



Welcome to the Training Zone Special Event



# Starting the School Year with *READ 180*

# *Let's take a poll...*

**What is your current role?**

- a) Classroom Teacher
- b) District-Level *READ 180* Coordinator
- c) School-Level *READ 180* Coordinator
- d) Technical Support
- e) Other

# Training Logistics

- Questions and Answers 
- Chat feature 
- Resources
  - Sent to you via email
  - Presentation to be archived along with access to resources as attachments



Resource: *Measures of Fidelity* (doc)



*The Scholastic Digital Training Zone*



# The Digital Training Zone

Windows Picture and Fax Viewer

**SCHOLASTIC** Teachers Parents Kids Administrator Librarians More Sign In My Account

**DTZ** DIGITAL TRAINING ZONE

ON-DEMAND ACCESS TO TRAINING AND RESOURCES TO ENSURE IMPLEMENTATION SUCCESS **GET HELP**

Education Services > Digital Training Zone

Welcome to the Digital Training Zone

The Digital Training Zone (DTZ) provides you with anytime, anywhere access to training and resources to improve your implementation. Browse the resources below, or log in to access the full collection.

**LOG IN USING YOUR SAM USERNAME AND PASSWORD**

**LOG IN**

To get full access to the DTZ you must

- Be a registered SAM user in your district
- Be running Enterprise Edition Version 1.9
- Have a Premium Product Support and Maintenance Plan

[Learn More](#)

**AUTHOR EVENTS**  
Dr. Ted Haeberling on Building Mental Models  
July 5, 2009  
3pm EST

**AUTHOR EVENTS**  
Dr. Jeff Wilhelm on Engagement & Motivation  
Aug 2, 2009  
11am EST

**TRAINING AND RESOURCE LIBRARY: SAMPLES** **LIVE PRODUCT TRAINING CALENDAR** **AUTHOR WEBINARS**

BROWSE BY: PRODUCT TITLE TOPIC CONTENT AREA

PDF Video 2 | 3 | 4 SEE ALL

 READ 180 Getting Started	 SYSTEM 44 Motivation & Engagement	 Reading Counts Getting Started	 Scholastic Achievement Manager Getting Started
 READ 180 Getting Started	 SYSTEM 44 Getting Started	 Reading Counts Getting Started	 Scholastic Achievement Manager Getting Started
 READ 180 Getting Started	 SYSTEM 44 Getting Started	 Reading Counts Getting Started	 Scholastic Achievement Manager Getting Started

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- Digital Training and Resource Library
- Live Webinar Calendar
- Exclusive Author Events



# Digital Training and Resource Library

**SCHOLASTIC** Teachers Parents Kids Administrator Librarians More

DTZ DIGITAL TRAINING ZONE

ON-DEMAND ACCESS TO TRAINING AND RESOURCES TO ENSURE IMPLEMENTATION SUCCESS

How-To Monitor Progress on the System 44 Software

How-To Monitor Progress on the System 44 Software provides information about the reports used to assess students' foundational reading skills.

Download the Transcript

Sarah Greene

Home Roster Reports Resources Books

My District

Roster Reports Resources Books

Type	Message	Product	Date
<input type="checkbox"/>	System backup finished	<a href="#">Show me...</a>	SAM 03/04/09
<input type="checkbox"/>	System backup finished	<a href="#">Show me...</a>	SAM 03/04/09
<input type="checkbox"/>	System backup finished	<a href="#">Show me...</a>	SAM 10/15/08
<input type="checkbox"/>	System backup finished	<a href="#">Show me...</a>	SAM 10/15/08

0 acknowledgements 4 notifications 0 alerts 0 reminders

**For Reflection:**

- Think about how you previously monitored student progress on the System 44 Software.
- Notice how the reports provide information on different foundational reading skills.
- Practice running System 44 reports and refer to the SARG to review key data points.

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- “How-To” Video Tutorials
- Rich resource library for just-in-time support for classroom management, instructional routines, and more
- New resources are added regularly throughout the year.

# Live Webinar Calendar

TRAINING AND RESOURCE LIBRARY: SAMPLES		LIVE PRODUCT TRAINING CALENDAR		AUTHOR WEBINARS		
Product	Topic	Title	Description	Date	Time	Register
	Assessment & Reporting	Using System 44 Data to Drive Instruction	This interactive webinar helps teachers use System 44 data-rich reports to monitor progress and plan lessons. During this training, participants examine the System 44 reports and learn how to use... <a href="#">(more)</a>	W, 07.25.09	7pm	<a href="#">REGISTER</a>
	Getting Started	Setting Up Your READ 180 Classroom	This interactive webinar helps teachers use System 44 data-rich reports to monitor progress and plan lessons. During this training, participants examine the System 44 reports and learn how to use... <a href="#">(more)</a>	W, 07.25.09	7pm	<a href="#">REGISTER</a>
	Assessment & Reporting	Using System 44 Data to Drive Instruction	This interactive webinar helps teachers use System 44 data-rich reports to monitor progress and plan lessons. During this training, participants examine the System 44 reports and learn how to use... <a href="#">(more)</a>	W, 07.25.09	7pm	<a href="#">REGISTER</a>
	Getting Started	Setting Up Your READ 180 Classroom	This interactive webinar helps teachers use System 44 data-rich reports to monitor progress and plan lessons. During this training, participants examine the System 44 reports and learn how to use... <a href="#">(more)</a>	W, 07.25.09	7pm	<a href="#">REGISTER</a>

- Multiple training options every month on *READ 180*, *System 44*, *Expert 21*, *ReadAbout*, and *SRI*
- Sample topics
  - *READ 180* Refresher/Quickstart Training
  - Assessment and Data-Driven Instruction
  - Classroom Management and Planning

# Exclusive Author Events

TRAINING AND RESOURCE LIBRARY: SAMPLES		LIVE PRODUCT TRAINING CALENDAR		AUTHOR WEBINARS	
Author	Title	Description	Date	Time	Register
 Dr. Ted Hasselbring	Building Mental Models	Dr. Ted S. Hasselbring is a Professor of Special Education at Peabody College of Vanderbilt University. Over the past twenty-five years, Dr. Hasselbring has conducted research on the use of technology for enhancing learning in students... <a href="#">(more)</a>	W, 07.5.09	3pm	<a href="#">REGISTER</a>
 Dr. Jeff Wilhelm	Engagement & Motivation	Dr. Jeff Wilhelm has been studying the impact of motivation on the acquisition of literacy skills in adolescents for over 25 years. His research has catalyzed a national conversation on the importance of inquiry. Specifically, what kind of question... <a href="#">(more)</a>	W, 07.5.09	3pm	<a href="#">REGISTER</a>

- 3-4 webinars every year that will bring you into exclusive contact with Scholastic authors and “architects”



## How do I login to the DTZ?

1. You must have a SAM username and password
2. You must be running Enterprise Edition 1.9 and have a server registered with SAM Connect.
3. Your school must have a Premium Product Maintenance and Support Plan.

# Presenters:

Patrick Enfinger

&

Pam Wise

*Regional Technical  
Services Manager*

*Implementation  
Project Manager*





# Proficiencies for Successful *READ 180* School Year Start-up:

1. Properly set-up the technology and SAM (the Scholastic Achievement Manager) at the district, school, and classroom levels
2. Explore options for scheduling, with appropriate staffing, to ensure student use of the program for a minimum of 90 minutes daily
3. Effectively set-up and organize the *READ 180* classroom for on-model implementation and optimum student achievement
4. Plan for and implement the first three weeks of instruction, including initial SRI (Scholastic Reading Inventory) administration
5. Plan for data collection and progress monitoring
6. Participate in professional development opportunities to optimize teacher effectiveness in program implementation
7. Plan for incentive programs to motivate students

*“Research studies on READ 180 classrooms have shown that classes that follow the Instructional Model as described have significantly greater gains than those who do not”*

*-A Heritage of Research (2004)*

# Implementation Fidelity

## Ten On-Model Indicators

### School-Driven:

- **Scheduling:** Class periods of 90—120 minutes daily
- **Class size:** 21 students or less
- **Print materials:** Adequate *READ 180* print materials accessible to students and teacher
- **Technology:** Adequate technology and equipment accessible to students and teacher
- **Adequate room arrangement** conducive to the rotational model

Resource: *Measures of Fidelity* (doc)

# Implementation Fidelity

## Classroom-Driven

- ***Use of READ 180 materials*** with little or no supplements
- ***SRI administration*** within testing windows established for READ 180 classes
- ***Reports usage:*** Utilization of *READ 180* Reports for progress monitoring and instructional decision making
- ***Use of On-Model instructional practices*** within the rotational model
- ***Participation in professional development***

Resource: *Initial Visit Audit* (doc)

# How can we start planning for success?

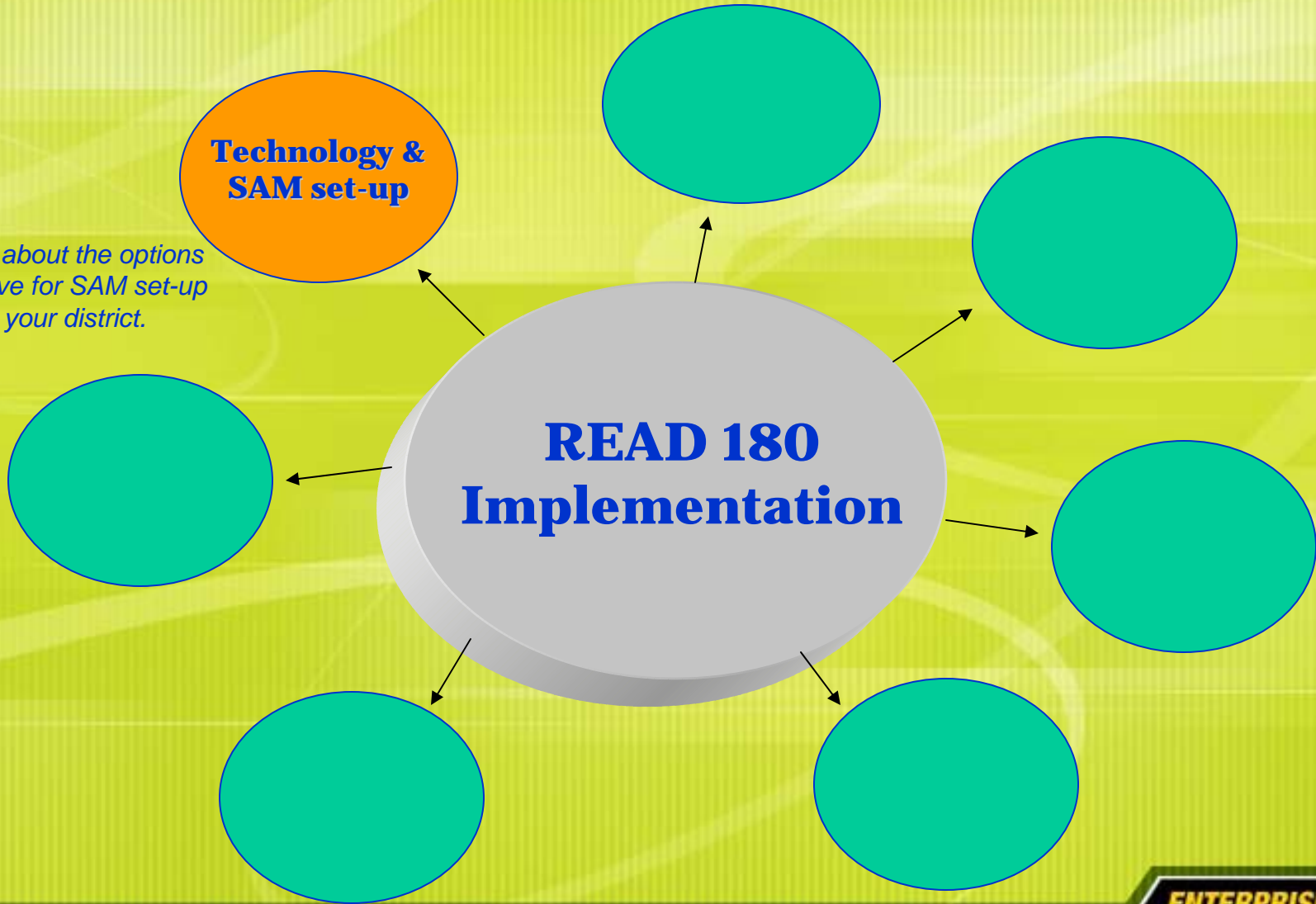


# How can we start planning for success?

**Technology & SAM set-up**

*\*Think about the options you have for SAM set-up in your district.*

**READ 180  
Implementation**





# Technology and SAM Setup



## General Start-Up Items Changes from Year to Year Updating SAM

School Profile

Administrators

Classes, Students, Teachers

Individually Add / Update / Deactivate

Manage Student Promotions (MSPW)

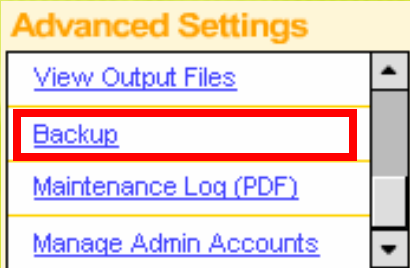
Clear School Roster

CSV Student Roster Import

CSV Teacher Import

# Technology and SAM Setup

**Make a SAM Backup before any changes and upgrades**  
Save the backup in a safe location



Roster Tab (lower right)

# Technology and SAM Setup

**Make a SAM Backup before any changes and upgrades**

Save the backup in a safe location

## Upgrade to version 1.10.0

Check current server specs on Product Support website

Check current workstation specs on the Product Support website

Before upgrading, check available HD space on server

Upgrade SAM Server

Register with SAM Connect (if not already registered)

Upgrade all Server Components

Change Password Requirements (SAM Server Utility)

Upgrade Workstations to 1.10

Double check Workstation Specs

System 44 Client & Media, and SPI require upgrades

Upgrading other clients is recommended

READ 180 and System 44 should use QuickTime 7.6 (Win)

Browser Clients: FASTT Math, SMI, Fraction Nation, SAM

MSI and PKG client installers are available (not S44, SPI)



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## Install the latest SRC! Quizzes for READ 180, System 44

Product Quizzes are located on CD#3 (Server Component Install CD)



Books Tab,  
SRC! Quiz Manager sub-tab,  
Install Quizzes



# Technology and SAM Setup

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## Install the latest SRC! Quizzes for READ 180, System 44

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## Install the 1.10.1 Server Patches

Download from the Product Support Website



[edproductsupport.scholastic.com](http://edproductsupport.scholastic.com)

[www.scholastic.com/productsupport](http://www.scholastic.com/productsupport)



# Technology and SAM Setup

Make a SAM Backup before any changes and upgrades

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Product Quizzes are located on CD#3 (Server Component Install CD)

**Install the 1.10.1 Server Patches**

Download from the Product Support Website

**Renew Product Support Plan**



[edproductsupport.scholastic.com](http://edproductsupport.scholastic.com)

[www.scholastic.com/productsupport](http://www.scholastic.com/productsupport)



# Technology and SAM Setup

## General Start-Up Items:

### References –

#### **Running a SAM Backup**

SAM Help (Data Movement, Backing Up and Restoring Database)  
“SAM v1.10.0 Data Management Manual” PDF (p 68)

#### **1.10 Server and Workstation Requirements**

“Enterprise Edition Version 1.10.0 System Requirements and Technology Overview” PDF

#### **1.10 Installation and Upgrade (Server and Workstations)**

“Installation Guide” PDFs per product  
1.10.0 READ 180, SRC!, SRI, ReadAbout, FASTT Math  
1.2 System 44; 1.3 SPI; 1.0 SMI; 1.1 Fraction Nation

#### **SAM Connect**

“Installation Guide” PDFs per product (following SAM Server install)  
“SAM Connect Users Guide v1.10.0” PDF  
SAM Connect Help

#### **SAM Server Utility**

“Tech Director’s Guide” PDF

Resource: PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)

# Technology and SAM Setup

## General Start-Up Items:

### References –

#### Installing SRC! Quizzes

- SAM Help (Book Expert, Using SRC! Quiz Manager)
- “SAM v1.10.0 Using the Book Expert in SAM” PDF (p 19)
- “READ 180 v1.10.0 Installation Guide” PDF (p 68)
- “System 44 v1.2 Install Guide” PDF (p 63)

#### 1.10.1 Server Patches

Download from the Product Support Website

- 1.10.1 SAM Server, READ 180, SRC!, SRI, ReadAbout, FASTT Math
- 1.2.1 System 44; 1.3.1 SPI; 1.0.1 SMI; 1.1.1 Fraction Nation

#### Product Support Plans

Contact your Account Executive or call 1-877-234-7323

- Server patches and PDFs are on the Product Support Website: [edproductsupport.scholastic.com](http://edproductsupport.scholastic.com)
- SRC! Quizzes for *READ 180* are located on CD#3 (READ 180 Server Install CD)
- SRC! Quizzes for System 44 are located on CD#3 (System 44 Install CD)

Resource: PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)





# Technology and SAM Setup

## Changes from Year to Year:

▼ Schools for District Administrator	
Cesar Chavez Middle School	
Mission High School	
Pacific Middle School	
Pueblo Elementary School	
Washington School	
▶ Grades	
▼ Teachers for Sixth grade	
Cole, Mercedes	
Saenz, Frank	
▼ Classes for Sixth grade	
FSaenz 1	▲
FSaenz 2	▼
Groups	▼
▼ Students for Sixth grade	
Angier, Gina	▲
Baker, Raymond	▼
Rates, Jerika	▼

# Technology and SAM Setup

## Changes from Year to Year:

### School

- School Year Start and End Dates
- School Year Grading Period Dates
- School Contact Information

▼ Schools  
for District Administrator

- Cesar Chavez Middle School
- Mission High School
- Pacific Middle School
- Pueblo Elementary School
- Washington School

► Grades

▼ Teachers  
for Sixth grade

- Cole, Mercedes
- Saenz, Frank

▼ Classes  
for Sixth grade

- FSaenz 1
- FSaenz 2

Groups

▼ Students  
for Sixth grade

- Angier, Gina
- Baker, Raymond
- Rates, Jerika

# Technology and SAM Setup

## Changes from Year to Year:

### School

- School Year Start and End Dates
- School Year Grading Period Dates
- School Contact Information

### Teachers

- Returning Teachers
- New Teachers
- Previous Teachers
- New Teacher Assignments (classes and programs)

▼ Schools  
for District Administrator

Cesar Chavez Middle School

Mission High School

Pacific Middle School

Pueblo Elementary School

Washington School

► Grades

▼ Teachers  
for Sixth grade

Cole, Mercedes

Saenz, Frank

▼ Classes  
for Sixth grade

FSaenz 1

FSaenz 2

Groups

▼ Students  
for Sixth grade

Angier, Gina

Baker, Raymond

Rates, Jerika

# Technology and SAM Setup

## Changes from Year to Year:

### School

- School Year Start and End Dates
- School Year Grading Period Dates
- School Contact Information

### Teachers

- Returning Teachers
- New Teachers
- Previous Teachers
- New Teacher Assignments (classes and programs)

### Classes

- New class assignments for students
- New class assignments for teachers
- Class naming convention
- Previous Classes that need to be removed

▼ Schools for District Administrator
Cesar Chavez Middle School
Mission High School
Pacific Middle School
Pueblo Elementary School
Washington School
► Grades
▼ Teachers for Sixth grade
Cole, Mercedes
Saenz, Frank
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FSaenz 1
FSaenz 2
Groups
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Angier, Gina
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# Technology and SAM Setup

## Changes from Year to Year:

### School

- School Year Start and End Dates
- School Year Grading Period Dates
- School Contact Information

### Teachers

- Returning Teachers
- New Teachers
- Previous Teachers
- New Teacher Assignments (classes and programs)

### Classes

- New class assignments for students
- New class assignments for teachers
- Class naming convention
- Previous Classes that need to be removed

### Students

- Returning Students
- New Students (to the district or school)
- New Students to the Programs (classroom or school-wide)
- Previous Students
  - Last year's "Graduating Class"
  - Students who did not return
  - Students not in the program (but still at the school)
- Grade Level changes for student

▼ Schools for District Administrator	
Cesar Chavez Middle School	
Mission High School	
Pacific Middle School	
Pueblo Elementary School	
Washington School	
► Grades	
▼ Teachers for Sixth grade	
Cole, Mercedes	
Saenz, Frank	
▼ Classes for Sixth grade	
FSaenz 1	▲
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▼ Students for Sixth grade	
Angier, Gina	▲
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Bates, Jerika	▼

# Technology and SAM Setup

▼ Schools for District Administrator
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Groups
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Now is a good time to consider standardizing / updating:

## Teachers

- Username
- Password
- Verifying Correct Email Address
- SAM Teacher Username and Password is also used for ITS / DTZ

## Classes

- Naming Convention (teacher name + class info)
- Class Profile: "Manage Applications" check boxes
- ("Manage Applications" boxes have new export functions in 1.10)

## Students

- Verifying correct Student Numbers (SIS\_ID)
- Username
- Password
- Adding AYP / Demographic Data

# Technology and SAM Setup

## Changes from Year to Year:

### Program Licenses and Enrollment

- Students Not in Program Anymore
- Students New to Program
- Current Programs Expanded (Licenses and Enrollment)
- New Programs Added (Licenses and Enrollment)

▼ Schools  
for District Administrator

Cesar Chavez Middle School

Mission High School

Pacific Middle School

Pueblo Elementary School

Washington School

► Grades

▼ Teachers  
for Sixth grade

Cole, Mercedes

Saenz, Frank

▼ Classes  
for Sixth grade

FSaenz 1

FSaenz 2

Groups

▼ Students  
for Sixth grade

Angier, Gina

Baker, Raymond

Rates, Jerika

#### Advanced Settings

<a href="#">Manage Licenses</a>	▲
<a href="#">Migrate</a>	▢
<a href="#">Import</a>	▢
<a href="#">Import Teachers</a>	▼

Roster Tab (lower right)



#### Manage Roster

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

Teacher Level  
(teacher login)

#### Programs

Fraction Nation	<a href="#">Settings</a>
READ 180	<a href="#">Settings</a>
ReadAbout	<a href="#">Settings</a>
rSkills Tests	<a href="#">Settings</a>

Student Level – Program Settings

# Technology and SAM Setup

## Changes from Year to Year:

### Program Licenses and Enrollment

- Students Not in Program Anymore
- Students New to Program
- Current Programs Expanded (Licenses and Enrollment)
- New Programs Added (Licenses and Enrollment)

### Program Location / Classrooms

- Current Program Expanded (New Classrooms, New Workstations)
- Moving Classrooms / Locations (Moving or Adding Computers)
- New Programs Added (Server and Workstation Installation)
- Replacing Computers in Current Locations

▼ Schools for District Administrator
Cesar Chavez Middle School
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FSaenz 1
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Angier, Gina
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#### Advanced Settings

<a href="#">Manage Licenses</a>
<a href="#">Migrate</a>
<a href="#">Import</a>
<a href="#">Import Teachers</a>

Roster Tab (lower right)



#### Manage Roster

- [Edit Class Profile](#)
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- [Add a Student](#)
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Teacher Level  
(teacher login)

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Fraction Nation	<a href="#">Settings</a>
READ 180	<a href="#">Settings</a>
ReadAbout	<a href="#">Settings</a>
rSkills Tests	<a href="#">Settings</a>

Student Level – Program Settings



# Technology and SAM Setup

## Changes from Year to Year:

### Administrators

Returning Administrators

New Administrators

(school admin, coaches, program coordinators, techs, etc.)

Administrators that need to be removed

Updating Passwords

#### Advanced Settings

- [View Output Files](#)
- [Backup](#)
- [Maintenance Log \(PDF\)](#)
- [Manage Admin Accounts](#)

Roster Tab (lower right)

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

Home
Roster Back to Profile
Reports
Resources
Books

My District

▼ Schools for District Administrator

Cesar Chavez Middle School

Mission High School

Pacific Middle School

Pueblo Elementary School

Washington School

---

Grades

Teachers

Classes

Groups

Students

### My District

#### Manage Administrative Accounts

Click a link to add or edit an account.

Add an account: [School Administrator](#) [School Technical Administrator](#)  
[District Administrator](#) [District Technical Administrator](#)

Name	User ID	Type	
<a href="#">admin_admin</a>	51765B26C749172E7C261E3FBD2...	district Admin	<a href="#">Remove</a>
<a href="#">Administrator, District</a>	BCD0CDA0470A70DCCD51AED73...	district Admin	
<a href="#">Jones, Mary</a>	EE4DD7BC4973895ACBD21A862C...	district Admin	<a href="#">Remove</a>
<a href="#">School-Admin, Bell</a>	45B47AB71E41205F934B80EE07B...	school Admin	<a href="#">Remove</a>
<a href="#">School-Admin, Grant</a>	94F98524B7ED89A3F66E2E14FE6...	school Admin	<a href="#">Remove</a>
<a href="#">School-Admin, Harrison</a>	B0D387AE4E12138624BE81AFE06...	school Admin	<a href="#">Remove</a>
<a href="#">School-Admin, Partridge</a>	1369A64D1A0992A9C6E4D4CFAB...	school Admin	<a href="#">Remove</a>

Items 1 through 7 of 7

# Technology and SAM Setup

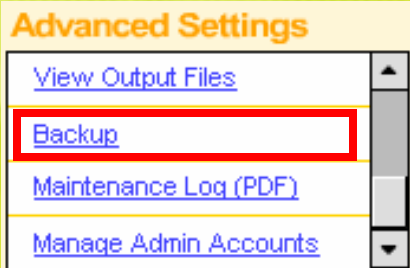
Now that we've identified what  
Changes from Year to Year,

**How do we update SAM  
to reflect the changes?**

# Technology and SAM Setup

## Updating SAM:

**Before you make any changes or updates, run a SAM Backup! Save the backup in a safe place.**



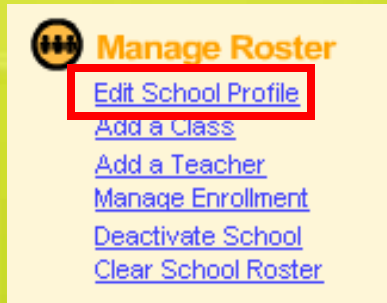
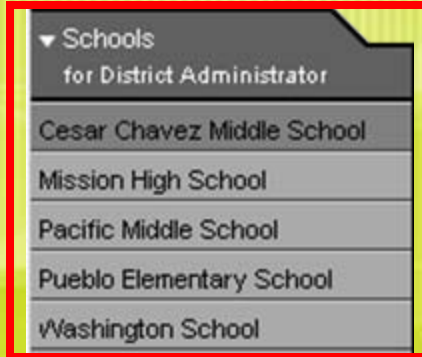
Roster Tab (lower right)

# Technology and SAM Setup

## Updating SAM:

### School

- On the Roster Tab, at the School Level, click Edit School Profile
- Can be updated by a District or School Administrator
- Must be done for each school
- Update the School Year Start and End Dates (used for Reports)
- Update the Grading Period Start and End Dates (used for Reports)
- Verify School Contact information is accurate (on Contacts tab)



Roster Tab (upper right)

**Edit School Profile**

Edit information about this School 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**

**School Profile & Grading Periods**

Full School Name \* Cesar Chavez Middle School

School Number \* 201

Grades \*  Pre-K  K  1  2  3  
 4  5  6  7  8  
 9  10  11  12

School Type \*  Elementary School  Junior High School  
 Middle School  High School

Title 1 Status None \* Required

School Starts \* 08/17/09 School Ends \* 05/31/10

No. of Grading Periods \* 4

Period 1 Starts \* 08/17/09 Period 1 Ends \* 10/22/09  
 Period 2 Starts \* 10/23/09 Period 2 Ends \* 12/18/09  
 Period 3 Starts \* 01/04/10 Period 3 Ends \* 03/26/10  
 Period 4 Starts \* 03/29/10 Period 4 Ends \* 05/31/10

Cancel  
Save

# Technology and SAM Setup

## Updating SAM:

### Administrators

- On the Roster Tab (top level), under Advanced Settings, click Manage Admin Accounts
- District Administrators can add, remove, and update District Administrators and School Administrators
- School Administrators can add, remove, and update other School Administrators at their school

#### Advanced Settings

<a href="#">View Output Files</a>	▲
<a href="#">Backup</a>	
<a href="#">Maintenance Log (PDF)</a>	
<a href="#">Manage Admin Accounts</a>	▼

Roster Tab (lower right)

The screenshot shows the SAM District Administrator interface. The top navigation bar includes 'District Administrator', 'SCHOLASTIC SAM', and links for 'SEARCH', 'EXIT', 'HELP', 'MY PROFILE', and 'HOME'. Below this is a secondary navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The main content area is titled 'My District' and contains a section for 'Manage Administrative Accounts'. This section includes a list of existing accounts with columns for Name, User ID, and Type, and a 'Remove' link for each. A table below shows the following data:

Name	User ID	Type	Remove
admin_admin	51765B26C749172E7C261E3FBD2...	district Admin	<a href="#">Remove</a>
Administrator_District	BCD0CDA0470A70DCCD51AED73...	district Admin	
Jones_Mary	EE4DD7BC4973895ACBD21A862C...	district Admin	<a href="#">Remove</a>
School-Admin_Bell	45B47AB71E41205F934B80EE07B...	school Admin	<a href="#">Remove</a>
School-Admin_Grant	94F98524B7ED089A3F66E2E14FE6...	school Admin	<a href="#">Remove</a>
School-Admin_Harrison	B0D387AE4E12138624BE81AFE06...	school Admin	<a href="#">Remove</a>
School-Admin_Partridge	1369A84D1A0992A9C6E4D4CFAB...	school Admin	<a href="#">Remove</a>

Items 1 through 7 of 7

# Technology and SAM Setup

## Updating SAM:

### References –

#### **Running a SAM Backup**

SAM Help (Data Movement, Backing Up and Restoring Database)  
“SAM v1.10.0 Data Management Manual” PDF (p 68)

#### **Adding a School / Edit School Profile**

SAM Help (Editing, Viewing, and Adding Accounts; Viewing or Editing a School Profile & Setting Up Schools in the District)  
“SAM v1.10.0 Enrolling and Managing Students in SAM” (p 9)  
DTZ Video: “How to Add A School In SAM”

#### **Adding a SAM Administrator / Edit a SAM Administrator**

SAM Help (SAM Accounts, Creating Accounts, Manage Administrative Users)  
“SAM v1.10.0 Getting Started with SAM” (p 15)

Resource: PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)

# Technology and SAM Setup

Process	Advantage	Disadvantage	Use / Notes
Individually Add / Update / Deactivate	<ul style="list-style-type: none"> <li>•Control over each change</li> </ul>	<ul style="list-style-type: none"> <li>•Can take lots of time</li> <li>•High touch</li> <li>•Standards (student number, username, etc.) may not be followed</li> </ul>	<ul style="list-style-type: none"> <li>•Most things, but not all, can be done by a teacher</li> <li>•Good for smaller implementations</li> </ul>
Manage Student Promotions Wizard (MSPW)	<ul style="list-style-type: none"> <li>•Promotes students one grade</li> <li>•Removes students from classes (deactivates students)</li> <li>•Exports / Deletes “graduating class” (can be imported into another SAM server)</li> </ul>	<ul style="list-style-type: none"> <li>•Leaves classes in SmartBar with no students (classes must be individually deactivated)</li> <li>•Leaves teachers in SmartBar</li> <li>•Exceptions must be done individually</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Deletes “graduating class”</li> <li>•Follow-up required</li> <li>•Produces a CSV file of promoted students</li> </ul>
Clear School Roster (1.10)	<ul style="list-style-type: none"> <li>•Quickly deactivates all classes, teachers, and students in the School</li> </ul>	<ul style="list-style-type: none"> <li>•Makes no changes to any student, class, or teacher (does deactivate)</li> <li>•Must use CSV import or manually activate students / teachers</li> <li>•Previous students remain in MIA</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Follow-up required</li> </ul>
CSV Student Roster Import  CSV Teacher Import	<ul style="list-style-type: none"> <li>•Create lots of students / teachers quickly</li> <li>•Update current profile</li> <li>•Assign students / teachers to a class</li> <li>•Can run multiple imports</li> <li>•Establish standards (username, passwords, class names, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>•Will not deactivate students / teachers</li> <li>•Will not remove students / teachers from current school / class</li> <li>•Unused classes must be individually deactivated</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Good for large implementations</li> <li>•Need to get student info from SIS</li> <li>•Student Number (SIS_ID) is the Key Field</li> </ul>

# Technology and SAM Setup

Process	Advantage	Disadvantage	Use / Notes
Individually Add / Update / Deactivate	<ul style="list-style-type: none"> <li>•Control over each change</li> </ul>	<ul style="list-style-type: none"> <li>•Can take lots of time</li> <li>•High touch</li> <li>•Standards (student number, username, etc.) may not be followed</li> </ul>	<ul style="list-style-type: none"> <li>•Most things, but not all, can be done by a teacher</li> <li>•Good for smaller implementations</li> </ul>
Manage Student Promotions Wizard (MSPW)	<ul style="list-style-type: none"> <li>•Promotes students one grade</li> <li>•Removes students from classes (deactivates students)</li> <li>•Exports / Deletes “graduating class” (can be imported into another SAM server)</li> </ul>	<ul style="list-style-type: none"> <li>•Leaves classes in SmartBar with no students (classes must be individually deactivated)</li> <li>•Leaves teachers in SmartBar</li> <li>•Exceptions must be done individually</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Deletes “graduating class”</li> <li>•Follow-up required</li> <li>•Produces a CSV file of promoted students</li> </ul>
Clear School Roster (1.10)	<ul style="list-style-type: none"> <li>•Quickly deactivates all classes, teachers, and students in the School</li> </ul>	<ul style="list-style-type: none"> <li>•Makes no changes to any student, class, or teacher (does deactivate)</li> <li>•Must use CSV import or manually activate students / teachers</li> <li>•Previous students remain in MIA</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Follow-up required</li> </ul>
CSV Student Roster Import  CSV Teacher Import	<ul style="list-style-type: none"> <li>•Create lots of students / teachers quickly</li> <li>•Update current profile</li> <li>•Assign students / teachers to a class</li> <li>•Can run multiple imports</li> <li>•Establish standards (username, passwords, class names, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>•Will not deactivate students / teachers</li> <li>•Will not remove students / teachers from current school / class</li> <li>•Unused classes must be individually deactivated</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Good for large implementations</li> <li>•Need to get student info from SIS</li> <li>•Student Number (SIS_ID) is the Key Field</li> </ul>



# Technology and SAM Setup

## Updating SAM:

### Individually Add / Update / Deactivate Classes, Students, and Teachers

Good for smaller implementations

Takes time; High Touch

Standards / Procedures should be setup

(SIS\_ID, username, password, class name)

Tasks should be assigned to appropriate person

(Teacher, Administrator)

Teachers can:

- Add a Class (after being assigned to their first class)
- Add New Students (new student to the server)
- Edit Their Class Profiles (including class Student Roster)
- Edit Student Profiles of their students (grade, class, etc)
- Unenroll and Enroll Students in Programs
- Assign Students to their Class (Student or Class Profile)

Teachers can NOT:

- Add new Teachers
- Deactivate other Teachers
- Edit Class Profiles of other Teachers
- Deactivate a Class
- Deactivate a Student \*
- Access Inactive Accounts (MIA)

▼ Teachers for Sixth grade	
Cole, Mercedes	
Saenz, Frank	
▼ Classes for Sixth grade	
FSaenz 1	▲
FSaenz 2	
Groups	
▼ Students for Sixth grade	
Angier, Gina	▲
Baker, Raymond	
Rates, Jerika	▼

# Technology and SAM Setup

## Updating SAM:

### Individually Add / Update / Deactivate Classes, Students, and Teachers

Good for smaller implementations

Takes time; High Touch

Standards / Procedures should be setup

(SIS\_ID, username, password, class name)

Tasks should be assigned to appropriate person

(Teacher, Administrator)

Administrator needed to:

Add Teacher Accounts (and assign to first class)

Deactivate a Teacher

Deactivate a Class

Deactivate a Student \*

Access Inactive Accounts (MIA), Re-activate a student

▼ Teachers for Sixth grade	
Cole, Mercedes	
Saenz, Frank	
▼ Classes for Sixth grade	
FSaenz 1	▲
FSaenz 2	▼
Groups	
▼ Students for Sixth grade	
Angier, Gina	▲
Baker, Raymond	▼
Bates, Jerika	▼

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

Frank Saenz SEARCH EXIT HELP MY PROFILE HOME

Home Roster Reports Resources Books

### My Classes

Profile for Saenz, Frank  
 Email: teacher@scholastic.com  
 Type of Account: Teacher  
 Username: fsaenz  
 Number of Students: 36

**Manage Roster**  
[Add a Class](#)  
[Add a Group](#)  
[Add a Student](#)  
[Manage Enrollment](#)

Usage Summary [Print Version](#)

Class	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!	Scholastic Reading Inventory
FSaenz 1	0	18	0	0	0	0	18	18
FSaenz 2	0	19	0	0	0	0	19	19
<b>Teacher totals</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>36</b>

Programs

Fraction Nation	<a href="#">Settings</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>	

Advanced Settings

**Manage Roster**

→ [Add a Class](#)

→ [Add a Group](#)

→ [Add a Student](#)

→ [Manage Enrollment](#)

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

**Manage Roster**

- [Add a Class](#)
- [Add a Group](#)
- [Add a Student](#)
- [Manage Enrollment](#)

**Add a Class**

Enter information about this Class account on the Profile and Student Roster tabs. Items marked with an asterisk (\*) are required. When you are done, click Save to finish.

**Profile\***      **Student Roster**

**Identify This Class**

Class Name \*

Teacher 1

Teacher 2

Grades \*  Sixth grade       Eighth grade  
 Seventh grade

**Manage Applications**

- Fraction Nation
- FASTT Math
- READ 180
- ReadAbout
- rSkills Tests
- System 44
- Scholastic Math Inventory
- Scholastic Phonics Inventory

**Add a Class**

Enter information about this Class account on the Profile and Student Roster tabs. Items marked with an asterisk (\*) are required. When you are done, click Save to finish.

**Profile\***      **Student Roster**

Use the check boxes to select students to include in this class. Attention: Removing a student from the class roster may deactivate him or her. Students must be included in at least one class or they will not appear in the SmartBar. See the student profile window for enrollment information.

**Select Students**

<input type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	Ambrogio	David
<input type="checkbox"/>	Angier	Gina
<input type="checkbox"/>	Baker	Raymond
<input type="checkbox"/>	Balderrama	Christina
<input type="checkbox"/>	Bardales	Nicole
<input type="checkbox"/>	Bates	Jerika
<input type="checkbox"/>	Bechtol	Brandan
<input type="checkbox"/>	Bracco	Christine
<input type="checkbox"/>	Brown	Kelsey
<input type="checkbox"/>	Buman	Mitchell

“Manage Application” boxes have new export functions in 1.10. Check the programs associated with this class

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

- Manage Roster**
  - [Add a Class](#)
  - [Add a Group](#)
  - [Add a Student](#)
  - [Manage Enrollment](#)

**Add a Student**

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

**Profile\***

**Demographics**

**Guardian**

**1. Identify Student**

Student ID \*

First Name \*

Middle Initial

Last Name \*

Suffix

Preferred Name

Grade \*

Username \*

Password \*

(Passwords must contain between 4 and 16 characters, and can not be only the user's first or last name or a combination of the two.)

Password Confirmation \*

Date of Birth  (Ex: 11/3/1967)

**2. Add to Classes & Groups \***

FSaenz 1

FSaenz 2

Cancel

Save

### Student ID (SIS\_ID):

- Use the student's correct Student ID Number
- If message comes back stating the "ID is already in use", contact your Administrator
- Do NOT add students with "alternate ID" or using a fake Student ID Number
- Must be unique for each student

### Username:

- Follow established standards
- Must be unique for each student

### Password:

- Follow established standards
- Must meet minimum requirements

### Classes:

- Classes must already be in SAM
- List of Classes for this teacher
- Student must be assigned to at least one class

# Technology and SAM Setup

**Updating SAM:**  
**Individually Add / Update / Deactivate**  
**Classes, Students, and Teachers**

The screenshot shows the SAM interface for user Frank Saenz. The main content area displays the 'Profile for FSaenz 1' with the following details:

- Number of Students: 18
- Grade(s): 6 7 8
- Teacher(s): Frank Saenz

A 'Manage Roster' button is highlighted with a red box, and a red arrow points from the callout box on the right to this button. Below the profile information is a 'Usage Summary' table with columns for various assessment tools and a 'Print Version' link.

Student	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!	Scholastic Reading Inventory
Ambrogio, David		✓					✓	
Bracco, Christine		✓					✓	
Camacho, Aixa		✓					✓	
Downey, Brendan		✓					✓	
Epperly, Chelsea		✓					✓	
<b>Class Totals</b>	0	18	0	0	0	0	18	18

Below the usage summary is a 'Programs' section with a table of active programs and their settings links.

Program	Settings	Grading Tools	Certificates
Fraction Nation	<a href="#">Settings</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>	



## Manage Roster

→ [Edit Class Profile](#)

→ [Add a Group](#)

→ [Add a Student](#)

→ [Manage Enrollment](#)

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

- Manage Roster**
  - [Edit Class Profile](#)
  - [Add a Group](#)
  - [Add a Student](#)
  - [Manage Enrollment](#)

**Edit Class Profile**

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

**Profile\***

**Student Roster**

**Identify This Class**

**Class Name \***

**Teacher 1**

**Teacher 2**

**Grades \***  Sixth grade  Eighth grade  
 Seventh grade

**Manage Applications**

Fraction Nation

FASTT Math

READ 180

ReadAbout

rSkills Tests

System 44

Scholastic Math Inventory

Scholastic Phonics Inventory

**Edit Class Profile**

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

**Profile\***

**Student Roster**

Use the check boxes to select students to include in this class.  
Attention: Removing a student from the class roster may deactivate him or her.  
Students must be included in at least one class or they will not appear in the SmartBar. See the student profile window for enrollment information.

**Select Students**

<input type="checkbox"/>	Last Name	First Name
<input checked="" type="checkbox"/>	Ambrogio	David
<input type="checkbox"/>	Angier	Gina
<input type="checkbox"/>	Baker	Raymond
<input type="checkbox"/>	Balderrama	Christina
<input type="checkbox"/>	Bardales	Nicole
<input type="checkbox"/>	Bates	Jerika
<input type="checkbox"/>	Bechtol	Brandan
<input checked="" type="checkbox"/>	Bracco	Christine
<input type="checkbox"/>	Brown	Kelsey
<input type="checkbox"/>	Buman	Mitchell

Removing a student from their ONLY class will deactivate the student.

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

Frank Saenz SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

**Ambrogio, David**

**Profile for Ambrogio, David** **Manage Roster**  
[Edit Student Profile](#)  
[Manage Enrollment](#)

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

**READ 180**

Date Started READ 180	08/31/06
Average Daily Use of READ 180 Minutes	15
Current Level	4
No. of Segments Completed	5
Current Segment	What Curfew?

**Scholastic Reading Counts!**

Total Points Earned/Books Read	0 pts. / 0 books
Average Book Lexile	N/A
Total Words Read	0
Most Recent Quiz Date	11/8/2006

**Programs**

Fraction Nation	<a href="#">Settings</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>	

My Classes

- Classes for Frank Saenz
  - FSaenz 1
  - FSaenz 2
- Groups for FSaenz 1
  - (No Items)
- Students for FSaenz 1
  - Ambrogio, David
  - Bracco, Christine
  - Camacho, Aixa
  - Downey, Brendan
  - Epperly, Chelsea
  - Figueroa, Candace
  - Gee, Candace
  - Grant, Marcos
  - Grillo, Zsofia
  - Herman, Tiffani
  - Jimenez, Carlo
  - Neville, Ayde
  - Ramirez, Jeremy

**Manage Roster**

→ [Edit Student Profile](#)  
[Manage Enrollment](#)



# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

- [Manage Roster](#)
- [Edit Student Profile](#)
- [Manage Enrollment](#)

**Edit Student Profile**

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

**Profile\*** | Demographics | Guardian

1. Identify Student	2. Add to Classes & Groups *
Student ID * <input type="text" value="001933"/>	<input checked="" type="checkbox"/> FSaenz 1
First Name * <input type="text" value="David"/>	<input type="checkbox"/> FSaenz 2
Middle Initial <input type="text"/>	
Last Name * <input type="text" value="Ambrogio"/>	
Suffix <input type="text"/>	
Preferred Name <input type="text"/>	
Grade * <input type="text" value="7"/>	
Username * <input type="text" value="davidambrogio"/>	
Password * <input type="password" value="*****"/>	
<small>(Passwords must contain between 4 and 16 characters, and can not be only the user's first or last name or a combination of the two.)</small>	
Password Confirmation * <input type="password" value="*****"/>	
Date of Birth <input type="text" value=""/> (Ex: 11/3/1967)	

### Classes:

- Classes must already be in SAM
- List of Classes for this teacher
- Student must be assigned to at least one class

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

The screenshot shows the Scholastic SAM interface. At the top, there's a navigation bar with 'SEARCH', 'EXIT', 'HELP', 'MY PROFILE', and 'HOME'. Below that, a 'SmartBar' contains icons for 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The main content area is titled 'FSaenz 1' and 'Manage Enrollment'. It includes a table for enrolling students into various programs. The table has columns for 'Students', 'READ 180 Stage A', 'READ 180 Stage B', 'READ 180 Stage C', 'ReadAbout', 'Skills Tests', 'System 44', 'Scholastic Phonics Inventory', and 'Scholastic Reading Counts!'. Each row represents a student, and each column has a checkbox. The 'Total seats remaining' row shows 122 seats for Stage A, 88 for Stage B, 162 for Stage C, 600 for ReadAbout, 282 for Skills Tests, 190 for System 44, 183 for Phonics Inventory, and 72 for Reading Counts!.

Students	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	ReadAbout	Skills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!
Ambrogio, David	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bracco, Christine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Camacho, Aixa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Downey, Brendan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Epperly, Chelsea	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Figueroa, Candace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gee, Candace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total seats remaining:</b>	122	88	162	600	282	190	183	72

**Manage Roster**

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

Manage Enrollment can be done at any level of the SmartBar. Once all students have been added and assigned to a class, the teacher can then go to the class level and enroll all students in the appropriate programs at the same time.

Administrators can also Manage Enrollment at the School and Grade levels of the SmartBar.

# Technology and SAM Setup

Updating SAM:  
 Individually Add / Update / Deactivate  
 Classes, Students, and Teachers

School Administrator **SCHOLASTIC SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

**My School**

Profile for Cesar Chavez Middle School

**Contact Name:** John, Michael  
**Title:**  
**Email:** jmichael@school.net  
**Phone Number:** 111-222-3333  
**Number of Students:** 73

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

Class	Teacher	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!
FSaenz 1	Saenz, Frank	0	18	1	0	0	0	19
FSaenz 2	Saenz, Frank	0	19	0	0	0	0	19
MCole 1	Cole, Mercedes	0	18	0	0	0	0	18
MCole 2	Cole, Mercedes	0	20	0	0	0	0	20
<b>School totals</b>		<b>0</b>	<b>72</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73</b>

**Manage Roster**  
[Edit School Profile](#)  
[Add a Class](#)  
[Add a Teacher](#)  
[Manage Enrollment](#)  
[Clear School Roster](#)

**Programs**

Program	Settings	Grading Tools	Certificates
Fraction Nation	<a href="#">Settings</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>	

**Advanced Settings**

<a href="#">Manage Licenses</a>
<a href="#">Migrate</a>
<a href="#">Import</a>
<a href="#">Import Teachers</a>

**Manage Roster**

[Edit School Profile](#)

[Add a Class](#)

→ [Add a Teacher](#)

[Manage Enrollment](#)

[Clear School Roster](#)

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

- ☰ **Manage Roster**
- [Edit School Profile](#)
- [Add a Class](#)
- ➔ [Add a Teacher](#)
- [Manage Enrollment](#)
- [Clear School Roster](#)

**Add a Teacher**

Enter information about this Teacher account on the Profile, Schools & Classes, and Permissions tabs. Items marked with an asterisk (\*) are required. When you are done, click Save to finish.

Profile\*
**Schools & Classes\***
Permissions

**Identify SAM Account**

Type of Account	Teacher
District User ID	<input type="text"/>
SPS ID	<input type="text"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title (e.g. Teacher)	<input type="text"/>
Suffix	<input type="text"/>
Email *	<input type="text"/>
Username *	<input type="text"/>
Password *	<input type="password"/>

(Passwords must contain between 4 and 16 characters, and can not be only the user's first or last name or a combination of the two.)

Confirm Password \*

Password Hint

**Teachers can only be added by an Administrator. After teacher is added and assigned to at least one class, they can create other classes.**

### Email:

- Use teacher's correct email address

### Username:

- Follow established standards
- Must be unique for each teacher
- SAM Username used for ITS / DTZ login

### Password:

- Follow established standards
- Must meet minimum requirements
- SAM Password used for ITS / DTZ login

### Classes:

- Click on Schools & Classes tab
- Classes must already be in SAM
- List of Classes for the school
- Teacher must be assigned to at least one class

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

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

Home Roster Reports Resources Books

My School

- Grades
- Teachers for School Administrator
  - Cole, Mercedes
  - Saenz, Frank
- Classes for Saenz, Frank
  - FSaenz 1
  - FSaenz 2
- Groups
- Students for Saenz, Frank
  - Ambrogio, David
  - Angier, Gina
  - Bracco, Christine
  - Buman, Mitchell
  - Camacho, Aixa
  - Davis, Tyler
  - Deleo, Daniel
  - Downey, Brendan
  - Downing, Hannah
  - Epperly, Chelsea

**Saenz, Frank**

**Profile for Saenz, Frank**

Email: teacher@scholastic.com  
 Type of Account: Teacher  
 Username: fsaenz  
 Number of Students: 37

**Manage Roster**

- Edit Teacher Profile
- Add a Class
- Add a Group
- Add a Student
- Manage Enrollment
- Deactivate Teacher

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

Class	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!	Scholastic Reading Inventory
FSaenz 1	0	18	1	0	0	0	19	19
FSaenz 2	0	19	0	0	0	0	19	19
<b>Teacher totals</b>	<b>0</b>	<b>36</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>37</b>

**Programs**

Fraction Nation	<a href="#">Settings</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>	

**Manage Roster**

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

Deactivating a Teacher will NOT deactivate any classes. The classes will remain active with students.

Teachers who have be deactivated will be moved to Inactive Accounts (MIA).

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

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

Home Roster Reports Resources Books

My School

- Grades
- Teachers
- Classes for Saenz, Frank

FSaenz 1

FSaenz 2

- Groups for FSaenz 1 (No Items)
- Students for FSaenz 1
  - Ambrogio, David
  - Bracco, Christine
  - Camacho, Aixa
  - Davis, Tyler
  - Downey, Brendan
  - Epperly, Chelsea
  - Figuerroa, Candace
  - Gee, Candace
  - Grant, Marcos
  - Grillo, Zsafia
  - Herman, Tiffani

**Profile for FSaenz 1**

Number of Students: 19  
Grade(s): 6 7 8  
Teacher(s): Frank Saenz

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

Student	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Counts!	Scholastic Reading
Ambrogio, David		✓					✓	
Bracco, Christine		✓					✓	
Camacho, Aixa		✓					✓	
Davis, Tyler			✓				✓	
<b>Class Totals</b>	0	18	1	0	0	0	19	19

**Programs**

Fraction Nation	<a href="#">Settings</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>	



### Manage Roster

[Edit Class Profile](#)

[Add a Group](#)

[Add a Student](#)

[Manage Enrollment](#)

→ [Deactivate Class](#)

Deactivating a class will deactivate any teachers or students who are in **ONLY** in this class. Teachers or students who are also assigned to another class will remain active.

Classes that have been deactivated will be moved to Inactive Accounts (MIA). Previous teacher and student associations will be lost.

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

**School Administrator** | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

**Ambrogio, David**

**Profile for Ambrogio, David**

Grade: Seventh grade  
Username: davidambrogio

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

**READ 180**


Date Started READ 180	08/31/06
Average Daily Use of READ 180 Minutes	15
Current Level	4
No. of Segments Completed	5
Current Segment	What Curfew?

**Scholastic Reading Counts!**

Total Points Earned/Books Read	0 pts. / 0 books
Average Book Lexile	N/A
Total Words Read	0

**Programs**

Fraction Nation	<a href="#">Settings</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>	



**Manage Roster**

[Edit Student Profile](#)

[Manage Enrollment](#)

[Deactivate Student](#)

Deactivating a student will remove the student from ALL their classes (no matter who the teacher is). The student will also be unenrolled from all programs.

Students who are deactivated will be moved to Inactive Accounts (MIA).

# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

**Manage Inactive Accounts: STUDENT**  
Use this screen to view, assign or delete accounts not in your SmartBar

Student

<input type="checkbox"/>	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	<a href="#">Cole, Laron</a>	008626	laroncole	Active	✓
<input type="checkbox"/>	<a href="#">Conant, Candice</a>	005267	candiceconant	Active	✓
<input type="checkbox"/>	<a href="#">Cook, Raul</a>	001814	raulcook	Active	✓
<input type="checkbox"/>	<a href="#">Cormier, Brett</a>	000458	brettcormier	Active	✓
<input type="checkbox"/>	<a href="#">Corrado, Cassandra</a>	1953	cassandraco...	Active	✓
<input type="checkbox"/>	<a href="#">Curtis, Devinlee</a>	001099	devinleecurtis	Active	✓
<input type="checkbox"/>	<a href="#">Davis, Roseanna</a>	5770	roseannadavis	Active	✓
<input type="checkbox"/>	<a href="#">Dekany, Shane</a>	008940	shanedekany	Active	✓
<input type="checkbox"/>	<a href="#">Delarosa, Kelli</a>	001587	kellidelarosa	Inactive	
<input type="checkbox"/>	<a href="#">Deleon, Caitlin</a>	005442	caitlndeleon	Active	✓
<input type="checkbox"/>	<a href="#">Delgado, Justin</a>	002802	justindelgado	Active	✓
<input type="checkbox"/>	<a href="#">Dennis, Gabriel</a>	Gabriel09	gd	Active	✓
<input type="checkbox"/>	<a href="#">Depaolis, Arika</a>	005933	arikadepaolis	Active	✓
<input type="checkbox"/>	<a href="#">Dicks, Paul</a>	3992	pauldicks	Active	✓
<input type="checkbox"/>	<a href="#">Dingman, Scott</a>	003912	scottdingman	Active	✓

- Select an Option -  Items 1 through 185 of 185

### Advanced Settings

- [Manage Inactive Accounts](#)
- [Manage Student Promotions](#)
- [View Output Files](#)
- [Backup](#)

Roster Tab (lower right)

**An Administrator can assign a Student in Inactive Accounts to a class at that school (this makes them active).**

**“Active” means the student is in a class at another school (and enrolled if checked).**

**“Inactive” means the student is not in any classes at any schools.**

Manage Inactive Accounts – School Admin View.  
District Admin view is slightly different.



# Technology and SAM Setup

## Updating SAM: Individually Add / Update / Deactivate Classes, Students, and Teachers

**School Administrator** | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

**Home** | Roster (Back to Profile) | Books

**Delarosa, Kelli**

Student ID: 001587  
Username: kellidelarosa  
Last Name: Delarosa  
First Name: Kelli  
Grade: 8

Cesar Chavez Middle School

- Fsaenz 1
- Fsaenz 2
- MCole 1
- MCole 2

Cancel Save

Status	Enrollment
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓
Inactive	
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓
Active	✓

Items 1 through 185 of 185

- [Dekany, Shane](#)
- [Delarosa, Kelli](#)
- [Deleon, Caitlin](#)
- [Delgado, Justin](#)
- [Dennis, Gabriel](#)

- Select an Option -

- Assign To A Class
- Deletion
- Unenroll

Assign To A Class Go

Click on an individual student name to place a student in a class. Use the check boxes to select multiple students and use the bottom menu to do the same action to all selected students

# Technology and SAM Setup

## Updating SAM:

### References –

#### **Add a Class / Edit Class Profile**

SAM Help (Getting Started, Class and Teacher Profiles; Enrolling, Working with Ind. Classes”)

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 33)

“SAM v1.10.0 Getting Started with SAM” PDF (p 21)

DTZ Video: “How To Add A Class in SAM”

#### **Add a Student / Edit Student Profile**

SAM Help (Enrolling, Adding and Enrolling Students; Enrolling, Working with Ind. Students”)

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 13, 39)

DTZ Video: “How To Add A Student in SAM”

DTZ Video: “How To Edit a Profile in SAM”

#### **Manage Enrollment**

SAM Help (Enrolling, Adding and Enrolling Students)

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 14)

DTZ Video: “How To Enroll Students in SAM”

“SAM v1.10.0 Setting and Reports for READ 180“ PDF (p 18) (enrolling students in Xtra Topics)

Resource: PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)

# Technology and SAM Setup

## Updating SAM:

### References –

#### **Add a Teacher / Edit Teacher Profile**

SAM Help (Getting Started, Class & Teacher Profiles; Enrolling, Using SAM in the Classroom)

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 28)

“SAM v1.10.0 Getting Started with SAM” PDF (p 22)

DTZ Video: “How To Add a Teacher in SAM”

DTZ Video: “How To Edit a Profile in SAM”

#### **Deactivating Teacher / Class / Student**

“SAM 1.10.0 Enrolling and Managing Students in SAM” PDF (p 35, p 42)

#### **Manage Inactive Accounts**

SAM Help (Enrolling, Adding and Enrolling Students)

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 20)

#### **SAM Server Utility**

“Tech Director’s Guide” PDF (to set password requirements for students and teachers)

Resource: PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)

# Technology and SAM Setup

Process	Advantage	Disadvantage	Use / Notes
Individually Add / Update / Deactivate	<ul style="list-style-type: none"> <li>•Control over each change</li> </ul>	<ul style="list-style-type: none"> <li>•Can take lots of time</li> <li>•High touch</li> <li>•Standards (student number, username, etc.) may not be followed</li> </ul>	<ul style="list-style-type: none"> <li>•Most things, but not all, can be done by a teacher</li> <li>•Good for smaller implementations</li> </ul>
Manage Student Promotions Wizard (MSPW)	<ul style="list-style-type: none"> <li>•Promotes students one grade</li> <li>•Removes students from classes (deactivates students)</li> <li>•Exports / Deletes “graduating class” (can be imported into another SAM server)</li> </ul>	<ul style="list-style-type: none"> <li>•Leaves classes in SmartBar with no students (classes must be individually deactivated)</li> <li>•Leaves teachers in SmartBar</li> <li>•Exceptions must be done individually</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Deletes “graduating class”</li> <li>•Follow-up required</li> <li>•Produces a CSV file of promoted students</li> </ul>
Clear School Roster (1.10)	<ul style="list-style-type: none"> <li>•Quickly deactivates all classes, teachers, and students in the School</li> </ul>	<ul style="list-style-type: none"> <li>•Makes no changes to any student, class, or teacher (does deactivate)</li> <li>•Must use CSV import or manually activate students / teachers</li> <li>•Previous students remain in MIA</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Follow-up required</li> </ul>
CSV Student Roster Import  CSV Teacher Import	<ul style="list-style-type: none"> <li>•Create lots of students / teachers quickly</li> <li>•Update current profile</li> <li>•Assign students / teachers to a class</li> <li>•Can run multiple imports</li> <li>•Establish standards (username, passwords, class names, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>•Will not deactivate students / teachers</li> <li>•Will not remove students / teachers from current school / class</li> <li>•Unused classes must be individually deactivated</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Good for large implementations</li> <li>•Need to get student info from SIS</li> <li>•Student Number (SIS_ID) is the Key Field</li> </ul>

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Grades for School Administrator  
Sixth grade  
Seventh grade  
Eighth grade

Teachers  
Classes  
Groups  
Students

**Profile for Cesar Chavez Middle School** Manage Roster

Contact Name:  
Title:  
Email:  
Phone Number: 111-222-3333  
**Number of Students: 72**

Usage Summary Print Version

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	Skills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Inventory
FSaenz 1	Saenz, Frank	0	0	18	0	0	0	0	0
FSaenz 2	Saenz, Frank	0	0	19	0	0	0	0	0
MCole 1	Cole, Mercedes	0	0	18	0	0	0	0	0
MCole 2	Cole, Mercedes	0	0	20	0	0	0	0	0
<b>School totals</b>		<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Programs

Fraction Nation	Settings			Manage Licenses
FASTT Math	Settings	Worksheets	Certificates	Migrate
READ 180	Settings	Grading Tools	Certificates	Import
ReadAbout	Settings	Grading Tools		Import Teachers

Advanced Settings

Before MSPW, note the number of students in the school.

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Grades for School Administrator  
Sixth grade  
Seventh grade  
Eighth grade

Teachers  
Classes  
Groups  
Students

**Manage Inactive Accounts: STUDENT**

Use this screen to view, assign or delete accounts not in your SmartBar

Student

	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Adams, Ashley	2947	ashleyadams	Active	✓
<input type="checkbox"/>	Adams, Martin	006225	martinadams	Active	✓
<input type="checkbox"/>	Aegerter, Roger	7937	rogeraegerter	Active	✓
<input type="checkbox"/>	Agosto, Morgan	8172	morganagosto	Active	✓
<input type="checkbox"/>	Aguilar, Michael	007277	michaelaguilar	Active	✓
<input type="checkbox"/>	Barter, Justin	004521	justinbarter	Active	✓
<input type="checkbox"/>	Bergen, Michael	003092	michaelbergen	Active	✓
<input type="checkbox"/>	Bhavanam, Decoda	003913	dacodabhavanam	Active	✓
<input type="checkbox"/>	Bickel, Theresa	001326	theresabickel	Active	✓
<input type="checkbox"/>	Bilbrey, Kevin	000502	kevinbilbrey	Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>	Burlett, John	006863	johnburlett	Active	✓

Items 1 through 186 of 186

- Select an Option - Go

Before MSPW, note the number of students in Inactive Accounts (MIA).

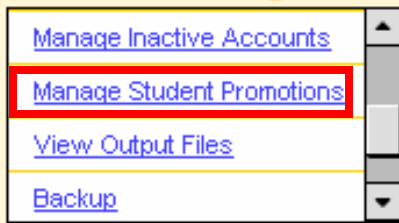
# Technology and SAM Setup

## Updating SAM:

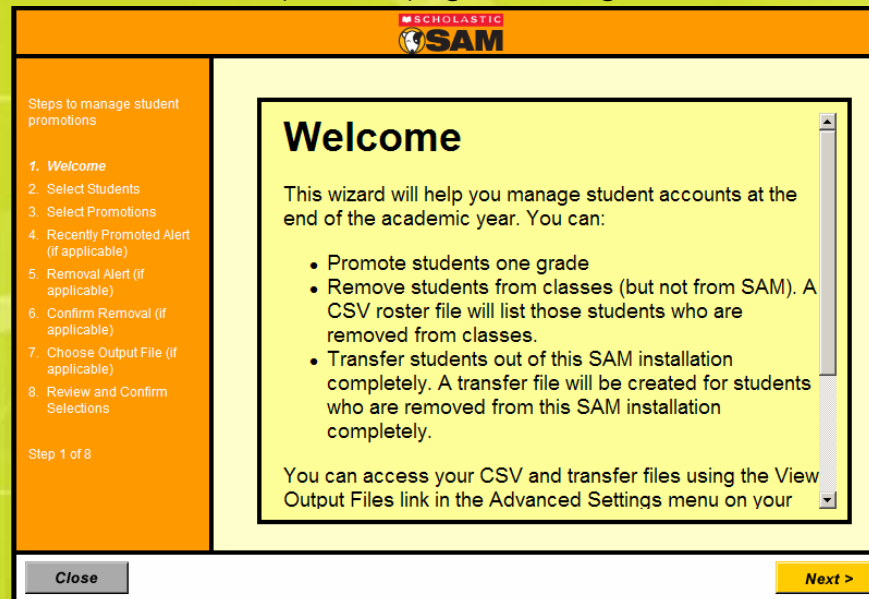
### Manage Student Promotions Wizard (MSPW)

- Run a SAM Backup before starting!
- Must be done by an Administrator
- Done per School
- School Administrators can only do their school
- Promotes students one grade level
- Removes students from classes (deactivates / unenrolls)
- Removes (deletes) “graduating class” from SAM

#### Advanced Settings



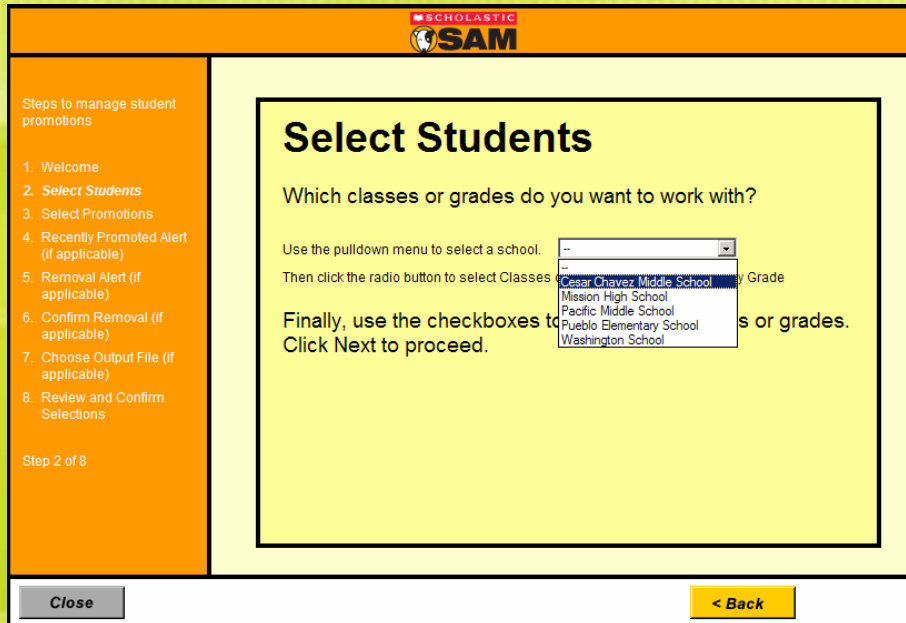
Roster Tab (lower right)



# Technology and SAM Setup

## Updating SAM:

### Manage Student Promotions Wizard (MSPW)



**SCHOLASTIC SAM**

Steps to manage student promotions

1. Welcome
2. **Select Students**
3. Select Promotions
4. Recently Promoted Alert (if applicable)
5. Removal Alert (if applicable)
6. Confirm Removal (if applicable)
7. Choose Output File (if applicable)
8. Review and Confirm Selections

Step 2 of 8

**Select Students**

Which classes or grades do you want to work with?

Use the pulldown menu to select a school.

Then click the radio button to select Classes or Grades

Finally, use the checkboxes to select the classes or grades. Click Next to proceed.

Close < Back

District Administrator chooses School.

School Administrator only can do their school.

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

**SCHOLASTIC SAM**

Steps to manage student promotions

1. Welcome
2. **Select Students**
3. Select Promotions
4. Recently Promoted Alert (if applicable)
5. Removal Alert (if applicable)
6. Confirm Removal (if applicable)
7. Choose Output File (if applicable)
8. Review and Confirm Selections

Step 2 of 8

**Select Students**

Which classes or grades do you want to work with?

School: **Cesar Chavez Middle School**

Click the radio button to select Classes or Grades.  By Class  By Grade

Finally, use the checkboxes to specify the classes or grades. Click Next to proceed.

<input type="checkbox"/>	Class Name	Students
<input type="checkbox"/>	FSaenz 1	19
<input type="checkbox"/>	FSaenz 2	19

**Close** **< Back**

Promotion can be selected by Class or Grade

Promotion can be run for selected Classes or Grades



# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

**Select Promotions**

Use the checkboxes to designate an action for each student. Click Next to proceed.

Name	StudentID	Current Grade	Date Last Promoted	Promote?	Remove from classes?	Remove from SAM?
Ambrogio, David	001933	7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Angier, Gina	002590	6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baker, Raymond	008723	6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balderrama, Christina	007468	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bardales, Nicole	004153	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Last Date Promoted:

- The last date the student’s grade was increased through MSPW
- Helps to prevent “double promotion” by mistake

### Promote?:

- Selected students will have their grade level increased by one grade

### Remove From Classes?:

- Selected students will be removed from all their classes, deactivated, and unenrolled from all programs

### Remove From SAM:

- Selected students will be removed (deleted) from SAM
- A Student Transfer Export file will be created
- By default, the “graduating class” is selected

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

Steps to manage student promotions

1. Welcome
2. Select Students
3. Select Promotions
4. Recently Promoted Alert (if applicable)
5. **Removal Alert (if applicable)**
6. Confirm Removal (if applicable)
7. Choose Output File (if applicable)
8. Review and Confirm Selections

Step 5 of 8

### Removal Alert

These students have been promoted out of their school.

The student accounts marked with a check below have been promoted into a grade that is not available in their school. You can permanently remove these accounts from SAM by clicking Next; transfer files will be created for these accounts for use in another SAM.

If you want the accounts to remain in SAM, uncheck the boxes and click Next.

Unchecked students will appear in the Manage Inactive Accounts link in SAM.

Checked students will be removed from SAM.

Steps to manage student promotions

1. Welcome
2. Select Students
3. Select Promotions
4. Recently Promoted Alert (if applicable)
5. **Removal Alert (if applicable)**
6. Confirm Removal (if applicable)
7. Choose Output File (if applicable)
8. Review and Confirm Selections

Step 5 of 8

Close
< Back
Next >

<input checked="" type="checkbox"/>	Name	StudentID	New Grade
<input checked="" type="checkbox"/>	Balderrama, Christina	007468	9
<input checked="" type="checkbox"/>	Bardales, Nicole	004153	9
<input checked="" type="checkbox"/>	Burt, Soledad	008391	9
<input checked="" type="checkbox"/>	Davis, Tyler	4013	
<input checked="" type="checkbox"/>	Downing, Hannah	002336	9
<input checked="" type="checkbox"/>	Fink, David	007188	9
<input checked="" type="checkbox"/>	Herman, Tiffani	001755	9
<input checked="" type="checkbox"/>	Jimenez, Carlo	000514	9
<input checked="" type="checkbox"/>	Michaelin, Jerry	006983	9
<input checked="" type="checkbox"/>	Morales, Guadalupe	002737	9
<input checked="" type="checkbox"/>	Nguyen, Ossiel	005129	9
<input checked="" type="checkbox"/>	Perrino, Amanda	004360	9
<input checked="" type="checkbox"/>	Smith, Freestiana	001251	9

**If students will be going to another school (elementary to middle school or middle to high school) on the same server, uncheck them so they remain in Inactive Accounts.**

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

Steps to manage student promotions

1. Welcome
2. Select Students
3. Select Promotions
4. Recently Promoted Alert (if applicable)
5. Removal Alert (if applicable)
- 6. Confirm Removal (if applicable)**
7. Choose Output File (if applicable)
8. Review and Confirm Selections

Step 6 of 8

### Confirm Removal

These students have been selected for removal from the installation.

<input checked="" type="checkbox"/>	Name	StudentID
<input checked="" type="checkbox"/>	Balderrama, Christina	007468
<input checked="" type="checkbox"/>	Bardales, Nicole	004153
<input checked="" type="checkbox"/>	Burt, Soledad	008391
<input checked="" type="checkbox"/>	Davis, Tyler	4013
<input checked="" type="checkbox"/>	Downing, Hannah	002336
<input checked="" type="checkbox"/>	Fink, David	007188
<input checked="" type="checkbox"/>	Herman, Tiffani	001755
<input checked="" type="checkbox"/>	Jimenez, Carlo	000514

Close      < Back      Next >

Second and final chance to uncheck students. Students who are checked will be removed (deleted) from SAM. If students will be going to another school (elementary to middle school or middle to high school) on the same server, uncheck them so they remain in Inactive Accounts.

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

The students checked on the previous Removal Confirmation screens will be exported (and deleted) from SAM. Choose if you would like a Student Transfer File created for each student or just one file that contains all the students.

Individual Files will take longer to process. This choice is good when individual student files need to be saved separately or be imported into different servers. The file name will contain the student number.

Collective File will process faster. This choice is good when only one archive file is needed or when the students will be imported into the same server.

A CSV file will be produced of all promoted students who were not exported.

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

The screenshot shows the 'Review and Confirm Selections' step of the Manage Student Promotions Wizard (MSPW). The interface has an orange header with the 'SCHOLASTIC SAM' logo. On the left, a sidebar lists the steps of the wizard, with '8. Review and Confirm Selections' highlighted. The main content area contains the following text:

### Review and Confirm Selections

The following promotions will be made. Review your selections below and click Finish to complete the process.

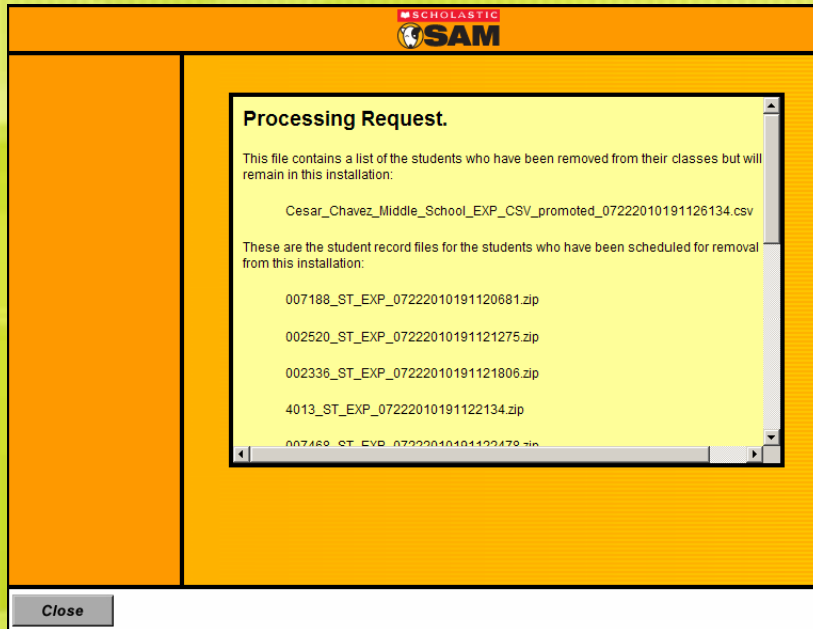
There is no undo to this process.

- 73 students will be promoted one grade.
- 57 students will be removed from SAM classes and placed in Manage Inactive Accounts.
- 16 students will be removed from SAM entirely and their data prepared in individual transfer files.

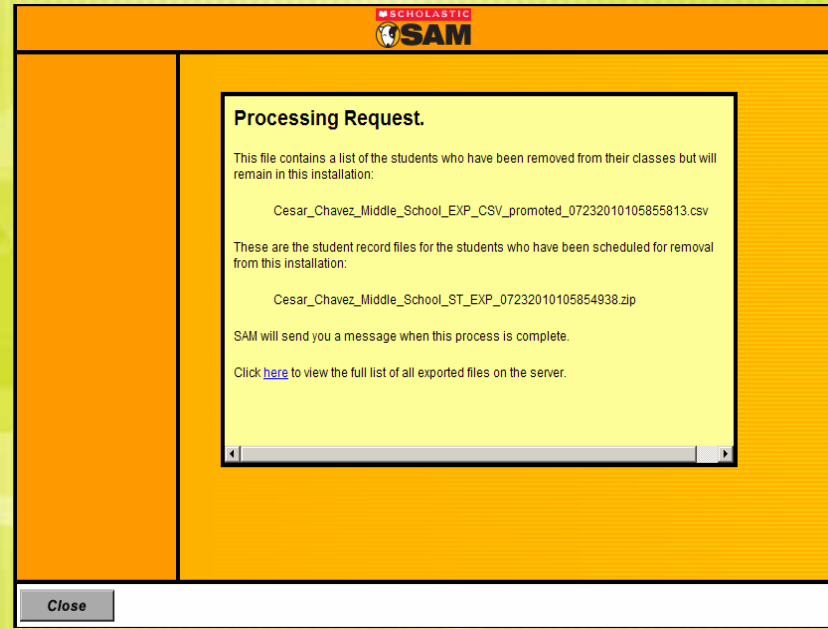
At the bottom of the window, there are three buttons: 'Close', '< Back', and 'Finish'.

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)



Screen if “one file for each student” was selected.



Screen if “one collective file for all students” was selected.

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

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

Home Roster Reports Resources Books

My School

My School

Roster Reports Resources Books

Filter by: All Products and All Message Types

Type	Message	Product	Date
<input type="checkbox"/>	Export Student Records Successful	SAM	07/23/10
<input type="checkbox"/>	Export Student Records Successful	SAM	07/23/10
<input type="checkbox"/>	Export Student Records Successful	SAM	07/23/10
<input type="checkbox"/>	SAM Student Promotion CSV Export Successful	SAM	07/23/10

Delete Checked 0 acknowledgements 16 notifications 0 alerts 0 reminders

You have these programs installed: [Social Media Icons]

You are connected to: SAM Server

Date	Username	Status	Job Type	View File
07/23/2010 08:46 AM	ccms	Success	SAM Student Promotion CSV Export	<a href="#">Cesar Chavez Middle School EXP CSV promoted_07232010084627630.csv</a>
07/23/2010 08:46 AM	ccms	Success	Export Student Records	<a href="#">002188_ST_EXP_07232010084621899.zip</a>
07/23/2010 08:47 AM	ccms	Success	Export Student Records	<a href="#">002520_ST_EXP_07232010084622727.zip</a>
07/23/2010 08:47 AM	ccms	Success	Export Student Records	<a href="#">002336_ST_EXP_07232010084623070.zip</a>
07/23/2010 08:48 AM	ccms	Success	Export Student Records	<a href="#">007468_ST_EXP_07232010084623383.zip</a>
07/23/2010 08:48 AM	ccms	Success	Export Student Records	<a href="#">001990_ST_EXP_07232010084623695.zip</a>
07/23/2010 08:49 AM	ccms	Success	Export Student Records	<a href="#">005129_ST_EXP_07232010084623820.zip</a>
07/23/2010 08:49 AM	ccms	Success	Export Student Records	<a href="#">001251_ST_EXP_07232010084624429.zip</a>
07/23/2010 08:50 AM	ccms	Success	Export Student Records	<a href="#">001755_ST_EXP_07232010084625022.zip</a>
07/23/2010 08:50 AM	ccms	Success	Export Student Records	<a href="#">008391_ST_EXP_07232010084625225.zip</a>
07/23/2010 08:51 AM	ccms	Success	Export Student Records	<a href="#">002737_ST_EXP_07232010084625491.zip</a>
07/23/2010 08:51 AM	ccms	Success	Export Student Records	<a href="#">000514_ST_EXP_07232010084626037.zip</a>
07/23/2010 08:52 AM	ccms	Success	Export Student Records	<a href="#">004360_ST_EXP_07232010084626412.zip</a>
07/23/2010 08:52 AM	ccms	Success	Export Student Records	<a href="#">004153_ST_EXP_07232010084626881.zip</a>

Close

On the Home Tab, messages will display as each individual student export file is generated. Click the Show Me link to save the export files. If any file is showing as “queued” in the Show Me window, the exports are not complete. Individual exports can take a long time to finish.

# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Grades for School Administrator: Sixth grade, Seventh grade, Eighth grade, Teachers, Classes, Groups, Students

My School navigation: Roster, Reports, Resources, Books

Filter by: All Products and All Message Types

Type	Message	Product	Date
<input type="checkbox"/>	Export Student Records Successful	SAM	07/23/10
<input type="checkbox"/>	SAM Student Promotion CSV Export Successful	SAM	07/23/10

0 acknowledgements | 2 notifications | 0 alerts | 0 reminders

You have these programs installed: [Social Media Icons]

You are connected to: SAM Server

Date	Username	Status	Job Type	View File
07/23/2010 10:09 AM	ccms	Success	SAM Student Promotion CSV Export	<a href="#">Cesar_Chavez_Middle_School_EXP_CSV_promoted_07232010100934349.csv</a>
07/23/2010 10:10 AM	ccms	Success	Export Student Records	<a href="#">Cesar_Chavez_Middle_School_ST_EXP_07232010100933474.zip</a>

Close

On the Home Tab, messages will display when the “collective” export file is complete. Click the Show Me link to save the export file.





# Technology and SAM Setup

## Updating SAM: Manage Student Promotions Wizard (MSPW)

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Profile for Cesar Chavez Middle School | Manage Roster

Contact Name:  
Title:  
Email:  
Phone Number: 111-222-3333  
Number of Students: 0

Usage Summary

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	CSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic
FSaenz 1	Saenz, Frank	0	0	0	0	0	0	0	0
FSaenz 2	Saenz, Frank	0	0	0	0	0	0	0	0
MCole 1	Cole, Mercedes	0	0	0	0	0	0	0	0
MCole 2	Cole, Mercedes	0	0	0	0	0	0	0	0
School totals		0	0	0	0	0	0	0	0

Programs

Fraction Nation	Settings	Manage Licenses
FASTT Math	Settings	Worksheets
READ 180	Settings	Grading Tools
ReadAbout	Settings	Grading Tools

Advanced Settings

Migrate
Import
Import Teachers

After MSPW, note the number of students in the school.  
72 students before MSPW.

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Manage Inactive Accounts: STUDENT

Use this screen to view, assign or delete accounts not in your SmartBar

Student

	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Adams, Ashley	2947	ashleyadams	Active	✓
<input type="checkbox"/>	Adams, Martin	006225	martinadams	Active	✓
<input type="checkbox"/>	Aegerter, Roger	7937	rogeraegerter	Active	✓
<input type="checkbox"/>	Agosto, Morgan	8172	morganagosto	Active	✓
<input type="checkbox"/>	Aguilar, Michael	007277	michaelagular	Active	✓
<input type="checkbox"/>	Ambrogio, David	001933	davidambrogio	Inactive	
<input type="checkbox"/>	Angler, Gina	002590	ginaangler	Inactive	
<input type="checkbox"/>	Baker, Raymond	008723	raymond baker	Inactive	
<input type="checkbox"/>	Barter, Justin	004521	justinbarter	Active	✓
<input type="checkbox"/>	Bates, Jerika	007473	jerikabates	Inactive	
<input type="checkbox"/>				Inactive	
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>	Bilbrey, Kevin	000502	kevinbilbrey	Active	✓

Items 1 through 243 of 243

After MSPW, note the number of students in Inactive Accounts (MIA).  
186 students in MIA before MSPW.

# Technology and SAM Setup

## Updating SAM:

### Manage Student Promotions Wizard (MSPW) – Next Steps

- After MSPW has been run, the Student Transfer File can be imported into another server.
- Students who were Removed From Classes (deactivated) during the MSPW process, will remain in Inactive Accounts until individually assigned to a class or a CSV Student Roster Import run with class information.
- Classes and Teachers may need to be individually deactivated.

#### Advanced Settings

<a href="#">Import</a>	▲
<a href="#">Import Teachers</a>	▲
<a href="#">Export</a>	▲
<a href="#">Manage Inactive Accounts</a>	▼

Roster Tab (lower right)

**Manage Inactive Accounts: STUDENT**  
Use this screen to view, assign or delete accounts not in your SmartBar

Student

<input type="checkbox"/>	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	<a href="#">Adans, Ashley</a>	2947	ashleyadams	Active	✓
<input type="checkbox"/>	<a href="#">Adams, Martin</a>	006225	martinadams	Active	✓
<input type="checkbox"/>	<a href="#">Aegerter, Roger</a>	7937	rogeraegerter	Active	✓
<input type="checkbox"/>	<a href="#">Agosto, Morgan</a>	8172	morganagosto	Active	✓
<input type="checkbox"/>	<a href="#">Aguilar, Michael</a>	007277	michaelaguilar	Active	✓
<input type="checkbox"/>	<a href="#">Ambrogio, David</a>	001933	davidambrogio	Inactive	
<input type="checkbox"/>	<a href="#">Angier, Gina</a>	002590	ginaangier	Inactive	
<input type="checkbox"/>	<a href="#">Baker, Raymond</a>	008723	raymondbaker	Inactive	
<input type="checkbox"/>	<a href="#">Barter, Justin</a>	004521	justinbarter	Active	✓
<input type="checkbox"/>	<a href="#">Bates, Jerika</a>	007473	jerikabates	Inactive	
<input type="checkbox"/>	<a href="#">Bechtol, Brandon</a>	007973	brandanbechtol	Inactive	
<input type="checkbox"/>	<a href="#">Bergen, Michael</a>	003092	michaelbergen	Active	✓
<input type="checkbox"/>	<a href="#">Bhavanam, Dacoda</a>	003913	dacodabhavanam	Active	✓
<input type="checkbox"/>	<a href="#">Bickel, Theresa</a>	001326	theresabickel	Active	✓
<input type="checkbox"/>	<a href="#">Bilbrey, Kevin</a>	000502	kevinbilbrey	Active	✓

- Select an Option -  Items 1 through 243 of 243

# Technology and SAM Setup

## Updating SAM:

### References –

#### **Manage Student Promotions Wizard (MSPW)**

SAM Help (Data Movement, Student Promotions)

“SAM v1.10.0 Data Management Manual” PDF (p 45)

#### **Manage Inactive Accounts**

SAM Help (Enrolling, Adding and Enrolling Students)

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 20)

Resource: PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)

# Technology and SAM Setup

Process	Advantage	Disadvantage	Use / Notes
Individually Add / Update / Deactivate	<ul style="list-style-type: none"> <li>•Control over each change</li> </ul>	<ul style="list-style-type: none"> <li>•Can take lots of time</li> <li>•High touch</li> <li>•Standards (student number, username, etc.) may not be followed</li> </ul>	<ul style="list-style-type: none"> <li>•Most things, but not all, can be done by a teacher</li> <li>•Good for smaller implementations</li> </ul>
Manage Student Promotions Wizard (MSPW)	<ul style="list-style-type: none"> <li>•Promotes students one grade</li> <li>•Removes students from classes (deactivates students)</li> <li>•Exports / Deletes “graduating class” (can be imported into another SAM server)</li> </ul>	<ul style="list-style-type: none"> <li>•Leaves classes in SmartBar with no students (classes must be individually deactivated)</li> <li>•Leaves teachers in SmartBar</li> <li>•Exceptions must be done individually</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Deletes “graduating class”</li> <li>•Follow-up required</li> <li>•Produces a CSV file of promoted students</li> </ul>
Clear School Roster (1.10)	<ul style="list-style-type: none"> <li>•Quickly deactivates all classes, teachers, and students in the School</li> </ul>	<ul style="list-style-type: none"> <li>•Makes no changes to any student, class, or teacher (does deactivate)</li> <li>•Must use CSV import or manually activate students / teachers</li> <li>•Previous students remain in MIA</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Follow-up required</li> </ul>
CSV Student Roster Import  CSV Teacher Import	<ul style="list-style-type: none"> <li>•Create lots of students / teachers quickly</li> <li>•Update current profile</li> <li>•Assign students / teachers to a class</li> <li>•Can run multiple imports</li> <li>•Establish standards (username, passwords, class names, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>•Will not deactivate students / teachers</li> <li>•Will not remove students / teachers from current school / class</li> <li>•Unused classes must be individually deactivated</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Good for large implementations</li> <li>•Need to get student info from SIS</li> <li>•Student Number (SIS_ID) is the Key Field</li> </ul>

# Technology and SAM Setup

## Updating SAM:

### Clear School Roster

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Grades for School Administrator: Sixth grade, Seventh grade, Eighth grade

Teachers: Teachers, Classes, Groups, Students

**Profile for Cesar Chavez Middle School** Manage Roster

Contact Name:   
 Title:   
 Email:   
 Phone Number: 111-222-3333   
 Number of Students: 72

Usage Summary Print Version

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	iSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Inventory
FSaenz 1	Saenz, Frank	0	0	18	0	0	0	0	0
FSaenz 2	Saenz, Frank	0	0	19	0	0	0	0	0
MCole 1	Cole, Mercedes	0	0	18	0	0	0	0	0
MCole 2	Cole, Mercedes	0	0	20	0	0	0	0	0
<b>School totals</b>		<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Programs Advanced Settings

Fraction Nation	Settings		Manage Licenses
FASTT Math	Settings	Worksheets	Certificates
READ 180	Settings	Grading Tools	Certificates
ReadAbout	Settings	Grading Tools	Import Teachers

Before using Clear School roster, note the number of students in the school.

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Grades for School Administrator: Sixth grade, Seventh grade, Eighth grade

Teachers: Teachers, Classes, Groups, Students

**Manage Inactive Accounts: STUDENT**

Use this screen to view, assign or delete accounts not in your SmartBar

Student

	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Adams, Ashley	2947	ashleyadams	Active	✓
<input type="checkbox"/>	Adams, Martin	006225	martinadams	Active	✓
<input type="checkbox"/>	Aegerter, Roger	7937	rogeraegerter	Active	✓
<input type="checkbox"/>	Agosto, Morgan	8172	morganagosto	Active	✓
<input type="checkbox"/>	Aguilar, Michael	007277	michaelaguilar	Active	✓
<input type="checkbox"/>	Barter, Justin	004521	justinbarter	Active	✓
<input type="checkbox"/>	Bergen, Michael	003092	michaelbergen	Active	✓
<input type="checkbox"/>	Bhavanam, Decoda	003913	dacodabhavanam	Active	✓
<input type="checkbox"/>	Bickel, Theresa	001326	theresabickel	Active	✓
<input type="checkbox"/>	Bilbrey, Kevin	000502	kevinbilbrey	Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>	Burlett, John	006863	johnburlett	Active	✓

Items 1 through 186 of 186

- Select an Option - Go

Before using Clear School Roster, note the number of students in Inactive Accounts (MIA).

# Technology and SAM Setup

## Updating SAM:

### Clear School Roster

- New feature in 1.10.0
- Must be done by an Administrator
- Done per School
- School Administrators can only do their school
- Deactivates all students, classes, and teachers in the school
- Does not make any changes to the student's grade level

**My School**

**Profile for Cesar Chavez Middle School**

Contact Name:  
 Title:  
 Email:  
 Phone Number: 111-222-3333  
 Number of Students: 72

**Usage Summary**

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	Skills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Inventory
FSaenz 1	Saenz, Frank	0	0	18	0	0	0	0	0
FSaenz 2	Saenz, Frank	0	0	19	0	0	0	0	0
MCole 1	Cole, Mercedes	0	0	18	0	0	0	0	0
MCole 2	Cole, Mercedes	0	0	20	0	0	0	0	0
<b>School totals</b>		<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Programs**

Fraction Nation	Settings			Manage Licenses
FASTT Math	Settings	Worksheets	Certificates	Migrate
READ 180	Settings	Grading Tools	Certificates	Import
ReadAbout	Settings	Grading Tools		Import Teachers

**Manage Roster**

- [Edit School Profile](#)
- [Add a Class](#)
- [Add a Teacher](#)
- [Manage Enrollment](#)
- [Clear School Roster](#)

# Technology and SAM Setup

## Updating SAM:

### Clear School Roster

**Manage Roster**

- [Edit School Profile](#)
- [Add a Class](#)
- [Add a Teacher](#)
- [Manage Enrollment](#)
- [Clear School Roster](#)

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

Home Roster Reports Resources Books

My School

Profile for Cesar Chavez Middle School

Manage Roster

Are you sure that you want to clear the school roster? This action will deactivate all Teachers, Classes, and Students associated with this School and cannot be undone. Scholastic strongly recommends that you back up your database before executing this function.

Yes No

Class	Stage B	READ 180 Stage C	Skills Tests	System 44	Scholastic Phonics Inventory	Scholastic
FSaenz 1	18	0	0	0	0	
FSaenz 2	19	0	0	0	0	
MCole 1	18	0	0	0	0	
MCole 2	20	0	0	0	0	
School totals	0	0	72	0	0	0

Programs

Fraction Nation	Settings		
FASTT Math	Settings	Worksheets	Certificates
READ 180	Settings	Grading Tools	Certificates
ReadAbout	Settings	Grading Tools	

Advanced Settings

Manage Licenses
Migrate
Import
Import Teachers

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

Home Roster Reports Resources Books

My School

Profile for Cesar Chavez Middle School

Manage Roster

Success!

You've successfully cleared the school roster.

Back to Profile

Class	Stage B	READ 180 Stage C	Skills Tests	System 44	Scholastic Phonics Inventory	Scholastic
FSaenz 1	0	0	0	0	0	
FSaenz 2	0	0	0	0	0	
MCole 1	0	0	0	0	0	
MCole 2	0	0	0	0	0	
School totals	0	0	0	0	0	0

Programs

Fraction Nation	Settings		
FASTT Math	Settings	Worksheets	Certificates
READ 180	Settings	Grading Tools	Certificates
ReadAbout	Settings	Grading Tools	

Advanced Settings

Manage Licenses
Migrate
Import
Import Teachers



# Technology and SAM Setup

## Updating SAM:

### Clear School Roster

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Grades for School Administrator: Sixth grade, Seventh grade, Eighth grade

Teachers, Classes, Groups, Students

**Profile for Cesar Chavez Middle School** | Manage Roster

Contact Name: | Title: | Email: | Phone Number: 111-222-3333 | **Number of Students: 0**

Usage Summary

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	iSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic
School totals									
		0	0	0	0	0	0	0	0

Programs: Fraction Nation, FASTT Math, READ 180, ReadAbout

Advanced Settings: Manage Licenses, Migrate, Import, Import Teachers

School Administrator | SCHOLASTIC SAM | SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My School

Grades for School Administrator: Sixth grade, Seventh grade, Eighth grade

Teachers, Classes, Groups, Students

**Manage Inactive Accounts: STUDENT**

Use this screen to view, assign or delete accounts not in your SmartBar

Student

	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Adams, Ashley	2947	ashleyadams	Active	✓
<input type="checkbox"/>	Adams, Martin	006225	martinadams	Active	✓
<input type="checkbox"/>	Aegerter, Roger	7937	rogeraegerter	Active	✓
<input type="checkbox"/>	Agosto, Morgan	8172	morganagosto	Active	✓
<input type="checkbox"/>	Aguilar, Michael	007277	michaelaguilar	Active	✓
<input type="checkbox"/>	Ambrogio, David	001933	davidambrogio	Inactive	
<input type="checkbox"/>	Angler, Gina	002590	ginaangler	Inactive	
<input type="checkbox"/>	Baker, Raymond	008723	raymond baker	Inactive	
<input type="checkbox"/>	Balderrama, Christina	007468	christinabalde...	Inactive	
<input type="checkbox"/>	Bardales, Nicole	004153	nicolebardales	Inactive	
<input type="checkbox"/>				Active	✓
<input type="checkbox"/>				Inactive	
<input type="checkbox"/>				Inactive	
<input type="checkbox"/>	Bergin, Michael	003092	michaelbergin	Active	✓
<input type="checkbox"/>	Bhavanam, Decoda	003913	dacodabhavanam	Active	✓

Items 1 through 250 of 257

- Select an Option - | Go | Items 1 through 250 of 257 | Next 250 >

After using Clear School Roster, note the number of students. 72 students before using Clear School Roster. Also note no classes under Usage Summary.

After using Clear School Roster, note the number of students in Inactive Accounts (MIA). 186 students in MIA before using Clear School Roster. Unlike MSPW, the “graduating class” was deactivated, not exported / deleted.



# Technology and SAM Setup

## Updating SAM:

### Clear School Roster

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

Home Roster Reports Resources Books

My School

Grades for School Administrator

Sixth grade

Seventh grade

Eighth grade

Teachers

Classes

Groups

Students

#### Manage Inactive Accounts: TEACHER

Use this screen to view, assign or delete accounts not in your SmartBar

Teacher

<input type="checkbox"/>	Teacher Name	District User ID	Username	School
<input type="checkbox"/>	<a href="#">Chang, Robert</a>	N/A	rchang	Pueblo Elementary...
<input type="checkbox"/>	<a href="#">Clark, Pat</a>	16080	pclark	Pueblo Elementary...
<input type="checkbox"/>	<a href="#">Cole, Mercedes</a>	N/A	mcole	N/A
<input type="checkbox"/>	<a href="#">Davis, Beverly</a>	N/A	Beverly	Washington School
<input type="checkbox"/>	<a href="#">Hamstra, Beth</a>	N/A	bhamstra	Mission High School
<input type="checkbox"/>	<a href="#">Lawton, Katherine</a>	N/A	klawton	Pacific Middle School
<input type="checkbox"/>	<a href="#">Manning, Cynthia</a>	N/A	cmanning	N/A
<input type="checkbox"/>	<a href="#">Saenz, Frank</a>	N/A	fsaenz	N/A
<input type="checkbox"/>	<a href="#">Schirmer, Marty</a>	N/A	mschirmer	N/A
<input type="checkbox"/>	<a href="#">Weaver, Jessica</a>	N/A	iweaver	N/A

- Select an Option - Go Items 1 through 10 of 10

**After** using Clear School Roster, teachers from the school now appear in MIA. Teachers with “N/A” do not have an assigned school / class. MSPW left the teachers assigned to their class(es), so they were still active in the SmartBar.

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

Home Roster Reports Resources Books

My School

Grades for School Administrator

Sixth grade

Seventh grade

Eighth grade

Teachers

Classes

Groups

Students

#### Manage Inactive Accounts: CLASS

Use this screen to view, assign or delete accounts not in your SmartBar

Class

<input type="checkbox"/>	Name	School	Grades
<input type="checkbox"/>	<a href="#">BHamstra 1</a>	Mission High School	9,10,11,12
<input type="checkbox"/>	<a href="#">BHamstra 2</a>	Mission High School	9,10,11,12
<input type="checkbox"/>	<a href="#">BHamstra 3</a>	Mission High School	10
<input type="checkbox"/>	<a href="#">FSaenz 1</a>	N/A	6,7,8
<input type="checkbox"/>	<a href="#">FSaenz 2</a>	N/A	6,7,8
<input type="checkbox"/>	<a href="#">KLawton 1</a>	Pacific Middle School	6,7,8
<input type="checkbox"/>	<a href="#">KLawton 2</a>	Pacific Middle School	6,7,8
<input type="checkbox"/>	<a href="#">MCole 1</a>	N/A	6,7,8
<input type="checkbox"/>	<a href="#">MCole 2</a>	N/A	6,7,8
<input type="checkbox"/>	<a href="#">Math Class 01</a>	Washington School	PK,K,1,2,3,4,5,6,7,8,9,10,11,12
<input type="checkbox"/>	<a href="#">PClark 1</a>	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	<a href="#">PClark 2</a>	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	<a href="#">RChang1</a>	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	<a href="#">RChang2</a>	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	<a href="#">Reading Class 1</a>	Washington School	PK,K,1,2,3,4,5,6,7,8,9,10,11,12

- Select an Option - Go Items 1 through 17 of 17

**After** using Clear School Roster, classes from the school now appear in MIA. Classes with “N/A” do not belong to any school. MSPW left the classes (without any students) active in the SmartBar.

# Technology and SAM Setup

## Updating SAM:

### Clear School Roster – Next Steps

- Inactive classes will need to be individually assigned to the school or deleted. Or use a CSV Roster Import with class information to move / create classes.
- Inactive students will need to be individually assigned to a class or a CSV Student Roster Import run with class information (and updated grade).
- Student grade level will need to be individually updated or updated using a CSV Student Roster Import with the new grade level.
- Inactive Teachers will need to be individually assigned to a class or CSV Teacher Import run with class information.

#### Advanced Settings

<a href="#">Import</a>	▲
<a href="#">Import Teachers</a>	
<a href="#">Export</a>	
<a href="#">Manage Inactive Accounts</a>	▼

Roster Tab (lower right)

**Manage Inactive Accounts: CLASS**  
Use this screen to view, assign or delete accounts not in your SmartBar

Class	Name	School	Grades
<input type="checkbox"/>	Bluetra.1	Mission High School	9,10,11,12
<input type="checkbox"/>	Bluetra.2	Mission High School	9,10,11,12
<input type="checkbox"/>	Bluetra.3	Mission High School	10
<input type="checkbox"/>	Flora.1	N/A	6,7,8
<input type="checkbox"/>	Flora.2	N/A	6,7,8
<input type="checkbox"/>	Glanton.1	Pacific Middle School	6,7,8
<input type="checkbox"/>	Glanton.2	Pacific Middle School	6,7,8
<input type="checkbox"/>	McCl.1	N/A	6,7,8
<input type="checkbox"/>	McCl.2	N/A	6,7,8
<input type="checkbox"/>	Math_Class_01	Washington School	PK,K,1,2,3,4,5,6,7,8,9,10,11,12
<input type="checkbox"/>	PClch.1	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	PClch.2	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	PClch.3	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	PClch.4	Pueblo Elementary School	3,4,5
<input type="checkbox"/>	Reading_Class_1	Washington School	PK,K,1,2,3,4,5,6,7,8,9,10,11,12

**Manage Inactive Accounts: TEACHER**  
Use this screen to view, assign or delete accounts not in your SmartBar

Teacher	Teacher Name	District User ID	Username	School
<input type="checkbox"/>	Chava_Sobal	N/A	rching	Pueblo Elementary...
<input type="checkbox"/>	Clark_Eug	16080	potark	Pueblo Elementary...
<input type="checkbox"/>	Cole_Mercedes	N/A	mcole	N/A
<input type="checkbox"/>	Devi_Devery	N/A	Devery	Washington School
<input type="checkbox"/>	Hanstra_Beth	N/A	hanstra	Mission High School
<input type="checkbox"/>	Lawton_Mathewie	N/A	lawton	Pacific Middle School
<input type="checkbox"/>	Martinez_Cynthia	N/A	cmanning	N/A
<input type="checkbox"/>	Saenz_Frank	N/A	tsaenz	N/A
<input type="checkbox"/>	Scherrer_Marty	N/A	mschmer	N/A
<input type="checkbox"/>	Wheeler_Jessica	N/A	twheeler	N/A

**Manage Inactive Accounts: STUDENT**  
Use this screen to view, assign or delete accounts not in your SmartBar

Student	Name	Student ID	Username	Status	Enrollment
<input type="checkbox"/>	Adams_Ashley	2947	schlyadams	Active	✓
<input type="checkbox"/>	Adams_Martin	006225	matadams	Active	✓
<input type="checkbox"/>	Adewale_Roger	7937	rogadewale	Active	✓
<input type="checkbox"/>	Alvarez_Michael	9172	morgalvarez	Active	✓
<input type="checkbox"/>	Amador_Michael	007277	michamador	Active	✓
<input type="checkbox"/>	Arduengo_David	001933	daavidarue	Inactive	
<input type="checkbox"/>	Archer_Cora	002990	ginsinger	Inactive	
<input type="checkbox"/>	Baker_Raymond	000723	raymondobaker	Inactive	
<input type="checkbox"/>	Baker_Suzie	004921	suzieobaker	Active	✓
<input type="checkbox"/>	Baker_Jessica	007473	jenobaker	Inactive	
<input type="checkbox"/>	Bucholtz_Brendan	007973	brendanbuch	Inactive	
<input type="checkbox"/>	Burton_Michael	005060	michburton	Active	✓
<input type="checkbox"/>	Byrnes_Candice	005913	candicebyrnes	Active	✓
<input type="checkbox"/>	Chick_Thomas	001326	thomaschick	Active	✓
<input type="checkbox"/>	Chiles_Kath	000902	lewischiles	Active	✓

# Technology and SAM Setup

## References –

### **Clear School Roster**

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 11)

### **Manage Inactive Accounts**

SAM Help (Enrolling, Adding and Enrolling Students)

“SAM v1.10.0 Enrolling and Managing Students in SAM” PDF (p 20)

Resource: PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)

# Technology and SAM Setup

Process	Advantage	Disadvantage	Use / Notes
Individually Add / Update / Deactivate	<ul style="list-style-type: none"> <li>•Control over each change</li> </ul>	<ul style="list-style-type: none"> <li>•Can take lots of time</li> <li>•High touch</li> <li>•Standards (student number, username, etc.) may not be followed</li> </ul>	<ul style="list-style-type: none"> <li>•Most things, but not all, can be done by a teacher</li> <li>•Good for smaller implementations</li> </ul>
Manage Student Promotions Wizard (MSPW)	<ul style="list-style-type: none"> <li>•Promotes students one grade</li> <li>•Removes students from classes (deactivates students)</li> <li>•Exports / Deletes “graduating class” (can be imported into another SAM server)</li> </ul>	<ul style="list-style-type: none"> <li>•Leaves classes in SmartBar with no students (classes must be individually deactivated)</li> <li>•Leaves teachers in SmartBar</li> <li>•Exceptions must be done individually</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Deletes “graduating class”</li> <li>•Follow-up required</li> <li>•Produces a CSV file of promoted students</li> </ul>
Clear School Roster (1.10)	<ul style="list-style-type: none"> <li>•Quickly deactivates all classes, teachers, and students in the School</li> </ul>	<ul style="list-style-type: none"> <li>•Makes no changes to any student, class, or teacher (does deactivate)</li> <li>•Must use CSV import or manually activate students / teachers</li> <li>•Previous students remain in MIA</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Must be done per School (not at District level)</li> <li>•Follow-up required</li> </ul>
CSV Student Roster Import  CSV Teacher Import	<ul style="list-style-type: none"> <li>•Create lots of students / teachers quickly</li> <li>•Update current profile</li> <li>•Assign students / teachers to a class</li> <li>•Can run multiple imports</li> <li>•Establish standards (username, passwords, class names, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>•Will not deactivate students / teachers</li> <li>•Will not remove students / teachers from current school / class</li> <li>•Unused classes must be individually deactivated</li> </ul>	<ul style="list-style-type: none"> <li>•Must be done by an Admin</li> <li>•Good for large implementations</li> <li>•Need to get student info from SIS</li> <li>•Student Number (SIS_ID) is the Key Field</li> </ul>

# Technology and SAM Setup

## Updating SAM: CSV Student Roster Import

**Profile for Cesar Chavez Middle School** [Manage Roster](#)

Contact Name:  
 Title:  
 Email:  
 Phone Number: 111-222-3333  
 Number of Students: 0

[Print Version](#)

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	iSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic
School totals		0	0	0	0	0	0	0	0

**Programs**

Fraction Nation	<a href="#">Settings</a>		
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>	

**Advanced Settings**

- [Manage Licenses](#)
- [Migrate](#)
- [Import](#)
- [Import Teachers](#)

**Before** running a CSV Student Roster Import, note the number of students in the school. The school can have current students, classes, and teachers.

# Technology and SAM Setup

## Updating SAM:

### CSV Student Roster Import

- Must be done by an Administrator
- If run by a District Admin, import file can contain multiple schools
- Import file must contain all required fields
- Import file may also contain the optional fields
- Include School\_Name and Class\_Name columns to assign classes
- School\_Name must exactly match the school spelling in SAM
- Reference the “Data Dictionary” on the Product Support Website

#### Advanced Settings

<a href="#">Manage Licenses</a>	▲
<a href="#">Migrate</a>	
<a href="#">Import</a>	
<a href="#">Import Teachers</a>	▼

Roster Tab (lower right)

**Select a File to Import.**

Importing data will add and/or modify data in the database. Before proceeding with your import, please make sure that you have saved a backup. To backup your SAM database, close this window and select Backup from Advanced Settings in your Profile Window or contact your system administrator.

To select the file you want to import, type in the name of the file or use the Browse button to locate the correct file. Then click Next.

If you are importing a comma-separated value (\*.csv) file from a non-SAM system, click the link below to see an example of the correct format.

[CSV Template](#)

To select a file that you have saved on the SAM server, click the View Server Files button.

# Technology and SAM Setup

## Updating SAM:

### CSV Student Roster Import

Top line must contain the headers according to the “Data Dictionary”

Student import must contain the five required fields:

User\_Name, SIS\_ID (student number),  
First\_Name, Last\_Name, & Grade.

Password is not required. If not included,  
will be “generic” SAM password.  
Must meet minimum requirements.

USER_NAME	SIS_ID	FIRST_NAME	LAST_NAME	GRADE	PASSWORD	SCHOOL_NAME	CLASS_NAME
davidambrogio	1933	David	Ambrogio	8	password1	Cesar Chavez Middle School	FSaenz 1
ginaangier	2590	Gina	Angier	7	password1	Cesar Chavez Middle School	FSaenz 2
raymondbaker	8723	Raymond	Baker	7	password1	Cesar Chavez Middle School	MCole 2
jerikabates	7473	Jerika	Bates	7	password1	Cesar Chavez Middle School	MCole 2
brandanbechtol	7973	Brandan	Bechtol	8	password1	Cesar Chavez Middle School	MCole 2
kelseybrown	5078	Kelsey	Brown	8	password1	Cesar Chavez Middle School	MCole 1

Can also contain School and Class  
information to assign students to a class.

# Technology and SAM Setup

## Updating SAM: CSV Student Roster Import

**SCHOLASTIC SAM**

This wizard will guide you through the process of importing a file....

### Select a File to Import.

Importing data will add and/or modify data in the database. Before proceeding with your import, please make sure that you have saved a backup. To backup your SAM database, close this window and select Backup from Advanced Settings in your Profile Window or contact your system administrator.

To select the file you want to import, type in the name of the file or use the Browse button to locate the correct file. Then click Next.

If you are importing a comma-separated value (\*.csv) file from a non-SAM system, click the link below to see an example of the correct format.

[CSV Template](#)

To select a file that you have saved on the SAM server, click the View Server Files button.

**SCHOLASTIC SAM**

This wizard will guide you through the process of importing a file....

### Import Student Roster Data from a non-SAM System

The file you selected will import Student Roster Data from a non-SAM System into the database. This procedure cannot be undone. Click Import to begin the import process, or Back to select a different file. Click Cancel to quit this import operation.



# Technology and SAM Setup

## Updating SAM: CSV Student Roster Import

**SCHOLASTIC SAM**

This wizard will guide you through the process of importing a file....

**Processing Request**

You may now close this window. SAM is processing your request and will send you a message when the process is complete. Check the Message Center on your SAM Home Page for notification.

Close

**SCHOLASTIC SAM** School Administrator SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books

My School

Grades for School Administrator  
 Sixth grade  
 Seventh grade  
 Eighth grade  
 Teachers  
 Classes  
 Groups  
 Students

**My School**

Roster Reports Resources Books

Filter by: All Products and All Message Types

Type	Message	Product	Date
<input type="checkbox"/>	Name Change Status <a href="#">Show me...</a>	SAM	07/23/10
<input type="checkbox"/>	Student Roster import from CSV completed, all records imported. <a href="#">Show me...</a>	SAM	07/23/10

Delete Checked 0 acknowledgements 2 notifications 0 alerts 0 reminders

You have these programs installed:

You are connected to: [SAM Server](#)

# Technology and SAM Setup

## Updating SAM: CSV Student Roster Import

**Profile for Cesar Chavez Middle School** [Manage Roster](#)

Contact Name:  
Title:  
Email:  
Phone Number: 111-222-3333  
**Number of Students: 72**

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

Class	Teacher	FASTT Math	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	iSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic
FSaenz 1		0	0	0	0	0	0	0	
FSaenz 2		0	0	0	0	0	0	0	
MCole 1		0	0	0	0	0	0	0	
MCole 2		0	0	0	0	0	0	0	
<b>School totals</b>		0	0	0	0	0	0	0	

**Programs**

Fraction Nation	<a href="#">Settings</a>		
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>	

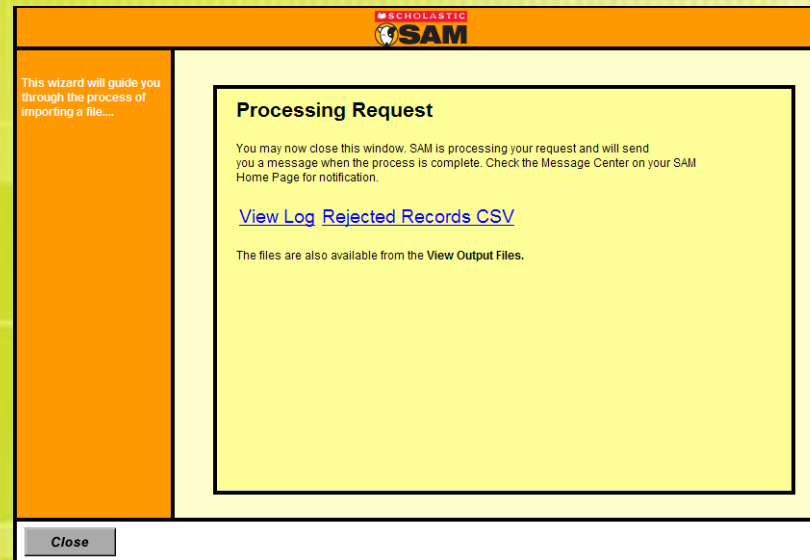
**Advanced Settings**

- [Manage Licenses](#)
- [Migrate](#)
- [Import](#)
- [Import Teachers](#)

After running a CSV Student Roster Import, note the number of students in the school. The class totals under Usage Summary are still zero because no students are enrolled yet.

# Technology and SAM Setup

## Updating SAM: CSV Student Roster Import



If there is an issue with any record, this screen will come up.

# Technology and SAM Setup

## Updating SAM: CSV Student Roster Import

```

07/23/10 16:07 INFO [CSV Roster Import] Starting Roster Import...
07/23/10 16:07 ERROR [CSV Roster Import] Duplicate SIS_ID:7718 for row 28
07/23/10 16:07 ERROR [CSV Roster Import] Duplicate SIS_ID:7718 for row 29
07/23/10 16:07 ERROR [CSV Roster Import] Duplicate SIS_ID:7718 for row 30
07/23/10 16:07 ERROR [CSV Roster Import] Invalid Grade for Student ID 6626
07/23/10 16:07 ERROR [CSV Roster Import] Invalid Grade for Student ID 2049
07/23/10 16:07 ERROR [CSV Roster Import] Invalid Grade for Student ID 7578
07/23/10 16:07 ERROR [CSV Roster Import] Invalid Grade for Student ID 609
07/23/10 16:07 ERROR [CSV Roster Import] Invalid Grade for Student ID 7188
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 1933
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 2590
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 8723
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 7468
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 4153
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 7473
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 7973
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 2342138290
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 5078
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 3586
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 8391
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 1615
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 6752
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 3935
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 7633
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 5474
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 5748
07/23/10 16:07 ERROR [CSV Roster Import] Invalid School for Student ID 3856
    
```

“View Log” explains the problem with each record.

```

USER_NAME,SIS_ID,FIRST_NAME,LAST_NAME,GRADE,SCHOOL_NAME,CLASS_NAME
smoss,7566456465,santana,moss,10,Mission High School,BHAmstra 3
ahaynesworth,35463456,albert,haynesworth,10,Mission High School,BHAmstra 3
davidambrogio,1933,David,Ambrogio,7,Cesar Chavez School,FSaenz 1 ginaangier,2590,Gina,Angier,6,Cesar
Chavez School,FSaenz 2 raymondbaker,8723,Raymond,Baker,6,Cesar Chavez School,MCole 2
christinabalderrama,7468,Christina,Balderrama,8,Cesar Chavez School,MCole 2
nicolebardales,4153,Nicole,Bardales,8,Cesar Chavez School,MCole 1 jerikabates,7473,Jerika,Bates,6,Cesar
Chavez School,MCole 2 brandanbechtol,7973,Brandan,Bechtol,7,Cesar Chavez School,MCole 2
christinebracco,2342138290,Christine,Bracco,7,Cesar Chavez School,FSaenz 1
kelseybrown,5078,Kelsey,Brown,7,Cesar Chavez School,MCole 1
mitchellbuman,3586,Mitchell,Buman,7,Cesar Chavez School,FSaenz 2 soledadburt,8391,Soledad,Burt,8,Cesar
Chavez School,MCole 2 aixacamacho,1615,Aixa,Camacho,7,Cesar Chavez School,FSaenz 1
emmanuelcherry,6752,Emmanuel,Cherry,7,Cesar Chavez School,MCole 2
ambercicarone,3935,Amber,Cicarone,6,Cesar Chavez School,MCole 1
arcadiiconrad,7633,Arcadio,Conrad,6,Cesar Chavez School,MCole 2
gerrellcusimano,5474,Gerrell,Cusimano,7,Cesar Chavez School,MCole 1
johndamron,5748,John,Damron,6,Cesar Chavez School,MCole 1 danieldeleo,3856,Daniel,Deleo,7,Cesar
Chavez School,FSaenz 2 amirenriquez,6626,Amir,Enriquez,0,Cesar Chavez Middle School,MCole 1
chelseaepperly,2049,Chelsea,Epperly,0,Cesar Chavez Middle School,FSaenz 1
kristenstrada,7578,Kristen,Estrada,13,Cesar Chavez Middle School,MCole 2
candacefigueroa,609,Candace, Figueroa,13,Cesar Chavez Middle School,FSaenz 1
davidfink,7188,David,Fink,13,Cesar Chavez Middle School,MCole 2 marygause,7718,Mary,Gause,6,Cesar
Chavez Middle School,MCole 2 candacegee,7718,Candace,Gee,6,Cesar Chavez Middle School,FSaenz 1
courtneygjertsen,7718,Courtney,Gjertsen,6,Cesar Chavez Middle School,MCole 2
    
```

“Rejected Records CSV” is a list each record that was not imported.

# Technology and SAM Setup

## Updating SAM: CSV Student Roster Import

The screenshot shows the SAM School Administrator interface. At the top, there's a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. Below this is a 'My School' section with icons for Roster, Reports, Resources, and Books. A message table is displayed with the following data:

Type	Message	Product	Date
<input type="checkbox"/>	Student Roster import from CSV completed; some records imported.	SAM	07/23/10
<input type="checkbox"/>	Student Roster import from CSV completed; all records imported.	SAM	07/23/10

The first message in the table is highlighted with a red box. Below the table, there are statistics: 0 acknowledgements, 2 notifications, 0 alerts, and 0 reminders. At the bottom, it says 'You have these programs installed:' followed by icons for various software, and 'You are connected to: SAM Server.'

Student Roster import from CSV completed; some records imported.

“SOME records imported”: Records without issues were imported, those with issues were rejected

# Technology and SAM Setup

## Updating SAM:

### CSV Student Roster Import – Next Steps

- Enroll students in appropriate programs
- If School / Class was not included in the import, then assign students to a class through Inactive Accounts (MIA)

#### Advanced Settings

<a href="#">Import</a>	▲
<a href="#">Import Teachers</a>	▲
<a href="#">Export</a>	▲
<a href="#">Manage Inactive Accounts</a>	▼

Roster Tab (lower right)

The screenshot shows the SAM web interface for user Frank Saenz. The main navigation bar includes Home, Roster (Back to Profile), Reports, Resources, and Books. The left sidebar shows a tree view of classes and students. The main content area is titled 'FSaenz 1 Manage Enrollment' and contains a table for managing student enrollment.

Use the check boxes to enroll or unenroll students in Scholastic programs. Use the check box at the top of each column to enroll all students in that program.

Students	READ 180 Stage A	READ 180 Stage B	READ 180 Stage C	Read/About	rSkills Tests	System 44	Scholastic Phonics Inventory	Scholastic Reading Count!
Ambrogio, David	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bracco, Christine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Camacho, Aixa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Downey, Brendan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Epperly, Chelsea	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Figueroa, Candace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gee, Candace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total seats remaining:</b>	122	88	162	600	282	190	183	72

Item(s) 1 through 18 of 18

[Cancel & Return](#)

# Technology and SAM Setup

## Updating SAM:

### CSV Teacher Import

- Must be done by an Administrator
- If run by a District Admin, import file can contain multiple schools
- Import file must contain all required fields
- Import file may also contain the optional fields
- Include School\_Name and Class\_Name columns to assign classes
- School\_Name must exactly match the school spelling in SAM
- Reference the “Data Dictionary” on the Product Support Website

#### Advanced Settings

<a href="#">Manage Licenses</a>	▲
<a href="#">Migrate</a>	
<a href="#">Import</a>	
<a href="#">Import Teachers</a>	▼

Roster Tab (lower right)

**Select a File to Import.**

Importing data will add and/or modify data in the database. Changing usernames will create a new Interactive Teaching System (ITS) profile for READ 180 users and will make previously stored ITS data inaccessible. Before proceeding with your import, please make sure that you have saved a backup. To backup your SAM database, close this window and select Backup from Advanced Settings in your Profile Window or contact your system administrator.

Please note that the combination of the teacher's USER\_NAME, FIRST\_NAME and LAST\_NAME is used as the key identifier when importing. Matching USER\_NAME/FIRST\_NAME/LAST\_NAME in the import file and the destination database will update that teacher's account. USER\_NAMES are case sensitive for this process only.

To select the file you want to import, type in the name of the file or use the Browse button to locate the correct file. Then click Next.

Browse...

If you are importing a comma-separated value (\*.csv) file from a non-SAM system, click the link below to see an example of the correct format.

[CSV Template](#)

Cancel Next >

# Technology and SAM Setup

## Updating SAM:

### CSV Teacher Import

Top line must contain the headers according to the “Data Dictionary”

Teacher import must contain the four required fields:  
First\_Name, Last\_Name, Email, User\_Name.

Password is not required. If not included,  
will be “generic” SAM password.  
Must meet minimum requirements.

FIRST_NAME	LAST_NAME	EMAIL	USER_NAME	PASSWORD	SCHOOL_NAME	CLASS_NAME
Frank	Saenz	<a href="mailto:fsaenz@ccms.edu">fsaenz@ccms.edu</a>	fsaenz	password1	Cesar Chavez Middle School	FSaenz 1
Mary	Cole	<a href="mailto:mcole@ccms.edu">mcole@ccms.edu</a>	mcole	password1	Cesar Chavez Middle School	MCole 1

Can also contain School and Class information to assign teachers to a class.

The teacher’s SAM username and password will be used for their ITS / DTZ login.



# Technology and SAM Setup

## Updating SAM:

### CSV Teacher Import

This wizard will guide you through the process of importing a file....

## Select a File to Import.

Importing data will add and/or modify data in the database. Changing usernames will create a new Interactive Teaching System (ITS) profile for READ 180 users and will make previously stored ITS data inaccessible. Before proceeding with your import, please make sure that you have saved a backup. To backup your SAM database, close this window and select Backup from Advanced Settings in your Profile Window or contact your system administrator.

Please note that the combination of the teacher's USER\_NAME, FIRST\_NAME and LAST\_NAME is used as the key identifier when importing. Matching USER\_NAME/FIRST\_NAME/LAST\_NAME in the import file and the destination database will update that teacher's account. USER\_NAMES are case sensitive for this process only.

To select the file you want to import, type in the name of the file or use the Browse button to locate the correct file. Then click Next.

If you are importing a comma-separated value (\*.csv) file from a non-SAM system, click the link below to see an example of the correct format.

CSV Template

This wizard will guide you through the process of importing a file....

## Import Teacher Roster Data from a non-SAM System

The file you selected will import Teacher Roster Data from a non-SAM System into the database. This procedure cannot be undone. Click Import to begin the import process, or Back to select a different file. Click Cancel to quit this import operation.

# Technology and SAM Setup

## Updating SAM:

### CSV Teacher Import

This wizard will guide you through the process of importing a file....

### Processing Request

You may now close this window. SAM is processing your request and will send you a message when the process is complete. Check the Message Center on your SAM Home Page for notification.

School Administrator
SEARCH | EXIT | HELP | MY PROFILE | HOME

Home
Roster
Reports
Resources
Books

My School

- ▼ Grades for School Administrator
- Pre-Kindergarten
- Sixth grade
- Seventh grade
- Eighth grade
- ▶ Teachers
- ▶ Classes
- Groups
- Students

### My School

Roster

Reports

Resources

Books

Filter by: All Products and All Message Types

	Type	Message	Product	Date
<input type="checkbox"/>		Teacher Roster import from CSV completed; all records imported. <a href="#">Show me...</a>	SAM	07/23/10

0 acknowledgements | 1 notifications | 0 alerts | 0 reminders

You have these programs installed:

You are connected to: [SAM Server](#)

ENTERPRISE EDITION

99

# Technology and SAM Setup

## Updating SAM:

### CSV Student Roster and Teacher Import

- Must be done by an Administrator
- If run by a District Admin, import file can contain multiple schools
- Import file must contain all required fields
  - Students: SIS\_ID, User\_Name, First\_Name, Last\_Name, Grade
  - Teachers: First\_Name, Last\_Name, Email, User\_Name
- SIS\_ID (Student Number) is the key field for students
- Be very careful when student numbers have leading zeros
- First\_Name / Last\_Name / User\_Name combination is the key for the teachers
- User\_Name must be unique for everyone. If importing a User\_Name (with a different SIS\_ID), a number will be appended to the new record during the import.
- Password is not a required field, but if not included the user will be imported with the default system password.
- Password must meet the minimum requirements as set in the SAM Server Utility.

#### Advanced Settings

<a href="#">Manage Licenses</a>	▲
<a href="#">Migrate</a>	
<a href="#">Import</a>	
<a href="#">Import Teachers</a>	▼

Roster Tab (lower right)

# Technology and SAM Setup

## Updating SAM:

### CSV Student Roster and Teacher Import

- Import file can only contain student or teacher one time
- Import file may also contain the optional fields (demographics, AYP)
- Include School\_Name and Class\_Name columns to assign a class
  - School\_Name must exactly match the school spelling in SAM
  - Import will create class if not already in SAM
- Subsequent imports will update the student profile based on SIS\_ID (including username, password, grade, AYP, add to another class, etc.)
- Subsequent imports can be run to place students / teachers in additional classes
- Imports will not remove students / teachers from their current class
- Suggested to import students first then teachers
- If including Lexile\_Score and Lexile\_Date, must date must be newer than any current Lexile (SRI) score for the student.
- Teacher User\_Name and Password will be used for their ITS / DTZ login
- Reference the “Data Dictionary” on the Product Support Website

#### Advanced Settings

<a href="#">Manage Licenses</a>	▲
<a href="#">Migrate</a>	■
<a href="#">Import</a>	■
<a href="#">Import Teachers</a>	▼

Roster Tab (lower right)

# Technology and SAM Setup

## Updating SAM:

### References –

#### **CSV Student Roster Import**

“SAM Data Dictionary for Enterprise Edition” v1.9

“SAM v1.10.0 Data Management Manual” PDF (p 25)

SAM Help (Data Movement, Roster Import)

SAM Import Wizard: CSV Template

#### **CSV Teacher Import**

“SAM Data Dictionary for Enterprise Edition” v1.9

“SAM v1.10.0 Data Management Manual” PDF (p 30)

SAM Help (Data Movement, Roster Import, Teacher Roster File Format)

SAM Teacher Import Wizard: CSV Template

#### **SAM Server Utility**

“Tech Director’s Guide” PDF (to set the password requirements)

Resource: Data Dictionary and PDFs are on the Product Support Website:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)

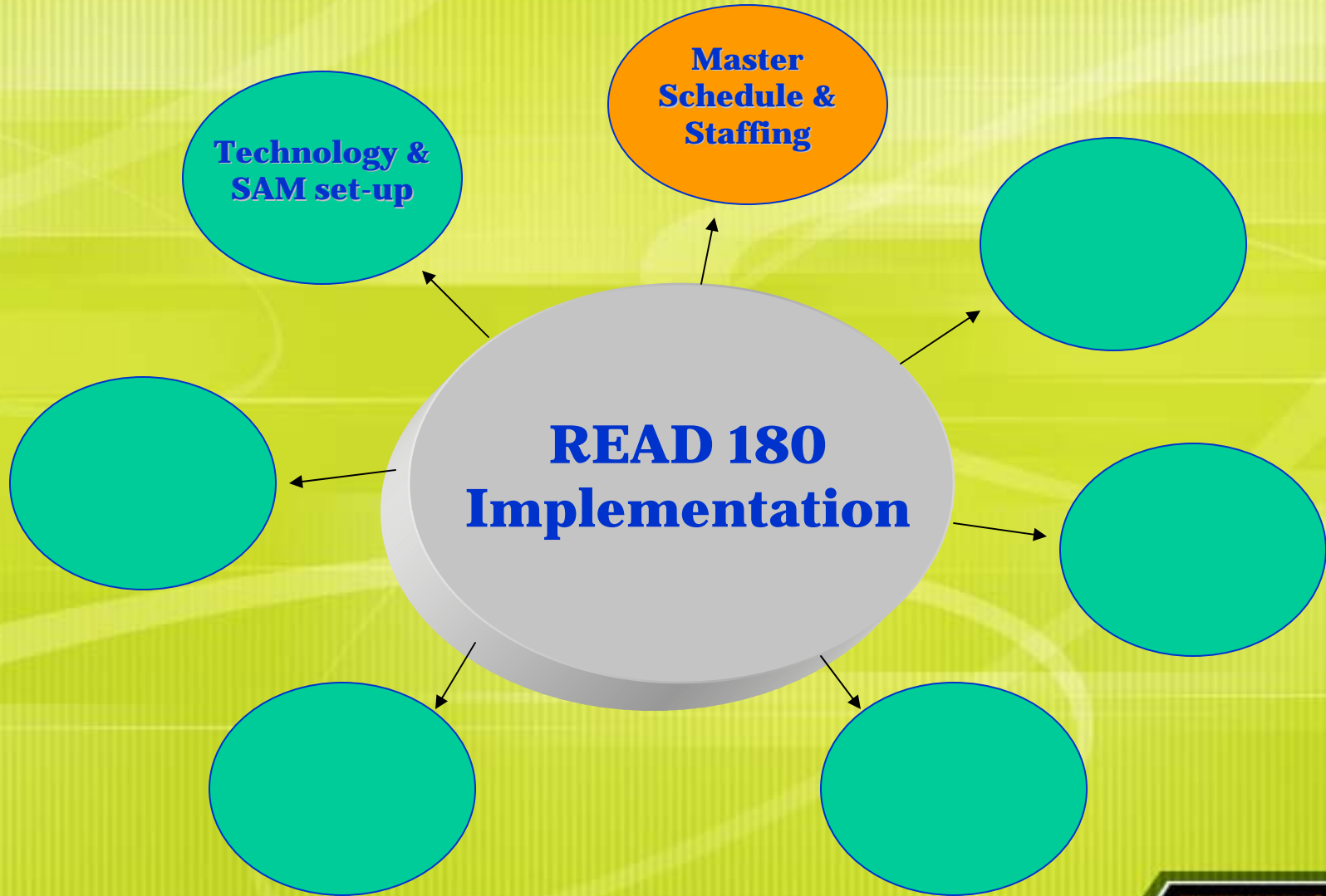
## *Let's take a poll...*

**Choose from the following options to complete the sentence starter:**

*An option I have for managing students in SAM is...*

- a) Individually updating classes / teachers / students
- b) Utilizing the Promotions Wizard
- c) Clearing school rosters
- d) Doing a CSV import
- e) Any or any combination of the above

# How can we start planning for success?



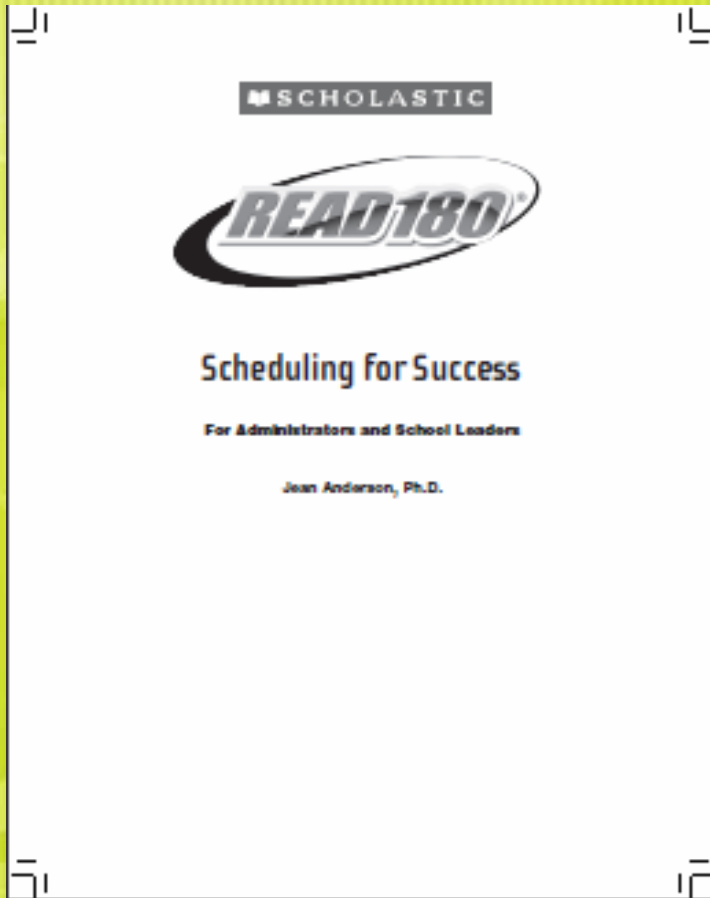
***The READ 180 instructional model recommends a 90 minute class period with 15-21 students. So how can you schedule this time?***

*The scheduling solution:*

- A commitment to ensuring all students learn to read
- An emphasis on students' needs as core
- Creativity in scheduling classes



# Scheduling For Success



- Two options for Elementary
- Eight options for Secondary
- Includes information on:
  - Selecting teachers
  - Earning High School credits
  - Advantages
  - Disadvantages

Resource: *Scheduling for Success* Booklet (pdf)

# Options include the following:

## Elementary

- 1) School-Wide 90-Minute Block
- 2) Pull-Out *READ 180* Lab

## Secondary

- ✓ 1) **Two Plus One:** Two consecutive periods for reading plus an extra LA block (often one block in place of an elective)
- 2) **Two Plus One/ESL:** Two consecutive periods for reading plus an extra ESL English course
- ✓ 3) **One Plus One:** Two consecutive periods combining reading and LA, leaving 20 min. for LA instruction outside of 90 min. model
- 4) **90/90 Block:** 3 consecutive periods of reading and LA with a switch midway for 90 min. of *READ 180*.
- 5) **Zero Hour:** Begin *READ 180* during first 35 min (homeroom) as an addition to period one.
- 6) **Extended Day:** adding 35 min. after conventional schedule
- 7) **4 x 4 Block:** Yearlong course completed in one semester with *READ 180* enrollment over both semesters
- ✓ 8) **A/B Block:** Alternating days over 2 semesters with *READ 180* daily in two 90 min. blocks (Block scheduling: Block A and then the following day in Block B)

# Selecting the right *READ 180* Teacher



## Qualities of the right *READ 180* teacher:

- Has the desire to work with older, struggling students
- Believes that these students can and will become successful readers
- Has high expectations for all students
- Makes a commitment to implement the *READ 180* Instructional Model
- Has strong classroom management skills
- Understands that the older student is motivated by respect, choice, and safety
- Has a desire to learn about teaching the reading and writing process
- Has a commitment to continued professional development
- Possesses a positive attitude
- Is flexible with instruction - using whole group, small group, and one-on-one as necessary
- Is committed to providing a print-rich environment within the classroom
- Is committed to teaching with the “to, with, and by” model of literacy instruction
- Is dedicated to individualized instruction
- Is comfortable with multiple learning groups occurring at the same time in the classroom
- Is dedicated to utilizing technology to support the reading and writing process

# How can we start planning for success?



# Developing a Functional Classroom

Things to consider:

- Set up four distinct areas conducive to the rotational model
- Organize space and materials for optimum student achievement
- Have functional equipment, adequate supplies, and established routines for each rotation
- Provide space for motivational displays of student achievement
- Have copies available for student and teacher use

Resource: *Classroom Set-up and Organization* (doc)

# Whole Group

## Tips for Whole group:

- Utilize tables or desks in an arrangement conducive to daily use of structured engagement routines (pairs, groups)
- Label rotations and provide for an “one-way” flow of traffic having students move from independent reading to small group
- Post groups; allowing for flexible grouping opportunities
- Organize equipment and materials for ease of use



Resource: *Ideas for...in photos* (doc)



# Small Group

## Tips for small group:

- Provide seating conducive to focused, explicit, differentiated instruction using the rBook and other READ 180 resources
- Teacher needs to have clear view of all areas of classroom
- Have supplies for student use readily available
- Provide means for visual instruction (ie. Chart paper, wipe-off board, etc.)
- Use rBook and other READ 180 resources for differentiated instruction





# Independent Reading



## Tips for independent reading:

- Create an inviting reading atmosphere
- Organize measures of accountability for independent access and completion
- Organize supplemental books by Lexile
- Post the Read 180 books poster for student interaction
- Have equipment for audiobooks accessible
- Be flexible with seating arrangement to minimize distractions



# Instructional Software



## Tips for Instructional Software:

- Ensure monitor screens are within teachers view
- Establish routines to monitor ancillary equipment
- Number or label computers and assign students
- Post procedures and topic software poster within station



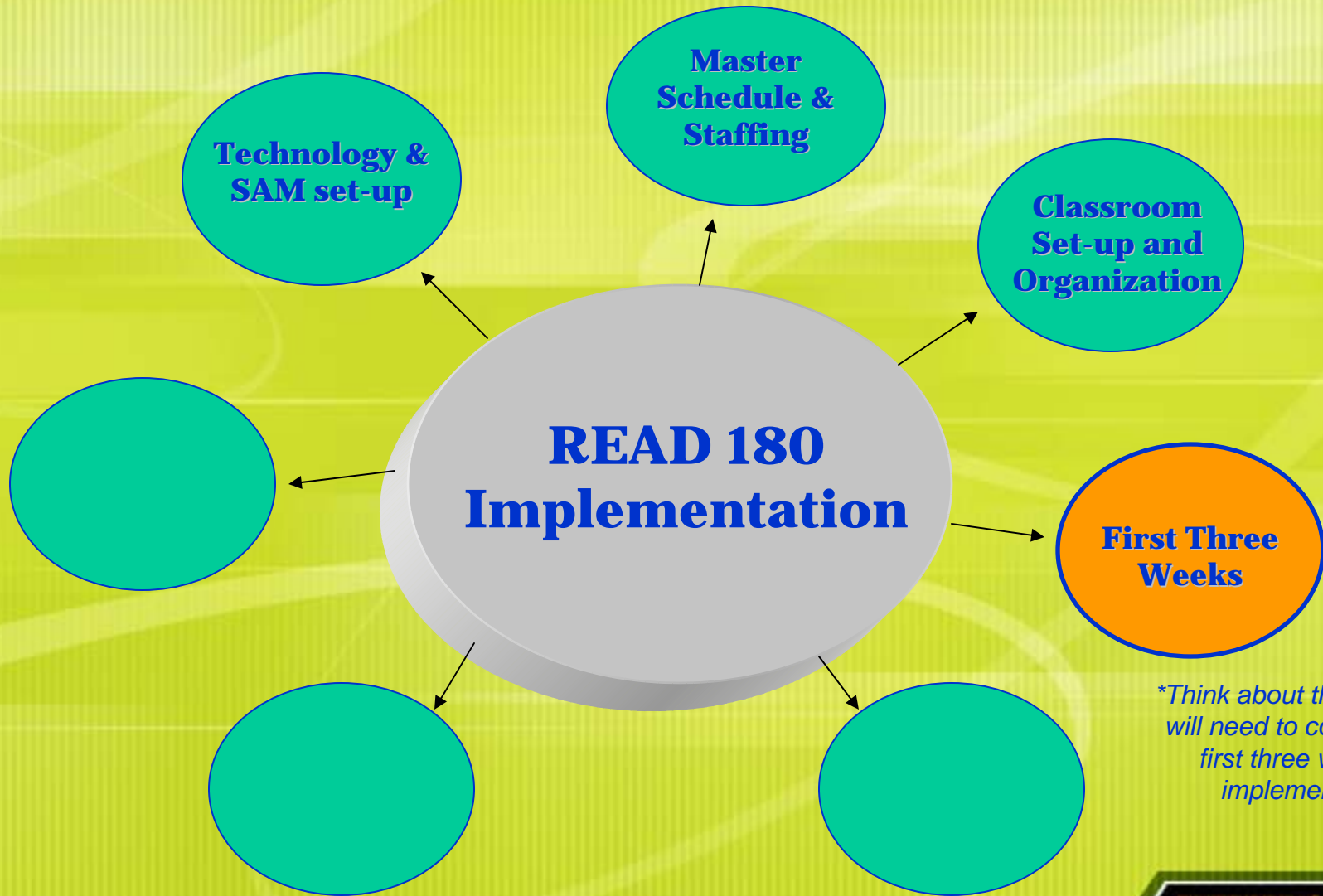
# Create Motivational Displays



# Organize Materials

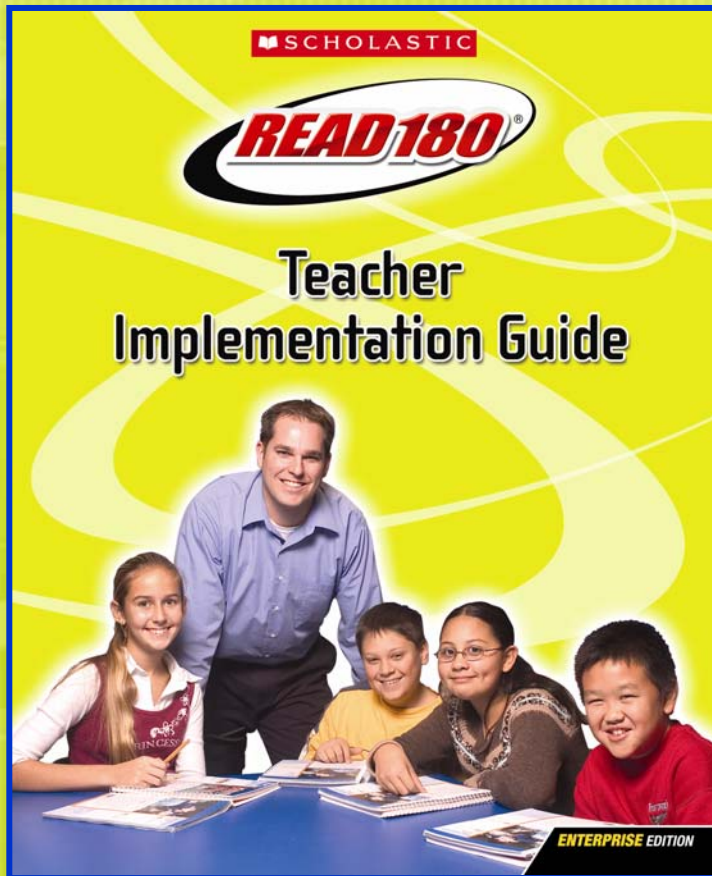


# How can we start planning for success?

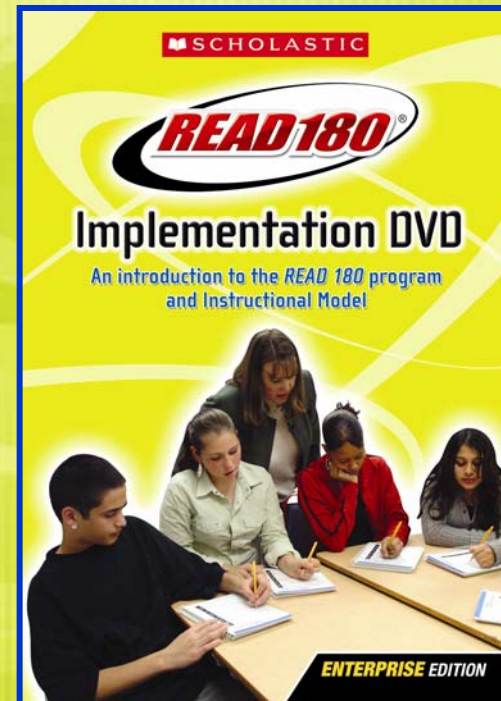


*\*Think about the tasks you will need to complete the first three weeks of implementation*

Refer to the Teacher  
Implementation Guide  
from Day 1 & 2 In-Person  
Trainings

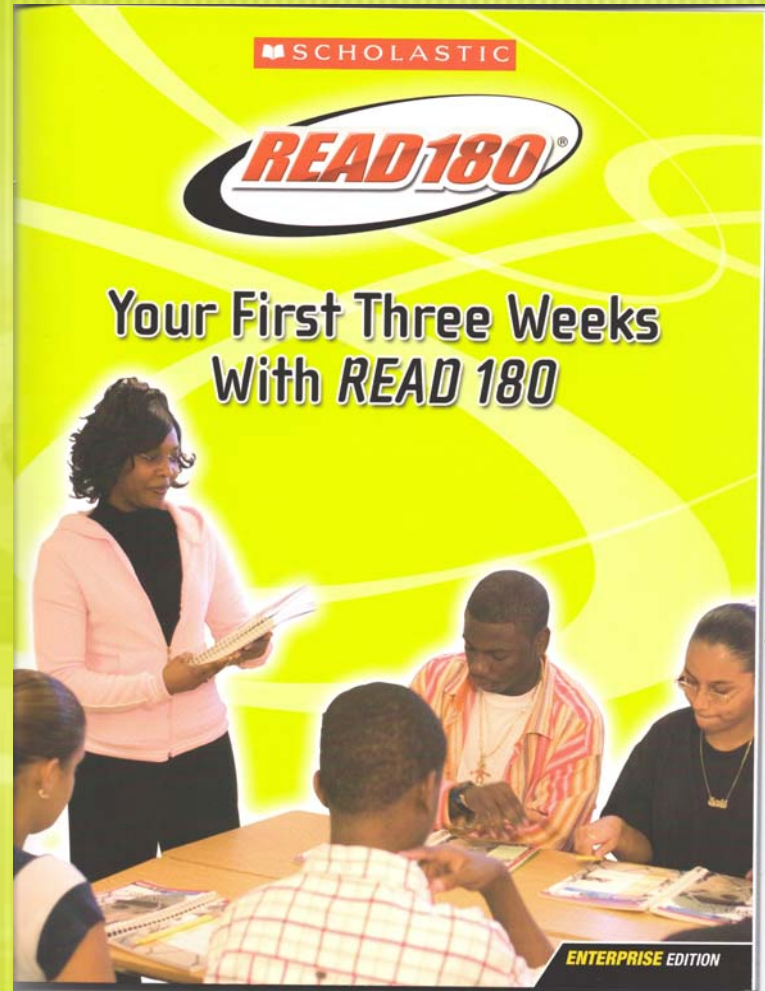


Review the  
Implementation DVD  
For On-Going Support



\*Overview section for  
students and parents

# Planning and Implementing the First Three Weeks



Resource: *First Three Weeks* booklet

# Planning for Instruction

- Follow *First Three Weeks* lesson plans
- Administer the SRI test
- Plan for flexible grouping
  - Initially group by Lexile levels
  - Regroup by skill need at Checkpoints
- Follow pacing and planning guide at start of Workshop One
- Plan for differentiated instruction using checkpoints
- Plan for special populations

Resources: *Classroom Set-up and Organization (Planning)* (doc)  
*Tips for using READ 180 with ELL and Students With Disabilities* (doc)



## Week One Planner

	 <b>BUILDING COMMUNITY</b>	 <b>MANAGING THE INSTRUCTIONAL MODEL</b>	 <b>INTRODUCING THE SOFTWARE</b>	 <b>SELECTING BOOKS</b>	 <b>PRACTICING ROUTINES</b>
<b>Day One</b>	<ul style="list-style-type: none"> <li>• <b>New Names</b> (20 minutes) p. 10</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Introducing the Program</b> With the <b>READ 180 Implementation DVD</b> (20–30 minutes) p. 11</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrating the Software</b> Using the <b>READ 180 Demo CD</b> (20–30 minutes) p. 12</li> </ul>		<ul style="list-style-type: none"> <li>• Performing a Read Aloud With a Nonfiction title from the Library (10–20 minutes) p. 13</li> </ul>
<b>Day Two</b>	<ul style="list-style-type: none"> <li>• <b>"I'm Looking For Someone Who..."</b> (20 minutes) p. 14</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing the Instructional Model With the Instructional Model Poster (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrating the Reading Zone</b> Using the <b>READ 180 Demo CD</b> (20–30 minutes) p. 15</li> </ul>	<ul style="list-style-type: none"> <li>• Introducing the Library With a <b>Book Pass</b> (20–30 minutes) p. 16</li> </ul>	
<b>Day Three</b>	<ul style="list-style-type: none"> <li>• <b>Can It Be True?</b> (10 minutes) p. 17</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Previewing Whole-Group Instruction and the rBook</b> (20–30 minutes) p. 18</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrating the Word Zone</b> Using the <b>READ 180 Demo CD</b> (20–30 minutes) p. 19</li> </ul>		<ul style="list-style-type: none"> <li>• Performing a Read Aloud With a Fiction title from the Library (10–20 minutes)</li> </ul>
<b>Day Four</b>	<ul style="list-style-type: none"> <li>• <b>Buddy Bingo</b> (30 minutes) p. 20</li> </ul>	<ul style="list-style-type: none"> <li>• Introducing the Rotation Tracking Chart (blank) (5 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrating the Spelling Zone</b> Using the <b>READ 180 Demo CD</b> (20–30 minutes) p. 21</li> </ul>	<ul style="list-style-type: none"> <li>• Introducing the Library With a <b>Book Search</b> (30 minutes) p. 22</li> </ul>	
<b>Day Five</b>	<ul style="list-style-type: none"> <li>• <b>The Week in Review</b> (10 minutes) p. 23</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Wrapping-Up the READ 180 Day</b> (20–30 minutes) p. 25</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrating the Success Zone</b> Using the <b>READ 180 Demo CD</b> (20–30 minutes) p. 24</li> </ul>		<ul style="list-style-type: none"> <li>• Performing a Read Aloud With an Audiobook from the Library (10–20 minutes)</li> </ul>

## Week Two Planner

	 BUILDING COMMUNITY	 MANAGING THE INSTRUCTIONAL MODEL	 INTRODUCING THE SOFTWARE	 SELECTING BOOKS	 PRACTICING ROUTINES
Day Six	<ul style="list-style-type: none"> <li>• "Doodle Dos" (10 minutes) p. 30</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing Rotation Routines and Procedures (20-30 minutes) p. 32</li> </ul>		<ul style="list-style-type: none"> <li>• Surveying Reading Interests (20-30 minutes) p. 33</li> </ul>	<ul style="list-style-type: none"> <li>• Using Oral Cloze With a Read Aloud (20 minutes) p. 31</li> </ul>
Day Seven		<ul style="list-style-type: none"> <li>• Modeled and Independent Reading: Routines and Procedures (20-30 minutes) p. 35</li> </ul>	<ul style="list-style-type: none"> <li>• Administering the Scholastic Reading Inventory (30 minutes) p. 36</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing the Reading Log (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>• Using Think (Write)-Pair-Share With a Read Aloud (20 minutes) p. 34</li> </ul>
Day Eight	<ul style="list-style-type: none"> <li>• Taking a Stand (10 minutes) p. 37</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional Software: Routines and Procedures (20-30 minutes) p. 40</li> </ul>		<ul style="list-style-type: none"> <li>• Choosing Books and Assigning Groups (20-30 minutes) p. 39</li> </ul>	<ul style="list-style-type: none"> <li>• Using Idea Wave With a Read Aloud (20 minutes) p. 38</li> </ul>
Day Nine		<ul style="list-style-type: none"> <li>• Introducing Small-Group Instruction With the rBook (70 minutes) p. 42</li> </ul>			<ul style="list-style-type: none"> <li>• Using Numbered Heads With a Read Aloud (20 minutes) p. 41</li> </ul>
Day Ten					<ul style="list-style-type: none"> <li>• Practicing Full Rotations (90 minutes) p. 43</li> </ul>

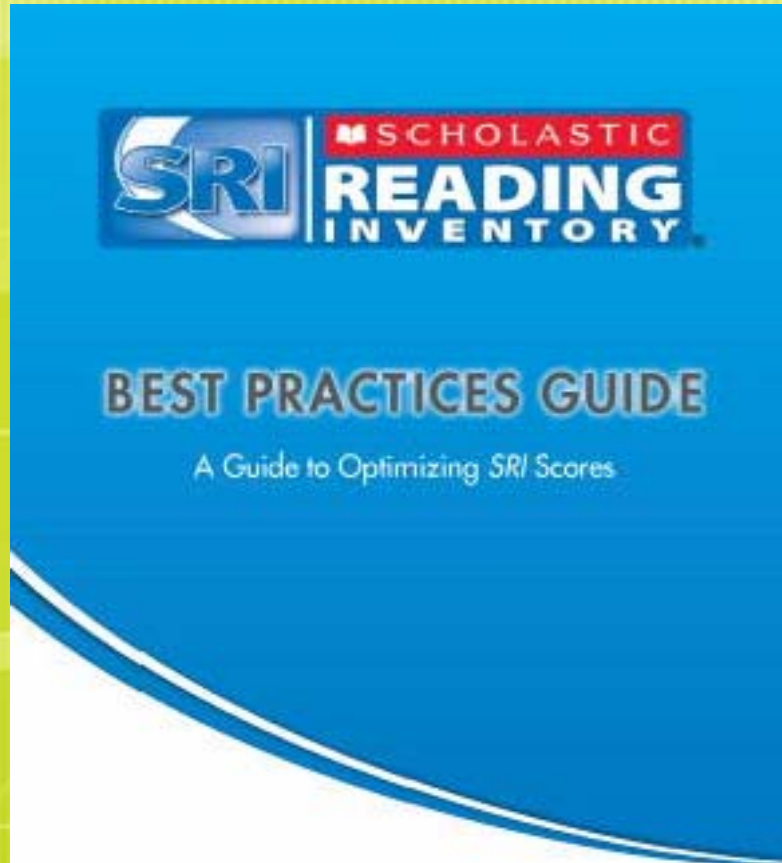
## Week Three Planner: Teaching With the rBook, Workshop 1

	WHOLE-GROUP INSTRUCTION 20 MINUTES	SMALL-GROUP INSTRUCTION 20 MINUTES	INSTRUCTIONAL SOFTWARE 20 MINUTES	MODELED AND INDEPENDENT READING 20 MINUTES	WHOLE-GROUP WRAP-UP 10 MINUTES
<b>Day 11</b> ✓	<ul style="list-style-type: none"> <li>View the Anchor Video.</li> </ul>	<ul style="list-style-type: none"> <li>Review the Anchor Video.</li> </ul>	<ul style="list-style-type: none"> <li>Stress the importance of reading the Reading Zone passage every day.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to students read from their current Paperbacks.</li> </ul>	<ul style="list-style-type: none"> <li>Focus on classroom management and how to improve transitions between rotations.</li> </ul>
<b>Day 12</b>	<ul style="list-style-type: none"> <li>Do a Shared Reading Workshop Introduction. ✓</li> </ul>	<ul style="list-style-type: none"> <li>Complete a Vocabulary Builder.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage students to share their Topic Software with you.</li> </ul>	<ul style="list-style-type: none"> <li>Have students complete a Quick Write.</li> </ul>	<ul style="list-style-type: none"> <li>Have students finish the sentence "I am most excited about..."</li> </ul>
<b>Day 13</b>	<ul style="list-style-type: none"> <li>Do a Shared Reading: ✓ Stage A: <i>I Survived the Yellowstone Fire</i> Stage B: <i>School Before Soccer</i> Stage C: <i>Juanes—Song of Survival</i></li> </ul>	<ul style="list-style-type: none"> <li>Focus on Main Idea and Details.</li> </ul>	<ul style="list-style-type: none"> <li>Have students complete a QuickWrite.</li> </ul>	<ul style="list-style-type: none"> <li>Focus on developing students' reading strategies with the Audiobook coach.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage students to finish the sentence "I am still confused about..."</li> </ul>
<b>Day 14</b>	<ul style="list-style-type: none"> <li>Do a Shared Reading: ✓ Stage A: <i>Smoke Jumpers</i> Stage B: <i>Fitting In</i> Stage C: <i>Beyond Brave</i></li> </ul>	<ul style="list-style-type: none"> <li>Focus on Main Idea and Details.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss students' answers to QuickWrites.</li> </ul>	<ul style="list-style-type: none"> <li>Engage students with discussion questions from <i>Audiobooks Teaching Resources</i>.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss how students can apply what they learn in <i>READ 180</i> to other subjects.</li> </ul>
<b>Day 15</b>	<ul style="list-style-type: none"> <li>Do a Shared Reading: ✓ Stage A: <i>Getting the Job Done</i> Stage B: <i>Starting Over</i> Stage C: <i>Fearless</i></li> </ul>	<ul style="list-style-type: none"> <li>Focus on Main Idea and Details.</li> </ul>	<ul style="list-style-type: none"> <li>Engage students with discussion questions from <i>Topic Software Teaching Resources</i>. ✓</li> </ul>	<ul style="list-style-type: none"> <li>Review students' Reading Logs with them.</li> </ul>	<ul style="list-style-type: none"> <li>Have students complete QuickWrites on their independent reading or Topic Software.</li> </ul>

# Planning and Pacing

Pacing Suggestion:		2 DAYS		5-6 DAYS		1-2 DAYS		3 DAYS		1 DAY		1 DAY					
Whole- and Small-Group Instruction	<b>Prereading</b>	<b>Build Background</b> Anchor Video, p. 8K <b>Preview/Teach Vocabulary</b> The New Americans, p. 8 Vocabulary Builder, p. 9		<b>Reading</b> ✓ <b>Teach Main Idea and Details</b> School Before Soccer, p. 10 • Text Type: Newspaper Article		<b>Reading</b> ✓ <b>Practice Main Idea and Details</b> Fitting In, p. 12 • Text Type: Profile		<b>Reading</b> ✓ <b>Apply Main Idea and Details</b> A New Immigration Boom, p. 14 • Text Type: Social Studies Text		<b>Vocabulary/Word Study</b> <b>Review and Extend</b> • Word Challenge, p. 20 • Synonyms, p. 20 • Antonyms, p. 21		<b>Writing and Grammar</b> <b>Writing</b> ✓ <b>Expository Paragraph</b> , p. 22 <b>Grammar and Mechanics</b> ✓ <b>Identifying Sentences &amp; Fragments</b> , p. 26 ✓ <b>Using End Punctuation</b> , p. 27		<b>Functional Literacy</b> <b>Real-World Connections</b> • Careers: Translation, p. 28 • Everyday Skills: Reading a TV Schedule, p. 29		<b>Workshop Wrap-Up</b> <b>Review Skills</b> • Comprehension, p. 30 • Vocabulary, p. 31 • Short Answer, p. 31	
	Standards-Based Objectives	<b>Viewing</b> • Use viewing strategies to build background about immigration. <b>Reading Comprehension</b> • Preview text features to activate prior knowledge about immigration. • Preview text features to make predictions about the reading. • Respond to questions, stating and supporting answers with reasons and explanations. <b>Vocabulary</b> • Learn and practice vocabulary. Generate examples to reinforce meaning. • Relate word meaning to self and the topic, immigration.		<b>Reading Comprehension</b> • Preview text features to activate prior knowledge, set purpose, and generate questions before reading. • Distinguish between the topic and the main idea of an article. • Identify the steps used to find the main idea. • Find details that support the main idea. • Use a graphic organizer to organize information around the main idea. • Respond to reading through discussion. <b>Vocabulary</b> • Learn new vocabulary and practice previously taught words. <b>Critical Thinking</b> • State a point of view and support it.		<b>Reading Comprehension</b> • Preview text features to activate prior knowledge, set purpose, and generate questions before reading. • Practice identifying the topic, important details, and main idea of a text. • Use text marking to identify the main idea and supporting details. • Use a graphic organizer to organize information around the main idea. • Respond to reading through discussion. <b>Vocabulary</b> • Learn new vocabulary and practice previously taught words. <b>Critical Thinking</b> • State a point of view and support it.		<b>Reading Comprehension</b> • Preview text features to activate prior knowledge, set purpose, and generate questions before reading. • Apply strategies for finding the main idea/details of a social studies text. • Use text marking to identify the main idea and supporting details. • Review strategies for reading to details. • Read and interpret a circle graph. • Respond to reading through writing. <b>Vocabulary</b> • Learn new vocabulary and practice previously taught words. <b>Critical Thinking</b> • State a point of view and support it.		<b>Vocabulary</b> • Review and apply meaning of target vocabulary. <b>Word Study</b> • Identify and choose appropriate synonyms and antonyms. • Apply knowledge of synonyms and antonyms to determine the meaning of words.		<b>Writing</b> • Identify the topic sentence, details, and ending of an expository paragraph, and purpose for writing. • Distinguish ideas and appropriate word choices for writing. • Use a first draft of an expository paragraph. • Use a rubric to assess and revise writing. <b>Grammar</b> • Identify subject/predicate and correct sentence fragments. • Use correct and punctuation. • Edit draft to correct specific spelling, grammar, and usage errors. • Proofread a writing sample.		<b>Comprehension</b> • Read to find out about careers. • Identify aspects of a specific job, including qualifications, prerequisites, and salary. • Read and use information from a TV schedule. <b>Critical Thinking</b> • State a point of view and support it using text information. • Analyze and rate abilities to do a job.		<b>Test-Taking Strategies and Skills Review</b> • Practice test-taking strategies making an educated guess. • Demonstrate understanding of text selections, vocabulary, and skills. • Practice answering multiple-choice questions. • Practice on-demand writing by responding to an open-ended, short-answer prompt. <b>Critical Thinking</b> • Justify and explain responses to an assessment.	
<b>Differentiated Support</b>		<ul style="list-style-type: none"> <li>• <b>Decoding/Syllabication:</b> Closed Syllables, p. 31A</li> <li>• <b>Fluency:</b> Echo Reading, p. 31A</li> <li>• <b>ELD:</b> Comparative and Superlatives, p. 31B</li> </ul> <b>Managing the Classroom:</b> Moving Through Rotations Efficiently, p. 31B		<b>Comprehension, p. 18</b> • Main Idea and Details		<b>Data-Driven Instruction</b> <b>Reports to Use</b>  1. Comprehension Skills Overview: See page 10. 3. SRI Reading Performance Summary: See page 102.		<b>Vocabulary/Word Study, p. 21</b> • Synonyms • Antonyms		<b>Writing and Grammar, p. 27</b> • Expository Paragraph • Identifying Sentences & Fragments • Using End Punctuation		<b>Curriculum-Embedded Assessment</b> <b>iSkills Test 3</b> assesses skills from Workshops 1 and 2. Be sure to administer the test after completing Workshop 2.		<b>Data-Driven Instruction</b> <b>Reports to Use</b>  1. Comprehension Skills Overview: See page 10. 2. SRI Reading Performance Summary: See page 102.			

# Administering the SRI Test



Resource: *SRI Best Practices* booklet

# SRI Test-Taking Tips

- For first time SRI test takers, be sure to target student levels to increase accuracy of scoring and placement in the READ 180 software
- Prepare students for the SRI testing experience
- Administer the test in an positive testing environment
- Upon test completion, pull data from SRI Reports within SAM and provide student feedback and goal setting through conferencing

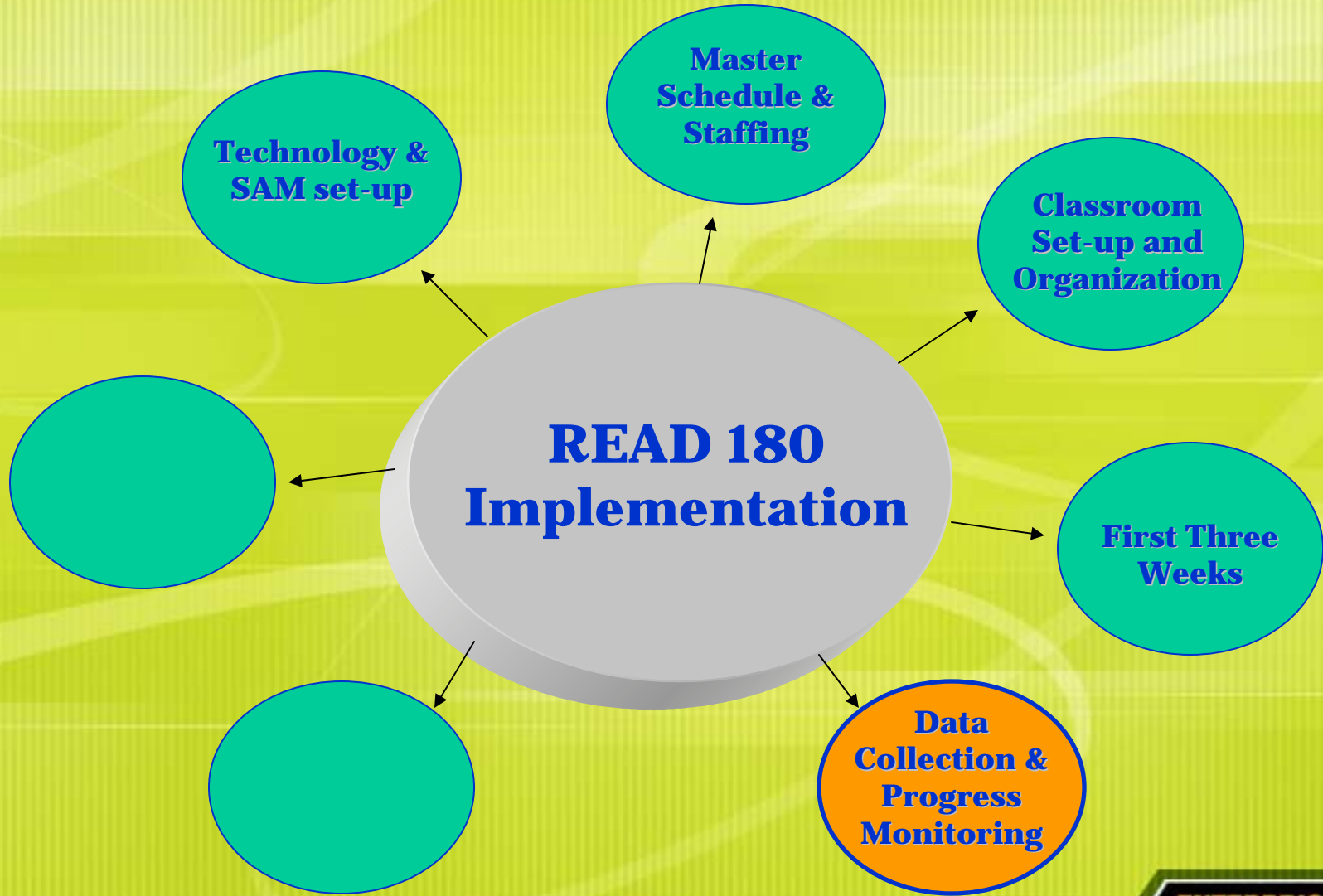
Resource: *SRI Test-Taking Tips* (doc)

***Let's share...***

**Complete the following sentence  
starter by typing in your response:**

*One task I will complete during the first three  
weeks of program implementation is...*

# How can we start planning for success?







SCHOLASTIC



## Placement, Assessment, and Reporting Guide

ENTERPRISE EDITION

ENTERPRISE EDITION

My District

## My District

▼ Schools  
for District Administrator

Clifford High School

Grades

Teachers

Classes

Groups

Students

### Reports for Your District Name Goes Here

Show:

[View Saved Reports](#)

Name	Type	Date Last Run
<b>▼ READ 180</b>		
<input type="radio"/> Demographic Participation Report	Progress Mon...	
<input type="radio"/> Results Summary Report	Progress Mon...	
<input type="radio"/> Target Software Usage Report	Progress Mon...	
<b>▼ Scholastic Reading Counts!</b>		
<input type="radio"/> Book Frequency and Rating Report	Instructional ...	
<input type="radio"/> Books Read Summary Report	Progress Mon...	
<input type="radio"/> Participation Summary Report	Management	
<input type="radio"/> Points Summary Report	Progress Mon...	
<b>▼ Scholastic Reading Inventory</b>		
<input type="radio"/> Demographic Growth Report	Progress Mon...	
<input type="radio"/> Demographic Proficiency Report	Progress Mon...	
<input type="radio"/> District/School Proficiency Report	Progress Mon...	
<input type="radio"/> Growth Summary Report	Progress Mon...	
<input type="radio"/> Proficiency Growth Report	Progress Mon...	

**Time Period**

**Additional Settings**

**Report Description**

Please select a report.

# Initial Data Collection Key SAM Reports

- SRI Reports
- *READ 180* Reports
- Scholastic Reading Counts! Reports

Resources: *A Beginners Guide to Reports* (doc)

*READ 180 Reports for Teacher Data Notebooks* (doc)

# Initial Data Collection

## Key SAM Reports

- SRI Reports
  - *Intervention Grouping Report* (class)
  - *Student Yearly Progress Report* (student)



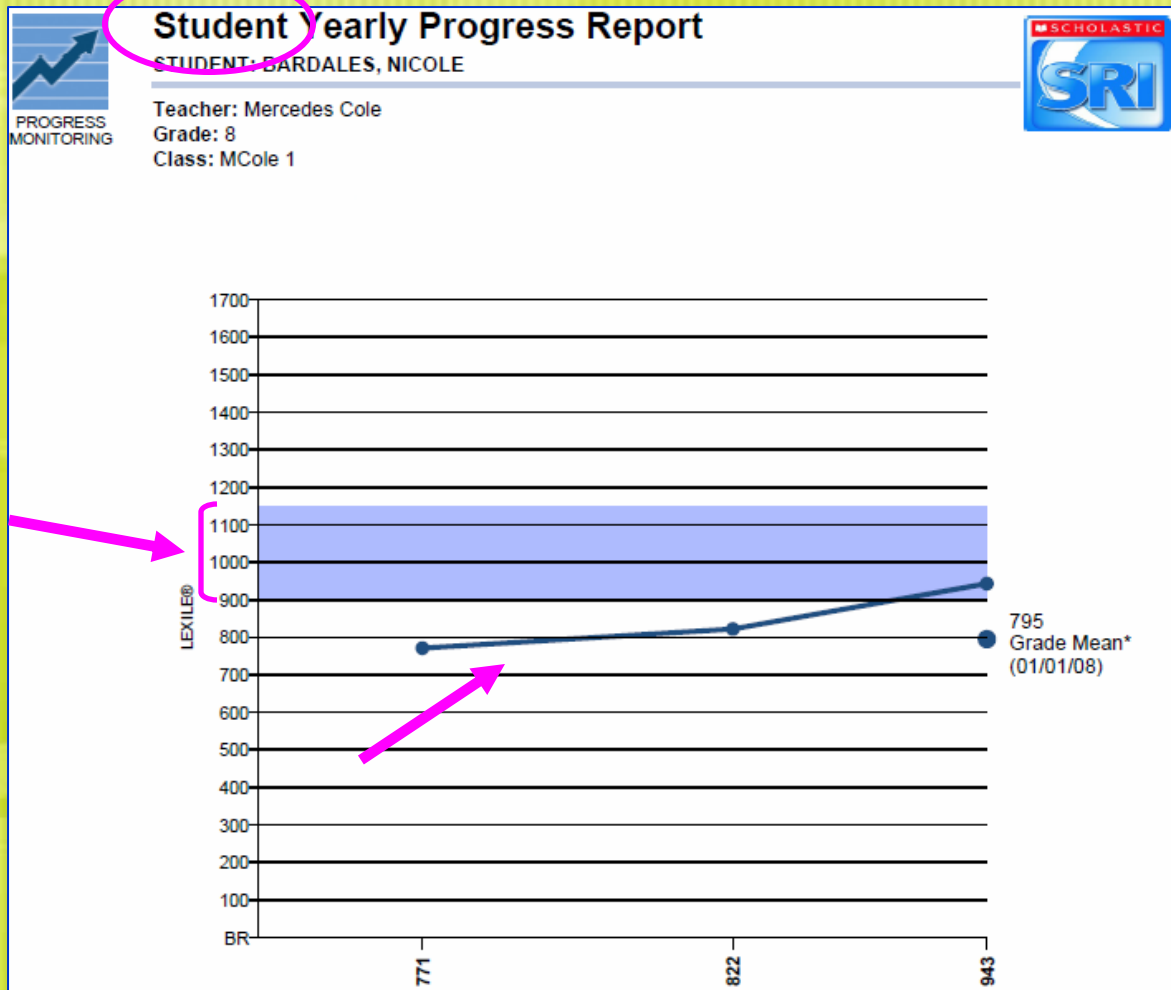
INSTRUCTIONAL  
PLANNING

# Intervention Grouping Report

The Lincoln School  
Teacher: Ms. Greene  
Grade: 5

PERFORMANCE STANDARD	STUDENT	GRADE	LEXILE	DATE
<b>Advanced &amp; Proficient</b> ON OR ABOVE GRADE LEVEL	Tiffany Robinson	5	1110	01/30/03
	Chequan Lewis	5	1080	02/22/03
	Jacquelyn Gainer	5	1030	02/14/03
	Charles Freeman	5	930	02/03/03
	Renee Saunders	5	890	02/14/03
	Henry Cho	5	820	02/03/03
	Hsin-Yi Huang	5	780	02/14/03
	Aliyah Mamdani	5	760	02/14/03
	Julie Kim	5	740	02/07/03
	Robert Molina	5	720	02/24/03
<b>Basic</b> BELOW GRADE LEVEL	Rebekah Morgan	5	690	03/03/03
	Nicholas Gilmore	5	680	02/14/03
	Maya Cooper	5	650	02/19/03
	Teri Camarillo	5	620	02/07/03
	Daniel Levin	5	570	03/06/03
	Jessica Ferguson	5	520	01/30/03
<b>Below Basic</b> FAR BELOW GRADE LEVEL	Margaret Richardson	5	410	02/07/03
	Michael Nelson	5	320	03/05/03
	Mark Stedman	5	250	01/30/03
<b>Beginning Reader</b>	Timothy Morris	5	BR	02/18/03

# SRI Student Yearly Progress Report



- Individual student report
- Lists SRI scores in the form of a line graph to show growth over time
- Shows on-grade level proficiency band for use in goal setting

# Initial Data Collection Key SAM Reports

- READ 180
  - *READ 180 Reading Progress report (class)*

# Read 180 Reading Progress Report



**Reading Progress Report**  
**TEACHER: LISA SCHIRMER**  
 School: The Lincoln School  
 Grade: 6



Time Period: 09/01/05 - 02/02/06

STUDENT	CURRENT STATUS			TIME-ON-TASK					CUMULATIVE PERFORMANCE					
	LEVEL	LAST SRI SCORE (LEXILE <sup>®</sup> )	LATEST TOPIC SOFTWARE	SESSIONS	SEGMENTS	TIME (MIN.)	AVG. SESSION LENGTH	SESSIONS PER SEGMENT	WORDS READ	COMPREHENSION SCORE	VOCABULARY SCORE	FLUENT WORDS	SPELLING WORDS	FINAL FLUENCY RECORDING (OUT OF 6)
Bracco, Christine	2	660	Extreme Sports	48	15	960	15	3	134,011	100%	100%	484	216	4
Chu, Amy	3	910	Show Me the Money!	71	15	1,065	15	4	160,469	80%	83%	859	823	6
Collins, Chris	2	600	Extreme Sports	32	17	624	17	3	143,068	75%	67%	332	136	2
Cooper, Tiffany	2	670	Help Wanted	63	13	832	13	5	62,253	91%	85%	397	397	4
Evans, Jamal	1	BR	Disaster!	42	15	480	15	4	27,588	60%	14%	87	80	4


- Class report
- Provides software level placement data
- Provides time-on task data
- Provides cumulative performance data



# Initial Data Collection Key SAM Reports


- Reading Counts
  - *SRC Reading Progress Report* (class)
  - *SRC Student Reading Report* (student)

# Scholastic Reading Counts! Reading Progress Report



## Reading Progress Report

School: The Lincoln School  
**Teacher: Lisa Schirmer**  
 Grade: 6  
 Class: 3rd Period



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Time Period: 09/01/05 - 02/02/06

**Year-to-Date Totals**


<b>Quizzes Taken</b>	30
<b>Quizzes Passed</b>	19
<b>Quiz Success Rate</b>	63.3%
<b>Points Earned</b>	71
<b>Words Read</b>	267,864

STUDENT	GRADE	LEXILE	QUIZZES PASSED/TAKEN	QUIZ SUCCESS RATE	AVG. QUIZ SCORE	BOOKS READ	POINTS EARNED	ANNUAL GOAL	% OF GOAL ACHIEVED
Bracco, Christine	6	660	1/2	50%	75%	2	2	6(B)	33%
Chu, Amy	6	910	2/2	100%	75%	2	12	6(B)	33%
Collins, Chris	6	600	2/2	100%	75%	2	8	6(B)	33%
Cooper, Tiffany	6	670	1/2	50%	75%	2	4	6(B)	33%

- Class report
- Provides total number of quizzes taken by all students in class
- Provides individual student data on quiz average, # of books read, and total SRC points earned

# Scholastic Reading Counts! Student Reading Report




PROGRESS  
MONITORING

## Student Reading Report

STUDENT: BRACCO, CHRISTINE

---

School: The Lincoln School  
Teacher: Lisa Schirmer  
Grade: 6  
Class: 3<sup>rd</sup> Period



Time Period: 09/01/05 - 02/02/06

Lexile®: 660  
Points: 29

**Goal Progress: Points**

Current Annual Goal	10 Points
Progress Toward Goal	5 Points
Total Points Earned (YTD)	5 Points
Avg. Attempts per Book	1.0 Attempts

DATE	BOOK	AUTHOR	LEXILE®	READING LEVEL	GRI	SCORE	POINTS	WORDS READ
10/07/05	Donner Party	Olson, Todd	330	1.6	C	90%	5	2,604
12/02/05	Hiroshima	Yep, Laurence	660	4.3	S	60%	0	4,885
<b>TOTALS</b>			495 (AVG.)	2.9 (AVG.)		75% (AVG.)	5	7,489

- Student report
- List of books that student has taken a quiz on
- Lexile of books read
- Itemized quiz scores and average

# Establish Data Notebooks

- Prepare for data monitoring and analysis through ongoing use of SAM reports
  - *READ 180*
  - SRI
  - Scholastic Reading Counts!
- Data used for progress monitoring
- Data used to drive instruction

Resource: *Data Notebook Binder Set-up Options* (doc)

# Establish Accountability and Grading Protocol

- Give students credit for all they do! 😊
- Plan to distribute grades to reflect all areas of the rotational model
  - Whole and small group: assignments from rBook/FLEX books, RDI's, Content Area book, rBook projects, etc.
  - Software: comprehension, vocabulary, word fluency, spelling and context passages from work in each of the four Zones
  - Independent Reading: reading logs, QuickWrites, Comprehension Graphic Organizers, SRC quizzes, goal success, etc.
- Post expectations for what students will be held accountable for within each rotation
- Plan for student feedback on progress and goal setting during student conference

Resource: *READ 180 Accountability and Grading* (doc)  
(with grading sample sheet)

# How can we start planning for success?



# On-going *READ 180* Support

- **Training offerings**
  - Day One and Day Two Trainings (bundled)
  - Leadership Training
  - Technical Training
- **Additional Scholastic Support Opportunities**
  - Coaching visits
  - Cadres
  - Seminars
  - Capacity building trainings
  - Product Maintenance and Support Plans
  - Premium tech support with on-site visits and ITS (Interactive teaching System) and DTZ
  - NSI (National Summer Institute)
- **On-line Support Opportunities:**
  - Scholastic U
  - RED online course “Best Practices for Reading intervention” (bundled)
  - DTZ (Digital Training Zone)
  - READ 180 Community

# The Digital Training Zone



*Available to schools with a Premium Product Support Plan*

Windows Picture and Fax Viewer

SCHOLASTIC Teachers Parents Kids Administrator Librarians More Sign In My Account

DTZ DIGITAL TRAINING ZONE

ON-DEMAND ACCESS TO TRAINING AND RESOURCES TO ENSURE IMPLEMENTATION SUCCESS GET HELP

Welcome to the Digital Training Zone

The Digital Training Zone (DTZ) provides you with anytime, anywhere access to training and resources to improve your implementation. Browse the resources below, or log in to access the full collection.

LOG IN USING YOUR SAM USERNAME AND PASSWORD LOG IN

To get full access to the DTZ you must

- Be a registered SAM user in your district
- Be running Enterprise Edition Version 1.9
- Have a Premium Product Support and Maintenance Plan

Learn More

AUTHOR EVENTS

Dr. Ted Hasselberg on Building Mental Models July 5, 2009 3pm EST

AUTHOR EVENTS

Dr. Jeff Wilhelm on Engagement & Motivation Aug 2, 2009 11am EST

TRAINING AND RESOURCE LIBRARY: SAMPLES LIVE PRODUCT TRAINING CALENDAR AUTHOR WEBINARS

BROWSE BY: PRODUCT TYPE TOPIC CONTENT AREA

PDF Video 1 2 3 4 SEE ALL

READ 180 Getting Started

SYSTEM 44 System 44 Motivation & Engagement

Reading Counts Getting Started

Scholastic Achievement Manager Getting Started

READ 180 Getting Started

SYSTEM 44 System 44 Motivation & Engagement

Reading Counts Getting Started

Scholastic Achievement Manager Getting Started

READ 180 Getting Started

SYSTEM 44 System 44 Motivation & Engagement

Reading Counts Getting Started

Scholastic Achievement Manager Getting Started

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- Live Product Training and “Special Event” Webinars
- “How-To” Video Tutorials
- Dozens of implementation guides, lesson plans, and other documents to support your implementation



# Scholastic U™



*An online PD destination that builds capacity  
of great teachers and leaders, K-12*

**AVAILABLE OCTOBER 15, 2010!**



# Scholastic U™

## Professional Development

That Builds Capacity of Great Teachers and Leaders

- *Thousands of just-in-time resources*
- *24 graduate-level online courses*
- *Interactive, online learning community*
- *Robust reporting for leaders*

# Just-In-Time Learning

BROWSE ALL RESOURCES »

## STUDENTS AND FAMILIES

- English Language Learners
- Partnering with Families
- Social Emotional Development
- Special Needs Students

READING/ELA ▶

## TEACHERS

- Assessment
- Instruction

# Scholastic U Community

VIEW ALL »

## RedTV: Writing

### Adding Voice to Writing

Watch Tami Williams guide students to add voice to letters. Then listen to Ruth Culham's reflection.

Motivate and Focus

PLAY



VIEW ALL »

3 replies)

ood

ATIC ZONE ▶

ability to recognize impacts comprehension

### Viewing an Anchor

Direct READ 180 questions and sent after watching an A



### Healthy Reads: What Teachers Can Do

In This Issue: Mrs. Obama asks schools to help get kids active.



READ 180 COMMUNITY



FACEBOOK



TWITTER



FULL COURSE LIST

MY RESOURCES

JUST-IN-TIME LEARNING

COMMUNITY

PROFESSIONAL CALENDAR

REPORTS

View Reports

Professional Learning Report

My Course Record

Professional Learning Report

EMAIL PRINT

LEARNER: Amanda Jones SCHOOL: Maple Hill School DATE: 6/30/10

Scholastic U Usage

Total Hours:	131	Average Monthly Hours:	14
Total Course Hours:	95	Average Hours Per Completed Course:	30
Total JIT Resources Accessed:	213	Journal Entries:	25

Just-In-Time Usage

Archived Webinars:	3	Lesson Plans:	16
ICLE Workshops:	5	Student Resources:	32
Professional Articles:	25	Teacher Resources:	38
Videos:	50	Tutorials:	22
Web Links:	22		

Course Usage Summary

Total Courses In Progress:	2	Total Courses Completed:	2
Total Course Resources Accessed:	79	Total Discussion Posts:	25
Average Pretest Scores:	70%	Average Post-Test Scores:	93%

Course Progress

COURSE	CADRE COURSE?	PROGRESS	SESSIONS COMPLETED	START DATE	END DATE	PRETEST SCORE	POST-TEST SCORE	DISCUSSION POSTS	COURSE RESOURCES ACCESSED
<b>Courses in Progress</b>									
6 Traits: Assessing and Teaching Writing	YES	<div style="width: 40%;"></div> 40%	4 OF 10	04/10/10	IN PROGRESS	75%	-----	3	17
Developing Foundations for Early Childhood Success	NO	<div style="width: 80%;"></div> 80%	4 OF 6	02/01/10	IN PROGRESS	75%	-----	6	20
<b>Courses Completed</b>									
Reading Success for English Language Learners	NO	<div style="width: 100%;"></div> 100%	7 OF 7	11/15/09	01/31/10	65%	90%	6	20
Building Fluency	NO	<div style="width: 100%;"></div> 100%	6 OF 6	09/07/09	12/28/09	65%	95%	10	22



## Building Foundational Skills: Phonics, Word Study, and Comprehension

[ABOUT THIS COURSE](#) [GETTING STARTED](#) [CORRELATIONS](#)

STATUS:

**PRETEST:** Before beginning your online course, complete the 20-item Pretest. Your answers will help to assess personal growth after course completion.

Your answers will not be used to evaluate your performance. District leaders and facilitator reports will only show Pretest scores reported in aggregate.

**You can answer a question only once. If you go back and re-submit an answer, the second answer will be discarded and you will be taken to the next unanswered question.**

[START](#)

**SESSIONS:** This course consists of six sessions. Each session has a CheckPoint that you must complete before progressing to the next session.

SESSION 1: [Understanding the Importance of Decoding](#)

SESSION 2: [Implementing an Intervention Program](#)

SESSION 3: [Teaching Phonics for Reading Success](#)

SESSION 4: [Breaking Words into Syllables](#)

SESSION 5: [Identifying Morphemes to Unlock Meaning](#)

SESSION 6: [Improving Comprehension With Word Meaning](#)

**POST-TEST:** The Post-Test assesses your in-depth understanding and application of the course material. You will unlock the 20-item multiple-choice assessment after completing the last session in the course.

### Meet The Faculty



FACULTY  
[Marilyn Jager Adams](#)



FACULTY  
[Ted Hasselbring](#)



FACULTY  
[Julie Washington](#)



FACULTY  
...  
[Maria Elena Arguelles](#)

[SEE FULL FACULTY LIST](#)


 [SEARCH](#)


## My Scholastic U

### Courses

[VIEW ALL »](#)

**Building Foundational Skills: Phonics, Word Study, and Comprehension** Active

**READ 180: Best Practices for Reading Intervention** Active

[FULL COURSE LIST »](#)

### Professional Calendar

▼ [SHOW KEY](#) [VIEW / CREATE CALENDAR EVENTS »](#)

**Tue MAY 18 2010**

**2 PM** ■ **6 Traits in Writing Event with Culham**

**Wed MAY 19 2010**

**10 AM** ■ **Developing Foundations for Early Child...**

**Thu MAY 20 2010**

**11 AM** ■ **Developing Foundations for Writing**

### Message to My District

ENTER MESSAGE TEXT

[SUBMIT »](#)



## Report Snapshot

[VIEW DISTRICT USAGE REPORT »](#)

REGISTERED USERS	TOTAL COURSES STARTED	TOTAL COURSES COMPLETED	TOTAL RESOURCES ACCESSED	TOTAL DISTRICT HOURS
<b>165</b>	<b>574</b>	<b>504</b>	<b>30,067</b>	<b>23,333</b>

### NEW in Professional Development

#### Educating Students in a Changing World

As educators in the 21st century, we are charged with educating students to be successful in a complex, interconnected world.

From Leadership Today, 05/02/2010

### RedTV: Writing

#### Adding Voice to Writing

Watch Tami Williams guide students to add voice to letters. Then listen to Ruth Culham's reflection.

[Motivate and Focus](#) [PLAY](#)

[Teach/Model](#) [PLAY](#)

[Wrap Up](#) [PLAY](#)

[Reflection](#) [PLAY](#)

## Just-In-Time Learning

[BROWSE ALL RESOURCES »](#)

#### LEADERSHIP

- [Assessment and Data-Driven Instruction](#)
- [Classroom Observation and Learning Walks](#)
- [Response to Intervention](#)
- [Rigor and Relevance](#)
- [Instructional Coaching and Mentoring](#)
- [Literacy in the Content Areas](#)
- [Whole School Reform](#)

## Scholastic U Community

[CREATE/VIEW ALL »](#)

[RTI Success Stories?](#) (12 replies)

[Using SRI Schoolwide](#) (9 replies)

[Technology for Science Classrooms](#) (4 replies)

### Administrator Magazine



#### SMART Technologies Case Study

**In This Issue:** Interactive whiteboards are aiding teachers with engaging lessons.

# Online Professional Development & Support from Scholastic RED

SCHOLASTIC **red.** User: Beth Gibson-Borisoff Points: 525 [▶ My Transcript](#) [▶ About this Course](#) [▶ My Red Homepage](#) [▶ Help](#) [▶ Logout](#)

## READ 180: Best Practices for Reading Intervention

**Course Homepage**

You've completed Session 7.





### Sessions

Each session has a CheckPoint that you must complete before progressing to the next session.

- ✓ 1 [Course Introduction](#)
- ✓ 2 [Getting Started with READ 180](#)
- ✓ 3 [Whole- and Small-Group Instruction: The Five Elements of Reading](#)
- ✓ 4 [Whole- and Small-Group Instruction: Writing and Grammar](#)
- ✓ 5 [READ 180 Topic Software](#)
- ✓ 6 [Modeled and Independent Reading](#)
- ✓ 7 [Assessing, Reporting, and Data-Driven Instruction](#)

**Review and Reward**

### Meet the Faculty

	FACULTY LEAD Dr. Ted Hasselbring
	FACULTY LEAD Dr. Kate Kinsella
	FACULTY LEAD Dr. Kevin Feldman
	FACULTY LEAD Francie Alexander

[▶ See Full Faculty List](#)

**red toolkit**

- [My Journal](#)
- [Ask an Expert](#)
- [Glossary](#)
- [Resources](#)
- [Correlations](#)
- [District Note](#)
- [Terms of Use](#)
- [Privacy Policy](#)

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# Video Modeling of Teachers in Real Classrooms

## INSTRUCTIONAL ROUTINE

### Shared Reading

Watch Dr. Kevin Feldman explain how Oral Cloze encourages on-task reading and active participation. Then watch a *READ 180* teacher use Oral Cloze.

Research  
to Practice

Play

Oral Cloze

Play



To display Real Player without ads: **PC**: Cntl + M key **MAC**: ⌘ + M Key



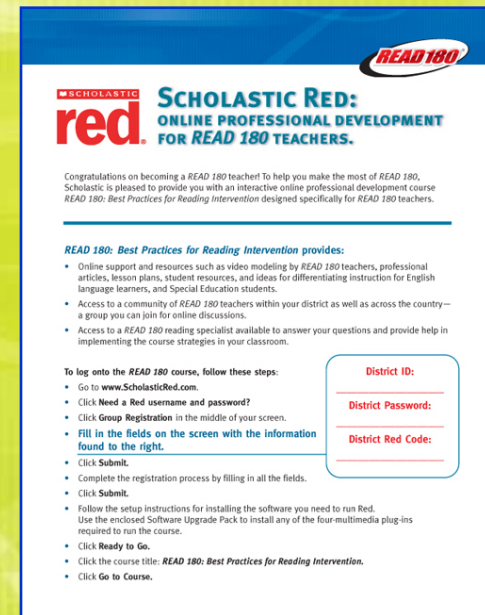
# Get Rewarded for Your Work!

- Graduate credit from Scholastic's university partners: Get 3 graduate credits at a low cost.



# Get Started with Scholastic RED

- Go to [www.ScholasticRed.com](http://www.ScholasticRed.com)
- Click **Need a RED username and password?**
- Click **Group Registration** in the middle of your screen.
- Fill in the fields on the screen with the course codes.
- Click **Submit** and follow the rest of the prompts.



**SCHOLASTIC red. SCHOLASTIC RED: ONLINE PROFESSIONAL DEVELOPMENT FOR READ 180 TEACHERS.**

Congratulations on becoming a READ 180 teacher! To help you make the most of READ 180, Scholastic is pleased to provide you with an interactive online professional development course READ 180: Best Practices for Reading Intervention designed specifically for READ 180 teachers.

**READ 180: Best Practices for Reading Intervention provides:**

- Online support and resources such as video modeling by READ 180 teachers, professional articles, lesson plans, student resources, and ideas for differentiating instruction for English language learners, and Special Education students.
- Access to a community of READ 180 teachers within your district as well as across the country—a group you can join for online discussions.
- Access to a READ 180 reading specialist available to answer your questions and provide help in implementing the course strategies in your classroom.

**To log onto the READ 180 course, follow these steps:**

- Go to [www.ScholasticRed.com](http://www.ScholasticRed.com).
- Click **Need a Red username and password?**
- Click **Group Registration** in the middle of your screen.
- **Fill in the fields on the screen with the information found to the right.**
- Click **Submit**.
- Complete the registration process by filling in all the fields.
- Click **Submit**.
- Follow the setup instructions for installing the software you need to run Red. Use the enclosed Software Upgrade Pack to install any of the four-multimedia plug-ins required to run the course.
- Click **Ready to Go**.
- Click the course title: **READ 180: Best Practices for Reading Intervention**.
- Click **Go to Course**.

**District ID:** \_\_\_\_\_

**District Password:** \_\_\_\_\_

**District Red Code:** \_\_\_\_\_

*\*Instructions provided in your Teacher Bookshelf*

# ***READ 180 Seminar Series***

Using SRI Lexile Framework

Test-Taking Strategies

Comprehension and Vocabulary Instruction

Developing Independent Readers

Writing in the Service of Reading

Using Data to Differentiate Instruction

Decoding Strategies

Motivating *READ 180* Students



# Joining the *READ 180* Community

## www.scholastic.com/read180/community

Scholastic Home | About Us | Site Map **SCHOLASTIC** Search | Privacy | Customer Service

**Teachers** Clubs Online Ordering Teacher Store Product Information

**READ 180** America's Premier Reading Intervention Program 

READ 180 HOME PROGRAM OVERVIEW RESEARCH & RESULTS PROFESSIONAL DEVELOPMENT FUNDING & STATE STANDARDS ADOLESCENT LITERACY RESOURCE CENTER READ 180 COMMUNITY

GETTING STARTED  
TEACHING RESOURCES AND SUPPORT  
CONNECT WITH READ 180 EDUCATORS  
ANNOUNCEMENTS & EVENTS  
SHOP READ 180

**Save 20% on ACTION Book Collections!**  
Sale Ends 11/30/2005  
[Go Now](#)

**EXPERIENCE ENTERPRISE EDITION**  
Take Advantage of Our Limited-Time Conversion Offer!  
[See Details](#)

**FREE rBook Projects**  
Enterprise Users! Extend instruction with these motivating projects!

Welcome **READ 180 Educators**

**A letter from Patrick Daley**  
Vice-President of Intervention Curriculum & Publisher of *READ 180*  
[+ more](#)

MESSAGE BOARDS TECHNICAL SUPPORT SUCCESS STORIES READ 180 NEWSLETTER GET ADVICE, ASK NOELLE

**RESOURCES & ADVICE**

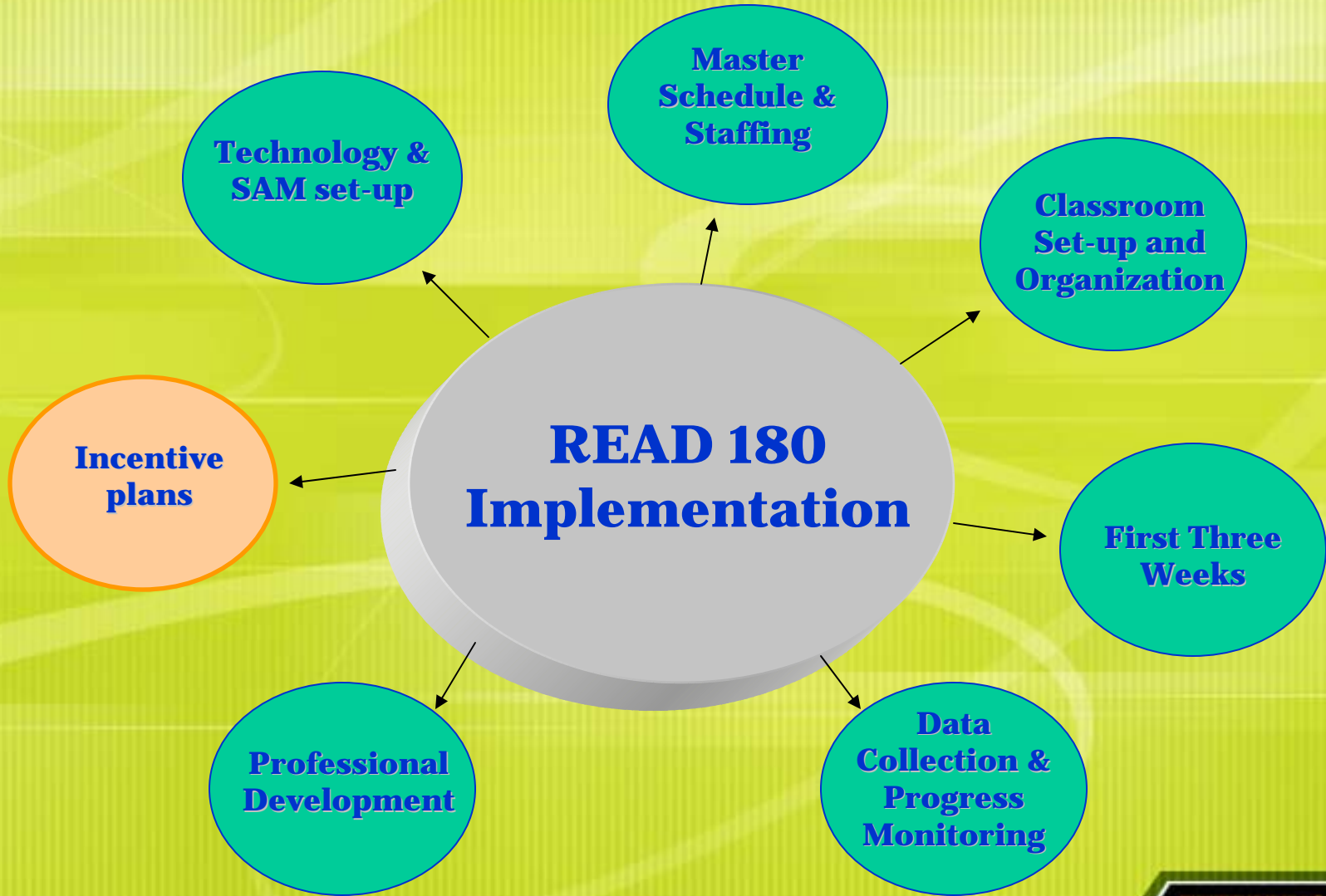
- Resources and Advice from a *READ 180* Master Teacher
- Message Board: share successes, meet colleagues, get inspired
- Share teaching tips and strategies

**ENTERPRISE EDITION**



**ENTERPRISE EDITION**

# How can we start planning for success?

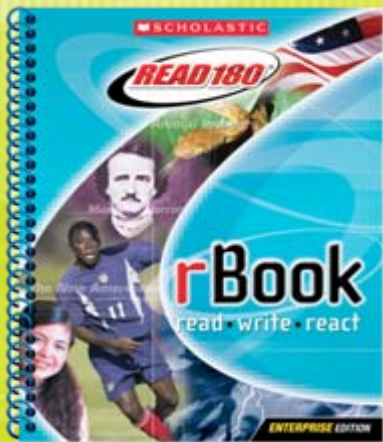


## *Let's take a poll...*

*What types of Scholastic support does your district currently utilize or have access to?*

- A. Day One and Day Two trainings*
- B. Scholastic coaching visits / consultant support*
- C. Premium tech support with on-site visits and ITS (Interactive Teaching System) and DTZ*
- D. RED online course "Best Practices for Reading Intervention"*
- E. READ 180 Community access and participation*
- F. Scholastic U*
- G. A combination of the above*
- H. All of the above*

# How can we celebrate student progress?



# Incentives / Celebrations

## ***Options for Rewarding Achievement:***

- **SRI Growth** *SRI Growth Report*
- **Total books read** *Reading Counts Books Read Report*
- **Total Scholastic Reading Counts! Points earned** *Reading Counts Points Report or Reading Progress Report*
- **Total words read** *Reading Counts Books Read Report*
- **Software progress - Segments or topics completed in the software** *READ 180 Reading Progress Report*
- **Other Student success** (i.e.: most improved, attendance, etc)

***\*Check out Scholastic Reading Counts! and READ 180 incentives through the teacher store of the scholastic website! [www.scholastic.com](http://www.scholastic.com)***



## *Let's chat...*

**Complete the following sentence starter by typing in your response:**

*One task I will consider for successful implementation of READ 180 this school year is...*

# Scholastic Support

- Follow-up questions:
  - email Julia Stefanczyk at [jstefanczyk@scholastic.com](mailto:jstefanczyk@scholastic.com)
  - tech support at [techsupport@scholastic.com](mailto:techsupport@scholastic.com)
- Scholastic website:  
[www.scholastic.com](http://www.scholastic.com)
- Product support:  
[www.edproductsupport.scholastic.com](http://www.edproductsupport.scholastic.com)
- READ 180 Community:  
[www.scholastic.com/read180/community](http://www.scholastic.com/read180/community)

*Thank you and have  
a great day!*

