



# Using SAM Central With *iRead*

For use with *iRead* version 3.x or later, SAM Central,  
and Student Achievement Manager version 3.x or later



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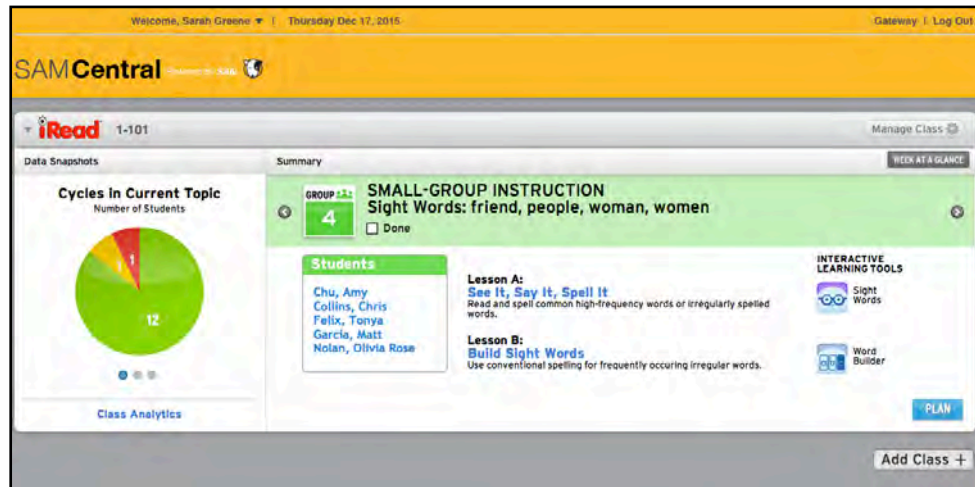
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## SAM Central and Student Achievement Manager



SAM Central provides teachers with student data, classroom management, and instructional resources they need for successful implementation, effective teaching, and differentiated instruction.

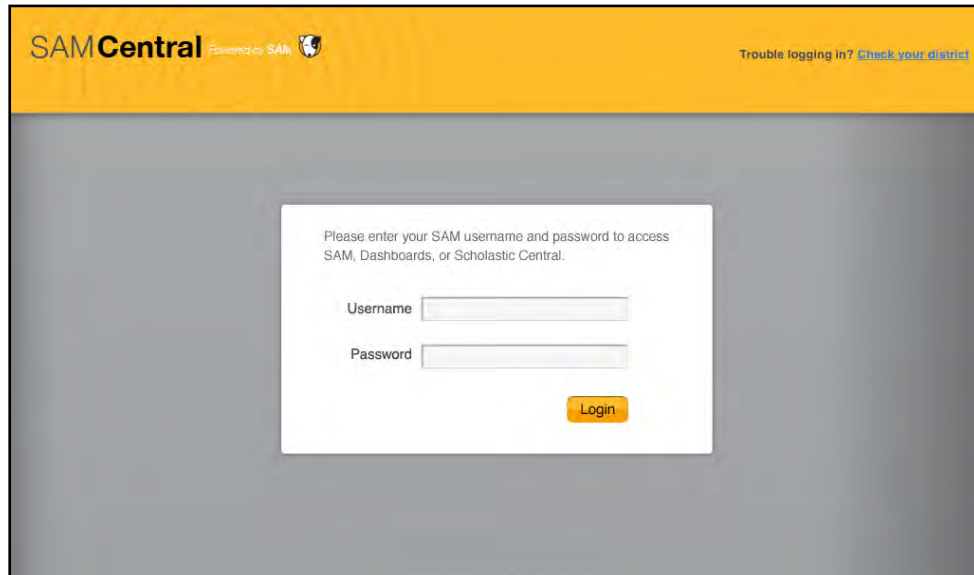
The Student Achievement Manager, formerly the Scholastic Achievement Manager, (SAM) powers SAM Central. SAM is the underlying system that stores and controls all user information. SAM Central draws on that information to allow teachers to create classes, enroll students, customize students' learning experiences, track progress, monitor performance in the software, and generate reports on student and class work.

Using SAM Central, teachers can:

- Enroll students in programs and change settings for students and classes
- Customize students' learning experiences and track their progress
- Monitor student performance in the software and plan data-driven instruction
- Group students for differentiated instruction
- Use the interactive whiteboard tools in the Interactive Teaching System to project class lessons
- Evaluate fluency recordings and assess writing from the software

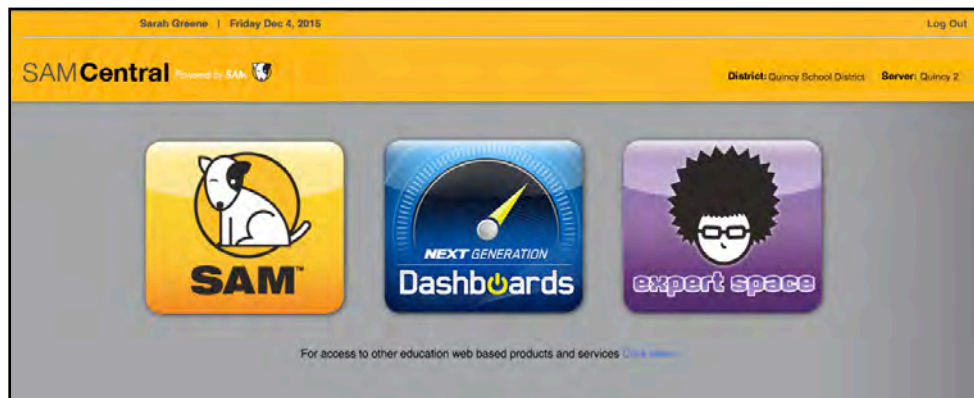
## Logging In to SAM Central

Open the SAM Central Login screen using the URL link from the Hosting Activation email. The SAM Central Login screen appears.



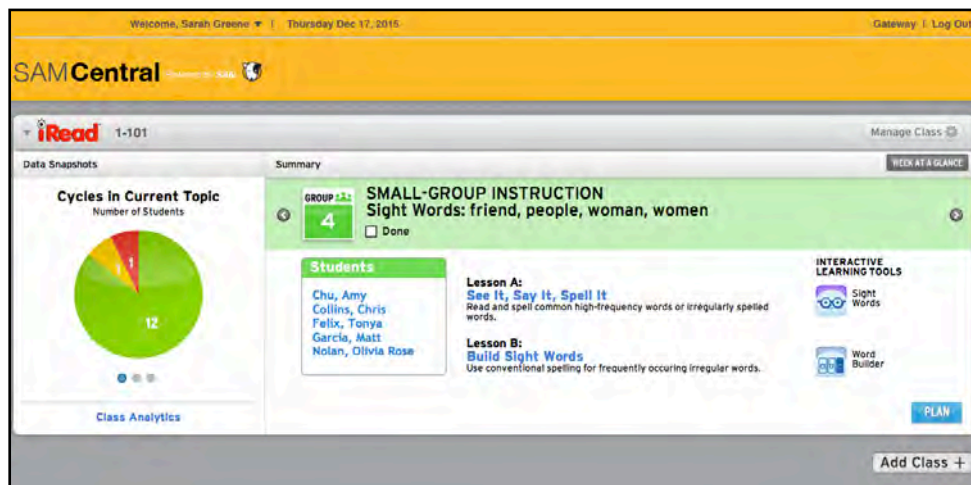
The screenshot shows the SAM Central login interface. At the top, there is a yellow header with the 'SAM Central' logo and a small 'Powered by SAM' tag. To the right of the header, a link says 'Trouble logging in? Check your district'. The main area is a light gray rectangle containing a white login box. Inside the box, it says 'Please enter your SAM username and password to access SAM, Dashboards, or Scholastic Central.' Below this text are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is an orange 'Login' button.

Use the username and password on the teacher profile in SAM (provided by the school or district administrator) to log into SAM Central. Teachers go directly to their SAM Central Home screen (page 6).



Administrators will see the SAM Central Access screen with the SAM icon and icons for other district programs.

## SAM Central Home Screen

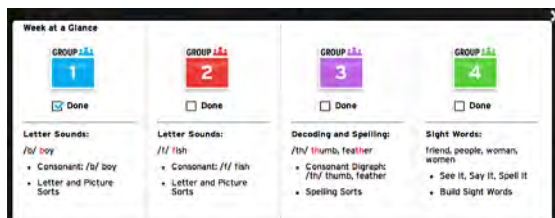


The Home screen provides a snapshot of student progress and performance in *iRead*. This screen contains each *iRead* class in a Class Widget. It also contains other functions for class and program management.

### Class Widget

Each *iRead* Class Widget contains the following sections:

- **Data Snapshots:** Data Snapshots provide an overview of student performance and usage. The data is updated in real time. Click the dots to scroll through the different snapshots.
- **Summary:** The Summary displays lessons and information for groups created by the Groupinator (page 11). The **Plan** button opens the Groupinator, which uses class data to group students for differentiated learning.



Click the **Week At A Glance** button to see the week's lessons for the different Groupinator groups.

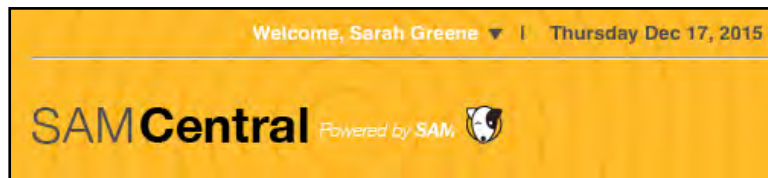
- **Manage Class:** The Manage Class button opens a pull-down menu of *iRead* Program Settings (page 28).
- **Class Analytics:** Click the **Class Analytics** link to open the Class screen (page 9) and view *iRead* class and student reports.

Click the class name in the top bar to expand or collapse the Class Widget.

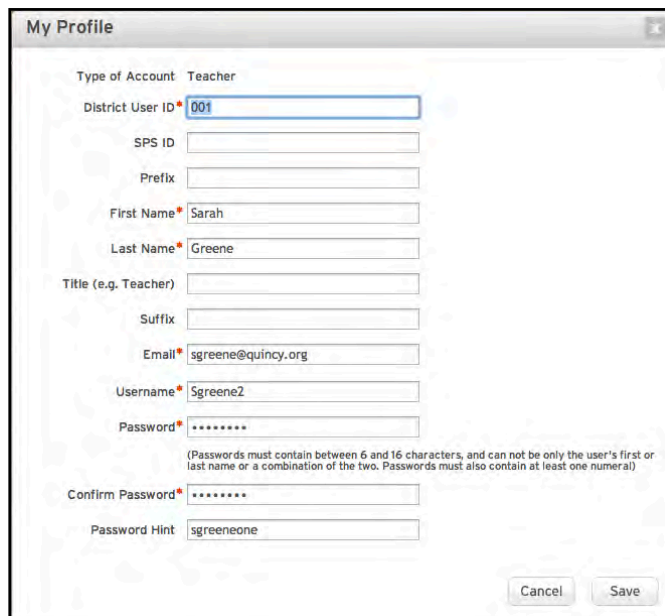
## Gateway

Clicking the **Gateway** link at the top of the Home screen opens a pull-down menu. This menu contains links to SAM, the Product Support site, and any other sites or services that the teacher is entitled to. Click an icon to open that program in a separate browser window.

## Teacher Profile



Clicking the teacher's name in the Welcome line of the Home screen opens the My Profile screen, which shows the teacher's SAM Profile.

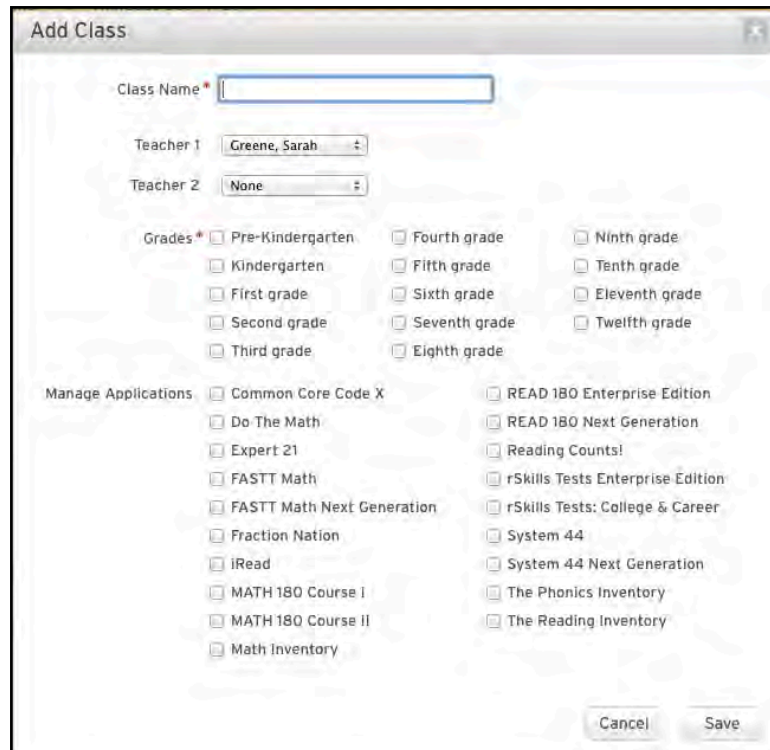
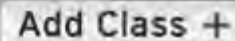



Enter or change information on the profile and click **Save** to save changes and record them in SAM. To close the screen without saving changes, click **Cancel** or the "X" icon at the top of the screen.



## Add Class

Click the **Add Class** button under the Class Widget to add a class in SAM Central and SAM.



The "Add Class" dialog box contains the following fields and options:

- Class Name \***: A text input field.
- Teacher 1**: A pull-down menu with "Greene, Sarah" selected.
- Teacher 2**: A pull-down menu with "None" selected.
- Grades \***: A group of checkboxes for grades from Pre-Kindergarten to Twelfth grade.
- Manage Applications**: A group of checkboxes for various educational programs and tests.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

Enter a name for the class in the Class Name field. Choose the teacher(s) for the class by clicking the pull-down menus and clicking a teacher name.

Select which grades are in the class by clicking the appropriate checkboxes.

Select which programs are being used in the classroom by clicking the appropriate checkboxes. Note that the district or school must have available licenses for teachers and students to be enrolled in the programs. See *page 57* for more information on managing licenses in SAM Central.

Click **Save** to save changes and record them in SAM. To close the screen without saving changes, click **Cancel** or the "X" icon at the top of the screen.

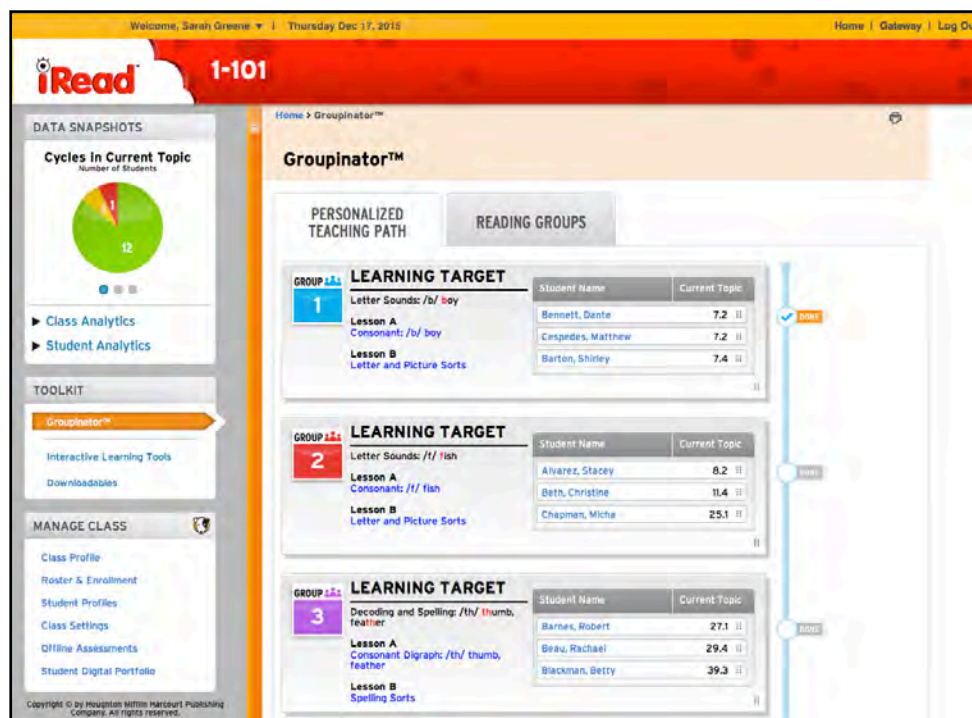
## Log Out

Click the **Log Out** link to log out of SAM Central.



## Class Screen

Clicking any of the links or buttons on the Class Widget opens the Class screen.



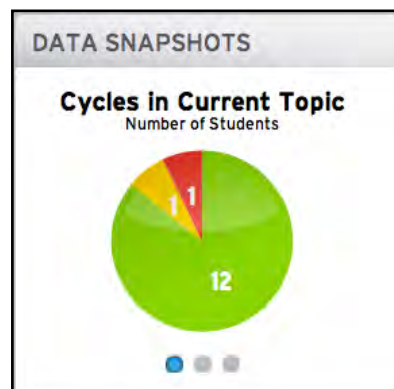
The Class screen displays data and analytics for students in the *iRead* classroom and for the class as a whole.

The Class screen consists of a navigation pane on the left side of the screen and a data display area on the right. The navigation pane has three areas:

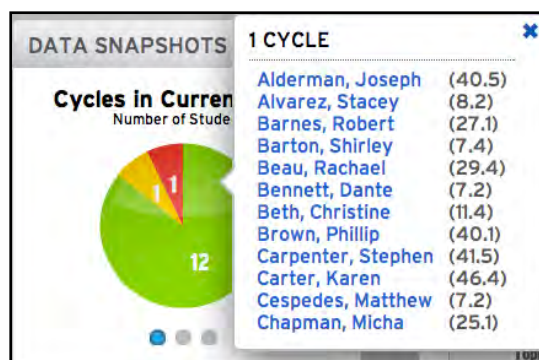
- **Data Snapshots:** Data Snapshots provide an interactive overview of student performance and usage (*page 10*) as well as links to Class and Student Analytics.
- **Toolkit:** The Toolkit Menu links to *iRead* teacher tools, including the Grouinator (*page 11*), the Interactive Learning Tools, and downloadable resources.
- **Manage Class:** Use this menu to set and change *iRead* Program Settings (*page 28*) and access the Student Digital Portfolio (*page 41*).

Clicking any of the links in the different menus displays the chosen data on the right side of the screen.

## Data Snapshots

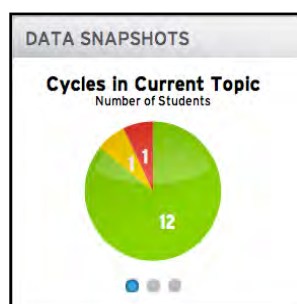


Data Snapshots give an overview of student performance and usage. Click the dots at the bottom of the graph to scroll through the three different *iRead* data snapshots.



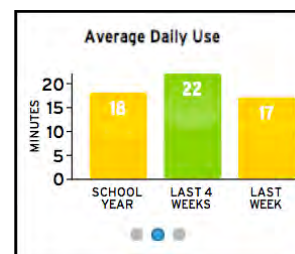
Click the different areas of the data graphs to see detailed data. Click the student's name link to open the Student Software Performance Report (page 56) for that student.

There are three different *iRead* data snapshots:

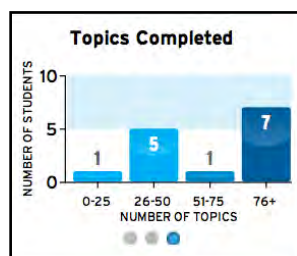


**Cycles in Current Topic:** Cycles in Current Topic displays how many cycles students take to complete their current topic.

**Average Daily Use:** Average Daily Use displays how much time students spend in *iRead* on an average day. It measures



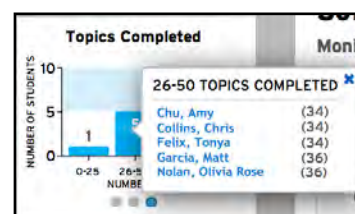
student use by minutes on a particular day, rather than number of times the student logs in.



**Topics Completed:** Topics Completed shows how many topics students in the class have completed in different ranges.

Click the columns to open the pop-up windows and view students who have completed the topics,

sorted by least to most topics completed.

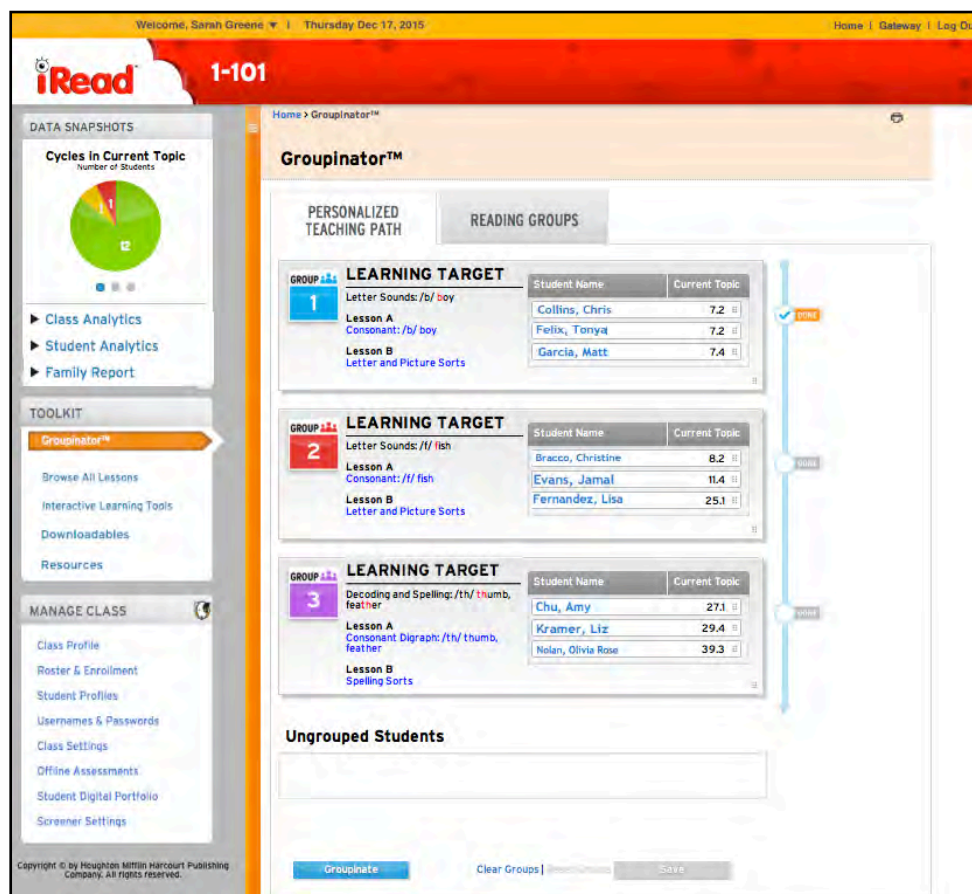


The Data Snapshots area also contains links to Class Analytics and Student Analytics. Click these links to see the class data organized into *iRead* reports (page 53).

## Toolkit

The Toolkit Menu links to three teaching tools in *iRead*.

## Groupinator®



The screenshot shows the iRead Groupinator interface. The top navigation bar includes 'Welcome, Sarah Greene', 'Thursday Dec 17, 2015', and links for 'Home', 'Gateway', and 'Log Out'. The main header displays 'iRead 1-101' and 'Home > Groupinator™'. The left sidebar contains sections for 'DATA SNAPSHOTS' (Cycles in Current Topic), 'TOOLKIT' (Groupinator, Browse All Lessons, Interactive Learning Tools, Downloadables, Resources), and 'MANAGE CLASS' (Class Profile, Roster & Enrollment, Student Profiles, Usernames & Passwords, Class Settings, Offline Assessments, Student Digital Portfolio, Screener Settings). The main content area is titled 'Groupinator™' and has two tabs: 'PERSONALIZED TEACHING PATH' and 'READING GROUPS'. Under 'READING GROUPS', there are three groups, each with a 'LEARNING TARGET' and a table of students with their current topics.

GROUP	LEARNING TARGET	Student Name	Current Topic
1	Letter Sounds: /b/ boy Lesson A: Consonant: /b/ boy Lesson B: Letter and Picture Sorts	Collins, Chris	7.2
		Felix, Tonya	7.2
		Garcia, Matt	7.4
2	Letter Sounds: /f/ fish Lesson A: Consonant: /f/ fish Lesson B: Letter and Picture Sorts	Bracco, Christine	8.2
		Evans, Jamal	11.4
		Fernandez, Lisa	25.1
3	Decoding and Spelling: /th/ thumb, feather Lesson A: Consonant Digraph: /th/ thumb, feather Lesson B: Spelling Sorts	Chu, Amy	27.1
		Kramer, Liz	29.4
		Nolan, Olivia Rose	39.3

At the bottom, there is an 'Ungrouped Students' field and buttons for 'Groupinate', 'Clear Groups', and 'Save'.

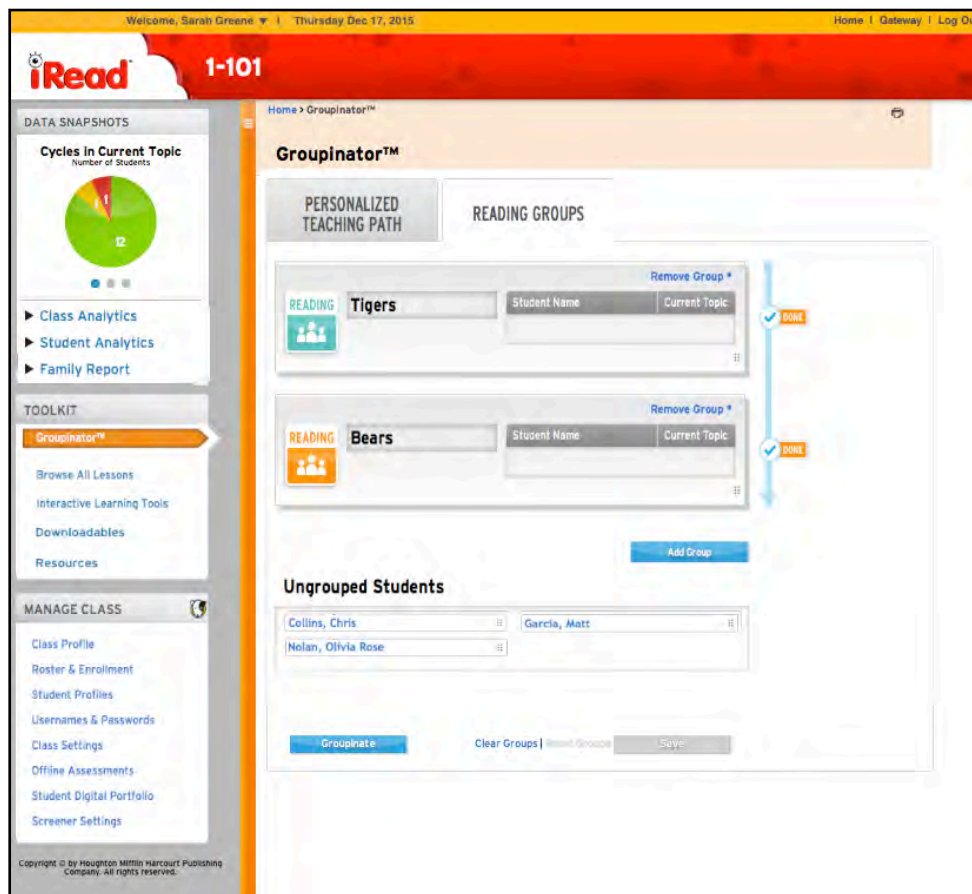
The Groupinator is used to group students for *iRead* instruction.

Click the Personalized Teaching Path tab to use the Groupinator to group students based on their current placement and progress in *iRead*. Teachers may also manually modify or clear the groups.

To move a student from one group to another, click and drag the student bar to another group or to the Ungrouped Students field. To clear all groups, click the **Clear Groups** link. This moves all student bars to the Ungrouped Students field.

To use the Groupinator to regroup students, click the **Groupinate** button. To return to the prior group setting, click **Reset Groups**. Click **Save** to save the group settings. When the group is finished with its assigned instruction, click **Done** to record this.

Clicking a student's name opens the Student Software Performance Report (page 56) for that student.



To create personalized groups and add students to them, click the Reading Groups tab.

Click **Add Group** to create a group. To customize the group name, click the name to highlight it, type the new name in the field, and then press the Enter key.

To add students to the group, click and drag the student bar from the Ungrouped Students field to the group. To clear all groups, click the **Clear Groups** link. This moves all student bars to the Ungrouped Students field.

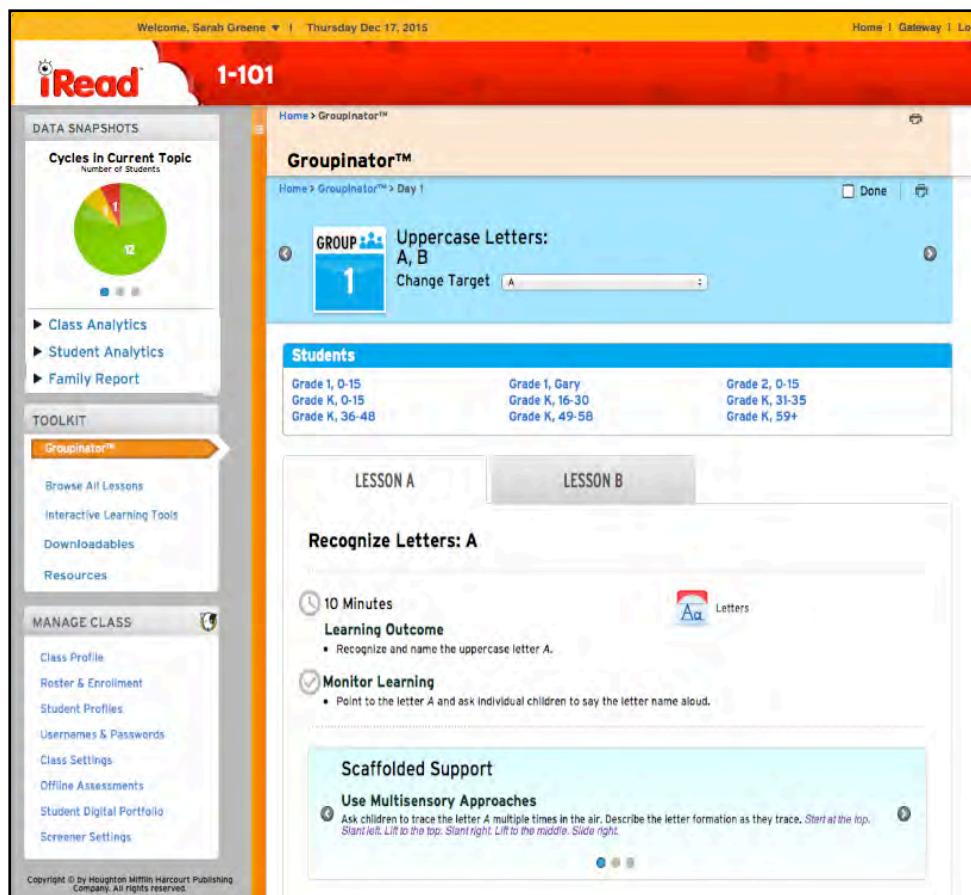
When the group is finished with its assigned instruction, click **Done** to record this.

To return to the prior group setting, click **Reset Groups**. Click **Save** to save the group settings. To remove the group, click **Remove Group**.

Clicking a student's name opens the Student Software Performance Report (page 56) for that student.



## Lesson Plans



The screenshot shows the iRead Groupinator™ interface. The top navigation bar includes a welcome message, the date (Thursday Dec 17, 2015), and links for Home, Gateway, and Log. The main content area is titled "Groupinator™" and shows a lesson plan for "Uppercase Letters: A, B". A "Change Target" dropdown menu is set to "A". Below this, a "Students" table lists students by grade and name:

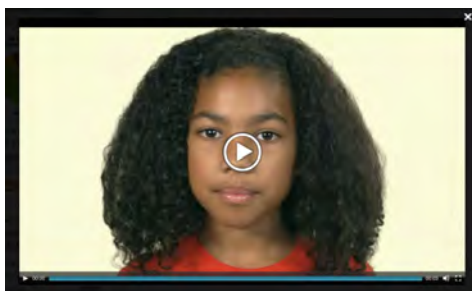
Grade	Student Name
Grade 1, 0-15	Grade 1, Gary
Grade K, 0-15	Grade K, 16-30
Grade K, 36-48	Grade K, 49-58
	Grade 2, 0-15
	Grade K, 31-35
	Grade K, 59+

The lesson plan is titled "Recognize Letters: A" and includes a "10 Minutes" timer. The "Learning Outcome" is to "Recognize and name the uppercase letter A." The "Monitor Learning" section includes a task to "Point to the letter A and ask individual children to say the letter name aloud." The "Scaffolded Support" section includes a task to "Use Multisensory Approaches" and asks children to trace the letter A multiple times in the air, describing the letter formation as they trace. The interface also includes a sidebar with "DATA SNAPSHOTS", "TOOLKIT", and "MANAGE CLASS" sections.

Click a lesson link in the Groupinator (or from the Class Widget on the Home screen) to open the Lesson Plan for that lesson.

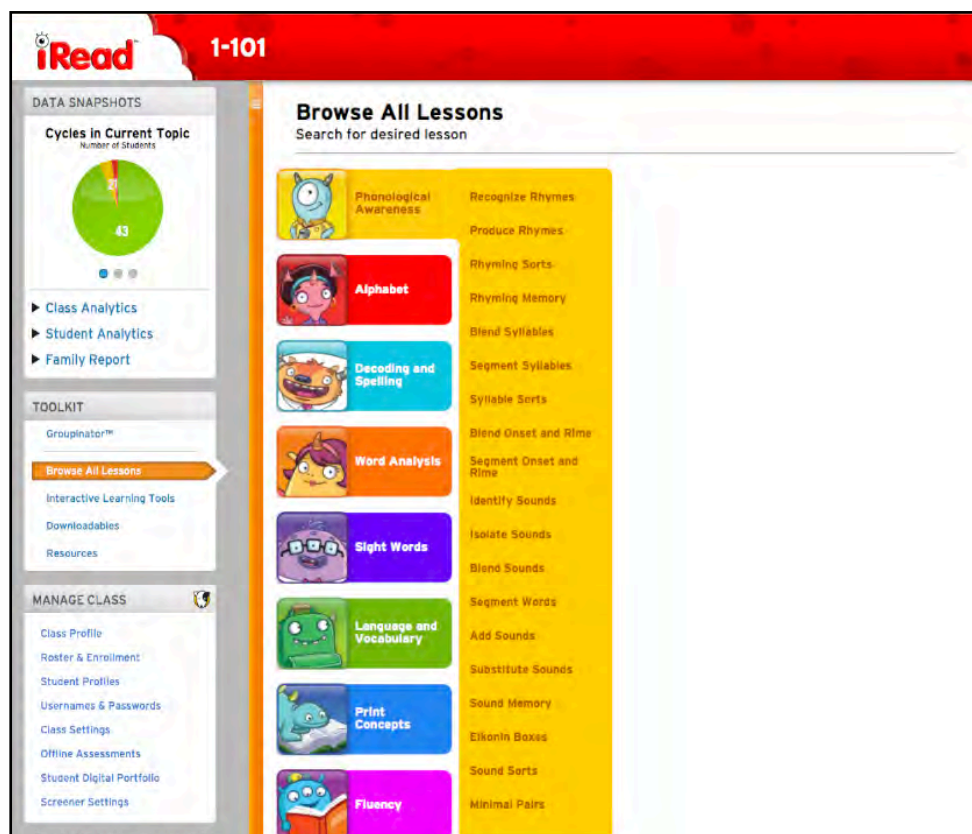
The Lesson Plan contains links to *iRead* Downloadables (page 16) and instructional videos. Click the resource name link to open these resources in a separate browser window.

Click the **Video** link to open the video screen.



Use the video tools on the screen to start, pause, or move forward or back through the video. Click the speaker icon to adjust the volume. Click the arrow icon to view the video in full-screen mode. Click the "X" icon to close the screen.

## Browse All Lessons



**1-101**

**iRead**

**DATA SNAPSHOTS**

**Cycles in Current Topic**  
Number of Students  
43

► **Class Analytics**  
► **Student Analytics**  
► **Family Report**

**TOOLKIT**

Groupinator™

**Browse All Lessons**

Interactive Learning Tools

Downloadables

Resources

**MANAGE CLASS**

Class Profile

Roster & Enrollment

Student Profiles

Username & Passwords

Class Settings

Offline Assessments

Student Digital Portfolio

Screening Settings

**Browse All Lessons**  
Search for desired lesson

**Phonological Awareness**

Recognize Rhymes

Produce Rhymes

Rhyming Sorts

Rhyming Memory

Blend Syllables

Segment Syllables

Syllable Sorts

Blend Onset and Rime

Segment Onset and Rime

Identify Sounds

Isolate Sounds

Blend Sounds

Segment Words

Add Sounds

Substitute Sounds

Sound Memory

Elkonin Boxes

Sound Sorts

Minimal Pairs

**Alphabet**

**Decoding and Spelling**

**Word Analysis**

**Sight Words**

**Language and Vocabulary**

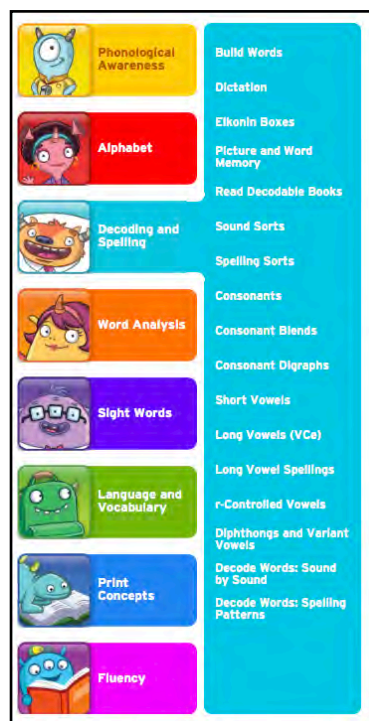
**Print Concepts**

**Fluency**

Click the **Browse All Lessons** link to view a list of all *iRead* lessons, sorted by strand or concept.

To view the lessons for a particular strand, click the strand's avatar.

To view a lesson, click the lesson name link.



**Phonological Awareness**

**Alphabet**

**Decoding and Spelling**

**Word Analysis**

**Sight Words**

**Language and Vocabulary**

**Print Concepts**

**Fluency**

**Build Words**

Dictation

Elkonin Boxes

Picture and Word Memory

Read Decodable Books

Sound Sorts

Spelling Sorts

Consonants

Consonant Blends

Consonant Digraphs

Short Vowels

Long Vowels (VCe)

Long Vowel Spellings


r-Controlled Vowels


Diphthongs and Variant Vowels

Decode Words: Sound by Sound

Decode Words: Spelling Patterns

## Build Words

 15 Minutes

 Word Builder

### Learning Outcomes

- Spell words phonetically, drawing on phonemic awareness and spelling conventions.
- Use conventional spelling for words with common spelling patterns.

### Monitor Learning

- Direct children to change sound-spellings in words to make words on their own.

### Scaffolded Support

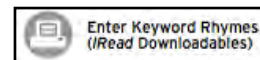
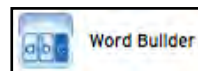
#### Provide Additional Practice

Reinforce vocabulary by asking individuals to use each word they build in a sentence. Children who share their sentences may come to the board and build the next word.

ROUTINE	MODEL LESSON
<b>1. Get letter tiles ready.</b> <ul style="list-style-type: none"> <li>Go to Scholastic Central to access a list of words to use with this routine for different sound-spellings.</li> <li>Tell children that they will build words based on a spelling pattern.</li> <li>Pass out sets of precut Letter Tiles (<i>iRead</i> Downloadables) or use magnetic letters or tiles, if available.</li> <li>Ask children to get out the letter tiles they will need as you move them onto the board.</li> </ul>	<p>Get ready to build some words! Today we'll make words with long e spelled e-e.</p> <p>Remember the letters e-e work as a team to make the long e vowel sound.</p> <p>Here we go, word builders! Get out these letter-sound tiles: b, d, e, ee, i, l, p, s, t, and th.</p>
<b>2. Build a word.</b> <ul style="list-style-type: none"> <li>Say a word with the sound-spelling pattern and have children repeat it chorally.</li> <li>Use the word in a sentence. Personalize the sentence to children's interests when possible.</li> <li>Model how to build the word on the board.</li> <li>Ask children to build the word with their letter tiles.</li> </ul>	<p>Say deep. (deep)</p> <p>Fish swim <b>deep</b> in the ocean.</p> <p>The first sound is /d/—the letter d. The vowel sound is /e/, so I will put the letters e-e after the d. The last sound I hear in deep is /p/—the letter p.</p> <p>Now spell the word deep with your letter tiles.</p>
<b>3. Change sounds to spell new words.</b> <ul style="list-style-type: none"> <li>Explain to children that they will substitute a sound-spelling in words to make new words.</li> <li>Tell children the position of the sound to change and the new word.</li> <li>Have children build the word with their tiles and then model how to build the new word on the board.</li> <li>Guide children to build several more words—keeping the pace lively and engaging.</li> <li>Direct children to change sound-spellings in words to make words on their own.</li> <li>Wrap up the word-building session with a brief review.</li> </ul>	<p>Now we're going to change a sound in the word deep to make a new word.</p> <p>Change the beginning sound in deep to make the word sleep.</p> <p>That's right, we change the letter d to letters s-l to make sleep.</p> <p>Change the middle and ending sounds in sleep to make sled. Change the beginning and middle sounds in sled to make seed. Change the beginning and middle sounds in seed to make bed.</p> <p>Now you're ready to build some words on your own! Change the middle and ending sounds in bed to make bee. Change bee to bet. Change bet to beet. Change beet to feet. Change feet to teeth.</p>

Clicking the lesson name link reveals the lesson's plan. To scroll through the scaffolded support concepts, click the left or right arrows.

Some lessons have corresponding Downloadable materials (page 16) or Interactive Learning Tools (page 22). To view these, click the icon in the upper-right corner of the lesson plan.



To print the lesson plan, click the printer icon.



To return to the lesson plan list, click the menu icon at the top of the orange bar. To view the full list, click **Browse All Lessons**.





## Interactive Learning Tools

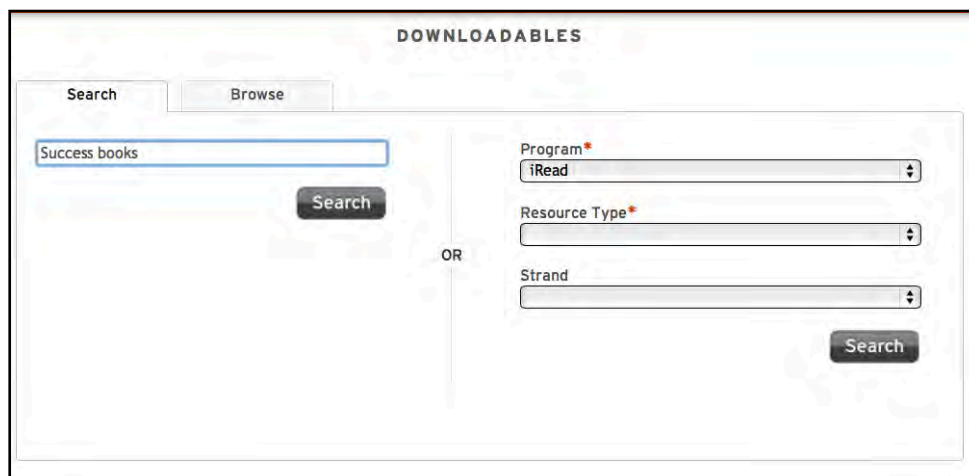
Click the **Interactive Learning Tools** link to open the *iRead* Interactive Learning Tools (page 22) in a separate browser window.

## Downloadables



Clicking the **Downloadables** link in the Toolkit opens the Downloadables Search screen. The screen contains two tabs: Search and Browse.

The Search tab offers two ways to search for downloadable resources.



To search by keyword, enter the keyword in the field at the left and click **Search**.

**DOWNLOADABLES**

**Search** | **Browse**

**Search**

OR

**Program\***  
iRead

**Resource Type\***

**Strand**

**Search**

RESOURCE NAME	RESOURCE TYPE	PROGRAM	GRADE/LEVEL
<a href="#">A Field of Heroes</a>	Books	iRead	Grades K, 1, 2 Level C
<a href="#">A Field of Heroes (Writing)</a>	Books	iRead	Grades K, 1, 2 Level C

The search results appear listed below the search menus. Click the resource link to open that resource in a separate browser window.

To filter the search, use the pull-down menus on the right of the search screen (asterisks [\*] designate required fields) to filter the search by program, resource type, strand, and skill. Click **Search** when the filters are set. The search results appear in a list below.

**Program\***  
iRead

**Resource Type\***  
Success Books

**Strand**  
Comprehension

**Skill**

- ✓ Author's Viewpoint
- Cause and Effect
- Compare and Contrast
- Main Idea/Details
- Problem and Solution
- Questioning
- Retelling
- Sequence of Events



**DOWNLOADABLES**

Search Browse

Program iRead

▼ Award Certificates

RESOURCE NAME	PROGRAM	GRADE/LEVEL
<a href="#">Alphabet Certificate</a> Print this certificate and send them home to acknowledge children's efforts and share their accomplishments.	iRead	Grades K, 1, 2
<a href="#">Phonological Awareness Certificate (Sound Superstar)</a> Print and send home this certificate to acknowledge children's efforts and share their accomplishments.	iRead	Grades K, 1, 2
<a href="#">Sight Words Certificate (Sight Word Expert)</a> Print and send home this certificate to acknowledge children's efforts and share their accomplishments.	iRead	Grades K, 1, 2
<a href="#">Success Certificate (Eager Reader)</a> Print and send home this certificate to acknowledge children's efforts and share their accomplishments.	iRead	Grades K, 1, 2
<a href="#">The Code Certificate (Dynamite Decoder)</a> Print and send home this certificate to acknowledge children's efforts and share their accomplishments.	iRead	Grades K, 1, 2
<a href="#">Word Play Certificate (Word Wizard)</a> Print and send home this certificate to acknowledge children's efforts and share their accomplishments.	iRead	Grades K, 1, 2

► Books

► Family Resources

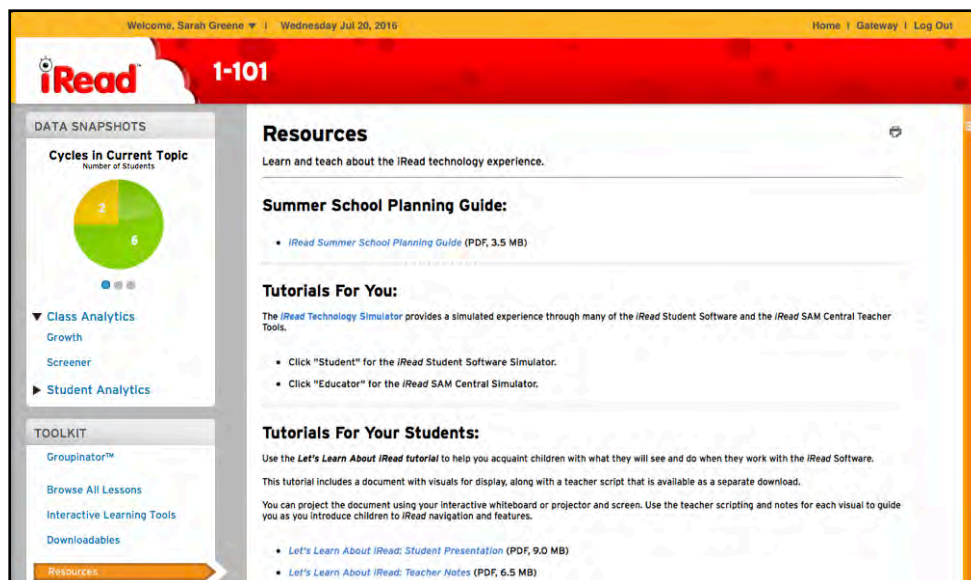
► Learning Center Activities

► Manipulatives

► Practice Pages/BLMs

To use the Browse tab, select the program from the Program pull-down menu. A list of all available resources appears, broken down by Resource Type. Click the resource link to open the resource in a separate browser window.

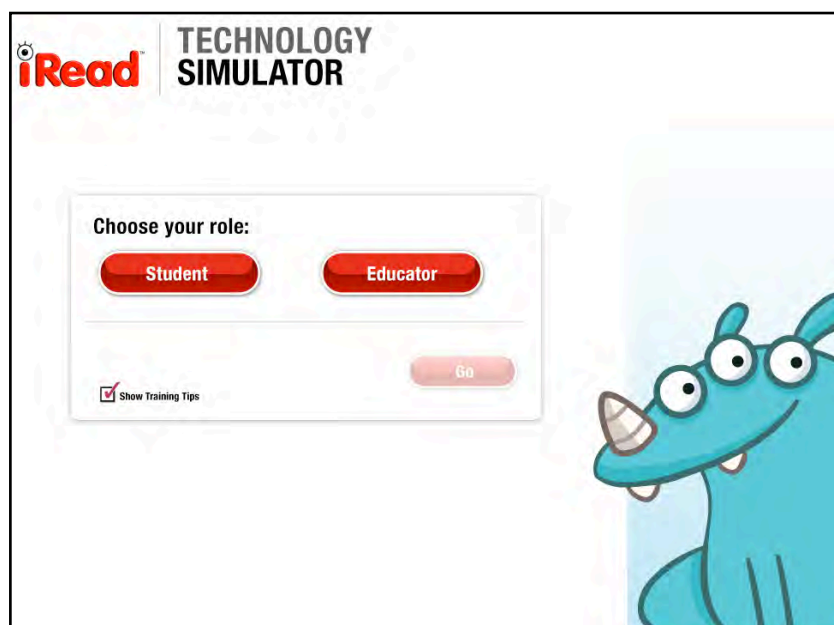
## Resources



The screenshot shows the iRead SAM Central interface. At the top, there's a navigation bar with "Welcome, Sarah Greene", "Wednesday Jul 20, 2018", and links for "Home", "Gateway", and "Log Out". Below this is a red banner with the iRead logo and "1-101". The left sidebar contains "DATA SNAPSHOTS" with a pie chart for "Cycles in Current Topic" (2 orange, 6 green), "Class Analytics" (Growth, Screener, Student Analytics), and a "TOOLKIT" (Groupinator™, Browse All Lessons, Interactive Learning Tools, Downloadables, and a highlighted "Resources" link). The main content area is titled "Resources" and includes sections for "Summer School Planning Guide" (with a PDF link), "Tutorials For You" (describing the iRead Technology Simulator and providing links for "Student" and "Educator" roles), and "Tutorials For Your Students" (describing the "Let's Learn About iRead" tutorial and providing links for "Student Presentation" and "Teacher Notes" PDFs).

Click the **Resources** link to access *iRead* resources to help learn how to use the program and how to teach with the *iRead* software.

The *iRead* Technology Simulator provides hands-on instruction in using both the *iRead* student software and SAM Central for *iRead*. Click the ***iRead* Technology Simulator** link to open the simulator in a separate browser window.



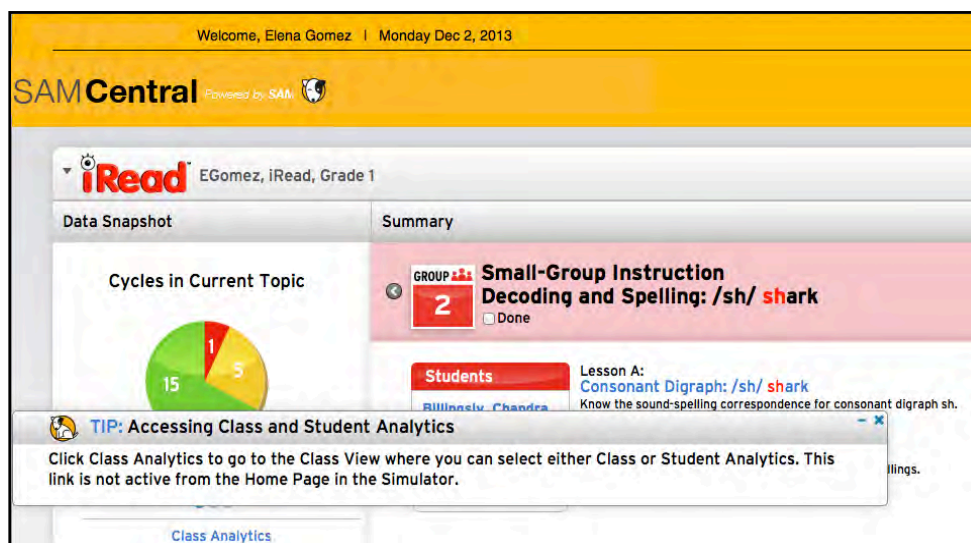
The screenshot shows the "iRead TECHNOLOGY SIMULATOR" selection screen. It features a "Choose your role:" section with two red buttons: "Student" and "Educator". Below these is a checkbox labeled "Show Training Tips" which is currently checked. A "Go" button is positioned to the right of the checkbox. On the right side of the screen is a large illustration of a blue, cartoonish monster character with large eyes and a friendly expression.

Click **Student** to view the *iRead* student software simulator; click **Educator** to view the SAM Central *iRead* simulator.

To view simulators without training tips, uncheck the **Show Training Tips** checkbox.



The student software simulator replicates what students see and hear in the student software, starting with the screener and moving through student backpacks and finally into the activities. Follow the instructions as they are heard to view the student software functions and activities. Tips appear to describe the current step or certain functions in the software.



The SAM Central for iRead simulator shows the Home screen and offers tips on functions. Click the functions to view them in the simulator. In the SAM Central for iRead simulator, tips direct teachers on how to use functions.

To exit the simulator, close the browser window.






The Resources screen also contains links to instructional PDFs, which can be printed or projected on an interactive whiteboard.

Click **Let's Learn About iRead: Student Presentation** to view the student resources.

To view the teacher notes PDF that corresponds to the student presentation, click **Let's Learn About iRead: Teacher Notes**.



Let's Learn About iRead

**Visual 1: Let's Learn About iRead**

Use the Let's Learn About iRead tutorial to help you acquaint children with what they will see and do when they work with the iRead Software. Some children will understand iRead navigation intuitively, with little support. Others, especially younger children, may benefit from a more systematic walk-through.

This tutorial includes a PDF with visuals for display, along with a teacher script that is available as a separate download. You can project the PDF using your interactive whiteboard or projector and screen. Use the teacher scripting and notes for each visual to guide you as you introduce children to iRead navigation and features. Point to specific buttons and features projected on the screen as you describe them to children. Modify the script as needed to best communicate with and support the children in your classroom.

Each part is labeled with a "When to Use" suggestion. Revisit parts of this tutorial with children as needed throughout the year to support them as they progress through the Software.

The Resources page is updated with relevant professional development materials (such as summer school guides, etc.). Check the resources page often for updates.

## Manage Class

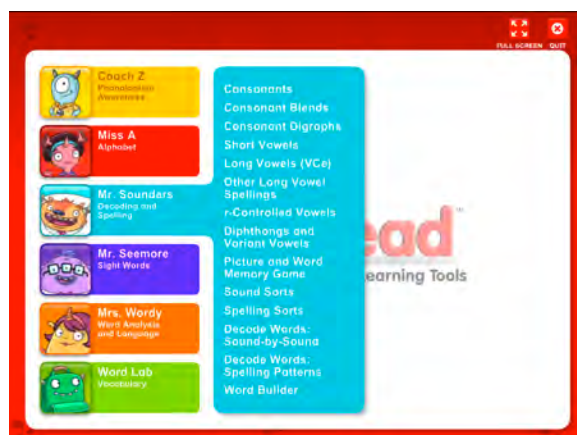
The Manage Class menu contains links for setting iRead Program Settings (page 28) for students or the entire class.

## iRead Interactive Learning Tools



Clicking the Interactive Learning Tools link in the Toolkit opens the *iRead* Interactive Learning Tools in a separate browser window. The Interactive Learning Tools are designed to be used in the classroom on an interactive whiteboard. Follow the instructions included with the classroom whiteboard to connect it to the computer running the Interactive Learning Tools.

The Interactive Learning Tools open on the main menu. Click one of the *iRead* teacher icons to open the menu of interactive tools for that strand.



Clicking the tools reveals a blue arrow or (depending on the teacher chosen) a sub-menu of specific activities. Click the menu to choose an activity and then click the blue arrow to open the tool.

Each tool contains the following commands:

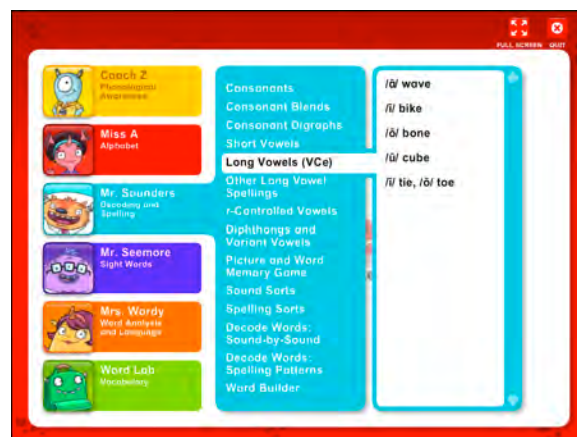


**Word Lab:** Click to open the Word Lab (page 27). The Word Lab may be opened from any of the interactive tools.

**Home:** Click to return to the Interactive Learning Tools Home screen.

**Full screen:** Click to show the tools full screen. If using the Tools on an interactive whiteboard, click this button.

**Quit:** Click to exit the Interactive Learning Tools.

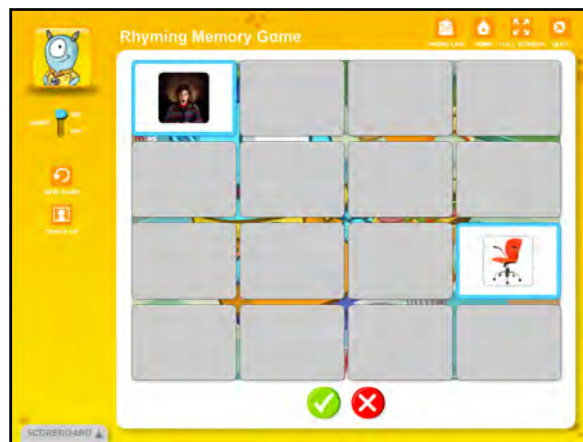




## Types of Tools

There are several types of tools in the Interactive Learning Tools.

### Memory Game



Memory games are found in the Phonological Awareness, Alphabet, Code, Sight Word, and Word Play sections. In Memory Games, students click the blank gray cards to find the directed match, either rhyming words, letters of the alphabet, corresponding words and images, sight words, or parts of compound words. Click the check button to accept the match; click the “X”

button to reject the match and turn the cards back over.

Students may play the Memory Games in teams. If they are playing in teams, click **Scoreboard** to track how many matches each team has found. Click the arrows in the Scoreboard to change the score. Click **New Game** to start a new memory game. Click **Cards Up** to see all the cards. To turn the audio on or off, use the Audio slider.

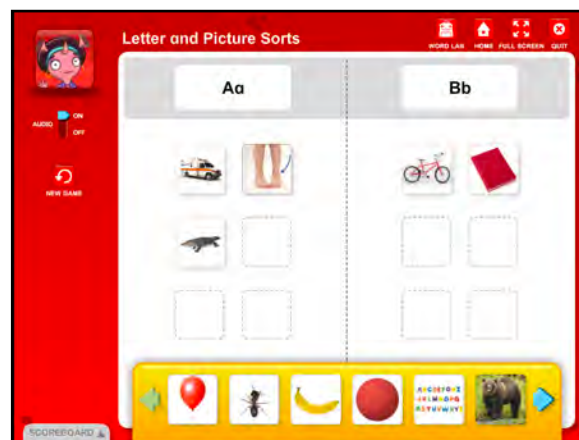
### Sorts

In Sorts, students are given words or images and directed to sort them either by sound, letter, word, or concept. Sorts are found in the Phonological Awareness, Alphabet, Code, and Word Play sections.

Click the words or images at the bottom of the screen to hear the word read aloud (Sound Sorts in the Code section and Word Play Sorts in the Word Play section

also contain a sentence option, where the word is read in a sentence). To sort the words or images, drag them to the correct column. Sorts are designed to be teacher-led activities; the program does not provide feedback.

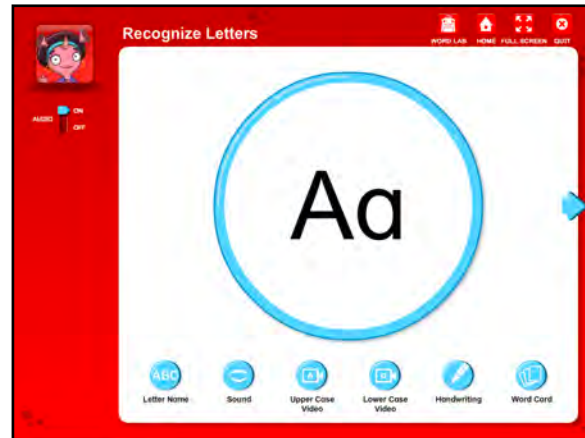
If playing in teams, click **Scoreboard** to track how many matches each team has found. Click the arrows in the Scoreboard to change the score. Click **New Game** to start a new sort with different words or images. To turn the audio on or off, use the Audio slider.



## Recognition

Recognition activities highlight a letter or sound and are found in the Alphabet and Code sections.

In the Alphabet, click **Letter Name** to hear the letter read aloud. Click **Sound** to hear the sound read aloud. Click **Upper Case Video** or **Lower Case Video** to see the corresponding *iRead* Direct Instruction video for the letter. Click **Handwriting** to see a handwriting diagram for the letter. Click **Word Card** to open a corresponding word card.



In the Code, click **Sound** to hear the sound read aloud. Click **Video** to see the corresponding *iRead* Direct Instruction video for the sound. Click **Articulation Video** to view a video of the sound being pronounced. Click **Word Card** to open a corresponding word card.



Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.

## Decode Words



Decode Word activities decode words sound-by-sound or by spelling pattern and are found in the Code section.

Click the buttons to hear the word read by sound or in full. Click the curved arrow to hear the word read a second time. Onscreen animations guide students to read the word along with the audio. Click **Word Card** to open a corresponding word card.

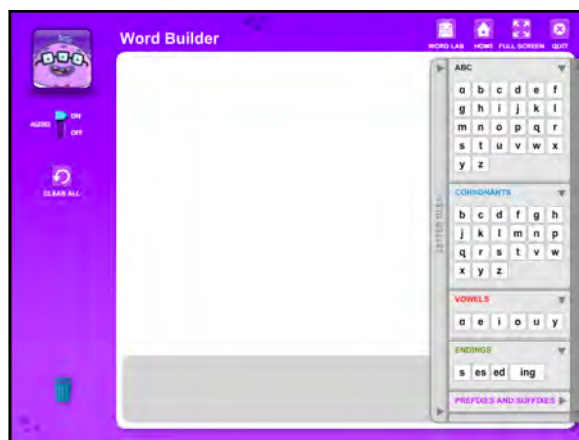
On the Word Card, click **Word** to hear the word read; click **Sentence** to hear the word used in a sentence. Students with English language support selected in the *iRead* Program Settings (page 28) see an **Español** button. Click it to hear the word read in Spanish. Click **Word Card** to return to word screen.

Click **See Sentences** to view related sentences onscreen. Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.

## Word Builder

The Word Builder allows students to build words with common elements, such as inflectional endings, prefixes, or suffixes. It is in the Code, Sight Words, and Word Play sections.

Students form the requested word by dragging letter tiles to the center of the screen. They may choose or be asked to form the word using just letters, or to choose from different groups: consonants, vowels, endings, and prefixes and suffixes.



To eliminate a tile, drag it to the trash can icon. To clear the screen, click **Clear All**. To turn the audio on or off, use the Audio slider.

## See It, Say It, Spell It



See It, Say It, Spell It activities are designed to show students how to read sight words and are found in the Sight Words section.

Students see a word displayed and are asked to read it. Click the **Word Card** button to see the Word Card for the word displayed.

On the Word Card, click **Word** to hear the word read; click **Sentence** to hear the word used in a sentence. Students with

English language support selected in the *iRead* Program Settings (page 28) see an **Español** button. Click it to hear the word read in Spanish. Click **Word Card** to return to word screen.

Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.

## Look, Spot, Split, Read

Look, Spot, Split, Read activities show how to decode words and are found in the Word Play strand. The Look, Spot, Split, and Read commands appear in different combinations in different activities.

Each word is shown with different commands. Click **Look** or **Spot** to highlight a part of the word.

Click **Split** to break the word into its various parts. Click **Read** for a read-along animation guiding

students to read the word aloud (to hear the word read again, click the curved arrow). Click **Word Card** to open the word card for the word.



On the Word Card, click **Word** to hear the word read; click **Sentence** to hear the word used in a sentence. Students with English language support selected in the *iRead* Program Settings (page 28) see an **Español** button. Click it to hear the word read in Spanish. Click **Word Card** to return to word screen.

Use the blue arrows to scroll through the different letters or sounds. To turn the audio on or off, use the Audio slider.



## Word Lab

The Word Lab displays a list of *iRead* vocabulary words and the ability to see any Word Card. Scroll through the words listed for a particular letter by using the arrow and dot icons under the words. Words marked with an “M” have multiple cards.

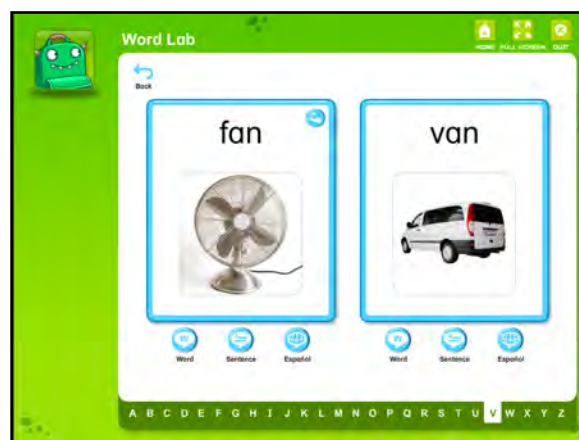
To jump to another list of words, click the letter at the bottom of the screen.

Click the word tile to open a Word Card for that letter. On the Word Card, click **Word** to hear the word read; click **Sentence** to hear the word used in a sentence. Students with English language support selected in the *iRead* Program Settings (page 28) see an **Español** button. Click it to hear the word read in Spanish.

If the word has multiple cards, click the blue arrow icon to view the other card for the word.

To compare two or more Word Cards, click the “+” icon to bring up a new window with the word list and then select a new word tile. The two Word Cards now appear onscreen side-by-side.

Click **Back** to return to the word screen.



## ***iRead* Program Settings**

Program settings allow teachers and administrators to enroll students in *iRead* and customize the *iRead* student experience for their schools, classes, and individual students.

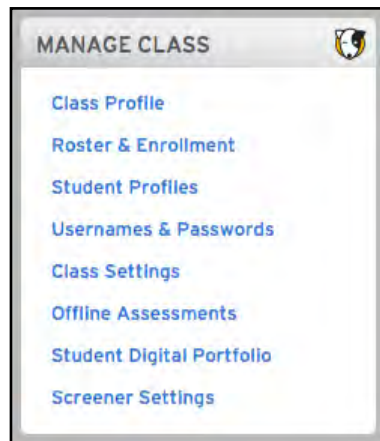
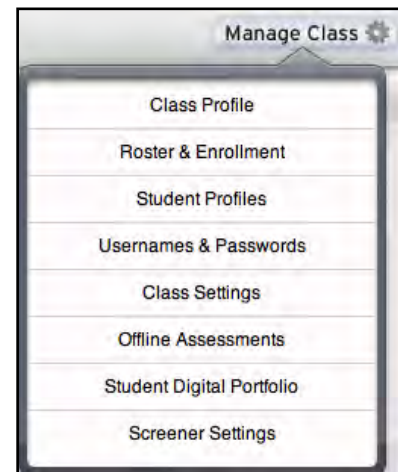
Class and student program settings may be set using the Manage Class menu in SAM Central. Class and student program settings, as well as school and district settings, may also be set in SAM.

### **Program Settings in SAM Central**

Teachers and administrators may set *iRead* Program Settings in SAM Central by using the Manage Class menu.

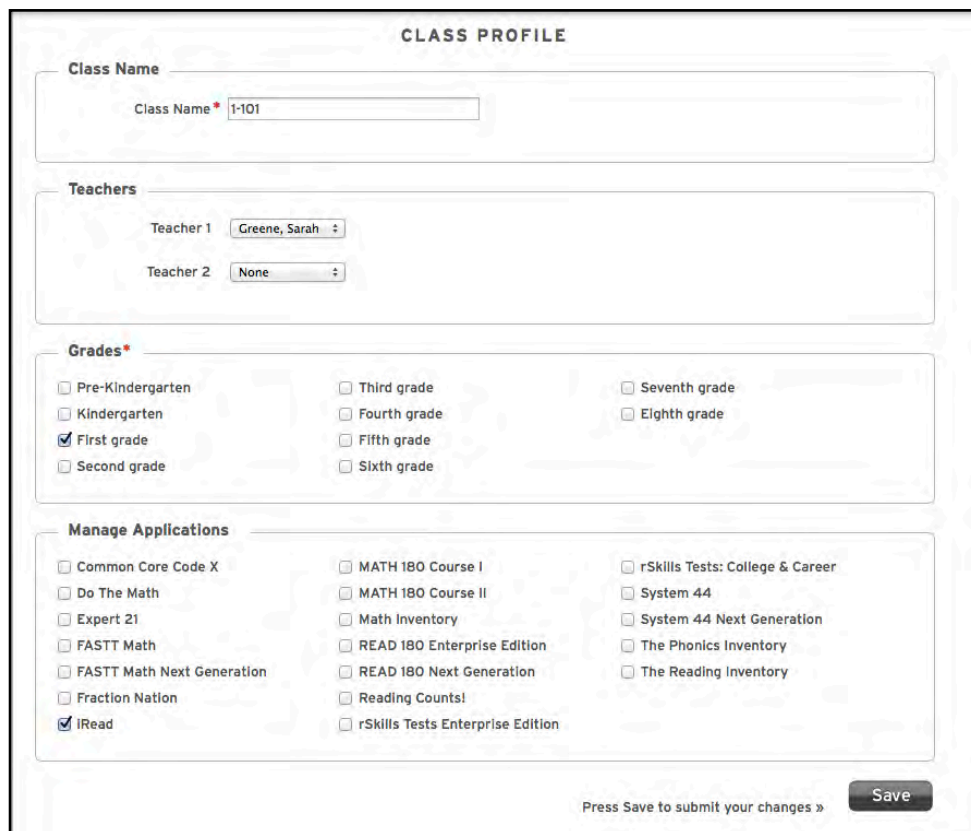
Access the Manage Class menu by clicking the **Manage Class** button on the Class Widget on the Home screen.

The Manage Class menu may also be accessed from the data column of the Class screen (page 9).



## Class Profile

Click **Class Profile** to open the Class Profile screen.



The screenshot shows the 'CLASS PROFILE' screen with the following sections:

- Class Name:** A text field containing '1-101'.
- Teachers:** Two pull-down menus. 'Teacher 1' is set to 'Greene, Sarah' and 'Teacher 2' is set to 'None'.
- Grades:** A grid of checkboxes for grades from Pre-Kindergarten to Eighth grade. 'First grade' is selected.
- Manage Applications:** A grid of checkboxes for various educational programs. 'iRead' is selected.

At the bottom right, there is a 'Save' button and a prompt: 'Press Save to submit your changes »'.

To assign or change a class name, enter the new name in the **Class Name** field.

To assign teachers to the class, use the pull-down menus in the **Teachers** field and select the teacher's name by clicking it.

To assign grades to the class, use the checkboxes in the **Grades** field to select the class's grades.

To assign programs to the class, use the checkboxes in the **Manage Applications** field to select the programs assigned to the class.

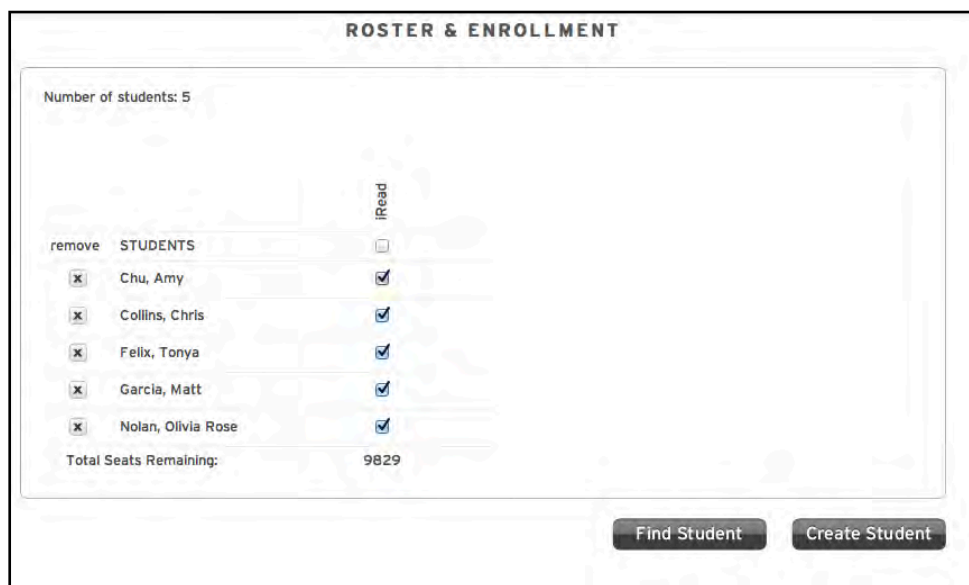
Click **Save** to save selections and close the Class Profile screen.



## Roster & Enrollment

Students already enrolled in SAM and added to classes may be enrolled in *iRead* using SAM Central. For information on enrolling students in SAM and using SAM to create Student Profiles and add students to classes, see [Enrolling and Managing Students Using Student Achievement Manager](#).

Click the **Roster & Enrollment** link to open the Roster & Enrollment screen.

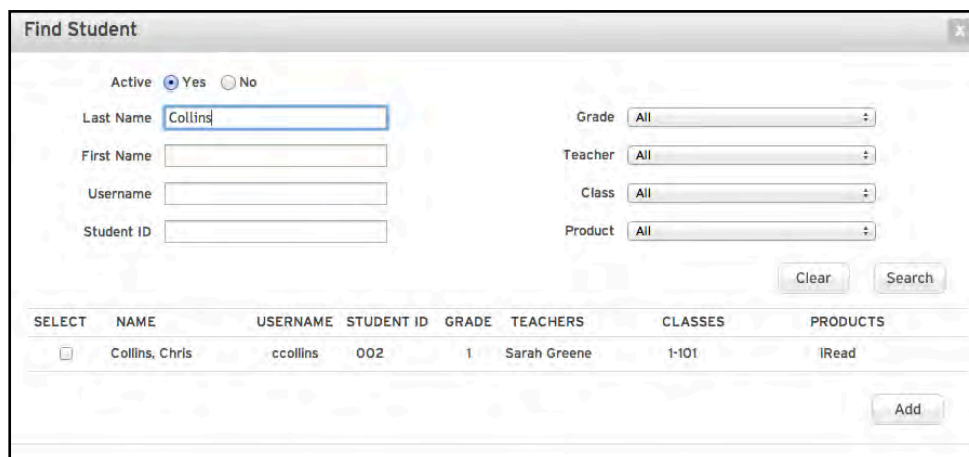


remove	STUDENTS	iRead
<input checked="" type="checkbox"/>	Chu, Amy	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Collins, Chris	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Felix, Tonya	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Garcia, Matt	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Nolan, Olivia Rose	<input checked="" type="checkbox"/>

Total Seats Remaining: 9829

Find Student Create Student

Students added to the class appear on the roster. To enroll them in *iRead*, click the checkbox next to the student's name. To enroll the entire class, click the checkbox at the top of the roster.



Active: ☒ Yes ☐ No

Last Name:  Grade:

First Name:  Teacher:

Username:  Class:

Student ID:  Product:

Clear Search

SELECT	NAME	USERNAME	STUDENT ID	GRADE	TEACHERS	CLASSES	PRODUCTS
<input checked="" type="checkbox"/>	Collins, Chris	ccollins	002	1	Sarah Greene	1-101	iRead

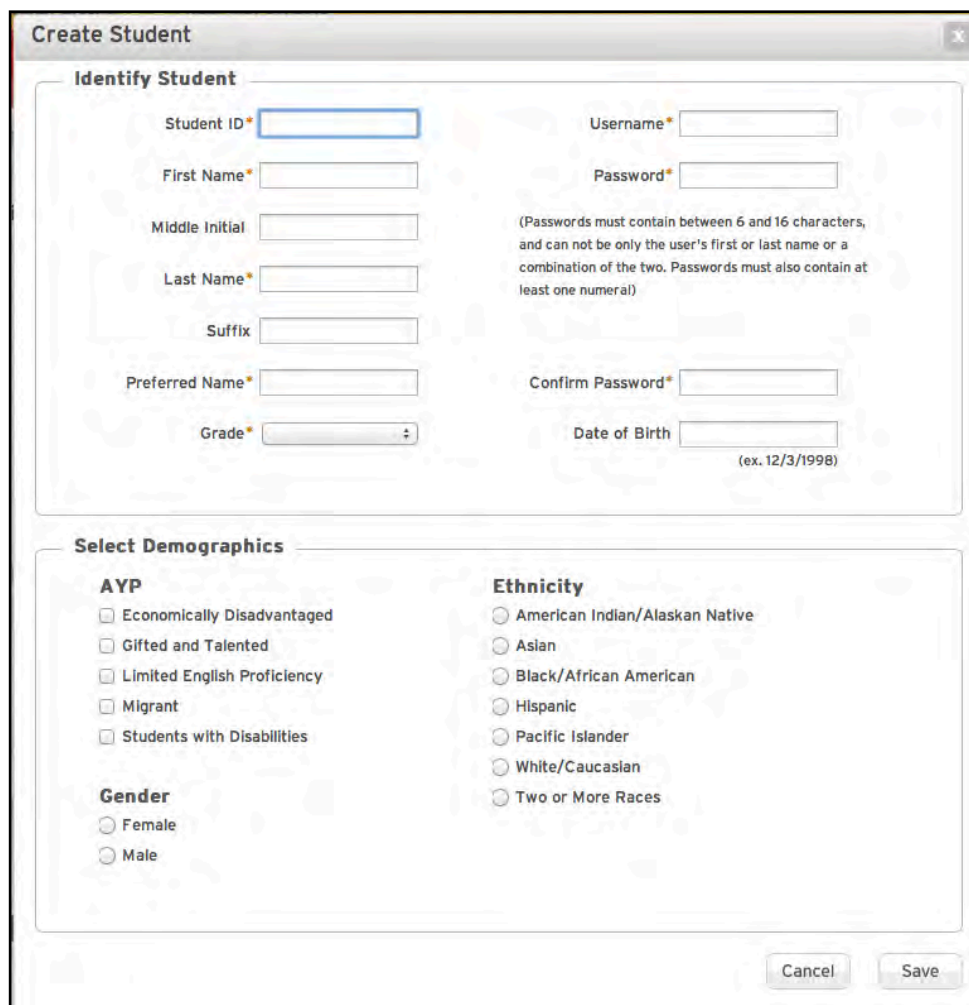
Add

To search for a student, click **Find Student** to open the Find Student screen. Fill in one or more of the fields and click **Search** (click **Clear** to clear all fields).

To add the student to the class roster, click the **Select** checkbox and then click **Add**.

Student Profiles may also be created in SAM Central.

To create a Student Profile in SAM Central, click **Create Student** from the Roster & Enrollment screen to open the Create Student screen.



The "Create Student" form is divided into two main sections: "Identify Student" and "Select Demographics".

**Identify Student**

- Student ID\* (text box)
- First Name\* (text box)
- Middle Initial (text box)
- Last Name\* (text box)
- Suffix (text box)
- Preferred Name\* (text box)
- Grade\* (dropdown menu)
- Username\* (text box)
- Password\* (text box)
- Confirm Password\* (text box)
- Date of Birth (text box, format: ex. 12/3/1998)

(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)

**Select Demographics**

**AYP**

- ☐ Economically Disadvantaged
- ☐ Gifted and Talented
- ☐ Limited English Proficiency
- ☐ Migrant
- ☐ Students with Disabilities

**Gender**

- ☐ Female
- ☐ Male

**Ethnicity**

- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic
- ☐ Pacific Islander
- ☐ White/Caucasian
- ☐ Two or More Races

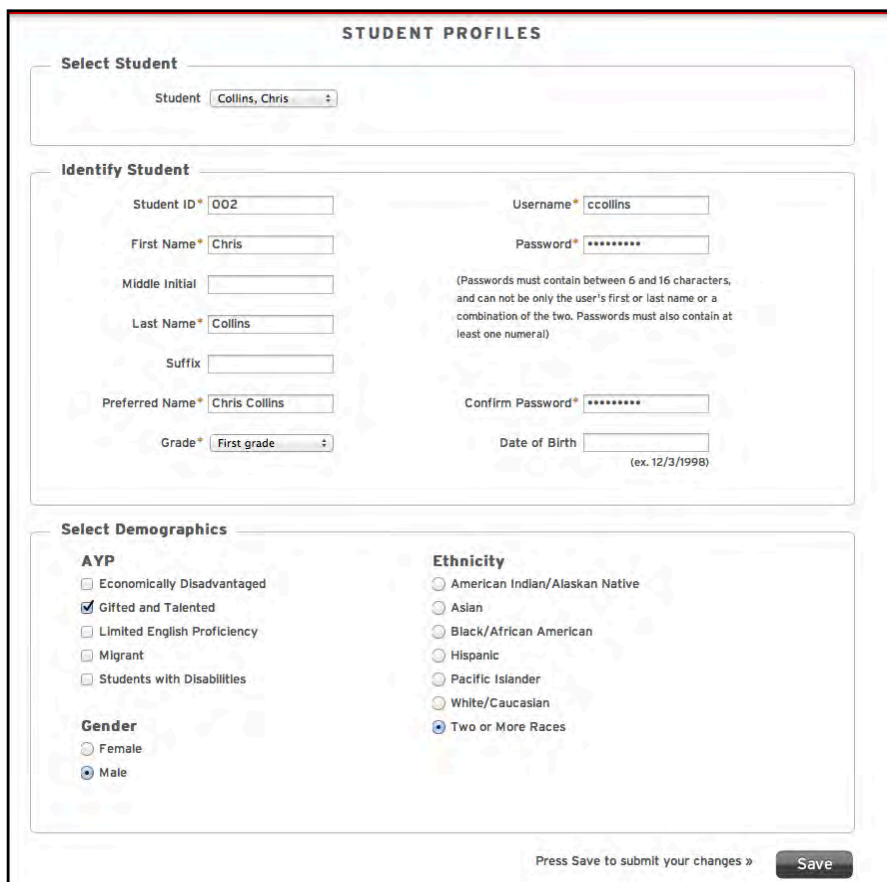
Buttons: Cancel, Save

Fill in the fields (required fields are marked with an asterisk). Be sure to enter a SAM username and password for the student. Demographic information will be recorded in SAM and reflected in *iRead* reports.

Click **Save** to save selections and close the screen, or click **Cancel** to close the screen without saving changes.

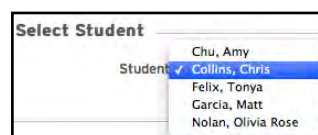
## Student Profiles

To view and edit an existing Student Profile for a student in the class, click **Student Profiles** from the Manage Class menu.

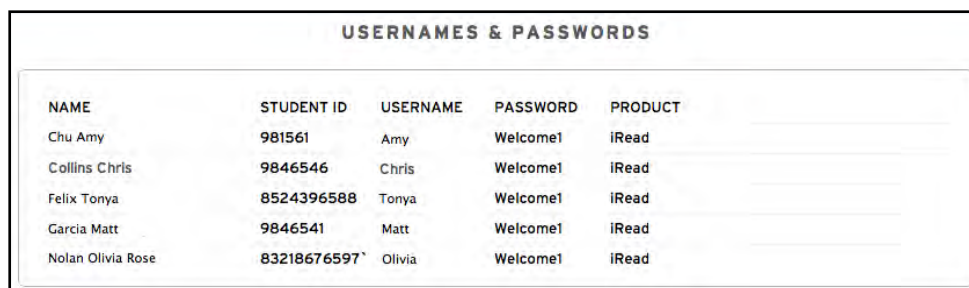


Use the pull-down menu to select a student in the class.

Enter or change information on the profile and then click **Save** to save changes and record them in SAM.



## Usernames & Passwords

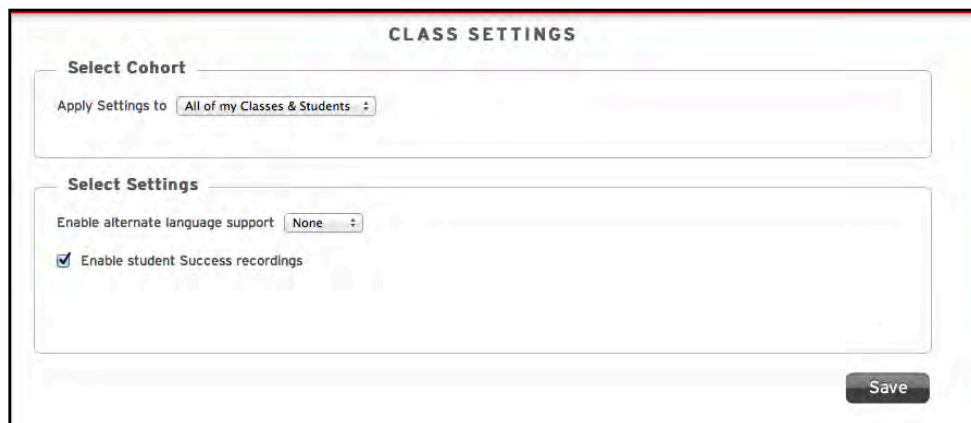


NAME	STUDENT ID	USERNAME	PASSWORD	PRODUCT
Chu Amy	981561	Amy	Welcome1	iRead
Collins Chris	9846546	Chris	Welcome1	iRead
Felix Tonya	8524396588	Tonya	Welcome1	iRead
Garcia Matt	9846541	Matt	Welcome1	iRead
Nolan Olivia Rose	83218676597	Olivia	Welcome1	iRead

Click **Usernames & Passwords** to view a list of SAM usernames and passwords for all the students in the class.

## Class Settings

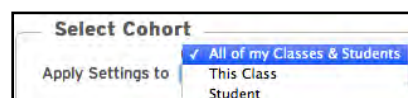
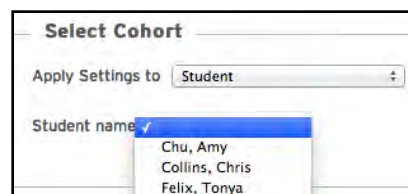
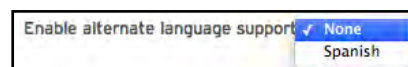
Use SAM Central to change the *iRead* Program Settings in the student software for a class, a student, or all the teacher's classes. Click **Class Settings** from the Manage Class menu to open the Class Settings screen.



Use the pull-down menu to select which students and classes the settings will apply to. If selecting a student, a second pull-down menu appears. Use this menu to select the student to whom the changes will apply.

Set these *iRead* program settings from the Class Settings screen:

- English Language Learner Option:** Use the pull-down menu to activate English Language Learner support in the student application for Spanish speaking students enrolled in *iRead*. The default setting is **None**. Select **Spanish** from the pull-down menu to set the option.
- Student Success Recordings:** Click the checkbox to enable student Success Recordings in *iRead*. The default setting is checked.

## Offline Assessments

Click **Offline Assessments** from the Manage Class menu to view offline assessments for students in the class.

**OFFLINE ASSESSMENTS**

**Select Student**

Student Collins, Chris [ ]

**DIBELS Next**

	Fall Beginning of Year		Winter Middle of Year		Spring End of Year	
	Score	Date Entered	Score	Date Entered	Score	Date Entered
First Sound Fluency	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text"/>	<input type="text"/>
Letter Naming Fluency	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>
Phoneme Segmentation Fluency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nonsense Word Fluency, Correct Letter Sounds	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>
Nonsense Word Fluency, Whole Words Read	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>
<b>Composite Score</b>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>	<input type="text" value="100"/>	<input type="text" value="06/20/2013"/>

**Guided Reading Level**

Date Entered

**DRA Score**

Date Entered

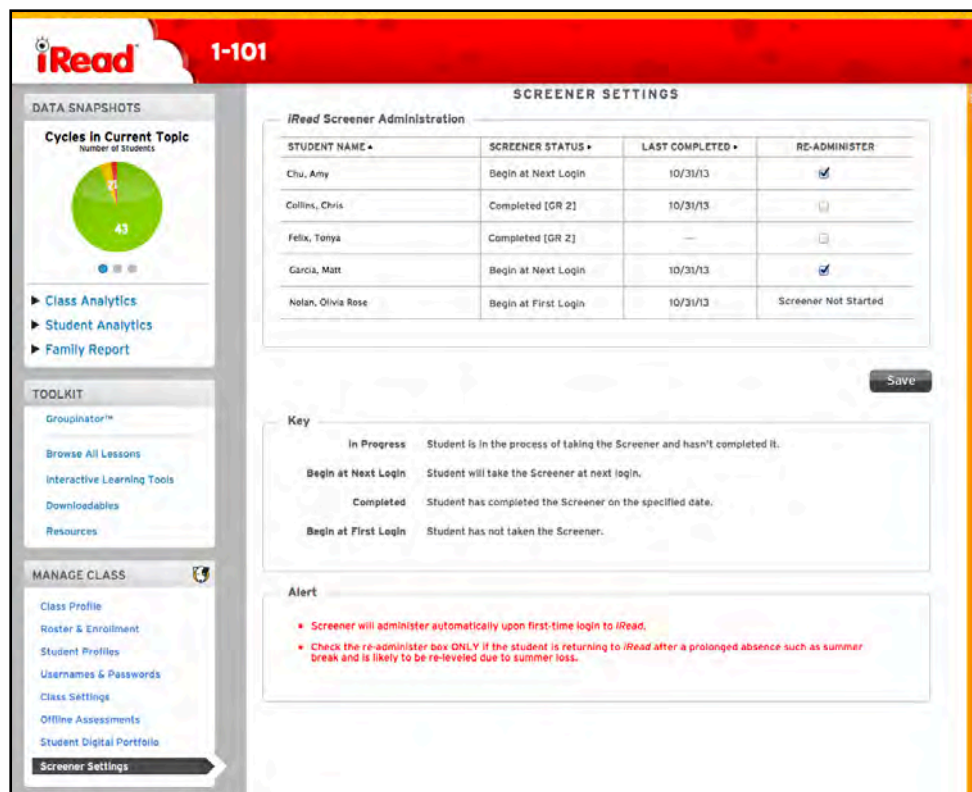
**Save**

Choose a student from the pull-down menu to enter or view that student's assessment scores. Enter the student's assessment information and then click **Save** to save the information to SAM Central.

## Student Digital Portfolio

To open the class's Student Digital Portfolio (page 42), click **Student Digital Portfolio** from the Manage Class menu.

## Screener Settings



**1-101**

**Screener Settings**

**iRead Screener Administration**

STUDENT NAME	SCREENER STATUS	LAST COMPLETED	RE-ADMINISTER
Chu, Amy	Begin at Next Login	10/31/13	<input checked="" type="checkbox"/>
Cullins, Chris	Completed [GR 2]	10/31/13	<input type="checkbox"/>
Felix, Tonya	Completed [GR 2]	—	<input type="checkbox"/>
Garcia, Matt	Begin at Next Login	10/31/13	<input checked="" type="checkbox"/>
Nolan, Olivia Rose	Begin at First Login	10/31/13	Screener Not Started

**Key**

- In Progress** Student is in the process of taking the Screener and hasn't completed it.
- Begin at Next Login** Student will take the Screener at next login.
- Completed** Student has completed the Screener on the specified date.
- Begin at First Login** Student has not taken the Screener.

**Alert**

- Screener will administer automatically upon first-time login to iRead.
- Check the re-administer box ONLY if the student is returning to iRead after a prolonged absence such as summer break and is likely to be re-leveled due to summer loss.

**Save**

To view the screener Settings for each student, click screener **Settings**.

screener Settings allow teachers to view and change how the *iRead* screener is administered to students. Under screener Status, teachers may see students' current statuses in the screener:

- **In Progress:** Students who are currently taking the screener.
- **Begin at Next Login:** Students who will be directed to the screener at their next login.
- **Completed:** Students who have finished the screener
- **Begin at First Login:** Students who have yet to take the screener.

screeners at first login are administered automatically. Teachers may allow students to retake the screener. To allow a student to retake the screener at the next login, click the checkbox in the Re-Administer column. This will change the status from Completed to Begin at Next Login (only students who have completed a screener may be selected to take it again). Students who have yet to log in to *iRead* and have not taken the screener are identified with the status screener **Not Started**.

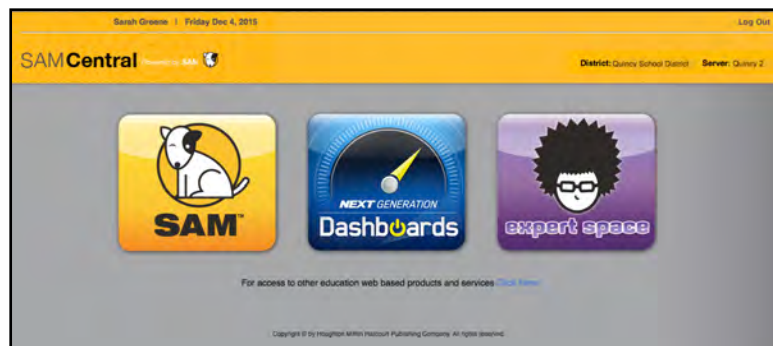
Administering the *iRead* screener affects student placement in the *iRead* scope and sequence and causes all previous student data to be lost.



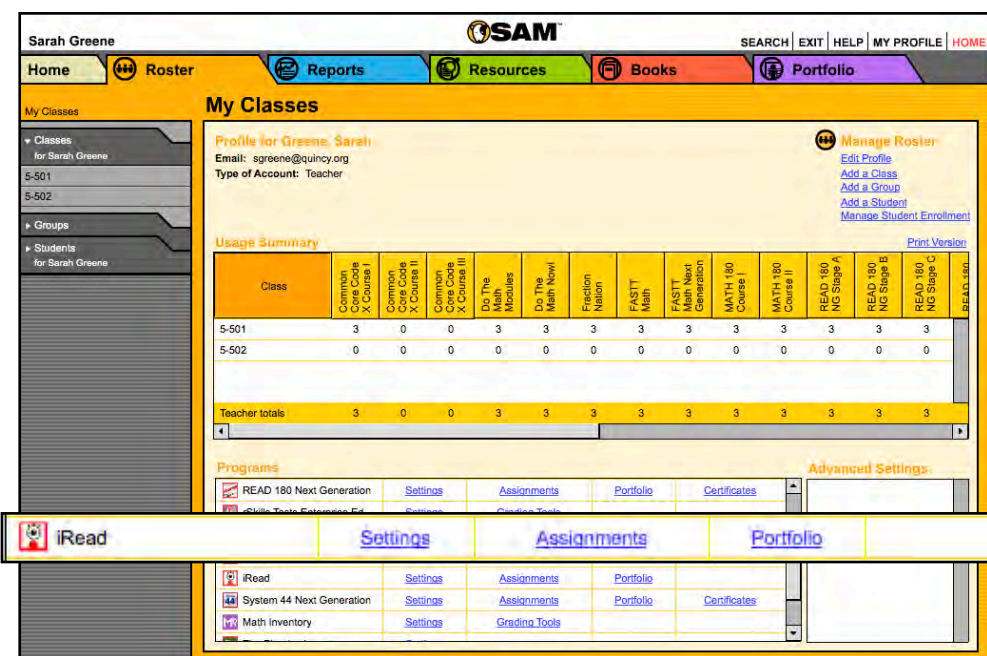
## Program Settings in SAM

District and school administrators should use SAM to enroll students in *iRead* and set *iRead* program settings for their districts or schools. Teachers may also use SAM to set *iRead* program settings.

To access *iRead* program settings in SAM:



1. Click the SAM icon from the Educator Access screen, or click the SAM icon from the Gateway on the SAM Central Home screen (page 6).

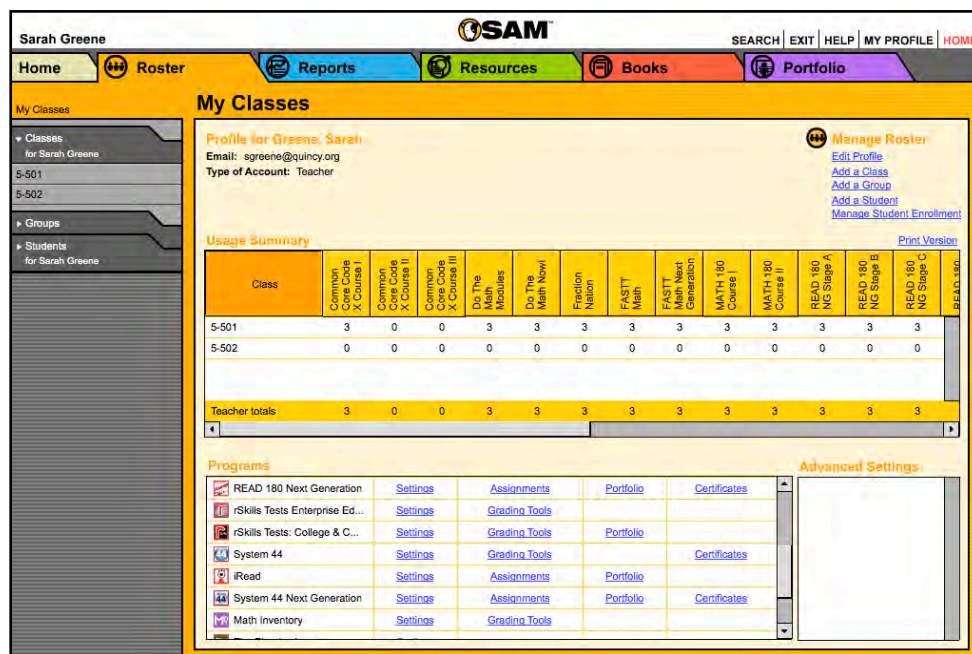


2. Access the Roster screen in SAM by clicking the **Roster** tab on the SAM Home Page or the Roster tab along the top of any SAM screen.
3. Choose the district or school in the SmartBar.
4. Click the **Settings** link for *iRead* in the Programs menu on the Roster tab.



## Enrolling Students in iRead with SAM

If students have been enrolled and have profiles in SAM, teachers and administrators may use SAM to enroll students in *iRead*. To add students to SAM and create student profiles, see [Enrolling and Managing Students Using Student Achievement Manager](#).



**My Classes**

Profile for Greene, Sarah  
Email: sgreene@quincy.org  
Type of Account: Teacher

**Usage Summary**

Class	Common Core Code X Course I	Common Core Code X Course II	Common Core Code X Course III	Do The Math Modules	Do The Math Now!	Fraction Nation	FAST Math	FAST Math Next Generation	MATH 180 Course I	MATH 180 Course II	READ 180 NG Stage A	READ 180 NG Stage B	READ 180 NG Stage C	READ 180
S-501	3	0	0	3	3	3	3	3	3	3	3	3	3	3
S-502	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Teacher totals</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Programs**

Program	Settings	Assignments	Portfolio	Certificates
READ 180 Next Generation	<a href="#">Settings</a>	<a href="#">Assignments</a>	<a href="#">Portfolio</a>	<a href="#">Certificates</a>
iSkills Tests Enterprise Ed...	<a href="#">Settings</a>	<a href="#">Grading Tools</a>		
iSkills Tests: College & C...	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Portfolio</a>	
System 44	<a href="#">Settings</a>	<a href="#">Grading Tools</a>		<a href="#">Certificates</a>
iRead	<a href="#">Settings</a>	<a href="#">Assignments</a>	<a href="#">Portfolio</a>	<a href="#">Certificates</a>
System 44 Next Generation	<a href="#">Settings</a>	<a href="#">Assignments</a>	<a href="#">Portfolio</a>	<a href="#">Certificates</a>
Math Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>		

**Advanced Settings:**

Check if students are enrolled in *iRead* by clicking **My Classes** at the top of the SmartBar to access the class's Profile screen. Locate the number of students who are enrolled in each program in the Usage Summary table.

Student Licensing   Student Enrollment   Teacher Licensing   Teacher Access

Use the check boxes to enroll or unenroll students in Scholastic programs. Use the check box at the top of each column to enroll all students in that program.

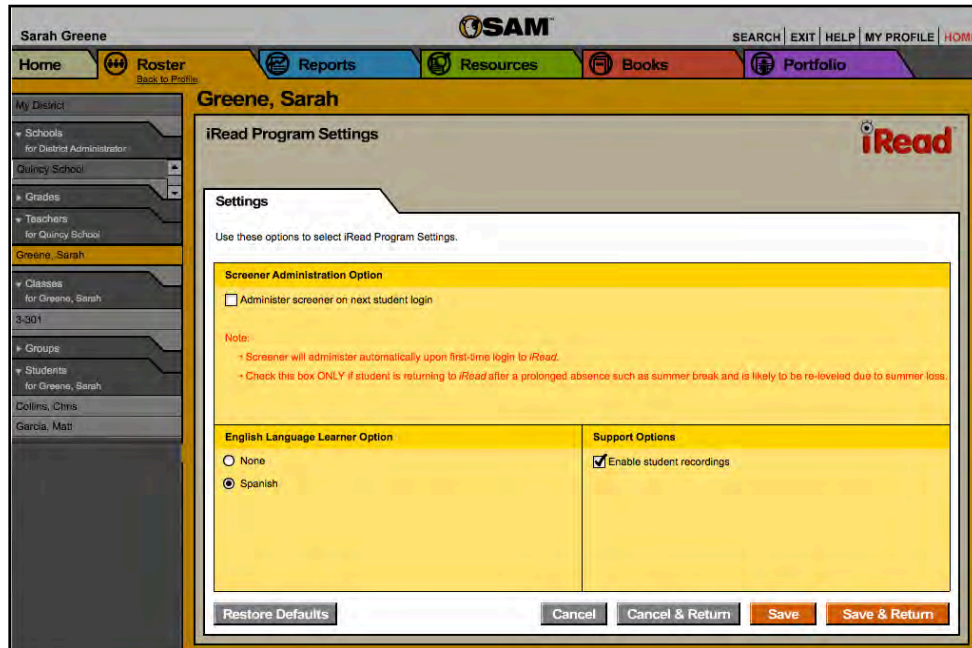
Students	READ 180 EE Stage A	READ180 Xtra Topic Software A	READ 180 EE Stage B	READ180 Xtra Topic Software B	READ 180 EE Stage C	READ180 Xtra Topic Software C	iSkills Tests Enterprise Edition	iRead	Math Inventory	The Phonics Inventory	Reading Counsel	Reading
Chu, Amy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collins, Chris	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Felix, Tonya	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garcia, Matt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kramer, Liz	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nolan, Olivia Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total seats remaining:</b>	994	968	480	980	471	1000	894	979	9783	997	500	91

Item(s) 1 through 500 of 542 | [Next 500 >](#)

To enroll students in *iRead* through SAM:

1. Click the **Manage Student Enrollment** link from the class's, teacher's, or student's Profile screen.
2. Use the checkboxes to enroll students in programs, or use the checkboxes at the top of the chart to enroll every student in the list at the same time. Use the scroll bar to horizontally scroll through the program choices.
3. Click **Save & Return** to save changes and return to the Profile screen. Click **Save** to save changes and remain on the Enrollment tab. Click **Cancel** to cancel the changes, or click **Cancel & Return** to return to the Profile screen without saving changes.

Enroll additional students in *iRead* by double-clicking another class or group in the SmartBar.

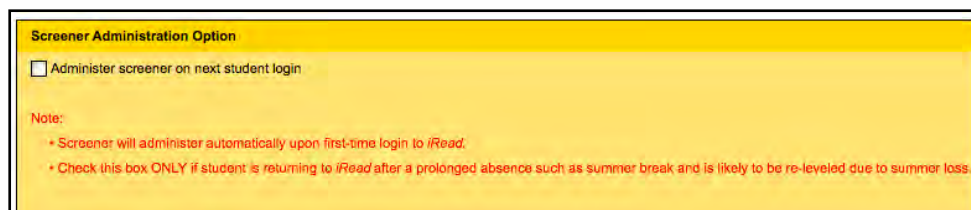


From the Program Settings screen, administrators may set these *iRead* program settings:

- **Screener Administrator Option:** Set whether students will have to complete a screener at their next login.
- **English Language Learner Option:** Provide support for students enrolled in the program as Spanish speakers.
- **Support Options:** Enable student recordings in *iRead*.

Click **Save** to save the settings or **Save & Return** to save the program settings and return to the Roster screen. Click **Cancel** to cancel the settings or **Cancel & Return** to cancel the settings and return to the Roster screen. To restore the default settings, click **Restore Defaults**.

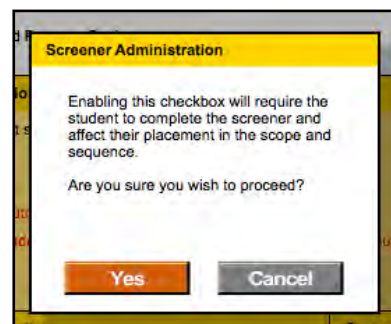
## Screener Administration



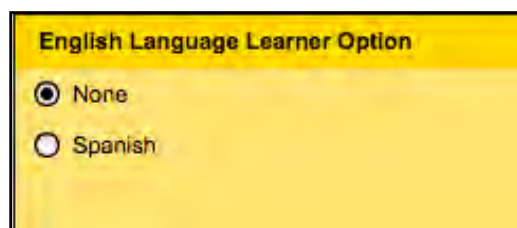
Click the checkbox to set the *iRead* screener to run at students' next login.

**NOTE:** The *iRead* screener should only be run at the beginning of the school year. Administering the *iRead* screener affects student placement in the *iRead* Scope and Sequence and causes all previous student data to be lost. Once students have used the screener at the beginning of the school year, the checkbox should be unchecked.

The default setting is unchecked. Checking the checkbox opens a confirmation window. Click **Yes** to proceed or **Cancel** to cancel the change.



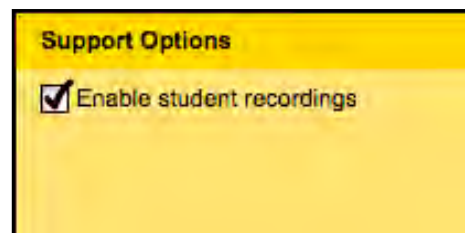
## English Language Learner Options



Click the button next to **Spanish** to activate English Language Learner support in the student application for Spanish students enrolled in *iRead*. The default setting is **None**.

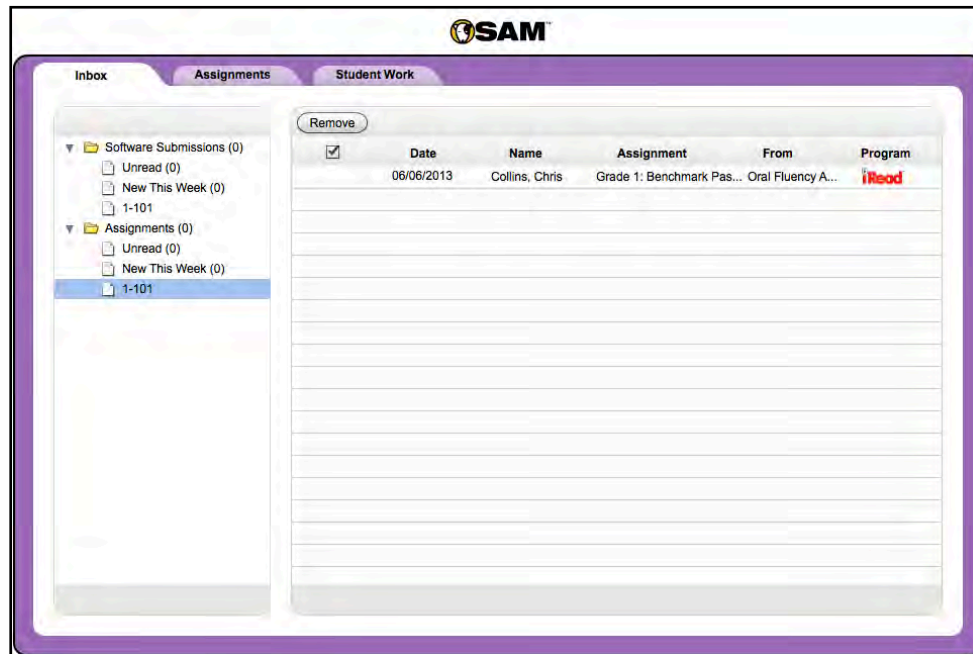
## Support Options

Click the checkbox to enable Success Recordings for the student or class in *iRead*. The default setting is checked.



## The Student Digital Portfolio

The Student Digital Portfolio collects submitted student eBook recordings in *iRead* and stores them in SAM, making it easy for teachers to quickly listen, assess and comment on student work, or refer to it throughout the school year.



All Success Recordings that students complete in *iRead* are automatically submitted to the Student Digital Portfolio. The Student Digital Portfolio also allows teachers to score and comment on students' Oral Fluency Assessments.

Success Recordings must be set in the *iRead* Program Settings (page 28) for student work to appear in the Student Digital Portfolio.

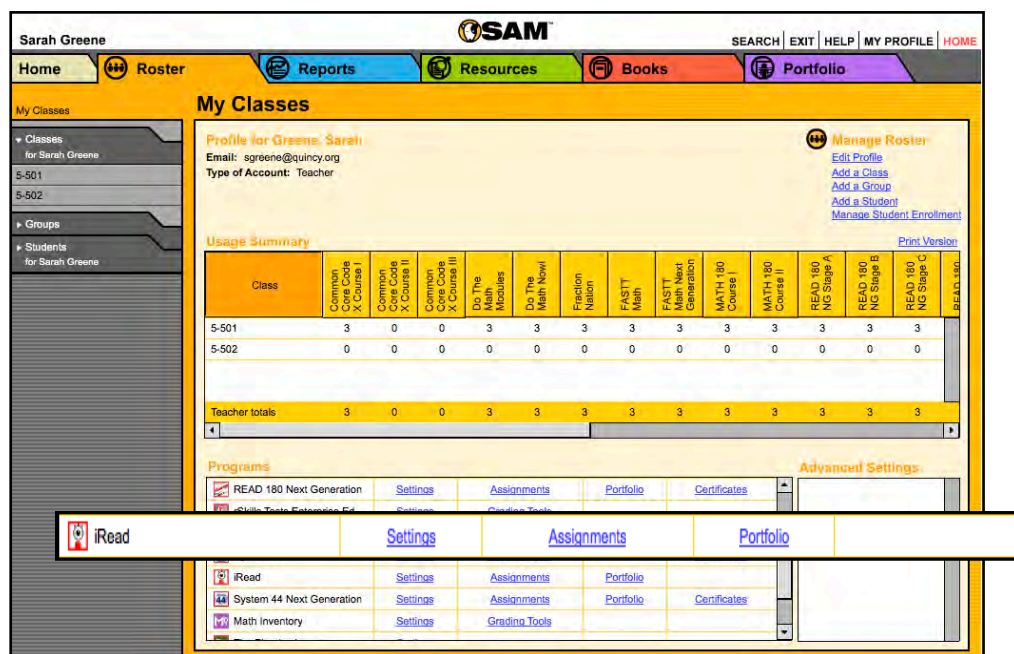
Administrators may view graded student assignments in the Student Work tab (page 49).



## Accessing the Student Digital Portfolio

Access the Student Digital Portfolio through SAM Central by clicking the **Student Digital Portfolio** link in the Manage Class menu (page 21).

There are two ways to access the Student Digital Portfolio through SAM:



Class	Common Core Code X Course I	Common Core Code X Course II	Common Core Code X Course III	Do The Math Modules	Do The Math Now!	Fraction Nation	FAST Math	FAST Math Next Generation	MATH 180 Course I	MATH 180 Course II	READ 180 NG Stage A	READ 180 NG Stage B	READ 180 NG Stage C	READ 180
5-501	3	0	0	3	3	3	3	3	3	3	3	3	3	3
5-502	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teacher totals	3	0	0	3	3	3	3	3	3	3	3	3	3	3

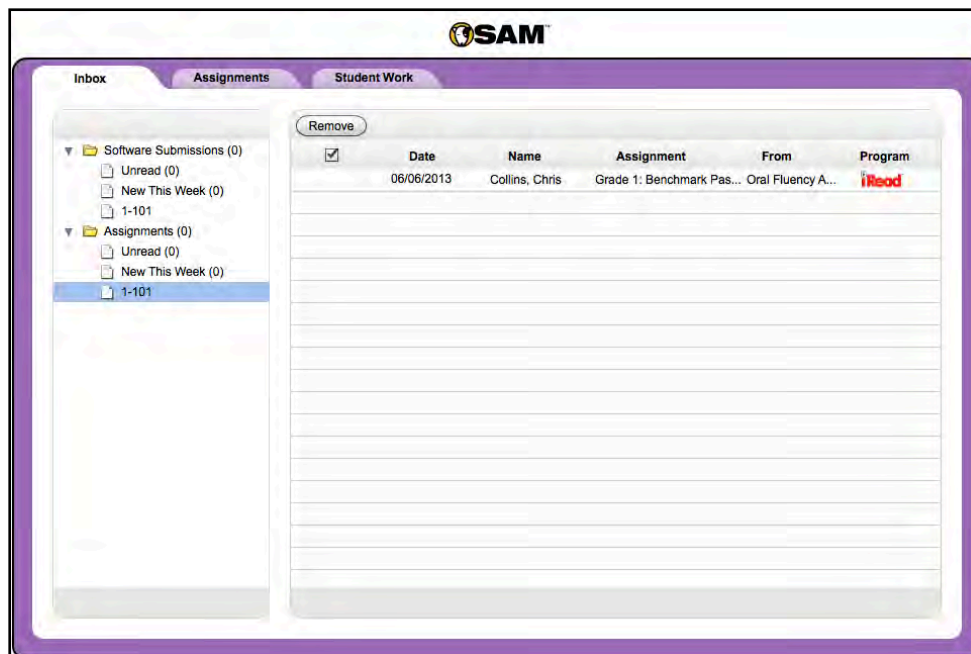
Programs	Settings	Assignments	Portfolio	Certificates
iRead	Settings	Assignments	Portfolio	Certificates
System 44 Next Generation	Settings	Assignments	Portfolio	Certificates
Math Inventory	Settings	Grading Tools		

1. Click the **Portfolio** tab from any screen in SAM. The Student Digital Portfolio opens in a separate browser window.
2. In the Programs table at the bottom of the Profile screen, click the **Portfolio** link in the *iRead* row to open the Student Digital Portfolio in a separate browser window.

## Assignments Tab Link in SAM

Teachers may access the Assignments tab (page 46) directly from a class or student Profile screen in SAM by clicking the **Assignments** link next to the *iRead* icon in the Programs menu.

## Managing the Student Digital Portfolio



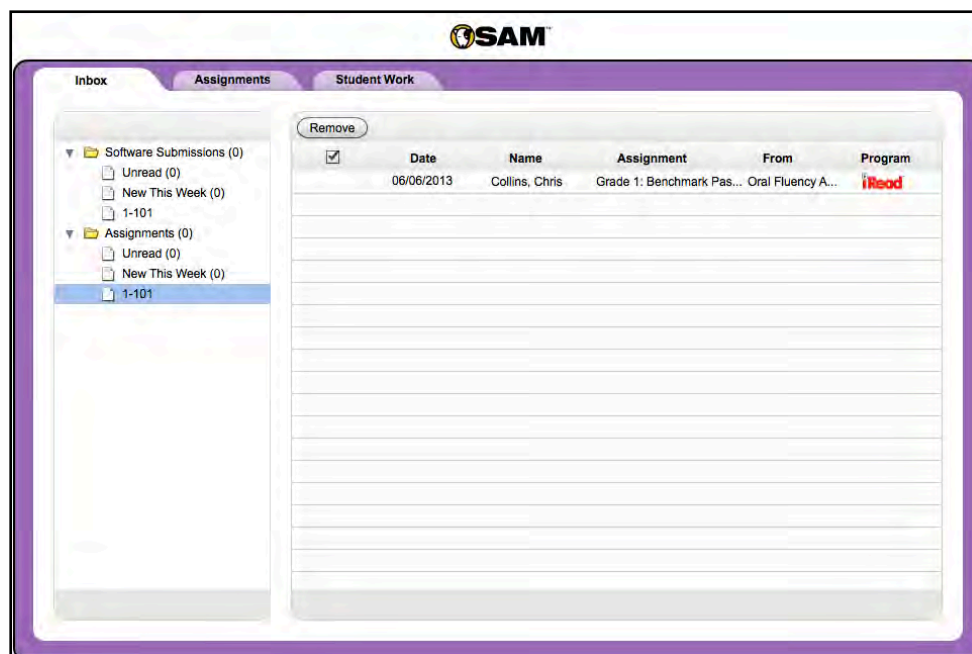
When a teacher opens the Student Digital Portfolio, student work is displayed in three different tabs:

- **Inbox** displays all Success Recordings from the student program, as well as all due and ungraded Oral Fluency Assessments created in the Assignments tab. Newly submitted work is in boldface.
- **Assignments** allows teachers to track and score students' progress in Oral Fluency Assessments in *iRead*. Only students in Grades 1 and 2 receive Oral Fluency Assessments.
- **Student Work** displays all of a student's Success Recordings and graded Oral Fluency Assessments. It is visible for both teachers and administrators.

### Administrator View

Administrators may view work in the Student Digital Portfolio beginning at the class level. Select the folders for the school, grade, teacher, and class to view work. Administrators only see the Student Work tab in their view of the Portfolio.

## The Inbox Tab



The Inbox essentially functions as a “to-do” list of student work to be graded. It displays ungraded Success Recordings and Oral Fluency Assessments that have reached their due date (Oral Fluency Assessments are listed as ungraded until all assigned assessments are scored in the Student Digital Portfolio).

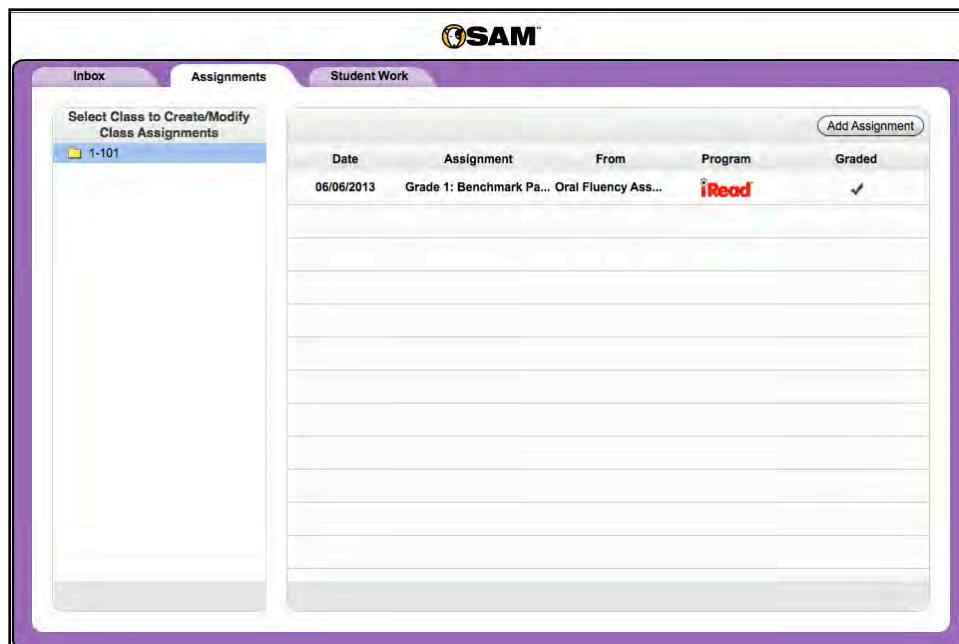
From the Inbox tab, click the folder icons along the left of the screen to view by the type of work: Software Submissions (for Success Recordings), or Assignments (for Oral Fluency Assessments). Click the folders to filter the view to show work that is New This Week, Unread, or from specific classes.

Click the links at the top of each column in the Portfolio list view to sort the work by **Date**, **Name** or **Class**, **Assignment**, **Source**, or **Program**.

Click any software submission or Oral Fluency Assessment in the Portfolio index to view and grade it in Detail view (*page 50*). Once a submission or assessment is graded, it is automatically removed from the Inbox tab.

To remove a Success Recording or Oral Fluency Assessments from the Inbox, click the checkbox next to the assignment and then click the **Remove** button at the top of the list. This removes the work from the Inbox but does not delete it. Both Success Recordings and Oral Fluency Assessments are retained on the Student Work tab (*page 49*).

## The Assignments Tab

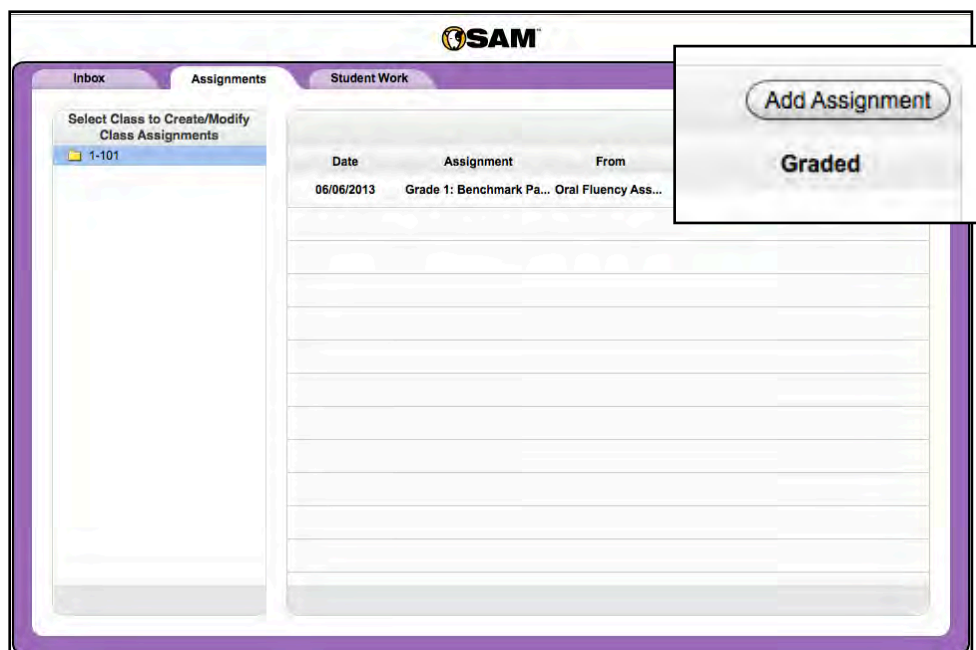


The screenshot shows the SAM interface with the 'Assignments' tab selected. On the left, there is a 'Select Class to Create/Modify Class Assignments' sidebar with a folder icon and the text '1-101'. The main area contains a table with the following columns: Date, Assignment, From, Program, and Graded. The first row of data shows the date '06/06/2013', the assignment 'Grade 1: Benchmark Pa...', the source 'Oral Fluency Ass...', the program 'iRead', and a checked 'Graded' status. An 'Add Assignment' button is located in the top right corner of the table area.

Date	Assignment	From	Program	Graded
06/06/2013	Grade 1: Benchmark Pa...	Oral Fluency Ass...	iRead	✓

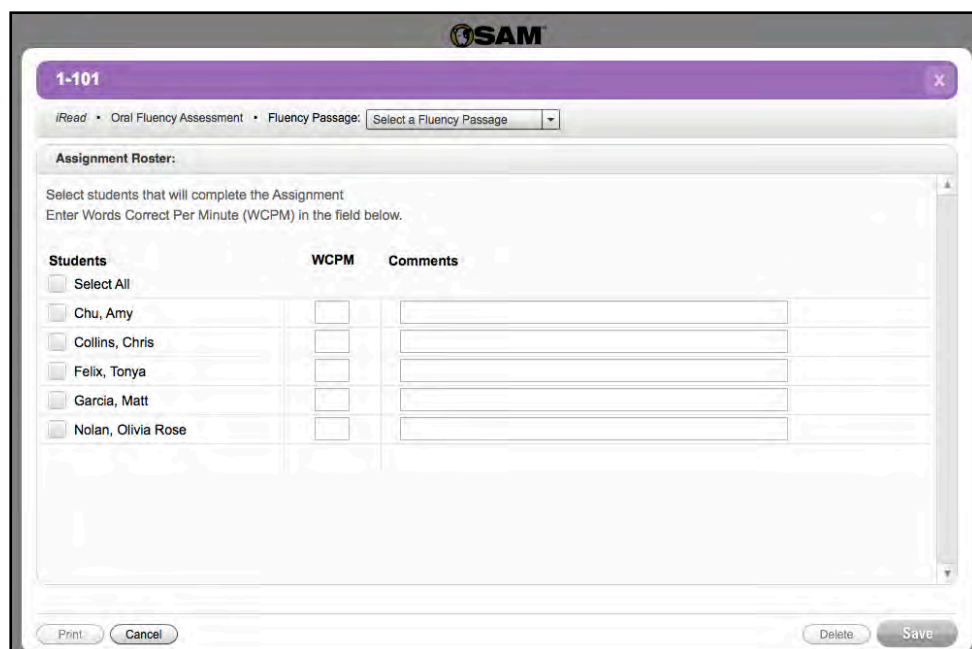
The Assignments tab is a place where teachers can grade Oral Fluency Assessments (only First and Second Grade *iRead* classes may add Oral Fluency Assessments).

## Adding an Assignment



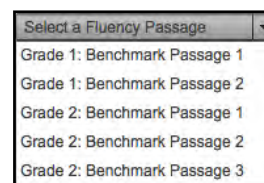
This screenshot is identical to the previous one, but includes a callout box on the right side. The callout box contains the text 'Add Assignment' and 'Graded', highlighting the 'Graded' column header in the table.

To add an Oral Fluency Assessment, select a class from the SmartBar and click the **Add Assignment** button on the screen to open the Assignment screen in Detail view.



Select the Oral Fluency Assessment from the Fluency Passage pull-down menu.

Enter the name of the assignment in the Assignment Name field. Enter a description of the assignment in the Description field, if desired.



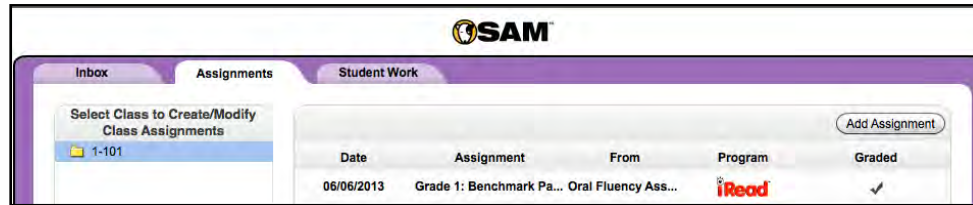

Use the Assignment Roster field to select which students' work will be assessed. Click the checkboxes next to students' names to select the students. To select the entire class, click the checkbox next to **Select All**.

To grade students' Oral Fluency Assessments, enter the Words Correct Per Minute in the **WCPM** column. Add any comments in the **Comments** fields.

Save changes to the assignment details by clicking **Save**. To close the screen without saving changes, click **Cancel**. To delete the assignment, click **Delete**. To print the assessment, click **Print**.

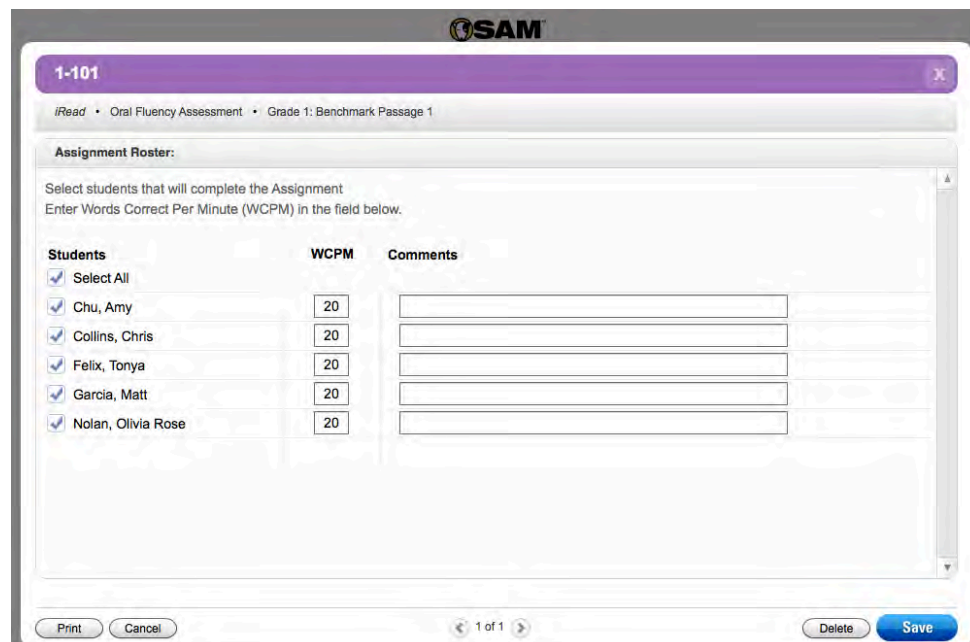


## Viewing Added Assignments



The Assignments tab displays all added Oral Fluency Assessments by class. Select a class from the list at left to view the assignment list for that class. The list shows the assignment name and type, the program it is associated with, and its graded/ungraded status. An assignment is checked as Graded when all students assigned an Assessment have received a score.

Click the headers at the top of each column to sort assignments by **Date**, **Assignment Name**, **Type**, **Program**, or graded status. Click any assignment on the tab to view and grade it in Detail view.



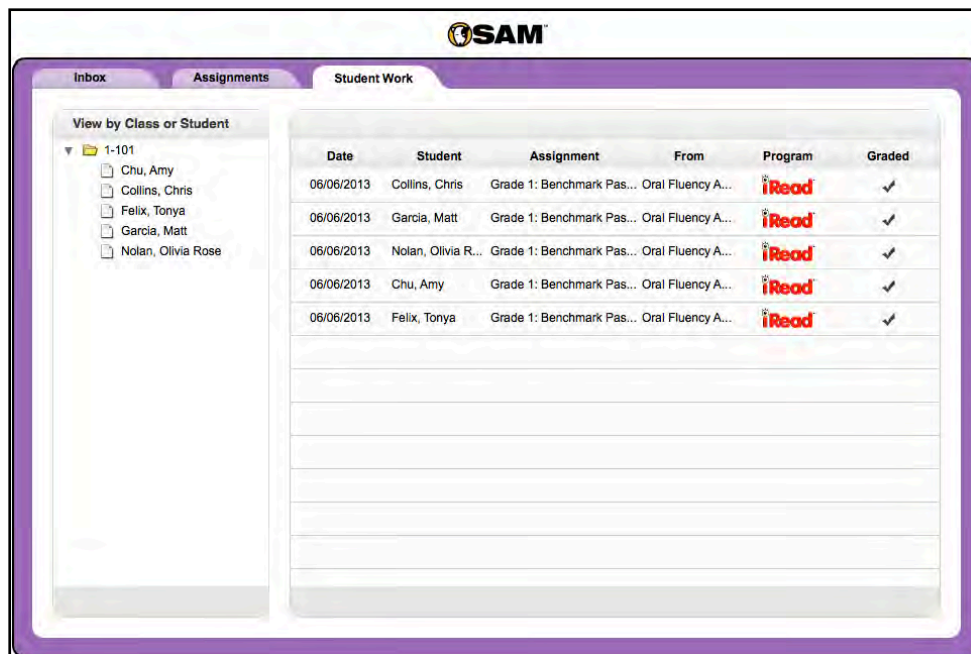
The screenshot shows the 'Assignment Roster' for class 1-101. It includes a breadcrumb trail: iRead • Oral Fluency Assessment • Grade 1: Benchmark Passage 1. Below this, it says 'Select students that will complete the Assignment' and 'Enter Words Correct Per Minute (WCPM) in the field below.' The roster table has three columns: Students, WCPM, and Comments. The 'Students' column has checkboxes for 'Select All' and individual students: Chu, Amy; Collins, Chris; Felix, Tonya; Garcia, Matt; and Nolan, Olivia Rose. The 'WCPM' column has input fields, all containing the value '20'. The 'Comments' column has empty text boxes for each student. At the bottom, there are buttons for 'Print', 'Cancel', 'Delete', and 'Save'.

To select additional students for the assignment, click the checkboxes next to the students' names. Use the **WCPM** column to enter Words Correct Per Minute. Add any comments in the **Comments** fields.

To save changes to the assignment detail, click **Save**. To close the screen without saving changes, click **Cancel**. To delete the assignment, click **Delete**.

To print the assessments, click **Print**.

## The Student Work Tab



The screenshot shows the SAM interface with the 'Student Work' tab selected. On the left, under 'View by Class or Student', a tree view shows a folder '1-101' containing five students: Chu, Amy; Collins, Chris; Felix, Tonya; Garcia, Matt; and Nolan, Olivia Rose. The main table displays work items for these students, sorted by date (06/06/2013). Each row includes the date, student name, assignment name, source, program (iRead), and a 'Graded' status with a checkmark.

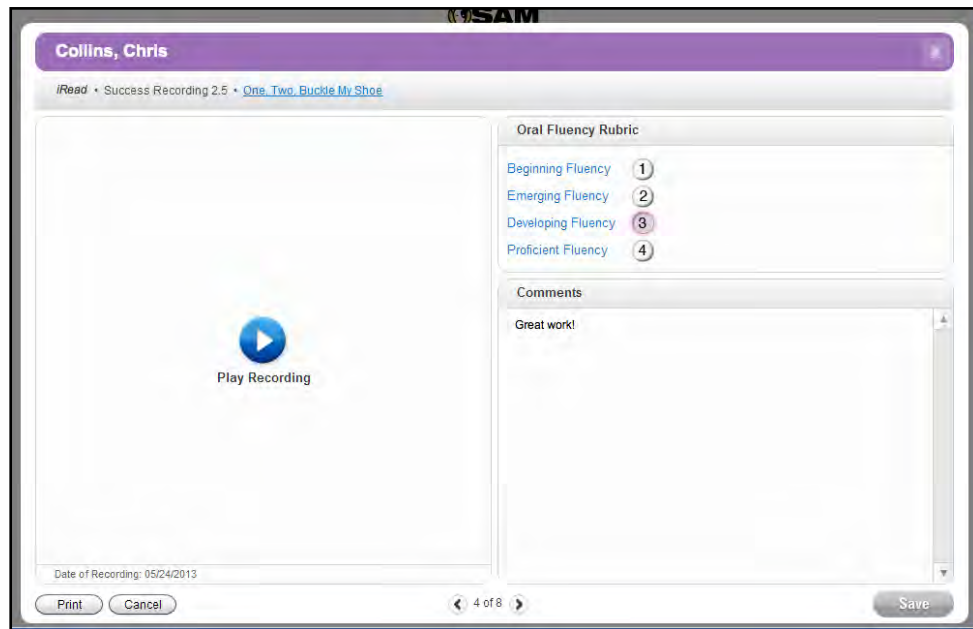
Date	Student	Assignment	From	Program	Graded
06/06/2013	Collins, Chris	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓
06/06/2013	Garcia, Matt	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓
06/06/2013	Nolan, Olivia R...	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓
06/06/2013	Chu, Amy	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓
06/06/2013	Felix, Tonya	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓

From the Student Work tab, teachers may view works by a specific class or student. The Student Work tab shows a class's or student's full portfolio of work, both graded and ungraded.

Click the links at the top of each column in the Portfolio index to sort the work by **Date**, **Assignment**, **Source**, **Program**, and whether the work is graded or ungraded.

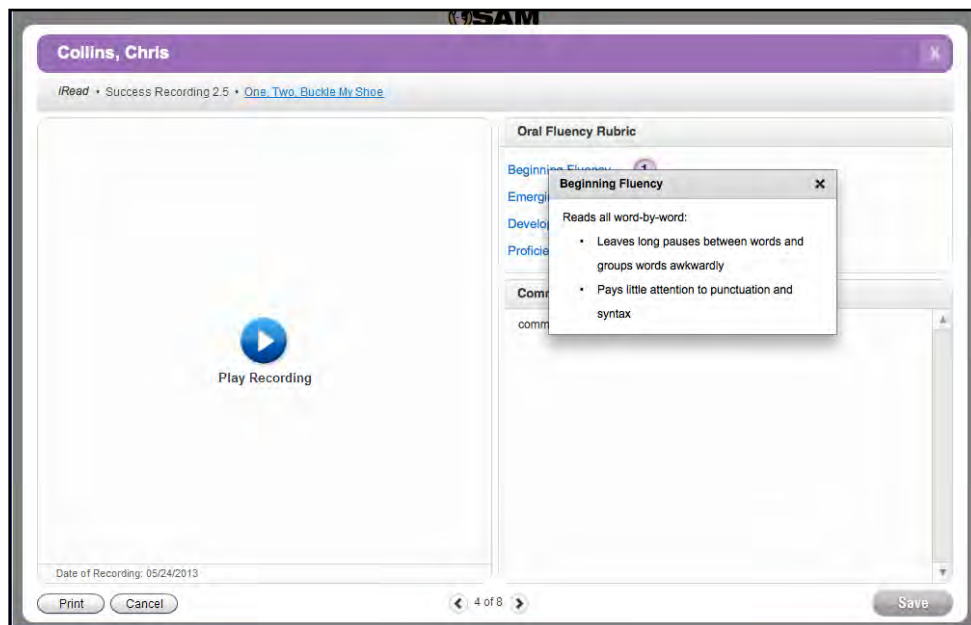
## Detail View

Clicking any assignment in the main table opens the Detail view of the assignment.



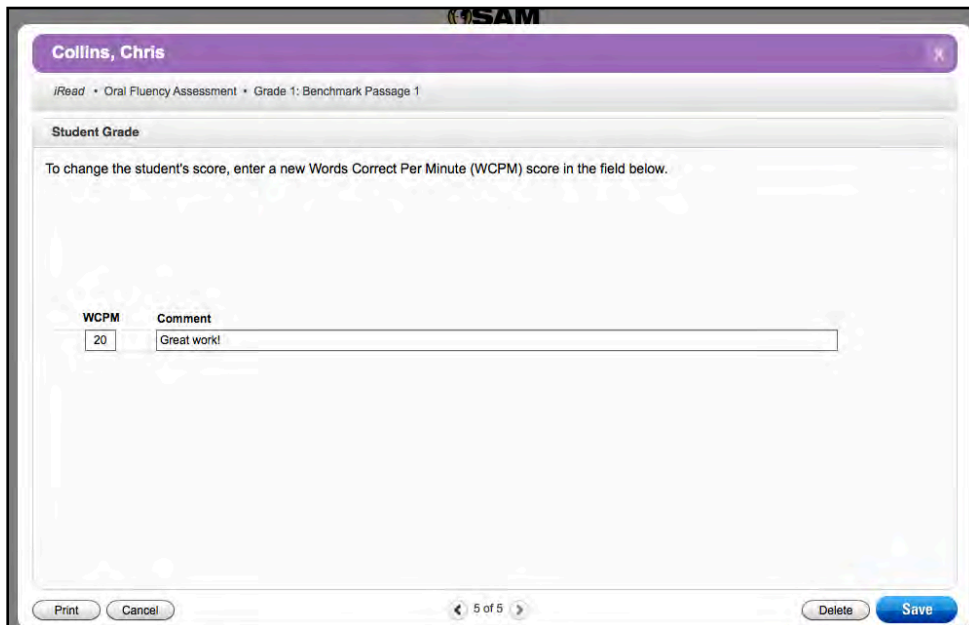
To hear and grade a student recording, click the Play button to listen to the recording. Use the rubric on the right to grade students' work; then enter comments in the field in the lower right.

Click the level link in the top bar of the screen to display the passage text as a PDF in a new browser window. Follow along as you listen to students' recordings.



To view more information on the rubrics, click the rubric link. This opens a small window with more information about how to grade the student assignment based on that rubric.

Click **Save** to save all grades and comments. Click **Cancel** to close the Detail view without saving any changes. Click **Print** to print the student work (including any grades and comments that have been entered).

A screenshot of the SAM Student Grade form. The form has a purple header bar with the student's name "Collins, Chris" and a close button. Below the header, the breadcrumb trail reads "iRead > Oral Fluency Assessment > Grade 1: Benchmark Passage 1". The main section is titled "Student Grade" and contains a text box with the instruction: "To change the student's score, enter a new Words Correct Per Minute (WCPM) score in the field below." Below this instruction is a table with two columns: "WCPM" and "Comment". The "WCPM" column has a text input field containing the number "20". The "Comment" column has a text input field containing the text "Great work!". At the bottom of the form, there are four buttons: "Print", "Cancel", "Delete", and "Save". The "Save" button is highlighted in blue. A pagination indicator "5 of 5" is located between the "Cancel" and "Delete" buttons.

Teachers may grade an Oral Fluency Assessment from the Student Work tab as well as from the Assignments tab. Add the students' Words Correct Per Minute (WCPM) count in the WCPM field. Add any comments in the Comment fields.

Click **Save** to save all grades and comments. Click **Cancel** to close the Detail view without saving any changes. Click **Print** to print the student work (including any grades and comments that have been entered).

Close the Detail view by clicking the "X" icon. A prompt reminds users to save changes before closing the screen.



## **iRead Reports**

### **iRead Reports in SAM Central**



Access *iRead* Reports using the **Class Analytics** and **Student Analytics** links on the data widget on the Class screen.

Click the **Class Analytics** link to open the menu and see the links for the class reports:

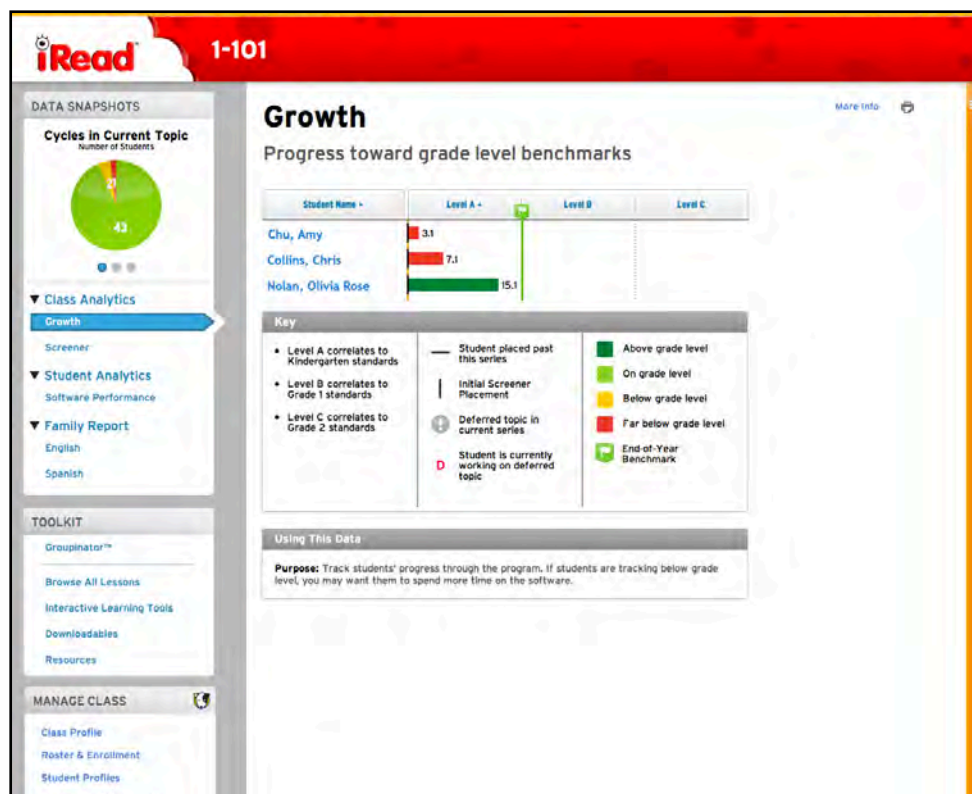
- Growth Report
- Screener Report

Click the **Student Analytics** link to open the menu and see the links for the Software Performance Report.

Click the **Family Report** link to open the menu and see the links for viewing the Family Report in English or Spanish.

Click the report links to open the report on the Class screen.

## Class Analytics—Report

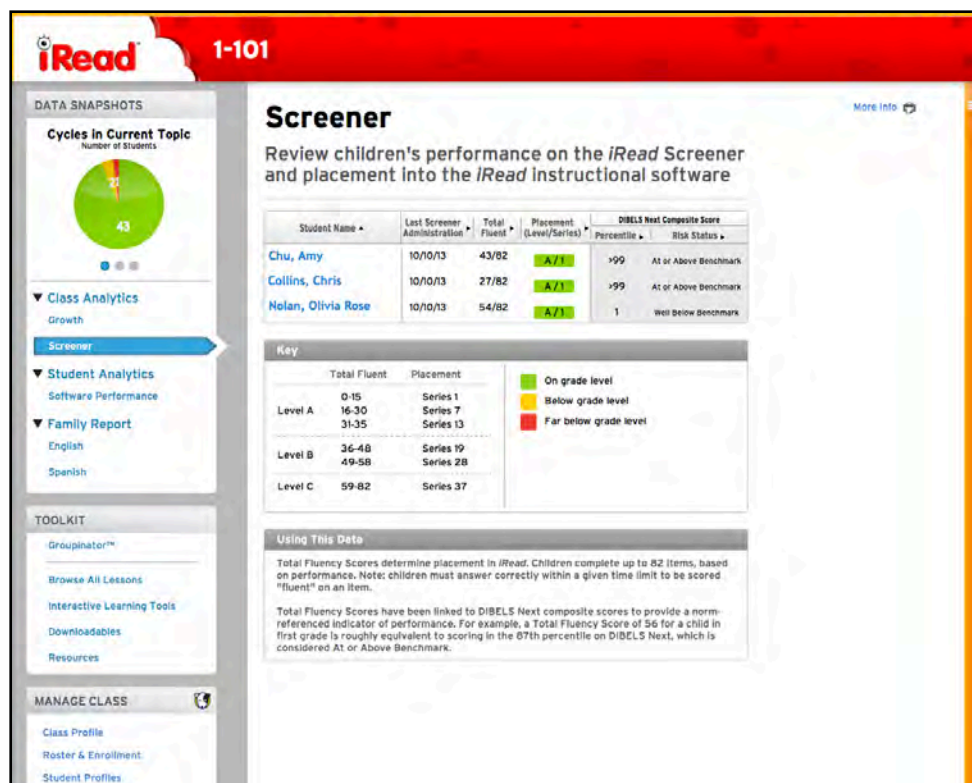


**Purpose:** Monitor student progress through the *iRead* software against grade-level benchmarks.

**Follow-Up:** Identify students who may need additional time in the software and targeted support to meet instructional goals; mark student progress toward instructional goals; share progress with administrators.

**Related Data:** Click **Student Analytics** or any student's name to see the student's individual growth report; click any exclamation point icons to view detailed information; click the printer icon on the top right of the report to print the report.

## Class Analytics—Screener Report



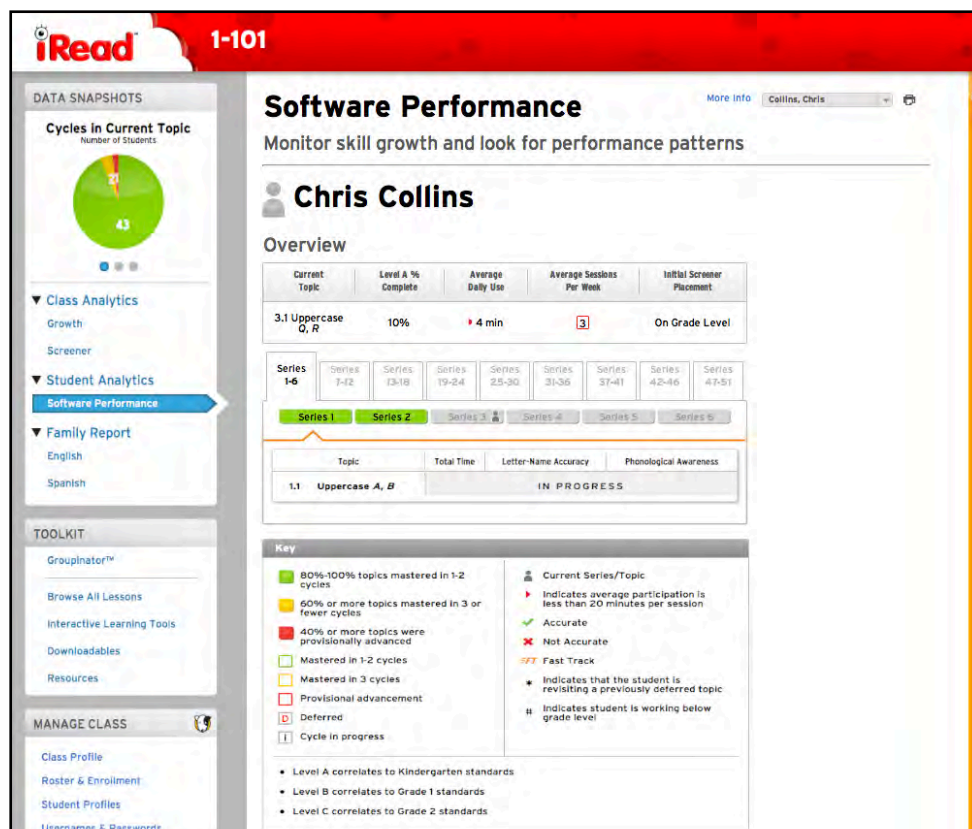
**Purpose:** Review student performance in the *iRead* screener and placement in the *iRead* software.

**Functions:** Sort screener data by clicking column headings. Data may be sorted by date of last screener, fluency score, placement by level and series, and DIBELS composite score (percentile and risk status).

**Follow-Up:** Identify children who may need more time on the software than others to reach instructional goals, based on their initial placement; group children based on placement results, to address shared instructional needs; administer the Phonological Awareness Assessment to children in Grades 1 and 2 who place into Series 1, to determine whether additional intervention is needed.

**Related Data:** Click **Student Analytics** or any student's name to see the student's individual results in more detail; click the printer icon on the top right of the report to print the report.

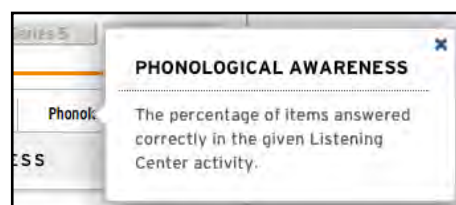
## Student Analytics—Software Performance Report



**Purpose:** Monitor students' skill development and identify strengths and weaknesses.

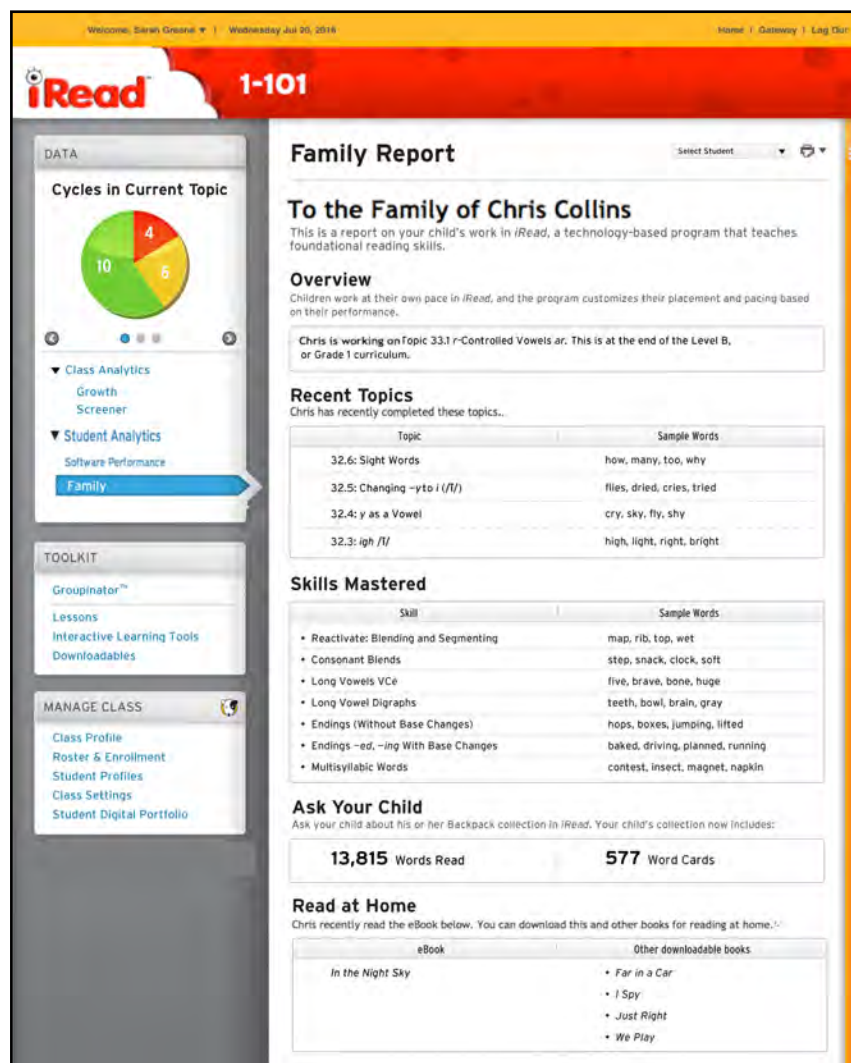
**Functions:** Click the column heads for header descriptions.

**Follow-Up:** Review students' software usage and adjust as needed to ensure progress toward goals; note topics that require two or more cycles to complete, and plan to target these skills in small groups or one-on-one.



**Related Data:** To select a different student, use the pull-down menu at the top of the report; click the printer icon on the top right of the report to print the report.

## Student Analytics—Family Report



**Purpose:** Share information about student progress with families and caregivers, and provide suggestions for reading at home.

**Functions:** To view the Family Report in Spanish, click the **Family Report** link to open the pull-down menu; then click **Spanish** to view the report in Spanish.

**Follow-Up:** Communicate to families the current skills students are working on and have developed; support families in initiating conversations about students' reading experiences and backpack collections; identify relevant materials for reading together at home; raise family awareness of materials available on the iRead Family Portal.

**Related Data:** To select a different student, use the pull-down menu at the top of the report; click the printer icon on the top right of the report to print the report.

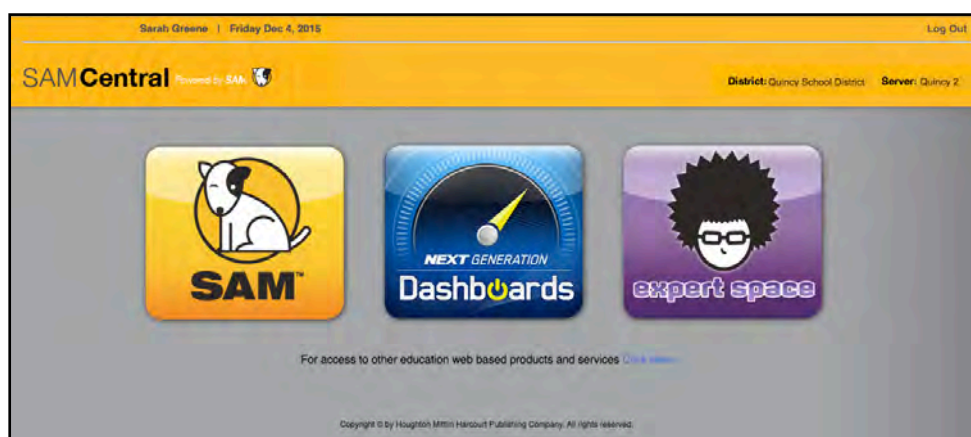


## Administrator Functions

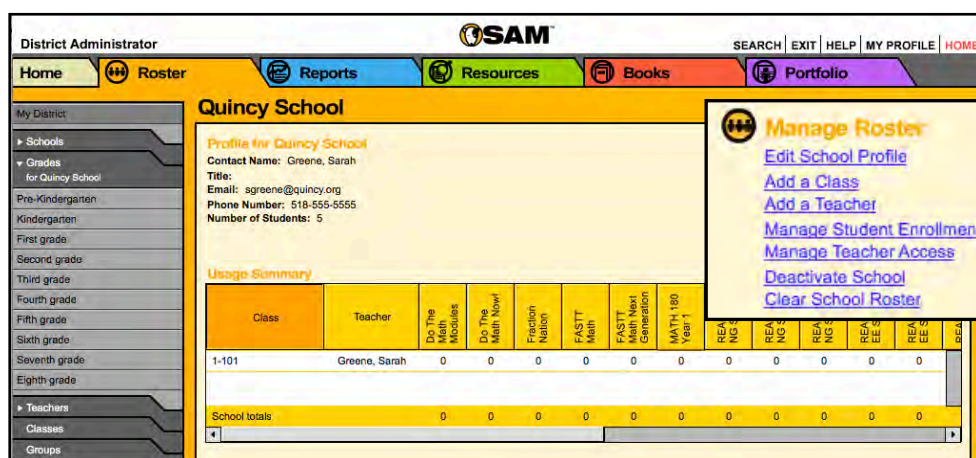
Administrators must activate licenses for students before they may use *iRead*. Teachers also must be enrolled and have active licenses to log in and use SAM Central.

Administrator reports measure school- or district-wide growth data in *iRead* and are accessible through the Next Generation Leadership Dashboard. See the [Next Generation Dashboard Guide](#) at the *iRead* Product Support site (page 63) for more information.

## Activating Licenses



To activate licenses, log in to SAM Central as an administrator; then click the SAM icon.



From the SAM Home Page, click the Roster tab; then click the **Manage Teacher Access** link from the Manage Roster menu.

**My District**

Student Licensing   Student Enrollment   Teacher Licensing   Teacher Access

To manage license allocation or school license caps, please [click here](#).

Product	Seats Allocated	Students Enrolled*	Seats Available
Common Core Code X Course I	1000	10	990
Common Core Code X Course II	1000	3	997
Common Core Code X Course III	1000	2	998
Do The Math Modules	1000	16	984
Do The Math Now!	1000	16	984
Expert 21 Course I	1000	10	990
Expert 21 Course II	1000	8	992
Expert 21 Course III	1000	8	992
FASTT Math	1000	16	984
FASTT Math Next Generation	1000	488	512
Fraction Nation	1000	13	987
iRead	1000	755	245
MATH 180 Course I	1000	871	129
MATH 180 Course II	1000	107	893
Math Inventory	2000	597	1403

\* Includes Active and Inactive Students.  
 + Indicates that an enrollment limit has been set for one or more schools for this product.  
[Click here](#) to see a list of enrolled students who appear on the roster of more than one school.

[Return to Profile](#)

On the Manage Teacher Access screen, click the Student Licensing tab.

To activate student licenses, 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 found on the access screen (e.g., “Quincy School District; Server 2”). The representative activates licenses through SAM Connect.

**My District**

Student Licensing   Student Enrollment   Teacher Licensing   Teacher Access

To manage license allocation or school license caps, please [click here](#).

Product	Total Teacher Seats	Teacher Seats In Use	Teacher Seats Available
Common Core Code X Course I Teacher	1000	6	994
Common Core Code X Course II Teacher	1000	3	997
Common Core Code X Course III Teacher	1000	3	997
iRead Teacher	1000	13	987
MATH 180 Course I Teacher	1000	48	952
MATH 180 Course II Teacher	1000	11	989

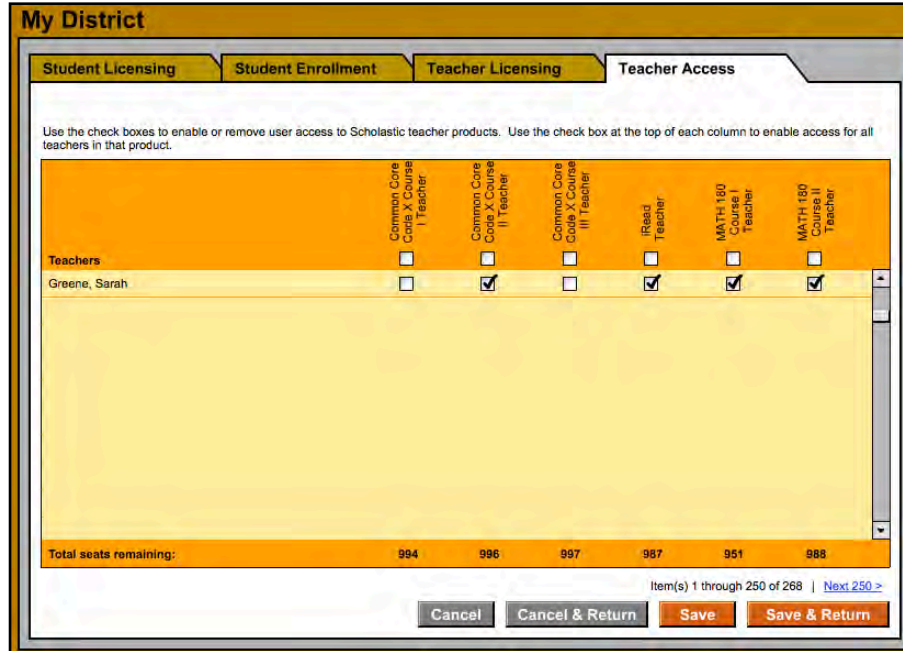
\* Includes Active and Inactive Students.

[Return to Profile](#)

To activate teacher licenses, click the Teacher Licensing tab and follow the same steps.

## Enrolling Teachers

Once teacher licenses have been activated, administrators must assign a license and enroll teachers before they may use SAM Central for *iRead*. To do this, click the Teacher Access tab.



Teachers	Common Core Code X Course I Teacher	Common Core Code X Course II Teacher	Common Core Code X Course III Teacher	iRead Teacher	MATH 180 Course I Teacher	MATH 180 Course II Teacher
Greene, Sarah	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total seats remaining: 994 996 997 987 951 988

Item(s) 1 through 250 of 268 | [Next 250 >](#)

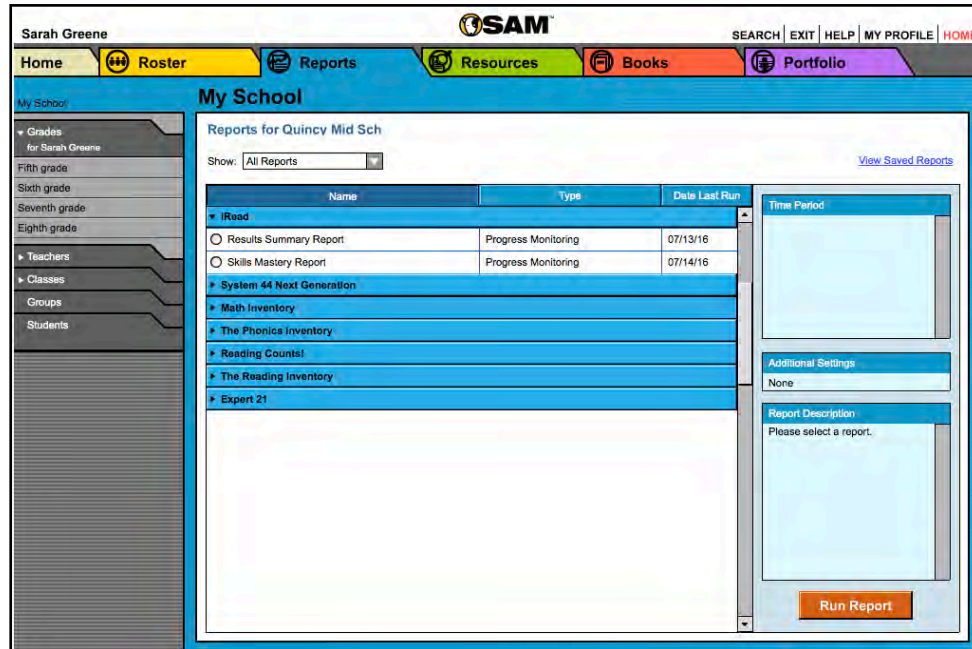
[Cancel](#) [Cancel & Return](#) [Save](#) [Save & Return](#)

Select the **iRead Teacher** checkbox next to each teacher to give the teacher access to SAM Central. Click **Save & Return** to save teacher enrollments and return to the Roster screen, **Save** to save the teacher enrollments, **Cancel** to clear them, or **Cancel & Return** to return to the Roster screen without saving teacher enrollments.

## Administrator Reports

Administrator reports that measure district-wide or school-wide data may only be accessed through Student Achievement Manager (SAM).

## Running Reports in SAM



Sarah Greene

**SAM**

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My School

Reports for Quincy Mid Sch

Show: All Reports [View Saved Reports](#)

Name	Type	Date Last Run
iRead		
<input type="radio"/> Results Summary Report	Progress Monitoring	07/13/16
<input type="radio"/> Skills Mastery Report	Progress Monitoring	07/14/16
System 44 Next Generation		
Math Inventory		
The Phonics Inventory		
Reading Counts!		
The Reading Inventory		
Expert 21		

Time Period

Additional Settings

None

Report Description

Please select a report.

Run Report

To run a report in SAM, click the Reports tab or the **Reports** icon on the SAM home screen to open the Report Index.

To run a report, click the button next to the report in the Report Index, then choose a time period from the Time Period menu. Click **Run Report**.

Reports will open in a separate browser window after clicking the link as directed in the onscreen instructions.

To print the report, click **Print** at the top of the PDF browser window.



## iRead Results Summary Report

**Report Type:** Progress Monitoring**Purpose:** Use this report to compare iRead usage data and track students' progress through the program against grade-level benchmarks**Follow-Up:** Run this report at regular intervals to monitor progress and usage in the iRead software. This report may also help identify groups that may require additional support or resources.**Level:** District or school



## Skills Mastery Report

# Skills Mastery Report

SCHOOL: QUINCY MID SCH

Time Period: 07/31/15 – 08/01/16

LEVEL	UNIT	SKILLS	GRADE K		GRADE 1		GRADE 2	
			STATUS	STUDENTS IN CURRENT UNIT	STATUS	STUDENTS IN CURRENT UNIT	STATUS	STUDENTS IN CURRENT UNIT
A	1	Uppercase Letter Recognition		19 (58%)		2 (6%)		2 (6%)
	2	Lowercase Letter Recognition		1 (3%)		1 (3%)		1 (4%)
	3	Letter Sounds		1 (3%)		2 (6%)		2 (6%)
	4	Introduction to Blending and Segmenting		1 (3%)		2 (6%)		2 (6%)
B	5	Reactivate CVCs; Read Words With Blends and Final Consonants		1 (3%)		15 (47%)		2 (6%)
	6	Consonant Digraphs and Multisyllabic Words		1 (3%)		1 (3%)		1 (4%)
	7	Long Vowels (VCe)		1 (3%)		1 (3%)		2 (6%)
	8	Long Vowel Digraphs		1 (3%)		1 (3%)		1 (4%)
	9	r-Controlled Vowels		1 (3%)		1 (3%)		1 (4%)
	10	More Multisyllabic Words		1 (3%)		1 (3%)		1 (4%)
	11	Diphthongs and Variant Vowels		1 (3%)		1 (3%)		1 (4%)
C	12	Short Vowels Reactivate and Extend		1 (3%)		1 (3%)		7 (27%)
	13	Long Vowels Reactivate and Extend		1 (3%)		1 (3%)		1 (4%)
	14	Reactivate Diphthongs and Variant Vowels		1 (3%)		1 (3%)		1 (4%)
	15	Reading & Spelling Challenges		1 (3%)		1 (3%)		1 (4%)
			Total = 33 (Enrolled = 36)		Total = 32 (Enrolled = 33)		Total = 26 (Enrolled = 27)	

## KEY

- Above grade level
- On grade level
- Below grade level
- Far below grade level

## USING THE DATA

### Purpose:

This report shows children's progress through the iRead Instructional Software and details skills mastered. Note that children in a given unit have demonstrated mastery of prior skills.

### Follow-Up:

Identify groups that are not making adequate progress and may require additional support or resources. Investigate any significant differences between the number of students using the software and the total number of students enrolled.

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Page 1 of 1

Printed on: 07/14/16  
v 1.7

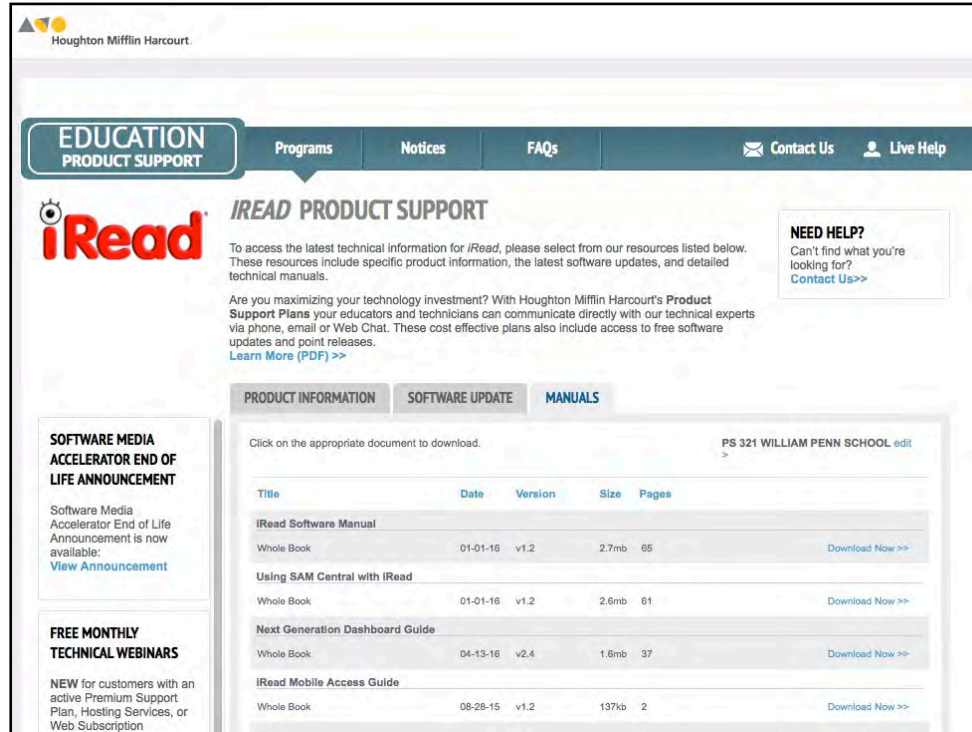
**Purpose:** The report shows students' progress through the *iRead* software and details skills students have mastered.

**Functions:** To view the Skills Mastery Report, use the Report Scheduler on the Next Generation Leadership Dashboard. See the [Next Generation Dashboard Guide](#) at the *iRead* Product Support site (page 63) for more information.

**Follow-Up:** Identify groups that are not making adequate progress and may require additional support or resources. Investigate any significant differences between the number of students using the software and the total number of students enrolled.

## Technical Support

For questions or other support needs, visit the [iRead Product Support](http://hmhco.com/iread/productsupport) website at [hmhco.com/iread/productsupport](http://hmhco.com/iread/productsupport).



The screenshot shows the iRead Product Support website. The header includes the Houghton Mifflin Harcourt logo and navigation links: EDUCATION PRODUCT SUPPORT, Programs, Notices, FAQs, Contact Us, and Live Help. The main content area features the iRead logo and a section titled 'iREAD PRODUCT SUPPORT'. It provides instructions on how to access technical information and lists resources like product information, software updates, and manuals. A sidebar on the left contains announcements for 'SOFTWARE MEDIA ACCELERATOR END OF LIFE' and 'FREE MONTHLY TECHNICAL WEBINARS'. The main content area also includes a 'NEED HELP?' section with a 'Contact Us' link.

Title	Date	Version	Size	Pages	
<b>iRead Software Manual</b>					
Whole Book	01-01-16	v1.2	2.7mb	65	<a href="#">Download Now &gt;&gt;</a>
<b>Using SAM Central with iRead</b>					
Whole Book	01-01-16	v1.2	2.6mb	61	<a href="#">Download Now &gt;&gt;</a>
<b>Next Generation Dashboard Guide</b>					
Whole Book	04-13-16	v2.4	1.6mb	37	<a href="#">Download Now &gt;&gt;</a>
<b>iRead Mobile Access Guide</b>					
Whole Book	08-28-15	v1.2	137kb	2	<a href="#">Download Now &gt;&gt;</a>

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 *iRead*, Student Achievement Manager, or SAM Central, contact Technical Support to speak to a representative at 1-800-283-5974.

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