AP Capstone™ Digital Portfolio - Student User Guide

APCapstone™

Log in Using Your College Board Username and Password

- Go to **apcapstoneportfolio.collegeboard.org** and log in using your College Board username and password.

  o You may have an existing account if you took AP Seminar in a prior year, viewed AP® scores, or registered for SAT® online.

  o You can request a password reset or you can create a new account if you don't already have one.
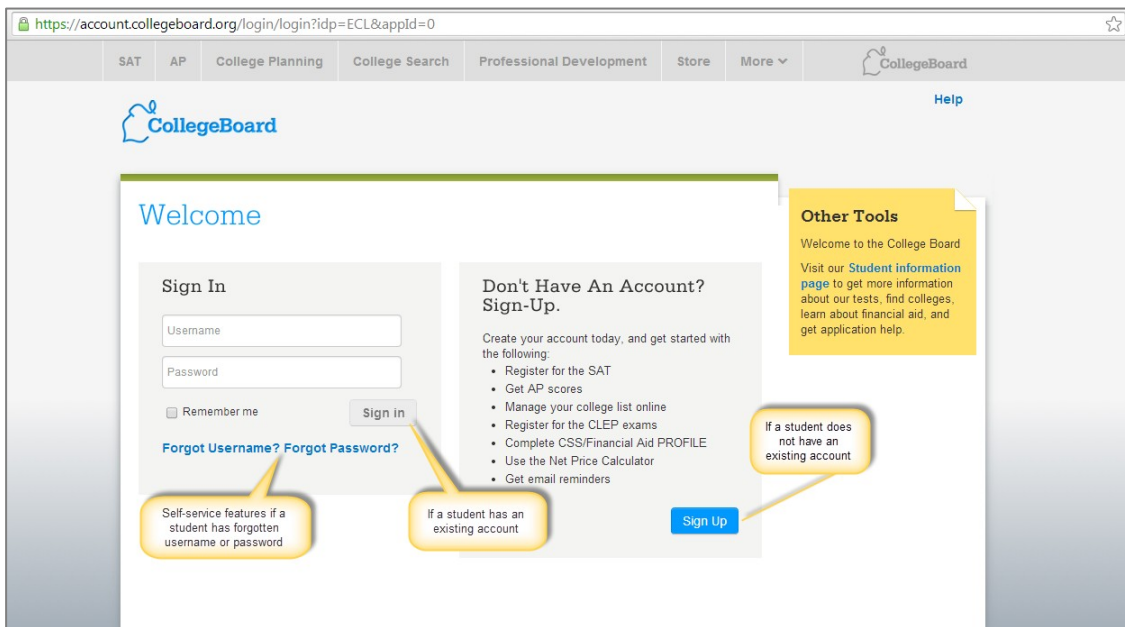

- Once you have signed in to your College Board account, you may be prompted to provide additional information.

  o 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** 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.
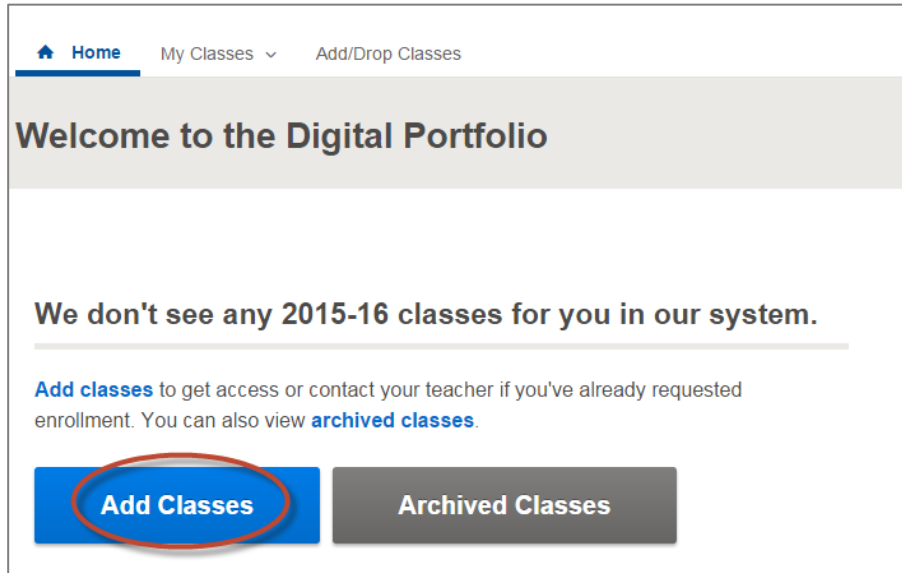
- You will be redirected to the 'Manage My Classes' page and see a complete list of AP Capstone classes being offered at your school. You should request enrollment in the appropriate AP Seminar or AP Research class.
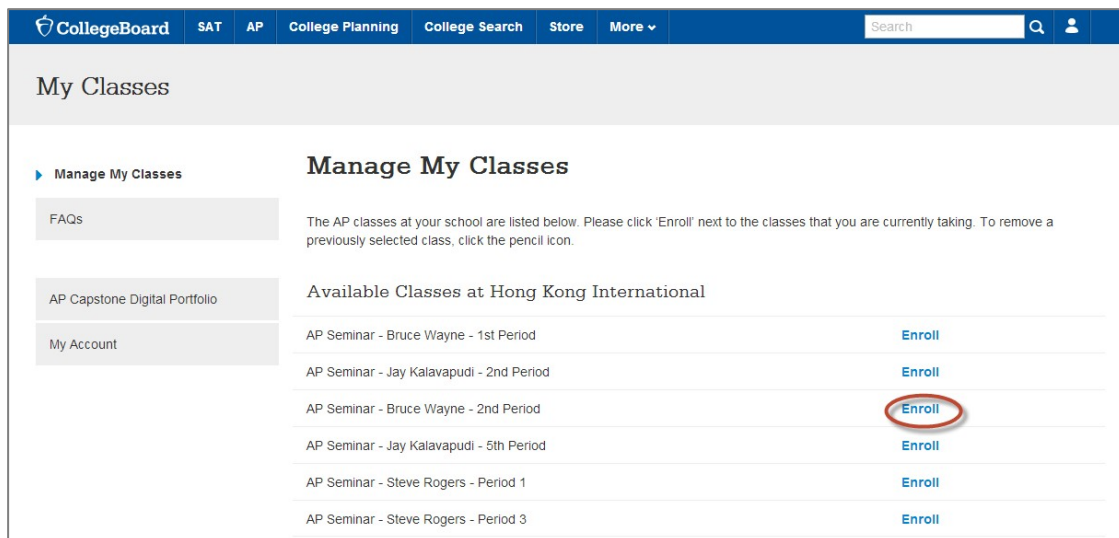
- Upon clicking 'Enroll' it will indicate that enrollment has been requested. You will not be able to access the Digital Portfolio content until your teacher has confirmed your enrollment.

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**.

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.

  o 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.

  o 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.

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

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:

  o **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

  o **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.

  o You should remove all personal information from your written work before submitting final (name, email, address, school, teacher)

  o 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'.

  o Submitting a Written Team Report as final follows the same steps as submitting individual written

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

- o 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 1st 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 <u>never</u> 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.

    - o **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."

    - o **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)"

o **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."