Explanation

In order for Instructors to manage Sections in Courses, they need to be added to the Section by an Account Administrator. Once completed, the Instructor can view, manage, and run reports for the Section by accessing it from My Courses on the Home or Courses tabs, or directly from the New Plato Courseware Home Page.

Account Administrators have access to all Sections in the Course Catalog. Account Administrators can add themselves to a Section if it's one they need to manage on a regular basis for example. As a result, the Section will be listed under My Courses on the Home or Courses tab. Adding Account Administrators to Sections is the same process as adding Instructors.

Resolution

For detailed information about this feature please refer to the Plato Courseware User's Guide and Product Training Course:

Plato Courseware User Guide

To access the Instructor Product Training Course: create a Learner user for any instructors who need access and enroll these learners in the Instructor Product Training Course. See the link below for steps on how to enroll Learners into a Section.

How to enroll a Learner into a Section

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