

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

1. Teacher log on: <http://ple.platoweb.com>

Account Log on: _____

PLATO Name: _____

Password: _____

1. Creating an Idaho Strengths & Needs Report for a Class

- Choose Report Tab
- Choose -Assessment Reports
- Choose – Strengths & Needs Report
- Choose – Level (class)
- Choose Test-Click Look Up
- View Assessment- Report by Tests
- Click Go
- Choose your test-Click OK
- Performance Categories-Select
- Choose State Categories Tab
- Click OK
- Structure – Standard
- Standard – Idaho Contents Standards
- Click Go

2. Creating an Idaho Strengths & Needs Report for a School

- Choose Report Tab
- Choose -Assessment Reports
- Choose – Strengths & Needs Report
- Choose – Level (School)
- Choose - School
- Choose Test-Click Look Up
- View Assessment- Report by Tests
- Click Go
- Choose your test-Click OK
- Performance Categories-Select
- Choose State Categories Tab
- Click OK
- Structure – Standard
- Standard – Idaho Contents Standards
- Click Go



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

For more detailed user guides visit:

<http://support.plato.com/ple/ORCs.asp>

3. Creating an Idaho Strengths & Needs Report for a District

- Choose Report Tab
- Choose -Assessment Reports
- Choose – Strengths & Needs Report
- Choose – Level (District)
- Choose Test-Click Look Up
- View Assessment- Report by Tests
- Click Go
- Choose your test-Click OK
- Performance Categories-Select
- Choose State Categories Tab
- Click OK
- Structure – Standard
- Standard – Idaho Contents Standards
- Click Go

4. 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 **Grade** range and a **Class**.
- Select the **Learners**
- Click the **Look Up** button to find assignments.
- From the **View Progress Report** drop-down list, select **By Assignment Name** or **By Learning Path**
- If you selected **By Assignment Name**, go to the next step. If you selected **By Learning Path**, choose a learning path. Then go to the next step.
- From the **Show** drop-down list, select the type of assignments you want to find
- Click the calendars to select a **Date Range**. (Only assignments that are active during these dates will display.) 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**.