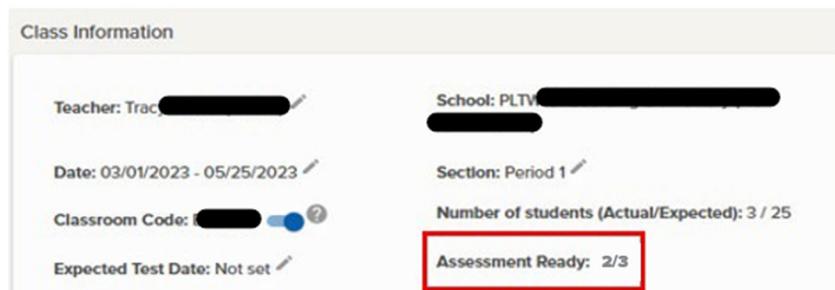


How to Verify Assessment Ready Status

End-of-Course Assessment (EoC) enrollment is automatically processed for rostered students in qualifying PLTW High School courses. Once students or teachers confirm that each student profile is complete, including first and last name, date of birth, gender, race and ethnicity, rosters are transferred to the Kite testing platform and an Authorization to Test (ATT) is processed. Teachers should check the Assessment Ready status at least one week before the first day of testing to confirm that an ATT is available for each student, as indicated by a checkmark in the Assessment Ready column of the roster. Any updates to the student’s information can take up to 24 hours to appear on the Kite testing platform.

1. Log in to your myPLTW Account.
2. Select **My Sites**.
3. Select the appropriate site.
4. Select the appropriate roster.
5. Review the **Class Information** section.
 - a. **Assessment Ready:** This provides the number of students included in the roster and how many of those students have completed all required fields for data transfer to the PLTW Kite Portal.

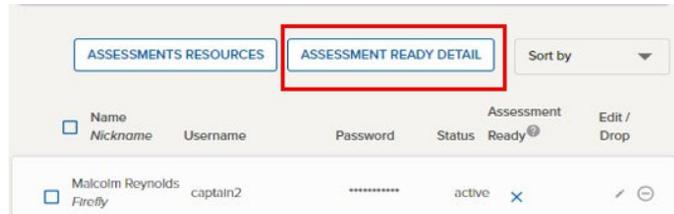


- b. **Assessment Ready Column:** A checkmark in this column confirms that a student’s profile is complete, and their information has been transferred to Kite. Student profiles must include first and last name, grade, date of birth, and a response indicating gender, race, and ethnicity, or “prefer not to say.”

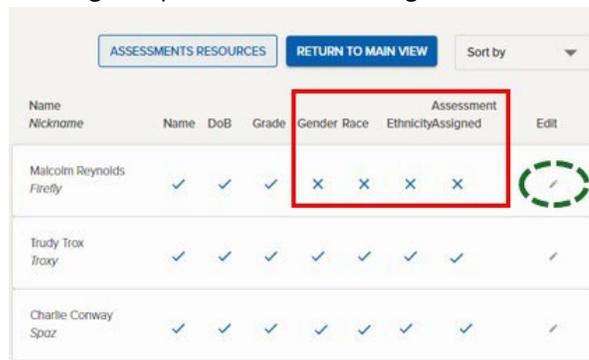
Name	Username	Password	Status	Assessment Ready	Edit / Drop
Malcolm Reynolds <i>Firefly</i>	captain2	*****	active	✗	✎ ⊖
Trudy Trox <i>Troxy</i>	troxy	*****	active	✓	✎ ⊖
Charlie Conway <i>Spaz</i>	mighty1	*****	active	✓	✎ ⊖

6. Click the **Assessment Ready Detail** button.

- a. This section provides a detailed view of each student's required profile information, which allows you to see which information may be missing from their profile.



- b. Students may log into their myPLTW account to edit their profiles, or you may edit their information by clicking the pencil icon to the right of their information.

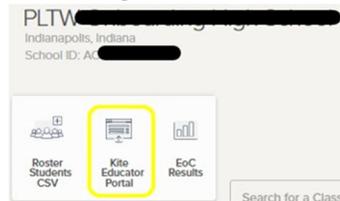


7. Click **RETURN TO MAIN VIEW** to return to the Class home page.

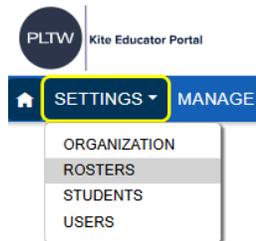
How to Verify an EoCA is Assigned

Currently the Assessment Ready status in myPLTW indicates that a student has all required information completed to be transferred to the Kite Portal and provided with an Authorization to Test (ATT). However, the EOC Assigned field in Kite indicates whether the student has an End-of-Course Assessment assigned and will see the assessment on their Kite Student Portal Dashboard. Ideally, this check should be done at least one week before the first day of testing to prevent delays in testing, as updating information in myPLTW can take up to 24 hours for the information to sync with Kite.

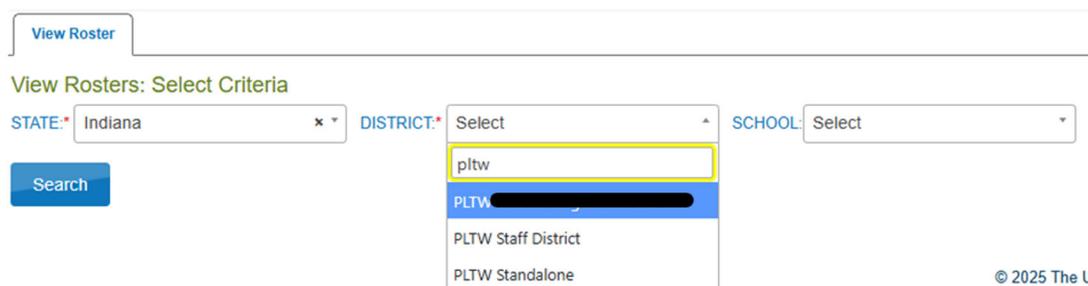
1. Log in to your myPLTW Account.
2. Select **My Sites**.
3. Select the appropriate site.
4. Select **Kite Educator Portal** to auto login to the Kite Educator Portal.



5. Select **Settings** then **Rosters**.



6. Verify the fields are correct. If not, use the drop-down menu to correct them for your district and school.



7. Select the **Roster Name** for the desired roster.

View Roster

View Rosters: Select Criteria

STATE: Indiana x v DISTRICT: PLTW [redacted] x v SCHOOL: PLTW [redacted] x v

Search

Roster Name	Educator Last Name ↑	Educator First Name	Course	Educator ID
[redacted] - PBS_20 747850	[redacted]	[redacted]	BMS - Principles of Biomedical Science 20	ED [redacted]
[redacted] EES 733701	[redacted]	[redacted]	ENG - Engineering Essentials	ED [redacted]
[redacted] - EES 791478	[redacted]	[redacted]	ENG - Engineering Essentials	ED [redacted]

8. Verify all students assigned to the selected roster indicate **“Yes”** under the **EoC Assigned** column. Please note, each screen only shows 30 students, so you may have to use the forward or back arrows at the bottom to see all your students.

- a. If the column indicates **“No”** for any student, and it’s been at least 24 hours since their information was either input or updated in myPLTW, please contact the PLTW Solution Center at solutioncenter@pltw.org or 877-335-7589.

ROSTER NAME: [redacted] EES 79 COURSE: ENG - Engineering Essenti...

SELECT EDUCATOR: [redacted] (ED [redacted] - Active)

SELECT STUDENTS

State Student ID	<input type="checkbox"/>	EoC Assigned	Last Name ↑	First Name	Middle Name	Gender
Currently Assigned to This Roster						
11007610	<input checked="" type="checkbox"/>	Yes	Danes	Luke		Male
11720194	<input checked="" type="checkbox"/>	Yes	Geller	Paris		Female
11007613	<input checked="" type="checkbox"/>	Yes	Gerard	Michel		Male
11007609	<input checked="" type="checkbox"/>	Yes	Gilmore	Loreli		Female
11007608	<input checked="" type="checkbox"/>	Yes	Gilmore	Rory		Female
11007611	<input checked="" type="checkbox"/>	Yes	Huntzberger	Logan		Male
11007612	<input checked="" type="checkbox"/>	Yes	Kim	Lane		Female