

# AP Digital Portfolio: Student User Guide for AP Computer Science Principles

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## WELCOME

Welcome to AP Computer Science Principles (AP CSP)! As part of this course, you will work on the Create Performance Task where you develop a computer program, make a video of your program running, and answer writing prompts in which you analyze your work. These components will be graded and form 30% of your final AP CSP Exam grade. In order for your work to be scored, you will upload and submit your three performance task components as final via the AP Digital Portfolio. This guide explains how to use the AP Digital Portfolio system.

- **Some Key Dates:**
  - **November 2020:** You can start submitting performance task components in the AP Digital Portfolio.
  - **By May 20, 2021 at 11:59 p.m. ET:** This is the deadline for submitting as final all (3) of your performance task components.
- **Important Note:** There will likely be a higher volume of simultaneous submissions as the 11:59 p.m. ET deadline approaches, which means that your files may take longer to upload in the AP Digital Portfolio. If you encounter technical problems uploading these files, it could take days to resolve the issue. We strongly advise you to plan ahead and build in extra time to prepare your final upload and submit it, so you don't risk missing the deadline. Do not wait until the last minute to upload your Create Performance Task components and submit them as final.

## ACCESS AP CLASSROOM AND AP DIGITAL PORTFOLIO

### **Step 1: Enroll in an AP Computer Science Principles Class Online**

- At the start of the school year, your AP CSP teacher or AP coordinator will provide you with a join code, which you will need to use to enroll in your AP CSP class. By the second day of class, log in to My AP with your College Board account ([myap.collegeboard.org/login](https://myap.collegeboard.org/login)) and make sure you've joined your class section. If you haven't, you'll need to follow the steps to [join your section online](#).

### **Step 2: Access the AP Digital Portfolio**

- After you've joined your AP CSP class section, go to [digitalportfolio.collegeboard.org](https://digitalportfolio.collegeboard.org) and log in using your College Board username and password. It is important to use the same College Board username and password for both My AP and the AP Digital Portfolio. Creating a new account when you have an existing account can cause issues with accessing the AP Digital Portfolio.

### **Step 3: Access Resources**

- Once you've enrolled in the AP CSP class section, you will be able to access AP Classroom assignments from your teacher.

### **Independent Study and Homeschooled Students**

- If you're taking an exam at a school other than the one that you're attending, the AP coordinator of the school where you will be testing needs to provide you with a join code. The AP coordinator of that school will need to create an AP Computer Science Principles exam only section in My AP. This is applicable for:
  - Independent/self-study students who want to take an exam for a course in which they're not enrolled.

- Students who attend another school but want to test at a different school.
- Homeschooled students.
- Virtual school students.
- **Only AP coordinators can create exam only sections; teachers can't create these sections.** Students enrolled in exam only sections will not have access to assignments from teachers in AP Classroom; assignments are only accessible by students enrolled in a teacher's class section.

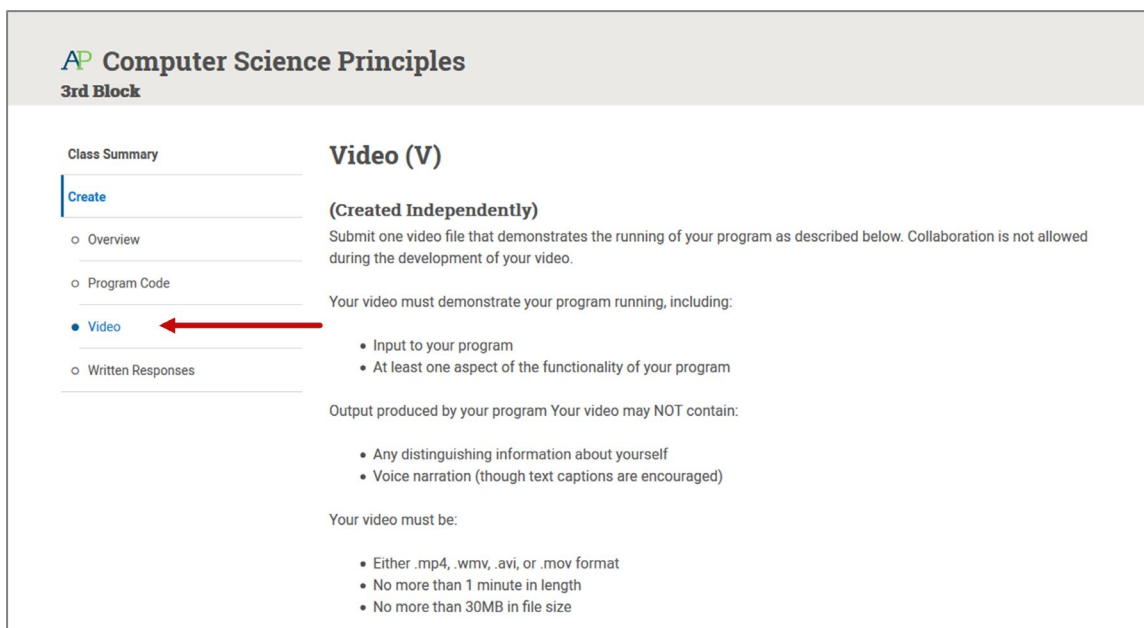
### **Accommodations for Students with Disabilities**

- Students with documented disabilities may be eligible for accommodations for the Create performance task and the end-of-course exam. For information about requesting an accommodations approval, go to [collegeboard.org/apssd](https://collegeboard.org/apssd) or contact College Board Services for Students with Disabilities (SSD) at (844) 255-7728 or (212) 713-8333.

## SUBMITTING YOUR WORK IN THE AP DIGITAL PORTFOLIO

### Navigate Through the AP Digital Portfolio

- The left menu allows you to view an overall course **Overview** or explore each of the three Create Performance Task components: **Program Code**, **Video**, and **Written Response**.



The screenshot shows the AP Computer Science Principles 3rd Block interface. On the left, there is a 'Create' menu with options: Overview, Program Code, Video (selected with a blue dot and a red arrow), and Written Responses. The main content area is titled 'Video (V)' and includes the following information:

- (Created Independently)**
- Submit one video file that demonstrates the running of your program as described below. Collaboration is not allowed during the development of your video.
- Your video must demonstrate your program running, including:
  - Input to your program
  - At least one aspect of the functionality of your program
- Output produced by your program Your video may NOT contain:
  - Any distinguishing information about yourself
  - Voice narration (though text captions are encouraged)
- Your video must be:
  - Either .mp4, .wmv, .avi, or .mov format
  - No more than 1 minute in length
  - No more than 30MB in file size

### Prepare Your Work for Submission

- When you submit your three components for the Create Performance Task as final via the AP Digital Portfolio, you must adhere to the following guidelines for file format and size. You can also review the [Student Handouts](#) document for additional information.
  - Program Code (created independently or collaboratively)
    - Supported file types: .pdf
    - No larger than 20MB
  - Video (created independently)
    - Supported file types: .mp4, .wmv, .avi, or .mov
    - No larger than 30MB
    - Video and audio files cannot exceed 1 minute (60 seconds)
    - Collaboration is not allowed when creating your video
  - Written Responses (created independently)
    - Student must provide a written response to the prompts, including text and screen captures of program code. You will type your answers directly into the AP Digital Portfolio interface.
    - Your response to all prompts combined must not exceed 750 words (program code is not included in the word count). Collaboration is not allowed in the Written Responses.
- Important:** Do not publicly post or share any portions of your performance task. Work that is shared online is subject to being plagiarized by another student. When this happens, both students will be flagged for plagiarism.
- For additional considerations on how to create PDF documents for submission of your program code, please visit **Converting Your Program Code to PDF** under the **Additional Information** section near the end of this guide.

- For additional considerations on how to create video files for submission, please visit **Creating Video Files** under the **Additional Information** section near the end of this guide.

## Upload and Download Draft Work – Program Code and Video

- 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.

**AP Computer Science Principles**  
3rd Block

Class Summary

**Create**

- Overview
- Program Code
- Video**
- Written Responses

### Video (V)

**(Created Independently)**

Submit one video file that demonstrates the running of your program as described below. Collaboration is not allowed during the development of your video.

Your video must demonstrate your program running, including:

- Input to your program
- At least one aspect of the functionality of your program

Output produced by your program Your video may NOT contain:

- Any distinguishing information about yourself
- Voice narration (though text captions are encouraged)

Your video must be:

- Either .mp4, .wmv, .avi, or .mov format
- No more than 1 minute in length
- No more than 30MB in file size

For more detailed information related to the Individual Video, please refer to the [Student Handouts](#). Scoring Guidelines for the Create Performance Tasks can be found on the [exam page on AP Central](#).

#### Submission Reminder

Before submitting your work as final, please:

- Remove your name.
- Ensure that you have not collaborated on the development of this video.
- Refrain from publicly posting any portions your performance tasks.

---

#### File Upload and Submission

**Upload New** ←

- Once you've uploaded a document, it will be available for you and your teacher to download and view.
  - **Important:** Your work will not be sent to 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**.

## AP Computer Science Principles

### 3rd Block

---

#### Class Summary

Create

- Overview
- Program Code
- Video
- Written Responses

### Video (V)

**(Created Independently)**

Submit one video file that demonstrates the running of your program as described below. Collaboration is not allowed during the development of your video.

Your video must demonstrate your program running, including:

- Input to your program
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Output produced by your program Your video may NOT contain:

- Any distinguishing information about yourself
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Your video must be:

- Either .mp4, .wmv, .avi, or .mov format
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#### Submission Reminder

Before submitting your work as final, please:

- Remove your name.
- Ensure that you have not collaborated on the development of this video.
- Refrain from publicly posting any portions your performance tasks.

#### File Upload and Submission

[Upload Now](#) [Download Latest](#) [Submit Final](#)

#### Alert

Your work will **not** be sent to the College Board for scoring unless you submit your work as final.

#### Activity Feed

Caitlin Munoz | Wed July 22, 2020 at 2:05PM  
Uploaded a new version: [CSPVideo.mp4](#)

## Enter and Save Draft Work – Written Responses

- Click on the **Written Responses** performance task component. Provide written responses to all the prompts in the fields indicated. You can format text using the options in the text box.

Save Final Submit Total words: 77

**3. WRITTEN RESPONSES (Created Independently)**  
Submit your responses to prompts 3a – 3d, which are described below. Your response to all prompts combined must not exceed 750 words (program code is not included in the word count). Collaboration is **not** allowed on the written responses.

**3 a.** Provide a written response that does all three of the following:  
*Approx. 150 words (for all subparts of 3a combined)*

i. Describes the overall purpose of the program.

16 words

Normal    Sans Serif    **B**    *I*    U

The program was created in MIT App Inventor to address the issue of learning new languages.

ii. Describes what functionality of the program is demonstrated in the video.

61 words

Normal    Sans Serif    **B**    *I*    U

Here it teaches the user how to say different colors, where the user inputs what language it wants to hear, either Spanish or French, and then taps on a color, prompting the program to output the audio for that certain color. This allows the users to quickly learn how to say colors in another language through interaction and output of audio.

iii. Describes the input and output of the program demonstrated in the video.


0 words

Normal    Sans Serif    **B**    *I*    U

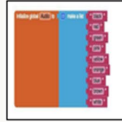
- Prompts asking for code segments must be inserted as images. The easiest way to do this is to take a screen capture (screenshot) of the appropriate code and save it. Then either drag and drop the image or click on the **photo icon** and select the file. You can also copy and paste the screen capture of the program code. Screen captures should not be blurry, and text should be at least 10 pt. font size. Images that are greater than 5MB in size will be scaled down and could become distorted.

- 3 b. Capture and paste two program code segments you developed during the administration of this task that contain a list (or other collection type) being used to manage complexity in your program. *Approx. 200 words (for all subparts of 3b combined, exclusive of program code)*


- i. The first program code segment must show how data have been stored in the list.

 Drop Images Here

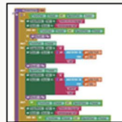
X



- ii. The second program code segment must show the data in the same list being used, such as creating new data from the existing data or accessing multiple elements in the list, as part of fulfilling the program's purpose.

 Drop Images Here

X



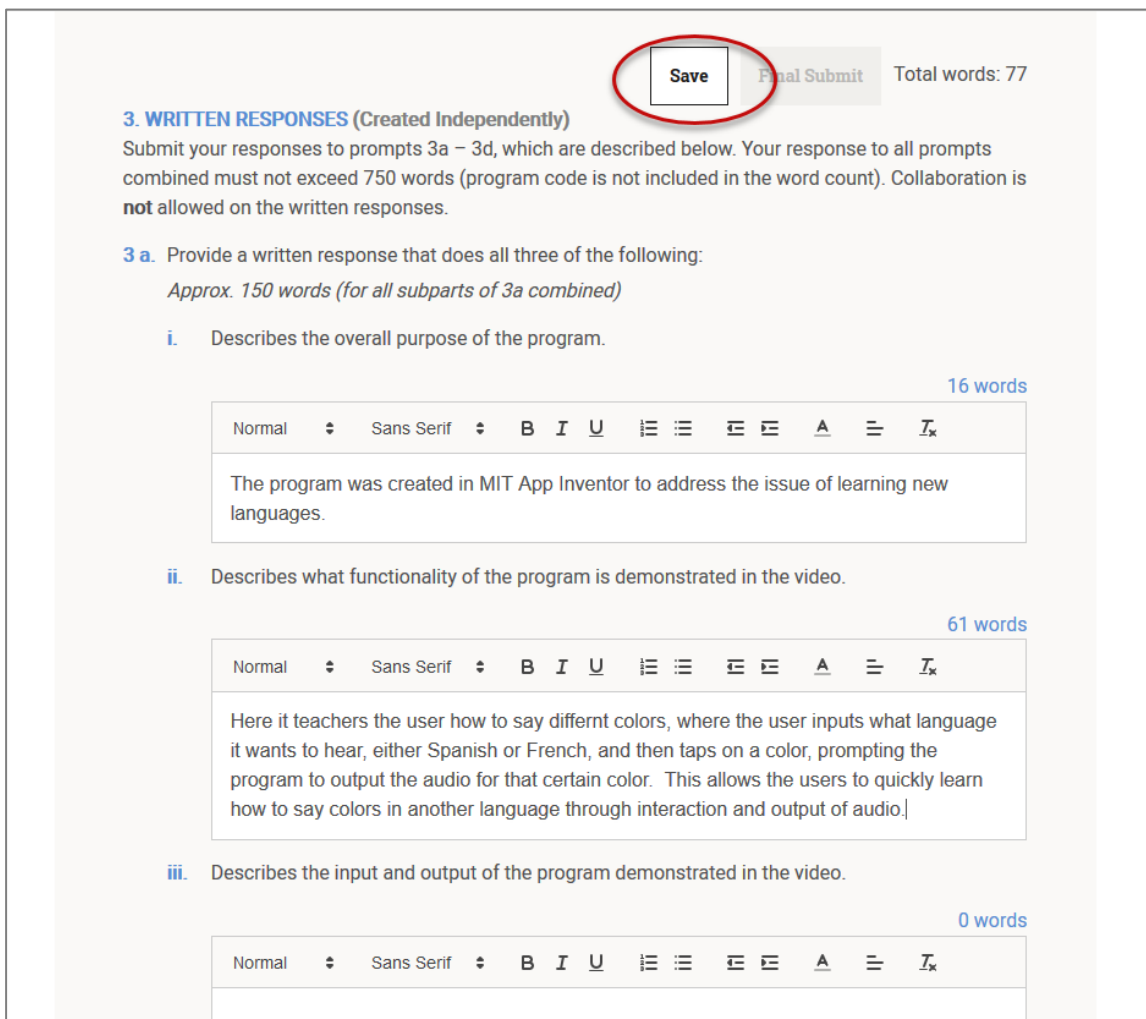
Then, provide a written response that does all of the following:

- iii. Identifies the name of the list being used in this response.

- The total recommended word count for the written response is 750 words. To allow some flexibility, your typed responses to all prompts must not exceed 850 words. Once you reach the word capacity, you will not be able to add more text to any of the boxes. A word count is displayed for each text entry box, and an overall word count is displayed at the top and bottom of the page.
- Be sure to check that the embedded images are not blurry, and that text is at least 10 pt. font size.



- Save your work by clicking on one of the **Save** buttons at the top and bottom of the page. Your work will be auto-saved every two minutes.



The screenshot shows the AP CSP writing interface. At the top right, there are two buttons: 'Save' (circled in red) and 'Final Submit'. To the right of these buttons, it says 'Total words: 77'. Below this, the section is titled '3. WRITTEN RESPONSES (Created Independently)'. The instructions state: 'Submit your responses to prompts 3a – 3d, which are described below. Your response to all prompts combined must not exceed 750 words (program code is not included in the word count). Collaboration is **not** allowed on the written responses.'

**3 a.** Provide a written response that does all three of the following:  
*Approx. 150 words (for all subparts of 3a combined)*

**i.** Describes the overall purpose of the program. 16 words

The program was created in MIT App Inventor to address the issue of learning new languages.

**ii.** Describes what functionality of the program is demonstrated in the video. 61 words

Here it teaches the user how to say different colors, where the user inputs what language it wants to hear, either Spanish or French, and then taps on a color, prompting the program to output the audio for that certain color. This allows the users to quickly learn how to say colors in another language through interaction and output of audio.

**iii.** Describes the input and output of the program demonstrated in the video. 0 words

### Submit Work as Final

- **Important:** If you are taking the AP CSP end-of-course exam, you must submit your performance task components as final in the AP Digital Portfolio by May 20, 11:59 p.m. ET in order for your work to be sent to College Board for scoring.
- Remove your name and any other personally identifying information from submission components prior to submitting as final.

- Click on the performance task component that you want to submit as final. Click **Submit Final**.

## AP Computer Science Principles

### 3rd Block

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**Class Summary**

**Create**

- Overview
- Program Code
- **Video**
- Written Responses

---

### Video (V)

**(Created Independently)**

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Your video must demonstrate your program running, including:

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- At least one aspect of the functionality of your program

Output produced by your program Your video may NOT contain:

- Any distinguishing information about yourself
- Voice narration (though text captions are encouraged)

Your video must be:

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- No more than 30MB in file size

For more detailed information related to the Individual Video, please refer to the [Student Handouts](#). Scoring Guidelines for the Create Performance Tasks can be found on the [exam page on AP Central](#).

**Submission Reminder**

Before submitting your work as final, please:

- Remove your name.
- Ensure that you have not collaborated on the development of this video.
- Refrain from publicly posting any portions your performance tasks.

---

**File Upload and Submission**

[Upload New](#) [Download Latest](#) [Submit Final](#) ←

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**Alert**

Your work will **not** be sent to the College Board for scoring unless you submit your work as final.

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**Activity Feed**

Caitlin Munoz | Wed July 22, 2020 at 2:05PM  
Uploaded a new version: [CSPVideo.mp4](#)

- Before you complete your final submission, a window will appear asking you to confirm that:
  - You have reviewed the file and it is correct (checkboxes will remain inactive until you view your file).
  - You have removed your name and any other personally identifying information from your

submission.

- 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 guidelines from the [Student Handouts](#), 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 [Student Handout](#) .

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.

[Close](#) [Submit](#)

- For the Program Code component, before attesting to the originality of your work, you will 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](#)

To confirm you have submitted all performance task components as final, review the following **Ensure Your Work Gets Scored** section of this guide.

## **ENSURE YOUR WORK GETS SCORED**

- **Important:** In order for your submissions to be scored, you must submit your work as final in the AP Digital Portfolio by **May 20, 11:59 p.m. ET**.
- There will likely be a higher volume of simultaneous submissions as the May 20, 11:59 p.m. ET deadline approaches, which means that it may take longer for your submissions to upload in the AP Digital Portfolio. If you encounter technical problems uploading your files, it could take days to resolve the issue. We strongly advise you to plan ahead and build in extra time to prepare your final upload and submit it, so you don't risk missing the deadline. You should not wait until the last minute to upload your Create Performance Task components and submit them as final.

### **Register for the End-of-Course Exam in My AP**

- If your school requires you to indicate your exam registration, you'll see a **Register** button in your class section view in My AP after you join your class sections. When you click the **Register** button, you'll see a pop-up screen from which you can select either **Taking the exam** or **Not taking the exam**. Your selection will let your AP coordinator know if you plan to take the exam, and the AP coordinator will order it for you. If you don't see the **Register** button, it means that your school is automatically ordering you an exam.

### **Registering After the Exam Ordering Deadline**

- If you'd like to register for an exam after the **November 13**, final exam ordering deadline, your order may be subject to a late order fee. You'll need to ask your AP coordinator to update your registration. If your class doesn't start until the spring or you've transferred to a new school after the exam ordering deadline, don't worry—your AP coordinator will be able to order your exam, and you won't be charged a late order fee.

### **Confirm Exam Registration in the AP Digital Portfolio**

- Go to the **Overview** page to confirm you are included in your school's exam order.
- If you are included in the exam order, the cell your name is in will be **white**, and **your AP ID will be visible** underneath your name.

**AP Computer Science Principles**  
3rd Block

**Class Summary**

- Overview

Create

**Overview**

This table indicates whether or not you are registered for the exam and whether or not you have submitted your performance tasks as final. Both steps are required in order for you to receive an AP score.

- If the cell your name is in is white and your AP ID appears below your name, you are registered for the exam. If it is not and you expect to be, please contact your teacher or AP Coordinator.
- When you have submitted a performance task as final, a black check mark will appear for that task. Only task components with a black check mark will be sent to the College Board for scoring. Ensure that all your performance tasks have black check marks by submitting your work as final.

**LEGEND**

No Draft       Draft In       Complete

Name / Status	CREATE		
	PC	V	WR
Munoz, Caitlin #224V7WU8	✓	✓	✓

**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.

Welcome to AP<sup>®</sup> Computer Science Principles! In this AP course, you will complete two through-course performance tasks and an end-of-course written exam.

- If the cell where your name appears is in **gray** or **red**, then you are not included in the exam order. If you think this is an error and you plan to take the end-of-course exam, work with your AP teacher or AP coordinator to have this information changed in My AP. You can't change this information yourself. Your school's AP coordinator needs to update the school's exam order.

## Confirm Final Submission Status

- To check the submission status for each of the three components of the performance task, go to the **Overview** page in the digital portfolio. Remember to remove your name and any other personally identifying information from written work prior to submitting it as final.
- The **Overview** page will show the submission status of each of the three performance task components that you must submit as final. When you have submitted a component of the performance task as final by selecting the **Submit Final** button, a black check mark will appear in the table. Only work that is accompanied by a black check mark will be submitted to College Board for scoring.

**AP Computer Science Principles**  
3rd Block

**Class Summary**

- Overview

Create

### Overview

This table indicates whether or not you are registered for the exam and whether or not you have submitted your performance tasks as final. Both steps are required in order for you to receive an AP score.

- If the cell your name is in is white and your AP ID appears below your name, you are registered for the exam. If it is not and you expect to be, please contact your teacher or AP Coordinator.
- When you have submitted a performance task as final, a black check mark will appear for that task. Only task components with a black check mark will be sent to the College Board for scoring. Ensure that all your performance tasks have black check marks by submitting your work as final.

**LEGEND**

No Draft

Draft In

Complete

Name / Status	CREATE		
	PC	V	WR
Munoz, Caitlin #224Y7WU8	✓	✓	✓

**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.

Welcome to AP<sup>®</sup> Computer Science Principles! In this AP course, you will complete two through-course performance tasks and an end-of-course written exam.

## Indicate Permission to Reuse Written Performance Materials

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

## AP Computer Science Principles

3rd Block

## Class Summary

- Overview

Create

## Overview

This table indicates whether or not you are registered for the exam and whether or not you have submitted your performance tasks as final. Both steps are required in order for you to receive an AP score.

- If the cell your name is in is white and your AP ID appears below your name, you are registered for the exam. If it is not and you expect to be, please contact your teacher or AP Coordinator.
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LEGEND

No Draft       Draft In       Complete

Name / Status	CREATE		
	PC	V	WR
Munoz, Caitlin #224Y7WU8	✓	✓	✓

#### 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.

Welcome to AP<sup>®</sup> Computer Science Principles! In this AP course, you will complete two through-course performance tasks and an end-of-course written exam.

## ADDITIONAL INFORMATION

### Converting Your Program Code to PDF

- For the Program Code submission, you must upload a PDF version of the document.
- 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.
- With text-based program code, you can use the print command to save your program code as a PDF file, or you can copy and paste your code to a text document and then convert it into a PDF file.
- With block-based program code, you can create screen captures that include only your program code, paste these images into a text document, and then convert that document to a PDF file. Screen captures should not be blurry, and text should be at least 10 pt. font size.
- 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. 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 use the Save As function. Visit the Microsoft Office support page for more information about [saving as PDF](#).
    - To save a Word or PowerPoint document as a 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 use the Download function. Visit the Google support page for more information on [downloading a file](#).
    - To download a Google Doc as a PDF:
      - Open your Google doc.
      - From the top menu select **File**, then select **Download**, and select **PDF Document (.pdf)**.
  - **Pages**
    - In Pages, you will use the 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**, then select **Export to**, and select **PDF**.
      - In the dialogue window select **Best** for image quality.
      - Choose a destination for the export and click **Export**.



## Creating Video Files

- For the Video submission, files must be no larger than 30MB and are limited to 60 seconds in length.
- While you can use any method to produce the video, screen capture tools can generally help you create appropriately sized files. Here are two examples of web-based screen capture tools:
  - Screencast-O-Matic (<http://www.screencast-o-matic.com/>)
  - Screencastify (<https://www.screencastify.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.
- **Remember:** Do not publicly post or share any portions of your performance task components.