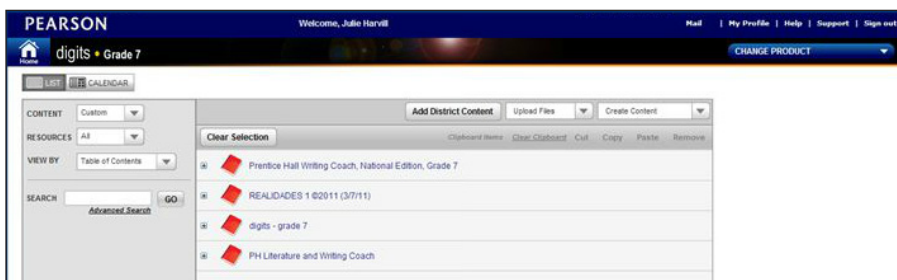


## Teachers: Create, Upload, and Add Content

**Introduction** This guide explains how to create, upload, and add content on SuccessNet Plus.

After logging in to SuccessNet Plus, select a product and click **Custom Content** on the Products and Classes channel. In Custom Content, create, upload, and add content to a SuccessNet Plus account.

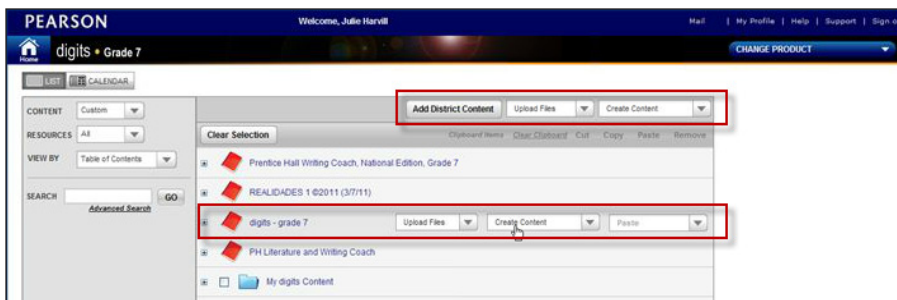
**Organizing Custom Content** All customized Pearson content is saved to the red folders that appear with the name of the product. Items in these colored folders are accessible as long as the school has a current program license.



To retain access to personal custom content, place items inside a personal custom folder. Here are the steps to create a personal folder for custom content:

1. Click **Create Content** and select **Add Folder**.
2. Name the folder and add a description if desired
3. Click **Create**.

Use the top-level drop-down lists to create content outside of the folders, or use the drop-down lists to the right of a folder to create or place content inside the folder.



Select one or more pieces of content by checking the boxes, and then use the cut and paste options at the top to move content from one location to another.

---

## Creating Custom Content

Different products offer different options for creating custom content.

To create a link activity:

1. Click **Create Content** and select **Add Link**.
2. Enter a title, description and URL into the appropriate fields.
3. Click **Save**.

To create an eText activity:

1. Click **Create Content** and select **Add eText Link**.
2. Enter a title.
3. Select the desired eText.
4. Designate the page to display.
5. Click **Save**.

When creating assessments and writing activities, use questions and writing prompts from the Content Library or create a custom question. Enter the correct response if creating an automatically-scored question.

---

## Uploading Custom Content

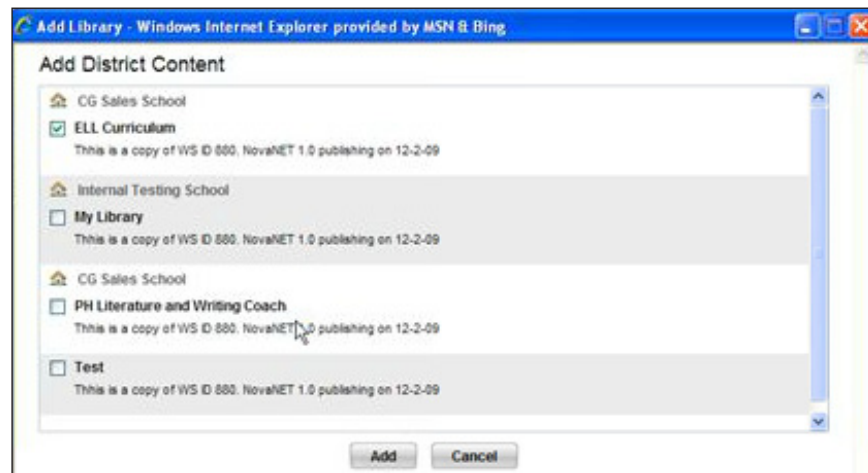
When uploading one file, enter a title, description, and other information during the upload process. When uploading multiple files, add titles and descriptions after uploading the files by selecting **Customize Content** from the Options menu. Enter the information and click **Save**.

To upload files:

1. Click **Upload Files**.
2. Click **Browse**.
3. Navigate to the file or files.
4. Select one or more file.
5. Click **Add**.

To add district content:

1. Click **Add District Content**.
2. The shared libraries now appear in the window.
3. Select one or more libraries and click **Add**.



4. A message at the top of the window indicates the process was successful.
5. Close the window and a message states that the content will be available soon.

**Deleting Custom Content** To delete custom content, select individual items or a folder of content and click **Remove**.

