

Provide a Learner Orientation *for the teacher*

Quick Start Guide

PLATO Learning Environment™

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Getting Around

Log in

After launching the internet browser, have students type in the URL for the PLATO Learning Environment: <http://ple.platoweb.com>.

Note: It may be helpful to your students for you to have a shortcut to the URL on the desktop. If you are using a menu system, have the link to the URL as one of the options.

Your students will need the following three pieces of information to log in:

1. Account Login
2. PLATO Name (unique to each user)
3. Password



Account Login :

PLATO Name :

Password :

Log out

When the students have finished working, they should log out of the system by clicking **Logout** in the upper right corner of the page.



It is important for students to understand that logging out properly helps the system know that they have finished and ensures that all of their data is saved.

Students should also understand that if they leave an open screen in PLATO inactive for more than 30 minutes, they will be automatically logged out and their data may not be saved properly.

About the Home Page



Messages & Discussions →

Tool Bar →

Announcements →

Communications →

Assignments →

The screenshot shows the PLATO Home Page interface. At the top, there are buttons for 'Messages' and 'Discussions'. Below that is a 'Tool Bar' with buttons for 'Assignments', 'Progress', 'Home', 'Help', and 'Logout'. The main content area includes a welcome message for 'Audrie O'Neal', an 'Announcements' section with a quote, a 'Communications' section with links for '2 new message(s)' and '3 new discussion responses(s)', and an 'Assignments Reminder' section listing assignments for 'Fleming Math' and 'Beswick Math 6'.

Toolbar—Click on any menu button across the top of the screen to move to another page. The toolbar remains visible on every screen unless the student is working through a lesson.

Announcements—Read any school announcements posted by the Account Administrator here.

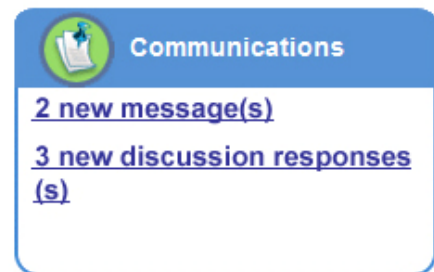
Note: It may be helpful to use announcements for weekly positive quotes, testing date reminders, or picture dates. Changing announcements frequently will encourage students to log into the system.

Communications

Messages and Discussions—The links on the Home Page show the number of new messages or discussions that have been posted since a student's last session.

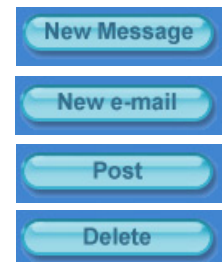
Students can create and respond to messages with their instructor, respond to discussions, and start an email to their instructor.

To use the Communications tools, click the links on the Home Page or use the **Messages** and **Discussions** buttons on the Toolbar.



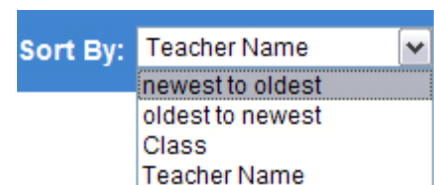
Messages

- Select the **New Message** button to create messages or the **New e-mail** button to send an email.
- Using the fields, select the Class(es) and Teacher(s). Type a message or an e-mail. Click **Post**.
- To delete e-mails or messages, select the checkbox next to the e-mail or message, and click **Delete**.



Discussions

- From the Discussions page, click the Topic link to view and respond to a discussion. Then click **Contribute** to participate in the discussion.
- You can sort discussions and e-mails by the four criteria in the Sort By menu.



Assignment Reminder—Assignments with upcoming due dates are listed on the home page.

Note: The name of the next assignment due is a live link. Click the link to view details about the assignment or to begin working on it.

Accessing Assignments

Assignment button

Drop list menu

To begin working on an assignment, click

Unit or main topic

Lesson

Activities

1. Click **Assignments** in the toolbar.
2. Choose the correct class information from the drop list and click **Show me**.

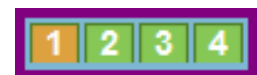
This list shows assignment titles, status (*Completed*, *Not Started*, or *In Progress*), due date, and the name of the person who made the assignment.

3. Click to begin working on an assignment.
4. The next screen shows the assignment one lesson at a time.

- The boxed letters correspond to the Unit or Main Topic. Notice that **A. Basic Number Ideas** in the screen shot above corresponds to the orange highlighted **A** box.



- The boxed numbers correspond to the Lesson. Notice that **1. Odd and Even Numbers** in the screen shot above corresponds to the orange highlighted **1** box.



5. Click the highlighted link to begin a lesson.

Work through Assignments

Normally, assignments consist of a hierarchical curriculum structure that is organized into a series of Units, Lessons, and Activities. Here are some general guidelines to share with your students to help them be successful with their PLATO experience.

Where do I start?

Begin with letter box A. Complete all the numbered lessons. Move to letter box B and complete those lessons. Continue through the end of the assignment.

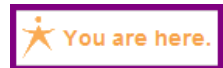
Note: You may wish to have the class work through a particular lesson together, either to introduce them to a topic, or as a follow-up to your lesson. In that case, you should instruct them to choose the letter and number that correspond to the correct lesson.

Which activity should I do first in a lesson?

Work from the top to the bottom.

What do I do when I'm finished?

Be sure you exit your assignment by using the exit button/link provided in the courseware. Also, be sure you log out of the PLATO Learning Environment using the **log out** button.



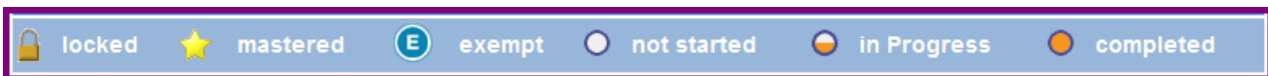
How do I know where to start next time?

When you log in next time and access your assignments, you will be returned to the last menu you were working through. Your place will be marked with the **You are here** icon shown.

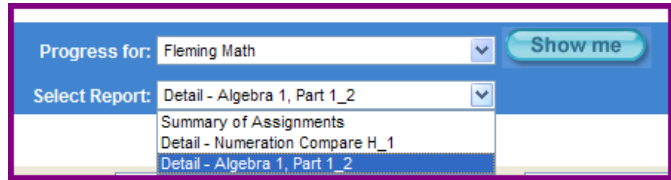
Monitoring Progress

There are three ways that students can keep an eye on what they are doing.

Activity Snapshot—The first assignment page has icons showing the status *Not Started*, *In Progress*, or *Completed*. As the student progresses through the assignment, the menu shows a variety of status icons for each activity.



Summary of Assignments—Click **Progress** on the toolbar from any page. From the drop-down menu, choose the class. Click **Show me**. The *Summary of Assignments* report is the default report. For each assignment, it shows the following:



- The progress icon
- Total number of activities included in the assignment
- Number of activities completed
- Number of activities mastered
- Total amount of time on task—that is, time actually spent working on the lessons

Fleming Math (Audrie O'Neal)		Report generated on : 6/28/2007 5:39:06 PM PST				
Assignment Title	Progress	Total Activities	Completed	Mastery	Time On Task	
Algebra 1, Part 1_2		296	2	2	00:03	
Numeration Compare H_1		2	0	0	00:00	

Assignment Detail Report—Click **Progress** on the toolbar from any page. From the drop-down menus, choose the class and the assignment. Choose the Assignment Detail Report, and click **Show me**. This report displays the following information and may be sorted by any column:

- The entire assignment, expanded in its hierarchy
- Progress (*Started, Completed, or Not Started*)
- Mastery status
- Score, if appropriate (not all activity types return a score)
- Number of attempts
- Time on task

Report generated on : 6/28/2007 5:45:45 PM PST

Assignment Name	Progress	Mastery	Score	No. Of Tries	Time On Task
Algebra 1, Part 1_2					
Algebra 1, Part 1			---	2	00:03
Basic Number Ideas - Algebra 1, Part 1			---	2	00:03
Odd and Even Numbers (Alg1.1)			---	1	00:01
Odd and Even Numbers (Alg1.1): Tutorial			---	0	00:00
Odd and Even Numbers (Alg1.1): Application			0.00%	0	00:00
Odd and Even Numbers (Alg1.1): Mastery Test			100.00%	1	00:01
Odd and Even Numbers (Alg1.1): Offline Activity			---	0	00:00
Prime and Composite Numbers (Alg1.1)			---	1	00:02
Prime and Composite Numbers (Alg1.1): Tutorial			---	0	00:00
Prime and Composite Numbers (Alg1.1): Application			0.00%	0	00:00
Prime and Composite Numbers (Alg1.1): Mastery Test			100.00%	1	00:02
Prime and Composite Numbers (Alg1.1): Offline Activity			---	0	00:00
Exponents: Exponential Form (Alg1.1)			---	0	00:00

Helpful Hint

- The report may be printed directly from the screen if the computer is attached to a printer.
- The report may also be exported in several different formats.
- A locked Mastery Test indicates that either the student previously and unsuccessfully attempted it or that the test has been mastered. If mastery was not achieved during the first attempt, the student must return and complete the lesson and then complete the Tutorial to unlock the mastery test.

Consideration

Assignments usually have multiple levels of tasks. The assignment status icons can help students stay on track with their learning.