

PLATO Learning Environment (PLE) IDAHO PLATO Courses 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 (Administrator Role)

- 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
- click the **Next** Button-Set Demographics-Save

3. 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-Save

4. 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**

5. Creating/editing Course Assignments

- Go to - **Curriculum Planning**
- Click on - **Find PLATO Courses**
- Choose **PLATO Courses** in the **Type Box**
- **Select** Course 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**

6. 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** or **By Learning Path**

Note: Assignment Name is the better option

- If you selected **By Assignment Name**, go to the next step.
- 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>