

Creating a Classroom in myPLTW Using the Student Roster Template CSV File and Managing Classrooms

This guide includes instructions for teachers or administrators to create a classroom in **myPLTW** by uploading the Student Roster Template CSV file.

How to Create a Classroom in myPLTW Using the Student Roster Template CSV File

1. Log in to my.pltw.org.
2. Select **My Sites** in the menu bar.
3. Select the applicable site.
4. Select the **Roster Students CSV** icon.
5. Use the **Student Rostering Template** to prepare your file. Complete the template using the formatting rules provided at the end of this document. You must save the file as .csv. The Student Roster Template is already in the .csv format and does not require any changes prior to saving.
Note: Any changes to the column names, format, or position will not be accepted by the system.
6. Once your student roster file is ready, drag the file into the upload box or browse to find the file on your computer.
7. If there are no errors, the file will show as **Ready to Go**. Select **Submit**. You will be given the opportunity to download a copy of your file. Click **No** or **Download**.
Note: If there are any errors with the uploaded information, they will be highlighted in orange. Utilize the left-right scroll bar to review all highlighted issues. You will click into the box to select the appropriate option to correct the error. If the format of the file has been altered, you will receive a Format Error. You will need to fix the file, save it, and upload it again.
8. Upon successfully rostering PLTW classrooms, you will receive a confirmation email, as well as a message in your myPLTW 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.

Teachers must generate student passwords for the students to access the curriculum in Courses.

How to Create Student Passwords in myPLTW After Uploading a Student Roster Template CSV File

1. You will navigate to your class roster in myPLTW by clicking on My Sites, the appropriate Site, and the class roster for which you need to generate passwords.
2. You will click **Create Student Passwords** in the **Class Management** box on the left side of the screen.
3. A pop-up box will appear with the students' names, usernames, and passwords. **Be sure to print or save these student usernames and passwords, as they are never displayed thereafter unless you choose to change their passwords to another system generated password.**

Data Security

PLTW conforms to FERPA regulations regarding the transfer, storage, and distribution of student identifiable information. PLTW will only make student identifiable data available to teachers, principals, and in the appropriate fields in the Student Roster Template.

Student Roster Template Fields

Below are the information fields included in the Student Roster Template. You must complete all fields as outlined below for the file to upload successfully.

TEACHER CODE Column 1	The PLTW teacher's email address associated to their account.																																																
COURSE CODE Column 2	<p>This field identifies the PLTW class you are rostering. All codes are case sensitive.</p> <table border="1"> <thead> <tr> <th colspan="2">PLTW Launch</th></tr> <tr> <th>CODE</th><th>COURSE</th></tr> </thead> <tbody> <tr> <td>ELE_PREK</td><td>PLTW Launch PreK</td></tr> <tr> <td>LK_20</td><td>PLTW Launch Kindergarten</td></tr> <tr> <td>L1_20</td><td>PLTW Launch Grade 1</td></tr> <tr> <td>L2_20</td><td>PLTW Launch Grade 2</td></tr> <tr> <td>L3_20</td><td>PLTW Launch Grade 3</td></tr> <tr> <td>L4_20</td><td>PLTW Launch Grade 4</td></tr> <tr> <td>L5_20</td><td>PLTW Launch Grade 5</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">PLTW Gateway</th></tr> <tr> <th>CODE</th><th>COURSE</th></tr> </thead> <tbody> <tr> <td>AP</td><td>App Creators</td></tr> <tr> <td>AR</td><td>Automation and Robotics</td></tr> <tr> <td>DM20</td><td>Design and Modeling</td></tr> <tr> <td>EE</td><td>Energy and the Environment</td></tr> <tr> <td>FS20</td><td>Flight and Space</td></tr> <tr> <td>GA</td><td>Green Architecture</td></tr> <tr> <td>IM</td><td>Computer Science for Innovators and Makers</td></tr> <tr> <td>MD18</td><td>Medical Detectives</td></tr> <tr> <td>ME</td><td>Magic of Electrons</td></tr> <tr> <td>ST</td><td>Science of Technology</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">PLTW Algebra 1 Advantage</th></tr> <tr> <th>CODE</th><th>COURSE</th></tr> </thead> <tbody> <tr> <td>A1A</td><td>Algebra 1 Advantage</td></tr> </tbody> </table>	PLTW Launch		CODE	COURSE	ELE_PREK	PLTW Launch PreK	LK_20	PLTW Launch Kindergarten	L1_20	PLTW Launch Grade 1	L2_20	PLTW Launch Grade 2	L3_20	PLTW Launch Grade 3	L4_20	PLTW Launch Grade 4	L5_20	PLTW Launch Grade 5	PLTW Gateway		CODE	COURSE	AP	App Creators	AR	Automation and Robotics	DM20	Design and Modeling	EE	Energy and the Environment	FS20	Flight and Space	GA	Green Architecture	IM	Computer Science for Innovators and Makers	MD18	Medical Detectives	ME	Magic of Electrons	ST	Science of Technology	PLTW Algebra 1 Advantage		CODE	COURSE	A1A	Algebra 1 Advantage
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COURSE CODE
Column 2 (cont.)

This field identifies the PLTW class you are rostering. All codes are case sensitive.

PLTW Computer Science

CODE	COURSE
CSA20	Computer Science A
CSE	Computer Science Essentials
CSP20	Computer Science Principles
CS	Cybersecurity
CC	PLTW Capstone

PLTW Engineering

CODE	COURSE
AE	Aerospace Engineering
CEA	Civil Engineering and Architecture
CIM	Computer Integrated Manufacturing
DE	Digital Electronics
EES20	Engineering Essentials
ES	Environmental Sustainability
IED20	Introduction to Engineering Design
POE	Principles of Engineering
CC	PLTW Capstone

PLTW Biomedical Science

CODE	COURSE
BI	Biomedical Innovations
HBS	Human Body Systems
MI	Medical Interventions
PBS20	Principles of Biomedical Science
CC	PLTW Capstone

COURSE BEGIN DATE
Column 3

The date the course is scheduled to begin during the academic year. It should always be after July 1 of the current school year. Please use one of the following formats: M/D/ YYYY, MM/DD/YYYY, MM/DD/YY, M/D/YY.

COURSE END DATE
Column 4

The date the course is scheduled to end during the academic year. It should always be before June 30 of the current school year. Please use one of the following formats: M/D/ YYYY, MM/DD/YYYY, MM/DD/YY, M/D/YY.

STUDENT FIRST Column 5	The student's legal first name.																																				
STUDENT LAST Column 6	The student's legal last name.																																				
STUDENT GRADE Column 7	<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"> <thead> <tr> <th>CODE</th><th>GRADE</th><th>CODE</th><th>GRADE</th></tr> </thead> <tbody> <tr> <td>PREK</td><td>PreK</td><td>7</td><td>Seventh grade</td></tr> <tr> <td>K</td><td>Kindergarten</td><td>8</td><td>Eighth grade</td></tr> <tr> <td>1</td><td>First grade</td><td>9</td><td>Ninth grade</td></tr> <tr> <td>2</td><td>Second grade</td><td>10</td><td>Tenth grade</td></tr> <tr> <td>3</td><td>Third grade</td><td>11</td><td>Eleventh grade</td></tr> <tr> <td>4</td><td>Fourth grade</td><td>12</td><td>Twelfth grade</td></tr> <tr> <td>5</td><td>Fifth grade</td><td>13</td><td>Post-Secondary</td></tr> <tr> <td>6</td><td>Sixth grade</td><td></td><td></td></tr> </tbody> </table>	CODE	GRADE	CODE	GRADE	PREK	PreK	7	Seventh grade	K	Kindergarten	8	Eighth grade	1	First grade	9	Ninth grade	2	Second grade	10	Tenth grade	3	Third grade	11	Eleventh grade	4	Fourth grade	12	Twelfth grade	5	Fifth grade	13	Post-Secondary	6	Sixth grade		
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STUDENT STATE ID # Column 8	The unique student ID number granted by the state. If your state does not provide state ID numbers, which is the case with some private or charter schools, a school specific ID number is acceptable.																																				
GENDER Column 9	<p>The student's gender.</p> <table border="1"> <thead> <tr> <th>CODE</th><th>GENDER</th></tr> </thead> <tbody> <tr> <td>F</td><td>Female</td></tr> <tr> <td>M</td><td>Male</td></tr> <tr> <td>NL</td><td>Gender Not Listed Here</td></tr> <tr> <td>PNS</td><td>Prefer Not to Say</td></tr> </tbody> </table>	CODE	GENDER	F	Female	M	Male	NL	Gender Not Listed Here	PNS	Prefer Not to Say																										
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DOB Column 10	The student's date of birth. Please use one of the following formats: M/D/YYYY, MM/DD/YYYY, MM/DD/YY, M/D/YY.																																				

RACE Column 11	Indicate the student's race. <table border="1" data-bbox="375 243 1245 611"> <thead> <tr> <th>CODE</th><th>RACE</th></tr> </thead> <tbody> <tr> <td>WH</td><td>White</td></tr> <tr> <td>BK</td><td>Black or African American</td></tr> <tr> <td>AS</td><td>Asian</td></tr> <tr> <td>AI</td><td>American Indian</td></tr> <tr> <td>NH</td><td>Native Hawaiian or Pacific Islander</td></tr> <tr> <td>MR</td><td>Two or More Races</td></tr> <tr> <td>PNS</td><td>Prefer Not to Say</td></tr> </tbody> </table>	CODE	RACE	WH	White	BK	Black or African American	AS	Asian	AI	American Indian	NH	Native Hawaiian or Pacific Islander	MR	Two or More Races	PNS	Prefer Not to Say
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HISPANIC ETHNICITY Column 12	Indicate if the student is of Hispanic ethnicity. <table border="1" data-bbox="375 707 1063 928"> <thead> <tr> <th>CODE</th><th>RESPONSE</th></tr> </thead> <tbody> <tr> <td>Y</td><td>Yes</td></tr> <tr> <td>N</td><td>No</td></tr> <tr> <td>PNS</td><td>Prefer Not to Say</td></tr> </tbody> </table>	CODE	RESPONSE	Y	Yes	N	No	PNS	Prefer Not to Say								
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Troubleshooting Common Issues

- The teacher does not have a credit to teach the course:** If the teacher does not have a **myPLTW** account, they will need to create one, request to join the school site, and register for PLTW Core Training to earn credit to teach the course. You cannot successfully upload a roster file for that course until the teacher successfully completes or registers for PLTW Core Training or registers for a Professional Development Plan for that course.
- Incorrect teacher email:** This error means the email address associated with the teacher in **myPLTW** does not match the email address included on the roster file, the teacher is not associated to your school site in their **myPLTW** account, or the teacher does not have a **myPLTW** account.
- Note:** Teachers can easily update their email using the My Profile feature in myPLTW. 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 invitation before a roster can be uploaded. If the teacher does not have a **myPLTW** account, they will need to create one, request to join the school site, and register for PLTW Core Training to earn credit to teach the course. You cannot successfully upload a roster file for that course until the teacher successfully completes or registers for PLTW Core Training or registers for a Professional Development Plan for that course.

- **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 you can view them in a plain text editor. To do this, open the rostering Excel 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 like the above problem. If you open the document in a plain text editor and scroll to the right, look for extra commas with no values between them.
- **First row must be the header:** If the template header is altered, the file will result in an error. If you encounter this error, you may want to copy and paste your data to a new template.

If you need further assistance, please contact the PLTW Solution Center at 877.335.7589 or solutioncenter@pltw.org.

How to Manage Classrooms in myPLTW

How to Update Student Rosters To accommodate changes, teachers can:

- Add a new student to the class after the original roster upload is complete.
- Drop a student from the class if they no longer wish to take PLTW course. When you drop a student from your PLTW course, they can no longer access the curriculum in Courses.
- Transfer a student to another teacher's course if his or her schedule changes. The student will no longer show in your classes in **myPLTW** and will now show in the new PLTW teacher's class.
- Update individual student passwords or update the passwords for the entire class at once.

Note: Changes to a class roster submitted by a teacher will NOT require approval from a Program Coordinator or Site Coordinator, including those courses with a corresponding End-of-Course Assessment.

Please see below for instructions about how to add, drop, transfer students, and update student passwords.

How to Add a Student to a Class

- Select **My Sites** on the menu bar.
- Select the applicable site and class for which you want to add a student.
- Select **Add Student** in the **Classroom Management** box.
- Enter all required information.
- **Note:** You must enter the student's birthdate as MM/DD/YYYY. You do not need to enter a Nickname or Email for the student.
- Select **Add Student**.
- Review the information and select **Confirm**.

How to Drop a Student from a Class

- Select **My Sites** on the menu bar.
- Select the applicable site and class from which you want to drop a student.
- Select the checkbox next the student you wish to remove from the course.
- Select **Drop** from the **Student Management** menu that will appear on the right side of the screen. • Select **Drop Students** to confirm the drop.

How to Transfer a Student Between Classes

- Select **My Sites** on the menu bar.
- Select the applicable site and class from which you want to transfer the student.
- Select the checkbox next to the student you wish to transfer from the class.
- Select **Transfer** from the **Student Management** menu that will appear on the right side of the screen.
- Select the teacher's name for the section you wish to transfer the student to. To transfer a student to a new class, the class must have a roster uploaded. You can only transfer students to a teacher instructing the same class. You cannot transfer students to different classes.
- Select **Transfer Student** to confirm the transfer.

How to Update Student Passwords

Individual Student Passwords

- Select **My Sites** on the menu bar.
- Select the applicable site and class for which you would like to reset a student password.
- Select the checkbox next to the student you wish to reset a password for.
- Select **Create/Reset Password** from the **Student Management** menu that will appear on the right side of the screen.
- Select whether you would like to reset using a system-generated password or create your own.

Student passwords must contain between six and 16 characters and at least one number.

- Click **Submit** to confirm the password reset.
- **Note:** If you choose to reset using a system-generated password, you will receive a pop-up window with the new password(s) and an option to print. It is important to note that there is no way to retrieve this information again after closing the window unless you reset the password again.

Multiple Students or Whole Class Passwords

- Select **My Sites** on the menu bar.
- Select the applicable site and class for which you would like to reset a student password.
- Select the checkbox next to the student(s) you wish to reset a password for or select the checkbox at the top of the roster next to **Name** to select all students.
- Select **Create/Reset Password** from the **Student Management** menu that will appear on the right side of the screen.
- Select whether you would like to reset using a system-generated password or create your own. Student passwords must contain between six and 16 characters and at least one number.
- **Note:** If you choose system generated, all students selected will receive individual passwords. If you choose to create your own, every student selected will receive the same password that you create.
- Click **Submit** to confirm the password reset.
- **Note:** If you choose to reset using a system-generated password, you will receive a popup window with the new password(s) and an option to print. It is important to note that there is no way to retrieve this information again after closing the window unless you reset the password again.