

In the initial PLATO Pathways training, you learned that there are five main tools in the management system. This document tells you what you can do in each of these five areas and when you will need to use them.

*User Management – Everything Concerning **Individual*** Users*

(*The icon is a **SINGLE** person)

(This is the area of the management system you will use first and most. You have to start here, because this is where you initially set up students so they can use PLATO and give them their assignments.)



- **Create a new Pathways Learner.**
 Click the User Management icon. When User Management opens, click the Create button. Enter the first, last and PLATO names for the new student. Click Next. (Say “No” to Demographic Groups and Class Assignment; Say “Yes” to Individual Assignment.)
- **Assign Selected Pathways Curricula** of your choice to the new learner. Click Finish, and your new student is ready to go to work on PLATO. [See the handout Setting Up a New Learner on PLATO Pathways for further details.]
- You can use the Copy button to quickly create another new learner with the same assignment as an existing learner.
- **To check or change the details about a student who is already on the user list**, highlight the student’s name and click the PROPERTIES button. Edit the properties of an existing learner you created to change the individual assignment. Be sure to click on OK or Apply before exiting Properties. (If students forget their password, clear it on the General tab. Assignments are on the Enrollment tab.)
- Use the *Set Filter* button to **assign courses instead of curricula**—
 - In User Management, click to highlight the name of a student you created, Click *Properties*, *Enrollment*, and *Individual Assignment*. To do this, click the *Set Filter* button. Move the word *Curriculum* into the left-hand window pane and move the word *Course* into the right-hand window pane. (This tells PLATO to display available COURSES instead of available CURRICULA. This is how you can

assign smaller or lower level “chunks” of the courseware. Click OK and choose The courses you want to assign.

- Select a student’s name, click *Properties*, and then click the Attendance tab to **check time on task**.
- Exit Properties (Click OK if you’ve made changes; otherwise click Cancel.) and click the *Performance* button to **check progress**.

Class Management – To Set Up Group* Assignments

(*The icon is a **Group** of people.)

(You may or may not need to use Class Management. If you plan to individualize your PLATO assignments, giving each student a unique assignment, there is probably little benefit in using Class Management. If you have groups of students who need the same PLATO assignment, using Class Management could save you a lot of time, because you can manage the assignment for any number of students all at once through class assignments.)



- Create a new class using your name in the title (e.g. Bart’s Test Class).
 - Assign students you created to be members of your class
 - Select some pathways curricula or courses as the class assignment
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- Exit Pathways and sign back on as a student class member to see the results of your class assignment. Then exit again and sign on with your administrator name. Select Class Management again. Highlight your class.
 - Edit the properties of your class (Click *Properties* button) to:
 - Add additional curricula to the class assignment (Assignment tab)
 - Add more students to the class (Members tab)
 - Create a message you would like all class members to read (General tab)
 - Place a Check in the Box to *Always Show Messages*

Report Management – For *Print Outs** of Student Performance Records

(*The icon is sheets of **paper** showing data.)

Report Management



Build and run reports

Click the Report Management Button. Click “Yes” in the Window That Asks, “Do You Want to Consolidate...?” Click Create to make a Report Folder Named *Current Assignment Reports*. Click Create again:

A lot of different Report Templates (or report type options) will be displayed. Scroll down the list until

you see *Current Assignment Report Templates*. Under this section click once on *Comprehensive Report*. Click OK to select that report. In the next window that appears type *Comprehensive* in the top panel where it says “Enter a Report Name.” Scroll through the list of available students in the left window and select the name of a student you want a report on. Move this student’s name to the *Selected* window on the right. (Here you select any student(s) you want this report to include right now.) Click the NEXT button at the bottom. All of the information fields are already selected by default. They are probably all appropriate, so just leave them all selected. Click NEXT again. At the top panel enter the report title *Student Progress Report*. [This title is what will be printed on the report itself.] The previous name is what the report will be called online in your Current Assignment Reports folder. In the lower left side of this window, click to place a check in the squares before *Start new page for each student* and *Show summary data*. Click to eliminate the check in the box before *Show Lesson Data*. Make sure there is **no check** in the square before *Include activities having no performance data*. (These two options can make a single student’s report very long and full of information you don’t need!) Click *Finish*. Now with the report highlighted, click the PREVIEW button at the right side of the display. Then close the preview and click the PRINT button to print the report.

For a much less detailed (and shorter!) report, repeat the above steps but instead of the *Comprehensive* report, select the *Graphic Progress Summary* report.

- Once you create a report, it can be used over and over for different students or classes at different times. Just highlight the name of the report you want to use and click Properties to change it.

Learning Resource Management – Your Access to the *Curricula** (Review Lessons and Create Customized Menu Items)

(*The icon shows a computer monitor sitting on **books**.)

If you’re interested in familiarizing yourself with the actual PLATO lessons, you will come here a lot; in the day-to-day tasks of managing students’ work on PLATO, you may not need to use Learning Resource Management very much at all

Learning Resource Management



Build and modify structured learning paths for class and individual learning objectives.

1.) Exploring and Running “Published” Learning Paths

- Scroll down the list of activities and double click a curriculum you’d like to review

- Compare what you see on the screen to the entry for the curriculum you chose in the *PLATO Learning System Courseware (Scope & Sequence) Catalog*.
- Double click on an individual Course.
- Again, compare what you see on screen to the outline of that course in the *Scope & Sequence* catalog.
- Double Click on the a specific module to see its individual lessons. (Note that lesson icons are different.) With the title of a single module highlighted, Click the *RUN* Button on the Right to launch the lessons. This will open a menu screen as a student would see it, and from there you can explore the actual lesson. During tutorials and tests, if you press the PAGE DOWN key on your keyboard, you can bypass the question without entering an answer. (This will not work for students!)

2.) Setting up “User-Created” Learning Paths or Structures (Customized Menu Items that Become Part of Your Curriculum Structure, e.g. Alignments)

- To build a new menu item consisting of any selection of “published” (from the PLATO catalog) curricula, courses or modules, click the *Create* button. Then click OK in the *Create a New Activity* window. Enter a unique structure title and click *Next*. Select *Curriculum* for structure type, click *Next*, and select Yes when asked "Do you want to add activities?" Select a few courses to include in your user-created activity. Run your new activity. Exit the Learner Window. Open the Properties of your new structure. Click the General tab, and in the **Status Reported** section, check **Mastery** and **Completion**. Click OK.
- Create an "Offline" Lesson (*i.e.* a text box directing a student to another learning resource that is not on the computer, such as a learning packet, worksheet, or test)
 - Click *Create*, select *Offline*, and click OK. Enter a unique title. Click in the larger window below the title panel and type any instructions you would like your students to see. (E.g., “Please ask your instructor for Social Studies Packet #1, complete the packet, and return it to your instructor.”) Click OK, then **run** the offline lesson. Exit the lesson.
- Create an “application” lesson to open MS Notepad (or any available computer application or document) from a Plato Pathways student assignment menu
 - Click *Create*, select *Lesson*, and click OK. Enter a unique title and leave the lesson type set at the default, which is *application*. Click *Next*. For the command line type

c:\windows\notepad.exe

(or browse for the correct path). (This simply indicates the directions to the file that launches the program.) Click *Next*. Click to select *Windows* as the executable type. Then click *Finish*. Click the Run button to test the lesson and make sure it works. Close Notepad. If you add this new menu item to a student's assignment, the student can double-click it from his or her PLATO menu window and it will open Notepad. You can use this same procedure to create a Pathways menu item that will launch the Web browser to any Web page. To do so, just type the http: address or URL in the Command Line panel.

System Management – Used Only Very Occasionally for **System-wide Changes and Advanced Options*** (This is usually an area for your network technician who originally installed PLATO.)

(*The icon shows a “close-up” look at the system.)



- Click the logon tab to edit the welcome message and change its font.
- Create Demographic Groups
- Create new Key Words for filtering
- Click the Current Users tab to see if any PLATO users are logged in to the system in other locations.
- Install additional PLATO licenses or new courseware

Note: Learners and administrators should always **exit completely** from PLATO Pathways before leaving their workstations.