AP Course Audit

Teacher and Administrator User Guide

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Getting Started

Begin by going to the AP Course Audit site, [apcentral.collegeboard.org/apcourseaudit](http://apcentral.collegeboard.org/apcourseaudit). Then click ‘Sign In’ to add AP Course Audit to your EPL account.

If you do not have an EPL account, click ‘Sign Up’ and proceed to [Creating an EPL account](#) section of this document.
Creating an EPL account

Complete the form to create an EPL account. Remember to use an email address that you check regularly to ensure that you receive future communications from The College Board.
AP Course Audit

Enrolling in the AP Course Audit

Once logged into your professional account:

1. Go to the **Add Additional Tools and Services** menu and locate AP Course Audit on the list. Click ‘Get Access’.

2. Once on the **Get Access to AP Course Audit** page:
   a. Select your role from the ‘Job Function’ dropdown
   b. Select your professional organization
   c. Click ‘Add’
AP Course Audit

**Teacher**

Teacher-Online Provider - Teachers at Online/Distance learning providers should select this option to enroll in the AP Course Audit.

Homeschool Provider – Homeschool teachers should select the ‘Teacher’ role, and their homeschool state under ‘Professional Organization’.

Once you have successfully enrolled ‘Your access’ will list your organization name and AP Course Audit role.
School or District Administrator

To obtain an access code for the role of administrator call the APCA helpline 877.AP.HELP.0 (877.274.3570); option 5.

Once you have successfully enrolled in AP Course Audit, ‘Your access’ will list your organization name and AP Course Audit role.
AP Course Audit

Managing Course Audit Enrollment

To update your role or organization, return to the ‘My Tools And Services’ page and under ‘Manage Access’ select ‘edit’.

To change schools, you can remove and add schools in this tab to update your audit enrollment.
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Teacher Functions

The following functions are to be performed by an AP Teacher or Homeschool Provider.

Homeschool Providers

When you sign into your course audit account for the first time, you will need to complete an application to verify your homeschool provider status in your state.

Once you’ve completed the application, you can add a new course and complete the course audit form. Go to the Add a New Course section of the user guide for instructions.

Note: when your homeschool provider application has been approved, the following header will display on your Course Status page:
Add a New Course

1. Confirm that the profile page is on the current Academic Year.

2. Click ‘+Add Course’ to select the course you plan to teach and follow the prompts.

3. Once you’ve added the course, click ‘Complete Course Audit Form’ to complete the form.
Completing the Course Audit Form

Carefully read through each of the attestations and initial the form to submit for administrator approval. Note: Homeschool teachers will not need an administrator to approve their course audit form.
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2019-20 School Year Submission

If you are a new teacher for any course (except AP Computer Science Principles, AP Seminar, and AP Research) you will need to complete an AP Course Audit Form and download your course-specific Unit Guides for course authorization.

If you are an existing teacher of one of the nine AP courses* with course and exam updates you will also need to complete a AP Course Audit Form and download your course-specific Unit Guides for course authorization.

*The nine AP courses not available for renewal in 2019-20:

- AP 2-D Art and Design
- AP 3-D Art and Design
- AP Biology
- AP Comparative Government and Politics
- AP Drawing
- AP English Language and Composition
- AP Environmental Science
- AP Italian Language and Culture
- AP World History: Modern

1. Once you’ve competed the Course Audit form click “Submit Course Document”.

![Course Audit Form Image]
2. Click “Download”, then “Submit” the Unit Guides (Course Framework for Art & Design)*.

*The unit guides clearly define the content and skills required in the AP course and align with the new resources that will be available in August 2019. You aren’t required to follow the sequence outlined in the unit guides, but we encourage you to consider using them when developing your own course plan to ensure inclusion of the content and skills specified in the course and exam description.
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Syllabus Submission

1. Once you’ve completed the Course Audit form click ‘Submit Syllabus’.

2. Using one of the following four (4) options.
   a. Submit New or Revised
   b. Claim Identical
   c. Transfer an approved syllabus
   d. Adopt a Sample Syllabus
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Submit a New or Revised Syllabus

Select this option if you have created your own syllabus or have revised an existing syllabus and want to submit it for review.

Claim Identical

Select this option if you plan to use another teacher’s approved syllabus. You must obtain the approved course document ID number and a copy of the approved syllabus in advance.
AP Course Audit

Transfer Approved

Select this option if you would like to use a previously approved syllabus you used at a different organization.

1. Choose a previously approved syllabus from your account. **Note:** The syllabus must meet the current curricular requirements of the course.

2. Once you've chosen the syllabus you want to transfer, you can submit your syllabus.
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Adopt a Sample Syllabus or Unit Guide

Select this option to download and adopt one of the annotated sample syllabi or unit guide for your course.

Adopt a Sample Syllabus for Physics 1

Follow these required steps to adopt a sample syllabus for your course:

1. Click on a syllabus below to preview it.
2. Download the syllabus that you want to adopt.
3. Click 'Adopt Syllabus' to submit.

Sample Syllabus 1  Sample Syllabus 2  Sample Syllabus 3  Unit Guide

AP® Physics 1 Sample Syllabus 3

<table>
<thead>
<tr>
<th>Curricular Requirements</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR1 Students and teachers have access to college-level resources including college-level textbooks and reference materials in print or electronic format.</td>
<td>1</td>
</tr>
<tr>
<td>CR2a The course design provides opportunities for students to develop understanding of the foundational principles of kinematics in the context of the big ideas that organize the curriculum framework.</td>
<td>2</td>
</tr>
<tr>
<td>CR2b The course design provides opportunities for students to develop understanding of the foundational principles of dynamics in the context of the big ideas that organize the curriculum framework.</td>
<td>3</td>
</tr>
<tr>
<td>CR2c The course design provides opportunities for students to develop understanding of the foundational principles of circular motion and gravitation in the context of the big ideas that organize the curriculum framework.</td>
<td>3, 8</td>
</tr>
<tr>
<td>CR2d The course design provides opportunities for students to develop understanding of the foundational principles of simple harmonic motion in the context of the big ideas that organize the curriculum framework.</td>
<td>8</td>
</tr>
<tr>
<td>CR2e The course design provides opportunities for students to develop understanding of the foundational principles of linear momentum in the context of the big ideas that organize the curriculum framework.</td>
<td>5</td>
</tr>
<tr>
<td>CR2f The course design provides opportunities for students to develop understanding of the foundational principle of energy in the context of the big ideas that organize the curriculum framework.</td>
<td>5</td>
</tr>
<tr>
<td>CR2g The course design provides opportunities for students to develop understanding of the foundational principles of rotational motion in the context of the big ideas that organize the curriculum framework.</td>
<td>7</td>
</tr>
<tr>
<td>CR2h The course design provides opportunities for students to develop understanding of the foundational principles of electromagnetism in the context of the big ideas that organize the curriculum framework.</td>
<td>11</td>
</tr>
</tbody>
</table>
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Adopt an Endorsed Provider Syllabus (AP Computer Science Principles Only)

1. Select the endorsed provider syllabus – by name – that you would like to use.
   
   **Note**: you may have to scroll to the bottom of your screen to locate the syllabus you want.

2. Download and submit the sample syllabus you’ve selected.

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**Introduction**

AP Computer Science Principles is the newest AP® course from the College Board, and becomes an official AP® course in the 2016-17 school year. This course introduces students to the foundational concepts of computer science and explores the impact computing and technology have on our society.

With a unique focus on creative problem solving and real-world applications, the CodeHS AP Computer Science Principles course gives students the opportunity to explore several important topics of computing using their own ideas and creativity, use the power of computing to create artifacts of personal value, and develop an interest in computer science that will foster further endeavors in the field.
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School Administrator Functions

The following functions can only be performed by a course audit school administrator.

Approving a Course Audit Form

The list of courses your school offers is located on the School Status page of your AP Course Audit Account. The Course Audit Form column indicates which courses are ready for you to ‘Approve’.

The Status column lists the standing of each course. The following are descriptions of status types:

- **Authorized** – All required course materials have been successfully reviewed.

- **Incomplete Course Audit Form** – Teacher has added the course but has not completed their Course Audit form.

- **Course Audit Form Pending Administrator Approval** – The Course Audit form requires an Administrators approval.

- **Course Submission Not Complete** – Teacher has completed their Course Audit form but has not submitted a syllabus.
When you click ‘Approve’, you will be directed to the administrator view of the teacher’s Course Audit form. Here, you will confirm the teacher’s selections and that the school is able to provide the required resources to teach the AP Course.
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Renewing a Course

Administrators can renew previously authorized courses for the current school year.

1. From your School Status page, Click the ‘Renew Courses’ button.

Complete the course renewal attestations before you can renew courses.
2. Once you submit the attestations, you will be taken to the **Active Teachers** page. This is where you can remove any teachers that are no longer be teaching at your school.

![Active Teachers](image)

3. Select the course you wish to renew for the current year and submit.

![Advanced Placement High School](image)
Adding an Online Provider

Note: only brick and mortar schools can add online providers.

When you add an online provider, a request is sent to the provider asking for approval. To request approval from an online provider:

1. Click the ‘Add Online Provider’ button.

2. Select the online provider from the list of authorized providers and then select the authorized course you wish to add.

Important Notes:

- Only add an online provider if students at your school take courses virtually at an online institution.
- Only online providers with authorized courses will appear on the ‘AP Online Provider’ list.
3. Once you add an online course, select a reason you’ve chosen to offer the course with an online provider.

After you click ‘Submit’, you can see the status of your online provider requests on your School Status page.
Approving Online Course Requests

Note: only administrators of Online Providers will receive these requests.

When brick and mortar schools add an online provider, an approval request is sent to the online provider. Approving the request means you agree to offer the requested course for students of the brick and mortar school.