

Teacher Guide
Pearson EasyBridge Plus
PowerSchool



Pearson EasyBridge

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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.

About This Guide

Pearson EasyBridge Plus integrates PowerSchool and 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

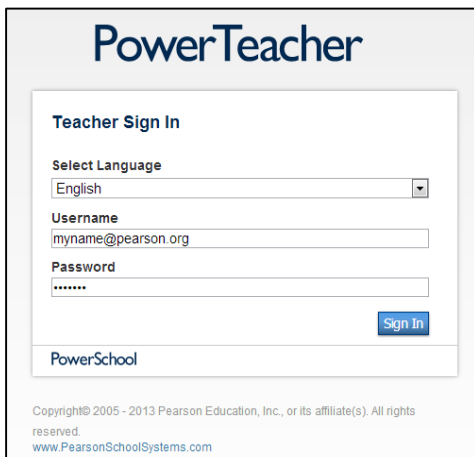
Teachers in districts integrating PowerSchool with Pearson digital learning platforms use their PowerSchool credentials (username and password) to access their digital curriculum. Teachers should never register directly on each of the learning platforms as this is included in Pearson EasyBridge Plus and managed within PowerSchool.

Sign In to PowerSchool

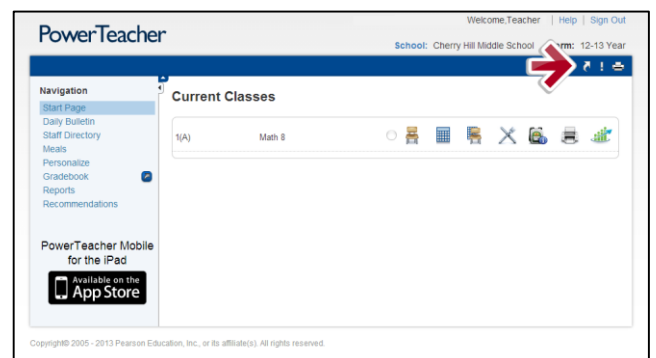
Teachers sign into PowerSchool to access their Pearson curriculum programs on the learning platforms.

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.

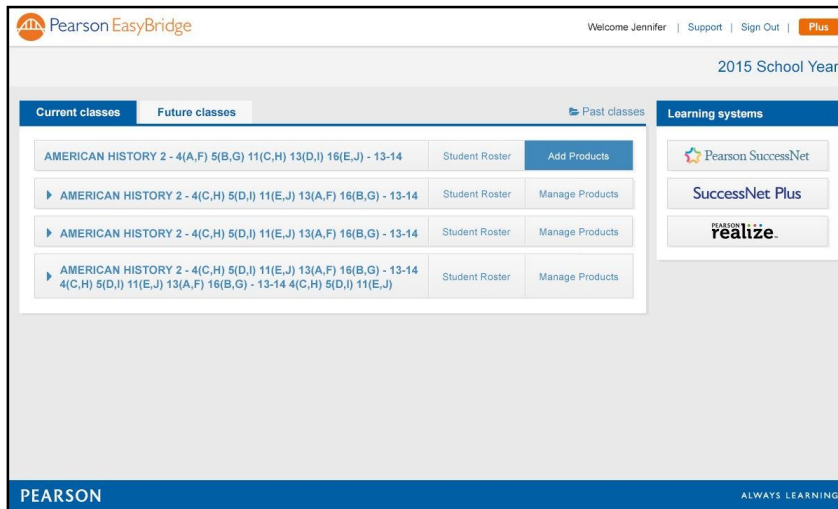
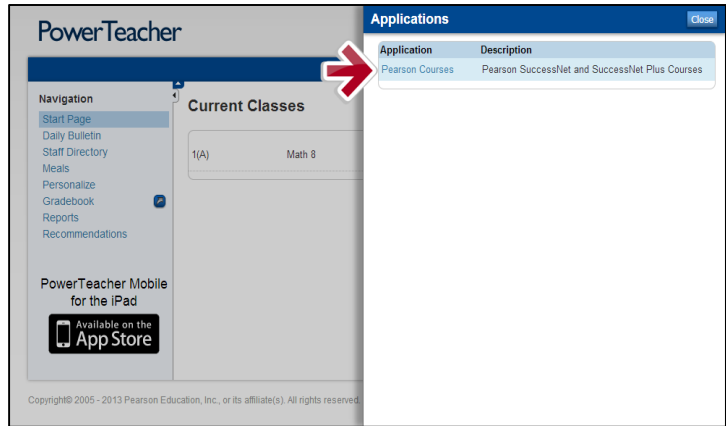


The screenshot shows the PowerTeacher login interface. At the top, it says "PowerTeacher". Below that is a "Teacher Sign In" section. It includes a "Select Language" dropdown menu set to "English", a "Username" field with the text "myname@pearson.org", and a "Password" field with masked characters. A blue "Sign In" button is located at the bottom right of the form. Below the form is the "PowerSchool" logo. At the very bottom, there is a copyright notice: "Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com".



3. Click **Pearson Courses** in the Applications drawer.

4. EasyBridge (formerly the Central Administration Tool, or CAT) opens in a new browser tab or window. This tool allows teachers to associate a product with their classes. Quick links under **Learning systems** 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.

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 a teacher is actively enrolled in classes it will appear in one of these tabs.

The screenshot displays the Pearson EasyBridge user interface. At the top, the Pearson logo and 'EasyBridge' text are on the left, and a user greeting 'Welcome Jennifer' with links for 'Support', 'Sign Out', and a 'Plus' button are on the right. A red box highlights the '2015 School Year' dropdown menu in the top right. Another red box highlights the 'Current classes' and 'Future classes' tabs on the left. The main content area shows a list of classes under the 'Current classes' tab. Each class entry includes a course title (e.g., 'AMERICAN HISTORY 2 - 4(C,H) 5(D,I) 11(E,J) 13(A,F) 16(B,G) - 13-14'), a 'Student Roster' link, and an 'Add Products' or 'Manage Products' button. A 'Past classes' tab is also visible. On the right side, there is a 'Learning systems' section with buttons for 'Pearson SuccessNet', 'SuccessNet Plus', and 'PEARSON realize.' The Pearson logo and 'ALWAYS LEARNING' tagline are at the bottom.

The **School Year** displays in EasyBridge 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 takes place over the summer.

Student Roster shows for any class that has products associated with it. Checking the roster in EasyBridge 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 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 **Learning systems** 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 all learning platforms until the teacher or a platform administrator deletes the class or until the administrator performs a New Year Rollover (NYR).

! **Caution:** Be aware that all student data associated with a class that is deleted will be permanently removed. 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 your learning platform(s).
- Teacher and student enrollments are synchronized to these classes from PowerSchool.
- Single sign-on (SSO) is 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 classes** or **Future classes** tab.
2. Click **Add Products**.

! **Note:** Teachers cannot manage curriculum products for classes on the *Past* tab.

The screenshot displays the Pearson 'Classes & Products' interface for the 2015 School Year. At the top, there are links for 'Support' and 'Sign Out'. The main header includes 'Classes & Products' and '2015 School Year'. Below this, there are three tabs: 'Current classes' (selected), 'Future classes', and 'Past classes'. A 'Learning systems' sidebar is visible on the right, containing buttons for 'Dash', 'Pearson SuccessNet', 'SuccessNet Plus', and 'PEARSON realize.'. The main content area contains a table with the following data:

Class Name	Student Roster	Manage Products
English 3 - 3(A) - 14-15	Student Roster	Manage Products
English 3 - 6(A) - 14-15	Student Roster	Manage Products
English 3 - 7(A) - 14-15	Student Roster	Manage Products
English 4 - 5(A) - 14-15	Student Roster	Manage Products
English Comp ACC - 1(A) - S1	Student Roster	Add Products

Below the table, there is a note: "To add content to a class, click the Add Products button to the right of the class name. Content you've already added to a class is shown under the class name. Just click on a course to access it!"

- 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 fully reverted. Unchecking the curriculum product association will break the link between PowerSchool and the class on the learning platform.

Manage Products

Class: Biology - 2(A) 3(B) - 14-15
Please make your product selections below by checking the appropriate boxes.

Common Core Literature ACTIVE-book Grade Learning system: Dash	<input type="checkbox"/>
Contineo 179 Product 1 Learning system: SuccessNet Plus	<input type="checkbox"/>
Dash Contineo Test ACTIVE-book Learning system: Dash	<input type="checkbox"/>
Dash G8 U3 Ae-bk Learning system: Dash	<input type="checkbox"/>

Cancel Save

Verifying Curriculum Product and Class Association

To display the curriculum products associated with a class, click the down arrow next to the class name.

PEARSON | Support | Sign Out

Classes & Products 2015 School Year

Current classes | Future classes | Past classes | Learning systems

To add content to a class, click the Add Products button to the right of the class name. Content you've already added to a class is shown under the class name. Just click on a course to access it!

English 3 - 3(A) - 14-15	Student Roster	Manage Products
Prentice Hall Writing Coach, National Edition, Grade 11		
Literature: PH Lit 2012 National Grade 11 - (DP-TE-RD-SE-SR)		
English 3 - 6(A) - 14-15	Student Roster	Manage Products
English 3 - 7(A) - 14-15	Student Roster	Manage Products
English 4 - 5(A) - 14-15	Student Roster	Manage Products
English Comp ACC - 1(A) - S1	Student Roster	Add Products

Learning systems:

- Dash
- Pearson SuccessNet
- SuccessNet Plus
- PEARSON realize

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 Digital 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 PowerSchool. The curriculum products are associated to classes in EasyBridge. Do not create classes directly in the learning platform.

The screenshot displays the Pearson EasyBridge interface for the 2015 School Year. The top navigation bar includes the Pearson logo, the text 'Pearson EasyBridge', and user information: 'Welcome Jennifer | Support | Sign Out | Plus'. The main content area is divided into 'Current classes', 'Future classes', and 'Past classes' tabs. Under 'Current classes', there is a table with four rows of class information. The first row is 'AMERICAN HISTORY 2 - 4(A,F) 5(B,G) 11(C,H) 13(D,I) 16(E,J) - 13-14' with 'Student Roster' and 'Add Products' links. The second row is 'AMERICAN HISTORY 2 - 4(C,H) 5(D,I) 11(E,J) 13(A,F) 16(B,G) - 13-14' with 'Student Roster' and 'Manage Products' links. The third row is 'AMERICAN HISTORY 2 - 4(C,H) 5(D,I) 11(E,J) 13(A,F) 16(B,G) - 13-14' with 'Student Roster' and 'Manage Products' links. The fourth row is 'AMERICAN HISTORY 2 - 4(C,H) 5(D,I) 11(E,J) 13(A,F) 16(B,G) - 13-14' with 'Student Roster' and 'Manage Products' links. A red arrow points from the 'Add Products' button in the first row to the 'Learning systems' panel on the right. The 'Learning systems' panel contains three options: 'Pearson SuccessNet', 'SuccessNet Plus', and 'PEARSON realize'. A red arrow also points from the '11(E,J)' link in the third row of the class list to the 'SuccessNet Plus' option in the learning systems panel.

Class Name	Links
AMERICAN HISTORY 2 - 4(A,F) 5(B,G) 11(C,H) 13(D,I) 16(E,J) - 13-14	Student Roster Add Products
AMERICAN HISTORY 2 - 4(C,H) 5(D,I) 11(E,J) 13(A,F) 16(B,G) - 13-14	Student Roster Manage Products
AMERICAN HISTORY 2 - 4(C,H) 5(D,I) 11(E,J) 13(A,F) 16(B,G) - 13-14	Student Roster Manage Products
AMERICAN HISTORY 2 - 4(C,H) 5(D,I) 11(E,J) 13(A,F) 16(B,G) - 13-14	Student Roster Manage Products

Learning systems:

- Pearson SuccessNet
- SuccessNet Plus
- PEARSON realize

Pearson SuccessNet Platform

Active Features

Teacher tasks associated with instruction on Pearson SuccessNet work the same for all teachers using 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 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 Pearson SuccessNet automatically each weeknight.

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

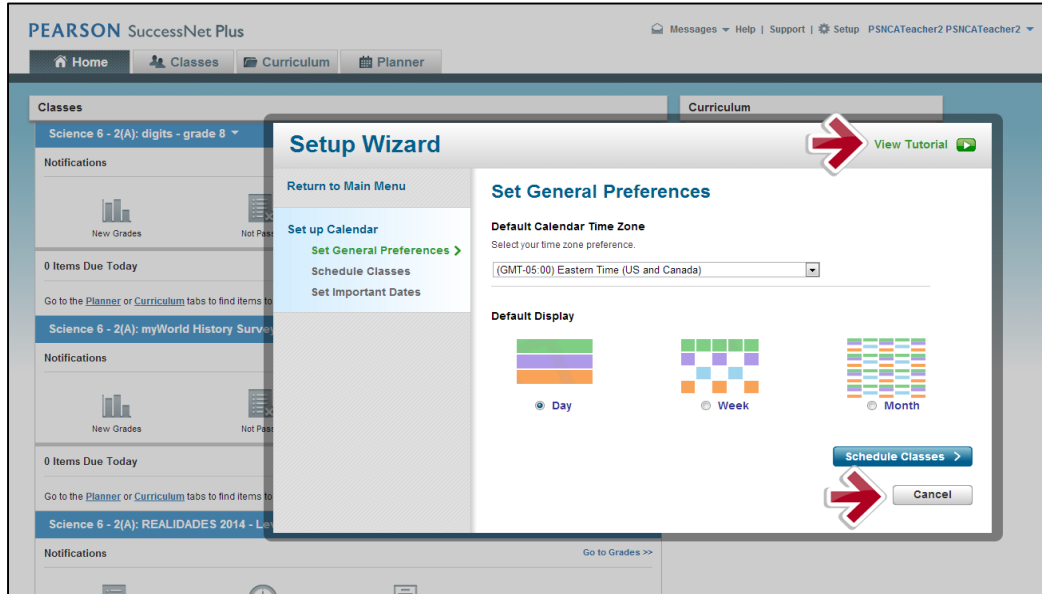
- Update your teacher username or password
- Update a student username or password
- Create a class
- Enroll students into a class
- Remove students from a class
- Print parent letters

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

SuccessNet Plus Platform

Active Features

The Setup Wizard functions the same way regardless of which Pearson EasyBridge solution you are using. However, only the Calendar setup should be utilized with EasyBridge Plus, using PowerSchool. 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 after student progress data from reports have been generated and saved
- 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 EasyBridge (formerly the Central Administration 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 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

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 districts using Pearson EasyBridge Plus with PowerSchool:

- 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 PowerSchool Administrator.

Dash

Active Features

Teacher tasks associated with instruction on Dash work the same for all teachers, regardless of your 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

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

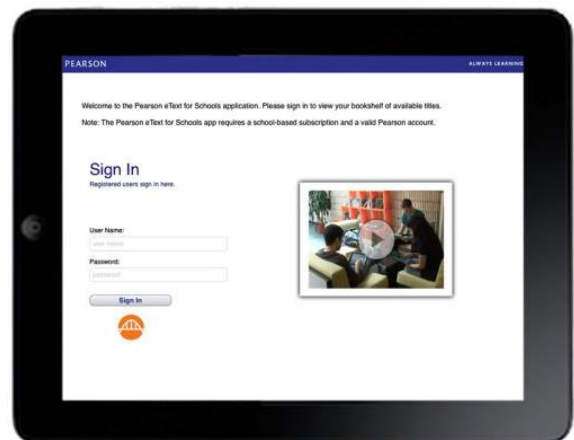
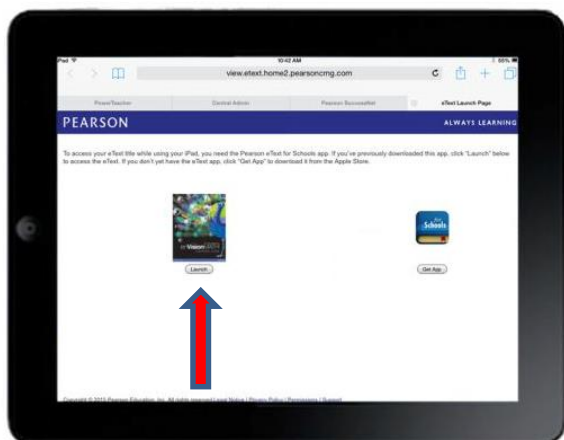
If you experience issues or data inconsistencies with class rosters or enrollment, please contact your PowerSchool Administrator.

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 EasyBridge 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. 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 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.

Secondary (Backup) Credentials and eText for Schools

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

Steps for Secondary (Backup) Credentials Login Access:

1. Open eText application.
2. Enter username and password.



Note: Do not click on the EasyBridge icon.

Your secondary (back-up) credentials will not work here.




Note: To obtain your secondary (backup) 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.

3. Access the titles on your bookshelf.

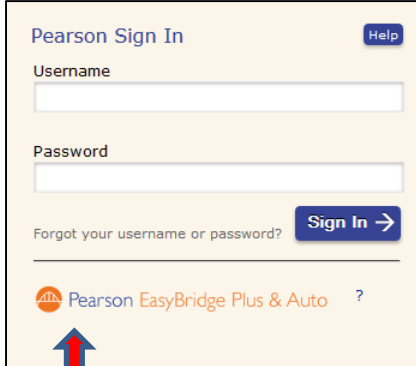
Signing in to Pearson Learning Platforms Directly

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

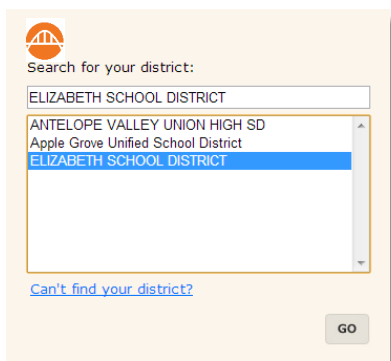
1. Go to URL and click **Log In**.

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 learning platform homepage.

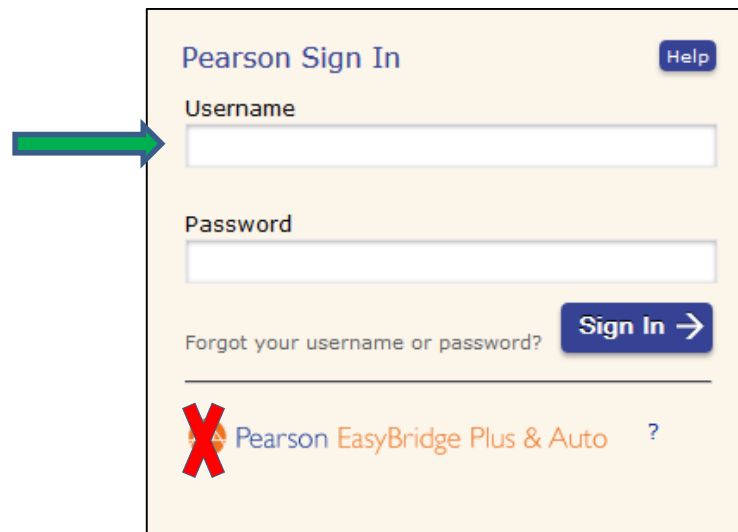
 **Note:** Signing directly into Pearson Realize will be available in 2015. Realize customers can get direct access by going to <https://k12integrations.pearsoncmg.com>


Secondary (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 when this has been enabled for your district. See below for steps to use your secondary, or backup, credentials.

Steps to access your content using secondary credentials (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 secondary (backup) credentials. To obtain your backup credentials, follow the below link. <http://k12integrations.pearsoncmg.com>.
4. 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.



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

5. Click the Sign In button.

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.

Classes & Products

Current classes | Future classes | Past classes

To add content to a class, click the Add Products button to the right of the class name. Content you've already added to a class is shown under the class name. Just click on a course to access it!

Class Name	Student Roster	Manage Products
Biology - 1(A) - 14-15	Student Roster	Manage Products
Biology - 1-2(A) 3(B) 4(A) - 14-15	Student Roster	Manage Products
TEST - PHLit G6 UPD		
Realize Product One		
Realize Sample Program		
Biology - 2(A) 3(B) - 14-15	Student Roster	Manage Products
PSNplusandDASHproduct		

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**.

View class info

School: Cherry Hill Middle School
 Class: 1st Grade English - 1(A) - S1
 Teacher(s): Techarjun10 Techarjun10

Students:
 Pearson usernames have been automatically created for your students.
 You can edit these passwords at any time.

Student password options:

Create one password for the entire class. Class password:

Create unique passwords for each student.

Student	Username	Password
Studharjun1, Studharjun1	secondarystudharjun1	*****
Studharjun10, Studharjun10	secondarystudharjun10	*****
Studharjun11, Studharjun11	33_studharjun11.s.studharjun	*****
Studharjun12, Studharjun12	33_studharjun12.s.studharjun	*****

Cancel 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 (Central Administration Tool (CAT)), Pearson SuccessNet, Successnet Plus, Pearson Realize and Dash.

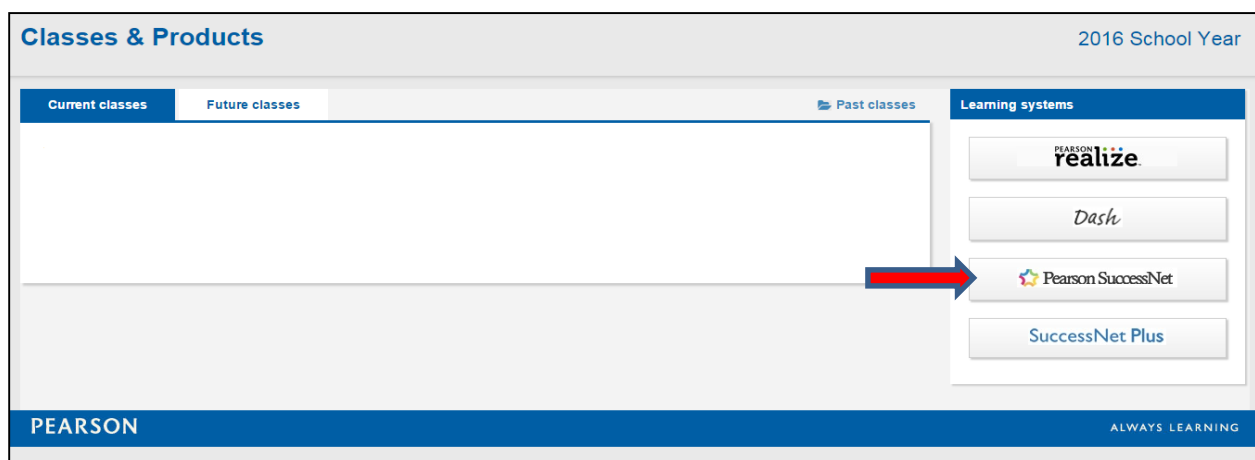
1. Click **sign out** of any of the active and open learning platforms when you have completed work in **all** programs, including EasyBridge (Central Administration Tool, CAT), Pearson Realize, Pearson SuccessNet, SuccessNet Plus and Dash. This will sign you out of all of your active Pearson learning platforms. Signing out of one learning platform signs you out of all of the active integrated products. This does not include PowerSchool. You will need to sign out of PowerSchool 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 learning platform.

- 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.
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 Tasks

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 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](https://myPearsonTraining.com) also offers video tutorials and tutorial guides on most Pearson curriculum.

Technical Resources

For technical support, the PowerSchool and Digital Learning 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 products.

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://pearsoncommunity.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 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 EasyBridge from PowerSchool
- If a student is unable to access EasyBridge from PowerSchool and the teacher has already associated classes and curriculum products in EasyBridge.
- If your classes do not appear in EasyBridge (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 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 PowerSchool updates show up in a Pearson 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 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 K12 Technical Support.

Q: Can I create classes or groups in my Pearson 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 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 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 Pearson 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 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 K12 Technical Support.

Q: What happened to my other Pearson 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
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
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