

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 menu 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.

The screenshot displays the AP Course Audit interface for a teacher. The top navigation bar includes 'AP® Course Audit' and 'CollegeBoard'. The sidebar on the left contains sections for 'Communication Center' (with a notification badge of 83), 'Roles' (Teacher, Online Provider, Principal/Administrator), 'Profile' (Jaime Weatherhead, with an 'Update My Profile' button), 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 features a dropdown menu for the academic year, currently set to '2016 - 2017'. A message informs the user that no courses are currently listed for the school and provides instructions on how to add a new course. A modal window titled 'New Course for Sue Landers High School' is open, prompting the user to select an AP subject. The 'Subject' dropdown menu is set to 'Computer Science Principles' and is circled in red. The modal also includes 'Add Course' and 'Cancel' buttons.

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. On the left sidebar, there are sections for 'Communication Center' (with a notification badge of 83), 'Roles' (listing Teacher, Online Provider, and Principal/Administrator), 'Profile' (for Jaime Weatherhead, with an 'Update My Profile' link), and 'Resources' (listing My Syllabi, Resources to Prepare Your Syllabus, Secure Documents, Teacher Community, and 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 blurred area for course details. A specific course entry for 'Computer Science Principles' is shown with the status 'Initial Course Submission Not Complete'. A red circle highlights the 'Complete Course Audit Form' button, with a 'Submit Syllabus' button below it. At the bottom of the course entry area is a '+ Add New Course' button.

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 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 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 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 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.

The screenshot shows the AP Course Audit interface for a teacher. The top navigation bar includes the AP Course Audit logo and the CollegeBoard logo. The sidebar on the left contains several sections: 'Communication Center' with a notification badge for 85, '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 blurred section for course details. A prominent status box for 'Computer Science Principles' indicates 'Initial Course Submission Not Complete' and 'Pending School Administrator Approval'. A red circle highlights the 'Submit Syllabus' button. At the bottom of the main content area is an 'Add New Course' button.

6. You will now select the Claim Identical option.

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Communication Center 85

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
- Teacher Community
- Become an AP Reader

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.

AP[®] Course Audit

HELP | HOME



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 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
- 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
- Online Provider
- Principal/Administrator

Profile

Jaime Weatherhead
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

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

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

