



PLATO FOCUS Quick Reference Card

Double click on FOCUS teacher

To Create Classes:

Click ADD CLASS - a new field turns white
Type in name of class (keep it simple so child can identify it)
Hit ENTER – Your class should also appear at the top beside MANAGE
Click on MANAGE
Now you are on the Roster page
Click ADD STUDENT
Type name and then TAB
It will automatically start your student on Level 1 Default using the FOCUS order

Lesson Groups/Plans:

Then choose the LESSON GROUPS tab
Click twice (do NOT double click) and get a new field to turn white
Type in name of group you're creating (ie. *Custom, Beyond the Bell, etc*)
Click ENTER
Click on the field with # of level
Go down to the left where you'll see LEVEL: 1 (This is where you can change level if you want).

You can also change the TASKS, PRINT LESSONS and PROJECTS at this point if you want. Just make sure you click SAVE CHANGES

Choosing a phoneme order:

Click on the field under the ORDER column that says FOCUS ORDER. The screen below will change. Choose another order or choose CUSTOM. Drag letters over in the order you want. ALL letters must be placed to be able to SAVE CHANGES. After choice is made or order created, click SAVE CHANGES.

Click on the field under the TASKS column twice. The screen below will change. Select which TASKS you want and how many questions to be asked and how many are required to be correct. SAVE CHANGES.

Repeat for PRINT LESSONS and PROJECTS. Be sure to SAVE CHANGES before moving on to the next screen.

Click on the ROSTER tab. Click the field for AVAILABLE GROUPS beside student's name. Click the drop down arrow and select the custom made Group for that student.
Repeat for each student

Create a Class Report:

When in the class roster page, click on the Class Report button
You will see students, groups, levels and lessons. The report shows progress in each area.
You may print or save at this screen.

RE-CAP:

Create a class, manage it, and create students on the ROSTER page. Then create new groups and choose what level, what tasks, print lessons and/or Projects. SAVE CHANGES for each one. Go back to Roster, assign a group to each student, and you're done! Hit Quit at top right hand corner to exit.

Student clicks FOCUS on desktop. Chooses CLASS, his/her name and GO.

Each time you go into FOCUS Teacher, you only have to select your class and click MANAGE. Then you're ready to make any changes, check reports and progress, etc.