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# AP Art and Design Digital Submission Web Application

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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 Art and Design teacher:** Your AP Art and Design teacher will provide you with the following information, which you will need to enter when setting up your access to the AP Art and Design 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 key that identifies the teacher you will be working with

**If you are homeschooled or otherwise not submitting your portfolio through an AP Art and Design 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 **Create Account**.
2. On the **Select Your Access Type** screen, click the dropdown arrow and click **Student**, then click **Next**.
3. On the **Set Up Your Student Access** screen, enter all required information. Required information is indicated by a red asterisk (\*).

#### **Note:**

- ◆ Entering your email address is recommended because it provides your teacher or AP coordinator with a convenient way to communicate with you about your AP Art and Design Portfolio(s). However, you are not required to enter your email address.
  - ◆ Entering your phone number is recommended in the event we need to contact you regarding your portfolio.
  - ◆ For each portfolio type you will be submitting, you are required to enter the corresponding key provided to you by your teacher or AP coordinator.
4. Click **Submit** to complete your access request. A **Welcome** screen will let you know that you have access to the AP Art and Design digital submission web application. Next click **Continue** to return to the **Sign In** screen.
  5. Enter your **Username** and **Password** to sign in to your account.

**Note:** If you indicated that you will be submitting more than one portfolio, a **Welcome** screen will ask which portfolio you want to work on during this session. Select the portfolio you want to work on and click **Continue**. The **My Portfolio** page for that portfolio will appear.

To switch portfolios, you will need to save, sign out, then sign in again, clicking the portfolio you want to work on during the sign-in process.

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## Modifying Your Account

To make modifications to your account, such as deleting your account, changing your password, changing your security information, changing your teacher, or adding a portfolio type:

1. Under **Tools** in the navigation bar at the top right, click **Account Information**.
2. On your **Account Information** screen, enter the necessary changes, and click **Save Changes**. You will see a **Success** message letting you know that your account information has been updated.

### Note:

- ◆ To change your school, you will need to create a new account.
- ◆ 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.
- ◆ You cannot change your username, but you can delete your account and create a new one.
- ◆ To change your password, click **Change Password**, complete the fields in the **Change Password** screen, and click **Save**. You will see the **Sign In** screen. Enter your **Username** and new **Password**, then click on **Sign In**.
- ◆ To change your security information, click **Change** next to **Security Information**. Enter your password in the **Password** field, then click **continue** and complete the fields in the **Change Security Information** screen. Click **Save Changes**.
- ◆ To change your teacher or add a portfolio type, click **Change Teacher** or **Add Portfolio Type** next to **Portfolio Type**.
  - To change your teacher or AP coordinator, enter the new key in the **Key** field, then click **Save Changes**.
  - To add another portfolio type, check the box at the left of the portfolio type, then enter the key for that portfolio type. Next, click **Save Changes**.

**Note:** To add a portfolio type that is associated with a different teacher, you will need to obtain their teacher key.
- ◆ If you 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 Art and Design Portfolio but you will instead be submitting a Drawing Portfolio), you should create a new portfolio of the correct type, then ask your teacher (or AP coordinator) to delete the incorrect portfolio.

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## My Portfolio Page

Click **My Portfolio** in the navigation bar at the top right, to access the **My Portfolio** page.

On the **My Portfolio** page, a status bar appears at the top left and indicates the portfolio you're working on and its status in the digital submission process.

The **Portfolio Progress Navigation** menu (the numbered steps from "Introduction" to "Print") allows you to click on which section you'd like to work on.

- You'll click **Forward Portfolio** when you're ready to submit your portfolio to your teacher. The web application won't allow you to submit your portfolio until all the sections have been completed.
- The **Forward Portfolio** page will show you any steps that aren't complete.

Clicking **Sign Out** at the right side of the navigation bar enables you to close the web application when you finish your session. Be sure to click **Save Changes** before exiting if you wish to save your work from the session.

**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 portfolios, you will need to save, sign out, then sign in again, clicking 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 their 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 the AP Program. You should forward your portfolio only after you have completed all work on it. **Note:** If your portfolio is not complete, the web application will not allow you forward it to your teacher or coordinator.

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### Portfolio Statuses

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

Status	What It Means
<b>Not Started</b>	You set up your access to the web application but have not yet saved any work to the portfolio.
<b>In Progress</b>	You started working on the portfolio and saved it but have not yet forwarded the portfolio to your teacher (or AP coordinator).
<b>Forwarded to Teacher</b>	You forwarded the completed portfolio to your teacher. After forwarding your portfolio, you will no longer be able to view its contents unless your teacher returns the portfolio to you. You'll still be able to view the <b>Portfolio Progress Navigation</b> menu on the <b>My Portfolio</b> page, which will display the status of your portfolio as it moves through the rest of the digital submission process.
<b>Further Action Recommended</b>	In the rare event of a technical error or incomplete submission, your teacher may send your portfolio back to you with recommendations on how to correct the submission. If this happens, it is up to you how to address the recommendations and resubmit your portfolio to your teacher. <b>Note:</b> If your portfolio is not complete, the web application will not allow you forward it to your teacher or coordinator.
<b>Forwarded to Coordinator</b>	Your teacher acknowledged that your portfolio is ready for the AP coordinator to submit it to the AP Program to be evaluated. If you are a homeschooled student, or if you are not submitting your portfolio through a teacher, <b>Forwarded to Coordinator</b> status means you forwarded the completed portfolio directly to the AP coordinator with whom you are working.
<b>Returned to Teacher</b>	Your teacher forwarded your portfolio to the AP coordinator, and the AP coordinator returned it to your teacher. The AP coordinator may be concerned that your portfolio has a technical error. 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 <b>Further Action Recommended</b> . If you are submitting your portfolio through the AP coordinator, this status is not applicable to you.

## Sent to AP

The AP coordinator 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 will be evaluated by the AP Program. The AP Art and Design submission deadline is posted on [apstudents.org/artdesign](https://apstudents.org/artdesign).

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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 to the Sustained Investigation and Selected Works sections. You can rearrange the images and add the required 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 them to make additions or changes at any time before formally forwarding your portfolio.

### Uploading Images

You'll need to upload digital images for the Sustained Investigation and Selected Works sections. To upload an image:

1. Click the **Upload File** button above the box where you want to place the image.
2. When the window appears that allows you to access your files, use it to browse your computer for the image file you want. Select the file to highlight it and click **Open**. The image will be uploaded.

#### Note:

- ◆ The web 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.
- ◆ The file name can't be more than 100 characters, including spaces. It also can't include special characters or symbols.

3. Click **Save Changes** to save your work before moving to another section of your portfolio or exiting the web application.

**NOTE:** If you are submitting an AP 2-D Art and Design Portfolio or AP Drawing Portfolio, the web application will direct you to click a checkbox to confirm that you understand that for the 2020-21 school year, you will not mail physical artworks for the Selected Works section. Your work will only be submitted digitally in 2020-21. It is required that you click the checkbox.

### Deleting Images

To delete an image, click the red delete icon 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. Clicking **Save Changes** will save all of your changes and will reload the page with the images rearranged. Your changes will be saved, and the page will be reloaded with the images rearranged as you have specified.

## Labeling Images

When labeling images, do not use special characters or symbols. Images can't be more than 100 characters, including spaces.

To label your images with the dimensions of the artwork, materials, and processes:

1. Click **Show Fields** 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. **Materials:** Enter a brief description of the materials. When listing materials, separate them with a comma.
4. **Process(es):** Enter a brief description of the process(es).
5. Click **Save Changes** to save your work before moving to another section of your portfolio or exiting the web application.

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## Submitting Written Evidence

In addition to uploading images, you'll need to submit concise written evidence for the Sustained Investigation section.

When preparing your written evidence, keep in mind that the web application has a built-in limit of 1,200 characters (including spaces) for both responses.

To add your written evidence:

1. In the Sustained Investigation section, click on the **Written Evidence** tab to display the questions.
2. Type your responses in the box provided. Remember that the character limit is a total of 1,200 (including characters and spaces).

**Note:** You can cut and paste text from an outside application. If the amount of text you are attempting to paste exceeds the character limit, the web application will display an error message asking you to decrease the amount of text.

3. Click **Save Changes** to save your work.

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

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## Adding Selected Works

When you are ready to add images to the Selected Works section, click **Selected Works (#3)** from the **Portfolio Progress Navigation** menu at the top of the page. This directs you to the **Selected Works** section, where you will upload your images.

1. If you are submitting an AP 2-D Art and Design Portfolio or AP Drawing Portfolio, click the checkbox to confirm that you understand for the 2020-21 school year, you will not mail physical artworks for the Selected Works section. Your work will only be submitted digitally in 2020-21. It is required that you click the checkbox.
2. To upload images, follow the same process as for uploading images for your Sustained Investigation section (See [Uploading Images](#)).

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## Information You Will Need Before Forwarding Your Portfolio

When formally forwarding your portfolio(s) to your teacher (or AP coordinator), you will be required to enter your **AP ID**.

Your AP ID can be found by signing in to My AP ([myap.collegeboard.org](http://myap.collegeboard.org)).

You cannot submit your portfolio without an AP ID. You'll use the same AP ID for all the AP Exams that you take this year.

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## Forwarding Your Portfolio to Your Teacher or AP Coordinator

After you have completed all work on your portfolio, you need to formally forward your portfolio to your AP Art and Design teacher. If you are homeschooled or otherwise not submitting through an AP Art and Design teacher, you will forward your portfolio to the AP coordinator you are working with. To forward your portfolio, you'll need your AP ID.

**Make sure you are completely finished working on your portfolio before you click Forward Portfolio (#4)** on the **Portfolio Progress Navigation** menu near the top of the screen. Once you have forwarded your portfolio, you will not be able to 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 the **My Portfolio** 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:

1. In the **Portfolio Progress Navigation** menu, click **Forward Portfolio**.
2. **Review Portfolio 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 ID:** You cannot submit your portfolio without an AP ID. You can find your AP ID by signing in to My AP ([myap.collegeboard.org](http://myap.collegeboard.org)).
  - ◆ **Important:** No one else may use your AP ID; do not share your AP ID with anyone. You will use this number for all the AP Exams that you take this year.
  - ◆ **Note:** The **Continue** button will become active when all statuses are complete.

3. Click **Continue**.
4. **Reproduction 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**.
5. **Artistic Integrity Agreement 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**. 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.
6. **Confirmation Screen:** A **Sent** confirmation screen will let you know that your portfolio has been sent to your teacher (or AP coordinator). Your portfolio status will change to **Forwarded to Teacher** (or AP coordinator if you are not submitting through your teacher).

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## What's Next (After Forwarding Your Portfolio)

Your teacher (or AP coordinator) will review your forwarded portfolio and will either:

- **Forward it** for final submission to the AP Program.
- **Return the portfolio to you** if they recommend further action. (In the rare event of a technical error or incomplete submission, your teacher may send your portfolio back to you with recommendations on how to correct the submission. If this happens, it is up to you how to address the recommendations and resubmit your portfolio to your teacher.)

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. 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 will be evaluated by the AP Program. The final submission deadline is on [apstudents.org/artdesign](https://apstudents.org/artdesign).

### Submission to the AP Program

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

### Recommendations for Further Action

- **For students submitting portfolios through a teacher:** In the rare event of a technical error or incomplete submission, your teacher may send your portfolio back to you with recommendations on how to correct the submission. If this happens, it is up to you how to address the recommendations and resubmit your portfolio to your teacher. 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 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 their 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 they recommend further action. In this case, the AP 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 the previous page for information about how you will be notified of any 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 they 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 AP coordinator as soon as possible because your AP 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 that the portfolio has been returned to you by the AP coordinator.

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

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## Technical Requirements

The AP Art and Design digital submission web application is compatible with the supported operating systems and browsers listed below. The latest version of Chrome and Safari are recommended.

### Operating Systems:

- Windows 8.1
- Windows 10
- Mac OS 10.13 or higher

### Browsers:

- Google Chrome
- Firefox
- Internet Explorer
- Edge
- Safari

## Requirements and Recommendations for Digital Images

**All images must be submitted in JPEG format (file name followed by the 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

- **2-D Art and Design and Drawing Portfolios:** Based on the maximum file size of 3.0 MB and a total of 20 digital images, each student would need a maximum of 60 MB of free disk space.
- **3-D Art and Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 25 digital images, each student would need a maximum of 75 MB of free disk space.

### 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 U.S. and Canada) or (212) 632-1780  
Email: [apstudents@info.collegeboard.org](mailto:apstudents@info.collegeboard.org)

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# Teacher Help

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## How to Access the Digital Submission Web 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 sign in using last year's username and password. **Note:** Some teachers and AP coordinators who have used this system in the past may be prompted to update their passwords due to more rigorous security requirements. 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 used the digital submission web application last year but have since changed schools**, log in using last year's username and password and then update your school information on your **Account Information** page. For more information see [Modifying Your Account](#).

If you forget your username or password, use the "Forgot your username?" 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 Art and Design digital submission web application:

- The six-digit **school code** that identifies the school where you teach AP Art and Design.
- The **coordinator key**, a unique alphanumeric key 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 their own unique coordinator key. You can use either staff person's coordinator key to set up your access.
- Your email address.

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### Creating Your Account

To set up your teacher access:

1. On the **Sign In** screen, click **Create Account**.
2. On the **Select Your Access Type** screen, click the dropdown arrow and click **Teacher**, then click **Next**.
3. On the **Set Up Your Teacher Access** screen, enter all required information. Be sure to click all the portfolio types that your students will be submitting.

Click **Submit** to complete your access request. A screen will ask if you teach AP Art and Design at an additional school. If you answer **Yes**, you will have the opportunity to enter the school code for the additional school(s).

When you click **Submit**, a screen will let you know that you have access to the digital submission web application. This screen displays your teacher key, a unique alphanumeric key that your students will need to set up their access. Click **Continue** to return to the **Sign In** screen.

4. Sign in with the username 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. The **Student Portfolio List** 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 your teacher key. You must forward this email as soon as possible to the AP Art and Design students at your school(s), who will be accessing the web application. When sharing this information, be sure to specify the corresponding school code. They 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 adding or deleting a school, deleting your account, changing your password or security information, or updating your email address:

**To modify your account information:**

1. Under **Tools** in the navigation bar at the top right, click **Account Information**. On your **Account Information** screen, enter the necessary changes, and click **Save Changes**.

**If You Need to Change Schools**

1. Under **Tools** in the navigation bar at the top right, click **Account Information**. On your Account Information screen, click **Add School**.
2. On the **Add School** screen, enter your school code and coordinator key, and indicate what types of portfolios your students will be submitting.
3. Click **Save**. 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.
4. If you are changing schools, delete the old school by clicking **Delete This School** next to the school code. You will see a screen that confirms the school name that has been removed from your account.

**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.

**If You Want to Add a School**, click **Add School** at the bottom of the screen. Before you can add a school, you need the following two pieces of information from your AP coordinator:

- The school's six-digit school code
- The coordinator key

Enter the school code and coordinator key and check the box next to **Portfolio Type(s)** that your students will be submitting. Then click **Save**. A screen will appear. Click the button next to the school you'd like to view. Next, click **Continue**.

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## Student Portfolio List

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

The **Student Portfolio List** presents a listing of the student portfolios at your school and serves as the main work area of the screen. The **Actions** button at the left side of the screen contains links for actions you can take.

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

### Portfolio Statuses

The **Student Portfolio List** displays a status to indicate each portfolio's progress in the digital submission process. Clicking on the dropdown arrow in the **All Statuses** field displays a listing of all possible statuses, as follows:

Status	What It Means
<b>Not Started</b>	The student has set up access to the web application but has not yet saved any work to the portfolio.
<b>In Progress</b>	The student has started working on the portfolio and saved it but has not yet forwarded the portfolio to you.
<b>Forwarded to Teacher</b>	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. <b>You are required to take action on portfolios with this status.</b>
<b>Further Action Recommended</b>	<p>The student has forwarded the portfolio to you, and you have returned it to the student to recommend further action. (In the rare event of a technical error or incomplete submission, you may send the portfolio back to the student with recommendations on how to correct the submission. Please note, all students have agreed to abide by the College Board artistic integrity statement. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not send back the submission. To review the policy, please see page 38 of the <i>AP Art and Design Course and Exam Description</i>.)</p> <p>The student has the option to make changes to the portfolio based on your recommendations, but they are not required to make changes. <b>In either case, the student must resubmit the portfolio to you.</b></p>
<b>Forwarded to Coordinator</b>	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 AP coordinator.
<b>Returned to Teacher</b>	You have forwarded the portfolio to the AP coordinator, and the AP coordinator has returned it to you. You should consult with the AP 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 AP coordinator. <b>You are required to take action on portfolios with this status.</b>
<b>Sent to AP</b>	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 <b>Sent to AP</b> status. Only portfolios with <b>Sent to AP</b> status at the time of the deadline will be evaluated by the AP Program.

## Filtering the Student Portfolio List

The filtering option 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 Art and Design, 3-D Art and Design, and/or Drawing). To view only the portfolios of a particular type, click that type from the dropdown 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, click that status from the dropdown 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 web application and sign in again. Click the desired school when prompted during the sign-in process.

## 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 **Tools** dropdown arrow on the **Student Portfolio List** and select **Portfolio Counts**. A table will be displayed with the number of portfolios of each type and the total number of portfolios in each portfolio status category.
2. Review the portfolio status counts to confirm that students' portfolios are making appropriate progress through the digital 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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## 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—images, labels, and written evidence—but you will be unable to make any changes to the student's work.

## 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—Sustained Investigation and Selected Works—will appear in **Portfolio Progress Navigation** menu at the top right of the green shaded area. 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 **Student Portfolio List** near the top right 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 **Show Fields** button near the top left of the work area to view either images only, or the images with the labels that the student entered to identify the dimensions of the artwork and the materials.

## Reading Written Evidence

When viewing the **Sustained Investigation section**, you can view the student's written evidence by clicking the **Written Evidence** tab near the top of the screen. Students are asked to answer two questions about their Sustained Investigation section. The web application has a built-in limit of 1,200 characters (including spaces) for the responses to both questions. The two questions are:

1. **Identify the question(s) or inquiry that guided your sustained investigation.**
2. **Describe how your sustained investigation shows evidence of practice, experimentation, and revision guided by your question(s) or inquiry.**

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## Information Students Will Need Before Submitting Portfolios

Each student is required to enter their **AP ID** when submitting their portfolio(s) to you.

Students can find their AP IDs by signing in to My AP ([myap.collegeboard.org](http://myap.collegeboard.org)). **Students will be unable to forward their portfolios to you until they have this information.**

Inform students that they must use their unique AP ID from this year and must not share their AP ID with anyone.

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## Returning a Student's Portfolio for Further Action

When a student formally submits their portfolio to you, the web application changes the portfolio status to **Forwarded to Teacher**. You have the option to view each submitted portfolio, 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. (In the rare event of a technical error or incomplete submission, you may send the portfolio back to the student with recommendations on how to correct the submission. Please note, all students have agreed to abide by the College Board artistic integrity statement. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not send back the submission. To review the policy, please see page 38 of the *AP Art and Design Course and Exam Description*.)

To return a portfolio to a student:

1. Open the individual portfolio. Click the dropdown arrow on the **Actions** tab near the top of the screen, and select **Recommend Further Action by Student**. You will be directed to the **Recommend Further Action** screen. Click **Send** to return the portfolio to the student. The portfolio's status will be changed to **Further Action Recommended**.
2. Notify the student directly that you have returned the portfolio for further action and specify your recommendations. The student will also be sent an automated email message stating that the portfolio has been returned by you and instructing them to contact you as soon as possible to learn more about your recommendations.

The next time the student signs in, they 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, the student must 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 scored. 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 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 checkbox that will allow you to choose not to display this page again. By checking the box, you acknowledge that the students have agreed to these statements for these and all subsequent portfolios forwarded to the AP coordinator.

## Forwarding Portfolios to the AP Coordinator

To forward portfolios to the AP coordinator:

From the **Student Portfolio List**, click the dropdown arrow next to **Actions** near the top of the screen, then click on one of these two options:

- **Forward Selected Portfolios to Coordinator:** For this option, use the checkboxes to the left of the **Student** column to mark the portfolios you want to forward to the AP coordinator. Checkboxes will be enabled only for portfolios with **Forwarded to Teacher** or **Returned to Teacher** status.
- **Forward All Portfolios with Forwarded to Teacher status to Coordinator**

After you've clicked one of the above options, the portfolios will be forwarded to the AP coordinator, and you will be directed to the **Success** screen, showing confirmation that the portfolios were successfully sent to the AP coordinator. Click **Continue** at the bottom of the **Success** screen.

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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 AP coordinator will send the portfolio to the AP Program to be evaluated, and the portfolio status will change to **Sent to AP**.

### AP Coordinator Returns a Portfolio to the Teacher

The AP coordinator has the option to return a student's portfolio to you if they believe that the student needs to take further action on the portfolio. When the AP 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 they wish to have the portfolio submitted to the AP Program for scoring in its current state, then forward the portfolio back to the AP 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 AP coordinator. For more information see [Returning a Student's Portfolio for Further Action](#).

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## Technical Requirements

The AP Art and Design digital submission web application is compatible with the supported operating systems and browsers listed below. The latest version of Chrome and Safari are recommended.

### Operating Systems:

- Windows 8.1
- Windows 10
- Mac OS 10.13 or higher

### Browsers:

- Google Chrome
- Firefox
- Internet Explorer
- Edge
- Safari

### Requirements and Recommendations for Digital Images

**All images must be submitted in JPEG format (file name followed by the 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 Art and Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 20 digital images, each student would need a maximum of 60 MB of free disk space.
- **3-D Art and Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 25 digital images, each student would need a maximum of 75 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 U.S. and Canada) or (212) 632-1781  
Email: [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

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## How to Access the Digital Submission Web 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 sign in using last year's username and password. **Note:** Some teachers and AP coordinators who have used this system in the past may be prompted to update their passwords due to more rigorous security requirements. 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 digital submission web application last year but have since changed schools**, log in using last year's username and password and then update your school information on your **Account Information** page. For more information, see [Modifying Your Account](#).

If you forget your username or password, use the "Forgot your username?" 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 **access code for AP Registration and Ordering**
- Your email address

**Note:** Your AP registration and ordering access code is the same access code you initially used to sign in to AP Registration and Ordering. The access code was sent to you in August, and will be provided to you again for reference when the Art and Design digital submission web application opens in November. If you have any questions about your AP registration and ordering access code, contact AP Services at (877) 274-6474 (toll free in the United States and Canada) or (212) 632-1781.

## Creating Your Account

To set up your AP coordinator access:

1. On the **Sign In** screen, click **Create Account**.
2. On the **Select Your Access Type** screen, click **AP Coordinator** from the dropdown menu, then click **Next**.
3. On the **Set Up Your AP Coordinator 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 digital AP Participation Form in AP Registration and Ordering, that staff person can function as an AP coordinator for the AP Art and Design digital submission web application.
4. Complete all required fields on the **Set Up Your AP Coordinator Access** screen.
5. If you have any homeschooled 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 that will be submitting AP Art and Design Portfolios. If you answer **Yes**, you will be prompted to enter the school code and access code for the additional school.

A 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 homeschooled 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 username 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. Click the button next to that school, click **Continue**, then your **Student Portfolio List** for that school will 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 AP Art and Design teachers are new to digital submission this year, you must forward this email, 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 email, 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 AP Art and Design 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 username 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 digital AP Participation Form in AP Registration and Ordering, that staff person can function as an AP coordinator for the AP Art and Design digital submission web application. The additional authorized staff person will receive their 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 homeschooled students or students who will not 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 adding or deleting a school, deleting your account, changing your password or security information, updating your email address, or changing your answer to the question about students who will be submitting their digital portfolios directly to you:

### General Instructions

1. Under **Tools** in the navigation bar, at the top right, 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 AP coordinator at that school.
- ◆ You can change your role (Primary 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 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.

### If You Need to Change Schools

1. Under **Tools** in the navigation bar, near the top, click the dropdown arrow, then click **Account Information**.
2. At the bottom of your **Account Information** page, click **Add School**.
3. Enter the **School Code**.
4. Enter the **access code** for your new or additional school.
5. Click your **Role**.

**Note:** If the role you selected is already filled at the school, an error message will notify you that there is already an AP 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**.

7. If you are changing schools, delete the old school by clicking **Delete This School** next to the school code, on your **Account Information** page. You will be directed to a **Success** screen. Click **Continue**.

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## Student Portfolio List

A status bar appears across the top of each page and displays your name and the name of the school. A **Sign Out** option on the right side of this bar enables you to close the web application when you finish your session. Be sure to save all changes before exiting the web 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 web application and sign in again. Click the desired school when prompted during the sign-in process.

The **Student Portfolio List** presents a listing of the student portfolios at your school and serves as the main work area of the screen. The **Actions** button at the left side of the screen contains links for actions you can take.

**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 that indicates each portfolio's progress in the digital submission process. Clicking on the **All Statuses** dropdown arrow displays a listing of all possible statuses, as follows:

Status	What It Means
<b>Not Started</b>	The student has set up access to the web application but has not yet saved any work to the portfolio.
<b>In Progress</b>	The student has started working on the portfolio and saved it but has not yet forwarded the portfolio to the teacher or to you.
<b>Forwarded to Teacher</b>	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.
<b>Further Action Recommended</b>	The student has forwarded the portfolio to the teacher, and the teacher has returned it to the student with recommendations for further action. The student has the option to make changes to the portfolio, but they are not required to do so. <b>The student must resubmit the portfolio to the teacher.</b> (In the rare event of a technical error or incomplete submission, teachers may send the portfolio back to the student with recommendations on how to correct the submission. Please note, all students have agreed to abide by the College Board artistic integrity statement. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not send back the submission. To review the policy, please see page 38 of the <i>AP Art and Design Course and Exam Description</i> .)
<b>Forwarded to Coordinator</b>	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 homeschooled or otherwise not submitting their portfolio through a teacher, <b>Forwarded to Coordinator</b> status means that the student has forwarded the completed portfolio directly to you. <b>You are required to take action on portfolios with this status.</b>

## 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 will be evaluated by the AP Program.

## Filtering the Student Portfolio List

The filtering option 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 Art and Design 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 dropdown 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 Art and Design, 3-D Art and Design, and/or Drawing). To view only the portfolios of a particular type, select that type from the dropdown 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 dropdown 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 web application and sign in again. Select the desired school when prompted during the sign-in process.

## 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. To review your portfolio counts:

1. From the **Tools** dropdown menu near the **Student Portfolio List**, click **Portfolio Counts**. 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 the **Student Portfolio List** 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, Part 1* 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 Art and Design Portfolio 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, Part 1* for ordering procedures.

## Teacher Summary

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

**Important:** Teachers should have their students' digital portfolios forwarded to you well in advance of AP Art and Design submission deadline, which is posted on [apstudents.org/artdesign](http://apstudents.org/artdesign).

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## Reviewing Student Portfolios

You have the option to view a portfolio's content 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 written evidence—but you will be unable to make any changes to the student's work.

### Opening Student Portfolios

To display the content 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 (Sustained Investigation and Selected Works) appear as tabs at the top left of the green shaded area. Click on 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 **Student Portfolio List** near the top right 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 **show fields** button near the top left of the work area to view either images only, or the images with the labels that the student entered to identify the dimensions of the artwork and the materials.

### Reading Written Evidence

When viewing **Sustained Investigation**, you can view the student's written evidence by clicking the **Written Evidence** tab near the top of the work area. Students are asked to answer two questions about their Sustained Investigation section. The web application has a built-in limit of 1,200 characters (including spaces) for both responses. The two questions are:

1. **Identify the question(s) or inquiry that guided your sustained investigation.**
2. **Describe how your sustained investigation shows evidence of practice, experimentation, and revision guided by your question(s) or inquiry.**

## Information Students Will Need from You Before Submitting Portfolios

Each student is required to enter their **AP ID** when submitting their portfolio(s).

Students can find their AP ID by signing in to MY AP ([myap.collegeboard.org](http://myap.collegeboard.org)). **Students will be unable to forward their portfolios to their teachers until they have this information.**

Inform students that they must use their unique AP ID from this year and must not share their AP ID with anyone.

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## Returning a Student's Portfolio for Further Action

Portfolios from students who are submitting through an AP Art and Design teacher will be forwarded to you by their teachers. Portfolios for homeschooled 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. (In the rare event of a technical error or incomplete submission, teachers may send the portfolio back to the student with recommendations on how to correct the submission. Please note, all students have agreed to abide by the College Board artistic integrity statement. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not send back the submission. To review the policy, please see page 38 of the *AP Art and Design Course and Exam Description*.)

**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 homeschooled 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. Click the dropdown arrow on **Actions** near the top of the screen and select **Return Portfolio to Teacher**. You will be directed to the **Success** screen. Click **Continue**. The web application will send an automated email to notify the teacher that you 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 their portfolio directly to you:

1. Open the portfolio. Click the dropdown arrow on **Actions** near the top of the screen and select **Recommended Further Action by Student**. You will be directed to the **Recommend Further Action** screen. Click **Send**. You will be directed to a **Success** screen. Click **Continue**.
2. Notify the student directly that you have sent back the portfolio for further action and specify your recommendations. The web application will send an automated email to notify the student that you returned the portfolio.

The next time the student signs in, they 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 web application will allow only portfolios whose status is **Forwarded to Coordinator** to be sent to AP. You can send portfolios individually or in groups.

The final submission deadline is on [apstudents.org/artdesign](https://apstudents.org/artdesign).

### Sending an Individual Portfolio to AP

To send an individual portfolio to AP:

1. Open the portfolio.
2. Under **Actions** near the top left of the screen, click **Send Portfolio to AP**. (You will only be able to send a portfolio with "Forwarded to Coordinator" status.) You will be directed to the **Success** screen. Click **Continue**.

### Sending Selected Portfolios to AP

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

1. Use the checkboxes to the left of the **Student** column to mark the portfolio(s) you want to send to AP. (Checkboxes will be enabled only for portfolios with "Forwarded to Coordinator" status.)
2. Under **Actions** near the top left of the screen, click **Send Selected Portfolios to AP**. You will be directed to the **Success** screen. Click **Continue**.

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

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

Under **Actions** near the top left of the screen, click **Send ALL Portfolios with "Forwarded To Coordinator" Status to AP**. You will be directed to the **Success** screen. Click **Continue**.

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## Technical Requirements

The AP Art and Design digital submission web application is compatible with the supported operating systems and browsers listed below. The latest version of Chrome and Safari are recommended.

### Operating Systems:

- Windows 8.1
- Windows 10
- Mac OS 10.13 or higher

### Browsers:

- Google Chrome
- Firefox
- Internet Explorer
- Edge
- Safari

## Requirements and Recommendations for Digital Images

**All images must be submitted in JPEG format (file name followed by the 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 Art and Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 20 digital images, each student would need a maximum of 60 MB of free disk space.
- **3-D Design Art and Design Portfolio:** Based on the maximum file size of 3.0 MB and a total of 25 digital images, each student would need a maximum of 75 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 U.S. and Canada) or (212) 632-1781  
Email: [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

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## **About College Board**

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT<sup>®</sup> and the Advanced Placement<sup>®</sup> Program. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools. For further information, visit [collegeboard.org](https://collegeboard.org).