

## myPLTW Student Rostering Instructions

The student rostering process is extremely important for PLTW schools because it provides the following:

- Student access to PLTW curriculum through Courses
- Student access to End-of-Course (EoC) assessments (EoCs are required for students in PLTW high school programs)
- Opportunity for PLTW to provide EoC data to colleges and universities in support of preferential admissions and other student opportunities
- Ability for PLTW to accurately report student-level demographic and performance data to state departments of education

### Things to Know Before You Begin

- Program Coordinators and Site Coordinators can upload student rosters. Site Coordinators can only upload student rosters for classes at their site.
- Teachers can upload student rosters for their courses that do not have an EoC. Any courses with an EoC must be rostered by a Program Coordinator or Site Coordinator.
- Students should be rostered at every site. We strongly recommend uploading student rosters prior to the first day of class to ensure students have access to the Courses.
- The Student Roster Template is available [here](#). Please use this template for uploading your student roster.

### How to Upload a Student Roster File

1. Log in to [mypltw.org](https://mypltw.org).
2. Click on **My Sites** in the menu bar.
3. Click on the applicable site.
4. Select the **Roster Students** icon on the left.
5. Use the **Student Roster Template** to prepare your file. Complete the template using the formatting rules provided at the end of this document.
6. Once your student roster file is ready, browse to find the file on your computer. The file must be saved as .csv to be uploaded.
7. Click **Submit**. You will receive an onscreen message informing you that your upload is in progress.
8. Upon successfully rostering PLTW classrooms, you will receive a confirmation email as well as a message in your notifications. You can also confirm that your file upload was successful by going to the Class page and confirming the students you rostered are now showing as active within the class.

**Note:** Teachers can now generate student access to Courses by going to the Class page and selecting the Create Courses Accounts button.

- If your student roster file has formatting errors, you will receive a notification and email

explaining the errors and how to correct them.

- Make the appropriate formatting corrections until you receive an email and message in your notifications stating that your student roster file was uploaded successfully.

If you need further assistance, please contact the PLTW Solution Center at 877.335.7589 or [solutioncenter@pltw.org](mailto:solutioncenter@pltw.org).

## Updating Student Rosters

Students' schedules and learning needs change throughout the school year.

To accommodate this change, teachers can:

- Drop a student if they no longer wish to take PLTW courses. When this occurs, the student is removed from your PLTW course and can no longer access the course.
- Transfer a student to another teacher's course if his or her schedule changes. When this occurs, the student is removed from your PLTW course and added to another PLTW Teacher's class.

### Drop a student from a course

1. Click **My Sites** on the menu bar.
2. Select the applicable site and class from which you want to drop a student.
3. Select the checkbox next the student you wish to remove from the course.
4. Select **Drop** from the **Select Action** dropdown menu.
5. Click **Submit Change**.
6. Click **Drop Student** to confirm the drop.

**Note:** All requests submitted by a teacher for a class with a corresponding EoC assessment will remain pending until approved by a Program Coordinator or Site Coordinator.

### Transfer a student

1. Click **My Sites** on the menu bar.
2. Select the applicable site and class from which you want to transfer the student.
3. Select the checkbox next to the student you wish to transfer from the course.
4. Select **Transfer** from the **Select Action** dropdown menu.
5. Click **Submit Change**.
6. Select the Teacher's name for the section you wish to transfer the student to. Only courses that have been rostered and are not registered for EoC assessments will be displayed.
7. Click **Transfer Student** to confirm the transfer.

**Note:** All requests submitted by a teacher for a class with a corresponding EoC assessment will remain pending until approved by a Program Coordinator or Site Coordinator.

### Verifying Roster Changes (Program Coordinators and Site Coordinators)

Add, drop, and transfer requests made by a teacher for a class with a corresponding EoC assessment will remain pending until approved by a Program Coordinator or Site Coordinator.

Follow the instructions below to approve enrollment changes:

1. Click the **Notifications** icon located in the upper right of the homepage.
2. All pending requests will appear in the requests section.
3. Select **Approve** or **Deny** on the pending request.

**Note:** Your decision will be indicated on the task after you've made a selection.

### Data Security

PLTW conforms to FERPA regulations regarding the transfer, storage, and distribution of student identifiable information. Student identifiable data will only be made available to teachers, principals, and

### Student Roster Template File Fields

The following fields are included in the **Student Roster Template** and are required to upload a student roster file.

<b>TEACHER EMAIL</b> <i>Column A</i>	PLTW teacher's school email address.																																												
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<p><b>COURSE END DATE</b> <i>Column D</i></p>	<p>This is the date the course is scheduled to end during the academic year and should always be before June 30th of the current school year. Please use one of the following formats: M/D/YYYY, MM/DD/YYYY, MM/DD/YY, M/D/YY.</p>																																				
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<p><b>STUDENT GRADE</b> <i>Column G</i></p>	<p>The grade the student is enrolled in during the academic year. Please use the following codes to indicate the grade:</p> <table border="1" data-bbox="467 368 1466 724"> <thead> <tr> <th>Code</th> <th>Grade</th> <th>Code</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>K</td> <td>Kindergarten</td> <td>07</td> <td>Seventh grade</td> </tr> <tr> <td>01</td> <td>First grade</td> <td>08</td> <td>Eighth grade</td> </tr> <tr> <td>02</td> <td>Second grade</td> <td>09</td> <td>Ninth grade</td> </tr> <tr> <td>03</td> <td>Third grade</td> <td>10</td> <td>Tenth grade</td> </tr> <tr> <td>04</td> <td>Fourth grade</td> <td>11</td> <td>Eleventh grade</td> </tr> <tr> <td>05</td> <td>Fifth grade</td> <td>12</td> <td>Twelfth grade</td> </tr> <tr> <td>06</td> <td>Sixth grade</td> <td>POST</td> <td>Post-Secondary</td> </tr> </tbody> </table>	Code	Grade	Code	Grade	K	Kindergarten	07	Seventh grade	01	First grade	08	Eighth grade	02	Second grade	09	Ninth grade	03	Third grade	10	Tenth grade	04	Fourth grade	11	Eleventh grade	05	Fifth grade	12	Twelfth grade	06	Sixth grade	POST	Post-Secondary
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<p><b>DOB</b> <i>Column J</i></p>	<p>Please indicate the student's date of birth using one of the following formats: M/D/YYYY, MM/DD/YYYY, MM/DD/YY, M/D/YY.</p>																																

### Troubleshooting Common Issues

- Incorrect teacher email:** This means we do not have the correct email address on file or the teacher does not have a myPLTW account. Teachers can easily update their email using the My Profile feature in myPLTW.
- PCs and SCs:** If the teacher is not listed as a teacher at your site in myPLTW, a Program Coordinator or Site Coordinator should invite them. The teacher must accept this invite before a roster can be uploaded.
- Empty rows at the end of the .csv file:** Empty rows will cause the import to fail. These can be difficult to see in Excel, but can be located in a plain text editor. To do this, open the file in an editor like Notepad, scroll to the bottom of the document and look for commas with no values between them.
- Empty column at the end of rows:** This is similar to the above problem. If the document is opened in a plain text editor, scroll to the right and look for extra commas with no values between them.
- First line must be header:** If the template header is altered, the file will be rejected. If you encounter this error, you may want to copy and paste your data to a new template.

Please contact the PLTW Solution Center at 877.335.7589 or [solutioncenter@pltw.org](mailto:solutioncenter@pltw.org).