Welcome to the PLATO PRAXIS I Preparation program!

This document will help to get you started in using the program to:

- Take the practice exams for Math, Reading and Language Arts.
- Discover your relative areas of strength and weaknesses.
- Complete courseware that represents a tailored prescription for what YOU need to practice in order to increase your knowledge and skills in preparation for the ACTUAL PRAXIS I.

LET’S GET STARTED!

1. Go to your web-browser and type in:

   http://www.platoweb01.com

   (For AOL-users: Once you sign-in to AOL, minimize this window and launch your Windows browser, Netscape Navigator, Internet Explorer, etc. The AOL window will have difficulty navigating Plato’s rich text and graphics.)

2. When you see the following picture above, enter your account number.

   Type: 50181

   Click Submit
You may be asked to download plug-ins for Macromedia, Flash, or other Web-Delivery Methods.

Select the link to the left of the next login screen “Where can I get the browser plug-ins I need to run courseware?” This link will direct you to instructions for downloading plug-ins.

**Disable Pop-up Blockers:** Make sure that all pop-up blockers are disabled. Pop-up blockers or pop-up stoppers prevent extra popup windows (usually advertisements) from opening in your browser. Pop-up blockers must be disabled in order to run PLATO courseware successfully.

3. FIRST TIME users click on:
   *If you don’t have a PLATO Name, click here to self-enroll.*

   (Not a first time user? Go to step #8.)

4. Enter Group Name: **Praxis**
   Enter Password: **password** (case sensitive, lowercase)

   Click **Send**
5. Enter Required Fields, Denoted by Asterisks *.

*First Name
*Last Name
*Plato Name (This will be your login name. Get ready to record below.)
*Personal Password (This will be your login password. Get ready to record below.)

Click Send

6. Record this Login information below.

This will be your Login information each time you sign on to Plato.

Plato Name: __________________________________
Group Name: Praxis
Password: ____________________________________

7. A screen will appear, acknowledging that you have enrolled. Click OK
Enter:
Plato Name (from #6 above)
Group Name
Password

Click Send

9. When you see the Learner Edition screen above, click on
**PLATO eduTest Simulated Test System.**

**Be sure pop-up blockers are disabled.** To temporarily disable a pop-up blocker, you may try holding down the control key and clicking on the **PLATO eduTest Simulated Test System** link, although this may not work with all blockers. If you still do not see the next screen, you will need to first learn how to disable your installed pop-up blocker.

10. Click on **Test Administration**

11. **Student-Directed Assessments**

   - **Knowledge Challenge**
     - Takes a stand, grade level, or skill set test on your own.
   - **District Tests**
     - Take a test your administrator has made available to you

Scroll down and click on **District Tests**
12. Choose the content area for the test and click on Adult.

13. Note: The listed tests will vary depending on the test you are taking.

Click on the **Prescriptive Test** version to take a test that will provide you with lessons for study.

Click on the **Practice Test** version to take a post-test. This test will NOT provide you with study lessons.
14. If you click on \textit{SAVE} you will come back to this Main Menu screen below.

\textbf{Click on the answer letter} (A, B, C, D, E) to answer each item.

To move to the next item, click \textit{next}.

You can skip items or return to a previous item by clicking one of the pellets on the green and yellow progress bar at the bottom.

You have the option save your work and come back to finish the test later.

When you are ready to exit, choose \textit{Exit} at the bottom.

15. You answered 4 out of 40 questions.

Choose one and see directions on next page.

\begin{itemize}
  \item Save and return later.
  \item Grade your test.
  \item Go back and keep working.
\end{itemize}

If you click on \textit{SAVE} you will come back to this Main Menu screen below.

To resume your test click \textit{Test Administration}.

Click \textit{Finish a Test} on next screen.

Click on the \textit{Resume} icon to resume.

You may click the progress bar at the bottom to return to any item. Green items have already been saved. Yellow items have not been completed. Click on any pellet to advance to that question.
If you click on **GRADE**, you will see a confirmation screen. Click **Yes** to confirm you are ready to grade your test.

16. When you grade your test, your individual report will appear. Record your Percentage points (of possible) score.

17. You may return to this report at any time by returning to the Main Menu and clicking on **Report Browser**, then **View District Test Results**, and finally the icon next to the test report you wish to view. Note: This report may not be available
again for 1-24 hours after test completion. If you cannot access your report, please check again in several hours.

18. When you are finished taking and grading your test, click Close eduTest.

19. The following screen will appear. Click on click here link to continue.

20. Return to Assignments

21. Look for the heading called Individual Assignment.
22. Open the Courseware within your Individual Assignment. Continue to click sub-folders until the assignment is reached and begin a lesson with either a Tutorial or Mastery Test. Begin working.

### Completing Your Prescribed Assignments

Assignments are complete when you have Exempted, Completed, or Mastered the activities and Mastery Tests with in each lesson. (Look at the symbol next to each lesson to determine status.)

**What’s in a lesson?**

Each lesson generally consists of a tutorial, a drill, and a test. All the activities address the objective(s) for that module. Each type of lesson has a different function:

- **Tutorial** – presents a new skill
- **Drill, Application, Offline Activity, Homework** – Reinforces a new skill
- **Mastery Test** - Tests mastery of the objective

Your goal is to master ★ and complete ● lessons!

For fastest, most efficient use of Plato, go to any assignments that are marked as not started ○. Continue to click sub-folders until the assignment is reached and begin a lesson with either a Tutorial or Mastery Test. Begin working.

Attempt the lesson Mastery Tests first. When you have mastered a test (80% or more answers are correct), continue on to the next lesson. Notice that when you have mastered a test, the test is locked ☢ and the yellow star ★ and green circle ● status symbols will appear.

**NOTE:** Do not confuse these status icons and the icon ☐ that represents a module assignment that includes a tutorial or mastery test. Exemption is not reflected by the yellow folder with the green star ●, but in the yellow star ★ and completely filled green circle ●.
If you do NOT pass a Mastery Test (or if you don’t complete it), the test will lock 🚫. Notice that when you do not master a test, the test is locked and the red lock and in progress ⏳ status symbols will appear.

Simply go back to the lesson Tutorial section to review and practice a skill. The Mastery Test will then unlock and you can take the Mastery Test again. Also, you can always review practice problems in the “Application” or “Drill” section for extra practice. These activities will only open after you have completed the Tutorial. Sometimes there are printable offline worksheets or “Homework” as well.

NOTE: Drills, Applications, Offline Activities and Homework activities are optional and not required for mastery and completion of a module; however, selected Data Skills activities in the mathematics section of the PPST Math learning path require learners to reference worksheets. These worksheets are located outside of the courseware itself, but they provide additional content for questions answered online.

Monitor your progress. Allow yourself enough time (10 – 15 minutes) to complete a mastery test. Remember, if you do not finish the test and exit early, you will be locked out.

Once you have completed and mastered all assigned PLATO modules, with the exception of exempted modules, you have successfully completed your assignments!

Remember that your focus for this practice is to prepare you for the Praxis I examination. If you need to stop and review or learn a skill, take your time to ensure you truly understand the skill at hand. Your time and attention to your Plato lessons is a valuable way to help prepare for this test. Best wishes!
**Frequently Asked Questions**

1. **Where can I find the worksheets/handouts for mathematics activities?**

Some mathematics lessons require referencing certain offline worksheets. These worksheets are located outside of the courseware itself, but they provide additional content for questions answered online. These worksheets are available in an Adobe Reader (pdf) file that you can launch from the *Math Skills Offline Materials* web link located below the *PLATO eduTest Simulated Test System* assignment on your "assignments" screen.

Click to launch the weblink. THIS MAY TAKE AT LEAST 30 SECONDS TO A MINUTE TO LOAD. Save the pdf file to your computer, by clicking on the disk icon in the upper left hand corner of that screen, and print the file. This way you will have the correct materials to complete these lessons.

2. **Learner Status Symbols – What Do They Mean?**

**Status Legend**

The following assignment statuses display on the Review Learner Progress page:

- 🔴 The Learner cannot select this item for a variety of reasons (e.g., they have already completed this assignment).
- 💫 The Learner has successfully finished this assignment and all of the activities within the assignment.
- 🌟 The Learner does not have to open (or finish) this assignment because of performance on other assignments. A Learner can open this activity if the Learner wants to see it, however.
- 🔴 The Learner has not started (opened) this item.
- 🟩 The Learner has started (opened) this item, but did not complete it.
- 🔴 The Learner has finished the assignment and all of the activities within it. It is possible to finish an assignment but not master it. The Learner may continue to work on the assignment until all of the assignments within it are mastered.

**Folders and what they mean**

The following folders display on the Review Learner Progress page:

- 📂 An assignment.
- 📂 A module assignment that includes a tutorial or mastery test.
- 📂 A locked folder that learners cannot open in the current view.
- 📂 A course level assessment that measures a learner's skill in a related topic and automatically prescribes a learning path.
- 📂 A lesson learners can run.
- 📂 An activity learners complete offline.
- 📂 A Web activity that resides outside of the PLATO Web Learning Network.
3. I clicked on an assignment and the courseware window will not appear. Instead, the screen displays "Please wait..." followed by the prompt "Click here when your lesson or test is complete". What should I do?

Refer to the document “Requirements for Using PLATO” to verify computer readiness, install required plug-ins and disable pop-up blockers. If not successful, notify your instructor.

4. I did not pass a Mastery Test on my first attempt, so it locked. I completed the Tutorial, but the Mastery Test did not unlock. What should I do?

Notify your instructor. Your instructor will update the status of the Mastery Test to unlock the activity.

5. How do I check my progress?

The PLATO® Web Learning Network provides the following learner report template options. Select one of the following options on the Report Selection page for creating a report.

Learner Progress Report
Displays a summary of your progress by assignment. This report includes Score, Tries, Time on Task, Completion Date, Mastery Date, Start Date and Last Date information for each assignment.

Graphic Progress Summary Report
Displays a graphical summary of your progress by assignment. This report lists Number of Modules Mastered, Percent of Modules Mastered, Total Time on Task and Average Module Mastery Time for each learner. This report also includes a bar graph that illustrates the Percent of Modules Mastered for all assignments selected.

Completion and mastery of a PLATO mastery test is indicated by the green filled in circle and yellow star next to the activity. Completed tutorials and applications/drills are marked by the green filled in circle next to the activity.