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**LEARNING**

# Platinum Online Administrator Guide

FOR ORGANIZATIONS



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

Log into the Administrative Portal here:  
[aweplatinumonline.com/login](https://aweplatinumonline.com/login)

[aweplatinumonline.com](https://aweplatinumonline.com)

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## **Platinum Online**

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### **Your Subscription Details**

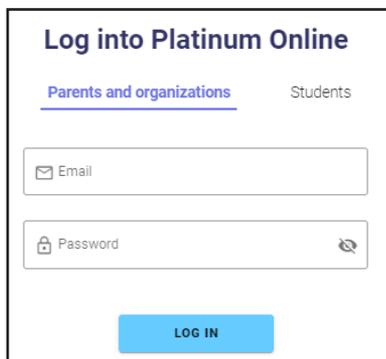
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Your annual subscription to Platinum Online includes five (5) concurrent users.

You can purchase additional logins in packs of ten (10) to allow more individuals to be logged into Platinum Online simultaneously.

## 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.

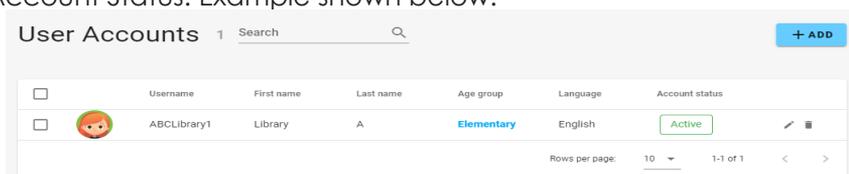
## Creating User Logins

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*. Note: We suggest using generic details for library logins (ie. ABCLibrary1)
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 user.

On the User Accounts page, you will see a list of your users, as well as Account Status. Example shown below.



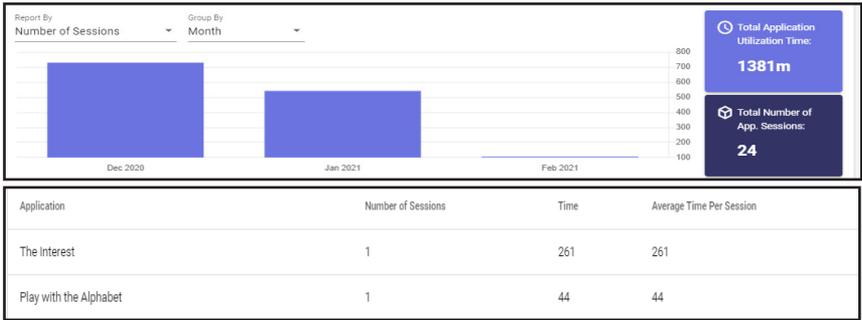
<input type="checkbox"/>	Username	First name	Last name	Age group	Language	Account status
<input type="checkbox"/>	 ABCLibrary1	Library	A	Elementary	English	Active

If you purchase additional logins (in packs of 10), you will be able to activate and deactivate logins here.

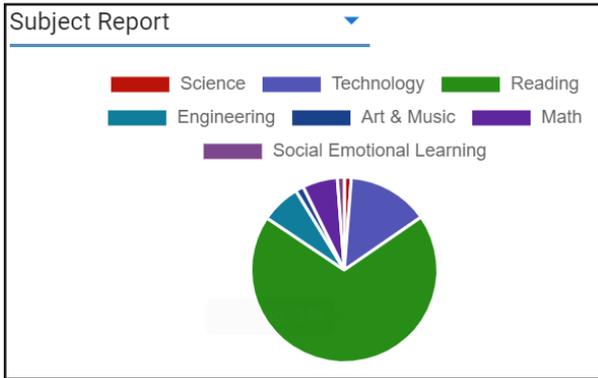
## Utilization Reports

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.

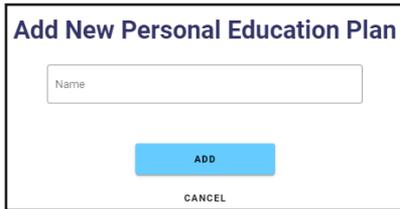
**Download a pdf of the report:** Select the arrow on the top right of the page to download a pdf of the desired report.

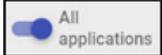
## Personalized Education Plan (PEP)

A Personalized Education Plan, or PEP, allows you to customize the content that your users will have access to. For example, if you are hosting a Math program for Kindergarteners, you can create a PEP that only gives users access to math titles for Kindergarteners.

### 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 titles.
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 user 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 users to access.

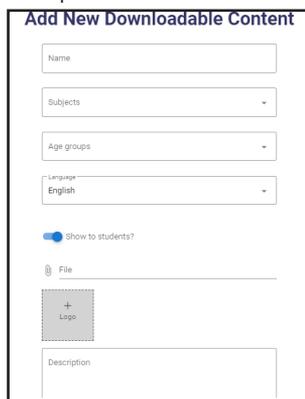
#### To Upload Downloadable Materials:

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 the user 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,**

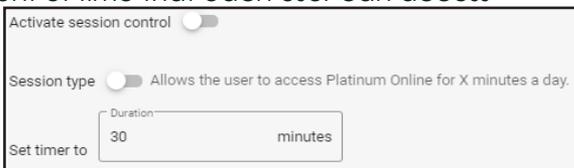


The screenshot shows a form titled "Add New Downloadable Content". It contains several input fields: "Name" (text), "Subjects" (dropdown), "Age groups" (dropdown), and "Language" (dropdown, currently set to "English"). There is a "Show to students?" toggle switch which is turned on. Below this is a "File" field with a paperclip icon and a "Logo" field with a plus sign icon. 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 user 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 switch for "Activate session control" which is turned on. Below it, there is a "Session type" section with a toggle switch and the text "Allows the user to access Platinum Online for X minutes a day." Underneath, there is a "Duration" input field with the value "30" and the unit "minutes". At the bottom, there is a "Set timer to" label.

### Adding Websites

The Adding Websites page allows you to add additional websites that you would like users 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](mailto:support@awelearning.com).**

**Visit our list of frequently asked questions at [aweplatinumonline.com/faq](http://aweplatinumonline.com/faq).**

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