



# **PLATO<sup>®</sup> Web Learning Network Learner's Guide**

Real learning. Real results.<sup>™</sup>

**Corporate Headquarters**

PLATO Learning, Inc.  
10801 Nesbitt Avenue S.  
Bloomington, MN 55437  
800.869.2000  
952.832.1200 (FAX)

**PLATO® Support Services**

Website: <http://support.plato.com>  
Email: <http://support.plato.com/email>

**World Wide Web site**

<http://www.plato.com>



Copyright © 1998-2006 PLATO Learning, Inc. All rights reserved. PLATO® is a registered trademark of PLATO Learning, Inc. Straight Curve, Academic Systems, and PLATO Learning are trademarks of PLATO Learning, Inc. PLATO, Inc. is a PLATO Learning, Inc. company.  
July 2006



# Contents

<b>CONTENTS.....</b>	<b>I</b>
<b>GENERAL INFORMATION .....</b>	<b>1</b>
INTRODUCTION .....	1
PURPOSE .....	1
ASSUMPTIONS .....	1
ADDITIONAL RESOURCES .....	1
<b>OPENING PLATO WEB LEARNING NETWORK.....</b>	<b>3</b>
INTRODUCTION .....	3
HOW TO OPEN PLATO WEB LEARNING NETWORK .....	3
SELF-ENROLLING .....	6
HOME PAGE OPTIONS .....	8
<b>ASSIGNMENTS .....</b>	<b>10</b>
INTRODUCTION .....	10
CHARACTERISTICS .....	10
STATUS .....	10
OPENING ASSIGNMENTS .....	11
FINISHING ASSIGNMENTS .....	12
INSTRUCTOR INTERVENTION .....	12
<b>REPORTS.....</b>	<b>13</b>
INTRODUCTION .....	13
REPORT TYPES .....	13
CREATING REPORTS .....	14
REPORT EXAMPLES .....	16
PRINTING REPORTS.....	17
<b>INDEX.....</b>	<b>19</b>

## General Information

---

**Introduction** PLATO Web Learning Network provides browser-based PLATO instructional content, assessments, and instructional management 24 hours a day, 7 days a week.

---

**Purpose** This guide will help you become familiar with PLATO Web Learning Network.

---

**Assumptions** This guide assumes you are familiar with your browser, including navigating to a specific Internet address and Uniform Resource Locator (URL).

---

**Additional resources** Along with this document, you can use the PLATO Web Learning Network online Help by selecting the help link from the left navigation panel on each page.

For the most current version of the PLATO Web Learning Network Learner's Guide, be sure to check the Learner Guide link on the PLATO Web Learning Network navigation panel.

---

# Opening PLATO Web Learning Network

## Introduction

The first step is to open PLATO Web Network: [www.platoweb.com](http://www.platoweb.com)

## How to open PLATO Web Learning Network

To open PLATO Web Learning Network, follow the steps below.

Step	Action						
1	Open your Internet browser and navigate to <a href="http://www.platoweb.com">www.platoweb.com</a> .						
2	Refer to the table below to determine your next step. <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>this is your first time opening PLATO Web Learning Network,</td> <td>type your account number on the Account Information page and select the <b>Submit</b> button. Ask your instructor if you do not know what this number is.</td> </tr> <tr> <td>you have opened PLATO Web Learning Network on this computer before,</td> <td>the Login page displays your account name.  <b>Note</b> If you know the account name is not yours, select the <a href="#">click here</a> link to return to the Account Information page.</td> </tr> </tbody> </table> <div style="margin-top: 20px;"> <p>The screenshot shows the PLATO Web Learning Network login interface. At the top right, it says 'PLATO Web Learning Network' and 'Welcome'. Below that is a 'Login' section with a 'help' link. A 'Need Help?' section contains several links: 'Why can't I log in to PLATO Web Learning Network?', 'Where can I get the browser plug-ins I need to run courseware?', and 'Network Alert Status'. The main login area prompts the user to 'Enter your Login Information.' and shows the account name 'Your account is: ACME School District'. Below this are input fields for 'PLATO Name:', 'Group Name:', and 'Password:'. There are 'Send' and 'Reset' buttons at the bottom. A red vertical line is drawn on the page, pointing to the account name 'ACME School District'. A box on the left labeled 'Account Name' has a line pointing to this red line.</p> </div>	If...	Then...	this is your first time opening PLATO Web Learning Network,	type your account number on the Account Information page and select the <b>Submit</b> button. Ask your instructor if you do not know what this number is.	you have opened PLATO Web Learning Network on this computer before,	the Login page displays your account name.  <b>Note</b> If you know the account name is not yours, select the <a href="#">click here</a> link to return to the Account Information page.
If...	Then...						
this is your first time opening PLATO Web Learning Network,	type your account number on the Account Information page and select the <b>Submit</b> button. Ask your instructor if you do not know what this number is.						
you have opened PLATO Web Learning Network on this computer before,	the Login page displays your account name.  <b>Note</b> If you know the account name is not yours, select the <a href="#">click here</a> link to return to the Account Information page.						

*Continued on next page*

## Opening PLATO Web Learning Network, Continued

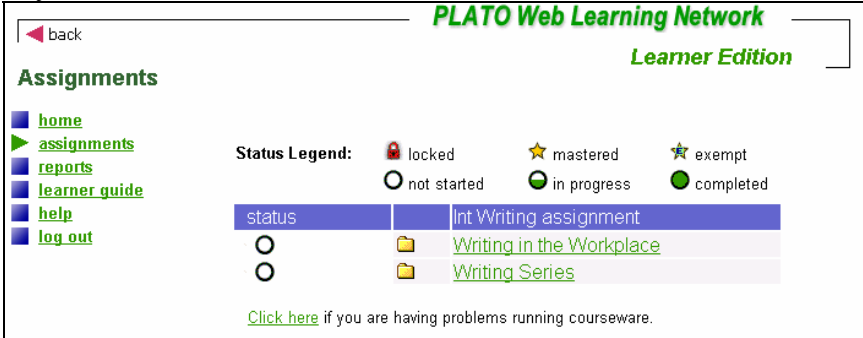
### How to open PLATO Web Learning Network (continued)

Step	Action						
3	<p>On the Login page, type your PLATO Name.</p> <p><b>Note</b> If you do not have a PLATO Name, talk to your instructor. Your instructor may want you to self-enroll into PLATO Web Learning Network. For more information about self-enrolling, see the <i>Self-enrolling</i> section in this chapter on page 6.</p>						
4	<p>Type your Group Name. Your Group Name is the name of the group in which your instructor created you as a learner in PLATO Web Learning Network.</p>						
5	<p>If you have a password, type it. This password is case-sensitive and should be at least eight characters long.</p> <p>If you do not have a password, leave this field blank.</p> <p><b>Tip</b> This password, if applicable, should be different from the password you used to self-enroll.</p>						
6	<p>Select the <b>Send</b> button.</p> <table border="1" data-bbox="565 1155 1388 1417"> <thead> <tr> <th data-bbox="565 1155 979 1192">If...</th> <th data-bbox="979 1155 1388 1192">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 1192 979 1270">you typed a password,</td> <td data-bbox="979 1192 1388 1270">the Assignments page displays.</td> </tr> <tr> <td data-bbox="565 1270 979 1417">you did NOT type a password, but have a valid PLATO Name and Group Name,</td> <td data-bbox="979 1270 1388 1417">the Create Password page displays and asks you to create a password. Go to step 7.</td> </tr> </tbody> </table>	If...	Then...	you typed a password,	the Assignments page displays.	you did NOT type a password, but have a valid PLATO Name and Group Name,	the Create Password page displays and asks you to create a password. Go to step 7.
If...	Then...						
you typed a password,	the Assignments page displays.						
you did NOT type a password, but have a valid PLATO Name and Group Name,	the Create Password page displays and asks you to create a password. Go to step 7.						

*Continued on next page*

## Opening PLATO Web Learning Network, Continued

### How to open PLATO Web Learning Network (continued)

Step	Action
7	<p>Type and confirm your password and select the <b>Submit</b> button.</p> <p><b>Result</b> The Assignments page displays. If this page does not display, talk to your instructor.</p> 

*Continued on next page*

## Opening PLATO Web Learning Network, Continued

**Self-enrolling** If you do not have a PLATO Name, but your instructor gave you a Group Name and self-enroll Password, you can self-enroll into PLATO Web Learning Network. To do so, follow the steps below.

Step	Action
1	Open the PLATO Web Learning Network Login page.
2	<p>Select the <b>self-enroll</b> link.</p> <p><b>Result</b> The Self Enroll page displays.</p> <div data-bbox="548 716 1183 1194" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Enter your Group name and self-enroll password.</b> (Remember, the <b>password</b> you enter below is <a href="#">case sensitive</a>.)</p> <p><b>Group Name:</b></p> <input data-bbox="688 890 1040 919" type="text"/>  <p><b>Password:</b></p> <input data-bbox="688 995 1040 1024" type="password"/>  <p style="text-align: center;"> <input data-bbox="781 1052 857 1087" type="button" value="Send"/> <input data-bbox="862 1052 948 1087" type="button" value="Reset"/> </p> <p style="text-align: center;"><a href="#">Click here to return to the login page</a></p> </div>
3	Type your Group Name.
4	Type the self-enroll Password your instructor created for you.  <b>Note</b> This password is case-sensitive.

*Continued on next page*

## Opening PLATO Web Learning Network, Continued

### Self-enrolling (continued)

Step	Action
5	<p>Select the <b>Send</b> button.</p> <p><b>Result</b> The Create your PLATO Name form displays and asks you to create your PLATO Name and personal password.</p> <div data-bbox="548 638 1057 1310" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Enter your name. Create your PLATO Name. Create your Personal Password. (Remember, the information you enter below is <a href="#">case sensitive.</a>)</p> <p><b>Group Name:</b> TH</p> <p>* <b>First Name:</b> <input type="text"/></p> <p><b>Middle Name:</b> <input type="text"/></p> <p>* <b>Last Name:</b> <input type="text"/></p> <p>* <b>PLATO Name:</b> <input type="text"/></p> <p>* <b>Personal Password:</b> <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Send"/> <input type="button" value="Reset"/></p> </div>
6	Type your First Name.
7	Type your Last Name.
8	Type a PLATO Name. This is the name you will use each time you open PLATO Web Learning Network.
9	Type a password. Create a password that is easy for you to remember and difficult for other people to guess. The password is case-sensitive and must be at least eight characters long.
10	<p>Select the <b>Send</b> button.</p> <p><b>Result</b> The Self-enroll page displays.</p>

*Continued on next page*


## Opening PLATO Web Learning Network, Continued

### Self-enrolling (continued)

Step	Action
11	Select the <b>OK</b> button.  <b>Result</b> The Login page displays.
12	Type your PLATO Name, Group Name and Password.
13	Select the <b>Send</b> button.  <b>Result</b> The Assignments page displays.

### Home page options

Once you open PLATO Web Learning Network, your Assignments page displays. From your Assignments page, you can go to the following areas in PLATO Web Learning Network.

Select...	To...
Home	Displays a general welcome message to PLATO Web Learning Network.
Assignments	See your assignments.
Reports	Create a report that shows your performance on the courseware you have used.
Learner Guide	<p>Open the PLATO Web Learning Network Learner Guide in portable document format (pdf).</p> <p><b>Note</b> You need Acrobat® Reader® to view the Learner Guide. Select the  button on the Learner Guide page to download it or talk to your instructor.</p> <p><b>Tip</b> Select the <b>Back</b> button on your browser to return to PLATO Web Learning Network.</p>

*Continued on next page*

## Opening PLATO Web Learning Network, Continued

---

### Home page options (continued)

Select...	To...
Help	<p>Accesses online Help. The online Help allows you to choose whether you want help on <b>This page</b> or <b>All of PLATO Web Learning Network</b>.</p> <p>If you select <b>This page</b> you will only receive help for the specific page from where you selected the help link.</p> <p>If you select the <b>All of PLATO Web Learning Network</b> link, you will be able to search the entire Help system (using the Contents, Index and Search features).</p> <p><b>Note</b> You cannot search the entire Help system from any of the login pages.</p>
Log out	<p>Leave PLATO Web Learning Network. It is important that you log out when you are finished using PLATO Web Learning Network.</p>

---

# Assignments

**Introduction** Select the Assignments link to display your assignments.

**Characteristics** Assignments usually contain multiple levels of activities. When you select an assignment, the assignment opens and displays other activities.

**Status** To the left of each assignment displays the assignment status. The table below identifies the different statuses you may see next to your assignments.

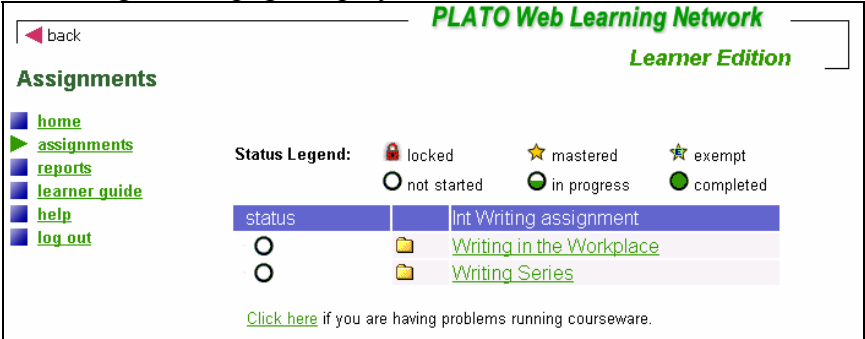
Status	Description
Locked (🔒)	You are unable to select this item for a variety of reasons; if you have completed the item or exited incorrectly, the item will become locked. Your instructor can unlock an activity for you so you can access it.
Mastered (★)	You have successfully finished this assignment and all of the activities within the assignment.
Exempt (🌟)	You do not have to open (or finish) this assignment because of your performance on other assignments. You can open this activity if you want to see it, however.
Not Started (○)	You have not started (opened) this item.
In Progress (◐)	You have started (opened) this item, but did not complete it.
Complete (●)	You have finished the assignment and all of the activities within it. It is possible to finish an assignment but not master it. You may continue to work on the assignment until all of the assignments within it are mastered.

*Continued on next page*

## Assignments, Continued

### Opening assignments

To open your assignments, follow the steps below.

Step	Action
1	Open PLATO Web Learning Network.
2	<p>Select the <b>assignments</b> link from the Navigation Panel.</p> <p><b>Result</b> The Assignments page displays.</p>  <p><b>Note</b> Depending on the courseware, you may have many levels of assignments before getting to an activity.</p> <p><b>Tip</b> Use the go up one level link to move back and forth through the activities.</p>
3	<p>Select the green assignment link.</p> <p><b>Result</b> A new browser window opens and the learning activity displays.</p> <p><b>Note</b> If you select Cancel when asked "Do you want to run the following Authorware file?" then the Authorware Player will not run the courseware.</p>
4	<p>Follow the onscreen instructions to complete the activity.</p> <p><b>Reminder</b> Keyboard functions differ between PC and Macintosh computers. If you are using a Macintosh computer, use the number keys instead of the number pad. Also, use the Apple key instead of the Alt key, as necessary, within the courseware.</p>

*Continued on next page*

## Assignments, Continued

---

### **Finishing assignments**

When you finish an activity, the courseware browser window closes and a new page displays asking you to **click here** when complete. Select the **click here** link to display the assignments page for the activity you just finished. Then select the **Save Test Results** button.

---

### **Instructor intervention**

Your instructor can force you off PLATO Web Learning Network at any time. For example, your instructor may force you out of a learning activity if he or she sees that you have been in the activity for a really long time. When this happens, you will see an error the next time you attempt to open the activity.

---

## Reports

---

**Introduction** As a learner, you can view your performance in each assignment.

---

**Report types** The table below describes the different types of reports you can see from PLATO Web Learning Network.

<b>Report</b>	<b>Description</b>
Learner Progress	Displays your performance for each assignment, including the following information: <ul style="list-style-type: none"> <li>• Score</li> <li>• Tries</li> <li>• Time on Task</li> <li>• Completion Date</li> <li>• Mastery Date</li> <li>• Start Date</li> <li>• Last Date</li> </ul>
Graphic Progress Summary	Displays a graph to show your performance for each assignment, including the following information: <ul style="list-style-type: none"> <li>• Number of Modules Mastered</li> <li>• Percent of Modules Mastered</li> <li>• Total Time on Task</li> <li>• Average Module Mastery Time</li> </ul>

---

*Continued on next page*

## Reports, Continued

### Creating reports

You can view your performance by creating a report. To do so, follow the steps below.

Step	Action
1	Open PLATO Web Learning Network.
2	<p>Select the <b>reports</b> link from the Navigation Panel.</p> <p><b>Result</b> The Report Selection page displays.</p> <div data-bbox="548 680 1409 961" style="border: 1px solid black; padding: 10px;"> <p>Select Report: <input type="text" value="Learner Progress Report"/></p> <p style="text-align: center;"><input type="button" value="Send"/> <input type="button" value="Reset"/></p> <p style="color: red; font-size: small;">Note: If you plan to <b>print</b> a report, make sure you set the paper orientation in your printer settings to <b>landscape</b>.</p> </div>
3	Select the <input type="button" value="v"/> button next to the Select Report field to select a report.
4	<p>Select the <b>Send</b> button.</p> <p><b>Result</b> The Report Setup page for the type of report you selected displays.</p> <div data-bbox="548 1234 1409 1654" style="border: 1px solid black; padding: 10px;"> <p>Select which assignments will appear in this report:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="button" value="v"/> Report on all assignments</li> <li><input type="checkbox"/> <input type="button" value="v"/> Advanced Algebra</li> <li><input type="checkbox"/> <input type="button" value="v"/> Applied Math</li> <li><input type="checkbox"/> <input type="button" value="v"/> Applied Math with Assessments</li> <li><input type="checkbox"/> <input type="button" value="v"/> Beginning Algebra</li> <li><input type="checkbox"/> <input type="button" value="v"/> Beginning Algebra with Assessments</li> </ul> <p style="text-align: center;"><input type="button" value="Send"/> <input type="button" value="Reset"/></p> </div>
5	Select the checkbox next to each assignment for which you want to see your performance.

*Continued on next page*

## Reports, Continued

### Creating reports (continued)

Step	Action						
6	Refer to the table below to determine your next step. <table border="1" data-bbox="565 527 1388 716" style="margin-left: 20px;"> <thead> <tr> <th data-bbox="565 527 976 569">If...</th> <th data-bbox="976 527 1388 569">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 569 976 642">you selected the printer-friendly format option,</td> <td data-bbox="976 569 1388 642">select a page size and page layout. Go to step 7.</td> </tr> <tr> <td data-bbox="565 642 976 716">you did not select the printer-friendly format,</td> <td data-bbox="976 642 1388 716">go to step 7.</td> </tr> </tbody> </table>	If...	Then...	you selected the printer-friendly format option,	select a page size and page layout. Go to step 7.	you did not select the printer-friendly format,	go to step 7.
If...	Then...						
you selected the printer-friendly format option,	select a page size and page layout. Go to step 7.						
you did not select the printer-friendly format,	go to step 7.						
7	Select the Encryption checkbox if you want to require a password to view the report.						
8	Type a password. This should be a password different than your login password.						
9	Select the <b>Send</b> button.  <b>Result</b> The report displays.						

*Continued on next page*

# Reports, Continued

## Report examples

The following is an example of the Learner Progress Report.

◀ back  
Printed: 3/27/2002

### Learner Progress Report

Group: Reading One

	Score	Tries	Time on Task*	Mastered	Completed	First Use Date	Last Use Date
<b>Learner: Jasper, Sarah (sjasper)</b>							
<b>FASTRACK Advantage Reading Skills and Strategies Assessment/Curriculum</b>							
FASTRACK Advantage Reading Comprehension Assessment Test	0	0	0:00			2/27/2002	3/26/2002
FASTRACK Advantage Reading Skills and Strategies Assessment Test	0	0	0:00			2/27/2002	3/12/2002
Reading Skills and Strategies Curriculum			5:22			2/27/2002	3/12/2002
Reading Skills and Strategies Level B			2:00			2/27/2002	3/12/2002
Pronouns (ERS)			0:02	1/12/2001	1/12/2001	1/12/2001	1/12/2001
Pronouns (ERS): Tutorial	0	0	0:00				
Pronouns (ERS): Test	100	1	0:02		1/12/2001	1/12/2001	1/12/2001
Possessive Pronouns (ERS)			0:01	1/12/2001	1/12/2001	1/12/2001	1/12/2001
Possessive Pronouns (ERS): Tutorial	0	0	0:00				
Possessive Pronouns (ERS): Test	80	1	0:01		1/12/2001	1/12/2001	1/12/2001
Contractions with Is and Am (ERS)			0:12	2/27/2002	2/27/2002	1/12/2001	2/27/2002
Contractions with Is and Am (ERS): Tutorial	2	2	0:08		2/27/2002	1/17/2001	2/27/2002
Contractions with Is and Am (ERS): Test	2	2	0:04	2/27/2002	2/27/2002	1/12/2001	2/27/2002

The following is an example of the Graphic Progress Summary Report.

◀ back  
Printed: 3/27/2002

### Progress for Learner5

Group: Reading One

	Total Modules	Modules Mastered	Pct Modules Mastered	Modules Exempted	Total Time on Task*	Average Module Mastery Time*
<b>Learner: Jasper, Sarah (sjasper)</b>						
<b>FASTRACK Advantage Reading Skills and Strategies Assessment/Curriculum</b>						
	106	17	16%	0	5:22	0:19
<b>Total</b>	106	17	16%	0	5:22	0:19

FASTRACK Advantage Reading Skills and Strategies Assessment/Curriculum

Pct Modules Mastered

*Continued on next page*

## Reports, Continued

### Printing reports

You can print each report you create. To do so, follow the steps below.

**Tip** If you want to print a report, make sure you set the paper layout 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 or talk to your instructor.

Step	Action						
1	Create the report.						
2	Refer to the table below to determine your next step. <table border="1" data-bbox="565 785 1386 974"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>you selected the printer-friendly format option,</td> <td>use Acrobat Reader's toolbar to print the report.</td> </tr> <tr> <td>you did <i>not</i> select the printer-friendly format option,</td> <td>select your browser's Print button from the toolbar.</td> </tr> </tbody> </table>	If...	Then...	you selected the printer-friendly format option,	use Acrobat Reader's toolbar to print the report.	you did <i>not</i> select the printer-friendly format option,	select your browser's Print button from the toolbar.
If...	Then...						
you selected the printer-friendly format option,	use Acrobat Reader's toolbar to print the report.						
you did <i>not</i> select the printer-friendly format option,	select your browser's Print button from the toolbar.						

## Index

### **A**

- activities
  - troubleshooting, 12
- assignments
  - finishing, 12
  - opening, 11
  - status, 10
- Assignments page, 11

### **C**

- complete, 10
- creating
  - learners, 7

### **E**

- exempt, 10

### **F**

- finishing
  - assignments, 12
- force log off, 12

### **G**

- Graphic Progress Summary report
  - description, 13
  - example, 16
- group name, 4

### **H**

- help, 8

### **I**

- in progress, 10

### **K**

- keyboard functions, 11

### **L**

- Learner Progress report
  - description, 13
  - example, 16

### learners

- creating, 7
  - opening assignments, 11
  - self enrolling, 6
- locked, 10
- log out, 8
- Login page, 3

### **M**

- Macintosh
  - keyboards, 11
- mastered, 10

### **N**

- navigation panel
  - help, 8
  - log out, 8
- not started, 10

### **P**

- pages
  - Assignments, 11
  - Login, 3
  - Reports, 14
  - Self Enroll, 6
- passwords
  - self enroll, 6
- printing
  - reports, 17

### **R**

- reports
  - Graphic Progress Summary example, 16
  - Learner Progress example, 16
  - printing, 17
  - templates, 13
  - viewing, 14
- Reports page, 14
- reviewing
  - progress, 14

**S**

Self Enroll page, 6  
self enrolling, 6  
status  
of assignments, 10

**T**

troubleshooting

reaccessing an activity, 12

**V**

viewing  
reports, 14

**W**

[www.platoweb.com](http://www.platoweb.com), 3



Copyright ©1998- 2006 PLATO Learning, Inc. All rights reserved. PLATO® is a registered trademark of PLATO Learning, Inc. Straight Curve, Academic Systems, and PLATO Learning are trademarks of PLATO Learning, Inc. PLATO, Inc. is a PLATO Learning, Inc. company.

P/N97700103C - PLATO Web Learning Network Learner's Guide