

I-PLN Quick Reference Card

A. Login Information

1. Start your web browser (Internet Explorer)
2. Go to web address <http://www.platoweb.com> **or**

3. If this is the first time to the PLATO web site, enter in your account number. _____
4. Enter your **PLATO Name**:
Teachers: _____
- Group Name**:
Teachers: _____
- Password**:
Teachers: Leave blank the first time. Select submit. Teachers are prompted to set password in the next screen. Write it down here. _____
5. You are now at the Plato home screen. You can click on the **home** link at any time to get back to this main page.

B. Previewing Plato Courseware

1. Click on **Learning Resource Tools**.
2. Click the + next to the **Library of Learning Resources**.
3. Click the + next to any curriculum to open the courses.
4. Click the + next to any course to open the modules.
5. Click the + next to the module to open the tutorial/practice/mastery test or elementary skill activities.
6. Click **Run** (on right) to see how the courseware runs.
7. Click **exit learning resource tools or Home** when finished.

C. Create a Class

1. Click on **Class Tools**.
2. Click on **Create A Class**.
3. Name the class with your last name & what you teach
4. Click **Send** - You are now at the Group Coordinator Access Page. Make sure your name is checked. Check any other teachers you would like to have access and editing rights to your class. Click **Submit**.

D. Add Learners to a Class

1. Click on **Class Tools**.
2. Click the class you want.
3. Click **Class Members**.
4. Click **Add Users to This Class**.
5. Select group - Check each student you want added.
6. Click **Submit**.

E. Make a Class Assignment (all members of a class)

1. Click on **Class Tools** - Click on your class
2. Click **Edit Class Assignment**.
3. You will see the curriculum. (*Never assign the curriculum unless you are assigning Credit Recovery, Alternate Graduation,*

Applied Math with Assessments or Math Expeditions with Skills Inventory).

4. Click Sub-Activities to see courses. Click a box to assign a course (*Courses with Assessments or Skills Inventory*) **or**
5. Click Sub-Activities to see modules. Click a box to assign a module. (**Never assign lower than the Module level**)
6. When you have selected all courses or modules to assign, click **Assign Selected Activities**.

F. Assign/un-assign PLATO ISAT Courseware

(For an individual learner in a class)

1. Use the **ISAT Score Sheet** (Excel spreadsheet or score translation sheet) to view the break down of their scores.
2. Log onto PLATO.
3. Click on **Class Tools - view members** of the class.
4. Select a student by clicking on their Plato login name in orange letters, then click on **Change Assignment**.
5. Scroll to the ISAT folders- choose one of the following to start- Achievement Goals for ISAT Math Correlation 07, Achievement Goals for ISAT Reading Correlation 07 or Achievement Goals for Language Correlation 07.
6. Click sub activities (Start with their weakest area as indicated by their lowest RIT score).
7. Check the course at the level (letter) indicated on the ISAT Score Sheet. (**Never go lower than the course level**)
8. Click **Assign Selected Activities**.

G. Assigning an Individual Assignment

1. **Go to Class Tools**-Choose your class.
2. Click on **view members**.
3. Select a student by clicking on their Plato login name in orange letters and brackets
4. Click on **Change Assignment**.
5. Choose the level you would like to assign by clicking on sub-activities. (**Remember never assign lower than the Module level**)

H. Reports

1. Click **reports** from main menu
2. Select a class not a group
3. Select one of the reports from the menu
4. Click **Send**.
5. Choose the options you want for the report.
6. Click **Submit**.

Important Things to Remember

1. Use the **back** arrow on Plato's webpage, **not** the back button on Windows Explorer, to go back a level only if you ran the report in Html.
2. If you plan to print a report, make sure you set the paper orientation in your printer properties to **HTML**.

