



PLATO Web Learning Network Student Handbook



West Virginia's Adult Distance Education Program

1-800-642-2670



A⁺ DVANTAGE GED is brought to you by the West Virginia Department of Education
and Regional Education Service Agency (RESA) III.



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WELCOME TO THE WORLD OF *PLATO*

Web Learning Network!

This guide is written with the assumption that PLATO Web Learning Network users are familiar with browsers, including navigating to a specific Internet address (URL). For further information or help with your browser, please refer to the browser's online help, support system, or user manual.

There are a couple of things you need to know before using this web product:

- ❖ If you are going to use the product several times, you will need to enable cookies. If you don't, you will be asked to enter your account number each time you log on.
- ❖ The first time you go onto the PLATO web site you will be prompted to download some plug-ins that are needed to provide maximum use of the software. When you click on the appropriate link, the plug-ins will automatically begin to download and prompt you as you complete the task. (You **must** be logged on with **Administrator rights** before beginning the download. Otherwise, the plug-ins will not download correctly.)

Note: Downloading the plug-ins may take quite some time to complete, but is necessary in order for you to be able to run the program. Be sure to complete this entire process.

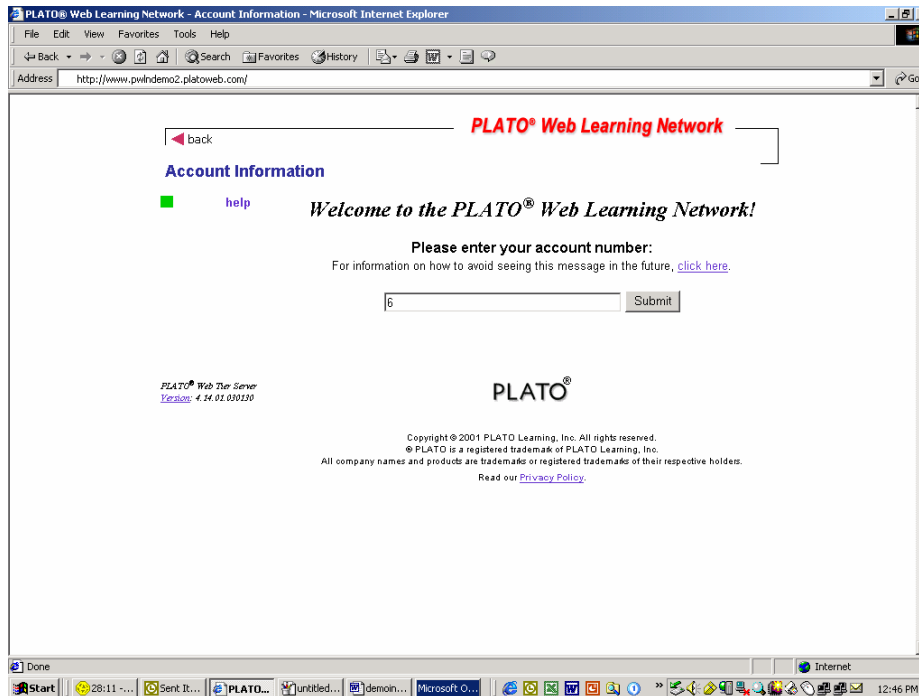
For more information on installing the plug-ins, go to the PLATO Support web site at <http://support.plato.com>.

If you have problems downloading this software, contact your ABE instructor.

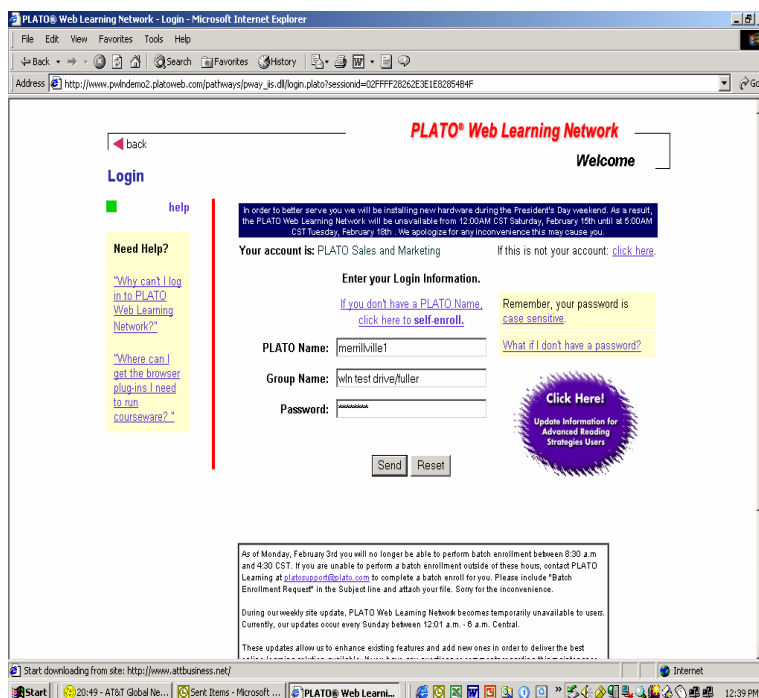
****You will need a PLATO name, group name, and password before you can access this online program. If you do not have this information, you should call or e-mail your instructor immediately. Your instructor's phone number and e-mail address should be recorded on page 18 of this *Handbook*.**

Accessing the PLATO Web Learning Network

1. Open your Internet browser and type in the following URL address:
www.platoweb.com.
2. When prompted, type in your account number: **31253**
3. Choose the **SUBMIT** icon.



The Learning Network displays your account name at the top of the Login page: Your account is **RESA III**. If the account name does not say **RESA III**, click the link to the right of the account name. The system will take you to the Account Information page where you can enter the correct account number (31253).



Logging in as a Learner

1. Enter your **PLATO Name**.*

2. Enter your **Group Name**.*

3. Enter your **Password**.*

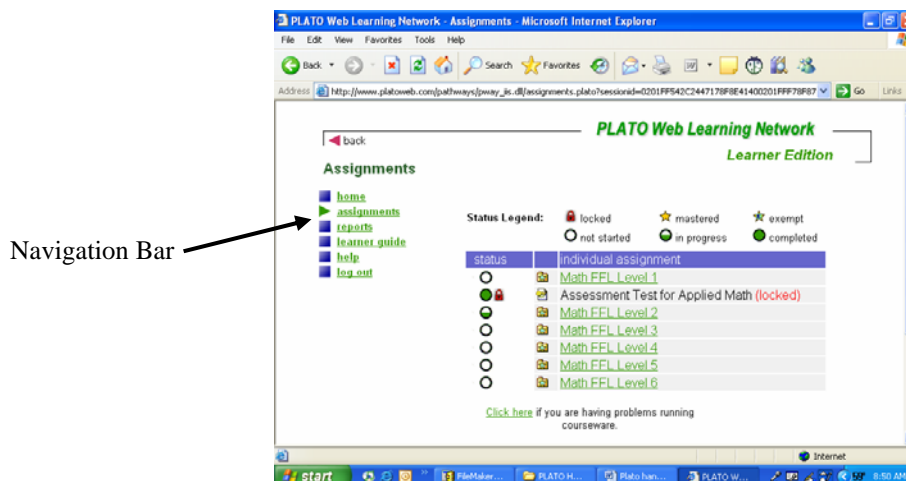
If you have not been assigned a password, the first time you log on you will leave the password field blank. You will be then taken to another screen that will prompt you to set up a password. You will set up your own password. This field is *case sensitive* and should be at least four characters in length. Be sure to write your password down and keep it in an easily accessible place. We do not have access to your password. You will need to enter your password each time you log on.

4. Click **Send**.

***Note: If you do not have your PLATO Name, Group Name, and/or Password, you will need to contact your ABE instructor. The contact information for your instructor should be recorded on page 18 of this Handbook.**

Navigation Bar

Once you have opened the PLATO Web Learning Network, your Assignments page appears. From your Assignments page, you can go to any menu on the navigation bar located on the left side of the screen.



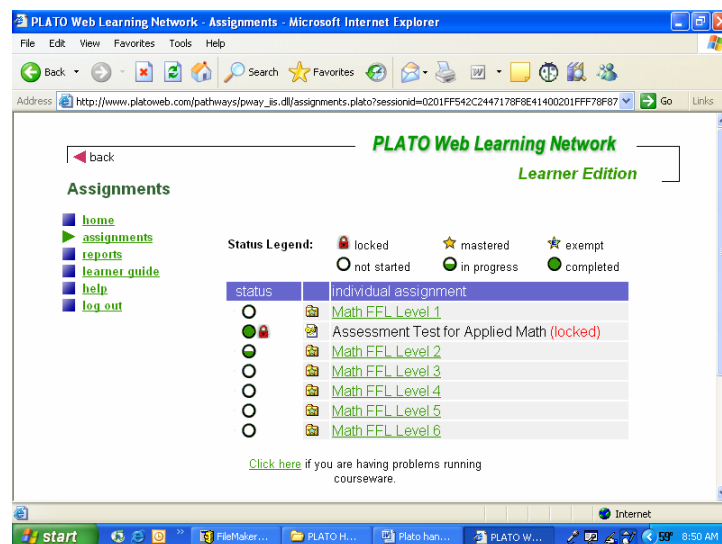
Navigation Bar Menu

- ❖ **Home** - displays a general welcome message to the PLATO Web Learning Network.
- ❖ **Assignments** - lists your courseware assignments.
- ❖ **Reports** - creates a report that shows your performance on the courseware you have been using.
- ❖ **Learner Guide** – contains the Learner Guide. Click the “get Acrobat Reader” button on the Learner Guide page if you want to download a detailed Learner Guide.
- ❖ **Help** - accesses online Help. The online Help allows you to choose whether you want help on this page or all of PLATO Web Learning Network.
- ❖ **Log out** – *allows you to log out properly from the PLATO Web Learning Network. **Note: It is important that you choose this menu link when leaving the PLATO Web Learning Network.***

Assignments Menu







On the **Assignments** menu you will see a list of PLATO courseware. This list represents the courseware assigned to you by your teacher.

When you select the **Assignments** link, your assignment menu will display. This menu shows your group assignment, class assignment, and individual assignments, if applicable. (Refer to the “[Getting Started](#)” section of this handbook for more information on how to begin on your lessons.)



Assignments usually have multiple levels of tasks in them. When you click on an item, it opens and displays the levels inside it.

To the left of each assignment is its status. The status indicators are defined below:

Term	Definition
Locked 	Locked means that you cannot select this item until a later time when the system unlocks it for you. Work on other assignments until this one is unlocked by the system.
Mastered 	This means you have mastered that item and all of the assignments inside of it. Go on to another assignment.
Exempt 	When you are exempt, it means that you have tested out of an assignment and all of the assignments inside of it. You can review this assignment if you wish, or go on to another assignment.
Not started 	This means that you have not started this assignment.
In progress 	This means that you have started the assignment, but you have not completed and mastered it yet.
Complete 	Complete means that you have completed the assignment and all of the levels inside of it. Even though you completed the assignment, you may not have mastered it. Continue working in the assignment until all assignments inside of it are mastered.

Note: Some activities require the use of supplemental materials. Please contact your instructor for these materials.

When you open a learning activity, the system starts a new browser window and you will see the learning activity. Follow the directions in the activity to complete it. **Some activities will require the use of Function Keys.** Please read your instructions carefully to know which ones require use of these keys. **See the attached sheet at the end of this handbook for a list of the keyboard functions.**

Reminder: Keyboard functions differ depending on whether you are using a PC or a MAC. Specifically, MAC learners will need to use the number keys instead of the number pad. Also, MAC learners should use the apple key instead of the Alt key, as necessary, when using the courseware.

When the activity is complete, the new browser window closes and you see a page that displays the message: *Running a lesson.* [Click here](#) when complete.

Click on the “[Click here](#)” link to return to the previous assignments page you saw before you started the learning activity.

Note: *If you choose to exit a lesson before it is completed, it is important to exit by clicking on the EXIT button on the lower left-hand side of your screen. Do NOT click on the X in the upper right-hand corner, since this may cause your report information to not update correctly.*

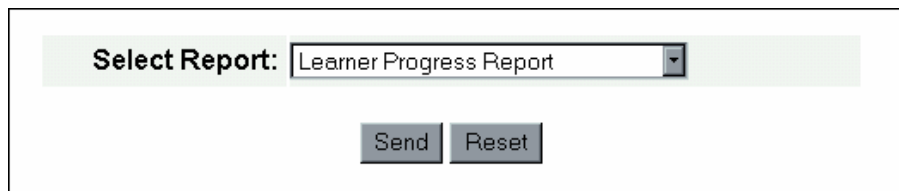
Report Templates

The PLATO Web Learning Network provides the following reports in the Learner Edition.

Report Title	Report Contents
Learner Progress Report	A summary of your progress by assignment. <ul style="list-style-type: none">• The report displays Score, Tries, Time on Task, Completion Date, Mastery Date, Start Date and Last Date for each assignment.
Graphic Progress Summary Report	A graphical summary of your progress by assignment. <ul style="list-style-type: none">• Data reported includes Number of Modules Mastered, Percent of Modules Mastered, Total Time on Task and Average Module Mastery Time.• A bar graph charts Percent of Modules Mastered for all assignments selected.

Viewing Reports

You can review your progress by running a report. To do so, click the reports link in the navigation menu on the left of the page. This will display the Reports page.



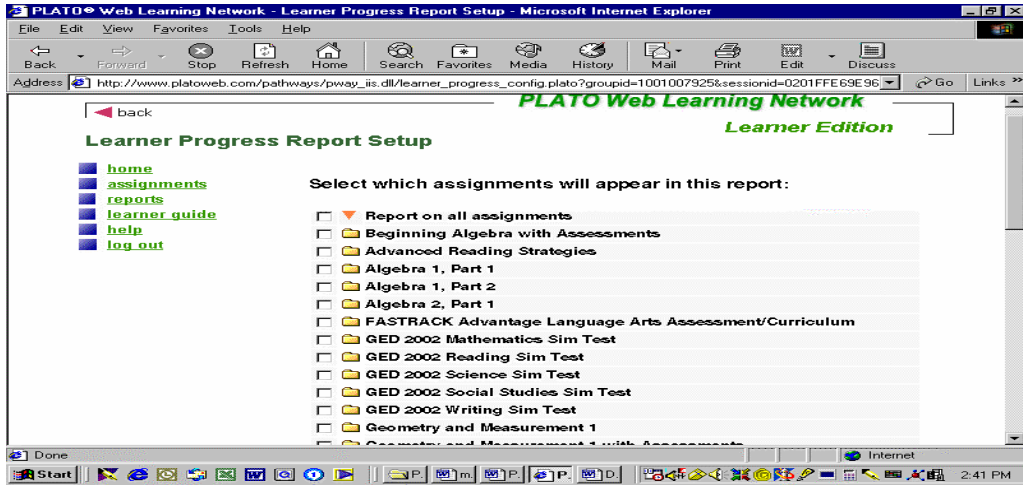
The screenshot shows a web interface for selecting a report. It features a label "Select Report:" followed by a dropdown menu currently displaying "Learner Progress Report". Below the dropdown are two buttons: "Send" and "Reset".

Reports page

To view a report, follow these steps.

1. Choose a report from the **Select Report** drop-down list.
2. Click **Send**.

- On the next screen (below), select which assignments you want to appear in this report by clicking in the check box next to the assignment.



- Click **Send**.

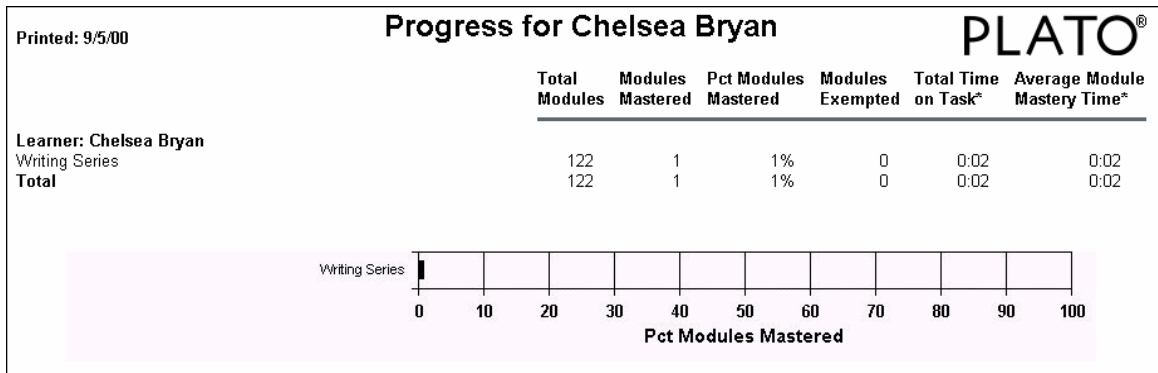
Sample Reports

Samples of the following reports are shown here.

- ❖ Learner Progress Report
- ❖ Graphic Progress Summary Report

Printed: 9/7/00		Learner Progress Report				PLATO®		
		Score	Tries	Time on Task*	Mastered	Completed	First Use Date	Last Use Date
Learner: Chelsea Bryan								
Writing Series				0:02			9/4/00	9/4/00
Grammar Series				0:02			9/4/00	9/4/00
Parts of Speech, Part 1				0:02			9/4/00	9/4/00
What Is a Verb?				0:02			9/4/00	9/4/00
What Is a Verb?: Tutorial		0	0	0:00				
What Is a Verb?: Drill 1		0	0	0:00				
What Is a Verb?: Drill 2		0	0	0:00				
What Is a Verb?: Mastery Test		0	0	0:02		9/4/00	9/4/00	9/4/00

Learner Progress Report



Printing Reports

Once you have built and viewed your reports, you can print them by clicking the **Print** button on your browser taskbar.

Note: If you plan to **print** a report, make sure the paper orientation in your printer is set to **landscape**. If you need more information **on printer settings** and **paper orientation** for your Internet browser, please refer to your browser's online help, support system or user manual.

Logging Out

When you're finished with your PLATO assignments, it is **IMPORTANT** to log out of the PLATO Web Learning Network properly. Please follow these instructions:

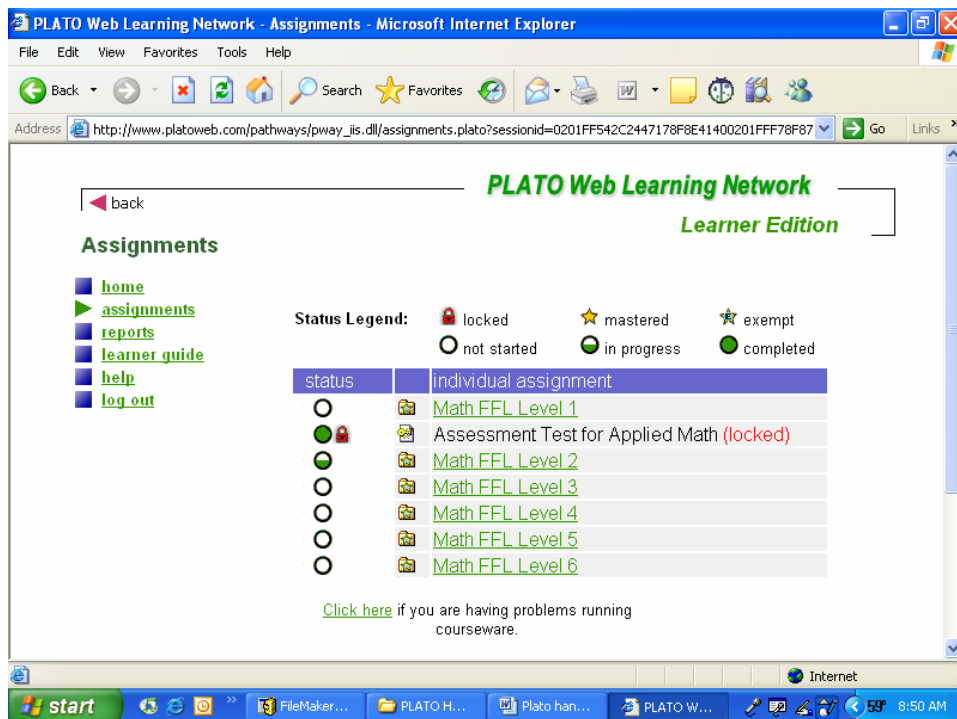
- Exit from the courseware module you're currently working on by clicking on the Exit button. Do NOT click on the X.
- Return to the Main Assignment Menu.
- Choose **logout** from the Navigation Bar (left margin).
- At the PLATO Welcome Menu, choose **File** and **Exit** (or click on the X in the top right-hand corner of your browser window).

GETTING STARTED ON YOUR LESSONS

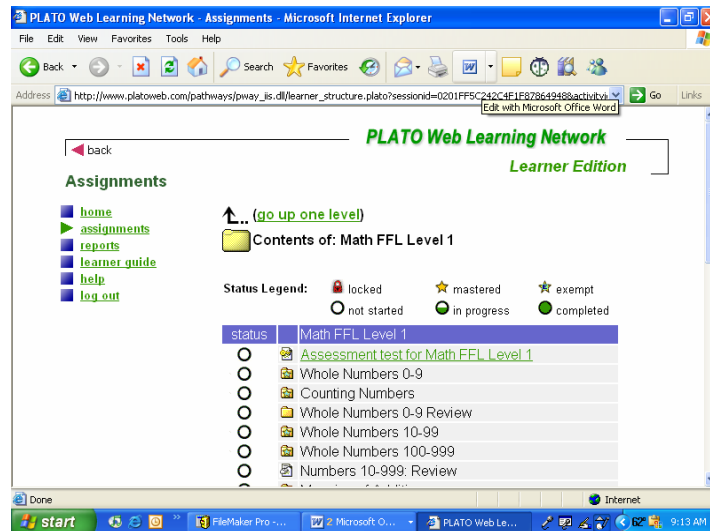
1. Log on to the *PLATO Web Learning Network*: www.platoweb.com
(See page 1 of this handbook for more detailed instructions on logging on and using the system.)
2. Log in as a learner:
 - ❖ Enter your PLATO Name: **This is the name assigned by your instructor.**
 - ❖ Enter your Group Name: **This is the group name assigned by your instructor.**
 - ❖ Enter your Password: _____
(If you do not have your *PLATO* name, group name, or password, contact your *ABE* instructor.)
 - ❖ Click **Send**.

Note: If you have problems opening any of the pages in this *PLATO* program, see the [Trouble-shooting section](#) at the end of this handbook.

3. You will be taken to the Assignments page, which will look similar to the following.



4. Click on the first link on your assignments page (unless otherwise instructed by your cyber-teacher). Another page will appear, similar to the following:



5. Click on the first [link](#) again and begin your first assignment.
Note: In some cases, you may begin your study program with an assessment test in that area. Even though it seems long, this assessment test is very important. Once you complete the assessment, the PLATO system will automatically assign you those lessons that you need to work. It will exempt you from lessons that you do not need to work.

Note: If your lesson does not open and the ball keeps rolling on your screen or you are taken back to a screen that says “[Click here if your lesson is complete](#)”, make sure that all of your pop-up blockers are disabled. Be aware that even though you may have turned off the pop-up blocker for your web browser, you may have other applications that have built-in pop-up blockers that will also have to be disabled.

Go to the following link on the Plato Support web site for more information on disabling pop-up blockers:

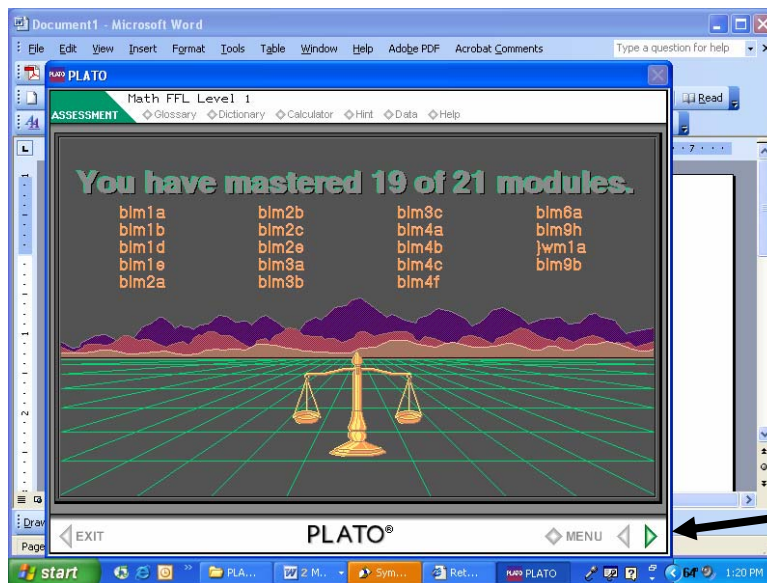
<http://www.support.plato.com/kb/tip.asp?psid=25636>

(or go to the <http://www.support.plato.com> web site; and

- click on the link for [Plato Web Learning Network](#); then
- click on the link [Courseware does not launch or run when pop-up blockers are enabled](#)

If you have any questions about this process or if you still have problems after trouble-shooting your pop-up blockers, e-mail Ellen Killion at ekillion@access.k12.wv.us.

6. Once you have completed your assessment test, you will see a screen come up similar to the one below. It will tell you how many modules you have mastered. Click on the green arrow (bottom right-hand corner) to proceed to the next screen.



Click here to go to next screen.

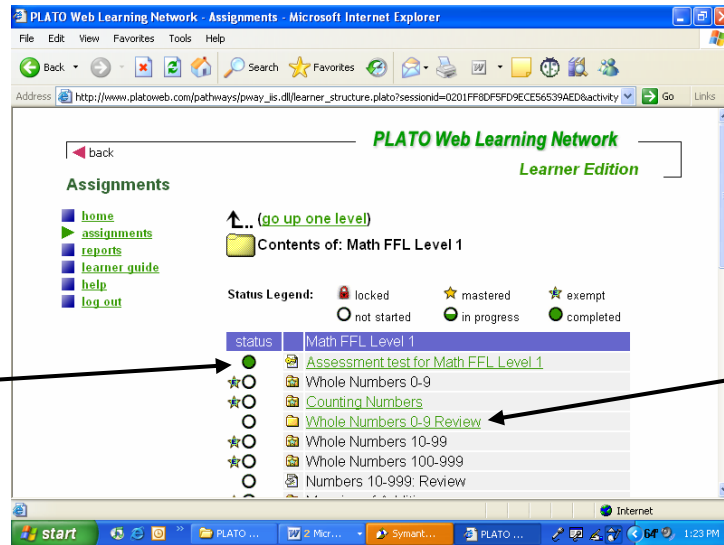
7. The following screen appears. Again, click on the green arrow in the lower right-hand corner to proceed to the next screen.



Click here

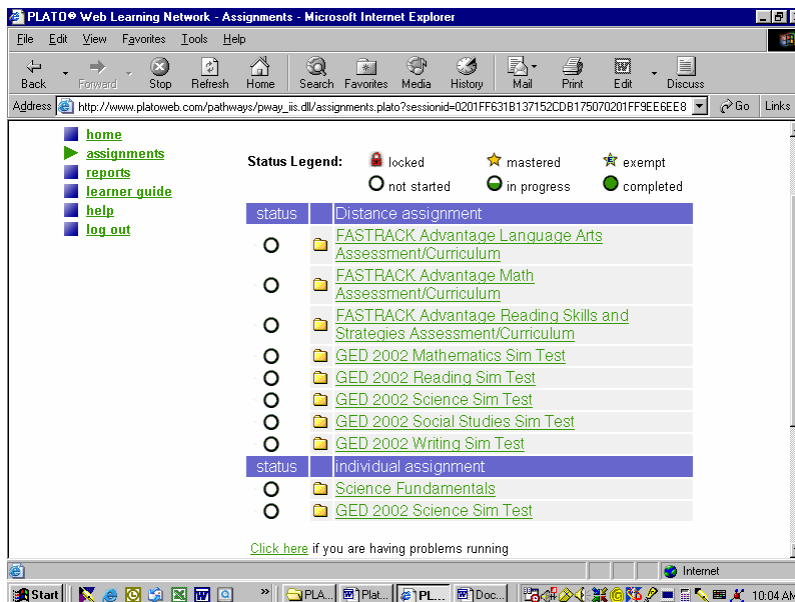
8. Click on the “Click here” link on the next page to go back to the assignments page.
9. The assignments screen will appear. You will then be able to open the lessons that you need to work on. The other lessons will show exempt status. (See page 14 for information on how lessons are set up.)

This shows you have completed this assessment.



Click on the [green](#) links to begin your lessons. Lessons that have the **star** beside them are lessons from which you are exempt. This means you have mastered this content.

FASTRACK Advantage



FASTRACK Advantage Curriculum

If you have been assigned the FASTRACK Advantage Curriculum, please be aware that this begins with an assessment test that determines your level in each area. The length of the assessment test will be determined by how well you are doing on it. The more questions you get right, the more questions you will be given. Once the test is completed, the system will then assign you lessons that you will need to complete in that subject area. Those lessons that have the open circle ○ beside them are the lessons that you need to complete. Lessons that have a star ★ beside them are lessons that you have mastered. You may complete these if you like, but they are not mandatory.

The **tutorials are the explanations for the material and are the actual lesson. These will provide you with review of that subject area if you need it and provides examples. You do not have to complete the tutorials before doing the mastery tests.

The **drills/activities/practices will provide you with actual practice questions for the subject area. (You must complete the tutorial in most cases before the link will open for the drill/activity/practice.)

The **mastery tests are designed to see how well you know the material. If you feel that you know the material, you may take this first. However, if you do not pass a mastery test, the test will become locked and you will have to go through the tutorials in order to unlock the test so that you can retake it.

Important Things to Remember

- ❖ ***Assignments with assessment tests require that you complete the assessment test first before being able to see the lessons that go along with that subject. Once you have completed the test, the lessons will open (become a green, underlined link, and you will be able to access them by clicking on the link.***

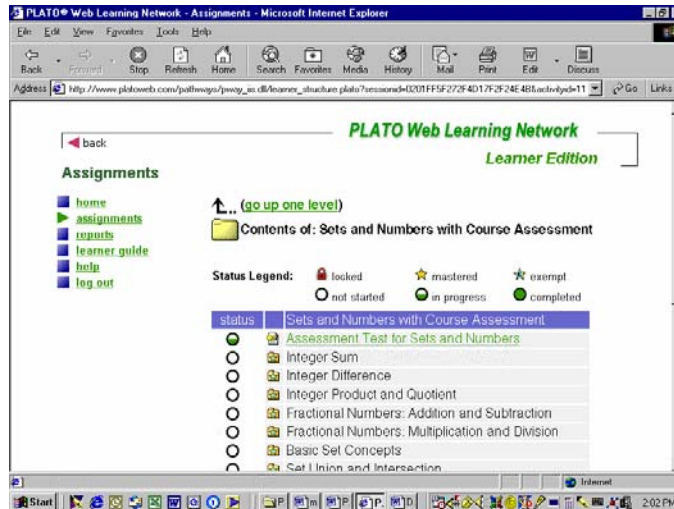
Example:

Beginning Algebra with assessments:

Clicking on this link will take you to the following page, which lists the assessments you need to take.



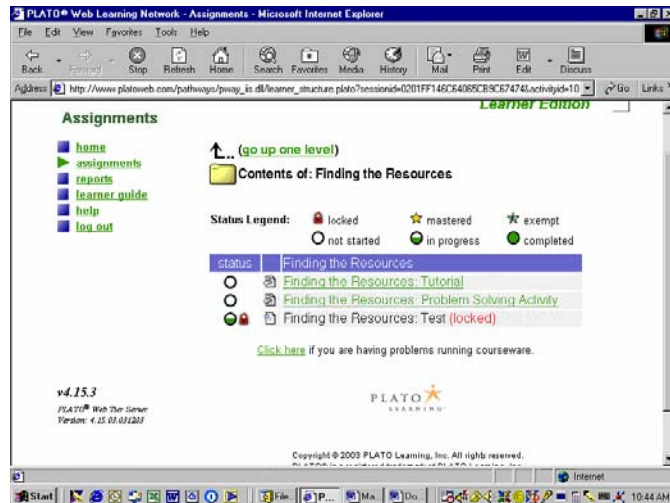
Clicking on the first link, [Sets and Numbers with Course Assessment](#), takes you to the following page:



On this page, you only have one [active link](#) (green, underlined text). You must complete the assessment test for this before any of the lessons will open up. Once you have completed the assessment test, all of the other lessons will open. Those that are marked with an open circle are the lessons that you need to concentrate on.

❖ ***The PLATO system is designed with various levels.***

Click on the “[go up one level](#)” link to get to the previous level. Click on [Assignments](#) in the navigation bar on the left-hand side of the screen to go to the beginning of your assignments.



❖ **Most of the curriculum is divided into units called modules which have the following:**

- **Tutorials** – These are the lessons and provide the explanations and examples. These are designed to “teach” you the material.
- **Applications, drills, practices and/or reviews** – These are designed to provide you with practice, applying what you have learned in the tutorials.
- **Mastery Test** - These are designed to see if you understand what you have learned and can master it.

Note: You may take the Mastery Test before completing your tutorials and activities/drills. However, if you do not master the test, the test will become locked and you will have to complete the tutorial and/or activities before being able to take the test again. Also, if you leave a mastery test without completing it, it will become locked until you have completed the tutorial and activities. Be sure to complete the test before exiting.

❖ **Always log out using the log out link (found on the navigation bar on the left-hand side of the screen).**

PROCEDURES FOR HANDLING PLATO TECHNICAL ISSUES

The top two reasons why PLATO lessons will not open are: 1) the plug-ins did not download correctly; and/or 2) there are pop-up blockers that are preventing the lessons from opening. A third reason may be that your computer's current security settings prohibit Active X Controls, which keeps the lessons from displaying properly. If you have problems opening your lessons, review the following trouble-shooting information.

❖ **Be sure the plug-ins are downloaded correctly.**

In order to correctly download the plug-ins needed to run the PLATO Web Learning Network program, you **must** be logged in with Administrator rights. If you do not have Administrator rights, it will appear that the plug-ins have downloaded. However, you will not be able to open the lessons.

For information on trouble-shooting the downloading of plug-ins, log on to the PLATO Support web site at <http://support.plato.com>. Click on the [Plato Web Learning Network](#) link. Then under Top Articles, click on the link [Errors when plug-ins are not installed or not installed properly; unable to run courseware when required ports are open](#). Follow the instructions provided in this article.

You may also want to read the article [How to Install Plug-ins on Windows Workstations](#), found under User Documentation (<http://support.plato.com> > [Plato Web Learning Network](#) > User Documentation - [How to Install Plug-ins on Windows Workstations](#)).

❖ **Make sure ALL of your pop-up blockers have been disabled.**

Even though you have disabled the pop-up blockers in your web browser (Tools > Pop-up Blocker > Turn Off Pop-up Blocker), you may still have other applications downloaded on your computer that have built-in pop-up blockers that will also have to be disabled in order for you to be able to run the courseware.)

For more information on trouble-shooting pop-up blockers, log on to the PLATO Support web site at <http://support.plato.com>. Click on the [Plato Web Learning Network](#) link. Then under Top Articles, click on the link

[Courseware does not launch or run when pop-up blockers are enabled.](#)
Follow the instructions provided in this article.

❖ **Be sure that your computer's security settings are set to allow Active X controls.**

For information on how to set your computer settings so that it allows Active X controls, log on to the PLATO Support web site at <http://support.plato.com>.

- On the right-hand side of the screen, click on the link [Troubleshooting Tips and Articles](#) (found in the box titled Knowledge Base).
- Click on the link [Top 20 Articles for PLATO Web Learning Network](#).
- Find article #18 and click on the link: [24217](#) - Current security settings prohibit ActiveX controls...page may not display correctly.
- Follow the instructions provided in this article.

For other PLATO trouble-shooting tips, log on to <http://support.plato.com>.

Three ways to find trouble-shooting tips:

- Click on the link for the Plato Web Learning Network;
- Search the knowledge base for a specific topic; or
- Click on the link on the right-hand side of the screen in the box labeled "Knowledge Base". This will enable you to access the top 20 articles for issues relating to the Plato Web Learning Network.

If you have questions or need assistance, call or e-mail your ABE instructor. (See the next page for your ABE instructor's contact information.)

Contact Information

Instructor Name: _____

Phone Number: _____

Days/times available: _____

E-mail address: _____

PLATO Login Information

PLATO Name: _____

Group Name: _____

Password: _____

