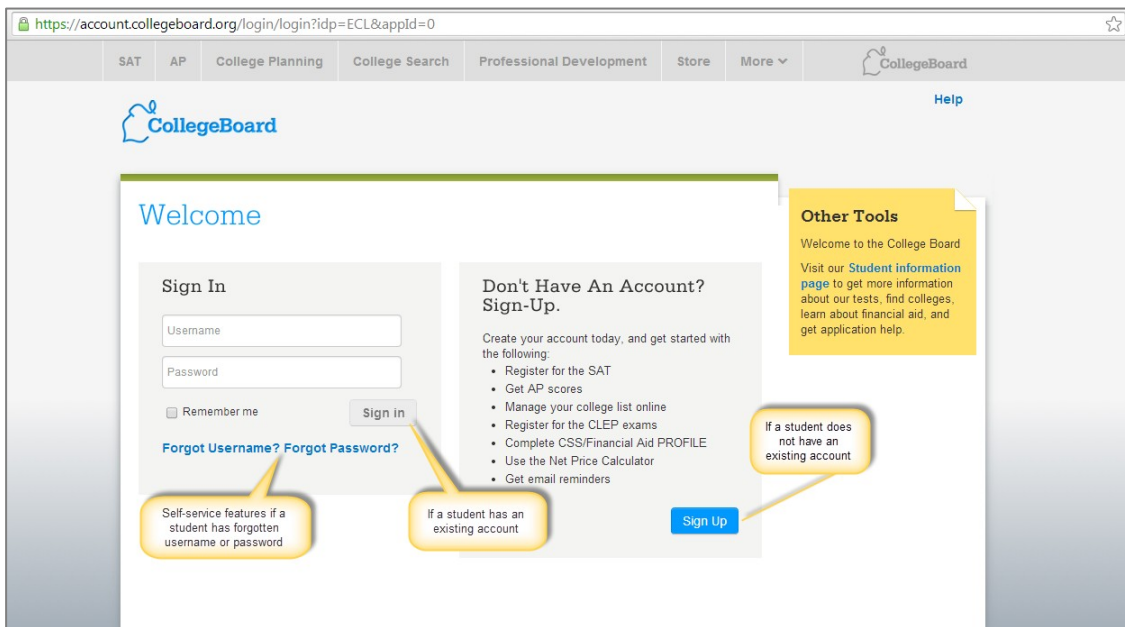


## AP Capstone™ Digital Portfolio - Student User Guide

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## Log in Using Your College Board Username and Password

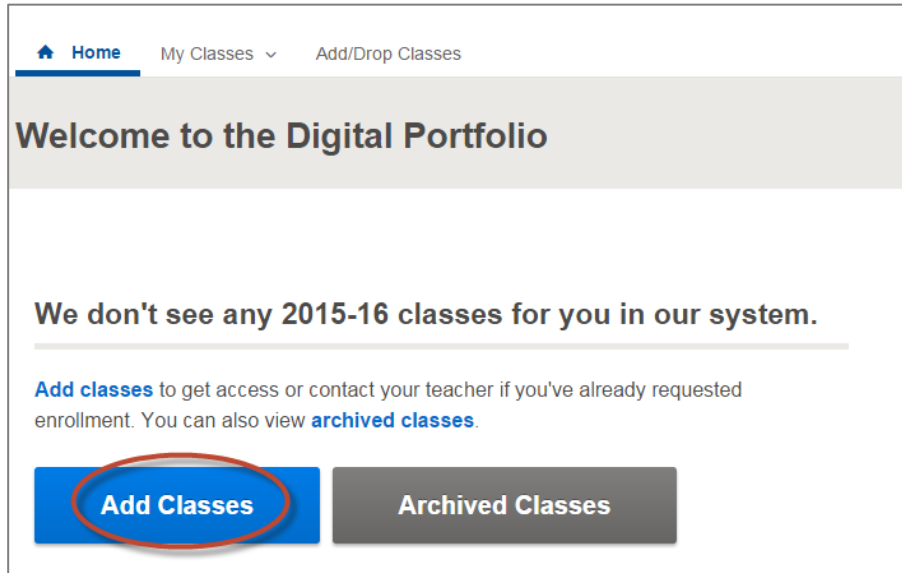
- Go to [apcapstoneportfolio.collegeboard.org](https://apcapstoneportfolio.collegeboard.org) and log in using your College Board username and password.
  - You may have an existing account if you took AP Seminar in a prior year, viewed AP® scores, or registered for SAT® online.
  - You can request a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



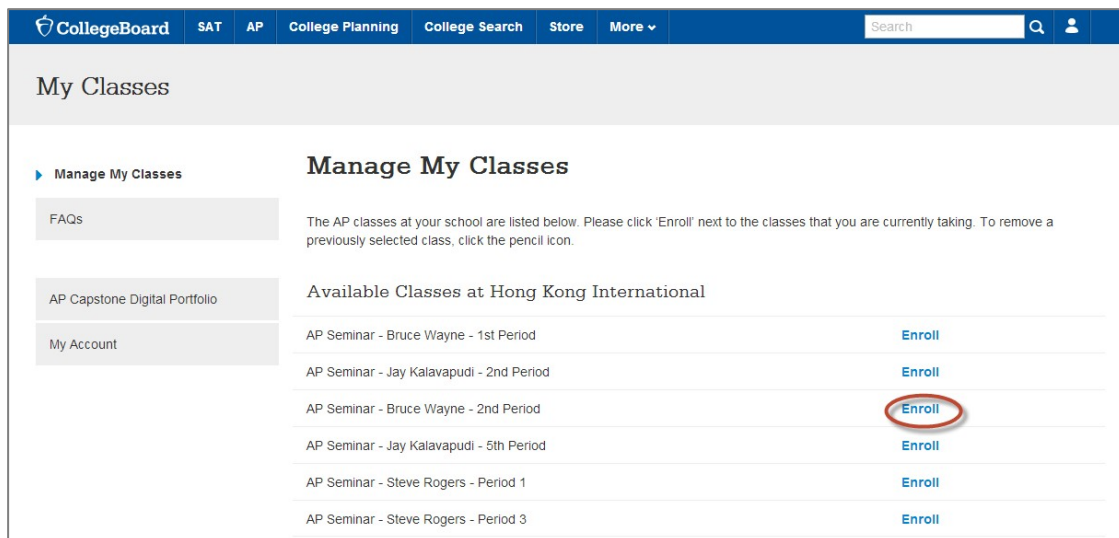
- Once you have signed in to your College Board account, you may be prompted to provide additional information.
  - Make sure to enter the correct high school in order to request enrollment in AP Seminar. Keep in mind that the school you attend must offer AP Capstone in order for you to access the AP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

### Enroll in an AP Seminar or AP Research Class at Your School

- Visit [apcapstoneportfolio.collegeboard.org](http://apcapstoneportfolio.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.



- 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 'My Classes' page with a navigation bar at the top containing 'CollegeBoard', 'SAT', 'AP', 'College Planning', 'College Search', 'Store', and 'More'. Below the navigation bar, the page title is 'My Classes'. On the left, there is a sidebar with 'Manage My Classes' and sub-links for 'FAQs', 'AP Capstone Digital Portfolio', and 'My Account'. The main content area is titled 'Manage My Classes' and includes a brief instruction: 'The AP classes at your school are listed below. Please click 'Enroll' next to the classes that you are currently taking. To remove a previously selected class, click the pencil icon.' Below this is a section titled 'Available Classes at Hong Kong International' with a table of classes. The first row shows 'AP Seminar - Bruce Wayne - 2nd Period' with a red circle around the 'Enrollment Requested' button. The following rows show 'AP Seminar - Bruce Wayne - 1st Period', 'AP Seminar - Jay Kalavapudi - 2nd Period', 'AP Seminar - Jay Kalavapudi - 5th Period', 'AP Seminar - Steve Rogers - Period 1', and 'AP Seminar - Steve Rogers - Period 3', each with an 'Enroll' button.

### Access the AP Capstone Digital Portfolio

- Once your teacher has confirmed your enrollment request you should be able to access the Digital Portfolio by logging into [apcapstoneportfolio.collegeboard.org](http://apcapstoneportfolio.collegeboard.org).

The screenshot shows the 'AP Seminar 9th Period' page. At the top, there is a navigation bar with 'Home', 'My Classes', and 'Add/Drop Classes'. Below the navigation bar, the page title is 'AP Seminar 9th Period'. On the left, there is a sidebar with 'Class Summary' and sub-links for 'Overview', 'Team Project and Presentation', 'Individual Research-Based Essay and Presentation', and 'End-of-Course Exam'. The main content area is titled 'Overview' and includes a welcome message: 'Welcome to AP® Seminar! In this AP Capstone™ course, you will complete two through-course performance tasks and an end-of-course written exam.' Below this is a paragraph describing the AP Seminar course. Further down, there is a section titled 'Steps for Managing your AP Seminar Digital Portfolio' with a bulleted list of instructions. At the bottom, there is a section titled 'Tools and Resources' mentioning EBSCO.

## 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.

The screenshot shows the AP Seminar 9th Period interface. The left sidebar menu is highlighted, and red arrows point to the 'Individual Research and Reflection' item in the menu and the corresponding task description on the main page. The main page displays the 'Individual Research and Reflection' task, which includes a description, a list of requirements, and a 'WF' (Written Formative) icon.

## 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).

The screenshot shows the AP Research 5th Period interface. The 'Academic Paper' performance task is displayed, including a description, requirements, and a 'WF' icon. The 'File Upload and Submission' section is highlighted, and a red arrow points to the 'Upload New' button. Below this section is a 'Comments and Activity Feed' area with a text input field and a 'Post' button.


- 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 ‘Comments’ area. Prior versions of a submission can be retrieved via the ‘Comments’ area.

- Note: AP Seminar Written Team Reports that are uploaded can be downloaded and viewed by all students on your team.



**File Upload and Submission**




**Comments and Activity Feed**



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**Wilson Fisk** | Thu August 13, 2015 at 2:24PM  
 Uploaded a new version: [Feb Release - Arial 10 Submission.pdf](#)


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**Wilson Fisk** | Thu August 13, 2015 at 2:23PM  
 Uploaded a new version: [UAT Instructions.doc](#)

### Submit Individual Written Work as Final

- **Detailed steps and screenprints related to the final submission process will be provided at a later date**
- 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 and Reflection (The Individual Research and Reflection is a single submission and should include your individual research and your reflection. Please ensure your Reflection has been added to your Individual Research and Reflection prior to submitting 'Final'.)
    - Individual Written Argument
  - **AP Research**
    - Academic Paper
      - You should remove all personal information from your written work before submitting final (name, email, address, school, teacher).
      - 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'.

### Submit Team Written Work as Final (AP Seminar)

- **Detailed steps and screenprints related to the final submission process will be provided at a later date**
- Once your teacher has instructed you to do so, all team members should submit their Written Team Report as final.
  - You should remove all personal information from your written work before submitting final (name, email, address, school, teacher)
  - 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'.
  - Submitting a Written Team Report as final follows the same steps as submitting individual written

work, however the 1<sup>st</sup> team member to submit as final will need to ensure that the file being submitted is the correct file and is in PDF format.

- All other team members will need to go through the final submission process, but they will not have the ability to modify the file that the 1<sup>st</sup> team member submitted.

## Enter Your AP Number into the Digital Portfolio

- **Detailed steps and screenprints related to AP number entry will be provided at a later date**
- 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 should take extra care when entering in your AP number. AP numbers that are incorrectly entered may result in delayed score reporting.
- You should never use an AP number from a prior year and you should never share your AP number with another student.

## 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.”