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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Section 1: My AP

1. Go to https://myap.collegeboard.org/

2. **Enter your login information and click Sign In.** 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 your teacher.
Welcome, Monique!

**AP Classroom**
Courses & Assignments

Welcome to the new school year!
Join your courses to get access to AP resources and assignments

Join a Course or Exam

AP Exam Scores
View your AP Exam scores and send scores to selected schools.

See or send AP exam scores

If you do not have a join code, ask your teacher.

Cancel  Submit
5. After you enter your join code, you will see a confirmation screen. Select “Yes” if the information delayed 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 Classroom home page helps you manage your work on your AP class. Here are the major features of the home page:

1. If you are taking more than one course, you can change your course here.

2. Under Help, you can find resources to learn more about the AP Classroom and contact AP Classroom support.

3. View information about your AP Classroom account.

4. The home button brings you back to this page.

5. Here is where you take and see results for your assessments.

6. The Progress Dashboard allows you to monitor progress throughout the year.

7. Returns to your “MyAP” page.

8. Shows you the important “to-dos” for your AP course, including starting and finishing assignments and scoring assessments.

9. The you can view the Units of your course. The “Course” tab shows resources for the entire course your teacher may assign to you.
Unit tabs

In the Units area of the home page 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.

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

Below is a screen from an online assessment.

1. You can page through the questions by selecting the arrow buttons and the top and bottom.
2. 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.
3. 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.
7. 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.
10. 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”.

Section 3: Assessments
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)

| Timed assessment notification. | Select “Questions” to begin. | List of questions in assessment. Icons show questions you’ve bookmarked. |
On a multiple-choice question, select a letter to enter response and select the Submit button.

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

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

A keyboard will appear on screen for entering your response.

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

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.**

**Prompt 1**

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

**Prompt 2**

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

You can also add other files as part of your question.

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**Section 3: Assessments**
## The Progress Tab

The Assignments tab summarizes the assessments you have been assigned.

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Shows the name of the assignment. This can be a progress check or other quiz.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start</strong></td>
<td>Start date and time of the assessment. If there is no due date for the assessment, this column will display <strong>Now Open</strong>.</td>
</tr>
<tr>
<td><strong>Due</strong></td>
<td>Date and time the assessment will be closed. If there is no due date for the assessment, this column will display <strong>Now Open</strong>.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>The amount of time you had to complete the assessment.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td><strong>Not started</strong> means you have not begun the assessment. <strong>Complete</strong> means you have completed the assessment. <strong>In Progress</strong> means you have started the assessment and saved your progress. <em>You can go to the Assignments tab to resume the assessment if it is unlocked.</em> <strong>Awaiting scoring</strong> means you have completed the assessment and are waiting for it to be scored.</td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td>You can <strong>Review</strong> an assessment if this button is active.</td>
</tr>
</tbody>
</table>
Reviewing an Assessment

When you review an assessment, the question appears in window on the screen.

1. Select “Close Review” to return to the Progress tab.

2. This area allows you to navigate between the questions in the assessment. The circle with a double circle indicates the question you viewing (in this example, question 1).

3. You can also move between questions using these arrows.

4. Selecting the question mark will show you a key to the icons that appear in this area.

5. The settings icon allows you to change the color scheme and font size of the question to make it easier to read.

6. The answer you selected is shown in a green box.

7. The magnifying glass allows you to zoom in on the screen.

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Ottoman Conquest of Constantinople

“When the initial siege failed to take the city, the Ottoman Sultan Mehmed II summoned the cannonmakers and spoke to them about what cannon could be used to demolish the northern wall of the city, along the line of the Golden Horn. They assured him it would be easy to demolish that wall if they could construct another massive caisson. The Sultan immediately provided them with everything they needed. So, they constructed the caisson, a thing most awesome to see and altogether unbelievable. With an astounding thunder and a flame that lit up all of the surroundings, the cannon hurled stones that hit the wall with tremendous force and velocity and immediately knocked it down.

After a long and bitter struggle, the Ottomans prevailed and their entire army poured into the city through the breach in the walls. They robbed and plundered, and the whole city was desolate and destroyed as if by fire. The Sultan then entered the city and saw its great size, grandeur and beauty. When he saw what a large number had been killed and the wholesale use and destruction of the city, he was filled with compassion. Tears fell from his eyes as he grieved. What a great city we have given over to plunder and destruction!”

Michael Kritovoulos, Byzantine noble, History of Mehmed the Conqueror, written in the 1480s.

The conquest of the city as described in the passage could best be used to explain which of the following processes in the period 1400-1750?

A. The transmission of new weapons along trade networks

The use of new weapons by expanding imperial states

C. The use of new weapons to establish trading post empires

D. The development of new processes of manufacturing to create new weapons
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:

<table>
<thead>
<tr>
<th>Performance Level</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>No results</td>
<td></td>
</tr>
<tr>
<td>0 to 24.99%</td>
<td>Yellow</td>
</tr>
<tr>
<td>25 to 49.99%</td>
<td>Green</td>
</tr>
<tr>
<td>50 to 74.99%</td>
<td>Green</td>
</tr>
<tr>
<td>75 to 100%</td>
<td>Green</td>
</tr>
</tbody>
</table>

For more details on your results, select the assessment title.
The details of your assessment can be viewed in two ways: by **Topics and Skills** and **Questions**. You first see the Topics and Skills tab.

Your total for the assessment 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.
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

To see details about the question, select its name.
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.

<table>
<thead>
<tr>
<th>Incorrect Response</th>
<th>Correct Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question 2</strong>: SuperPAC Scenario</td>
<td><strong>Question 2</strong>: SuperPAC Scenario</td>
</tr>
<tr>
<td><strong>Topic</strong>: Related Content &amp; Skills</td>
<td><strong>Topic</strong>: Related Content &amp; Skills</td>
</tr>
<tr>
<td>1. Interest groups lobbying the government to influence legislation on a particular issue.</td>
<td>1. Interest groups lobbying the government to influence legislation on a particular issue.</td>
</tr>
<tr>
<td>2. The media covering a confirmation hearing for a potential Supreme Court justice.</td>
<td>2. The media covering a confirmation hearing for a potential Supreme Court justice.</td>
</tr>
<tr>
<td>3. Citizens voting to elect a new member of the United States Congress.</td>
<td>3. The United States Constitution delegating specific powers to Congress.</td>
</tr>
<tr>
<td>4. The United States Constitution delegating specific powers to Congress.</td>
<td>4. The United States Constitution delegating specific powers to Congress.</td>
</tr>
</tbody>
</table>

**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.
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.

The Constitution was an attempt to address problems of decentralization that were experienced under the Articles of Confederation.

(a) List three problems of decentralized power that existed under the Articles of Confederation. For each problem you listed, identify one solution that the Constitution provided to address the problem.

(b) Some have argued that the tensions between decentralized and centralized power continue to exist. Support this argument by explaining how one of the following illustrates the continuing tension:

0 1 2 3

The student response provided three problems clearly linked to a solution.

Possible examples of A:

Amendment process
Creation of a dominant national legislature
Creation of an executive
Interstate commerce
National court system
Power to coin money
Power to raise a military force
Power to tax/raise revenue
Settle disputes between states
Supermajority
"Supremacy Clause"
Treaties
Reference to other enumerated powers of Article 1, Section II
Section 4: Progress Dashboard

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

Course Summary

Multiple Choice

1. If you are taking more than one course, you can change your course here.

2. 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 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.