

PLATO End of the Year Clean-up for CH-PWLN

Remove all Class Assignments

Step #1: Click on your class

- Choose your class
- Click on Edit Class Assignment

Step #2: Class Assignment Removal

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

Remove all Individual Assignments

Step #3: Click on Class Members

- Choose a student
- Click students name

Step #4 Change Assignment

- Click on Change Assignment

Step #5 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. They are now ready to start the Year fresh in the Fall*****