## Contents

1. Getting Started with Plato Courseware ................................................................. 4  
   a. Roles and Permissions ......................................................................................... 4  
   b. Logging In ........................................................................................................... 5  
   c. Create Users ....................................................................................................... 5  
   d. User Management .............................................................................................. 14  
   e. Password Management ....................................................................................... 19  
   f. License Manager ............................................................................................... 22  

2. Plato Courseware Home Page ............................................................................... 26  
   a. My Active Tasks .................................................................................................. 26  
   b. Unread Messages ................................................................................................. 26  
   c. Announcements ................................................................................................... 26  
   d. Plato Courseware Tabs ......................................................................................... 27  
   e. My Profile ........................................................................................................... 29  
   f. Header Toolbar ................................................................................................... 30  

3. Plato Courseware Content Structure .................................................................... 31  
   a. Course Overview ................................................................................................. 31  
   b. View Plato Courseware Content ......................................................................... 31  
   c. Custom Course Builder ....................................................................................... 33  

4. Classes Overview ................................................................................................... 36  
   a. How to Create a Class ......................................................................................... 36  
   b. Class Management .............................................................................................. 38  

5. Plato Courseware Online Assignments and Activities ......................................... 43  
   a. Digital Dropbox Activities .................................................................................. 43  
   b. Graded Discussions ............................................................................................ 49  
   c. Tutorials ............................................................................................................... 52  
   d. Applications ......................................................................................................... 53  
   e. Assessments ........................................................................................................ 53  

6. Plato Courseware Online Communication Tools .................................................. 54  
   a. Class Discussions (Non-Graded) ...................................................................... 54  
   b. Unread Messages ............................................................................................... 57  
   c. Online Announcements ...................................................................................... 60
7. Plato Courseware Reporting Overview ................................................................. 62
   a. How to Run a Report .................................................................................. 62
   b. Curriculum Reports ................................................................................. 62
   c. System Reports ....................................................................................... 68
8. Administration ................................................................................................. 71
   a. User Management .................................................................................... 71
   b. Account Settings .................................................................................... 72
9. Plato Courseware Support .............................................................................. 75
   a. Plato Courseware Help ........................................................................... 75
   b. Plato Courseware Support Site ............................................................... 76
   c. Call Center Support Team ................................................................. 77
1. Getting Started with Plato Courseware

a. Roles and Permissions

**Plato Courseware Account Administrator**

The Plato Courseware Account Administrator is the main contact within an organization for Plato Courseware implementation. The staff member in this role understands the implementation needs for Plato Courseware and oversees activities related to the implementation process.

The Plato Courseware Account Administrator will

- clearly articulate the expectations for Plato Courseware instructors in their online teaching roles;
- understand school policies that determine which students are appropriate to enroll in the Plato Courseware program;
- support Plato Courseware instructors and students with the administrative and orientation requirements for technology; and
- ensure that instructors receive appropriate training to do their jobs effectively.

**Plato Courseware Instructor**

Plato Courseware instructors facilitate and monitor student learning using Plato's online courses, learning platform, and communication tools.

To quickly become familiar with how to use the Plato Courseware platform and with specific course content, we encourage you to refer to the tutorials available through the help link at the bottom of the Plato Courseware home page before instructing students. These tutorials will help you navigate the features of Plato Courseware. Click the Question Mark icon on the right side of the page to view the video tutorial for the specific page you are on.
b. Logging In

Plato Courseware can be accessed through three different roles: Account Administrator, Instructor, or Learner. Instructors will initially receive login information from their Account Administrator.

Accessing the Plato Courseware URL (http://ple.platoweb.com/) will bring up the login screen.

Follow these steps to log in:
1. Enter your Account Login. An Account Login is a simple code (for example, CHSD) that identifies your organization’s account.
2. Enter your Plato Name. A Plato Name is similar to a username in many other systems. It is simply the way the system identifies an individual user.
3. Enter your password.
4. Click Login. (Note that clicking the Clear button clears all fields.)

See the Password Management section for more information about how to reset your password.

c. Create Users

Only an Account Administrator can create a new user, who can be a Learner or an Educator.

Follow these steps to create a new Learner:
1. Click the Administration Center link located in the top left corner of the Plato Courseware home page.
2. On the User Management Page, click the Create a Learner button.

3. Select the role and product memberships at the top of the page.

4. Next, enter the required information:
   - First Name
   - Last Name
   - Plato Name (example: RSmith)
   - Grade (Select a grade level from the drop-down menu.)
5. Optional information to enter:
   - Email
   - Gender
   - Date of Birth
   - SIS, State ID, and Federal ID
6. Enter password details:
   - Password
   - Confirm Password
7. Click the Save & Create Another Learner button to create another Learner, or click the Save & Close button if you have finished.

Similarly, you can follow these steps to create a new Educator:

1. Click the Administration Center link in the top left corner of the Plato Courseware home page.
2. On the User Management page, click the Create an Educator button.

3. Click the drop-down menu under the Roles & Memberships section and select a role—Account Administrator or Instructor—for the educator you want to create.

4. Enter this required information in the Profile section:
   - First Name
   - Last Name
   - Plato Name (example: RSmith)
   - Grade (Select a grade level from the drop-down menu.)
5. Optional information to enter:
   - Email
   - Gender
   - Date of Birth
   - SIS, State ID, and Federal ID

6. Enter password details:
   - Password
   - Confirm Password

7. Click the Save & Create Another Educator button to create another Instructor or Account Administrator, or click the Save & Close button to finish.

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Import Users

You can enroll multiple users at the same time from the Administration Center page. Click the Administration Center link at the top right corner of the home page, and click the Import History tab.

The Import History feature allows you to upload spreadsheets containing details for multiple learners. The data in these files needs to be entered in a specific way.

**Follow these steps to view the import history details for a learner:**

1. Click the Administration Center link at the top of the PLE Courseware home page.
2. Click the Import Users tab on the User Management page.

3. User files containing details of all users created are listed under the Import History tab. Click to view import history details.
Learner import files contain learner details such as name, Plato name, contact details, SIS ID, and email address.

**Follow these steps to view a sample import file:**
1. Click the Administration Center link at the top of the Plato Courseware home page.
2. Click the Import History tab, and then click the Import Sample tab.
3. Click the Download a Sample File button to view sample data specifications.
Here is a sample file:

![Excel file showing learner data](image)

Follow these steps to import learners:

1. Click the Administration Center link at the top of the Plato Courseware home page.
2. Click the Import History tab, and then click the New Import tab.
3. Under the New Import tab, click the Browse button, and select the spreadsheet you’d like to upload. **Note:** Your spreadsheet must be in .CSV format.
4. Click the Import the Selected File button.

5. A message displays to tell you that the document was uploaded successfully. Click the Refresh button on the Import History tab to monitor the import progress.
d. User Management

**Search and Select Users**

Follow these steps to search for a user:

1. Click the Administration Center link at the top of the Plato Courseware home page.
2. Enter all or part of the user’s first name or last name, or the Plato name, in the search box and click the magnifying glass icon.
3. Select the user from the search results.
Instructors can search for learners on the Manage Learners page, under the Learners tab.

Follow these steps to search for and select a Learner:

1. Go to the Learners tab on the Plato Courseware home page, and select Manage Learners from the drop-down menu.

2. Type all or part of a learner’s first or last name, or the Plato name, in the search box.
3. Select the learner from the search results.
4. Click if you want to clear the list.
Edit a Learner Profile

A learner profile can be edited any time after the enrollment process is completed. Only Account Administrators can edit learner profiles under the User Management page.

Follow these steps to access and edit a user profile:

1. Click the Administration Center link at the top of the Plato Courseware home page.
2. On the User Management page, click the ROLES button under the Filters section.
3. Select Learner from the drop-down menu, and click the Apply Filters button.
4. A list of users will appear. Select the user you want to edit.
5. Click the green Quick Actions pencil icon beside the user’s name.
6. Edit the user’s details and click the Save & Close button.
Edit an Account Administrator or Instructor Profile

Only an Account Administrator can edit educator profiles.

Follow these steps to access and edit an Account Administrator or Instructor profile:

1. On the User Management page, click the ROLES button under the Filters section.
2. Select Account Administrator or Instructor from the drop-down menu, and click the Apply Filters button.
3. A list of users will appear. Select the user you want to edit.
4. Click the green Quick Actions pencil icon beside the user’s name.
5. Edit the user’s details and click Save & Update.
Activate, Deactivate, or Delete a User

Only Account Administrators can adjust the status of a user’s membership. New users who have been enrolled in the system need to be activated. Similarly, if a user has not been assigned to any courses or classes, an Account Administrator can deactivate the user from the system. Account Administrators can also delete users. Once deleted, a user cannot log into the system or perform any tasks.

Managing User Memberships

Account Administrators can activate or deactivate all user memberships for Plato products at any time. Note that upon deactivation, users will be unable to access any Plato products. The progress and personal data of deactivated users is not deleted and can be accessed again if the memberships are reactivated.

Follow these steps to activate or deactivate all user memberships:

1. Click the Administration Center link at the top of the Plato Courseware home page.
2. Check the box next to the name of the user whose memberships you want to activate or deactivate.
3. Click the Group Actions button.
4. Select Activate All Memberships or Deactivate All Memberships from the drop-down list.

Follow these steps to delete a user:

1. Click the Administration Center link at the top of the Plato Courseware home page.
2. Check the boxes next to the names of the user(s) you would like to delete.
3. Click the Group Actions drop-down menu.
4. Select Delete User(s).
5. Click Yes in the confirmation message.
e. Password Management

Account Administrators, as well as instructors, can change their own password.

Change or Reset Your Own Password

Follow these steps to change your password:

1. Click the My Profile link on the home page.

2. Type in your password in the Current Password field and click the Verify button.
3. Type in the new password in the New Password and New Password Confirm fields.
4. Click Save Changes to finish.

If you have forgotten your password, you can reset it from the Login Screen.

Change or Reset Users’ Password

Follow these steps to reset your password:

1. Click the Forgot Your Password link on the login screen.
2. Enter your Account Login (for example: TRNTY) and your Plato Name (for example: RThompson) and click continue.
3. Type in the answer to the security question you have set up, and click continue.
4. You will receive the link to reset your new password by email. Follow the steps in the email to change your password.

Account Administrators can also change or reset a user’s password.

Change a User’s Password

1. Click the Administration Center link at the top of the Plato Courseware home page.
2. On the User Management page, click the ROLES button under the Filters section.
3. Select the role of the user from the drop-down menu and click the Apply Filters button.
4. Check the box next to the name of the user whose password needs to be changed or reset, and click the green Quick Actions pencil icon.
5. On the Edit User page, click the Reset Password button under the Password section.
6. Type in the new password in the New Password and Confirm Password fields.
7. Click Save & Update to save the new password.
Educators can also reset learners’ passwords through the Manage Learners option under the Learners tab.

**Follow these steps to reset a learner’s password:**

1. Go to the Learners tab on the Plato Courseware home page, and click Manage Learners from the drop-down menu.

2. Type all or part of a learner’s first or last name, or the Plato name, in the search box.

3. Check the box next to the name of the learner from the search results, and click the Quick Actions magnifying glass icon to view Learner details.
4. On the Learner Details page, click the Reset Learner’s Password button.

5. Type in the new password in the New Password and Confirm New Password fields.
6. Click the Save & Reset button to finish.
f. License Manager

The License Manager offers a snapshot of the total available concurrent, reusable, and site licenses, and allows Account Administrators to manage license distribution. Site licenses grant access to all learners at a specific location. They ensure that the courseware content is available to all learners at any time. Because these licenses are active, they do not need to be assigned, reassigned, or redistributed.

**Concurrent Licenses**

Concurrent licenses allow for a fixed number of users to access resources at a given time. The Account Administrator can distribute or redistribute concurrent licenses to several locations in an account.

Follow these steps to distribute or redistribute a concurrent license:

1. In the Concurrent Licenses section, click Manage License Distribution to view the list of distribution pools.
2. Click the Distribute button for the license you want to distribute.
3. The next screen shows a list of schools in the selected location. Type the number of licenses you want to distribute in the space provided below #Licenses, and click Update Distribution.

Reusable Licenses

Reusable licenses are reserved for individual learners. They belong to individual learners for use while progressing through a class. The Account Administrator can reassign available reusable licenses to learners or remove licenses from learners at any time by clicking the Manage Licenses button.
Assign a reusable license to a learner

1. In the Reusable Licenses section, click Manage Licenses.
2. Click the Grant Additional Licenses button.
3. Select the Learners from the list.
4. Click Grant Licenses and Close. If you want to grant licenses to additional learners, click Grant License and Continue.
Remove a reusable license from a learner

1. In the Reusable Licenses section, click the Manage Licenses button.
2. Click the Remove Licenses button.

3. Select learners from the list.
4. Click Remove Licenses and Close. If you want to remove licenses from additional learners, click Remove Licenses and Continue.
2. Plato Courseware Home Page

a. My Active Tasks

The My Active Tasks section gives a quick look at the tasks you need to work on. For example, when a learner submits an activity or discussion for review, a notification appears under My Active Tasks.

b. Unread Messages

New messages from learners show up in the Unread Messages section on the right side of the home page. You can see all unread messages together in the Message Center by clicking the View All Messages button at the bottom of the Unread Messages dialog box.

c. Announcements

Announcements appear on the home page below the Unread Messages. They provide all users with quick updates about Plato Courseware activities.

Account Administrators can click the View All Announcements button to navigate to the Announcements page. There, Account Administrators can see all announcements together, create new announcements, and edit or delete existing announcements.
d. Plato Courseware Tabs

Six tabs appear on the Plato Courseware home page. These tabs provide access to Plato Courseware tools.

Courses

Course Catalog: Selecting Course Catalog displays the entire list of available courses. Using Quick Actions, you can create a class within an existing course, as well as view quick reports, such as Course Module Mastery, Graphic Learner Progress, and Detailed Score Report.

My Classes: Selecting My Classes displays the list of classes assigned to you. Account Administrators and instructors can enroll learners into any of these classes.

Browse Curriculum: Selecting Browse Curriculum displays the entire list of available courses. Clicking on any course title shows the breakdown of the course into units.

Custom Course Builder: Selecting Custom Course Builder gives you the option to customize existing content. Learn more about customizing content.

Learners

Manage Learners: Selecting Manage Learners displays a list of learners in your school. On the Manage Learners page, you can view learner details. You can also view Graphic Learner Progress and Learner Progress reports for each learner. Other actions, including enrolling and withdrawing learners, are also available from this page through the Actions button.

Reports

Curriculum Reports: Selecting Curriculum Reports displays a list of reports that you can use to monitor learner progress. Curriculum reports are devised to help you understand, analyze, and rationalize results so that you can better prepare for future tasks.

These reports are available:
- Course Module Mastery Report
- Grade Report
- Detailed Score Report
- Graphic Learner Progress Report
- Learner Progress Report

Click the report you want to view, and then follow the steps provided to generate the detailed report.
System Reports

These reports are available under System Reports:
- Resource Usage Report
- System Usage Report

Messages

Message Center: The Messages tab is home to the Message Center, which contains your inbox and sent messages. The Messages feature works like any other mail delivery feature. You can read, delete, and create new messages that can be directly accessed by learners through the Plato Courseware management system.

Announcements: Selecting Announcements takes you to the Announcements page where you can edit or delete existing announcements. New announcements can also be created from this page. This page is available only to Account Administrators.

Learn more about Online Announcements.

Administration

Account Settings: Only Account Administrators see and have access to the features under this page.

These options are available to customize for your program:

- Plato Access
  By selecting the Plato Access tab, you are able to control who will have access to your account if support is needed. Access is allowed to Support staff, Education Consultants, or the Implementation Coordinator. If any boxes are unchecked, that role will be denied access to your account.

- Time Zones
  Set your time zone in the Plato Courseware environment. The time zone setting has the option of automatically adjusting for daylight saving times.

- Page Heading
  You can personalize the page header that displays at the top of every page in the Plato Courseware environment.

Learn more about Account Settings.
e. My Profile

Clicking the My Profile link at the top of the page allows you to view your own profile and make changes to some of the fields.

- First Name
- Last Name
- SIS ID
- State ID
- Federal ID
- Security Question and Answer
- E-mail Address
- Password
- Role
f. **Header Toolbar**

The black Header Toolbar at the top of the Plato Courseware home page offers links for PLE, License Manager, Administration Center, and the Portal page. It also provides a link for signing out of the system.

**License Manager**
For information about managing licenses, see the License Manager section.

**Administration Center**
For information about managing users, see the User Management section.

**Portal**
Clicking the Portal link takes you to the Plato Portal Page, which allows you to quickly navigate to your available Plato applications.
3. Plato Courseware Content Structure

a. Course Overview

All courses offered as part of the Plato Courseware management system are structured and classified based on subjects and subtopics within subject areas. Each course typically consists of five to seven units. Each unit in turn consists of about five to eight lessons. Every lesson is comprised of a tutorial and a mastery test, which helps assess a learner’s mastery of lesson concepts. Learners also have access to tools, such as a calculator and reader support. Other features include discussion topics, unit activities, and unit pretests and posttests.

b. View Plato Courseware Content

You can view all content in your Plato Courseware account by clicking the Courses tab and selecting Browse Curriculum. A complete list of all available courses is displayed in alphabetical order.

Follow these steps to view an individual tutorial:

1. Go to the Courses tab.
2. Select Browse Curriculum from the drop-down menu.
3. Click the arrow to the left of a course to expand the course structure.

4. Click the arrow to the left of a unit to expand or collapse the unit.
5. Click the arrow to the left of the lesson name that you want to view.
6. Click View next to the tutorial you want to open.
c. Custom Course Builder

Account Administrators can use the Custom Course Builder to create a new custom course or add a new resource to existing content and save it as a custom course.

Resources that can be added using the Custom Course Builder include the following:

- Web links
- Documents
- Dropbox activities
- Graded discussions

The drop-down menu in the image below shows this list of resources.

You can also modify the existing content in the Plato Courseware management system. Any unit or lesson can be moved up or down within a course. You can rename or delete any unit or lesson if it is not required for a particular learner.

Course customization needs to be done before learners are enrolled in that course. However, only an Account Administrator has the authority to perform this action. To customize content, instructors will need to work with their Plato Courseware Account Administrator.

Follow these steps to create a new resource:

1. Go to the Courses tab.
2. Select Custom Course Builder from the drop-down menu.
3. Click the Actions button and select Create Custom Course from the drop-down menu.
4. Select the Plato course you wish to modify from the list, and then click Start Customizing.
5. The elements of the curriculum structure for your selected course will display. You can use the toolbar that appears at the bottom of the page to remove elements, or move them up or down in the curriculum structure.
6. To add resources to the custom course, click the Add Resource button and select the resource type you want to add (Web link, document, dropbox activity, or graded discussion).
7. See the Publishing a Custom Resource section for information about how to save a new resource.

To modify existing content:

1. Go to the Courses tab.
2. Select Custom Course Builder from the drop-down menu.
3. Select the Course that you want to modify.
4. Click the pencil icon to the right of the course you selected.
5. Use the toolbar at the bottom of the screen to move, rename, or remove content.
6. See the Publishing a Custom Resource section below for information about how to save modified content.
Publishing a Custom Resource

Once an Account Administrator has created a custom course or modified an existing course, it needs to be saved and published to make it available to instructors and learners. After a customized course is published, no further changes can be made to it.

The Save Course Menu has several options:

- **Save & Publish**: This feature allows the Account Administrator to publish the course for use in the account.
- **Save & Close**: This feature allows the Account Administrator to save and mark a course as finished. However, the course is not published and can be modified later.
- **Save & Continue Working**: With this feature, Account Administrators can save their work as they go.
4. Classes Overview

a. How to Create a Class

Account Administrators should set up classes before the start of a semester to ensure that all courses that are offered have a class and an assigned instructor.

Follow these steps to create a new Class:

1. Go to the Courses tab.
2. Select Course Catalog from the drop-down menu.
3. Click the Quick Actions icon next to the course for which you want to add a new class.
4. Enter the class details:
   - Class Name
   - Start Date
   - End Date
   - Class Description

5. Each class requires an appropriate and unique name, which you can create by following best practices for naming conventions. For example, one best practice may be to include the instructor name or time of the course at the start of the class name.
   Example: Richard, Fall 2011, Advanced Chemistry, Semester B
   (Instructor Name, Year, Course Name, Semester)
6. Assign an instructor to the new class by clicking the +add instructor link. Enter the instructor’s name in the search box, select the instructor from the drop-down list and click the Add button to complete the process.
7. Click Save & Close to save the new class.
b. Class Management

**Edit Class Details**

Account Administrators can follow these steps to change the details of a Class after it is created:

1. Go to the Courses tab.
2. Select Course Catalog from the drop-down menu.
3. Click the arrow next to the course name to view the classes in the course.
4. Click the pencil icon to edit class details. (Note that clicking the red slash button will clear your Class selection.)
5. Edit the class details.
6. Users can add an instructor at any time to the class by clicking the +add instructor link and locating the instructor’s name from the drop-down menu. Click Add when you have found the desired instructor.
7. Click the Save & Close button to save the class with the edited data. You can also cancel the edit and close the class with the existing details by clicking Cancel.

**Enrolling Existing Learners**

Existing learners can be enrolled in a class the following ways:

- through the Course Catalog page
- through the Manage Learners page
- through the My Classes page
Follow these steps to enroll a learner through the Course Catalog page:

1. Go to the Courses tab.
2. Select Course Catalog from the drop-down menu.
3. Click the arrow to the left of the course name.
4. Select the radio button next to the class. (Note that clicking the red slash button will clear your Class selection.)
5. Click the Actions button and select Enroll Learner(s) from the drop-down menu.
6. On the Enroll Learner(s) page, select the learner(s) you wish to enroll, and then click the Enroll selected Learner(s) button.
Enrolling a learner through the Manage Learners Page

Follow these steps to enroll a learner through the Manage Learners page:

1. Go to the Learners tab.
2. Click Manage Learners from the drop-down menu.
3. On the Manage Learners page, select the learner(s) you wish to enroll.
4. Click the Actions button and select Enroll Learner from the drop-down menu.
5. Click the arrow next to the Course.
6. Select the radio button next to the Class. (Note that clicking the button that has a red circle with a slash will clear your Class selection.)
7. Click the Add Learner(s) into Class(es) button.

Withdrawing Learners

Account Administrators can withdraw a learner from any course at any time. They can enroll the same learner back into a course later. A learner who has been withdrawn from a course can still log in to Plato Courseware, but a learner whose membership has been deactivated will be not be able to log in.

Learn more about how to deactivate a user’s memberships.
Follow these steps to withdraw a learner from a Class:

1. Go to the Learners tab.
2. Select Manage Learners from the drop-down menu.
3. On the Manage Learners page, select the learner you want to withdraw.
4. Click the Actions button and select Withdraw Learner from the drop-down menu.

5. Select the class from which to withdraw the learner.
6. Click the Withdraw Learners from Class(es) button to complete the process.
5. Plato Courseware Online Assignments and Activities

a. Digital Dropbox Activities

Plato Courseware provides a number of interactive, online activities to enhance the learning experience. Some of these online activities also help instructors assess a learner’s understanding of a course.

Digital dropbox activities allow learners to upload digital files that they have completed for review and grading by their instructor.

Follow these steps to access a digital dropbox activity:

1. Go to the Courses tab and select My Classes from the drop-down menu.
2. Select the class for which you would like to view the dropbox activity and click the View Class Details icon.

3. Click the Dropbox Activities button on the left. Click the name of the activity from the drop-down menu.
4. To download and view the assigned activity, click the Download to My Computer button.

Reviewing Submitted Dropbox Assignments

When learners submit documents to instructors, they indicate whether they want the submission to be reviewed or graded. If a learner has submitted a document for review, you can review the document, include your feedback, and then send it back to the learner with your review comments. This feature gives you a chance to provide feedback on the learner’s work before assigning it a final grade.

To review a Dropbox assignment, follow these steps:

1. Go to My Classes, select the class for which you would like to view the dropbox activity, and click the View Class Details icon. You can also access the activity in the My Active Tasks section of the home page.
2. Click the dropbox activities button on the left. Click the name of the dropbox activity you want to review. Then select the learner from the drop-down list.
3. You can now review the file and send the learner a notification by selecting the Send Review Notification option. If you’d like, you can upload a reviewed version of the activity with comments.
Grading Submitted Dropbox Assignments

After completing an assignment, a learner can submit it through the digital dropbox. When the learner successfully submits the assignment, you will receive an alert. After reviewing the submitted assignment, enter a grade and send it back to the learner with any comments you may have. If the assignment submitted by the learner does not match your expected criteria, you can reject it by selecting the Reject Activity option.

Follow these steps to grade a Dropbox assignment:

1. Go to My Classes, select the class for which you would like to view the dropbox activity, and click the View Class Details icon. You can also access the activity in the My Active Tasks section of your homepage.
2. Click the dropbox activities button on the left. Click the name of the dropbox activity you want to review. Then select the learner whose activity you’d like to grade from the drop-down list.
3. You can then score the activity by selecting the Score or Reject Activity option from the Actions drop-down.
4. You can then either score the activity or reject it. Clicking Save and Notify Learner will send a notification to the learner.

![Score/Reject Activity](image)

**Score or reject the Learner’s Activity**

Select one of the options below:

- [ ] Score Activity 85
- [ ] Reject Activity

Send your comments to your Learner if needed (optional):

David,

This report looks great! You only had a few problems with punctuation.

Thanks,

Mr. Thompson

(max 500 characters)

[Save and Notify Learner] [Cancel]
b. Graded Discussions

The Graded Discussions feature allows instructors to ask complex, open-ended questions and enables learners to respond with their own thoughts and ideas. Both instructors and learners can also respond to posts by others in the class.

**Monitor or Join a Graded Discussion**

Follow these steps to join a Graded Discussion:

1. Go to the Courses tab.
2. Select My Classes from the drop-down menu.
3. Click the Quick Actions magnifying glass icon to view class details.
4. On the Class Details page, select Graded Discussions.
5. From the Discussion Topic drop-down menu, select the discussion topic you wish to join.
6. Click on the Respond to Original Topic button to reply to posts submitted by others.
Scoring a Graded Discussion

Discussions encourage students to reflect on concepts, articulate their thoughts, and respond to the views of others. Thus, discussions help assess students’ critical thinking skills. Each unit in a course has one predefined discussion topic, along with a rubric for grading responses. Instructors can include additional discussion topics. When a learner submits the activity for scoring, an alert appears on the instructor’s home page under My Active Tasks.

Follow these steps to score a Graded Discussion:

1. Locate and click the notification in the My Active Tasks section of your home page.
2. Click the Score Learner button.

3. In the pop-up, enter a score and then click the Score button.
Tutorials

Tutorials are modules with direct instruction and practice interactions. Videos, animations, interactive timelines, and hotspot graphics make the instruction engaging. Practice interactions include drag-and-drops, click-to-sees, multiple-choice questions, and fill-in-the blank questions that all help students check their progress at mastering new concepts. Some tutorials also include Web links to informational sites, games, and videos, which broaden students' access to information on the topic.

Each screen of a tutorial has a tool bar at the top that provides learners with useful tools. The calculator tool, for example, is useful for students who are taking math courses. The calculator can remain open throughout work on a tutorial. Reader Support offers access to a dictionary and has text-to-speech and translation capability.
d. Applications

An application is an interactive, student-driven practice that reinforces the skills learned in a tutorial.

![Application Example]

**You are an interstellar detective trying to locate and capture dangerous criminals. You've tracked the intergalactic criminals to a spiral galaxy. However, a galaxy still contains a vast number of stars. You need to narrow your search. Use your knowledge of star characteristics and star life cycles to solve clues that will lead you to the specific star where the criminals can be found. Good luck, and be careful!**


e. Assessments

Best practices in assessment and testing call for a variety of activities to evaluate student learning. Multiple data points more accurately present an evaluation of students’ strengths and needs. Some assessment activities also serve as learning activities to provide authentic learning and assessment opportunities. These activities are designed to encourage higher-order cognitive thinking, and most focus on real-world applications and/or twenty-first-century skills.

**Unit Pretests**
Unit pretests check learners’ existing knowledge base and allow them exemption from modules on topics that they already know. These tests are multiple-choice and are provided online.

**Mastery Tests**
Mastery tests after each tutorial provide the instructor and the learner with clear indicators of areas of strength and weakness. These multiple-choice tests are taken online.

**Unit Posttests**
Unit posttests help instructors track how well students have mastered a unit’s content. The tests are multiple-choice and are provided online and offline.
6. Plato Courseware Online Communication Tools

a. Class Discussions (Non-Graded)

Instructors can participate in Class Discussions using the Class Discussion tool. Instructors can initiate new discussions or can reply to existing discussions between learners.

To create a class discussion, follow these steps:

1. Go to the Courses tab.
2. Select My Classes from the drop-down menu.
3. Click the Quick Actions magnifying glass icon to view class details.
4. On the Class Details page, select Class Discussions.
5. Click the Actions button and select Create New Discussion.

6. Add a Discussion Title and the initial Discussion Post. You can also set an expiration date for the discussion topic.
7. Click Save & Close to publish the post.

To edit class discussions, follow these steps:

1. Go to the Courses tab.
2. Select My Classes from the drop-down menu.
3. Click the Quick Actions magnifying glass icon to view class details.
4. On the Class Details page, select Class Discussions.
5. Select the discussion you would like to edit.
To view a class discussion, follow these steps:

1. On the Class Discussions page, check the box next to the discussion you want to view.
2. Click the Quick Actions magnifying glass icon to view the discussion.
3. Click the Respond to Original Topic button to join the discussion.
b. Unread Messages

Online messages appear on the right side of the home page in the Unread Messages section. This section allows you a quick view of your communications and alerts as soon as you log in to Plato Courseware. You can also access your messages through the Messages tab.
To view messages, follow these steps:

1. Go to the Messages tab and click on Message Center.
2. Select a message and click the Quick Actions magnifying glass icon to view the message.
3. To reply to a message, click the Reply button.
To create a message, follow these steps:

1. In the Message Center, click the Create New button.
2. Add the message subject and message in the spaces provided.
3. To add message recipients, click the To button.
4. Select the Course and Class from the drop-down menu.
5. Select the learners from the list and click Add. You can select learners from different classes and courses.
6. Click the Add Learner(s) to Message button to continue.

7. Click the Send Message button to finish.

Note that instructors can send messages only to the learners assigned to them.

c. Online Announcements

Account Administrators can view announcements by going to the Messages tab and selecting Announcements. Account Administrators can create new Announcements and select the people who can view them.

Instructors can view these announcements in the Announcements section on the home page. However, instructors do not have access to the Announcements page to create announcements.
To create an announcement, follow these steps:

1. Go to the Messages tab and click Announcements.
2. Click the Create New Announcement button.
3. Add the announcement title, body, start and end dates, and click Save & Close.
7. Plato Courseware Reporting Overview

a. How to Run a Report

You can generate reports through the Reports tab on the home page. Only Curriculum reports are available to instructors. Account Administrators can also generate Curriculum and System reports.

b. Curriculum Reports

Course Module Mastery Report

A Course Module Mastery report provides information about the modules mastered by learners for a particular class. The report lists data in terms of the number and percentage of modules mastered by learners. Additional information, such as time on task and mean module mastery time, is also given in this report.

To generate a Course Module Mastery Report, follow these steps:

1. Go to the Reports tab.
2. Select Curriculum Reports from the drop-down menu.
3. Click the Course Module Mastery Report.
4. Select the radio button next to the Course for which you wish to generate a report.
5. Click the Next Step button at the top of the screen.
6. Select a report format (PDF or spreadsheet).
7. Click the Generate Report button.

![Course Module Mastery Report](image_url)
Grade Report

The Grade Report calculates final grades for learners for an assigned class. The final grades will help you gauge your learners’ progress on the course. Through the Manage Grade Templates option, you can also create new templates for grading a learner’s activities.

Follow these steps to create a Grade Template:

1. Go to the Reports tab.
2. Select Curriculum Reports from the drop-down menu.
3. Click the Manage Grade Templates link below the Grade Report section.
4. Click the Actions drop-down menu, and click Create New Template.
5. Use a unique name for the grade template you want to create, enter the activity type weights, and select the grading methods.
6. Click the Save Changes button to finish. The Save & Exit button can be used to make changes while editing an existing template.

---

### Create Grade Template

<table>
<thead>
<tr>
<th>Template Name:</th>
<th>QTemplate</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designate this template as my default for grade reporting. Checking this box will also set this template as the default for Quick Action reports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designate this as a shared template available to all educators in your account.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Activity Type Weights

<table>
<thead>
<tr>
<th>Courseware Activities</th>
<th>Activity Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Modules</td>
<td>5 %</td>
</tr>
<tr>
<td>Mastery Tests</td>
<td>10 %</td>
</tr>
<tr>
<td>Drop Box Activities</td>
<td>10 %</td>
</tr>
<tr>
<td>Graded Discussion Activities</td>
<td>5 %</td>
</tr>
<tr>
<td>Unit Post Tests</td>
<td>10 %</td>
</tr>
<tr>
<td>End of Semester Tests</td>
<td>20 %</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Defined Activities</th>
<th>Activity Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation</td>
<td>20 %</td>
</tr>
<tr>
<td>Writing</td>
<td>15 %</td>
</tr>
<tr>
<td>Other</td>
<td>5 %</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø Letter Grades</td>
</tr>
<tr>
<td>Ø Basic</td>
</tr>
<tr>
<td>Ø Expanded</td>
</tr>
<tr>
<td>Ø Pass/Fail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>

---

| Save Changes | Save & Exit | Cancel & Exit |
Follow these steps to generate a Grade Report:

1. Go to the Reports tab.
2. Select Curriculum Reports from the drop-down menu.
3. Click the Grade Report.
4. Choose a report path for either a learner or a class.
5. Select the learner(s) and click Next Step.
6. Select the Class. Note that you can select only one class for report generation.
7. Click Next Step.
8. Select a Grade Template and click Next Step.
9. Select a report format (PDF or spreadsheet).
10. Choose to generate either a summary report or a detailed report.
11. Enter scores for the learner’s instructor-scored activities, and click the Apply Scores and Generate Report button.

<table>
<thead>
<tr>
<th>Learner</th>
<th>Learning Modules</th>
<th>Mastery Tests Average</th>
<th>Drop Box Average</th>
<th>Themed Discussion Average</th>
<th>Unit 2 - Post Test</th>
<th>Unit 4 - Post Test</th>
<th>Unit 3 - Post Test</th>
<th>Unit 5 - Post Test</th>
<th>Unit 1 - Post Test</th>
<th>Unit 6 - Post Test</th>
<th>End of Semester Test</th>
<th>Attendance/Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Munson, Matthew</td>
<td>21% (8/38)</td>
<td>5%</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>10%</td>
</tr>
</tbody>
</table>
Detailed Score Report

This report provides mastery test and posttest scores for multiple learners in an assignment.

Follow these steps to generate a Detailed Score Report:

1. Go to the Reports tab.
2. Select Curriculum Reports from the drop-down menu.
3. Click the Detailed Score Report.
4. Select the Course for which you wish to generate a report and click on Next Step.
5. Choose a Class and click Next Step.
6. Click the arrow next to the class name to view enrolled learners.
7. Select the learner(s) and click Next Step.
8. Select a report format (Excel spreadsheet or .CSV).
9. Click the Generate Report button.
Graphic Learner Progress Report

The Graphic Learner Progress report allows you to see the progress of a learner in a Class as a graphical progress bar. This report also provides information about the total number of modules assigned to the learner, the number of modules the learner has mastered, and the time the learner spent on the task.

Follow these steps to generate a Graphic Learner Progress report:

1. Go to the Reports tab.
2. Select Curriculum Reports from the drop-down menu.
3. Click Graphic Learner Progress Report.
4. Choose a report path for either a learner or a class.
5. Select the learner(s) and click Next Step.
6. Select the Class. Note that you can select more than one class for report generation.
7. Click the Generate Report button.

<table>
<thead>
<tr>
<th>Learner(s)</th>
<th>Total Modules</th>
<th>Modules Mastered*</th>
<th>Percent of Modules Mastered</th>
<th>Progress (Percent of Modules Mastered)</th>
<th>Total Time on Task</th>
<th>Average Module Mastery Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green, David</td>
<td>38</td>
<td>1</td>
<td>25%</td>
<td>[ ]</td>
<td>02:14:46</td>
<td>02:14:46</td>
</tr>
<tr>
<td>Morano, Matthew</td>
<td>38</td>
<td>8</td>
<td>21%</td>
<td>[ ]</td>
<td>01:10:28</td>
<td>00:09:56</td>
</tr>
</tbody>
</table>

* Modules Mastered • Mastered Modules if this report mastery • PLUS • Completed Modules if this only report Completion.
Learner Progress Report

The Learner Progress Report details the progress of a learner enrolled in a course. This report provides information on the completion status of every lesson and its related mastery test. Details about the learner’s first and last use dates, time on task, and number of tries are also included. The last column of the report provides the score the learner earned for applicable activities.

Follow these steps to generate the Learner Progress report:

1. Go to the Reports tab.
2. Select Curriculum Reports from the drop-down menu.
3. Click Learner Progress Report.
4. Choose a report path for either a learner or a class.
5. Select the learner(s) and click Next Step.
6. Select the Class and click Next Step. Note that you can select more than one class for report generation.
7. Select a report format (PDF or spreadsheet).
8. Click the Generate Report button.
c. System Reports

The Resource Usage Report

The Resource Usage Report displays the overall usage information of all users for the instructional resources in the system. This report provides information about the number of times a specific resource was launched, as well as users’ cumulative time on task for the specified month.

Follow these steps to generate the Resource Usage Report:

1. Go to the Reports tab.
2. Select System Reports from the drop-down menu.
4. Select the month for which you wish to generate the report.
5. Choose a report format (PDF or spreadsheet).
6. Click the Generate Report button.

<table>
<thead>
<tr>
<th>Resource Usage</th>
<th>swanson, eric</th>
<th>03/27/2013 11:15 AM (PST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLATO Course Advanced English Literature and Composition, Semester A</td>
<td>17</td>
<td>00:00:30</td>
</tr>
<tr>
<td>Online Teacher Best Practices</td>
<td>12</td>
<td>01:25:18</td>
</tr>
<tr>
<td>PLATO Course Basic American History 1, Semester A v2.0</td>
<td>11</td>
<td>04:58:10</td>
</tr>
<tr>
<td>PLATO Course English 9, Semester B v2.0</td>
<td>10</td>
<td>00:00:30</td>
</tr>
<tr>
<td>PLATO Course Earth and Space Science, Semester B</td>
<td>9</td>
<td>02:52:24</td>
</tr>
<tr>
<td>PLATO Course Precalculus, Semester B</td>
<td>7</td>
<td>02:56:30</td>
</tr>
<tr>
<td>PLATO Course English 7, Semester B v2.0</td>
<td>6</td>
<td>02:58:30</td>
</tr>
<tr>
<td>PLATO Course English 9, Semester A v2.0</td>
<td>5</td>
<td>03:15:30</td>
</tr>
<tr>
<td>PLATO Course Basic American History 1, Semester A v2.0</td>
<td>3</td>
<td>04:48:48</td>
</tr>
<tr>
<td>PLATO Course Chemistry, Semester B v2.0</td>
<td>7</td>
<td>04:53:30</td>
</tr>
<tr>
<td>PLATO Course English 11, Semester A v3.0</td>
<td>5</td>
<td>04:12:47</td>
</tr>
<tr>
<td>PLATO Course Advanced Spanish AP Edition, Semester A</td>
<td>2</td>
<td>02:05:09</td>
</tr>
<tr>
<td>PLATO Course SAT I Mathematics</td>
<td>2</td>
<td>02:05:09</td>
</tr>
<tr>
<td>PLATO Course English 10, Semester B v2.0</td>
<td>2</td>
<td>02:53:12</td>
</tr>
<tr>
<td>PLATO Course English 12, Semester B v2.0</td>
<td>2</td>
<td>02:53:27</td>
</tr>
<tr>
<td>PLATO Course Geography, Semester B v2.0</td>
<td>2</td>
<td>02:27:41</td>
</tr>
<tr>
<td>PLATO Course Advanced Biology, Semester A</td>
<td>2</td>
<td>00:00:00</td>
</tr>
<tr>
<td>PLATO Course Health v2.0</td>
<td>2</td>
<td>00:31:46</td>
</tr>
<tr>
<td>Anatomy Algebra Test Course - DO NOT USE</td>
<td>2</td>
<td>00:00:22</td>
</tr>
<tr>
<td>PLATO Course Precalculus, Semester A</td>
<td>1</td>
<td>00:51:11</td>
</tr>
<tr>
<td>PLATO Course Advanced Biology, Semester A</td>
<td>1</td>
<td>00:00:00</td>
</tr>
<tr>
<td>PLATO Course Advanced English Literature and Composition, Semester A</td>
<td>1</td>
<td>00:00:30</td>
</tr>
<tr>
<td>PLATO Course U.S. Government, Semester B v2.0</td>
<td>1</td>
<td>00:00:00</td>
</tr>
<tr>
<td>PLATO Course Basic American History 1, Semester B v2.0</td>
<td>1</td>
<td>00:00:30</td>
</tr>
<tr>
<td>PLATO Course Physical Science, Semester A v2.0</td>
<td>1</td>
<td>00:00:14</td>
</tr>
<tr>
<td>PLATO Course Art History and Appreciation</td>
<td>1</td>
<td>00:00:00</td>
</tr>
<tr>
<td>PLATO Course Physics, Semester A</td>
<td>1</td>
<td>00:00:00</td>
</tr>
<tr>
<td>PLATO Course English 12, Semester B v3.0</td>
<td>1</td>
<td>00:00:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessed Resource Name</th>
<th>Count of Resource Usage</th>
<th>Cumulative Time on Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is no assessment resource usage data for February 2013 (HH:MM:SS)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
System Usage Report

The System Usage Report displays overall usage information for instructors and learners in the system. This report provides information about the number of simultaneous users, number of unique users, total sessions held, and the total user time spent on the system in a calendar month.

Follow these steps to generate the System Usage Report:

1. Go to the Reports tab.
2. Select System Reports from the drop-down menu.
3. Click System Usage Report.
4. Select the month for which you wish to generate the report.
5. Choose a report format (PDF or spreadsheet).
6. Click the Generate Report button.

<table>
<thead>
<tr>
<th>System Usage Report</th>
<th>Virtual Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educator Usage Totals</strong></td>
<td><strong>Learner Usage Totals</strong></td>
</tr>
<tr>
<td>Peak simultaneous Educators this month: 14</td>
<td>Peak simultaneous Learners this month: 28</td>
</tr>
<tr>
<td>Total unique Educators this month: 74</td>
<td>Total unique Learners this month: 553</td>
</tr>
<tr>
<td>Total Educator sessions this month: 2053</td>
<td>Total Learner sessions this month: 12980</td>
</tr>
<tr>
<td>Total Educator Time on System: 1620 (hrs)</td>
<td>Total Learner Time on System: 10306 (hrs)</td>
</tr>
</tbody>
</table>

![Graphs showing user activity over a month](image-url)
<table>
<thead>
<tr>
<th>Day</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Learners</td>
<td>44</td>
<td>42</td>
<td>30</td>
<td>30</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Unique Educators</td>
<td>54</td>
<td>47</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
</tr>
<tr>
<td>Peak Learner logins</td>
<td>11</td>
<td>26</td>
<td>40</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Avg. Learners T&amp;S (hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Learners T&amp;S (hrs)</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>90</td>
</tr>
</tbody>
</table>

February 2013
Account Administrators have access to all Plato Courseware features. They can make changes to Account Settings through the Administration tab. The Administration Center link at the top of the Plato Courseware home provides access to the User Management page. There, Account Administrators can create users, manage user memberships, and delete users.

The Administration Center link is available only to Account Administrators.

a. User Management

Create a User

For step-by-step instructions for creating a user, see the Create Users section. Users can be Account Administrators, Instructors, or Learners.

Manage Users

For information about managing all users, see the User Management section.

Manage User Memberships

For information about managing the memberships of users, see the Managing User Memberships section.
b. Account Settings

**PLATO Access**

Account Administrators can control who has access to their account. Access is allowed to the Support Staff, Education Consultants, and the Implementation Coordinator. If any boxes are unchecked, that role will be denied access to your account.

**Follow these steps to adjust the access settings:**

1. Go to the Administration tab and select Account Settings from the drop-down menu.
2. Click the PLATO Access tab and check the boxes next to the roles you want to grant access.
3. Click the Save Setting button to finish.
4. By clicking Restore Defaults, you can restore the default account settings in which all three boxes are selected.
Page Heading

You can personalize your Plato Courseware learning environment by selecting a page header to display at the top of every page.

Follow these steps to set a page header:

1. Go to the Administration tab and select Account Settings from the drop-down menu.
2. Click the Page Heading tab and type the text you want to display as a page header.
3. Click the Save Setting button to save the header.
Time Zones

Set your time zone in Plato Courseware. The Time Zone setting has the option of automatically adjusting for daylight saving time. Time Zone settings are reflected for all messages and announcements in the system.

Follow these steps to set your time zone:

1. Go to the Administration tab and select Account Settings from the drop-down menu.
2. Click the Time Zone tab, and select your time zone from the Time Zone Options drop-down list.
3. Select the check box if you want to automatically adjust daylight saving time and United States Standard time.
4. Click the Save Setting button to finish.
9. Plato Courseware Support

The Plato Courseware Help feature is the first place to go when you have questions. The Account Administrator in your school is the next point of contact if you are experiencing problems with accessing the system, logging into the product, licensing, or managing assignments.

When students encounter problems with Plato Courseware, they should always contact their instructor to resolve the issue. If the instructor cannot help the student, the instructor should contact the Plato Courseware Account Administrator. The Plato Courseware Support Site and call center support team are also available if questions arise.

a. Plato Courseware Help

You can access the Plato Courseware Help page to view videos and materials that explain how to navigate the Plato Courseware interface by clicking the help link at the bottom of the Plato Courseware home page.
b. Plato Courseware Support Site

You can access 24/7 self-service support through the Edmentum Support Center. It contains general information, as well as answers to many common questions. The Support Center contains the essential materials that you’ll need to understand, troubleshoot, and use the Plato Courseware management system and Plato Courseware.

- Use the search feature to find materials related to a keyword.
- Use the Instructor Materials section to find materials related to Plato Courseware, including teacher guides, test and activity answer keys, and learner progress tracking sheets.
- Use the Search Solutions feature to find relevant support material for various products.
- Use the Troubleshooting & Help section to find answers to your questions about Plato Courseware. This section provides information about workstation readiness, system requirements, login help, and support site orientation.
- Use the News & Promos section to stay up to date on company and product news, webinars, and alerts for Plato Courseware.
- Use the Technical Info & Tools section to see if your system meets the requirements to run Plato Courseware.
c. Call Center Support Team

Plato Courseware has an experienced and award-winning team of support professionals to assist you in the event that technical problems arise.

To contact the support team, send an email or call 800-869-2200 (7 a.m. to 7 p.m., central time).