



Getting Started With Scholastic Achievement Manager

For use with SAM v2.0

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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 Home Screen 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 datapoints 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 getting started in SAM and setting up accounts at the district, school, and class level. 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
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>
The Book Expert	<i>Using the Book Expert 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.

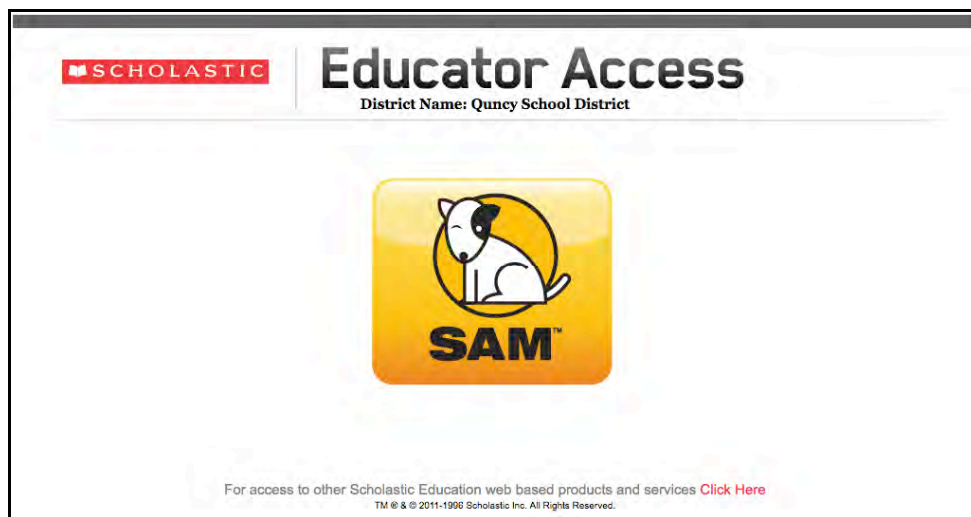
Scholastic recommends that classroom computers with Adobe Reader already installed use their paid version of the program rather than the version included in the installation package. Teachers and administrators that need to install Adobe Reader should use the Adobe installer enclosed in the support directory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



Logging In and Logging Out

Educator Access Screen

SAM is installed on district or school servers. Once SAM is installed, the installation program shows the URL for the Educator Access Screen. This is the connection between the teacher or administrator workstation and the SAM server installation.



Enter the Educator Access Screen URL in the window of the workstation's browser program, and bookmark the screen. For more information on bookmarking the Educator Access Screen, see the [Installation Guide](#) for any Enterprise Edition program.

After entering the URL in the browser program, the Educator Access Screen opens in a separate browser window. Click the SAM icon on the screen to open the SAM Login Screen.



Logging In to SAM

Username

Password

[Password Hint](#)

Sign In

[About SAM](#)

Welcome to the Scholastic Achievement Manager.
If you do not have a Username or Password, contact
your School Technical Administrator.
Forgot your password? Click Password Hint.

(TM) & (c) 2009-1996 Scholastic Inc. All rights reserved. Patent Pending.

The SAM Login Screen opens in a browser window. The district administrator may have provided SAM usernames and passwords. If not, use the SAM installed temporary username (dadmin) and password (SAM@dm1n).

To log in to SAM from the login screen:

1. Enter the username in the username field.
2. Enter the password in the password field.
3. Click **Sign In** to open the SAM Home Screen.



Teacher Tip

Use the Password Hint field in the Edit Profile window to provide a password reminder for logging in to SAM in the future.



Changing the Username and Password

The SAM Home Screen is the first screen that opens after logging in. To maintain proper security measures for SAM, change the username and password immediately. To change a username and password:

1. Click the **My Profile** link in the upper right corner of the SAM Home Screen to open the Edit District Administrator Profile Screen.



Edit District Administrator Profile

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

Profile*

Permissions

Identify SAM Account

Type of Account	District Administrator
District User ID *	<input type="text" value="001"/>
SPS ID	<input type="text"/>
Prefix	<input type="text"/>
First Name *	<input type="text" value="Sarah"/>
Last Name *	<input type="text" value="Greene"/>
Title (e.g. Teacher)	<input type="text"/>
Suffix	<input type="text"/>
Email *	<input type="text" value="sgreene@quincy.org"/>
Username *	<input type="text" value="sarahg"/>
Password *	<input type="password" value="*****"/>

(Passwords must contain between 6 and 16 characters, and can not be only the user's first or last name or a combination of the two. Passwords must also contain at least one numeral.)

Confirm Password *	<input type="password" value="*****"/>
Password Hint	<input type="text" value="sarah1"/>

Cancel

Save

2. Enter the requested information in the Profile tab. Starred (*) information is required. Click **Save** to close the Edit District Administrator Profile Screen and return to the SAM Home Screen.
3. Passwords must contain at least 6 characters and at least one number.
4. Click **Save** to save changes and close the Profile Screen.
5. Log out and then use the new username and password to log back in to SAM.

NOTE: If upgrading from an earlier version of SAM, password requirements default to version 1.9's more stringent requirements (eight to sixteen 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.

Logging Out

To log out of SAM, click the **Exit** link from the SAM Home Screen and then click **Exit SAM** from the confirmation screen to close SAM.



The SAM Home Screen

Sarah Greene

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

My District

Schools
Grades
Teachers
Classes
Groups
Students

My District

Roster Reports Resources Books

Filter by: All Products and All Message Types

<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>	System backup finished	Show me...	SAM	03/04/09
<input type="checkbox"/>	System backup finished	Show me...	SAM	03/04/09
<input type="checkbox"/>	System backup finished	Show me...	SAM	10/15/08
<input type="checkbox"/>	System backup finished	Show me...	SAM	10/15/08

Delete Checked

0 acknowledgements 4 notifications 0 alerts 0 reminders

You have these programs installed: [Icons for various software]

You are connected to: Staging/Demo Server

The SAM Home Screen gives access to any part of SAM with just a few clicks. It has three main areas:

- Quick Links
- Main Display (including tabs)
- SmartBar

Quick Links

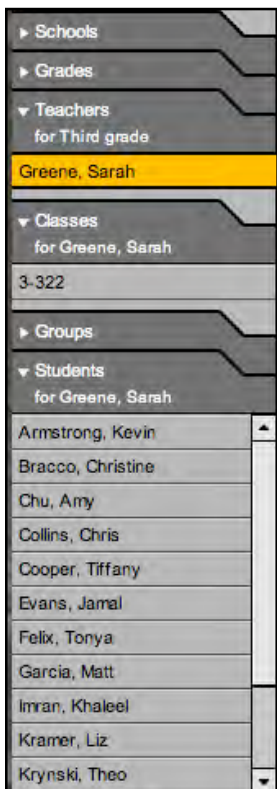
The following **Quick Links** appear on the top right corner of every SAM screen for easy navigation around SAM.

- **Search:** Opens the Search Screen.
- **Exit:** Quits out of SAM.
- **Help:** Opens the SAM Help Screen.
- **My Profile:** Opens the user's Edit Profile Screen.
- **Home:** Returns users to the SAM Home Screen.



The SmartBar

The SmartBar is the core of SAM navigation. In the Roster and Reports tabs, it appears as the left column on SAM screens. It is the quickest route to accessing information about the schools and students that are using Scholastic programs. Selections on the SmartBar appear in the main display.



The SmartBar quickly sorts all profile and report information for any school, grade, teacher, class, group, or student selected.

SmartBar options vary based on the level of SAM permissions. Teachers, for example, do not usually have access to the district, school, or grade cohorts in the SmartBar.

The SmartBar uses a top-down system. Information displayed in the tabbed lists is dependent on the selection made in the tabs above. For example, when a teacher is selected, the classes, groups, and students that are displayed are all associated with the selected teacher.

In cases where there are too many names to display at once, a scroll bar appears in the SmartBar.

Clicking any heading of a SmartBar tab expands or collapses the options for that particular cohort.

To navigate using the SmartBar:

1. Click the Classes, Groups, or Students tab to reveal the members that belong to the selected cohort. Click the tab again to compress the cohort list and hide the member names.
2. Single-click any name on the SmartBar to display associated cohorts without selecting a cohort.
3. Double-click any name on the SmartBar to select it and display the selection's information in the main display.



Teacher Tip

The district administrator may have already set class and student profiles in SAM.



Main Display

Sarah Greene

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

My District

Schools
Grades
Teachers
Classes
Groups
Students

Roster Reports Resources Books

Filter by: All Products and All Message Types

<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>	System backup finished	Show me...	SAM	03/04/09
<input type="checkbox"/>	System backup finished	Show me...	SAM	03/04/09
<input type="checkbox"/>	System backup finished	Show me...	SAM	10/15/08
<input type="checkbox"/>	System backup finished	Show me...	SAM	10/15/08

Delete Checked

0 acknowledgements 4 notifications 0 alerts 0 reminders

You have these programs installed:

You are connected to: [Staging/Demo Server](#)

The SAM Home Screen main display shows four Home Screen buttons —**Roster**, **Reports**, **Resources**, and **Books**—as well as the Message Center and Program tabs.



The four buttons correspond to four of the tabs at the top of every SAM screen. Clicking these buttons or tabs displays new information in the Main Display.

- The **Roster** button provides detailed information about enrollment and performance data.
- The **Reports** button provides access to reports about students' usage and performance in the Scholastic programs.
- The **Resources** button provides access to resources for lessons, assessment, and professional development as well as information about state standards.
- The **Books** button provides access to a searchable database of book titles and quizzes to assess students' reading comprehension.



Message Center

Filter by: and

<input type="checkbox"/>	Type	Message		Product	Date
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	Show me	SAM	07/08/08
<input type="checkbox"/>		Your scheduled report is now ready.	Show me	READ 180	06/30/08
<input type="checkbox"/>		Your scheduled report is now ready.	Show me	READ 180	03/31/08
<input type="checkbox"/>		You have a new rSkills message.	Show me	rSkills	03/31/08

Delete Checked 1 acknowledgements 1 notifications 4 alerts 2 reminders

SAM automatically updates students' program usage and progress by sending periodic messages. Each message shows the type, the program it refers to, the date it was generated, and a short description. There are four types of messages:

- **Alerts:** Generates alert reports that require immediate attention;
- **Acknowledgments:** Provides information about students' achievement or performance when using Scholastic programs;
- **Notifications:** Provides information about SAM system activity, such as file exports and system backups;
- **Report Reminders:** Prompts user to run specific reports based on recommendations during a school year.

To manage messages:

- Click the **Show Me** link next to any message to display the report, message, or details in a separate window;
- Click any of the column headings to sort messages by Type, Message, Product, or Date;
- Use the Filter By pull-down menus at the top of the Message tab to search for specific messages by program and type;
- Delete messages by clicking the check box to the left of each message to delete and then clicking **Delete Checked**.

Server Programs

You have these programs installed:

You are connected to: <http://204.215.50.41:55880>

At the bottom of the SAM Home Screen, the icons of the Scholastic programs installed on the server and connected to SAM are displayed, as well as the server URL.



Using Tab Key Navigation

SAM uses Tab key navigation. Tab key navigation is designed to let teachers navigate through all onscreen elements without a mouse. Use the Tab key on the keyboard to move to, and choose, executable functions onscreen.

Tab selections move from left to right, then down. For example, on a Roster screen, press the Tab key and a red border appears around Search in the Quick Links section in the upper right corner of the screen. Pressing the Tab key again moves the red border to the next selection to the right (Exit).

The user can access almost every actionable element onscreen apart from the SmartBar.

To use Tab key navigation:

1. Press the Tab key on any screen in SAM. A red border highlights the element that is in the top left corner of the screen.
2. Press the space bar to execute the function. For example, if the red border is on the Roster Tab, pressing the space bar opens the Roster Screen.

Use Tab key navigation to perform several different types of tasks:

- Use pull-down menus using the Tab key. Move the red border to highlight a pull-down menu and then use the Up and Down arrows to navigate through the possible selections. When a choice is made, press the Tab key to continue, and the choice remains in the field.
- To select or deselect check boxes and radio buttons, use the Tab key to navigate to them, then press the space bar to select or deselect various options.
- To enter information, press the Tab key until the red border highlights the data entry field. Type in the information and then press the Tab key to continue and the information remains in the field.



SAM Accounts

Access to SAM and Permissions

For security purposes, SAM uses permissions to allow different levels of access to information, settings, and performance data. Permissions are based on account type, which is assigned during the setup process. However, technical, school, and district administrators may change permissions to suit a particular classroom's or school's needs. For example, a teacher may also be an administrator in a building and thus have access to the administrative functions of SAM.

Account Types

There are five account types in SAM. Each school may choose different levels of access based on their specific technical setup. The five account types are:

- **Teachers:** These accounts are for classroom-based educators, including teachers, teaching assistants, and reading coaches.
- **School Administrators:** These accounts have management or administrative responsibilities for multiple educators within a single school. These could include principals or reading coaches.
- **School Technical Administrators:** These accounts are for the primary technical contacts for the school using Scholastic programs.
- **District Administrators:** These accounts have management or administrative responsibilities for multiple school administrators, and subsequently for a number of different schools.
- **District Technical Administrator:** These accounts are for the primary technical contacts for district systems using Scholastic programs.

SAM also creates Student accounts, even though students do not use SAM.

Using SAM in the District or School

Scholastic programs share SAM as their common database, which facilitates administrative functions, including creating accounts for teachers and students, as well as data aggregation for reporting and analysis. **At the district or school level, SAM installation should be completed by the Technical or District Administrator.**

The installation process includes steps on how to set up certain accounts that create profiles for whole districts or schools, as well as for the school administrators and teachers at each school. Details on this process are in the [Installation Guides](#) for each individual program.



Creating Accounts

Manage Administrative Accounts

Click a link to add or edit an account.

Add an account: [School Administrator](#) [School Technical Administrator](#)
[District Administrator](#) [District Technical Administrator](#)

Name	User ID	Type	
Administrator, District	BCD0CDA0470A70DCCD51AED73...	district Admin	
Jones, Mary	EE4DD7BC4973895ACBD21A862C...	district Admin	Remove
School-Admin, Bell	45B47AB71E41205F934B80EE07B...	school Admin	Remove
School-Admin, Grant	94F98524B7ED89A3F66E2E14FE6...	school Admin	Remove
School-Admin, Harrison	B0D387AE4E12138624BE81AFE06...	school Admin	Remove
School-Admin, Partridge	1369A84D1A0992A9C6E4D4CFAB...	school Admin	Remove
School-Admin, Pine	C7F2525F0CD84A344B33953777F...	school Admin	Remove

Four of the five account types may be created in Advanced Settings (to create a Teacher or Student account, see [Enrolling and Managing Students in Scholastic Achievement Manager](#)).

To create one of these four account types:

1. Log in to SAM as a district administrator and click the **Roster** icon or tab.
2. In the Advanced Settings menu, click the **Manage Admin Accounts** link. This opens the Manage Administrative Accounts panel in the main display.
3. Click the link for the type of account to create. Add the profile information and permissions settings for the account.



Teacher Tip

To see your own profile, click the My Profile link in the Quick Links section.



Managing Accounts and Profiles

Sarah Greene **SAM** SEARCH EXIT HELP MY PROFILE HOME

Home Roster Reports Resources Books

My District

- Schools
- Grades for Quincy School
 - Pre-Kindergarten
 - Kindergarten
 - First grade
 - Second grade
 - Third grade
 - Fourth grade
 - Fifth grade
 - Sixth grade
- Teachers
- Classes
- Groups
- Students

Quincy School

Profile for Quincy School

Contact Name: Greene, Sarah
 Title:
 Email: sgreene@quincy.org
 Phone Number: 810-555-5555
 Number of Students: 15

Usage Summary [Print Version](#)

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	ReadAbout	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Count!	Scholastic Reading Inventory
3-322	Greene, Sa...	5	5	5	5	15	7	5	7	12	12
School totals		5	5	5	5	15	7	5	7	12	12

Programs

FASTT Math	Settings	Worksheets	Certificates
READ 180	Settings	Grading Tools	Certificates
ReadAbout	Settings	Grading Tools	
rSkills Tests	Settings	Grading Tools	

Manage Roster

- [Edit School Profile](#)
- [Add a Class](#)
- [Add a Teacher](#)
- [Manage Enrollment](#)
- [Deactivate School](#)

Every district, school, grade, teacher, class, group, and student entered in SAM has a Profile Screen that includes:

- Basic roster information such as name and title;
- Usage Summaries that provide an overview of enrollment and performance data;
- Links to add, edit, and manage accounts.



To open a Profile Screen:

1. Click the **Roster** icon on the SAM Home Screen or the Roster tab along the top of any SAM screen.
2. Double-click the SmartBar to highlight the name of the cohort. The Profile Screen for the selected district, school, grade, group, teacher, class, or student appears in the main display.

Each Profile Screen contains basic contact information at the top of the screen. For all SmartBar selections except students, the Usage Summary displays the enrollment numbers for each program; the Usage Summary for students shows an overview of each individual's current status and performance data in each product for which the student is enrolled. SAM users may view and manage information from the following areas of the Profile Screen:

- **Usage Summary:** Shows a summary of Scholastic programs already in use or available.
- **Programs:** Provides links to manage program settings, enrollment, and grading options for each program.
- **Advanced Settings:** Allows Administrators to import, export, and back up data, as well as track, maintain, and manage inactive accounts. This is only available at the My District, My School, or My Class level of the SmartBar.
- **Manage Roster:** Allows users (depending on permission level) to add or remove schools, teachers, students, and groups, as well as to manage licenses and enrollment in each program.



Setting Account Permissions

To view and adjust permissions for SAM:

1. Click **My Profile** in the Quick Links section to open an administrator's Profile Screen. To change permissions for teachers first select the teacher in the SmartBar. District administrators may also access a teacher's Profile Screen by clicking the **Edit Teacher Profile** link on the Roster tab.
2. Click the Permissions tab. The default permissions for each account type are shown on the table on the following page.

Changing Account Permissions

Edit School Administrator Profile

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

Profile*

Permissions

Permissions

	View	Edit
Student Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other's Permissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow		
View My Permissions	<input checked="" type="checkbox"/>	
Manage All Accounts	<input checked="" type="checkbox"/>	
Add Students	<input checked="" type="checkbox"/>	
Add Groups	<input checked="" type="checkbox"/>	
Add Classes	<input checked="" type="checkbox"/>	
Add Teachers	<input checked="" type="checkbox"/>	
Deactivate Student	<input checked="" type="checkbox"/>	
Deactivate Group	<input checked="" type="checkbox"/>	
Deactivate Class	<input checked="" type="checkbox"/>	

A District, School, or Technical Administrator may change permissions to allow access to different parts of SAM. To change administrator permissions:

1. Click **My District** on the Roster tab.
2. Click the **Manage Admin Accounts** link in the Advanced Settings menu in the lower right corner of the screen.



Edit Teacher Profile

Edit information about this Teacher account on the Profile, Schools & Classes, and Permissions tabs. Items marked with an asterisk (*) are required. When you are done, click Save to finish.

Profile*

Schools & Classes*

Permissions

Permissions

	View	Edit
Student Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow		
View My Permissions	<input checked="" type="checkbox"/>	
Manage All Accounts	<input type="checkbox"/>	
Add Students	<input checked="" type="checkbox"/>	
Add Groups	<input checked="" type="checkbox"/>	
Add Classes	<input checked="" type="checkbox"/>	
Deactivate Student	<input type="checkbox"/>	
Deactivate Group	<input checked="" type="checkbox"/>	
Deactivate Class	<input type="checkbox"/>	
Import Data	<input checked="" type="checkbox"/>	
View Student Demographics	<input checked="" type="checkbox"/>	
Export Data	<input checked="" type="checkbox"/>	
Manage Student Settings	<input checked="" type="checkbox"/>	

Cancel

Save

3. On the Manage Admin Accounts Screen, select the administrative account that needs the permission change.
4. On the Edit Administrator Profile Screen, click the Permissions tab to view the current permissions settings.
5. Check the boxes to select (or deselect) the desired permissions.
6. Click **Save** to save the new settings and return to the Manage Admin Accounts Screen, or click **Cancel** to return to the screen without saving changes.

To change permissions for a teacher:

1. In the SmartBar, double-click the name of a teacher.
2. Click the **Edit Teacher Profile** link under Manage Roster in the top right corner of the screen.
3. In the Edit Teacher Profile Screen, click the Permissions tab to view the current permissions settings.
4. Check the boxes to select (or deselect) the desired permissions. In addition to changing permissions, administrators may also limit a teacher's ability to enroll students. To do so, deselect the checkbox for Manage Student Enrollment, which appears at the bottom of the permissions list.
5. Click **Save** when done to save the new settings and return to the Profile Screen. Click **Cancel** to return to the Profile Screen without saving changes.



Class and Teacher Profiles

Adding Class Profiles

Once the School Profile has been added to SAM, classes may be added and associated with the school. Add Class Profiles and associate them with a school from the school's Profile Screen.

To add classes:

1. On the school's Profile Screen, click the **Add a Class** link under Manage Roster to open the Add a Class Screen.
2. Enter the requested information in the Profile tab. Starred (*) information is required.
3. If the class already has a roster of students, click the Student Roster tab to select the students in the school to include in the new class.
4. Click **Save** to add the class's information to SAM or **Cancel** to return to the Profile Screen without saving the new class.



Adding Teacher Profiles

Once school and class profiles have been added to SAM, add teacher profiles and associate them with schools and classes from the school's Profile Screen. To add teachers:

1. On the school's Profile Screen, click the **Add a Teacher** link under Manage Roster to access the Add a Teacher Screen.
2. Enter the requested information in the Profile tab. Starred (*) information is required.
3. Use the check boxes in the Schools & Classes tab to associate the teacher with schools and classes. Use the check boxes in the Permissions tab to assign permission levels to the teacher.
4. Click **Save** to add the teacher's information to SAM or **Cancel** to return to the Profile Screen without saving the new teacher.



Adding Groups

Creating groups within a class of students allows teachers to run reports by group. However, setting up groups for students is not required.

To create a group:

1. Double-click a teacher or class in the SmartBar. The group must be associated with one specific class. Selecting a teacher in the SmartBar requires specifying to which of that teacher's classes the group belongs.
2. Click the **Add a Group** link under Manage Roster in the upper right corner of the Profile Screen to open the Add a Group Screen.
3. Enter the Group Name and then (if creating a group for a teacher), use the Of Class pull-down menu to select the class with which to associate the group. Use the check boxes to select which students to add to the group. Groups may only be created with students who are in the same class.
4. Click **Save** to save the information to SAM or **Cancel** to return to the Profile 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.

SCHOLASTIC Teachers Parents Kids Administrator Librarians More Scholastic Sign Out Your Account

Read Every Day. Lead a Better Life.

SEARCH

EDUCATION PRODUCT SUPPORT CONTACT US LIVE HELP

PRODUCTS

- READ 180 ENTERPRISE EDITION
- READ 180 NEXT GENERATION
- 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 \(PDF\) >>](#)

BROWSER-BASED SOFTWARE AVAILABLE MAY 2011!

Scholastic Education is pleased to announce the release of version 2.0 of our Enterprise Edition software. [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 Scholastic programs, click **Help** in the Quick Links section along the top of any screen in SAM.