



Using Resources in Scholastic Achievement Manager

For use with Scholastic Achievement Manager version 2.2 or later

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Overview

About SAM

The Scholastic Achievement Manager (SAM) is the management system for all Scholastic Enterprise Edition and Next Generation programs, including *READ 180*, *READ 180 Next Generation*, *System 44*[®], *System 44 Next Generation*, *Scholastic Phonics Inventory*, *Scholastic Reading Inventory*, *Scholastic Reading Counts!*[®], *ReadAbout*[®], *FASTT Math*[®], and *FASTT Math Next Generation*.

SAM manages teacher and student rosters, and collects and organizes performance data that students generate while using Scholastic programs. SAM helps teachers and administrators to understand and 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

A Note for Next Generation Users

Districts with Next Generation programs installed on their servers will see a sixth SAM tab, the Portfolio tab.



Only teachers with students enrolled in Next Generation are able to access the functions on the Portfolio tab. For information on using the Portfolio tab, see the [Settings and Reports](#) manual of the Next Generation program.



About This Manual

This manual covers using the Resources tab in SAM. For other reference issues, see the guide below. All manuals are available at the [Scholastic Education Product Support](#) website.

For information on:	See:
Specific settings and reports for Scholastic programs	<i>Settings and Reports</i> manual for the specific Scholastic program
Getting started in SAM and setting up accounts at the district and school level	<i>Getting Started With Scholastic Achievement Manager</i>
Adding and enrolling students in SAM	<i>Enrolling and Managing Students Using Scholastic Achievement Manager</i>
The Book Expert	<i>Using the Book Expert in Scholastic Achievement Manager</i>
Using SAM Connect	<i>SAM Connect Users' Guide</i>
Setting up an aggregate server, importing or exporting records, or other administrative tasks	<i>SAM Data Management Manual</i>

A Note About Installation

The school or district Technical Administrator installs and sets up SAM and the Scholastic programs purchased by the school. For information about the installation process, see the [*Installation Guide*](#) on the [Scholastic Education Product Support](#) website for the specific program.



Using Resources in SAM

The Scholastic Achievement Manager (SAM) provides access to a variety of instructional resources to enhance the effectiveness of the Scholastic programs used in the classroom.

Resources provide additional support to review, reinforce, and assess skills from teacher-directed instruction and instructional software. For example, teachers may print a reading passage to assign as homework or provide a practice page to students with extra practice in the skills they learn using the software.

Teachers may use resources for the following purposes:

- **For classroom instruction:** Lessons, graphic organizers, assessments, and passages
- **For individual students:** Practice pages/BLMs, speed drills, certificates, homework, rubrics, passages, and other resources depending on the Scholastic program
- **For professional development:** Articles on theory and practice of education, access to state standards, and correlation of standards to Scholastic programs
- **To access the Interactive Teaching System:** Electronic versions of the Teacher's Editions in *READ 180* Enterprise Edition and Next Generation and *System 44* Enterprise Edition and Next Generation, as well as the *rBook*[®] *Teacher Edition* and the three Resources for Differentiated Instruction books



Teacher Tip

Computers must be connected to the Internet to access resources from SAM.



Finding the Right Resources

The screenshot shows the SAM District Administrator interface. At the top, there are navigation tabs for Home, Roster, Reports, Resources, and Books. The 'Resources' tab is selected. Below the navigation, there are four large icons representing Roster, Reports, Resources, and Books. A message log is displayed below the icons, showing a list of messages with columns for Type, Message, Product, and Date. The messages include 'Export in CSV Format for Non-SAM Use Successful' and 'Import Student Records Failed'. At the bottom of the message log, there are statistics for acknowledgements, notifications, alerts, and reminders.

Type	Message	Product	Date
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	04/06/12
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	04/02/12
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	03/30/12
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	03/30/12
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	03/29/12
<input type="checkbox"/>	Import Student Records Failed	SAM	03/28/12
<input type="checkbox"/>	Export Student Records Successful	SAM	03/28/12

The Resource Finder locates resources for use with Scholastic programs and for professional development. To use the Resource Finder, click the green Resources tab along the top of any screen in SAM, or click the green **Resources** button from the SAM Home Page.

The Resource Finder has the following features to narrow searches:

- **Quick Search by SAM Keyword:** Search for resources using SAM Keywords, which are found in many Scholastic teaching and student materials, as well as other linked documents.
- **Advanced Search:** Tailor resource searches by Scholastic program, resource type, strand, and skill.
- **Browse:** Browse by Scholastic program for types of resources associated with Small- or Whole-Group Instruction, or individual students.
- **Standards:** View state standards where available.
- **ITS:** Access the Interactive Teaching System.



Using Quick Search

District Administrator

SAM

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

Enter the Keyword of the Resource you are looking for.

SAM Keyword:

To search for Resources, browse for Resources, or look up Standards, first choose a program.

Program:

Scholastic print-based teacher materials and practice pages have SAM Keywords associated with them. Enter SAM keywords in the SAM Keyword field to access printable PDF files of these materials and activities for classroom use.

To use Quick Search, type a SAM Keyword in the SAM Keyword field at the top of the Resource Finder Screen and click **Go**.



District Administrator **SAM** SEARCH EXIT HELP MY PROFILE HOME

Home Roster

Resource Search Results

Click a link below to open a Resource. You can sort Resources by each of the column headings.

	Resource Name	Resource Type	Program	Grade/Level
Download	Addition Mastery Award Certificate Use this Award Certificates template to print a certificate for a student who completed addition in FASTT Math.	Award Certificates	FASTT Math	Grades 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Download	Fact Fluency Foundations Guide Access intervention material to help you assess and address the needs of students who are struggling with the facts.	Classroom Management/Teacher Resources	FASTT Math	Grades 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Download	Look Out: Extra Letters Use this spelling practice page to address common spelling errors: Words With Extra Letters.	Practice Pages/BLMs	READ 180 EE Stage A rSkills Tests	Grades 4, 5, 6 Levels 1, 2, 3, 4
Download	Look Out: Extra Letters Use this spelling practice page to address common spelling errors: Words With Extra Letters.	Practice Pages/BLMs	READ 180 EE Stage B rSkills Tests	Grades 6, 7, 8 Levels 1, 2, 3, 4

Results 1 through 14 of 14

Close

Results are automatically displayed on the Resource Search Results Screen. Click the **Download** link next to a resource name to access the Adobe PDF for that resource.



Teacher Tip

SAM Keywords must be entered exactly as they appear.



Using Advanced Search

The Resource Finder also has an Advanced Search that allows searches for materials using more specific criteria.

To use Advanced Search:

1. Select a program from the Program pull-down menu. This causes the screen to refresh and the Search Tabs to appear. Make sure the Advanced tab is visible.
2. Use the pull-down menus to select the desired resource criteria. Available options will differ depending on the program selected.
3. Click **Go** to search using the selections. Click the **Download** link next to a resource name on the Resource Search Results Screen to access a PDF file for that resource.



Teacher Tip

Some searches may bring up many resources. Make sure to use as many fields as possible in Advanced Search to make searches more specific.



Browsing for Resources

The Resources Finder has a Browse feature that allows program-specific searches for resources associated with specific needs. The Browse tab organizes resources into several different categories as they relate to classroom needs, including:

- **For individual students:** Browse resources associated with student-specific instruction, such as Vocabulary Lists.
- **For professional development and administration:** Access articles on theory and practice of education.
- **For Whole- and Small-Group Instruction:** Browse lessons, practice pages/BLMs, certificates, and program-specific resources.

To browse for resources:

1. Select a program from the Program pull-down menu.
2. Click the Browse tab.
3. Click any resource type listed under the Browse tab. Results appear automatically on the Resource Search Results Screen. Click the **Download** link to access a PDF for the search result.



Searching for State Standards

The screenshot shows the SAM web interface. At the top, there is a navigation bar with tabs for Home, Roster, Reports, Resources, and Books. The Resources tab is active. Below the navigation bar, there is a search area with a text input field labeled "SAM Keyword:" and a "GO" button. Below that, there is a "Program:" dropdown menu with "Expert 21 Course I" selected. Below the program menu, there are three tabs: "Advanced", "Browse", and "Standards". The "Standards" tab is active. Below the "Standards" tab, there is a text input field labeled "Choose a state:" with a dropdown arrow, and a "Grade:" dropdown menu with a "GO" button. The "Choose a state:" dropdown menu is open, showing a list of states: AK, AL, AR, AS, AZ, CA, CO, CT, DC, DE, and FL.

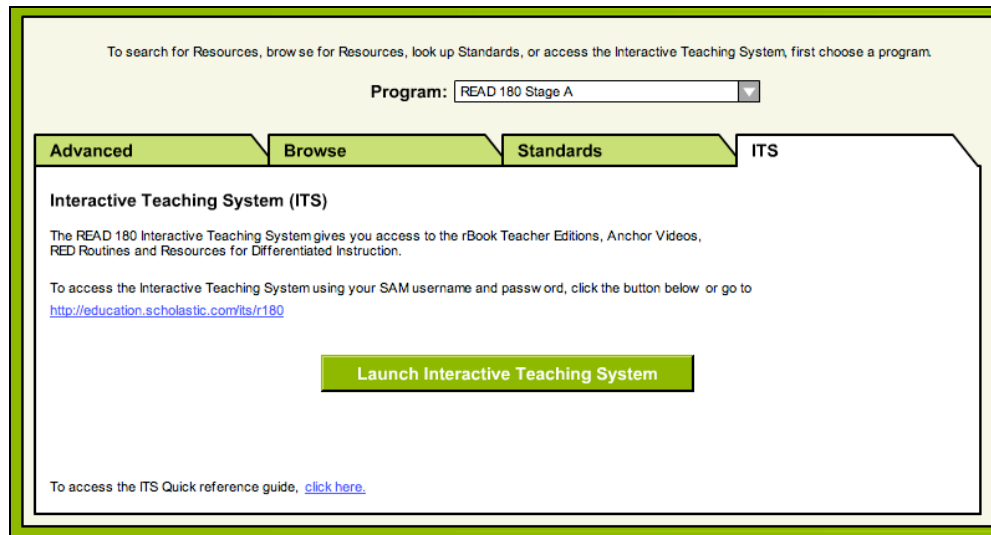
Teachers may search directly for specific state standards for each grade using the Standards Lookup Tool in the Resources tab. This tool helps to access state-standards correlation documents associated with Scholastic programs.

To search for state standards:

1. Select a program from the Program pull-down menu.
2. Click the Standards tab.
3. Use the pull-down menus to limit the standards search by state and grade.
4. Click **Go** to view a list of correlations documents on the Standards Search Results Screen. Click the **Download** link to access a PDF for the search result.



Accessing the Interactive Teaching System



Teachers may access the Interactive Teaching System through the Resources tab in SAM or through a Web browser.

To access the ITS through the Resources tab:

1. Select a READ 180 stage from the Program pull-down menu.
2. Click the ITS tab.
3. Click the **Launch Interactive Teaching System** button. This will open the ITS Sign-in Screen in a Web browser.

The ITS is available only to customers with Premium Maintenance and Support plans, and is known as the Digital Teaching System in Florida. For more information about the ITS, see the [Scholastic Interactive Teaching System Users' Guide](#).



Viewing, Printing, and Saving Resources

The Resource Search Results Screen displays the results of resource searches. Resource documents are viewable as Adobe® PDF files.

Viewing a Resource

Click a link below to open a Resource. You can sort Resources by each of the column headings.

	Resource Name	Resource Type	Program	Grade/Level
Download	Addition Mastery Award Certificate Use this Award Certificates template to print a certificate for a student who completed addition in FASTT Math.	Award Certificates	FASTT Math	Grades 2, 3, 4, 5, 7, 8, 9, 10, 11, 12
Download	Fact Fluency Foundations Guide Access intervention material to help you assess and address the needs of students who are struggling with the facts.	Classroom Management/Teacher Resources	FASTT Math	Grades 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Download	Look Out: Extra Letters Use this spelling practice page to address common spelling errors: Words With Extra Letters.	Practice Pages/BLMs	READ 180 EE Stage A rSkills Tests	Grades 4, 5, 6 Levels 1, 2, 3, 4
Download	Look Out: Extra Letters Use this spelling practice page to address common spelling errors: Words With Extra Letters.	Practice Pages/BLMs	READ 180 EE Stage B rSkills Tests	Grades 6, 7, 8 Levels 1, 2, 3, 4

Results 1 through 14 of 14

Close

To view a PDF resource from the Resource Search Results Screen:

1. If necessary, click the column headings to sort the results.
2. Click the **Download** link next to any resource to open the PDF of the Scholastic resources found in the search. The PDF file can then be saved to the computer's hard drive or printed out.

Printing and Saving a Resource

Resource reports are in PDF format. Use a PDF viewer such as Adobe Reader to print and save the PDF to the computer.



Technical Support

For questions or other support needs, visit the [Scholastic Education Product Support](http://www.scholastic.com/sam/productsupport) website at www.scholastic.com/sam/productsupport.

SCHOLASTIC ACHIEVEMENT MANAGER (SAM) PRODUCT SUPPORT

To access the latest technical information for the Scholastic Achievement Manager (SAM), please select from our resources listed below. These resources include specific product information, the latest software updates, and detailed technical manuals. **Please note:** to access some of these resources you will be required to register with Scholastic.com.

Are you maximizing your technology investment? With Scholastic'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 \(PDF\) >>](#)

INSTALLATION AND TROUBLESHOOTING TIPS

[Tips for Installing and Implementing READ 180 >>](#)
[Scholastic Technical Implementation Guide >>](#)
[Enterprise Edition Troubleshooting Guide >>](#)

Title	Date	Version	Size	Pages	File Type	
SAM Enterprise Edition v2.1.4 Update	11-30-12	Enterprise Edition v2.1.4	197KB	1	PDF	Download Now >>
Scholastic Technical Implementation Guide	06-15-11	EE v2.1/Next Generation	1mb	53	PDF	Download Now >>
Enterprise Edition and Next Generation v2.1 System Requirements & Tech Overview	04-01-12	EE / NG 2.1	259kb	8	PDF	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 Scholastic program suite, contact customer service to speak to a representative for each program powered by SAM at:

- 1-800-283-5974 (all Enterprise Edition and Next Generation programs)
- 1-800-927-0189 (other versions)

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