

Steps to Creating a New User in CH-PWLN

Step #1: Log into PLATO

Step #2: Click on Class Tools

Step #3: Click on Create a User in this Class

Step #4: Type in a PLATO Name

Step #5: Choose the member of group

Step #6: Role will be Learner

Step #7: Type in First Name

Step #8: Type in last Name

Step #9: Check Use Group Activation Date

Step #10: Check Audio Preference ON

Step #11: Create a password if you want

Step #12: Click Send

Note: If you want all of the students to have the same password-create it here before doing the next steps

The image displays three sequential screenshots of the PLATO Web Learning Network Administrator Edition interface, illustrating the process of creating a new user. Red arrows point from the text instructions to the corresponding elements in the screenshots.

Screenshot 1 (Top): Shows the 'Edit Class' page. The 'Class Name' is 'Wheeler/Math 5th Hour/07-08'. The 'Create a User in this Class' link is highlighted.

Screenshot 2 (Middle): Shows the 'Create a New User in Class: Wheeler/Math 5th Hour/07-08' form. The 'PLATO Name' is 'Mickey Mouse', 'Member of Group' is 'Test', and 'Role' is 'Learner'. The 'First Name' is 'Mickey' and 'Last Name' is 'Mouse'. The 'Use Group Activation Date' checkbox is checked.

Screenshot 3 (Bottom): Shows the same form as the middle screenshot, but with the 'Audio Preference' set to 'ON' and the 'Send' button highlighted.

Step #13: Your new student will appear in your class

Step #14: Choose edit if you need to change any of the student's information

Step #15: Choose Copy to create additional Students

Step #16: Change the PLATO Name-First Name & Last Name for your new student

Step #17: Click send once you are finished with this new student

The image displays three sequential screenshots of the PLATO Web Learning Network Administrator Edition interface, illustrating the steps to add a new student.

Top Screenshot: Class Members
The page shows the 'Class Members' section for the class 'Wheeler/Math 5th Hour/07-08'. A table lists members with their roles and counts. A table below shows the 'Actions' for each member, including 'edit', 'copy', and 'delete'. Red arrows point from the 'edit' and 'copy' links to the corresponding steps in the text.

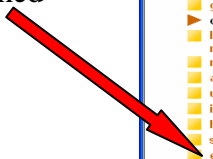
Role	Count
Learner	2
Total	2

Class	Actions
<input checked="" type="checkbox"/> Mouse, Mickey (Mickey Mouse) Learner (Group: Test)	details edit / copy / reset password / delete
<input checked="" type="checkbox"/> test_test (test) Learner (Group: Test)	details / edit / copy / reset password / delete

Middle Screenshot: Edit User Information
The page shows the 'Edit User Information' form for 'Mouse, Mickey'. The form fields include: PLATO Name (Mickey Mouse), Member of Group (Test), Role (Learner), First Name (Mickey), Middle Name, Last Name (Mouse), Email Address, State Assigned ID, Use Group Activation Date (checked), Activation Date (January 1, 1999), Expiration Date (January 1, 1999), Audio Preference (ON), and Password fields. Red arrows point from the text to the 'PLATO Name', 'First Name', and 'Last Name' fields.

Bottom Screenshot: Create User
The page shows the 'Create User' form, which is identical to the 'Edit User Information' form. A red arrow points from the text to the 'Send' button at the bottom of the form.

Step # 18: You can create more students or log out of the system properly if finished



The screenshot displays the PLATO Web Learning Network Administrator Edition interface. The browser title is 'PLATO Web Learning Network - Class Members - Microsoft Internet Explorer'. The address bar shows 'http://platoweb.nsd1...'. The page title is 'PLATO Web Learning Network Administrator Edition'. The breadcrumb trail is '/ home / class.tools / edit_class / class members'. The main content area shows 'Showing members of class: Wheeler/Math 5th Hour/07-08'. There are links for 'Create a user in this Class' and 'Add users to this Class'. A table shows the role distribution: Learner (2) and Total (2). Below this is a table of assigned users with checkboxes, names, and actions.

Role	Count
Learner	2
Total	2

Assigned to class	User List	Actions
<input checked="" type="checkbox"/>	Mouse, Mickey (Mickey Mouse) Learner (Group: Test)	details / edit / copy / reset password / delete
<input checked="" type="checkbox"/>	test, test (test) Learner (Group: Test)	details / edit / copy / reset password / delete