PLATO Quick Reference For Teachers

https://ple.platoweb.com
Account Login: ÒÉÚËƛ
PLATO Name: ÛÌÈÊÏÌÙÚ₩ÜÚÌÙ₩ÕÈÔÌ
Password: ₩lŦKƙŦ₩ÖÙ₩×ÈÚÚÞÖÙË₩ÜÚÌÙ₩ÚÌÛ₩ÈÓÙÌÈËà

To create a class:
- Click classes mini app
- Click create class button
- Describe your class:
  - Use your district's recommended naming convention. Consistency is key!
    (example: 2014-2015_OMalley_ELA_P1)
  - Select grade level
- Add learners to your class:
  - Click "Add Existing Users" if learner is already in the system
  - Click "Create New Learner" if learner is not
  - Click your school (left side of screen)
  - Use grade range selector if desired
  - Check off student names; select add users to class
- Click done when finished

To manage a class:
- Click classes mini app
- Click on the name of the class
- Click on manage to the right of the class name

  You can
  - add or remove learners from the class
  - change the class name
  - see who is logged on to the system and working
  - reset a learners password
  - force logout of a learner
  - remove a learner from the class
  - print a class roster
  - view class assignments

To create an assignment for a class or learner:
- Click assignments mini app
- Click create assignment button
- Type in name for assignment (include last name and content)
- Type in optional instructions for learners
- Select the class OR open class for individual learners (click +)
- Select your type of content (favorite, local, PLATO or other)
- Select PLATO Courses, PLATO Titles, or Test Packs
- Select content; click + to expand to dive deeper into levels
- Select due date if desired
- Click done when finished

To manage an assignment:
- Click on the assignments mini app
- Click on manage to the right of the assignment name

  You Can
  - change the name of the assignment
  - change the due date of the assignment
  - apply past credit to learners
  - edit the status of the assignment for all or for a single learner **dsaf**
  - set/change a due date for an individual learner
  - assign the assignment to other people in the class
  - deactivate the lesson

To preview content:
- Click content mini app
- Click on **PLATO content**
- Select the type of content you want to look at (courses, titles, test packs, Accucess)
- Click + to expand the contents until you no longer see the +
- Click on the hyperlink for the tutorial, application, mastery test, or offline activity to run material
- Make sure your pop up blocker is turned off
- You may run any content piece in your library at any time
- Assign content after you preview material by selecting the content by filling in the circle and then clicking the assign content button at the top of the content window
- Follow the steps for assigning content
- Add content to your favorites folder by selecting the content and clicking the add to favorites link at top of content window

To run a quick view of a daily usage report:
- Click classes mini app
- Click on class name
- Click on learner name
- View report
- Select different learner from drop down box
- You may refresh page when learner completes work to see new result
- Click on printable view to generate PDF report to print

To run a quick view of a learner progress report:
- Click assignments mini app
- Click on the assignment name
- Click on the learner name
- Click on + to expand view of contents
- Click on activity hyperlinks to view details of times through the tutorial, application, or mastery test
- Change the learner by select different name from drop down box on left
- Refresh report after learner exits content to get updated report
- Click on printable view to generate PDF report to print

To run a report:
- Click reports mini app
- Select the report you want to run (clicking on the triangle will give you a description of the report)
- Select the class
- Select the learners
- Select the assignments
- Select date range if desired
- Click generate report