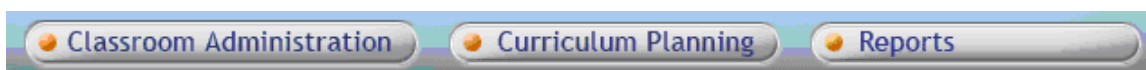
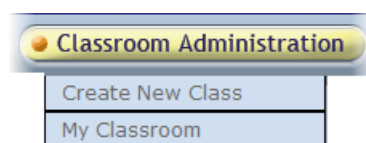


■ **Creating Classes** ■ **Managing Classes** ■ **Making Assignments** ■ **Monitoring Progress**

■ Account Administrators create users and classes. District and School Administrators and Teachers can create classes and add members based on search criteria within their permissions.



**My Classroom** is the feature of the Environment where teachers maintain their learners' files—adding and removing them from classes, creating and editing assignments and reviewing prescriptions to PLATO Learning curriculum.



### Creating a New Class




■ Select *Create New Class*.

■ **Determine class details.**

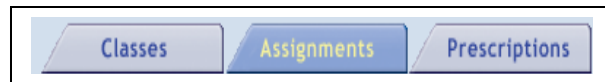
1. Select your school.
2. Enter a grade parameter.
3. Name your class. Give a description.

■ **Add members** by following the prompts. Search:


1. using the optional Keyword field
2. by selecting a school
3. by selecting a class
4. add your members and click *Add*

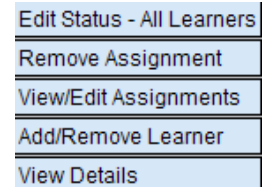
Managing a Class	Creating or Editing Assignments
<ul style="list-style-type: none"> <li>■ Select <i>My Classroom</i>.</li> <li>■ <b>View class summary.</b> See a listing of all your classes with summary member information and next assignment due.</li> <li>■ <b>View and edit class details</b> by selecting  for a particular class.                             <ol style="list-style-type: none"> <li>1. Review or modify class membership.</li> <li>2. Review and modify assignments.</li> <li>3. Edit class details.</li> <li>4. Remove the class.</li> </ol> </li> <li>■ <b>View and edit learner information</b> by selecting <i>View Class Membership</i>.                             <ol style="list-style-type: none"> <li>1. View student profile and assignments.</li> <li>2. Remove a student from your class.</li> <li>3. Reset a learner password.</li> <li>4. Force a learner log out.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Create a new assignment</b> from <i>Curriculum Planning</i>.                             <ol style="list-style-type: none"> <li>1. Select <i>My Resources</i>.</li> <li>2. Locate the activity you chose previously.</li> <li>3. Select, from , <i>Create New Assignment</i>.</li> </ol> </li> <li>■ <b>Create, view, or modify assignments</b> from <i>Classroom Administration</i>.                             <ol style="list-style-type: none"> <li>1. Under <i>My Classroom</i>, select the <i>Assignments</i> tab for any class.                                     <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <span style="background-color: #e0e0e0; padding: 2px 10px;">Classes</span> <span style="background-color: #e0e0e0; padding: 2px 10px; border: 1px solid #ccc;">Assignments</span> <span style="background-color: #e0e0e0; padding: 2px 10px;">Prescriptions</span> </div> </li> <li>2. <b>Search for the assignment</b> by using the optional Keyword filter.</li> <li>3. <b>Narrow your search</b> by using the fields for School, Select Class, or Select Learners.</li> </ol> </li> <li>■ Or, while viewing <i>My Classroom</i>, locate a Class, and from  select <i>View Assignments</i>.</li> </ul>

## Monitoring Learner Progress



### See Assignment Details.

- Track assignment progression to determine when and where you need to intervene with guidance.
  1. Select the *Assignments* tab, locate the desired assignment and from , select *Edit Status – All Learners*.
  2. View completion or mastery status for the assignment.
  3. This view offers a snapshot of the progress of your class with reference to individual assignments.

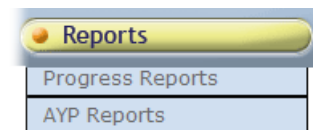


### View a Progress Report.

- Progress reports provide detailed information about each learner's academic achievement.
  1. From the *Reports* drop-down menu, select *Progress Reports*.
  2. Select individual Learners, multiple Learners, or All Learners in a Class.
  3. Select assignment(s).
  4. Reports are reflective of the assignment. Progress data includes Status, Number of Tries, Mastery, Score, and Time on Task.

### See Disaggregated Data.

- Track assignments relative to monitoring Adequate Yearly Progress (AYP) across reporting categories. Select:
  1. *AYP Reports*
  2. your class
  3. the predefined demographic and variable categories
  4. the assignment



### Consideration

By regularly monitoring the progress of your learners, you will be able to target specific areas of need better and provide the best educational plan for each learner.

### Helpful Hint

Practice running reports using different parameters to find those that best suit your needs.