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**About the Drawing Portfolio**

In the Drawing Portfolio, your mastery of drawing can be demonstrated through a wide range of approaches and media. Light and shade, line quality, rendering of form, composition, surface manipulation, and the illusion of depth are drawing issues that can be addressed through a variety of means, which could include painting, printmaking, mixed media, etc. Abstract, observational, and inventive works may be submitted. The range of marks used to make drawings, the arrangement of the marks, and the materials used to make the marks are endless.

Any work submitted in the Drawing Portfolio that incorporates digital or photographic processes must address drawing issues such as those listed above, as well as mark-making. Using computer programs merely to manipulate photographs through filters, adjustments, or special effects is not appropriate for the Drawing Portfolio.

**To learn more about the individual portfolio sections, click on one of the links below. If you want to begin or continue uploading images, click on one of the links to the left under My Portfolio.**

**Section I: Quality**

Five actual works that demonstrate your mastery of drawing
Since this section requires the physical submission of actual artworks, you will not be using the web application to prepare this part of your portfolio.

[Click here for more information](https://apstudio.ets.org/apstudioart/sbmsn/user/stuHome.jsp#Q)

**Section II: Concentration**

Works describing an in-depth exploration of a particular drawing concern ......... 12 images

[Click here for more information](https://apstudio.ets.org/apstudioart/sbmsn/user/stuHome.jsp#C)

**Section III: Breadth**

A variety of works demonstrating your understanding of drawing issues ......... 12 images

[Click here for more information](https://apstudio.ets.org/apstudioart/sbmsn/user/stuHome.jsp#B)

Click **Forward Portfolio to Teacher** only when you have finished uploading and arranging images for Sections II and III and you are ready to formally submit your portfolio to your teacher. If you are not ready to forward your portfolio and you want to work on it later, you can simply click **Save All Changes** and then click **Exit**.

**Section I: Quality**

You are asked to demonstrate quality through carefully selected examples of your work. There is no preferred (or unacceptable) style or content. Your mastery of drawing should be apparent in the composition, concept, and execution of your works, whether they are simple or complex.

You must submit actual works in one or more media in this section. They may be separate, distinct works, or they may be directly related to one or more of the other works submitted in this section. Flat paper, cardboard, canvas board, or unstretched canvas are acceptable. The work may not be larger than 18" x 24", including matting or mounting. Works that are smaller than 8" x 10" should be mounted on sheets that are at least 8" x 10".

**For Section I, Quality, choose the five works that you feel best represent your accomplishments and that fit within the size limit. The five works may come from your Concentration and/or your Breadth section, but they don't have to. They may be a group of related works, unrelated works, or a combination of related and unrelated works.**

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**Section II: Concentration**

For your concentration, you are asked to devote considerable time, effort, and thought to an investigation of a specific visual idea. To document your process, you should present a number of conceptually related works that show your growth and discovery. It is important to define your concentration early in the year so that the work you submit will have the focus and direction required for a concentration.

**A concentration is a body of related works that:**

* grow out of a coherent plan of action or investigation;
* are unified by an underlying idea that has visual and/or conceptual coherence;
* are based on your individual interest in a particular visual idea;
* are focused on a process of investigation, growth, and discovery; and
* show the development of a visual language appropriate for your subject.

**A concentration is NOT:**

* a variety of works produced as solutions to class projects;
* a collection of works with differing intents;
* a group project or collaboration;
* a collection of works derived solely from other people's published photographs;
* a body of work that simply investigates a medium, without a strong underlying visual idea; or
* a project that merely takes a long time to complete.

**Examples of Concentrations**

The list of possible concentration topics is infinite. The examples of concentrations given here are intended only to provide a sense of range and should NOT necessarily be considered "better" ideas than your own.

* A series of expressive landscapes based upon personal experience of a particular space
* A personal or family history communicated through the content and style of still-life images
* Abstractions developed from mechanical objects that explore mark-making
* Interpretive self-portraiture and figure studies that emphasize exaggeration and distortion
* A project that explores interior or exterior architectural space, emphasizing principles of perspective, structure, and/or ambiance created by light, etc.
* A figurative project combining animal and human subjects-drawings, studies and completed works

**Presenting Your Concentration**

All concentrations must be submitted in digital image form. Twelve images are required; some of them may be details. In most cases, you will probably have completed more than 12 works for your concentration; if so, choose the 12 that best represent your process of investigation. Your choice of images should present your concentration as clearly as possible.

In preparing your Section II images, give some thought to the sequence of the images. You should organize them to best show the development of your concentration. In most cases, this would be chronological.

You may not submit images of the same work that you are submitting for Breadth. Submitting images of the same work for Section II, Concentration, and Section III, Breadth, may negatively affect your score.

**Commentary**

A written commentary describing what your concentration is and how it evolved must accompany the work in this section. Responses should be concise; you may not exceed the number of characters allotted on the Commentary page. The commentary is not graded, but it does help in the evaluation process. The commentary consists of responses to the following:

1. What is the central idea of your concentration?

2. How does the work in your concentration demonstrate the exploration of your idea? You may refer to specific images as examples.

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**Section III: Breadth**

In this section, the artworks you submit should demonstrate your understanding of fundamental drawing concerns. Include examples of drawing from observation, work with invented or nonobjective forms, effective use of light and shade, line quality, surface manipulation, composition, various spatial systems, and expressive mark-making. In other words, you are asked to demonstrate that you are thoughtfully considering these concerns while composing your art.

The best demonstrations of breadth clearly show a range of conceptual approaches to drawing. For example, a single Breadth section might contain work that shows:

* the use of various spatial systems, such as linear perspective, the illusion of three-dimensional forms, aerial views, and other ways of creating and organizing space; and
* the use of various subjects, such as the human figure, landscape, still-life objects, etc.; and
* the use of various kinds of content, such as those derived from observation, expressionistic viewpoint, imaginary or psychological imagery, social commentary, political statements, and other personal issues; and
* arrangement of forms in a complex visual space; and
* the use of different approaches to represent form and space, such as rendering or gestural, painterly, expressionist, stylized, or abstract form and
* the investigation of expressive mark-making.

If you choose to use a single medium-for example, if your portfolio consists entirely of charcoal drawings-the work must show a range of approaches, techniques, compositions, and subjects.

All artworks in this section must be submitted in digital image form. You must submit 12 images of 12 different works. Detail images may not be included. You may not submit images of the same work that you are submitting for your concentration. Submitting images of the same work for Section II, Concentration, and Section III, Breadth, may negatively affect your score.

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**Setting Up Your Access**

**Receiving the Access Key from Your Teacher or AP Coordinator**

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

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

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

**Creating Your Account**

To set up your student access:

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

**Note:**
	* For each portfolio you will be submitting, you will be required to enter the corresponding Key provided to you by your teacher or AP Coordinator.
	* Entering your email address is recommended because it will provide your teacher or AP Coordinator with a convenient way to communicate with you about your AP Studio Art portfolio(s). However, you are not required to enter your email address.
4. Click **Submit** to complete your access request. A confirmation screen will let you know that you have access to the digital submission application.
5. **Registration Information:** After clicking **Submit** to complete your access request, you may complete additional required registration information at this time or later. If you choose to complete it at this time, you can enter and save as much of the information as desired. When you exit, the application will return you to the **Sign In** screen.

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

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

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

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**Modifying Your Account**

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

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

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

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**Your Home Page**

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

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

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

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

**Portfolio Statuses**

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

|  |  |
| --- | --- |
| **Status** | **What It Means** |
| **Not Started** | You have set up your access to the web application but have not yet saved any work to the portfolio. |
| **In Progress** | You have started working on the portfolio and saved it, but have not yet forwarded the portfolio to your teacher (or AP Coordinator).  |
| **Forwarded to Teacher** | You have forwarded the completed portfolio to your teacher. After forwarding a portfolio, you can no longer view or change the portfolio unless your teacher returns it to you for further action.  |
| **Further Action Recommended** | You have forwarded your portfolio to your teacher, and the teacher has returned it to you with recommendations for further action. You should speak with your teacher about his or her recommendations for your portfolio. You have the option to make changes to the portfolio, but are not required to do so. **Whether or not you make changes, you must forward the portfolio to your teacher again in order to submit it to the AP Program for evaluation.**  |
| **Forwarded to Coordinator** | Your teacher has acknowledged that your portfolio is ready for the AP Coordinator to submit it to the AP Program to be evaluated.If you are a home-schooled student or if you are not submitting your portfolio through a teacher, **Forwarded to Coordinator** status means that you have forwarded the completed portfolio directly to the AP Coordinator you are working with.  |
| **Returned to Teacher** | Your teacher has forwarded your portfolio to the AP Coordinator, and the Coordinator has returned it to your teacher. The AP Coordinator may be concerned that your portfolio does not appear to meet the portfolio requirements listed on the AP Studio Art poster. If your teacher thinks that your portfolio requires further action, the teacher will return the portfolio to you. Then the portfolio status will change to **Further Action Recommended**.If you are submitting your portfolio through the Coordinator, this status is not applicable to you.  |
| **Sent to AP**  | The AP Coordinator has sent your portfolio to the AP Program to be evaluated. You, your teacher, and the AP Coordinator can take no further action on a portfolio with **Sent to AP** status. Only portfolios with **Sent to AP** status at the time of the deadline (8 p.m. EDT on May 10, 2013) will be evaluated by the AP Program.  |

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**Working with Images**

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

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

**Photographing Artwork and Storing Images for Uploading**

More information about photographing your artwork and preparing and storing images for uploading is available on the [AP Studio Art Digital Submission FAQs page](http://apcentral.collegeboard.com/apc/public/courses/teachers_corner/201195.html) on AP Central®.

**Uploading Images**

To upload an image:

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

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

**Deleting Images**

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

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

**Rearranging Images**

To rearrange your images:

1. Change the number in the top left corner of any image that you want to move to a new position in the template. The number you enter represents where you want the image to be relocated within the template. Ensure that you have no duplicate numbers.
2. Click **Save All Changes.** Your changes will be saved, and the page will be reloaded with the images rearranged as you have specified.

**Labeling Images**

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

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

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**Adding Concentration Commentary**

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

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

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

To add your commentary:

1. Under **My Portfolio,** click **Section II: Concentration** to display Section II in the work area.
2. Click the **Commentary** tab to display the questions.
3. Type your responses in the boxes provided.

**Note:** You can cut and paste text from an outside application. If the amount of text you are attempting to paste exceeds the character maximum, the web application will display an error message asking you to decrease the amount of text.
4. Click **Save Commentary** to save your work.

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

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**Completing Your Registration Information**

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

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

You can begin entering your registration information immediately after you first set up your access to the web application, or you can return later to complete it at any time before you forward your portfolio submission. For more information, see [Modifying Your Account](https://apstudio.ets.org/apstudioart/document/HelpTextStudent.htm#S_accountmod).

**Required Information**

* **Complete Mailing Address** (no post office box, please)
* **Date of Birth**
* **Sex**
* **Six-digit Code of the School You Attend:**

Enter the six-digit code for the school that you attend. If you are unsure of your school code, contact your teacher or AP Coordinator, or search for it [here](http://apps.collegeboard.com/cbsearch_code/codeSearchHighschool.jsp).

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

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

**Note:** In addition to the registration information listed above, you will be required to enter your **AP number** and, optionally, the **college code for the college or university to receive your score(s)**. Fields for these items will be provided on the **Forward Portfolio** screen when you forward your completed portfolio; they are not included on the registration information screens. For more information, see [Information You Will Need from Your AP Coordinator before Forwarding Your Portfolio](https://apstudio.ets.org/apstudioart/document/HelpTextStudent.htm#S_InfoFromCoord) and [Forwarding Your Portfolio to Your Teacher or AP Coordinator](https://apstudio.ets.org/apstudioart/document/HelpTextStudent.htm#S_forwardportfolio1).

**Optional Information**

* **Phone Number**
* **Social Security Number:**

If you are not sure of your social security number, don't guess. This item is optional. However, if you have previously taken an AP Exam and you supplied this information, you should do so again.

* **Ethnicity/Race**
* **Father/Male Guardian and Mother/Female Guardian Education Levels:**

Indicate the highest level of education completed by your parents or guardians.

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

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

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

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

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

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

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

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

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

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

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**Forwarding Your Portfolio to Your Teacher or AP Coordinator**

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

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

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

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

For more information, see [Completing Your Registration Information](https://apstudio.ets.org/apstudioart/document/HelpTextStudent.htm#S_Reginfo) .

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

**Important:** No one else may use your AP number; do not share your labels or AP number with anyone. You should use this number for all the AP Exams that you take this year. **If you took an AP Exam last year, do not use your AP number from last year.**

* + **Four-Digit Code of the College to Receive Your AP Score Report:** The list of college codes is in your AP Student Pack. If there is no code listed for your college, complete the College Information Card on the back cover of your Student Pack and submit it to AP Services to avoid the score reporting fee. If you have not decided on a college or do not wish to have your scores reported at this time, leave this field blank.
1. **Survey Questions:** The screen will then display optional survey questions for you to answer. When you are ready to proceed to the next screen, click **Continue**.
**Note:** You will be asked to complete the survey for each portfolio that you forward.
2. **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**.
3. **Artistic Integrity Screen:** The screen will then display statements about the artistic integrity of your work; about work that makes use of photographs, published images, and/or other artists' work. You must agree to all of the statements in order to forward your portfolio. After you have confirmed all the statements by clicking their checkboxes, click **Forward Portfolio**.
4. **Confirmation Screen:** A confirmation screen will let you know that your portfolio has been forwarded to your teacher (or AP Coordinator). Your portfolio status will change to **Forwarded to Teacher**, or **Forwarded to Coordinator** if you are not submitting through a teacher.

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

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

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

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

After you forward your completed digital portfolio, you can sign in to the web application later to see your portfolio status and monitor its progress in the digital submission process. **The deadline for the AP Coordinator to submit your digital portfolio to the AP Program is Friday, May 10, 2013, at 8 p.m. EDT.** If your portfolio status does not change to **Sent to AP** as the deadline approaches, you should contact your teacher or AP Coordinator. Only portfolios with **Sent to AP** status at the time of the deadline (8 p.m. EDT on May 10, 2013) will be evaluated by the AP Program.

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

**Submission to the AP Program**

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

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

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

**Recommendations for Further Action**

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

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

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

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

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

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**Technical Requirements**

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

**Software Requirements**

**Operating system** must be one of the following:

* Windows XP (Home or Professional)
* Windows Vista (Home, Business, Premium, or Ultimate)
* Mac OS (10.4 or higher)

**Web browser must be one of the following:**

* Internet Explorer (6.0 or 7.0)
* Firefox (2.0 or 3.0)
* Safari (2.0 or 3.0)

**Requirements and Recommendations for Digital Images**

**All images must be submitted in JPEG format (file name extension .jpg) and RGB color mode.** We recommend uploading files that are 72 pixels-per-inch (ppi) because a higher resolution does not add clarity when viewing images 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:
	+ Recommended maximum size: 780 × 530 pixels (10.83 × 7.36 inches)
	+ Recommended minimum size: 480 × 480 pixels (6.67 × 6.67 inches)
* Portrait orientation:
	+ Recommended maximum size: 530 × 780 pixels (7.36 × 10.83 inches)
	+ Recommended minimum size: 480 × 480 pixels (6.67 × 6.67 inches)

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

**Free Disk Space**

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

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**Troubleshooting**

* If you are experiencing technical issues while using the web application, confirm that the computer you are using meets the [specified technical requirements](https://apstudio.ets.org/apstudioart/document/HelpTextStudent.htm#S_techrequirements).
* If you have questions or require technical assistance, contact AP Services:

Phone: (888) 225-5427 (toll free in the United States and Canada) or (609) 771-7300

Email: apexams@info.collegeboard.org

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