Chromebook Directions for Submitting

Explore Written Responses

1. Open your **Explore Survival Guide**
2. Keep your survival guide open and start another tab in your web browser. Go to the College Board Digital Portfolio at **http://digitalportfolio.collegeboard.org**
3. Sign in to your account
4. Click on “**Explore**” on the left side of the screen
5. Click on “**Written Responses**”
6. Scroll down towards the bottom of the page and click on “**Explore Written Response Template**”. The template will load in a new tab.
7. You will see boxes for each prompt (2a through 2e). Simply **copy and paste your responses from your Survival Guide into each box of the template**.
8. Make sure each bibliography entry in 2e has all of the required information. You must include the author’s name, title of the article or webpage, website name, date the article was written, web address, and date you read the article.

Here is a sample:

[1] Bhaskar, Raghav, “Securing the Future of Cryptocurrency”, Appspicket, July 27,2017, ​<https://appspicket.com/private-key-security-cryptocurrency/>​, 2/13/19

1. Once finished, go to the “**File**” menu and choose “**Save as Google Doc**”. Your file will be saved in your Google Drive.

Directions for Making a PDF

1. Go to <http://drive.google.com>
2. Find the file you want to use and open it.
3. In the “**File**” menu, choose “**Download as**” and then “**PDF document**”
4. A copy of your file in PDF format will be saved to your Google Drive
5. Be aware that a PDF cannot be changed. If you need to make changes, you will have to go back to your Google Docs version and then make a new PDF again.

Directions for Uploading to College Board

1. Go to <http://digitalportfolio.collegeboard.org>
2. Sign in
3. Click on “**Explore**” on the left side of the screen
4. Click on “**Written Responses**”
5. Click on the “**Upload New**” button at the bottom
6. Choose the PDF file you want to submit. Be sure you are submitting the correct file/version.
7. **IMPORTANT: Do NOT mark your file as FINAL unless you are ready. Once you mark it final, you cannot upload a new version. It’s best to keep it as a draft for now.**