

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

1. Administrator log on:

<http://ple.platoweb.com>

Account Log on: _____

PLATO Name: _____

Password: _____

Note: Choose the Administrator role

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 **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

3. Creating Users

- Select *Create New User* from the account administration menu
- Fill in *all* required fields
- First Name
- Last Name
- District
- Grade
- PLATO Name
- Password
- Primary Role
- Activation/Expiration date if you want to restrict student access
- 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.

4. Creating a class for a grade level/adding Students to the Class

- Go to - *Account Administration*
- *Create New Class*
- Select *School*
- Select *Grade*
- Select *Teacher (your name)*
- Enter Class Name (Franklin 7th Grade) - Click *Next*
- Search for students by selecting grade
- Click *GO*
- Highlight students and click *Add all* (*note you will need to add students from each page available*).
- Click *Next*
- Click *Finished*
- Click *OK*



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

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 of the activity you wish to assign
- Select *Create New Assignment*
- Select your school and class (Franklin 7th Grade)
- 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 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

7. 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

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. 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**
- Add as many resources as you would like
- 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