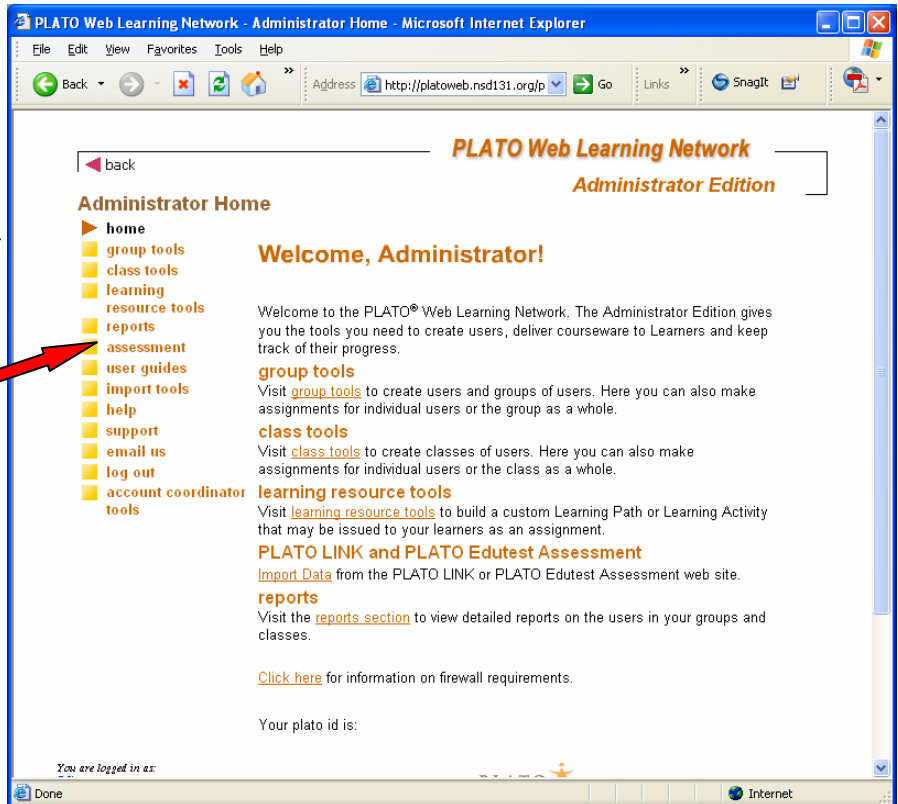


Steps to Running a PWLN Daily Usage Report

Step #1: Log into PLATO



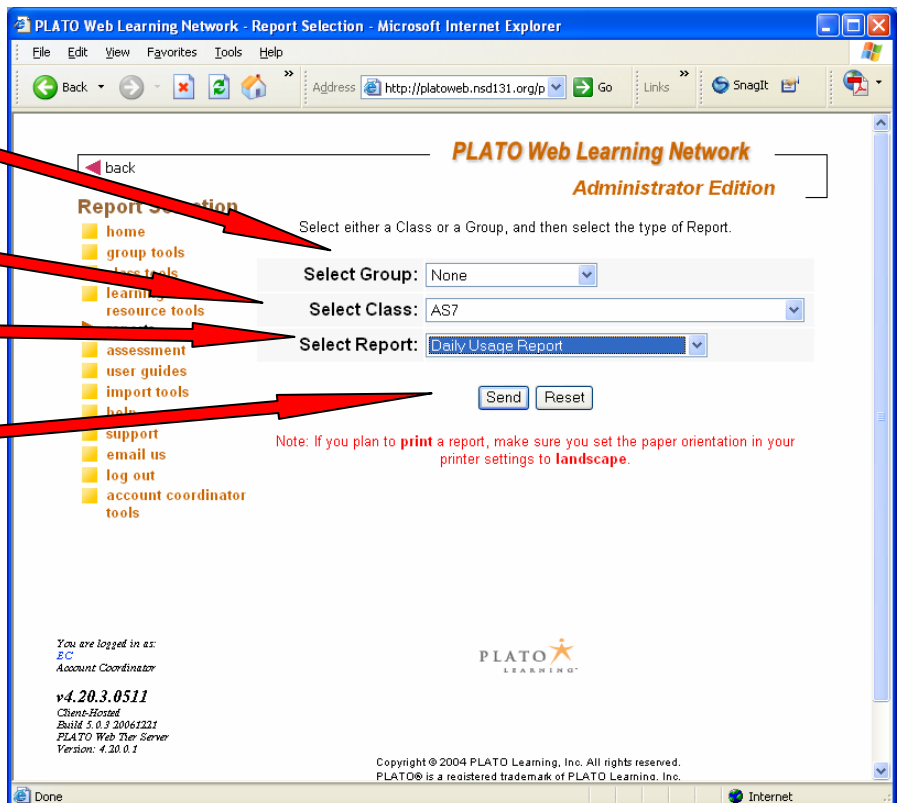
Step #2: Click on the Reports Link

Step #3: Leave Group as None

Step #4: Choose your Class

Step #5: Choose the Daily Usage Report

Step #6: Click on Send



Step #7: Set your Date Range

PLATO Web Learning Network
Administrator Edition

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Daily Usage Report Setup

Report Title: Daily Usage Report

Start Date: April 20 2007

End Date: May 20 2007

Class: AS7

Report on everyone in this class

ABCDEFGHIJKLMNOPQRSTUVWXYZ#ALL

Select which Users will appear in this report:

<input checked="" type="checkbox"/>	Castillo, Gloria (11810060)
<input type="checkbox"/>	Castillo, Juan (11810061)
<input type="checkbox"/>	Contreras, Daniel (131050008181)
<input type="checkbox"/>	Corona, Maria (131050012510)
<input type="checkbox"/>	Cortes, Gabriel (131050004106)
<input type="checkbox"/>	Garza, Luis (11611423)
<input type="checkbox"/>	Hernandez, Jose (131050010584)
<input type="checkbox"/>	Lopez, Monica (131050010703)
<input type="checkbox"/>	Lopez, Rachel (11810192)
<input type="checkbox"/>	Lopez, Rosie (11711262)
<input type="checkbox"/>	Luna, Blanca (11710389)
<input type="checkbox"/>	Marez, Tonia (11710282)

Done Internet

Step #8: Choose your students

Step #9: Choose HTML

Step #10: Click on Submit

PLATO Web Learning Network
Administrator Edition

back

Daily Usage Report Setup

Report Title: Daily Usage Report

Start Date: April 20 2007

End Date: May 20 2007

Class: AS7

Report on everyone in this class

ABCDEFGHIJKLMNOPQRSTUVWXYZ#ALL

Select which Users will appear in this report:

<input checked="" type="checkbox"/>	Castillo, Gloria (11810060)
<input type="checkbox"/>	Castillo, Juan (11810061)
<input type="checkbox"/>	Contreras, Daniel (131050008181)
<input type="checkbox"/>	Corona, Maria (131050012510)
<input type="checkbox"/>	Cortes, Gabriel (131050004106)
<input type="checkbox"/>	Garza, Luis (11611423)
<input type="checkbox"/>	Hernandez, Jose (131050010584)
<input type="checkbox"/>	Lopez, Monica (131050010703)
<input type="checkbox"/>	Lopez, Rachel (11810192)
<input type="checkbox"/>	Lopez, Rosie (11711262)
<input type="checkbox"/>	Luna, Blanca (11710389)
<input type="checkbox"/>	Marez, Tonia (11710282)

Previous Next

Select Report Display Options:

Display in HTML Format

Display in PDF Format (PDF)

Page Size: Letter

Encryption Password

Submit Reset

Printer-Friendly Format (requires latest Acrobat browser plugin)

You are logged in as:
Account Coordinator

v4.20.3.0511
Client-Hosted
Build 5.0.3 20061221
PLATO Web Tier Server
Version: 4.20.0.1

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Done Internet

Step #11: Your report will look like this



Name: Sprague, Alex (131050011599)						
Date	Start	End	Time on Task	Lesson	Status	Score
03/21/07	04:21 PM			Logged On To The System		
03/21/07	04:49 PM	04:53 PM	00:04:38	Compare numbers to 999		
03/21/07		04:47 PM		Logged Off Of The System	In Progress	N/A
Totals			00:04:38			
Name: Tams, Joseph (131050003604)						
Date	Start	End	Time on Task	Lesson	Status	Score
04/03/07	01:02 PM			Logged On To The System		
04/03/07	01:03 PM	01:13 PM	00:10:39	Add and subtract decimals	In Progress	N/A
04/03/07	01:14 PM	01:17 PM	00:03:43	Solve problems: estimate money	In Progress	N/A
04/03/07		01:48 PM		Logged Off Of The System		
Totals			00:14:22			
Name: Verhage, Samantha (131050005007)						
Date	Start	End	Time on Task	Lesson	Status	Score

Step #12: To go back-Click on the Back Button

Step #13: Choose another class or report if you want to run another one



Report Selection

Select either a Class or a Group, and then select the type of Report.

Select Group:

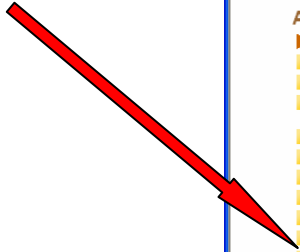
Select Class:

Select Report:

Note: If you plan to print a report, make sure you set the paper orientation in your printer settings to landscape.

Step #15: Choose Home to go back to the Main page

Step #15: On the home page
make your choices or log out



PLATO Web Learning Network - Administrator Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://platoweb.nsd131.org/jp Go Links SnagIt

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Administrator Edition

Administrator Home

- home
- group tools
- class tools
- learning resource tools
- reports
- assessment
- user guides
- import tools
- help
- support
- email us
- log out
- account coordinator tools

Welcome, Administrator!

Welcome to the PLATO® Web Learning Network. The Administrator Edition gives you the tools you need to create users, deliver courseware to Learners and keep track of their progress.

group tools
Visit [group tools](#) to create users and groups of users. Here you can also make assignments for individual users or the group as a whole.

class tools
Visit [class tools](#) to create classes of users. Here you can also make assignments for individual users or the class as a whole.

learning resource tools
Visit [learning resource tools](#) to build a custom Learning Path or Learning Activity that may be issued to your learners as an assignment.

PLATO LINK and PLATO Edutest Assessment
[Import Data](#) from the PLATO LINK or PLATO Edutest Assessment web site.

reports
Visit the [reports section](#) to view detailed reports on the users in your groups and classes.

[Click here](#) for information on firewall requirements.

Your plato id is:

You are logged in as:

Done Internet

