

1. Log into your AP Course Audit Account and select Add New Course. If you do not have a Course Audit account please call the APCA helpline at 1-877-AP-HELP-0 (877-274-3570).

The screenshot shows the AP Course Audit interface. At the top left, it says 'AP® Course Audit' and 'HELP | HOME'. At the top right, it says 'CollegeBoard' and 'AP COURSE LEDGER | SIGN OUT'. The left sidebar contains several sections: 'Communication Center' with a notification badge '83', 'Roles' (Teacher, Online Provider, Principal/Administrator), 'Profile' for Jaime Weatherhead (jweatherhead@collegeboard.org) with an 'Update My Profile' link, and 'Resources' (My Syllabi, Resources to Prepare Your Syllabus, Secure Documents, Teacher Community, Become an AP Reader). The main content area is titled 'Teacher - Course Status' and includes a dropdown for '2016 - 2017'. Below this, there is a message: 'You do not have any courses at this school for the 2016 - 2017 school year. Your school administrator will be able to renew your previously authorized courses for the 2016 - 2017 academic year beginning in August 2016. To add a course, please click the button below.' A green button with a plus sign and the text '+ Add New Course' is circled in red.

2. Choose the course you would like to add from the drop down menu. In this case you will add AP Computer Science Principles. Click Add Course in the pop up box.

AP[®] Course Audit

CollegeBoard

HELP | HOME

AP COURSE LEDGER | SIGN OUT

83

Communication Center

Roles

- Teacher
- Online Provider
- Principal/Administrator

Profile

Jaime Weatherhead
jweatherhead@collegeboard.org

» Update My Profile

Resources

- My Syllabi
- Resources to Prepare Your Syllabus
- Secure Documents
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Teacher - Course Status

Click here to select academic year 2016 - 2017

You do not have any courses at this school for the 2016 - 2017 school year. Your school administrator will be able to renew your previously authorized courses for the 2016 - 2017 academic year beginning in August 2016. To add a course, please click the button below.

New Course for Sue Landers High School

Which AP Subject are you submitting a 2016-17 syllabus for?

Subject: **Computer Science Principles**

Add Course **Cancel**

3. Now that you've added Computer Science Principles. You can move on to complete your Course Audit Form. You will need to do this before being able to submit your pre-approved syllabus.

The screenshot shows the AP Course Audit interface. At the top, the CollegeBoard logo is on the right, and 'AP Course Audit' is on the left. Below the header, there's a navigation bar with 'HELP | HOME' and 'AP COURSE LEDGER | SIGN OUT'. The main content area is titled 'Teacher - Course Status' and includes a dropdown for '2016 - 2017'. A sidebar on the left contains sections for 'Communication Center' (with a red notification badge '83'), 'Roles' (Teacher, Online Provider, Principal/Administrator), 'Profile' (Jaime Weatherhead, Update My Profile), and 'Resources' (My Syllabi, Resources to Prepare Your Syllabus, Secure Documents, Teacher Community, Become an AP Reader). The main content area shows a course entry for 'Computer Science Principles' with the status 'Initial Course Submission Not Complete'. A red circle highlights the 'Complete Course Audit Form' button, and a 'Submit Syllabus' button is also visible. An 'Add New Course' button is located below the course entry.

4. The form below will need to be filled in completely and you will be asked to fill in your initials. Once you've done this click Submit for Administrator Approval.

HELP | HOME AP COURSE LEDGER | SIGN OUT

AP Course Audit Form Computer Science Principles

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.

Course Information

	I Agree
I attest that I will be teaching this course at [redacted] during the 2016 - 2017 school year.	<input checked="" type="checkbox"/>
I have read and understand the Appropriate Grade Level Policy .	<input checked="" type="checkbox"/>
I have read the most recent AP Computer Science Principles Course and Exam Description .	<input checked="" type="checkbox"/>

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.

	I Agree	Alternate Approach
Students are provided with opportunities to meet learning objectives connected to the six computational thinking practices as described in the <i>AP Computer Science Principles Course and Exam Description</i> .	<input type="radio"/>	<input checked="" type="radio"/>
Students are provided with opportunities to meet learning objectives within each of the seven big ideas as described in the <i>AP Computer Science Principles Course and Exam Description</i> .	<input type="radio"/>	<input checked="" type="radio"/>
Students are provided the required amount of class time to complete the AP Through-Course Assessment <i>Explore - Impact of Computing Innovations</i> Performance Task.	<input type="radio"/>	<input checked="" type="radio"/>
Students are provided the required amount of class time to complete the AP Through-Course Assessment <i>Create - Applications from Ideas</i> Performance Task.	<input type="radio"/>	<input checked="" type="radio"/>

Consent

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

Your Initials:

[Cancel and Return to your Course Status Page](#) [Submit for Administrator Approval](#)

- You will now submit the pre-approved syllabus given to you by Mobile CSP to the Course Audit. Click the red Submit Syllabus button; it will take you to our next step.**

AP[®] Course Audit CollegeBoard

HELP | HOME AP COURSE LEDGER | SIGN OUT

Teacher - Course Status

Click here to select academic year 2016 - 2017

Communication Center 85

Roles

- Teacher
- Online Provider
- Principal/Administrator

Profile

Jaime Weatherhead
jweatherhead@collegeboard.org
[» Update My Profile](#)

Resources

- My Syllabi
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Computer Science Principles
Initial Course Submission Not Complete

Pending School Administrator Approval

[Submit Syllabus](#)

[+ Add New Course](#)

6. You will now select the Claim Identical option.

HELP | HOME AP COURSE LEDGER | SIGN OUT

Communication Center 85

Roles

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Profile

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» Update My Profile

Resources


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News and Alerts

- Client Support Center Closure - Monthly Staff Training
- Annual System Maintenance February 1 - March 1, 2016

Syllabus Submission (Step 1 of 2)

Course Status **Submission Type**




Submit New or Revised Syllabus



Claim Identical Syllabus

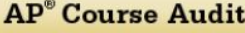



Transfer Approved Syllabus



Adopt Sample Syllabus

7. Type in the following syllabus ID# **1648108v1** in the designated box. Once accepted a green check mark will appear below. This indicates you have entered the ID # correctly. Proceed to the next step and upload the identical syllabus.





HELP | HOME
AP COURSE LEDGER | SIGN OUT

Communication Center 117

Roles

Teacher

Online Provider

Principal/Administrator

Profile

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jweatherhead@collegeboard.org
» Update My Profile

Resources

My Syllabi

Resources to Prepare Your Syllabus

Secure Documents

Teacher Community

Become an AP Reader

Syllabus Submission (Step 2 of 2)

Course Status
Submission Type
Submit Syllabus

Submit Your AP Computer Science Principles 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:

✔ Found syllabus submitted by AP Course Sample Syllabi in Reston, VA, US.
2. Upload the sample or identical syllabus by choosing the file from your computer. Acceptable file formats include: .pdf, .doc, .docx, or .odt.

Upload a Syllabus

Click to upload

Note: We cannot accept file sizes that exceed 10MB.
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

8. Once you've successfully uploaded your syllabus you can click the "Submit Syllabus Now" button.

Communication Center 117

Roles

- Teacher
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- Principal/Administrator

Profile

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[» Update My Profile](#)

Resources

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Syllabus Submission (Step 2 of 2)

[Course Status](#) [Submission Type](#) [Submit Syllabus](#)

Submit Your AP Computer Science Principles 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:

✔ Found syllabus submitted by AP Course Sample Syllabi in Reston, VA, US.

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

Upload a Syllabus

[Click to upload](#)

Uploaded file: code.org_1648108v1.pdf [delete](#)

Note: We cannot accept file sizes that exceed 10MB.

Successfully saved "code.org_1648108v1.pdf"

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

