

## I-PLN Quick Reference Card for Idaho Alternate Graduation Paths

### A. Login Information

1. Start your web browser (Internet Explorer)
2. Go to web address <http://www.platoweb.com> **or**  
\_\_\_\_\_
3. If this is the first time to the PLATO web site, enter in your account number. \_\_\_\_\_
4. Enter your **PLATO Name**:  
Teachers: \_\_\_\_\_  
**Group Name**:  
Teachers: \_\_\_\_\_  
**Password**:  
Teachers: Leave blank the first time. Select submit. Teachers are prompted to set password in the next screen. Write it down here. \_\_\_\_\_
5. You are now at the Plato home screen. You can click on the **home** link at any time to get back to this main page.

### B. Previewing Plato Courseware

1. Click on **Learning Resource Tools**.
2. Click the + next to the **Custom Learning Resources Available to My Account**.
3. Click the + next to any curriculum to open the courses.
4. Click the + next to any course to open the modules.
5. Click the + next to the module to open the tutorial/practice/mastery test or elementary skill activities.
6. Click **Run** (on right) to see how the courseware runs.
7. Click **exit learning resource tools or Home** when finished.

### C. Create a Class

1. Click on **Class Tools**.
2. Click on **Create A Class**.
3. Name the class with your last name & what you teach
4. Click **Send** - You are now at the Group Coordinator Access Page. Make sure your name is checked. Check any other teachers you would like to have access and editing rights to your class. Click **Submit**.

### D. Add Learners to a Class

1. Click on **Class Tools**.
2. Click the class you want.
3. Click **Class Members**.
4. Click **Add Users to This Class**.
5. Select group - Check each student you want added.
6. Click **Submit**.

### E. Make a Class Assignment (all members of a class)

1. Click on **Class Tools** –Click on your class

2. Click **Edit Class Assignment**.
3. You will see the curriculum. (*Never assign the curriculum unless you are assigning Credit Recovery, Alternate Graduation, Applied Math with Assessments or Math Expeditions with Skills Inventory*).
4. Click Sub-Activities to see courses. Click a box to assign a course (*Courses with Assessments or Skills Inventory*) **or**
5. Click Sub-Activities to see modules. Click a box to assign a module. (**Never assign lower than the Module level**)
6. When you have selected all courses or modules to assign, click **Assign Selected Activities**.

### F. Assign/unassign PLATO Alternate Grad. Courseware (For an individual learner in a class)

1. Use the **ISAT Scale Scores to determine which Strand the students have passed**.
2. Log onto PLATO.
3. Click on **Class Tools - view members** of the class.
4. Select a student by clicking on their Plato login name in orange letters, then click on **Change Assignment**.
5. Scroll to the **Alternate Graduation Folders**- choose one of the following to start- Math, Reading, Language, Modified Math, Modified Reading or Modified Language.  
*Note: The Modified version is for students that need Audio throughout the program.*
6. Click sub activities (Start with the Standard areas they have not been able to pass on the ISAT Tests).
7. Check the course at the level indicated by the Standard needed. (**Never go lower than the course level**)
8. Click **Assign Selected Activities**.  
*Note: Follow this process to remove assignment from student, but uncheck the assignment at the top of the page and Update*

### G. Reports

1. Click **reports** from main menu
2. Select a class not a group
3. Select one of the reports from the menu (Best options are the Graphic Report or the Daily Usage Report)
4. Choose the Date range for the report
5. Choose the Detail of the report
6. Choose the students you want the report on
7. Choose assignment if option is provided
8. Choose HTML format
9. Click **Submit**.
10. Processing Screen will appear
11. Refresh Screen
12. Click on report when it appears in orange in the bottom category.

