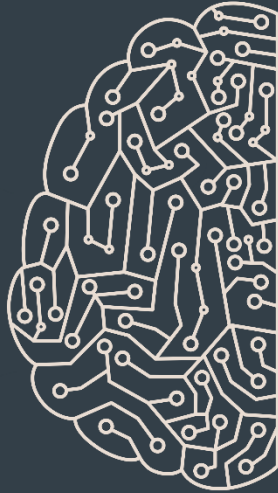The University of Texas
University Charter School System

Curriculum/PLATO Courseware Handbook

☆

2024–2025

UT CHARTER SCHOOL SYSTEM
Connections Change Everything
CHANGE STARTS HERE

Table of Contents

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 signup 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 Activity10% 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:
2nd or 5th 6 weeks	Average WD grades, CBI, and EOS test with appropriate weights. *(WD grade + CBI grade + CBI grade) ÷ 3 = Coursework Average* *Coursework Average × 0.75 = 75% of final grade* *EOS test score × 0.25 = 25% of final grade* *75% + 25% = final semester grade*
3rd or 6th 6 weeks	Average WD grades, CBI, and EOS test with appropriate weights. *Average WD grades for 1st and 2nd or 3rd and 4th 6 weeks* *(WD grades averaged + WD grades averaged + CBI grade) ÷ 3 = Coursework Average* *Coursework Average × 0.75 = 75% of final grade* *EOS test score × 0.25 = 25% 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 6th 6 weeks WD grades and CBI grade = 6th six-week grade Final Grade = Average of Semester 1 grade + average 4th-6th six weeks
9 weeks	4th six weeks = 3rd nine weeks grade 5th six weeks = WD grade or Progress Report grade if listed 6th six weeks = Average WD grade + CBI Final Grade = Average of Semester 1 grade + average 4th-6th six weeks

HOW TO...

Create User Account

1) Go to Administration Center → Users → Manage
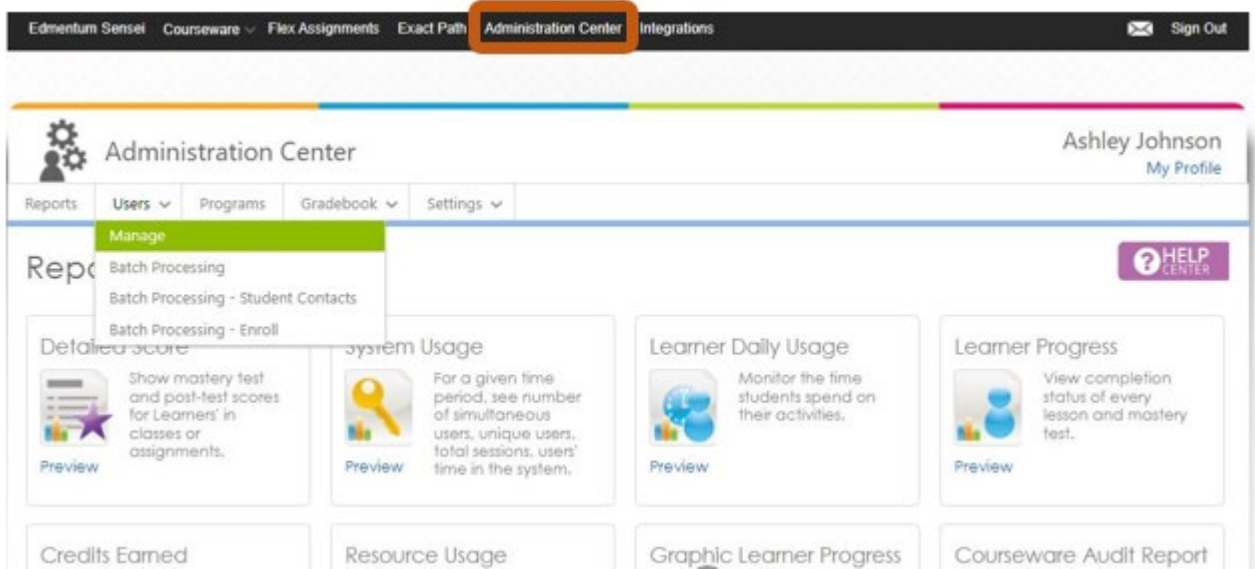
2) Click Create a User
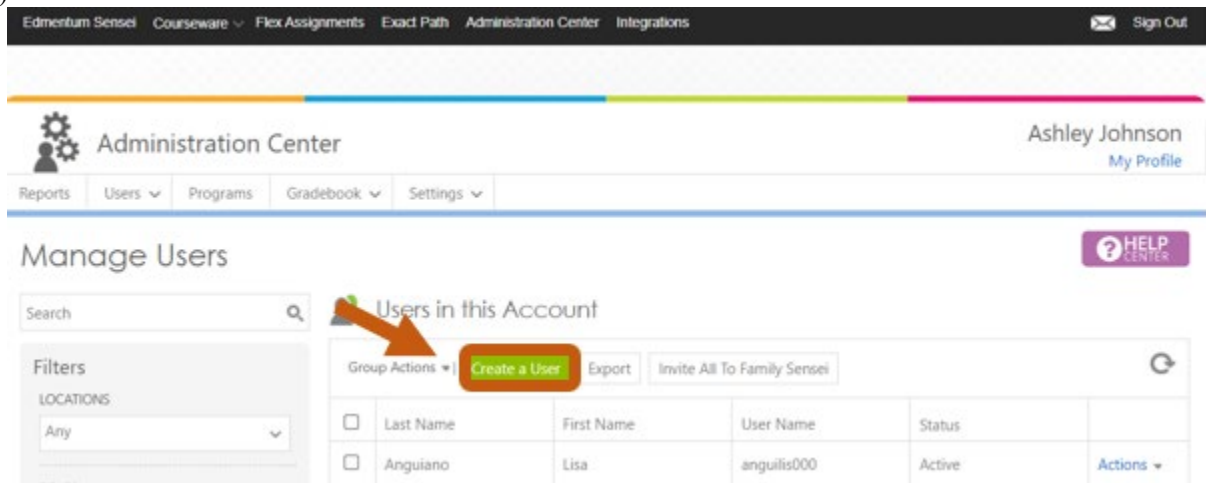
3) Complete the following information:

> **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**

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**
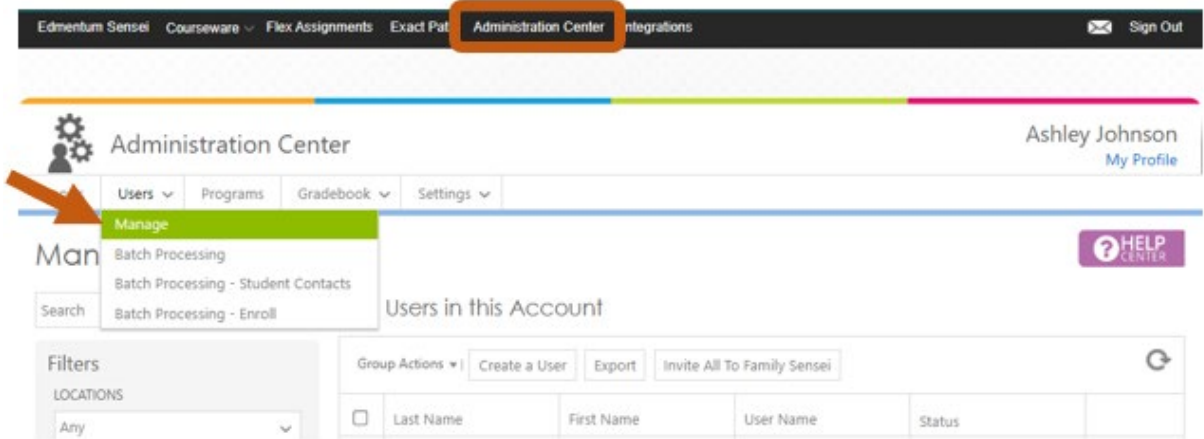
2) Search for student → Click **Actions** drop down next to student name
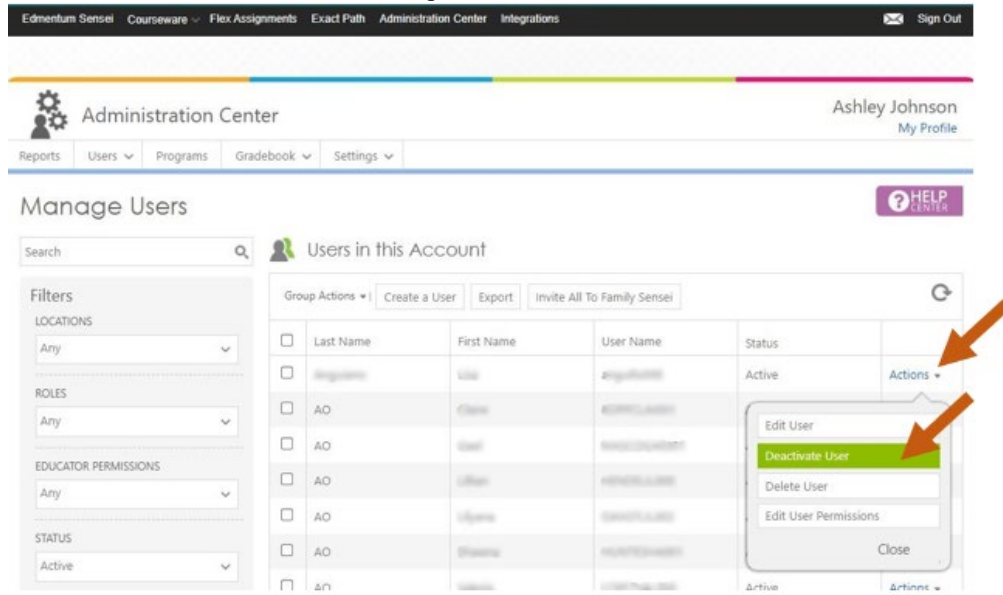
3) Click **Deactivate User**
   Do not Delete User in case student returns or attends another campus.
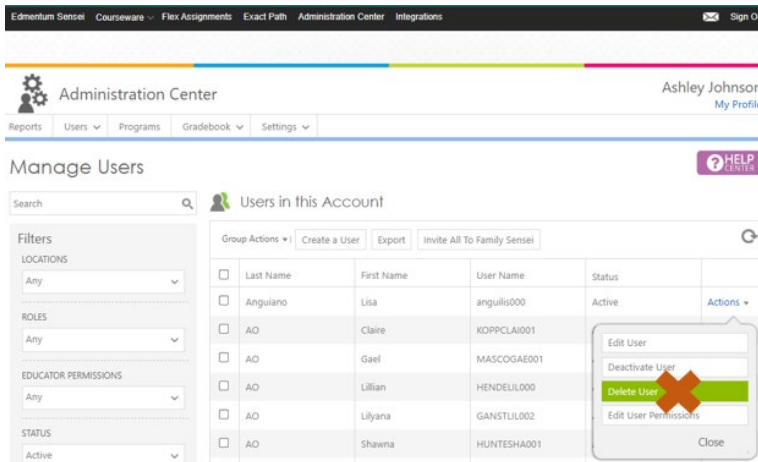
Create a New Campus Course

1) Go to Plato Courseware
Select school program
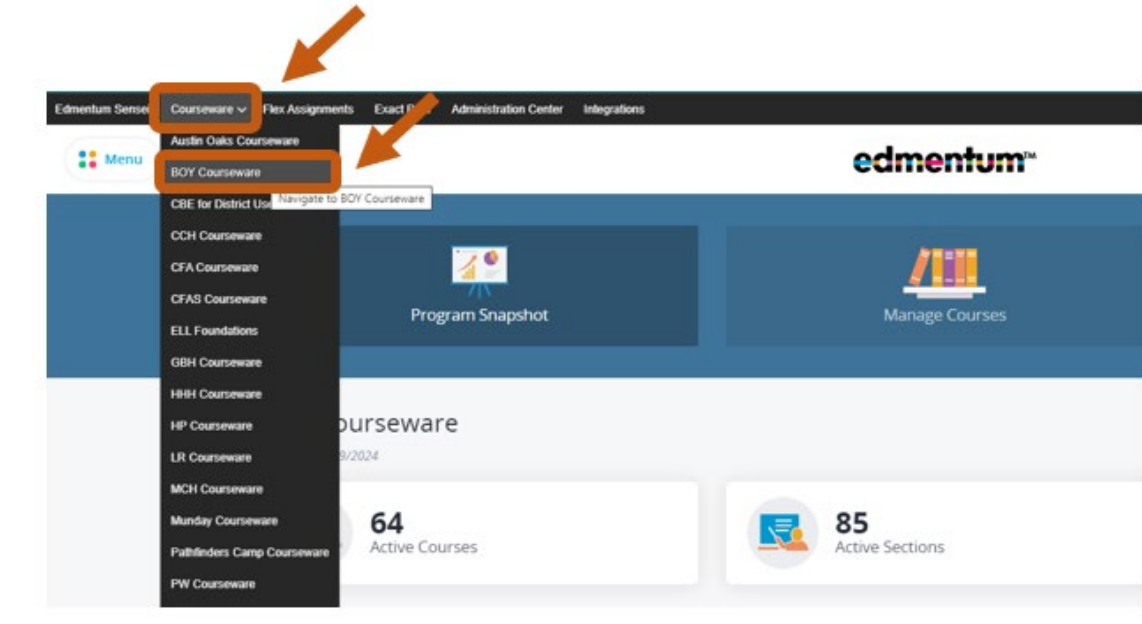
2) Click on Menu
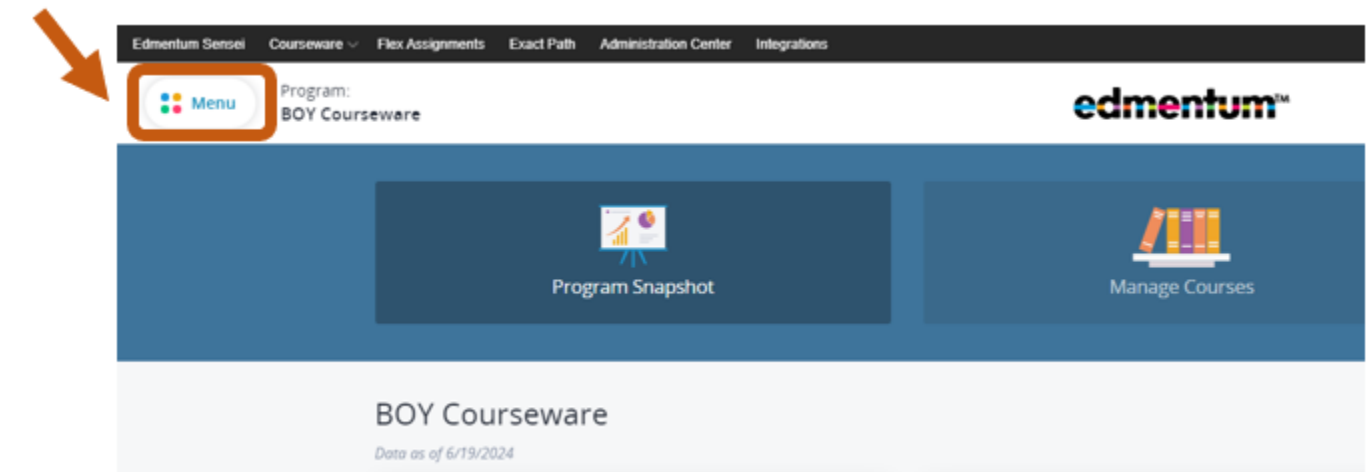
3) Go to Course Catalog

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
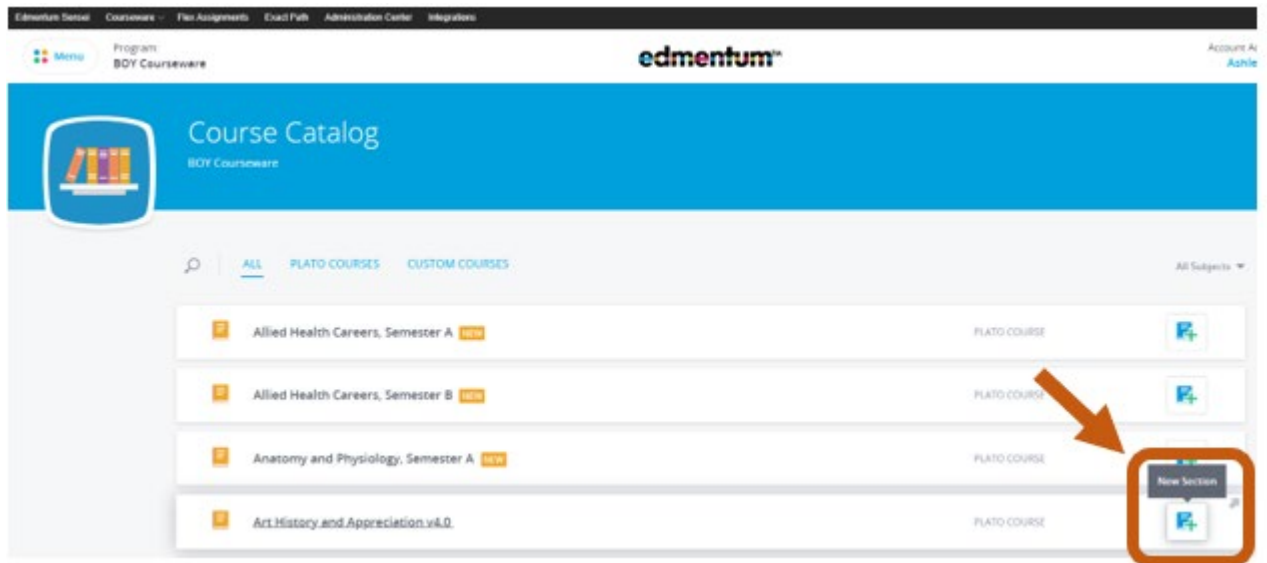
5) Complete the following fields:

> 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

Managing Course Scales and Weights:

1) Go to the Administration Center →Go to Gradebook → Click on Categories and Weights →
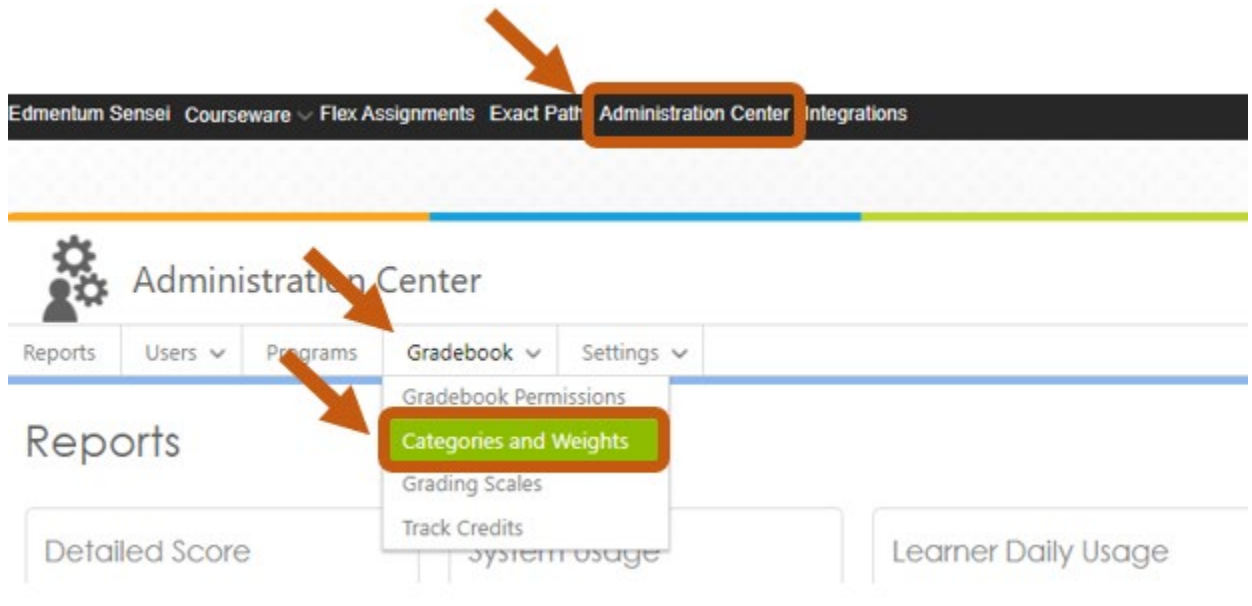
2) Scroll down to Course Name → Click View & Edit
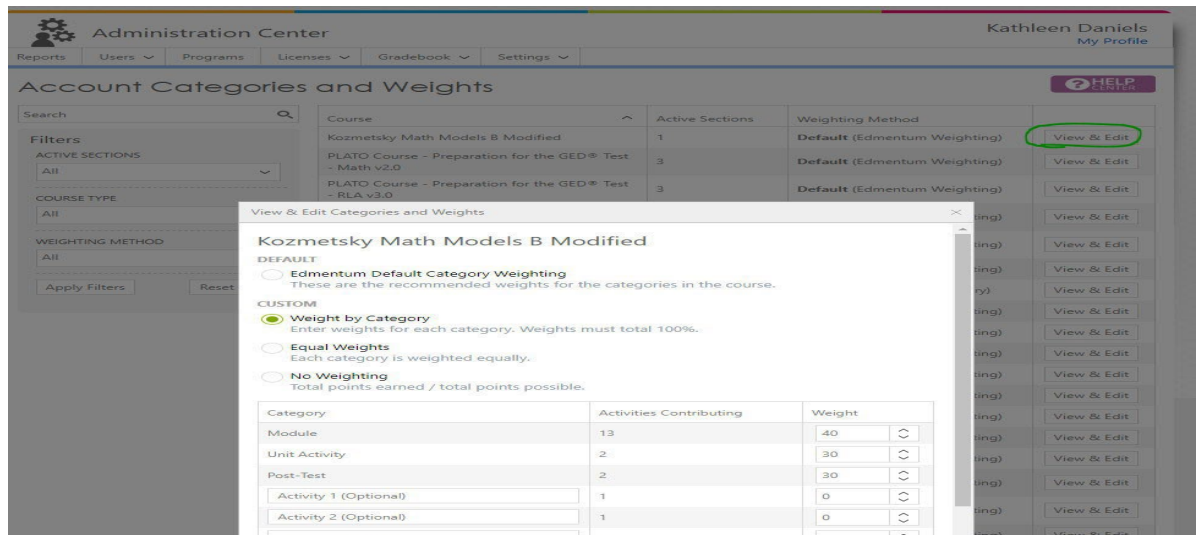
3) Enter Course Weights according to page 4

Add Student to a Course

1) Go to Plato Courseware → select school program → Manage Courses
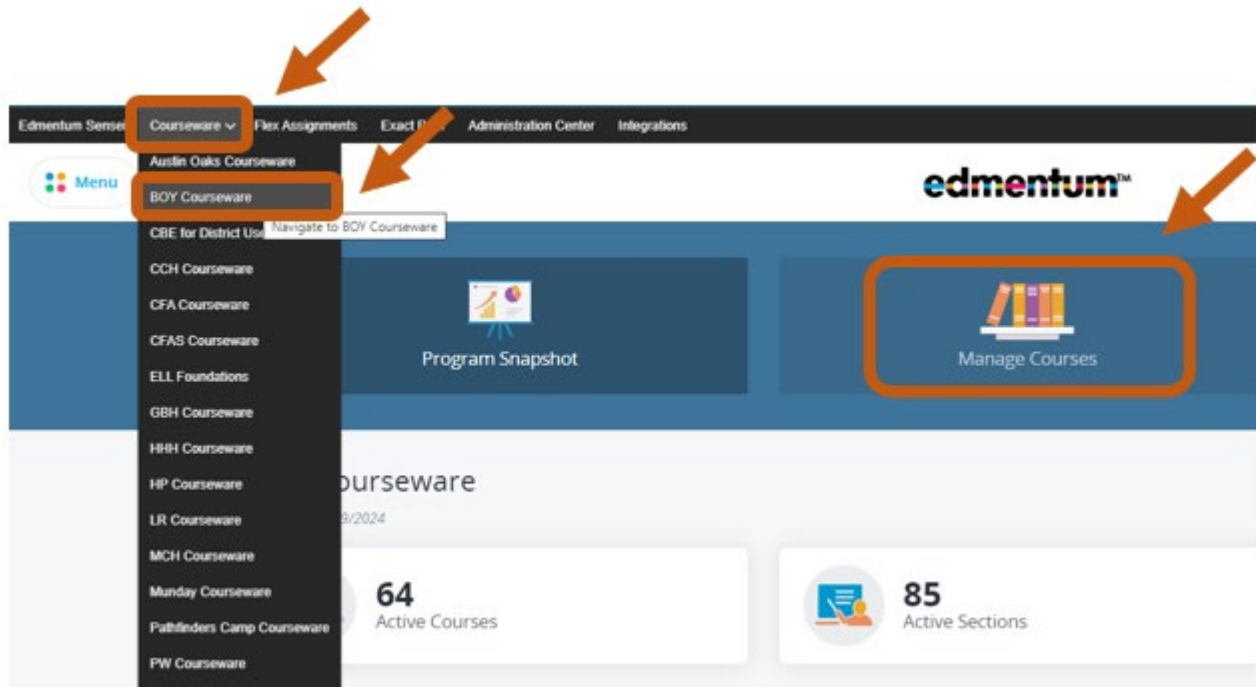
2) Search for course enrolling → Click box next to course →
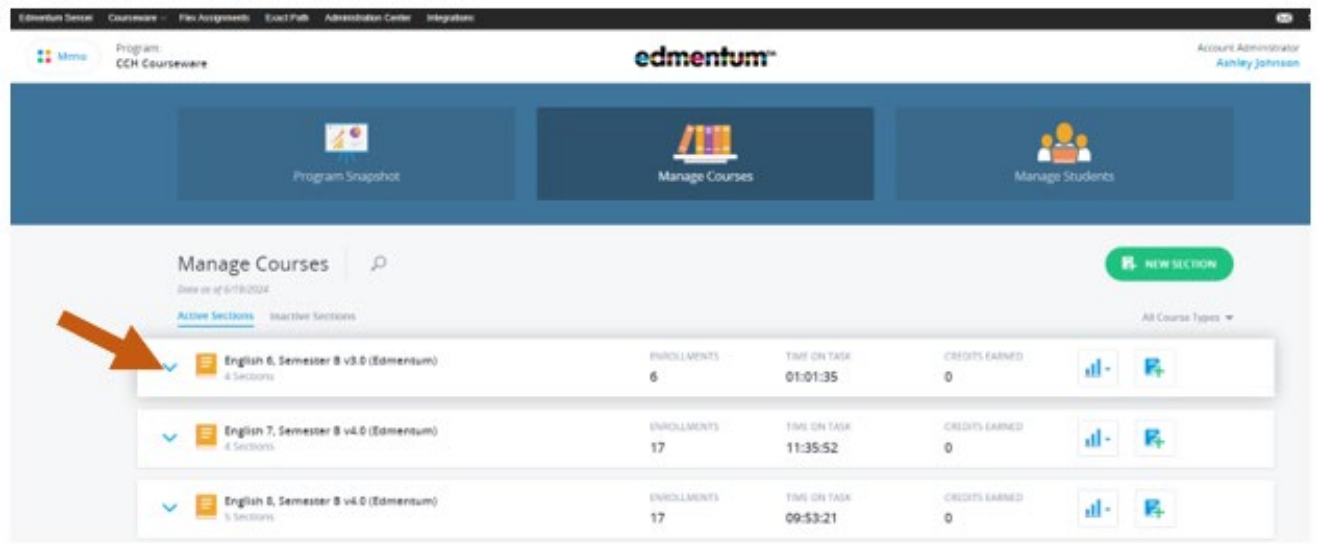
3) Click **Add Student**
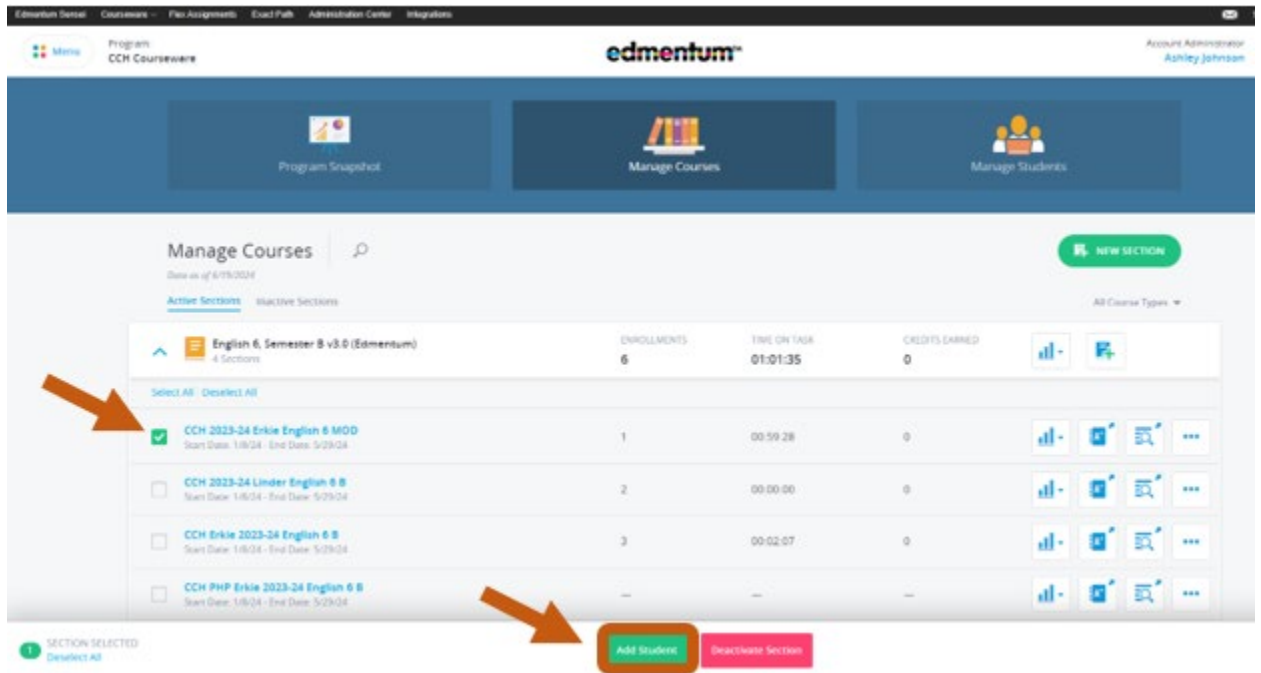
4) Type student name(s) → Select student(s) from drop down menu →
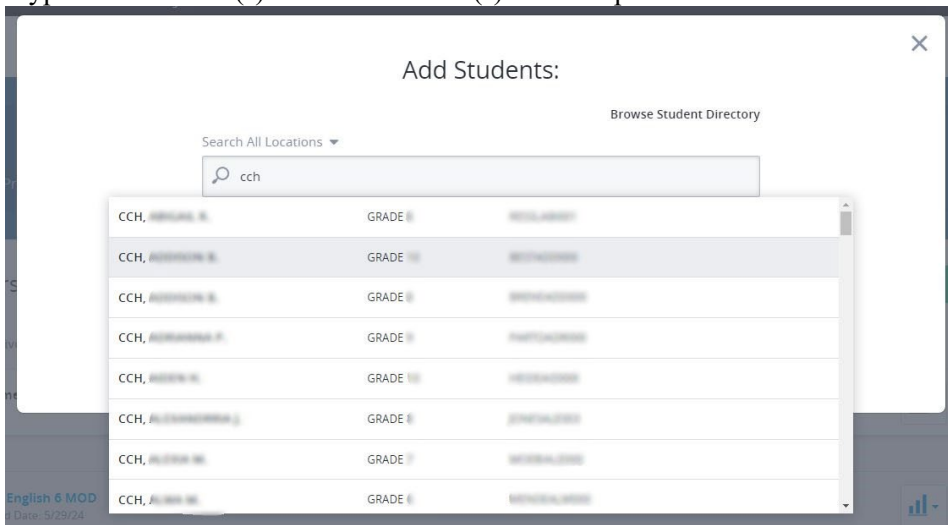
5) Click **Add Selected Students**
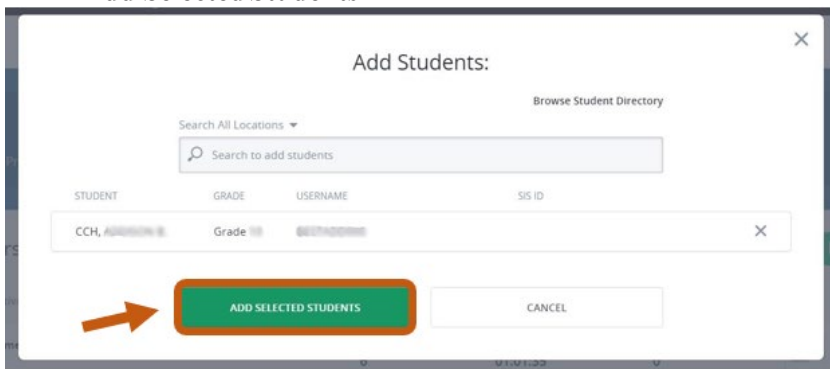
Drop Student from a Course

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

2) Click on Sections next to student name →
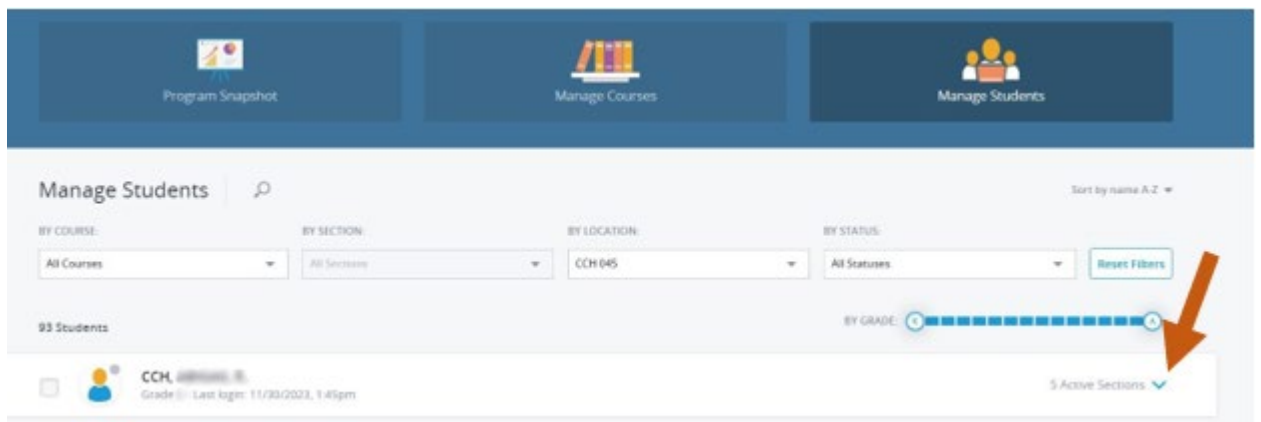
3) Click on ⋯ → Click on **Drop Student**
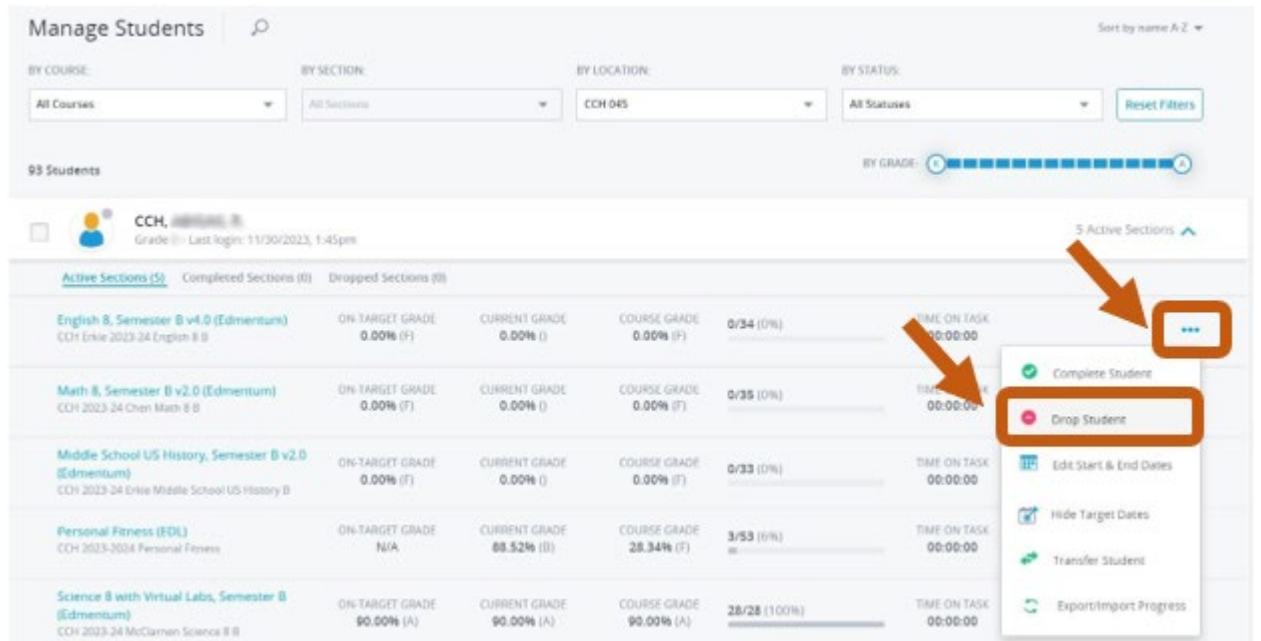
Manage Course for All Students

1) Go to Plato Courseware →

   Select school program →

   Manage Courses
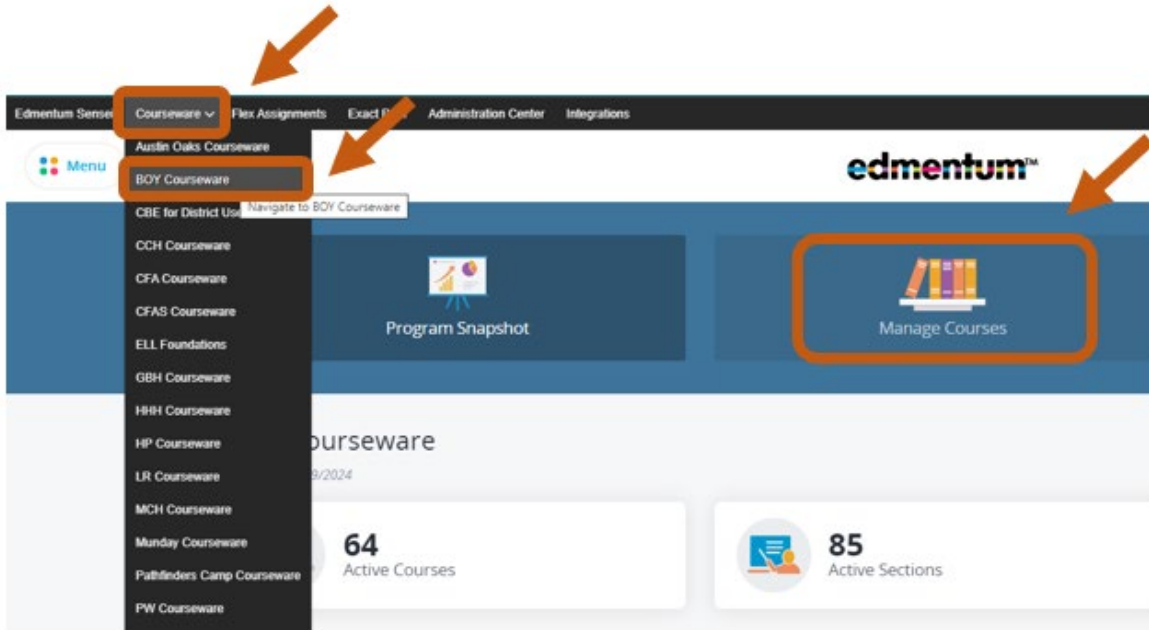
2) Search for course or scroll to desired course →

   Select desired section of course from course dropdown →

   Click on **View Curriculum** icon
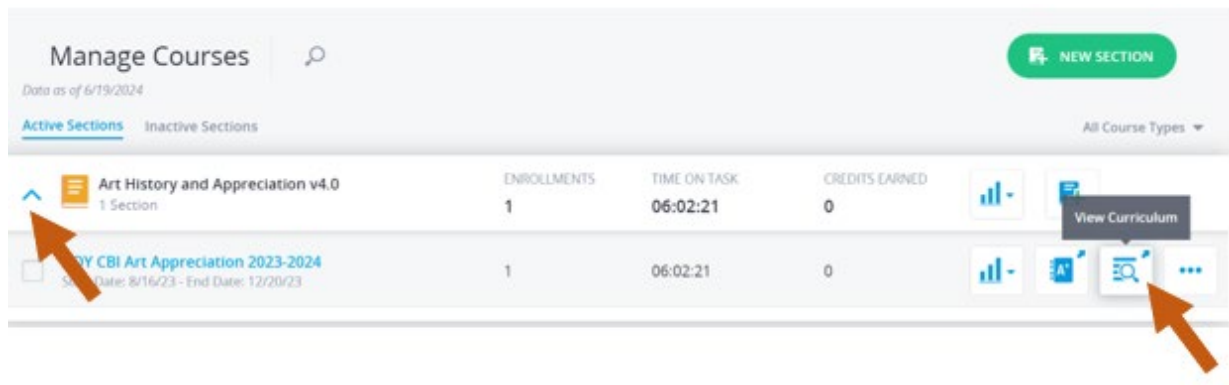
3) From **Curriculum Settings**:

→ 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.
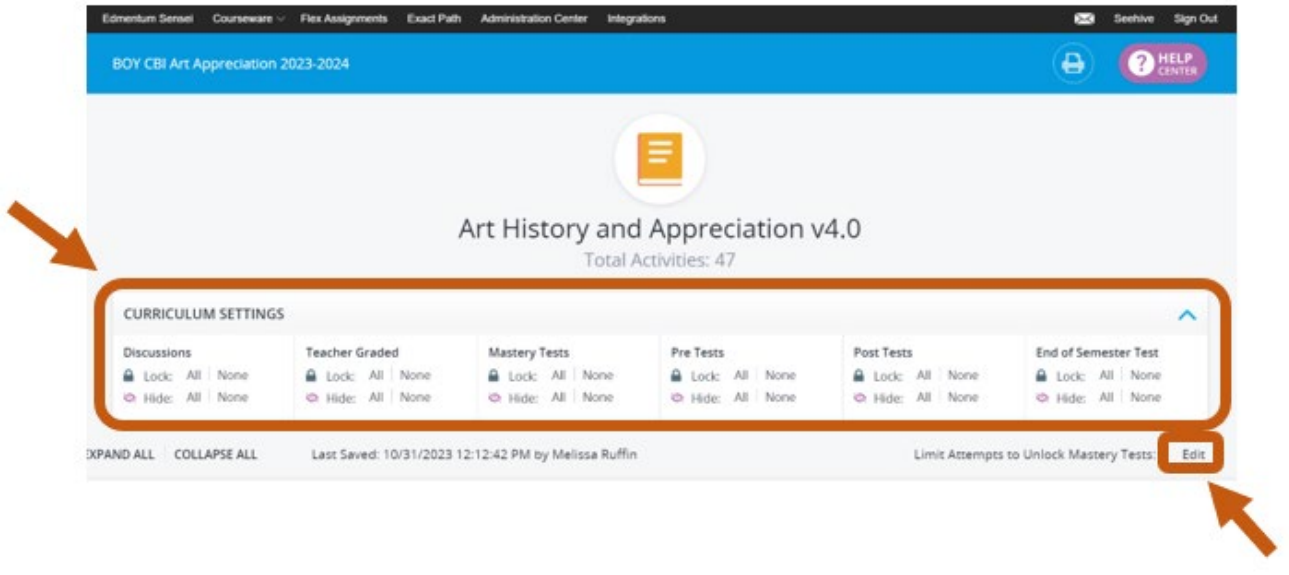
Manage Course for One Student

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

1) From Campus/Program Courseware Page, click **Manage Students** button →
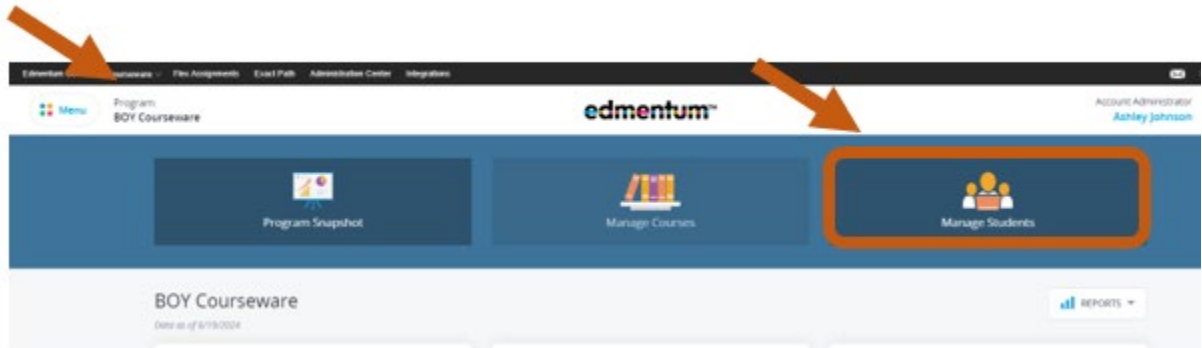
2) Scroll down to student name →
Click on arrow next to sections →
Click on course name
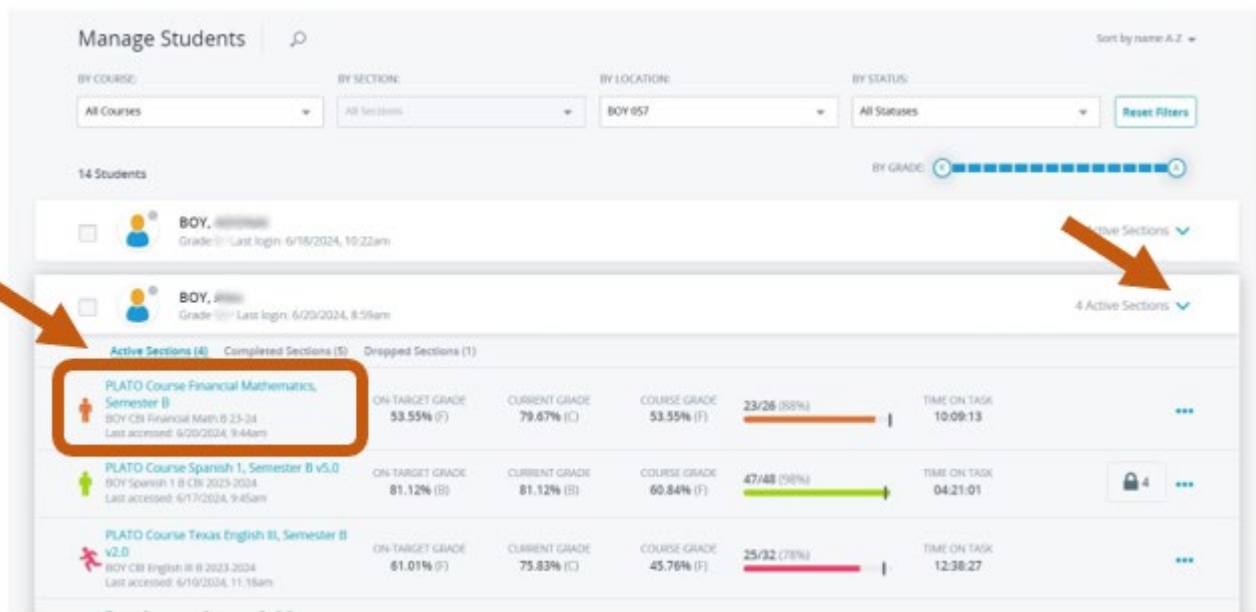
3) Click on **...** next to activity that you need to adjust.

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%)

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

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

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

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

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**

3) Click on **Course Progress Report**

4) Click the **Print** button.

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

1) From Campus/Program Courseware Page, select **Manage Students**
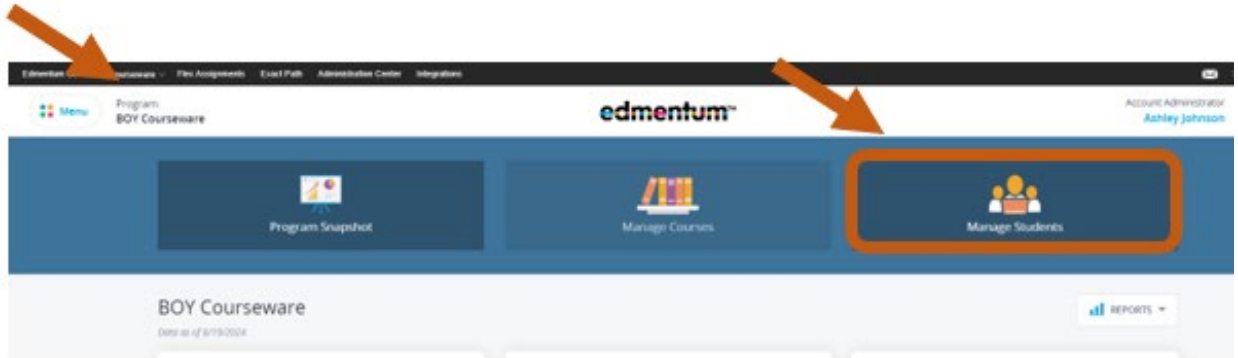
2) Filter Location to only show the campus needed
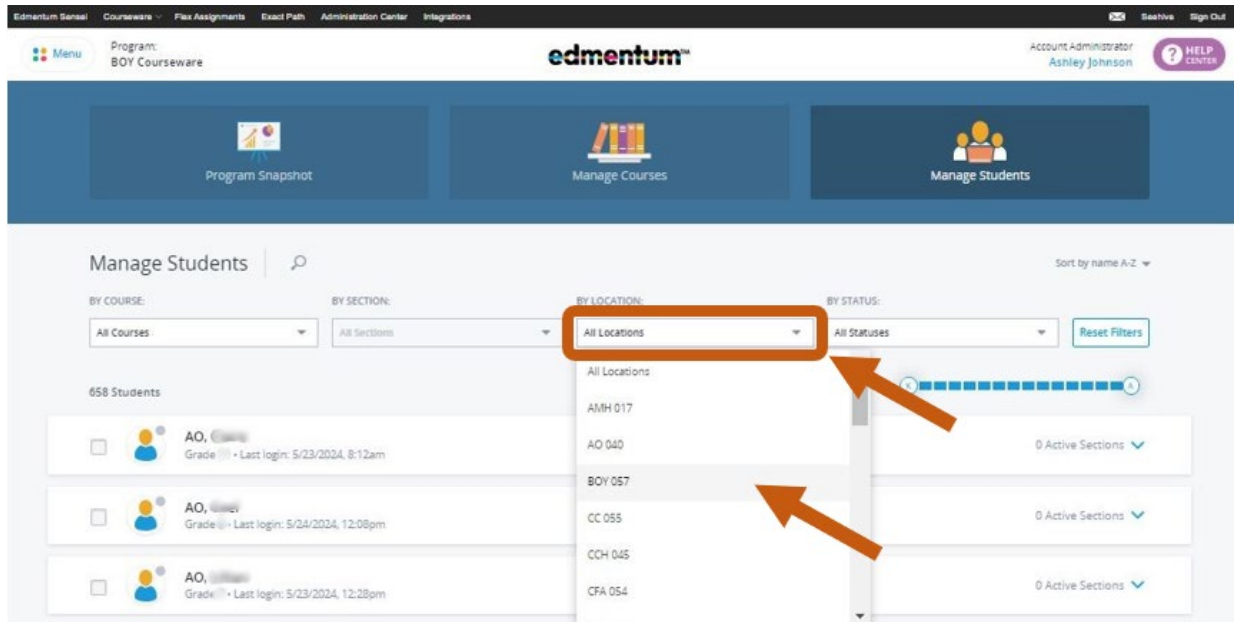
3) Check **the box** to the left of one student.

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

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.

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

1) Go to **Menu**
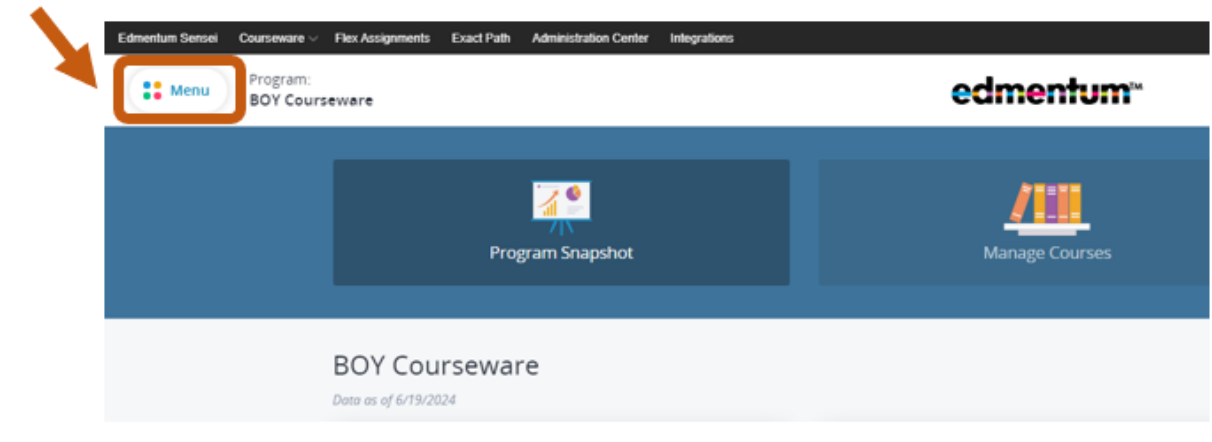
2) Select **Reports**
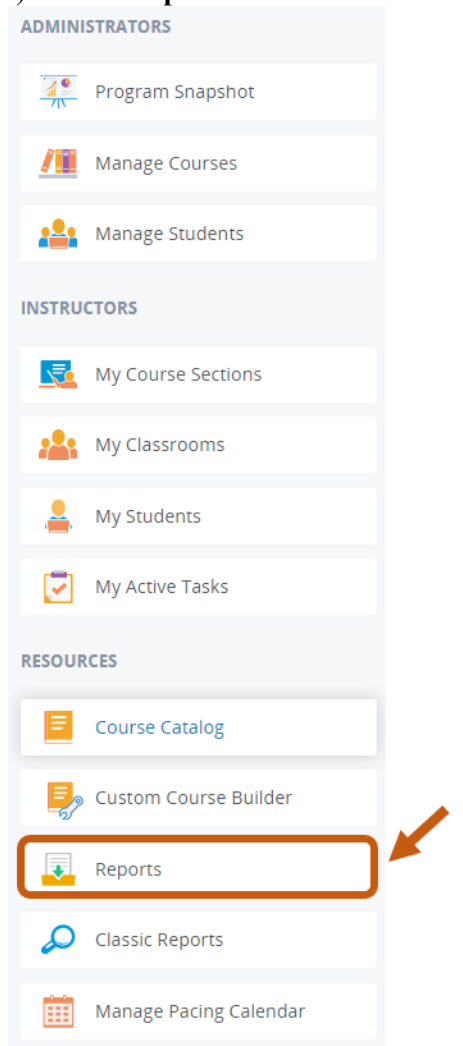
3) Click on **CREATE REPORT**

4) Name Report → Click on **Course Progress Report** → Click on **Next Step**
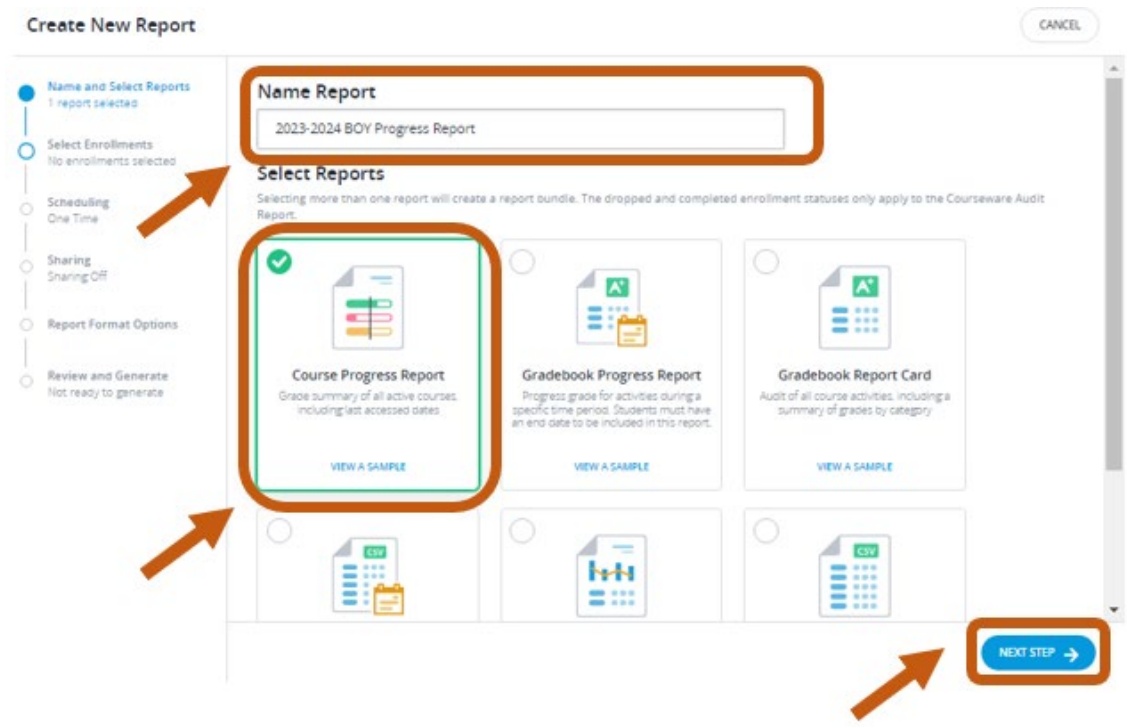
5) Click **Browse Student Directory**
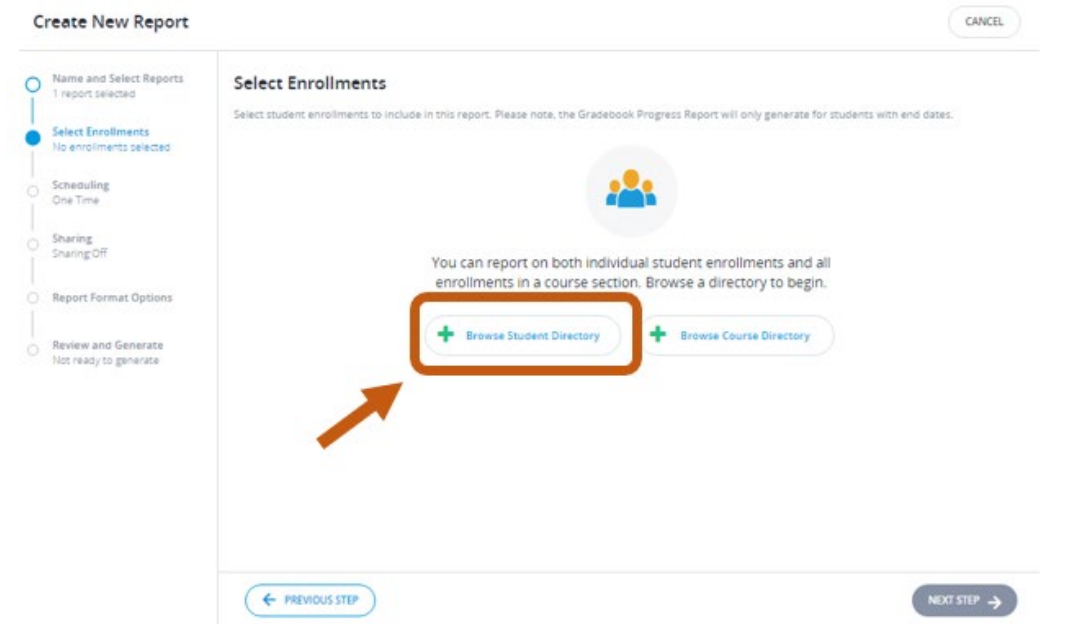
6) It is suggested to **Select All** and you may uncheck any information you do not want to include (such as inactive students or dropped classes that have not been changed in the system).

When ready, click **Done**

7) Click on **Next Step**

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

9) Choose **No Sharing** → Click **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**

11) Click **Generate Report**

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

13) When the report is ready, the screen will change to this. Click on the **report file** you created.
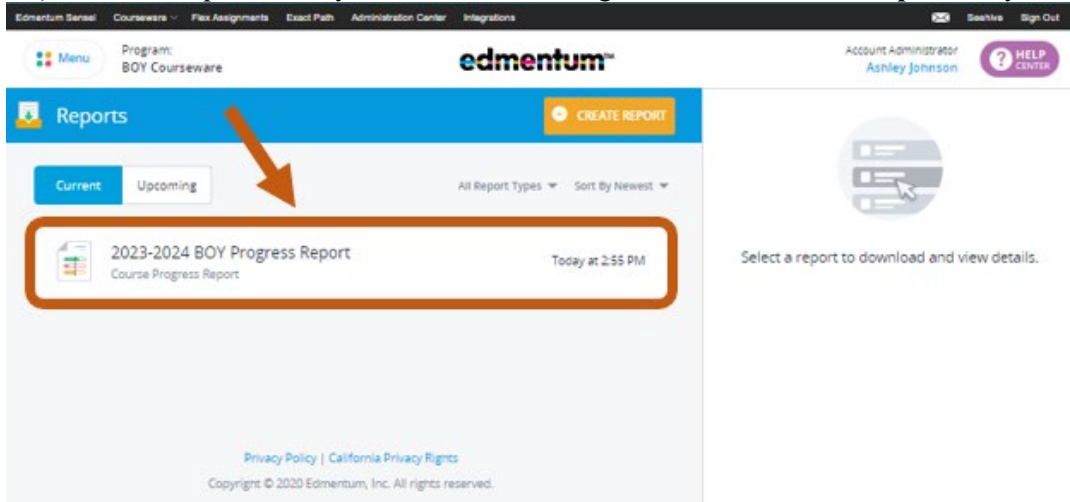
14) Click on the **Download Icon** in the details section that pops up
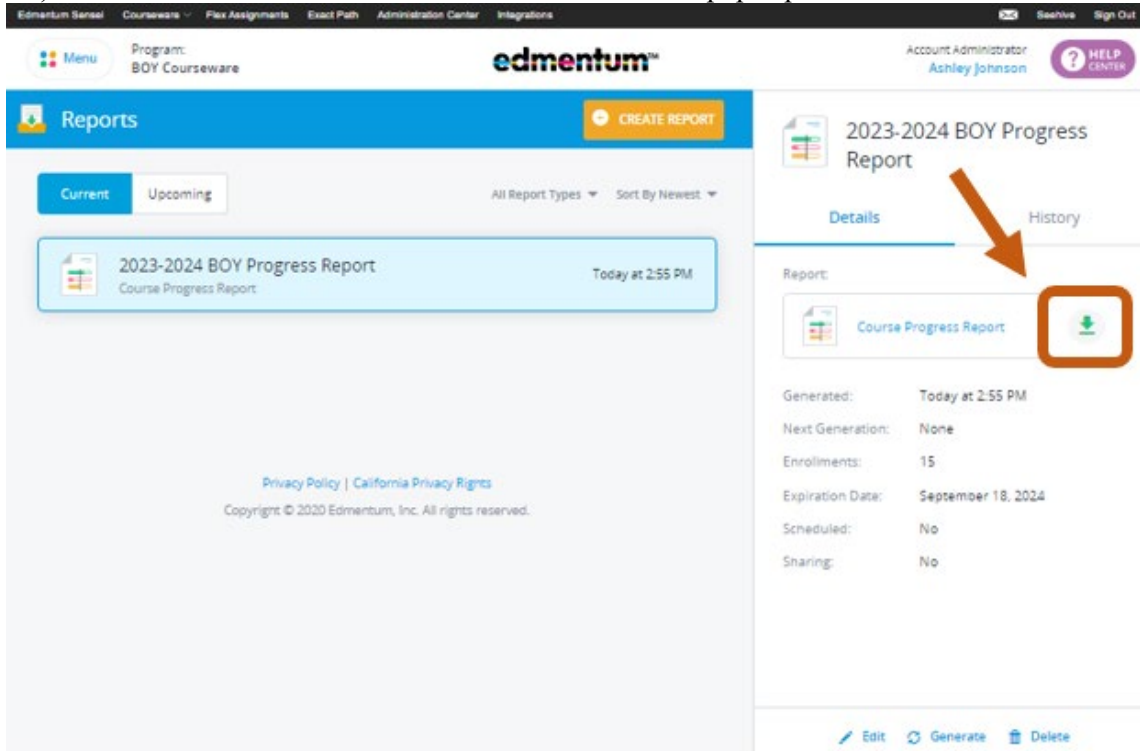
15) Click the **download or print icon**.

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 1	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 EDCUATION (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 21st 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