# AP Course Audit

## Teacher and Administrator User Guide

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AP Course Audit

Getting Started

Begin by going to the AP Course Audit site, 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.

Create Your Professional Account

To get started, please tell us more about you, set up your username, and let us know about the work that you do. All fields are required unless marked optional.

Account Information

First Name: 
Last Name: 
Sex:  
Female  Male
Email Address:  
Confirm Email Address: 
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 professional organization
   c. Click ‘Add’
AP Course Audit

**Teacher and Homeschool Provider**

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

![Form for Teacher and Homeschool Provider](image)

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

![Form for Teacher-Online Provider](image)

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

<table>
<thead>
<tr>
<th>Remove</th>
<th>Organization</th>
<th>My Role</th>
<th>Expiration Date</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AP Course Audit High School</td>
<td>AP/Pre-AP Course Audit Teacher</td>
<td>11-Aug-2019</td>
<td></td>
</tr>
</tbody>
</table>

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School or District Administrator

To obtain an access code for the role of administrator call the Advanced Placement Program® helpline for K-12 Educators: 877.274.6474; option 6, then option 1.
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’.

My Tools And Services

<table>
<thead>
<tr>
<th>Tool or Service</th>
<th>My Role</th>
<th>Expires*</th>
<th>Manage Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP®/Pre-AP® Course Audit</td>
<td>multiple roles</td>
<td>multiple dates</td>
<td>edit</td>
</tr>
<tr>
<td>AP® Online Reports</td>
<td>multiple roles</td>
<td>multiple dates</td>
<td>edit</td>
</tr>
<tr>
<td>AP® Teacher Community</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

To change schools, you can remove and add schools in this tab to update your audit enrollment.
AP Course Audit

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.

![AP Course Audit](image)

Homeschool Teacher - Course Status

To get started, please provide us with the following contact information.

Address Line 1
Enter address

Address Line 2 (Optional)

City
Enter city

State
Choose a State

Zip
Enter zip

Phone

Website (optional)
http://www.example.com

Please provide documentation required by your state for home school providers (example: Letter/Notification/affidavit of intent).

Choose file

C:\fakepath\japanese.doc

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

![Homeschool Teacher - Course Status](image)
AP Course Audit

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

Homeschool providers can click on the “Add Online Provider” button to request a course from an Online Provider. Refer to step 2 in the Adding an Online Provider section for further instructions.
AP Course Audit

Add a New Course

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

![Teacher - Course Status](image)

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.
Selecting Your Course Textbook (Only for courses with a textbook requirement)

On your course audit form, ‘Textbook Selection’ appears on the Course Audit form, above Teacher Questions.

When you click “Select Textbook”, a list of approved textbooks will appear. Scroll through the list and select the textbook that matches the one you use. You can also perform a search by typing the title or author of your textbook in the “Search” field.

If you do not use any textbook on the list or use a different edition of listed textbook, you can provide your textbook by “Click here if your textbook is not found in the pre-approved list.”

A new window will pop up in which you can enter your textbook details.
<table>
<thead>
<tr>
<th>Required</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Publication Year</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Optional</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition Number</td>
<td></td>
<td>ISBN 13</td>
</tr>
<tr>
<td>URL</td>
<td></td>
<td></td>
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</table>

Return to Textbook List  Submit for Review
Course Document Submission

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

You can use one of the following options to submit your course document:

- Submit your own course syllabus for review
- Adopt a Sample Syllabus or Adopt the AP Unit Guides
- Adopt an Endorsed Provider Syllabus (CSP and CSA Only)
- Claim identical to a colleague’s approved syllabus
- Transfer an approved syllabus (Only available when a teacher changes schools)
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. Review the Syllabus Development Guide. This resource includes the guidelines reviewers use to evaluate syllabi along with three samples of evidence for each requirement. This guide also specifies the level of detail required in the syllabus to receive course authorization.

AP Computer Science A and AP Computer Science Principles: If you select this option but are planning to use an Endorsed Provider Syllabus click “Adopt Endorsed Provider Syllabus”. Refer to Adopt an Endorsed Provider Syllabus for information on how to submit a syllabus.

Adopt a Sample Syllabus or the AP Unit Guides
AP Course Audit

Adopt a Sample Syllabus: Select this option to download and adopt an annotated sample syllabi.

Adopt the AP Unit Guides: Select this option to download and adopt the unit guides for your course.
AP Course Audit

Adopt an Endorsed Provider Syllabus (AP CSA and AP CSP 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.

   ![Sample Syllabi](image)

   This image is only for reference. Sign in to your APCA account to see the current provider syllabi available for adoption.

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

   ![CodeHS Syllabus](image)

   **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.
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.
Transfer Approved

Select this option if you have changed schools and would like to use a previously approved syllabus at your new school.

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.

---

**Transfer Approved Syllabus for Physics 1**

**Course Status / Submission Type / Transfer Approved Syllabus**

**Syllabus History**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Academic Year</th>
<th>Submission Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School 1</td>
<td>2017-18</td>
<td>Original Submission</td>
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</tbody>
</table>

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<tr>
<th>School Name</th>
<th>Academic Year</th>
<th>Submission Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School 2</td>
<td>2018-19</td>
<td>Original Submission</td>
</tr>
</tbody>
</table>

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**Transfer Approved Syllabus for Physics 1**

**Course Status / Submission Type / Transfer Approved Syllabus**

**Syllabus History**

<table>
<thead>
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<tbody>
<tr>
<td>High School 2</td>
<td>2018-19</td>
<td>Original Submission</td>
</tr>
</tbody>
</table>

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Submit Syllabus Now
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.
AP Course Audit

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.
Renewing a Course

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

3. Select the course you wish to renew for the current year and submit. If “Don’t Renew” is chosen, the system will ask you to select your reason for not renewing.”
Adding an Online Provider

Note: homeschool providers and brick and mortar schools and 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.
AP Course Audit

Approving Online Course Requests

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

When home school providers or 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.

[Diagram of AP Course Audit interface showing pending approval requests for B&M School 1, Deltona, FL, and Homeschool Provider 1, Burton, MI, including approved and declined courses, and no requests for B&M School 2, New York, NY.]