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1. PLE Overview

The latest version of the PLATO Learning Environment® (PLE) contains a rich pool of standards-based learning activities, which are linked to instructional goals. Instructors can use these resources for instruction and enrichment or remediation and intervention. PLE also assists both administrators and instructors in planning and organizing their academic year.

1.1 Roles

You can access PLE in one of four roles: account administrator, administrator, instructor, or learner. Note that only one role can be assigned to you.

Role Name	Description
Account Administrator	As an account administrator, you have access to **all** the features in PLE. That means you can do everything that an administrator and an instructor can do, and much more. You can manage accounts for all schools, districts, and other programs. You can create and manage all aspects of PLE, including exclusive tasks such as account settings, closeout, licensing, controlling login access to PLE, planning an academic year, creating classes and users, enrolling users, and monitoring the enrollment process.
Administrator	As an administrator, you can do everything that an instructor can do and much more, but you will not have access to all features as an account administrator does. You can manage school, district, or program-level aspects of PLE. You can create and manage instructors, add classes, add learners, create new assignments for learners, and manage those assignments.
Instructor	As an Instructor, you can manage the class-level features of PLE. You can create customized resources for your learners, create new classes, and add new learners to those classes. PLE allows you to give assignments to your learners and monitor their progress. You can generate various reports about your learners, such as the Demographic Summary Report, the Learner Progress Report, the Learner Daily Usage Report, and the Class Module Mastery Report.
Learner	The user interface that learners see is different from the user interface for account administrators, administrators, and instructors. As a learner, you have access to assignments and learning content that your instructors have assigned to you in PLE.

1.2 Mini-Apps

Six applications, called mini-apps, appear on the PLE Home page for educators. The mini-apps are Classes, Assignments, Content, Reports, Communication, and Administration. Similar and related features are grouped under each mini-app. Including all six mini-apps on the Home page ensures that every PLE feature is associated with a meaningful name.

The mini-apps give you easy access to PLE's tools. Every task and feature is identified on the screen to help you know exactly where you are in the system at any given point. Clear warnings and advice guide you when making major changes to your account.

Your home page displays only those mini-apps that you have access to in your role. It is not cluttered with features that you do not need. For example, the Administration mini-app is available only to account administrators and administrators. If you log in as an instructor, you won't see the Administration mini-app.

Mini-App Name	Description
Classes	Use the Classes mini-app to manage classes and learners. This mini-app allows you to create new classes, deactivate and reactivate classes, and edit, manage, or delete classes. You can also create new learners for your class, manage their status, and deactivate or reactivate them, depending on your role. Many reports are integrated with the Classes mini-app. They show you how learners are using the PLE system.
Assignments	Access the Assignments mini-app to manage assignments for your learners. This mini-app allows you to create new assignments; deactivate and reactivate assignments; edit, manage, and delete assignments; and monitor learners' progress on those assignments.
Content	The Content mini-app is the place to find and manage content. It allows you to create your own customized content resources, use PLATO content and other content like websites and links, and manage content. You can then assign this content to your learners.
Reports	Use the Reports mini-app to generate a variety of reports, including the Demographic Summary Report, the Learner Progress Report, the Learner Daily Usage Report, and the Class Module Mastery Report. Reports are devised to help you understand, analyze, and rationalize results so that you can better prepare for future tasks.
Communication	The Communication mini-app groups all the communication-related features in one place. These features allow you to connect to other PLE users without leaving the PLE environment. The Communication mini-app includes a message board, an email tool, and the ability to start and monitor discussions.
Administration	The Administration mini-app is available only to account administrators and administrators. If you log in as an instructor, you don't see the Administration mini-app. This mini-app allows you to edit account settings, closeouts, and licensing. You can control the access that other users have in PLE. You can also create classes and users, enroll users, and monitor the enrollment process. However, the available options will depend on whether the user is an account administrator or an administrator.

1.3 Homepage

The homepage is the first page you see when you log into PLE. The PLE homepage gives you easy access to those features you use most often. For example, Create Class is a feature of the Classes mini-app. But you can access it directly by clicking on the Create Class link on the homepage. The same is true of the Create Learner link. It takes you directly to the Create User page, which is an Administration mini-app feature. Note that the Create Learner link is available only to administrators.

The links for PLATO Courses, PLATO Titles, and Assessments take you to the Create an Assignment page. On this page, you can view all the PLATO Courses, PLATO Titles, and Assessments content in one place.

The homepage also has a shortcut to Communication features, including messages, discussions, and announcements. The number of messages and postings you received since you last logged out appear as links. Click the links to view them.

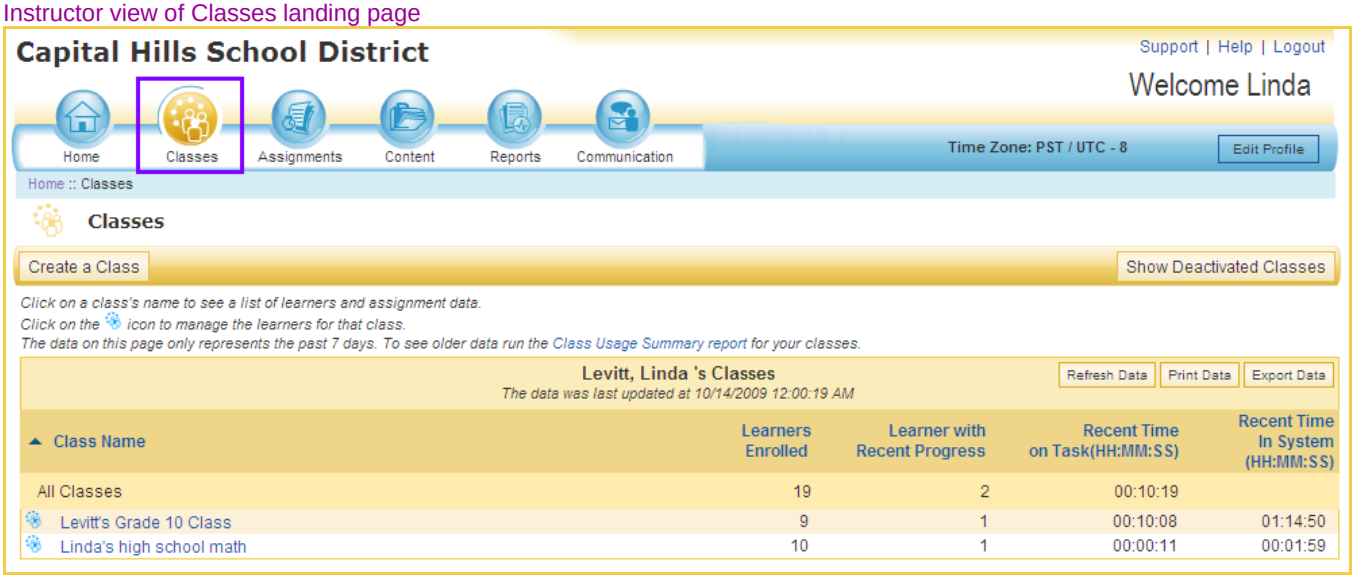
PLE homepage as viewed by an account administrator

2. Classes

2.1 Overview

In PLE, all features and tools related to classes appear under the Classes mini-app. These tools allow instructors and administrators to create and manage users and also to manage the learners in a particular class.

Instructor view of Classes landing page



Classes: The Classes landing page displays the classes you teach. Click on a class name to see a list of learners and assignment data for that class. You can also manage the learners for that class and view the deactivated classes. Account administrators have an identical page called My Classes, which they can access from their Classes landing page.

Manage Class: From the Classes (My Classes) landing page, click the icon next to the class name to go to the Manage Class page. The Manage Class feature allows you to add other learners to your class, whether their names already exist in the system or they are new. You can view all the learners on your class roster and the assignments for all of their classes. The Manage Class feature also allows you to view your class roster in a printable PDF format.

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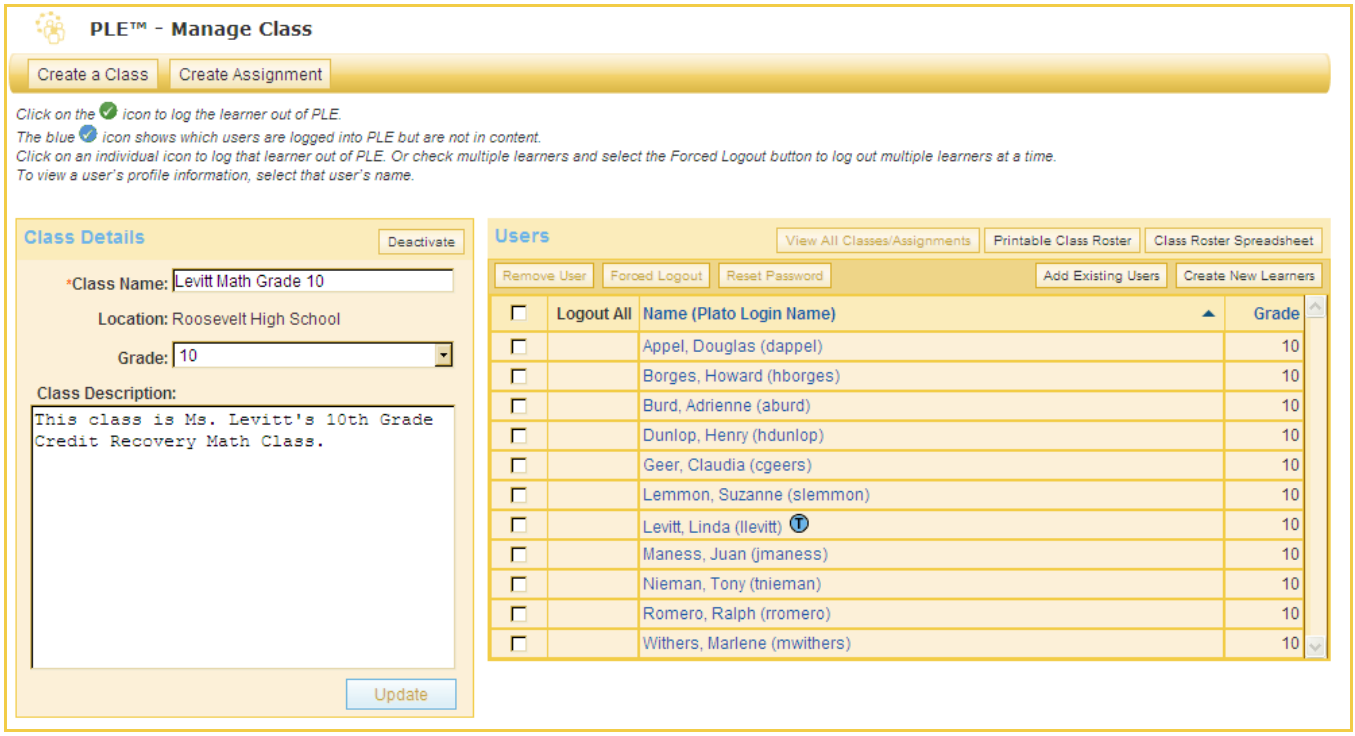
PLE Manage Class page



If you want to view a learner's profile information, select that learner's name. To remove a learner from your class, click the check box next to the learner's name and then click the Remove User button.

You can also reset the password for a learner by clicking the check box next to that learner's name and then clicking the Reset Password button. Check multiple learners and select the Forced Logout button to log out multiple learners at a time.

Did You Know?

You can see if a learner is logged in. A blue icon ( ) will appear next to the learner's name. To log out a learner, click the icon or the check box next to the name and then click the Forced Logout button.

2.2 Create a Class

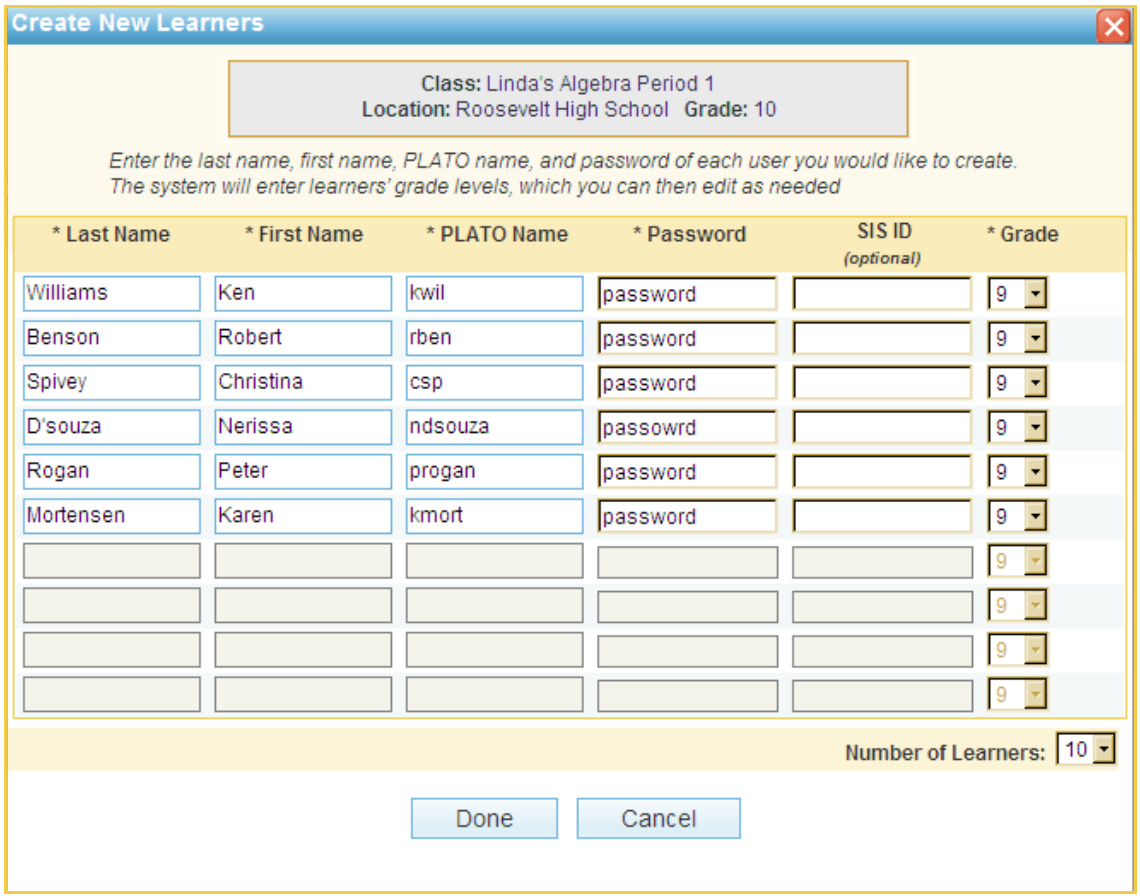
The Create a Class feature allows you to create a new class. To do so, click the Create a Class button. You'll first need to describe the class, which includes entering a title for your class, specifying the grade, and giving a description of the class. Next, add learners to the class. PLE lets you add learners to the class in two ways—Add Existing Learners or Create New Learners.

1. **Add Existing Learners** – PLE has a list of all users associated with their location, role, and grade. You can also find a learner by name. Once you find learners, select them to add them to the class.

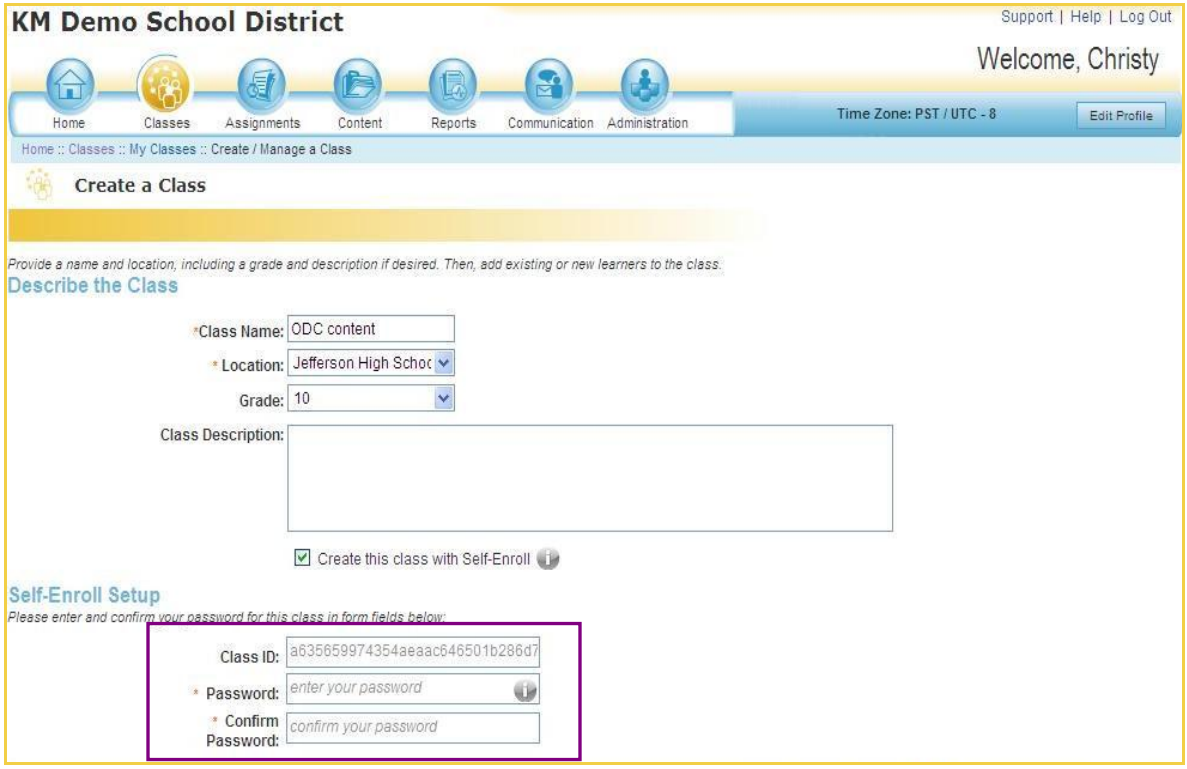
2. **Create New Learners** – To add a new learner to your class, type the first name and last name in the specified text box. Give the learner a PLATO name, which could be the learner's initials, and then assign the learner a password. The learner's SIS ID is optional. Finally, enter the learner's grade. Once you have added all new names, click Done. PLE gives you the option to increase the number of learners, so you can add as many learners as you want to your class. Note: This feature will be grayed out if your administrator has turned off the option to allow instructors to create learners.

Remember...

Make sure you search for existing learners first. That will reduce the chance of accidentally creating new learners who already exist in the account.



3. **Self Enroll**: Learners can now self enroll themselves to a class if they are given permission by their Instructor. They would need a Class ID and password for enrollment. This can be generated by administrators and instructors by checking the 'Create this class with Self-Enroll', while creating a class. This will activate the Self-Enroll Setup and generate a Class ID. You will need to enter a password for the class.



2.3 Quick View – Class Learner Usage Summary

The Class Learner Usage Summary page allows you to see how often a specific class or all learners at a location are using PLE. It also helps you determine how much time learners have spent working in PLE. You can see at a glance who is working consistently and who is lagging behind. To get to this page, click a class name on the Classes landing page. The example below shows a typical Class Learner Usage Summary quick view.

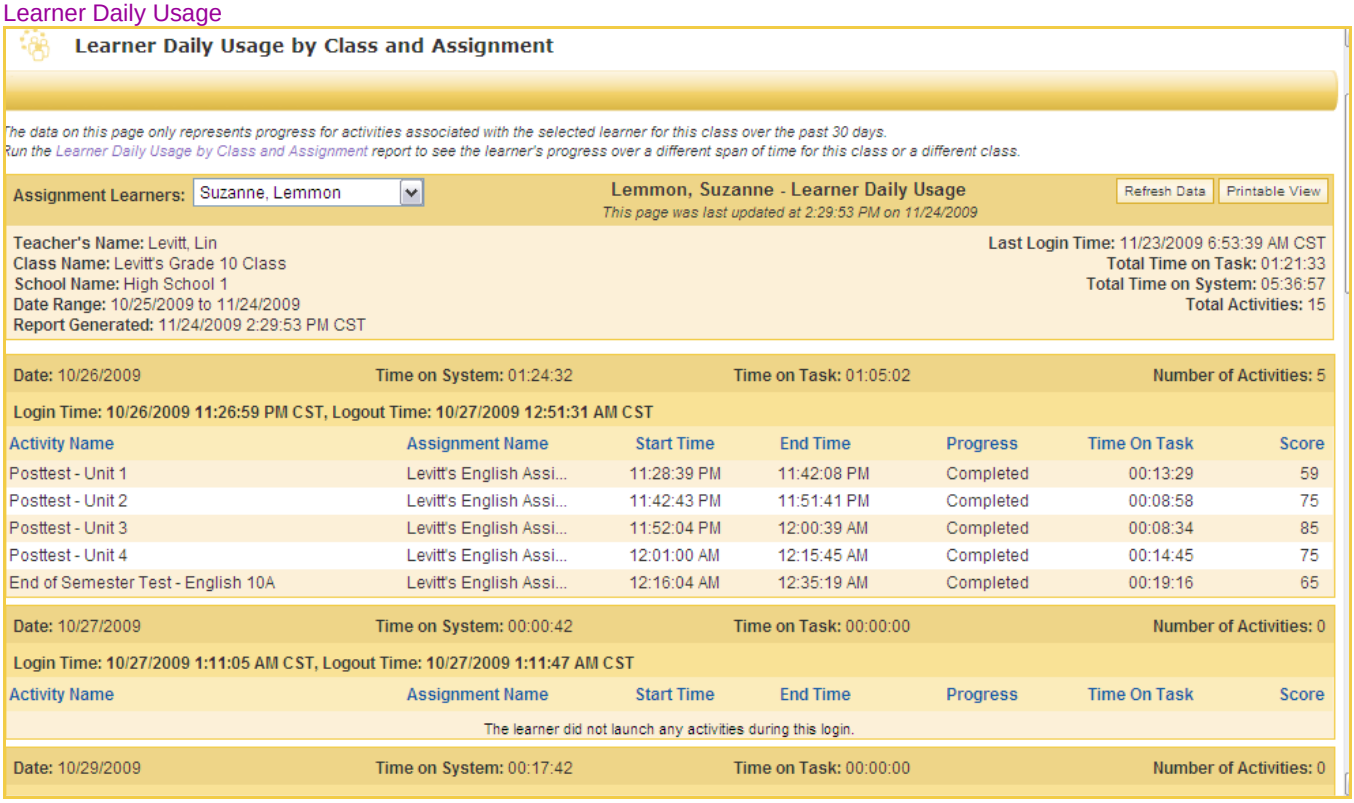
Class Learner Usage Summary

Learners	Total Time on Task (HH:MM:SS)	Total Time in System (HH:MM:SS)	Last Login
Entire Class	08:09:49	06:21:18	
Arnold, Ronald	00:07:41	00:25:12	10/27/09
Canter, Sonya	00:05:31	00:11:55	10/27/09
Chee, Gregory	00:00:00	00:00:00	-
Herron, Jesse	00:25:09	01:16:11	11/04/09
Jaeger, Curtis	00:05:07	00:07:46	10/23/09
Lemmon, Suzanne	07:09:40	03:41:05	11/04/09
Melnick, Rodney	00:00:00	00:00:00	-
Ontiveros, Colleen	00:00:00	00:00:00	-
Reel, Priscilla	00:16:41	00:39:09	10/27/09
Riley, Hazel	00:00:00	00:00:00	-
Silver, Joshua	00:00:00	00:00:00	-
Stephenson, Raymond	00:00:00	00:00:00	-
Trent, Mark	00:00:00	00:00:00	-
Weisman, James	00:00:00	00:00:00	-

2.4 Quick View – Learner Daily Usage

From the Classes mini-app, you can access the Learner Daily Usage page to find out exactly how much time a particular learner has spent on class assignments. Click a learner's name on the Class Learner Usage Summary page to see the student's daily PLE usage over the past 30 days. This data can help you determine an effective intervention strategy for learners who are not spending enough time on their PLE assignments to learn the concepts. Below is an example of a typical Learner Daily Usage quick view.

Learner Daily Usage



Learner Daily Usage by Class and Assignment

The data on this page only represents progress for activities associated with the selected learner for this class over the past 30 days.
Run the Learner Daily Usage by Class and Assignment report to see the learner's progress over a different span of time for this class or a different class.

Assignment Learners: Suzanne, Lemmon

Lemmon, Suzanne - Learner Daily Usage
This page was last updated at 2:29:53 PM on 11/24/2009

Refresh Data | Printable View

Teacher's Name: Levitt, Lin
Class Name: Levitt's Grade 10 Class
School Name: High School 1
Date Range: 10/25/2009 to 11/24/2009
Report Generated: 11/24/2009 2:29:53 PM CST

Last Login Time: 11/23/2009 6:53:39 AM CST
Total Time on Task: 01:21:33
Total Time on System: 05:36:57
Total Activities: 15

Date: 10/26/2009 **Time on System:** 01:24:32 **Time on Task:** 01:05:02 **Number of Activities:** 5

Login Time: 10/26/2009 11:26:59 PM CST, Logout Time: 10/27/2009 12:51:31 AM CST

Activity Name	Assignment Name	Start Time	End Time	Progress	Time On Task	Score
Posttest - Unit 1	Levitt's English Assi...	11:28:39 PM	11:42:08 PM	Completed	00:13:29	59
Posttest - Unit 2	Levitt's English Assi...	11:42:43 PM	11:51:41 PM	Completed	00:08:58	75
Posttest - Unit 3	Levitt's English Assi...	11:52:04 PM	12:00:39 AM	Completed	00:08:34	85
Posttest - Unit 4	Levitt's English Assi...	12:01:00 AM	12:15:45 AM	Completed	00:14:45	75
End of Semester Test - English 10A	Levitt's English Assi...	12:16:04 AM	12:35:19 AM	Completed	00:19:16	65

Date: 10/27/2009 **Time on System:** 00:00:42 **Time on Task:** 00:00:00 **Number of Activities:** 0

Login Time: 10/27/2009 1:11:05 AM CST, Logout Time: 10/27/2009 1:11:47 AM CST

Activity Name	Assignment Name	Start Time	End Time	Progress	Time On Task	Score

The learner did not launch any activities during this login.

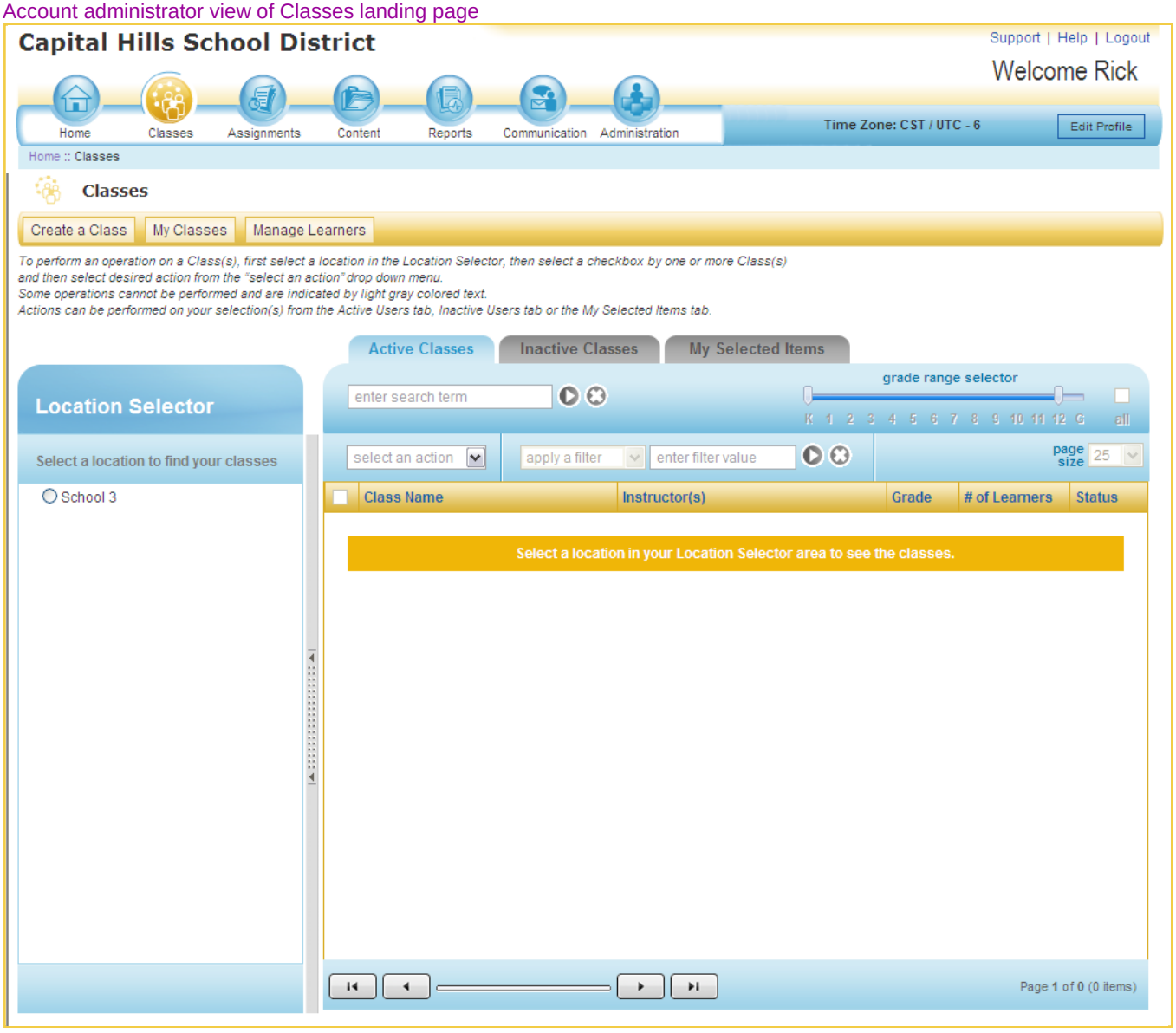
Date: 10/29/2009 **Time on System:** 00:17:42 **Time on Task:** 00:00:00 **Number of Activities:** 0

2.5 Account Administrator View

If you are an administrator, accessing the Classes mini-app will redirect you to the Classes landing page for administrators. There you can search and filter all classes, both active and inactive, that are associated with your location. Click a class name to see the list of learners and assignment data for that class. To edit class settings, manage class members, deactivate a class, or delete a class, select a class check box and choose Manage Class. You will receive access to all classes in a location or account.

As an administrator, you also have access to the My Classes page from the landing page. This page is identical to the Classes landing page for instructors. It shows all the classes that you teach. On the My Classes page, click a class name to see a list of learners and assignment data for that class.

Account administrator view of Classes landing page



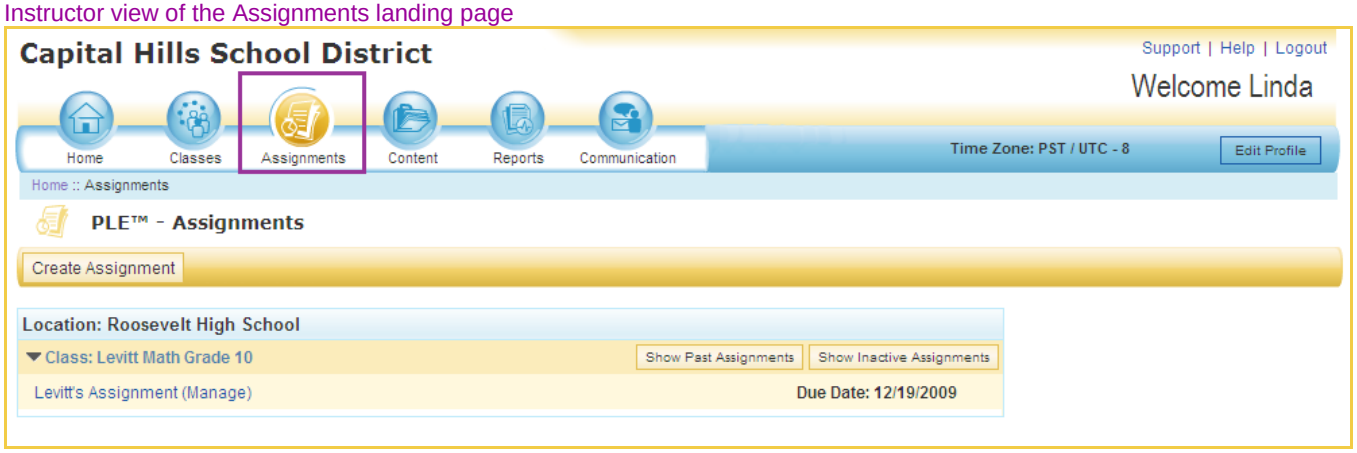
3. Assignments

3.1 Overview

In PLE, all the assignments-related features are grouped under the Assignments mini-app. This mini-app allows you to create and manage assignments for a class and see how learners are progressing through their assignments.

When you log in as an instructor, the Assignments mini-app lands you on a page that lists your assignments organized by class. If you have added an assignment to a class, it will show up under that class. Account administrators have an identical page called “My Assignments,” which they can access from their Assignments landing page.

Instructor view of the Assignments landing page



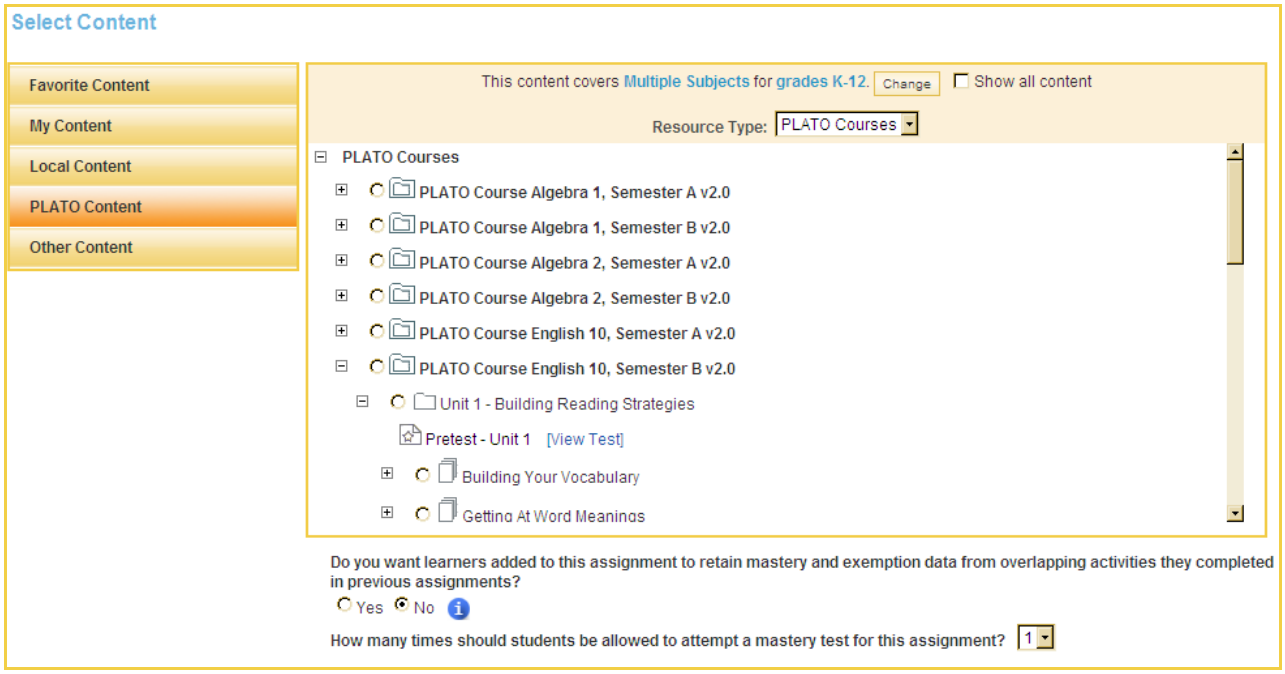
3.2 Create Assignments

You can create a new assignment by using the Create Assignment feature. This feature is accessible from several locations, including the task bar on the Assignments landing page.

Follow these steps to create an assignment:

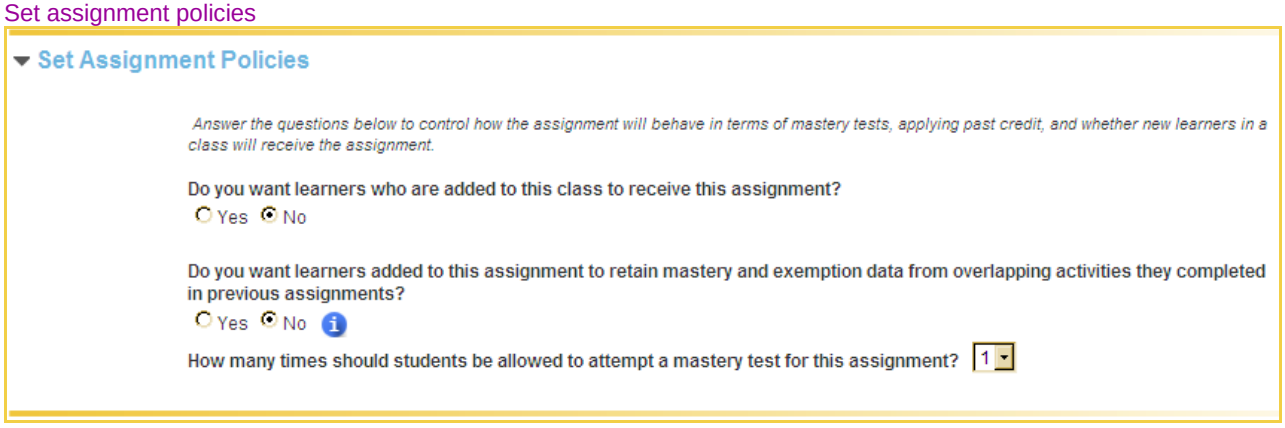
1. Set up an assignment by typing in the title of the assignment along with instructions for the learner.
2. Select learners from your class list by checking their names.
3. Select the content. You may want to select different types of content from different sources. The tool to browse content is the same in all parts of PLE.

Select content



4. Next, set the assignment policies:
   - Choose whether new learners who are added to this class should receive the assignment.
   - Choose whether to retain learners' mastery and exemption data from other assignments. If you choose "yes," you'll have access to the learners' previous assignments and activities. You may also decide to transfer their status on exempt, completed, or mastered activities to similar activities in the new assignment.
   - Decide how far back to look for prior work to apply credit. The minimum is three months.
   - Select the number of times learners will be able to attempt a mastery test for the selected assignment. This new feature is discussed further in the Apply Past Credit section below.

Set assignment policies



5. Finally, set the start and end dates for the assignment. Note that you have the option of selecting an individual start and end date for each learner.

3.3 Manage Assignments

Each assignment has a Manage link next to it that takes you to the Manage Assignments page.

The Manage Assignment page allows you to do the following tasks:

- **Edit assignments:** The Manage feature allows you to make changes to assignment details, such as the title and the global due dates, or to make changes to the due dates for individual learners. Once you make these changes, you can update and save them by clicking the Update button.

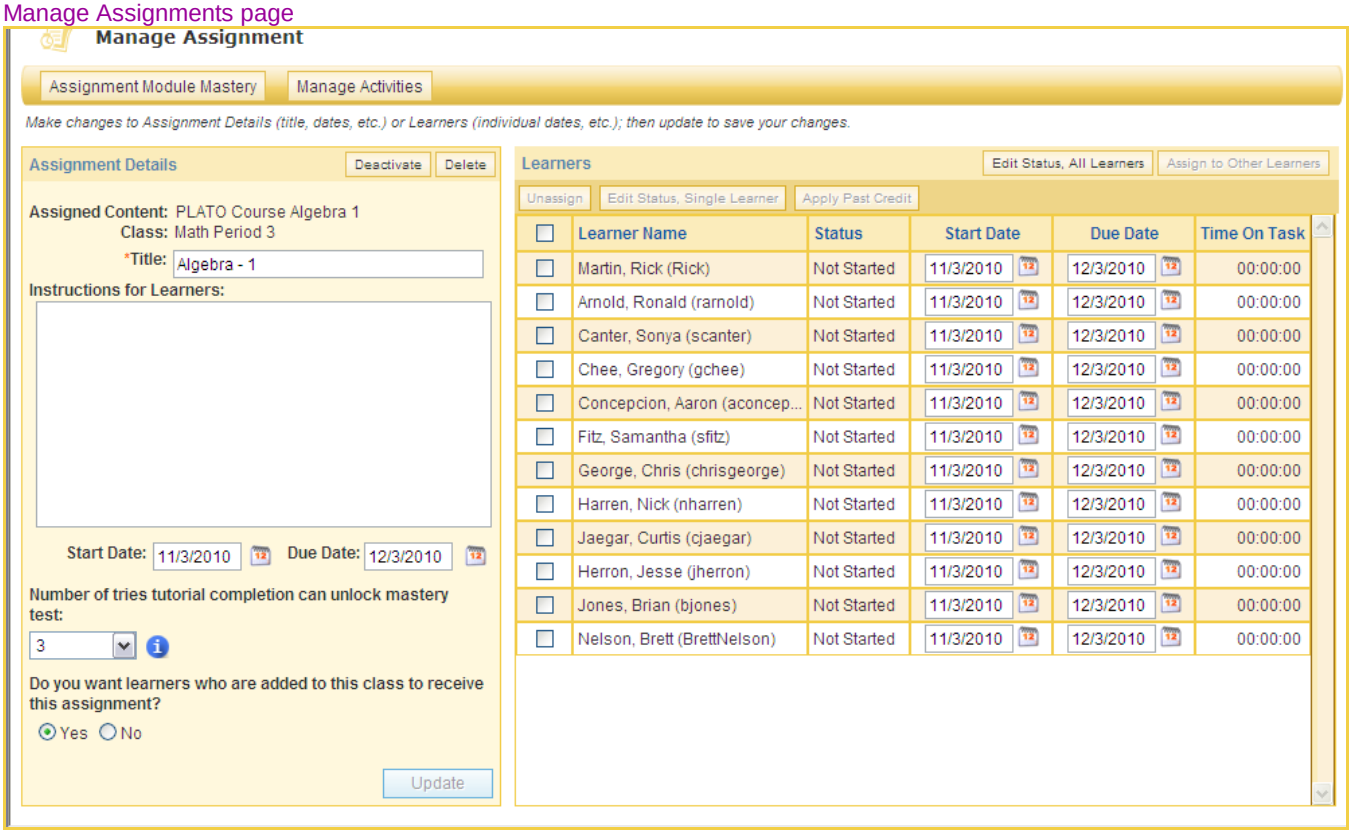
- **Deactivate and reactivate assignments:** The Manage feature allows you to deactivate an assignment that learners have already completed or an assignment that you want to put on hold. Once the assignment is deactivated, its associated students will no longer be able to access it. Remember that deactivating only hides the assignments from learners' lists and does not delete them. You can reactivate them anytime you want.

- **Delete assignments:** You can also delete the assignment. However, if one or more learners have progress data related to the assignment, it cannot be deleted. The system records that learners did work and made progress on this content. Instead, you can deactivate the assignment to remove it from active use.

Did You Know?

You can delete only those assignments that contain no progress data. Assignments that do contain progress data should be deactivated if you want to remove them from active use.

Manage Assignments page



3.4 Edit Learner Status

The Manage Assignment feature allows you to edit learners' status one at a time or all at once.

- For a **single learner**, select the learner and click Edit Status, Single Learner. You will see a view of the learner's current status for the assignment. Under Edit Status, you can click the Edit link for any level of the assignment.

Edit individual learner's status

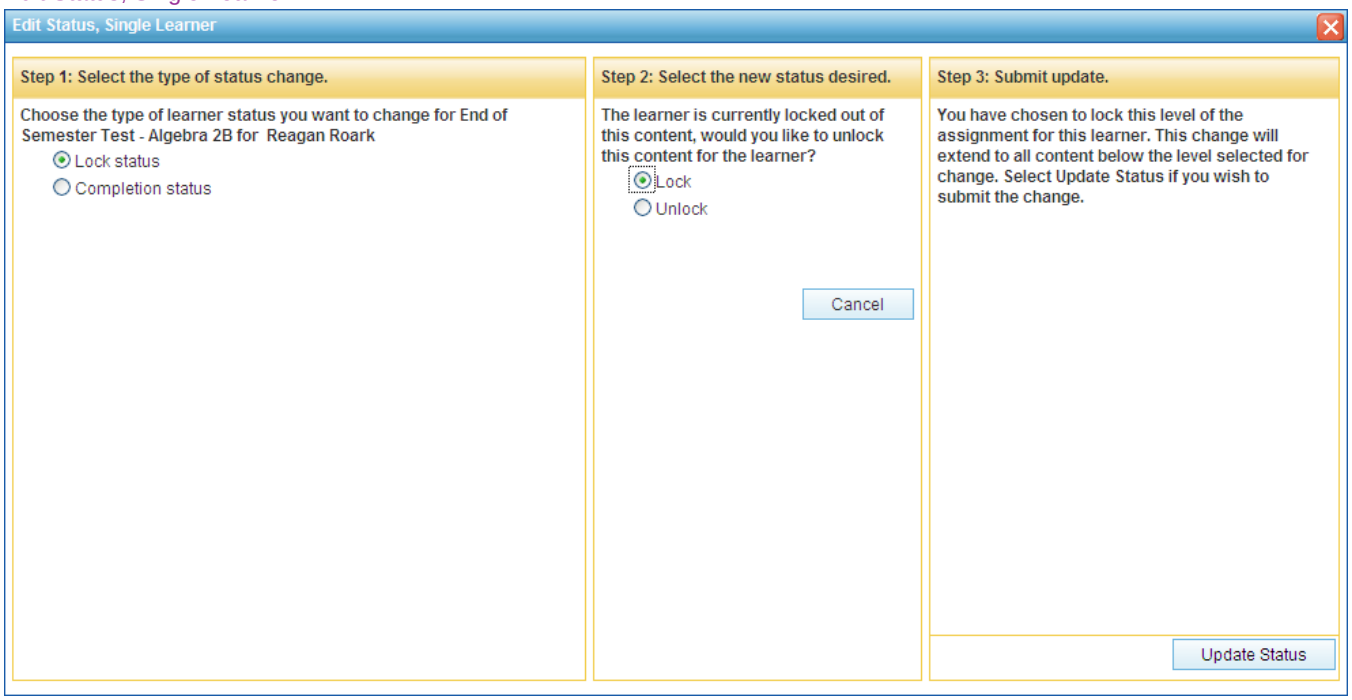
Levitt's English Assignment

Learner Name: Arnold, Ronald
Start Date: 10/22/2009 **End Date:** 12/31/2009
School Name: High School 1
Class Name: Levitt's Grade 10 Class

Title	Completion	Mastery	Exemption	Score	No. of Tries	Time on Task	Edit Status
PLATO Course English 10, Semester A v2.0					5	00:07:14	Edit
Unit 1 - Preparing for the Workplace					1	00:01:35	Edit
Unit 2 - Critical Reading					1	00:01:17	Edit
Unit 3 - Persuasion					1	00:00:56	Edit
Unit 4 - Reading Historical Fiction					1	00:01:08	Edit
End of Semester Test - English 10A				35%	1	00:02:18	Edit
Version 2.1, Copyright 2006							Edit

- When the **Edit Status, Single Learner** pop-up opens, choose whether to lock the status or to make a change in the status, such as exemption, completion, or score. Some items in a learning path can be completed but not mastered, while other items can be both completed and mastered. Therefore, the item you choose to edit will determine which options you are given to modify.

Edit Status, Single Learner



- PLE 2.1 also gives you the option to lock, unlock, exempt, or not exempt **multiple learners** from the selected PLATO content. From the Manage Assignment page, choose Edit Status, All Learners. In the **Edit Status, Multiple Learners** pop-up that opens, choose a single unit, module, or activity to change. Then make your status change selections, confirm them, and click Update Status to save your changes.

3.5 Apply Past Credit

An activity can appear in more than one course or custom resource. The assignment status for an activity is tracked independently for each assignment where that activity appears. Making progress on the activity in one assignment does not impact its status in any other assignment. However, you have the option to do a one-time application of status from past assignments. You can choose to apply mastery and exemption data from previous assignments to a selected learner and choose how far back you want the system to search for that data. If a learner has already completed and received credit for some of the new assignment content, you can choose to keep the new data the learner has generated or replace it with data from past assignments.

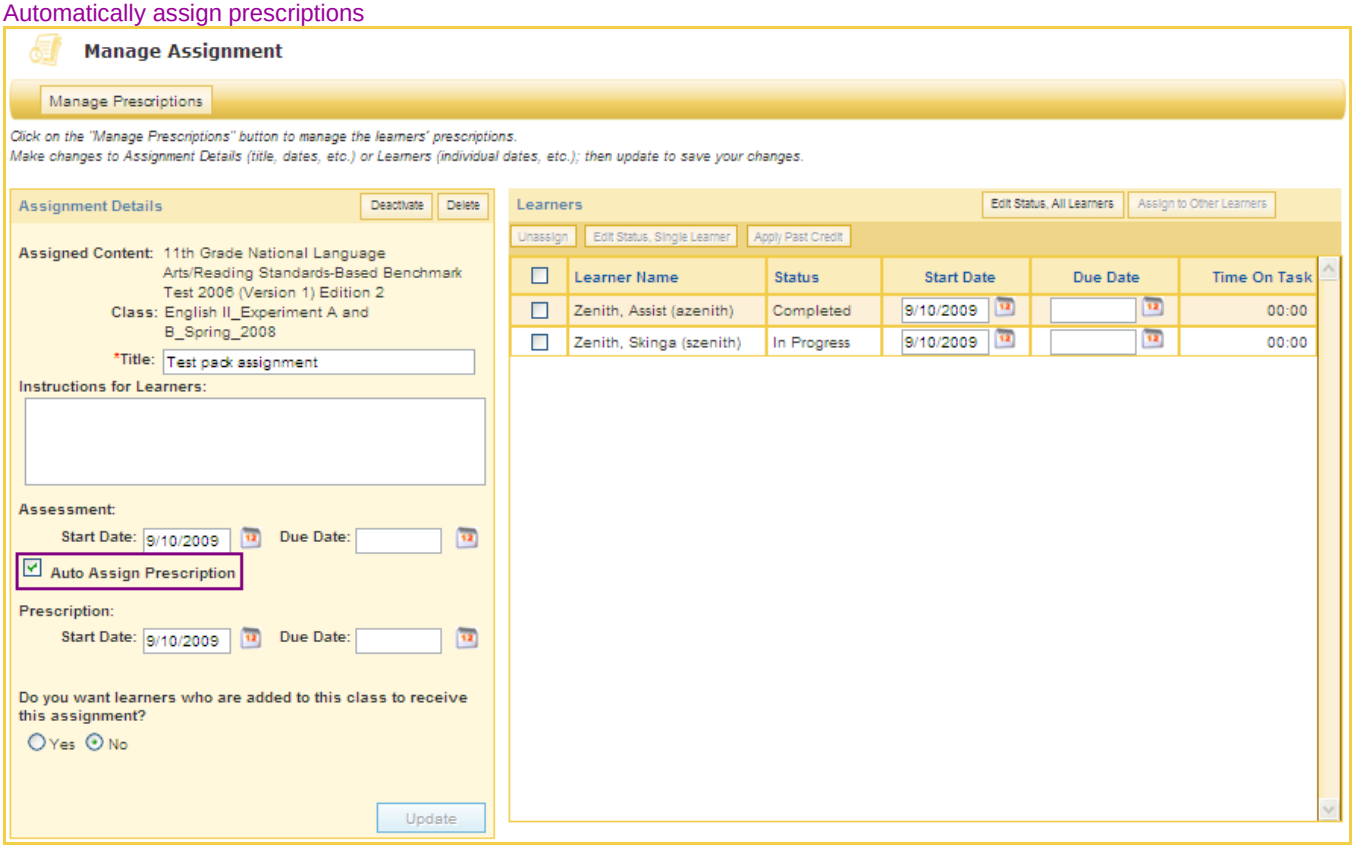
3.6 Prescription Assignments

Prescription assignments address the needs of the individual learner. They take the score that the learner received on a Test Pack assessment and correlate it to the content associated with that assessment. Then a prescription is created that contains only content that that the learner struggled with on the assessment.

To create a prescription assignment, first create a Test Pack assignment for your learners. Assessment assignments allow you to set start and end dates for both the assessment assignment and the related prescription assignment.

You can also decide whether to assign prescriptions automatically or manually. If an assessment assignment is set to **automatically prescribing assignments**, a prescription assignment will be automatically generated and assigned to learners based on their assessment results.

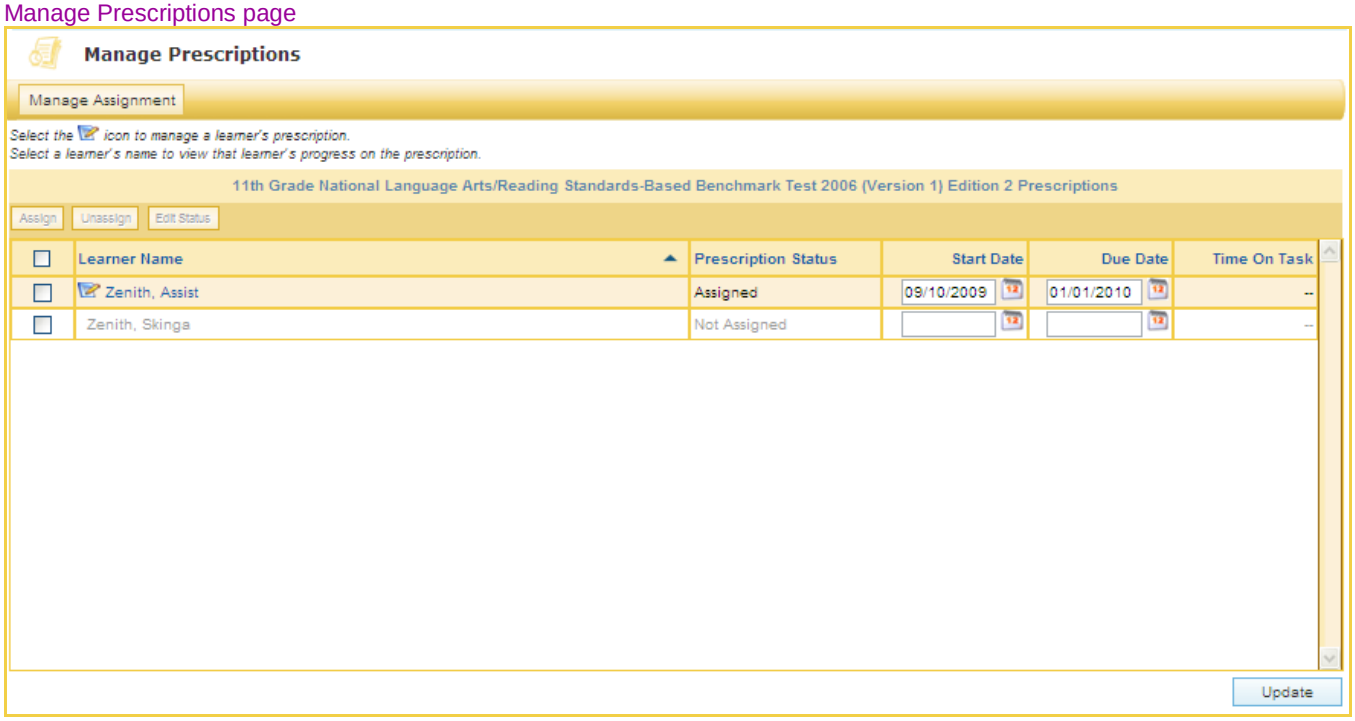
Automatically assign prescriptions



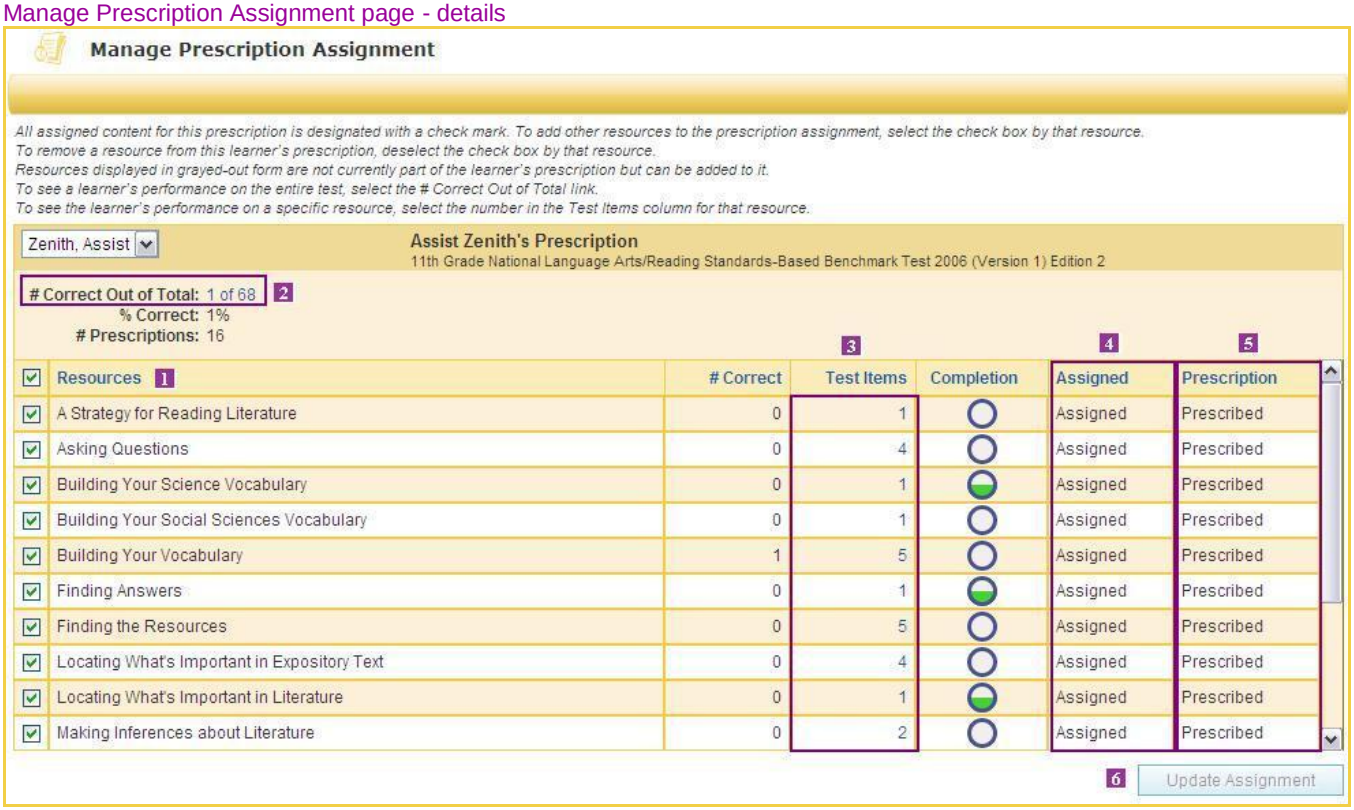
Assigning prescriptions manually is also an option. On the manage assignment page, make sure the Auto Assign Prescription check box is not selected. That means learners will not receive automatically generated prescriptions after their tests are scored. Instead, you will have the option to generate the prescriptions you want to assign.

To **manually generate a prescription**, begin on the Manage Assignments page. Click the Manage Prescriptions button on the task bar. On the Manage Prescriptions page, click the icon next to a learner's name to create or update that learner's individual prescription. This icon will appear only after the learner has completed the assessment.

Manage Prescriptions page



Manage Prescription Assignment page - details



1. The **Manage Prescription Assignment** page allows you to create and update a learner's prescription. The page shows a list of modules correlated to the assessment. It also shows how individual learners performed on assessment items associated with those modules.
2. To see how the learner did on each test question, click the link to the right of the **# Correct Out of Total**. A pop-up opens to provide details about all the test questions, the answer options, and the learner's answer.
3. To see how the learner fared on specific content, click on the number under the **Test Items column**. A pop-up opens to give details about the test questions, the answer options, and the learner's answers on the items associated with that particular content.
4. The **Assigned column** shows which prescription resources were assigned to the learner. If a prescription has not yet been assigned to the learner, all resources will be marked Not Assigned.
5. The **Prescriptions column** tells you which resources PLE would prescribe to the learner. If the status is Prescribed, then PLE recommends that this content be assigned to the learner. If the status is Not Prescribed, then PLE determined that the learner does not need to take this content. (If the prescription was set up to be assigned automatically, those resources marked Prescribed would be assigned to learners when the assessment is scored.)
6. Select any modules that you would like to assign to the learner, and then click the Create Assignment button (the button will read Update Assignment if this prescription has already been created for the learner). A prescription assignment will be instantly available to the learner.

After a prescription has been assigned, you can click on a learner's name to bring up a learner progress report. The report will show you how the learner is progressing through the prescribed assignment.

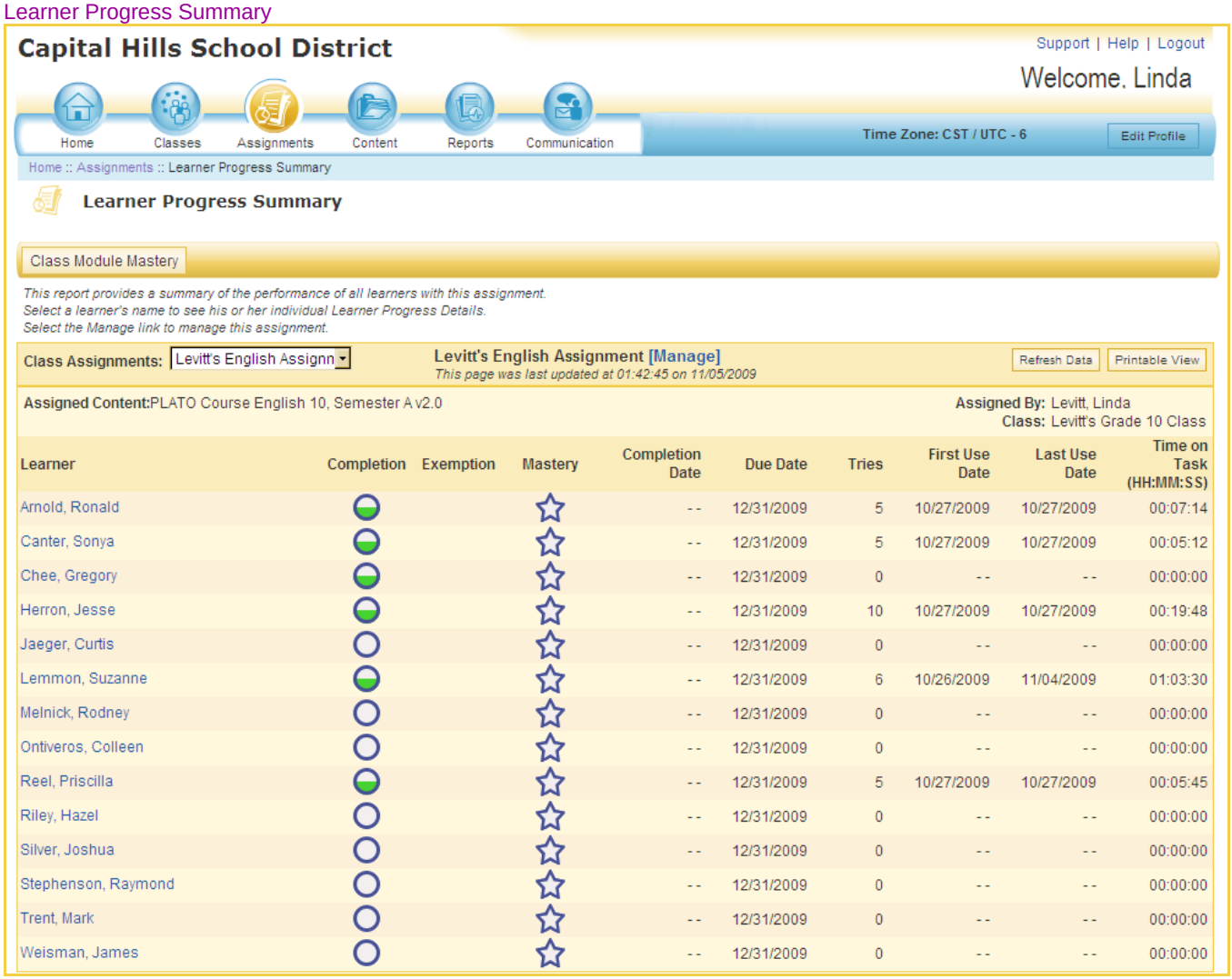
Here are some important points to keep in mind about the prescription status:

- You cannot create a prescription or manage a prescription until after a learner has completed the assessment. At that time, the icon for managing the learner's prescription will appear next to the learner's name.
- After a prescription is assigned, the learner's name will become a link. Clicking it will take you to the learner progress report for the individual's assigned prescription. There will be no progress to view, however, until the learner begins working on the prescribed assignment.

3.7 Quick View – Learner Progress Summary

The Learner Progress Summary quick view helps you see how learners are progressing through an assignment and whether they understand the material. From the Classes page, click an assignment name to bring up a quick view. It will give you a summary of the performance by all students for the selected assignment. You will see how many learners have completed the assignment and how many have reached mastery status; when learners accessed the assignment; and how much time they spent on the assignment.

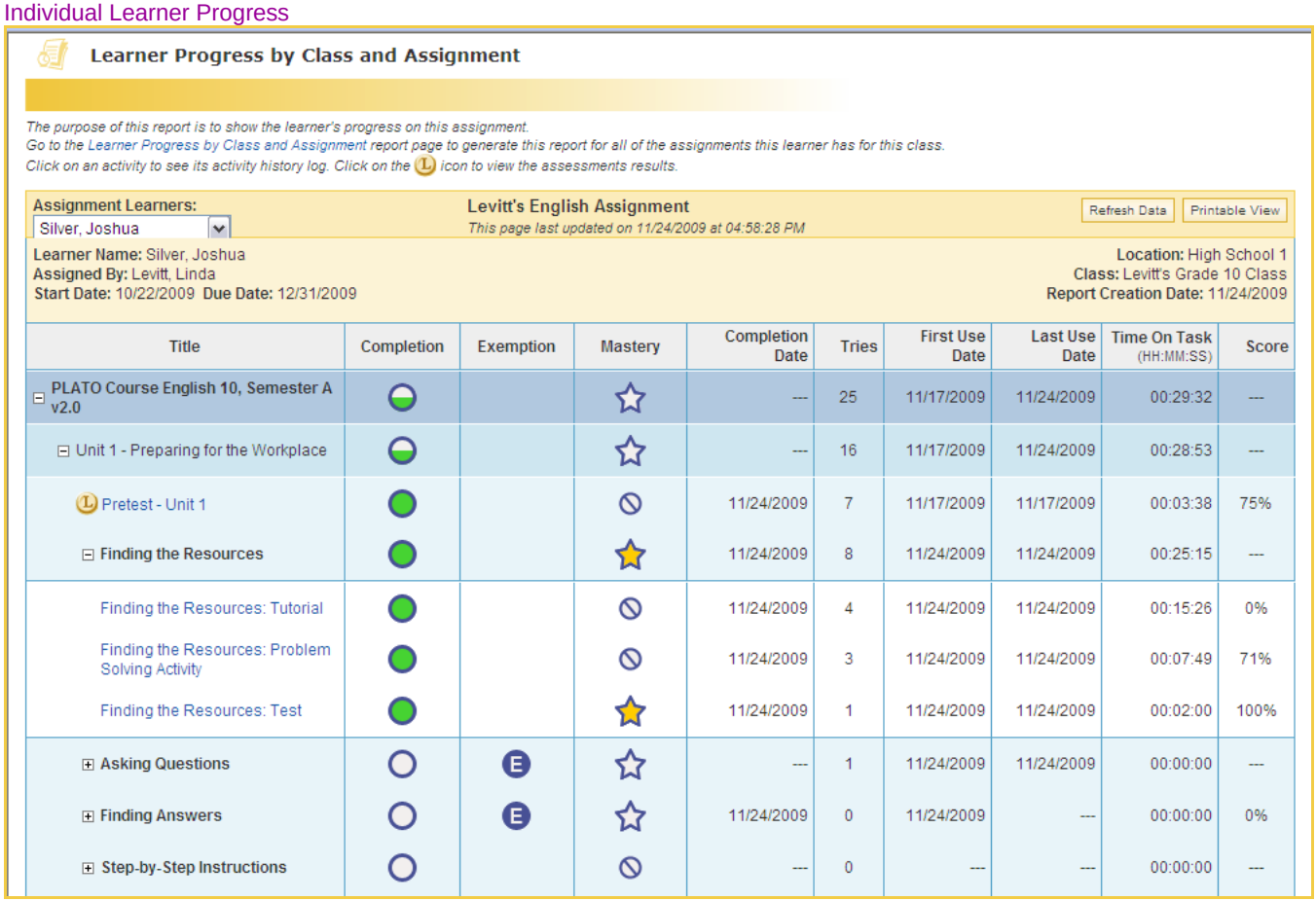
Learner Progress Summary



To see individual learner progress details, select a learner's name from the Learner Progress Summary. Information will come up about the learner's progress on a particular assignment. You can view which course, units, and lessons the learner has completed or mastered; the dates on which the learner first and last accessed the content; and how much time the learner spent on the assignment. You can also click on an activity to see its history log. Clicking on the L icon next to a course-level assessment activity generates a Learner Assessment Report.

If you would like to generate individual learner progress details for all the assignments a learner has finished for this class, click the Learner Progress link in the instructional text on this page.

Individual Learner Progress



Learner Progress by Class and Assignment

The purpose of this report is to show the learner's progress on this assignment.
Go to the Learner Progress by Class and Assignment report page to generate this report for all of the assignments this learner has for this class.
Click on an activity to see its activity history log. Click on the L icon to view the assessments results.

Assignment Learners: Silver, Joshua

Levitt's English Assignment
This page last updated on 11/24/2009 at 04:58:28 PM

Refresh Data | Printable View

Learner Name: Silver, Joshua
Assigned By: Levitt, Linda
Start Date: 10/22/2009 **Due Date:** 12/31/2009

Location: High School 1
Class: Levitt's Grade 10 Class
Report Creation Date: 11/24/2009

Title	Completion	Exemption	Mastery	Completion Date	Tries	First Use Date	Last Use Date	Time On Task (HH:MM:SS)	Score
PLATO Course English 10, Semester A v2.0				---	25	11/17/2009	11/24/2009	00:29:32	---
Unit 1 - Preparing for the Workplace				---	16	11/17/2009	11/24/2009	00:28:53	---
Pretest - Unit 1				11/24/2009	7	11/17/2009	11/17/2009	00:03:38	75%
Finding the Resources				11/24/2009	8	11/24/2009	11/24/2009	00:25:15	---
Finding the Resources: Tutorial				11/24/2009	4	11/24/2009	11/24/2009	00:15:26	0%
Finding the Resources: Problem Solving Activity				11/24/2009	3	11/24/2009	11/24/2009	00:07:49	71%
Finding the Resources: Test				11/24/2009	1	11/24/2009	11/24/2009	00:02:00	100%
Asking Questions		E		---	1	11/24/2009	11/24/2009	00:00:00	---
Finding Answers		E		11/24/2009	0	11/24/2009	---	00:00:00	0%
Step-by-Step Instructions				---	0	---	---	00:00:00	---

From the Learner Progress Summary page, you can go directly to the Assignment Module Mastery quick view, which allows you to compare an individual learner's progress on an assignment with his or her classmates. This report tells you the number of modules that learners have mastered in an assignment, how much time they are taking to attain mastery, and whether any learner is falling way behind or moving way ahead of his or her peers.

Assignment Module Mastery page

Assignment Module Mastery

Learner Progress Summary

This report compares an individual learner's progress on this assignment with his or her classmates.
Run the Assignment Module Mastery report to save this data as either a .pdf or a .csv (spreadsheet) file.

Class Assignments: Levitt's English Assignı

Levitt's English Assignment [Manage]
This page last updated at 17:00:50 on 11/24/2009

Refresh Data | Printable View

Location: High School 1
Class Name: Levitt's Grade 10 Class
Assignment: Levitt's English Assignment

Total No. of Modules in Assignment: 15
Total No. of Learners: 14
Average No. of Modules Mastered: 0.57
Average Percent of Modules Mastered: 4%

Modules Mastered By Learner

Name	Modules Mastered	% Modules Mastered	Total Time on Task	Mean Module Mastery Time
The following learners are relatively ahead of their peers based on the average module mastery.				
Canter, Sonya (scanter)	3	20%	00:05:12	00:01:44
Chee, Gregory (gchee)	1	7%	00:32:09	00:32:09
Riley, Hazel (hriley)	2	13%	00:21:04	00:10:52
Silver, Joshua (jsilver)	1	7%	00:29:32	00:29:32
Trent, Mark (mtrent)	1	7%	00:10:04	00:10:04
The following learners are relatively behind their peers based on the average module mastery.				
Arnold, Ronald (rarnold)	0	0%	00:07:14	00:00:00
Herron, Jesse (jherron)	0	0%	00:19:48	00:00:00
Jaeger, Curtis (cjaeger)	0	0%	00:00:00	00:00:00
Lemmon, Suzanne (slemmon)	0	0%	01:03:30	00:00:00
Melnick, Rodney (rmelnick)	0	0%	00:00:00	00:00:00
Ontiveros, Colleen (contiveros)	0	0%	00:00:00	00:00:00
Reel, Priscilla (preel)	0	0%	00:05:45	00:00:00
Stephenson, Raymond (rstephenson)	0	0%	00:00:00	00:00:00
Weisman, James (jweisman)	0	0%	00:00:00	00:00:00

3.8 Digital Drop Box

A digital drop box is an activity that allows learners to upload digital files that they have completed to be reviewed and graded by an instructor. You can access and manage a digital drop box activity by accessing the Manage Activities page from the Assignments mini app. To access the Manage Activities page, on the Manage Assignment page, click the Manage Activities tab.

In the Activity Navigator of the Manage Activities page, click the digital drop box activity that you want to access. A digital drop box activity is identified by the icon that appears before the name of the activity. On clicking the activity, the right pane shows the summary details of this activity for each learner. The icon in the Status column indicates that the learner has submitted the activity for review and the icon indicates that the learner has submitted the activity for final scoring.

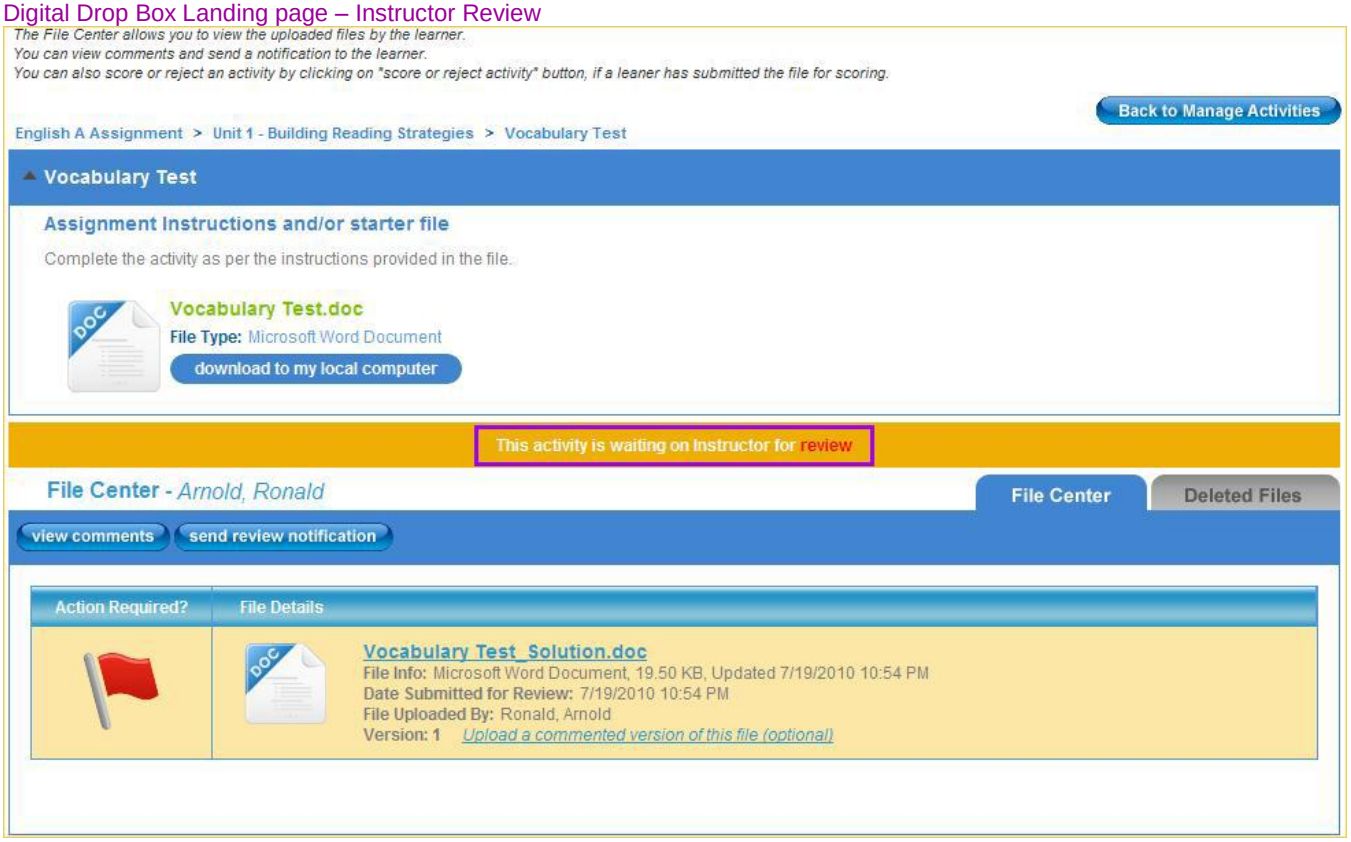
Manage Activities page

To go to the Digital Drop Box activity landing page, click the row entry corresponding to a learner who has submitted the activity either for review or for final scoring. The landing page displays a message on the status of the activity based on whether the learner has submitted the activity for review or for final scoring. The File Center section displays the files submitted by the learner. You can view these files under the File Details column. To download a file submitted by the learner, click the file name. The flag icon under the Action Required? column indicates that you have to perform an action on the corresponding file.

To view the comment log history, click the view comments button. After you have completed reviewing the files submitted by the learner for review, click the send review notification button to send a review notification with comments, if any, to the learner. Alternatively, you can upload a commented version of each submitted file by clicking the Upload a commented version of this file (optional) link corresponding to each submitted file entry

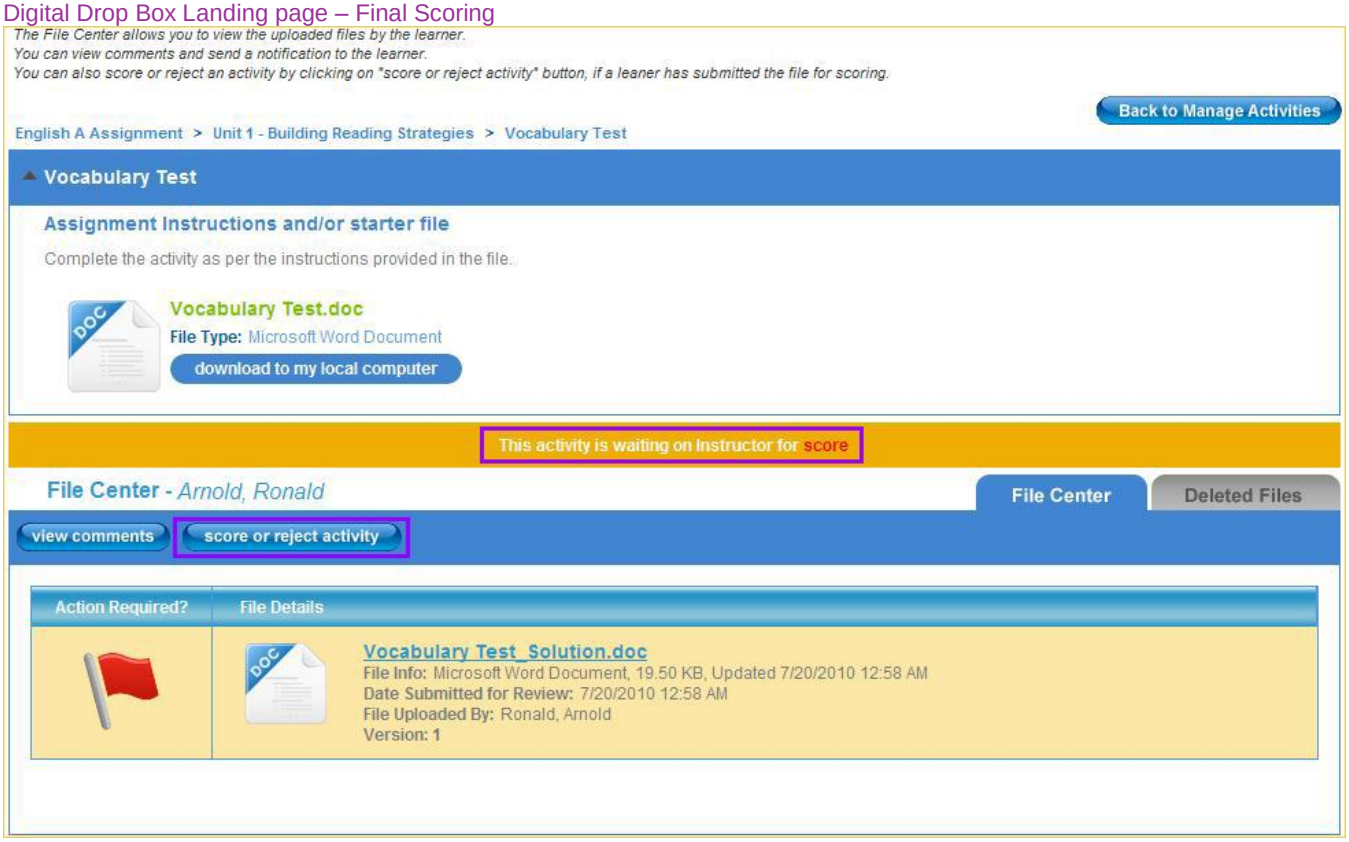
under the File Details column. Performing either of these steps will inform the learner that you have reviewed the activity.

Digital Drop Box Landing page – Instructor Review



To score a digital drop box activity, in the File Center section, click the score or reject activity button. On the Score/Reject pop-up that appears, you can either score the activity or reject it. To score the activity, enter a score in the text box next to the Score Activity option. To reject the activity, select the Reject Activity option. Optionally, enter any comments that you want to send to the learner. Finally, click the record and send learner notification button.

Digital Drop Box Landing page – Final Scoring

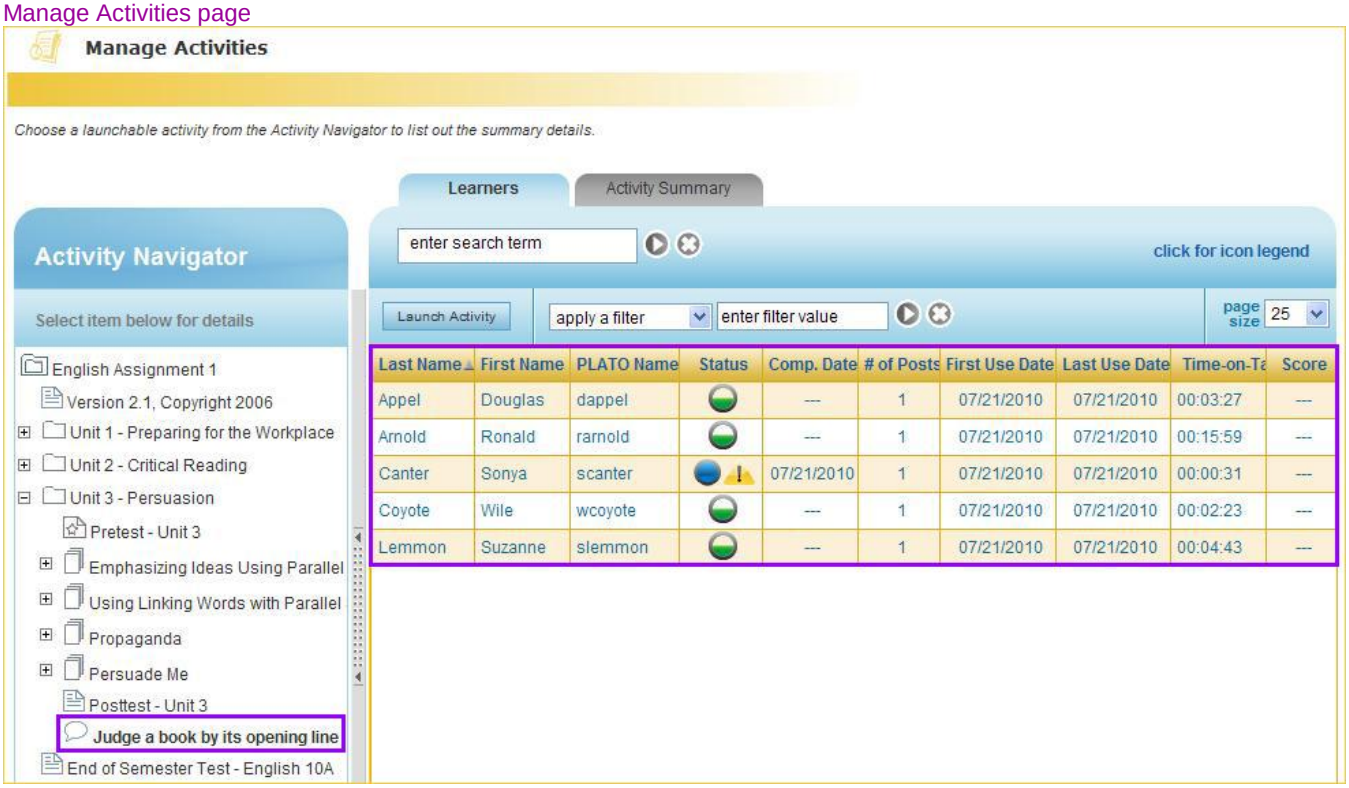


3.9 Threaded Discussion

A threaded discussion is an activity that enables an instructor to ask complex, open ended questions and enables learners to respond to the questions with their own thinking. In addition, both the instructor and the learner can respond to the thoughts of others. You can access and manage a threaded discussion activity by accessing the Manage Activities page from the Assignments mini app. To access the Manage Activities page, on the Manage Assignment page, click the Manage Activities tab.

In the Activity Navigator of the Manage Activities page, click the threaded discussion activity that you want to access. A threaded discussion activity is identified by the icon that appears before the name of the activity. On clicking the activity, the right pane shows the summary details of this activity for each learner. The icon in the Status column indicates that the learner has submitted the activity for scoring.

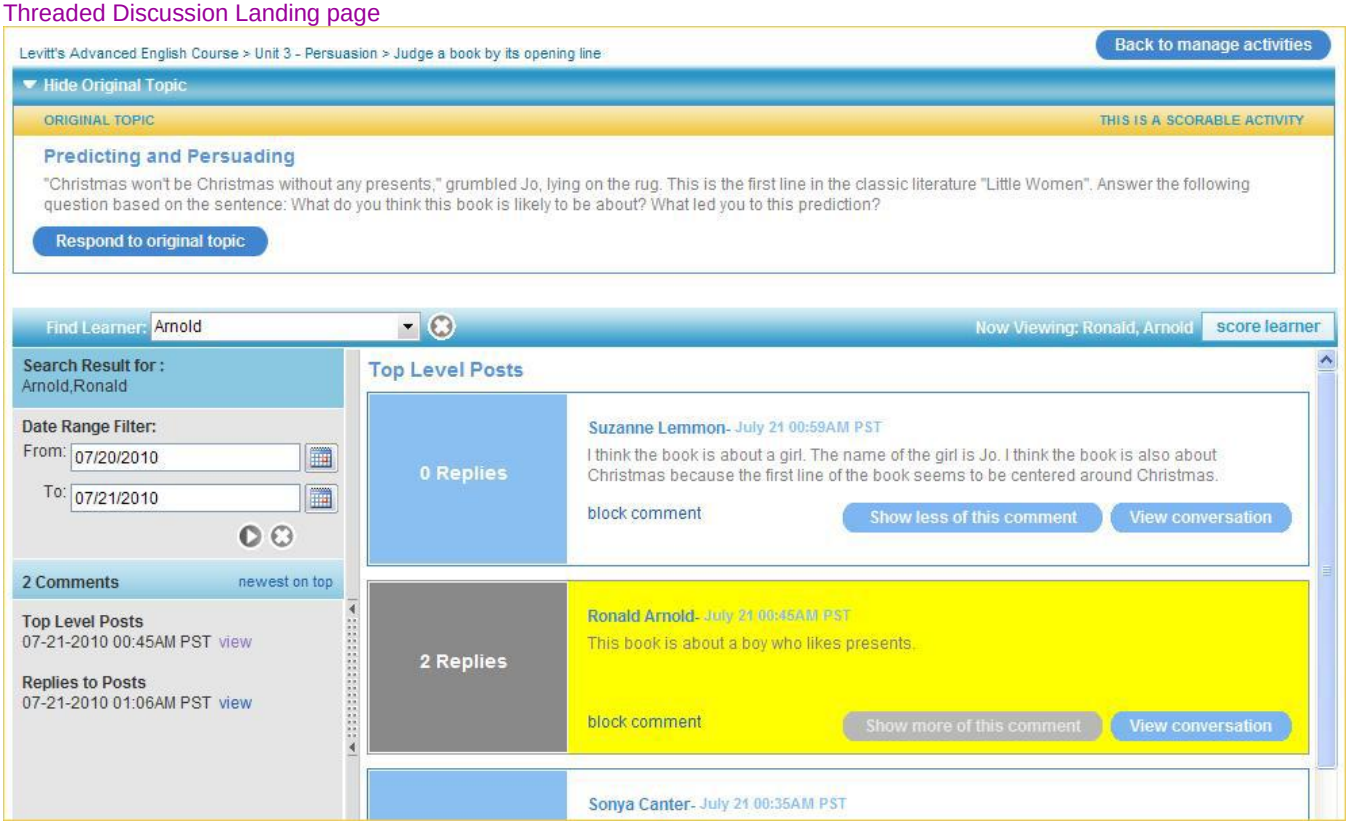
Manage Activities page



To go to the Threaded Discussion activity landing page, click the Launch Activity button. Alternatively, you can click the row entry corresponding to a specific learner. On the activity landing page, you can view the original discussion topic. To post a comment to the original topic, click the Respond to original topic button.

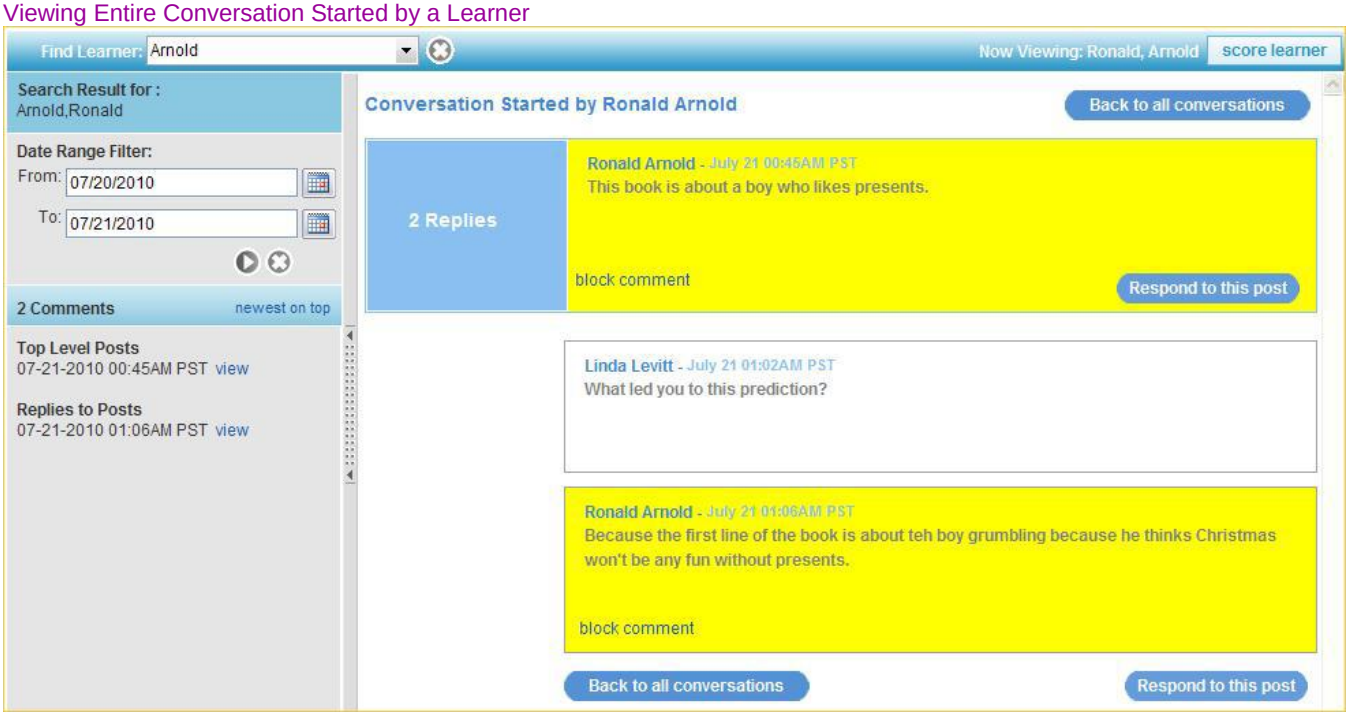
The bottom section of the landing page displays the learners' responses to the discussion topic. This is the section from where you can monitor the discussion. To view the comments from a specific learner, in the Find Learner form field, enter the name of the learner. Alternatively, click the drop down menu and select the required learner. The left pane displays the search results for the selected learner. You can use the Date Range Filter option to view comments posted by the selected learner in a specified period. The Comments section in the left pane provides information on the comments posted by the selected learner and links to navigate to those comments. To view the top-level post of the learner—that is, the comment posted by the learner in response to the original topic—click the view link next to the details for Top Level Posts. In the right pane, the comment entry corresponding to the selected learner is highlighted in yellow. You can block an inappropriate comment by clicking the block comment link below the comment.

Threaded Discussion Landing page



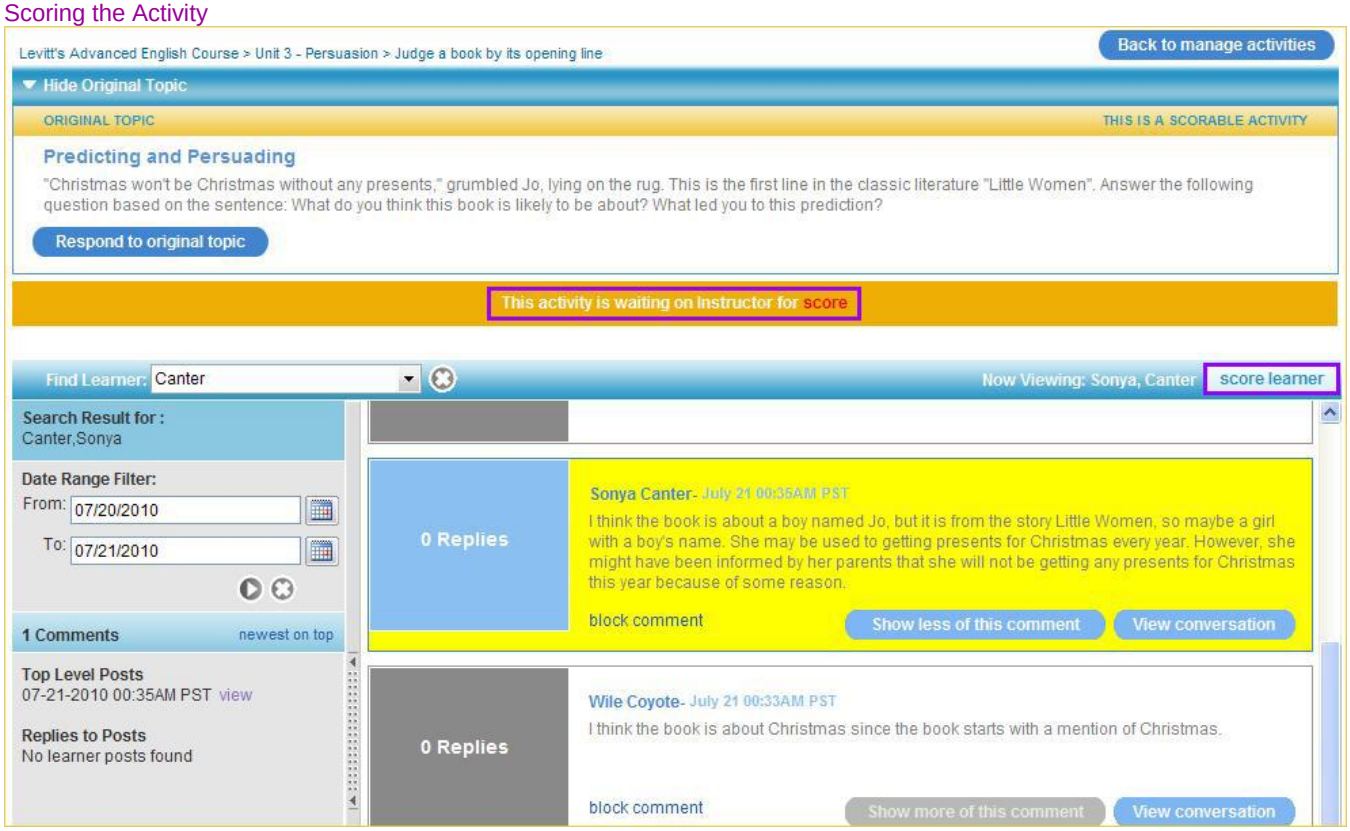
To view the replies to the top-level post of the learner, click the View conversation button in the top-level comment entry in the right pane or the view link next to the details for the Replies to Posts in the left pane. On performing either step, the selected conversation with all the replies appears in the right pane. To post a comment to this conversation, click the Respond to this post button. To return back to the list of all conversations for this activity, click the Back to all conversations button.

Viewing Entire Conversation Started by a Learner



If a learner has submitted the activity for scoring, the landing page displays the corresponding message. To score the learner, click the score learner button. On the Grade Learner pop-up that appears, enter the score and then click the Score button.

Scoring the Activity

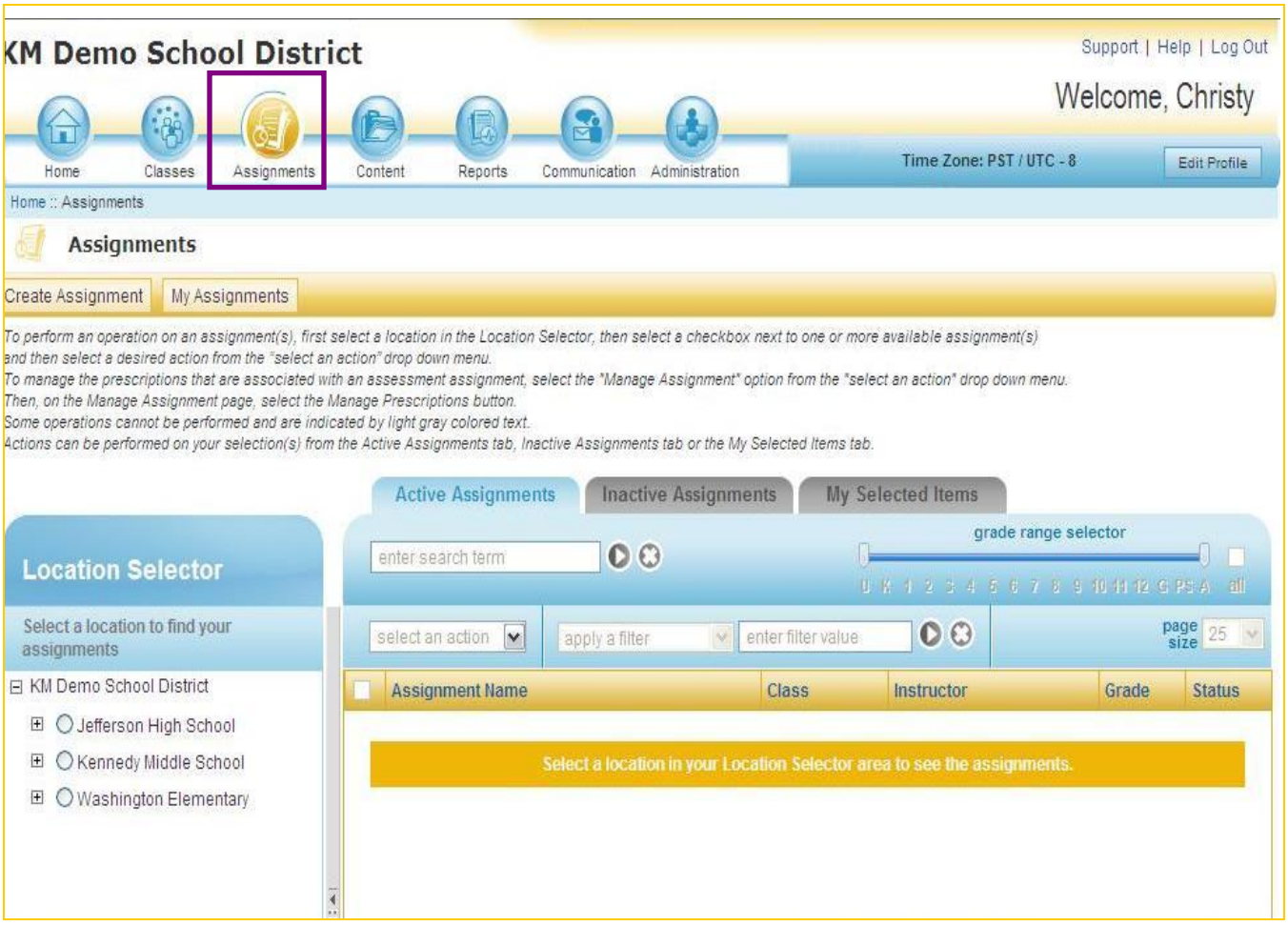


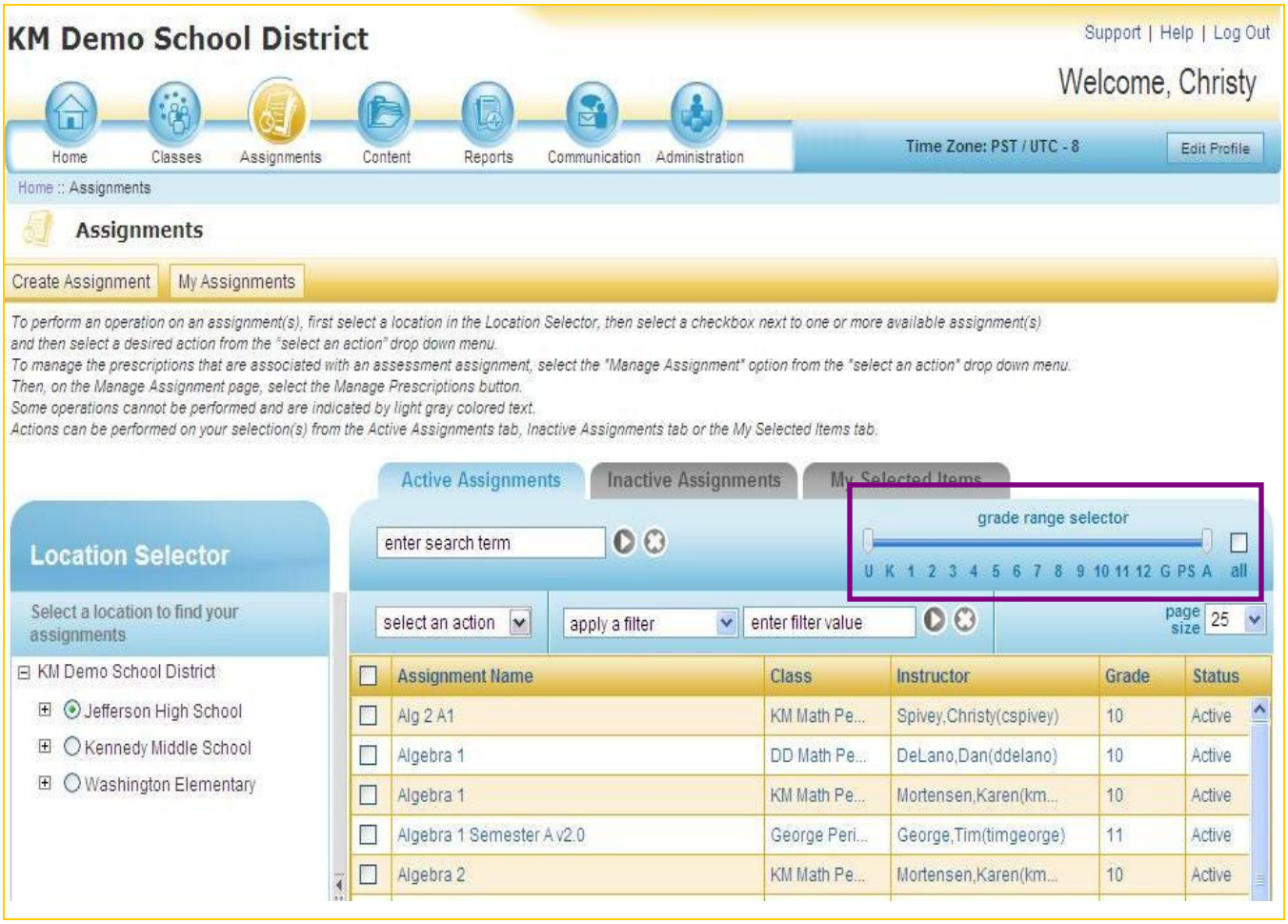
3.10 Account Administrator View

If you are logged in as an administrator, the Assignments mini-app takes you to the Assignments page for administrators. There you can search and filter through all assignments—both active and inactive—associated with your location. Once you locate an assignment, click its name to see a list of learners who were assigned that content. To edit the assignment settings and manage associated learners or to deactivate or delete an assignment, first select the check box next to the assignment. Then click the appropriate button, either Manage Assignment, Deactivate Assignment, or Reactivate Assignment.

My Assignments: As an administrator, you also have access to the My Assignments page from your landing page. This page is identical to the Assignments landing page for instructors. It shows all the assignments you have made for your classes. Click on an assignment's name to see all the learners and other data associated with that assignment.
The grade range selector allows you to view and manage assignments for a particular grade or a range of grades. It also includes an undefined 'u' grade, if no grade is specified.

Account administrator view of Assignments landing page




KM Demo School District
Support | Help | Log Out
Welcome, Christy
Home
Classes
Assignments
Content
Reports
Communication
Administration
Time Zone: PST / UTC - 8
Edit Profile
Home :: Assignments
Assignments
Create Assignment
My Assignments
To perform an operation on an assignment(s), first select a location in the Location Selector, then select a checkbox next to one or more available assignment(s) and then select a desired action from the "select an action" drop down menu.
To manage the prescriptions that are associated with an assessment assignment, select the "Manage Assignment" option from the "select an action" drop down menu. Then, on the Manage Assignment page, select the Manage Prescriptions button.
Some operations cannot be performed and are indicated by light gray colored text.
Actions can be performed on your selection(s) from the Active Assignments tab, Inactive Assignments tab or the My Selected Items tab.
Active Assignments
Inactive Assignments
My Selected Items
Location Selector
Select a location to find your assignments
KM Demo School District
Jefferson High School
Kennedy Middle School
Washington Elementary
enter search term
grade range selector
U K 1 2 3 4 5 6 7 8 9 10 11 12 G PS A all
select an action
apply a filter
enter filter value
page size 25
Assignment Name
Class
Instructor
Grade
Status
Alg 2 A1
KM Math Pe...
Spivey,Christy(cspivey)
10
Active
Algebra 1
DD Math Pe...
DeLano,Dan(ddelano)
10
Active
Algebra 1
KM Math Pe...
Mortensen,Karen(km...
10
Active
Algebra 1 Semester A v2.0
George Peri...
George,Tim(timgeorge)
11
Active
Algebra 2
KM Math Pe...
Mortensen,Karen(km...
10
Active

4. Content

4.1 Overview

In PLE all the content-related features are grouped under the Content mini-app. This mini-app helps you choose appropriate instructional material at a desired level to make assignments. You can also save content as a favorite or open and view it at the activity level. You have access to content from several sources, including PLATO lessons and courses, content built by your local colleagues, and content that you created yourself.

Instructor view of the Browse Content page

Clicking the Content mini-app lands you on the Browse Content page. This page presents the **browsing content tool**, which reappears under different mini-apps within PLE. For example, browsing content is required when you are creating new assignments in the Assignments mini-app. However, the way you use this tool remains consistent. Once you are comfortable with the Browse Content page, the related tasks will be consistent and approachable.

PLE allows your user profile and content filter to interact. If your teaching focuses on one subject and a set of grades, the system can save that criteria and narrow your view of content consistently. You won't need to select a subject and grade level each time you look for content on PLE.

Did You Know?

The Edit Profile feature allows you to save your preferred search options and is available to use from any page.

The **Edit Profile** button is always available. It allows you make permanent settings that the system remembers each time you log in. If you find while browsing that you want to view a different set of content, you can click the Change button to temporarily change your profile. Selecting the All Content check box allows you to view all content quickly and easily.

There are 5 types of content folders, which you can view or manage.

- **Favorite Content** contains instructional resources that you have marked as a favorite.
- **My Content** contains the customized resources that you have built or are now building.
- **Local content** contains customized resources created by other instructors in your account and published by your administrator.
- **PLATO Content** contains all the instructional resources created by PLATO Learning that you have licensed, such as PLATO Courses, PLATO Titles, and Test Packs.
- **Other Content** contains websites, media, and books organized by PLATO Learning as references for you.

4.2 Search by Standards

In addition to browsing, the Content mini-app allows you to search for content based on standards and also to create your own customized resources.

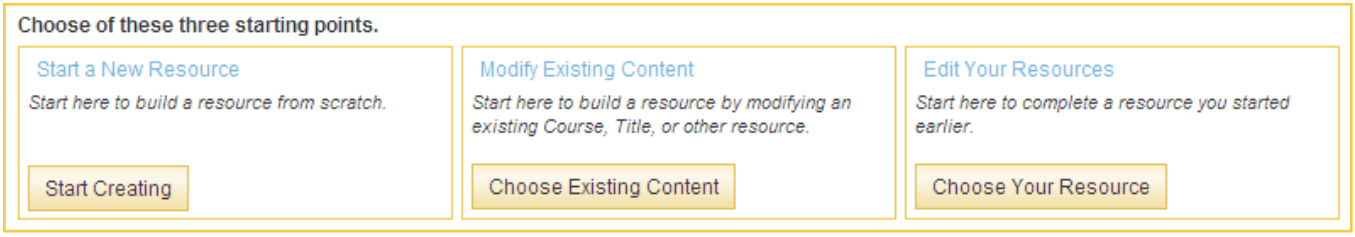
The **Search by Standards** feature allows you to search content by selecting a standard from the state standards drop-down list. After you select the required state standard, select the grade level. Click the View Resources link by a standard to see resources mapped to that standard. All resources that map to the chosen standard will appear in the pane on the right. You can then select any resource from the right pane and assign it to a learner or learners or add it to your favorite resource folder.

Search by Standards page

4.3 Create a Custom Resource

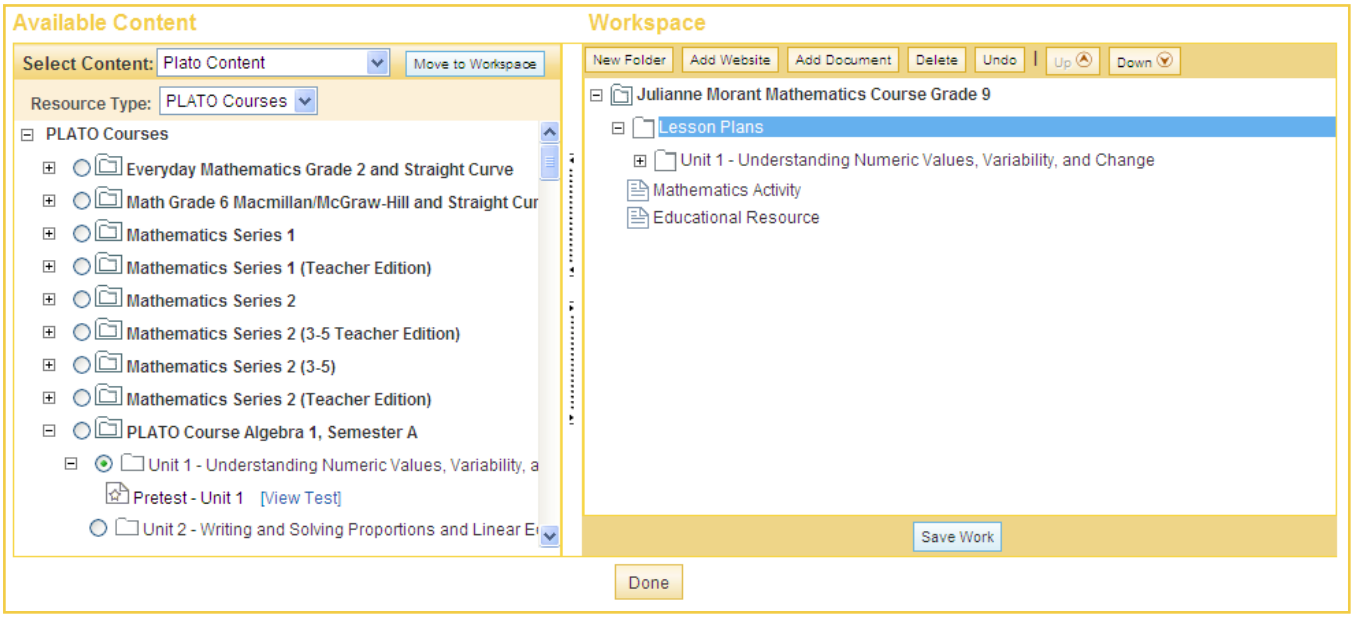
The Create a Custom Resource feature allows you to build your own learning content. You can mix content from the PLATO library and from your own lessons. Start creating a custom resource by selecting any of the three starting points noted below. You can start fresh, begin with existing PLATO material and modify it, or return to and complete a custom resource you have already started.

Create a Custom Resource



1. **Start a new resource**: To start fresh, select Start Creating. This option gives you a clean slate to start. It allows you to create a new course and name it according to the file-naming conventions established by your school, district, or program.

Start a new resource



The resource you create will appear in the Workspace, where you can modify it. You can make new folders and subfolders within your resource to provide a structure to your course. You can add these folders to your workspace as you go.

Start by selecting the content and resource type from the drop-down menus under Available Content. A list of available content will appear. Select the content you want to use and move it into any folder or subfolder in the Workspace by clicking the Move to Workspace button. You can also drag content from the Available Content pane to the Workspace pane.

You can add a website to your resource. Select the Add Website button, type the necessary details in the Add Website dialog box, and click Add. In a similar way, you can use the Add Document button to upload

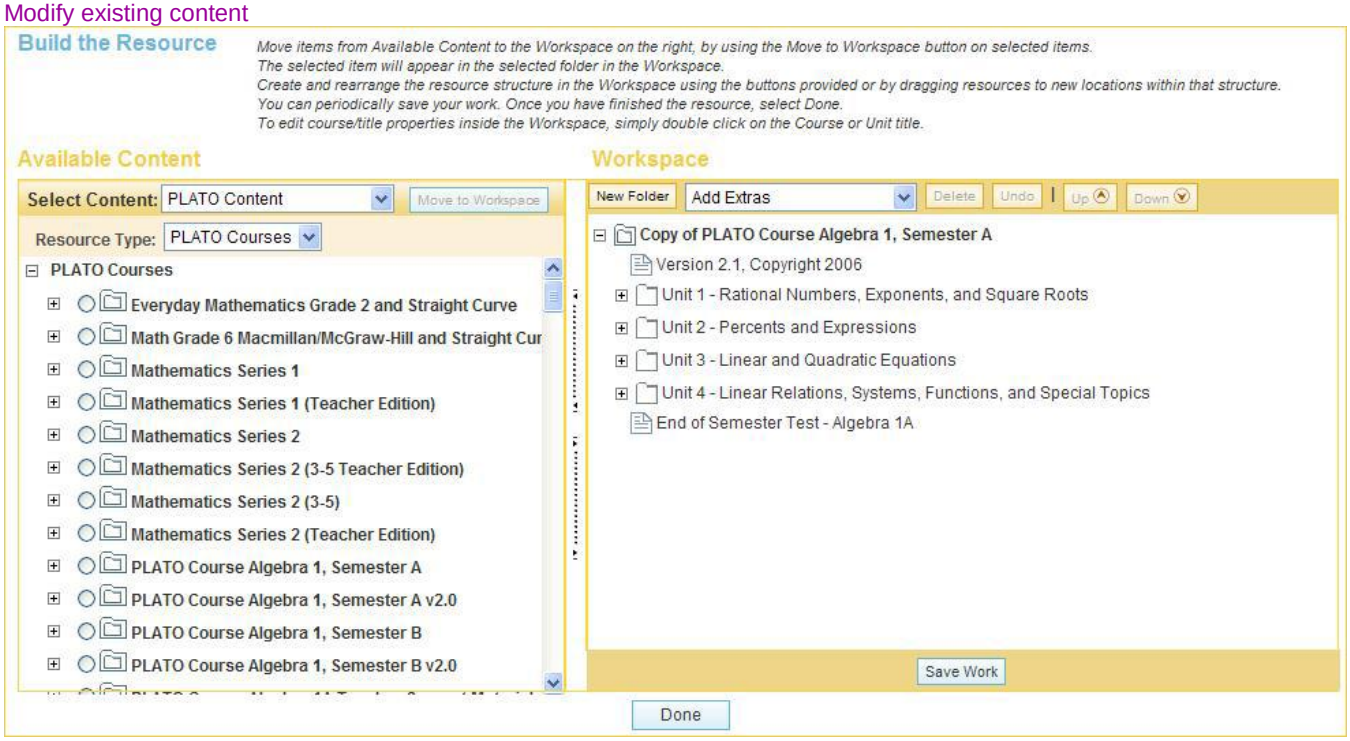
documents and graphics from your computer into a folder or subfolder. Document formats include PDF, Word, RTF, PowerPoint, Excel, JPG, and GIF.

When creating a custom resource, you can also rename existing pretests, posttests, or End of Semester tests. To rename an existing test, in the Workspace, double-click the name of the test. Then, in the pop-up box that appears, type a new name for the test and click Ok.

As you work, you can delete content or rearrange the structure at any time. Clicking the Save Work button saves your work as you go. After you have completed your course, you can Finish it. Finishing means the resource will be available to assign to your learners. If you are logged in as an administrator, you have the option to Finish or Publish the course. Publishing a course makes it available to all instructors and administrators within your school, program or district to assign to learners.

2. **Modify existing content**: This feature allows you to create a custom resource by modifying an existing one. To do so, first choose your content and resource type to bring up a list of resources. Select the resource you want to modify. A copy of the selected resource will move to the Workspace in the Build the Resource page where you can add or remove content to modify the resource. You can rename the resource by double-clicking the name of the highest level folder in the Workspace.

Modify existing content



3. **Adding a Digital Drop Box Activity**: You can use the modifying existing content feature to add digital drop box and threaded discussion activities to existing PLATO content. Remember, though, that you **can** add these activities only to the top-level folder (course folder), to a unit folder, or to any other folder at the unit level, but you **cannot** add these activities within a module.

To add a digital drop box activity to existing PLATO content, open a copy of the resource in the Workspace in the Build the Resource page. Next, select the location to which you want to add the activity, click the Add Extras drop down menu, and then select Add Digital Drop Box.

In the Add Drop Box Activity dialog box, enter a name for the activity. The name must be unique and contain at least four characters and no more than 255 characters. Next, using the Browse button, add the required activity file from your computer. Permitted file formats include PDF, Word, PowerPoint, Excel, RTF, GIF, JPG,

JPEG, PNG, and ZIP. Finally, type the necessary details in the remaining optional fields of the dialog box, and click Add.

In PLATO courses, the digital drop box activities are within the modules. Therefore, you will not be able to delete these activities when customizing a PLATO course. However, if you do not want the learners to do specific digital drop box activities in a course, you can exempt the learners from these activities in the assignment.

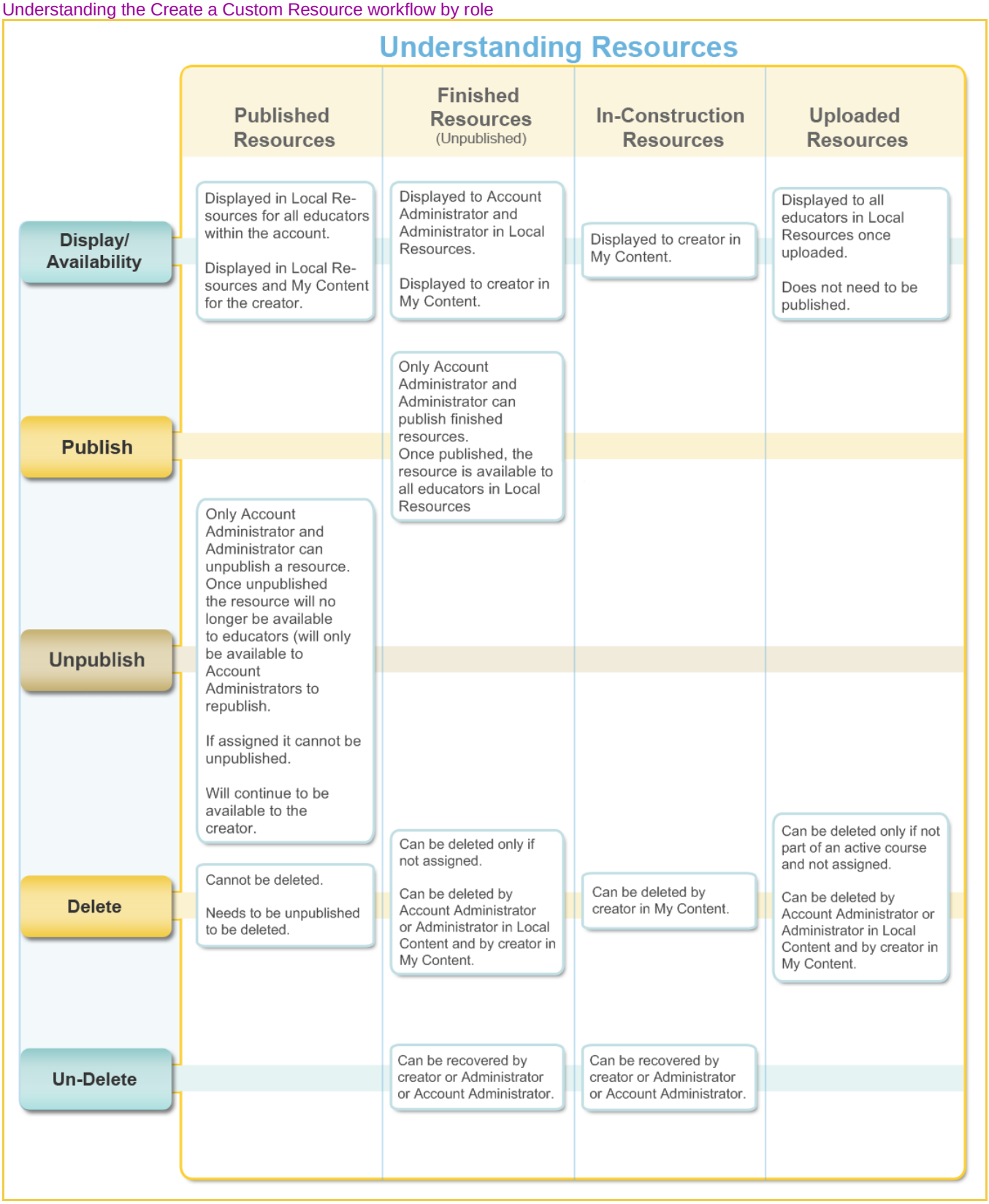
4. **Adding and Removing a Threaded Discussion Activity**
   To add a threaded discussion activity to existing PLATO content, open a copy of the resource in the Workspace in the Build the Resource page. Next, select the location to which you want to add the activity, click the Add Extras drop down menu, and then select Add Threaded Discussion.

   In the Add Threaded Discussion dialog box, enter a name for the activity as it should appear in the learning path, a discussion title as it should appear at the top of the discussion, and a discussion post, which typically is a question for learners to answer. Finally, type the necessary details in the remaining optional fields of the dialog box, and click Add.

   When customizing a PLATO course, you can delete an existing threaded discussion activity from the course by selecting the activity in the Workspace and then clicking the Delete button.

5. **Edit your resources**: The Edit Your Resources feature allows you to continue working on a course you have already started. Select your course to move it to the Workspace and then edit it by adding or removing content to the resource.

Understanding the Create a Custom Resource workflow by role



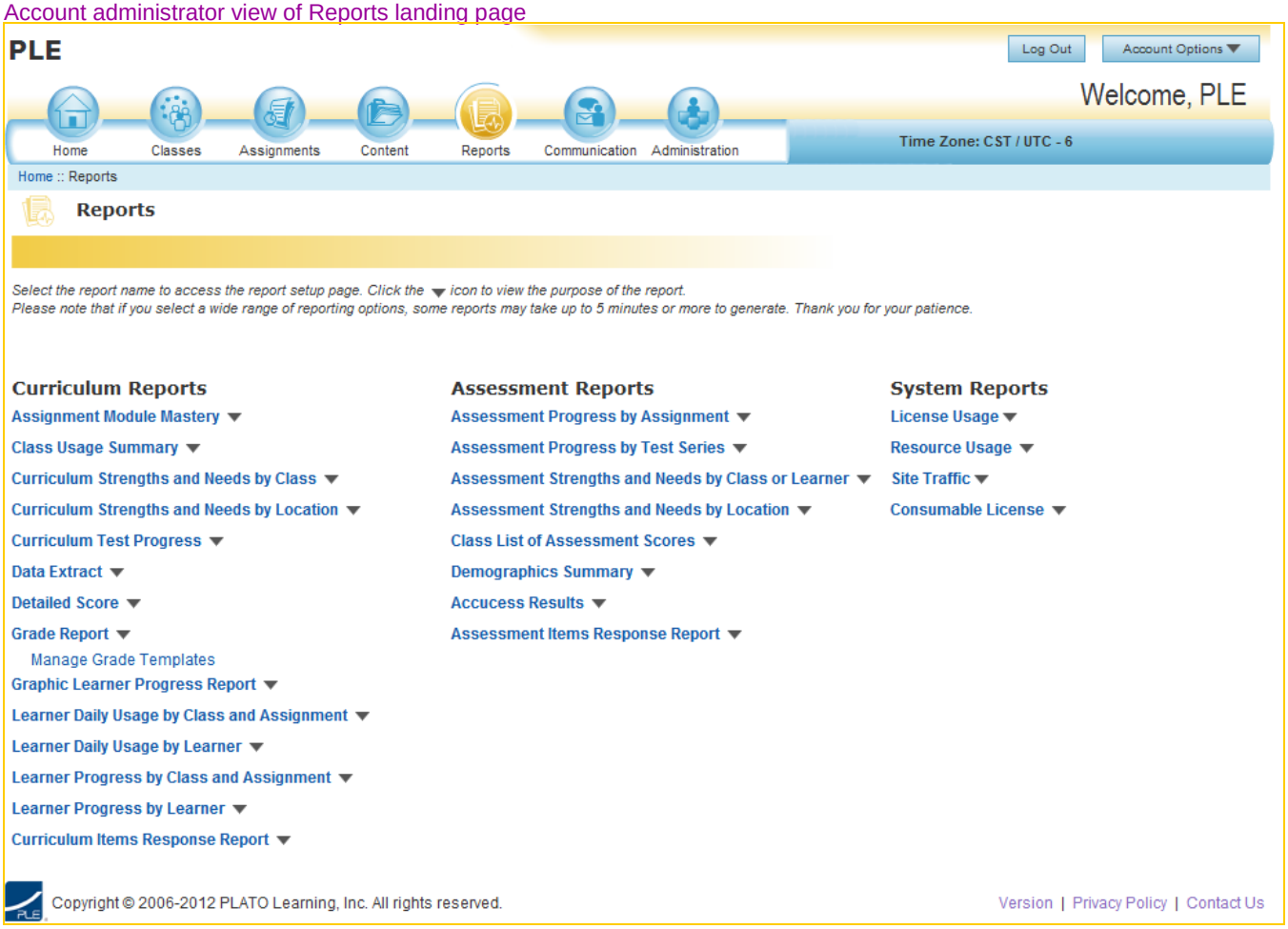
5. Reports

5.1 Overview

To ensure the success of all learners, it's important to monitor their performance and progress continuously. Doing so will help you make sound instructional adjustments as needed. PLE helps you generate several types of reports, all of which are listed on the Reports landing page. The reports are categorized into three groups: Curriculum Reports, Assessment Reports, and System Reports.

Click any report on the landing page to access its setup page. To view the purpose of any report, click the ▼icon next to it.

Account administrator view of Reports landing page



If you log in as an instructor, you won't see any reports listed under the System Reports section. These reports are available only to account administrators and administrators. You also will not see all the reports under Curriculum Reports or Assessment Reports. Again, some of these reports can be accessed only by account administrators or administrators.

Likewise, some reports available to account administrators are not available to administrators. Only account administrators have access to all reports.

5.2 Curriculum Reports

Curriculum Reports are generated from PLATO content data. They tell you how a student did on PLATO content, such as a prescription assigned after taking a test. These reports give you the information and flexibility you need to guide instruction; to improve communication among instructors, students, parents, and administrators; to provide more accurate data on access and use of the system; and to track seat time. Here is a list of Curriculum Reports. You can also see a quick-view version of these reports under the Classes and Assignment mini-apps.

Curriculum Reports	Purpose
Assignment Module Mastery	The purpose of this report is to compare a learner's progress against the progress of class peers for a single assignment.
Class Usage Summary	This report provides information about how learners in a class are spending their time in PLE.
Curriculum Strengths and Needs by Class	This report offers a view of student performance on courseware assessments for a given class.
Curriculum Strengths and Needs by Location	This report gives administrators a view of student performance on courseware assessments for a given location.
Curriculum Test Progress	This report provides educators with a snapshot of how learners in a class are performing on the assessments for a PLATO Courses assignment.
Data Extract	This report allows administrators and instructors to see all summary usage and progress data for a group of students or for all students in a class, school, program or district. The data available is based on the locations that administrators and instructors are assigned to.
Detailed Score	This report provides scores for pretests, posttests, and mastery tests for multiple learners in an assignment.
Grade Report	This report calculates final or midterm grades for students in an assigned course with standard pacing.
Graphic Learner Progress Report	This report provides a graphical representation of a learner's progress for an assignment.
Learner Daily Usage by Class and Assignment	This report monitors the activity of students in a class as they log in and out of PLE and progress through their assignments each day. The report includes data on how much time each student spent on the system and how long each student worked on content in selected assignments for a specified date range.
Learner Daily Usage by Learner	This report monitors how much time a student spends working on class assignments.
Learner Progress by Class and Assignment	This report monitors multiple learners' progress, status, and scores on activities within multiple assignments.
Learner Progress by Learner	This report monitors a student's progress, status, and scores on activities within multiple assignments across all classes.
Curriculum Items Response Report	This report provides instructors and administrators a view of learner responses to all items on a single test in courseware assessments for given locations.
Class List of Test Scores	This report provides a quick snapshot of how students in a class performed on a CLA test for an assignment within PLATO Courses.

To learn more about Curriculum Reports, please refer to the Curriculum Reports Reference Guide.

5.3 Assessment Reports

Assessment reports are generated from test data. They tell an instructor how a student did on a test. These reports help you to identify student knowledge gaps, to prescribe individual learning, intervene and remediate gaps within PLATO instructional content, to evaluate which students need additional instruction, and to intervene quickly when needed. You can also see a quick-view version of these reports under the Classes and Assignment mini-apps.

Assessment Reports	Purpose
Assessment Progress by Assignment	This report tracks average scores for a class on specific assignments for like state standards tests covering the same content.
Assessment Progress by Test Series	This report tracks average scores for all students in a location for tests taken during a specified date range. The report specifically tracks this information for all three tests in a Test Packs test series.
Assessment Strengths and Needs by Class	This report offers a view of student performance on a state standards test for a given class.
Assessment Strengths and Needs by Location	This report gives administrators a view of student performance on a state standards test for a given location.
Class List of Assessment Scores	This report provides a quick snapshot of how students in a class performed on a state standards test assessment assignment.
Demographic Summary	This report identifies demographic patterns in assessment results.
Accucess Results	This report allows you to quickly and efficiently place students on grade level in reading, writing, and math.
Assessment Items Response Report	This report provides the details of the learners' responses to the assessment items on a single test in benchmark assessments for a specific location.

To learn more about Assessment Reports, please refer to the Assessment Reports Reference Guide.

5.4 System Reports

System Reports are available only to account administrators. Administrators and instructors will not be able to see these reports. System Reports help you keep an eye on a learner's account activity. You can use this information to support the technical needs of your students. To learn more about System Reports, please refer to the System Reports Reference Guide.

System Reports	Purpose
License Usage	The purpose of this report is to provide peak usage information for concurrent licenses for only a specific period of time.
Resource Usage	The purpose of this report is to show a listing of overall system usage and a listing for each client in the system.
Site Traffic	The purpose of this report is to show how, when, and how many users from an account are accessing PLE.
Consumable License	This report provides information about consumable license usage and how many licenses are remaining in your account.

Other Reports	Purpose
Class Roster	This report allows you to print out or export a list of learners in a class. It is available only on the Manage Classes page and not in the Reports mini-app.

6. Communication

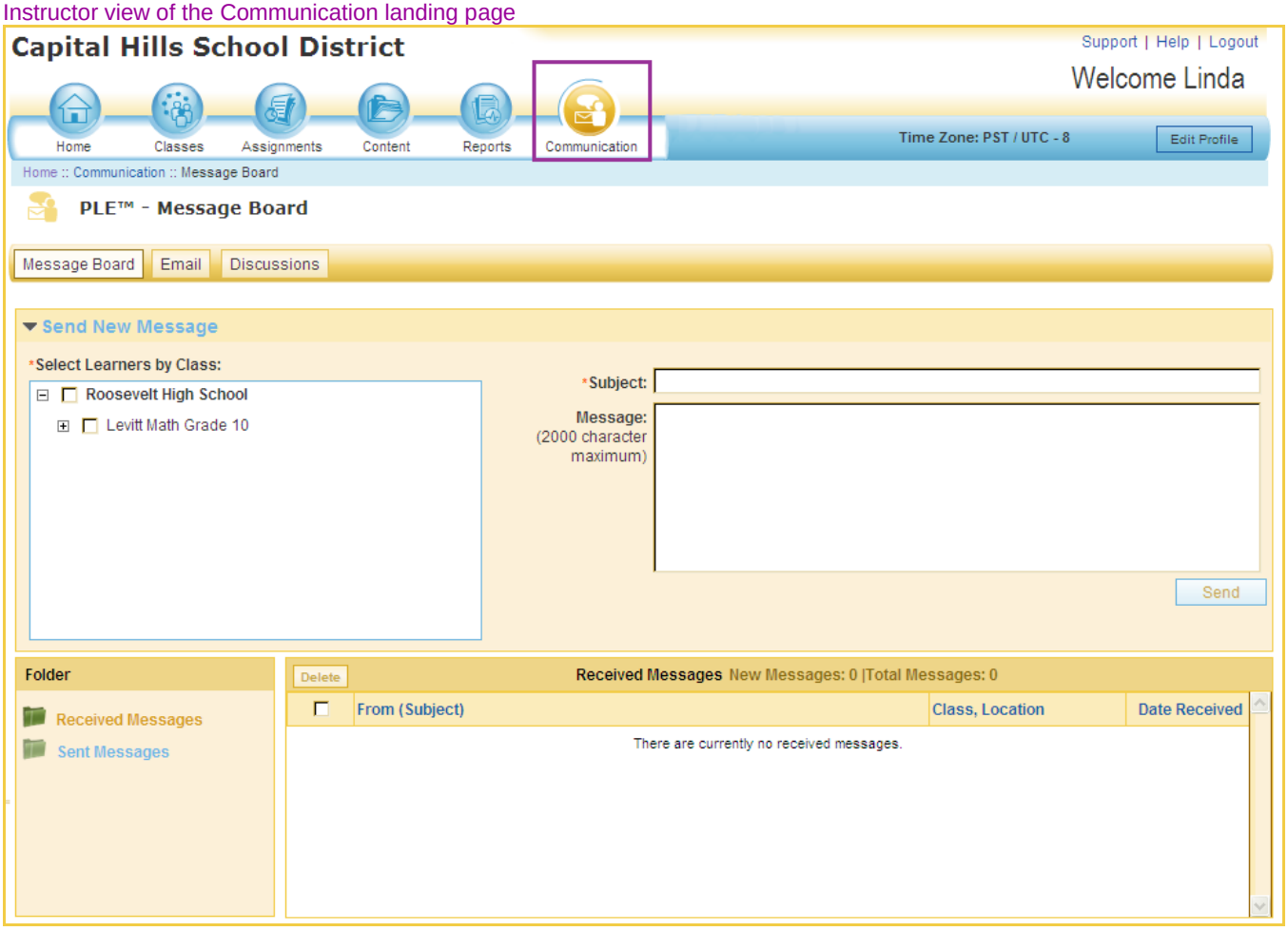
6.1 Overview

In PLE all communication features are available within the Communication mini-app. This mini-app gives you tools to connect with other users and participate in discussions without leaving PLE. Clicking the Communication button lands you on the Communication page, which provides easy access to the message board, email, and the discussion board.

6.2 Message Board

The Message Board appears as the default when you select the Communication mini-app. You can send class updates and other messages to learners. You can also view all messages that you have sent and received. This feature is internal to PLE, so you must log in to send or receive messages.

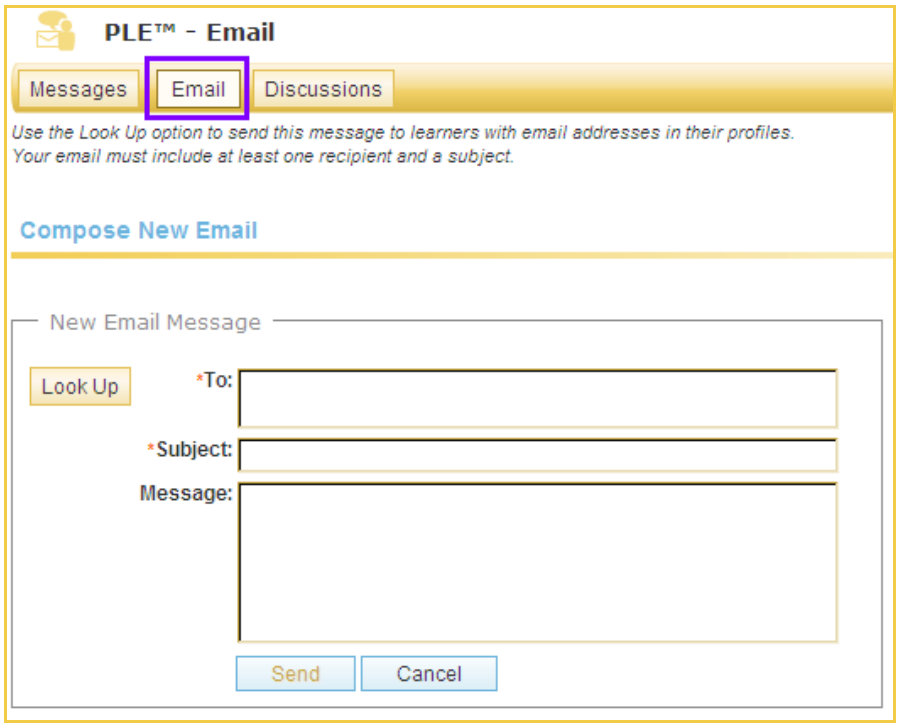
Instructor view of the Communication landing page



6.3 Email

The Email feature allows you to compose and send emails to other PLE users whose email IDs are in their user profiles. These users receive your emails in their email program's inbox just like any other email message. You do not need to log in to PLE to retrieve messages. Just remember that the emails you send and receive are not managed or stored by PLE. Note that this feature is not available to learners.

Instructor View – Email

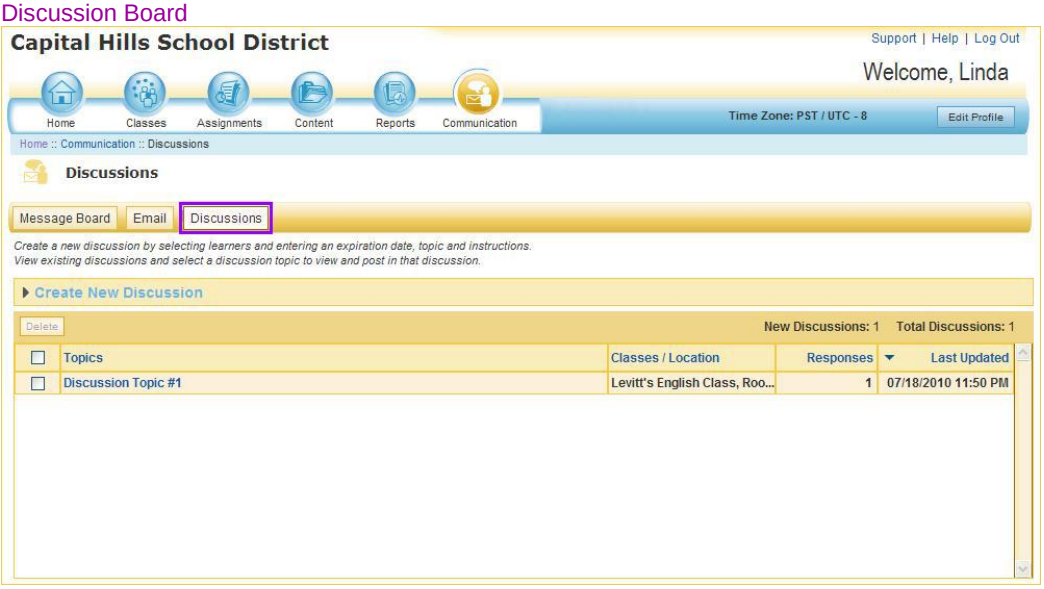


6.4 Discussion Board

The Discussions feature allows you to initiate a non-graded discussion for a class. A non-graded discussion is different from a threaded discussion activity. A threaded discussion is associated with an assignment. On the other hand, a non-graded discussion is not associated with an assignment. As a result, a non-graded discussion can cross over multiple classes and assignments. Another difference is that a threaded discussion is used for grading purposes, whereas a non-graded discussion is usually not used to grade learners. However, you can use a non-graded discussion for grading purposes by manually entering the score in the Grade Report under the Other category.

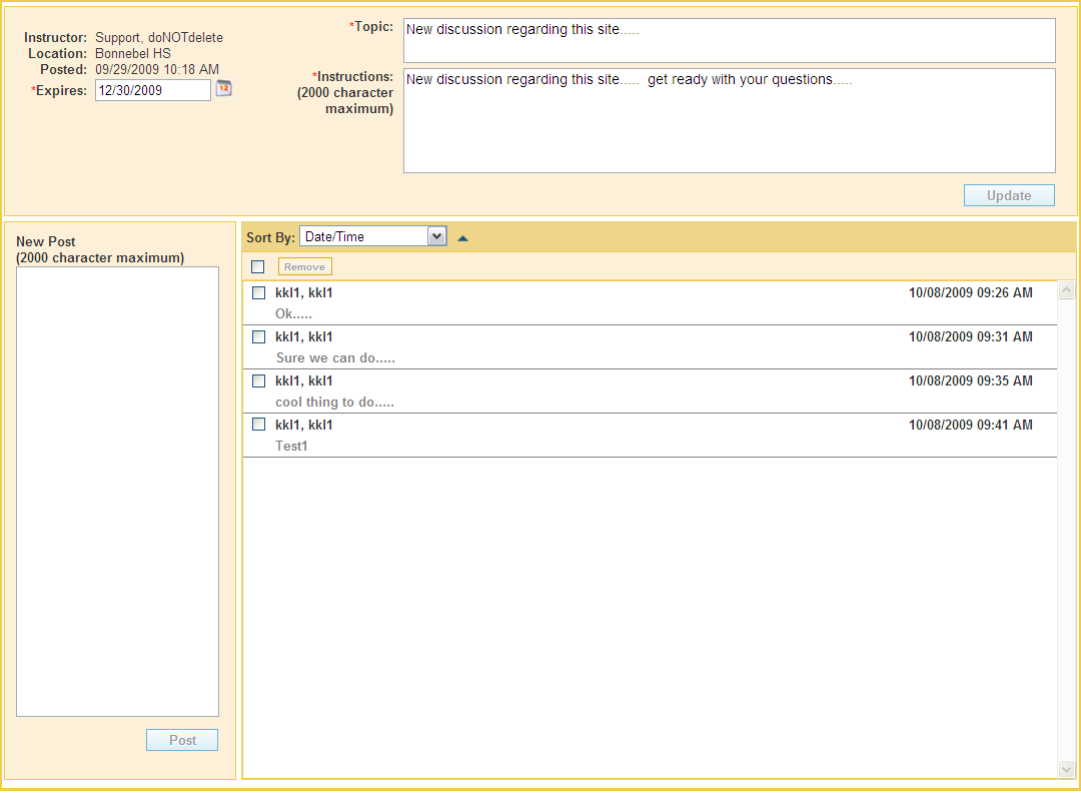
You can initiate a new non-graded discussion for a class by clicking Create New Discussion. The Discussions page also lists all the discussions that you have initiated for a class and gives you an update on them.

Discussion Board



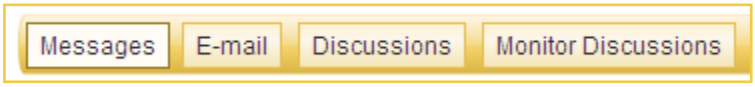
To manage a discussion, click on the discussion topic name. It will take you to a page where you can review the instructions, see all discussion posts, and enter a new post.

New Discussion Topic



6.5 Administrator View

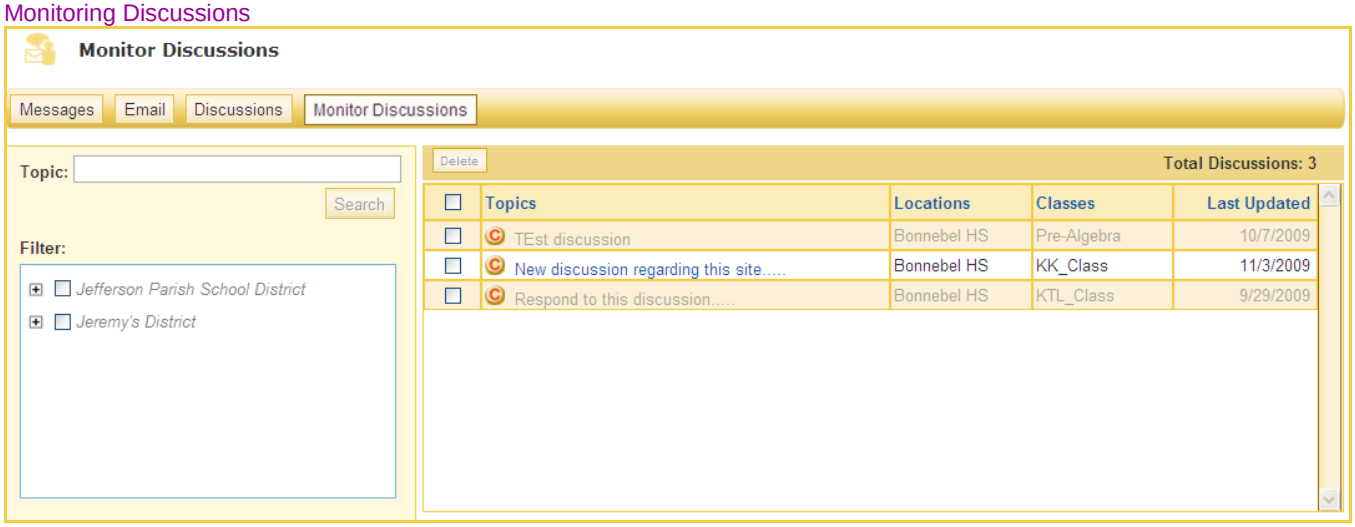
If you log in as an administrator, you'll see the taskbar below on your Communication page. The Messages, Email and Discussion features work the same way as they do for an instructor. An additional feature, Monitor Discussions, is available only to administrators.



6.6 Monitor Discussions

The Monitor Discussions feature allows you to access all the discussions created by other PLE members and check their content and status. You can either go through the list of discussions and pick one in particular or search for a discussion by topic and go to it directly.

Monitoring Discussions



7. Administration

7.1 Overview

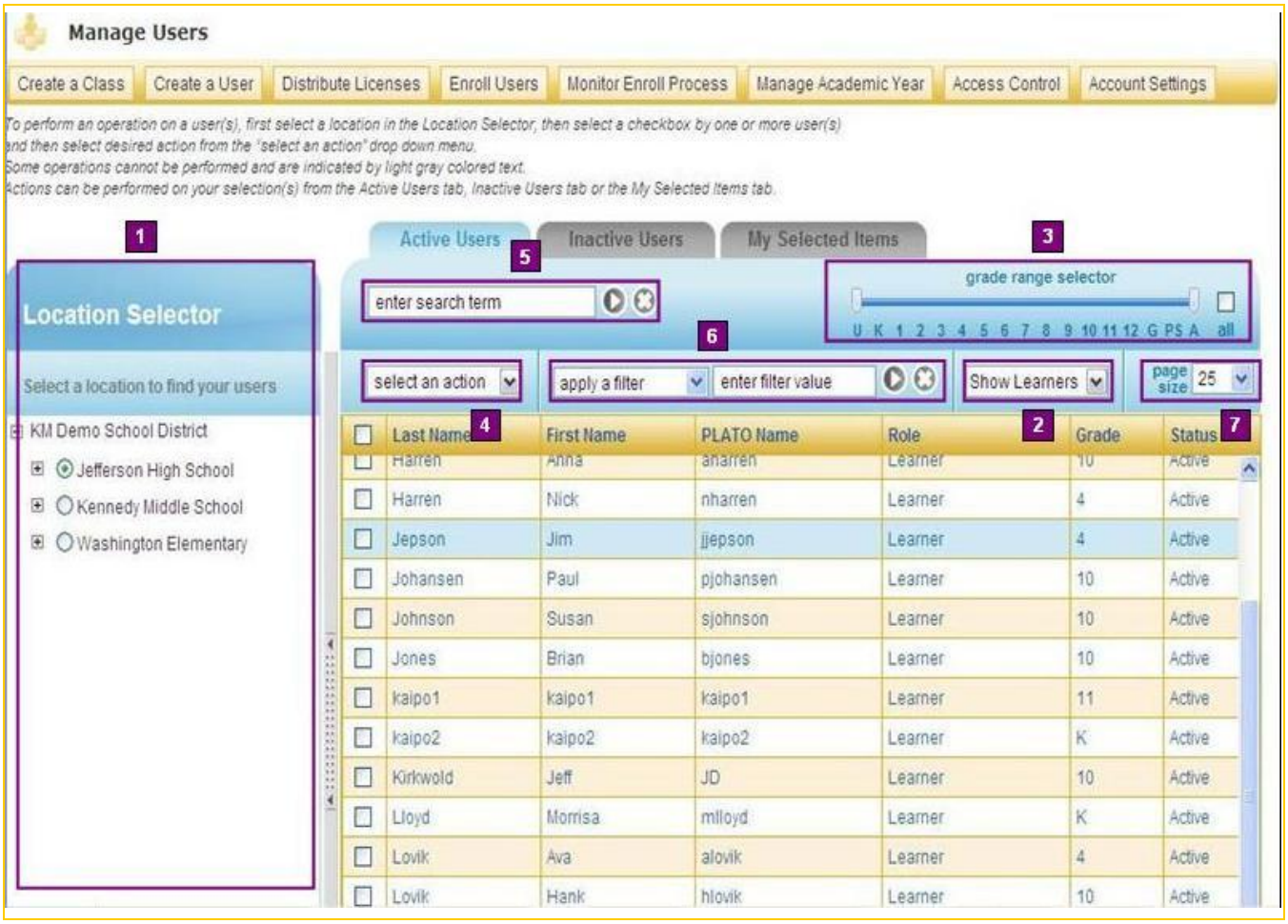
In PLE the Administration mini-app is available only to account administrators and administrators. Users logged in as an instructor won't see this mini-app. The Administration mini-app groups together all the features you need to manage your account.

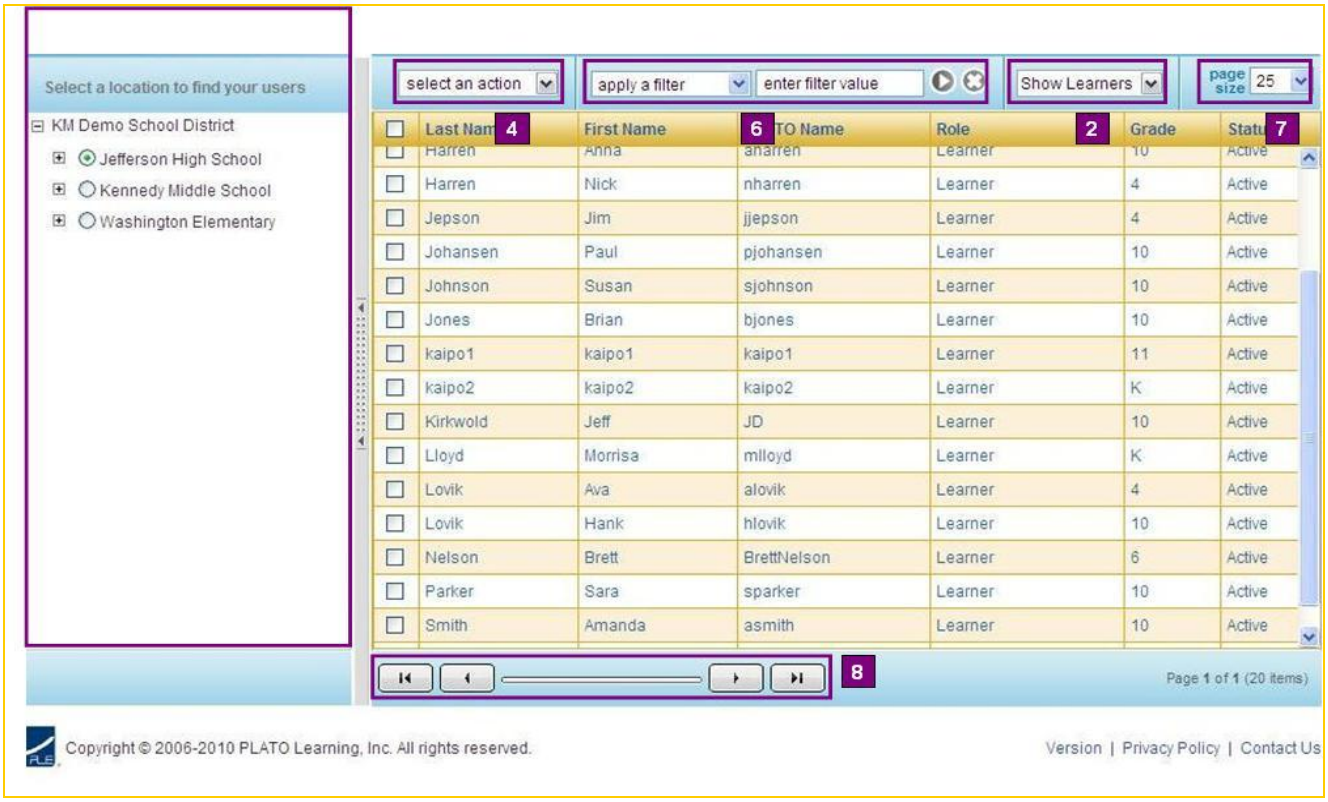
Clicking the Administration mini-app takes you to the **Manage Users** page. Here you can search for any users associated with your location, whether they are active or inactive. Depending on your role, you can reset passwords and temporarily log users out of PLE. You can also deactivate, reactivate, or delete a user; edit a user's profile; and view all the user's classes and assignments.

Quick Tip

Account administrators can modify any user profile. Administrators can modify any user profile, except an account administrator's. Instructors do not have access to modify any user profiles, including those of learners.

Manage Users page—details



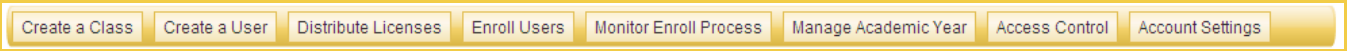


1. The Location Selector allows you to select a location to find your users.
2. To view all users of a specific role for the selected location, select the required role from the user role filter drop down menu. By default, this page displays the list of all **learners** for the selected location. You can select Show All from the drop down menu to view all the **users** for the selected location.
3. The grade range selector allows you to select the grade range of the users you want to view including undefined 'u' grade, if no grade is specified.
4. To perform an action on a specific user, select the check box corresponding to the user, and then select the required action from the Select an Action drop down menu.
5. To search for users based on a keyword, enter the keyword in the search field of the common search feature and click the icon next to the search field.
6. To perform a filtered search, select an appropriate filter from the Apply a Filter drop down menu of the refined search feature. The available filters are Last Name, First Name, and PLATO Name. After selecting an appropriate filter, enter a filter value in the Enter Filter Value field, and then click the icon next to the field.
7. The page size drop down menu allows you to select the number of users you want to display on a page.
8. The pagination slider enables you to navigate to a desired page.

7.2 Taskbar

There are many options on the Administration taskbar. Some option will be available only to account administrators. Following is an overview of all available options.

Administration taskbar



1. **Create a Class**: A shortcut to the Create a Class feature is available on the task bar. This feature is explained in detail in the Classes mini-app section of this document.

2. **Create a User**: The Create a User feature allows you to create a new user. In PLE administrators are required to add the SIS ID for learners at this stage. Including an SIS ID for all learners will allow you to export data from PLE and compare it to data from other systems. It also gives the system the ability to update groups of learners via the update flow in Enroll Users.

3. **Distribute Licenses**: This feature is available only to account administrators. The Licensing feature allows you to allot licenses for learning content to different schools within a district or different programs within your account. You can select the desired PLATO content and then distribute a certain number of licenses to a particular school, district, or program. Licenses that aren't distributed to a location will be available for all learners in the account to use.

4. **Enroll Users**: This feature is available only to account administrators. It allows you to efficiently create multiple learners, instructors, and administrators. You can also update learners' profiles, change their location, enroll existing learners into existing classes, or create new classes for those learners. Note that SIS IDs are required when adding, modifying, or moving learners with the Enroll User feature.

    - **SIS ID Entry**: This feature is available only to account administrators. The SIS ID Entry feature allows you to enter SIS IDs for existing learners in the account who presently do not have SIS IDs. PLE gives you the exact count of students in the account who do not have SIS IDs. SIS IDs are required when enrolling or updating learners, so it is important to complete this task up front.

5. **Monitor Enroll Process**: This feature is a continuation of the Enroll Users process. It allows you to monitor the status of the enrollment files you have uploaded.

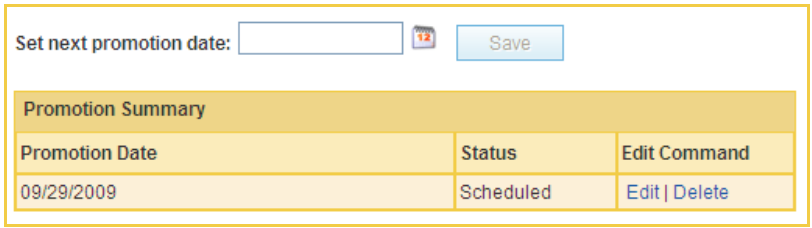
6. **Manage Academic Year**: This feature includes the following sub-features that can help you plan and manage your academic year:

    - **Plan Academic Year**: This feature includes a table that allows you to set up a new academic year. The table displays up to four academic years at a time. By selecting a particular academic year, you can revise its information and add up to twelve terms to any academic year.

    - **Grade Promotion**: This feature is available only to account administrators. The Grade Promotion feature allows you to set a promotion date on which all learners in the account will advance one grade level. If there are learners who have not advanced to the next grade level, you can manually set them back to their current grade by selecting Edit User in the Manage User section of the system, or you can set back many at a time by using the Enroll User process.

Did You Know?

You can schedule only one grade promotion at a time.



- **Create Multiple Classes**: This feature allows you to create multiple classes in a school. You can change the class settings and get a preview of the classes created in PLE.

- **Closeout**: This feature allows you to schedule a new closeout to deactivate a group of classes from the account. PLE provides a warning period or transition period for users. You can use the Pending Closeouts List to view and edit planned closeouts or use the History Log to see closed-out classes, which can be reactivated.

8. **Access Control**: This feature is available only to account administrators. Access Control allows you to control when learners have access to PLE based on the school they are in, the day of the week, and the time of day. Changes made for a selected district or program will be applied to all schools contained within that district/program, unless you create a policy specifically for an individual school. If the Access Control feature is off, learners have access to PLE at any time. The “key” symbol indicates which locations have access control policies set. Access control is affected by the time zone set for the account (see Time Zone under Account Settings).

9. **Account Settings**: This feature is available only to account administrators. The Account Settings feature allows you to add new announcements for users, upload a homepage image, insert a page header, enter a time zone, modify PLATO access settings, and modify permission settings for instructors.

- **Announcements** – The Announcements feature allows you to add a new announcement or update or change the status of an announcement. An announcement will be seen only if it is active and its date coincides with the current date. As an account administrator, you can choose which roles will be able to view the announcement—administrators, instructors, or learners.

- **Homepage Image** – The Homepage Image feature allows you to personalize the page. With the help of this feature, you can browse and upload any image that you would like to appear on your homepage. Note that the image should be a JPEG or GIF with a maximum height of 60 pixels and a maximum width of 200 pixels.

- **Page Header** – The Page Header feature allows you to enter and update the desired account header. The page header is the title that will appear at the top of your page.

- **Time Zone** – The Time Zone feature allows you to select the time zone for your account from the drop-down menu and specify whether you want the setting to be updated automatically for daylight savings.

- **PLATO Access Settings** – The PLATO Access Settings feature allows you to control which members of the PLATO support team have access to your account.

- **Instructor Permissions** – The Instructor Permissions feature allows you to specify whether you want instructors to be able to create learners. The default setting allows instructors to create learners when creating or managing a class. However, you can turn off this ability by selecting the **Do NOT allow** instructors to create Learners option.

8. Appendix

8.1 Summary of Roles and Privileges

Privileges	Account Administrator	Administrator	Instructor
Customize homepage with logo and announcements	x		
Access system usage reports	account-wide		
Create and edit users, Assign roles	x	x	x (learners only)
Find and view users	x	x	x (learners only)
Enroll users process	x		
Create and populate classes	x	x	x
Distribute courseware licenses	x		
Find resources and make assignments	x	x	x
Create custom courses or learning paths	x	x	x
Publish custom courses account-wide sharing	x		
Delete custom courses	x	x	x
Assign an assessment to classes	account-wide	dependent on district/program or school permissions	dependent on class permissions
View, edit, and assign a Prescription to a Learner	x	x	x
Access learner progress reports	account-wide	dependent on district/program or school permissions	dependent on class permissions
Access demographic summary reports	account-wide	dependent on district/program or school permissions	dependent on class permissions
Perform all tasks associated with district/program and school administrator	x	x	
Perform all tasks associated with instructor	x	x	x
Set access control for locations	x		
Turn off instructors' ability to create learners	x		

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