

Getting Started with SuccessNet: Elementary

What is Pearson SuccessNet?

Pearson SuccessNet provides teachers with one access point for Pearson's online products for Prentice Hall, Scott Foresman, AGS Globe, and School Systems. It provides a single workplace for teachers and it saves valuable time.

Note: SuccessNet uses pop-ups, so please disable any pop-up blocker programs while using SuccessNet.

Before Registering

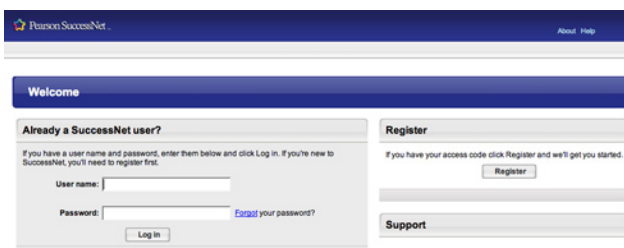
Users must register for an account to begin using SuccessNet. The following are required to register:

- A product access code
- A computer with Internet access

Registration

To register for an account, follow these steps:

1. Go to www.pearsonsuccessnet.com.



2. Click **Register**.
3. Enter the product access code. The product access code will unlock the products that are licensed to the school. If the product access code is needed, please call product support at 1-800-234-5832.
4. Complete the registration form. Enter the school's zip code and choose the school from the list. Do not register again if a log-in has already been assigned.

Log In

To log in, go to www.pearsonsuccessnet.com and enter the user name and password.

Add Products

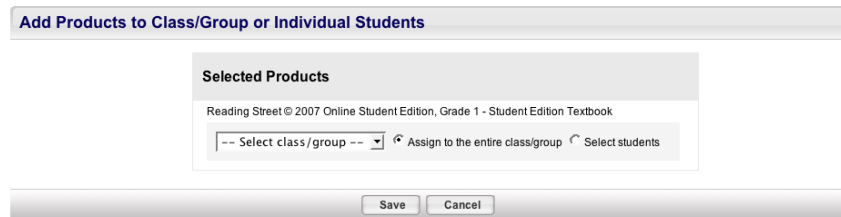
Before setting up classes and students, add the products to the SuccessNet account by doing the following:

1. From the teacher home page, click **My Account**.
2. Click **Manage Products**.
3. Click **Add new products**.
4. Enter the product access code.
5. Click **Save**.

If the classes and students are already set up, products can be added to the classes or assigned to certain students.

To add products to classes, follow these steps:

1. From the teacher home page, click **My Account**.
2. Click **Manage Products**.
3. Choose the product or products to add to the class.
4. Click **Add selected products to your class/group**.



5. Click **Save**.

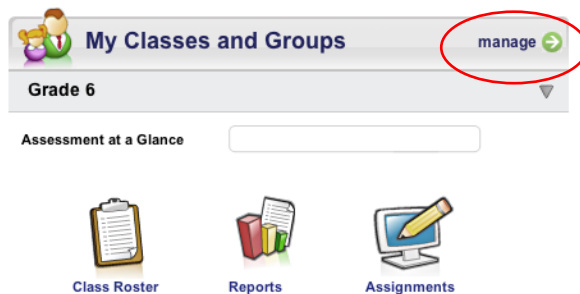
To assign products to certain students, do the following:

1. From the teacher home page, click **My Account**.
2. Click **Manage Products**.
3. Choose the product or products to add to the class.
4. Click **Add selected products to your class/group**.
5. Choose **Select Students**.
6. Place a check mark beside the students' names to assign the product.
7. Click **Save**.

Class Set-Up

After logging in, it's time to start setting up the classes:

1. From the teacher home page, click **Manage** next to "My Classes and Groups," or click the Classes tab and select **Manage Classes**.



2. Enter the class name, and then select the products for the students to use in that class.
3. Click **Save**.

Adding Students

There are three ways to add students:

- **Option 1: Select from school roster.** Use this method for students who already have a SuccessNet user name and password.

- **Option 2: Adding students one by one.** Students who are not already in the system can be added one at a time.
- **Option 3: Upload a class roster.** Create a Microsoft® Excel® spreadsheet in the format specified and upload it into the system.

**Option 1:
Select from
School Roster**

To add students who were already registered for a SuccessNet account by an administrator or another teacher, or who were in the system last year, simply follow these steps:

1. From the teacher home page, click **Manage** next to “My Classes and Groups,” or click the Classes tab and select **Manage Classes**.
2. Click **view** under the Roster column.
3. Click **Select from school roster**.
4. Click **Search**.
5. Place a check mark next to the students’ names who should be added to the class.

**Option 2:
Add Students
One at a Time**

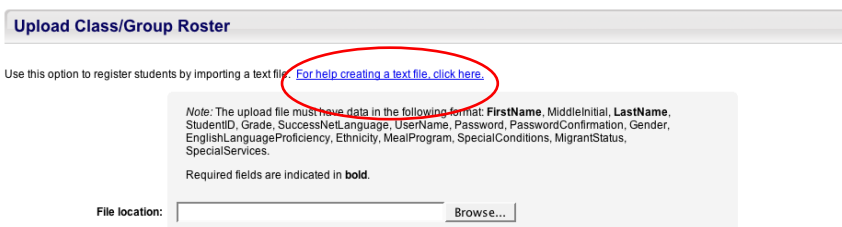
To add students one at a time, do the following:

1. From the teacher home page, click **Manage** next to “My Classes and Groups,” or click the Classes tab and select **Manage Classes**.
2. Click **view** under the Roster column.
3. Click **Add a student**.
4. Type in the student’s information and create the student’s user name and password.
5. Click **Save** to add this student to the class.

**Option 3:
Upload a Class
Roster**

SuccessNet makes it easy to add up to 1,000 students at a time by using an Excel spreadsheet. Follow these steps to upload a class roster:

1. From the teacher home page, click **Manage** next to “My Classes and Groups,” or click the Classes tab and select **Manage Classes**.
2. Click **view** under the Roster column.
3. Click **Upload my roster**.
4. On the Upload Class/Group Roster page, click **For help creating a text file, click here**.



5. Click the **Excel worksheet** link.

Creating a Text File

Follow these steps to create your text file:

1. Save this [Excel worksheet](#) file to your hard drive.
2. Fill out the Excel worksheet with appropriate information.
*To check valid entries for each field, refer to the table below. **Bold headings are required fields.***
3. Click on the File menu and choose the Save As option.
4. In the Save As dialog box, select the Text (tab delimited) (*.txt) file type.
5. Click Save
6. Click Yes to keep the format.
7. Save and close the Excel worksheet.

6. Click **Print** at the bottom of the page to print out the instructions.
7. Open the worksheet and save it as a text tab delimited (.txt) file.
8. The following fields are required:
 - First Name
 - Last Name
 - User Name
 - Password
 - Password Confirmation
9. Close the Creating a Text File screen so the Upload Class/Group Roster screen reappears.
10. Click **Browse**, and then navigate to the text file.
11. Select the text file, and then click **OK**.
12. Click **Upload file**.
13. A confirmation screen will appear. To complete the upload, click **Save**.