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## **Pearson SuccessNet Getting Started Guide**

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## Introduction

Pearson SuccessNet is a powerful Web 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:** When using Pearson SuccessNet, be sure to turn off your pop-up blocker program if it is on your computer. SuccessNet uses pop-ups, so your computer must allow them.

Before you and your students can fully use SuccessNet, you need to complete three tasks:

1. Register.
2. Log in.
3. Set up your classes and students.

## Registration

The first time you use Pearson SuccessNet, you must register to gain access to the system.

### Before You Begin

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**. You can now register for the new product.

## 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. Go to [www.pearsonsuccessnet.com](http://www.pearsonsuccessnet.com).
2. From the **Welcome** page, click **Register**.
3. Enter your access code.

### 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. Enter your access code exactly as it is written.

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. From the list that appears, click your school name. If your school is not listed, type the first two or three digits of the 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 as shown in Table 1.

Table 1. Completing the Registration Form

Field Name	Type or Select
<b>Title</b>	<b>Mr., Mrs., or Ms.</b>
<b>First Name</b>	Your first name.
<b>Last Name</b>	Your last name.
<b>Teacher ID</b>	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.
<b>User Name</b>	Your user name, which can be 6 to 30 characters. You may use letters, numbers, and underscores.
<b>Password</b>	Your password. You may use letters and numbers only.
<b>Password</b>	Your password a second time.
<b>Password Hint</b>	A hint that will help you remember your password.
<b>Security Question</b>	A security question. If you need to contact customer support, you might be asked to answer this question as a security measure.
<b>Your Answer</b>	The answer to your security question.
<b>Email Address</b>	Your email address.
<b>Confirm Email Address</b>	Your email address a second time.

8. Click **Register**. SuccessNet will check for existing users with your name. If any are found, you will be asked to confirm your registration.

SuccessNet verifies that the selected school owns a license to the products associated with your access code. Your registration is complete when you have completed 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 Teacher Registration***

When you register, SuccessNet makes sure you are not already registered. If another teacher has the same name you do, you need to confirm the teacher shown on the screen is you. See Table 2 for more information.

Table 2. Confirming Teacher Registration

If...	Then...
The teacher that displays is you	Click the appropriate user name and click <b>Save</b> .
The teacher that displays is not you	Click <b>Create new</b> to create a new user account based on the registration form you completed.

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# Login

After you are registered and have a user name and password, you are ready to log in to 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](http://www.pearsonsuccessnet.com)  
[www.ph.pearsonsuccessnet.com](http://www.ph.pearsonsuccessnet.com)  
[www.sf.pearsonsuccessnet.com](http://www.sf.pearsonsuccessnet.com)  
[www.plg.pearsonsuccessnet.com](http://www.plg.pearsonsuccessnet.com)
2. From the **Welcome** screen, type your user name in the **User name** text box.
3. Type your password in the **Password** text box.
4. Click **Log in**.

Your SuccessNet home page appears. The look and feel of your home page is based on the kinds of products that you use.

When you log in for the first time, your next step is to set up your classes.

## *Logging In Using Your School Name*

In rare cases, SuccessNet might need more information before logging you in. If this occurs, follow these steps.

1. In the **Enter ZIP Code** text box, type the first three digits of your school's ZIP Code.
2. From 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 established 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 with your user name:

1. From the **Welcome** screen, click the **Forgot** hyperlink.
2. Enter your user name in the text box.
3. Click **Go**. Your password hint appears.
4. Click **Close** or the "X" in the upper-right corner to close the screen.

# Class Management

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

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Most of the SuccessNet products have a student component. Therefore, students must be registered users and must be enrolled in your class to get access to the system and perform activities like 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/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 a new class**. The **Enter Class/Group Details** screen appears.
2. Type the name of the class/group in the **Class/Group name** field. This required field allows up to 40 alphanumeric characters.
3. Type the class period in the **Period number** field. This field allows up to two numeric characters. If you don't use class periods, leave this field blank.
4. Type the class section in the **Section ID** field. This optional 20-character field allows dashes and underscores.
5. Click the appropriate check boxes in the **Product** list to select the products that you want to use in this class/group.
6. If you are satisfied with the class information, click **Save**. The new class/group appears in the class list on the **My Classes and Groups** screen.

The **My Classes and Groups** screen displays all of the classes and groups that you created. On this screen, you have the option to view certain information related to your classes/groups, or you can create or delete classes/groups from this screen.

## ***Adding Students to a Class***

There are four different ways to add students to a class:

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

Each student should only have 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 any are found, you will be notified and asked to confirm your entries.

### **Option 1: Add Students from a School Roster**

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

- An administrator in your school might have uploaded all the students in the school.
- Another teacher might have already added one or more of your students.

- 
- Your students might have 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**.
2. On the **My Classes and Groups** screen, click **View** in the **Roster** column for the class roster you want to view. The **Class/Group Roster** screen appears.
3. Click the **Select from school roster** button. The **Add Students from School Roster** screen appears.
4. Type or select any information about the student or students you want to add.

**To search for several students:**

- a) Leave the name and ID fields blank.
- b) Select a grade.
- c) Click **Search** or **Search again** to list all the students in the selected grade.

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

**To search for a specific student:**

- a) Type the student's first name, last name, or student ID.
- b) Click **Search** or **Search again**. For this type of search, you should use the default **All grades** option in the grade box.

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:** 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."

5. Click the **Search** button.

**To add students from a school roster:**

1. To add a student to your class or group, click the checkbox next to that student's name. You can add all students by clicking the checkbox in the top row.  
-or-  
To perform a new search, type or select your search criteria and click the **Search again** button.
2. After making your selections, click **Save**. The students you selected now appear in your class roster.

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## Option 2: Add Students One by One

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

### Before You Begin

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 a year
- An administrator in your school already uploaded your students

If there is a chance that your students already exist, you can add them to your class by using the **Select from school roster** button on the **Class/Group Roster** screen.

### 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**.
2. On the **My Classes and Groups** screen, click **View** in the **Roster** column for the class roster you want to view. The **Class/Group Roster** screen appears.
3. Click the **Add a student** button. The **Add Student** screen appears.
4. Type the student's information. The required fields are marked with a red asterisk.
5. Click **Save** to add this student to the class.  
-or-  
Click the **Save and add another** button to add this student to the class and then add another student.

### Checking for Duplicate Students

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

When you add or upload students, SuccessNet will notify you if a student with the same name already exists. It also gives you the option to add a second student with the same name or to add the existing student to your class.

### Eliminating Duplicate Students

When SuccessNet checks for duplicate students, the system gives you the option to eliminate any duplicates. On the **Check for Duplicate Students** screen, you can only select one student.

### To eliminate duplicate students:

1. If the student you want to add is a different student with the same name, select the new student.  
-or-  
If the student you want to add is the same student as the listed student, select the existing student.
2. Click **Add selected student**.

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### Option 3: Upload a Class Roster

SuccessNet makes it easy for you to add students to a 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.

#### Before You Begin

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 a year
- An administrator in your school already uploaded your students

If there is a chance that your students already exist, you can add them to your class by using the **Select from school roster** button on the **Class/Group Roster** screen.

#### 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**.
2. On the **My Classes and Groups** screen, click **View** in the **Roster** column for the class roster you want to view. The **Class/Group Roster** screen appears.
3. Click the **Upload my roster** button.
4. On the **Upload Class/Group Roster** screen, click the **For help creating a text file, click here** link. The **Creating a Text File** screen appears.
5. Click the **Excel Worksheet** link. You can download a template spreadsheet to use as your starting point.
6. Click the **Print** button to print out the instructions.
7. Open your downloaded worksheet and save it as a text (.txt) file. Use your class name in the file name to help you remember which spreadsheet goes with which class.
8. Type the information for each student in your class as a separate row in the spreadsheet.
9. Carefully follow the instructions on the printed sheet and complete all cells in the spreadsheet.
10. Save the spreadsheet as a text (.txt) file.
11. Close the **Creating a Text File** screen. The **Upload Class/Group Roster** screen appears.
12. Click **Browse** and navigate to your text file. Select your text file and click **OK**.
13. Click the **Upload file** button.
14. If there are no errors or duplicates, a confirmation screen displays the student roster spreadsheet. To complete the upload, click **Save**.

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.

#### Auto Generating User Names and Passwords

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.

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**To auto generate user names and passwords:**

1. On the **Auto Generate User Names and Passwords** screen, type a user name prefix in the **User name prefix** field. This case-sensitive field allows 3 to 20 alphanumeric characters.
2. Click the **Continue** button. SuccessNet then assigns user names and passwords for the student names that did not contain user names and passwords in your text file.

When creating a user name prefix, you might want to use your school initials or something else that is easy for students to remember. Initially, the passwords are the same as the user names that the system generates. These user names and passwords can be changed at any time.

**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 already been created within SuccessNet 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. It also gives you the option to add the existing student to your class.

**To eliminate duplicate students from your class roster upload:**

1. On the **Check for Duplicate Students** screen, 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 student you entered.  
-or-  
If the student you want to add is the same as a listed student, select the already existing student.  
-or-  
If you do not want to add any of the students listed for that student name, select **Do not add**.
3. Repeat the previous step for every student listed on this screen.
4. Click **Save**.

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

**Confirming the Student List**

The last step of uploading a class roster text file is confirming the student list. SuccessNet lists the student information from your upload file on the **Confirm Student List** screen.

**To confirm the student list:**

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

**Option 4: Have Students Register Themselves**

When you finish creating a class, SuccessNet automatically generates a class access code. If you give your students that access code, they can register themselves. However, you will first need to give them printed copies of their student registration information.

**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**.
2. On the **My Classes and Groups** screen, click the **Class or group name** link.

- 
3. On the **Class/Group Details** screen, 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** and make a copy of the form for each student in your class, and then hand the forms out.

Ask each student to follow the steps on the form to register. When the student's account is successfully created, ask the student to write his or her name and user name on the registration form and turn it in to you.

## 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** screen.

#### **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** screen appears.
2. Click **View** in the **Roster** column for the class roster you want to view. The **Class/Group Roster** screen appears.

This screen displays the list of students in a class. The list includes the students' names, user names, grade levels, student ID numbers, and SuccessNet languages. From this screen, you can view the roster for another class by selecting the class name from the drop-down list. This class list is sorted by period number followed by class name. If you check the **Include expired classes/groups** checkbox, the class list will also include your expired classes.

You can easily manage your class rosters from the **Class/Group Roster** screen. For example, you can print parent letters or remove students from a class.

### Printing Parent Letters

Parent letters explain how to access and log in to SuccessNet. From the **Class/Group Roster** screen, 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. On the **Class/Group Roster** screen, select the student for whom you want to print a parent letter by clicking the checkbox next to the student's name. You can select as many students as you want. To select all students in a class, click the checkbox in the top row.
2. After making your selections, click the **Print parent letter button**. The parent letter appears with printing options.
3. Click **Print** or **Print all**.

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## 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. On the **Class/Group Roster** screen, select the student(s) you want to remove from the roster by clicking the checkbox next to the student's name. To select all students in a class, click the checkbox in the top row.
2. After making your selections, click the **Remove students** button. 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.

3. Click **OK**. SuccessNet returns you to the **Class/Group Roster** screen and displays 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. From the **Edit Class/Group Roster** screen, you can also 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**.
2. On the **My Classes and Groups** screen, click **View** in the **Roster** column for the class roster you want to view. The **Class/Group Roster** screen appears.
3. Click the **Edit roster** button.
4. On the **Edit Class/Group Roster** screen, type or select the information you want to change. Repeat this step for all students you want to edit.
5. After making your changes, click **Save**.

## Viewing Assignments and Reports

From the My Classes and Groups page, you can easily navigate to view the assignments, reports, notices, or roster associated with each class/group.

Clicking **View** in each column allows you 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 column. The screen 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/group on the **Class/Group Details** screen. You can change the information for a class/group at any time.

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### 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**.
2. On the **My Classes and Groups** screen, click a class/group name to view the related details.
3. On the **Class Details** screen, type the information you want to add or change.
4. Change the name of the class/group by typing it in the **Class/Group name** field. This required field allows up to 40 alphanumeric characters.
5. Type or change the class period in the **Period number** field. This two-character field allows only numbers.
6. Type or change the class section in the **Section ID** field. This 20-character field allows dashes and underscores.
7. Select the status of the class by clicking either **Current** or **Expired**. The **Number of students** text displays the number of students in the class. This number changes automatically whenever you add or remove students from this class.
8. If you want to hand out registration information to your students, click the **Click here to access and print registration information that you can hand out to your students** hyperlink. The **Registration/Enrollment Information** screen appears, and you can print the screen if needed. This will step your students through the self-registration process.
9. Change or add products associated with this class by selecting or clearing the appropriate check boxes in the **Product** list.
10. If you are satisfied with your changes, click **Save**.

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

## ***Editing Your Profile***

Your individual teacher or administrator profile is found on the **My Account** screen. You may change all of your personal information as well as your password, security question and answer, and email by accessing your profile at any time.

To access your profile, click **My Account** from the top navigation menu that displays on most screens.

Your **My Account** screen is divided into two sections to help you manage your account effectively:

- **My Profile** – Contains your user name, teacher ID, and password information. You may 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 **My Account**.
2. Click **Edit Profile**.
3. On the **Edit My Profile** screen, using the drop-down arrow in the **Title** box, select **Mr.**, **Mrs.**, or **Ms.** if your title has changed.
4. Make any necessary changes to the fields as shown in Table 3.

Table 3. Editing Your Profile

Field Name	Type or Select
<b>First Name</b>	Your first name.
<b>Last Name</b>	Your last name.
<b>Teacher ID</b>	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.
<b>User Name</b>	Your user name, which can be 6 to 30 characters. You may use letters, numbers, and underscores.
<b>Password</b>	Your password. You may use letters and numbers only.
<b>Password</b>	Your password a second time.
<b>Password Hint</b>	A hint that will help you remember your password.
<b>Security Question</b>	A security question. If you need to contact customer support, you might be asked to answer this question as a security measure.
<b>Your Answer</b>	The answer to your security question.
<b>Email Address</b>	Your email address.
<b>Confirm Email Address</b>	Your email address a second time.

## Changing Your Password

You may need to change your password from time to time. Remember that your password is case sensitive, must contain six or more numbers or letters, and must not contain punctuation or spaces.

### To change your password:

1. Click **My Account** from anywhere inside SuccessNet.
2. Click **Edit Profile**.
3. In the Password field, enter your new password. In the Confirm password field, enter your new password again.
4. Click **Save Profile**.



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