

PLATO Learning Environment (PLE) Idaho Teacher 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. 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

4. Creating a class/adding Students/editing a Class

- Go to – Classroom Administration -Create New Class
- Select School -Select Grade-Select Teacher (your name)
- Enter Class Name (School/Name/Subject-grade/school year)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


Editing a class

- Go to – My Classroom – Choose Class
- Go to – drop down to the right-choose edit Cass Membership or Class Details

5. Creating individual/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
- Select Create New Assignment-Select school and class/ click Go
- Set Start/End Date if required
- Confirm student assignments by clicking OK

6. 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

7. Creating a Strength and Needs Report

- Choose Report Tab - 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

Export Report Data to Excel, pdf, or other formats

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

8. 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

9. 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**

10. 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 **Class**-Select the **Learner(s)**
- 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 assignment
- Click the calendars to select a **Date Range**-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-Save Print.

11. 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

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**



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