

## PLATO Learning Environment (PLE) Idaho Test Packs Quick Reference Guide

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

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

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

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

### 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 **Drop Down to View Details**
- **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 Adding Users to your Classroom Screen
- Fill in **all** required fields
- First Name
- Last Name
- District
- Grade
- PLATO Name
- Password
- Primary Role
- 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.

**NOTE: You cannot edit Student data once it has been submitted.**

### 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 Resources**
- Choose **Assessment** in the **Resource Type Box**
- **Choose** Grade level/Click **Go**  
Click the **down arrow** to the right
- 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 Strength and Needs Report

- **Choose** Report Tab
- **Choose** the Type of Report- **Assessment**
- **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**

### 7. 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**

### 8. 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**
- 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/l-pln.aspx>