

PLATO End of the Year Clean-up

Step #1 Final Report

- Go to reports
- Run a Graphic report on each student
- Put report in student cumulative folder

Step #2 Click on your class

- Choose your class
- Click on Edit Class Assignment

Step #3 Class Assignment Removal

- Uncheck all assignments
- Click update Assignment
- Click on edit class

Step #4 Click on Class Members

- Choose a. Choose our student
- Click students name

Step #5 Change Assignment

- Click on Change Assignment

Step #6 Individual Assignment Removal

- Uncheck all assignments
- Click update assignment
- Click on edit user
- Choose next student and start process over

*****Note: When all assignments have been removed, un-enroll students from your class.*****

PLATO Web Learning Network
Administrator Edition

back / home / class.tools / edit class

Edit Class

- home
- group tools
- class tools
- learning resource tools
- reports
- user guides
- import tools
- help
- support
- email us
- log out
- account coordinator tools

Edit Class
Assignment
Create and edit the courseware assignment for this Class.
Class ID: 5006040 Last modified by: DO NOT DELETE, EC (s)

Class Sections
Choose this class into multiple sections for reporting purposes.

Class Members
View members of this Class, change user information and add new users to this Class.
Class Coordinator

Access
Specify which Coordinator are allowed to view this class.

Delete This Class / Create a User in This Class / Add Users to This Class

Class ID: 5006040 Last modified by: DO NOT DELETE, EC (s)

(change this information) ▼

Class Name: wheelerEnglish per 206-07

Allow users to self-enroll:

Last modified by: DO NOT DELETE, EC (s)

Members of class: 1

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Administrator Edition

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Class Assignments

Current assignments for Class: wheelerEnglish per 206-07

Click or to rearrange the order of activities in this assignment.

Assigned	Activity Title	Move
<input type="checkbox"/>	Grammar with Assessment	<input type="checkbox"/> <input type="checkbox"/>

Update Assignment

Below is a list of activities that you can assign to this Class. Click the Assign checkbox for each activity you wish to assign. To make a more specific assignment, click the Sub-Activities link to view and assign individual modules and lessons of the activity.

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Class Members

Showing members of class: wheelerEnglish per 206-07

Create a user in this Class / Add users to this Class

Click [here](#) to proceed without changing members of this class.

Role	Count
Learner	1
Total	1

ABCDEFGHIJKLMNOPQRSTUVWXYZ#&@

Assigned to class	User List	Actions
<input checked="" type="checkbox"/>	Mouse, Mickey (mickey mouse) Learner (Group: training)	details / edit / copy / reset password / delete

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Edit User

- home
- group tools
- class tools
- learning resource tools
- reports
- user guides
- import tools
- help
- support
- email us
- log out
- account coordinator tools

Change Assignment
View and change the user's individual assignment.
User ID: 5012270

Reset This User's Password
Reset this user's personal password. The user will be required to enter a new password at next login.

Review Learner Performance
View and change the performance data for this user.

Review Learner Progress
View assignment progress for this user.

Review Learner Attendance Data
View PLATO Web Learning Network usage statistics for this user.

Copy This User / Delete This User

(change this information) ▼

Name: Mouse, Mickey

PLATO Name: mickey mouse

Email Address:

State Assigned ID:

Role: Learner

User Group: training

Activation Date: 2/7/2006 (based on group activation date)

Expiration Date: 6/30/2006 (based on group expiration date)

Account Status: Enabled

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User Assignments

Current assignments for user: Mouse, Mickey

Grammar with Assessment

Current assignments for user: Mouse, Mickey

Click or to rearrange the order of activities in this assignment.

Assigned	Activity Title	Move
<input type="checkbox"/>	Writing Process G	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Number Sense G	<input type="checkbox"/> <input type="checkbox"/>

Update Assignment

Below is a list of activities that you can assign to this user. Click the Assign checkbox for each activity you wish to assign. To make a more specific assignment, click the Sub-Activities link to view and assign individual modules and lessons of the activity.