CollegeBoard

Launching in 2019: New AP Resources and Processes

We're making changes to better support AP students, teachers, and coordinators.

Best Practices for District Implementation: District Leader Role

Starting with the 2019-20 school year, AP students and teachers will benefit from the following resources throughout the year: an AP question bank, subject specific unit guides, personal progress checks, and a performance dashboard. These resources are designed to help AP teachers provide students with focused instruction and actionable feedback throughout the year.

In order to gain access to these materials and to improve the registration and ordering system, AP coordinators will place exam orders in the fall, using a new online registration and ordering system. They will receive personalized student registration labels that will greatly reduce time-consuming bubbling of student information before the exam. All of these resources are free.

The following are suggested best practices for district implementation of this new annual process:

- Spring 2019: Connect AP teachers with overview videos on the new annual process (see https://apcentral.collegeboard.org/about-ap/news-changes/ap-2019 for videos and other resources).

- Spring 2019: Facilitate meeting with AP Coordinators to review new process and discuss timeline.

- Early June: Unit guides become available on AP Central for AP Teachers

- August 1: AP Registration and Ordering (APRO) system opens. AP Coordinators can begin to review the system and set up classroom sections for their schools.
    - Use consistent class naming conventions when creating classes (ex: Smith – 1st Period APUSH).
    - AP Coordinators can enable or disable student commitment to test button. If your district expectation is that all students will test, you can disable this student choice selection button.

- Before school begins in August: Hold a meeting in August with the AP coordinators to complete first three critical steps which allow students and teachers to access the new tools (Teacher Access Enabled, APRO Setup Complete, and Participation Form Signed – see table below).

- Aug. – Sept.: District leaders and champions hold meetings with the AP teacher teams at each school to provide technical assistance in accessing tools and class rosters.

- First two weeks of school: Either the AP Coordinator or teachers create classroom sections in the new system.
  - Create class sections for all AP teachers.
  - Provide join codes for all AP teachers to give to their students.
  - Provide opportunities for students to use join codes to enroll in the AP classes in the system. Note that students must create a College Board account if they don't already have one (https://account.collegeboard.org/login/login).
  - Make sure that students and parents understand the deadline you set for committing to take the exam (unless choice button disabled).

- Set deadline for the teachers to have students on their rosters by end of September (in order to meet Oct 5 priority deadline).

- By late October: schools submit their exam orders (set early internal deadline in order to make Nov. 15 deadline for district).

- Well before the exam ordering deadline, and after the add/drop period, confirm rosters in the system match official class rosters.

- Monitor and update coordinators weekly on the progress (reporting all schools to all schools so they know how they compare to one another).

6 Must-Do's by Nov. 15, 2019 in New AP Annual Process in order to avoid any additional fees:

1.	Teacher Access Enabled	Teachers cannot access the APRO or AP Classroom without participating in the AP Course Audit (https://apcentral.collegeboard.org/courses/ap-course-audit). Ensure all of the AP teachers at each school have done what they need to do in the AP Course Audit to have access to APRO and AP Classroom. New teachers must begin the AP Course Audit process by registering in the system. Returning teachers are renewed by the AP administrator as in the past.
2.	APRO Setup Complete	The AP Coordinator has entered the access code and completed the setup steps in APRO, creating class sections and enabling/disabling student exam commitment button.
3.	Participation Form Signed and Submitted	The Participation Form is signed at the school by the AP Coordinator. This is a digital form and is submitted online.
4.	Sections Created	AP Coordinator creates class sections using consistent naming conventions and enabling/disabling student exam selection button.
5.	Student Enrollment Completed	Student are given Join Codes to join their AP classes in the system. This allows them to access resources and monitor their own progress. This is also required for the AP Coordinator to place the exam order for each student.
6.	Exam orders are Placed	AP Coordinators verify student rosters and students' exam registration status in the system. Once rosters are confirmed, exam orders are placed. This must be completed by Nov. 15 to avoid incurring $40 per student late fee.