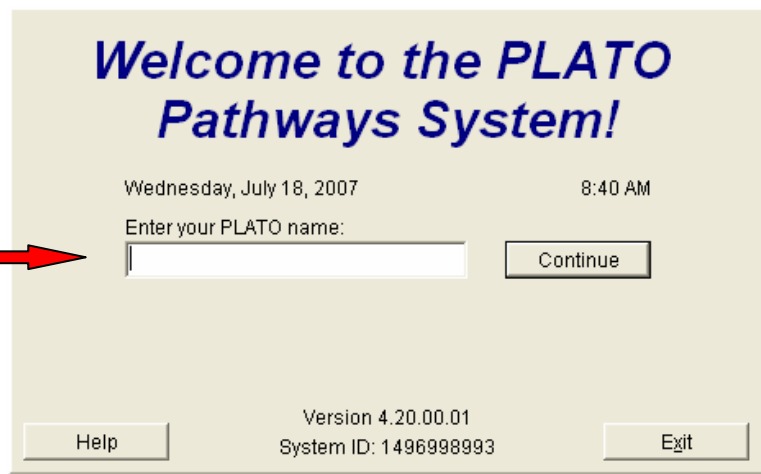
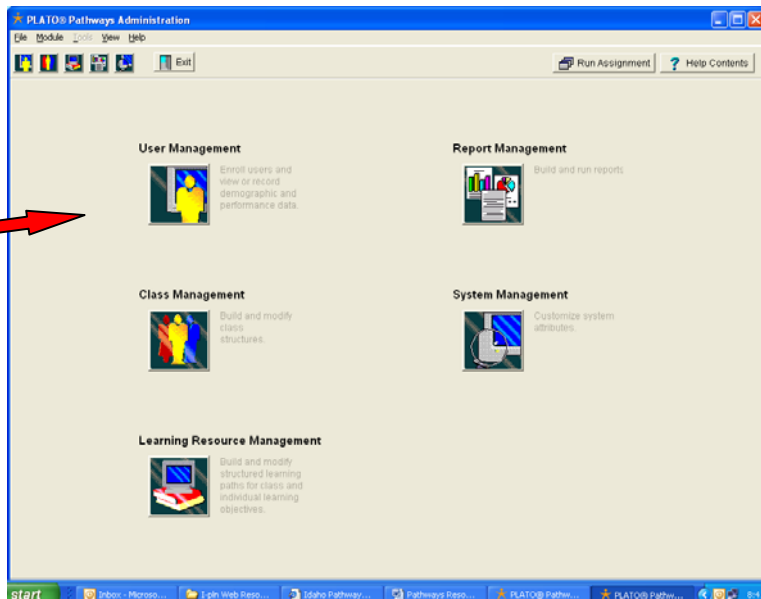


## Steps to Creating New Students

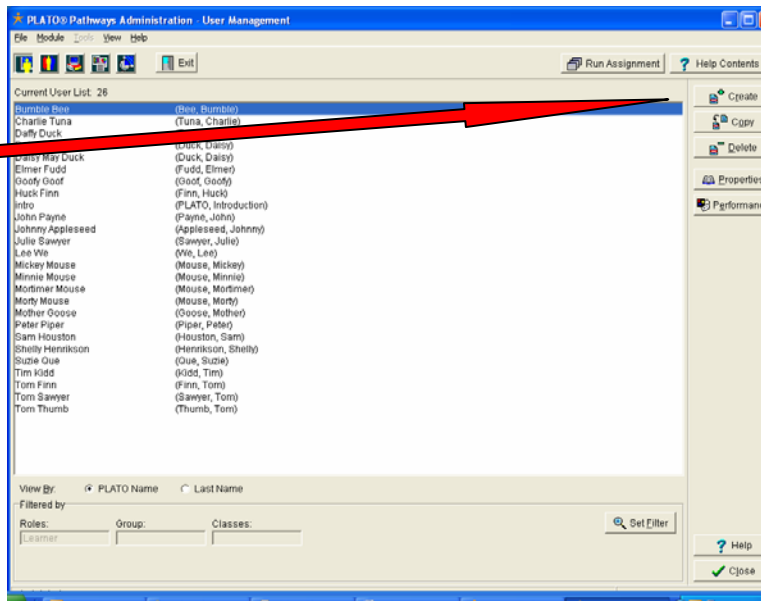
**Step #1:** Log into PLATO Pathways



**Step #2:** Click on User Management



**Step #3:** Click on Create



**Step #4:** Make sure the role is Learner



**Step #5:** Add a First Name



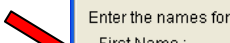
**Step #6:** Add a Last Name



**Step #7:** Click on PLATO Name and it will combine the first and last name



**Step #8:** Change the PLATO Name if you would like



**Step #9:** Set a Password or uncheck required



**Step #10:** Check Play Optional Audio

**Step #11:** Click Next

The 'User Management' dialog box contains the following fields and options:

- Role:** Choose a role for this user: Learner (selected)
- Names:** Enter the names for this user:
  - First Name: Jack
  - Middle Name: (empty)
  - Last Name: Beanstalk
  - PLATO Name: JBeanstalk
- Password:**
  - Password Required
  - Get Password button
- Courseware Options:**
  - Play Optional Audio

Buttons at the bottom: Previous, Next, Finish, Cancel, Help.

**Step #12:** Set Demographics or leave as NO

**Step #13:** Click Next

The 'User Management' dialog box displays the question: "Do you want to assign demographic group(s) for this user?" with radio buttons for Yes and No. The 'No' option is selected.

Buttons at the bottom: Previous, Next, Finish, Cancel, Help.

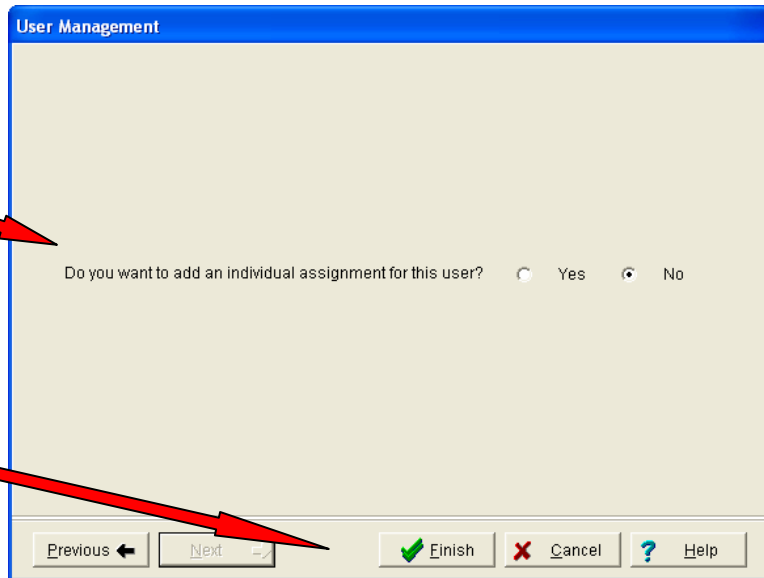
**Step #14:** Enroll in a class or leave as NO

**Step #15:** Click Next

The 'User Management' dialog box displays the question: "Do you want to assign classes for this user?" with radio buttons for Yes and No. The 'No' option is selected.

Buttons at the bottom: Previous, Next, Finish, Cancel, Help.

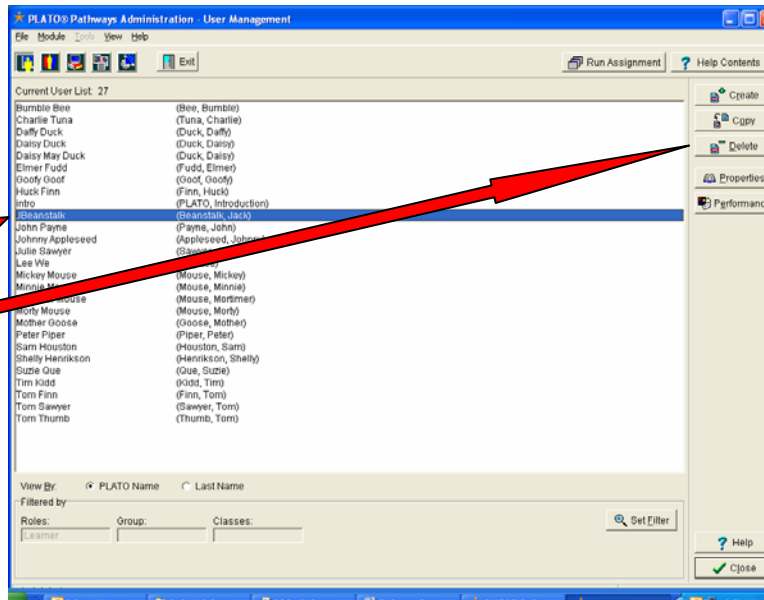
**Step #16:** Give an assignment or leave as NO



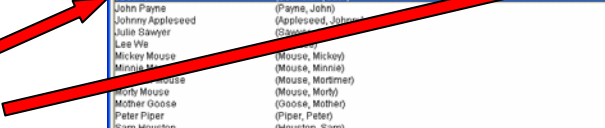
**Step #17:** Click Finish



**Step #18:** Your Student will now appear on the screen



**Step #19:** To create another Student-Highlight the student you just created-Click Copy



**Step #20:** Your steps for the second student will be very basic

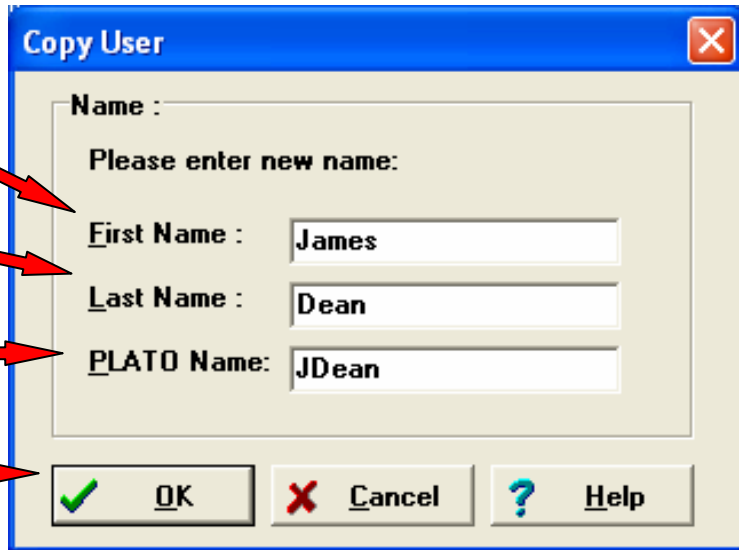


**Step #21:** Add a First Name

**Step #22:** Add a Last Name

**Step #23:** Add or change the PLATO Name

**Step #24:** Click OK



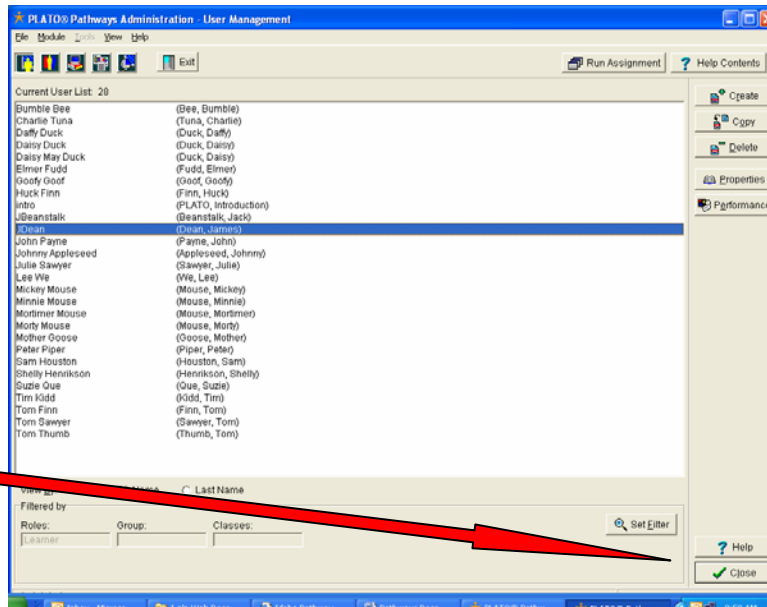
The 'Copy User' dialog box has a blue title bar with a close button. The main area is white and contains the following text and input fields:

- Name :**
- Please enter new name:**
- First Name :** James
- Last Name :** Dean
- PLATO Name:** JDean

At the bottom, there are four buttons: a green checkmark icon, 'OK', a red 'X' icon, 'Cancel', a question mark icon, and 'Help'.

**Step #25:** Your second student will now appear in the program

**Step #26:** Repeat the process for more students or click Close for more options

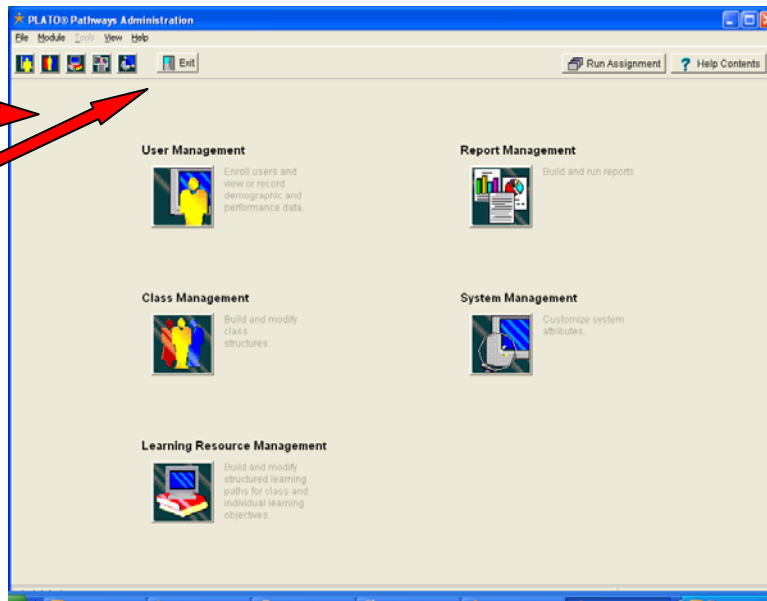


The 'PLATO Pathways Administration - User Management' window shows a list of users. The 'Current User List: 20' includes:

- Bumble Bee (Bee, Bumble)
- Charlie Tuna (Tuna, Charlie)
- Daisy Duck (Duck, Daisy)
- Daisy May Duck (Duck, Daisy)
- Elmer Fudd (Fudd, Elmer)
- Goody Good (Good, Goody)
- Huck Finn (Finn, Huck)
- Intro (PLATO, Introduction)
- Jbeanstalk (Beanstalk, Jack)
- John Payne (Payne, John)
- Johnny Appleseed (Appleseed, Johnny)
- Julia Sawyer (Sawyer, Julie)
- Lea We (We, Lea)
- Mickey Mouse (Mouse, Mickey)
- Minnie Mouse (Mouse, Minnie)
- Mortimer Mouse (Mouse, Mortimer)
- Morty Mouse (Mouse, Morty)
- Mother Goose (Goose, Mother)
- Peter Piper (Piper, Peter)
- Sam Houston (Houston, Sam)
- Shelly Hankinson (Hankinson, Shelly)
- Suzie Que (Que, Suzie)
- Tim Kidd (Kidd, Tim)
- Tom Finn (Finn, Tom)
- Tom Sawyer (Sawyer, Tom)
- Tom Thumb (Thumb, Tom)

At the bottom, there are filters for 'Roles' (Learner) and 'Classes'. A 'Set Filter' button is also present.

**Step #27:** Choose another option or click the Aqua Exit door if you are finished

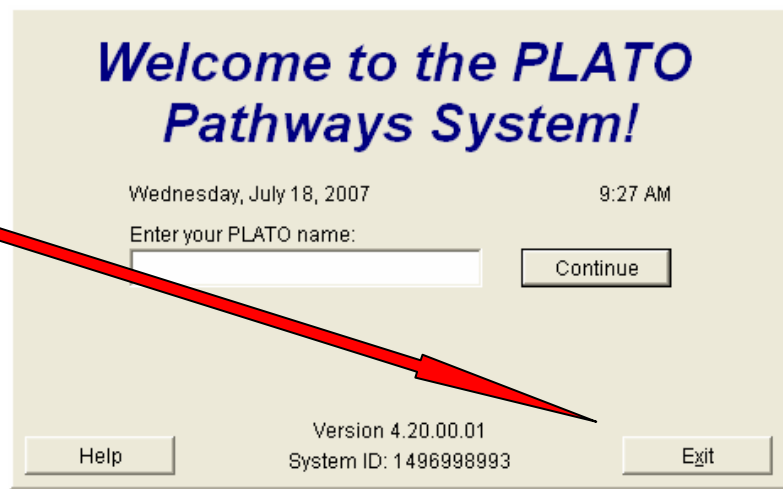


The main menu of 'PLATO Pathways Administration' features several options:

- User Management:** Enroll users and view or record demographic and performance data.
- Report Management:** Build and run reports.
- Class Management:** Build and modify class structures.
- System Management:** Customize system attributes.
- Learning Resource Management:** Build and modify structured learning paths for class and individual learning objectives.

At the top right, there are buttons for 'Run Assignment' and 'Help Contents'. At the bottom right, there are 'Help' and 'Close' buttons.

**Step #28:** Click on Exit to finish your PLATO Session



**Welcome to the PLATO Pathways System!**

Wednesday, July 18, 2007 9:27 AM

Enter your PLATO name:

Version 4.20.00.01  
System ID: 1496998993

A red arrow points from the text 'Step #28' to the 'Exit' button.