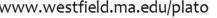# PLATO Online Learning

@ Westfield State University
The Center for Instructional Technology, Wilson 114
Monday to Friday, 8:30 am to 4:30 pm
www.westfield.ma.edu/plato

STUDENTS: WHAT YOU NEED TO KNOW FOR SPRING 2017

GETTING STARTED:

Requirements & Computer Knowledge:
Students must have access to a computer with an Internet connection and an email account. All distance learning (online) students should have basic computer knowledge including the use of email, sending attachments, use of the Internet, and basic word processing skills.

Some courses may require the use and/or download of various programs, which may include the use of proctored test exam monitoring software (such as Respondus Lockdown Browser/Monitor and others).

ACCESS TO CLASSES

Students will be loaded into PLATO the Friday before the semester begins and will have access to a **"Student Overview"** course to get familiar with Plato.
Students will see their Plato courses by 8 AM on the first day of classes.

ABOUT ONLINE COURSES

Courses begin on the date listed in the catalog. *Students must log in within the first 48 hours of the class start date, or within 48 hours of registering.* You can log in to your course at any time 24/7 to work on your assignments. Specific assignments or other time sensitive work must be completed within the given time constraints.

LATE REGISTRATION

Students registering through **ADD/DROP** will have access to their online courses in Plato within 24 hours from the time of registration.

If you do not see your courses in Plato let your instructor know immediately.

TEXTBOOKS AND ACCESS CODES

Most online courses require a textbook. Some courses require an access code. Access codes and books can be purchased at the WSU Bookstore. Call for more information 413-579-3100 or find them at **westfield.ma.edu** under resources on the top left side of the page.

LOG INTO PLATO

Go to the Plato home page at www.westfield.ma.edu/plato to find the most up-to-date log in instructions and information.

NEED HELP WITH PLATO?

Student Tutorials:
Access the "Student Overview" course on your Plato course list for tutorials and student orientation.

For Technical Issues:
- Update all browsers
- Update Java to the latest version at www.java.com.
- Try a different browser such as Chrome or Firefox.

STILL HAVING TROUBLE?

Go to **westfield.ma.edu/plato** and click on the "Plato Help Desk" link under the "Log in to Plato button"

PLATO Help Desk

Or click the "Plato Help & Resources" link on the left side bar in each course.

Click "Open a New Ticket"

Open A New Ticket
Please provide as much detail as possible so we can best assist you. To update a previously submitted ticket, please login.

Open a New Ticket

*The Plato Help Desk is the fastest way to get Plato help on weekends and evenings.

Have specific questions about course content or assignments?
Ask your instructor!
They love to help!

PROGRAMS & DEGREES ONLINE:

WSU offers Bachelor's Completion Programs in *Business, Criminal Justice, History, Liberal Studies, Psychology & Sociology*

Call DGCE @ 413-572-8020 or send an email to **dgceadmissions@westfield.ma.edu** for details.

FOR AN UPDATED LIST OF ONLINE COURSES

Go to: westfield.ma.edu/plato

Hover your curser over *Online Courses* on the menu, and choose the semester you are interested in.

ATOMIC LEARNING
is now built right into Plato and allows you to search for hundreds of video tutorials that can help students successfully utilize various technologies.

Atomic Learning®

FREE TUTORING ONLINE

is available to all WSU Students! Log into Plato at **westfield.ma.edu/plato** and launch Smarthinking on the Plato Dashboard.

Getting Started with SMARTHINKING
As a Westfield State student, you have a **Smarthinking** account for FREE online tutoring!
Click the **Launch Smarthinking** button below to get started!