

Scholastic Reading Counts! Installation Guide

For use with Scholastic Reading Counts! version 2.0.2 and SAM version 2.0.2 or later

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PDF0191 (PDF)

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What's New in *Scholastic Reading Counts!* and Scholastic Achievement Manager Version 2.0.2?

Scholastic customers already using *Scholastic Reading Counts!* and Scholastic Achievement Manager (SAM) will notice new features in version 2.0.2.

- Browser-Based Client Software: Scholastic Reading Counts! users now
 access the Scholastic Reading Counts! client software through a browser.
 This eliminates the need for installing client software on individual student
 workstations. Students access Scholastic Reading Counts! through the
 Student Access Screen, which opens in a browser window. The workstations
 use a network connection to reach and transmit data to and from the
 Scholastic Reading Counts! server.
- Student Access Screen: When students click the Student Access Screen bookmark, the new Student Access Screen opens in a separate browser window. The screen has an icon for every program that is installed on the server. Students click the program icon to go to the Login Screen for that program.
- Educator Access Screen: SAM is now accessed through the Educator Access Screen, which opens in the workstation's browser program. Clicking the SAM icon on the Educator Access Screen opens the SAM Login Screen.



Introduction

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

Getting Started

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

- Access to the server computer on which the SRC! 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 Macintosh® Platforms

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

A Note About Installation

Before installing *SRC!*, visit the <u>Scholastic Education Product Support</u> website (<u>www.scholastic.com/src/productsupport</u>) to download the most recent software updates.

A Note to Scholastic Hosting Customers

This guide is for customers installing Scholastic Achievement Manager on local servers, not for customers using Scholastic Hosting or SAM Web over the Internet. See the **Scholastic Hosting Users' Guide** at the <u>Scholastic Education</u> Product Support website www.scholastic.com/productsupport for information on setting up and using Scholastic Hosting services and SAM Web.



Server Technical Requirements

When hosted by the district, SAM requires a server with the following characteristics:

- Operating System: Macintosh® OS X Server 10.4.11 (Intel only) or later;
 Windows® Server 2003, 2008 (32 or 64 bit); Novell SUSE® Linux 10 or 11 (32 or 64 bit); Scholastic recommends the use of 64-bit operating systems.
- Memory: Minimum 4GB of RAM (more for higher concurrency levels)
- CPU: Minimum Intel Xeon dual-core (higher speed/more cores for higher concurrency levels)
- Hard Drive: Minimum 20 GB free space for single school servers, 200GB or more for large multi-school servers.
- **Internet**: Enterprise Edition version 2.0.2 requires that all SAM servers have Internet access.

Workstation Technical Requirements

Enterprise Edition version 2.0.2 programs run on workstations that meet the following requirements:

- Operating System: Macintosh OS X 10.4.11 (Intel only) or later; Windows XP SP3, Windows Vista Professional, Windows 7 Professional
- **Browser**: recent versions of Internet Explorer 7.x, 8.x, or 9.x, Safari 4.x or 5.x, or Firefox 3.x
- Memory: 512MB to 1GB of RAM, based on OS version
- **CPU**: Intel dual-core or later (PPC Macs not supported)
- Network: Network Interface Card supporting TCP/IP (Wireless networks, including 802.11a, 802.11g, or 802.11n, are supported, but application performance may be limited by the network's bandwidth capacity.)
- Screen: 1024x768 resolution or higher
- Plug-ins: Flash 10.1 or later, Adobe Reader or Adobe Acrobat 7 or later
- Other:
 - Student workstations require headsets with microphones
 - Internet access

Note that recommendations may change over time. For the most recent recommendations, check *Enterprise Edition System Requirements & Technical Overview* for version 2.0.2, available at the <u>Scholastic Education</u> Product Support website.



SRC! and SAM Installation

Installing SRC! is a multistep process that covers:

- Installing SAM software on a server and establishing network connections to workstations;
- Installing SRC! software on a server and establishing network connections to workstations:
- Activating SAM licenses.

SAM v2.0.2, included in the *SRC!* installation kit, will not work with older versions of other Scholastic Enterprise Edition programs. These programs will need to be upgraded to the latest version to work with SAM v2.0.2. Installing SAM v2.0.2 automatically upgrades an older server to v2.0.2.

Installation Order

Scholastic strongly recommends performing the installation in the following order:

- SAM Software (Disc 1): Installs SAM software on the server and establishes
 the connection between the server and workstation computers as well as
 SAM Connect (page 13).
- SRC! Software (Disc 2): This is the SRC! software, which should be installed on the same server where the SAM Server is installed. It also contains instructions for linking to the SRC! client through a browser.

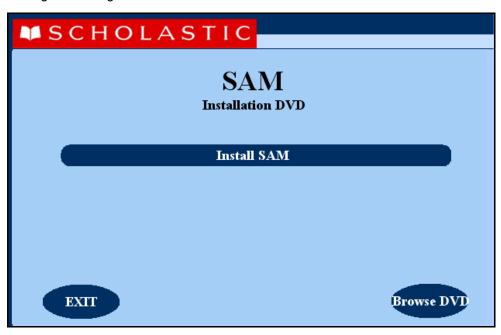
If SAM is already installed on the server, users may proceed directly to *SRC!* installation (*page 34*).

NOTE: If upgrading from a previous version please note that the version 2.0.2 client software is browser-based and resides on the server so old clients will remain on student workstations. In order to avoid potential confusion Scholastic strongly recommends removing desktop shortcuts for all previous versions of Enterprise Edition applications from all student workstations.



Installing SAM

To begin installing:



Insert the SAM Installation DVD (Disc 1) into the DVD-ROM 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-ROM.



License Agreement Screen

The License Agreement Screen is the first screen to appear.



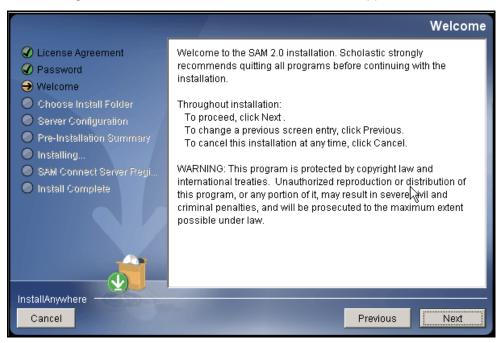
Installing and using SAM requires accepting the License Agreement. Click the button next to I Accept the Terms of the License Agreement to accept the agreement and continue with the installation process.

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



Welcome Screen

After clicking **Install SAM**, 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 installation.



Password Screen

If installing on a Macintosh® server, the Password Screen appears (installations on Windows® servers skip this step and go right to the Choose Install Folder Screen).

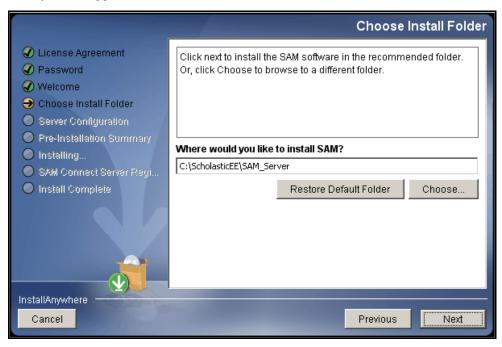


Enter the system administrator password for this machine. Click **Next**. The installer scans the computer and configures the installation process for the system.



Choose Install Folder Screen

The system suggests 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**.

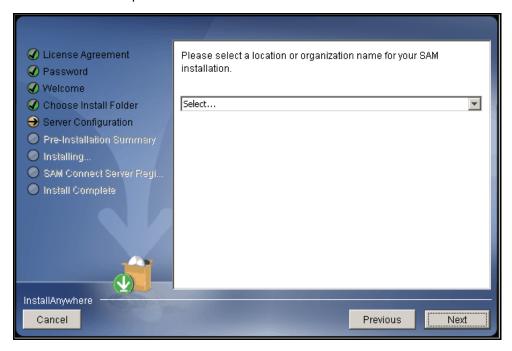
NOTE: If upgrading an earlier version of SAM, the installer will find the current installation and select it. **Do not change the folder the installer selects**.

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



Choose Location Screen

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



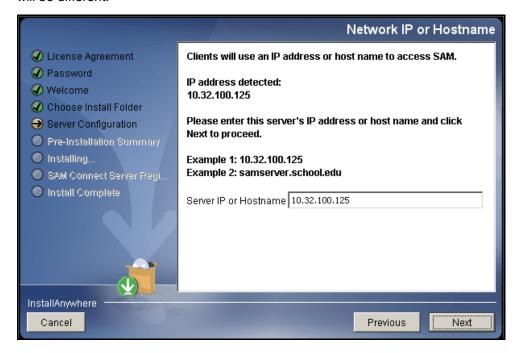
Click Next to continue installation.



Server IP or Hostname Screen

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

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



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

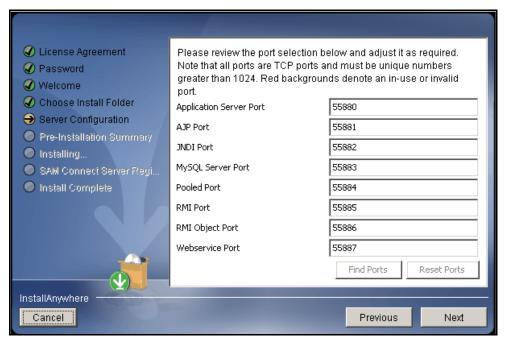
If the server has more than one NIC card, this screen will display multiple IPs. Choose the IP that the client workstations will use. The server IP and client IP must match.

Click **Next** to continue installation.



Port Configuration Screen

The Port Configuration Screen appears next.



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

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

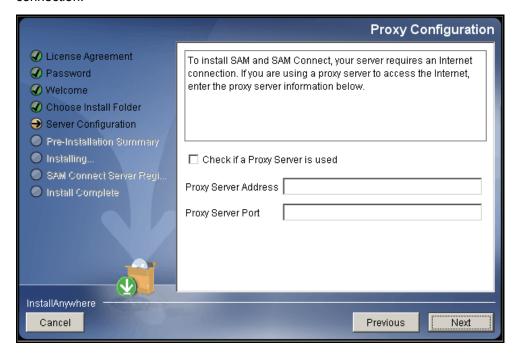
The standard application server port number used for student and teacher workstations is 55880. Selecting this or any other port opens a window reminding installers that the port must be allowed to clear any firewall settings. Access your system's firewall program to confirm that this port may be used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

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



Proxy Configuration Screen

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



SAM v2.0.2 requires using **SAM Connect**, which allows the local SAM Server to communicate directly with Scholastic over the Internet. To do that, the SAM Server must find and configure the computer's Internet connection. If using a proxy server to connect to the Internet, click the **Check If a Proxy Server Is Used** box and enter the proxy server address and port.



Specify Server Type Screen

This screen asks users to name which type of SAM Server is being created.



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

Click Next to continue.

Program Deactivation Screen

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

Install the v2.0.2 version of each of the programs listed when the SAM Server and Client installations are complete.



Pre-Installation Summary Screen

This screen displays the system settings for the SAM Server installation. If the installer detects insufficient disk space, a warning window appears.

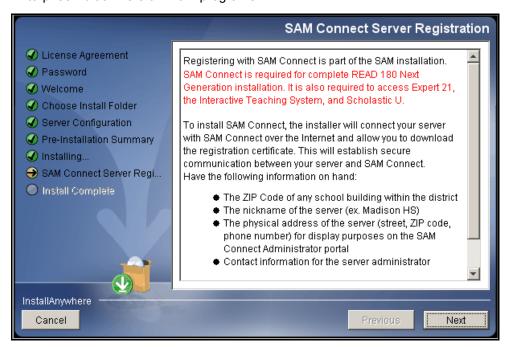


After reviewing and verifying all the information, click **Install** to continue.



SAM Connect Server Registration Screen

The SAM Connect Server Registration Screen appears prior to the Install Complete screen. SAM Connect registration is required to install and use Enterprise Edition version 2.0.2 programs.



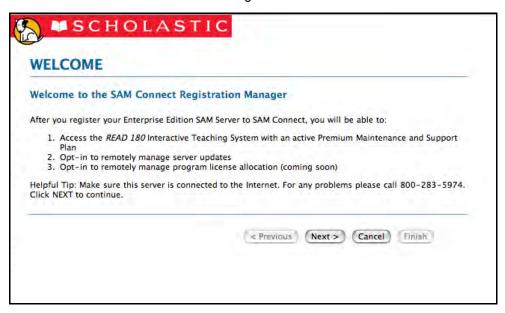
Before clicking **Next**, have the ZIP code of any school in the district on hand. Clicking **Next** opens an Internet browser through which you register for SAM Connect and download the registration certificate.

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



SAM Connect Registration Wizard Welcome Screen

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





Registration Code Entry Screen

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



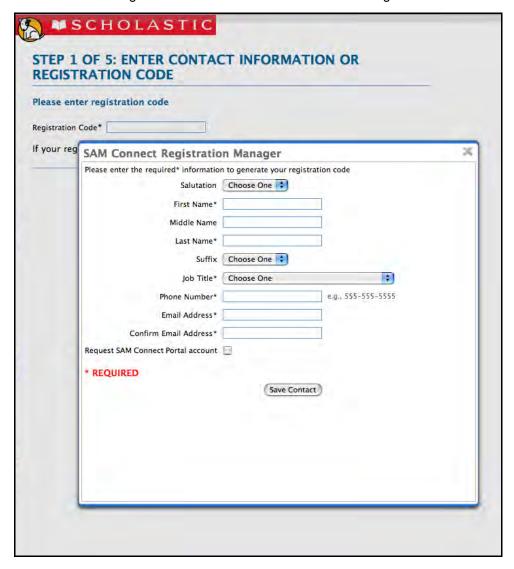
At the prompt, enter the district registration code. If you do not know the registration code, or if the district does not have one, click the provided link to open the Registration Wizard.

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



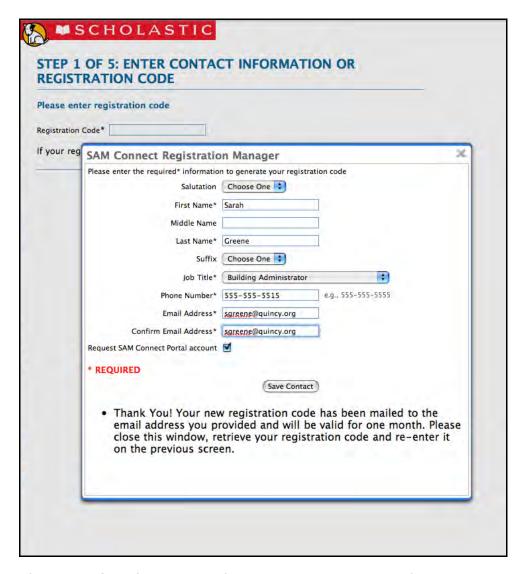
Registration Wizard Screen

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



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



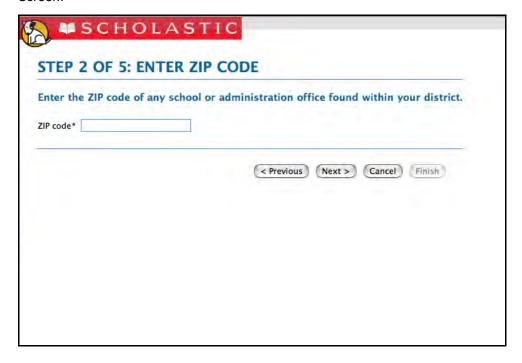


After clicking **Save Contact**, a confirmation message appears confirming that the registration code has been emailed to the entered email address. Retrieve the code, enter it on the Registration Code Entry Screen, then click **Next** to continue.



ZIP Code Entry Screen

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

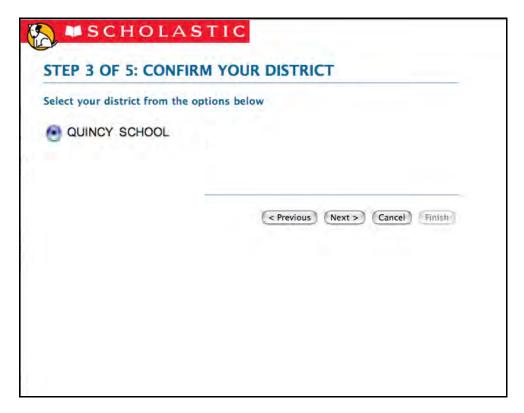


Enter the ZIP code of any school or administration office in the district, then click **Next**.



Confirm District Screen

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

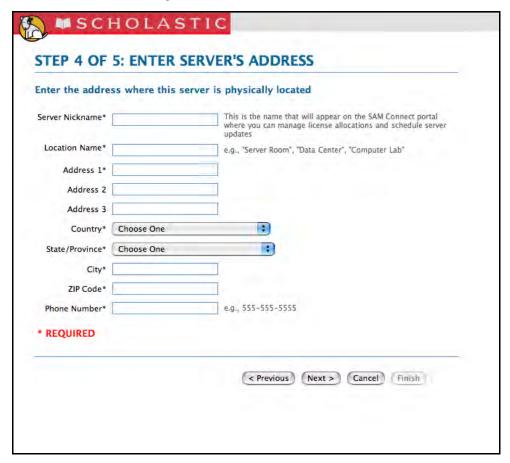


The screen lists all the registered districts in the ZIP code. Select the radio button next to the correct district and click **Next**.



Enter Server's Address Screen

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



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



Download Registration Certificate Screen

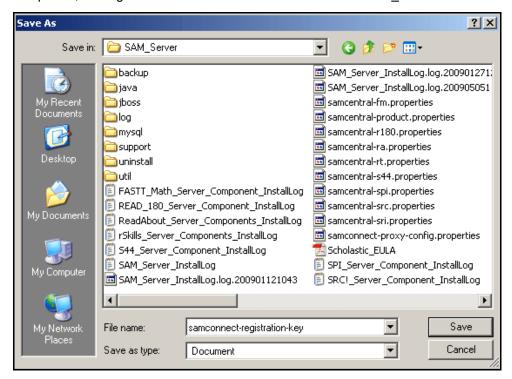
To complete the SAM Connect Registration, the registration certificate must be downloaded and saved to the server where the SAM Server software is installed.



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



SAM Connect will not activate without the registration certificate. On Windows® 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 Macintosh[®] computers, drag the file from the download default folder to the SAM_Server folder. With the 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 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 21–29. When the SAM Connect Server Registration Screen reappears, click **Next** again to verify the registration and go on to the next screen.

Click **Continue** 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.



Install 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 connection SAM will use to connect the SAM Server to workstations.

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

A Note about Adobe Reader[®]: SAM requires Adobe Reader to work correctly. Adobe Reader is included in the installation package; however, the installation process does not automatically install it.

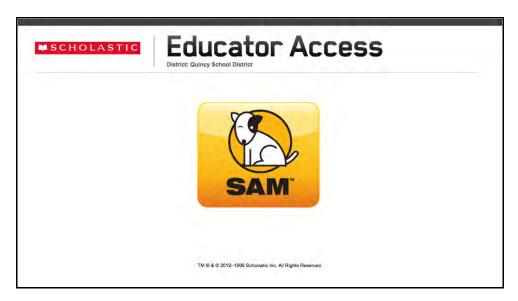
Scholastic recommends that computers with Adobe Reader already installed use their version of the program rather than the version included in the installation package.

Go to the Adobe website, <u>www.adobe.com</u>, to download Adobe Reader.



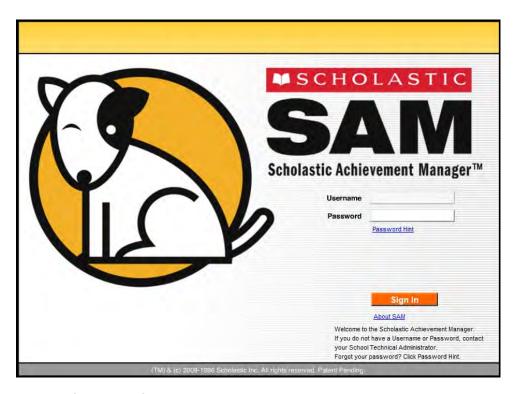
Verifying the SAM Installation

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



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



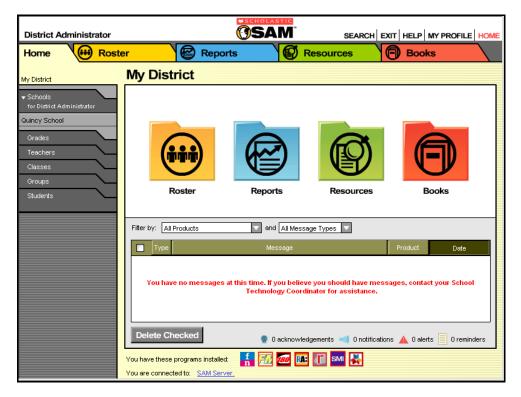


Log in to SAM using SAM's installed temporary username and password. The username is dadmin and the password is SAM@dm1n.

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.





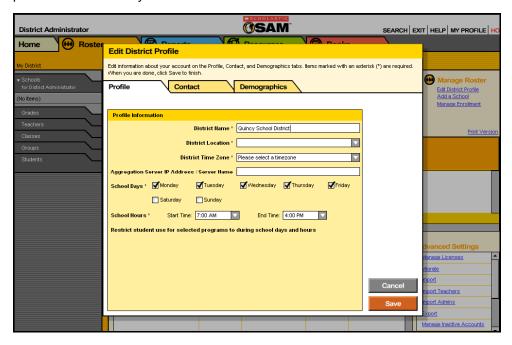
If the SAM Home Screen (above) appears, then SAM has installed correctly.

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



Change the Username and Password

To maintain proper security measures for SAM, change the username and password immediately. To do so:



- Click the My Profile link in the upper right corner of the Home Page to open the Edit District Profile Screen.
- 2. Enter the information on the screen. Items with an asterisk [*] are required. Click **Save** to close the screen and return to the Home Screen. Passwords must contain 6 characters and at least one number.
- 3. Log out, then use the new username and password to sign in to SAM.

Select the district's school days and hours. This is important for setting controls on student use of programs outside of school. Select the programs that require set time controls by clicking the check box next to the program.

NOTE: If upgrading from an earlier version of SAM, password requirements will default to version 1.9's more stringent requirements (eight to sixteen characters, no part of the user's first or last name, one numeral and one special character). Your district administrator may change these requirements through the SAM Server Utility. Previously set passwords and password requirements are unaffected.



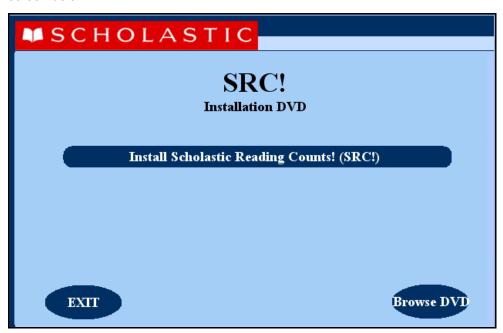
Installing SRC!

SRC! must be installed on the same server that houses SAM. Student and teacher workstations access *SRC!* through the server computer's URL.

Log in as a network administrator to the server on which the *SRC!* Server software is being installed. Quit all other applications running on that server and make sure all server-connected workstations are not running any Scholastic applications.

To begin installing:

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



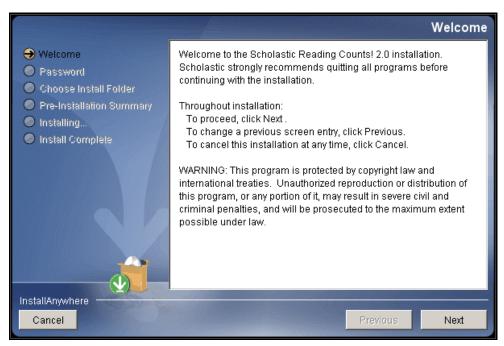
Click Install Scholastic Reading Counts! (SRC!) to begin the installation.

Windows[®] **Installation Note**: On Windows platforms, the splash screen appears after inserting the DVD-ROM.



Welcome Screen

Clicking Install Scholastic Reading Counts! (SRC!) launches 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 installation.



Enter Password Screen

If installing on a Macintosh® server, the Password Screen appears (installations on Windows® servers skip this step and go right to the Choose Install Folder Screen).



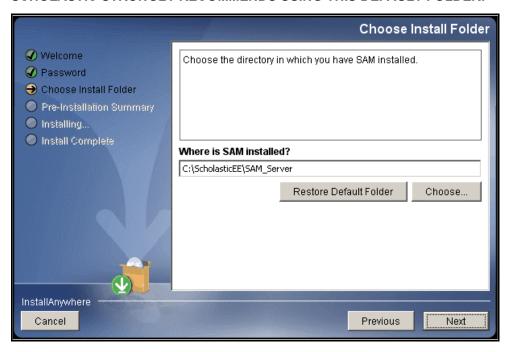
Enter the system administrator password and click Next.



Choose Install Folder Screen

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder for installation of the *SRC!* Server.

SCHOLASTIC STRONGLY RECOMMENDS USING THIS DEFAULT FOLDER.



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

To select a different folder, click **Choose**. This opens a Select a Folder Screen. Find the folder to install the software to and click **OK** (or **Open** on Macintosh[®] computers). The Choose Install Folder Screen reappears with the new folder selected.

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



Pre-Installation Summary Screen

Review the summary of installation choices.



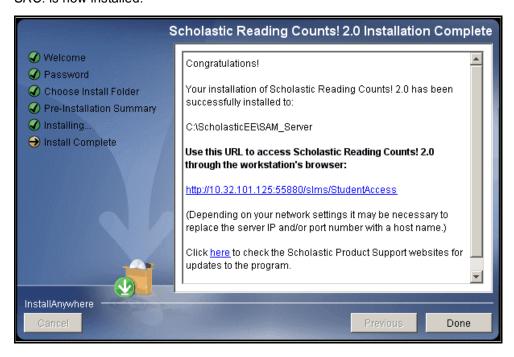
If satisfied with the choices, click **Install**. This installs the selected Server components onto the computer.

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.



Note that the link listed on this screen should match the SAM Server URL entered during SAM installation (*page 13*). If it does not, reinstall the *SRC!* Server software and choose the correct location at the Choose Install Folder Screen step.

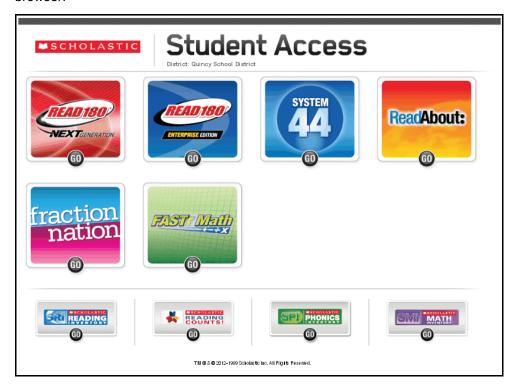
The listed link is the URL that student and teacher workstations will use to access *SRC!*. Write this link down and bookmark it on workstations that will access *SRC!*.

Click **Done** to close the *SRC!* Server Installation window and return to the *SRC!* installer screen.



Launching SRC!

To verify that the *SRC!* installation was successful, click the URL link from the Installation Complete Screen, or enter the URL into any workstation's browser program. The *SRC!* icon should appear on the Student Access Screen in the browser:



Click the SRC! icon to launch SRC! and go to the SRC! Login Screen.

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

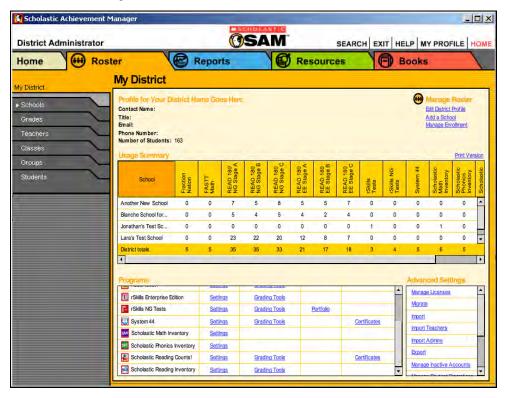
If *SRC!* did not launch correctly, or if an error message appears in the browser window, one or more of the URLs may be incorrectly entered. To correct this, make sure the SAM and *SRC!* URLs match, then re-enter the *SRC!* URL in the browser window. If the problem continues, contact Technical Support (*page 43*).



Initial SAM Setup

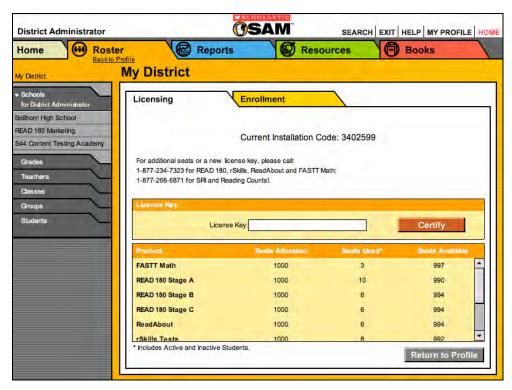
Activating Licenses

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



1. Sign in to SAM as an administrator and click the **My District** link at the top of the SmartBar to open the district's Profile Screen.





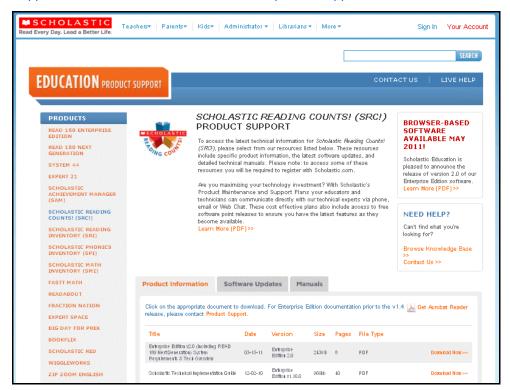
- 2. On the Roster tab, click the **Manage Licenses** link under Advanced Settings in the lower right corner to open the Licensing Screen, shown above. This screen displays the Installation Code.
- **3.** Call Scholastic Technical Support at 1-800-283-5974 between 7:00 A.M. and 6:00 P.M. CST, and provide the representative with the school or district address, Zip code, and Installation Code.
- **4.** The representative will provide a License Key for each purchased Scholastic program. Enter the License Key and click the **Certify** button to activate the programs for the number of licenses the school or district has purchased.

The *SRC!* software is now installed. See the *Scholastic Reading Counts! Software Manual* for instruction on using the program in the classroom and the *SAM Settings and Reports for Scholastic Reading Counts!* manual for using SAM to set *SRC!* student settings and generate reports.



Technical Support

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



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 products)
- 1-800-927-0189 (other versions)

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