

What's New

Beginning this year, AP® Exam registration will take place in the fall and AP students and teachers will have access to new instructional resources. The new instructional resources include unit guides, personal progress checks, a bank of real AP questions, and more. We're also introducing new digital tools and processes.

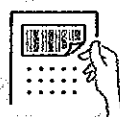
At the beginning of the school year, all AP coordinators, teachers, and students go to myap.collegeboard.org to access My AP, a personalized homepage with AP information, resources, and tools.

For AP Coordinators

Coordinators use AP Registration and Ordering to organize student exam registrations and submit the exam order. The new deadline for submitting exam orders is **November 15, 2019, 11:59 p.m. ET**. See *AP Exam Ordering and Fees: Deadlines and Policies* (pages 19–37) for details. Processes are streamlined, from exam registration to ordering to exam day.



Streamlined Exam
Ordering



Student Registration
Labels



Exam Day
Improvements

When students register for exams, AP coordinators can access **student rosters**. Coordinators then review, adjust, and submit that information as the school's exam order. See *Accessing and Using AP Registration and Ordering* (pages 47–90) for details.

In the spring, your school will receive a set of personalized **AP ID labels** for each student included in your exam order. AP ID labels connect students' exam materials with their registration information and significantly reduce the time spent on bubbling student information before the exam. Because of this, **preadministration sessions are eliminated**. See *Exam Materials: AP ID Label Sheets and Answer Sheets* (pages 44–46) for details.

New tools, including tools to help with exam room assignments and proctor assignments, will help coordinators organize their exam administration. More information about exam day tools will be in **Part 2** of the *2019-20 AP Coordinator's Manual*.

For details about the *AP Coordinator's Manual*, which you'll receive in two parts this year, see pages 10–11.

For AP Teachers

Teachers use AP Classroom to access and assign free instructional resources. See *Resources and Tools for AP Teachers and Students* (pages 93–106) for details.



Unit Guides



Personal Progress Checks



Progress Dashboard



Question Bank

Unit Guides outline all required course content and skills covered on the exam, organized into commonly taught units. Each unit guide will suggest sequence and pacing of content, scaffold skill instruction across units, and provide tips on taking the exam.

Personal Progress Checks are made up of formative AP questions that provide feedback on student progress as they complete each unit throughout the year.

Progress Dashboards display results from personal progress checks, providing real-time insights to student achievement and areas to prioritize for additional support.

The **AP Question Bank** is an online library of more than 15,000 real AP questions that teachers can access to create customized practice and tests. AP Topic Questions can also be assigned by teachers as students learn the content and skills in each unit.

For AP Students

Students access **My AP** to complete AP Classroom assignments from their teachers and to register for exams. Students get individual feedback through personal progress checks and practice questions assigned by their teachers. For exam day, students will receive personalized registration labels—AP ID labels—that significantly reduce the amount of time spent bubbling information on their answer sheets. See *Resources and Tools for AP Teachers and Students* (pages 93–106) for details.

Preparing Your School for the New AP Year

All schools will need to take a few key steps at the beginning of the school year to access the new classroom resources and enable students to register for AP Exams.

To assist you, we've developed three new guides:

- **Setup, Enrollment, and Ordering** (p. 4), for AP coordinators, provides an overview and timeline of the steps coordinators, teachers, and students need to take.
- **Helping Students Join Your AP Class Section** (p. 107), for AP teachers, has instructions for getting class join codes and ensuring that students have joined class sections.
- **Joining Your AP Class Section** (p. 109), for AP students, is an assignment students receive from their AP teacher on the first day of class, and includes step-by-step instructions for joining their teacher's class section online.

Review this information and plan how your school will ensure all AP students enroll online when classes begin. These guides can be downloaded at collegeboard.org/ap-tools.

Setup, Enrollment, and Ordering

From August 1 through November 15, schools complete four steps to access new classroom resources and register students for AP Exams. For a downloadable PDF of this page, go to collegeboard.org/ap-tools. See pages 47–90 for details about these steps. (If your school doesn't offer AP courses, but administers AP Exams or offers AP courses but sends students elsewhere to test, see page 48 for more information.)

Before Classes
Begin

1. Access the System

Coordinators and principals	receive the access code by email on August 1, and by mail near the start of the school year. (If you can't locate your access code, call AP Services for Educators at 877-274-6474 or 212-632-1781.)
Coordinator	signs in to myap.collegeboard.org using their College Board username and password and enters the access code.
Coordinator	completes the initial setup steps in AP Registration and Ordering and completes the AP Participation Form.
Coordinator	makes sure new AP teachers have added their courses to the AP Course Audit and had their completed Course Audit forms approved by the school's Course Audit administrator.

2. Class Section Setup

Coordinator	enters class sections for all AP classes at their school (and exam only sections, if applicable).
Coordinator	notifies teachers that class sections and join codes are available.

3. Enrollment and Use of AP Classroom Resources

Teachers	sign in to myap.collegeboard.org using their College Board username and password, and get the unique join code for each class they teach.
Teachers	share the join code with the students in their class along with instructions for signing in and joining the class section: collegeboard.org/joinapclass .
Students	sign in to myap.collegeboard.org and enroll in their AP class sections, using the unique join code for each.
Teachers	begin using AP Classroom resources with their students.

4. Order Finalization

Coordinator	organizes the exam roster and submits the exam order by the November 15 final exam ordering deadline. (Late orders and canceled exams, and orders for courses that start after November 15, must be submitted no later than March 13, 2020, 11:59 p.m. ET.)
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By the first
day of class

First day
of class

Before the second
day of class

Second day
of class

By November 15, 11:59 p.m. ET
(October 4 preferred)

AP Key Dates

The following are the key dates related to exam ordering and submitting final payment. For information about all important dates and deadlines through the year, see the *2019-20 AP Coordinator Planning Calendar* on pages 12–16.

Before school starts: Get ready

- Communicate new AP Exam ordering deadlines, policies, and fees to students and parents.
- Ensure the Course Audit Form is approved for any new 2019-20 AP course and/or new AP teacher.

**AUG
1**

Beginning August 1, 2019:

Access myap.collegeboard.org and complete AP Participation Form

- AP Registration and Ordering and AP Classroom are available.
- AP coordinator receives AP Registration and Ordering access code; completes initial setup and completes the AP Participation Form online. (See pages 47–56)
- Teachers who have appropriate Course Audit approval can access AP Classroom. (See pages 93–101.)

Before classes begin:

Create class sections in myap.collegeboard.org

- The AP coordinator sets up AP class sections in the system. (See pages 61–64.)

Before the second day of class:

- Students log in to My AP and enroll in the class sections for each AP class they're taking, using the unique join code for each section supplied by the teacher or coordinator. (See pages 68, 101–104.)

Second day of class:

- Teachers and students begin using AP Classroom resources. (See pages 99–101, 106.)

**OCT
4**

By October 4, 2019:

Preferred ordering deadline

- Recommended deadline for the AP coordinator to submit the exam order. Orders may be submitted without additional fees until November 15, 11:59 p.m. ET.

**NOV
15**

By November 15, 2019, 11:59 p.m. ET:

- Deadline for the AP coordinator to submit the exam order. No payment is due until June.
- Each exam ordered after this date (and until March 13, 2020, 11:59 p.m. ET) will incur an additional \$40 late order fee; some exceptions apply. (See pages 19–22.)
- Exams may be canceled after this date, but \$40 will be charged per exam; some exceptions apply. (See pages 19–22.)

**MAR
13**

By March 13, 2020, 11:59 p.m. ET:

Submit final updates for AP Exam order

- Deadline for the AP coordinator to update the exam order with any late orders and known cancellations (fees may apply); deadline to submit the exam order for courses that start after November 15. (See page 19.)

**JUN
15**

By June 15, 2020: Pay invoice

- Schools submit payment for their invoice to College Board.