



District Administrative Getting Started Guide

This guide will cover how to delete students, update student grade levels and add new teachers and students to your district SuccessNet log in.

Log In

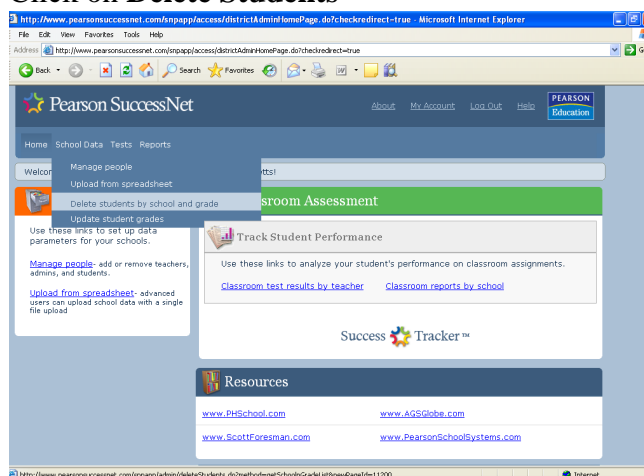
Go to www.pearsonsuccessnet.com and enter your user name and password.

Deleting Students

IMPORTANT! This utility will permanently delete ALL students in the selected school and grade(s). This could take several hours to complete.

To get ready for this school year with SuccessNet, the first step is to delete students no longer in the district:

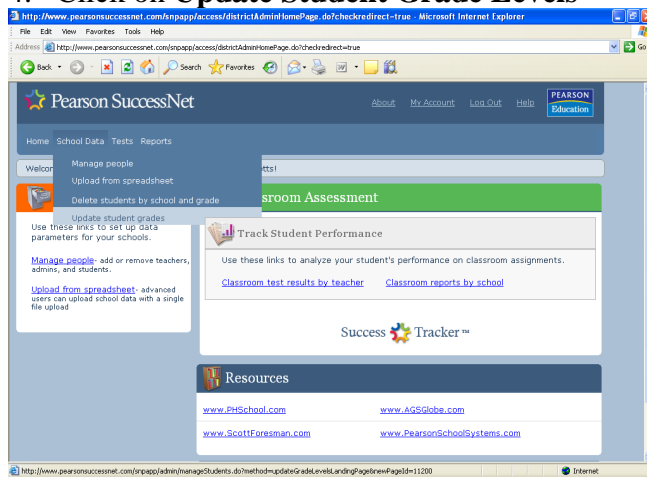
1. Go to **School Data**
2. Choose **Delete students by school or grade**
3. Select the school
4. Select the grade
5. Click on **Delete Students**



Update Student Grade Levels **IMPORTANT!** This utility will update ALL students in the selected school. This is a mass update that cannot be undone!

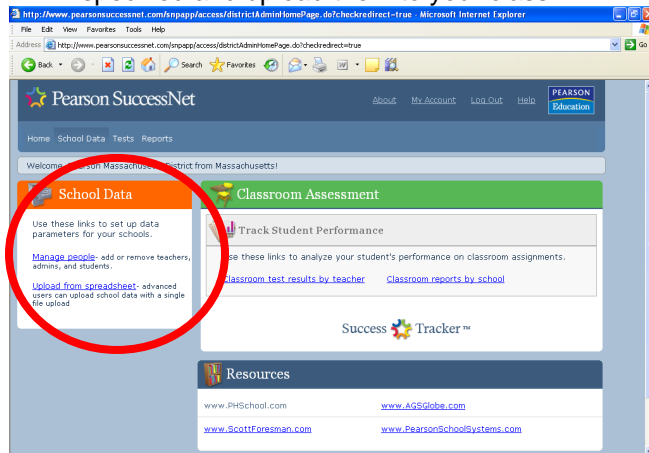
To update student grade levels:

1. Go to **School Data**
2. Choose **Update student grades**
3. Select the school
4. Click on **Update Student Grade Levels**



Adding New Students and Teachers There are 2 ways to add new students and teachers:

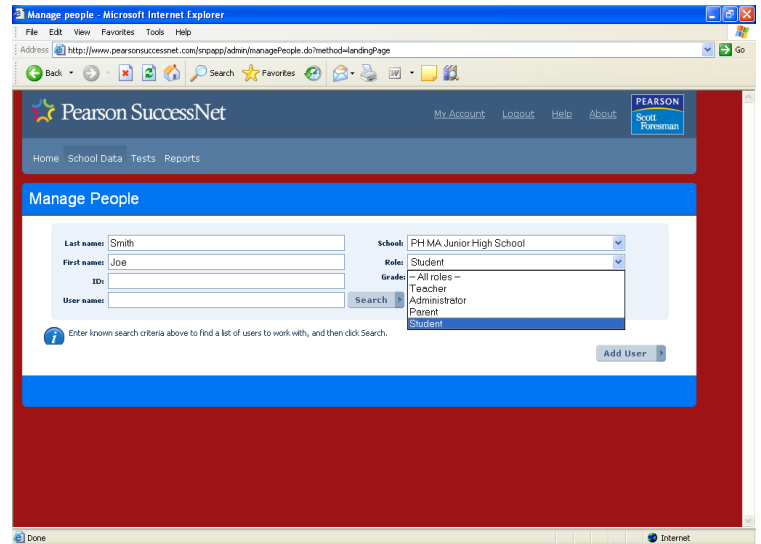
- **Option 1: Add students/teachers one by one**
Students not already in the students can be added one at a time.
- **Option 2: Upload a roster**
Create an Excel spreadsheet in the format specified and upload them to your class.



Option 1: Adding Students and Teachers one by one

To add students or teachers one by one:

1. Click on the [Manage People](#) link
2. Enter the name, school and role of the user.
3. Click on **Add User**
4. Enter the Pearson access code for the product this teacher will be using.
5. Enter the user's profile information
6. Click **Save**

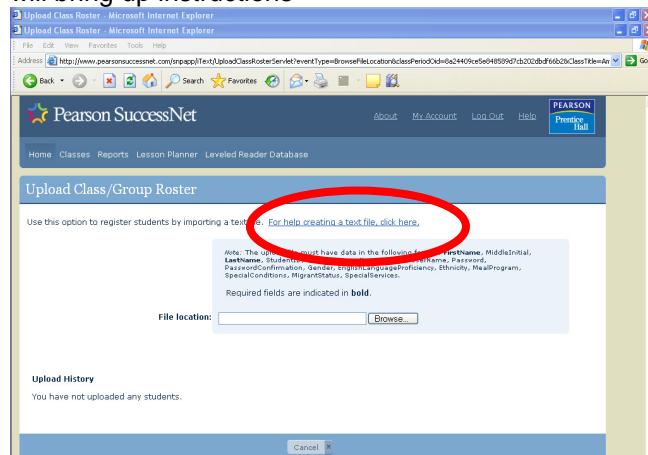


Option 2: Upload a Roster

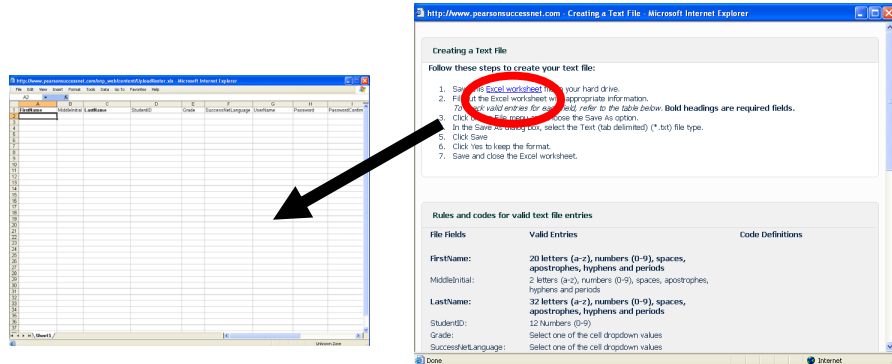
SuccessNet makes it easy for you to add up to 1,000 teachers or students at a time by using an Excel spreadsheet.

To upload a student or teacher roster:

1. Click on [Upload from spreadsheet](#)
2. Click on **Upload my roster**
3. On the Upload/Class Group Roster page, click the **For help creating a text file, click here link**. This will bring up instructions



4. Click the **Excel worksheet** link.

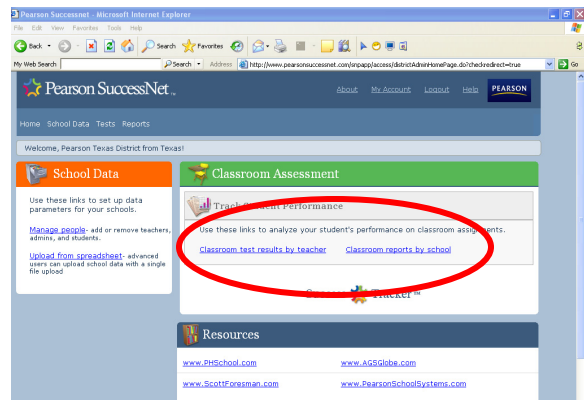


5. Click the Print button to print out the instructions.
6. Open your worksheet and save it as a Text tab delimited (.txt) file.
7. Type in the fields, the following are required:
 - a. First Name
 - b. Last Name
 - c. User Name
 - d. Password
 - e. Password Confirmation
8. Close the **Creating a Text File** screen. The Upload Class/Group Roster screen appears.
9. Click **Browse** and navigate to your text file. Select your roster (text file) and click **OK**.
10. Click the **Upload file** button.
11. A confirmation screen will appear. To complete the upload, click **Save**.

Reports

There are two types of reports available to you as a Pearson SuccessNet District Administrator:

- **Classroom test results by teacher**
 - These reports allow you to see by teacher how students are performing
- **Classroom test results by school**
 - These reports allow you to see by school how students are performing



- **NOTE:** These reports are generated by the school and do not allow for school to school comparisons