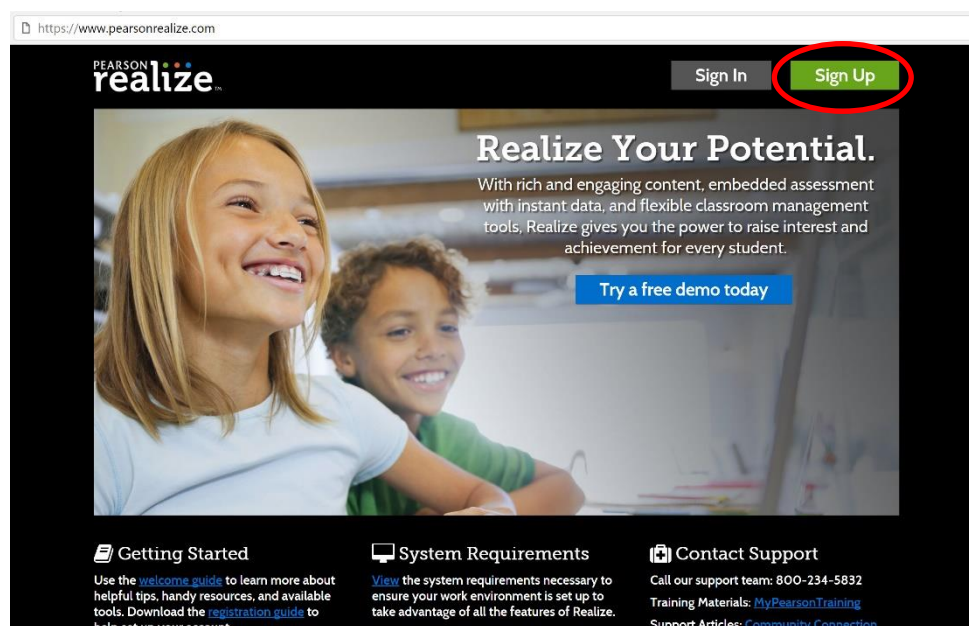


Getting Started with Pearson Realize™

Instructor's Guide for Registering and Creating a Course

Creating a Realize™ Account

1. Start your browser and go to www.pearsonrealize.com.
2. If you already have a Realize account, click **Sign In** and go to *Setting Up your Realize Home Screen* on page 6.
If you do not have a Realize account, click **Sign Up**.



3. Click **Enter Your School Code**. (Your district will provide your school code, or you will receive it from your Pearson account representative.)

The screenshot shows the 'Create an Account' page with a progress bar at the top: School Code → Personal Information → Account Information → Review. Below the progress bar, it says: 'After creating your account, you can access your online course. [Log in to your online account if you already have one.](#)'

The main section is titled 'Do You Have a School Code?' with a question mark icon. It states: 'You need a school code to register.'

There are two buttons: 'Request a School Code' with the text 'if you do not have one.' and 'Enter Your School Code' with the text 'if you already have one.' The 'Enter Your School Code' button is circled in red.

At the bottom right, there is a 'Required' indicator. The Pearson logo and copyright notice 'Copyright © 2005–2017. All rights reserved.' are at the bottom.

4. Type your **school code** in the School Code box, press **Tab** and begin typing your school name. When you see your school in the drop down list, click it to enter it in the School box.

The screenshot shows the 'Create an Account' page with the 'Enter Your School Code' section circled in red. The progress bar at the top is the same as in the previous screenshot.

The section is titled 'Enter Your School Code' with a question mark icon. It contains two input fields:

- 'School Code' with a red asterisk, containing the text '555555'.
- 'School' with a red asterisk, containing the text 'Realize Edit'.

Below the 'School' field, a dropdown list is visible, showing 'REALIZE EDITORIAL SCHOOL' and '501 Boylston St Boston MA 02116'.

5. Click **Next**.
6. Enter your **First Name**, **Middle Name** (optional), **Last Name**, and **Email address**.

Create an Account Log In

School Code → Personal Information → Account Information → Review

After creating your account, you can access your online course. [Log in to your online account if you already have one](#)

Personal Information ?

First Name* Middle Name Last Name*

Email Address*

← Back Next →

* Required

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7. Click **Next**.

8. Enter a **user name** and **password**, following the pop-up guidelines. (If you have used your email address as the username for a different Pearson account, you will be prompted to create a new username for your Realize account.)

Create an Account Log In

School Code → Personal Information → **Account Information** → Review

After creating your account, you can access your online course. [Log in to your online account if you already have one.](#)

Account Information ?

Username *
EL2017@gmail.com

Password *
.....

Confirm Password *
.....

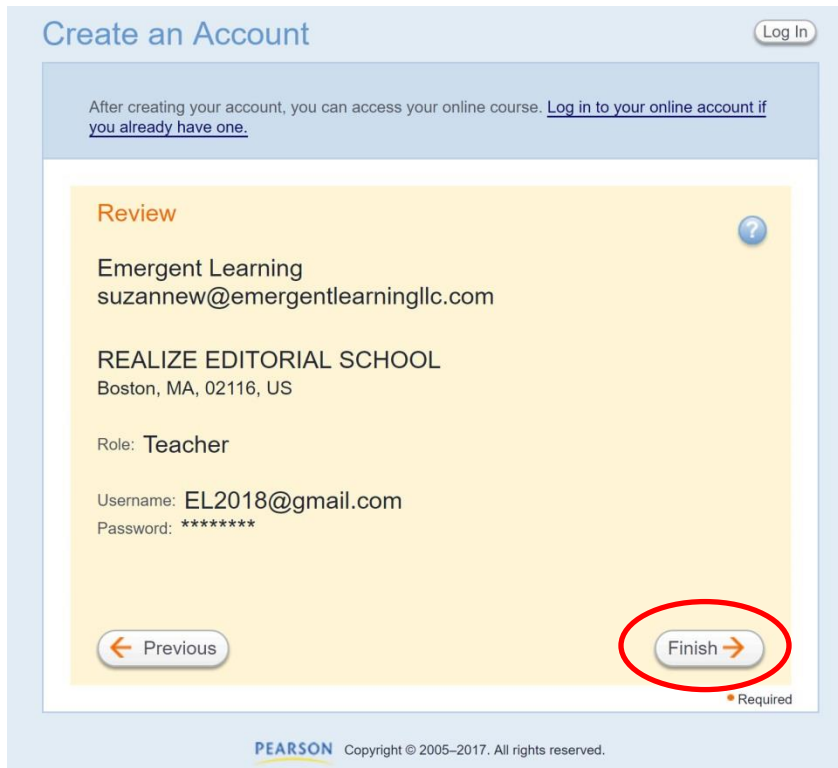
← Back Next →

Required

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9. Click **Next**.

10. Review the account information. Write down your username and password and keep it in a safe place. Click **Finish**. A confirmation email will be sent to the address associated with your account.

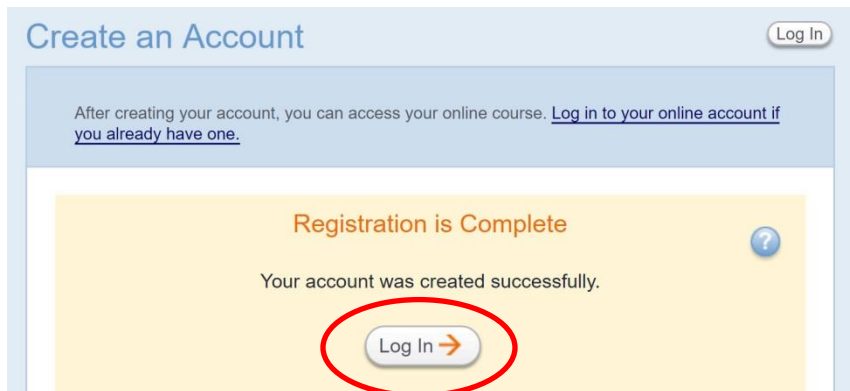


The screenshot shows the 'Create an Account' page with a 'Log In' button in the top right. Below the header, a message states: 'After creating your account, you can access your online course. [Log in to your online account if you already have one.](#)' The main content area is titled 'Review' and contains the following information:

- Emergent Learning
suzanne@emergentlearningllc.com
- REALIZE EDITORIAL SCHOOL
Boston, MA, 02116, US
- Role: Teacher
- Username: EL2018@gmail.com
- Password: *****

At the bottom of the review box, there are two buttons: 'Previous' with a left arrow and 'Finish' with a right arrow. The 'Finish' button is circled in red. A small red asterisk and the word 'Required' are located at the bottom right of the review box. The Pearson logo and copyright notice 'Copyright © 2005–2017. All rights reserved.' are at the very bottom.

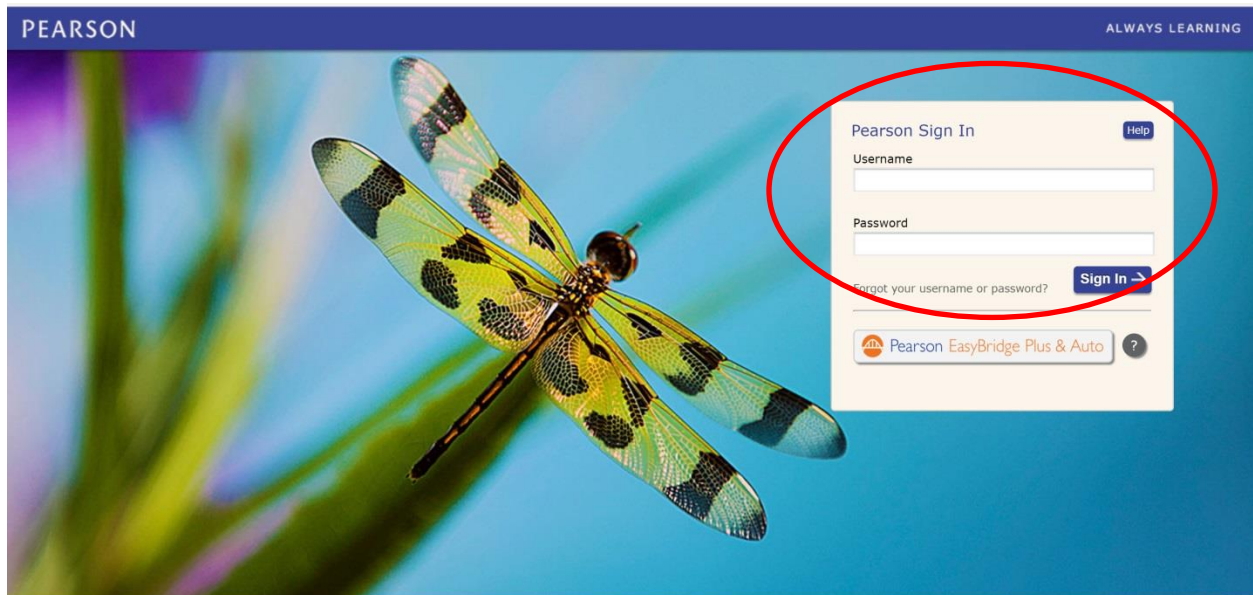
11. Click **Log in** to go to the Pearson Realize Sign In page.



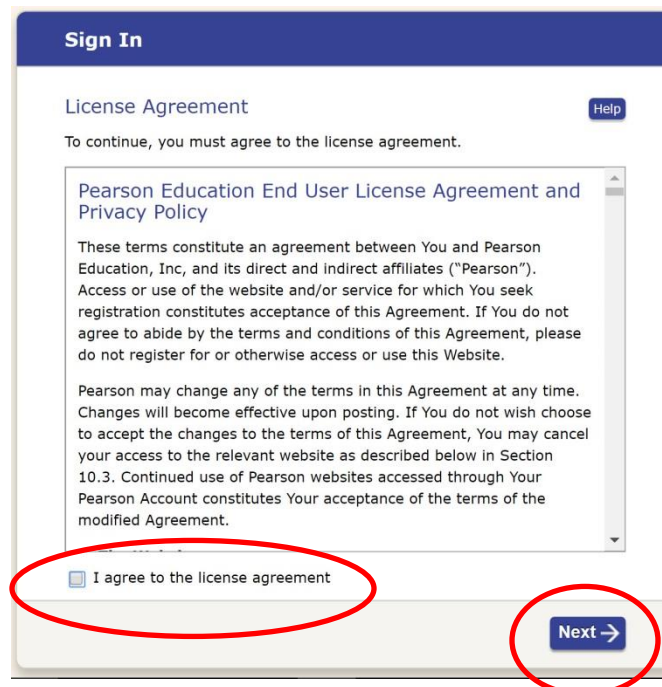
The screenshot shows the 'Create an Account' page with a 'Log In' button in the top right. Below the header, a message states: 'After creating your account, you can access your online course. [Log in to your online account if you already have one.](#)' The main content area is titled 'Registration is Complete' and contains the message: 'Your account was created successfully.' Below this message is a 'Log In' button with a right arrow, which is circled in red.

Setting Up Your Realize Home Screen

1. Start your browser and go to www.pearsonrealize.com.
2. Click Sign In.
3. Enter your Pearson Realize™ account username and password and then click **Sign In**. If you have already set up your Realize Home Screen, skip to *Creating a Class and Enrolling Students* on page 9.



4. If this is the first time you are signing in, read the License Agreement, click to select the **I agree to the license agreement** check box, and then click **Next**.



5. Customize your account using the following options. These settings can be changed at any time using your account Settings menu.

a. **What grades do you teach?** Select all that apply.

WHAT GRADES DO YOU TEACH?	Select all the grades that you teach.	
	<input type="checkbox"/> Pre-K	<input type="checkbox"/> Kindergarten
	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 2
	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 4
	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 6
	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 8
<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 10	
<input type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 12	

b. **What programs do you teach?** Select all of the products that you will use. Note that the Career Quest products begin with **CTE**.

<input type="checkbox"/> CTE 2017 Anatomy, Physiology, and Disease Texas	<input type="checkbox"/> CTE 2017 Edition Principles of Applied Engineering
<input type="checkbox"/> CTE 2017 Edition Principles of Applied Engineering eText Only	<input type="checkbox"/> CTE 2017 Texas Business Information Management I (Office 2013)
<input type="checkbox"/> CTE 2017 Texas Business Information Management I (Office 2016)	<input type="checkbox"/> CTE 2017 Texas Business Information Management I (Office 2016) eText Only
<input type="checkbox"/> CTE 2017 Texas Business Information Management II (Office 2013)	<input type="checkbox"/> CTE 2017 Texas College and Career Readiness
<input type="checkbox"/> CTE 2017 Texas Computer Programming	<input type="checkbox"/> CTE 2017 Texas Dollars and Sense
<input type="checkbox"/> CTE 2017 Texas Food and Nutrition for You	<input type="checkbox"/> CTE 2017 Texas Forensic Science
<input type="checkbox"/> CTE 2017 Texas Interpersonal Studies	<input type="checkbox"/> CTE 2017 Texas Introduction to Culinary Arts

c. **What is your name?** This is the student-facing name that will display for students. Type your name as you want students to see it.

WHAT IS YOUR NAME?	This is the name your students will see in the platform.
	<input type="text"/>
	For example, Mrs. Smith

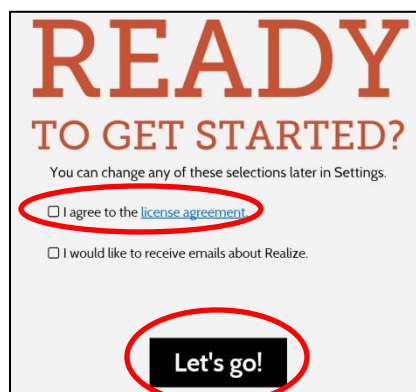
d. **Pick a profile icon.** This icon will display with your account.



e. **Pick a background image for your home screen,** click Preview to see how the page will display, and then click **OK** to return to the customization options page.

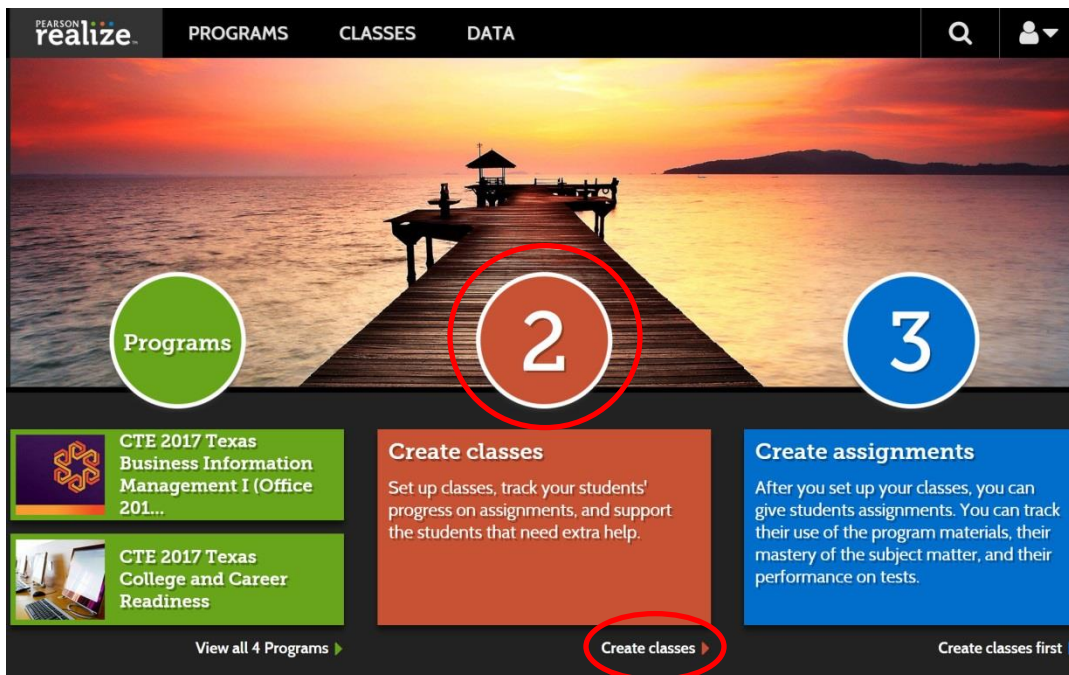


f. Scroll down to the bottom of the page, click to select the **I agree to the license agreement** check box, and then click **Let's go!** Your home screen displays.



Creating a Class and Enrolling Students

1. Log in to your Pearson Realize account, if you are not already logged in. Your Home Screen displays.
2. Click the number **2** in the middle of the screen, or click **Create classes**.



3. Under **1. Create a class**, click in the **Class name** box and type a name for the class, and then click to select a **class picture**.

1. Create a class

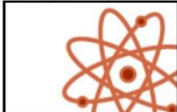
Class name


College and Career Readiness, Section A


Institution


REALIZE EDITORIAL SCHOOL


Class picture




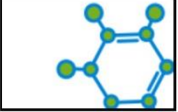

































4. Under **2. Pick programs**, click to select the check box next to the program(s) you want students to be able to access for this class.
- You should only select the program(s) students in this class should be able to access. For most classes, you will only select 1 program, but there may be classes that require access to more than one program.
 - NOTE: Once you add students to the class, you cannot change your program selections.

2. Pick programs

Choose the programs you would like your students to have access to for this class. Once you add your students in the next step, you will not be able to change your program selections.

<input type="checkbox"/> CTE 2017 Texas Principles of Information Technology	<input type="checkbox"/> CTE 2017 Texas Business Information Management I (Office 2013)
<input type="checkbox"/> CTE 2017 Edition Principles of Applied Engineering	<input checked="" type="checkbox"/> CTE 2017 Texas College and Career Readiness
<input type="checkbox"/> CTE 2017 Texas Business Information Management I (Office 2016) eText Only	

5. Under **3. Add students to class**, enter the information for each student you want to enroll in the class, using the following guidelines:
 - a. In the Student name box, enter the **last name**, **a comma**, and the **first name**.
 - If the student is enrolled in other Realize classes, the name will display in a drop-down list. Click the name to automatically enter the Username and Password.
 - If the student is not enrolled in other Realize classes, you must create the Student Account by entering a Username and Password. you may select the name from the drop-down list
 - b. For a new account, click in the Username box and type a **unique user name**.
 - c. For a new account, click in the Password box and type a **secure password**.
 - Passwords are case-sensitive.
 - Passwords must have at least 8 characters.
 - Passwords must include at least one letter and one number or special character.
 - Passwords may not include spaces.

3. Add students to class

Hide tips for adding students

Student names	User names	Passwords
<ul style="list-style-type: none"> Add new students by entering their 'last name, first name'. Enter first letter of last name. Names of students already enrolled in Realize will appear in a drop-down list that you can scroll and select. Create a new student account if student is not on the list. 	<ul style="list-style-type: none"> Use at least one character. Upper or lower case is OK - user names are not case-sensitive. You can use letters, numbers, periods, @, and underscores. User names must be unique - two students can't have the same user name. 	<ul style="list-style-type: none"> Use at least 8 characters with no spaces. Must include at least one letter and one number or special character. Passwords are case-sensitive. A student's password can't be similar to his/her first or last name or user name.

Student name

Username

Password

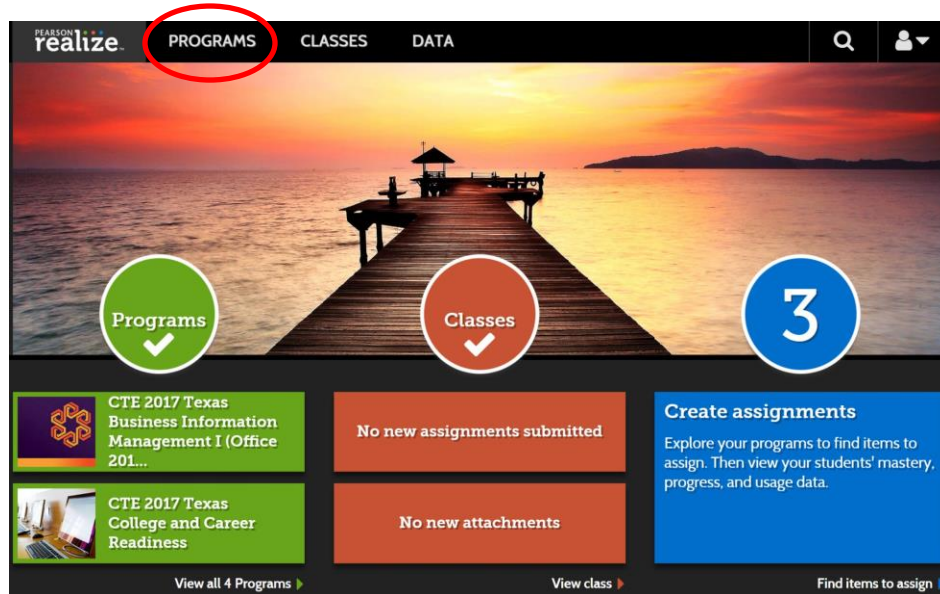
☐ Hide password text

Pearson, Tonya	✓	tpearson123	✓	emerge123	✓	✕
Choi, Kevin	✓	kevchoi123	✓	pearson123	✓	✕

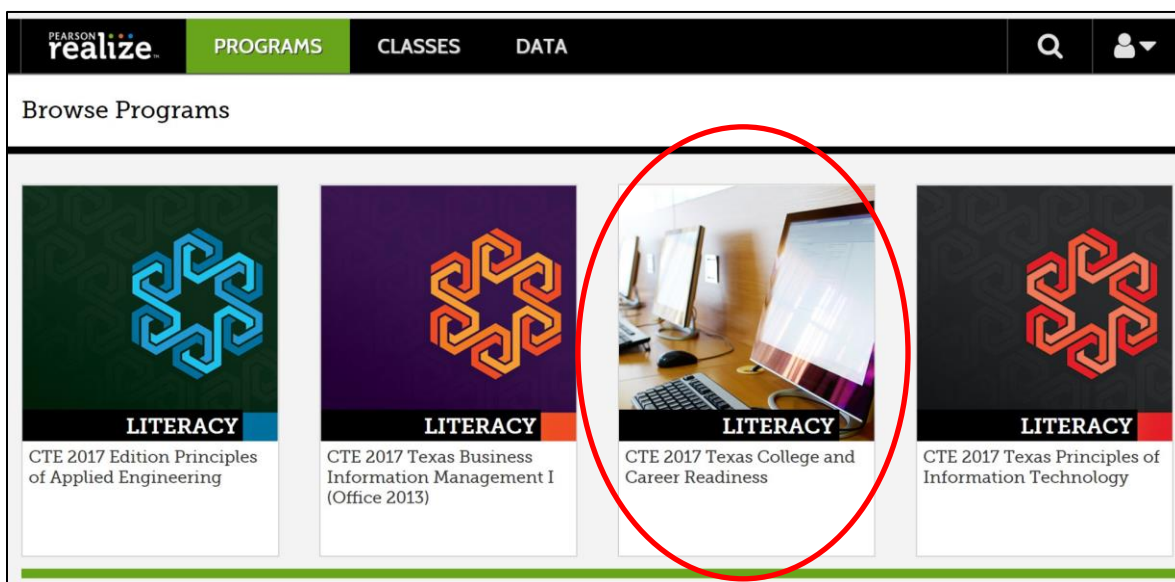
6. Scroll to the bottom or top of the page and click the **Save** button Save.

Link a Realize Class to a CareerQuest Course

1. Log in to your Realize account.
2. Click **PROGRAMS** on the menu bar across the top of your Home Screen.



3. In the list of programs, click the icon of the class you want to link to a CareerQuest course.



4. On the Partner Massive U tile, click **Assign**.

The screenshot displays the Pearson Realize web application interface. At the top, a navigation bar includes the Pearson Realize logo, tabs for 'PROGRAMS', 'CLASSES', and 'DATA', a search icon, and a user profile icon. Below this, the page title is 'CTE 2017 Texas College and Career Readiness' with a dropdown arrow. A secondary navigation bar contains 'Table of contents' (highlighted), 'Resources', 'Standards', and 'eText'. The main content area has a 'Thumbnail view' button and a 'List view' button. A toolbar at the top right of the content area includes 'Rearrange', 'My content', and 'Create content' with a dropdown arrow. The 'Table of Contents' section is highlighted with a green header. It contains two main tiles: 'About This Course' on the left and 'Massive U' on the right. The 'Massive U' tile features a link icon and the word 'Partner'. Below the 'Massive U' tile, there is an 'Assign' button, which is circled in red. The bottom of the interface has a green bar with 'Rearrange', 'My content', and 'Create content' buttons.

5. Complete the **Create an assignment** box as follows:
- In the **Title** box, replace the text *Massive U* with a title for the class. This should be the title that the students expect and will recognize.
 - In the **Start date** box, enter the first date the students should be able to access the course. You may select the date from the pop-up calendar.
 - In the **Due date** box, enter the last date the student should be able to access the course. You may want to select a date a few weeks beyond the end of the semester. You may select the date from the pop-up calendar.
 - In the **Instructions** box, enter any instructions you would like the students to see. (optional)
 - In the **Enter a class, group, or student name**, begin typing the class name you assigned when you created the class in Realize. When the class name displays in a pop-up list, click it to add it to the box.
 - Click **Assign**.

Create an assignment [X]

Partner

Title
College and Career Readiness

Start date 08/21/2017 [Calendar] **to** **Due date** 01/31/2018 [Calendar]

☐ Set start and end times [?]

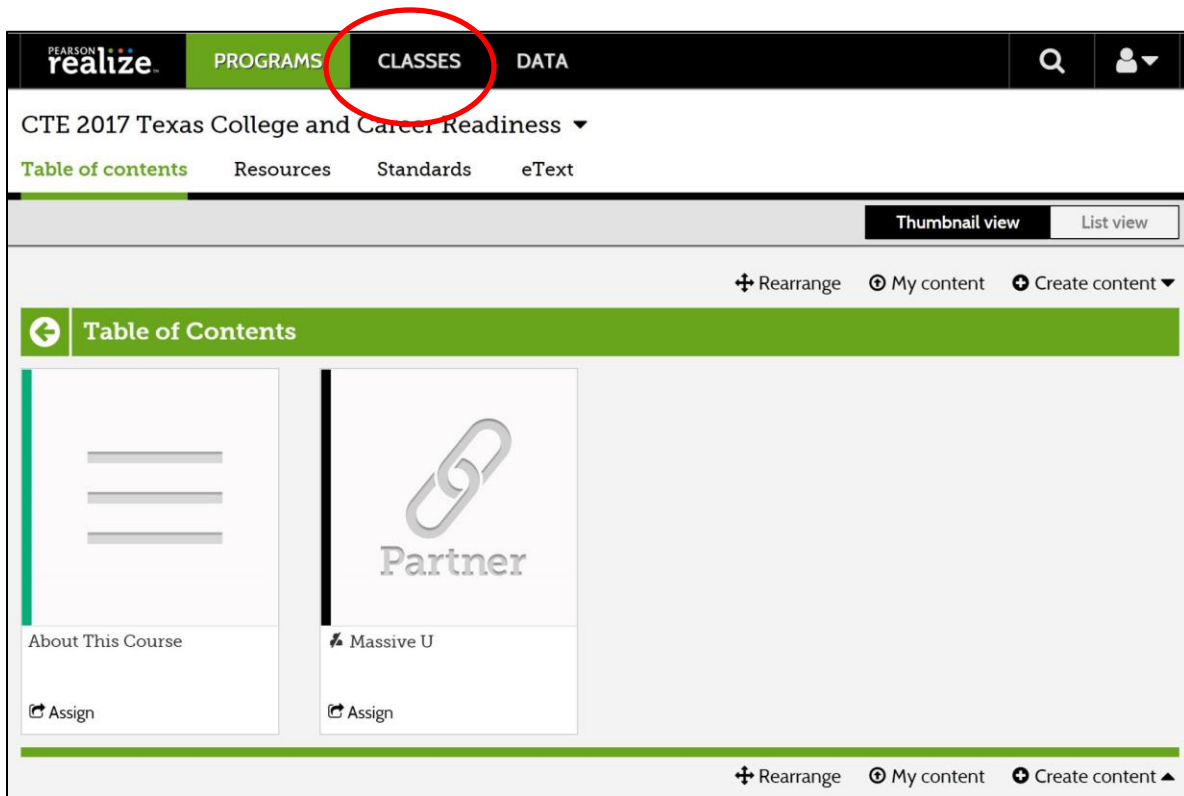
Instructions
optional
250 characters remaining

Enter a class, group, or student name [?]
Name (for student 'last, first').

College and Career Readiness, Section A [X]

Cancel Assign

6. Click **CLASSES** in the menu bar across the top of the screen.



7. Under the class name, click **Assignments**.



8. Click **Partner**.

PEARSON realize™ PROGRAMS CLASSES DATA


College and Career Readiness, Section A

Assignments Calendar Discuss Students & Groups Class Settings

View: All my assignments When: Entire class duration

Assignments by class Assignments by student

Hide assignments

Title	Student status	Due Date	Average
 College and Career Readiness	0/2 Completed	01/31/18 11:59pm	-

9. In the Status pane that displays, under Actions, click **Preview**.

Status for 2 students

0 Completed
0 In progress
2 Not started

View student status

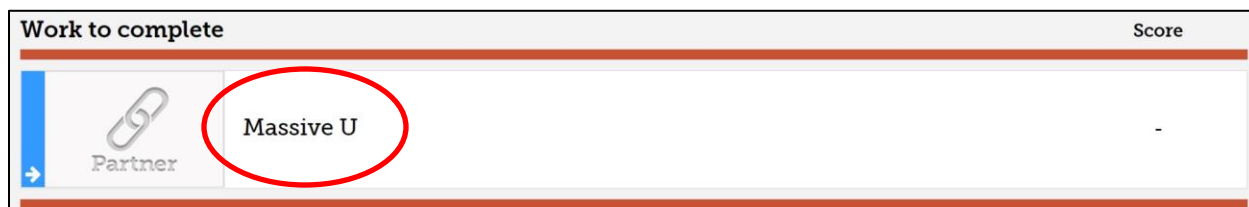
Average score
-

Actions
Edit Hide Preview

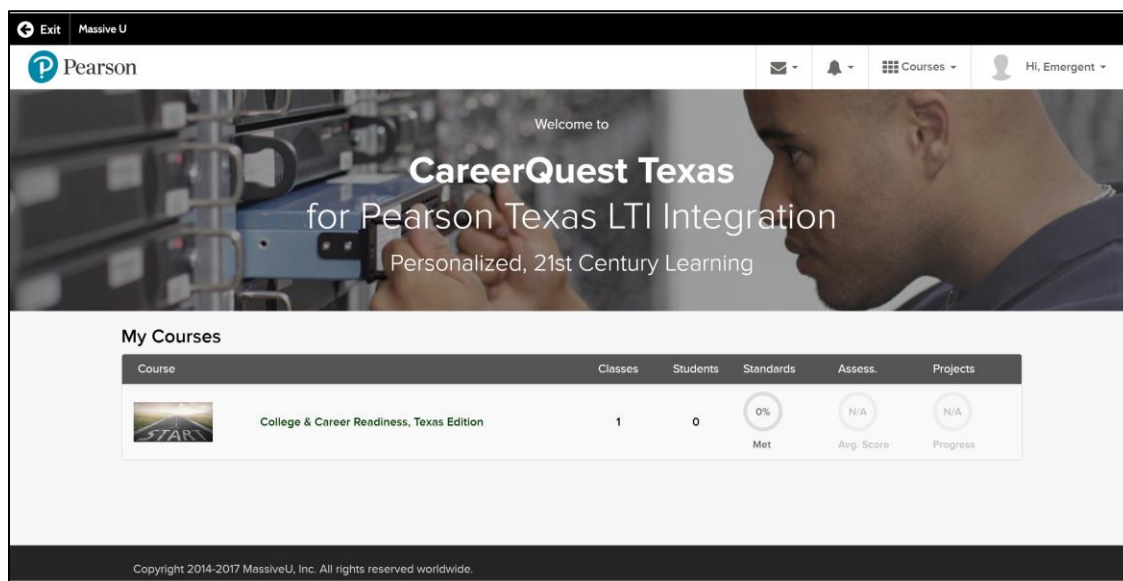
Start date Due date
08/21/17 12:00am 01/31/18 11:59pm

Assigned to
College and Career Readiness, Section A

10. Under Work to complete, click **Massive U**.



11. Your Realize class is now linked to the CareerQuest course, and is listed the CareerQuest platform. Students are added to the roster the first time they log in to their Realize account.



12. Click **Exit** in the upper left corner of the CareerQuest page to return to your Realize account.

Adding a Student to a Class that is Linked to a CareerQuest Course

1. Log in to your Realize account.
2. Click **CLASSES** on the menu bar across the top of the page.
3. Click the name of the class to which you want to add a student.
4. Click **Students & Groups**.
5. Click **Add a student to class**.
6. Type the student information and then click **Done**. The student is now added to the class but must still be added to the linked CareerQuest Course.
7. Click **ASSIGNMENTS** on the menu bar across the top of the page.
8. Click **Partner** to the left of the class name to display the Status pane.
9. Under Actions, click **Edit**.
10. In the Enter a class, group, or student name box on the right, start to type the new student's last name.
11. When the student's name displays in the pop-up list, click it, and then click the **Save** button. When the student logs in to Realize, the name will be added to the CareerQuest roster.