

# PLATO Learning Environment

## Quick Reference Guide for Teachers

### 1. Teacher log on:

<http://ple.platoweb.com>

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

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

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

### 2. Previewing PLATO Content

- Curriculum Planning/My Resources
- Select PLATO Courses or PLATO Titles
- Use "+" sign to open activities
- Continue clicking on + sign until you are at the activity level
- Click the hyperlinked title in blue to launch PLATO and preview

### 3. Creating your class

- Classroom Administration→Create New Class
- Select Grade
- Enter Class Name→Next
- Select grade level→Go
- Highlight students → Add (click Next)
- Click Finished

### 4. Creating/editing class assignments

- My Resources
- Click the grey button to the right of the activity you wish to assign
- Select Create New Assignment
- Select your school and class (click Go)
- Confirm student assignments by clicking OK

### 5. Editing your class

- Classroom Administration
- My classroom
- Find your class & click go
- Click on grey button next to class name to view/edit membership; view assignments; edit class details; or remove class

### 6. PLE Reports

- Go to Reports
- Select Progress Report
- Find your class and select students to report on
- Click on "look up" and select assignments
- Click on go

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

## Account Administrator Procedures

### 1. Create a New User

- Account Administration
- Create a new user
- Fill in required information (click continue)
- Fill in optional information (click finished)

### 2. License Allocation

- Account Administration
- Select licensing
- Select name user licenses in type box
- Click on the Secondary Courses and select Give new license
- Select the course you want to allocate licenses to and click OK
- Search to find the students you want to give the licenses to (click continue)
- Click OK to confirm selection