

## End of Course Assessments: Step-by-Step Guide

The purpose of this document is to explain the process by which teachers verify student rosters and students log in to the assessment system to take the test. For information regarding how student roster files are submitted, please refer to the student roster file document on the Assessment Program site within the Virtual Academy

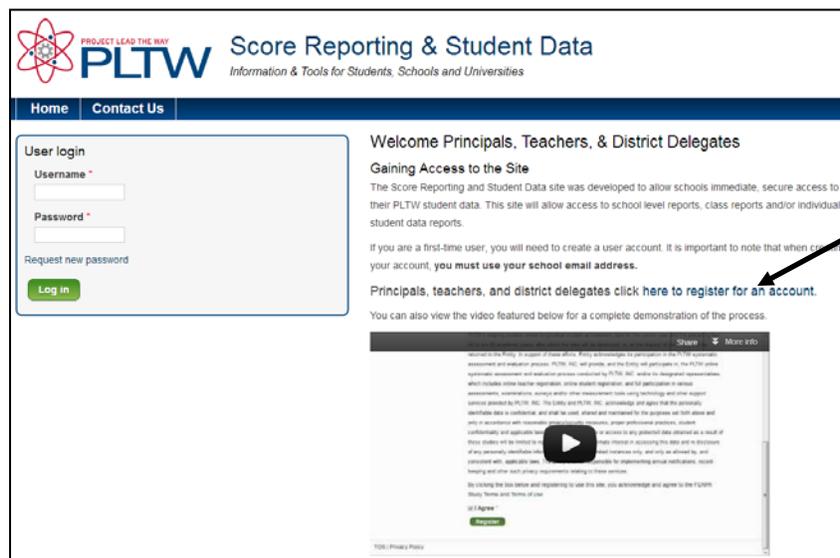
### Process Overview

Once the student roster file has been submitted, the following steps must be taken in order for students to successfully log into the assessment system. Each step will be explained within this document.

1. PLTW teacher views student rosters
2. Student add/drop/transfers are submitted
3. Principals verify student roster changes
4. Teachers verify final rosters
5. Student test codes are sent to teacher
6. Teacher prints test codes
7. Teacher distributes test codes
8. Students log into system, take the test

### Step 1: Viewing Student Rosters

The first step in the process requires the teacher to log into the <https://my.pltw.org> data reporting site. The first time a teacher accesses this site, they will be required to set up an account and create a password. The arrow below points to the link that allows teachers to register on the site.



Once in the my.pltw.org site, teachers first need to view their active classrooms. To do this, click on the school name in the “Your Groups and Institutions” box. You will then be taken to the school home page. To view your class roster as submitted by your principal or district delegate, click on “Active Classrooms” in the top box.

**PLTW Pre Service**

- School Home
- Import Student Roster
- [Active Classrooms](#)
- Confirm Enrollment Actions
- Manage Assessments

You should then see a list of all courses you have had rosters submitted for. The rosters are not grouped by class, but by course, so if you teach multiple sections of the same course, all students will be in the same file. To view the students, click on “View/Manage”.

Active Classrooms		
	Teacher Last Name	PLTW Course
<a href="#">View/Manage</a>	Cutting	AE

## Step 2: Adding, Dropping or Transferring Students

Once you have viewed the course roster, requests can be made to add, drop, or transfer students. This process should only be done once, approximately two weeks prior to your testing date.

**Adding Students:** If a student needs to be added, start by clicking the “Add Students” button.

**View/Manage Classroom**

Click the links for each student to **drop** or **transfer** the student to another section of this course at your school. You can click the **add student** button in order to add students to the class.

[Add Students](#)

Add students to this course section.

**Classroom Info**

PLTW Course: Aerospace Engineering (AE)  
Instructor: Cutting, Andrew



Teachers can then add one or more students by manually entering all of the required student information. This includes student first and last names, student state ID number, gender, grade level, birth date, free/reduced lunch status, race, ethnicity, and IEP/504 accommodation information. Note that if free/reduced lunch status is not reportable please select “No”. All other fields are required.

Once all information has been added, click the green “Add Student” button at the bottom of the page. The information will be displayed and you must click “Add Student” a second time to verify.

**Dropping Students:** If a student has dropped the course and needs to be removed from the file, click on the “Drop” link next to the student’s name.

Classroom Info				
PLTW Course: Aerospace Engineering (AE)				
Instructor: Cutting, Andrew				
Enrollments				
First Name	Last Name	Enrollment Status	Drop	Transfer
Jason	Taylor	Active	Drop	Transfer
Chris	Miller	Active	Drop	Transfer

You will then be asked to verify that the student needs to be dropped. Click on the green “Drop Student from Course” button to verify. A confirmation will show that a request for the student to be dropped has been sent to the principal.

**Transferring Students:** If a student has not dropped the course but moved to a different teacher’s section within the same school, the original teacher can transfer the student to the new class. Click on the “Transfer” link next to the students name, and then select the teacher that you want the student transferred to. Once the teacher is selected, click the green “Transfer” button. You will then be asked to confirm the transfer by pressing the green “Transfer” button again.

### Transfer Student

Please select the name of the teacher whose section you wish to transfer the student to.

**Transfer to:**

Schara ▾

**Transfer** **Cancel**

### Step 3: Verifying Roster Changes

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After students are added, dropped, or transferred, principals will receive an email notifying them that a roster change has been requested. The official roster is not changed until the school's principal has logged into the my.pltw.org site and authorized the changes. Neither district delegates nor teachers cannot authorize their own adds, drops or transfers. Once the principal has logged in and selected their school from the main menu, they will need to click on "Confirm Enrollment Actions" in the top box to verify all changes.



If the principal does not confirm the roster changes, students will not be added, dropped, or transferred. If students are not successfully added to the roster, this will lead to students not having test codes assigned, and they won't be able to take the tests.

### Step 4: Verifying Final Roster

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After principals have confirmed the enrollment actions (adds/drops/transfers) teachers should once again view their course rosters to confirm that the changes have been made. This is a repeat of step #1.

### Step 5: Receiving Test Codes

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Once no additional adds, drops, or transfers are necessary, teachers are then ready to submit their final roster and receive the test codes that students will use to log into the assessment system. From the main page select "Manage Assessments" in the top box.



Teachers will then see a list of all the courses they are assigned as a teacher of within the system. To submit the final roster, select “Register” under the Registration heading.

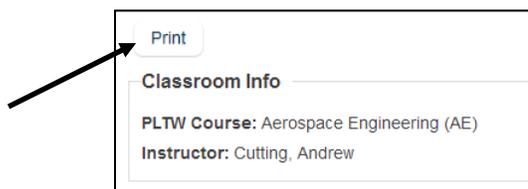
Manage Assessments			
Teacher Last Name	PLTW Course	Registration	Administer Test
Cutting	AE	Register	

A final view of the roster is presented with student first name, last name, student state ID listed. If the list is correct, press the green “Submit” button at the bottom of the page. A status bar will show that the system is generating test codes, and a confirmation message will indicate that the registration was successful. The individual student access codes will then be displayed on the page. Note that each code is composed of three letters followed by nine digits (ABC-123-456-789), and should only be used by the student it is assigned to. Absolutely no students should switch codes or log in as another student.

Classroom Info			
PLTW Course: Aerospace Engineering (AE)			
Instructor: Cutting, Andrew			
Enrollments			
First Name	Last Name	Testing Status	Test Access Code
Kristin	Donlon	Registered	HGO-██████-206

### Step 6: Printing Test Codes

In order to easily give students their appropriate codes on the day of the test, teachers can print a formatted view of the test codes for their course. Immediately above the test code list is a “Printable View” button, that when selected, will display a sheet with each student’s name, unique code, as well as the assessment system login address separated by lines to cut along.



Chris Miller IBS [REDACTED] 044 <a href="http://assessments.pltw.org">http://assessments.pltw.org</a>	Chris Honious OSF [REDACTED] 564 <a href="http://assessments.pltw.org">http://assessments.pltw.org</a>
Kirby Jewett BSX [REDACTED] 604 <a href="http://assessments.pltw.org">http://assessments.pltw.org</a>	Trevor Schara CHF [REDACTED] 285 <a href="http://assessments.pltw.org">http://assessments.pltw.org</a>

### Step 7: Distributing Test Codes

On the day of the assessment, the test codes should be distributed to the appropriate students immediately prior to the testing window. After students have logged into the system, all test codes must be collected. If the students are taking the test over two testing periods, the teacher must keep the test codes between the testing sessions. Students should not keep the codes under any circumstances.

### Step 8: Logging into Assessment System

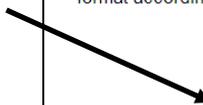
Students can log into the assessment system by going to <http://assessments.pltw.org> using the current versions of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, or Apple Safari. Additional system requirements can be viewed by clicking the “System Requirements” link. All schools are responsible for ensuring that the requirements are met prior to testing.

### Examinee Login

Test Code

Test code is of form ZZZ-999-999-999, where Z represents a letter and 9 represents a number. Please format accordingly.

[System Requirements](#)





Once students have entered their unique test code, they will be prompted to enter their first name, last name, and birth date in order to verify that the correct student is taking the test.

**Please fill out this form**

Fields marked with \* are required

**First Name\***

**Last Name\***

**Date of Birth\***  
  
Please format as YYYY-MM-DD

**Submit**

After the information has been submitted, students will be taken to the directions page of the test. At this point the student should be instructed to read the directions and teachers should tell them whether or not they should complete the test in one sitting or two. A separate set of instructions (PLTW Assessment Administration Instructions) is available on the Virtual Academy for the teacher to read aloud to the class prior to the start of the assessment. Please note that once a student has finished one section and moved to the next they are not able to return to the completed section. Furthermore, once a student has started the second section, they are unable to stop and return at a later time. Please refer to the testing guidelines and instructions document for more information regarding administration procedures.

### **Student Assessment Scores**

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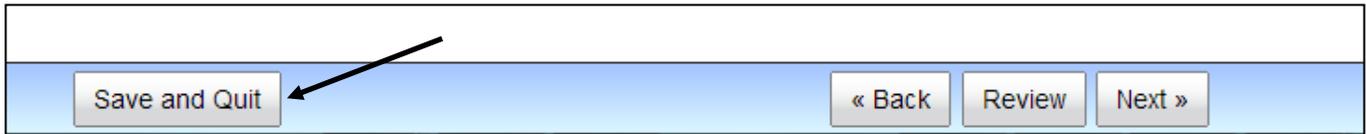
Student test scores will be reported to teachers and principals on the 1-9 End of Course scale. Test scores will not be made immediately available after a student has taken a test. When official scores are ready to be released, teachers and principals will be able to download them from the my.pltw.org data reporting site. Scores for tests taken during the fall/winter testing cycle will not be available until the end of the testing cycle. Scores for tests taken during the spring cycle will be available within 5 days of test administration.

### **Emergency Stopping Situations**

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If the following events occur, the procedures listed must be taken in order for students to finish the assessment.

**Fire Alarm:** Students should immediately click the “Save and Quit” button at the bottom of the page. They can then log back in using the same test code during the next time the class meets.



**Power or Internet Outage:** Students should log back in using the same test code when the power or internet is restored or during the next time the class meets. Items answered up until the outage will be saved within the system. If the local system experiences network problems the following message will appear.

This page has been halted because the system is experiencing network problems. To continue your test, please have the proctor close this window and log you back into the system (using the original test code). If there are any questions, please contact [support@fasttestweb.com](mailto:support@fasttestweb.com).

Please contact the PLTW school support team ([schoolsupport@pltw.org](mailto:schoolsupport@pltw.org)) prior to contacting the support team at FastTest.

**Student Illness:** If the student has started the test they are responsible for finishing it. No restarts or retests will be allowed for any reason.

**Low Bandwidth/Computer Issues:** PLTW is not responsible for testing irregularities that occur due to low bandwidth issues at the local network level. The tests have been designed to work with a variety of systems, but we are unable to fix local network problems.

### **Timeline and Questions**

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The student roster files for students testing during the fall/winter testing cycle or for full-year students testing in the spring are due December 15, 2012. Teachers should start the process reviewed in this document no fewer than two weeks prior to the testing date. If questions or issues are encountered, please contact the school support team immediately with as many details and screen-shots as possible. The school support team can be reached at 877-335-PLTW or [schoolsupport@pltw.org](mailto:schoolsupport@pltw.org).