

Overview

The latest version of the PLATO Learning Environment (PLE) includes the following key improvements: a clearer process for managing learner assignments and for editing learner status for particular assignments, clearer warnings and advice to guide you when making major changes to the assignments and classes in your account, and a new report for Administrators to track major changes that are made in the account.

Creating and Deleting Assignments

Assignments for Learners Who Join a Class Late

You have always been able to create assignments that will automatically be assigned to learners who are added to a class after the assignment creation. Now you have more control over this feature.

New Checkbox on the Create Assignment Page

- A checkbox next to the phrase “Add assignment to learners that join this class” has been added to the Create Assignment page. As the phrase suggests, selecting this checkbox allows you to automatically include new learners in an assignment.

The screenshot shows a form with an 'Instructions:' label and a text input field. Below the input field is a button labeled 'Unassign All' and a checkbox labeled 'Add assignment to learners that join this class' which is checked. Below the checkbox is a table with columns: 'Assigned', 'Name', 'Class', and 'Start Da'.

- By default, this checkbox is selected, so any learner added later to a class will receive the assignment you are creating. If you do **not** want this behavior, uncheck this box.

Securing the Deletion Process

Some users find they have accidentally deleted assignments when attempting to take smaller actions while managing an assignment.

Renaming “Remove Assignment” to “Delete Assignment”

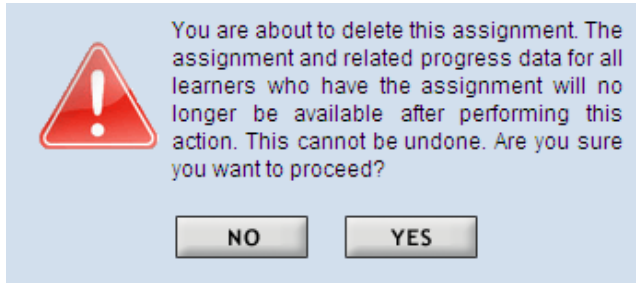
The screenshot shows a context menu with five options: 'View/Edit Assignment', 'Edit Status - All Learners', 'Add/Remove Learners', 'Delete Assignment', and 'View Details'. The 'Delete Assignment' option is highlighted in yellow.

- In the My Classroom area of the system, the context menus used to give you an option called “Remove Assignment.” Because choosing this option actually results in deleting the assignment from your account, this option has now been clearly labeled as “Delete Assignment.”

Deliberate Process and Clear Warning Messages

- It is no longer possible to delete an assignment directly from a context menu. Instead, you will see a View/Edit screen and will need to actively click the “Delete for All Learners” button.


DELETE FOR ALL LEARNERS



- Even after you choose to delete an assignment, we provide clear warning messages about the impact of your action, including one more opportunity to confirm that you intend to take this significant step.

Deleting an Assignment

We recommend you delete assignments only in rare cases, such as when you want to remove data that is no longer necessary. Delete assignments only when you are confident you will never want to access the data related to this content or the status of the users associated with this content in the future.

 **Remember...**

- Deleting an assignment can **not** be undone.
- Deleting an assignment means you can not run reports on learner data related to the assignment in the future.

Editing Assignment Status

We have improved the process of editing assignment status which allows the user to change the completion and mastery status for one learner or for all learners who have received an assignment.

Edit Status for a Single Learner

The View/Edit Assignment page lists a completion status for each individual learner. Next to that status is a button called “Edit Status.”

EDIT STATUS

- Click “Edit Status” to change the completion and mastery status for the assignment for the individual learner listed.
- Otherwise, the page on which you make the changes continues to function as it always has.

Edit Status for All Learners

The View/Edit Assignment page also contains a button that allows you to edit the status of all learners at once.

EDIT STATUS FOR ALL LEARNERS

- Click “Edit Status for All Learners” to access a single list that allows you to make changes that apply to every learner who has this assignment
- **Note:** Some learners may have the same course, unit, or module assigned to them from a different assignment—perhaps an assignment you have made or perhaps one that another teacher made for that learner. If this is the case, when you make status changes for all learners with the assignment, those learners who have that same course, unit, or module but under a different assignment will **not** receive the updated status.



Remember...

- Learners who have this content assigned elsewhere in the system will **not** receive the status changes applied to the rest of the class.

Deleting a Class

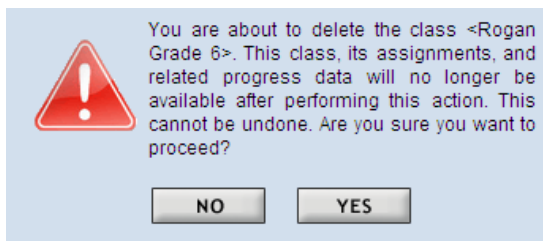
As with assignment deletion, some users find they have accidentally deleted a class when attempting to take smaller actions while managing that class.

Renaming “Remove Class” to “Delete Class”

- In the My Classroom area of the system, the context menus next to class names used to give you an option called “Remove Class.” Choosing this option actually results in deleting the class from your account, including deletion of all assignments related to that class.
- Therefore, this option is now clearly labeled as “Delete Class.”

View Class Membership
View Class Assignments
Edit Class Membership
Edit Class Details
Delete Class

Clear Warning Messages



- Even after you choose to delete a class, we provide a clear warning message about the impact of your action, including one more opportunity to confirm that you intend to take this significant step.
- Deleting a class can **not** be undone.

Deleting a Class

We recommend you delete classes only in rare cases, such as when you want to remove data that is no longer necessary. Delete classes only when you are confident you will never want to access the data related to this class, the assignments in the class, and the users' status for those class assignments in the future.



Remember...

- Deleting a class can **not** be undone.
- Deleting a class means you can not run reports on learner data related to the class and its assignments in the future.

Edit History Report

This new report provides a summary view of the major changes made to your account, including the deletion of assignments and classes and edits to assignment status for all learners who have that assignment. PLATO Learning, Inc. will maintain up to 90 days of history on these major actions as of the release of this version of PLE.

Generating Your Edit History Report

1. From the Reports Menu, navigate to System Reports and choose Edit History.
2. Choose a start and end date for the report.
 - a. Both the Start Date and End Date can range from 90 days in the past to today.
 - b. The End Date must come after the Start Date.
3. Click Go.

Understanding Your Edit History Report

The report lists each event in which a user has deleted a class or an assignment or has edited status for all learners who have an assignment. For each such event, the report shows the following pieces of information:

- the action taken and its date
- the user who took the action and the role of that user
- the class and the assignment affected by the action

Reports Edit History Report for: 04/01/2009 to 05/01/2009

History data is only stored for 90 days after the event.

Action	Date	User	Role	Class	Assignment
Delete Assignment	5/1/2009 7:53:35 PM	Rogan, Peter (PRogan)	School Admin	Rogan Grade 6	12th Grade National Language Arts/Reading Standards-Based Benchmark Test 2007 (Version 1) Edition 4_1
Delete Class	5/1/2009 7:55:37 PM	Rogan, Peter (PRogan)	Teacher	Grade 6 Mathematics	(All)