

PLATO Learning Environment (PLE) IDAHO Alternate Graduation Route Quick Reference Guide

1. Log on: <http://ple.platoweb.com>

Account Log on: _____

PLATO Name: _____

Password: _____

2. Previewing the Idaho Alternate Graduation Content

- Go to - Curriculum Planning
- Choose find PLATO Courses
- Choose Type – Published Custom Courses
- Choose the drop down next to Course Title
- Choose Route you want to preview
- Click Go to see details
- Click on the Drop Down to View Details
- Click on the + sign to open up each area and review courseware

3. Saving the Courses in your Resources for easy access

- Find the resource you want to add to your resources-Click on the drop down box
- Choose- Add to my Resources
- To view your resources or to assign-Click on Curriculum Planning
- Choose-My Resources
- To Remove-choose the drop down box
- Click on-Remove Resource

4. Creating a class/adding Students to the Class

- Go to – Classroom Administration
- Create New Class
- Select School
- Select Grade
- Select Teacher (your name)
- Enter Class Name (Franklin 7th Grade) – Click Next
- Search for students by selecting grade
- Click GO
- Highlight students and click Add

Note: You will need to add students from each page available, DO NOT ADD Yourself.

- Click Next
- Click Finished
- Click OK

5. Creating Users (Teacher Role)

- Select Create New User from the classroom administration menu
- Fill in all required fields
- First Name
- Last Name
- District
- Grade
- PLATO Name
- Password
- Primary Role
- click the Next Button-Set Demographics
- Type in State ID Number
- Save

6. Creating/editing Alt Graduation Assignments

- Go to - Curriculum Planning
- Choose find PLATO Courses
- Choose Type – Published Custom Courses
- Choose the drop down next to Course Title
- Choose Route you want to preview
- Click the down arrow to the right
- Select Create New Assignment
- Select your school and class/ click Go
- Set Start/End Date if required
- Confirm student assignments by clicking OK

7. Creating a Learner Progress Report

- From the **Reports** drop-down choose **Courseware Reports-Select Learner Progress**.
- From the **Select View** drop-down list, select **Detailed, Summary or Graphic**.
- Select a **School** - Select a **Grade** range and a **Class**.
- Select the **Learners**
- Click the **Look Up** button to find assignments.
- From the **View Progress Report** drop-down list, select **By Assignment Name**
- From the **Show** drop-down list, select the type of assignments you want to find
- Click the calendars to select a **Date Range**. (Only assignments that are active during these dates will display.) Then click **Go**.
- Check the box next to each assignment for which you want to see data. Click **OK**.
- The assignment you checked appears in the **Assignments** box on the search form. Select the assignment again (press the **Control** key to select more than one) to include it in the report. Then click **Go**.



<http://www.plato.com/i-pln.aspx>