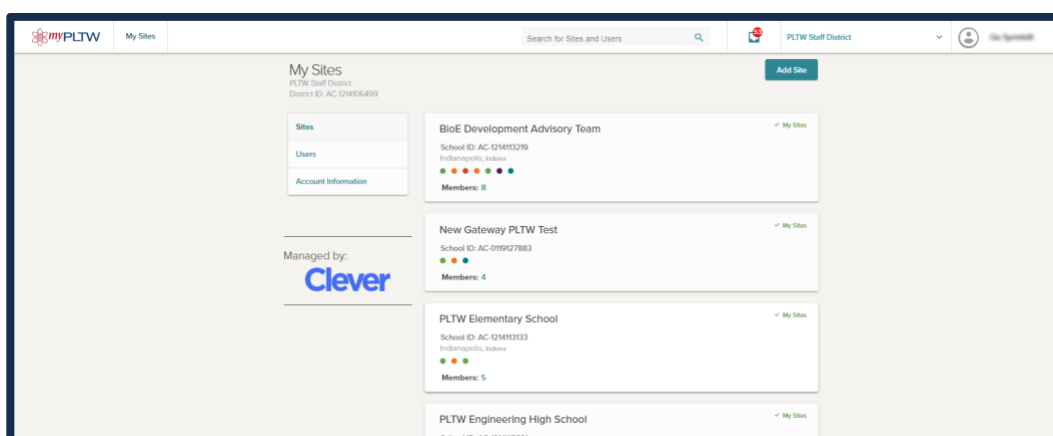# How to Import Clever Classrooms in myPLTW and Access myPLTW Using Clever Credentials
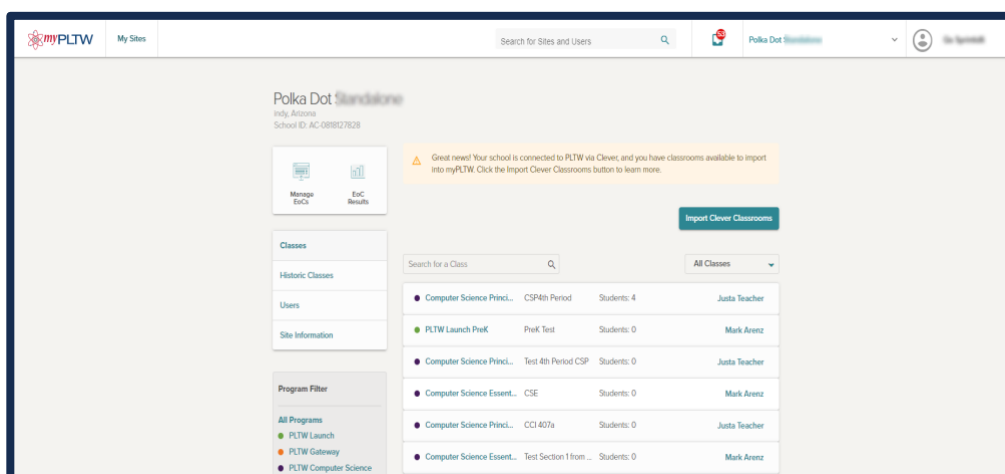
This document outlines how to import class and student information from Clever to **myPLTW** and how to access **myPLTW** with a Clever username and password.

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

PLTW

in the first field. If you are a Program Coordinator or Site Coordinator, select the teacher whose course you wish in import from the dropdown.

- 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.

- 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.

- 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.

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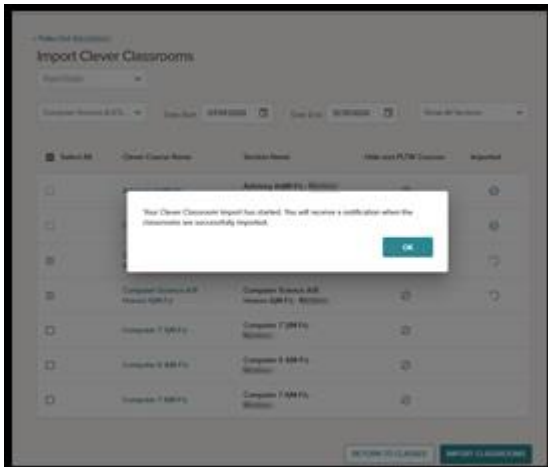
- Once the import process is complete, you will receive a notification stating how many classes successfully imported and how many failed. Select **Click here to view** in the notification to go to that classroom or click **My Sites** in the top left to view all classrooms.
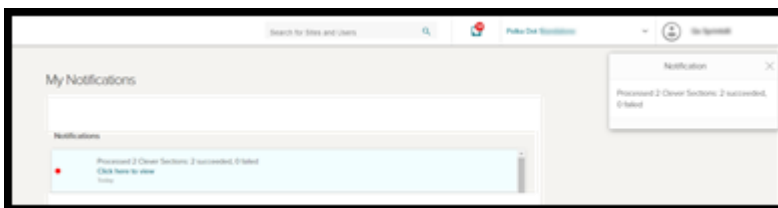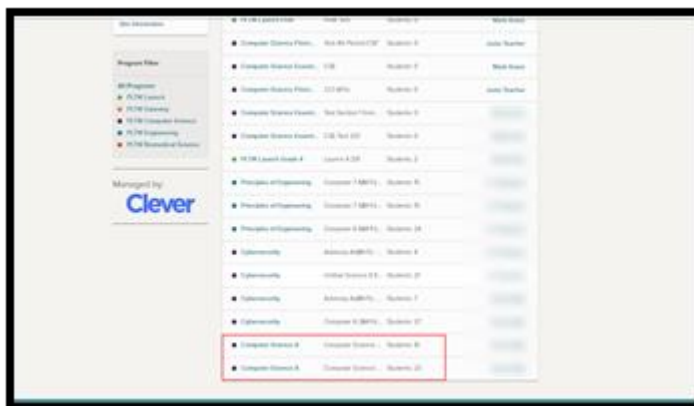

- Successful Imports means classrooms have synced to **myPLTW** and students are enrolled in those courses. You can now see available classrooms in the site in My Sites.

- 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.
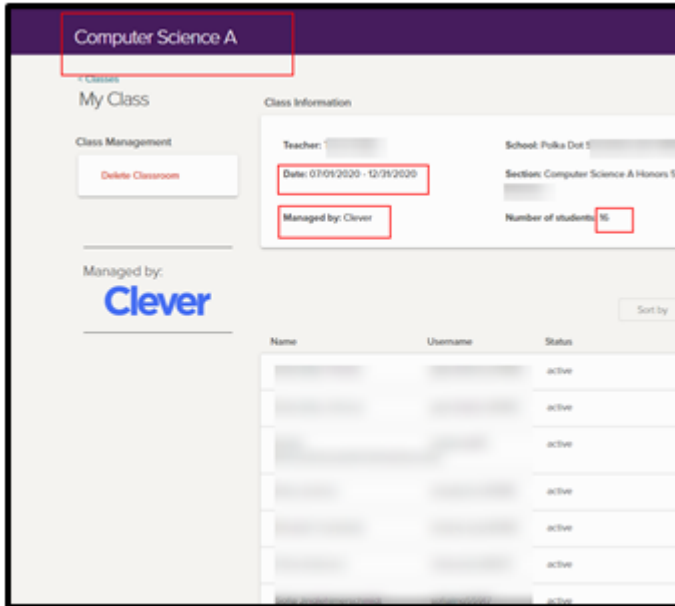
- If your school/district did not agree to share students' demographic information from Clever to **myPLTW**, teachers or students must manually add student grade level, date of birth, and gender in their **myPLTW** account. Teachers MUST update the race and Hispanic ethnicity information for each student. 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.
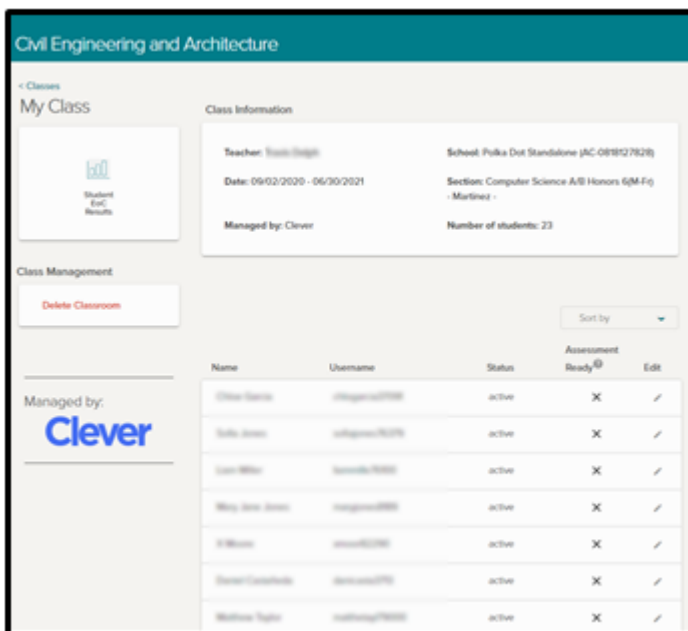
- Teachers can click the **Pencil Icon** to the right of the student's information.
- X means the student does not have that information in their account.
- P means the student has that information in their account.
- Select the **appropriate information** in each section.
- Click **Save**.
- Students 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.

- 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.


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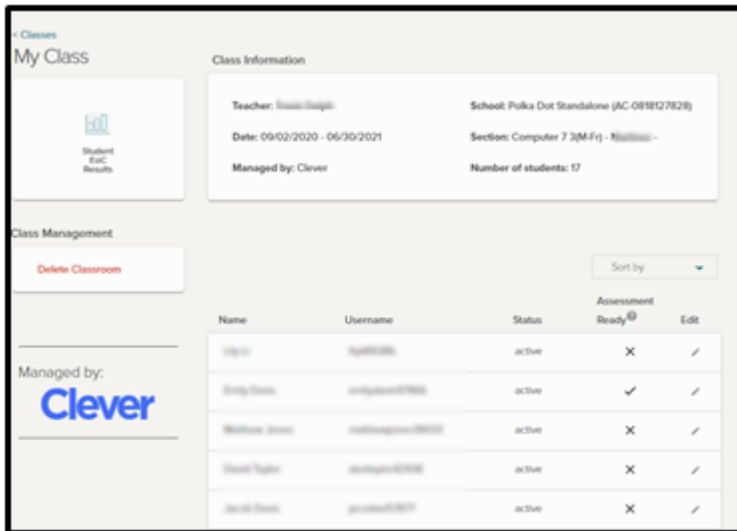
- To see which Clever courses are imported to **myPLTW**, click **My Sites** then click **Import Clever Classrooms**. A check mark in the right column indicates a successful import.
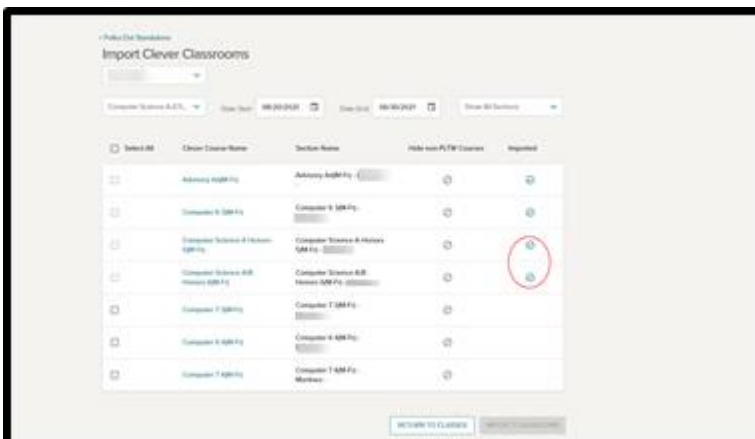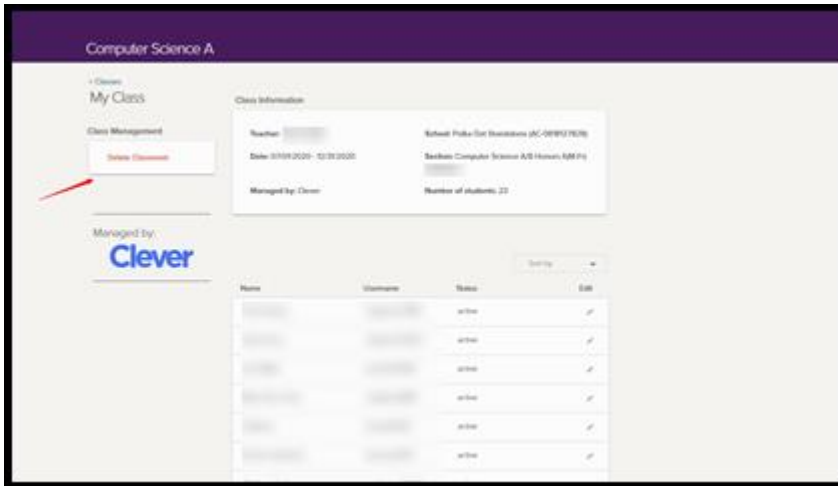

- In the Import Clever Classrooms section, you can hide non-PLTW courses from the import screen by clicking the ⊘ icon in the Hide non-PLTW Courses column. To show all hidden courses, select **Hide Imported/Non-PLTW** from the **Show All Sections** dropdown.
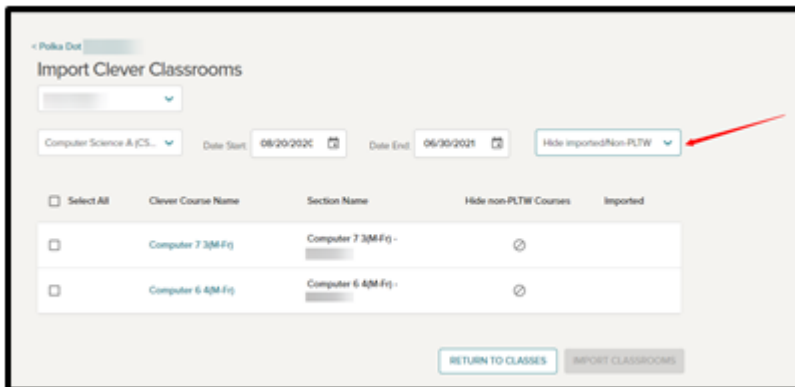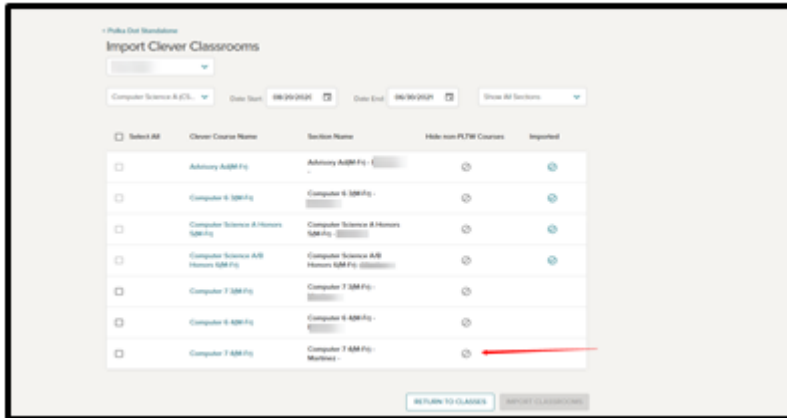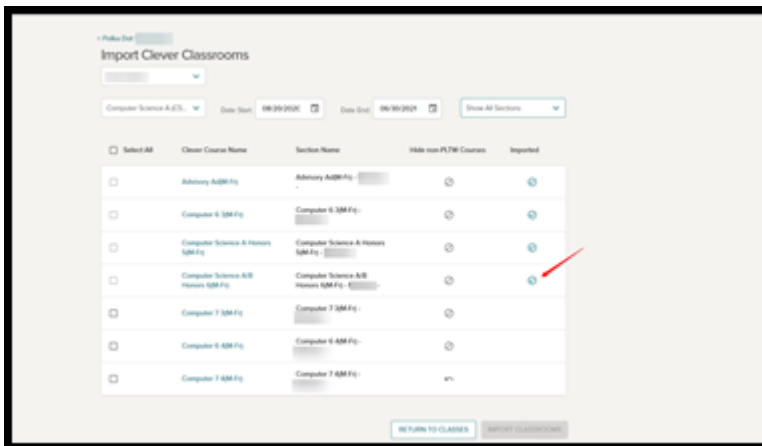
- To unhide a course or to change a previously marked non-PLTW course to a PLTW course, hover over the ⊘ icon and click ↰.
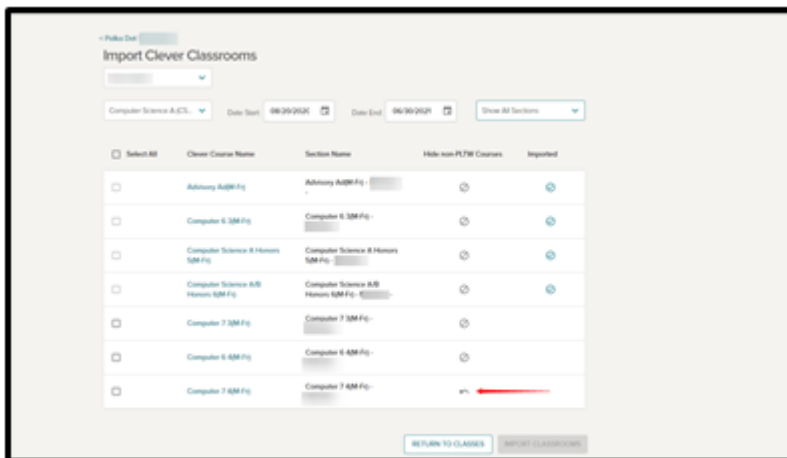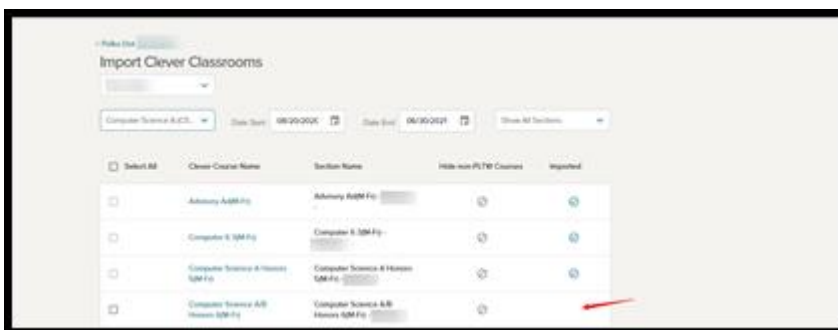

- If a Clever course was accidentally imported, click **Delete Classroom** to remove the course from **myPLTW**. This will uncheck the Imported indicator on the Import Clever Classrooms page

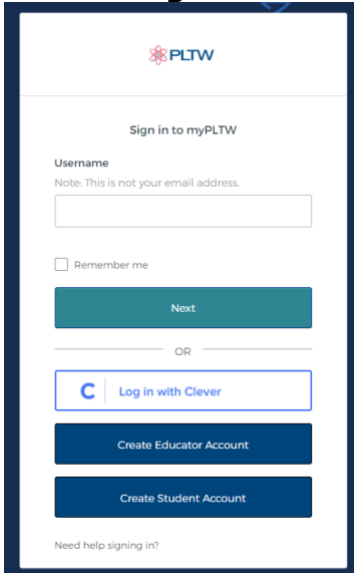- The Import Clever Classrooms screen before deleting the classroom.

- The Import Clever Classrooms screen after deleting the classroom.

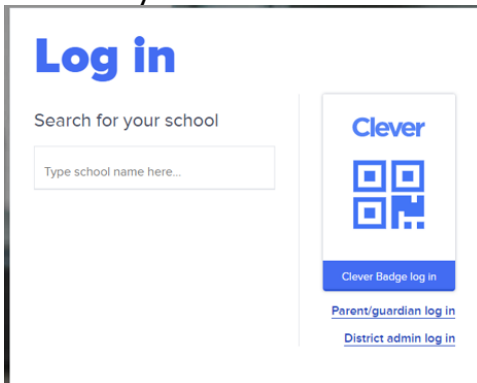# How to Access myPLTW Using Clever Credentials

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

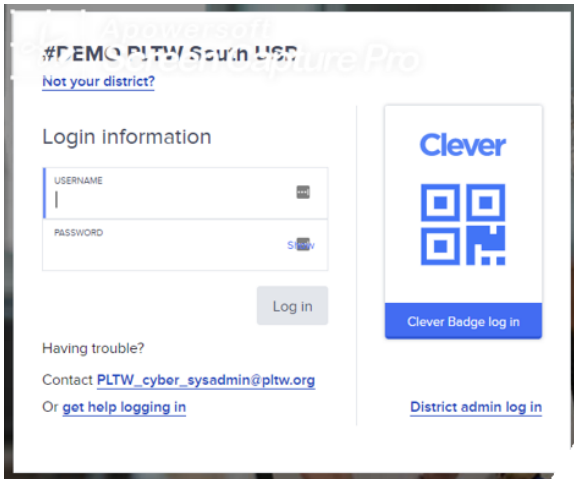- Visit **my.pltw.org**.
- Click **Log in with Clever**.

- Enter your school name.

- Enter your Clever username and password.

If there is an issue with your login attempt, you may receive one of the follow error messages.
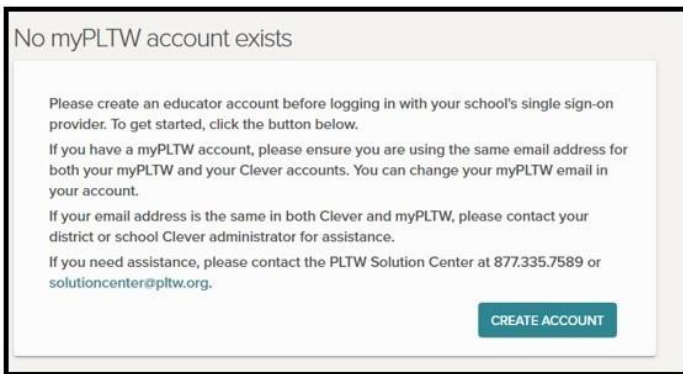
- Your district or school does not use Clever OR your district or school has not successfully integrated Clever and **myPLTW**, and completed their launch date.
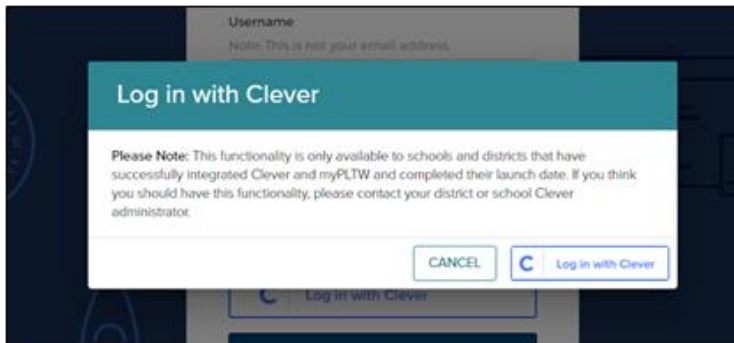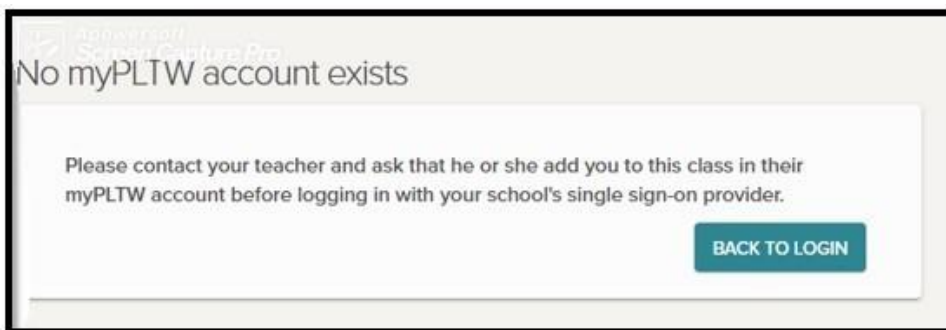

- Your district or school has started the integration process but has not successfully launched and/or PLTW has not received your data to link your account.
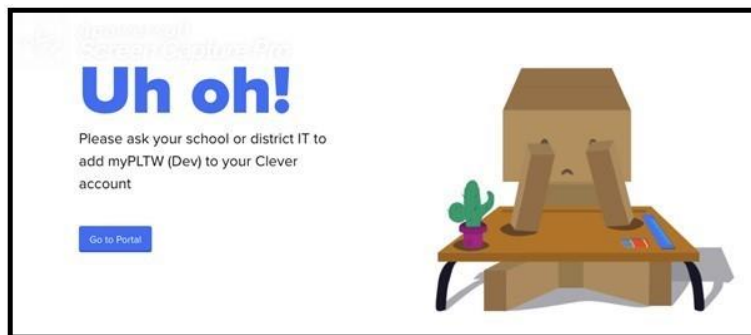
- An educator doesn't have a **myPLTW** account.

- 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**.