

PLATO Learning Environment (PLE) Idaho Teacher Edit/Support Quick Guide

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

Account Log on: _____

PLATO Name: _____

Password: _____

2. Editing Class Membership/Class Details/Giving a Teacher Rights to class

- Go to My Classroom-Choose Class-Go to drop down to the right
 - Choose edit Class Membership-Select Grade Level(s)
 - Choose Learner Role-Click Go-Choose Teacher Role
 - Click Go to Give a Teacher access to your class
 - Add Students/teachers from the left to the right-Click OK
- Repeat Process to remove students from Class
- Choose Students/Teachers from the right move to left-Click OK

3. Editing Class Details

- Go to My Classroom-Choose Class
- Go to drop down to the right-Choose edit Class Details
- Change Name-Grade-add Class Description-Click OK

4. Editing Student Information

- Go to My Classroom-Choose Class-Go to drop down to the right
 - Choose view Class Membership - Select Student
- View Learner Profile(Only Administrators can edit a Profile)
Reset Password
- Type in a new Password-Click OK-Tell User New password
 - They will be able to create a new one when they log in
- Remove From Class
- Click OK if you are sure you want to remove student
- Log out User
- Message will appear if they are not logged in
 - Click OK if they are logged in and you want to log them off

5. Create/Edit a Message

- Go to – *Classroom Administration*-Click on Messages
- Choose *New Message*

Note: Do not click on the Email Tab

- Choose Class-Select Student(s) you want the Message to go to
- Set Expiration Date-Type Message-Click Post

6. Create/Edit a Discussion

- Go to – *Classroom Administration*-Click on Discussion Board
- Choose *New Discussion or Delete old Discussion*
- Choose Class-Select Student(s) you want the Message to go to
- Set Expiration Date-Type in Discussion Topic
- Type Thread Message-Click Post

7. 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

8. Removing an Assignment(s) from a student

- 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 *Add/Remove Learner*
- Select **Students name on the right**-Click Remove
- Choose – OK –

Note: Repeat process for additional Assignments

9. Previewing/reset Test Packs Prescriptions & Test Results

- Select Classroom Administration-My Classroom
- Choose Class-View Class Membership
- Choose a Student-View All Assignments-Repeat steps
- Find Test – Click on  next to drop down
- Click on the # correct to view student test
- Click on # Prescription to assign/reassign prescription

9. Export Report Data to Excel, pdf, or other formats

- Select Format - Click Export
- Click Open-Save or Print

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

11. 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

12. Finding Supportive Materials

(Offline, Curriculum Guides, Answer Keys)

- Select Support Tab at the top of the Page
- Click Teacher Materials Tab in the Middle of the Page or Teacher Materials Library under the Resources Tab
- Open up document you want to preview
- Use Adobe to your advantage by searching with the Binoculars or taking Screen Shots
- Print or Save



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