

## Creating a Class or Group

Classes and groups are the building blocks of SuccessNet. After you have [registered](#) and [logged in](#) using your user name and password, you must create classes or groups.

### To create a class or group:

1. On your home page, click **Go to Class/Group Management**, then click **Create a class**.

-or-

On your top navigation menu, select **Classes**, then click **Build a new class**. The Enter Class/Group Details page appears.

2. In the **Class/Group name** field, type the name of the class or group. This is a required field.
3. In the **Period number** field, type the class period.
4. In the **Section ID** field, type the class section.
5. Select the available products that are associated with this class or group.
6. Click **Save**. The new class or group appears in the class list on the My Classes and Groups page.
7. Click **Create a class/group** to add another class or group to the list.

The My Classes and Groups table has the following columns:

- **Class/Group Name** - Click a linked name to view or edit class or group [details](#).
- **Assignments** - Click **view** to view and manage the [assignments](#) you have created for your students.
- **Reports** - Click **view** to generate classroom test [reports](#).
- **Notices** - Click **view** to view a list of all [notices](#) you sent to your students.
- **Roster** - Click **view** to view your class [roster](#).

## Adding Students from a School Roster

You can easily search the school roster for students to add to your class roster. The searching function helps you avoid adding duplicate students.

You can search for students by last name, first name, student ID, grade or any combination of that information. You can also perform a wildcard search by using an asterisk (\*) as a placeholder for any unknown letters or numbers. For example, if you can't remember a student's last name, but you know the name starts with **Sm**, type **Sm\*** in the **Last name** field. After clicking **Search**, all last names beginning with the letters **Sm** display. You can use the asterisk at the beginning or end of a character group.

### To search for students to add from a school roster:

1. On your home page, click **Go to Class/Group Management**.

-or-

On your top navigation menu, select **Classes** and then click **Manage classes**. The My Classes and Groups page appears.

2. In the **Roster** column, click **View** for the class roster you want to view. The Class/Group Roster page appears.
3. Click **Select from school roster**. The Add Students from School Roster page appears.
4. Type or select any information about the student you want to add.

5. Click **Search**.

## Adding Students

After locating the student, you are ready to add the student from the school roster to your class roster.

### To add students from a school roster:

1. On the **Add Students from School Roster** page, select the student you are adding to the class roster.  
-or-  
To select all students in the search results, click the check box preceding the Student Name header.
2. Click **Save**. The selected students are now listed in your class roster.

### To perform a new search:

- Type or select your search criteria and click **Search again**.

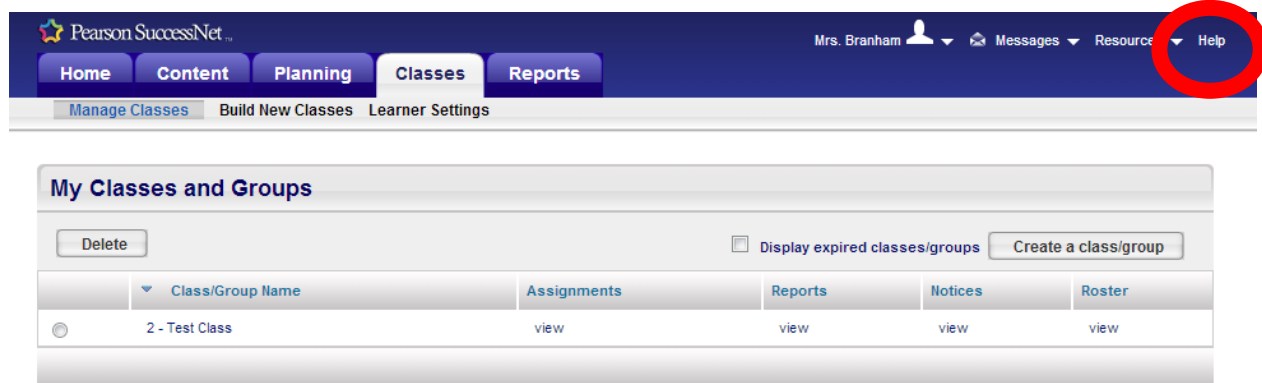
## Adding Students to a Class

After you have created a class, you can add students.

### To add students to a class:

1. On your home page, click **Go to Class/Group Management**.  
-or-  
On your top navigation menu, select **Classes** and then click **Manage classes**. The My Classes and Groups page appears.
2. In the **Roster** column, click **View** for the class roster you want to view. The Class/Group Roster page appears.
3. Click **Add a student**. The **Add Student** page appears.
4. Type the student's information in the provided fields. Required fields are marked with a red asterisk. When selecting a user name and password, remember that both of these fields are case-sensitive.
5. Click **Save** to add this student to the class roster.  
-or-  
Click **Save and add another** to add this student and additional students.

## Pearson Help



The screenshot shows the Pearson SuccessNet user interface. At the top, there is a navigation bar with the Pearson SuccessNet logo on the left and user information (Mrs. Branham) and links (Messages, Resources, and Help) on the right. The 'Help' link is circled in red. Below the navigation bar, there are tabs for Home, Content, Planning, Classes, and Reports. Under the 'Classes' tab, there are links for Manage Classes, Build New Classes, and Learner Settings. The main content area is titled 'My Classes and Groups' and contains a table with columns for Class/Group Name, Assignments, Reports, Notices, and Roster. A row is visible with the class name '2 - Test Class' and 'view' links for each column. Above the table, there are buttons for 'Delete', 'Display expired classes/groups', and 'Create a class/group'.