

### Licensing Overview

PLATO Learning allocates to an account the number of courseware licenses owned by that account, which makes them available to its users.

A major part of managing licenses is distributing them. Here are two main points to remember about managing PLATO licenses.

- Even though licenses have been distributed, learners must be assigned to the licensed courseware before they can use it.
- Only Account Administrators can distribute licenses. Administrators can distribute licenses among the districts, schools, and/or classes in the account. Until the licenses are distributed, as many users in the account as there are licenses can use the courseware at one time. After license distribution, the number of concurrent users depends on the number of licenses allocated to the districts, classes, or schools.

### Managing Licenses

To manage licenses, choose **Licensing** from the **Account Administration** menu.

Content Name	Content Type	# Of Licenses	Licenses Distributed	Client Can Distribute	License Activation	License Expiration	Distributed Down to	Status
PLATO Course English 9, Semester B v2.0	PLATO Course	99	99	Yes	08/18/2008	08/18/2009	Class	Active
PLATO Course English 9B Teacher Support Materials	PLATO Course	99	90	Yes	08/18/2008	08/18/2009	School	Active
Arizona 12th Grade English Learning Path A	PLATO Title	99	90	Yes	08/18/2008	08/18/2009	Account	Active
Arizona Advanced Level-ELL Learning Path	PLATO Title	99	90	Yes	08/18/2008	08/18/2009	Account	Active

### Viewing and Distributing Licenses

1. The Licensing page lists all the Content Names (libraries, courses, or titles) your account has licenses for, along with detailed information about the licenses and their distribution, as shown above.
2. To distribute licenses, choose a Content Name, click the menu button to its right, and select **View/Distribute Licenses**.
3. Next, choose the **Distribute Above Class Level** tab (to distribute among districts or schools) or the **Distribute to Classes** tab, depending on the level at which you want to distribute the licenses.

Distribute Licenses Distribution Summary **Distribute Above Class Level** Distribute to Classes

[VIEW ALL INSTANCES](#)

Content Name: PLATO Course English 9, Semester B v2.0 Total Licenses: 99 | Licenses Distribution: 99

Organizational Entity	Number of Licenses
[-] District Name 1 .....	40
School Name 1 .....	29

**SAVE** **CANCEL**

- On the **Distribute Above Class Level** page, type the number of licenses you want to allocate to the districts or schools in the account, and then click **Save** at the bottom of the screen. (**Cancel** will remove any allocations you have typed. Scroll down if you can't see these buttons initially.)

Distribute Licenses

VIEW ALL INSTANCES

Content Name: PLATO Course English 9, Semester B v2.0 Total Licenses: 99 Licenses Distribution: 99

Keyword:  (Optional)

District:

School:

Grade:  to

Class:

Go

Class Name	School Name	District Name	Grade	# of Licenses
Class A	School Name 1	District Name 1	4 <sup>th</sup>	10
Class B	School Name 1	District Name 1	6 <sup>th</sup>	10
Class C	School Name 1	District Name 1	9 <sup>th</sup>	10

SAVE CANCEL

- On the **Distribute to Classes** page, choose District, School, Grade, and/or Classes, and click **Go**. Type the number of licenses you want to distribute to each class and click **Save**.
- Click **View All Instances** to return to the list of all the Content Names in your account.

Remember: *Only Account Administrators can distribute licenses.* After the licenses are distributed, teachers can assign content to learners.

### How Distributions Work

- Distributed concurrent licensing reserves some portion of the licenses for those learners (or teachers or administrators)
  - in a certain class, if the licenses are distributed to the class level;
  - in a certain school, if the licenses are distributed to the school level; or
  - in a certain district, if the licenses are distributed to the district level.
- Licenses distributed at a level above the class level—that is, at the district or school level—are available to learners in that district or school, even if those learners are not in a class with licenses distributed to it.



### Did You Know?

- If your account purchases licenses for the same content at different times, you will see more than one **Instance** by the **Content Name**.
- Each **Instance** of the **Content** will list a separate number of licenses that can be distributed.

- Similarly, licenses distributed above the school level—that is, at the district level—are available to learners in that district, even if those learners are not in a class or school with licenses distributed to it.
- Licenses that are not distributed to any district, school, or class are available to any learner in the account, even if that learner's class and school did not receive specific license allocations.
- If all licenses are distributed in an account, only learners at or below a level with distributed licenses have access to that content.
- Licenses are concurrent at all levels to which they are distributed. That is, the number of users with licenses at that level is the maximum number of users who can use that content at any one given time.



### Quick Tip

- You can print a License Usage Report to help you compare actual use of licenses to their availability.
- For example, if all the licenses are in use, some learners are probably unable to gain access to the courseware. In contrast, if the number of licenses far exceeds peak use, you may have more licenses than you need.