



Getting Started With Scholastic Web Subscription Services

June 22, 2015

For use with Scholastic Web Subscription Services,
SRI College & Career, *SMI College & Career*, *Scholastic Phonics Inventory*,
Scholastic Reading Counts![®], *Do The Math*[®] Progress Space
and Scholastic Achievement Manager version 2.4 or later

PDF0866 (PDF)

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Table of Contents

Overview	3
Accessing SAM	4
Initial Administrator Login	6
Edit District Profile and Add Accounts.....	8
Editing the District Profile	8
Adding Accounts	8
Setting Up Student Workstations.....	9
Student Access and Educator Access URLs	9
Technical Support.....	10



Overview

Scholastic Web Subscription Services eliminates the need for a district to purchase or maintain application servers in order to use Scholastic Enterprise Edition programs. Scholastic hosts the Scholastic Achievement Manager (SAM) software from its data center, allowing access to SAM data and reports from any computer with an Internet connection.

With Web Subscription Services, assessment programs are delivered completely over the Internet, allowing students and teachers to access *Scholastic Reading Counts!*, *Scholastic Reading Inventory*, *Scholastic Phonics Inventory*, and *Scholastic Math Inventory* through a browser while Scholastic hosts the program software. While districts using Web Subscription Services subscribe to the Scholastic programs, they own the student data generated by the assessment programs. Should districts wish to end their subscription, they keep their data.

With Web Subscriptions Services, students access all programs through a browser. SAM functions exactly as a locally installed version of SAM would, except it does not use a local SAM Server. For information on using SAM, check the chart below for the appropriate manual. All manuals are available on the [Scholastic Education Product Support](#) website:

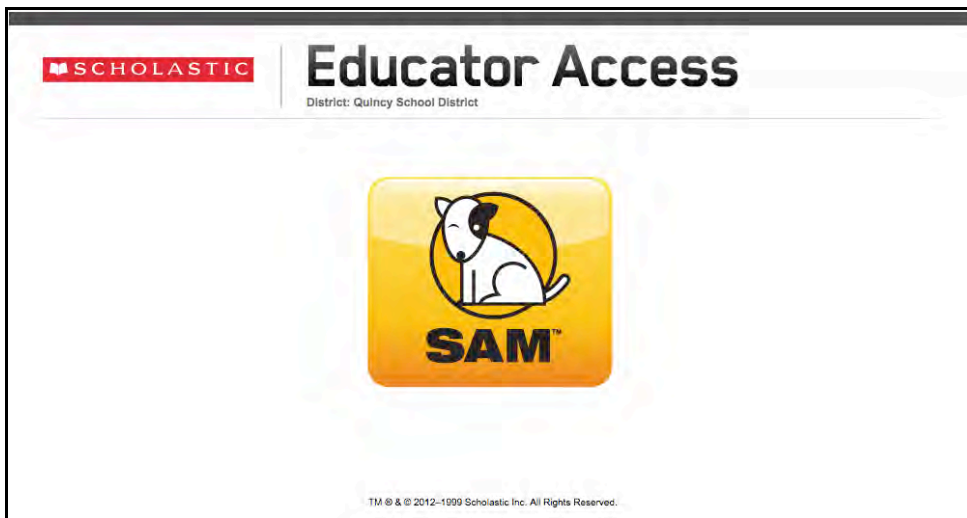
For information on:	Download this manual:
Specific settings and how to run reports for Scholastic programs	<i>SAM Settings and Reports</i> manual for the specific Scholastic program
Getting started in SAM and setting up accounts at the district and school level	<i>Getting Started With Scholastic Achievement Manager</i>
Enrolling students and managing student, teacher, class, group, and school data in SAM	<i>Enrolling and Managing Students Using Scholastic Achievement Manager</i>
SAM Resources	<i>Using Resources in Scholastic Achievement Manager</i>
The Book Expert	<i>Using the Book Expert in Scholastic Achievement Manager</i>
Using SAM Connect	<i>SAM Connect User's Guide</i>
Installing and using the Scholastic Media Accelerator	<i>Scholastic Media Accelerator User's Guide</i>

This guide explains the steps necessary to set up and launch a district's SAM installation using Scholastic Web Services.

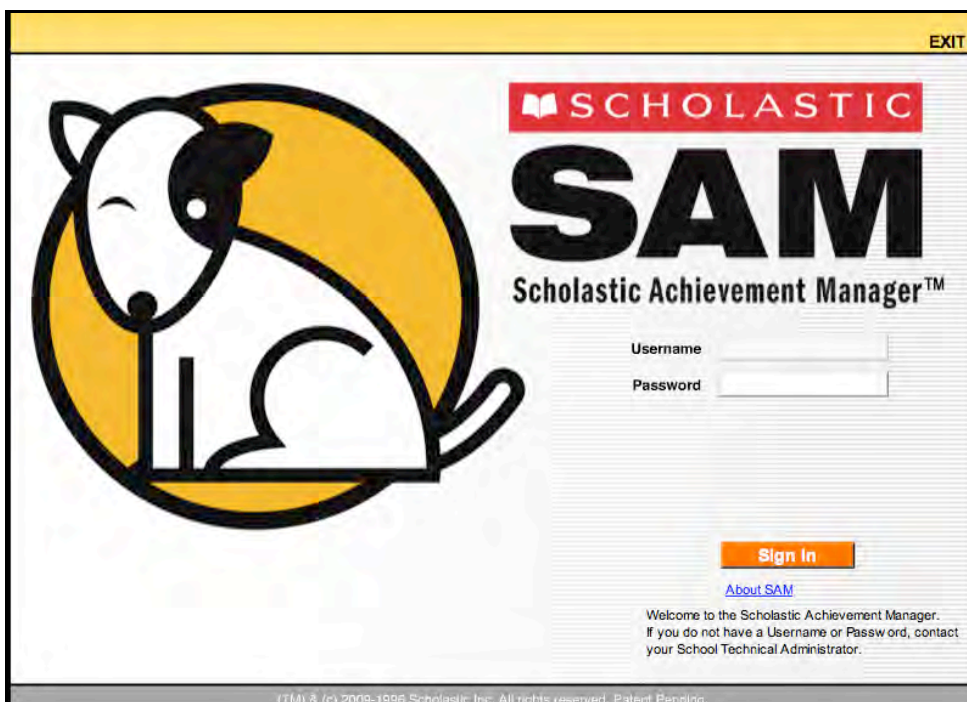


Accessing SAM

The first step in getting started with Scholastic Web Services is to confirm that the district has access to SAM. To do that:



1. Open a browser window and enter the Educator Access URL link from the Scholastic Web Subscription Services email to go to the Educator Access Screen.



2. Click the SAM icon to open the SAM Login Screen in a separate browser window.



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

Home Roster Reports Resources Books Portfolio

My District

Schools
 Grades
 Teachers
 Classes
 Groups
 Students

My District

Roster Reports Resources Books Portfolio

Filter by: All Products and All Message Types

<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>	Import Student Records Successful	Show me...	SAM	08/01/11
<input type="checkbox"/>	Export Student Records Successful	Show me...	SAM	08/01/11
<input type="checkbox"/>	Export Student Records Successful	Show me...	SAM	07/28/11
<input type="checkbox"/>	Export Student Records Successful	Show me...	SAM	07/21/11
<input type="checkbox"/>	Import Student Records Successful	Show me...	SAM	07/21/11
<input type="checkbox"/>	Export Student Records Successful	Show me...	SAM	07/21/11
<input type="checkbox"/>	Import Student Records Successful	Show me...	SAM	07/21/11

Delete Checked 0 acknowledgements 294 notifications 0 alerts 0 reminders

You have these programs installed:

You are connected to: <http://integration2.education.scholastic.com:55880>

3. Use the following credential to log in to SAM for the first time:

- Username: dadmin
- Password: SAM@dm1n



Initial Administrator Login

At first login after installation, administrators use the installed username and password:

- Username: dadmin
- Password: SAM@dm1n

After this login, and before accessing SAM, a prompt opens allowing the administrator to establish a unique username and password.

District administrators should fill out all the fields (asterisks indicate required fields) and create a unique username and password using the onscreen password guidelines. Scroll over the questions mark icon to see the password defaults. District administrators may change password requirements through the SAM Server Utility. Districts using Scholastic Hosting Services should contact Scholastic Technical Support (*page 10*) for help changing password defaults.

Administrator passwords must be between 8 and 16 characters and cannot be only the user's first or last name or a combination of the two. Passwords must also contain at least one uppercase and one lowercase letter and one numeral.

The default username and password will not log users in to SAM.



Teacher Tip

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



District Administrator

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

My District

Schools for District Administrator (No Items)

Grades Teachers Classes Groups Students

Edit District Administrator Profile

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

Profile* Permissions

Identify SAM Account

Type of Account District Administrator

District User ID *

SPS ID

Prefix

First Name *

Last Name *

Title (e.g. Teacher)

Suffix

Email *

Username *

Password *

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

Confirm Password *

Password Hint

Cancel Save

District administrators should fill out all the fields (asterisks indicate required fields). The username and password will appear in the profile.

Click **Save** to go to the SAM Home Screen. Moving to the Home Screen confirms the ability to access SAM.



Edit District Profile and Add Accounts

Editing the District Profile

View the district's Profile Screen by clicking the **My Profile** link in the upper right corner of the Home Screen. The profile will be set to default settings at first login.

By default, the settings will show school hours between 7AM and 4PM. Modify the school hours if necessary and select the Scholastic programs that may be accessed during these hours by clicking the box next to the program name. This is important for setting controls on student use of programs outside of school. Scholastic recommends restricting hours on assessment programs (*Scholastic Math Inventory*, *Scholastic Reading Inventory*, *Scholastic Reading Counts!*, *Scholastic Phonics Inventory*) to school hours. Change other settings as necessary, then click **Save** to save the changed settings to the district's Profile.

Adding Accounts

To set up SAM accounts for schools, teachers, classes, and students, see [Getting Started With Scholastic Achievement Manager](#) and [Enrolling and Managing Students Using Scholastic Achievement Manager](#) on the [Scholastic Product Support](#) website. To import teacher or student data into Scholastic Hosting and SAM using a CSV import file, see the [Scholastic Hosting Services User's Guide](#). Note that schools must be added to SAM before any imports can be run.



Setting Up Student Workstations



Students access Web Subscription programs through the Scholastic Student Access Screen. This screen should be bookmarked on all student workstations. To access the Student Access Screen, open a new browser window and enter the Student Access URL link from your Scholastic Web Subscription Services email.

For information on accessing and using the Scholastic programs on the Student Access Screen, see the program manuals at the relevant section of the [Scholastic Education Product Support](#) website.

Student Access and Educator Access URLs

You may also access the Educator Access Screen by going to www.scholastic.com/educator and entering the district ZIP code. Select the district from the pull-down menu and click **Go**.

To determine the district's Student Access URL, replace the word "educator" with the word "student" in the Educator Access URL.



Technical Support

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

EDUCATION PRODUCT SUPPORT Programs Notices FAQs Contact Us Live Help

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 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 \(PDF\) >>](#)

INSTALLATION AND TROUBLESHOOTING TIPS
[Tips for Installing and Implementing READ 180 >>](#)
[Enterprise Edition Troubleshooting Guide >>](#)
[Scholastic Technical Implementation Guide >>](#)

FREE MONTHLY TECHNICAL WEBINARS
 NEW for customers with an active Premium Support Plan, Scholastic Hosting Services, or Scholastic Web Subscription programs. Learn about best practices, known software issues, and troubleshooting tips from Scholastic's software experts. Upcoming webinars:
February 18, 1:00 pm ET
 To register, visit the **Training Zone**. Log in with your SAM username and password. (SAM server must be registered with SAM Connect.)

PRODUCT INFORMATION SOFTWARE UPDATE MANUALS

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

Title	Date	Version	Size	Pages	File Type	
Scholastic Education Technology Programs v2.3.x System Requirements & Technical Overview	07-07-14	2.3	270kb	11	PDF	Download Now >>
Scholastic Technical Implementation Guide	11-19-13	v2.2	1mb	53	PDF	Download Now >>
Scholastic Achievement Manager Version 2.3 Release Notes	01-30-15	v2.3	143kb	3	PDF	Download Now >>
Scholastic Central Version 1.1 Release Notes	01-30-15	v1.1	120kb	1	PDF	Download Now >>
Scholastic Education Product Support Technical Services Description	02-24-14	1	44KB	2	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 users with active Product Maintenance and Support Plans.

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

- 1-877-234-7323 for questions related to licenses or orders
- 1-800-283-5974 for technical issues or software troubleshooting

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