

For administrators and teachers

Getting Started

1. Log on to your workstation with administrator privileges.
2. Launch your web browser to connect to the Internet.
3. Go to the URL (web address) for your PLATO Web Learning Network account:
 - If your account number begins with "00-" URL: <http://www.platoweb.com>
 - If your account number begins with "01-" or "1-" URL: <http://www.platoweb01.com>
 - If your account number begins with "02-" or "2-" URL: <http://www.pwln2.platoweb.com>.
4. Accept any plug-ins you are prompted to install. PLATO courseware requires the plug-ins to run.
5. Enter your account #, PLATO name, group name, and password.

How to Create a Class

1. Click *Class Tools* > *Create a Class*.
2. Name your class. (It is not case sensitive.)
3. Click *Send*.
4. From the "Edit Class" page that displays, you can:
 - Change the class assignment
 - Change group coordinator access
 - View member of the class
 - Move members to another class
 - Delete the class
 - Create a user in the class
 - Edit the class information

How to Create a New Learner Within a Class

1. Click *Create a user in this class*.
2. Enter the user's PLATO Name/Signon Name (it is not case sensitive).
3. Tab to *Role*; for students, select *Learner*.
4. Tab to *First Name* > type user's first name.
5. Tab to *Last Name* > type user's last name.

TIP: You do not have to enter a password at this time. Users can create their own passwords when they log on.
6. Click *Send*.
7. From the "Edit User" page that displays, you can:
 - Give the user an individual assignment (change assignment) that is unrelated to the class assignment
 - Reset the user's password
 - Review learner performance
 - Review learner progress
 - Review learner attendance data
 - Copy the user
 - Delete the user
 - Edit the user's information

How to Add an Existing Learner to a Class

1. Click *Class Tools* > click the class you want.
2. Click *Class Members* > *Add User to Class*.
3. Check the box beside the student you want to add.
4. Click *Send*.

How to Change an Individual Learner's Assignment

1. Click *Class Tools* > click the class you want.
2. Click *Class Members* > choose student.
3. Click *Change Assignment*.
4. Check boxes to select curricula.
5. To assign specific courses, modules, or skill activities, click *Sub Activities* next to the curriculum title.
6. Check the box for any courses you want to select.
7. Click *Assign Selected Activities*. (To remove an assignment, uncheck the box next to the assignment and click *Update Assignment*.)

TIP: The steps to create a Class Assignment are similar. A Class Assignment gives all learners in the Class the same assignment.

How to Change a Class Assignment

1. Click *Class Tools* > locate the class you want.
2. Click *Edit this class* > *Edit Assignment*.
3. Scroll down and check boxes for curricula.
4. Click *Sub Activities* to select courses or modules.
5. Click *Assign Selected Activities*.

How to Preview PLATO courseware

1. Click *Learning Resource Tools* > *Create a New Learning Path*.
2. Click the "+" next to curriculum to view a course.
3. Click the "+" next to a course to view a module.
4. Click the "+" next to a module to view a tutorial, drill, mastery test, or elementary skill activities
5. Click *Exit Learning Resource Tools* (left menu) when finished.

How to Create a Customized Learning Structure

1. Click *Learning Resource Tools* > *Create a New Learning Path*.
2. Enter a title and choose your options.
3. Choose the activity you want to add to the learning path: click the "+" next to a curriculum, course,, and module. Click the "+" next to a module to choose a tutorial, practice, mastery test, or elementary skill activity.
4. Click *Add to Learning Path*.
5. To add more activities, repeat all of the above steps.
6. When finished, select *Click here when complete*.

How to Generate Reports

1. Click *Reports* > select a group OR a class
2. Select a report from the menu.
3. Click *Send*.
4. Choose a date range and select your options.
5. Click *Send*.
6. To edit your selections, select *Click here to go back* or click your browser's "Back" button.

PLATO® Support Center: <http://support.plato.com>
[Download the PWLN Administrator's User Guide](http://support.plato.com)
 (http://support.plato.com > PLATO Web Learning Network > User Documentation > Administrator's User Guide)