

For administrators and teachers who are signed on to PLATO Pathways as administrators

How to Create New Users

1. Click *User Management* > *Create*.
2. Click the *Role* drop-down arrow and select the role you want the user to have.
3. Enter *First Name*, press the **TAB** key.
4. Optional: Enter *Middle Name*, press **TAB**.
5. Enter *Last Name*, press **TAB**.
6. Enter *Login Name* (retype if needed).
7. Decide if password is required, then check or uncheck.
8. Click *Next*.
9. Do you want to assign demographic groups? *No*
10. Click *Next*.
11. Do you want to assign classes? *No*
12. Click *Next*.
13. Do you want to add an individual assignment? *Yes*
14. Select Curriculum Title and click right arrow **OR** use Current Filter Criteria > Click *Type* and *Set Filter* to Course, Module or Tutorial.
15. Repeat Step 14 until all desired titles are on the right side.
16. Click *Finish*.

How to Create a Class

1. Click *Class Management* > *Create*.
2. What would you like to create? *A new class for _____*
3. Click *OK*.
4. Enter title or class name > click *Next*.
5. Do you want to assign users to this class? *Yes*
6. Click *Next*.
7. Select Name of user(s), then click right arrow.
8. Click *Next*.
9. Do you want to create an assignment for this class? *Yes*
10. Select Curriculum Title and click right arrow **OR** use Current Filter Criteria > click *Type* and *Set Filter* to Course, Module or Tutorial.
11. Repeat Step 14 until all desired titles are on the right side.
11. Click *Finish*.

How to Run Courses as an Administrator

1. Click *Learning Resource Management*.
2. Select the Curriculum Title to preview.
3. Click the *Run* button at the right (do not click *Run Assignments* at the top of the screen).

How to Create Custom Assignments or Structures

1. Click *Learning Resource Management* > *Create*.
2. Create *Structure* > click *OK*.
3. Type in Structure Title > click *Next*.
4. Click Structure Type – *Curriculum, Module, Custom*
5. Click *Next*.
6. Do you want to add Activities? *Yes*
7. Select Activity Title(s) and click right arrow **OR** use Current Filter Criteria > click *Type* and *Set Filter* to Course, Module, or Tutorial.
8. Repeat Step 8 until all desired titles are on right side.
9. Click *Finish*.

continued

How to Create Custom Assignments or Structures, continued...

10. To assign a new created structure to an individual user, go to *User Management* and edit the user's *Properties*.
11. To assign a new created structure to a class, go to *Class Management* and edit the class *Properties*.

How to Create a Report

1. Click *Report Management*.
2. Consolidate Performance Data? *Yes*
3. Click *Create*.
4. What would you like to create? *New Folder*
5. Click *Next*.
6. Type in name of folder; click *Finish*.
7. Select new folder you created > click *Create*.
8. What would you like to create? *New Report*
9. Click *Next*.
10. Choose Report > *Comprehensive Report* > click *OK*.
11. Enter Report Name you want to appear on report.
12. *Set Filter* to Curriculum or Module Titles; click right arrow.
13. Click *Next*.
14. Select Fields desired on Report > click *Next*.
15. Optional: Enter Report Title.
16. To preview report, click *Try Report*.
17. Click *Finish*.

How to Unlock a Mastery Test

If a mastery test locks because a learner didn't master it on the first try, instruct the learner to retake the tutorial or drill. After the tutorial or drill is completed, the mastery test will unlock when the learner retakes it.

If a learner is prevented from retaking a tutorial, or drill, follow these steps to unlock the test manually:

1. Click *User Management*.
2. Select learner's name in Current User List >
3. Click *Performance*.
4. Find the test by double-clicking on the Curriculum > Course > Module book icons to open the structure.
5. Select the name of the test. You will see the test status data.
6. Click *Change*.
7. Click the arrow to pull down the Lock menu.
8. Click *No* to change status from "locked" to "unlocked." (You may also change Completion Status, Mastered Status, Score, and Exemption Status.)
9. Click *OK*.

PLATO® Support Center: <http://platosupport.plato.com>

[Download the PLATO Pathways User's Guide](http://support.plato.com)
(<http://support.plato.com> > PLATO Pathways > User Documentation > User's Guide Version 4.2)