

## Client Guide to PLATO Learning User Batch Enrol (PWLN)

### **Step 1**

Create a file in Excel with the following column headings:

- Column 1: PLATO Name
- Column 2: Password
- Column 3: First Name
- Column 4: Second Name.

**Enter these column headings in exactly this case and format.**

**NB** Part of this can be done by creating a student list in your School Management system e.g. SIMMS and exporting the file. Save it to somewhere convenient and then open it to edit it as above. Note that the PLATO Name must be the same as the combination of the First Name and the Second Name with just one space between them.

**For example:**

PLATO Name	Password	First Name	Last Name
Fred Perry		Fred	Perry
Jim Smith		Jim	Smith
Peter Davies		Peter	Davies
Mark Simmonds		Mark	Simmonds
Sally Davies		Sally	Davies

If you want to let the students create their own password then leave this blank; other wise complete this fields too but ensure that when the students log on for the first time that the teacher has access to this list.

**NB** It is worth creating one extra name on the list so that you can test that the enrol process has been successful from the student login point of view.

**For example:**

PLATO Name	Password	First Name	Last Name
Test 1		Test	1

### **Step 2**

Give the file a name e.g. PLATOENROL and then save this in .CSV format. There will be an option for this in the Excel save drop down window.

**NB** Remember where you put this file in your documents, as you will browse for it later in the Batch Enrol Process.

### **Step 3**

Log on to PLATO Learning as an administrator.

## Step 4

Create the group that you want to enrol your list of students into. To do this click on **Group Tools** and then **Create a Group**. Give the group an appropriate name (remember that the students/users will need this name to log onto it). Uncheck the box that allows them to self enrol in this group. Ensure that the default audio preference is on. Remember to **Send** at the bottom of the page.

**NB** If the group that you wish to batch enrol into already exists miss this step out as you can choose it from the drop down menu later on in the process.

## Step 5

Click on **Batch Enrol**. In the four boxes type in the names of the column headings that you used in **Step 1**. For simplicity these are exactly the same as the labelling on the four boxes so that all you have to do is copy what is written to the left of the blank box into the box itself.

The screenshot shows a web browser window titled "PLATO Web Learning Network - Batch Enroll Users - Microsoft Internet Explorer". The address bar shows the URL: [http://www.platoweb.co.uk/pathways/pwaj\\_is\\_dll/batch\\_enroll\\_plato?s](http://www.platoweb.co.uk/pathways/pwaj_is_dll/batch_enroll_plato?s). The page content includes a navigation menu on the left with items like "learning", "resource tools", "reports", "user guides", "batch enroll", "help", "support", "email us", "log out", and "account coordinator tools". The main content area has a heading "Batch Enroll Users" and instructions: "In order to 'batch enroll' users in the PLATO Web Learning Network, you must have a properly formatted input file. This file must be a comma-separated variable (CSV) file. The names of the fields must be in the first line of the file and you must enter the names of the fields you wish to use for the creation of users in the form below." Below the instructions are four input fields: "PLATO Name:", "Password:", "First Name:", and "Last Name:". Underneath these is a section titled "Choose the group where batch-enrolled users will be placed:" with a dropdown menu for "Group" currently set to "PLATO". There is also an "Input File:" field with a "Browse..." button and a "Submit" button. The footer of the page contains "PLATO Web The Server Version: 4.14.04.030314" and "Copyright © 2001 PLATO Learning, Inc. All rights reserved." The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 13:25.

## Step 6

From the drop down menu choose the group that you wish to enrol the students into. The new group you created in **Step 2** will appear in this list.

## Step 7

Choose the input file by browsing for it. This is the file that you created in **Step 1**.

## Step 8

Click on Submit.

## Step 9

Test the student/user log on by using the Test1 log on you created in **Step 1**.