

SuccessNet Plus

Enrollment Quick Tips

✓ Tip #1

When you create a class, skip the Enrollments step and add students later.

Creating a class is a four-step process. When you get to Step 3, do not enroll students. Click Next, and then click Finish. When you are ready to enroll students, click Enrollments on the class banner and follow the other tips listed below to add students to the class.

✓ Tip #2

Before adding students to your class, determine if they are already on the school roster.

If students used SuccessNet Plus last school year with any product, then students are on the school roster.

If your school administrator or technology coordinator has already imported student names into SuccessNet Plus, then students are on the school roster.

If a student is on the school roster, do NOT create a new student account for them. Use 'Enroll from School' to add students to your class from the school roster. See Tip #4.

If a student is not on the school roster, create a new student account. See Tip #5.

✓ Tip #3

Import student names to create the school roster before teachers set up classes.

Assign a tech-savvy teacher, technology coordinator, or school administrator to be the school or district SuccessNet Plus Administrator. Student names can only be imported to create the school roster from an Administrator account. Importing student names into SuccessNet Plus saves teachers time when creating classes, but importing student names is not mandatory.

The Administrator should import student names to create the school roster before teachers set up classes in SuccessNet Plus. When importing student names, only import the names of students that are NEW to SuccessNet Plus and NOT already on the school roster.

Here are a few resources to help the SuccessNet Plus Administrator get started:

- Download and either print or view the Manage Schools as a SuccessNet Plus Administrator guide from myPearsonTraining.com.
- Watch the Administrators: Create and Import Users tutorial on myPearsonTraining.com.
- Download and either print or view the Administrators: Getting Started tutorial guide from myPearsonTraining.com.

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✓ Tip #4

Always use 'Enroll from School' to add students to your class from the school roster.

Follow these steps:

1. Click Enrollments on a class banner
2. Click Create New
3. Select Enroll from School
4. Select one or more students and click Add

Students are listed alphabetically on the school roster. You can also click Search to find students by first or last name. When you have finished adding students to your class, click Close.

✓ Tip #5

If the students are not on the school roster, use one of two options to add students to your class.

Follow these steps to create new student accounts and add students to your class:

Option A: Use this option if you have a few students to add to your class:

1. Click **Enrollments** on a class banner
2. Click **Create New**
3. Select **Student**
4. Complete each field designated with a red asterisk
5. Click **Save and Finish** to save the form and exit or **Save and Create a New User** to create another new student account

Option B: Use this option if you have several students to add to your class:

1. Click **Enrollments** on a class banner
2. Click **Create New**
3. Select **Import Students**
4. Download the Multiple Users Template provided in the pop-up window
5. Save the file to your computer's desktop
6. Leave the web browser open and navigate to your desktop and open the file
7. Do not add or delete columns in the file. Enter each student's first name, last name, and password to the file. Consider using the same password for every student. The system will automatically create usernames for each student
8. Save the file
9. Return to the small web browser window titled 'Import Users' (you will have several web browser windows open) and click **Browse** or **Choose**
10. Select the file and click **Open**
11. Click **Save and Return**

A message states that the file is being processed. It will take several minutes to several hours depending on the number of student names in the file.

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✓ Tip #6

Usernames must be unique but passwords can be the same.

Usernames must be unique, they are not case sensitive, and spaces are allowed. The system will generate usernames for each student if the username column is left blank in the import file.

Passwords can be the same. Passwords are case sensitive, they cannot include spaces, they must include one alpha and one numeric character, and they must be at least six characters long. Students can change their password by clicking My Profile on the top-right corner of their home page after logging in.

✓ Tip #7

Make assignments even if you have not enrolled students into your class.

When you add students to your class after making assignments, each student automatically inherits all of the assignments you have made to the class. So make assignments while you are waiting for a final list of students in your class.

✓ Tip #8

Download and print your class roster, and then provide each student with his or her Username and Password.

1. Click **Enrollments** on a class banner
2. Click **Download**, and then click **Save**
3. Rename the file with the class name
4. Click **Save**

The roster includes each student's first name, last name, and username. You can add a column to include the password you assigned to each student; however, remember that students can change their password. If a student forgets their password, reset the password. In the Enrollments window, click the Options menu next to the student's name and select **Reset Password**. Type in a new password. Retype the password, and then click **Save and Close**.

✓ Tip #9

Students should only share their log in information (Username and Password) with parents or guardians. Emphasize that students should not share this information with friends.

The Username identifies each individual in SuccessNet Plus. Each student's SuccessNet Plus account contains private information, including assignments, assessment results, and private messages from teachers.

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Tip #10

You can add an external email address to a student's account at any time.

When creating a new student account, you can add a student's external email address. This allows you to send a copy of mail messages to both the student's SuccessNet Plus mail account and an external email account.

To add an email address to an existing student account:

1. Click **Enrollments** on a class banner
2. Move your pointer over a student's name, and click the arrow to open the **Options** menu
3. Select **Edit**
4. Enter the student's external email address in the Email address field

When sending mail within SuccessNet Plus, be sure to check the **Copy message to recipient's external email address** box at the bottom of the message to also send the mail message to an external email address.