



Using Resources in Scholastic Achievement Manager

For use with Scholastic Achievement Manager version 2.1 or later

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What’s New In Scholastic Achievement Manager Version 2.1?

Scholastic customers already using Scholastic Achievement Manager (SAM) will notice new features in version 2.1:

- **SAM Search:** SAM now includes the ability to search by teacher name.
- **Export Customization:** SAM users may now select which data points to include when exporting data from SAM.



Overview

About SAM

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

SAM manages teacher and student rosters, and collects and organizes performance data that students generate while using Scholastic programs. SAM helps teachers and administrators to understand and implement data-driven instruction by providing easy-to-use tools for:

- Managing student rosters
- Generating reports that capture student performance data at the student, classroom, school, and district levels
- Locating helpful resources for classroom instruction
- Customizing settings for each student, group, and class

SAM also supports teachers and administrators by:

- Including demographic information and enhanced data aggregation capabilities to generate reports
- Aligning instruction to other educational standards
- Communicating student progress to parents, teachers, and administrators
- Facilitating the import and export of data from a student information system (SIS) or a data warehouse

A Note for *READ 180* Next Generation Users

Districts with *READ 180* Next Generation installed on their servers will see a fifth SAM tab, the Portfolio tab.



Only teachers with students enrolled in *READ 180* Next Generation are able to access the functions on the Portfolio tab. For information on using the Portfolio tab, see [SAM Settings and Reports for *READ 180* Next Generation](#).



About This Manual

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

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

A Note About Installation

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



Using Resources in SAM

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

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

Teachers may use resources for the following purposes:

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



Teacher Tip

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



Finding the Right Resources

District Administrator

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

My District

Schools
Grades
Teachers
Classes
Groups
Students

Roster Reports Resources Books

Filter by: All Products and All Message Types

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

Delete Checked

0 acknowledgements 38 notifications 0 alerts 0 reminders

You have these programs available: [About SAM](#)

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

The Resource Finder has the following features to narrow searches:

- **Quick Search by SAM Keyword:** Search for resources using SAM Keywords, which are found in many Scholastic teaching and student materials, as well as other linked documents.
- **Advanced Search:** Tailor resource searches by Scholastic program, resource type, strand, and skill.
- **Browse:** Browse by Scholastic program for types of resources associated with Small- or Whole-Group Instruction, or individual students.
- **Standards:** View state standards where available.
- **ITS:** Access the *READ 180* Interactive Teaching System.



Using Quick Search

The screenshot shows the SAM interface with a navigation bar at the top containing 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The 'Resources' tab is active. Below the navigation bar, there is a search area with the text 'Enter the Keyword of the Resource you are looking for.' and a 'SAM Keyword:' field containing the text 'addition'. To the right of the field is a 'GO' button. Below this, there is a larger section with the text 'To search for Resources, browse for Resources, or look up Standards, first choose a program.' and a 'Program:' dropdown menu with the text 'Choose your program'.

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

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



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

Home Roster

Resource Search Results

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

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

Results 1 through 14 of 14

Close

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



Teacher Tip

SAM Keywords must be entered exactly as they appear.



Using Advanced Search

The screenshot shows the SAM interface with the following elements:

- Navigation Bar:** District Administrator, Home, Roster, Reports, Resources (Return to Resource Finder), Books, SEARCH, EXIT, HELP, MY PROFILE, HOME.
- Search Bar:** "Enter the Keyword of the Resource you are looking for." SAM Keyword:
- Program Selection:** "To search for Resources, browse for Resources, or look up Standards, first choose a program." Program:
- Search Tabs:** Advanced (selected), Browse, Standards.
- Advanced Search Section:** "Use the pull-down menus to begin your Resources search."
 - Resource Type:** Select a type (dropdown menu open)
 - Select a type
 - Answer Keys
 - Assessment
 - Classroom Management/Teacher Resources
 - Lessons
 - Lessons with passages
 - Parent Letters
 - Practice Pages/BLMs
 - Graphic Organizers
 - Passages
 - Practice Pages
 - Rubrics/Scoring Guides
 - Scholastic RED Routines
 - Software Manuals
 - Strand:** (dropdown menu)
 - Skill:** (dropdown menu)

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

To use Advanced Search:

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



Teacher Tip

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



Browsing for Resources

The screenshot displays the SAM interface. At the top, there's a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. Below this is a search bar with the text 'Enter the Keyword of the Resource you are looking for.' and a 'go' button. A 'Program' dropdown menu is set to 'Expert 21 Course I'. The 'Browse' tab is active, showing three columns of resources:

- For individual students:** Answer Keys, Parent Letters, Practice Pages/BLMs, Graphic Organizers, Passages, Practice Pages.
- For professional development and administration:** Scholastic RED Routines, Software Manuals.
- For Whole/Small Group Instruction:** Assessment, Classroom Management/Teacher Resources, Lessons, Lessons with passages, Rubrics/Scoring Guides.

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

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

To browse for resources:

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



Searching for State Standards

District Administrator

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

Enter the Keyword of the Resource you are looking for.

SAM Keyword: go

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

Program: Expert 21 Course I

Advanced Browse Standards

Use the pull-down menus to select your state and grade.

Choose a state: Grade: go

- AK
- AL
- AR
- AS
- AZ
- CA
- CO
- CT
- DC
- DE
- FL

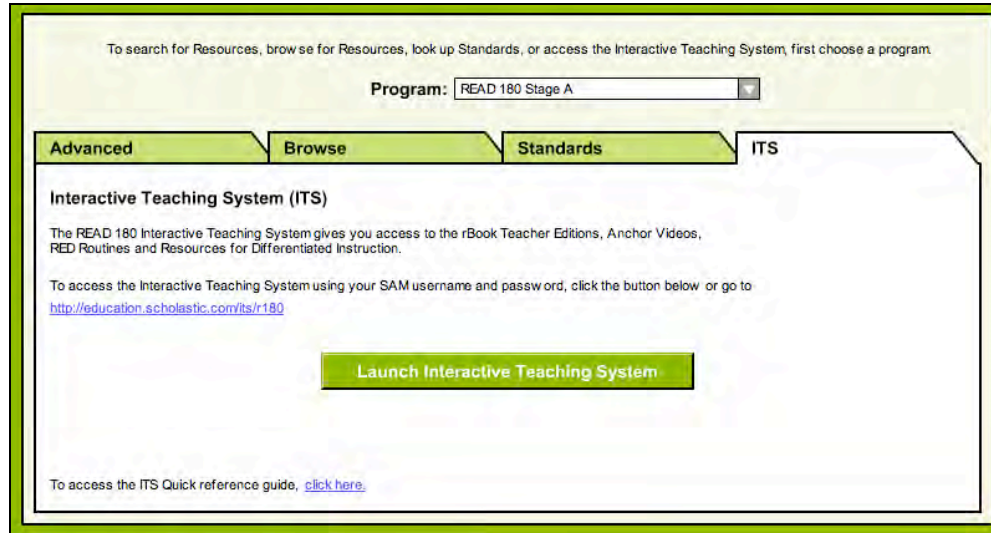
Teachers may search directly for specific state standards for each grade using the Standards Lookup Tool in the Resources tab. This tool helps to access state-standards correlation documents associated with Scholastic programs.

To search for state standards:

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



Accessing the *READ 180* Interactive Teaching System



Teachers may access the *READ 180* Interactive Teaching System through the Resources tab in SAM or through a Web browser.

To access the *READ 180* ITS through the Resources tab:

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

The ITS is available only to *READ 180* customers with Premium Maintenance and Support plans, and is known as the Digital Teaching System in Florida. For more information about the ITS, see the [READ 180 Interactive Teaching System User's Guide](#).



Viewing, Printing, and Saving Resources

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

Viewing a Resource

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

Results 1 through 14 of 14

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

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

Printing and Saving a Resource

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



Technical Support

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

SCHOLASTIC Teachers Parents Kids Administrator Librarians More Scholastic Sign Out My Account

SEARCH

EDUCATION PRODUCT SUPPORT CONTACT US LIVE HELP

PRODUCTS

- READ 180
- SYSTEM 44
- SCHOLASTIC ACHIEVEMENT MANAGER (SAM)
- SCHOLASTIC READING COUNTS! (SRC1)
- SCHOLASTIC READING INVENTORY (SRI)
- SCHOLASTIC PHONICS INVENTORY (SPI)
- FASTT MATH
- READABOUT
- BOOKPLIX
- SCHOLASTIC RED
- WIGGLEWORKS
- ZIP ZOOM ENGLISH

SCHOLASTIC ACHIEVEMENT MANAGER (SAM) PRODUCT SUPPORT

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

Are you maximizing your technology investment? With Scholastic's Product Maintenance and Support Plans your educators and technicians can communicate directly with our technical experts via phone, email or Web Chat. These cost effective plans also include access to free software point releases to ensure you have the latest features as they become available. [Learn More \(PDF\) >>](#)

AVAILABLE JUNE 2009!

Scholastic Education is pleased to announce the release of Enterprise Edition version 1.9. [Learn More >>](#)

NEED HELP?

Can't find what you're looking for? [Contact Us >>](#)

Product Information Software Updates **Manuals**

Click on the appropriate document to download. For manuals for Enterprise Edition programs, go to the specific product support page. Please note: to access these materials you will be required to register with Scholastic.com. View and print items marked (PDF) using Adobe Acrobat Reader® software, version 4.0 or higher. [Get Acrobat Reader](#)

Title	Date	Version	Size	Pages	
SAM: Getting Started with Scholastic Achievement Manager					
Whole Book	11-07-08	Enterprise Edition v1.8.1	1.5mb	17	Download Now >>
SAM: Enrolling and Managing Students in Scholastic Achievement Manager					
Whole Book	11-07-08	Enterprise Edition v1.8.1	4mb	44	Download Now >>
SAM: Using Resources in Scholastic Achievement Manager					
Whole Book	11-07-08	Enterprise Edition v1.8.1	952kb	11	Download Now >>
SAM: Using the Book Expert in Scholastic Achievement Manager					
Whole Book	11-07-08	Enterprise	2.8mb	34	Download Now >>

At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding the Scholastic program suite, contact customer service to speak to a representative for each program powered by SAM at:

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

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