

## Setting Up After Initial Installation

### **READ 180 Next Generation** A SAM Administrator's Guide to a Successful Launch

**Confirm with district technician that *READ 180* is installed, the SAM Server is registered with SAM Connect, and gather initial login information.**

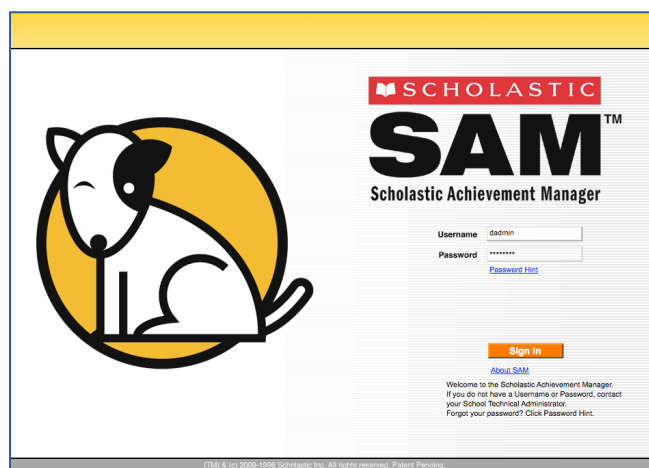
- ρ Get the appropriate URL (server address) to access SAM from the district technician.  
Your server is: \_\_\_\_\_.
- ρ To access the client, use these URLs:
  - o <http://SERVER:55880/slms/studentaccess> (for all student programs)
  - o <http://SERVER:55880/slms/educatoraccess> (for teachers and administrators – SAM Client)
  - o Replace SERVER in the link above with the server name/number for your school or district.



- ρ If you are using Scholastic hosting, use the following URLs:
  - o <https://siteID.education.scholastic.com/slms/educatoraccess>
  - o <https://siteID.education.scholastic.com/slms/studentaccess>
- ρ Confirm with district technician that *READ 180* is installed and that the SAM Server is registered with SAM Connect.
- ρ **NOTE: If you have multiple SAM servers, you will need the address for each server.**

### **Verify SAM Installation and Log In**

- ρ Enter the URL for SAM into your web browser (e.g., Internet Explorer, Safari, Firefox).
- ρ Click the SAM icon to go to the SAM Login screen.
- ρ Enter your district administrator username and password.
- ρ Click the **Sign In** button to log in.
- ρ If these steps do not work, contact your district technician.



## Update District Administrator Profile

- ρ Double click on "My District" on the top left of the Roster tab in SAM. It should turn orange.
- ρ Click the [Manage Admin Accounts](#) link in the bottom right corner of the Roster tab in SAM, under **Advanced Settings**.
- ρ Click the [District Administrator](#) link that appears on the screen.
- ρ Edit the information on the screen. Items with an asterisk are required.
- ρ Click **Save**.
- ρ Log out, then use your new login information to sign in to SAM.
- ρ Share the new login information with your district technician.

## Verify Schools Are in SAM

- ρ Once you have logged in to SAM, click on the orange **Roster** tab on the top of the screen.
- ρ Click on **My District** on the top left of the screen. Confirm that all schools that have *READ 180* Next Generation appear on the SmartBar on the left side of the screen.
- ρ If a school is not appearing on the screen, click the [Add a School](#) link on the top left of the screen.
- ρ Enter all required information in the popup window and click **Save**.
- ρ Contact Customer Service (877-234-READ) to activate licenses for this school.

## Create Additional Administrator Accounts

- ρ Identify school leaders, technicians, and/or literacy specialists who will need administrative access to SAM and also access to a Leadership Dashboard. Gather their names, related schools, and email addresses.
- ρ Click the [Manage Admin Accounts](#) link in the bottom right corner of the Roster tab in SAM, under **Advanced Settings**.
- ρ Click the appropriate new account to create: School Administrator, School Technical Administrator, District Administrator, or District Technical Administrator.
- ρ Enter user information to create a SAM account. Fields with an asterisk are required.
- ρ **NOTE:** Ensure that you assign the account to the appropriate school.
- ρ Click **Save**. Share login information with appropriate personnel.
- ρ **NOTE:** If you were previously using *READ 180* Enterprise Edition v. 2.0, you may choose to import your Administrator accounts into SAM.

## Update District Information

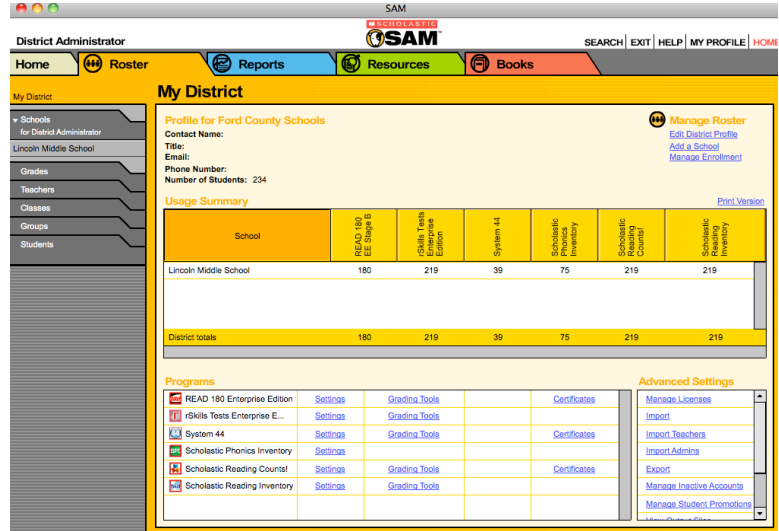
- ρ Click the [Edit District Profile](#) link in the right corner of the Home tab in SAM.
- ρ Add district name, which will populate on reports and Dashboards.
- ρ Edit the information on the screen. Items with an asterisk are required.
- ρ Click **Save**.



**Will you be importing classes or students from your district's student information system (p. 4-5) or will you be entering information into SAM manually (p. 6-7)? Coordinate with district technicians to determine who will complete the following steps.**

## Import Data From the District's Student Information System: Class

- ρ Coordinate with the district's technology department and/or information system department to gather information for import of student and/or class data.
- ρ It is possible to import student information by class, if the data is set up that way in the district's student information system. If you choose to import class information that contains student data, you will need the following information:
  - o Course description / Course number
  - o Class section
  - o Teacher name (last name and first name)
  - o Student information (student names, login information, demographic information if needed, etc.)
- ρ Do **NOT** change the class or school name from what was designated in the student information system.
- ρ Click the name of the district on the top left of the SAM Roster.
- ρ In the Advanced Settings on the bottom right, click [Import](#). Then follow the steps for importing data.
- ρ **NOTE: Each class and teacher in the district MUST have a unique name in order for data to populate correctly on the Dashboards.**



## Importing Data From the District's Student Information System: Student

- ρ If you can get student information but not by class, you can also import just the student records.
- ρ Click the name of the district on the top left of the SAM Roster.
- ρ Then double click the name of the school. It should turn orange on the SmartBar.
- ρ In the Advanced Settings on the bottom right, click [Import](#). Then follow the steps for importing data.

## Activating Imported Data: Class/Teacher

- ρ If school name and class names were not provided in the import file, once data has been imported from the student information system, it will live in the Inactive Accounts until you activate it.
- ρ Click the district name in the SAM Roster.
- ρ Select [Manage Inactive Accounts](#) link in the Advanced Settings on the bottom left of the Roster screen.
- ρ In the Inactive Accounts screen, select whether you wish to activate teachers or classes.
- ρ Then select the accounts you wish to activate. To activate all accounts simultaneously, click the top check box on the left of the screen.
- ρ From the drop-down menu at the bottom of the screen, select the appropriate activation method, then click **Go**.

<input type="checkbox"/>	Name	School	Grades
<input type="checkbox"/>	<a href="#">R180 Barnes 6/7</a>	N/A	6
<input type="checkbox"/>	<a href="#">R180 Dalgle 4/5</a>	N/A	6,7,8
<input type="checkbox"/>	<a href="#">R180 Kirkpatrick 3/4</a>	N/A	6
<input type="checkbox"/>	<a href="#">R180 Kirkpatrick 6/7</a>	N/A	6

## Activating Imported Data: Student

- ρ If you are able to import student records but not the assigned class, use these steps.
- ρ Double click a school name on the SmartBar in the SAM Roster. It should turn orange.
- ρ On the SAM Roster, click [Add A Class](#) link on the top right of the screen.
- ρ Name the class: **zzz\_All Students**
- ρ Select [Manage Inactive Accounts](#) link in the Advanced Settings on the bottom left of the Roster screen.
- ρ In the Inactive Accounts screen, select Students from the top drop-down menu.
- ρ Then select the accounts you wish to activate. To activate all accounts simultaneously, click the top check box on the left of the screen.
- ρ From the drop-down menu at the bottom of the screen, assign the students to the ZZZ\_All Students Class, then click **Go**. Creating an “All Students” class on the SmartBar provides access for teachers to enroll students in their own classes in SAM, since teachers typically do not have access to the Inactive Accounts screen.
- ρ **NOTE: DO NOT ASSIGN A TEACHER TO THIS CLASS! DO NOT ASSIGN A PRODUCT TO THIS CLASS! Doing so will interfere with data reporting on SAM and in the Dashboards.**
- ρ Once all students have been enrolled in their appropriate classes (usually by the end of the first SRI testing window), you can deactivate this class.
- ρ Double click on the “ZZZ\_All Students” class in the SAM Roster.
- ρ Click the [Deactivate Class](#) link on the top right of the screen.

## Create Classes Manually in SAM

- ρ You or a school-level administrator will need to create at least one class for each teacher in order to create a teacher account and allow teachers to manage their own classes.
- ρ From the Home tab, click the [Add a Class](#) link on the top left of the screen.
- ρ Name the class. Note that this name will appear in the Teacher and Leadership Dashboards, so you will need to include the teacher's last name, initial of first name, class type, and class period as part of the name (e.g., R180 Schirmer M 1).
- ρ **NOTE: For Dashboards to properly populate, each class across the entire district must have a unique class name.**
- ρ Select **all** grade levels applicable to this class—even if only one student may be in a particular grade level.
- ρ Select the programs the class will use.
- ρ **NOTE: The Teacher Dashboard will only create classes if you select *READ 180 Next Generation* on this screen.**
- ρ Click **Save**.
- ρ Repeat for all classes.

## Add Teachers Manually in SAM

- ρ From the Roster tab, click the [Add a Teacher](#) link on the top right of the screen.
- ρ **In the Profile Tab:** Fill in all fields with an asterisk. Ensure that the email address for the teacher is correct, as this is how s/he will receive notifications and reports from the Teacher Dashboard.
- ρ **In the Schools & Classes Tab:** Select the appropriate classes to assign to each teacher. You can select all appropriate classes at once.
- ρ Click **Save**.
- ρ Repeat for all teachers, then ensure that teachers know their login information.
- ρ Teachers can change their login information from the Roster tab ([Edit Teacher Profile](#)) once they log in to SAM for the first time.

## Assign Students to Classes

To confirm that students are already activated, double click on a grade level in the SmartBar. Student names will appear on the SmartBar.

- ρ Double click a class name in the SmartBar on the Roster tab.
- ρ Click the [Edit Class Profile](#) link on the top left of the screen.
- ρ In the new window that appears, click the second tab: **Student Roster**.
- ρ Place a check mark next to each student that should be enrolled in the class.
- ρ Click **Save**.
- ρ Repeat for all classes.
- ρ **NOTE:** Avoid enrolling students in multiple classes!
- ρ **NOTE:** If students appear on the SmartBar in an “all students” class, ensure that the class name begins with zzz and that NO teachers are assigned to the class.

**Edit Class Profile**

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

**Profile\***

**Student Roster**

Use the check boxes to select students to include in this class. Attention: Removing a student from the class roster may deactivate him or her. Students must be included in at least one class or they will not appear in the SmartBar. See the student profile window for enrollment information.

Select Students		
	Last Name	First Name
<input type="checkbox"/>	Anderson	Michael
<input type="checkbox"/>	Benson	Carol
<input checked="" type="checkbox"/>	Bracco	Christine
<input checked="" type="checkbox"/>	Chu	Amy
<input type="checkbox"/>	Collins	Chris
<input checked="" type="checkbox"/>	Cooper	Tiffany
<input type="checkbox"/>	Donato	Aimee
<input type="checkbox"/>	Evans	Jamal
<input checked="" type="checkbox"/>	Felix	Tonya
<input checked="" type="checkbox"/>	Fernandez	Luis

Cancel

Save

## Activate Student Accounts

If students do not appear in the SmartBar, they are likely located in the Inactive Accounts.

- ρ Click on “My District” or “My School” at the top left of the screen in the Roster tab.
- ρ Then, in **Advanced Settings** on the bottom left of the screen, click [Manage Inactive Accounts](#).
- ρ On the first page of results, click the box next to the names of students assigned to a particular class.
- ρ In the drop-down menu at the bottom of the screen, select **Assign to a Class**.
- ρ Click **Go**.
- ρ A new window will appear. Select the appropriate class name from that window.
- ρ Click **Save**.
- ρ Move to the next set of student results (the next 250 students) and repeat the process. Repeat for each class.
- ρ If students do not appear in the Inactive Accounts, you may need to import them (see p. 4-5) or add them manually (see steps in the Teacher Implementation Guide).

Home
Roster
Reports
Resources
Books

My District

Schools for District Administrator

Lincoln Middle School

Grades

Teachers

Classes

Groups

Students

**My District**

Profile for Ford County Schools

Contact Name: Manage Roster

Title: Edit District Profile

Email: Add a School

Phone Number: Manage Enrollment

Number of Students: 234

Usage Summary Print Version

School	READ 180 EE Stage B	Skills Tests Enterprise Edition	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!	Scholastic Reading Inventory
Lincoln Middle School	180	219	39	75	219	219
<b>District totals</b>	<b>180</b>	<b>219</b>	<b>39</b>	<b>75</b>	<b>219</b>	<b>219</b>

**Programs**

READ 180 Enterprise Edition	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Skills Tests Enterprise E...	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
System 44	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Phonics Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</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>	<a href="#">Certificates</a>

**Advanced Settings**

- [Manage Licenses](#)
- [Import](#)
- [Import Teachers](#)
- [Import Admins](#)
- [Export](#)
- [Manage Inactive Accounts](#)
- [Manage Student Promotions](#)

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## Enroll Students in Software

- ρ Double click a class name in the SmartBar on the left side of the SAM Roster tab.
- ρ Click the [Manage Enrollment](#) link on the top left of the screen.
- ρ Enroll students in the appropriate software. For *READ 180* Next Generation, this includes:
  - *READ 180* Next Generation
  - *rSkills Tests* Next Generation
  - *Scholastic Reading Inventory* (SRI)
  - *Scholastic Reading Counts!* (SRC!)
- ρ Click **Save**.
- ρ Repeat for all classes.
- ρ **NOTE:** In order for Dashboards to populate, at least one student in each class must be enrolled in *READ 180* Next Generation.

The screenshot shows the 'Enrollment' tab in the SAM interface. It features a table with columns for different software programs and rows for individual students. The columns are: READ 180 ING Stage A, READ 180 ING Stage B, READ 180 ING Stage C, READ 180 EEE Stage A, READ 180 EEE Stage B, READ 180 EEE Stage C, ReadAbout, rSkills Tests Edition, and rSkills Tests Next Generation. The students listed are Anderson, Michael; Benson, Carol; Bracco, Christine; Chu, Amy; Collins, Chris; Cooper, Tiffany; Donato, Aimee; Evans, Jamal; and Felix, Tonya. A 'Total seats remaining' row at the bottom shows counts for each column: 998, 885, 997, 986, 610, 985, 614, 3590, and 3888. At the bottom right, there are buttons for 'Cancel', 'Cancel & Return', 'Save', and 'Save & Return'. The text 'Item(s) 1 through 111 of 111' is visible at the bottom right of the table area.

## Ensure That the Dashboards Function

For Teacher and Leadership Dashboards to function properly, the following steps must occur:

- ρ SAM 2.0 has been installed.
- ρ The SAM Server is registered with SAM Connect and is checking in properly.
- ρ *READ 180* Next Generation is installed on the SAM server.
- ρ At least one student from the class is enrolled in *READ 180* Next Generation.
- ρ All of the latest *READ 180* Next Generation Product Updates have been applied to the server. Updates can be downloaded and installed from the *READ 180* Product Support website: [www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com).
- ρ The class must have been assigned *READ 180* Next Generation in the Class Profile.
- ρ Each class name across the district is unique.
- ρ Each teacher and leader has a SAM account with appropriate permissions established.
- ρ Each teacher and leader has a SAM login and is using that information to log in to the Teacher or Leadership Dashboard.

**Please note: It may take up to 24 hours once SAM has been activated and all steps above are completed for the results to appear on the Dashboard. Also note that the Dashboard updates data over the weekend, so if students complete an SRI during the week, it may take a few days for the data to transfer to the Dashboards.**