

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.

The screenshot shows the AP Registration and Ordering interface. At the top, there is a navigation bar with 'CollegeBoard' and 'AP' logos, and a user profile for 'Alice'. Below the navigation bar, the page title is 'AP Registration and Ordering'. A dropdown menu for 'Sue Landers High School' is open, and the '2020/21' school year is selected and highlighted with a red box. The main content area is divided into four sections: 'Student Registrations', 'Exam Registrations', 'Cost', and 'Orders'. The 'Student Registrations' section shows 139 Students and 263 Enrollments. The 'Exam Registrations' section shows 148 Taking, 9 Not Taking, 95 Undecided, and 6 Unused. The 'Cost' section shows a Total Cost of \$15,172. The 'Orders' section shows 'Submitted' and provides links for 'View Order Details' and 'View Shipments'. Decision deadlines and a 'Not teacher confirmed' status are also visible.

Student Registrations		Exam Registrations				Cost	Orders
Students	Enrollments	Taking	Not Taking	Undecided	Unused	Total Cost	Submitted You will be notified when your exam materials ship. View Order Details → View Shipments →
139	263	148	9	95	6	\$15,172	

Step 3

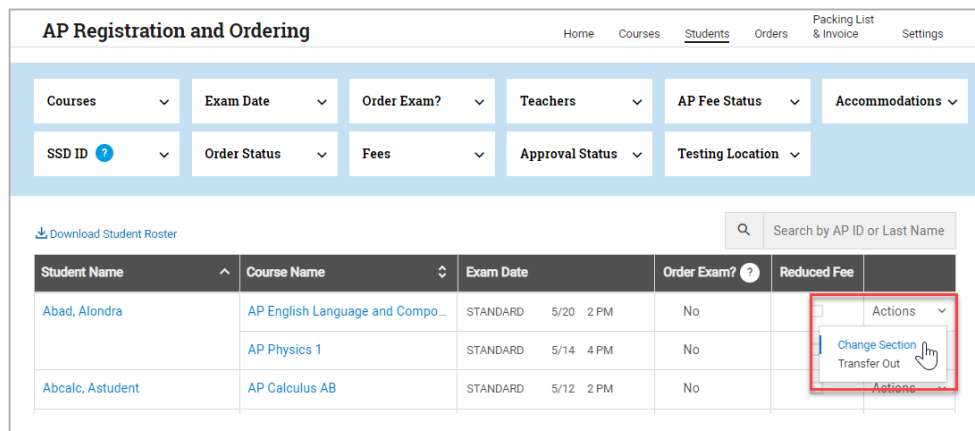
Click **Students** in the top menu.

The screenshot shows the AP Registration and Ordering interface. The navigation bar at the top includes 'CollegeBoard', 'AP', and a user profile for 'Alice'. The page title is 'AP Registration and Ordering'. The navigation menu includes 'Home', 'Courses', 'Students', 'Orders', 'Packing List & Invoice', and 'Settings'. The 'Students' menu item is highlighted with a red box.

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.

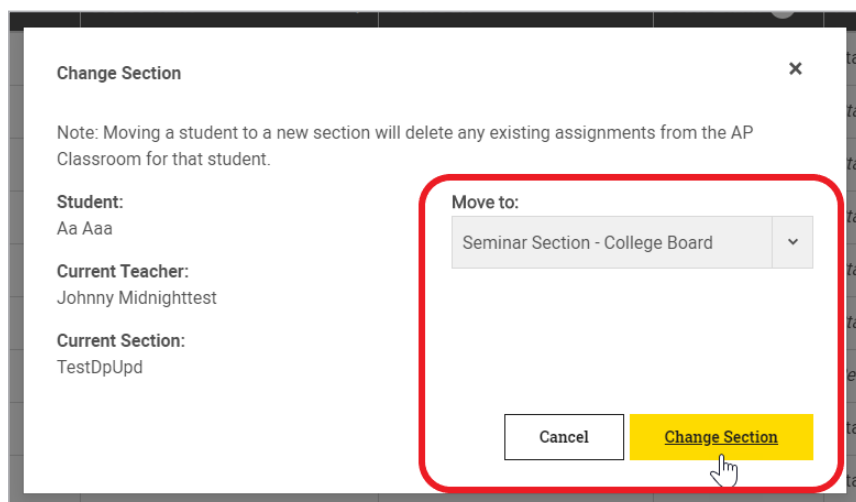


The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs: Home, Courses, Students (selected), Orders, Packing List & Invoice, and Settings. Below the navigation are several filter dropdown menus: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, Accommodations, SSD ID, Order Status, Fees, Approval Status, and Testing Location. A 'Download Student Roster' link is on the left, and a search bar is on the right. The main table has columns: Student Name, Course Name, Exam Date, Order Exam?, and Reduced Fee. The 'Actions' column is highlighted with a red box, and a dropdown menu is open, showing 'Change Section' and 'Transfer Out' options. A mouse cursor is pointing at 'Change Section'.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions
Abad, Alondra	AP English Language and Compo...	STANDARD 5/20 2 PM	No		Change Section Transfer Out
Abcalc, Astudent	AP Calculus AB	STANDARD 5/12 2 PM	No		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 has a title bar with a close button. Below the title, there is a note: 'Note: Moving a student to a new section will delete any existing assignments from the AP Classroom for that student.' The dialog contains the following information: Student: Aa Aaa, Current Teacher: Johnny Midnighttest, Current Section: TestDpUpd. A 'Move to:' dropdown menu is highlighted with a red box, showing 'Seminar Section - College Board'. At the bottom, there are two buttons: 'Cancel' and 'Change Section' (highlighted with a red box). A mouse cursor is pointing at the 'Change Section' button.

If you have any questions, contact AP Services for Educators at **877-274-6474** (toll-free in the United States and Canada) or **212-632-1781**.