

PLATO® Web Learning Network (PWLN) Quick Reference Card

Getting Connected

Connect to the Internet

Start your web browser (Internet Explorer)

Enter URL (web address)

If this is the first time to the PLATO Learning web site, enter in your account number.

This is _____.

Accept any plug-ins from PLATO Learning so you will be able to run PLATO® courseware. You may have to restart your browser after saving the plug-ins. Enter your

PLATO® Name: _____

Group Name: _____

Password: _____

The first time into the site you must use the information from the web document provided to your school. Make sure you enter yourself into the account so you can use the original information as a backup.

To Create a Group

Click on Group tools anywhere on the main menu.

Click on “Create a group.”

Type in a name for your group.

If you want to use Period I, just add your last name to the beginning or end to distinguish it from other Period I classes.

Ignore all the other fields at this time.

Click on “Send.”

You are now at the Group Coordinator Access page.

Check off any other teachers (group coordinators) you would like to have access to your new group. If this is your first time on the site, there will be no names on this screen.

Click “Send.”

You are now at the “edit group” page. You can make an assignment to the group, change group coordinator access, view members of the group, move members to

another group, delete the group, create a user in the group, and edit the group information.

To Create a User in a group

Click on “create a user in this group.”

Enter in the user’s PLATO Name. This is how the learner or teacher will sign on to the school’s account.

Tab down to “Role.” For students, select Learner. For teachers, select Group Coordinator.

Tab down to First Name and type in the user’s first name.

Tab down to Last Name and type in the user’s last name.

You do **not** have to enter a password for the user at this time. The user can create his/her own when he/she logs on to the site. There is no way to get a print out of user’s passwords.

Click on “Send.”

You are now at the “edit user” page. You can give the user an individual assignment (change assignment) unrelated to the group assignment, reset the user’s password, review learner performance, review learner progress, review learner attendance data, copy the user, delete the user, or edit the user’s information.

Change Assignment (for an individual learner)

Click on “change assignment.”

Check off any box for a curriculum.

To find Courses, click on “Sub Activities” next to the curriculum title.

Check off the courses you want.

To find modules, click on “Sub Activities” next to the course title.

Check off the modules you want.

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.”

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The steps are similar when making a **Group Assignment**. (A Group Assignment gives **all learners** in the Group the same assignment.)

Click on group tools.

Locate the group you want.

Click on Edit this group.

Click on edit assignment.

Scroll down and check off boxes for curriculum.

Click on Sub-Activities to find courses or modules.

Click "Assign Selected Activities" when done.

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, edit this group, and click on group coordinator access. Check off 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 log-ins.

There are many ways to accomplish the same task. Play around with the site and remember that there is a user's guide online for you to refer to if you really get confused.