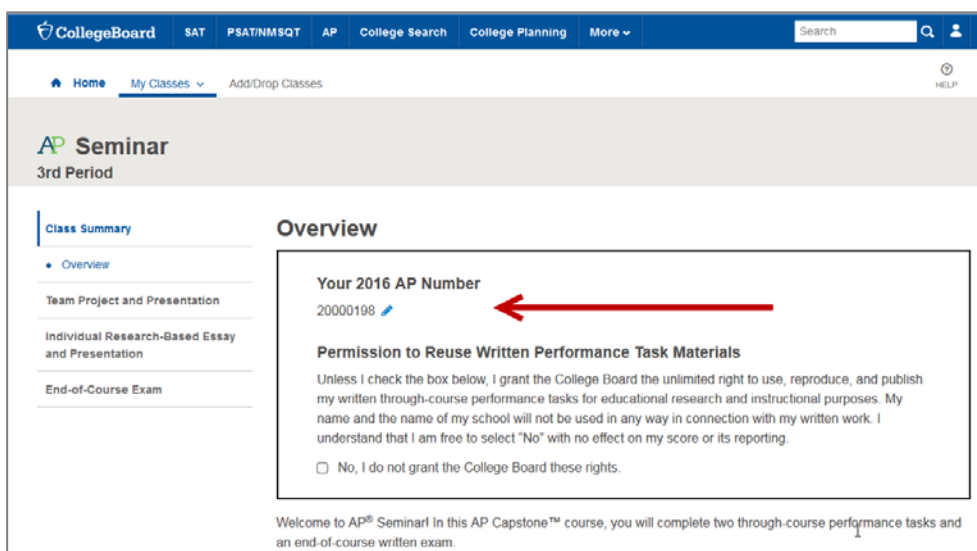


- AP Seminar Students:** You can enter in your AP number by logging in to the AP Digital Portfolio and navigating to the Overview page within your class summary. You must first indicate that you intend on taking the AP Seminar End-of-Course Exam. Then, once you have indicated your intent, you can enter your AP number.





- **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 you have submitted as final will automatically be sent to the College Board on April 30, as long as an AP number is associated with your Digital Portfolio account.
- You should take extra care when entering in your AP number. **AP numbers that are incorrectly entered may result in delayed scores.**
- **You should never use an AP number from a prior year and you should never share your AP number with another student.**
- Once you have successfully entered your AP number, the 'Overview' page will display 'Your AP Number'



- 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.

Indicate Your Permission to Reuse Written Performance Materials

- You can also indicate whether the College Board has your permission to use the performance tasks you

submit via the Digital Portfolio for educational research and instructional purposes.

Additional Information – Converting Your Documents to PDF

- Before submitting final, you must create and upload a .pdf (or PDF) version of your 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.”