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 SuccessNet myPearsonTraining.com page.

Getting Started with Pearson SuccessNet

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

1. Register (those that need a Pearson digital curriculum account)
2. Log in
3. Add additional products (if applicable)
4. Create classes
5. Enroll students

Register—for Teachers without an Account

A Pearson digital curriculum account is one you use for Pearson SuccessNet, SuccessNet Plus, Online Learning Exchange (OLE), Pearson Realize, Dash and mobile eText for Schools. Skip to log in if you have an account. If you need an account, follow these steps:

1. Go to www.pearsonsuccessnet.com
2. Click **Register**.
3. Enter your access code (case-sensitive and no trailing spaces are allowed). Click **Next**.
4. On the **Enter Profile** page, enter your school's zip code in the **Enter Zip code** text box.
5. Select your school from the Select School or Building list that displays.
6. Select a title (required).
7. Enter your first and last name
8. Enter a Teacher ID (optional)
9. Create a unique user name (use of an email address is recommended).
10. Create a password (eight character minimum with at least one letter and one number or special character).
11. Re-enter your password in the Confirm password text box.
12. Create a hint for your password (do not enter your password).
13. Select a security question.
14. Enter the answer to your selected security question.
15. Enter an email address for Pearson communications. If you used an email as your username, this can be the same or a different email address.
16. Re-enter the email address.
17. Review each entry and make corrections as necessary. Click **Register**.
18. Write down your user name and password in a safe place.

Log In

1. Go to PearsonSuccessNet.com
2. Type your user name.
3. Type your password.
4. Click **Log in**.

Teachers logging in to SuccessNet for the first time with an existing Pearson digital curriculum account need to enter an access code after clicking **Log in**. After entering an access code, continue with creating your SuccessNet profile.

Add Additional Products (Access Code required)

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**.
4. Click **Add new products**.
5. Enter the access code and click **Check code**.

Access Codes

An access code unlocks the products that are licensed to your school and is required to complete your registration for each product. When prompted, enter the access code exactly as it is written.

Many Pearson products deliver the access code in the *Teacher Access Pack (TAP)*. Contact your site administrator or go to support.pearsonschool.com to look up Access Code information.

Forgot Teacher User Name

1. Go to PearsonSuccessNet.com.
2. Click the Forgot your Username?
3. Enter your first and last name, email address, and school zip code.
4. Select your school and click **Go** to view your security question.

Forgot Teacher Password

1. Go to PearsonSuccessNet.com.
2. Click the Forgot your password?
3. Enter your username and click **Go** to view your password hint.
4. If your hint does not help, answer your security question to have your password emailed to you.

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. Click **Edit profile**.
4. Make your changes and click **Save profile**.

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 if desired (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 teacher name in 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."*

Pearson SuccessNet Product Support is available at Community Connection:

Support.PearsonSchool.com

Best Practice: Adding Students to Classes

There are four ways to add students to classes:

Best Practice Method Option 1: Select from school roster – Select students to enroll them in a class. Student accounts created in SuccessNet or other system appear on the school roster.

Option 2: Create student accounts one by one – If your 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 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.

Option 4: Students can self-register (not recommended) – To access instructions, click **Manage Classes** from your home page and then click the class name in the list of classes. Click the link to access and print the registration instructions. This method is likely to create duplicate student accounts. Students with an existing Pearson digital curriculum account should not register for a new account.

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 User name or Password

SuccessNet does not provide user name or password help for students; therefore, students will be directed to ask their teacher for help.

To retrieve student User name:
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:

Be aware that you cannot view student passwords but you can change the password if a student forgets their password.
1. Click **Manage Classes**.
2. Click the **View** link under the Roster column for the class the student is enrolled in.
3. Click **Edit roster.**
4. Enter a new password in the Password field and re-enter the password in the Confirm Password field for one or more students.
5. Click **Save**.

Printing Parent Letters

Parent letters explain how to access and log in to 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 student's name. To select all students in a class, click the checkbox 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.

Beginning October 2013, passwords will not print in parent letters. Teachers have the option to write in the initial password. The password is not printed due to new security requirements.

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 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 displays.

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: Search using an asterisk(*) as a "wildcard", 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 "al".
- If you enter "*nne" in the first name field, a list displays all students with first names that end in "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 the notice and edit the notice and then 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 to view the notice.
2. Make changes if desired or click **Cancel** to return to the My Notices page.

To Log Out

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