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What’s New!

New for Back to School 2015, there are three different options for roster synchronization on Pearson learning platforms. Pearson EasyBridge (Basic, Auto and Plus) provides accommodations for a variety of technology readiness and district needs. This guide provides step by step information for Pearson EasyBridge Auto. Read below to learn more about this exciting new set of features!
About This Guide

Pearson EasyBridge Auto provides districts and schools using multiple Pearson learning platforms without a single sign-on from their Student Information System (SIS) a way to automatically roster classes and manage users that are shared across their Pearson platforms. This guide provides detailed information for teachers about this new service including how to sign in, associating a product to a class and how to manage usernames and passwords for your classes and students.

Sign In as a Teacher

Pearson EasyBridge Auto districts begin navigation to Pearson learning platforms through a custom URL. Some districts will choose to add a link to this custom URL on your district website or portal. Your administrator will provide you with the web address, and in some cases your username and password. There are several ways to access your content, outlined in this user guide. Follow the steps below to access your content on Pearson learning platforms using your username, password, and URL provided by your administrator.

- If you do not have a username and/or password, but have the URL, go to the next section Retrieve a Username and/or Password.
- If you do not have your district URL, but you do have your username and password, go to the section below Sign in Directly to PearsonEasyBridge.com

1. Go to your district’s custom URL from the shortcut provided by your administrator.

2. Sign in using the username and password provided by your administrator.
3. You are now in Pearson EasyBridge and can navigate to your classes, or select a specific learning platform using the quick links under **Learning systems**.

![Pearson EasyBridge screenshot](image)

**A shortcut to Pearson EasyBridge has NOT been added to your district website or portal**


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

3. If you were provided a username and password, enter those credentials and click **Sign In**. If you were not provided a username and password, click “Forgot your username or password” link and enter your email. You will receive an email with your username and instructions for how to change your password.

**Retrieve a Username and/or Password**

Your district may have already supplied you with your username and password. In the event you may not have received a username or password from your administrator, you can still access your Pearson learning platforms by following the below steps:
1. Go to your district’s custom URL.
2. Click “Forgot your username or password” link.
3. Enter your email address. You will receive an email with your username and instructions to change your password.
4. Login to district custom URL using your updated credentials.

**Sign In for Students**

Students follow this same process to login using district created credentials. Upon receipt of their username and password from the either the district administrator or their teacher, students go to the district provided website to access EasyBridge. See the User Management section below for more information on how to retrieve or distribute usernames and passwords for your students depending on your districts setup.

From EasyBridge, students navigate to their class or select one of the Pearson learning platforms under Learning systems. Students should follow the below steps to login to EasyBridge:

1. Go to your district’s custom URL.
2. Sign in using the username and password provided by your teacher or administrator.
3. You are now in Pearson EasyBridge and can navigate to your classes, or select a specific learning platform using the quick links under Learning systems.
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.

School Year

The school year displays in EasyBridge the same way it appears in your 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

The student roster displays for any class whether there are products associated with it or not. 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.

Note: If your district has user management enabled, you have the ability to update credentials for teachers and students. See the User Management section below to learn how.

Announcements

Announcements display Pearson notices to teachers and/or students. An Announcements box only appears under Learning systems when a message is available.

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The start and end date for the class, which was created in your SIS, determines which tab houses the class. A class remains active on all learning platforms until the teacher or a platform administrator inactivates the class or until the administrator performs a New Year Rollover (NYR).

⚠️ **Caution:** All student data associated with a class that is deleted will be permanently removed. Teachers should generate reports and save data prior to a class deletion through NYR.

### 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 your SIS.
- 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.

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 fully 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 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 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.
Pearson SuccessNet Platform

Active Features

Teacher tasks associated with instruction on Pearson SuccessNet work the same for all teachers using EasyBridge Auto. 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 your SIS. Your SIS 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 Auto. 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
- Expire classes

**Note:** 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 your SIS. Your SIS 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 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 your SIS. Your SIS updates Pearson Realize every weeknight.

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

- 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 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 your SIS. Your SIS 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 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. Sign in with your 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.

Teachers and students can also login directly using their credentials. See user management section below on obtaining these credentials.

**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.
Managing Student Rosters and Credentials

Managing student rosters and credentials is not available for all districts. If enabled for your district, however, you have the ability to update your student rosters and passwords for students in your classes as well as your own credentials.

Manage Your Own Credentials in EasyBridge

One quick way to determine if your district has user management enabled is to verify if you have an Account link next to your name after signing in.

If you see the Account link when you login to EasyBridge, you are able to manage your student rosters, including passwords. You can modify your own credentials by clicking on the Account link at the top.

1. Click Account link to the right of your name.
2. Update your New Pearson password.
3. Click Save.

Note: Your Pearson username can be used to login directly to the learning platforms

Direct login to learning platform username = patricia.smith@powerschool.com@applegrove@OCPS-FL
Manage Student Credentials in EasyBridge

1. **Sign In** to EasyBridge.

2. 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

EasyBridge Auto includes secure single logout for all of your integrated Pearson learning platforms. Rosters and classes are synchronized through a centralized management tool. Signing out of one learning platform will automatically sign you out of all Pearson applications, including EasyBridge.

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. **Note:** *This does not include your SIS. You will need to sign out of your student information system separately.*

2. Close the browser. This ensures complete security when signing out.

Sign in Directly to Learning Platforms

To sign in directly to any Pearson learning platform or resume work after signing out, return to the desired website and login again. Be sure to use your appended district username. This provides a unique login and ensures access to your account. If you do not have your appended username, contact your administrator. Logging in to one learning platform automatically logs you into any of the following Pearson learning platforms:

<table>
<thead>
<tr>
<th>Platform</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson SuccessNet</td>
<td><a href="http://pearsonsuccessnet.com">http://pearsonsuccessnet.com</a></td>
</tr>
<tr>
<td>SuccessNet Plus</td>
<td><a href="http://successnetplus.com">http://successnetplus.com</a></td>
</tr>
<tr>
<td>Pearson Realize</td>
<td><a href="http://pearsonrealize.com">http://pearsonrealize.com</a></td>
</tr>
<tr>
<td>Math Dashboard</td>
<td><a href="http://mathdashboard.com">http://mathdashboard.com</a></td>
</tr>
<tr>
<td>EasyBridge (Central Administration Tool)</td>
<td><a href="http://pearsoneasybridge.com">http://pearsoneasybridge.com</a></td>
</tr>
<tr>
<td>eText app</td>
<td></td>
</tr>
</tbody>
</table>

To login directly to any of the Pearson learning platforms, follow the below steps:

1. Go to the Pearson website you would like to access.

2. Login with your username and password with the appended district in the username as in the examples below. Appending the district creates a unique username and guarantees you access to the correct account.

Student username format: *john.d.dobbs@applegrove*
Teacher username format: *patricia.smith@powerschool.com@applegrove*
Example of logging in directly to a Pearson learning platform.

No district URL

If you do not have a district URL provided by your administrator, but you do have your username and password, follow the below steps to login directly through any of the Pearson learning platforms for which you have access.

1. Go to the Pearson website you would like to access. (See learning platform URLs above.)
2. Click on the Pearson EasyBridge icon.
3. Type the name of your district in the search box and select it from the drop-down list. Click Go.
4. Login with your username and password.
Accounts for Paraprofessional and 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 the SIS, 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.

For non-teacher staff members who have not been synced through the integration, direct access to the platforms will need to be given. These accounts can be created directly in Pearson SuccessNet or SuccessNet Plus. These users will need to access the platforms directly using these credentials.

How Other Staff Members Add Additional Products

Teachers with classes as well as staff members without classes can add products to their account directly through the learning platform. These products can be added to the account for review but cannot be associated to a specific class. To add products to a specific class, see above section Associating Products with a Class. Alternatively you can go to myPearsonTraining 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 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 stem from any functionality related to these integrated platforms.

For help with issues related to curriculum product access or learning platform functionality, please refer to articles and documentation available on Community Connection, the support site for Pearson EasyBridge.

When contacting Technical Support for assistance with any Pearson digital learning platform question, tell the agent that you teach in an EasyBridge Auto district.

Technical Support is available Monday through Friday 8 AM—8 PM ET at 800-234-5832.

Contact your Administrator:

- If you teach in more than one school in the district.
- If your classes do not appear in EasyBridge. (Classes appear for students after the class start date set 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 you do not 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: Your SIS pushes data to the Pearson digital learning platforms every weeknight so changes made on your SIS show up in the platforms the next day.

Q: Why don’t I see any products on my Pearson learning platform home page? I am 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 EasyBridge (formerly the Central Administration Tool, 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 your SIS manages all classes. Class data is pushed from your SIS 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 through your SIS. 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 your SIS and then check the class roster in EasyBridge as well as 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: You will now only have one active account. Any other accounts are disabled. For further information, contact your district administrator.

Q: Do teachers and students need to log in using the custom URL?

A: It is best practice for teachers and students to start at the custom sign in page. However, direct login can be made on the platforms using the correct username/password. See the Manage credential above.

Q: When I look at my own username or my students username in EasyBridge, I see an “@” sign after the name followed by our district suffix. Why is this there?

A: Districts may provide their own usernames for students and teachers. The system needed a way to make these usernames unique. Pearson adds an “@” sign plus your district suffix to the end. The username with the “@district suffix” is the actual username.

Q: Can teachers and/or students login to the custom login page using their username with the “@district suffix” at the end?

A: The custom URL will recognize if the user entered the “@district suffix” or not and log the user in regardless. For direct login to the platforms, the “@district suffix” MUST be used.
# APPENDIX B: Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAQs</td>
<td>Frequently Asked Questions</td>
<td>Place to find answers to common questions</td>
</tr>
<tr>
<td>NYR</td>
<td>New Year Rollover</td>
<td>Releases student and product license subscriptions and removes classes, students and student progress data from learning platforms</td>
</tr>
<tr>
<td>PSN</td>
<td>Pearson SuccessNet</td>
<td>A Pearson learning platform on the Internet; where your assigned courses may reside</td>
</tr>
</tbody>
</table>
| 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 |