Pearson SuccessNet

Quick Reference Guide for Teachers

PearsonSuccessNet.com

Note: Teachers in Districts Integrating with a Student Information System

If your district has integrated its Student Information System—such as PowerSchool or Schoolnet—with Pearson SuccessNet®, then these instructions do not apply to you. Look for your instructions in the section titled Student Information System Integration Resources on the Pearson SuccessNet® myPearsonTraining.com page.

Getting Started with Pearson SuccessNet®

Before you and your students can use Pearson SuccessNet®, you need to complete these setup tasks:

1. Register for a Pearson digital curriculum account if you do not already have one.
2. Click **Check Settings** and view the System Requirements to ensure that your computer meets the minimum requirements.
3. Log in.
4. Add products.
5. Create classes.
6. Add students to classes.

Register—for Teachers without an Account

If you have an existing Pearson digital curriculum account, you do not need to register again. This includes accounts for Pearson SuccessNet®, SuccessNet Plus, and Pearson Realize™. Click here to access the list of systems that share teacher and student accounts.

To register for a Pearson digital curriculum account:

1. Go to PearsonSuccessNet.com.
2. Click **Register Here**.
3. Click **Register** in the Teachers section.
4. If you already have a school code, click **Enter Your School Code** and skip to Step 6. If you need to request a school code, click **Request a School Code** and go to Step 5.
5. Enter your school e-mail address and your school name or zip code, and school names appear. Select your school and click **Request**. You will receive your school code in an e-mail. Click the COMPLETE REGISTRATION NOW link to finish your registration.
6. Enter your school code.
7. Type your school name or zip code into the School field until a list of schools appear. Select your school.
8. Enter your name and e-mail address. Important information regarding system updates will be sent to this e-mail, so it is recommended that you use your school e-mail address. Click **Next**.
9. Create a unique username (use of an e-mail address is recommended).
10. Create a password (eight character minimum with at least one letter and one number or special character).
11. Write down your username and password in a safe place. Click **Next**.
12. Review your account information. Click **Back** to edit the information or **Finish** if the information is correct.

Pearson SuccessNet® Product Support is available at Community Connection:

Support.PearsonSchool.com

Log In

1. Go to PearsonSuccessNet.com
2. Click **Log in.**
3. Enter your username and password.
4. Click **Sign In**.

Forgot Teacher Username

1. Go to PearsonSuccessNet.com.
2. Click **Log in**.
3. Click the Forgot your username or password? link.
4. Enter your username or e-mail address, and click **Submit.**

Forgot Teacher Password

1. Go to PearsonSuccessNet.com.
2. Click **Log in**.
3. Click the Forgot your username or password? link.
4. Enter your username or e-mail address, and click **Submit**.

Adding Additional Products

1. Log in to Pearson SuccessNet®.
2. Click the down arrow to the right of your name, and select **My Account**.
3. Click **Manage products** on the My Account page.
4. Click **Manage Products** on the My Products page.
5. Select your products and click **Save**.

Change Username or Password

1. Log in to PearsonSuccessNet.com.
2. Click the down arrow to the right of your name and select **My Account**.
3. To change your username, edit the username and click **Save profile**. To edit your password, click **Change Password**, enter your new password, and click **Submit**.

Creating a Class or Group

1. Once logged in, click **Manage Classes** and click **Create a class/group**. Another option is to hover over the Classes tab and select **Build New Classes**.
2. Enter a class/group name.
3. Enter a period number and section ID (optional).
4. Select products to be used in this class/group, including resources and Success Tracker™ if available.
5. Click **Save**.

TIP: Do not include the teacher's name when creating a class. The Parent Letter already provides the name of the teacher during the mail merge; therefore, the Parent Letter would read ". . . a student in Ms. Smith's Ms. Smith's Math class." A better naming convention is Grade 1 Math, as this will appear as ". . . a student in Ms. Smith's Grade 1 Math class."

Quick Reference Guide for Teachers (*continued*)

Best Practice: Adding Students to Classes

There are three ways to add students to classes:

Option 1: Select from school roster—Select students to enroll them in a class. Student accounts created in Pearson SuccessNet® or other Pearson systems appear on the school roster.

Option 2: Create student accounts one by one—If your Pearson SuccessNet® administrator wants teachers to create accounts for students not on the school roster, you can add them one at a time.

Option 3: Upload a class roster—If your Pearson SuccessNet® administrator wants teachers to create accounts for students not on the school roster, you can download the template and create a file in the specified format. Uploading a file creates new accounts for students and enrolls them into your class.

Editing a Class Roster

1. On your Home page, click **Manage Classes**.
2. On the My Classes and Groups screen, click **view** in the Roster column for the class roster you want to view.
3. Click **Edit roster**.
4. On the **Edit Class/Group Roster** screen, enter changes for one or more students. After making your changes, click **Save**.

Student Forgot Username or Password

Pearson SuccessNet® does not provide username or password help for students; therefore, students will be directed to ask their teacher for help. Be aware that you cannot view student passwords but you can change passwords if students forget their passwords.

To retrieve a student username:

1. Click **Manage Classes** on your Home page.
2. Click the view link under the Roster column for the class the student is enrolled in.
3. Locate the student name and view the information in the User Name column.

To change a student password:

1. Click **Manage Classes** on your Home page.
2. Click the view link under the Roster column for the class the student is enrolled in.
3. Click on a student name.
4. Click **Change Password**.
5. Enter a new password in the Password field and re-enter the password in the Confirm Password field. Click **Submit**.

Printing Parent Letters

Parent letters explain how to access and log in to Pearson SuccessNet® to get parents involved in the learning experience.

To print a parent letter:

1. Click **Manage Classes** on your Home page.
2. Select a class and click **view** in the Roster column.
3. Select one or more students by clicking the box to the left of the students' names. To select all students in a class, click the check box in the top row.
4. Click **Print parent letter**.
5. Click **Print** to print the letter that appears onscreen, or click **Print All** to print the letters for all selected students.
6. To print a letter in Spanish, click the click here link in the yellow box at the top of the window and then print either the current letter displayed in Spanish or print all letters in Spanish.

Due to security requirements, passwords are not printed in parent letters.

Log Out

Click the down arrow next to your name at the top-right of the page and select **Logout**.

Using the Student Search Function

When you are adding students by selecting them from the school roster, the search function is useful to find specific students based on the search criteria you choose.

To search for a specific student:

1. Type the student's first name, last name, or ID. Leave the Grade Level on All grades since you might not know if the student has been promoted to the next grade.
2. Click **Search**.
3. A list of students that match search criteria appears.

To search for several students:

1. Leave the name and ID fields blank.
2. Select a Grade Level.
3. Click **Search** to list the students in the selected grade.

TIP: Use an asterisks (*) as a placeholder for a sequence of letters or numbers. Here are a few examples:

- If you enter *al** in the first name field, a list displays all students with first names that start with the letters *al*.
- If you enter **nne* in the first name field, a list displays all students with first names that end with the letters *nne*.
- If you enter **anne** in the first name field, a list displays all students with first names that contain the sequence *anne*.

Working with Notices

Posting notices to your students is an easy way to communicate to an entire class or individual students at one time. When you post a notice, it appears on your student's Home page.

The My Notices screen displays a list of all notices you sent, the start and end date of each notice, and the notice status.

To post a notice:

1. Click **Manage Classes** on your Home page.
2. Click **view** in the Notices column for the class. The class name should appear in the Select a class drop-down list.
3. Click **Post a Notice**.
4. Enter a title or subject of your notice.
5. Enter the date that you want the notice to first appear for students using the MM/DD/YYYY format, or click the calendar and select a date.
6. Enter the date that you want this notice to no longer appear for students using the MM/DD/YYYY format, or click the calendar and select a date.
7. Type your message in the Notice text box.
8. Click **Next**.
9. By default, all students in the class are selected. To send the notice to specific students, deselect **Send to entire class** and select one or more students in the class.
10. Click **Next** and review your notice.
11. Click **Make changes** to return to and edit the notice, or click **Next**.
12. Click **Publish notice** to save the notice.
13. The notice now appears on the My Notices page.

To delete a notice:

1. Click the box next to the notice you want to delete.
2. Click **Delete Notices**.
3. A confirmation message appears to confirm that you want to delete the selected notices.
4. Click **OK**.

To view a notice:

1. Click the notice title link.
2. Make changes if desired, or click **Cancel** to return to the My Notices page.