2015-16 Student Rostering and Enrollment

Contents

<u>**2015-16 Student Rostering**</u>

The purpose of this document is to provide PLTW schools with the necessary information to upload student rosters. Rostering is required and provides the following:

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

Things to Know Before You Begin

- Only Principals, District Administrators, and School Administrators can upload student rosters.
- One roster file should be created for every school, regardless of the program(s) being offered - additional rosters can be uploaded later if necessary.
- Please have your rosters uploaded and updated appropriately prior to the first day of class to ensure student access into the LMS.
- **Launch and Gateway programs:** STUDENT IEP STATUS and IEP TESTING ACCOMMODATIONS (last two template columns) will prepopulate since these programs do not have EoC Assessments.
- Please do not make any modifications to the Student Roster Template. Any changes (adding or deleting fields) will cause an error during the upload process.

Upload a Student Roster File

1. Log in to my.pltw.org.
2. Click "Upload Roster" on the menu bar. (Note: Only District Administrators, Principals, and School Administrators can roster students.)
3. Click the school you want to roster.
4. Click the Student Roster Template link to download the new Student Roster Template.
5. Complete the Student Roster Template using the formatting rules provided at the **end of this document**.
6. Save your completed Student Roster Template as a CSV Comma Delimited file but do not close the file until it has been successfully uploaded. This will allow for you to make formatting corrections more easily.
7. Click "Browse" to find your CSV file on your computer.
8. Click "Submit" to upload your file.
9. Congratulations! You have uploaded your student roster. Teachers can now use this roster to enroll students in the myPLTW LMS as well as register students for EoC Assessments.

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Note: If your roster has formatting errors, you will receive a message onscreen explaining the errors and how to correct them. If you need further assistance, please contact the PLTW School Support Team at 877-335-7589 or **schoolsupport@pltw.org**.

Enrolling Students in the myPLTW LMS

Once the student roster is uploaded, students will need to be enrolled into the myPLTW LMS. We recommend having the teacher of each class enroll their students in the myPLTW LMS, but Principals and School Administrators also have the ability to enroll students in the myPLTW LMS.

1. Log in to the my.pltw.org site
2. Click "My Classroom" on the menu bar.
3. Click "View/Manage" next to the applicable course.
4. Click "Enroll Class in LMS."

Updating Student Rosters

Students' schedules and learning needs change throughout the school year. To accommodate this change, Principals and School Administrators can add, drop, and transfer students. All enrollment changes requested by a Teacher will need to be approved by a Principal or School Administrator before the changes will take effect.

Step 1: Add, Drop, or Transfer Students

Once student rosters have been uploaded, we recommend you review the enrollment for accuracy. Then, teachers can submit requests to add, drop, or transfer students.

Add a Student

Principals and School Administrators can add a student to a class using the instructions below. If multiple students need to be added to a class, we recommend you add the students by uploading a new student roster.

1. Click "My Classroom" on the menu bar.
2. Click "View/Manage" next to the applicable class.
3. Click "Add Student to Class."
4. Provide the information requested for the student (Name, State Student ID, Gender, Grade, Birthdate, Race, Ethnicity, IEP/504 Status, and IEP Code).
5. Click "Add Student."

Note: All add requests made by a teacher will remain pending until a Principal or School Administrator accesses myPLTW to approve or deny the change.

Drop a Student

If a student is no longer taking a PLTW course, then you need to follow the instructions below to drop the student from your class. When this occurs, the student is removed from your PLTW class and can no longer access the class from the myPLTW LMS.

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6. Click "My Classroom" on the menu bar.
7. Click "View/Manage" next to the applicable class.
8. Click "Drop" next to the student you wish to remove from the class.
9. Click "Drop Student" on the pop-up window to confirm the drop.

Note: All drop requests made by a teacher will remain pending until a Principal or School Administrator accesses myPLTW to approve or deny the change.

Transfer a Student

If a student has not dropped the course, but has moved to a different teacher's class within the same school, the original teacher needs to transfer the student to the new class. When this occurs, the student is removed from the original teacher's PLTW class and added to another PLTW teacher's class.

1. Click "My Classroom" on the menu bar.
2. Click "View/Manage" next to the applicable course.
3. Click "Transfer" next to the student you wish to transfer to another course.
4. Select the Teacher's name for the section you wish to transfer the student to. Only courses that have not been registered for testing will be displayed.
5. Click "Transfer Student" on the pop-up window to confirm the transfer.

Note: All transfer requests made by a teacher will remain pending until a Principal or School Administrator accesses myPLTW to approve or deny the change.

Managing Multiple Students:

As a Principal, School Administrator, or Teacher, you can drop, transfer, and reset passwords for multiple students at one time. To make changes to multiple students in a class, please follow the instructions below:

1. Click "My Classroom" on the menu bar.
2. Click "View/Manage" next to the applicable course.
3. Mark the checkboxes next to the applicable students.
4. Select the action you wish to take from the "Manage Multiple Students" dropdown menu at the bottom of the page. (Note: You can select drop, transfer, or reset password.)
5. Click "Update Students."

Note: All drop and transfer requests made by a teacher will remain pending until a Principal or School Administrator accesses myPLTW to approve or deny the change.

Step 2: Verifying Roster Changes

After add, drop, and transfer requests are made by a teacher, an email will be sent to the Principal and School Administrator notifying them that an enrollment change has been requested. Follow the instructions below to approve enrollment changes:

1. Click "My Classroom" on the menu bar.
2. Click "View/Manage" next to the applicable course.
3. Click the Enrollment Notifications bar.
4. Mark the checkboxes next to the enrollment changes you want to approve or deny.

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5. Select "Approve" or "Deny" from the dropdown.
6. Click "Confirm."

Step 3: Verifying Final Roster

After the Principal or School Administrator has confirmed the enrollment changes, teachers should once again view their class rosters to confirm the changes have been made.

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 school district personnel identified by the individual school. State Departments of Education do have the ability to officially request student-identifiable information if they provide PLTW with appropriate documentation. PLTW will not provide student identifiable information to colleges, universities, or other institutions without explicit instructions to do so from the individual student. Please refer to the PLTW district agreement or visit the following site for additional information about FERPA guidelines: **https://www.federalregister.gov/articles/2011/04/08/2011-8205/family-educational-rights-and-privacy**.

Descriptions of Roster Template Fields

The following fields are included in the PLTW student roster file.

SCHOOL NCES CODE (column A)	Each school has a unique NCES code. This code can be found on Upload Student Roster page. Please note that only District Administrators, Principals, and School Administrators can access this page. If the NCES code is not provided, you can use the PLTW ID located on this page instead.
TEACHER FIRST (column B)	PLTW teacher's first name. Please omit any spaces and non-alphabetical characters.
TEACHER LAST (column C)	PLTW teacher's last name. Please omit any spaces and non-alphabetical characters.
TEACHER EMAIL (column D)	PLTW teacher's school email address.
COURSE (column E)	This field identifies the PLTW course in which the student is enrolled. Only the following codes will be recognized and accepted:

CODE	COURSE
AE	Aerospace Engineering
BE	Biotechnical Engineering
BI	Biomedical Innovations
CEA	Civil Engineering and Architecture
CIM	Computer Integrated Manufacturing
CSA	Computer Science Applications
CSP	Computer Science Principles
DE	Digital Electronics
EDD	Engineering Design and Development
ELE_K	Launch Kindergarten
ELE_1	Launch Grade 1
ELE_2	Launch Grade 2
ELE_3	Launch Grade 3
ELE_4	Launch Grade 4
ELE_5	Launch Grade 5
ES	Environmental Sustainability
GTT_AR	Automation and Robotics
GTT_DM	Design and Modeling and New Design and Modeling
GTT_EE	Energy and Environment
GTT_FS	Flight and Space
GTT_GA	Green Architecture
GTT_ICS1	Introduction to Computer Science 1
GTT_ICS2	Introduction to Computer Science 2
GTT_MD	Medical Detectives
GTT_ME	Magic of Electrons
GTT_ST	Science of Technology
HBS	Human Body Systems
ICS	Introduction to Computer Science
IED	Introduction to Engineering Design
MI	Medical Interventions

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	PBS	Principles of the Biomedical Sciences
	POE	Principles of Engineering

COURSE BEGIN DATE (column F)	This is the date the course is scheduled to begin during the academic year and should always be **after July 1st 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 G)	This is the date the course is scheduled to end during 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**
STUDENT FIRST (column H)	This is the student's legal first name.
STUDENT LAST (column I)	This is the student's legal last name.
STUDENT STATE ID NUMBER (column J)	This is the unique student ID number granted by the state. This is **not** a number generated by an LEA, district, or school.
STUDENT GRADE (column K)	The grade the student is enrolled in during the academic year. Please use the following codes to indicate the grade: | CODE	GRADE	CODE	GRADE
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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	
GENDER (column L)	Please indicate the student's gender. 	CODE	GENDER
F	Female
M	Male	
DOB (column M)	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**
RACE (column N)	Please indicate the student's race using the following codes: 1 = African American 2 = Asian American 3 = American Indian 5 = White 6 = Other 7 = Multiple If the system allows for the indication of multiple categories simultaneously (e.g., African American and white), report "multiple."
ETHNICITY (column O)	Please indicate the student's race using the following codes: 0 = not Hispanic

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	I = Hispanic
STUDENT IEP STATUS/504 (column P)	Please indicate whether or not the student has a current IEP or 504 plan. Yes = Student has a current IEP or 504 on file No = Student does not have a current IEP or 504 on file NR = No response This information is required in order for testing accommodations to be assigned to individual students. **The code for IEP Testing Accommodations must be set to "NA," if Student IEP Status is set to "NR" or "No".** Note: This column can be left blank for students in Launch and Gateway programs
IEP TESTING CODES (column Q)	Please indicate which of the following testing accommodations, if any, are specified in the student's IEP/ 504 plan. **Students with multiple accommodations should be separated by the "-" symbol (i.e. ET-RA)** Note: This column can be left blank for students in Launch and Gateway programs Please use the following codes to specify the accommodation requested:

CODE	Testing Accommodation
ET	Receiving extended time to take the test
RA	Having the test read aloud to the student
ER	Receiving assistance to enter responses during the test
OT	Other: Please contact PLTW to discuss
NA	No Accommodation Requested or Needed

Troubleshooting Common Issues

1. **Spaces in Fields:** Fields such as state or student IEP status must contain a limited number of characters and cannot contain spaces. This can be an issue if "Y " is entered instead of "Y" for instance. These errors are difficult to visually locate as spaces are invisible. It is possible to open the .csv document in a plain text editor (such as notepad) in order to visually locate extra spaces, or use the "find and replace" search function to locate extra spaces.

2. **Empty rows at the end of the .csv file:** Empty rows will cause the import to fail. These can also 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 likes of commas with no values between them.

3. **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. The "find and replace" search function also works to replace these empty cells.

4. **Students in multiple PLTW classes:** If a student is in multiple PLTW classes at the same time, they should have multiple rows of identical data with only the course and potentially the teacher data fields differentiating.

5. **First line must be header:** If the template header is altered in anyway, the file will be rejected. Please make sure you do no edit the first line. If you encounter this error, you may want to copy and paste your data to a new template.

6. **Incorrect teacher email:** This typically means that we do not have the teacher's most up-to-date email address on file or they do not exist in our system. Please contact the PLTW School Support Team at 877-335-7589 or **schoolsupport@pltw.org**.

Questions and Assistance

Contact the PLTW School Support Team at 877-335-7589 or **schoolsupport@pltw.org**.