

Plato Student Orientation

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Welcome

Welcome to Edmentum! 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 the Plato Courseware program.

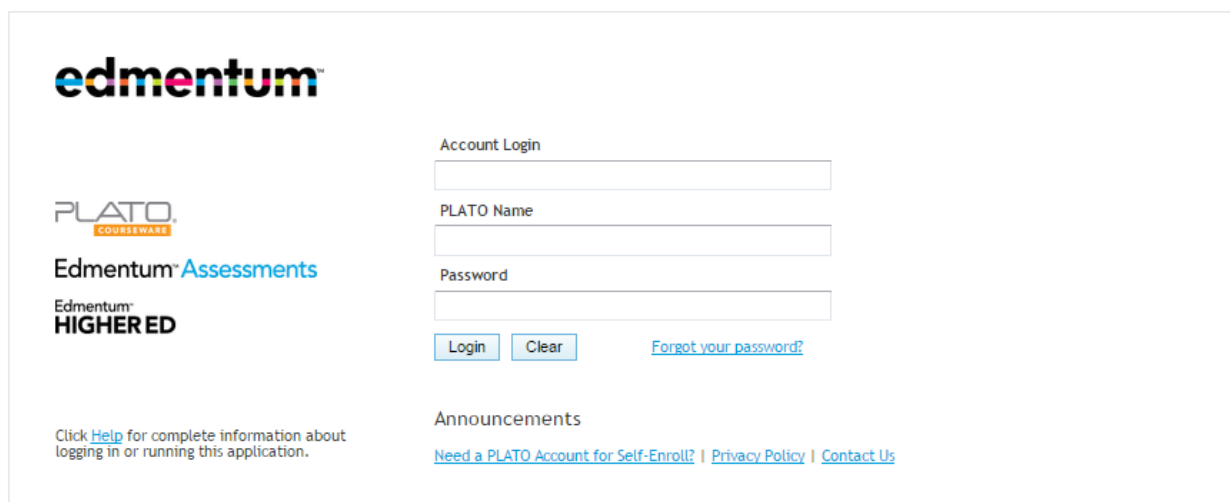
This toolkit will help you access and use the features of this program. You'll see how to log in and learn how to complete different online assignments, including dropbox activities, assessments, and open-ended discussions with other students.

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

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.

How to Log In



The screenshot shows the Edmentum login interface. On the left, there is the Edmentum logo with 'edmentum' in lowercase and 'PLATO COURSEWARE' above it. Below the logo, it says 'Edmentum Assessments' and 'Edmentum HIGHERED'. At the bottom left, there is a link to 'Click [Help](#) for complete information about logging in or running this application.' On the right, there is an 'Account Login' section with three input fields: 'Account Login', 'PLATO Name', and 'Password'. Below these fields are 'Login' and 'Clear' buttons, and a link for '[Forgot your password?](#)'. At the bottom right, there is an 'Announcements' section with links for '[Need a PLATO Account for Self-Enroll?](#)', '[Privacy Policy](#)', and '[Contact Us](#)'.

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

Visit the [Plato Courseware](#) site to open the program log-in screen.

If you ever forget your password, the log-in screen provides a link to access at any time to reset your password.

Video Tour

The [Student Orientation Tutorial](#) covers the features of this program in detail. After viewing the tutorial, read through the rest of this document for help on getting started with your assignments.

The screenshot displays the PLATO Courseware interface. At the top, the user profile for Knox Upton is shown, dated Monday, July 27, 2015. Navigation icons include Home, All My Work, Messages, Notes, Collaboration, and Sign Out. The main content area is divided into two sections: Active Assignments and Alerts.

Active Assignments:

- Algebra 1 Semester A Refresher (Part 1):** Subtopic: Subtracting Binomials and Monomials. Activity: **Subtracting Binomials and Monomials: Mastery Test**. Status: Activity Mastered. Progress: 50%. Due: 12/31/15.
- Algebra 1 Semester A Refresher (Part 2):** Status: NEW. Instruction: To begin, select an activity from All Activities. Button: Select New Activity. Due: 12/31/15.

Alerts:





- Discussion Reply (7/2/15):** Mister Belding replied to your discussion response. My Class: PLATO Course Algebra 1, Semester A v5.0. Unit 1: Discussion – Single-Variable Expressions, Equations, and Inequalities.
- You've been added to a collaboration (5/21/15):** Geometry Collaboration. Created by Test Teacher. Starts: 8/5/2015 @ 12:00 am. Ends: 1/9/2016 @ 12:00 am.

Assignments and Course Activities

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 include Web links to informational sites, games, and videos, which are designed to broaden your access to information about the topic.

Unit 2: Short Stories and Novels

| | | |
|--|---|--|
| <p>Prefest: Short Stories and Novels</p>  <p><input type="radio"/> Not Started</p> | <p>Discussion: Short Stories and Novels</p>  <p><input type="radio"/> Not Started</p> | <p>Elements of Fiction 0 of 2</p> <p><input type="radio"/> Elements of Fiction: Tutorial</p> <p><input type="radio"/> Elements of Fiction: Mastery Test</p> |
| <p>"The Most Dangerous Game"</p>  <p><input type="radio"/> 0 of 2</p> | <p>The Death of Ivan Ilyich, Chapters 1-4</p>  <p><input type="radio"/> 0 of 2</p> | |

Mastery Tests

Unit 2: Short Stories and Novels


| | | |
|--|---|--|
| <p>Prefest: Short Stories and Novels</p>  <p><input type="radio"/> Not Started</p> | <p>Discussion: Short Stories and Novels</p>  <p><input type="radio"/> Not Started</p> | <p>Elements of Fiction 0 of 2</p> <p><input type="radio"/> Elements of Fiction: Tutorial</p> <p><input type="radio"/> Elements of Fiction: Mastery Test</p> |
| <p>"The Most Dangerous Game"</p>  <p><input type="radio"/> 0 of 2</p> | <p>The Death of Ivan Ilyich, Chapters 1-4</p>  <p><input type="radio"/> 0 of 2</p> | |

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.

Mastered

★ The History of the English Language: Mastery Test 

Not Mastered

Beowulf: Mastery Test 

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.

Assessments

Unit 2: Short Stories and Novels

| | | | |
|---|--|--|--|
| Pretest: Short Stories and Novels <input type="radio"/> Not Started | Discussion: Short Stories and Novels <input type="radio"/> Not Started | Elements of Fiction <input checked="" type="radio"/> 1 of 2 | "The Most Dangerous Game" <input type="radio"/> 0 of 2 |
| The Death of Ivan Ilyich, Chapters 1-4 <input type="radio"/> 0 of 2 | The Death of Ivan Ilyich, Chapters 5-8 <input type="radio"/> 0 of 2 | The Death of Ivan Ilyich, Chapters 9-12 <input type="radio"/> 0 of 2 | Writing about Literature <input type="radio"/> 0 of 2 |
| Unit Activity: Short Stories and Novels <input type="radio"/> Not Started | Post Test: Short Stories and Novels <input type="radio"/> Not Started | | |

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

- multiple choice
- multiple response
- grid response
- matched pairs
- fill in the blank
- graphic gap match
- hot spot
- cloze
- sequencing
- hot text

Click a test 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.

The Assessment screen includes the following information:

The screenshot displays the assessment interface for 'Question 1 of 20'. At the top, there is a navigation bar with icons for 'Next', 'Reader Tools', 'Info', 'Grade Assessment', and 'Save and Exit'. The main content area contains the following elements:

- Instructions:** Drag each tile to the correct box. Match the lines from Chaucer's *The Canterbury Tales* to the characters they describe.
- Tiles:** Four text boxes containing lines from the text:
 - And honoured everywhere for worthiness. At Alexandria, he, when it was won;
 - Of courtliness, and stately manners took, And would be held worthy of reverence
 - In wisps hung down such locks as he'd on head, But as to hood, for sport of it, he'd none.
 - A lover and a lusty bachelor, With locks well curled, as if they'd laid in press.
- Pairs:** A list of character names on the left, each with a double-headed arrow pointing to a dashed rectangular box on the right:
 - prioress
 - squire
 - knight
 - pardoner
- Navigation:** 'Next' and 'Reset' buttons at the bottom left.

Total Number of Questions – The total number of questions will be listed at the top of the screen, along with the question you are currently viewing.

Next – Click Next to go to the next question in the assessment.

Reset – Click Reset to deselect a previously selected option.

Save and Exit – You can save your test and continue at a later time. To save, click Exit Assessment when prompted. It will list the number of questions you have answered, the total number of questions, and the time spent on the test. Or click Cancel to continue with the assessment.

Grade Assessment – Click Grade Assessment to grade your test, and Click OK when prompted to confirm the completion of the assessment. Or click Cancel to revert back to the assessment.

Exemptions

Your instructor can choose to exempt, or excuse, you from a unit in a 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.

Economic Systems, Efficiency,
and Productivity



0 of 2



Dropbox

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

Discussions

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.

Discussions within your course are graded. Your instructor will grade you on the replies you submit to a discussion topic. These discussions are located under your All Activities page. Click the discussion to read, reply, and submit your response.



Discussion Topic

Early English literature was written in Old English, which is vastly different from Modern English. Often, these texts are translated into more accessible language for modern readers. When reading these older forms of English, it can be difficult to understand the meaning, even if the language has been modified. In your opinion, what makes this literature so difficult to read? Is it the vocabulary, the characters, the type of storytelling, the density of the language, or something else? As you progressed through Old English texts to Middle English to Modern English, how did your understanding of the literature change? Can you explain what caused the change?

No Responses

Submit for Scoring

New Response to Topic

Be the first to respond to the Discussion topic!

Exit Graded Discussion

Communication Tools

Messages

Click the Messages tab on the Home Dashboard 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.

The screenshot shows the 'Messages' interface. On the left is an inbox with two messages: 'Great work!' and 'RE: Do I have this right?'. The main area displays the 'Great work!' message from 'Test Teacher' to 'Knox Upton', dated 05/19/2015 2:09 pm. The message content reads: 'Hi Knox. You are off to a great start. You mastered adding monomials. Great work. You should be proud of that 90%. If you need help with the question you missed, let me know. I am here to help. Otherwise, great job! Keep it up!'. At the bottom right of the message area are 'Reply' and 'Archive' buttons.

Alerts

Check the Home Dashboard for alerts about your assignments or notices from your instructors and program administrators. You can also view the status of your assignments on the Home Dashboard.

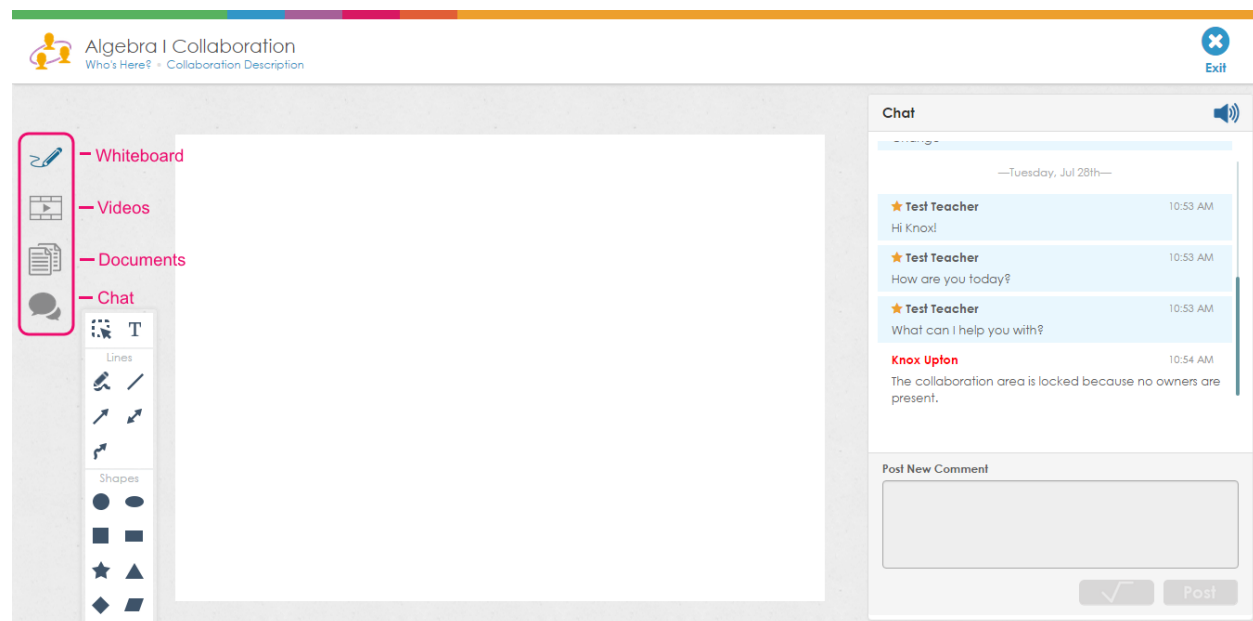
Collaborations

You can interact with your teachers and classmates through the chat and whiteboard features of the Collaboration Tool. Use these forums to get help with homework or ask questions in real time. You can also access live or expired sessions at any time to download documents or watch videos.

You'll receive a notification on your Alerts page when you have been added to a collaboration. You can access the collaboration through the alert or through the collaboration icon at the top of your screen.



To get started, click Launch. You can begin interacting with your instructor when he or she is present. Use the left-hand menu to switch between the whiteboard, videos, documents, and chat features. For more information, view the [Student Orientation Tutorial](#).



Monitoring Your Progress

You can keep track of your progress on a course by using the graphic progress view or by looking at two reports—the Learner Progress Report and the Portfolio Report. Both reports can be accessed from the All My Work page.

All My Work

Search Assignment Name

View:

- All Assignments
- In Progress
- Completed
- Not Started

Sorted By:

- Last Accessed
- Assignment Name

[Create Portfolio Report](#)

English 9, Semester A

In Progress **13%**

Start date: 05/27/2015
Last Accessed: 07/27/2015
Time on Task: 00:03:35
Instructor(s): Test Teacher

[All Activities](#) [Create Progress Report](#) Due: 08/31/15

Algebra 1 Semester A Refresher (Part 1)

In Progress **50%**

Start date: 06/16/2015
Last Accessed: 07/27/2015
Time on Task: 00:14:38
Instructor(s): Test Teacher

[All Activities](#) [Create Progress Report](#) Due: 12/31/15

Learner Progress Report

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

| English 9, Semester A | | | | | | | | | |
|---|-------------|-----------|--------------|-----------------|-------|----------------|--|-------------------------|-------|
| Learner: Upton, Knox (kupton) | | | | | | | Location: | | |
| Assigned By: Teacher, Test | | | | | | | Class: English 9, Semester A | | |
| Start Date: 05/27/2015 Due Date: 08/31/2015 | | | | | | | Report Creation Date: 7/28/2015 9:38:15 AM | | |
| Title | Completion | Exemption | Mastery | Completion Date | Tries | First Use Date | Last Use Date | Time On Task (HH:MM:SS) | Score |
| PLATO Course English 9, Semester A v4.0 | In Progress | | Not Mastered | | 2 | 07/27/2015 | 07/27/2015 | 00:03:35 | -- |
| Plato Student Orientation | NA | | NA | -- | | | | -- | -- |
| Syllabus: English 9A | NA | | NA | -- | | | | -- | -- |
| Unit 1: Introduction to High School Academics | In Progress | | Not Mastered | | 0 | 07/27/2015 | 07/27/2015 | -- | -- |
| Pretest: Introduction to High School Academics | Not Started | | NA | | | | | -- | -- |
| Discussion: Introduction to High School Academics | Not Started | | NA | | | | | -- | -- |
| Who Are You as a Student? | Completed | | Mastered | 07/27/2015 | 0 | 07/27/2015 | 07/27/2015 | -- | -- |
| Who Are You as a Student?: Tutorial | Not Started | | NA | | | | | -- | -- |
| Who Are You as a Student?: Mastery Test | Completed | | Mastered | 07/27/2015 | | | 07/27/2015 | -- | 100 |

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 – Indicates the progress made on the assignment: not started, in progress, or completed.

Exemption – Indicates whether you are exempted from taking that assignment.

Mastery – 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.

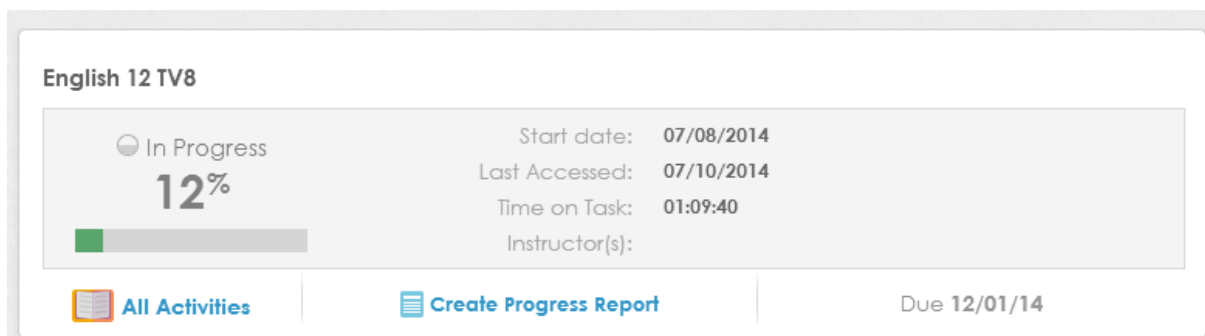
Last Use Date – The last date when you launched the activity.

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.

Graphic Progress View

This view on the All My Work page summarizes your overall percent complete on an assignment. The view does not break down your progress by unit.



Progress Bar – A visual representation of the percentage of the course completed

Start Date – the first date you launched the assignment.

Last Accessed – the last time you launched an activity.

Time on Task – the total time you have spent on this course or assignment.

All Activities – a link to view all activities within the course

Create Progress Report – a link to open your Learner Progress report

Due – the due date for the course or assignment as entered by your Instructor

Portfolio Report

This report is a comprehensive view of your work in all courses and assessments.

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Learner Portfolio Report

This report provides information about all the assignments and assessments the Learner has ever performed within his product.

Learner: **Knox Upton** (kupton)

Account Name: **Alisha's Courses and**

Summary

| Assignments | |
|-------------------------|------------|
| Total Assignments: | 10 |
| First Start Date: | 05/19/2015 |
| Last Completion Date: | |
| Last Access Date: | 07/27/2015 |
| Total Modules Mastered: | 8 |
| Total Modules Assigned: | 247 |
| Overall Percentage: | 5.00 % |
| Total Time on Task: | 05:28:54 |

Assignment Activity Details

| Location: Elementary Basic Skills | | | | | | | | | | |
|-----------------------------------|--|---|-------------------|------------|-----------------|------------------|-------|---------------------|--------------------|--|
| Class | Instructor | Assignment | Completion Status | Start Date | Completion Date | Modules Mastered | Total | % Modules Completed | Total Time On Task | |
| | | PLATO Course American Government, Semester A | In Progress | 05/22/2015 | | 0 | 12 | 0 % | 00:00:00 | |
| | 1, Admin; 2, Admin; | English 12, Sem A v4.0 (TV7) | Not Started | | | 0 | 16 | 0 % | 00:00:00 | |
| | 1, Admin; 2, Admin; Gambrell, Benjamin; McCune, Kevin; Natvig, Alisha; Vavrichek, Becky; | McCune's World Geo: Section 4 | Not Started | | | 0 | 8 | 0 % | 00:00:00 | |
| | 1, Admin; Natvig, Alisha; Teacher, Test; Vavrichek, Becky; | PLATO Course Algebra 1, Semester A v5.0 (TV1) | In Progress | 05/22/2015 | | 0 | 53 | 0 % | 02:02:59 | |

Class – Displays the class name for each assignment.

Instructor – the name of the instructor(s) for the specific class.

Assignment – Displays the assignment name.

Completions Status – Provides the status of the assignment.

Start Date – The date on which the assignment was assigned to you.

Completion Date – The 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 – A visual representation along with the percentage of modules mastered.

Total Tme on Task - The total amount of time you have spent on the assignment.

Student Support

As you progress through your course, you will have support the entire way. Tutorials include tools to help you throughout the lesson. Some of these tools are subject-specific. These tools are widely available:

- Notebook
- Resources
- Reader Support: Dictionary, Text to Speech, Translation
- Standard Calculator or Scientific Calculator

Reader Support

Reader Support tools are available on the left side of the screen.



Clicking any of the Reader Support tools 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 highlight a passage and click the respective button.

For a translation, 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, Portuguese, and Russian. The Define option provides definitions in English and in Spanish.

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. At the bottom of every screen, you will see a Show Me button that gives you access to the Support Site link. Click on Show Me to access the Support Site link and any resources to help you with the program.

All My Work

Search Assignment Name

View:

- All Assignments
- In Progress
- Completed
- Not Started

Sorted By:

- Last Accessed
- Assignment Name

Create Portfolio Report

English 9, Semester A

In Progress 13%

Start date: 05/27/2015
Last Accessed: 07/27/2015
Time on Task: 00:03:35
Instructor(s): Test Teacher

All Activities Create Progress Report Due: 08/31/15

Algebra 1 Semester A Refresher (Part 1)

In Progress 50%

Start date: 06/16/2015
Last Accessed: 07/27/2015
Time on Task: 00:14:38
Instructor(s): Test Teacher

All Activities Create Progress Report Due: 12/31/15

My Class: PLATO Course Algebra 1, Semester A v5.0 Grade: A (100.00%)

Submitted 0%

Start date: 05/22/2015
Last Accessed: 06/04/2015

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Technical Readiness

Pop-up blockers must be disabled or configured properly 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 that uses 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.

Your workstation must be configured to run content in Plato products. Use [the following Wizard to prepare your workstation](#) for Plato products. The Wizard will also help you resolve common problems such as assignments failing to launch.

Accessibility Assurances

Edmentum's commitment to our mission statement – inspired solutions for teachers and learners – has led us to build a wide variety of accommodations into all of our products to serve the needs of learners with disabilities. Our [Accessibility Compliance](#) document explains how this program is designed to meet those needs.

Accessibility Tips

- Please use the Firefox browser for optimum accessibility performance for screen readers (e.g., JAWS).
- To better understand how to use Mouse Keys and the numeric keypad to navigate through the program, please access this [Microsoft](#) site for specific instructions.
- On the discussions page in the program, you can access the Discussion Toolbar by using ALT-F10.

Student Policies

Course Credit and Grading

Semester-based courses are **one-half credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, lesson activities, and other activities that require completion for course credit. Each course has a required final exam, which will be proctored.

To earn one-half credit, you must meet two basic requirements:

- Earn a 60 percent or higher on the end-of-semester or final exam.
 - If you fail the final exam on the first attempt, you can retake the exam only once, provided that you still have time left in the class. If you have reached the course end date, an extension will need to be purchased to retake the final exam. After taking the final exam, you will not be able to go back into the course to resubmit any assignments. Taking the final exam signifies completion of the course.
- Earn a 60 percent or higher average for the overall class.

Teachers will provide you with written information if these requirements differ for a specific course. In addition, teachers will set and share a written grading policy for their class.

Student Expectations and Conduct

You are required to work consistently and to follow the Course Pacing Guide provided in your syllabus. You may complete more work than the pacing suggests, and you are encouraged to do so.

Except when instructed otherwise, you are expected to complete your work on your own. Copying work from others, plagiarizing content without proper citation, and other forms of cheating will not be tolerated.

You are expected to have regular and timely communication with your teachers. You should respond within 24 hours to any emails from your teacher.

Finally, you are expected to show respect for students and staff through courteous communications and interactions. This includes proper “netiquette” and respect for the privacy of others.

EdOptions Academy Student Policies

EdOptions Academy students should refer to the complete [EdOptions Academy Student Policy Guide](#) for further policy details, especially with regard to the Right to Privacy Policy and the [EdOptions Academy Student Code of Conduct](#).

Prerequisites

We want you set up for success as you begin your Plato Course! After you have read through this entire document, please make sure you are able to do the following:

- Successfully set up your workstation.
- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Understand how to download and upload attachments in emails.
- Perform online research using search engines and library databases.
- Communicate effectively with your teachers through email.
- Participate in discussion boards.
- Be able to access Edmentum Support should any technical issues arise.
- Understand netiquette when working with others in an online environment.

Please contact your teacher, review the Student Orientation video, or access the Edmentum Support Center if you need help with any of the requirements listed above.