

## Manage Schools as a SuccessNet Plus Administrator

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### Who should be a district or school SuccessNet Plus Administrator?

The SuccessNet Plus Administrator can be a building administrator, technology coordinator, curriculum coordinator, or department chairperson. The SuccessNet Plus Administrator should be authorized to view and manage confidential school data, such as student assessment data and account information. School or district personnel, including teachers, who plan to fulfill the SuccessNet Plus administrator role much request an administrator account as outlined in the Administrator Registration tutorial guide. There is not a self-registration option for SuccessNet Plus Administrator accounts.

### What tasks fall under the responsibility of the SuccessNet Plus Administrator?

A typical SuccessNet Plus Administrator

- Manages school codes.
- Views and downloads product license reports.
- Creates and manages users.
- Creates and manages class enrollments.
- Uploads and shares custom content.
- Generates district or school reports.

### Why do we need a SuccessNet Plus Administrator?

The SuccessNet Plus Administrator ensures a successful district or school implementation of Pearson products on SuccessNet Plus. SuccessNet Plus Administrators have sole responsibility for specific tasks, such as reviewing license information, uploading students into specific schools, uploading custom content, and generating school or district reports. Completing these specific administrative tasks insures that each user has access to specific Pearson products, Pearson content, and custom content for planning, instruction, and assessment. Many of the tasks completed by a School or District Administrator helps to streamline time-sensitive tasks, such as registration and class setup. The administrator has a global view of a school or district and can complete tasks in an efficient manner, which saves teachers time.

### What is the difference between a District and School SuccessNet Plus Administrator?

SuccessNet Plus District and School Administrators have the same role and responsibilities. The key difference is that District Administrators manage larger organizations that include individual organizations or school sites associated underneath it. When the account is created for a larger organization, the District Administrator inherits the ability to manage all organizations or school site associated with it. In contrast, School Administrators typically manage organizations that do not have additional organizations or school site associated with or under it. Another way to think of it is District Administrators typically manage multiple sites whereas School Administrators manage single school sites.

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**Which tasks must be completed by a SuccessNet Administrator and which tasks can also be completed by a teacher?**

**Administrator vs. Teacher Tasks**

<b>Task</b>	<b>Administrators</b>	<b>Teachers</b>
Manage licenses and subscriptions	X	
Manage school codes	X	
Generate school and district reports	X	
Upload and share custom content across a school or district	X	
Create users	X (All user types)	X (Only teachers, teacher aids, and students)
Modify users, including changing passwords	X	X (Only users associated with their classes)
Create classes	X	X (Only classes associated with their account)
Delete classes	X (Instant deletion)	X (Only classes associated with their account)
Manage enrollments	X	X (Only users associated with their classes)
Search for users across a school or district	X	X (Search school roster only)

## Administrator Tasks—Initial Setup:

To facilitate a successful implementation of Pearson products on SuccessNet Plus:

1. Identify district and/or school administrators for SuccessNet Plus. Remember that a teacher can assume the SuccessNet Plus Administrator role. The needs of each organization will vary.
2. Confirm that each organization is assigned the appropriate number of licenses for all Pearson products.
3. Establish a plan to create users and classes and enroll students in their classes. It is important that the administrator communicate this plan to all teachers in the school or district to clarify the process for teachers and minimize the creation of duplicate users. Consider these three options:

- **Full Service Option:** The SuccessNet Plus Administrator uploads and creates all users. Next, they create classes, associate teachers to each class, select the appropriate product, and enroll students.

**OR**

- **Medium Service Option:** The SuccessNet Plus Administrator uploads and creates all users. Next, they distribute the school code to teachers and teachers self register. Teachers then create their own classes and add students to their classes from the school roster.

**OR**

- **Low Service Option:** The SuccessNet Plus Administrator distributes the school code and teachers for self-register. Teachers then create their own classes and import or manually add students to their classes. (Note: This option has the greatest chance of creating duplicate users on each school roster.)
4. Determine a plan for transferring students from one class to another. Complete transfers as early as possible in the school year since students are not transferred with their Gradebook data.
    - **Administrators:** To transfer a student within the selected organization, unenroll the student from their current class then add or enroll them in the new class.
    - **Teachers:** When managing the class roster from Enrollments on the Classes tab, select **Deny Access** for a student to unenroll them from the class. Next, use the Create New User feature to enroll one or more students into the class.
  5. Create an Organization Library, which allows administrators to share custom content across the district or with specific schools. Consider creating a library for district-wide content and a separate library for each specific school site. Once an administrator creates and shares custom content, teachers are then able to access the shared content and add it to their accounts. Teachers who create custom content for sharing need to provide their SuccessNet Plus Administrator with the custom content. The administrator can then add the custom content to the appropriate Organization Library.

**Administrator Tasks—Throughout the School Year:**

- Create and delete user accounts as appropriate.
- Modify user account information as appropriate.
- Create, modify, and delete classes as appropriate.
- Continue to add, share, and update custom content.
- Transfer students between schools or classes as appropriate.
- Generate license consumption reports to manage subscriptions by users within each organization or school.
- Contact Pearson Product Support when your district or school purchases additional Pearson products. Request that the products be added to your existing administrative account.
- Generate district or school reports to view student progress, mastery of skills, and usage reports.