Getting Started: Pre-AP Digital Access for Administrators

What’s the URL?
You can log into Pre-AP® Classroom by visiting myap.collegeboard.org.

What can I do there?

<table>
<thead>
<tr>
<th>Action</th>
<th>Teacher</th>
<th>Coordinator</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign learning checkpoints and share resources with students</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage classes and student rosters</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View schools, classes, teachers, and students enrolled in system</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View usage data (classes, students, assignments)</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Access content (units, resources, assessments, online modules)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Access performance data</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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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.

Access Pre-AP Classroom: myap.collegeboard.org.

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

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 appear under Your Access.

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 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 Administrator access code. You cannot use the same College Board account to access Pre-AP Classroom as a Pre-AP Course Teacher and Pre-AP Coordinator/Administrator. You will need to use a different email address when creating a separate College Board account.
If you have already been provisioned to access Pre-AP Classroom as a Pre-AP Course Teacher, it is recommended you maintain that access on your current College Board account and create the separate account for your 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](http://myap.collegeboard.org) using your College Board username and password.

Once you've logged in, you will 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.

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**.

**IMPORTANT**: Your campus **AP Coordinator** must access Pre-AP Classroom and complete the questionnaire for your school’s AP and Pre-AP participation before you can access Pre-AP Classroom with your Administrator access code.

If you receive an error message stating that your AP Coordinator has not completed your school’s set-up, consult with your designated Coordinator to ensure that he/she has accessed the system and completed the AP Registration and Ordering confirmation for your school. You will not have access to Pre-AP Classroom for Pre-AP-related purposes until the AP Coordinator completes the initial set-up.
Student Enrollment

Joining a Class Section

Pre-AP course 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 an account, they can click the Sign up link. For more information, refer to the Pre-AP Classroom Student Onboarding and Support resource in your Coordinator Community or under Help in Pre-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.

Viewing Student Enrollment

You can monitor student enrollment in Pre-AP Registration.

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.

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 (AP students only)

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.
Resources and Tools for Pre-AP Course Teachers and Students

Pre-AP Course Teacher Access

Pre-AP course 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, after their Course Audit form has been approved by their Course Audit administrator, Pre-AP course teachers go to myap.collegeboard.org and sign in using their College Board 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 Pre-AP Classroom 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.

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. (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 |
|------------------|-----------------|-----------------|-----------------|
| Section | Join Code | Max Students | Enrolled |
| Section 2 | R69KJ | 40 | 0 |
| Test Algebra Section | ID7G4J | 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.

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, Pre-AP course teachers can view the enrollments.

Accessing Pre-AP Classroom Resources

After class sections are created, Pre-AP course 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 Pre-AP course teachers direct access to Pre-AP Classroom resources for each class section they teach.
For Pre-AP Course 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-related assessments 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 AP Central and join your class section.
- After signing in, students see their personalized Pre-AP Classroom homepage. Students taking multiple Pre-AP courses will receive join codes from their Pre-AP teachers 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 a PSAT-related assessment.
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.