How to submit your AP portfolio online

Getting Started
Go to:
http://apstudio.ets.org

Then Click on "**Set up your access now**"

In this part you will create a profile for yourself. You need to enter in my teacher key which is:

xzy8900

And the school code which is:

052117

After you have done this you will need to log back in using your user name and password and upload your images.

Remember you are submitting for **2-D Design Portfolio** if it asks you for this information.

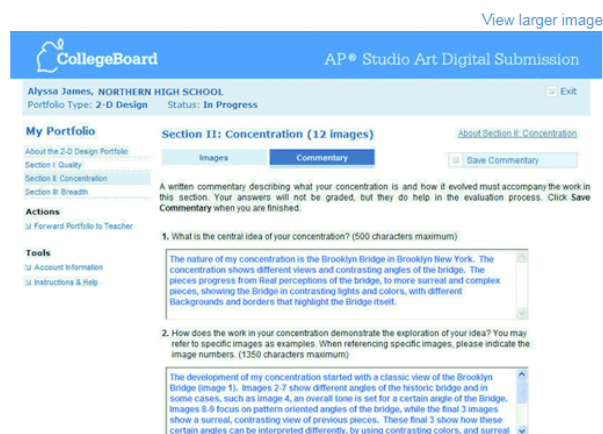Please do this ASAP – you can always remove images and replace them with other images.

Commentary Statement - You must do these things:

- When typing your final draft of your commentary statement, please do this on Word or a Google Doc first.
- Save this file in a place you can retrieve it easily.

Why are you doing this?
- The AP site does not spell or grammar check. Word also does character counts. Remember it is asking for character counts not word counts. Letters, numbers, spaces and all punctuation count as characters. Have your word processing program set to view the character count.
- You are required to turn in your commentary statement to me at a later date

Copy and paste your statement in your Word doc into the AP website commentary section.

Uploading your images

To upload your images to the AP site (concentration and breadth), ***they must not be larger than 3 MB (3000 KB).*** Most images are this size or smaller, but depending on your camera and if you shot on RAW, your images may too large. Just check the image size. Look at these files below. The ones that are below 3000 KB are fine to upload. The larger ones are too big.

To fix this, you can downsize the files in Photoshop by going to Image and then Image Size.
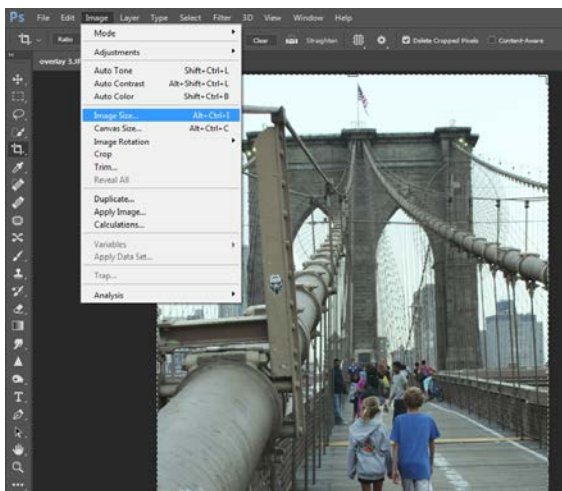
Then make sure ***Resample is checked*** and then reduce the resolution or size dimensions. How much? Just look at the file size and use math to reduce it by the percentage you think would bring it under 3000 KB (3 MB). Be sure you don't save over your original image if you don't have the image backed up elsewhere. Save it under a different name so you can recognize it when you go to upload it.
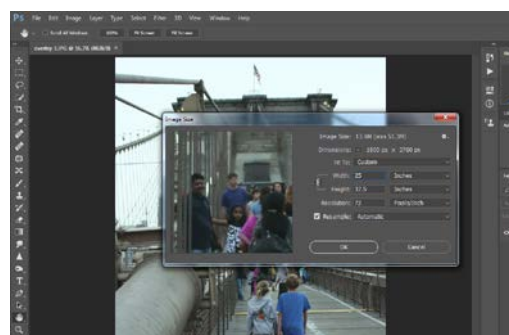
Or to do this most easily, I recommend that you Download the image from flickr. Choose the medium size file to download and you should be all right with uploading to the AP site.
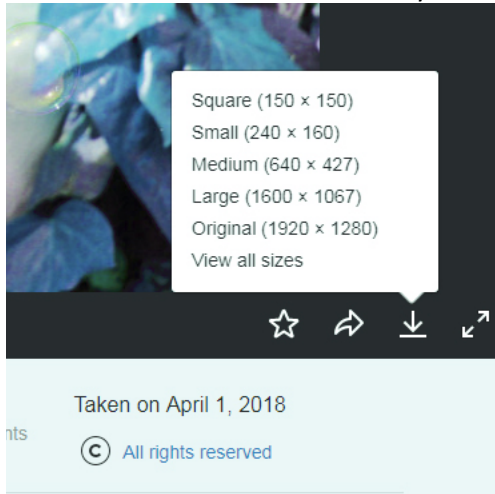
When you do this, place the files in a folder that you can easily retrieve later. I am requiring you to submit your images to me in a PowerPoint or Google slides later, and these smaller files are easy to put into a PowerPoint and you don't have to do the work of gathering up your images twice.

Upload all images, by clicking browse and find them on your computer.
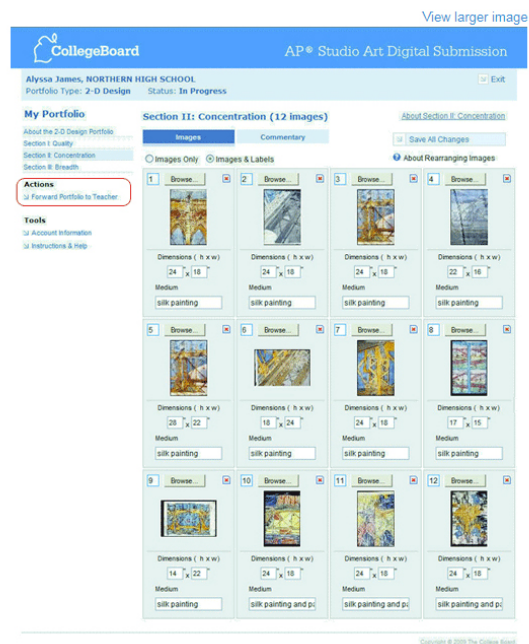
Please take a screen shot of the breadth and concentration pages before you forward it to Mr. L. this way you will know the order in which you submitted them so when you turn in your slides to Mr. L, you can get the order correct. You also may want to take a screen shot of your statement just in case you lose the original file.

Dimensions
Be sure to put in the dimensions for each piece (put in the dimensions of the size you would print it if you have never printed it before (the best way to do this is to go on Photoshop and go to Image> Image Size and type in the dimensions you want and you can see exactly how big the height and width would be. Make sure you don't reverse the height and width dimensions and do not guess the dimensions (you can round the measurement up or down, but don't just put in random numbers that you think are the dimensions).

Medium
For the medium: for digital photos, you put "digital photo." For darkroom, you put "silver gelatin print." You may have other media types. If you have questions, ask.

Other Very Important Information
Also, get your AP number and the number of the college you are submitting your scores to. This can be found at the CCC (ask for an AP number sticker and attach it to your ID card – just a suggestion). I have the list of college numbers on my website.

ADHERE TO THE DEADLINES I HAVE ON THE DUE DATES LIST. PROCRASTINATION IS YOUR WORST ENEMY. IF YOU WAIT TILL THE LAST MINUTE, THE WEBSITE HAS BEEN KNOWN TO CRASH DUE TO OVERLOAD OF FELLOW PROCRASTINATORS OVERWHELMING THE SITE.

WHEN YOU ARE COMPLETELY READY TO SUBMIT YOUR PORTFOLIO TO AP,
YOU MUST CLICK **"FORWARD PORTFOLIO TO TEACHER"**.
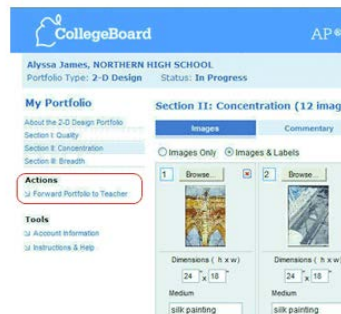
I CANNOT EMPHASIZE ENOUGH HOW IMPORTANT THIS IS. I cannot forward your portfolio to AP without you doing this.

Be sure to check back to make sure I have forwarded it to the AP coordinator. You may get your portfolio sent back to you with the statement **"FURTHER ACTION RECOMMENDED".**
This means you have forgotten something or there is an error of some kind. You need to contact Mr. Lindroth ASAP to see what the problem is. The best way is to send me a remind or email me at:

elindroth@conejousd.org

Once you have corrected the error, you must forward your portfolio again.