

Steps to Archiving Pathways Students

Step #1: Log into PLATO Pathways

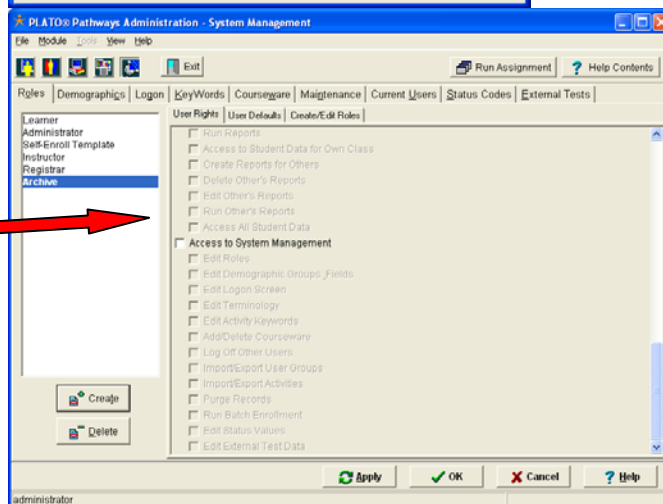
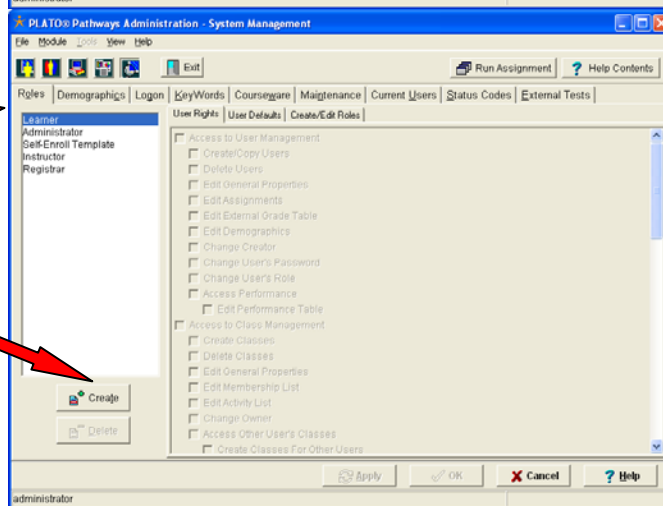
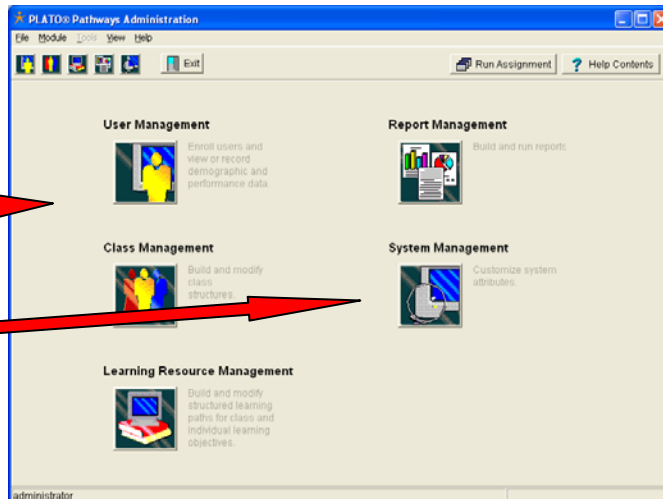
Step #2: Choose the System Management Button

Step #3: Choose Roles

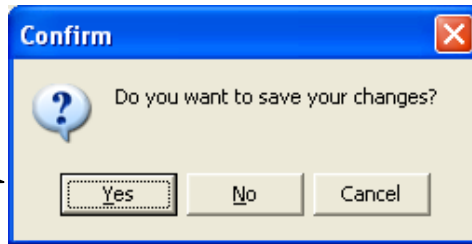
Step #4: Choose Create

Step #5: Name Your Role- Click OK

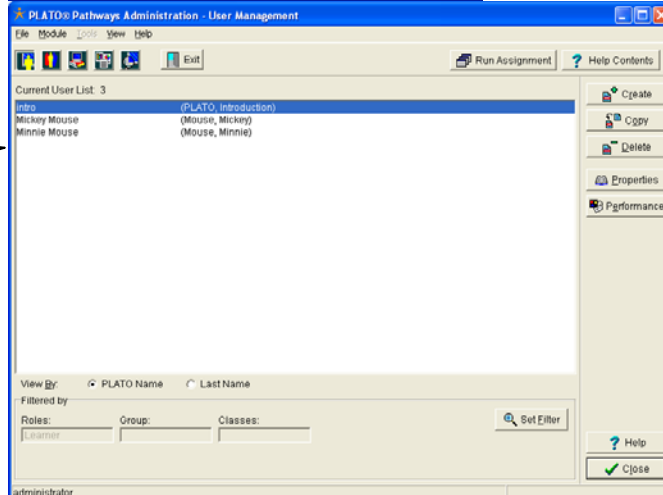
Step #6: You can give rights or leave all unchecked-click OK



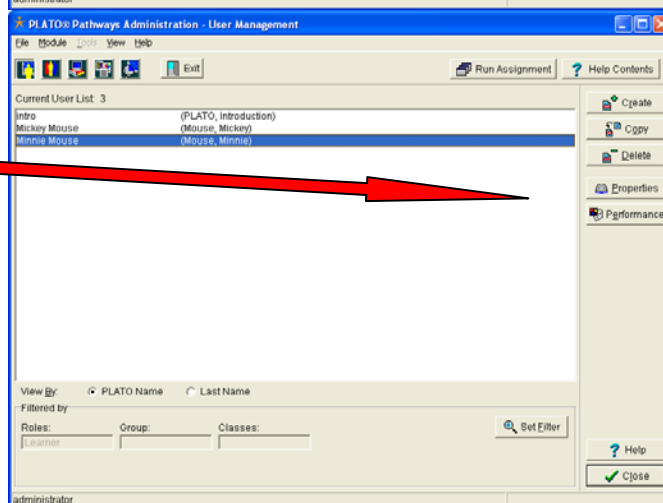
Step #7: Choose yes to save changes



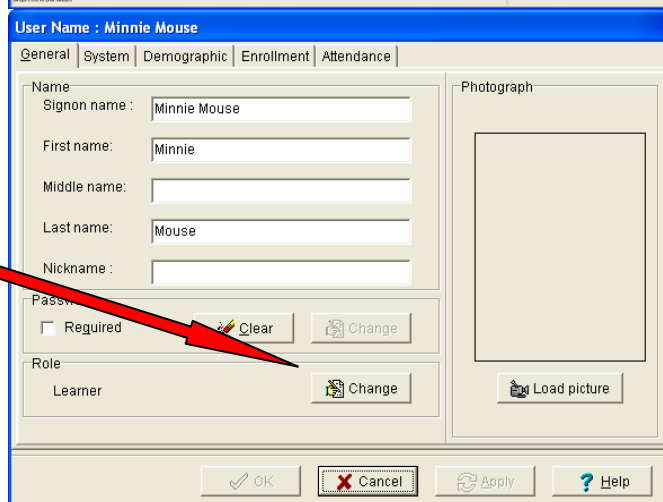
Step #8: Go to User Management-Choose the student you want to archive



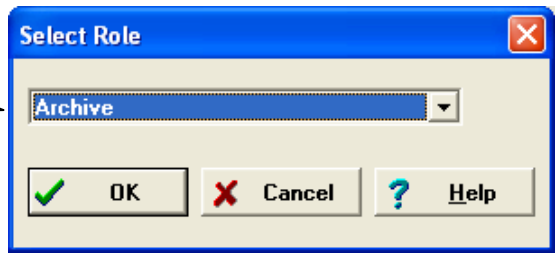
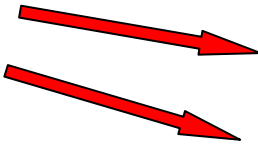
Step #9: Click on Properties



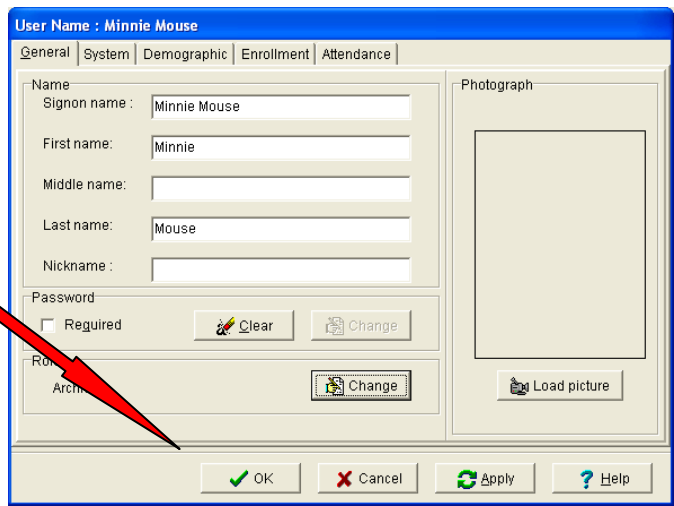
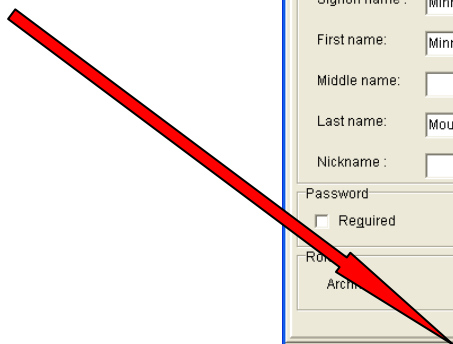
Step #10: Choose Change Role



Step #11: Choose the Archive Role-click ok



Step #12: Choose OK



Step #13: Your student will now be archived

Step #14: Start the process over for your next student

Note: When archiving students their data stays with them. To preview-edit or work with this student again- you will need to set filter and choose the archive role

