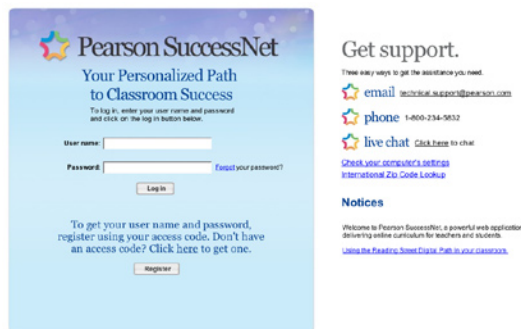


SuccessNet Administrative Guide

Introduction This guide will cover how to delete students, update student grade levels, and add new teachers and students to your district. It also includes information on how to upload rosters for your entire district. If you want to set up a Pearson SuccessNet administrative account, please call 1-800-234-5832.

Log In To access to your SuccessNet administrative account, enter your user name and password at www.pearsonsuccessnet.com, which is the same place your teachers and students log in.



Manage People This function will allow you to add or remove teachers, administrators, and students. To add or delete users, follow these steps:

1. Go to **School Data**.
 2. Choose **Manage People**.
 3. Enter the credentials for the teacher, administrator, or student you would like to add or delete.
 4. To add a user, choose **Add User**.
 5. To delete a user, click **Search**.
 6. Choose **Delete users** and place a check mark next to the name(s) of the teacher, administrator, or student you would like to delete.
-

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

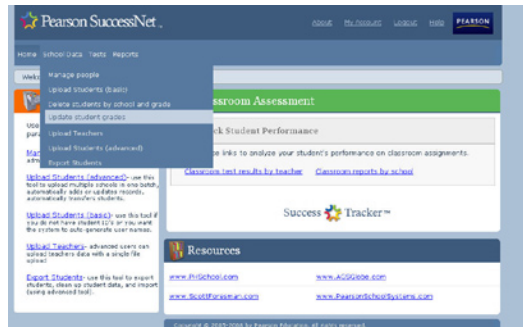
To get ready for this school year with SuccessNet, the first step is to delete students no longer in the district by doing the following:

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

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

To update student grade levels, do the following:

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

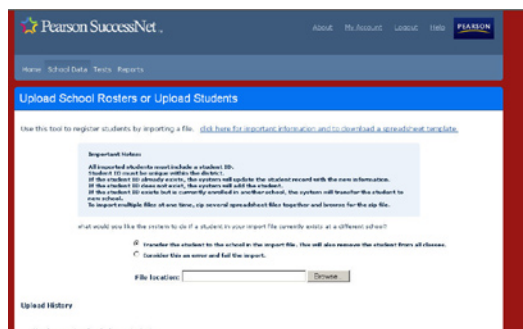


Upload Students (Advanced)

This tool allows you to upload multiple schools at one time and automatically adds or updates records, or automatically transfers students.

The following steps explain how to upload students in multiple schools:

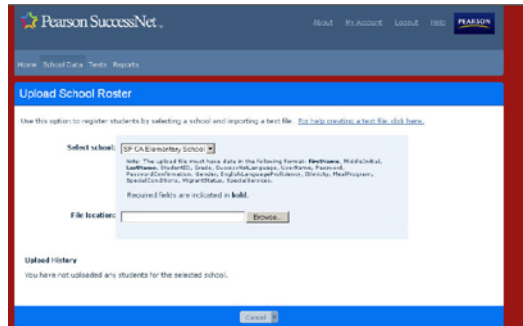
1. Go to **School Data**.
2. Choose **Upload Students (advanced)**.
3. Follow the instructions to upload your roster(s). Go to the **Click here for important information and to download a spreadsheet template** link.
4. Choose what you would like to do if the user exists at another school.



Upload Students (Basic)

This option allows you to register students by the school by uploading a roster. To upload a roster, follow these steps:

1. Go to **School Data**.
2. Choose **Upload Students (basic)**.
3. If you have already created your roster, click **Browse** and search for it.
4. If you have never created a roster, click the **For help creating a text file, click here** link.



5. Click **Print** to print out the instructions.
6. Open your worksheet and save it as a text tab delimited (.txt) file.

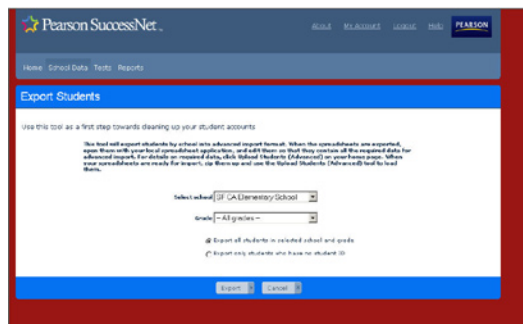


7. Fill out all fields in bold.
8. Close the Creating a Text File screen. The Upload School Roster screen will appear.
9. Click **Browse** and navigate to your text file. Select your roster (text file), and then click **OK**.
10. Click **Upload file**.
11. A confirmation screen will appear. To complete the upload, click **Save**.

Export Students

This tool allows you to export students, clean up student data, and import students. To complete this, do the following:

1. Go to **School Data**.
2. Choose **Export Students**.
3. Select the school and grade level(s).

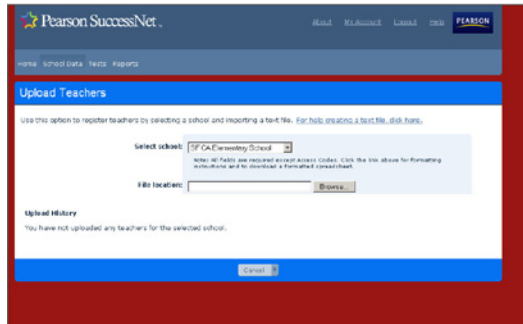


4. Choose how you would like to export: all students by school or grade, or students without an ID.
5. Click **Export**.

Upload Teachers

This option allows you to register teachers by uploading a roster for the school. Do the following to upload your teacher roster:

1. Go to **School Data**.
2. Choose **Upload Teachers**.

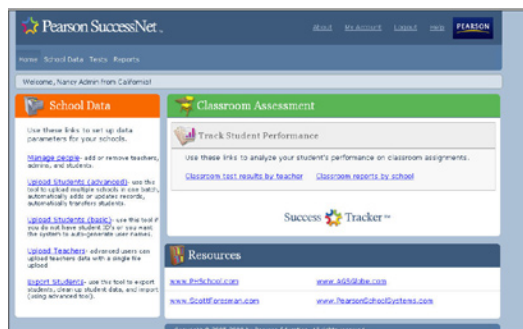


3. If you have already created your roster, click **Browse** and search for it.
4. If you have never created a roster, click the **For help creating a text file, click here** link.
5. Click **Print** to print out the instructions.
6. Open your worksheet and save it as a text tab delimited (.txt) file.
7. Fill out all required fields with bold headings
8. Close the Creating a Text File screen. The Upload Teachers 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 Administrator:

- Classroom test results by teacher
- Classroom test results by school



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