

#### **AP SCORE REPORTS FOR EDUCATORS**

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

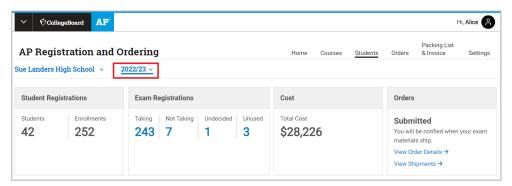
Learn how to make a section update for a student appearing in the wrong section on your Subject Score Roster report. This change can be made by the AP® coordinator in AP Registration and Ordering.

#### 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**. 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.



# Step 3

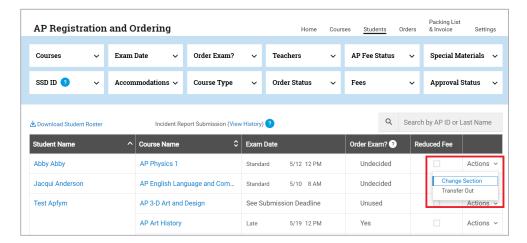
Click Students in the top menu.



## Step 4

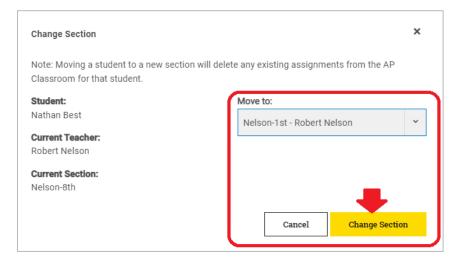
To move a student to another class section in the same course, select **Change Section** from the Actions column next to the student's name (this only works if the move is to a section in the same course). Moving a student to a different section incurs no additional costs, regardless of when they are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



#### 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.



If you have any questions, contact AP Services for Educators at cb.org/apeducatorinquiry.