

## Enterprise Edition Errata v1.4

### For Enterprise Edition v1.1 Technical and Installation Guide

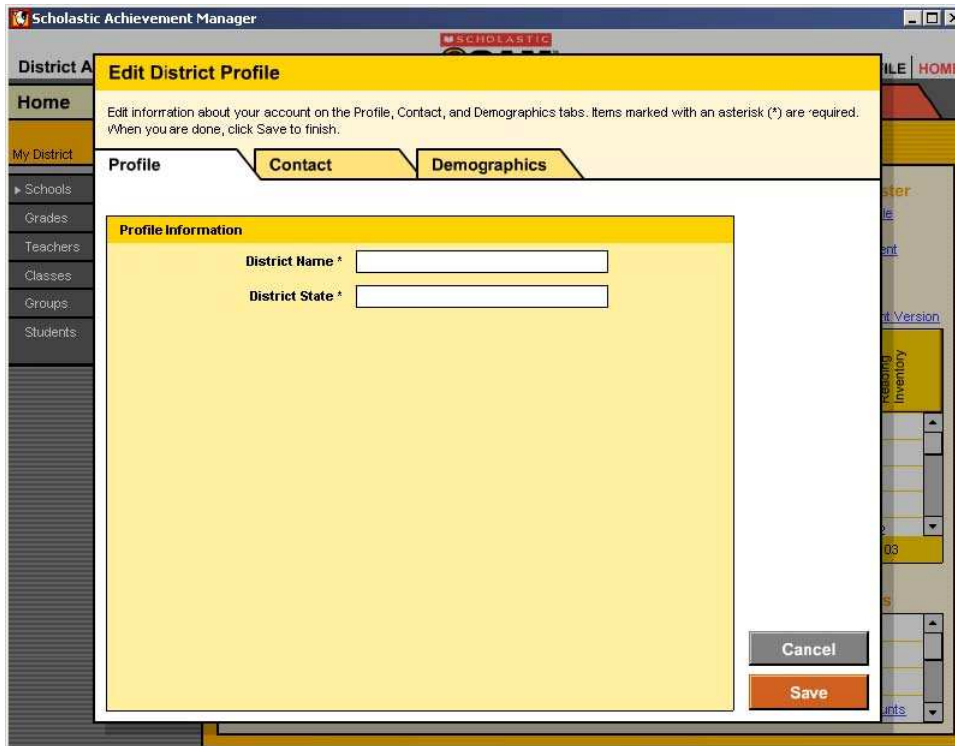
The following are corrections and additions to information found in the *ReadAbout® Enterprise Edition Technical and Installation Guide v1.1*.

#### Page 65 — The District Profile

The District Profile is created when SAM is installed.

To edit the District Profile:

1. Click the **Edit District Profile** link under **Manage Roster**. This will open the **Edit District Profile** window. There are three tabs: Profile, Contact, and Demographics.
2. Enter the District Name and State Name on the **Profile** tab. This information is required.



3. Enter information about the District Administrator, District Address, and phone number on the **Contact** tab.

**Scholastic Achievement Manager**

**District A** | **Edit District Profile** | FILE HOME

Edit information about your account on the Profile, Contact, and Demographics tabs. Items marked with an asterisk (\*) are required. When you are done, click Save to finish.

**Profile** | **Contact** | Demographics

**Contact Information**

District Contact Last Name

District Contact First Name

District Contact Middle Name

District Contact Title

District Contact Email

District Address Line 1

District Address Line 2

District Address Line 3

City, State, and Zip

Contact Phone Number

Cancel Save

4. Enter demographic information about the district that may be useful for district reporting purposes.

**Scholastic Achievement Manager**

**District A** | **Edit District Profile** | FILE HOME

Edit information about your account on the Profile, Contact, and Demographics tabs. Items marked with an asterisk (\*) are required. When you are done, click Save to finish.

**Profile** | **Contact** | **Demographics**

**AYP**

- Economically Disadvantaged
- Gifted and Talented
- Limited English Proficiency
- Migrant
- Students with Disabilities

**Gender**

- Female
- Male

**Custom**

Add A New Demographic

Cancel Save

You may use the **Add A New Demographic** button to create custom demographic groups for your district's reporting. See **page 34** in the *READ 180 Software Manual, Enterprise Edition v1.0* for details on adding a custom demographic.

5. Click **Save** when you are done editing the District Profile, or click **Cancel** to close the window without saving any changes.

### **Page 72 — Adding and Editing a Student**

Program enrollment is not managed in the **Add/Edit Student** window, as described in #3 on **page 58**.

To enroll students in programs:

1. Click the **Manage Enrollment** link in the **Manage Roster** menu at the top of a **Student Profile** window.
2. Use the checkboxes to enroll the student in a Scholastic program. Note that there must be an available license to enroll a student in a program.
3. Click **Save** to save your changes and close the window.

### **Page 75 — Changing Account Permissions**

To change permissions for an Admin account:

1. Choose **Manage Administrative Accounts** from **Advanced Settings** on the lower right on an Administrator's **Profile** screen, then select the Administrative Account for which you would like to change permissions.
2. Click the **Permissions** tab to view the current permissions settings.
3. Check the boxes to select (or deselect) the desired permissions.
4. Click **Save** when you are done to save the new settings and return to the **Profile** screen. Click **Cancel** to return to the **Profile** screen without saving your changes.

### **Page 75 — Manage Enrollment Permissions**

You can now limit a teacher's ability to enroll students.

To remove a teacher's permission to enroll students:

1. Sign in to SAM as an administrator.
2. Select a teacher in the **SmartBar**. This will open the **Roster** tab for that teacher.

Macintosh HD/Users/sangbae/Desktop/SAMLoader-build2203:SAM-8

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

Home Roster Reports Resources Books


My District

- Schools
- Grades
- Teachers for Eleventh grade

Rahim, Abdur

- Classes for Rahim, Abdur
- Boxing Out
- RTL PATH CLASS
- Groups
- Students for Rahim, Abdur
- 18, Path
- 20, Path
- 20 A, Path
- 31, Path
- 44, Path
- 46, Path
- 49, Path
- 52, Path
- 52 A, Path
- 54, Path

### Rahim, Abdur

**Profile for Rahim, Abdur**  **Manage Roster**





**Email:** Arahim@yahoo.com  
**Type of Account:** Teacher  
**Username:** AbdurRahim  
**Number of Students:** 12

[Edit Teacher Profile](#)  
[Add a Class](#)  
[Add a Group](#)  
[Add a Student](#)  
[Manage Enrollment](#)  
[Deactivate Teacher](#)

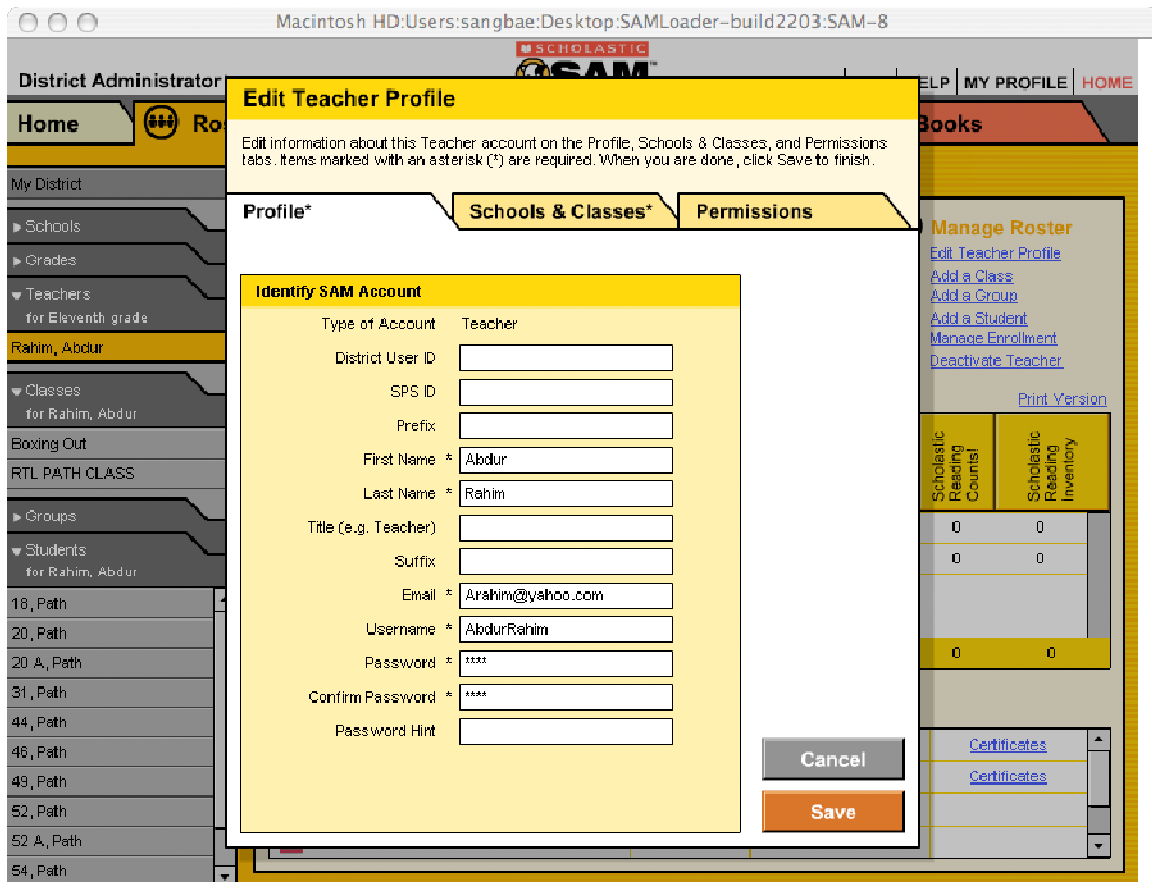
#### Usage Summary [Print Version](#)

Class	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	ReadAbout	rSkills Tests	Scholastic Reading Council	Scholastic Reading Inventory
Boxing Out	0	2	0	0	0	0	0	0
RTL PATH CLASS	0	10	0	0	0	0	0	0
<b>Teacher totals</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

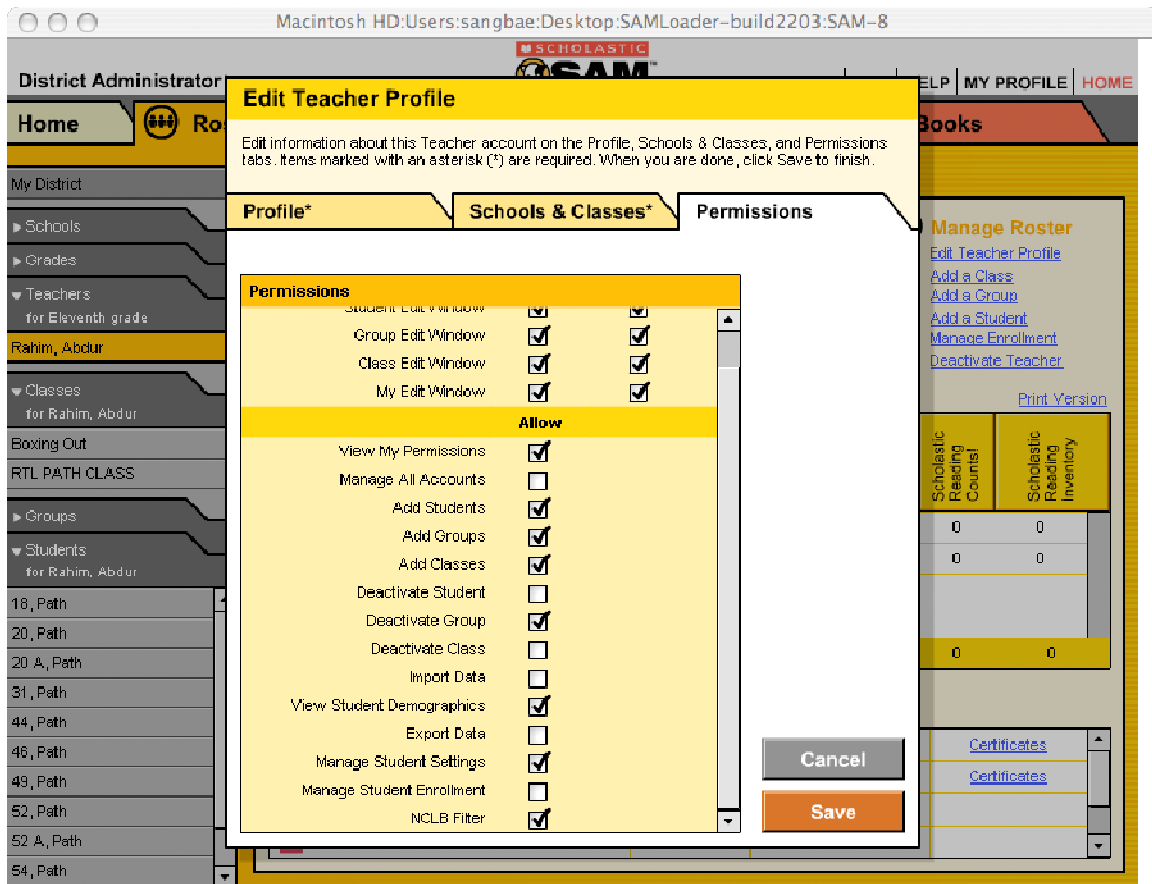
#### Programs

 FASTT Math	<a href="#">Settings</a>	<a href="#">Worksheets</a>	<a href="#">Certificates</a>
 READ 180	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
 ReadAbout	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	
 rSkills Tests	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

3. Click the **Edit Teacher Profile** link. This will open the **Edit Teacher Profile** window.



4. Click on the **Permissions** tab.



5. Uncheck the checkbox for Manage Student Enrollment.
6. Click **Save**.

## Page 77-83 — Creating Grades in the Roster Import Process

In previous releases, the grades associated with a class would be created automatically based on the grades associated with the school. Now, the grades associated with a class will only include those grades included in the roster import file.

For example, if you import a \*.csv file with the data listed below into the school Blackwell High, which includes Grades 9–12, the new class, Reading, will only be associated with Grades 9 and 11.

```
SIS_ID,USER_NAME,FIRST_NAME,LAST_NAME,GRADE,SCHOOL_
NAME,CLASS_NAME
njj3481,njones,Nicholas,Jones,9,Blackwell High,Reading
wlk6008,wking,William,King,11,Blackwell High,Reading
tss3447,tsampson,Tina,Sampson,11,Blackwell High,Reading
```

