

I-PLN Pathways Quick Reference Guide

Login Information (Case Sensitive)

1. PLATO Name: _____
2. Password: _____

Create a Class

1. *Class Management* Icon-Create button
2. What would you like to create? *Choose*
3. Click *OK* button
4. Class Name (Jones/English 1/06-07)
5. Click *Next* button
6. Do you want to assign users to this class? Choose *yes or no*-Click *Next* button
7. If step 7 was *yes*, Highlight Name of user(s) and click right arrow-Click *Next* button
8. Do you want to create an assignment for this class? *Yes or No*
9. Click the *Finish* button

Run Courses as Administrator

1. *Learner Resource Management* Icon
2. Highlight the Curriculum Title to preview
3. *Run* button on the right (Not top button)
4. *To preview the New ISAT correlation- Click the source Tab- Uncheck Published- Check all-Click OK-Click Set Filter*

NOTE: If you want to see all of the Courseware along with the New ISATS- *Click the source Tab- Check all-Click OK-Click Set Filter*

Assigning Individual ISAT Assignments

1. *User Management* Icon
2. *Properties* button
3. *Enrollment* Button
4. *Individual Assignment* Button
5. *Set Filter* Button
6. Change *Curriculum to Course*
7. *Click the source Tab- Uncheck Published- Check all-Click OK-Click Set Filter*

Note: If you want to see all of the Courseware along with the New ISATS- *Click the source Tab- Check all-Click OK-Click Set Filter*

8. In title box at the top-type in first word of the ISAT correlation you want to assign. Move the **BOLD** assignment over-click set filter-type in another title for a different correlation you want.
9. Click *Ok* button
10. These assignments are now assigned.

Class Assignment

1. *Class Management* Icon
2. *Properties* Button
3. *Assignment* Button
4. *Set Filter* Button
5. Change *Curriculum to Course, etc..*
6. *Select Assignment*
7. Click the *OK* button

Create a Report

1. *Report Management* Icon
2. Consolidate Performance Data? *Yes*
3. *Create* button
4. What would you like to create? *New Folder*
5. Click *Next* button
6. Type in name of Folder, click *Finish*
7. Highlight newly created Folder
8. *Create* button
9. What would you like to create? *New Report*
10. Click *Next* button
11. Choose report-*Comprehensive Report-Click OK*
12. Enter Report Name- name to show on report
13. Set Filter Curriculum or Module Titles, right arrow
14. Click *Next* button
15. Include only selected individual students, *Next*
16. Select Fields desired on report, click *Next*
17. Enter Report Title (optional)
18. Preview report, click *Try Report* button
19. *Finish* button
20. **NOTE:** *To view option buttons on a report-double click the blue bar at the top.*
21. **NOTE:** The best report options will be found under the **Current Assignments**.



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