**Pearson online – tips from Shelli**

**A good place to start when needing tech support is the help button on your home page at** [**www.Pearsonsuccessnet.com**](http://www.Pearsonsuccessnet.com)

* **There is so much to learn for online materials with Pearson. If this is something we end up adopting, there will be excessive training around technology, how to access reports, materials, planning tools, etc., however, during a pilot, there are restrictions to how involved, and elaborate we get into the materials and the access that is given to all teachers. We will discuss what this looks like in our meetings coming up in Sept.**

**Creating classes and adding students**

1. When you create your classes, choose manage classes at the bottom of your home page.
2. Create your class name – you can put hour, etc. but you only need the boxes marked with red star
3. To find your list of students that has been uploaded for you, select add student from school roster
4. Only select the grade level for your building, then search
5. You should see a list of students that appear for you to click the box of the students you want in the class you created.
6. Create your next hour and follow same steps.

**Adding a student not already on school roster – a new student!**

1. Go to manage classes, add a student and enter their name, the log in you want them to use and a password. They could use their BV log in once they get one from the school, but you can create one as well. I did with some fake students when I created a class.
2. You cannot add a student that is loaded for you into the Pearson system already – you will get an “in use” message.

**Assigning the Diagnostic Test or other assessments**

1. You need to be in your teacher home page. Find the tabs across the top and click content.
2. Next you will hover or click and see tests, select.
3. You can then choose the book, and then the drop down window gives you assessment options like benchmark test, beginning, mid and end benchmark test, open-book test, etc.
4. Choose beginning year benchmark and click go.
5. When you see it listed, you click it and it will show you view, assign, etc. Select assign.
6. Click on the hours to assign it to and if you need to change the dates of the window of time the test is open; you need to do that here as well.

It is **NOT** mandatory that you give the benchmark assessments, but keep in mind this is the tool that will help align the texts students read online to either on level, below or above.

**Where do students find their assignments?**

1. When a student logs in, they will see their book and a heading type of screen with some illustration, depending on the grade level. Right under that picture is the “to do” button with an arrow.
2. When they click it, the assignments will show up for students to click and complete.
3. Students can even browse the book from that main screen and see their progress as they complete tasks and assignments.
4. Due dates will be listed for students to see as well on their list of “to do’s”

**Where do I see my student results from testing or an assignment?**

1. On teacher main page, click reports, top tab.
2. You can see results by skill for your grade level or click the title with CC and you can see how they do on the common core standards and where they are achieving mastery or not.

I have not had much training on these online pieces either, however; I can be available to come help you during plan or you can call me and we can walk through the pieces together. I have learned a lot by just creating a fake class with me as a student so I can play around with the tools and see what students see. That might be a good idea for some of you; as well so we can check out the difference in assessment types, or how assignments work for students completing them online. Many of the assignments score for you as students complete them.

These are just options if you want to **explore** what online tools are available with Pearson.