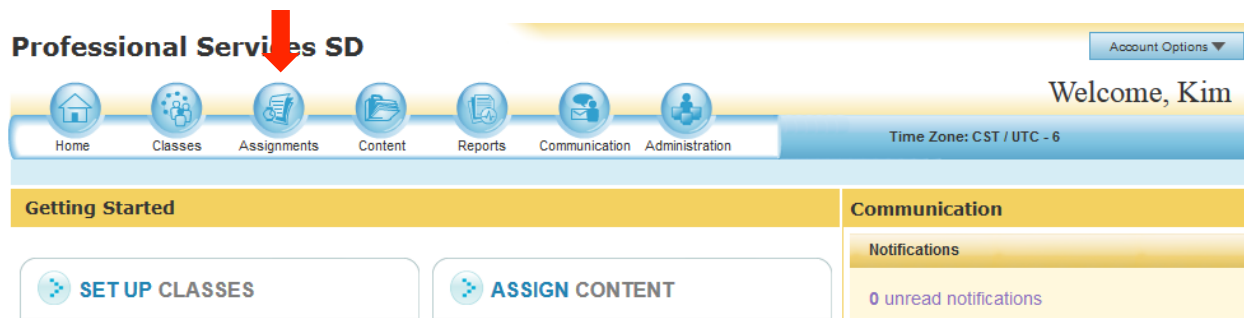
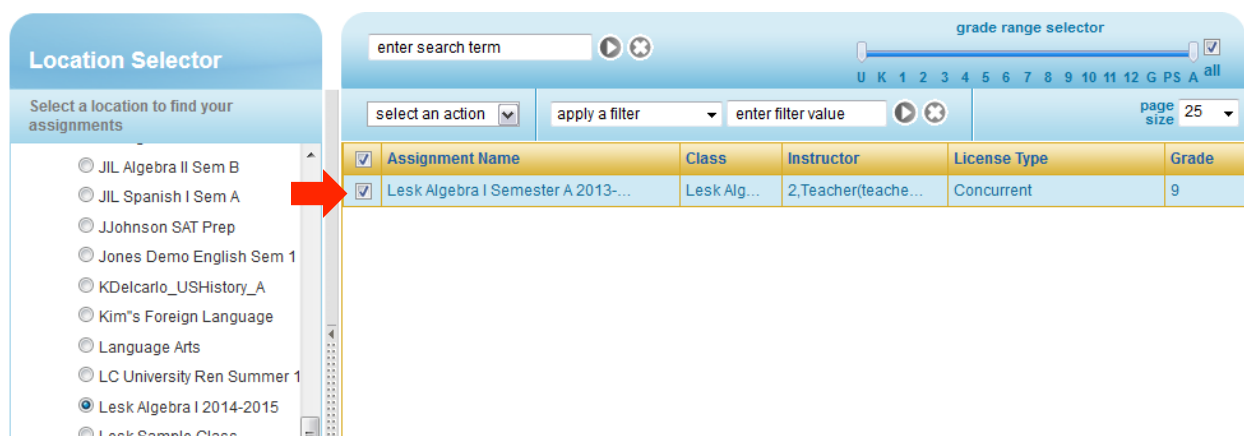


Changing the Grade of a Mastery Test

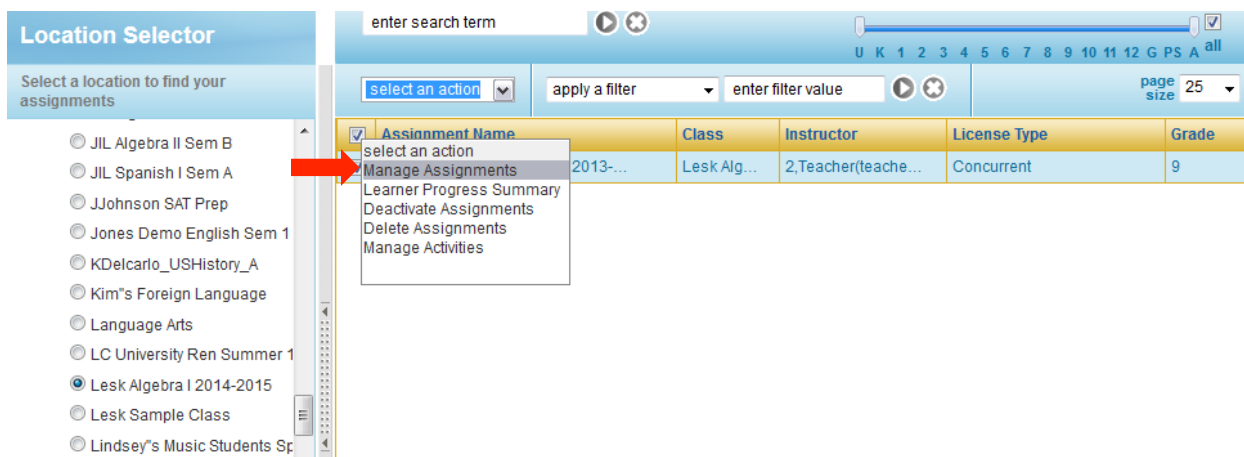
1. Log in to Plato. Click on the “Assignments” mini-app.



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.



- 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

Resource Type: 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

<input type="checkbox"/>	Learner Name	Status	Start Date	Due Date	Time Spent
<input checked="" type="checkbox"/>	01, Learner (Learner_01)	<input type="radio"/>	01/28/2014		00:00:00
<input type="checkbox"/>	11, ISTE (iste11)	<input type="radio"/>	01/28/2014		00:00:00
<input type="checkbox"/>	11, Student (stu11)	<input type="radio"/>	01/28/2014		00:00:00

- 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	<input type="radio"/>	☆		<input type="radio"/>			Edit
Plato Student Orientation	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>			Edit
Syllabus - Algebra 1A	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>			Edit
[-] Unit 1: Relationships Between Quantities and Reasoning with Equations	<input type="radio"/>	☆		<input type="radio"/>			Edit
Unit 1 - Pretest	<input type="radio"/>	<input type="radio"/>					Edit
Unit 1: Discussion - Relationships Between Quantities and Reasoning with Equations	<input type="radio"/>	<input type="radio"/>					Edit
[-] Adding Monomials	<input type="radio"/>	☆		<input type="radio"/>			Edit
Adding Monomials: Tutorial	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>			Edit
Adding Monomials: Application	<input type="radio"/>	<input type="radio"/>					Edit
Adding Monomials: Mastery Test	<input type="radio"/>	☆					Edit
Adding Monomials: Offline Activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			Edit
[-] Subtracting Monomials	<input type="radio"/>	☆		<input type="radio"/>			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	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>			Edit
Plato Student Orientation	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>			Edit
Syllabus - Algebra 1A	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>			Edit
[-] Unit 1: Relationships Between Quantities and Reasoning with Equations	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>			Edit
Unit 1 - Pretest	<div><div></div></div>	<div><div></div></div>					Edit
Unit 1: Discussion - Relationships Between Quantities and Reasoning with Equations	<div><div></div></div>	<div><div></div></div>					Edit
[-] Adding Monomials	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>			Edit
Adding Monomials: Tutorial	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>			Edit
Adding Monomials: Application	<div><div></div></div>	<div><div></div></div>					Edit
Adding Monomials: Mastery Test	<div><div></div></div>	<div><div></div></div>					Edit
Adding Monomials: Offline Activity	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>			Edit
[+] Subtracting Monomials	<div><div></div></div>	<div><div></div></div>		<div><div></div></div>			Edit

7. Click “Mastery Status.” Then enter the student’s score. Click “Update Status.”

The screenshot shows a dialog box titled "Edit Status, Single Learner" with three panels. The first panel, "Step 1: Select the type of status change.", contains four radio buttons: "Lock status", "Exemption status", "Completion status", and "Mastery status". A red arrow points to the "Mastery status" option. The second panel, "Step 2: Select the new status desired.", contains the text "The learner has currently not mastered this content. What mastery status would you like the learner to have?" and two radio buttons: "Not Mastered" and "Mastered". Below these is a text input field containing "70" followed by a percentage sign. A red arrow points to this input field. A "Cancel" button is located below the input field. The third panel, "Step 3: Submit update.", contains the text "When mastery status is updated for the learner their completion status will also be shown as Completed". At the bottom right of this panel is an "Update Status" button, which is pointed to by a red arrow.

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.

Edit Status, Single Learner

You have successfully updated the learner's status.

After closing this window, if you don't see your changes, please refresh your screen or click on the link in the instructions to refresh your screen.

Step 1: Select the type of status change.

☐ Lock status
☐ Exemption status
☐ Completion status
☐ Mastery status
☐ Score

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?

Step 3: Submit update.

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

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

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				70%			Edit
Adding Monomials: Offline Activity							Edit
Subtracting Monomials							Edit