



Certified Distance Education Home Study Module PLATO® Online Activities

This module is written with the understanding that PLATO® Web Learning Network users are familiar with browsers, including navigating to a specific Internet address (URL). It is also written with the understanding that you have previously completed a PLATO training course and are familiar with how to create groups and classes, enroll students, assign lessons, and run the courseware. If you have not completed the required PLATO training, you will need to do so before completing this section of the module. Contact your regional coordinator to request PLATO training.

Note: Before beginning this part of the module, you must first be set up in the PLATO “Training” group. If you are unable to access the “Training” group in PLATO, send an e-mail to Ellen Killion at ekillion@access.k12.wv.us. Include your first and last name, county, and name of your ABE program. You will be unable to complete this PLATO Online Activities module until you have been set up in the PLATO training group.

Objectives:

- Demonstrate the ability to manage students in PLATO by:
 - Setting up a group
 - Setting up a class
 - Enrolling students in a group
 - Adding students to a class
 - Assigning class lessons
 - Modifying individual student lessons
 - Locating and printing student materials/offline activities
- Demonstrate an understanding of the PLATO program from the student’s point of view by logging on and working as a student
- Review PLATO’s online reports by printing out the following:
 - Activity Comprehensive Report*
 - Activity Mastery Summary by Progress*
 - Attendance Report*

Accessing the PLATO Web Learning Network Software Program

Before you begin:

- If you will be using this product several times on a particular computer, you will need to enable cookies. If you do not do this, you will be asked to enter your account number each time you log on to the PLATO Web Learning web site.
- The first time you go onto the PLATO web site, you will be prompted to download some plug-ins that are needed in order to provide maximum use of the software. Click on "Where can I get browser plug-ins..." Read and follow the instructions for your computer. When you click on the appropriate link, the plug-ins will automatically download and prompt you as you complete the task. *(If you are working on a networked computer, be sure that you log in with administrator rights in order to complete the downloads.)*

Note: Although this process generally takes only a few minutes, on some computers it may take quite some time to complete. However it is important that you complete the entire process in order to be able to run the PLATO program.

If you have problems downloading this software, you may contact PLATO support at 1-800-869-2200. RESA III's PLATO ID number is 4574341-100.

1. Open your Internet browser and type in the following URL address:

www.platoweb.com.

Note:

- If this is the first time you have logged in to the platoweb.com web site, you will be prompted to enter your account number.
 - Type the RESA III account number: **31253**.
 - Click on the **SUBMIT** button and go to Step 2.
- If you have logged in to the PLATO web site before on this computer, you will be taken directly to the Login screen. You may need to change your Account to RESA III. (If your account says RESA III, go to step 2.)
 - Click on the link (right-hand side of the page, directly under WELCOME) that says "If this is not your account, click here..."
 - When prompted, type in the RESA III account number: **31253**
 - Click on the **SUBMIT** button.

You will now be back at the Login Screen. Your account should now say RESA III.

2. Enter your **PLATO name**: Your FirstName › LastName
3. Enter the **Group name**: Training
4. Enter your **Password**: trainers
Note: This field is *case sensitive* . You will need to enter your password each time you log in to your account.

Activities as a Group Coordinator

1. Create a Group with the name: Your First Initial › Last Name/County
(ex. **EKillion/Kanawha**)
2. Create 3 users (learners) in this group. Assign them the password:
student
3. Create a class with the name: Your First Initial › Last Name › Class
(ex. **EKillion Class**)
4. Add the learners from your **new** Group to your **new** Class.
5. Assign lessons to your class using the following guidelines:
 - Assign the **curriculum** *Algebra 1, Part 1*
 - Assign the **curriculum** *Reading for Information with Assessments*
 - Assign the **course** *Writing Business Forms* – found under *Writing in the Workplace* (curriculum)
 - Assign the **course** *Clocks and Time Zones* – found under *Applied Math* (curriculum)
 - Assign the **module** “Following steps in a sequence” – found under *Reading for Information* (curriculum) › *Reading Directions* (course)
 - Assign the *Basic Number Ideas with Assessment* (module) - found under *Math Fundamentals with Assessments* (curriculum) › *Basic Number Ideas with Course Assessment* (course)
6. One of your students needs some additional help in Writing Mechanics – Capital Letters and Punctuation. Edit one of your student’s (the first student in your list) **individual** assignment to include 3 modules/lessons on Capital Letters and Punctuation (found under *Writing Series* › *Mechanics Series* › *Capital Letters and Punctuation*).

7. Some of the modules have additional offline materials that students can print out and complete. Find and print out the *Algebra 1, Part 1, Course 1: Basic Number Ideas – Odd and Even numbers*, offline activity **answer sheet**.

Hint: Click on the **user guides** link located in the menu on the left-hand side of the screen. **Note:** This document is over 100 pages long. You will want to print out **only** pages 1-2. Return these pages with your Home Study Module.

8. Log out (using the **log out** link located on the menu on the left-hand side of the screen). You will be taken back to the Login screen. You will log back in as a learner.

Activities as a Learner

In this section, you will log in as one of the learners you created as part of the previous activity and work the assigned lessons. The purpose of this section is for you to get a feel of the PLATO program from the learner's point of view and also to get some data in your learner file so that you can print and review reports.

Remember: When you are working the lessons in PLATO, you always want to exit the lesson using the **Exit** button located on the lower left-hand side of the screen. Do NOT click on the X in the upper right-hand corner of the screen.

1. Log in as a learner:
PLATO Name: Use the name of one of the students you enrolled in your class in the previous exercise.
Group Name: This is the name of the group you created in the previous exercise.
Password: student (This is the password you assigned to your students in the previous activity. Remember, this field is case sensitive.)
2. You will be taken to the assignments screen. Complete the Module "Following the Steps in a Sequence," beginning with the Mastery Test. **Do not be concerned about getting the answers correct. The purpose of this activity is for you to get a feel for the program from the learner's standpoint and to get an idea of what the content looks like. It will also give some data for printing reports.**

3. Complete the “Assessment Test for Basic Number Ideas.” Be sure that you **choose some incorrect answers** so that some lessons will open up once you have completed this assignment.
4. Complete the “Assessment Test for Reading Short Messages.” (Found under *Reading for Information with Assessments* › *Reading Short Messages with Course Assessment* › *Reading Short Messages with Assessment* › *Assessment Test for Reading Short Messages*)
5. Find and print the Odd and Even Numbers offline activity worksheet. Enclose a copy of this when you return your Home Study Module. From the Assignments page, click on: *Algebra 1, Part 1* › *Basic Number Ideas* › *Odd and Even Numbers* › *Odd and Even Numbers Offline Activity*

You have now completed the learner activities section. Log out (using the **log out** link on the left-hand side of your screen). You will then log back in using your Group Coordinator login information.

Viewing and printing reports

1. Log on to the PLATO Web Learning web site: www.platoweb.com.
2. Log in to your account as Group Coordinator:
PLATO Name: First Name › Last Name
Group Name: training
Password: trainers (all lower case)
3. Go to *Reports* and pull the **class reports** (for the class you just created) listed below. Click on *Reports Management* and click on the link for each report to print the reports. Be sure to include ALL assignments for your class in these reports. Also, be sure to select the Printer-friendly format (PDF). Enclose a copy of each report in with your completed Home Study Module.
 - *Activity Comprehensive Report*
 - *Activity Mastery Summary by Progress*
 - *Graphic Progress Summary Report*
 - *Attendance Report***Note:** If the report does not print, you may need to save it to your desktop and print it from there. Click on the **Save a Copy** button (top left-hand side of screen) or go to **File** › **Save As**.

4. Log out (using the **log out** link in the menu on the left-hand side of the screen).

You have now completed the Advantage GED Certified Distance Education Instructor In-Service Module. Please return this completed Home Study In-Service Module to the Distance Education Office. Be sure to include the additional printouts:

- *Odd and Even Numbers offline activity answer sheet*
- *Odd and Even Numbers offline activity student worksheet*
- *Activity Comprehensive Report*
- *Activity Mastery Summary by Progress*
- *Graphic Progress Summary Report*
- *Attendance Report*

Mail (or fax) completed home study module, along with printouts, to:

RESA III

Attn: Ellen Killion

501 22nd Street

Dunbar, WV 25064

Fax: 304-766-7915