AP® Coordinator Processes

July 2019

CollegeBoard

Coordinator Process

Access the System

Create Sections

Enroll Students

Order Exams

1. Access the System

Signing In

AP Planner Setup

Participation Form

Getting Started

Signing Into MyAP.CollegeBoard.org

This deck will go through the experiences of an AP coordinator.

Usernames and passwords are the coordinators' College Board account information.

If a coordinator does not have a College Board account, he or she can create one here by clicking "Don't have an account? Sign up"

Note: All student and teacher information in this deck is fictitious and created for demonstrative purposes only.

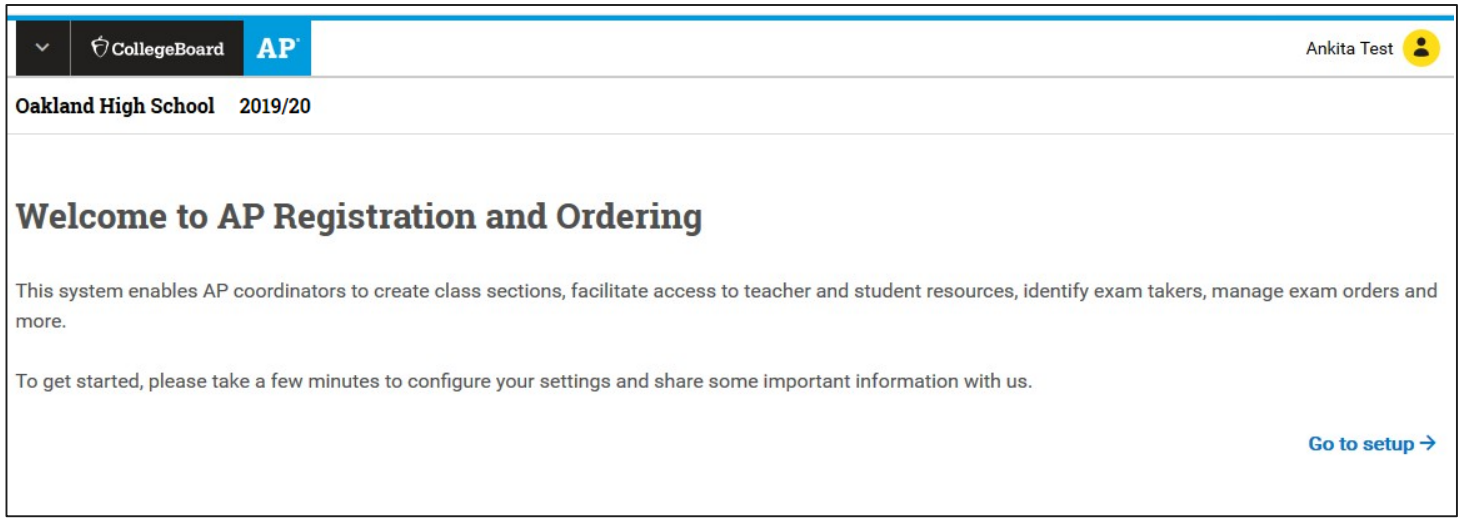
Getting Started

Initial Sign In

School principals and AP coordinators receive access codes to AP Registration and Ordering (APRO).

The first time coordinators sign in, the system will walk them through the setup process.

Coordinators who support more than one school will see each school listed on their sign in page. Schools with a completed set up will be indicated with a check mark.



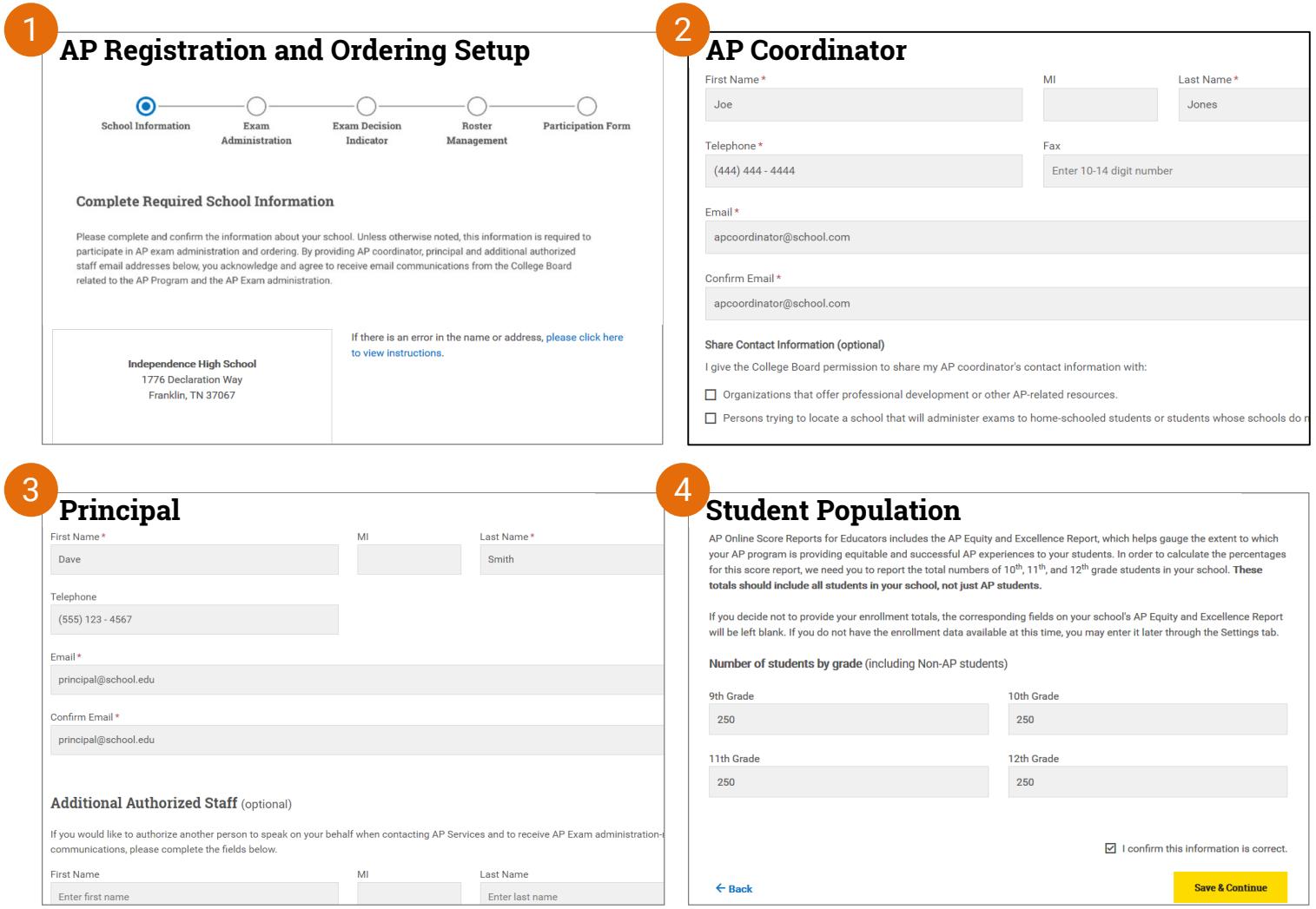
Getting Started

AP Registration and Ordering Setup: Confirming School Information

Next, coordinators will be asked to confirm contact information for themselves (2) and their principals (3). They will also need to verify their school's total enrollment and other info (4).

One additional authorized staff member may be added. This person, when listed, is authorized to call AP Services on behalf of the school and ask school-specific exam administration questions.

Note: if there is an error or update needed to the school name or address, the coordinator, principal, or additional authorized staff member must call the College Board to make changes.



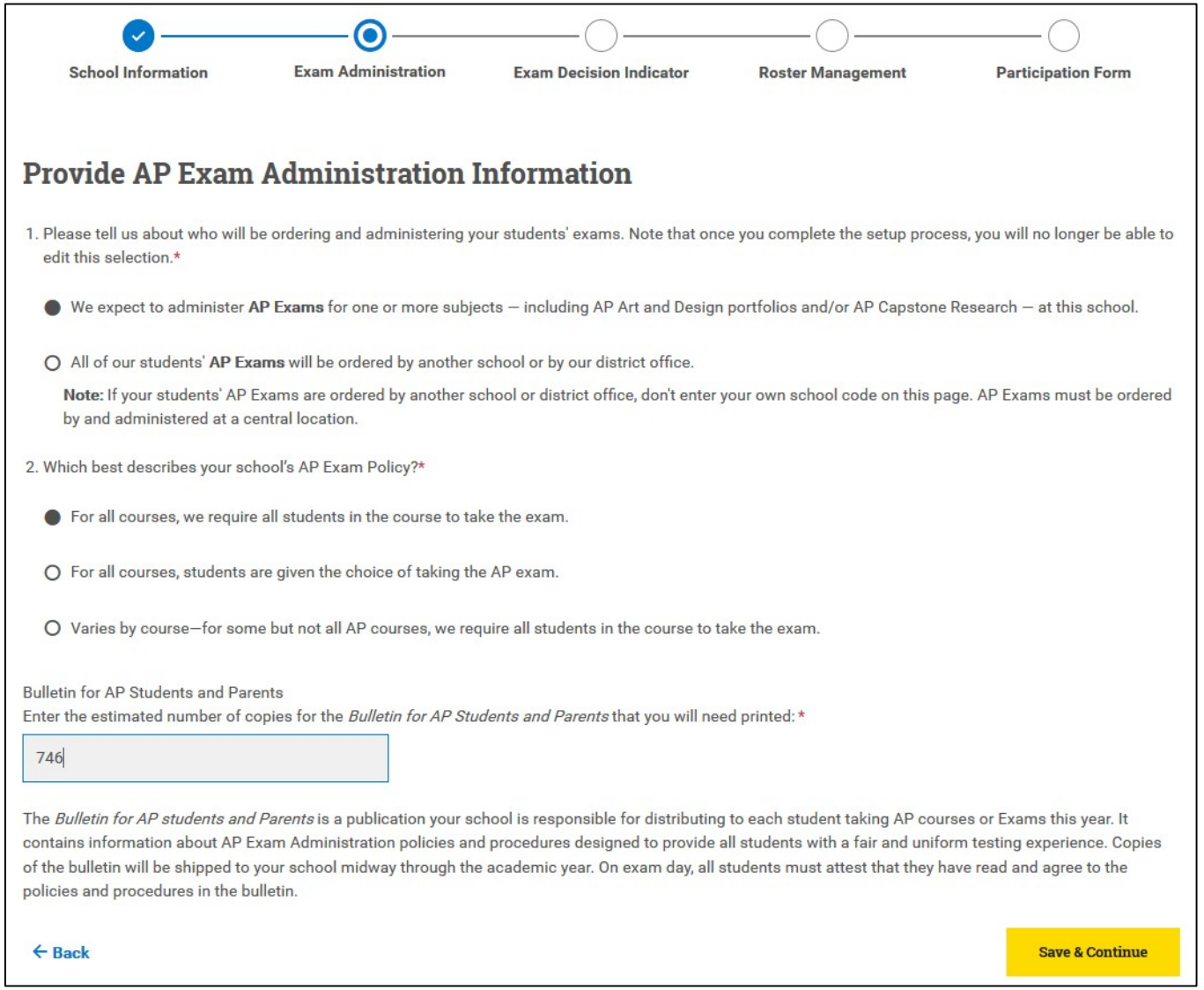
Getting Started

AP Registration and Ordering Setup : Exam Administration

Most schools administer their own AP exams, but schools that order all of their exams through another institution must share that school's name and other contact information.

Here is where the coordinator shares some insight into the school's AP culture by indicating if students are typically required to take AP exams if enrolled in an AP course.

Finally, the coordinator will indicate the number of AP Bulletins that are needed. AP students need only one bulletin regardless of how many AP classes they take.



Getting Started

AP Registration and Ordering Setup : Exam Decision Indicator

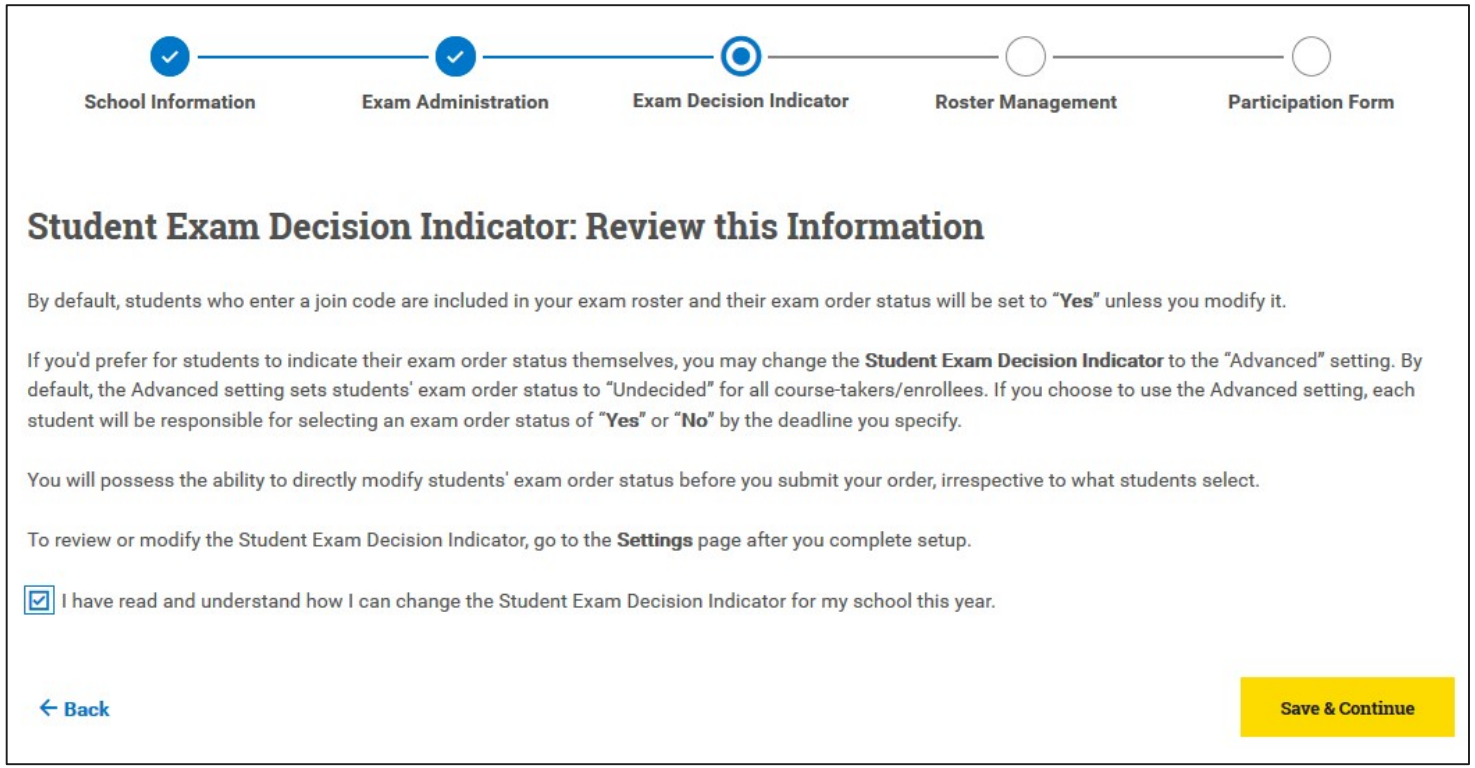
Once coordinators are updating their schools' settings, they will be able to choose the Exam Decision Indicator that works for their schools. This page explains the difference between the two options.

Default Setting: Use the system's default setting, which automatically selects "Yes" for a student's exam order. The coordinator can change the student's exam order to "No" at any time.

Advanced Setting: The second option allows students to choose their own exam decision. The coordinator can set a deadline by which students need to make their choice. Until their decision is made, they will be listed as Undecided.

Coordinators change the exam decision indicator setting to the Advanced option only once **within 7 days** of completing the initial AP Registration and Ordering setup.

After the Student Decision Deadline, students will not be able to change their decisions; only the coordinator can update the exam order.

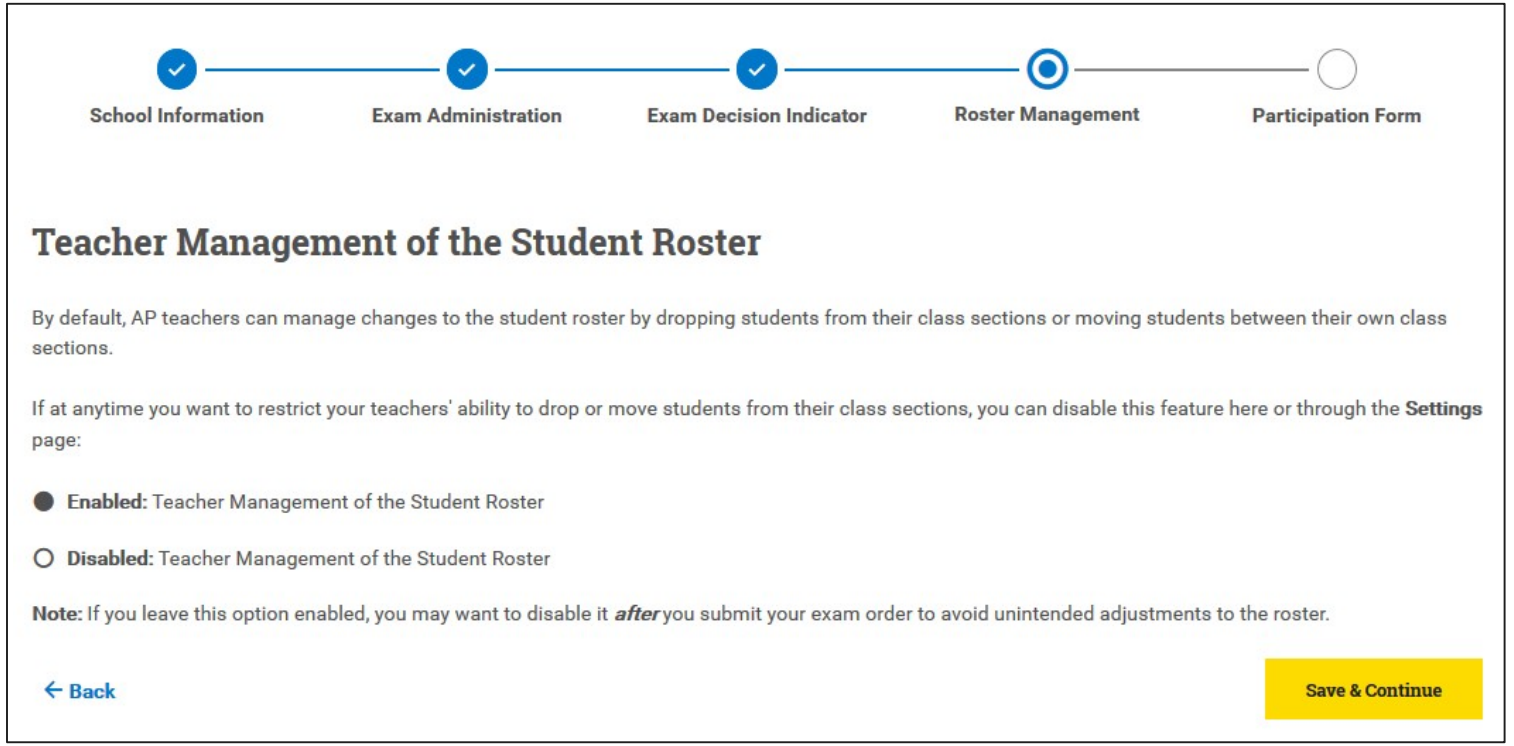


Getting Started

AP Registration and Ordering Setup: Teacher Roster Management

This section asks coordinators if they want to allow teachers to drop students and/or move students across their own class sections.

Disabling this feature means that any student who needs to switch sections or be dropped from a class section needs to work with the AP Coordinator.



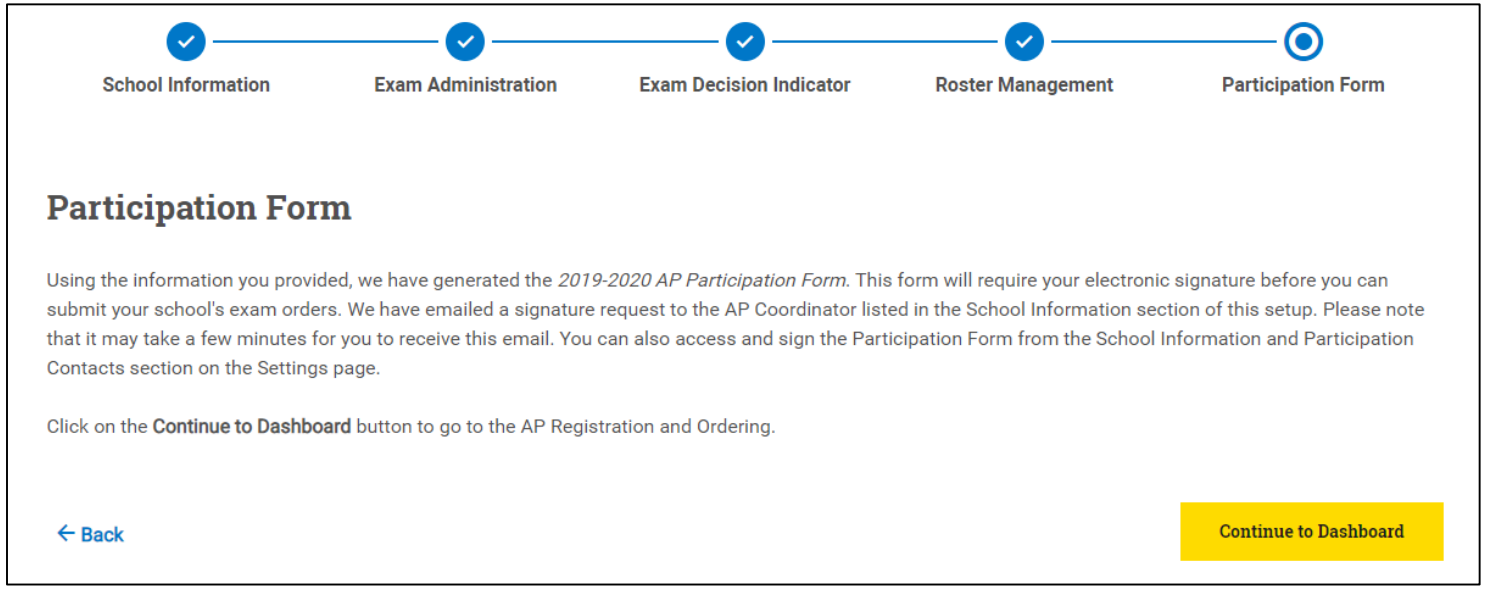
Getting Started

AP Registration and Ordering Setup: Participation Form

Once setup is complete, coordinators can sign the participation form.

Coordinators will receive an email with a link that will allow them to sign the participation form electronically. They can also sign it through the School Information and Participation Contacts section of the Settings page.

Clicking “Continue to Dashboard” will enable coordinators to begin creating class sections.



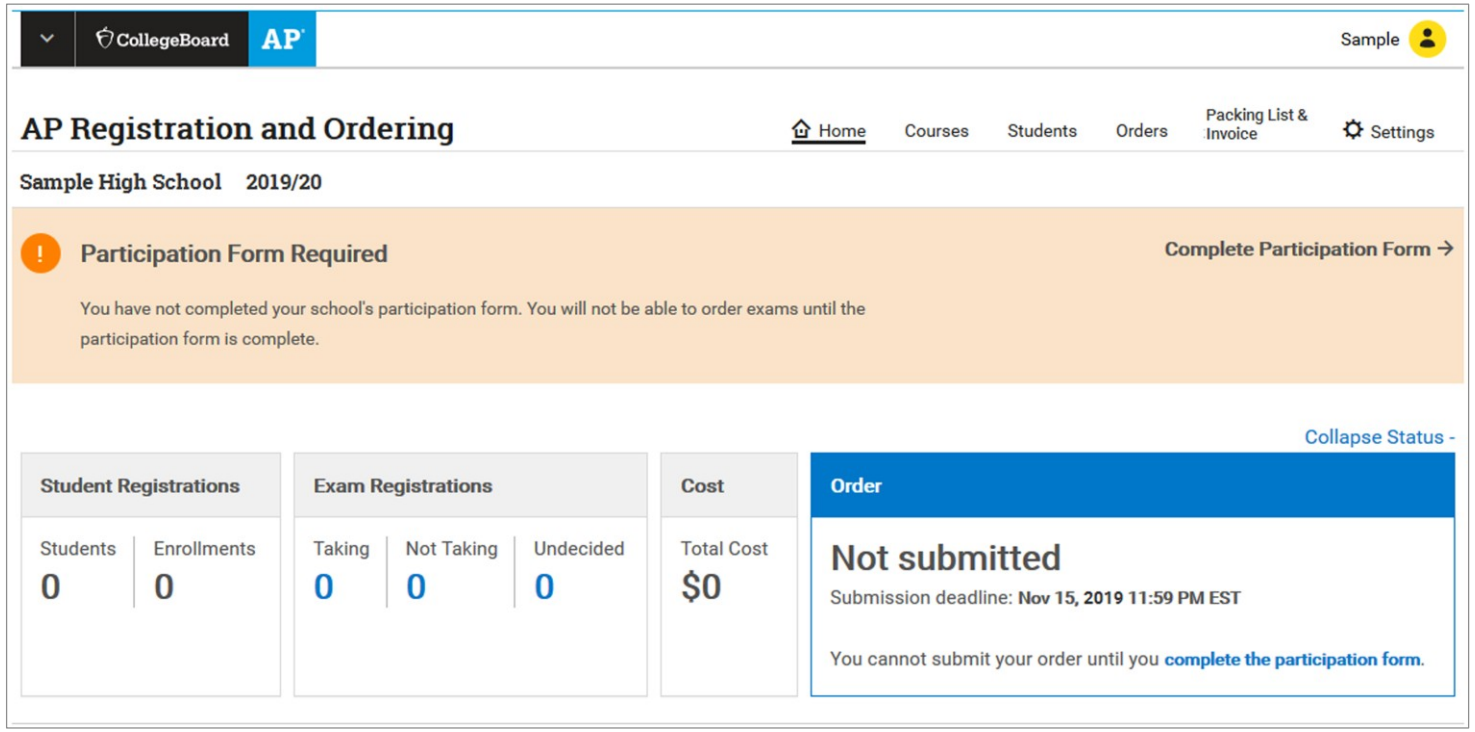
Getting Started

AP Registration and Ordering Setup: Participation Form

Until the participation form is signed, the AP coordinator will see an orange banner at the top of the screen.

Similar banners will be here when a school has any outstanding AP exam balance or a hold.

While classes can be created and students can enroll, register for exams, and use the AP Classroom resources, the coordinator cannot submit the school's order until the participation form is signed.



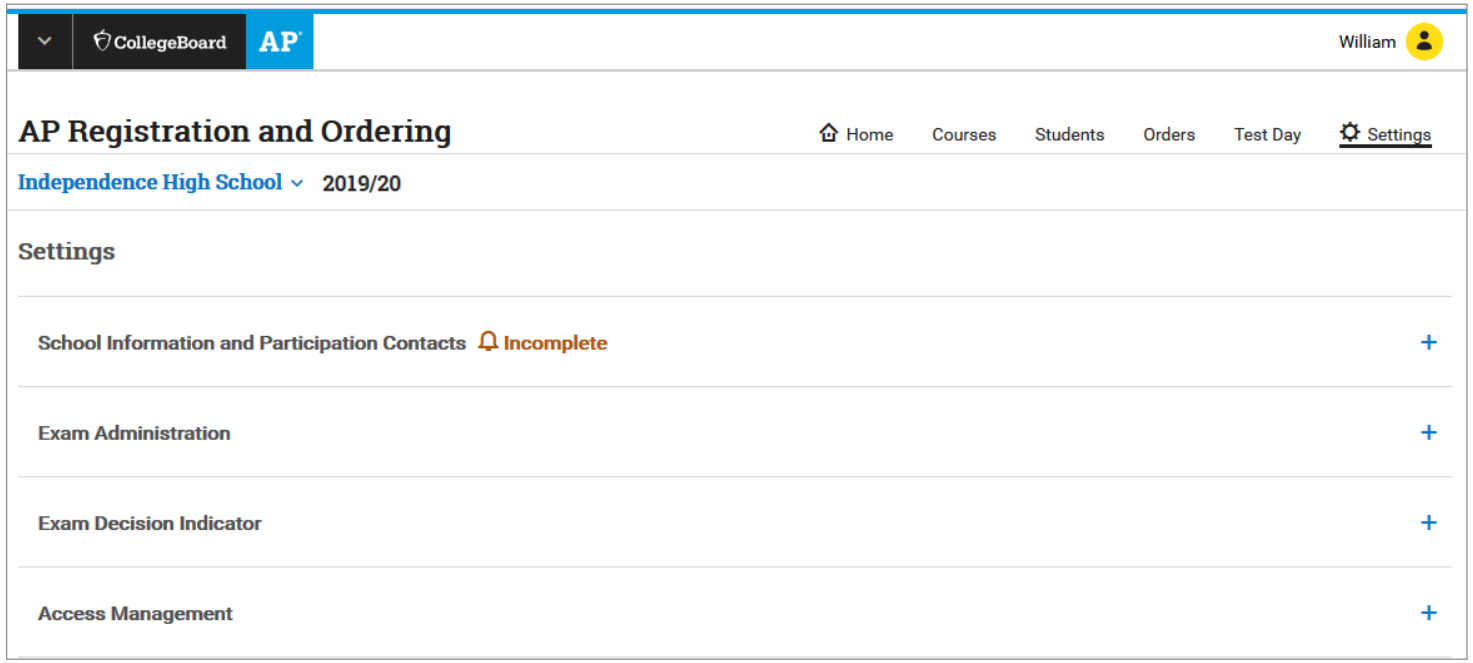
Getting Started

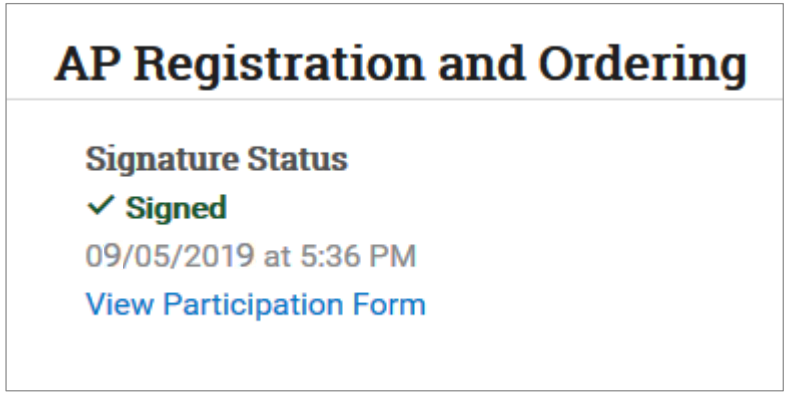
AP Registration and Ordering Setup: Settings

When the coordinators are ready to sign the participation form, the system will walk them through the process via DocuSign.

Once signed, the system will display the date and time the completed form was uploaded. Coordinators can also view the form and they will receive a copy via email.

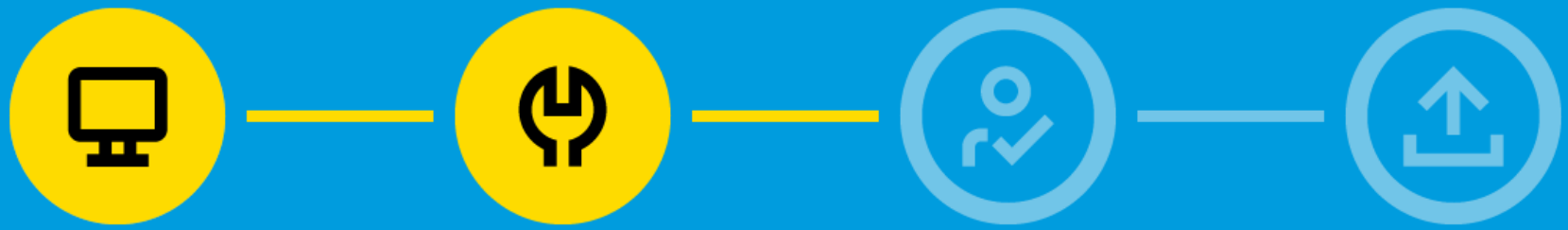
Note: The Incomplete marker will disappear once the Participation Form is complete.





2. Create Sections

Creating Class Sections
Adding a Co-Teacher
Creating an Exam-Only Section
Class Section List
Join Codes
Additional Actions



Courses

Creating Class Sections

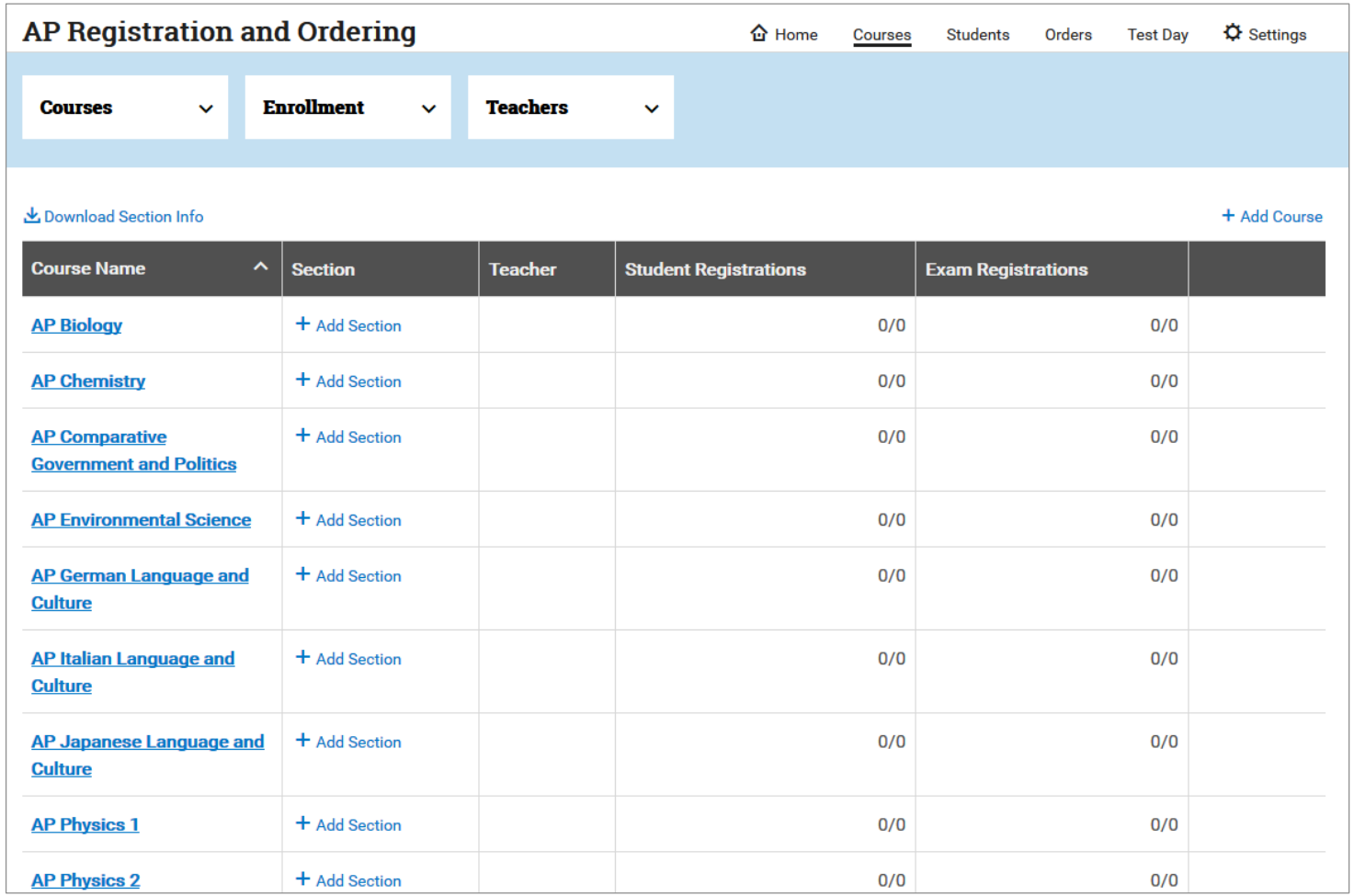
Clicking on the Courses tab will bring the coordinator to the list of courses, and eventually class sections, at a school.

The courses listed are based on the courses teachers have added in AP Course Audit.

In order for teachers to access the system, they must be Course Audit **Approved**.

Course Audit Approved means that the school's AP Course Audit Administrator has confirmed within Course Audit that a teacher is in fact at that particular school teaching specific course(s).

The teacher's syllabus for a course does not need to be fully approved in order to have access to AP Classroom and its resources.

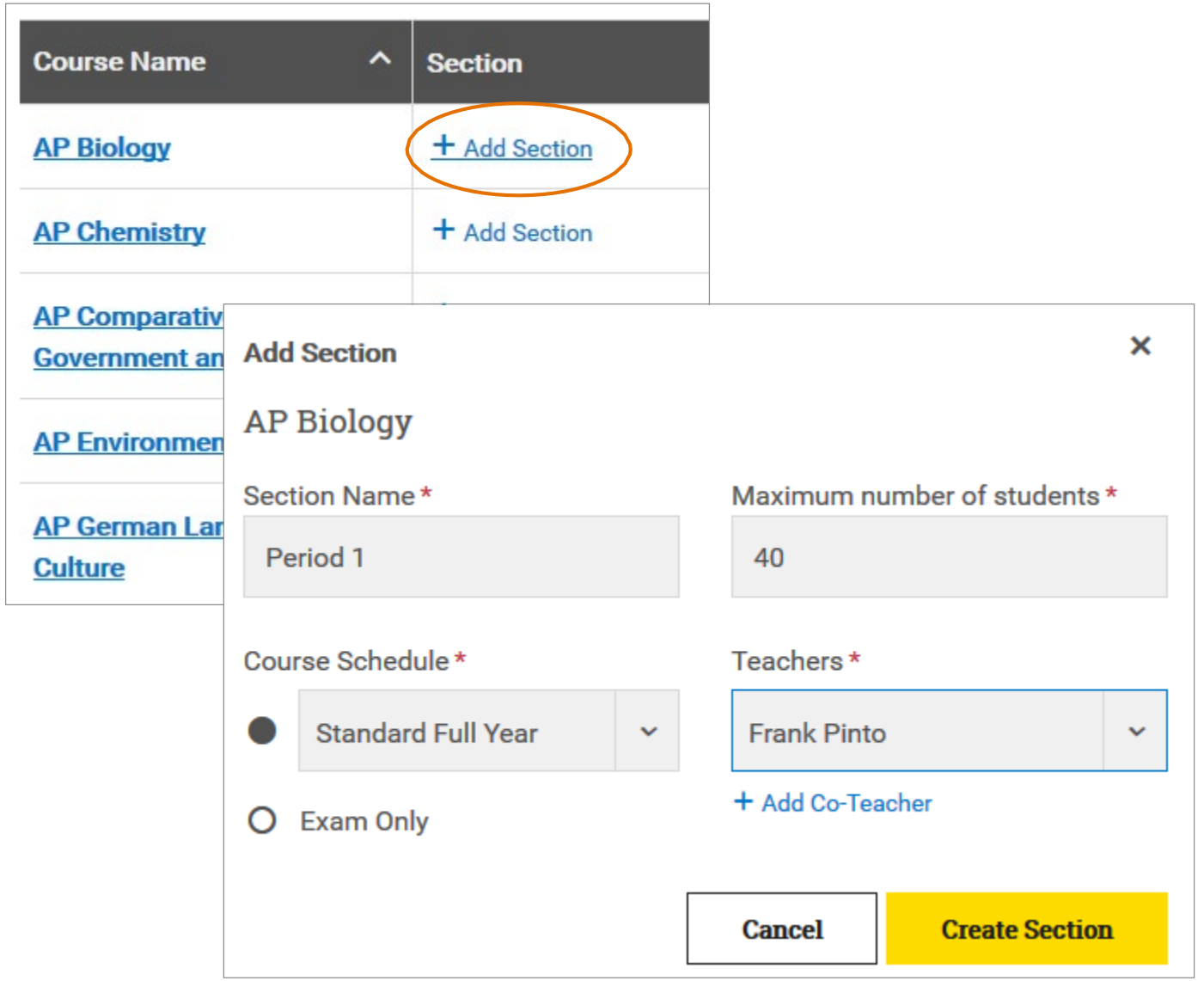


Courses

Creating a Class Section

By clicking +Add Section the coordinator is asked to:

- Name the section.
- Indicate the maximum number of students allowed in the class (40 is the default, but it be adjusted as needed).
- Determine if the class is Standard Full Year, Second Semester, or Exam Only.
  - For any course that starts after the Final Ordering Deadline, they should indicate 2nd Semester
- Name a teacher/co-teacher.



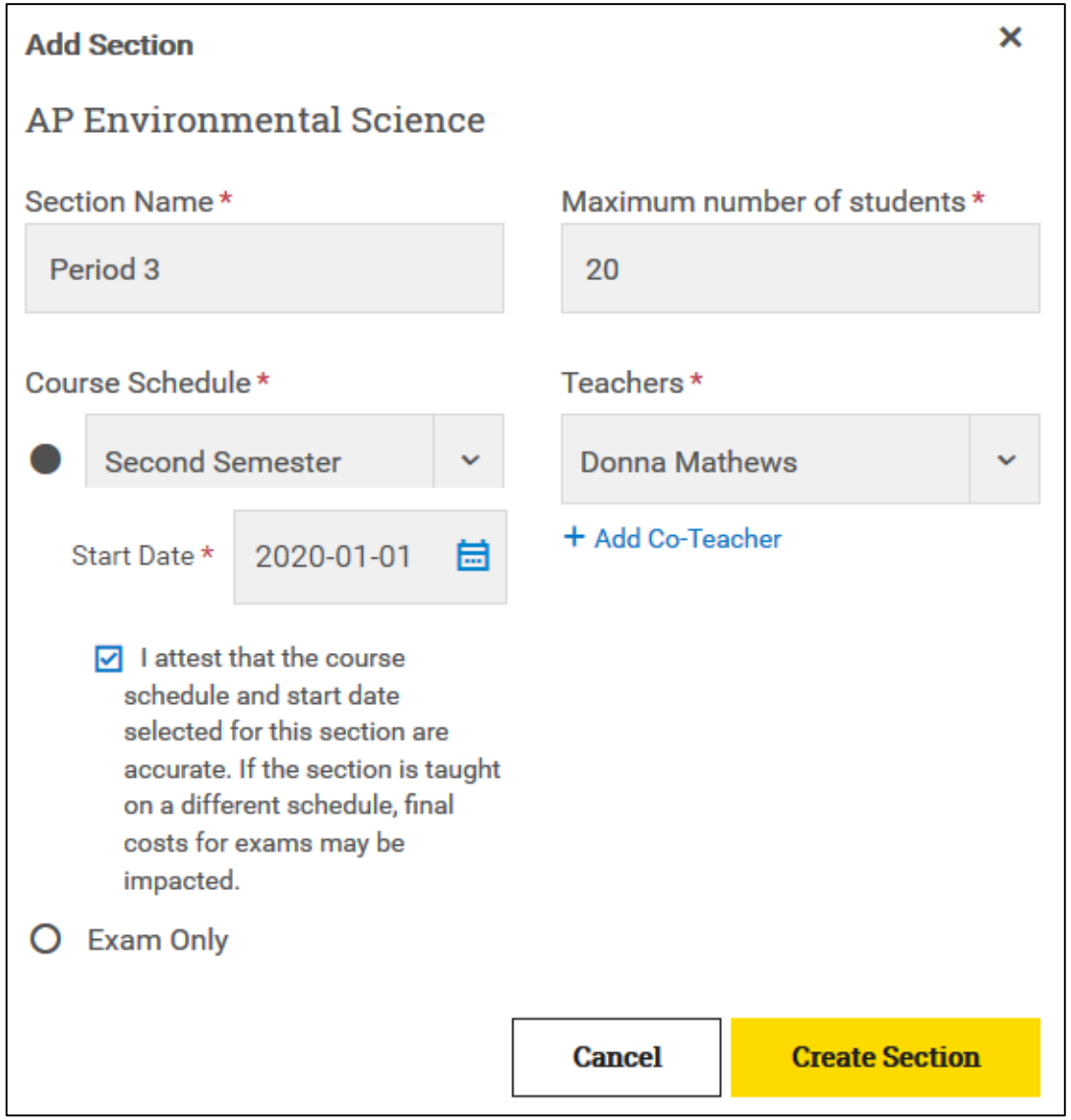
Courses

Creating a Second Semester Class

Second semester sections (any section starting after the Final Ordering Deadline), are created with the same process as full year classes.

When a section is marked as Second Semester, the coordinator will enter the course's start date and attest that the information is correct.

Second semester classes are not subject to the late ordering fee associated with the Final Ordering Deadline.



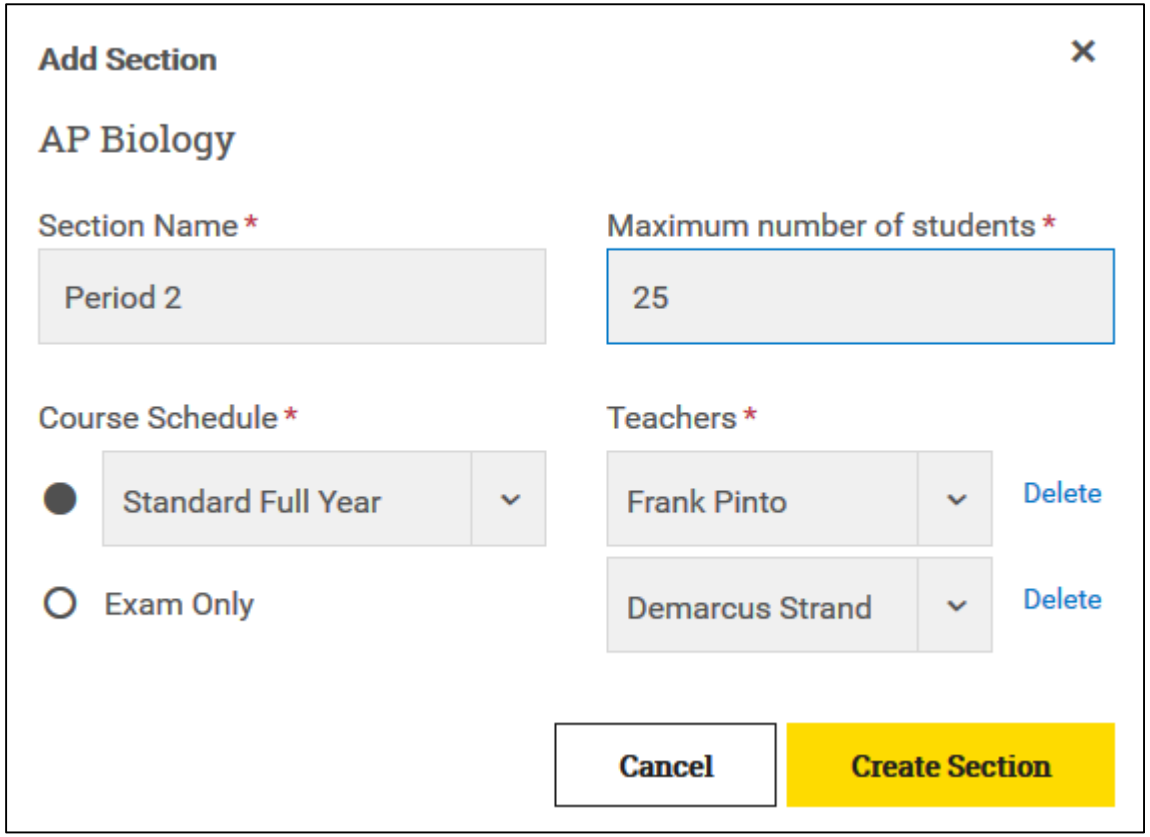
Courses

Adding a Co-Teacher

Because some classes may be team-taught, coordinators are able to add co-teachers.

As with any other class section, the list of available teachers will be based on the teachers at that school who are Course Audit Added for the selected course.

Both teachers will be displayed on the course roster.



Courses

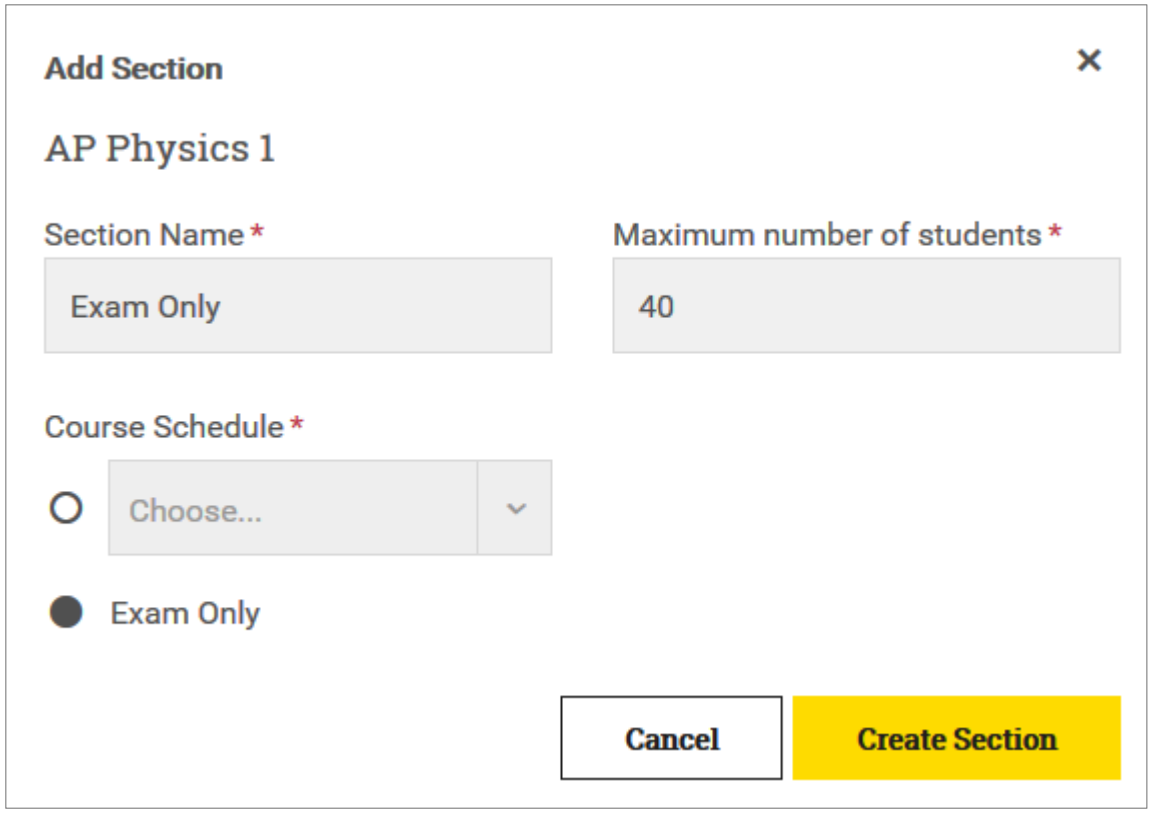
Creating an exam only section

There may be students who wish to take an AP exam for a course in which they are not enrolled or who need to take their exam at another school.

Exam Only sections allow those students to register for an exam without joining a teacher-led class.

Note: Students joining exam only sections are subject to the same timelines and fees as students in standard teacher-led sections.

Schools that do not administer exams cannot create exam only sections.

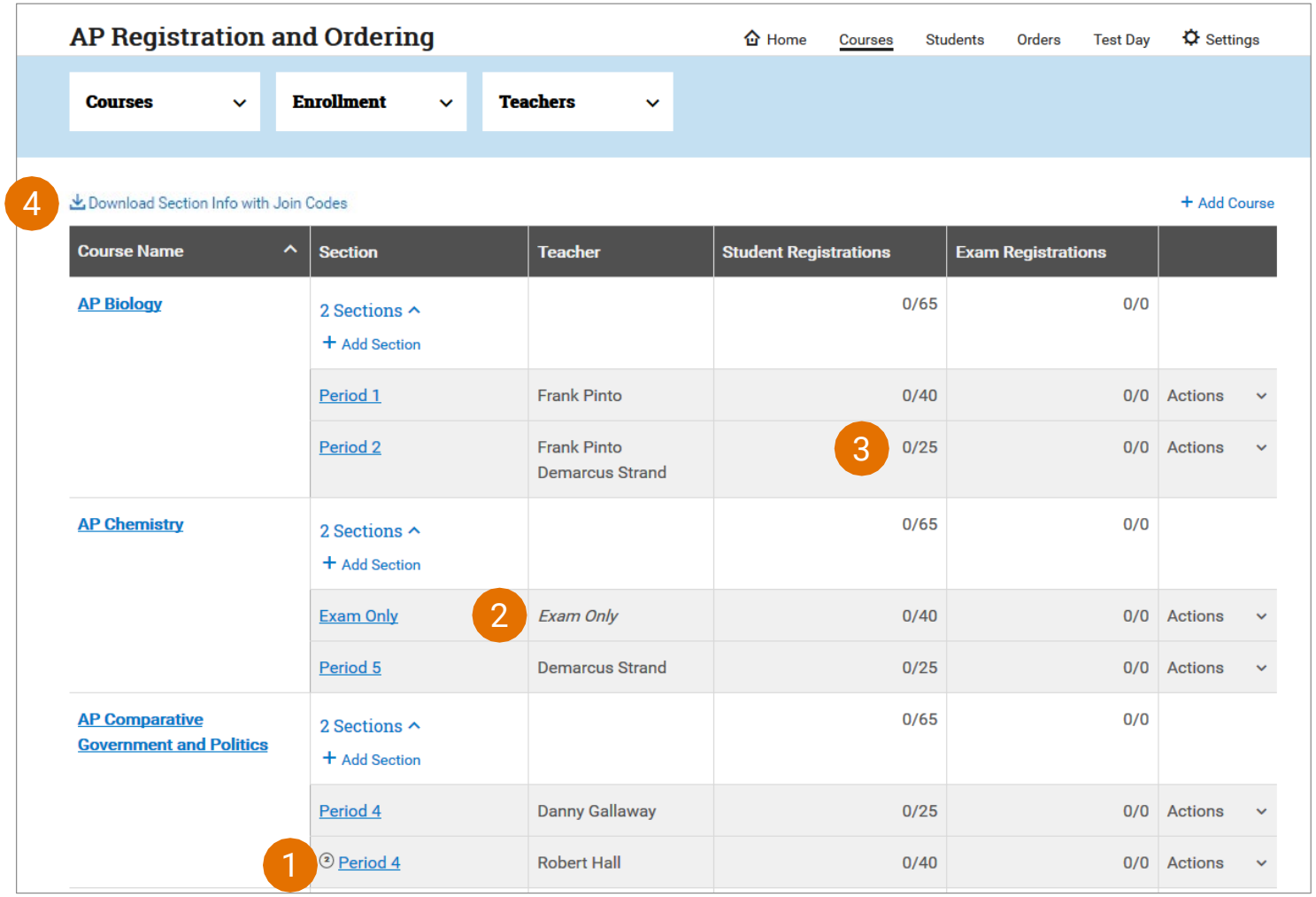


Courses

The Class Section List

As sections are created, the coordinator can see the full list of sections and expand or reduce the view as needed.

1. Courses that were selected as second semester have a ②.
2. Exam only sections have *Exam Only* in the Teacher column.
3. In this view, the coordinator can also see the number of student who have joined the class as well as the number registered to take the exam.
4. The entire list of class sections can be downloaded by selecting "Download Section Info with Join Codes" which generates a spreadsheet of Courses, Section Names, Teachers' Names and Join Code information



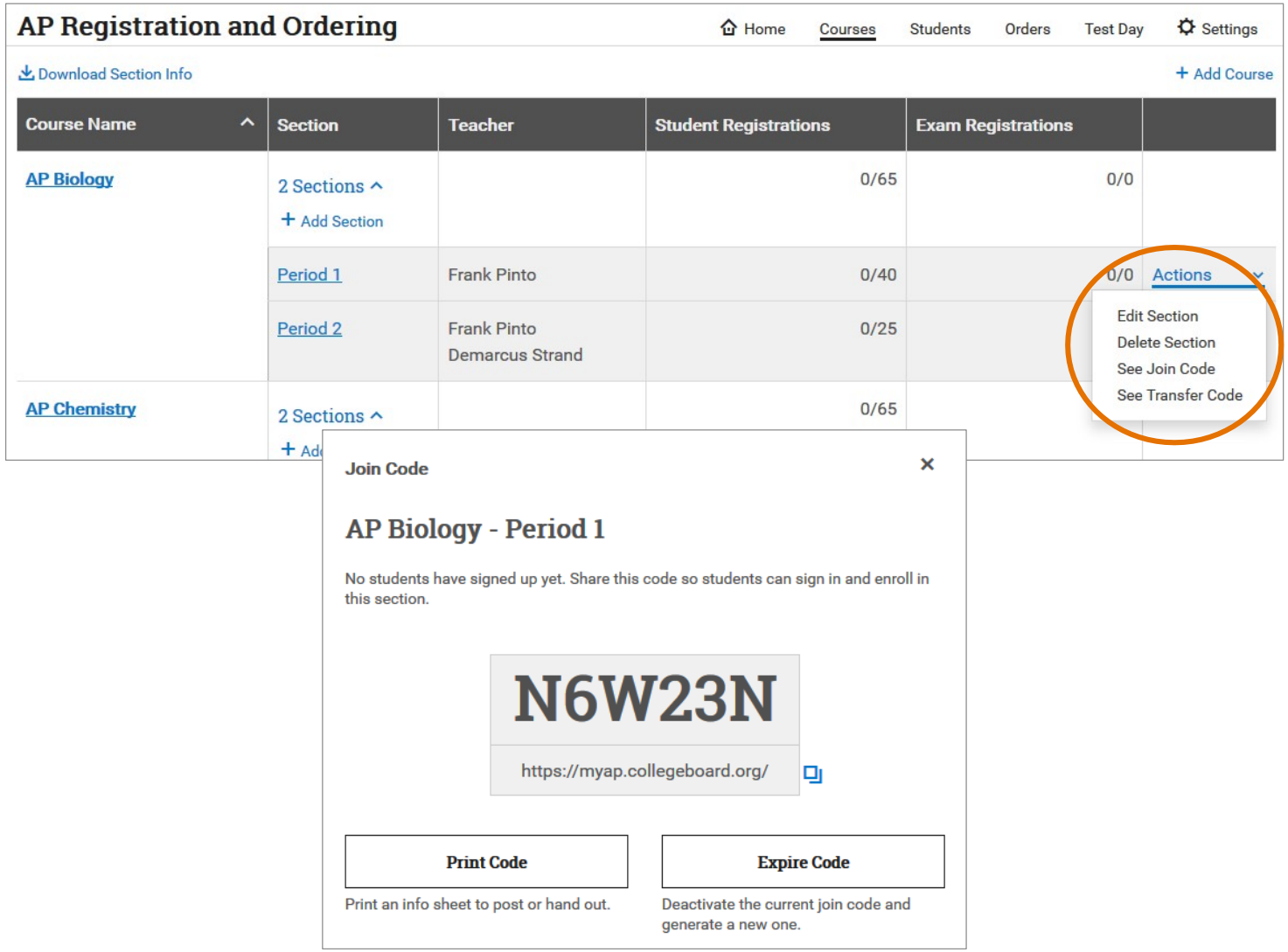
Courses

Join Codes

Students use Join Codes to enroll in class sections. They will need one for each class (i.e. a student taking 3 AP classes should be given 3 different join codes).

Coordinators can look up a section's join code by clicking Actions on the far right and selecting "See Join Code". The join code will then come up (inset).

If a code has been inappropriately shared and needs to be changed, the coordinator can select Expire Join code and a new unique code will be assigned to the section.



Courses

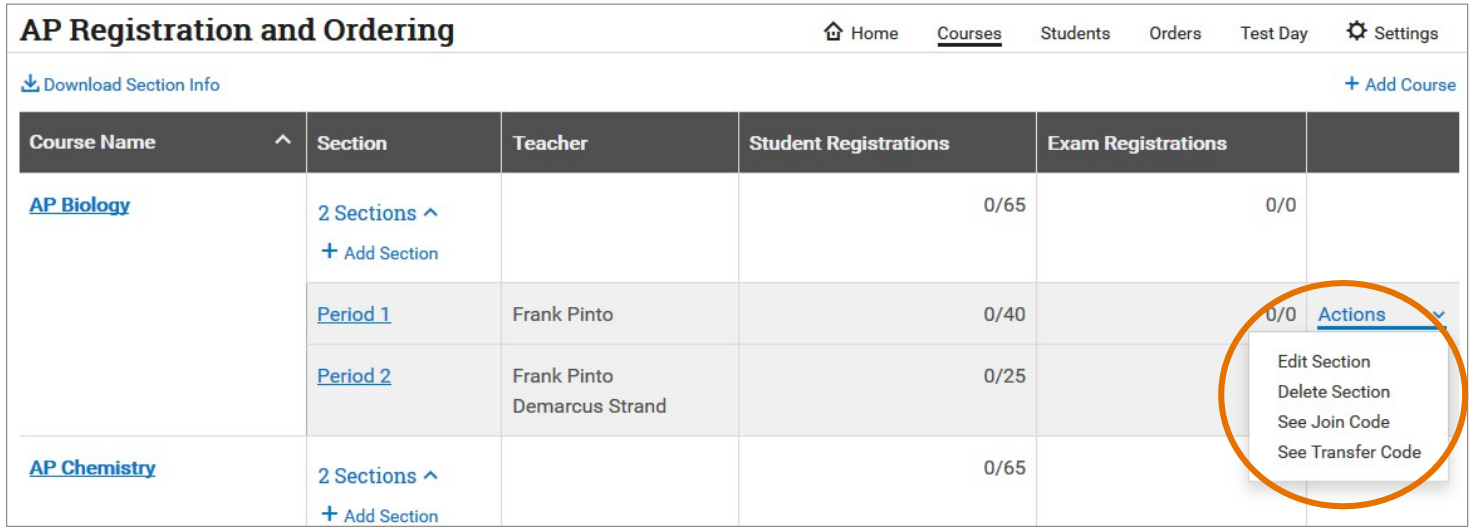
Additional Actions

Other Actions for a section are:

Edit Section: Section names, maximum number of students, and associated teachers can all be edited at any time by clicking Edit Section.

Delete Section: Coordinators can delete sections as long as there are no students enrolled in them.

See Transfer Code: This works like the join code, but can be used by students who are new to a school and join a class after the Final Ordering Deadline.



3. Enroll Students

Student Roster View

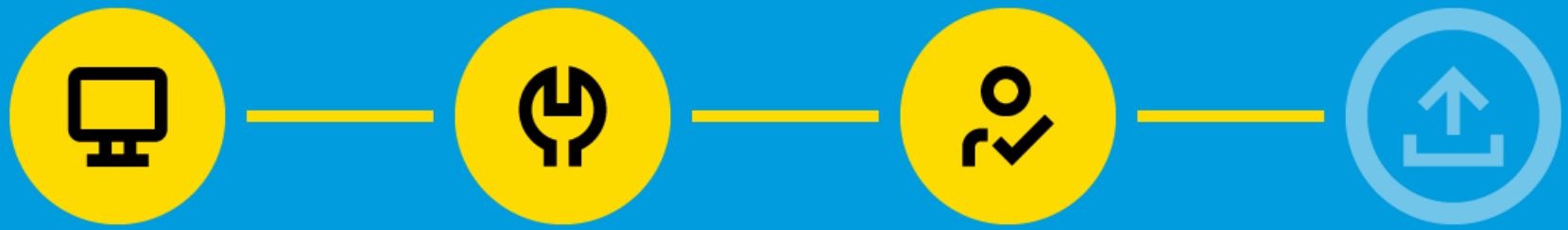
Single Student View

Special Exam Materials

Conflicting Exams

Dropping Student

Transfers



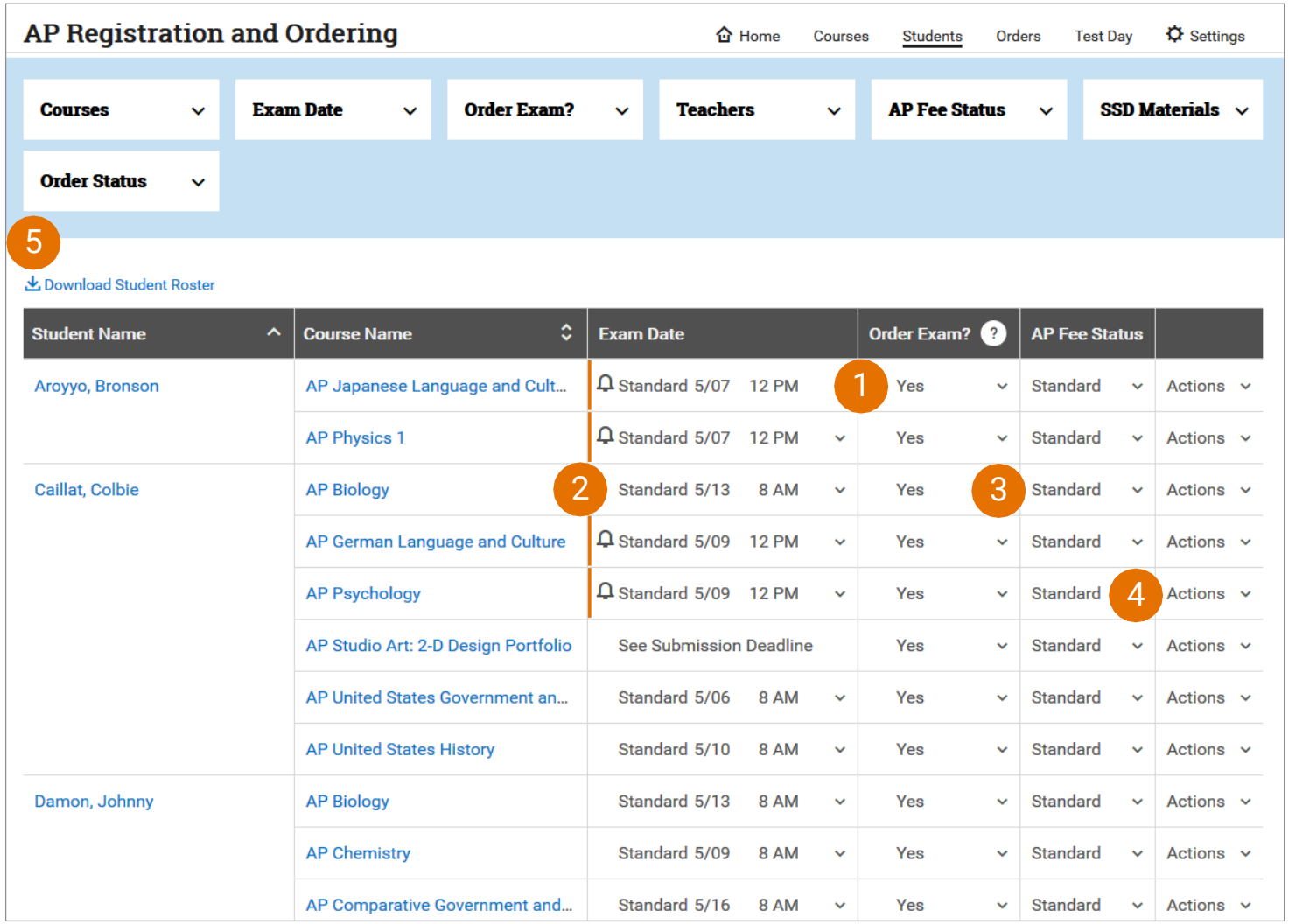
Enrollment

Student Roster View

As students use join codes to enroll in class sections, the coordinators can see the student roster grow.

From this view, the coordinator can update:

1. Update if the student will sit for an exam.
2. Change which the exam date the student sit for (Standard or Late).
3. Update the student's AP fee reduction status.
4. Additional actions include moving the student to a different section, and dropping the student from the class.
5. Download the entire student roster.



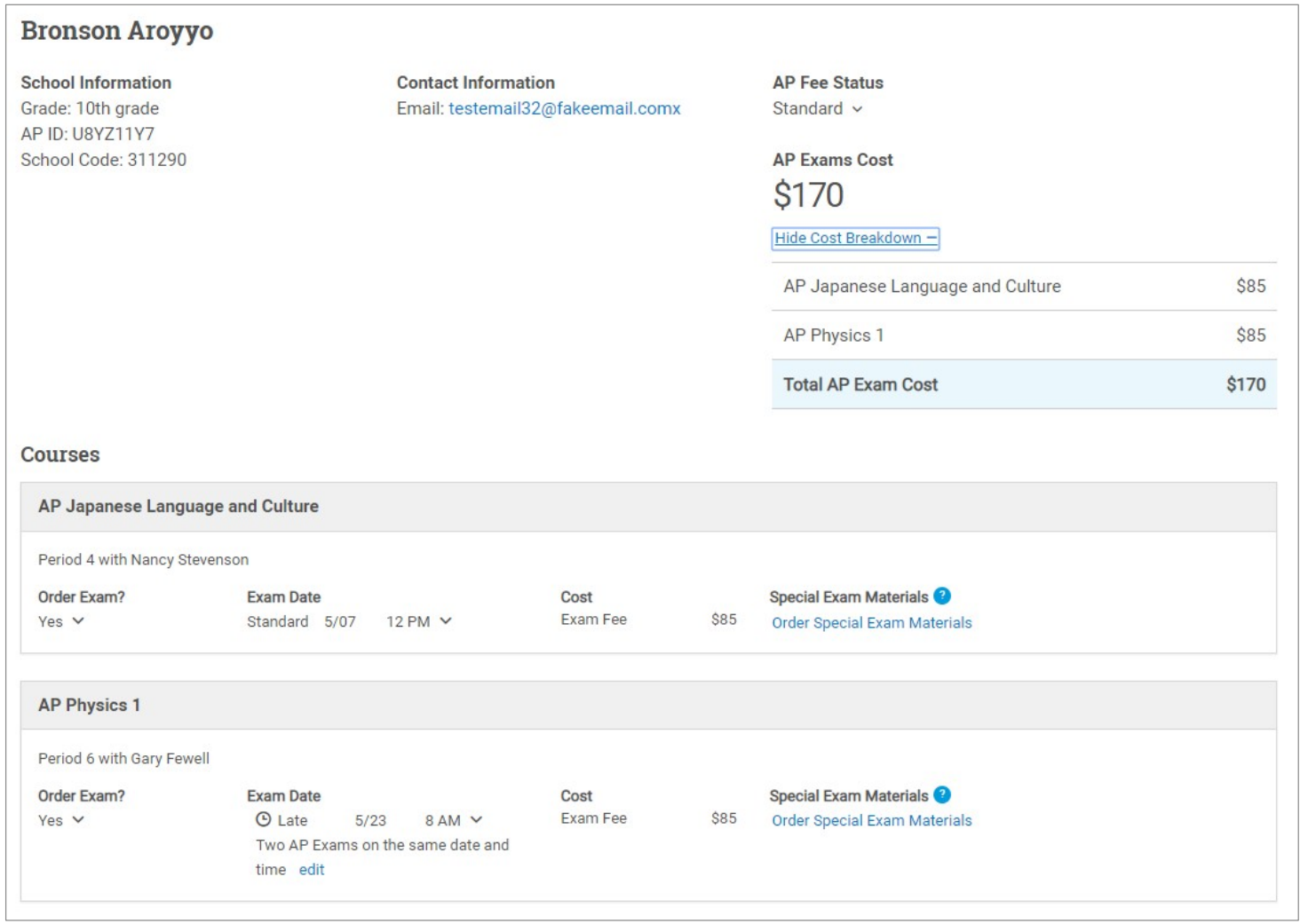
Enrollment

Single Student View

A single student view is available by clicking on a student's name in the student roster.

The coordinator can see each student's personal information, courses, exam orders, billing information, and more. If state funding is available for the school, these credits will also display in the cost breakdown in the upper right.

The coordinator can also make updates to the student's AP Fee Status (Standard or Reduced), exam date for available enrollments, and indicate any SSD materials the student may need for associated exams.



Enrollment

Special Exam Materials

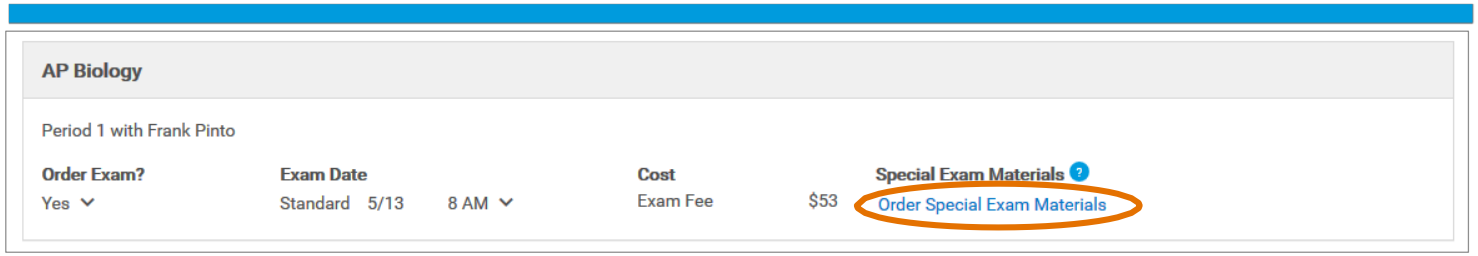
Coordinators can order special exam materials for students needing accommodations.

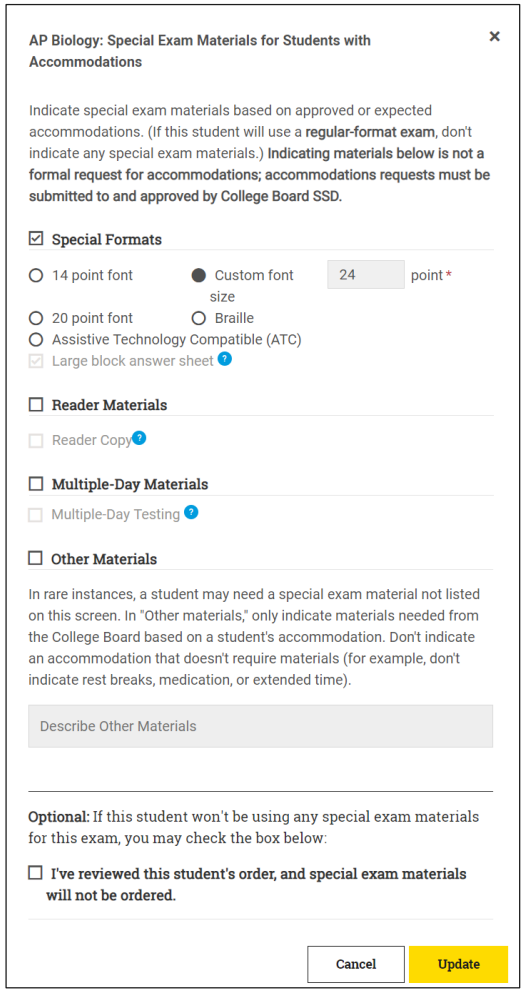
Only print-impacted accommodations need to be indicated here.

By clicking “Order Special Exam Materials”, the coordinator will be able to select the materials needed.

Note: While accommodations do not need to be fully approved when ordered, they do need to be approved by the time exams are administered.

There is no additional cost to order accommodated materials.





Enrollment

Conflicting Exams

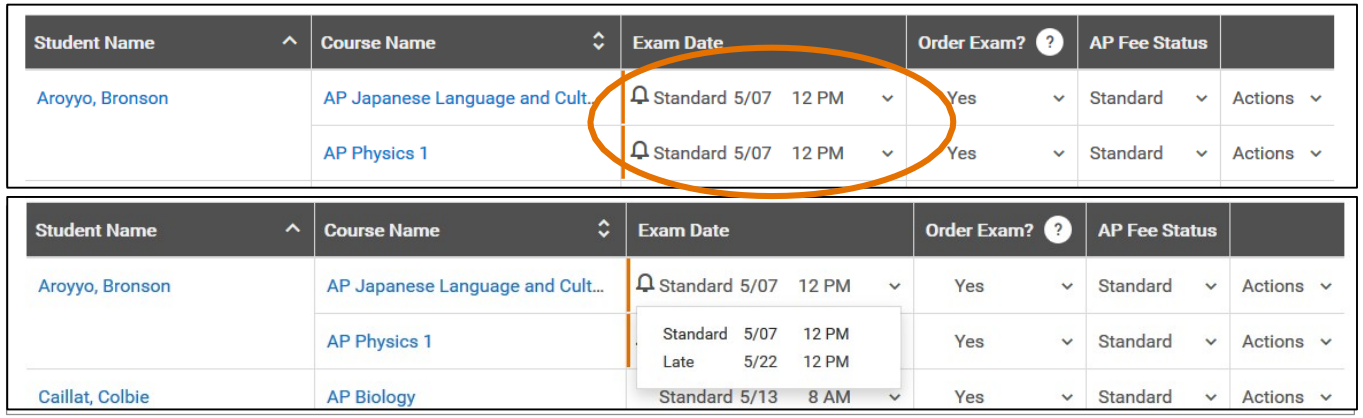
Students may be registered for exams that are occur at the same time. When that happens, the coordinator is alerted with a bell and an orange bar.

The coordinator can change the student's exam from Standard to Late by clicking on the exam date/time.

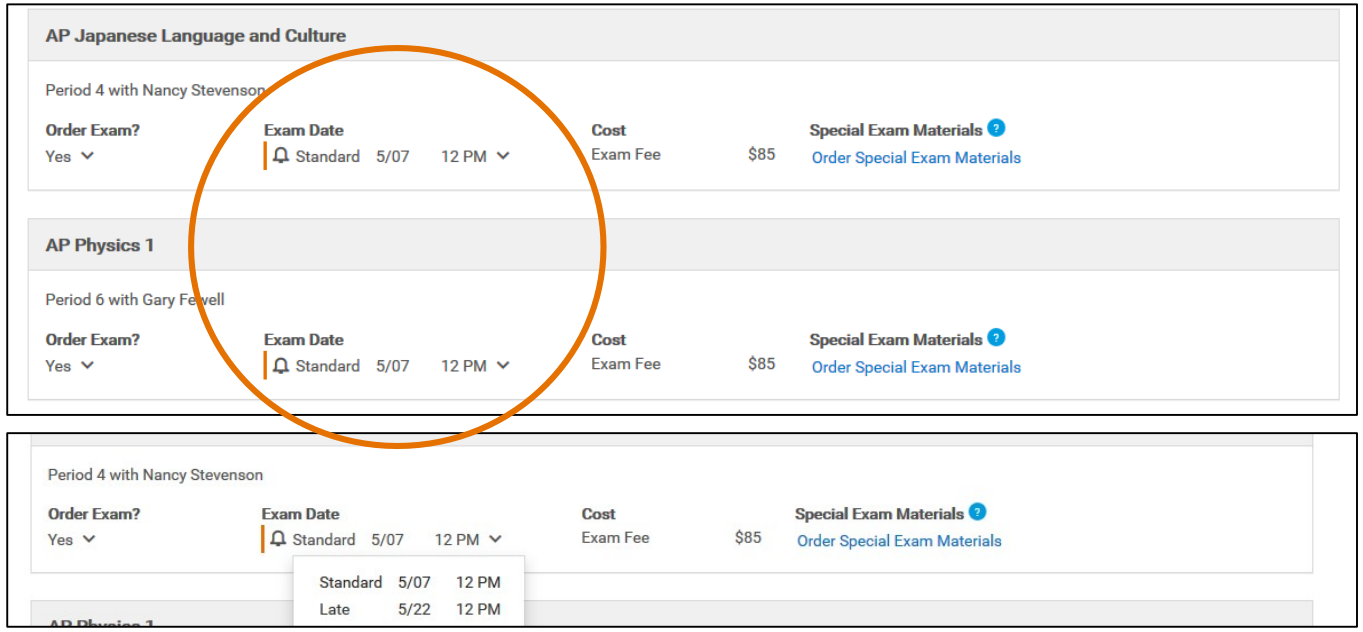
Once a Late exam is selected, the coordinator will be asked to provide a reason. Switching to a late exam because the student has more than one exam scheduled for the same time can be done at any time and does not incur any additional fee.

Note: The system will not prevent exams at conflicting times from being ordered, the bell and orange bar are just an alert; coordinators will need to be mindful and look out for these alerts.

Student Roster



Single Student view



Enrollment

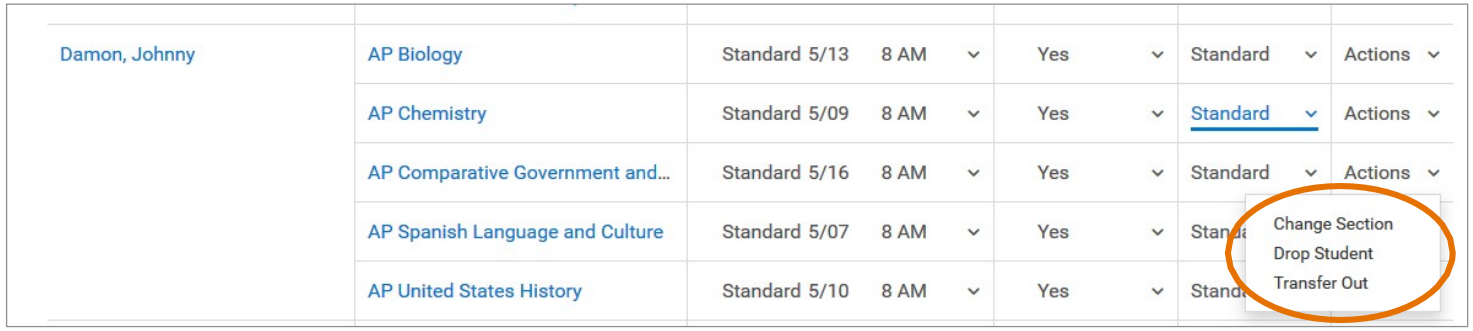
Dropping a student before the ordering deadline

Students may drop a class after the school year starts.

To drop a student from a single class, the coordinator can select “Drop Student” from the Action menu.

If the student drops the course before the exam order has been placed, the student will be removed from the class roster.

This is different from a Transfer in that when a student transfers, he leaves the school completely, while a dropped student is simply no longer in a particular class.



Enrollment

Dropping a student after the ordering deadline

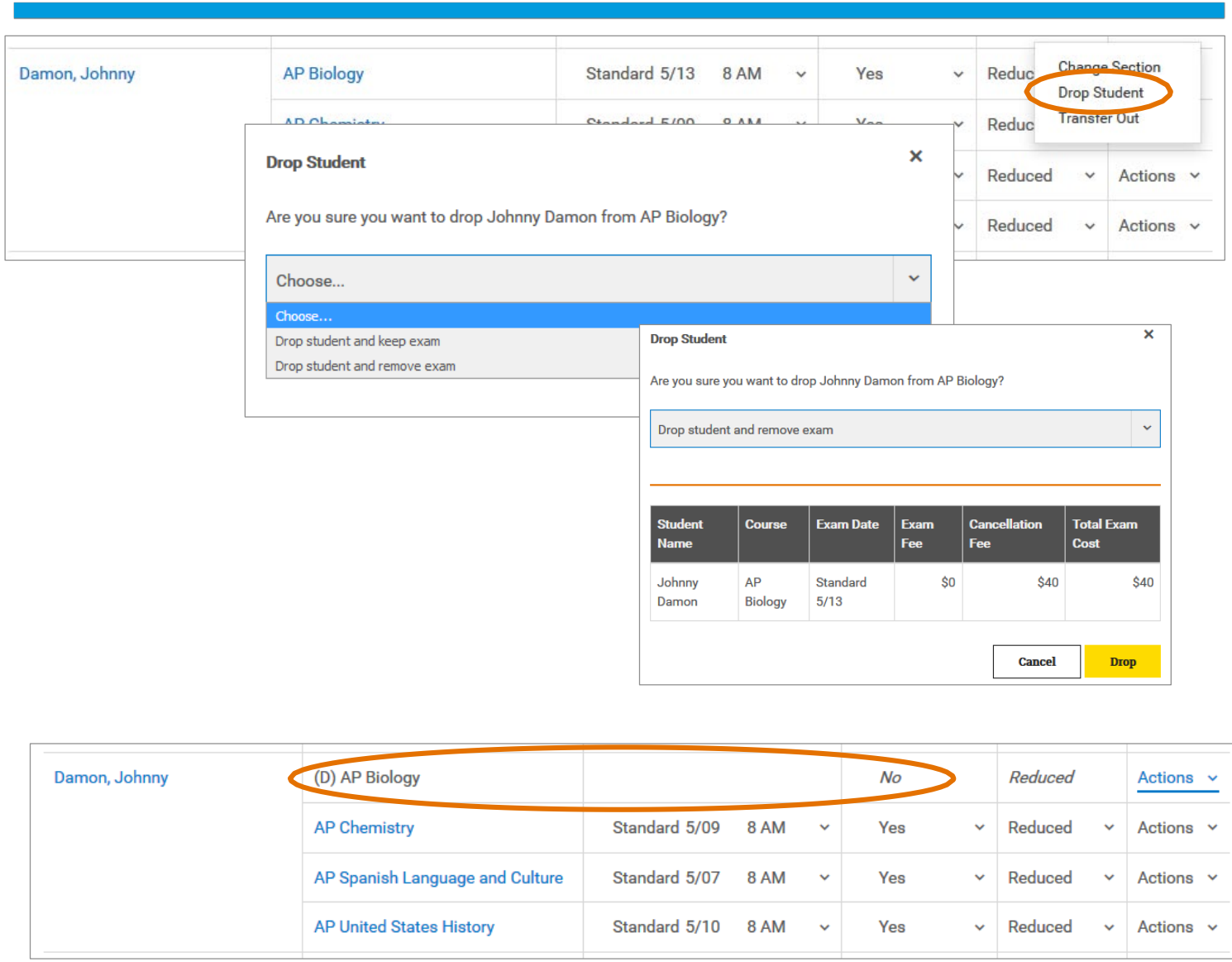
Coordinators can drop a student from a class after the ordering deadline. When doing so, the coordinator will be asked if the student would still like to take the exam or be dropped completely.

If dropped students opt to take the exam, they will be moved automatically to an exam-only section.

If the student does not want to take the exam, the cost of the exam will be replaced by a $40 cancellation fee.

For students dropped after the ordering deadline, the coordinator will see (D) next to the course name until the updated order is submitted.

Students who were **never** listed to take the exam may be dropped any time with no financial impact.



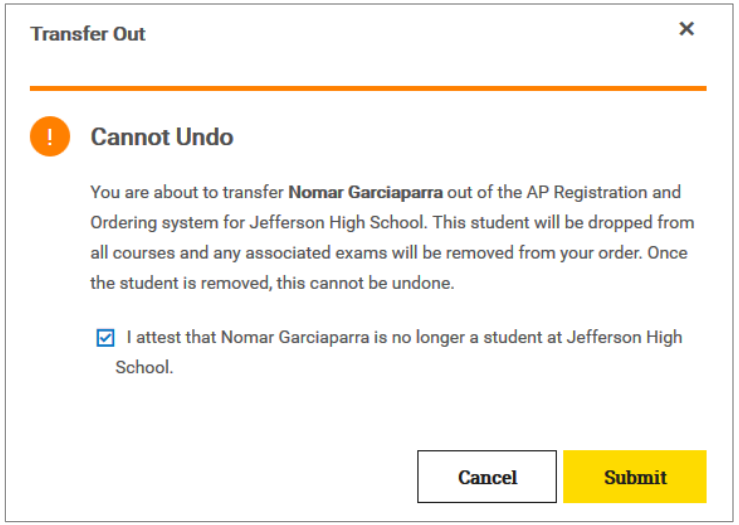
Enrollment

Transfers Out

If a student notifies their coordinators that they are transferring out of a school, the coordinator can select “Transfer Out” from the Actions menu and attest that the student has left the school.

Marking a student as “Transfer Out” will remove them from all classes at the same time.

Additionally, any fees associated to the student will also be removed from the school’s invoice.

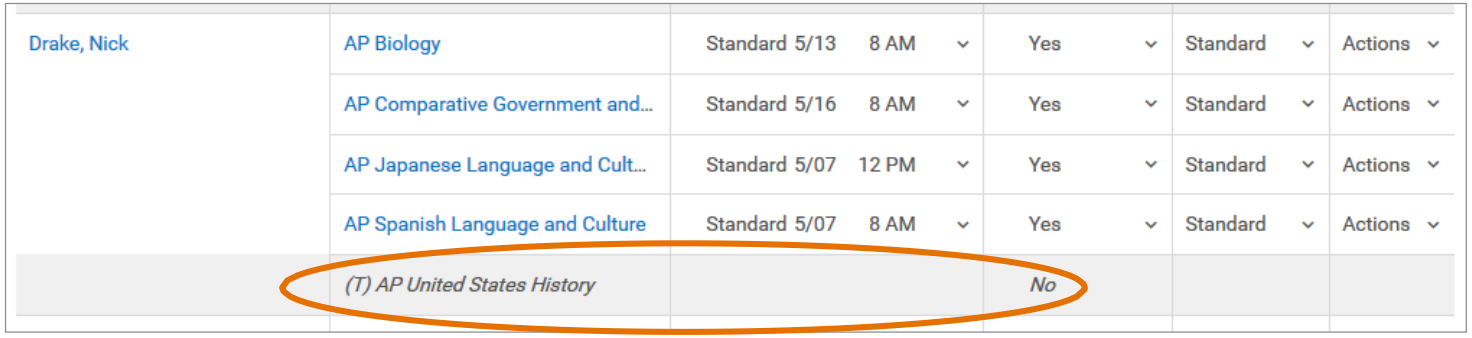


Enrollment

When a former student uses a transfer code at a new school

Students who switch schools and use a transfer code at their new institution will be removed from the class roster at their original school if the coordinator has yet to place an exam order.

If the order has already been placed, a (T) will appear next to each of the student's classes. This mark also appears next to students who use transfer codes at a new school.



Drake, Nick	AP Biology	Standard 5/13 8 AM	Yes	Standard	Actions
	AP Comparative Government and...	Standard 5/16 8 AM	Yes	Standard	Actions
	AP Japanese Language and Cult...	Standard 5/07 12 PM	Yes	Standard	Actions
	AP Spanish Language and Culture	Standard 5/07 8 AM	Yes	Standard	Actions
	(T) AP United States History		*No*		

Enrollments

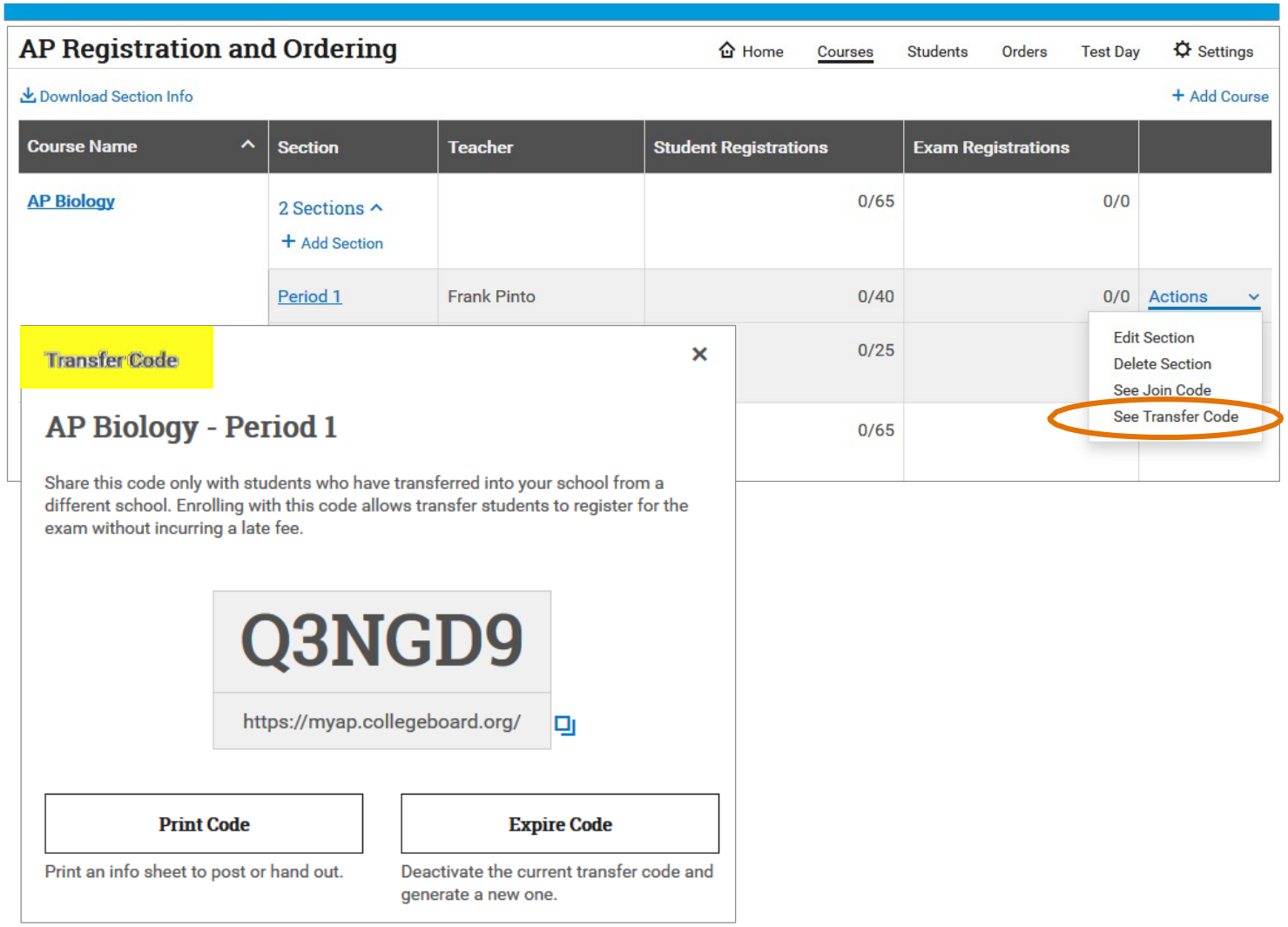
Transfers In

Students who transfer into a school after the Final Ordering Deadline are not subject to the $40 late ordering fee.

These students should use a Transfer Code. For the student, it's the same process as a join code, but the transfer code ensures the late order fee will not be added.

This is for students who are brand **new** to a school, not transferring into the class.

Transfer codes are marked as such in the upper left corner of the window (highlighted).

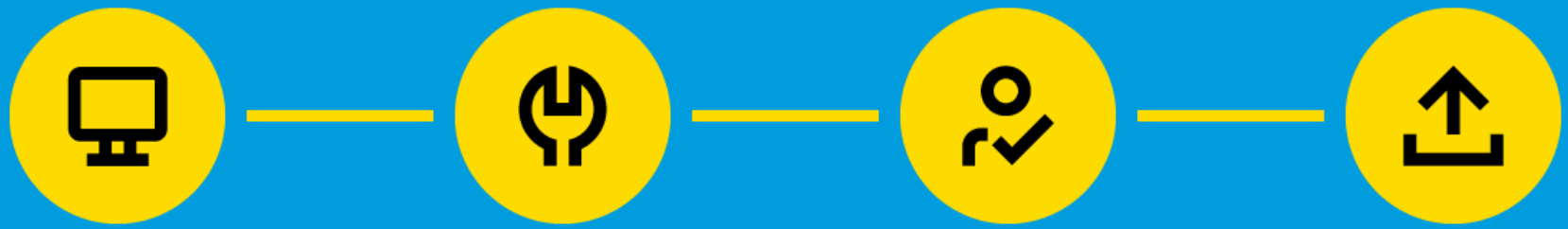


4. Order Exams

Order Summary View

Additional CDs

Submitting an Order



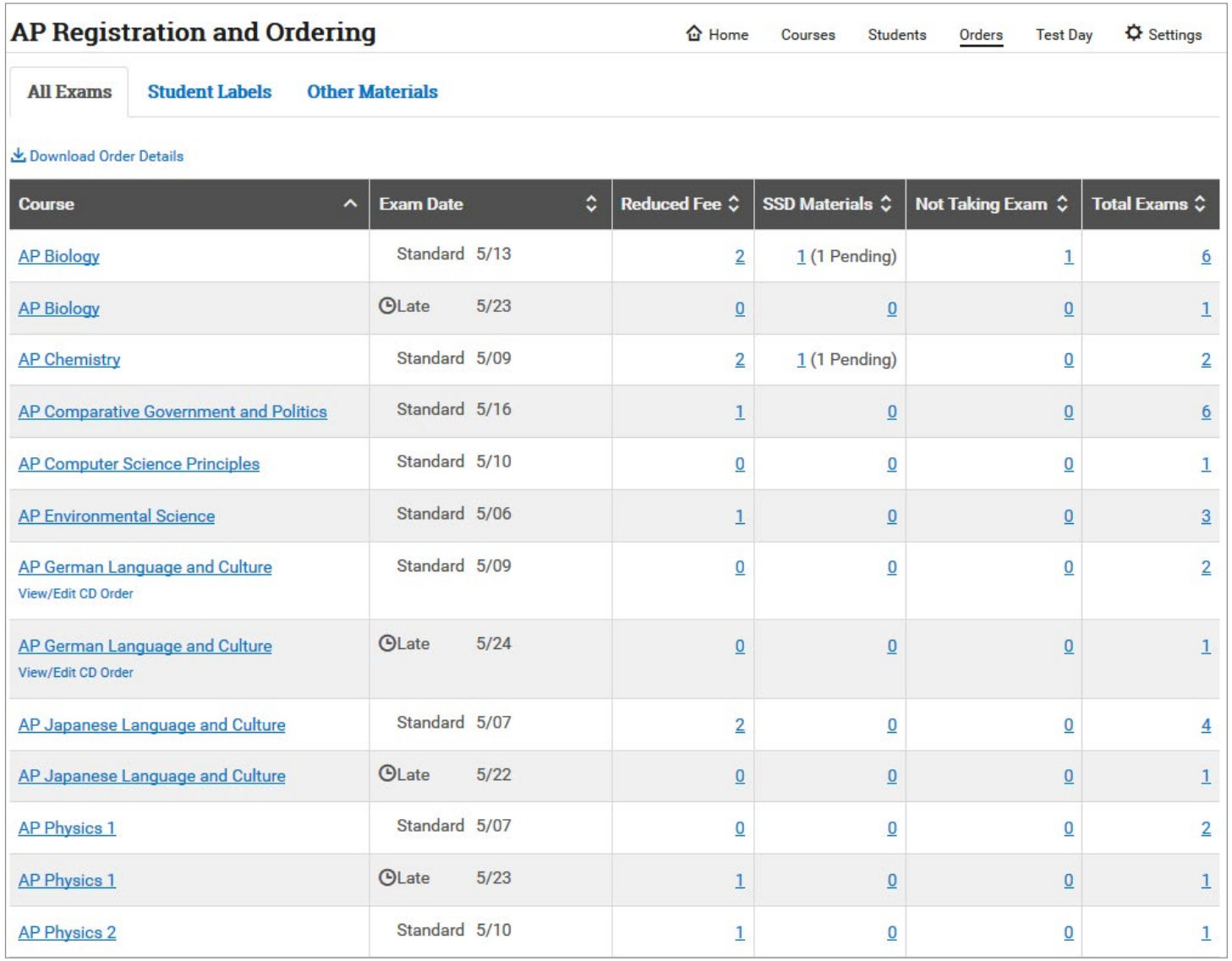
Ordering

Order Summary View

By scrolling down the Orders page, coordinators can see a summary of their orders by subject and time.

In this example, there are two lines for Biology because six students will take the exam during the standard time while one will be during the late testing period.

In this view, coordinators can also request additional CDs for exams that require them.



Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP Biology	Standard 5/13	2	1 (1 Pending)	1	6
AP Biology	Late 5/23	0	0	0	1
AP Chemistry	Standard 5/09	2	1 (1 Pending)	0	2
AP Comparative Government and Politics	Standard 5/16	1	0	0	6
AP Computer Science Principles	Standard 5/10	0	0	0	1
AP Environmental Science	Standard 5/06	1	0	0	3
AP German Language and Culture View/Edit CD Order	Standard 5/09	0	0	0	2
AP German Language and Culture View/Edit CD Order	Late 5/24	0	0	0	1
AP Japanese Language and Culture	Standard 5/07	2	0	0	4
AP Japanese Language and Culture	Late 5/22	0	0	0	1
AP Physics 1	Standard 5/07	0	0	0	2
AP Physics 1	Late 5/23	1	0	0	1
AP Physics 2	Standard 5/10	1	0	0	1

Ordering

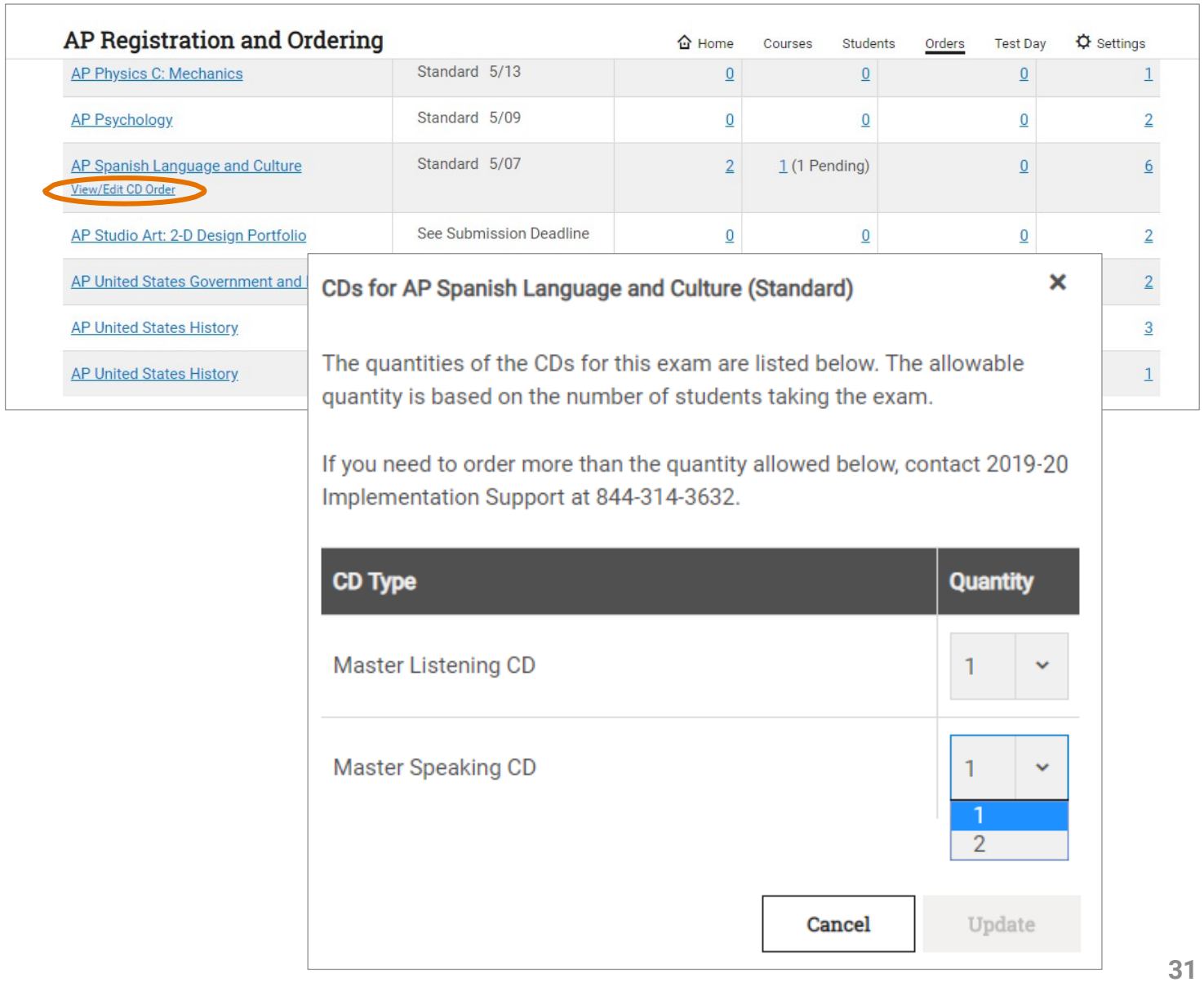
Additional CDs

Coordinators may need to order additional World Language or Music Theory CDs – due to student accommodation, facilities constraints, etc.

While the default is one CD for all types, additional quantities can be ordered based on local needs: 1 additional listening CD for every 10 students, and 1 additional speaking CD for every 4 students registered for an exam.

If coordinators need to order more than the system allows by default, they can call (844) 314-3632 and a College Board CSR will unlock the system to allow more CDs to be ordered.

There is no cost to order additional CDs.

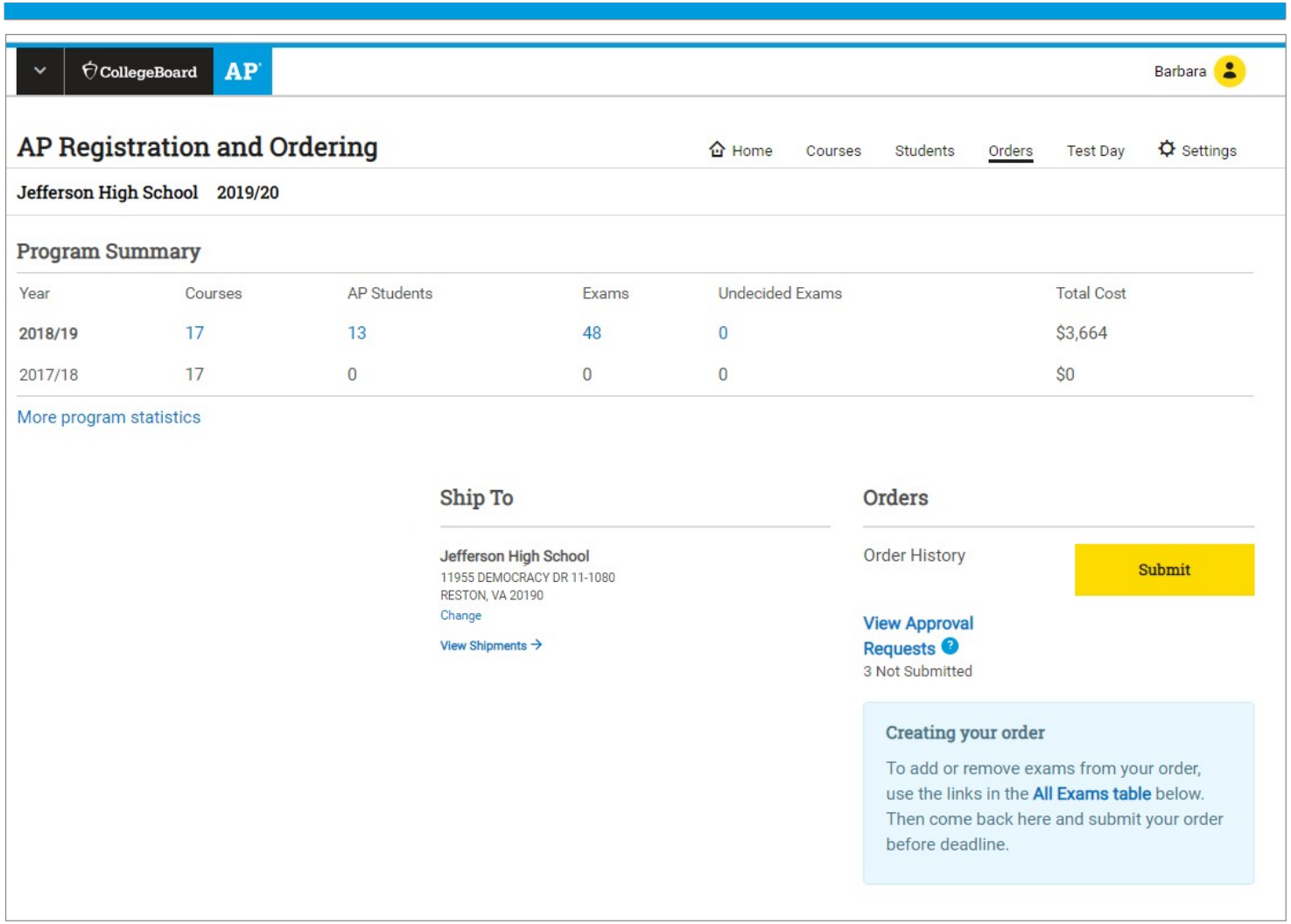


Ordering

Submitting an Order

Coordinators need to click the yellow "Submit" button when they are ready to place their exam orders.

In the example, the coordinator can see how many exams are being ordered and by how many students. The total cost is calculated by the system on a running basis.



Thank You