Pearson SuccessNet

Getting Started Guide

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This edition applies to Release 6.2 of the Pearson SuccessNet software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Introduction

Pearson SuccessNet is a powerful Web-based application with activities for teachers, administrators, and students – a single workplace for teaching, learning, and saving valuable time.

This guide is intended for teachers and administrators who are either using SuccessNet for the first time or in need of a quick reference.

NOTE: SuccessNet uses pop-ups. Therefore blockers must be deactivated if they are installed on your computer. See Pop-Up Blockers for more information.

Before you and your students can use SuccessNet, you need to complete the following tasks:

- Registration
- Logging in
- Setting up your classes and students.

Pop-Up Blockers

Blockers must be deactivated to allow pop-ups on the Pearson SuccessNet Website.

You have two options:

- Completely turn off the pop-up blocker.
- Add Pearson SuccessNet to an allow list. This option will allow pop-ups for the Pearson SuccessNet Website only, while blocking pop-ups for all other sites.

Registration

When using Pearson SuccessNet for the first time, you must register to gain access to the system.

Before You Begin

NOTE: If you already have a SuccessNet user name and password, you do not need to register again.

To enter an access code for a new product after you have registered:

1. Log in to SuccessNet using your user name and password.
2. Select **My account**.
3. Select **My products**. Register for the new product.

Entering Your Access Code

An access code unlocks the products that are licensed to your school. This code was sent to your school or district when your SuccessNet products were purchased.

If you are a Prentice Hall or Scott Foresman customer, your access code is included in your Teacher Access Pack (TAP).

You will be able to complete your registration if your school has a license for the product(s) linked to the access code.

NOTE: Enter your access code exactly as it is written.

Registering as a Teacher

Registering enables you to set up your user name and password. When selecting your user name and password, remember that both fields are case sensitive.

To register as a teacher or administrator:

1. Open your browser and go to www.pearsonsuccessnet.com.
2. On the **Welcome** page, click **Register**.
3. Enter your **Access code**. See Entering your Access Code for more information.
4. Click **Next**.

5. On the **Enter Profile** page, enter all or part of your school's ZIP code in the **Enter ZIP Code** text box.
6. Click your school name, in the list that appears. If your school is not listed, type the first two or three digits of the school's ZIP code. If your school is still not listed, contact technical support at 1-800-234-5832. Do not select a school unless it is the correct school.
7. Complete the registration form fields.

Table 1. Registration Form Fields

Field Name	Description
Title	Select Mr., Mrs., or Ms.
First Name	Type your first name.
Last Name	Type your last name.
Teacher ID	Type the teacher ID used in your school's student information and scheduling system. If you don't know your teacher ID, leave this field blank.
User Name	Type your user name. The user name is case-sensitive and has a maximum length of 120 characters.
Password	Type your password. It can be 8 to 32 characters and include letters and numbers. The password is case-sensitive.
Password	Verify your password.
Password Hint	Type a hint that will help you remember your password.
Security Question	Select a security question. When contacting customer support, you might be asked to answer this question as a security measure.
Your Answer	Type the answer to your security question.
Email Address	Type your e-mail address.
Confirm Email Address	Verify your e-mail address.

8. Click **Register**. SuccessNet will search for existing users with your name. If identical names are found, you will be asked to confirm your registration. See Confirming the Teacher Registration for more information.

   SuccessNet verifies that the specified school owns licenses for the products associated with your access code. Your registration is complete when you have provided all required information, and there is a match between the school's license and access code.

   After your registration is complete, you may log in to the system.

Confirming the Teacher Registration

When you register, SuccessNet verifies that you are not already registered. If another teacher with an identical name is found, you need to confirm that you are the teacher displayed on the screen. See Table 2 for more information.

Table 2. Confirming the Teacher Registration

If...	Then…
You are the teacher who displays.	Click the appropriate user name and click Save.
You are not the teacher who displays.	Click Create new to create a new user account based on the registration form you completed.

Login

After you are registered and have a user name and password, you are ready to log into the system.

Logging In

Remember that both your user name and password are case-sensitive.

To log in to SuccessNet:

1. Open the SuccessNet application using your assigned URL. Examples are:

   www.pearsonsuccessnet.com
   www.phlitonline.com
   www.biology.com

2. On the **Welcome** page, type your user name in the **User name** field.
3. Type your password in the **Password** field.
4. Click **Log in**.

Your SuccessNet home page appears. The look and feel of the home page varies. Your home page appearance is based on the products you use.

After you log in to SuccessNet for the first time, your next step is to set up your classes. See Class Management for more information.

Logging In Using Your School Name

Occasionally, SuccessNet might need more information before you can log in.

To log in to SuccessNet using your school name:

1. In the **Enter ZIP Code** text box, type the first three digits of your school's ZIP Code.
2. In the list that displays beneath your ZIP Code, select your school or building name.
3. Select the **Save my location on this computer** check box if you want to save this location on your current computer. This eliminates the need to choose your school name the next time you log in.
4. Click **Log in**.

Retrieving Your Password Hint

If you have forgotten your password, use the password hint that you specified when you set up your account to help you remember. Remember that both your user name and password are case-sensitive.

To retrieve your password hint:

1. On the **Welcome** screen, click the **Forgot** link. The Forgot Your Password page appears.
2. In the **User name** field, type your user name.
3. Click **Go**. Your password hint appears.
4. Click **Close**.

Class Management

After you have logged in to SuccessNet, you will see your home page. Your first task is to create your classes and then add your students to the classes.

Most of the SuccessNet products have a student component. Therefore, students must be registered users and enrolled in your class to get access to the system and perform activities, such as reading an online textbook or taking a test.

Creating a Class or Group

One of your first tasks in SuccessNet is to create a class or group.

To create a class or group:

1. On your home page, click the **Go to Class/Group Management** hyperlink, and then click the **Create a class** button.

   -or-

   On your top navigation menu, select **Classes** and then click **Build New Classes**. The Enter Class/Group Details page appears.

2. In the **Class/Group name** field, type the name of the class or group you want to create. This required field allows up to 40 alphanumeric characters.
3. In the **Period number** field, type the class period. This numeric field allows up to two characters. If you don't use class periods, leave this field blank.
4. In the **Section ID** field, type the class section. This optional character field allows up to 20 characters, including dashes and underscores.
5. In the **Select available products** list, select the products you want to use in this class or group.
6. Click **Save**. The new class or group is listed on the My Classes and Groups page.

   The **My Classes and Groups** page lists the classes and groups you created. Use the page to view information related to your classes or groups and to create and delete classes or groups.

Adding Students to a Class or Group

After you have created one or more classes or groups, you can add students.

Four options are available to add students to a class or group:

- **Option 1: Add students from a school roster** – If your students already have SuccessNet user names, you can select them from a list. This is the quickest and most efficient way to add students to your class.
- **Option 2: Add individual students** – If your students are not already in the system, you can add them to your class one at a time.
- **Option 3: Upload a class roster** – You can create a spreadsheet in a specified format, enter all of your students in the spreadsheet, and then upload them into your class.
- **Option 4: Have students register themselves** – After you create a class, a class access code is generated automatically. If you give your students that access code, they can register themselves.

NOTE: Each student should have only one SuccessNet account. If you choose the second, third, or fourth option from the above list, SuccessNet attempts to prevent the creation of duplicate accounts by checking for existing students with the same first and last name. If identical names are found, you are notified and need to confirm your entries.

Option 1: Adding Students from a School Roster

Your students might already be registered SuccessNet users due to the following scenarios:

- An administrator in your school has uploaded all the students in the school.
- Another teacher has already added one or more of your students.
- Your students used SuccessNet last year.

You can easily search the school roster for students to add to your class roster. This function saves time and helps avoid adding duplicate students.

To search for students to add from a school roster:

1. On your home page, click the **Go to Class/Group Management** link.

   -or-

   On your top navigation menu, select **Classes** and then click **Manage Classes**. The My Classes and Groups Details page appears

2. In the My Classes and Groups list, locate the class roster you want to view and click **view** in the **Roster** column. The Class/Group Roster page for the selected class roster appears.
3. Click **Select from school roster**. The Add Students from School Roster page appears.
4. Use the **Last Name**, **First Name**, **ID**, and **Grade** fields to type or select information about the student or students you want to add.
5. Click **Search**.

To add students from a school roster:

1. To add a student to your class or group, click the check box next to a student's name. To add all students, click the check box in the header row.

   -or-

   To perform a new search, type or select your search criteria and click **Search again**.

2. Click **Save**. The selected students are now listed in your class roster.

Search Methods

To search for several students:

1. Leave the **Last Name**, **First Name**, and **ID** fields blank.
2. In the **Grades** list, select a grade.
3. Click **Search** or **Search again**. The system displays a list of all the students in the selected grade.

   NOTE: If the student grade levels are not current in SuccessNet, searches that include a specific grade may not find all students. In this scenario, specify a lower grade in your search criteria or select the **All grades** option.

To search for a specific student:

1. In the **Last Name**, **First Name**, or **ID** field, type a student's first name, last name, or student ID.
2. In the **Grades** list, select the default **All grades**.
3. Click **Search** or **Search again**. The system displays a list of all the students in your school that match your search criteria. You will be able to identify a particular student using the additional information listed.

   TIP: You can search using an asterisk (*) as a wildcard, which is a placeholder for a sequence of letters or numbers. Examples are:

- If you type "al*" in the First Name field, the search returns a list of students with first names that start with **al**.
- If you type "*nne" in the First Name field, the search returns a list of students with first names that end in **nne**.
- If you type "*anne*" in the First Name field, the search returns a list of students with first names that contain the sequence **anne**.

Option 2: Adding individual Students

After you have created a class, you can add students to that class one by one.

NOTE: If your students are SuccessNet users, you can add them to your class by clicking **Select from school roster** on the Class/Group Roster page. See Option 1: Adding Students from a School Roster for more information.

Your students might already be SuccessNet users if:

- Other teachers in your school are using SuccessNet.
- Your school has been using SuccessNet for more than one year.
- An administrator in your school already uploaded your students.

To add students to a class one by one:

1. On your home page, click the **Go to Class/Group Management** link.

   -or-

   On your top navigation menu, select **Classes** and then click **Manage Classes**. The My Classes and Groups page appears.

2. In the My Classes and Groups list, locate the class roster you want to view and click **view** in the **Roster** column. The Class/Group Roster page for the selected class roster appears.
3. Click **Add a student**. The Add Student page appears.
4. In the available fields, type the student's information. Required fields are marked with a red asterisk.
5. Click **Save** to add this student to the class.

   -or-

   Click **Save and add another** to add this student to the class and then add another student.

Checking for Duplicate Students

Each student in your school should exist only once within SuccessNet. Some of your students might have been created previously within SuccessNet by another teacher, an administrator, or a school roster upload.

When you add or upload students, the system will notify you if a student with the same name already exists. You have one of the following options:

- Add a second student with the same name to your class
- Add the existing student to your class

Removing Duplicate Students

If identical student names are found, you have the option to remove the duplicates. On the **Check for Duplicate Students** page, you can select only one student.

To remove a duplicate student:

1. If the student you want to add is a different student with the same name, select the new student listed under **Student you entered**.

   -or-

   If the student you want to add is the same student as the listed student, select the already existing student under **Already existing students**.

2. Click **Add selected student**.

Option 3: Upload a Class Roster

After you have created a class, SuccessNet makes it easy for you to add students to the class. If you have a text file listing the students in a particular class, you can upload that file to SuccessNet instead of adding each student individually.

NOTE: If your students are SuccessNet users, you can add them to your class by clicking **Select from school roster** on the Class/Group Roster page. See Option 1: Adding Students from a School Roster for more information.

Your students might already be SuccessNet users if:

- Other teachers in your school are using SuccessNet.
- Your school has been using SuccessNet for more than one year.
- An administrator in your school already uploaded your students.

To upload a class roster:

1. On your home page, click the **Go to Class/Group Management** link.

   -or-

   On your top navigation menu, select **Classes** and then click **Manage classes**. The **My Classes and Groups** page appears.

2. In the My Classes and Groups list, locate the class roster you want to view and click **view** in the **Roster** column. The Class/Group Roster page for the selected class roster appears.
3. Click **Upload my roster**. The Upload Class/Group Roster page appears.
4. Click the **For help creating a text file, click here** link. The Creating a Text File page appears.
5. Click **Print** to print the instructions.
6. Click the **Excel Worksheet** link to download a template spreadsheet that you can use as your starting point.
7. Open your downloaded worksheet and save it as a Unicode text (.txt) file. Use your class name in the file name to help you remember the appropriate spreadsheet for each of your classes. **Note:** In general, spaces are accepted; however, do not use spaces at the beginning or end of a file name.
8. Type the information for each student in your class in a separate row in the spreadsheet.
9. Follow the instructions on the printed sheet and complete all cells in the spreadsheet.
10. Save the spreadsheet as a text (.txt) file.
11. Click **Close** to close the Creating a Text File page and return to the Upload Class/Group Roster page.
12. Click **Browse** to navigate to and select your text file. Click **OK**.
13. Click **Upload file**.
14. If there are no errors or duplicates, a confirmation screen displays the student roster spreadsheet. Click **Save** to complete the upload.

    SuccessNet validates the text file and displays any errors so that you can correct them before uploading.

    SuccessNet notifies you if students with the same names already exist. If duplicates are found, you will be prompted to select the existing student or create a new account.

Generating User Names and Passwords Automatically

SuccessNet automatically generates user names and passwords if the class roster text file you want to upload contains student names without pre-defined user names and passwords.

To auto-generate user names and passwords:

1. On the **Auto Generate User Names and Passwords** page, type a user name prefix in the **User name prefix** field. This field is case-sensitive and allows 5 to 20 alphanumeric characters.

   Specify a user name prefix that is easy for students to remember, for example, consider using your school initials.

2. Click **Continue** to assign user names and passwords to the student names that did not have user names and passwords in your text file.

   Students should change the system generated passwords as soon as possible.

Checking for Duplicates in a Multiple Student Upload

Each student in your school should only exist once within SuccessNet. Some of your students might have been created previously by another teacher, an administrator, or a school roster upload.

When you add or upload students, SuccessNet notifies you if students with the same names already exist and you have the option to add the existing student to your class.

NOTE: Adding an existing student to your class or group will not affect the student's status in that student's existing classes or groups.

To remove duplicate students from your class roster upload:

1. On the **Check for Duplicate Students** page, compare the information in your file with the already existing information for each student.
2. If the student you want to add is a different student with the same name, select the new student listed under **Student you entered**.

   -or-

   If the student you want to add is the same student as the listed student, select the already existing student under **Already existing students**.

   -or-

   If you do not want to add any of the students listed for that student name, select **Do not add**.

3. Repeat step 2 for each student listed on this page.
4. Click **Save**.

Confirming the Student List

The final step of uploading a class roster text file is to confirm the student list. SuccessNet lists the student information from your upload file on the Confirm Student List page.

To confirm the student list:

1. Read and verify the student information.
2. Click **Save** to complete the upload process.

Option 4: Students Register Themselves

When you create a class, SuccessNet automatically generates a class access code. Students can register themselves after you give them printed copies of their student registration information and the class access code.

To have students register themselves:

1. On your home page, click the **Go to Class/Group Management** link.

   -or-

   On your top navigation menu, select **Classes** and then click **Manage classes**. The **My Classes and Groups** page appears.

2. Click a linked item in the **Class / Group Name** column. The **Class/Group Details** screen appears.
3. Click the **Click here to access and print student registration information that you can hand out to your students** link. The Student Registration Form screen appears.
4. Click **Print**. Print a copy of the Class/Group and Student Information form for each student in your class. Provide a copy to each student.

   To register or enroll in a class, students need to follow the **Registration/Enrollment Instructions** on the form. After the student accounts have been created, instruct the students to return the form to you after writing their name and user name on the form.

Other Helpful Tasks

SuccessNet can also assist you in tasks, such as managing class rosters, printing parent letters, removing students from class rosters, editing class rosters, viewing assignments and reports, viewing or editing class details, editing your profile, and changing your password.

Managing a Class Roster

A roster is a list of students enrolled in a class. After you have created a class, you can create, view, and edit the details of the roster for that class on the **Class/Group Roster** page. Use the functions on the **Class/Group Roster** page to manage your class rosters. For example, you can print parent letters and add students to a class.

To view a class roster:

1. On your home page, click the **Go to Class/Group Management** link.

   -or-

   On your top navigation menu, select **Classes** and then click **Manage classes**. The My Classes and Groups page appears.

2. In the Classes and Groups list, locate the class roster you want to view and click **view** in the **Roster** column. The Class/Group Roster page for the selected class roster appears.

   The list of students in a class appears. It includes each student's name, user name, grade level, student ID number, and SuccessNet language.

3. To view the roster for another class, select the class name from the class list. The list is sorted by period number followed by class name.
4. Select the **Include expired classes/groups** check box to include your expired classes in the class list.

Printing Parent Letters

Parent letters explain how to access and log in to SuccessNet. Use the **Class/Group Roster** page, you can print a parent letter and send it home with your student to get the whole family involved in the learning experience.

To print a parent letter:

1. Go to the **Class/Group Roster** page.
2. Click the check box next to the student's name for whom you want to print a parent letter. You can select as many students as required. To select all students in a class, click the check box in the header row.
3. Click **Print parent letter**. The parent letter appears with printing options.
4. Click **Print** or **Print All**.

Removing Students from a Class Roster

SuccessNet makes it easy for you to remove students from a class roster when needed.

To remove students from a class roster:

1. Go to the **Class/Group Roster** page.
2. Select the students you want to remove from the roster by clicking the check boxes next to their names. To select all students in a class, click the check box in the header row.
3. Click **Remove students**. A message appears to confirm this action.

   NOTE: Removing a student from a class terminates the student's license to the products within the class.

4. Click **OK** to return to the **Class/Group Roster** page and review a confirmation message.

Editing a Class Roster

SuccessNet allows you to easily edit information for multiple students in a roster without having to select and view each student individually. Use the **Edit Class/Group Roster** page to add students to that class roster.

To edit a class roster:

1. On your home page, click the **Go to Class/Group Management** link.

   -or-

   On your top navigation menu, select **Classes** and then click **Manage classes**. The My Classes and Groups page displays.

2. In the Classes and Groups list, locate the class roster you want to view and click **view** in the **Roster** column. The Class/Group Roster page for the selected class roster appears.
3. Click **Edit roster**. The **Edit Class/Group Roster** page displays.
4. For each student type or select the information you want to modify.
5. Click **Save**.

Viewing Assignments and Reports

Use the My Classes and Groups page to quickly navigate to view the assignments, reports, notices, or roster associated with each class/group.

Click **View** in each column to perform different actions:

- **Assignments and Reports** – If you have a SuccessTracker or AMP Math product, you can work with assignments and reports.
- **Notices** – You can send a notice to your students.
- **Roster** – You can work with the students who belong in the class/group.

To view the assignments, reports, notices, or roster for a class/group:

1. Review the class list and decide which class/group's information you want to view.
2. Decide if you want to view information related to that class/group's assignments, reports, notices, or roster.
3. Click **View** in the appropriate row and column. The page related to the view you selected appears.

Viewing or Editing Class Details

After you have created a class/group, you can view or edit the details of that class or group on the **Class/Group Details** page. You can modify the information for a class or group at any time.

To edit class details:

1. On your home page, click the **Go to Class/Group Management** hyperlink.

   -or-

   On your top navigation menu, select **Classes** and then click **Manage Classes**. The My Classes and Groups page appears.

2. In the **Class/Group Name** column, click a linked name to view the related details.
3. On the **Class/Group Details** page, specify the following information.
4. In the **Class/Group name** field, type a new or change the existing name of the class or group. This required field allows up to 40 alphanumeric characters.
5. In the **Period number** field, type a new or change the existing class period. This is a two-character numerical field.
6. In the **Section ID** field, type a new or change the existing class section. This 20-character field allows dashes and underscores.
7. Specify the **Status** of the class. Click **Current** or **Expired**.

   The **Number of students** in the class displays for your information. The number changes automatically when you add or remove students from this class.

   The **Class access code** text displays the access code associated with a class. The system automatically generates this access code. Use this access code if you want your students to register themselves.

8. Click the **Click here to access and print registration information that you can hand out to your students** link if you want to hand out registration information to your students.

   The Registration/Enrollment Information page appears. You can print the screen, if needed. The page includes instructions to guide your students through the self-registration process. See Option 4: Students Register Themselves for more information.

9. In the **Products** list, add or remove products associated with this class by selecting or clearing the appropriate product check boxes.
10. Click **Save**.

Editing Your Profile

Your individual teacher or administrator profile is found on the **My Account** page. Access your profile to modify all of your personal information as well as your password, security question and answer, and e-mail address.

To access your profile:

- Click the **My Account** link in the top navigation menu. The My Profile page appears.

  Two sections are available to help you manage your account effectively:

  - **My Profile** – Contains your user name, teacher ID, and password information. You can edit your profile at any time by clicking **Edit profile**.
  - **My Products** – Lists the SuccessNet products that are currently available to you. You can manage your products or add new ones by clicking **Manage products**.

To edit your profile:

1. Click the **My Account** link in the top navigation menu. The My Profile page appears.
2. Click **Edit profile**. The Edit My Profile page appears.
3. Update the profile fields, if required.

Table 3. Editing Your Profile

Field Name	Description
Title	Select Mr., Mrs., or Ms.
First Name	Modify your first name.
Last Name	Modify your last name.
Teacher ID	Modify the teacher ID used in your school's student information and scheduling system. If you don't know your teacher ID, leave this field blank.
User Name	Modify your user name. The user name is case-sensitive.
Updated password	Type your new password. It can be 8 to 32 characters and include letters and numbers. The password is case-sensitive.
Confirm password	Type your new password again for verification.
Password hint	Type a hint to help you remember your password.
Security question	Select a new security question. When contacting customer support, you might be asked to answer this question as a security measure.
Your Answer	Type the answer to your security question.
Email address	Type your new e-mail address.
Confirm Email address	Verify your new e-mail address.

Changing Your Password

You may need to change your password from time to time. Remember that your password is case-sensitive, must contain eight or more numbers or letters.

To change your password:

1. Click the **My Account** link in the top navigation menu. The My Profile page appears.
2. Click **Edit Profile**.
3. In the **Update password** field, type your new password.
4. In the **Confirm password** field, type your new password again to verify it.
5. Click Save profile.