Pearson

Pearson EasyBridge

Teacher End-of-Year Checklist
For Learning Platforms

Introduction

This provides an overview of New Year Rollover and explains the tasks teachers complete at the end of a school year or term on Pearson Learning Platforms. The information applies to teachers in **EasyBridge Plus**, **EasyBridge Auto**, and **EasyBridge Basic** districts unless noted otherwise.

New Year Rollover

New Year Rollover (NYR) occurs at the end of each school year. NYR is an automated process that sets the start date for a new school year or term. When classes are created, they are associated with the new school year or term.

During the NYR process, the class is deleted. Deleting classes releases student license subscriptions. This enables new student enrollment into classes using Pearson digital products without the district exceeding the number of digital license subscriptions purchased. Deleting classes in EasyBridge removes class assignments and student progress data. However, administrators can access past data for Realize courses via the Pearson Reporting Service. Realize actively sends data to the Pearson Reporting Service on an ongoing basis. Administrators can access data as far back as April 2015.

Note for EasyBridge Basic districts: A district administrator can opt to retain last year's class data prior to NYR. Administrators in these districts will see last year's and the current year's classes on EasyBridge. Teachers in these districts will see last year's and the current year's classes on each learning platform. Teachers can hide classes on Pearson Realize and expire classes on Pearson SuccessNet that they do not want to use.

Deleting classes does not delete student or teacher accounts—accounts remain in the system and are reused each school year. For **all** tiers of EasyBridge, deleting classes also does not delete any content a teacher has customized, created, or uploaded to any learning platform.

	EasyBridge Plus	EasyBridge Auto	EasyBridge Basic
Removes student and teacher accounts from the class	✓	✓	✓
Removes assignments and student progress data	✓	✓	✓
Retains teachers custom content	✓	✓	✓

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End-of-Year Checklist

End-of-Year Tasks for Teachers

The end-of-year tasks apply **to EasyBridge Plus, EasyBridge Auto,** and **EasyBridge Basic** teachers. Training tutorials and handouts that explain these tasks are available on myPearsonTraining.com.

Run Reports

Prior to classes being deleted from the learning platforms, teachers that want to retain student progress data need to run reports on Pearson Realize, Pearson SuccessNet, SuccessNet Plus, and Dash **prior** to New Year Rollover. If classes are removed mid-year, reports should also be run prior to the date classes are removed.

❑ **Run Reports from Pearson Realize**

Export student and class data that you want to retain at the end of each school year or term. Click **Data**, select a class, and set the date range before exporting reports. Teachers can export data for the following reports: class results by assignment, class mastery by standard, and student scores by standard. Remember, teachers need to run reports for class data **prior** to NYR.

❑ **Run Reports from Pearson SuccessNet**

Export student and class data that you want to retain at the end of each school year or term. Export data on the **Reports** tab. Teachers can export data for the following reports: Lesson Progress, Test Scores, Student Progress, Mastery, and Item Analysis.

❑ **Run Reports from SuccessNet Plus**

Export student and class data that you want to retain at the end of each school year or term. Select a class and go to the **Reports** section. Export data for any course report and custom reports you have created.

❑ **Run Reports from Dash**

Export student and class data that you want to retain at the end of each school year or term. Select **Reports** from the Dash menu. Select a class and a book. Click the up arrow icon on the upper right corner to print or save the data. Teachers can save data for the following reports: Student Utilization and Time on Task.

Classes Tasks for NYR

The tasks related to removing classes only applies to **EasyBridge Basic** districts that retain classes. If you are unsure if this is used in your district, contact your System Administrator.

Realize

☐ **Hide Classes**

On the Classes page, click Hide for a class. The class will no longer be visible on Realize. Students enrolled in the class no longer see the class or assignments, discussions, etc., associated with the class. Click Unhide to restore the class and all assignments, discussions, etc. Data can be exported after the class is restored.

Pearson SuccessNet

☐ **Expire Classes**

To expire classes and hide them from view, go to the Classes tab and click a class name. Change the class status from Current to Expired and click Save. To change a class back to Current status, check the box next to Display expired classes/groups on the Classes tab. Click a class name, change the Status to Current, and click Save.

SuccessNet Plus

☐ **Set Class to Inactive**

SuccessNet Plus does not enable teachers to hide classes from view. Setting a class to inactive removes all students, assignments, and student progress data from the class. This is a permanent action. To set a class to inactive, click the down-arrow next to the class name on the Home page and select Set to inactive.

☐ **Mark Class for Deletion**

Marking a class for deletion could be used to temporarily remove a class from view and keep students from accessing the class. However, use this feature with caution. Unless this action is reversed, the class will be permanently removed from SuccessNet Plus after 30 days. Once the class is permanently deleted, it cannot be reactivated. Teachers teaching summer school could mark classes for deletion after the Spring term or end of the regular school year. Teachers and students would then only see summer school classes. To mark a class for deletion, click the down-arrow next to the class name on the Home page and select Mark for Deletion.

Dash

☐ **Delete Classes**

There is no feature on Dash to hide a class from view. At the end of a school year or term, sign into the Dash or access Dash from Pearson Realize or SuccessNet Plus and delete your classes. Deleted classes cannot be restored or reactivated.

This section only applies to teachers in **EasyBridge Basic** districts that use stand-alone eText without an online digital course.

☐ **Delete eText Classes**

At the end of the school year or term, sign in to Portal.PearsonSchool.com. Remove all students from the class, and then delete the class.

1. Click a class name in the list. (Do not click the X next to the class name until after all students have been removed from the class.)
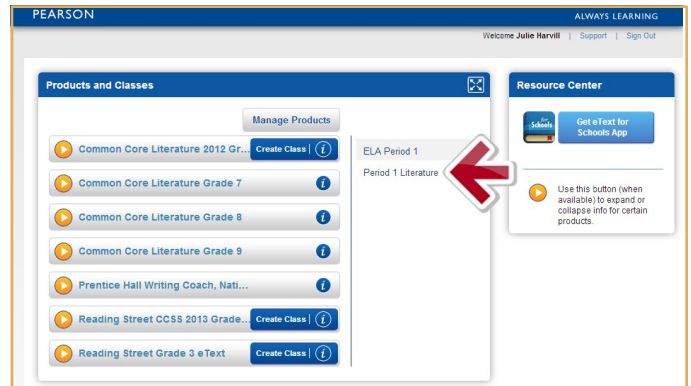
2. Click the X on the far right of the student row. Do this for each student to remove all students from the class. After removing all students from the class, click **Back to My Homepage**.
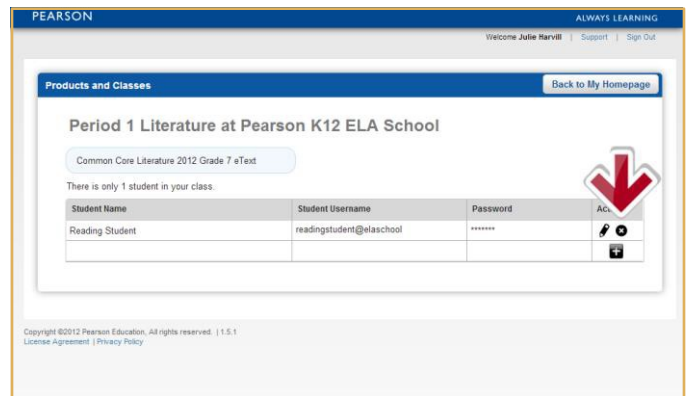
3. Hover over a class name and click the X to delete the class.
4. Click **Sign Out** after deleting your classes.

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