Teacher Guide
Pearson EasyBridge Plus
Third Party
(Including PowerSchool SMS)

Table of Contents

What's New!

You may have noticed your Pearson solution has a new look! New for 2015 Back to School, there are now three different options to accommodate a variety of technology readiness and district needs.

Pearson EasyBridge Basic **

Pearson EasyBridge Basic reduces time spent keeping roster data in sync across multiple learning platforms. Administrators only need to upload class rosters once to see them reflected across the designated Pearson learning platforms including Pearson Realize, Pearson SuccessNet and Dash. Teachers can make roster changes and see them reflected across platforms. The EasyBridge Basic solution provides centralized customer administrator tools for managing user accounts and uploading classes and rosters.

** This **excludes SuccessNet Plus**. Class rosters for SuccessNet Plus will need to be created separately.

Pearson EasyBridge Auto

Pearson EasyBridge Auto provides automated roster synchronization capabilities for a district on a nightly basis. Having student information in one central location gives time back to teachers so they can teach instead of managing rosters. Automated roster synchronization sends student information directly to the subscribed Pearson learning platforms so that students, teachers, and administrators have the most up to date information upon accessing their content.

Pearson EasyBridge Plus

Formerly known as the Single Sign-On (SSO) & Roster Integration, Pearson EasyBridge Plus includes integrated username and password management through single sign-on in addition to the automated roster synchronization feature provided with Pearson EasyBridge Auto. Users can seamlessly navigate from their student information system to their subscribed learning platforms simply by logging in one time. This saves time and creates improved ease of use.

Introduction

Pearson EasyBridge Plus integrates your Student Information System (SIS) with your Pearson learning platforms (Pearson SuccessNet, SuccessNet Plus, Pearson Realize, Dash, and mobile eText) providing single sign-on (SSO) access for teachers and students. This guide contains step-by-step instructions for teachers using Pearson EasyBridge Plus including how to sign in, associating a product with a class, as well as what features are active and which features are disabled in the learning platforms.

Registration

Teachers in districts who have integrated their SIS with Pearson learning platforms will use their SIS or district portal credentials (username and password) to access their digital curriculum. Teachers should never register directly on each of the learning platforms as this is included in Pearson EasyBridge Plus and managed within the SIS. Your SIS administrator will manage teacher accounts and classes.

Sign In

Teachers will sign in to their Student Information System, district portal or central login page identified by your administrator to access their digital curriculum on the Pearson learning platforms.

To access the Pearson digital curriculum, follow your usual process to sign in to your SIS or district portal.

1. Select the link to Pearson Courses.

   Note: *Your district administrator may provide a different link to access Pearson Courses. Additionally, signing into your district portal may take you directly to EasyBridge, formerly the Central Administration Tool (CAT) below.*

2. EasyBridge, formerly 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 below the **Learning systems** header on the right provide direct access to the learning platforms that host curriculum.
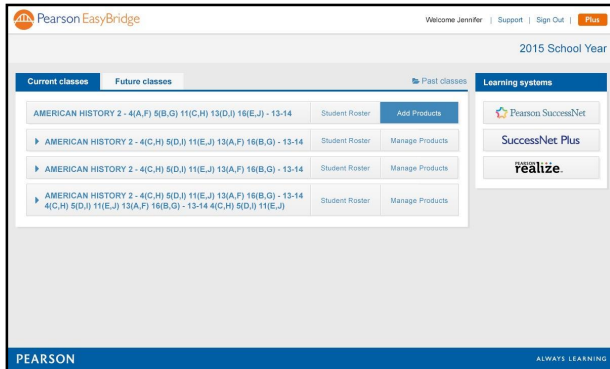
Note: *The curriculum product needs to be associated with the class or section only one time, when setting up your curriculum program in EasyBridge, (CAT).*

Class and Product Association

Understanding EasyBridge (formerly the Central Administration Tool, CAT)

EasyBridge enables teachers to associate Pearson digital curriculum products with each class. Classes appear on one of three tabs: **Past classes, Current classes, or Future classes**. When you are actively enrolled in classes, curriculum will appear in one of these tabs.
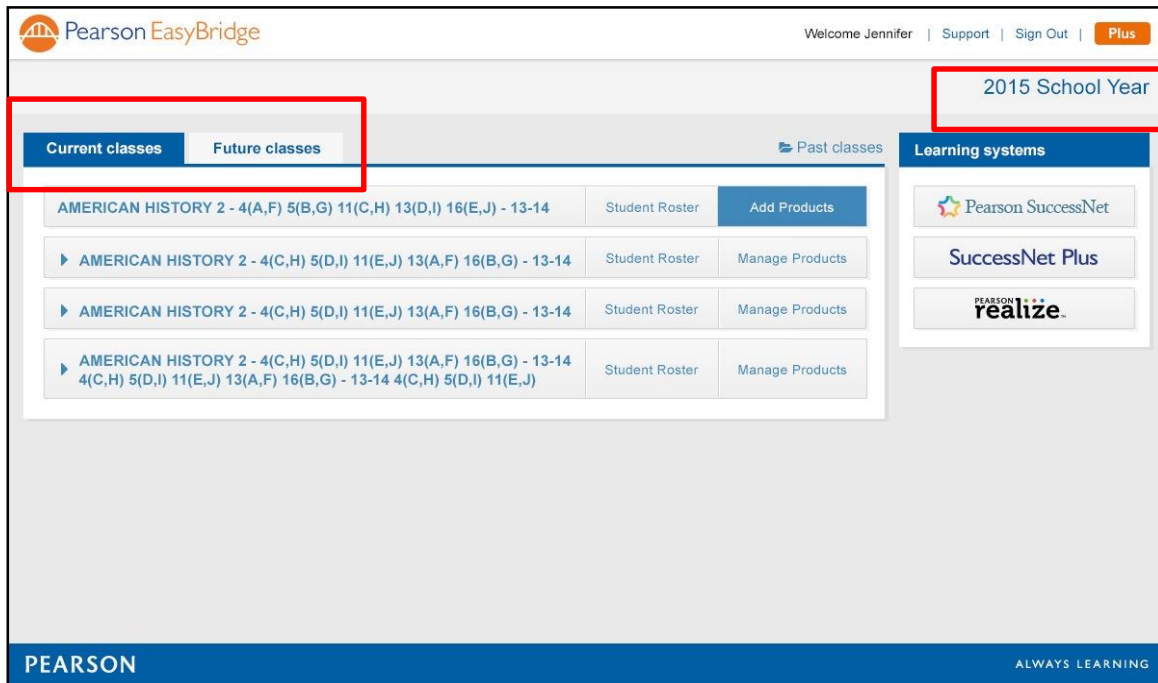
The **School Year** displays in EasyBridge the same way it appears in the school's SIS. This allows you to know when the school year rollover, which usually occurs in the summer, has occurred in the SIS.

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

Announcements display Pearson notices to teachers and/or students. An Announcements box only appears under the **Learning systems** quick links when an announcement is available.

The start and end dates for the class, which are created in your SIS, determine which tab houses the class. A class remains active on all learning platforms until you or a platform administrator deletes the class or until the administrator performs a New Year Rollover (NYR).

> 🛑 ***Caution:*** *Any student data associated with a class that is deleted will be permanently removed and cannot be retrieved. Teachers should generate reports and save data prior to deleting a class.*

Associating Classes with Pearson Learning Platforms

Digital learning platforms are usually 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. If you are enrolled in a new class at the beginning of a new term, this step will need to be repeated for the new class.

Several things happen when teachers associate products to their classes.

- Classes are automatically created on the learning platforms.
- Teacher and student enrollments are synchronized to these classes from your SIS.
- Single sign-on (SSO) and single log out are enabled creating a link between EasyBridge and the learning platform.
- A license is assigned to each student in the class for each product that is associated with the class.
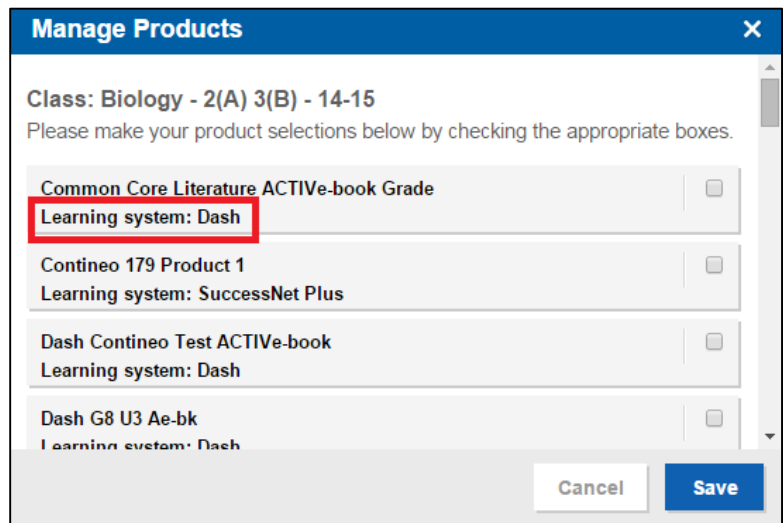
Associating Products with a Class:

1. Select the **Current** or **Future** tab.
2. Click **Add Products**.

Note: *Teachers cannot manage curriculum products for classes on the **Past Classes** tab.*
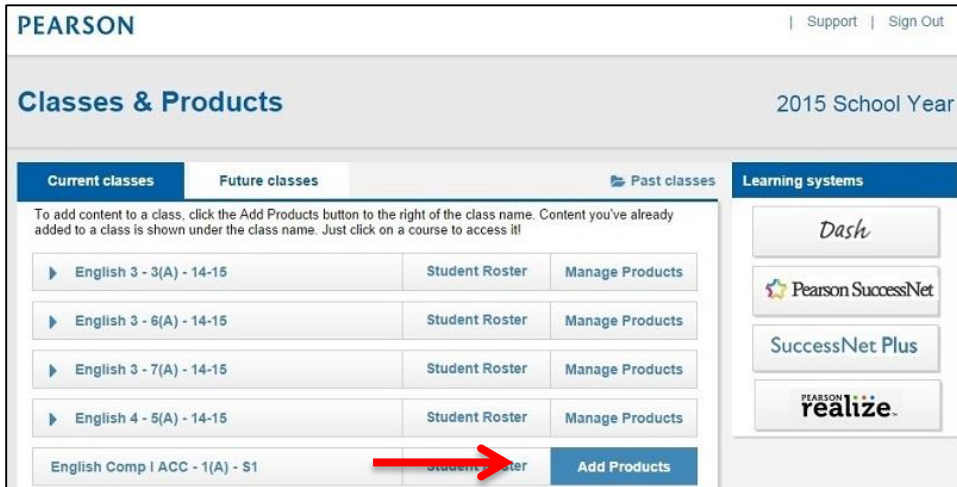
3. Place a check mark next to the curriculum product(s) that will be used with the class and click **Save**.

Caution: *Removing a curriculum product from the class has permanent effects that cannot be reverted. Unchecking the curriculum product association will break the link between your SIS and the class on the learning platform.*

Verifying Curriculum Product and Class Association

To display and expand the curriculum products associated with a class, click the down arrow 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 Learning Platforms

Launching Pearson Learning Platforms through EasyBridge

After products have been associated with a class, you can access the platform by clicking the product name using the quick links under the **Learning systems** header on the right. This will allow you to SSO to the learning platform and access your curriculum. Teachers and students only see quick links for the platforms used by their school or district.

If your school or district has curriculum on more than one learning platform, you will need to instruct students which platform to select under **Learning systems**, or have the students click the curriculum product title under the class name.

⚠ **Note:** All classes must be created in your SIS. The curriculum products are then associated to classes in EasyBridge. Do not create classes directly in the learning platform.

Pearson SuccessNet Platform

Active Features

Teacher tasks associated with instruction on Pearson SuccessNet work the same for all teachers using Pearson EasyBridge Plus. 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 Pearson 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 listed 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 your SIS. The SIS automatically updates SuccessNet nightly.

The following tasks or features are disabled on Pearson SuccessNet for teachers in districts using Pearson EasyBridge Plus:

- 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
- Print parent letters

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

SuccessNet Plus Platform

Active Features

The Setup Wizard functions the same way regardless of your Pearson EasyBridge solution. However, only the Calendar setup should be utilized with EasyBridge Plus. The *Do not show this again* option is available to allow you to skip this popup in the future. Check the box and click **Enter**.
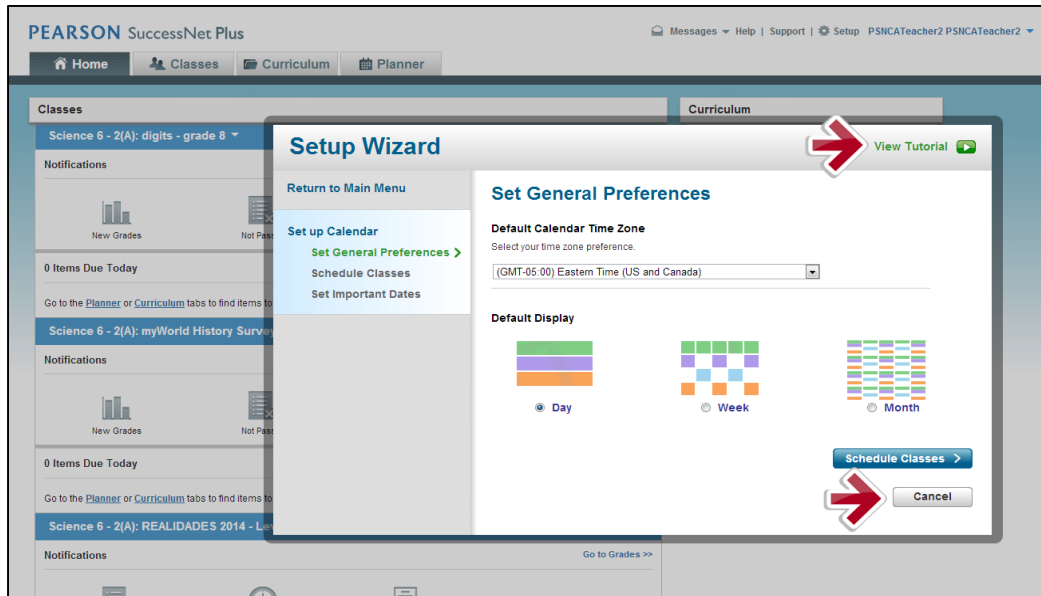
- To learn about setting up your calendar, click **View Tutorial** in the top right corner of the Setup Wizard.
- To exit the Setup Wizard click **Cancel**.
- To access more instruction, download the **Complete Quick Start Guide**.
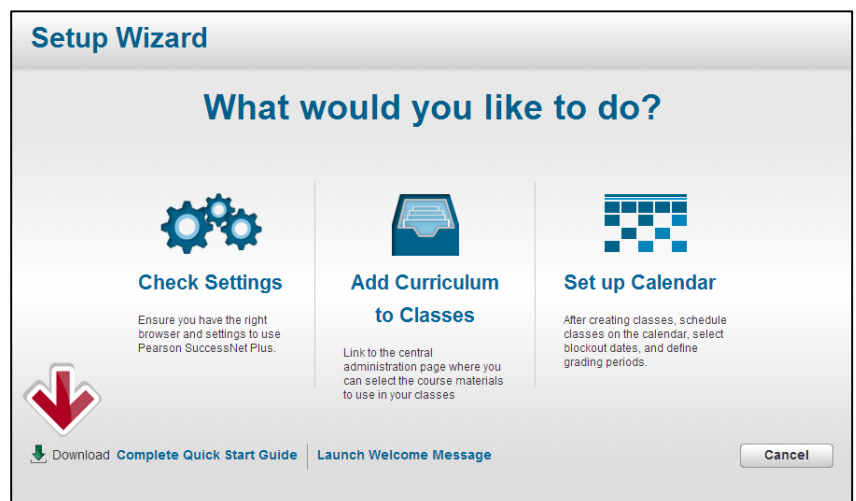
The following teacher tasks are active features within SuccessNet Plus:

- 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 has been generated and saved.</u>
- Teachers can add products to their account. This can only be done to view other curriculum for which the district is licensed, but products added to your account directly in the learning platform 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 your SIS. The SIS automatically updates SuccessNet Plus nightly.

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 district SIS Administrator with questions or issues regarding information related to any of these features.

Pearson Realize Platform

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 EasyBridge, formerly the Central Administration Tool, you are ready to access Realize and get started.

On your first visit to Realize, the Welcome Wizard will guide you through the final 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 with 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 with EasyBridge Plus

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 Pearson 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 through your SIS. The SIS automatically updates Pearson Realize nightly.

The following tasks or features are disabled on Pearson Realize for teachers using Pearson EasyBridge Plus:

- Update your teacher username or password
- Update a student username or password
- Create a class
- Add products
- Associate curriculum to classes
  This must be done in EasyBridge, formerly 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 district SIS Administrator.

Dash Application

Active Features in EasyBridge Plus

Teacher tasks associated with instruction on Dash work the same for all regardless of their district's EasyBridge selection. 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 in EasyBridge Plus

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 your SIS. The SIS automatically updates Dash nightly.

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 district SIS 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 curriculum in a bookshelf on their iPad or Android devices.

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 EasyBridge icon.

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

4. Sign in to your SIS or district portal using your integrated username and password. This will take you directly to your eText bookshelf in the app. The titles that appear on your bookshelf are determined by the curriculum products you have associated to classes in EasyBridge.

Best Practice for Shared Devices: *If you share a device with other teachers, it is best practice to always sign out of the mobile eText app when you have completed your work. This prevents others from accessing your classes and work.*

Best Practice for One to One Device Use: *If you are the only person using your device, it is best practice to remain signed in to the mobile eText app and do not power down the device. This allows you to work offline when you are not connected to the internet. Once you reconnect to the internet, your work will be available online.*

Steps for Secondary (Backup) Credentials Login Access:

Under certain circumstances your primary login may not provide you with direct access to your courses. When this occurs, secondary, or backup, credentials can be used in place of the primary login if this has been enabled for your district. Secondary credentials are the equivalent of a direct learning platform login.

1. Open eText application.
2. Enter username and password.
3. Access the titles on your bookshelf.

⚠ *Note: Do not click on the EasyBridge icon. Your secondary (backup) credentials will not work here.*

⚠ *Note: To obtain your "secondary credentials", follow this link* ***http://k12integrations.pearsoncmg.com***. *Click* **Forgot Username and Password**, *and enter your email address. An email with your username to sign in and a link to set your password will be sent allowing direct access to the learning platform.*

Pearson Sign In   Help

Username

Password

Forgot your username or password?   Sign In →

✗ Pearson EasyBridge Plus & Auto   ?

Signing in to Pearson Learning Platforms Directly

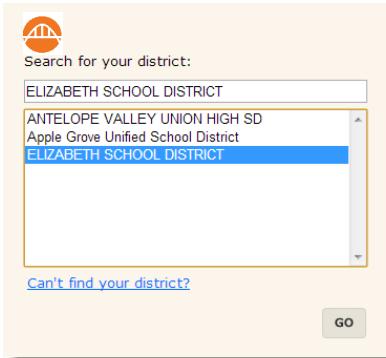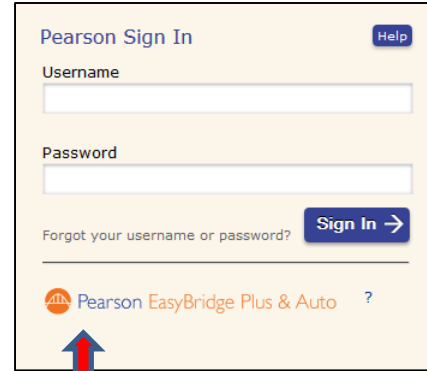Teachers and students have the option to sign in directly to their learning platforms by going directly to the platform websites.

Pearson SuccessNet	http://pearsonsuccessnet.com
SuccessNet Plus	http://successnetplus.com
Pearson Realize	http://pearsonrealize.com
Math Dashboard	http://mathdashboard.com
EasyBridge (Central Administration Tool)	https://k12integrations.pearsoncmg.com

1. Go to the platform 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**.

Pearson Sign In   Help

Username

_____

Password

_____

Forgot your username or password?   Sign In →

Pearson EasyBridge Plus & Auto   ?

Search for your district:

ELIZABETH SCHOOL DISTRICT

ANTELOPE VALLEY UNION HIGH SD
Apple Grove Unified School District
ELIZABETH SCHOOL DISTRICT

Can't find your district?

GO

4. Sign in to your SIS or district portal using your username and password to access the learning platform homepage.

Note: Signing directly into Pearson Realize will be available in 2015. Realize customers can get direct access by going to *https://k12integrations.pearsoncmg.com.*

Secondary Credentials (Backup Credentials)

Similar to Mobile eText for Schools, there may be certain circumstances your primary login may not provide you with direct access to your courses. When this occurs, secondary, or backup credentials can be used in place of the primary login if this has been enabled for your district. See below for steps to use your backup credentials.

Steps to access your content using secondary (backup) credentials:

1. Go to the Pearson URL you would like to access, such as Pearson SuccessNet.

2. Click the login button.

3. You will be taken to a page that prompts you for your username and password. Enter your backup credentials. To obtain your secondary credentials, follow this link **http://k12integrations.pearsoncmg.com**. Click **Forgot Username and Password**, and enter your email address. An email with your username to sign in

and a link to set your password will be sent allowing you direct access to the learning platform.

4. Click the Sign In button.

Note: *Do not click on the EasyBridge icon. This is for your primary credentials that work with your integrated solution.*

Pearson Sign In   Help

Username

Password

Forgot your username or password?   Sign In →

Pearson EasyBridge Plus & Auto   ?

When requested by a district administrator and enabled by Pearson Support, teachers district wide have the ability to manage secondary, backup credentials for their classes directly through EasyBridge, formerly the Central Administration Tool (CAT). Follow the below steps to utilize this feature if this has been enabled for your district.

1. Click on **Student Roster** for the class you would like to manage credentials.
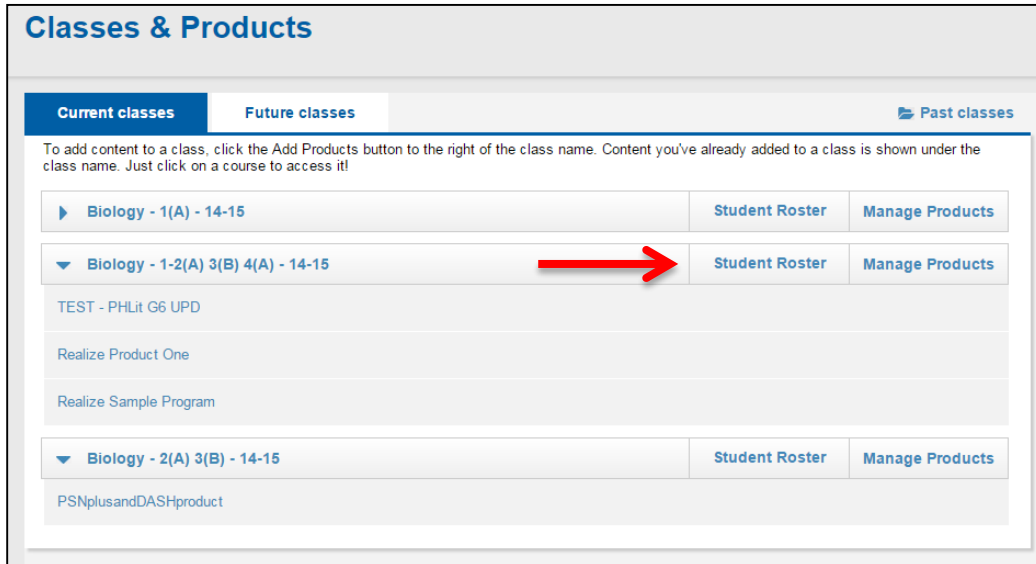
2. Check the box to create either one password for the entire class or unique passwords for each student.

3. Enter the password or passwords.

4. Click **Save**.
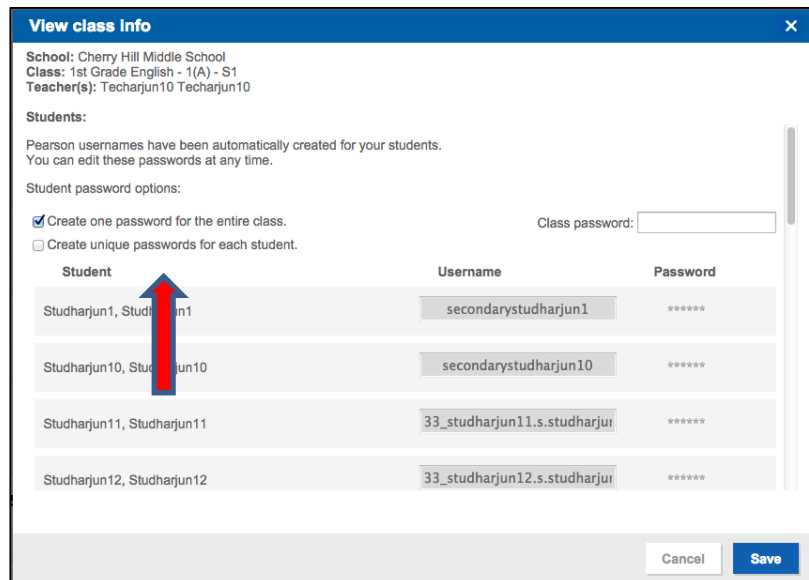
Secure Sign Out

You will see multiple tabs across the top of your browser page or several open windows when you are signed in to the Pearson learning platforms. Single log out is available for all learning platforms, including EasyBridge, (the Central Administration Tool or CAT), Pearson SuccessNet, Pearson SuccessNet Plus, Realize and Dash.

1. Click **sign out** of any of the active and open learning platforms when you have completed work in **all** programs, including EasyBridge, Pearson Realize, Pearson SuccessNet, SuccessNet Plus and Dash. This will sign you out of all of your active Pearson curriculum products. Signing out of one learning platform signs you out of all of the active integrated learning platforms. This does not include your SIS or district portal. You will need to sign out of your SIS or district portal separately.

To resume work in any of the learning platforms after signing out, return to your SIS and click on the link for the desired curriculum product.

- If your SIS or district portal signed you out due to a security timeout, close the browser.
- If you are still signed in, sign out of your SIS or district portal and close the browser.

2. 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 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 EasyBridge (formerly CAT). However, these teachers will still be able to select the quick link under Learning systems to gain access to their desired learning platform.
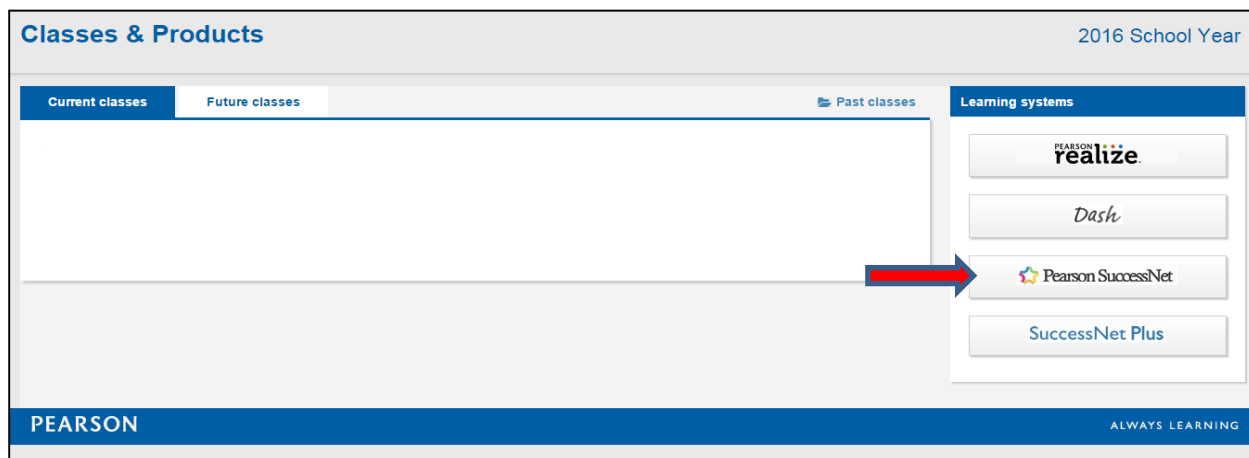
How Other Staff Members Add Additional Products

Depending on how you typically access your learning platforms, you will either add products to your classes through EasyBridge, or directly through the learning platform. If you access your curriculum by starting in PowerSchool and going to EasyBridge, see **Associating Products with a Class** section on page 5. If you typically login to the learning platform directly, you can manage your product for your classes directly in the learning platform. Go to myPearson Training for learning platform tutorials and guides.

End of Year

The Pearson digital learning platforms now utilize an automated New Year Rollover (NYR) process. An administrator runs the NYR process for the digital learning platforms in their SIS that releases students and curriculum product license subscriptions.

⚠️ *Note: The New Year Rollover process releases students and product license subscriptions, permanently removes classes and student progress data from Pearson SuccessNet, SuccessNet Plus, and Dash. New Year Rollover will not affect student or teacher accounts or any custom content created. If New Year Rollover is completed on or prior to June 26, 2015, teachers are required to hide their classes in Realize manually. If New Year Rollover is completed after June 26, 2015, Realize classes will automatically be hidden.*

Prior to performing the NYR, it is recommended that teachers run final class and student reports. Student data can be retrieved from classes that have been marked to expire.

⚠️ *Note: There is a 30 day grace period from the time the New Year Rollover is initiated to the time the classes are permanently deleted. The end-date of classes in the SIS 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 students into classes described in the Disabled Features sections do not apply to teachers in SIS 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 arise from any functionality related to these integrated platforms.

For help with issues related to product access or learning platform functionality, please refer to articles and documentation available on Community Connection, our support site for Pearson EasyBridge. The dedicated page supporting this integration is available by clicking the following URL:

https://pearsonnacommunity.force.com/coco/s/EasyBridge

When contacting Technical Support for assistance with any Pearson digital learning platform, tell the agent that you are a Pearson EasyBridge Plus district. Technical Support is available at 800-234-5832 from the hours of 8 AM—8 PM EST.

Contact your SIS Administrator

- If a teacher or student forgets their SIS or district portal username and/or password.

- If a teacher does not have access to the Pearson Courses icon or district supplied link to access curriculum on Pearson Digital Learning Platforms.

- If a teacher is unable to access EasyBridge from the SIS or district portal or district supplied link.

- If a student is unable to access EasyBridge from SIS or district portal or district supplied link, and the teacher has associated curriculum products to their classes in EasyBridge.

- If your classes do not appear in EasyBridge (classes appear for students in EasyBridge only after the start date set for their class in your SIS).

- 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 EasyBridge to the wrong learning platform. (Teachers can check to make sure the correct curriculum product is associated with the class in EasyBridge or the correct quick link is used.)

- If you don't see your classes on your Pearson learning platform. (Teachers can check to make sure that curriculum products are associated with the class in EasyBridge.)

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

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 SIS updates show up in a Pearson learning platform?

A: The SIS pushes data to the Pearson learning platforms automatically each night so that changes made in the SIS will show up in the platforms the next day.

Q: Why don't I see any products on my Pearson learning platform home page? Why am I unable to create assignments?

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 Support.

Q: Can I create classes or groups in my Pearson Digital learning platform?

A: Teachers may create groups on any Pearson learning platform that has group functionality. Teachers should not create classes on any Pearson learning platform since the SIS manages all classes. Class data is pushed from the SIS to the learning platforms nightly.

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

A: Teachers may associate curriculum products to their classes on the Future tab in EasyBridge. 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 class roster Pearson learning platform the day after being added to your class in the SIS. For instructional purposes, have the student work with a buddy to view curriculum on the learning 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 or the correct classes?

A: Confirm that the student is enrolled in the correct class in the SIS and then check the class roster on the appropriate Pearson learning platform. 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 Support.

Q: What happened to my other Pearson learning platform account? I had two accounts last year.

A: For the integration, your SIS or district portal account can only be connected to one Pearson account. The other account may still work, but it is recommended that you use only the integrated account and sign in using your district website/portal credentials to access Pearson learning platforms.

Q: If the SIS or District Portal is down, can my teachers and students access their Pearson Digital Learning Platforms?

A: Yes, if there is an email address associated to the account you can follow this link, **http://k12integrations.pearsoncmg.com**. Click **Forgot Username and Password**, and enter your email address. An email with your username to sign in and a link to set your password will be sent allowing direct access to the learning platform.

APPENDIX B: Acronyms

Acronym	Term	Definition
CAT	Central Admin Tool	The product management page between the SIS and Digital Learning Platforms Example: Location between your SIS 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
SIS	Student Information System	The complete set of administrative tools used to run a school Example: PowerSchool, Terms
SSO	Single Sign-On	Feature that allows the use of one username and password across many systems
SSO to CAT	Single Sign-On to Central Admin Tool	Navigation method to sign in to your district website/portal and use the Pearson Course icon or district supplied link to access a central admin page to manage curriculum products and classes without signing in again