

PEARSON  
SYSTEM OF COURSES



# Pearson System of Courses

User Guide for Grades 2-12 on iOS

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## Get Started

The Pearson System of Courses is a vertically and horizontally aligned system that supports student learning, motivation, and engagement by integrating:

- A coherent curriculum in ELA 2–12, and Mathematics 2-11 with course objectives and outcomes that closely mirror the vertical progression of the Common Core State Standards.
- Effective and engaging teaching, based on years of research on how people learn. This teaching happens within a classroom design that leverages social collaboration and pushes students to increasingly take responsibility for their own learning.
- A unique digital design created expressly to make use of digital tablets and the latest mobile and digital technologies that students use every day.

Students benefit from a rich interactive experience. Teachers receive the learning materials and tools they need to unlock the potential of the Common Core State Standards.

The Pearson System of Courses app is available for iPad users. Using Pearson System of Courses on a device is easy and fun. The Pearson System of Courses is designed for touching and interacting with the screen. You can use common screen interactions such as tap and swipe (to uncover menus).

## Technical Support and Requirements

Assessments require Internet connection to start and submit assessments. However, assessments can be updated offline and all work will be saved upon reconnecting to the Internet.

The Pearson System of Courses curriculum content can be accessed offline. However, the following features do require an internet connection:

- Downloading content
- Downloading new versions of the application
- First time login
- Syncing - Backing up student and teacher work to the cloud
- Syncing - Restoring backed up work from the cloud to the device

- Sharing
- Accessing More to Explore, Concept Corner, and Professional Development websites
- Displaying reporting data

Before using Pearson System of Courses, make sure your device is charged or plugged in.

## Tips and Techniques

- Currently only Common Core Standards are used. California adoption customers have access to California standards.
- For certain functions, you will need to be connected to the internet.

## Overview

This guide is intended to outline how teachers can use the features in the Pearson System of Courses 2-12 iOS. Intended readers include anyone who wishes to familiarize themselves with assessments in this system. This guide provides an overview of how learners and their teachers can use the Pearson System of Courses Assessments and Reports to enhance learning. The system offers a rigorous curriculum for ELA with embedded assessments tied to defined outcomes. These formative and summative assessments are mapped to the Common Core Standards and provide actionable data in a comprehensive set of reports. The reporting system gathers data to enable teachers to monitor proficiency, improve performance, guide instruction and help educators focus on reducing learning gaps.

Pearson System of Courses assessments provide teachers with on-going information about what students are learning from what they have been taught. These curriculum embedded assessments are part of regular classroom activities that are integrated and native to the curriculum, not just add-ons.

## Literacy Assessments

All lessons provide opportunities for teachers to assess student learning through conversation and observation. Teachers can ask students to submit any work done in the Notebook to formatively assess their progress throughout each unit, selecting those assignments that are most relevant for their students' needs. Rather than the traditional form of assessment of learning, Pearson System of Courses views assessment *as* learning (formative and diagnostic assessments), assessment *for* learning (activity or task to record student's level of achievement towards certain learning expectations), and assessment *learning* (use of assessment to further student learning – like self-assessments).



Assessment of students' progress and needs happens continuously throughout each lesson. Sometimes this is a formal event, but on most days it is less formal, conducted through conversation and observation.

Embedded assessments:

- Embedded assessments are opportunities for teachers to observe and gather data about the learning behaviors students demonstrate during instruction. Some embedded assessments require the teacher to watch and listen to students as they engage in learning or talk about their thinking. These embedded assessments give teachers an opportunity to use data to inform instruction throughout the course of the year, are found in the lessons within each unit of study, and enable teachers to learn more about their students' strengths and needs.
- The curriculum-embedded assessments deliberately blur lines between formative and summative distinctions. Information allows inferences about how much students have learned, and helps teachers tailor instruction to meet student needs daily.
- Assessments can be conducted in different ways. The teacher can act as an observer, watching students in action while gleaning information about them from partner or group discussions; the teacher can be directly involved with students, gathering information from one-on-one conferences, guided reading or writing groups or whole class discussions; or the teacher can analyze a finished product or presentation against a set of expectations. All these activities or embedded assessments give teachers a clear understanding of where their students are in the learning process so they can tailor their instruction to teach students more effectively.
- At Grade 2, Embedded Assessments include:
  - Unit Accomplishment checklists which are grade and unit specific and organized by strand designed to help teachers monitor student progress
  - Early Reading and Writing Assessments such as Reading and Writing Behaviors, Concepts of Print, Alphabet, Spelling, Vocabulary, and Retelling.
  - Reading Assessments such as Reading Conferences that are one-to-one discussions between the teacher and student, Reading Progress Assessment that may include tools such as Guided Reading Performances, and Fluency Assessment and Monitoring.

- Writing Assessments such as Cold Writes, Writing Conferences, and the Writing Portfolio which contains finished student work that has been edited and published so that students develop an awareness of what constitutes good writing and learn to reflect on their work throughout the year.
- Speaking and Listening such as Learning Observations where opportunities for student engagement and participation in learning are embedded in the context of almost every learning activity.
- Additional embedded assessment types also include:
  - Unit Accomplishment Performance Tasks, which are the major objectives students complete in a given unit. These tasks can include: a written piece (narrative, opinion, informational), a presentation (visual and/or oral), or a research project. Each task has an assigned rubric, which teachers can use to assess student work. This information can then be used to inform instruction for students.
  - Reading Assessments such as Cold Reads are administered to students three times a year. Reading Conferences enable teachers to learn about their students as readers and can be conducted throughout the year. These ongoing assessments allow teachers to work with individual students to support their learning.
  - Writing Assessments such as Cold Writes are administered to students between six and nine times a year. Writing Conferences, like Reading Conferences, enable teachers to learn about their students as writers and can be conducted throughout the year. Students can select writing pieces to include in their portfolio and share them with their teacher at any time.
  - Vocabulary Assessments are embedded in K-2 units on a weekly basis. They can assign and encourage students to get additional practice with words in the vocabulary game, Blob Busters, in More to Explore. Teachers may choose to establish a routine for periodic assessment of vocabulary words introduced in a unit or episode.
  - Speaking and Listening Assessment include engagement and participation observations and are assessed with the Learning Observation Forms.

## Math Assessments

Assessment can be formal or informal. The crucial point is that teachers collect and record the data from their formative assessments so they can use the information to make instructional decisions for subsequent instruction.

Assessment of students' progress and needs happens continually throughout each lesson. Sometimes this assessment is a formal checkpoint or an end-of-unit assessment, but on most days it will be less formal, conducted through conversation and observation. These assessments allow the teacher to plan the next lesson or a subsequent unit of instruction, or when reviewing the progress of specific students and making instructional plans based on those reviews.

With continual formative assessment, students can:

- Confer with teachers and peers about their work.
- Revise their work based on teacher and peer oral and written feedback.

Use the digital Notebook and other tools to complete, revise, and share work. Over time, these tools provide evidence of learning and growth for both students and teachers. Teachers have several options for gathering information about a student's specific needs. Throughout the day, teachers have multiple opportunities for informal assessments through conversation and observations of lesson tasks. Also, daily presentations based on the lesson's concepts offer another opportunity for students' to articulate their learning, and for teachers and classmates to offer feedback. Moreover, formal assessment occurs regularly and systematically throughout each unit of instruction.

Assessments within the System of Courses provide three distinct measures of student progress toward college and career readiness:

- Growth assessments that measure student progress over the course of a year.
- Diagnostic assessments for formatively guiding instruction.
- Measures of mastery of all relevant Common Core State Standards for a given grade level.

Collectively, these three types of assessment provide a comprehensive picture of student progress and can be used to monitor that progress dynamically over time.


## Prerequisites

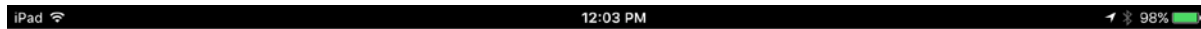
- Your user name and password is required to log into the Pearson System of Courses.

## Log In

The following shows how you and your students log into the system.

## To log into the system:

1. Tap the  **Pearson System of Courses** app on your device.

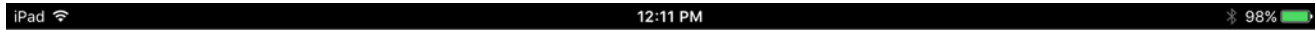
  

**Log In**

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2. Enter your user name and password.
3. Tap **Log In**.

4. On initial login, lessons and classwork are downloaded. This may take a little while. Make sure that any auto-lock settings are for the largest amount of time possible.



Your lesson content is being prepared.

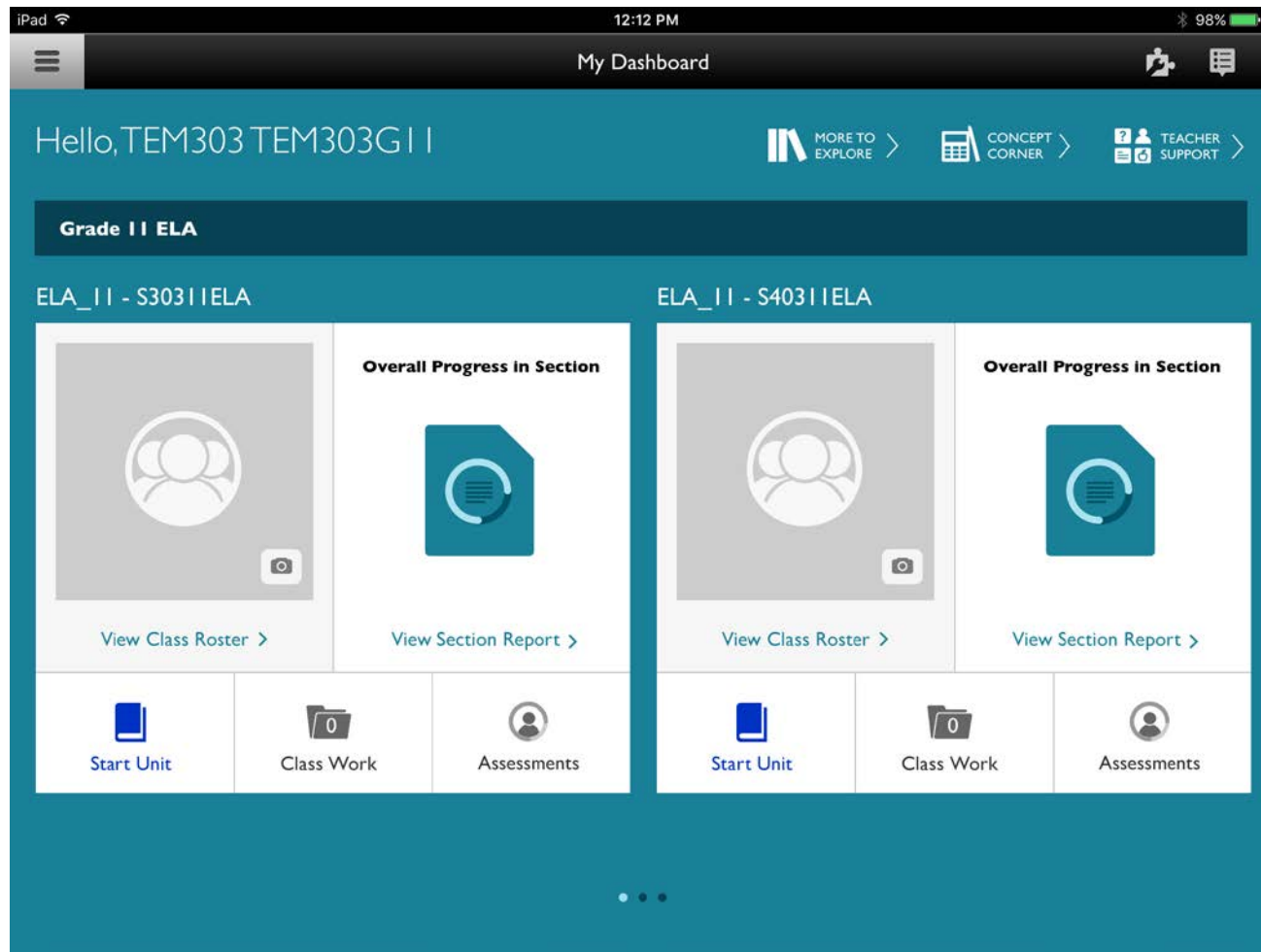
## Navigate Dashboards

The dashboards for teachers and students provide an at-a-glance view and immediate access to key areas within the app.

## Teacher Dashboard

The teacher Dashboard includes a number of features available to teachers including links to additional resources, reports, and assessments. The following sections provide an overview of these features. Features only available to teachers are noted.

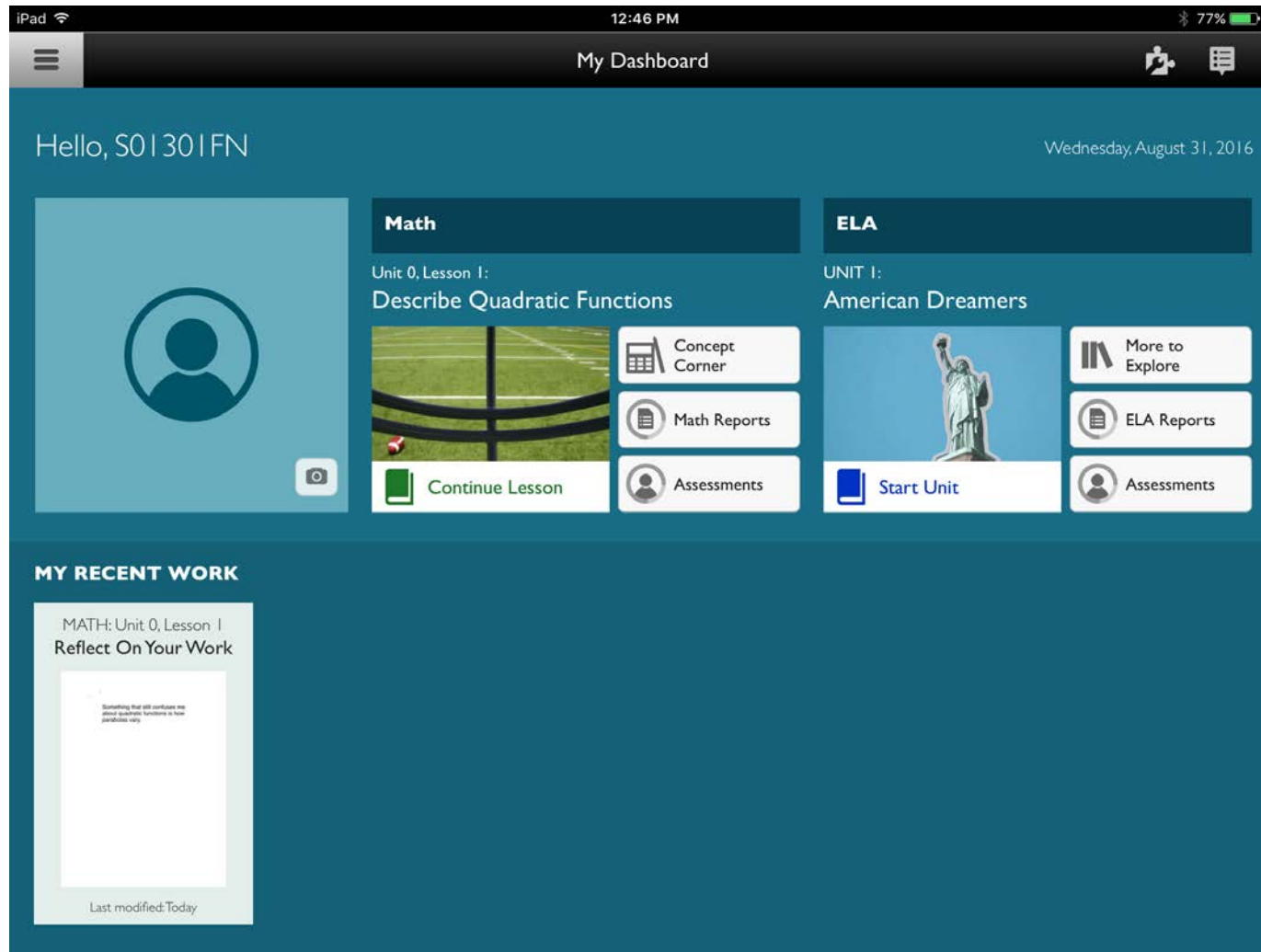
Depending on where you are within the system, tap the **My Dashboard** or similar buttons to move back to where you were.



## Student Dashboard

The student Dashboard includes features available to students including links to additional resources, reports, and assessments. The following sections provide an overview of these features.

Depending on where you are within the system, tap the **My Dashboard** or similar buttons to move back to where you were.


















## Top Navigation Bar

Use the Top Navigation Bar to access the System Tray menu, the Resource Library, and Shared Work.




## System Tray

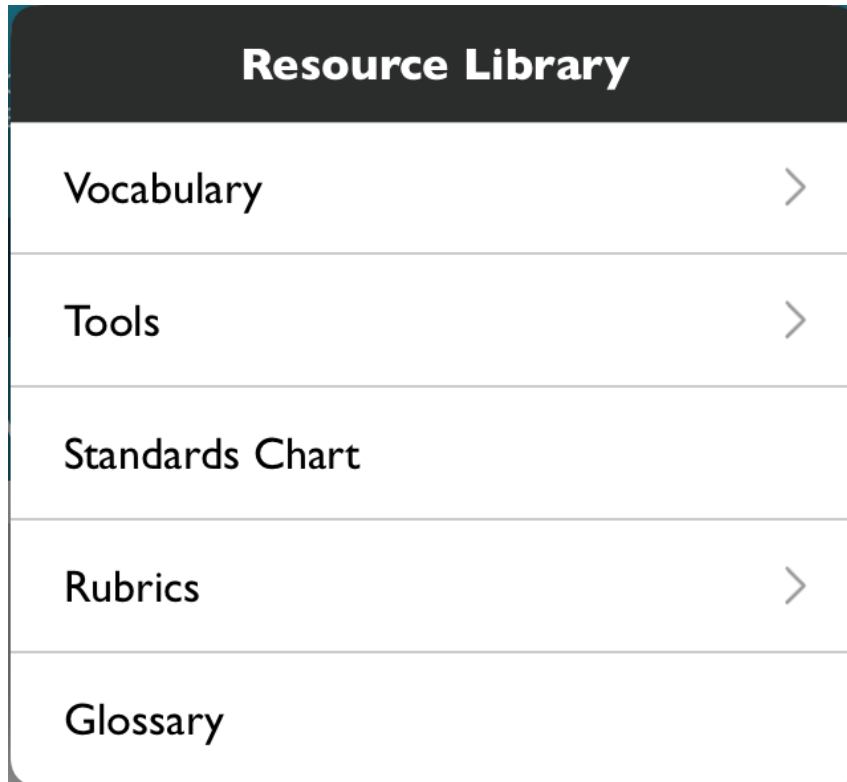
Tap the System Tray button  to access the System Tray menu.

Teacher	Student
<p> TEM303 TEM303G11</p> <p> My Dashboard</p> <p> Unit Library ▲</p> <p>ELA Units</p> <p>Math Units</p> <p> Teacher Support</p> <p> Work Browser</p> <p> Content Manager</p> <p> Log Out</p>	<p> S01301FN S01303G11</p> <p> My Dashboard</p> <p> Unit Library ▲</p> <p>ELA Units</p> <p>Math Units</p> <p> Work Browser</p> <p> Content Manager</p> <p> Log Out</p>

## Resource Library

The Resource Library provides tools to use in class. Teacher and student menu options differ.

1. Tap the Resource Library button  to access the Resource Library. The Resource Library provides links to tools you will use in your class.




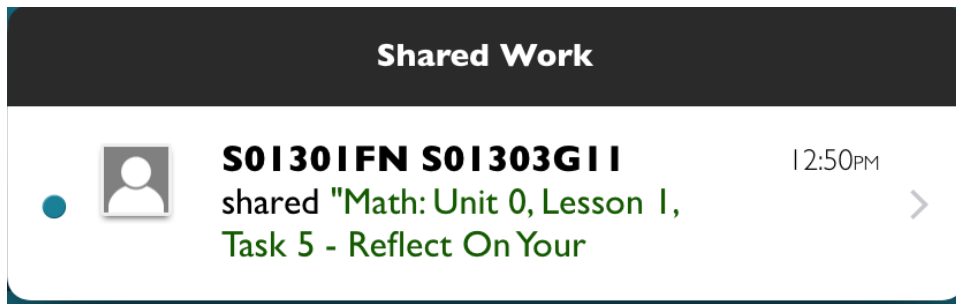
2. For teachers, tap the **Vocabulary** link to access vocabulary lists for the units within the course.
3. Tap the **Tools > Snapshot** link to take a picture of what is on your tablet display. Drag the window to move to a different spot and drag a corner to resize the capture window. Once satisfied, tap the **Capture** button. You can then import the image into a Notebook.

- The Snapshot Tool can be accessed anywhere in the app.
  - It can be used to capture tasks or other lesson materials and save to the Notebook.
  - For interactives that don't save state, the Snapshot Tool can be used to save images to Notebook.
4. For teachers, tap the **Tools > Graphic Organizers** link and then choose a background organizer where you can place text and images in your notebook.
  5. For teachers, tap the **Standards Chart** link to access key ideas, details, and where they are addressed in units.

### Shared Work




Tap the **Shared Work** button  to open the Shared Work menu. A number next to the icon indicates there are new shared items. Any work you students have shared will appear here.



### More to Explore



Tap **More to Explore**  to link to supplementary ELA content. You can navigate to other grades and lessons.

iPad 2:01 PM 93%

Done

**More to Explore**  
ALL UNITS

**1.1 AMERICAN DREAMERS**  
Overview



We have celebrated **American Dreamers** since this country's inception. In literature and in life, the American dream has been cause for celebration and criticism.


Do we all have access to the same dreams? Should we teach our children to dream big, even it changes their grip on reality?

Dream, but don't sleep, as you navigate your way through this classic aspect of the American experience.

**FEATURED BOOK**  
**Democracy Is Not a Spectator Sport**  
BY ARTHUR BLAUSTEIN

This collection of essays and anecdotes offers real-world perspectives from people who were motivated to help others and make a difference. The author offers concrete examples of how you, too, can affect positive change in your community.

**Featured Topic Readings**



**The American Dream —Outsourced**



**First-Generation American Dreamers: Breaking the Ties**



**Motown: Living the American Dream**

“Other people may not have had high expectations for me... but I had high expectations for myself.”  
—SHANNON MILLER  
COURTESY OF THE INSTITUTE FOR HABITS OF MIND”

### Concept Corner



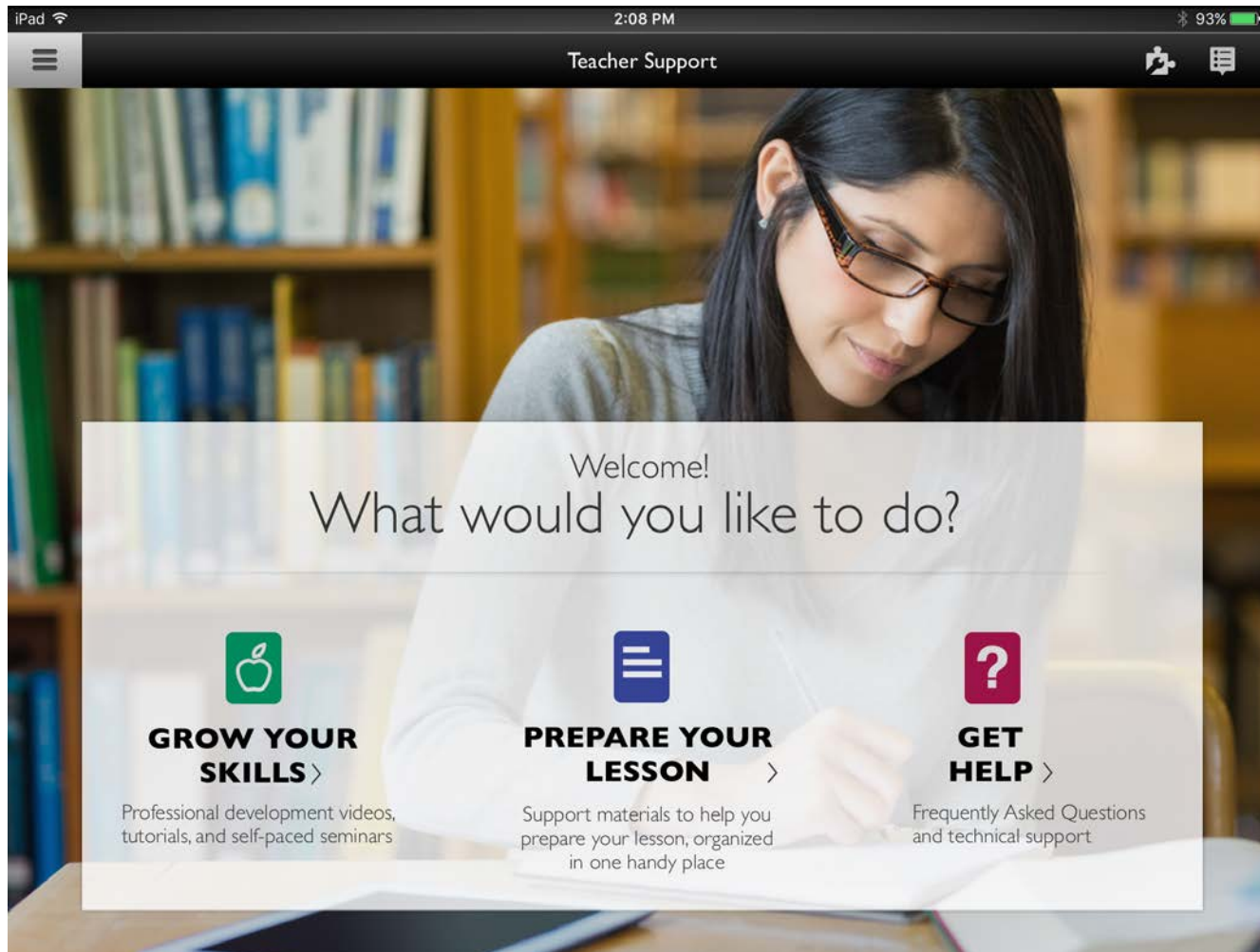
Tap **Concept Corner** to link to supplementary Math content. You can navigate to other grades and lessons.



## Teacher Support

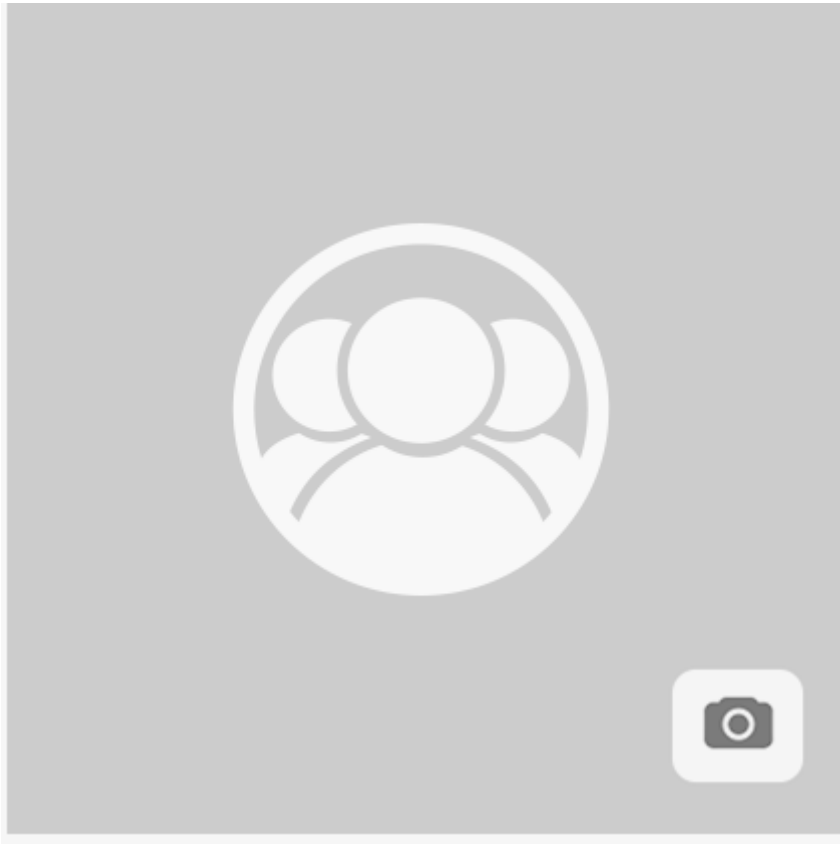


For teachers, tap the **Teacher Support** button to link to the Teacher Support screen where you can access external professional development, lesson planning, and Pearson System of Courses application FAQ resources. Single-sign-on enables easy access so teachers can access the Professional Development site without having to sign in. An internet connection is required to access the Professional Development websites.



## Class Photo

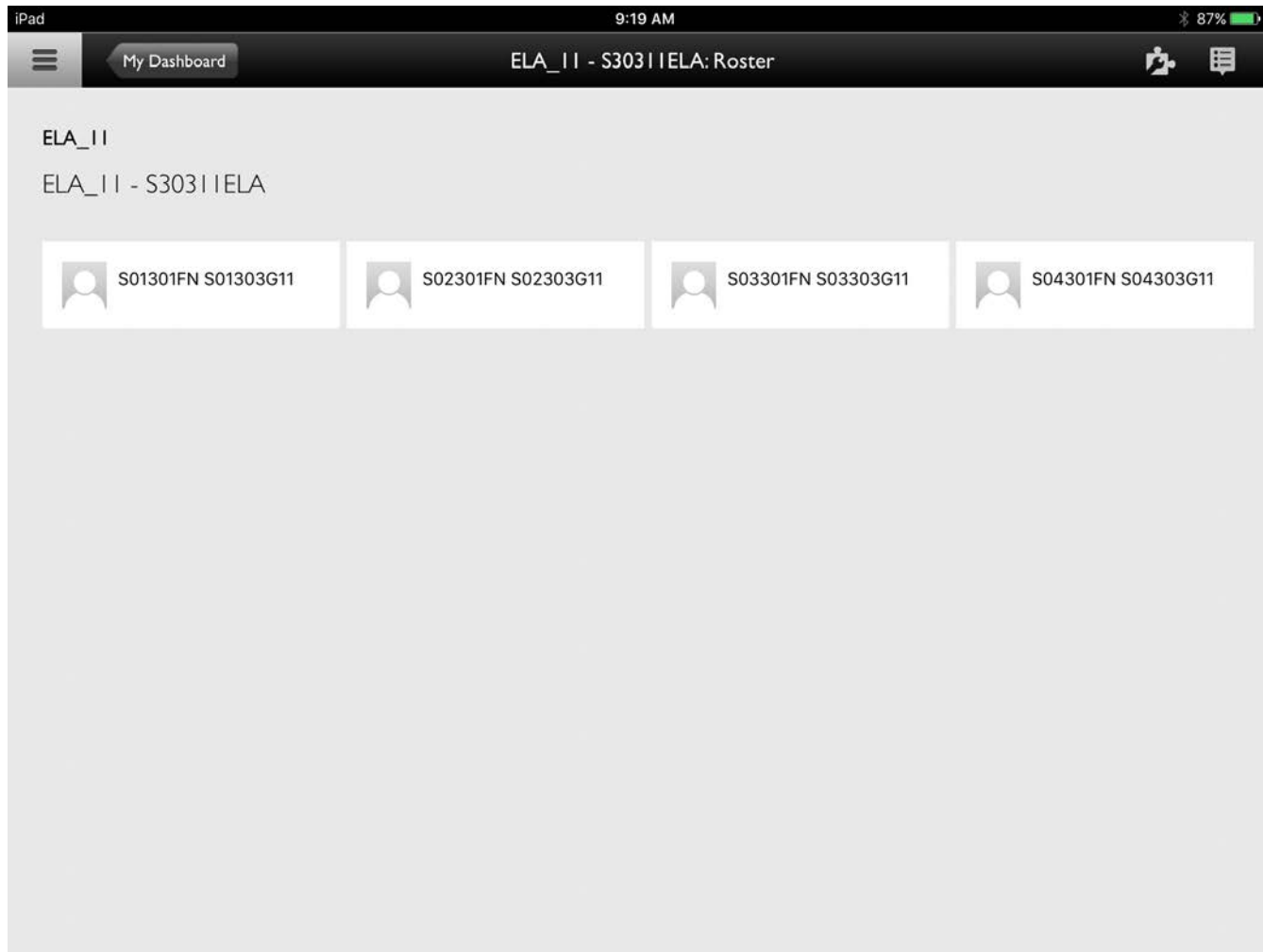
Tap the camera button to enable capturing and editing of class photos using either photos stored on your Camera Roll or directly from you tablet's camera.



## Class Roster

For teachers, tap the **View Class Roster** link to open the roster for the class you are in. The student names and their thumbnail images (if they have been added) are displayed.



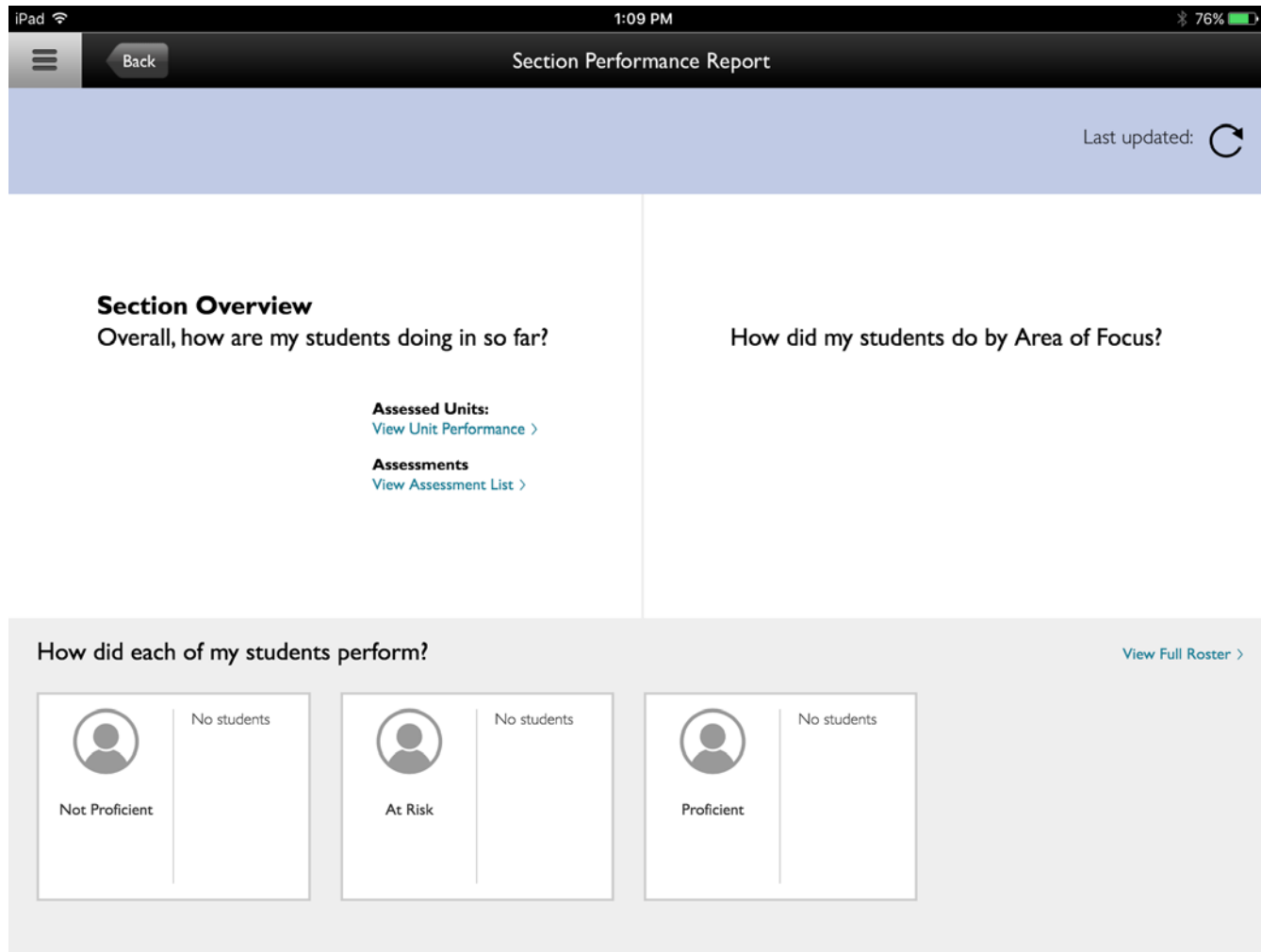


Tap on each student to access their information.



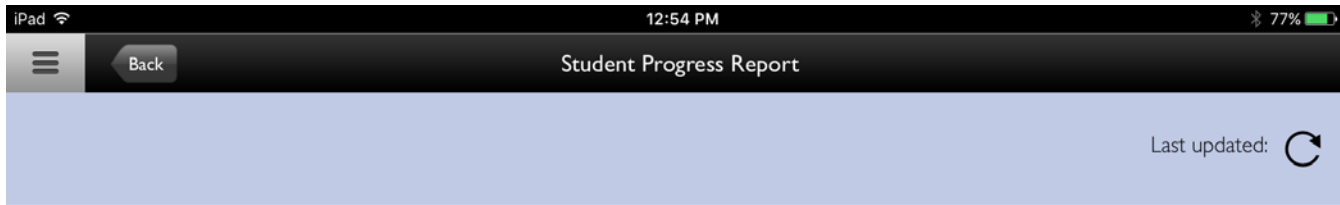
### View Section Report

Tap the **View Section Report** link to access the Section Performance Report. You must have an internet connection to access this. You can then tap on links to get further information such as unit performance and assessment lists.



## ELA Reports and Math Reports

For students, tap either **ELA Reports** or **Math Reports** to open the Student Progress Report.



Overall, how am I doing so far?

How am I doing in...

Unit: |

Status Guide:

Ask for  
Help

Need to  
Improve

Great Job

Assessments - Homework Completion %

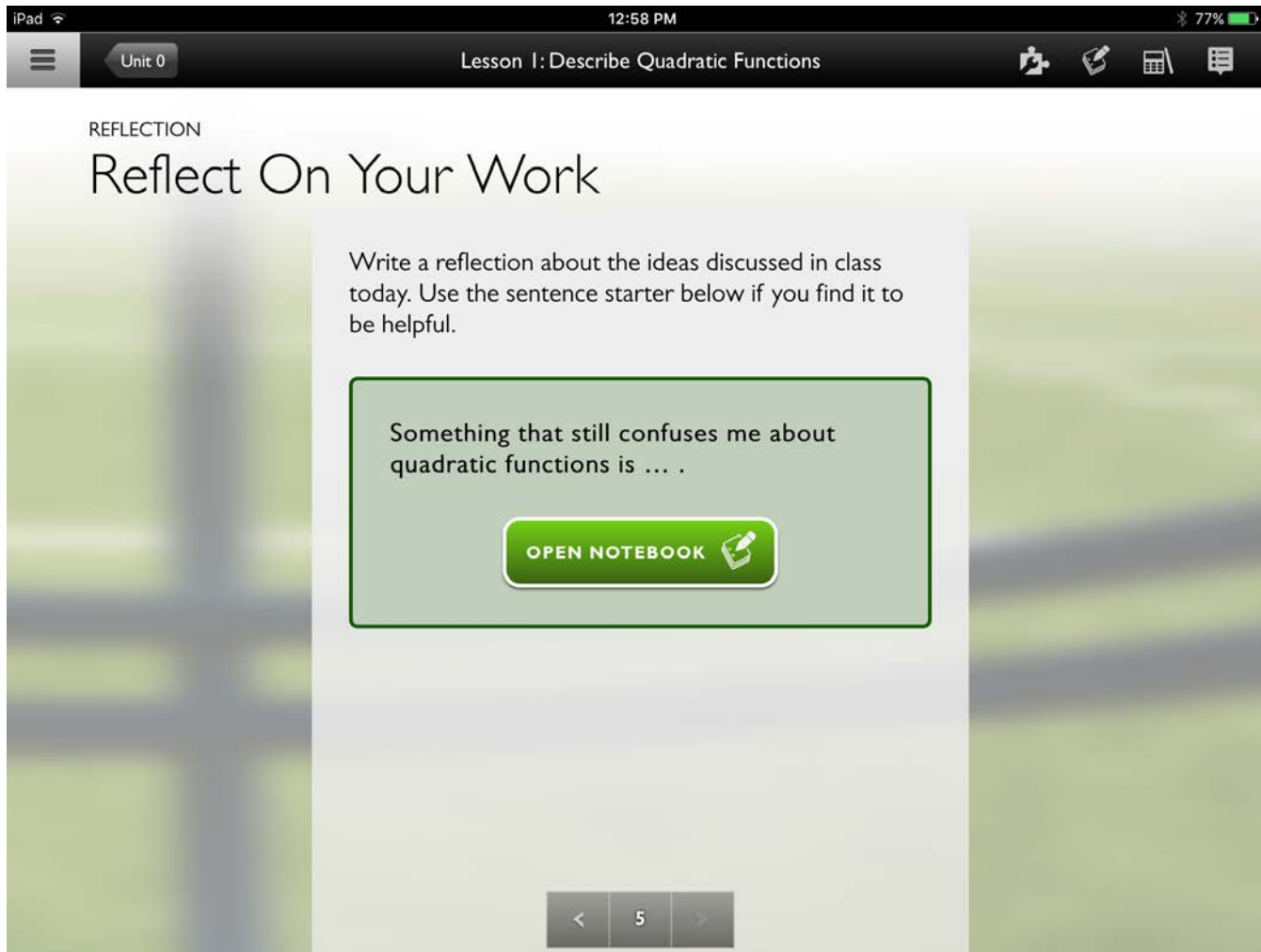
Name

Status

Points / Total

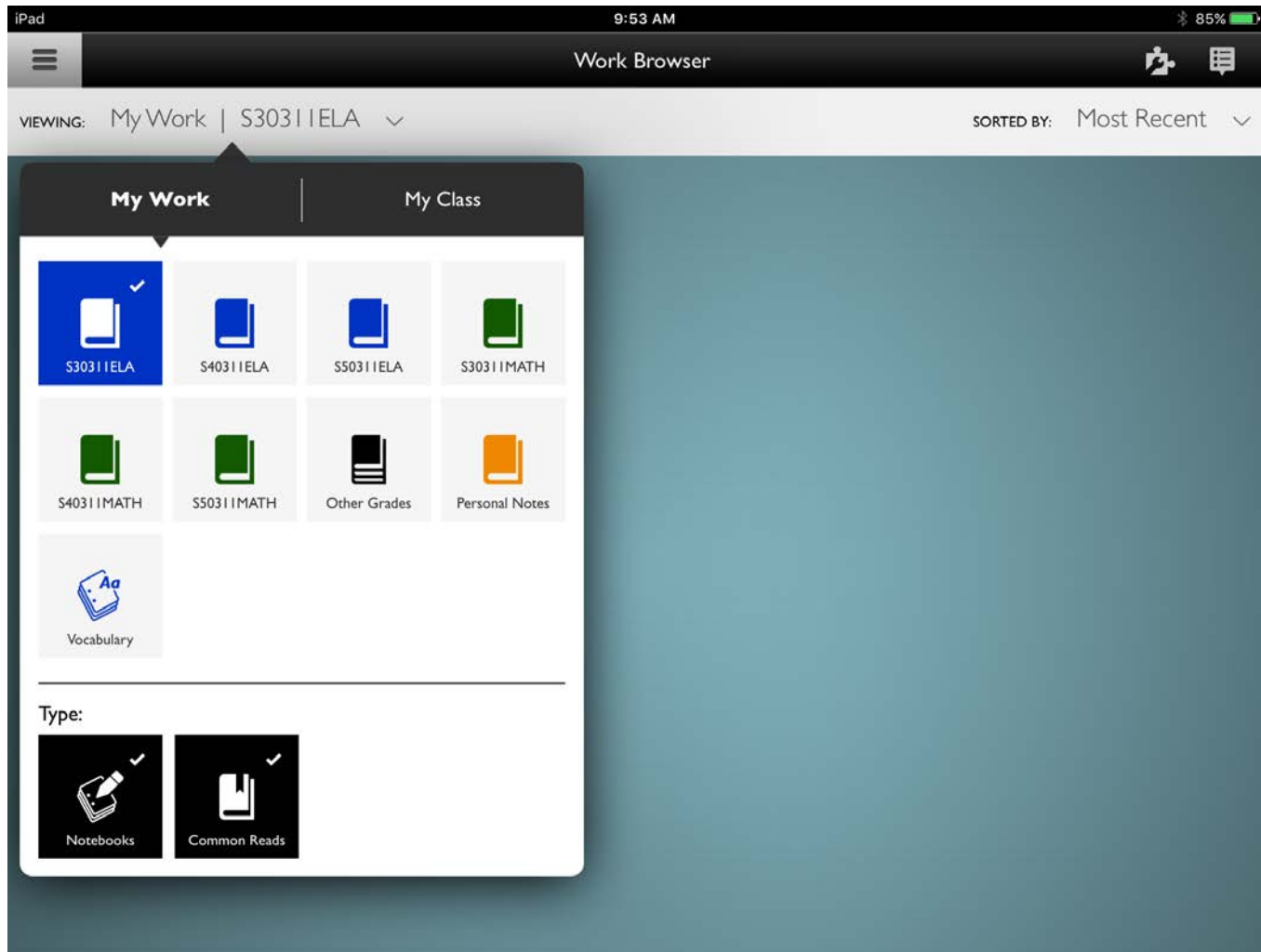
### Start Unit or Continue Lesson

Tap the **Start Unit** button or **Continue Lesson** button (shown as blue for ELA or green for Math) to view and access your units and lessons. You can then quickly navigate to the last accessed unit and lesson.



## Class Work

Tap the **Class Work** link to directly access the Work Browser where you can review recently class work. The number displayed shows the number of received student work items. You can filter and sort by student and type.



## Assessments

Tap **Assessments** to open the Assessment Manager.

Unit I: American Dreamers Last Updated: 8/31/16 at 10:48 AM

**Fixed Assessments**

Benchmark (Cold Write): Informational	Not Started	>
Benchmark (Cold Write): Narrative	Not Started	>
Cold Read I	Not Started	>

**Ongoing Assessments**

Assessment: American Dream Convention	Not Scored	>
Assessment: Argument Essay	Not Scored	>

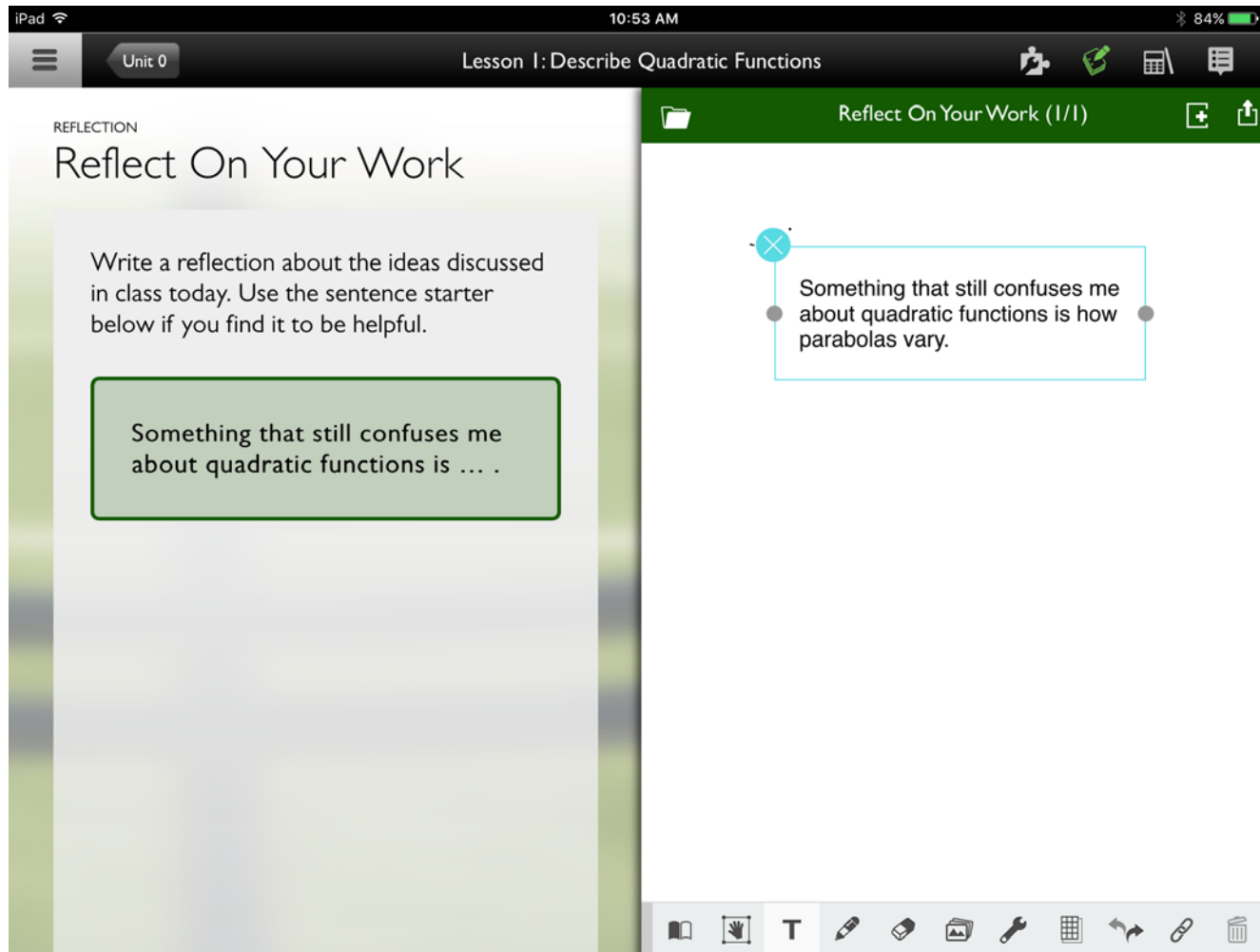
## Tools and Resources

Pearson System of Courses offers students and teachers a wide range of tools and resources including a Notebook, personal notes, an eReader, games, and supplementary content.

### Notebook

The Notebook includes special features to support the Pearson System of Courses pedagogy. You can easily access Notebooks within lessons. They are used to complete Math and ELA tasks. Students can save their work contextually by unit, lesson, and task name. Students can access Notebooks within lessons or from the Work Browser.





Notebooks have a variety of editing features:

- Add backgrounds include Venn diagram and other layouts.
- You can add and delete text regions.
- You can type in multiple colors and format fonts.

- Draw in multiple colors with multiple pen sizes.
- Erase with size selection.
- Add images and video.
- Move text regions, images, and videos with hand mode.
- Create ordered lists.
- Clear and Undo/Redo.
- Add links to web documents.

Notebook pagination features include:

- Students can add and delete pages.
- Notebooks with multiple pages can be viewed in spread mode.
- Students can switch between single page and spread view.
- Page currently being edited is highlighted.
- The page counter displays the page currently being viewed and the total number of pages.

Notebook tools include:

- Students can tap on the wrench icon to access tools in the Notebook.
- Tools can be used and the results can be added to the Notebook.
- Tools are available by grade to complete assignments.

You can save interactives to the notebook:

- After completing an interactive lesson, students can tap the **Add to Notebook** icon.
- The edited state is saved in the Notebook.
- A snapshot image, date, time, and title are displayed.
- Users can tap to open the saved interactive lesson from the Notebook to view.

- The revised version is saved to the Notebook after editing.

## Personal Notes

- Students and teachers can create notes separate from task Notebooks by tapping on the folder icon in the Notebook.
- The default title captures the date and time.
- Users can edit personal Notebook titles.
- Multiple pages may be added.
- Pages can be viewed in spread mode.

## Notebooks and Notes Viewer

- Personal notes and Task Notebooks can be accessed within a lesson by selecting the folder icon on the upper left of a Notebook.
- Students can see their version of a Task Notebook and the versions shared by other students.

## Games

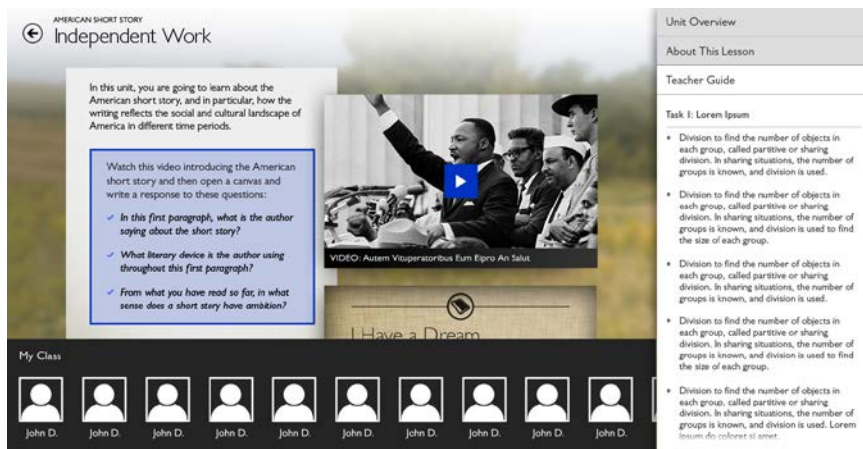
### Blob Busters Game



- Blob Busters is a vocabulary game for Grades 3-8 that supplements in-class learning, with the specific aim to motivate and support student vocabulary acquisition.
- The game builds on embedded vocabulary instruction occurring in the classroom.
- It uses repetition and rapid interactions to practice and master new words.
- Students can access the light version of the game in the app from the Tools & Games icon on the top navigation bar
- In the light version of the game, students are directed to a word list appropriate to the unit that the game was launched from.
- The full version of the game can be played on the More to Explore website.

## Teacher Guide

The Teacher Guide is a special feature for instructors which offers tips on planning lessons and specialized instruction for students.



- The Teacher Guide is accessed via the clipboard icon on the top navigation bar.
- It can be expanded by using the arrow.
- Information includes Unit Overview, Lesson, and Task information, as well as differentiated teaching tips.
- Opening the Teacher Guide also allows quick access to the student roster for the section.
- Teachers can easily access Professional Development using the Teacher Support screen.
- Single-sign-on enables easy access so teachers can access the Professional Development site without having to sign in.
- An internet connection is required to access the Professional Development websites.

# Classwork Management

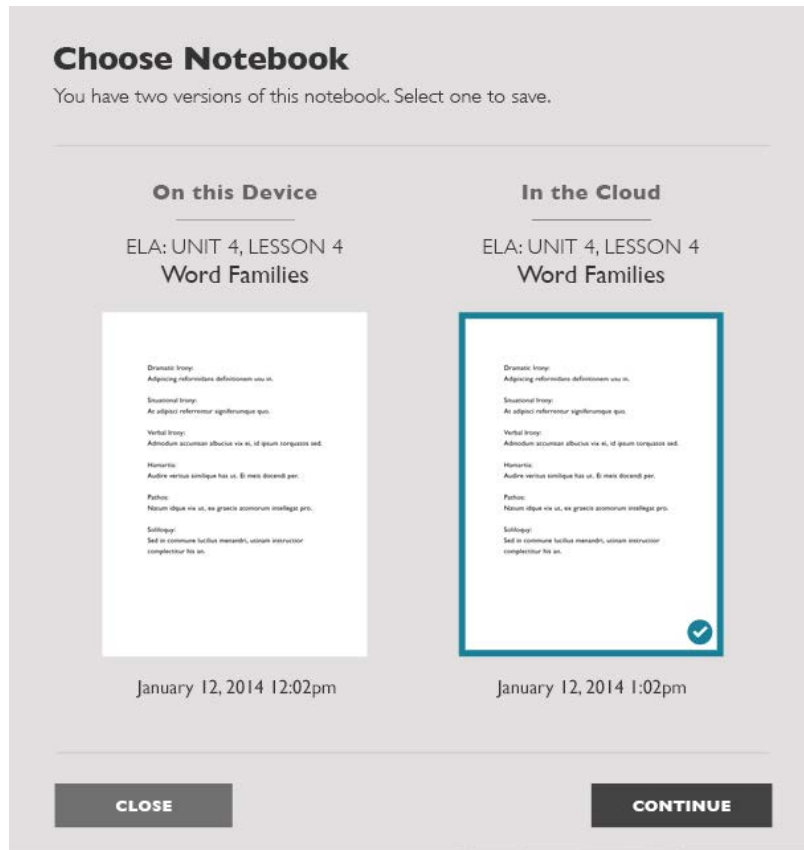
## Device Syncing

Device syncing features enable multiple students to share a single device and allow a single user to work on multiple devices. In either case, the student's or teacher's work is saved and synched on the device and the cloud. User generated classwork includes Notebooks, personal notes, common read annotations, and interactive activities.

### Backup and Restore User Work

- When teachers and students use the app, their work is backed up to the cloud.
- The classwork is then restored to the device by downloading it from the cloud.
- User work is synced in the background of the application when a teacher or student signs in.
- Smart syncing ensures users have the latest versions of their content, shared materials, and work synced from other devices.
- Though saving to the cloud requires a Wi-Fi connection, a user's work in progress is preserved if the device's Wi-Fi connectivity is lost.
- This work is then backed up to the cloud in preparation for when the device is able to reconnect to the network.

## Conflict Resolution



- In most sync scenarios, the system can automatically detect whether the most recent version of user work is on the device or in the cloud and update accordingly.
- Conflict resolution has been implemented for the cases when a user is working on multiple devices without Wi-Fi and the system cannot automatically detect which version should be saved.
- Users can choose which version of a Notebook, annotated common read, or interactive to keep.
- This ensures that the user only has one version of each file.
- To help users choose, relevant information is provided including the subject, lesson, date, time and snapshot of the work when available.

## Sharing

- A student can share a single Notebook page or multiple pages with one or more students in his section and with his teacher.
- The teacher can review the Notebooks and send it back to the student with feedback.
- Selecting the share icon displays a list of the recipients in a student or teacher's section.
- A message can then be added to send with the shared Notebook.
- The message can be up to 1000 characters with a helpful counter to keep track.
- After sending, a confirmation will display to confirm that the Notebook was successfully shared.
- An internet connection is required for sharing.

### Sharing Interactive or Saved Tools

- Students share completed interactive tasks with their teachers by saving to the Notebook and then tapping on the share button.
- After adding an interactive to a Notebook, users can tap the share icon and use the existing Notebook sharing functionality.
- Upon receiving a shared Notebook with an interactive, the recipient can tap to open the interactive and view the work.

### Sharing Common Read Annotations

- Students can share their annotations with other students or with their teacher.
- Users can tap the share button, select recipients from their sections and send.
- When a user receives shared annotations and downloads them, they display in the recipient's own common read.
- A user can easily toggle from "My Annotations" to "Shared Annotations."
- The Shared Annotations list includes the sender's name, date, and time.
- Tapping on a name displays the person's shared annotations.
- If a user receives additional annotations from a classmate who has previously sent them, they will be updated.

### Notifications

- Teachers and students can view the number of shared items in their notification badge.
- Blue dots indicate unopened shared work to give a quick view of what's new.
- Teachers and students receive alerts for Notebooks and shared annotations.



- Users can still see the sender’s name, date sent, subject, and lesson info.
- Items received today display time while items received prior to today display date.
- Color-coding enables a quick view of shared subject content – blue for ELA and green for Math.
- Tapping on an item in the Shared Work list opens it to prepare for download.
- Teachers and students can then tap to download and open to view.
- A conveniently placed button allows quick navigation to the Work Browser.

## Work Browser

The Work Browser offers an inclusive file manager for teachers and students. Users can manage their task Notebooks, personal notes, and annotated common reads as well as shared work in an easy-to-use interface that allows them to control their view and find what they’re looking for. This helpful feature can be accessed via the System Tray Menu, the Notifications Center, and the in-lesson Notes viewer.

### Student Work Browser

Work Browser for students allows them to easily manage their Notebooks, annotated common reads, saved interactive lessons (via the Notebook), personal notes, and shared work. The student view has some differences from the teacher view to offer a custom experience.

- The default view for students is “My Work.”
- The most recent work is displayed first so students can quickly and easily access it.
- Like the Teacher Work Browser, the students can see if they’ve received or sent a Notebook for the same task.
- The number indicates how many people it’s been shared with.
- Students can use filters to control what they view in their Work Browser.
- Like teachers, students can view “My Work” and “My Class.”
- Students have a special third filter for “My Teacher” so they can narrow their view to just items shared with the teacher.
- They can also choose to view Notebooks, common reads, and personal notes.
- Students can choose to view ELA or Math work.
- Students who complete work outside their sectioned grade can see it by filtering to view “Other Grade.”
- Like teachers, students can sort by task.

## Teacher Work Browser

- Work Browser for teachers enables easy management of student work by section.
- The most recently received Notebooks and common read annotations from the teacher's first section on the list display as default.
- Quick view Notebook info includes subject, unit, lesson, task name, snapshot, student's name and date sent.
- Quick view common read info includes subject, title and most recent sent date.
- Blue dots display on work received from students that have not yet been opened.
- The Work Browser is synced with Notifications so when a new item is opened in either location the blue dot will disappear. Also, if a newly received item is opened in the Work Browser, the number of new Notifications will decrease.
- Teachers can choose to download and view student work in the Work Browser without opening from the Notifications.
- Teachers can use the filters to control the display in their Work Browser.
- They can choose to view a different section, view their own work ("My Work") and/or select which type of work they'd like to view (Notebooks or common reads).

## Sorting

- Teachers and students can also control their Work Browser view by sorting.
- The default sort display is by most recently item.
- When viewing student work, teachers can choose to sort by student. This allows them to quickly and easily find all work submitted by a particular student.
- When viewing their work or student work, teachers can choose to also sort by task.
- They can select a unit and lesson to view received work for a particular task.
- Only units, lessons, and tasks display that have received work.

## Open Notebook from Work Browser

- Teachers (and students) can tap on a thumbnail in the Work Browser to open their Notebooks, annotated common reads and personal notes.
- Users can also tap on a thumbnail to view the Notebooks and annotated common reads that have been shared with them.
- The files open in full-screen and can be edited in this view.
- The open Notebooks and annotated common reads can be shared from this view.

- Teachers (and students) who want to view Notebooks in the context of the task that they're associated with, can tap "view in-lesson" to navigate to the lesson.
- If a teacher (or student) taps "view in-lesson" on an open Notebook but does not have the content on their device, they will be prompted to download it.

### Received Work Overlay

- Teachers (or students) can tap on the **Received** button on a Notebook in the Work Browser to view the list of shared Notebooks for that task.
- Received work is displayed chronologically with the most recent displayed first.
- Information includes sender name, thumbnail, and sent date.
- Users can tap on a thumbnail to view a received Notebook.

### Sent Work

- Teachers (or students) can also tap on the **Sent** button on a Notebook in the Work Browser to view the list of sent Notebooks for that task.
- Sent work is displayed chronologically with the most recent displayed first.
- Information includes names of recipients, and sent date.
- Sent Notebooks include the number of pages.

## Content Delivery and System Performance

### Content Updates and Management

- The Content Manager screen can be accessed from the System Tray Menu.
- It provides visibility into the download queue and content download history for the device.
- It tracks course and lesson downloads in the download queue.
- It displays information about courses and lessons that have been updated.
- The screen shows availability of a caching server.
- It provides the ability to manually update content if configured (by District request.)
- It also displays the App Version, Configuration Code, and Usage to track amount of space being used.
- This information can help instructors and technical support manage content on an individual device.

### Content Download Experience and Operations Optimized

- Content downloads can continue when the app is open, idle, or closed and when the device is awake or locked. (This requires power and network connection.)
- Lesson content downloads can resume if interrupted.
- The application can be configured to automatically queue and download content for specific grades and units.
- Content packages are optimized for smaller and faster downloads.

### Customers Can Control Content Downloads

- Downloads can be controlled so they are minimized or eliminated during instructional hours.
- Content downloads can be enabled or disabled per device.
- Automatic and manual content updates can be supported

- Updates show an “Update content” button.
- Secured manual content updates can require codes to override.
- Grades may be removed from the device by teachers and staff. Teachers cannot remove grades that they are sectioned to teach or the last grade on the device.
- When users add new grades upon login or when they are in the app, this will not run a content update check at the same time.

### System Tray Menu

#### Unit Library

Students and teachers can scroll through the units within ELA and Math.

#### Lesson Browser

Students and teachers can access lessons within ELA and Math units using the Lesson Browser.

## Assessments and Reporting

### Assessment Types

Pearson System of Courses has assessment content of many different types that fit into two categories: ongoing and fixed. Ongoing assessments have no deadline and include diagnostic and growth-type assessments. Fixed assessments are set for a fixed time and have a deadline and encompass mastery assessments.

The following table describes all the different types and properties of assessments available in the Pearson System of Courses 2-12 app:

Assessment Type	Subject	Found In	Assessment Type	Teacher or System Scored	Timed?	Ability to exit without submitting?
Unit Assessment	ELA and Math	For ELA, in Unit Browser on lessons that contain these assessment units For Math, in Lesson Browser	Fixed	Teacher and system	No	No
Cold Read	ELA	Lesson Browser	Fixed	Teacher and system	No	No
Cold Write	ELA	Tasks within a lesson	Fixed	Teacher scored	No	No
Unit Accomplishment	ELA	Tasks within a lesson	Ongoing	Teacher scored	No	Yes
Project	ELA and Math	For ELA, in Unit Browser For Math, in tasks within a lesson	Ongoing	Teacher scored	No	Yes
Quiz	Math	Tasks within a lesson	Fixed	Teacher and system	No	No

Assessment Type	Subject	Found In	Assessment Type	Teacher or System Scored	Timed?	Ability to exit without submitting?
Exercise	Math	Lesson Browser	Ongoing	Teacher and system	No	Yes

## Find an Assessment

Assessments are integrated throughout the units and lessons that comprise the curriculum. As a part of completing these lessons, students take and submit assessments and teachers review and score them. Assessments in Pearson System of Courses also allow teachers to lock and unlock assessments, preview exercises as they will appear to students, and view and score assessment Notebooks.

Assessments can also be found at the lesson level. This makes them part of a unit rather than part of a lesson.

Assessments can be found in the Lesson Browser and The assessment manager. The Assessment Manager displays a list of fixed as well as ongoing assessments for the selected Unit. Use the Assessment Manager to lock/unlock an assessment, score students' responses on an assessment, and view reports.

## Assessment Overview

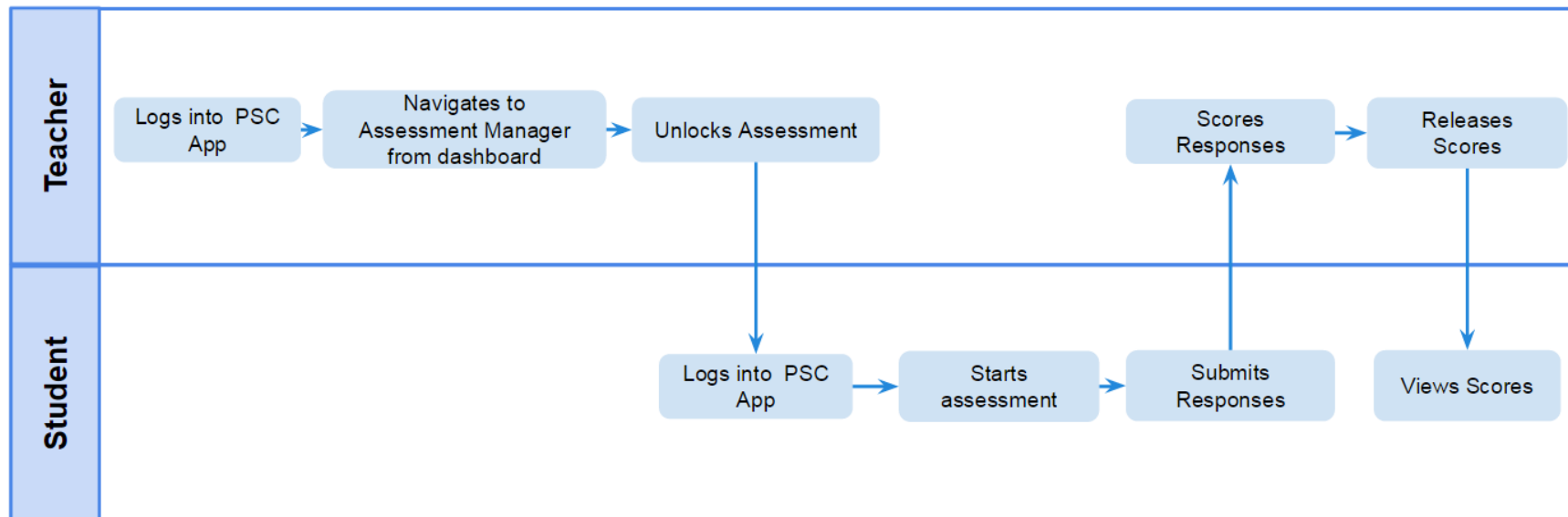
The following items need to be kept in mind regarding assessments.

- Assessments for teachers
  - Teacher workflow requires tests to be released to students
  - Once student submits an assessment, it is locked again and can only be viewed by the teacher
- Assessments for students
  - Students can't access assessments until they are released by teachers. Teachers can release individually to students or to all.
  - Students don't need to remove test items that are flagged in order to submit them to the teacher.
- Scoring
  - Within the system both manual (non-multiple choice) and machine scoring exist.
  - Students can view scoring rubric for test items.

**Note:** To deliver a diverse range of actionable data to educators and learners, Pearson System of Courses assessments offer a mix of machine and teacher scored questions. Teacher scoring helps to deepen your engagement in the feedback loop. Using rubrics and comments, you can offer correctives to the student beyond a simple “right” or “wrong.”

## Fixed Assessments

Fixed assessments are mastering assessments that could include quizzes taken within lessons, assessment units, pre- and post-tests, and others. The following diagram shows the teacher and student workflow for taking assessments with a fixed assessment type:




### Unlock an Assessment

#### To unlock assessments:

1. On your Dashboard, tap **Assessments** to access your Assessment Manager and then select the current unit to administer assessments.
2. Under the Fixed Assessments header, tap an assessment with a status of “Pending” and a lock icon.



3. Tap **Unlock Assessment** or **Locked for #/#**, which will appear if the assessment has already been unlocked for some students.
4. Tap the  icon next to the students you would like to unlock the assessment for or **Unlock All** to unlock it for all.
5. Tap **Done**. The assessment will be unlocked for the students you specified.

### Preview Assessments

Currently, previewing is available for ongoing mathematics assessments.

#### To preview assessments:

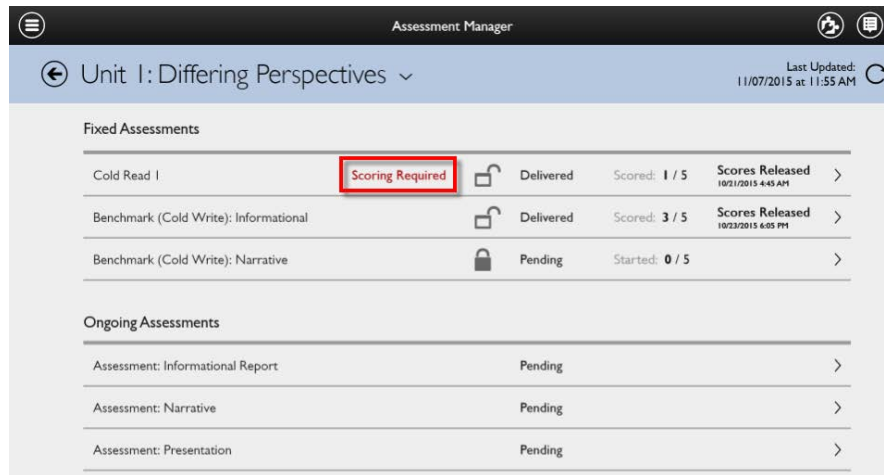
On Your Dashboard, tap **Assessments** on a lesson that has an ongoing mathematics assessment.

1. Tap the assessment you are previewing.
2. Tap **Preview Assessment**.

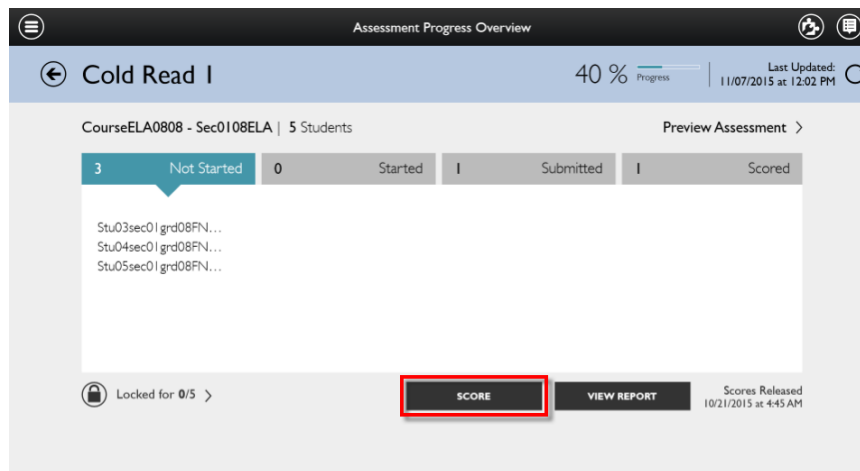
### Score Fixed Assessments

#### To score fixed assessments:

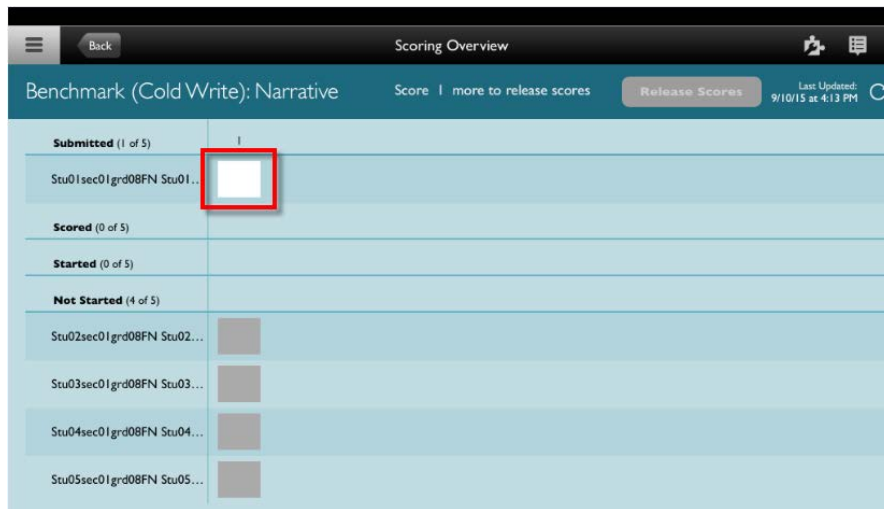
1. On your Dashboard, tap **Assessments** to access your Assessment Manager and then select the current unit to score assessments.
2. Select a title that has “Scoring Required”.



3. Tap **Score**.

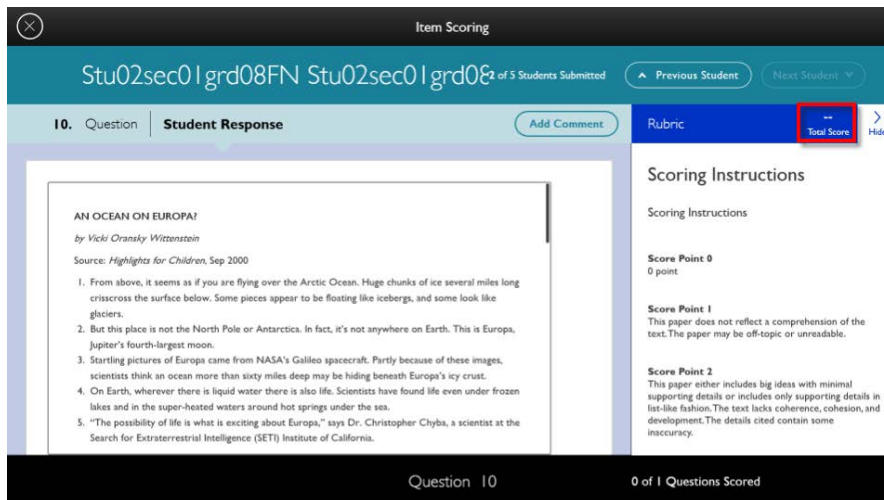


4. Tap the **white scorecard** for all available questions in the row for the student you are scoring.

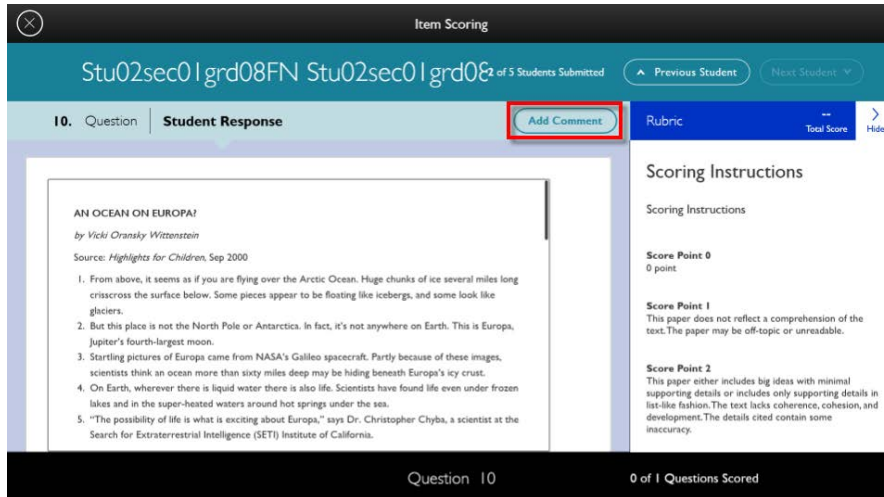


5. Tap the "--" next to each part of the rubric and select a score.

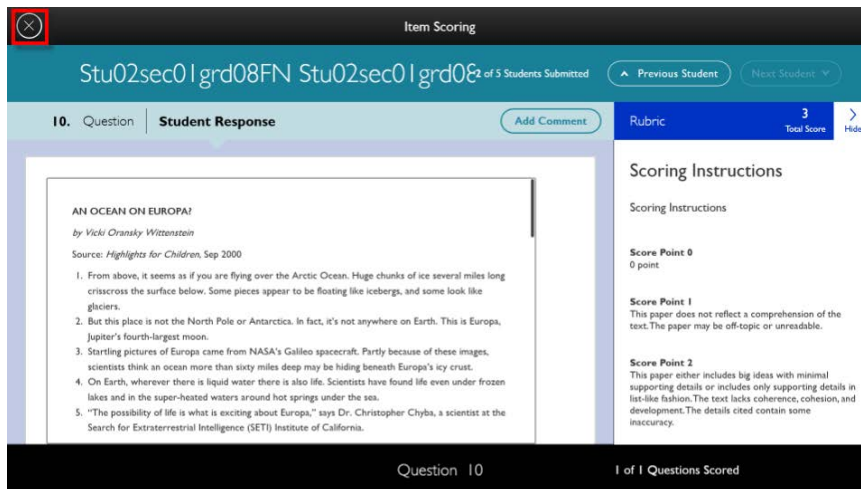
**Note:** In certain cases, the app will calculate the total score (as a sum/mean of all the individual scores) and in some cases, the app will expect you to enter the total score.



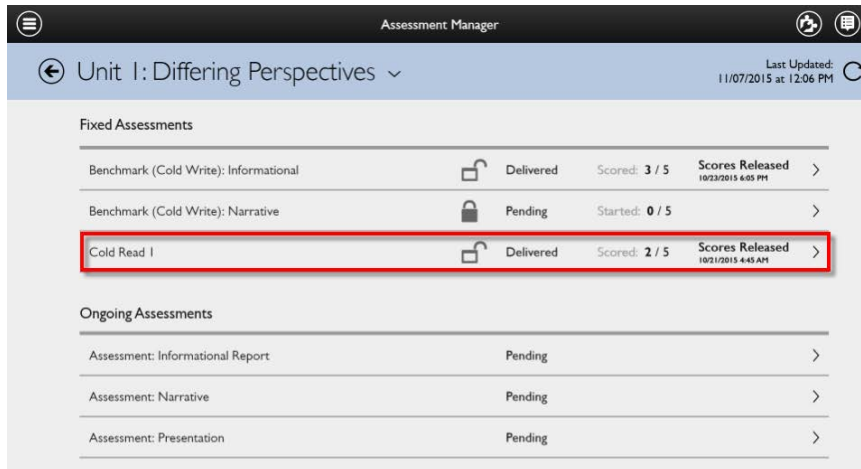
6. Optional: Tap **Add Comment** to add comments or Notebook annotations about the assessment to share with the student.



7. Tap **X** on the top of the page.



8. Tap **Yes**. You will be returned to the Assessment Manager where you can see scores have been released. Once you have scored the assessment, the scores are not automatically released. You will not see the scores until you release the scores.



9. You can proceed to release scores to students from this report or come back later to do so.

## Release Scores

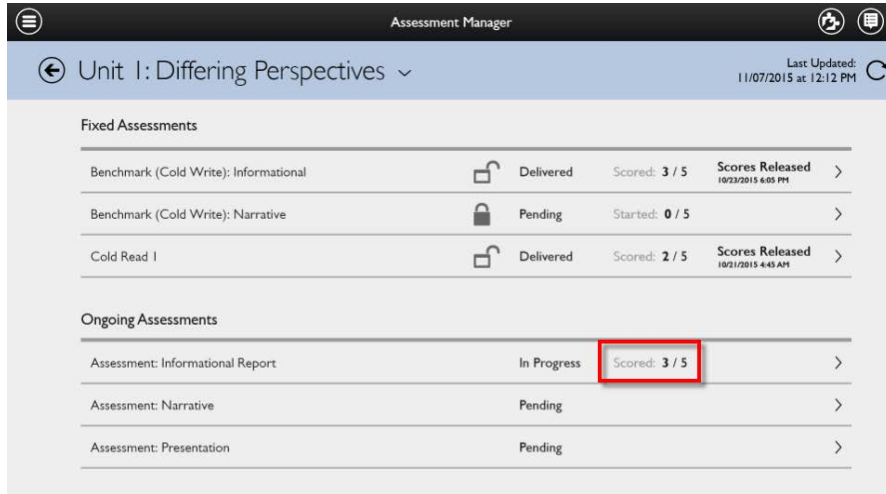
Scores on student assessments must be released before they become visible to the student or in reports in Pearson System of Courses.

### To release scores:

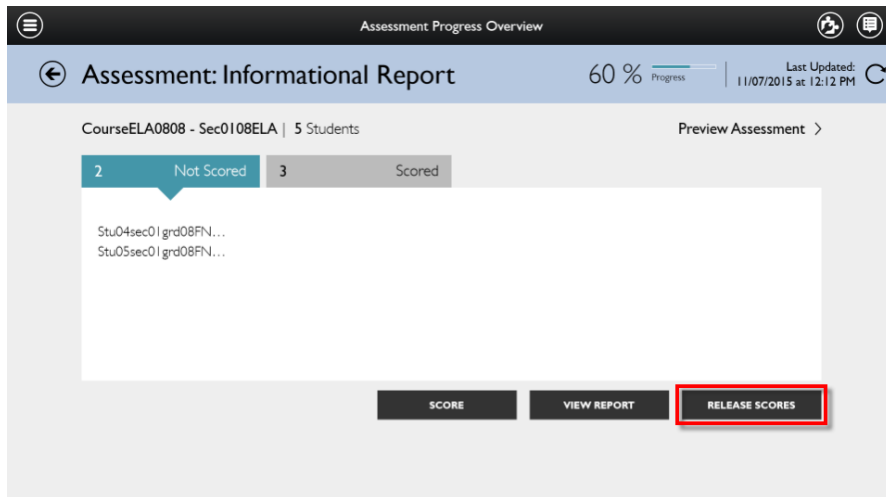
1. In your Assessment Manager, select a unit to score assessments.

2. Tap the assessment.

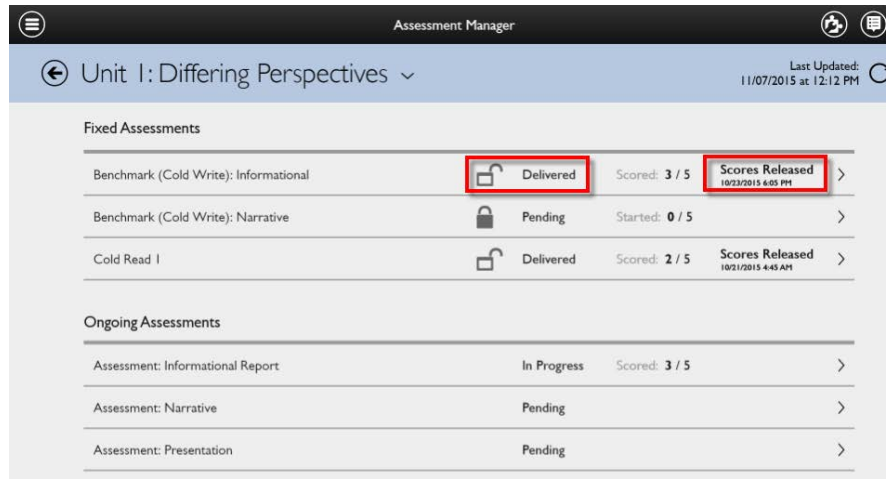
**Note:** Make sure the assessment has some assessments in "Scored" status.



3. Tap **Release Scores**. For now, it is only possible to release scores to all students scored at once.



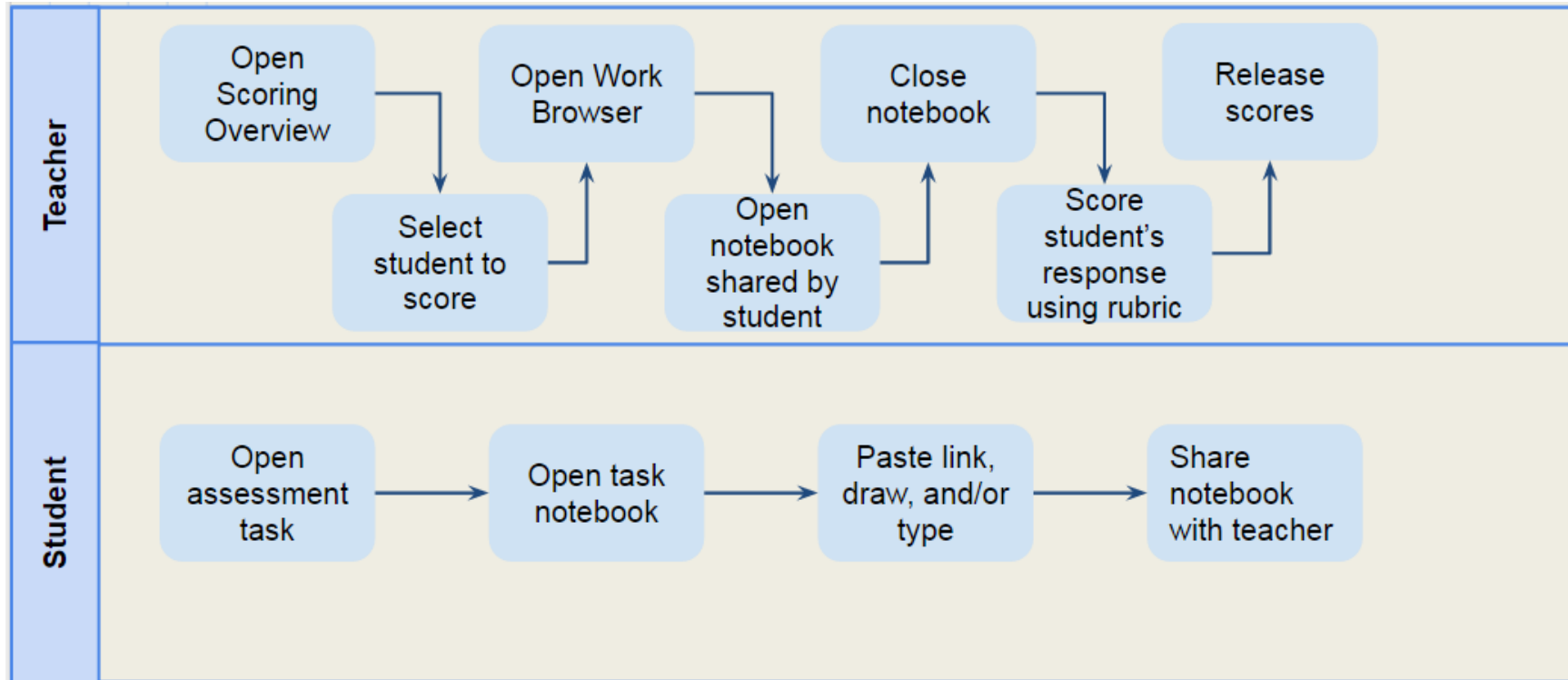
4. Tap **Yes**.
5. Tap the back arrow at the top of the screen. The assessment will move to a status of “Delivered” and a message will appear display the time scores were released.



## Ongoing Assessments

Ongoing assessments are diagnostic and growth assessments that could include projects, unit accomplishments, or exercises in lessons. From the diagram below, you can view the teacher and student workflow for taking assessments with an ongoing type:

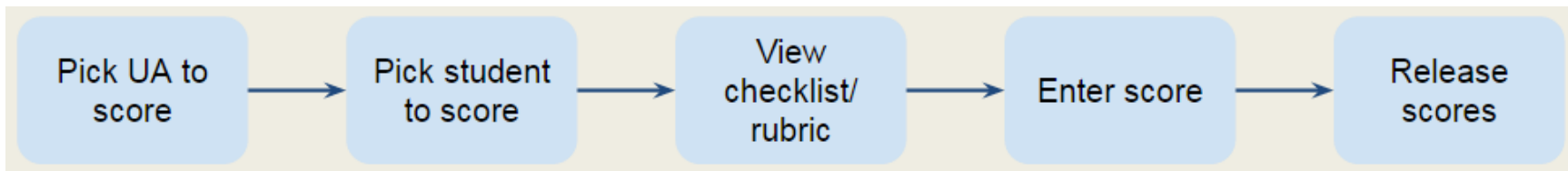
For Projects



For Unit Accomplishments

There is no teacher workflow for Unit Accomplishments because no assessment administration is available.

This figure illustrates the student workflow:

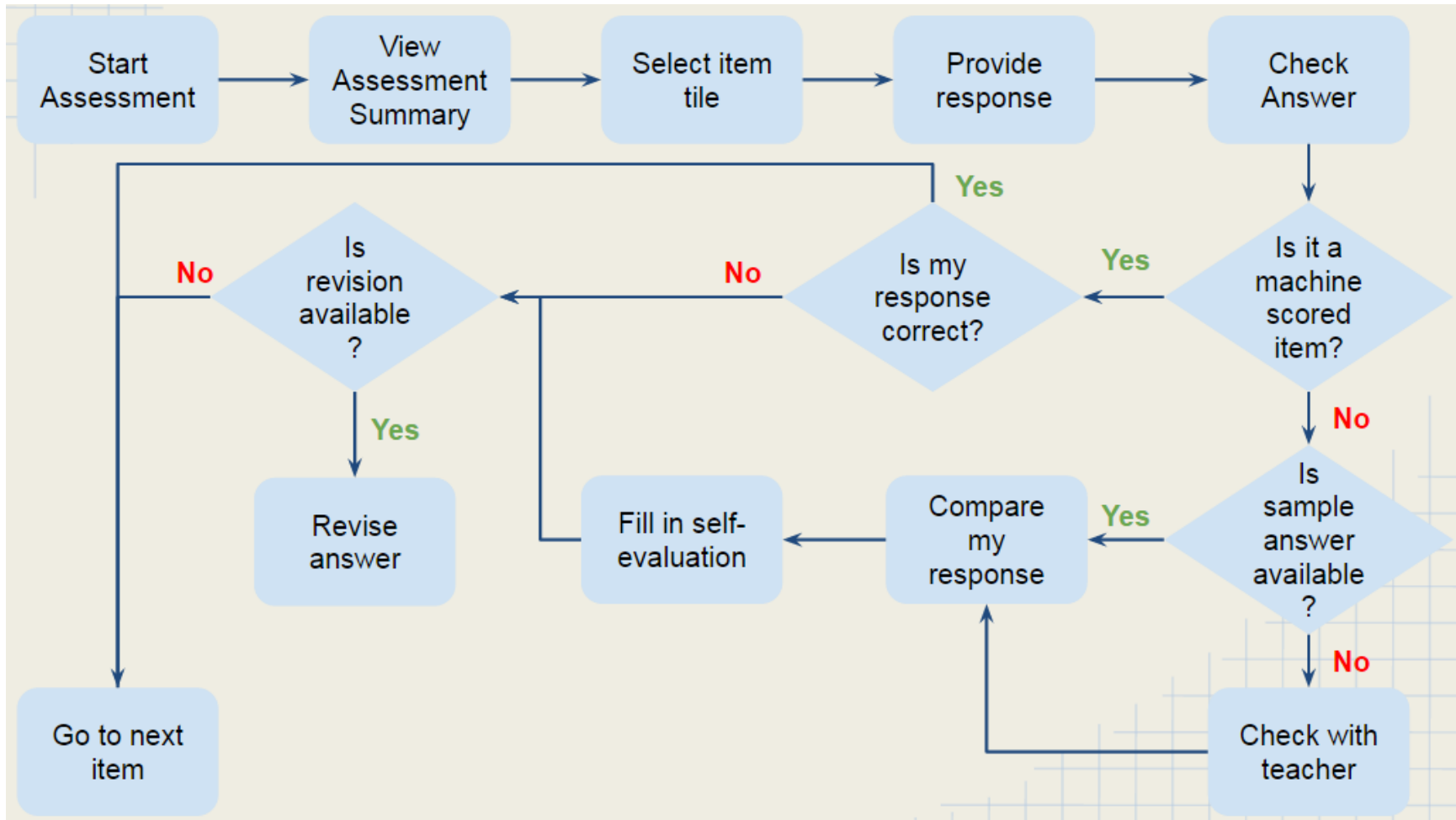




### For Exercises

There is no teacher workflow for Exercises because no assessment administration is available.

This figure illustrates the student workflow:

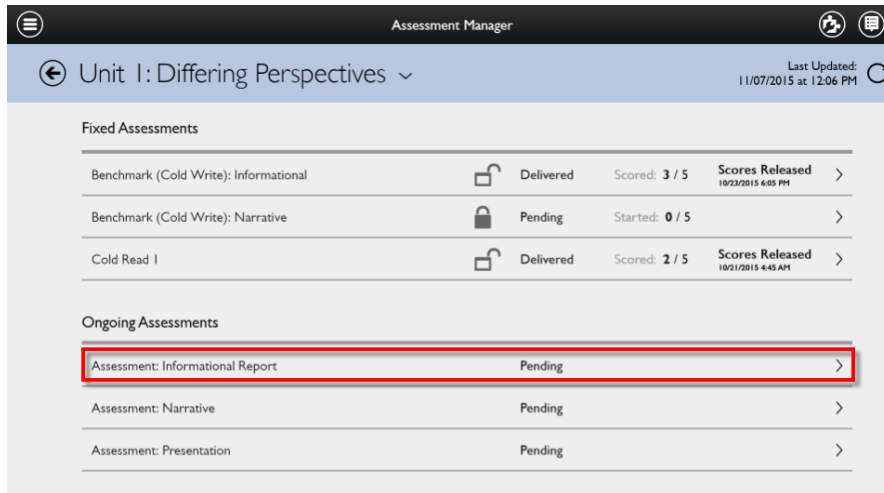


## Score Ongoing Assessments

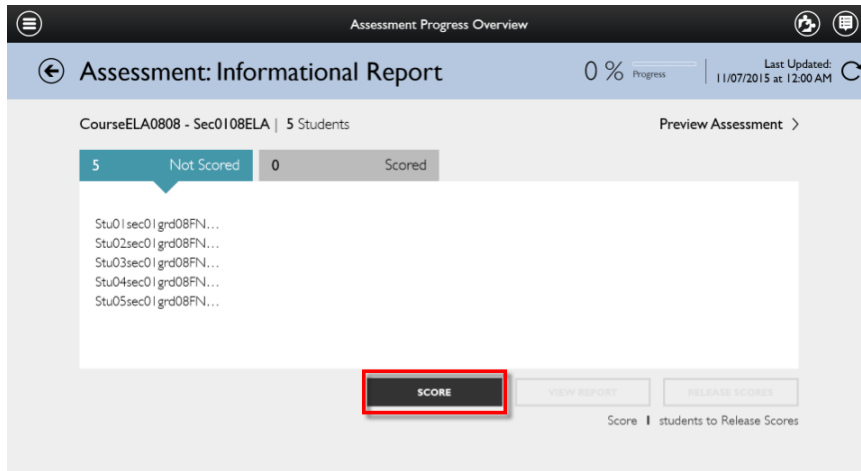
You can score ongoing assessments through a rubric.

### To score using a rubric:

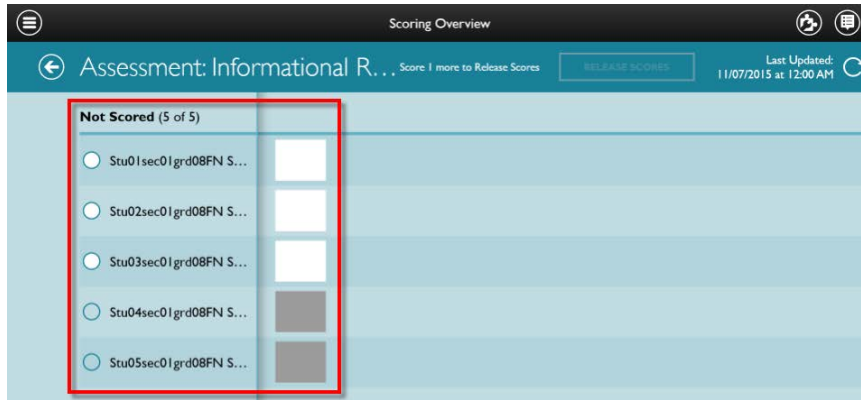
1. In your Assessment Manager, select a unit to score assessments.
2. Tap the assessment under the Ongoing Assessments category.



3. Tap **Score**.

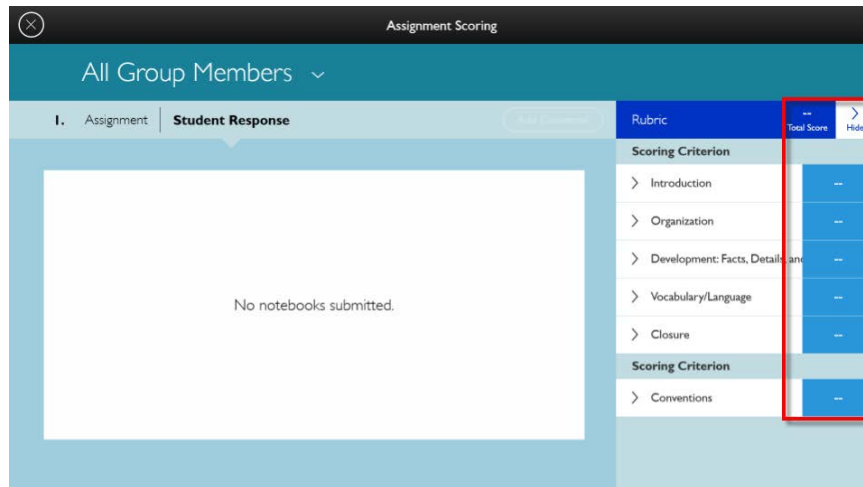


4. Tap the **student names** for the students you are scoring. The scorecards on the right will turn white as you select names.



5. Tap any **white scorecard**.

6. Tap the "--" next to each part of the rubric and select a score.




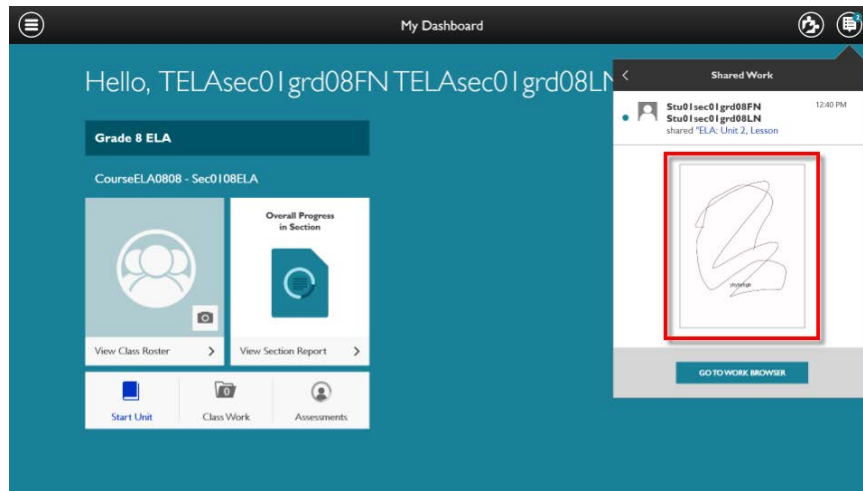
7. Tap **Yes**. You will see a Scoring Overview report with the scores you have just submitted.

## View Student Work in the Notebook

While completing an assessment as part of a lesson, students may be asked to submit a Notebook. A Notebook is a drawing, image, text, graph, web link, or audio response to an assignment. Teachers can view or even score Notebooks once they're submitted.

### To view Notebooks:

1. On your Dashboard, tap the  **Shared Work** icon at the top.
2. Scroll to and tap the Notebook that has been shared, then wait for it to download.



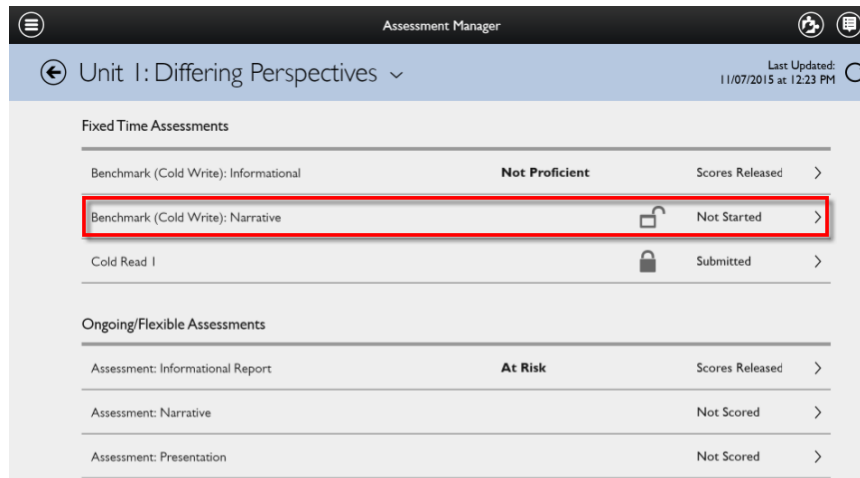
3. Tap the Notebook image again to view it.
4. Tap **Done**.

## Start an Assessment

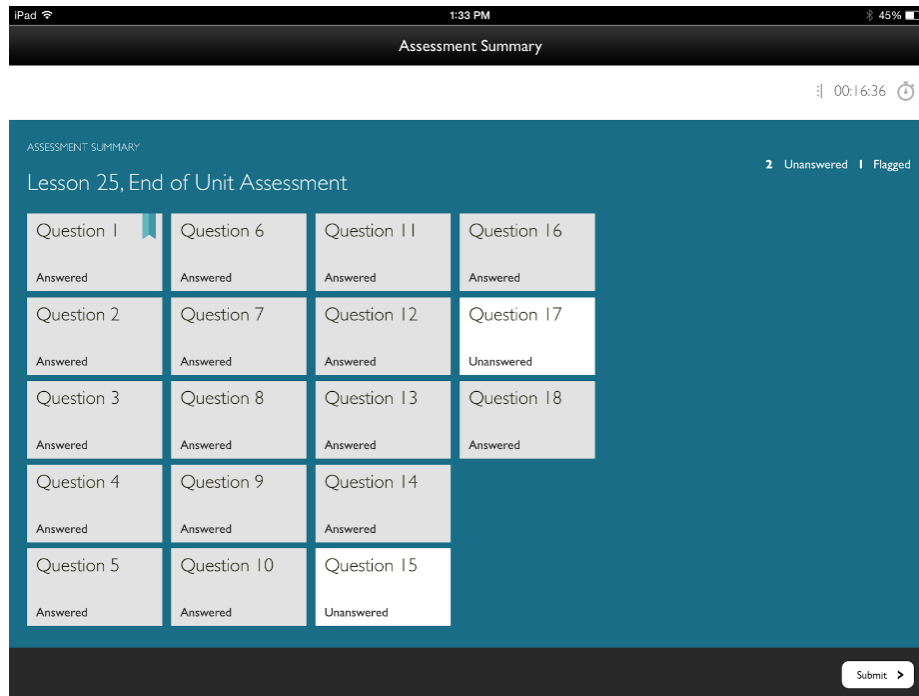
Once you unlock an assessment, students can take the assessment. Students can start assessments in Pearson System of Courses through two entry points: your dashboard pages or while working in a unit.

### To start an assessment (as a student):

1. On their Dashboard, have students tap **Assessments** to access their Assessment Manager and then select the current unit for their assessment.
2. Have them tap the unlocked assessment that you would like them to complete.



3. Have the student tap ELA Assessments to view the Assessment screen.
4. Have the student tap the appropriate unit and assessment. The assessment should be unlocked.
5. Have the student tap on the name of the assessment then tap **Start**. The student will get a confirmation message and once he or she submits answers, they will be sent to you for scoring.
6. Have the student answer each questions and tap **Next** to move to the next question.
7. Optional: Have the student tap **Flag** to skip a question and return to it later. Flagging is an optional feature for learners. A student can flag a question because he or she doesn't know the answer or because he or she is not sure of his answer and wants to review it again before submitting the assessment.



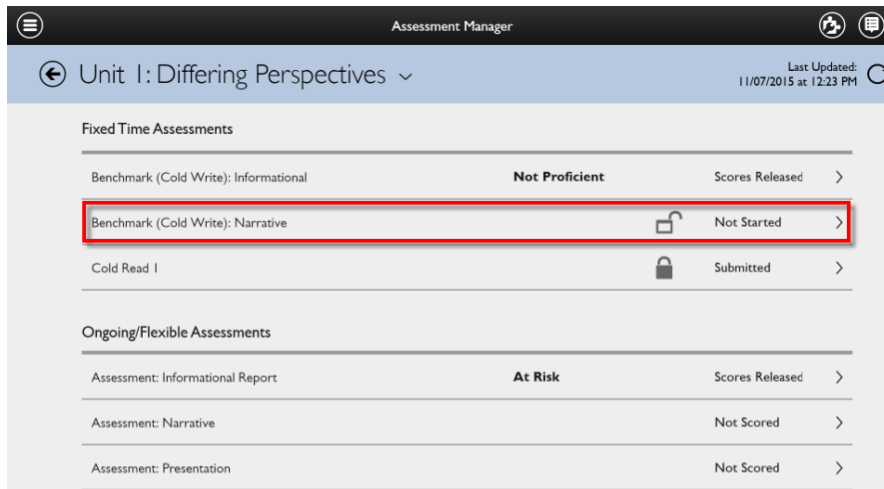
8. Have the student tap **Summary** on the upper left to access a summary of the assessment. This is an overview of all the questions and their status, whether answered, unanswered, or flagged.

## Submit an Assessment

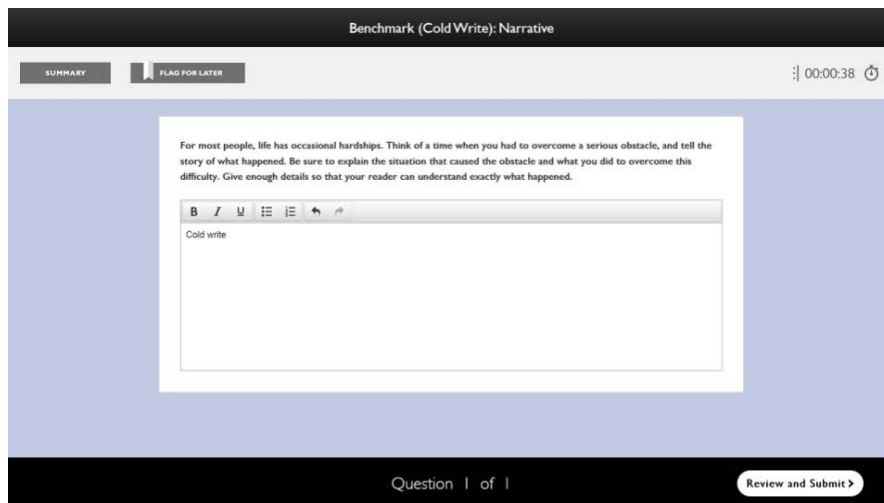
Use this procedure to submit an assessment.

### To submit an assessment:

1. On your Dashboard, tap **Assessments** on a unit that has assessments associated with it.



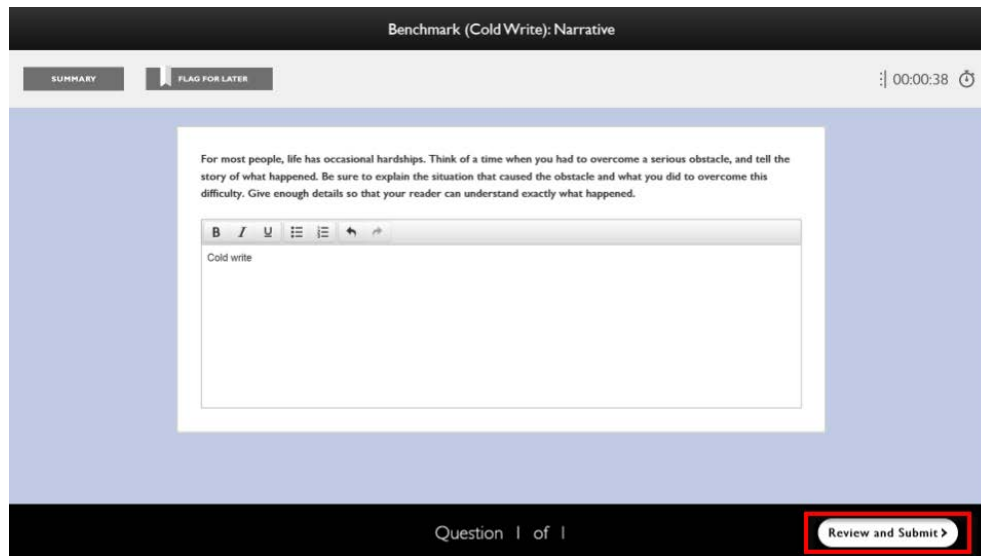
2. Tap an assessment that has an unlocked icon and a status of Not Started.
3. Depending on the assessment type, students may need to read a passage, write a passage, answer questions, or do an exercise to be completed offline. If there is a long task, students need to scroll down to view the questions to answer.



4. Have your students tap **Next**, if there are multiple tasks in the assessment.



- Optional: At any time, have your students tap **Summary** at the top to view an overview of the tasks completed for the assessment.
- When all questions have been answered or at least looked at, have your students tap **Review and Submit**, then **Submit**.

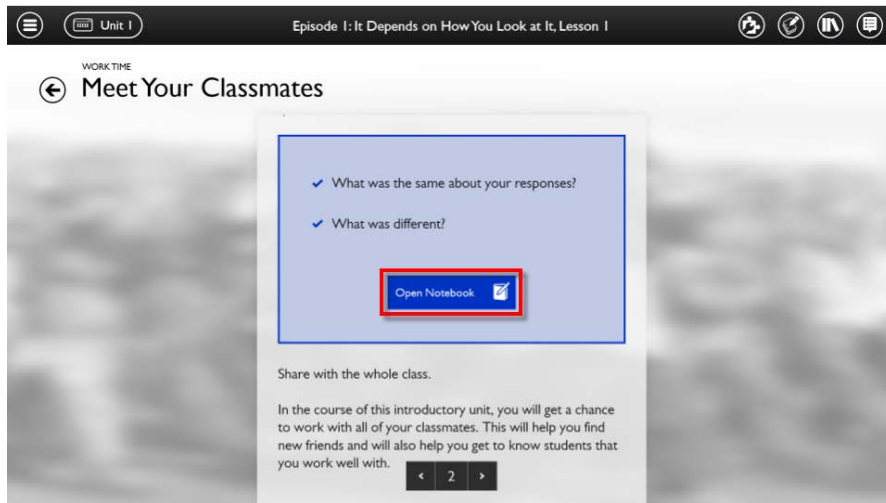


## Start and Share a Notebook

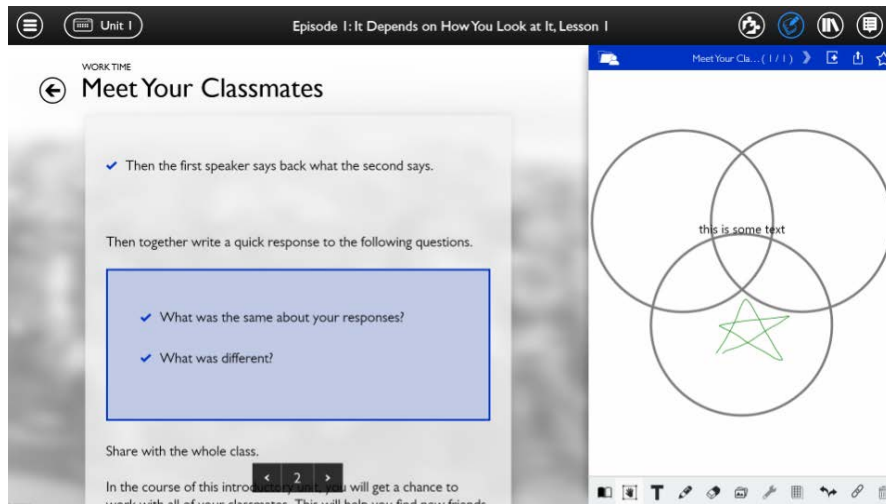
While completing an assessment or taking notes as part of a lesson, you may be ask your students to submit a Notebook. A Notebook is a drawing, image, text, graph, web link, or audio response to an assignment.


### To start and share a Notebook (as a student):

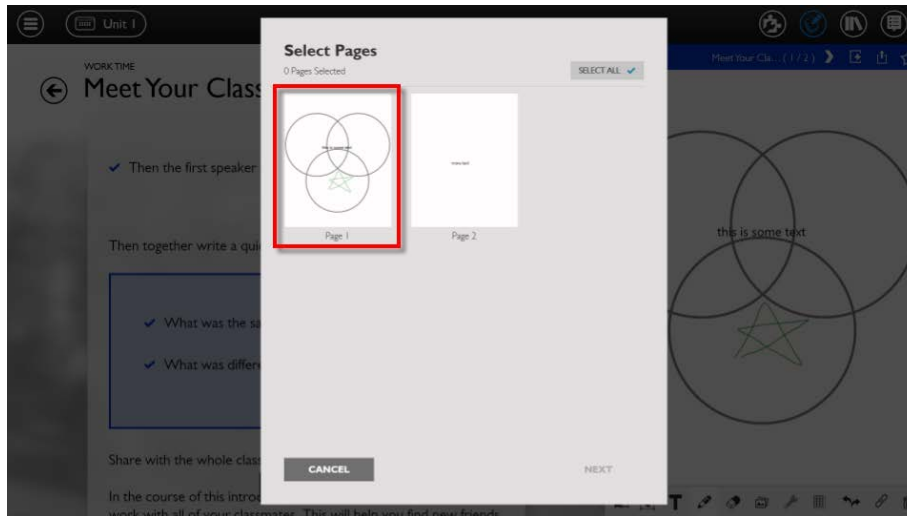
- Have your students tap **Open Notebook** on an assessment or lesson.



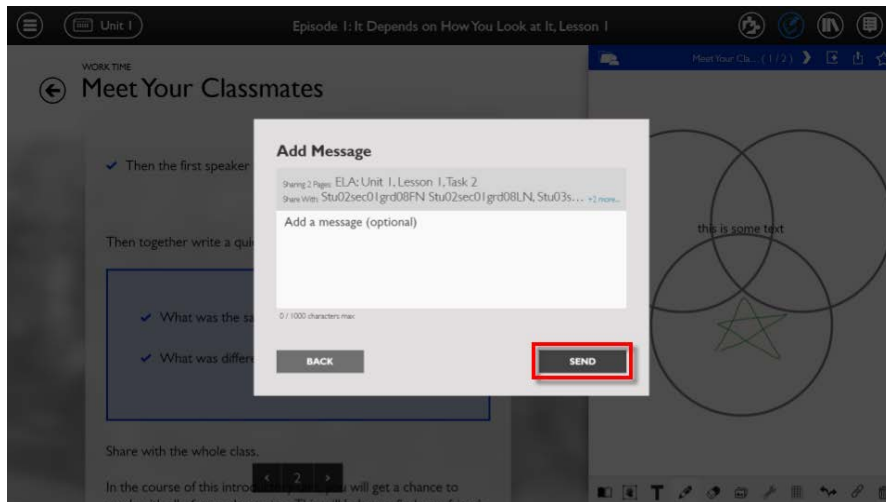
2. Have your students enter their Notebook response by using the tools at the bottom.



3. Have your students tap the  **Share** icon to share their Notebooks. If there are multiple pages, select which pages to share by tapping on them.

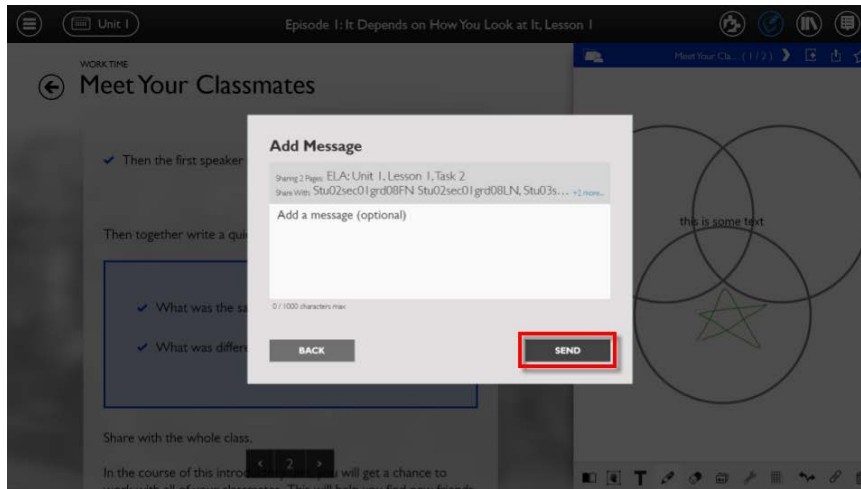


4. Have your students click **Next**.
5. Instruct your student to select you as the recipient share the Notebook with by tapping on your name.



6. Have your students click **Next**.

7. Have them enter a message and tap **Send**.



8. Instruct your students to tap **OK**.

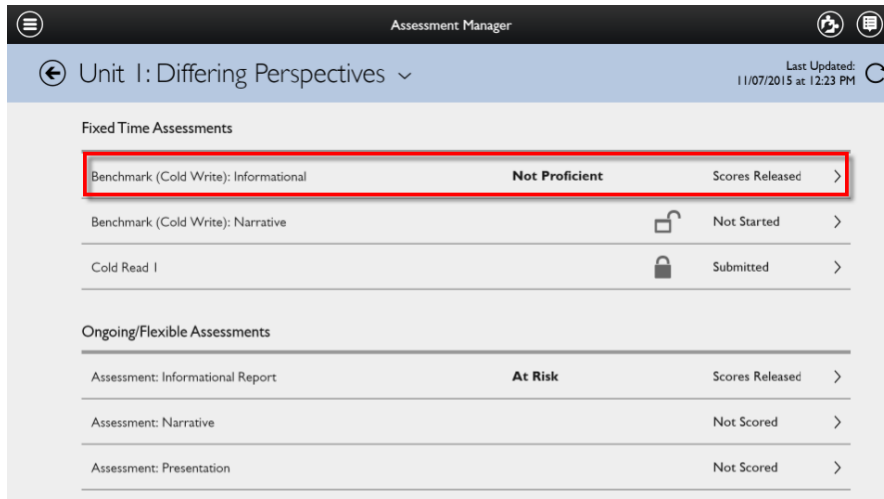
## View Scores on Assessments

After you have scored assessments, your students can use the Pearson System of Courses app to view their scores.

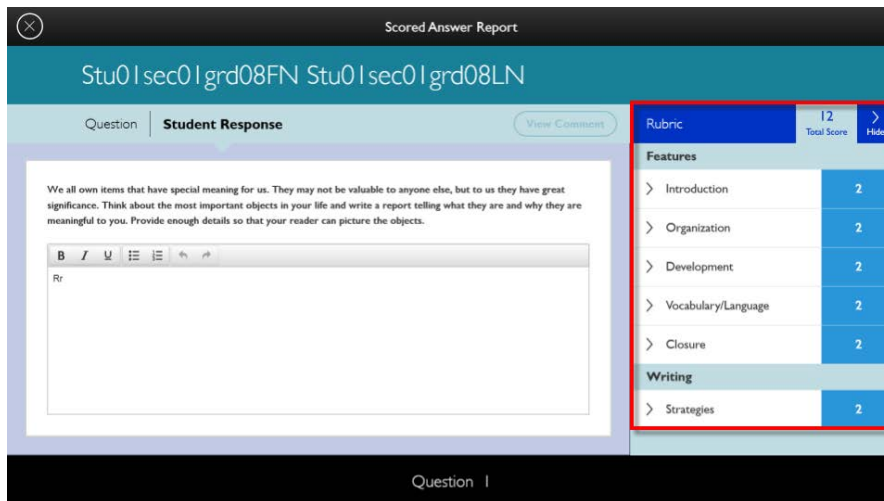
### To view scores (as a student):

1. Instruct your students that after logging in to Pearson System of Courses, they should tap a unit.
2. On your Dashboard, have your students tap **Assessments** on a unit that has assessments associated with it.
3. Then tap an assessment that has a status of Scores Released.

The overall score will display beside Scores Released here.

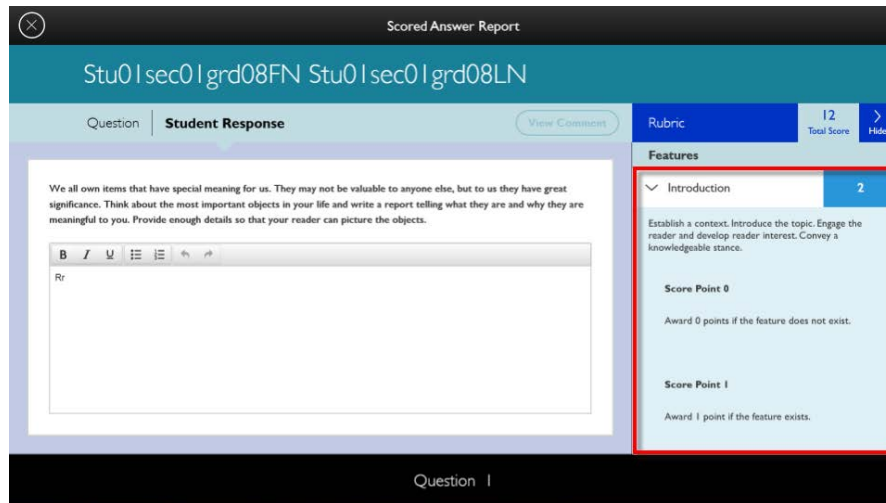


4. Have your students view their scores on the right side of the assessment.



5. Tap **Next** to view scores on other questions, if there were any.

- Click on the rubric areas to see an expanded view about how each area was scored.



## Available Reports

Pearson System of Courses provides a variety of teacher and student reports.

### Teacher Reports

Report Name	Area of Focus (Yes/No)	Level	Assessment Types	Grades	Description	Answers the Following Questions
Group Assessment Report	Yes	Section	All	K-12	Displays overall section performance on a given assessment.	For a selected assessment, overall, how did my students do on this assessment? How did my students do by area of focus? How did each of my students perform?
Item Analysis Report	No	Assessment	All except Unit Accomplishments Checklist	2 - 12	Displays individual student performance on each item within a given assessment.	For a selected assessment, how did my students do on each of the items within this assessment?

Report Name	Area of Focus (Yes/No)	Level	Assessment Types	Grades	Description	Answers the Following Questions
						Which questions/ skills are my students struggling the most in?
Group Assessment Student Roster	No	Section	All	K-12	Displays section performance by students on a given assessment.	How did my students do on this assessment?
Student Assessment Report	Yes	Student	All	K-12	Displays item analysis on each item within a given assessment for a selected student.	For a given student and an assessment, how did the selected student do on this assessment? How did the selected student do by area of focus on this assessment? How did the selected student do on each of the items within this assessment?
Section Performance Report	Yes	Section	All	K-12	Displays overall performance of a selected section in the course.	For a selected section, overall, how are my students doing so far? How are my students doing by area of focus? What can I do now to help each student?
Unit Performance Report	Yes	Section	All	K-12	Displays section performance based on the selected unit.	For a selected unit, how are my students doing in selected unit so far? How are my students doing by area of focus so far? What can I do to help each student?
Assessment List	No	Section	All	K-12	Displays list of assessments for a given section/unit along with overall section performance on each of the assessments in	For a selected unit, how are my students doing by assessment types?

Report Name	Area of Focus (Yes/No)	Level	Assessment Types	Grades	Description	Answers the Following Questions
					the list.	
Student Roster Report	No	Student	All	K-12	Displays student performance on a given skill.	For a given section and skill, who is excelling and who is struggling in the selected skill so far?
Supplement reports (Area of focus reports available for Section Performance report, Unit Performance report, Overall Course report, Group Assessment report, Student Progress report, Student Assessment report and Growth report)						
Area of Focus Base Report	N/A	Section/ Unit/ Assessment	All	K-12	Displays section performance by area of focus (Common Core Standards/PARCC/SBAC).	How are my students doing by selected area of focus so far?
L1 Skill Report	N/A	Section/ Unit/ Assessment	All	K-12	Displays section performance and growth by a given L1 skill.	For a selected section, how are my students doing in a selected domain so far? Has there been any change in performance in the clusters within the selected domain?
L2 Skill Report	N/A	Section/ Unit/ Assessment	All	K-12	Displays section performance and growth by a given L2 skill.	For a selected L2 skill, how are my students doing in the selected skill so far?
L3 Skill Report	N/A	Student	All	2-12	Displays section performance and growth by a given L3 skill.	For a selected L3 skill, how are my students doing in the selected skill so far?

## Student Reports

Report Name	Area of Focus (Yes/No)	Level	Assessment Types	Grades	Description	Answers the Following Questions
Student Assessment Report	No	Student	All	2-12	Displays item analysis on each item for a given assessment.	How I did do on this assessment? How did I do on each of the items within this assessment?
Student Progress Report	No	Student	All	2-12	Displays student's overall performance in the course.	How am I doing overall so far? How am I doing in this unit? How am I doing in the assessments?

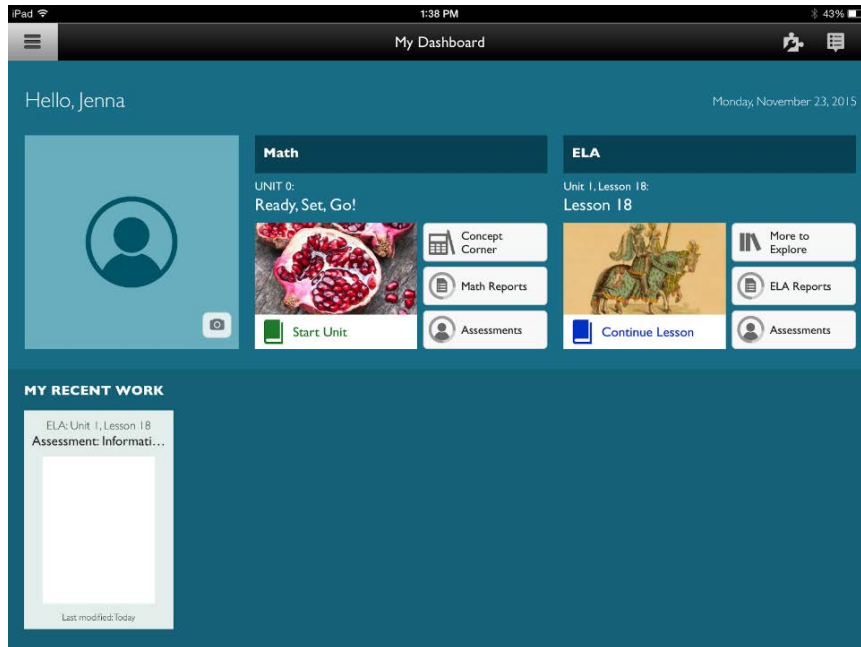


## View Student Reports

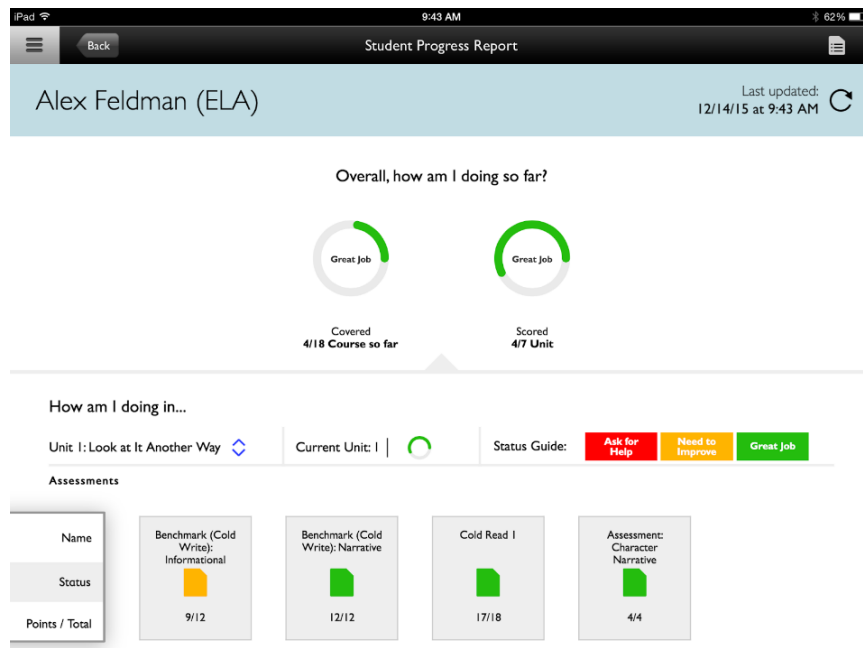
Students can view their progress through a series of available reports.

To view a report:

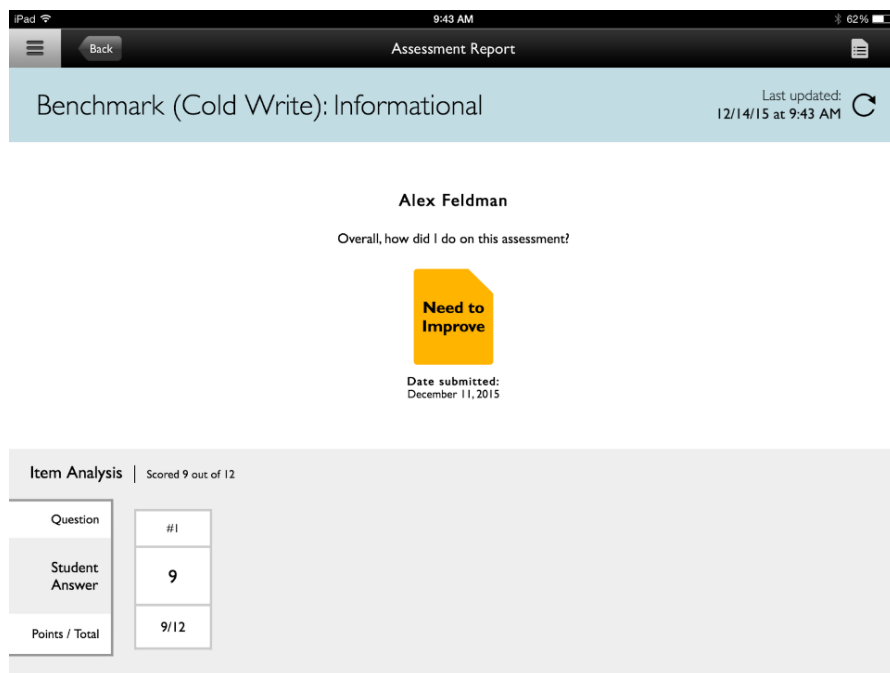
1. Have the student tap the **System Tray Menu**  icon and choose **Dashboard**.



2. Have the student tap **ELA Reports**.
3. Here the student can review the circle graphs on the report



4. On the Student Progress Report, have the student review overall progress in ELA and the current Unit.
5. At the bottom of the report, the student can view how he or she is doing on individual assessments.
6. Have the student tap the first tile to get more information on his performance.



7. Have the student review the Assessment Report that provides information on how he or she did on a particular Assessment.
8. Review the Item Analysis at bottom of Report to see the student's performance on each item.

## Find Assessment Reports

There are several reports available in Pearson System of Courses for you to view progress information on your students by assessments, standards, courses, and other areas in the app.

### To find assessment reports:

1. On any page, tap the **System Tray Menu** icon.
2. Tap **Reports**. (For students, they will tap either ELA Reports or Math Reports depending on what is available to them.)

## Frequently Asked Questions

Q: I forgot or don't know my user name or password. How can I find it?

A: Your user name is the first part of your email address. If your email address is jsmith1234@schooldistrict.net, your user name is jsmith1234. Please contact the district IT helpdesk for assistance with your password or setting up an account.

Your students may need reminders of their username.

**Q: What do I do if I see a "Login Failed" error message?**

A: Try the following:

1. Try entering your username and password again.
2. Force the app to close and try logging in again.

**Q: For app testing purposes, how many teachers or students can use the same login credentials?**

A: 2-3 users can use the same credentials. If too many users log in with the same credentials, certain features may not work like Notebook or reporting.