

PLATO eduTest Assessment Data Upload Check

Upon completion of the PLATO eduTest Assessment data upload, we recommend that you review your account and make necessary editing changes to ensure the data is correct. The following steps will walk you through this procedure.

1. Access PLATO eduTest Assessment at URL www.edutest.com

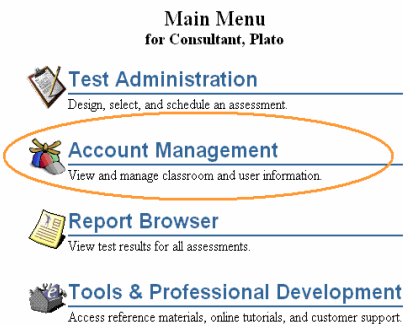
2. Enter your Client ID.



3. Login as a District Administrator, using the **admin1/admin1** login.



4. From the **Main Menu**, click **Account Management**.



5. From **Account Management**, click **Search Classrooms**.

View & Manage Classrooms

Add a New Classroom

Add a new classroom.

Search Classrooms

Access classroom information.

5. **Classroom Grade** and **School** should be left at **All**.



Search Classrooms

You can fill in some or all of the fields to narrow your search, or you can leave all fields blank and click **Continue** to view the entire list.

Classroom ID:	<input type="text"/>
Classroom Description:	<input type="text"/>
Classroom Grade:	All <input type="button" value="v"/>
School:	All <input type="button" value="v"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

Verify Classroom Descriptions

The **Classrooms** list will display.



Classrooms: Select a Classroom

Actions	Classroom Description	Classroom ID	School
View	1st Period - PreAlgebra	462443	Acorn Academy
View	Chastain-English-10	482386	Acorn Academy
View	Deal-English-11	894362	Acorn Academy
View	Dodd-English-8th	742924	Acorn Academy
View	Dodd-Math-7th	333388	Acorn Academy
View	Dodd-Math-8th	879673	Acorn Academy
View	Dorrett-English-10	732786	Acorn Academy
View	Estell - 1st Period	633678	Acorn Academy
View	Hammonds-English-9	637296	Acorn Academy
View	HERVEY	997887	Acorn Academy
View	Math 7th Dodd	247743	Acorn Academy
View	Math 7th Gordon	267232	Acorn Academy
View	Math 7th Jamason	337332	Acorn Academy
View	Math 8th Estell	327233	Acorn Academy
View	Math 8th Hobbs	298766	Acorn Academy
View	Math 8th Posey	686737	Acorn Academy

Scroll through list of classes and verify the following:

- Classroom Descriptions are consistent in format
- Classroom Descriptions match Classroom IDs
- Schools are correct
- Classroom Descriptions will be readily recognizable by your staff

Verify Classroom Rosters

Print out the class rosters of five to ten classes. Use them to verify the class contents are accurate

- 1) Scroll to each class and click on **View**.

 **View & Manage Classroom Information**

Classroom Information	
Classroom ID:	637296
Classroom Description:	Hammonds-English-9
School Name:	Acorn Academy
Grade:	9

Instructor(s)			
Actions	User ID	Name	Last Log in
	1777	Hammonds, Karen	2005-10-03

Student(s)			
Actions	User ID	Name	Last Log in
	16705	Alonso, Daniel	Never
	12560	Alphan, Christopher	Never
	11912	Ballard, Ashley	Never
	17707	Burrow, Steven	Never
	13311	Can, Breanna	Never
	15375	Carr, Kevin	Never
	16738	Chancellor, Taylor	Never
	12736	Edwards, Brandi	Never
	12741	Edwards, Taylor	Never
	13132	Espino, Joel	Never
	19673	Ester, Chelsea	Never
	18288	Fleming, Sean	Never
	20788	Gartman, Logan	Never
	10257	Gaston, Matthew	Never
	13196	Granzin, Logan	Never
	19600	Griff, Thomas	Never

- 2) **Classroom Information** will display. Verify the following:

- An Instructor is listed for each class
- User IDs and Names follow the same naming convention
- Alpha characters in the User IDs are lower-case
- The number of users in the class correspond to your printed roster

Verify Logins and Passwords

1. From the **Classroom Information**, click **View** to display individual User Information.

 **Manage Users: User Information**

User Information	
User ID:	1147083
User Name:	Hewitt, Jessica
Role:	Classroom Student
Password:	password
Last Log-in:	2005-10-24

2. Make a note of the **User ID** and **Password**.
3. Repeat Steps 1 and 2 for several users, including Instructors and Students
4. Exit from the account, and login as each user to ensure users can access the account.

Editing Your Account

Before you can make any editing changes as a District Administrator, you will need rights to do so. Contact your PLATO Account Implementation Consultant to give you management rights to Edit Users. Once that change has been made, refer to **Getting Started: District Database Management** on the next page to make your editing changes.

Before assessing students with PLATO® eduTest Assessment, a user and classroom database must be established. Building the database will provide all students, classroom instructors, and administrators with a unique log-in and will assign students and classroom instructors to classrooms. If your district has selected to use district database management, district administrators will create school administrators, classroom instructors, students, and classrooms in the database. The district administrators will then assign students and classroom instructors to the appropriate classrooms.

Adding Users to the Database

- 1 From the Main Menu, click **Account Management**.
- 2 Click **Add a New User**.
- 3 From the drop-down menu shown to the right, choose the role of the user you wish to add and click **Continue**.
- 4 Fill in the fields with the appropriate user information. We recommend the use of districtwide employee or student ID numbers for the User ID field. Click **Continue** when you are finished.
- 5 The user will be added. You may then either add additional users with this same role or add users with a different role. Click the appropriate option and repeat step 4.

Adding Classrooms to the Database

- 1 From the Main Menu, choose **Account Management**.
- 2 Next, choose **Add a New Classroom**.
- 3 Enter a name or description for the classroom.
- 4 Select the appropriate school and grade for this classroom. When you are finished, click **Continue**.
- 5 You have created a new classroom. On the View & Manage Classroom Information screen, you will see the classroom roster with no students or classroom instructor assigned to the class.

Assigning Classroom Instructors and Students to Classrooms

- 1 To assign classroom instructors and students to this new classroom, click **Add Users to Classroom** from the View & Manage Classroom Information screen.
- 2 Enter a teacher or student last name in the search form to locate the person that you wish to add to the class. You may also leave the form blank to search for all users with your client ID. Click **Continue**.
- 3 Click **Add** to the left of the user ID to assign that user to your class. The user's name will appear on the View & Manage Classroom Information screen.
- 4 Repeat this process until the classroom contains all appropriate classroom instructors and students.

Benefits and Considerations

- Student user data are managed at the district level, providing consistency and control over the process of adding, editing, and deleting users.
- Class rosters are managed at the district level. Some infrastructure is required at the district level to maintain these rosters.
- A database maintenance plan must be created and communicated to all classroom instructors within the district so that the process for requesting changes to the database is clearly understood.

Implementation Strategy

Before entering users into the database, decide on a districtwide naming convention. For example, you may want to use the student ID number as the user ID for all students entered into the database. This will ensure that all student user IDs are unique across the district and consistency is maintained from year to year.

Do you have questions about this feature?
Call PLATO Learning Customer Support at 800.869.2200.