

# AP<sup>®</sup> CS A Course Audit: How to submit the pre-approved CodeHS syllabus #1667173v1

This is a guide for completing the AP Course Audit process for AP Computer Science A using the pre-approved CodeHS syllabus ID #1667173v1.

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## Step 1: Go to the Course Audit Homepage

You can find the homepage here: <http://www.collegeboard.com/html/apcourseaudit/>

## Step 2: Login With Your College Board Account

If you do not yet have a College Board Course Audit account, sign up for one by pressing the “Get Started Create an Account” button.

**AP<sup>®</sup> Course Audit** CollegeBoard

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**1**  
Reminder  
**Summer 2016**  
[Join the AP Teacher Community](#)  
This online collaboration space for AP teachers and coordinators gives you the opportunity

**Overview:**  
The AP<sup>®</sup> Course Audit was created at the request of both secondary school and college members of the College Board who sought a means for the College Board to:

- Provide AP teachers and administrators with clear guidelines on curricular and resource requirements that must be in place for AP courses.
- Give colleges and universities confidence that AP courses are designed to meet the same clearly articulated college-level criteria across high schools.

All schools wishing to label a course “AP” must submit the subject-specific AP Course Audit form.

**Get Started Create an Account**

**Account Sign-In**

Username:

Password:

[Sign In »](#)

[? Forgot Username?](#)  
[? Forgot Password?](#)  
[Contact AP Course Audit](#)

## Step 3: Find Your School

Provide your access information		Your access	
<b>Job Function:</b> <input type="text" value="Teacher"/>		<b>Organization</b>	<b>Position</b>
<b>U.S. ZIP code:</b> <i>This is to narrow your choices</i> <input type="text"/>			<b>Expiration Date</b>
<b>Professional Organization:</b> <input type="text" value="start typing"/>			<input type="button" value="Finished"/>
<b>Enroll Later</b>	<input type="button" value="Add ▶"/>		

Find your school, click “Add”, and then click “Finished” to enter the AP® Course Audit account for your school.

## Step 4: Add a New Course

If you haven’t already added AP Computer Science A to your Course Audit account, add a new course in this step. Press the “Add a New Course” button.

## Teacher - Course Status

Click here to select academic year 2016 - 2017

**My High School**  
1234 Main Street  
My Town, USA 12345  
[\(Visit Website\)](#)

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.

**+ Add New Course**

Choose Computer Science A from the drop down menu, and press “Add Course”.

**New Course for My High School** ✕

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

Subject  ⌵

**Add Course** **Cancel**

### Step 5: Complete the Course Audit Form

Before you can submit the syllabus, you'll need to complete the Course Audit Form.



Read the course audit form, fill it out completely, and submit for administrator approval. Once you've done this, you'll be able to upload a syllabus.

## Step 6: Submit the Pre-approved CodeHS Syllabus

Click on "Submit Syllabus"



Select the "Claim Identical" option.



Claim Identical

You'll need to do two things: type in the syllabus ID number, and upload a copy of the syllabus.

Type in the syllabus ID number **1667173v1** in the designated box. Once accepted a green checkmark will appear below.

You'll now need to upload a pdf of the CodeHS syllabus. You can download a pdf of the CodeHS AP Computer Science in Java syllabus here: <https://codehs.com/apjavasyllabus>

Upload the pdf of the CodeHS syllabus and press the "Submit Syllabus Now" button to submit for approval.

Congrats! You've successfully added AP Computer Science A using the CodeHS pre-approved syllabus. You will receive your authorization letter from College Board within two weeks.