

## AP<sup>®</sup> 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<sup>®</sup> 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](https://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 "AP Registration and Ordering" is displayed, along with a menu containing "Home", "Courses", "Students", "Orders", "Packing List & Invoice", and "Settings". The school "Sue Landers High School" is selected, and the school year "2020/21" is highlighted with a red box and a mouse cursor. The main content area is divided into four sections: "Student Registrations" (139 Students, 263 Enrollments), "Exam Registrations" (148 Taking, 9 Not Taking, 95 Undecided, 6 Unused), "Cost" (\$15,172 Total Cost), and "Orders" (Submitted). The "Exam Registrations" section includes decision deadlines and a "Not teacher confirmed" status.

### Step 3

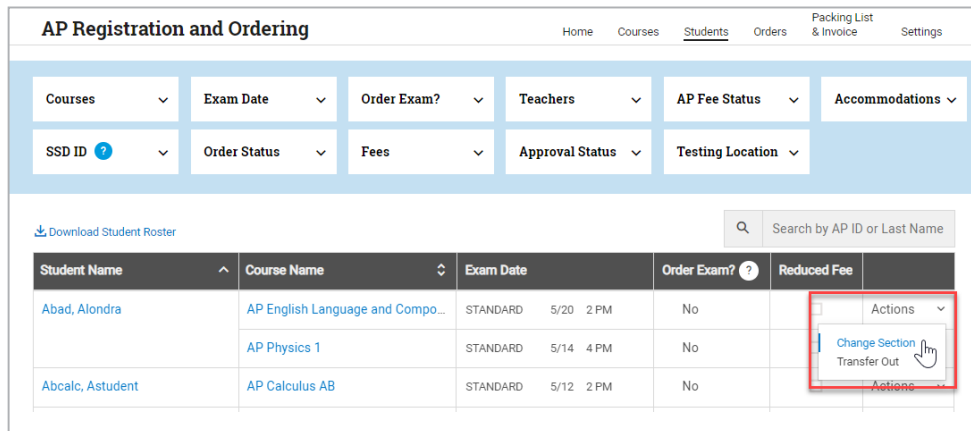
Click **Students** in the top menu.

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

## 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.

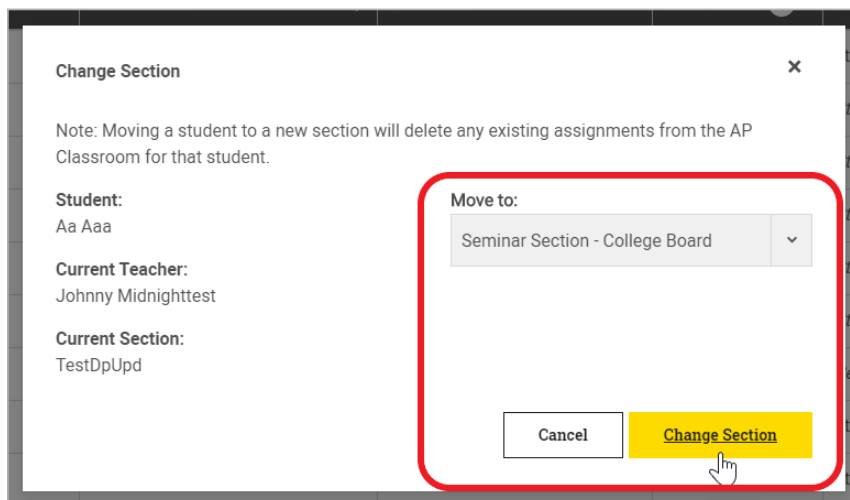


The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs: Home, Courses, Students (selected), Orders, Packing List & Invoice, and Settings. Below the tabs are several filter dropdown menus: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, Accommodations, SSD ID, Order Status, Fees, Approval Status, and Testing Location. A 'Download Student Roster' link is on the left, and a search bar 'Search by AP ID or Last Name' is on the right. The main table has columns: Student Name, Course Name, Exam Date, Order Exam?, and Reduced Fee. The first student, 'Abad, Alondra', is listed with two course entries: 'AP English Language and Compo...' and 'AP Physics 1'. The 'Actions' dropdown menu is open for the first entry, showing 'Change Section' and 'Transfer Out' options. A red box highlights the 'Change Section' option.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee
Abad, Alondra	AP English Language and Compo...	STANDARD 5/20 2 PM	No	
	AP Physics 1	STANDARD 5/14 4 PM	No	
Abcalc, Astudent	AP Calculus AB	STANDARD 5/12 2 PM	No	

## 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.' On the left, there are labels for 'Student:', 'Current Teacher:', and 'Current Section:' with their respective values: 'Aa Aaa', 'Johnny Midnighttest', and 'TestDpUpd'. On the right, there is a 'Move to:' dropdown menu with 'Seminar Section - College Board' selected. At the bottom, there are two buttons: 'Cancel' and 'Change Section'. A red box highlights the 'Move to:' dropdown and the 'Change Section' button. A mouse cursor is pointing at the 'Change Section' button.

If you have any questions, contact AP Services for Educators at [cb.org/apeducatorinquiry](https://collegeboard.org/apeducatorinquiry).