

AP CLASSROOM

Student Guide to AP Classroom

Updated: March 4, 2020

Introduction

Welcome to AP Classroom!

This document is intended to guide you through how to use the features of AP Classroom effectively.

You need a College Board student account to log into My AP (myap.collegeboard.org) and access AP Classroom. You may already have an account, from registering for SAT tests, viewing AP and PSAT/NMSQT scores, participating in the College Board Opportunity Scholarships program, etc. It's important that you don't create multiple College Board accounts. If you're not sure whether you have a College Board account, they should contact AP Services for Students for verification before attempting to create a new account.

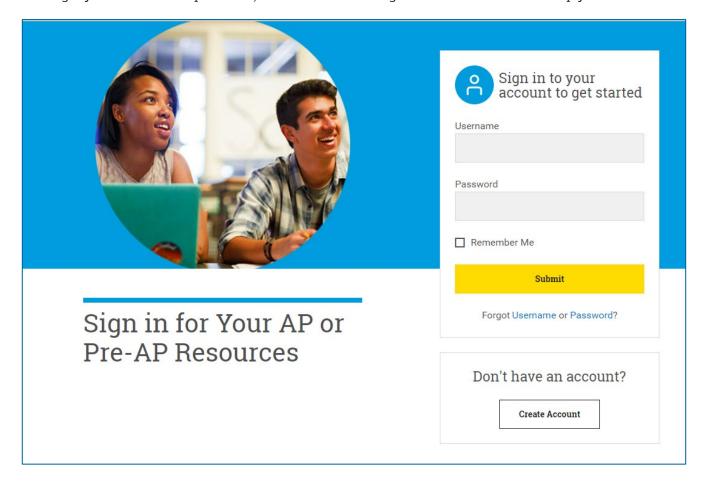
All AP Classroom screens are accessible by phone and tablet.

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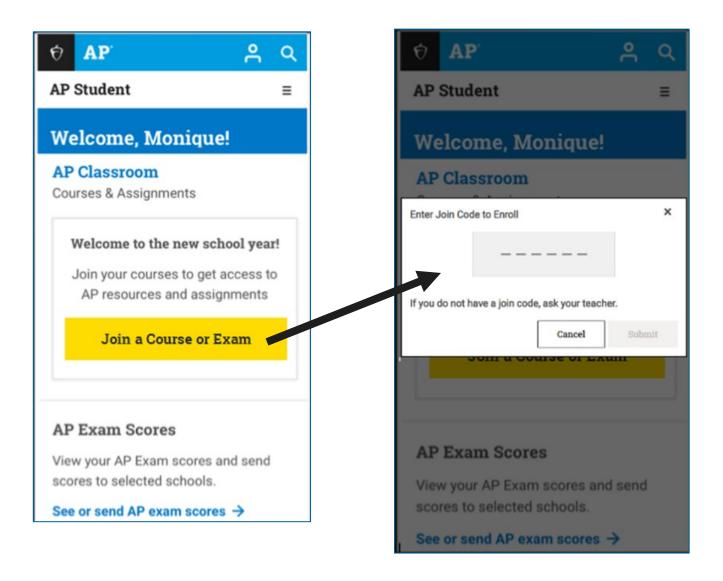
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Section 1: My AP

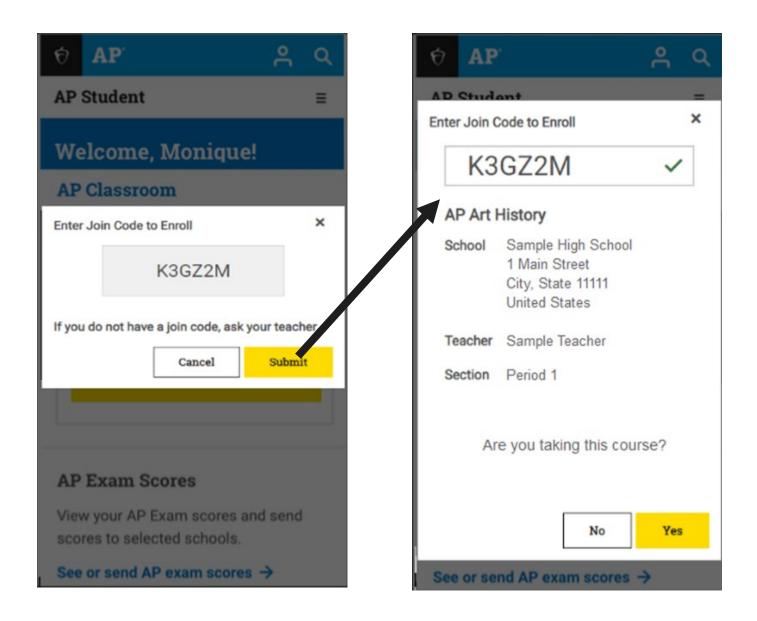
- 1. Go to https://myap.collegeboard.org/
- 2. **Enter your login information and click Submit.** If you don't have an account, you can sign up. If you forgot your username or password, the links below the login area of the screen will help you



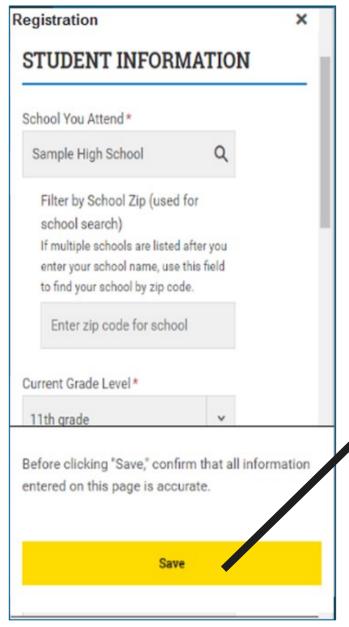
- 3. Students will enroll themselves in your class by signing in using their existing College Board accounts. They will see a notification that they have not joined a class. They will select "Join a Course or Exam" and enter the join code provided by the teacher
- 4. You will be asked to enter the join code provided to you by your AP Teacher. If you do not know your join code, ask you teacher.

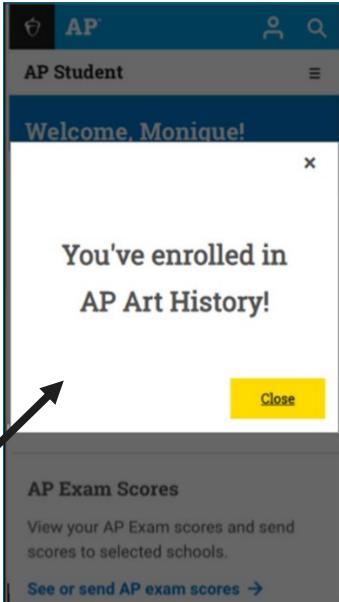


5. After you enter your join code, you will see a confirmation screen. Select "Yes" if the information displayed is correct. Select "No" if it is incorrect and inform your teacher.

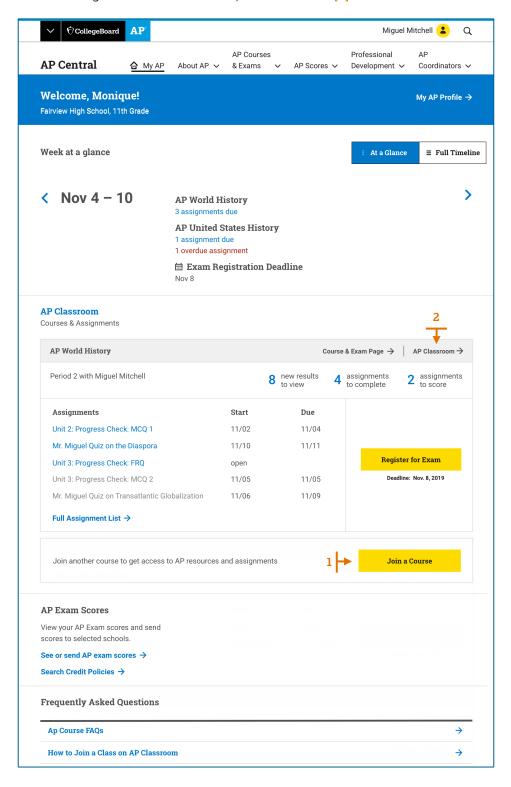


6. The next screen also displays high school information which you should review and select "Save" if correct.



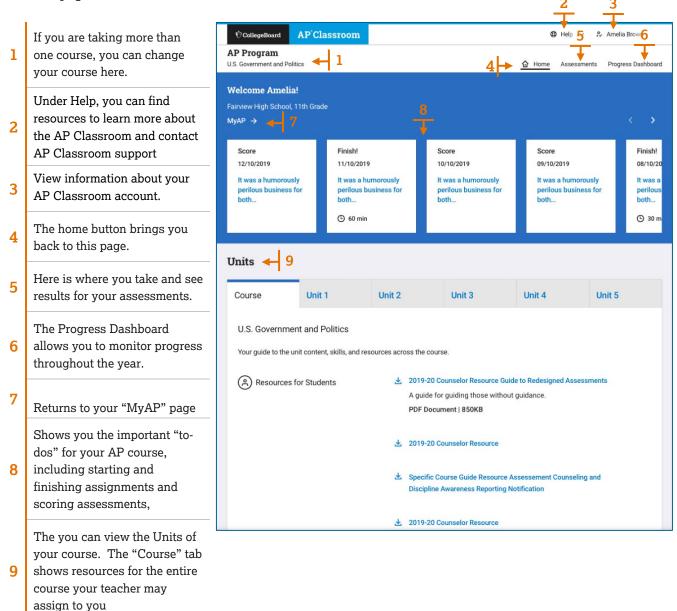


7. Once you have entered the Join Codes for your AP Classes, your "My AP" page will display your course information. You can continue to add courses by selecting the "Join a Course" link [1] below your list of courses. To go to the AP Classroom, select that link [2].



Section 2: AP Classroom Home Page

Your AP Clasroom home page helps you manage your work on your AP class. Here are the major features of the home page :

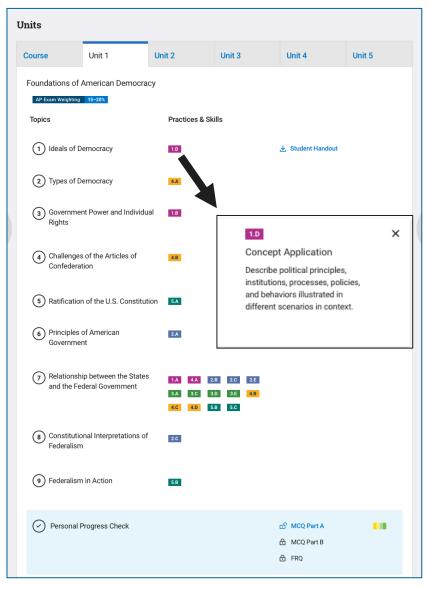


Unit tabs

In the Units area of the home page you can you can see the topics covered for each unit.

The Practices and Skills are also displayed for those topics also appear. Select a colored box to see the definition of the practice.

At the bottom of the page are the Personal Progress Checks for the unit. When your teacher assigns them to you, you can select the name to take the progress check.

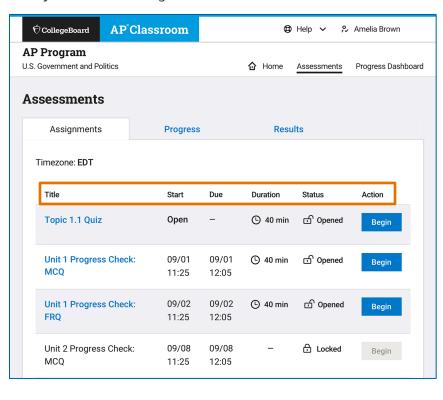


Section 3: Assessments

Assignments Tab

The Assignments tab summarizes the assessments you have been assigned.

Title	Shows the name of the assignment. This can be a progress check or other quiz.
Start	Start date and time of the assessment. If there is no start for the assessment, this column will display Now Open .
Due	Date and time the assessment will be closed. If there is no due date for the assessment, this column will display Now Open .
Duration	The amount of time you will have to complete the assessment.
Status	Opened means that the assessment is available to take. Locked means the assessment is not available to take until your teacher unlocks it.
Action	You can Begin an assessment if this button is active.



Using the LockDown Browser for Secure Assessments

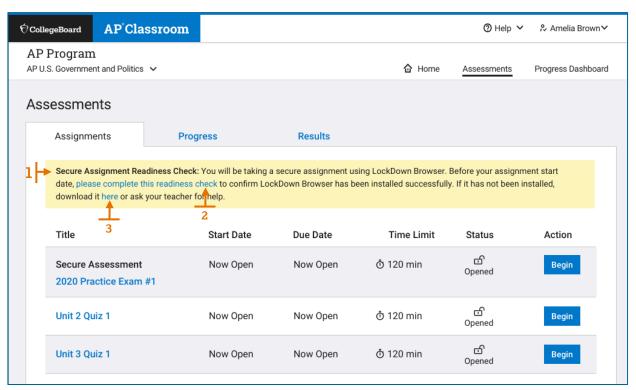
You may be assigned an assessment that requires that you have secure browser called the LockDown Browser, a free secure browser that locks down the testing environment and enhances the security of assessment administration. When taking on online assessment with the LockDown Browser, you cannot print, copy, or go to another website while you are taking the assessment until you submit it.

The LockDown Browser can be installed on the following devices:

- Windows or Mac computers (using Chrome, Firefox, or Safari 10 or higher)
- School-managed Chromebooks
- iPads (iOS 12 or higher). *Note that test administration is supported by the iPad version, but you may miss some troubleshooting messages.*

If you are assigned a secure assessment, you will be reminded [1] you need to have the LockDown browser working on your computer or iPad in order to take the assessment.

You can perform the readiness check [2] to see if the LockDown browser has been installed by school staff. If the readiness check fails, let your teacher know immediately. If you are able to install software on your computer or iPad, you can download and install the LockDown browser directly [3].

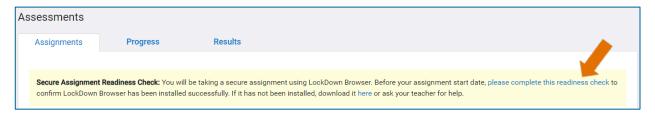


Secure Readiness Check

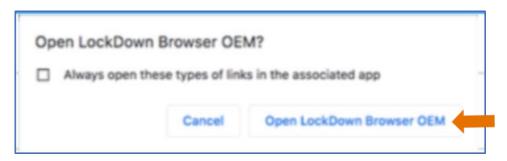
Once the LockDown Browser has been installed on the device you will use to take a secure assessment, you must complete a Secure Assignment Readiness Check.

Log in to the platform using the devices that will be used for the final exam. Students using Windows or Mac computers should use Chrome, Firefox, or Safari 10 or higher. Students using iPads (iOS 12 or higher) should use Safari. Students using Chromebooks should select "College Board" from the Apps link and log in to the platform.

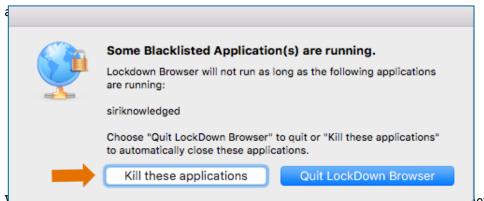
Go to the Assignments tab in the Assessments area and click on "please complete this readiness check".



You will see a pop-up to open LockDown Browser. After they click "Open LockDown Browser OEM," the readiness check will launch.



The LockDown Browser requires certain "blacklisted" applications – ones that keep you from taking the assessment securely -- to close. If the pop-up shown below appears, click "Kill these applications."



1...en are reaumess encer mas manerea, anower are on sample questions. Then, click "Submit" and exit the LockDown Browser to successfully complete the readiness check.

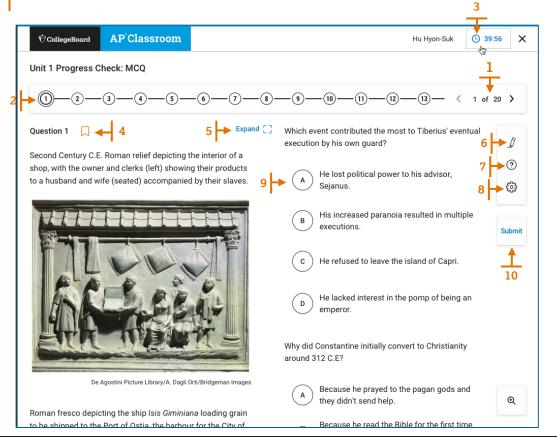


Taking an Assessment

Below is a screen from an online assessment.

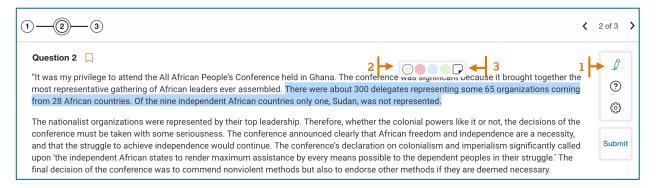
- 1 You can page through the questions it by selecting the arrow buttons and the top and bottom.
- You can go directly to any question in the progress check by selecting a question number, which are displayed at the top of the window. The question you are viewing will be shown with a double-circle around the question number.
- If it is a timed assessment, the timer will appear here. You will be warned when you have 5 minutes remaining.

 Even if the time runs out, you still may complete the assessment. The total time taken will still be recorded in the AP Classroom.
- 4 Use the bookmark icon to mark a question so it's easier to return to later.
- 5 Select to expand the question to full screen.
- 6 Will the annotation tool, you can mark text on the question and write notes. See details below this table
- The help icon shows you a guide to all available features for this assessment.
- 8 The settings icon allows you to change the color contrast and font size of the question to increase its legibility.
- 9 To respond to a multiple-choice question, select its letter choice
- When you have answered every question, the "Submit" button will turn blue. Select it to submit your assessment to AP Classroom.

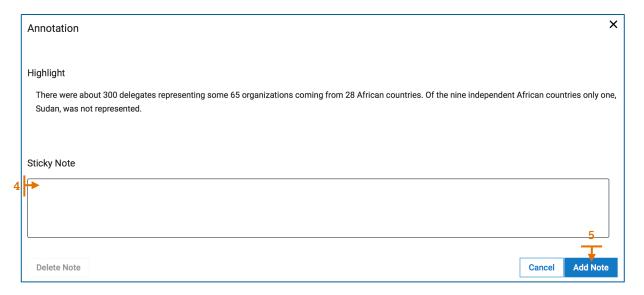


Adding an Annotation

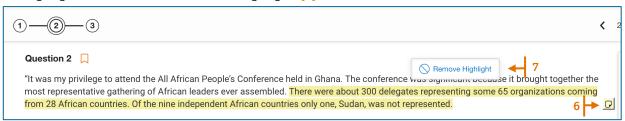
To add highlighting or notes, select the Annotation tool [1] and use your cursor to highlight text. Then, select one of the four colors to add highlighting (yellow is the default) [2]. To add a sticky note to the highlighted text, select the sticky note icon [3].



Clicking that icon will show a popup window where you can write notes for yourself [4].



After you click 'Add Note' [5], the sticky note will appear next to the text [6]. To remove highlighting, select the highlighted text and click 'Remove Highlight' [7].



To remove the Sticky note, open it by clicking in. You can either edit what you're written or select "Delete Note".

Accessibility Options

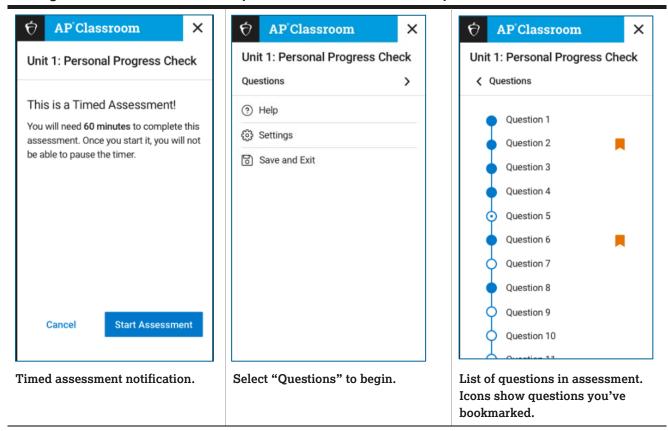
When taking an assessment on AP Classroom, selecting the "Settings" icon in the upper left will enable you to change the color scheme and font size of the assessment screen.

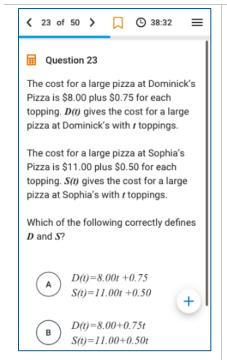


Other Features of AP Classroom Assessments

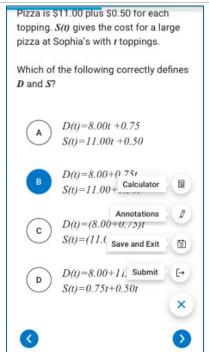
Assessments assigned through AP Classroom can be taken on a computer, tablet or phone. Here are some important features of the online assessment application.

Taking an assessment online (below are mobile screens)

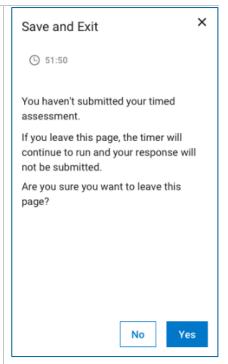




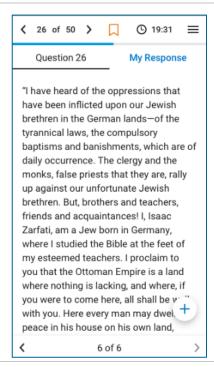
On a multiple-choice question, select a letter to enter response and select the Submit button.



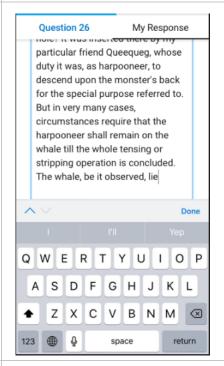
The Submit button is shown here, along with other options. "Save and Exit" allows you to resume later.



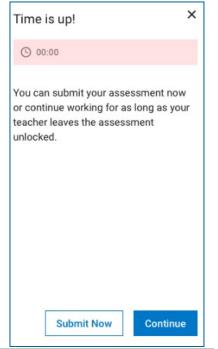
When you "Save and Exit" a timed assessment, you see this warning.



Free response questions will show the question and a space for entering your response

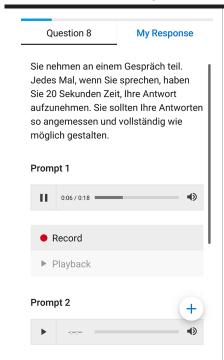


A keyboard will appear on screen for entering your response.

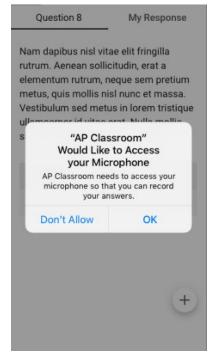


When the time for a timed assessment is over, you see this message.

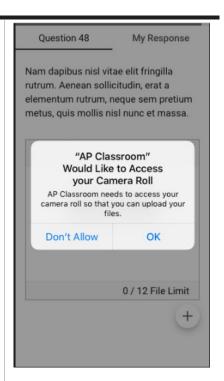
Special Question Types



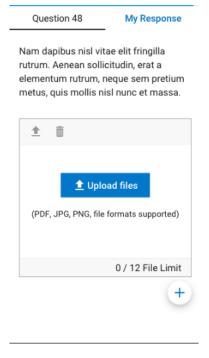
For Music Theory and World Language courses, you can record responses.



You'll be asked to allow the use of the microphone.



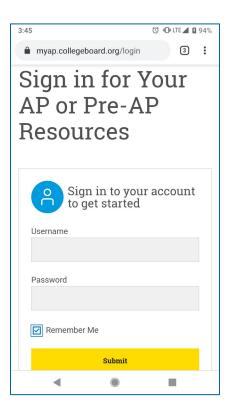
If you use your phone to take pictures of written or drawn work, you can upload it.



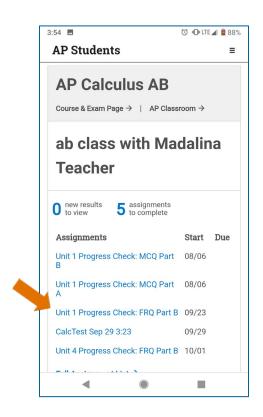
You can also add files from your computer or phone as part of your response (see next section).

Adding Files to Your Assessment from Your Cell Phone or Tablet

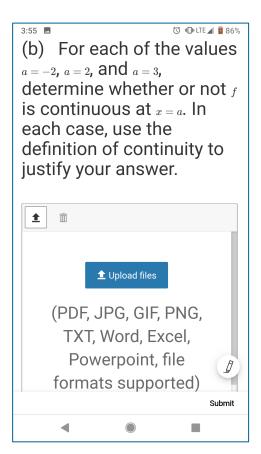
1. Log in to AP Classroom



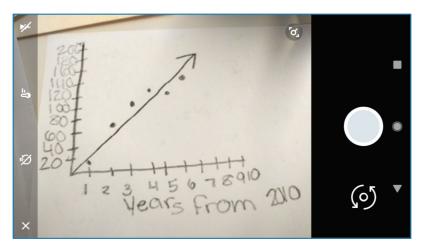
2. Navigate to your assessment in My AP.



View the instructions for the question.
 Work out your response on paper. You should make sure your response is clear of stray marks and its clearly separated from other responses.



4. Take picture of your response with your phone.



5. Back on the question, select "Upload files".

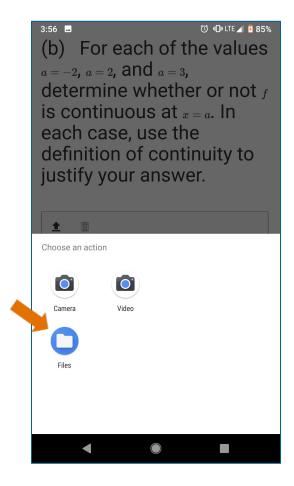
(b) For each of the values a = -2, a = 2, and a = 3, determine whether or not f is continuous at x = a. In each case, use the definition of continuity to justify your answer.

1 Upload files

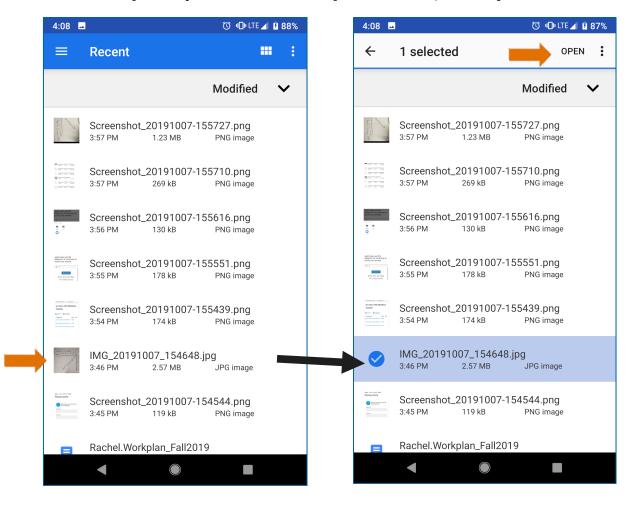
(PDF, JPG, GIF, PNG, TXT, Word, Excel, Powerpoint, file formats supported)

6. Navigate to your phone's file folder.

Note you cannot take a picture directly with our phone and have it upload into AP Classroom. You must upload the saved picture.



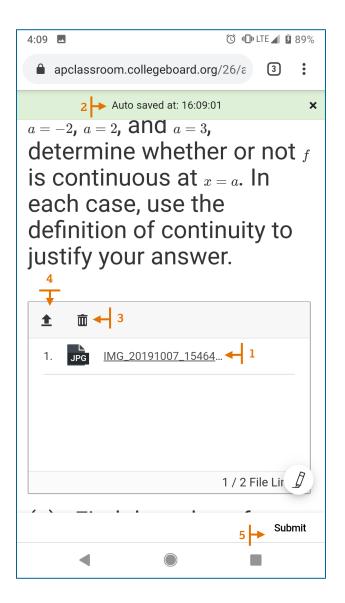
7. Select the photo of your answer. When the photo is selected, select "Open."



8. The file name will appear in the upload window [1]. As soon as the upload is complete, you will see a notification that the file has been saved [2].

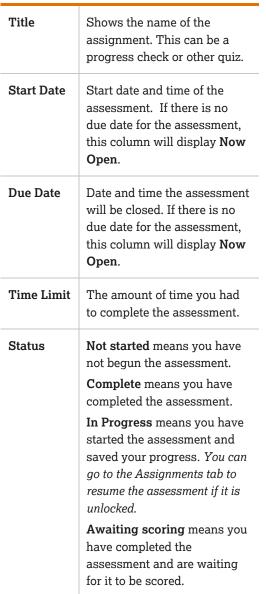
To replace the file, first delete it by selecting the "trash" icon [3]. Then select the upload icon to upload a new file [4].

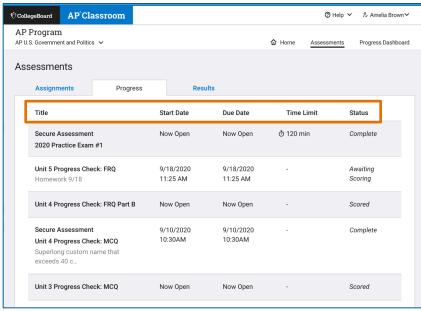
Upload your responses to <u>each</u> question and when finished, select "Submit" to enter them into AP Classroom [5].



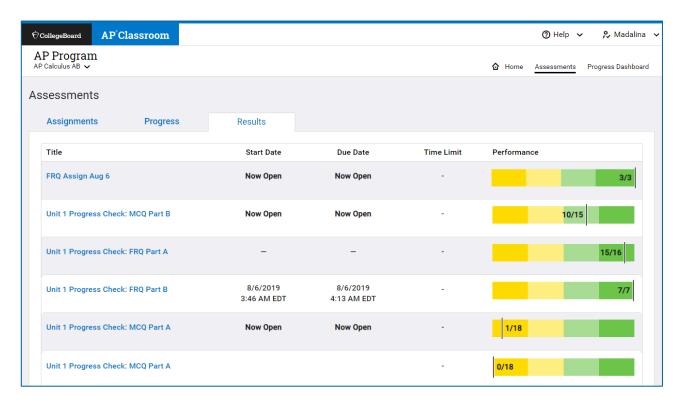
The Progress Tab

The Assignments tab summarizes the assessments you have been assigned.





The Results Tab

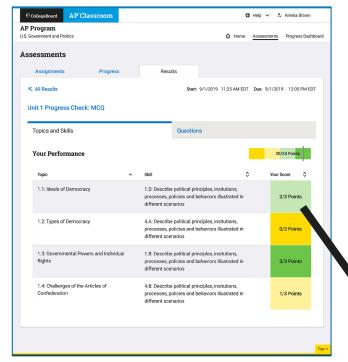


In the Results tab, you can check the status of assessments you have completed. The table shows summary information for each assessment. In the Performance column, you will see your score if scoring has been completed. The performance bar uses color to represent performance levels:



For more details on your results, select the assessment title.

Progress Checks: Topics and Skills Tab



The details of your progress check can be viewed in two ways: by **Topics and Skills** and **Questions**. You first see the Topics and Skills tab.

Your total for the progress check appears above the table.

The table shows all the topics and skills covered in the assessment and your score on the questions that covered those topics and skills. You can sort these three columns by selecting the sorting controls.

Selecting a color square shows your results on the questions related to the topic and skill.

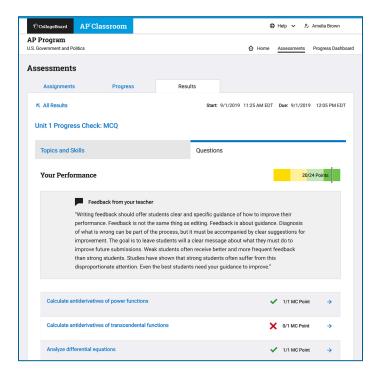


Progress Checks: Questions Tab

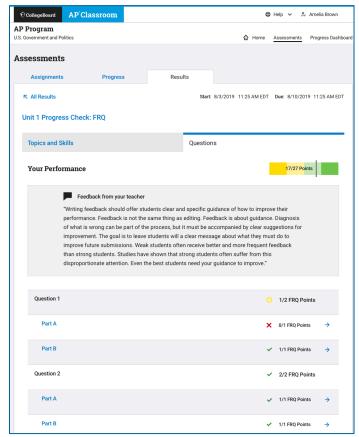
The questions tab also displays a summary of your performance on the assessment and also list the questions in the assessment and your score on each.

If your teacher provided feedback to you on your assessment, it will appear above the table.

Multiple-Choice Assessment



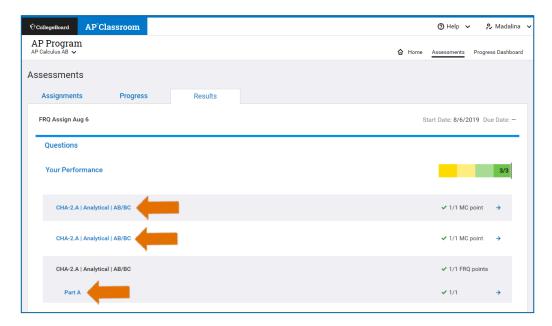
Free Response Question Assessment



To see details about the question, select its name.

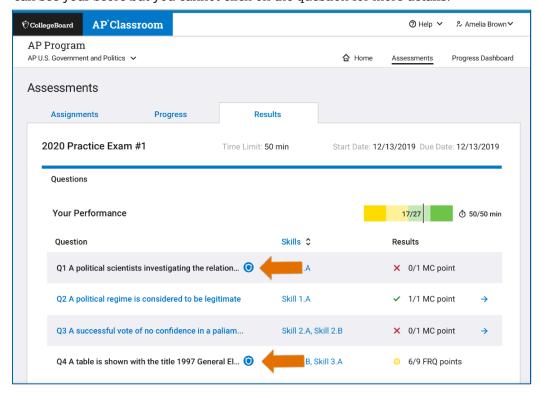
Questions Tab for Other Assessments

For assessments other than progress checks, the list of Questions appears. To see details about the question, select its name.



Questions Tab for Assessments with Practice Exam Questions

Assessments that contain practice exam security are subject to greaters security. For those questions, you can see your score but you cannot click on the question for more details.



Multiple-Choice Question Detail

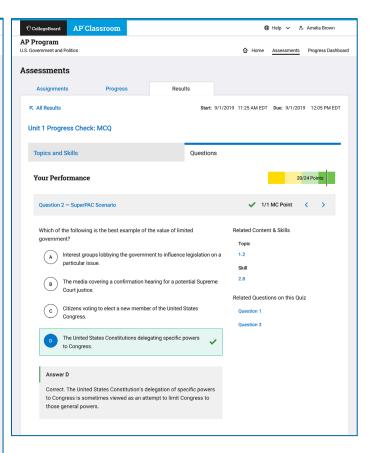
The question detail for a multiple-choice assessment shows the correct answer and additional feedback for your response, both correct and incorrect. The detail screen also shows you the topic and skills covered by the question and other questions in the assessment that covers those same topics and skills.

Incorrect Response

AP Classroom ⊕ Help ∨ % Amelia Brown AP Program U.S. Government and Politics Assessments ∧ All Results Start: 8/3/2019 11:25 AM EDT Due: 8/10/2019 11:25 AM EDT Unit 1 Progress Check: MCQ Part A E All Doculto : 8/3/2019 11:25 AM EDT Due: 8/10/2019 11:25 AM ED Unit 1 Progress Check: MCQ Part A Topics and Skills Ouestions Your Performance 11/13 Points Question 2 — SuperPAC Scenario Which of the following is the best example of the value of limited Related Content & Skills Interest groups lobbying the government to influence legislation on a 2.8 The coordinacy serious μ agratic gation hearing for a uniterities Survivor ω Skill The media covering a confirmation hearing for a potential Supreme Court justice. Related Questions on this Quiz Citizens voting to elect a new member of the United States Congress. Ouestion 1 The United States Constitutions delegating specific powers to Congress. Answer C Incorrect. Citizens voting to elect a new member of the United States Congress is not an example of limited government. The United States Constitution's delegation of specific powers to Congress is the best

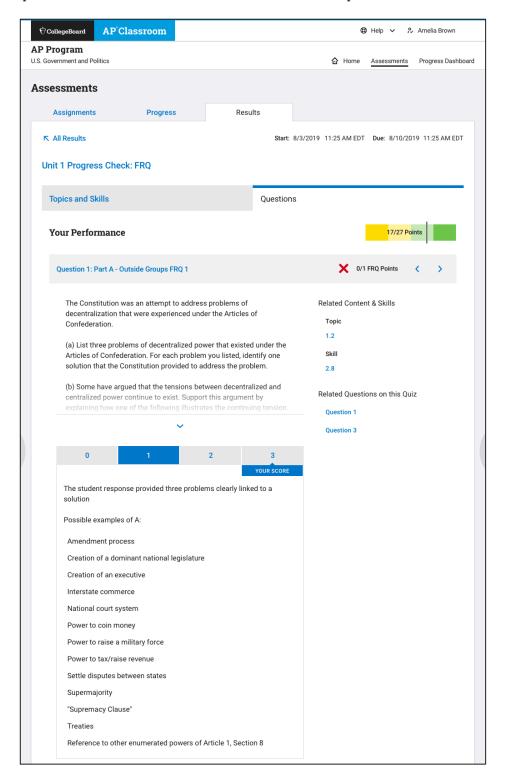
example of the core value of limited government.

Correct Response



Free-Response Question Detail

The question detail for a free-response assessment shows the correct answer and additional feedback for your response. The detail screen also shows you the topic and skills covered by the question and other questions in the assessment that covers those same topics and skills.

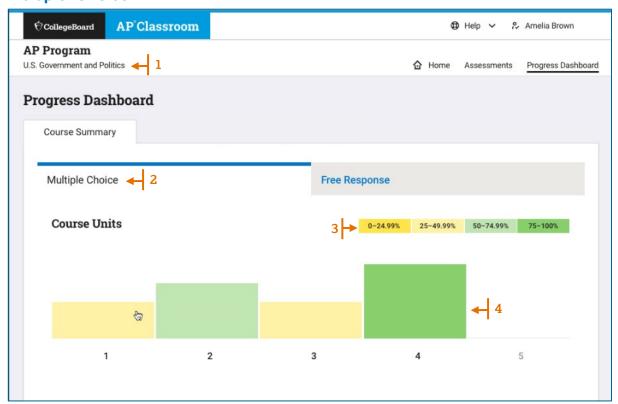


Section 4: Progress Dashboard

The Progress Dashboard allows you to track your progress throughout the school year.

Course Summary

Multiple Choice



- If you are taking more than one course, you can change your course here.
- The page opens to the Course Summary tab for Multiple Choice questions. You can also select to view Free-Response questions.
- 3 This bar shows the shows the performances percentages by color as shown in the main chart below.
- 4 These colored boxes represent your cumulative averages for all multiple-choice questions per course unit.

When you select a colored box for a unit, you see details of the assessments that made up the unit total.

