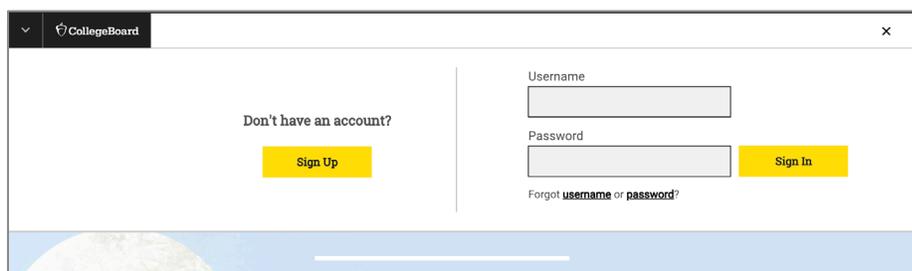


Getting Started: Pre-AP Digital Access for Coordinators

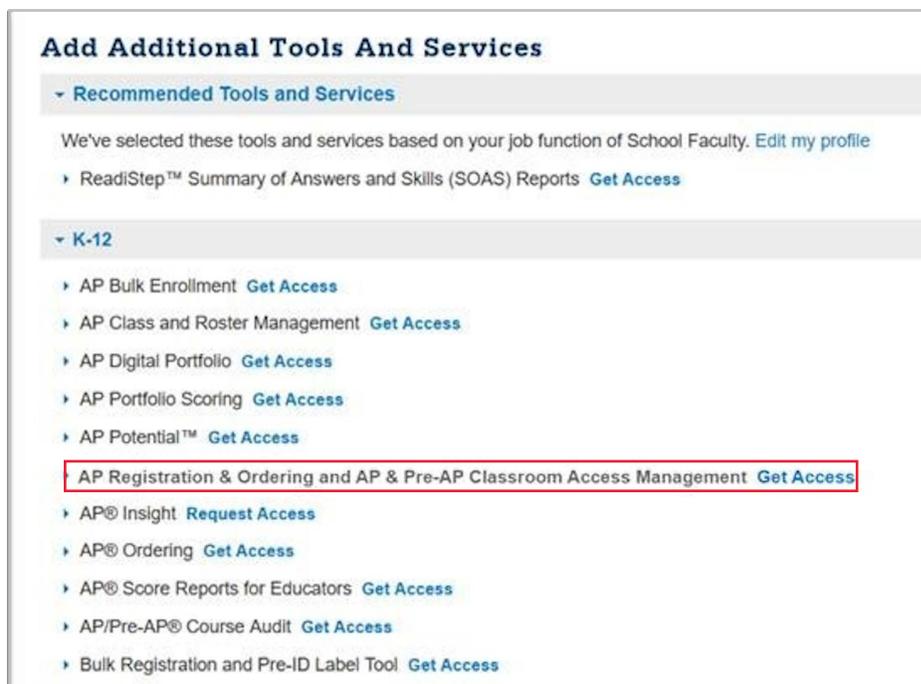
How to gain access to Pre-AP Classroom, view enrollment data and manage rosters.

Get Access

1. Go to **collegeboard.org** and click **Sign In**. If you don't have a College Board account, create one. If you have an account, log in with your existing credentials.



2. Once you've logged in, click **My Dashboard**.
3. Scroll down to **Add Additional Tools and Services**, expand K–12, and find **AP® Registration and Ordering and AP and Pre-AP® Classroom Access Management** portal. Click **Get Access**.



Add Additional Tools And Services

▾ Recommended Tools and Services

We've selected these tools and services based on your job function of School Faculty. [Edit my profile](#)

▸ ReadiStep™ Summary of Answers and Skills (SOAS) Reports [Get Access](#)

▾ K-12

- AP Bulk Enrollment [Get Access](#)
- AP Class and Roster Management [Get Access](#)
- AP Digital Portfolio [Get Access](#)
- AP Portfolio Scoring [Get Access](#)
- AP Potential™ [Get Access](#)
- **AP Registration & Ordering and AP & Pre-AP Classroom Access Management [Get Access](#)**
- AP® Insight [Request Access](#)
- AP® Ordering [Get Access](#)
- AP® Score Reports for Educators [Get Access](#)
- AP/Pre-AP® Course Audit [Get Access](#)
- Bulk Registration and Pre-ID Label Tool [Get Access](#)

4. Select your school, enter the Access Code provided to you by the Pre-AP® Program and click **Add**.

Get access to AP Registration & Ordering and AP & Pre-AP Classroom Access Management

AP Registration & Ordering and AP & Pre-AP Classroom Access Management

AP: With AP Registration & Ordering, AP coordinators will be able to create and manage class sections, student enrollment, and exam orders. In AP Classroom, administrators can view/manage instructional resources that their school's teachers can use throughout the year—including unit guides, a question bank, and personal progress checks.

Pre-AP: For initial access to Pre-AP Classroom, Pre-AP Coordinators and Administrators enter your access code below.

Provide your access information

Professional Organization:
Herndon High School

Access Code:
enter code

Enroll Later **Add**

Organization	Position	Expiration Date
--------------	----------	-----------------

Finished

When you have successfully granted access to your school, you will receive a message at the top of the screen and your school and position will populate under **Your Access**.

Pre-AP Coordinator Responsibilities for Initial Set-Up

Your campus AP coordinator should be the first to access **Pre-AP Classroom** and complete the questionnaire for your school's AP and Pre-AP participation before you access Pre-AP Classroom with your coordinator access code.

- If you are both the AP coordinator and Pre-AP coordinator for your campus, use the same code to initiate and complete the steps on AP Registration and Ordering to access Pre-AP Classroom. Refer to the *AP Coordinator's Manual* for steps on how to do so.
- If you are NOT the AP coordinator, consult with your designated AP coordinator to ensure that they have accessed the system and completed the AP Registration and Ordering confirmation for your school before using your coordinator access code for Pre-AP-related purposes.

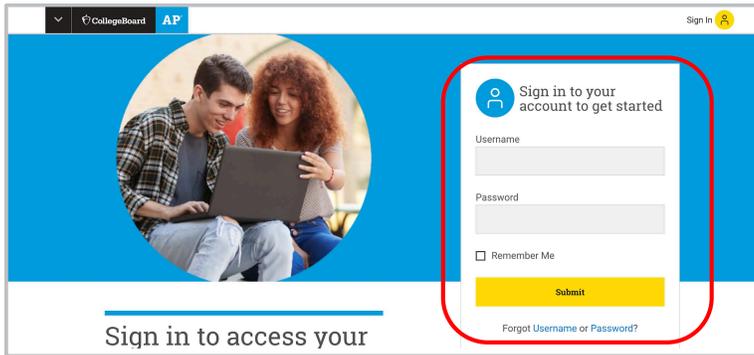
Accessing Pre-AP Classroom with Dual Roles

Pre-AP Coordinator/Administrator access and Pre-AP Course Teacher access cannot be granted simultaneously to the same College Board Educator Account.

- If you are both the campus Pre-AP Coordinator/Administrator and a Pre-AP Course Teacher, you will need to create and maintain a separate College Board account to use with your Coordinator access code. You cannot use the same College Board account to access Pre-AP Classroom as a Pre-AP Teacher and Pre-AP Coordinator/Administrator. You will need to use a different email address when creating the separate College Board Educator Account.
- If you have already been provisioned to Pre-AP Classroom as a course teacher, it is recommended you maintain that access on your current College Board account and create the separate account for your coordinator or administrator access using the access code provided.

URL and Login

After your campus AP Coordinator has completed setup, log in to Pre-AP Classroom at myap.collegeboard.org using your College Board professional username and password.



Sign in to your account to get started

Username

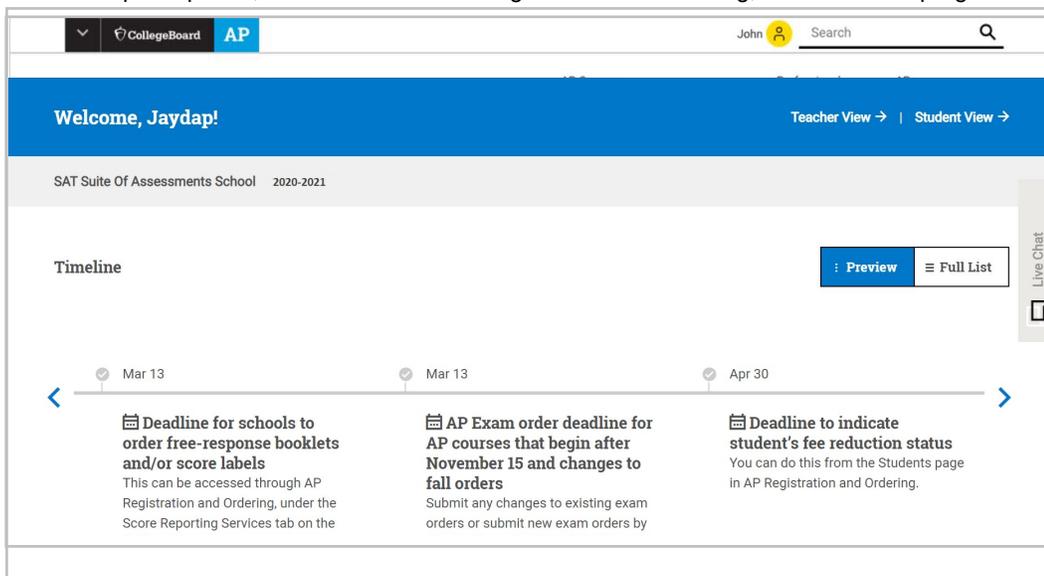
Password

Remember Me

Submit

[Forgot Username or Password?](#)

Once you've logged in, you'll land on the **AP Central®** homepage. The **AP Central** homepage provides an overview of AP and Pre-AP participation, the status of Pre-AP registration and ordering, and additional program resources.



Welcome, Jaydap! Teacher View → | Student View →

SAT Suite Of Assessments School 2020-2021

Timeline

Preview Full List

Live Chat

Mar 13

Mar 13

Apr 30

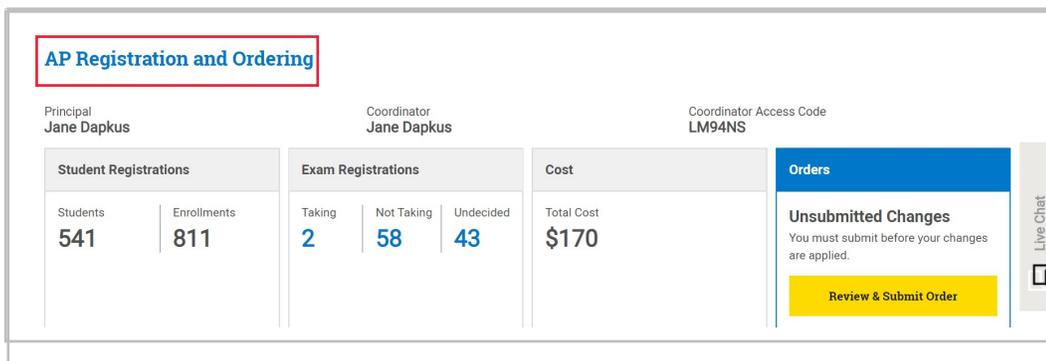
Deadline for schools to order free-response booklets and/or score labels
This can be accessed through AP Registration and Ordering, under the Score Reporting Services tab on the

AP Exam order deadline for AP courses that begin after November 15 and changes to fall orders
Submit any changes to existing exam orders or submit new exam orders by

Deadline to indicate student's fee reduction status
You can do this from the Students page in AP Registration and Ordering.

From the **AP Central** homepage, you can navigate to the **Pre-AP Classroom Access Management** portal. Scroll down and click on **AP Registration and Ordering**.

AP Registration and Ordering



AP Registration and Ordering

Principal Jane Dapkus

Coordinator Jane Dapkus

Coordinator Access Code LM94NS

Student Registrations		Exam Registrations			Cost	Orders
Students	Enrollments	Taking	Not Taking	Undecided	Total Cost	Unsubmitted Changes You must submit before your changes are applied. Review & Submit Order
541	811	2	58	43	\$170	

Live Chat

Manage Rosters

Class Section Set-up

Once given access to Pre-AP Classroom, educators should create class sections as soon as possible, before classes begin. Class sections must be created for all Pre-AP courses.

Class sections need to be created to generate join codes (one unique Join Code per class section per school). Students use join codes to enroll in their class sections. Students must be enrolled in class sections to be able to access Pre-AP instructional resources that teachers may assign.

How to Create a Class Section

Pre-AP coordinators are authorized to create class sections for educators. However, it is the Pre-AP course teacher's responsibility to create their own class sections. If you are creating class sections, inform your Pre-AP course teachers of the class sections you created. Pre-AP course teachers will sign in to myap.collegeboard.org to retrieve the Join Code for each class section they teach, and then distribute the Join Code to the students in each class. Students should enroll in class sections as soon as possible.

From the **AP Registration & Ordering and AP & Pre-AP Classroom Access Management** page, click **Courses** in the top navigation menu to view your school's Pre-AP courses.

- **Section Name:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators. The limit for each section name is **20 characters**.
- **Maximum number of students:** This will default at 40, but you can edit this number if necessary. Once the number of enrollments equals the maximum number of students that have been set for that section, no one else will be able to enroll in that section unless you edit the field to increase the maximum number. (Teachers also have the ability to edit the maximum number of students.)
- **Course Schedule:** There are a few options for course schedule:
 - **Standard Full Year:** Use this option if the section is held for the whole school year **or** is held only during the first semester.
 - **Second Semester:** Use this option if the section is held only during the second semester.
- **Teachers:** The drop-down list shows the Pre-AP course teachers at your school who have been provisioned to Pre-AP Classroom for your school.

Add Section X

Pre-AP Algebra 1

Section Name*

Maximum number of students*

Course Schedule*

Teachers*

[+Add Co-Teacher](#)

Editing and Deleting Sections

Go to the **Actions** column for each class section to:

- **Edit Section:** Change the section name, update the maximum number of students, update the course schedule, add a co-teacher, or change the teacher. (Note: A new teacher added to an existing class section will have access to all Pre-AP Classroom data associated with that class, including student assessment results.)
- **Delete Section:** You can delete a section only if there are no enrollments in the section.

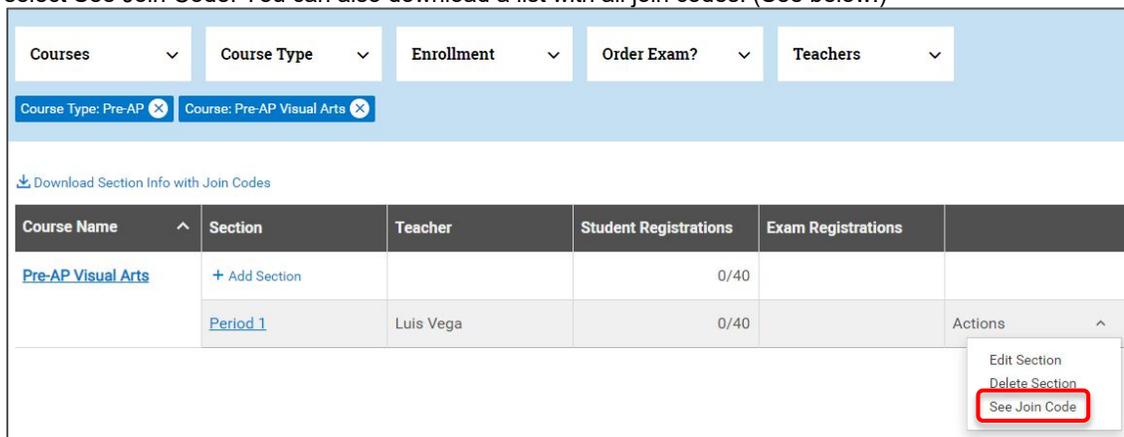
Course Name	Section	Teacher	Student Registrations	Exam Registrations	Actions
Pre-AP Visual Arts	+ Add Section		0/40		
	Period 1	Luis Vega	0/40		<div style="border: 1px solid gray; padding: 5px;">Edit Section Delete Section See Join Code</div>

Join Codes

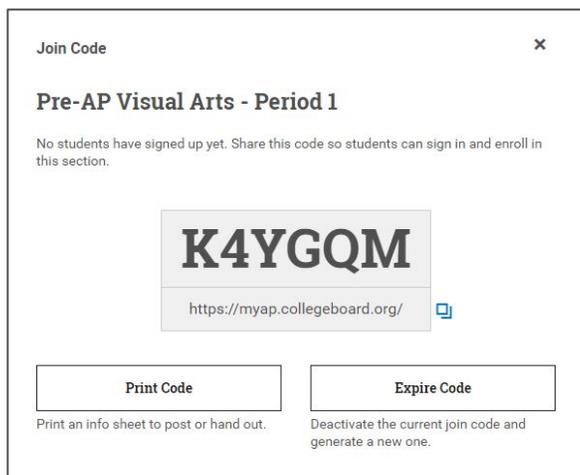
A unique alphanumeric Join Code is automatically generated for each class section. Pre-AP course teachers sign in to myap.collegeboard.org to access the Join Code for each class section they teach. Teachers need to share the Join Code for their class with their students as soon as possible, so they can enroll in the class section and access the course on Pre-AP Classroom.

Join codes are generated per class section, not per student or per teacher. A student enrolled in multiple Pre-AP courses will receive a unique Join Code for each class. A teacher with multiple sections will have a unique Join Code for each section. Students must be enrolled in a class section to access Pre-AP instructional resources and feedback for every Pre-AP class they're taking. Join codes are unique to the sections created for your school. Your join codes shouldn't be shared outside your school.

To view join codes (for coordinators): After creating a class section, click Actions in the last column next to each course and select See Join Code. You can also download a list with all join codes. (See below.)



Course Name	Section	Teacher	Student Registrations	Exam Registrations	Actions
Pre-AP Visual Arts	+ Add Section		0/40		
	Period 1	Luis Vega	0/40		<ul style="list-style-type: none">Edit SectionDelete SectionSee Join Code



Join Code

Pre-AP Visual Arts - Period 1

No students have signed up yet. Share this code so students can sign in and enroll in this section.

K4YGQM

<https://myap.collegeboard.org/>

Print Code
Print an info sheet to post or hand out.

Expire Code
Deactivate the current join code and generate a new one.

NOTE: The Join Code shown in this image is just an example. Use only the Join Code generated for each class section in the system.

For Pre-AP Course Teachers: When Pre-AP course teachers create their own class sections, the Join Code appears immediately after they create the section. If Pre-AP coordinators create class sections, Pre-AP course teachers will see the join codes listed next to their class sections.

Downloading a List of All Join Codes

On the **Courses** page, click **Download Section Info with Join Codes** to download a spreadsheet listing:

- Course names
- All section names and types (standard full year, second semester)
- Corresponding teacher names
- Active Join Code for each class section
- Number of student enrollments in each section

Expiring Join Codes

If the Join Code for a class section is shared outside of your school and you have unintended students enrolling in a section, you can expire the Join Code. By expiring a Join Code for a section, that code can no longer be used to join that section. Students who already correctly enrolled in the section previously don't need to take any action; they'll remain enrolled in the section after you expire the Join Code. If any students enrolled in a section should not be in the section, you can drop the students from the section.

Student Enrollment

Joining a Class Section

Teachers provide the Join Code for each of their class sections to their students. When students have the Join Code, they can sign in to **AP Central** (myap.collegeboard.org) to enroll in the class section. Students need to enroll in the class section for each Pre-AP class they're taking using the unique Join Code for each class.

To sign in, students need to use their **College Board account**. This is the same login they may have used in the past for PSAT-related assessments or Khan Academy®. If students don't have a student account, they can click the **Sign up** link. See **Pre-AP Classroom Student Onboarding and Support** resource in your Coordinator Community or under "Help" in AP Classroom.

If a student at your school joins a Pre-AP class after initial enrollment has ended, the student will need the Join Code for the corresponding class section so they can enroll.

Managing Student Enrollment

You can monitor and manage student enrollment in **AP Registration and Ordering and AP and Pre-AP Classroom Access Management**.

After class sections have been created, you can go to the Courses page to:

- Click the **course name** to view a list of students enrolled in all sections for the **course**.
- Click the **section name** to view a list of students enrolled in the specific **section**.

To view all enrollments, not just enrollments for a particular section or course, click **Students** in the top navigation menu.

The screenshot shows a web interface with several filters at the top: Courses, Course Type (set to Pre-AP), Enrollment, Order Exam?, and Teachers. Below the filters, there is a table with columns: Course Name, Section, Teacher, Student Registrations, Exam Registrations, and Actions. Two items are highlighted with red boxes: 'Pre-AP Algebra 1' in the Course Name column and 'Pre-AP Biology 1st' in the Section column.

Course Name	Section	Teacher	Student Registrations	Exam Registrations	Actions
Pre-AP Algebra 1	9 Sections		19/360		
Pre-AP Biology	4 Sections		89/160		
	Pre-AP Biology 1st	Matthew Holden	26/40		Actions
	Pre-AP Biology 3rd	Matthew Holden	21/40		Actions
	Pre-AP Biology 4th	Matthew Holden	15/40		Actions

Download Student Roster

From the **Students** page, you can download a list of all students by clicking **Download Student Roster**.

The student roster will contain:

- student name
- grade
- school code for the school the student attends
- email address
- AP ID (if applicable/provided)
- school student ID (if applicable/provided)
- the name of each course and class section each student is currently enrolled in
- fee reduction status (Reduced or Standard)

NOTE: If you have two or more students with the same name, click on the student's name on the **Students** page to see details.

The screenshot shows a web interface with filters: Courses, Exam Date, Order Exam?, Teacher, Course Type, Order Status, and Fees. A 'Download Student Roster' button is highlighted with a red box. Below it is a table with columns: Student Name, Course Name, and Exam Date.

Student Name	Course Name	Exam Date
Aaron, Idaya	Pre-AP English I	
Abide, David	Pre-AP English I	

Dropping or Moving Students From a Class Section

You may need to drop a student from a class section or move a student to a different class section.

Drop a Student

If a student enrolled in a class section is no longer taking the course, you'll need to drop the student from the class section in **AP Registration & Ordering and AP & Pre-AP Classroom Access Management**.

To drop a student from a class section, go to **Students** in the top navigation menu. Click **Drop Student** from the **Actions** column next to the student's name. Students can't drop themselves from a class section.

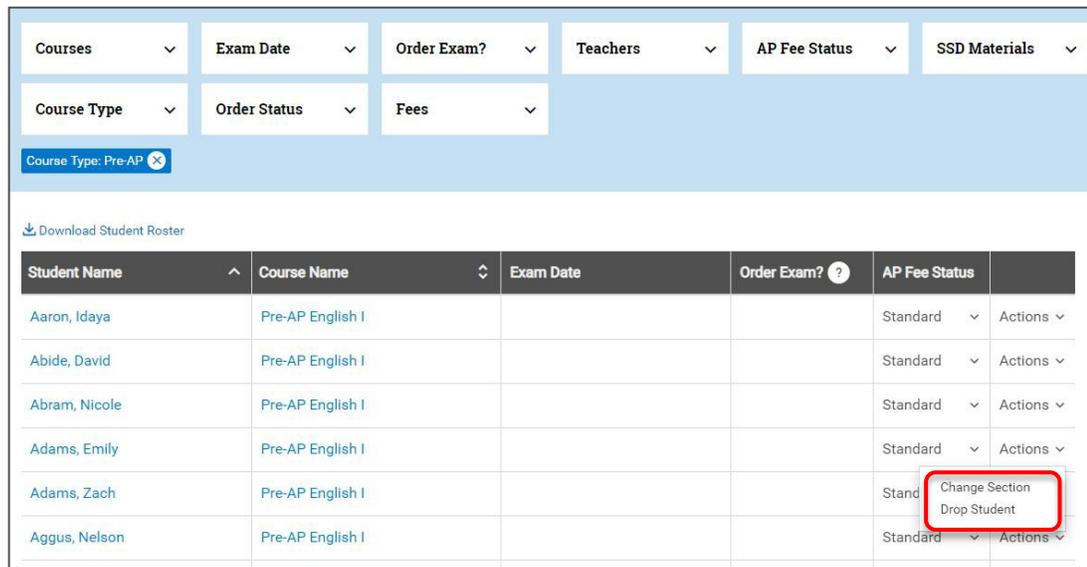
If a student is dropping a class section in one subject and enrolling in a class section in another subject, you must drop the student from the class section in the first subject and give them the Join Code for the appropriate class section in the new subject.

For example, if a student is enrolled in a class section for Pre-AP English 1 and is dropping that course to join a Pre-AP Biology course, you must first drop the student from the Pre-AP English 1 class section. Then, you or the Pre-AP Biology teacher can give the Join Code for the Pre-AP Biology class section to the student so they can enroll.

Move a Student

If a student needs to be moved from one class section to another for the **same course**, select **Change Section** from the **Actions** column next to the student's name.

Only use the **Change Section** action when a student needs to move to a different section of the same course. If a student is changing from a section in one course to a section in a different course, you need to drop the student from the section in the first course and give them the Join Code for the section in the new course so they can enroll.



The screenshot shows the AP Classroom interface. At the top, there are several filter tabs: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. Below these are Course Type, Order Status, and Fees. A blue bar indicates the current Course Type is Pre-AP. Below the filters is a 'Download Student Roster' link. The main part of the screenshot is a table with the following columns: Student Name, Course Name, Exam Date, Order Exam?, AP Fee Status, and Actions. The table lists six students, all enrolled in 'Pre-AP English I'. The 'Actions' column for the student 'Adams, Zach' is highlighted with a red box, showing two options: 'Change Section' and 'Drop Student'.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Aaron, Idaya	Pre-AP English I			Standard	Actions
Abide, David	Pre-AP English I			Standard	Actions
Abram, Nicole	Pre-AP English I			Standard	Actions
Adams, Emily	Pre-AP English I			Standard	Actions
Adams, Zach	Pre-AP English I			Stand	Change Section Drop Student
Aggus, Nelson	Pre-AP English I			Standard	Actions

NOTE: If a Pre-AP course teacher teaches multiple sections of a course, the teacher can move students from one of their class sections to another in the system if you've kept this functionality enabled. A Pre-AP course teacher can't move a student to another teacher's class section in the system.

Resources and Tools for Pre-AP Course Teachers and Students

Pre-AP Course Teacher Access

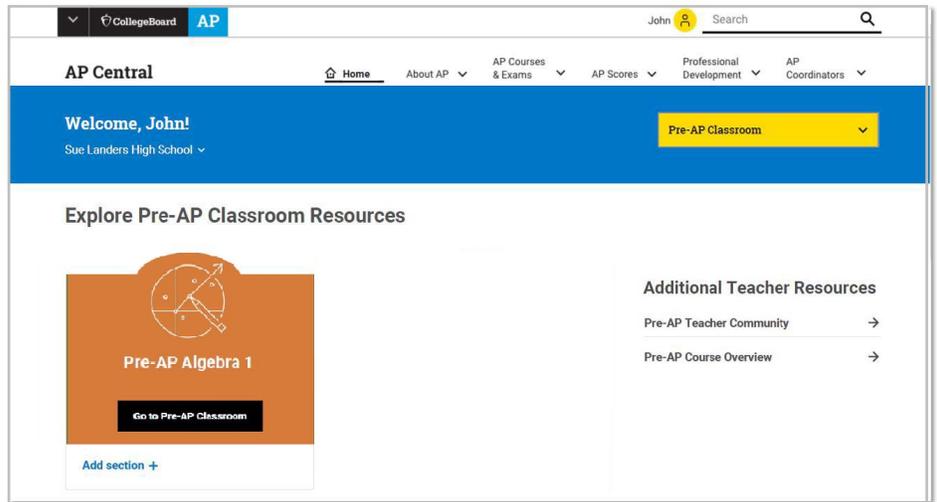
Teachers need access to a computer or tablet (minimum resolution 1024 × 768) that supports the latest version of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer and is connected to the internet

To access Pre-AP Classroom resources and set up class sections for students, Pre-AP course teachers go to myap.collegeboard.org and sign in using their College Board professional account. It's important that Pre-AP course teachers don't create multiple College Board accounts.

After signing in, Pre-AP course teachers will land on the **AP Central** page, which displays a list of subjects they are teaching.

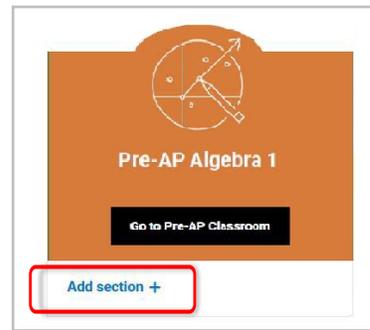
If the Pre-AP Coordinator has already created class sections, the Pre-AP teacher will see their class sections with course details.

If class sections haven't been created yet, the teacher will see a notice about creating class sections. Teachers should create class sections for Pre-AP courses, but Coordinators also have the ability to create sections for Pre-AP courses and teachers at their schools.



Pre-AP Course Teachers Creating Class Sections

Communicate with Pre-AP course teachers to let them know they should create their own class sections. After signing in at myap.collegeboard.org, teachers click **Add Section+** for the appropriate **course**.



Complete the information in the next screen:

- **Section Name:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators. The limit for each section name is **20 characters**.
- **Maximum number of students:** This will default at 40, but you can edit this number if necessary. Once the number of enrollments equals the maximum number of students that have been set for that section, no one else will be able to enroll in that section unless you edit the field to increase the maximum number. (Pre-AP course teachers also have the ability to edit the maximum number of students.)
- **Course Schedule:** There are a few options for course schedule:
 - **Standard Full Year:** Use this option if the section is held for the whole school year **or** is held only during the first semester.
 - **Second Semester:** Use this option if the section is held only during the second semester.

Viewing the Join Code

Once a class section has been created, the Join Code is visible next to the course information on the teacher's **AP Central** homepage and in **Pre-AP Classroom**.

My Classes

[< Back to Pre-AP Classroom](#) Jane Dapkus School

Set up your class sections so students can sign in, enroll online, and make their exam decisions. If you don't see one of your courses, please see [Pre-AP Course Audit](#).

Pre-AP Algebra 1 + Add Section

Section	Join Code	Max Students	Enrolled	
Section 2	R69KKJ 	40	0	 
Test Algebra Section	RD7G4J 	40	3	 

To open a printable view of the Join Code for a particular section, navigate to **My Classes** in Pre-AP Classroom, and click the blue icon next to the Join Code.

Join Code ×

Pre-AP Algebra 1 - Test Algebra Section

Share this code so students can sign in and enroll in this section.


<https://myap.collegeboard.org/> 

Print Code
Print an info sheet to post or hand out.

Expire Code
Deactivate the current join code and generate a new one.

Important: Join codes are generated per class section, not per student or per teacher. Therefore, if a Pre-AP course teacher has multiple sections, the system will generate a unique Join Code for each section for the teacher to provide to their students. Students must have a Join Code for each class they're taking. Students also need to be enrolled to access Pre-AP Classroom's resources and feedback for every Pre-AP class they're taking. As students enroll, teachers can view the enrollments.

Accessing Classroom Resources

After class sections are created, teachers will have access to:

- **Course-level Resources:** View course guides and crosswalks.
- **Units:** View instructional content, including units, subunits, and unit resources.
- **Assignments:** View the status, progress, and results of assignments.

AP Central gives teachers direct access to Pre-AP Classroom resources for each class section they teach.

For Pre-AP Teachers: Helping Students Join Your Pre-AP Class Section

Before classes start

Find the **Join Code** for each of your class sections.

- Sign in to myap.collegeboard.org using your College Board professional login.
- The Join Code your students will need to join your class section appears next to each of your classes. If you don't see your section when you sign in, create it by clicking **Add Section+**.



When classes start

Support students with accessing Pre-AP Classroom and creating or confirming their College Board student accounts.

- Students need access to a computer or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer and is connected to the internet.
- To access Pre-AP Classroom, all students go to myap.collegeboard.org and sign in using their **College Board student account**. This is the same login some students may have used in the past to access PSAT information or Khan Academy. If students don't have a student account, they can click the **Sign up** link. (See **Pre-AP Classroom Student Onboarding and Support** resource in your Pre-AP Teacher Community or see your Pre-AP Coordinator.)
- Post the Join Code for your class section on the board or distribute it to students. Once students establish their accounts, tell students to sign in to Pre-AP Classroom and join your class section.
- After signing in, students see their personalized **AP Central** homepage. Students taking multiple Pre-AP courses will receive join codes from their Pre-AP course teacher or Pre-AP Coordinator for **each of their Pre-AP classes**. This enrolls them in the courses and allows them to access Pre-AP Classroom materials and assessments.

Monitor enrollment

- Sign in to **Pre-AP Classroom**, click your **class section** name, and check your class roster to see which students still need to join.
- If any students are not on your class roster, take a few minutes to have them sign in with their **College Board account** and join your class section.

For Pre-AP Students: Joining Your Pre-AP Class Section

Use a phone, tablet, or computer to join your Pre-AP[®] courses online.

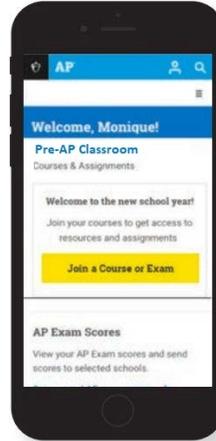


1. Sign In

Sign in to myap.collegeboard.org using your College Board student account login.

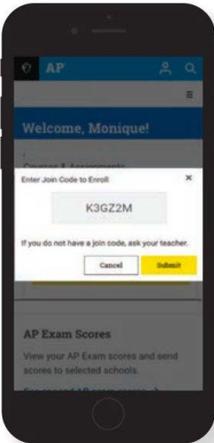
You might have an account already if you've used Khan Academy[®] or if you've taken the PSAT-related assessments.

If you don't have a student account, click the [Sign up](#) link located below the **Sign In** button.



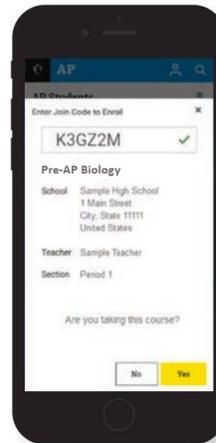
2. Join a Course

Click the **Join a Course or Exam** button. Before you do this, make sure you have the Join Code from your teacher. You'll need it to join a class section.



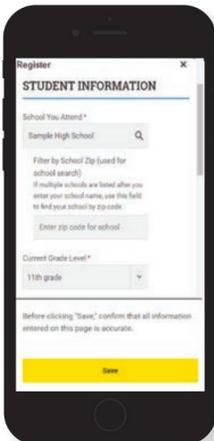
3. Submit your Join Code

Enter the Join Code your teachers gave you and click **Submit**.



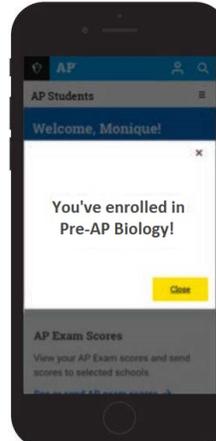
4. Verify Course Information

Make sure the information that comes up is for the course you're taking. If it is, click **Yes**.



5. Fill Out Registration Information

The first time you enroll in a Pre-AP course in **AP Central[®]**, you'll need to fill out some registration information. It's important to provide accurate information. You only have to do this once.



6. Congratulations!

You're enrolled in your Pre-AP Course.

If you are having trouble signing into your account

- If you can't remember your username or password, follow the **Forgot username or password?** links at myap.collegeboard.org to reset them.
- If a family member set up your account, ask them for the login information. You may want them to sit with you while you sign in.
- If you can't remember the answers to your security questions, see if a family member has them.
- If you followed all the steps to get your username or password and still can't access your account, talk with your teacher or call **Account Support** for Pre-AP Students at 877-262-7320 during the hours of Mon.–Fri., 9 a.m.–7 p.m. ET.