AP Course Audit

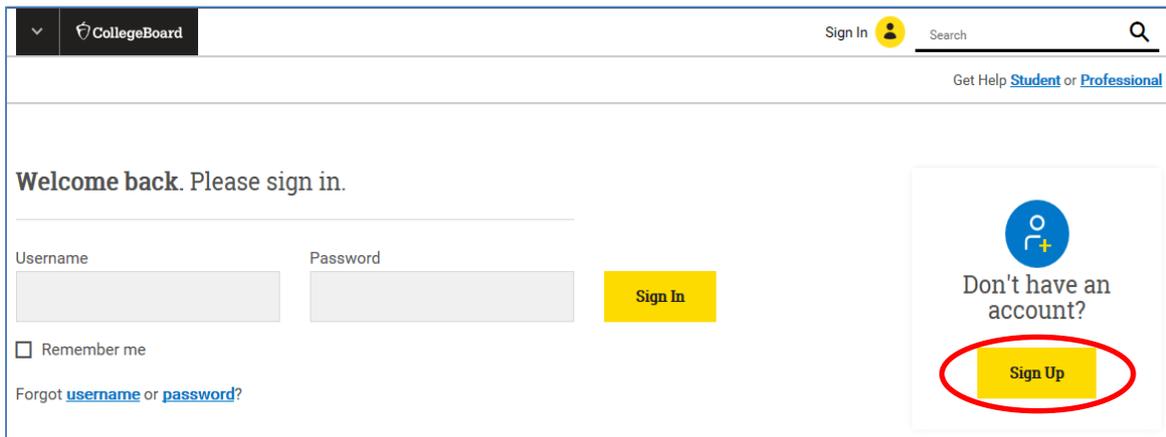## Teacher and Administrator User Guide

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.
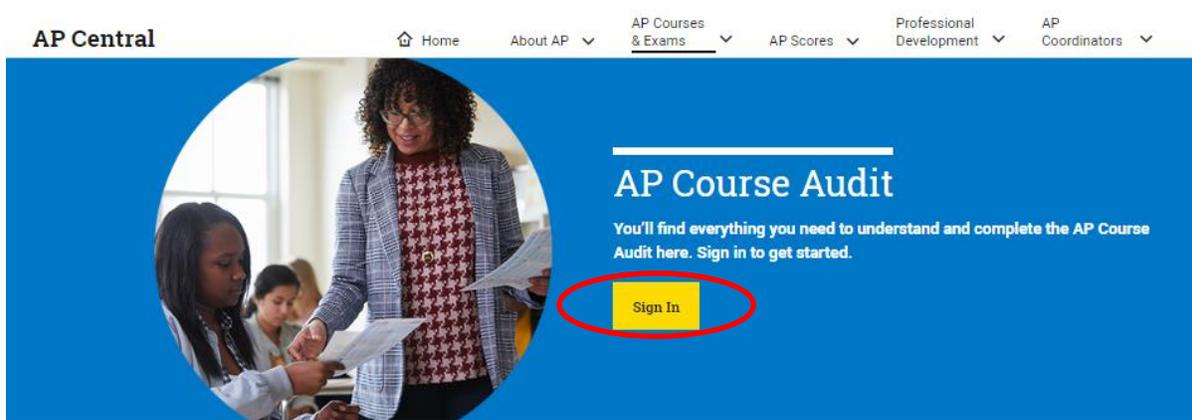
If you do not have an EPL account, click 'Sign Up' and proceed to Creating an EPL account section of this document.

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.

Create Your Professional Account

①──────②──────③
Your Information   Review Information   Get Access

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: _____

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 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.

Remove	Organization	My Role	Expiration Date	Access Code
✖	AP Course Audit High School	AP/Pre-AP Course Audit Teacher	11-Aug-2019	

AP Course Audit

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.

Provide your access information

Job Function:
School or District Administrator ▾

U.S. ZIP code:
This is to narrow your choices

Professional Organization:
AP Course Audit High School

Access Code:
W6PSG3

Enroll Later   **Add ▶**

Your access

	Organization	Position	Expiration Date
			Finished

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

Remove	Organization	My Role	Expiration Date	Access Code	
⊗	AP Course Audit High School	AP Course Audit Administrator	01-Jul-2019	enter code	Update Access

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.

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.

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

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

Academic Year:
2020 - 2021 ⌄

Advanced Placement High School

1234 Curricular Road
Reading, NY 90210

Active Administrators:

Clara Admin, Cliff Admin

Courses

You do not have any courses at this school for the 2020-2021 school year.

+ Add Course

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.

Teacher - Course Status

Academic Year:
2020-2021 ⌄

Advanced Placement High School

1234 Curricular Road
Reading, NY 90210

Active Administrators:

Clara Admin, Cliff Admin

Courses

Physics 1

Initial Course Submission
Not Complete

Complete Course Audit Form

Submit Textbook

Submit Course Document

+ Add Course

AP Course Audit

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 ⌂ Home   Practice Exams   Roles ∨   Resources ∨   Help   Ledger

AP Physics 1
Course Audit Form

Course Information

Before you can upload a syllabus, you must meet all of the criteria below. If your AP Course Audit administrator disagrees with any selection, s/he will flag them and the form will be returned to you for your review and resubmission. Your syllabus will not be reviewed until this form has been completed and approved by your school's administrator.

	I Agree
I attest that I will be teaching this course at Advance Placement HS during the 2018 - 2019 school year.	☑
I have read and understand the Appropriate Grade Level Policy.	☑
I have read the most recent AP Physics 1 Course and Exam Description.	☑
I have read and understand the Guidelines for Using Advanced Placement Trademarks.	☑

Curricular Requirements

By selecting "I Agree," you are certifying that the requirement as stated is met in your course and is evident within your course syllabus. By selecting "Alternate Approach," you are confirming that the requirement as stated is not met, but that the course provides a college-level experience through an alternate approach described within the syllabus.

Consent

Initial the form and submit it to your school's AP Course Audit Administrator for approval.

Your Initials

`LOL`

Cancel   **Submit for Administrator Approval**

AP Course Audit

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

On your course audit from , g 'Textbook Selection' appears on the Course Audit form, above Teacher Questions.

When you click on "Select Textbook", a non-exhaustive list of pre-approved textbooks will appear. Scroll through the list and select the textbook that matches the one you use.

AP Course Audit

If you do not use any textbook on the list or use a different edition of listed textbook, select "Click here if you textbook is not found in the list above." A new window will pop up in which you can enter your textbook details.

Textbook Entry	✕
Required:	
Author	
Title	
Publisher	Publication Year
Optional:	
Edition Number	ISBN-13
URL	
	Return to Textbook List **Submit for Review**

Course Document Submission

Once you've completed the Course Audit form click 'Submit Course Document'.
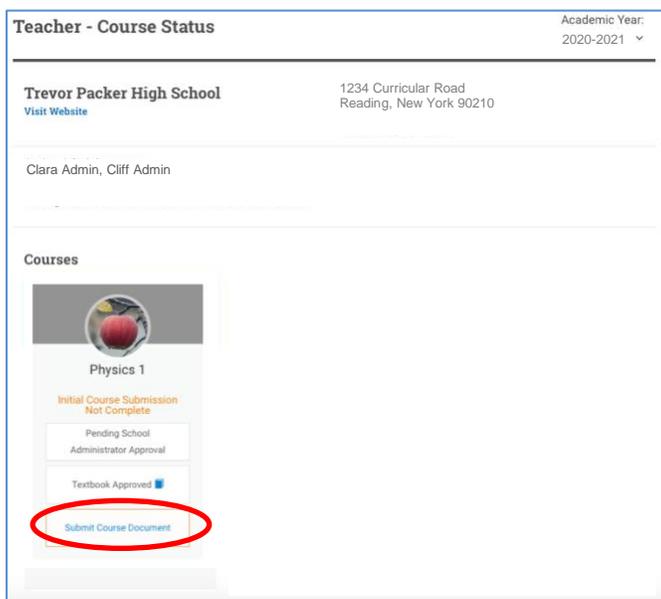
Teacher - Course Status

Academic Year:
2020-2021 ⌄

Trevor Packer High School
Visit Website

1234 Curricular Road
Reading, New York 90210

Clara Admin, Cliff Admin

Courses

Physics 1

Initial Course Submission
Not Complete

Pending School
Administrator Approval

Textbook Approved ■

Submit Course Document

AP Course Audit

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)
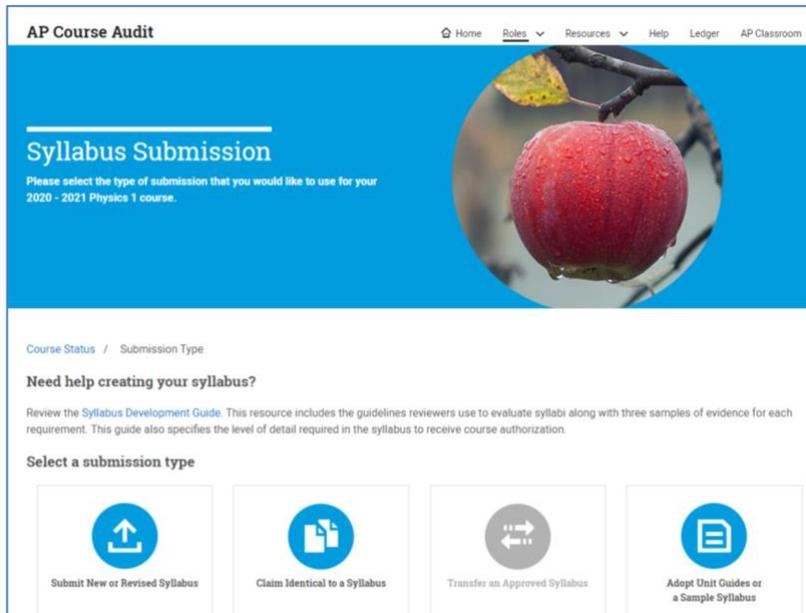
AP Course Audit

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.

Submit New or Revised Syllabus for Physics 1

Course Status / Submission Type / Submit New or Revised Syllabus

Before Submitting

1. Remove any identifying information (e.g., your name, school name) from your syllabus.
2. Save file in an acceptable file format: .pdf, .doc, .docx, or .odt. Uploading your document as a PDF file is strongly recommended.
   Why should I upload a PDF file?
3. Keep an electronic copy of your syllabus. This will allow for edits to be made as needed.
4. Before uploading your syllabus, confirm the file name of the final copy of your syllabus.

Upload a Syllabus

Click to upload

Note: We cannot accept file sizes that exceed 25MB.

Submit Syllabus Now

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   ⌂ Home   Roles ⌄   Resources ⌄   Help   Ledger   AP Classroom

Adopt the Unit Guides or a Pre-approved Syllabus for Physics 1

Course Status / Submission Type / Adopt a Sample Syllabus

Follow these required steps to adopt a course document:

1. Click on a document to select it.
2. Download the document that you want to adopt.
3. Click "Submit" to complete your submission.

Sample Syllabi will be posted as they become available.
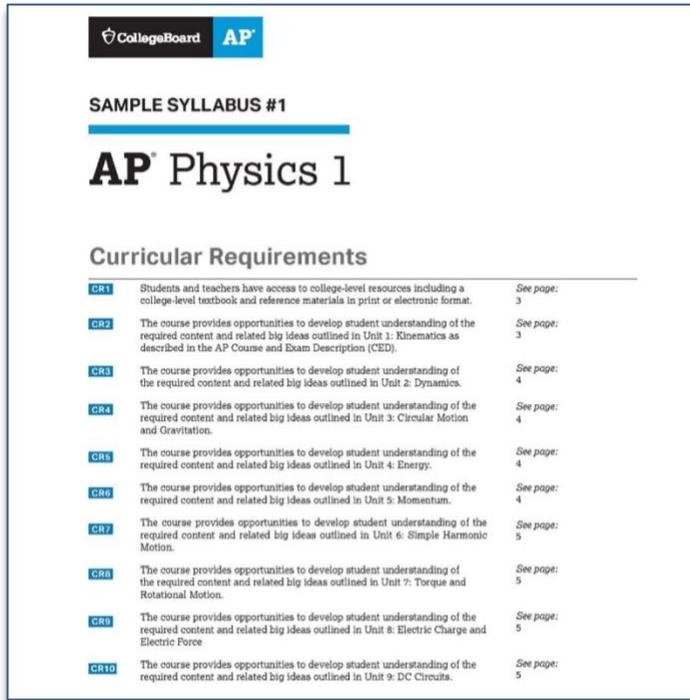
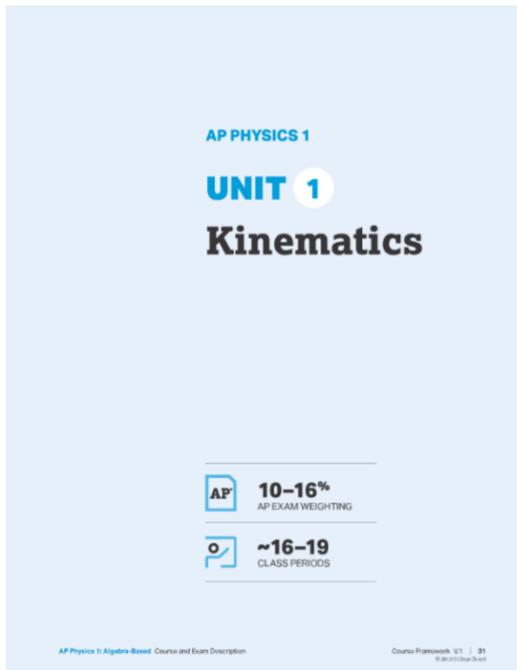| AP Physics 1 Unit Guides	AP Physics 1 Sample Syllabus 1
⤓	⤓

AP Course Audit

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

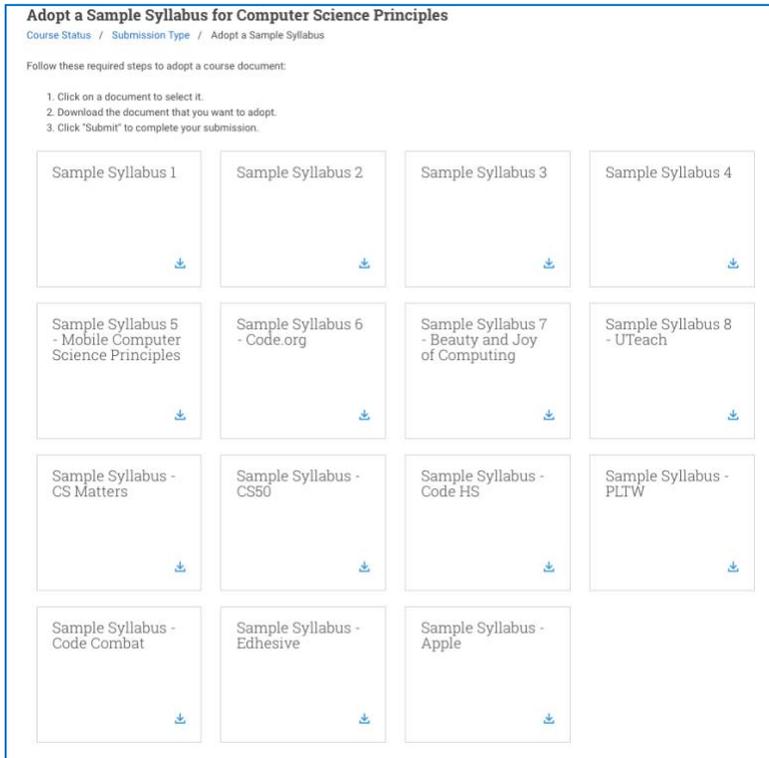**Adopt the AP Unit Guides**: Select this option to download and adopt the unit guides for your course.

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.

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

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

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.

Claim Identical to a Syllabus for Physics 1

Course Status / Submission Type / Claim Identical to a Syllabus

Each of the following THREE steps are REQUIRED to complete your syllabus submission to AP Course Audit:

1. Type in the correct syllabus number.
   Syllabus Number: 1947142v1

   ✓ Found syllabus submitted by Trevor Packer High School in New York, NY, US.

2. Upload the sample or identical syllabus by choosing the file from your computer. Acceptable file formats include: .pdf, .doc, .docx, or .odt.

   Click to upload

   Note: We cannot accept file sizes that exceed 25MB.

3. Select Submit Syllabus Now

   Submit Syllabus Now

Recommendations for Syllabus submission preparation:
   1. Remove any identifying information (e.g., your name, school name)
   2. Keep an electronic copy of your syllabus so that you may make edits as needed

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'.

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.

AP Course Audit

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.

Courses				
		🖥 Add Online Provider		⟳ Renew Courses
Course List				Ledger Preview
Subject ↓≡	Teacher ↓↑	Course Audit Form ↓↑	Syllabus ↓↑	Status ↓↑
Art History	Teacher 1	View	Syllabus # 2088027v1 View Syllabus	Authorized Download Letter
Art History	Teacher 2	View	Syllabus # 2088905v1 View Syllabus	Authorized Download Letter
Art History	Teacher 3	View	Syllabus # 2163523v1 View Syllabus	Authorization Renewed Download Letter

Complete the course renewal attestations before you can renew courses.

AP Course Audit
⌂ Home   Practice Exams   Resources ∨   Help   Ledger

Course Renewal Attestations

Acknowledgement of the following attestations is required to renew AP course authorizations. This page will only appear once, and any administrator from Olentangy Berlin High School may complete the form. If an administrator returns at a later date to renew additional courses, these attestations hold true for those courses as well.

☐ AP Courses offered by Olentangy Berlin High School are available exclusively to students in grades 9-12, with the exception of AP world language programs. View the Appropriate Grade Level Policy.

☐ The courses that are being renewed will be offered to students in the current 2018-2019 school year only. I understand that any courses that are reauthorized in error affect the accuracy of the AP Course Ledger and may subsequently render Olentangy Berlin High School out of compliance with AP trademark guidelines.

☐ In order to be included on the AP Course Ledger, I acknowledge that any AP courses offered through an Online Provider at Olentangy Berlin High School must be selected from the drop-down menu on my School Status page.

☐ I attest to the provision of required instructional materials and resources to students enrolled in the AP courses offered at my school.

☐ The Computer Science A teacher(s) at my school understand that the GridWorld case study has been replaced by a structured hands-on lab component requiring students to spend a minimum of 20% of course time engaged in hands-on lab experiences. This requirement can be fulfilled with the implementation of the new AP Computer Science A labs or other comparable labs they wish to use. Teachers may access the exemplar AP Computer Science A labs through their AP Course Audit accounts.

☐ I have read and understand the Guidelines for Using Advanced Placement Trademarks.

By signing my initials below, I certify that I have authority to attest to Olentangy Berlin High School's compliance with the above eligibility requirements.

Your Initials:

[Cancel]   [Submit]

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.

Active Teachers

Please indicate below whether or not the following teachers are still actively teaching courses at **AP High School.**

Active Teachers				
Teacher 1 (apteacher1.com)	● Yes	○ No	○ Undecided
Teacher 2 (apteacher2.com)	● Yes	○ No	○ Undecided
Teacher 3 (apteacher3.com)	○ Yes	○ No	● Undecided

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."

Advanced Placement High School

Click "Submit" at the bottom of the page when all of your individual selections are complete. You may return to this page at any time through January 31st to modify your selections.

Calcteacher Abbc

Calculus AB	● Renew	○ Don't Renew	○ Undecided
Calculus BC	● Renew	○ Don't Renew	○ Undecided

Calcbc Calbc

Calculus BC	○ Renew	● Don't Renew	○ Undecided

Please take a moment to tell us why you are not renewing this AP course for the 2018-19 school year.

○ A. Insufficient enrollment to offer this teacher's course this year.

○ B. Inadequate resources to offer this teacher's course this year.

○ C. This teacher's course is offered in alternating years.

○ D. This teacher's course is now offered by a different teacher but should remain eligible for renewal in future years.

○ E. The course and/or textbook for the course is being updated. A revised syllabus will be submitted for authorization.

● F. Our school is no longer offering AP Calculus BC.

○ G. This teacher's course is now offered by a different teacher and will not need to remain eligible for renewal in future years.

Note: Selecting from options A through E will ensure that this teacher's course remains eligible for renewal in future years. Selecting from options F or G means that you/your school will not be able to renew this teacher's course in future years.

Close

Calculus BC	Calcteacher Abbc	View	Syllabus # 2163521v1 View Syllabus	Authorization Renewed Download Letter

AP Course Audit

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.

AP Course Audit

3. Once you add an online course, select a reason you've chosen to offer the course with an online provider.

Confirm Online Course Requests

Advanced Placement High School   1234 Curricular Road
                                            Reading, NY 90210

Art History
Why have you chosen an Online Provider for this course?
○ Insufficient enrollment to offer this course directly at our school
● Inadequate resources to offer this course directly at our school
○ We do not currently have a teacher with adequate training to offer this course directly at our school
○ Our school is piloting this subject using an online provider and may eventually offer the course directly
○ Other - type a response

Cancel   Submit

Confirm Online Course Requests

Advanced Placement Homeschool   5678 Curricular Road
                                           Reading, NY 90210

Chemistry
Why have you chosen an Online Provider for this course?
○ Inadequate resources to offer this course directly
○ Inadequate training to offer this course directly
○ Other - type a response

Cancel   Submit

After you click 'Submit', you can see the status of your online provider requests on your School Status page.

Added Online Providers

Subject	Status	School
Art History ⊖ Remove Course	Approved by Provider	OLP Test School
Biology ⊖ Remove Course	Pending Provider Approval	OLP Test School
Calculus AB ⊖ Remove Course	Approved by Provider	OLP Test School

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.