



Using the Book Expert in Scholastic Achievement Manager

For use with SAM v2.0

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Table of Contents

What's New in Scholastic Achievement Manager Version 2.0?	3
Overview	4
About SAM.....	4
A Note for <i>READ 180</i> Next Generation Users	4
About This Manual	5
A Note About Installation	5
A Note About Adobe® Reader®	5
Using the Book Expert	6
Finding the Right Books.....	6
Using Quick Search to Find Books	7
Using Advanced Search to Find Books.....	8
Using the Book Info Window	10
Building Custom Book Lists.....	11
Printing Custom Book Lists	12
Printing Book Labels	14
Using the <i>Scholastic Reading Counts!</i> Quiz Manager	15
Using Quick Search to Find Quizzes	16
Using Advanced Search to Find Quizzes.....	17
Installing Quizzes	19
Edit Quiz Collection Names.....	22
Creating a Custom Quiz List	23
Using the Custom Quiz List to Manage Quizzes	24
Using the Custom Quiz List to Print Quizzes	25
Printing Individualized Quizzes	26
Exporting Quizzes and Quiz Lists in HTML.....	27
Deactivating and Reactivating Quizzes.....	27
Creating and Editing Teacher Made Quizzes	28
Display All Teacher Made Quizzes.....	28
Understanding and Assigning Points.....	28
Creating a Teacher Made Quiz.....	29
Editing Questions in a Teacher Made Quiz.....	31
Deleting a Teacher Made Quiz	31
Technical Support	32



What's New in Scholastic Achievement Manager Version 2.0?

Scholastic Achievement Manager (SAM) users will notice new features in v2.0:

- **New Search Features**

The **Search** link on the SAM P[{ ^Å&^} opens the search function in SAM instead of in a browser window. Teachers and administrators may add students to classes and delete inactive students directly from search results.

- **New Data Management Options**

SAM v2.0 features new data management options and changes to data movement procedures.

- **Roster Import:** The Roster Import process may now be used to update all profile information in a teacher or administrator profile. District User IDs may also be generated automatically to non-student users during the import process. Students may be assigned to multiple classes or have their records added or removed from classes during the import.
- **Data Aggregation:** The District User ID is now the key field for matching teacher and administrator accounts in an aggregation import.
- **New Export Fields:** New fields have been added to the *.csv export files. Users may also now select a subset of schools for export, which allows student data exports from a group of schools, rather than one or all schools. Individual SAM data points may also be excluded from an export.
- **File Naming Conventions:** File naming conventions for all export files have been revised so that the year comes first in the time stamp section of the file name. This facilitates proper sorting of export files.
- **Improved Backup Files:** Product version information is now included.
- **Student Transfer:** A text file containing a list of all students contained in the transfer is included in the Student Transfer file archive.

- **Educator Access Screen**

When teachers or administrators click the Educator Access Screen bookmark, the Educator Access Screen opens. Teachers and administrators may click the SAM icon to access the server's SAM installation.



Overview

About SAM

The Scholastic Achievement Manager (SAM) is the management system for all Scholastic Enterprise Edition programs. Teachers and administrators may use 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.

SAM manages teacher and student rosters and collects and organizes performance data that students generate while using Scholastic programs. SAM helps teachers and administrators to 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 for *READ 180* Next Generation Users

Districts with *READ 180* Next Generation installed on their servers will see a fifth SAM tab, the Portfolio tab.



Only teachers with students enrolled in *READ 180* Next Generation are able to access the functions on the Portfolio tab. For information on using the Portfolio tab, see [SAM Settings and Reports for *READ 180* Next Generation](#).



About This Manual

This manual covers using the Book Expert function in SAM. For other reference issues, see the guide below. All manuals are available at the [Scholastic Education Product Support](#) website.

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

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.



Using the Book Expert

The Book Expert is a powerful tool in SAM that searches the entire *Scholastic Reading Counts!* Library to help find books to match student interests, reading levels, and curriculum needs. The Quiz Manager feature of the Book Expert also allows the teacher to install purchased quizzes and create their own quizzes.

Finding the Right Books

To open the Book Expert Search Screen, click the **Books** icon on the SAM Home Screen or click the Books tab along the top of any screen in SAM.

The Book Expert database includes approximately 43,000 titles that may be searched by title, author, Lexile[®], and other categories. The Book Expert uses two types of searches:

- Quick Search searches by title or author's name.
- Advanced Search finds books that match one or more specialized criteria.



Using Quick Search to Find Books

Beverly Hammond  SEARCH | EXIT | HELP | MY PROFILE | HOME

Home **Roster** Reports Resources Books

Scholastic Reading Counts! Book Expert Scholastic Reading Counts! Quiz Manager

Quick Search

Search by: Title

Advanced Search Search Results Custom List

Results for Book Expert Search on: (Title) dolphin

<input type="checkbox"/>	Book/Quiz Title	Author	Lexile®	FL	GRL	Points	Words	Type	Copies
<input type="checkbox"/>	Whales And Dolphins	Perrine, Doug	1240	4.9		5	14908	Nonfiction	0
<input type="checkbox"/>	Whales And Dolphins	Gowell, Elizabeth Tay...	810	5.7	R	3	3066	Nonfiction	0
<input type="checkbox"/>	Whales & Dolphins	Wood, Bobi Morgan	670	3.4	N	2	622	Nonfiction	0
<input type="checkbox"/>	Whales & Dolphins	Roop, Peter & Connie	BR	1.4	H	1	147	Nonfiction	0
<input type="checkbox"/>	Whales & Dolphins	Todd, Barbara	720	3.4	M	2	1351	Nonfiction	0
<input type="checkbox"/>	Swimming With Dolphins	Davis, Lambert	370	1.8	I	1	212	Fiction	0
<input type="checkbox"/>	Smile Of A Dolphin, The	Bekoff, Marc	1250	10.0	NR	11	42018	Nonfiction	0
<input type="checkbox"/>	Secret At Dolphin Bay	Birkinshaw, Marie	370	1.9	I	1	436	Fiction	0
<input type="checkbox"/>	Riding With The Dolphins	Hoyt, Erich	1210	7.5	NR	7	18963	Nonfiction	0

0 Records in Custom List
Checked items are added to the Custom List.

Items 1 through 60 of 60

 Installed Quiz
 Deactivated Quiz

The Book Expert Quick Search searches the *Scholastic Reading Counts!* Library by title or author's name.

To use Quick Search, navigate to the Book Expert Search Screen and:

1. Choose either Title or Author from the Search By pull-down menu.
2. Type part of the title or the author's first or last name in the Quick Search box. The system returns any title or author name that contains the characters entered. For instance, choosing Title and entering the word "Potter" brings up both Harry Potter titles and *Beatrix Potter: The Complete Tales (Lives and Times)*.
3. Click **Go**. Results automatically display on the Search Results Screen. Click the column heading to sort the results.
4. Use the check boxes to select (or deselect) book titles to include on the Custom Book List (*page 11*).



Teacher Tip

The search criteria used for the Book Expert Advanced Search for Book Expert is the same as for the *Scholastic Reading Counts!* Quiz Manager.



Using Advanced Search to Find Books

The screenshot shows the 'Advanced Search' interface for Scholastic Reading Counts! Book Expert. At the top, there is a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. Below this is a 'Quick Search' section with a 'Search by: Title' dropdown and a text input field, followed by a 'GO' button. The main search area is divided into three tabs: 'Advanced Search', 'Search Results', and 'Custom List'. The 'Advanced Search' tab is active and contains several filter sections:

- Book Info:** Includes fields for 'Title' and 'Author'. Below these are radio button options for 'Book Type' (Fiction Only, Nonfiction Only, All), 'Language' (English Only, Spanish Only, All), and 'Accessibility' (Activated, Deactivated, All).
- Book Level:** Includes range input fields for 'Lexile range', 'Reading level range', 'Guided Reading level range', and 'Points range'.
- Award:** Includes checkboxes for 'American Library Association Awards' and 'Newbery Awards'.

On the right side of the search area, there is a text box that reads: 'Use these options to select criteria for your search. You must select at least one option; selecting more options will narrow your search.' Below this text box are 'Clear' and 'Search' buttons.

Advanced Search allows searches by one or more specialized criteria for the *Scholastic Reading Counts!* Library books. Every search finds teacher made quizzes as well as standard books from the *SRC!* Library.

To use Advanced Search, enter data and make selections from among any of the following categories:

- **Book Info:** Search for books by author, title, book type (fiction or nonfiction), language (English and Spanish only), or accessibility (Activated or Deactivated).
- **Book Level:** Find books appropriate to students' or classes' Lexile, reading level, Guided Reading Level (GRL), and point ranges.
- **Award:** Search for books that have received notable awards, such as the Newbery Medal and individual state book awards.
- **Comprehension Skill:** Find books that address specific comprehension skill issues students may have.
- **Culture:** Find books that relate to the specific cultural backgrounds of students.



- **Genre:** Search for books from various genres, such as historical fiction, poetry, or myths and legends.
- **Interest Level:** Find books appropriate for various grade ranges, such as K–2, 3–5, Middle, and High School.
- **Program/Series:** Search for books that are part of popular children’s series, such as Goosebumps, Harry Potter, and Dr. Seuss.
- **Theme:** Specify themes to connect with instruction, such as art, music, and technology.
- **Topic:** Search by topics to find books tied to curriculum use, such as African-American history, endangered species, and explorers.

Clicking the red section bars compresses a category; re-clicking the bars expands them.

Quick Search
Search by: Title

Advanced Search Search Results Custom List

Results for Book Expert Search on: (Book Type) Non Fiction; (Lexile Range) 1400 - 1700

<input type="checkbox"/>	Book/Quiz Title	Author	Lexile®	RL	GFL	Points	vWords	Type	Copies
<input type="checkbox"/>	U.S. Declaration - Everyone	Agel, Jerome	1500	10.0	Z	7	21944	Nonfiction	0
<input type="checkbox"/>	Junipero Serra	Dolan, Sean	1410	8.2	NR	8	21502	Nonfiction	0
<input type="checkbox"/>	Life & Times Of Frederick D...	Douglass, Frederick	1400	12.0	NR	37	180724	Nonfiction	0
<input type="checkbox"/>	His Excellency... Washington	Ellis, Joseph J.	1450	12.0	NR	22	101097	Nonfiction	0
<input type="checkbox"/>	Colonial Triangular Trade	Emert, Phyllis Raybin	1410	12.0	NR	5	11767	Nonfiction	0
<input type="checkbox"/>	Echoes Of Civil War: The Gray	Forman, Stephen M.	1400	12.0	NR	6	14104	Nonfiction	0
<input type="checkbox"/>	Tea That Burns	Hall, Bruce Edward	1460	12.0	NR	33	105982	Nonfiction	0
<input type="checkbox"/>	There Is A River	Harding, Vincent	1410	10.0	NR	31	148025	Nonfiction	0
<input type="checkbox"/>	House Of Medici, The	Hibbert, Christopher	1410	12.0	NR	25	106083	Nonfiction	0

0 Records in Custom List
Checked items are added to the Custom List.

Items 1 through 24 of 24
 Installed Quiz
 Deactivated Quiz

Click **Search** when finished making selections. Search results automatically display on the Search Results Screen. Click the column headings to sort the results.



Using the Book Info Window

The screenshot shows the SAM interface with a 'Book Info' window open. The window title is 'Book Info' with 'Previous' and 'Next' buttons. The book details are as follows:

- Title: Life & Times Of Frederick D...
- Author: Douglass, Frederick
- Lexile: 1400
- Points: 37
- Reading Level: 12.0
- GRL: NR
- Language: English
- Word Count: 180724
- Interest Level: High School
- Award:
- Comprehension Skill: Drawing Conclusions, Main Idea/Detail
- Culture: African American
- Genre: Autobiography
- Program/Series: Theme: Challenge, History

At the bottom of the window, there are two input fields: 'Number of Library Copies' with a value of 0 and 'Edit Quiz point value' with a value of 37 (noted as '(Authorized users only)'). There are 'Close' and 'Save' buttons at the bottom right of the window. The background shows a search results page with a list of books and a table of quiz statistics.

Teachers may view and save details about any book on their list by clicking the book title link on the Search Results Screen to open the Book Info Screen. The Book Info Screen displays all the relevant data about the book.

From the Book Info Screen, users may:

- View and update the number of copies of a book in the school library;
- Adjust *Scholastic Reading Counts!* quiz point values (requires administrator permissions);
- Add the book to a Custom List (unless the Book Info Screen is opened from a Custom List).

Click **Previous** or **Next** to move to other books on the Search Results Screen.

Once the information is recorded, click **Save** to keep the changes or **Close** to exit the Book Info Screen and return to the Search Results Screen.



Teacher Tip

Remember to click **Save** prior to closing the Book Info window to keep any changes made.



Building Custom Book Lists

The Book Expert allows teachers to perform several searches and save the results from each search in a Custom Book List. Creating a Custom Book List also allows teachers to narrow their search results. With this capability, teachers may also:

- Create, edit, and print Custom Book Lists from the search results;
- Print quiz order forms to order *Scholastic Reading Counts!* quizzes;
- Print book labels for classroom use.

The screenshot shows the 'Scholastic Reading Counts! Book Expert' interface. At the top, there is a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. Below this is a 'Quick Search' section with a dropdown menu set to 'Title' and a text input field containing 'winter', followed by a 'GO' button. The main content area has three tabs: 'Advanced Search', 'Search Results', and 'Custom List'. The 'Search Results' tab is active, displaying a table of search results for '(Language) English; (Award) Caldecott Awards'. The table has columns for 'Book/Quiz Title', 'Author', 'Lexile®', 'RL', 'GRL', 'Points', 'Words', 'Type', and 'Copies'. Two items are checked: 'Ox-Cart Man' and 'One Fine Day'. Below the table, it says '2 Records in Custom List' and 'Checked items are added to the Custom List.' There is a 'View Custom List' button and a legend for 'Installed Quiz' and 'Deactivated Quiz'.

	Book/Quiz Title	Author	Lexile®	RL	GRL	Points	Words	Type	Copies
<input type="checkbox"/>	Bill Peet, An Autobiography	Peet, Bill	1190	6.7	V	6	17257	Nonfiction	0
<input checked="" type="checkbox"/>	Ox-Cart Man	Hall, Donald	1130	4.2	K	2	657	Fiction	0
<input type="checkbox"/>	Saint George And The Dragon	Hodges, Margaret	1080	5.9	P	3	2520	Fiction	0
<input checked="" type="checkbox"/>	One Fine Day	Hogrogian, Nonny	1080	3.4		2	688	Fiction	0
<input type="checkbox"/>	Storm Book, The	Zolotow, Charlotte	1030	4.2	K	2	1164	Fiction	0
<input type="checkbox"/>	Where The Buffaloes Begin	Baker, Olef	990	4.8		3	2885	Fiction	0
<input type="checkbox"/>	When I Was Young In Mountains	Rylant, Cynthia	980	3.7	K	1	432	Fiction	0
<input type="checkbox"/>	Relatives Came, The	Rylant, Cynthia	940	3.1	K	1	524	Fiction	0
<input type="checkbox"/>	Taking Eggs, The	San Souci, Robert D.	940	3.5	M	2	2303	Fiction	0

To create a Custom Book List from the Search Results Screen:

1. Use the check boxes next to the search results to select (or deselect) titles to include on the Custom Book List. The counter in the lower left corner of the screen keeps track of how many titles have been selected.
2. Click the **View Custom List** button or the Custom List tab to view the list. Click the column headings to sort the results.



Printing Custom Book Lists

Brenda Thomas **SAM** SEARCH EXIT HELP MY PROFILE HOME

Home Roster Reports Resources Books

Scholastic Reading Counts! Book Expert Scholastic Reading Counts! Quiz Manager

Quick Search
Search by: Title GO

Advanced Search Search Results Custom List [Clear Custom List](#)

Book/Quiz Title	Quiz Author	Lexile®	RL	GRL	Points	Words	Type	Copies	
7 Professors Of The...	Fardell, John	880	5.6	V	14	52880	Fiction	0	Remove
Ask Me Something Easy	Honeycutt, Natalie	840	6.4		9	39832	Fiction	0	Remove
Berlie's Picture Day	Brisson, Pat	300	2.8	L	3	1822	Fiction	0	Remove
Getting Something ...	Sharmat, Marjorie Wei...	710	4.1		4	15724	Fiction	0	Remove
Hugh Fie And Som...	van de Wetering, Jan...	N/A	5.3		3	7956	Fiction	0	Remove
Jesse Jackson: I A...	Simon, Charman	820	3.5	S	3	3291	Nonfiction	0	Remove
Life & Times Of Fre...	Douglass, Frederick	1400	12.0	NR	37	180724	Nonfiction	0	Remove
Some Does Do	Alborough, Jez	N/A	2.2	J	1	385	Fiction	0	Remove
Toothpaste Million...	Merrill, Jean	820	5.9	S	5	17067	Fiction	0	Remove

[Print Custom List](#)
[Print Custom Book List](#)
[Print Book Labels](#)

Installed Quiz
 Deactivated Quiz

Teachers may print their Custom Book Lists for classroom planning or curriculum-related activities. To print a Custom Book List from the Custom List Screen:

1. Click the **Print Custom Book List** link in the Print Custom List menu in the lower left corner of the screen. This opens the Print Custom Book List Screen.



Brenda Thomas **SAM** SEARCH EXIT HELP MY PROFILE HOME

Home Roster Reports Resources Books

Scholastic Reading Counts! Book Expert Scholastic Reading Counts! Quiz Manager

Quick Search
Search by: Title

Advanced Search Search

Book/Quiz Title

- 7 Professors Of The...
- Ask Me Something Easy
- Bertie's Picture Day
- Getting Something...
- Hugh Pine And Som...
- Jesse Jackson: I A...
- Life & Times Of Fre...
- Some Dogs Do
- Toothpaste Million...

Print Custom List
Print Custom Book List
Print Book Labels

Print Custom Book List
You have selected 12 titles.
Customize the layout:
Use the check boxes to select information to appear on your printout.

- Lexile
- Reading level
- GRL
- Word count
- Points

Cancel Preview

Clear Custom List

Words	Type	Copies	
52880	Fiction	0	Remove
39832	Fiction	0	Remove
1822	Fiction	0	Remove
15724	Fiction	0	Remove
7956	Fiction	0	Remove
3291	Nonfiction	0	Remove
80724	Nonfiction	0	Remove
385	Fiction	0	Remove
17067	Fiction	0	Remove

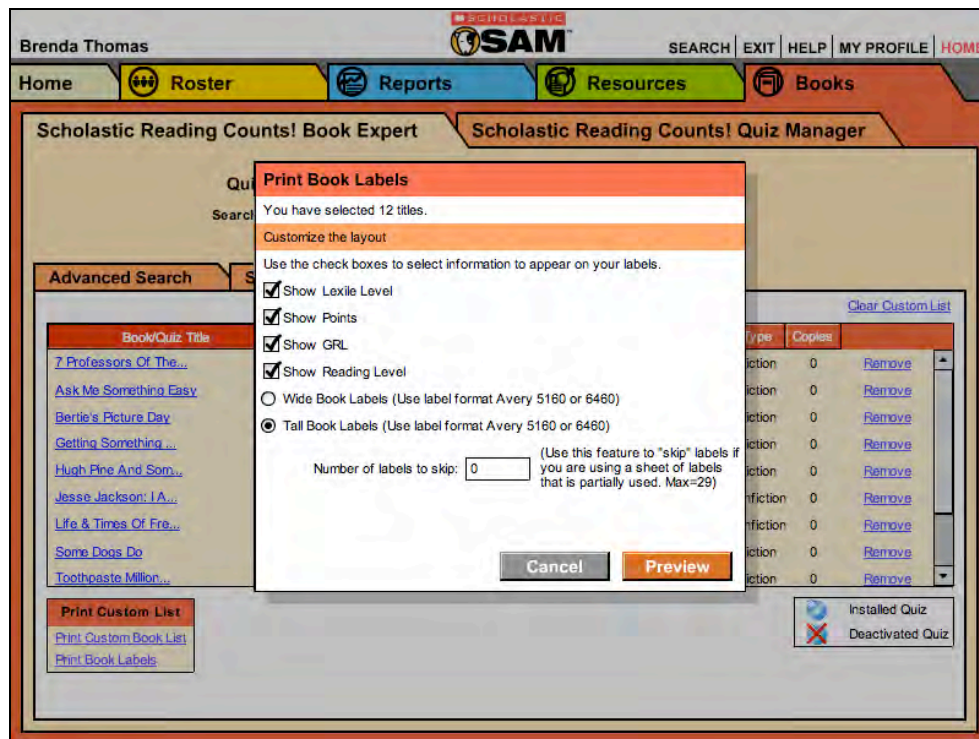
Installed Quiz
Deactivated Quiz

- Use the check boxes to select (or deselect) the categories to be displayed on the printed list.
- Click the **Preview** button when finished with the selections. This opens a PDF file of the list in the default PDF viewer.
- Select **File** and then **Print** from the PDF viewer's toolbar to print the Custom Book List.



Printing Book Labels

Book labels identify books for classroom use or help organize the school's library by any of the categories provided in Book Expert's Advanced Search. To print labels for the books in the library in standard Avery® 5160 or 6460 format:



1. Place labels in the printer. Click the **Print Book Labels** link in the Print Custom List menu in the lower left corner of the screen. This opens the Print Book Labels Screen.
2. Use the check boxes to select (or deselect) the categories to display on the book label.
3. Use the radio buttons to choose which type of label to create: Wide Book Labels (to place on book covers) or Tall Book Labels (to place on book spines).
4. Click the **Preview** button when finished to open a PDF file.
5. Select **File** and then **Print** from the PDF viewer's toolbar to print the book labels.



Teacher Tip

When using a partially used sheet of labels, skip over the empty label slots that have already printed by entering the number of labels already used in the Number of Labels to Skip field. Up to 29 labels may be skipped.



Using the *Scholastic Reading Counts!* Quiz Manager

The *Scholastic Reading Counts!* (SRC!) Quiz Manager finds quizzes from among the classroom collection of installed quizzes. Teachers may also use the Quiz Manager to create custom quizzes.


To access the *Scholastic Reading Counts!* Quiz Manager:

1. Click the Books icon on the SAM Home Screen or click the Books tab along the top of any screen in SAM. This opens the Book Expert main screen.
2. Click the *Scholastic Reading Counts!* Quiz Manager tab in the upper right corner of the Book Expert main display.

Use the Quick Search or the Advanced Search features to locate SRC! Quizzes.



Using Quick Search to Find Quizzes

Beverly Hammond  SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

Scholastic Reading Counts! Book Expert Scholastic Reading Counts! Quiz Manager

Quick Search

Search by: Title transport

Advanced Search Search Results Custom List


Results for Quiz Manager Search on: (Title) transport

Show quizzes in: All Collections

<input type="checkbox"/>	Book/Quiz Title	Author	Lexile®	RL	GRL	Points	Words	Type	Copies
<input type="checkbox"/>	Airlanes (Transportation...)	Schaefer, Lola M.	610	1.5		1	413	Nonfiction	0
<input type="checkbox"/>	Kindertransport	Drucker, Olga Levy	690	5.6	NR	6	30514	Nonfiction	0
<input type="checkbox"/>	Land & Water Transportation	Grolier Educational,	1190	9.0	Z	6	14061	Nonfiction	0
<input type="checkbox"/>	London Transports	Binchy, Maeve	930	8.5	NR	20	88482	Fiction	0
<input type="checkbox"/>	Transport	Davies, Eryl	1060	6.5		4	4292	Nonfiction	0
<input type="checkbox"/>	Transport 7-41-R	Degens, T.	830	5.2	NR	12	43283	Fiction	0
<input type="checkbox"/>	Transportation (Info-Millenn..	Cannarella, Deborah	960	4.9		3	2393	Nonfiction	0
<input type="checkbox"/>	Transportation Of The Future	Beyer, Mark	810	5.3	R	4	3578	Nonfiction	0

0 Records in Custom List
Checked items are added to the Custom List.

Items 1 through 10 of 10

 Installed Quiz
 Deactivated Quiz

The SRC! Quiz Manager Quick Search searches the database of installed quizzes for quizzes associated with books, authors, or titles.

To use Quick Search, navigate to the Quiz Manager Search Screen and:

1. Choose either Title or Author from the Search By pull-down menu.
2. Type part of the title or the author's first or last name in the Quick Search box. The system returns any title or author name that contains the characters entered.
3. Click **Go**. Results are automatically displayed on the Search Results Screen. Click the column headings to sort the results.
4. Use the check boxes to select (or deselect) book titles to include on the Custom Quiz List.



Teacher Tip

Use the Show Quizzes In pull-down menu to sort the results by collection.



Using Advanced Search to Find Quizzes

The screenshot shows the Scholastic Reading Counts! Quiz Manager interface. At the top, there is a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. Below this is a 'Quick Search' section with a search box containing 'transport' and a 'GO' button. The 'Advanced Search' section is active, showing various search criteria with checkboxes. The 'Interest Level' section has '3-5' selected. On the right, there are sections for 'Installed Quizzes' (40525 quizzes) and 'Teacher Made Quizzes' (1 quiz), each with links for further actions. A 'Clear' button and a 'Search' button are also visible.

Use Advanced Search to find *Scholastic Reading Counts!* quizzes based on a number of specialized criteria. Every search finds teacher made quizzes as well as standard quizzes that have been installed. Quizzes are based on books in the Book Expert.

To use Advanced Search from the Quiz Manager main screen, enter data and make selections from among any of the following categories:

- **Book Info:** Search for books by author, title, book type (fiction or nonfiction), language (English and Spanish only), or accessibility (Activated or Deactivated).
- **Book Level:** Find books appropriate to students' or classes' Lexile, reading level, Guided Reading Level (GRL), and point ranges.
- **Award:** Select books that have received notable awards, such as the Newbery Medal and individual state book awards.
- **Comprehension Skill:** Find books that address specific comprehension skill issues students may have.
- **Culture:** Find books that relate to the specific cultural backgrounds of students.



- **Genre:** Search for books from various genres, such as historical fiction, poetry, or myths and legends.
- **Interest Level:** Find books appropriate for various grade ranges, such as K–2, 3–5, Middle, and High School.
- **Program/Series:** Search for books that are part of popular children’s series, such as Goosebumps, Harry Potter, or Dr. Seuss.
- **Theme:** Specify themes to connect with instruction, such as art, music, and technology.
- **Topic:** Search by topics to find books tied to curriculum use, such as African-American history, endangered species, and explorers.

Clicking the red section bars compresses a category; re-clicking the bars expands them.

Click **Search** when finished making selections. Search results automatically display on the Search Results Screen. Click the column headings to sort the results.

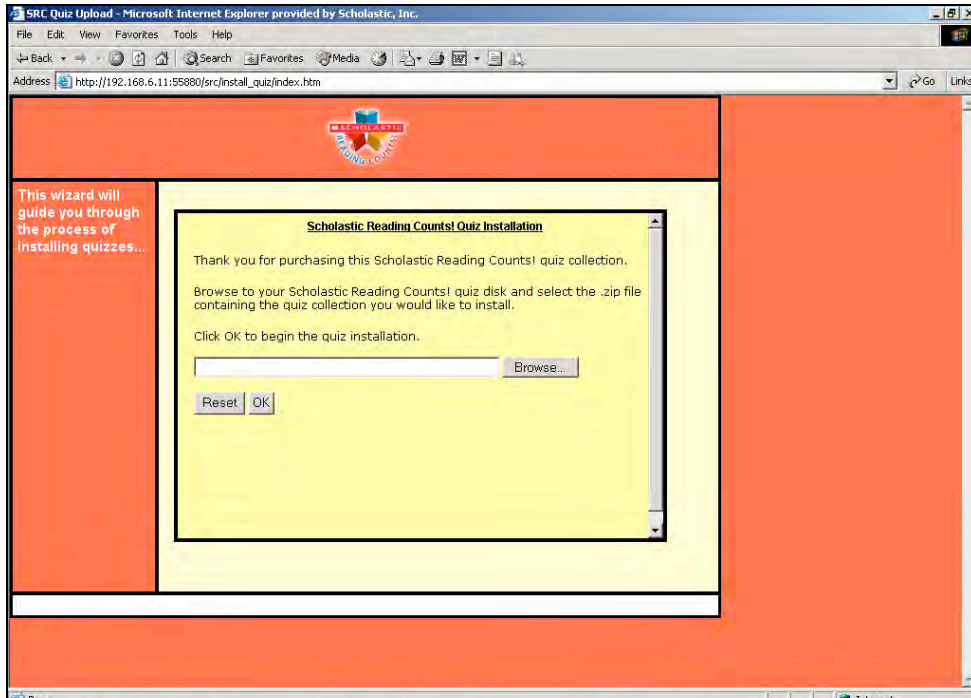


Installing Quizzes

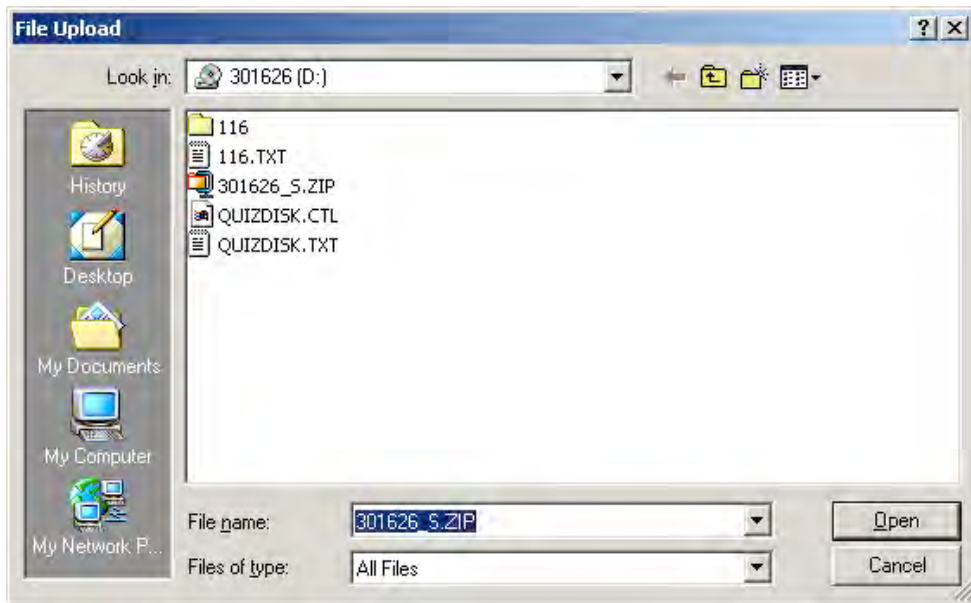
The screenshot shows the 'Scholastic Reading Counts! Book Expert' interface. At the top, there is a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. Below this is a 'Quick Search' section with a search box and a 'GO' button. The main area is divided into 'Advanced Search', 'Search Results', and 'Custom List' tabs. The 'Advanced Search' section includes fields for 'Title' and 'Author', and radio buttons for 'Book Type' (Fiction Only, Nonfiction Only, All), 'Language' (English Only, Spanish Only, All), and 'Accessibility' (Activated, Deactivated, All). There are also fields for 'Book Level' (Lexile range, Reading level range, Guided Reading level range, Points range) and 'Award' (American Library Association Awards, Newbery Awards). On the right side, there is a 'Quiz Management' box with links for 'Install Quizzes' and 'Edit Quiz Collection Names'. Above this box, there are sections for 'Installed Quizzes' (680 quizzes) and 'Teacher Made Quizzes' (4 quizzes).

Quizzes purchased for use with *Scholastic Reading Counts!* should be installed on the computer that hosts the SAM Server so students and teachers may access them. To install the quizzes:

1. Insert the *Scholastic Reading Counts!* Quiz Disk into the CD-ROM of the computer that hosts the SAM Server.
2. On the Quiz Manager tab, click the **Install Quizzes** link in the Quiz Management box in the lower right corner of the screen.



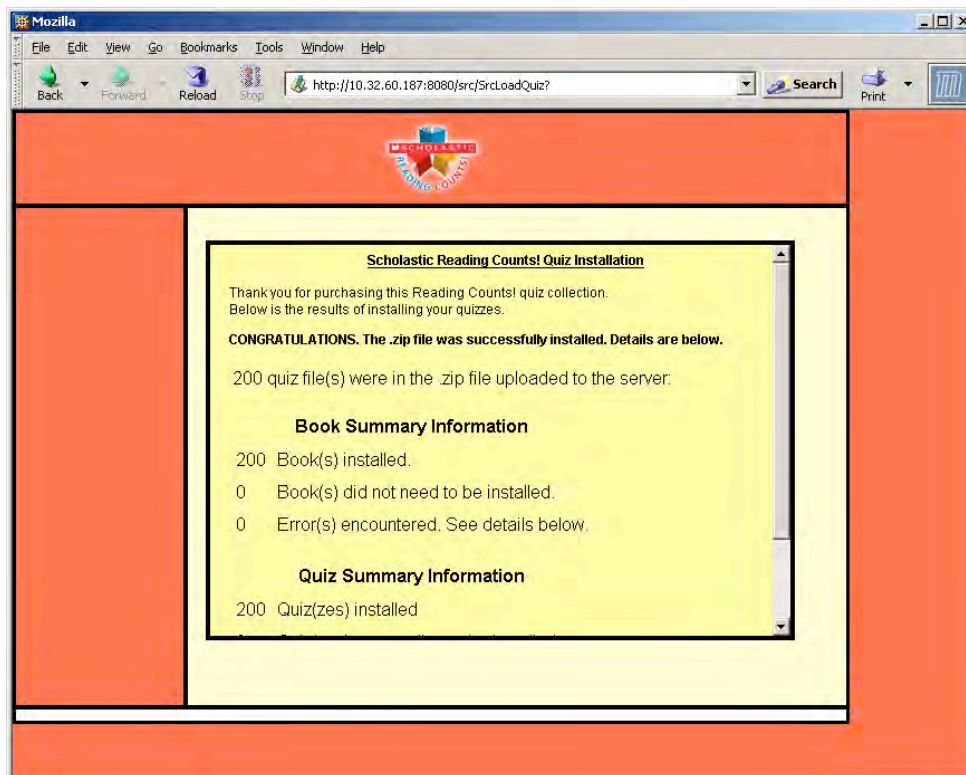
3. The Quiz Installation Wizard opens in a separate browser window.



4. Click the **Browse** button (or the **Choose File** button on a Macintosh[®]) to open the File Upload Screen.



5. Navigate to the *Scholastic Reading Counts!* Quiz CD, select the .zip file, and click **Open** (or **Choose** on a Macintosh®). This closes the File Upload Screen.
6. In the Quiz Installation Wizard, click **OK** to start the quiz installation. Once the quizzes have installed, the Quiz Installation Success Screen appears.



7. Close the browser window to return to SAM. All quizzes installed in SAM are now accessible.



Edit Quiz Collection Names

The screenshot shows the Scholastic Reading Counts! Quiz Manager interface. A modal dialog box titled "Edit Collection" is centered on the screen. The dialog contains the text "Select a collection and enter a new name." Below this, there are navigation links "<<Previous" and "Next>>". A dropdown menu shows "READ 180 EE Complete v.1.0.". Below the dropdown is a text input field labeled "Enter new name:" containing the text "READ 180 EE Complete v.1.0.1". At the bottom of the dialog are "Cancel" and "Save" buttons. The background interface includes a top navigation bar with "Home", "Roster", "Reports", "Resources", and "Books". Below this is a "Quick Search" section and an "Advanced Search" section with various filters like "Book Info", "Book Level", and "Award". On the right side, there are sections for "Installed Quizzes", "Teacher Made Quizzes", and "Quiz Management" with links like "Install Quizzes" and "Edit Quiz Collection Names".

Scholastic arranges quizzes in collections around particular themes. Quizzes may be purchased individually or as part of these collections. Each quiz collection has a name that may be edited by the teacher.

To change a quiz collection name:

1. Click the **Edit Quiz Collection Names** link in the Quiz Management box in the lower right corner of the screen to open the Edit Collection Screen.
2. Select a quiz to modify from the pull-down menu or by scrolling through existing quiz collections by clicking **Previous** or **Next**.
3. Change the name in the text field and click **Save**.



Creating a Custom Quiz List

The screenshot shows the Scholastic Reading Counts! Quiz Manager interface. At the top, there's a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. Below that, there's a 'Quick Search' section with a search box containing 'transport' and a 'GO' button. The main content area has tabs for 'Advanced Search', 'Search Results', and 'Custom List'. Under 'Search Results', there's a section for 'Results for Quiz Manager Search on: (Lexile Range) 1300 - 1400'. A dropdown menu shows 'All Collections'. Below this is a table of search results:

	Book/Quiz Title	Author	Lexile®	RL	GRL	Points	Words	Type	Copies
<input type="checkbox"/>	100 Inventions That Shaped...	Yenne, Bill	1370	10.0	Z	10	33959	Nonfiction	0
<input type="checkbox"/>	1776	McCullough, David	1300	12.5	NR	23	105034	Nonfiction	0
<input type="checkbox"/>	1930s, The	Press, Petra	1300	8.5	NR	9	27749	Nonfiction	0
<input type="checkbox"/>	20th Century Sports: Imades...	Meserole, Mike	1380	9.0	NR	8	23834	Nonfiction	0
<input checked="" type="checkbox"/>	Age of Shakespeare, The	Kermode, Frank	1330	12.8	NR	12	46620	Nonfiction	0
<input type="checkbox"/>	Ancient Egyptians, The	Peri, Lila	1320	9.2	R	7	15334	Nonfiction	0
<input type="checkbox"/>	Ancient Mays, The	Peri, Lila	1380	9.2	R	7	19773	Nonfiction	0
<input type="checkbox"/>	Arctic Dreams	Lopez, Barry Hol	1300	9.0	NR	36	132647	Nonfiction	0

Below the table, it says '10 Records in Custom List' and 'Checked items are added to the Custom List.' There is a 'View Custom List' button. On the right, there's a legend for 'Installed Quiz' (blue circle with checkmark) and 'Deactivated Quiz' (red circle with X). The bottom right corner shows 'Items 1 through 157 of 157'.

As with the Custom Book List, the Quiz Manager allows teachers to perform several searches and edit or print the results from each search in a Custom Quiz List. Creating the list also narrows down search results. To create a Custom Quiz List from the Search Results Screen:

1. Use the check boxes next to the Search Results to select (or deselect) titles to include on the Custom Quiz List. The counter in the lower left corner of the screen keeps track of the number of titles selected.
2. Click the **View Custom List** button or the Custom List tab to view the list of selected titles. Click the column headings to sort the results.



Using the Custom Quiz List to Manage Quizzes

Quick Search
 Search by: Title

Advanced Search | **Search Results** | **Custom List** [Clear Custom List](#)

Book/Quiz Title	Quiz Author	Lexile®	RL	GRL	Points	Words	Type	Copies	
Age of Shakespeare, The	Kermode, Frank	1330	12.8	NR	12	46620	Nonfiction	0	Remove
Gulliver's Travels	Swift, Jonathan	1330	8.8	NR	32	107856	Fiction	0	Remove
Hunchback Of Notr...	Hugo, Victor	1340	8.9	NR	42	200000	Fiction	0	Remove
Kon-Tiki	Heyerdahl, Thor	1310	9.0	NR	25	86855	Nonfiction	0	Remove
Little Women	Alcott, Louisa May	1300	7.9	Z	39	195301	Fiction	0	Remove
Robinson Crusoe	Defoe, Daniel	1320	9.0	NR	34	119857	Fiction	0	Remove
Silas Marner	Eliot, George	1330	12.0	NR	15	73272	Fiction	0	Remove
Snow Leopard, The	Matthiessen, Peter	1330	12.0	NR	18	100338	Nonfiction	0	Remove

Print/Export Custom List
[Print Custom Quiz List](#)
[Print Quiz and Answer Key](#)
[Print Book Labels](#)
[Export to HTML](#)

Manage Quizzes
[Activate Quizzes](#)
[Deactivate Quizzes](#)

Installed Quiz
 Deactivated Quiz

Use the Custom Quiz List Screen to print and manage installed SRC! quizzes.

From the Custom Quiz List Screen, teachers may:

- **Print/Export Custom Lists:** Use links on this menu to print individual quizzes, quiz lists or book labels, or to export lists to HTML format;
- **Manage Quizzes:** Use links on this menu to activate quizzes to use with students, or deactivate quizzes no longer in use.



Using the Custom Quiz List to Print Quizzes

The screenshot shows the SAM interface with the 'Print Custom Quiz List' dialog box open. The dialog box contains the following text:

Print Custom Quiz List
 You have selected 10 titles.
 Customize the layout:
 Use the check boxes to select information to appear on your printout.

Checkboxes are checked for:

- Lexile
- Reading level
- GRL
- Word count
- Points

Buttons: **Cancel**, **Preview**

Background interface elements:

- Top navigation: Home, Roster, Reports, Resources, Books
- Search bar: Quick Search, Search by: Title
- Advanced Search section
- Table of Book/Quiz Titles:

Book/Quiz Title	
Age of Shakespeare, The	
Gulliver's Travels	
Hunchback Or Notr...	
Kon-Tiki	
Little Women	
Robinson Crusoe	
Silas Marner	
Snow Leopard, The	
- Table of Quiz Data:

Words	Type	Copies	
46620	Nonfiction	0	Remove
07856	Fiction	0	Remove
00000	Fiction	0	Remove
96855	Nonfiction	0	Remove
95301	Fiction	0	Remove
19857	Fiction	0	Remove
73272	Fiction	0	Remove
00338	Nonfiction	0	Remove
- Print/Export Custom List menu:
 - [Print Custom Quiz List](#)
 - [Print Quiz and Answer Key](#)
 - [Print Book Labels](#)
 - [Export to HTML](#)
- Manage Quizzes menu:
 - [Activate Quizzes](#)
 - [Deactivate Quizzes](#)
- Clear Custom List button
- Legend: Installed Quiz, Deactivated Quiz

Use the links under the Print/Export Custom List menu on the Custom List Screen in the SRC! Quiz Manager to view and print quizzes and quiz lists for distribution and classroom use.

To print a list of quizzes:

1. Click the **Print Custom Quiz List** link in the Print/Export Custom List menu. This opens the Print Custom Quiz List Screen.
2. Use the check boxes to select (or deselect) the categories to appear on the printed list.
3. Click the **Preview** button when finished making selections. This opens a PDF file of the list in the default PDF viewer.
4. Select **File** and then **Print** from the PDF viewer's toolbar to print the Custom Quiz List.



Printing Individualized Quizzes

Use the links on the Custom List Screen to print quiz questions and an answer key for a specific book.

To print a quiz:

1. Click the **Print Quiz and Answer Key** link in the Print/Export Custom List menu. This opens the Print Quiz and Answer Key Screen. Use the **Next** and **Previous** links to scroll through the quiz list.
2. With the quiz selected, enter a value in the Number of Questions field to specify how many questions (minimum 5 and maximum 30) should be on the printed quiz.
3. Click the **Preview** button to open a PDF in the default PDF viewer.
4. Select **File** and then **Print** from the PDF viewer's toolbar to print questions and answers.



Exporting Quizzes and Quiz Lists in HTML

Teachers may wish to post customized lists of quizzes to the school website so that students and their parents may access them away from the classroom. The Quiz Manager may be used to post the list of quizzes by converting them to hypertext markup language (HTML).

To export a Quiz List to HTML from the Custom List Screen, click the **Export to HTML** link in the Print/Export Custom List menu. This opens an HTML file in a new browser window.



Teacher Tip

If you have previously exported a Quiz List onto this website, SAM erases any existing Quiz List with the same file name. To preserve previous versions, change the names of the new quiz before you export it.

Deactivating and Reactivating Quizzes

If teachers stop using certain books in the classroom, the quizzes associated with that book may be deactivated. Deactivating quizzes makes them inaccessible to students. However, they remain in the Quiz Manager database and may be reactivated for classroom use.

To deactivate quizzes:

1. Create a Custom Quiz List (*page 23*) of quizzes to be deactivated.
2. Click the **Deactivate Quizzes** link in the Manage Quizzes box at the bottom of the Custom List Screen.
3. When prompted, click **Yes** to deactivate quizzes. This deactivates every quiz on the Custom Quiz List. Deactivated quizzes have a red "X" through their onscreen Quiz icon.

To reactivate previously deactivated quizzes:

1. Create a Custom Quiz List (*page 23*) of quizzes to be reactivated.
2. Click the **Activate Quizzes** link in the Manage Quizzes box at the bottom of the Custom List Screen.
3. When prompted, click **Yes** to activate quizzes. This activates every quiz in the Custom Quiz List.

The quizzes are now accessible to students and no longer have a red "X" through the Quiz icon.



Creating and Editing Teacher Made Quizzes

Use the Quiz Manager to create custom quizzes for book titles that are not included in the *Scholastic Reading Counts!* Library. From the Quiz Manager main screen, teachers may create custom quizzes of up to 30 questions and save them in the SAM database.

Custom quizzes then appear in the Quiz Manager's database and are visible in quiz searches. Modify the quizzes at any time to fit classroom needs.

Display All Teacher Made Quizzes

See all the teacher made quizzes saved in the database by clicking the **Display All Teacher Made Quizzes** link in the right side of the Quiz Manager. This opens the Search Results tab, which displays each teacher made quiz.

Understanding and Assigning Points

Teachers may assign their own points values when they create a quiz, or they may use the Points Calculator. The calculation is based on both the total number of words in the book and its Lexile level. Lexile levels are drawn from the Lexile Leveled Reading Map, which is provided with the *Scholastic Reading Counts!* software package. More information about Lexile levels and points values may be found at <http://www.lexile.com>.

Use the Points Calculator to help students accrue points, regardless of their reading level. Students who read shorter books may still earn comparable points.



Teacher Tip

The Points field represents the total score for the quiz. Click the Calculate button to have the Quiz Manager calculate the points.



Creating a Teacher Made Quiz

To create a quiz from the Quiz Manager's Search Screen:

1. Click the **Add/Edit Teacher Made Quizzes** link on the right side of the Quiz Manager Search Screen. This opens the Teacher Made Quizzes Screen.
2. Click the **Create a New Quiz** link in the panel on the left side of the screen.
3. Enter the appropriate data; every field is required. Use the **Compute** button to generate a points value. The result appears in the field to the left of the button.
4. Click the **Add New Question** button.



5. Enter the question, the correct answer, and three incorrect answers in the fields provided.
6. Click **Add New Question** to move on, or click **Delete Question** to erase the information and start again.
7. When finished entering questions, click **Save**, or click **Close** to return to the Quiz Manager Search Screen without saving the information.



Editing Questions in a Teacher Made Quiz

Teacher made quizzes may be edited to modify points values or rewrite questions.

To edit an existing quiz:

1. Click the **Add/Edit Teacher Made Quizzes** link on the Quiz Manager Search Screen to bring up the Teacher Made Quizzes Screen.
2. Click the link belonging to the quiz in the Quiz Name menu on the left side of the window to access that quiz.
3. Click the **Edit Questions** button on the quiz information window. This opens the Add/Edit Question Screen with an existing question displayed.
4. Change the quiz information as needed.
5. Click **Save** or click **Close** to return to the Quiz Manager Search Screen without saving information.

Deleting a Teacher Made Quiz

Teacher made quizzes can be deleted. Students' performance data for taking a deleted teacher made quiz will remain in the database, but no student will be able to take that quiz in the future.

To delete an existing teacher made quiz:

1. Click the **Add/Edit Teacher Made Quizzes** link on the Quiz Manager Search Screen to bring up the Teacher Made Quizzes Screen.
2. Click the link belonging to the quiz in the Quiz Name menu on the left side of the window to access that quiz.
3. Click the **Delete Quiz** button on the quiz information window. This opens a prompt window.
4. Click **Delete** to remove the quiz or **Cancel** to return to the Teacher Made Quizzes Screen.



Technical Support

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

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- SYSTEM 44
- EXPERT 21
- SCHOLASTIC ACHIEVEMENT MANAGER (SAM)**
- SCHOLASTIC READING COUNTS! (SRCI)
- SCHOLASTIC READING INVENTORY (SRI)
- SCHOLASTIC PHONICS INVENTORY (SPI)
- SCHOLASTIC MATH INVENTORY (SMI)
- FASTT MATH
- READABOUT
- FRACTION NATION
- EXPERT SPACE
- BIG DAY FOR PREK
- BOOKFLIX

SCHOLASTIC ACHIEVEMENT MANAGER (SAM) PRODUCT SUPPORT

To access the latest technical information for the *Scholastic Achievement Manager (SAM)*, please select from our resources listed below. These resources include specific product information, the latest software updates, and detailed technical manuals. Please note: to access some of these resources you will be required to register with Scholastic.com.

Are you maximizing your technology investment? With Scholastic's **Product Maintenance and Support Plans** your educators and technicians can communicate directly with our technical experts via phone, email or Web Chat. These cost effective plans also include access to free software point releases to ensure you have the latest features as they become available. [Learn More \(PDF\) >>](#)

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Product information Software Updates Manuals

Click on the appropriate document to download. For Enterprise Edition documentation prior to the v1.4 release, please contact [Product Support](#). [Get Acrobat Reader](#)

Title	Date	Version	Size	Pages	File Type	
Enterprise Edition v2.0 (including READ 180 Next Generation) System Requirements & Tech Overview	03-15-11	Enterprise Edition 2.0	243KB	8	PDF	Download Now >>
Scholastic Technical Implementation Guide	12-02-10	Enterprise Edition v1.10.0	966kb	40	PDF	Download Now >>

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 (all EE products)
- 1-800-927-0189 (other versions)

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