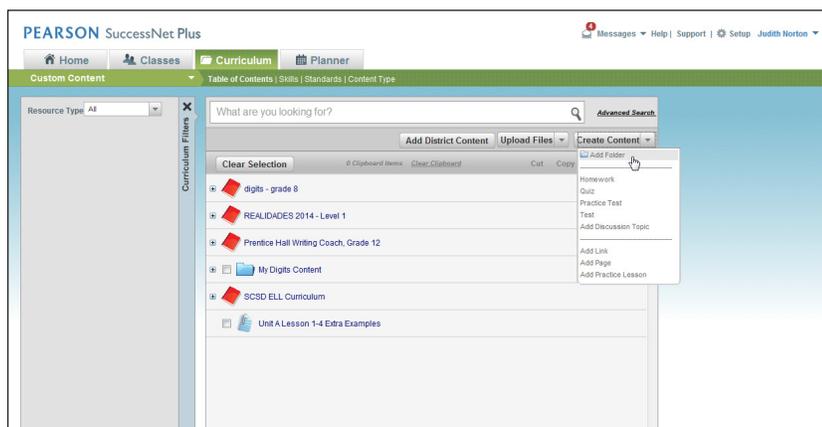


## Teachers—Create, Upload, and Add Content

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

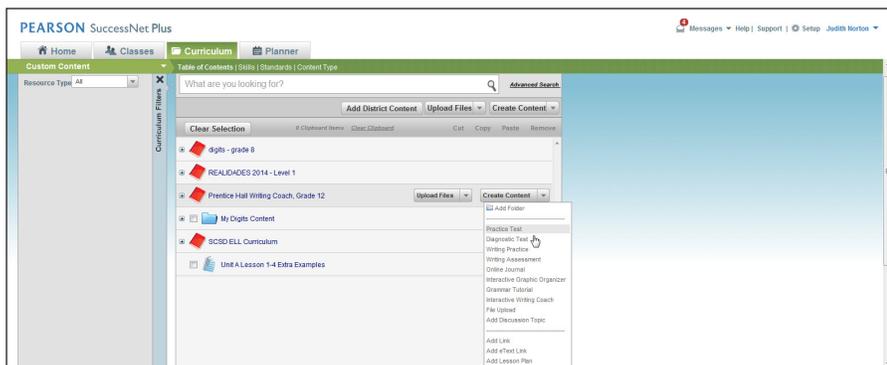
**Custom Content** After logging in to your SuccessNet Plus teacher account, click **Custom Content** for any curriculum. All of the Custom Content links go to the same area. Here you can create, upload, and add content. If you have customized Pearson curricula, you will see individual red folders for each curriculum.

**Create Content** To create and upload content to a new folder, click **Create Content**, and select **Add Folder**.



Name the folder and add a description if you like, and then click **Create**.

To create content inside a folder, move your cursor to the folder row, and click **Create Content**. Select the type of content you want to create. Remember that unique icons identify each content type, so select the specific content type you want to create.

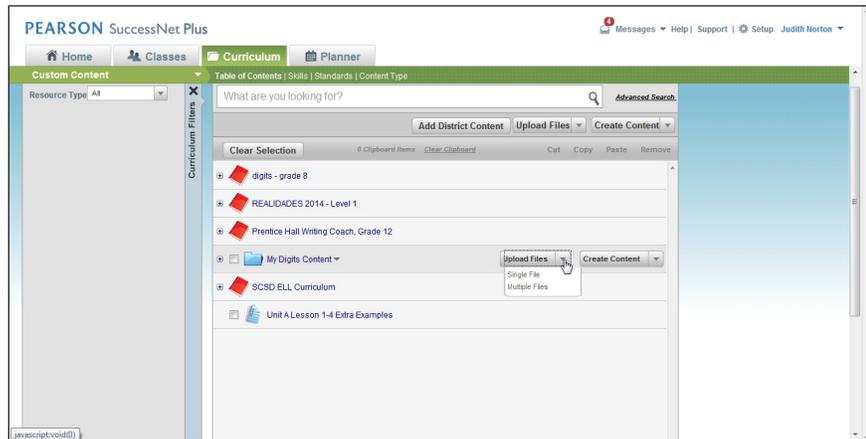


When you create link activities, provide the complete URL. For assessments and writing activities, you will create or add questions and writing prompts. Make sure you include the correct response for automatically-scored questions.

To learn how to create content on SuccessNet Plus, refer to the Customize Content guide.

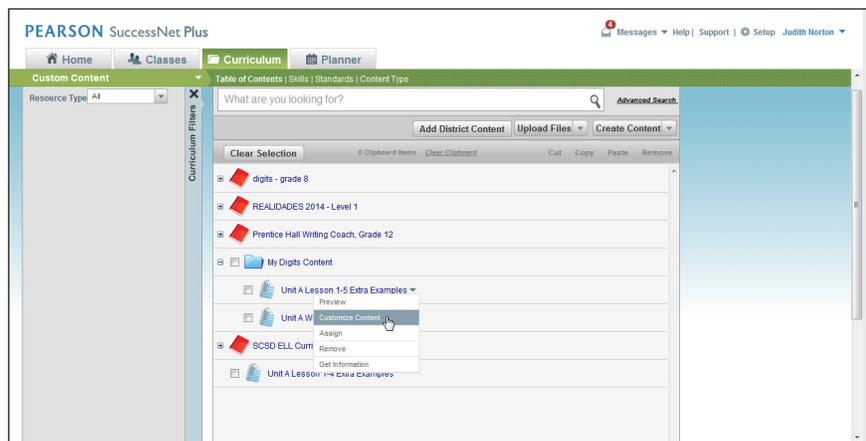
## Upload Content

To upload files, click **Upload Files**. You can upload either a single file or multiple files.



Click **Browse**. Navigate to your files, select them, and click **Open**. Next, click **Add**.

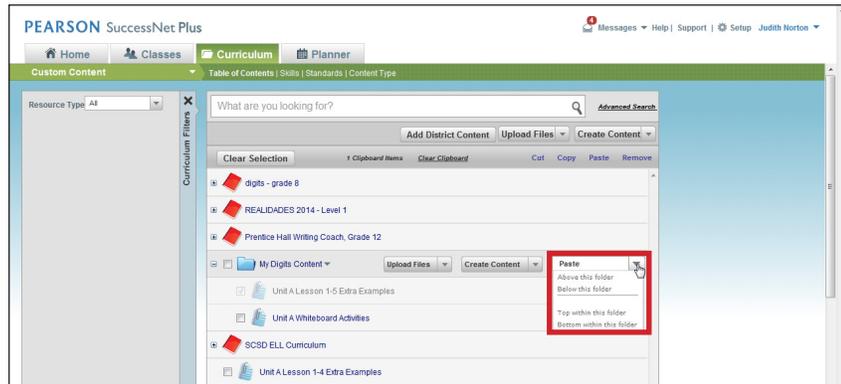
When you add a single file, you will enter a title, description, and other information during the upload process. When you upload multiple files, you can add titles and descriptions after uploading them by clicking the down arrow, and selecting **Customize Content**.



Next, enter a new title and other information if you want, and then click **Save**.

If you create or upload content using the top-level drop-down lists, you can move the content into any folder that you create. Select one or more items, and click **Cut**.

Next, click **Paste** that appears to the right of the target folder. Notice that you can paste the item above or below the folder or at the top or bottom level inside the folder.



You can access your custom content—located inside the red Pearson curriculum folders—as long as your school or district has a current subscription for the product. Keep this in mind when you create or upload your own content. To retain access to your own content, place the content outside the red folders or inside a blue folder that you create.

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## Add District Content

To add district content shared by an administrator, click **Add District Content**. The shared libraries now appear in the window. Select one or more libraries, and click **Add**. A message at the top of the window indicates your success. Next, close the window.

The district content is copied to your account. The amount of time it takes to upload depends upon how much content is in the folder. A message appears that states you will have access to the content soon.

To delete custom content, just select individual items or an entire folder of content, and click **Remove**.

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## Review

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