



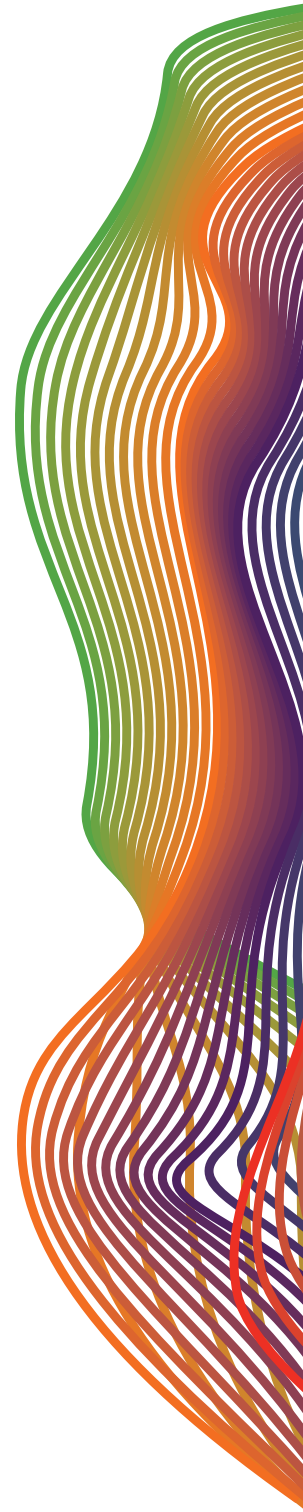
PLTW

myPLTW

ClassLink Rostering & Access
Instructions

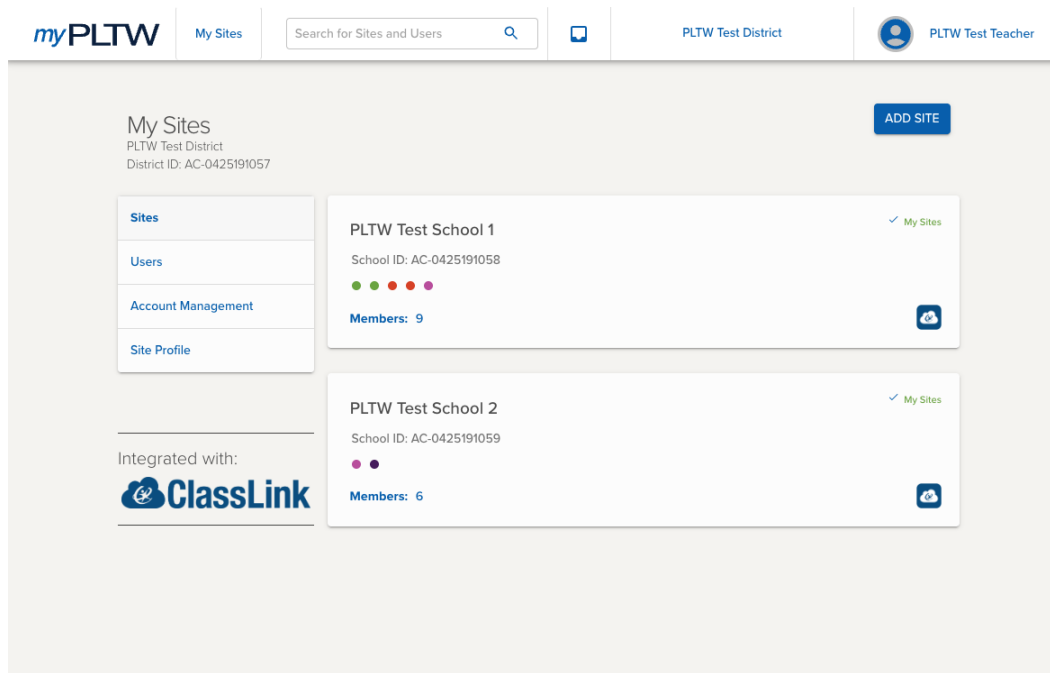
2025-07-24

ClassLink Rostering in myPLTW

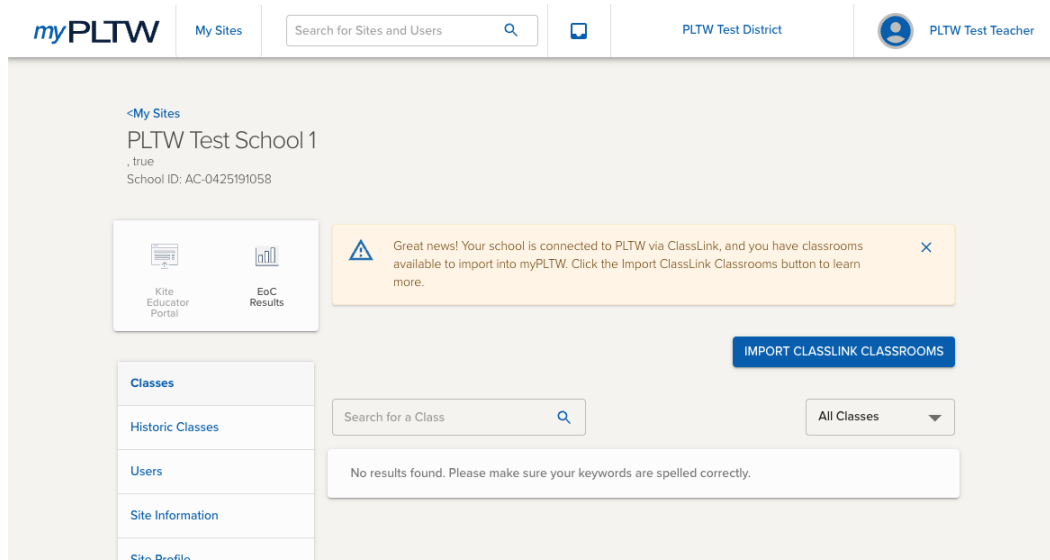


How to Import ClassLink Classrooms in myPLTW

- Log into **my.pltw.org**.
- Click **My Sites** in the top left.
- Select applicable site.



- Click **Import ClassLink Classrooms**.



- Select the appropriate **teacher** then filter by PLTW **course name** or **course start date** and **end date**. If you are a teacher, your name will automatically generate in the first field. If you are a Program Coordinator or Site Coordinator, select the teacher whose course you wish to import from the dropdown.

myPLTW | My Sites | Search for Sites and Users | PLTW Test District | PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

PLTW Test Teacher

Select a PLTW Course | 07/10/2025 | 06/30/2026 | Show All Courses

☐ ClassLink Class Name | Imported | myPLTW Classroom | Hide non-PLTW Courses

No Results Found. Please refine your selections.

RETURN TO CLASSES BUTTON | IMPORT CLASSROOMS

- All applicable courses for that teacher will appear. If a ClassLink classroom has multiple PLTW classrooms, the myPLTW Classroom column will indicate the number of classrooms identified for that teacher.

myPLTW | My Sites | Search for Sites and Users | PLTW Test District | PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

PLTW Test Teacher

Select a PLTW Course | 07/10/2025 | 06/30/2026 | Show All Courses

Select a PLTW Course

- PLTW Launch PreK (ELE_PREK)
- Human Body Systems (HBS)
- PLTW Launch Grade 1 (L1_20)
- PLTW Launch Grade 2 (L2_20)
- PLTW Launch Grade 3 (L3_20)
- PLTW Launch Grade 4 (L4_20)
- PLTW Launch Grade 5 (L5_20)
- Launch Classroom Teacher (LCT)
- PLTW Launch Kindergarten (LK_20)

Imported | myPLTW Classroom | Hide non-PLTW Courses

No Results Found. Please refine your selections.

RETURN TO CLASSES BUTTON | IMPORT CLASSROOMS

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

PLTW Test Teacher

PLTW Launch Grade 4 (L4_20) 07/10/2025 06/30/2026 Show All Courses

☐	ClassLink Class Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
☐	PLTW Launch Subject: STEM Grade: 4 Period: 1			☐
☐	PLTW Launch Subject: STEM Grade: 5 Period: 4	☒	PLTW Launch Grade 5	☐

RETURN TO CLASSES BUTTON IMPORT CLASSROOMS

- Click the **arrow** to the right of the ClassLink Class Name to review ClassLink details of the section and ensure you're selecting the applicable section.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

PLTW Test Teacher

PLTW Launch Grade 4 (L4_20) 07/10/2025 06/30/2026 Show All Courses

☐	ClassLink Class Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
☐	PLTW Launch Subject: STEM Grade: 4 Period: 1			☐
☐	PLTW Launch Subject: STEM Grade: 5 Period: 4	☒	PLTW Launch Grade 5	☐

RETURN TO CLASSES BUTTON IMPORT CLASSROOMS

- Click the **checkbox** to the left of the ClassLink Class Name to select that class(es). Once you click a **checkbox**, the **Import Classrooms** button will illuminate. Click **Import Classrooms** to create the class in myPLTW and import enrolled students.

The screenshot shows the 'Import ClassLink Classrooms' page in the myPLTW system. The user is logged in as 'PLTW Test Teacher' for 'PLTW Test District'. The page displays a table of ClassLink classes. The first class, 'PLTW Launch | Subject: STEM Grade: 4 Period: 1', is selected with a checked checkbox. Below this class, details are shown: Primary Teacher: PLTW Test Teacher, Student Count: 6, Term Name: FY, Last Modified: 04/29/2025, and Term Dates: 09/04/2024 - 05/29/2025. The 'IMPORT CLASSROOMS' button is highlighted in blue, indicating it is active.

- You will see a progress spinner as your classroom is being imported from ClassLink.

The screenshot shows the same 'Import ClassLink Classrooms' page. The first class, 'PLTW Launch | Subject: STEM Grade: 4 Period: 1', now has a progress spinner in the 'Imported' column, indicating the import process is in progress. The 'IMPORT CLASSROOMS' button is now dimmed, and the 'RETURN TO CLASSES BUTTON' is highlighted in blue.

- Once the import process is complete, you will receive a **notification** stating how many classes successfully imported and how many failed. You can dismiss the notification and click the **notification alert** in the header to view details of the ClassLink import if needed. To access your newly imported classroom, either click the **myPLTW Classroom** link on this screen or click the **breadcrumb** link above **Import ClassLink Classrooms**.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

PLTW Test Teacher

PLTW Launch Grade 4 (L4_20) 07/10/2025 06/30/2026 Show All Courses

☐	ClassLink Class Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
☐	PLTW Launch Subject: STEM Grade: 4 Period: 1	✓	PLTW Launch Grade 4	⊗
☐	PLTW Launch Subject: STEM Grade: 5 Period: 4	✓	PLTW Launch Grade 5	⊗

RETURN TO CLASSES BUTTON IMPORT CLASSROOMS

Notification: Processed 1 Classlink Classes: 1 succeeded, 0 failed

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

My Notifications

MARK ALL READ

Requests

You currently do not have any requests

Notifications

Processed 1 Classlink Classes: 1 succeeded, 0 failed
[Click here to view](#)
 Today

- Successful Imports means classrooms have synced to myPLTW and students are enrolled in those courses. You can now see available classrooms in the site in My Sites.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

<My Sites
PLTW Test School 1
, true
School ID: AC-0425191058

Kite Educator Portal EoC Results

Great news! Your school is connected to PLTW via ClassLink, and you have classrooms available to import into myPLTW. Click the Import ClassLink Classrooms button to learn more.

IMPORT CLASSLINK CLASSROOMS

Classes
Historic Classes
Users
Site Information
Site Profile

Search for a Class

All Classes

PLTW Launch Grade 5	PLTW Launch	Students: 5	PLTW Test Teacher
PLTW Launch Grade 4	PLTW Launch	Students: 6	PLTW Test Teacher

- Clicking on the course name opens the classroom information page with the details synced over from ClassLink and a list of all students in that course.

myPLTW
My Sites
Search for Sites and Users
PLTW Test District
PLTW Test Teacher

PLTW Launch Grade 4

Classes
My Class

Class Management
Delete Classroom

Integrated with:
ClassLink

Class Information

Teacher: PLTW Test Teacher
Date: 07/10/2025 - 06/30/2026
Last Updated: a few seconds ago

School: PLTW Test School 1 (AC-0425191058)
Section: PLTW Launch
Number of students: 6

Sort by

Name	Username	Status	Edit
Test Student 1	teststuden71918	active	
Test Student 6	teststude68214	active	
Test Student 5	teststude20690	active	
Test Student 4	teststudent71469	active	
Test Student 3	teststuden21664	active	
Test Student 2	teststudent97422	active	

- If your school/district did not agree to share students' demographic information from ClassLink to **myPLTW**, teachers or students must manually add student grade level, date of birth, and gender in their **myPLTW** account. Teachers **MUST** update the race and Hispanic ethnicity information for each student. If the classroom is for a high school course with a corresponding End-of-Course Assessment, a column labeled Assessment Ready will indicate whether a student has all the information required to access assessments, including their first and last name, grade level, date of birth, gender, race, and Hispanic ethnicity.

PLTW

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myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

Human Body Systems

<Classes

My Class

Student Etc. Results

Class Management

Delete Classroom

Class Information

Teacher: PLTW Test Teacher School: PLTW Test School 1 (AC-0425191058)

Date: 07/10/2025 - 06/30/2026 Section: PLTW Launch

Last Updated: a few seconds ago Number of students: 6

Expected Test Date: Not set Assessment Ready: 0 / 6

Assessment Assignment: Assessments are currently offline for routine system maintenance.

ASSESSMENTS RESOURCES ASSESSMENT READY DETAIL Sort by

Integrated with:

ClassLink

Name	Username	Status	Assessment Ready ⁶⁹	Edit
Test Student 1	teststudent71918	active	X	
Test Student 6	teststude68214	active	X	
Test Student 5	teststude20690	active	X	
Test Student 4	teststudent71469	active	X	
Test Student 3	teststudent21664	active	X	
Test Student 2	teststudent97422	active	X	

- Teachers can click the **Pencil Icon** to the right of the student's information.
- X means the student does not have that information in their account.
- ✓ means the student has that information in their account.
- Select the **appropriate information** in each section.
- Click **Save**.
- Students can update their grade level, date of birth, and gender information in their profile. Teachers **MUST** update the race and Hispanic ethnicity information for each student.
- Students will hover over their name in the top right and click My Profile.
- Students will then complete the Demographic Information in the middle of the page.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

[Back to Classroom](#)
Edit Student

Student Username teststuden71918

Birthdate 01/01/2010
MM/DD/YYYY

You are currently teaching a course with an End-of-Course Assessment. To assign an Assessment, PLTW must have a record of a student's gender, race, and Hispanic ethnicity, even if that record is "Prefer Not to Say", as well as a student's first and last name, grade, and date of birth. PLTW uses gender, race, and Hispanic ethnicity information to make sure that test questions aren't biased towards certain groups.

What is the student's gender?

☐ Female

☐ Male

☐ Gender Not Listed Here

☐ Prefer Not to Say

What is the student's race?

☐ White

☐ Black or African American

☐ Asian

☐ American Indian

☐ Native Hawaiian or Pacific Islander

☐ Two or More Races

☐ Prefer Not to Say

Is the student of Hispanic ethnicity?

☐ Yes

☐ No

☐ Prefer Not to Say

- Once they select the appropriate information, click **Save**.
- If a student has enrolled in the high school course with an End-of-Course Assessment but does not have this information complete, they will get this notification on their homepage when they log in.

Welcome back, **Test!**



My Assessments

You are currently enrolled in a course with an End-of-Course Assessment. To access and complete the Assessment, please click the button below to access your profile and opt in or out of providing gender, race, and Hispanic ethnicity information, as well as ensure your first and last name and date of birth are in your account information. Additionally, if not present, please indicate your grade on the course tile(s) below. PLTW uses gender, race, and Hispanic ethnicity information to make sure that test questions aren't biased towards certain groups.

[YOUR PROFILE](#)

My Classes

PLTW Launch Grade 4
PLTW Test Teacher
07/10/2025 - 06/30/2026
Grade: 11

Human Body Systems
PLTW Test Teacher
07/10/2025 - 06/30/2026
Grade: 11

Announcements

[See All](#)

- Once they have completed this information, you will see a check mark next to their name in the Assessment Ready column of your classroom page in your **myPLTW** account.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

Human Body Systems

<Classes My Class

Student EOC Results

Class Management

Delete Classroom

Class Information

Teacher: PLTW Test Teacher School: PLTW Test School 1 (AC-0425191058)

Date: 07/10/2025 - 06/30/2026 Section: PLTW Launch

Last Updated: 15 minutes ago Number of students: 6

Expected Test Date: Not set Assessment Ready: 1 / 6

Assessment Assignment: Assessments are currently offline for routine system maintenance.

ASSESSMENTS RESOURCES ASSESSMENT READY DETAIL Sort by

Integrated with: ClassLink

Name	Username	Status	Assessment Ready	Edit
Test Student 1	teststuden71918	active	✓	
Test Student 6	teststude68214	active	✗	
Test Student 5	teststude20690	active	✗	
Test Student 4	teststudent71469	active	✗	
Test Student 3	teststudent21664	active	✗	
Test Student 2	teststudent97422	active	✗	

- To see which ClassLink classrooms are imported to myPLTW, click **My Sites** then click **Import ClassLink Classrooms**. A check mark in the **Imported** column indicates a successful import.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

PLTW Test Teacher

PLTW Launch Grade 5 (L5_20) 07/10/2025 06/30/2026 Show All Courses

ClassLink Class Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
PLTW Launch Subject: STEM Grade: 4 Period: 1	✓	2 myPLTW Classrooms	
PLTW Launch Subject: STEM Grade: 5 Period: 4	✓	PLTW Launch Grade 5	

RETURN TO CLASSES BUTTON IMPORT CLASSROOMS

- In the Import ClassLink Classrooms section, you can hide non-PLTW courses from the import screen by clicking the icon in the Hide non-PLTW Courses column. To show only PLTW designated courses, select the **Show Only PLTW Courses** option from the **Show All Courses** dropdown.

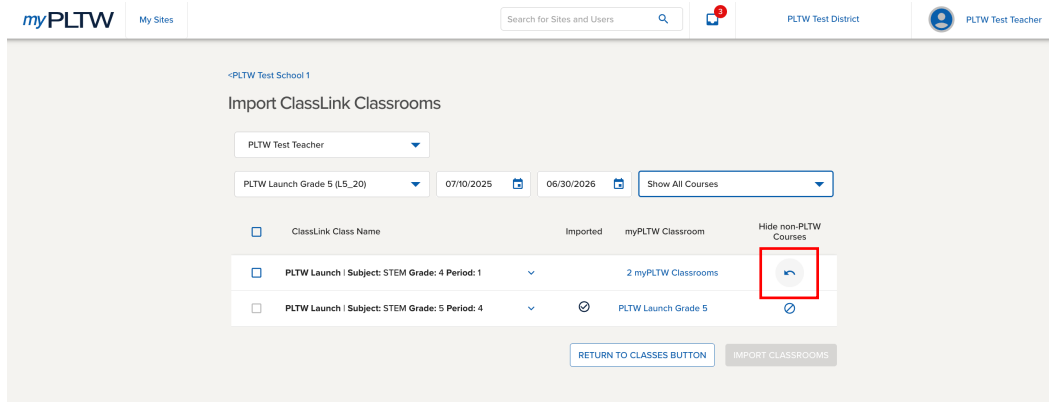
The screenshots illustrate the steps to filter for PLTW courses in the 'Import ClassLink Classrooms' section of the myPLTW interface.

Screenshot 1 (Top): The interface shows the 'Import ClassLink Classrooms' section. The 'Show All Courses' dropdown is selected. The table lists two courses: 'PLTW Launch | Subject: STEM Grade: 4 Period: 1' and 'PLTW Launch | Subject: STEM Grade: 5 Period: 4'. The 'Hide non-PLTW Courses' column has icons for each course.

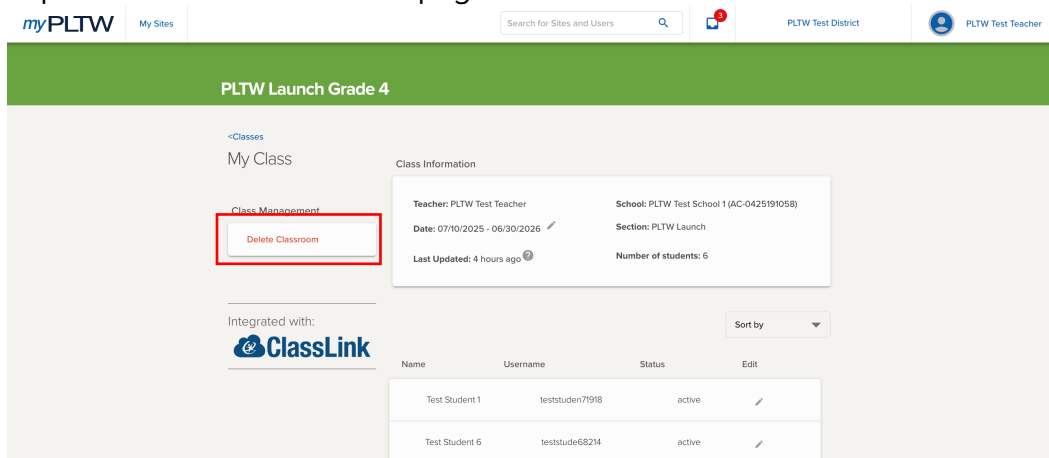
Screenshot 2 (Middle): The 'Show All Courses' dropdown is open, showing options: 'Show All Courses', 'Hide Imported Courses', 'Show Imported Courses', 'Hide PLTW Courses', and 'Show Only PLTW Courses'. The 'Show Only PLTW Courses' option is highlighted.

Screenshot 3 (Bottom): The 'Show Only PLTW Courses' option is selected in the dropdown. The table now shows only the 'PLTW Launch | Subject: STEM Grade: 5 Period: 4' course, which is marked as a PLTW course in the 'Hide non-PLTW Courses' column.

- To unhide a course or to change a previously marked non-PLTW course to a PLTW course, hover over the back arrow icon and click .



- If a ClassLink course was accidentally imported, click **Delete Classroom** to remove the course from **myPLTW**. This will uncheck the Imported indicator on the Import ClassLink Classrooms page.



- The **Import ClassLink Classrooms** screen before deleting the classroom.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

PLTW Test Teacher

PLTW Launch Grade 4 (L4_20) 07/10/2025 06/30/2026 Show All Courses

☐	ClassLink Class Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
☐	PLTW Launch Subject: STEM Grade: 4 Period: 1	✓	2 myPLTW Classrooms	✓
☐	PLTW Launch Subject: STEM Grade: 5 Period: 4	✓	PLTW Launch Grade 5	✓

RETURN TO CLASSES BUTTON IMPORT CLASSROOMS

- The **Import ClassLink Classrooms** screen after deleting the classroom.

myPLTW My Sites Search for Sites and Users PLTW Test District PLTW Test Teacher

<PLTW Test School 1

Import ClassLink Classrooms

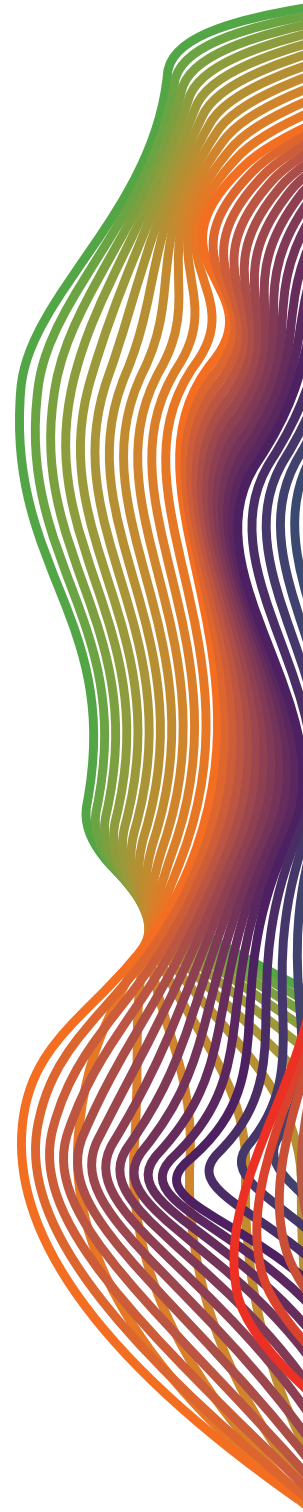
PLTW Test Teacher

PLTW Launch Grade 4 (L4_20) 07/10/2025 06/30/2026 Show All Courses

☐	ClassLink Class Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
☐	PLTW Launch Subject: STEM Grade: 4 Period: 1	✓	2 myPLTW Classrooms	✓
☐	PLTW Launch Subject: STEM Grade: 5 Period: 4			✓

RETURN TO CLASSES BUTTON IMPORT CLASSROOMS

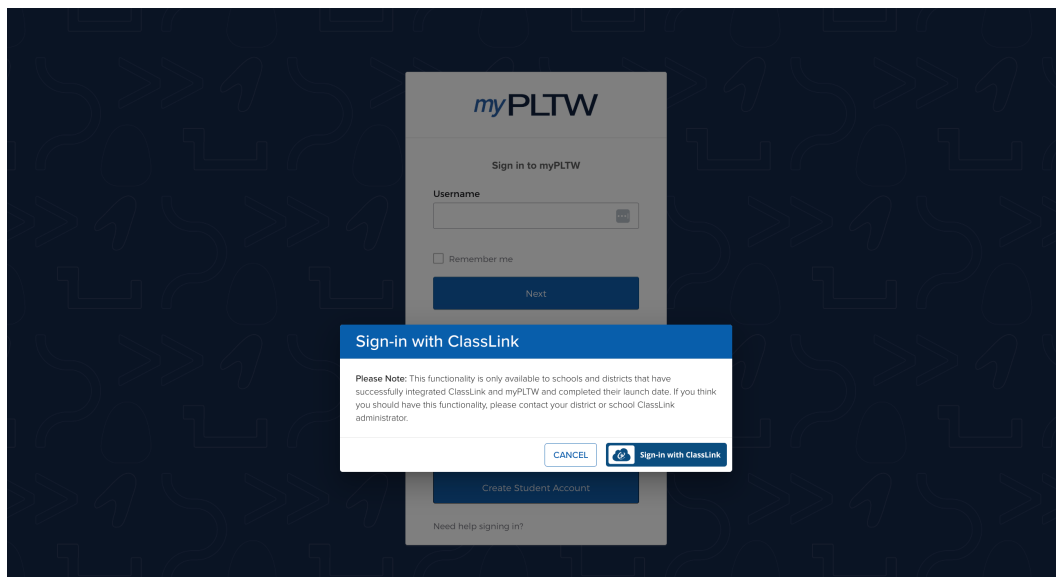
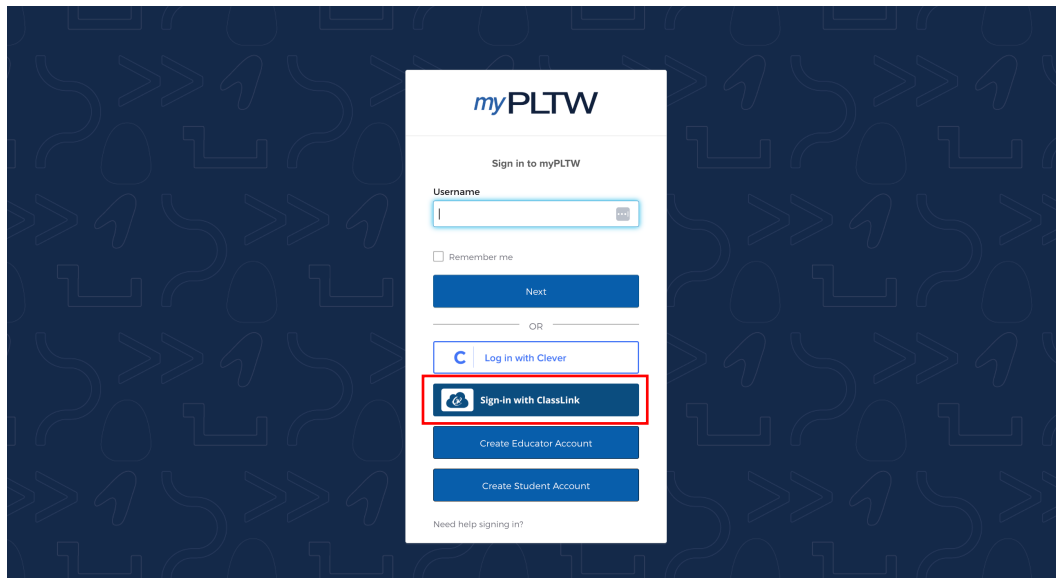
Access myPLTW with ClassLink Credentials



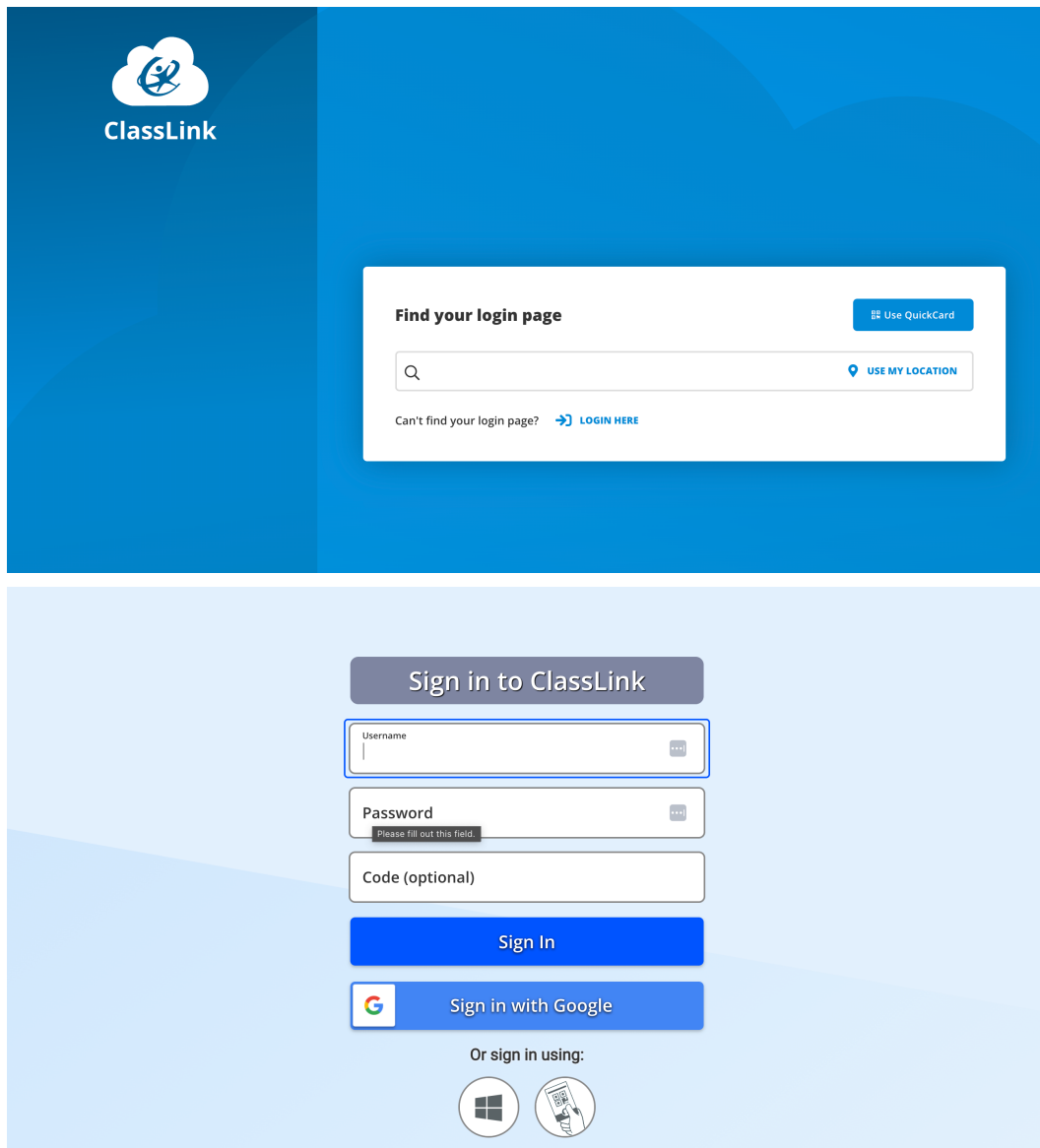
How to Access myPLTW Using ClassLink Credentials

Teachers and students can log into **myPLTW** directly with their ClassLink account or they can visit their ClassLink LaunchPad and access the **myPLTW** app.

- Visit **my.pltw.org**.
- Click **Sign-in with ClassLink**.



- Authenticate with your ClassLink credentials.



The image shows the ClassLink login interface. The top section has a dark blue background with the ClassLink logo (a cloud with a stylized 'C' and 'L') and the text 'ClassLink'. Below this is a white box titled 'Find your login page'. Inside this box is a search bar with a magnifying glass icon and a 'USE MY LOCATION' button with a location pin icon. To the right of the search bar is a 'Use QuickCard' button. Below the search bar is a link that says 'Can't find your login page? → LOGIN HERE'. The bottom section has a light blue background and is titled 'Sign in to ClassLink'. It contains three input fields: 'Username', 'Password' (with a 'Please fill out this field.' error message), and 'Code (optional)'. Below these fields is a blue 'Sign In' button. Underneath the 'Sign In' button is a 'Sign in with Google' button with the Google logo. At the bottom, it says 'Or sign in using:' followed by two circular icons: one for Windows and one for a mobile device.

ClassLink

Find your login page

Use QuickCard

USE MY LOCATION

Can't find your login page? → LOGIN HERE

Sign in to ClassLink

Username

Password

Please fill out this field.

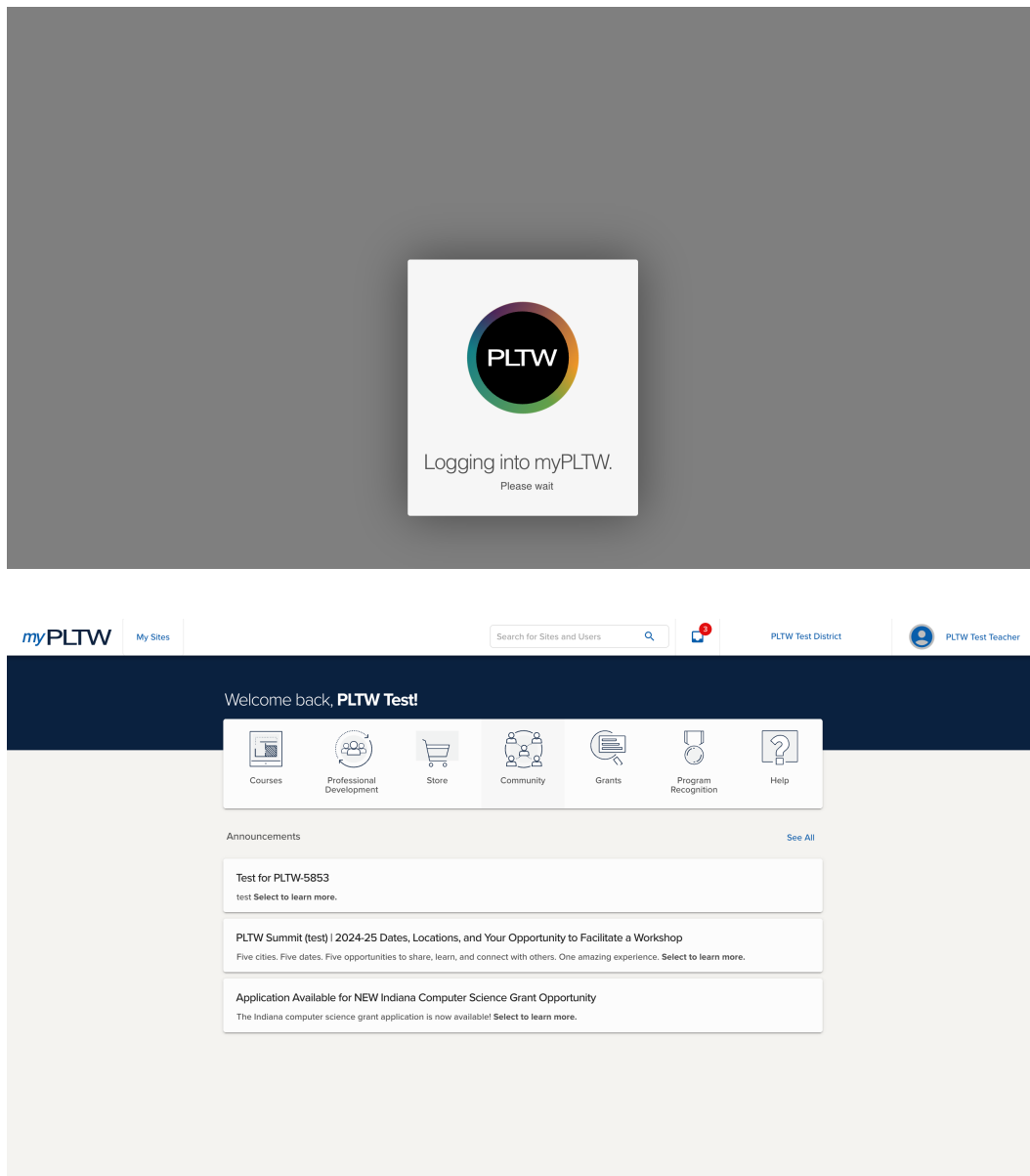
Code (optional)

Sign In

Sign in with Google

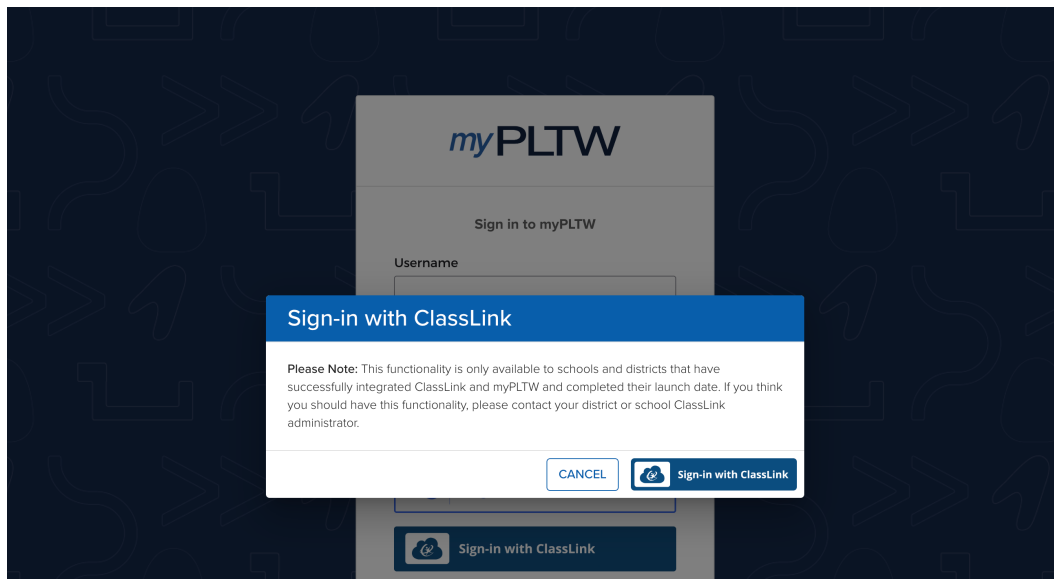
Or sign in using:

- You will then be redirected back to myPLTW.

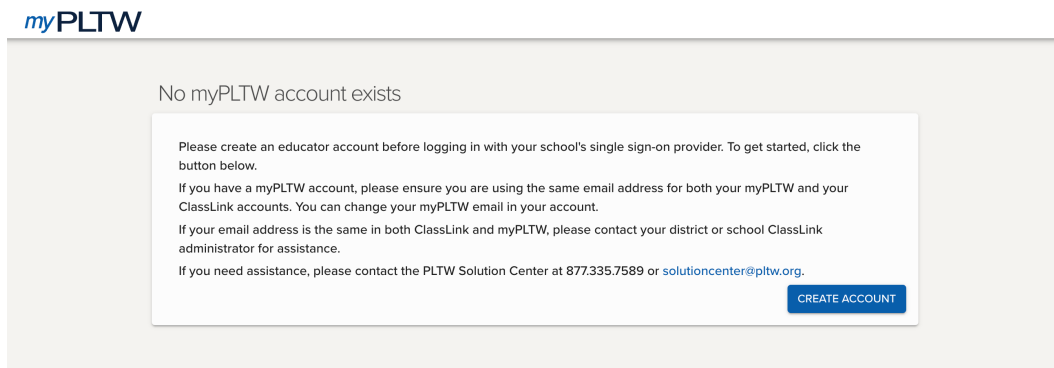


If there is an issue with your login attempt, you may receive one of the follow error messages.

- Your district or school does not use ClassLink OR your district or school has not successfully integrated ClassLink and **myPLTW**, and completed their launch date.



- An educator doesn't have a **myPLTW** account that is onboarded with ClassLink.



- A student can't access their account because an educator hasn't rostered or imported them to **myPLTW** through the ClassLink integration.

