# APPENDIX IX – 14

# SuccessMaker®

**SuccessMaker URL:** https://tusd4237.smhost.net

**Teacher Login Credentials:**
Username:
Password:

**Student Login Credentials:**
Username:
Password:

- Students can have both reading & math assignments.
- Math Key Points (by default)
  - 15 minute session length.
  - About 150 questions for placement.
  - Once placed, exercises % correct should average between 65-85%.
  - After placement, % of skills mastered should be 90% or higher.
- Reading Key Points
  - 20 minute session length.
  - About 50 questions for placement.
  - Once placed, exercises % correct should average between 65-85%.
  - After placement, % of skills mastered should be 75% or higher.
  - Decisions about Grammar and Fluency.
- Best Practices
  - Initially – reading & math at least 3x per week or per school plan.
  - Review placement and performance – some students will complete daily sessions.
- Teacher Dashboard
  - Data Sources – Goals, Mastery, & Students Module, & Reports.
  - Student's module will show "In IP" until students have placed.
  - Student "gear" (symbol at the end of the row) has student's details via graphs for progress monitoring & last session work.
  - Reports (bottom left) – begin running Last Session report when students start in the program – monitors session behavior.
  - Resource Module – teacher resources grades 3 and up for language arts, math & science.
  - Courseware Module – default courses, reading print partners.
- www.mypearsontraining.com

# SuccessMaker® 8

**http://www.pearsonschool.com/surveys**

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### How to Create a Group

1. Click **Students** at the top of the dashboard, and then click the **Groups Tab.**
2. Click **Actions Button** to the right of the tabs, and then click **Add** .
3. Select **Add new group**, and enter a unique name for the new group using up to 35 characters, and select **Save** to finish creating the group.
4. Select **Done** to exit multi-edit mode.

### How to Add Students Owned by Another Teacher to Groups

1. On the teacher home page in the upper left area, click the **action icon** in the **Search students** field.
2. In the **Search all students by grade level** area select the desired grade.
3. **To add multiple students:**
   a. Select the **Action Button** in the top menu bar to enter multi-edit mode.
   b. Click **Select All** in the top menu bar or click on each student name that you would like to add to your group.
   c. Select **Add** in the menu bar, and then select **Add students to existing group** in the **Actions** box that appears.
   d. Click **Add** which will add the student to the group.
   e. Click **Done** to exit multi-edit mode.

### How to View/Edit Assignment Settings (For Example: Turn off Fluency)

1. Do one of the following:
   a. Click **Courseware** at the top of the teacher dashboard, and then click the **Assignments** tab, or
   b. Click **Students** at the top of the dashboard, and then click the **Performance** tab.
2. Click the **Action** icon next to the assignment.
3. Select **Edit assignment settings** to make changes to the course.
   a. For example: Set **Fluency** to off (This setting can be changed before or after the assignment is launched.)
   b. Select **Turn Off Fluency** in the window appears to confirm, and **Save.**

***Note:*** *Settings such as session length and Show/Limit Progress Report can also be edited*

### How to Adjust the IP Starting Level for an Individual Student:

*Note: This can **only** be done **before** the student uses the course.*

1. Click **Students** at the top of the teacher dashboard.
2. In the **Performance** tab, click **Action** icon next to the student's name.
3. Select **Edit Assignment Settings,** and change **manually set course level** to ON.
4. Adjust the course level by using the slide, and then click **Save.**

**How to Delete Groups**

1. Click **Students** at the top of the teacher dashboard, and then click the **Groups** tab.
2. Click **Actions** to the right of the tabs.
3. In the **Groups** tab, click to select the groups you want to delete.
4. Click the **Remove** button.
5. In the **ACTIONS** menu, click **Remove selected groups**.
6. Click **Remove** again to confirm the deletion, or **Cancel** to cancel the deletion.

**How to View and Edit Student Information:**

1. Click **Students** at the top of the teacher dashboard, and then click the **Roster** tab.
2. Click the **Action** icon next to the student you want to edit.
3. In the **ACTIONS** menu, click **Edit student details and demographics**.
4. In the **EDIT** panel, click in the fields to change student registration details. Press the **Tab** key to go to the next field, or click to move between the fields.
5. Click **Edit Demographics** to change demographic information for the student.If demographic information is required by your administrator, the fields will display automatically.
   a. If demographic information is optional, click **Edit Demographics** to view the available fields, or click **Hide Demographics** to hide the field.
6. Click **Save** to save your edits.

**How to Remove Students from Groups**

***Note:*** *When you remove a student from the group, the student is deleted from the roster, but the individual student profiles and assignments still exist in the management system.*

1. Click **Students** at the top of the teacher dashboard, and then click the **Groups** tab.
2. Click **Actions Button** to open multi-edit mode for groups.
3. Click to select the groups from which to remove the student, and then click **Remove.**
4. Select **Remove one or more of my students from groups**.
5. In the **SELECT STUDENTS TO REMOVE...** panel, do one of the following:
   a. Click to select each student to remove from the selected groups, or
   b. **Select All/Deselect All** to add/remove all selections from the list, or
   c. Type a student's name in the **Find** filter, and then select the student from the search results.
6. Click **Remove**, and then click **Done** to return to the main screen.

# SuccessMaker® Reports

## How to Run a report as a Teacher

## How to View a Learned Objective for individual or whole group instruction:

1. From the top of the dark blue title bar, click Courseware
2. Click the School Course Repository tab
3. Click the action wheel next to Math or Reading
4. Select "Create a new Course based on this courses Skill"
5. Select the skill tab in the new window
6. Select:
    a. Grade
    b. Strand
    c. Skill
    d. Learned Objective
    e. READING PRINT PARTNERS – Once the learned objective is open on the right, click the print partner tab.

## How to view student performance details:

1. From the top of the dark blue title bar, click Students
2. Click the action wheel on the right side of the screen of the student you want to view
3. Click Student Performance details

## How to run a printed teacher report:

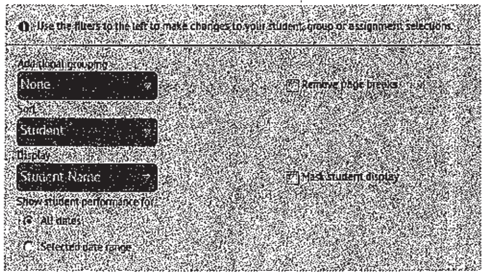
*Note: If you have pop-up blocking enabled in your web browser, you must disable it to run reports. This can be done by selecting* ***Always Allow*** *when prompted. You may have to log out and log back into SuccessMaker after you allow pop-ups for the first time.*

1. Reports can be run from any main screen on the teacher dashboard. Select the students and/or subjects for the report using the **My Students & Groups** filter and/or the **Assignments** filter in the left panel.

*Note: If both Reading and Math Assignments are filtered together, then both reports will run at the same time. They will open in different windows/tabs depending upon your browser. Each report will need to be printed separately.*

2. Click on **Run a report** reports selector  in the lower-left corner of the Teacher dashboard. The list of available reports displays. Click to select a report.

3. In the **Report Options** tab, select the desired options, and then click **Run**.




4. In the Report Viewer, select from the following options in the tool bar:

- **Export data**: Exports report data in form of a CSV file (comma-separated value).
- **Export report**: Exports selected report pages in selected formats such as Excel, Word, PDF, and Power Point. Reporting format can be selected from a drop-down menu.
- **Print report**: Prints selected report pages in selected formats, including HTML and PDF.

*Note: When you launch a report, it will open in a new tab/window using the same browser as your LMS. This applies to the following browsers: Firefox® (on Windows®), Internet Explorer® (on Windows), Safari® (on the Mac® except for Mac 10.7), and Google Chrome™ (on the Mac 10.6).*