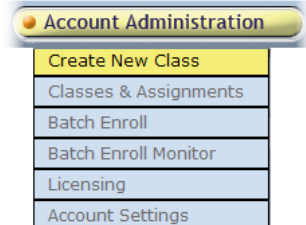


- **Enrolling and Managing Users**
- **Creating Classes**
- **Allocating Name-User Licenses**
- **Monitoring Your Account**
- **Customizing Your Account**

This card provides an overview of the management and maintenance tasks necessary to administer your account effectively.



Enroll Users

- **Enroll a large number of users** at one time.
 1. Access the *Batch Enroll* function from the *Account Administration* drop-down menu.
 2. **Download the Sample File** and format your data in the same manner.
 - Pay attention to the list of required and optional fields.
 3. **Use the Browse feature** once the file is ready. Select it and follow the prompts to upload the data.
 4. **Upload your CSV file** at any time, and your data will be processed as system resources allow.
- **Monitor the progress** of your data upload from the *Batch Enroll Monitor*.
 - Use the *Batch Enroll* function to enter a large group of new users into the Environment.
 - Current users are not updated with fresh information through the *Batch Enroll* process.
 - Access the log file to view any errors that may have occurred.

Manage Users

- **Add new users to your system** anytime by accessing *Create New User*.
- **Edit a user profile** by selecting *Find User*. Once the user is located, view or edit any of the profile data, including demographic information.
- The Quick Reference Card titled “Roles and Permissions” will guide you when defining account access for your users.

Consideration

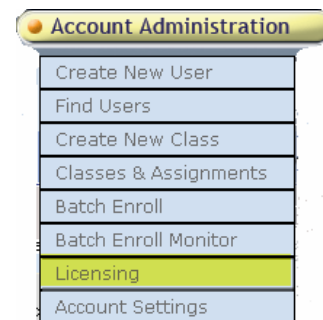
Keep the database up-to-date by making *Adding New Users* part of your district enrollment procedure.

Create and Manage Classes

- **Create and populate classes** for your teachers by accessing *Create a New Class*.
- **Add or delete learners** from the class by selecting *Classes & Assignments*.
- **View, add, or remove assignments.**
- District/School Administrators and Teachers can create classes and add members based on search criteria within their permissions.

Allocate and Manage Courseware Licenses

- The majority of PLATO Learning curricula will be associated to an entire account. Monitor usage to drive instructional decisions.
- **Allocate your Name User Licenses** by accessing *Licensing*.
 - Select your targeted learners to receive access to the titles.
 - Learner access to the title is assigned at the teacher level.
- **Monitor the usage** of your Name User Licenses closely. Access this function by choosing *License Usage Report* from the *Reports* drop-down menu.
- **Reallocate licenses** through the *Licensing* function prior to the drop-date to maximize the benefits derived from your Name User Licenses when learners transfer or drop out of school.



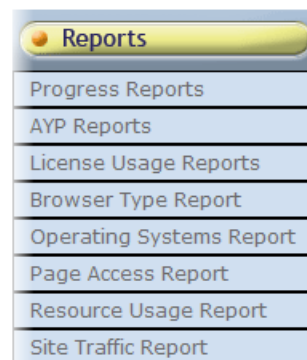
Consideration

Establish a communication process to announce Name User licenses to the appropriate teachers.

Monitor Your Account

Access reports to monitor learner activity, monitor Adequate Yearly Progress (AYP) and review system information from the *Reports* drop-down menu.

- **Choose *Progress Reports*** to view individual and multiple learner progress.
 - Both types of reports return data on either single or multiple assignments, and detail mastery, status, time-on-task, and number of tries.
 - Progress reports return information on individual learners only. Class reports are lists of individual learners grouped by class. Reports do not aggregate class data.
- **See disaggregated data** by generating *AYP Reports* in single or dual demographic format.
- **Monitor system information** to assist you in aligning usage with district objectives. Access these options from the *Reports* drop-down menu.
 - License Usage Reports
 - Operating System Reports
 - Browser Types Reports
 - Resource Usage Reports
 - Page Access Reports
 - Site Traffic Reports



Customize Your Account

Select *Account Settings* to customize the PLATO Learning Environment to incorporate your account into the daily activities of all your stakeholders.

- **Upload your logo** to enhance a sense of ownership among staff and students.
- **Customize the welcome message** to enhance a sense of belonging.
- **Make regular use of the Announcements** function. Target messages to various user levels to keep both staff and learners informed of important information.