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.
AP Course Audit

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.
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**

[Image: Screen shot of the Teacher access information form]

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

[Image: Screen shot of the Teacher-Online Provider access information form]

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

[Image: Screen shot of the Homeschool Provider access information form]

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

[Image: Screen shot of the access information table]
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’.

<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® Course Audit</td>
<td>multiple</td>
<td>multiple</td>
<td>edit</td>
</tr>
<tr>
<td></td>
<td>roles</td>
<td>dates</td>
<td></td>
</tr>
<tr>
<td>AP® Online Reports</td>
<td>multiple</td>
<td>multiple</td>
<td>edit</td>
</tr>
<tr>
<td></td>
<td>roles</td>
<td>dates</td>
<td></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.

Manage access to AP® Course Audit

Remove or Extend Access

Below, you can either remove access for one or more organizations by clicking the X or extend access if it’s expiring by entering a new access code (for select services only).

If you need help with access, see “How do I get help with access?” on our help page.

Please visit AP Course Audit to view your course audit history.

Contact and Communication Preferences

By participating in the AP Course Audit, you are agreeing to receive email communications from the College Board related to the Course Audit process, as well as to the AP® subject(s) you teach or offer at your school.

You may also elect to manage your email communication preferences.

1. You may choose to receive additional communications from the College Board about dates, deadlines and related programs and services.
2. You may choose to have the College Board share your contact information with third parties who would like to contact you with specific offers and communications intended specifically for the benefit/interest of AP teachers, your students, and your school. The College Board approves the requests we believe may be of value to AP teachers, but does not specifically endorse the offers. These may include:
   - AP Summer Institutes and other professional development opportunities available to you through higher education institutions or other third parties, for teachers in certain subjects, geographical areas, etc.
   - Academic programs, scholarships, and other opportunities for AP students
   - Educational resources or other products available for purchase

You can set or edit your contact preferences on your Profile.
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.

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

Homeschool Teacher - Course Status
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 teachers 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.

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.
AP Course Audit

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:

- Adopt a Sample Syllabus or Adopt the AP Unit Guides
- Claim identical to a colleague’s approved syllabus
- Submit your own course syllabus for review
- Transfer an approved syllabus (Only available when a teacher changes schools)

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

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.

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.
AP Course Audit

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.
AP Course Audit

Adopt an Endorsed Provider Syllabus (AP Computer Science A and 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.

   ![Sample Syllabus Selection](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)
AP Course Audit

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.
# AP Course Audit

## 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’.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher</th>
<th>Course Audit Form</th>
<th>Syllabus</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Teacher 1</td>
<td>View</td>
<td>Syllabus # 1093959v1</td>
<td>Authorized Download Letter</td>
</tr>
<tr>
<td></td>
<td>Teacher 2</td>
<td>Pending Teacher Submission</td>
<td>Pending Teacher Syllabus Submission</td>
<td>Incomplete Course Audit Form</td>
</tr>
<tr>
<td></td>
<td>Teacher 3</td>
<td>Approve</td>
<td>Pending Teacher Syllabus Submission</td>
<td>Incomplete Course Audit Form</td>
</tr>
<tr>
<td></td>
<td>Teacher 4</td>
<td>View</td>
<td>Pending Teacher Syllabus Submission</td>
<td>Course Submission Not Complete</td>
</tr>
</tbody>
</table>

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.
AP Course Audit

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.”
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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.

<table>
<thead>
<tr>
<th>Online Course Requests/Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending Approval (7)</strong></td>
</tr>
<tr>
<td>Enter a school name to refine the list of pending courses</td>
</tr>
<tr>
<td><strong>B&amp;M School 1</strong> – Deltona, FL</td>
</tr>
<tr>
<td>Art History</td>
</tr>
<tr>
<td>Approve</td>
</tr>
<tr>
<td><strong>Homeschool Provider 1</strong> – Burton, MI</td>
</tr>
<tr>
<td>Computer Science A</td>
</tr>
<tr>
<td>Approve</td>
</tr>
<tr>
<td><strong>B&amp;M School 2</strong> – New York, NY</td>
</tr>
<tr>
<td>Human Geography</td>
</tr>
<tr>
<td>Microeconomics</td>
</tr>
<tr>
<td>Psychology</td>
</tr>
<tr>
<td>Statistics</td>
</tr>
<tr>
<td>United States History</td>
</tr>
<tr>
<td>Approve</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a school name to refine the list of pending courses</td>
</tr>
<tr>
<td>No requests found.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Declined (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a school name to refine the list of pending courses</td>
</tr>
<tr>
<td>No requests found.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Removed by School (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a school name to refine the list of pending courses</td>
</tr>
<tr>
<td>No requests found.</td>
</tr>
</tbody>
</table>