Welcome to the 2019-20 AP® School Year

Oklahoma State Department of Education and The College Board
AP 2019 – 2020 Webinar Series – September 17, 2019

OKLAHOMA STATE DEPARTMENT OF
EDUCATION
CHAMPION EXCELLENCE

AP® CollegeBoard

Discussion Topics

- Overview
  - Introductions
  - 2019 – 2020 AP Coordinator Planning Calendar
    - August/September
    - October

- Actions Steps/Timeline
  - Access the System –September 19th
  - Complete Sections – October 1
  - Enroll Students – October 1
- Resources – Panel Discussion
- Closure/Next steps

![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
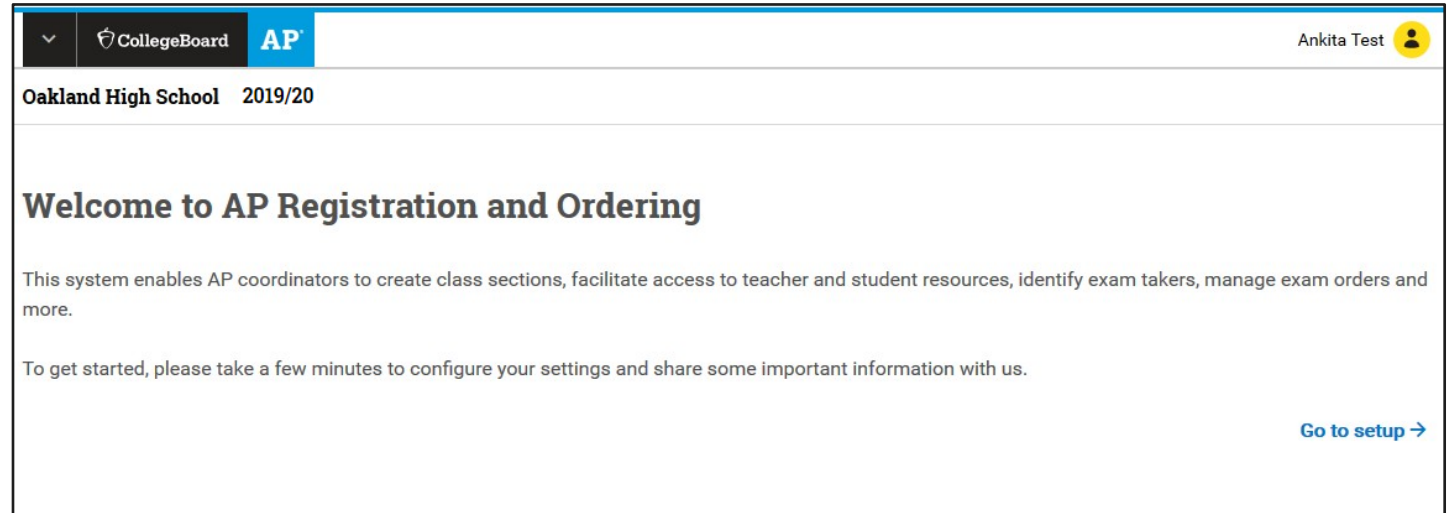
Signing Into MyAP.CollegeBoard.org

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

- Signing up for a new College Board account

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

Getting Started

Initial Sign In

- Access Codes sent via email and USPS
- Walk through quick set up
- Set up each school individually, if coordinating for multiple schools

Getting Started

AP Registration and Ordering Setup: Confirming School Information

Fill in the following:

- Coordinator and Principal information

- Additional authorized staff

- School enrollment

- School start and end dates

- Student exam payment submission timing

Updates to school name or address?

- Call College Board directly to make changes to school information.

1 AP Registration and Ordering Setup

School Information — Exam Administration — Exam Decision Indicator — Roster Management — Participation Form

Complete Required School Information

Please complete and confirm the information about your school. Unless otherwise noted, this information is required to participate in AP exam administration and ordering. By providing AP coordinator, principal and additional authorized staff email addresses below, you acknowledge and agree to receive email communications from the College Board related to the AP Program and the AP Exam administration.

Independence High School
1776 Declaration Way
Franklin, TN 37067

If there is an error in the name or address, please click here to view instructions.

2 AP Coordinator

First Name * : Joe
MI :
Last Name * : Jones

Telephone * : (444) 444 - 4444
Fax : Enter 10-14 digit number

Email * : apcoordinator@school.com

Confirm Email * : apcoordinator@school.com

Share Contact Information (optional)

I give the College Board permission to share my AP coordinator's contact information with:

☐ Organizations that offer professional development or other AP-related resources.

☐ Persons trying to locate a school that will administer exams to home-schooled students or students whose schools do n

3 Principal

First Name * : Dave
MI :
Last Name * : Smith

Telephone : (555) 123 - 4567

Email * : principal@school.edu

Confirm Email * : principal@school.edu

Additional Authorized Staff (optional)

If you would like to authorize another person to speak on your behalf when contacting AP Services and to receive AP Exam administration-communications, please complete the fields below.

First Name : Enter first name
MI :
Last Name : Enter last name

4 Student Population

AP Online Score Reports for Educators includes the AP Equity and Excellence Report, which helps gauge the extent to which your AP program is providing equitable and successful AP experiences to your students. In order to calculate the percentages for this score report, we need you to report the total numbers of 10th, 11th, and 12th grade students in your school. **These totals should include all students in your school, not just AP students.**

If you decide not to provide your enrollment totals, the corresponding fields on your school's AP Equity and Excellence Report will be left blank. If you do not have the enrollment data available at this time, you may enter it later through the Settings tab.

Number of students by grade (including Non-AP students)

9th Grade : 250
10th Grade : 250

11th Grade : 250
12th Grade : 250

☑ I confirm this information is correct.

← Back
Save & Continue

Getting Started

AP Registration and Ordering Setup : Exam Administration

- Where do your students take most of their exams?

- Are your students required to take exams if they are in an AP class?

- How many student bulletins do you need?

School Information — Exam Administration — Exam Decision Indicator — Roster Management — Participation Form

Provide AP Exam Administration Information

1. Please tell us about who will be ordering and administering your students' exams. Note that once you complete the setup process, you will no longer be able to edit this selection.*

   ● We expect to administer **AP Exams** for one or more subjects — including AP Art and Design portfolios and/or AP Capstone Research — at this school.

   ○ All of our students' **AP Exams** will be ordered by another school or by our district office.

   Note: If your students' AP Exams are ordered by another school or district office, don't enter your own school code on this page. AP Exams must be ordered by and administered at a central location.

2. Which best describes your school's AP Exam Policy?*

   ● For all courses, we require all students in the course to take the exam.

   ○ For all courses, students are given the choice of taking the AP exam.

   ○ Varies by course—for some but not all AP courses, we require all students in the course to take the exam.

   Bulletin for AP Students and Parents
   Enter the estimated number of copies for the *Bulletin for AP Students and Parents* that you will need printed: *

   746

   The *Bulletin for AP students and Parents* is a publication your school is responsible for distributing to each student taking AP courses or Exams this year. It contains information about AP Exam Administration policies and procedures designed to provide all students with a fair and uniform testing experience. Copies of the bulletin will be shipped to your school midway through the academic year. On exam day, all students must attest that they have read and agree to the policies and procedures in the bulletin.

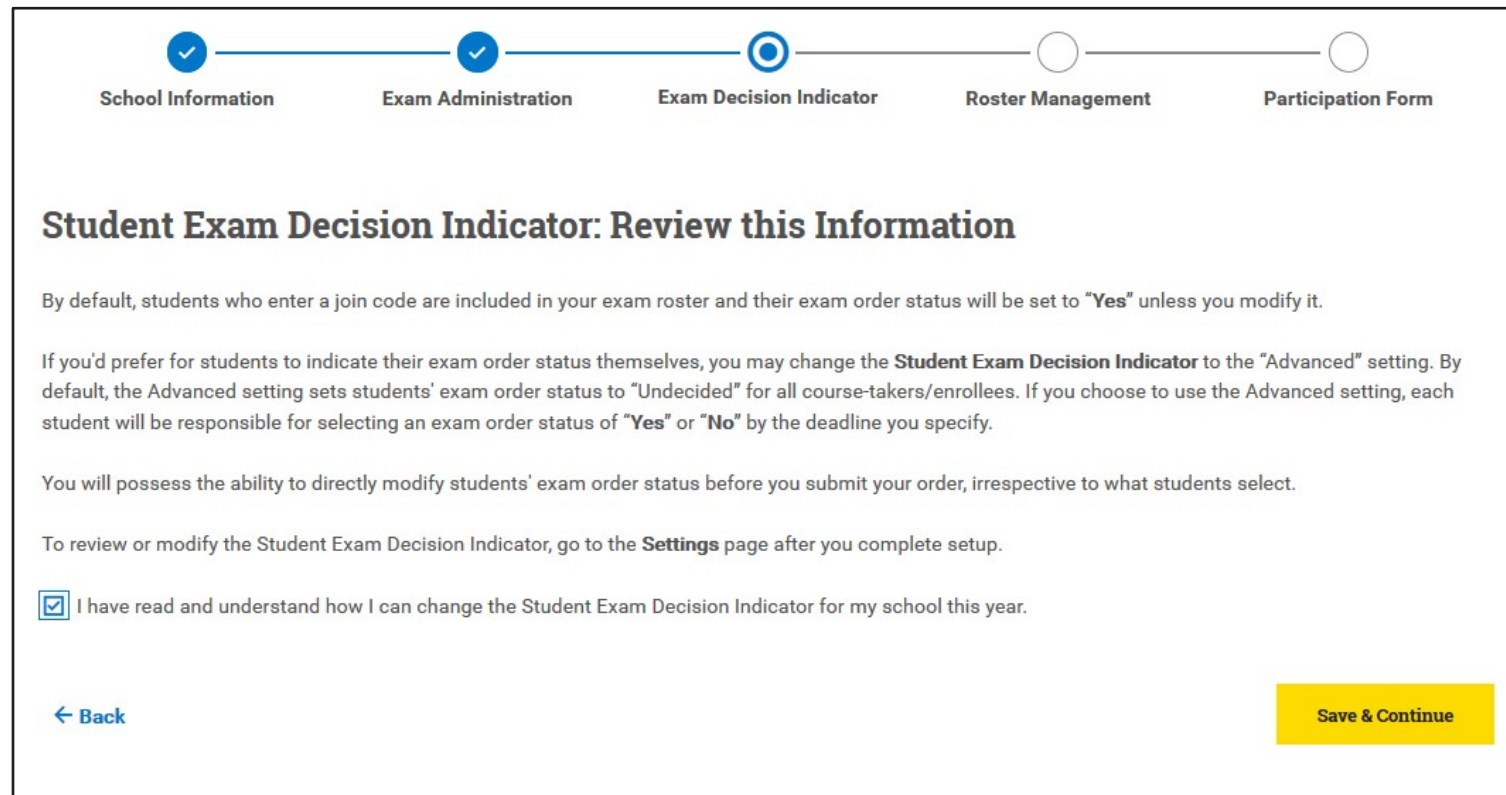   ← Back   Save & Continue

Getting Started

AP Registration and Ordering Setup :

Exam Decision Indicator

Once settings are done, coordinators can choose their schools' Exam Indicator preference

- **Default Setting:** All students are marked Yes for taking exams.
  - Only the coordinator may change
- **Advanced Setting:** All students are marked as Undecided for taking exams.
  - Students have until a designated date to make changes, set by coordinator
  - Only coordinator may change after that date
- AP Coordinators have 7 days to change to the Advanced Setting after completing Setup. This setting can only be changed once.
  - All schools are defaulted to Default Setting
  - Change can me made in the AP Registration and Ordering Settings page

Student Exam Decision Indicator: Review this Information

By default, students who enter a join code are included in your exam roster and their exam order status will be set to "**Yes**" unless you modify it.

If you'd prefer for students to indicate their exam order status themselves, you may change the **Student Exam Decision Indicator** to the "Advanced" setting. By default, the Advanced setting sets students' exam order status to "Undecided" for all course-takers/enrollees. If you choose to use the Advanced setting, each student will be responsible for selecting an exam order status of "**Yes**" or "**No**" by the deadline you specify.

You will possess the ability to directly modify students' exam order status before you submit your order, irrespective to what students select.

To review or modify the Student Exam Decision Indicator, go to the **Settings** page after you complete setup.

☑ I have read and understand how I can change the Student Exam Decision Indicator for my school this year.

← Back

Save & Continue

Getting Started

AP Registration and Ordering Setup: Teacher Roster Management

When Enabled (default setting):

- Teachers may move students across their own class sections.

- Teachers may drop students

When Disabled

- Only the AP Coordinator may move students in and out of class sections

Getting Started

AP Registration and Ordering Setup: Participation Form

- Understanding the Participation Form signature process.

- DocuSign

- Continue to Dashboard

School Information — Exam Administration — Exam Decision Indicator — Roster Management — Participation Form

Participation Form

Using the information you provided, we have generated the *2019-2020 AP Participation Form*. This form will require your electronic signature before you can submit your school's exam orders. We have emailed a signature request to the AP Coordinator listed in the School Information section of this setup. Please note that it may take a few minutes for you to receive this email. You can also access and sign the Participation Form from the School Information and Participation Contacts section on the Settings page.

Click on the **Continue to Dashboard** button to go to the AP Registration and Ordering.

← Back

Continue to Dashboard

CollegeBoard

Getting Started

AP Registration and Ordering Setup: Participation Form

Before the Participation Form is signed:

- Coordinators can create class sections
- Teachers can create class sections
- Students can join class sections
- Teachers and students can utilize online resources

Once the Participation Form is signed:

- Coordinators can submit exam orders

Getting Started

AP Registration and Ordering Setup: Settings

In Settings:

- Incomplete marker will show until Participation Form is signed

- Once signed, date and PDF of signed form are available

2. Create Sections

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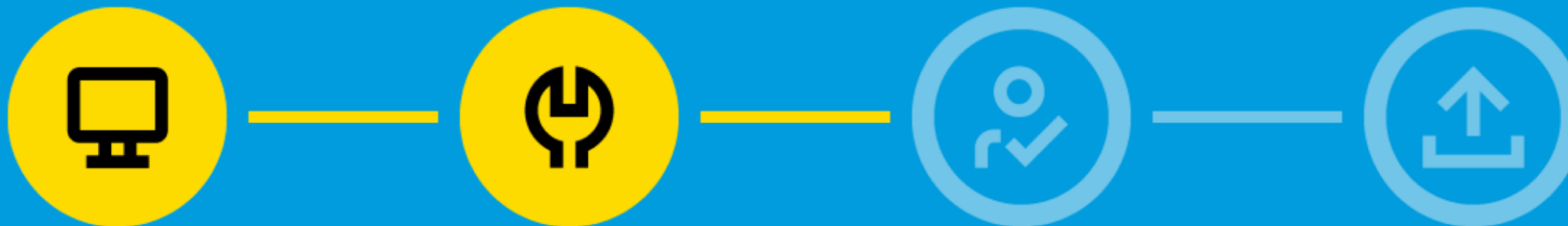
Courses

Creating Class Sections

- Course list based on teachers who have added courses to their profiles
  - AP Course Audit Administrator has confirmed teacher for that school and course(s) in order to facilitate teacher access to the resources
  - Teacher does not need to be Course Audit **Authorized** at this time.

Courses

Creating a Class Section

By clicking +Add Section the coordinator or teacher is asked to:

- Name the section.
- Indicate the maximum number of students allowed in the class
- Standard Full Year, Second Semester, or Exam Only.
- Name a teacher/co-teacher.

Courses

Creating a Second Semester Class

- Any section that begins after the Final Ordering Deadline

- Enter class start date

Add Section   ✕

AP Environmental Science

Section Name *

Period 3

Maximum number of students *

20

Course Schedule *

⬤ Second Semester ⌄

Teachers *

Donna Mathews ⌄

+ Add Co-Teacher

Start Date * 2020-01-01 📅

☑ I attest that the course schedule and start date selected for this section are accurate. If the section is taught on a different schedule, final costs for exams may be impacted.

○ Exam Only

Cancel   **Create Section**

CollegeBoard

Courses

Adding a Co-Teacher

- Team Teaching
- Additional teacher must meet the AP Course Audit requirements

Add Section   ✕

AP Biology

Section Name *

Period 2

Maximum number of students *

25

Course Schedule *

● Standard Full Year ⌄

○ Exam Only

Teachers *

Frank Pinto ⌄   Delete

Demarcus Strand ⌄   Delete

Cancel   **Create Section**

Courses

Creating an exam only section

- Self-Studiers
- "Guest" students
- Students taking course at virtual school

Courses

The Class Section List

Expanded view:

1 Second Semester

2 Exam Only

3 Number of students who have joined the class

4 Full roster of class sections and students

Courses

Join Codes

- Students need a different join code for each AP class they are taking

- Coordinators can look up a section's join code by clicking Actions

Courses

Additional Actions

- In Actions, coordinator can
  - Edit the section name, teachers, max number of students
  - Delete the section
  - See the Join Code
  - See the Transfer Code

3. Enroll Students

Student Roster View

Single Student View

Special Exam Materials

Conflicting Exams

Dropping Student

Transfers
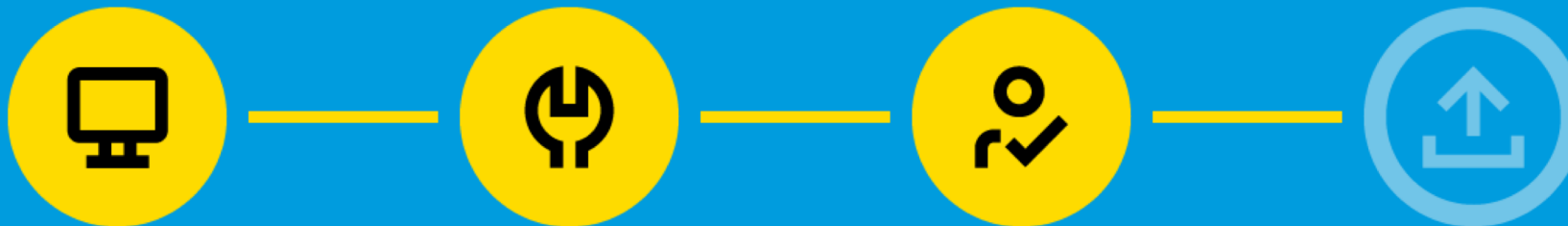
Enrollment

Student Roster View

From this view, the coordinator can update:

1 Students' exam intent

2 Standard or Late testing

3 AP Fee Status

4 Actions

5 Download the entire student roster.

AP Registration and Ordering

⌂ Home   Courses   **Students**   Orders   Test Day   ⚙ Settings

| Courses ⌄ | Exam Date ⌄ | Order Exam? ⌄ | Teachers ⌄ | AP Fee Status ⌄ | SSD Materials ⌄ |

| Order Status ⌄ |

⬇ Download Student Roster

Student Name ⌃	Course Name ⇕	Exam Date	Order Exam? ?	AP Fee Status	
Aroyyo, Bronson	AP Japanese Language and Cult...	🔔 Standard 5/07 12 PM	Yes ⌄	Standard ⌄	Actions ⌄
	AP Physics 1	🔔 Standard 5/07 12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
Caillat, Colbie	AP Biology	Standard 5/13 8 AM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
	AP German Language and Culture	🔔 Standard 5/09 12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
	AP Psychology	🔔 Standard 5/09 12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes ⌄	Standard ⌄	Actions ⌄
	AP United States Government an...	Standard 5/06 8 AM	Yes ⌄	Standard ⌄	Actions ⌄
	AP United States History	Standard 5/10 8 AM	Yes ⌄	Standard ⌄	Actions ⌄
Damon, Johnny	AP Biology	Standard 5/13 8 AM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
	AP Chemistry	Standard 5/09 8 AM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
	AP Comparative Government and...	Standard 5/16 8 AM ⌄	Yes ⌄	Standard ⌄	Actions ⌄

CollegeBoard

Enrollment

Single Student *View*

Here the AP coordinator can see a single student's:

- Grade and AP ID
- Contact information
- Courses joined
- Exams registered for
- Cost breakdown

The coordinator may also make adjustments here to the student's:

- Fee status
- Exam registration
- Exam Date
- SSD exam materials

Bronson Aroyyo

School Information	Contact Information	AP Fee Status
Grade: 10th grade	Email: testemail32@fakeemail.comx	Standard ⌄
AP ID: U8YZ11Y7		
School Code: 311290		**AP Exams Cost**

AP Exams Cost

$170

Hide Cost Breakdown ⊷

AP Japanese Language and Culture	$85
AP Physics 1	$85
Total AP Exam Cost	$170

Courses

AP Japanese Language and Culture

Period 4 with Nancy Stevenson

Order Exam?	Exam Date	Cost	Special Exam Materials ❓
Yes ⌄	Standard 5/07 12 PM ⌄	Exam Fee $85	Order Special Exam Materials

AP Physics 1

Period 6 with Gary Fewell

Order Exam?	Exam Date	Cost	Special Exam Materials ❓
Yes ⌄	🕐 Late 5/23 8 AM ⌄	Exam Fee $85	Order Special Exam Materials
	Two AP Exams on the same date and time edit		

CollegeBoard

Enrollment

Special Exam Materials

- Indicate only order-impacting materials

- Accommodations do not need to be fully approved at time of ordering, but DO need to be approved in time for the exam.

- There is no additional cost to order accommodated materials.

AP Biology

Period 1 with Frank Pinto

Order Exam?	Exam Date		Cost		Special Exam Materials ❓
Yes ⌄	Standard 5/13	8 AM ⌄	Exam Fee	$53	Order Special Exam Materials

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AP Biology: Special Exam Materials for Students with Accommodations   ✕

Indicate special exam materials based on approved or expected accommodations. (If this student will use a **regular-format exam**, don't indicate any special exam materials.) **Indicating materials below is not a formal request for accommodations; accommodations requests must be submitted to and approved by College Board SSD.**

☑ **Special Formats**

○ 14 point font   ● Custom font size   [24] point *

○ 20 point font   ○ Braille
○ Assistive Technology Compatible (ATC)
☑ Large block answer sheet ❓

☐ **Reader Materials**

☐ Reader Copy ❓

☐ **Multiple-Day Materials**

☐ Multiple-Day Testing ❓

☐ **Other Materials**

In rare instances, a student may need a special exam material not listed on this screen. In "Other materials," only indicate materials needed from the College Board based on a student's accommodation. Don't indicate an accommodation that doesn't require materials (for example, don't indicate rest breaks, medication, or extended time).

Describe Other Materials

Optional: If this student won't be using any special exam materials for this exam, you may check the box below:

☐ I've reviewed this student's order, and special exam materials will not be ordered.

[Cancel]   [Update]

Enrollment

Conflicting Exams

- 🔔 Indicates that a student is registered to take two exams scheduled for the same time.

- No cost to switch an exam to late to accommodate

Student Roster

Student Name	⌃	Course Name	⇕	Exam Date	Order Exam? ❓	AP Fee Status	
Aroyyo, Bronson		AP Japanese Language and Cult...		🔔 Standard 5/07 12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
		AP Physics 1		🔔 Standard 5/07 12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄

Student Name	⌃	Course Name	⇕	Exam Date	Order Exam? ❓	AP Fee Status	
Aroyyo, Bronson		AP Japanese Language and Cult...		🔔 Standard 5/07 12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
		AP Physics 1		Standard 5/07 12 PM / Late 5/22 12 PM	Yes ⌄	Standard ⌄	Actions ⌄
Caillat, Colbie		AP Biology		Standard 5/13 8 AM	Yes ⌄	Standard ⌄	Actions ⌄

Single Student view

AP Japanese Language and Culture

Period 4 with Nancy Stevenson

Order Exam?	Exam Date	Cost	Special Exam Materials ❓
Yes ⌄	🔔 Standard 5/07 12 PM ⌄	Exam Fee $85	Order Special Exam Materials

AP Physics 1

Period 6 with Gary Fewell

Order Exam?	Exam Date	Cost	Special Exam Materials ❓
Yes ⌄	🔔 Standard 5/07 12 PM ⌄	Exam Fee $85	Order Special Exam Materials

Period 4 with Nancy Stevenson

Order Exam?	Exam Date	Cost	Special Exam Materials ❓
Yes ⌄	🔔 Standard 5/07 12 PM ⌄	Exam Fee $85	Order Special Exam Materials

Standard 5/07 12 PM / Late 5/22 12 PM

AP Physics 1

Enrollment

Dropping a student [before](#) the ordering deadline

- Drop vs. Transfer
  - Drop: Student leaves the class
  - Transfer: Student leaves the school
- Before the ordering deadline: student removed from the class roster.
- Cancellation fee: $0

Damon, Johnny	AP Biology	Standard 5/13	8 AM	⌄	Yes	⌄	Standard	⌄	Actions	⌄
	AP Chemistry	Standard 5/09	8 AM	⌄	Yes	⌄	Standard	⌄	Actions	⌄
	AP Comparative Government and...	Standard 5/16	8 AM	⌄	Yes	⌄	Standard	⌄	Actions	⌄
	AP Spanish Language and Culture	Standard 5/07	8 AM	⌄	Yes	⌄	Standa	Change Section		
	AP United States History	Standard 5/10	8 AM	⌄	Yes	⌄	Standa	Drop Student		
								Transfer Out		

Enrollment

Dropping a student <u>after</u> the ordering deadline

- Does the student still want to take the exam?
  - If yes, moved to Exam Only
- After the ordering deadline: student remains on the roster with (D) until order is updated.
- Cancellation fee: $40

Enrollment

Transfers Out

- Transfer Out = Leaves School

- Transfer Out only once, will be applied to all courses

- All associated costs removed

Enrollment

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

- Students may use a transfer code at a different school before they are marked as Transfer Out at original school.

- Transfer Codes will allow students to join a new class and be marked as transferred for *just that class* at the old school.
  - This <u>does not</u> transfer a student out of all classes at the old 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

- No late ordering fee for transfer students
- New students only

Panel Discussion – Pilot Districts

Edmond Public Schools
Midwest City-Del City Public Schools
Norman Public Schools
Moore Public Schools
Oklahoma City Public Schools
Putnam City Public Schools
Tulsa Public Schools
Yukon Public Schools

Tiffany Hall Elerick, M. Ed.
Academic Counselor-AP
AP Coordinator
Edmond Memorial High

Matt Colwell
Social Studies, Gifted/Talented,
and Advanced Placement Coordinator
Mid-Del Public Schools

Binet' Castleberry
Assistant Principal
AP Coordinator
Yukon High School

Panel Discussion – Pilot Districts

Edmond Public Schools
Midwest City – Del City Public Schools
Yukon Public Schools

1. What would you recommend to districts is the best strategy to implement to ensure a successful transitioning to the expectations of the new platform?

2. What was the biggest challenge you had as you transitioned to the new platform, and what was your solution/resolution to this challenge?

3. What was the one thing that you didn't do in year one of the pilot that you wished that you had done, and how did you make adjustments/modifications to include it in year two?

4. What other thoughts, recommendations, cautions would you like to add?

Next Steps

Access the System
Create Sections
Enroll Students
Order Exams

- [2019 – 2020 AP Coordinator Planning Calendar Sept./Oct. (pp. 12 – 13)](#)

- Professional Development Opportunities
  - OKSDE – [New Teacher Resources (12:30 – 3:30 PM)](#)
    September 26 in Ada
    October 1 in OKC
    October 7 in Stillwater
    October 28 in Tulsa

  - College Board – [Process Webinars](#)
    Session 1: Operational Overview for AP Coordinators (play recording ON-DEMAND)
    Session 2: Initial System Setup & Registration (Aug 1 - Sep 11: register below or play recording ON-DEMAND)
    Session 3: Preparing & Submitting the Exam Order (Sep 12 - Nov 12: register HERE)
    Session 4: Preparing for the Exams (early 2020)
    Session 5: Exam Day Supports/Post Administration (early 2020)

- Monthly Webinars/Newsletters

Visit AP Central® for more information.

We'll be sending follow-up messages and updating the website with additional communications tools and resources throughout the year.
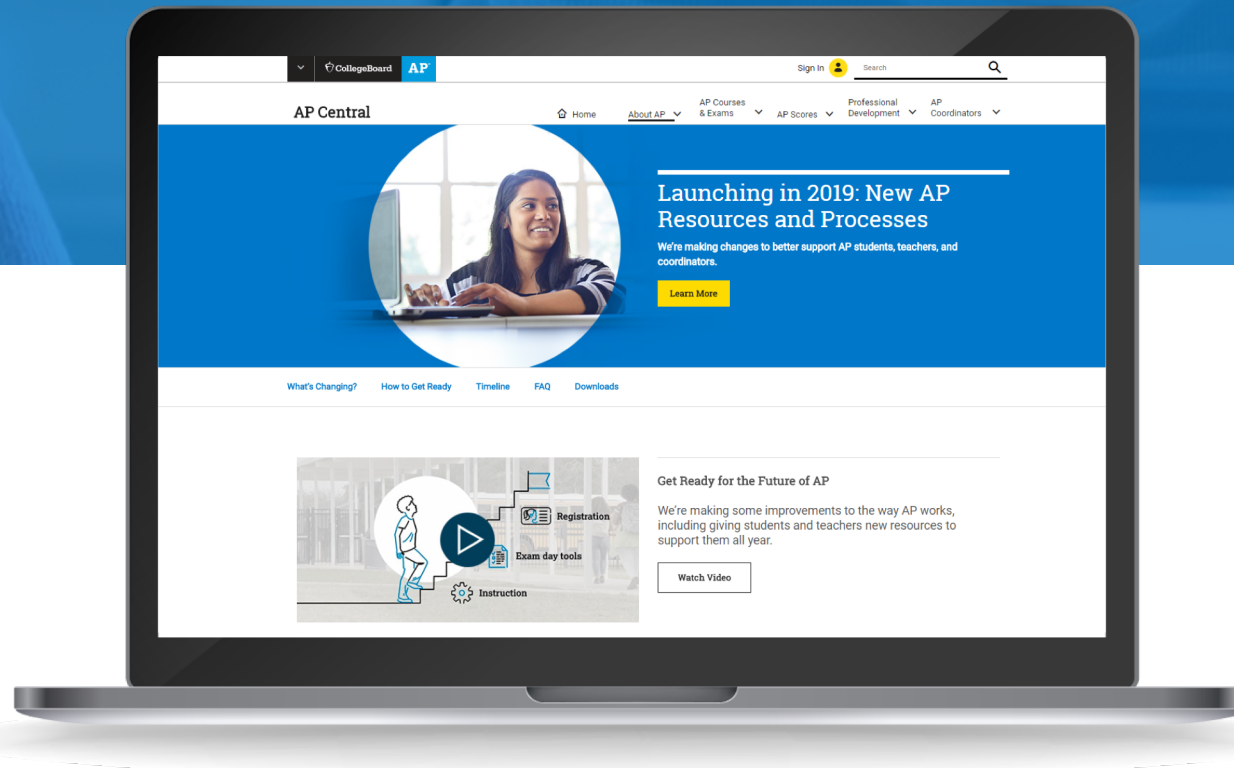
For more on the resources and process changes, please visit **collegeboard.org/ap2019**

Contact Information

Must have the following information to escalate: Date, Time, Representative Name, Representative Number, and Case/Incident Number

AP Services for Educators

877-274-6474 (toll free in the United States and Canada)
212-632-1781
610-290-8979 (fax)
Email: apexams@info.collegeboard.org

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
212-632-1780
Email: apstudents@info.collegeboard.org

College Board Services for Students with Disabilities

P.O. Box 6226
Princeton NJ 08541-6226
844-255-7728 (toll free in the United States and Canada)
212-713-8333
Email: ssd@info.collegeboard.org

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OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHAMPION EXCELLENCE

Questions

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Thank you