



SCHOLASTIC



Technical Implementation Guide

June 15, 2011

For use with Scholastic Achievement Manager v2.0.x and
Enterprise Edition and Next Generation programs v2.0.x

Copyright © 2011 by Scholastic Inc. All rights reserved. Published by Scholastic Inc.

PDF0209 (PDF)

SCHOLASTIC, SCHOLASTIC ACHIEVEMENT MANAGER, READ 180, RSKILLS, SYSTEM 44, READABOUT, FASTT MATH, FRACTION NATION, SRC!, SCHOLASTIC READING COUNTS!, SRI, SCHOLASTIC READING INVENTORY, SPI, SCHOLASTIC PHONICS INVENTORY, SCHOLASTIC MATH INVENTORY, SCHOLASTIC EXPERT 21, and associated logos are trademarks and/or registered trademarks of Scholastic Inc. Other company names, brand names, and product names are the property and/or trademarks of their respective owners.



Table of Contents

Overview: Your Guide to Technical Implementation	6
SAM Installation Components	6
SAM Servers.....	6
Workstations	7
SAM Connect.....	7
Other Components	7
Using the Scholastic Achievement Manager.....	8
Using SAM Connect	10
The Authentication Dashboard	11
Scholastic Education Product Support Website	12
Using the Website	12
Software Manuals, Guides, and Product Information	13
Software Updates	13
Website Username and Passwords	14
Downloading Manuals	16
SAM Manuals.....	17



Planning Your SAM Installation	18
Checklist.....	18
Reviewing System Requirements	19
Choosing a Deployment Option	20
Which Deployment?	22
District Technical Audits	23
Conducting the Audit	23
Maximizing Your Resources	24
For More Help With Your Technical Audit	24
Using the Scholastic Media Accelerator.....	25
Setting Up Your Administrator Team	26
Permissions	26
SAM Connect Administrators	28
Selecting a Product Maintenance and Support Plan.....	29
Premium Plan	29
Basic Plan	29
Additional Technical Services.....	29
Contacting Technical Support.....	29
Setting Up Your SAM Installation	30
Checklist.....	30
Installing SAM and EE Programs.....	31
Local Installation	31
Installing Programs With Scholastic Hosting.....	31
Software Updates	31



Registering SAM Connect	32
Registering SAM Servers.....	32
Naming SAM Servers.....	32
Matching Schools	33
Using the Authentication Tab in SAM Connect.....	34
Scheduling Your SAM Database Backup.....	35
Activating Licenses.....	36
Activating Through SAM Connect	36
Manual Activation	36
The SAM Server Utility	38
Using the SAM Server Utility	38
Launching the SAM Server Utility.....	38
Importing Data Into the SAM Database	39
Formatting Files for Roster Imports.....	39
Using the Import Tool in SAM.....	40
Importing Other Types of Data	40
Automatically Creating Classes.....	40
Maintaining Your Data: Best Practices	41
District and School Profiles.....	41
Teacher Profiles.....	41
Class Profiles.....	42
Student Profiles and Enrollment.....	42



Running Your SAM Installations.....	43
Checklist.....	43
Maintaining the SAM Database	44
Backing Up the SAM Database	44
Cleaning the SAM Database	44
Transferring Students.....	45
Providing On-Site Technical Support.....	46
Working With Scholastic Technical Support.....	46
Running the SAM Installation: Best Practices	47
Servers	47
Data	47
Enrollment.....	47
End-of-Year Tasks.....	48
Checklist.....	48
Aggregating School-Year Student Data.....	49
Exporting Data.....	50
Promoting Students	51
Backing Up and Storing the Database.....	52
Decommissioning Servers	52
Technical Support.....	53



Overview: Your Guide to Technical Implementation

The *Scholastic Technical Implementation Guide* is designed to guide you in setting up and running your Scholastic Achievement Manager (SAM) installations and Scholastic Enterprise Edition (EE) programs (including *READ 180*[®] Next Generation) through the school year.

District administrators and technical teams can install SAM to work with the EE programs to manage school rosters, student enrollment and records, as well as aggregate student data into class, school, and district-wide reports. This requires planning prior to the school year and continued maintenance and monitoring during the school year, leading to a set of end-of-year tasks. This manual will guide you through these stages.

SAM Installation Components

SAM installations consist of three components: the SAM Server or Servers (either a local server at the district level or at the Scholastic Data Center for Scholastic Hosting customers), classroom workstations, and SAM Connect.

Districts using their own servers to connect with student and teacher workstations use a local deployment. Some large districts may divide their database among more than one server; others may use one server per school.

Districts using Scholastic Hosting Services have their SAM Servers hosted at a Scholastic Data Center. This server connects with workstations over a secure Internet connection.

There are different deployment options available, depending on your district's infrastructure and technology capabilities. For more help with choosing the right deployment for your district, see *page 22*.

SAM Servers

The SAM Server is a server that houses the SAM software, the district's SAM database, the EE programs and corresponding media. Based on your deployment, the SAM Server connects to workstations over a local area network (LAN) or an SSL Internet connection.

All software and media is installed on the SAM Server. During installation, users receive a URL to access servers from workstations. See the [Installation Guides](#) for the EE v2.0 programs on the Scholastic Education Product Support website (*page 12*) for more information.

For the system requirements for SAM Servers, as well as a full description of the different types of SAM deployments, see the [Enterprise Edition System Requirements and Technical Overview](#) at the [Scholastic Education Product Support website \(page 12\)](#).



Workstations

Workstations are the computers students, teachers, and administrators use in the classroom to access SAM and EE programs, such as *READ 180*, *READ 180* Next Generation, *System 44*[®], and *FASTT Math*[®].

In order to access the SAM Server and the EE programs, all workstations must have a browser program (Internet Explorer, Mozilla Firefox, or Safari) installed. Districts using Scholastic Hosting Services must use computers with Internet connections.

For the system requirements for workstations, see the [Enterprise Edition System Requirements and Technical Overview](#) at the [Scholastic Education Product Support](#) website (page 12).

SAM Connect

SAM Connect is an online service that connects the SAM Server — local or hosted — to Scholastic. The connection between the SAM Server and Scholastic allows Scholastic to deliver updates and enable data transfers between your SAM Server and Scholastic. SAM Connect also authenticates users and use online Scholastic products such as the Teacher and Leadership Dashboards in *READ 180* Next Generation, the Interactive Teaching System (ITS), and Scholastic U™.

SAM Connect is not a required element of SAM; however, SAM Connect registration is required to use the Teacher and Leadership Dashboards in *READ 180* Next Generation, as well as other Web-based Scholastic programs. SAM Connect is registered during SAM installation (versions 1.9 and higher).

Other Components

Two other optional elements may be part of your SAM deployment:

- **Aggregation Server:** The Aggregation Server is a separate server at the district level that maintains and aggregates student data for district-wide reporting for implementations with multiple SAM databases.
- **Scholastic Media Accelerator** (page 25): The Scholastic Media Accelerator (SMA) is software that is installed on a separate server and controls all media for *READ 180*, *READ 180* Next Generation, *System 44*, and *ReadAbout*[®] by creating a cache server to allow for faster delivery of media over the network. Scholastic **recommends** districts with low available bandwidth or districts that use Scholastic Hosting Services install the SMA.



Using the Scholastic Achievement Manager

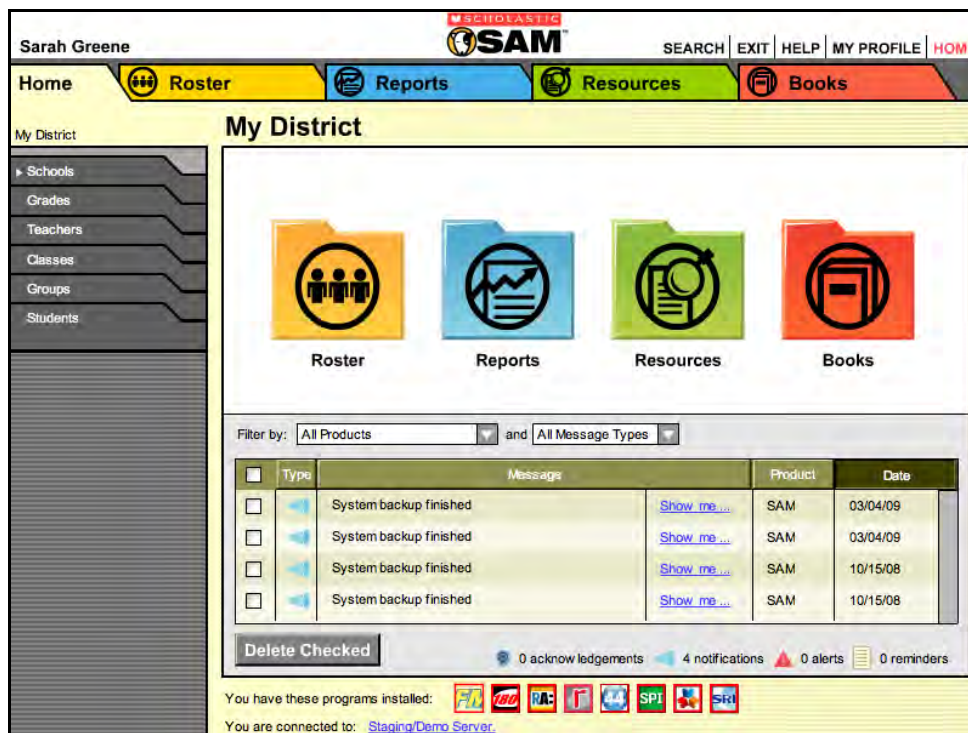


Figure 1 SAM Home Page

SAM is the database program and data manager that links all Scholastic EE programs. Proper set-up and maintenance, including scheduling and performing specific tasks during the school year and at the end of the school year, are vital to keeping up a successful SAM installation. This manual shows you how to do that by:

- Describing the steps to implement and deploy a SAM installation;
- Guiding year-round technical procedures;
- Referencing best practices to implement and maintain SAM installations.



READ 180 Next Generation Users: Districts with *READ 180* Next Generation installed on their SAM Servers 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](#).



SAM consists of several components, all of which are accessible from the home page:

The **SmartBar** (*right*) is the quickest way to access rosters and reports for districts, grades, teachers, classes, and students. Single-click an entry in the SmartBar to reveal which programs the district, teacher, class, group, or student is enrolled in, or double-click a SmartBar entry to open the profile for that entry.

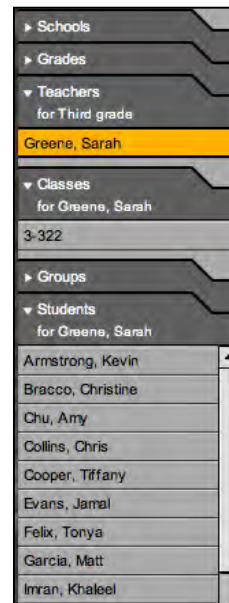


Figure 2 SmartBar

The **Home Page Buttons** (*below*) access the four main areas of SAM: **Rosters**, **Reports**, **Resources**, and the **Book Expert**.

- **Roster** provides detailed information about students, groups, classes, grades, teachers, and schools;
- **Reports** accesses the different reports for each installed Scholastic program;
- **Resources** displays classroom, student, and professional development resources available in SAM for each installed Scholastic program;
- **Books** links to the Book Expert, a database of book titles and quizzes to support curriculum needs.



Figure 3 Home Page Buttons

The **Message Center** displays messages generated through SAM, such as alerts and acknowledgments that reflect students' work in the programs and notifications of SAM system activity such as imports, exports, and backups.

<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

Figure 4 Message Center

Quick Links go directly to the Search, Home Page, Help Page, profile, or to exit SAM.



Figure 5 Quick Links



Using SAM Connect

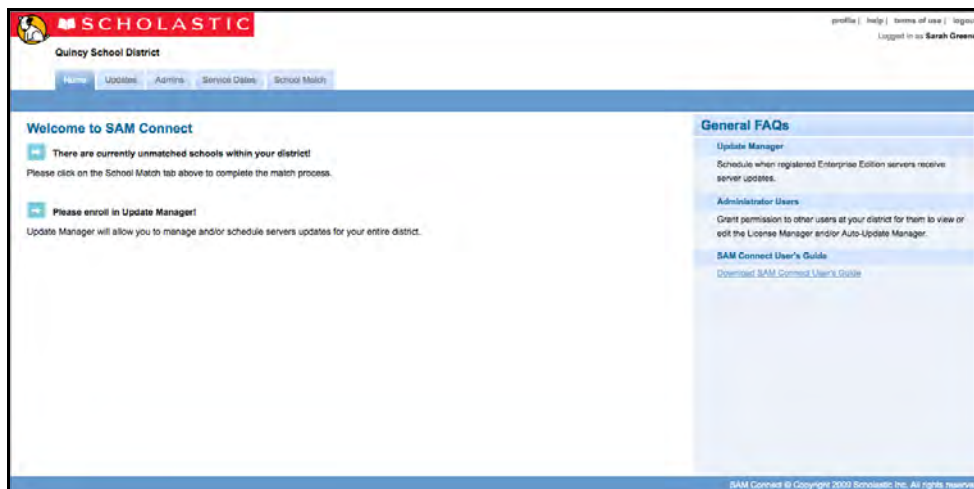


Figure 6 SAM Connect Welcome Page

SAM Connect processes student data and user authorizations that are vital to functioning of several EE programs. Through SAM Connect:

- Users may access Web-based programs such as Scholastic U and Expert Space as well as Web-based components of EE programs, such as the Interactive Teaching System;
- Teacher and Leadership Dashboards in *READ 180* Next Generation display accurate data on student usage and performance in the software;
- Scholastic may add and convert licenses as districts require by pushing them directly to the SAM Server;
- Districts with a Product Maintenance and Support Plan may receive software updates to EE programs.

District SAM Servers must be registered with SAM Connect when SAM is installed. Schools in the district must also be verified and matched with schools in the Scholastic Customer Database through SAM Connect ([page 33](#)) in order for SAM Connect to correctly process and display student data, manage licenses, and monitor servers.

Registered SAM Servers check in with SAM Connect every 25 minutes to collect and update licensing data, check username and passwords for authentication. For more information on setting up and matching SAM Servers to SAM Connect, see the [SAM Connect User's Guide](#) at the [Product Support](#) website.



READ 180 Next Generation Users: SAM Connect updates student data on the Teacher and Leadership Dashboards once a week. Student data from unmatched servers will not be updated, and will therefore result in incomplete Dashboard data and inconsistent eReads access.



The Authentication Dashboard

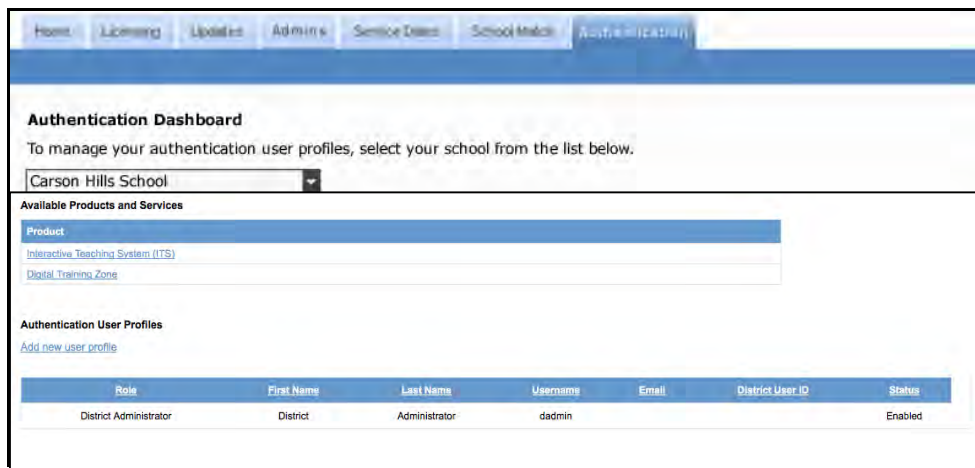


Figure 7 Authentication Dashboard

The Authentication Dashboard allows SAM Connect administrators to view access to the district’s Web-based programs and services (including the Teacher and Leadership Dashboards in *READ 180* Next Generation, Expert 21, the Interactive Teaching System, DTZ, and others). See the [SAM Connect User’s Guide](#) at the [Product Support](#) website for more information on using the Authentication Dashboard.



Scholastic Education Product Support Website

Figure 8 Product Support Website

The Scholastic Education Product Support website (www.scholastic.com/productsupport) is your source for all product information, product updates, and software manuals and guides. **All the manuals mentioned in this guide are available for download as PDFs from the website.**

Using the Website

The [Product Support](#) website home page is organized by Scholastic programs. From the home page, click the program logo, or click the program link on the left side of the page, to go to the product support page for that particular program.

On the home page you will also find product bulletins and announcements. Click the **Learn More** links to download and open the announcement as a PDF.



Software Manuals, Guides, and Product Information

The screenshot shows the Scholastic Product Support website. The top navigation bar includes 'SCHOLASTIC' and links for Teachers, Parents, Kids, Administrator, Librarians, and More. A search bar is located on the right. The main content area is titled 'SCHOLASTIC ACHIEVEMENT MANAGER (SAM) PRODUCT SUPPORT'. It features a 'Product Information' tab with a table of documents for download. The table has columns for Title, Date, Version, Size, Pages, and File Type. Below the table, there are links for 'Download Now' and 'Get Acrobat Reader'.

Title	Date	Version	Size	Pages	File Type
Enterprise Edition Version 1.10.0 System Requirements and Technology Overview	08-01-10	Enterprise Edition v1.10.0	304kb	17	PDF
Enterprise Edition Version 1.10.0 Release Notes	08-18-10	Enterprise Edition v1.10.0	117kb	3	PDF
Enterprise Edition Version 1.10.1 Release Notes	08-18-10	Enterprise Edition v1.10.1	142kb	4	PDF
SAM Connect Server Registration Information	05-01-10	Enterprise Edition	1.27mb	1	PDF

Figure 9 Product Page on the Product Support Website

Every program has a **Software Manual** that explains how to use the program and, where applicable, an **Installation Guide** that explains how to install the program.

Programs that work with SAM also have specific manuals, called **SAM Settings and Reports** manuals, that describe how to enroll students in programs and set individual programs settings through SAM, as well as describe the SAM reports for the program.

Programs have other documents, such as release notes, system requirements guides, and data dictionaries, which describe or update different functions in Scholastic programs. Click the **Product Information** tab to access these documents.

All of these manuals, guides, and documents may be downloaded as PDFs from the [Product Support](#) website. Click the **Manuals** tab from any program's product support page to access the list of manuals for that product.

Software Updates

Software updates enhance functions of Scholastic programs. These updates are made available to program users through download from the [Product Support](#) website. Click the **Software Updates** tab from any program's product support page to access the available updates for that product.



Tech Tip

Be sure to check the Product Support website regularly for updated software and documentation.



Website Username and Passwords

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 \(PDF\) >>](#)

NOW AVAILABLE!
Scholastic Education is pleased to announce the release of version 1.10.0 of our Enterprise Edition software. [Learn More \(PDF\) >>](#)

NEED HELP?
Can't find what you're looking for?
[Contact Us >>](#)

Product Information | Software Updates | **Manuals**

Click on the appropriate document to download. For manuals for Enterprise Edition programs, go to the specific product support page. Please note: to access these materials you will be required to register with Scholastic.com. [Get Acrobat Reader](#)

Title	Date	Version	Size	Pages
SAM v1.10.0: Getting Started with Scholastic Achievement Manager				
Whole Book	07-01-10	Enterprise Edition v1.10.0	808kb	22
SAM v1.10.0: Enrolling and Managing Students in Scholastic Achievement Manager				
Whole Book	07-01-10	Enterprise Edition v1.10.0	1.4mb	43
SAM v1.10.0: Using Resources in Scholastic Achievement Manager				
Whole Book	07-01-10	Enterprise Edition v1.10.0	516kb	14

IN ORDER TO ACCESS THESE FILES:
Please sign in with your username and password.
[Sign in](#)
If you do not have a username and password, you can [register now](#).

Figure 10 Manuals Tab

You can access manuals and updates for any program that your school or district has purchased and registered with a username and password. To obtain a username and password, click the **Register Now** link in the password box and follow these steps:

SCHOLASTIC Teachers - Parents - Kids - Administrator - Librarians - More - Sign in - Your Account

Read Every Day. Lead a Better Life.

Free Tools, Activities, and Exclusive Savings at Scholastic.com

Register
Enjoy all these exclusive benefits:

Educators

- Get your FREE! Class Homepage
- Use purchase orders and save with educator-only offers in The Teacher Store.
- Connect with colleagues through community boards and events.
- Receive email newsletters with lessons, parties, and activities for your grade.

[Educator Registration](#)
[Privacy & Security](#)

Parents

- Get exclusive discounts on The Scholastic Store Online and the Scholastic At Home Online Store.
- Receive our email newsletter with activities, booklists, and recommendations for your child.
- Join online discussions and events in our parent community.
- Instantly access your order status and account history online.

[Parent Registration](#)
[Privacy & Security](#)

Sign In

User Name:

Password:

[Forgot your User Name or Password?](#)

Please Note: If a pop-up window appears regarding non-secure items, click "Yes" to continue. [Click here](#) to learn more.

Also on Scholastic.com:

- Parents and students sign in to go to the Class Homepage your teacher has created.
- Place a [Book or Software Club order](#) online.
- Find [Teacher](#) resources, lessons, and activities.
- See [Family](#) guides, booklists for your child, and parent advice.
- Check out games and fun stuff for [kids](#).

Kids

STACKS

- Personalize your own stack
- Personalize your profile
- Check out books in French!
- Get the #1 on your new books

Figure 11 Register Now Window

1. Click the **Educator Registration** button in the Educators box at the left of the screen. Enter your name and email, create your username and password, and select your school or district location, then click **Continue**.



SCHOLASTIC Teachers ▾ Parents ▾ Kids ▾ Administrator ▾ Librarians ▾ More ▾
Read Every Day. Lead a Better Life.

Registration

Registration Step 2 of 3 - Select Your School

The page will automatically refresh so you can:

- Select your state
- Select your city
- Choose your school from our list of schools

School's State:

- KS - Kansas
- KY - Kentucky
- LA - Louisiana
- MA - Massachusetts
- MD - Maryland
- ME - Maine
- MI - Michigan
- MN - Minnesota
- MO - Missouri
- MP - Northern Mariana Isls
- MS - Mississippi
- MT - Montana
- NC - North Carolina
- ND - North Dakota
- NE - Nebraska
- NH - New Hampshire
- NJ - New Jersey
- NM - New Mexico
- NV - Nevada
- NY - New York

[Exit Registration](#) [Continue](#)

[PRIVACY POLICY](#) | [Terms of Use](#)
Scholastic en

[Customer Service](#) | [About Scholastic](#) | [Careers](#) | [Investor Relations](#) | [Int](#)


TM ® & © 2010-1996 Scholastic Inc. All Rights Reserved.

Figure 12 Registration Screen

2. Select your school's state from the pull-down menu, then select your school's city, and finally the school itself from the subsequent pull-down menus. Click **Continue** when you have selected the state, city, and school.
3. Complete your profile and click **Submit**. You will now be able to use the username and password you created to access the Software Update and Manual pages for the programs your school has purchased.



Downloading Manuals



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 \(PDF\) >>](#)

NOW AVAILABLE!

Scholastic Education is pleased to announce the release of version 1.10.0 of our Enterprise Edition software.
[Learn More \(PDF\) >>](#)

NEED HELP?

Can't find what you're looking for?
[Contact Us >>](#)

Product Information
Software Updates
Manuals

Click on the appropriate document to download. For manuals for Enterprise Edition programs, go to the specific product support page. Please note: to access these materials you will be required to register with Scholastic.com. [Get Acrobat Reader](#)

Title	Date	Version	Size	Pages	
SAM v1.10.0: Getting Started with Scholastic Achievement Manager					
Whole Book	07-01-10	Enterprise Edition v1.10.0	808kb	22	Download Now >>
SAM v1.10.0: Enrolling and Managing Students in Scholastic Achievement Manager					
Whole Book	07-01-10	Enterprise Edition v1.10.0	1.4mb	43	Download Now >>
SAM v1.10.0: Using Resources in Scholastic Achievement Manager					
Whole Book	07-01-10	Enterprise Edition v1.10.0	516kb	14	Download Now >>
SAM v1.10.0: Using the Book Expert in Scholastic Achievement Manager					
Whole Book	07-01-10	Enterprise Edition v1.10.0	1.2mb	32	Download Now >>
SAM Connect User's Guide					
Whole Book	08-17-10	Enterprise Edition v1.10.0	1.75mb	43	Download Now >>

Figure 13 Manuals Tab with Download Links

To download manuals, click the **Manuals** tab, enter your username and password, then click the **Download Now** link next to the manual. The manual will open in a PDF.

Some larger manuals have been divided into downloadable sections for easier downloading. Complete versions are also available.



SAM Manuals

There are several types of SAM manuals that cover the different functions and tasks that SAM can perform. The table below outlines the different SAM manuals and what information they provide. Manuals are also listed by release.

For information on:	See:
How to set up an aggregate server, import or export records, or perform other administrative tasks	<i>SAM Data Management Manual</i>
Specific settings and reports for EE programs	<i>SAM Settings and Reports</i> manual for the specific Scholastic program.
Setting up SAM accounts at the district and school level	<i>Getting Started With Scholastic Achievement Manager</i>
SAM Resources	<i>Using Resources in Scholastic Achievement Manager</i>
Book Expert	<i>Using the Book Expert in Scholastic Achievement Manager</i>
A quick-start guide to setting up a Scholastic Hosting installation	<i>Getting Started With Scholastic Hosting Services</i>
Setting up Scholastic Hosting and performing data management tasks in a hosting environment	<i>Scholastic Hosting Services User's Guide</i>
Using SAM Connect	<i>SAM Connect User's Guide</i>

Figure 14 SAM Manuals



Planning Your SAM Installation

Checklist



When? Six months to four weeks before school.

Planning is key to successfully installing and maintaining any SAM installation. This checklist outlines the key tasks required for planning a SAM installation. Use it to set target dates for completing each task and keep track of your progress.

Key Task	Target Date	Person/Group Responsible	Date Completed
Review the program's system requirements (page 19)			
Choose a deployment option (including deciding whether to use a local deployment or Scholastic Hosting Services) (page 20)			
Initiate a full technical audit with Scholastic (page 23)			
Conduct classroom audits to secure the appropriate technology and classroom materials (page 24)			
Analyze media capabilities and, if needed, the Scholastic Media Accelerator (page 25)			
Select school and district SAM administrators (as necessary) and plan for accounts, profiles, and permissions (page 26)			
Select SAM Connect administrators (page 28)			
Select a Product Maintenance and Support Plan for the district (page 29)			



Reviewing System Requirements

SAM installations are designed to handle large numbers of concurrent users. Servers that meet the recommended specifications have been lab-tested to be capable of supporting up to 750 concurrent users in *READ 180* and *System 44* and 1,000 concurrent users in every other application. Scholastic technology programs include the following features:

- The ability for several schools to share the same server if you run Scholastic technology programs over a district high-speed WAN;
- Easy maintenance and automatic database backups;
- Simplified Annual Yearly Progress (AYP) reporting—you can import and export student AYP data, and filter reports by AYP groups;
- High concurrent usage, allowing a large number of students and teachers to connect to the database at the same time.

To establish server system requirements, Scholastic tests a simulated district infrastructure with high-speed WAN, gigabit Ethernet switch, and 100Base-T connections to all workstations. These tests use servers with 64-bit operating systems, multi-core Intel Xeon processors, a minimum of 2 GB of memory, and a static IP address, including the following operating systems:

- Windows 2003, Windows 2008 (64-bit)
- Mac OS X Server 10.4.11, 10.5, 10.6
- Novell: SUSE Linux Enterprise Server 10, 11

It is important to remember that the listed concurrence levels are best-case scenarios. One or more of these factors may impact your district's concurrency performance:

- Network bandwidth across the installation
- Bandwidth utilization
- Packet prioritization availability
- Firewall configurations
- Processor speed on the server
- Available memory on the server
- Other server settings
- Content filtering settings

SAM installations that serve more than 1,000 concurrent users or 100,000 active student accounts may require additional servers. These large installations should use servers with a 64-bit operating system and a minimum of 4 GB of RAM.

Download and review the [System Requirements and Technical Overview](#), available on the Product Information tab on the [Product Support](#) website, for the latest system requirements for Scholastic programs.



Choosing a Deployment Option

After reviewing the [System Requirements and Technical Overview](#), choose the best deployment option for your district, based on the district’s needs and capabilities.

Each deployment option requires:

- Student workstations in a classroom (desktops or recommended laptops);
- One teacher workstation;
- One or more SAM Servers to which the workstations are connected.

Scholastic programs are designed for flexibility and may be deployed in different ways, depending on the district’s bandwidth, infrastructure, hardware CPU and memory, and the estimated level of concurrent usage. Consult with your Scholastic Field Technical Engineer or Technical Support (*page 53*) on which is the most efficient deployment option for your district.

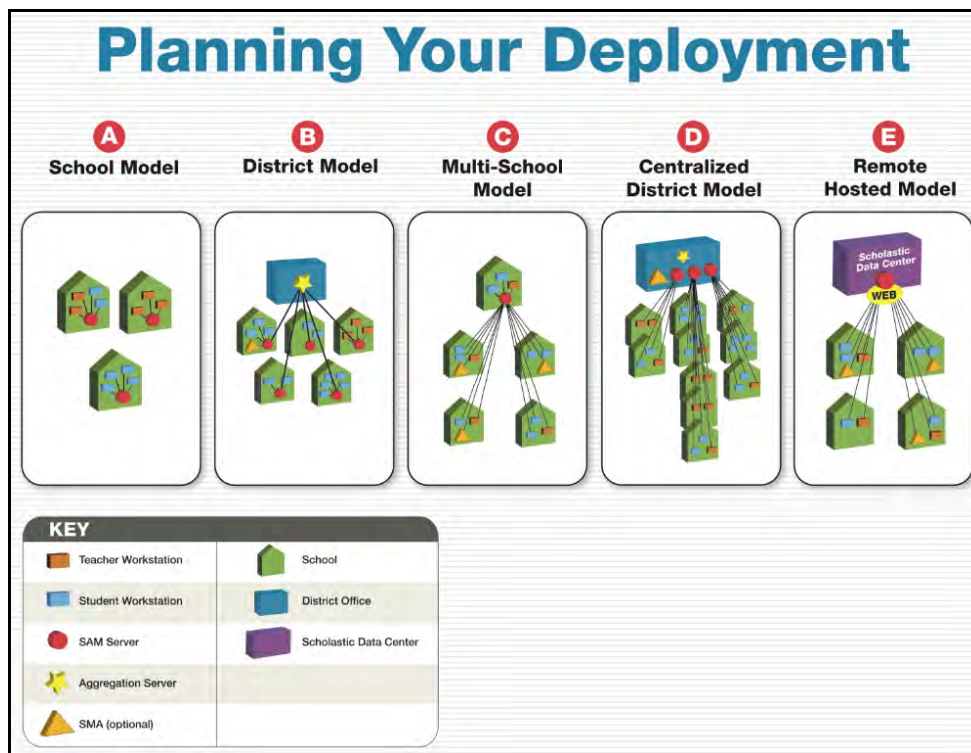


Figure 15 Deployment Options for SAM Installations

OPTION A: SCHOOL MODEL

Local SAM Server(s) and no Data Aggregation Server: In this deployment, each school has its own SAM Server, which is connected to all workstations in the school. There are no district-wide reporting or data aggregation capabilities. Use this deployment option if your school or district does not have high-speed infrastructures and if your district does not require aggregated data across the district.



OPTION B: DISTRICT MODEL

Local SAM Servers plus Centralized Data Aggregation Server: In this deployment, each school has its own SAM Server, but each SAM Server is connected to a district-wide aggregation server as well as student and teacher workstations in their schools. It is similar to the School Model, with district-wide data aggregation capabilities added. Use this option if your district deploys application servers locally but also wants to run district-wide reports.

OPTION C: MULTI-SCHOOL MODEL

Centralized SAM Server and no Data Aggregation Server: In this deployment, one central SAM Server connects all the school servers and workstations in the district. With one central SAM Server, there is no need for a separate aggregation server. Use this option if your district has a high-speed infrastructure and a server capable of supporting multiple schools. Depending on the district's technical infrastructure, installing the SMA may be required.

OPTION D: CENTRALIZED DISTRICT MODEL

Centralized SAM Servers plus Data Aggregation Server: In this deployment, the SAM Servers are housed in a district data center, which also holds the aggregation server, and are connected to schools and workstations. Data from the district SAM Servers may then be aggregated to a district-wide aggregation server. Use this option if your district has a high-speed infrastructure and a centralized data center with multiple servers, each capable of supporting multiple schools. Depending on the district's technical infrastructure, installing the SMA may be required.

OPTION E: HOSTED MODEL

Remotely Hosted Application Server: This deployment uses Scholastic Hosting Services. A Scholastic Data Center becomes the district's SAM Server, with workstations using an Internet connection secured by SSL to connect to the hosted SAM Server. There are no school or district servers. Use this option if your district wants to eliminate the cost of installing and maintaining local servers, or if your district is moving toward an ASP or SaaS deployment model. Since Scholastic records and manages the data on its server, no aggregation server is required. SMA installation at the district level may be required.



Tech Tip

Programs, such as Expert 21, that are entirely Web-based do not require any local SAM installation, and their versions of SAM are Web-based on Scholastic Hosting.



Which Deployment?

The best way to decide how to set up your SAM installation is to work with Scholastic and review your technology capabilities. However, as a quick guide to which type of deployment to consider, use the chart below (generally, a high-speed infrastructure should have an intranet that can handle 20 MB/s or better).

If your district...	Consider...
<ul style="list-style-type: none"> • Has a low-speed infrastructure (less than 20 MB/s); • Uses school-based rather than district-level data centers; • Only plans on using installations in individual schools; • Requires only school-based data aggregation; 	<p>A Local deployment of Option A</p>
<ul style="list-style-type: none"> • Has a low-speed infrastructure (less than 20 MB/s); • Uses school-based rather than district-level data centers; • Plans on using the installation across the district; • Requires district-wide data aggregation; 	<p>A Local deployment of Option B</p>
<ul style="list-style-type: none"> • Has a high-speed infrastructure; • Has a server capable of supporting several schools; • Only plans on using installations in individual schools; • Requires only school-based data aggregation; 	<p>A Local deployment of Option C</p>
<ul style="list-style-type: none"> • Does have a high-speed infrastructure; • Does have a district-wide data center; • Plans on using the installation across the district; • Requires only school-based data aggregation; 	<p>A Local deployment of Option D</p>
<ul style="list-style-type: none"> • Has no server capability or need for one; • Lacks the resources to maintain a local installation; • Wants data centralized; • Matches any of the criteria listed for setting up a Hosted installation (<i>page 21</i>). 	<p>A Hosted deployment with local SMAs.</p>



District Technical Audits

When a school or district purchases Scholastic programs, Scholastic will request that a technical audit be performed to assess the school or district’s technology infrastructure and make recommendations to meet the system requirements of Scholastic programs.

Technical audits are designed to:

- ensure that you can run the Scholastic programs
- help in your deployment decisions
- help identify hardware needs

Choose a deployment option prior to beginning the Technical Audit. Results of the Technical Audit may impact your deployment decision.

Conducting the Audit

There are two types of audits: one for a local installation and one for a hosted installation. When Scholastic requests the technical audit, you will receive an email with a link to the Tech Audit Questionnaire. You have 10 days from purchase to complete the questionnaire. If Scholastic does not receive the Tech Audit questionnaire in that time, Scholastic will contact you to discuss the audit.

TechAudit - Scholastic Tech Audit 1.7 Passcode: 971478

Personal Information

Name: text audit Date: District-wide audit

Title: text audit State: text audit School-wide audit

Phone: text audit School:

Email: text audit District: text audit

Scholastic Enterprise Edition (EE) Environment

Which New Scholastic Enterprise Edition products are you deploying? (Check all that apply)

READ 180 SRJ Reading Counts
 Read About rSkills System 44
 Fraction Nation FASTT MATH SMI
 SPI

Number of schools using EE: Total number of EE users:

Number of classrooms using EE: Max number of concurrent users at any given time: Number of computers per classroom:

Number of computer labs using EE: Number of computers in each lab:

Network Information

Please provide the following information about the network within your district/school

What kind of network do you have between buildings in your district?

1000 Mbit Fiber T-3 Fractional T-3
 100 Mbit Fiber T-1 100 Mbit Copper
 Fractional T-1 Other:

What kind of network do you have within the schools (to the desktop)?

10Base-T Ethernet 10G Ethernet Wireless 802.11g
 100Base-T (Fast Ethernet) Wireless 802.11a Wireless 802.11n
 Gigabit Ethernet Wireless 802.11s Other:

Deployment Method

Please indicate the server deployment method you wish to use for the Enterprise Edition

Figure 16 Local Installation Tech Audit Questionnaire



TechAudit - Hosting Audit 1.5 Passcode: 315006

Date:

Personal Information

Name: State: District-wide audit:

Title: School: School-wide audit:

Phone: District:

Alternate Phone:

Email:

Scholastic Enterprise Edition (EE) Environment

Which New Scholastic Enterprise Edition products are you deploying? (Check all that apply)

READ 180 <input type="checkbox"/>	SRI <input type="checkbox"/>	Reading Counts <input type="checkbox"/>
Read About! <input type="checkbox"/>	SPI <input type="checkbox"/>	System 44 <input type="checkbox"/>
FASTT MATH <input type="checkbox"/>	SMI <input type="checkbox"/>	Fraction Nation <input type="checkbox"/>
rSkills <input type="checkbox"/>	Expert 21 <input type="checkbox"/>	Expert Space <input type="checkbox"/>

Utilization Estimates

Total # of Schools:

Total # of Students:

Maximum # Concurrent Users:

Total # of Classrooms:

of Computers per Classroom:

Total # of Computer Labs:

of Computers per Lab:

Network Information

Please provide the following information about the network within your district/school

What kind of network do you have between buildings in your district?

T-1

T-3

Fractional T-3

100 Mbit Fiber

1000 Mbit Fiber

10 GB Ethernet

Other:

What kind of network do you have within the schools (to the desktop):

Figure 17 Hosted Installation Tech Audit Questionnaire

When Scholastic receives the questionnaire, Scholastic Technical Support will contact you to review the Audit and, if necessary, recommend hardware improvements or upgrades to bring your district infrastructure into compliance with the System Requirements.

Maximizing Your Resources

If your school or district does not have enough computers for all of the students enrolled in SAM and Scholastic technology programs, you may want to designate computers by program and set up a computer center in a classroom. Computers may be designated by program (*READ 180*, *System 44*, *FASTT Math*, etc.) or by subject area (reading, math) and as students move from ELA classes to math classes, they may use the computers available in that classroom.

For More Help With Your Technical Audit

Call the Tech Audit Team at 1-888-557-7299 (select option 1) for help with your technical audit.



Using the Scholastic Media Accelerator

The Scholastic Media Accelerator (SMA) is new software with SAM v2.0 that can be installed on a separate server and controls all media for *READ 180*, *READ 180* Next Generation, *System 44*, and *ReadAbout* by creating a cache server to allow for faster delivery of media over the network.

Scholastic **recommends** districts with low available bandwidth or districts that use Scholastic Hosting Services install the SMA. Additionally, districts with high concurrent usage of Scholastic programs may also wish to install the SMA. Districts that wish to move media traffic off of central servers should also consider installing the SMA.

Districts should evaluate their deployment to determine if it is necessary to install the SMA, and to determine where to install it. The SMA can also be installed after SAM has been installed and implemented if media delays become frequent. Please contact Scholastic Technical Services to discuss your deployment.

The SMA requires a server with the following characteristics:

- **Operating System:** Windows XP SP3, Windows 2003 or 2008; Macintosh OS X 10.5 or later
- **Processor:** Pentium 4 processor 2 GHz or higher; Intel-based Mac
- **Memory:** Minimum 2.0 GB of RAM
- **Hard Drive:** Minimum 25 GB available drive space
- **Drive Speed:** 7200 rpm drive recommended
- **Network:** 100 megabit, Gigabit ethernet recommended

NOTE: SMA currently does not run on Linux-based servers.

For information on installing and managing an SMA, see the [Scholastic Media Accelerator User's Guide](#) on the [Product Support website](#).



Tech Tip

SMA servers cannot contain any traces of SAM software, therefore aggregation servers cannot double as SMA servers.



Setting Up Your Administrator Team

Depending on your district's size and needs, Scholastic recommends appointing an administrator team to help run the district's SAM installation.

Set the individual responsibilities of your team members to meet the priorities and needs of the district. Most districts' technical coordinators assign members of the SAM administrator team one of the four remaining types of SAM accounts:

- **Teachers:** These are for classroom-based users, including teachers and teaching assistants.
- **School Administrators:** School administrators have administrative responsibilities for multiple educators within a single school.
- **School Technical Administrators:** School technical administrators are the primary technical contacts for schools using Scholastic programs.
- **District Administrators:** District administrators have administrative responsibilities for different school administrators.

Set yourself up as the Technical Coordinator, with responsibilities and permissions for being the primary technical contact for your district. Have regular meetings with your administrator team to share and discuss upcoming tasks, issues that may arise, or any problem that needs to be brought to the attention of Scholastic.

A large implementation (greater than five schools) will require at least one SAM administrator for each school.

Permissions

For security purposes, SAM uses permissions to allow different levels of access to SAM data. Permissions are based on account type, but they may be customized depending on the particular needs of the school or district (for example, if a teacher in a school is also the school or district's technical administrator).

Customize user permissions in the user's profile screen in SAM. To learn how to access a user's profile screen and set permissions, see [Getting Started With Scholastic Achievement Manager](#) at the [Product Support](#) website.



Default permissions for each type of user are as follows:

	SAM Permissions/ Responsibilities	Teachers	School & School Technical Administrator	District Administrator	Technical Coordinator
Student Settings	<ul style="list-style-type: none"> • Student Profiles • Program Usage • Program Settings • Grading Tools • Student Reports • Resources and Standards 	✓	✓	✓	✓
Class & Group Settings	<ul style="list-style-type: none"> • Class/Group Profiles & Rosters • Program Usage • Program Settings • Class/Group Reports • Resources and Standards 	✓	✓	✓	✓
Teacher Settings	<ul style="list-style-type: none"> • Teacher Profile • Class/Group Assigned • Program Usage • License Availability • Resources and Standards 	✓	✓	✓	✓
Grade Settings	<ul style="list-style-type: none"> • Grade Profile • Teacher Lists • Program Usage • License Availability • Resources and Standards 		✓	✓	✓
School Settings	<ul style="list-style-type: none"> • School Profile • Grade Lists • Program Usage • License Availability • Aggregated School Reports • Resources and Standards 		✓	✓	✓
District Settings	<ul style="list-style-type: none"> • District Profile • School Lists • Program Usage • License Availability • Aggregated District Reports • Resources and Standards 			✓	✓
Advanced Settings	<ul style="list-style-type: none"> • Manage Licenses • Manage Enrollment • Create/Delete Accounts • Import/Export Data • Backup Database • Promote Students • Use SAM Server Utility 			✓	✓



SAM Connect Administrators

In addition to district and school administrators, it is also important to establish SAM Connect administrators. Scholastic recommends that the technical coordinator setting up SAM also be the lead SAM Connect Administrator.

When you register the server with SAM Connect, you become the SAM Connect Administrator with the following permissions:

- Add new SAM Connect administrators
- Edit other SAM Connect administrator accounts
- Manage updates
- Manage authentications

When adding new SAM Connect administrators, you may assign any or all of these permissions, or change the permissions, to the SAM Connect administrator accounts you create. See the [SAM Connect User's Guide](#) for more information on creating administrator accounts.



Selecting a Product Maintenance and Support Plan

Schools and districts using Scholastic technology programs are strongly encouraged to have a Support and Maintenance Plan. Work with your district's Scholastic representative to keep the school's plan current.

There are two types of Support and Maintenance Plans: Premium and Basic. Premium plans include on-site visits for technical support.

Premium Plan

This plan includes:

- On-site assistance from Scholastic Field Technicians (if unable to resolve software issues over the phone);
- Support coverage for all Scholastic technology programs;
- Software updates and maintenance releases;
- Access to Training Zone;
- Access to the Interactive Teaching System in *READ 180* and *System 44*;
- Phone support;
- Email support and Web chat;
- Discounts on Scholastic U.

Basic Plan

This plan includes:

- Support coverage for all Scholastic technology programs;
- Software updates and maintenance releases;
- Phone support;
- Email support and Web chat.

Additional Technical Services

In addition to services provided with your Product Maintenance and Support plan, Scholastic offers these technical services to all users:

- Software updates and maintenance releases;
- Phone support;
- Email support;
- Web chat.


Contacting Technical Support

If you or your district technical support team cannot resolve any issue, contact Scholastic Technical Support through the Education Product Support website (www.scholastic.com/productsupport) or by phone at 1-800-283-5974.



Setting Up Your SAM Installation

Checklist



When? Four Weeks to Two Weeks Prior to First Day of School.

Once planning is completed, there are several steps to setting up the SAM installation in your district or school.

This checklist outlines the major tasks required for setting up your SAM installation. Use it to set target dates for completing each task and track your progress.

Key Task	Target Date	Person/Group Responsible	Date Completed
Install SAM (page 31)			
Register SAM Connect (page 32)			
Install Scholastic technology programs (page 31)			
Schedule SAM backups (page 35)			
Activate or convert licenses (page 36)			
Learn the SAM Server Utility (page 38)			
Import student and teacher data into the SAM database (page 39)			
Review data best practices (page 41)			



Installing SAM and EE Programs

If your district is using its own SAM Server, then install SAM and EE student programs manually on the server. Districts using Scholastic Hosting Services do not need to install the SAM Server or EE programs, though you will need to bookmark the Student Access Screen and Educator Access Screen on the student and teacher workstations and, if necessary, install SMA(s).

Local Installation

To manually install SAM on your district servers, use the CD or DVD discs that come in Scholastic program software kits. Once SAM is installed, install the different programs in the same manner.

SAM and EE version 2.0 programs use an HTTP connection to connect workstations to the server. This requires a browser program (such as Internet Explorer, Safari, or Firefox) on the workstation. In this browser-based setup, no software is installed on the client workstations; the installers set up the connection and provide a link for the workstations. Any older Scholastic clients installed on the workstations should be removed to avoid confusion.

For more instruction, download the [Installation Guides](#) for specific programs from the [Product Support](#) website.

Installing Programs With Scholastic Hosting

Since Scholastic Hosting customers are not using a local server, there is no need to install SAM or program software. You will be provided with the server link upon enrollment in Scholastic Hosting Services. See the [Scholastic Hosting Services Users' Guide](#) for more information, and see the [Scholastic Media Accelerator User's Guide](#) for more information on installing and running the SMA with Scholastic Hosting.

Software Updates

Software updates are always available on the [Product Support](#) website. When installing SAM and EE programs, always check the Product Support website for product updates to ensure that you are running the latest version of the software.

If your district is using Scholastic Hosting, your server software will be updated automatically and you will be notified of all updates.

If your district uses local servers only, you may manually update your software on the SAM Server (you do not have to reinstall media if you are upgrading a previous installation). You should also check the [Product Support](#) website as part of your installation process as well.

You may also schedule updates to be performed using the SAM Connect Update Manager. See the [SAM Connect User's Guide](#) at the [Product Support](#) website for more information.



Registering SAM Connect

Once SAM and EE programs are installed on your SAM Server, the next step is to activate SAM Connect by registering your SAM Server and matching your schools.

Registering SAM Servers

Each SAM Server in your district must be registered with SAM Connect. This is usually done as part of the SAM Installation process, but you may also use the SAM Connect Registration Wizard at <https://samconnect.scholastic.com/regwiz>. Once the server is registered and the registration key is downloaded, you may log in to SAM Connect and set up your administrator account.

Remember to check the box marked “Set up my administrator account” when registering the server to set up your SAM Connect administrator account.

Naming SAM Servers

Name your SAM Server as part of the SAM Connect registration process. Naming conventions are important in SAM deployments as they directly affect your ability to identify servers.

Best Practices for Naming SAM Servers

- Server names **MUST BE** unique. Having two servers with the same name in the same SAM deployment will cause errors in data reporting and result in inaccurate reporting.
- Avoid generalities in naming servers (“the Scholastic server,” “the reading server,” “the math server”).
- Use either a district or school name in the server’s name (“Quincy District 1,” “Quincy Middle School”).
- If a server is dedicated to one program or suite of programs, use the name of the program in the name of the server (“Quincy District_R180”).



Matching Schools

In order for Scholastic to connect your server with your customer account in the database, all schools in the district must be registered with SAM Connect.

When registering the server, SAM Connect will attempt to auto-match every school on the district server. If SAM Connect cannot match a school, it sends an email to the administrator explaining the problem and providing a link to the **School Match** tab on the SAM Connect Home screen. You must then manually match the school.

For more information on setting up and matching SAM Servers to SAM Connect, see the [SAM Connect User's Guide](#) at the [Product Support](#) website.



READ 180 Next Generation Users: Data received in SAM Connect is reported in the Teacher and Leadership Dashboards in *READ 180* Next Generation. In order for this data to be reported correctly and accurately, it is vital that the SAM Servers that communicate with SAM Connect be properly matched. Data from unmatched servers will be incomplete and can possibly result in inaccurate analysis.



Using the Authentication Tab in SAM Connect

The Authentication Tab allows SAM Connect administrators to view the district's Web-based programs (including Expert 21, the Interactive Teaching System, the Digital Training Zone, Scholastic U, and others) and the Teacher and Leadership Dashboards in *READ 180* Next Generation.

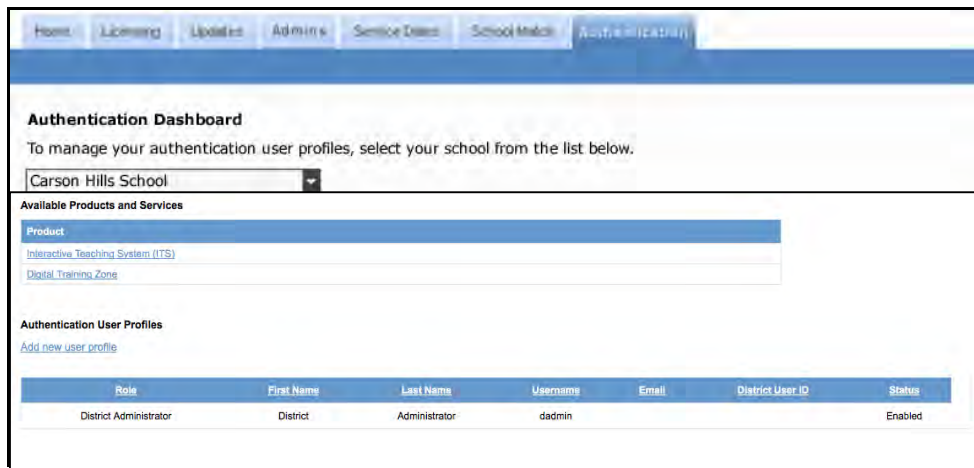


Figure 18 School View Screen on the Authentication Dashboard in SAM Connect

Clicking the Authentication Tab opens the **Authentication Dashboard**. The pull-down menu lists all schools with registered SAM servers or with SAM Connect accounts, as well as the District Office. Clicking a school from the pull-down menu opens the **School View Screen**. The School View Screen contains two tables:

- **Available Products and Services:** This table shows the Web-based programs purchased by the district as links that open the program's login screen.
- **Authentication User Profiles:** This table shows all of the selected school's users that are able to access these programs. The table will be read-only since user profiles are edited in SAM. If the school has a non-registered SAM account, then the table will have live links to add new users, import rosters, edit user profiles, and delete user profiles in Scholastic U.



Scheduling Your SAM Database Backup

A SAM backup saves a copy of the entire database at a given moment. It is important to back up the database at regular intervals (Scholastic recommends backing up the database at least once a week; districts with heavy usage may want to run backups daily). Once your SAM installation is set up, use the Advanced Settings in SAM to set regularly scheduled backups of the database, or use the Database Manager in the SAM Server Utility to manually backup and restore the SAM database.

At first administrator login, you will be promoted to schedule a database backup.

See the **Backing Up the Database** section of the [SAM Data Management Manual](#) on the [Product Support](#) website for step-by-step instructions for scheduling a database backup, or the [SAM Server Utility User's Guide](#) for instructions on performing a manual backup.

Once the backup process is finished, if you scheduled the backup through SAM, you will receive a notification in the Message Center on the SAM Home Page. Close the window to return to SAM. You can access the backup file by clicking the **Show Me** link in the Message Center.

Backups are saved to the following location:

```
<install directory>\ScholasticEE\SAM_Server\jboss\server\lyceal\deploy\sam-download.war
```

Be sure you save your backups to a safe place. Scholastic recommends using portable media (such as a flash drive or CD-ROM) to save backup files that can then be stored off premises. Using the SAM Server Utility (*page 38*), you can also set a secondary backup where the nightly backup will be saved.



Tech Tip

Because it is not possible to perform a successful backup while anyone is using SAM or Scholastic technology programs, schedule this utility for after-school hours.



Activating Licenses

To enroll students in EE programs, there must be an active license for each student in each program. Licenses may be activated manually or through SAM Connect.

Activating Through SAM Connect

To activate licenses through SAM Connect:

1. Confirm that the SAM Server is registered with SAM Connect and all schools are matched.
2. Contact Customer Service at 1-877-234-7323, and provide the representative with the school or district address, ZIP code, and the name of the server. The representative will activate licenses through SAM Connect.



READ 180 Next Generation Users: Districts upgrading to *READ 180* Next Generation from *READ 180* Enterprise Edition versions 1.9 or 1.10 may have their *READ 180* licenses converted to *READ 180* Next Generation licenses through SAM Connect. Students must be unenrolled from the earlier *READ 180* program in order for the license to be freed for conversion. For more information, see the [READ 180 Next Generation Installation Guide](#) at the [Product Support](#) website or contact Customer Service.

Manual Activation

To activate licenses using SAM:

Profile for Quincy School District

Contact Name:
Title:
Email:
Phone Number:
Number of Students: 413

Usage Summary [Print Version](#)

School	Fraction Nation	FASTT Math	Scholastic Math Inventory
Oak Ridge Elementary	20	0	0
Quincy High School	0	0	0
Quincy School	79	25	96
Shady Grove Elementary	5	1	5
Topland Road School	2	0	56
District totals	322	26	174

Programs:

Program	Settings	Worksheets	Certificates
Fraction Nation	Settings		
FASTT Math	Settings	Worksheets	Certificates
Scholastic Math Inventory	Settings		

Advanced Settings

- [Manage Licenses](#)
- [Migrate](#)
- [Import](#)
- [Import Teachers](#)

Figure 19 District Profile Screen

1. Click the **My District** link on the SmartBar to open the district's profile screen. Click the **Manage Licenses** link under Advanced Settings.



Product	Seats Allocated	Students Enrolled*	Seats Available
Fraction Nation	5000	322	4678
FASTT Math	500	26	474
Scholastic Math Inventory	5000	174	4826

Figure 20 Licensing Tab

- From the Manage Enrollment Screen, click the Licensing Tab to see the Installation Code for that program, as well as a list of phone numbers.
- Use the phone number for the program you need licenses for, and provide the Scholastic Technical Support representative with the district address, zip code, and the installation code.
- The representative will provide a License Key for the Scholastic program. Enter the License Key on the screen and click the **Certify** button to activate the program for the number of licenses the school or district has purchased. This will activate the licenses for that program.



The SAM Server Utility

The SAM Server Utility contains tools to help you customize and maintain your SAM installation. Technical coordinators and district administrators have permissions in their accounts to access the SAM Server Utility. Use the SAM Server Utility to:

- Backup and restore databases;
- Set an alternative backup location;
- Stop and start services;
- Collect files to send to Technical Support to resolve problems;
- Change your memory configurations;
- Change your district's password configurations;
- Delete records and files from the server at the end of the school year.

Using the SAM Server Utility

See the [SAM Server Utility User's Guide](#) on the [Product Support](#) website for detailed instructions on how to use the Utility to perform these functions.

Launching the SAM Server Utility

There are several ways to launch the SAM Server Utility; however, you must launch the utility directly on the server. It cannot be used from a workstation.

To launch the SAM Server Utility in Windows:

1. Open My Computer → <install directory> → ScholasticEE → Sam Server → util.
2. Double-click the Sam Server Utility.exe icon.

To launch the SAM Server Utility using a Macintosh:

1. Open a Finder window.
2. Open <install directory> → ScholasticEE → Sam Server → util.
3. Double-click the Sam Server Utility icon.

To launch the SAM Server Utility using Novell/Linux:

1. Open a Finder window.
2. Open <install directory> → ScholasticEE → Sam Server → util.
3. Double-click the Sam Server Utility icon.



Importing Data Into the SAM Database

When the SAM Server, the necessary licenses are activated, password defaults and other server settings are set with the SAM Server Utility (if necessary), and all SAM software is working properly, the next step is to import student and teacher data into SAM. Roster imports may also need to be performed during the school year. Plan ahead and notify your team prior to performing the import. Updates to the same user IDs do not impact data.

Student data may be stored in existing SAM databases, in district records, or in documents formatted into comma-separated value files (*.csv or *.xml). All of these types of records may be imported into SAM.

Formatting Files for Roster Imports

Before using the roster import feature in SAM, make sure that the field names in the *.csv or *.xml files match the required SAM data fields:

- **District or Student ID** (the teacher's, administrator's, or student's identification number in SAM or in other student information systems)
- **First Name**
- **Last Name**
- **Username** (the student's SAM username or username in the student information system)
- **Grade**

Best Practices for Roster Imports

- **It is vital that two different users do not have the same District User IDs on the same server when performing an import.** If two users have the same District User ID, the newer user will be added to the Roster Import and the older user's account will be overwritten.
- Confirm that a teacher or administrator's District User ID is the same in the import file as in the database, or it will inadvertently create a new account.
- Always back up your database (*page 52*) before performing any file import.
- Run imports after hours when students are not using the software.
- If a user must be on multiple servers, all info (user ID, username, password, first name, last name, email) must match exactly.

See the [Scholastic Data Dictionary](#) on the [Product Support](#) website for additional information.



Using the Import Tool in SAM

Once you have created a roster import file for students and teachers, you can proceed with the roster import process by signing in to SAM. See the **Roster Import** section of the [SAM Data Management Manual](#) on the [Product Support](#) website for step-by-step instructions for using the SAM Import Tool.

Importing Other Types of Data

Other types of data, such as .smx file or Zip files, may be imported into SAM as part of a Student Transfer, Student Lexile[®] Transfer, Student Promotion, or Data Aggregation processes.* For information on these procedures, see the relevant sections in the [SAM Data Management Manual](#).

Automatically Creating Classes

The SAM Import Tool can also create classes that will automatically appear in the SAM **SmartBar**, thus eliminating the need to manually create student and class profiles when setting up the **SmartBar** at the beginning of a school year.

If the schools that will hold the student and class data are already in the SAM **SmartBar**, then the Import Tool will create classes within that school so that each imported student can be associated with the proper class. If the class already exists, the student will just be placed in that existing class. For more information, see the [SAM Data Management Manual](#).



Tech Tip

You may also import student data into a “holding” class so teachers may move those student profiles into their classes. Give the holding class a false name, such as “zzz_Holding class,” and use the Import Tool to import those records into the holding class. This will also minimize any impact on reporting. Scholastic recommends starting the class with “zzz” so it is easily identified and does not impact data reporting.

* LEXILE is a registered trademark of MetaMetrics, Inc.



Maintaining Your Data: Best Practices

It is vital to maintain good data hygiene when working with SAM and EE programs that report student data.

District and School Profiles

When setting the district profile in SAM:

- Select all programs that are housed on the SAM Server. This will ensure that student program data will be reported correctly in SAM Connect.
- Check that school-year dates are consistent for all schools and classes across different servers. These dates **MUST** be consistent for accurate data reporting.
- Select the district's school days and hours and make sure they are consistent across all SAM Servers in the district. This is important for setting controls on student use of programs outside of school. Select the programs that require set time controls by clicking the check box next to the program.

Teacher Profiles

When setting teacher profiles in SAM:

- Each teacher **MUST** have a unique District User ID and username in his or her profile, regardless of which of the district's SAM Servers the teacher is on. If different users have the same District User ID (eg., John Jones and Jane Jones both having "JJones") in profiles on two different district servers and you attempt a Roster Import, the newer profile will be added to the aggregation and the older one will be overwritten. If you are unsure if there are duplicate District User IDs, new User IDs may be generated automatically during the import process.
- If two teachers (or any two users) have the same District User IDs in their profile and you perform a data aggregation (*page 49*), the newer profile will be added to the aggregation and the older one will be overwritten.



Class Profiles

When setting class profiles in SAM:

- Class names **MUST BE** unique and descriptive. Scholastic recommends the following format for naming classes: teacher first initial and last name, period or class number, product (e.g., “SGreene_4-401_R180”). For classrooms with multiple products, use the lead product in the suite (*READ 180*, *READ 180 Next Generation*, *System 44*, *ReadAbout*), or the most-used program (*SRI*, etc.).
- Do not split class data across multiple servers. All class data should be housed on one server.
- Do not split programs in a suite (such as *READ 180*, *READ 180 Next Generation*, *System 44*, *ReadAbout*) across multiple servers.
- Keep program selections in the Manage Applications section of the Class Profile current and accurate to ensure proper data sorting and reporting.

Student Profiles and Enrollment

When setting student profiles in SAM and enrolling students in EE programs:

- Each student District User ID and username **MUST BE** unique.
- Student profile information must match EXACTLY across different SAM Servers in the district.
- Do not enroll the same student in the same program on different SAM Servers.
- Students should be enrolled in one program on only one server.
- If you are enrolling students in a suite of programs, make sure students are enrolled in all products in the suite (this is especially true for *READ 180 Next Generation* users).
- Use a student ID that is consistent with your Student Information System to facilitate merging SAM and non-SAM data (like state test results) for analysis.

- **READ 180 Next Generation Users:**



- When enrolling students in the *READ 180 Next Generation* suite of programs, make sure that they are enrolled only in those programs in the *READ 180 Next Generation* suite.
- If you are moving students from *READ 180 v2.0* to *READ 180 Next Generation*, you will need to unenroll those students from the older program, then convert the licenses, and then re-enroll the students in *READ 180 Next Generation* using the converted licenses.
- Be aware that if you are migrating data for students re-enrolled in *READ 180 Next Generation* from *READ 180* version 1.10 or older, only four data points will migrate to the newer program: *READ 180* level, Topics completed, segments completed, and program settings.



Running Your SAM Installations

Checklist



When? During the school year.

Once the school year begins, the focus will shift to maintaining your district's SAM installation and performing necessary tasks that arise during the year, such as transferring students and exporting records. Use the chart below to schedule and record your school-year tasks.

Tasks	Scheduled Day(s)/Time	Person/Group Responsible	Date(s) Completed
Backup Database (page 44)	Weekly (Saturday/2 A.M.)		
Cleanup Database (page 44)	First Day/Last Day Of Semester		
Transfer Students (page 45)	As Needed		
Provide On-Site Technical Support (page 46)	As Needed		
Review Data Maintenance Best Practices (page 47)	Monthly/As Needed		



Maintaining the SAM Database

A SAM database file is a very large file, and therefore it is important that it is properly maintained in order to keep your school or district's SAM installation running smoothly. The database can easily accumulate non-relevant data from deactivated, deleted, or inactive accounts. It is also vital to protect database files in the event of a server malfunction or power outage.

Backing Up the SAM Database

Protect your SAM database files from server malfunctions or power outages by running regularly scheduled backups.

Scheduling backups (*page 35*) when installing the SAM installation means your database backups will occur automatically. You need only check and log that backups were completed at the appropriate time and are saved to the selected location.

Backups will not be successful if any activity is taking place on the SAM installation when they are scheduled, so it is important to schedule the backup for a time when you are sure no one will be accessing the database, such as a Saturday at 2 A.M. It is always a good practice to notify all teachers and administrators of the upcoming backup in order to make sure no one is using the database at the time.

It is a good practice to also save the backup file to a second location that is not on the server computer (portable media such as a flash drive, CD-ROM, or external hard drive is recommended) and not on premises. When you check that the scheduled backup is completed, check also that the external media holds the latest backup file. This can be accomplished using the SAM Server Utility.

Cleaning the SAM Database

When a student's record is removed from SAM, their data is not automatically deleted from the SAM database. This allows student records to be restored by a Scholastic engineer in case of an error or other emergency. However, as a district's SAM database accumulates deactivated and deleted student accounts over time, these records may impair database functions.

Therefore, it is important to clean the SAM database at the beginning and end of every semester and also when the SAM installation is running slowly and diagnostic steps need to be taken.

The Database Cleanup Utility in the SAM Server Utility removes extraneous data safely and without affecting the rest of the database. To learn how to use the Database Cleanup Utility, see the [SAM Server Utility User's Guide](#) on the [Product Support](#) website.



Transferring Students

When students transfer from one district school to another, or into the district from another district, that student's data may be transferred between SAM installations. The Student Transfer process removes all performance records from the student's current school and prepares a file to import that student's data into another SAM database. Students who are transferred are deleted from their existing SAM database. If your district is combining data across several SAM installations, the Student Transfer function helps maintain clean databases for aggregation by avoiding duplicate records for the same student in more than one SAM installation.

For instructions on how to use the Student Transfer function in SAM, see the **Student Transfer** section of the [SAM Data Management Manual](#) on the [Product Support](#) website. When a student transfer is complete, a confirmation message will appear in the Message Center.

SAM Account Status is defined as follows:

- **Enrolled** students are enrolled through SAM in one or more programs;
- **Active** students are listed in classes but are not enrolled in programs;
- **Inactive** students are in the SAM database but not listed in classes or enrolled in programs;
- **Deleted** student have no profiles in SAM but remain in the database (not visible to the user in SAM);
- **Purged** students are no longer in the SAM database.

	Uses a License	Included in Reports	Included in Exports	Carries Class and School Info	Available to Place in Class	Records Remain in Database
Enrolled	YES	YES	YES	YES	N/A	YES
Active	No	No	YES	YES	N/A	YES
Inactive	No	No	No	No	YES	YES
Deleted	No	No	No	No	No	YES
Purged	No	No	No	No	No	No

Figure 21 SAM Account Status



Tech Tip

You may wish to create a SAM administrator account with student transfer permissions for the school's attendance clerk. You can monitor the student transfers through the Message Center.



Providing On-Site Technical Support

The district's technical coordinator or district administrator is the first go-to source for technical support for teachers and school SAM administrators. Establishing lines of communication with SAM users is important.

Follow these steps to establish clear communication with SAM users in your district:

- Establish more than one form of communication (dedicated phone line, email, text). Ask and note which method is the most effective for each user.
- Provide contact information to teachers, principals, and administrators in your district who are using SAM and Scholastic programs.
- Use more than one method of communication. Multiple reminders help everyone!
- Keep a log of each classroom using the SAM installation, and record important dates, goals, and objectives of each classroom.

In addition to communicating with SAM users in your district, you are also the district's contact person for the Scholastic Technical Support. Your first step should always be calling the Help Desk at 1-800-283-5974. Keep this information at hand for questions and troubleshooting information.

Working With Scholastic Technical Support

If your district has an active Product Maintenance and Support Plan, you can contact Technical Support at any time at 1-800-283-5974. However, most technical support issues can be best solved at the school or district level. It is good practice to develop a protocol or flow chart for dealing with technical issues and circulate the protocol to the teachers and administrators in the district. Every district has different needs and resources; use these in developing the protocol.

It is also important to assess the following questions before contacting Scholastic Technical Support:

- **What diagnostics has the teacher performed?** Ask the teacher what steps he or she has taken to solve the issue prior to contacting you.
- **Is the issue hardware- or software-related?** Hardware-related issues should be directed to the hardware manufacturer's technical support team or to your district's IT team if applicable. Software-related issues should be investigated to determine if the issue is related to Scholastic software. Scholastic Technical Support can also assist with this.

Make sure to log all technical support issues, and mark when they are resolved.



Running the SAM Installation: Best Practices

Servers

- Check that all district SAM Servers are registered.
- Check that all district SAM Servers are uniquely named.
- Check that all district SAM Servers are properly matched.
- Confirm that SAM Connect is checking in with all district SAM Servers (see the [SAM Connect User's Guide](#) to see how to check that the Servers are checking in with SAM Connect).
- Check that the district SAM Servers have SAM and all programs properly installed and working correctly over the network (see the program's [Installation Guide](#) to see how to check that SAM and the program are properly installed and working).
- Check that SAM is managing student data in all installed programs.
- Set a schedule for backing up the district's SAM Servers at regular intervals ([page 35](#)).

Data

- Confirm that all schools in the district have consistent school-year dates in the school's Profile Screen.
- Confirm that all programs used by a class are checked in the Manage Applications Screen of the class's Profile Screen and, conversely, that all programs checked are being taught in that class.
- Check that all classes have unique names ([page 41](#)).
- Check that all students and teachers have unique names and unique District ID numbers ([page 41](#)).
- Check that there are sufficient licenses for all students in all required programs ([page 36](#)).

Enrollment

- Check that all students are enrolled in their programs.
- Check that students are not enrolled in the same program on multiple servers.
- Check that students enrolled in a product suite (*READ 180*, *READ 180 Next Generation*, *System 44*, *ReadAbout*) are enrolled in all suite programs on the same server.



End-of-Year Tasks

Checklist



When?

Last five weeks of the school year and early summer.

At the end of the school year, plan and perform a series of procedures that will follow student movement from one grade to another, and aggregate student and class data from SAM.

Use this checklist to schedule these end-of-year tasks. Share these plans and dates with teachers and administrators in your district, so they can better plan their SAM usage, as well as know when to expect the tasks to be completed.

Task	Target Date	Person/Group Responsible	Date Completed
Aggregating School-Year Student Data (<i>page 49</i>)			
Exporting Data (<i>page 50</i>)			
Promoting Students (<i>page 51</i>)			
Backing Up and Storing Database Files (<i>page 52</i>)			
Decommission Servers (<i>page 52</i>)	As needed		



Aggregating School-Year Student Data

All SAM servers aggregate student performance data. However, if your district or school uses more than one server, you will need to use an aggregation server that will draw and aggregate data from the other district application servers.

Aggregations may be scheduled for any point in the school year, but aggregating year-end student performance data is a vital year-end task if your district uses or reviews cumulative student, grade, or school data.

Whether you need to aggregate data depends on your SAM installation.

- If you are using local application servers that connect to a central district server, or if you are using a central server with several application servers and one aggregation server, you will need to aggregate data for district-level reporting.
- If you are using local application servers with no aggregation server, or if your district is only using one application server, you will not need to aggregate data for district-level reporting.
- If your district is using Scholastic Hosting Services, Scholastic will aggregate your data at your request. See the [Scholastic Hosting Services User's Guide](#) on the [Product Support](#) website for more information.

To aggregate data using an aggregation server, make sure both your aggregation server and your application servers are running the same versions of SAM, then use the SAM Auto-Aggregation Scheduler. For instructions on using the Scheduler, see the **Data Aggregation** section of the [SAM Data Management Manual](#) on the [Product Support](#) website.

If the same school, class, group, or student name exists on different SAM installations, SAM will add a number to the school name to distinguish the different schools. This change only appears on the aggregation server; it makes no changes to the data on the application servers.

SAM aggregates data based on student IDs. Students that have data from the same Scholastic program on two separate databases will have the data with the latest entry aggregated.



Tech Tip

The data from the application servers that will be aggregated will also be combined, so the database will appear as a single district. Do not aggregate data from different districts, or for more than one district at a time.



Exporting Data

Student data needs to be exported at the end of the school year. When students transfer out of the district or change schools within the district, their data will need to be exported out of the school's SAM installation. Year-end data aggregation and backups will also require data exports.

The easiest way to export data is through SAM. See the **Data Export** section of the [SAM Data Management Manual](#) on the [Product Support](#) website for instructions on exporting data through SAM.

Student roster and performance data may also be exported for use with other software programs, either the district's own student information system or a spreadsheet program such as Microsoft Excel.

When the export file is ready, you will see a notification in the Message Center on the SAM Home Page. Click the link in the Message Center to open the message, then click the link in the message to save the export file to a flash drive, CD-ROM, or external hard drive.



Tech Tip

Exporting large amounts of data could take several hours; plan accordingly.



Promoting Students

The Manage Student Promotions Wizard in SAM allows administrators to promote students from one grade to the next at the end of the school year. Use the Wizard to promote large groups without changing every student's profile in the district database.

The Manage Student Promotions Wizard also serves the following functions:

- **Promote students** a single grade while leaving them in their current classes in the **SmartBar**. This could be useful if an entire class is being promoted together, but staying together as a group.
- **Remove students from all of their current classes** in the **SmartBar**, but leave them in the SAM installation, accessible with the Manage Inactive Accounts function. Choosing this option creates a *.csv file, where you can edit the grade and class names in Excel (or similar spreadsheet program) and then use the Roster Import function to place the promoted students into new classes. See the [SAM Data Management Manual](#) for more information.
- **Remove students from the SAM installation** entirely. This option prepares a transfer file you can use to create accounts for students in a different SAM installation. The Wizard creates either one file for each student or a single file containing all the students being removed at a given time. You can use these files to transfer students to another SAM installation. Students removed from the installation are also unenrolled from Scholastic programs, freeing up licenses associated with that student.

See the **Student Promotions** section of the [SAM Data Management Manual](#) on the [Product Support](#) website for instructions on using the Manage Student Promotions Wizard.

The Manage Student Promotions Wizard will not work properly if the SAM database is in use, so be sure to schedule the promotions for a time when no one is logged into SAM. It is also important to backup the SAM database before launching the Wizard.

When the Wizard is finished, you will receive a message in the Message Center informing you that the promotions have been completed.



Tech Tip

When saving *.csv files, be sure to select **All Files** in the **Save As Type** pull-down menu; otherwise they will be saved as HTML files.



Backing Up and Storing the Database

The last year-end task is the database backup. Do this last so the backup incorporates all aggregated data and student promotions.

It is a good practice to perform this backup manually to ensure that all settings and data are included. See the [SAM Server Utility Guide](#) on the [Product Support](#) website for instructions on performing a manual backup.

Once the backup is finished and the message appears in the Message Center, save and store the database file on separate media (flash drive, external drive, or CD-ROM), and label it with the school year and district name clearly marked.

Decommissioning Servers

If you need to repurpose a server or need to remove the SAM installation from the server, the server must be decommissioned (this often happens at the end of the year if upgrading to a newer server or using a server to house the SMA, for example). To clear SAM from the server:

1. Follow the uninstall instructions in the SAM Server Uninstall folder.
2. Manually remove the SAMServer.properties file from the operating system. On a Windows-based server, this file is located in the Windows\System32 folder, on a Macintosh-based server, the file is located in the Libraries/Preferences folder.

Once the SAM Server is uninstalled and the SAMServer.properties file is removed, the server is clear of SAM components and can be repurposed.

If moving the database to a new server, do not copy the ScholasticEE directory structure from one server to another. Do a clean install on the new server, then restore the .SQL backup using the SAM Server Utility.

To decommission an SMA Server:

1. Follow the uninstall instructions in the SMA Server Uninstall folder.
2. Manually remove the SMAServer.properties file from the operating system. On a Windows-based server, this file is located in the Windows\System32 folder, on a Macintosh-based server, the file is located in the Libraries/Preferences folder.



Technical Support

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

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 technical support 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 along the top of any screen in SAM.