

Successmaker Quick Reference

You will need your class number and your students' names and library numbers

Open the Successmaker Management System

Open Successmaker
Click File > Management System
Password: ncslearn

Enrolling New Students

At the main management screen, click Enroll
Enter the Student Number, then click OK (If the program tells you the student already exists, skip to Changing a Student's Course or Class.)
Enter the student's first and last names in the appropriate fields.

Add a class number

Click Add Class
Type your class number
Click OK
Add a course

Add a Course

MCS: Math Concepts and Skills
Click OK.
If the Specify Starting Level field appears, type the starting level for the student, then click OK.
Click Save.

Changing a Student's Course or Class

At the main management screen, click Change.
Type the number of the student whose enrollment needs to be changed.
At the change screen, make changes to name, add or drop a class or add or drop a course.
To drop a class or course: click the button for the class or course you want to drop; click the Drop button. Click OK to confirm when dropping a course.
To add a class or course: see Enrolling New Students (above), and click Save.