



# Enrolling and Managing Students Using Scholastic Achievement Manager

For use with SAM v1.10.0

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## Table of Contents

<b>What's New in Scholastic Achievement Manager (SAM) v1.10.0?</b> .....	<b>4</b>
<b>Overview</b> .....	<b>5</b>
About SAM.....	5
About This Manual .....	5
A Note About Installation .....	6
A Note About Adobe® Reader® .....	6
<b>Editing, Viewing, and Adding Accounts</b> .....	<b>7</b>
Editing Your Own Profile .....	7
Editing a District Profile.....	7
Viewing or Editing a School Profile.....	9
Setting Up Schools in the District.....	10
Clearing a School Roster.....	11
Adding Custom School Demographics.....	12
<b>Adding and Enrolling Students</b> .....	<b>13</b>
Adding Students .....	13
Enrolling Students .....	14
Advanced Settings .....	15
Importing Student Data .....	16
Exporting Student Data.....	17
Saving Exported Data .....	18
View Output Files .....	19
Managing Inactive Accounts .....	20
<b>Using SAM in the Classroom</b> .....	<b>26</b>
Using the SmartBar to Work With Classes .....	26
About the My Classes Profile Screen .....	27
Editing the Teacher Profile .....	28
Viewing Program Usage for All Classes.....	29
Program Settings .....	30
Grading Tools.....	31
Certificates.....	32
<b>Working With Individual Classes</b> .....	<b>33</b>
Using the SmartBar to Work With Individual Classes .....	33
About the Class Profile Screen .....	33
Editing a Class Profile.....	34
Deactivate a Class Profile .....	35
Deactivate a Teacher.....	35
Changing Program Settings for a Class.....	35



<b>Working With Groups.....</b>	<b>36</b>
Using the SmartBar to Work With Groups .....	36
Editing a Group Profile.....	37
Deleting a Group Profile .....	38
Changing Program Settings for Groups .....	38
<b>Working With Individual Students .....</b>	<b>39</b>
Using the SmartBar to Work With Students .....	39
About the Student Profile.....	39
Viewing a Student’s Program Usage .....	40
Editing a Student Profile .....	40
Searching for Students .....	41
Deactivating a Student Profile.....	42
Changing Program Settings for Individual Students.....	42
Evaluating Student Performance With Grading Tools.....	42
<b>Customer Support.....</b>	<b>43</b>



## **What's New in Scholastic Achievement Manager (SAM) v1.10.0?**

Scholastic customers already using Scholastic Achievement Manager (SAM) will notice many new features in version 1.10.0.

### **Browser-based Client Software**

- It is no longer necessary to install SAM Client software on every teacher workstation. SAM now opens in an Internet browser, and uses a secure Internet connection to connect to the district servers.

### **New Password Requirements**

- SAM has new password requirements in version 1.10.0. Passwords now require six or more characters, of which one must be a numeral.

### **New Features in Data Export**

- The Data Export file now shows which classes are associated with particular EE programs, as selected in the Manage Application function in the Class Profile.



## Overview

### About SAM

The Scholastic Achievement Manager® (SAM) is the management system for all Scholastic Enterprise Edition programs, including *READ 180*®, *System 44*®, *Scholastic Phonics Inventory*™, *Scholastic Reading Inventory*™, *Scholastic Reading Counts!*®, *ReadAbout*®, and *FASTT Math*®.

Teachers and administrators may use the Scholastic Achievement Manager (SAM) to customize students' learning experiences, keep track of their grades, and monitor student performance in the software. Teachers may also view and print reports.

With the tools in SAM, teachers may:

- Change global settings for their students or classes;
- Enable or disable Topic CDs to guide students to topics of their choosing;
- Enroll and unenroll students in Scholastic programs;
- Assign grades;
- Print reports.

### About This Manual

This manual covers adding students to SAM, setting up accounts at the student level, and enrolling students in Scholastic programs through SAM. For other reference issues, see the guide below. All manuals are available at the [Scholastic Education Product Support](#) website.

<b>For information on:</b>	<b>See:</b>
Specific settings and reports for Scholastic EE programs	<b><i>SAM Settings and Reports</i></b> manual for the specific Scholastic program
Getting started in SAM and setting up accounts at the district and school level	<b><i>Getting Started With Scholastic Achievement Manager</i></b>
SAM Resources	<b><i>Using Resources in Scholastic Achievement Manager</i></b>
The Book Expert	<b><i>Using the Book Expert in Scholastic Achievement Manager</i></b>
Using SAM Connect	<b><i>SAM Connect Users' Guide</i></b>
Setting up an aggregate server, importing or exporting records, or other administrative tasks	<b><i>SAM Data Management Manual</i></b>



SAM manages teacher and student rosters and collects and organizes performance data that students generate while using Scholastic programs. SAM helps teachers and administrators implement data-driven instruction by providing easy-to-use tools for:

- Managing student rosters;
- Generating reports that capture student performance data at the student, classroom, school, and district levels;
- Locating helpful resources for classroom instruction;
- Customizing settings for each student, group, and class.

SAM also supports teachers and administrators by:

- Including demographic information and enhanced data aggregation capabilities to generate reports;
- Aligning instruction to other educational standards;
- Communicating student progress to parents, teachers, and administrators;
- Facilitating the import and export of data from a student information system (SIS) or a data warehouse.

### **A Note About Installation**

The school or district Technical Administrator installs and sets up SAM and the Scholastic programs purchased by the school. For information about the installation process, see the [Installation Guide](#) on the [Scholastic Education Product Support](#) website for the specific program.

### **A Note About Adobe® Reader®**

SAM requires Adobe Reader to work correctly. Adobe Reader is included in the installation package; however, the installation process does not automatically install it.

Scholastic recommends that classroom computers with Adobe Reader already installed use their paid version of the program rather than the version included in the installation package. Teachers and administrators who need to install Adobe Reader should use the Adobe installer enclosed in the support directory on the program installation CDs.



## Editing, Viewing, and Adding Accounts

### Editing Your Own Profile

To edit your own profile in SAM:

1. Click the **My Profile** link in the Quick Links section in the upper right corner of any screen in SAM. This opens the Edit Profile Screen that displays the information for your account.
2. To edit any field, highlight the text and type the new information.
3. Click **Save** to save all edits. Click **Cancel** to close the window without saving any changes.

### Editing a District Profile

District administrators may edit the district's profile. To see this information:

1. Double-click **My District** at the top of the **SmartBar**.
2. Click the **Edit District Profile** link under Manage Roster. This opens the Edit District Profile Screen. The Screen contains three tabs: Profile, Contact, and Demographics.



**Edit District Profile**

Edit information about your account on the Profile, Contact, and Demographics tabs. Items marked with an asterisk (\*) are required. When you are done, click Save to finish.

**Contact Information**

District Contact Last Name

District Contact First Name

District Contact Middle Name

District Contact Title

District Contact Email

District Address Line 1

District Address Line 2

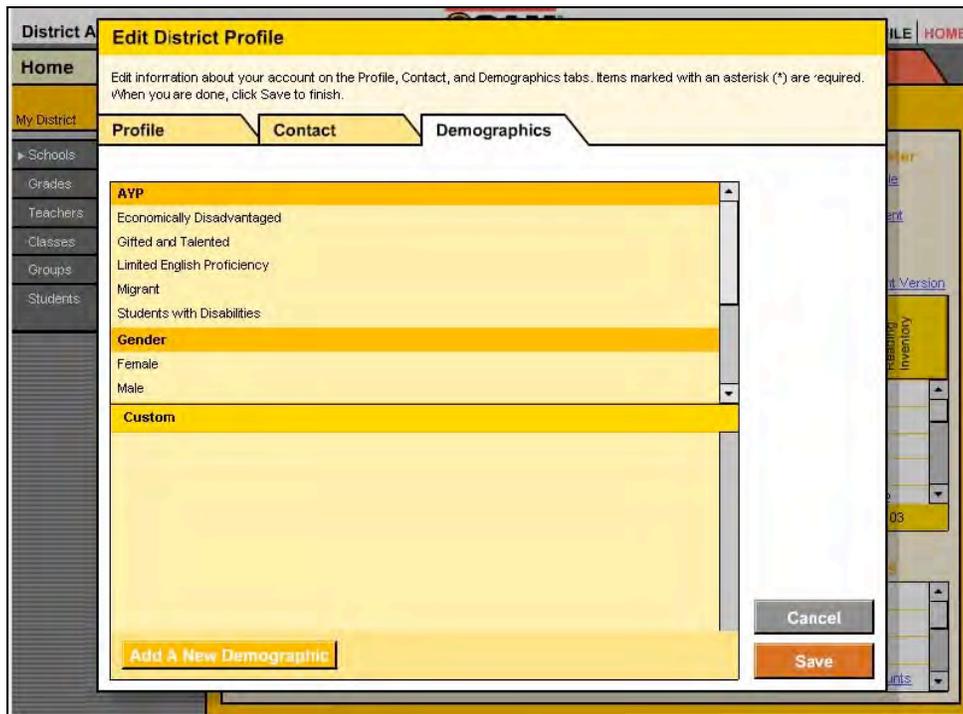
District Address Line 3

City, State, and Zip

Contact Phone Number

Cancel Save

3. On the Profile tab, enter the district name and choose the state name from the pull-down menu (required). Enter the aggregation server IP address if appropriate. This is used when utilizing and conducting automatic aggregation events.
4. On the Contact tab, enter information about the district administrator, district address, and phone number.



5. On the Demographics tab, enter demographic information about the district that may be useful for district reporting purposes. Use the **Add A New Demographic** button to create custom demographic groups for the district's reporting. See the Adding School Demographics section for more information.
6. Click **Save** when finished editing the district profile, or click **Cancel** to close the window without saving changes.

### Viewing or Editing a School Profile

To view or edit a school's profile, click Schools on the **SmartBar**, then double-click the school's name to access the school's Profile Screen. Follow the same steps as when editing the district profile.



## Setting Up Schools in the District

Each school with students using Scholastic programs needs a SAM profile. To set up a school:

1. Log in to SAM and click **My District** on top of the **SmartBar** to open the District Profile Screen.
2. Click the **Add a School** link under Manage Roster to open the Add a School Screen. There are three tabs: Profile, Contact, and Demographics.
3. On the Profile tab, enter the requested basic information about the school, including:
  - School name;
  - School number;
  - Grades (use the check boxes to indicate which grades exist at this school);
  - School type (use check boxes to indicate the type of school being set up);
  - Title 1 Status (use the pull-down menu to identify school's Title 1 status);
  - School calendar (use the pull-down menu to select school year start and end dates, as well as the number and duration of any grading periods).



4. On the Contact tab, enter information such as title, address, and phone number for the school’s contact. The address and phone number are required.
5. Use the Demographics tab to choose adequate yearly progress (AYP) information for reporting purposes. This allows anyone enrolling new students to provide demographic and program information about them that can be used for reports or data export needs.

### Clearing a School Roster

To deactivate all teachers, classes, and students associated with a school and move these records to Inactive Accounts (*page 20*), click the **Clear School Roster** link Manage Roster in the upper right corner of the Class Profile Screen.

**NOTE: Clearing a school roster cannot be undone. Scholastic strongly recommends backing up your SAM database before clearing a school roster. See the SAM Data Management Manual for more information on backing up your database.**

Clicking **Clear School Roster** opens a confirmation window. Click **Yes** to confirm that you want to clear the school roster, or click **No** to return to the District Profile Screen.



## Adding Custom School Demographics

Use the Demographics tab to add custom demographic groups associated with the school. To create custom demographic groups:

The screenshot shows the 'Add A School' window in the SAM software. The 'Demographics' tab is active, displaying a list of demographic categories under three main sections: AYP, Gender, and Ethnicity. The 'Custom' section is currently empty. At the bottom of the window, there is a button labeled 'Add A New Demographic', along with 'Save' and 'Cancel' buttons. The left sidebar shows a navigation menu with options like 'Home', 'My District', 'Schools', 'Grades', 'Teachers', 'Classes', 'Groups', and 'Students'.

1. Click the **Add A New Demographic** button on the Demographics tab to open the Add A New Demographic Screen.
2. Enter the custom demographic name in the field. Click **Save** to add the information to SAM. Click **Cancel** to return to the Demographics tab without adding the new demographic category.

Additions appear in the Custom menu on the Demographics tab. Use the **Edit** and **Delete** links next to the custom demographic categories to change or remove them from SAM.

**NOTE:** Demographic subgroups can also be created and managed for multiple schools in a district through the district profile.



## Adding and Enrolling Students

### Adding Students

Students using Scholastic programs need roster information entered into SAM. If the district imported this information, use the **Edit Student Profile** link under Manage Roster on the student's Profile Screen to edit the student's profile. Otherwise, to add a student:

1. Double-click a grade, teacher, class, or group in the **SmartBar**.
2. Click **Add a Student** under Manage Roster on the Profile Screen to open the Add a Student Screen.
3. Click the Profile tab on the Add A Student Screen to enter the student's information. Use the check boxes to assign the student to classes. Enter a password in the Password field. Retype it in the Confirm Password field.
4. Select demographic groups for the student on the Demographics tab and information about the student's parent or guardian on the Guardian tab.
5. Click **Save** to save the student data and close the window, or click **Cancel** to return to the Profile Screen without saving the new student.

**NOTE:** SAM v1.10.0 passwords must be between 6 and 16 characters with at least one numeral. If upgrading from an earlier version of SAM version, password requirements will default to version 1.9's more stringent requirements (8 to 16 characters, no part of the user's first or last name, one numeral and one special character). Your district administrator may change these requirements through the SAM Server Utility. Previously set passwords and password requirements are unaffected.



## Enrolling Students

**Quincy School**

**Licensing** | **Enrollment**

Use the check boxes to enroll or unenroll students in Scholastic programs. Use the check box at the top of each column to enroll all students in that program.

Students	FAST Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	ReadAbout	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!	Scholastic Reading Inventory
Armstrong, Kevin	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bracco, Christine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chu, Amy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collins, Chris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cooper, Tiffany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evans, Jamal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Felix, Tonya	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total seats remaining:</b>	986	977	981	982	974	981	874	885	982	981

Item(s) 1 through 15 of 15

**Cancel & Return**

Students must be enrolled in Scholastic programs before they may use them. To enroll a student in a program, first make sure there are activated licenses for that program. Once this is done, enroll students by following these steps:

1. Double-click the student, class, or school tab in the **SmartBar**.
2. Click the **Manage Enrollment** link in the Manage Roster menu at the upper right corner of any Profile Screen.
3. Use the check boxes to enroll students in Scholastic programs. Use the check box in the header row to enroll all students in a specific program.
4. Click **Save & Return** to save changes and close the window or **Cancel** to nullify changes.



### Teacher Tip

To enroll a student in a Scholastic program, there must be available licenses. Check on license usage on the Profile screen in the Usage Summary. There must be a license for every student enrolled in a Scholastic program.



## **Advanced Settings**

Most features in Advanced Settings are available only for those users with administrative permissions. These options include:

- Managing Licenses
- Migrating Data
- Importing Student Data
- Importing Teachers
- Exporting Student Data
- Managing Inactive Accounts
- Managing Student Promotions
- Viewing Output Files
- Backing Up
- Maintenance Log (PDF)
- Managing Administrative Accounts

The following option is available for administrators only if they have indicated that their server is an aggregation server during the installation process:

- Aggregation Scheduler

For more information on these options, see the [SAM Data Management Manual](#).

Additionally, administrators may give teachers permission to access Manage Inactive Accounts. See [Getting Started in Scholastic Achievement Manager](#) for more information on how to change teachers' permissions.



## Importing Student Data

When students transfer into or out of a school it may be necessary to import or export roster information and performance data from the database.

Student information may be stored in an existing database, such as an SIS system, that is compatible with SAM. If the information is in comma separated value (\*.csv) format, it may be imported into SAM to quickly and easily create students' profiles.

To import student data into SAM:

1. Back up the SAM database before importing any files.
2. Click the Roster tab to access the Profile Screen at the district level.
3. Click the **Import** link from the Advanced Settings menu to open the **Import Wizard** in a browser window.
4. Click **Browse** (or **Choose File** on a Mac<sup>®</sup>) on the Select File Screen to search the computer's hard drive for the file to import into SAM.
5. Select a file and click **Next**. Based on the type of file, the system will identify the type of import operation. It may choose from the following possible import data types:
  - **Aggregate data:** Copy roster and student performance data to include in school- or district-wide aggregated reports.
  - **Transfer student data into SAM:** Move students' roster and performance data from another SAM server into the current SAM database.
  - **Import CSV roster data:** Import student roster information from a different software application into the current SAM server.
  - **Import SRI Lexile<sup>®</sup> data:** Copy selected students' SRI Lexile scores from another SAM database into the current SAM database.
6. Click **Import** on the Confirmation Screen to import the file.



## Exporting Student Data

To use data stored in the SAM database with other applications (such as an SIS system), various data may be exported to re-purpose it for specific needs.

To export data from SAM:

1. Click the Roster tab to access the Profile Screen.
2. Click the **Export** link in Advanced Settings to open the Export Wizard in a browser window.
3. Select the purpose of the export from the opening screen, and then click **Next**.

Choose from the following file export types:

- **Aggregate Data:** Copy and export roster and student performance data to include it in school- or district-wide aggregated reports. This will create a \*.zip file that may be imported onto an aggregation server.
- **Transfer Data:** Move students' roster and performance data from the current SAM database onto another SAM database. This will create a \*.zip file that may be imported into another SAM server.
- **Export CSV Roster Data:** Export student roster information from the current SAM database for use in another application. This will create a \*.csv file that may be opened in Excel.
- **Export SRI Lexile<sup>®</sup> Data:** Export students' SRI Lexile scores from the current SAM database for use in another SAM installation. This will create a \*.zip file that may be imported into another SAM server.
- **Export SRI Data Analysis File:** This option should only be used at the direction of Scholastic technical staff.

Depending on the purpose, the Export Wizard shows one of the following screens:

**For aggregation:** A program selection screen. Select the program(s) that will be used to run aggregate reports. Click **Next** to export aggregated data.

**For roster and performance data:** Choose the students for which to export data. When students are selected, a time period selection screen appears. Select a date range over which to export data and information, then click **Next**. A program selection screen appears. Select the program(s) that the student has used which need to be exported, then click **Export**.

**For SRI Lexile Data:** Select a school, class, or student(s) for which to export scores, then click **Next**. An export confirmation screen appears.



<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>		Export for Aggregation Successful	<a href="#">Show me ...</a>	SAM 07/16/08
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me ...</a>	SAM 07/16/08
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me ...</a>	SAM 07/16/08
<input type="checkbox"/>		Student Roster import from CSV Failed	<a href="#">Show me ...</a>	SAM 07/16/08

A notification in the Message Center on the SAM Home Page alerts users that the export is complete. Exported data files should be stored in the SAM database or saved to a different location on the computer.

### Saving Exported Data

If performing multiple exports over time, or using the exported data for purposes other than what are included in the SAM capabilities, the data may be saved to a location on the computer’s hard drive.

Date	Username	Status	Job Type	View File
07/08/2008 12:22 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	<a href="#">SAM_EXP_CSV_07082008122045519.csv</a>
07/08/2008 12:23 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	<a href="#">SAM_EXP_CSV_07082008122231544.csv</a>
07/08/2008 12:23 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	<a href="#">SAM_EXP_CSV_07082008122302626.csv</a>
07/16/2008 04:01 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:02 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:02 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:17 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:18 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:20 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:56 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	<a href="#">SAM_EXP_CSV_07162008165439307.csv</a>
07/16/2008 04:56 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	<a href="#">SAM_EXP_CSV_07162008165615409.csv</a>
07/16/2008 04:58 PM	bhammond	Success	Export for Aggregation	<a href="#">SAM_AG_EXP_07162008165752274.zip</a>
07/16/2008 05:02 PM	bhammond	Success	Export Student Lexile	<a href="#">SAM_SRI_EXP_07162008170153545.zip</a>

To save files to a location other than SAM:

1. Click the **Show me . . .** link next to the file to save in the Message Center. This will open the import/export jobs window in a new browser.
2. Click the link under the View File column for the file to save. To save \*.csv files, right-click the link and select **Save Target As**. When the save dialogue box appears, change the file name extension to \*.csv and choose **All Files** in the **Save As Type** pull-down menu.
3. Select a file location in the directory window, then click **Save**.



### View Output Files

Created ↑	Created by	Description	View File
07/16/2008 05:02 PM	bhammond	SAM Export Student Lexile for 002947, 002654, 001953, 004013, 003992, 003689.	<a href="#">SAM_SRI_EXP_07162008170153545.zip</a>
07/16/2008 04:58 PM	bhammond	SAM Export for Aggregation.	<a href="#">SAM_AG_EXP_07162008165752274.zip</a>
07/16/2008 04:56 PM	bhammond	SAM Export in CSV Format for Non-SAM Use for 41 students.	<a href="#">SAM_EXP_CSV_07162008165439307.csv</a>
07/16/2008 04:56 PM	bhammond	SAM Export in CSV Format for Non-SAM Use for 41 students.	<a href="#">SAM_EXP_CSV_07162008165615409.csv</a>
07/16/2008 04:36 PM		Database	<a href="#">SAM_BKUP_07162008162318948.log</a>

View a list of every file created for this SAM installation to review the files in the database. To view the files:

1. Click **View Output Files** in the Advanced Settings menu on the Roster Screen. This will open the View Output Files window in a new browser.
2. To access a file, click the link for the file name to download the file. To save \*.csv files, right-click the link and select **Save Target As**. When the save dialogue box appears, change the file name extension to \*.csv and choose **All Files** in the **Save As Type** pull-down menu.



## Managing Inactive Accounts

Inactive accounts are schools, classes, teachers, groups, or students that exist in the database but are not accessible (or visible on the **SmartBar**) to the current user. An account may be designated inactive if, for example, a student moves out of the school or district.

Technical Administrators may be responsible for deleting accounts. Any teacher or student who has a profile in SAM but is not using a Scholastic program may be designated as an inactive account.

The table below shows what defines each account type as Active or Inactive:

Account Type	Active	Inactive
Student	Associated with at least one class	Not associated with any classes
Teacher	Associated with at least one class	Not associated with any classes
Class	Associated with at least one school	Not associated with any schools
School	Associated with at least one district	Not associated with any districts

Imported accounts that do not specify the school and class name will be found in Inactive Accounts. All student accounts that have been imported must be activated before students may use Scholastic programs. Student accounts may be activated individually or in batches.

**NOTE:** School and district administrative accounts do not appear in Manage Inactive Accounts; access them by clicking **Manage Admin Accounts** under the Advanced Settings menu on an administrator's Profile Screen.



District Administrator **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

My District

**Manage Inactive Accounts: STUDENT**

Use this screen to view, assign or delete accounts not in your SmartBar

Student

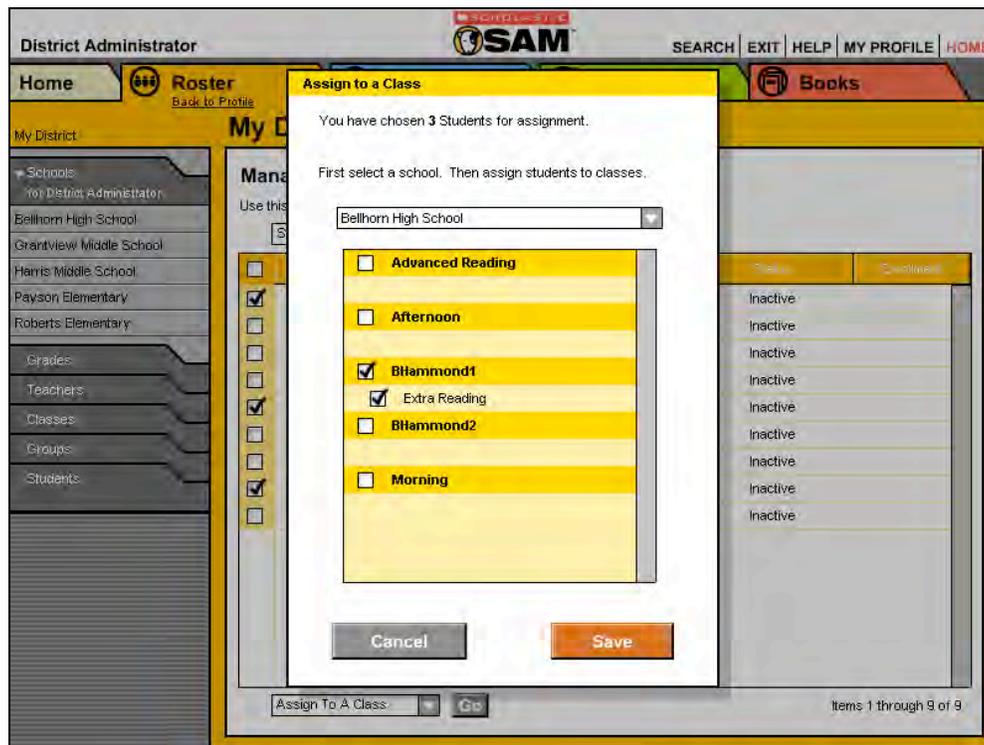
<input type="checkbox"/>	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	<a href="#">Ambrogio, Dante</a>	001933	dambrogio	Inactive	
<input type="checkbox"/>	<a href="#">Camacho, Alisha</a>	001615	acamacho	Inactive	
<input type="checkbox"/>	<a href="#">Downey, Brandon</a>	000820	bdowney	Inactive	
<input type="checkbox"/>	<a href="#">Epperly, Cassandra</a>	002049	cepperly	Inactive	
<input type="checkbox"/>	<a href="#">German, Zsafia</a>	001210	zgerman	Inactive	
<input type="checkbox"/>	<a href="#">Moscowitz, Hailey</a>	002513	hmoscowitz	Inactive	
<input type="checkbox"/>	<a href="#">Quintania, Madison</a>	003642	mquintania	Inactive	
<input type="checkbox"/>	<a href="#">Semplun, Hernan</a>	002267	hsemplun	Inactive	
<input type="checkbox"/>	<a href="#">Sofranek, Marek</a>	005115	msofrank	Inactive	

- Select an Option - Go

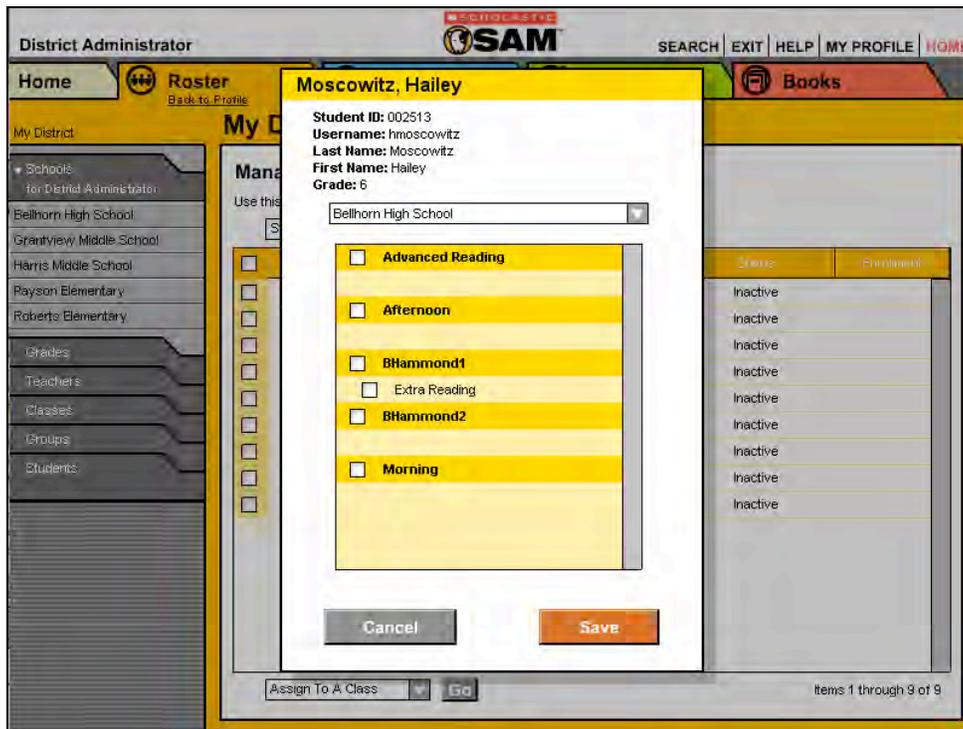
Items 1 through 9 of 9

To manage inactive accounts:

1. Click the **Manage Inactive Accounts** link in the Advanced Settings menu on the Profile Screen. This will open the Manage Inactive Accounts Screen. The screen displays inactive student accounts. Use the pull-down menu to display inactive accounts for teachers, classes, or schools. This screen includes a Status column indicating whether or not the student appears in the **SmartBar** and an Enrollment column. The table is sorted alphabetically by Name; however, clicking any column heading re-sorts the information in the table.
2. Use the check boxes to select accounts to activate, unenroll, or delete. Click the box in the header row to select all.
3. Use the **Select an Option** pull-down menu to choose which action to perform for the selected accounts, then click **Go**. The choices are:
  - **Assign to Class:** Assigns individual or several students to a class;
  - **Unenroll:** Unenrolls students from programs;
  - **Deletion from SAM:** Permanently deletes records from SAM.



4. To assign several students to a class:
  - Use the pull-down menu to select a school, then click the check boxes to select the class or classes to which the accounts should be assigned.
  - Click **Save** to save the assignments and continue or **Cancel** to return to the Manage Inactive Accounts Screen.
  - Use the Manage Enrollment function on the Profile Screen to enroll these students in the appropriate programs.



5. To assign an individual student to a class:

- Click the student name link on the Manage Inactive Accounts Screen to open a window for that specific student.
- Use the pull-down menu to select a school, then click the check boxes to select the class or classes to which to assign the student.
- Click **Save** to save the assignments and continue or **Cancel** to return to the Manage Inactive Accounts Screen.
- Use the Manage Enrollment function on the Profile Screen to enroll this student in the appropriate programs.



District Administrator **SAM** SEARCH EXIT HELP MY PROFILE HOME

Home Roster Reports Resources Books

My District

▼ Schools  
 (6) District Administrator  
 Bellhorn High School  
 Grantview Middle School  
 Harris Middle School  
 Patsor Elementary  
 Roberts Elementary

Grades  
 Teachers  
 Classes  
 Groups  
 Students

### Manage Inactive Accounts: STUDENT

Use this screen to view, assign or delete accounts not in your SmartBar

Student

<input type="checkbox"/>	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	<a href="#">Ambrocello, Dante</a>	001933	dambrogio	Inactive	
<input checked="" type="checkbox"/>	<a href="#">Camacho</a>			Inactive	
<input checked="" type="checkbox"/>	<a href="#">Downey</a>			Inactive	
<input type="checkbox"/>	<a href="#">Eberly, C</a>			Inactive	
<input type="checkbox"/>	<a href="#">German, J</a>			Inactive	
<input type="checkbox"/>	<a href="#">Moscowitz</a>			Inactive	
<input type="checkbox"/>	<a href="#">Quintana, Madison</a>	003642	mquintana	Inactive	
<input type="checkbox"/>	<a href="#">Semplun, Hernan</a>	002267	hsemplun	Inactive	
<input checked="" type="checkbox"/>	<a href="#">Sofranek, Marek</a>	005115	msofrane	Inactive	

Unenroll  Items 1 through 9 of 9

6. Unenroll student(s) from all programs:

- Selecting the Unenroll option requires confirmation of the change. Click **Yes** to proceed and unenroll the selected student(s) from all programs, or **No** to return to the Manage Inactive Accounts Screen.
- A window confirming the changes will appear. Students who are Active in other classes may not be unenrolled from this screen.



District Administrator **SAM** SEARCH EXIT HELP MY PROFILE HOME

Home Roster Reports Resources Books

My District

▼ Schools  
 for District Administrator  
 Bellhorn High School  
 Grantview Middle School  
 Harris Middle School  
 Payson Elementary  
 Roberts Elementary

Grades  
 Teachers  
 Classes  
 Groups  
 Students

**Manage Inactive Accounts: STUDENT**  
 Use this screen to view, assign or delete accounts not in your SmartBar

Student

<input type="checkbox"/>	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	<a href="#">Amicaglio, Dante</a>	001933	damicaglio	Inactive	
<input type="checkbox"/>	<a href="#">Camacho</a>			Inactive	
<input type="checkbox"/>	<a href="#">Downey</a>			Inactive	
<input checked="" type="checkbox"/>	<a href="#">Epperly, C</a>			Inactive	
<input type="checkbox"/>	<a href="#">German, J</a>			Inactive	
<input type="checkbox"/>	<a href="#">Moscowitz</a>			Inactive	
<input checked="" type="checkbox"/>	<a href="#">Quintania, Madison</a>	003642	mquintania	Inactive	
<input type="checkbox"/>	<a href="#">Semplun, Hernan</a>	002267	hsemplun	Inactive	
<input type="checkbox"/>	<a href="#">Sofranek, Marek</a>	005115	msofranek	Inactive	

Are you sure you want to permanently delete the 2 selected accounts?

Deletion   Items 1 through 9 of 9

7. Delete accounts from SAM:

- Selecting the Deletion option requires confirmation of the change. Click **Yes** to permanently delete the selected students, or **No** to return to the Manage Inactive Accounts Screen.
- A window confirming the changes will appear. Students who are Active in other classes may not be deleted from this screen.



## **Using SAM in the Classroom**

Once classes, groups, and students have been set up and enrolled in SAM, teachers may begin using the My Classes Screen, which displays enrollment numbers for each class and provides access to many tools in SAM.

### **Using the SmartBar to Work With Classes**

Teachers may use the **SmartBar** to quickly navigate to any Profile Screen for selected classes, groups, or students.

To view information for classes:

1. Click **My Classes** at the top of the **SmartBar**, click the Roster button on the Home Page, or click the Roster tab that appears at the top of any SAM screen. This opens the My Classes Profile Screen, which displays all of a teacher's classes. This list of classes also appears under the Classes tab on the **SmartBar**.
2. Double-click any class name on the **SmartBar** to display the Profile Screen for that particular class.
3. Click the Reports tab to access reports for the **SmartBar** selection.



## About the My Classes Profile Screen

**Profile for Hammond, Beverly**

Email: bh@x.edu  
 Type of Account: Teacher  
 Username: bhammond  
 Number of Students: 40

**Usage Summary:**

Class	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	Scholastic Reading Counts!	Scholastic Reading Inventory
BHammond1	2	1	20	20	20	20
BHammond2	3	0	21	21	21	21
<b>Teacher totals</b>	<b>5</b>	<b>1</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

**Programs:**

Program	Settings	Grading Tools	Certificates
System 44	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Phonics Inventory	<a href="#">Settings</a>		
Scholastic Reading Counts!	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Reading Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

The My Classes Profile Screen provides an overview of the teacher's classes assigned in SAM. On this page, teachers may:

- Access links that help monitor and manage students, including grading tools and program settings;
- See a snapshot of all classes using Scholastic programs;
- Manage and edit their Profile as well as the Class Profile;
- Monitor students' program usage;
- Set program settings for each student in each Scholastic program.



## Editing the Teacher Profile

Basic Profile information is listed beneath the teacher's name in the upper left corner of the My Classes Profile Screen. View the full profile and make changes by clicking **My Profile** in the Quick Links at the upper right corner of any SAM screen.

The Edit Profile window has three tabs:

- Profile
- Schools & Classes
- Permissions

To change information on the Profile, delete the existing text and enter new information. Click **Save** to keep changes or **Cancel** to exit the Edit Profile window without saving changes.



### Teacher Tip

Teacher Profiles in SAM may only be removed by users with administrative permissions.



## Viewing Program Usage for All Classes

**Profile for Hammond, Beverly**  
 Email: bh@bellhornhs.edu  
 Type of Account: Teacher  
 Username: bhammond  
 Number of Students: 40

**Usage Summary** [Print Version](#)

Class	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	iSkills Tests	Scholastic Reading Counts!	Scholastic Reading Inventory
BHammond1	2	1	20	20	20	20
BHammond2	3	0	21	21	21	21
<b>Teacher totals</b>	<b>5</b>	<b>1</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

**Programs**

Program	Settings	Grading Tools	Certificates
System 44	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Phonics Inventory	<a href="#">Settings</a>		
Scholastic Reading Counts!	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Reading Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

The My Classes Screen has a Usage Summary table that displays information about each class that is using Scholastic programs. This includes the number of students enrolled in each class or a summary of their performance in each program.

- The information in Usage Summary is sorted alphabetically by class name. However, clicking the column headings re-sorts the information.
- The bottom border of the Usage Summary table shows the total number of students enrolled in each Scholastic program.

The Usage Summary on Profile Screens does not display license availability. Administrators or teachers with administrator permissions may verify license availability by using the **Manage Licenses** link in the Advanced Settings menu.



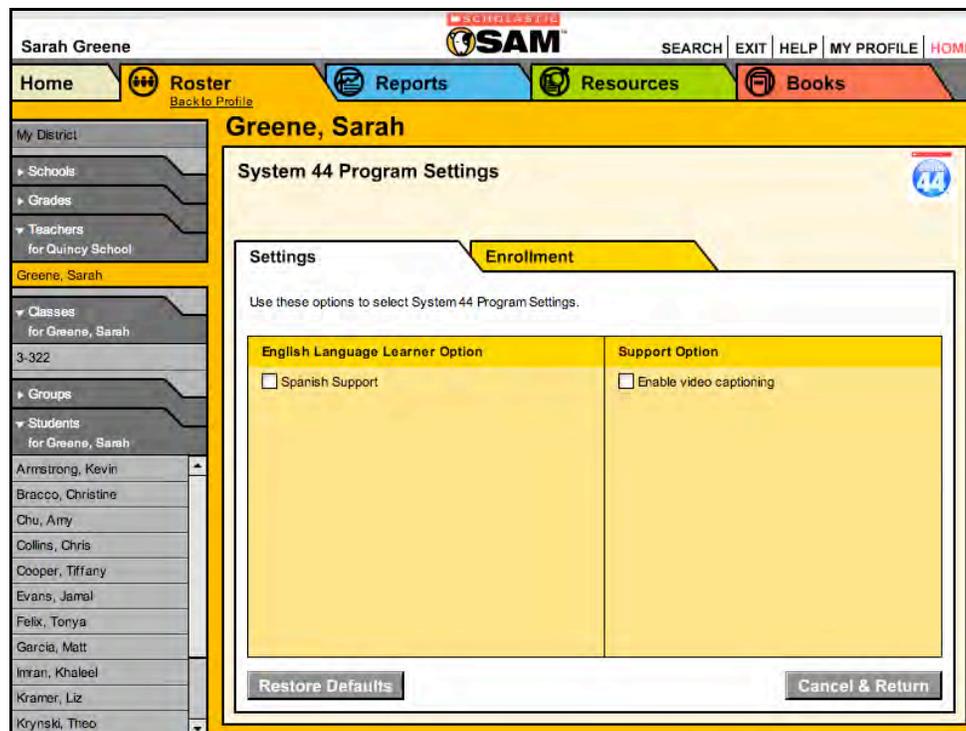
### Teacher Tip

Click the Print Version link in Usage Summary to create a printable PDF.



## Program Settings

Program settings help teachers customize Scholastic programs to meet students' needs. These settings may be adjusted for individual students, groups, or classes. Administrators may change settings for teachers, grades, schools, and the district (though in many cases student settings are not accessible at the district level).



To access program settings from the Profile Screen:

1. On the Programs menu located at the bottom of the screen, click the **Settings** link next to the program. This opens the Program Settings Screen for that program.
2. Adjust the settings options for that program. Each program has a unique group of settings. See the [SAM Settings and Reports](#) manuals for individual programs to learn more about the available options in that program.
3. Click **Save** to save adjustments and return to the Profile Screen.

Student settings may be adjusted one at a time or all at once. Make a selection in the **SmartBar**, then click the Settings link. Or if the Settings Screen is open, double-click any listing in the **SmartBar** to activate a new selection for which the settings will apply.



## Grading Tools

The screenshot displays the SAM System 44 Grading Tool interface. At the top, the user is identified as Sarah Greene. The interface includes a navigation menu on the left with categories like My District, Schools, Grades, Teachers, Classes, Groups, and Students. The main content area is titled "Collins, Chris" and "System 44 Grading Tool". It contains two sections: "1-Select Recording" with a table for "Success Passage Recording" and "2-Grade Recording". A "Cancel & Return" button is located at the bottom right of the main content area.

Many Scholastic programs have grading tools that teachers may use to enter information on how students are performing. Access grading tools from the Programs menu on students' Profile Screens from the Roster tab.

Grading tools are only applicable to individual students. To access the grading tools for a program:

1. Click the **Grading Tools** link next to the program name in the Programs menu at the bottom of the Student Profile Screen.
2. Use the available options to grade students in different aspects of the program. Each program has a unique set of grading tools. See the [SAM Settings and Reports](#) manuals for individual programs to learn more about available options.
3. Click **Save** to save changes or **Save & Return** to save changes and return to the Student Profile Screen.



## Certificates

The screenshot shows the SAM interface for Sarah Greene. The main content area is titled "Collins, Chris" and "Certificate Manager". It includes a "Select a Certificate" dropdown menu set to "READ 180 Award Certificate", a "Enter a custom message" section with four lines of text input, and a table of students with checkboxes for certificate selection. The table has columns for Name, Grade, Lexile Score, READ 180 Level, Books Read, and Points Earned. Chris Collins is listed with Grade 3, Lexile Score 387, and 1 READ 180 Level. Buttons for "Return to Profile" and "Print Preview (PDF)" are at the bottom.

<input type="checkbox"/>	Name	Grade	Lexile® Score	READ 180 Level	Books Read	Points Earned
<input type="checkbox"/>	Chris Collins	3	387	1	0	0

Use SAM to print certificates to celebrate students' progress in Scholastic programs. Certificates may be printed for any selection in the SmartBar except My District, but are only available for the following programs:

- *System 44*<sup>®</sup>
- *Scholastic Reading Counts!*<sup>®</sup>
- *READ 180*<sup>®</sup>
- *FASTT Math*<sup>®</sup>

To access and print certificates:

1. Click the **Certificates** link next to a program in the Programs menu at the bottom of the Student Profile Screen.
2. Select the program, enter the text to appear on the certificate, and select the students to receive the certificate.
3. Click **Print Preview (PDF)**. This will open the certificate in a separate browser. Use the browser's print functions to print the certificates.

**NOTE:** Be careful when using the **SmartBar** certificate selection. If an administrator chooses to print a certificate for an entire school, this may print certificates for every student in the school.



## Working With Individual Classes

Each class has a Profile Screen that makes it easy to view, edit, and add information specific to that class.

### Using the SmartBar to Work With Individual Classes

1. Click the Classes tab in the **SmartBar** to show a list of all classes.
2. Double-click the name of any class in the **SmartBar**. The **SmartBar** expands to show the groups and students assigned to that class. On the right side of the screen, the Profile Screen for the class is displayed.
3. Double-click a different class name to see the Profile Screen for that class.

### About the Class Profile Screen

**BHammond2**

Profile for BHammond2  
 Number of Students: 21  
 Grade(s): 9 10 11 12  
 Teacher(s): Beverly Hammond

Usage Summary

Student	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	Scholastic Reading Counts!	Scholastic Reading Inventory
Agnicki, Roger			✓	✓	✓	✓
Alvarado, Dina	✓		✓	✓	✓	✓
Ankeny, Sienna	✓		✓	✓	✓	✓
August, Merle	✓		✓	✓	✓	✓
Buchwalter, Michael			✓	✓	✓	✓
<b>Class Totals</b>	<b>3</b>	<b>0</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>

Programs

Program	Settings	Grading Tools	Certificates
READ 180	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
rSkills Tests	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	
Scholastic Reading Counts!	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Reading Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

The Class Profile Screen provides a snapshot of the students in one class and the Scholastic programs they are using. The Usage Summary displays which students are enrolled in which Scholastic programs.



## Editing a Class Profile

To edit the Class Profile:

1. Click the **Edit Class Profile** link under Manage Roster on the Class Profile Screen. This will open the Edit Class Profile Screen.
2. Enter new information or click the check boxes under Manage Applications to show which Scholastic programs are used in the class. This information will be part of the Data Export report and other SAM reports. Click the Student Roster tab and check the boxes next to students' names to assign students to the class or remove them.
3. Click **Save** when finished to return to the Class Profile Screen.



## Deactivate a Class Profile

Deactivating classes that no longer use Scholastic programs removes the class from the **SmartBar** and automatically deletes any groups associated with the class. However, it does not delete any of the students enrolled in the class. Deactivating a class removes students from the **SmartBar** and changes their status to inactive if they are not associated with any other classes. Deactivated students will remain in the SAM database. Administrator permissions are required to deactivate a class profile. To deactivate a class:

1. Click the **Deactivate Class** link under Manage Roster in the upper right corner of the Class Profile Screen. A confirmation window appears.
2. Click **Yes** to deactivate the class, or **No** to return to the Class Profile Screen. By default, teachers do not have permission to deactivate a class. Administrators may change this setting on their Edit Teacher Profile Screen.

## Deactivate a Teacher

Deactivating teachers that no longer use Scholastic programs removes that teacher from the **SmartBar**; however, it does not delete any students enrolled in the teacher's classes. Administrator permissions are required to deactivate a teacher. To deactivate a teacher, click the **Deactivate Teacher** link under Manage Roster in the upper right corner of the Class Profile Screen. A confirmation window appears. Click **Yes** to deactivate the teacher, or **No** to cancel the deactivation.

## Changing Program Settings for a Class

Program settings affect how students interact with Scholastic programs. Settings may be adjusted for individual students, groups, or whole classes, depending on the settings for that particular program. See the [SAM Settings and Reports](#) manuals for individual programs for more information.

To access program settings for a class from the Profile Screen:

1. Choose the program from the Programs menu at the bottom of the screen on the Roster tab. Click the **Settings** link next to the program.
2. Adjust the settings options for that program. See the [SAM Settings and Reports](#) manuals for specific programs to learn more about available options.
3. Click **Save** to save adjustments and return to the Class Profile Screen.

Change program settings for individual students from their Profile Screens. For example, ELL settings may be selected for a student through that student's settings screen without affecting the other students in the class or group.



## Working With Groups

SAM makes it easy to organize students into groups within a class so teachers may track and monitor their progress in Scholastic programs.

Many teachers organize their classes into groups, by reading level or other classroom needs. SAM allows teachers to assign students to multiple groups, which may be useful for reporting purposes.

## Using the SmartBar to Work With Groups

**Extra Reading**

**Profile for Extra Reading**  
 This Group is Part of: [BHammond1](#)  
 Number of Students: 7

**Usage Summary**

Student	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	Scholastic Reading Counts!	Scholastic Reading Inventory
Colorado, Cassandra			✓	✓	✓	✓
Davis, Taylor			✓	✓	✓	✓
Douglass, Mark			✓	✓	✓	✓
Fitzwater, Taniqua			✓	✓	✓	✓
Nagel, Jonathan			✓	✓	✓	✓
<b>Group Totals</b>	0	0	7	7	7	7

**Programs**

Program	Settings	Grading Tools	Certificates
READ 180	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
rSkills Tests	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	
Scholastic Reading Counts!	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Reading Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

If group profiles have been set up, these group names appear under Groups in the **SmartBar**. To display a group:

1. Click the class name in the **SmartBar**. The Groups tab will expand to display a list of groups in the highlighted class.
2. Double-click a group name in the **SmartBar**. The Student tab will expand to display a list of students belonging to that group, while on the right side of the screen the group's Profile Screen appears on the Roster tab.
3. To work with a group from a different class, select the class name by clicking the name of the class with which the group is associated.



## Editing a Group Profile

**1. Name the Group**

Group Name \*

Of Class

**2. Select Students**

<input type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	Anderson	Ashley
<input type="checkbox"/>	Castilleves	Lucas
<input checked="" type="checkbox"/>	Colorado	Cassandra
<input checked="" type="checkbox"/>	Davis	Taylor
<input type="checkbox"/>	Dickson	Pamela
<input checked="" type="checkbox"/>	Douglass	Mark
<input type="checkbox"/>	Fiorino	Kirsten
<input checked="" type="checkbox"/>	Fitzwater	Taniqua
<input type="checkbox"/>	Kelley	Damon

Buttons: Cancel, Save

At the top of the Group Profile Screen is the basic information for that group. Click the **Edit Group Profile** link to open the window where the profile information may be edited. Select the check boxes to assign students to the group or deselect check boxes to remove students from the group. Click **Save** when done.



### Teacher Tip

Use the Edit Group Profile link to avoid accidentally deleting or changing the name of the group.



## **Deleting a Group Profile**

Deleting a group does not delete any of that group's associated student profiles from the SAM database or from their classes. To delete a group:

1. Click the **Deactivate Group** link under Manage Roster in the upper right corner of the Group Profile Screen. A confirmation window appears.
2. Click **Yes** to deactivate the group from the SAM database, or **No** to return to the Group Profile Screen.

## **Changing Program Settings for Groups**

Program settings affect different aspects of the student experience when using Scholastic programs. Use these settings—such as language support and different display options—to accommodate a group's particular needs.

Changes made to program settings from the Group Profile Screen apply to all students in that group. If necessary, teachers may change the program settings for individual students with special needs from their Student Profile Screen.



## Working With Individual Students

### Using the SmartBar to Work With Students

Teachers may get information and adjust program settings for individual students in SAM. Grading tools are also accessible from the Student Profile Screen.

To access a student's Profile Screen, double-click any student's name in the **SmartBar** to bring up the student's Profile Screen on the Roster tab. To open the Profile for a student from a different class or group, use the **SmartBar** to select the appropriate class name, then the group name (if necessary), then double-click a student's name to access his or her Student Profile Screen.

### About the Student Profile

The screenshot shows the SAM interface for a student profile. The top navigation bar includes 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The main content area is titled 'Collins, Chris' and contains a 'Usage Summary' table and a 'Programs' table.

Program	Decoding Diagnosis	Number of Tests Taken	Recommended Placement	Date Of Last Test
READ 180	Proficient	1	READ180	01/30/2009 10:32...

Program	Settings	Worksheets	Certificates
FASTT Math	<a href="#">Settings</a>	<a href="#">Worksheets</a>	<a href="#">Certificates</a>
READ 180	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
ReadAbout	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	
rSkills Tests	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

The Student Profile Screen displays performance data for each of the programs in which the student is enrolled in the Usage Summary.

From the Student Profile Screen, teachers may view, edit, and delete student information. All students in SAM have a Profile Screen, even if they are not enrolled in a Scholastic program.



## Viewing a Student’s Program Usage

Usage Summary on the Student Profile Screen provides detailed status and performance data for each of the programs in which a student is enrolled. Scroll down Usage Summary to see data for more programs or click the program name bars to collapse the data for that program.

## Editing a Student Profile

To edit a student’s profile:

1. Click the **Edit Student Profile** link under Manage Roster on the Student Profile Screen. This will open the Edit Student Profile Screen.
2. Click inside the fields to enter, change, or delete information. (See page 13 for password guidelines.) Click the Demographics tab to select demographic information to add to the Profile. Click the Guardian tab to enter information about the student’s parent or guardian. Click **Save** to close the window and return to the Student Profile Screen. Switching tabs retains information.



### Teacher Tip

The Usage Summary provides a performance snapshot to review before a student, small group, or parental conference.



## Searching for Students

**SAM Student Search**  
Use the options below to enter criteria for your search. You must select at least one option; selecting more options will narrow your search.

**Name**     **Student ID**  
 **Teacher**     **School**     **Grade**   

Name	Student ID	Username	School	Grade	Classes	Teachers
Castilleves, Lucas	002654	lcastilleves	Bellhorn High School	10	BHammond1	Hammond, Beverly Jones, Doug Vasquez, Diego Vinson, Charles Williams, Donna
Colorado, Cassandra	001953	ccolorado	Bellhorn High School	9	BHammond1	Hammond, Beverly Jones, Doug Vasquez, Diego Vinson, Charles Williams, Donna
Portis, Cassandra	9988248412983	oportis	Bellhorn High School	9	BHammond1 BHammond2	Hammond, Beverly Jones, Doug Vasquez, Diego Vinson, Charles Williams, Donna

3 students found, displaying all students.

Teachers or administrators may search for students from any screen in SAM by using the **Search** link in the Quick Links. To initiate a search:

1. Click the **Search** link in the upper right corner of any screen in SAM. This will open the Search Screen in a browser window.
2. Enter information to define the search. Some search parameters are:
  - **Name:** Searches by name. The system searches by the beginning characters of a name, so enter only the first few characters from the beginning of the first or last name. If a student has two words in his or her last name, such as Van Tyne, search for “van,” not “tyne.”
  - **Student ID:** Searches by student ID number.
  - **Teacher Name:** Searches by teacher name. The same search conditions for the student name apply.
  - **School:** Searches by school based on the pull-down menu.
  - **Grade:** Searches by grade based on the pull-down menu.
3. Click the **Go** button to begin the search.

The system will return search results in the same window. To print the search results, click the **Print Version** button at the bottom of the screen.



## Deactivating a Student Profile

If a student leaves the class or school, or is no longer enrolled in a Scholastic program, his or her profile should be deactivated. SAM will not include data for deactivated students in reports, even though their data remains in the database. Deactivating a student automatically unenrolls that student from all Scholastic programs and removes that student's connection with any teacher, class, or group to which he or she was assigned. It also removes the student from the **SmartBar**. To deactivate a student from SAM:

1. Click the **Deactivate Student** link under Manage Roster in the upper right corner of the Student Profile Screen. A confirmation window appears.
2. Click **Yes** to proceed and remove the student from SAM, or **No** to return to the Student Profile Screen.

When a student profile is deactivated, it is still accessible to administrators. The profile must be permanently deleted to completely remove it from SAM. To permanently delete a profile, contact the School or District Administrator.

## Changing Program Settings for Individual Students

The Programs menu at the bottom of every Student Profile Screen provides quick access to program settings. Changing program settings from a student's Profile Screen will affect only that student's settings. Use the **Settings** links in the Programs menu to change settings for a program. See the [SAM Settings and Reports](#) manuals for the specific Scholastic programs to learn more about available choices for that program.

## Evaluating Student Performance With Grading Tools

Student grading tools may assist teachers in assessing students' performances. To access student grading tools:

1. Double-click a student's name in the **SmartBar**. The student's profile will appear on the right side of the screen.
2. Click the **Grading Tools** link next to a Scholastic program name in the Programs menu. This will open the Grading Tools Screen for that program. (The Grading Tool screen is different for every program.)



### Teacher Tip

**Grading Tools are useful for adding assessment scores, Lexiles, or other assignments that may be completed in class or away from the computer.**



## Customer Support

For questions or other support needs, visit the [Scholastic Education Product Support](http://www.scholastic.com/sam/productsupport) website at: <http://www.scholastic.com/sam/productsupport>.

The screenshot shows the Scholastic Education Product Support website. The main content area is titled "SCHOLASTIC ACHIEVEMENT MANAGER (SAM) PRODUCT SUPPORT". It features a sidebar with a list of products including READ 180, SYSTEM 44, and SCHOLASTIC ACHIEVEMENT MANAGER (SAM). The main content area contains a "Product Information" tab, a "Software Updates" tab, and a "Manuals" tab. Below the tabs is a table of manuals for download.

Title	Date	Version	Size	Pages	
<b>SAM: Getting Started with Scholastic Achievement Manager</b>					
Whole Book	11-07-08	Enterprise Edition v1.8.1	1.5mb	17	<a href="#">Download Now &gt;&gt;</a>
<b>SAM: Enrolling and Managing Students in Scholastic Achievement Manager</b>					
Whole Book	11-07-08	Enterprise Edition v1.8.1	4mb	44	<a href="#">Download Now &gt;&gt;</a>
<b>SAM: Using Resources in Scholastic Achievement Manager</b>					
Whole Book	11-07-08	Enterprise Edition v1.8.1	952kb	11	<a href="#">Download Now &gt;&gt;</a>
<b>SAM: Using the Book Expert in Scholastic Achievement Manager</b>					
Whole Book	11-07-08	Enterprise Edition v1.8.1	2.8mb	34	<a href="#">Download Now &gt;&gt;</a>

At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding the Scholastic program suite, contact customer service to speak to a representative for each program powered by SAM at:

- 1-800-283-5974 (versions 1.7 through 1.10)
- 1-800-927-0189 (version 1.6 or earlier)

For specific questions about using SAM with your Scholastic programs, click **Help** in the Quick Links along the top of any screen in SAM.