AP Digital Portfolio: Teacher User Guide for AP Computer Science Principles™

November 2016

CollegeBoard

DIGITAL PORTFOLIO ACCESS AND CLASSROOM SETUP

Initial Login for AP Computer Science Principles Teachers

- In order to access the AP Digital Portfolio, you must enter an Access Code. Access Codes are distributed to teachers via email based on their status within the Course Audit process. In order to receive an access code:

  o You must submit the initial course audit materials (course audit form and syllabus), and

  o Your school's Course Audit Administrator must approve the course audit form

- Go to https://digitalportfolio.collegeboard.org/ and log in using your College Board Professional Account username and password.

- You will be redirected to the 'Create Your Professional Account' -> 'Get Access' page for AP Digital Portfolio. Make sure you enter the Access Code you received from the College Board ('Welcome to the AP CSP Digital Portfolio' email).

- Once you have successfully entered your Access Code, click on the 'Finished' button. You will be redirected to the Digital Portfolio, where you will start by setting up classes for the current academic year.
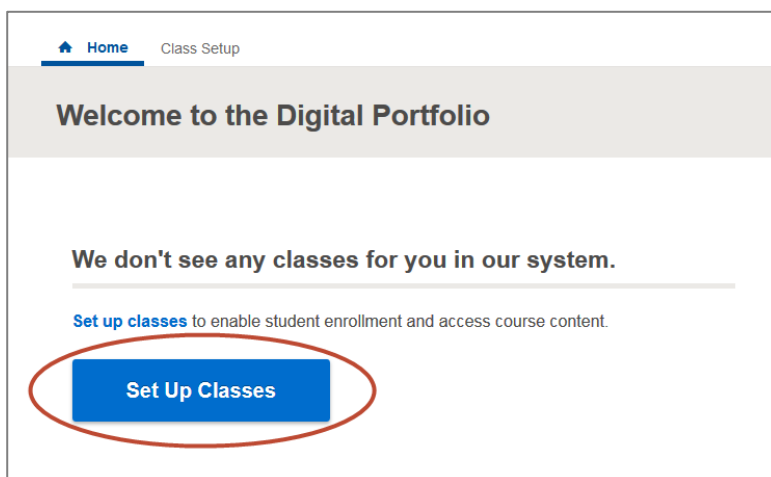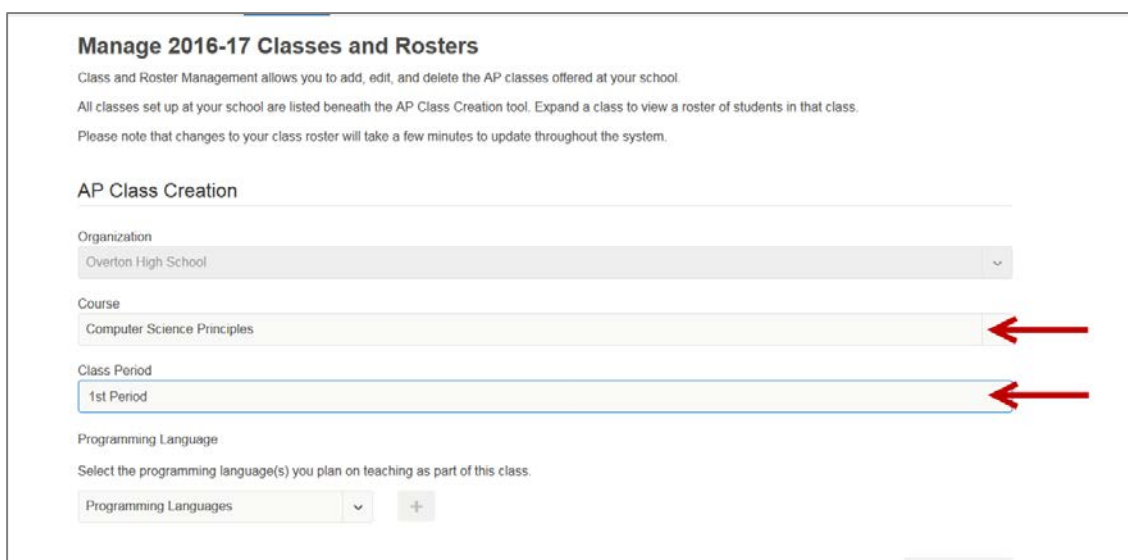
- After you have successfully entered your Access Code, you can access the Digital Portfolio directly by going to https://digitalportfolio.collegeboard.org/ and log in using your College Board Professional Account username and password.

Set up Your AP Computer Science Principles Classes
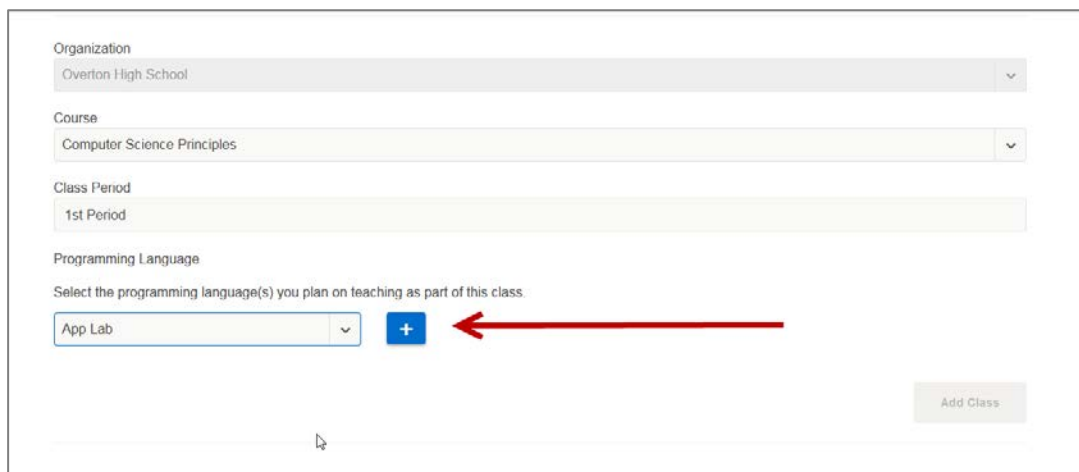
- When you click on 'Set Up Classes' from the Digital Portfolio, you will be sent to the Manage Classes and Rosters page.

- From the Manage Classes and Rosters page, select 'Computer Science Principles' from the Course dropdown box. Enter in the name of the class that you would like to add.

- Select the programming language(s) that you will be using in your class and click the '+' sign. You can add multiple languages.

- Click 'Add Class'. Confirm that the class added shows up in the My Classes view.

- Add additional classes as needed.

- You can return to the Digital Portfolio home page by clicking on 'Home' in the top navigation menu.

Class and Roster Management

Manage 2016-17 Classes and Rosters

Class and Roster Management allows you to add, edit, and delete the AP classes offered at your school.

All classes set up at your school are listed beneath the AP Class Creation tool. Expand a class to view a roster of students in that class.

Please note that changes to your class roster will take a few minutes to update throughout the system.

AP Class Creation

Organization

Overton High School

Course

Select Course

Class Period

e.g. 4th Period

Add Class

Add or Modify Classes

- If you need to add or modify classes after you have initially set up one or more classes, click on the 'Class Setup' link located in the top menu bar. You will be sent back to the Manage Classes and Roster page where you can edit, add, or delete classes.

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Home   My Classes ∨   Class Setup   HELP

Welcome to the Digital Portfolio

Access your class by clicking on a link in the list below.

My 2016-17 Classes

AP Computer Science Principles   Less

AP® Computer Science Principles introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world.

2nd Period

1st Period

Navigate Between Multiple Classes

- If you teach multiple AP Computer Science Principles classes you can quickly navigate between them using the 'My Classes' link in the top menu.
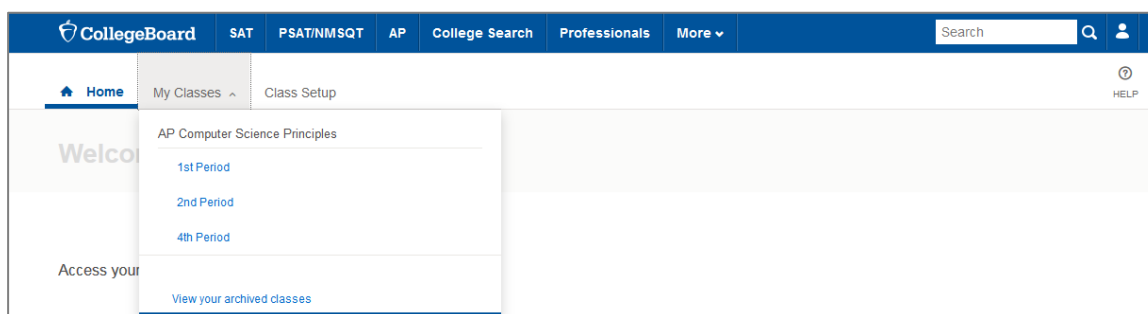
Navigate Through the AP Digital Portfolio

- You can navigate through each class by using the left hand navigation bar. Click on Class Summary, Create or Explore to expand the sub-menus. Click on the sub-menu items to go to that page.

STUDENT ENROLLMENT

Instruct Students to Enroll in Your Classes

- Direct students to **digitalportfolio.collegeboard.org** and have them log in using their College Board student account and password.

    o Students may have an existing account if they took an AP Capstone course in a prior year, viewed AP® scores, or registered for SAT® online.

    o Students can create a new account or request a password reset if needed.

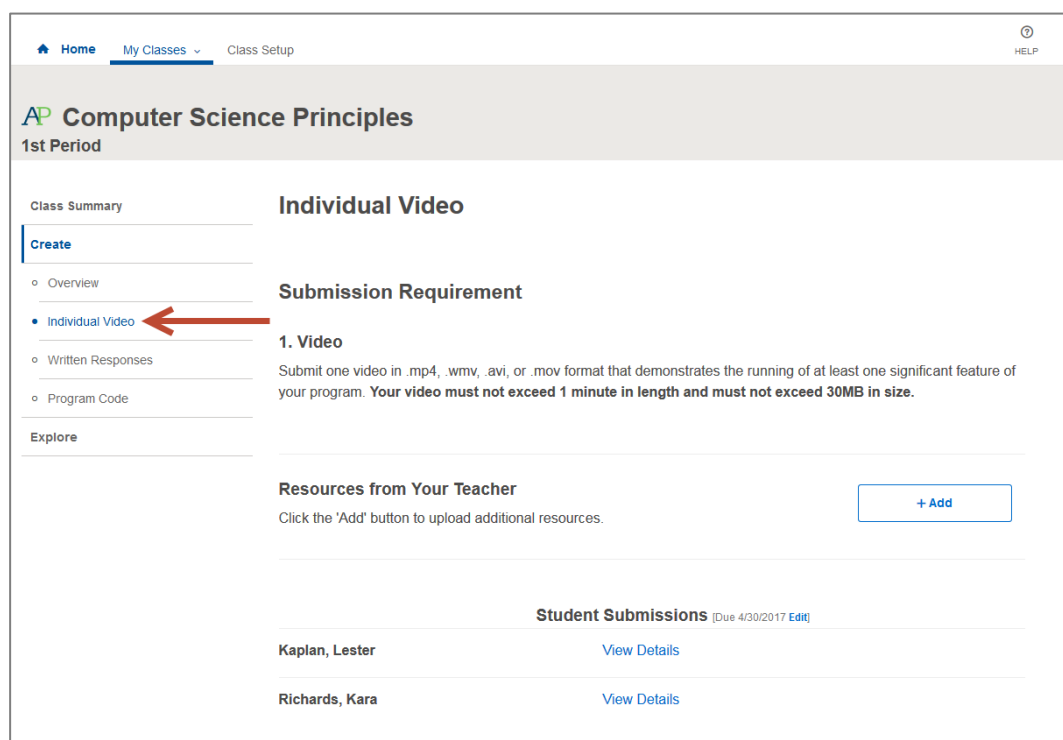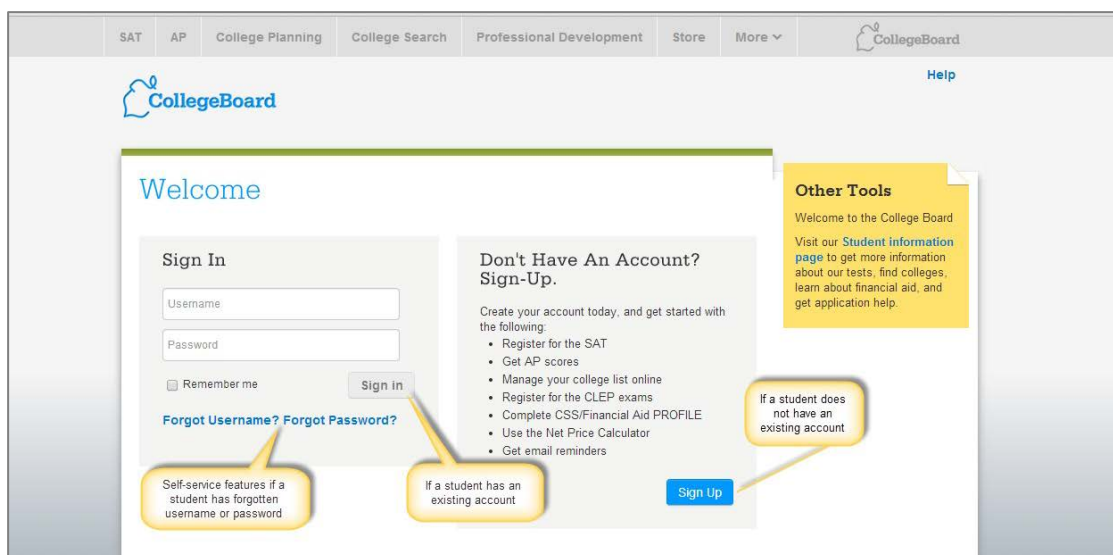   o Students who are new to the AP Digital Portfolio may be prompted to provide additional information.

- Students must have your school associated in their accounts in order to enroll in your class within the Digital Portfolio.

    o Students can confirm which school is associated with their account and change the school if necessary by clicking on person icon in the top-navigation menu and selecting 'Account Settings.'
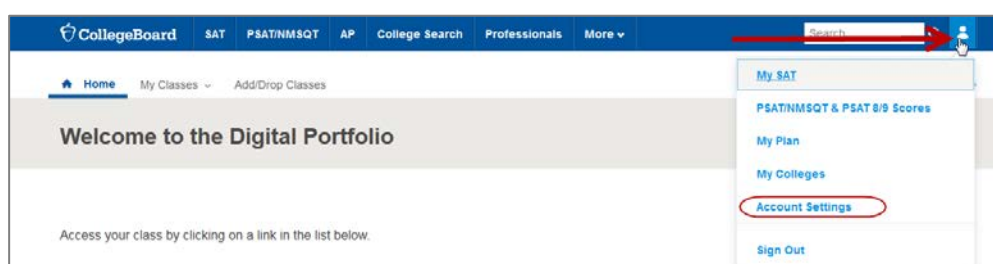
- Students will be prompted to add a class by clicking the 'Add Classes' button.
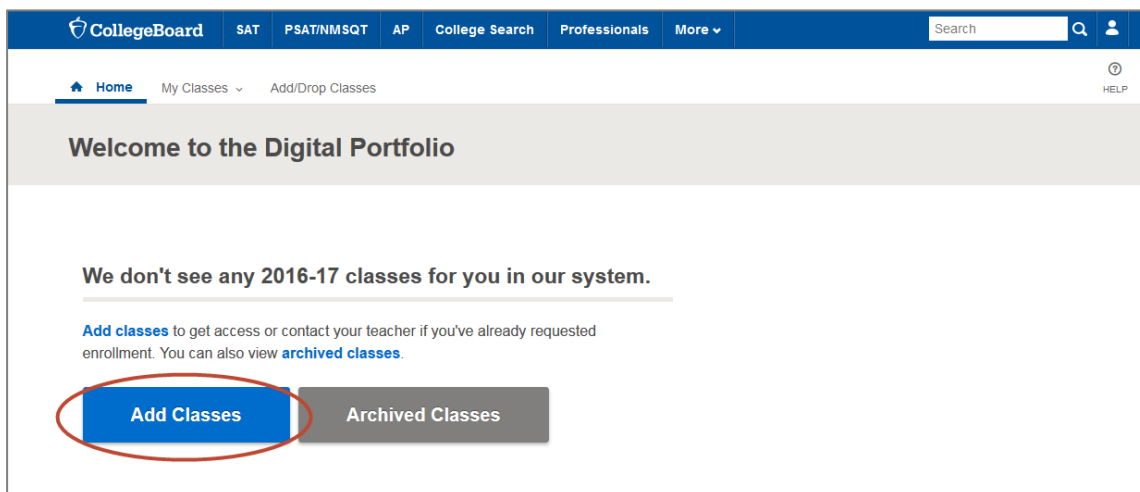
- Students will be redirected to the Manage My Classes page and see a complete list of AP Computer Science Principles classes being offered at their school. They should request enrollment in the appropriate AP Computer Science Principles class.
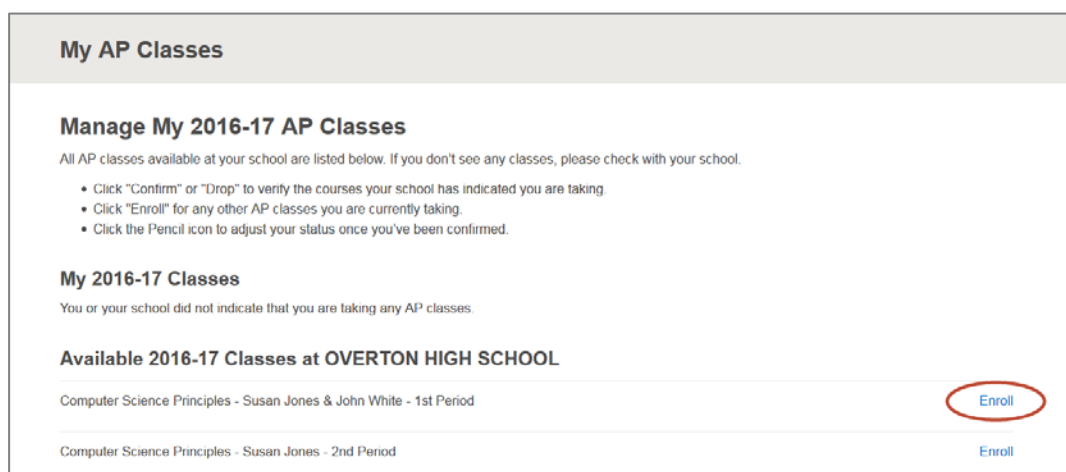
- Upon clicking 'Enroll' the student will see that enrollment has been requested.
  - o Students will not be able to access the Digital Portfolio content until you have confirmed their enrollment.
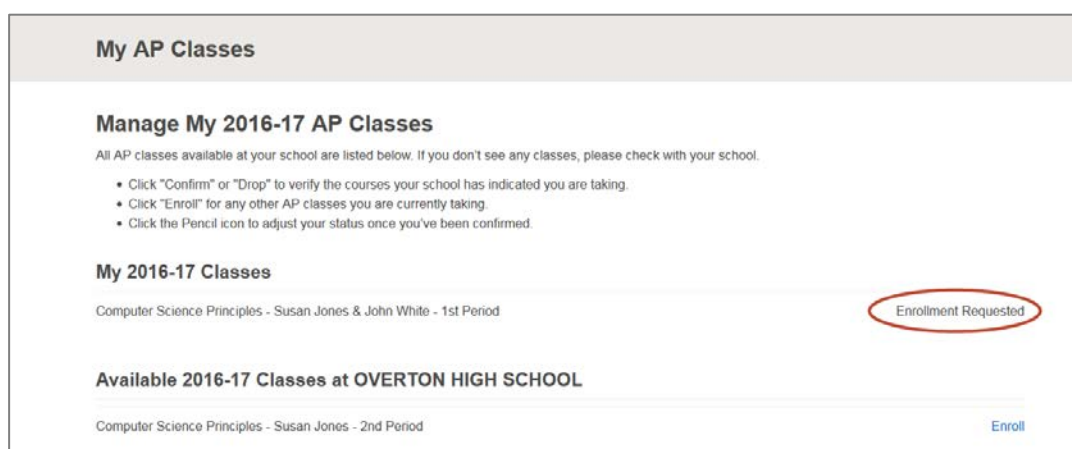
Students Enrolling from a Different School

- If you have students in your course that primarily attend a different school (e.g., other local school, online school, home school), they should *temporarily* change their school in the Account Settings in order to enroll in your class.

- Direct students to **digitalportfolio.collegeboard.org** and have them log in using their College Board student account and password.

- Students can click on person icon in the top-navigation menu and select 'Account Settings.'

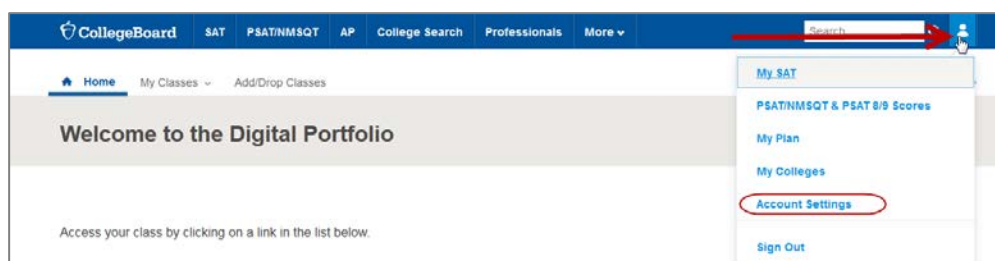- From there, they should find your school by typing the name in the 'Where do you go to school?' field. They can filter the results by Zip/Postal Code if necessary. They should click the 'Update' button to save changes.

- Students should then enroll in the class using the steps above.

- Once they have enrolled, they can change their school back to their primary school.

CLASSROOM MANAGEMENT

Team Teaching – Setting up Co-Teachers

- Team teaching allows more than one teacher at a school to manage a class and confirm student enrollments.

- To add a co-teacher, click on the 'Class Setup' link located in the top menu bar. You will be sent back to the Manage Classes and Roster page.

- Click on the 'Add Co-teacher' link for the appropriate class.

- Select the teacher from the available list and click the Add button.

- The co-teachers will be listed on the Class Roster page in the Digital Portfolio. The Primary Teacher is the teacher who created the class. The Primary Teacher can drop the co-teachers from the Class Roster page.

Confirm Student Enrollment Requests

- Click on the 'Class Roster' link to view students who have requested enrollment in your class. Confirm or drop students who have requested enrollment in your sections. Once you confirm a student, they will be able to access the digital portfolio. If you drop a student, they will be able to request enrollment in a different section.

COURSE ACTIVITIES

Upload Supporting Materials

- Teachers can upload supporting materials, either web links or files, to the Performance Tasks. (Note: You can add as many supporting materials as you would like to each Performance Task Component.)

  o The following file types can be uploaded as supporting materials: DOC, DOCX, PPT, PPTX, PDF, MOV, WMV, MP4, AVI, and ZIP.

- Navigate to a Performance Task Component for which you would like to add supporting materials and click 'Add' and follow the instructions. After uploading the materials, the supporting material will be visible to you and your students.

Download and View Student Work

- Navigate to the Performance Task Component for which you'd like to review student work and click on 'View Details' next to any student.

- You can view a draft submission by clicking the 'Download Latest' button or clicking on the file name in the 'Activity Feed'.

Instruct Students to 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 students use the Written Response Template for both performance tasks.

  o Create - Applications from Ideas Performance Tasks: This template was developed to help ensure students 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 students 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, students should navigate to the Written Responses page for the Performance Task they are working on. Then, they should scroll down to the 'Download Pages or Word Template for Written Responses' section. Students can download MS Word or Pages versions of the template.

AP Computer Science Principles
4th Period

Class Summary

Create
- Overview
- Individual Video
- • Written Responses
- Program Code

Explore

Written Responses

Submission Requirements

2. Written Responses

Submit one PDF document in which you respond directly to each prompt. Clearly label your responses **2a – 2e in order**. Your response to all prompts combined must not exceed 750 words, exclusive of the Program Code.

Program Purpose and Development

2a. Provide a written response or audio narration in your video that:
- identifies the programming language;
- identifies the purpose of your program; and
- explains what the video illustrates.

(Approximately 150 words)

2b. Describe the incremental and iterative development process of your program, focusing on two distinct points in that process. Describe the difficulties and/or opportunities you encountered and how they were resolved or incorporated. In your description clearly indicate whether the development described was collaborative or independent. At least one of these points must refer to independent program development. *(Approximately 200 words)*

2c. Capture and paste the program code segment that implements an algorithm (marked with an **oval in section 3** below) that is fundamental for your program to achieve its intended purpose. Your code segment must include an algorithm that integrates other algorithms and integrates mathematical and/or logical concepts. Describe how each algorithm within your selected algorithm functions independently, as well as in combination with others, to form a new algorithm that helps to achieve the intended purpose of the program. *(Approximately 200 words)*

2d. Capture and paste the program code segment that contains an abstraction you developed (marked with a **rectangle in section 3** below). Your abstraction should integrate mathematical and logical concepts. Explain how your abstraction helped manage the complexity of your program. *(Approximately 200 words)*

Download Pages or Word Template for Written Responses

AP CSP Written Response Templates

Use of the Written Response Template can enhance the facilitation of the scoring process. It is highly recommended that students use the Written Response Template for both performance tasks. The Written Response Templates are available in Pages and Word formats and must be converted to PDF for final submission.

Create - Applications from Ideas **Performance Tasks**

This template was developed to help ensure students 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.

- Create Written Response Template - Word Version
- Create Written Response Template - Pages Version

FINAL SUBMISSION REVIEW

- You can review student work from the 'Progress' page, which can be found by expanding the 'Class Summary' menu.

- The Progress View is the area of the Digital Portfolio that you will use to:
  - View status of student submissions
  - Review student submissions (coming soon)
  - Report suspected student plagiarism to the College Board (coming soon)
  - View whether or not students intend to take the end-of-course exam (coming soon)
  - View status of AP Number entries (coming soon)
- Students must submit final versions of the following performance tasks components.
  - Explore
    - Computational Artifact (CA)
    - Written Responses (WR)
  - Create
    - Individual Video (IV)
    - Written Reponses (WR)
    - Program Code (PC)

Reviewing Student Work

- You can review the work that students have submitted as final from the Progress View. Students who have submitted their work as final are indicated by a green circle on the Progress View.

- Click on the submission to view the student artifact.

- You will be sent to the review screen. Student submissions that are in PDF format (e.g., Written Responses and Program Code) will be viewable within the Review Screen.

- You can download Non-PDF artifacts (e.g., Computational Artifact, Individual Video) for review by clicking the View/Print Submission button in the upper-right hand corner.

Returning Files to Students

- In some instances, you may need to return a student's submitted work to them. You may return work to a student if their work is :

  o The wrong submission

  o Corrupt or not readable

  o Cannot be opened due to some other technical error

- **Do not** return a file to a student due to the quality of the work submitted

- To return a file to a student, click on the submission in the Progress View.

- Click on the Return File to Student button.

- Select the reason you are returning the file to the student and click the Return File button.
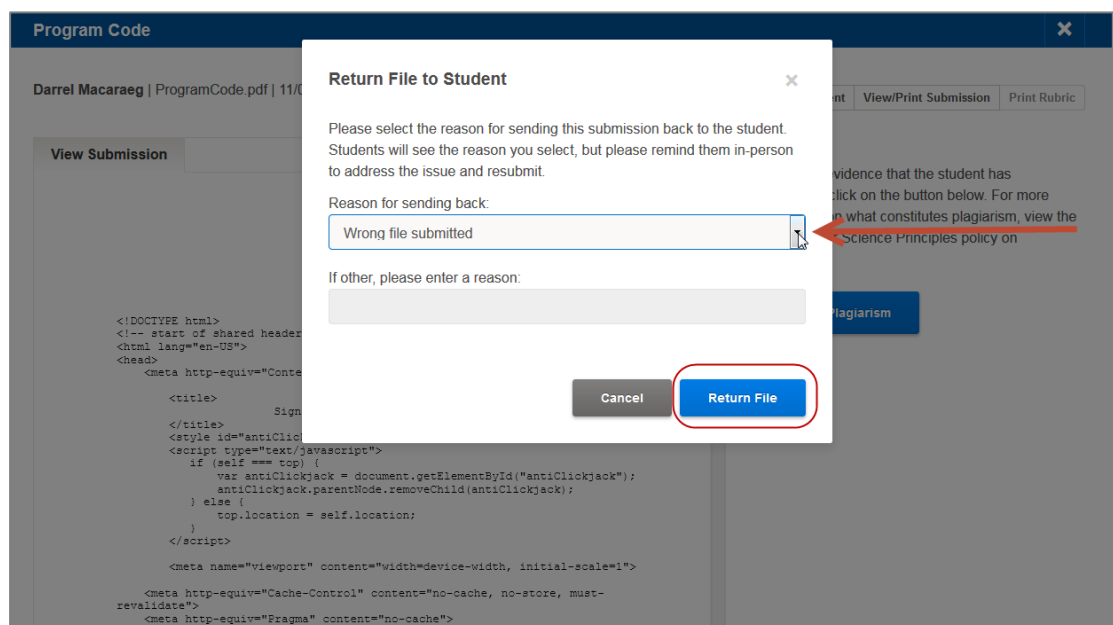
- If you have returned a file to a student, make sure to personally follow-up with them to have them first upload a new/correct version of the document and then submit as final again.

Reporting Suspected Student Plagiarism to the College Board

- If you believe that a student submission violates the AP Computer Science Principles policy on plagiarism, you should notify the College Board, following the steps below.

- After completing scoring, click on 'Report Plagiarism'.
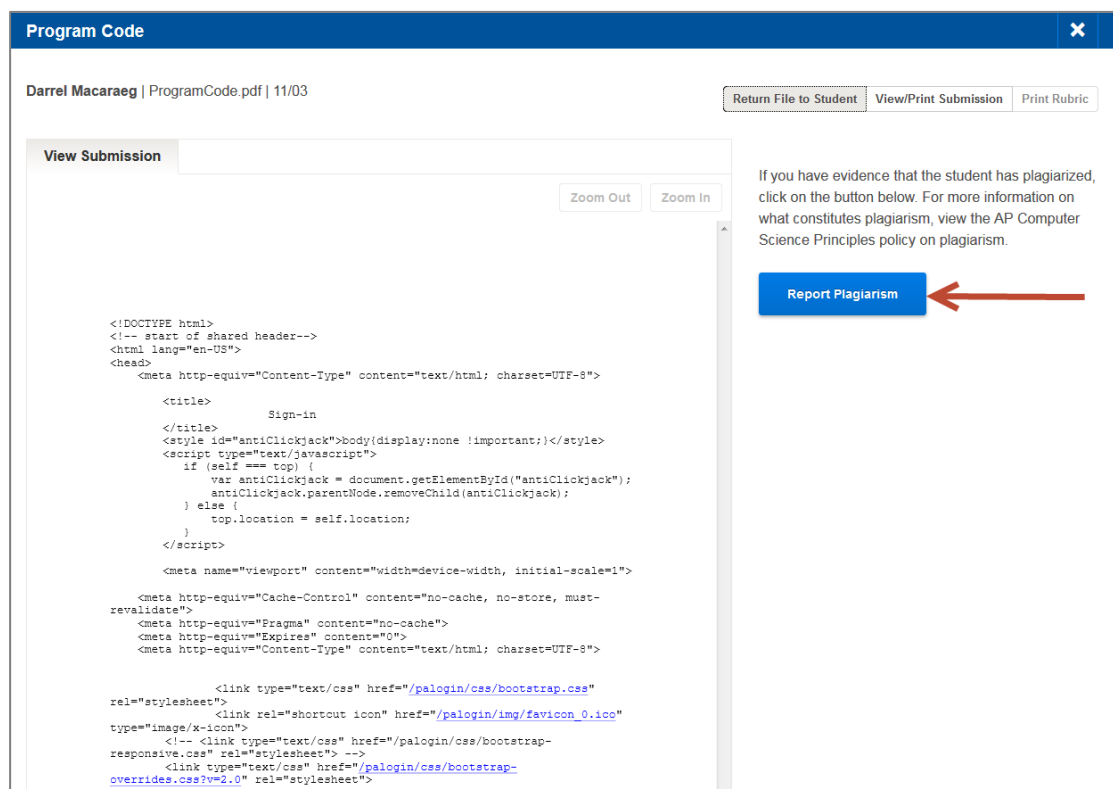
- Select the reason(s) you are reporting plagiarism. Click the 'Next' button.

Suspected Plagiarism - Step One ✕

You are about to report Darrel Macaraeg as not meeting the AP Computer Science Principles policy on plagiarism. Please ensure you have reviewed the policy carefully as it may differ from your own institution's policy.

To assist with our investigation of this case, please select one or more of the reasons for reporting this work as plagiarized.

	Reason for Reporting (select any that apply)	Evidence Required (attach in Step 2)
☑	One or more pieces of information or evidence taken from the work of someone else are included in the submitted work and have no citation/attribution AND no reference listed in the bibliography.	Exact page, paragraph or time stamp of where the plagiarized work can be found. Link to the original work (where possible).
☐	The submitted work was created by someone other than this student.	Evidence supporting the claim the original work was created by someone else (e.g. a link to the original work).
☐	Student fails to acknowledge the source or author of any and all information about existing programming code.	Exact section where the plagiarized code can be found. Link to the original work (where possible).
☐	Student fails to acknowledge another creator's work that they have used to create their computational artifact.	Exact location of where evidence of the use of other's work can be found.

A computational artifact must acknowledge image(s), video, music or other components taken from another creator's artifact and used in the creation of the student's computational artifact, or it is considered plagiarized work. Teachers may return the work to the student to add the necessary citations, attributions, references, and/or bibliographic entries before submitting it to the College Board.

Close   **Next**

- Provide the evidence of plagiarism. You must provide a detailed rationale as to why you suspect the student's work is plagiarize. You also have the option to provide an additional file of evidence.

Suspected Plagiarism - Step Two   ✕

You have indicated that you suspect Darrel Macaraeg of submitting plagiarized work. Please present the College Board with evidence to support our investigation.

Plagiarism Rationale (Required) ◄━━━━━━━━━━━━
In the box below provide a detailed explanation of why you suspect the student's work is plagiarized, and how your evidence supports this claim.

> Plagiarism rationale...|

Evidence of Plagiarism (Optional) ◄━━━━━━━━━━━━
Attach a single file below containing the evidence of plagiarism.

For written responses or videos, this must include where the plagiarized material can be found (e.g., page number and paragraph or time stamp).

For program code, provide evidence of the code segment(s) that are suspected to be plagiarized and where this information can be found. Be sure to include the exact code segments from the student's program code as part of your evidence.

Other evidence could be in the form of links, files or artifacts that clearly indicate how the student's work is plagiarized. If you are able to identify the original source that was plagiarized, include that information in your evidence file.

| | Select file |

                                                   Close   **Submit**

- If desired, you can delete a reported case of plagiarism or falsification up until the course end date on April 30. You can delete the report from the Teacher Scoring Screen.

Program Code   ✕

Darrel Macaraeg | ProgramCode.pdf | 11/03   Return File to Student | View/Print Submission | Print Rubric

View Submission

                                                     Plagiarism has been reported for this submission.

          Zoom Out   Zoom In   Delete Report

```
<!DOCTYPE html>
<!-- start of shared header-->
<html lang="en-US">
<head>
    <meta http-equiv="Content-Type" content="text/html; charset=UTF-8">

        <title>
                Sign-in
```

ENSURING STUDENT SUBMISSIONS WILL BE SCORED

- **Important:** In order for student submissions in the Digital Portfolio to be scored, the student must submit their work as final, indicate that they are taking the AP end-of-course exam, and enter their AP Number.

Instructing Students to Indicate their Intent to Take the AP End-of-Course Exam

- Starting in January, students will be prompted in the Digital Portfolio to indicate whether or not they intend to take the end-of-course exam. Students must provide a response by April 30.

- Students can indicate their intent-to-take exam question by navigating to the Overview page.

- Once they indicate their intent, they are able to edit their decision by clicking on the pencil icon.

- This process does not take the place of AP Exam ordering. An order for the end-of-course exam must still be placed as part of the AP Exam ordering process. Please work with your AP Coordinator to ensure that there is alignment between student indicators for end-of-course exam and exams ordered.

Instructing Students to Enter Their AP Numbers into the Digital Portfolio

- Students who are taking the end-of-course exam will receive AP Student Packs in early April. Each Student Pack contains a unique AP number that students should use for all AP exams that they take in a given school year.

- Students can enter in their AP number by logging in to the AP Digital Portfolio and navigating to the Overview page starting on April 1.

- ***Students must enter an AP number into the Digital Portfolio in order for their work to be sent to the College Board.*** All performance assessment 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.

- Students should take extra care when entering in their AP number. AP numbers that are incorrectly entered may result in delayed score reporting.

- Students should never use an AP number from a prior year and students should never share their AP number with another student.

- 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.

Instructing Students to Indicate Permission to Reuse Written Performance Materials
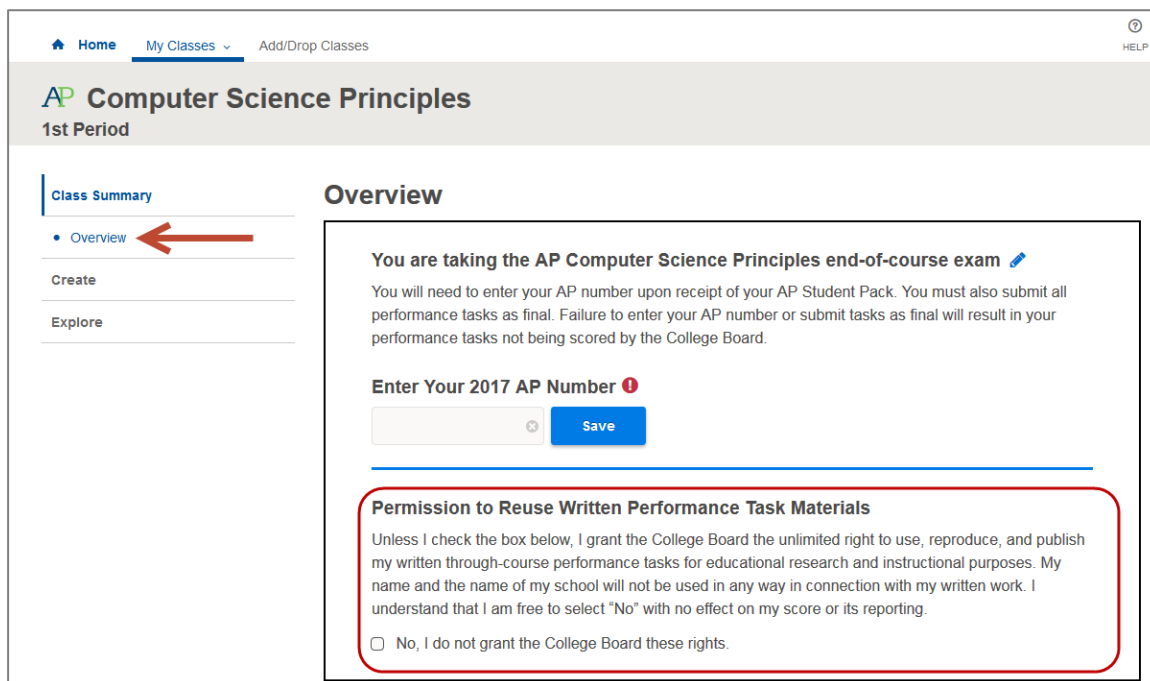
- Students also have the opportunity to indicate whether they provide the College Board permission to reuse their work for educational research and instructional purposes. This does not impact the student score.

- This permission only covers items submitted via the Digital Portfolio. AP students must indicate permission to reuse during the AP end-of-course exam as well.

- Students can indicate their permission by logging in to the AP Digital Portfolio and navigating to the Overview page.

Monitoring Intent to take End-of-Course Exam and AP Number Entries via the Progress View

- ***Coming soon***