

# PLE Quick Guide to Straight Curve Math

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

Account Log on: \_\_\_\_\_

PLATO Name: \_\_\_\_\_

Password: \_\_\_\_\_

\*\*\*Choose Teacher Role\*\*\*

## 2. Previewing the Straight Curve Content Student/Teacher

- Go to - Curriculum Planning-Select Find PLATO Courses
- Choose PLATO Courses in the Type Box
- Choose a Grade level
- Choose the Drop Down For Course Title Name

**Note:** *You can choose the teacher materials as well as the lessons. For the Teacher Materials follow these same steps but choose the Teacher Edition Option*

- Click Go to see all courses
- Click on the + sign to open up the lessons
- Click on the drop down to view details
- Click on Blue link to launch lesson, investigation, game or quiz

**Note:** *When In the Teacher Materials you can preview lesson plans, Scope & Sequence, Supportive Materials and Much More*

## 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

**Note:** *This can only be down at the Curriculum Level.*

- To view your resources or to assign-Click on Curriculum Planning
- Choose-My Resources-To Remove-choose 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 7<sup>th</sup>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/editing class Assignments

- Go to Curriculum Planning-Click on Find PLATO Courses
- Choose PLATO Courses in the Type Box
- Choose a Grade level
- Choose the Drop Down For Course Title Name
- Click Go to see all courses-Click down arrow to the right
- Select Create New Assignment next to the title you want students to complete
- Select your school and class-Click Go
- Set Start-End Date if required
- Check all students you want to assign this lesson too
- 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
- 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.

## 7. Finding your Text Book Correlation

- Click on the Support Button at the top of the page
- Choose the Resources Tab
- Click on Straight Curve Mathematics Textbook Correlations
- Choose Correlation you need-Save/Print for your records

## 8. Finding the State Standard Correlation for Straight Curve Math

- Click on the Support Button at the top of the page
- Choose Resources Tab-Click Correlation Coverage Report
- Click View all CCRs-Choose the state correlation you need
- Save/Print for your records

## 9. Edit an Assignment(s) Status

- Go to – Classroom Administration-My Classroom
- Choose Class-Choose Student-Click the down arrow
- Select View all Assignments
- Choose Assignment-Click the down arrow
- Select View/Edit Assignments/Delete
- Select EDIT STATUS Individual/Class
- Choose Yes to proceed-Change Status

**Note:** Any data that the student has worked on will be lost when changing the status

## 10. Finding Help to the questions you may have on PLE

- Select the help Tab at the Top of the Page
- Main Screen Shows help for the page you are on
- Show Allows you to choose other options

### Contacting Support for Help

- Select Support Tab at the top of the Page
- Click on Contact Us Tab at the Top Right Side
- Choose Your Option – Screen Shots can be sent via email
- Call: 1-800-869-2200



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