



PLATO®

PLATO Educational Titles
Learner Guide

Windows 95
Windows 98
Windows 2000
Windows NT Workstation 4.0
Windows XP Professional and Home

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Table of Contents

GETTING STARTED	1
INTRODUCTION.....	1
ASSUMPTIONS	1
ENROLLING YOURSELF AS A LEARNER.....	1
SIGNING ON TO PLATO TITLES	2
CHANGING YOUR PASSWORD.....	2
RUNNING PLATO COURSEWARE.....	3
INTRODUCTION.....	3
HOW TO.....	3
CREATING REPORTS	5
INTRODUCTION.....	5
HOW TO.....	5


Getting Started

Introduction This guide ... You must do the following before you can start using PLATO Educational Titles:

- Enroll as a learner.
 - Sign on to PLATO Educational Titles.
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Assumptions This manual assumes learners are familiar with the Windows® 95/98, NT Workstation 4.0, 2000 Professional, or XP user interface, including using the mouse, selecting menus, and choosing options. For further information, refer to the *Microsoft® Windows® User's Guide*.

Enrolling yourself as a learner To enroll yourself as a learner, follow the steps below.

Step	Action
1	Double-click the PLATO Sign-on icon () on your desktop.
2	Select Self-Enroll on the Sign-on Screen.
3	Enter your first name in the first field, and click Enter .
4	Enter your last name in the second field, and click Enter . Note Your Sign-on name displays in the third field. Use your Sign-on name to sign on to PLATO Educational Titles. You may change your Sign-on name by entering a new name in this field. Sign-on names must be at least one character in length. They are not case sensitive.
5	Click Next .
6	Enter your password in the first field, and click Enter . Note Passwords must be at least four characters in length. They are not case sensitive.
7	Confirm your password.
8	Click Finish . Result A message displays reminding you to remember your Sign-on name and password for the next time you sign on. If you forget, ask your instructor to look up this information for you.

Continued on next page


Getting Started, Continued

Enrolling yourself as a learner (continued)

Step	Action
9	Click OK . Result You are enrolled! The PLATO Educational Titles Main Menu displays and you are ready to use PLATO courseware.
10	Click Logout to exit.


Signing on to PLATO Titles

To sign on to PLATO Educational Titles, follow the steps below.

Step	Action
1	Double-click the PLATO Sign-on icon () on your desktop.
2	Enter your Sign-on name in the Sign-on field and select Continue .
3	Enter your password in the password field and select Continue . Result You are signed in! The PLATO Educational Titles Main Menu displays.

Changing your password

To change your password, follow the steps below.

Step	Action
1	Double-click the PLATO Sign-on icon () on your desktop.
2	Enter your Sign-on name in the <i>Enter your sign-on name</i> field, and select Continue .
3	Select Change . Result The Change Password screen displays.
4	Enter your old password. Click Enter .
5	Enter your new password. Click Enter .
6	Confirm your new password. Click OK . Result The Password Change dialog box displays. Your password has been changed.

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Running PLATO Courseware

Introduction The PLATO Educational Titles Main Menu lists all the PLATO courseware installed on your computer. You can run any of the courseware listed.

How to To run PLATO courseware, follow the steps below.

Step	Action
1	Sign on to PLATO Educational Titles.
2	Select the courseware you want to run from the PLATO Educational Titles Main Menu. Continue to select each menu as it displays until you reach the activity of your choice.
3	Select the activity to run it. Tip If you want to return to the Previous Menu, click Previous Menu . The current menu closes and the previous menu displays. Note If the PLATO Desktop needs a CD-ROM to run the activity, it prompts you to insert it into the CD-ROM drive.
4	When you exit an activity, you have the following options on the Main Menu: <ul style="list-style-type: none">• Choose another activity.• Create a report.• Learn more about PLATO.• Logout of PLATO Educational Titles.

Creating Reports

Introduction As a learner, you can create a report that illustrates your progress.

How to To create reports, follow the steps below.

Step	Action
1	Sign on to PLATO Educational Titles.
2	From the Main Menu, click Report. Result The Select Assignments for Report list box displays.
3	In the Available Assignments List, select the assignment(s).
4	Use the arrow buttons to move the assignment(s) between lists. Result The Next and Run Report options become active.
5	Select the Next or Run Report option. Result A report displays information about all the assignments that you selected. You can use the buttons at the top of the screen to print, zoom in or out, navigate through, or close the report.
6	Select the Close button at the top of the screen to close the report. Result The Report screen displays.
7	Select Back or Exit Reports to display the Select Assignments For Report list box or the Main Menu.

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