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Setting Up Your Access

Receiving the Access Key from Your Teacher or AP Coordinator

If you are submitting your portfolio through an AP Studio Art teacher: Your AP Studio Art teacher will provide you with the following information, which you will need to enter when setting up your access to the AP Studio Art Digital Submission web application:

- The six-digit **school code** that identifies the school through which you are submitting your portfolio(s)
- The **Teacher Key**, a unique alphanumeric code that identifies the teacher you will be working with

If you are home-schooled or otherwise not submitting your portfolio through an AP Studio Art teacher: You will be working with the AP Coordinator at the school you are associated with. The AP Coordinator will provide you with the student access Key and school code that you will need to set up your access to the web application.

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Creating Your Account

To set up your student access:

1. On the **Sign In** screen, click **Set up your access now**.
2. On the **Select Your Access Type** screen, click **Student**.
3. Enter all information required on the **Set Up Your Access** screen.

Note:

- For each portfolio you will be submitting, you will be required to enter the corresponding Key provided to you by your teacher or AP Coordinator.
- Entering your email address is recommended because it will provide your teacher or AP Coordinator with a convenient way to communicate with you about your AP Studio Art portfolio(s). However, you are not required to enter your email address.

4. Click **Submit** to complete your access request. A confirmation screen will let you know that you have access to the digital submission application.
5. **Registration Information:** After clicking **Submit** to complete your access request, you may complete additional required registration information at this time or later. If you choose to complete it at this time, you can enter and save as much of the information as desired. When you exit, the application will return you to the **Sign In** screen.

You can come back later to complete or modify your registration information by using the **Account Information** tool on your home page. **You must complete the registration information before you can forward your completed portfolio to your teacher (or AP Coordinator).** For more information, see [Completing Your Registration Information](#).

6. Sign in with the user name and password that you designated during the setup process.

Note: If you indicated that you will be submitting more than one portfolio, a screen will ask which portfolio you want to work on during this session. Your home page for the portfolio you select will then appear.

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Modifying Your Account

To make modifications to your account, such as completing your registration information, changing your password, updating your email address or security information, adding a portfolio type, and changing your teacher:

1. Under **Tools** in the left navigation panel, click **Account Information**.
2. On your **Account Information** screen, enter the necessary changes, and click **Save Changes**.

Note:

- To view or edit your registration information, click the **Registration Information** link. You must complete the registration information before you can forward your completed portfolio to your teacher (or AP Coordinator). For more information, see [Completing Your Registration Information](#).
- To change your school, you will need to create a new account.
- To add a portfolio type that is associated with a different teacher, you will need to obtain his or her Teacher Key.
- You cannot change your user name, but you can delete your account and create a new one.
- If you click **Delete My Account**, a confirmation screen will ask you to confirm your request. Deleting your account will delete all work on portfolios in that account.
- If you only need to delete a portfolio from your account, ask your teacher (or AP Coordinator) to delete it for you. You cannot delete a portfolio yourself.
- If you need to delete a portfolio because you created the wrong type (e.g., you originally created a 2-D Design portfolio but you will instead be submitting a Drawing portfolio), you should create a new portfolio of the correct type, and then ask your teacher (or AP Coordinator) to delete the incorrect portfolio.

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Your Home Page

A status bar appears across the top of each page and displays your name, the name of your school, the portfolio type for the portfolio you are currently working on, and the portfolio status. An **Exit** button on the right side of this bar enables you to close the application when you are finished with your session. Be sure to click **Save All Changes** before exiting if you wish to save your work from the session.

A list of your portfolio's sections will appear in the left navigation panel. Click the name of the section you want to view, and the work area for that section will appear.

Note: If you are submitting more than one portfolio type, you can only view and work on one of your portfolios at a time. The portfolio type indicated in the status bar corresponds to the portfolio you are currently working on. To switch between portfolios, you will need to save, exit, and then sign in again, selecting the portfolio you want to work on during the sign-in process.

What Your Teacher or AP Coordinator Can See: While your portfolio is in progress, your teacher or AP Coordinator will be able to view it from his or her account. Your teacher or AP Coordinator can view your images, labels, and commentary but cannot make any changes to your work. Do not forward your portfolio to your teacher or AP Coordinator for review until you are ready for them to send your portfolio to AP. You should forward your portfolio only after you have completed all work on your portfolio.

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Portfolio Statuses

The application displays your portfolio status to help you monitor your portfolio's progress in the digital submission process.

Status	What It Means
Not Started	You have set up your access to the web application but have not yet saved any work to the portfolio.
In Progress	You have started working on the portfolio and saved it, but have not yet forwarded the portfolio to your teacher (or AP Coordinator).
Forwarded to Teacher	You have forwarded the completed portfolio to your teacher. After forwarding a portfolio, you can no longer view or change the portfolio unless your teacher returns it to you for further action.
Further Action Recommended	You have forwarded your portfolio to your teacher, and the teacher has returned it to you with recommendations for further action. You should speak with your teacher about his or her recommendations for your portfolio. You have the option to make changes to the portfolio, but are not required to do so. Whether or not you make changes, you must forward the portfolio to your teacher again in order to submit it to the AP Program for evaluation.
Forwarded to Coordinator	Your teacher has acknowledged that your portfolio is ready for the AP Coordinator to submit it to the AP Program to be evaluated. If you are a home-schooled student or if you are not submitting your portfolio through a teacher, Forwarded to Coordinator status means that you have forwarded the completed portfolio directly to the AP Coordinator you are working with.

Returned to Teacher

Your teacher has forwarded your portfolio to the AP Coordinator, and the Coordinator has returned it to your teacher. The AP Coordinator may be concerned that your portfolio does not appear to meet the portfolio requirements listed in the AP Studio Art brochure. If your teacher thinks that your portfolio requires further action, the teacher will return the portfolio to you. Then the portfolio status will change to **Further Action Recommended**. If you are submitting your portfolio through the Coordinator, this status is not applicable to you.

Sent to AP

The AP Coordinator has sent your portfolio to the AP Program to be evaluated. You, your teacher, and the AP Coordinator can take no further action on a portfolio with **Sent to AP** status. Only portfolios with **Sent to AP** status at the time of the deadline (8 p.m. EDT on May 10, 2019) will be evaluated by the AP Program.

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Working with Images

As soon as you have set up your access to the web application, you can begin uploading images. You can rearrange the images and add label information as you work on the portfolio sections. You can work on the sections of your portfolio in any order, save your work, and return to it to make additions or changes at any time before formally forwarding your portfolio.

Note: For 2-D Design and Drawing portfolios, you will be unable to work on Section I: Quality (Selected Works) using the web application. Because this section involves the physical submission of artworks for these two portfolios, Quality section artworks will not be submitted through the digital submission web application.

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Photographing Artwork and Storing Images for Uploading

More information about photographing your artwork and preparing and storing images for uploading is available on the [AP Studio Art Digital Submission FAQs page](#) on AP Central®.

Uploading Images

To upload an image:

1. Click the button above the box where you want to place the image.
 - If you are using Internet Explorer or FireFox, the button is labeled **Browse**
 - If you are using Safari, the button is labeled **Choose File**
2. When the window appears that allows you to access your files, use it to browse your computer for the image file you want. Click the file name to highlight it, and click **Open**. The image will be uploaded.

Note:

- The application will not allow you to upload two images with the same file name.
 - After uploading a file, you will see a thumbnail image in the box. You can click the thumbnail to display the full-sized image.
3. Click **Save All Changes** to save your work before moving to another section of your portfolio or exiting the application.

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Deleting Images

To delete an image, click the red **x** above it. The image box will become blank.

Note: The delete icon appears only when an image is present.

Rearranging Images

To rearrange your images:

1. Change the number in the top left corner of any image that you want to move to a new position in the template. The number you enter represents where you want the image to be relocated within the template. Ensure that you have no duplicate numbers.

2. Click **Save All Changes**. Your changes will be saved, and the page will be reloaded with the images rearranged as you have specified.

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Labeling Images

To label your images with the dimensions of the artwork and the medium or media used to create it:

1. Click **Images & Labels** to display the label fields.
2. **Dimensions:** Enter the actual height and width (and depth, if applicable) in inches, of the artwork that is pictured.
3. **Medium:** Enter a brief description of the materials used to create the artwork.
4. Click **Save All Changes** to save your work before moving to another section of your portfolio or exiting the application.

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Adding Concentration Commentary

In addition to images, Section II: Concentration (Sustained Investigation) requires a concise written commentary describing your concentration.

When preparing your commentary, keep in mind that the application has a built-in character limit for responses to each of the two commentary questions:

- **What is the central idea of your concentration?** (500 characters maximum)
- **How does the work in your concentration demonstrate the exploration of your idea? You may refer to specific images as examples. When referencing specific images, please indicate the image numbers.** (1350 characters maximum)

To add your commentary:

1. Under **My Portfolio**, click **Section II: Concentration** to display Section II in the work area.
2. Click the **Commentary** tab to display the questions.
3. Type your responses in the boxes provided.
Note: You can cut and paste text from an outside application. If the amount of text you are attempting to paste exceeds the character maximum, the web application will display an error message asking you to decrease the amount of text.
4. Click **Save Commentary** to save your work.

To return to viewing your images in the concentration section, click the **Images** tab.

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Completing Your Registration Information

The identifying information that you provide in the registration screens is the basis of your AP record, or registration, for this year. Without this information, the AP Program has no record of your mailing address, date of birth, or school. AP score reports are cumulative, so information must be consistent and complete from year to year. Inconsistencies result in more than one AP score report being generated instead of one that shows all your AP scores.

Student registration includes required information that must be provided prior to submitting your portfolio to your teacher or AP Coordinator. You are also asked to provide additional optional information that will be used to confirm your identification information or for data analysis.

You can begin entering your registration information immediately after you first set up your access to the web application, or you can return later to complete it at any time before you forward your portfolio submission. For more information, see [Modifying Your Account](#).

Required Information

- **Complete Mailing Address** (no post office box, please)

- **Date of Birth**
- **Sex**
- **Six-digit Code of the School You Attend:**

Enter the six-digit code for the school that you attend. If you are unsure of your school code, contact your teacher or AP Coordinator, or search for it [here](#).

If you are submitting your portfolio through a school other than the one you attend: Enter the code for the school that you attend. This code will be different from the school code you entered when you set up your access to the web application.

If you are home-schooled: Enter the school code provided by the AP Coordinator you are working with.

Note: In addition to the registration information listed above, you will be required to enter your **AP number** and, optionally, the **college code for the college or university to receive your score(s)**. Fields for these items will be provided on the **Forward Portfolio** screen when you forward your completed portfolio; they are not included on the registration information screens. For more information, see [Information You Will Need from Your AP Coordinator before Forwarding Your Portfolio](#) and [Forwarding Your Portfolio to Your Teacher or AP Coordinator](#).

Optional Information

- **Phone Number**
- **Racial/Ethnic Group**
- **Parent or Guardian Education Levels:**

Indicate your parent or guardian's highest level of education. (If you have two parents/guardians, select the level of education for each parent or guardian from the corresponding dropdown menu).

- **Which Language Do You Know Best?**
- **Online Provider:**

If applicable, select your online provider from the drop-down menu. This field should be completed by anyone who is preparing an AP Studio Art portfolio by taking an online course or exam review. **Note:** By selecting an online provider, you grant permission to the College Board to share your AP Exam score with all groups responsible for the production and delivery of the online AP course you took.

- **Current Grade Level**
- **Student Search Service:**

Do you want the College Board to send information about you to colleges, universities, and government scholarship programs interested in students like you?

- **Student Identifier (Student ID Number)**

If you have a student identifier or student ID number (issued by your state, district, or school), you may enter the identifier here. This optional information may help your school or district match your scores to you. You may enter up to 25 characters. Please do not enter any dashes or any characters other than numbers and letters.

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Information You Will Need from Your AP Coordinator Before Forwarding Your Portfolio

When formally forwarding your portfolio(s) to your teacher (or AP Coordinator), you will be required to enter your **AP number** and, optionally, the college code for the college or university you want to receive your score(s).

Your AP number and a list of college codes can be found in your **AP Student Pack** booklet. AP Student Packs are shipped to schools in the spring, usually in April, so you will be unable to complete this information until then. Your AP Student Pack will include an AP card, which you can fill out and remove for your reference. Contact your teacher or AP Coordinator if you have not received your AP Student Pack (or your AP number and a copy of the list of college codes) by late April.

You cannot submit your portfolio without an AP number. You should use this number for all the AP Exams that you take this year. **If you took an AP Exam last year, do not use your AP number from last year.**

Forwarding Your Portfolio to Your Teacher or AP Coordinator

After you have completed all work on your portfolio, and your AP Coordinator has provided you with your AP number and list of college codes, your final step is to formally forward your portfolio to your AP Studio Art teacher. If you are home-schooled or otherwise not submitting through an AP Studio Art teacher, you will forward your portfolio to the AP Coordinator you are working with.

Make sure you are completely finished working on your portfolio before you click the button to forward it to your teacher or AP Coordinator. Once you have forwarded your portfolio, you will not be able to view the contents of your portfolio or make any changes unless your teacher (or AP Coordinator) sends the portfolio back to you for further action. You will still be able to view your home page, which will display the status of your portfolio as it moves through the submission process.

Follow the steps below to forward your portfolio. If you have more than one portfolio to forward, you must follow these steps for each portfolio individually:

1. In the left navigation panel, click **Forward Portfolio to Teacher**. If you are not submitting your portfolio through a teacher, you will click **Forward Portfolio to Coordinator**.
2. **Registration Information:** You will have the opportunity to complete your registration information or to review your registration information if you have previously supplied all required information.
 - If your **registration** information is *complete*, a pop-up message will ask if you want to review the information. If you choose not to review your already completed registration information, click **OK** to continue with forwarding your portfolio to your teacher (or AP Coordinator). If you choose to review your registration information, click **Cancel** to return to the previous screen. To access your registration information, click **Account Information** in the left navigation panel, and click **Registration Information** on your **Account Information** screen.
 - If your **registration** information is *incomplete*, a pop-up message will inform you that it needs to be completed, and clicking **OK** will take you to the registration information screen. If you choose not to complete your registration and forward your portfolio at this time, click **Cancel**.
 - In either case, if you choose to go to the **Registration Information** screens to complete your registration information or to review it, the application will return you to your home page when you exit the **Registration Information**, and you will need to click **Forward Portfolio to Teacher** (or **Forward Portfolio to Coordinator**) again to continue forwarding your portfolio.

For more information, see [Completing Your Registration Information](#) .

3. **Forward Portfolio Summary Screen:** A summary screen will appear listing the status (complete or incomplete) of each section of your portfolio and what's missing if the section is incomplete. In addition, this screen will ask you to enter the following information:
 - **AP Number: You cannot submit your portfolio without an AP number.** You can find your AP number on the bar-coded adhesive labels of your AP Student Pack. AP Student Packs are shipped to schools in the spring, usually in April, so you will be unable to complete this required field and submit your portfolio until then. Your AP Student Pack includes an AP number card, which you can remove and keep for reference after filling in your AP number or affixing one of your AP number labels. Contact your teacher or AP Coordinator if you have not received your AP Student Pack (or your AP number) by late April.

Important: No one else may use your AP number; do not share your labels or AP number with anyone. You should use this number for all the AP Exams that you take this year. **If you took an AP Exam last year, do not use your AP number from last year.**
 - **Four-Digit Code of the College to Receive Your AP Score Report:** The list of college codes is in your AP Student Pack. If there is no code listed for your college, complete the College Information Card on the back cover of your Student Pack and submit it to AP Services to avoid the score reporting fee. If you have not decided on a college or do not wish to have your scores reported at this time, leave this field blank.
4. **Survey Questions:** The screen will then display optional survey questions for you to answer. When you are ready to proceed to the next screen, click **Continue**.
Note: You will be asked to complete the survey for each portfolio that you forward.
5. **Permission Screen:** The screen will then display questions about permission to reproduce your artwork. These questions require your response. After answering the questions, click **Continue**.
6. **Artistic Integrity Screen:** The screen will then display statements about the artistic integrity of your work; about work that makes use of photographs, published images, and/or other artists' work. You must agree to all of the statements in order to forward your portfolio. After you have confirmed all the statements by clicking their checkboxes, click **Forward Portfolio**.

7. **Confirmation Screen:** A confirmation screen will let you know that your portfolio has been forwarded to your teacher (or AP Coordinator). Your portfolio status will change to **Forwarded to Teacher**, or **Forwarded to Coordinator** if you are not submitting through a teacher.

After forwarding your portfolio, you will no longer be able to view its contents unless your teacher (or AP Coordinator) returns the portfolio to you with a recommendation for further action.

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What's Next (After Forwarding Your Portfolio)

Your teacher (or AP Coordinator) may review your forwarded portfolio to ensure that it is complete and accurately presented, and then will either:

- **Forward it on** for final submission to the AP Program
- **Return the portfolio to you** if he or she recommends further action

After you forward your completed digital portfolio, you can sign in to the web application later to see your portfolio status and monitor its progress in the digital submission process. **The deadline for the AP Coordinator to submit your digital portfolio to the AP Program is Friday, May 10, 2019, at 8 p.m. EDT.** If your portfolio status does not change to **Sent to AP** as the deadline approaches, you should contact your teacher or AP Coordinator. Only portfolios with **Sent to AP** status at the time of the deadline (8 p.m. EDT on May 10, 2019) will be evaluated by the AP Program.

Students submitting a Drawing or 2-D Design portfolio: Section I: Quality (Selected Works) will not be completed using the web application. This section requires you to submit five actual artworks in addition to your digital submission. Your teacher or AP Coordinator will provide materials and instructions for labeling and packaging your artworks. (The 3-D Design portfolio consists solely of digital images.)

Submission to the AP Program

When your teacher has no recommendations for further action, he or she will forward your portfolio to the AP Coordinator. At that point, your portfolio status will change to **Forwarded to Coordinator**.

When the AP Coordinator has no recommendations for further action, he or she will send your portfolio to the AP Program to be evaluated, and your portfolio status will change to **Sent to AP**.

Note: No one at your school—you, your teacher, or the AP Coordinator—can view your digital images after the Coordinator has sent the portfolio to the AP Program.

Recommendations for Further Action

- **For students submitting portfolios through a teacher:** Your teacher has the option to review your portfolio and return it to you to recommend further action. In this case, you will be notified about the return in the following ways:
 - When you sign in, a pop-up message will notify you to contact your teacher as soon as possible because your teacher recommends additional action before the portfolio can be sent to the AP Program.
 - Your portfolio status will change from **Forwarded to Teacher** to **Further Action Recommended**.
 - If you provided an email address, you will receive an automated email message informing you that the portfolio has been returned to you by your teacher.

Contact your teacher to determine the specific recommendations. You can address your teacher's concerns and make changes to your portfolio before forwarding the portfolio to your teacher again; however, you are not obligated to make any changes based on his or her recommendations. **Even if you choose to keep your portfolio as-is, you will need to forward your portfolio to your teacher again.**

Note: The AP Coordinator also has the option to return your portfolio if he or she recommends further action. In this case, the Coordinator will return the portfolio to your teacher, and your portfolio status will change from **Forwarded to Coordinator** to **Returned to Teacher**. Your teacher can then return the portfolio to you. In this case, the portfolio status will change to **Further Action Recommended**; see above for information about how you will be notified and action required of you.

- **For students submitting portfolios directly to an AP Coordinator:** Your AP Coordinator has the option to review your portfolio and return it to you if he or she recommends further action. In this case, you will be notified about the return in the following ways:
 - When you sign in, a pop-up message will notify you to contact your Coordinator as soon as possible because your Coordinator recommends additional action before the portfolio is sent to the AP Program.

- Your portfolio status will change from **Forwarded to Coordinator** to **Further Action Recommended**.
- If you provided an email address, you will receive an automated email message informing you that the portfolio has been returned to you by the Coordinator.

Contact your Coordinator to determine the specific recommendation. You can address your Coordinator's concerns and make changes to your portfolio before forwarding again; however, you are not obligated to make any changes based on his or her recommendations. **Even if you choose to keep your portfolio as-is, you will still need to forward your portfolio to your Coordinator again.**

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Technical Requirements

To effectively access the AP Studio Art Digital Submission web application, users are required to use the operating systems and browsers listed below. Users are not restricted to specific hardware configurations; however, slower response times may result from using older computer hardware.

Software Requirements

Operating system must be one of the following:

- Windows 7
- Windows 8
- Mac OS 10.9.5

Web browser must be one of the following:

- Internet Explorer (11.0)
- Firefox 41
- Safari 8.0 or below
- Google Chrome 54

Requirements and Recommendations for Digital Images

All images must be submitted in JPEG format (file name extension .jpg) and RGB color mode. We recommend uploading files that are 72 pixels-per-inch (ppi) because a higher resolution does not add clarity to images that are being viewed on a computer screen. We recommend that you keep copies of your original images.

Image size: The image sizes below are recommendations. Your image sizes may be different.

- Landscape orientation (h x w):
 - Recommended maximum size: 530 x 780 pixels (7.36 x 10.83 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)
- Portrait orientation (h x w):
 - Recommended maximum size: 780 x 530 pixels (10.83 x 7.36 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)
- Square images
 - Recommended maximum size: 642 x 642 pixels (8.91 x 8.91 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)

Maximum file size: 3.0 MB per image. (Your image files will likely be considerably smaller than 3.0 MB.)

Free Disk Space

- **Drawing and 2-D Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 24 digital images, each student would need a maximum of 72 MB of free disk space.

- **3-D Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 38 digital images, each student would need a maximum of 114 MB of free disk space.

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Troubleshooting

- If you are experiencing technical issues while using the web application, confirm that the computer you are using meets the [specified technical requirements](#).
- If you have questions or require technical assistance, contact AP Services for Students:
Phone: (888) 225-5427 (toll free in the United States and Canada) or (212) 632-1780
Email: apstudents@info.collegeboard.org

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Teacher Help

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How to Access the Digital Submission Application

How you first access the web application will vary, depending on whether you used the application last year. Follow the instructions for the appropriate choice below:

If You Participated in Digital Submission Last Year As A Teacher

- **If you participated in digital submission last year as a teacher at the same school**, simply log in using last year's user name and password. You will then need to [pass access information on to your students](#). They will need your Teacher Key and your school code to set up their access. You can locate this information on your **Account Information** page. **Note:** Your access will still be associated with the school where you served last year, even if the school has a different AP Coordinator now.
- **If you are new to digital submission**, follow the instructions outlined [below](#) for setting up your access.
- **If you used the web application last year but have since changed schools** you will need to log in using last year's user name and password and then update your school information on your **Account Information** page. For more information see [Adding a School](#) and [Deleting a School](#)

If you forget your user name or password, use the "Forgot your user name?" or "Forgot your password?" features on the sign-in page.

If You Are New to Digital Submission

Your AP Coordinator will provide you with the following information which you will need to enter when setting up your access to the AP Studio Art Digital Submission web application:

- The six-digit **school code** that identifies the school where you teach AP Studio Art
- The **Coordinator Key**, a unique alphanumeric code that identifies the AP Coordinator for the school. **Note:** If your school designated an additional staff person to function as a second AP Coordinator, that person will have his or her own unique Coordinator Key. You can use either staff person's Coordinator Key to set up your access.
- Your email address

You will also need your email address in order to set up your access to the application.

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Creating Your Account

To set up your teacher access:

1. On the **Sign In** screen, click **Set up your access now**.
2. On the **Select Your Access Type** screen, click **Teacher**.
3. Complete all required fields on the **Set Up Your Access** screen. Be sure to select all the portfolio types that your students will be submitting.
4. Click **Submit** to complete your access request. A confirmation screen will let you know that you have access to the digital submission application.

A screen will ask if you will be serving as the AP Studio Art teacher for an additional school. If you answer **Yes**, you will have the opportunity to enter the school code for the additional school(s).

A confirmation screen will display your Teacher Key, a unique alphanumeric code that your students will need to set up their access. Click **Continue** to return to the **Sign In** screen.

5. Sign in with the user name and password that you designated during the setup process.

Note: If you have more than one school linked to your teacher account, a screen will ask which school's information you want to display. Your home page will then appear.

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Passing Your Teacher Key To Your Students

Shortly after setting up your access, you will receive an email confirmation that includes a link to the web application and your unique alphanumeric Teacher Key. You should forward this email to your students as soon as possible, or otherwise share this information with them.

Important: When sharing this information, be sure to specify the corresponding school code. It will not be included in the text of the automated email, so you will need to specify it separately. **Your students will need both your Teacher Key and the appropriate school code to set up their access.**

For Teachers Who Participated in Digital Submission Last Year: You will be using the access that you set up last year, so you will not have an email confirmation to forward to your students (unless you saved the email confirmation from last year). However, you still need to provide them with your Teacher Key and your school code. You can locate this information by visiting your **Account Information** page.

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Modifying Your Account

To view your account information or make modifications such as changing your password or security information, updating your email address, and adding or deleting a school:

General Instructions

1. Under **Tools** in the left navigation panel, click **Account Information**.
2. On your **Account Information** screen, enter the necessary changes. For more information, see [If You Need to Change Schools](#).
3. Click **Save Changes**. A confirmation screen will let you know that your account information has been successfully updated.

If You Need to Change Schools

Before you can add a school, you will need the following two pieces of information from your AP Coordinator:

- The school's six-digit school code
 - The Coordinator Key
1. Under **Tools** in the left navigation panel, click **Account Information**.
 2. On your **Account Information** screen, click **Add School**.
 3. On the **Add School** screen, enter your school code and Coordinator Key, and indicate what types of portfolios your students will be submitting.
 4. Click **Save Changes**. Your account will then be linked to your new school. A confirmation screen will let you know that your account information has been successfully updated.
 5. If you are changing schools, delete the old school by clicking the **Delete This School** button next to this school's information. Then click **Save Changes**.
Note: You cannot delete a school if you have students linked to you at that school. Students are linked to you if they have used your Teacher Key to set up their access to the web application.

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Your Home Page

A status bar appears across the top of each page and displays your name and the name of the school. An **Exit** button on the right side of this bar enables you to close the application when you finish your session. Be sure you have saved all changes before exiting the application.

The **Student Portfolio List** presents a directory of the student portfolios at your school and serves as the main work area of the screen.

The navigation panel on the left side of the screen contains links for **Actions** you can take and **Tools** you may need to use.

Note: The links for **Actions** that are not available under the current circumstances appear grayed out. (For instance, if none of your students has forwarded you finished portfolios, you will be unable to click any of the **Forward Portfolio to Coordinator** links.)

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Portfolio Statuses

The Student Portfolio List displays a status to indicate each portfolio's progress in the digital submission process.

Status	What It Means
Not Started	The student has set up access to the web application but has not yet saved any work to the portfolio.
In Progress	The student has started working on the portfolio and saved it, but has not yet forwarded the portfolio to you.
Forwarded to Teacher	The student has forwarded the portfolio to you. After forwarding a portfolio, the student can no longer view or change the portfolio unless you return it to the student for further action. You are required to take action on portfolios with this status.
Further Action Recommended	The student has forwarded the portfolio to you, and you have returned it to the student to recommend further action. The student has the option to make changes to the portfolio based on your recommendations, but he or she is not required to make changes. In either case, the student must re-submit the portfolio to you.
Forwarded to Coordinator	You have acknowledged that the portfolio is ready for the AP Coordinator to submit to the AP Program to be evaluated and you have sent it to the Coordinator.
Returned to Teacher	You have forwarded the portfolio to the AP Coordinator, and the Coordinator has returned it to you. You should consult with the Coordinator regarding why the portfolio was returned to you. You have the option to return the portfolio to the student for further action or forward the portfolio back to the Coordinator. You are required to take action on portfolios with this status.
Sent to AP	The AP Coordinator has sent the portfolio to the AP Program to be evaluated. The student, teacher, and AP Coordinator can take no further action on a portfolio with Sent to AP status. Only portfolios with Sent to AP status at the time of the deadline (8 p.m. EDT on May 10, 2019) will be evaluated by the AP Program.

Filtering the Student Portfolio List

The filtering bar at the top of the Student Portfolio List allows you to choose the portfolios you want to display in the list:

- **Filtering by Portfolio Type:** By default, **All Portfolio Types** is selected, and the list displays all the types of portfolios that your students will be submitting (2-D Design, 3-D Design, and/or Drawing). To view only the portfolios of a particular type, select that type from the drop-down list.
- **Filtering by Status:** By default, **All Statuses** is selected, and the list displays portfolios of all statuses. To view only the portfolios with a particular status, select that status from the drop-down list.

If you teach at more than one school and have more than one school linked to your teacher account, and you wish to change which school's information is displayed, you will need to exit the application and sign in again. Select the desired school when prompted during the sign-in process.

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Setting Class Section Numbers for Portfolios

The **Section** column allows schools to assign students to separate class sections in order to have access to separate AP Instructional Planning Reports or student score rosters for each section taught.

Use of the **Section** column is optional but highly recommended if your school offers more than one AP Studio Art section. (This function corresponds to the optional "School Use Only" section of the AP Answer Sheet.) Your AP Coordinator also has the ability to set section numbers using the web application, so you may want to consult with your Coordinator to determine who will be performing this action and which sections will be designated with which numbers.

The default section value is blank. If you want to set section numbers for your Studio Art students:

1. Assign each class a unique section number from 1 to 9.
2. From the drop-down list in the **Section** column of the row for each portfolio, select the section number (1 to 9) that you want to assign to that portfolio. (You can do this at any time before you forward the portfolio to your Coordinator.)

3. When you are finished setting section numbers, click the **Save Section Numbers** under **Actions** in the left navigation panel to save your changes. A confirmation screen will let you know that the information has been saved.

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Portfolio Counts

Your Portfolio Counts page allows you to see, at a glance, counts for all of your students' portfolios, broken down by portfolio type and by status in the digital submission process. To review your portfolio counts:

1. Click the **Portfolio Counts** button on your home page. A table will be displayed with the number of portfolios of each type and the total number of portfolios in each portfolio status.
2. Review the portfolio status counts to confirm that students' portfolios are making appropriate progress through the submission process.

Note: You can view portfolio counts for your students only. Your AP Coordinator can view portfolio counts for all teachers at your school.

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Helping Students Photograph, Store, and Upload Images

More information about photographing students' artwork and preparing and storing images for uploading is available on the [AP Studio Art Digital Submission FAQs page](#) on AP Central®.

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Reviewing Student Portfolios

You have the option to view a portfolio's contents while the student's work is in progress and at any time before the AP Coordinator sends the portfolio to the AP Program to be evaluated.

You will be able to view all sections of the student's digital portfolio sections— images, labels, and concentration commentary— but you will be unable to make any changes to the student's work.

Note: For 2-D Design and Drawing portfolios, you will be unable to view the student's artwork for Section I: Quality (Selected Works) using the web application. Because the Quality section for these portfolios involves the physical submission of artwork, Quality section artwork will not be submitted through the web application.

Opening Student Portfolios

To display the contents of a portfolio, click the student's name in the Student Portfolio List. The portfolio will open in the work area of the screen. The student's name, the portfolio type, and the portfolio status will appear across the top.

The portfolio sections will be listed in the left navigation panel. Click the name of the section you want to view, and the student's work for that section will appear in the work area of the screen.

To return to the Student Portfolio List and select a different portfolio, click **Home** in the status bar at the top of the screen.

Viewing Images in Student Portfolios

When viewing a portfolio section that contains images, you can click on each thumbnail image to view the full-sized image. Use the **Images Only** and **Images & Labels** buttons near the top of the screen to select whether you want to view images only, or the images with the labels that the student entered to identify the dimensions of the artwork and the medium or media used to create it.

Reading Concentration Commentaries

When viewing Section II: Concentration (Sustained Investigation), you can view the student's commentary by clicking the **Commentary** tab near the top of the screen. Students are asked to answer two questions about their concentration. The application has a built-in character limit for the responses to each of the two commentary questions:

- **What is the central idea of your concentration?** (500 characters maximum)
- **How does the work in your concentration demonstrate the exploration of your idea? You may refer to specific images as examples. When referencing specific images, please indicate the image numbers.** (1350 characters maximum)

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Information Students Will Need Before Submitting Portfolios

Each student is required to enter his or her **AP number** when submitting his or her portfolio(s) to you. The student may also specify the college code for the college or university to receive their score(s).

AP numbers and college codes are located in the **AP Student Packs**, which are shipped to AP Coordinators with the exam shipments, usually in April. As soon as possible after your school receives its shipment of AP Exams, your AP Coordinator must provide the Student Packs (or, alternatively, AP numbers and copies of the college code list) to your school's AP Studio Art students. **Students will be unable to forward their portfolios to you until they have been provided with this information.**

Inform students that they must use their unique AP numbers from this year and must not share their AP numbers or labels with anyone. Students who took AP Exams last year may not use their AP numbers from last year.

Students will also have the option to enter a Student Identifier (Student ID Number) in the Registration Information portion of the digital application. If students have a student identifier or student ID number issued by the state, district, or school, they may enter that information up to 25 characters. This **optional** information may help to match students' scores to the school or district.

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Returning a Student's Portfolio for Further Action

When a student formally submits his or her portfolio to you, the web application changes the portfolio status to **Forwarded to Teacher**. You have the option to view each submitted portfolio to ensure that all sections are complete and accurately presented, and then you must take one of the following actions:

- Forward the portfolio to the AP Coordinator
- Return the portfolio to the student if you have recommendations for further action

To return a portfolio to a student:

1. Open the individual portfolio. Under **Actions** in the left navigation panel, click **Recommend Further Action by Student**.
2. Notify the student directly that you have sent back the portfolio for further action, and specify your recommendations.

The next time the student signs in, he or she will see a pop-up message with directions to contact you as soon as possible because additional action is being requested before the portfolio is sent to the AP Program. Students are not required to make changes to their portfolios. **Whether or not the student makes any changes to the portfolio based on your recommendations, it will be necessary for the student to forward the portfolio to you again.**

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Forwarding Student Portfolios to the AP Coordinator

Forwarding the portfolio to the AP Coordinator is the final step you must take with each portfolio. Performing this action changes the portfolio status to **Forwarded to Coordinator**. You must take this action in order for the AP Coordinator to be able to perform the next step, which is to forward the portfolios to the AP Program to be evaluated. If the status of a portfolio you have forwarded does not change to **Sent to AP** within a reasonable period of time, you should contact your AP Coordinator prior to the submission deadline. **The deadline for the AP Coordinator to submit digital portfolios to the AP Program is Friday, May 10, 2019, at 8 p.m. EDT.** If the status of a portfolio you have forwarded does not change to **Sent to AP** as the deadline approaches, you should contact your AP Coordinator prior to the submission deadline.

In the case of the 2-D Design and Drawing portfolios, students will also submit actual artworks for the Quality section. (The 3-D Design portfolio consists solely of digital images.) The Coordinator must submit these physical portfolios, in addition to the digital portfolios, to the AP Program by the submission deadline.

The web application will allow you to forward to the AP Coordinator only those portfolios with the status **Forwarded to Teacher** or **Returned to Teacher**.

The first time you forward a portfolio to the AP Coordinator, a screen will appear requiring you to acknowledge that the portfolios are ready for submission and that the students have agreed to certain statements about the contents of their portfolios. At the bottom of this screen there will be a check box that will allow you to choose not to display this page again. By checking the box, you are acknowledging for these and all subsequent portfolios forwarded to the AP Coordinator that the students have agreed to these statements.

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Forwarding an Individual Portfolio to the Coordinator

To forward an individual portfolio to the AP Coordinator:

1. Open the portfolio.
2. Under **Actions** in the left navigation panel, click **Forward Portfolio to Coordinator**.
3. A message will appear asking you to confirm your action. If you click **OK**, the confirmation message will be replaced by another message confirming that the portfolio was successfully sent to the Coordinator. If you click **Cancel**, you will be returned to the portfolio, and the portfolio will not be sent to the Coordinator.

Forwarding Selected Portfolios to the Coordinator

To select one or more portfolio(s) and forward them to the AP Coordinator as a batch:

1. Use the checkboxes to the left of the **Student Name** column to mark the portfolios that you want to forward to the Coordinator. (Checkboxes will be enabled only for portfolios with **Forwarded to Teacher** or **Returned to Teacher** status.)
2. Under **Actions** in the left navigation panel, click **Forward Selected Portfolios to Coordinator**.
3. A message will appear asking you to confirm your action. If you click **OK**, the confirmation message will be replaced by another message confirming that the portfolios were successfully sent to the Coordinator. If you click **Cancel**, you will be returned to your home page and the portfolios will not be sent to the Coordinator.

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Forwarding All Portfolios with "Forwarded to Teacher" Status to the Coordinator

To forward all portfolios with **Forwarded to Teacher** status to the AP Coordinator as a batch:

1. Under **Actions** in the left navigation panel, click **Forward All Portfolios with "Forwarded to Teacher" Status to Coordinator**.
2. A message will appear asking you to confirm this action. If you click **OK**, the confirmation message will be replaced by another message confirming that the portfolios were successfully sent to the Coordinator. If you click **Cancel**, you will be returned to your home page, and the portfolios will not be sent to the Coordinator.

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What's Next (After Forwarding Portfolios)

Submission to the AP Program

When the AP Coordinator has no reason to return a student's portfolio to you, the Coordinator will send the portfolio to the AP Program to be evaluated, and the portfolio status will change to **Sent to AP**. **The deadline for the AP Coordinator to submit digital portfolios to the AP Program is Friday, May 10, 2019, at 8 p.m. EDT.**

Note: No one at your school—you, the AP Coordinator, or the student—can view the student's digital images after the Coordinator has sent the portfolio to the AP Program.

AP Coordinator Returns a Portfolio to the Teacher

The AP Coordinator has the option to return a student's portfolio to you if he or she believes that the student needs to take further action on the portfolio. (For example, the Coordinator may notice that the student has not submitted the number of images requested for a portfolio section.) When the Coordinator returns a portfolio to you, the portfolio status will change from **Forwarded to Coordinator** to **Returned to Teacher**. You will receive an automated email informing you that the portfolio has been returned. **You must take one of the following actions:**

- Confirm with your student that he or she wishes to have the portfolio submitted to the AP Program for evaluation in its current state, and forward the portfolio back to the Coordinator
- Return the portfolio to the student by clicking **Recommend Further Action by Student**. The portfolio status will then change to **Further Action Recommended**. **In this case, the student must resubmit the portfolio to you, and you must once again forward the portfolio to the Coordinator.** For more information see [Returning a Student's Portfolio for Further Action](#).

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Technical Requirements

To effectively access the AP Studio Art Digital Submission web application, users are required to use the operating systems and browsers listed below. Users are not restricted to specific hardware configurations; however, slower response times may result from using older computer hardware.

Software Requirements

Operating system must be one of the following:

- Windows 7
- Windows 8
- Mac OS 10.9.5

Web browser must be one of the following:

- Internet Explorer (11.0)
- Firefox 41
- Safari 8.0 or below
- Google Chrome 54

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Requirements and Recommendations for Digital Images

All images must be submitted in JPEG format (file name extension .jpg) and RGB color mode. We recommend uploading files that are 72 pixels-per-inch (ppi) because a higher resolution does not add clarity to images that are being viewed on a computer screen. We recommend that you keep copies of your original images.

Image size: The image sizes below are recommendations. Your image sizes may be different.

- Landscape orientation (h x w):
 - Recommended maximum size: 530 x 780 pixels (7.36 x 10.83 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)
- Portrait orientation (h x w):
 - Recommended maximum size: 780 x 530 pixels (10.83 x 7.36 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)
- Square images
 - Recommended maximum size: 642 x 642 pixels (8.91 x 8.91 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)

Maximum file size: 3.0 MB per image. (Your image files will likely be considerably smaller than 3.0 MB.)

Free Disk Space

- **Drawing and 2-D Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 24 digital images, each student would need a maximum of 72 MB of free disk space.
- **3-D Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 38 digital images, each student would need a maximum of 114 MB of free disk space.

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Troubleshooting

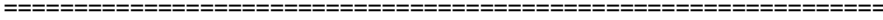
- If you are experiencing technical issues while using the web application, confirm that the computer you are using meets the [specified technical requirements](#).

- If you have questions or require technical assistance, contact AP Services for Educators:

Phone: (877) 274-6474 (toll free in the United States and Canada) or (212) 632-1781

Email: apexams@info.collegeboard.org

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Coordinator Help

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 - If You Participated in Digital Submission Last Year as an AP Coordinator
 - If You Are New to Digital Submission
 - Creating Your Account
- Passing Access Information to Teachers
- Passing Access Information to Students Who Will Be Submitting Their Portfolios Directly to You
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How to Access the Digital Submission Application

How you first access the web application will vary, depending on whether you used the application last year. Follow the instructions for the appropriate choice below:

If You Participated in Digital Submission Last Year as an AP Coordinator

- If you used the web application last year as AP Coordinator at the same school(s), simply log in using last year's user name and password. You then need to determine whether you need to [pass access information on to your teachers](#). Teachers who are new to digital submission will need your Coordinator Key and school code to set up their access. You can locate this information by visiting your **Account Information** page.
- If you used the web application last year but have since **changed schools**, log in using last year's user name and password and then update your school information by visiting your **Account Information** page. For more information, see [If You Need to Change Schools](#).

If you forget your user name or password, use the "Forgot your user name?" or "Forgot your password?" features on the sign-in page.

For more information about updating your school information, see [Modifying Your Account](#).

If You Are New to Digital Submission

If you are new to digital submission, you will need to complete an access process to create a Coordinator account before you can sign in to the web application. To do this, you will need the following information on hand:

- The six-digit **school code(s)** for the school(s) where you serve as AP Coordinator
- Your **AP Exam ordering access code**
- Your email address

Note: Your school code and exam ordering access code will be provided in an email you should receive from the AP Program in January. If you do not receive this email, contact AP Services for Educators by phone at (877) 274-6474 (toll free in the United States and Canada) or (212) 632-1781, or by email at apexams@info.collegeboard.org.

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Creating Your Account

To set up your AP Coordinator access:

1. On the **Sign In** screen, click **Set up your access now**.
2. On the **Select Your Access Type** screen, click **AP Coordinator**.
3. On the **Set Up Your Access** screen, select your role: either **Primary AP Coordinator** or **Additional Authorized Staff Person**. If your school designated an additional staff person to act on behalf of the primary AP Coordinator on the 2017-18 Participation Form, that staff person can function as an AP Coordinator for the AP Studio Art Digital Submission web application.
4. Complete all required fields on the **Set Up Your Access** screen.
5. If you have any home-schooled students or other students who will be submitting their digital portfolios directly to you, without a teacher's supervision, answer **Yes** to the question about that topic.

Note: If you answer **No** but later determine that you will have students submitting portfolios directly to you, you can use the **Account Information** tool to change your response to **Yes**.

6. Click **Submit** to complete your access request.

A screen will ask if you serve as AP Coordinator for an additional school. If you answer **Yes**, you will be prompted to enter the school code and exam ordering access code for the additional school.

A confirmation screen will display your Coordinator Key, a unique alphanumeric code that your teachers will need to set up their access. If you answered **Yes** to the question about home-schooled students, the screen will also display a second Key for students who will be submitting their portfolios directly to you. Click **Continue** to return to the **Sign In** screen.

7. Sign in with the user name and password that you designated during the setup process.

Note: If more than one school is associated with your Coordinator account, a screen will ask which school's information you want to display. Your home page for that school will then appear.

Shortly after setting up your access, you will receive an email confirmation with a link to the web application and your unique alphanumeric Coordinator Key. **If any of your school's Studio Art teachers are new to digital submission this year, you must forward this e-mail, along with your school code, as soon as possible to those teachers.**

If you answered **Yes** to the question about having students who will be submitting their digital portfolios directly to you, you will also receive a second email that includes a student access Key. **You must forward this e-mail, along with your school code, as soon as possible to those students.**

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Passing Access Information to Teachers

If any of the Studio Art teachers at your school(s) are new to digital submission this year, they will need to set up their access to the web application. To do this, they will need two pieces of information from you:

- Your Coordinator Key
- The appropriate school code

Important: Be sure to pass this access information on to any new teachers as soon as possible after the web application becomes available. You can locate this information by visiting your **Account Information** page.

Returning teachers can simply sign in using last year's user name and password and will not need access information from you. (All teachers, regardless of whether they are new to digital submission, will need to pass their own access information on to students before students can access the web application.)

If your school designated an additional staff person to act on behalf of the primary AP Coordinator on the 2017-18 Participation Form, that staff person can function as an AP Coordinator for the AP Studio Art Digital Submission web application. The additional authorized staff person will receive his or her own unique Coordinator Key. **Teachers can use either staff person's Coordinator Key to set up their access.**

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Passing Access Information to Students Who Will Be Submitting Their Portfolios Directly to You

If you will be working with any home-schooled students or students who will be submitting their portfolios through a teacher, they will be submitting their portfolios directly to you. They will need to set up their access to the web application. To do this, they will need two pieces of information from you:

- Your student access Key
- The appropriate school code

Be sure to pass this access information on to these students as soon as possible after the web application becomes available. You can locate this information by visiting your **Account Information** page.

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Modifying Your Account

To view your account or make modifications such as changing your password or security information, updating your email address, changing your answer to the question about students who will be submitting their digital portfolios directly to you, and adding or deleting a school:

General Instructions

1. Under **Tools** in the left navigation panel, click **Account Information**.
2. On your **Account Information** screen, enter the necessary changes.

Note:

- You cannot delete your account if it is the only Coordinator account set up for the school and the school has one or more teachers or students associated with it.

- You cannot delete a school if you have students linked to you at that school or if you are the only Coordinator at that school.
 - You can change your role (Primary AP Coordinator or Additional Authorized Staff Person) only if no one else is already occupying the other role at the school.
3. Click **Save Changes**. A confirmation screen will let you know that your account information has been successfully updated.

Note: If the change you made requires an additional Key, the confirmation screen will display the new Key, and you will also receive an email with the Key.

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If You Need to Change Schools

1. Under **Tools** in the left navigation panel, click **Account Information**.
2. On your **Account Information** page, click **Add School**
3. Enter the **School Code**.
4. Enter the **AP Exam ordering access code** for your new or additional school.
5. Select your **Role**.

Note: If the role you selected is already filled at the school, an error message will notify you that there is already a Coordinator in that role at the new school and ask if you want to replace. Click **Yes** if you want to replace.

6. Click **Save Changes**.
7. If you are changing schools, delete the old school by clicking the **Delete This School** button next to this school's information on your **Account Information** page. Then click **Save Changes**.

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Your Home Page

A status bar appears across the top of each page and displays your name and the name of the school. An **Exit** button on the right side of this bar enables you to close the application when you finish your session. Be sure to save all changes before exiting the application.

If you have more than one school linked to your Coordinator account, and you wish to change which school's information is displayed, you will need to exit the application and sign in again. Select the desired school when prompted during the sign-in process.

The **Student Portfolio List** presents a directory of the student portfolios at your school and serves as the main work area of the screen.

The navigation panel on the left side of the screen contains links for **Actions** you can take and **Tools** you may need to use.

Note: The links for **Actions** that are not available under the current circumstances appear grayed out. (For instance, if none of your teachers has forwarded you finished portfolios, you will be unable to click any of the **Send Portfolio to AP** links.)

Portfolio Statuses

The Student Portfolio List displays a status to indicate each portfolio's progress in the digital submission process.

Status	What It Means
Not Started	The student has set up access to the web application but has not yet saved any work to the portfolio.
In Progress	The student has started working on the portfolio and saved it, but has not yet forwarded the portfolio to the teacher or to you.
Forwarded to Teacher	The student has forwarded the portfolio to the teacher. After forwarding a portfolio, the student can no longer view or change the portfolio unless the teacher returns it to the student for further action.

Further Action Recommended	The student has forwarded the portfolio to the teacher, and the teacher has returned it to the student with recommendation for further action. The student has the option to make changes to the portfolio but he or she is not required to do so. The student must re-submit the portfolio to the teacher.
Forwarded to Coordinator	The teacher has acknowledged that the portfolio is ready for the AP Coordinator to submit to the AP Program to be evaluated. In the case of a student who is home-schooled or otherwise not submitting his or her portfolio through a teacher, Forwarded to Coordinator status means that the student has forwarded the completed portfolio directly to you. You are required to take action on portfolios with this status.
Returned to Teacher	The teacher has forwarded the portfolio to you, and you have returned it to the teacher. The teacher has the option to return the portfolio to the student for further action or to forward it back to you without involving the student. In either case, once the teacher forwards the portfolio back to you, you will still need to send the portfolio to the AP Program.
Sent to AP	The AP Coordinator has sent the portfolio to the AP Program to be evaluated. The student, teacher, and AP Coordinator can take no further action on a portfolio with Sent to AP status. Only portfolios with Sent to AP status at the time of the deadline (8 p.m. EDT on May 10, 2019) will be evaluated by the AP Program.

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Filtering the Student Portfolio List

The filtering bar at the top of the Student Portfolio List allows you to choose the portfolios you want to display in the list:

- **Filtering by Teacher:** By default, **All Teachers** is selected, and the list displays all AP Studio Art teachers for the school shown in the status bar. To view only the portfolios of a particular teacher's students, select that teacher from the drop-down list.
- **Filtering by Portfolio Type:** By default, **All Portfolio Types** is selected, and the list displays all the types of portfolios that your school will be submitting (2-D Design, 3-D Design, and/or Drawing). To view only the portfolios of a particular type, select that type from the drop-down list.
- **Filtering by Status:** By default, **All Statuses** is selected, and the list displays portfolios of all statuses. To view only the portfolios with a particular status, select that status from the drop-down list.

If you have more than one school linked to your Coordinator account, and you wish to change which school's information is displayed, you will need to exit the application and sign in again. Select the desired school when prompted during the sign-in process.

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Setting Class Section Numbers for Portfolios

The **Section** column allows schools to assign students to separate class sections in order to have access to separate AP Instructional Planning Reports or score rosters for each section taught.

Use of the **Section** column is optional but highly recommended if your school offers more than one AP Studio Art section. (This function corresponds to the optional "School Use Only" section of the AP Answer Sheet.) Your teachers also have the ability to set section numbers using the web application, so you may want to consult with them to determine who will be performing this action and which sections will be designated with which numbers.

The default section value is blank. If you want to set section numbers for its Studio Art students:

1. Assign each class a unique section number from 1 to 9.
2. From the drop-down list in the **Section** column of the row for each portfolio, select the section number (1 to 9) that you want to assign to that portfolio. (You can do this at any time before you submit the portfolio to AP.)
3. When you are finished setting section numbers, click the **Save Section Numbers and Fee Reduction Options** under **Actions** in the left navigation panel to save your changes. A confirmation screen will let you know that the information has been saved.

Indicating Students' Eligibility for Fee Reductions

The fee reduction option must be selected for all students who qualify for a College Board, federal and/or state fee reduction. Only the AP Coordinator can set the fee reduction options. This must be done before you submit the portfolio to AP.

Only one option should be selected for each student eligible for a fee reduction. The options are:

- **Option 1:** Low-income students (who meet low-income family guidelines for College Board, federal, and state fee reductions).
- **Option 2:** Non-low-income eligible students (who are eligible for subsidies based on state criteria other than the College Board fee reduction policy).

The default option is **None**. To designate fee reduction options:

1. From the drop-down list in the **Fee Reduction** column of the row for each student, select the fee reduction option number you want to assign to that student. (You can do this at any time before you submit the portfolio to AP.)
2. When you are finished setting fee reduction options, click the **Save Section Numbers and Fee Reduction Options** under **Actions** in the left navigation panel. A confirmation screen will let you know that the information has been saved.

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Reconciling Portfolio Counts

It is the AP Coordinator's responsibility to order the necessary number of portfolios for the students before the applicable ordering deadlines and ensure that all students' portfolios are submitted to the AP Program by the deadline, Friday, May 10, 2019 at 8 p.m. EDT. To review your portfolio counts:

1. Click the **Portfolio Counts** button on your home page. A table will be displayed with the number of portfolios of each type and the total number of portfolios in each portfolio status. Information is displayed above the table about the total number of portfolios that are ordered, used, and unused for the school.
2. Review the portfolio status counts to confirm that students' portfolios are making appropriate progress through the submission process. Use the counts of ordered, used, and unused portfolios to confirm that you have ordered a sufficient quantity of portfolios for the school.

The status bar at the top of your home page will display a message to alert you in the event of the following problems:

- **Portfolios have not yet been ordered for the current year:** To order portfolios, click **Portfolio Counts** in the left navigation panel, then click **Order More Exams** at the top right of the screen. Refer to the *AP Coordinator's Manual* for ordering procedures.
- **Number of portfolios used exceeds quantity ordered:** This message will appear in your status bar if the number of portfolios you have ordered for the current year is less than the number of portfolios already in use by students (This situation can occur because students are allowed to start creating portfolios before you have placed the current year's order if your school administered AP Studio Art exams last year.) You will not be able to send all the students' portfolios to AP until you order more portfolios and/or delete any portfolios that were started by students who no longer intend to complete them. To order more portfolios, click **Portfolio Counts** in the left navigation panel, then click **Order More Exams** at the top right of the screen that appears. Refer to the *AP Coordinator's Manual* for ordering procedures.

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Teacher Summary

The Teacher Summary is particularly helpful for Coordinators at schools with more than one AP Studio Art teacher. This page allows you to see a breakdown of portfolios by teacher and type. It will also display how many of those portfolios have or have not been forwarded to you.

Important: The deadline for you to submit digital portfolios to the AP Program is 8 p.m. EDT on May 10, 2019. Teachers should have their students' digital portfolios forwarded to you well in advance of this date.

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Helping Students Photograph, Store, and Upload Images

More information about photographing students' artwork and preparing and storing images for uploading is available on the [AP Studio Art Digital Submission FAQs](#) page on AP Central®.

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Reviewing Student Portfolios

You have the option to view a portfolio's contents while the student's work is in progress and at any time before you send it to the AP Program to be evaluated. You will be able to view all sections of the student's digital portfolio—images, labels, and concentration commentary—but you will be unable to make any changes to the student's work.

Note: For 2-D Design and Drawing portfolios, you will be unable to view the student's artwork for Section I: Quality (Selected Works) using the web application. Because this section involves the physical submission of artwork, Quality section artwork will not be submitted through the web application.

Opening Student Portfolios

To display the contents of a portfolio, click the student's name in the Student Portfolio List. The portfolio will open in the work area of the screen. The student's name, the portfolio type, and the portfolio status will appear across the top of the screen.

The portfolio sections will be listed in the left navigation panel. Click the name of the section you want to view, and the student's work for that section will appear in the work area of the screen.

To return to the Student Portfolio List and select a different portfolio, click **Home** in the status bar at the top of the screen.

Viewing Images in Student Portfolios

When viewing a portfolio section that contains images, you can click on each thumbnail image to view the full-sized image. Use the **Images Only** and **Images & Labels** buttons near the top of the screen to select whether you want to view images only, or the images with the labels that the student entered to identify the dimensions of the artwork and the medium or media used to create it.

Reading Concentration Commentaries

When viewing Section II: Concentration (Sustained Investigation), you can view the student's commentary by clicking the **Commentary** tab near the top of the screen. Students are asked to answer two questions about their concentration. The application has a built-in character limit for the responses to each of the two commentary questions:

- **What is the central idea of your concentration?** (500 characters maximum)
- **How does the work in your concentration demonstrate the exploration of your idea? You may refer to specific images as examples. When referencing specific images, please indicate the image numbers.** (1350 characters maximum)

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Information Students Will Need from You Before Submitting Portfolios

Each student is required to enter his or her **AP number** when submitting his or her portfolio(s). The student may also specify the college code for the college or university to receive their score(s).

AP numbers and college codes are located in the **AP Student Packs**, which are shipped to schools with exam shipments, usually in April. As soon as possible after your school receives its shipment of AP Exams, you must provide the Student Packs (or, alternatively, AP numbers and copies of the college code list) to your school's AP Studio Art students. **Students will be unable to forward their portfolios to their teachers until they have been provided with this information.**

Note: Students who took AP Exams last year may not use their AP numbers from last year.

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Returning a Student's Portfolio for Further Action

Portfolios from students who are submitting through an AP Studio Art teacher will be forwarded to you by their teachers. Portfolios for home-schooled or independent students will be forwarded to you by the students themselves. In both cases, you will have the option to review each forwarded portfolio to ensure that all sections are complete, and then you must take one of the following actions:

- Send the portfolio to the AP Program to be evaluated
- Return the portfolio to the teacher (or student) if you have recommendations for further action

Note: You can return a portfolio directly to a student only if the portfolio was forwarded to you directly by the student (as in the case of a home-schooled or independent student). Portfolios forwarded to you through a teacher can only be returned to the teacher. The teacher can then return the portfolio to the student if further action is required by the student. **In this case, the portfolio must be forwarded to you again by the teacher for you to send to the AP Program.**

To return a portfolio to a teacher:

1. Open the portfolio. Under **Actions in the left navigation panel**, click **Return Portfolio to Teacher**. The web application will send an automated email to notify the teacher that you have returned the portfolio.
2. Notify the teacher directly that you have sent back the portfolio for further action, and specify your recommendations.

The teacher will need to take one of the following actions after you return a portfolio:

- If the teacher determines that the portfolio needs further action by the student, the teacher will open the portfolio and click **Recommend Further Action by Student** to return the portfolio to the student. **Whether or not the student makes any changes to the portfolio based on the recommendations, it will be necessary for the student to forward the portfolio to the teacher again, and for the teacher to forward it to you again.**
- The teacher also has the option to forward the portfolio back to you without involving the student. In this case, your next step is to forward the portfolio to the AP Program.

To return a portfolio to a student who has submitted his or her portfolio directly to you:

1. Open the portfolio. Under **Actions** in the left navigation panel, click **Recommend Further Action by Student**.
2. Notify the student directly that you have sent back the portfolio for further action, and specify your recommendations.

The next time the student signs in, he or she will see a pop-up message with directions to contact you as soon as possible because additional action is being requested before the portfolio is sent to the AP Program. The student is not required to make changes to the portfolio. **Whether or not the student makes any changes to the portfolio based on your recommendations, it will be necessary for the student to forward the portfolio to you again.**

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Sending Students' Portfolios to the AP Program for Scoring

As AP Coordinator, you are responsible for submitting students' finalized digital portfolios to the AP Program to be evaluated. **This essential step can be performed only by the AP Coordinator.** The application will allow only portfolios whose status is **Forwarded to Coordinator** to be sent to AP. You can send portfolios individually or in batches.

Note: No one at your school—you, the teacher, or the student—can view the student's digital images after you have sent the portfolio to the AP Program.

In the case of the 2-D Design and Drawing portfolios, students will also submit actual artworks for the Quality section. (The 3-D Design portfolio consists solely of digital images.) The Coordinator must submit these physical portfolios, in addition to the digital portfolios, to the AP Program for evaluation.

The deadline for submitting digital portfolios to the AP Program is Friday, May 10, 2019 at 8 p.m. EDT.

Sending an Individual Portfolio to AP

To send an individual portfolio to AP:

1. Open the portfolio.
2. Under **Actions** in the left navigation panel, click **Send Portfolio to AP**. (You will only be able to send a portfolio with "Forwarded to Coordinator" status.)
3. A message will appear asking you to confirm your action. If you click **OK**, the confirmation message will be replaced by another message confirming that the portfolio was successfully sent to AP. If you click **Cancel**, you will be returned to the portfolio, and the portfolio will not be sent to AP.

Sending Selected Portfolios to AP

To select one or more portfolio(s) and send them to AP as a batch:

1. Use the checkboxes to the left of the **Student Name** column to mark the portfolio(s) that you want to send to AP. (Checkboxes will be enabled only for portfolios with "Forwarded to Coordinator" status.)
2. Under **Actions** in the left navigation panel, click **Send Selected Portfolios to AP**.
3. A message will appear asking you to confirm your action. If you click **OK**, the confirmation message will be replaced by another message confirming that the portfolios were successfully sent to AP. If you click **Cancel**, you will be returned to your home page, and the portfolio will not be sent to AP.

Sending All Portfolios with "Forwarded to Coordinator" Status to AP

To send all portfolios with "Forwarded to Coordinator" status to AP as a batch:

1. Under **Actions** in the left navigation panel, click **Send All Portfolios with "Forwarded to Coordinator" Status to AP**.
2. A message will appear asking you to confirm your action. If you click **OK**, the confirmation message will be replaced by another message confirming that the portfolios were successfully sent to AP. If you click **Cancel**, you will be returned to your home page, and the portfolio will not be sent to AP.

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Technical Requirements

To effectively access the AP Studio Art Digital Submission web application, users are required to use the operating systems and browsers listed below. Users are not restricted to specific hardware configurations; however, slower response times may result from using older computer hardware.

Software Requirements

Operating system must be one of the following:

- Windows 7
- Windows 8
- Mac OS 10.9.5

Web browser must be one of the following:

- Internet Explorer (11.0)
- Firefox 41
- Safari 8.0 or below
- Google Chrome 54

Requirements and Recommendations for Digital Images

All images must be submitted in JPEG format (file name extension .jpg) and RGB color mode. We recommend uploading files that are 72 pixels-per-inch (ppi) because a higher resolution does not add clarity to images that are being viewed on a computer screen. We recommend that you keep copies of your original images.

Image size: The image sizes below are recommendations. Your image sizes may be different.

- Landscape orientation (h x w):
 - Recommended maximum size: 530 x 780 pixels (7.36 x 10.83 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)
- Portrait orientation (h x w):
 - Recommended maximum size: 780 x 530 pixels (10.83 x 7.36 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)
- Square images
 - Recommended maximum size: 642 x 642 pixels (8.91 x 8.91 inches)
 - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)

Maximum file size: 3.0 MB per image. (Your image files will likely be considerably smaller than 3.0 MB.)

Free Disk Space

- **Drawing and 2-D Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 24 digital images, each student would need a maximum of 72 MB of free disk space.
- **3-D Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 38 digital images, each student would need a maximum of 114 MB of free disk space.

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Troubleshooting

- If you are experiencing technical issues while using the web application, confirm that the computer you are using meets the [specified technical requirements](#).
- If you have questions or require technical assistance, contact AP Services for Educators:
Phone: (877) 274-6474 (toll free in the United States and Canada) or (212) 632-1781

Email: apexams@info.collegeboard.org

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