

PLATO®

Quick Reference

Oral and Written Communication (Comunicación Oral Y Escrita)

System Requirements

For information on system requirements for Oral and Written Communication, please see the PLATO support Web site at: <http://platosupport.plato.com>. Click the System Requirements icon at the bottom of the page.

Hard Drive Space Requirements

Hard drive space requirements for Oral and Written Communication (*Comunicación Oral Y Escrita*) are as follows:

- Kindergarten 286 MB
- First Grade 348 MB
- Second Grade 348 MB
- Third Grade 169 MB
- 4-6 Grades 519 MB
- 7-9 Grades 151 MB

Standalone Installation Directions

1. Place the program CD in the CD-ROM drive of your computer.
2. At the welcome (*Bienvenido*) screen, click Next (*Siguiente*).
3. At the license agreement (*Contrato de licencia de software*) screen, click Yes (*Sí*) to accept.
4. Select the location for the program files to be saved on your machine. The default is the C:\COE\program level. Click Next (*Siguiente*).
5. At the Type of Installation (*Tipo de instalación*) screen, select the third option on the list, Personalized (*Personalizada*). Then click Next (*Siguiente*).
6. At the Component Selection (*Seleccionar componentes*) screen, leave the default options selected and click Next (*Siguiente*).
7. At the program installation location (*El programa de instalación precisa el siguiente disco*) screen, select the location for Microsoft Data Access Components 2.0 to be saved on your machine. The default is C:\COE\program level\WinComp\. Click Accept (*Acceptar*).
8. At the license agreement for Microsoft Data Access Components 2.0 screen, click Yes.
9. At the Microsoft Data Access Components 2.0 setup screen, click Continue.
10. Select the Complete installation option, which appears first on the screen.
11. At the install is complete message screen, click OK.
12. At Intallation Conclusion (*Concludio la instalación*) screen, you will be asked if you want to reboot your machine. Select the first option, Yes (*Sí*), and click Final (*Finalizar*).

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13. When your machine has restarted, double click the COE program icon on your desktop.
14. When the software launches, you will be asked to enter your Registration Name (*Nombre de Matrícula*) and Password (*Contraseña*). Type “**admin**” for the registration name and “**COE**” for the password. Click the stoplight icon to proceed.

Program Setup and Management

Teacher (*Maetros/as*) Enrollment

1. Click the Add Teacher (*Añadir Maestro*) icon, highlighted on the left at the bottom of the screen.
2. An add teacher (*Añadir maestro/a*) dialog box will appear. In the General section, type the teacher’s first name (*Nombre*) and surname (*Apellido*). In the Security (*Seguridad*) section, type your registration name (*Nombre de Matrícula*) and password (*Contraseña*). Reconfirm your password and click Save (*Guardar*).

Student (*Estudiantes*) Enrollment

1. Click the Add Student (*Añadir Estudiante*) icon, highlighted on the right at the bottom of the screen.
2. An add student (*Añadir estudiante*) dialog box will appear. In the General section, assign a teacher (*Maestro*), using the pulldown list. Then type the student’s first name (*Nombre*) and surname (*Apellido*). In the Security (*Seguridad*) section below, type a registration name (*Nombre de Matrícula*) and password (*Contraseña*) for this student. (Each registration name must be unique.) Reconfirm the password and click Save (*Guardar*).

Lesson Assignments (*Asignar Lección*)

1. Once you’ve established your student list, continue the program setup by assigning lessons. At the enrollment screen, select the teacher name. Then select a student name and click the Lesson Assignment (*Asignar Lección*) icon.
2. Select the Study Guide (*Guía de estudio*), Test (*Prueba*), and Analysis (*Pregunta de analisis*) options on the left at the bottom of the screen.
3. Select if the lesson assignment is for this user only (*Para este usuario solamente*); for all registered users (*Para todos los usuarios matriculados*); or for all users in the current student list (*Para todos los usuarios en la lista actual*).
4. Now select the lesson you wish to assign from the Lessons (*Lecciones*) list.
5. Click the stoplight icon.
6. The setup is complete. Click the exit button (*Salida*) at the top of the screen.

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Student Sign In

1. Students should sign in to the program using the registration names and passwords you assigned to them. Then click the stoplight icon.
2. Once signed in, the program starts automatically.

Additional Program Administration Resources

Please refer to the Teacher's Manual for further information regarding *Oral and Written Communication (Comunicación Oral Y Escrita)*. To access the manual:

1. Place the program CD in the CD-ROM drive of your computer.
2. At the welcome (*Bienvenido*) screen, click Cancel (*Cancelar*).
3. At the abandon installation (*Abandonar la instalación*) screen, click Abandon (*Abandonar*).
4. Right click on the Windows Start menu, normally located at the bottom left of the screen.
5. Select Explore.
6. On the left side of the screen, select the Oral and Written Communication (*Comunicación Oral Y Escrita*) CD.
7. On the right side of the screen, double click on the Teacher's Manual (*Manual del Maestro*) folder.
8. To access the English language version, open the ManualCOE.doc Word document by double clicking on it. To access the English language version, open the Manual_OWC_English.pdf document by double clicking on it. (Viewing the PDF document requires Acrobat® Reader®. You can download it for free from: <http://www.adobe.com/products/acrobat/readstep2.html>)
9. You can print the Teacher's Manual or review its contents onscreen.