
Your User name is _____ your password is _____. They are not case sensitive.

How to Log In to SuccessMaker Enterprise:



1. Double-click the SuccessMaker Enterprise icon. The SuccessMaker Enterprise Log In screen appears.
2. Type in your user name and press Tab.
3. Type in your password and press Enter.
4. The Select an Interface screen appears.
5. Click the Classroom box on the right side under Teacher.



How to Log Out of SuccessMaker Enterprise:

1. Click the door.
2. Press the ESC (Escape) key on the keyboard to return to the desktop.



How to Create a Group:

1. In the classroom, click the desk drawer.
2. Click the Group folder.
3. Type in the name of the group.
4. Click OK if finished or click OK & New if more groups are to be created.
5. Click the X in the upper right corner to close desk drawer.
6. Click the laptop computer to view all groups.



How to Edit a Group Name:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Select the name of the group by clicking on it.
3. Click the right mouse button (right-click) to display the Remove Group(s), Edit Group Name and Edit Group Properties options.
4. Click Edit Group Name.
5. Type the new name for the group.
6. Click OK.



How to Enroll a Student:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Select the group to which the students will be added.
3. Click the desk drawer.
4. Click the User folder.
5. Click the X to close the desk drawer.
6. Type in the student's registration data.
7. Leave user type as student.
8. Click OK if finished or OK & New to add more students.
9. Click OK when finished with last student.
10. The Information Folder for the last student will appear.
11. Click the X in the upper right corner to close the Information Folder.
12. To have names appear in alphabetical order, select the Option button from the user Selector window and choose Refresh.



Check to make sure the group name is shown in the Group List at the bottom of the registration screen. If it is not, you need to choose it again from the User Selector screen on the left.



How to Assign Courses to an Individual Student:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Click the radio button next to the name of the group that contains the desired students.
3. Double click on the name of the student.
4. The student's information folder appears.
5. Click Assignments.
6. Click Assign.
7. The SM Course Select list appears.
8. Click the first course. If multiple courses are desired, press and hold the CTRL key and click the remaining courses to be assigned.
9. Click OK.
10. If the courses have a starting level, the Starting Level box appears.
11. Type in the overall starting level.
12. Click Set.
13. If more than one course was selected, continue to set levels in all the courses. You'll be prompted.
14. Click the X to close the student's information folder.
15. Repeat steps 3-14 for remaining students.



How to View and Print the Enrollment Check Report:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Select the name of the group.
3. Click the printer.
4. The Report Select screen appears.
5. Click the radio button next to the Across Courses Reports category.
6. Select Enrollment Check Report.
7. Click View Options.
8. The Choose Options screen appears.
9. Click the box “Include Last Name, First Name, User Name, Student ID”.
10. Click View.
11. After a few moments, a window displays the report.
12. Click the maximize button (the box in between the __ and the X in the upper right corner) to increase the size of the report display.
13. Click the arrows, located in upper, left corner, to view any additional pages.
14. To print, click the small printer next to the envelope. Click OK
15. Click the X to close the report and return to the classroom.



How to Make Changes to Assignments for Individual Enrollments:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Click the radio button next to the name of the group that contains the student to be changed.
3. Double click on the name of the student. (You may make changes to the student’s registration.)
4. Click Assignments.
5. Select the name of the course to be changed.
6. Click Edit Assignments.
7. The course options window appears.
8. Change the enrollment options as desired.
9. Click Apply.
10. Click the X to close the course options window.
11. Click the X to close the Information Folder.



Once students begin working in a course, do not make any changes to the Initial Placement Motion or to the Strands.



How to Add a Student to a Group:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Click the radio button next to the name of the group to which the student is currently assigned.
3. Click the radio button next to the name of the group to which the student will be added. The names of all students currently in the group appear.
4. Drag and drop the name of the student in the first group to the name of the second group. The student's name now appears in both groups.
5. The student remains in both groups unless they are removed from the first group by dragging the name of the student to the trashcan.

OR

1. In the classroom, click the laptop computer to view the User Selector list.
2. Click the radio button next to the name of the group to which the student is currently assigned.
3. Click the radio button next to the name of the group to which the student will be added. The names of all students currently in the group appear.
4. To select multiple students, click one time on the first name then hold down the Control (CTRL) button and click for all subsequent students. When you choose all your students, right-click on the name of the last student in the first group and select Copy.
5. Right-click the name of the group to which the student is to be added and select Paste.



How to Remove Students from a Group and/or System:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Click the radio button next to the name of the group containing the student whose name is to be removed.
3. The list of students in the group appears.
4. Select the name of the student to be removed and drag it to the trashcan.
5. Alert Box appears.
6. If you are just removing the student from the class click OK.
7. If you are removing the student from the entire system add a check to the Remove from Entire System box, click OK.



How to Remove an Assignment for an Individual Student:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Click the radio button next to the name of the group that contains the student whose information will be changed.
3. Double click on the name of the student.
4. Click Assignments. The list of courses currently assigned to the student appears.
5. Select the name of the course or courses to be removed.
6. Click Remove or Remove All
7. Click the X to close the student information folder.



Removing a course from students' assignments permanently erases the students' history from the system. This action cannot be undone!



How to Create a Group Assignment using Group Properties:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Select the group to which an assignment will be added.
3. Right-click on the name of the group to display the group properties option.
4. Click Edit Group Properties.
5. Click Assignments. The list of courses currently assigned to the group appears.
6. Click Assign. The SM Course Select list appears.
7. Select the course or courses to be assigned. To select more than one course, hold the Ctrl key while clicking the courses.
8. Click OK
9. The Starting Level dialog box appears for courses that have a starting level.
10. Type in starting level and click Set.
11. Type in the starting level again, and click the Set for All button if all students in the group will begin working at the same level. You also have the options to Set levels individually or to Skip User.
12. If changes to enrollment options for the course are desired, click the course name and click Edit Assignments.
13. Make all changes and click Assign.
14. Repeat steps 13-14 for all courses to be edited.
15. When you finish adding and editing courses, click the X to close the SM Courses screen.



How to Remove Courses Assigned through Group Properties:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Right-click the name of the desired group to display the group properties option.
3. Click Edit Group Properties.
4. Click Assignments.
5. Select the course(s) to be removed. Click Remove.
6. The Warning box appears. There are 4 choices:
 - Remove "Math Concepts and Skills" from "Group". (This option removes the course from group properties but not from current group members to whom the course has been assigned).
 - Remove all selected assignments from "Group". (This option removes all selected courses from group properties but not from current group members to whom the courses have been assigned).
 - Remove "Math Concepts and Skills" from "Group" and current group members. (This option removes the course from group properties and from current group members to whom the course has been assigned).
 - Remove all selected assignments from "Group" and current group members. (This option removes all selected courses from group properties and from current group members to whom the courses have been assigned. Use this choice at the end of the school year).
7. Choose the desired remove option and click Remove.
8. Click the X to close the SM Courses screen.



All student performance data is erased when the removing courses from group properties and current group members options are selected (The last 2 options in the Warning box).



How to Create Worksheets:

1. In the classroom, click on the Resource Center (books on the bookshelf).
2. Click on the radio button next to Worksheets. Click OK
3. The worksheet dialog box appears. Type a Header for Worksheet if desired.
4. Select the course for which you want to print a worksheet from the Course field.
5. Type in the desired Number of Exercises (up to 50) to be generated for each worksheet.
6. Specify the type of worksheet in the Strand/Level area, Current (exercises alternate among active strands), Lowest (exercises are drawn from the student's lowest current active strand that has a worksheet content), or Other (allows you to customize the strand and level for the exercises).
7. For Answer Sheets, specify which exercises to include answers for Teachers and Students.
8. Click the Add button to add the students for which you want to print the worksheet(s).
9. Choose Group (pull down menu) that contains the desired student(s).
10. Select student(s) for which a worksheet is desired. Click OK
11. Click the Print button. Worksheets may not be previewed.
12. Click the X to close the Worksheets box.



How to Create a Custom Course via Custom SM Custom Editor:

1. In the classroom, click the Resource Center (the books on the bookshelf).
2. From the list of resources, click the Custom SM Editor. Click OK.
3. Click the Custom SM Course menu (located in upper, left corner) and then click New.
4. From the SM Course Select screen, select the course from which the custom course will be created.
5. Click OK.
6. Set the enrollment options for the course.
7. Select the Strand(s) for the course.
8. Click Save As Custom Course.
9. Type a name for the new custom course and click OK.
10. Click Close, and then click the X on the Custom SM Course Editor to return to the classroom.
11. Click the X to close the Resource Center.
12. Assign the custom course using the same directions for assigning default courses.



How to Access Documentation Guides:

1. In the classroom, click the red Help button.
2. Select the desired documentation guide, Management System, Course, or Reports.
3. Click OK.
4. Acrobat Reader opens and displays the main menu of the guide.
 - Management System Documentation
 - Select the Interface
 - Select appropriate topic and page
 - Course Documentation
 - Select the subject
 - Select the manual
 - Select the appropriate topic and page
 - Reports Documentation
 - Select Administrative or Courseware
 - Select the manual
 - Select the appropriate topic and page
5. To print pages from any manual: File, Print – Select what you would like to print. **Default is for the entire manual.** Select Current to print the page your viewing, Pages for a range of pages.
6. Click the X to close the documentation guide.



How to Access an Online Consultant:

1. In the classroom, click the red Help button.
2. Choose OnlineConsult and click OK.
3. An InstantService window opens type all the required information.
4. Click Submit.
5. Talk window appears.
6. Type questions in the field at the bottom and click Send.
7. Click End Session when finished.
8. Click the X to close the OnlineConsult and return to the classroom.



How to Take a Student Offline:

1. In the classroom, click the computer in the back of the room.
2. Right click the name of the student you wish to take offline.
3. When the menu appears, left click on Take Offline. This will remove the lightning bolt from in front of the student's name.
4. Click the X to close the window.



How to View and Print the Last Session Report:

1. In the classroom, click the laptop computer to view the User Selector list.
2. Select the name of the group.
3. Click the printer.
4. The Report Select screen appears.
5. Click the radio button next to the Last Session reports category.
6. Select a particular course or the All Courses report.
7. Click View Options.
8. The Report Options screen appears.
9. Click View if no changes to the options will be made. If you desire to make changes to the Report Options select, Save As. Type a File name (no spaces), select Save.
10. Click View.
11. After a few moments, a window displays the report.
12. Click the maximize button (the box in between the __ and the X in the upper right corner) to increase the size of the report display.
13. Click the arrows to view any additional pages.
14. To print, click the small printer next to the envelope.
15. Click the X to close the report and return to the classroom



How to Choose Multiple Students (for Worksheets or Reports)

Choosing Consecutive Students

1. Click one time on the first student in the list.
2. Hold down the Shift button on the keyboard.
3. Click on the last student in the list. Keep the Shift button held down.
4. When done, release the Shift button.

Choosing Non-Consecutive Students

1. Click on the first student you want.
2. Hold down the CTRL button on the keyboard.
3. Click on the students you want. Keep the CTRL button held down.
4. When done, release the Shift button.

