

Investigations Set-up (September 2017)

Step 1:

Log in to: <https://www.pearsonsuccessnet.com> (Also under Staff Resources on Darien website)

User name: District email address

Password: Darien035!

Step 2:

Select Resources that you will need for the year. If this is your first time logging in, you will get the "Select Products" option. Select all that apply.

If you are returning and/or need to change what has been selected previously, follow these steps:

- 1) Look for your name at the top (ex. Mr. Marin)
- 2) Select My Account
- 3) Under My Products, Select "Manage Products"
- 4) Select "Manage Products" again to get the list.
- 5) Select the products you want and Add to existing classroom.

Step 3 Set Up your Class

Look across the main top tabs. There is a tab that is called "Classes".

- 1) Click **Create a Class or Group**
- 2) Give the Class a name AND select the product that should be available to the class.
- 3) Notice the word "Roster" (right, middle of the screen) and "View". Click View.
- 4) Click "Add a Student"
- 5) For each student in your classroom, fill out the following information:
Name, Grade, UserName, Password (You create username and password. The following guidance is given for the password: *For your password, use 6-32 ASCII characters with no spaces. Passwords are case sensitive. Cannot match or contain User name, First name or Last name. Must contain at least 1 alpha character; contain at least 1 number or a special character.*)
- 6) Save
- 7) Once you have entered all your students, notice the words "Print Parent Letter" (left, middle of the screen). Please check the boxes next to each student's name or select all. This will generate a parent letter with the log-in information for Investigations.