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1. Welcome

Welcome to PLATO Learning! We are excited to help you meet your educational needs and become a star student. This Student Orientation Toolkit will guide you to the resources and information that you'll need to begin learning with PLATO Courses.

This toolkit will help you access and use the features of the PLATO Learning Environment (PLE). You'll see how to log in to PLE and learn how to complete different online assignments, including drop-box activities, assessments, and open-ended discussions with other students.

You will also have access to the PLE Student Orientation Tutorial. This short video will show you all the features that you can access or use in PLE.

Your responsibilities

- Stay on track with your assigned courses.
- Complete assignments on time and to the best of your abilities.
- Contact your teacher whenever you have a question or a problem.



2. How to Log In

You should receive your log-in information before starting PLATO courses. Please contact your instructor if you have not received it.

Visit the [PLATO Learning Environment](#) site to open the PLATO courses log-in screen:

1. Enter your Account Login, your PLATO Name, and your password.
2. Click Login to access PLATO courses.



Quick Tip

If you forget your log-in information, contact your instructor to have it reset.



3. Your Home Page

The PLE Student Orientation Tutorial covers the features on your Home Page in detail. To access the tutorial, click [here](#).

Bombay Scottish High School

Welcome, Bandekar, Prashant!

Home Licenses Self Enroll Help Log Out

Assignments Drop Box Messages Discussions

ANNOUNCEMENTS

This announcement for learners
Please complete your all assignment before the End Date specified.
If not then complete it with in o... [see more](#)
Posted: 6/4/2012 by Mehta, Jignesh

This is announcement for everyone
You are requested to collect your form no. 16 for the financial year
2011-12 today between 4:30pm to... [see more](#)
Posted: 6/4/2012 by Mehta, Jignesh

< PREVIOUS 1 NEXT >

COMMUNICATIONS

2 New Notifications

0 New Messages

0 New Discussion Responses

ASSIGNMENTS REMINDERS

Assignments with Due Dates

Class: Assessment Class
Assignment: [Assignment on Algebra](#)
Due Date: Wednesday, 5/1/2013

Class: Advanced Biology
Assignment: [Assignment for Biology](#)
Due Date: Monday, 12/31/2012

Other Assignments [more »](#)

Class: Assessment Class
Assignment: [Assignment on Fixed Benchmark Te...](#)

Class: Assessment Class
Assignment: [Prescription for Assignment on F...](#)

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4. Assignments and Course Activities



4.1. Tutorials

Tutorials are modules with direct instruction and practice interactions. They include engaging activities, such as videos, animations, interactive timelines, and hotspot graphics. Tutorials also have practice interactions such as drag-and-drops, ordered problem solvers, multiple-choice questions, and fill-in-the blank questions that help you to check your progress at mastering new concepts. Some tutorials also include Web links to informational sites, games, and videos, which are designed to broaden your access to information on the topic.

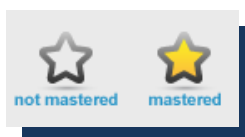
PLATO Course Advanced Biology: Semester A > Unit 2 - The Chemistry of the Cell > Carbohydrates, Lipids, Proteins, and Nucleic Acids			
Title	Exemption	Mastery	Status
Carbohydrates, Lipids, Proteins, and Nucleic Acids : Tutorial		(→)	○
Carbohydrates, Lipids, Proteins, and Nucleic Acids : Mastery Test		☆	○



4.2. Mastery Tests

PLATO Course Advanced Biology, Semester A > Unit 3 - Cell Structures and Functions > Regulating the Cell Cycle			
Title	Exemption	Mastery	Status
Regulating the Cell Cycle : Tutorial		(---)	
You are here: Regulating the Cell Cycle : Mastery Test			

A mastery test is included in each module. After completing the tutorial, you will take this brief assessment to show you and your instructor whether you have mastered the objectives in the lesson. Each test will explain the requirements for mastery before you begin answering questions. The results of these tests are reported as either mastered or not mastered.



If you do not master a test on your first attempt, contact your instructor to unlock the test for another attempt. You will need to complete the tutorial again in order to retake the mastery test.



4.3. Assessments

PLATO Course Advanced Biology, Semester A > Unit 2 - The Chemistry of the Cell			
Title	Exemption	Mastery	Status
Unit 2 - Pretest		(---)	
Unit 2 - Discussion - The Chemistry of the Cell		(---)	
You are here: Polymers: Combinations of Monomers			
Carbohydrates, Lipids, Proteins, and Nucleic Acids			
Transforming Energy			
Enzymes			
Cells: Prokaryotic and Eukaryotic			
Unit Activity: The Chemistry of the Cell		(---)	
Unit 2 - Post Test		(---)	

Every Pretest, Posttest, and End-of-Semester Test contains a unique set of questions. Assessments may include these types of questions:

- Multiple Choice
- Essay
- Grid Response

Unit 6 - Evolution		☆	○
Semester A - End of Semester Test		(→)	○

Click a test link to open an assessment. Keep in mind that once you have attempted all the questions, the test is locked and you will not be able to open that assessment again.

This test screen consists of following:

Multiple Choice – A question is displayed at the top of the screen. If a question has a passage, the passage appears in a separate window. All possible answer options are listed and labeled with a letter. You will be asked to click the correct answer.

reader support ▾ About

Save & Exit Grade Test

PLATO Course English 9, Semester A v3.0 > End of Semester Test - English 9A

Question: 1 of 52:

We are going to live with our parents for an indefinite amount of time.

What does *indefinite* most likely mean?

Select one of the options below as your answer:

☐ A. not certain

☐ B. nearly certain

☐ C. very long

Submit Answer

Save & Exit Grade Test

Essay Questions – A question is displayed and a blank text area is provided for you to type in your answer. Click the Save button to save your choices.

Grid Response – A grid is displayed with a text box at the top. When you select an option, the option is displayed in the text box. The Clear button clears the text in the box.

The Assessment Screen includes the following information:

The screenshot displays the 'Assignment on Fixed Benchmark Test' interface. At the top, there are buttons for 'Save & Exit' and 'Grade Test'. The main content area shows 'Question: 11 of 40:' followed by a survey table and a multiple-choice question. The table lists subjects and the number of students who chose each. Below the table, the question asks 'Which question was asked in the survey?' with four options: A. How many subjects do you study in school?, B. Who is your favorite teacher?, C. What subjects do you study in school?, and D. What is your favorite subject?. At the bottom, there is a navigation bar with a list of question numbers (1-15), a 'Select Item #' dropdown, and buttons for 'Save & Exit' and 'Grade Test'.

Question: 11 of 40:

The table below shows the results of a class survey.

Subject	Number of Students
Math	10
Reading	12
Science	5
Music	8

Which question was asked in the survey?

Select one of the options below as your answer:

☐ A. How many subjects do you study in school?

☒ B. Who is your favorite teacher?

☐ C. What subjects do you study in school?


☐ D. What is your favorite subject?

View Section A (1 - 20) View Section B (21 - 40)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Select Item #

Save & Exit Grade Test

Total Number of Questions – The total number of questions will be listed at the top of the screen, along with what question you are currently viewing. All questions that have been answered will show up in red at the bottom of the screen.

Submit Answer or Next – Click the Submit Answer or  to go to the next question in the assessment.

Save & Exit – You can save your test and continue at a later time. To save, click OK when prompted. It will list how many questions you have answered, questions left unanswered, and time spent on the test.

Grade Test – click the Grade Test button to submit your test responses for grading. You will be informed whether all questions have been answered before completing this process.



4.4. Exemptions

Your instructor can choose to exempt, or excuse, you from a unit in a PLATO course. You may also be exempted from a unit or module after completing a unit pretest. The pretest questions cover the objectives in each module of a unit. Your exemption status is based on which questions you answered correctly.

See the example below of a student's exemption status. It shows those modules that the student is not required to take. Even if you are exempted from taking a unit or module, you can still access the material at any time.

Bombay Scottish High School

Welcome, Bandekar, Prashant!

Home Licenses Self Enroll Help Log Out

Assignments Drop Box Messages Discussions

Assignments

Location: MN High School
Class: Advanced Biology
Assignment Name: Assignment for Biology

Instructions
Please finish this assignment by December 31, 2012. The first thing you need to attempt is Threaded Discussion and Digital Drop box activity.

PLATO Course Advanced Biology, Semester A > Unit 1 - Nature of Life

Title	Exemption	Mastery	Status
Unit 1 - Pretest		(---)	
Unit 1: Discussion - Nature of Life		(---)	
You are here. What is Biology?		☆	
Conducting Biology Research	☆	☆	
Communicating Your Results	☆	☆	
The Chemical Nature of Biology		☆	

Icon Legend



4.5. Drop Box

A digital drop box activity allows you to upload digital files related to an assignment for review and grading by your instructor.

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Assignments Drop Box Messages Discussions

Drop Box

PLATO Course Advanced Biology, Semester A > Unit 3 - Cell Structures and Functions > Unit Activity : Cell Structures and Functions

Unit Activity : Cell Structures and Functions

Assignment Instructions and/or starter file

Your instructions are embedded within the document below.

hbgv_a3_unit_activity.doc
File Type: Microsoft Word Document

Download to my local computer

File Center Deleted Files

Upload New File Comments Log Submit File Delete Selected File(s)

File Center

Your activity is being reviewed by your Instructor.

hbgv_a3_unit_activity_Prashant_b.doc
Microsoft Word Document, 158.00 KB, Updated 6/4/2012 02:32 PM
File Uploaded By: Bandekar, Prashant
Version: 1 [Upload a new version of this file](#)

Submitted for review



4.6. Discussion

Discussion activities ask complex, open-ended questions. They encourage you to reflect on concepts, articulate your thoughts, and respond to the views of others. You'll need to think critically to answer these questions.

Discussion activities can be section discussions or threaded discussions. Section discussions are nongraded discussions. You can reply to an open-ended question or respond to other students' thoughts.

Threaded discussions, on the other hand, are graded. Your instructor will grade you on the replies you submit to a discussion topic.



5. Communication Tools



5.1. Messages

Click the Messages tab on the Home Page to view your online messages. The Messages page holds all the online communication between you and your instructor. This page also displays notifications sent by your instructor.

Bombay Scottish High School

Welcome, Bandekar, Prashant!

Home Licenses Self Enroll Help Log Out

Assignments Drop Box **Messages** Discussions

Message Center

Inbox [Icon Legend](#)

Notifications New Message Delete Message New Messages: 0 | Total messages: 2

	From	Subject	Class/Location	Date Received
<input type="checkbox"/>	Mehta, Jignesh	Welcome to Bombay Scottish High School	Assessment Class, MN Hig...	06/04/2012, 11:07 AM



5.2. Announcements

Check the Home page for announcements from your instructors or program administrators. You can also view the status of your assignments on the Home Page.



6. Monitoring Your Progress

You can keep track of your progress on a course by using two reports, the Graphic Learner Progress Report and the View Progress report. Click the Assignments tab on the Home Page to access these reports. Under the Reports column, you can see both these reports.



6.1. View Progress Report

The View Progress report allows you to monitor your progress on an assignment. When you click the View Progress link, the screen displays the Learner Progress Report for the selected assignment.

Assignment for Biology										Printable View
Learner Name: Bandekar, Prashant					Location: MN High School					
Assigned By: Mehta, Jignesh					Class: Advanced Biology					
Start Date: 06/04/2012					Report Creation Date: 06/22/2012					
Due Date: 12/31/2012 12:00:00 AM										
Title	Completion	Exemption	Mastery	Completion Date	Tries	First Use Date	Last Use Date	Time On Task (HH:MM:SS)	Score	
[-] PLATO Course Advanced Biology, Semester A				---	32	06/04/2012	06/22/2012	05:31:50	---	
[+] Unit 1 - Nature of Life				---	9	06/04/2012	06/22/2012	00:43:46	---	
[+] Unit 2 - The Chemistry of the Cell				---	7	06/04/2012	06/22/2012	00:01:43	---	
[+] Unit 3 - Cell Structures and Functions				---	14	06/04/2012	06/22/2012	04:32:01	---	

Printable View – Clicking this button allows you to print the report.

Title – Displays the assignment name followed by the unit, modules, and activities within the modules. You can navigate through the assignment by clicking the + and – icons to expand and contract sections of the report.

Completion – Displays the legend icon corresponding to the progress made on the assignment: not started, in progress, or completed.

Exemption – Displays an icon if you are exempted from taking that assignment.

Mastery – Displays an icon that indicates 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 score in terms of percentage where applicable.




6.2. Graphic Progress Report

This report summarizes your overall progress on a course. The report does not break down your progress by unit.

Graphic Learner Progress Report
for Bandekar, Prashant

Location: MN High School
Instructor: JM, Global Instructor;
Learner's PLATO Name: L1



Advanced Biology						
Assignment Name	Total Modules	Modules Mastered*	Percent of Modules Mastered	Total Time on Task	Average Module Mastery Time	Progress Bar (The Progress Bar visually represents the Percent of Modules Mastered column data)
Assignment for Biology	38	3	8%	05:56:14	01:58:45	0%  8%

* Modules Mastered = Mastered Modules if they report mastery PLUS (+) Exempted Modules PLUS (+) Completed Modules if they only report Completion.

Assignment Name – Displays the assignment name.

Total Modules – Displays the total number of modules in the assignment.

Modules Mastered – Displays the number of modules you have mastered.

Percent of Modules Mastered – Displays the progress on modules mastered as a percentage.

Total Time on Task – The total amount of time you have spent on the assignment.

Average Module Mastery Time – The average time it took you to master a module.

Progress Bar – A visual representation of the percentage of modules mastered.



7. Student Support



7.1. Reader Support

The reader support feature is available at the top left corner of the screen.

close reader support

Reader Support Tools

Instructions: Copy/Paste or type your text in the form area below and click on your desired action with the buttons presented below.

Clear Listen with: Conrad Translate to: Spanish Define [define in Spanish](#)

Biological research and innovation are responsible for everything from heart transplants to hybrid roses, from higher crop yields to longer life spans.


Innovación y la investigación biológica son responsables de todo de trasplantes de corazón a las rosas híbridas, de mayores rendimientos de los cultivos a más tiempo de vida de vanos.

POWERED BY

Characters: 151

Notebook Calculator Hint Data Refresh Tutorial

What Is Biology?



Introduction

Steve has diabetes. Sara is lactose intolerant. Only a few decades ago, Steve would have died at an early age, and Sara would not have been able to consume milk or other dairy products.

Today, Steve has effective medicine, and Sara can choose lactose-free dairy products. Scientific discoveries and inventions have made their lives and ours healthier and easier. Biological research and innovation are responsible for everything from heart transplants to hybrid roses, from higher crop yields to longer life spans.

Wherever you look, biology has made your life, your environment, your health, different, and hopefully better, than your ancestors' lives. We've come a long way from thinking tuberculosis was caused by vampires, which is what some of our ancestors believed!

Clicking the Reader Support button gives you the option of listening to, translating, or defining any text you enter into the text area of the tool. You can type directly into this field or copy and paste text from a lesson.

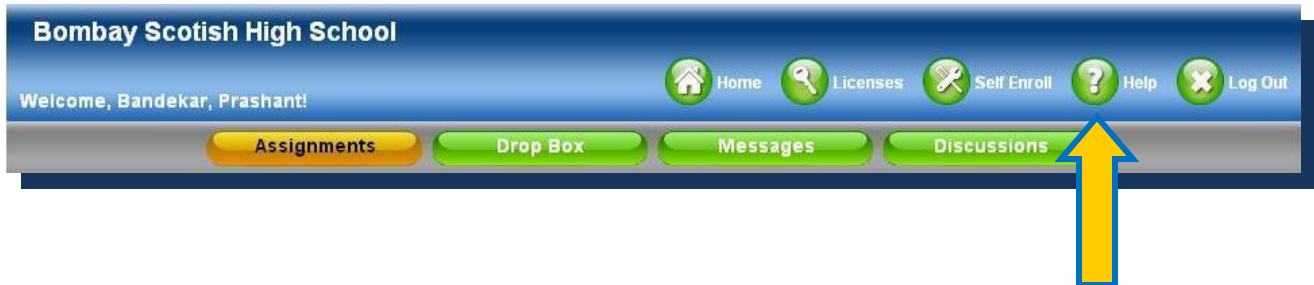
You can choose from four different voices to read the text. The text can be translated into eight languages: Spanish, French, German, Chinese-simplified, Chinese-traditional, Japanese, Portugal, and Russian. The Define option provides definitions in English and in Spanish



7.2. Help

When problems or questions arise, you should *always* contact your instructor for guidance.

Your second option is to access the 24/7 self-service support link. Clicking the help button will take you to the PLATO Learning support site, which contains general information and answers to many common questions.



7.3. Technical Readiness

Pop-up blockers must be disabled or configured properly in order to run PLATO courseware successfully. Pop-up blockers or stoppers are used to prevent additional windows, typically advertisements, from opening within the Web browser.

Pop-up blocking software disables JavaScript™ pop-up ads, but it also disables legitimate site functionality using JavaScript. The procedures to disable or configure pop-up blockers vary, depending on the software used.

Click [here](#) to learn how to turn off pop-up blockers for PLATO activities.