

SAVVAS

Literature

SAVVAS

GETTING STARTED GUIDE v2

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Welcome!



Savvas Literature is a powerful and comprehensive English Language Arts program designed to help teachers prepare students for college and career. The program provides a clear pathway to student success by integrating quality instruction with innovative technology, meaningful practice, and real-world application.

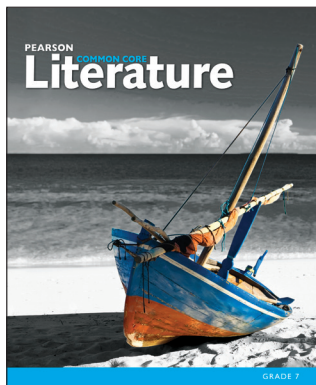
Savvas Literature makes learning accessible for ALL students with:

- A gradual release instructional model that builds student understanding, confidence, and independence
- Clear expectations of what students need to be able to accomplish by including models for Reading, Discussion, Research, and Writing
- Appropriate scaffolding and explicit instruction to meet the standards
- Embedded multi-genre Text Sets that include resources, assessment, and built-in instructional support
- Close Reading strategies that go beyond just multidraft reading with Read, Discuss, Research, and Writing strategies to engage students in learning
- Multiple integrated writing opportunities and performance tasks that require students to develop insight on a topic, take a position, and defend it with text evidence
- Instructional flexibility to differentiate learning through digital tools that allow you to upload customized lessons, add links, and rearrange content
- Rich and diverse literature that includes classic, contemporary, informational, and literary texts
- Easy-to-use technology tools that bring learning to life with multimedia resources, background and author videos, EssayScorer, plagiarism checker, SummaryScorer and more
- Next-generation assessment practice tests that include technology-enhanced test items

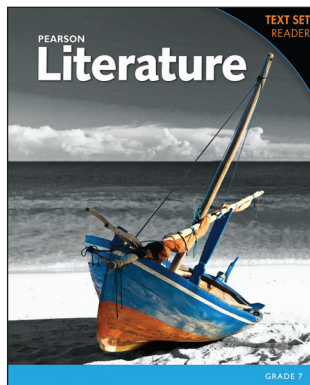
This **Getting Started Guide** will walk you through the program features. *Savvas Literature* provides print instructional materials as well as a comprehensive digital program with built-in resources at point-of-use. You can easily customize, add to, and rearrange the curriculum.

NOTE: Print resources may vary from school to school based on what was purchased. However, all resources are also online, so whether you receive the print component or not, you will still have access to the digital content.

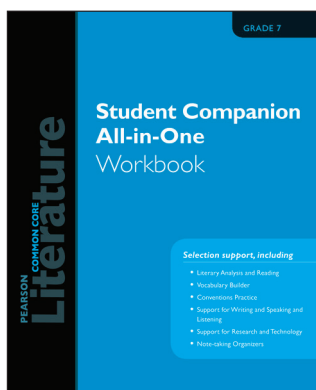
Savvas Literature for Students



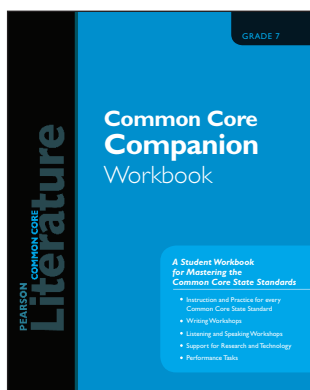
Student Edition: Includes 5/6 units of instruction that provide scaffolding, workshops, models, assessments, and embedded Text Sets.



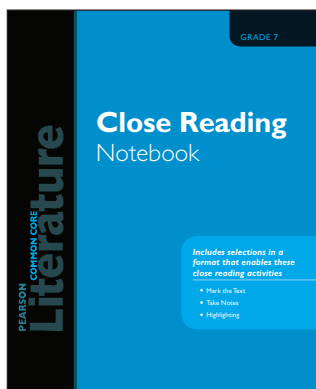
Text Set Reader: An alternate format of the Student Edition which includes only the multi-genre Text Sets from each unit for easy access in the classroom or at home (Grades 6-10 only).



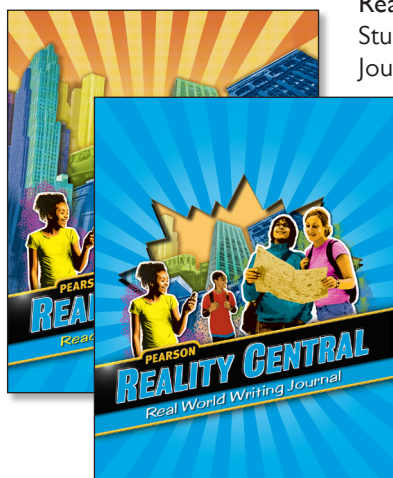
Student Companion All-in-One Workbook: Provides support for every selection in the program focused on vocabulary, writing, literary analysis, integrated language skills, and enrichment.



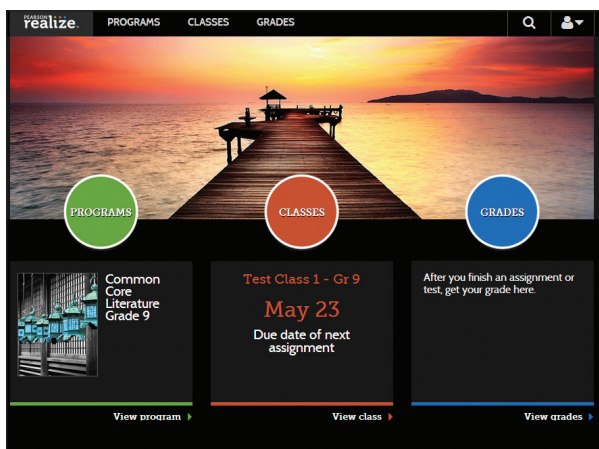
Common Core Companion Workbook: Provides instruction, modeling, and practice for every Standard. Explains the standards in student-friendly language and includes performance tasks.



Close Reading Notebook: Provides selections from the Student Edition for students to highlight, markup, and practice close reading activities and strategies. Includes instruction, protocol, and models on how to close read and mark a text.



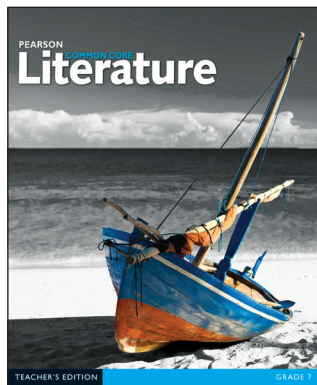
Reality Central: Includes a Student Edition and Writing Journal for struggling learners. Features short, high-interest, nonfiction readings with real-life connections, practice activities, and engaging projects.



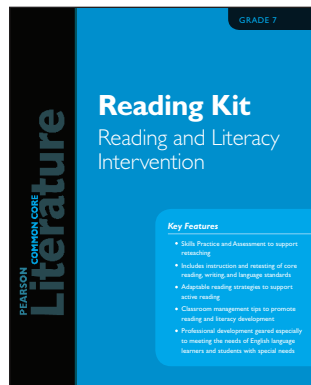
Savvas Literature Online: Digital resources including the Close Reading Tool, Online Writer's Notebook, and the Student Edition etext with

- Full selection audio
- Selection summaries in English, Spanish, Haitian Creole
- Background and Big Question Videos
- Online Literature Library
- Grammar Tutorials and more!

Savvas Literature for Teachers



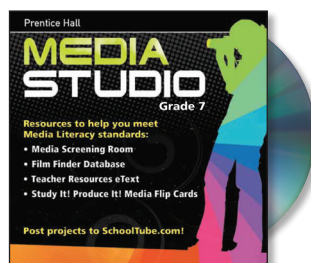
Teacher's Edition: Provides clear instruction, classroom management strategies, and differentiated support to teach and reinforce reading, writing, speaking and listening, and language skills and concepts.



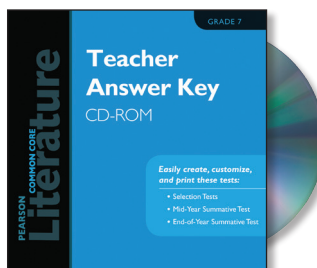
Reading Kit: Provides re-teaching and practice for reading, writing, and language skills for all skills taught in the program. Includes professional development and strategies for teaching ELLs and students with special needs.



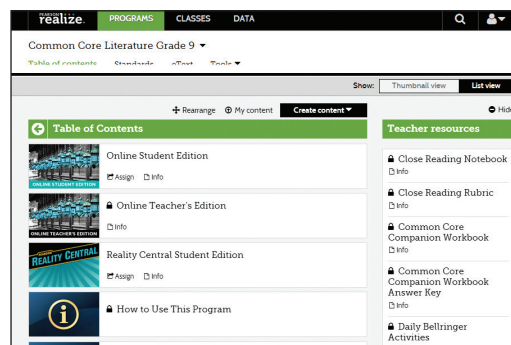
Reality Central Teaching Guide: Includes instructional support for Reality Central.



Media Studio: A media literacy resource that helps students analyze and make sense of the media they see every day and focuses on three types of media: film, news, and advertising and Teaching Guide Study It! Produce it! Flip Cards and Teaching Guide.

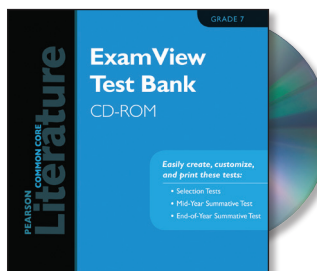


Teacher Answer Key: Contains answer keys to the Common Core Companion Workbook, Selection-Level Activities, and Unit-Level Activities.



Savvas Literature Online: Offers robust instructional support and resources including

- Student eText
- Teacher's Edition etext
- Online Writer's Notebook
- Close Reading Tool
- Interactive Worksheets and Graphic Organizers
- Reader's Notebook Adapted/EL/Spanish Versions
- Reality Central
- Assessments
- Online Research Center
- Novel Resources that include Lesson Plans and activities for 250+ titles
- Online Literature Library
- EssayScorer and SummaryScorer
- Online Professional Development Center
- Teacher resources and selection support
- Curriculum Builder
- KMZ Virtual Tours
- Interactive Whiteboard Lessons and more!



ExamView CD: Allows teachers to create and customize the program's assessments for Beginning-of-Year, Mid-year, End-of-Year, Selection, Benchmark, and Open-Book Tests.



Hear It! Audio CD: Provides full selection audio from the Student Edition.

Any time, anywhere, any device!

The image displays three devices showcasing the Savvas Literature program. A laptop screen shows the 'realize' platform interface for 'Common Core Literature Grade 7'. The interface includes a navigation bar with 'PROGRAMS', 'CLASSES', and 'DATA', and a search icon. Below the navigation bar, there are tabs for 'Table of contents', 'Standards', 'eText', and 'Tools'. A 'Show:' dropdown menu is set to 'Thumbnail view'. The main content area is titled 'Table of Contents' and lists four items: 'Online Teacher's Edition', 'Online Student Edition', 'Reality Central Student Edition', and 'How to Use This Program'. Each item has an 'Assign' and 'Info' button. A tablet screen shows the 'Literature' app interface, which includes a 'Table of Contents' menu and a large image of the book cover. The print book cover is titled 'PEARSON COMMON CORE Literature GRADE 7' and features a blue and orange boat on a beach.

Student eText
downloadable
for offline use!

Whether you choose to use the print, all digital, or blended model, *Savvas Literature* offers flexible formats to meet your needs now and in the future.

This transitional program is designed to grow with you and your students as you move forward. You can access the program any time, anywhere, on any device.

Realize Your Potential


Realize is a new and powerful learning management system that is responsive design and device agnostic. Access all your instructional resources and interactive tools from any device, anywhere, anytime. Standards-aligned content, flexible classroom management tools, embedded assessments, and amazing data is available to you instantly.



PROGRAMS

CLASSES

DATA




Common Core Literature
Grade 6

Test Class 1

0 New assignment(s) submitted
by your students

Test Class 1

0 of your 5 students have signed
in



Common Core Literature
Grade 8

Test Class 1

0 New student attachment(s)
submitted by your students

Test Class 1

0 New test score(s)

NOTE: Directions on how to set up teacher and student accounts begin on page 29, but below are some notes to the Administrators/Technology Coordinators who may be supporting your school's technology needs.

Savvas Realize has an administrator account; however, we recommend that customers who want more robust management tools use the Savvas SuccessNet Administrator Account which allows them to manage multiple Savvas platforms.

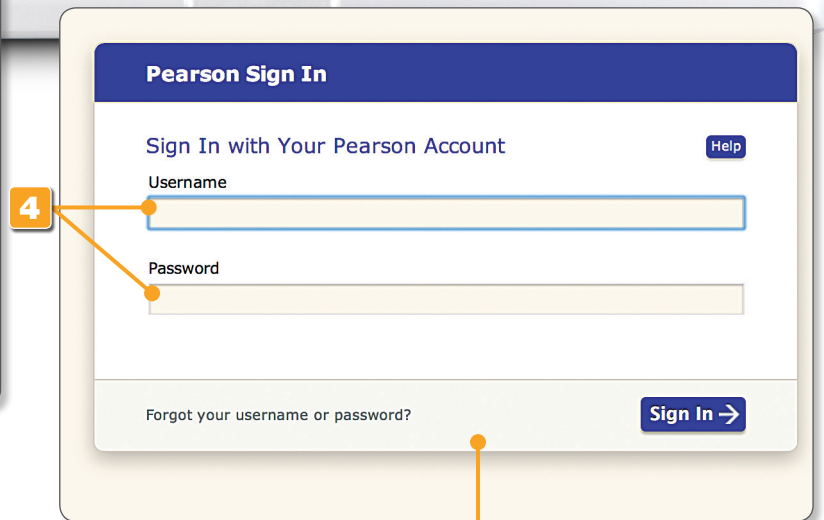
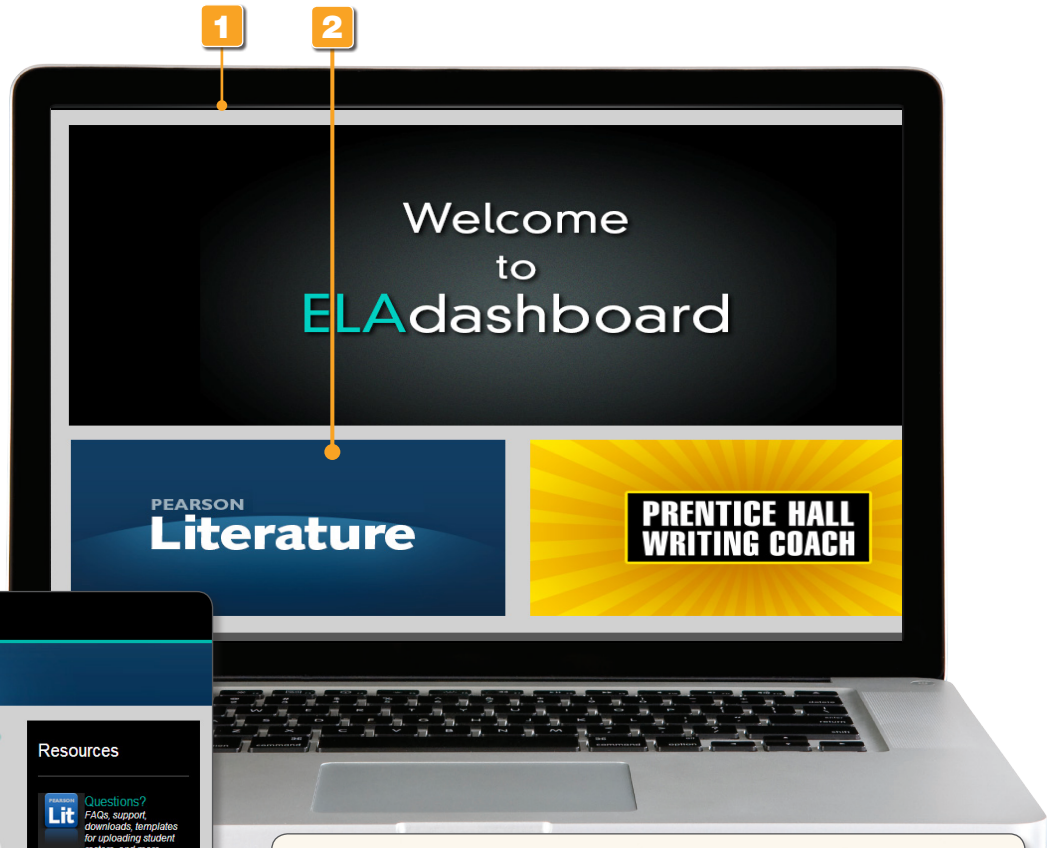
- **Use or request** a Savvas Realize or a Successnet Administrator Account. If using a SuccessNet Administrator account, teachers can upload students and the SuccessNet system will then aggregate users to other associated platforms such as Savvas Realize, SuccessNet Plus, OLE, and the eText platform. These additional systems read from the same authentication area as Savvas Realize.
- **Classes:** Classes are managed and created by teachers. This includes class enrollment.
- **Student Account Creation:** Teachers may manually create student accounts; however, if there is a large number of students using the program, we recommend you use a Savvas SuccessNet Administrator Account to upload students.
- **Teacher Registration:** Teachers must self-register with their school code or may have Administrators/Tech Coordinators register for them and distribute the Teacher Account information.

Visit the Fresh Ideas for Teaching blog at <https://blog.savvas.com/>

Getting Started for Teachers

ELAdashboard.com is where you will access the digital resources for *Savvas Literature*.

- 1 In your browser enter www.ELAdashboard.com
- 2 Click Savvas Literature
- 3 Click Sign In
- 4 Enter your Username and Password. (Note they are case sensitive.)
- 5 Click Sign In



NOTE: If you haven't received a username and password from your Administrator/Tech Coordinator, please go to Registration on page 29 for step-by-step directions.

Getting Started for Teachers

If this is the first time you are accessing your Savvas Realize account, you will need to perform some basic steps to finish setting up your account.

Once you sign into Realize, click on the license agreement.

Sign In

License Agreement Help

To continue, you must agree to the license agreement.

Pearson Education End User License Agreement and Privacy Policy

These terms constitute an agreement between You and Pearson Education, Inc. and its direct and indirect affiliates ("Pearson"). Access or use of the website and/or service for which You seek registration constitutes acceptance of this Agreement. If You do not agree to abide by the terms and conditions of this Agreement, please do not register for or otherwise access or use this Website.

Pearson may change any of the terms in this Agreement at any time. Changes will become effective upon posting. If You do not wish choose to accept the changes to the terms of this Agreement, You may cancel your access to the relevant website as described below in Section 10.3. Continued use of Pearson websites accessed through Your Pearson Account constitutes Your acceptance of the terms of the modified Agreement.

I agree to the license agreement

Next →

Choose your grade level and program(s) to access content. The program(s) that your school or district purchased will appear in the list. Add your programs to access content.

PEARSON realize™

Your account is almost ready for you! Just answer a few more questions about yourself and you're all set to start.

Click or tap to scroll to the next step

WHAT GRADES DO YOU TEACH?

Select all the grades that you teach.

<input type="checkbox"/> Pre-K	<input type="checkbox"/> Grade 6
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Grade 7
<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 8
<input type="checkbox"/> Grade 2	<input checked="" type="checkbox"/> Grade 9
<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 10
<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 12

WHAT PROGRAMS DO YOU TEACH?

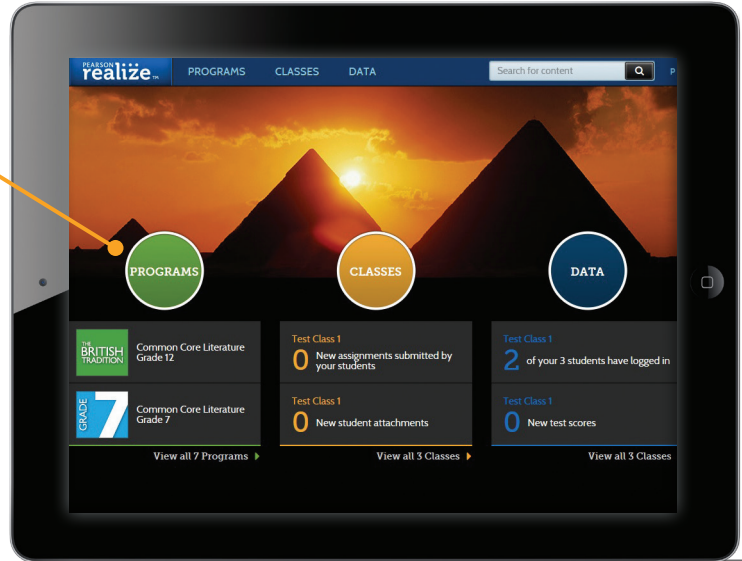
Select all the programs you teach.

<input type="checkbox"/> Common Core Literature Grade 10	<input type="checkbox"/> Common Core Literature Grade 11
<input type="checkbox"/> Common Core Literature Grade 12	<input type="checkbox"/> Common Core Literature Grade 6
<input type="checkbox"/> Common Core Literature Grade 7	<input type="checkbox"/> Common Core Literature Grade 8
<input checked="" type="checkbox"/> Common Core Literature Grade 9	<input type="checkbox"/> Reading Street National Grade 1
<input type="checkbox"/> ReadyGen National 2014 Grade 1	

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

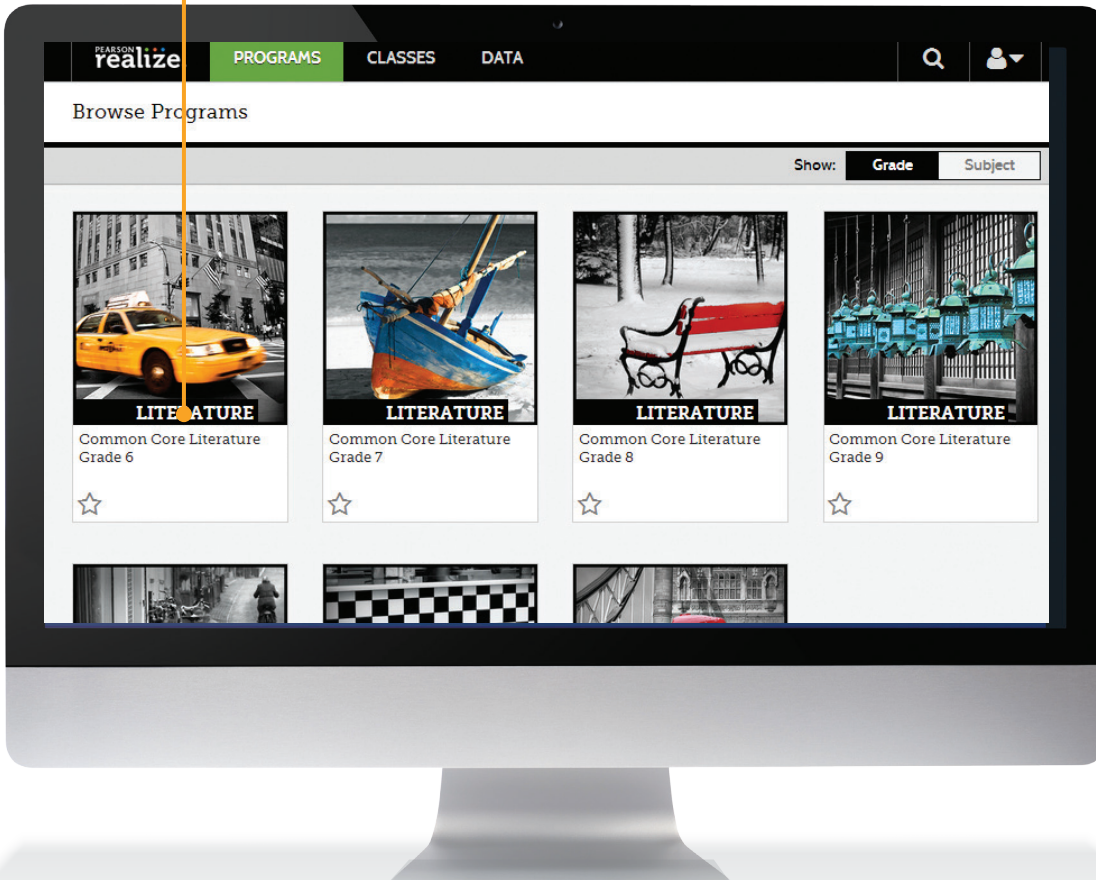
Once you are logged in, you will see the Realize home screen. You will access your Programs, Classes, and Data from this home page.

To access content, select Programs.



Select your grade level.

NOTE: The Classes section allows teachers to create classes, assignments and manage their student roster.



Contents

Quickly access all grade-level resources from the Table of Contents screen. This layout follows the program structure with the units in order and assessments placed where recommended.

1 Access Student Edition, Teacher's Edition, and Reality Central eTexts here, or click on eText in the top menu.

2 The Big Question is listed for each unit.

3 The Online Literature Library includes a collection of additional texts that can be added to your curriculum.

4 Click **Rearrange** to customize your curriculum.

5 Teacher Resources are available at point of use.

6 Click to view **Standards** and where they are taught.

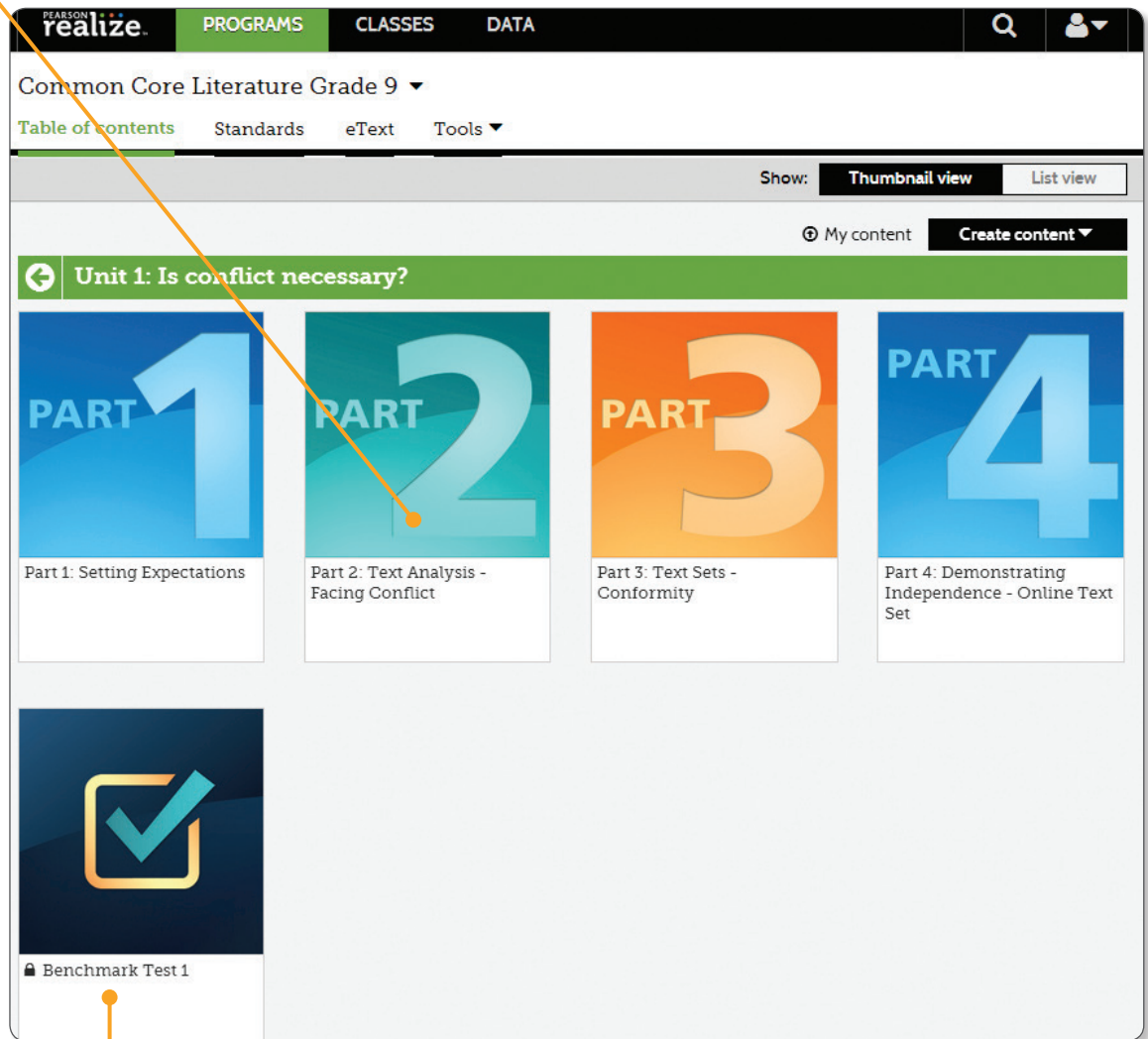
7 Click to view the additional **Tools** available for you and your students.

8 **My content** is where you will find resources you have added/uploaded into the curriculum.

Also available in List View.

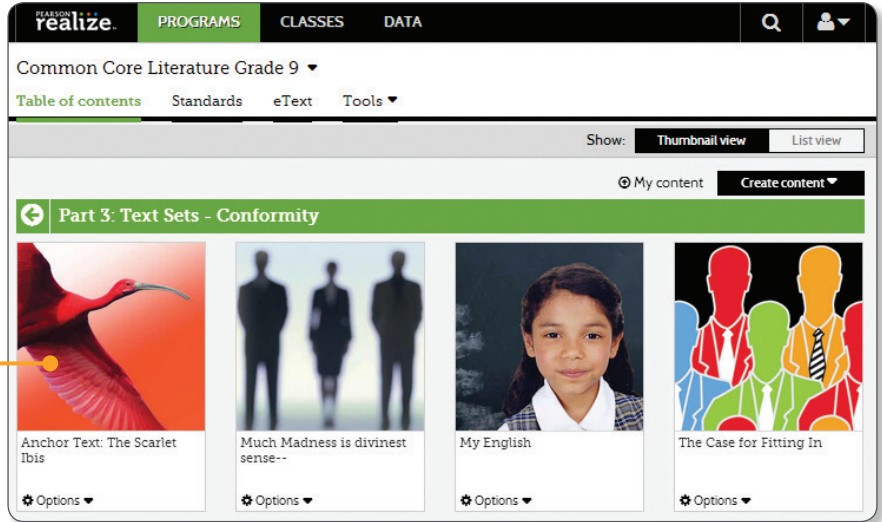
The Unit View includes all parts of the unit and the unit-level assessment.

Once you have selected a unit, click on any Part to expand and view the selections/lessons.



The unit-level assessment appears at the end of the unit.

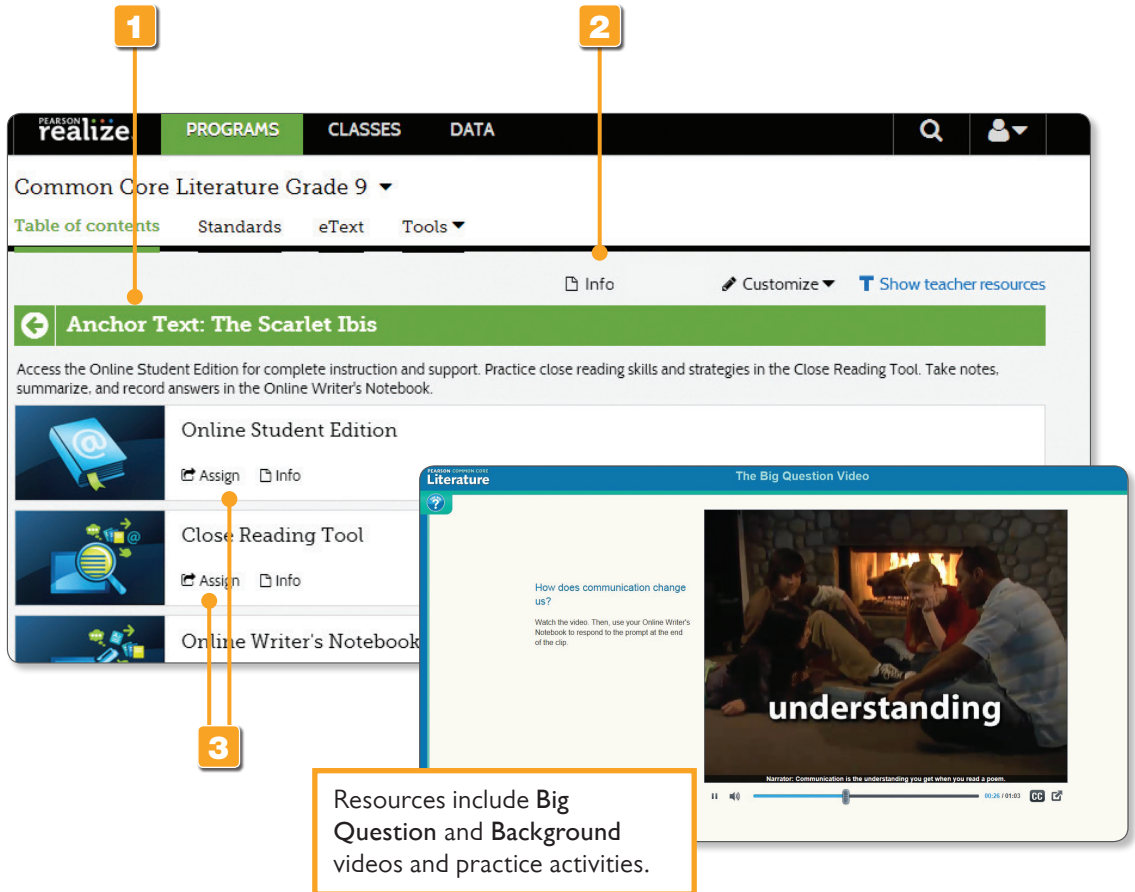
The Part View includes all selections/lessons and the part-level resources.



Click the Selection/Lesson to view resources, and standards, or to assign to your students.

When you expand the selection/lesson, the associated student resources will appear.

- 1 Selection/Lesson Title
- 2 Click Info for a description of and the standards covered by the selection/lesson.
- 3 Assign portions of the selection/lesson by clicking Assign on the specific item.



PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

The eTexts provide easy and convenient access to your Student or Teacher's Edition any time, anywhere, on any device.

1 Click eText

OR

2 Select the eText from the Table of Contents

3 Click Online Student Edition to go directly to the lesson from the selection/lesson.

1 Click eText

2 Select the eText from the Table of Contents

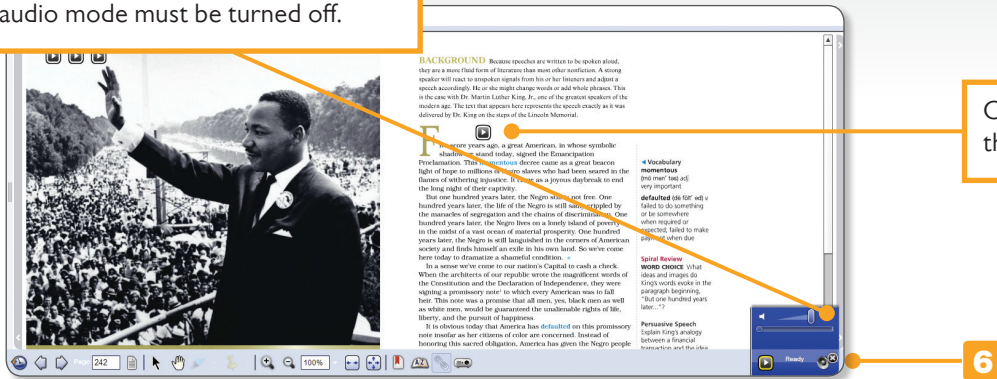
3 Click Online Student Edition to go directly to the lesson from the selection/lesson.

Multimedia resources and interactive tools are at point-of-use in the Student Edition eText.

- 1 Easily move between pages.
- 2 Select single or double page view.
- 3 Highlight text.
- 4 Add notes.
- 5 Use whiteboard view for whole class interaction.
- 6 Turn audio mode ON to hear the text read aloud.
- 7 View background videos.
- 8 Access the Close Reading Tool.



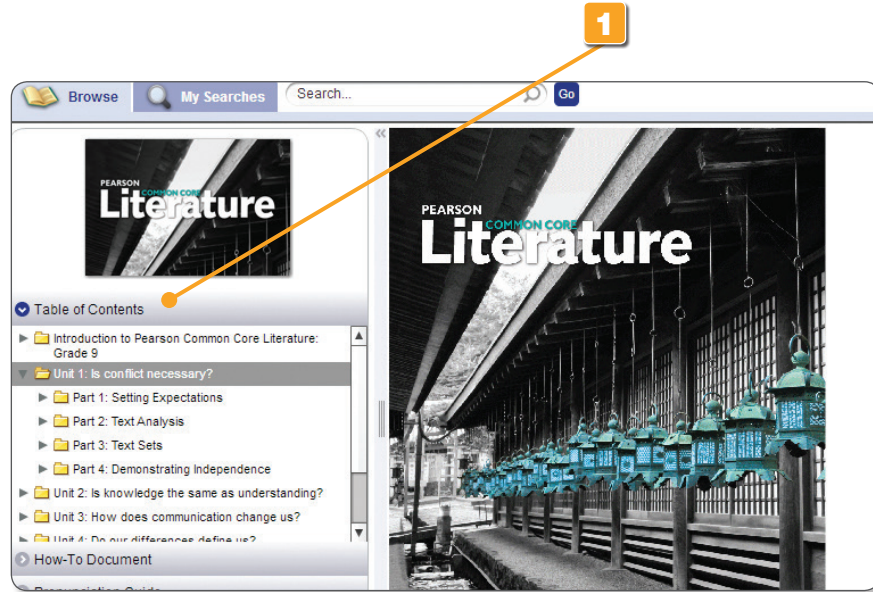
NOTE: To view background videos, audio mode must be turned off.



PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

The Student Edition eText offers easy navigation and interactive support.

- 1 Easily move around using the Table of Contents.
- 2 The Online Literature Library includes the Online Text Sets from Part 4 as well as other selections you may wish to use in your curriculum.



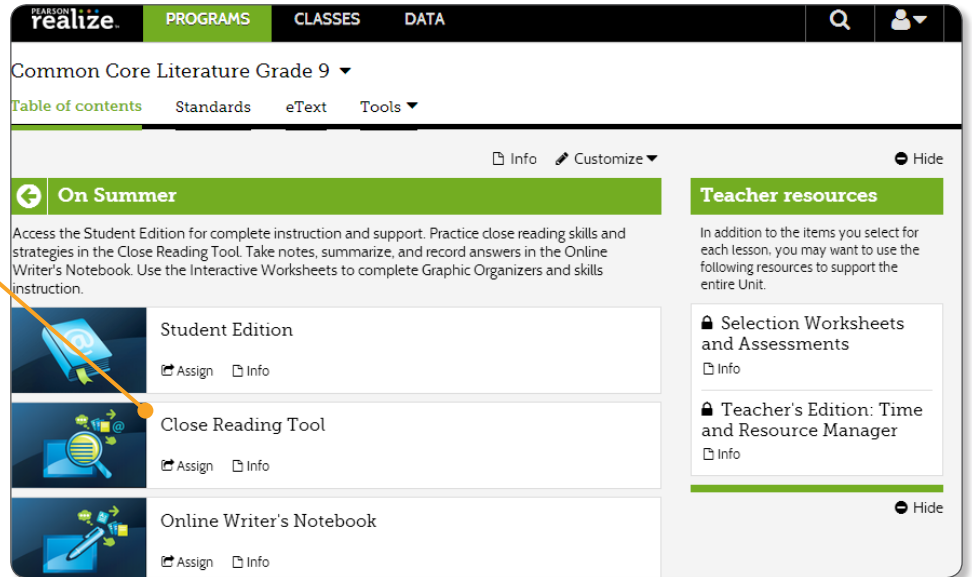
Student eText
downloadable
for offline use!

Close Reading Tool

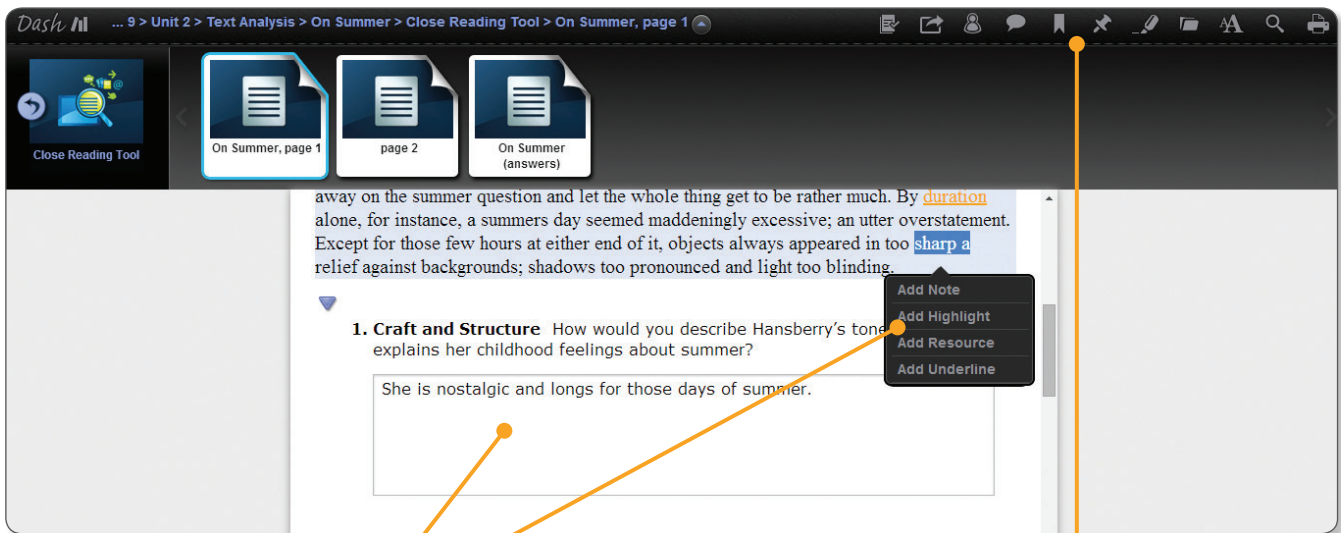
The Close Reading Tool helps students develop and apply close reading strategies. Students read, analyze, and respond to questions using text evidence.

Students can use the Close Reading Tool with:

- Part 1—Close Reading Workshop selection
- Part 2—Two selections
- Part 3—Anchor Text and Related Readings



NOTE: In order to use the Close Reading Tool with your students, you must first create a class in Dash. For directions, please go to page 35.



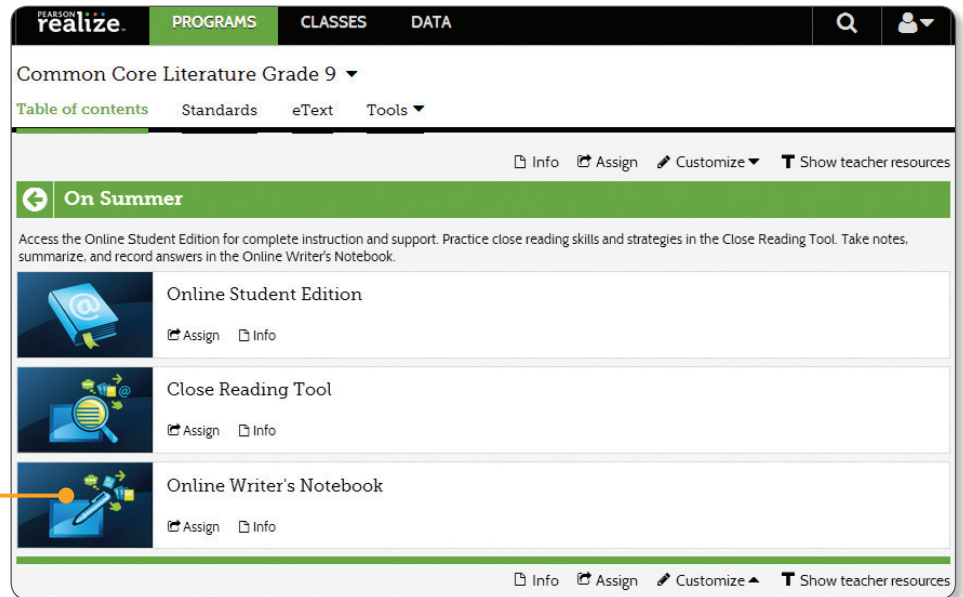
Mark up, highlight, take notes, and answer Close Reading Activity questions right in the Close Reading Tool.

Teacher tools allow you to upload resources, view student work 24/7, project student work to the class and more!

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

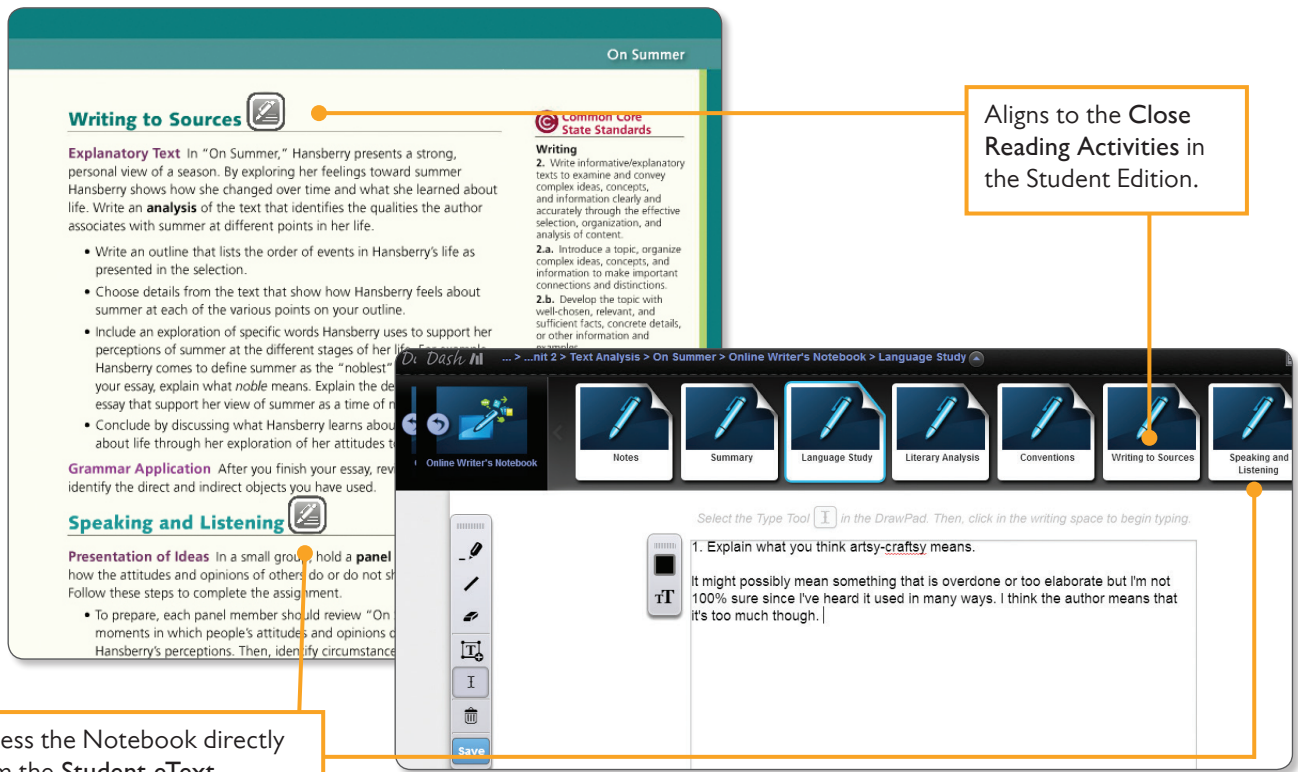
Online Writer's Notebook

The Online Writer's Notebook is a digital workspace for all Close Reading Activities. Teachers can access student work 24/7 to monitor student progress and comprehension.



Students can write their responses directly in the Online Writer's Notebook, and teachers can view and monitor student work.

NOTE: In order to use the Online Writer's Notebook with your students, you must first create a class in Dash. For directions, please go to page 35.



Aligns to the Close Reading Activities in the Student Edition.

Access the Notebook directly from the Student eText.

Multimedia & Teacher Resources

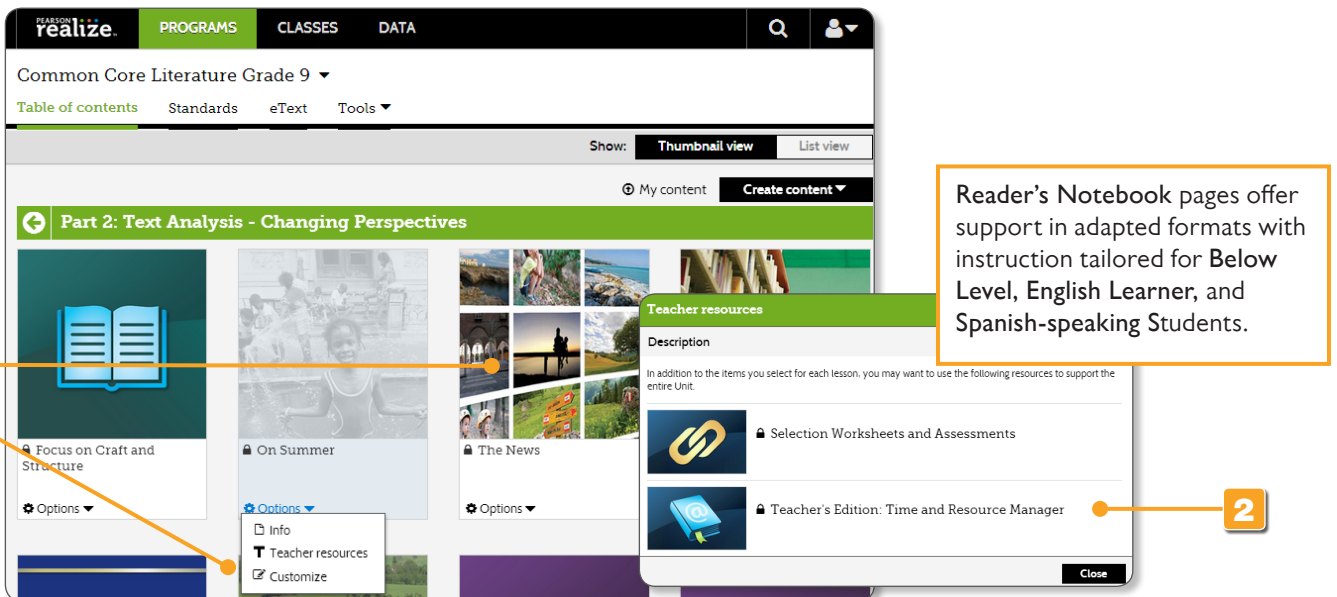
Teacher Resources are conveniently listed as a dropdown on the side for easy reference and quick access. You will find PDFs of the program workbooks, lesson plans for novels, graphic organizers, and more. All PDFs can be downloaded.

From the program's Table of Contents page, you will find the grade level resources.

- 1 Teacher Resources are accessible from the Table of Contents as well as from the individual selection/lesson.
- 2 A link to the Time and Resource Manager makes planning for the selection/lesson easy.
- 3 A link to Media and Interactive Whiteboard Activities makes it easy to access multimedia content.



From the selection/lesson level, you will find the resources for that specific selection/lesson at point-of-use.



PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

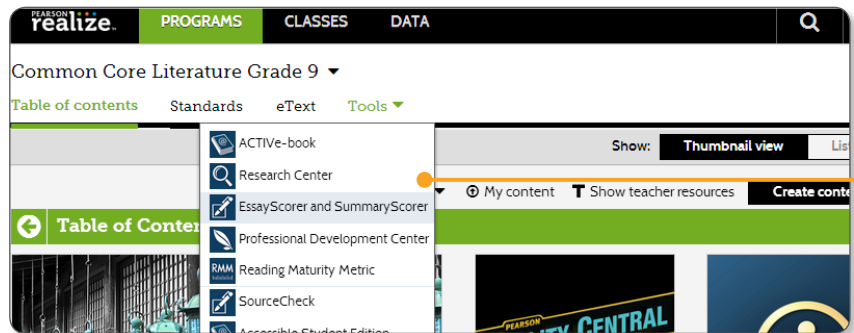
EssayScorer and SummaryScorer

Use digital tools with built-in feedback to help improve student writing and summary skills.

- 1 To view EssayScorer and SummaryScorer, select from the Tools dropdown on the Table of Contents page.
- 2 Click Student Demo or Teacher Demo to experience these powerful writing and summary tools.
- 3 Students receive instant scores, detailed reports, and feedback on their work.

EssayScorer automatically grades students' essays and provides immediate feedback for revising and improving writing.

SummaryScorer measures comprehension by analyzing summaries students write in response to texts.



PEARSON Literature EssayScorer and SummaryScorer

Pearson Common Core Literature gives you and your students access to time-saving, powerful writing tools with features that offer individualized feedback, detailed reporting, and more.

Demo

EssayScorer offers writing activities with instant feedback and scoring. This innovative tool provides students with instruction, assessment, and immediate targeted feedback to improve their writing skills.

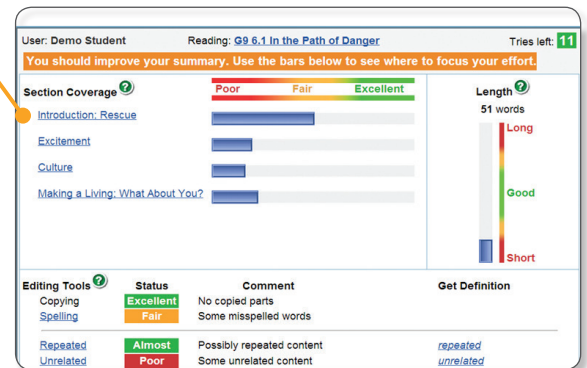
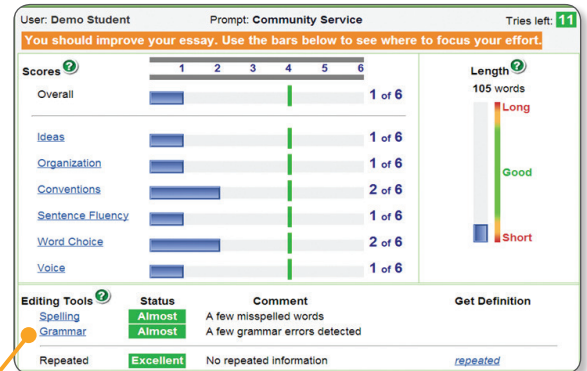
[Student Demo](#) [Teacher Demo](#)

Activate

Each site requires an Account Administrator to manage these programs and is responsible for the following tasks:

1. Requesting to activate the accounts for each site or sites.
2. Setting up teacher accounts.
3. Creating student accounts via Excel roster or manually.
4. Forwarding log in information to teachers and students.
5. Resetting licenses and purging data at the end of the school year so the licenses can be used again the following school year.

SummaryScorer is an automated summarizing tool for evaluating...

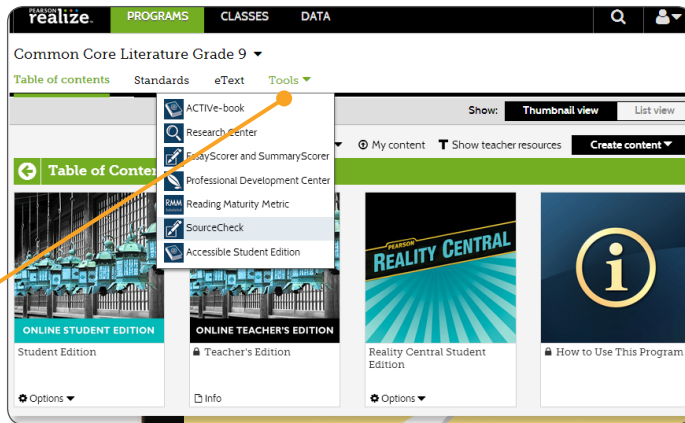


NOTE: Administrators/Tech Coordinators will be responsible for requesting EssayScorer and SummaryScorer accounts for teachers. Details can be found on page 41.

Plagiarism Checker

Savvas Literature also includes a plagiarism checker that enables teachers to check student work against millions of online resources.

- 1 To view Savvas SourceCheck, select from the Tools dropdown on the Table of Contents page.
- 2 Teachers can register for their own SourceCheck account. Click on the Register link and fill out the information.
- 3 Upload student work and receive full reports with originality scores.



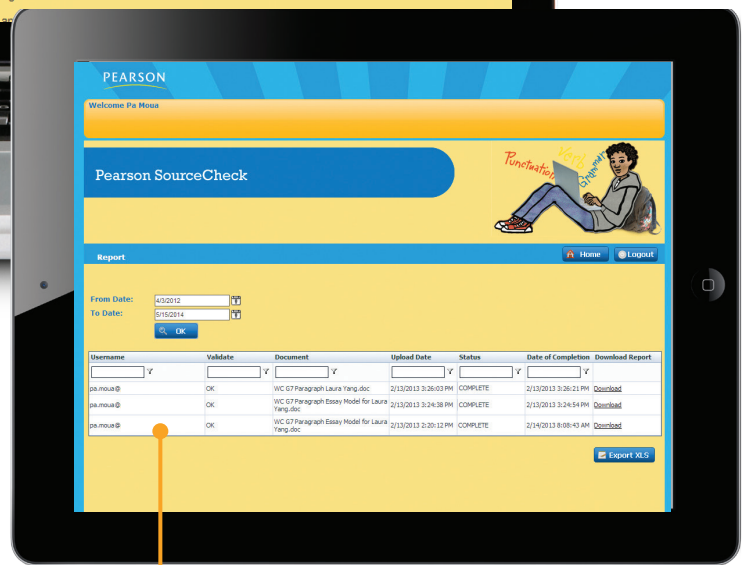
1

Ensure originality.



2

Access to robust database of student work.



3

Instant feedback.

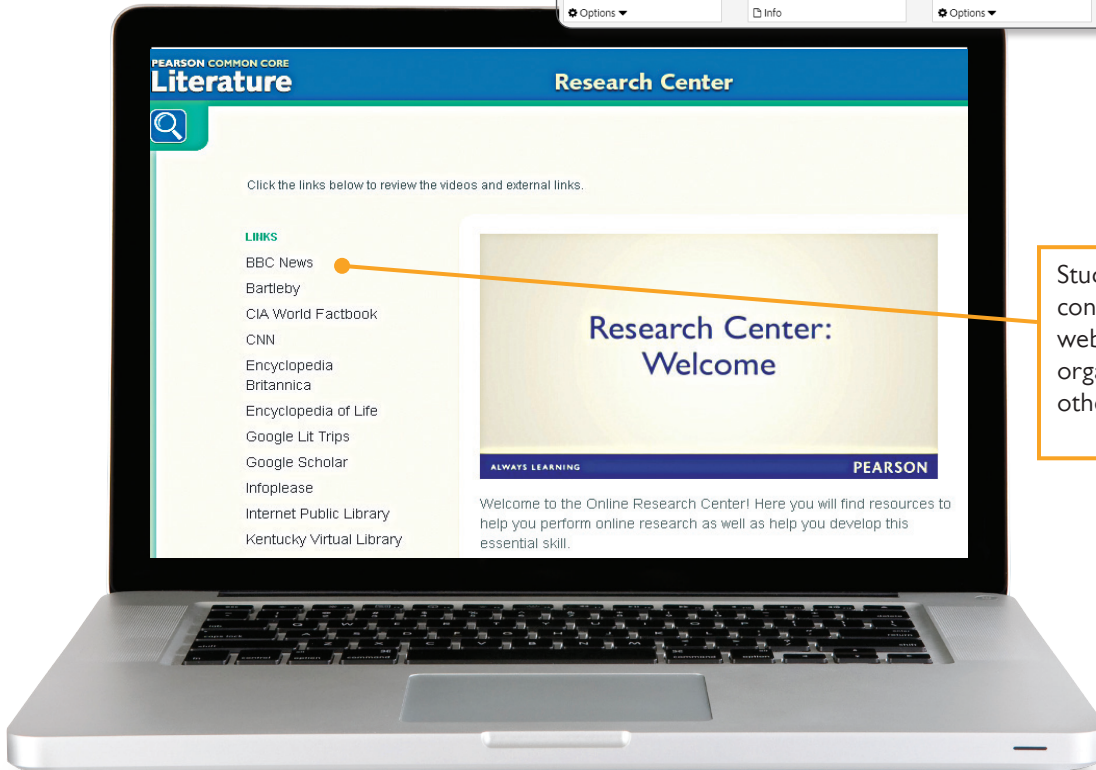
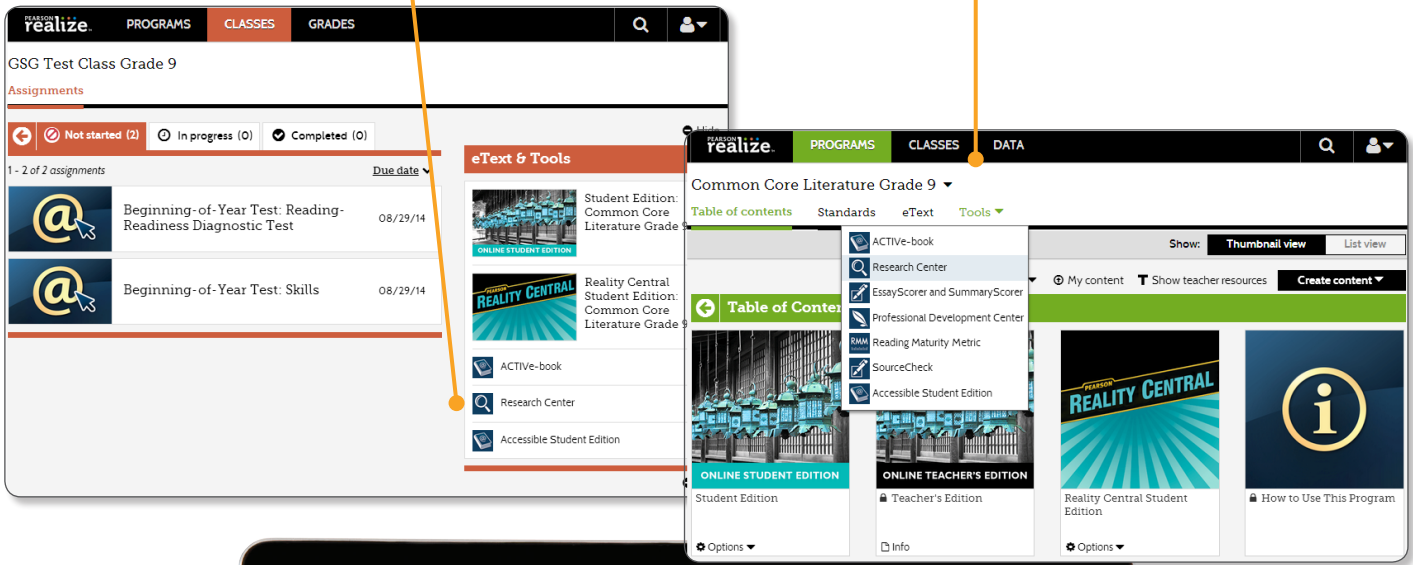
PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Research Center

Videos and links to online resources support students while performing research.

Students access the Research Center from their Assignments page.

Teachers access the Research Center from the Tools dropdown on the Table of Contents page.



Students can quickly connect to useful web sites from news organizations and other valuable sources.

Professional Development Center

Find resources to help you successfully implement *Savvas Literature* and the standards.

Access the Professional Development Center from the Tools dropdown on the Table of Contents page.

- Videos
- Articles
- Program-Specific Resources

1 Professional Development Videos

A Powerful Instructional Routine in Secondary Literature Classrooms

Classroom Teaching Cards provide strategies and best practices for vocabulary, comprehension, fluency, writing, and differentiating instruction.

2 Professional Development Articles

RTI and the Common Core Standards: Building Skill and Knowledge
The Importance of Evidence in the Common Core

3 Professional Development Resources

Classroom Strategies and Teaching Routines
Professional Development Guidebook

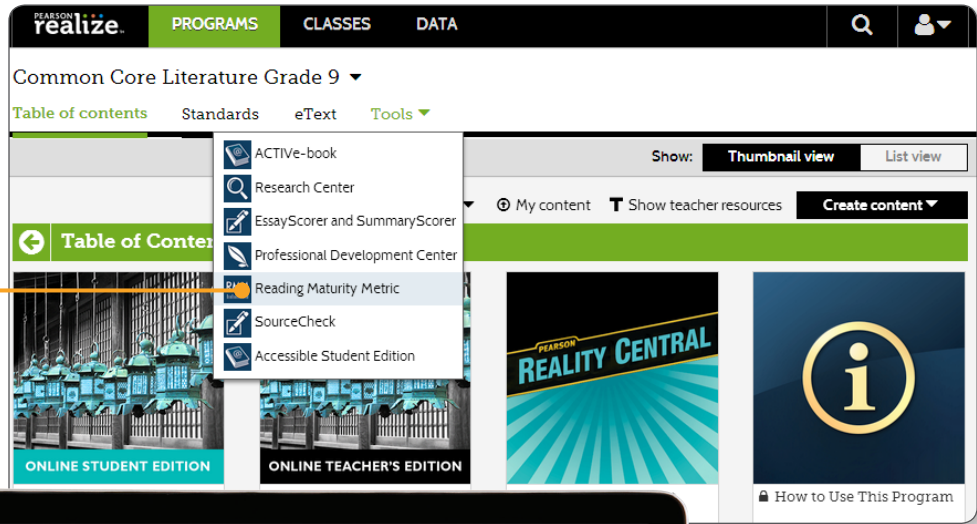
A Professional Development Guidebook provides resources for classroom management and scoring rubrics for writing, speaking, and listening.

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Reading Maturity Metric

Pearson's groundbreaking Reading Maturity Metric combines Word Maturity with other linguistic variables to determine the overall difficulty and complexity of the language used in a text. Within Savvas Realize, you can link directly to the Reading Maturity Metric web site.

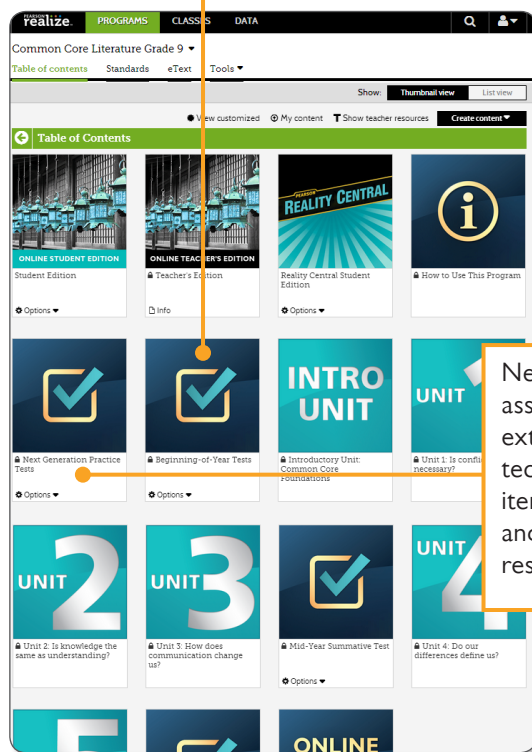
To access the RMM website, select Reading Maturity Metric in the Tools dropdown on the Table of Contents page.



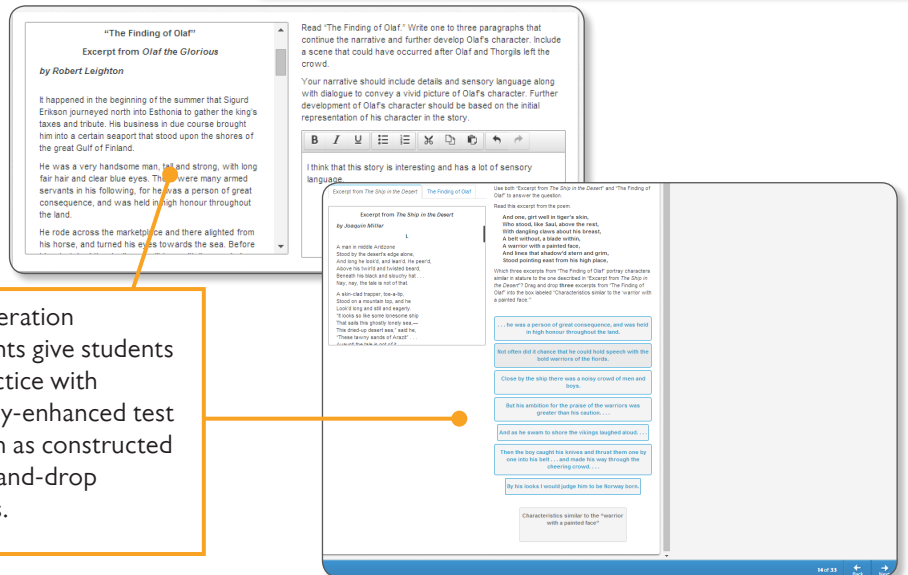
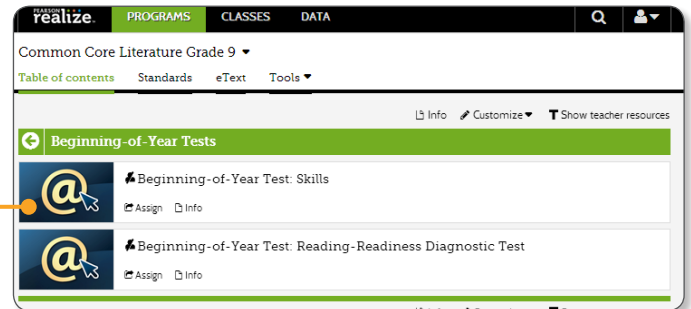
Click Get Started now to register and setup an account and try this powerful tool yourself.

Diagnostic, formative, and summative assessments within the program drive instructional decisions, help monitor student progress, and measure student learning.

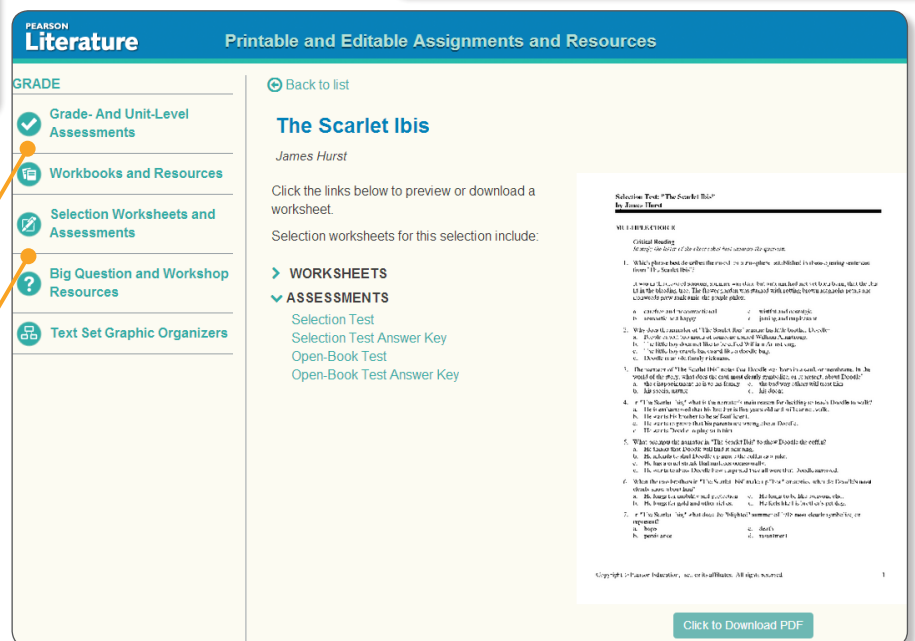
Access and easily assign interactive online assessments to students from the Table of Contents.



Next-generation assessments give students extra practice with technology-enhanced test items such as constructed and drag-and-drop responses.



PDFs and Answer Keys of the Assessments can be found under Teacher Resources at the Table of Contents or the Selection Level.



PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Customize

Savvas Realize lets you rearrange content, add your own links and information, and upload resources to personalize learning for your students.

Anywhere you see **Customize** or **Create Content**, you can click to easily reorder, customize, and upload content directly to the platform.

- 1 Table of Contents
- 2 Unit View
- 3 Part View
- 4 Selection/Lesson View
- 5 Customized Lesson View

To watch a video of how to customize your content, from the Table of Contents, click on Tools menu and select How to Use this Program: Curriculum Builder.

NOTE: If you customize the curriculum, the changes you make will apply to ALL of your classes.

Search

Search by Standard to quickly see where it is taught.

- 1 Click Standards to view a list of the Standards for that grade.
- 2 Select the standard you wish to find lessons for and click.
- 3 A list of search results appears. The right side of the results lists all the places the standard is taught in the program.
- 4 Use filters in the left column to narrow your search.

The screenshots illustrate the search process in the Pearson Realize platform:

- Screenshot 1:** The user is on the 'Common Core Literature Grade 9' page. The 'Standards' tab is selected in the navigation bar.
- Screenshot 2:** The 'Standards' section is expanded, showing a list of standards. 'Reading Literature 1. [for literary text] Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text. [OR] Reading Informational Text 1. [for informational text] Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.' is selected.
- Screenshot 3:** The search results for 'Reading Standards for Literature' are displayed. On the left, there are filters for Grade (9 (209)), Teacher Only (No (148), Yes (61)), Language (English (209)), Media Type, Lesson (64), Selected Reading (145), Content Category, Lesson (84), Sequence (64), and Teacher Resources (61). On the right, search results are shown, including 'The Most Dangerous Game', 'Student Edition: Close Reading Workshop', and 'Teacher's Edition: Close Reading Workshop'.

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Search

Save time and use keywords to quickly find what you're looking for.

- 1 Enter keyword(s) in Search content box at the top.
- 2 A list of results for keyword(s) appears.
- 3 Use the categories on the left to narrow results.
- 4 Find teacher-created interactive materials from goorulearning.com!

The screenshot shows the Pearson Realize search interface. At the top, a search bar contains the text "inaugural address" with a magnifying glass icon to its right, labeled with a callout '1'. Below the search bar, the navigation menu includes "PROGRAMS", "CLASSES", and "DATA". The main content area is titled "Search by Keyword" and shows "Realize results for: inaugural address". On the right side of the results area, there is a "See results from: gooru" button, labeled with a callout '4'. On the left side, there is a filter sidebar with categories like "Grade", "Teacher Only", "Language", "Media Type", and "Content Category", labeled with a callout '3'. The main results list includes several items, each with an icon and a title. The first item is "Anchor Text: First Inaugural Address" with a callout '2' pointing to its description. The second item is "Assessment Overview: Anchor Text: First Inaugural Address" with a callout '2' pointing to its description. The third item is "Selection Worksheets: Anchor Text: First Inaugural Address" with a callout '2' pointing to its description. The fourth item is "Graphic Organizer B: Inaugural Address/Letter from Birmingham City Jail" with a callout '2' pointing to its description. The fifth item is "Assessment: Selection Test PDF: Anchor Text: First Inaugural Address" with a callout '2' pointing to its description.

Assign

The powerful assignment tool lets teachers assign work to multiple classes at one time, and track students' status.

To create an assignment, click any resource that says Option/and or Assign. Fill out the pop-up form to complete the assignment to the class or student.

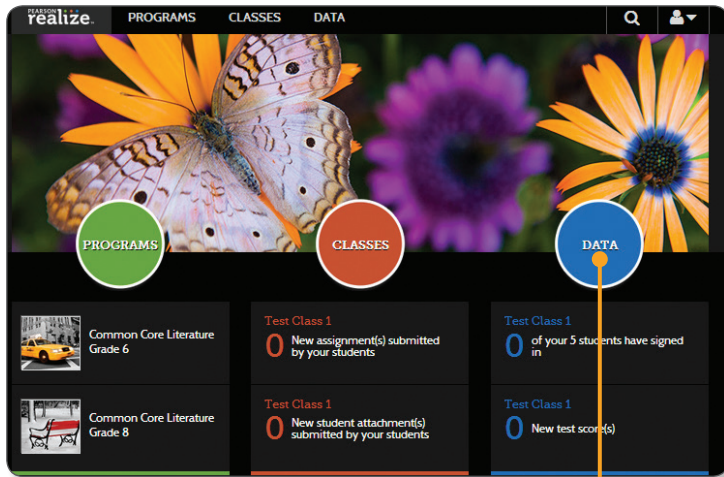
- 1 Click on Options or Assign to assign the lesson to students.
- 2 Fill out the Start date, Due date, and Instructions.
- 3 Type in the student or class name, and select the correct one from the drop down choices.

NOTE: Assignments cannot be deleted but can be hidden from view.

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Data & Reports

Teachers can instantly access student and class data that shows standards mastery, online activity, and overall progress.



To access reports and student progress information, click on the Data page.

Andy Adams	80% (8/10)	1/1	1/2	1/1	1/1	0/1	1/1	1/1
Butcher Baker	90% (9/10)	1/1	2/2	1/1	1/1	1/1	1/1	0/1

Mastery covers test scores and skill mastery.

Gerstad, Lauren	🔴 Past due	🔴 Not Started	-
Hedges, Jordan	🔴 Past due	🟡 In Progress	-
Kahus-Saccio, Quinn	🟢 09/12/13	🟢 Completed	90%

Progress shows which students have completed their assignments and who's fallen behind.

Hedges, Jordan	-
Kahus-Saccio, Quinn	00:34:15
Limpus, Thea	00:45:45

Usage displays how much time each student spent doing assignments and tests in Realize.

All data points can be clicked to reveal more detailed information.

Meaningful Data
As students complete assignments and assessments, Savvas Realize generates data that teachers and administrators can use to monitor progress and inform instruction.

In-depth and Real Time Reporting
Teachers have access anytime to detailed information.



Find Your School Code

The following section helps Administrators/Tech Coordinators set up their schools and teachers for *Savvas Literature* on Realize.

Administrators and Tech Coordinators: Teachers with an existing Savvas digital curriculum account do not need to register. This includes accounts for Savvas SuccessNet, SuccessNet Plus, Online Learning Exchange (OLE), Savvas Realize, Dash, and mobile eText for Schools. If your teachers already have an account for one of these Savvas digital systems, they can just log in and continue with the set-up process (page 6).

Teachers without an account for one of these Savvas systems need to be registered. Teachers will only need to be registered once. The Savvas account is then used to access all systems listed above.

Step 1 Click Sign Up

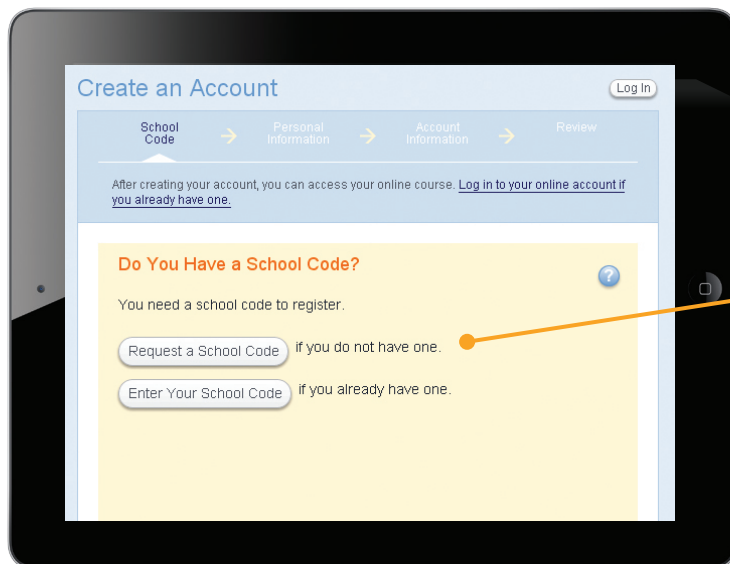
From ELAdashboard.com, go to **Sign Up** to begin the registration process.



Step 2 School Code

A School Code identifies the specific school a teacher becomes associated with during the registration process. This association makes all curricula purchased by the school or district available to the teacher. If you have your school code, click **Enter your School Code** and skip to Step 4. If you need to request your School Code, click **Request a School Code** and go to Step 3.

NOTE: You may also ask your Savvas Sales Rep directly for your School Code if you wish to bypass the FIND YOUR SCHOOL CODE process.



PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Find Your School Code

Step 3 Request a School Code

Enter your information and from the school names that appear, select your school. Be sure to look at the address line to make sure you select the correct school. Now click **Request**.

If you have difficulty finding your school, click **Advanced School Search** and enter additional search criteria, then your school in the Results list and click **Request**.

Don't See Your School?

If you cannot find your school, [contact Technical Support](#).

Close

Don't see your school?

Click on the Don't see your school? and then click the contact Technical Support link and complete the form.

Wait to register until your school code is available. Teachers should only register into the school where they have a teaching assignment.

Do not randomly select another school in the district.

NOTE: You will receive your school code in an e-mail. When you receive the email, Click the **COMPLETE REGISTRATION NOW** link to finish your registration. All teachers in your school will use the same school code, so you can provide this code to other teachers who belong to your school.

Create Teacher Accounts

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.](#)

Enter Your School Code

School Code *

School *

Enter your school name or ZIP code

[Advanced School Search](#)

[Don't see your school?](#)

Search for a School

Name

City

State or Province

Postal Code

Country

Cancel Search

Next →

Step 1 Enter Your School Code

Enter your **School Code**. Now enter your school's zip code in the **School** field. From the school names that appear, select your school. Be sure to look at the address line to make sure you select the correct school. Now click **Next**.

If you have trouble finding your school name, click the **Advanced School Search** link and enter additional search and select your school in the Results list. After entering your school code and selecting your school name, click **Next**.

Step 2 Personal Information

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 *

Jane Doe

Email Address *

jane.doe@yourschool.k12.edu

Back Next →

* Required

Enter your name and e-mail address. Important information regarding system updates will be sent to this e-mail. It is recommended to use your school e-mail address. Click **Next**.

Want to save time?

Bulk upload of Teacher Accounts is also available. Please go to <http://support.pearsonschool.com> and search for "Realize" for detailed documentation.

Create Teacher Accounts

Step 3 Account Information

Enter a user name. By default, your e-mail address appears in the user name field. You may change your user name if you desire. Enter a password. Passwords must be at least eight alphanumeric characters long and contain at least one number or special character, such as an underscore, -, @, #, or *. Write down your user name and password and save it in a safe place for future reference. Click Next.

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 *

Password *

Confirm Password *

← Back Next →

* Required

Create an Account Log In

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

Review ?

Jane Doe
jane.doe@yourschool.k12.edu

CENTRAL MIDDLE SCHOOL
BATON ROUGE, LA, 70818-3617, US

Role: **Teacher**

Username: jane.doe@yourschool.k12.edu
Password: *****

← Previous Finish →

* Required

Step 4 Review Information

Review the information for your account. Click Back if you need to edit your information. Click Finish if the information is correct.

Want to save time?

Bulk upload of Teacher Accounts is also available. Please go to <http://support.pearsonschool.com> and search for "Realize" for detailed documentation.

NOTE: Once the Teacher Accounts have been created, Administrator/Tech Coordinator can distribute the accounts with the username and password to teachers in their district.

If a teacher has created his or her own account instead of the Administrator/Tech Coordinator, the teacher can sign into Realize by going to www.pearsonrealize.com (follow directions on page 6).

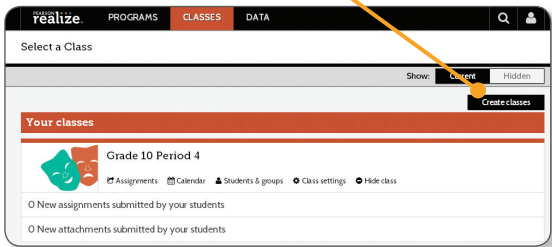
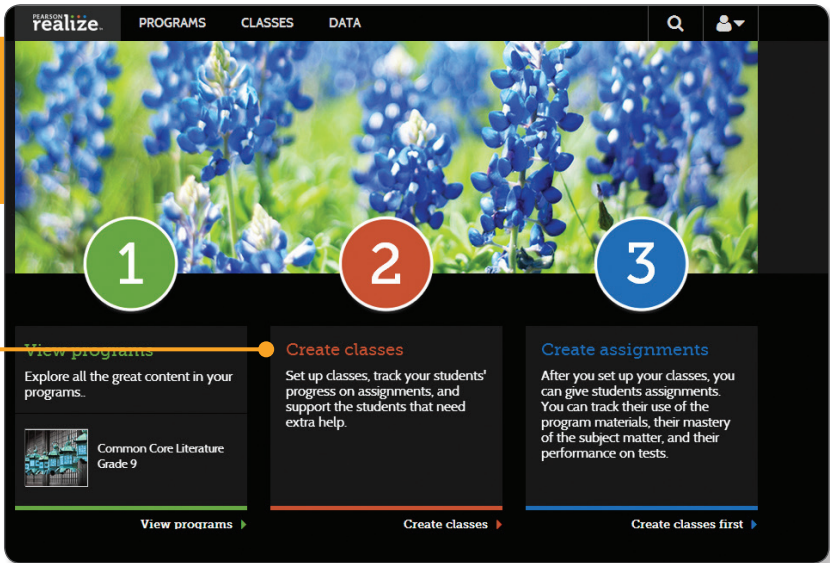
Create Classes

Creating classes in Realize is intuitive, quick, and can be done in three steps: 1) give each class a unique name, 2) assign programs to the class, and then 3) put students in the class. Administrators/Tech Coordinators can choose to create classes for their teachers by signing in as the teacher and setting up the classes OR choose to have teachers create their own classes.

Step 1 Create a Class

From the Realize home screen, select **Classes**.

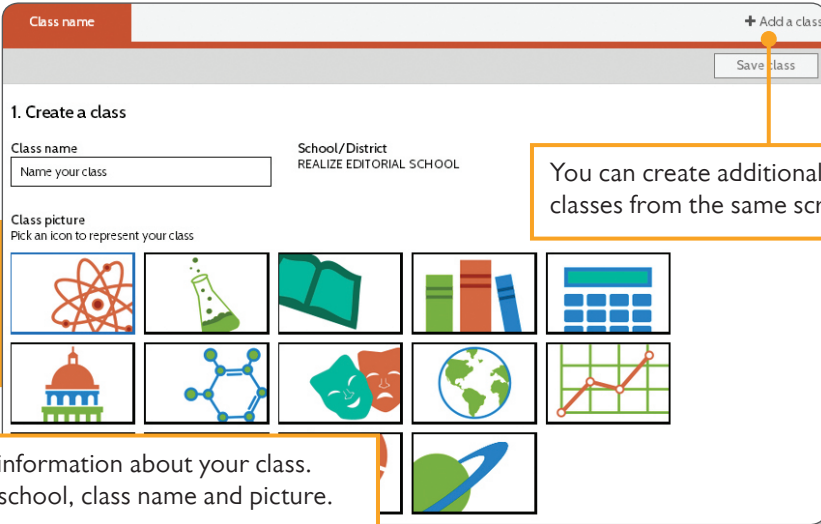
From the Classes screen, select **Create Classes**.



Step 2 Basic Information

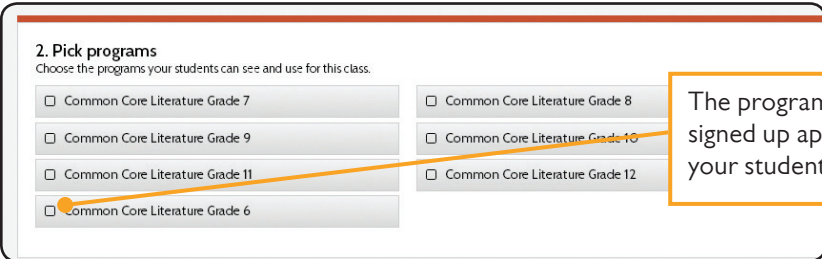
Provide information about your class. Select a school, class name and picture.

You can create additional classes from the same screen.



Step 3 Choose the Program

The programs you selected when you first signed up appear here. Choose the Program your students can use for this class.



PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Upload and Add Students

Uploading and adding students is easy.

If you are using a Savvas program in another system (SuccessNet, SuccessNet Plus, OLE) the student account will appear. Choose the student name and the rest will self-fill. To create new student accounts, Administrators/Tech Coordinators can upload data into the district system using the district process or the teacher can easily create a new student account right on this page.

Be sure to type the last name first, then a comma, then the first name.

Type one or two letters in the student name column and names will appear for students already in the system.

Click Save Class to retain student enrollment.

3. Add students to class Hide tips for adding students

Student names	Usernames	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 8 characters. Upper or lower case is ok - usernames are not case-sensitive. You can use letters, numbers, periods, @, and underscores. Usernames must be unique - two students can't have the same username. 	<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 username.

Student name	Username	Password	<input type="checkbox"/> Hide password text
Jackson,			
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Name: Kelly Jackson Username: kjackson987 Created on: 05/05/2014</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Name: Melissa Jackson Username: mjackson@demo.com Created on: 12/11/2013</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Name: Robin Jackson Username: robin213 Created on: 04/17/2014</p> </div>			
Add <input style="width: 30px;" type="text" value="1"/> more row(s) <input type="button" value="Add"/>			
<input type="button" value="Save class"/>			

NOTE: Administrators/Tech Coordinators can bulk upload students directly into the Savvas system. For detailed directions, please go to <http://savvas.com> and search "Realize" for the documentation.

Can't find the student account?

Savvas Realize shares the authentication system with Savvas SuccessNet, SuccessNet Plus, OLE and eText products. If a student doesn't appear to have an account, you can create one; however, we strongly suggest you check with your Tech Coordinator/Site Administrator to make sure they are not already in the system.

You must duplicate this same Realize class and students into Dash ACTIVE-book in order for students to use the interactive tools. See the next page for directions.

Dash ACTIVE-book: Creating Classes

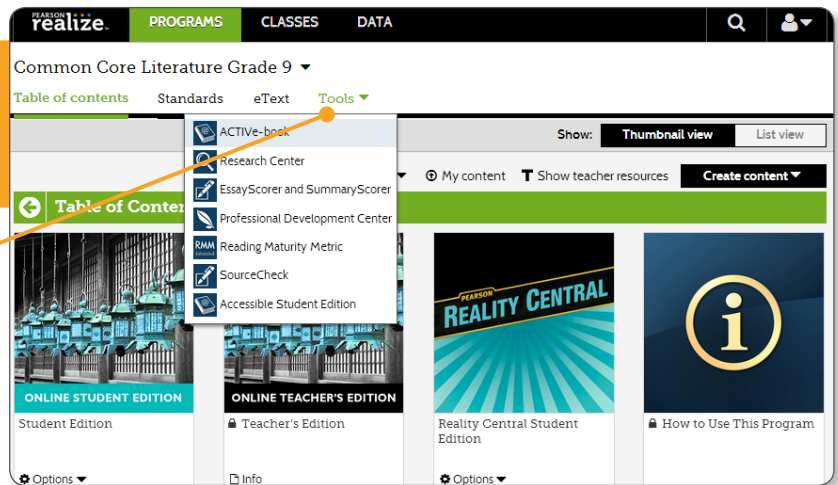
The Close Reading Tool, Online Writer's Notebook, and Interactive Worksheets are part of Pearson's Dash ACTIVE-book, an online app that makes the content interactive.

To use these tools, a different class has to be setup in Dash ACTIVE-book. Administrators/Tech Coordinators can set up these classes in Dash ACTIVE-book or teachers can set up the classes themselves. This only needs to be done once for each class. If you do not set up classes in Dash ACTIVE-book, students will not be able to use these tools.

Follow the steps below to duplicate the Realize class or classes in Dash ACTIVE-book.

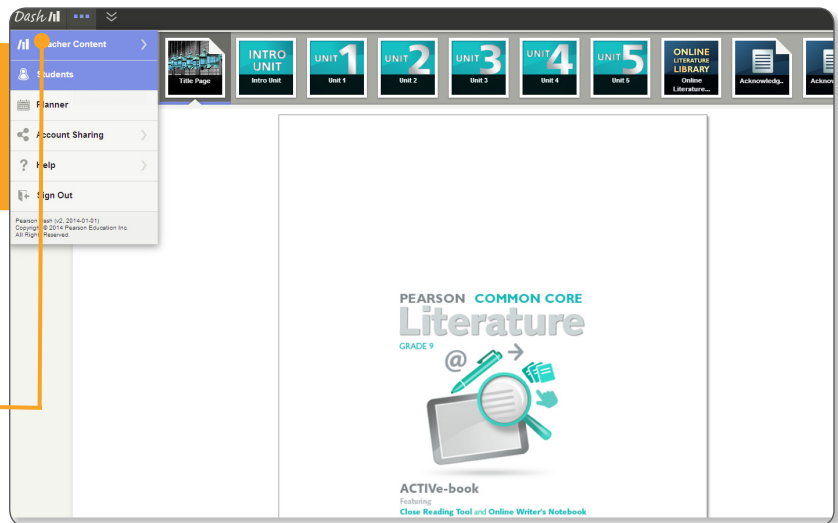
Step 1
Access Dash ACTIVE-book

From the Table of Contents page in Realize, select Tools, and click on ACTIVE-book.



Step 2
Create Classes

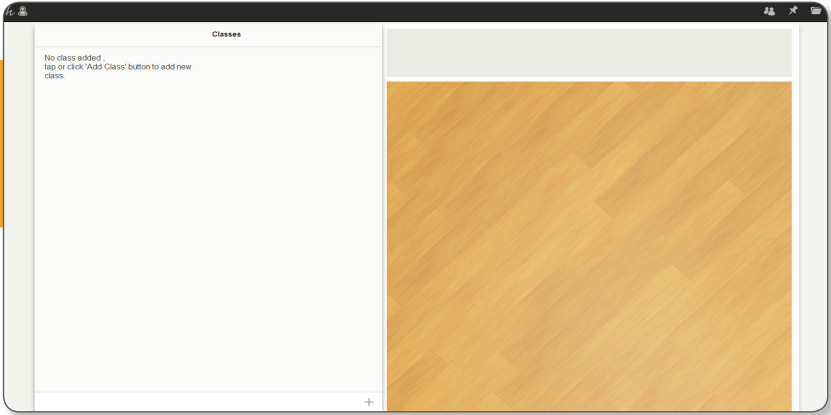
Click on Dash in the upper left hand corner. You will see a dropdown menu. Select Students.



PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

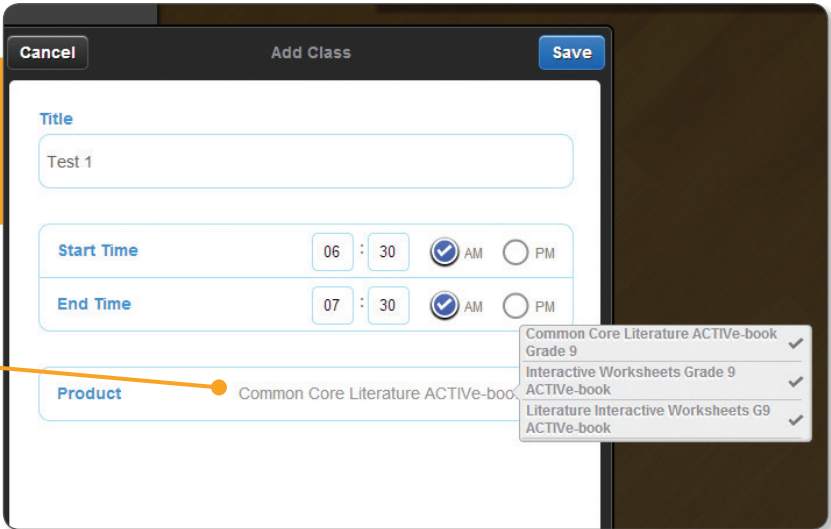
Dash ACTIVE-book: Creating Classes

Step 3
Add a New Class



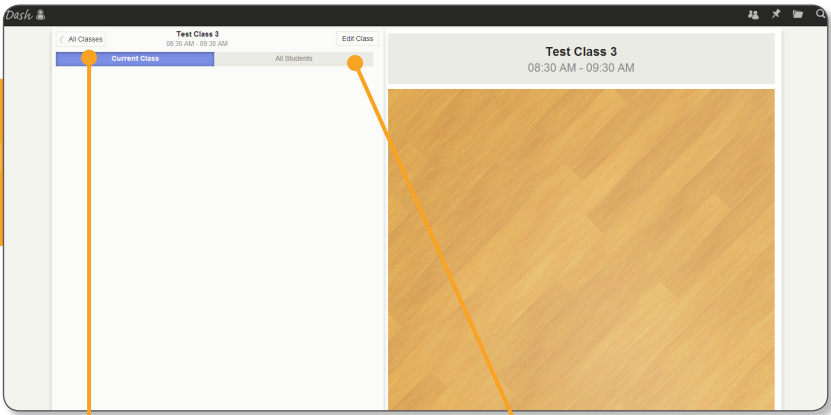
Select the Add Class or + button in the lower right corner of the left panel.

Step 4
Enter Class Title and Times



Enter a class title, start time, and end time. Select each of the products. Click Save in the upper right corner.

Step 5
Edit or Create Additional Classes



To create additional classes after creating your first class, select **All Classes** in the upper left corner. Then, go back to Step 3 to repeat the steps of creating a class.

If you need to make changes to your class, select **Edit** from the upper corner.

Dash ACTIVE-book: Enrolling Students

ENROLLING STUDENTS IN YOUR CLASSES

Now that you have created classes in Dash ACTIVE-book, you are able to associate student accounts to your classes. There are two ways to add students — manually or uploading a file.

IMPORTANT: Since you have already created student accounts and enrolled them into your class in Realize, you do not need to create new student accounts in Dash ACTIVE-book. You will choose from existing Realize student accounts and add them to your Dash ACTIVE-book class. **DO NOT CREATE NEW STUDENT ACCOUNTS IN DASH ACTIVE-book.**

To manually enter students, follow the steps below.

Step 1

From the Dash ACTIVE-book home page, click Dash in the upper left corner and select Students.

Step 2

In the Classes view, select the class you want to enroll students into.

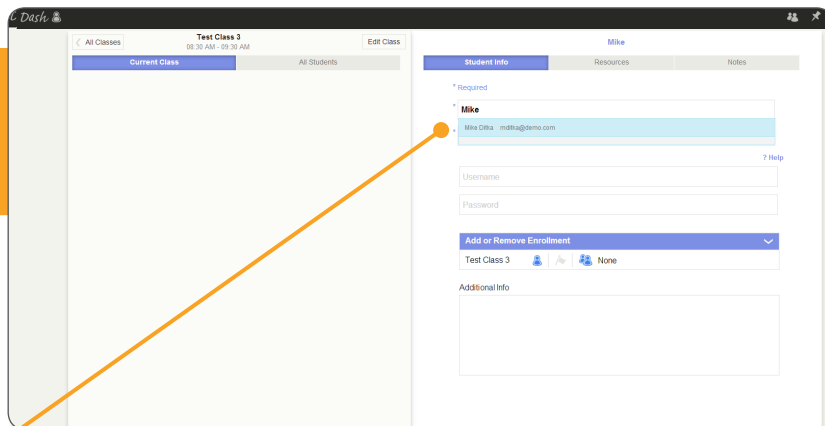
Step 3

Click the + to add a student.

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

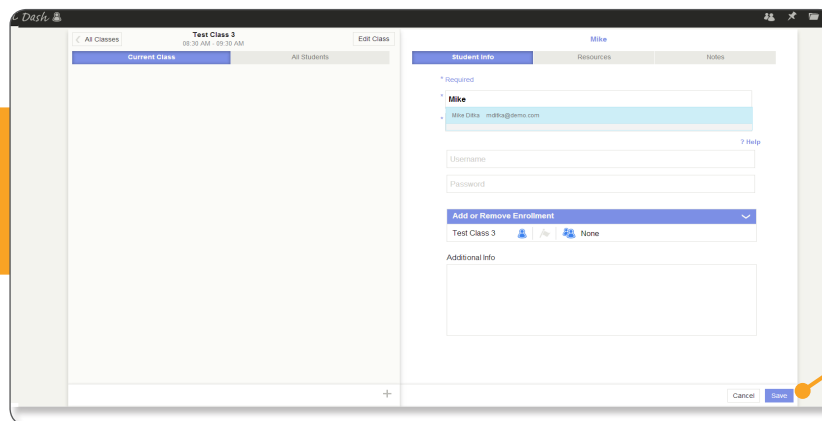
Dash ACTIVE-book: Enrolling Students

Step 4



Begin typing the student's first name. The system will display accounts that match the entry. Select the appropriate student account.

Step 5



Click Save on the bottom right. The student is now enrolled in the class.

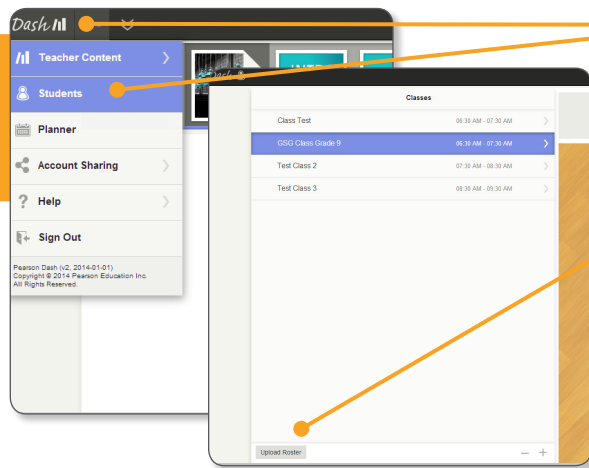
NOTE: You will need to repeat this process for each student in your class. The other option for adding students to your classes is to upload a file to “match” student accounts already created in Realize. See page 39 to learn how to use the file upload option.

Dash ACTIVE-book: Enrolling Students

ENROLL STUDENTS BY UPLOADING A FILE

Note that this is NOT a process to create student accounts — this is a process to MATCH to existing accounts.

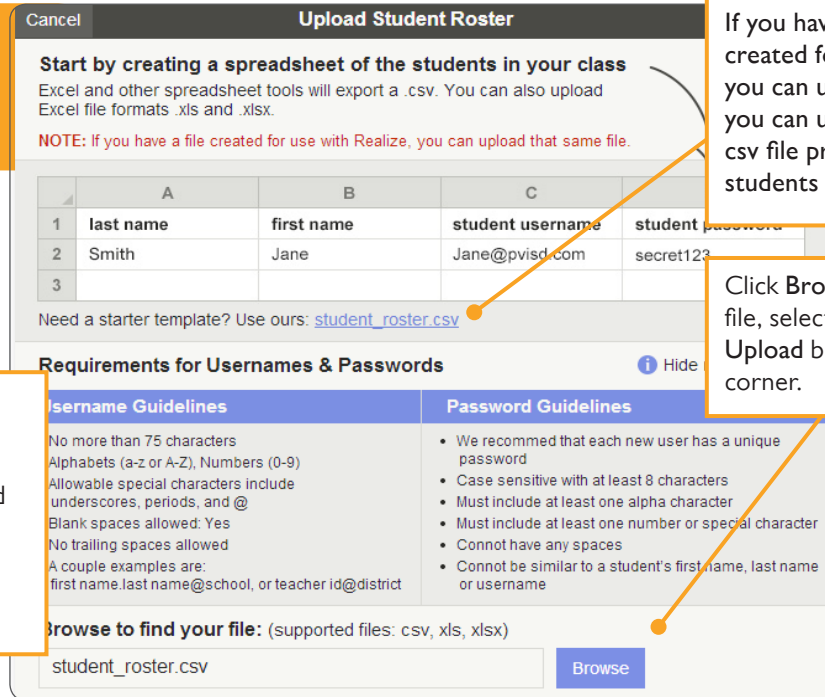
Step 1 Select Class



Click Dash in the upper left corner and select **Students**. Select the **Upload Roster** button in the lower left corner.

Step 2 Upload Roster

	A	B	C	D
1	Arizona	Two		
2	Arizona	Three		
3	Arizona	Four		
4				
5				
6				



You will see a review of the instructions for creating a roster. If you have a student roster file created for use with Realize, you can upload that same file or you can use the starter template csv file provided to match your students from Realize into Dash.

Click **Browse**, find your saved csv file, select that file, and click the **Upload** button in the upper right corner.

NOTE: Duplicate the same students from Realize into Dash. For this Dash roster, pull over the same Realize student last and first names. You can leave the username and password blank on this csv file since the student account is already in the system.

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

Dash ACTIVE-book: Enrolling Students

Step 3 Match to Existing Accounts

Dash ACTIVE-book will now display a list of student accounts created from your spreadsheet.

Since your student accounts already exist in the system, the last name cells should be highlighted in blue to indicate a match.

Click inside each cell in blue and select the appropriate student account. The account information, including the username and password, will automatically fill on the form.

If the student's last name cell or box is not outlined in blue, check the spelling of the student's name. If there is still not a match in the system after correcting the spelling, click the X to remove that student's account. You will need to enter these accounts manually.

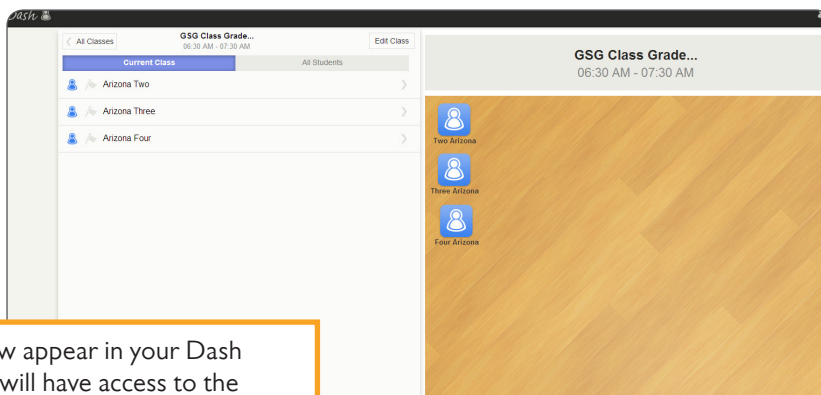
Step 4 Assign Students to Classes and Save

Assign students to classes by selecting the box under **Class Enrollment**. Choose the appropriate Dash class for each student.

Last Name	First Name	User Name	Password	Class Enrollment
California	One	onecalifornia	None
Arizona	One	onearizona	None
Alaska	One	onealaska	None

Once you have selected each student's account and assigned them a class, select **Save** in the upper right corner.

Last Name	First Name	User Name	Password	Class Enrollment
Arizona	Two	twoarizona	None
Arizona	Three	threearizona	None
Four	Arizona	fourarizona	None

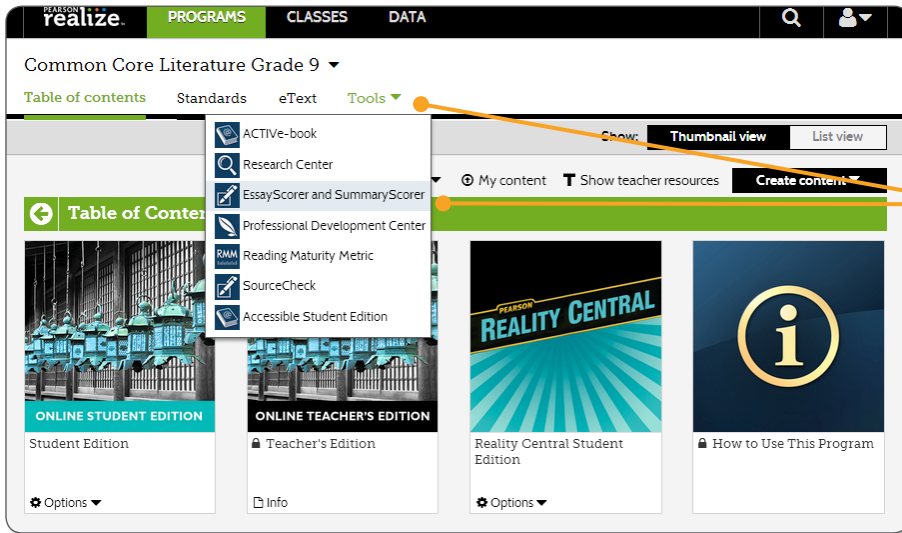


The students now appear in your Dash classes and they will have access to the Dash activities when they sign in.

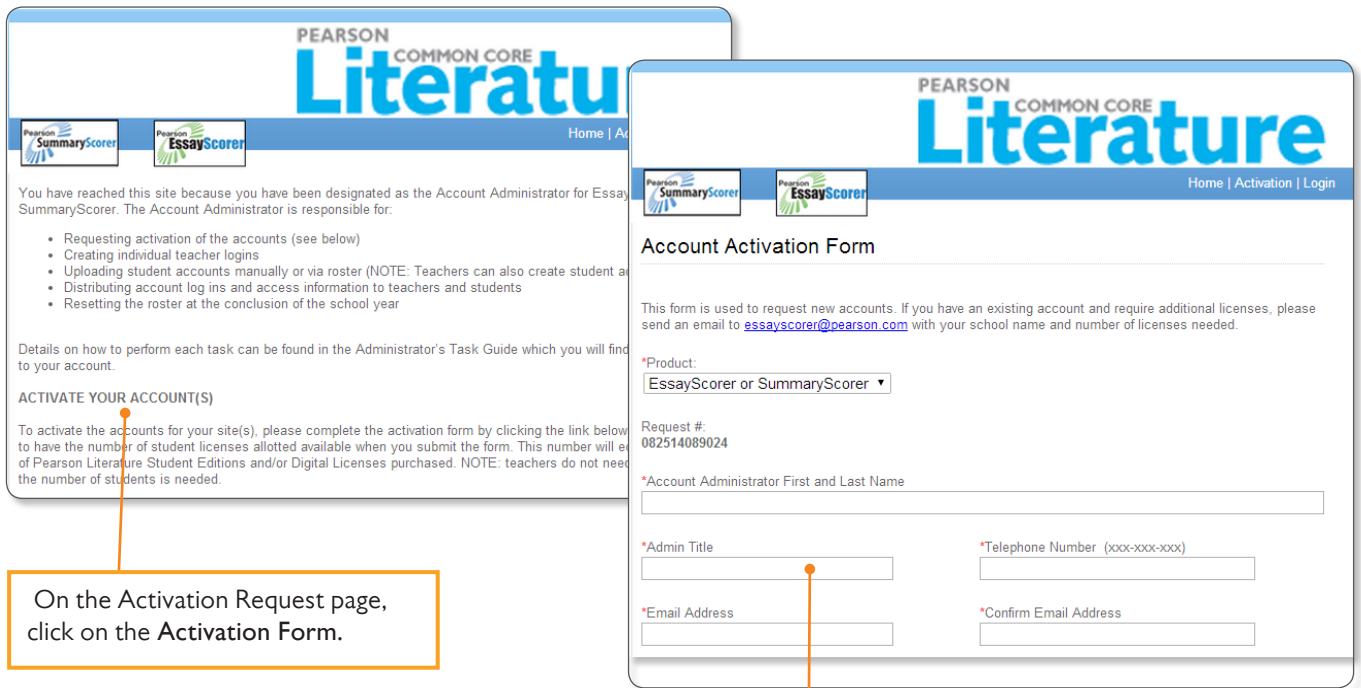
IMPORTANT: If a class roster takes more than 2 hours to resolve with Savvas systems, please contact technical support at 1-888-247-2099. Please **DO NOT** attempt to re-upload your student roster until tech support has addressed the problem. Re-upload the file only if they direct you to do so.

Activate EssayScorer & SummaryScorer

Administrators/Tech Coordinators will be responsible for requesting activation of EssayScorer and SummaryScorer.



From Realize, click on the Tools dropdown on the grade level Table of Contents page and select EssayScorer and SummaryScorer. Click on the Request Activation link.



On the Activation Request page, click on the Activation Form.

Fill in the information required. Once you click Submit, an email with the district's account information will be sent within 72 hours.

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

System Requirements

Savvas Realize makes your online learning experience as simple as possible to implement. The requirements listed below will provide an acceptable user experience. While other combinations of settings and software versions also may function, the following is our recommendation for optimal use.

Notes:

- Configure pop-up blockers to include pearsonrealize.com, *.pearsoncmg.com, pearsonrealize.com, and school.pearsoned.com in the list of allowed sites. If in doubt, check with your school's technology department for the proper browser pop-up and security settings.
- Savvas does not recommend disabling pop-up blockers.
- Enable JavaScript® and cookies.
- Disable the Internet Explorer® Content Advisor.

Browsers

Microsoft® Internet Explorer 9, Microsoft Internet Explorer 10 (Desktop Only), Google® Chrome®, Apple® Safari® (Mac®), Mozilla® Firefox®

Operating Systems

Windows® 8, Windows 7, Mac OS X® 10.8.x, Mac OS X 10.7.x, iOS 5.0 (Apple iPad® 1, 2, 3), iOS 7.0 (Apple iPad 2/3)

Internet Bandwidth

At School: The Realize application is a modern web application; the user's web browser will cache Realize for a period of 30 days or until a new version becomes available. It is estimated that an average of 12MB worth of data is transmitted per student per day. This estimate is based on a student usage session of 7 page hits and downloading 1 content item.

At Home: Broadband via cable modem, DSL, or other high-speed Internet connection

Check your web cache settings. When properly configured, web caching may result in improved performance.

Additional Requirements

Adobe® Reader® (latest version), Microsoft Excel® or other spreadsheet software for teacher and administrator accounts. Allow outgoing HTTPS/SSL communication to pearsonrealize.com through port 443.

Technical & Product

Technical Support

If you have trouble with Savvas Realize, technical support is available:

- 1 Visit the Fresh Ideas for Teaching blog at <https://blog.savvas.com/>
Search for Realize or Savvas Common Core Literature for helpful information on creating classes and more.

- 2 Or call toll free **888-247-2099**

Product Support

- 3 In Realize, click on the upper right corner person icon and go to **Help** for descriptions of Savvas Literature features.

- 4 Training & Communication.

The screenshot shows the Savvas Realize interface. At the top, there is a 'Community Connection' header with a 'login / register' link. Below this is a 'Featured Items' section with various product thumbnails. A search bar labeled 'Search Our Knowledgebase' is visible. On the right, there is an 'Email Support' section. The main content area features a large image of a butterfly with three circular navigation buttons: 'PROGRAMS' (green), 'CLASSES' (orange), and 'DATA' (blue). In the top right corner, a user profile icon is shown with a dropdown menu containing 'Test Teacher', 'Settings', 'Help', and 'Sign out'. A callout box labeled '3' points to the 'Help' option in the dropdown menu.

This screenshot shows the 'Welcome to Realize' page. On the left, there is a navigation menu with options like 'Welcome', 'System requirements', 'Home page - Explore', 'Programs', 'Centers', 'Classes', 'Class calendar', 'Assignments', 'Tests & lessons: customize, c', 'Data', 'Search', and 'Settings'. The main content area includes a 'Welcome to Realize' message and a section titled 'Find the content you need:' with a sub-section 'Browse through Pearson programs using each program's Table of Contents.' Below this, there is a search bar and a table of contents for 'Reading Street National Grade 1'. A callout box labeled '4' points to the 'Table of Contents' link in the table.

Go to mypearsontraining.com, click on the High School tab, and select *Savvas Common Core Literature* for additional training and communication regarding product updates and enhancements.

The screenshot shows the 'myPearsonTraining' website. The top navigation bar includes links for 'Home', 'PreK', 'Elementary', 'Middle School', 'High School', 'SuccessNet', 'SuccessNet Plus', 'Realize', and 'On-site Prof Dev'. The main content area is titled 'PEARSON COMMON CORE Literature' and 'Pearson Common Core Literature © 2015'. There are tabs for 'Program Tutorials' and 'Pearson Realize™'. A 'Welcome to Pearson Common Core Literature © 2015' message is displayed. Below this is a table of 'Tutorial Title' entries with columns for 'Watch', 'Description', and 'Tutorial Guide'. The table lists three tutorials: 'Getting to Know Pearson Common Core Literature', 'A Powerful and Flexible Instructional Model for Common Core Success: Grades 6-10', and 'Upper-Level Program Organization for College and Career Success: Grades 11-12'. A 'Digital Resources' section is also visible. On the right, there is a social media section with Twitter and Facebook icons, and a call to action: 'Learn how Pearson can help you implement the Common Core!' with a 'DOWNLOAD THE BROCHURE' link. A callout box labeled '4' points to the 'High School' tab in the navigation bar.

PLEASE NOTE: Final location of resources on Realize may change slightly from this guide due to continuing platform development and improvements.

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