

Managing Classes and Students

How do I reorder classes on my teacher Home page?

On your teacher Home page, click the down arrow next to the class name on the Classes dashboard, and select **Move Up** or **Move Down**.

Where do I find the option for enrolling students?

On your teacher Home page, click the down arrow next to the class name on the Classes dashboard, and select **Enrollments**.

How do I avoid creating duplicate student user accounts?

Before adding new student users, click **Create New** and then **Enroll from School** to see if the student accounts already exist on the school roster. All student accounts in SuccessNet Plus are available to other Pearson systems, using Pearson EasyBridge.

How do I delete students from my class?

To remove a student from your class, go to Enrollments, click **Create New**, select **Enroll from School**, check the student's name on the roster on the right, and click **Remove**.

What is the difference between Set to Inactive and Deny Access?

Set to Inactive blocks a student's ability to sign in to SuccessNet Plus. Deny Access blocks access to a specific class but allows the student to sign in to SuccessNet Plus to access his or her other classes.

How do I add other teachers or teacher aides to a class?

From the teacher Home page, click the down arrow next to the class name on the Classes dashboard, and select **Enrollments**. You will now see your class roster. Click **Create New**, and select **Aide** or **Teacher**.

Curriculum

Can I have more than one curriculum in my account?

You can add any of the curricula your school has licensed to your account. Click **Add** in the Curriculum column on the teacher Home page. It is recommended that you add only the curricula you are designated to teach.

How do I assign curricula or assessments to my students?

You can assign curricula from the global Table of Contents on the **Curriculum** tab by rolling over the title of the desired curriculum content, clicking the drop-down arrow, and selecting **Assign** from the Options menu.

After I have assigned curriculum to my students, where can I find the assignments list?

From your teacher Home page, click **Enter Class** for the class on the Classes dashboard. Then, select the **Manage Coursework** link at the top of the page, or click the down arrow next to More and select **Manage Coursework**. Here you can manage and modify assignments.

How do I modify an assignment due date?

From the teacher Home page, click **Enter Class** on the Classes dashboard. Then, select **the Manage Coursework** link at the top of the page, or click the down arrow next to More and select **Manage Coursework**. Roll over the title of the assignment, click the down arrow next to the assignment title, and select **Properties**. You can enter a new due date and time in the Assign section.

How do I personalize an assignment due date?

From the teacher Home page, click **Enter Class** on the Classes dashboard. Then, select the **Manage Coursework** link at the top of the page. Click the down arrow in the "Display content for" field, and select the student's name. Then, roll over the title of the assignment, click the down arrow next to the assignment title, and select **Properties**. You can enter a new due date and time in the Assign section.

How do I delete an assignment?

From the teacher Home page, click **Enter Class** on the Classes dashboard. Then, select the **Manage Coursework** link at the top of the page. Roll over the title of the assignment, click the down arrow next to the assignment title, and select **Delete Assignment**. Deleting assignments will remove them from your students' To Do lists and Calendars. The assignment will remain in your Manage Coursework view as well as student and teacher Gradebooks.

Can I modify tests and other types of content?

You can modify many Pearson curriculum resources, including tests. Select **Custom Content** for your curriculum in the Curriculum column on the teacher Home page. Make your desired changes to the content. The customized content will now appear when you select **Custom Content** from the drop-down menu in the upper-left corner of the page.

Can I add my own content to SuccessNet Plus?

Yes. Select **Custom Content** for your curriculum in the Curriculum column on the teacher Home page to view various methods for uploading content.

Student Work

How do I view assignments completed and submitted by my students?

From the class Gradebook, roll over the assignment title, click the drop-down arrow, and select **View All Submissions**.

How do I change a student grade for automatically graded assignments?

From the class Gradebook, select **Edit Grade** from the drop-down menu for an individual student's grade or select **Edit Grades** from the assignment title drop-down menu.

How do I grade assignments that are not automatically scored?

From the class Gradebook, select **View Grade/Submission** from the drop-down menu for an individual student's grade. To grade all submitted assignments, select **View All Submissions** from the assignment title drop-down menu.

How do I know if there are assignments that need to be manually scored?

A red number will appear next to the Teacher Grading icon on the Classes dashboard of the teacher Home page. This number indicates how many submitted assignments need to be graded manually.

Reports

How do I run reports on student progress, performance, mastery, and standards coverage?

Select **Enter Class** for the class on the Classes dashboard on the teacher Home page. Click **Reports** at the top of the page. If you do not see a link for reports, click the drop-down arrow next to More and select **Reports**. You will see a variety of report types listed on the left. To run a report, click the title of the report, select your options, and click **Run Report**.

How do I save a report to run at a later time?

Before you run the report, select **Save settings to My Reports**. This feature enables you to save the report criteria so you can run the same report again with a single click.

How do I run an item analysis report for a specific assignment?

The Assignment Details report in the Gradebook is similar to an item analysis report. To run the Assignment Details report, first, go to your Gradebook by clicking **Go to Grades** on the Classes dashboard. Then, select the down arrow next to the assignment title, and select **View Details**.