

Getting Started with the Digital Path

Class Management

Your first task is to create your class and add your students. All students must have unique User Names. (You can use their student ID numbers, first and last names, first initial and last name, etc.) Students must be registered users and must be enrolled in our class to get access to the system and perform any activities.

Building a Class or Group

- 1a. From your home page, click **Manage** (On the right-hand side under SuccessTracker); then click **Create a Class**.

Or

- 1b. On your top navigation menu, select **Classes** and then click **Build a new class**.
2. Type the name of the class/group in the **Class/Group name** field. Any name with up to 40 characters will work. (The next 2 fields, *Period and Section ID* are optional.)
3. Click the appropriate check boxes in the **Product** list to select products that you want to use in this class/group. Please be sure to check all 3 boxes for products or students will not have access to the interactivity!
4. If you are satisfied with the class information, click **Save**. The new class/group appears in the class list on the **My Classes and Groups** screen. (The *My Classes and Groups* screen displays all of the classes and groups that you have created. On this screen you have the option to view certain information related to your classes/groups, or you can create or delete classes/groups from the screen.)
5. Should you want to **Add Students** to this class immediately, click **View** in the roster column to begin.

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Adding Students to a Class

There are 3 different ways to add students to a class. You may add them from a school roster, add them one by one, or upload a class roster.

Option 1 – Add Students from a School Roster – If any of your students already have SuccessNet user names, you can choose them from a list. This is the quickest and most efficient way to add students to your class. (They might be registered and have a user name because an administrator in your school uploaded all the students' names, another teacher already added one or more of your students, or your students used SuccessNet prior to this year.) If this is the case for any of your students, start with this step!

1. On your top navigation menu, select **Classes** and then click **Manage classes**.
2. On the **My Classes and Groups** screen, click **View** in the **Roster** column for the class roster you want to view. The **Class/Group Roster** screen appears.
3. Click the **Select from School Roster** button. The **Add Students from School Roster** screen appears.
4. Type or select any information about the student or students you want to add.

Then....

To search for several students:

- Leave the name and the ID fields blank
- Select a grade
- Click **Search** or **Search again** to list all the students in the selected grade.

To search for a specific student:

- From the **Add Students from School Roster** screen, type the student's first name, last name, or student ID.
- Click **Search** or **Search again**. For this type of search, you should use the default **All grades** option in the grade box. The system displays a list of all the students in your school that match your search criteria. You will be able to identify a particular student using the additional information listed.

Option 2 – Add Students One-by-one

1. On the top navigation bar, select **Classes** and click on **Manage classes**.
2. Choose the class you in which you would like to add students. Then under **Roster**, click **View**.
3. On the **Add a Student** screen, enter the student information.
4. Click **Save** or **Save and add another**.

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Printing Parent Letters

Parent letters explain how to access and log in to SuccessNet. From the **Class/Group Roster** screen, you can print a parent letter and send it home with your student to get the whole family involved in the learning experience. (These letters also contain the student password and user name.)

1. On the **Class/Group Roster** screen, select the student for whom you want to print a parent letter by clicking the check box next to the student's name. You can select as many students as you wish. To select all the students in a class, click the check box in the top row.
2. After making your selections, click the **Print parent letter** button. The parent letter appears with printing options.
3. Click **Print** or **Print all**.

Adding More Grade Levels to an Account

1. Click **My Account** in the top navigation bar (on the right).
2. Click **Manage Product** (at the bottom).
3. Click **Add New Product** (on the right).
4. Enter the access code for the new grade level. – SFMADP09CAENG_B
5. Click **Check code**. (This will show the names of the products you entered.)
6. Confirm that those are the correct by clicking **Next**.

NOTE: Your “Manage Product” screen will then appear again. After any new products have been added, it is necessary to log out of the account and log in again to view any newly added products on the Home Page.