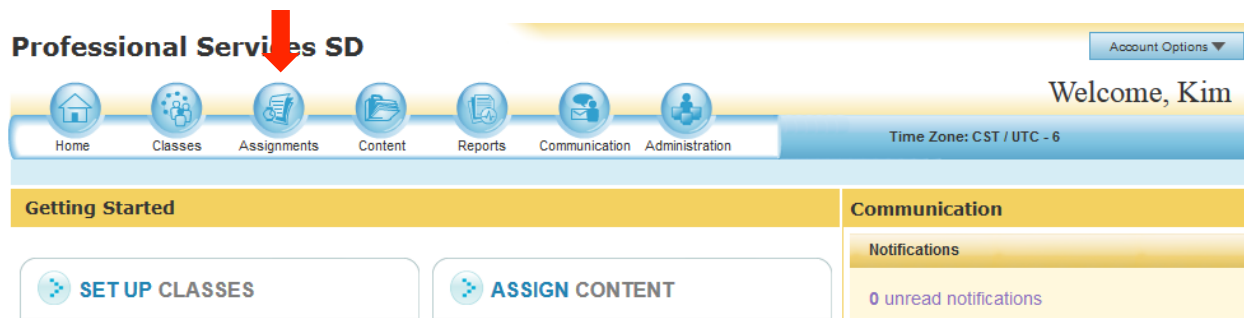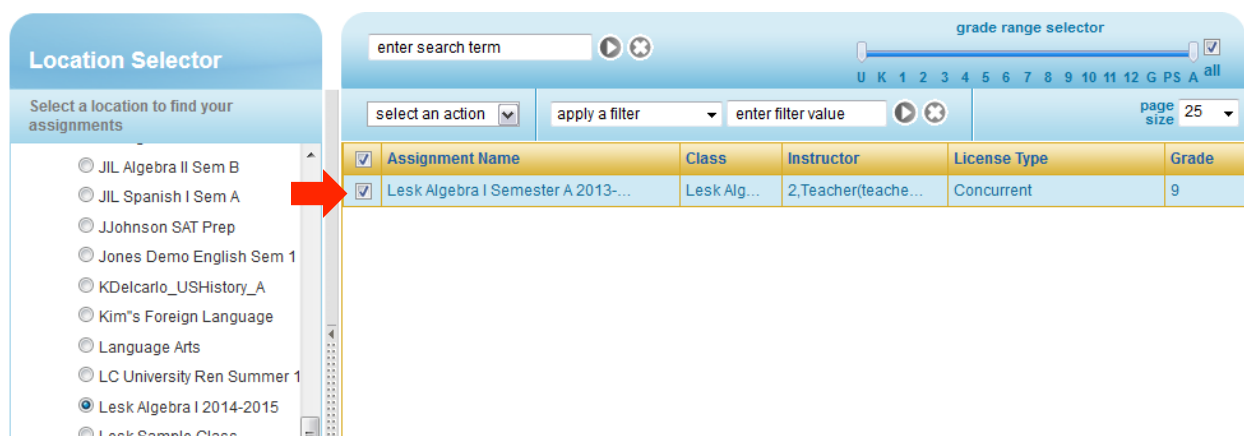## Changing the Grade of a Mastery Test
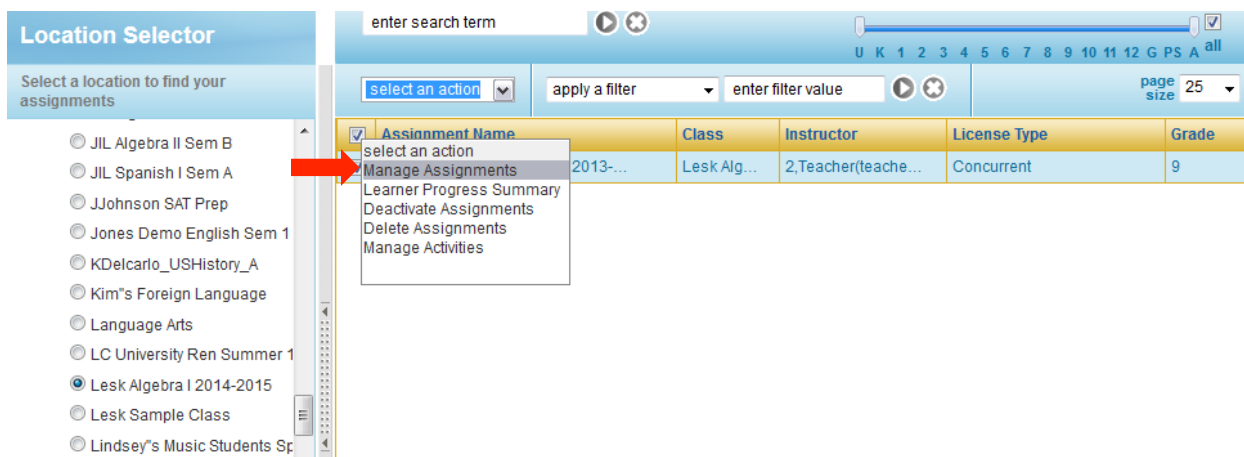
1. Log in to Plato. Click on the "Assignments" mini-app.

2. Find the assignment in the location selector and put a check mark next to the assignment.

3. Choose "Manage Assignment" from the drop-down menu.

4. Once you are in the manage assignment screen, put a check mark next to the student's name. Then click "Edit Status, Single Learner."

Manage Assignment

| Assignment Module Mastery | Manage Activities |

Make changes to Assignment Details (title, dates, etc.) or Learners (individual dates, etc.); then update to save your changes.

Assignment Details   Deactivate Delete

Assigned Content: PLATO Course Algebra 1, Semester A v4.0
Class: Lesk Algebra I 2014-2015
ResourceType: PLATO Courses
*Title: Lesk Algebra I Semester A 2013-2014
Instructions for Learners:

Learners   Edit Status, All Learners   Assign to Other Learners

Unassign   Edit Status, Single Learner   Apply Past Credit

	Learner Name	Status	Start Date	Due Date	Time Spent
☑	01, Learner (Learner_01)	○	01/28/2014		00:00:00
☐	11, ISTE (iste11)	○	01/28/2014		00:00:00
☐	11, Student (stu11)	○	01/28/2014		00:00:00

5. This will take you to a screen that will allow you to find the specific mastery test that you want to unlock. Click on the "+" signs to open out the assignment until you find the mastery test.

Title	Completion	Mastery	Exemption	Score	No. of Tries	Time on Task	Edit Status
⊟ PLATO Course Algebra 1, Semester A v4.0	○	☆		⊘			Edit
Plato Student Orientation	⊘	⊘		⊘			Edit
Syllabus - Algebra 1A	⊘	⊘		⊘			Edit
⊟ Unit 1: Relationships Between Quantities and Reasoning with Equations	○	☆		⊘			Edit
Unit 1 - Pretest	○	⊘					Edit
Unit 1: Discussion - Relationships Between Quantities and Reasoning with Equations	○	⊘					Edit
⊟ Adding Monomials	○	☆		⊘			Edit
Adding Monomials: Tutorial	○	⊘		⊘			Edit
Adding Monomials: Application	○	⊘					Edit
Adding Monomials: Mastery Test	○	☆					Edit
Adding Monomials: Offline Activity	⊘	⊘	⊘	⊘			Edit
⊞ Subtracting Monomials	○	☆		⊘			Edit

6. Once you find the specific mastery test, click edit on the right side of the page.

Title	Completion	Mastery	Exemption	Score	No. of Tries	Time on Task	Edit Status
⊟ PLATO Course Algebra 1, Semester A v4.0	◯	☆		⊘			Edit
Plato Student Orientation	⊘	⊘		⊘			Edit
Syllabus - Algebra 1A	⊘	⊘		⊘			Edit
⊟ Unit 1: Relationships Between Quantities and Reasoning with Equations	◯	☆		⊘			Edit
Unit 1 - Pretest	◯	⊘					Edit
Unit 1: Discussion - Relationships Between Quantities and Reasoning with Equations	◯	⊘					Edit
⊟ Adding Monomials	◯	☆		⊘			Edit
Adding Monomials: Tutorial	◯	⊘		⊘			Edit
Adding Monomials: Application	◯	⊘					Edit
Adding Monomials: Mastery Test	◯	☆					Edit
Adding Monomials: Offline Activity	⊘	⊘	⊘	⊘			Edit
⊞ Subtracting Monomials	◯	☆		⊘			Edit

7. Click "Mastery Status." Then enter the student's score. Click "Update Status."

Edit Status, Single Learner

Step 1: Select the type of status change.
- ◯ Lock status
- ◯ Exemption status
- ◯ Completion status
- ⦿ Mastery status

Step 2: Select the new status desired.

The learner has currently not mastered this content. What mastery status would you like the learner to have?
- ◯ Not Mastered
- ⦿ Mastered

70 %

Cancel

Step 3: Submit update.

When mastery status is updated for the learner their completion status will also be shown as Completed

Update Status

8. You will then get a message the learner's status has been successfully updated.

9. Once you've gotten this message, the learner's grade and mastery status will be updated.