

## PLATO Web Learning Network ++Quick Reference Card++

Connect to the Internet

Start your web browser (Internet Explorer)

On the menu bar, click on favorites.

-From the list, choose the PLATO folder

-- choose Plato Main, Extended or Job Skills.

Enter your PLATO Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Password: \_\_\_\_\_

If you do not yet have a password, leave this field blank and click on "Send". You will then enter your password on the next page and click on "Send" again. *This field is case sensitive.*

### To Create a Class:

- Click on Class Tools anywhere on the main menu
- Click on Create a Class
- Name your class using the following method:  
School-teacher-grade-subject ([Click for details](#))
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### To add learners to a class

- Click on "Class tools".
- Click on the name of the class.
- Click on "Add users to this class".
- Click on the name of the group.
- Select the learners you want to add by clicking on the checkbox next to the names of the learners.
- Click "Submit" at the bottom of the page.

### To add Assignments to the Class

- Click on "Edit class assignment".
- Click on the checkbox beside a curriculum to select it.
- To find Courses, click on "Sub-activities" next to the curriculum title.
- To find Courses, click on "Sub-activities" next to the curriculum title.
- Click on the checkboxes beside the titles of the courses you want to select.
- To find modules, click on "Sub-activities" next to the course title.
- Click on the checkboxes next to the names of the modules you want to select.
- Click on "Assign Selected Activities" at either the top or bottom of the list.
- To remove an assignment, uncheck the box next to the assignment and click on "Update assignment".

### To add assignments to an individual learner

These assignments will be assigned to the **individual learner** only!

- Click on "Group tools".
- Click on the name of the group the learner is in.
- Click on "Group members".
- In the user list, click on the name of the person you want to add the assignment to.
- Click on "Change assignment".
- Under Assignable Activities, choose the curriculum/module/lesson you want to add by clicking on the checkbox, and click "Assign selected activities".

### Change Assignment (this is for an individual learner)

- Click on "Change assignment".
- Click on the checkbox beside a curriculum to select it.
- To find Courses, click on "Sub-activities" next to the curriculum title.
- Click on the checkboxes beside the titles of the courses you want to select.
- To find modules, click on "Sub-activities" next to the course title.

- Click on the checkboxes next to the names of the modules you want to select.
- Click on "Assign Selected Activities" at either the top or bottom of the list.
- To remove an assignment, uncheck the box next to the assignment and click on "Update assignment".

### Previewing PLATO courseware

- Click on Learning Resource Tools.
- 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.
- On the right hand side after the title of the lesson, click on the word "run" in parenthesis to start the courseware.
- Click "exit learning resource tools" when finished looking at courseware.

### Reports

- Click reports from main menu.
- Select either a group or a class but not both.
- Select one of the reports from the menu.
- Click "Send".
- 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

When you create a group and create yourself in the group as a group coordinator, you do not yet have rights to edit this group. Before you log out, go to "Group tools", then "Edit this group", and click on "Group coordinator access". Select the checkbox beside your name and click on "Send". Now you have access to the group you created.

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 which will be needed for subsequent logins.

**There are many ways to accomplish the same task. Play around with the site and remember that there is a *User's Guide* in your training notebook for you to refer to if you get really confused.**

