PowerSchool and

Digital Learning Platforms

Integration

Teacher Guide

Contents

Getting Started

Introduction

Integrating PowerSchool and Pearson Digital Learning Platforms (SuccessNet, SuccessNet Plus, Realize, Dash, and mobile eText) provides Single Sign-On (SSO) access for teachers and students. This guide contains step-by-step instructions for teachers using the integration process. Contact information for additional support is also included at the end of the guide.

Registration

Teachers in districts integrating PowerSchool with Pearson Digital Learning Platforms use their PowerSchool credentials (username and password) to access the digital curriculum. Teachers should never register directly on each of the Platforms as this is part of the integration process and handled within PowerSchool.

Sign In to PowerSchool

Teachers sign into PowerSchool to access their Pearson curriculum programs on the Digital Learning Platforms.

To sign into PowerSchool and access the online Pearson digital curriculum:

1. Follow the usual process to sign in to PowerSchool.

2. Click the **Applications** icon (upward-right arrow) to view the Applications drawer.
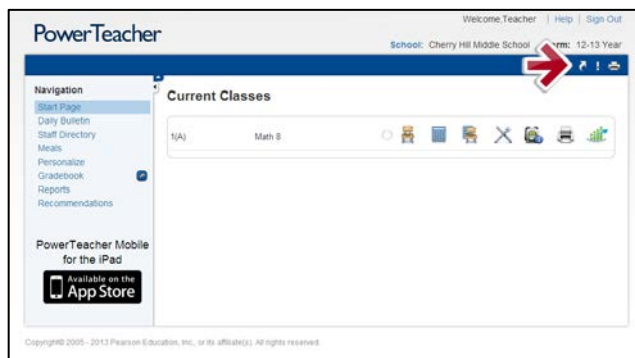
3. Click **Pearson Courses** in the Applications drawer.
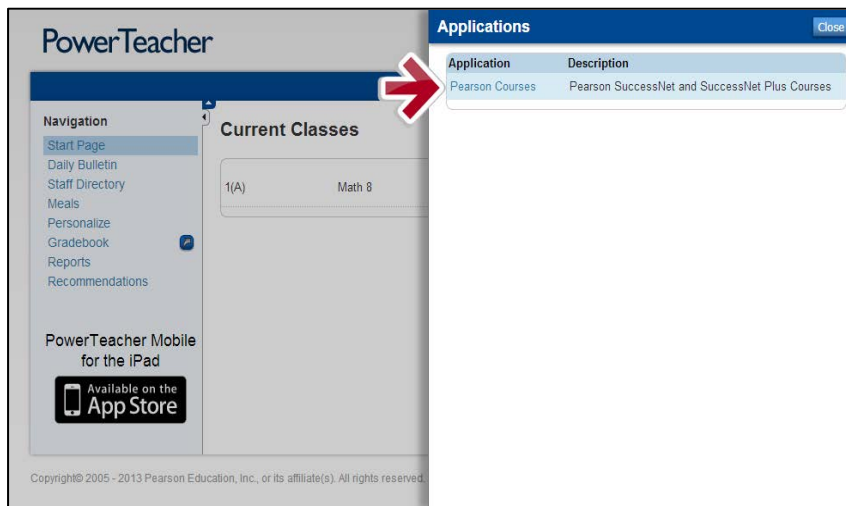
4. The *Central Administration Tool* (CAT) opens in a new browser tab or window. This tool allows teachers to associate a curriculum product with their classes. *Quick Links* provide direct access to the Digital Learning Platform that hosts curriculum.

   Note: The curriculum product needs to be associated with the class or section only *one time*, when setting up your curriculum program in CAT.
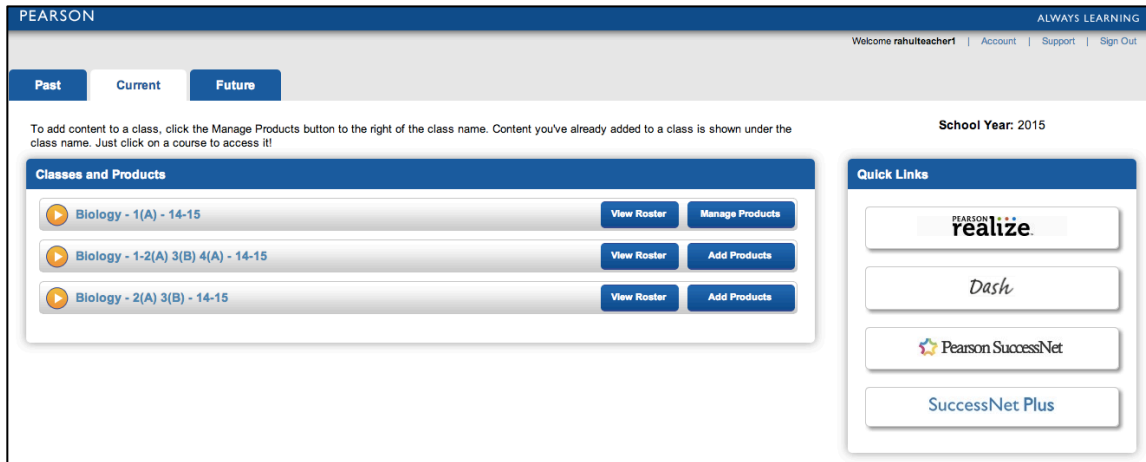
Class and Product Association

Understanding the Central Administration Tool (CAT)

The *Central Administration Tool* (CAT) enables teachers to associate Pearson digital curriculum products with each class. Classes appear on one of three tabs: Past, Current, or Future. When a teacher is actively enrolled in classes it will appear in one of these tabs.
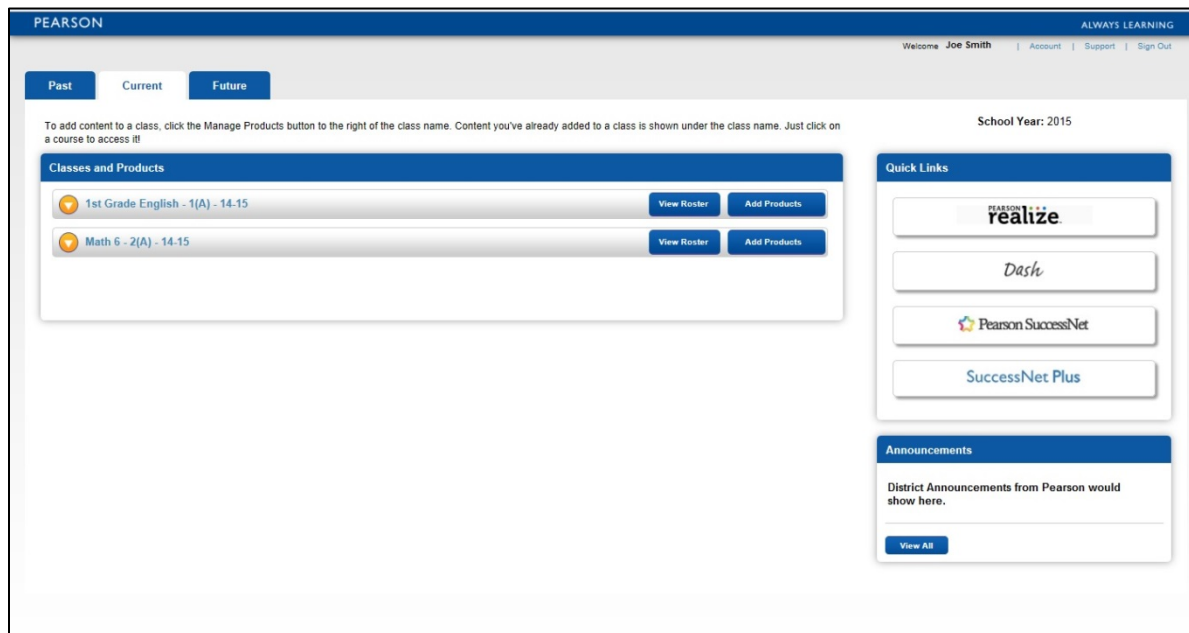

The **School Year** displays in CAT the same way it appears in the school's SIS. This allows teachers to know when the school year rollover has occurred in the SIS. This usually occurs in the summer.

View Roster shows for any class that has products associated with it. Checking the roster in CAT allows a teacher to quickly see who is in the class. A student who is missing from the class in the learning platform, but appears in the CAT roster indicates a discrepancy. Report this issue to support.

Announcements displays Pearson notices to teachers and/or students. An Announcements box only appears under **Quick Links** when an announcement is available.

The start and end date for the class, which was created in PowerSchool, determines which tab houses the class. A class remains active on the learning platforms until the teacher or a platform administrator deletes the class or until the administrator performs a New Year Rollover.

> **Caution:** Be aware that all student data associated with a class that is deleted is gone. Teachers should generate reports and save data prior to deleting a class.

Associating Classes with Digital Curriculum Products

Usually digital curriculum products are associated with classes at the beginning of the school year. This association ensures that class roster changes are updated nightly and enables student access to the curriculum.

Several things happen when teachers associate products to their classes:

- Classes are created on Digital Learning Platform automatically
- The PowerSchool/Pearson platform integration process then pushes student enrollment to these classes
- Single Sign-on (SSO) is enabled creating a link between CAT and the learning platform
- A license is assigned to each student in the class for every curriculum product that is associated with the class

To associate a Curriculum Product with a Class:

1. Select the **Current** or **Future** tab.
2. Click **Manage Products**.
   Note: Teachers cannot manage curriculum products for classes on the Past tab.
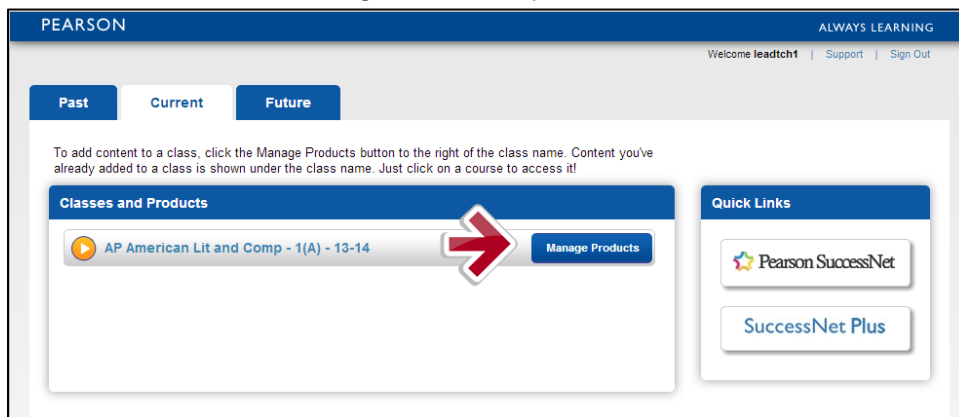
3. Place a check mark √ in front of the curriculum product(s) that will be used with the class and click **Save**.
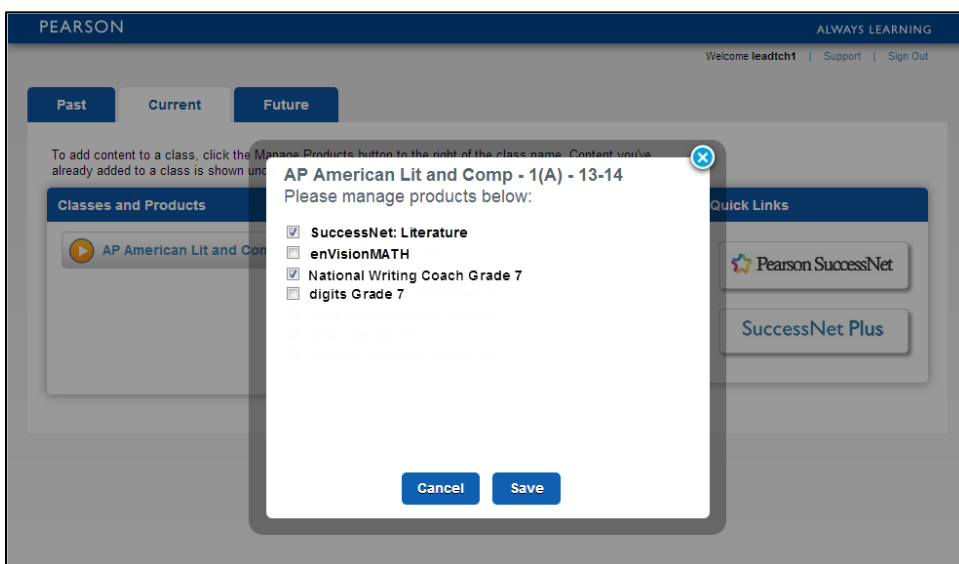
WARNING! Removing a curriculum product from the class has *permanent* effects that cannot be fully reverted. Unchecking the curriculum product association *will break the link* between PowerSchool and the class on the Digital Learning Platform.

Verifying Curriculum Product and Class Association

To display the curriculum products associated with a class, click the down arrow in the gold circle next to the class name.
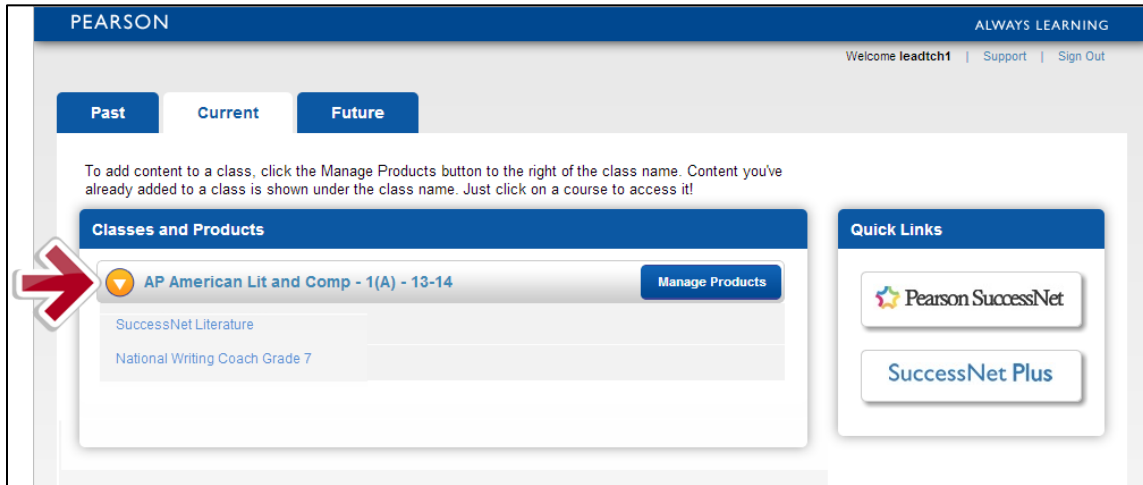
More than one curriculum product can be associated with a class, but it will consume a license for each student enrolled in the class.

Accessing Curriculum Products on Pearson Digital Learning Platforms

Launching Platforms through CAT

After associating curriculum products with each class, click the platform name under Quick Links to SSO to the Digital Learning Platform to access the curriculum. Teachers and students only see Quick Links for the platforms used by their school or district.

If the school or district has more curriculum on more than one learning platform, teachers will need to instruct students on which platform to choose under Quick Links, or have the students click the curriculum product title under the class name.
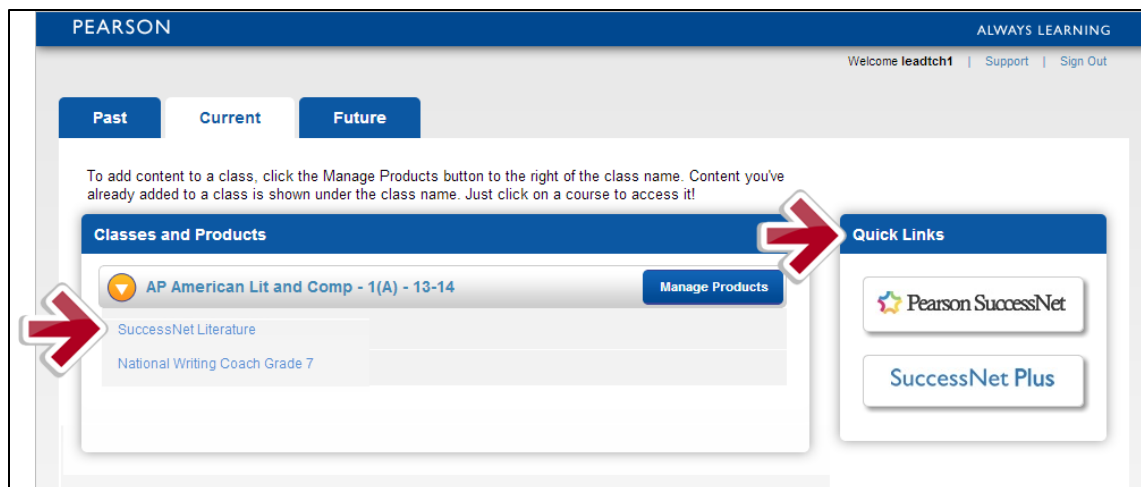
Note: All classes must be created in PowerSchool, and then, the curriculum products are associated to classes in CAT. Do not create classes directly in the learning platform.

Pearson SuccessNet Platform

Active Features

Teacher tasks associated with instruction on SuccessNet work the same for all teachers in integrated and non-integrated districts. The following are typical instructional tasks:

- Set up and use the lesson planner
- Create groups
- Use the digital curriculum for lesson planning or front-of-class instruction
- Make assignments
- Monitor student progress
- View reports

To learn more about these SuccessNet features, view the teacher resources on myPearsonTraining.com. This website has video tutorials and printable tutorial guides to explain how to use the features described above and more.

Disabled Features

Teacher accounts and class management tasks, such as updating your password, adding or updating student accounts, creating classes, and enrolling students in classes *are managed directly within PowerSchool*. PowerSchool updates SuccessNet automatically each weeknight.

The following tasks or features are disabled on SuccessNet for teachers in integrated districts:

- Update your teacher username or password
- Update a student username or password
- Create a class
- Enroll students into a class
- Remove students from a class

If you experience issues or data inconsistencies with class rosters or enrollment, contact your PowerSchool Administrator.

Pearson SuccessNet Plus Platform

Active Features

The Setup Wizard functions the same way in an integrated and non-integrated district; however, only the Calendar setup should be utilized with PowerSchool Integration. The *Do not show this again* option is available to skip this popup in the future. Check the box and click **Enter**.
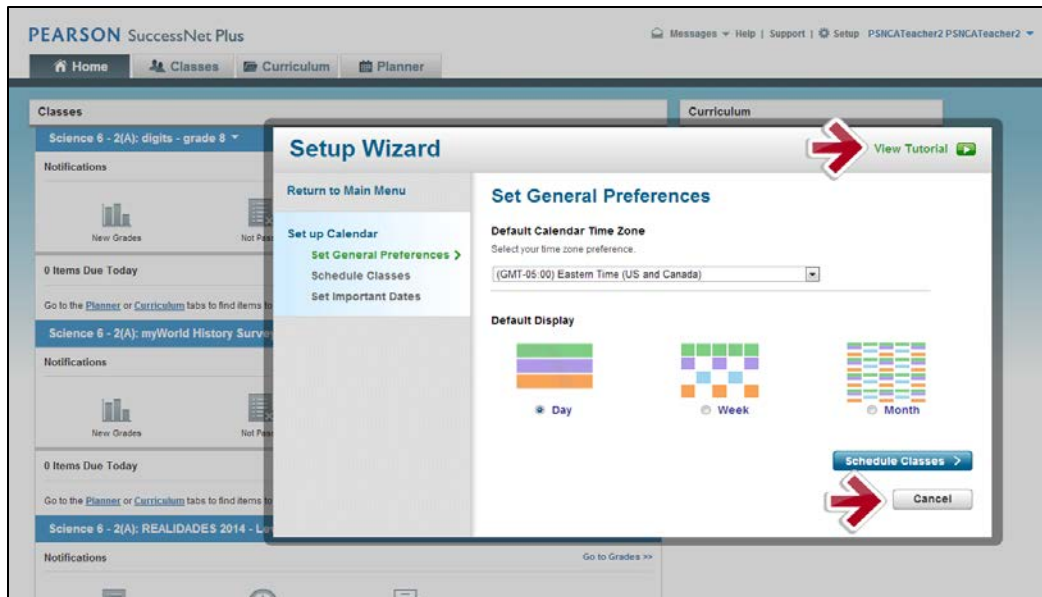
- To learn about setting up your calendar, click **View Tutorial** in the top right corner of the Setup Wizard.
- To exit the Setup Wizard click **Cancel**.
- To get more instruction, download the **Complete Quick Start Guide**.

The following teacher tasks are active features within SuccessNet Plus:

- Setup and use the calendar

- Create groups

- Access curriculum for instruction

- Assign curriculum

- Monitor student progress

- Use the gradebook

- Customize content

- View reports

- Delete classes-this can be done at any time, but is recommended only <u>after student progress data from reports have been generated and saved</u>

- Teachers can add products to their account. This can only be done to view other curriculum the district has licensed, but cannot be assigned to students.

To learn more about these SuccessNet Plus features, view the teacher resources on myPearsonTraining.com. This website has video tutorials and printable tutorial guides to explain how to use the features described above and more.

Disabled Features

Teacher accounts and class management tasks, such as updating your password, adding or updating student accounts, creating classes, and enrolling students are managed directly within PowerSchool. PowerSchool updates SuccessNet Plus every weeknight.

The following tasks/features are disabled on SuccessNet Plus in integrated districts:

- Edit your teacher username or password

- Create students, teachers or teacher aides

- Update a student username or password

- Reset a student password

- Mark a student inactive or deny access

- Add curriculum products to a class

- Create a class and enroll students into a class

- Remove students from a class

Contact your PowerSchool Administrator with questions or issues regarding information related to any of these features.

Pearson Realize

All students, curriculum products and classes will be created and managed outside of Pearson Realize with few exceptions. Once you have created classes and associated curriculum products to those classes within the Central Admin Tool, you are ready to click through to Realize to get started.

On your first visit to Realize, the Welcome Wizard will guide you through the last steps of setting up your Realize account. In this wizard, you will:

- select the grades you teach
- add additional curriculum products for your personal account
- select a student-facing name
- select a profile icon
- select a background image to be displayed on your personal Realize homepage

Note: Any curriculum added via this wizard will be added to your personal account only. Students will not have access to anything within these curriculum programs unless content is specifically assigned to them by a teacher.

Active Features

Teacher tasks associated with instruction on Pearson Realize work the same for all teachers in integrated and non-integrated districts. The following are typical instructional tasks:

- Access Pearson recommended digital curriculum and assessments
- Browse and search available content
- Customize programs, lessons, and assessments
- Create assignments (for one class, multiple classes, student groups or individual students)
- View content
- Create student groups
- Utilize class calendar functionality
- Track students' status on assignments
- Access student and class data by standards mastery on assessments, online activity, and overall progress
- Manage class settings
- Hide classes from view within Realize
- Select a preferred language (English or Spanish)

To learn more about these Pearson Realize features, view the teacher resources on myPearsonTraining.com. This website has video tutorials and printable tutorial guides to explain how to use the features described above and more.

Disabled Features

Teacher accounts and class management tasks, such as updating your password, adding or updating student accounts, creating classes, and enrolling students are managed directly within PowerSchool. PowerSchool updates Pearson Realize every weeknight.

The following tasks or features are disabled on Pearson Realize for teachers in integrated districts:

- Update your teacher username or password
- Update a student username or password
- Create a class
- Add products
- Associate curriculum to classes (Must be done in the Central Administration Tool)
- Enroll students in a class
- Remove students from a class

If you experience issues or data inconsistencies with class rosters or enrollment, please contact your PowerSchool Administrator.

Dash

Active Features

Teacher tasks associated with instruction on Dash work the same for all teachers in integrated and non-integrated districts. The following are typical instructional tasks:

- Use the digital curriculum for lesson planning or front-of-class instruction
- Create Student groups
- Review student work
- Take observational notes on students
- Share observational notes via email
- Set up and use the calendar
- Add content to account

To learn more about these Dash features, view the teacher resources on myPearsonTraining.com. This website has video tutorials and printable guides to explain how to use the features described above and more.

Disabled Features

Teacher accounts and class management tasks, such as updating your password, adding or updating student accounts, creating classes, and enrolling students are managed directly within PowerSchool. PowerSchool updates Dash every weeknight.

The following tasks or features are disabled on Dash for teachers in integrated districts:

- Create a class
- Delete a class
- Create a student
- Delete a student
- Edit a student's username, password, first name, or last name
- Add curriculum to a class

If you experience issues or data inconsistencies with class rosters or enrollment, please contact your PowerSchool Administrator.

Signing In to the eText for Schools App (iOS and Android)

The Pearson *eText for Schools* app allows K-12 teachers and students who view their Pearson eText titles on a computer to also access their programs in a bookshelf on iPad or Android device.
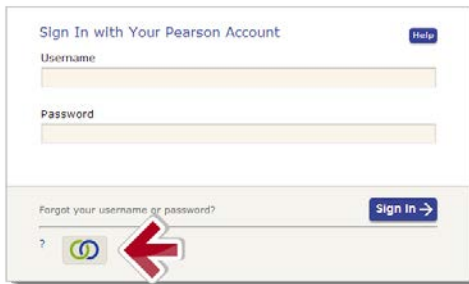
To access the *eText for Schools* app, teachers should first download the app onto their device. Then, complete the following steps:

1. Open the eText app.

2. Click the integration icon .

3. Type the name of your district in the search box and select it from the drop-down list. Click **Go**.

4. Select your role on the PowerSchool page.

5. Sign in to PowerSchool using your PowerSchool username and password and you will land on your eText bookshelf in the app. The titles that appear on your bookshelf are determined by which courses you have associated to classes in CAT.
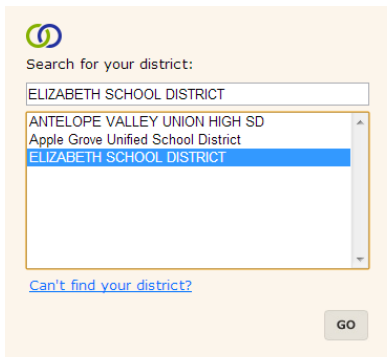
Signing in to Pearson Digital Learning Platforms Directly

Teachers have the option to sign in directly to http://pearsonsuccessnet.com, http://successnetplus.com, http://pearsonrealize.com, http://mathdashboard.com, http://onlinelearningexchange.com, or eText app.

1. Go to URL and click **Log In**.

2. Click the integration icon   .

3. Type the name of your district in the search box, then select it from the drop-down list, and click **Go**.

4. The PowerSchool Single Sign-On page appears. Select your role to sign in.

5. Type your PowerSchool username and password to access the Digital Learning platform homepage.

Secure Sign Out

You will see multiple tabs across the top of your page or several open windows when you are signed in to the Pearson Digital Learning Platforms.

To Return to PowerSchool:

1. Sign out of the learning platforms on each tab or window and close the browser.

2. Sign out of CAT and close the browser.

   - If PowerSchool signed you out due to a security timeout, close the browser.
   - If you are still signed in, sign out of PowerSchool and close the browser.

3. Closing the browser ensures complete security when signing out.

Accounts for Other Staff Members

Non-teacher users who are synced through the integration will be added to the Pearson Digital Learning Platforms as teachers, so they will have access to normal teacher features.

If these users are not enrolled in any classes in PowerSchool, they will not see any classes in CAT. However, these teachers will still be able to select the Quick Link in order to gain access to their desired learning platform.

How Other Staff Members Add Additional Products

Other staff members can sign in to the Digital Learning Platforms with their account credentials and can then add additional curriculum products which are available to their district. To add curriculum products on the various Digital Learning Platforms, see myPearsonTraining.com teacher resources.

🛑 **Note:** Other staff members must sign in directly to the Digital Learning Platform.

End of Year

The Pearson Digital Learning Platforms now utilize an automated New Year Rollover (NYR) process. When your administrator triggers the rollover in PowerSchool, this runs the NYR process for the Digital Learning Platforms. This process releases students and curriculum product license subscriptions.

> ⚠️ New Year Rollover will permanently remove classes, students and student progress data from your Pearson Digital Learning Platform.

Prior to your administrator performing the NYR, it is recommended that you run final class and student reports to be retained or archived. Student data can be retrieved from classes that have been closed but not from classes that have been deleted.

The end-date of classes in PowerSchool will not trigger closure of classes on the platforms. These classes can be marked inactive and hidden from within each platform manually when access is no longer needed. Please see platform specific documentation for help with this task.

Support

Training Resources

Training video tutorials and tutorial guides for Pearson Digital Learning Platforms are available on MyPearsonTraining.com. The topics covering account management, creating classes, and enrolling student into classes described in the Disabled Features sections do not apply to teachers in PowerSchool integrated districts. Instructional tasks and other topics identified in the Active Features sections work the same for all teachers. MyPearsonTraining.com also offers video tutorials and tutorial guides on most Pearson curriculum.

Technical Resources

The Technical Support Teams at Pearson are prepared to assist with Teacher, Student and Administrator inquiries that may stem from any functionality related to these integrated platforms.

For help with issues related to curriculum product access or learning platform functionality, please refer to articles and documentation available on Community Connection, the support site for the PowerSchool-Learning Platform integration.

When contacting Technical Support for assistance with any Pearson Digital Learning Platform question, tell the agent that you teach in a PowerSchool-Learning Platform integrated district.

Technical Support is available Monday through Friday 8 AM—8 PM ET at **800-234-5832.**

Contact your PowerSchool Administrator:

- If a teacher or student forgets their PowerSchool username and/or password

- If you teach in more than one school in the district

- If a teacher does not have access to the Applications panel or the Applications panel does not have the Pearson Courses link on PowerSchool

- If a teacher is unable to access CAT from PowerSchool

- If a student is unable to access CAT from PowerSchool and the teacher has already associated classes and curriculum products in CAT

- If your classes do not appear in CAT (classes appear for students after the class start date set in PowerSchool)

- If a student is missing on your class roster

- If a student who is not in your class, appears on your class roster

Contact Pearson Technical Support:

- If a teacher or student SSOs from CAT to the wrong learning platform (teachers can check to make sure the correct curriculum product is associated with the class in CAT or the correct Quick Link is used)

- If you don't see your classes on your Pearson Digital Learning Platform. (teachers can check to make sure that curriculum products are associated with the class in CAT)

- If you do not see your curriculum product listed in CAT when attempting to associate products and classes (curriculum products must be purchased and have active licenses to appear in CAT)

APPENDIX A: FAQs

Frequently Asked Questions

Below are several common questions that teachers may ask regarding the integration and how teacher tasks vary on Pearson Digital Learning Platforms.

Q: When do PowerSchool updates show up in a Pearson Digital Learning Platform?

A: PowerSchool pushes data to the Pearson Digital Learning Platforms every weeknight so changes made on PowerSchool show up in the those platforms the next day.

Q: Why don't I see any products on my Pearson Digital Learning Platform home page or I'm unable to make assignments on my Pearson Platform?

A: Follow the instructions in this guide explaining how to select products and associate them to classes in CAT. If your curriculum products still do not appear in My Teacher Resources on the learning platform, contact Pearson Digital Learnings Technical Support.

Q: Can I create classes or groups in my Pearson Digital Learning Platform?

A: Teachers may create groups on any Pearson Digital Learning Platform that has group functionality. Teachers should not create classes on any Pearson Digital Learning Platform since PowerSchool manages all classes. Class data is pushed from PowerSchool to the Pearson learning platforms each weeknight.

Q: Can I make assignments or schedule lesson plans for future classes?

A: Teachers may associate classes with curriculum products on the Future tab in CAT. After associating the future class with a curriculum product, the class is created on the associated learning platform and students will have access to the class. Teachers can then make assignments and schedule lesson plans prior to the term start date. Teachers must set up the planner or calendar in order to schedule lesson plans.

Q: What if a new student enrolls in my class, what do I do?

A: Students will appear in your Pearson Digital Learning Platform classes the day after being added to your class on PowerSchool. For instructional purposes, have the student work with a buddy to view content on the Pearson platform until the student's new account is created.

Q: What if a student does not get the right assignments or a student signs in and does not see the correct curriculum products or the correct classes?

A: Confirm that the student is enrolled in the proper class in PowerSchool and then check the class roster on the appropriate Pearson Digital Learning Platform(s). As a best practice, make an assignment to the class and determine if that assignment shows up for all students in the class. If the assignment is successfully made for most students, but there are issues with one or more students receiving the assignment, contact Pearson Digital Learnings Technical Support.

Q: What happened to my other Pearson Digital Learning Platform account? I had two accounts last year.

A: For the integration, your PowerSchool account can only be connected to one Pearson account. The other account may still work, but it is recommended to use only the central account and sign in using your PowerSchool credentials or SSO from PowerSchool.

Q: If PowerSchool is down, can my teachers and students access their Pearson Digital Curriculum Platforms?

A: Yes, if there is an email address associated to the account. The user can follow this link, **http://k12integrations.pearsoncmg.com**, click **Forgot Username and password**, and enter their email address. We'll send them an email with their username to sign in and a link to set their password.

APPENDIX B: Acronyms

Acronym	Term	Definition
CAT	Central Admin Tool	The product management page between PowerSchool and Digital Learning Platforms Example: Location between PowerSchool and PSN where teachers associate curriculum products to each class using PSN products.
FAQs	Frequently Asked Questions	Place to find answers to common questions
NYR	New Year Rollover	Releases student and product license subscriptions and removes classes, students and student progress data from learning platforms
PSN	Pearson SuccessNet	A Pearson learning platform on the Internet; where your assigned courses may reside
PR	Pearson Realize	A Pearson learning platform on the Internet; where your assigned courses may reside
SIS	School Information System	The complete set of administrative tools used to run a school Example: PowerSchool
SN+	SuccessNet Plus	A Pearson learning platform on the Internet; where your assigned courses may reside
SSO	Single Sign-On	Feature that allows the use of one user name and password across many systems
SSO to CAT	Single Sign-On to Central Admin Tool	Navigation method to sign in to PowerSchool and use the applications panel Pearson Courses links to access a central administration page to manage curriculum products and classes without signing in again