



# READ 180 Enterprise Edition Installation Guide

8

## rSkills Tests Installation Guide

For use with *READ 180* Enterprise Edition and *rSkills* Tests Enterprise Edition version 2.3 or later and Scholastic Achievement Manager version 2.3 or later

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#### Introduction

The *READ 180 Installation Guide* shows how to install the *READ 180, rSkills* Tests, and Scholastic Achievement Manager (SAM) software. The sections in this book correspond to the discs in the *READ 180* installation kit.

#### **Getting Started**

Scholastic recommends that these programs be installed by a school or district administrator; however, anyone with the following attributes may install the software:

- Access to the server computer on which the READ 180 software will be installed;
- Full network-level administrator permissions, including permissions that allow modifying network settings and user privileges. This is controlled by a network administrator, as determined by school or district IT policies.

#### Windows and Mac OS X Platforms

Installation steps on Windows- and Mac OS X-based platforms are essentially the same, and any significant differences are noted in the text. Windows- and Mac OS X-based screens display slightly different button designs but, unless otherwise noted, all labels are the same.

#### Server Technical Requirements

See the Scholastic Education Technology Programs System Requirements & Technical Overview for version 2.3, available at the Scholastic Education Product Support website (page 55), for server and workstation requirements.

Before installing *READ 180*, visit the <u>Scholastic Education Product Support</u> website to download the most recent software updates.

#### A Note to Scholastic Hosting Customers

This guide is for customers installing Scholastic Achievement Manager on local servers, not for customers using Scholastic Hosting Services. See the **Scholastic Hosting Users' Guide** at the **Scholastic Education Product Support** website for information on setting up and using Scholastic Hosting Services.



#### READ 180 and SAM Installation

Installing *READ 180* and *rSkills* Tests is a multistep process that covers:

- Installing SAM software on a server and establishing network connections to workstations
- Installing READ 180 and rSkills Tests software on a server and establishing network connections to workstations
- Installing READ 180 media on the server
- Activating SAM licenses

SAM version 2.3, included in the *READ 180* and *rSkills* Tests installation kit, will deactivate older versions of other Scholastic programs. These programs will need to be upgraded to version 2.3 to work with SAM version 2.3. Installing SAM version 2.3 automatically upgrades an older server to version 2.3. Other programs will automatically reactivate after installing the 2.3 versions.

**IMPORTANT**: Only upgrades from version 1.9 or later are supported. Users attempting to upgrade to version 2.3 from versions earlier than version 1.9 should contact Scholastic Technical Support (*page 55*).

#### **Installation Order**

Scholastic strongly recommends performing the installation in the following order:

- SAM Software (Disc 1): Installs SAM software on the server and establishes the connection between the server and workstation computers as well as SAM Connect.
- READ 180 Software (Disc 2): This is the READ 180 and rSkills Tests software, which should be installed on the same server where the SAM Server is installed. It also contains instructions for linking to the READ 180 client through a browser.
- 3. **READ 180 Media (Discs 3 & 4)**: These are the **READ 180** media DVDs, which should be installed on the same server as the SAM Server.
- **4. Scholastic Media Accelerator (SMA)** This disc installs the Scholastic Media Accelerator (*page 6*).

If SAM is already installed on the server, proceed directly to *READ 180* installation (page 33).

If upgrading from a pre-2.0 version, please note that the version 2.3 software is browser-based and resides on the server so old clients will remain on student workstations. Scholastic strongly recommends removing desktop shortcuts for all previous versions of Enterprise Edition applications from all student workstations.



#### The Scholastic Media Accelerator

The Scholastic Media Accelerator (SMA) is a separate server-based program that speeds up media processing over the server-workstation connection.

The SMA is installed on a separate server and controls all media for Enterprise Edition and Next Generation programs. By providing a more direct link to media, SMA provides students and teachers faster media access, even in low-bandwidth environments.

See the Scholastic Education Technology Programs System Requirements & Technical Overview for version 2.3, available at the Scholastic Education Product Support website (page 55), for SMA Server requirements.

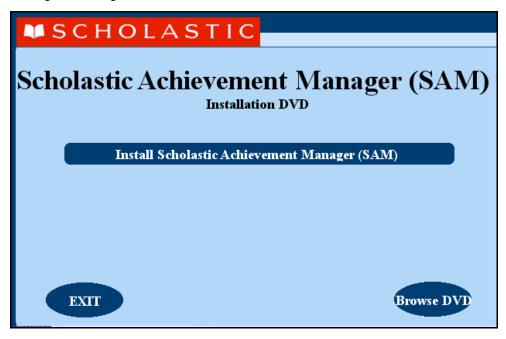
SAM Servers that are running media for Enterprise Edition or Next Generation version 2.3 programs must also have SMA version 2.3 installed on their SMA Servers. The versions of the product, the media, and the SMA must always match.

For more information on installing and using the Scholastic Media Accelerator, see the **Scholastic Media Accelerator Guide** at the **Scholastic Education**Product Support website.



#### **Installing SAM**

To begin installing:



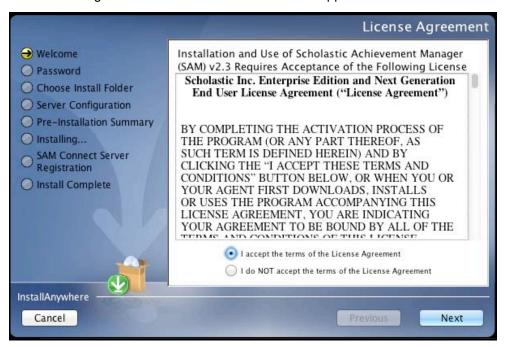
Insert the SAM Installation DVD (Disc 1) into the DVD drive of the server computer that will house the SAM Server. Double-click the **SAM Server** disc on the desktop, then click **Install SAM** to begin the installation process.

**Windows Installation Note**: On Windows platforms, the screen appears directly after inserting the DVD.



#### License Agreement Screen

The License Agreement Screen is the first screen to appear.



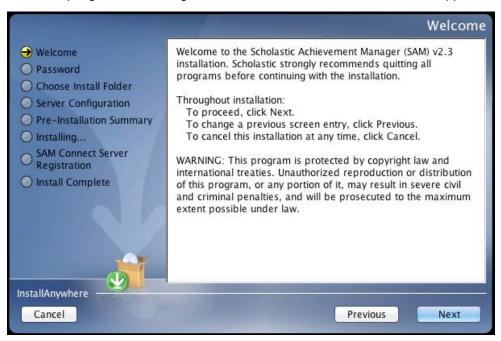
Installing and using SAM requires accepting the License Agreement. Click the button next to I Accept the Terms of the License Agreement to accept the agreement and continue with the installation process.

Selecting I Do NOT Accept the Terms of the License Agreement stops the installation process at this step.



#### **Welcome Screen**

After accepting the License Agreement, the installation Welcome Screen appears:



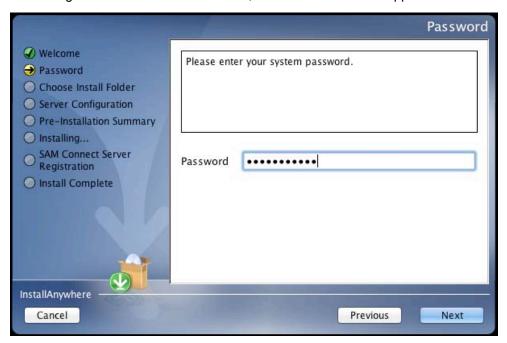
Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- Next: Click to continue the installation
- Previous: Click to return to a previous screen
- Cancel: Click to exit the installation process at any time



#### **Password Screen**

If installing on a Mac OS X-based server, the Password Screen appears.

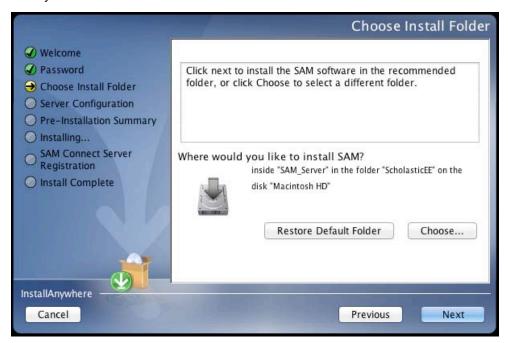


Enter the system administrator password for this machine. Click **Next**. The installer scans the computer and configures the installation process for the system.



#### **Choose Install Folder Screen**

The system finds the folder where the server folders and files will be installed.



Click **Choose** to select a different folder. Click the **Restore Default Folder** button to return to the default selection after clicking **Choose**.

**NOTE**: If upgrading from an earlier version of SAM, the installer will find the current installation and select it. **Do not change the folder the installer selects.** The installer will also back up the existing database, so check to make sure there is sufficient space on the server's hard drive for this operation.

Click **Next** to continue. The program configures the installer for the system and starts the SAM Server. If upgrading an older version of SAM, the installer will import data to the new version at this time. This may take a few minutes before the installer moves on to the Choose Location Screen.



#### **Choose Location Screen**

On this screen, select the location (state) or organization name for the SAM installation from the pull-down menu:



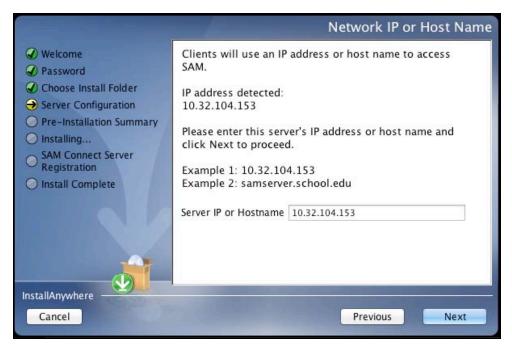
Click Next to continue installation.



#### Server IP or Hostname Screen

The system automatically detects and displays the SAM Server's IP address, which is used by workstations to communicate with the SAM Server.

**NOTE**: The IP address shown below is an example; your SAM Server IP address will be different.



The program will automatically load the server software to this IP address; make sure the IP address is correct as displayed. If it is not, enter the correct IP address.

If the server has more than one NIC card, this screen will display multiple IPs. Choose the IP that the workstations will use. The server IP and workstation IP must match.



#### **Port Configuration Screen**

The Port Configuration Screen appears next.



This screen lists the ports selected by the installation program. Scholastic recommends letting the installation program find and set ports. If port number fields are in red, the ports numbers are in use and need to be changed. Port numbers that are black should be used as is.

To change a port, click **Find Ports**, and the program will find an available port. To reset the original ports, click **Reset Ports**.

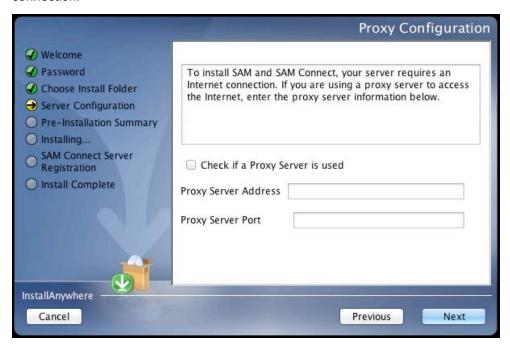
The standard application server port number used for student and teacher workstations is 55880. Selecting this or any other port opens a window reminding installers that the port must be allowed to clear any firewall settings. Access your system's firewall program to confirm that this port may be used to communicate with the workstations.

See the <u>Scholastic Education Product Support</u> website for more information on ports and firewalls.



#### **Proxy Configuration Screen**

The Proxy Configuration Screen configures the software for the server's Internet connection.



Full installation of Next Generation programs requires installing SAM Connect, which allows the local SAM Server to communicate directly with Scholastic over the Internet. To do that, the SAM Server must find and configure the computer's Internet connection. If using a proxy server to connect to the Internet, click the **Check If a Proxy Server Is Used** box and enter the proxy server address and port.



#### **Specify Server Type Screen**

This screen asks users to name the type of server to which SAM is being installed.



Choose **Application Server** unless setting up the SAM Server to aggregate data for reporting at the district level. In these cases, choose **Aggregation Server**. See the **SAM Data Management Manual** for more information on aggregation servers.

Click **Next** to continue.

#### **Program Deactivation Screen**

If upgrading from an earlier version of SAM, the installer will deactivate the older versions of Scholastic programs.

Install the 2.3 version of each of the programs listed when the SAM Server installation is complete.



#### **Pre-Installation Summary Screen**

This screen displays the system settings and resources required for the SAM Server installation. Review this screen carefully.



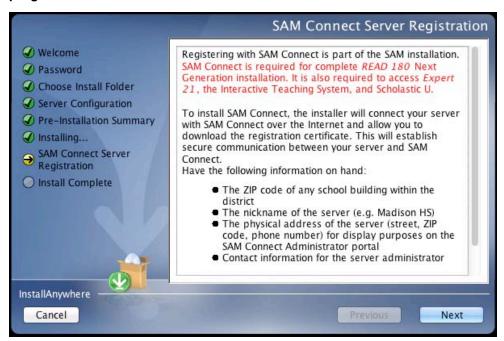
After reviewing and verifying all the information, click Install to continue.



#### **SAM Connect Server Registration Screen**

The SAM Connect Server Registration Screen appears prior to the Install Complete Screen.

SAM Connect is required for complete installation of all Next Generation programs.



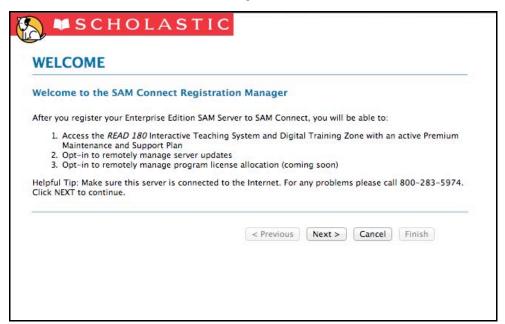
Before clicking **Next**, have the ZIP code of any school in the district on hand. Clicking **Next** opens an Internet browser through which you register for SAM Connect and download the registration certificate.

Click **Next** to continue. The SAM Connect Registration Wizard opens in the Internet browser.



### SAM Connect Registration Wizard Welcome Screen

The first screen of the SAM Connect Registration Wizard is the Welcome Screen.





#### **Registration Code Entry Screen**

The first screen in the Registration Wizard is the Registration Code Entry Screen.



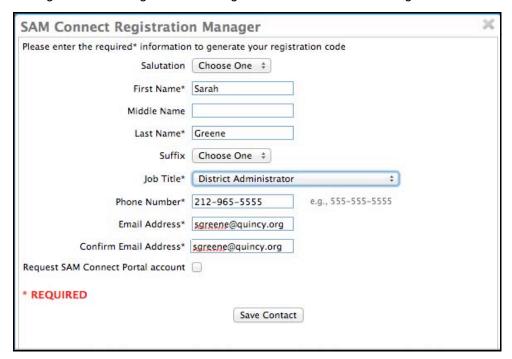
At the prompt, enter the district registration code. If you do not know the registration code, or if the district does not have one, click the provided link to open the Registration Manager.

Once the registration code is entered, click  $\mbox{\bf Next}$  to continue.



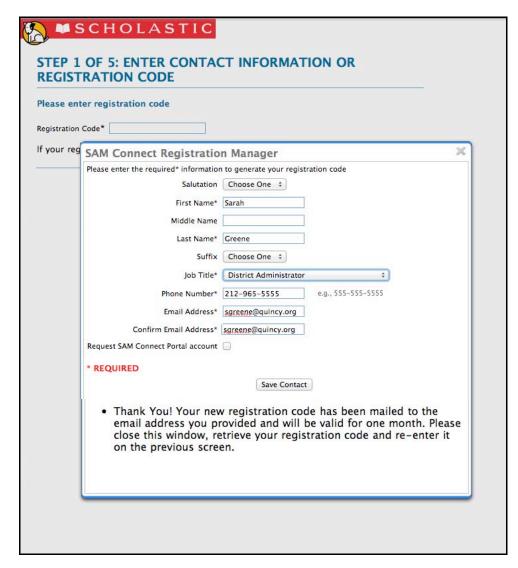
#### **Registration Manager Screen**

Clicking the link from the Registration Code Entry Screen opens the Registration Manager. Use the Registration Manager to retrieve or activate a registration code.



Fill in all fields, then select the **Request SAM Connect Portal Account** box to create a SAM Connect portal account. Click **Save Contact** when finished.



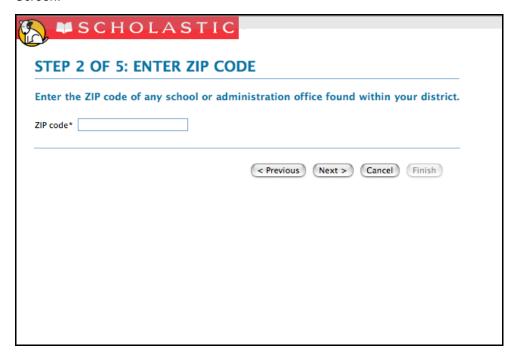


After clicking **Save Contact**, a confirmation message appears confirming that the registration code has been emailed to the entered email address. Retrieve the code, enter it on the Registration Code Entry Screen, then click **Next** to continue.



#### **ZIP Code Entry Screen**

Once the registration code is entered, the next screen is the ZIP Code Entry Screen.

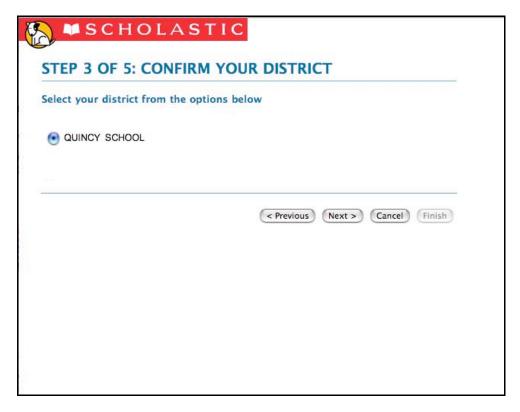


Enter the ZIP code of any school or administration office in the district, then click **Next**.



#### **Confirm District Screen**

The next screen in the Registration Wizard is the Confirm District Screen.

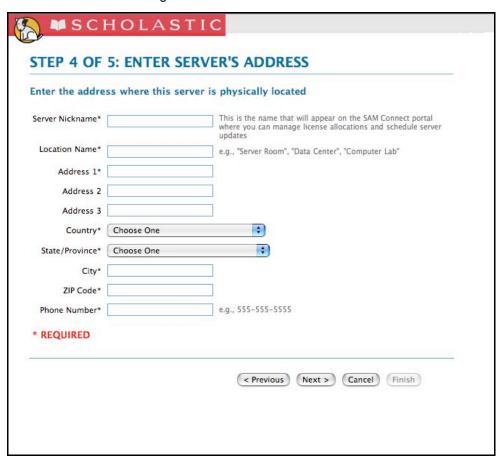


The screen lists all the registered districts in the ZIP code. Select the button next to the correct district and click **Next**.



#### **Enter Server's Address Screen**

The next screen in the Registration Wizard is the Enter Server's Address Screen.



Enter the physical location (e.g., "Server Room," "District Office") and address of the server where the SAM Server software has been installed. This names the server for future reference.



#### **Download Registration Certificate Screen**

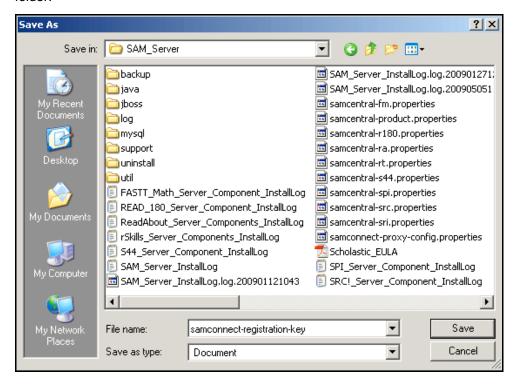
To complete the SAM Connect Registration, the registration certificate must be downloaded and saved to the server where the SAM Server software is installed.



Click the **Download Registration Certificate** link. A dialog box opens. In the dialog box, choose **Save**.



SAM Connect will not activate without the registration certificate. On Windowsbased computers, the registration certificate must be saved to the SAM\_Server folder.



Choose the SAM\_Server folder and click **Save**. When the registration certificate downloads to the folder, close the Internet browser and return to the Installation Screen.

On Mac OS X-based computers, drag the file from the default download folder to the SAM\_Server folder. With the registration key file installed, close the Internet browser and return to the Installation Screen.



#### **SAM Connect Registration Verification Screen**

SAM Connect verifies the registration after the Registration Wizard is closed.



To verify the registration, click **Next**. If the registration is verified, the installer goes on to the next screen.

If the registration is not verified, a confirmation screen appears saying the registration certificate was not found in the SAM\_Server folder. Click **Retry** from this screen to attempt to download the registration certificate again, repeating the steps on *pages 18-27*. When the SAM Connect Server Registration Screen reappears click **Next** again to verify the registration, and go on to the next screen.

Click **Continue** from the confirmation screen to finish the installation without registering. The server may be registered later using the Registration Wizard application in the ScholasticEE/SAM\_Server/util folder on the server.



#### **Installation Complete Screen**

When the installation is complete, the system displays a screen summarizing important information about the server installation.



Record the URL from this screen. This is the URL SAM will use to connect the SAM Server to workstations.

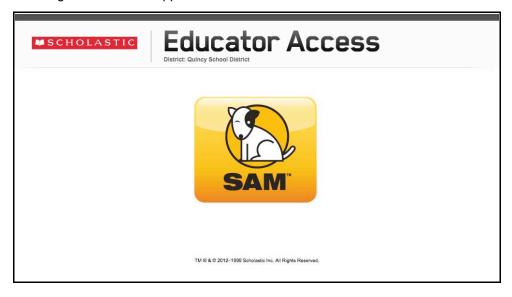
After writing down the above information, click **Done** to close the SAM installation program.

**A Note About Adobe Reader:** SAM requires Adobe Reader to work correctly. Go to the Adobe website, <a href="https://www.adobe.com">www.adobe.com</a>, to download Adobe Reader.



#### **Verifying the SAM Installation**

To verify that the SAM installation was successful, click the URL link from the Install Complete Screen, or enter the URL into any workstation's browser. The following screen should appear in the browser:

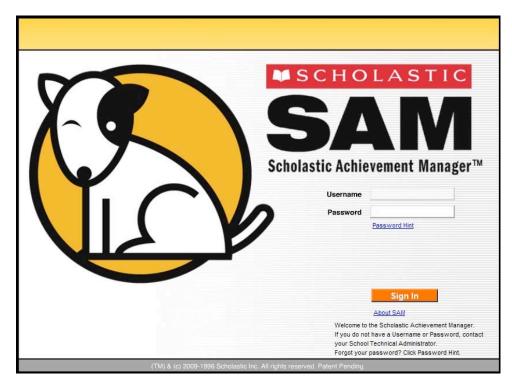


Click the SAM icon to go to the SAM Login Screen.

If the Educator Access Screen does not appear, check these browser settings on the server and workstation:

- Flash: Should be version 11.4 plugin (enabled by default) and must not be disabled
- Java: Should be JavaScript (enabled by default) and must not be disabled
- Pop-Up Blockers: Must be disabled, or the Student and Educator Access pages must be excepted
- Security Level Settings: Default settings are supported; Internet Explorer Maximum Security levels are not supported.
- **Images Enabled**: Default settings are supported; Image Display must not be turned off.
- Privacy Settings: Default settings are supported; the browser's Maximum Privacy Setting (disabling cookies) is not supported.





Log in to SAM using SAM's installed username and password. The username is dadmin and the password is SAM@dm1n.

To log in to SAM from the Login Screen:

- 1. Enter "dadmin" in the Username field.
- 2. Enter "SAM@dm1n" in the Password field.
- 3. Click Sign In to open the SAM Home Screen.



#### **Initial Administrator Login**

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

Username: dadmin

Password: SAM@dm1n

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



District administrators should fill out all the fields (asterisks indicate required fields) and create a unique username and password using the onscreen password guidelines. Scroll over the questions mark icon to see the password guidelines. District administrators may change password requirements through the SAM Server Utility.

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

The default username and password will not log users into SAM.



#### **Teacher Tip**

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





If the SAM Home Screen (above) appears, then SAM has installed correctly.

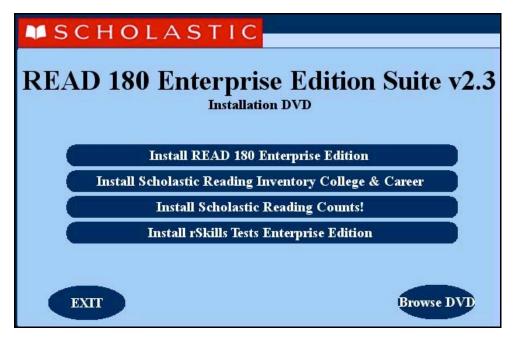
If this screen does not appear, restart the installation process. If the second attempt also fails, contact Technical Support at 1-800-283-5974.



#### Installing READ 180 Enterprise Edition

Install the READ 180 suite on the computer that hosts the SAM Server.

Insert the *READ 180* Installation DVD (Disc 2) into the computer's DVD drive. Double-click the DVD icon on the desktop, then double-click **Install** to open the installation screen below.



**Windows Installation Note**: On Windows-based platforms, the installation screen appears after inserting the CD-ROM.

The installation screen displays four different installation options. Click **Install READ 180 Enterprise Edition** to begin the *READ 180* installation. Once *READ 180* is installed, the other programs in the *READ 180* suite, *Scholastic Reading Inventory* (SRI) College & Career, *Scholastic Reading Counts!*, and *rSkills* Tests, may be installed.

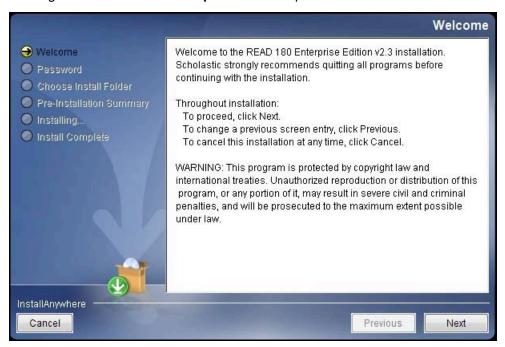
*rSkills* Tests must be installed from this disc. If *READ 180* is already installed on the server, proceed directly to *rSkills* Tests installation (*page 40*).

For information on installing the other programs in the *suite*, see the *SRI College* & *Career Installation Guide* and *Scholastic Reading Counts! Installation Guide*.



#### **Welcome Screen**

Clicking Install READ 180 Enterprise Edition opens the Welcome Screen.



Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- Next: Click to continue the installation
- Previous: Click to return to a previous screen
- Cancel: Click to exit the installation process at any time



#### **Password Screen**

If installing on a Mac OS X-based server, the Password Screen appears.



Enter the system administrator password and click **Next.** If installing on a Windows-based server, the Welcome Screen, described on the following page, appears.



#### **Choose Install Folder Screen**

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder where *READ 180* will be installed.

#### SCHOLASTIC STRONGLY RECOMMENDS USING THIS DEFAULT FOLDER.



To select the default folder, click **Next**. The program automatically installs the software to the folder.

To select a different folder, click **Choose**. This opens a Select a Folder window. Find the folder where the software is to be installed and click **OK** (or **Open** on Macintosh computers). The Choose Install Folder Screen reappears with the new folder selected.

To restore the option for the default folder, click **Restore Default Folder**.



## **Pre-Installation Summary Screen**

Review the summary of the installation choices.



If satisfied with the choices, click **Install** to install *READ 180* on the server computer.

If not satisfied with the choices, click **Previous** to return to the preceding screens in the installation process.



#### **Install Complete Screen**

READ 180 Enterprise Edition is now installed.



Note that the link listed on this screen should match the SAM Server URL entered during SAM installation (*page 29*). If it does not, reinstall the *READ 180* Server software, and choose the correct location at the Choose Install Folder Screen step.

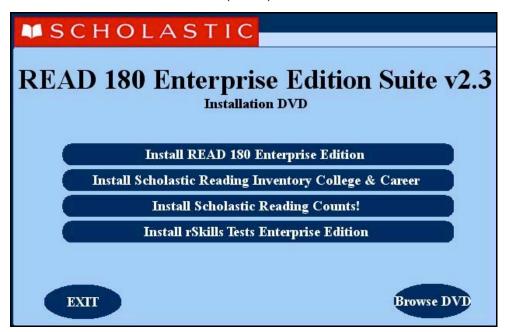
The listed link is the URL that student and teacher workstations will use to access *READ 180*. Write this link down and bookmark it on workstations that will access *READ 180*.

Click **Done** to close the *READ 180* Installation window and return to the *READ 180* installer screen.



## Installing *rSkills* Tests

Install *rSkills* Tests on the same server as SAM and *READ 180* Enterprise Edition. Use the *READ 180* Installation DVD (Disc 2).



Click **Install rSkills Tests Enterprise Edition** to begin the *rSkills* Tests installation.



#### **Welcome Screen**

Clicking Install rSkills Tests Enterprise Edition opens the Welcome Screen:



Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- Next: Click to continue the installation
- Previous: Click to return to a previous screen
- Cancel: Click to exit the installation process at any time

Click Next to continue.



#### **Password Screen**

If installing on a Mac OS X-based server, the Password Screen appears.



Enter the system administrator password and click **Next.** If installing on a Windows-based server, the Welcome Screen, described on the following page, appears.



#### **Choose Install Folder Screen**

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder where *rSkills* Tests will be installed.

#### SCHOLASTIC STRONGLY RECOMMENDS USING THIS DEFAULT FOLDER.



To select the default folder, click **Next**. The program automatically installs the software to the folder.

To select a different folder, click **Choose**. This opens a Select a Folder window. Find the folder where the software is to be installed and click **OK** (or **Open** on Macintosh computers). The Choose Install Folder Screen reappears with the new folder selected.

To restore the option for the default folder, click **Restore Default Folder**.



## **Pre-Installation Summary Screen**

Review the summary of the choices for server installation.



If satisfied with the choices, click **Install** to install *rSkills* Tests on the server computer.

If not satisfied with the choices, click **Previous** to return to the preceding screens in the installation process.



#### **Install Complete Screen**

rSkills Tests Enterprise Edition is now installed.



Note that the link listed on this screen should match the SAM Server URL entered during SAM installation (*page 29*). If it does not, reinstall the *rSkills* Tests Server software, and choose the correct location at the Choose Install Folder Screen step.

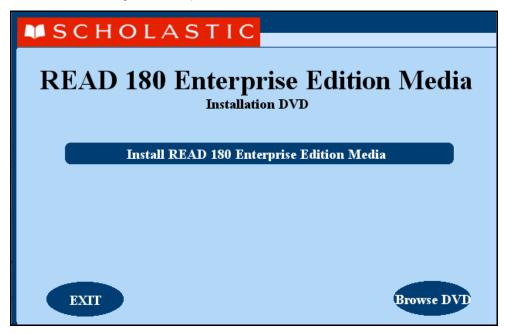
The listed link is the URL that student and teacher workstations will use to access *rSkills* Tests. Write this link down and bookmark it on workstations that will access *rSkills* Tests.



# Installing READ 180 Enterprise Edition Media

Install the *READ 180* Enterprise Edition media on the same server where SAM and *READ 180* Enterprise Edition are installed.

To begin installing, insert the first *READ 180* media DVD (Disc 3) into the server's DVD drive. Inserting the disc opens the installation screen.



Click **Install READ 180 Enterprise Edition Media** on the installation screen to begin the installation process.



#### **Welcome Screen**

Clicking Install READ 180 Enterprise Edition Media opens the Welcome Screen.



Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- Next: Click to continue the installation
- Previous: Click to return to a previous screen
- Cancel: Click to exit the installation process at any time

Click Next to continue.



#### **Password Screen**

If installing on a Mac OS X-based server, the Password Screen appears.



Enter the system administrator password and click **Next.** If installing on a Windows-based server, the Welcome Screen, described on the following page, appears.



#### **Choose Install Folder Screen**

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder where *READ 180* media will be installed.

#### SCHOLASTIC STRONGLY RECOMMENDS USING THIS DEFAULT FOLDER.



To select the default folder, click **Next**. The program automatically installs the software to the folder.

To select a different folder, click **Choose**. This opens a Select a Folder window. Find the folder where the software is to be installed and click **OK** (or **Open** on Macintosh computers). The Choose Install Folder screen reappears with the new folder selected.

To restore the option for the default folder, click **Restore Default Folder**.



## **Pre-Installation Summary Screen**

Review the information prior to media installation.



After reviewing and verifying all the information, click **Install** to continue. Depending on the computer, this process could take several minutes.

When prompted, insert the second *READ 180* Enterprise Edition media disc and click **OK**, or **Cancel** to cancel the installation.

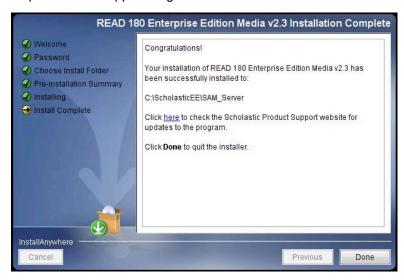


# **Install Complete Screen**

When the first *READ 180* DVD is installed, the Install Complete Screen appears. However, the media is not fully installed until both DVDs are used. After a few seconds, the following message will appear:



Remove the first media DVD and insert the second DVD. Click **OK**. The media installation process will automatically continue. At the end of the process the Install Complete Screen appears again.



Click **Done** to close the installer.

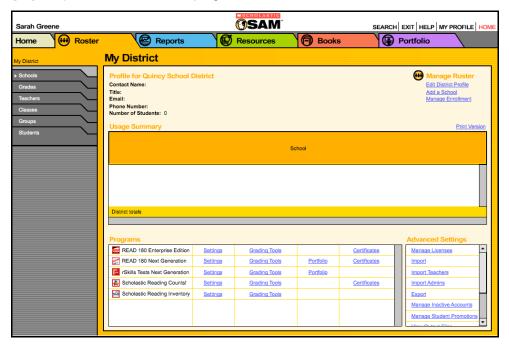


# **Initial SAM Setup**

### **Activating Licenses**

After installing the purchased Scholastic suite of programs, activate the licenses to make the programs accessible to students. Licenses may be activated from any workstation with SAM installed.

Scholastic programs cannot be accessed from the Student Access Screen (*page 53*) until licenses for the program have been activated.



#### To activate licenses:

- 1. Log in to SAM as an administrator, and click the **My District** link at the top of the SmartBar to open the district's Roster Screen.
- 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 (e.g., "Quincy School District"). The representative activates
  licenses through SAM Connect.



# Launching *READ 180* and *rSkills* Tests Enterprise Edition

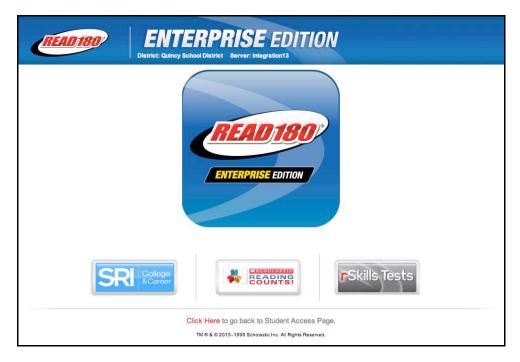
To verify that the *READ 180* installation was successful, click the URL link from the Installation Complete Screen (*page 39*), or enter the URL into any workstation's browser program. The *READ 180* Enterprise Edition icon should appear on the Student Access Screen in the browser:



If the screen does not appear, check these settings on the server and workstation:

- Flash: Version 11.4 plugin (enabled by default) and not disabled
- Java: Should be JavaScript (enabled by default) and must not be disabled
- Pop-Up Blockers: Disabled, or Student Access pages excepted
- Security Level Settings: Default settings are supported; Internet Explorer Maximum Security levels are not supported
- Images Enabled: Default settings supported; Image Display not turned off
- Privacy Settings: Default settings supported; Maximum Privacy Setting (disabling cookies) not supported





Click the READ 180 icon to open the READ 180 Suite Access Screen.

To create a bookmark on the workstation's browser program, consult the browser program's user's guide.

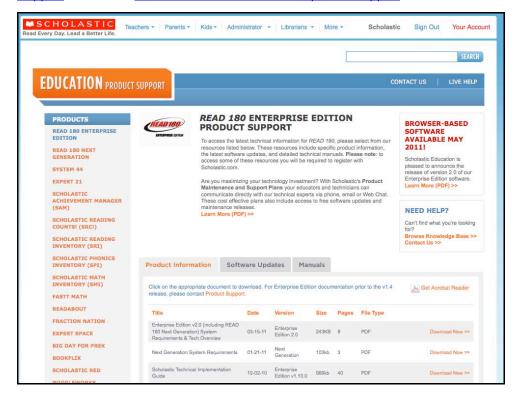
If the program did not launch correctly, or if an error message appears in the browser window, one or more of the URLs may be incorrectly entered. To correct this, make sure the SAM and *READ 180* URLs match, then re-enter the URL in the browser window. If the problem continues, contact Technical Support (*page 55*).

The *READ 180* Enterprise Edition suite is now installed. See the *READ 180* Enterprise Edition Software Manual for instruction on using the program in the classroom and the SAM Settings and Reports for READ 180 Enterprise Edition manual for using SAM to set READ 180 Enterprise Edition student settings and generate reports.



# **Technical Support**

For questions or other support needs, visit the <u>Scholastic Education Product</u> Support website at: www.scholastic.com/read180/productsupport.



At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support for users with active Product Maintenance and Support Plans.

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

- 1-877-234-7323 for general questions and orders
- 1-800-283-5974 (current version through 1.7)

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