



Enrolling and Managing Students Using Student Achievement Manager

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Overview

The Student Achievement Manager (SAM) is the management system for all SAM Suite programs. Teachers and administrators may use SAM to customize students' learning experiences, keep track of their grades, and monitor student performance in the software. Teachers may also view and print reports.

SAM manages teacher and student rosters and collects and organizes performance data that students generate while using SAM Suite programs. SAM helps teachers and administrators to implement data-driven instruction by providing easy-to-use tools for:

- Managing student rosters
- Generating reports that capture student performance data at the student, classroom, school, and district levels
- Locating helpful resources for classroom instruction
- Customizing settings for each student, group, and class

SAM also supports teachers and administrators by:

- Including demographic information and enhanced data-aggregation capabilities to generate reports
- Aligning instruction to other educational standards
- Communicating student progress to parents, teachers, and administrators
- Facilitating the import and export of data from a student information system (SIS) or a data warehouse

About This Manual

This manual covers getting started in SAM and setting up accounts at the district, school, and class levels. For other reference issues, see the guide below. All manuals are available at the [Product Support](http://Product Support website) website, hnhco.com/productsupport.

For information on:	See:
Specific settings and reports for SAM Suite programs	<i>Settings and Reports</i> manual for the specific program
SAM Resources	<i>Using Resources in Student Achievement Manager</i>
The Book Expert	<i>Using the Book Expert in Student Achievement Manager</i>
Managing SAM settings and data	<i>HMH Hosting Guide and Data Management Manual</i>



Adding and Enrolling Students

Adding Students

Students using programs need roster information entered into SAM. If the district imported this information, use the **Edit Student Profile** link under Manage Roster on the student's Profile screen to edit the student's profile. Otherwise, to add a student:

1. Double-click a grade, teacher, class, or group in the SmartBar.
2. Click **Add a Student** under Manage Roster on the Profile screen to open the Add a Student screen.
3. Click the Profile tab on the Add a Student screen to enter the student's information. (Starred [*] information is required.) Use the checkboxes to assign the student to classes. Create a username and password for the student. Scroll over the question mark icon to see the password requirements for this student.
4. Select demographic groups for the student on the Demographics tab and information about the student's parent or guardian on the Guardian tab.
5. Click **Save** to save the student data and close the window, or click **Cancel** to return to the Profile screen without saving the new student.

Student Passwords

SAM version 3.1.x contains two types of student password requirements:

- **Grades Pre-K to 2:** Passwords must contain between 3 and 16 characters and cannot be only the user's first or last name or a combination of the two.
- **Grades 3 to 12:** Passwords must contain between 6 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 numeral.

District administrators may change these requirements through the SAM Server Utility. Districts using Hosting Services should contact Technical Support ([page 31](#)) for help changing password requirements. Previously set passwords and requirements are unaffected.



Enrolling Students

Sarah Greene **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My District: Quincy School

Student Licensing Student Enrollment Teacher Licensing Teacher Access

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

Students	Do the Math 2	Do the Math Modules	Do the Math Now!	English 20 Course 1 Volume 1	English 20 Course 2 Volume 1	English 20 Course 2 Volume 2	English 20 Course 2 Volume 1	English 20 Course 2 Volume 2	Fraction Nation	FASTT Math	FASTT Math Next Generation	MATH 180 Course 1	MATH 180
Aran, Samus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bush, George	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carr, Jiminy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chu, Amy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleveland, Grover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbers, Ico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinton, Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collins, Chris	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Falcon, Captain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total seats remaining:	1	700	0	757	899	868	917	0	50	36	735	7	

Item(s) 1 through 24 of 24

Cancel Cancel & Return Save Save & Return

Students must be enrolled in programs before they may use them. To enroll one student in a program, first make sure there are activated licenses for that program. Once this is done, enroll students by following these steps:

1. Double-click the Students, Classes, or Schools tab in the SmartBar.
2. Click the **Manage Enrollment** link in the Manage Roster menu at the upper right corner of any Profile screen.
3. Use the checkboxes to enroll students in different programs. Use the checkbox in the header row to enroll all students in a specific program.
4. Click **Save** to save the changes, **Save & Return** to save changes and close the window, **Cancel** to nullify changes, or **Cancel & Return** to nullify changes and close the window.



Teacher Tip

To enroll a student in a HMH program, there must be available licenses. Check on license usage on the Profile screen in the Usage Summary. There must be a license for every student enrolled in a HMH program.



Advanced Settings

Most features in Advanced Settings are available only for those users with administrative permissions. These options include:

- Managing Licenses
- Migrating Data
- Importing Student Data
- Importing Teachers
- Exporting Student Data
- Managing Inactive Accounts
- Managing Student Promotions
- Viewing Output Files
- Backing Up
- Maintenance Log (PDF)
- Managing Administrative Accounts

The Aggregation Scheduler option is available for administrators only if they have indicated that their server is an aggregation server during the installation process.

For more information on these options, see the [***HMH Hosting Guide and Data Management Manual***](#).

Additionally, administrators may give teachers permission to access and manage Inactive Accounts. See [***Getting Started With Student Achievement Manager***](#) for more information on how to change teachers' permissions.



Importing Student Data

When students transfer into or out of a school, it may be necessary to import or export roster information and performance data from the database.

Student information may be stored in an existing database that is compatible with SAM. If the information is in a comma separated value (CSV) format, such as Microsoft Excel, it may be imported into SAM to quickly and easily create students' profiles.

To import student data into SAM:

1. Back up the SAM database before importing any files.
2. Click the Roster tab to access the district profile.
3. Click the **Import** link from the Advanced Settings menu to open the Import Wizard in a browser window.
4. Click **Browse** (or **Choose File** on a Mac OS X-based computer) on the Select File screen to search the computer's hard drive for the file to import into SAM.
5. Select a file and click **Next**. Based on the type of file, the system identifies the type of import operation. It may choose from the following possible import data types:
 - **Aggregate Data:** Copy roster and student performance data to include in school- or district-wide aggregated reports.
 - **Transfer Student Data Into SAM:** Move students' rosters and performance data from another SAM Server into the current SAM database.
 - **Import CSV Roster Data:** Import student roster information using a CSV file into the current SAM Server.
 - **Import RI Lexile® Data:** Copy selected students' RI Lexile measures from another SAM database into the current SAM database.
6. Click **Import** on the Confirmation screen to import the file.

For information regarding importing teacher and administrator profiles, see the [HMH Hosting Guide and Data Management Manual](#).



Exporting Student Data

To use data stored in the SAM database with other applications, various data may be exported to re-purpose it for specific needs. Fields (school number, class ID, date range) allow users to customize exports depending on their needs. Users may also select a subset of schools, which allows student-data exports from a group of schools, rather than one school or all schools in the district. See the [HMH Hosting Guide and Data Management Manual](#) for more information.

To export data from SAM:

1. Click the Roster tab to access the district profile.
2. Click the **Export** link in Advanced Settings to open the Export Wizard.
3. Select the export purpose from the screen, and click **Next**.

Choose from the following file export types:

- **Aggregate Data:** Copy and export roster and student performance data to include it in school- or district-wide aggregated reports. This creates a ZIP file that may be imported onto an aggregation server.
- **Transfer Data:** Move students' roster and performance data from one SAM database to another by creating a ZIP file for import.
- **Export CSV Roster Data:** Export student roster information from the current SAM database for use in another application. This creates a CSV file that may be opened in Excel.
- **Export RI Lexile Data:** Export students' RI Lexile measures from one SAM installation to another by creating a ZIP file for import.
- **Export RI Data Analysis File:** This option should only be used at the direction of district or school administrators and HMH technical support.

Depending on the purpose, the Export Wizard shows one of the following screens:

- **For Aggregation:** Select the program(s) that will run aggregate reports. Click **Next** to export aggregated data.
- **For Roster and Performance Data:** Choose the students for which to export data. When students are selected, a Time Period Selection screen appears. Select a date range over which to export data and information, then click **Next**. A Program Selection screen appears. Select the program(s) that the student has used which needs to be exported, then click **Export**.
- **For RI Lexile Data:** Select a school, class, or student(s) for which to export measures, then click **Next**. An Export Confirmation screen appears.



<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>		Export for Aggregation Successful	Show me ...	SAM 07/16/08
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	Show me ...	SAM 07/16/08
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	Show me ...	SAM 07/16/08
<input type="checkbox"/>		Student Roster import from CSV Failed	Show me ...	SAM 07/16/08

A notification in the Message Center on the SAM Home screen alerts users that the export is complete. Exported data files should be stored in the SAM database or saved to a different location on the computer.

Saving Exported Data

If performing multiple exports over time, or using the exported data for purposes other than what are included in the SAM capabilities, the data may be saved to a location on the computer's hard drive.

Date	Username	Status	Job Type	View File
07/08/2008 12:22 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_07082008122045519.csv
07/08/2008 12:23 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_07082008122231544.csv
07/08/2008 12:23 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_07082008122302626.csv
07/16/2008 04:01 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:02 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:02 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:17 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:18 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:20 PM	bhammond	Failure	Student Roster import from CSV	
07/16/2008 04:56 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_07162008165439307.csv
07/16/2008 04:56 PM	bhammond	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_07162008165615409.csv
07/16/2008 04:58 PM	bhammond	Success	Export for Aggregation	SAM_AG_EXP_07162008165752274.zip
07/16/2008 05:02 PM	bhammond	Success	Export Student Lexile	SAM_SRI_EXP_07162008170153545.zip

To save files to a location other than SAM:

1. Navigate to the Message Center and click the **Show Me** link next to the file to save in the Message Center. This opens the Import/Export Jobs window in a new browser.
2. Click the link under the View File column for the file to save. To save CSV files, right-click the link and select **Save Target As**. Be sure to select **All Files** in the Save As Type pull-down menu and change the file suffix to ".csv"; otherwise, the file will save as an HTML file. Select a file location in the directory window and click **Save**.



Viewing Output Files

Created +	Created by	Description	View File
07/16/2008 05:02 PM	bhammond	SAM Export Student Lexile for 002947, 002654, 001953, 004013, 003992, 003689.	SAM_SRI_EXP_07162008170153545.zip
07/16/2008 04:58 PM	bhammond	SAM Export for Aggregation.	SAM_AG_EXP_07162008165752274.zip
07/16/2008 04:56 PM	bhammond	SAM Export in CSV Format for Non-SAM Use for 41 students.	SAM_EXP_CSV_07162008165439307.csv
07/16/2008 04:56 PM	bhammond	SAM Export in CSV Format for Non-SAM Use for 41 students.	SAM_EXP_CSV_07162008165615409.csv
07/16/2008 04:36 PM		Database	SAM_BKUP_07162008162318948.log

View a list of every file created for this SAM installation to review the files in the database. To view the files:

1. Click **View Output Files** in the Advanced Settings menu on the Roster screen. This opens the View Output Files window in a new browser.
2. To access a file, click the link for the file name to download the file. To save CSV files, right-click the link and select **Save Target As**. Be sure to select **All Files** in the Save As Type pull-down menu and change the file suffix to “.csv”; otherwise, the file will save as an HTML file. Select a file location in the directory window and click **Save**.



Managing Inactive Accounts

Inactive accounts are schools, classes, teachers, groups, or students which exist in the database but are not accessible (or visible on the SmartBar) to the current user. An account may be designated inactive if, for example, a student moves out of the school or district.

Administrators may be responsible for deleting accounts. If a student or teacher has a profile in SAM but is not using a program, that person's account may be designated as Inactive.

The table below shows what defines each account type as Active or Inactive:

Account Type	Active	Inactive
Student	Associated with at least one class	Not associated with any classes
Teacher	Associated with at least one class	Not associated with any classes
Class	Associated with at least one school	Not associated with any schools
School	Associated with at least one district	Not associated with any districts

Imported accounts that do not specify the school and class name move to Inactive Accounts. All student accounts that have been imported must be activated before the students associated with those accounts may use programs. Student accounts may be activated individually or in batches.

NOTE: School and district administrative accounts do not appear in Managing Inactive Accounts; access them by clicking **Manage Admin Accounts** under the Advanced Settings menu on an administrator's Profile screen.



Sarah Greene **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My District

Manage Inactive Accounts: **STUDENT**

Use this screen to view, assign or delete accounts not in your SmartBar

Student

<input type="checkbox"/>	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Ambrogllo, Dante	001933	dambroglio	Inactive	
<input type="checkbox"/>	Camacho, Alisha	001615	acamacho	Inactive	
<input type="checkbox"/>	Downey, Brandon	000820	bdowney	Inactive	
<input type="checkbox"/>	Epperly, Cassandra	002049	cepperly	Inactive	
<input type="checkbox"/>	German, Zsafia	001210	zgerman	Inactive	
<input type="checkbox"/>	Moscowitz, Hailey	002513	hmoscowitz	Inactive	
<input type="checkbox"/>	Quintania, Madison	003642	mquintania	Inactive	
<input type="checkbox"/>	Semplun, Hernan	002267	hsemplun	Inactive	
<input type="checkbox"/>	Sofranek, Marek	005115	msofranek	Inactive	

- Select an Option - Go

Items 1 through 9 of 9

To manage inactive accounts:

1. Click the **Manage Inactive Accounts** link in the Advanced Settings menu on the Profile screen. This opens the Manage Inactive Accounts screen. The screen displays inactive student accounts. Use the pull-down menu to display inactive accounts for teachers, classes, or schools. This screen includes a Status column indicating whether or not the student appears in the SmartBar, and an Enrollment column. The table is sorted alphabetically by name; however, clicking any column heading re-sorts the information in the table.
2. Use the checkboxes to select accounts to activate, unenroll, or delete. Click the box in the header row to select all.
3. Use the Select an Option pull-down menu to choose which action to perform for the selected accounts, then click **Go**. The choices are:
 - **Assign to a Class:** Assigns individual or several students to a class
 - **Unenroll:** Unenrolls students from programs
 - **Delete From SAM:** Permanently deletes records from SAM



To assign several students to a class:

1. Use the pull-down menu to select a school and then click the checkboxes to select the class or classes to which the accounts should be assigned.
2. Click **Save** to save the assignments and continue or **Cancel** to return to the Manage Inactive Accounts screen.
3. Use the Manage Enrollment function on the Profile screen to enroll these students in the appropriate programs.

Assign to a Class

You have chosen 1 Student for assignment.

First select a school. Then assign students to classes.

Quincy School

3-301

Cancel Save

To assign an individual student to a class:

1. Click the student name link on the Manage Inactive Accounts screen to open a window for that specific student.
2. Use the pull-down menu to select a school and then click the checkboxes to select the class or classes to which to assign the student.
3. Click **Save** to save the assignments and continue or **Cancel** to return to the Manage Inactive Accounts screen.
4. Use the Manage Enrollment function on the Profile screen to enroll this student in the appropriate programs.

Moscowitz, Hailey

Student ID: 002513
Username: hmoscowitz
Last Name: Moscowitz
First Name: Hailey
Grade: 6

Bellhorn High School

Advanced Reading

Afternoon

BHammond1

Extra Reading

BHammond2

Morning

Cancel Save



Sarah Greene **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My District

Manage Inactive Accounts: STUDENT

Use this screen to view, assign or delete accounts not in your SmartBar

Student

	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Ambrogio, Dante	001933	dambrogio	Inactive	
<input type="checkbox"/>	Carnacho			Inactive	
<input checked="" type="checkbox"/>	Dewney			Inactive	
<input type="checkbox"/>	Epperly, C			Inactive	
<input type="checkbox"/>	German, J			Inactive	
<input type="checkbox"/>	Moscowitz			Inactive	
<input type="checkbox"/>	Quintania, Madison	003642	mquintania	Inactive	
<input type="checkbox"/>	Semplun, Hernan	002267	hsemplun	Inactive	
<input checked="" type="checkbox"/>	Sofranek, Marek	005115	msofranek	Inactive	

Unenroll Go Items 1 through 9 of 9

To unenroll student(s) from all programs:

1. Select **Unenroll** from the the Select an Option pull-down menu.
2. Click **Yes** to proceed and unenroll the selected student(s) from all programs or **No** to return to the Manage Inactive Accounts screen.
3. A window confirming the change(s) opens. Students who are Active in other classes may not be unenrolled from this screen.



Sarah Greene **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My District

Manage Inactive Accounts: STUDENT

Use this screen to view, assign or delete accounts not in your SmartBar

Student

	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Ambroglio, Dante	001933	dambroglio	Inactive	
<input type="checkbox"/>	Camacho			Inactive	
<input type="checkbox"/>	Downey			Inactive	
<input checked="" type="checkbox"/>	Epperly, C			Inactive	
<input type="checkbox"/>	German, J			Inactive	
<input type="checkbox"/>	Moscowitz			Inactive	
<input checked="" type="checkbox"/>	Quintania, Madison	003642	mquintania	Inactive	
<input type="checkbox"/>	Semplun, Herman	002267	hsemplun	Inactive	
<input type="checkbox"/>	Sofranek, Marek	005115	msofranek	Inactive	

Deletion Go Items 1 through 9 of 9

To delete accounts from SAM:

1. Select the **Deletion** option from the Select an Option pull-down menu. From the Confirmation screen, click **Yes** to permanently delete the selected student(s), or **No** to return to the Manage Inactive Accounts screen.
2. A window confirming the change(s) opens. Students who are Active in other classes may not be deleted from this screen.



Using SAM in the Classroom

Once classes, groups, and students have been set up and enrolled in SAM, teachers may begin using the My Classes Profile screen, which displays enrollment numbers for each class and provides access to many tools in SAM.

Using the SmartBar to Work With Classes

Teachers may use the SmartBar to quickly navigate to any Profile screen for selected classes, groups, or students.

To view information for classes:

1. Click **My Classes** at the top of the SmartBar, click the **Roster** button on the Home screen, or click the Roster tab that appears at the top of any SAM screen. This opens the My Classes Profile screen, which displays all of a teacher's classes. This list of classes also appears under the Classes tab on the SmartBar.
2. Double-click any class name on the SmartBar to display that class's Profile screen.
3. Click the Reports tab to access reports for the SmartBar selection.



About the Class Profile Screen

Sarah Greene **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My Classes

Classes for Sarah Greene
5-501
5-502

Groups

Students for Sarah Greene

Profile for Greene, Sarah
Email: sgreene@quincy.org
Type of Account: Teacher
Username: Inolanteach
Number of Students: 3

Manage Roster
Edit Profile
Add a Class
Add a Group
Add a Student
Manage Student Enrollment

Usage Summary [Print Version](#)

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	FASTT Math	FASTT Math Next Generation	MATH 180 Course I	MATH 180 Course II	READ 180 NS Stage A	READ 180 NS Stage B	READ 180 NS Stage C
5-501	3	0	0	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
Teacher totals	3	0	0	3	3	3	3	3	3	3	3	3	3

Programs

Program	Settings	Grading Tools	Worksheets	Certificates	Portfolio
Common Core Code X					
Do The Math	Settings	Grading Tools			
Fraction Nation	Settings				
FASTT Math	Settings		Worksheets	Certificates	
FASTT Math Next Generation	Settings		Worksheets	Certificates	
MATH 180 Course I	Settings				Portfolio
MATH 180 Course II	Settings				Portfolio

Advanced Settings

The class Profile screen provides an overview of the teacher's classes assigned in SAM. On this page, teachers may:

- Access links that help monitor and manage students, including grading tools and program settings
- See a snapshot of all classes using programs
- Manage and edit their profile as well as the class's profile
- Monitor students' program usage
- Set program settings for each student in each program



Editing the Teacher Profile

Basic profile information is listed beneath the teacher's name in the upper left corner of the My Classes Profile screen. View the full profile and make changes by clicking **My Profile** in the Quick Links section at the upper right corner of any SAM screen.

Course	MATH 180 Course II	READ 180 NG Stage A	READ 180 NG Stage B	READ 180 NG Stage C	READ 180
Enrollment	3	3	3	3	
	0	0	0	0	
	3	3	3	3	

The Edit Teacher Profile screen has three tabs:

- Profile
- Schools & Classes
- Permissions

To change profile information, delete the existing text and enter new information. Click **Save** to keep changes or **Cancel** to exit the Edit Teacher Profile screen without saving changes.



Teacher Tip

Teacher Profiles in SAM may only be removed by users with administrative permissions.



Viewing Program Usage for All Classes

Sarah Greene **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My Classes

Profile for Greene, Sarah
 Email: sgreene@quincy.org
 Type of Account: Teacher
 Username: Inolanteach
 Number of Students: 3

Usage Summary [Print Version](#)

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	FASTT Math	FASTT Math Next Generation	MATH 180 Course I	MATH 180 Course II	REID 180 NG Stage A	REID 180 NG Stage B	REID 180 NG Stage C	REID 180 NG Stage D
5-501	3	0	0	3	3	3	3	3	3	3	3	3	3	3
5-502	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teacher totals	3	0	0	3	3	3	3	3	3	3	3	3	3	3

Programs: [Common Core Code X](#) [Do The Math](#) [Fraction Nation](#) [FASTT Math](#) [FASTT Math Next Generation](#) [MATH 180 Course I](#) [MATH 180 Course II](#)

Advanced Settings: [Settings](#) [Grading Tools](#) [Worksheets](#) [Certificates](#) [Portfolio](#)

The My Classes Profile screen has a Usage Summary table that displays information about each class using SAM Suite programs. This includes the number of students enrolled in each class or a summary of their performance in each program. The Usage Summary table:

- Can sort information alphabetically by heading
- Shows the total number of students enrolled in each program

The Usage Summary table on the My Classes Profile screen does not display license availability. Administrators or teachers with administrator permissions may verify license availability by using the **Manage Licenses** link in the Advanced Settings menu.



Teacher Tip

Click the Print Version link in Usage Summary to create a printable PDF.



Program Settings

Program settings help teachers customize programs to meet students' needs. These settings may be adjusted for individual students, groups, or classes. Administrators may change settings for teachers, grades, schools, and the district (though in many cases student settings are not accessible at the district level).

To access program settings from the Profile screen:

1. On the Programs menu located at the bottom of the screen, click the **Settings** link next to the program. This opens the Program Settings screen for that program.
2. Adjust the settings options for that program. Each program has a unique group of settings. See the [SAM Settings and Reports](#) manuals for individual programs to learn more about the available options in each program.
3. Click **Save** to save adjustments and return to the Profile screen.

Student settings may be adjusted one at a time or all at once. Make a selection in the SmartBar and then click the **Settings** link. Or if the Settings screen is open, double-click any listing in the SmartBar to activate a new selection for which the settings apply.



Grading Tools

The screenshot shows the SAM interface for Sarah Greene. The top navigation bar includes Home, Roster, Reports, Resources, Books, and Portfolio. The left sidebar shows a tree view of classes and students. The main content area is titled 'Collins, Chris' and 'The Reading Inventory Grading Tool'. It features a table with the following data:

Test Name	Test Date	Lexile® Score		
RI Computer Test	11/23/15	879		Remove
RI Print Test	10/26/15	350	Edit	Remove
RI Print Test	11/09/15	300	Edit	Remove
RI Print Test	11/16/15	500	Edit	Remove
RI Print Test	11/02/15	150	Edit	Remove

At the bottom of the tool are buttons for Cancel, Cancel & Return, Save, and Save & Return.

Many programs have grading tools that teachers may use to enter information on how students are performing. Access grading tools from the Programs menu on any student's Profile screen from the Roster tab.

Grading tools are only applicable to individual students. To access the grading tools for a program:

1. Click the **Grading Tools** link next to the program name in the Programs menu at the bottom of the student's Profile screen.
2. Use the available options to grade students in different aspects of the program. Each program has a unique set of grading tools. See the [SAM Settings and Reports](#) manuals for individual programs to learn more about available options.
3. Click **Save** to save changes or **Save & Return** to save changes and return to the student's Profile screen.



Certificates

The screenshot shows the SAM interface for Sarah Greene. The top navigation bar includes Home, Roster, Reports, Resources, Books, and Portfolio. The main content area is titled "Collins, Chris" and "Certificate Manager". It features a "Select a Certificate" dropdown menu set to "FASTT Math NG Award Certificate". Below this are four text input fields labeled "Line 1:" through "Line 4:". A checkbox section allows selecting students to receive the certificate, with "Chris Collins" listed and its checkbox checked. At the bottom right, there are "Return to Profile" and "Print Preview (PDF)" buttons.

Use SAM to print certificates that celebrate students' progress in programs. If certificates are available for a certain program, they may be printed for any selection in the SmartBar except My District.

To access and print certificates:

1. Click the **Certificates** link next to a program in the Programs menu at the bottom of the student's Profile screen.
2. Select the program, enter the text to appear on the certificate, and select the students to receive the certificate.
3. Click **Print Preview (PDF)**. This opens the certificate in a separate browser. Use the browser's print functions to print the certificates.

NOTE: Be careful when using the SmartBar certificate selection. If an administrator chooses to print a certificate for an entire school, this may print certificates for every student in the school.



Working With Classes, Groups, and Students

Each class, group, and student has a Profile screen that makes it easy to view, edit, and add specific information to that profile.

Using the SmartBar to Work With Profiles

To change information for individual classes, groups, or students:

1. Click the appropriate tab in the SmartBar to show a list of classes, groups, or students. To view groups or students, click the class that they belong to first, and the SmartBar expands to show the groups and students assigned to that class.
2. Click the class, group, or student name in the SmartBar. On the right side of the screen, the Profile screen for the class, group, or student is displayed.
3. Double-click a different name to see the Profile screen for that selection.

Class and Group Profiles

Profile for 5-501
 Number of Students: 3
 Grade(s): 5 6 7 8
 Teacher(s): Sarah Greene

Usage Summary

Student	Common Core Code A Course I	Common Core Code X Course I	Common Core Code X Course II	Do The Math Modules	Do The Math Now!	Fraction Nation	FASTT Math	FASTT Math Next Generation	MATH 180 Course I	MATH 180 Course II	READ 180 NG Stage A	READ 180 NG Stage B
Chiu, Amy	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
Collins, Chris	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
Class Totals	3	0	0	3	3	3	3	3	3	3	3	3

Programs

Program	Settings	Grading Tools	Worksheets	Certificates	Portfolio
Common Core Code X					
Do The Math	Settings	Grading Tools			
Fraction Nation	Settings				
FASTT Math	Settings	Worksheets		Certificates	
FASTT Math Next Generation	Settings	Worksheets		Certificates	
MATH 180 Course I	Settings				Portfolio
MATH 180 Course II					Portfolio

The Profile screen for classes or groups provides a snapshot of the students in the class or group and the programs they are using. The Usage Summary table displays which students are enrolled in which programs.



Student Profiles

Collins, Chris

Profile for Collins, Chris
Grade: Fifth grade
Username: ccollins

Usage Summary

Program	Fast Facts	Focus Facts	Operation
FASTT Math Next Generation	0	0	Addition 0-9
MATH 180 Course I	Date Started Math180: 11/20/2015		
MATH 180 Course II	Date Started Math180: 11/20/2015		
READ 180 NG	Date Started READ 180 NG: N/A		
	Average Daily Use of READ 180 NG: N/A		

Programs

Program	Settings	Grading Tools	Worksheets	Certificates
Common Core Code X				
Do The Math	Settings	Grading Tools		
Fraction Nation	Settings			
FASTT Math	Settings		Worksheets	Certificates
FASTT Math Next Generation	Settings		Worksheets	Certificates
MATH 180 Course I	Settings			Portfolio
MATH 180 Course II				Portfolio

The Student Profile screen displays performance data for each of the programs in which the student is enrolled in the Usage Summary table.

From the student's Profile screen, teachers may view, edit, and delete student information. All students in SAM have a Profile screen, even if they are not enrolled in a program.

The Usage Summary table on the student's Profile screen provides detailed status and performance data for each of the programs in which a student is enrolled. Scroll down the Usage Summary table to see data for more programs or click the program name bars to collapse the data for that program.



Editing a Profile

To edit a class, group, or student profile:

1. Click the appropriate link (**Edit Class Profile**, **Edit Group Profile**, **Edit Student Profile**) from the Manage Roster menu on the Profile screen. This opens the Edit Profile screen.
2. From the Profile tab, click inside the fields to enter, change, or delete information.

On the Class Profile screen, click the checkboxes under Manage Applications to show which programs are used in the class. This information will be part of the Data Export and other SAM reports. Click the Student Roster tab and check the boxes next to students' names to assign or remove students from the class.

On the Group Profile screen, select the checkboxes to assign students to the group or deselect checkboxes to remove students from the group.

On the Student Profile screen, click the Demographics tab to select demographic information to add to the profile. Click the Guardian tab to enter information about the student's parent or guardian. Switching tabs retains information.

3. Click **Save** when finished to return to the class's Profile screen.



Deactivating a Class Profile

Deactivating a class that is no longer using SAM or SAM Suite programs removes the class from the SmartBar and automatically deletes any groups associated with the class. However, it does not remove any of the students enrolled in the class. Deactivating a class removes students from the SmartBar and changes their status to Inactive if they are not associated with any other classes. Deactivated student profiles remain in the SAM database. Administrator permissions are required to deactivate a class profile. To deactivate a class:

1. Click the **Deactivate Class** link under Manage Roster in the upper right corner of the class's Profile screen. A confirmation window appears.
2. Click **Yes** to deactivate the class, or **No** to return to the class's Profile screen.

Deleting a Group Profile

Deleting a group does not delete any of that group's associated student profiles from the SAM database or from their classes. To delete a group:

1. Click the **Deactivate Group** link under Manage Roster in the upper right corner of the group's Profile screen. A confirmation window appears.
2. Click **Yes** to deactivate the group from the SAM database, or **No** to return to the group's Profile screen.

Deactivating a Student Profile

If a student leaves the class or school, or is no longer enrolled in a program, his or her profile should be deactivated. SAM does not include data for deactivated students in reports, even though their data remains in the database. Deactivating a student automatically unenrolls that student from all programs and removes that student's connection with any teacher, class, or group. It also removes the student from the SmartBar. To deactivate a student from SAM:

1. Click the **Deactivate Student** link under Manage Roster in the upper right corner of the student's Profile screen. A confirmation window appears.
2. Click **Yes** to deactivate the profile, or **No** to return to the Profile screen.

Deactivated student profiles remain in the SAM database, and must be permanently deleted to be removed from SAM. Only an administrator may permanently delete a profile.



Changing Program Settings for a Class, Group, or Student

Program settings customize aspects of the student experience in SAM Suite programs. Use these settings—such as language support and different display options—to accommodate the particular needs of a class, group, or student. To change the program settings for a entire class or group, or an individual student, access the Class, Group, or Student Profile screen through the SmartBar. To access program settings from a Profile screen:

1. Choose the program from the Programs table at the bottom of the screen on the Roster tab. Click the **Settings** link next to the program.
2. Adjust the settings options for that program. See the [SAM Settings and Reports](#) manuals for specific programs to learn more about these options.
3. Click **Save** to save adjustments and return to the class's Profile screen.

See the [SAM Settings and Reports](#) manuals for more information.

Evaluating Student Performance With Grading Tools

Student grading tools may assist teachers in assessing students' performance. To access grading tools in SAM:

1. Double-click a student's name in the SmartBar. The student's profile appears on the right side of the screen.
2. Click the **Grading Tools** link next to the program name in the Programs menu. This opens the Grading Tools screen for that program.



Teacher Tip

Grading tools are useful for adding assessment measures, Lexile measures, or other assignments that may be completed in class or away from the computer.

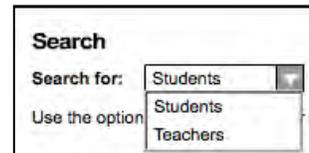


Using SAM Search

<input type="checkbox"/>	Name	Student ID	Username	Grade	Schools	Classes	Enrollment
--------------------------	------	------------	----------	-------	---------	---------	------------

Teachers or administrators may search for students from any screen in SAM by using SAM Search. Administrators may also search for teachers using SAM Search. To initiate a search:

1. Click the **Search** link in the upper right corner of any screen in SAM to open the Search screen.
2. If searching for a teacher (administrators only) choose **Teachers** from the pull-down menu (the menu is set to **Students** by default).
3. Enter information to define the search. Some search parameters are:



- **Last Name, First Name:** Searches available student or teacher names, bringing up all names that start with the entered letters
 - **Username:** Search by SAM username
 - **Student ID/District User ID:** Search by ID number
 - **School:** Searches by school based on the pull-down menu
 - **Grade:** Searches by grade based on the pull-down menu
 - **Product:** Searches by program enrollment based on the pull-down menu (applies only to student searches)
4. Click **Search** to begin the search, or **Clear** to clear the fields and start another search.



Search

Search for:

Use the options below to search for students in your SAM installation. Selecting more options will narrow your search. Active Students Inactive Students

School: Grade: Teacher: Product:

Last Name: First Name: Username: Student ID:

Displaying results 1 - 6 of 6 for School: Quincy School

<input type="checkbox"/>	Name	Student ID	Username	Grade	Schools	Classes	Enrollment
<input type="checkbox"/>	Chu, Amy	001	achu	3	Quincy School	3-301	Expert 21; FASTT ...
<input type="checkbox"/>	Collins, Chris	002	ccollins	3	Quincy School	3-301	Expert 21; FASTT ...
<input type="checkbox"/>	Felix, Tonya	003	tfelix	3	Quincy School	3-301	Expert 21; FASTT ...
<input type="checkbox"/>	Garcia, Matt	004	mgarcia	3	Quincy School	3-301	Expert 21; FASTT ...
<input type="checkbox"/>	Kramer, Liz	005	lkramer	3	Quincy School	3-301	Expert 21; FASTT ...
<input type="checkbox"/>	Nolan, Olivia Rose	006	ornolan	3	Quincy School	3-301	Expert 21; FASTT ...

Search for Teachers

Search for:

Use the options below to search for teachers in your SAM installation. Selecting more options will narrow your search. Active Teachers Inactive Teachers

School: Grade: Class:

Last Name: First Name: Username: District User ID:

Displaying results 1 - 1 of 1 for School: Quincy School

<input type="checkbox"/>	Name	District User ID	Username	Schools	Classes
<input type="checkbox"/>	Greene, Sarah	001	sgreene	Quincy School	3-301

The system returns search results. Click the column headings to sort the data.

Note that Active Students or Active Teachers is the default search setting. Click the button to select Inactive Students or Inactive Teachers to find students or teachers who are not associated with classes in the SmartBar and who would appear in the Manage Inactive Accounts screen. Some search criteria (School and Teacher in student searches) are unavailable for Inactive Students or Teachers searches.



<input type="checkbox"/>	Name	Student ID
<input type="checkbox"/>	Chu, Amy	001
<input checked="" type="checkbox"/>	Collins, Chris	002
<input checked="" type="checkbox"/>	Felix, Tonya	003
<input type="checkbox"/>	Garcia, Matt	004
<input type="checkbox"/>	Kramer, Liz	005
<input type="checkbox"/>	Noian, Olivia Rose	006

- Select an Option -
Assign To A Class
- Select an Option -

From search results, both students and teachers may be added to classes. From the search results window, use the checkboxes to select the students to be moved to classes, then select Assign To A Class from the pull-down menu at the bottom left of the screen and click **Go**. The Assign To A Class window opens.

Assign to a class

You have chosen 2 students for assignment.

First select a school. Then assign students to classes

Quincy School

3-301

From the Assign To A Class window, select the school and class to where the student should be assigned. Click **Save** to save the assignments, or click **Cancel** to go back to the Student Search window.

To close the Search screen, click the “X” at the top right corner of the screen.

Students and teachers may also be added or deleted from classes from an Inactive Students or Teachers search.



Technical Support

For questions or other support needs, visit the [Student Achievement Manager Product Support](http://hmc.com/product-support) website at: hmc.com/product-support.

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STUDENT ACHIEVEMENT MANAGER (SAM) PRODUCT SUPPORT

To access the latest technical information for the Student Achievement Manager (SAM), please select from our resources listed below. These resources include specific product information, the latest software updates, and detailed technical manuals.

Are you maximizing your technology investment? With Houghton Mifflin Harcourt's **Product Support Plans** your educators and technicians can communicate directly with our technical experts via phone, email or Web Chat. These cost effective plans also include access to free software point releases to ensure you have the latest features as they become available.

[Learn More About Product Support Plans \(PDF\) >](#)

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Upcoming Webinars:
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To register, visit the [Training Zone](#). Log in with your SAM username and password. (SAM server must be registered with SAM Connect.)

PRODUCT INFORMATION SOFTWARE UPDATE MANUALS

Click on the appropriate document to download. PS 321 WILLIAM PENN SCHOOL edit >

Title	Date	Version	Size	Pages	
SAM v2.4: Getting Started with Student Achievement Manager					
Whole Book	01-01-16	v2.4	1.2mb	29	Download Now >>
SAM v2.4: Enrolling and Managing Students Using Student Achievement Manager					
Whole Book	01-01-16	v2.4	2mb	32	Download Now >>
SAM v2.4: Using Resources in Student Achievement Manager					
Whole Book	01-01-16	v2.4	596kb	14	Download Now >>
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SAM v2.4: Data Management Manual					
Whole Book	01-01-16	v2.4	2.7mb	53	Download Now >>
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Whole Book	01-01-16	v2.4	1.6mb	37	Download Now >>

At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding the SAM, contact customer service to speak to a representative at: 1-800-283-5974 or go to the [SAM Help Center](http://downloads.hmlt.hmco.com/Help/SAM/Administrator/#t=SAM_Administrator_and_Teacher_Help.htm) at: http://downloads.hmlt.hmco.com/Help/SAM/Administrator/#t=SAM_Administrator_and_Teacher_Help.htm.

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