

Customizing Resources in PLE for Teachers/Administrators

Getting Started:

To Create a Resource from Scratch

- Click New to start building a new resource.
- In the New Custom Resource dialog box, enter a title for your resource and **click Create**.
- A folder with the resource name will appear in the workspace.

To Customize an Existing Resource

- Find your existing resource on the My Resources tab and **click** the menu beside the resource to select Create Custom Resource.
- The resource will appear in the workspace and you can modify it by adding content, changing the hierarchy, or removing content.

Adding Your Own Resource

Follow these steps to add a resource from your computer or from a web site:

- **Click** the plus button in the workspace.
- In the Add My Own Resource dialog box, **enter** a name for your resource.
- **Click Browse** to upload a file from your computer or enter a URL to add a web site.
- Then **click Add**.

Adding PLATO Content:

Using the PLATO Content tab

- **Select** the type of resource you want to add from the drop list and **click Find**.
- **Select** the checkbox beside the resource or resources you want to add and **click View Content**.
- The resources will appear under Available PLATO Content in the middle panel.
- **Select** the checkbox next to the resource or resources under Available PLATO content.
- **Click Add** to add the resource or resources to your custom resource.
- The selected resource or resources will appear inside whichever folder is selected in the workspace.

Note: The hammer and wrench icon indicates modules, units or courses which are already present within the resource under construction.

Using the By Standards tab

- **Select** the standard from the drop list and **click Find**.
- **Click** the plus signs until you see the specific standard you want at the lowest level of the standards structure
- **Click** that link to produce a list of PLATO content that correlates to the selected standard under Available PLATO Content.
- **Select the checkbox** next to the desired resource or resources under Available PLATO Content and **click Add** to add it to your custom resource.
- The resource or resources will appear in the selected folder in the workspace.

Modifying Your Custom Resource:

To customize the resources in your workspace, take the following actions:

- Use folders to create a structure. (optional)
- Add items.
- Move the items up or down, within and across folders, and to different folders.
- Remove items.

You can make these modifications using the following features:

- **New Folder:** Creates a unit-level folder, as well as folders inside other folders
- **Remove:** Removes the item selected
- **+** : Adds a new local resource
- **↑↓:** Moves the selected resource up or down in the course structure
- **Undo:** Undoes the last action (only one action can be undone)
- **Clear:** Clears the workspace; any changes that you have made will be lost if you click this button.

What to Do When You're Done:

- **Click Save** to save the resource.

Note: When you save the resource for the first time, you will see a dialog box mentioning that the resource will be saved to My Resources, where it can be edited later. You can then continue working with the current resource or start a new one.

- **Click Done** when you have finished creating your custom resource. You will then have the option of Finishing or Publishing, depending on your role in the system.

Teachers

- Clicking Finish will make the resource assignable to learners and available to administrators. You can assign the custom resource later.
- **Clicking Finish** and **Assign** will take you to the Assignment page. You can assign the new resource to learners at that time.

Administrators

- **Click Finish** to make the resource assignable to learners and other administrators.
- **Click Publish** to make the resource available to all administrators and teachers.

Note: Once the custom resource is in Finished form and has been assigned or published, **you can no longer** revise it. The resource can be accessed by other teachers only after it is **published** by an administrator.



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