successmaker®

# Getting Started

4 Steps for a Successful First Month of Implementation!

1 **Assign the appropriate *SuccessMaker*® course to your students.**

FOLLOW THESE STEPS:

1. Log in to *SuccessMaker*.
2. Students must be added to a group before assigning.
3. From the home screen, select your *SuccessMaker* course and click **Assign**.
   - Reading for *SuccessMaker Reading*
   - Math for *SuccessMaker Math*
4. Select the group or students to whom you want to assign the course. Adjust the course settings as desired. Click **Assign**.
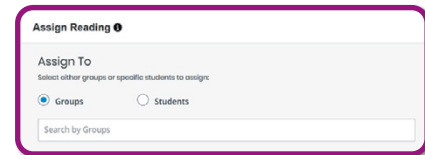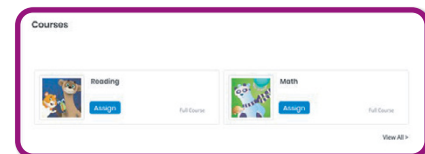
Key Tips for Success:

- If you know a student's functional level is well **below** grade level, manually adjust the student's starting point in *SuccessMaker* before assigning students a *SuccessMaker* course.

Follow these steps to adjust a student's grade level:

A **Before the student begins working** in *SuccessMaker*, select **Courseware** and then select **Assignments** on the teacher homescreen.

B Select **View Assignment** for the Math or the Reading Course.

C Select the three dots to the far right of the student's name, and select **Assignment Settings**.

D Scroll to the bottom of the assignment settings and turn on **Manually Set Course Level**. Scroll down again if needed and move the slider that appears to the desired start level for the student, and then select **Save**.
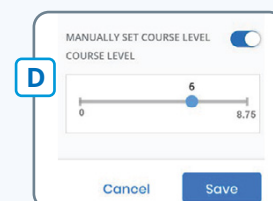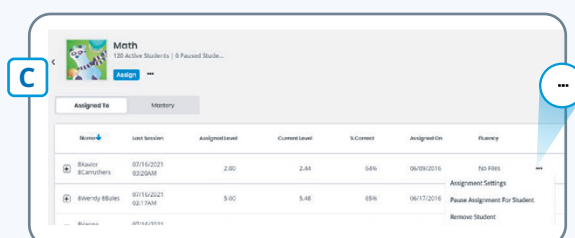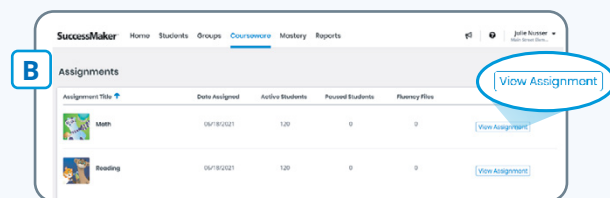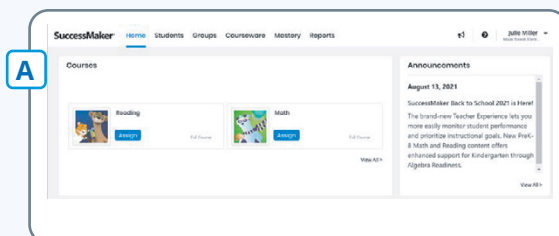
2 **Ensure students log in and complete *SuccessMaker* Initial Placement.**

Help students start strong by finding their just-right starting point in *SuccessMaker* through Initial Placement! If your school also uses MSDA, scores from MSDA can be used to place students into *SuccessMaker Math* at their just-right starting point.

Key Tips for Success:

- [SuccessMaker Reading - Initial Placement](#)
- [SuccessMaker Math - Initial Placement](#)
- [Using MSDA with SuccessMaker Math](#)

• If possible, schedule daily *SuccessMaker* sessions (20 minutes for both math and reading) to ensure students complete *SuccessMaker* Initial Placement. Most students are able to finish in 1-2 sessions.

Visit [mySavvasTraining.com](#) for additional *SuccessMaker* resources!

Success Tip #1

Complete All Your Work!

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3 **Monitor student performance during Initial Placement.**

It's important to monitor student performance after each session in *SuccessMaker*. During Initial Placement, you can do this by reviewing students' most recent *SuccessMaker* sessions. You'll want to review:

➔ How much overall time are students spending in the program, and how many questions have they answered?

➔ Are students actively engaged in *SuccessMaker Reading*, and are they spending the right amount of time per question (approximately a problem per minute) in *SuccessMaker Math*?

Key Tips for Success:

• View a **student's most recent sessions**: You can review an individual student's most recent *SuccessMaker* sessions for a deep dive into an individual student's performance.

Follow these steps:

A Under **Courseware**, select "**Assignments**" from the top menu.

B Select "**View Assignment**" for the assignment you want to view.

C A list of students will appear. Select the plus sign to the left of a student's name.

D From the "Last Session" dropdown menu, select the dates you want to view and select "Apply Filter." You can now see a student's performance going back as many as **15** *SuccessMaker* sessions.
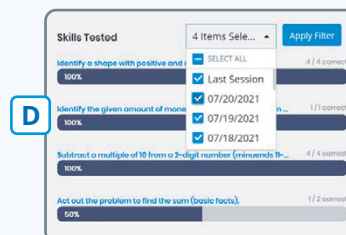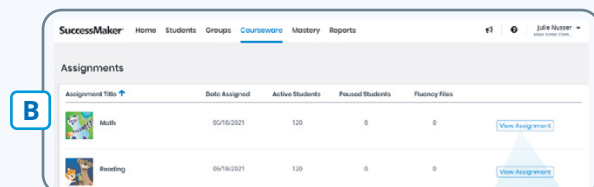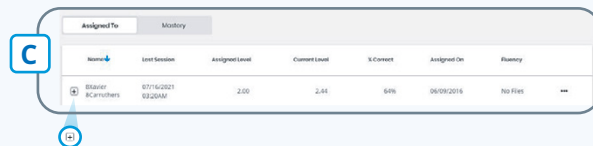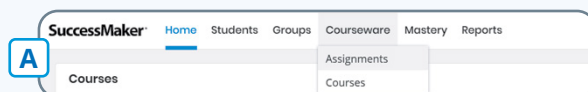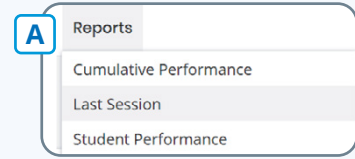
- Run the Last Session Report to view data from the most recent session for all students.

To run this report, follow these steps:

A From the top menu, under **Reports**, select "**Last Session**."
  - ✧ Fill out the preferred report parameters.
B If you would like to reference this report's parameters in the future, save the report by selecting "**Save Report Options**" and naming the report.
C Click **Run Report** to run the report.

Reports
Cumulative Performance
Last Session
Student Performance

Additional Grouping — None — Remove Page Breaks
Display — Student Name — Mask Student Display
Sort — Student
Run Report   Save Report Options

- Review this key data in the report:
  - ✧ **Current Course Level** columns represent the current level of the student. "In IP" indicates the student is still in the Initial Placement process.
  - ✧ **Raw Performance** columns represent the work a student completed in their last session. Ensure that the number of exercises attempted makes sense given the amount of time **spent in the last session**.
  - ✧ **Usage** columns offer insight into the student's level of engagement with the content. You can see if students used the "Help" button, the total time spent (∗ represents an early logout), the total number of sessions a student has completed, and the date of the last session.
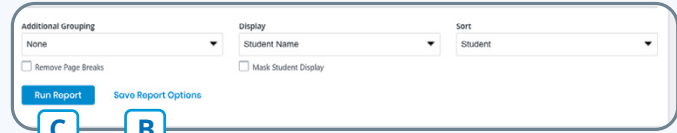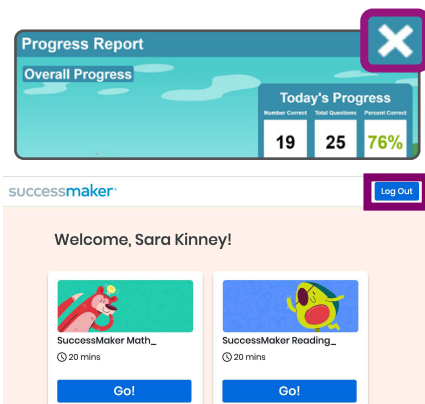
4 Ensure students properly log out of *SuccessMaker*!

COMPLETING A FULL SESSION

When students complete a full *SuccessMaker* session, their progress report pops up automatically. Students should:

1. On the top right, select the **X** to **Close** the progress report.
2. Then select **Log Out**.

Progress Report
Overall Progress
Today's Progress
Number Correct 19   Total Questions 25   Percent Correct 76%

successmaker   Log Out
Welcome, Sara Kinney!
SuccessMaker Math_ ⏱ 20 mins   Go!
SuccessMaker Reading_ ⏱ 20 mins   Go!

LOGGING OUT EARLY

If students need to log out of *SuccessMaker* early (before the end of their session), students must follow these steps:

1. On the left vertical menu in *SuccessMaker Math* and the top horizontal menu in *SuccessMaker Reading*, select the **X** to **Close**.
2. On the pop-up window that appears, select **Yes** to end the session.
3. The *SuccessMaker* home screen will appear. Select **Log Out** at the top right.

MENU   ◀)) How would yo
Close
A-Z ✓ 🔊 X

This will end your session. Are you sure you want to exit?
Yes   No

successmaker   Log Out
Welcome, Sara Kinney!
SuccessMaker Math_ ⏱ 20 mins   Go!
SuccessMaker Reading_ ⏱ 20 mins   Go!

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