



# Using SAM Central With *iRead*

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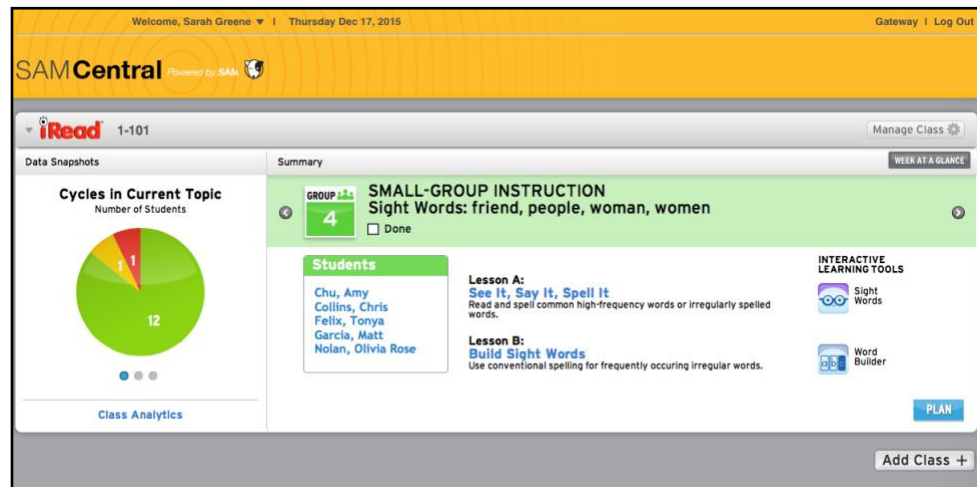
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## SAM Central and Student Achievement Manager



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 (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:

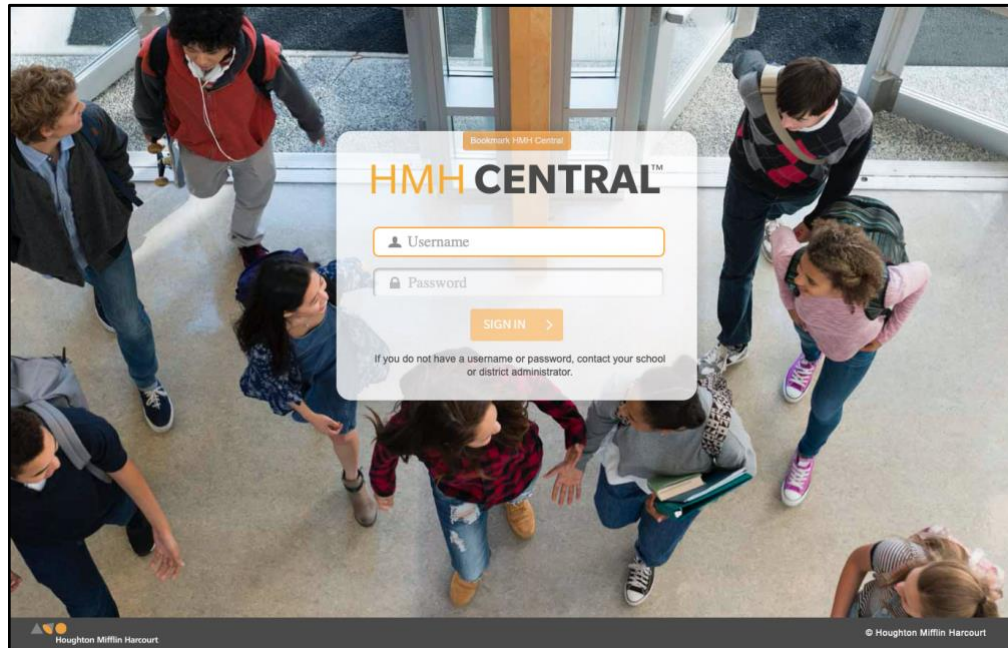
- Enroll students in programs and change settings for students and classes
- Customize students' learning experiences and track their progress
- Monitor student performance in the software and plan data-driven instruction
- Group students for differentiated instruction
- Evaluate fluency recordings and assess writing from the software

### ***iRead Platforms: Student Achievement Manager and Ed: Your Friend in Learning***

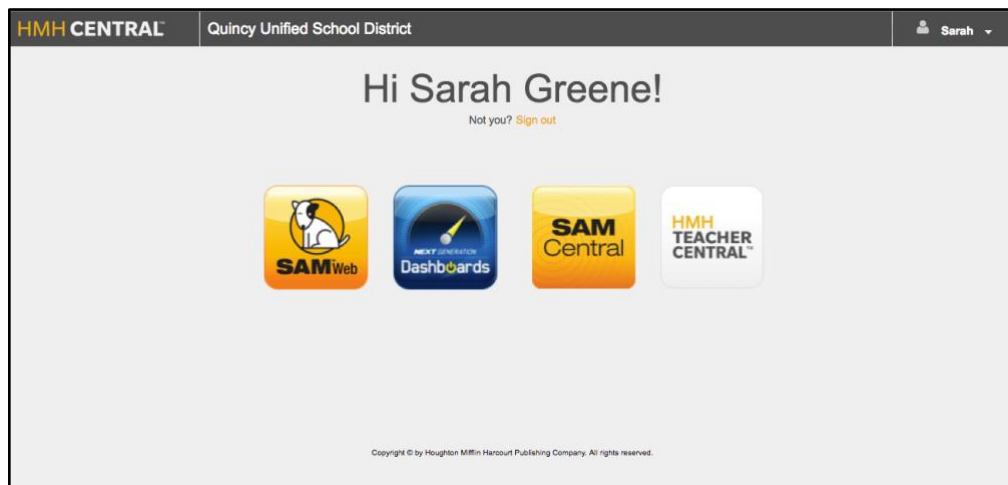
- *iRead* runs on both the Student Achievement Manager (SAM) and *Ed: Your Friend in Learning* platforms. This software manual focuses on the SAM installation of *iRead*, however, the student experience is identical on either platform.
- For more information on *Ed: Your Friend in Learning*, see the [Help Center](http://downloads.hmlt.hmco.com/Help/Ed/Teacher/index.htm) at <http://downloads.hmlt.hmco.com/Help/Ed/Teacher/index.htm>.

## Logging In to SAM Central

Teachers log in to SAM Central through HMH Central.

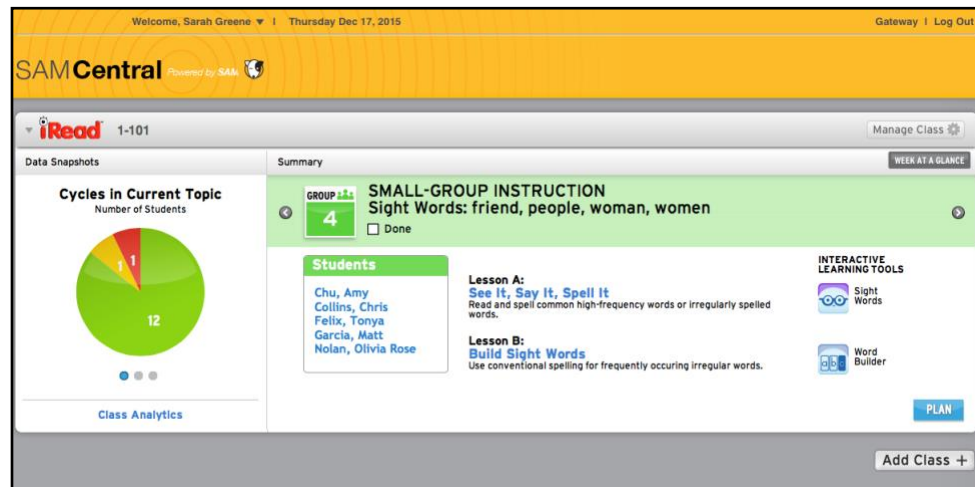


Teachers and administrators enter their SAM username and password at HMH Central to move to their Gateway screen.



Clicking the SAM Central icon takes teachers directly to their SAM Central Home screen (page 6).

## SAM Central Home Screen

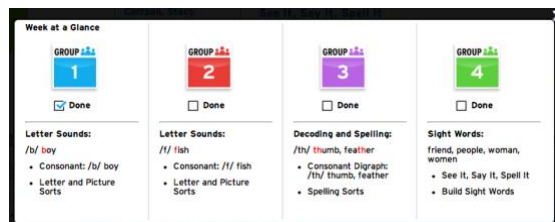


The Home screen provides a snapshot of student progress and performance in *iRead*. This screen contains each *iRead* class in a Class Widget. It also contains other functions for class and program management.

### 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.

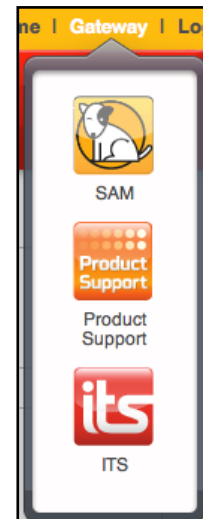
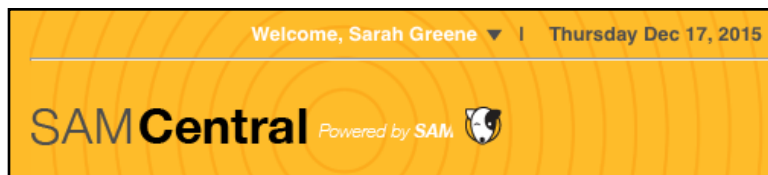
- **Manage Class:** The Manage Class button opens a pull-down menu of *iRead* Program Settings (page 22).
- **Class Analytics:** Click the **Class Analytics** link to open the Class screen (page 9) and view *iRead* class and student reports.

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

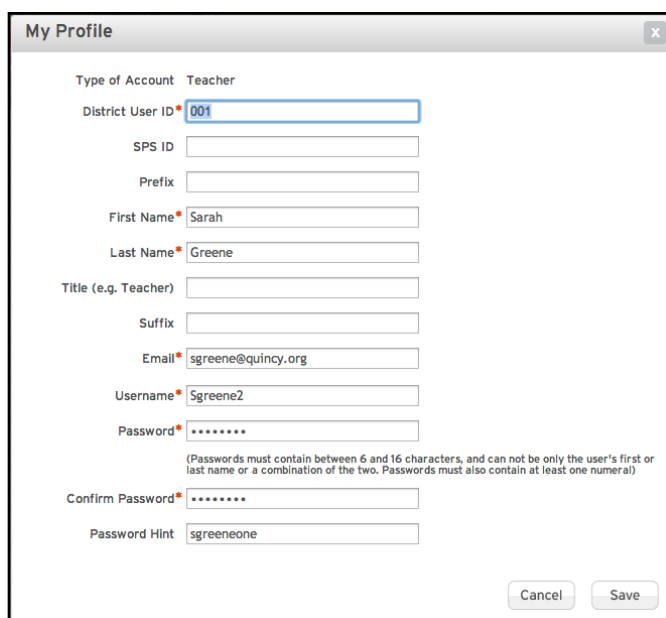
## Gateway

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



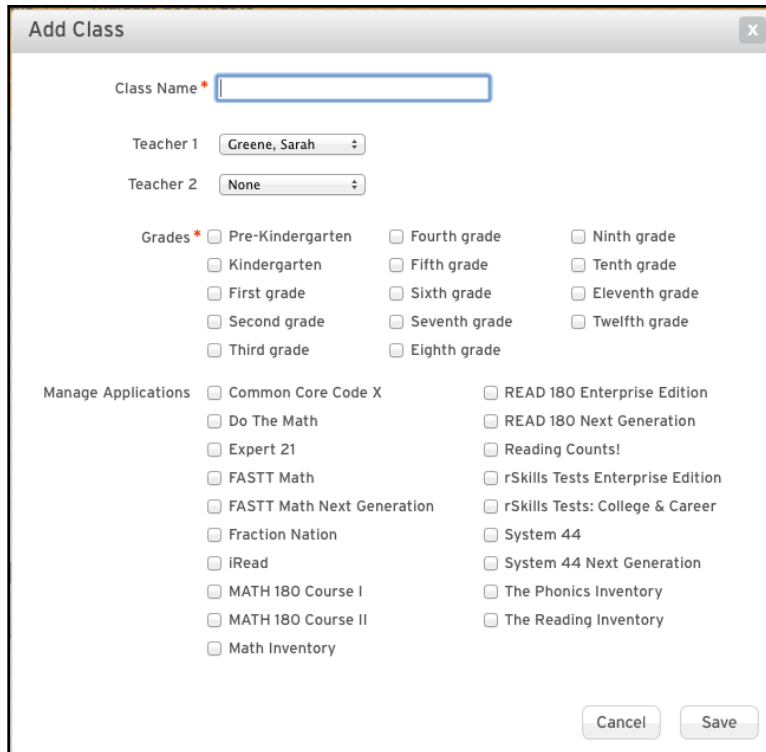
Clicking the teacher's name in the Welcome line of the Home screen opens the My Profile screen, which shows the teacher's SAM Profile.

The image shows the "My Profile" form. It has a title bar "My Profile" with a close button "X". The form contains the following fields: "Type of Account" (Teacher), "District User ID" (001), "SPS ID", "Prefix", "First Name" (Sarah), "Last Name" (Greene), "Title (e.g. Teacher)", "Suffix", "Email" (sgreene@quincy.org), "Username" (Sgreene2), "Password" (masked with asterisks), "Confirm Password" (masked with asterisks), and "Password Hint" (sgreeneone). There are "Cancel" and "Save" buttons at the bottom right. A note below the password field states: "(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)".

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.
  - Pre-Kindergarten
  - Kindergarten
  - First grade
  - Second grade
  - Third grade
  - Fourth grade
  - Fifth grade
  - Sixth grade
  - Seventh grade
  - Eighth grade
  - Ninth grade
  - Tenth grade
  - Eleventh grade
  - Twelfth grade
- Manage Applications**: A group of checkboxes for various educational programs.
  - Common Core Code X
  - Do The Math
  - Expert 21
  - FASTT Math
  - FASTT Math Next Generation
  - Fraction Nation
  - iRead
  - MATH 180 Course I
  - MATH 180 Course II
  - Math Inventory
  - READ 180 Enterprise Edition
  - READ 180 Next Generation
  - Reading Counts!
  - rSkills Tests Enterprise Edition
  - rSkills Tests: College & Career
  - System 44
  - System 44 Next Generation
  - The Phonics Inventory
  - The Reading Inventory

At the bottom right are "Cancel" and "Save" buttons.

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 51* 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.

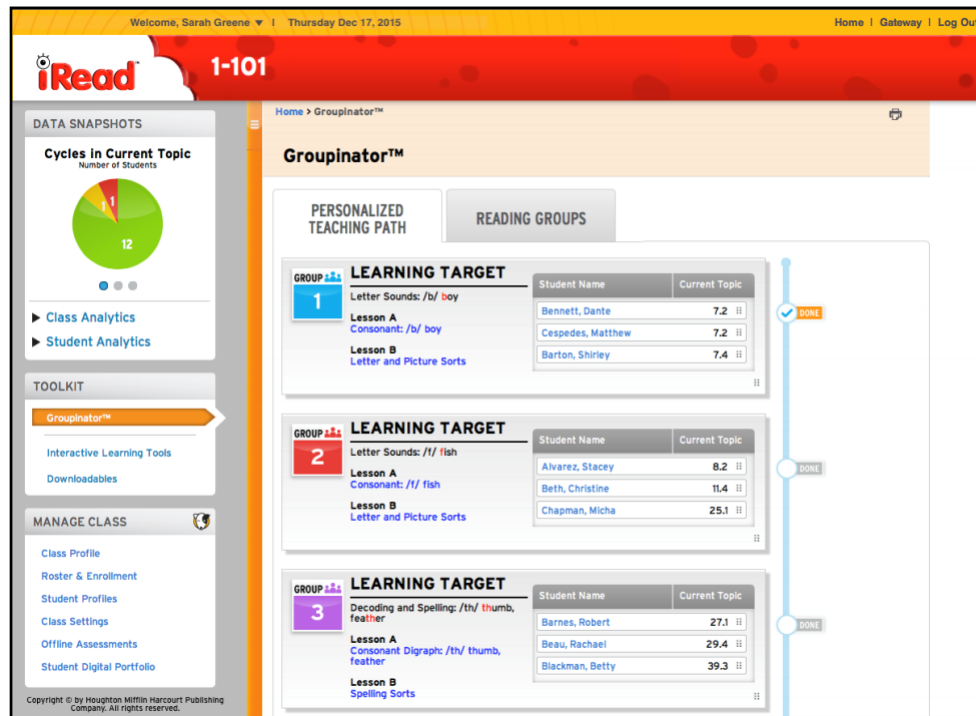
## Log Out

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.



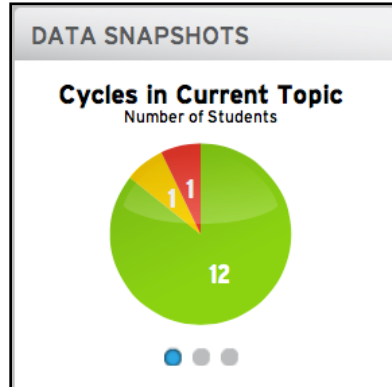
The Class screen displays data and analytics for students in the *iRead* classroom and for the class as a whole.

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:

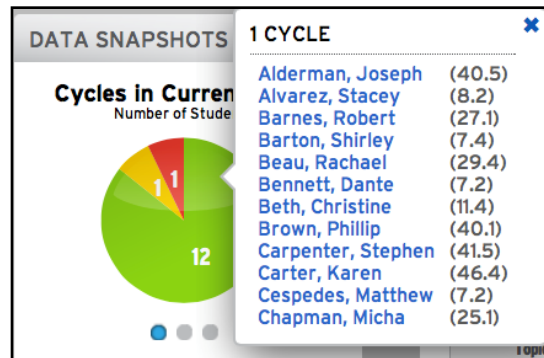
- **Data Snapshots:** Data Snapshots provide an interactive overview of student performance and usage (*page 10*) as well as links to Class and Student Analytics.
- **Toolkit:** The Toolkit Menu links to *iRead* teacher tools, including the Grouinator (*page 11*), Direct Instruction and Articulation videos (*page 16*), and downloadable resources (*page 16*).
- **Manage Class:** Use this menu to set and change *iRead* Program Settings (*page 22*) and access the Student Digital Portfolio (*page 35*).

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

## Data Snapshots

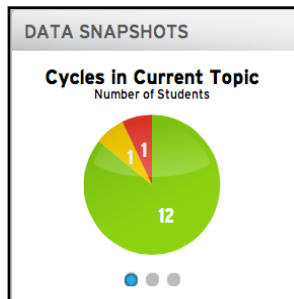


Data Snapshots give an overview of student performance and usage. Click the dots at the bottom of the graph to scroll through the three different *iRead* data snapshots.



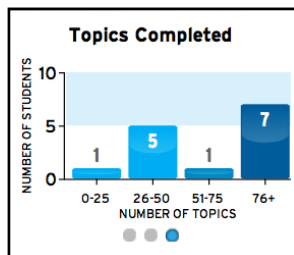
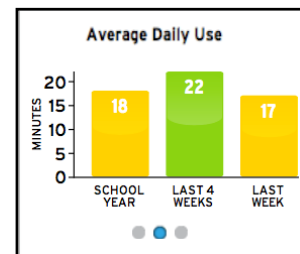
Click the different areas of the data graphs to see detailed data. Click the student's name link to open the Student Software Performance Report (page 49) for that student.

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.

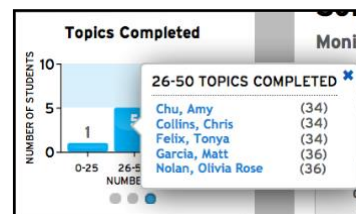


**Topics Completed:** Topics

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.

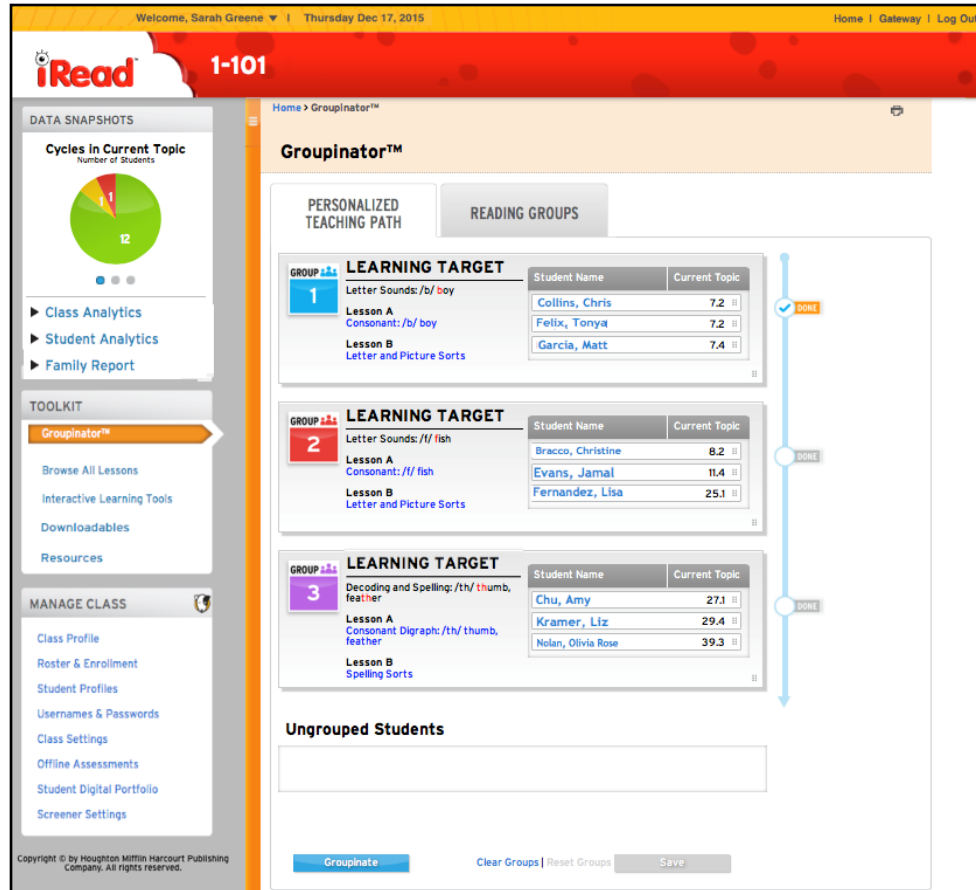
The Data Snapshots area also contains links to Class Analytics and Student Analytics. Click these links to see the class data organized into *iRead* reports (page 46).



## 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 left sidebar contains '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 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 Topic' scores.

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', 'Reset Groups', and 'Save'.

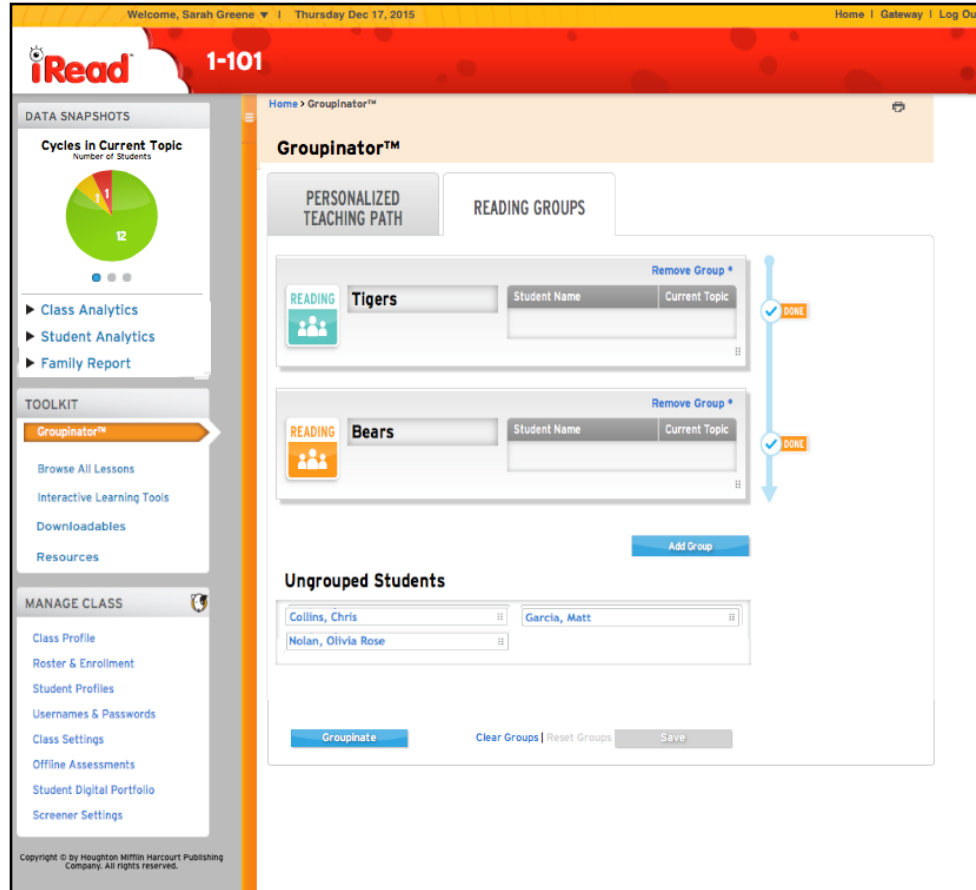
The Groupinator is used to group students for *iRead* instruction.

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 49) 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.

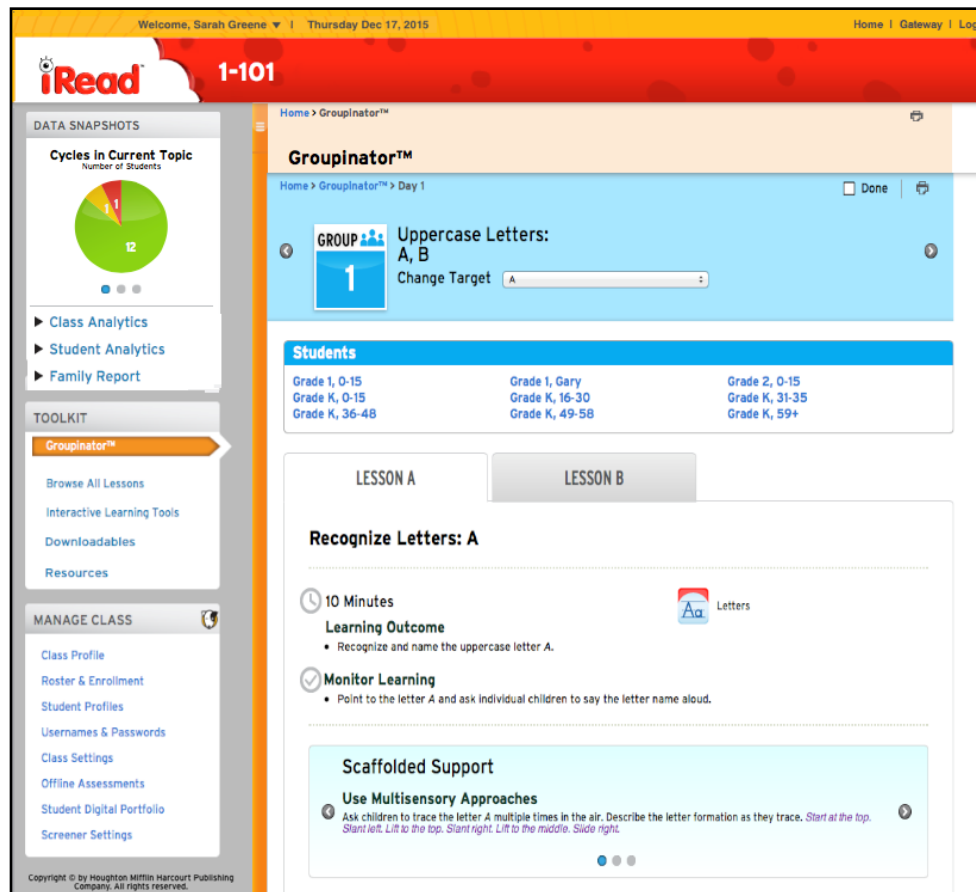
To add students to the group, click and drag the student bar from the Ungrouped Students field to the group. To clear all groups, click the **Clear Groups** link. This moves all student bars to the Ungrouped Students field.

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 49) for that student.

## Lesson Plans

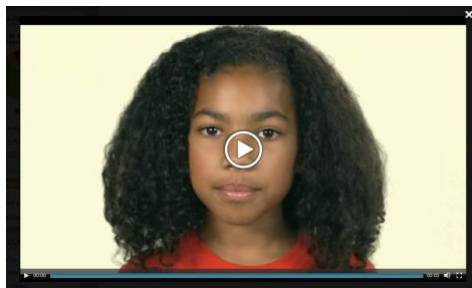


The screenshot shows the iRead Groupinator interface. The top navigation bar includes 'Welcome, Sarah Greene', 'Thursday Dec 17, 2015', and links for 'Home', 'Gateway', and 'Log'. The main header displays 'iRead 1-101'. The left sidebar contains sections for 'DATA SNAPSHOTS' (with a 'Cycles in Current Topic' pie chart), 'TOOLKIT' (with links for 'Class Analytics', 'Student Analytics', and 'Family Report'), and 'MANAGE CLASS' (with links for 'Class Profile', 'Roster & Enrollment', 'Student Profiles', 'Usernames & Passwords', 'Class Settings', 'Offline Assessments', 'Student Digital Portfolio', and 'Screener Settings'). The main content area is titled 'Groupinator™' and shows a lesson plan for 'Recognize Letters: A'. It includes a 'Students' list with grade ranges and specific student names, a 'LESSON A' tab, and a 'Scaffolded Support' section with 'Use Multisensory Approaches' and a video player.

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

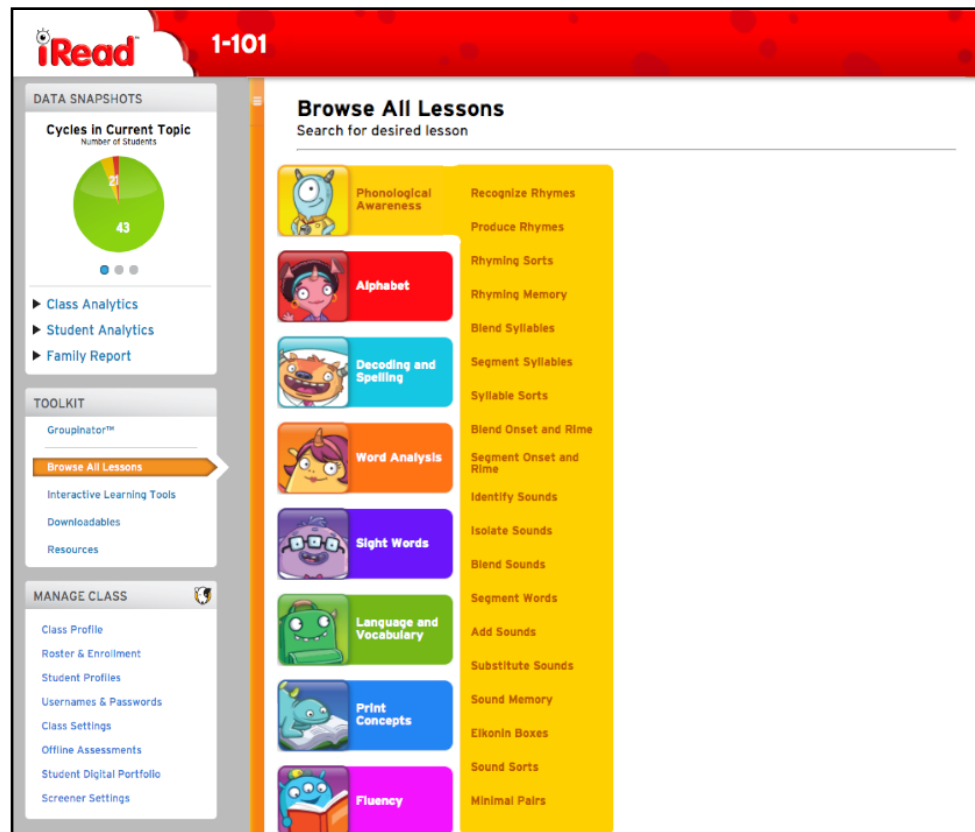
The Lesson Plan contains links to *iRead* Downloadables (*page 16*) and instructional videos. Click the resource name link to open these resources in a separate browser window.

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



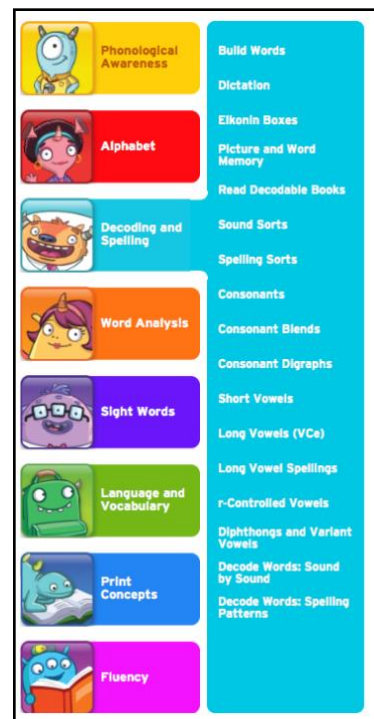
**Browse All Lessons**  
Search for desired lesson

- Phonological Awareness**
  - Recognize Rhymes
  - Produce Rhymes
- Alphabet**
  - Rhyming Sorts
  - Rhyming Memory
  - Blend Syllables
- Decoding and Spelling**
  - Segment Syllables
  - Syllable Sorts
- Word Analysis**
  - Blend Onset and Rime
  - Segment Onset and Rime
  - Identify Sounds
- Sight Words**
  - Isolate Sounds
  - Blend Sounds
  - Segment Words
- Language and Vocabulary**
  - Add Sounds
  - Substitute Sounds
  - Sound Memory
- Print Concepts**
  - Elkonin Boxes
- Fluency**
  - Sound Sorts
  - Minimal Pairs

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.



- Alphabet**
  - 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 (iRead 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><i>Get ready to build some words! Today we'll make words with long e spelled e-e.</i></p> <p><i>Remember the letters e-e work as a team to make the long e vowel sound.</i></p> <p><i>Here we go, word builders! Get out these letter-sound tiles: b, d, e, ee, f, i, p, s, t, and th.</i></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><i>Say deep. (deep)</i></p> <p><i>Fish swim <b>deep</b> in the ocean.</i></p> <p><i>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.</i></p> <p><i>Now spell the word deep with your letter tiles.</i></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><i>Now we're going to change a sound in the word deep to make a new word.</i></p> <p><i>Change the beginning sound in deep to make the word sleep.</i></p> <p><i>That's right, we change the letter d to letters s-l to make sleep.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>

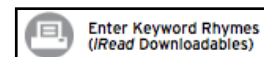
Clicking the lesson name link reveals the lesson's plan. To scroll through the scaffolded support concepts, click the left or right arrows.

Some lessons include Direct Instruction Videos or Articulation Videos (page 16). These videos are embedded links in the Lesson Plan. Click the link to open and view the video.

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

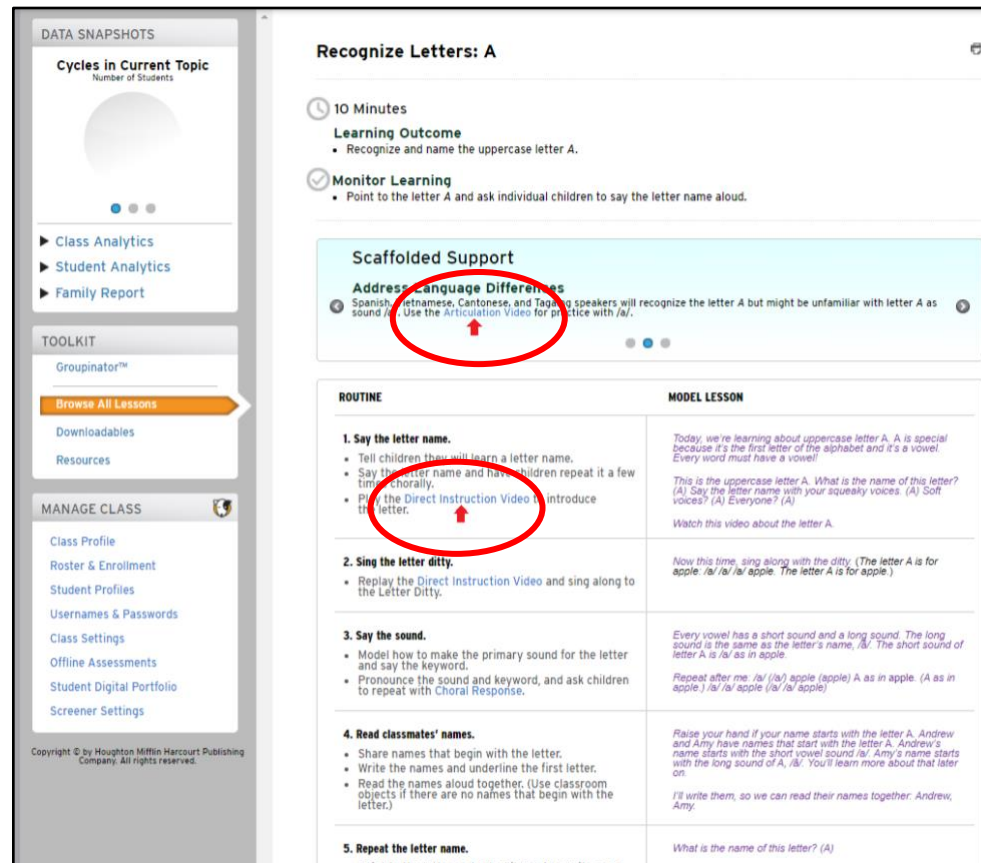
To print the lesson plan, click the printer icon.

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**.






## Direct Instruction Videos and Articulation Videos



The screenshot shows the iRead interface for a lesson titled "Recognize Letters: A". The left sidebar contains navigation links: DATA SNAPSHOTS, Cycles in Current Topic, Class Analytics, Student Analytics, Family Report, TOOLKIT (with links to Groupinator, Browse All Lessons, Downloadables, and Resources), and MANAGE CLASS (with links to Class Profile, Roster & Enrollment, Student Profiles, Usernames & Passwords, Class Settings, Offline Assessments, Student Digital Portfolio, and Screener Settings). The main content area includes a 10-minute duration, a learning outcome to recognize and name the uppercase letter A, and a monitor learning step to point to the letter A and ask individual children to say the letter name aloud. A "Scaffolded Support" section highlights "Address Language Differences" for Spanish, Vietnamese, Cantonese, and Tagalog speakers, with a red circle and arrow pointing to the "Use the Articulation Video for practice with /A/" link. The "ROUTINE" section lists five steps: 1. Say the letter name, 2. Sing the letter ditty, 3. Say the sound, 4. Read classmates' names, and 5. Repeat the letter name. A red circle and arrow point to the "Play the Direct Instruction Video to introduce the letter" link in step 1. The "MODEL LESSON" section provides detailed instructions for each step, including modeling the sound, using a ditty, and reading names.

Direct Instruction Videos and Articulation Videos are embedded in lessons. After selecting the strand and lesson from the Browse All Lessons link, click the video links in the lesson plans to view the videos. Note that not all lessons contain video links.

## Downloadables



The screenshot shows the iRead interface for the "Downloadables" section. The left sidebar is identical to the previous screenshot. The main content area has a red header with "iRead 1-101" and "DOWNLOADABLES". Below the header are two tabs: "Search" and "Browse". The "Search" tab is active, showing a search bar with the placeholder text "Type keyword" and a "Search" button. To the right of the search bar are two dropdown menus: "Program" (set to "iRead") and "Resource Type" (set to "Downloadables"). Below these are two more dropdown menus: "Strand" and "Search".

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.

**DOWNLOADABLES**

Search Browse

Success books

Search

OR

Program\*  
iRead

Resource Type\*

Strand

Search

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

**DOWNLOADABLES**

Search Browse

Success books

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

▼ 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

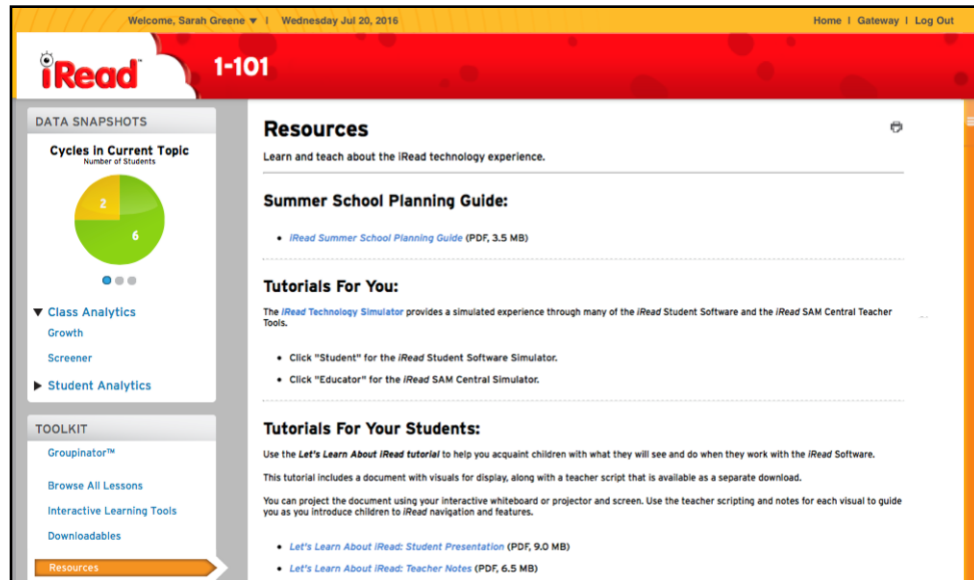
► Learning Center Activities

► Manipulatives

► Practice Pages/BLMs

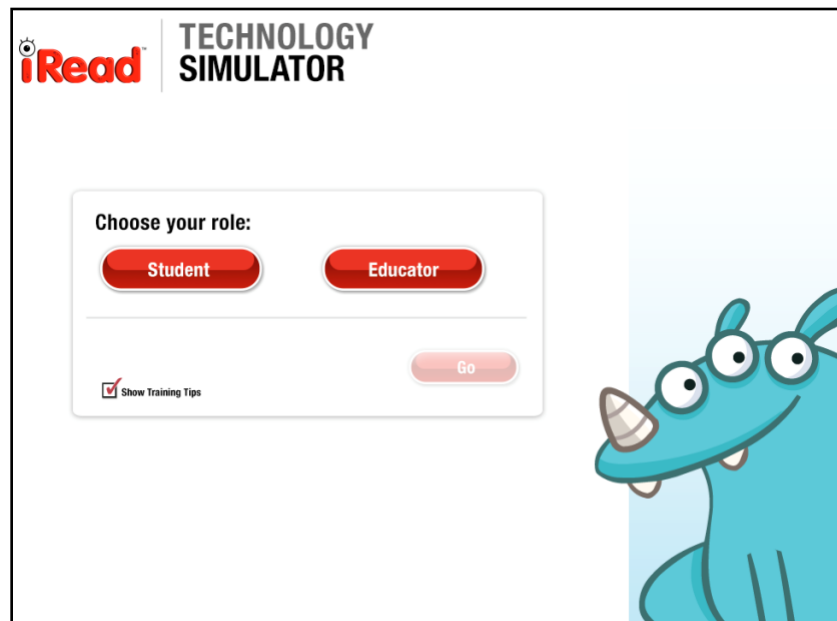
To use the Browse tab, select the program from the Program pull-down menu. A list of all available resources appears, broken down by Resource Type. Click the resource link to open the resource in a separate browser window.

## Resources



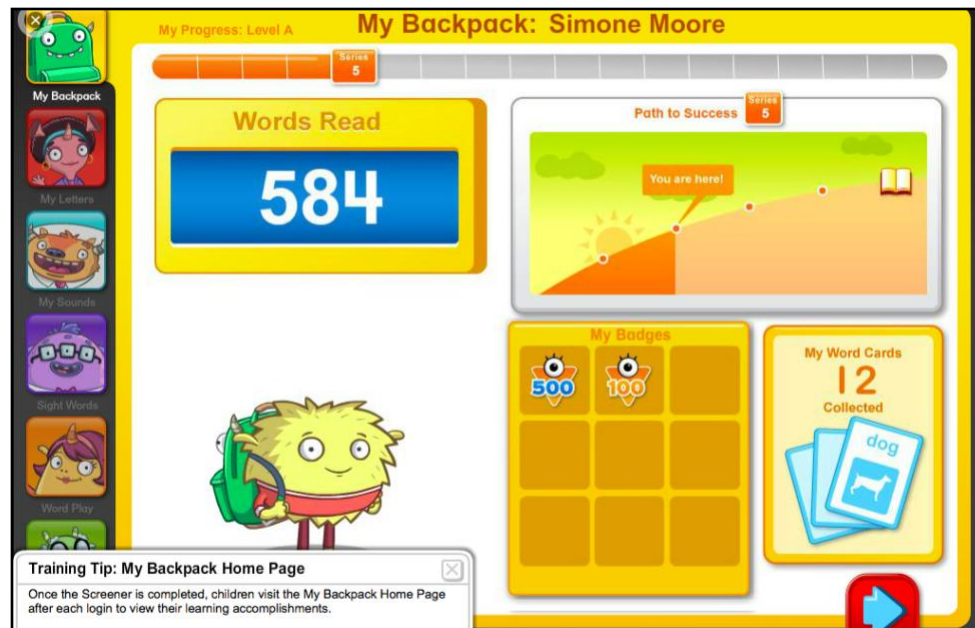
Click the **Resources** link to access *iRead* resources to help learn how to use the program and how to teach with the *iRead* software.

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.

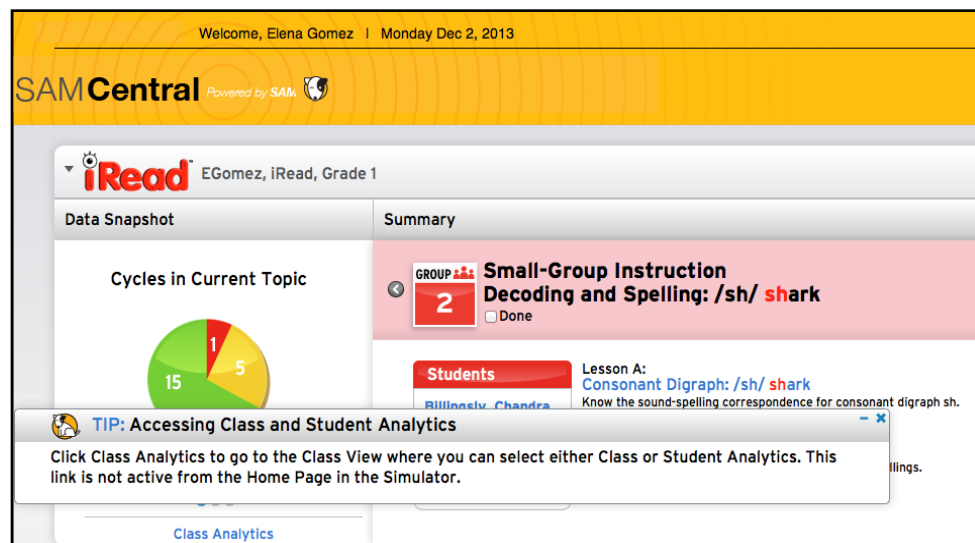


Click **Student** to view the *iRead* student software simulator; click **Educator** to view the SAM Central *iRead* simulator.

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**.



#### 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 22*) for students or the entire class.

## 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.

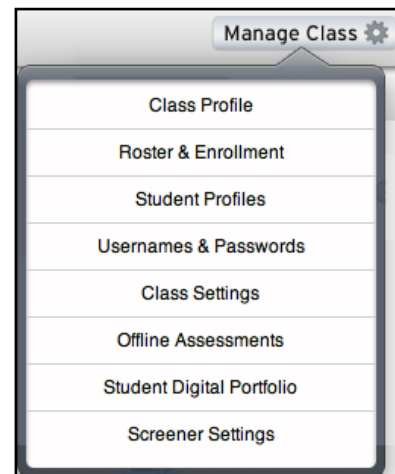
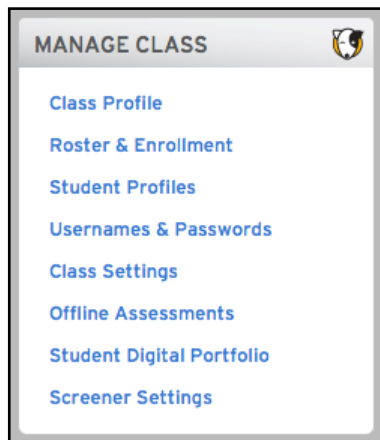
Class and student program settings may be set using the Manage Class menu in SAM Central. Class and student program settings, as well as school and district settings, may also be set in SAM.

### 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.

**CLASS PROFILE**

**Class Name**

Class Name \*

**Teachers**

Teacher 1

Teacher 2

**Grades\***

<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> Third grade	<input type="checkbox"/> Seventh grade
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Fourth grade	<input type="checkbox"/> Eighth grade
<input checked="" type="checkbox"/> First grade	<input type="checkbox"/> Fifth grade	
<input type="checkbox"/> Second grade	<input type="checkbox"/> Sixth grade	

**Manage Applications**

<input type="checkbox"/> Common Core Code X	<input type="checkbox"/> MATH 180 Course I	<input type="checkbox"/> rSkills Tests: College & Career
<input type="checkbox"/> Do The Math	<input type="checkbox"/> MATH 180 Course II	<input type="checkbox"/> System 44
<input type="checkbox"/> Expert 21	<input type="checkbox"/> Math Inventory	<input type="checkbox"/> System 44 Next Generation
<input type="checkbox"/> FASTT Math	<input type="checkbox"/> READ 180 Enterprise Edition	<input type="checkbox"/> The Phonics Inventory
<input type="checkbox"/> FASTT Math Next Generation	<input type="checkbox"/> READ 180 Next Generation	<input type="checkbox"/> The Reading Inventory
<input type="checkbox"/> Fraction Nation	<input type="checkbox"/> Reading Counts!	
<input checked="" type="checkbox"/> iRead	<input type="checkbox"/> rSkills Tests Enterprise Edition	

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.

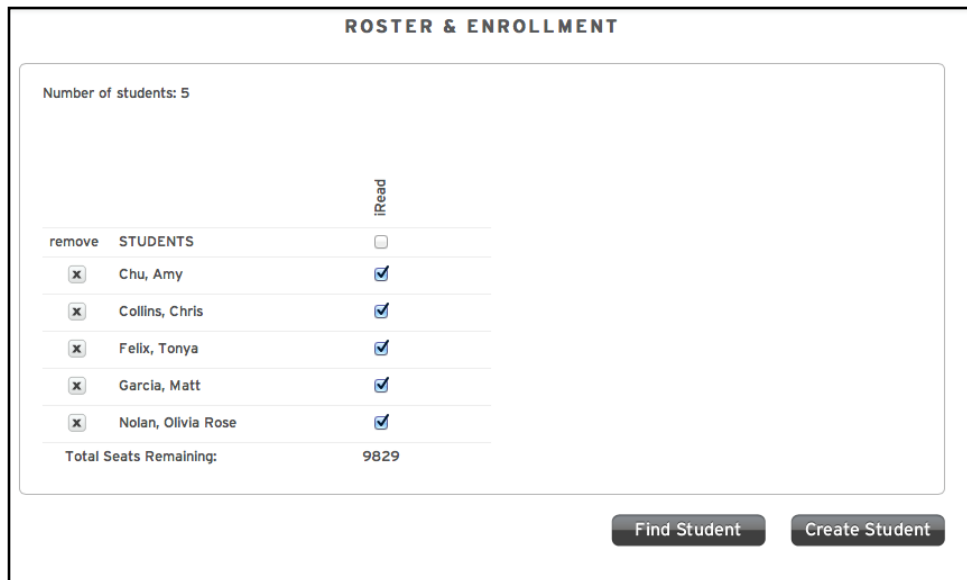
To assign programs to the class, use the checkboxes in the **Manage Applications** field to select the programs assigned to the class.

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.



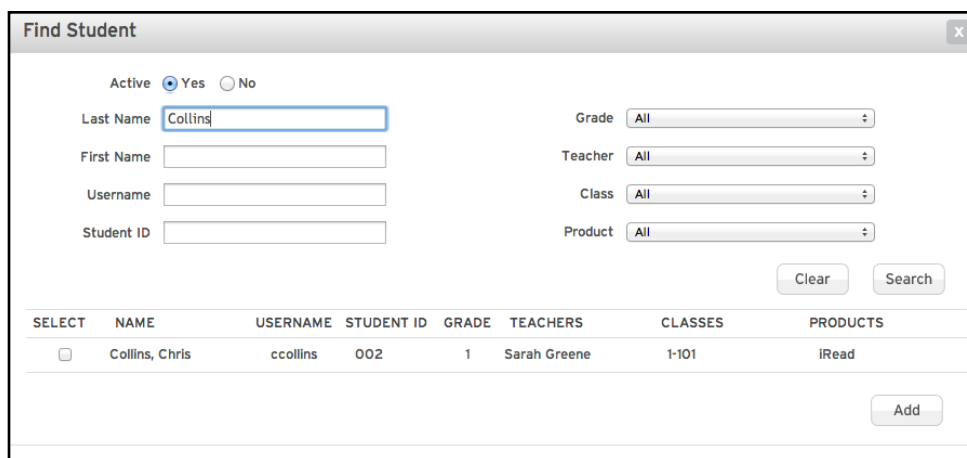
**ROSTER & ENROLLMENT**

Number of students: 5

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



**Find Student**

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 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.

**Create Student**

**Identify Student**

Student ID\*  Username\*

First Name\*  Password\*

Middle Initial

Last Name\*  (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)

Suffix

Preferred Name\*  Confirm Password\*

Grade\*  Date of Birth  (ex. 12/3/1998)

**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

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.

### STUDENT PROFILES

**Select Student**  

Student Collins, Chris ▾

**Identify Student**

Student ID\*

First Name\*

Middle Initial

Last Name\*

Suffix

Preferred Name\*

Grade\* First grade ▾

Username\*

Password\*

Confirm Password\*

Date of Birth

(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

**Ethnicity**

☐ American Indian/Alaskan Native

☐ Asian

☐ Black/African American

☐ Hispanic

☐ Pacific Islander

☐ White/Caucasian

☒ Two or More Races

**Gender**

☐ Female

☒ Male

Press Save to submit your changes » Save

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.

**Select Student**  

Student 

Chu, Amy  
Collins, Chris ▾  
Felix, Tonya  
Garcia, Matt  
Nolan, Olivia Rose

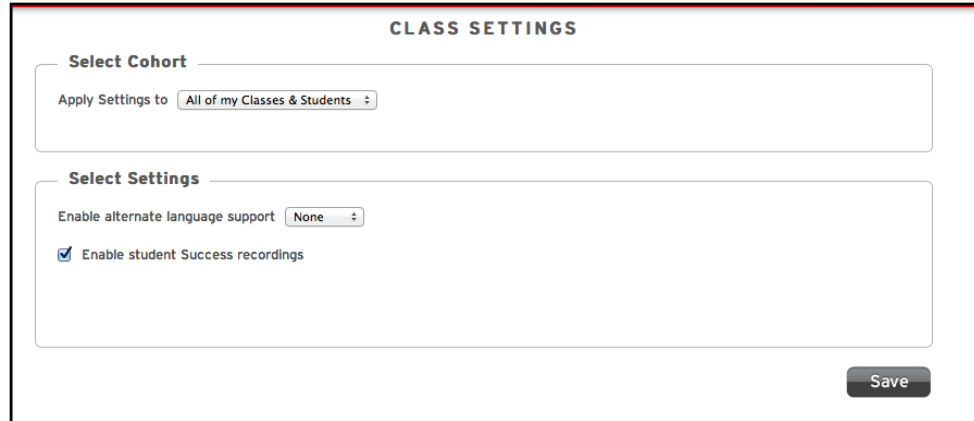
## Usernames & Passwords

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

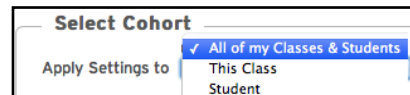
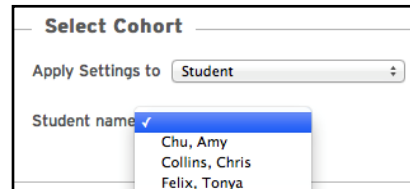
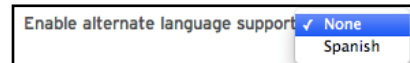
Use SAM Central to change the *iRead* Program Settings in the student software for a class, a student, or all the teacher's classes. Click **Class Settings** from the Manage Class menu to open the Class Settings screen.



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	100	06/20/2013	100	06/20/2013		
Letter Naming Fluency	100	06/20/2013	100	06/20/2013	100	06/20/2013
Phoneme Segmentation Fluency						
Nonsense Word Fluency, Correct Letter Sounds			100	06/20/2013	100	06/20/2013
Nonsense Word Fluency, Whole Words Read			100	06/20/2013	100	06/20/2013
Composite Score	100	06/20/2013	100	06/20/2013	100	06/20/2013

**Guided Reading Level**

46dfs      Date Entered 06/20/2013

**DRA Score**

321      Date Entered 06/20/2013

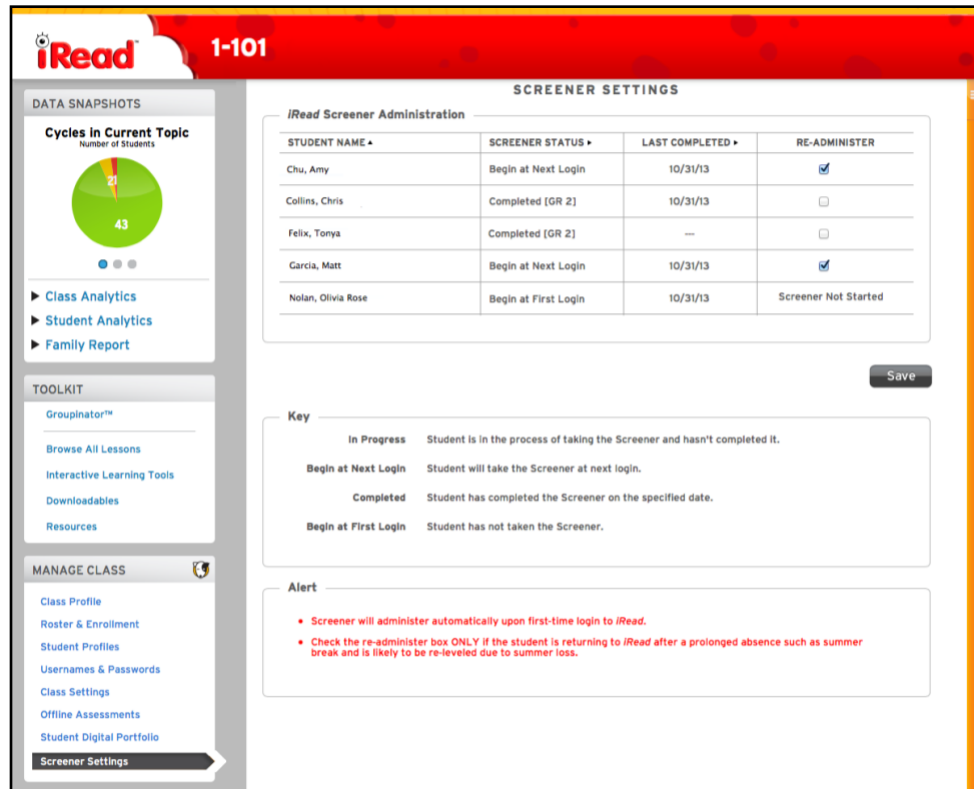
Save

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 35), click **Student Digital Portfolio** from the Manage Class menu.

## Screener Settings



**DATA SNAPSHOTS**

**Cycles in Current Topic**  
Number of Students

21  
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  
Usernames & Passwords  
Class Settings  
Offline Assessments  
Student Digital Portfolio  
**Screener Settings**

**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"/>
Collins, 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

Save

**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.

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.

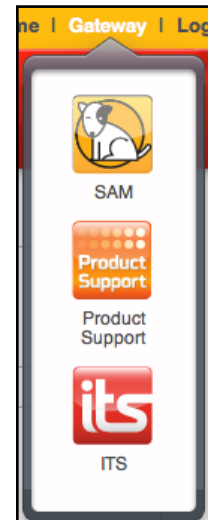
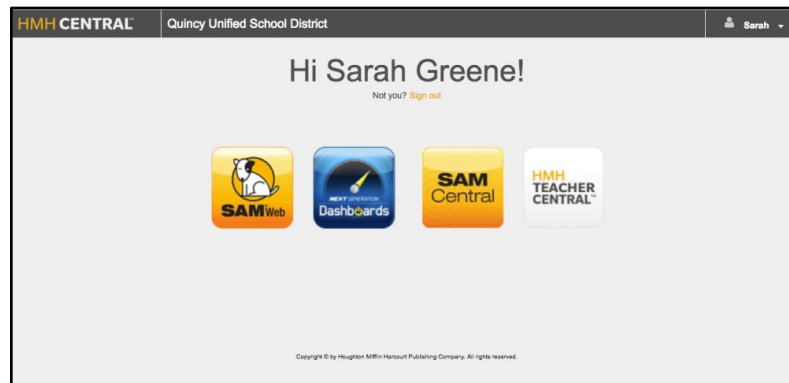
screeners at first login are administered automatically. Teachers may allow students to retake the screener. To allow a student to retake the screener at the next login, click the checkbox in the Re-Administer column. This will change the status from Completed to Begin at Next Login (only students who 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.

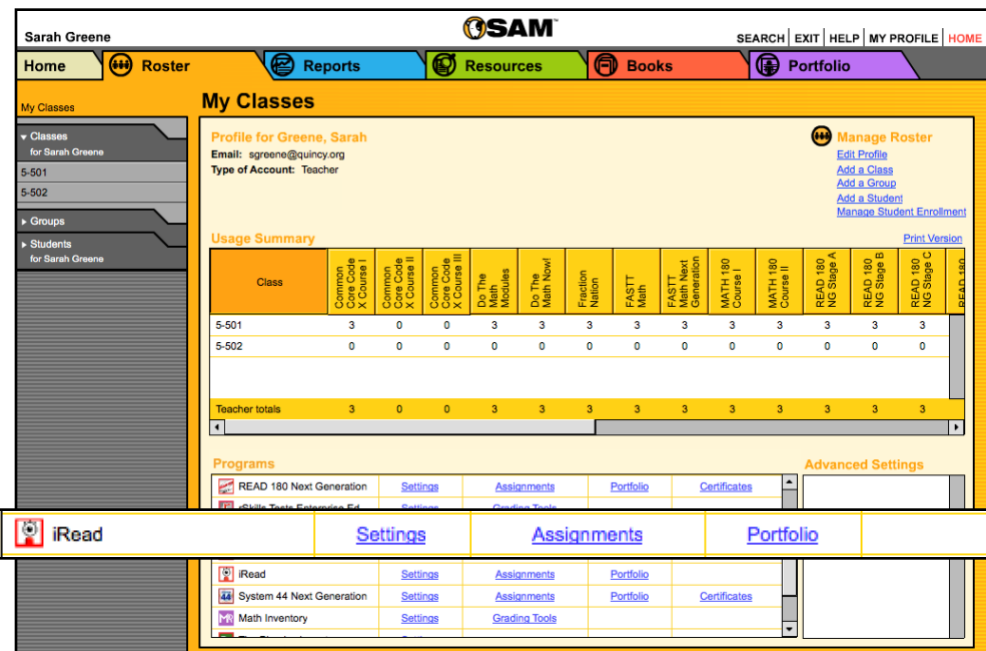
## Program Settings in SAM

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 Gateway screen.



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](#).

**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
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
<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>
rSkills Tests Enterprise Ed...	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Portfolio</a>	
rSkills 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>	
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>		

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.



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	rSkills Tests Enterprise Edition	iRead	Math Inventory	The Phonics Inventory	Reading Counts!	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.



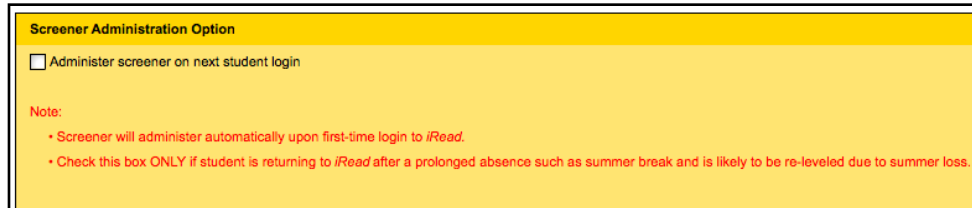


From the Program Settings screen, administrators may set these *iRead* program settings:

- **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



**Screener Administration Option**

☐ Administer screener on next student login

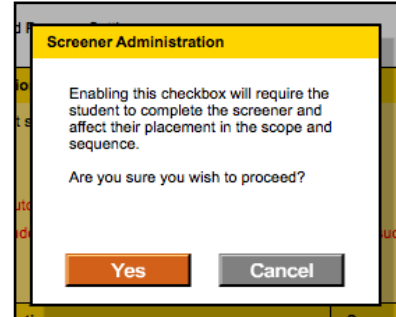
**Note:**

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

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.



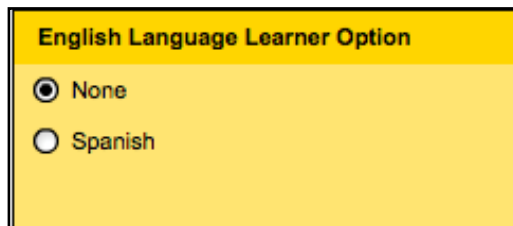
**Screener Administration**

Enabling this checkbox will require the student to complete the screener and affect their placement in the scope and sequence.

Are you sure you wish to proceed?

**Yes** **Cancel**

## English Language Learner Options



**English Language Learner Option**

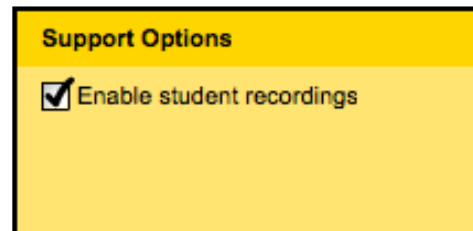
☒ None

☐ Spanish

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.

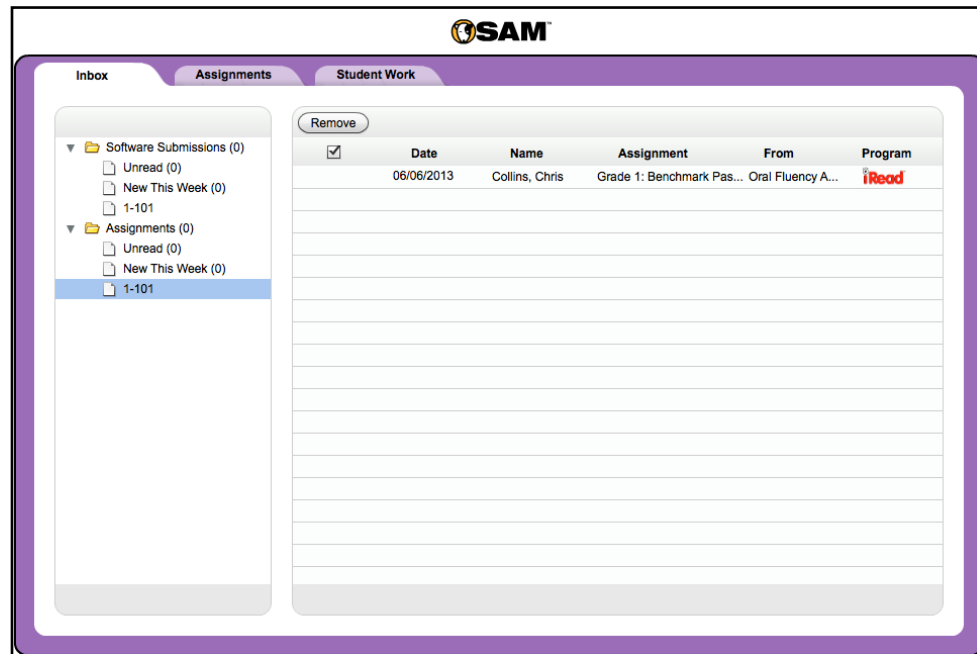


**Support Options**

☒ Enable student recordings

## 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 22) for student work to appear in the Student Digital Portfolio.

Administrators may view graded student assignments in the Student Work tab (page 42).



## 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:

**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
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
<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>
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>		

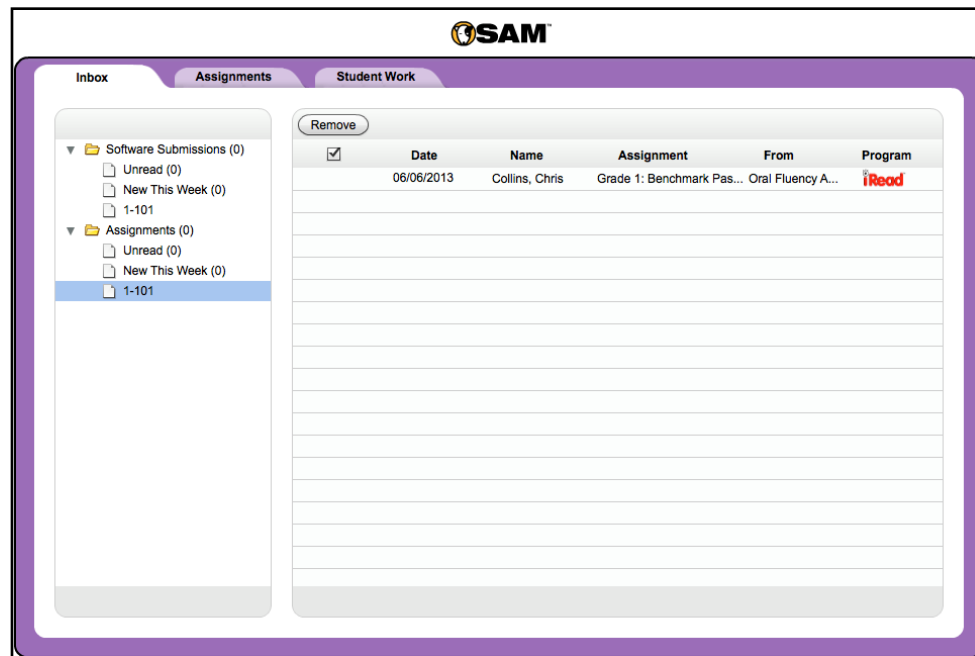
1. Click the **Portfolio** tab from any screen in SAM. The Student Digital Portfolio opens in a separate browser window.
2. In the Programs table at the bottom of the Profile screen, click the **Portfolio** link in the *iRead* row to open the Student Digital Portfolio in a separate browser window.

## Assignments Tab Link in SAM

Teachers may access the Assignments tab (page 39) directly from a class or student Profile screen in SAM by clicking the **Assignments** link next to the *iRead* icon in the Programs menu.



## 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).

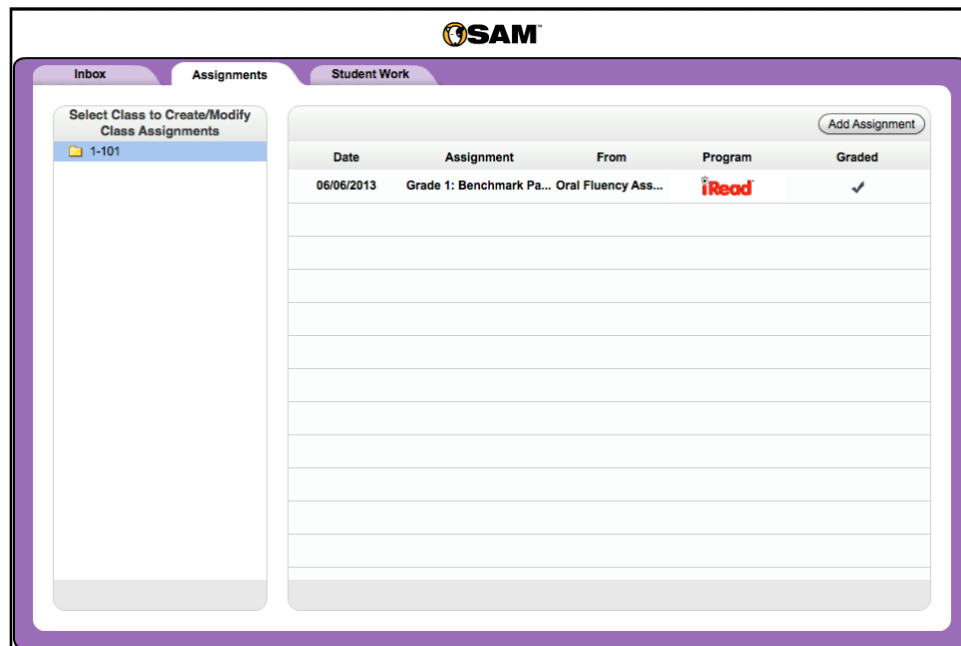
From the Inbox tab, click the folder icons along the left of the screen to view by the type of work: Software Submissions (for Success Recordings), or Assignments (for Oral Fluency Assessments). Click the folders to filter the view to show work that is New This Week, Unread, or from specific classes.

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 43). Once a submission or assessment is graded, it is automatically removed from the Inbox tab.

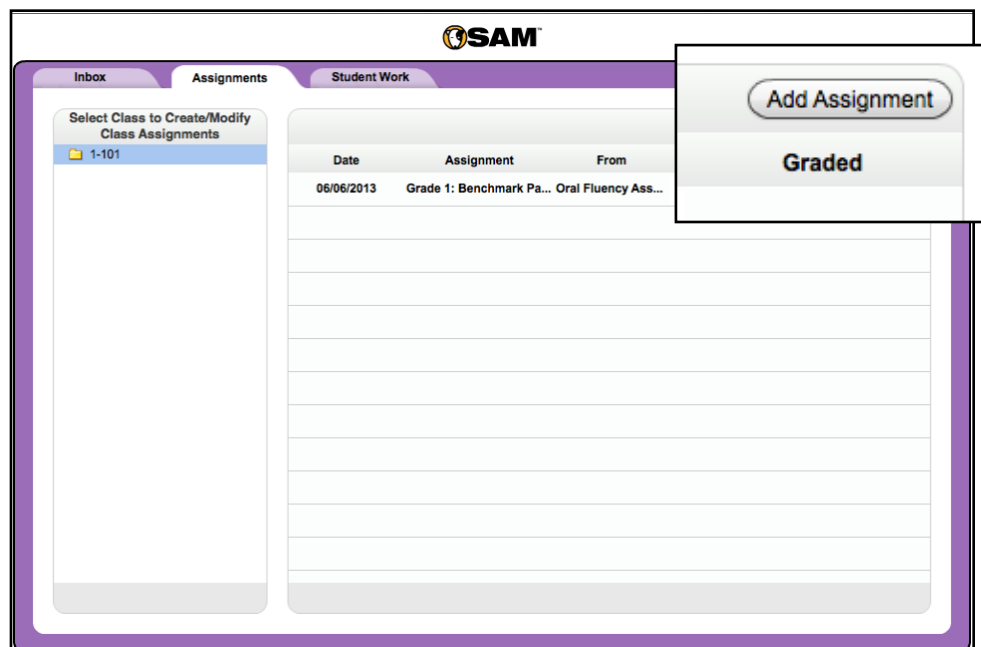
To remove a Success Recording or Oral Fluency Assessments from the Inbox, click the checkbox next to the assignment and then click the **Remove** button at the top of the list. This removes the work from the Inbox but does not delete it. Both Success Recordings and Oral Fluency Assessments are retained on the Student Work tab (page 42).

## The Assignments Tab

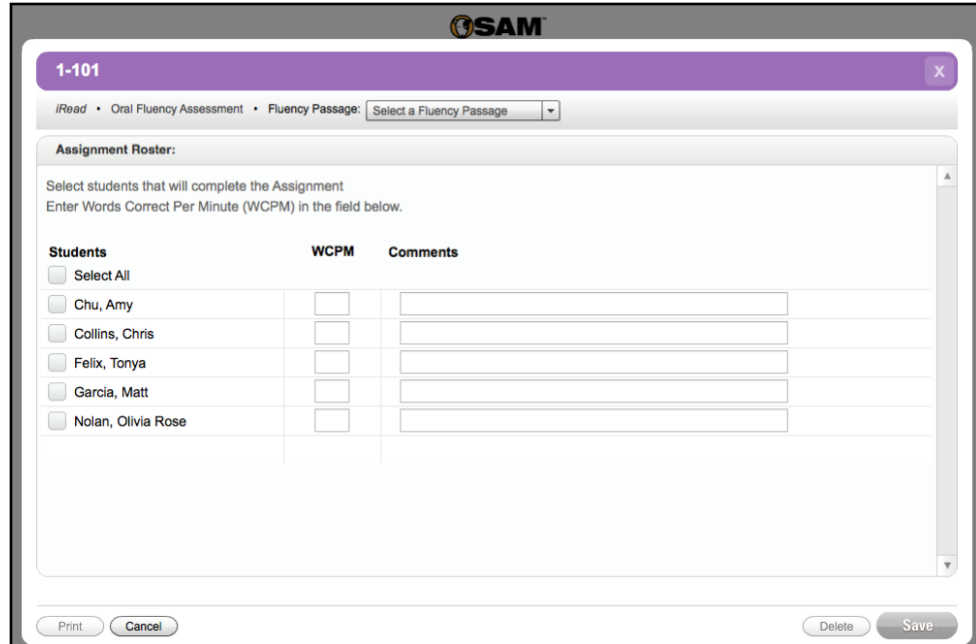


The Assignments tab is a place where teachers can grade Oral Fluency Assessments (only First and Second Grade *iRead* classes may add Oral Fluency Assignments).

## Adding an Assignment



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.



**1-101**

iRead • Oral Fluency Assessment • Fluency Passage: Select a Fluency Passage

**Assignment Roster:**

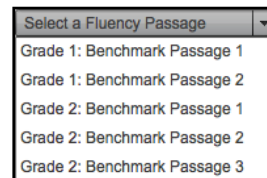
Select students that will complete the Assignment  
Enter Words Correct Per Minute (WCPM) in the field below.

Students	WCPM	Comments
<input type="checkbox"/> Select All		
<input type="checkbox"/> Chu, Amy	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Collins, Chris	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Felix, Tonya	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Garcia, Matt	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Nolan, Olivia Rose	<input type="text"/>	<input type="text"/>

Print Cancel Delete Save

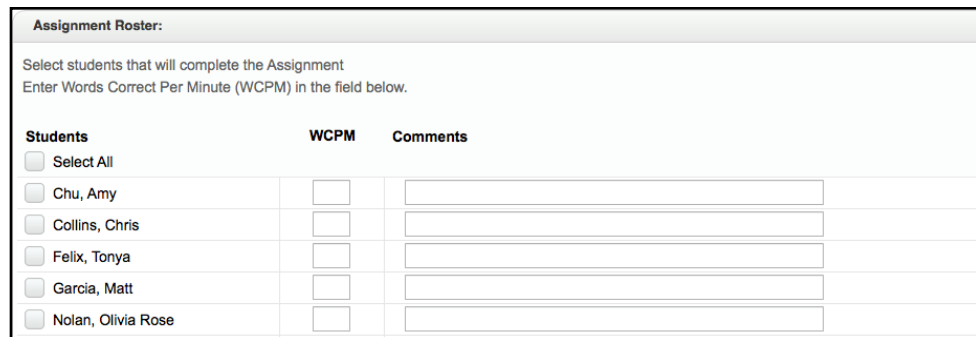
Select the Oral Fluency Assessment from the Fluency Passage pull-down menu.

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



Select a Fluency Passage

- Grade 1: Benchmark Passage 1
- Grade 1: Benchmark Passage 2
- Grade 2: Benchmark Passage 1
- Grade 2: Benchmark Passage 2
- Grade 2: Benchmark Passage 3



**Assignment Roster:**

Select students that will complete the Assignment  
Enter Words Correct Per Minute (WCPM) in the field below.

Students	WCPM	Comments
<input type="checkbox"/> Select All		
<input type="checkbox"/> Chu, Amy	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Collins, Chris	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Felix, Tonya	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Garcia, Matt	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Nolan, Olivia Rose	<input type="text"/>	<input type="text"/>

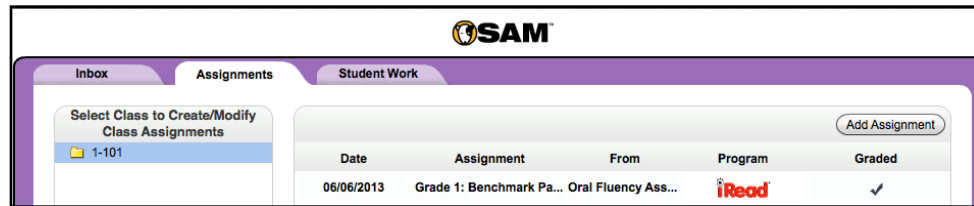
Use the Assignment Roster field to select which students' work will be assessed. Click the checkboxes next to students' names to select the students. To select the entire class, click the checkbox next to **Select All**.

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**.



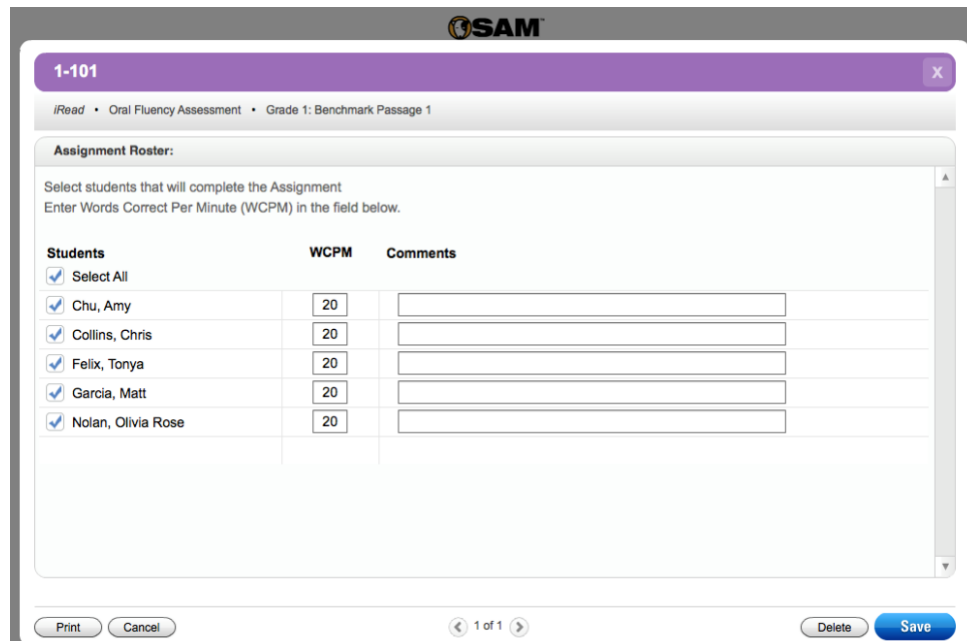
## Viewing Added Assignments



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

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.



**1-101**

iRead • Oral Fluency Assessment • Grade 1: Benchmark Passage 1

**Assignment Roster:**

Select students that will complete the Assignment  
Enter Words Correct Per Minute (WCPM) in the field below.

Students	WCPM	Comments
<input checked="" type="checkbox"/> Select All		
<input checked="" type="checkbox"/> Chu, Amy	20	
<input checked="" type="checkbox"/> Collins, Chris	20	
<input checked="" type="checkbox"/> Felix, Tonya	20	
<input checked="" type="checkbox"/> Garcia, Matt	20	
<input checked="" type="checkbox"/> Nolan, Olivia Rose	20	

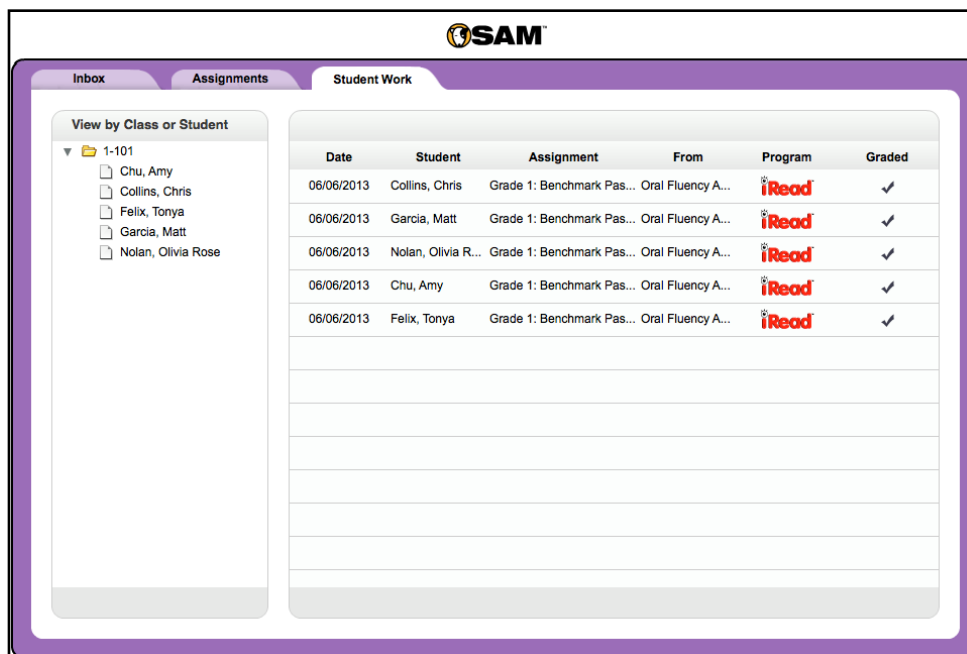
Print Cancel 1 of 1 Delete Save

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', there is a list of students: Chu, Amy; Collins, Chris; Felix, Tonya; Garcia, Matt; and Nolan, Olivia Rose. The main table displays a list of work items with columns for Date, Student, Assignment, From, Program, and Graded. The data shows five entries for Grade 1: Benchmark Pas... Oral Fluency A... from iRead, all dated 06/06/2013 and marked as graded with a checkmark.

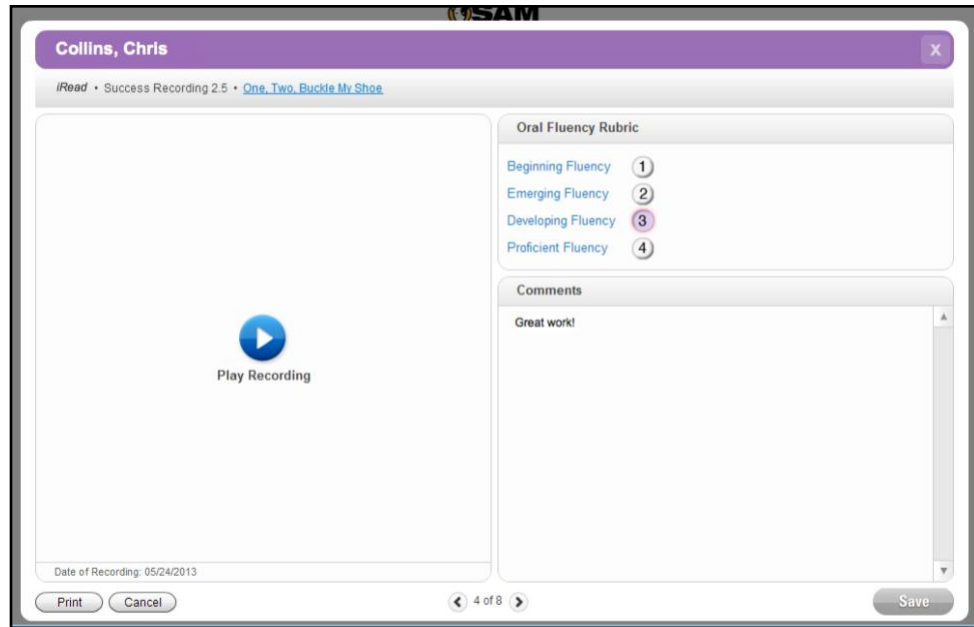
Date	Student	Assignment	From	Program	Graded
06/06/2013	Collins, Chris	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓
06/06/2013	Garcia, Matt	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓
06/06/2013	Nolan, Olivia R...	Grade 1: Benchmark Pas...	Oral Fluency A...	iRead	✓
06/06/2013	Chu, Amy	Grade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



Collins, Chris

iRead • Success Recording 2.5 • [One, Two, Buckle My Shoe](#)

Play Recording

Date of Recording: 05/24/2013

Print Cancel 4 of 8 Save

Oral Fluency Rubric

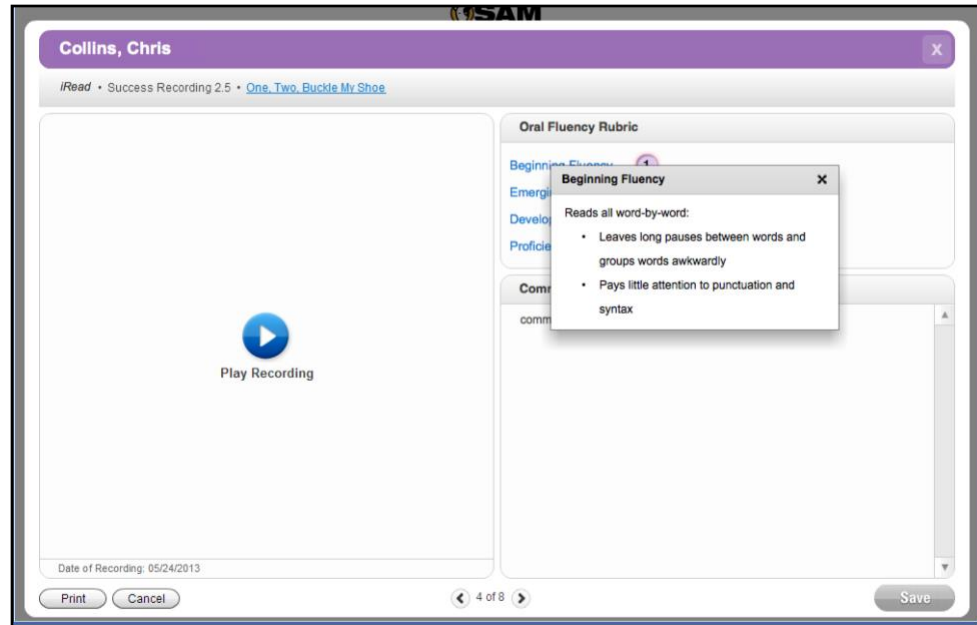
Beginning Fluency	1
Emerging Fluency	2
Developing Fluency	3
Proficient Fluency	4

Comments

Great work!

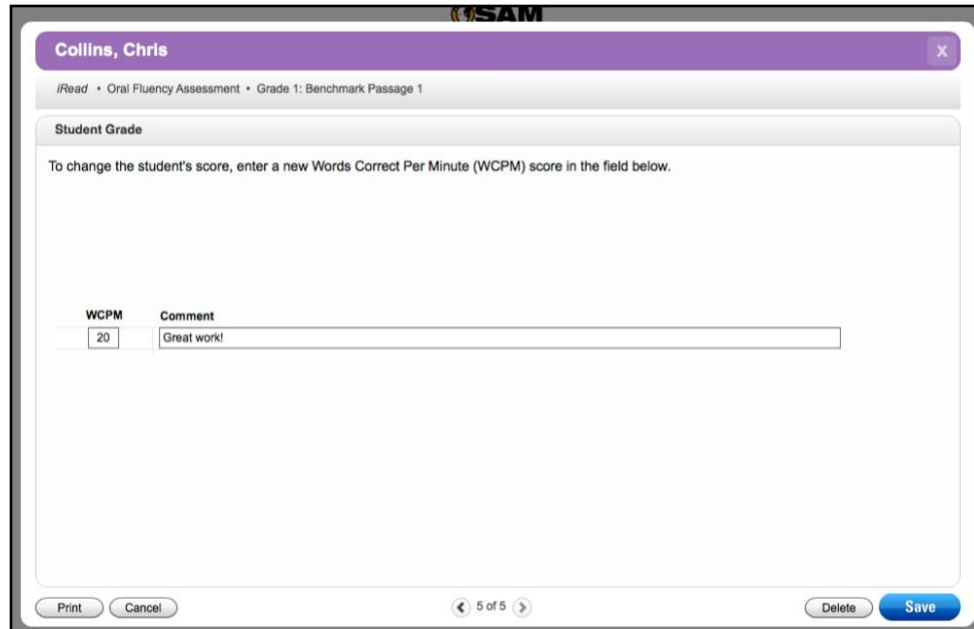
To hear and grade a student recording, click the Play button to listen to the recording. Use the rubric on the right to grade students' work; then enter comments in the field in the lower right.

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).



The screenshot shows a web application window titled "Collins, Chris" with a close button (X). Below the title bar, the breadcrumb trail reads "iRead • Oral Fluency Assessment • Grade 1: Benchmark Passage 1". The main content area is titled "Student Grade" and contains 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 window, there are four buttons: "Print", "Cancel", "Delete", and "Save". The "Save" button is highlighted in blue. In the center of the bottom bar, there is a pagination indicator showing "5 of 5" with left and right arrow buttons.

WCPM	Comment
20	Great work!

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:

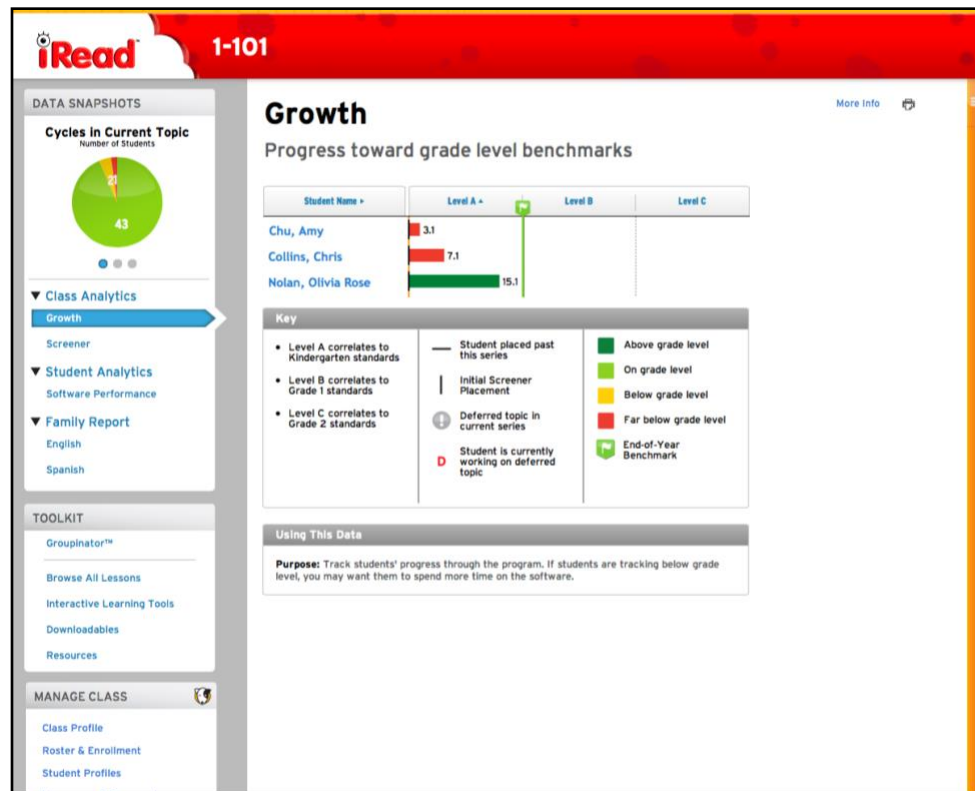
- Growth Report
- Screener Report

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

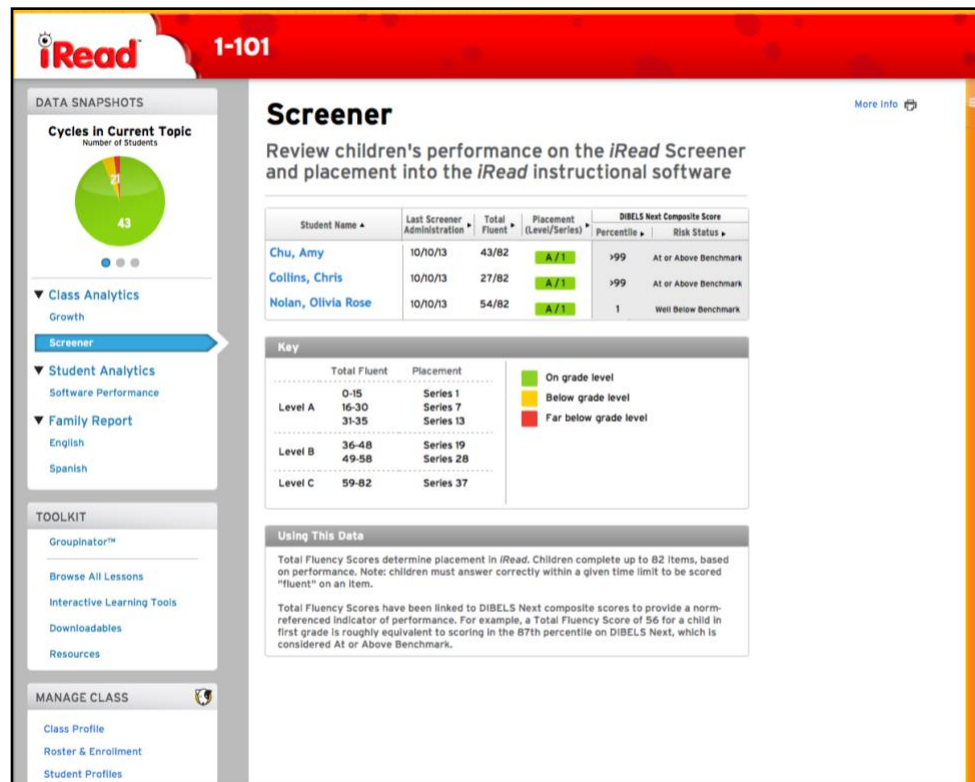


**Purpose:** Monitor student progress through the *iRead* software against grade-level benchmarks.

**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.

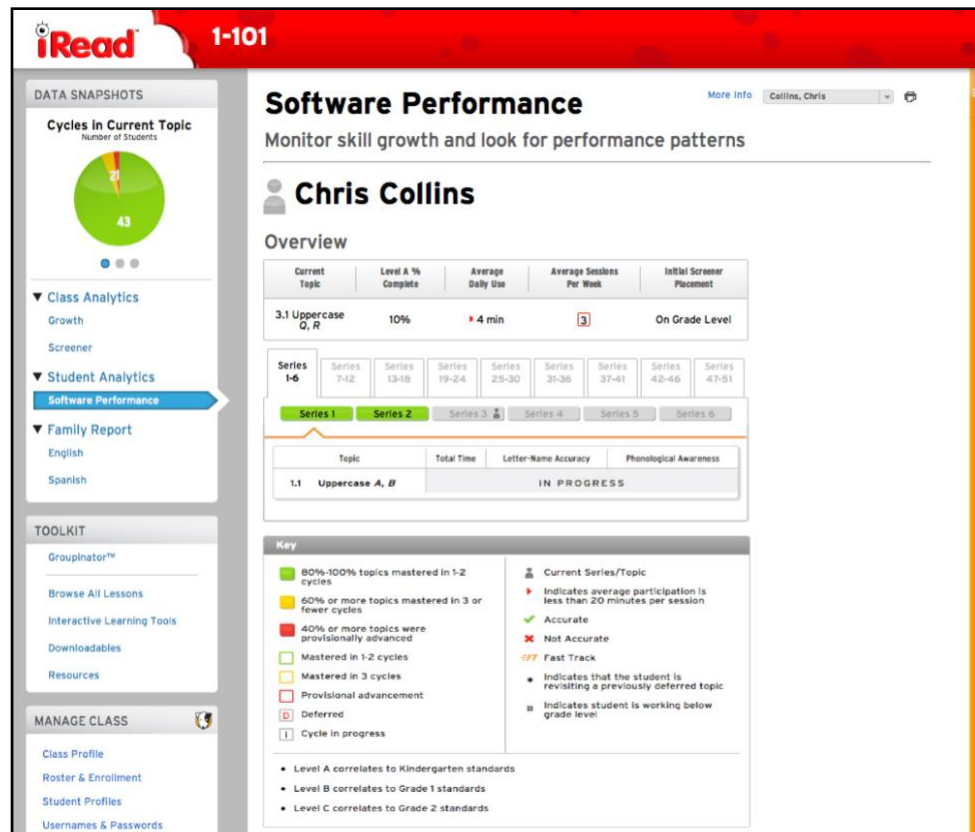
**Functions:** Sort screener data by clicking column headings. Data may be sorted by date of last screener, fluency score, placement by level and series, and DIBELS composite score (percentile and risk status).

**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



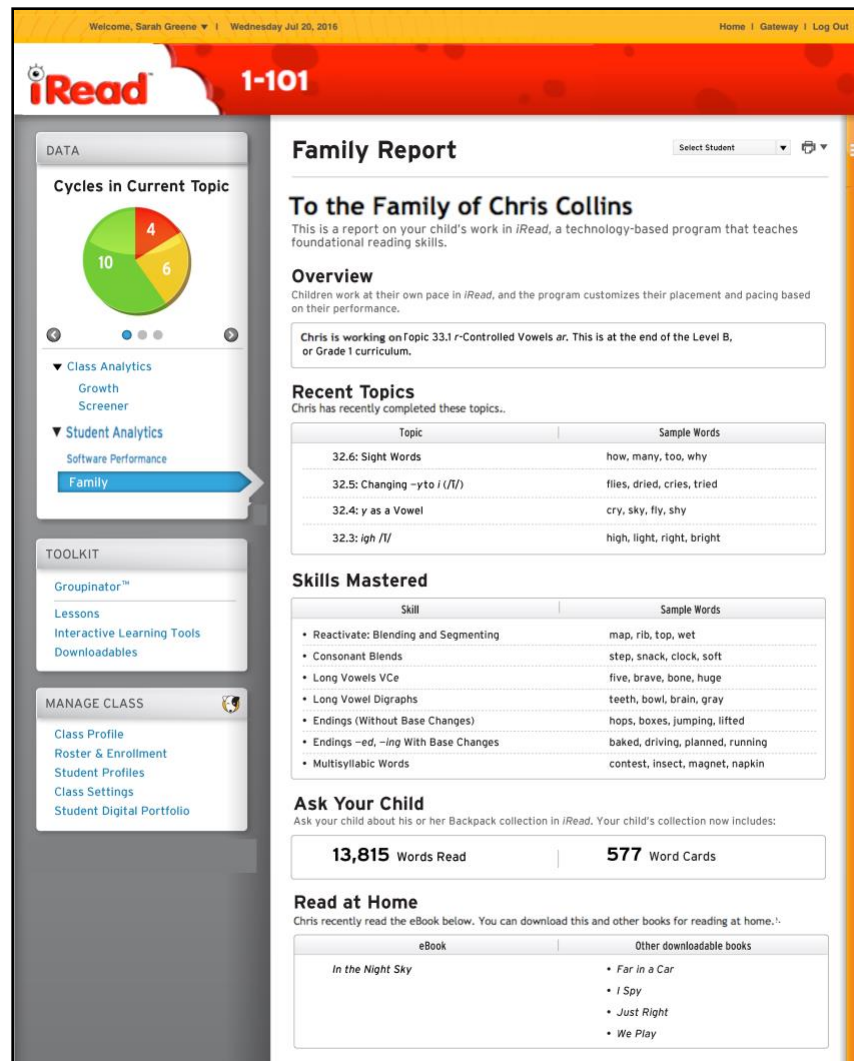
**Purpose:** Monitor students' skill development and identify strengths and weaknesses.

**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.

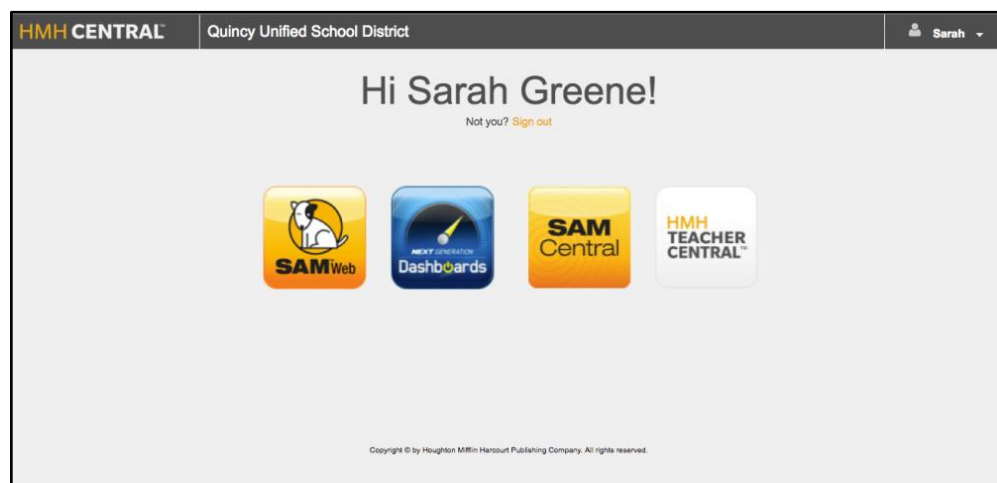
**Related Data:** To select a different student, use the pull-down menu at the top of the report; click the printer icon on the top right of the report to print the report.

## Administrator Functions

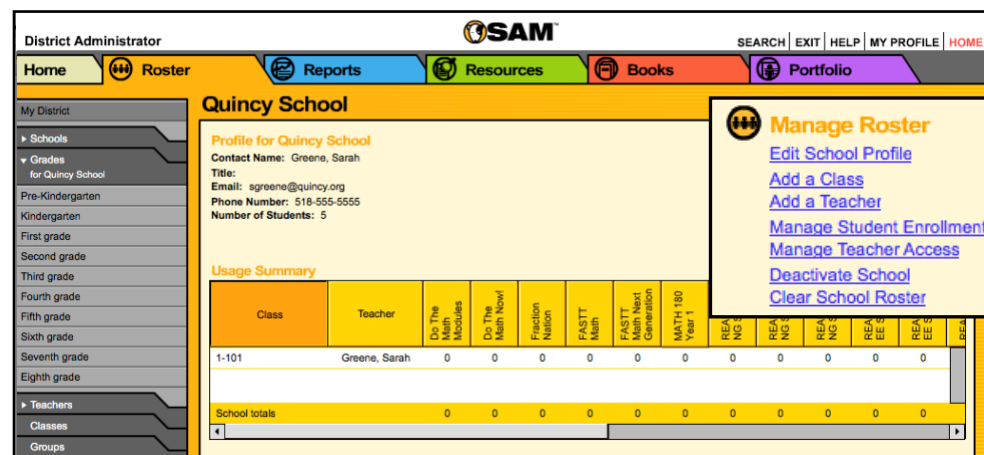
Administrators must activate licenses for students before they may use *iRead*. Teachers also must be enrolled and have active licenses to log in and use SAM Central.

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 57) 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.

**My District**

Student Licensing   Student Enrollment   **Teacher Licensing**   Teacher Access

Use the check boxes to enable or remove user access to Scholastic teacher products. Use the check box at the top of each column to enable access for all teachers in that product.

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

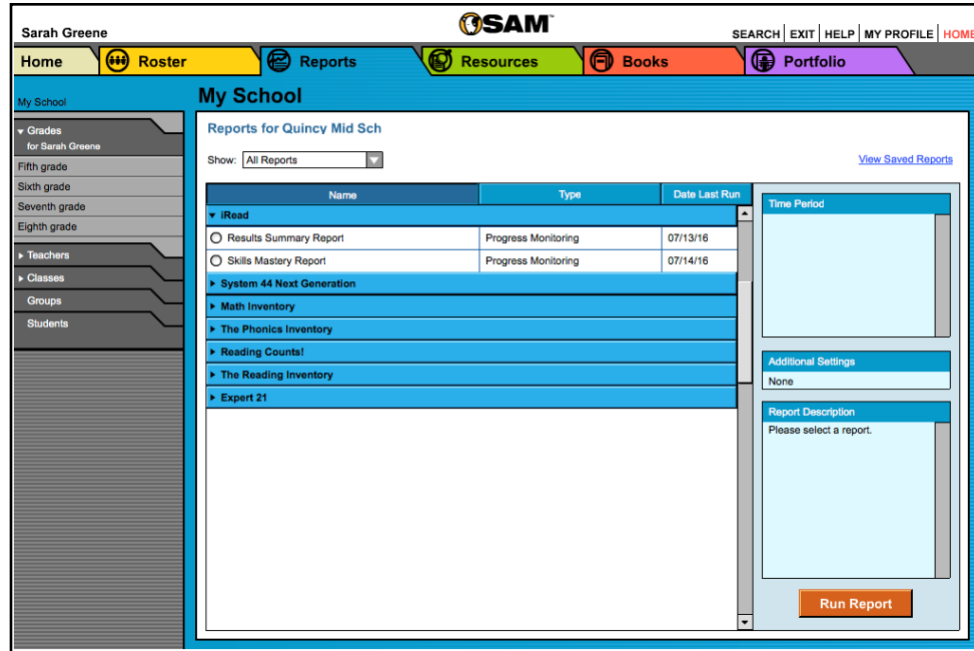
Item(s) 1 through 250 of 268 | [Next 250 >](#)

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

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




MANAGEMENT

### Results Summary Report

SCHOOL: QUINCY MID SCH

Time Period: 05/30/15-05/30/16

Total iRead Licenses: 120



TEACHER	ENROLLMENT			AVERAGE USE PER STUDENT*			SOFTWARE COMPLETION						PROGRESS SUMMARY	
	CLASS GRADE LEVEL	LEVEL A	LEVEL B	LEVEL C	DAILY USE (MINS)	TOTAL SESSIONS	WEEKLY USE (DAYS)	LEVEL A STUDENTS IN SERIES 1-6	LEVEL A STUDENTS IN SERIES 7-12	LEVEL B STUDENTS IN SERIES 13-18	LEVEL B STUDENTS IN SERIES 19-27	LEVEL C STUDENTS IN SERIES 28-36	LEVEL C STUDENTS IN SERIES 37-51	
Chu, Amy	K	25	5	N/A	25	33	3	2	20	3	5	N/A	N/A	25 Above grade level, 5 On grade level
Collins, Chris	1	3	25	2	25	33	3	N/A	N/A	3	5	20	2	1 Below grade level, 2 On grade level, 25 Above grade level, 2 Far below grade level
Garcia, Matt	1	1	28	1	22	21	4	N/A	N/A	1	3	25	1	1 Below grade level, 25 Above grade level, 1 Far below grade level
Nolan, Olivia Rose	2	N/A	2	28	24	25	3	N/A	N/A	N/A	N/A	2	28	2 Below grade level, 28 Above grade level
<b>TOTAL</b>	N/A	29	60	31	24	28	3	2	20	7	13	47	31	1 Below grade level, 5 On grade level, 106 Above grade level, 8 Far below grade level

\* Averages are based on the SAM school year.

USING THE DATA

**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 can also help you identify groups that may require additional support or resources.

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Printed on: 2/2/2015

**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 (8%)
	2	Lowercase Letter Recognition		1 (3%)		1 (3%)		1 (4%)
	3	Letter Sounds		1 (3%)		2 (6%)		2 (8%)
	4	Introduction to Blending and Segmenting		1 (3%)		2 (6%)		2 (8%)
B	5	Reactivate CVCs; Read Words With Blends and Final Consonants		1 (3%)		15 (47%)		2 (8%)
	6	Consonant Digraphs and Multisyllabic Words		1 (3%)		1 (3%)		1 (4%)
	7	Long Vowels (VCe)		1 (3%)		1 (3%)		2 (8%)
	8	Long Vowel Digraphs		1 (3%)		1 (3%)		1 (4%)
	9	i-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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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 57) 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://iRead Product Support) website at [hmhco.com/iRead/productsupport](http://hmhco.com/iRead/productsupport).

**EDUCATION PRODUCT SUPPORT** Programs Notices FAQs Contact Us Live Help

**iRead** **IREAD PRODUCT SUPPORT**

To access the latest technical information for iRead, please select from our resources listed below. These resources include specific product information, the latest software updates, and detailed technical manuals.

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

**PRODUCT INFORMATION** SOFTWARE UPDATE MANUALS

Click on the appropriate document to download. PS 321 WILLIAM PENN SCHOOL [edit](#)

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>

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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 or see the [iRead Help Center](http://iRead Help Center) at [downloads.hmlt.hmco.com/Help/iRead/#t=iRead\\_Help.htm](http://downloads.hmlt.hmco.com/Help/iRead/#t=iRead_Help.htm).

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