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
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
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.
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?
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 be made in the AP Registration and Ordering Settings page
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
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
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.
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
Courses

Adding a Co-Teacher

- Team Teaching
- Additional teacher must meet the AP Course Audit requirements
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](image-url)

**Download Student Roster**
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
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.
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
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
Enrollment

Dropping a student after 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

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<th>AP Computer Science Principles</th>
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<td>Standard 5/10 8 AM</td>
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![Image of student transfer interface](image-url)
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 does not transfer a student out of all classes at the old school.
Enrollments

Transfers In

- No late ordering fee for transfer students
- New students only
Panel Discussion – Pilot Districts

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

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
Questions

Next webinar:  
**October 15, 2019 11:00AM**

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Thank you