

PLATO Web Learning Network (PWLN) Quick Reference Card

Connect to the internet
Start your web browser
(Internet Explorer or Netscape)
Enter URL (web address)

Accept any plugins from PLATO so you will be able to run PLATO courseware. You may have to restart your browser after saving the plugins.

Enter your Account #: _____
 PLATO Name: _____
 Group Name: _____
 Password: _____

Create a Class

Click on **Class Tools** anywhere on the main menu
Click on **Create a Class**

Name your class (keep it simple and it is not case sensitive)

If you want to use Period 1, just add your last name to the beginning to distinguish it from other Period 1 classes.

Click **Send**

You are now at the Group Coordinator Access page
Check off any other teachers (group coordinators) you would like to have access and editing rights to your new class.
Click **Send**

You are now at the "Edit Class" page. You can **change class assignment, change group coordinator access, view members of the class, move members to another class, delete the class, create a user in the class, and edit the class information.**

Create a New Learner within a Class

Click on **Create a user in this class**

Enter in the user's Plato Name/ Signon Name (it is not case sensitive).

Tab down to "Role"

For students select Learner

Tab down to First Name and type in the users first name

Tab down to Last Name and type in the users first name

You do **not** have to enter a password for the user at this time. The user can create his/her own when he/she logs on to the site.
Click on **Send**

You are now at the "Edit User" page. You can give the user an individual assignment (**change assignment**) unrelated to the class assignment, **reset the user's password, review learner performance, review learner progress, review learner attendance data**, copy the user, delete the user, or edit the user's information.

Add Existing Learner to Class

Click on **Class Tools**

Click the class you want

Click **Class Members**

Click **Add User to Class**

Select group

Check the box beside student to add

Click **Send**

Change Individual Learner's Assignment

Click on **Class Tools**

Click the class you want

Click **Class Members**

Choose student

Click on **Change Assignment**

Check off any box for a curriculum

To assign more specific courses, modules, or skill activities, click on "**Sub Activities**" next to the curriculum title

Check off the courses you want

Click on **Assign Selected Activities**

To remove an assignment, uncheck the box next to the assignment and click on **Update Assignment**

The steps are the similar when making a **Class Assignment**.

A Class Assignment gives **all learners** in the Class the same assignment!

Change Class Assignment

Click on **Class Tools**

Locate the class you want

Click on **Edit this class**

Click on **Edit Assignment**

Scroll down and check off boxes for curriculums

Click on **Sub Activities** to find courses or modules

Click **Assign Selected Activities**

Preview PLATO Courseware

Click on **Learning Resource Tools**

Choose

Click the "+" next to the curriculum to open to courses

Click the "+" next to the course to open to modules

Click the "+" next to the module to open to tutorial, practice, mastery test or elementary skill activities

On the right hand side after the title of the lesson, click on

Click **Exit learning resource tools** when finished looking at courseware.

Create Customized Learning Structure

Click Learning Resource Tools

Click **Create a New Learning Path**

Enter Title and choose options

Add activities to learning path - Click the "+" next to the curriculum

to open to courses Click the "+" next to the course to open to

modules Click the "+" next to the module to open to tutorial,

practice, mastery test or elementary skill activities

Click **Add to Learning Path**

Repeat steps above to add additional activities

Select **Click here when complete**

Generate Reports

Click **Reports** link

Select either a group or a class but not both

Select one of the reports from the menu

Click **Send**

Date Range: choose dates and select option

Put a check in the appropriate boxes for learners and assignments

Click **Send**

You may go back and edit your selections by hitting the "back" arrow in the upper left hand corner.

Important Things to Remember

If you did not assign a password to your learners or group coordinators, the only information that user needs to enter is the Plato Name and Group Name and then click Send (**leave the password field blank**). The web site will then ask the user to create a password needed for subsequent logins.