System 44 Installation Guide

For use with *System 44* version 3.x or later
and Student Achievement Manager version 3.x or later

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Introduction

The ***System 44 Installation Guide*** shows how to install the *System 44* and the Student Achievement Manager (SAM) software. The sections in this book correspond to the discs in the *System 44* installation kit.

Getting Started

A school or district administrator should install programs on the SAM Server; however, anyone with the following attributes may install the software:

- Access to the server computer on which the *System 44* 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.

Downloading Installers

Starting with version 3.x, installers are now available via download instead of DVDs. Instructions for downloading and running these installers are included in this guide.

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 3.x, available at the *System 44* Product Support website, for server and workstation requirements.

A Note to Customers with Hosted SAM Servers

This guide is for customers installing Student Achievement Manager 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.

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System 44 and SAM Installation

Installing *System 44* is a multistep process that covers:

- Installing SAM software on a server and establishing network connections to workstations
- Installing *System 44* software on a server and establishing network connections to workstations
- Installing *System 44* media on the server
- Activating SAM licenses

SAM version 3.x, included in the *System 44* installation kit, will deactivate older versions of other SAM Suite programs. These programs will need to be upgraded to version 3.x to work with SAM version 3.x. Installing SAM version 3.x automatically upgrades an older server to version 3.x. Other programs will automatically reactivate after installing the 3.x versions.

IMPORTANT: Only upgrades from version 1.9 or later are supported. Users attempting to upgrade to version 3.x from versions earlier than version 1.9 should contact Technical Support (*page 48*).

Installation Order

Installing the software in the following order is recommended:

1. **SAM Software Installer**: Installs SAM software on the server and establishes the connection between the server and workstation computers as well as SAM Connect.
2. ***System 44* Software Installer**: This is the *System 44* software, which should be installed on the same server where the SAM Server is installed.
3. ***System 44* Media Installer**: This is the *System 44* media, which should be installed on the same server as the SAM Server.

If SAM is already installed on the server, proceed directly to *System 44* installation (*page 31*).

If upgrading from a pre-2.0 version, please note that the version 3.x software is browser-based and resides on the server so old clients will remain on student workstations Removing desktop shortcuts for all previous program versions from all student workstations is recommended.

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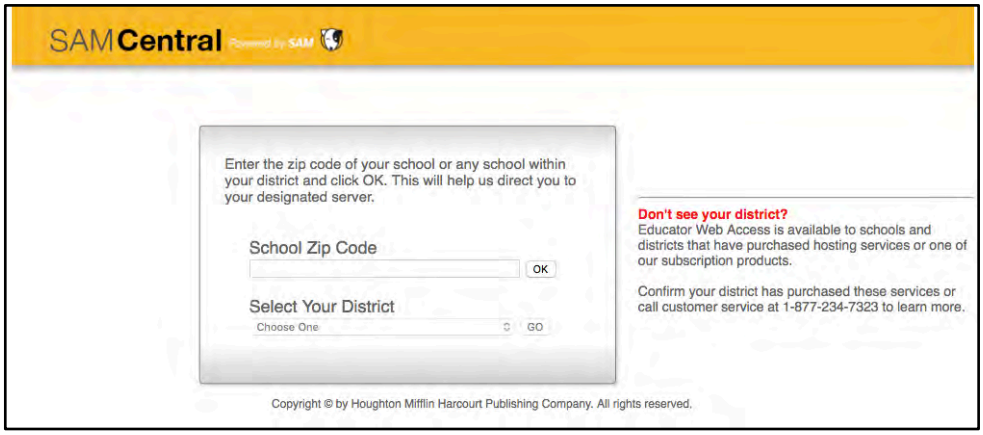
Installing SAM

Downloading the Installer

Download the SAM installer by going to hmhco.com/intervention-install on the district's SAM Server computer. Enter the district's Zip code and click **OK**.



Choose the district name from the pull-down menu and click **OK** to open the district's download screen.

The district's download screen shows an icon for each program the district has a license for. Click the SAM icon to download the SAM installer. When the installer is downloaded to the SAM Server computer, double-click it to open the SAM installer at the License Agreement and Privacy Policy screen. (It may be necessary to use a disk drive emulator to open the installer on a Windows-based server. See your system documentation.)

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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.

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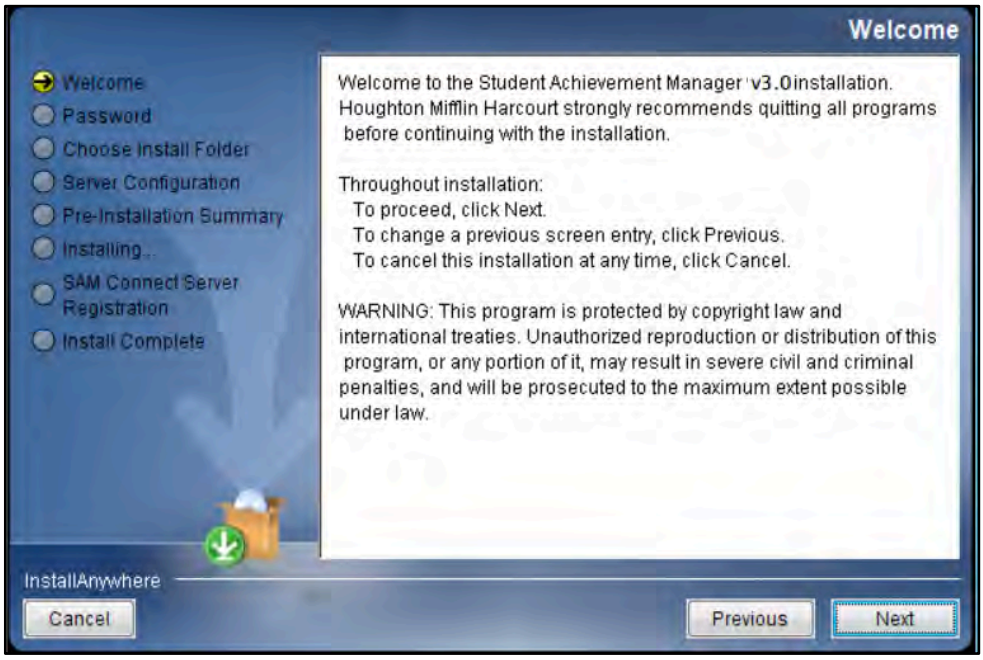
Welcome Screen

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.

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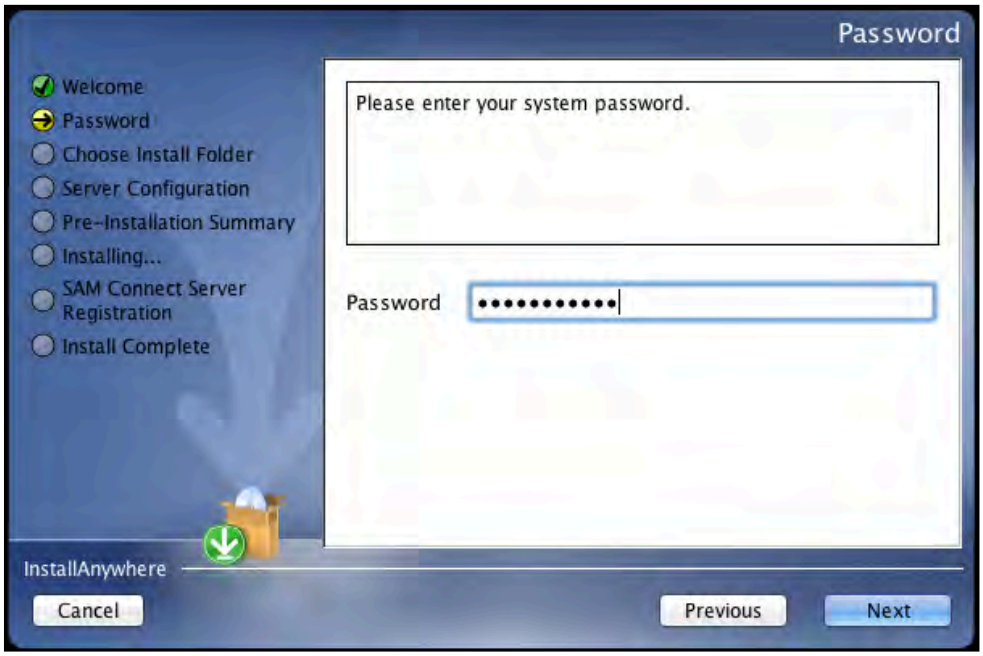
Password Screen

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.

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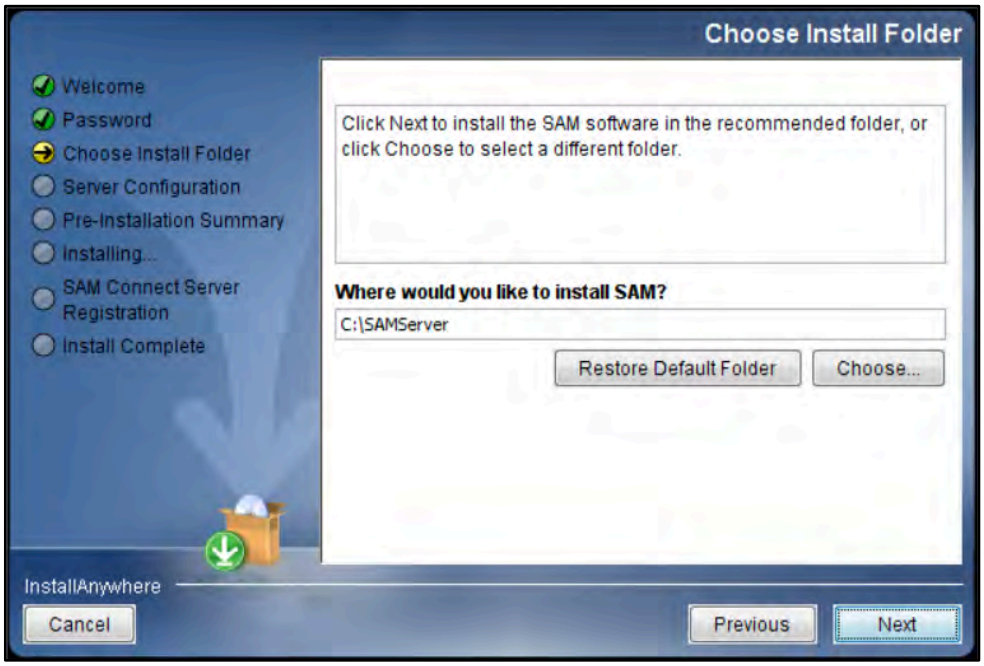
Choose Install Folder Screen

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



Click **Choose** to select a different folder. Click **Restore Default Folder** 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.

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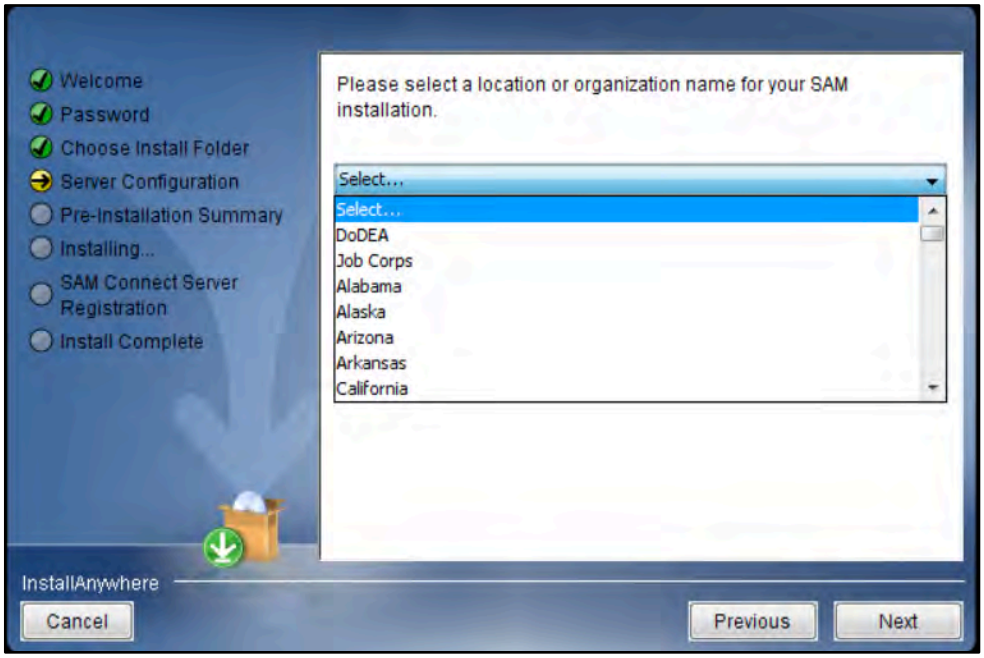
Choose Location Screen

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



Click **Next** to continue installation.

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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.

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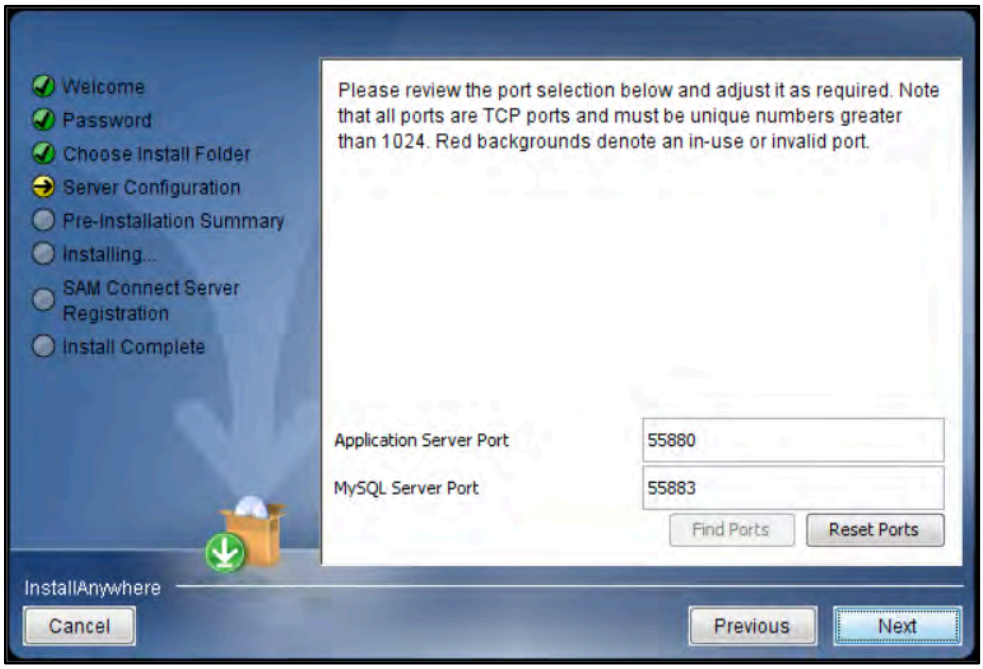
Port Configuration Screen

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 port 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.

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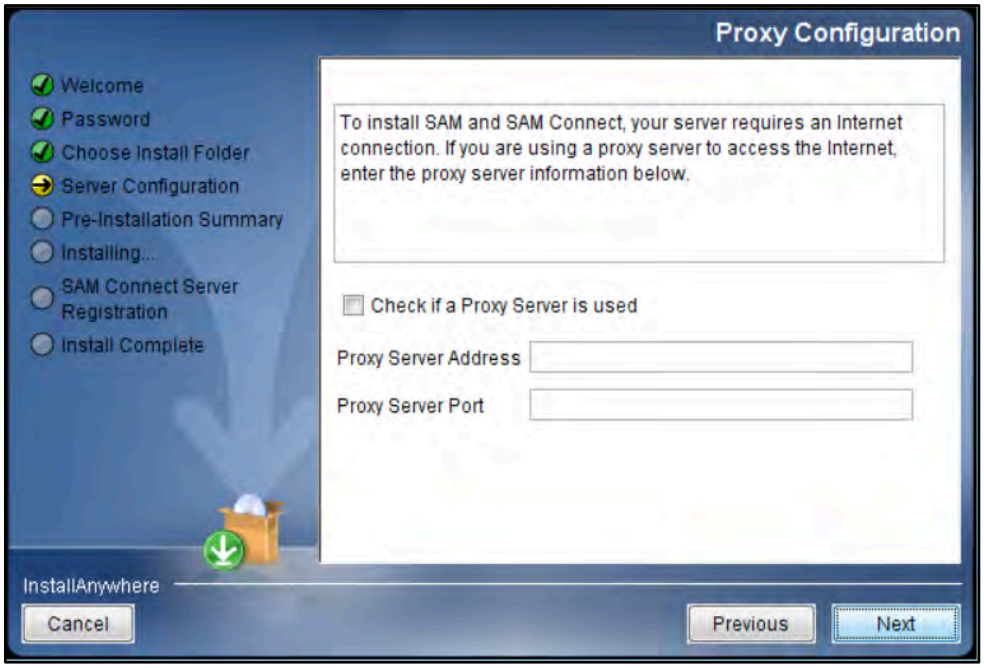
Proxy Configuration Screen

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 box next to **Check if a Proxy Server is used** and enter the proxy server address and port.

Click **Next** to continue.

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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 programs.

Install the 3.x version of each of the programs listed when the SAM Server installation is complete.

Click **Next** to continue.

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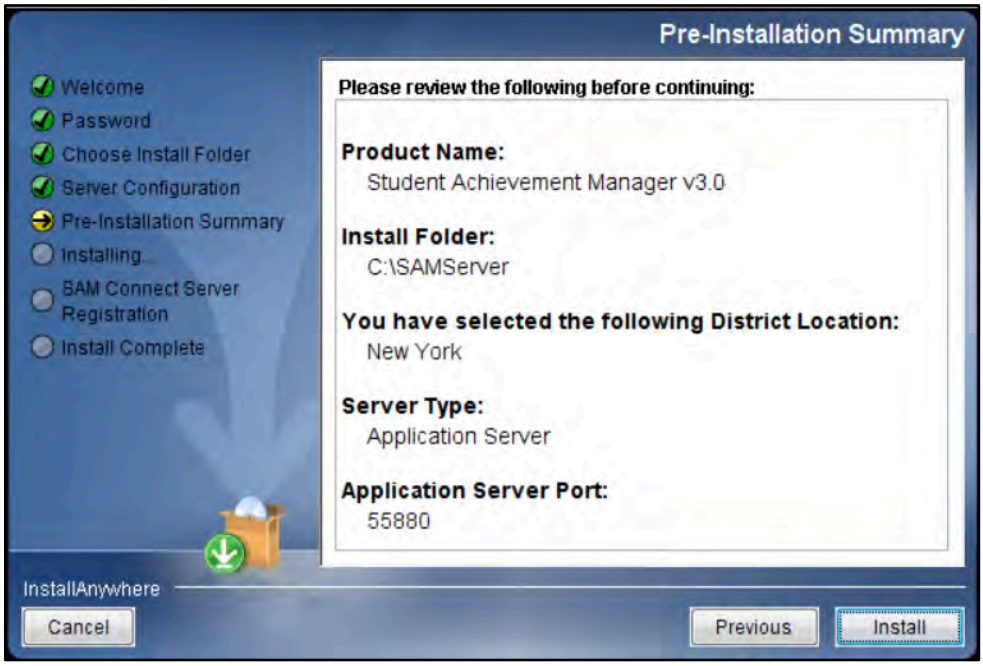
Pre-Installation Summary Screen

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.

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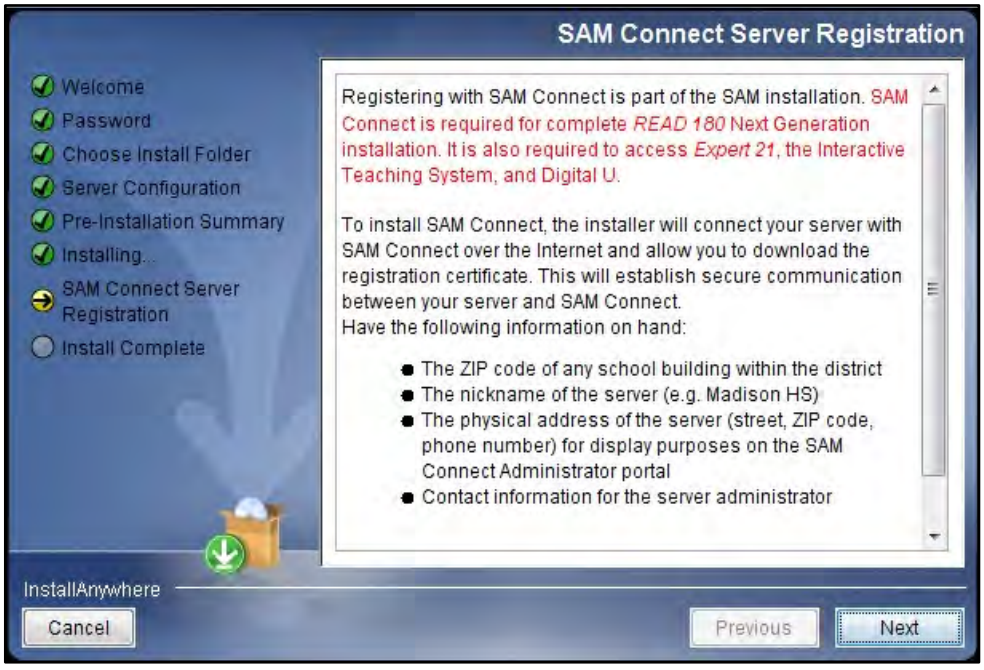
SAM Connect Server Registration Screen

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 Manager opens in the Internet browser.

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SAM Connect Registration Manager Welcome Screen

The first screen of the SAM Connect Registration Manager is the Welcome screen.

Click **Next** to continue.

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Registration Code Entry Screen

The first screen in the Registration Manager 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 Manager.

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

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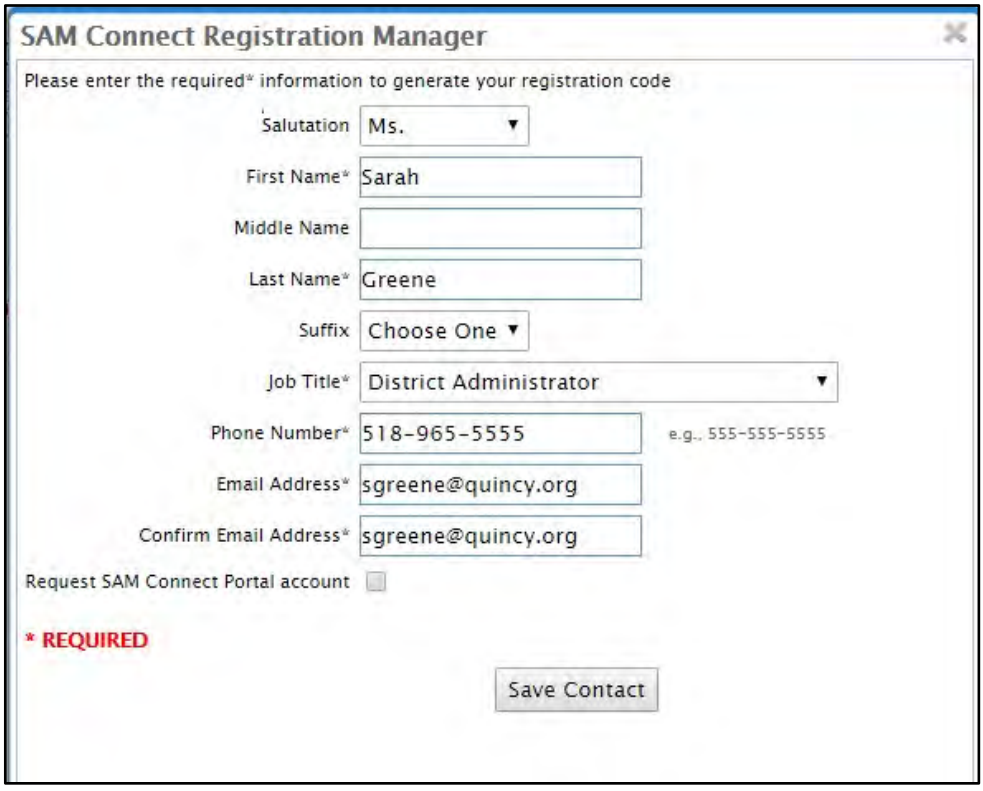
Registration Manager Screen

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



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.

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.

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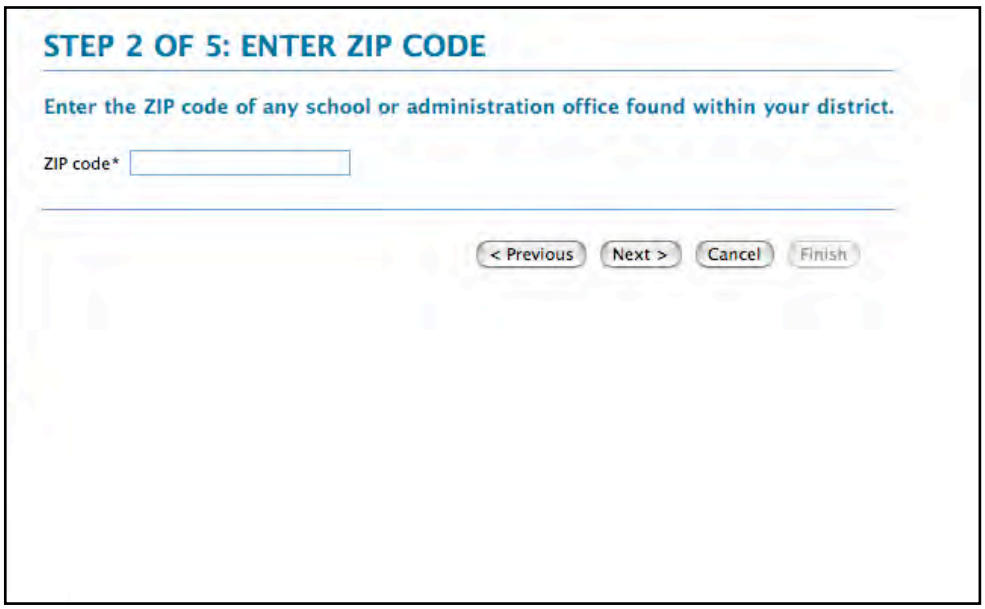
Zip Code Entry Screen

Once the registration code is entered, the next screen is the Enter Zip Code screen.



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

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Confirm District Screen

The next screen in the Registration Manager is the Confirm Your District screen.

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

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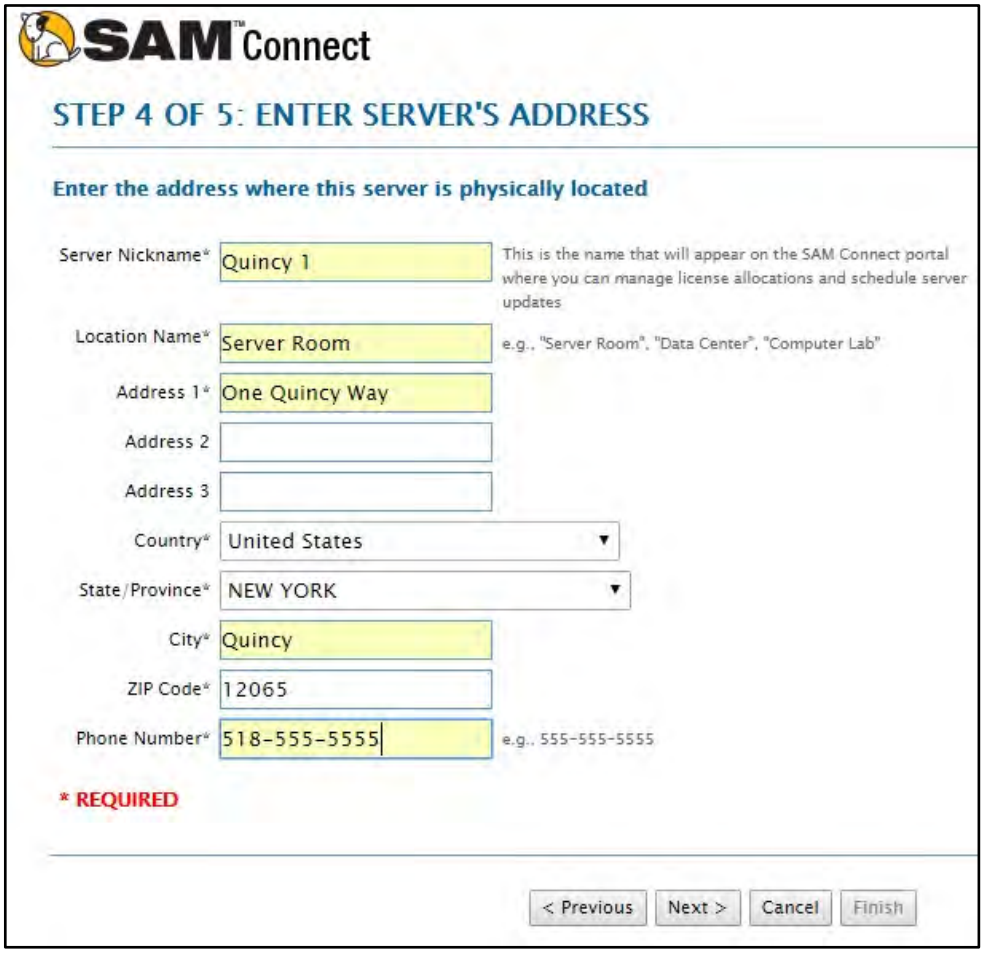
Enter Server's Address Screen

The next screen in the Registration Manager 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.

Click **Next** to continue.

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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**.

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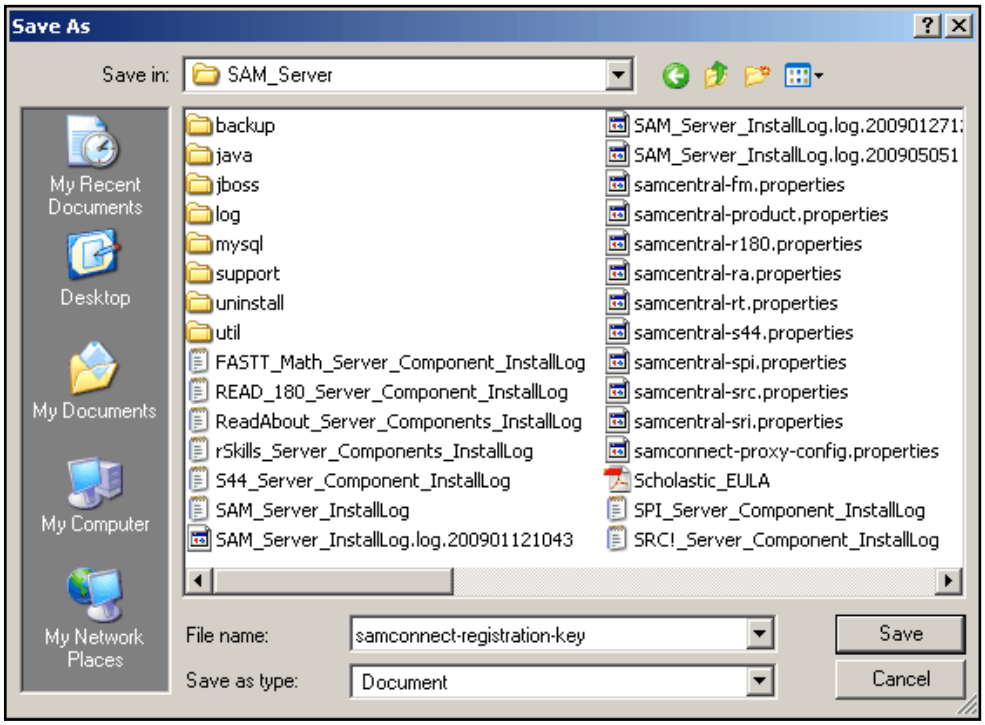
SAM Connect will not activate without the registration certificate. On Windows-based computers, the registration certificate must be saved to the SAM Server folder.



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.

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SAM Connect Registration Verification Screen

SAM Connect verifies the registration after the Registration Manager 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 16–24*. 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 Manager application in the SAM Server/util folder on the server.

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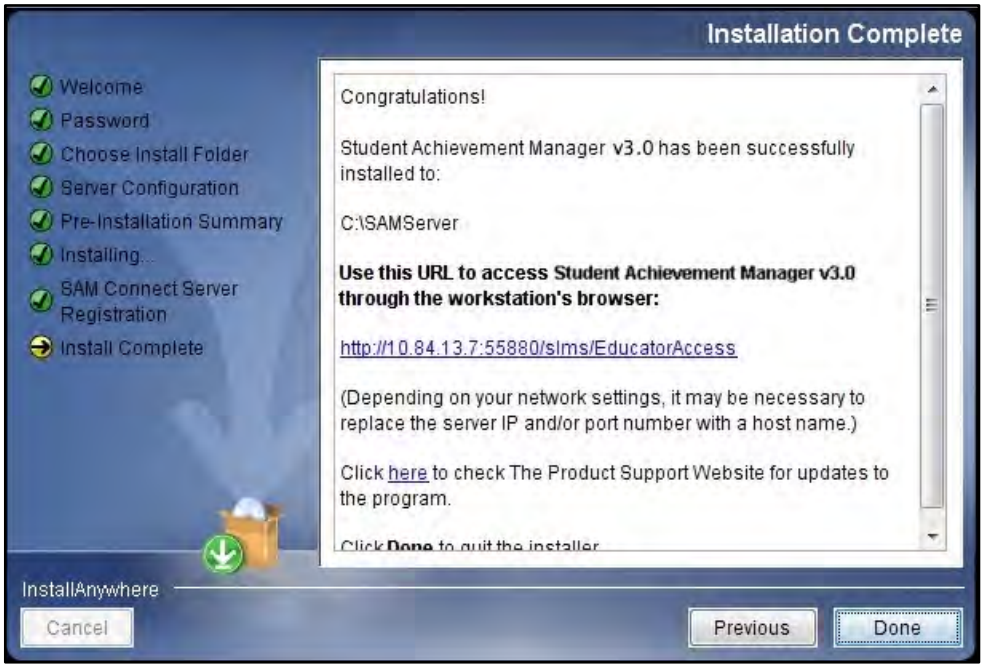
Installation Complete Screen

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.

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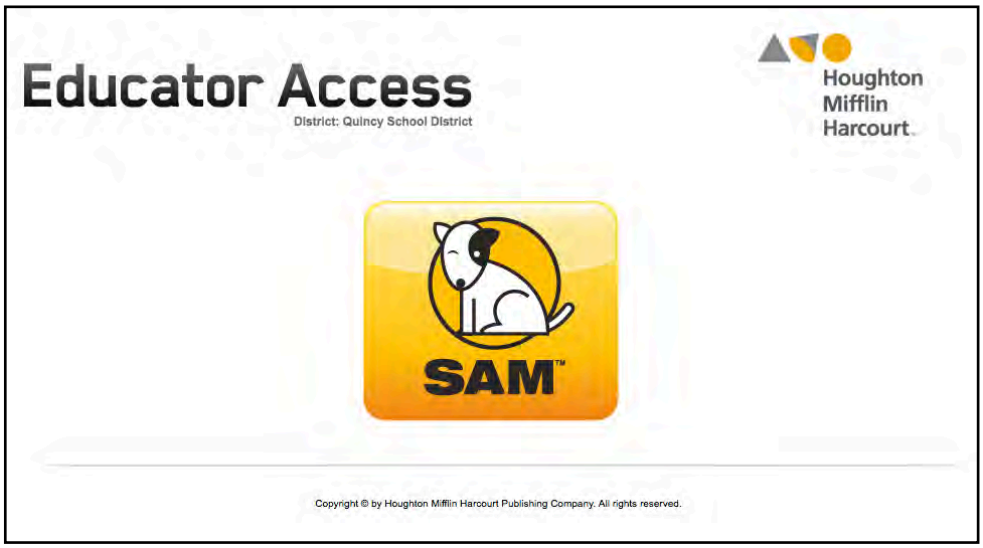
Verifying the SAM Installation

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:** Version 11.4 plugin, enabled by default, must not be disabled.
- **Java:** JavaScript, enabled by default, must not be disabled.
- **Pop-Up Blockers:** These 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.

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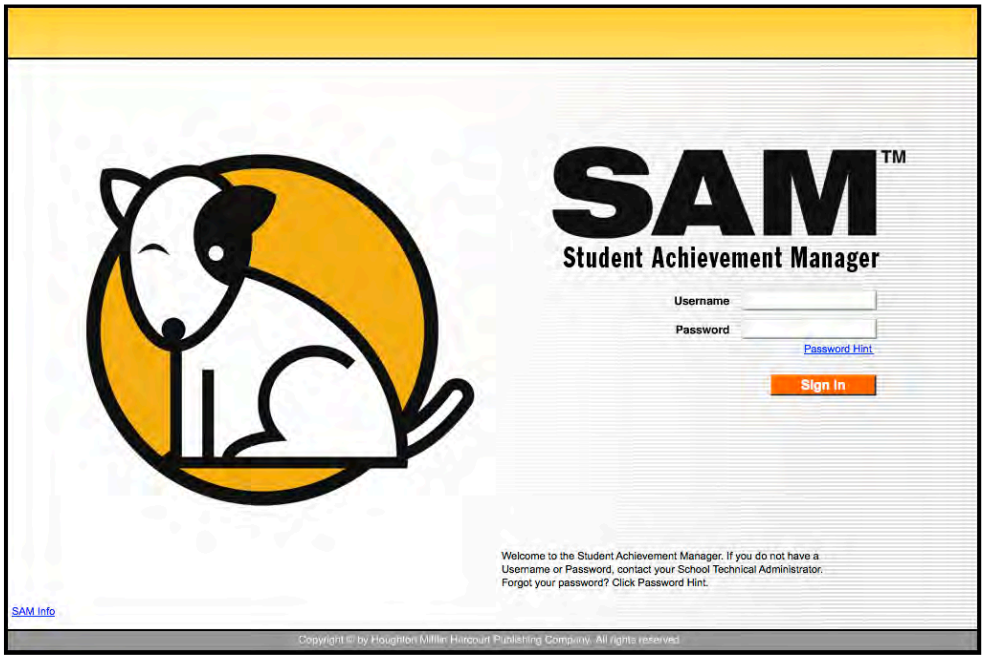

Log in to SAM using SAM's installed username and password. The username is dadmin and the password is SAM@dm1n.

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 page.

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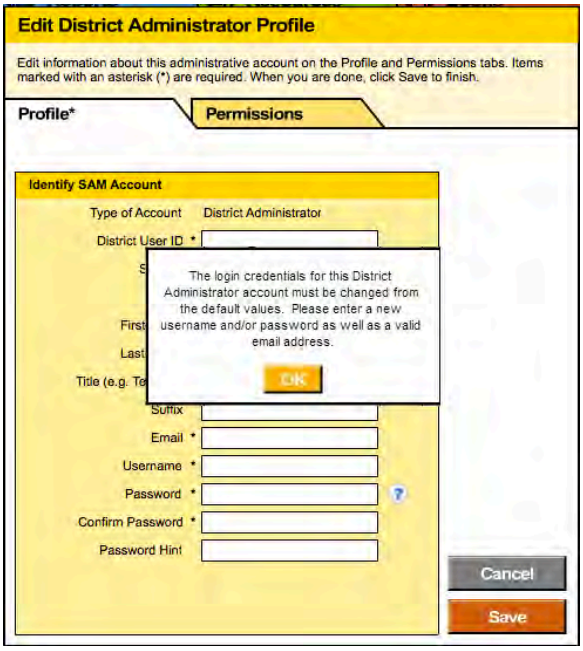
Initial Administrator Login

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 in to 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.

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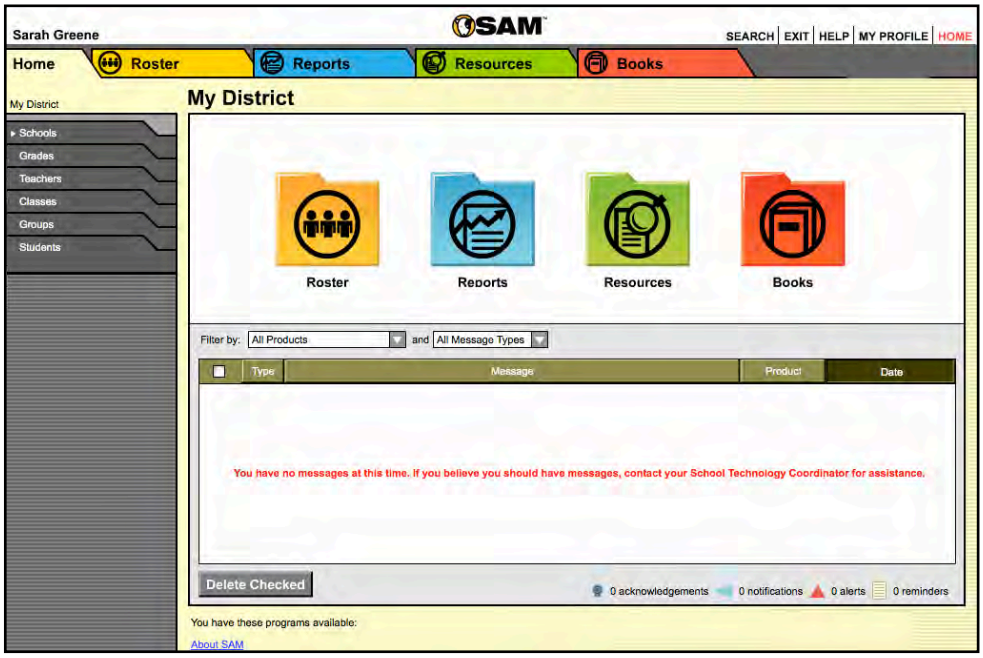

If the SAM home page (above) appears, then SAM has installed correctly.

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

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Installing *System 44*

Downloading the Installer

From the district's downloads screen, click the *System 44* icon to download the *System* installer. When the installer is downloaded to the SAM Server computer, double-click it to open the installer at the Welcome screen. (It may be necessary to use a disk drive emulator to open the installer on a Windows-based server. See your system documentation.)

Install the *System 44* suite on the server computer that hosts the SAM Server.

Installing the *System 44* suite also installs *Phonics Inventory, Reading Inventory*, and *Reading Counts!*

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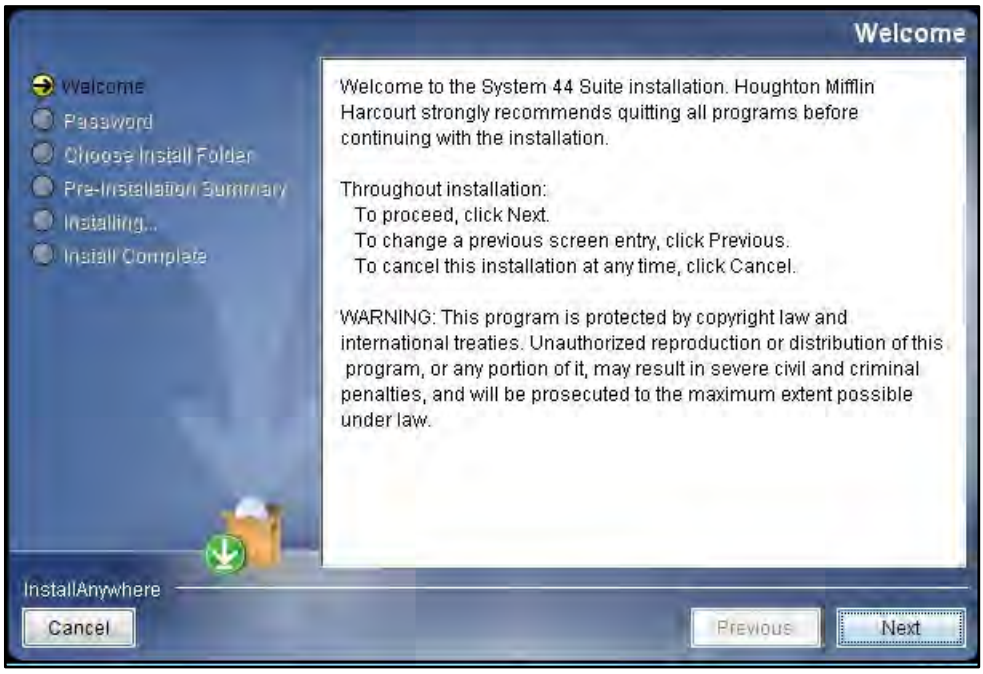
Welcome Screen



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.

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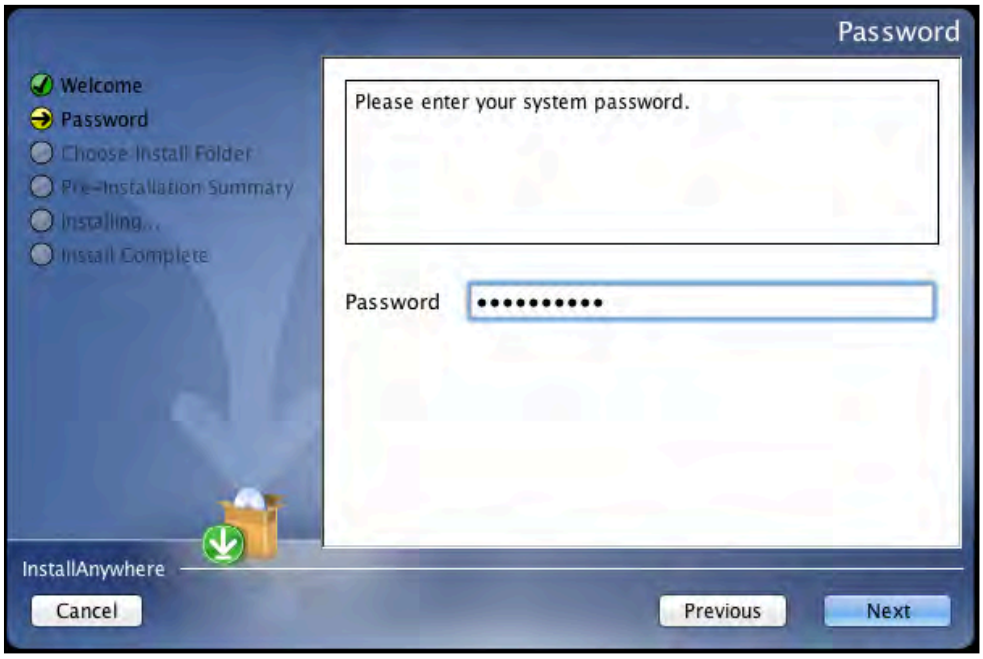
Password Screen

If installing on a Mac OS X-based server, the Password screen appears. If installing on a Windows-based server, the Choose Install Folder screen, described on the following page, appears.



Enter the system administrator password and click **Next**.

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Choose Install Folder Screen

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder where *System 44* 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**.

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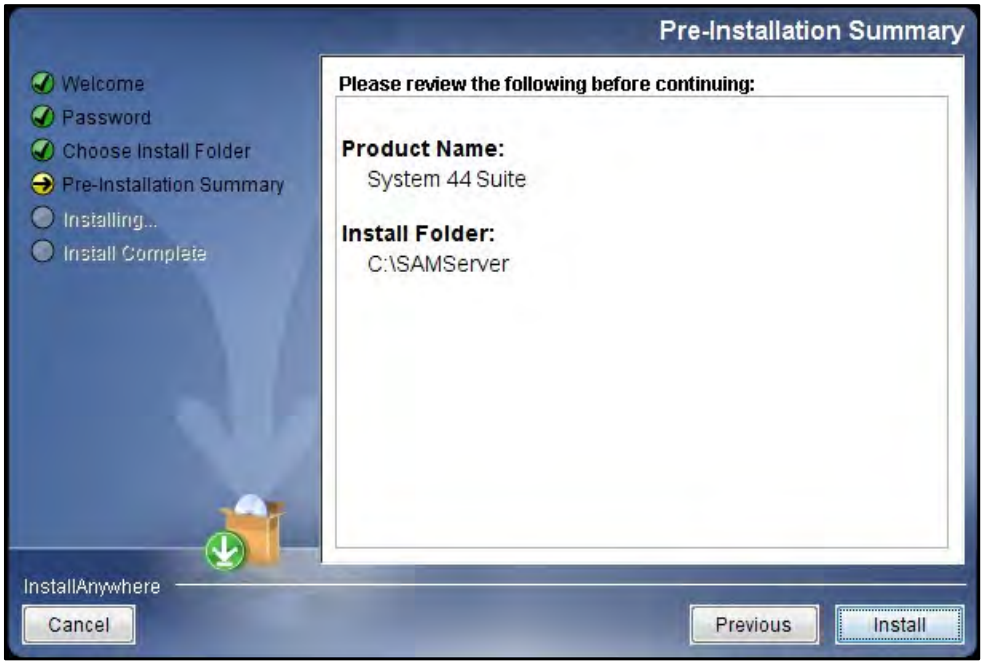
Pre-Installation Summary Screen

Review the summary of the choices for server installation.



If satisfied with the choices, click **Install** to install *System 44* on the server computer.

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

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Installation Complete Screen

System 44 is now installed.

Note that the link listed on this screen should match the SAM Server URL entered during SAM installation (*page 26*). If it does not, reinstall the *System 44* 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 *System 44*. Write down this link and bookmark it on workstations that will access *System 44*.

Click **Done** to close the *System 44* Server Installation window and return to the *System 44* installer screen.

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Installing *System 44* Media

Downloading the Media Installer

Install the *System 44* media on the server computer that hosts the SAM Server.

From the district's downloads screen, click the *System 44* Media icon to download the *System 44* Next Generation media installer.

When the installer is downloaded to the SAM Server computer, double-click the installer to open it at the Welcome screen.

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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.

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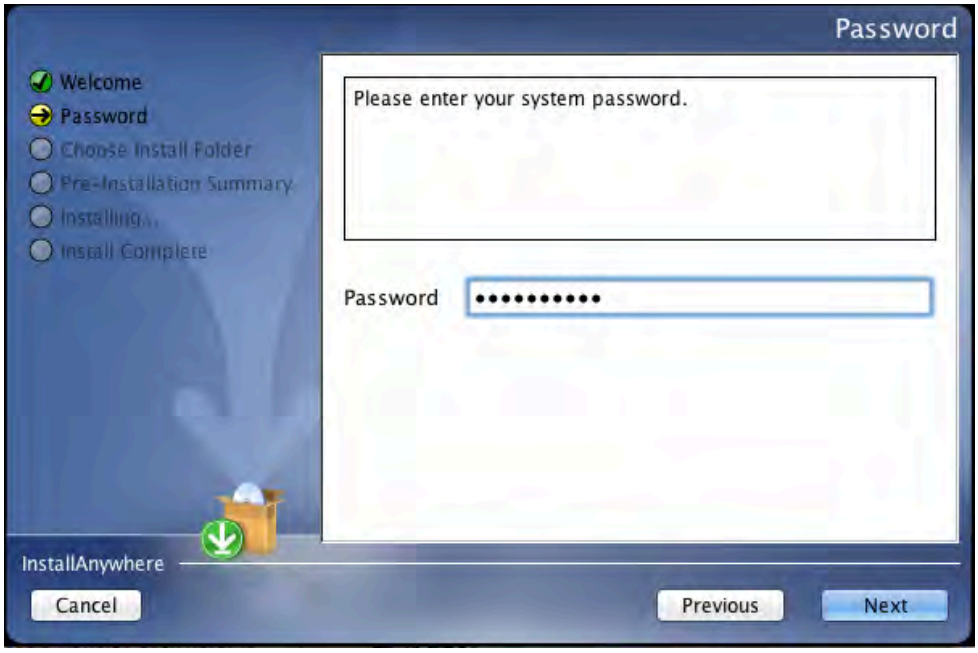
Password Screen

If installing on a Mac OS X-based server, the Password screen appears. If installing on a Windows-based server, the Choose Install Folder screen, described on the following page, appears.



Enter the system administrator password and click **Next**.

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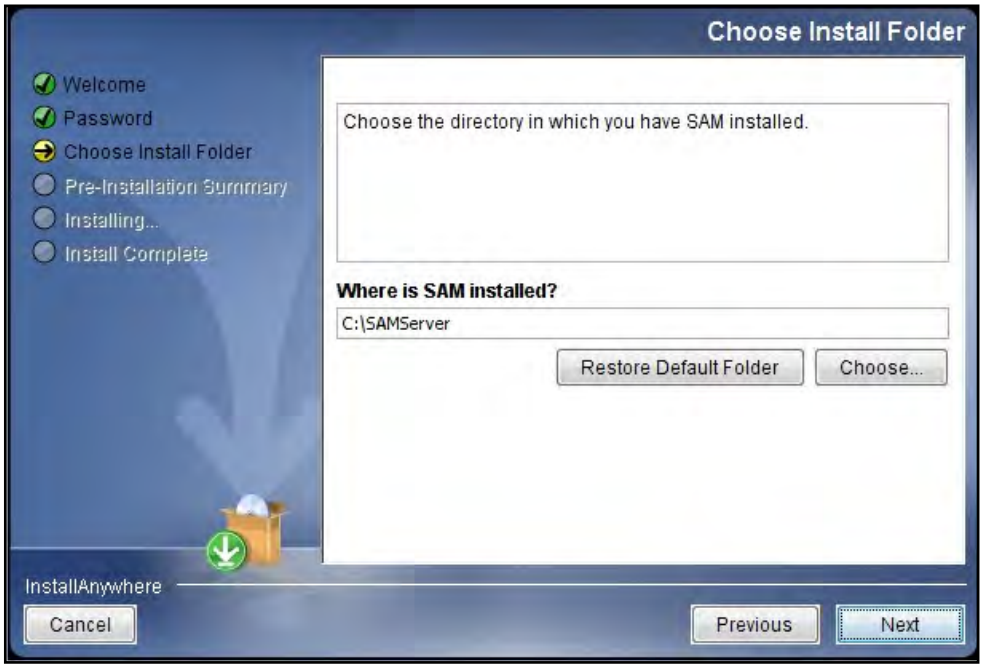
Choose Install Folder Screen

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder where *System 44* media 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**.

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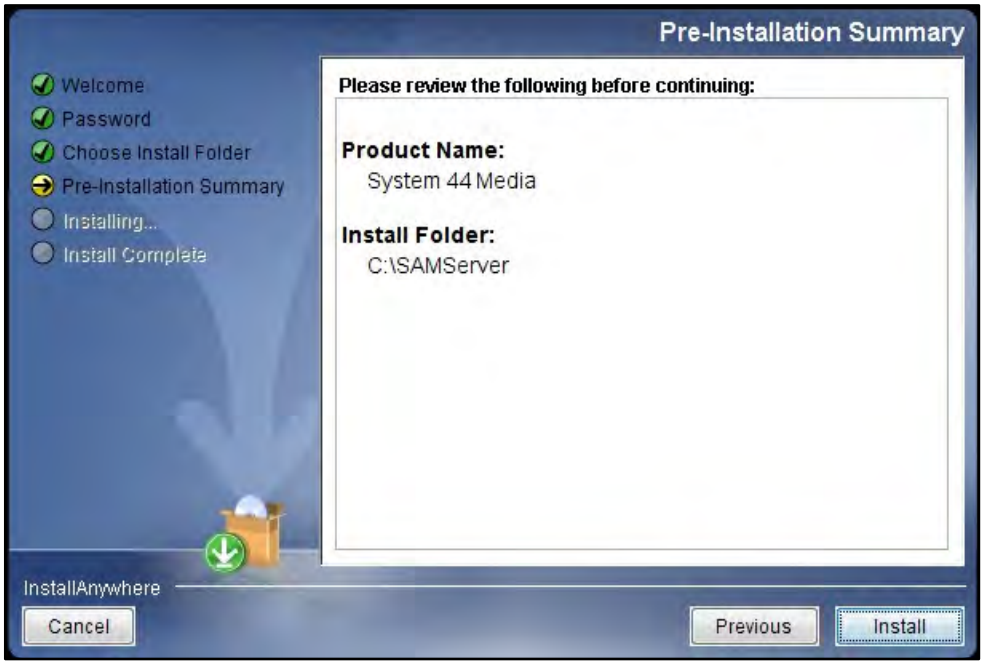
Pre-Installation Summary Screen

Review the information prior to media installation.



After reviewing and verifying all the information, click **Install** to continue. Depending on the computer, this process could take several minutes.

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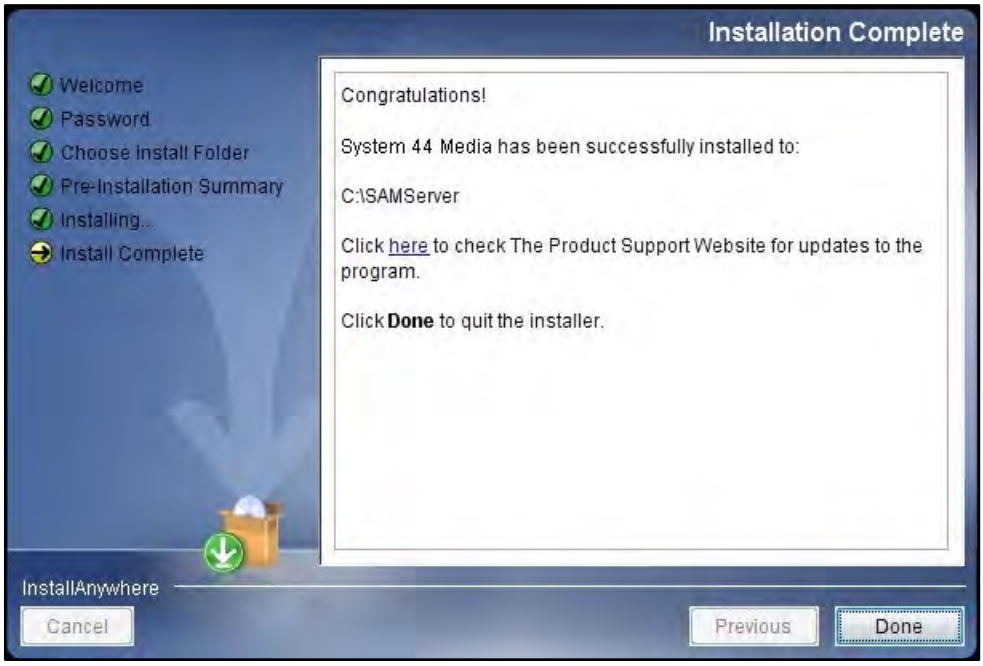
Installation Complete Screen

When the *System 44* media is installed, the Installation Complete screen appears.



Click **Done** to complete the installation process.

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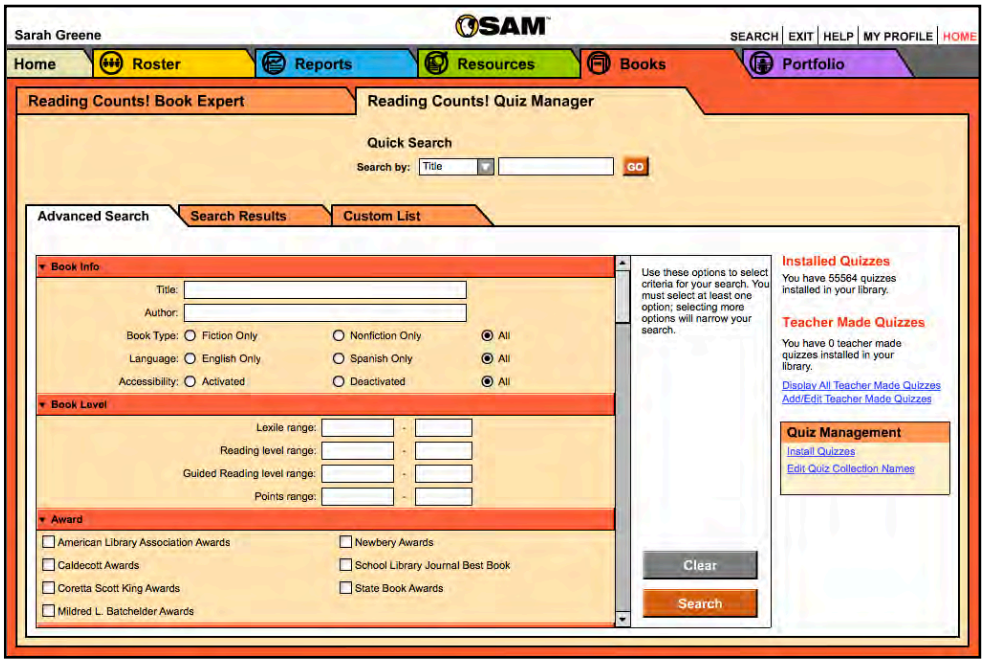
Installing *Reading Counts!* Quizzes

Install *Reading Counts!* Quizzes as part of the *System 44* suite installation process (which includes installing *Phonics Inventory*, *Reading Counts!* and *Reading Inventory*).

To install *Reading Counts!* Quizzes:

1. Open the *System 44* installer folder.
2. Log in to SAM. Click the Books tab to open the *Reading Counts!* Book Expert.



3. Click the *Reading Counts!* Quiz Manager tab to display the Quiz Manager and access the Quiz Management links. Click the **Install Quizzes** link.
4. Clicking the **Install Quizzes** link opens the Install Quizzes Wizard. Click **Choose File** or **Browse** to open a File Upload window.

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5. Navigate to the *Reading Counts!* quizzes. They are found in the *System 44* installer folder. The file name is System 44NG Library.zip and it is found in the RC Quizzes for System44 NG folder. Select the file and click **Open**.
6. From the Install Quizzes Wizard, click **OK** to start the quiz installation. Upload progress is tracked at the bottom of the screen.
7. A message appears when the quizzes are successfully installed. Close the wizard to return to SAM and access the quizzes.

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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 46*) 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.

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Launching *System 44*

To verify that *System 44* was successfully installed and the licenses were activated, click the URL from the Installation Complete screen (*page 36*) or enter it into the workstation's browser. The Student Access screen with the *System 44* 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.

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Click the *System 44* icon to go to the *System 44* Login screen.

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

If the program 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 *System 44* URLs match, then reenter the URL in the browser window. If the problem continues, contact Technical Support (*page 48*).

System 44 is now installed. See the ***System 44 Software Manual*** for instructions on using the program in the classroom and the ***SAM Settings and Reports for System 44*** manual for using SAM to set *System 44* student settings and generate reports.

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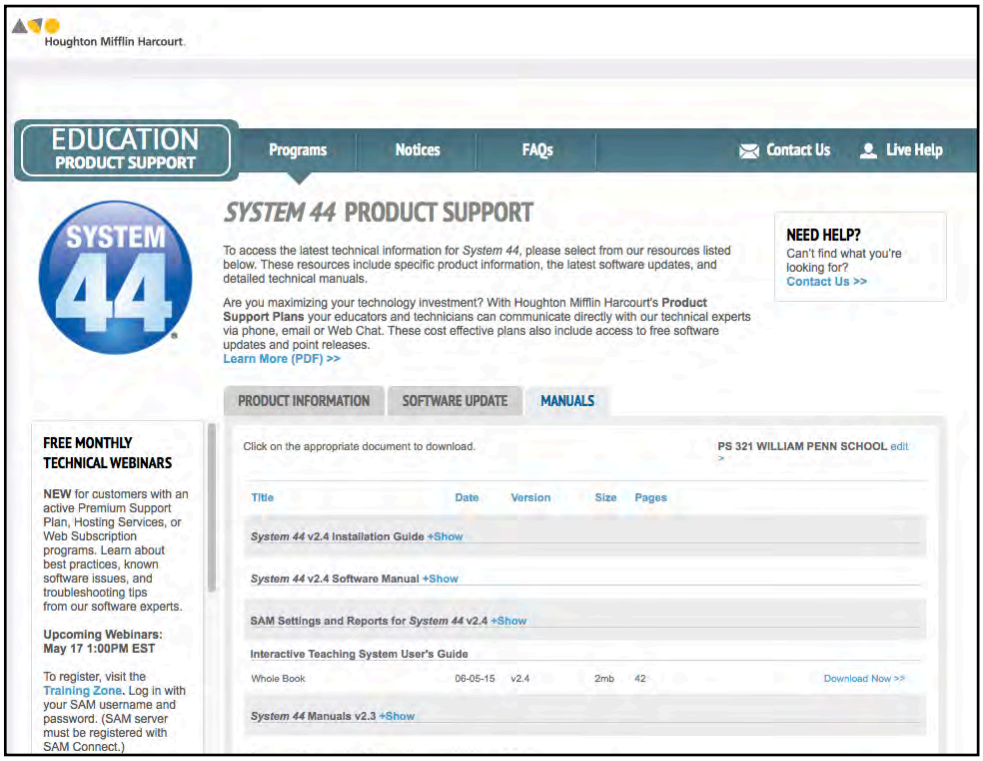
Technical Support

For questions or other support needs, visit the *System 44* Product Support website at hmhco.com/s44/productsupport.



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 *System 44*, contact customer service to speak to a technical support representative at 1-800-283-5974.

For specific questions about using SAM with *System 44* programs, click **Help** in the Quick Links along the top of any screen in SAM.

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