

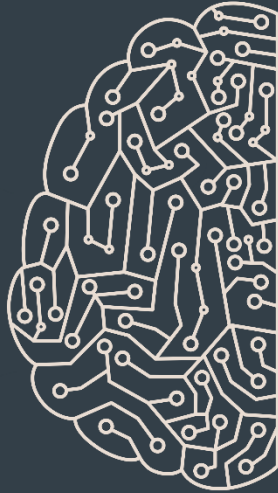


The University of Texas
University Charter School System

Curriculum/PLATO Courseware Handbook



2024–2025



**UT CHARTER
SCHOOL SYSTEM**

**Connections
Change
Everything**

CHANGE STARTS HERE

The logo for the UT Charter School System is contained within a dark grey rounded rectangle. On the left side of the rectangle is a stylized white brain composed of interconnected circuit lines and nodes. To the right of the brain, the text "UT CHARTER SCHOOL SYSTEM" is written in a bold, orange, sans-serif font. Below this, the words "Connections", "Change", and "Everything" are stacked vertically in a larger, bold, white, sans-serif font. At the bottom of the rectangle, the phrase "CHANGE STARTS HERE" is written in a smaller, white, sans-serif font, with each letter separated by a small gap.

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Procedures

PLATO Courseware Handbook Purpose:

The purpose of this manual is to provide a quick access tool to set up accounts, classes, and monitor UT-UCS Computer Based Instruction Courses. PLATO is for students taking courses for credit acquisition (first time) or credit recovery.

District Course Requirements:

- Students are able take Mastery Test 3 times for mastery (unless documented as an accommodation in the IEP).
- Students are able to take Post Test 2 times for mastery (unless documented as an accommodation in the IEP).
- Students are able to take End of Semester Test 1 time (unless documented as an accommodation in the IEP).
- **Pretests are for Credit Recovery Courses ONLY.**
- Students are only allowed outside of school access for Tutorials and Unit Activities.
- Students may earn no more than 4 credits per semester (combination of CBI and Direct Teach)
- For Credit acquisition, students are required to successfully complete **all Course and Unit Activities** to earn credit for the course.
- Post Test and End of Semester exams should be administered in a monitored setting.
- Pacing of progress is monitored daily and/or weekly.

PLATO Administrator/Facilitator Responsibilities:

- Set-up campus courses either credit acquisition or credit recovery.
- Create a modified course per IEP with support of certified teacher.
- Create accounts for students.
- Add students to the appropriate courses.
- Review PLATO tools with students prior to starting a course (text read aloud, highlighter, calculator, notebook)
- If student receives, SPED services check for accommodations and modifications of PLATO courses.
- Submit Credit Verification Forms to Administrator for approval.
- Review student progress (grades and percent complete) with students regularly.
- Award credit in the PLATO system when appropriate.
- Responsible for ensuring all material and links are available for students to complete each activity.
- Print documents when appropriate for research topics.
- Ensure Pre-Test (**unless Credit Recovery**), Mastery, Post and EOS tests are locked until student is ready to complete test.

- Facilitators are encouraged to maintain regular communication with parents/guardians regarding students' progress (**set-up parent access upon request**).
- Ensure required activities are completed. **Students are not allowed to skip sections unless part of their IEP modifications.**

Additional Responsibilities:

- Ensure the Campus Registrar has received enrollment paperwork for the student. Students **should not** be in the classroom until the paperwork is completed.
- Have the student complete the **New Student Survey**. This will help determine classes until records are received.
- Send PLATO progress report to registrar upon withdrawal or for a reporting period.

Components of PLATO Course:

- Pre-Tests – *cumulative tests designed to identify topics students have already mastered prior to beginning a unit (used for Credit Recovery)*
- Tutorials – *interactive lessons used to teach content to students*
- Mastery Tests (**Modules**) – *short quizzes over each tutorial*
- Post Tests – *cumulative unit tests to determine mastery of a unit of study*
- Course/Lesson/Unit Activities – *project assignments that allow students to apply knowledge from the unit in a variety of ways*
- End of Semester Test – *cumulative final exam over the entire course*

*Students are encouraged to take notes. Notes may be used on mastery tests, course/lesson/unit activities, and Post Unit tests, but **NOT** on the End of Semester Test (unless a documented accommodation in the IEP)*

Credit Acquisition vs Credit Recovery:

A student taking a course for the first time is working on credit acquisition. Students working on credit acquisition **do not** take the pretests. They must complete all components of the course (unless documented accommodation in the IEP). They must successfully complete all unit or course activities, or the credit will not be awarded.

A student retaking a course is working on credit recovery. Students working on credit recovery can take the pretest to show prior knowledge and exemption from known content. Pretests allow students to focus only on the area of the course they did not master on the pretest.

PLATO and Students with Disabilities:

PLATO courses include a few tools and resources designed to support students with disabilities:

- Embedded tools provide read-aloud support, transcripts and captions, definitions, and highlighting to help students access and organize content.
- The notes tool enables students to synthesize information and record questions and observations in a digital notebook.
- Teachers can customize assessment settings for test time completion, passing threshold, and more.
- Educators can customize courses to remove or reorder content at the unit, lesson, or activity level. Teachers can also create new writing prompts and projects to further personalize learning.

Exam Procedure:

Students will only be allowed to take exams in a monitored setting. Students will notify their CBI Facilitator when they are ready to test. CBI Facilitator will monitor students taking exams. Exams **may be given on paper** when appropriate for campus setting.

Step-by-Step Student Post/End of Semester Testing Procedures

- When student has completed the Unit Tutorials and Mastery Tests, student may sign up to take the Unit Post Test.
- Student may ask Plato teacher for a notecard to copy Unit notes (1 front/back notecard per Unit*).
- Student attends testing session and may bring notecard (front and back per Unit*) of written notes to use on the test. (Accommodations may be made for IEP)
- Student takes test online or on paper.
- If printed, the Plato teacher will grade test and enter the test into Plato.
- Corrections may be made to test for ½ credit per each question missed using Plato materials.

***Semester Exams: Follow the same procedures to sign up to take the Semester Exam. Notes are not allowed on End-of- Semester Exams (unless IEP allows).**

Course Weight(s):

Courses with Unit Activity Only	Unit Activity 20% Module 30% Post Test 25% End of Semester 25% Required activity P/F
Courses with Unit Activity and Course Activity	Unit Activity 10% Course Activity 10% Module 30% Post Test 25% End of Semester 25% Required Activity P/F
Courses with NO Post Test	Course Activity 30% Module 40% End of Semester 30% Required Activity P/F
Course with Drop Box/Graded Activity	Drop Box/Graded Activity 20% Module 30% Post Test 25% End of Semester 25% Required Activity P/F

Course Completion:

Student may take the End of Semester Test upon completion of all required course components. This includes **all** course/lesson/unit activities. **Student must obtain overall average of 70% in coursework and successfully complete unit activities to receive credit for the course.**

Facilitator will complete Credit Verification and award credit in PLATO system when course requirements are met.

Calculating Final High School Grade with Withdraw Grades:

Student enrolls in:	How to calculate final grade:
2 nd or 5 th 6 weeks	Average WD grades, CBI, and EOS test with appropriate weights. $(WD\ grade + CBI\ grade + CBI\ grade) \div 3 = Coursework\ Average$ $Coursework\ Average \times 0.75 = 75\% \text{ of final grade}$ $EOS\ test\ score \times 0.25 = 25\% \text{ of final grade}$ $75\% + 25\% = final\ semester\ grade$
3 rd or 6 th 6 weeks	Average WD grades, CBI, and EOS test with appropriate weights. <i>Average WD grades for 1st and 2nd or 3rd and 4th 6 weeks</i> $(WD\ grades\ averaged + WD\ grades\ averaged + CBI\ grade) \div 3 = Coursework\ Average$ $Coursework\ Average \times 0.75 = 75\% \text{ of final grade}$ $EOS\ test\ score \times 0.25 = 25\% \text{ of final grade}$ $75\% + 25\% = final\ semester\ grade$

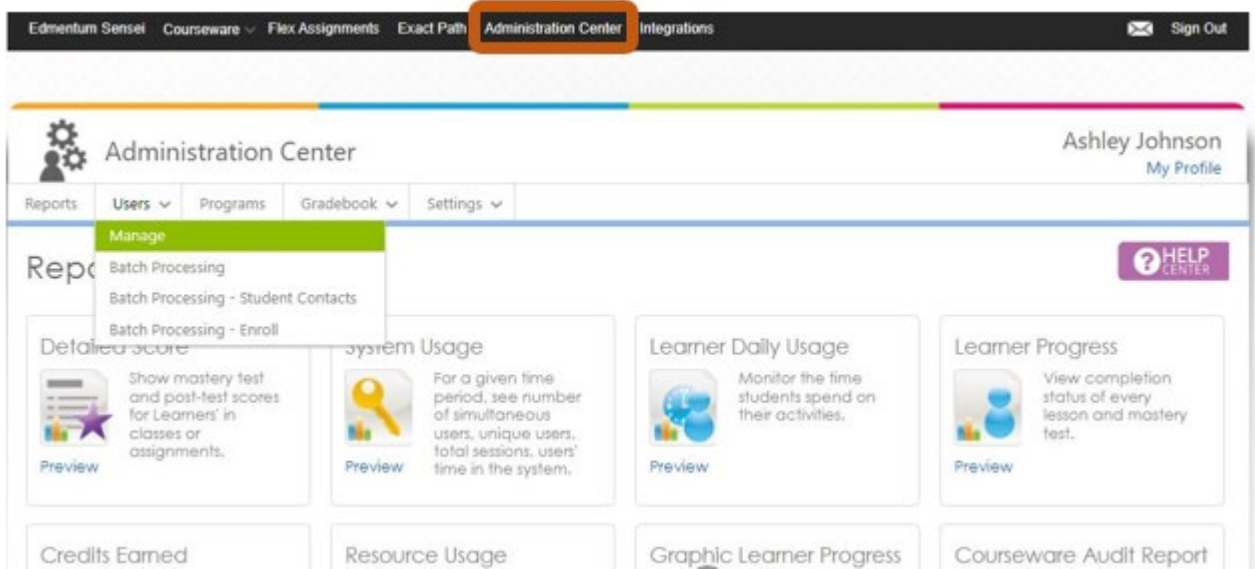
Calculating Final Middle School Grade with Withdraw Grades:

Student enrolls with:	How to calculate final grade:
6 weeks	Average 6 th 6 weeks WD grades and CBI grade = 6 th six-week grade Final Grade = Average of Semester 1 grade + average 4 th -6 th six weeks
9 weeks	4 th six weeks = 3 rd nine weeks grade 5 th six weeks = WD grade or Progress Report grade if listed 6 th six weeks = Average WD grade + CBI Final Grade = Average of Semester 1 grade + average 4 th -6 th six weeks

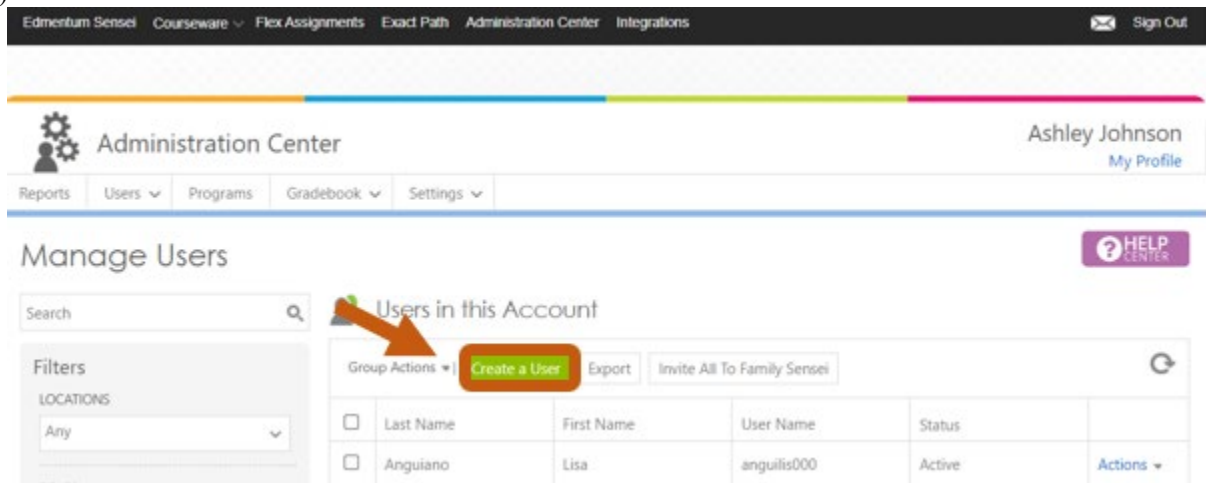
HOW TO...

Create User Account

- 1) Go to Administration Center → Users → Manage



- 2) Click Create a User



3) Complete the following information:

User Status: Active (this is the default setting)

System Role: Learner

First Name: First Name

Last Name: Campus Code (SH, TNC, MCH, etc.)

Grade: Enrolled grade level

PLATO NAME: Alphanumeric

Password: Determined by CBI Facilitator

Account Structure Location: Check box for your campus

Personal Profile
Enter the user's profile information.

User Status*
Active

System Role*
Learner

First Name*
Ashley

Middle Name

Last Name*
CCH

Email

Gender
 Male Female

Date Of Birth

Grade*
10

SIS ID

State ID

Federal ID

User Integration Type

Login Credentials
Enter the user's login credentials.

User Name*
johnsash000

Password*
.....

Confirm Password*
.....

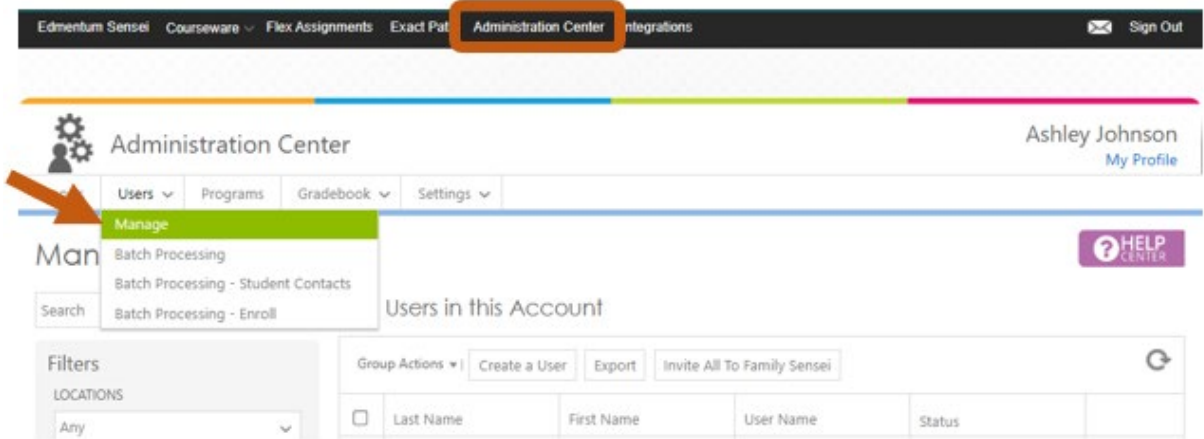
Account Structure Locations
Select the location(s) in your account structure that you'd like to assign this user to.

- Univ of Texas Charter School
 - AMH 017
 - AO 040
 - BOY 057
 - CC 055
 - CCH 045
 - CFA 054
 - CFAS 056
 - DR 029

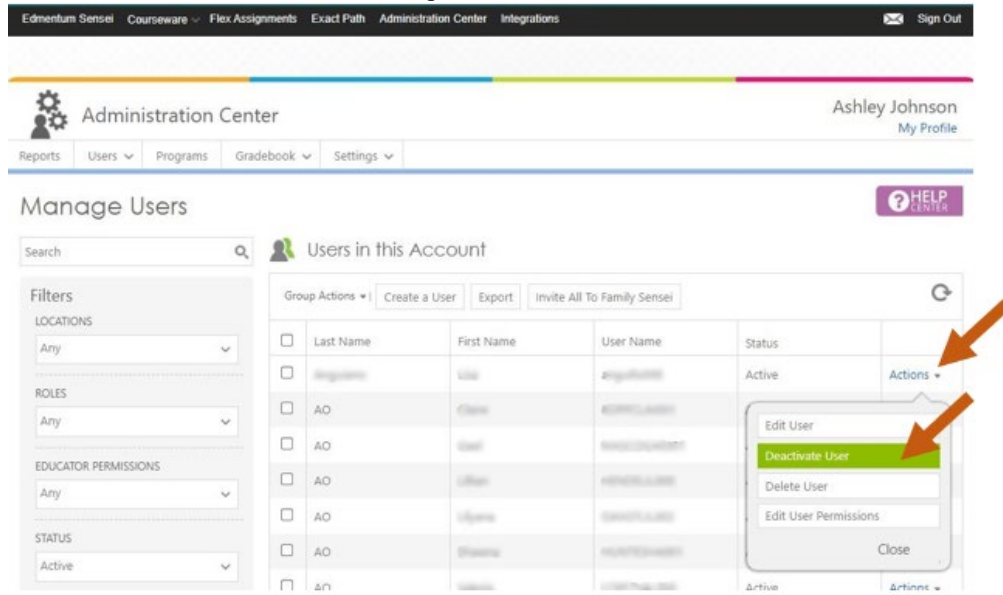
Be sure to check only the assigned campus, otherwise the student will appear on all campus student lists and dashboards.

Deactivate User Account

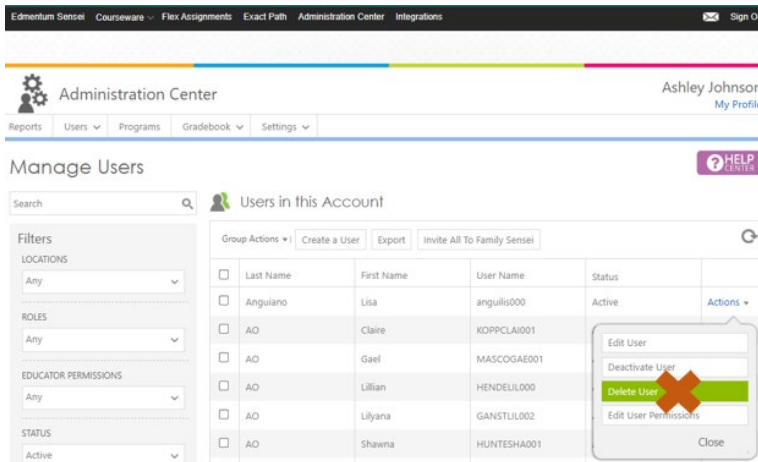
- 1) Go to Administration Center → Users → **Manage**



- 2) Search for student → Click **Actions** drop down next to student name

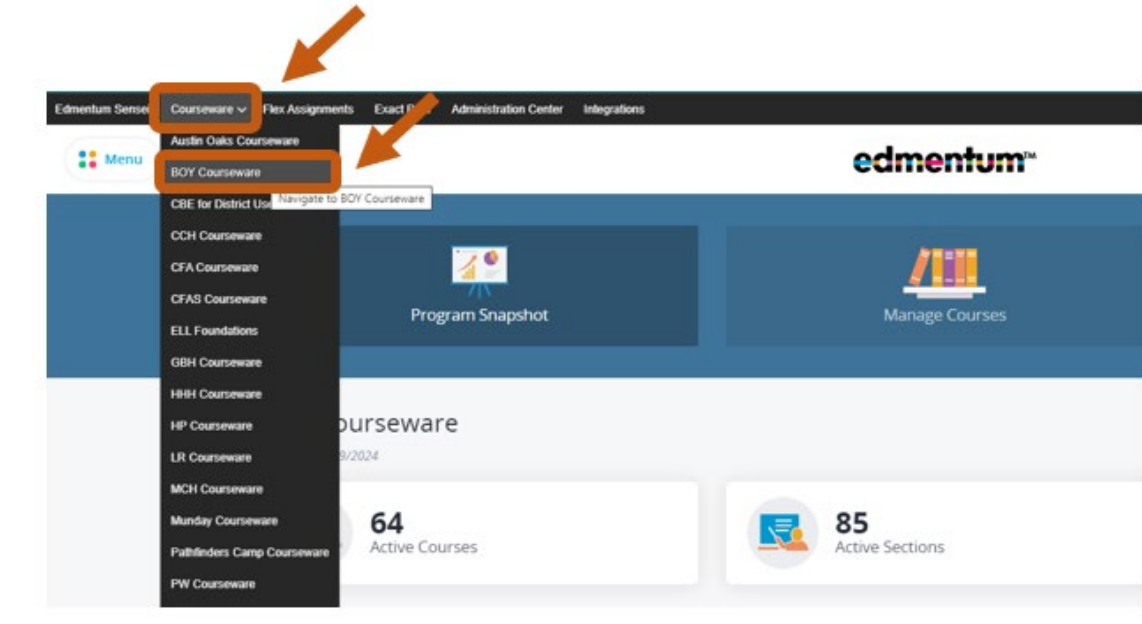


- 3) Click **Deactivate User**
Do not Delete User in case student returns or attends another campus.

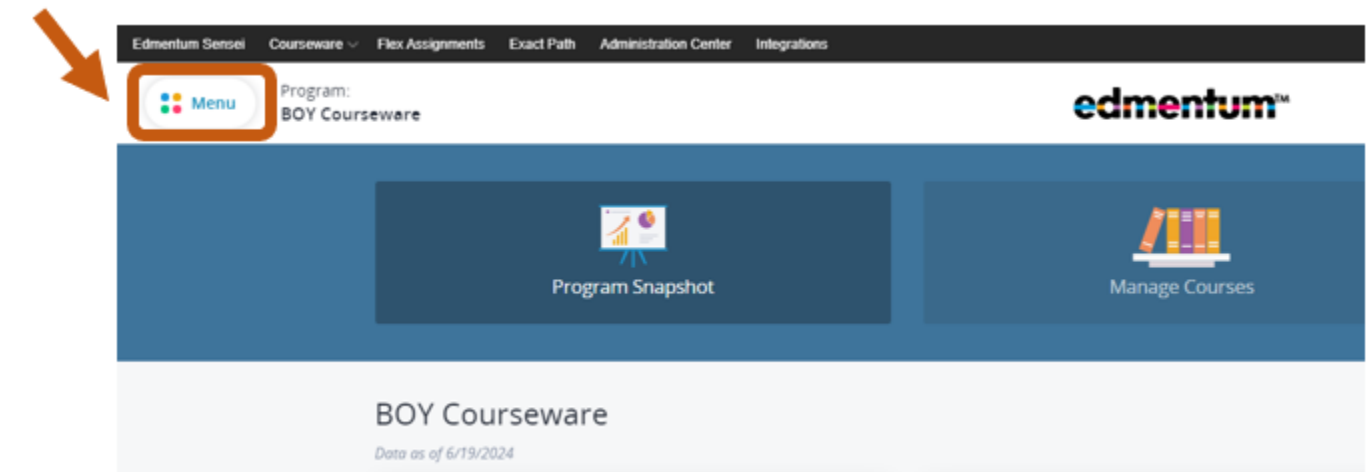


Create a New Campus Course

- 1) Go to Plato Courseware
Select school program




- 2) Click on Menu

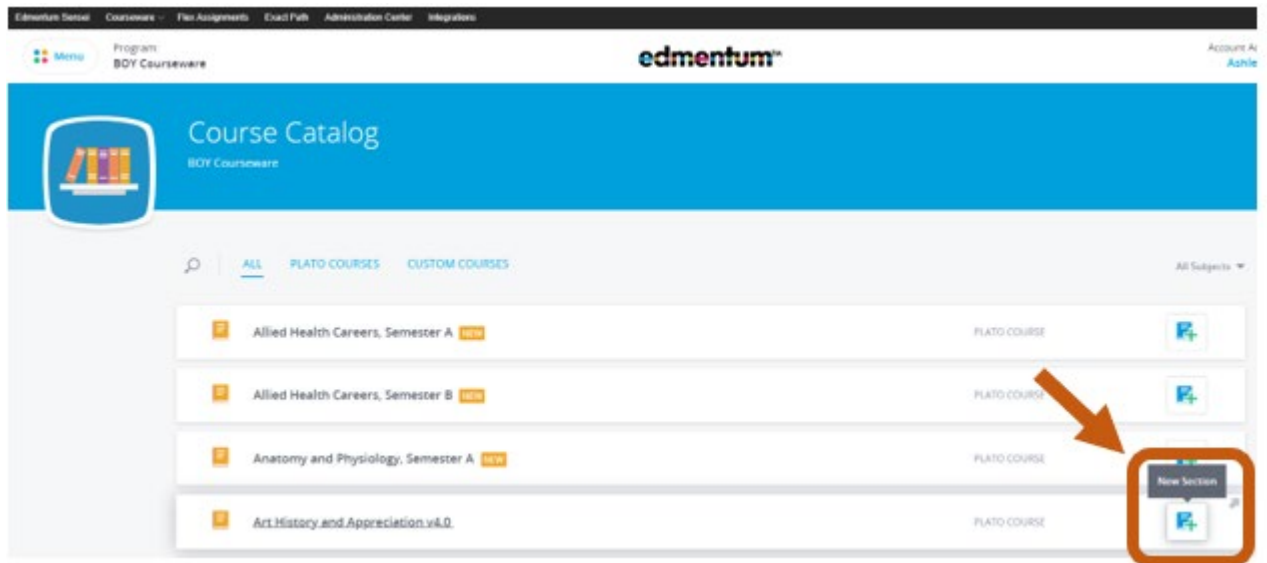


3) Go to Course Catalog

The image shows a vertical navigation menu for the PLATO system, organized into three main categories: ADMINISTRATORS, INSTRUCTORS, and RESOURCES. Each category contains several menu items, each with a small icon and a text label. The 'Course Catalog' item is highlighted with a thick orange border, and an orange arrow points to it from the right side of the menu.

Category	Item
ADMINISTRATORS	Program Snapshot
	Manage Courses
	Manage Students
INSTRUCTORS	My Course Sections
	My Classrooms
	My Students
	My Active Tasks
RESOURCES	Course Catalog
	Custom Course Builder
	Reports
	Classic Reports
	Manage Pacing Calendar

4) Click the  icon to add a new section



5) Complete the following fields:

SECTION NAME (School, Year, Course, Semester- if credit recovery add CRX)

START/END DATES

Choose INSTRUCTORS Type name and should pop-up

Choose Lock After End Date

Save Section Without Students OR Continue to Students to immediately enroll students in course

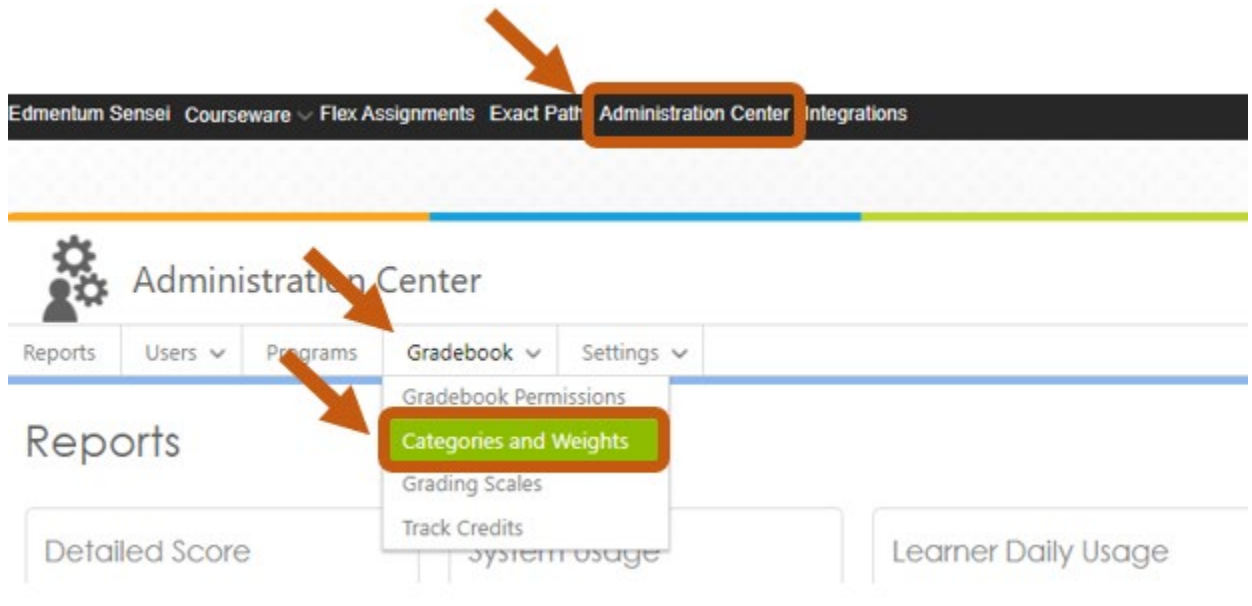
The screenshot shows the Edmentum interface for setting up a section. At the top, the Edmentum logo is visible. Below it, the course title "PLATO Course Chemistry, Semester A v6.0" and the sub-header "Enter Section Details" are displayed. The form is organized into several sections:

- SECTION NAME:** A text box containing "GBH 2021-2022 Chemistry A".
- START DATE:** A date picker set to "8/12/2021".
- END DATE:** A date picker set to "5/26/2022". Below this is a checkbox for "No End Date (Disable Pacing)" which is currently unchecked.
- INSTRUCTORS:** A section with a search bar "Search and add instructors by name" and a "Browse Instructor Directory" link. Two instructors are listed:
 - Cunningham, Crissy (Username: cunnich000, Account Administrator)
 - Vore, Rebecca (Username: vorereb000, Program Administrator)
- OPTIONS:** A section with three toggle switches:
 - Lock After End Date:** Toggled "On". Description: "After student's end date has passed, no additional work may be completed."
 - Section Description:** A text area for description, currently empty. Description: "The section description is visible to instructors and administrators." (500 Characters Remaining)
 - Student Instructions:** A text area for instructions, currently empty. Description: "Instructions can be viewed by all students enrolled in this section." (500 Characters Remaining)
 - Self-Enroll:** Toggled "Off". Description: "Generate a Self-Enroll code and password that can be sent to any student."

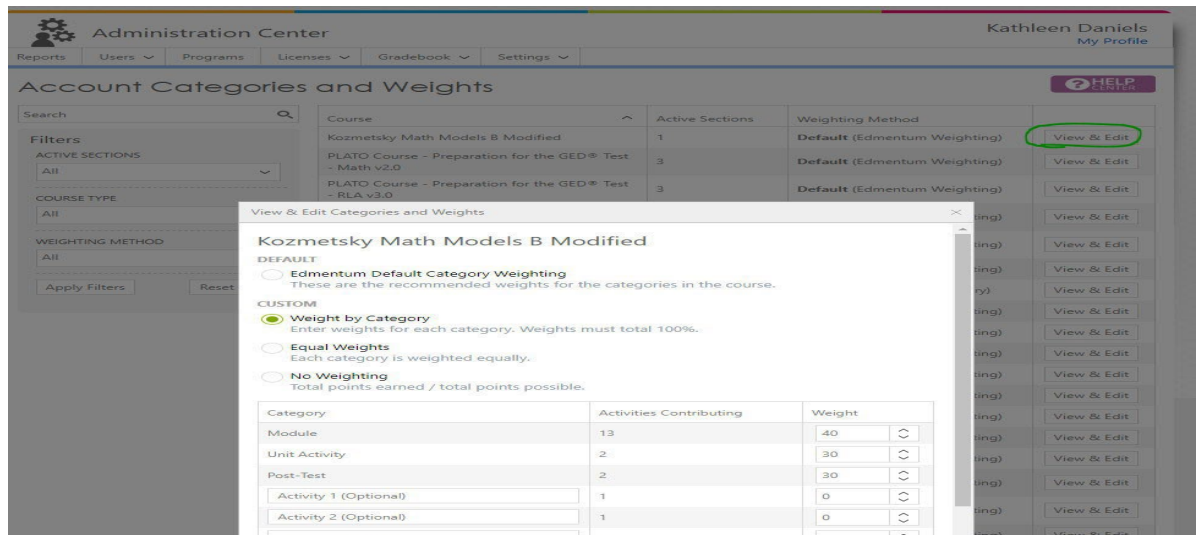
At the bottom, there are two buttons: "SAVE SECTION WITHOUT STUDENTS" (green) and "CONTINUE TO STUDENTS" (blue with a right arrow), separated by the word "or".

Managing Course Scales and Weights:

- 1) Go to the Administration Center → Go to Gradebook → Click on Categories and Weights →



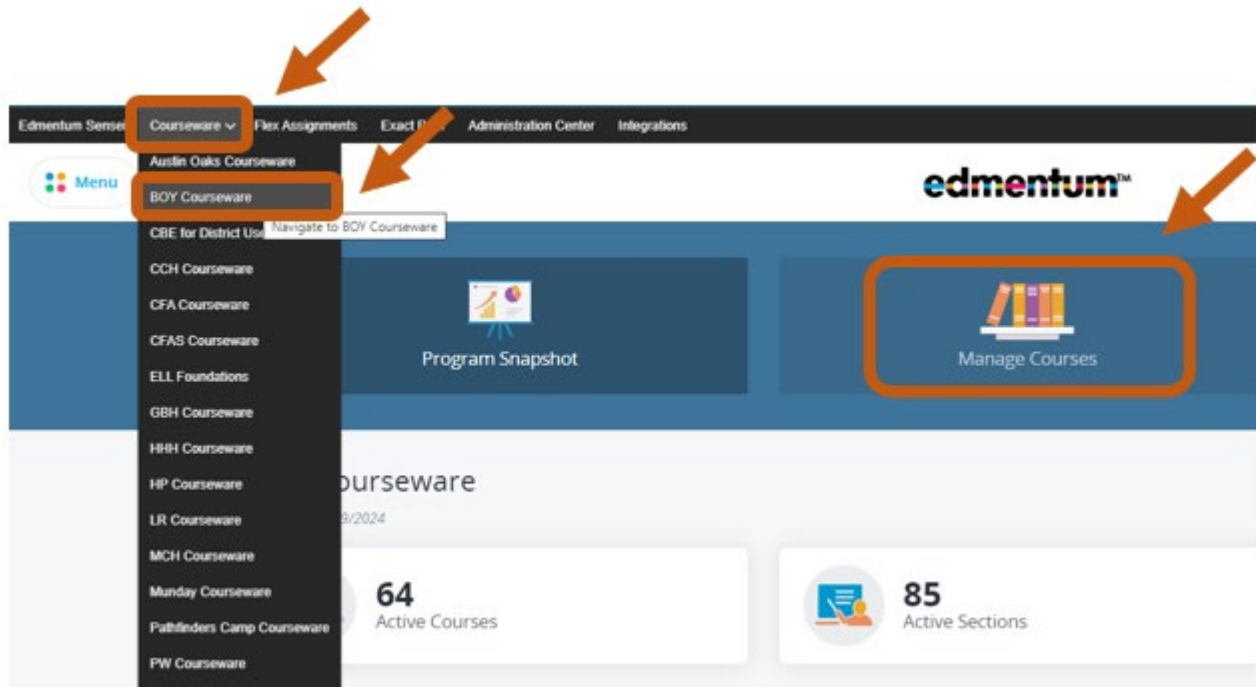
- 2) Scroll down to Course Name → Click View & Edit



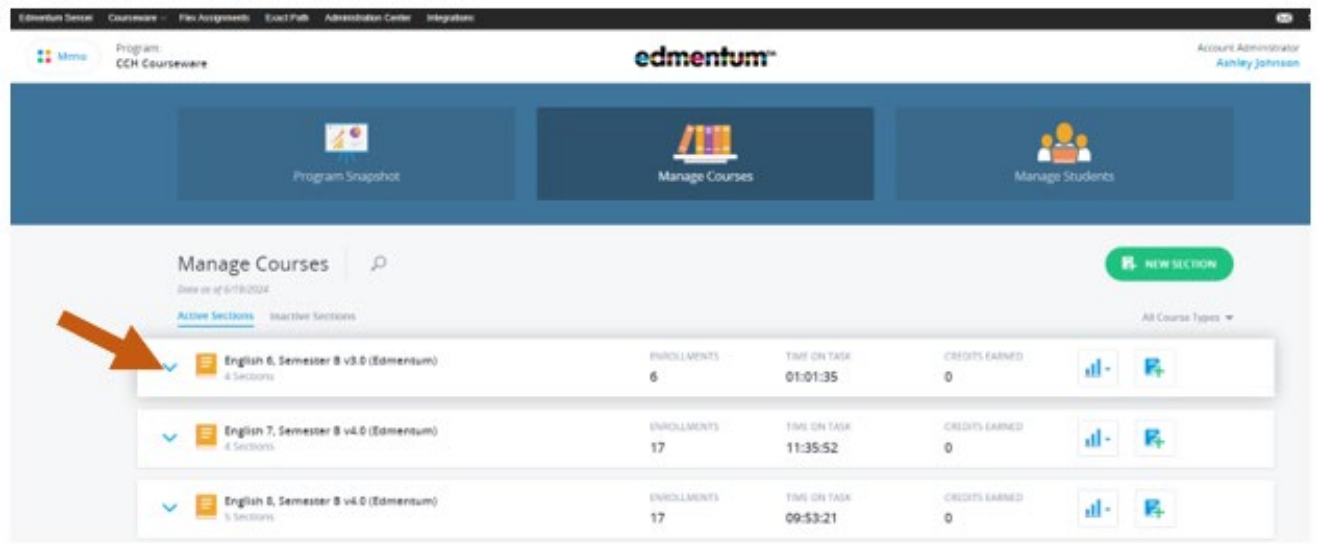
- 3) Enter Course Weights according to page 4

Add Student to a Course

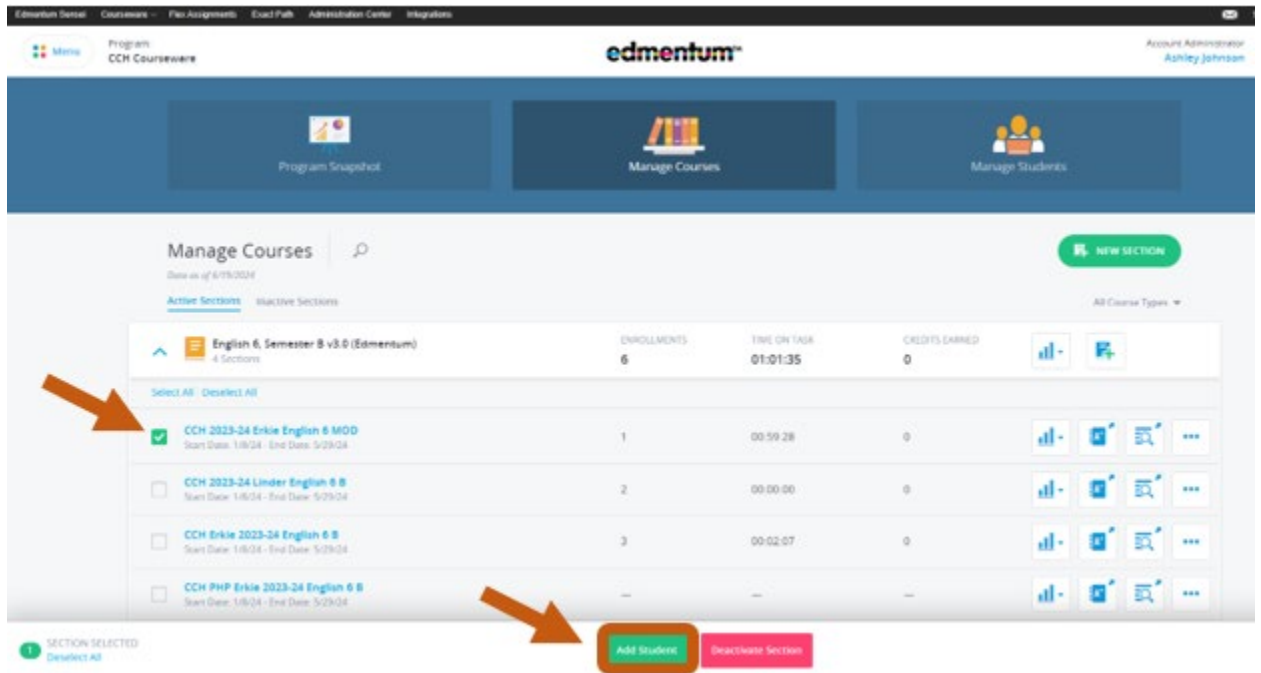
1) Go to Plato Courseware → select school program → Manage Courses



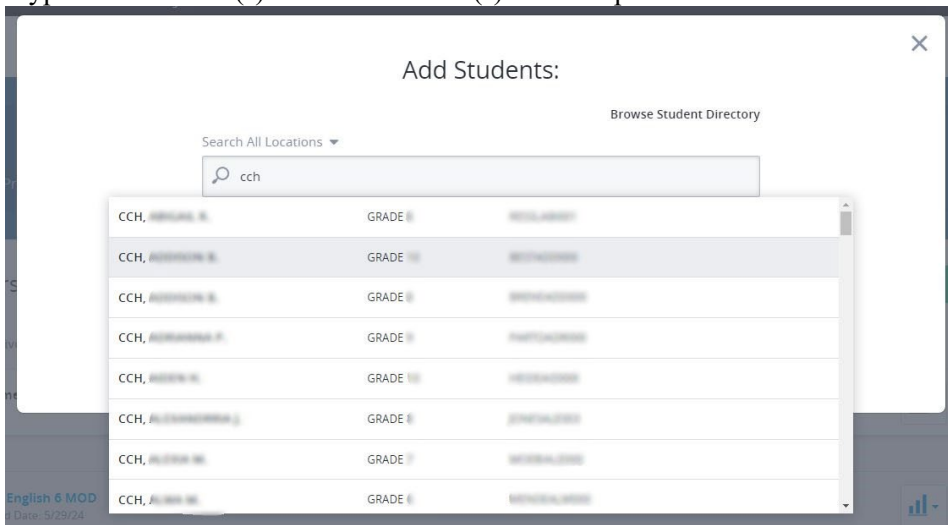
2) Search for course enrolling → Click box next to course →



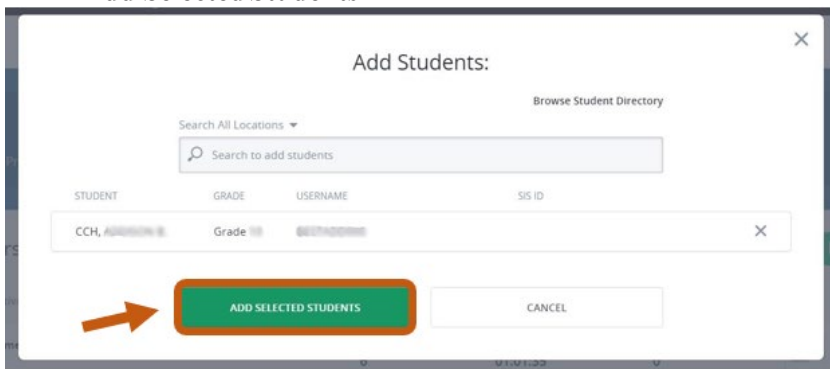
3) Click Add Student



4) Type student name(s) → Select student(s) from drop down menu →



5) Click Add Selected Students

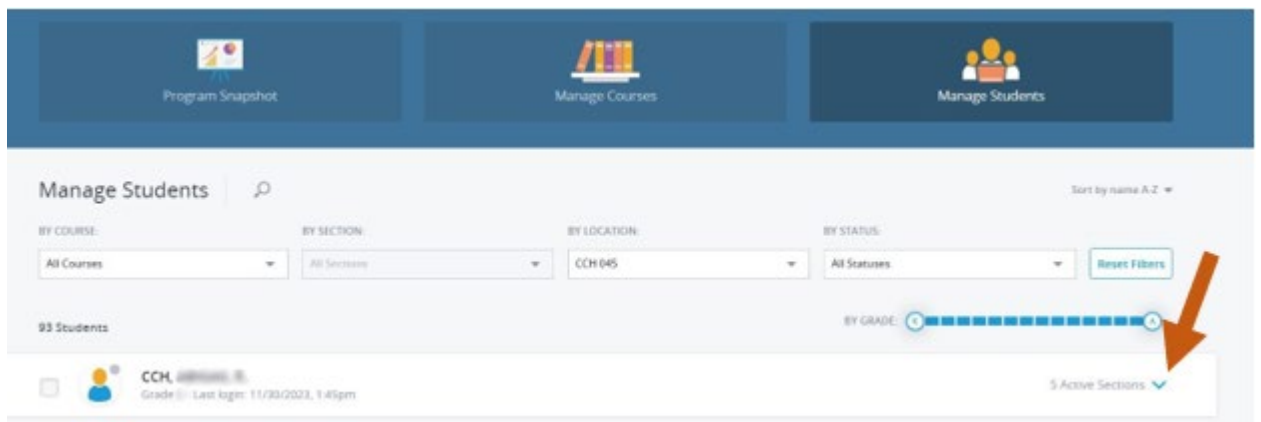


Drop Student from a Course

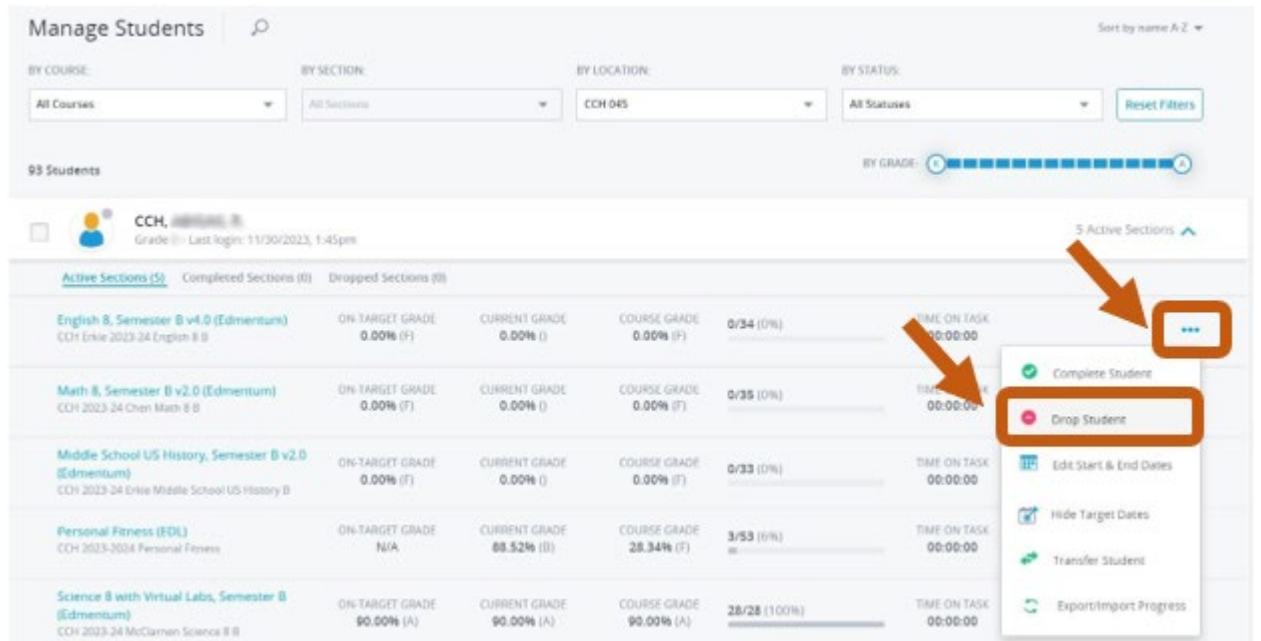
1) Go to Plato Courseware → Select school program → Manage Students →



2) Click on Sections next to student name →

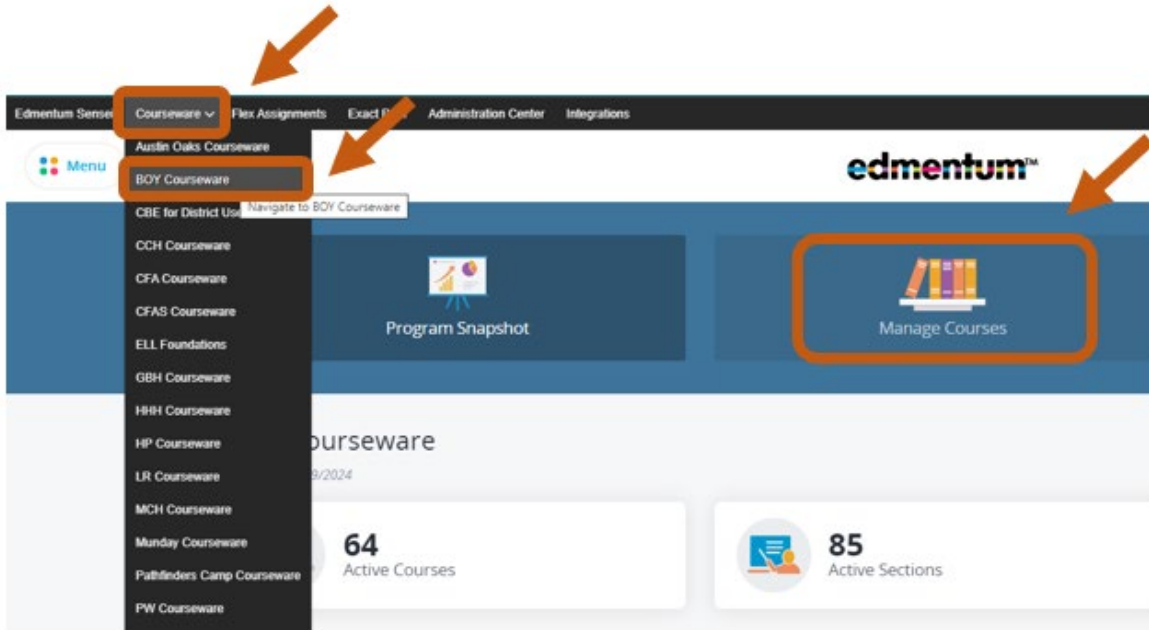


3) Click on ... → Click on **Drop Student**

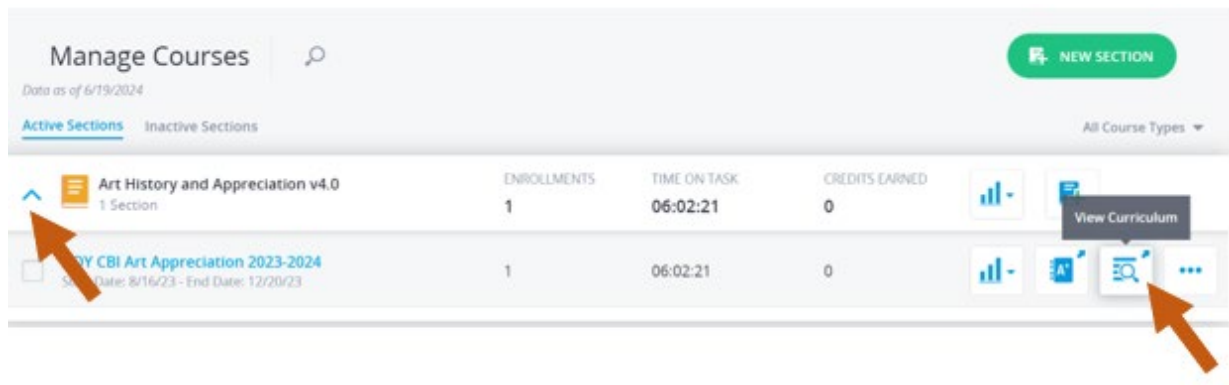


Manage Course for All Students

- 1) Go to Plato Courseware →
Select school program →
Manage Courses

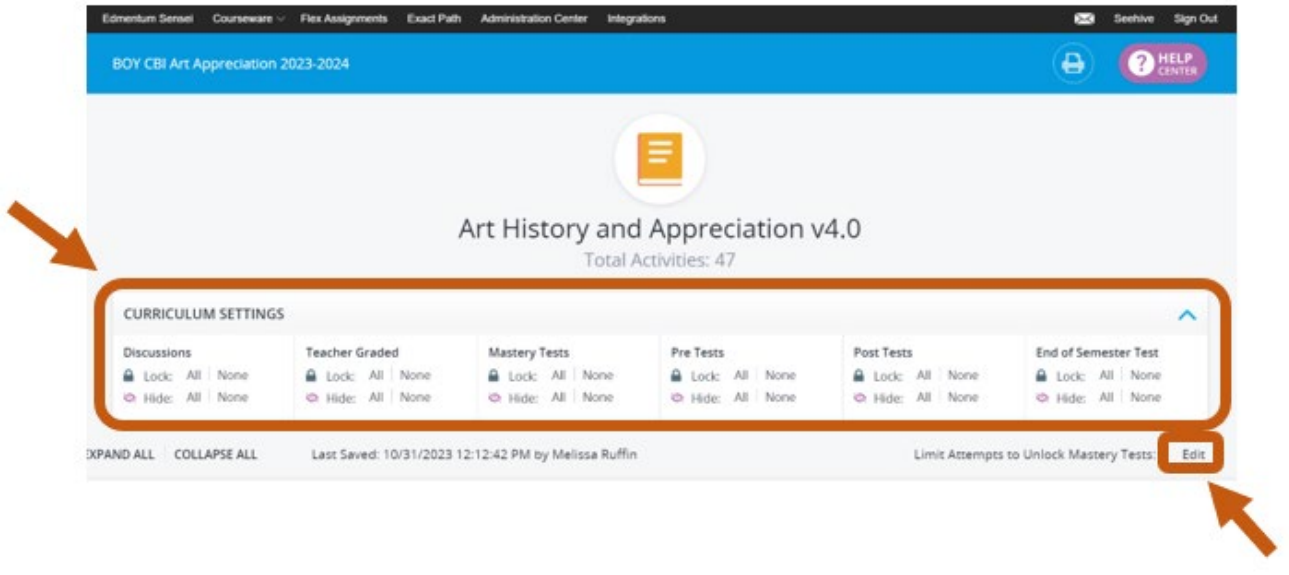


- 2) Search for course or scroll to desired course →
Select desired section of course from course dropdown →
Click on **View Curriculum** icon



3) From **Curriculum Settings**:

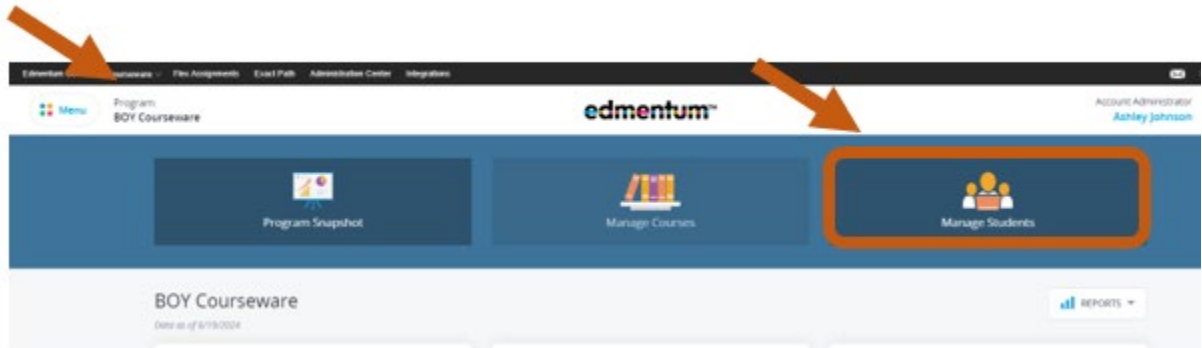
- Omit or Hide all Discussions (Unless CRX);
- Lock All Mastery Tests;
- Omit or Hide all Pre Tests (Unless CRX);
- “Lock All” Post Tests;
- “Lock All” End of Semester Test; and,
- Set Mastery Test Limit to guideline by clicking “Edit” button.



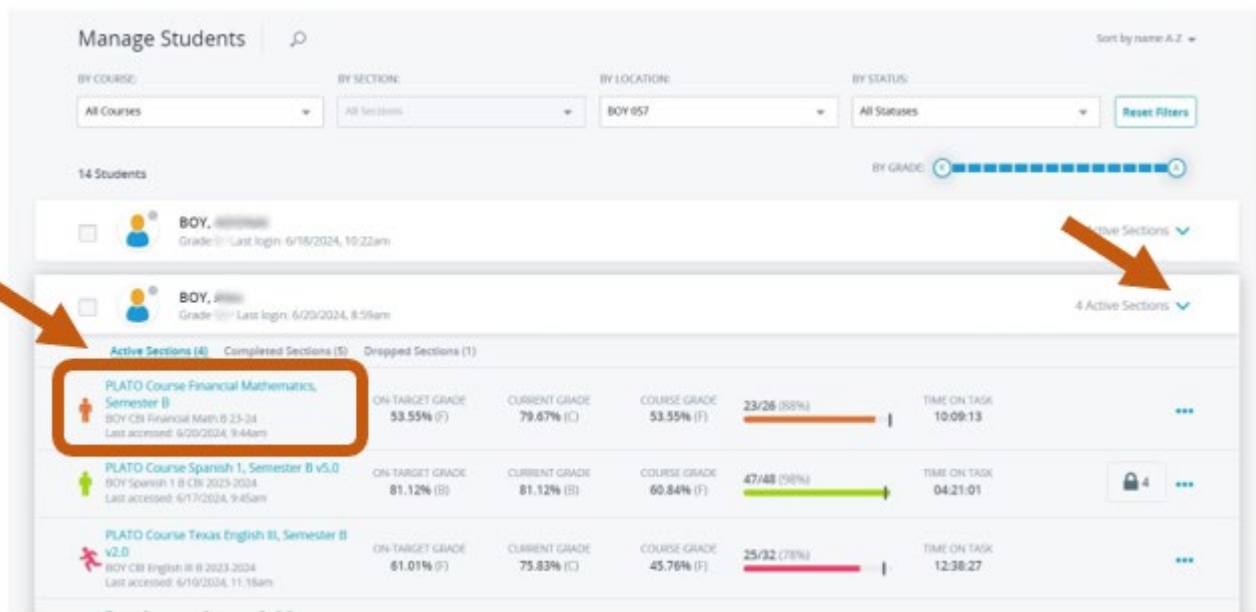
Manage Course for One Student

A. Adjust Parameters of Course Activities, etc. for One Student

- 1) From Campus/Program Courseware Page, click **Manage Students** button →



- 2) Scroll down to student name →
Click on arrow next to sections →
Click on course name



3) Click on ... next to activity that you need to adjust.

Here you can lock and unlock activities, hide and unhide activities, exempt activities (IEP), edit grades, reset the activity, view history of activity and edit the target grade.

Exemption of items is not recommended (calculates 100%)

The screenshot displays the PLATO Course Financial Mathematics, Semester B interface. The table lists activities with columns for Target Date, Statuses, and Results. A dropdown menu is open for the 'Modeling a Business' activity, showing options: Unlock, Unhide, Unexempt, Edit Activity, Reset Activity, View History, and Edit Target Date. Arrows point from the menu options to the corresponding icons in the table row.

	TARGET DATE	STATUSES	RESULTS					
		★	🔒	👁️	TILES	TIME	SCORE	REVIEW
<input type="radio"/> Student Orientation								...
<input type="radio"/> Syllabus: Financial Mathematics B								...
<input checked="" type="radio"/> Unit 1: Earning and Protecting Money		★			31	05:44:45		...
<input type="radio"/> Pretest: Earning and Protecting Money	3/19/2024	★	🔒	👁️				...
<input type="radio"/> Discussion: Earning and Protecting Money	3/21/2024	★	🔒	👁️				...
<input checked="" type="radio"/> Welcome: Earning and Protecting Money					1	00:00:05		...
<input checked="" type="radio"/> Modeling a Business	3/25/2024	★			6	00:48:06		...
<input checked="" type="radio"/> Modeling a Business: Tutorial					4	00:46:57		...
<input checked="" type="radio"/> Modeling a Business: Practice					1	00:00:50		...
<input checked="" type="radio"/> Modeling a Business: Mastery Test		★	🔒		1	00:00:19		...

B. Approve or Remove Credit for One Student

1) From Campus/Program Courseware Page, select **Manage Students** →



2) Scroll down to student name →

Click on arrow next to sections →

Click on ... next to course you are wanting to approve or remove credit

Student	Active Sections
BOY, [redacted] Grade [redacted] Last login: 6/18/2024, 10:22am	0 Active Sections
BOY, [redacted] Grade [redacted] Last login: 6/20/2024, 8:59am	4 Active Sections
PLATO Course Financial Mathematics, Semester B BOY CBI Financial Math B 23-24 Last accessed: 6/20/2024, 9:44am	ON-TARGET GRADE: 53.55% (F) CURRENT GRADE: 79.67% (C) COURSE GRADE: 53.55% (F) 23/26 (88%) TIME ON TASK: 10:09:13
PLATO Course Spanish 1, Semester B v5.0 BOY Spanish 1 B CBI 2023-2024 Last accessed: 6/17/2024, 9:45am	ON-TARGET GRADE: 81.12% (B) CURRENT GRADE: 81.12% (B) COURSE GRADE: 60.84% (F) 47/48 (98%) TIME ON TASK: 04:21:01
PLATO Course Texas English III, Semester B v2.0 BOY CBI English III B 2023-2024 Last accessed: 6/10/2024, 11:18am	ON-TARGET GRADE: 61.01% (F) CURRENT GRADE: 75.83% (C) COURSE GRADE: 45.76% (F) 25/32 (78%) TIME ON TASK: 12:38:27
Texas Geometry, Semester B v3.0 BOY Geometry CBI B 2023-2024 Last accessed: 6/17/2024, 10:19am	ON-TARGET GRADE: 87.36% (B) CURRENT GRADE: 87.36% (B) COURSE GRADE: 65.52% (F) 38/39 (97%) TIME ON TASK: 06:04:29
BOY, [redacted] Grade [redacted] Last login: 6/20/2024, 9:33am	1 Active Section

3) Once you click on “Approve Credit,” the icon to the left of the course name will change to a green ribbon:

Student	Active Sections
BOY, [redacted] Grade [redacted] Last login: 6/18/2024, 10:22am	0 Active Sections
BOY, [redacted] Grade [redacted] Last login: 6/20/2024, 8:59am	4 Active Sections
PLATO Course Financial Mathematics, Semester B BOY CBI Financial Math B 23-24 Last accessed: 6/20/2024, 9:44am	ON-TARGET GRADE: 53.55% (F) CURRENT GRADE: 79.67% (C) COURSE GRADE: 53.55% (F) 23/26 (88%) TIME ON TASK: 10:09:13
PLATO Course Spanish 1, Semester B v5.0 BOY Spanish 1 B CBI 2023-2024	ON-TARGET GRADE: 81.12% (B) CURRENT GRADE: 81.12% (B) COURSE GRADE: 60.84% (F) 47/48 (98%) TIME ON TASK: 04:21:01

- 4) To remove a credit, click on the ... next to the course you would like to remove the credit from and select "Remove Credit."

The screenshot shows the 'Manage Students' interface. At the top, there are filters for 'BY COURSE', 'BY SECTION', 'BY LOCATION', and 'BY STATUS'. Below these are dropdown menus for 'All Courses', 'All Sections', 'BOY 057', and 'All Statuses', along with a 'Reset Filters' button. A 'BY GRADE' slider is also visible. The main area lists 14 students. The second student, 'BOY, [redacted]', has 4 active sections. The first section is 'PLATO Course Financial Mathematics, Semester B'. A dropdown menu is open for this section, showing options: 'Complete Student', 'Drop Student', 'Edit Start & End Dates', 'Hide Target Dates', 'Remove Credit' (highlighted with an orange box), 'Transfer Student', and 'Export/Import Progress'. An orange arrow points to the three-dot menu icon next to the course name.

Section Name	ON-TARGET GRADE	CURRENT GRADE	COURSE GRADE	PROGRESS	TIME ON TASK
PLATO Course Financial Mathematics, Semester B	53.55% (F)	79.67% (C)	53.55% (F)	23/26 (88%)	10:09:13
PLATO Course Spanish 1, Semester B v5.0	81.12% (B)	81.12% (B)	60.84% (F)	47/48 (98%)	04:21:01
PLATO Course Texas English III, Semester B v2.0	61.01% (F)	75.83% (C)	45.76% (F)	25/32 (78%)	12:38:27
Texas Geometry, Semester B v3.0	87.36% (B)	87.36% (B)	65.52% (F)	38/39 (97%)	06:04:29

- 5) Then, the green ribbon icon to the left of the course name will change back to the person icon.

The screenshot shows the 'Manage Students' interface after the 'Remove Credit' action. The 'PLATO Course Financial Mathematics, Semester B' section now has a person icon instead of a green ribbon icon. The 'Remove Credit' option is no longer visible in the dropdown menu. The rest of the interface remains the same as in the previous screenshot.

Section Name	ON-TARGET GRADE	CURRENT GRADE	COURSE GRADE	PROGRESS	TIME ON TASK
PLATO Course Financial Mathematics, Semester B	53.55% (F)	79.67% (C)	53.55% (F)	23/26 (88%)	10:09:13
PLATO Course Spanish 1, Semester B v5.0	81.12% (B)	81.12% (B)	60.84% (F)	47/48 (98%)	04:21:01

Print Individual Student Progress Report every three weeks or upon withdraw:

- 1) From Campus/Program Courseware Page, select **Manage Students** →



- 2) Scroll down to student name →
Click on **arrow** next to sections →
Click on **Reports**

The screenshot shows the 'Manage Students' page. At the top, there is a search bar and a 'Sort by name A-Z' dropdown. Below the search bar, there are filters for 'BY COURSE:', 'BY SECTION:', 'BY LOCATION:', and 'BY STATUS:'. The 'BY COURSE:' filter is set to 'All Courses', 'BY SECTION:' is 'All Sections', 'BY LOCATION:' is 'BOY 057', and 'BY STATUS:' is 'All Statuses'. There is a 'Reset Filters' button. Below the filters, there is a '14 Students' section with a 'BY GRADE:' dropdown. The main content area shows a list of students and their course progress. The 'Reports' button is highlighted with an orange box.

Student	Course	On-Target Grade	Current Grade	Course Grade	Progress	Time on Task
BOY, [REDACTED]	PLATO Course Financial Mathematics, Semester B	53.55% (F)	79.67% (C)	53.55% (F)	23/26 (88%)	10:09:13
BOY, [REDACTED]	PLATO Course Spanish 1, Semester B v5.0	81.12% (B)	81.12% (B)	60.84% (F)	47/48 (98%)	04:21:01
	PLATO Course Texas English III, Semester B v2.0	61.01% (F)	75.83% (C)	45.76% (F)	25/32 (78%)	12:38:27
	Texas Geometry, Semester B v3.0	87.36% (B)	87.36% (B)	65.52% (F)	38/39 (97%)	06:04:29

3) Click on Course Progress Report

The screenshot shows the 'Manage Students' interface. At the top, there are filters for 'BY COURSE', 'BY SECTION', 'BY LOCATION', and 'BY STATUS'. Below these filters, there are 14 students listed. Each student entry includes their name, grade, last login time, and the number of active sections. A dropdown menu is open for one of the students, showing options: 'RESET PASSWORD', 'REPORTS', 'Course Progress Report', 'Learner Daily Usage (PDF)', and 'Learner Progress (PDF)'. An orange arrow points to the 'Course Progress Report' option.

Student	Grade	Last Login	Active Sections
BOY		6/18/2024, 10:22am	0 Active Sections
BOY		6/20/2024, 8:59am	4 Active Sections
BOY		6/20/2024, 9:33am	1 Active Section
BOY		6/18/2024, 9:18am	1 Active Section

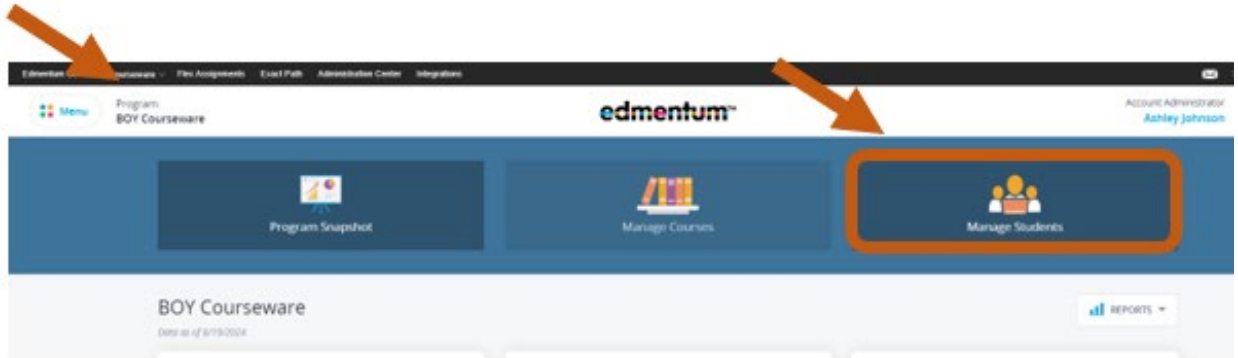
4) Click the Print button.

The screenshot shows the 'Course Progress Report' page for a student. At the top right, there are buttons for 'PDF' and 'Print'. An orange arrow points to the 'Print' button. The report displays the student's name, grade, and course information. It includes a table with columns for 'PACING STATUS', 'ACTIVITIES COMPLETED', 'ON-TARGET GRADE', 'CURRENT GRADE', 'COURSE GRADE', and 'TIME ON TASK'. The report is organized by course, showing progress for 'PLATO Course Financial Mathematics, Semester B', 'PLATO Course Spanish 1, Semester B v5.0', 'PLATO Course Texas English III, Semester B v2.0', and 'Texas Geometry, Semester B v3.0'.

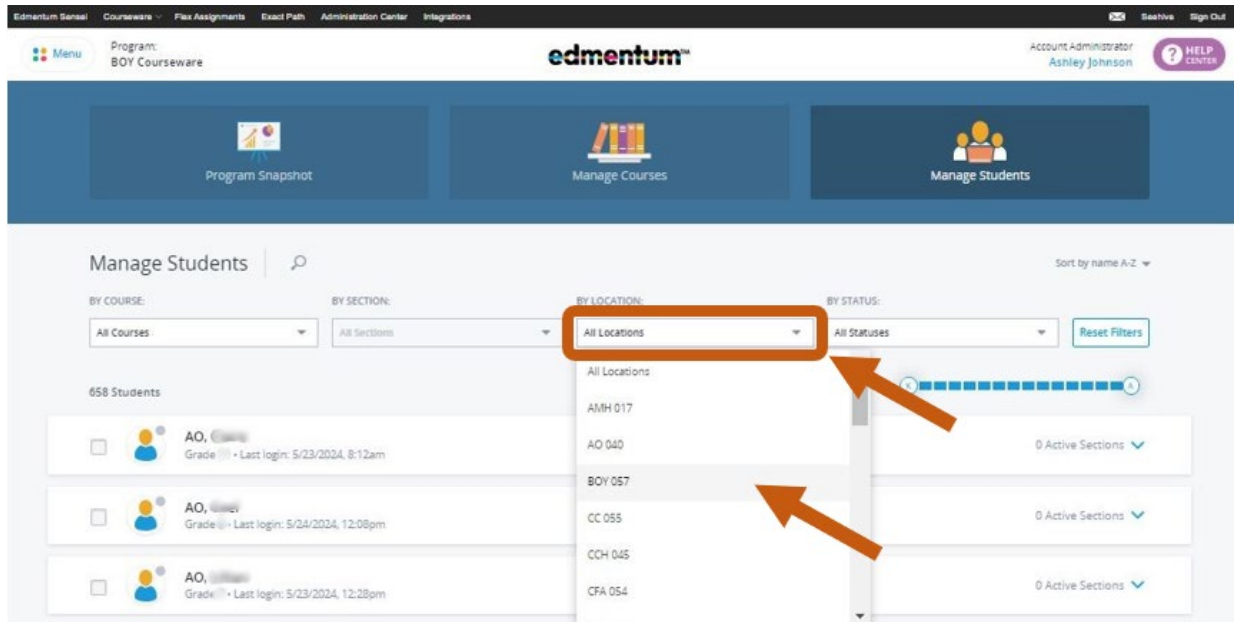
Course	Pacing Status	Activities Completed	On-Target Grade	Current Grade	Course Grade	Time on Task
PLATO Course Financial Mathematics, Semester B	Slightly Off	23/26 (88%)	53.55% (F)	79.67% (C)	53.55% (F)	10:09:13
PLATO Course Spanish 1, Semester B v5.0	On Pace	47/48 (98%)	81.12% (B)	81.12% (B)	60.84% (F)	04:21:01
PLATO Course Texas English III, Semester B v2.0	Off Pace	25/32 (78%)	61.01% (F)	75.83% (C)	45.76% (F)	12:38:27
Texas Geometry, Semester B v3.0	On Pace	38/39 (97%)	87.36% (B)	87.36% (B)	65.52% (F)	06:04:29

Print Bulk Course Progress Reports without change to view of reports:

- 1) From Campus/Program Courseware Page, select **Manage Students**



- 2) Filter Location to only show the campus needed



3) Check the box to the left of one student.

Then scroll down to the bottom and click on **Select All**

The screenshot shows the Edmentum 'Manage Students' interface. At the top, there are navigation links for 'Edmentum Support', 'Courseware', 'Flex Assignments', 'Exact Path', 'Administration Center', and 'Integrations'. The user is logged in as 'Account Administrator Ashley Johnson'. The main content area is titled 'Manage Students' and includes filters for 'BY COURSE', 'BY SECTION', 'BY LOCATION', and 'BY STATUS'. Below the filters, a list of 14 students is displayed. The first student's checkbox is checked, and an orange arrow points to it. At the bottom of the list, a notification box says '1 STUDENT SELECTED' and provides 'Select All' and 'Deselect All' options. Other buttons at the bottom include 'Add Student', 'Complete Student', 'Drop Student', and 'Course Progress Report'.

- 4) Then click on the green button for Course Progress Reports

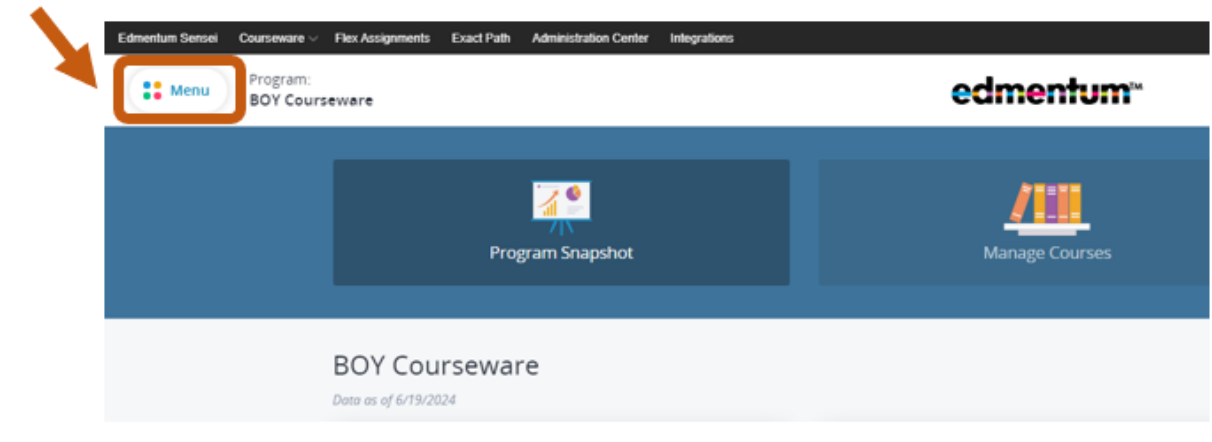
This will print a ***one page list*** for each student selected that shows all of their current coursework and their progress.

These should be saved in the ***Student Records folder*** for the Registrar to access at the end of every two weeks.

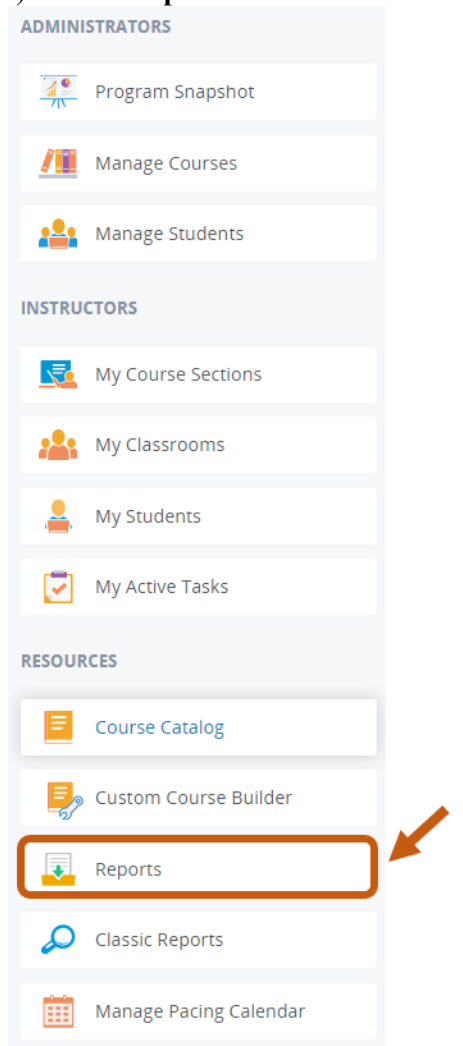
The screenshot shows the Edmentum 'Manage Students' interface. At the top, there are navigation tabs: Edmentum Search, Courseware, Flex Assignments, Exact Path, Administration Center, and Integrations. The user is logged in as Ashley Johnson, Account Administrator. The main navigation bar includes 'Program Snapshot', 'Manage Courses', and 'Manage Students'. The 'Manage Students' section has filters for 'BY COURSE' (All Courses), 'BY SECTION' (All Sections), 'BY LOCATION' (BOY 057), and 'BY STATUS' (All Statuses). A 'Reset Filters' button is also present. Below the filters, there are 14 students listed, each with a checkmark, a profile icon, name, grade, last login time, and active sections. At the bottom, there are four buttons: 'Add Students', 'Complete Students', 'Drop Students', and 'Course Progress Report'. The 'Course Progress Report' button is highlighted with a red box, and a red arrow points to it from the student list area. A status bar at the bottom left shows '14 STUDENTS SELECTED' and 'Select All | Deselect All'.

Print Bulk Course Progress Reports with change to view of reports:

1) Go to **Menu**



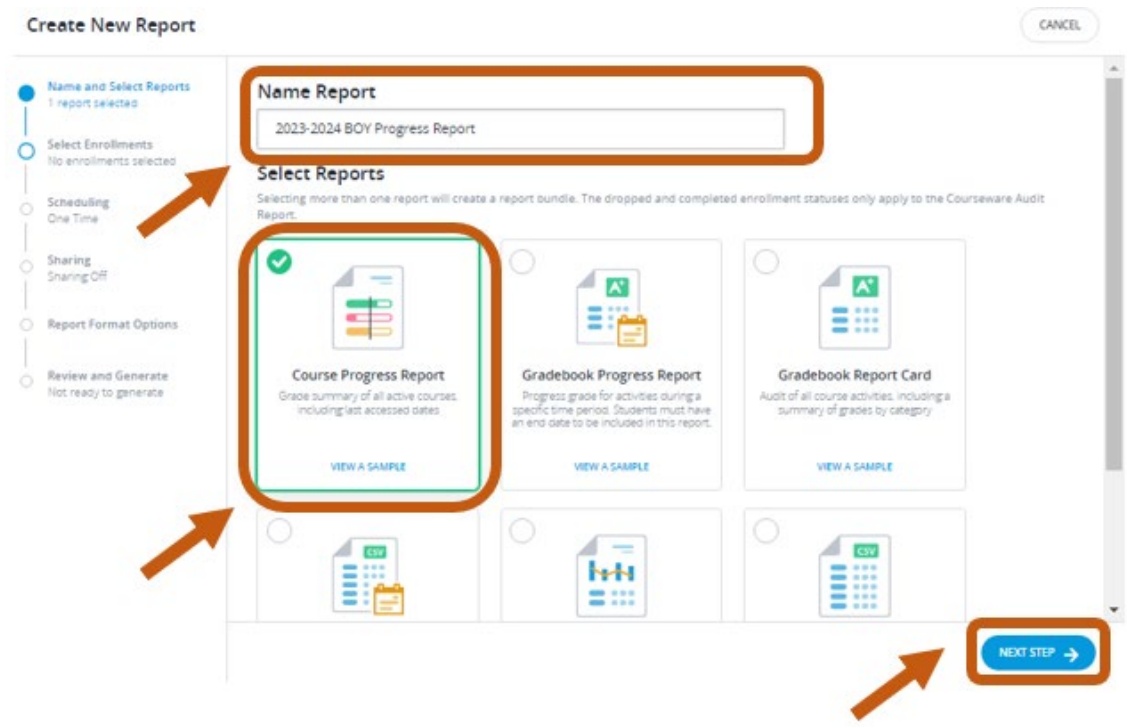
2) Select **Reports**



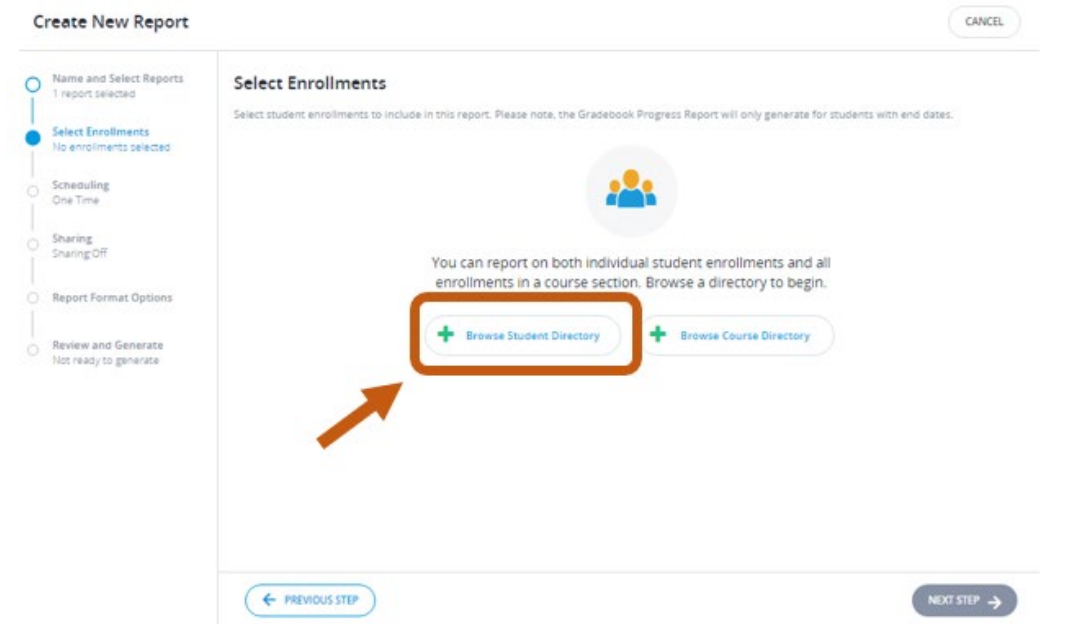
3) Click on **CREATE REPORT**



4) Name Report → Click on **Course Progress Report** → Click on **Next Step**

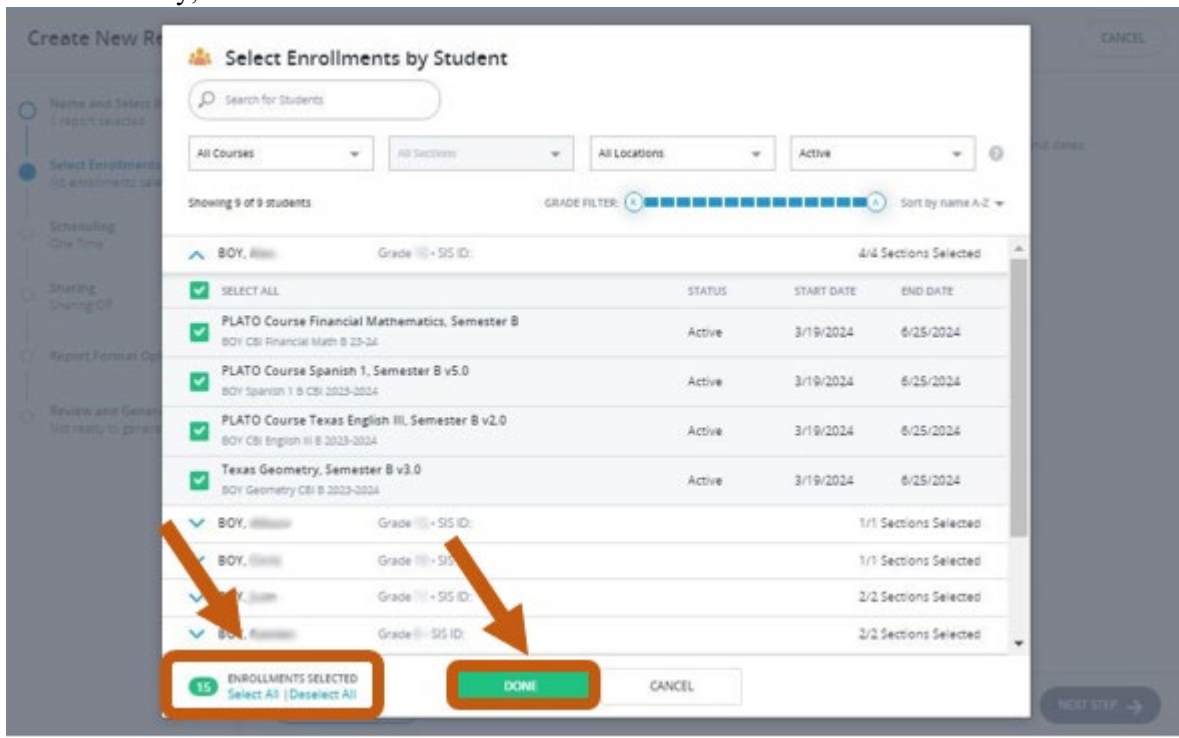


5) Click **Browse Student Directory**



6) It is suggested to **Select All** and you may uncheck any information you do not want to include (such as inactive students or dropped classes that have not been changed in the system).

When ready, click **Done**



7) Click on **Next Step**

Create New Report CANCEL

Select Enrollments
Select student enrollments to include in this report. Please note, the Gradebook Progress Report will only generate for students with end dates.

[+ Browse Student Directory](#) [+ Browse Course Directory](#)

Selected Student Enrollments View 15 Enrollments

[← PREVIOUS STEP](#) [SKIP TO REVIEW & GENERATE](#) **[NEXT STEP →](#)**

8) Choose **One Time** or **Recurring** (Needs more detail) → Click **Next Step**

Create New Report CANCEL

Scheduling
Select how often you want this report to generate. You may edit this setting at a later time.

ONE TIME **RECURRING**

[← PREVIOUS STEP](#) [SKIP TO REVIEW & GENERATE](#) **[NEXT STEP →](#)**

9) Choose **No Sharing** → Click **Next Step**

Create New Report CANCEL

Sharing
Automatically share reports with student contacts in Family Sensei. Please note, the Courseware Audit Report and Progress Grade Summary will not be shared with student contacts.

NO SHARING YES, SHARE WITH CONTACTS

← PREVIOUS STEP **NEXT STEP →**

10) Choose the Format Options

(Suggestion: Display **Current Grade** only to eliminate students, parents, or guardian's questions in reference to the overall Course Grade based on percentage of course not completed) → Click **Next Step**

Create New Report CANCEL

Report Format Options

Course Progress Report

GRADE DISPLAY ⓘ

On-Target Grade
 Current Grade
 Course Grade

REPORT NOTE ⓘ


Type note... 0/500 characters

← PREVIOUS STEP **NEXT STEP →**

11) Click **Generate Report**

Create New Report CANCEL

- Name and Select Reports
1 report selected
- Select Enrollments
Enrollments selected
- Scheduling
One Time
- Sharing
Sharing Off
- Report Format Options
- Review and Generate**
Ready to generate

 **Review & Generate**

GENERATE REPORT

Name:	2023-2024 BOY Progress Report
Report:	Course Progress Report
Enrollments:	15
Schedule:	One Time
Sharing:	Not Sharing

← PREVIOUS STEP


12) This message will come up while it is generating the report:

Edmentum Sense Courseware Flex Assignments Exact Path Administration Center Integrations Seahive Sign Out

Menu Program: BOY Courseware **edmentum™** Account Administrator Ashley Johnson HELP CENTER

Reports CREATE REPORT

Current Upcoming All Report Types Sort By Newest

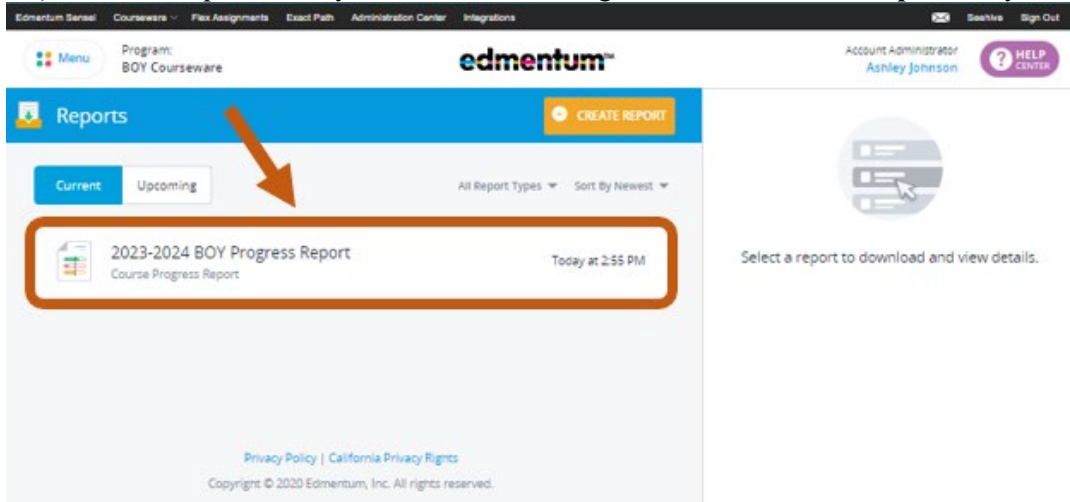
 **2023-2024 BOY Progress Report** Report Generating Cancel

Course Progress Report

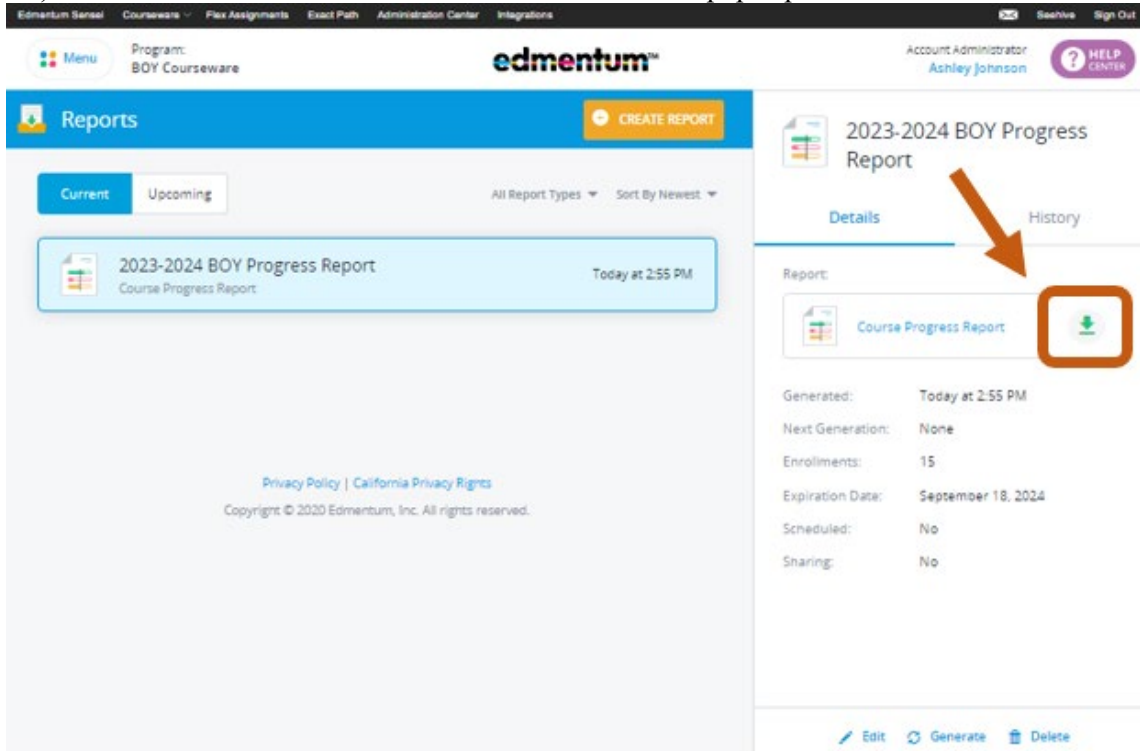
Select a report to download and view details.

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13) When the report is ready, the screen will change to this. Click on the **report file** you created.



14) Click on the **Download Icon** in the details section that pops up



15) Click the **download or print icon**.

Course Progress Report.pdf 1 / 9 | - 96% + | [Download] [Print] [Menu]

BOY, [redacted]
Grade III - SIS ID: None

Course Progress Report **edmentum™**
June 20, 2024, 02:55PM

PLATO Course Financial Mathematics, Semester B
BOY CBI Financial Math B 23-24

Start Date: 3/19/2024
End Date: 6/25/2024
Last Accessed: 6/20/2024

PACING STATUS	ACTIVITIES COMPLETED	CURRENT GRADE	TIME ON TASK
Slightly Off Pace	23/26 (88%)	79.67% (C)	10:09:13

PLATO Course Spanish 1, Semester B v5.0
BOY Spanish 1 B CBI 2023-2024

Start Date: 3/19/2024
End Date: 6/25/2024
Last Accessed: 6/17/2024

PACING STATUS	ACTIVITIES COMPLETED	CURRENT GRADE	TIME ON TASK
On Pace	47/48 (98%)	81.12% (B)	04:21:01

PLATO Course Texas English III, Semester B v2.0
BOY CBI English III B 2023-2024

Start Date: 3/19/2024
End Date: 6/25/2024

Available PLATO Core Content Courses

Course Name	PEIMS Code	PLATO Course Name	Credit
ENGLISH LANGUAGE ARTS AND READING			
English I	3220100	PLATO Course Texas English I A/B v5.0	1.0
English II	3220200	Texas English II A/B v4.0	1.0
English III	3220300	PLATO Course Texas English III A/B v2.0	1.0
English IV	3220400	PLATO Course Texas English IV A/B v2.0	1.0
MATHEMATICS			
Algebra I	3100500	PLATO Course Texas Algebra I A/B v4.0	1.0
Algebra II	3100600	Texas Algebra II A/B v3.0	1.0
Geometry	3100700	Texas Geometry A/B v3.0	1.0
Mathematical Models with Applications	3102400	PLATO Course Mathematical Models with Applications A/B v2.0	1.0
Precalculus	3101100	PLATO Course Precalculus A/B v4.0	1.0
SCIENCE			
Biology	3010200	PLATO Course Biology with Virtual Labs v6.0	1.0
Chemistry	3040000	PLATO Course Chemistry A/B v6.0	1.0
Integrated Physics & Chemistry	3060201	PLATO Course Integrated Physics and Chemistry A/B v2.0	1.0
Physics	3050000	PLATO Course Physics A/B v3.0	1.0
Environmental Systems	3020000	PLATO Course Environmental Science A/Bv2.0	1.0
SOCIAL STUDIES			
World Geography Studies	3320100	PLATO Course World Geography A/B v2.0	1.0
World History Studies	3340400	PLATO Course World History A/B v3.0	1.0
US History	3340100	Texas United States History Studies A/B v3.0	1.0
US Government	3330100	PLATO Course US Government v 3.0	0.5
Economics	3310300	PLATO Course Economics v3.0	0.5
LANGUAGES OTHER THAN ENGLISH			
Spanish I	3440100	PLATO Course Spanish 1 A/B v5.0	1.0
Spanish II	3440200	PLATO Course Spanish 2 A/B v4.0	1.0

Available PLATO Elective Courses

Course Name	PEIMS Code	PLATO Course Name	Credit
CAREER & TECHNICAL EDUCATION (CTE)			
CTE AGRICULTURE, FOOD, AND NATURAL RESOURCES			
Principles of Agriculture, Food, and Natural Resources	13000200	Texas Principles of Agriculture, Food and Natural Resources A/B	1.0
CTE ARCHITECTURE AND CONSTRUCTION			
Principles of Architecture	13004210	Texas Principles of Architecture A/B	1.0
Principles of Construction	134004220	Texas Principles of Construction A/B	1.0
CTE ARTS, AUDIO VISUAL TECHNOLOGY AND COMMUNICATIONS			
Audio/Video Production I	13008500	Texas Audio/Video Production 1 A/B v2.0	1.0
Audio/Video Production II	13008600	Texas Advanced Audio/Video Production A/B v2.0	1.0
Commercial Photography	13009100	Texas Commercial Photography A/B v2.0	1.0
Graphic Design and Illustration	13008800	Texas Graphic Design and Illustration A/B v2.0	1.0
Principles of Arts, A/V Technology and Communications	13008200	Texas Principles of Arts, A/V Technology and Communications A/B v2.0	1.0
Professional Communications	13009900	Texas Professional Communications v2.0	0.5
CTE BUSINESS MANAGEMENT AND ADMINISTRATION			
Business English	13011600	PLATO Business English A/B	1.0
Business Information Management I	13011400	Texas Business Information Management I A/B v2.0	1.0
Global Business	1301800	International Business: Global Commerce in the 21 st Century v3.0	0.5
Principles of Business, Marketing, and Finance	13011200	Texas Principles of Business, Marketing and Finance A/B v2.0	1.0
Touch System Data Entry	13011300	Texas Touch System Data Entry v2.0	0.5
CTE EDUCATION AND TRAINING			
Child Development	13024700	Texas Child Development v2.0	0.5
Principles of Education and Training	13014200	Texas Principles of Education and Training A/B v2.0	1.0
CTE FINANCE			
Accounting I	13016600	Texas Accounting I A/B v2.0	1.0
Financial Mathematics	13018000	PLATO Course Financial Mathematics A/B	1.0
Money Matters	13016200	Texas Money Matters A/B	1.0
CTE HEALTH SCIENCE			
Health Science Theory	13020400	Texas Health Science Theory A/B v2.0	1.0
Medical Terminology	13020300	Texas Medical Terminology v2.0	0.5
Principles of Health Science	13020200	Texas Principles of Health Science A/B v2.0	1.0

CTE HOSPITALITY AND TOURISM			
Introduction to Culinary Arts	13022500	Texas Culinary Arts A/B v2.0	1.0
Principles of Hospitality and Tourism	13022200	Texas Principles of Hospitality and Tourism A/B v2.0	1.0
CTE HUMAN SERVICES			
Dollars and Sense	13024300	Texas Dollars and Sense v2.0	0.5
Introduction to Cosmetology	13025100	Cosmetology 1: Cutting Edge Styles v3.0	1.0
Lifetime Nutrition and Wellness	13024500	Texas Lifetime Nutrition and Wellness v2.0	1.0
Principles of Human Services	13024200	Texas Principles of Human Services A/B v2.0	1.0
CTE INFORMATION TECHNOLOGY			
Digital Media	13027800	Texas Digital and Interactive Media A/B	1.0
Principles of Information Technology	13027200	Texas Principles of Information Technology A/B v2.0	1.0
Web Technologies	13027900	Texas Web Technologies A/B v2.0	1.0
CTE LAW & PUBLIC SERVICE			
Principles of Government and Public Administration	13018200	Texas Principles of Government and Public Administration A/B v2.0	1.0
Principles of Law, Public Safety, Corrections & Security	13029200	Texas Principles of Law, Public Safety, Corrections, & Security A/B v2.0	1.0
CTE MANUFACTURING			
Principles of Manufacturing	13032200	Texas Principles of Manufacturing A/B v2.0	1.0
CTE MARKETING			
Advertising	13034200	Texas Advertising	0.5
Entrepreneurship	13034400	Texas Entrepreneurship A/B v2.0	1.0
Sports and Entertainment Marketing	13034600	Texas Sports and Entertainment Marketing 2.0	0.5
CTE SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS			
Engineering Design and Presentation	13036500	Texas Engineering Design and Presentation A/B v2.0	1.0
Principles of Applied Engineering	13036200	Texas Principles of Applied Engineering A/B	1.0
Robotics I	13037000	PLATO Course Robotics I A/B	1.0
CTE TRANSPORTATION, DISTRIBUTION AND LOGISTICS			
Principles of Transportation, Distribution & Logistics	13039200	Texas Principles of Transportation, Distribution & Logistics A/B v2.0	1.0

ENGLISH LANGUAGE ARTS AND READING			
Creative Writing (.5 credit)	03221200	PLATO Course Creative Writing	0.5
Creative Writing (1.0 credit)	03221200	Creative Writing: Unleashing the Core of Your Imagination v2.0	1.0
Independent Study in English	03221800	PLATO Course Gothic Literature v2.0	0.5
FINE ARTS			
Art I, Art Appreciation	03500110	PLATO Course Art History & Appreciation	0.5
Music Studies, Music Appreciation I	03155600	Music Appreciation: The Enjoyment of Listening v2.0	1.0
Theatre I, Production I	03250700	PLATO Course Theater, Cinema & Film Production	0.5
HEALTH EDUCATION			
Health Education	03810100	Health v5.0	0.5
INNOVATIVE COURSES			
General Employability Skills	N1270153	Texas Essential Career Skills	0.5
LANGUAGES OTHER THAN ENGLISH			
French I (continuing course only)	3410100	French I A/B	1.0
French II (continuing course only)	3410200	French II A/B	1.0
MATHEMATICS			
Statistics	03102530	PLATO Course Probability and Statistics v3.0	0.5
PHYSICAL EDUCATION			
Lifetime Fitness and Wellness Pursuits	PES00051	Personal Health and Fitness	0.5
Skill Based Lifetime Activities	PES00056	Personal Fitness	1.0
Skill Based Lifetime Activities Part A	PES00056	Lifetime Leisure Sports	0.5
Skills Based Lifetime Activities Part B	PES00056	Comprehensive PE	0.5
SCIENCE			
Earth and Space Science	03060200	PLATO Course High School Earth and Space A/B	1.0
SOCIAL STUDIES			
Psychology	03350100	PLATO Course Psychology A (can only earn .5 credits) v2.0	0.5
Special Topics in Social Studies I	03380002	African American History	0.5
Special Topics in Social Studies II	03380022	PLATO Course Holocaust Studies	0.5
Sociology	03370100	PLATO Course Sociology v2.0	0.5