

## PLATO Learning Environment (PLE) Quick Reference Guide for Reports, Content & Standards Search

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

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

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

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

Note: Choose the Administrator/Teacher role

### 2. Creating a Strength and Needs Report

- Choose Report Tab
- Choose the Type of Report-  
**Assessment Reports**
- Choose Type of **Assessment**  
**Report-Strength & Needs**
- Choose Level (Class)
- Choose School
- Choose Class
- Choose Test-Click go
- Choose performance Categories  
(State Categories)
- Choose Structure (Standard)
- Choose Standard (Idaho Content)
- Click Go
- Click OK

### 3. 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. If you selected **By Learning Path**, choose a learning path. Then 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**.

### 4. Exporting Report Data to Excel Template

- Select Format (Excel)
- Click Export
- Click Open
- Scroll to Student Summary
- Highlight Student Names
- Right Click Copy
- Open Template-Right Click Paste

### 5. 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

### 6. Standard Content Search

- Go to - **Curriculum Planning**
- Click on - **Find Standards**
- Choose Idaho Content Standards
- Select Grade Level
- Click **Go**
- Click the Subject you want to search
- Keep clicking down until it says **view resources for this standard**
- Click on the **plus sign** to run the activity **OR**
- Choose the drop down for **other options**

### 7. PLATO Content Search

- Go to - **Curriculum Planning**
- Click on - **Find PLATO Courses**
- **Type: PLATO Titles**
- Select grade level if you want
- Click **Go**
- Click the + sign to the right of the content to open up more choices
- Keep clicking down until it you see a blue link to launch the courseware
- Click on the **Blue Link** to run the activity **OR**
- Choose the drop down for **other options**



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

For more detailed user guides visit:  
<http://support.plato.com/ple/ORCs.asp>