

SuccessNet Administrator

Introduction This guide discusses the role of a Pearson SuccessNet administrator. Learn how to manage people, how to use the export and import features, and how to set the district mastery percentage and generate reports.

The Administrator Role Typically, technology or curriculum coordinators, school administrators, or people responsible for district data are SuccessNet Administrators. These data are classified into three basic types: student, teacher, and student performance data. The benefit of having a SuccessNet Administrator is to standardize account data across a district and access district-level reports.

Request Access To get started, first request an administrator account. Go to support.pearsonschool.com. Mouse over Our Products and select SuccessNet. Now click the link to request a School or District Administrator Account.

Select the account type. Complete the form, and then click **Create** at the bottom of the page. Now print the form on school or district letterhead. Obtain the necessary signatures, and then fax the form to the fax number provided in the instructions.

You will receive an e-mail with your account information. To log into your account, go to pearsonsuccessnet.com. Type in your user name and password, and click **Log in**.

Best Practices If a school is new to Pearson SuccessNet, it is recommended that the administrator upload all teachers and students for each school to standardize account data. To provide full service support, the administrator can also create classes and enroll students. However, the administrator can rely on each teacher to create his or her own classes and select students from the school roster.

If a school or district currently uses Pearson SuccessNet, then the first step is to export student data, update the file, and then upload the corrected file. At this point, teachers can create their own classes and select their students from the school roster. Classes and class rosters can also be uploaded to create classes and enroll students.

For any SuccessNet administrator, the key to a successful implementation is to make a plan and then communicate the plan to the teachers in the school or district.

Manage People

From the Home page, click **Student Data** and select **Manage People**. A variety of parameters can be searched.

The screenshot shows the 'Manage People' search interface. It features a blue header bar with the title 'Manage People'. Below the header, there are four input fields: 'Last name:', 'First name:', 'ID:', and 'User name:'. To the right of these fields are two dropdown menus: 'School: -- All schools --' and 'Role: -- All roles --'. A 'Search' button is located to the right of the 'User name' field. Below the search fields, there is an information icon (i) and a text box that reads: 'Enter known search criteria above to find a list of users to work with, and then click Search.' To the right of this text is a link that says 'Learn more about search.' At the bottom right of the form is an 'Add User' button.

For example, to search for all teachers in a specific school, select the school name and change the role to teachers. Click **Search**. The list of all teachers in the school is now displayed on the page. Up to ten users can be deleted at a time. Only administrators have the ability to delete users since it is a permanent action.

The Manage People feature also enables the administrator to view a user's profile, transfer students to another school, and view teacher and student schedules.

Delete Student by School or Grade

Administrators may need to remove students who have graduated or have left the district. To delete students by school or grade, click **School Data** and then select **Delete students by school and grade**. Select the school name and grade. All students in the school can be deleted by selecting All Grades. Now, click **Delete Students**. Remember that this action is also permanent.

Update Student Grade Levels

If the district currently uses SuccessNet and the administrator plans to keep existing school rosters, students can be promoted to the next grade level at the beginning of each school year. From the School Data Menu, select **Update student grades**. The chart on the right displays how students are promoted. If students have not been assigned a grade level, they will need to be manually promoted. Now, select the school name and click **Update Student Grade Levels** at the bottom of the page.

The screenshot shows the 'Update Student Grade Levels' interface. It has a blue header bar with the title 'Update Student Grade Levels'. Below the header, there is a text box that reads: 'Use this tool at the beginning of the school year to increase each student's grade level by one.' To the left of this text is a yellow warning icon and the text: 'IMPORTANT! This utility will update ALL students in the selected school. This utility should be run at the beginning of a school year BEFORE teachers begin using the system. Run this utility BEFORE uploading any new students from your student administration system. This is a mass update that cannot be undone!'. Below this text is a 'Select school:' dropdown menu with the text '-- Select School--'. To the right of the text is a table with two columns: 'Current grade' and 'will be promoted to'. The table contains the following data:

Current grade	will be promoted to
12	GG
11	12
10	11
9	10
8	9
7	8
6	7
5	6
4	5
3	4
2	3
1	2
K	1
XX(unknown)	XX(unknown)

Below the table is an 'Update Student Grade Levels' button. At the bottom of the page, there is a link that says 'Run History (displays the schools whose grades were updated in the last calendar year)'.

This is a mass update, so only do this once each school year. After the update, there will be a confirmation message and an entry in the history table.

Export Students

With the Export Students option, an existing school roster can be edited to correct any errors and to add students. This feature exports students by school into the advanced upload format.

Click **Export Students** on the Home page. Next, select the school and the grade level. To select all students, leave the Grade drop-down menu on All Grades. Then, choose the radio button for exporting all students or only those who do not have a student ID number. Save this file. Correct and update the information to create the new student upload file.

Upload Features

There are several upload features that enable administrators to create school rosters by uploading students and teachers. Completely set up schools by also creating classes and enrolling students. Using the upload features to set up schools promotes standardization of data across the district. By standardizing data, the number of errors and duplicate students in the system are reduced.

Every upload page provides a help link that includes detailed information about the validity of each data field and displays required data in bold font. The administrator can also download a template for each feature to assist in creating tab-delimited text files.

Upload Students

There are two types of student uploads: Basic and Advanced. Both options are found in the School Data menu.

Upload Students (Basic)

With the basic student upload, an administrator adds students to specific schools. Click the School Data menu and select **Upload Students (basic)**. The basic upload only requires each student's first and last name. Student IDs are not required, and the system can auto-generate user names. Remember to click the help link for more information and to download a template file. Once a file is created, choose the school name, and then click **Browse** to locate the file. Select the file and click **Upload File**.

The system will check to make sure the data meet the upload requirements. If there are errors, an error message will appear. Click the link to see a report to see where the errors occur. Fix the file and then upload the file again. Once the file is accepted, there will be a list of all students displayed onscreen. Scroll to the bottom, and click **Save** to upload the students to the system.

The screenshot shows a web interface titled "Confirm Student List" with a blue header. Below the header, a message states: "The system is ready to add your students. Verify the list and click Save to complete the process." The main area contains a table with the following columns: First Name, MI, Last Name, Student ID, Grade, SuccessNet Language, User Name, Password, Confirm Password, GEN, ELP, and ETH. The table lists 10 students, each with a unique User Name (e.g., pearsonstudent01) and Password (represented by asterisks). The bottom of the interface features a blue bar with "Save" and "Cancel" buttons.

First Name	MI	Last Name	Student ID	Grade	SuccessNet Language	User Name	Password	Confirm Password	GEN	ELP	ETH
Student		01Pearson			English	pearsonstudent01	*****	*****			
Student		02Pearson			English	pearsonstudent02	*****	*****			
Student		03Pearson			English	pearsonstudent03	*****	*****			
Student		04Pearson			English	pearsonstudent04	*****	*****			
Student		05Pearson			English	pearsonstudent05	*****	*****			
Student		06Pearson			English	pearsonstudent06	*****	*****			
Student		07Pearson			English	pearsonstudent07	*****	*****			
Student		08Pearson			English	pearsonstudent08	*****	*****			
Student		09Pearson			English	pearsonstudent09	*****	*****			
Student		10Pearson			English	pearsonstudent10	*****	*****			

This may take several minutes or several hours. Refresh the Web page to see the current status. The upload is finished once the status says Complete.

Upload Students (Advanced)

For the advanced upload, click **Upload Student (advanced)** from the Home page or select it from the School Data menu. This is a more comprehensive upload that includes School ID, User name, Password, School ID, Grade, and more. This feature will also enable transfer of students from one school to another. There are two options for how the system should handle users that exist at a different school. The administrator can opt to transfer these students to the new school or generate an error and fail the import.

This upload file is limited to a maximum of 1,000 records. If more than 1,000 students need to be uploaded, create multiple upload files. Zip the files together to upload them at the same time or upload them one at a time.

Upload Teachers

For uploading teachers, the process is very much the same as uploading students. With this feature, add teachers to schools and register them for specific products. See more information about the upload and download a template by clicking the help link. Create the tab-delimited text file, browse to the file, and upload it to the system.

Upload Classes

The Upload Classes feature creates classes and assigns both teachers and products to each class. The following information is required: School ID, Teacher IDs, and Product Access Codes. It is important to know that each combination of a Teacher ID, Class or Group Name, and Period Number must be unique. This upload is also limited to a maximum of 1,000 records per file.

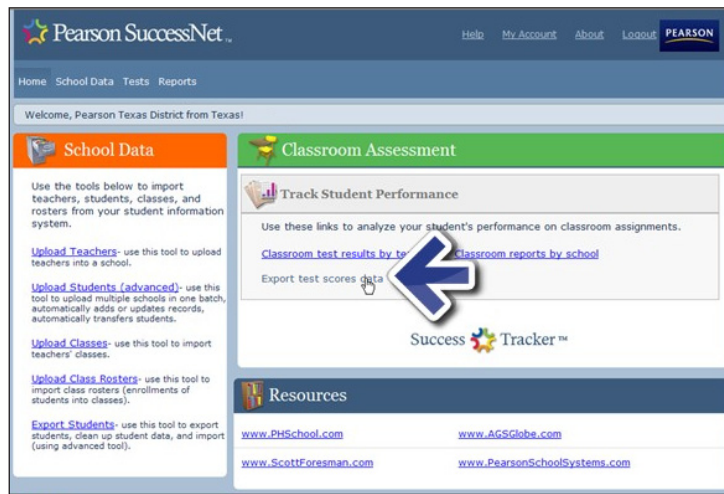
When using each feature, all of the information needed will be onscreen. Additional information can also be found in Help.

Upload Class Rosters

The Upload Class Rosters enrolls students into the classes that were just created. To use this feature, all classes, teachers, and students must already exist in the system. Use the help link to access a template to create the tab-delimited text file. This upload is also limited to a maximum of 1,000 records per file.

Export Test Scores Data

After students have used SuccessNet to take tests online, use the Export Test Data feature to save student performance data. On the Home page, click **Export test scores data**.



Select the school. Next, select the product. Then, click **Submit**. The request may take several minutes or several hours. Once the export is complete, open the file or save it.

Mastery

Mastery percentage is used to determine mastery of each skill on any classroom test. This is a global setting for all schools in the district. Set mastery at the beginning of the school year to maintain data integrity since changing it mid-year only affects future tests.

Click the Tests menu on the Home page and select **Set district mastery percentage**.

To change the mastery percentage, select the desired value in the drop-down menu and click **Save**.

Reports

Generate two different reports from the links in the Classroom Assessment area on the Home page or from the Reports menu: a classroom test report by teacher or by school. Choose the desired report, make selections, and click **Run Report**. It may take several minutes to generate the report. The results will be displayed onscreen, and the report can be saved as a PDF.

Classroom Test Reports by School

Report Parameters: Use the criteria below to build your report.

School: SF TX Elementary School

Product: Math ST Premium 2009 TX Bilingual G3

Report on: SF Math DP 2009 TX G3 Skills

(Tiers may vary. Select each row based on your reporting needs)

Math

Grade 3

ALL

Run report

Review

This guide discussed the role of a Pearson SuccessNet Administrator. It covered managing people and exporting students. The guide explained how to upload students, teachers, classes, and rosters. Finally, the guide covered exporting test data, setting the mastery percentage, and generating reports.

For more information, please watch the other SuccessNet tutorials on this Web site.