

Plato Learning

Logging In

- Go to www.paulding.k12.ga.us

- Click **OUR SCHOOLS** at the top left of the page, scroll to the bottom of the list and click **New Hope Education Center**.



- Click **Course Login** at the top right of the page.

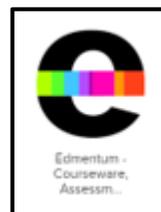


- Click the purple **Plato** button.



- Click **Login with PCSD Account**.
 - Username: studentid@paulding.k12.ga.us
 - Password: password used at school

- Click the **Edmentum-Courseware Assessments** button.



The Learner Dashboard

The screenshot shows the Learner Dashboard for Jane Fonda on Wednesday, April 24, 2019. The navigation bar includes icons for Home (2), All My Work (3), Messages (3), Notes (4), Collaboration (5), and Sign Out (6). The 'Active Assignments' section displays a new assignment: 'AMDM 18 - 19 Block 11.27.18' (ALFAS AMDM Spring Semester 18-19) with a completion bar at 0/91 (0%) and a status of 'Off Pace' due 07/01/19. The 'Alerts' section shows 'You currently have no alerts.'

1. The **Active Assignments** section lists the activities you need to complete, those that have been mastered, when the assignment is due, or if the assignment is overdue.
2. **All My Work** lists all of your classes with an overview of your progress in each class.
3. **Messages** allows you to view any messages sent by your instructor; it also allows you to send messages to the instructor, but the recommendation is to use your instructor's school email address instead.
4. Each class has its own notebook on the **Notes** tab, allowing you to take and store any helpful notes.
5. **Collaboration** is a space your teacher may use to allow you to collaborate/work with others.
6. Click **Sign Out** to log out of the program.

Understanding Progress

On the Home Page

- If a course has a due date, there will be a color-coded bar telling you how much work you've done in the course.
- The color coding is only for regular courses with due dates, not flex assignments or assessments.
- NOTE: the color codes show **how much** of the course is finished; they do not tell you **how well** you are doing in the course.
 - Dark green = ahead of page
 - Light green = on pace
 - Orange = slightly off pace; work a little faster and you should finish the course on time
 - Pink = off pace; you are not on track to finish the course on time

Within the Course

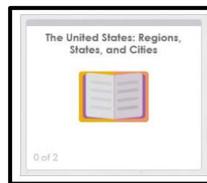
- You grade is shown in the menu at the top of the screen.



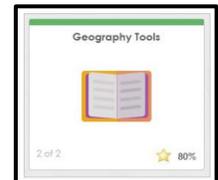
A horizontal bar with five sections: **PACING STATUS** (Off Pace with a red running person icon), **ACTIVITIES COMPLETE** (7/36 (19%) with a red progress bar), **CURRENT GRADE** (94.29% (A)), **COURSE GRADE** (18.86% (F)), and **DUE DATE** (5/22/2020).

- Current Grade** indicates the grade that you have based on the lessons that you have completed.
 - Course Grade** indicates your grade with zeros for lessons that are not completed. So, if you stopped working in the course without completing the course, your grade would be the Course Grade.
- The course activity tiles change color to show progress

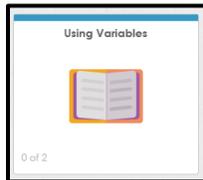
- Gray = not started



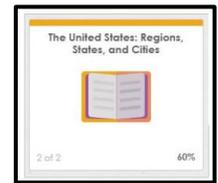
- Green with a yellow star = completed and mastered you completed the tutorial and earned a passing grade on the mastery test



- Blue = in progress



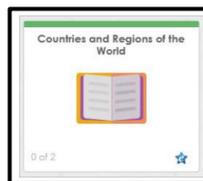
- Yellow = completed but not mastered; ask the instructor what to do with these modules



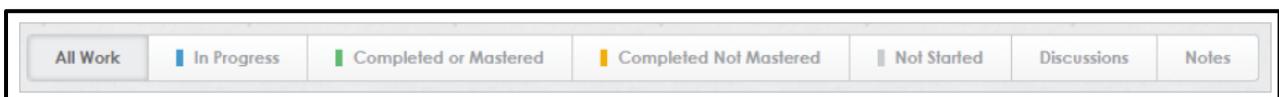
- Green = completed



- Green with a blue star = Exempt



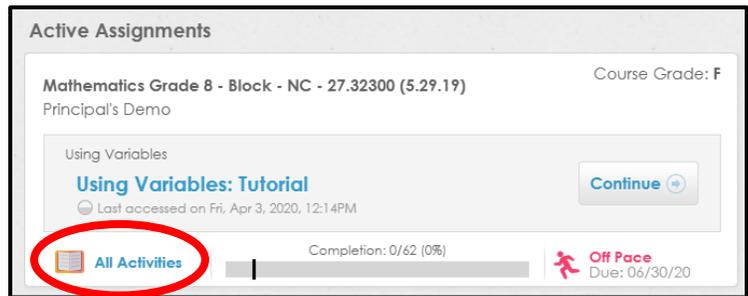
- Click the filter bar to sort the courses by activity level.



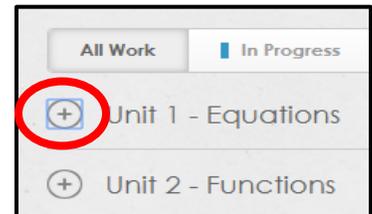
A horizontal filter bar with seven buttons: "All Work", "In Progress" (with a blue bar), "Completed or Mastered" (with a green bar), "Completed Not Mastered" (with a yellow bar), "Not Started" (with a gray bar), "Discussions", and "Notes".

Navigating Within a Course

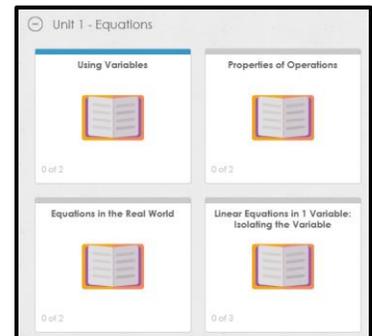
- On the **Home** tab, click **All Activities** on any course card.



- Click the + sign next to a unit name to view the modules in that unit.



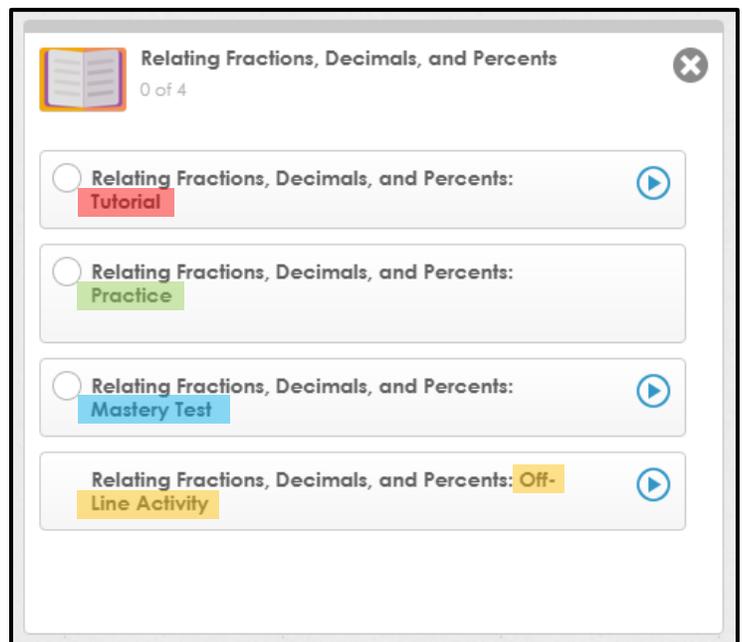
- The unit lessons will populate on the screen in rows; start with Unit 1, row 1, first; then Unit 1, row 2, row 3, etc.



- Please complete the lessons in order.

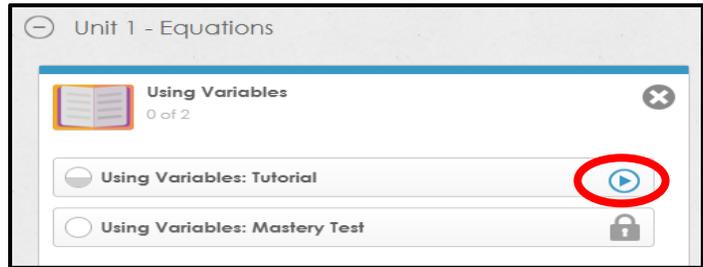
- Click a module to view the course work for that section.

- **A tutorial/lesson** is an interactive, teacher-led lesson which includes activities such as videos, animations, and interactive timelines; they also have practice interactions such as drag and drops, multiple choice questions, and fill in the blank questions.
- **The practice** will become available after you've completed the tutorial.
- **A mastery test** is a 5-10 question test on this specific module concept that is taken after completing the tutorial. You must achieve mastery level in order to complete the module. If you do not master the test on the first attempt, ask your teacher to unlock the test for another attempt; you will need to complete the tutorial again in order to retake the mastery test.



- **An Off-Line activity** is usually an optional part of a module, but the instructor may decide to require you to complete it.

- Click the arrow next to an activity to begin.



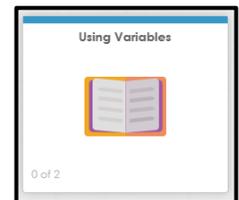
- Pretests

- Pretests should be done first.
- Once completed, the pretest is graded, and some lessons may be marked exempt based on your performance.
- Please note that lessons marked as exempt will still appear on the Posttest.
- Pretests **cannot be saved and returned to at a later time** so allow enough time to complete it in one sitting.



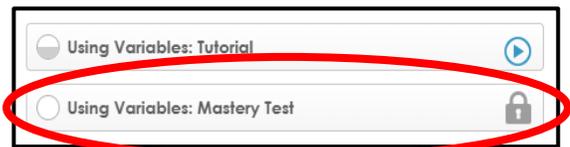
- Lesson/tutorial

- Each lesson will have 2 to 3 parts that may consist of the tutorial, application, and mastery. Some lessons do not have an application or practice part, but all lessons will have the tutorial and mastery test. The mastery test is a formative grade and the Post test is a summative grade.
- The tutorial consists of notes, videos, and practice problems. If you click on the icon that looks like a folder, additional resources are given such as guided notes and the glossary. Guided notes are helpful for taking notes.
- Some lessons contain a separate Application/Practice section for practicing what you have learned in the tutorial; you get immediate feedback when working the problems.



- Mastery tests

- Mastery tests are quizzes over the tutorial.
- You have 3 attempts for each mastery test. If you do not score 70 or higher after the third attempt, then you move on to the next lesson.
- After taking a mastery test, it automatically locks. To unlock a mastery test for another attempt, you must click on the tutorial. Once you click on the tutorial, this will unlock the mastery test.
- Mastery tests **cannot** be saved and returned to later. Once a mastery test is opened, you must complete it at that time. If not completed, all unanswered questions are scored as incorrect.



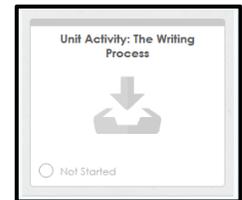
- Post Test

- All post tests are locked. To unlock a post test, message your teacher by clicking on the envelope icon at the top of your screen. In the message, let the teacher know that you are ready to take a test. Please name the specific unit and course. The teacher will then unlock your test.
- When you take a Posttest, be sure to click SAVE and SUBMIT when you have completed the test. If you click SAVE and RETURN, your test will lock, not be scored and zero will be placed for that grade.
- **All tests must be taken in one sitting.** You cannot save and then return to your test later to complete it.



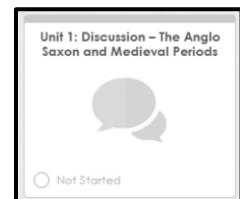
- Drop box activity

- A drop box activity allows you to upload files that you've completed for an assignment and are instructor graded.
- To use the drop box
 - Click **Download to my computer** to download the activity to your computer
 - After you've completed the activity, click **Upload New File**
 - Click **Choose File**, locate the file, and click **Open**.
 - Verify it's the correct file, then click **Upload File**.
 - Check the box in front of the file name and then click **Submit Selected File(s)**.
 - Select Submit for Review or Submit for Scoring.
 - Click **Submit File(s)**.
 - Use the Audio Recorder to record any audio needed for the assignment.



- Discussions

- Discussions are graded activities.
- To complete a discussion
 - Click **Discussions** on the toolbar at the top of the activities page within the course.
 - To respond to a discussion, click **New Response to Topic**, enter your response, and then click **Submit Response**.
 - When you've submitted all responses and are ready for the instructor to grade them, click **Submit for Scoring**.



Academic Integrity

- The Plato courseware system has built in safeguards to ensure academic integrity when testing.
- Certain user actions while taking mastery tests, Posttests, and Pretests will cause the test on the screen to disappear and/or lock.
- If this happens, you will receive a zero for that assessment.

Reports

- Click All My Work to track progress with two reports
 - Progress Report
 - Click **Create Progress Report** to see detailed information about a selected assignment.
 - Title – Displays the assignment name followed by the unit, modules, and activities within the modules.
 - Completion – Indicates the progress made on the assignment
 - Exemption – Indicates if you are exempt from taking that assignment
 - Mastery – Shows whether you have mastered a module’s objectives
 - Completion Date – The date that mastery of a module is completed
 - # of Tries – Displays the number of attempts made to achieve mastery
 - First Use Date – The date when you first launched the activity
 - Last Use Date – The last date when you launched the activity
 - Time on Task – Displays the time in hours and minutes that you have spent on an activity
 - Score – Displays a percentage score if applicable
 - Portfolio Report
 - Click **Create Portfolio Report** to see details on all work within a course or assessment.
 - Class – Shows the class name for each assignment
 - Instructor – Lists the name of the instructor for the specific class
 - Assignment – Displays the assignment name
 - Completions Status – Provides the status of the assignment
 - Start Date – The date assigned to you
 - Completion Date – Gives an expected completion date set by the instructor
 - Modules Mastered – Displays the number of modules you have mastered
 - Total – Displays the total number of modules in the assignment
 - % Modules Completed – Displays the percentage of modules mastered
 - Total Time on Task – Lists the total amount of time you have spent on the assignment