

Click  near the top of the page.

Filter or Sort Student Cards

1. To filter student cards by class or by supplemental assignment, click the drop-down menu under Class and select the class or assignment of interest.
2. To filter student cards by activity status, click a Status icon on the left side of the page. For example, clicking  Online Now will display cards for only those students who are logged in. To view all student cards, click All/Any.
3. To sort student cards by login date, click Date on the left side of the page. The up arrow displays the accounts in order from most idle to most active. The down arrow sorts the accounts from most active to most idle.
4. To sort cards by students' last names, click Student on the left side of the page. The up arrow displays the names in alphabetical order. The down arrow puts the names in reverse alphabetical order.
5. To toggle between active and inactive assignments, click Active or Inactive on the left side of the page. To view all assignments, click Any.
6. To toggle between assignments issued by you or by another school official, click Anyone or Me on the left side of the page.
7. To sort assignments by date, click Last Accessed. The up arrow displays the accounts in order from most idle to most active. The down arrow sorts the accounts from most active to most idle.
8. To sort assignments by name, click Assignment Name. The up arrow displays the names in alphabetical order. The down arrow puts the names in reverse alphabetical order.
9. To sort assignments by type, click Assignment Type. The up arrow displays the assignment types in alphabetical order. The down arrow puts them in reverse alphabetical order.

Reset a Student Password

1. Click anywhere on a student card to expand it.
2. Click Reset Password at the bottom of the card.
3. Type the new password in the New Password window.
4. Type the new password in the Confirm New Password window.
5. Click the Save & Reset button to save the new password or click Cancel to keep the old password.

View, Filter, or Sort Assignments

1. Click anywhere on a student card to expand it.
2. Click View All Assignments at the bottom of the card.

Open a Learner Progress Report

1. Click anywhere on a student card to expand it.
2. Select View All Assignments at the bottom of the card.
3. Click the Learner Progress Report link next to the assignment.

Create a Supplemental Assignment

1. Click anywhere on a student card to expand it.
2. Select View All Assignments at the bottom of the card.
3. Click the Create Supplemental Assignment button in the top right corner of the page.
4. Type the assignment name in the Assignment Name field.

5. Next to Start Date, click the calendar and select the date you'd like the assignment to be issued.
6. Next to End Date, click the calendar and select the due date for the assignment.
7. Type any special instructions for the student in the Instruction/Notes field.
8. In the Available Content area, expand the course structure to find the assignment you want to issue. To learn how to filter the course content, see the two sections that follow.
9. Click the desired assignment followed by the Add button. The assignment will appear in the Selected Content area.
10. Select Continue at the bottom of the page. In the pop-up window, click Create Assignment to issue the assignment or click Back to modify the assignment.

Filter Supplemental Assignments by Content

1. Follow steps 1-3 in the Create a Supplemental Assignment section of this document.
2. On the left side of the page, locate Select Available Content. In the View by drop-down menu, select Curriculum Content.
3. To filter content by courses or titles, go to the Resource Type drop-down menu and select Plato Courses or Plato Titles. To see both courses and titles, select Any.
4. To filter content by subject, go to the Subject drop-down menu and select a subject. To see content for all subjects, select Any.
5. To filter content by grade level, to the Grades drop-down menu and select a grade level. Select Any to see content for all grade levels, K through adult.

Filter Supplemental Assignments by Standard

1. Follow steps 1-3 in the Create a Supplemental Assignment section of this document.
2. On the left side of the page, locate Select Available Content. In the View by drop-down menu, select Standards.
3. To toggle between content from Plato lessons or interactive websites, go to the Resource Type drop-down menu and select Plato Content or Websites.
4. In the Standards drop-down menu, choose a standard.
5. To filter content by grade level, go to the Grades drop-down menu and select a grade level. Select Any to see content for all grade levels, K through adult.
6. In the Category drop-down menu, select a core subject for the standard.
7. In the Keyword field, type key words from the desired strand. Then select a strand when the pop-up menu appears. For example, type *exponent* to find strands related to exponents.
8. In the Available Content window, you'll see all content related to the filters that you selected in steps 3-7.

Page Through or Delete Supplemental Assignments

1. Follow steps 1-3 in the Create a Supplemental Assignment section of this document.
2. In the Selected Content area, click the Move Up and Move Down buttons to scroll through student assignments one entry at a time.
3. To delete an assignment from the Selected Content area, click the assignment. Then click the Remove button. To delete all assignments, click Remove All.