



PEARSON
realizeTM

QUICK START GUIDE

Realize is your online destination for standards-aligned content, flexible management tools, and embedded assessments with instant data. It helps you work smarter, faster, and better, so you can realize your teaching potential.

[PearsonRealize.com](https://www.pearsonrealize.com)

Welcome to Pearson Realize!

The Pearson Realize™ Quick Start Guide helps you set up your teacher account, create classes, find content and access data. This Quick Start Guide will give you an overview of Pearson Realize so that you can quickly be up and running in no time.

For Technology Coordinators and Administrators:

We recommend schools and districts implementing Pearson Realize obtain an administrator account to bulk upload teacher and student accounts for those who need an account. Teachers and students who have an account for Pearson SuccessNet®, SuccessNet Plus™, Online Learning Exchange™ or Dash do not need a new account. Administrators can also create classes and class rosters on Pearson Realize using the bulk upload tools. To learn more, go to myPearsonTraining.com.

Sign In or Sign Up

3

Set Up Your Profile

4

Navigate the Home Page

5

Create a Class and Enroll Students*

6

Browse the Table of Contents

7

Assign Content

8

Search by Keyword or Standard

9

Customize Content

10

Access Data

11

Training & Support Resources

12

* Classes and class rosters will be automatically populated for customers who are integrating their Student Information System, such as PowerSchool, with Pearson Realize.

SIGN IN/SIGN UP

Sign in or Sign up at PearsonRealize.com

Teachers with an account for Pearson SuccessNet®, SuccessNet Plus™, Online Learning Exchange™ or Dash click **Sign In** and then enter your username and password.

Teachers who need an account click **Sign Up** to begin the self-registration process.

The screenshot shows the Pearson Realize website interface. At the top left is the Pearson Realize logo. At the top right are two buttons: "Sign in" and "Sign up". The main content area features a smiling young girl in a blue shirt, with the headline "Realize your Potential." and a sub-headline: "With rich and engaging content, embedded assessment with instant data, and flexible classroom management tools, Realize provides you with the power to raise interest and achievement for every student." Below this is a blue button that says "Try a free demo today". At the bottom of the page, there are three columns of links: "Registration Guide" (with a document icon), "System Requirements" (with a computer icon), and "Contact Support" (with a plus sign icon). Each link has a brief description of what it offers. The footer contains the copyright notice "Copyright © Pearson Education, All Rights Reserved." and the Pearson logo.

The teacher self-registration guide provides step-by-step instructions.

Access the system requirements

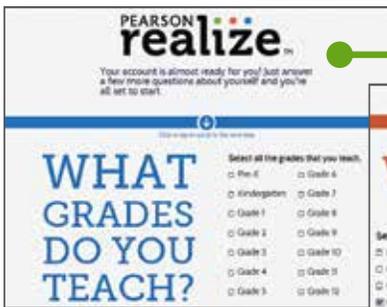
Contact Tech Support if you need assistance.

SET UP YOUR PROFILE

4



The first time you sign in, read and accept the license agreement



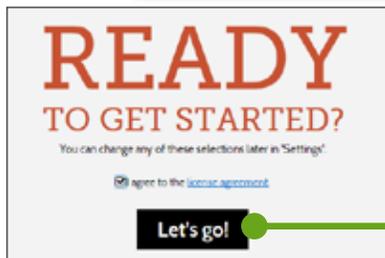
Choose the grades you teach and your programs



Enter the name you want your students to see



Pick a profile icon and a background image

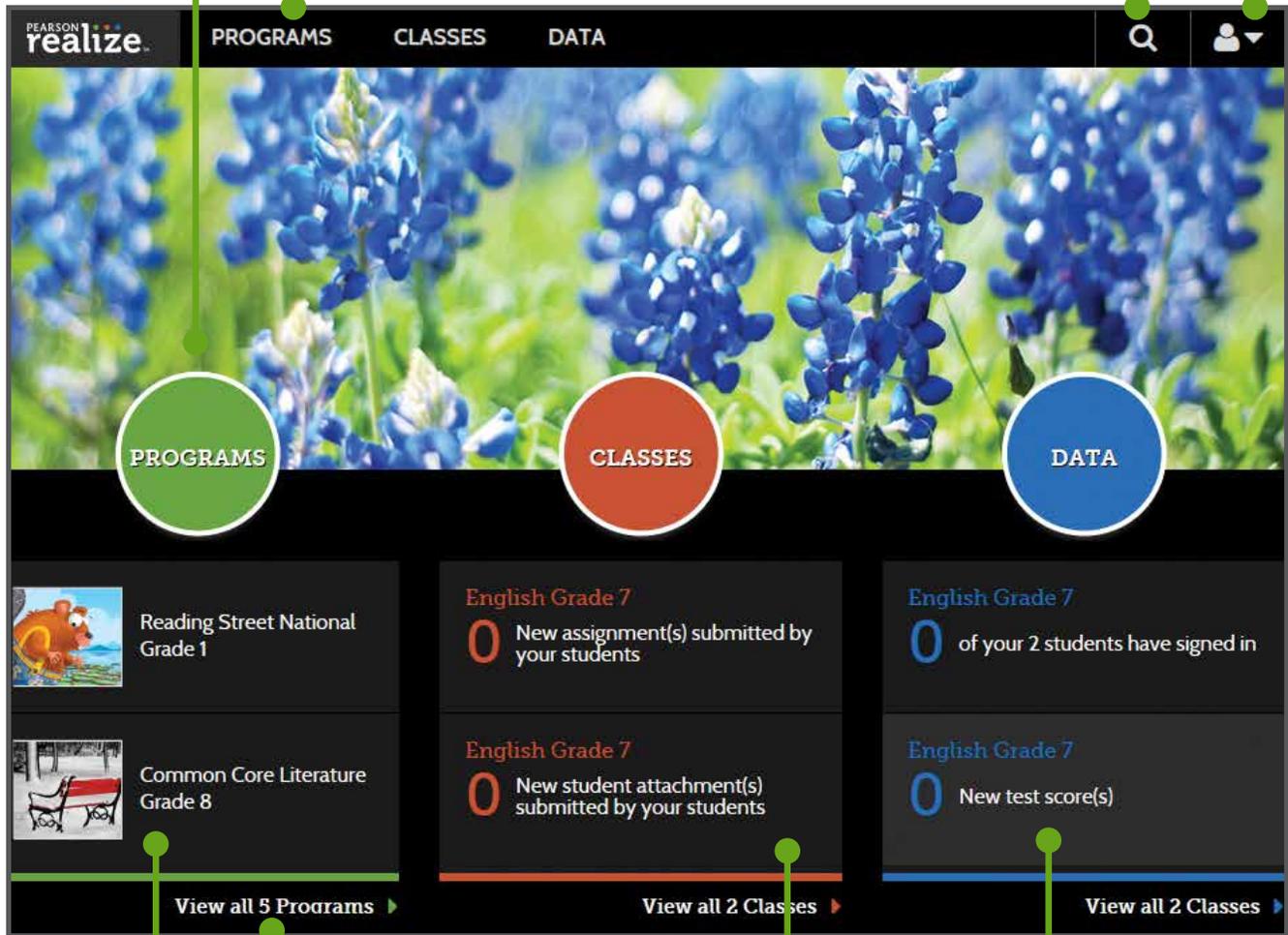


Read and accept the license agreement and click **Let's Go**

NAVIGATE THE HOME PAGE

Access your programs, classes and data from the menu bar or the colored circles.

Search by keyword
Modify your settings, access help and sign out



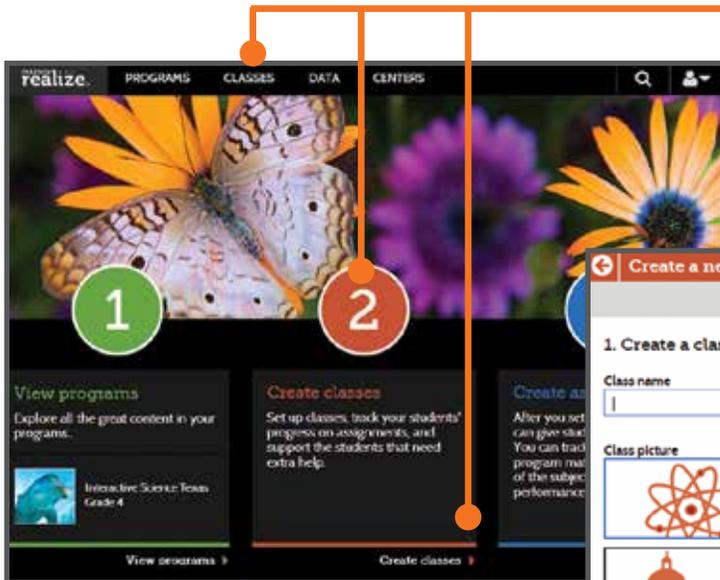
Select a specific program or select **View all Programs**

View notifications and click to access items that need your attention

CREATE A CLASS/ENROLL STUDENTS

6

To create your first class, click Classes, the number 2 or Create Classes

A screenshot of the 'Create a new class' form. The form is divided into three main sections: 1. Create a class, 2. Pick programs, and 3. Add students to class. Section 1 includes a 'Class name' text box, an 'Institution' dropdown menu (set to 'Pearson K12 ELA School'), and a 'Class picture' grid of 15 icons. Section 2 includes a 'Pick programs' section with a list of checkboxes for 'Common Core Literature Grade 10', 'Common Core Literature Grade 7', 'Reading Street National Grade 1', 'Common Core Literature Grade 6', and 'Common Core Literature Grade 8'. Section 3 includes a table with columns for 'Student names', 'Usernames', and 'Passwords', each with a list of instructions. Below the table is a table with columns for 'Student name', 'Username', 'Password', and a 'Hide password text' checkbox. At the bottom, there is an 'Add' button with a '1' in a box, a 'more row(s)' link, and another 'Add' button. A 'Save class' button is located at the top right of the form.

Enter a class name and select a picture

Pick the programs you use with the class

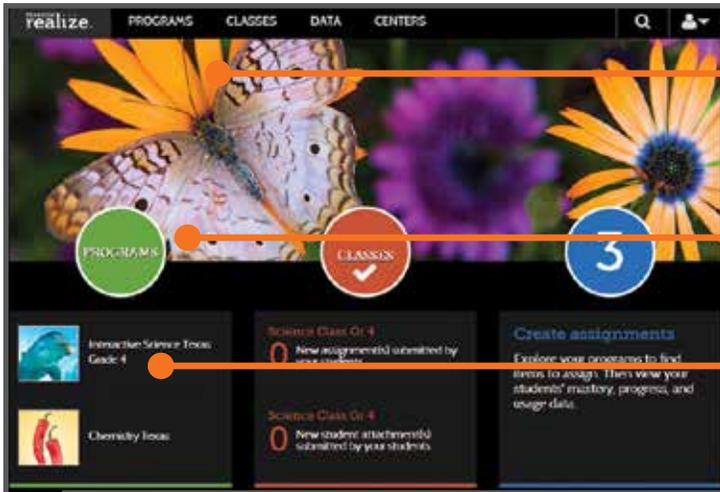
Enroll students in the class.

Enter the student's last name first. If the student is already in the system, the name will appear as you type. Select the student's account to enroll them in the class.

If the student does not have an account in the system, determine if your Realize administrator will create the student's account. It is important that you don't create duplicate accounts for students. If your administrator wants you to create the student an account, complete the student's name and enter a unique username and password.

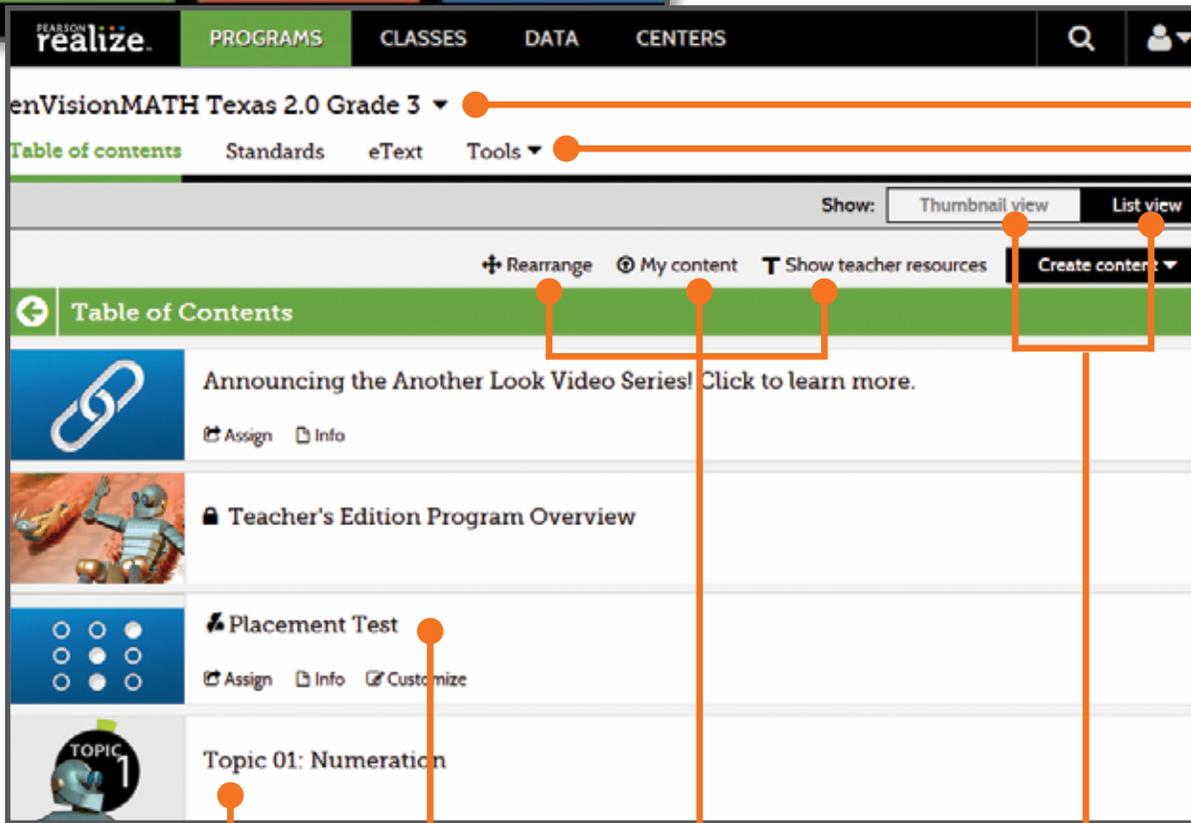
When you're finished, click **Save class**.

BROWSE THE TABLE OF CONTENTS



Select **Programs** and then select a specific program

Or select one of the programs on your home page



Select a different program

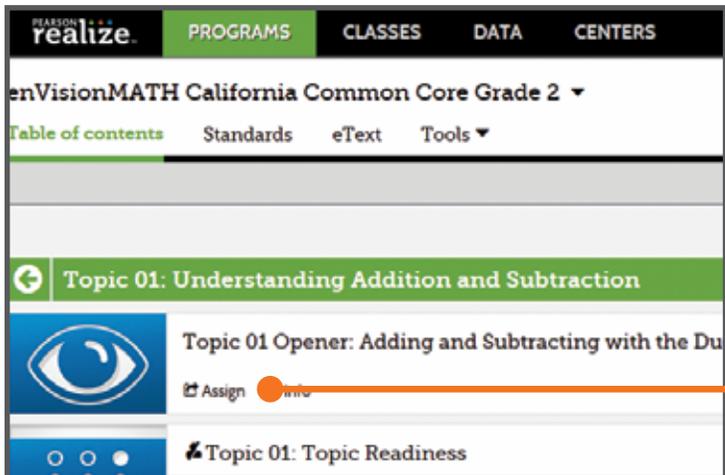
View the Table of contents, Standards, eText and Course Tools

Click to view a lesson

Click to view a content item

Rearrange the Table of Contents, view your custom content, show teacher resources (if available) and create your own content

View the Table of contents by thumbnail or list view



Click **Assign** to assign the content to a class, a group, or specific students

The 'Create an assignment' dialog box is shown. It has a green header with a close button (X). The main area is divided into two columns. The left column contains:

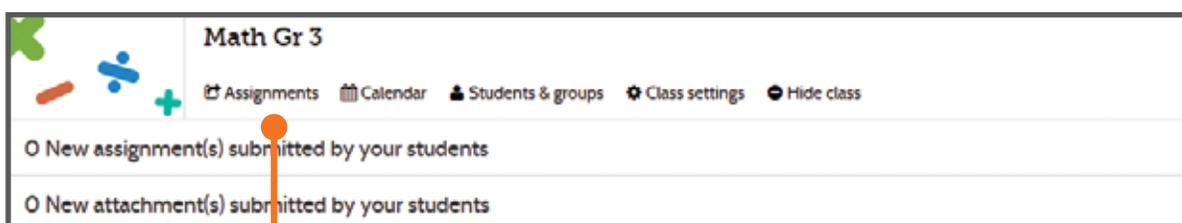
- Title:** Topic 01 Opener: Adding and Subtracting with the Ducks
- Start date:** 06/25/2014
- Due date:** 06/26/2014
- Instructions:** Please watch this topic opener for homework tonight. (198 characters remaining)

 The right column contains:

- Enter a class, group, or student name:** A search box with the placeholder text 'Name (for student 'last, first')'.
- Selected items:** 'Dolphins' (From: Math Gr 3) and 'Math Gr 3'.

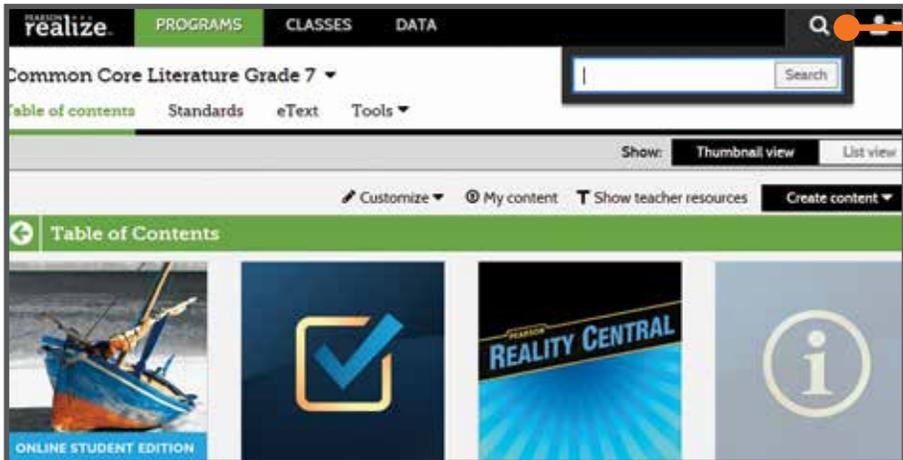
 At the bottom right, there are 'Cancel' and 'Assign' buttons. An orange dot and line point to the 'Assign' button.

Enter a start, end date and instructions. Next, select one or more classes, groups, or students and click **Assign**.

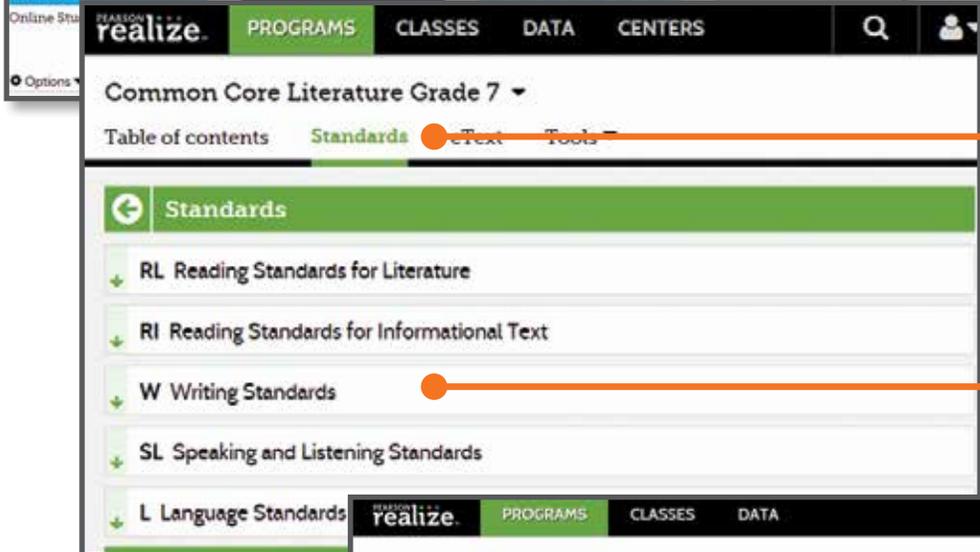


To view class assignments, go to Classes and select assignments for a class.

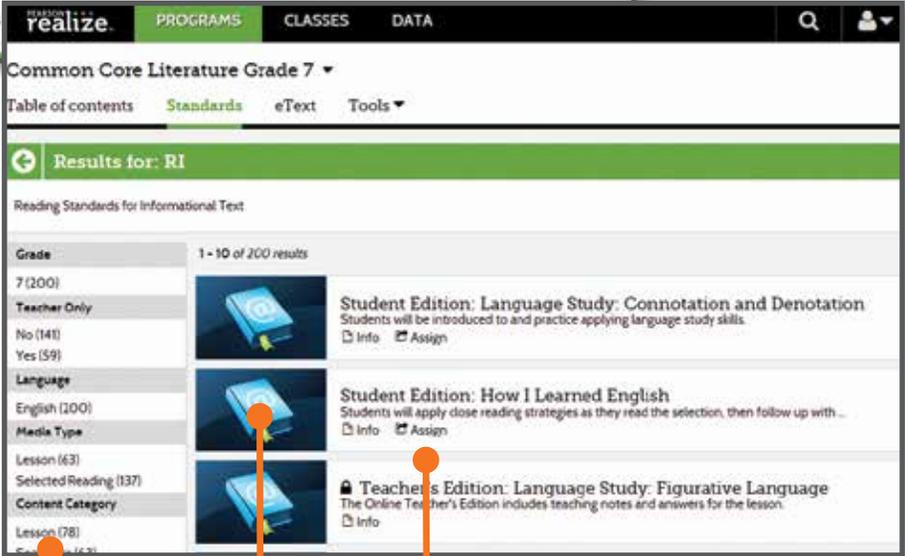
SEARCH BY KEYWORD/STANDARD



Enter a keyword and click **Search**

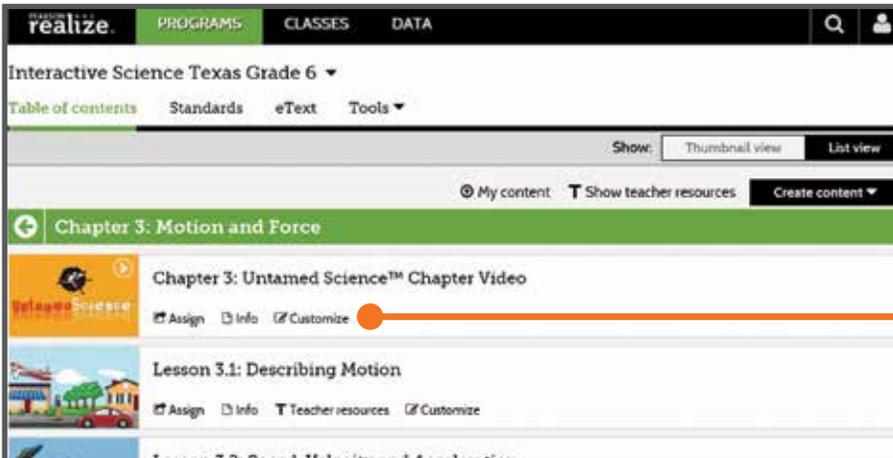


Click **Standards** and then select a Standard

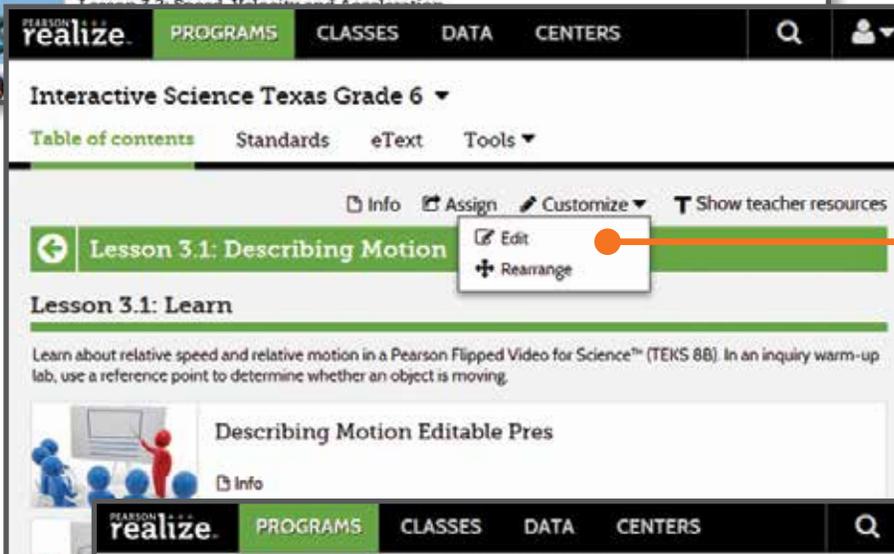


Select one or more filters to narrow the search results

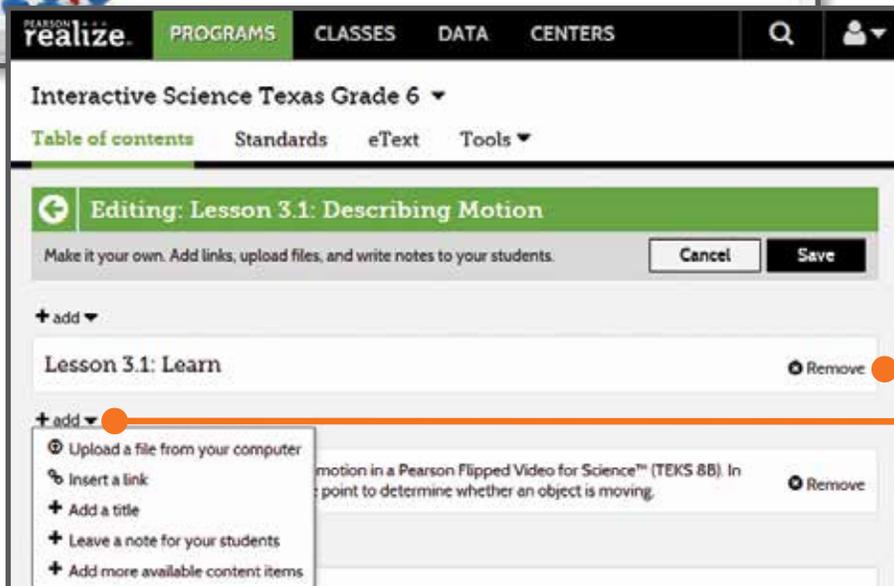
Click to view the content or click **Assign** to assign the content to one or more classes, groups or students



Click **Customize** to modify the content



When viewing a lesson, click **Customize** and select **edit**

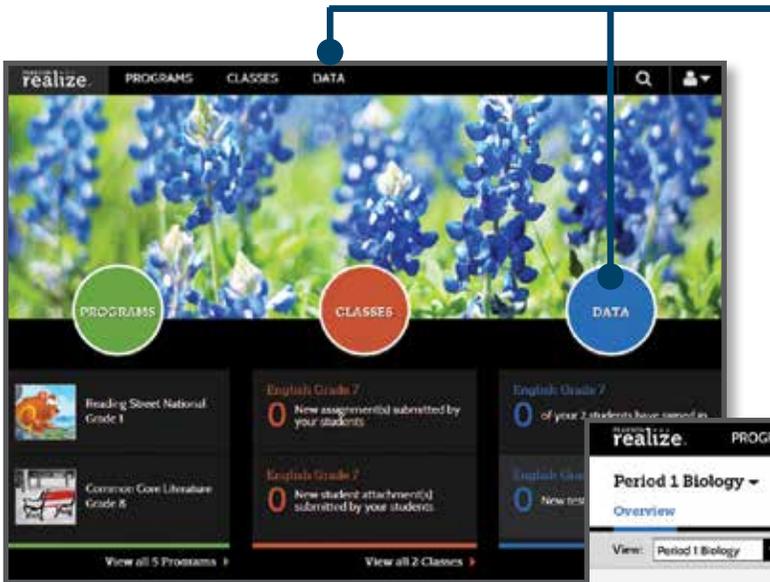


Remove a section of the lesson

Click **Add** to add your own file, link, title, or additional content items.

Note: You can customize content, lessons and assessments that have the Customize link. When customizing assessments, you can edit, add, or remove questions.

ACCESS DATA



Click Data to view mastery, progress and usage data



Click the data points on any graph to reveal more detailed information, such as item analysis



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TRAINING & SUPPORT RESOURCES

Need additional help?

Self-help video tutorials and printable guides for Pearson Realize are available at myPearsonTraining.com.

For additional product and technical support resources, including:

- Searchable knowledgebase
- Answers to frequently asked questions
- Live phone, email or chat assistance
- System requirements & specs

Go to Support.PearsonSchool.com or call 1-888-247-2099

PearsonSchool.com
800-848-9500

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