



READING COUNTS!™

Reading Counts! Installation Guide

For use with *Reading Counts!* version 2.4 or later
and Student Achievement Manager version 2.4 or later

PDF0890 (PDF)

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Introduction

The Reading Counts! Installation Guide shows how to install the *Reading Counts!* (formerly *Scholastic Reading Counts!*) and Student Achievement Manager (SAM), formerly Scholastic Achievement Manager software. The sections in this book correspond to the discs in the *Scholastic Reading Counts!* installation kit.

Houghton Mifflin Harcourt

Scholastic Educational Technology Programs are now brought to you by Houghton Mifflin Harcourt. *Scholastic Reading Counts!* is now *Reading Counts!* To upgrade *Scholastic Reading Counts!* to *Reading Counts!*, visit the [Reading Counts! Product Support](#) website (page 40) to download most recent software updates.

Getting Started

Programs should be installed on the SAM Server by a school or district administrator; however, anyone with the following attributes may install the software:

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

Windows and Mac OS X Platforms

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

Server Technical Requirements

See the [HMH SAM Suite System Requirements & Technical Overview](#) for version 2.4, available at the [Reading Counts! Product Support](#) website, for server and workstation requirements.

A Note to Customers with Hosted SAM Servers

This guide is for customers installing software on local servers, not for customers using Hosting Services. See the [Hosting Services Users' Guide](#) at the [Product Support](#) website for information on setting up and using Hosting Services.

***Reading Counts!* and SAM Installation**

Installing *Reading Counts!* is a multistep process that covers:

- Installing SAM software on a server and establishing network connections to workstations
- Installing the *Reading Counts!* software on a server and establishing network connections to workstations
- Activating SAM licenses

SAM version 2.4, included in the *Reading Counts!* installation kit, will not work with older versions of other SAM Suite programs. These programs will need to be upgraded to version 2.4 to work with SAM version 2.4. Installing SAM version 2.4 automatically upgrades an older server to version 2.4.

Installation Order

Installing the software in the following order is recommended:

1. **SAM Software** (Disc 1): Installs SAM software on the server and establishes the connection between the server and workstation computers as well as SAM Connect.
2. ***Reading Counts!*/Scholastic *Reading Counts!*** Software (Disc 2): This is the *Reading Counts!* software, in *SRC!* edition. It should be installed on the same server where the SAM Server is installed, then updated to the *Reading Counts!* edition. The disc also contains instructions for linking to *Reading Counts!* through a browser.

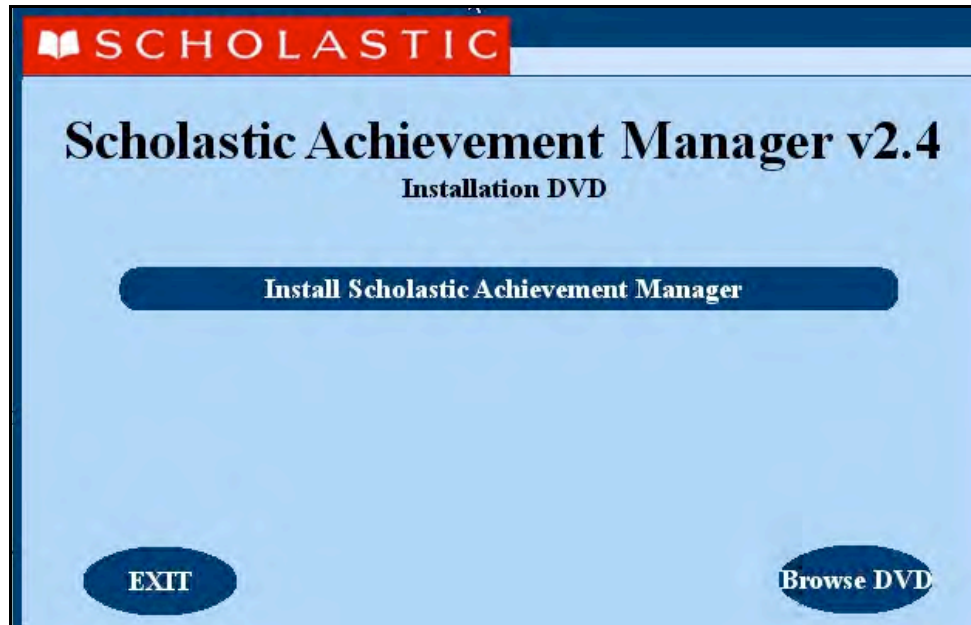
If SAM is already installed on the server, users may proceed directly to *Reading Counts!* installation (*page 32*).

If upgrading from a pre-2.0 version, please note that the version 2.2 software is browser-based and resides on the server so old clients will remain on student workstations. Removing desktop shortcuts for all previous versions of SAM Suite programs from all student workstations is recommended.

Installing SAM

To install the Student Achievement Manager, use the SAM installation DVD (Disc 1), then go to the SAM Product Support website (www.hmhco.com/sam/productsupport) and download the software to update SAM to the Student Achievement Manager.

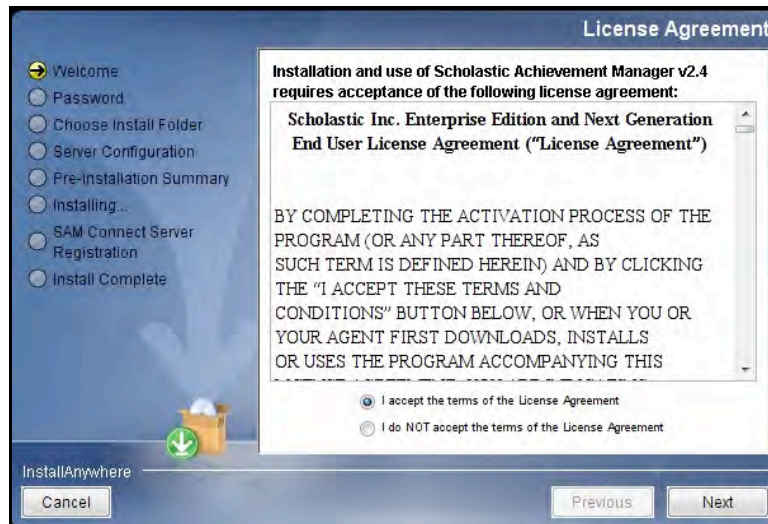
To begin the installation:



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

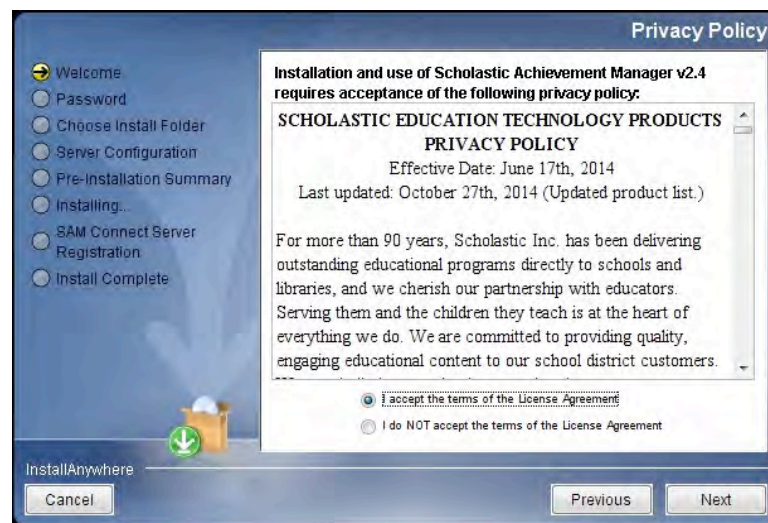
Windows Installation Note: On Windows platforms, the screen appears directly after inserting the DVD.

License Agreement and Privacy Policy Screens



The License Agreement Screen is the first screen to appear. Installing and using SAM requires accepting the License Agreement and Privacy Policy. Click the button next to **I Accept the Terms of the License Agreement** to accept the agreement and continue with the installation process. Selecting **I Do NOT Accept the Terms of the License Agreement** stops the installation process at this step.

Click **Next** to continue to the Privacy Policy Screen.

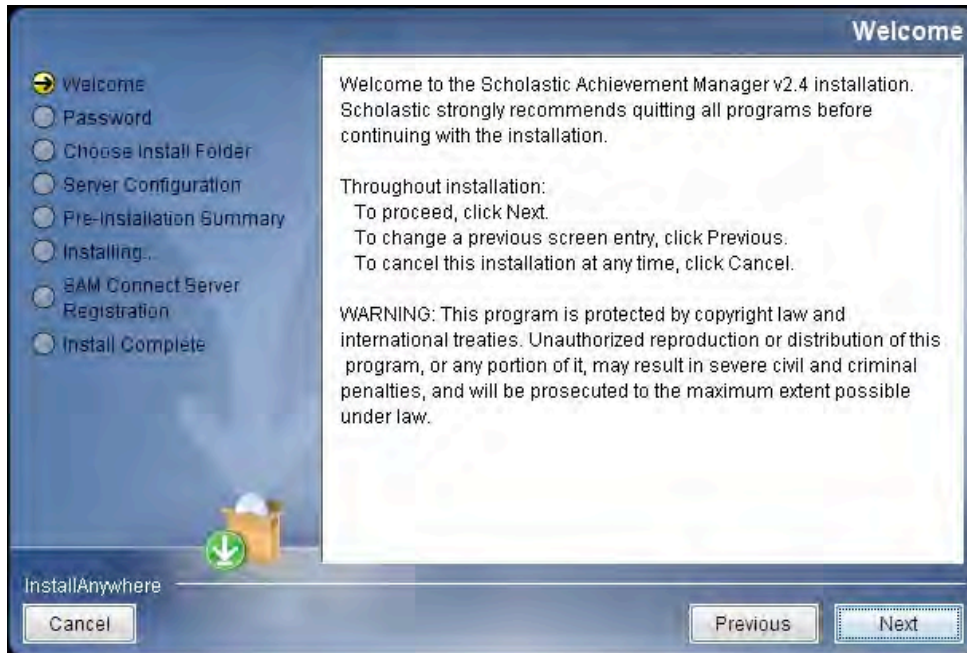


At the Privacy Policy Screen, click the button next to **I Accept the Terms of the License Agreement** to accept the agreement and continue with the installation process. Selecting **I Do NOT Accept the Terms of the License Agreement** stops the installation process at this step.

Click **Next** to continue.

Welcome Screen

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



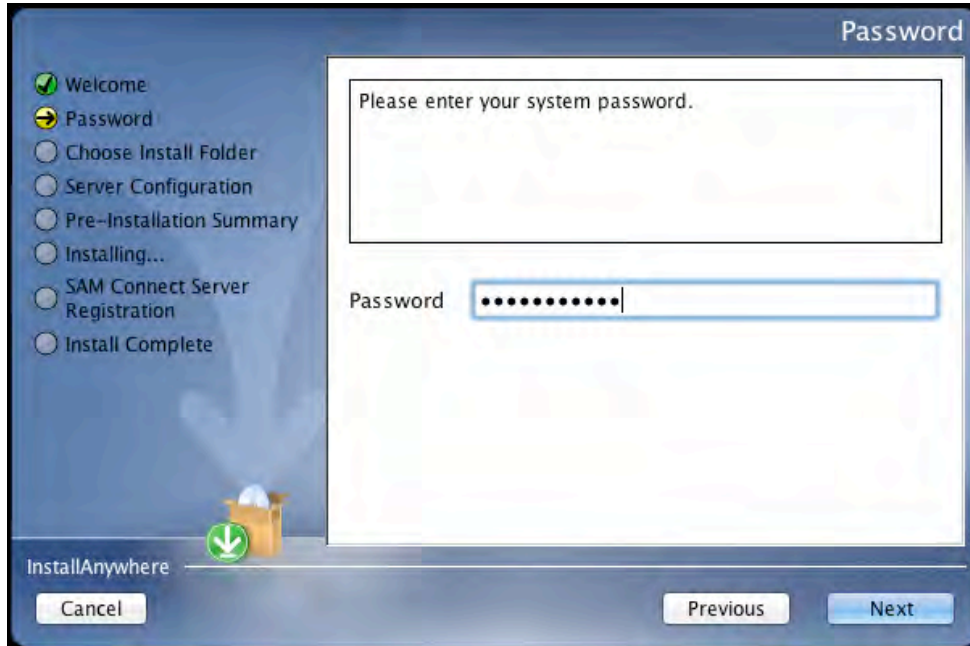
Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

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

Click **Next** to continue.

Password Screen

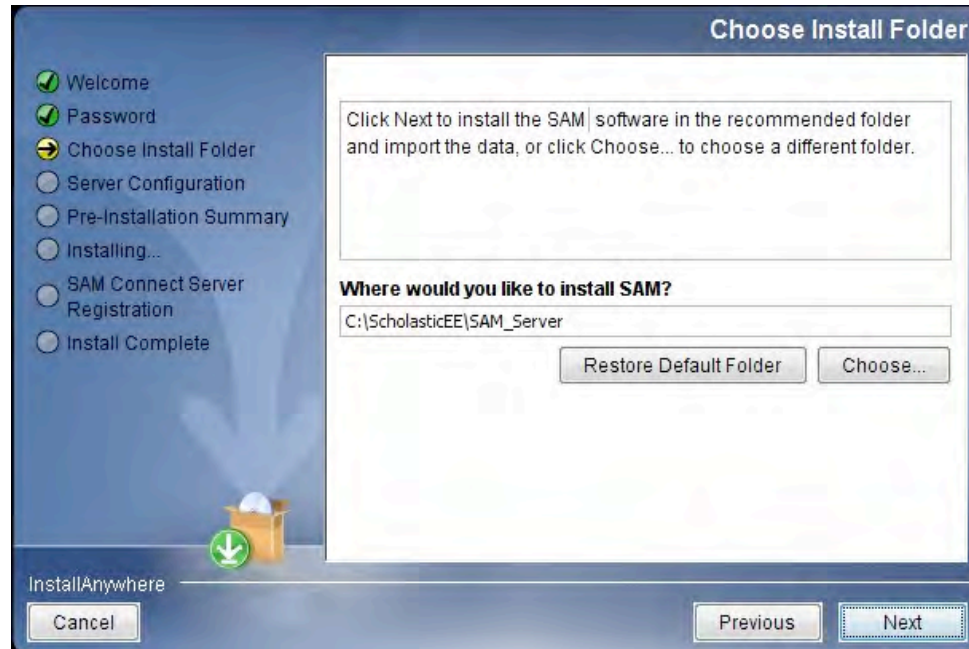
If installing on a Mac OS X-based server, the Password Screen appears.



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

Choose Install Folder Screen

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



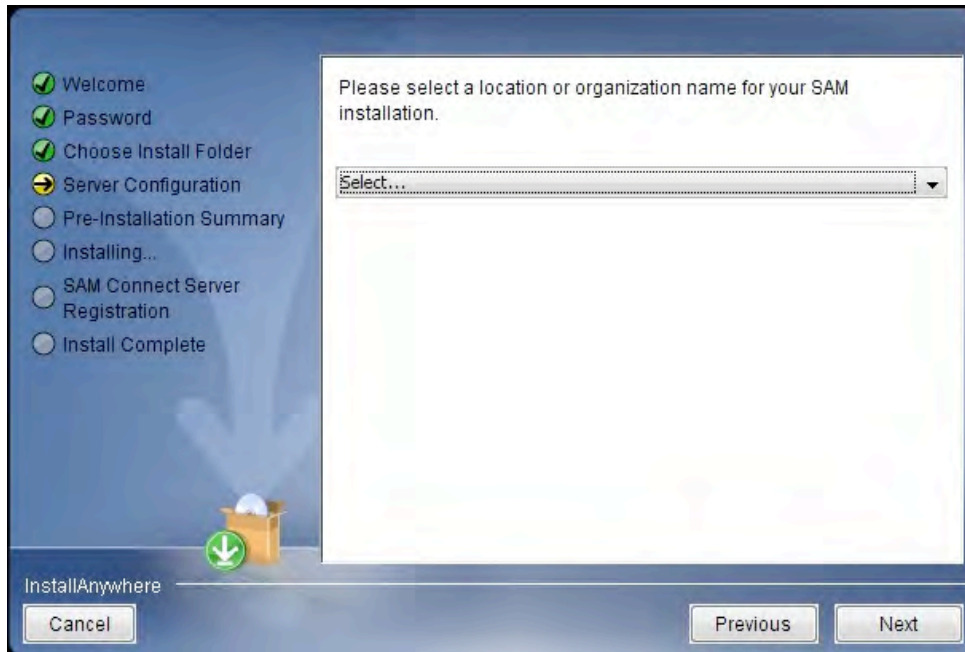
Click **Choose** to select a different folder. Click the **Restore Default Folder** button to return to the default selection after clicking **Choose**.

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

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

Choose Location Screen

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

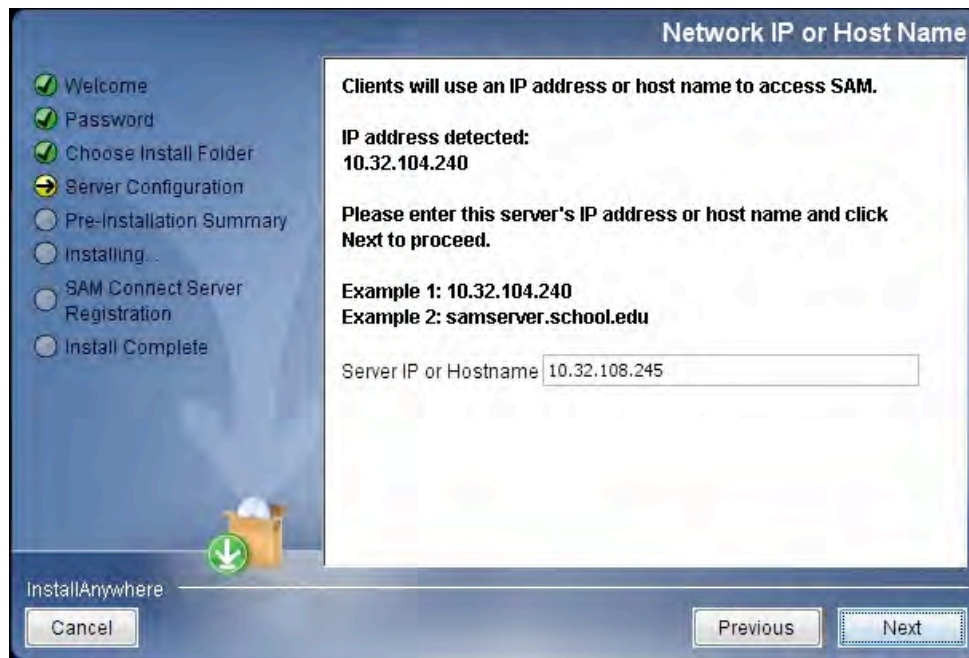


Click **Next** to continue installation.

Server IP or Hostname Screen

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

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



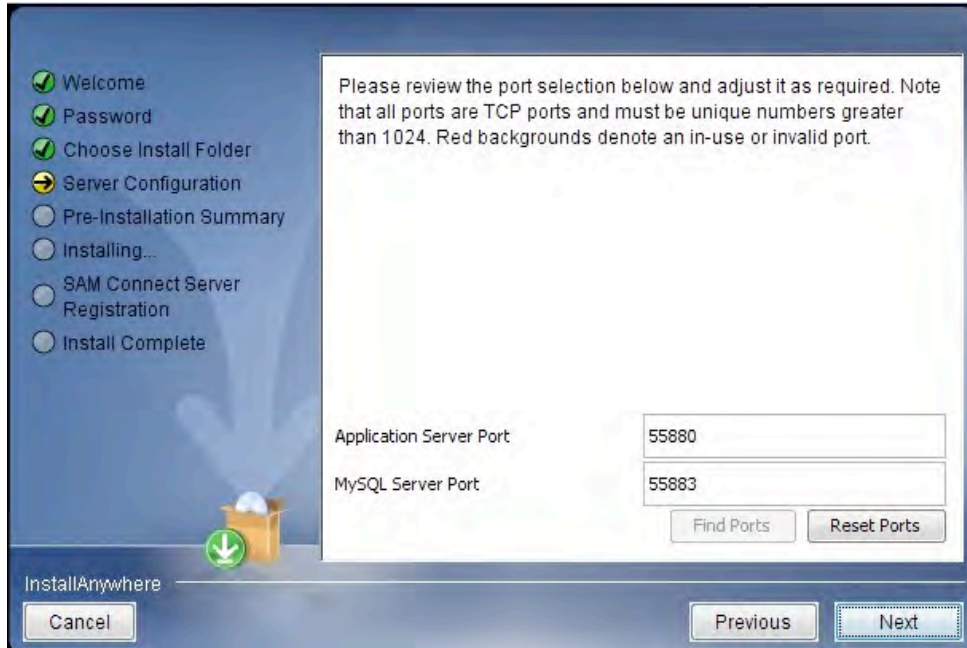
The program displays the IP address the network will use to communicate with the SAM Server; make sure the IP address is correct as displayed. If it is not, enter the correct IP address.

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

Click **Next** to continue.

Port Configuration Screen

The Port Configuration Screen appears next.



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

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

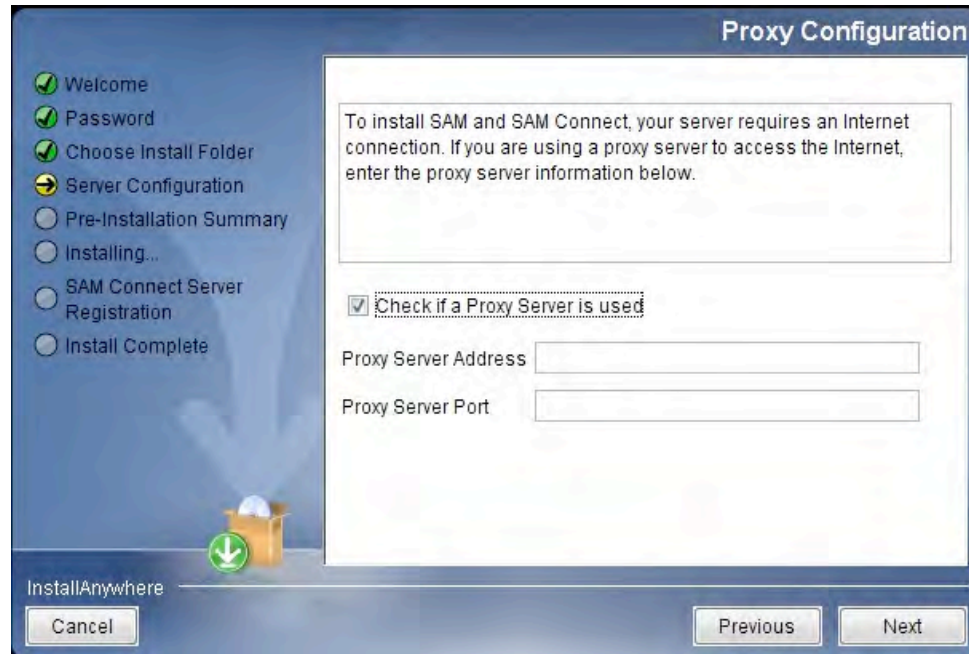
The standard application server port number used for student and teacher workstations is 55880. Selecting this or any other port opens a window reminding installers that the port must be allowed to clear any firewall settings. Access your system's firewall program to confirm that this port may be used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

See the [SAM Product Support](#) website for more information on ports and firewalls.

Click **Next** to continue.

Proxy Configuration Screen

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



In order to fully install SAM and SAM Suite programs, the SAM Server must find and configure the computer's Internet connection. If using a proxy server to connect to the Internet, click the **Check If a Proxy Server Is Used** box and enter the proxy server address and port.

Click **Next** to continue.

Specify Server Type Screen

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



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

Click **Next** to continue.

Program Deactivation Screen

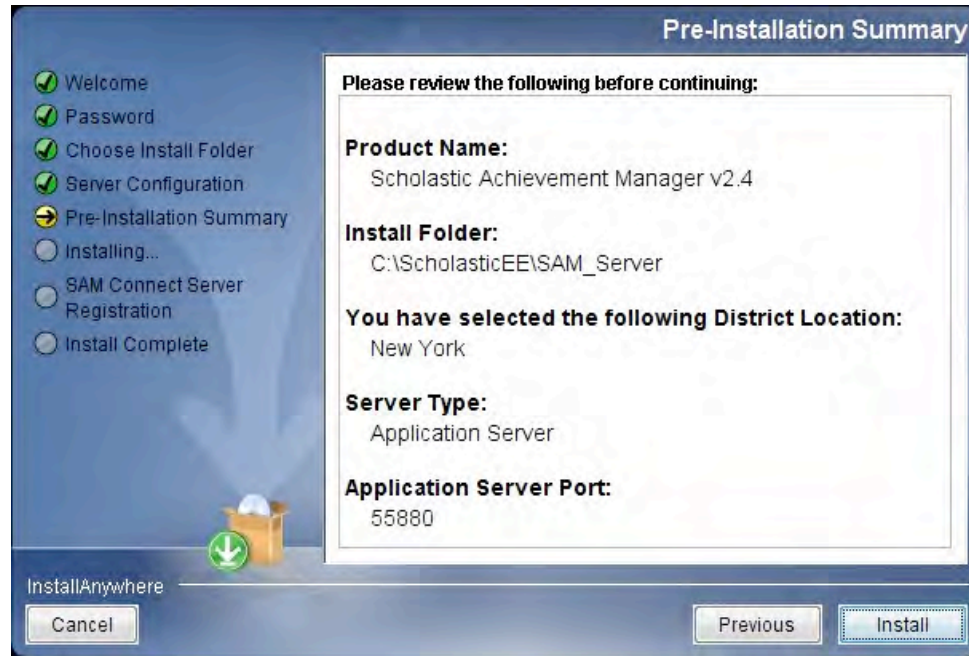
If upgrading from an earlier version of SAM, the installer will deactivate the older versions of the programs.

Install the 2.4 version of each of the programs listed when the SAM Server installation is complete.

Click **Next** to continue.

Pre-Installation Summary Screen

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

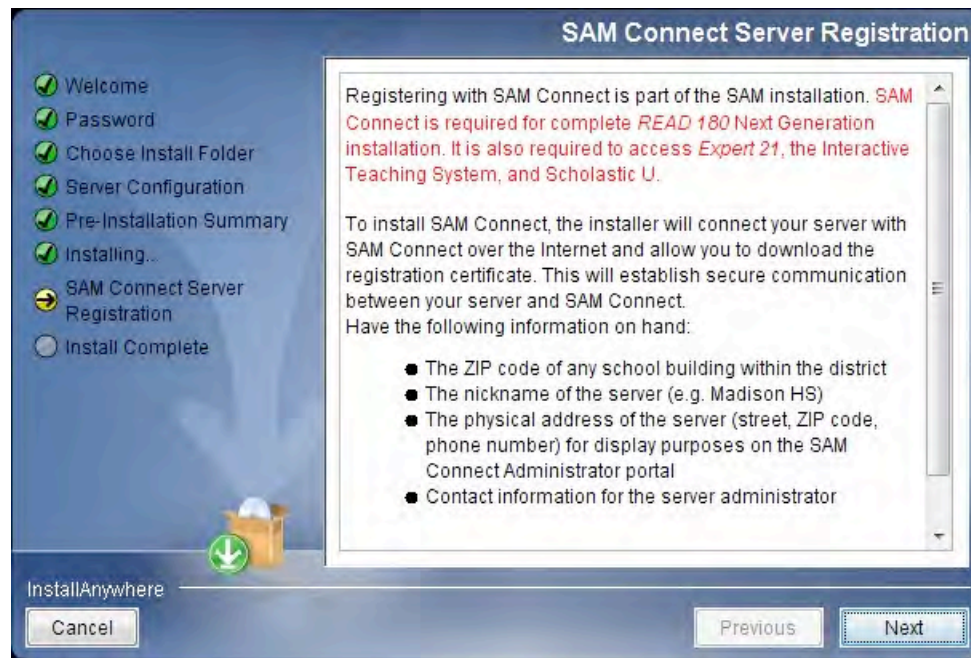


After reviewing and verifying all the information, click **Install** to continue.

SAM Connect Server Registration Screen

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

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

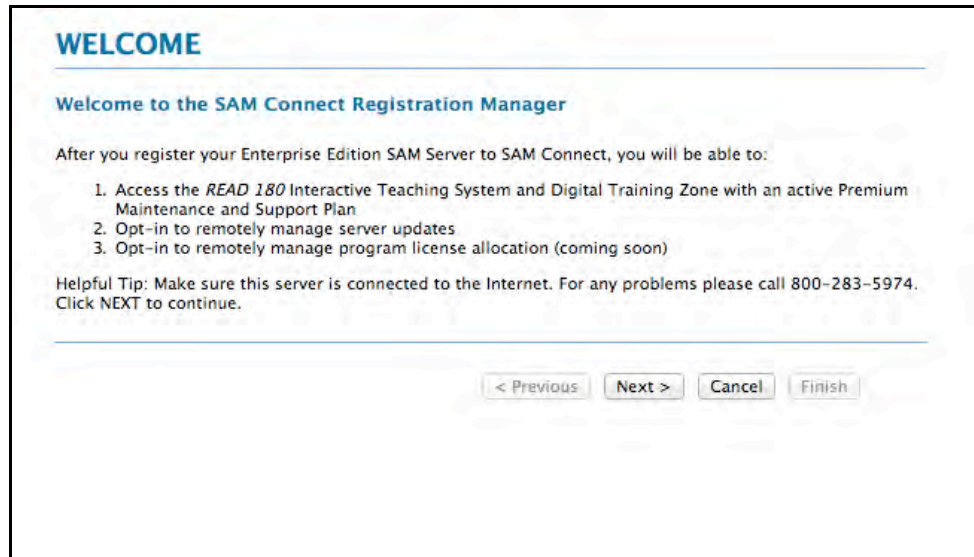


Before clicking **Next**, have the ZIP code of any school in the district on hand. Clicking **Next** opens an Internet browser through which you register for SAM Connect and download the registration certificate.

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

SAM Connect Registration Wizard Welcome Screen

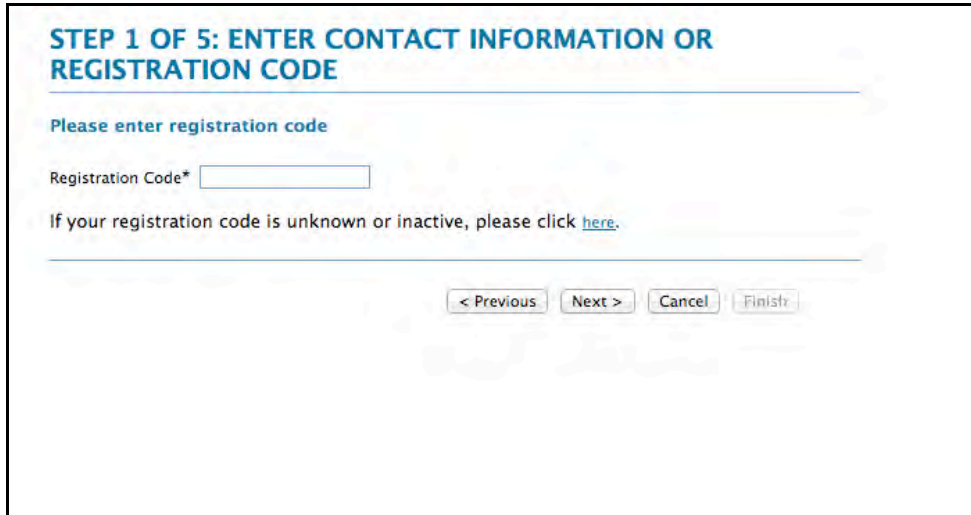
The first screen of the SAM Connect Registration Wizard is the Welcome Screen.



Click **Next** to continue.

Registration Code Entry Screen

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



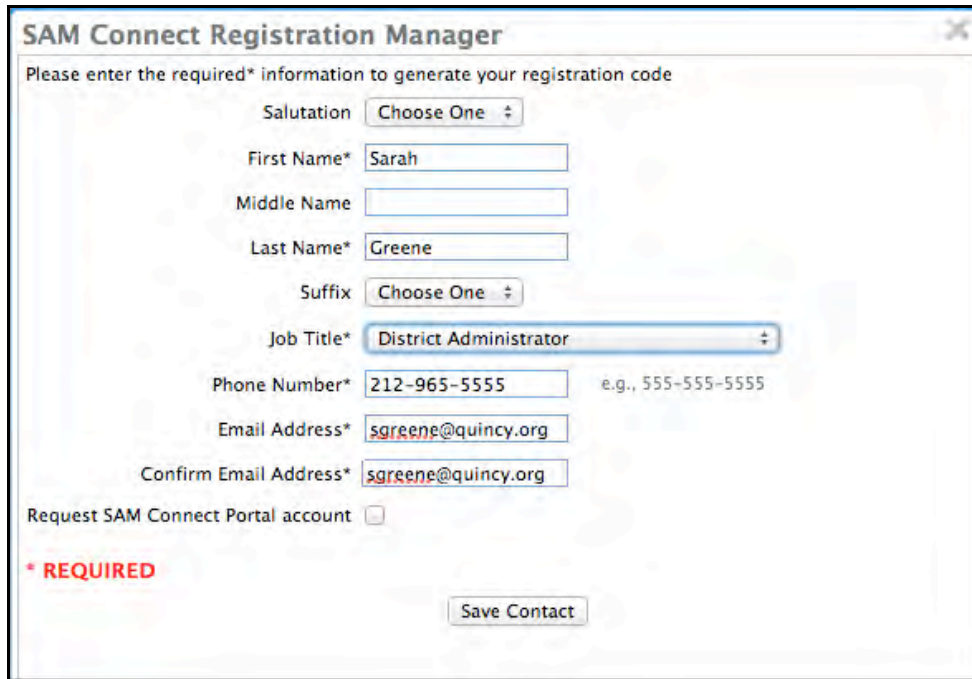
The screenshot shows a web form titled "STEP 1 OF 5: ENTER CONTACT INFORMATION OR REGISTRATION CODE". Below the title is a blue instruction: "Please enter registration code". There is a text input field labeled "Registration Code*" with an asterisk. Below the input field is a link: "If your registration code is unknown or inactive, please click [here](#)." At the bottom of the form are four buttons: "< Previous", "Next >", "Cancel", and "Finish".

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

Once the registration code is entered, click **Next** to continue.

Registration Manager Screen

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



The screenshot shows a web form titled "SAM Connect Registration Manager" with a close button in the top right corner. The form contains the following fields and options:

- Salutation: Choose One (dropdown menu)
- First Name*: Sarah
- Middle Name: (empty)
- Last Name*: Greene
- Suffix: Choose One (dropdown menu)
- Job Title*: District Administrator (dropdown menu)
- Phone Number*: 212-965-5555 (with example text: e.g., 555-555-5555)
- Email Address*: sgreene@quincy.org
- Confirm Email Address*: sgreene@quincy.org
- Request SAM Connect Portal account:

A red asterisk and the word "REQUIRED" are displayed at the bottom left of the form. A "Save Contact" button is located at the bottom center.

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

STEP 1 OF 5: ENTER CONTACT INFORMATION OR REGISTRATION CODE

Please enter registration code

Registration Code*

If your reg

SAM Connect Registration Manager

Please enter the required* information to generate your registration code

Salutation

First Name*

Middle Name

Last Name*

Suffix

Job Title*

Phone Number* e.g., 555-555-5555

Email Address*

Confirm Email Address*

Request SAM Connect Portal account

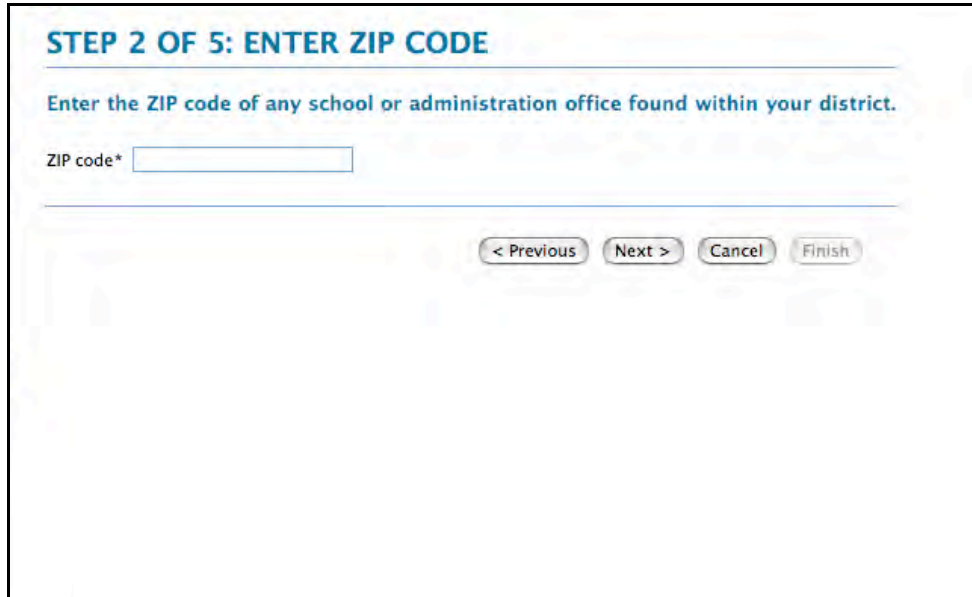
*** REQUIRED**

- Thank You! Your new registration code has been mailed to the email address you provided and will be valid for one month. Please close this window, retrieve your registration code and re-enter it on the previous screen.

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

ZIP Code Entry Screen

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

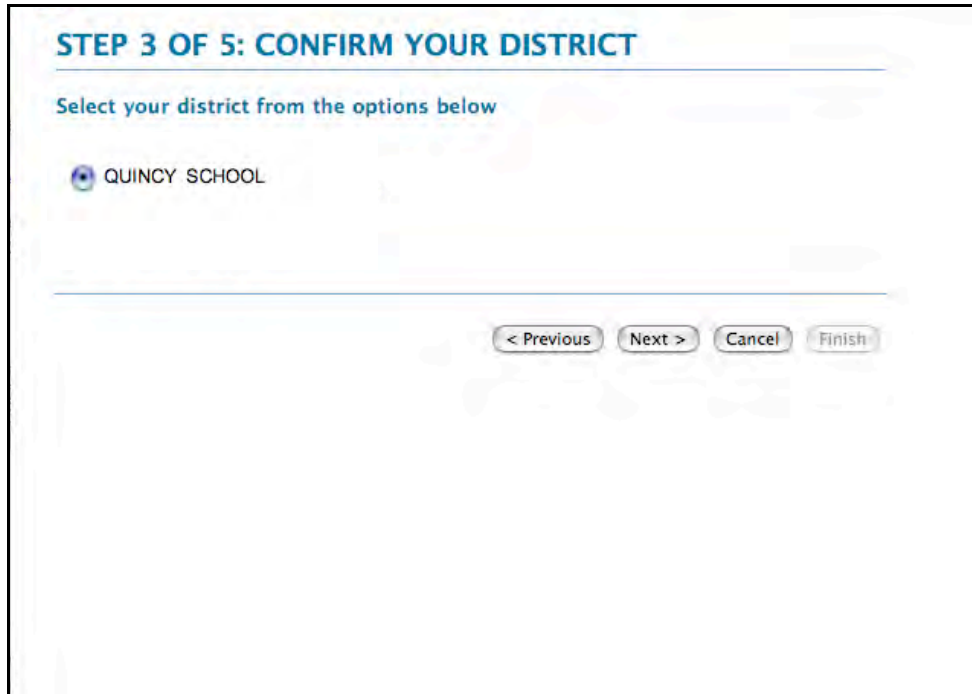


The screenshot shows a web interface for entering a ZIP code. At the top, it says "STEP 2 OF 5: ENTER ZIP CODE". Below that, it instructs the user to "Enter the ZIP code of any school or administration office found within your district." There is a text input field labeled "ZIP code*" with an asterisk indicating it is required. At the bottom right, there are four buttons: "< Previous", "Next >", "Cancel", and "Finish".

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

Confirm District Screen

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



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

Enter Server's Address Screen

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

STEP 4 OF 5: ENTER SERVER'S ADDRESS

Enter the address where this server is physically located

Server Nickname* This is the name that will appear on the SAM Connect portal where you can manage license allocations and schedule server updates

Location Name* e.g., "Server Room", "Data Center", "Computer Lab"

Address 1*

Address 2

Address 3

Country*

State/Province*

City*

ZIP Code*

Phone Number* e.g., 555-555-5555

*** REQUIRED**

< Previous Next > Cancel Finish

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

Click **Next** to continue.

Download Registration Certificate Screen

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

STEP 5 OF 5: DOWNLOAD REGISTRATION CERTIFICATE

Download the certificate file to this SAM Server to complete registration

To complete the registration process, click the link below to download a file containing the registration certificate.

This file must be saved to the SAM_Server directory on your SAM Server to complete registration.

The default location of this directory:

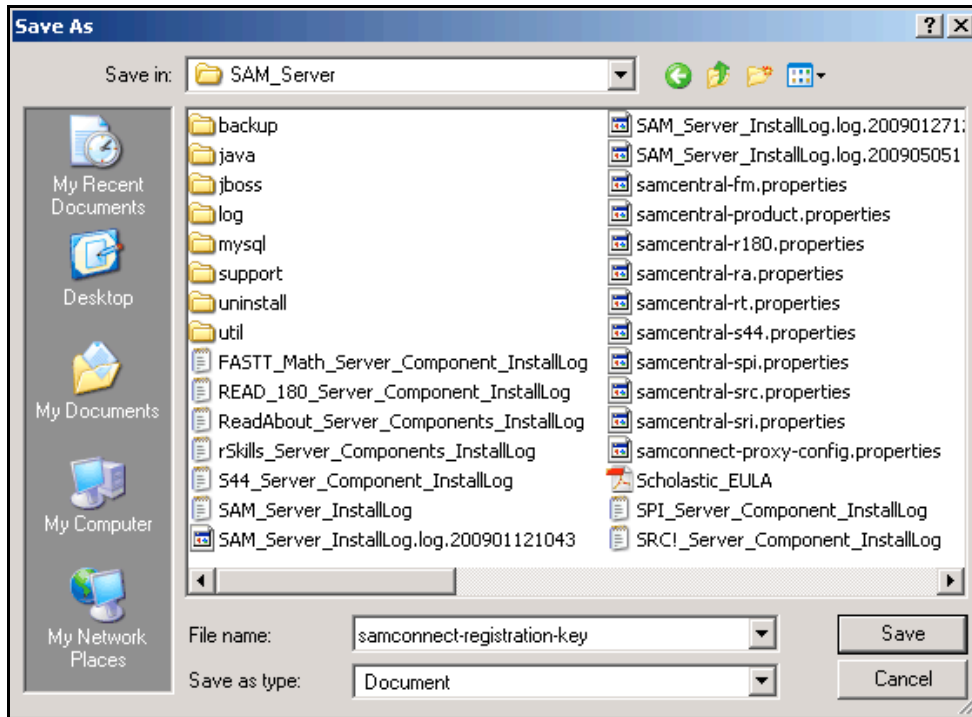
- Windows: C:\ScholasticEE\SAM_Server
- Mac: /ScholasticEE/SAM_Server
- SUSE Linux: /ScholasticEE/SAM_Server

[Download Registration Certificate](#)

< Previous Next > Cancel Finish

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

SAM Connect will not activate without the registration certificate. On Windows-based computers, the registration certificate must be saved to the SAM_Server folder.

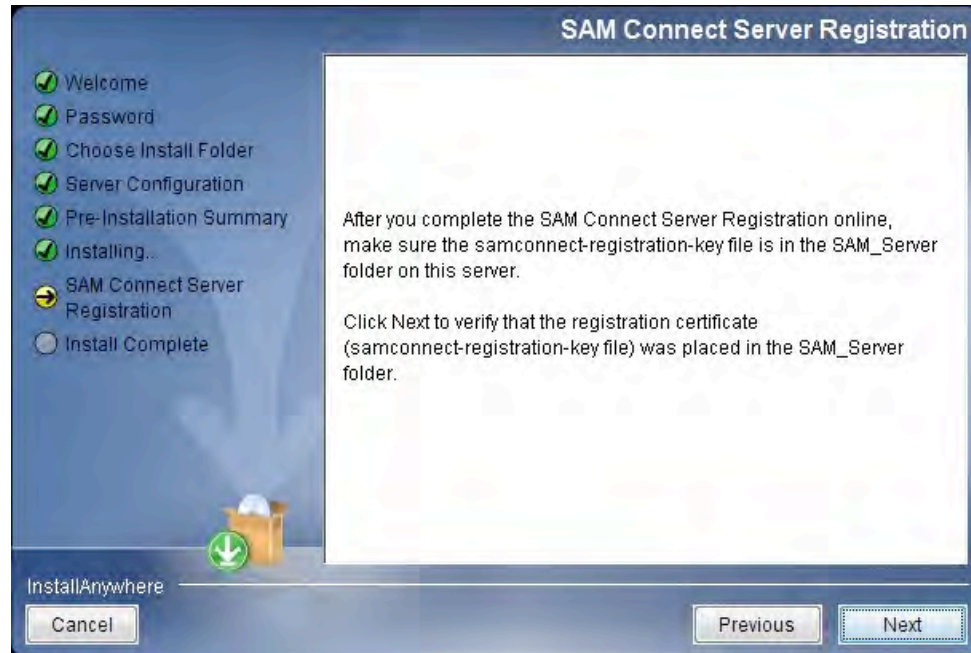


Choose the SAM_Server folder and click **Save**. When the registration certificate downloads to the folder, close the Internet browser and return to the Installation Screen.

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

SAM Connect Registration Verification Screen

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



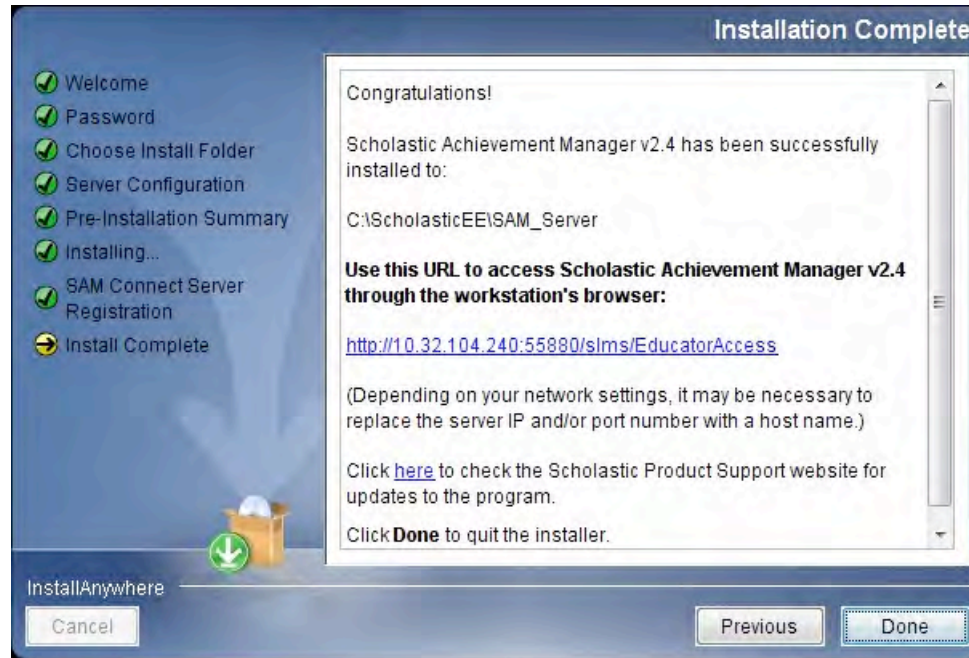
To verify the registration, click **Next**. If the registration is verified, the installer goes on to the next screen.

If the registration is not verified, a confirmation screen appears saying the registration certificate was not found in the SAM_Server folder. Click **Retry** from this screen to attempt to download the registration certificate again, repeating the steps on *pages 17–26*. When the SAM Connect Server Registration Screen reappears, click **Next** again to verify the registration, and go on to the next screen.

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

Installation Complete Screen

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



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

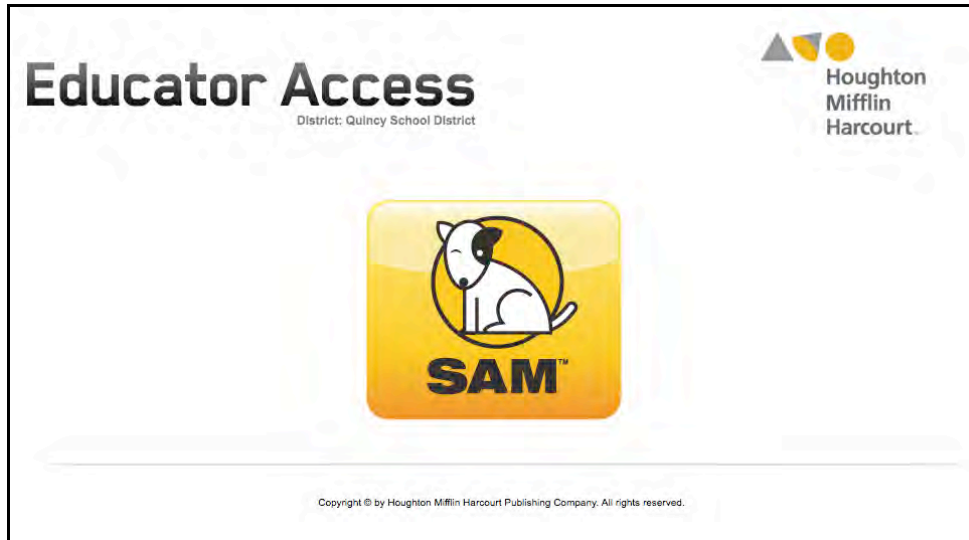
After writing down the above information, click **Done** to close the SAM installation program.

SAM is now installed. Go to [SAM Product Support](#) website to download and install software to update to the Student Achievement Manager.

A Note About Adobe Reader: SAM requires Adobe Reader to work correctly. Go to the Adobe website, www.adobe.com, to download Adobe Reader.

Verifying the SAM Installation

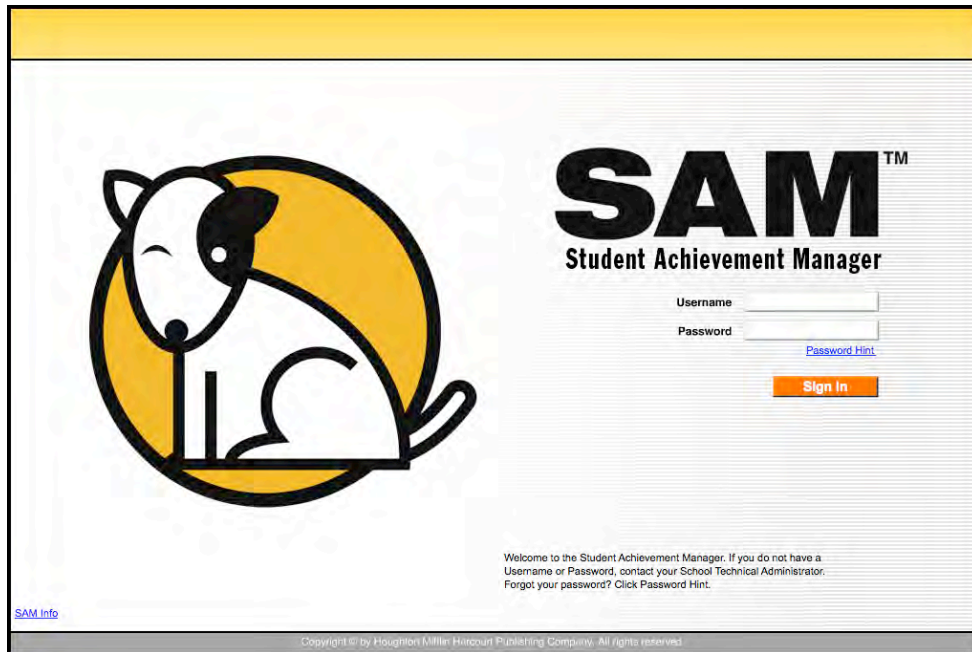
To verify that the SAM installation was successful, click the URL link from the Install Complete Screen, or enter the URL into any workstation's browser. The following screen should appear in the browser:



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

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

- **Flash:** Should be version 11.4 plugin (enabled by default) and must not be disabled
- **Java:** Should be JavaScript (enabled by default) and must not be disabled
- **Pop-Up Blockers:** Must be disabled, or the Student and Educator Access pages must be excepted
- **Security Level Settings:** Default settings are supported; Internet Explorer Maximum Security levels are not supported.
- **Images Enabled:** Default settings are supported; Image Display must not be turned off.
- **Privacy Settings:** Default settings are supported; the browser's Maximum Privacy Setting (disabling cookies) is not supported.
- **Mixed Content:** Browsers should allow mixed content (e.g., http:// and https://).
- **Character Set:** It is expected that Unicode UTF-8 is set as the default character set.
- **Internet Explorer Compatibility Mode:** Unless otherwise advised, this should not be used for program websites.



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

To log in to SAM from the Login Screen:

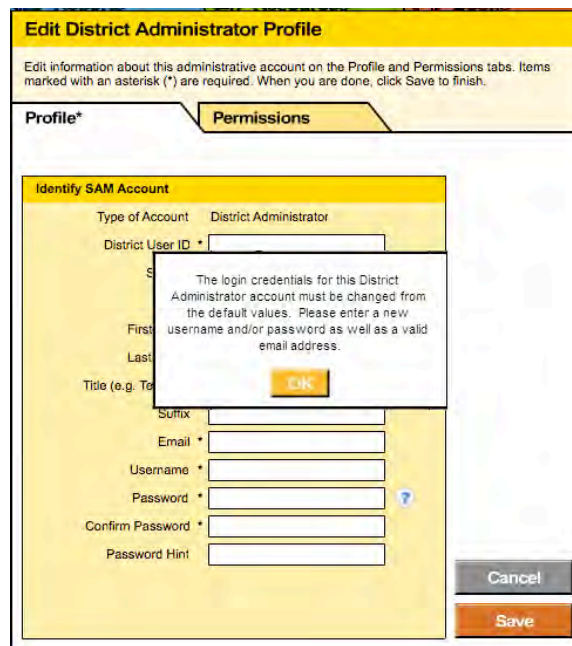
1. Enter "dadmin" in the Username field.
2. Enter "SAM@dm1n" in the Password field.
3. Click Sign In to open the SAM Home Screen.

Initial Administrator Login

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

- Username: dadmin
- Password: SAM@dm1n

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



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

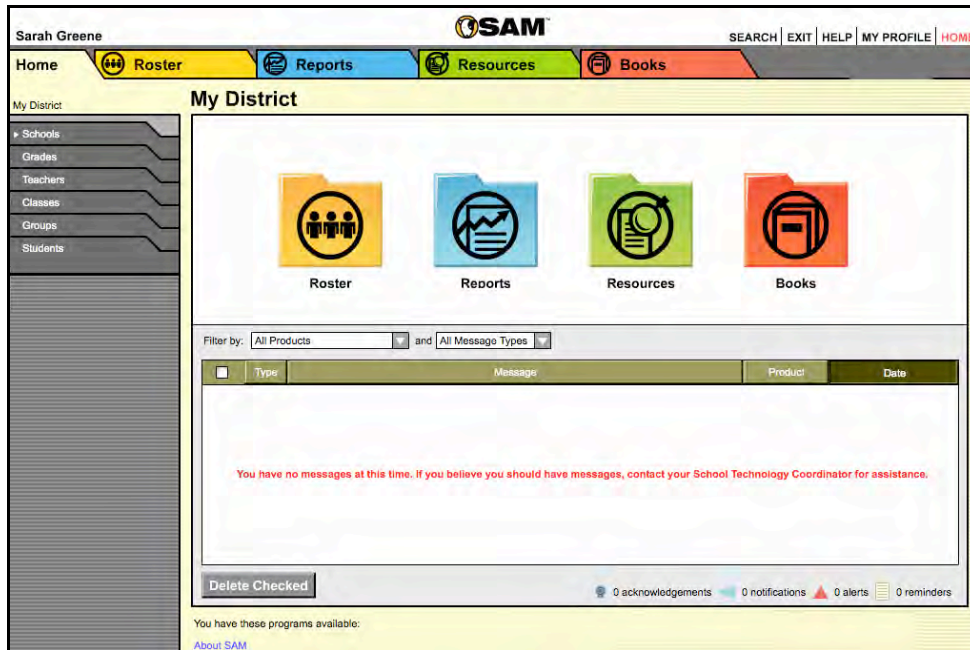
Administrator passwords must be between 8 and 16 characters and cannot be only the user's first or last name or a combination of the two. Passwords must also contain at least one uppercase and one lowercase letter and one numeral.

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



Teacher Tip

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



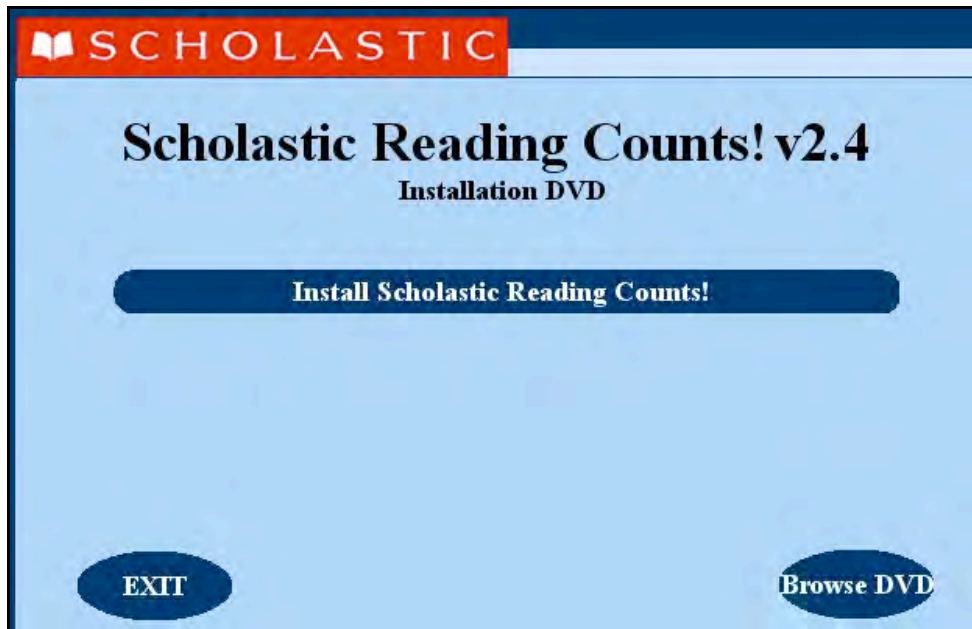
If the SAM Home Screen (*above*) appears, then SAM has installed correctly.

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

Installing Reading Counts!

Install *Reading Counts!* on the computer that hosts the SAM Server.

To begin installing, insert the *SRC!* Installation DVD (Disc 2) into the computer's DVD drive. Double-click the DVD icon on the desktop, then double-click **Install** to open the installation screen below.

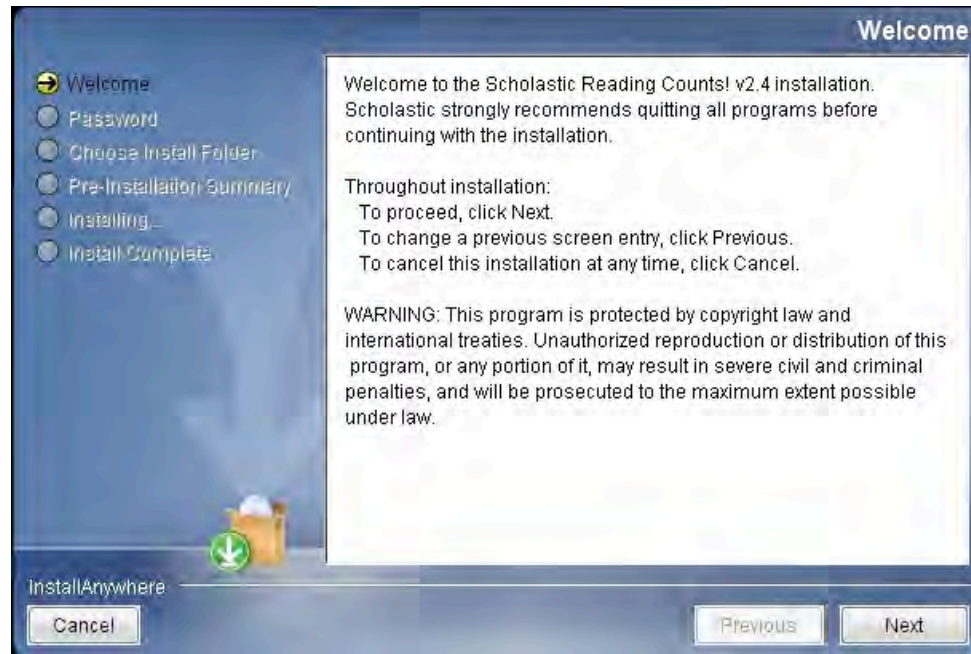


Windows Installation Note: On Windows platforms, the installation screen appears after inserting the DVD.

Click **Install Scholastic Reading Counts! (SRC!)** to begin *SRC!* installation.

Welcome Screen

Clicking **Install Scholastic Reading Counts! (SRC!)** opens the Welcome Screen.



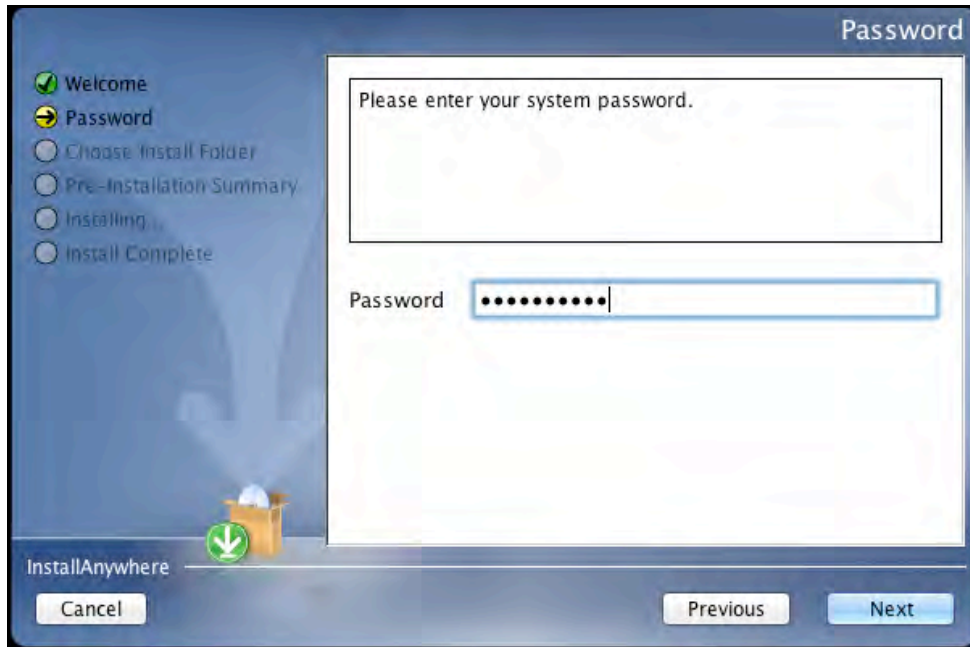
Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

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

Click **Next** to continue.

Password Screen

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

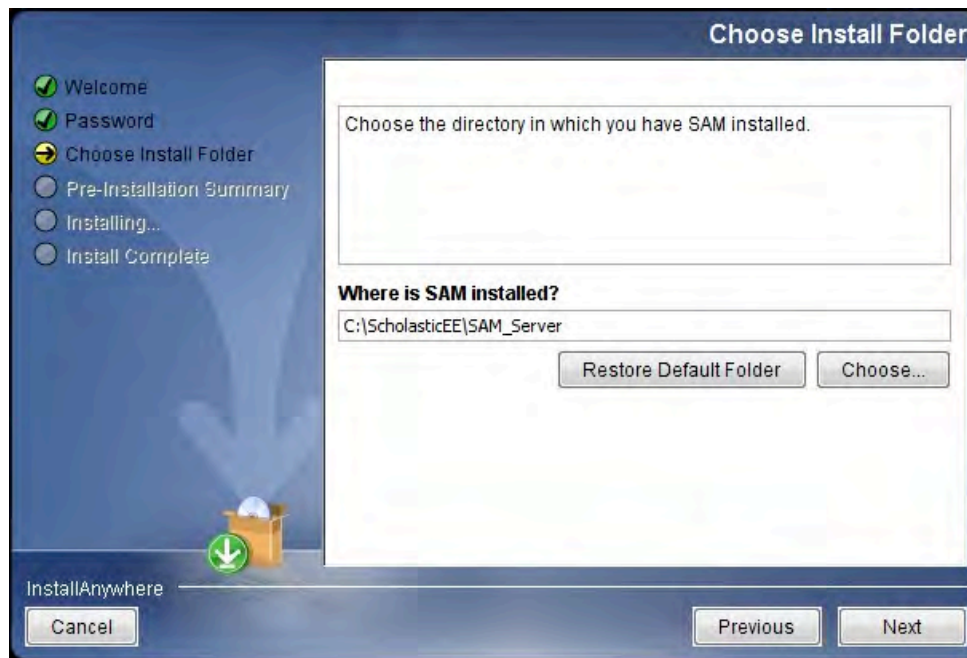


Enter the system administrator password for this machine. Click **Next**. The installer scans the computer and configures the installation process for the system.

Choose Install Folder Screen

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

USING THIS DEFAULT FOLDER IS STRONGLY RECOMMENDED.



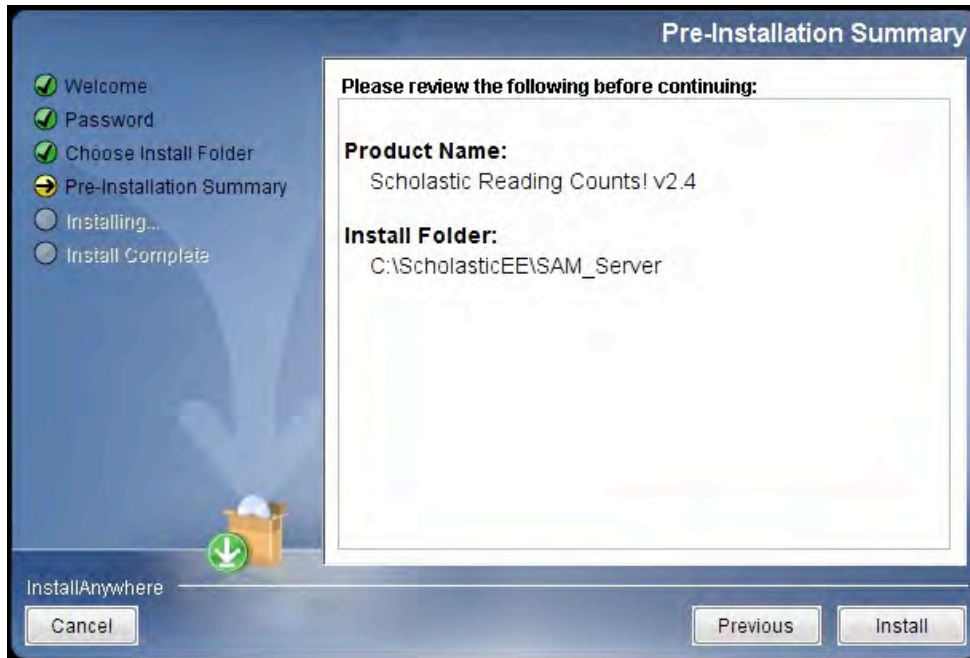
To select the default folder, click **Next**. The program automatically installs the software to the folder.

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

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

Pre-Installation Summary Screen

Review the summary of the choices for *Reading Counts!* installation.

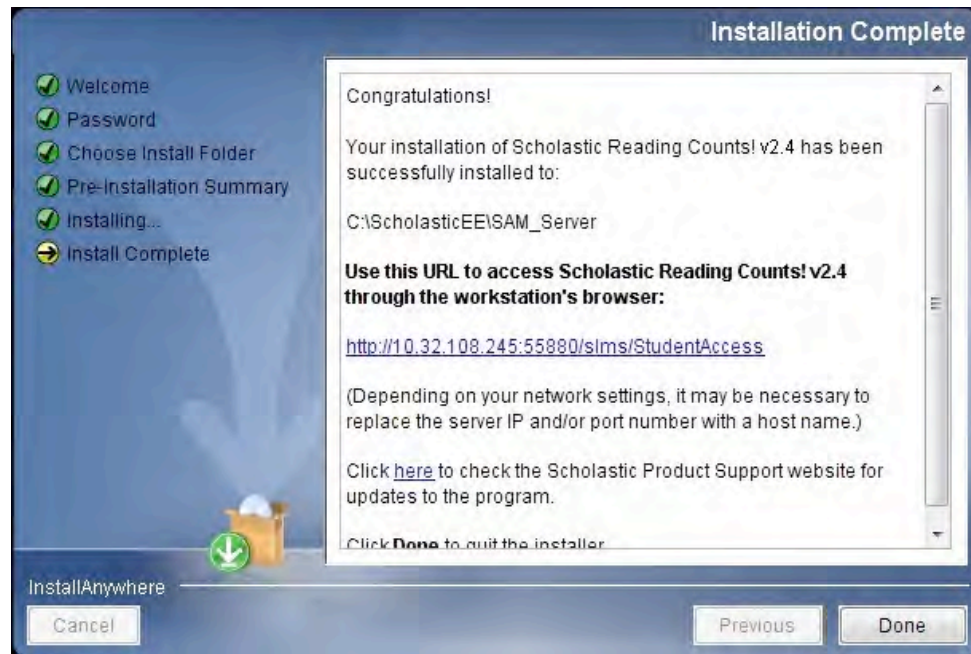


If satisfied with the choices, click **Install** to install *SRC!* to the server computer.

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

Install Complete Screen

SRC! is now installed. Go to the *Reading Counts!* Product Support website (page 40) to download and install software to update *SRC!* to *Reading Counts!*.



Note that the link listed on this screen should match the SAM Server URL entered during SAM installation (page 27). If it does not, reinstall the *SRC!* software, and choose the correct location at the Choose Install Folder Screen step.

The listed link is the URL that student and teacher workstations will use to access *Reading Counts!*. Write down this link and bookmark it on workstations that will access the programs.

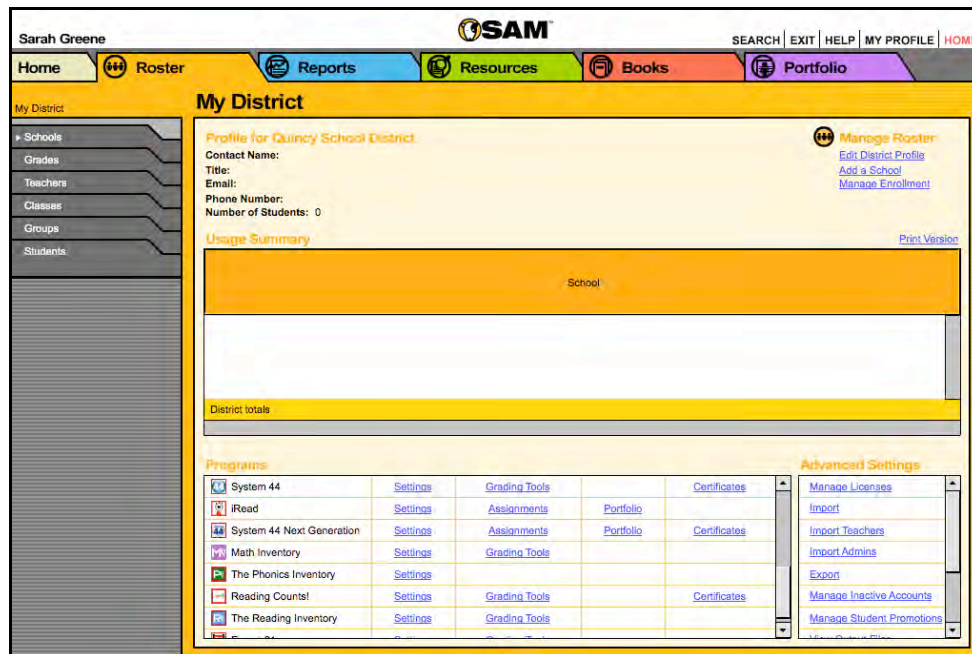
Click **Done** to close the *Reading Counts!* installer

Initial SAM Setup

Activating Licenses

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

Programs cannot be accessed from the Student Access Screen (page 39) until licenses for the program have been activated.



To activate licenses:

1. Log in to SAM as an administrator, and click the **My District** link at the top of the SmartBar to open the district's Roster Screen.
2. Contact Customer Service at 1-877-234-7323, and provide the representative with the school or district address, ZIP code, and the name of the server (e.g., "Quincy School District"). The representative activates licenses through SAM Connect.

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

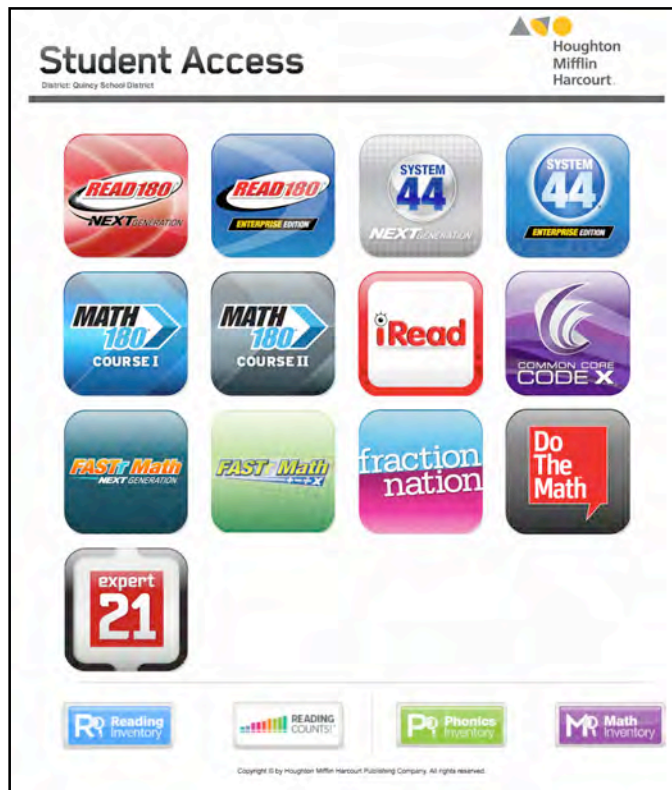
Launching Reading Counts!

To verify that *Reading Counts!* was successfully installed and licenses activated, click the URL from the Install Complete Screen (page 37) or enter it into a workstation's browser. The Student Access Screen with the *Reading Counts!* icon should open:

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

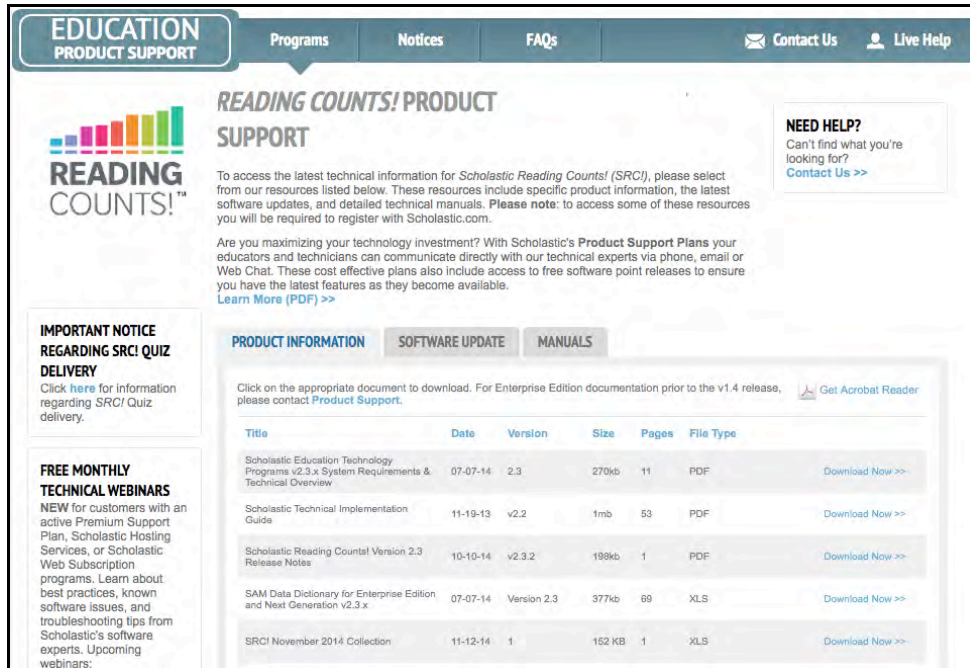
- **Flash:** Version 11.4 plugin (enabled by default) and not disabled
- **Java:** Should be JavaScript (enabled by default) and must not be disabled
- **Pop-Up Blockers:** Disabled, or Student Access pages excepted
- **Security Level Settings:** Default settings are supported; Internet Explorer Maximum Security levels are not supported
- **Images Enabled:** Default settings supported; Image Display not turned off
- **Privacy Settings:** Default settings supported; Maximum Privacy Setting (disabling cookies) not supported
- **Mixed Content:** Browsers should allow mixed content (e.g., http:// and https://).
- **Character Set:** It is expected that Unicode UTF-8 is set as the default character set.
- **Internet Explorer Compatibility Mode:** Unless otherwise advised, this should not be used for program websites.

Reading Counts! is now installed. See the [Reading Counts! Software Manual](#) for instruction on using the program and [SAM Settings and Reports for Reading Counts!](#) for using SAM to set *Reading Counts!* settings and reports.



Technical Support

For questions or other support needs, visit the **Reading Counts Product Support** website at www.hmhco.com/rc/productsupport.



The screenshot shows the 'Reading Counts! Product Support' website. At the top, there is a navigation bar with 'EDUCATION PRODUCT SUPPORT' and links for 'Programs', 'Notices', 'FAQs', 'Contact Us', and 'Live Help'. The main content area features the 'Reading Counts!' logo and the heading 'READING COUNTS! PRODUCT SUPPORT'. Below this, there is a 'NEED HELP?' section with a 'Contact Us >>' link. A central text block explains that users can find technical information for Scholastic Reading Counts! (SRC!) and provides instructions on how to access these resources. Below this, there is a section for 'PRODUCT INFORMATION', 'SOFTWARE UPDATE', and 'MANUALS'. A table lists various documents available for download, including technical overviews, implementation guides, release notes, and data dictionaries. On the left side, there are two sidebar boxes: one for an 'IMPORTANT NOTICE REGARDING SRC! QUIZ DELIVERY' and another for 'FREE MONTHLY TECHNICAL WEBINARS'.

Title	Date	Version	Size	Pages	File Type	
Scholastic Education Technology Programs v2.3.x System Requirements & Technical Overview	07-07-14	2.3	270kb	11	PDF	Download Now >>
Scholastic Technical Implementation Guide	11-19-13	v2.2	1mb	53	PDF	Download Now >>
Scholastic Reading Counts! Version 2.3 Release Notes	10-10-14	v2.3.2	198kb	1	PDF	Download Now >>
SAM Data Dictionary for Enterprise Edition and Next Generation v2.3.x	07-07-14	Version 2.3	377kb	69	XLS	Download Now >>
SRC! November 2014 Collection	11-12-14	1	152 KB	1	XLS	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 *Reading Counts!*, contact customer service to speak to a Houghton Mifflin Harcourt technical support representative at: 1-800-283-5974.

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