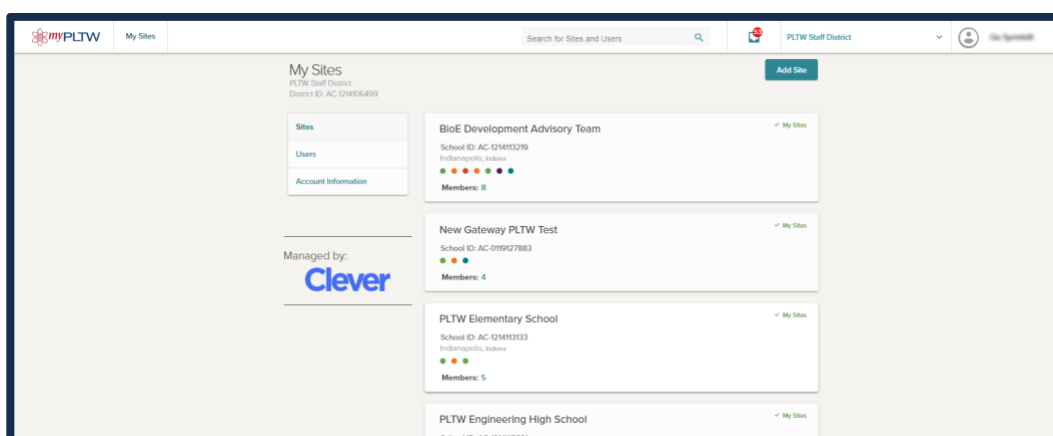


How to Import Clever Classrooms in myPLTW and Access myPLTW Using Clever Credentials

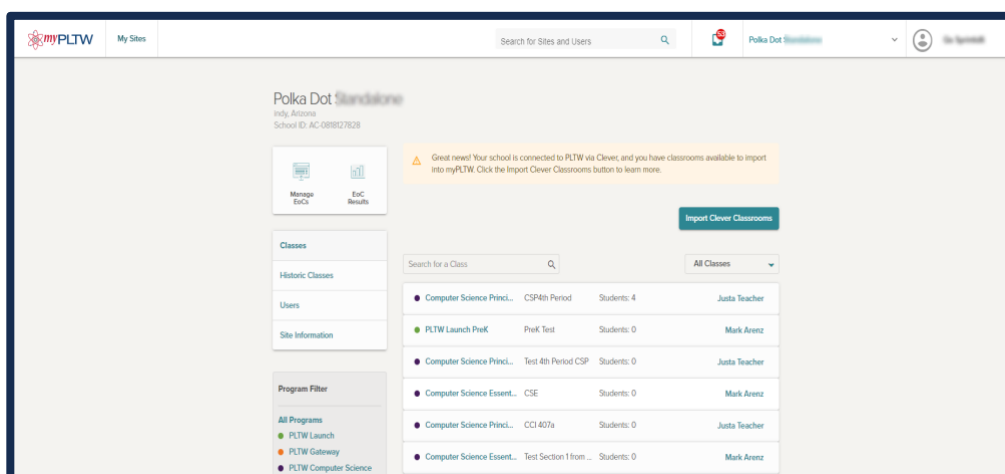
This document outlines how to import class and student information from Clever to **myPLTW** and how to access **myPLTW** with a Clever username and password.

How to Import Clever Classrooms in myPLTW

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



- Click **Import Clever 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.

The screenshot shows the 'Import Clever Classrooms' interface. At the top, there's a breadcrumb '< PLTW Staff School Dos'. Below it, the title 'Import Clever Classrooms' is followed by a 'Select a Teacher' dropdown. Further down, there's a 'Select a PLTW Course' dropdown, 'Date Start' (02/15/2021), 'Date End' (06/30/2021), and a 'Show All Courses' dropdown. A checkbox is next to the 'Clever Section Name' header. Below these are the headers 'Imported' and 'myPLTW Classroom'. A message states 'No Results Found. Please refine your selections.' At the bottom are 'RETURN TO CLASSES' and 'IMPORT CLASSROOMS' buttons.

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

This screenshot shows the same interface but with results for 'Marcus Wamsley'. The 'Select a Teacher' dropdown is set to 'Marcus Wamsley'. The 'Select a PLTW Course' dropdown is set to 'Automation and Robotics...'. The 'Date Start' is 02/12/2021 and 'Date End' is 06/30/2021. The table below has columns: 'Clever Section Name', 'Imported', 'myPLTW Classroom', and 'Hide non-PLTW Courses'. There are three rows of results, each with a checkbox on the left and a dropdown arrow on the right of the 'Clever Section Name' column. The first row shows 'Advanced Algebra S2(D1) - Robinson -' with a checkmark in the 'Imported' column and 'Design and Modeling' in the 'myPLTW Classroom' column. The second row shows 'Geometry S2(D1) - Robinson -' with a checkmark in the 'Imported' column and an empty 'myPLTW Classroom' column. The third row shows 'Advanced Algebra S1(D1) - crunez test - Robinson -' with a checkmark in the 'Imported' column and '2 myPLTW Classrooms' in the 'myPLTW Classroom' column. The 'RETURN TO CLASSES' and 'IMPORT CLASSROOMS' buttons are at the bottom.

- Click the arrow to the right of the Clever Section Name to review Clever details of the section and ensure you're selecting the applicable section.

< PLTW Staff School Dos

Import Clever Classrooms

Marcus Wamsley

Automation and Robotics... Date Start: 02/12/2021 Date End: 06/30/2021 Show All Courses

<input type="checkbox"/>	Clever Section Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
<input type="checkbox"/>	Advanced Algebra S2(D1) - Robinson -	^	Design and Modeling	⊗
<div>Clever Details</div> <div> <div>Primary Teacher: A Robinson</div> <div>Term Name: Y1</div> <div>Term Dates: 07/01/2020 - 06/30/2021</div> </div> <div> <div>Student Count: 2</div> <div>Last Modified: 08/05/2020</div> </div> <div> <div>myPLTW Classroom</div> <div> <input checked="" type="checkbox"/> Design and Modeling Teacher: Marcus Wamsley </div> </div>				
<input type="checkbox"/>	Geometry S2(D1) - Robinson -	v		⊗
<input type="checkbox"/>	Advanced Algebra S1(D1) - cnuvez test - Robinson -	v	2 myPLTW Classrooms	⊗

RETURN TO CLASSES IMPORT CLASSROOMS

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

< PLTW Staff School Dos

Import Clever Classrooms

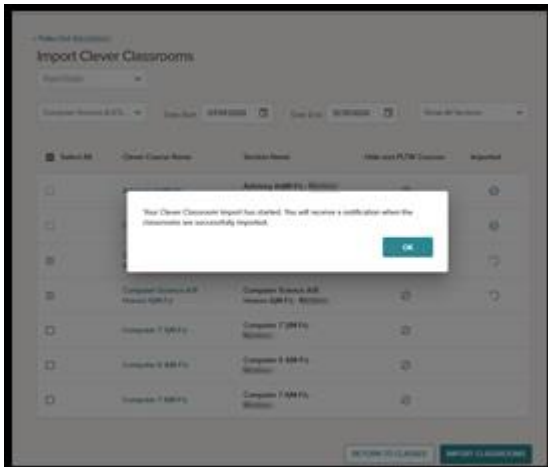
Marcus Wamsley

Automation and Robotics... Date Start: 02/12/2021 Date End: 06/30/2021 Show All Courses

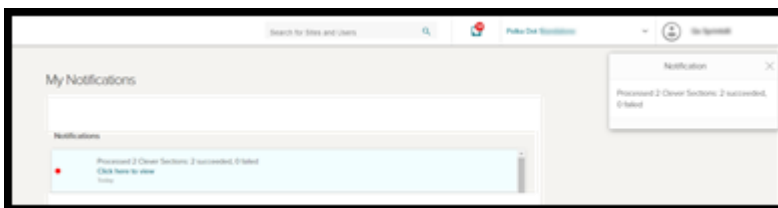
<input type="checkbox"/>	Clever Section Name	Imported	myPLTW Classroom	Hide non-PLTW Courses
<input type="checkbox"/>	Advanced Algebra S2(D1) - Robinson -	^	Design and Modeling	⊗
<div>Clever Details</div> <div> <div>Primary Teacher: A Robinson</div> <div>Term Name: Y1</div> <div>Term Dates: 07/01/2020 - 06/30/2021</div> </div> <div> <div>Student Count: 2</div> <div>Last Modified: 08/05/2020</div> </div> <div> <div>myPLTW Classroom</div> <div> <input checked="" type="checkbox"/> Design and Modeling Teacher: Marcus Wamsley </div> </div>				
<input type="checkbox"/>	Geometry S2(D1) - Robinson -	v		⊗
<input type="checkbox"/>	Advanced Algebra S1(D1) - cnuvez test - Robinson -	v	2 myPLTW Classrooms	⊗

RETURN TO CLASSES IMPORT CLASSROOMS

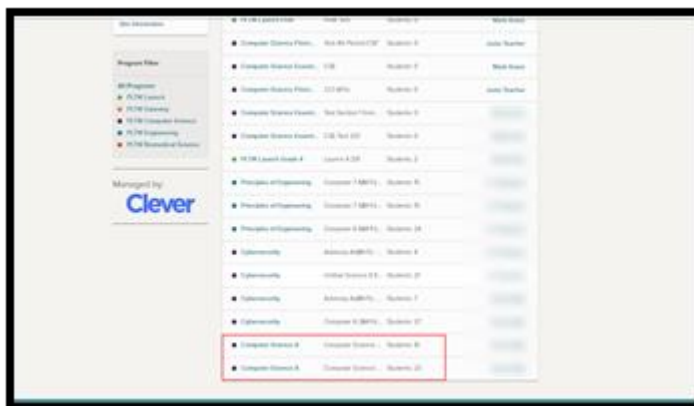
- You will receive a pop-up window stating the import process has started. Click **OK**.



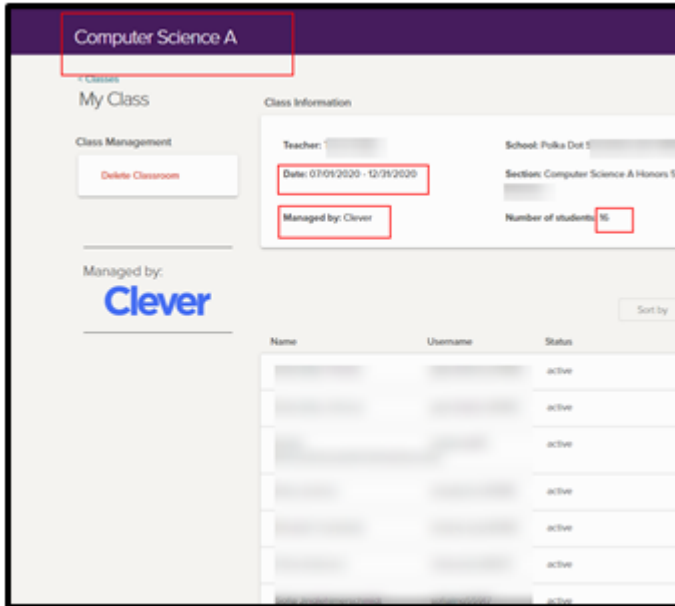
- Once the import process is complete, you will receive a notification stating how many classes successfully imported and how many failed. Select **Click here to view** in the notification to go to that classroom or click **My Sites** in the top left to view all classrooms.



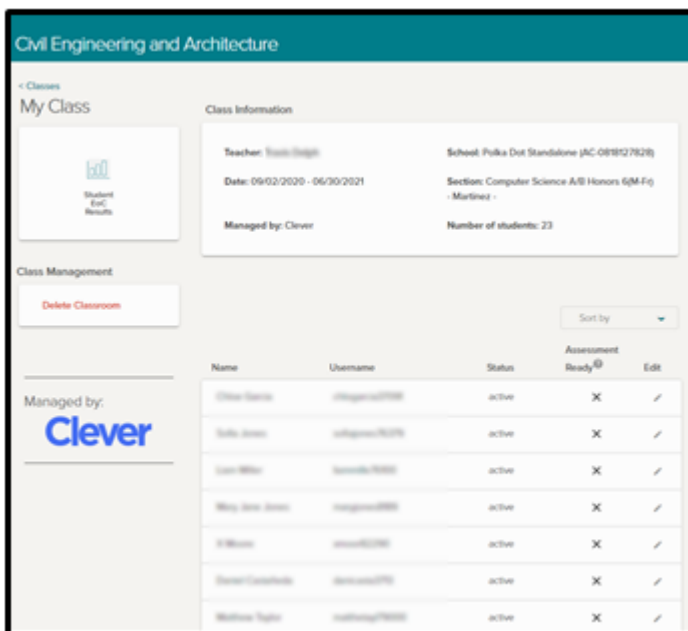
- Successful Imports means classrooms have synced to **myPLTW** and students are enrolled in those courses. You can now see available classrooms in the site in My Sites.



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



- If your school/district did not agree to share students' demographic information from Clever 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.



- 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.
- P 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.

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 information 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](#)

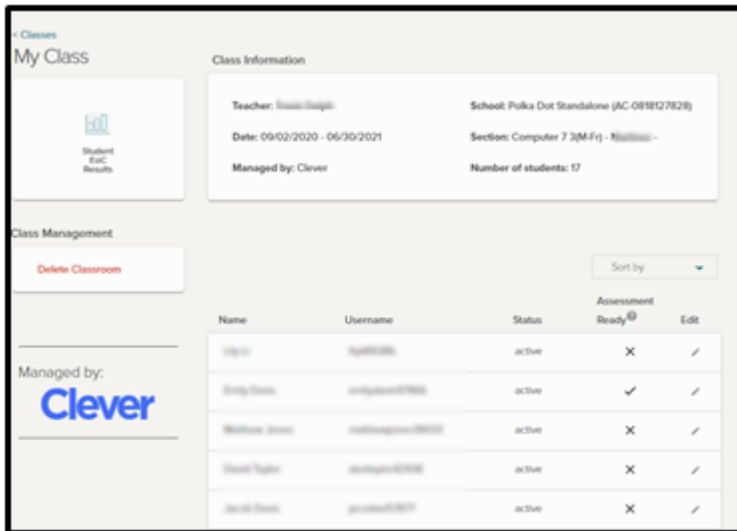
- Once they select the appropriate information, click **Save**.
- If a student has enrolled in the high school course with an End-of-Course Assessment but does not have this information complete, they will get this notification on their homepage when they log in.

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.

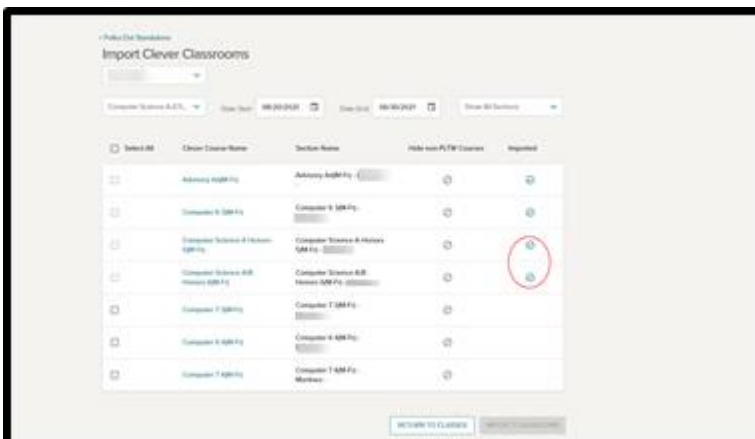
[YOUR PROFILE](#)


My Classes

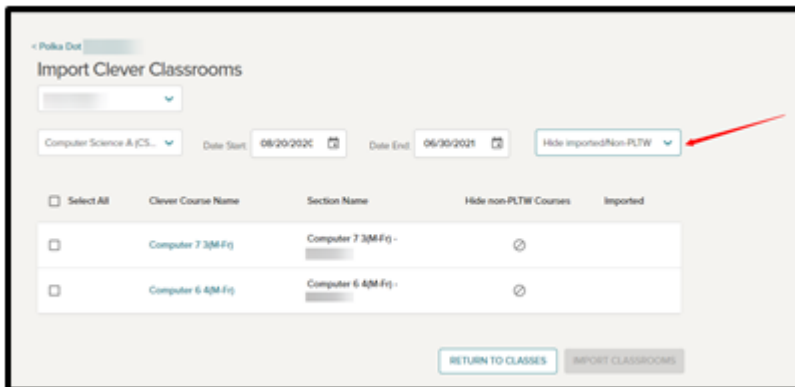
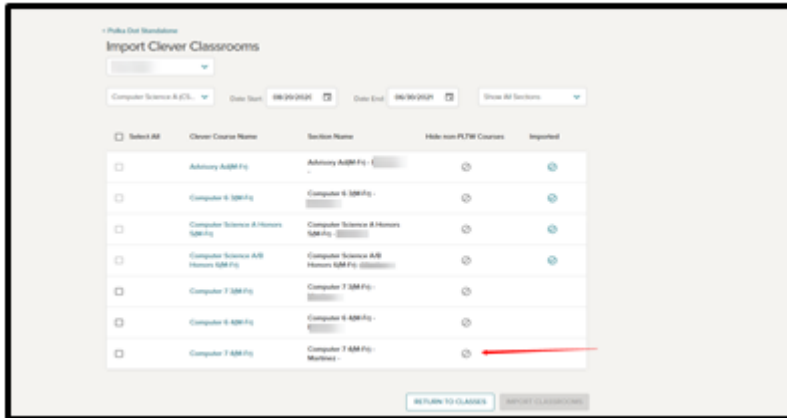
- Once they have completed this information, you will see a check mark next to their name in the Assessment Ready column of your classroom page in your **myPLTW** account.





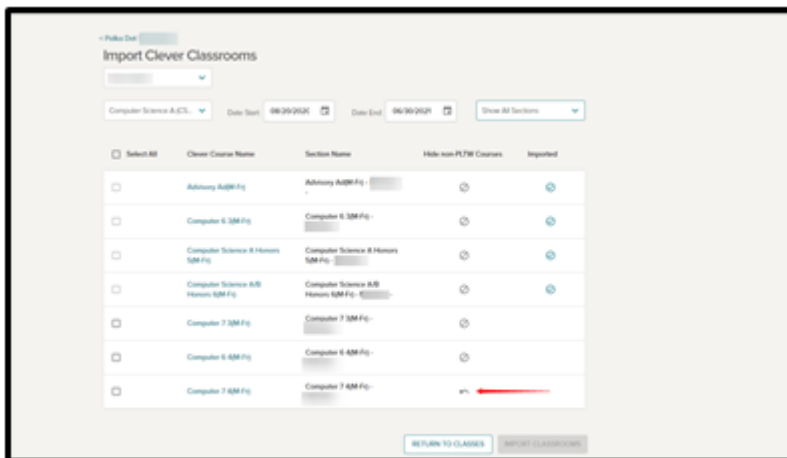
- To see which Clever courses are imported to **myPLTW**, click **My Sites** then click **Import Clever Classrooms**. A check mark in the right column indicates a successful import.



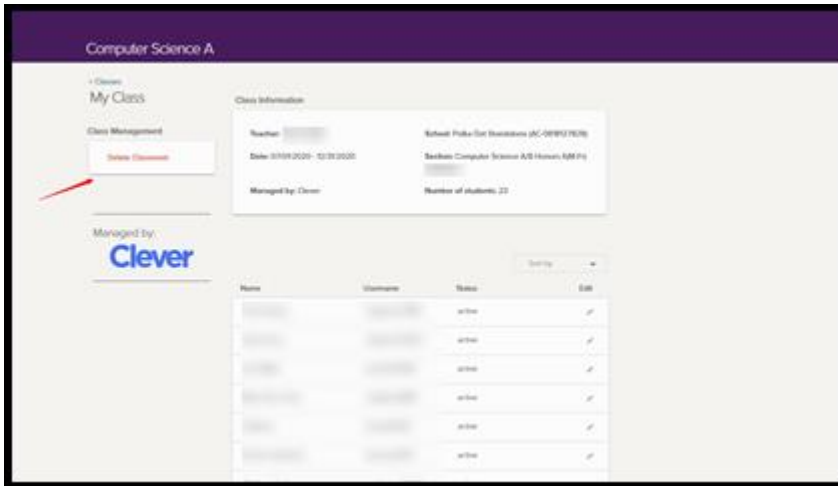
- In the Import Clever Classrooms section, you can hide non-PLTW courses from the import screen by clicking the  icon in the Hide non-PLTW Courses column. To show all hidden courses, select **Hide Imported/Non-PLTW** from the **Show All Sections** dropdown.



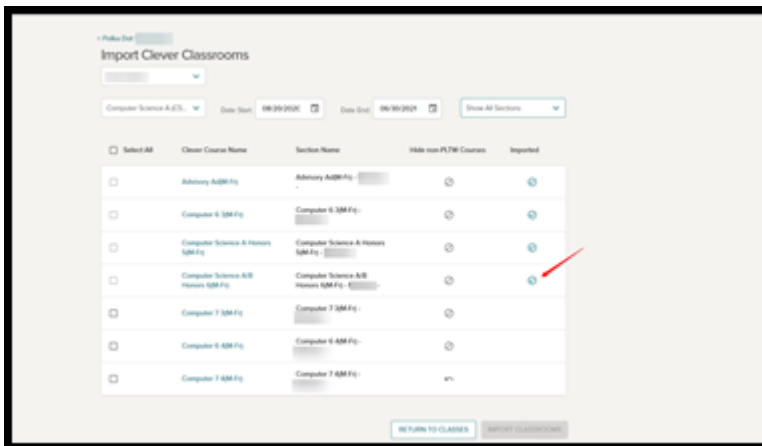
- To unhide a course or to change a previously marked non-PLTW course to a PLTW course, hover over the  icon and click .



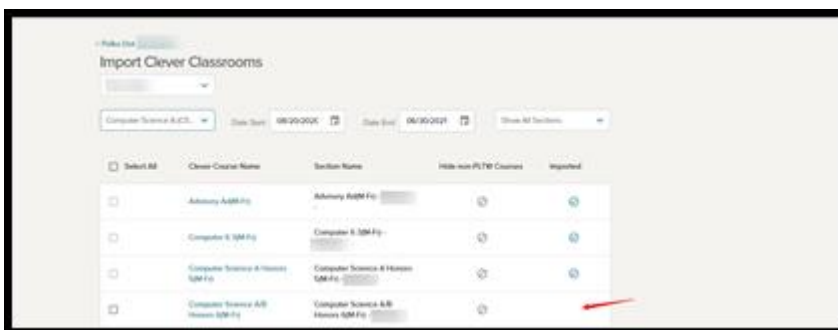
- If a Clever course was accidentally imported, click **Delete Classroom** to remove the course from **myPLTW**. This will uncheck the Imported indicator on the Import Clever Classrooms page



- The Import Clever Classrooms screen before deleting the classroom.



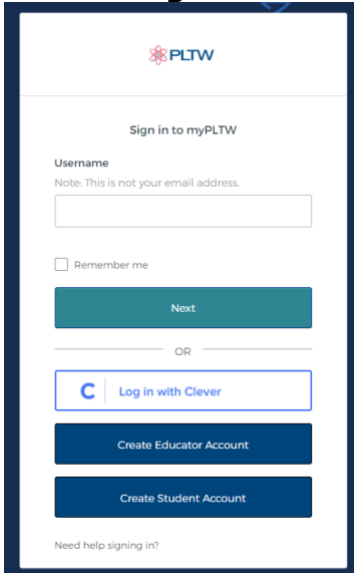
- The Import Clever Classrooms screen after deleting the classroom.



How to Access myPLTW Using Clever Credentials

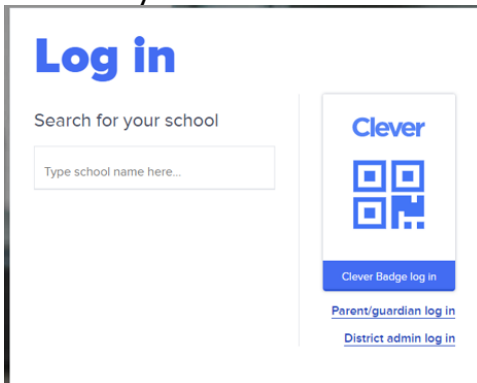
Teachers and students can log into **myPLTW** directly with their Clever information or they can visit their Clever site and then access **myPLTW**.

- Visit **my.pltw.org**.
- Click **Log in with Clever**.



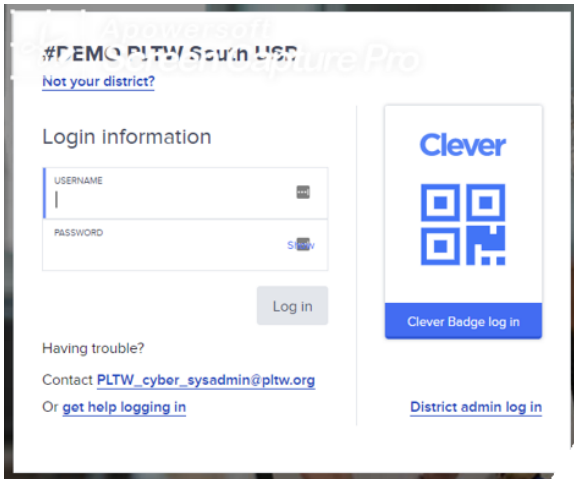
The screenshot shows the myPLTW login interface. At the top is the PLTW logo. Below it, the text "Sign in to myPLTW" is centered. There is a "Username" label and a note: "Note: This is not your email address." Below this is a text input field. A "Remember me" checkbox is present. A teal "Next" button is below the input field. A horizontal line with "OR" in the center separates this from the "Log in with Clever" button, which features the Clever logo. Below this are two dark blue buttons: "Create Educator Account" and "Create Student Account". At the bottom, there is a link: "Need help signing in?"

- Enter your school name.



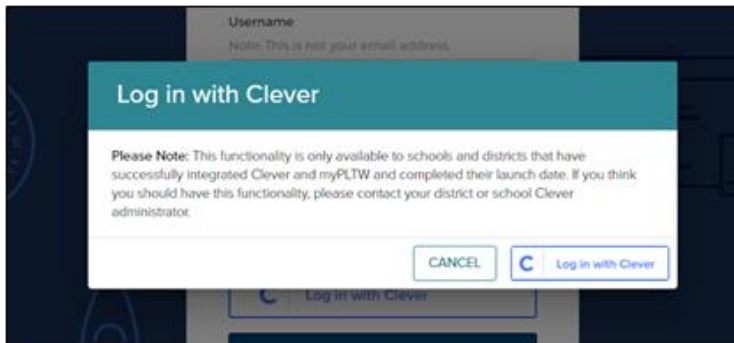
The screenshot shows the Clever login interface. On the left, under the heading "Log in", is a section "Search for your school" with a text input field labeled "Type school name here...". On the right, the Clever logo is displayed above a grid of four square icons. Below the icons is a blue button labeled "Clever Badge log in". At the bottom, there are two links: "Parents/guardian log in" and "District admin log in".

- Enter your Clever username and password.

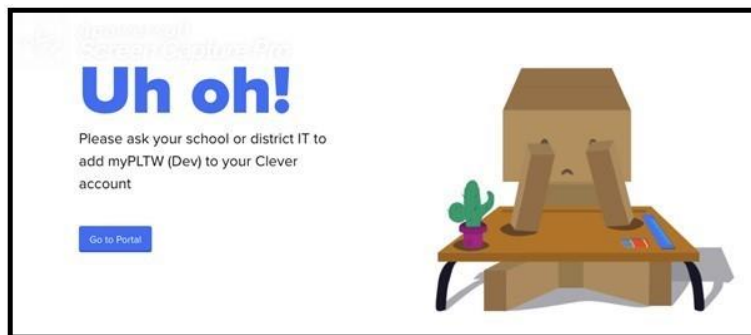


If there is an issue with your login attempt, you may receive one of the follow error messages.

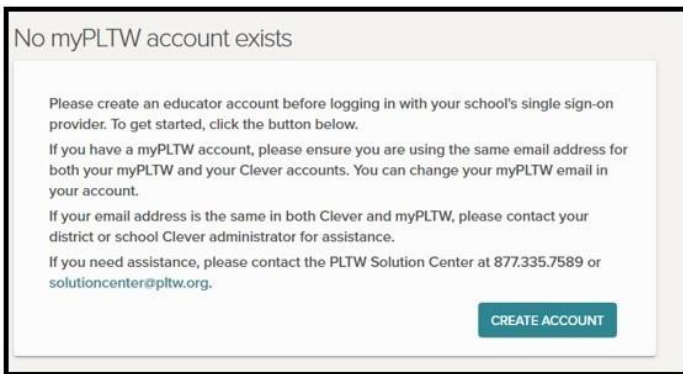
- Your district or school does not use Clever OR your district or school has not successfully integrated Clever and **myPLTW**, and completed their launch date.



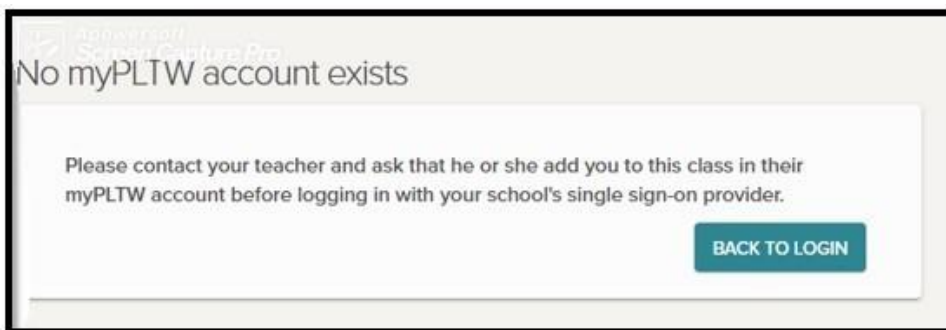
- Your district or school has started the integration process but has not successfully launched and/or PLTW has not received your data to link your account.



- An educator doesn't have a **myPLTW** account.



- Student can't access their account because an educator hasn't rostered or imported them to **myPLTW** through Clever integration.



- For additional information and a list of our most frequently asked questions, please refer to [this document](#).