Administrator

Quick Start Guide

PLATO Learning Environment™

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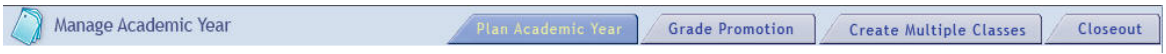
Manage the Year

The following tasks will assist you in organizing the before, during, and after of your academic year.

Manage Academic Year



To access *Manage Academic Year* functions, click the **Account Administration** menu and then click **Manage Academic Year**.

To…	Do This…
Plan an Academic Year	Initially you should create a school year within the system. 1. From the *Manage Academic Year* screen, click the **Plan Academic Year** tab. 2. Type a title for your academic year. 3. Click the calendar to select a start and end date for the year. 4. Click **Add Term** (optional). Note: A maximum of 12 terms may be added per academic year. 5. Type a title for the term. 6. Click the calendar to select a start and end date for the term. 7. Click **Save Academic Year**. The new academic year will appear in the summary, including the start and end dates and the number of terms. Note: Terms may be designated for individual grading periods, semesters, and summer school. Note: A maximum of four academic years can be defined.
Promote Learners	If learners were present on your system last academic year, they can be promoted using the Grade Promotion utility. Grade Promotion is done at either the end of one academic year or the beginning of the next academic year. 1. From the Manage Academic Year screen, click the Grade Promotion tab.

2. Click the calendar to select a date on which all learners in the account will be promoted one grade level.

3. Click Save.

   The new promotion date will appear in the summary.

Create Multiple Classes

This feature allows you to create a group of classes for each of your teachers at the same time. This tool assists in defining a naming convention up front and reduces the start-of-year workload for teachers.

1. From the *Manage Academic Year* screen, click the **Create Multiple Classes** tab.

2. Assign the class to a *district* and *school*.

3. Choose a format or naming convention that can be used by all classes.

4. Select the number of classes you will be creating per teacher.

5. Verify your class settings from within the *Preview* window, and then click **Create Classes**.

   These classes are now visible from the *Account Administration* menu under *Classes and Assignments*. Teachers can begin editing the classes you have created to include learners and assignments. These steps are in the Teacher Quick Start Guide.

   Create Multiple Classes is one of two tools for efficient class management. The Batch Enroll tool is the other option. It allows you not only to create classes efficiently, but also to associate specific students with each class by uploading class list files. So, in order to simply setup your teachers with empty classes for each of their groups, Create Multiple Classes works well. To build classes with full class lists of students for your teachers, please use the Batch Enroll tool.

Closeout

Closing out a class at the end of or prior to a term or year helps you manage your account in a couple of ways. First, It will be easier to search your current classes because old classes will be removed. Second, you might use this tool to change the learner status so the learner can repeat an activity.

1. From the *Manage Academic Year* screen, click the **Closeout** tab.

2. Click the calendar to select a closeout date.

3. Select a transition period from the drop list.

   During this transition period, a reminder will appear on the home page to reflect this closeout and a icon will appear by each class that is scheduled for closeout. Setting your cursor on the icon reveals the closeout date.

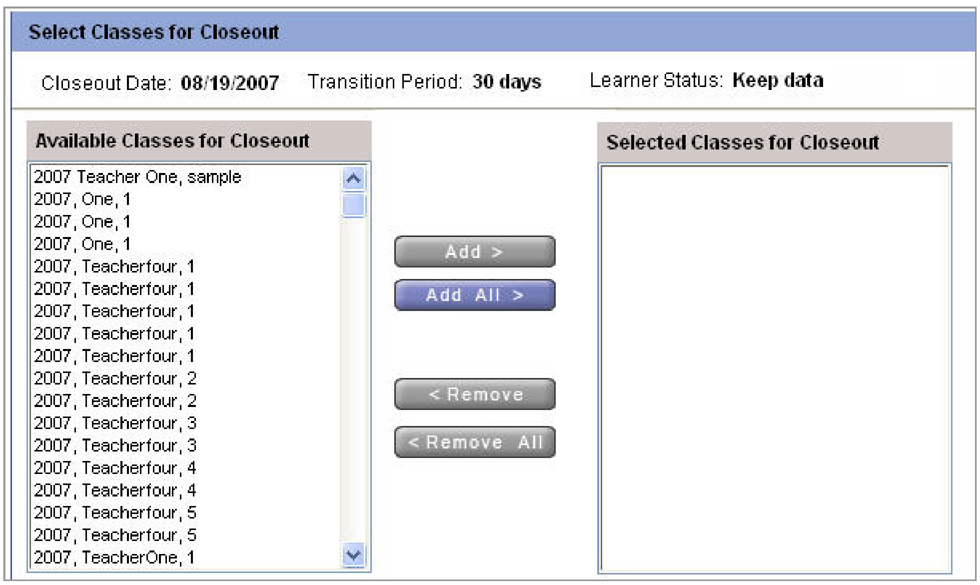
4. Choose whether the learner status will be kept or removed.

5. Click **Select Classes for Closeout**.

6. Select the class(es) for closeout from the *Available Classes for Closeout* list.

7. Click **Add**.

   The selected classes will move from the available list on the left to the selected classes list on the right.



8. Click **Save**.

9. Click **Save Closeout**.

   The pending closeout will be added to the summary area at the bottom of the screen with the option to edit or delete the closeout.

Note: A maximum of four closeouts are allowed per calendar year.

Define a Grading Template

A template can be defined for each assignment with different weights assigned to different categories of assessments, such as the pretest, the posttest, the mastery test, etc.

1. From the *Reports* menu, click **Edit Account Template**.
2. Determine whether the grading template will be *optional* or *required*.

3. Type a percentage to indicate the weight for each *system category*.
4. Type a percentage to indicate the weight for each *additional achievement* category.
5. Verify that the weighted categories total 100% and click **Next**.
6. Select whether you will use a *grading scale* or a *pass/fail* grading method.
7. Click **Submit** to finalize the process.

   Teachers will now have access to this grading template as either optional or required.

Note: For additional information on the categories included in the grading template, see the Grade Reporting Quick Reference Card.

Modify Account Settings

Use the following tasks to create a customized look and feel for the account.

Account Settings

Each of the tasks can be accessed from the **Account Administration** menu under **Account Settings**.

To…	Do This…
Create an Announcement	Use this feature to post announcements for teachers and learners. Announcements can be filtered for an entire school or for a specific class. 1. From the *Account Settings* screen, click the **Announcements** tab.

	2. Type a title for the announcement. 3. Type the announcement message. 4. Choose the role(s) for which this announcement is intended. 5. Click the calendar buttons to select a start date and an end date for the announcement. 6. Click **Save Announcement**. 7. View, edit, or delete announcements from this same page by selecting an option from the menu beside the announcement title.
Modify Your Home Page Image	Personalize the home page for all users by uploading an image. 1. From the *Account Settings* screen**,** click the **Home Page Image** tab. 2. Click **Browse** to locate the file you want to upload. Note: Images must be in either .gif or .jpg format. 3. Click **OK** to upload. Note: Image size is restricted to 60 pixels high by 200 pixels wide.
Edit the Site Header	Personalize the home page title. 1. From the *Account Settings* screen**,** click the **Edit Site Header** tab. 2. Type the name of the site header. 3. Click **OK**.

Create and Manage Users

Create Users

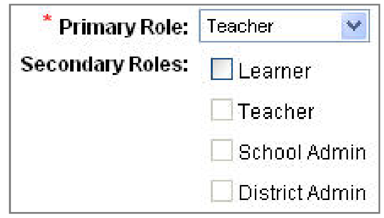
There are two options for creating new users in your system.

Create an Individual User

1. From *Account Administration,* select **Create a New User.**

2. Enter data for all required fields (First name, Last name, District, School, PLATO Name, Password, and Primary Role. Teachers and Learners will also need a Grade assigned).

3. Choose one or more *secondary roles*, as appropriate to your primary role selection.



4. Click **Next.**

Note: For additional information on understanding roles and privileges, see the Roles and Privileges Table at the end of this section.

Note: In addition to administrators creating all types of users, teachers can now create *learners* in the system as needed.

Batch Enroll

The Batch Enroll functionality enables you to add a large number of users (Learners, Teachers, and Administrators), create multiple classes, and associate learners with classes. For more detailed information, please see the Batch Enroll QRC.

Prior to performing a Batch Enroll, you must prepare a data file for each Upload Type – User, Class or Enrollment. Follow this process for each:

1. From *Account Administration,* select **Batch Enroll.**

2. From the **Upload Type** drop list, select a file type (User file, Class file, or Enrollment file).

3. Click **Download Sample File**.

4. Choose **Save**.

5. Click **Open** to add your data to the file.

6. Replace the sample data with your real data.

   Pay close attention to the *required data* identified on the Batch Enroll page on the website.

7. Save your file in .csv format.

You are now ready to upload your data:

1. Select your district from the drop list.

2. Click **Browse** and locate the .csv file you just created, and then click **Open**.

3. Click **Continue**.

4. Review the list and the column headings, and then click **Continue** again.

5. If you have selected **User file** from the **Upload Type** drop list, assign a role for each type of user from the **Plato Roles** drop list and click **Continue**.

6. Click **Finished** to confirm that you have successfully uploaded the .csv file.

Monitor the Batch Enroll

1. When you have finished the upload, the Monitor Batch Enroll screen will open. Also, you can navigate to this screen from *Account Administration* by selecting **Batch Enroll Monitor**.

2. Click **Download Log** to review the file for any errors. The **Download Log** button will be enabled only after the batch enroll process is completed. This process may take a little time depending on how many similar requests the system has waiting for completion. If so, please check the **Batch Enroll Monitor** page again later to see the status of your request.

   Note: The batch enroll utility will only add new users to the system, not update current user files.

Roles and Privileges Table	Account Administrator	District/School Administrator	Teacher
Customize home page with logo and announcements.	x		
Access system usage reports.	account-wide		
Create and edit users. Assign roles.	x		x (learners only)
Find and view users.	x	x	x
Perform Batch Enrollment.	x		
Create and populate classes.	x	x	x
Distribute courseware licenses.	x		
Find resources and make assignments.	x	x	x
Create custom courses or learning paths.	x	x	x
Publish custom courses for account-wide sharing.	x		
Delete custom courses.	x		

Assign an Assessment to classes.	account-wide	dependent on district or school permissions	dependent on class permissions
View, edit, and assign Prescription to Learner.	x	x	x
Access learner progress reports.	account-wide	dependent on district or school permissions	dependent on class permissions
Access Demographics Summary reports.	account-wide	dependent on district or school permissions	dependent on class permissions
Perform all tasks associated with District and School Administrator.	x		
Perform all tasks associated with Teacher.	x		

Manage Users

Edit a User Profile

1. From *Account Administration*, select **Find Users**.
2. Enter appropriate search criteria, such as *district*, *school,* or *role*, and click **Go**.
3. Locate the user name you searched for and click the menu to its right.
4. Select **View/Edit User Profile**.
5. Make necessary changes and click **Save** when you have finished (see Create an Individual User

Note: Account Administrators are the only users who have permission to edit a user profile.

Remove Users from Your System

1. From *Account Administration*, select **Find User.**
2. Filter for and find user(s).
3. Check the box in front of the user(s) you wish to delete from the system.
4. Click **Delete**.

Note: This is a permanent action. The user cannot be recovered.

Create and Manage Classes and Assignments

Create a Class

There are three options for creating classes.

Create an Individual Class

1. From *Account Administration*, select **Create New Class.**
2. Enter information for the required fields (District, School, Teacher, and Class Name).
3. Click **Next**.
4. Filter for users and add them to the class. You may also add a new user at this point. Users may also be added at a later time, either by an Administrator or the Teacher.
5. Confirm that your information is correct and click **Finished**.

Create Multiple Classes

1. From *Account Administration*, choose **Academic Year Manager**.
2. Click the **Create Multiple Classes** tab.
3. Select the *district* and *school*.
4. Choose a *format* for the class title, such as “Name, Subject, Period.”

   Note: Teachers will be able to edit the name of the class at a later time.
5. Select the number of new classes to create per teacher.
6. Click **Calculate**. The system will calculate the number of classes you are requesting and ask for your confirmation. If you proceed, you will receive a confirmation when the task is complete.

   Note: This process is only for creating the class. It is not for adding learners to the class, as is the case when creating classes individually.

Batch Enroll - Classes

See the [Batch Enroll QRC] for details on how to create multiple classes for multiple teachers *and* enroll learners into them using the **Batch Enroll** tool.

Create an Assignment

1. From *Curriculum Planning,* choose **Find PLATO Courses**.
2. Select **PLATO Courses** as the *type*.
3. Choose the *course title* from the drop list and click **Go**.
4. Locate the course you searched for and click the menu to its right.
5. Click **Create New Assignment**.
6. Select the *district*, *school*, and *class* and click **Go**.
7. Select the learners who will receive the assignment.
8. Set the date range at the top of the page for all learners or set an individual date range for each learner.
9. Click **OK**.

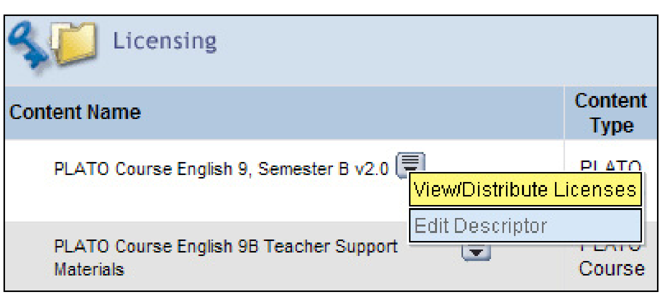
Manage Licenses

PLATO Licenses give users permission to run courseware. Licenses are concurrent, meaning that however many licenses there are in an account, that many users can be logged in and using the licensed courseware at the same time. Initially, licenses are associated with the account as a whole and are available to all users in the account. However, the Account Administrator can distribute the licenses to specific districts, schools, and/or classes in that account. Only the Account Administrator can distribute licenses, although other users, such as District Administrators, School Administrators, and Teachers, can view the licenses for their accounts.

Note: For additional information on Licensing, refer to the Licensing Quick Reference Card.

Distribute Licenses

1. From *Account Administration*, click **Licensing**.
2. Choose a Content Name, and click the menu to its right.



3. Select **View/Distribute Licenses** from that menu.

4. Select either the **Distribute Above Class Level** or **Distribute to Classes** tab.

5. On the **Distribute to Classes** tab, choose a class, school, and/or district to see a list of classes.

6. Type the number of licenses that you want to allocate in the box by each district, school, or class name.

7. Click **Save** at the bottom of the screen to save your distributions.

8. Click **View All Instances** to return to the list of Content Names for which you have licenses. Repeat this process for other licensed courseware on your list.

9. Communicate to teachers that licenses are now available to their learners. Do this externally from the system or by using PLE Communication Tools.

Notes

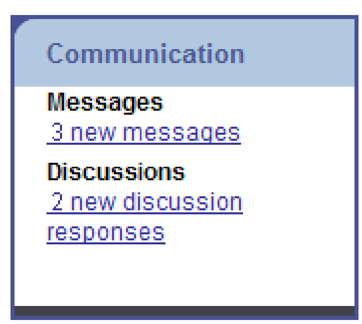
- Learners in a class or school will not receive access to the course until an assignment is made by the administrator or the teacher.

- Make sure you create a communications plan with the teacher to be notified when you add or remove licenses from a certain district, school, or class.

Use Your Home Page

Announcements – This area displays announcements, which may be posted for an entire school or for a specific class.

Reminders – PLATO Learning will post recommended action items that occur periodically throughout your academic year.



Communication Tools: Messages and Discussions
The Communication Tools allow you to post messages, initiate e-mail, and begin or participate in discussions. The Home Page Communication links show you how many new messages and discussion responses have been posted since your previous session. You can click these links from the Home Page or choose **Messages** or **Discussion Board** from the Account Administration menu.

Messages – This tool gives you access to message and e-mail exchanges. (If necessary, scroll right to see the buttons for new e-mail and new messages.)

- Send e-mail by clicking the **New E-mail** button. Note: you must have an e-mail address in your User Profile to be able to send e-mail. Sent messages are not saved.

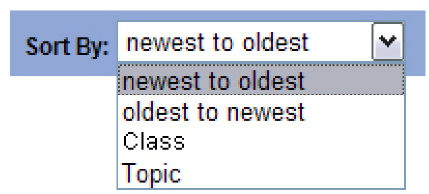
- Post new messages internal to the management system by clicking the **New Message** button, then selecting District(s), Class(es), and Learner(s), and setting the expiration date. Type your message in the box, and click **Post**.

- View messages sent from inside the management system by clicking the name of the person who sent the message.

Discussions – This tool allows you to participate in and start discussions with students, individually or as a class. (If necessary, scroll right to see the button for starting a new discussion.)

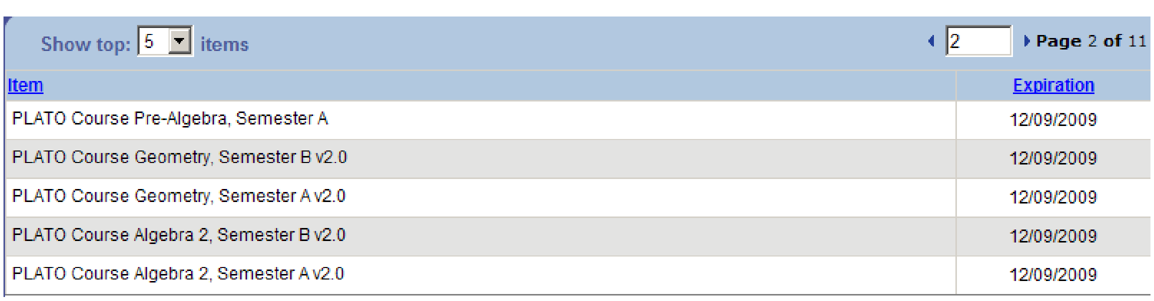
- Start a new discussion by clicking the **New Discussion** button. Select District, Class(es), and Learner(s), and set the expiration date. Type a topic and your message. Then click **Post**.

- Engage in ongoing discussions by clicking the topic title for a particular discussion.
- Note that you can sort discussions by four different criteria.



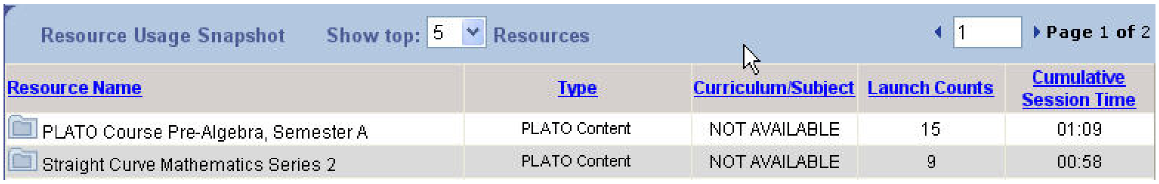
- To contribute to a discussion, select the checkbox next to the topic and click **Contribute**.
- Delete discussions you started by selecting the checkbox next to the topic and clicking **Remove**.
- Delete responses by selecting the checkbox next to the response and clicking **Remove**.

Licensed Content – Here you can get a quick view of the PLATO Courses and Titles available to your account and when your licenses for this content will expire.



Item	Expiration
PLATO Course Pre-Algebra, Semester A	12/09/2009
PLATO Course Geometry, Semester B v2.0	12/09/2009
PLATO Course Geometry, Semester A v2.0	12/09/2009
PLATO Course Algebra 2, Semester B v2.0	12/09/2009
PLATO Course Algebra 2, Semester A v2.0	12/09/2009

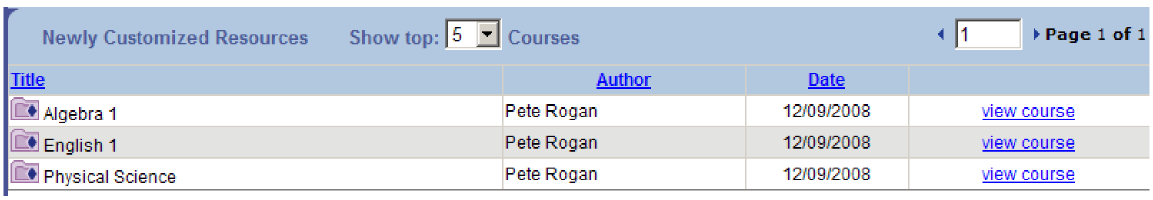
Resource Usage Snapshot – This area shows you which curriculum has been used.



Resource Usage Snapshot Show top: 5 Resources Page 1 of 2

Resource Name	Type	Curriculum/Subject	Launch Counts	Cumulative Session Time
PLATO Course Pre-Algebra, Semester A	PLATO Content	NOT AVAILABLE	15	01:09
Straight Curve Mathematics Series 2	PLATO Content	NOT AVAILABLE	9	00:58

Newly Customized Resources – This area shows you a list of resources that teachers in the account have recently Finished in the Create a Custom Resource tool.



Newly Customized Resources Show top: 5 Courses Page 1 of 1

Title	Author	Date	
Algebra 1	Pete Rogan	12/09/2008	view course
English 1	Pete Rogan	12/09/2008	view course
Physical Science	Pete Rogan	12/09/2008	view course

Navigation – Set your mouse over any of the three main navigation buttons, and select an option from its drop-down menu.

Once a search is performed, a menu will be available next to each item that is returned from the search.