

Guide to Creating Classrooms in myPLTW and Student Classroom Enrollment

This guide includes instructions for teachers to create a classroom in myPLTW and the process students will use to join a classroom.

How to Create Classrooms in myPLTW

- Visit **my.pltw.org**.
- Click **My Sites** in the top left.
- Click **Create New Classroom**.



- Complete the form with the requested information.

Teacher	If the teacher is completing the form, their name auto-populates. If someone besides the teacher is completing the form, they will select the name of the teacher for which they are creating a classroom.	
Course	Select the course. Only courses that	

	the teacher specified above has credentials for will be available in the drop down.	
Start Date	Enter the date the class begins.	
End Date	Enter the date the class ends.	
Section Name	Give this class a nickname. This is especially helpful if you have multiple sections of the same class. This field is optional.	
Expected Number of Students	Enter the number of students you expect to have in the class.	

Create New Classroom

Enter the requested information below to create a new classroom. For assistance on the process, download the 'Guide to Creating Classrooms.'

Teacher:

Course:

Start Date:

End Date:

Section Name: Optional

Expected Number of Students: Expected Number of Students

- Click **Create Classroom**.

Create New Classroom

Enter the requested information below to create a new classroom. For assistance on the process, download the 'Guide to Creating Classrooms.'

Teacher:

Course:

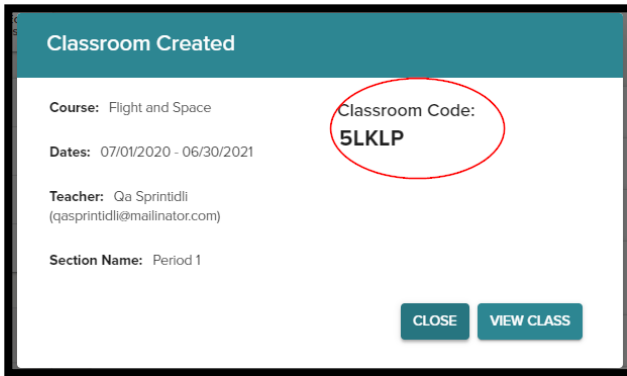
Start Date:

End Date:

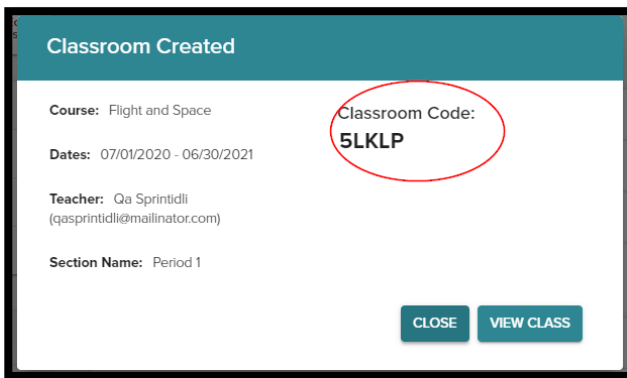
Section Name: Optional

Expected Number of Students: Expected Number of Students

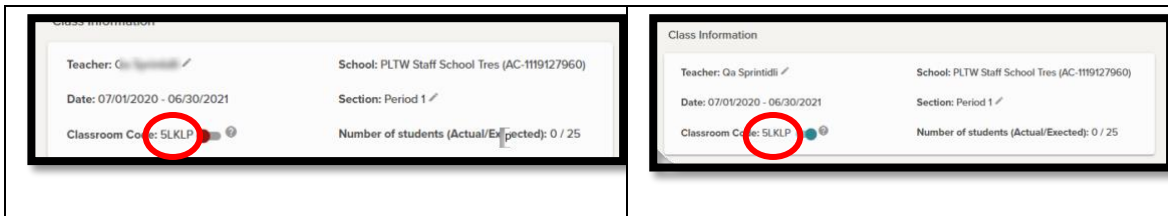
- Review the details and note the Classroom Code. Share the Classroom Code with your students so they can enroll in the class in their **myPLTW** account and access the curriculum.



- Click **View Class**.



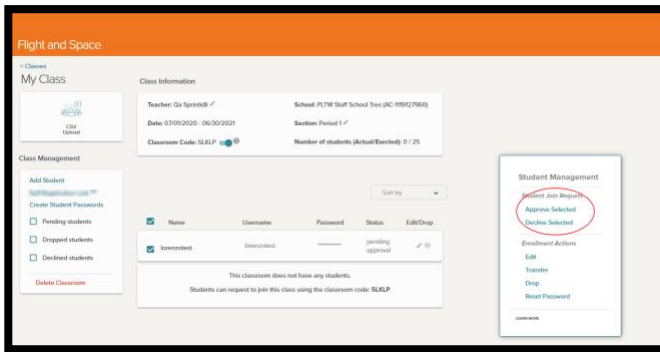
- When you are ready for students to join the class, click the red button next to Classroom Code. The red button turns green.



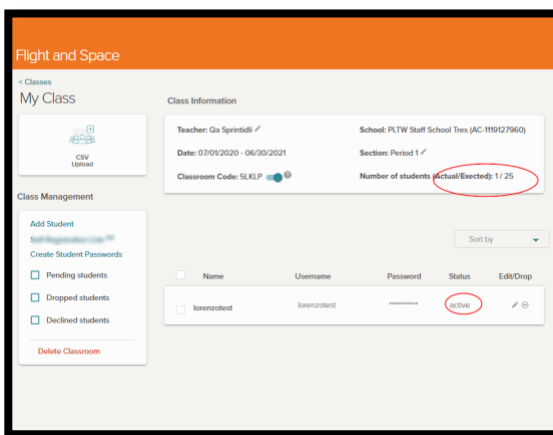
- This button allows you to control when students can join the classroom.
- **Red** – students are unable to join.
- **Green** – students are able to join

- As students request to join the class, you will see their information populate on the screen. Click the box next to their username (or click the box next to name in the top line to select all) and click **Approve Selected** or **Decline Selected** in the Student Management box to the right.

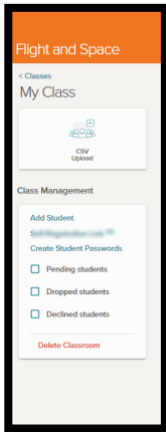
Please Note: When students create an account, they enter their nickname. When your class lists populate, you will only see this nickname, which may be different than the student's name. Students can change their nickname in the profile section of their account.



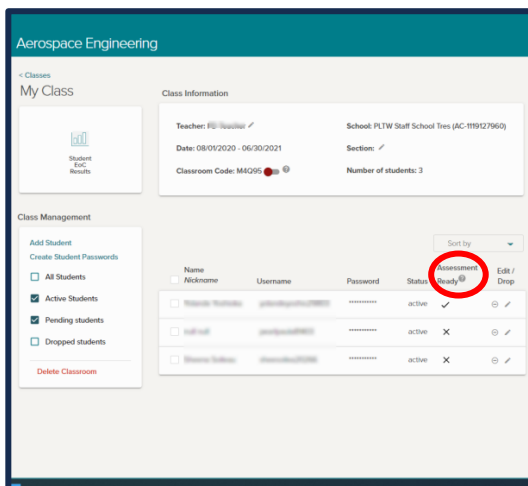
- If you click **Decline Selected**, the student's information will disappear from the class information.
- If you click **Approve Selected**, the student will have an active status on the My Class page.
 - If you approve the student, you will notice the Number of Students information has changed.



- **Please Note:** Do not use **Create Student Passwords** since students will set their own password when they create their myPTLW account. That feature is only used when you roster a class using the csv file upload process.

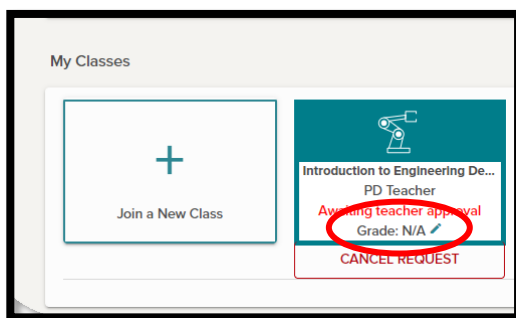


- For PTLW High School courses with a corresponding End-of-Course Assessment, students must have a record of their first and last name, grade level, date of birth, gender, race, and Hispanic ethnicity.
- Teachers can now add this information in their **myPTLW** account. This is especially important for courses with a corresponding End-of-Course Assessment.
- The column labeled Assessment Ready, indicates 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.



- To edit, click the **Pencil Icon** to the right of the student's information.

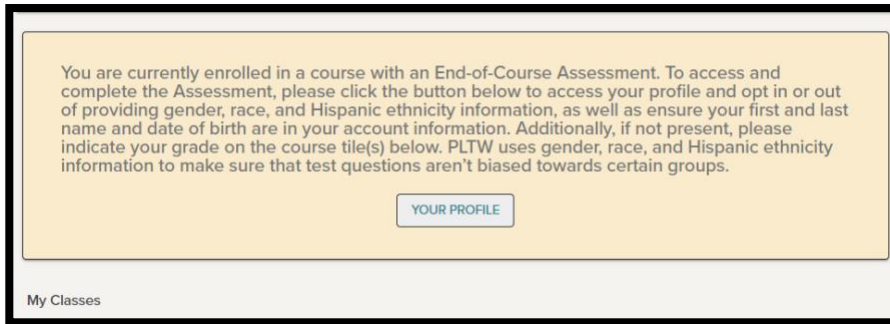
- X means the student does not have that information in their account.
 - ✓ means the student has that information in their account.
- Select the **appropriate information** in each section.
- Click **Save**.
- Students can also update their first and last name, date of birth, gender, race, and Hispanic ethnicity in their profile. The option to add grade level is **NOT** available in their profile section. Students should either update the course tile on their homepage or add their grade level when they enroll in a new class. Below is what their homepage will show if they've enrolled in a class without selecting their grade level. To edit, they should click the pencil icon to the right of Grade: N/A.



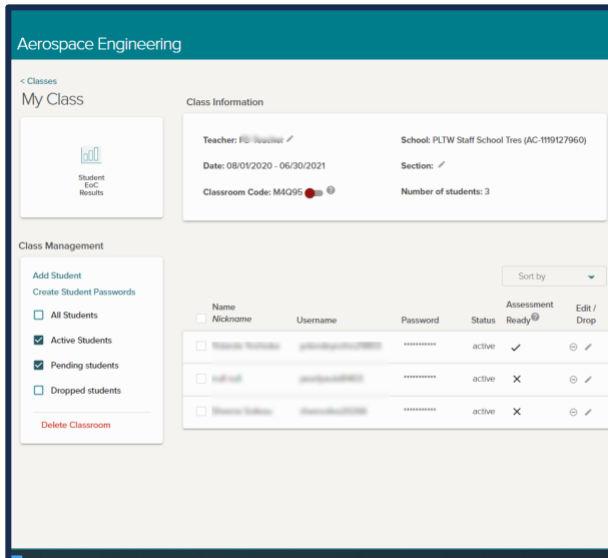
- To update their first and last name, date of birth, gender, race, and Hispanic ethnicity, students will hover over their name in the top right and click **My Profile**.
- Students will add their first and last name and date of birth, and then complete the Demographic Information in the middle of the page.

- 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 the information complete, they will get this notification on their homepage when they log in.

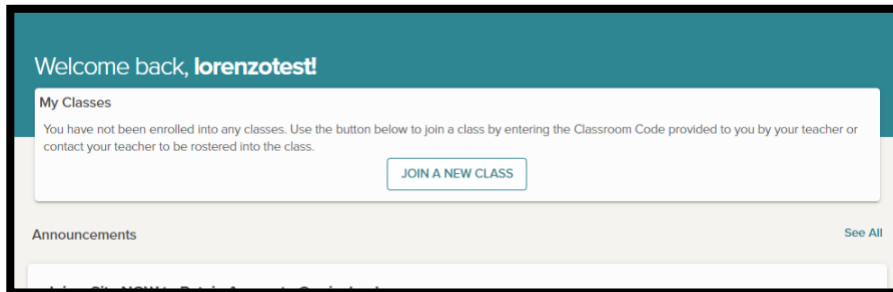


- Once they have completed this information, you will see a check mark next to their name in the Assessment Ready column of your classroom page in your **myPLTW** account.



Student View: How to Enroll in a Class

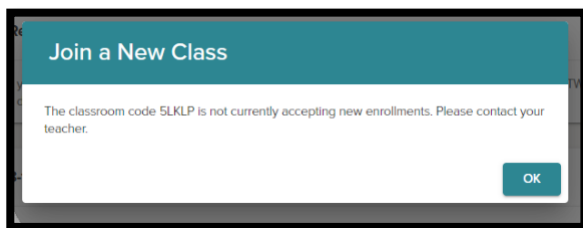
- If you are not enrolled in a class, you will see the option to enroll on your homepage. Click **Join a New Class**.



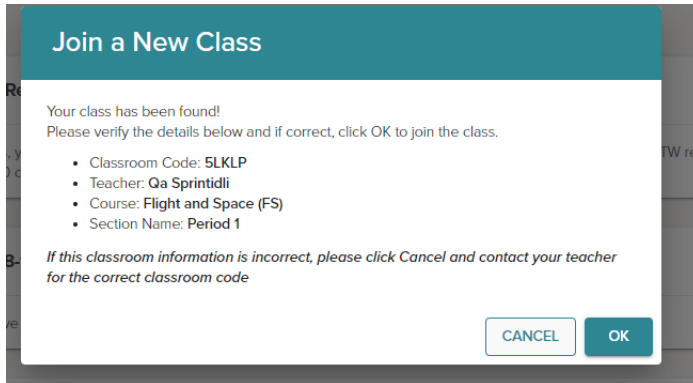
- Enter the Classroom Code provided by your teacher and your grade level, and click **OK**.

A screenshot of the "Join a New Class" form. The title "Join a New Class" is at the top. Below it, a message says: "To join a new classroom, please enter the Classroom Code given to you by the teacher." There are two input fields: "Classroom Code:" with a text box, and "What grade are you in?" with a dropdown menu labeled "Grade Level:". At the bottom right are two buttons: "CANCEL" and "OK".

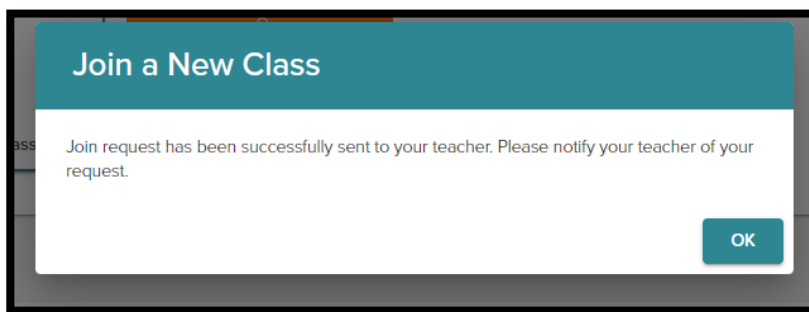
- If you receive a message saying the classroom is not accepting new enrollments, contact your teacher.



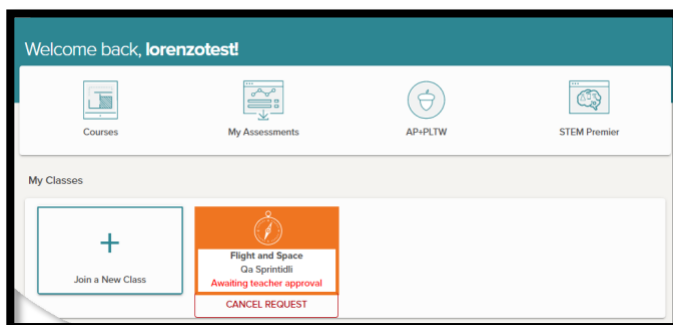
- Review the class details. If the details are correct, click **OK**.



- You will receive a confirmation message and your teacher will respond to your request in their **myPLTW** account.

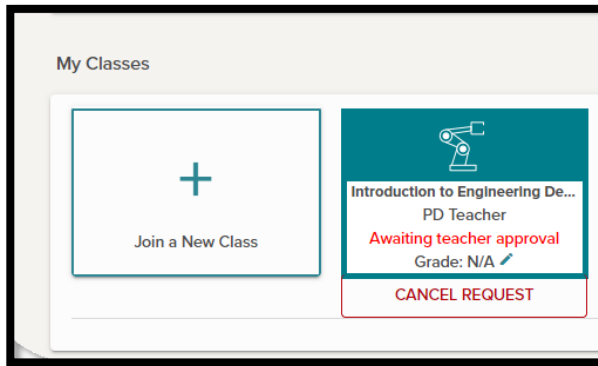


- While the request is pending, you will see the class on your homepage as awaiting teacher approval.

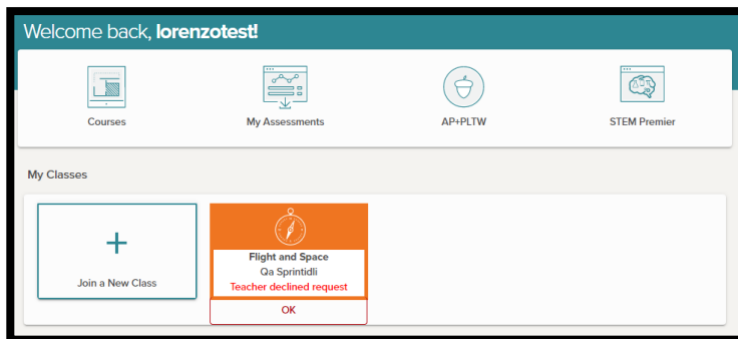


Please Note: You cannot access the class curriculum until your teacher approves the request.

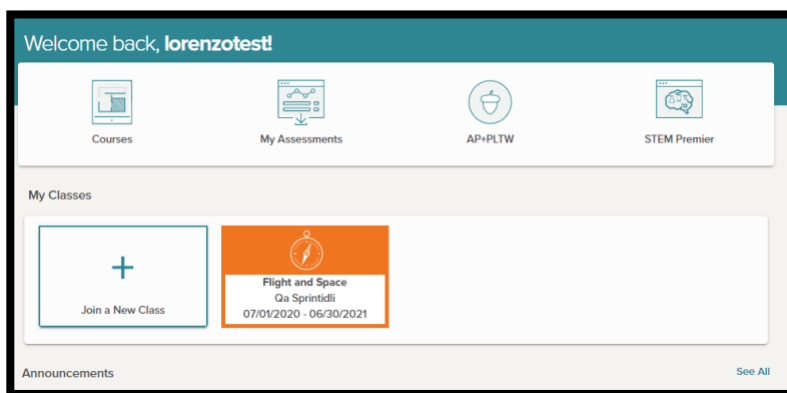
- If you need to cancel the request for any reason, click **CANCEL REQUEST**.



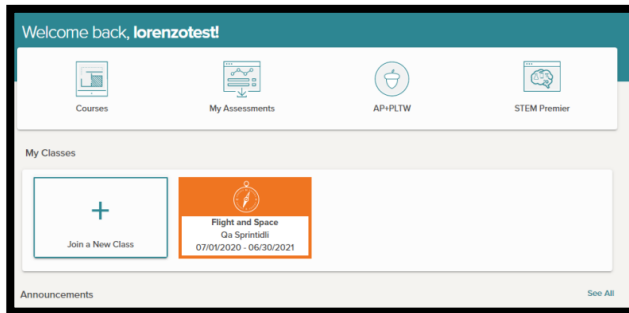
- If your teacher denies your request, you will see that notification on your homepage. Please contact your teacher for additional information.



- Once your teacher approves the request, you will see the class on your homepage with no additional notifications.



- Click **Courses** to access your curriculum.



- You must have your first and last name, date of birth, gender, race, and Hispanic ethnicity in your profile. You can update your first and last name, gender, and grade level if your profile. *Your teacher must update your race and Hispanic ethnicity.*
- To update your first and last name, date of birth, and gender, hover over your nickname in the top right and click **My Profile**.
- Add your information and click **Save**.

Demographic Information

You are currently enrolled in a course with an End of Course Assessment. To access and complete the Assessment, please provide the gender, race, and Hispanic ethnicity section below. PLTW uses this information to make sure that test questions aren't biased towards certain groups. If you do not wish to share this information with PLTW, please choose "Prefer Not to Say."

What is your gender?

☒ Female ☐ Male ☐ Gender Not Listed Here

☐ Prefer Not to Say

What is your race?

☒ White ☐ Black or African American ☐ Asian

☐ American Indian ☐ Native Hawaiian or Pacific Islander ☐ Two or More Races

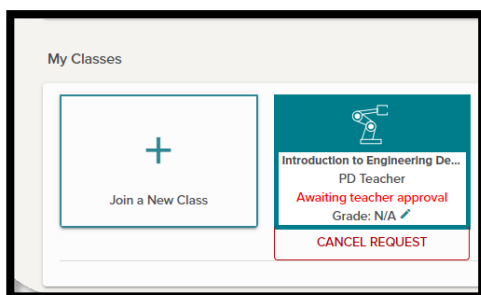
☐ Prefer Not to Say

Are you of Hispanic ethnicity?

☐ Yes ☐ No ☒ Prefer Not to Say

[RESET PASSWORD](#) [SAVE](#)

- You must update your grade level for each course on your homepage.
 - If you see N/A next to Grade, click the pencil icon to select your grade level.



- If you have enrolled in the high school course with an End-of-Course Assessment but do not have your first and last name, gender, grade level, race, and Hispanic ethnicity information complete, you will get this notification on your homepage when you log in.