# APAD FINAL PORTFOLIO CHECKLIST

If you feel that you have completely prepared your AP Portfolio and are ready for submission, please go through this check list to ensure you truly are ready to submit.

| | | NOTES: | YES! I've completed this and ready to go! |
|---|---|---|---|
| **AP Login Information (MYAP)** | I have already logged in the the AP submission portal. I know that I have the correct login information and can access the correct portfolio for submission. | | |
| **Conference 1** | I have met for my FIRST Zoom Conference with my teacher to review work. | | |
| **Images for Artworks** | I have taken good quality images of my artwork and have been able to adjust the images to look presentable. | | |
| **Images for Process** | My process images are of good quality and can easily be "read." They are combined in appropriate composites. I have selected them to help tell my story (they only enhance and do not detract). | | |
| **Resizing Images** | I am able to resize my images to the appropriate AP requirements (on SW page of this list). I have all of these images labeled as "Title_Resized.jpg" | | |
| **Conference 2** | I have met for my SECOND/FINAL Zoom Conference with my teacher to review for submission. | | |
| **Upload and Forward to Teacher** | Everything is completely uploaded to MYAP. I have clicked on FORWARD TO TEACHER. *(This step MAY occur during your final Zoom conference, or we can set up a short Submission Zoom Conference to help support you.)* | | |
| **Google Slides Portfolio** | I have made a separate Google Slides and this portfolio looks EXACTLY how I am submitting to AP. I could copy and paste exactly from the slide into the submission portal. | | |
| **Google Folder Submission** | I have made a folder called "FINAL PORTFOLIO." In this folder I have all 10 final SI and SW images (both full size and resized versions). I also have my final slides portfolio in this folder. | | |
| **Canvas Submission** | I have submitted this final folder to Canvas. | | |

# SUSTAINED INVESTIGATION FINAL WORKS

| | IMAGE 1 | IMAGE 2 | IMAGE 3 | IMAGE 4 | IMAGE 5 | IMAGE 6 | IMAGE 7 | IMAGE 8 | IMAGE 9 | IMAGE 10 | IMAGES 11-15 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **TITLE:** (check box if you have completed for each work) | | | | | | | | | | | NO TITLE |
| **WRITTEN STATEMENT:** <1200 characters total (for both the inquiry question and the statement combined) | Inquiry/Question(s) that guided the Sustained Investigation | | | | | | | | | | |
| | Describe how your Sustained Investigation shows evidence of **practice, experimentation, and revision** guided by your inquiry or question(s) | | | | | | | | | | **Submit a blank image ONLY for each of these submission spaces.** *(such as all white or all black, or the APCOVID19 Image in our folder).* |
| **Completed Work:** The work is fully developed and resolved and/or the process images are clear and are in a single composite image. | | | | | | | | | | | |
| **Resized Image:** See image size requirements on SW page of this document. | | | | | | | | | | | |
| **Text: SIZE in inches** height x width x depth, in inches (for images that show detail or process, put 'N/A' for size | | | | | | | | | | | |
| **Text: Materials** (<100 characters) | | | | | | | | | | | |
| **Text: Processes** (<100 characters) Include title here | | | | | | | | | | | |

# SELECTED WORKS FINAL CHECKLIST

| | SW #1 | SW #2 | SW #3 | SW #4 & SW #5 |
|---|---|---|---|---|
| **TITLE:** (check box if you have completed for each work) | | | | NO TITLE |
| **Completed Work:** The work is fully developed and resolved. | | | | |
| **Resized Image:** See image size requirements below | | | | Submit a blank image ONLY for each of these submission spaces. *(such as all white or all black, or the APCOVID19 Image in our folder).* |
| **Text: Materials** (<100 characters) | | | | |
| **Text: Processes** (<100 characters) *If size is important, this would be a good place to include that.* | | | | |
| **Text: Ideas (include title here)** (<100 characters) | | | | |

## 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 to images that are being viewed 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 (h x w):

    - Recommended maximum size: 530 x 780 pixels (7.36 x 10.83 inches)
    - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)

- Portrait orientation (h x w):

    - Recommended maximum size: 780 x 530 pixels (10.83 x 7.36 inches)
    - Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches)

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