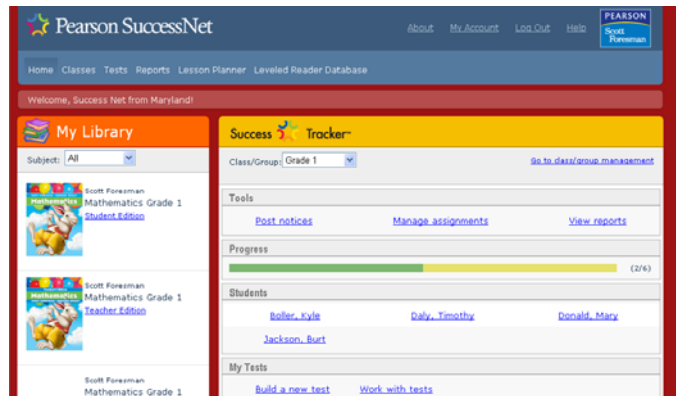


## Teacher Tutorial Guide: Getting Started

### Log into the System

To get started using Success Tracker, log into your Teacher account on Pearson SuccessNet ([www.pearsonsuccessnet.com](http://www.pearsonsuccessnet.com))

### Teacher Home Page



From the My Classes and Groups area, you may access your class rosters, assignments, notices to students, and reports for each class/group. The Progress Indicator enables you to see a snapshot of student performance according to the following table:

Color	Indicates the percentage of completed tests that ...
Red	have a score between 0 and 60%
Yellow	have a score between 61 and 80%
Green	have a score between 81 and 100%

The (##/##) to the right of the progress indicator indicates the number of completed test assignments out of the total number of tests you have assigned to date.

### Assign Pre-Built Tests

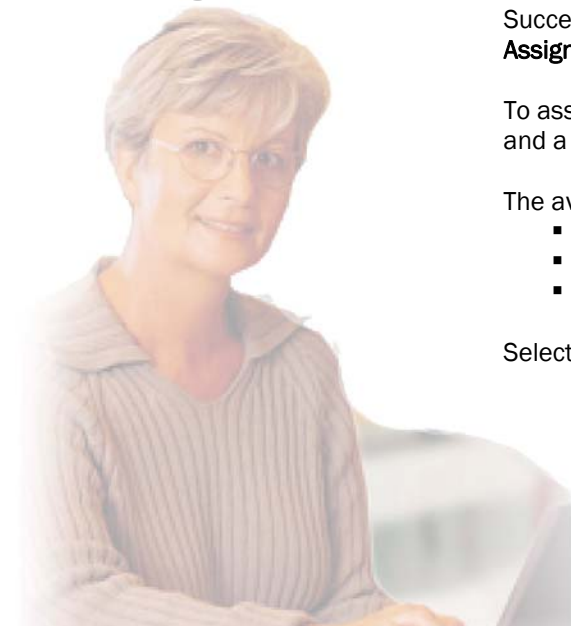
Go to the Assignments page by selecting your class from the drop-down menu (under the Success Tracker logo beside the words Class/Group) and then clicking **Manage Assignments**. The Assignments page lists the assignments you've given your class.

To assign a test, click **Assign Tests**. Now, you can assign a test. First, choose a program and a type of test from the appropriate dropdown lists and click **Go**.

The available tests appear.

- Preview an online version of a test by clicking a **Test Name**.
- Preview a paper version of a test by clicking a **View PDF** link.
- View a summary of a test by clicking a **Test Summary** link.

Select a test by checking the box next to the test name. Click **Next**.



## Assign to Students

Now, choose the students who will receive the assignment. **Success Tracker** allows you to quickly assign the test to the whole class, or to make the assignment for certain students you choose from your class roster. (Your class rosters are set up when you register for your teacher account on Pearson SuccessNet.)

To assign the test to the whole class, select **Assign to the entire class/group**

To assign the test to individual students, choose **Select Students**. When your class roster appears, check the boxes beside the names of the students who will receive the assignment.

## Remediation

To have the system automatically assign remediation after a student takes a test, check the box labeled **Remediation**. Success Tracker will automatically assign practice activities which target those skills the student misses on the test.

## Build a New Test

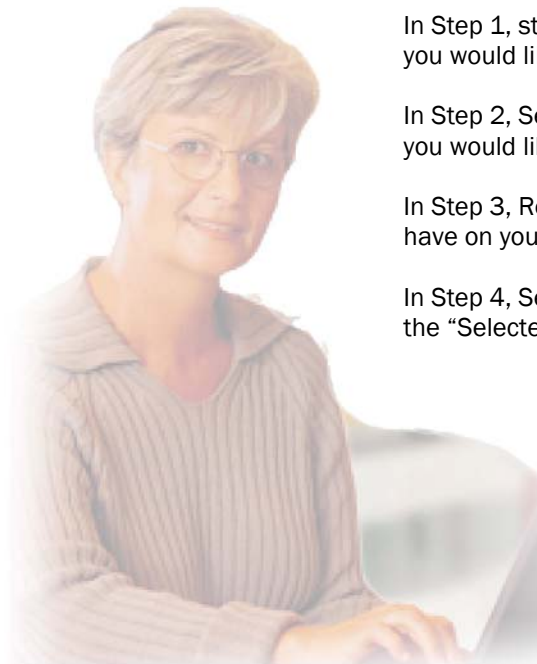
To build a custom Success Tracker tests from Chapter banks, click on **Build a new test** under the My Tests area and follow the 4 steps below.

In Step 1, start by entering a test name and from the drop-down list, choose the test banks you would like to choose questions from and click **Next**.

In Step 2, Select your Search Options and click **Go**. Now, choose the Chapter(s) or content you would like to base your custom test by placing a check mark beside it and click **Next**.

In Step 3, Refine Your Search and check off the boxes beside content you would like to have on your custom test and click **Next**.

In Step 4, Select the Number of Questions to add to your test by entering a number under the "Selected" column. Click on **Finish and Preview**.



Home Classes Tests Reports Lesson Planner Levelled Reader Database

### Test Builder

Step 1 Step 2 Step 3 Step 4

Step 4: Select Number of Questions

SF MATH Grade 1 2005-2008 Skills  
Assn

Grade 1  
Chapter 3: Strategies for Addition Facts to 12

Time Allowed:  Fill column with number of selected items

Description	Available	Selected
Lesson 3-1 Counting On 1, 2, or 3	11	<input type="text" value="5"/>
Lesson 3-2 Adding in Any Order	11	<input type="text" value="5"/>
Lesson 3-3 Adding 1, 2, or 3	10	<input type="text" value="5"/>

Total selected items: 15

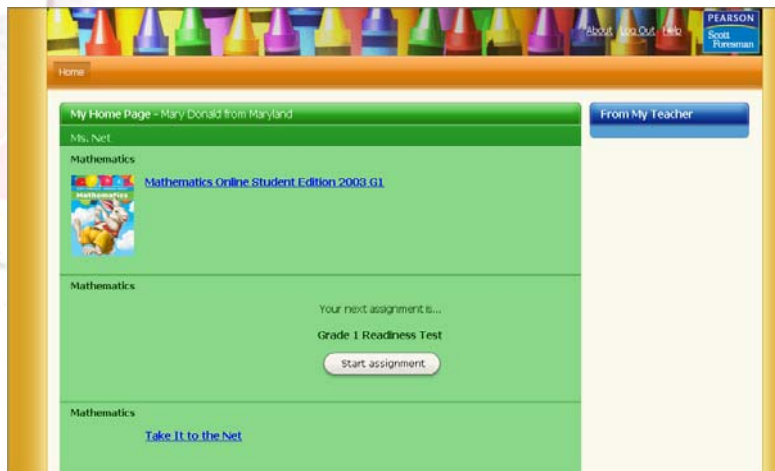
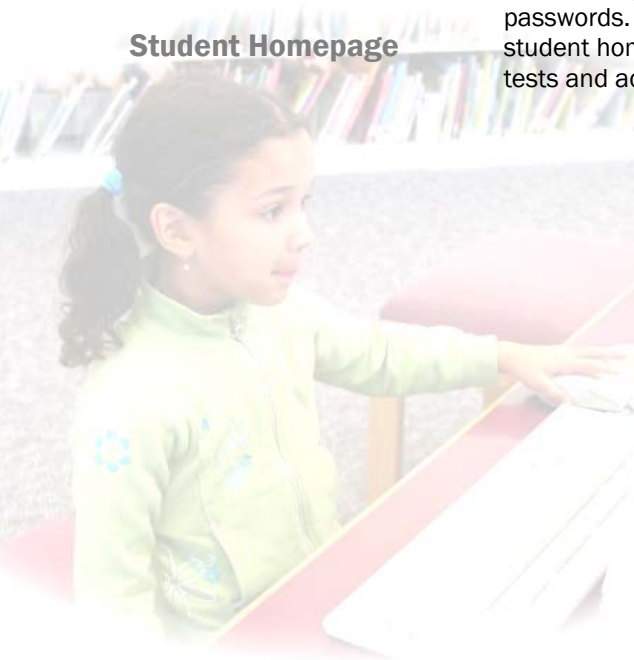
That's it! Your test will appear. If you want to modify the questions, click on the **Modify** button. If you are happy with your test and want to assign it, click on **Publish**. The Publish button then turns to Assign. Click on **Assign**.

Click on **Assign Tests** and choose **My Test** from the drop-down list of test options. Now, simply go back to the "Assign to Students" section above.

# Student Tutorial Guide

Students log into the Success Tracker system using their unique student user names and passwords. When they do, they see their assignments waiting for them on their individual student homepages. Students then click **Start Assignment** to begin taking the assigned tests and activities online.

## Student Homepage



## Taking a Test

In Success Tracker, test questions are displayed one-at-a-time, so students can focus on each question. The legend at the bottom of the window shows students how many questions they have answered, and how many questions are remaining. Students are allowed to skip ahead and come back to questions later. Students are also allowed to take part of the test, save their answers, and return later to finish the test.

## Instant Feedback

When a student take a test, the score is calculated, and the student instantly receives feedback on which skills were mastered, and which skills were not mastered.

When the student closes the report, the student homepage refreshes to reveal a new assignment which targets the skills that student needs to work on. The Success Tracker system automatically assigns extra help based on the need of each individual student.

## Targeted Skills Activities

Success Tracker offers students several different types of activities including tutorials, videos, games, and worksheets, to target their areas of weakness. In addition to assigning tests to students, teachers may also assign activities through Success Tracker. There are more than 1000 activities per grade level to choose from!

## Reports

Success Tracker gives you access to a variety of reports which show student test scores, as well as skills mastery. Depending on your state, Success Tracker may also provide standards-based reports. School administrators have access to additional reports.

To access the reports area, go to the My Classes and Groups area of your Teacher homepage, and click the **View Reports** link which corresponds to one of your classes.

## Test Scores

The Classroom Test Results page displays information about your students' progress. All of the reports in Success Tracker are color-coded and easy to read so you can see at a glance how your students are performing.

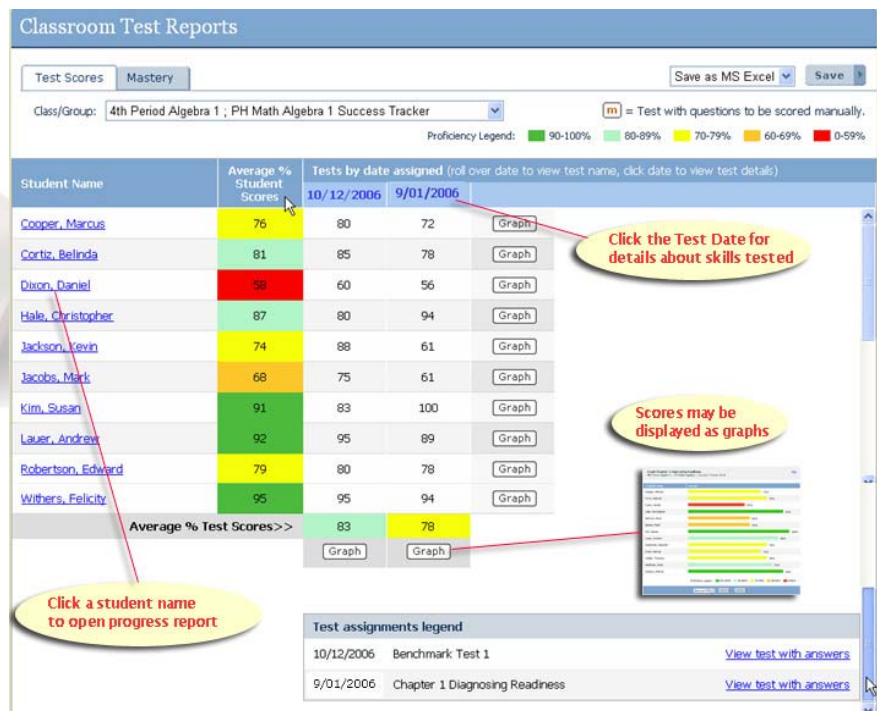
### Success Tracker reports include:

#### Student reports

- Question-by-question test results
- Personalized progress reports

#### Student or class reports

- Test scores
- Average scores of all assigned tests
- Standards mastery for all tests assigned



Success Tracker gives you the option to save reports in several formats (including excel spreadsheets and pdf files) so you can share results with administrators and parents, and import scores into grade book applications.

To view results for individual students, click on a student's name to open a detailed progress report that shows test results, skills mastery, and activities completed.

## Mastery

The **Mastery** page shows class and student mastery for skills and standards that have been tested. View details by skill or by state standard.

Hover the mouse over a particular skill to display that skill's correlation to standards. The legend at the bottom of the mastery page provides more detailed information about particular skills and standards.

Classroom Test Reports

Test Scores SuccessTracker Mastery

Class/Group: 4th Period Algebra 1 ; PH Math Algebra 1 Success Tracker Save as MS Excel Save

Mastery Legend: ● Mastered ✖ Not mastered — Not assessed ◊ Progressing View by: ○ Skill ☑ State Standard

Student Name	% Mastered	S1	S2	S3	S4	S5	S6	S7	S8	S9
Cooper, Marcus	72	●	●	✖	✖	●	✖	●	●	●
Cortiz, Belinda	95	●	●	●	●	●	●	●	●	●
Hale, Christopher	95	●	●	●	●	●	●	●	●	●
Jackson, Kevin	20	✖	✖	✖	●	✖	●	✖	✖	✖
Jacobs, Mark	60	●	✖	●	●	✖	●	●	✖	✖
Kim, Susan	100	●	●	●	●	●	●	●	●	●
Lauer, Andrew	100	●	●	●	●	●	●	●	●	●

S1 = [WA 1.5.5c] Use multiple mathematical strategies and properties to simplify expressions.