

PLATO® Pathways—Quick Reference Card

A. Log-in Information

1. Type _____
for PLATO® name.
2. Click *Enter* or click *Continue*.
3. Create your own **Password** and then type it.
again to confirm. Next time enter the new
password when logging in.

B. Create New Users

1. Click the *User Management* icon.
2. Click the *Create* button.
3. Click the *Role* drop-down arrow
(Learner, Administrator, Instructor).
4. Enter *First Name*, press **TAB** key.
5. Enter *Middle Name*, press **TAB** key
(not required).
6. Enter *Last Name*, press **TAB** key.
7. Enter *Log-in Name* (retype if needed).
8. Decide if password is required, check or uncheck.
9. Click *Next* button.
10. Do you want to assign demographic groups?
11. *No* Click *Next* button.
12. Do you want to assign classes? *No*.
13. Click *Next* button.
14. Do you want to add an individual assignment?
15. *Yes*.
Highlight Curriculum Title and click right arrow
OR
16. Use Current Filter Criteria – Click *Type* and *Set
Filter* to Course or Module or Skill Activity.
17. Repeat Step 15 and/or 16 until all desire titles
on right side.
18. Click the *Finish* button.

D. Run Courses as Administrator

1. Click the *Learner Resource Management* icon.
2. Highlight the Curriculum Title to preview.
3. Click the *Run* button on the right.
(Do not click the *Run Assignments* button
on the top.)

E. Custom Assignments or Structures

1. Click the *Learning Resource Management* icon.
2. Click the *Create* button.
3. Create *Structure* – click *OK*.
4. Type in Structure Title.
5. Click *Next* button.
6. Click Structure Type- *Curriculum, Module,
Custom*.
7. Click *Next* button.
8. Do you want to add Activities? *Yes*.
9. Highlight Activity Title(s) and click right arrow
OR
10. Use Current Filter Criteria – Click *Type* and
Set Filter to Course or Module or Skill Activity.
11. Repeat Step 11 and/or 12 until all desire titles.
12. Click the *Finish* button.
13. To assign newly created structure to
individual user, go to *User Management* and
edit user's *Properties*.
14. To assign newly created structure to a class,
go to *Class Management* and edit class
Properties.

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C. Create a Class

1. Click the *Class Management* icon.
2. Click the *Create* button.
3. What would you like to create?
A new class for _____
4. Click *OK* button.
5. Enter Title or Class Name.
6. Click *Next* button.
7. Do you want to assign users to this class? *Yes*.
8. Click *Next* button.
9. Highlight Name of user(s) and click right arrow.
10. Click *Next* button.
11. Do you want to create an assignment for this class? *Yes*.
12. Highlight Curriculum Title and click right arrow
OR
13. Use Current Filter Criteria – Click *Type* and Set *Filter* to Course or Module or Skill Activity
14. Repeat Step 15 and/or 16 until all desired titles on right side.
15. Click the *Finish* button.

F. Create a Report

1. Click the *Report Management* icon.
2. Consolidate Performance Data? *Yes*.
3. Click the *Create* button.
4. What would you like to create?
New Folder button.
5. Click *Next* button.
6. Type in name of Folder, click *Finish* button.
7. Highlight newly created Folder.
8. Click the *Create* button.
9. What would you like to create?
New Report button.
10. Click *Next* button.
11. Choose Report – *Comprehensive Report* – Click *OK*.
12. Enter Report Name-desired name to show on Report
13. Set Filter Curriculum or Activity Titles, right arrow.
14. Click *Next* button.
15. Include only selected individual students.
16. Click *Next* button.
17. Select Fields desired on Report, click *Next* button.
18. Enter Report Title (optional).
19. Preview report, click *Try Report* button.
20. Click the *Finish* button.

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