

## Getting Started with PLATO<sup>®</sup> Simulated Test System & PLATO Web Learning Network

### SET UP PLATO SIMULATED TEST

#### Log In

1. Start your web browser.
2. Refer to your PLATO Simulated Test account sheet for your account number.
  - If your account number format is **01-XXXXXX**, go to <http://test.platoweb01.com>.
  - If your account number format is **XXXXX**, go to <http://test.platoweb.com>.
3. Refer to your PLATO Web Learning Network account sheet for your signon information, and log in.  
*You do not have to enter your site key at this time, so just skip the site key field.*

#### Create a Site Profile

4. Click *Site Profile*.
5. Click *Add New Site*.
6. Enter the following information for Site Administrator:
 

**Site Administrator**

  - \*First Name
  - \*Last Name
  - \*Username (*we recommend using your first initial and last name; for example, jdoe*)
  - \*Password (*must be at least 6 digits*)
  - \*Confirm Password
  - Email address

#### Site Location

- \*Site Name
- \*Address
- \*City
- \*State
- \*Zip
- \*Phone

#### Subscription (see your account sheet)

- Start Date
- End Date
- Allotted Test (*divide 999999 by number of sites purchased; see site limit*)

7. Click *Submit*. Your site is created and your site key is generated. *Remember your site key number.*

#### Create an Instructor Profile

8. Click *Instructor Profile*.
9. Click *Add New Instructor*.  
Choose Client and choose Site. (*if you have multiple sites, choose the site you want the instructor to belong to*)
10. Click *Submit*.

#### Create Instructor Profile, *continued*

11. Enter the following instructor information:
  - \*Formal Name
  - \*First Name
  - \*Last Name
  - \*User Name (*must be different from previous user name*)
  - \*Password (*must be different than previous password*)
  - \*Allotted Test (*divide 999999 by number of sites purchased*)
  - Email address
12. Click *Submit*. Your instructor profile is created.
13. Log out as administrator.

#### Create Class for Instructor

14. Log in as the instructor you just created.
15. Click *Instructor Profile*.
16. Click *Add/Edit Class > Add New Class*. Enter the following information:
  - Class Name
  - Period
  - Location
  - Subject
  - Grade (1-12)
17. Click *Submit*. Your class is created.

#### Create Assignment for Class

18. Click *Test Schedule*.
19. Click *Schedule Test*.
20. Select the following:
  - All SUBJECTS
  - ALL TESTS
  - Calendar (test start date)
21. Click *Add Test to Schedule*.
22. Select the test to add to the schedule.
23. Click *Submit*.
24. Enter and select the following information:
  - Start Date (mm/dd/yyyy)
  - End Date (mm/dd/yyyy)
  - Question Delivery
  - Permissions
  - Allow Learner to View Corrected Test
  - Assign This Test to a Class
  - Allow Others to Change Preferences
25. Click *Submit*.  
*You have created your site key, instructor, class, and assignments. You are now ready to log in to PLATO Web Learning Network to create a group and assign PLATO Simulated Test to that group. Follow the steps on the next page to do so.*

## Getting Started with PLATO Simulated Test System & PLATO Web Learning Network, *continued*

### CREATE GROUP & ASSIGN TEST IN PLATO WEB LEARNING NETWORK

#### Open Required Ports

If you access the Learning Network from behind a firewall, you must open certain ports before you attempt to log in. Please have your network administrator refer to the System Requirements at <http://platosupport.plato.com> for details.

#### Log In to the Learning Network

1. Start your web browser.
2. Refer to your PLATO Simulated Test account sheet for your account number.
  - a. If your account number format is **01-XXXXXX**, go to <http://www.platoweb01.com>.
  - b. If your account number format is **XXXXX**, go to <http://www.platoweb.com>.
3. Refer to your PLATO Web Learning Network account sheet for your signon information, and log in.

#### Create a Group

4. Click *Group Tools*.
5. Click *Create a Group*.  
Enter or select the following information:
  - Group Name
  - Allow users to self-enroll in this Group
  - Self-enroll password for Group = **password** (*default*)
  - Use account activation and expiration dates = **on** (*default*)
  - Default Audio Preference = **Off** (*default*)
  - Allow maximum number of concurrent PLATO users (*default*)
6. Click *Send*.
7. Select the coordinators who will be allowed to view and edit this group.
8. Click *Send*.

#### Create a Group Coordinator

9. Click *Group Members*.
10. Click *Create a User in This Group*.
11. Enter or select the following information:
  - \*PLATO Name
  - Member of Group
  - Role (select Group Coordinator)
  - \*First Name
  - Middle Name
  - \*Last Name
  - Email address
  - Use Group Activation Date = **selected** (*default*)
  - Audio Preference = **Off** (*default*)
  - Disable this user's account = **deselected** (*default*)
  - \*Password
  - \*Retype Password to confirm it

#### Create a Group Coordinator, *continued*

- PST Site Key (*confirm that your site key is correct*)
12. Click *Send*. A Group Coordinator is created, and the Edit User screen appears.
  13. Click *edit group* (at the top of your screen).

#### Create Group Assignment

14. Click *Edit Group Assignment*.
15. Select *PLATO Simulated Test* from the assignable activities list.
16. Click the *Assign Selected Activities* button.  
A list of current assignments for the group displays.
17. When you finish editing your group assignment, click the link: "When you are finished creating/editing this assignment, *click here*."

### ONLINE SUPPORT & TROUBLESHOOTING HELP

For Technical Support for PLATO Web Learning Network, go to [http://platosupport.plato.com/internet\\_pwln.asp](http://platosupport.plato.com/internet_pwln.asp) or call 1-800-869-2200.

For Technical Support for PLATO Simulated Test System, go to [http://platosupport.plato.com/internet\\_simtest.asp](http://platosupport.plato.com/internet_simtest.asp)

To go to the home page of the PLATO Support website, go to <http://platosupport.plato.com>

#### I forgot my site key!

Here are two ways to find your site key number:

1. Log in as administrator. Click *Site Profile*.  
A Site List appears; your site key is on the right.
2. Click *Instructor Profile*. Find the instructor. Click *View*.

#### I can't find my PLATO ID number, or my ID number doesn't work.

Email Technical Support at [http://platosupport.plato.com/login\\_problems.asp?topic=ID](http://platosupport.plato.com/login_problems.asp?topic=ID)

Or call 1-800-869-2200.

#### How do I contact PLATO Support Services?

Website: <http://platosupport.plato.com>

Email: <http://platosupport.plato.com/SupportRequest.asp>

Voice: 800-869-2200

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