



## AP SCORE REPORTS FOR EDUCATORS

# How to Change a Class Section for a Student in a Prior Year

Learn how to make a section update for a student appearing in the wrong section on your Subject Score Roster report. This change can be made by the AP® coordinator in AP Registration and Ordering.

### Step 1

Identify the section the student is currently in for the selected subject, and determine which section they should be moved to.

### Step 2

Navigate to AP Registration and Ordering at [myap.collegeboard.org](https://myap.collegeboard.org). Select the prior school year in which the student is appearing in the wrong section on your reports. Note: Section changes may only be made for the current school year and the prior school year.

The screenshot shows the AP Registration and Ordering dashboard. At the top, there is a navigation menu with links for Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below the navigation, the school name 'Sue Landers High School' and the school year '2023/24' are displayed. The main content area is divided into several sections: Student Registrations (Students: 79, Enrollments: 249), Exam Registrations (Taking: 207, Not Taking: 10, Undecided: 25), and Cost (Total Cost: \$22,059). On the right side, there is a blue 'Orders' section with a yellow 'Review & Submit Order' button. A warning message states: 'Unsubmitted Changes: You must submit before your changes are applied.'

### Step 3

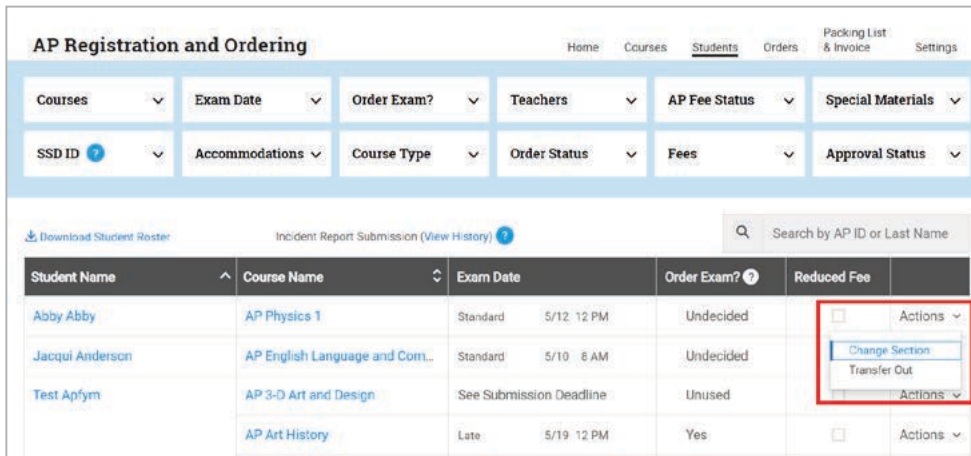
Click **Students** in the top menu.

The screenshot shows the AP Registration and Ordering dashboard with the 'Students' menu item highlighted in the top navigation bar. The navigation menu includes Home, Courses, Students, Orders, Packing List & Invoice, and Settings.

## Step 4

To move a student to another class section in the same course, select **Change Section** from the Actions column next to the student's name (this only works if the move is to a section in the same course). Moving a student to a different section incurs no additional costs, regardless of when they are moved.

**NOTE:** If an AP teacher teaches multiple sections of a course, the teacher can move a student from one of their class sections to another if this functionality has been enabled for them by the AP coordinator. An AP teacher can't move a student to another teacher's class section.

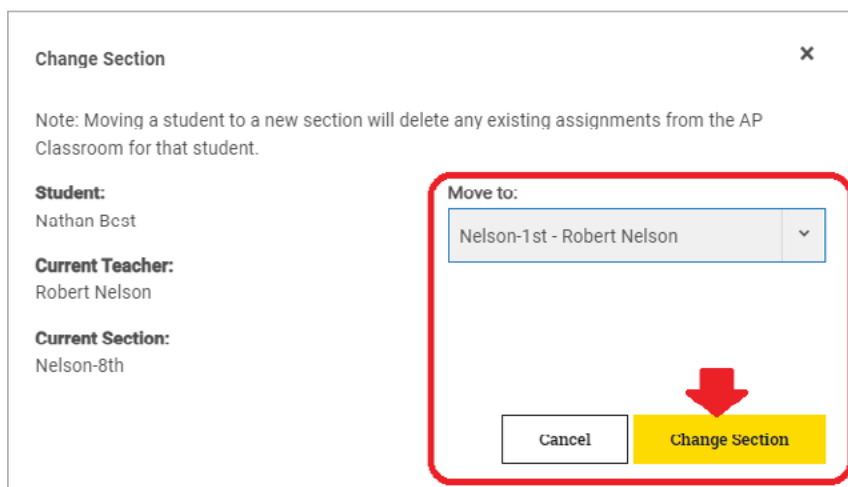


The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs for Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below these are several filter dropdown menus: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, Special Materials, SSD ID, Accommodations, Course Type, Order Status, Fees, and Approval Status. A search bar is present with the text 'Search by AP ID or Last Name'. Below the search bar is a table with the following columns: Student Name, Course Name, Exam Date, Order Exam?, and Reduced Fee. The table contains four rows of student data. The 'Actions' column for each row contains a dropdown menu. In the second row, the 'Change Section' option is highlighted with a red box.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions
Abby Abby	AP Physics 1	Standard 5/12 12 PM	Undecided		Change Section
Jacqui Anderson	AP English Language and Com...	Standard 5/10 8 AM	Undecided		Transfer Out
Test Apfym	AP 3-D Art and Design	See Submission Deadline	Unused		Actions
	AP Art History	Late 5/19 12 PM	Yes		Actions

## Step 5

Select the section the student should be moved to. This change will be reflected in **AP Score Reports for Educators** within 1–3 business days.



The screenshot shows a 'Change Section' dialog box. It contains a note: 'Note: Moving a student to a new section will delete any existing assignments from the AP Classroom for that student.' Below the note, there are three fields: 'Student: Nathan Bcst', 'Current Teacher: Robert Nelson', and 'Current Section: Nelson-8th'. To the right of these fields is a 'Move to:' dropdown menu with 'Nelson-1st - Robert Nelson' selected. Below the dropdown menu are two buttons: 'Cancel' and 'Change Section'. A red arrow points to the 'Change Section' button.

If you have any questions, contact AP Services for Educators at [cb.org/apeducatorinquiry](https://cb.org/apeducatorinquiry).