

PLATO Learning Environment (PLE) PLATO Content Quick Reference Guide

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

Account Log on: _____

PLATO Name: _____

Password: _____

2. Creating Users that are not in the System

- 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.

3. Creating your class/adding Students to your Class

- Go to – **Account Administration**
- **Create New Class**
- Select **School**
- Select **Grade**
- Select **Teacher**
- Enter Class Name – Click **Next**
- Search for students by selecting grade
- Click **GO**
- Highlight students and click **Add**
- Click **Next**
- Click **Finished**
- Click **OK**

4. Creating/editing Content Assignments

- Go to - **Curriculum Planning**
- Click on - **Find PLATO Courses**
- Choose **PLATO Titles** in the **Type Box**
- **Select** Content Title
- Click **Go**
- Click the **down arrow** to the right of the activity you wish to assign
- Select **Create New Assignment**
- Select your school and class
- click **Go**
- Set Start/End Date if required
- Confirm student assignments by clicking **OK**

5. 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**
- Add as many resources as you would like
- 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

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

