

PLATO Learning Environment (PLE) Quick Reference Guide for Building Administrators

1. Administrator log on: <http://ple.platoweb.com>

Account Log on: _____

PLATO Name: _____

Password: _____

Note: Choose the Administrator role

2. Previewing the Idaho Test packs

Content

- Go to - *Curriculum Planning*
- Select *Find Resources*
- Choose **Assessment** in the **Resource Type Box**
- **Choose a Grade level**
- Click *Go* to see all titles available
- Click on the **Blue Title** to see Details about the Assessment
- **Choose one of the 4 tabs Available-Test Information-Test Design-Prescription Summary-Printing Options-Click close to exit this box**

3. Creating Users

- Select *Create New User* from the account administration menu
- Fill in *all* required fields
- First Name
- Last Name
- District
- Grade
- PLATO Name
- Password
- Primary Role
- Activation/Expiration date if you want to restrict student access
- Once the Profile Data has been entered, click the *Next* Button. If the primary role is set to *Learner*, the next screen will be the Demographic Data Input.

4. Finding Users/Editing User information

- Go to – *Account Administration*
- Select *Find Users*
- Type User Name in Keyword box
- Choose School
- Choose Grade level
- Click *GO*
- Choose the dropdown to the right of user's name
- Click *view/Edit User Profile*
- Edit information
- Click *Save*

5. Creating a class for a Grade/Teacher/adding Students to the Class

- Go to – *Account Administration*
- *Create New Class*
- Select *School*
- Select *Teacher*
- 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).

- Click *Next*
- Click *Finished*
- Click *OK*

6. Editing Assignments

- Go to – *Account Administration*
- Click on – *Classes & Assignments*
- Choose **School-Class**
- Click *Go*
- Choose *Student*
- Click the *down arrow* to the right of the student
- Select *View all Assignments*
- Choose *Assignment*
- Click the *down arrow* to the right of the Assignment
- Select *View/Edit Assignments/Delete*
- Select **EDIT STATUS**
- Choose Yes to proceed
- Change Status

7. Batch Enrolling Students

- Go to – *Account Administration*
- **Choose Batch Enroll Option**
- **Choose Download Sample File**
- **Export Student data into Sample File from Student Management System Level (Class)**
- **Save as CSV**
- **Choose District**
- **Browse for File**
- **Choose Continue**
- **Check YES**
- **Choose Continue**
- **Fill In Each Role with same as listed**
- **Click Continue**
- **Click Finished**

8. Monitoring Batch Enroll Process

- Go to – *Account Administration*
- Click on – *Batch Enroll Monitor*
- **Choose Download Log**
- **Fix any students not enrolled successfully**
- **Follow step 7 to Batch students again**

9. Finding Standard Resources

- **Choose- Curriculum Planning**
- Find Standards
- **Select Standard (Idaho Content Standards)**
- **Choose-Grade level**
- Click *Go*
- **Choose Subject**
- **Click on + sign next to standard/Goal**
- **Choose View Resources**
- **Choose Drop down to the right for options**
- **Click On Blue link to preview**



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

For more detailed user guides visit:

<http://support.plato.com/ple/QRcs.aspx>