

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

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 a Learner Daily Usage Report

- From the **Reports** drop-down menu on your **Home** page, point to **Courseware Reports**
- Select **Learner Daily Usage**.
- Select a school and a class from the report's search form
- Select a learner. Press the **Control** key on your keyboard to select multiple learners.
- Click the calendars to choose a date range.
- Click **Go**.

3. Creating a Class Module Mastery Report

- From the Reports drop-down go to **Courseware Reports**
- Select **Class Module Mastery**
- Select a **School** and a **Class**; then click the **Look Up** button
- In the **Look Up** box, choose **By Learning Path** or **By Assignment Name** in the **View Progress Report** box.
- Use the **Show** box to choose **Assignments with Progress**

- Click **Go** in the **Look Up** box.
- Choose one or more assignment from the list
- If you selected **By Assignment Name**, a list of assignments will populate the box
- Choose one or more assignment from the list
- Click the calendars to choose a **Date Range**; then click **OK**
- On the initial field-selection page, select all the assignments in the **Assignments** box that you want to see; then click **Go** to see your report.

4. Creating a Learner Progress Report

- From the **Reports Choose Courseware Reports**
- Select **Learner Progress**
- From the **Select View** drop-down list, select **Detailed, Summary or Graphic**
- Select a **School** 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
- Click the calendars to select a **Date Range**.
- 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 to include it in the report.
- Then click **Go**.



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

For more detailed user guides visit:
<http://support.plato.com/ple/ORCs.asp>