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LEARNING

Platinum Online Administrator Guide

FOR CONSUMERS



This Guide provides you with detailed information on the Administrative Portal of Platinum Online.

Log into the Administrative Portal here:
aweplatinumonline.com/login

aweplatinumonline.com

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**AWE
LEARNING**

Platinum Online

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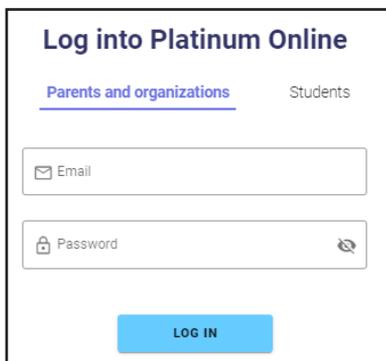
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Your Subscription Details

Your annual subscription to Platinum Online includes three (3) Student Profiles.

Accessing the Administrative Portal

Access your Platinum Online Administrative Portal by logging in here: <https://aweplatinumonline.com/login> with the e-mail and password you registered with.



Note: Be sure **Parents and organizations** is clicked to log into the Administrative Portal.

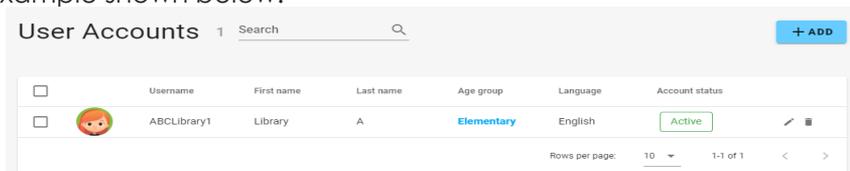
Creating Student Profiles

1. Log into your Administrator Account: <https://aweplatinumonline.com/login> Click on **Parents and organizations** and enter your e-mail and password you registered with.
2. Click on **User Accounts** on the left navigation bar to create usernames and passwords.



3. Click on .
4. Fill in all user information - *Username, First name, Last name initial, Password*.
5. Select an icon, or upload your own image of choice, select language (default - English), and age group.
6. Click **Add** and this will create your Student Profile.

On the User Accounts page, you will see a list of your Student Profiles. Example shown below.



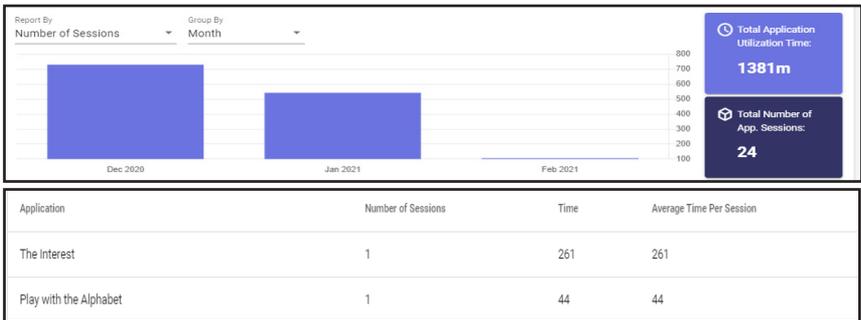
	Username	First name	Last name	Age group	Language	Account status
<input type="checkbox"/>	 ABCLibrary1	Library	A	Elementary	English	Active

Your Platinum Online subscription includes 3 Student Profiles.

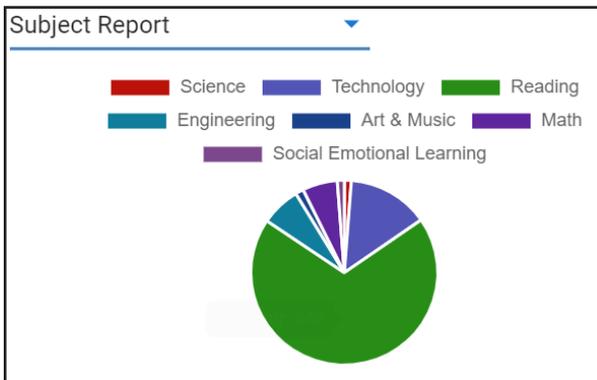
Utilization Reports

You can access the following utilization reports:

- **Number of Sessions:** Includes total amount of time, total number of application sessions, and time spent on each individual application.



- **Subject Report:** Includes a pie chart illustrating the amount of time spent in each subject area.



Each report can be pulled for any time frame. At the top of the Reports page, click < 📅 Last 12 Months > to select the time frame you want to run the report.

Download a pdf of the report: Select the arrow on the top right of the page to download a pdf of the desired report.

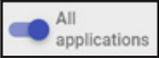
Personalized Education Plan (PEP)

A Personalized Education Plan, or PEP, allows you to customize the content that your users will have access to. For example, if you want to limit your learner to Math content, you can create a PEP that only gives them access to math titles when they log in.

Creating a Personalized Education Plan

1. On the Personalized Education Plan page, click .
Note: Once you have one PEP created, you will be launched directly to the page to create your PEPs.
2. Create the name of your PEP (i.e. Math Monday).



3. Click . This will bring you to a page that shows all content broken down by age group and subject area.
4. You can deselect all applications by clicking . This will remove check boxes from all filters.
5. Now you can select the specific titles you want in your PEP.
6. Once you have all titles you want in your PEP selected, click **Save**. Your selected titles will now be shown for any users that logs in.

You can create as many PEPs in advance as you want. The PEP that is shown in the dropdown is the one that will be shown for users that login.



When a PEP is enabled, the user will only see the content that is assigned to that PEP. In the example below, only art and math content were included in the PEP.



Create a PEP that includes all titles in order to restore access to all 175+ titles included on Platinum Online.

Downloadable Material

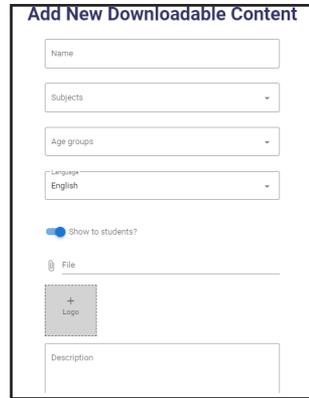
You can add downloadable files (i.e. worksheets, lesson plans, etc.) for your children to access.

To Upload Downloadable Materials:

1. Click on .
2. Fill in the fields: *Name*, *Subjects*, *Age groups*, *Language* (default - *English*).
3. Click on  to select the file from your computer.
4. Upload an icon for this file.
5. Type in the description of the file.
6. Click **Add**.

When your learner clicks on the title of the document when they are logged into Platinum Online, the file will be downloaded to their device.

Acceptable file types include:
.doc, .docx, and pdf,

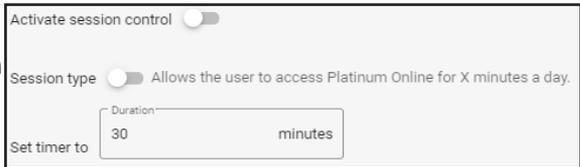


The screenshot shows a form titled "Add New Downloadable Content". It contains several input fields: "Name" (text), "Subjects" (dropdown), "Age groups" (dropdown), and "Language" (dropdown, currently set to "English"). There is a "Show to students?" checkbox which is checked. Below this is a "File" field with a paperclip icon and a "+ Logo" button. At the bottom is a "Description" text area.

Session Control

On the Session Control page, you can activate session control. This allows you to limit the amount of time that each child can access Platinum Online per day.

If you are setting up session control, be sure to click **Save** to integrate.



The screenshot shows the "Session Control" settings. At the top, there is a toggle for "Activate session control" which is turned on. Below it, there is a "Session type" toggle which is also turned on, with the text "Allows the user to access Platinum Online for X minutes a day." To the right of this is a "Duration" input field with "30" entered and "minutes" as a unit. At the bottom left, it says "Set timer to".

Adding Websites

The Adding Websites page allows you to add additional websites that you would like your learners to see when they are logged into Platinum Online.

Adding Websites:

1. Click on .
2. Fill in the URL.
3. Click **Check** to confirm the link will be accessible from Platinum Online.

4. Upload an icon
5. Complete the remaining fields: *Subjects (these are the subject pages where your website will appear), Age groups, Language (default - English), Link name, Description, and any notes you want to include.*
6. Click **Add**.
7. These websites will now appear on Platinum Online on the pages of the subject area(s) you selected.

Questions? Contact AWE Learning Customer Support at 866.463.6457 or via e-mail at support@awelearning.com.

Visit our list of frequently asked questions at aweplatinumonline.com/faq.

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