



Getting Started With Student Achievement Manager

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Overview

The Student Achievement Manager

The Student Achievement Manager (SAM) is the management system for all HMH 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 data warehouse



About This Manual

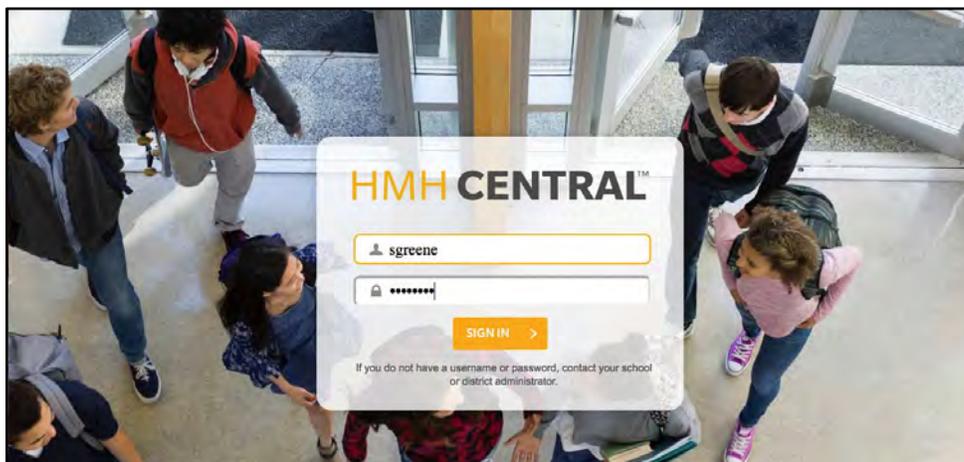
This manual covers getting started in SAM and setting up accounts at the district, school, and class levels. For other reference issues, see the guide below. All manuals are available at the [SAM Product Support](#) website.

For information on:	See:
Specific settings and reports for programs	<i>Settings and Reports</i> manual for the specific program
Adding and enrolling students in SAM	<i>Enrolling and Managing Students Using Student Achievement Manager</i>
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>



Logging In to SAM

Enter the URL link from the Hosting Activation email to launch the HMH Central Login screen.



Log in with your SAM username and password to open the HMH Central Access screen.

Once logged in to HMH Central, there is no need to log in to individual programs.



The HMH Central Access screen displays icons for SAM and other educator programs the district is using. Click the SAM icon to launch SAM and go directly to the SAM Home screen (*page 13*). Click the other icons to launch the selected program.



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 question mark icon to see the password defaults. District administrators may change password requirements through the SAM Server Utility. Districts using Hosting Services should contact Technical Support (*page 28*) for help changing password defaults.

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

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



Teacher Tip

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



Setting Up Profiles

Setting the Administrator Profile

Type	Message	Product	Date
<input type="checkbox"/>	Student Roster import from CSV completed; all records imported.	SAM	11/19/15
<input type="checkbox"/>	Student Roster import from CSV completed; all records imported.	SAM	11/19/15
<input type="checkbox"/>	Student Roster import from CSV completed; all records imported.	SAM	11/19/15
<input type="checkbox"/>	Student Roster import from CSV completed; all records imported.	SAM	11/16/15
<input type="checkbox"/>	Student Roster import from CSV completed; all records imported.	SAM	10/28/15
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	10/13/15
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	10/13/15

The SAM Home screen is the first screen that opens after logging in. Administrators should complete their profile information at first login.

To open and modify the district administrator profile:

1. Click the **My Profile** link in the upper right corner of the SAM Home screen to open the Edit District Administrator Profile screen.
2. Enter the requested information in the Profile tab. Starred (*) information is required. Click **Save** to close the Edit District Administrator Profile screen and return to the SAM Home screen.
3. Click **Save** to save changes and close the Profile screen.



Editing a District Administrator Profile

To edit a district administrator profile in SAM at first login:

1. Click the **My Profile** link in the Quick Links section in the upper right corner of any screen in SAM. This opens the Edit Profile screen that displays the information for your account.
2. Highlight the text and type the new information.
3. Click **Save** to save all edits. Click **Cancel** to close the window without saving any changes.

Editing a District Profile

District administrators may edit the district's profile. To see this information:

1. Double-click **My District** at the top of the SmartBar.
2. Click the **Edit District Profile** link under Manage Roster. This opens the Edit District Profile screen. The screen contains three tabs: Profile, Contact, and Demographics.
3. On the Profile tab, enter the district name and choose the state name from the pull-down menu (required). Enter the aggregation server IP address if appropriate. This is used when utilizing and conducting automatic aggregation events.



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

Contact Information

District Contact Last Name:

District Contact First Name:

District Contact Middle Name:

District Contact Title:

District Contact Email:

District Address Line 1:

District Address Line 2:

District Address Line 3:

City, State, and Zip:

Contact Phone Number:

- On the Contact tab, enter information about the district administrator, district address, and phone number.

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

Demographics

AYP

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

Gender

- Female
- Male

Custom

- On the Demographics tab, enter district demographic information that may be useful for district reporting purposes. Use the **Add A New Demographic** button to create custom demographic groups. See the Adding Custom School Demographics section (page 12) for more information.
- Click **Save** to save the profile or click **Cancel** to close the window without saving changes.



Setting Up Schools in the District

Each school with students using programs needs a SAM profile. To set up a school:

The screenshot shows the 'Add a School' form in the SAM interface. The form is titled 'Add a School' and has three tabs: Profile, Contact, and Demographics. The Profile tab is active. The form contains the following fields and options:

- Full School Name ***: Quincy School
- School Number ***: [Empty]
- Grades ***: Checkboxes for Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.
- School Type ***: Checkboxes for Elementary School, Junior High School, Middle School, High School.
- Title 1 Status**: None (with a red asterisk indicating it is required).
- School Starts ***: [Empty]
- School Ends ***: [Empty]
- No. of Grading Periods ***: 4
- Period 1 Starts ***: [Empty]
- Period 1 Ends ***: [Empty]
- Period 2 Starts ***: [Empty]
- Period 2 Ends ***: [Empty]
- Period 3 Starts ***: [Empty]
- Period 3 Ends ***: [Empty]
- Period 4 Starts ***: [Empty]
- Period 4 Ends ***: [Empty]

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

1. Log in to SAM and click **My District** on top of the SmartBar to open the district's Profile screen.
2. Click the **Add a School** link under Manage Roster to open the Add a School screen. There are three tabs: Profile, Contact, and Demographics.
3. On the Profile tab, enter the requested basic information about the school, including:
 - Full School Name
 - School Number
 - Grades (use the checkboxes to indicate which grades exist at this school)
 - School Type (use the checkboxes to indicate the type of school)
 - Title 1 Status (use the pull-down menu to identify school's Title 1 status)
 - School calendar (use the pull-down menus to select school year start and end dates, as well as the number and duration of any grading periods)



4. On the Contact tab, enter information such as title, address, and phone number for the school’s contact. Starred (*) information is required.
5. Use the Demographics tab to choose adequate yearly progress (AYP) information for reporting purposes. This allows anyone enrolling new students to provide demographic and program information about them that can be used for reports or data export needs.

Viewing and Editing a School Profile

To view or edit a school’s profile, click **Schools** on the SmartBar, then double-click the school’s name to access the school’s Profile screen. Follow the same steps as when editing the district profile.

Clearing a School Roster

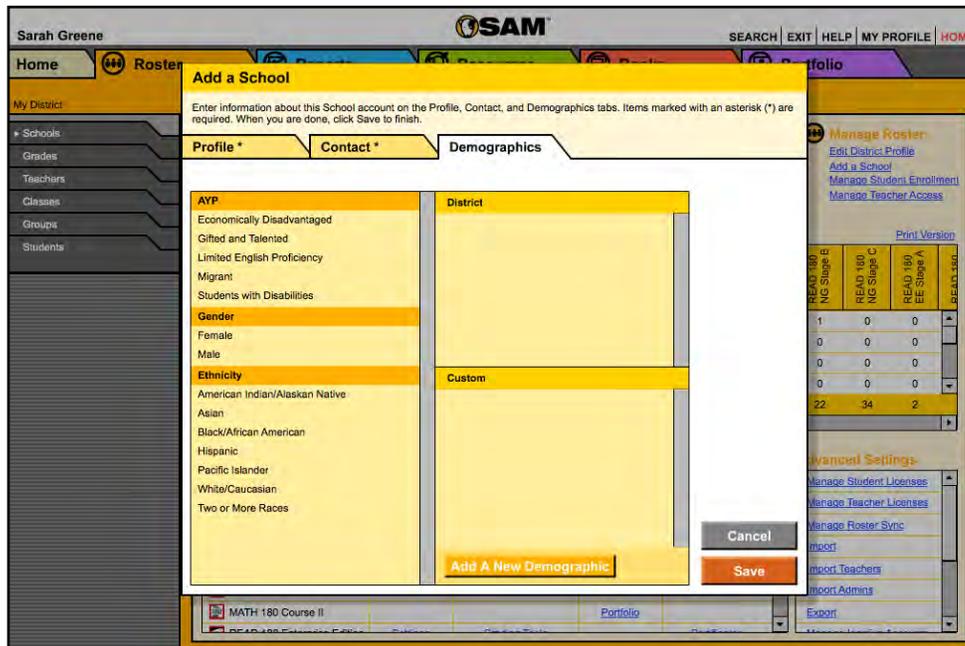
To deactivate all teachers, classes, and students associated with a school and move these records to Inactive Accounts, click **Clear School Roster** in the upper right corner of the class’s Profile screen. This opens a confirmation window. Click **Yes** to confirm, or click **No** to return to the district’s Profile screen. (For more information on Inactive Accounts, see [Enrolling And Managing Students Using Student Achievement Manager](#).)

NOTE: Clearing a school roster cannot be undone. Contact Technical Support (*page 28*) with questions or concerns before undertaking a roster clearing.



Adding Custom School Demographics

Use the Demographics tab to add custom demographic groups associated with the school. To create custom demographic groups:



1. Click the **Add A New Demographic** button on the Demographics tab to open the Add A New Demographic screen.
2. Enter the custom demographic name in the field. Click **Save** to add the information to SAM. Click **Cancel** to return to the Demographics tab without adding the new demographic category.

Additions appear in the Custom menu on the Demographics tab. Use the **Edit** and **Delete** links next to the custom demographic categories to change or remove them from SAM.

NOTE: Demographic subgroups can also be created and managed for multiple schools in a district through the district profile.



The SAM Home Screen

The SAM Home screen gives access to any part of SAM with just a few clicks. It has three main areas:

- Quick Links
- The SmartBar
- Main Display (including tabs)



Quick Links

The following **Quick Links** appear on the top right corner of every SAM screen for easy navigation around SAM.

- **Search:** Opens the Search screen
- **Exit:** Quits out of SAM
- **Help:** Opens the SAM Help pages
- **My Profile:** Opens the user's Edit Profile screen
- **Home:** Returns users to the SAM Home screen



The SmartBar

The SmartBar is the core of SAM navigation. In the Roster and Reports tabs, it appears as the left column on SAM screens. Selections on the SmartBar appear in the main display.

The SmartBar quickly sorts all profile and report information for any school, grade, teacher, class, group, or student selected.

SmartBar options vary based on the level of SAM permissions. Teachers, for example, do not usually have access to the district, school, or grade cohorts in the SmartBar.

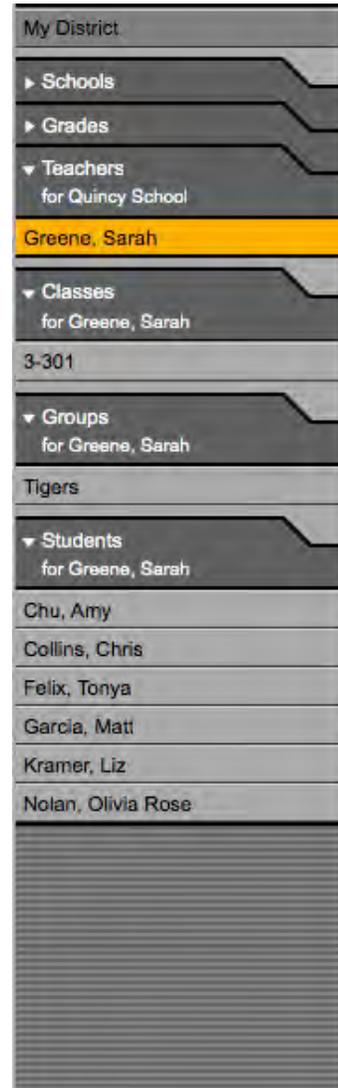
The SmartBar uses a top-down system. Information displayed in the tabbed lists is dependent on the selection made in the tabs above. For example, when a teacher is selected, the classes, groups, and students that are displayed are all associated with the selected teacher.

In cases where there are too many names to display at once, a scroll bar appears in the SmartBar.

Clicking any heading of a SmartBar tab expands or collapses the options for that particular cohort.

To navigate using the SmartBar:

1. Click the Classes, Groups, or Students tab to reveal the members that belong to the selected cohort. Click the tab again to compress the cohort list and hide the member names.
2. Single-click any name on the SmartBar to display associated cohorts without selecting a cohort.
3. Double-click any name on the SmartBar to select it and display the selection's information in the main display.



Teacher Tip

The district administrator may have already set class and student profiles in SAM.



Main Display

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

Home **Roster** Reports Resources Books Portfolio

My District

Schools
Grades
Teachers
Classes
Groups
Students

My District

Roster Reports Resources Books Portfolio

Filter by: All Products and All Message Types

<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>	➡	Student Roster import from CSV completed; all records imported.	SAM	11/19/15
<input type="checkbox"/>	➡	Student Roster import from CSV completed; all records imported.	SAM	11/19/15
<input type="checkbox"/>	➡	Student Roster import from CSV completed; all records imported.	SAM	11/19/15
<input type="checkbox"/>	➡	Student Roster import from CSV completed; all records imported.	SAM	11/16/15
<input type="checkbox"/>	➡	Student Roster import from CSV completed; all records imported.	SAM	10/28/15
<input type="checkbox"/>	➡	Export in CSV Format for Non-SAM Use Successful	SAM	10/13/15
<input type="checkbox"/>	➡	Export in CSV Format for Non-SAM Use Successful	SAM	10/13/15

Delete Checked 0 acknowledgements 15 notifications 0 alerts 0 reminders

You have these programs available:

About SAM

The SAM Home screen shows five Home screen buttons—**Roster**, **Reports**, **Resources**, **Books** and **Portfolio**—as well as the Message Center and Program tabs.



The five buttons correspond to five of the tabs at the top of every SAM screen. Clicking these buttons or tabs displays new information in the Main Display.

- The **Roster** button provides enrollment and performance data.
- The **Reports** button provides access to reports about students' usage and performance in programs.
- The **Resources** button provides access to resources for lessons, assessment, and professional development as well as information about state standards.
- The **Books** button provides access to a searchable database of book titles and quizzes to assess students' reading comprehension.
- The **Portfolio** button is visible in districts with Next Generation programs on their SAM Servers. The Portfolio button provides access to the Student Digital Portfolio. See the program's [SAM Settings and Reports](#) manual for more information on the Student Digital Portfolio.



Message Center

Filter by: and

<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	Show me ...	SAM 07/08/08
<input type="checkbox"/>		Your scheduled report is now ready.	Show me ...	READ 180 06/30/08
<input type="checkbox"/>		Your scheduled report is now ready.	Show me ...	READ 180 03/31/08
<input type="checkbox"/>		You have a new rSkills message.	Show me ...	rSkills 03/31/08

Delete Checked 1 acknowledgements 1 notifications 4 alerts 2 reminders

SAM automatically updates students' program usage and progress by sending periodic messages. Each message shows the type, the program it refers to, the date it was generated, and a short description. There are four types of messages:

- **Alerts:** Generates alert reports that require immediate attention
- **Acknowledgments:** Provides information about students' achievement or performance when using programs
- **Notifications:** Provides information about SAM system activity, such as file exports and system backups
- **Report Reminders:** Prompts user to run specific reports based on recommendations during a school year

To manage messages:

1. Click the **Show Me** link next to any message to display the report, message, or details in a separate window
2. Click any of the column headings to sort messages by Type, Message, Product, or Date
3. Use the Filter By pull-down menus at the top of the Message tab to search for specific messages by program and type
4. Delete messages by clicking the check box to the left of each message to delete and then clicking Delete Checked

Server Programs

You have these programs available:

At the bottom of the SAM Home screen, the icons of the programs installed on the server and connected to SAM are displayed, as well as the server URL.



Using Tab Key Navigation

SAM uses Tab key navigation. Tab key navigation is designed to let teachers navigate through all onscreen elements without a mouse. Use the Tab key on the keyboard to move to, and choose, executable functions onscreen.

Tab selections move from left to right, then down. For example, on a Roster screen, press the Tab key and a red border appears around Search in the Quick Links section in the upper right corner of the screen. Pressing the Tab key again moves the red border to the next selection to the right.

The user can access almost every actionable element onscreen apart from the SmartBar.

To use Tab key navigation:

1. Press the Tab key on any screen in SAM. A red border highlights the element that is in the top left corner of the screen.
2. Press the space bar to execute the function. For example, if the red border is on the Roster Tab, pressing the space bar opens the Roster screen.

Use Tab key navigation to perform several different types of tasks:

- Use pull-down menus using the Tab key. Move the red border to highlight a pull-down menu and then use the Up and Down arrows to navigate through the possible selections. When a choice is made, press the Tab key to continue, and the choice remains in the field.
- To select or deselect checkboxes and buttons, use the Tab key to navigate to them, then press the space bar to select or deselect various options.
- To enter information, press the Tab key until the red border highlights the data entry field. Type in the information and then press the Tab key to continue. The information remains in the field.



SAM Accounts

Using SAM in the District or School

SAM Suite programs share SAM as their common database, which facilitates administrative functions, including creating accounts for teachers and students, as well as data aggregation for reporting and analysis.

Access to SAM and Permissions

For security purposes, SAM uses permissions to allow different levels of access to information, settings, and performance data. Permissions are based on account type, which is assigned during the setup process. However, technical, school, and district administrators may change permissions to suit a particular classroom's or school's needs. For example, a teacher may also be an administrator in a building and thus have access to the administrative functions of SAM.

Account Types

There are five account types in SAM. Each school may choose different levels of access based on their specific technical setup. The five account types are:

- **Teachers:** These accounts are for classroom-based educators, including teachers, teaching assistants, and reading coaches.
- **School Administrators:** These accounts have management or administrative responsibilities for multiple educators within a single school. These could include principals or reading coaches.
- **School Technical Administrators:** These accounts are for the primary technical contacts for the school using SAM and SAM Suite programs.
- **District Administrators:** These accounts have management or administrative responsibilities for multiple school administrators and subsequently for a number of different schools.
- **District Technical Administrators:** These accounts are for the primary technical contacts for district systems using SAM and SAM Suite programs.

SAM also creates Student accounts, even though students do not use SAM.



Creating Accounts

Manage Administrative Accounts

Click a link to add or edit an account.

Add an account: [School Administrator](#) [School Technical Administrator](#)
 [District Administrator](#) [District Technical Administrator](#)

Name	District User ID	Type	
Administrator, District	dadmin_ID	district Admin	
Administrator, District Technical	dtadmin	district Tech	Remove
Administrator, School	sadmin	school Admin	Remove
Administrator, School Technical	stadmin	school Tech	Remove

Four of the five account types may be created in Advanced Settings (to create a Teacher or Student account, see [Enrolling and Managing Students in Student Achievement Manager](#)).

To create one of these four account types:

1. Log in to SAM as a district administrator and click the Roster icon or tab.
2. In the Advanced Settings menu, click the Manage Admin Accounts link. This opens the Manage Administrative Accounts panel in the main display.
3. Click the link for the type of account to create. Add the profile information and permissions settings for the account.



Teacher Tip

To see your own profile, click the My Profile link in the Quick Links section.



Managing Accounts and Profiles

The screenshot shows the 'My District' profile page in SAM. At the top, the user 'Sarah Greene' is logged in. The navigation bar includes 'Home', 'Roster', 'Reports', 'Resources', 'Books', and 'Portfolio'. The main content area is titled 'My District' and shows the profile for 'Quincy School District'. It includes fields for 'Contact Name', 'Title', 'Email', 'Phone Number', and 'Number of Students: 0'. There are links for 'Manage Roster', 'Edit District Profile', 'Add a School', and 'Manage Enrollment'. Below this is a 'Usage Summary' section with a 'Print Version' link. At the bottom, there is a 'Programs' table and an 'Advanced Settings' sidebar.

Programs				Advanced Settings	
<input checked="" type="checkbox"/>	Common Core Code X			Manage Licenses	
<input checked="" type="checkbox"/>	Do The Math	Settings	Grading Tools	Import	
<input checked="" type="checkbox"/>	Fraction Nation	Settings		Import Teachers	
<input checked="" type="checkbox"/>	FASTT Math	Settings	Worksheets	Import Admins	
<input checked="" type="checkbox"/>	FASTT Math Next Generation	Settings	Worksheets	Export	
<input checked="" type="checkbox"/>	MATH 180 Course I	Settings		Manage Inactive Accounts	
<input checked="" type="checkbox"/>	MATH 180 Course II	Settings		Manage Student Promotions	

Every district, school, grade, teacher, class, group, and student entered in SAM has a Profile screen that includes:

- Basic roster information such as name and title
- Usage Summaries that provide an overview of enrollment and performance data
- Links to edit, add, and manage accounts



To open a Profile screen:

1. Click the **Roster** icon on the SAM Home screen or the Roster tab along the top of any SAM screen.
2. Double-click the SmartBar to highlight the name of the cohort. The Profile screen for the selected district, school, grade, group, teacher, class, or student appears in the main display.

Each Profile screen contains basic contact information at the top of the page. For all **SmartBar** selections except students, the Usage Summary displays the enrollment numbers for each program; the Usage Summary for students shows an overview of each individual's current status and performance data in each product for which the student is enrolled. SAM users may view and manage information from the following areas of the Profile screen:

- **Usage Summary:** Shows a summary of programs already in use or available
- **Programs:** Provides links to manage program settings, enrollment, and grading options for each program
- **Advanced Settings:** Allows Administrators to import, export, and back up data, as well as track, maintain, and manage Inactive Accounts. This is only available at the My District, My School, or My Class levels of the SmartBar.
- **Manage Roster:** Allows users (depending on permission level) to add or remove schools, teachers, students, and groups, as well as to manage licenses and enrollment in each program

Setting Account Permissions

To view and adjust permissions for SAM:

1. Click **My Profile** in the Quick Links section to open an administrator's Profile screen. To change permissions for a teacher, first select the teacher in the SmartBar. District administrators may also access a teacher's Profile screen by clicking the **Edit Teacher Profile** link on the Roster tab.
2. Click the **Permissions** tab. Default permissions for each account type are shown on the table on *page 23*.



Changing Account Permissions

A District, School, or Technical Administrator may change permissions to allow access to different parts of SAM. To change permissions for administrators:

1. Click **My District** on the Roster tab.
2. Click the Manage Admin Accounts link in the Advanced Settings menu in the lower right corner of the screen.
3. On the **Manage Admin Accounts** screen, select the administrative account that needs the permission change.
4. On the Edit Administrator Profile screen, click the Permissions tab to view current permissions settings.
5. Check the boxes to select (or deselect) the desired permissions.

Edit School Administrator Profile

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

Profile* | Permissions

Permissions	View	Edit
Student Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other's Permissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow		
View My Permissions	<input checked="" type="checkbox"/>	
Manage All Accounts	<input checked="" type="checkbox"/>	
Add Students	<input checked="" type="checkbox"/>	
Add Groups	<input checked="" type="checkbox"/>	
Add Classes	<input checked="" type="checkbox"/>	
Add Teachers	<input checked="" type="checkbox"/>	
Deactivate Student	<input checked="" type="checkbox"/>	
Deactivate Group	<input checked="" type="checkbox"/>	
Deactivate Class	<input checked="" type="checkbox"/>	

Cancel Save

6. Click **Save** to save the new settings and return to the Manage Admin Accounts screen, or click **Cancel** to return to the screen without saving changes.

To change permissions for teachers:

1. In the SmartBar, double-click the name of a teacher.
2. Click the **Edit Teacher Profile** link under Manage Roster in the top right corner of the screen.
3. In the Edit Teacher Profile screen, click the Permissions tab to view the current permissions settings.
4. Check the boxes to select (or deselect) the desired permissions. In addition to changing permissions, administrators may also limit a teacher's ability to enroll students. To do so, deselect the checkbox for Manage Student Enrollment, which appears at the bottom of the permissions list.

Edit Teacher Profile

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

Profile* | Schools & Classes* | Permissions

Permissions	View	Edit
Student Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow		
View My Permissions	<input checked="" type="checkbox"/>	
Manage All Accounts	<input type="checkbox"/>	
Add Students	<input checked="" type="checkbox"/>	
Add Groups	<input checked="" type="checkbox"/>	
Add Classes	<input checked="" type="checkbox"/>	
Deactivate Student	<input type="checkbox"/>	
Deactivate Group	<input checked="" type="checkbox"/>	
Deactivate Class	<input type="checkbox"/>	
Import Data	<input checked="" type="checkbox"/>	
View Student Demographics	<input checked="" type="checkbox"/>	
Export Data	<input checked="" type="checkbox"/>	
Manage Student Settings	<input checked="" type="checkbox"/>	

Cancel Save

Click **Save** when done to save the new settings and return to the Profile screen.
Click **Cancel** to return to the Profile screen without saving changes.



Default permissions for each type of user are as follows:

	SAM Permissions/ Responsibilities	Teachers	School & School Technical Administrators	District Administrator	Technical Coordinator
Student Settings	<ul style="list-style-type: none"> • Student Profiles • Program Usage • Program Settings • Grading Tools • Student Reports • Resources and Standards 	✓	✓	✓	✓
Class & Group Settings	<ul style="list-style-type: none"> • Class/Group Profiles & Rosters • Program Usage • Program Settings • Class/Group Reports • Resources and Standards 	✓	✓	✓	✓
Teacher Settings	<ul style="list-style-type: none"> • Teacher Profiles • Class/Group Assigned • Program Usage • License Availability • Resources and Standards 	✓	✓	✓	✓
Grade Settings	<ul style="list-style-type: none"> • Grade Profiles • Teacher Lists • Program Usage • License Availability • Resources and Standards 		✓	✓	✓
School Settings	<ul style="list-style-type: none"> • School Profiles • Grade Lists • Program Usage • License Availability • Aggregated School Reports • Resources and Standards 		✓	✓	✓
District Settings	<ul style="list-style-type: none"> • District Profile • School Lists • Program Usage • License Availability • Aggregated District Reports • Resources and Standards 			✓	✓
Advanced Settings	<ul style="list-style-type: none"> • Manage Licenses • Manage Enrollment • Create/Delete Accounts • Import/Export Data • Backup Database • Promote Students • Use SAM Server Utility 			✓	✓



Class and Teacher Profiles

Adding Class Profiles

Once the School Profile has been added to SAM, classes may be added and associated with the school. Add Class Profiles and associate them with a school from the school's Profile screen.

To add classes:

1. On the school's Profile screen, click the **Add a Class** link under Manage Roster to open the Add a Class screen.
2. Enter the information in the Profile tab.
3. If the class already has a roster of students, click the Student Roster tab to select the students in the school to include in the new class.
4. Click **Save** to add the class's information to SAM or **Cancel** to return to the Profile screen without saving the new class.

Add a Class

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

Profile* **Student Roster**

Identify This Class

Class Name *

Teacher 1

Teacher 2

Grades * Pre-Kindergarten Fourth grade
 Kindergarten Fifth grade
 First grade Sixth grade
 Second grade Seventh grade

Manage Applications

Do The Math
 FASTT Math Next Generation
 Expert 21

Cancel
Save



Adding Teacher Profiles

Add a Teacher

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

Profile*

Schools & Classes*

Permissions

Identify SAM Account

Type of Account Teacher

District User ID *

SPS ID

Prefix

First Name *

Last Name *

Title (e.g. Teacher)

Suffix

Email *

Username *

Password * 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.

Confirm Password

Password Hint

Manage Roster

[Edit School Profile](#)
[Add a Class](#)
[Add a Teacher](#)
[Manage Student Enrollment](#)
[Manage Teacher Access](#)
[Clear School Roster](#)

[Print Version](#)

mail	FASTT Math Next Generation	MATH 180 Course I	MATH 180 Course II	READ 180 NG Stage A	READ 180
	3	3	3	3	
	0	0	0	0	
	3	3	3	3	
	3	3	3	3	

[Manage Teacher Licenses](#)

Once school and class profiles have been added to SAM, add teacher profiles and associate them with classes from the school's Profile screen. To add teachers:

1. On the school's Profile screen, click the **Add a Teacher** link under Manage Roster to open the Add a Teacher screen.
2. Enter the information in the Profile tab. Create a username and password for the teacher. Scroll over the question mark icon to see the password requirements for teachers.
3. Use the checkboxes in the Schools & Classes tab to associate the teacher with schools and classes. Use the checkboxes in the Permissions tab to assign permission levels to the teacher.
4. Click **Save** to add the teacher's information to SAM or **Cancel** to return to the Profile screen without saving the new teacher.

Teacher Passwords

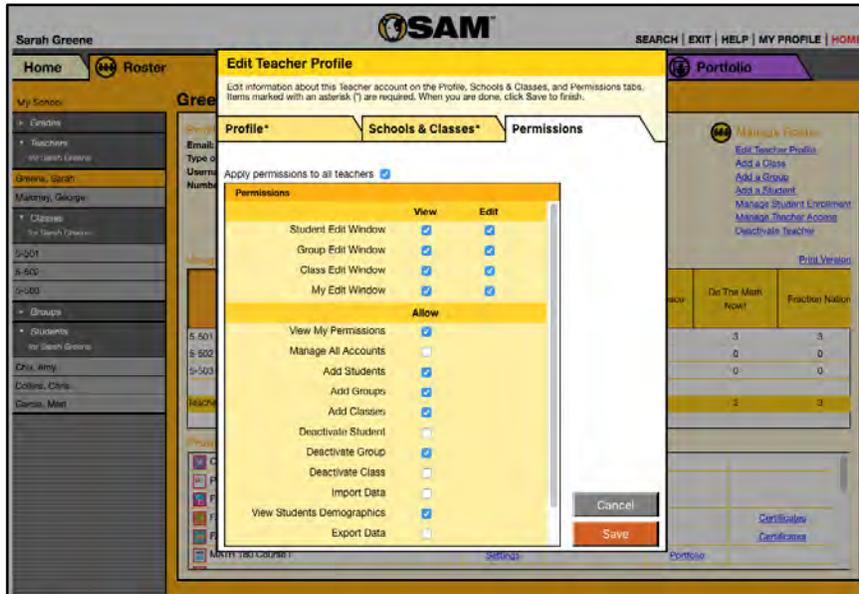
SAM version 3.1.x teacher password requirements are identical to administrator password requirements (*page 6*): Passwords must contain between 8 and 16 characters and cannot be only the user's first or last name or a combination of the two. Passwords must also contain at least one uppercase letter, one lowercase letter, and one numeral. Districts should contact Technical Support (*page 28*) for help changing password defaults. Previously set passwords and requirements are unaffected.



Setting Teacher Permissions

SAM allows district administrators to set teacher permissions. This function applies to all current and inactive teachers, as well as future teachers added by CSV import. It does not apply to teachers added manually; permissions for these teachers will have to be set when the account is created.

To set teacher permissions:



Open an existing teacher profile and click the **Apply Permissions to All Teachers** checkbox to set permissions for all teacher profiles.

Apply permissions to all teachers

Administrators may then customize teacher permissions by checking or unchecking permissions on the teacher's profile.

Permissions	View	Edit
Student Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Edit Window	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow		
View My Permissions	<input checked="" type="checkbox"/>	
Manage All Accounts	<input type="checkbox"/>	
Add Students	<input checked="" type="checkbox"/>	
Add Groups	<input checked="" type="checkbox"/>	
Add Classes	<input checked="" type="checkbox"/>	
Deactivate Student	<input type="checkbox"/>	
Deactivate Group	<input checked="" type="checkbox"/>	
Deactivate Class	<input type="checkbox"/>	
Import Data	<input type="checkbox"/>	
View Students Demographics	<input checked="" type="checkbox"/>	
Export Data	<input type="checkbox"/>	



Creating Groups

Creating groups within a class of students allows teachers to run reports by group. However, setting up groups for students is not required.

To create a group:

1. Double-click a teacher or class in the SmartBar. The group must be associated with one specific class. Selecting a teacher in the SmartBar requires specifying to which of that teacher's classes the group belongs.
2. Click the **Add a Group** link under Manage Roster in the upper right corner of the Profile screen to open the Add a Group screen.
3. Enter the Group Name and then (if creating a group for a teacher), use the Of Class pull-down menu to select the class with which to associate the group. Use the checkboxes to select which students to add to the group. Groups may only be created with students who are in the same class.
4. Click **Save** to save the information to SAM or **Cancel** to return to the Profile screen.

Add a Group

Enter a new group name or use the check boxes to add or remove students from this group. Items marked with an asterisk (*) are required. When you are done, click Save to finish.

1. Name the Group

Group Name *

Of Class

2. Select Students

<input type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	Collins	Chris
<input type="checkbox"/>		
<input type="checkbox"/>		

Deactivating a Teacher Profile

Deactivating teachers no longer using SAM Suite programs removes the teachers from the SmartBar; however, it does not delete any students enrolled in the teachers' classes. Administrator permissions are required to deactivate a teacher. To deactivate a teacher, click the **Deactivate Teacher** link under Manage Roster in the upper right corner of the Profile screen. A confirmation window appears. Click **Yes** to deactivate the teacher, or **No** to cancel the deactivation.



Technical Support

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

EDUCATION PRODUCT SUPPORT Programs Notices FAQs Contact Us Live Help

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 \(PDF\) >](#)

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

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NEW for customers with an active Premium Support Plan, Hosting Services, or Web Subscription programs. Learn about best practices, known software issues, and troubleshooting tips from our software experts.

Upcoming Webinars:
 May 17 1:00PM EST

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 >>
SAM v2.4: Using the Book Expert in Student Achievement Manager					
Whole Book	01-01-16	v2.4	883kb	24	Download Now >>
SAM v2.4: Data Management Manual					
Whole Book	01-01-16	v2.4	2.7mb	53	Download Now >>
Next Generation Dashboard Guide					
Whole Book	01-01-16	v2.4	1.8mb	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 visit 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.