



# AP Maintenance



# Table of Contents

**AP Maintenance** ..... 1



# AP Maintenance

## Test Scores > Maintenance > Individual Maintenance > AP

This page allows you to view and update a student's Advanced Placement (AP) test score data. Alternatively, you can use the Import Test Scores utility to import AP test data.

### Update data:

Select a student.

To retrieve a student's records, select the student in one of the following ways:

|                                |   |
|--------------------------------|---|
| <b>Student</b>                 | <p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>   |
| <b>Texas Unique Student ID</b> | <p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>   |
| <b>Directory</b>               | <p>Click to select a student from the <a href="#">Directory</a>.</p>  |
| <b>(photo)</b>                 | <p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p> |

Click **AP**.


Click **+Add** to add an AP test record. A pop-up window opens.

| Field                            | Description  |
|----------------------------------|--|
| <b>AP Number</b>                 | Type the advanced placement number, up to eight digits.  |
| <b>GRD Educational level</b>     | Select the student's educational level at the time the test was administered.  |
| <b>Admin Year</b>                | Type the test administration year in the YY format. You cannot type a future year.   |
| <b>Exam Code</b>                 | Select the exam code that corresponds to the test subject.   |
| <b>Exam Score</b>                | Type the student's one-digit exam score.<br><b>NOTE:</b> If you enter an AP exam with a score of 3 or higher, a corresponding exam record will be added to the <b>College Board AP/IB Examination</b> fields on Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement.  |
| <b>Irregularity Code 1 and 2</b> | Select up to two codes indicating any irregularities that occurred during the exam.  |
| <b>Class Section Cd</b>          | Type the one-character class section code.   |
| <b>College Code</b>              | Type the college code, up to six characters.   |
| <b>Date of Report</b>            | Type the report date in the MMDDYY format.   |
| <b>Awards Information</b>        | Type the <b>Award Type</b> and <b>Award Year</b> for up to six awards.<br><br>Type the <b>Award Year</b> in the YY format.<br><br>Award types:<br><br>01 - AP Scholar<br>02 - AP Scholar with Honor<br>03 - AP Scholar with Distinction<br>04 - State AP Scholar<br>05 - National AP Scholar<br>06 - National AP Scholar (Canada)<br>07 - AP International Diploma<br>08 - DoDEA AP Scholar<br>09 - International AP Scholar<br>10 - AP Diploma<br>11 - AP International Diploma with Honors<br>12 - National AP Scholar (Bermuda)<br>13 - AP Capstone Diploma<br>14 - AP Seminar and Research Certificate |


Click **OK** to close the window.

Click **Save**.

### Other functions and features:

|   |   |
|---|---|
|  | <p><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.</p> |
|---|---|

**Delete a row.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

**Documents** [View or attach supporting documentation.](#)



## Back Cover