

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

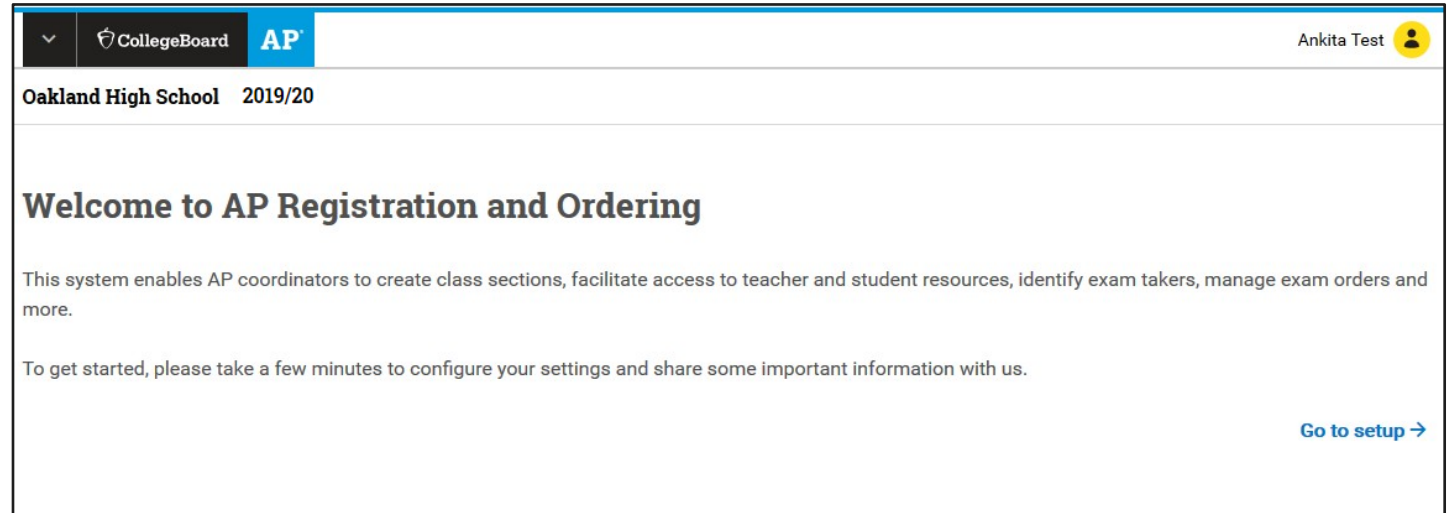
- Usernames and passwords are the coordinators' College Board account information.
- Signing up for a new College Board account
- All student and teacher information in this deck is fictitious and created for demonstrative purposes only.

The screenshot shows the login interface for MyAP.CollegeBoard.org. At the top, there is a navigation bar with the CollegeBoard logo, an 'AP' tab, and a 'Sign In' button with a user icon. The main content area has a blue background. On the left, there is a circular image of a young woman and a young man looking at a laptop. To the right of the image, the text 'Log in for Your AP or Pre-AP Resources' is displayed. Below this, a message says 'Sign in with your College Board username and password.' There are two input fields labeled 'Username' and 'Password', followed by a yellow 'Sign In' button. At the bottom, there are links for 'Don't have an account? Sign up' and 'Forgot username or password?'.

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



The screenshot shows the MyAP CollegeBoard interface. At the top, there is a navigation bar with a dropdown arrow, the CollegeBoard logo, and the 'AP' label. On the right side of the navigation bar, the user's name 'Ankita Test' is displayed next to a profile icon. Below the navigation bar, the page header shows 'Oakland High School' and '2019/20'. The main content area has a heading 'Welcome to AP Registration and Ordering'. Below this heading, there is a paragraph: 'This system enables AP coordinators to create class sections, facilitate access to teacher and student resources, identify exam takers, manage exam orders and more.' followed by another paragraph: 'To get started, please take a few minutes to configure your settings and share some important information with us.' At the bottom right of the main content area, there is a blue link that says 'Go to setup →'.

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 not

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](#)

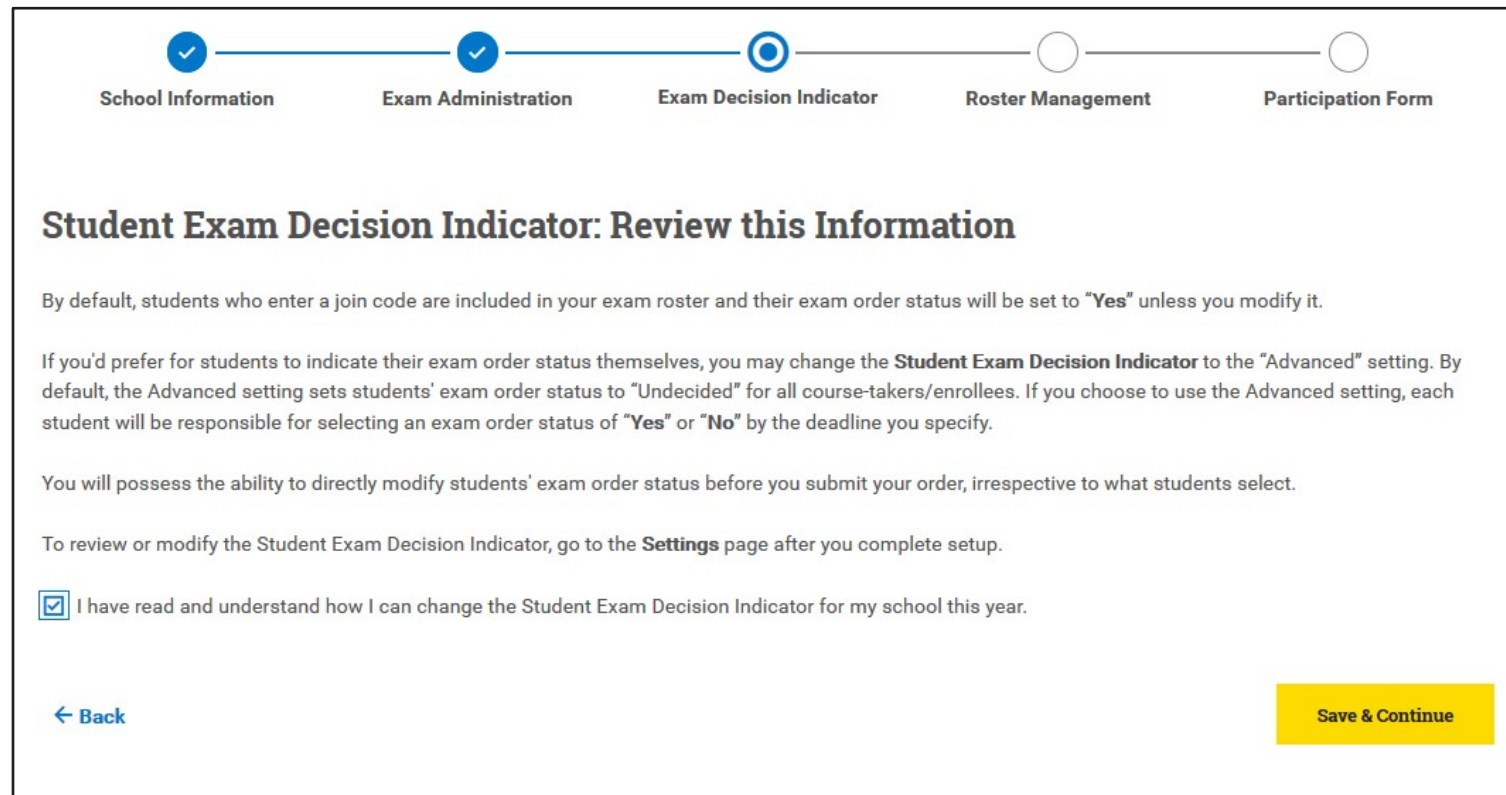
Getting Started

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 be made in the AP Registration and Ordering Settings page



The screenshot shows a progress bar at the top with five steps: School Information, Exam Administration, Exam Decision Indicator (current step), Roster Management, and Participation Form. The current step is highlighted with a blue circle and a checkmark. Below the progress bar, the title "Student Exam Decision Indicator: Review this Information" is displayed. The main content area contains three paragraphs of text explaining the default settings and the advanced setting. At the bottom, there is a checkbox labeled "I have read and understand how I can change the Student Exam Decision Indicator for my school this year." which is checked. To the left of the checkbox is a blue link "← Back". To the right is a yellow button labeled "Save & Continue".

School Information Exam Administration Exam Decision Indicator Roster Management Participation Form

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

The screenshot shows a progress bar at the top with five steps: School Information, Exam Administration, Exam Decision Indicator, Roster Management (current step), and Participation Form. The Roster Management step is highlighted with a blue circle and a checkmark. Below the progress bar, the title 'Teacher Management of the Student Roster' is displayed. The text explains that by default, AP teachers can manage changes to the student roster by dropping students from their class sections or moving students between their own class sections. It also states that if at any time you want to restrict your teachers' ability to drop or move students from their class sections, you can disable this feature here or through the **Settings** page. There are two radio button options: **Enabled: Teacher Management of the Student Roster** (selected) and **Disabled: Teacher Management of the Student Roster**. A **Note** states: 'If you leave this option enabled, you may want to disable it *after* you submit your exam order to avoid unintended adjustments to the roster.' At the bottom left is a **← Back** link, and at the bottom right is a yellow **Save & Continue** button.

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

Teacher Management of the Student Roster

By default, AP teachers can manage changes to the student roster by dropping students from their class sections or moving students between their own class sections.

If at anytime you want to restrict your teachers' ability to drop or move students from their class sections, you can disable this feature here or through the **Settings** page:

☒ **Enabled:** Teacher Management of the Student Roster

☐ **Disabled:** Teacher Management of the Student Roster

Note: If you leave this option enabled, you may want to disable it *after* you submit your exam order to avoid unintended adjustments to the roster.

[← Back](#) **Save & Continue**

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

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

The screenshot displays the 'AP Registration and Ordering' dashboard for 'Sample High School' in the '2019/20' school year. The top navigation bar includes 'CollegeBoard', 'AP', and a user profile 'Sample'. The main header shows 'AP Registration and Ordering' with links for 'Home', 'Courses', 'Students', 'Orders', 'Packing List & Invoice', and 'Settings'. A prominent orange banner with an exclamation mark icon states 'Participation Form Required' and explains that the school's participation form is incomplete, preventing exam orders. A link 'Complete Participation Form ->' is provided. Below the banner, a table summarizes registration and cost data:

Student Registrations		Exam Registrations			Cost	Order
Students	Enrollments	Taking	Not Taking	Undecided	Total Cost	
0	0	0	0	0	\$0	Not submitted Submission deadline: Nov 15, 2019 11:59 PM EST You cannot submit your order until you complete the participation form .

A 'Collapse Status -' link is located to the right of the table.

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

The screenshot shows the 'AP Registration and Ordering' settings page. At the top, there's a navigation bar with 'CollegeBoard' and 'AP' logos, and a user profile for 'William'. Below the navigation bar, the page title 'AP Registration and Ordering' is displayed, followed by a breadcrumb trail: 'Home > Courses > Students > Orders > Test Day > Settings'. The current school is 'Independence High School' and the year is '2019/20'. The 'Settings' section is expanded, showing four categories: 'School Information and Participation Contacts' (marked as 'Incomplete'), 'Exam Administration', 'Exam Decision Indicator', and 'Access Management'. Each category has a plus sign to its right, indicating it can be expanded.

AP Registration and Ordering

Signature Status

✓ Signed

09/05/2019 at 5:36 PM

[View Participation Form](#)

2. Create Sections

Creating Class Sections

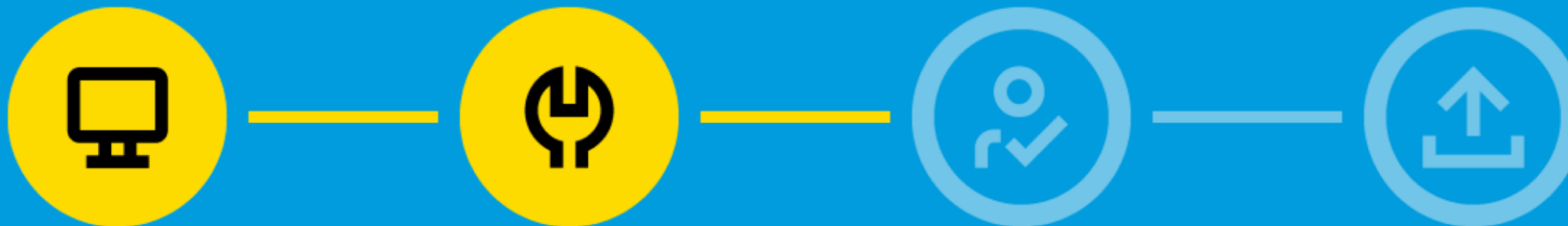
Adding a Co-Teacher

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.

AP Registration and Ordering					
Home Courses Students Orders Test Day Settings					
Courses Enrollment Teachers					
Download Section Info + Add Course					
Course Name ^	Section	Teacher	Student Registrations	Exam Registrations	
AP Biology	+ Add Section		0/0	0/0	
AP Chemistry	+ Add Section		0/0	0/0	
AP Comparative Government and Politics	+ Add Section		0/0	0/0	
AP Environmental Science	+ Add Section		0/0	0/0	
AP German Language and Culture	+ Add Section		0/0	0/0	
AP Italian Language and Culture	+ Add Section		0/0	0/0	
AP Japanese Language and Culture	+ Add Section		0/0	0/0	
AP Physics 1	+ Add Section		0/0	0/0	
AP Physics 2	+ Add Section		0/0	0/0	

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.

Course Name ^	Section
AP Biology	+ Add Section
AP Chemistry	+ Add Section
AP Comparative Government and Politics	
AP Environmental Science	
AP German Language and Culture	

Add Section

AP Biology

Section Name *
Period 1

Course Schedule *
☒ Standard Full Year ☐ Exam Only

Maximum number of students *
40

Teachers *
Frank Pinto

[+ Add Co-Teacher](#)

Cancel

Create Section

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

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

Add Section ×

AP Physics 1

Section Name *

Exam Only

Maximum number of students *

40

Course Schedule *

☐ Choose... ▼

☒ Exam Only

Cancel

Create Section

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

AP Registration and Ordering

HomeCoursesStudentsOrdersTest DaySettings

CoursesEnrollmentTeachers

4Download Section Info with Join CodesAdd Course

Course Name ^	Section	Teacher	Student Registrations	Exam Registrations	
AP Biology	2 Sections ^ + Add Section		0/65	0/0	
	Period 1	Frank Pinto	0/40	0/0	Actions ^
	Period 2	Frank Pinto Demarcus Strand	30/25	0/0	Actions ^
AP Chemistry	2 Sections ^ + Add Section		0/65	0/0	
	Exam Only 2	Exam Only	0/40	0/0	Actions ^
	Period 5	Demarcus Strand	0/25	0/0	Actions ^
AP Comparative Government and Politics	2 Sections ^ + Add Section		0/65	0/0	
	Period 4	Danny Gallaway	0/25	0/0	Actions ^
	1 Period 4	Robert Hall	0/40	0/0	Actions ^

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](#)

AP Registration and Ordering					
Download Section Info			+ Add Course		
Course Name ^	Section	Teacher	Student Registrations	Exam Registrations	
AP Biology	2 Sections ^ + Add Section		0/65	0/0	
	Period 1	Frank Pinto	0/40	0/0	Actions ✓
	Period 2	Frank Pinto Demarcus Strand	0/25		
AP Chemistry	2 Sections ^ + Add Section		0/65		

Join Code

AP Biology - Period 1

No students have signed up yet. Share this code so students can sign in and enroll in this section.

N6W23N

<https://myap.collegeboard.org/>

Print Code

Print an info sheet to post or hand out.

Expire Code

Deactivate the current join code and generate a new one.

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

AP Registration and Ordering					
Download Section Info			+ Add Course		
Course Name ^	Section	Teacher	Student Registrations	Exam Registrations	
AP Biology	2 Sections ^ + Add Section		0/65	0/0	
	Period 1	Frank Pinto	0/40	0/0	Actions ✓
	Period 2	Frank Pinto Demarcus Strand	0/25		
AP Chemistry	2 Sections ^ + Add Section		0/65		

3. Enroll Students

Student Roster View

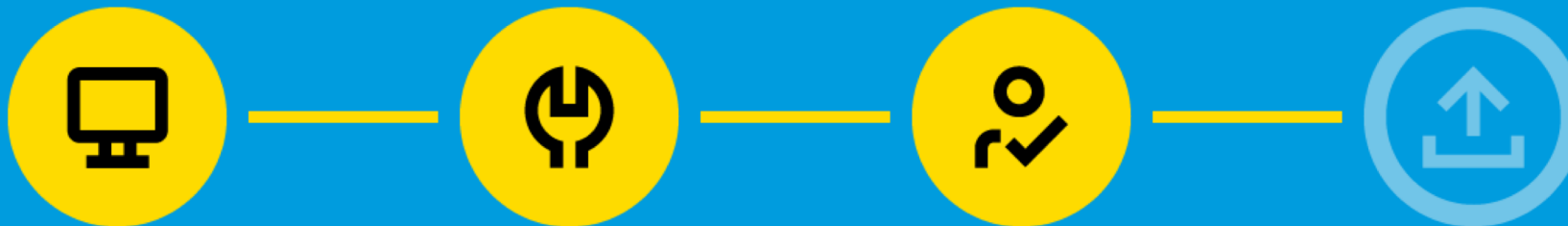
Single Student View

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						
5 Download Student Roster												
Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status								
Aroyyo, Bronson	AP Japanese Language and Cult...	1 Standard 5/07 12 PM	1 Yes	Standard								
	AP Physics 1	Standard 5/07 12 PM	Yes	Standard								
Caillat, Colbie	AP Biology	2 Standard 5/13 8 AM	3 Yes	Standard								
	AP German Language and Culture	Standard 5/09 12 PM	Yes	Standard								
	AP Psychology	Standard 5/09 12 PM	Yes	Standard				4				
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard								
	AP United States Government an...	Standard 5/06 8 AM	Yes	Standard								
Damon, Johnny	AP United States History	Standard 5/10 8 AM	Yes	Standard								
	AP Biology	Standard 5/13 8 AM	Yes	Standard								
	AP Chemistry	Standard 5/09 8 AM	Yes	Standard								
	AP Comparative Government and...	Standard 5/16 8 AM	Yes	Standard								

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
Grade: 10th grade
AP ID: U8YZ11Y7
School Code: 311290

Contact Information
Email: testemail32@fakeemail.comx

AP Fee Status
Standard ▾

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 ▾ Two AP Exams on the same date and time edit	Exam Fee \$85	Order Special 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.

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

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**

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 Fevell					
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				

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	▼	<u>Standard</u>	▼	Actions	▼
	AP Comparative Government and...	Standard	5/16	8 AM	▼	Yes	▼	Standard	▼	Actions	▼
	AP Spanish Language and Culture	Standard	5/07	8 AM	▼	Yes	▼	Stand	▼	Change Section Drop Student Transfer Out	
	AP United States History	Standard	5/10	8 AM	▼	Yes	▼	Stand	▼		

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

The screenshot displays the MyAP CollegeBoard interface. At the top, a table lists student enrollments. For Johnny Damon, the first row shows 'AP Biology' with a status of 'Standard 5/13 8 AM' and a 'Yes' confirmation. A dropdown menu for this row is open, showing options: 'Change Section', 'Drop Student' (highlighted with an orange circle), and 'Transfer Out'. Below this, a 'Drop Student' modal is open, asking 'Are you sure you want to drop Johnny Damon from AP Biology?'. It has two options: 'Drop student and keep exam' and 'Drop student and remove exam'. A second, larger 'Drop Student' modal is also open, showing the same question and the 'Drop student and remove exam' option selected. Below the modals, a table shows the exam costs for Johnny Damon:

Student Name	Course	Exam Date	Exam Fee	Cancellation Fee	Total Exam Cost
Johnny Damon	AP Biology	Standard 5/13	\$0	\$40	\$40

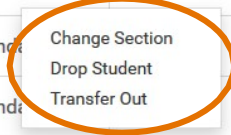
At the bottom, another table shows the student's current enrollment status. The first row for 'AP Biology' is circled in orange, showing a status of '(D) AP Biology' and a 'No' confirmation. The other rows show 'AP Chemistry', 'AP Spanish Language and Culture', and 'AP United States History' with 'Standard' status and 'Yes' confirmations.

Enrollment

Transfers Out

- Transfer Out = Leaves School
- Transfer Out only once, will be applied to all courses
- All associated costs removed

Garciaparra, Nomar	AP Computer Science Principles	Standard 5/10 12 PM	▼	Yes	▼	Standard ▼	Actions ▼
	AP Environmental Science	Standard 5/06 12 PM	▼	Yes	▼	Standard ▼	Actions ▼
	AP Japanese Language and Cult...	Standard 5/07 12 PM	▼	Yes	▼	Standard ▼	Actions ▼
	AP Psychology	Standard 5/09 12 PM	▼	Yes	▼	Standard ▼	Actions ▼
	AP United States History	Standard 5/10 8 AM	▼	Yes	▼	Standard ▼	Actions ▼



Transfer Out

!

Cannot Undo

You are about to transfer **Nomar Garciaparra** out of the AP Registration and Ordering system for Jefferson High School. This student will be dropped from all courses and any associated exams will be removed from your order. Once the student is removed, this cannot be undone.

☒ I attest that Nomar Garciaparra is no longer a student at Jefferson High School.

Cancel

Submit

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 does not 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

AP Registration and Ordering

[Home](#) [Courses](#) [Students](#) [Orders](#) [Test Day](#) [Settings](#)

[Download Section Info](#) [+ Add Course](#)

Course Name ^	Section	Teacher	Student Registrations	Exam Registrations	
AP Biology	2 Sections ^ + Add Section		0/65	0/0	
	Period 1	Frank Pinto	0/40	0/0	Actions ^
			0/25		<div>Edit Section Delete Section See Join Code See Transfer Code</div>
			0/65		

Transfer Code

AP Biology - Period 1

Share this code only with students who have transferred into your school from a different school. Enrolling with this code allows transfer students to register for the exam without incurring a late fee.

Q3NGD9

<https://myap.collegeboard.org/>

Print Code

Print an info sheet to post or hand out.

Expire Code

Deactivate the current transfer code and generate a new one.

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?

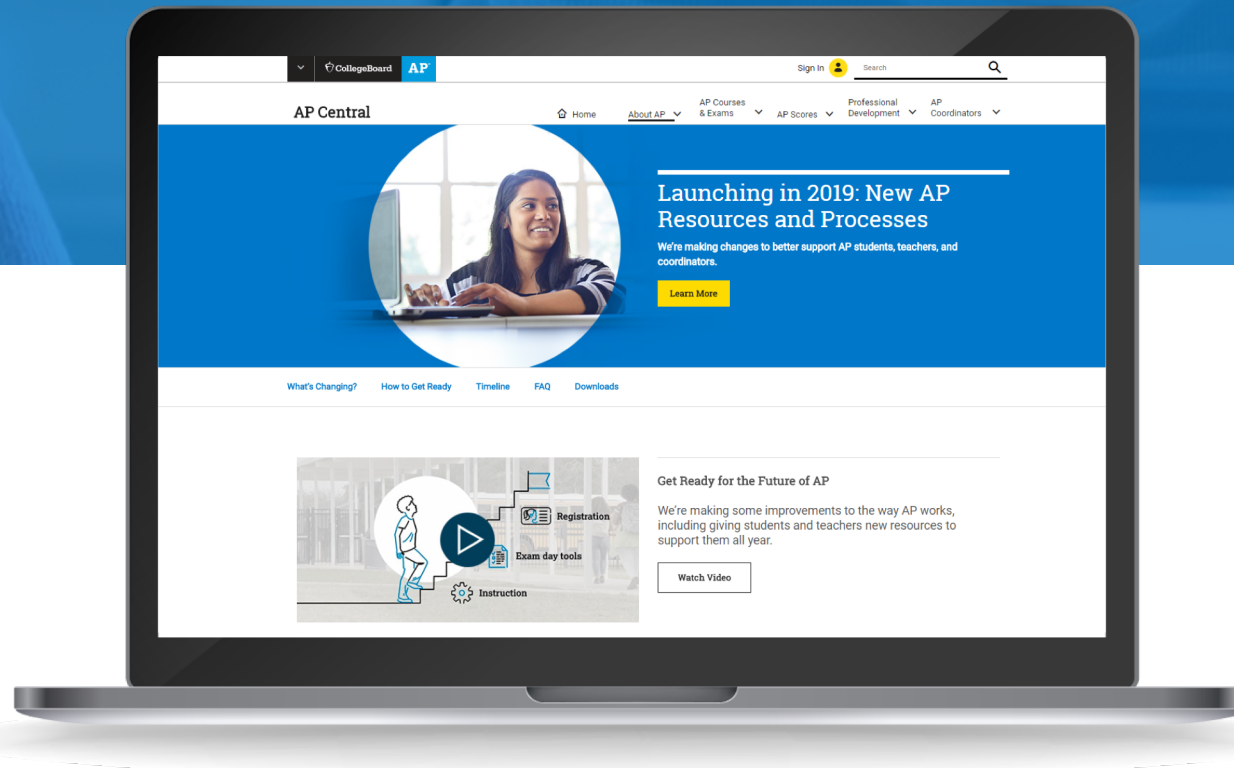
Next Steps

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

Questions

Next webinar:
October 15, 2019 11:00AM

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Thank you



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