

Guide for MyPLTP

Educators

1	Login	Page 2
2	Accounts	Page 3
3	Files	Page 5
4	Messages	Page 6

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 Design by Bespoke Internet

1 Login

MyPLTP is a secure website. In order to gain access to the MyPLTP website, you will have to login using a username and password.

Login

- 1 Go to www.mypltp.co.uk
- 2 Enter your username and password
- 3 Select 



Username and Password

Your username and password will have been issued by the PLTP (Preston Learning Together Partnership). If you have not been given a username and password, please contact the PLTP.



Reminder

If you have forgotten your username and / or password, you can use the reminder form to receive an email containing your username and password.

2 Accounts

As an educator, you can grant student's access to your files held on the MyPLTP e-learning suite.

Add Account

- 1 Select "Accounts" from the navigation menu
- 2 Select **ADD**
- 3 A form will now load. You can add the account information using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to review the account details
- 4 A review of the account will now load:
 - Select **EDIT** to go back and edit the account
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes

Edit Account

- 1 Select "Accounts" from the navigation menu
- 2 Select **EDIT** next to the account
- 3 A form will now load. You can edit the account information using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to review the account details
- 4 A review of the account will now load:
 - Select **EDIT** to go back and edit the account
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes

Delete Account

- 1 Select "Accounts" from the navigation menu
- 2 Select **DELETE** next to the account
- 3 A pop up box will load requesting that you confirm that you would like to delete the account
 - Select "Cancel" to cancel to keep the account
 - Select "OK" to delete the account

View Account

- 1 Select "Account" from the navigation menu
- 2 Select **VIEW** next to the account


3 Files

As an educator, you can upload files to MyPLTP to share with your students.


There are restrictions on the type of files that can be uploaded to MyPLTP: The following file types can be uploaded to MyPLTP:

JPG Images, GIF Images, PNG Images, BMP Images, Word Documents, Excel Spreadsheets, Microsoft Access Databases, PowerPoint Presentations, PDF Documents, Plain Text Files


Add File

- 1 Select "Files" from the navigation menu
- 2 Enter a description and select a file using the form.
 - Select  to upload the file

Delete File

- 1 Select "Files" from the navigation menu
- 2 Select  next to the file
- 3 A pop up box will load requesting that you confirm that you would like to delete the file
 - Select "Cancel" to cancel to keep the file
 - Select "OK" to delete the file

View File

- 1 Select "File" from the navigation menu
- 2 Select  next to the file



5Mb Storage Space

Each educator account is automatically assigned 5Mb of storage space in the MyPLTP e-learning suite. If you near the storage limit, it is suggested that you delete older files.

4 Messages

As an educator, you can send messages to all your students using MyPLTP. Messages sent from MyPLTP will be sent to the email address specified for each student account.

Send Message

- 1 Select "Messages" from the navigation menu
- 2 A form will now load. You can create the message using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to preview the message details
- 3 A preview of the message will now load:
 - Select **EDIT** to go back and edit the message
 - Select **CANCEL** to discard any changes
 - Select **OK** to send the message



Important

Please note that a copy of all messages sent using MyPLTP are stored in a secure database.