

## Administrators: Getting Started

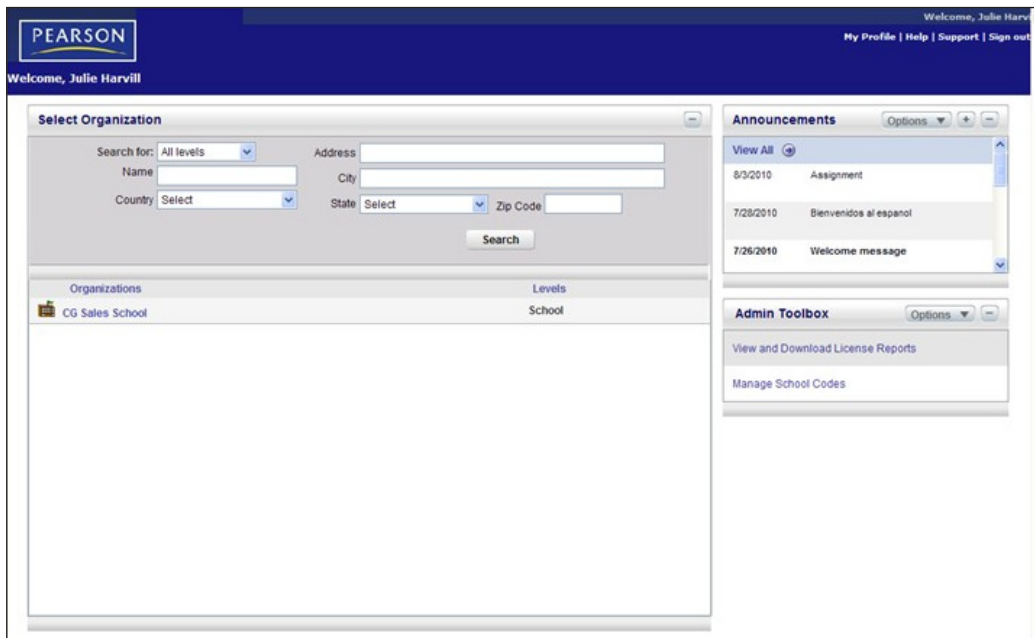
### Introduction

This guide gives an overview of the SuccessNet Plus Administrator Home page. It also explains how to create and import users, manage users, and create classes. Lastly, this guide covers managing licenses in SuccessNet Plus.

### Home Page Orientation

The following provides an overview of the organization of the SuccessNet Plus Administrator home page.

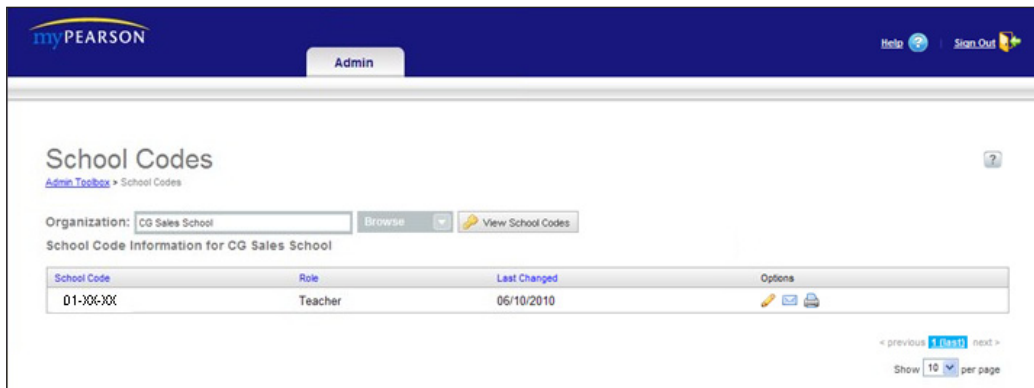
After logging in to SuccessNet Plus, the administrator home page appears. Notice the Select Organization and Announcements channels and the Admin Toolbox.



The Select Organization channel displays a list of the organizations that the administrator has authorization to manage that use Pearson programs. If the user is a School Administrator, there will be a school name. If the user is a District Administrator, the name of the district and the schools in that district will appear.

The Announcements channel displays all announcements, including system, product, class, and course announcements. Click an announcement to view it. To view all announcements, click **View All**. Create and manage announcements related to that class or course when opening a class or course.

From the Admin Toolbox, manage licenses and school codes. From the School Codes page, edit, e-mail, and print school codes. The school code is required when teachers self-register on SuccessNet Plus.



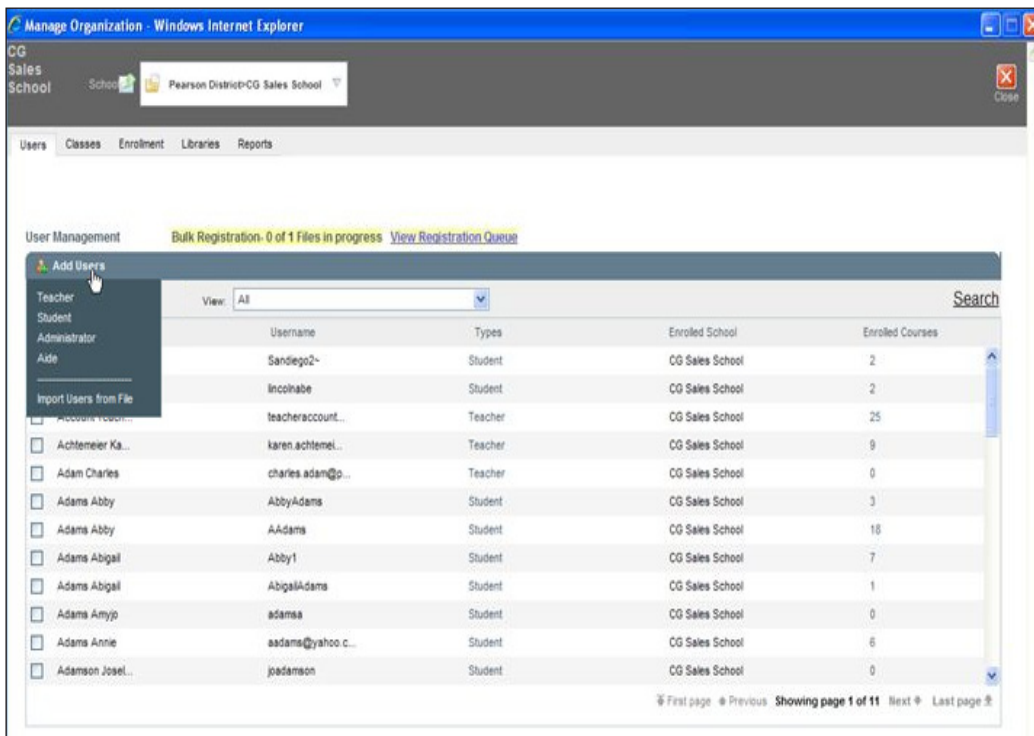
At the very top of the administrator home page, there are links to manage the account profile, access help and support, and sign out of SuccessNet Plus.

## Create and Import Users

After logging in to SuccessNet Plus, click a school on the Select Organization channel. The Users tab is now active in the window.

All users in the organization are sorted alphabetically.

To add new users, click the green plus sign under User Management. Create teachers, students, administrators, and aides one at a time or import students from a file using the options in the drop-down list.



Select the user type from the drop-down list. Complete the form, and then click **Save and Finish**. To add another user, click **Save and Create a New User**. Note that all forms identify the required fields with a red asterisk.

To import students from a file, select **Import Users from File** in the drop-down list. Click the link to download the Excel Multiple Users file. Note that bold column headers indicate the required fields. Complete and save the file. Next, click **Browse** to select and upload the file. Now click **Save and Return**.

Click **View Registration Queue** and then **Get Batch Status** to view the status of the import. Once the upload has been processed, click **View Exceptions and Print**. From here, access a list of Possible Duplicate Users, Users With Errors, and Successfully Created Users. If there are errors, fix the errors in the file and upload the file again. Export or print the Successfully Created Users file that provides the final usernames and passwords for the uploaded students.

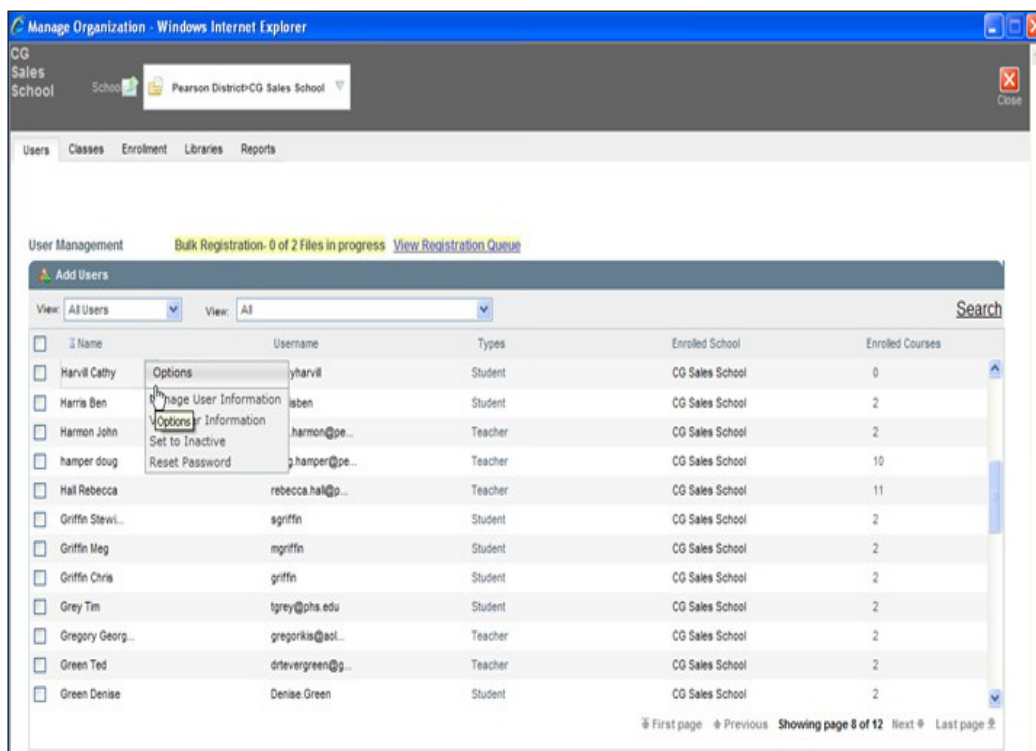
Imported students now appear on the organization's user list.

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## Manage Users

After logging in to SuccessNet Plus, click a school on the Select Organization channel. The content of the Users tab appears. All users in the organization are sorted alphabetically.

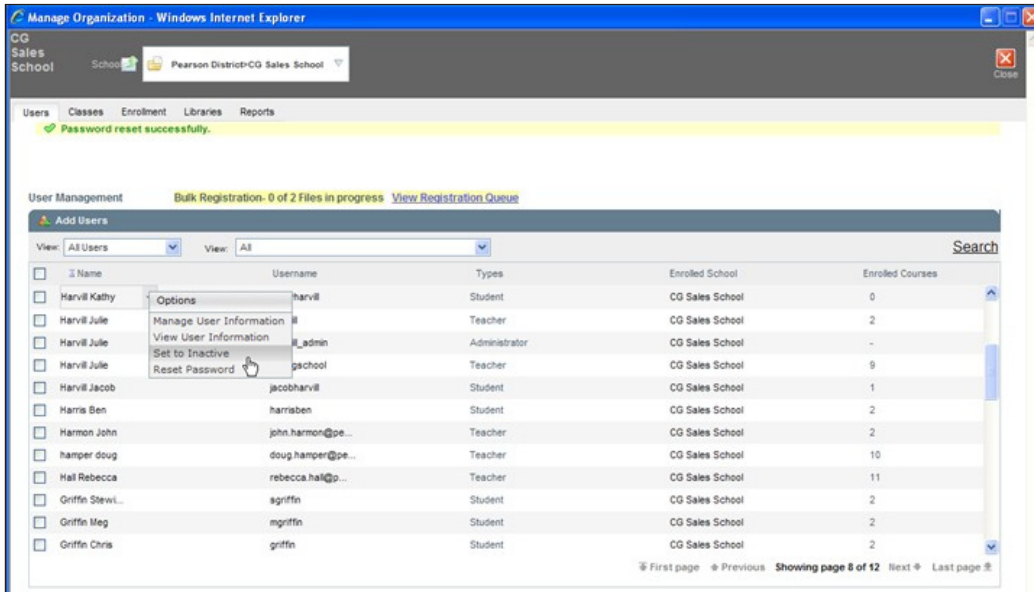
To update a user's information or reset a password, select **Manage User Information** in the Options menu.



Type any changes into the form. To reset the password, click **Reset Password**. Type in the new password and click **Save and Close**. After making changes, click **Save and Finish**.

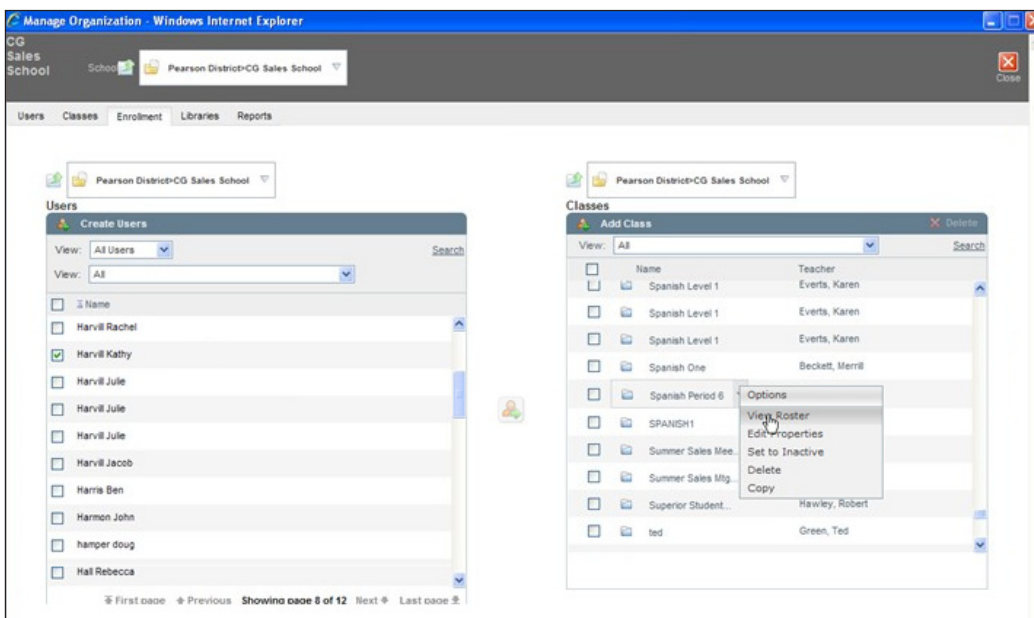
A password can be reset using another option. Select **Reset Password** in the Options menu. Type in the new password and click **Save and Close**.

The Set to Inactive selection on the Options menu prevents the user from signing in. Reverse this action through the Options menu to make the user active again.



Manage users on the Enrollments tab as well. Students can be transferred from one class to another.

In the Users section, check the student or students to move into a class. Click a class name or select **View Roster** from the Options menu.



Click the green arrow in the middle of the page. The students now appear on the class roster. To unenroll a student, just click the student's name on the class roster and click **Unenroll** or select **Unenroll** from the Options menu. In review, to transfer students, first enroll them in the new class and then unenroll them from their current class.

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## Create Classes

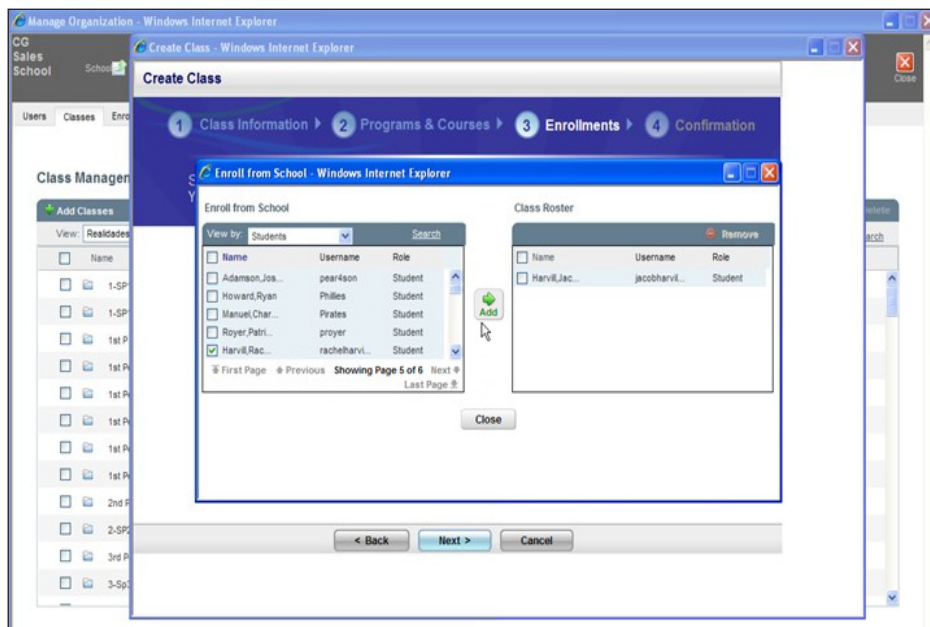
After logging in to SuccessNet Plus, click a school in the Select Organization channel. The Manage Organization page now appears. Click the Classes tab. All the classes using Pearson programs licensed to the school are listed.

To view only the classes using a specific program, click the down arrow in the View drop-down list and select a program.

To create a class, click the green plus sign to the left of Add Classes. Type in the class name and click **Next**. To select the program, click **Next**. Then, choose the program, and click **Next** again. Click **Choose later** and click **Next** to bypass this step.

Students, aides, or teachers can be added to the class. To add users individually, click **Create New** and choose the user type from the drop-down list. Complete the form, and then click **Save and Finish**. To add another user, click **Save and Create a New User**.

To enroll students from a list, click **Create New** and select **Enroll from School**. Select the students to enroll, and then click **Add** to enroll them in the class. When finished, click **Close**.



To add students from a file, select **Import Students**. Click the link to download the Excel Multiple Users file. Click **Browse** to select and upload the file. After the upload has been processed, students' names appear the class roster. When finished with enrollments or to bypass this step, click **Next**. Review the information, and then click **Finish**.

Also create classes on the Enrollments tab. Click **Enrollments**. Click the green plus sign to the left of Add Class. Follow the same process as creating a class.

Close the Manage Organization window to return to the administrator home page.

To create classes for another school, click the down arrow in the School drop-down list and select another school.

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## Manage Licenses

After logging in to SuccessNet Plus, the Admin Toolbox can be seen on the administrator home page. Use the links in the toolbox to manage both licenses and school codes.

To manage licenses, click **View and Download License Reports**. The License Reporting page appears. The name of the users district or school appears in the Organization box. If the administrator manages more than one school, click **Browse** to navigate to a specific school. The License Consumption Report for that school will appear.

The License Consumption Report provides information organized by product names. Scroll to the right to see more information about each license. The report offers information such as the number of seats purchased, consumed, and available, and the license status.

Click the notebook icon to view detailed license information for the product. Click the icon on the right to view the Subscription Activity Report.



Subscriptions Allowed	License Status	Detailed Reports
Yes	Active	  
Yes	Expired	  
Yes	Active	  
Yes	Active	  
Yes	Active	  
Yes	Active	  
Yes	Active	  
Yes	Active	  
Yes	Active	  
Yes	Active	  

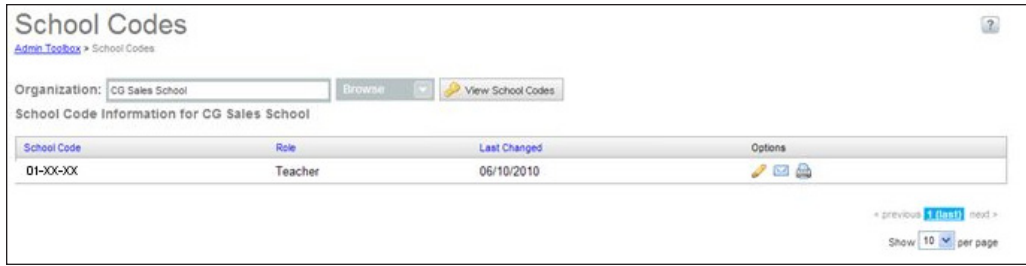
< previous **1** (last) next >  
Show 10 per page

The Subscription Activity Report provides details about users that are subscribed to the product.

When viewing a report, click **Export Details** to save or print that specific report.

To access School Code information, click the Admin tab at the top of the page. The School Code information now appears below the License Reporting table. Also access this information directly from the Manage School Codes link on the administrator home page.

Click **Browse** to select a specific organization or school and click **View School Codes**. The school code information now appears in the table.



Users can edit, e-mail, and print school codes. Use the e-mail and print functions to distribute the school code to teachers to simplify the registration process. The school code is required when teachers self-register on SuccessNet Plus.

To return to the administrator home page, close the License Reporting page.

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## Review

This guide provided an overview of the SuccessNet Plus Administrator Home page. It also explained how to create and import users, manage users, and create classes. Lastly, this guide covers managing licenses in SuccessNet Plus.