

2019-20 AP 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[®] 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. Select the **2019-20** school year.

The screenshot shows the AP Registration and Ordering interface for Sue Landers High School. The school name is highlighted in blue. A dropdown menu for the school year is open, with '2019/20' selected and circled in red. The interface displays registration statistics, exam registration counts, and a total cost of \$3,568. A sidebar on the right shows 'Unsubmitted Changes' with a 'Review & Submit Order' button.

Student Registrations		Exam Registrations				Cost	Orders
Students	Enrollments	Taking	Not Taking	Undecided	Unused	Total Cost	Unsubmitted Changes
101	347	28	80	236	9	\$3,568	You must submit before your changes are applied. Review & Submit Order

Step 3

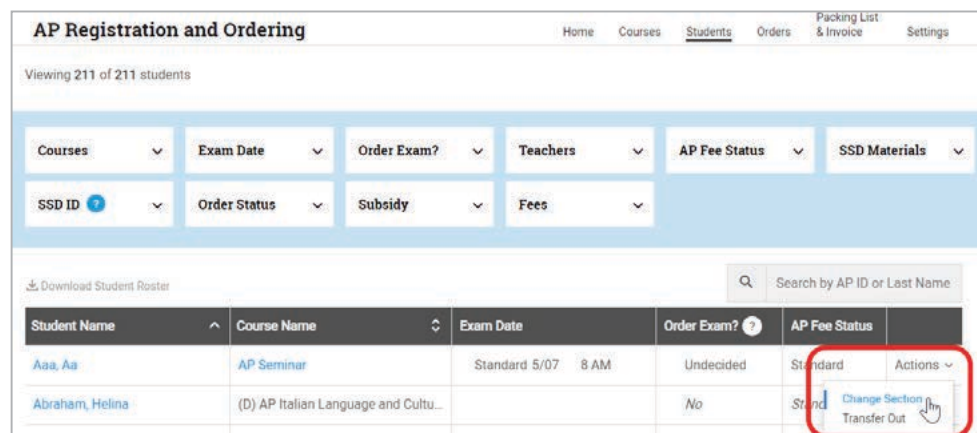
Click **Students** in the top menu.

The screenshot shows the AP Registration and Ordering interface with the 'Students' menu item highlighted in red in the top navigation bar. The navigation bar includes '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.

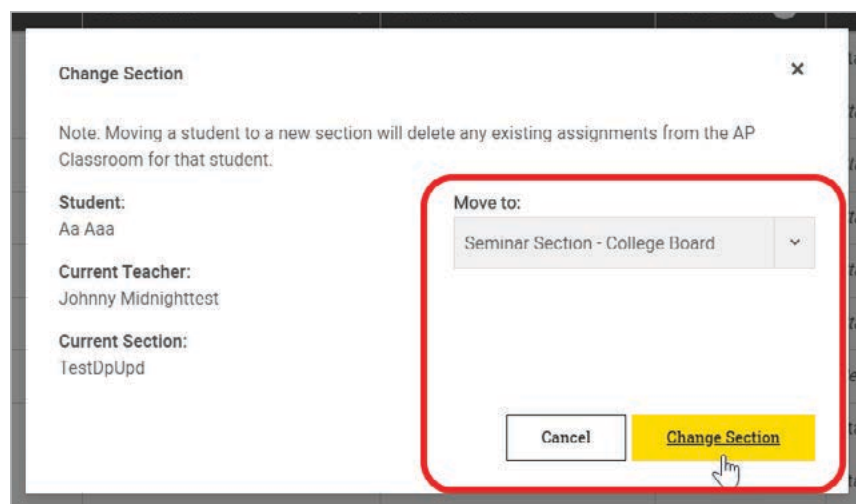
NOTE: If an AP teacher teaches multiple sections of a course, the teacher can move a student from one of their class sections to another if this functionality has been enabled for them by the AP coordinator. An AP teacher can't move a student to another teacher's class section.



The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs: Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below the tabs, it says 'Viewing 211 of 211 students'. There are several filter dropdowns: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, SSD Materials, SSD ID, Order Status, Subsidy, and Fees. A search bar is labeled 'Search by AP ID or Last Name'. Below the search bar is a table with columns: Student Name, Course Name, Exam Date, Order Exam?, AP Fee Status, and Actions. The first row shows a student named 'Aaa, Aa' in the 'AP Seminar' course, with an 'Undecided' order exam status and 'Standard' AP fee status. The 'Actions' column for this student has a dropdown menu with 'Change Section' and 'Transfer Out' options. A red box highlights the 'Change Section' option.

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 close button (X) in the top right corner. 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.' The dialog displays the following information: Student: Aa Aaa, Current Teacher: Johnny Midnighttest, and Current Section: TestDpUpd. A 'Move to:' dropdown menu is highlighted with a red box, showing 'Seminar Section - College Board' as the selected option. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Change Section'. A hand cursor is pointing at the 'Change Section' button.

If you have any questions, contact AP Services for Educators at **877-274-6474** (toll-free in the United States and Canada) or **212-632-1781**.