



# Scholastic Reading Inventory™

## Installation Guide

For use with SRI v1.8.1 and SAM v1.8.1

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PDF0018 (PDF)

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## **Introduction**

Welcome to the ***Scholastic Reading Inventory Installation Guide***. This manual is a guide to installing the *Scholastic Reading Inventory* (SRI) and Scholastic Achievement Manager (SAM) software, as well as to troubleshooting technical issues that may arise during installation or operation.

## **Getting Started**

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

- Access to computers on which the SRI software will be installed;
- Full network-level Administrator permissions, including permissions that allow modifying network settings and user privileges. This is controlled by a network administrator, as determined by school or district IT policies.

## **Windows® and Macintosh® Platforms**

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

File folder separators are in Macintosh format, using the forward slash convention. This has the same significance as the backslash used in Windows operating systems.

## **A Note about Adobe Acrobat Reader®**

SRI and SAM require Adobe Acrobat Reader to work correctly. Acrobat Reader is included in the installation package; however, the installation process does not automatically install it.

Scholastic recommends that classroom computers with Acrobat Reader already installed use their paid version of the program rather than the version included in the installation package. Teachers and administrators that need to install Acrobat Reader should use the Adobe installer enclosed in the support directory on the *System 44™* installation CD.

### Server Technical Requirements

Recommended requirements for a server to run the software most efficiently:

Recommended Server	
Operating System	Windows® 2003 Server Macintosh® OSX 10.4 (or later) Server SUSE Linux Server
Processor/ Processor Speed	3.2 GHz Dual-Core Xeon
Memory	2GB
Free Hard Drive Space	5GB
CD-ROM	Yes

### Client Workstation Technical Requirements

The following table lists the requirements recommended for a client workstation to run the software most efficiently.

Recommended Client Workstations (Student or Teacher Computers)	
Operating System	Windows XP, Vista, or later Macintosh OSX 10.4 or later
Processor/ Processor Speed	P4 HT Processor Intel Mac Dual-Core
Memory	1GB
Free Hard Drive Space	5GB
CD-ROM	Yes

Note that recommendations may change over time. For the most recent recommendations, check the [Scholastic Technical Support Web site](#).

## Installing SRI and SAM

### Overview

Installing SRI is a multistep process that covers;

- Installing, upgrading, or verifying the SAM Server;
- Installing SRI server components on the network server;
- Installing SRI client software onto workstations;
- Activating student licenses.

SRI version 1.8.1 is compatible only with Scholastic SAM Server v1.8.x or later. If a previous version of SAM Server is installed, upgrade to v1.8.1 using the software included in the SRI installation kit. SAM and SRI Server software should be installed on a computer that is accessible over a network, and the Client software should be installed separately on student and teacher workstations.

**NOTE:** SAM v1.8.1, included in the *System 44™* installation kit, will not work with older versions of other Scholastic Enterprise Edition programs, including *READ 180®*, *rSkills®*, *ReadAbout®*, and *Fastt Math®*. These programs will need to be upgraded to EE 1.8.1 to work with SAM v1.8.1.

### Installation Order

Scholastic strongly recommends performing the installation in the following order:

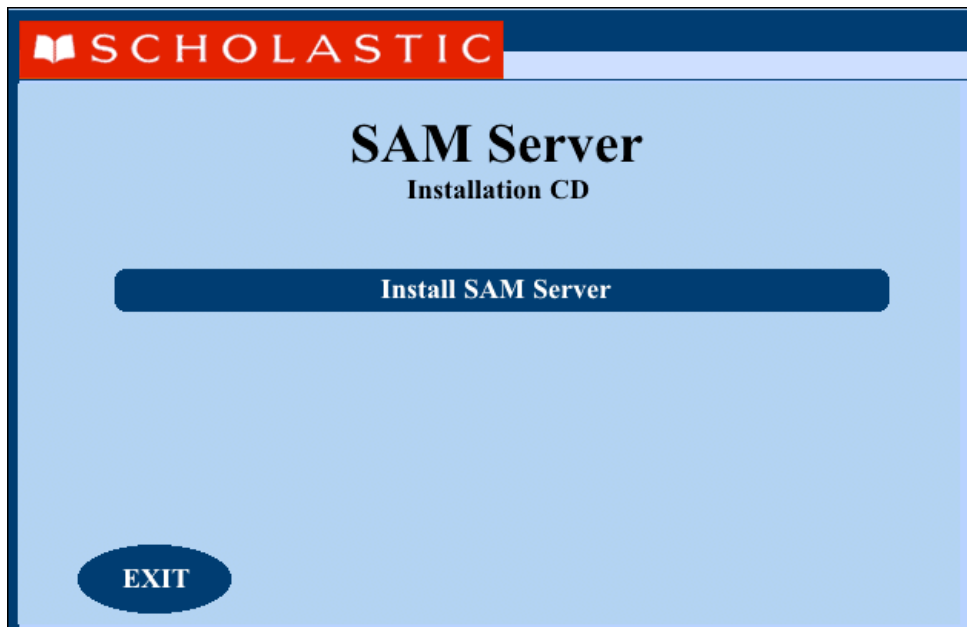
1. **SAM Server:** Manages the SAM database and the communication between server and client computers. It must be installed on the server designated for all Scholastic software programs.
  - If the SAM Server is not installed, **install** SAM Server v1.8.1.
  - If the SAM Server is earlier than v1.8.1, **upgrade** to SAM Server v1.8.1.
2. **SAM Client:** The interface that administrators and teachers use when managing districts, schools, classrooms, and students in the SAM database. First install the SAM Client on the SAM Server computer, then install on any other administrator or teacher computer.
3. **SRI Server Component:** This software stores information for and communicates with the program client software. Install these components on the same server where the SAM Server is installed.
4. **SRI Client Software:** The software with which students interact. This component must be installed separately on each student workstation.

To set up a SAM Data Aggregation Server, see the [SAM Data Movement Guide](#).

## Installing the SAM Server Software

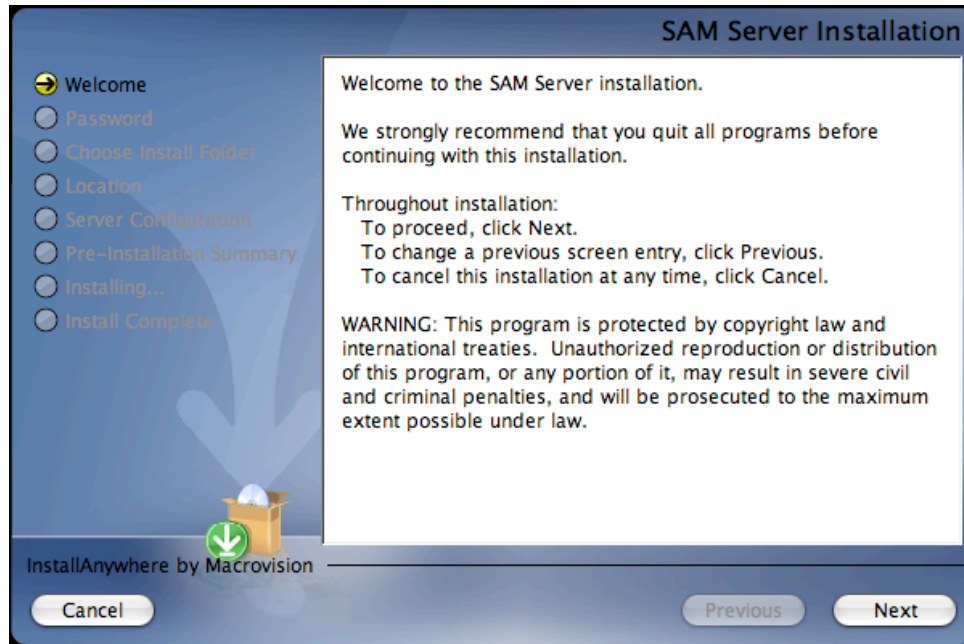
To begin installing:

Insert **Disc 1: SAM Server** of the four install discs into the CD-ROM drive of the computer that houses the SAM Server. Click **Install SAM Server** on the splash screen to begin the installation process.



## Welcome Screen

After clicking **Install SAM Server**, the installation **Welcome** screen appears.



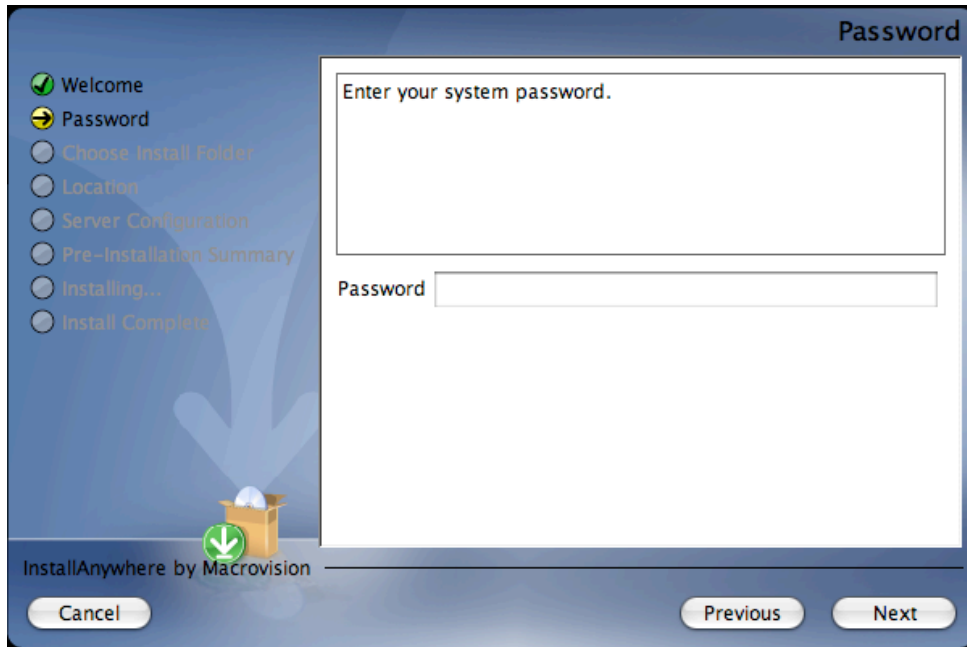
Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- **Next:** Click this to continue the installation;
- **Previous:** Click this to return to a previous screen;
- **Cancel:** Click to exit the installation process at any time.

Click **Next** to continue installation.

### Enter Password Screen

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

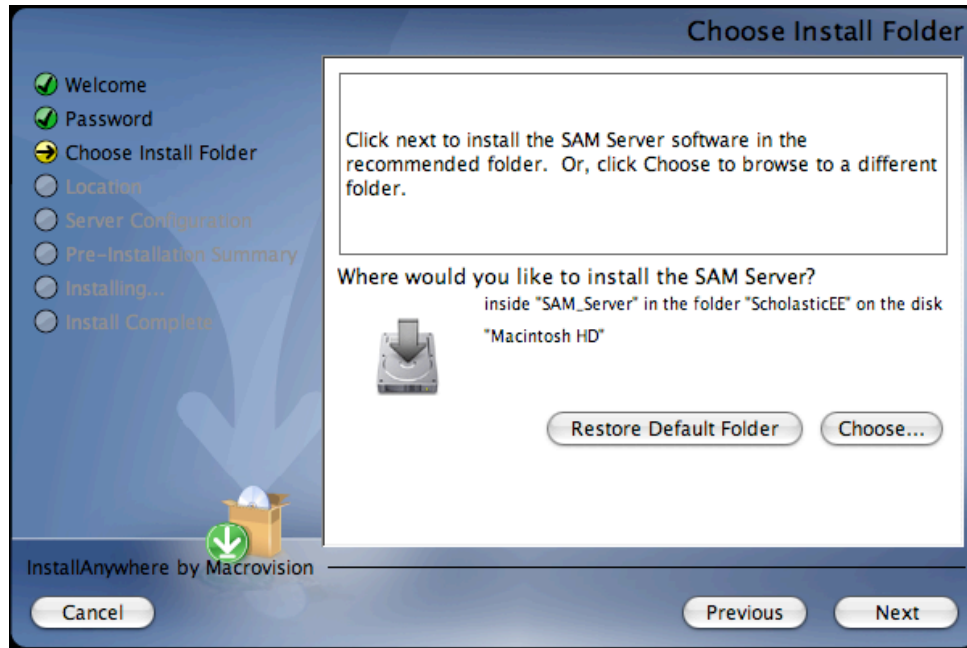


Enter the system administrator password for this machine and click **Next**.



### Choose Install Folder Screen

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



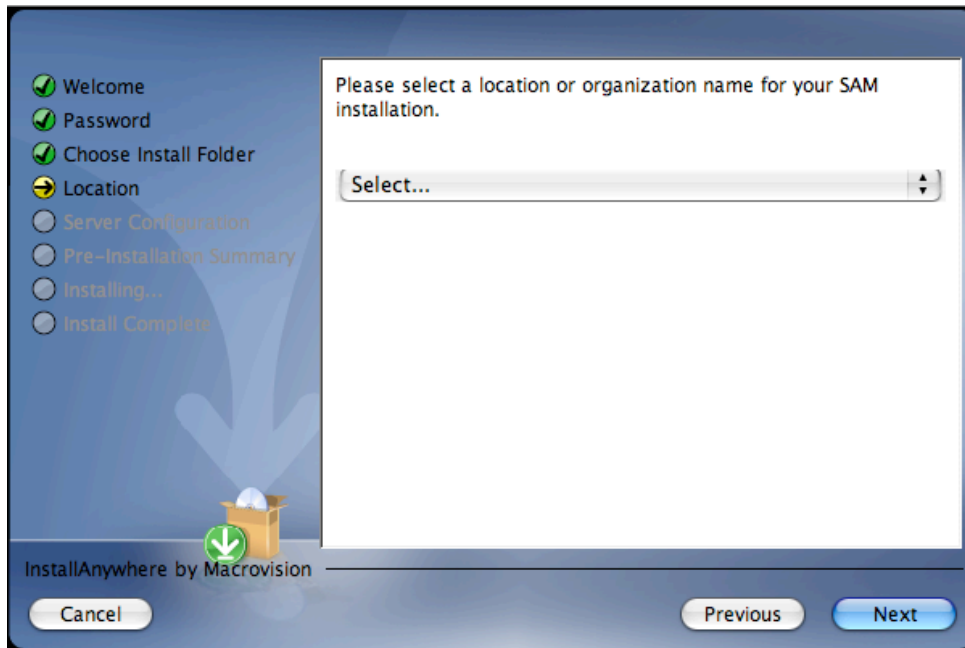
Scholastic recommends using the default selection, since selecting a folder other than the default option keeps the SAM Client from being able to connect with the SAM Server.

Click **Choose** to select a different folder, though this is not recommended. Click the **Restore Default Folder** button to return to the default selection after clicking **Choose**.

Click **Next** to continue.

### Choose Location Screen

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

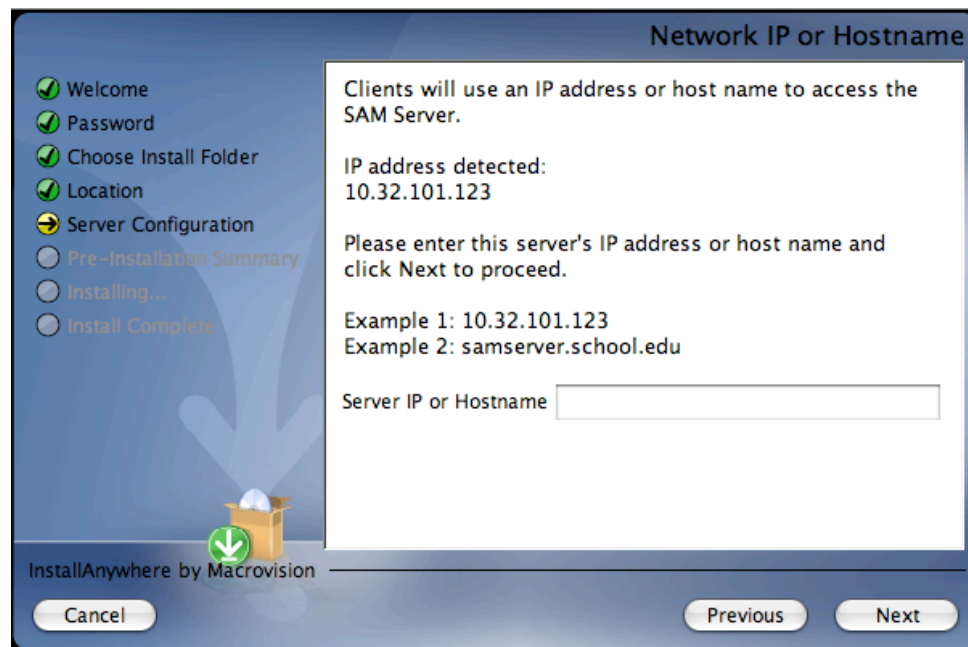


Click **Next** to continue installation.

## Network IP or Hostname Screen

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

**Note:** The IP address shown below is an example. Your SAM Server IP address will be different.



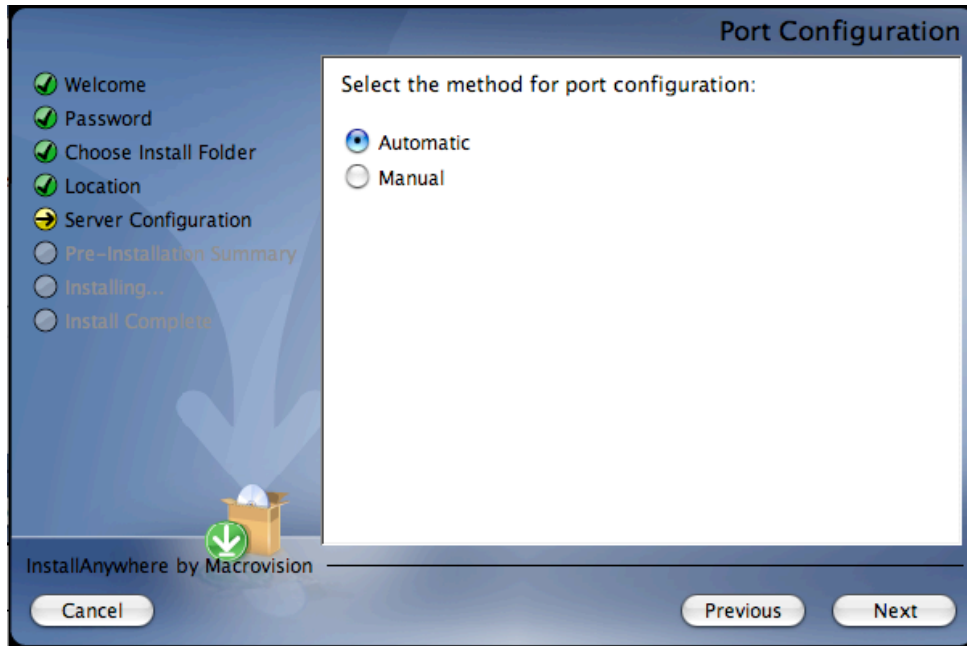
Type the IP address in the window (make sure to enter it *exactly* as it is displayed) or enter the hostname of the server.

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

Click **Next** to continue installation.

### Port Configuration Screen

The SAM Server communicates with student workstations over the Internet or the school or district intranet. SAM follows standard Internet protocols, using ports.

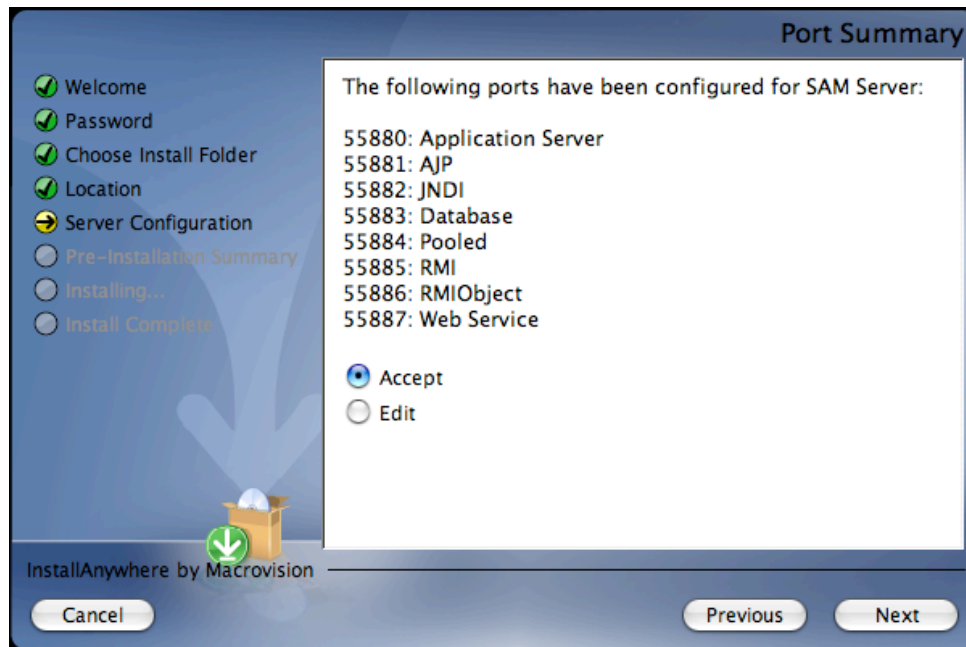


The program selects **Automatic** by default. Automatic configuration allows the SAM installer to automatically assign the ports. To control port assignments, click **Manual** and use the next eight **Port Assignment** screens to specify the ports to be used.

Click **Next** to continue.

## Port Summary Screen

If the ports are configured automatically, the next screen is the **Port Summary** screen, which displays a list of the ports that SAM uses to interact with the workstations running the various Scholastic programs.



If the ports are configured manually, then the **Port Summary** screen appears following the eight **Port Assignment** screens. Click the **Edit** radio button to replay the Port Assignment screens to change choices.

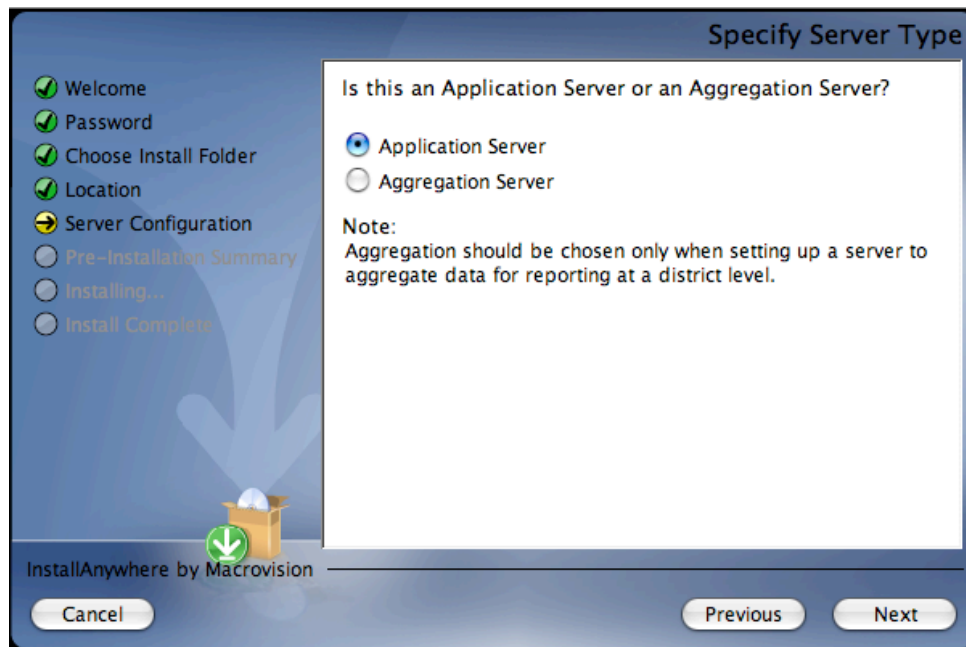
Click **Accept** if the port configuration is correct. Click **Next** to continue.

The standard application server port number used for student and teacher workstations is **55880**. This port needs to be able to pass through any firewalls on the system. Access your system's firewall program to confirm that this port may be used to communicate with the client workstations.

See the [Scholastic Tech Support website](#) for more information on firewall conflicts.

## Specify Server Type Screen

The next screen asks which type of server the SAM Server software is being installed on. For SAM and System 44 to work properly, it must be an **Application Server**. This is the default setting in the installer program. An **Aggregation Server**, used for generating district-wide reports, will not run SAM or EE programs correctly.

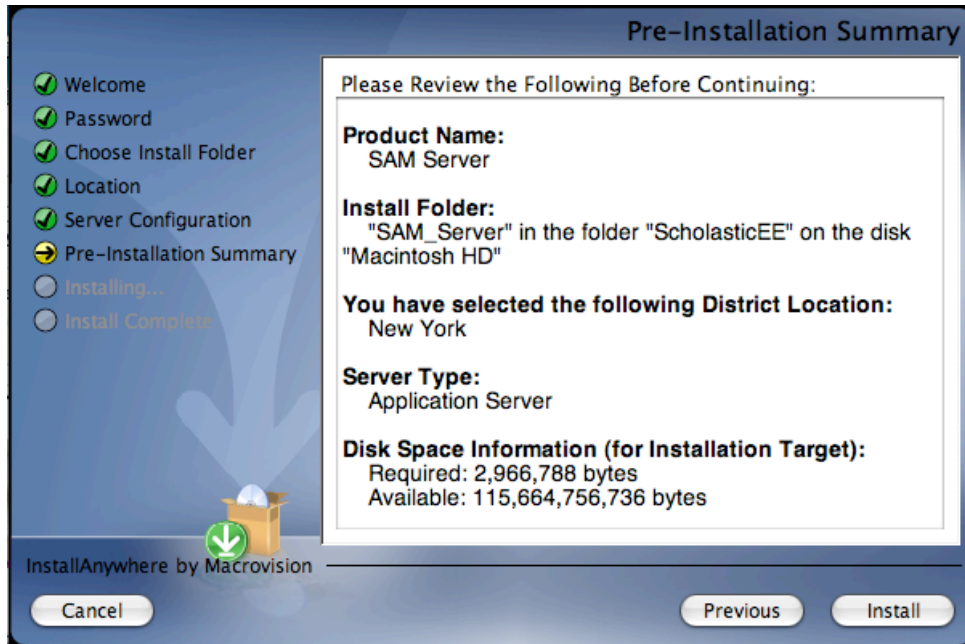


Confirm that **Application Server** is selected, then click **Next** to continue.

If the computer has less than 2GB of memory, a pop-up window appears warning that this is less than the recommended amount of memory for SAM installation. Scholastic recommends clearing memory or using another computer or hard drive if the memory is insufficient.

### Pre-Installation Summary Screen

This screen displays the system settings and resources required for the SAM Server installation. Review this screen carefully—particularly the space requirements—to be sure there is adequate server space for the complete installation.

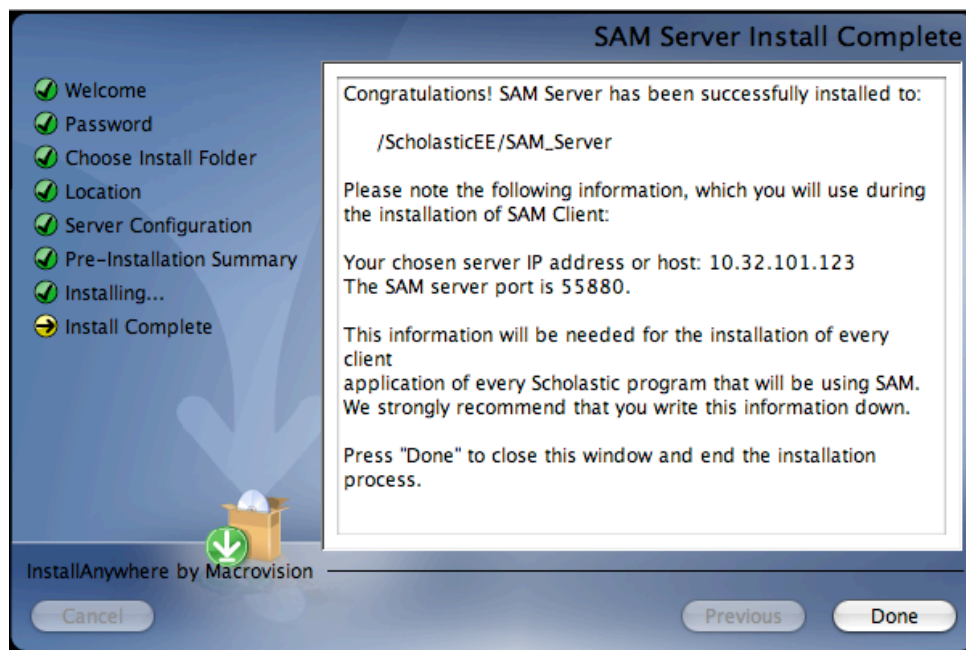


After reviewing and verifying the information, click **Install** to continue.

## Install Complete Screen

When the installation is complete, the system displays a screen summarizing important information about the server installation. Record the information from this screen below and use the information from this screen when installing any Scholastic product connecting to SAM. Be sure to record the information below for future reference.

- Server IP address or host name 10.32.101.123
- Port number 55880



**Note:** The IP address and port number shown above are examples. Your SAM Server IP address will be different.

After writing down the above information, click **Done** to close the installation screen. Proceed to SAM Client Installation.



## Installing the SAM Client Software

Install the SAM Client software on the same computer where the SAM Server is installed, then install it on any workstation from which the teacher or administrator accesses the SAM database.

### IMPORTANT NOTE ABOUT RIGHTS AND PERMISSIONS FOR CLIENT INSTALLATIONS

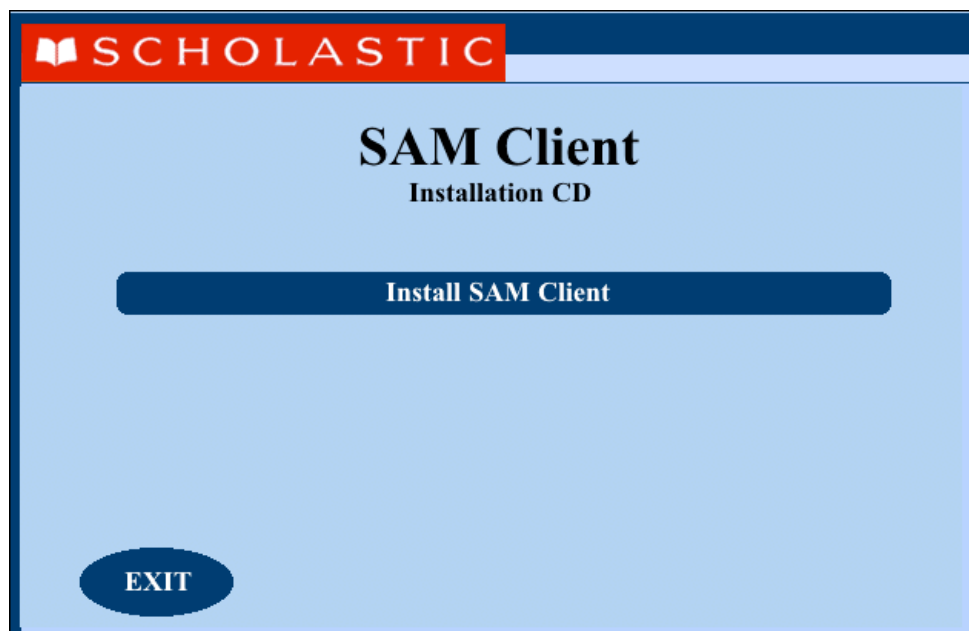
#### Limited-Access Users on All Installations

If the Scholastic workstations have limited access permissions, permissions must be updated after installing the Scholastic Client applications. Make sure to grant users *modify permissions* to the Scholastic Enterprise folder, including all files and subfolders on the client workstations. However, do not share or reset the default permissions for the ScholasticEE folder on the server.

To begin installing:

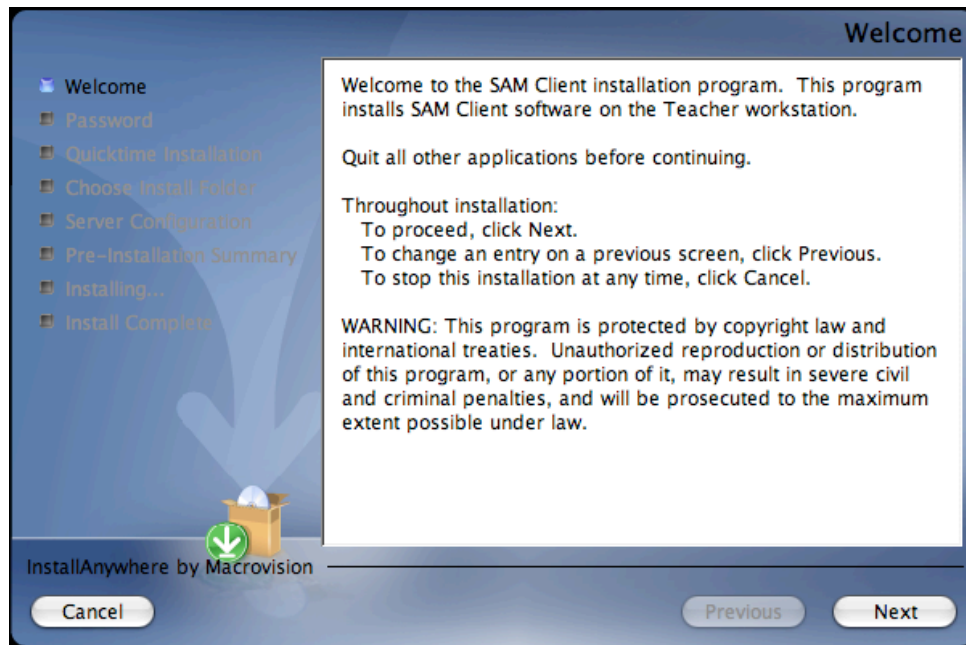
Insert **Disc 2: SAM Client** disc into the CD-ROM drive. Double-click the **SAM Client** disc on the desktop, then double-click **Install**. An installation guide window appears. Click **Install SAM Client**. This opens a separate splash screen.

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



## Welcome Screen

In a separate installation window, the **Welcome** screen appears:



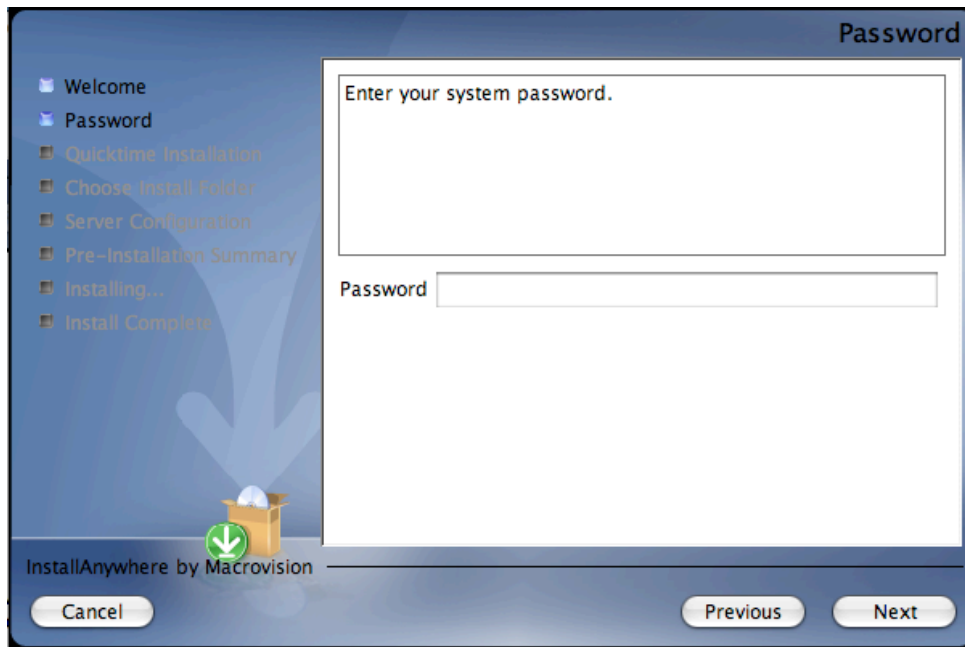
Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- **Next:** Click this to continue the installation;
- **Previous:** Click this to return to a previous screen;
- **Cancel:** Click to exit the installation process at any time.

Click **Next** to continue installation.

### Enter Password Screen

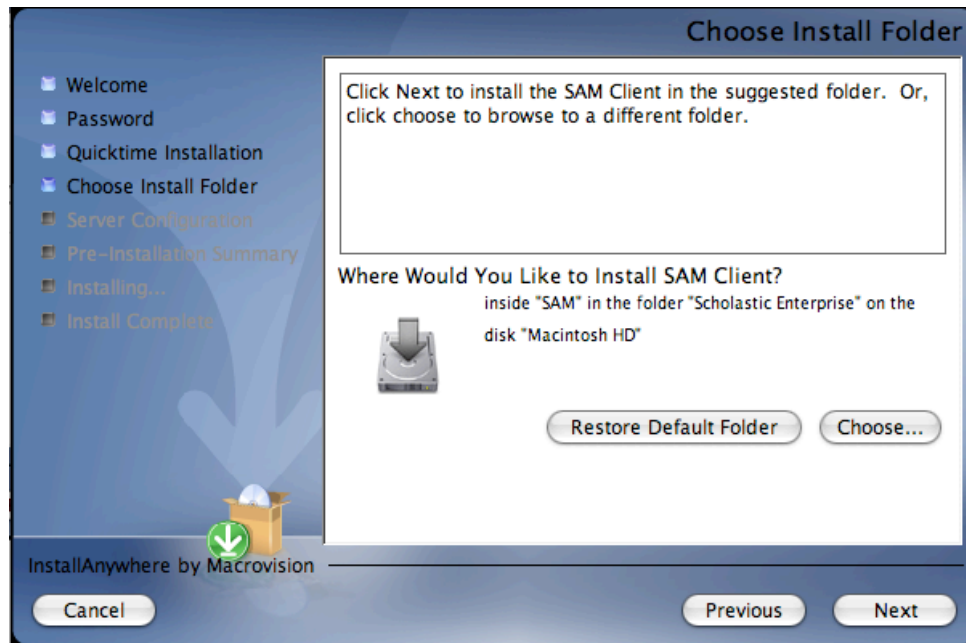
If installing on a Macintosh® server, the **Enter Password** screen appears next. If installing in Windows®, the installation goes right to the **Choose Install Folder** screen.



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

## Choose Install Folder Screen

On this screen, the system suggests the folder where all of the SAM Client subfolders and files will be installed.



Choose the folder where the SAM Client components will be installed.

**SCHOLASTIC STRONGLY RECOMMENDS USING THE DEFAULT FOLDER.**

To select the default folder, click **Next**.

- The default option automatically installs the software to the Macintosh® HD/Applications folder (Macintosh HD/Applications/Scholastic Enterprise/System 44) for Macintosh computers or in the Program Files folder (C:\Program Files) for Windows® computers.

To select a different folder, click **Choose**.

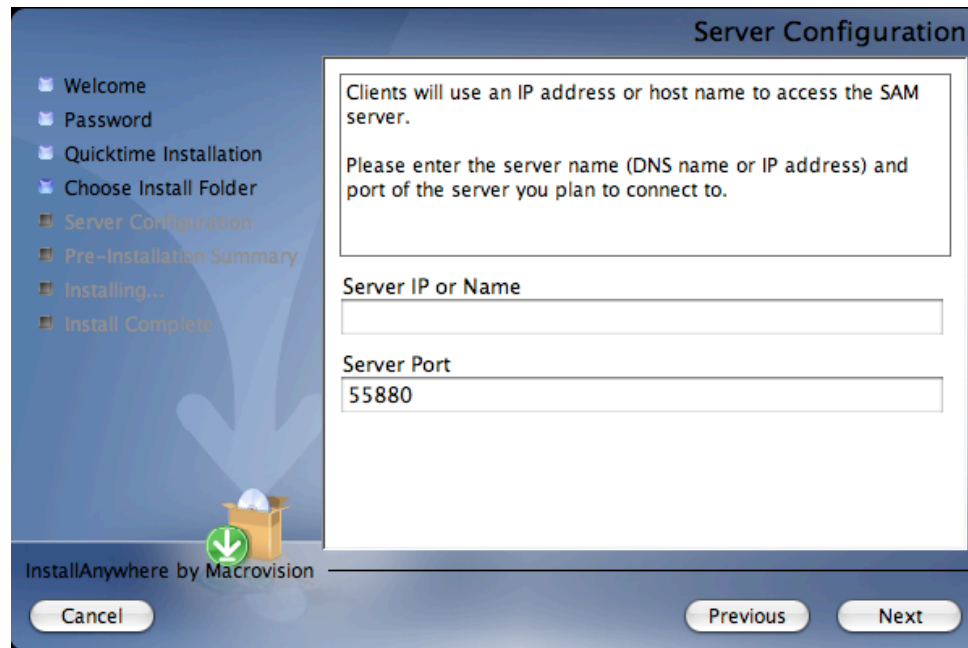
- This opens the **Select a Folder** window. Find the desired folder and click **OK** (or **Open** for Macintosh computers). The **Choose Install Folder** screen reappears with the new folder selected. Choose a directory on the local computer or on another computer on the network to install the Client components remotely.

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

Click **Next** to continue.

## Server Configuration Screen

The SAM Client computer needs to know which computer to access in order to communicate with the SAM Server.



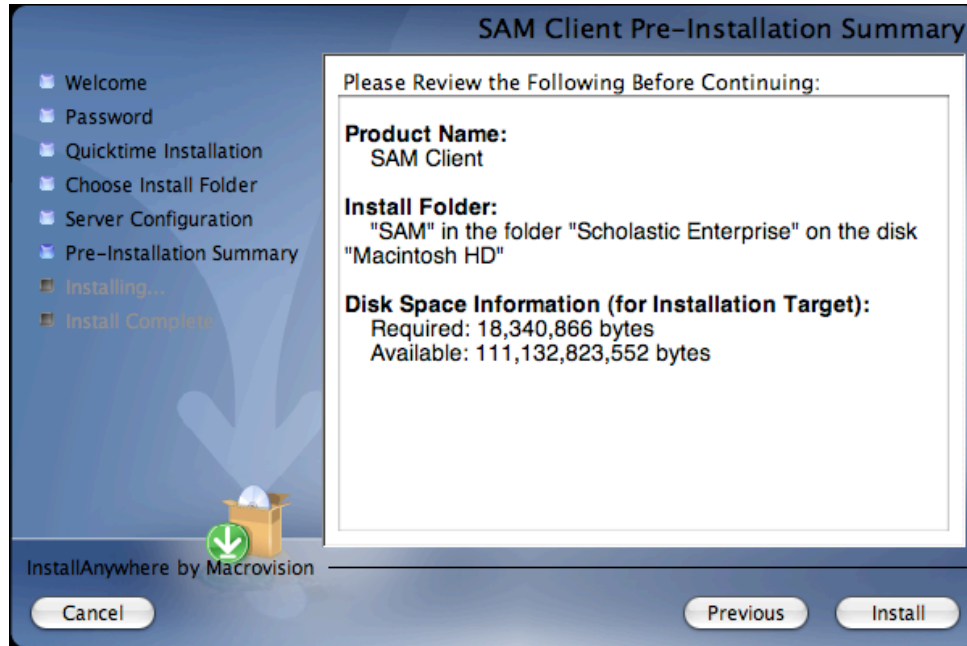
Enter the same IP address or hostname entered in the **Network IP or Hostname** step of the SAM Server installation process (*page 11*).

If the port number was automatically chosen in the **Port Configuration** step in the SAM Server installation process (*page 12*), leave the default value of **55880** here. If the port number was manually entered, enter that new number or hostname in the **Server Port** field here.

When the appropriate IP address (or hostname) and port number are entered, click **Next**.

### Pre-Installation Summary Screen

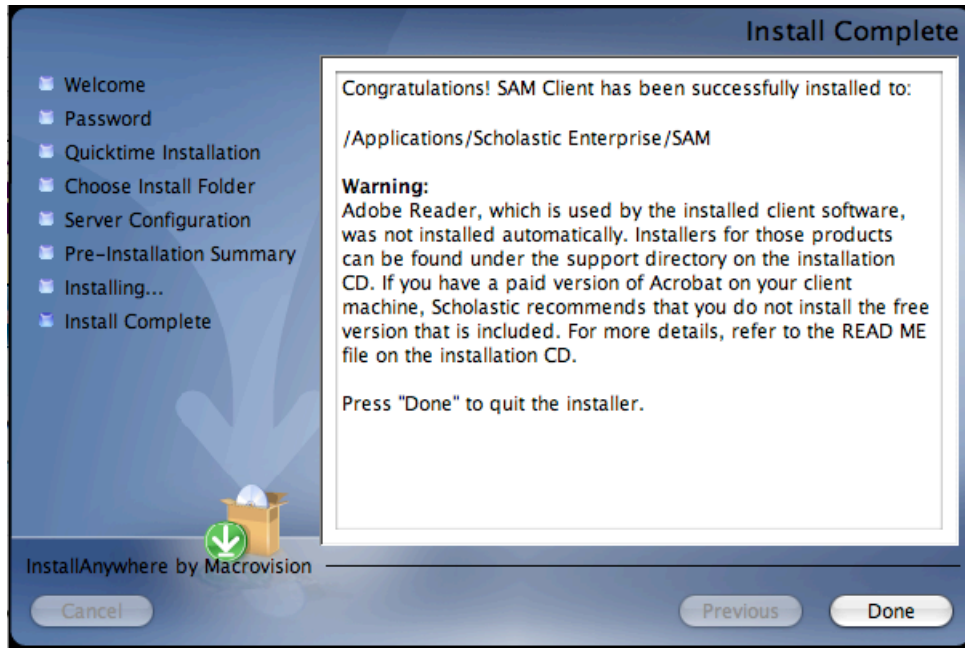
This screen displays the system settings and resources required for the SAM Client installation. Review this screen carefully—particularly the space requirements—to be sure there is adequate server space for the complete installation.



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

### Install Complete Screen

Once all the SAM Client files are installed, the **SAM Client Install Complete** screen appears.



To complete the SAM Client installation process, click **Done**. This closes the installation window. The SAM icon is now visible on the desktop.



### Verifying the SAM Server and Client Installation

To verify that the installation of both the SAM Server and the SAM Client software was successful, sign in to SAM by double-clicking the SAM icon on the desktop to launch the SAM **Sign In** screen.



If this screen appears, then the Client has installed correctly.

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

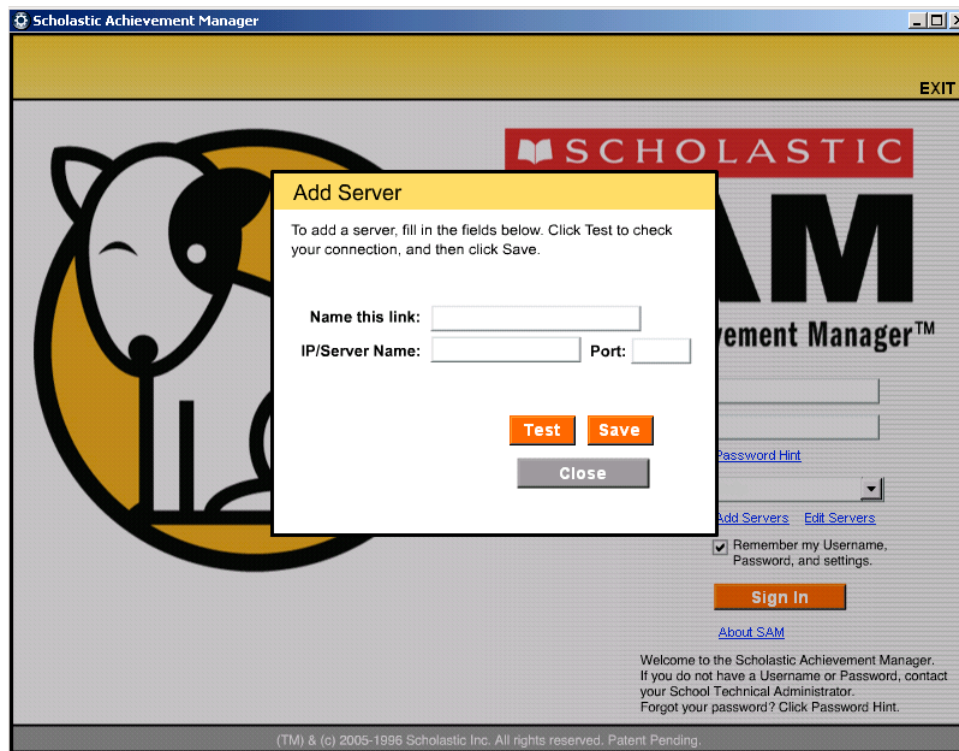


## Add a Server

To make the connection between each SAM Client and the SAM Server, use the **Add Servers** link.

To add a connection to a SAM Server:

1. Click the **Add Servers** link on the **Sign In** screen to open the **Add Server** window.



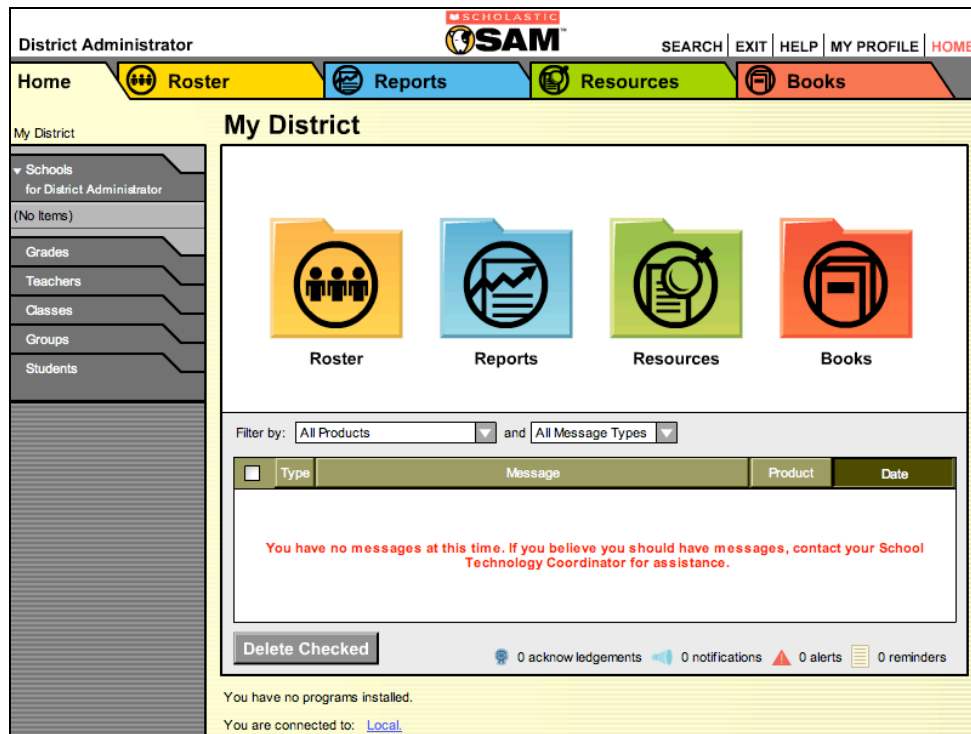
2. In the **Name this link** field, enter a unique bookmark name, such as LINCOLN SCHOOL SERVER, to describe the SAM Server. If a bookmark name already exists, a prompt to choose a different name appears.
3. Enter the SAM Server IP address (or hostname) and the port number from the SAM Server installation process. The default port is **55880**.
4. Test the connection to the server by clicking **Test**.
  - If the test is successful, a **Test Succeeded** notice appears.
  - If a **Test Failed** notice appears, verify the SAM Server IP address and re-enter it. If the IP/Server Name and Port are correct but there is still no connection to the Server, contact Technical Support at 1-800-283-5974.
5. Click **Save** to close the window and return to the **SAM Sign In** screen.

### Signing In to SAM for the First Time

SAM is installed with a temporary Username and Password. The Username is **dadmin** and the Password is **@dm1n**. Use this temporary account to set up the SAM administrator profile.

From the **Sign In** window:

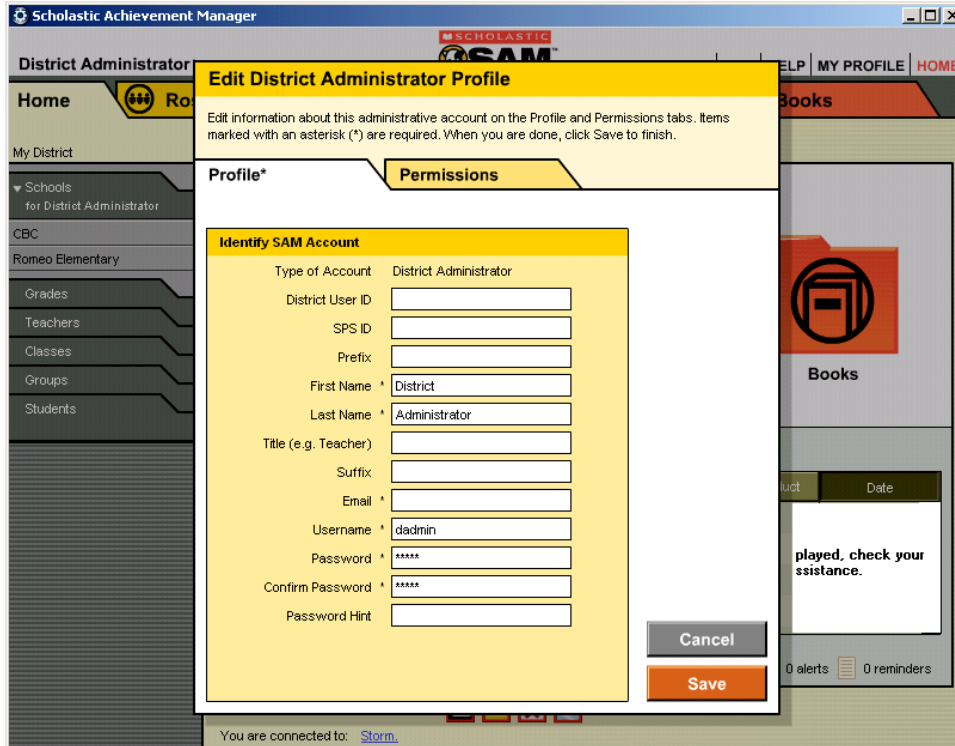
1. Enter **"dadmin"** in the **Username** field.
2. Enter **"@dm1n"** in the **Password** field.
3. Click **Sign In** to open the district administrator Home Page.



## Changing the Username and Password

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

1. Click the **My Profile** link in the upper right corner of the Home Page to open the **Edit District Administrator Profile** window.



Scholastic Achievement Manager

District Administrator

Home

My District

Schools for District Administrator

CBC

Romeo Elementary

Grades

Teachers

Classes

Groups

Students

HELP MY PROFILE HOME

Books

Books

played, check your assistance.

0 alerts 0 reminders

You are connected to: Storm.

**Edit District Administrator Profile**

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

**Profile\*** **Permissions**

**Identify SAM Account**

Type of Account District Administrator

District User ID

SPS ID

Prefix

First Name \* District

Last Name \* Administrator

Title (e.g. Teacher)

Suffix

Email \*

Username \* dadmin

Password \* \*\*\*\*\*

Confirm Password \* \*\*\*\*\*

Password Hint

Cancel

Save

2. Enter the information on the Edit Profile window. Items with an asterisk [\*] are required. Click **Save** to close the Edit Profile window and return to the Home Page.

Use the new Username and Password to sign in to SAM.

## Installing the SRI Server Software

Install the SRI Server on the computer that hosts the SAM Server.

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

To begin installing:

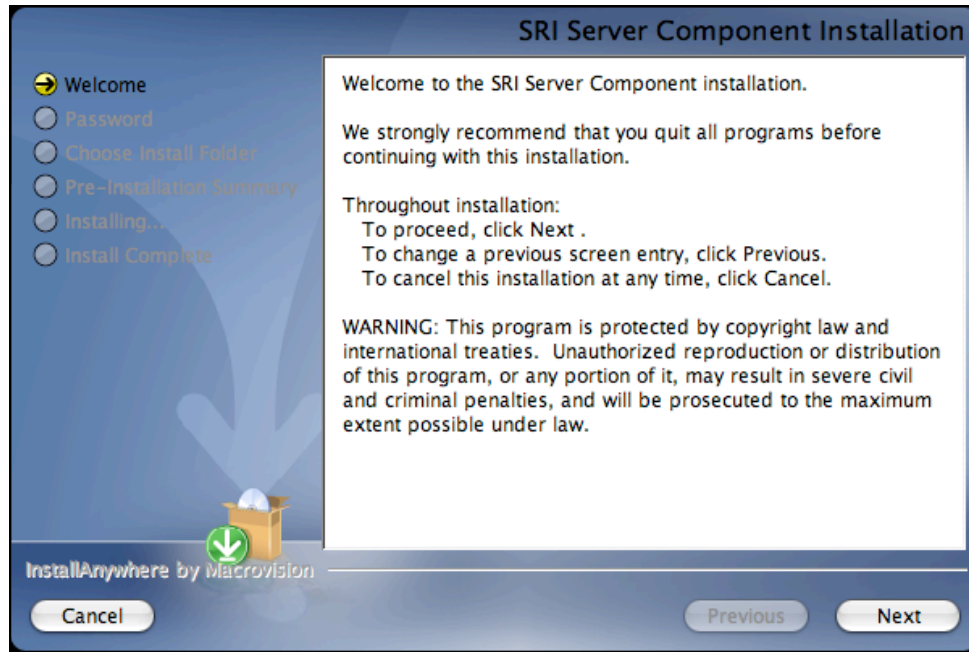
Insert **Disc 3: SRI Server** into the computer's CD-ROM drive. Double-click the **SRI Server** disc on the desktop, then double-click **Install**. A splash screen appears. Click **Install Scholastic Reading Inventory (SRI) Server**. This opens a separate installation window.

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



## Welcome Screen

Clicking **Install SRI Server** opens the Welcome screen.



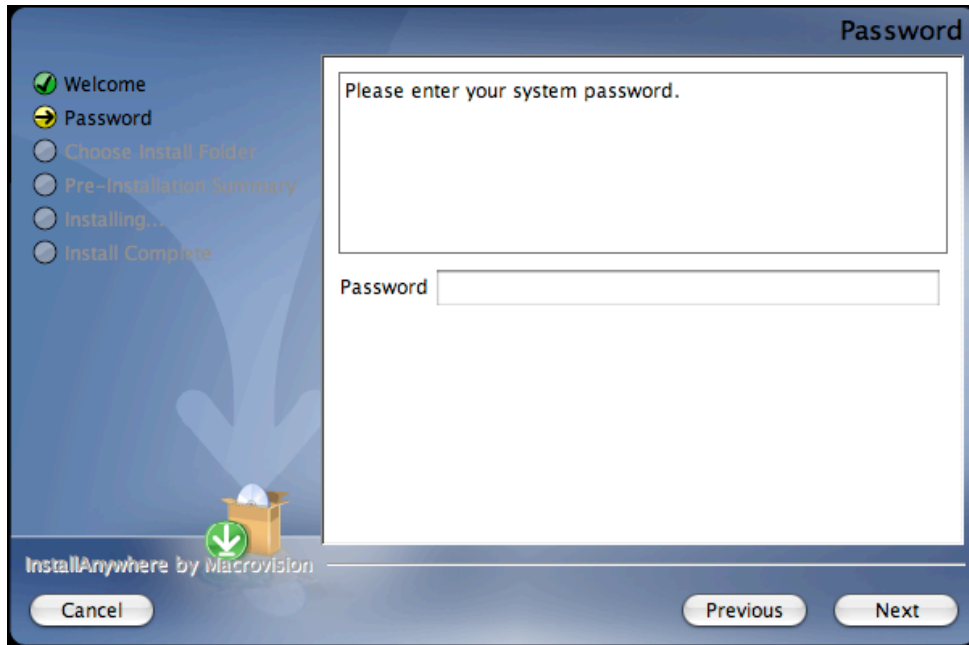
Installation instructions appear on the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- **Next:** Click this to continue the installation;
- **Previous:** Click this to return to a previous screen;
- **Cancel:** Click to exit the installation process at any time.

Click **Next** to continue installation.

### Enter Password Screen

If installing on a Macintosh® server, the **Enter Password** screen appears. If installing on a Windows® server, the **Choose Install Folder** screen, described on the following page, appears.

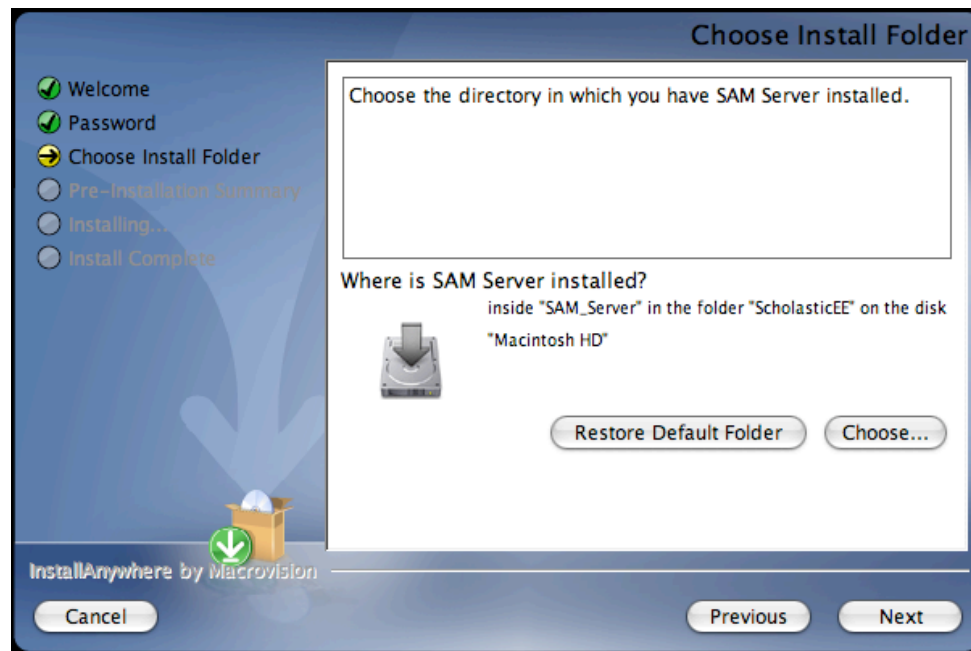


Enter the system administrator password and click **Next**.

## Choose Install Folder Screen

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder where the SRI Server will be installed.

**SCHOLASTIC STRONGLY RECOMMENDS USING THIS DEFAULT FOLDER.**



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

To select a different folder, click **Choose**.

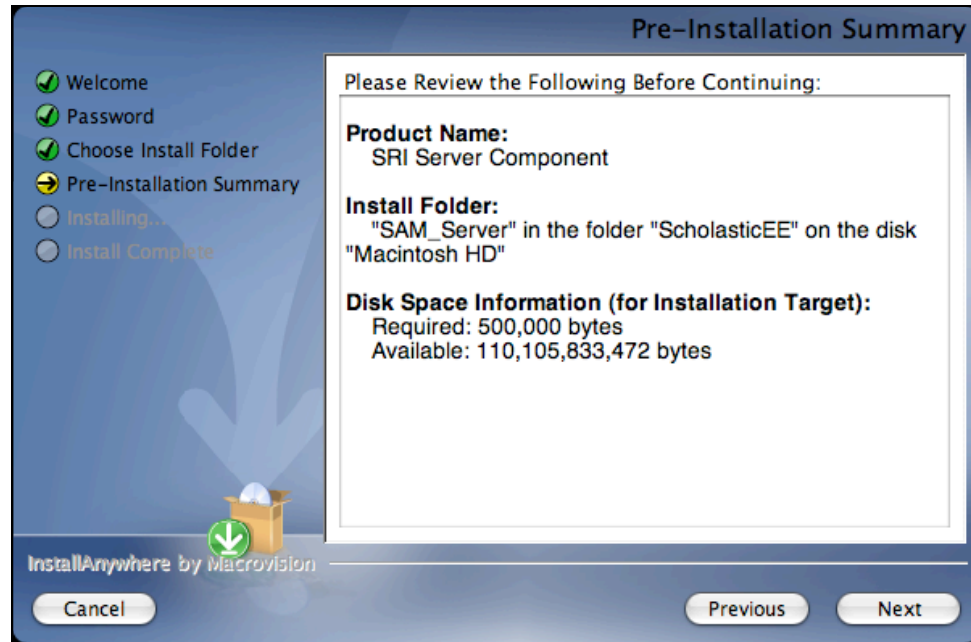
- This opens a **Select a Folder** window. Find the folder to install the software to and click **OK** (or **Open** on Macintosh computers). The **Choose Install Folder** screen reappears with the new folder selected.

**NOTE:** If selecting a folder other than the default option, select that same folder during the **Choose Server Folder** step of Client installation or the install will fail.

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

## Pre-Installation Summary Screen

Review the summary of the choices for the Server installation.



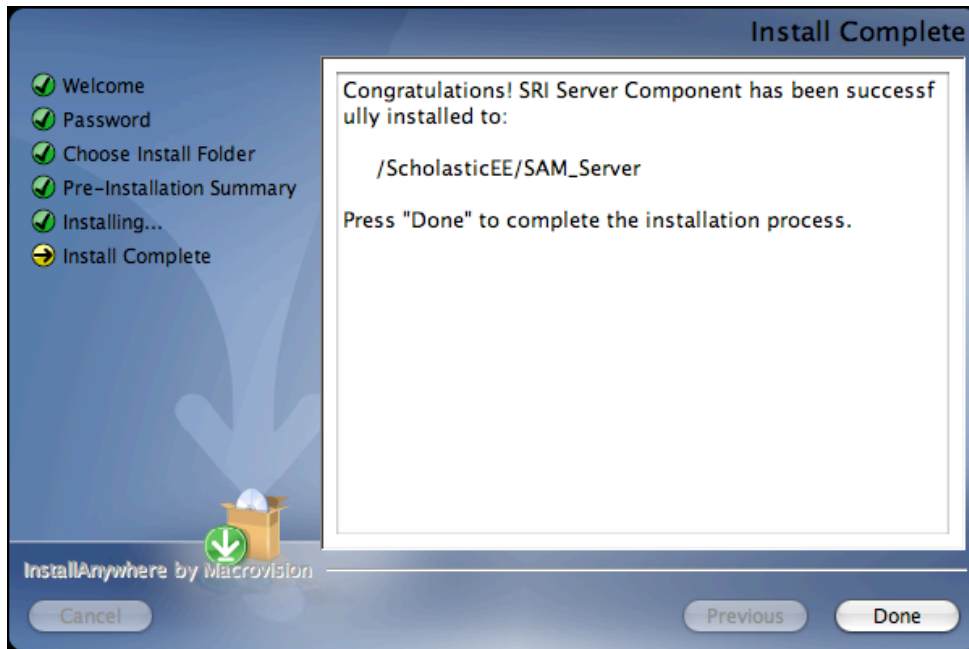
If satisfied with the choices, click **Next**. This installs the Server components onto the computer.

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

**NOTE:** Write down the Install Folder listed to reference it again on the **Choose Server Folder** screen during the Client installation process.



### Server Install Complete Screen



At this point, the Server components are installed. Click **Done** to close the SRI Server installation window and return to the splash screen.

### Installing the SRC! Book Expert Server Components

The SRC! Book Expert components need to be installed in order to use the Book Expert and Quiz Manager in SAM. If the SRC! Book Expert Components have been previously installed as part of the SRC! installation process, these components do not need to be installed from this program.

After completing the SRI Server installation, the program returns to the SRI Server Installation Home screen.



1. Click the **Install SRC! Book Expert Server** button.
2. Follow the instructions on the ensuing screens to install the components; these screens follow the same order as the SRI Server installation process.

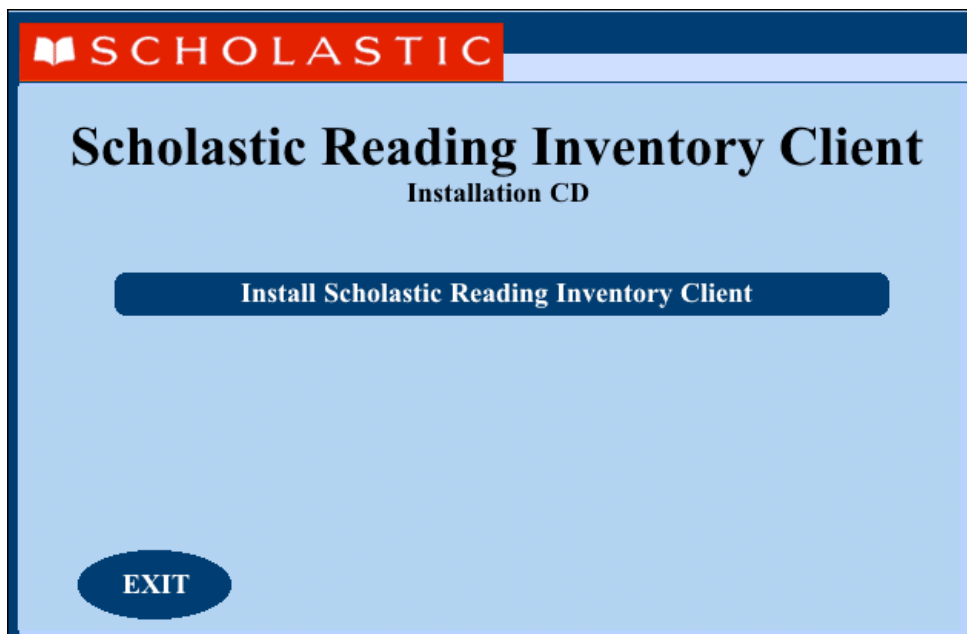
## Installing the SRI Client Software

The SRI Client installation must be performed on each client workstation.

To begin installing:

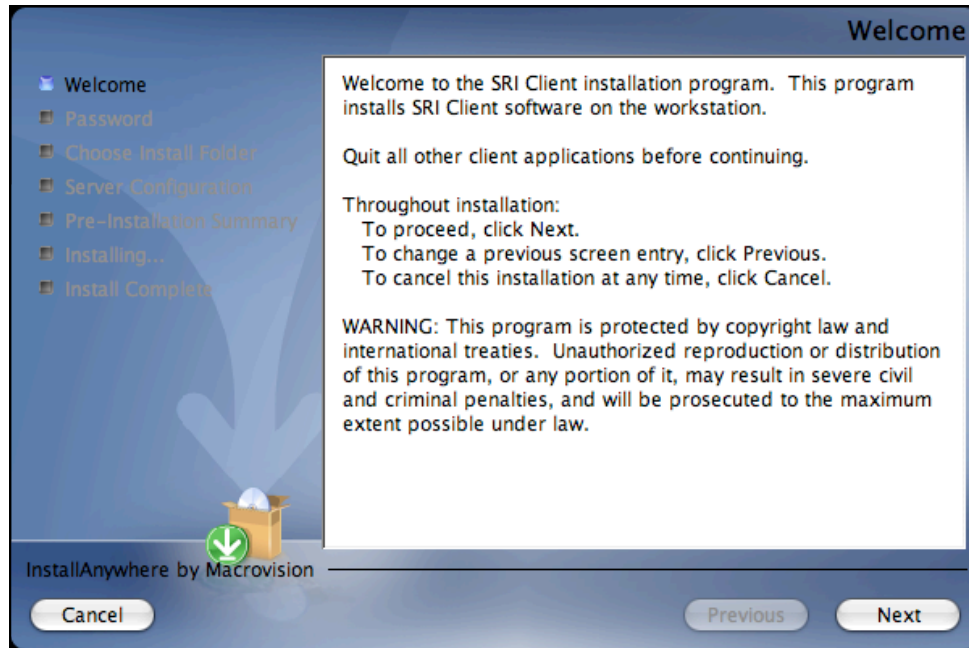
Insert **Disc 4: SRI Client** into the computer's CD-ROM drive. Double-click the **SRI Client** disc on the desktop, then double-click **Install**. A splash screen appears. Click **Install Scholastic Reading Inventory Client**. This opens a separate installation window.

**Windows® Installation Note:** On Windows platforms, the splash screen appears upon installing the CD-ROM.



## Welcome Screen

Clicking **Install Scholastic Reading Inventory Client** opens the **Welcome** screen.



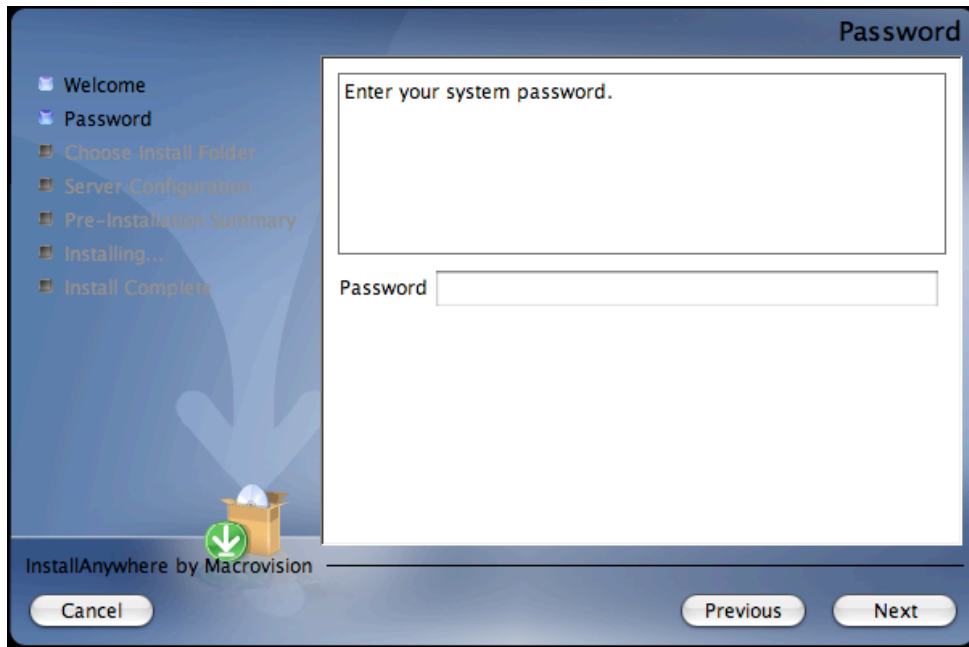
Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- **Next:** Click this to continue the installation;
- **Previous:** Click this to return to the previous screen;
- **Cancel:** Click to exit the installation process at any time.

Click **Next** to continue installation.

### Enter Password Screen

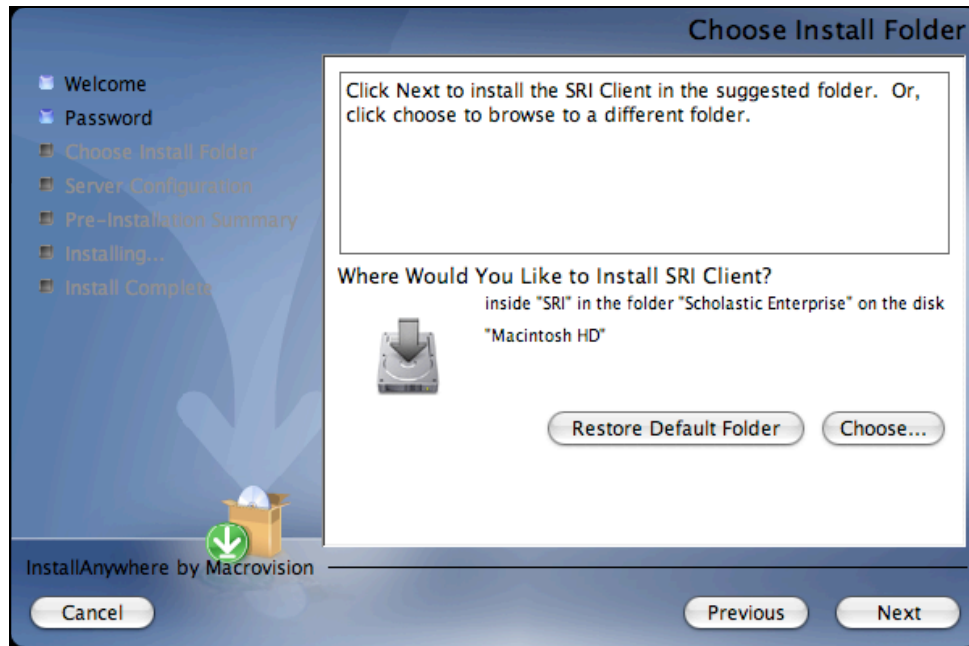
If installing on a Macintosh® server, the **Enter Password** screen appears next. If installing on a Windows® server, the **Choose Install Folder** screen, described on the following page, appears.



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

## Choose the Install Folder Screen

The installation process selects a default directory to install the Client components to. Scholastic recommends choosing the default folder.



Choose the folder where the SRI Client components will be installed.

To select the default folder, click **Next**.

- The default option automatically installs the software to the Macintosh® HD/Applications (Macintosh HD/Scholastic Enterprise/SRI) folder for Macintosh computers or in the Program Files folder (C:\Program Files) for Windows® computers.

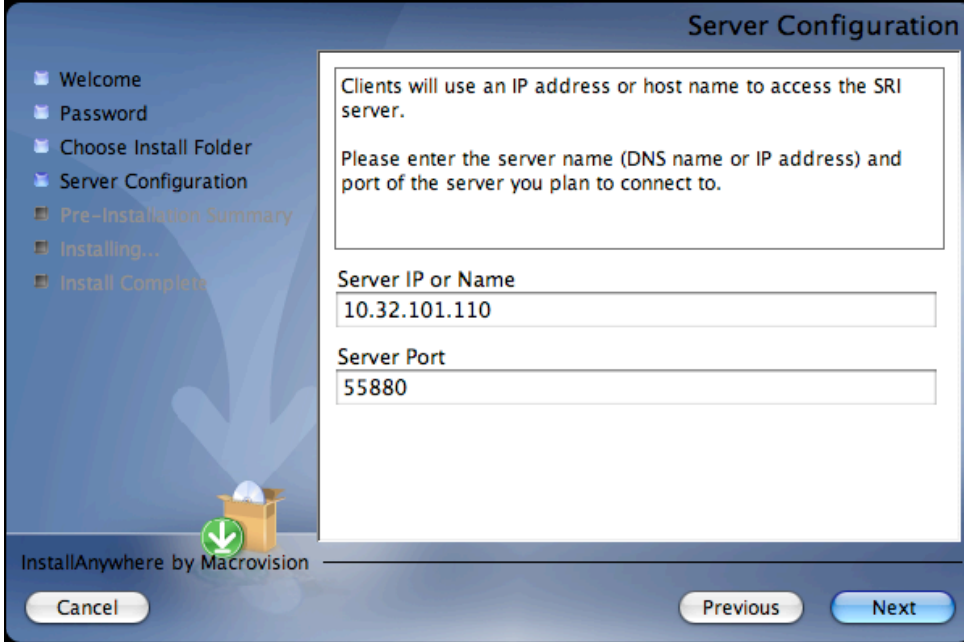
To select a different folder, click **Choose**.

- This opens the **Select a Folder** window. Find the desired folder and click **OK** (or **Open** for Macintosh computers). The Choose Install folder screen reappears with the new folder selected. Choose a directory on the local computer or on another computer on the network to install the client components remotely.

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

## Server Configuration Screen

Choose the folder where the SRI Server components are installed to inform the client workstation where to access the SRI Server.

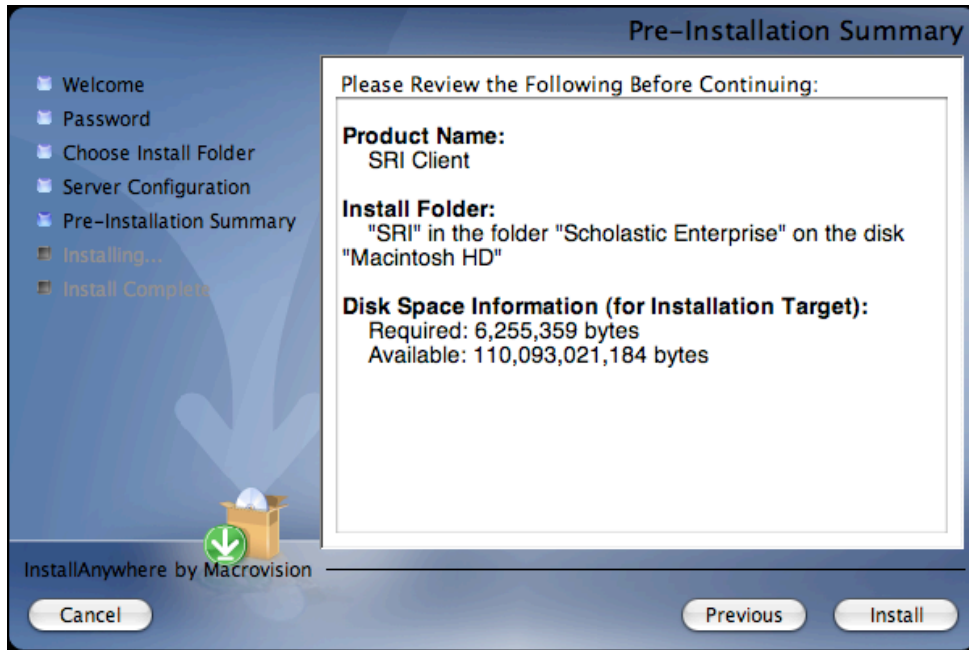


Enter the IP address (or hostname) and the port number for the SRI Server that was entered during the **Network IP or Hostname** step of the SAM Server installation process (*page 11*). If the IP address and/or hostname are incorrect, an error dialogue box appears.

Click **Next** to continue.

### Pre-Installation Summary Screen

Review the summary of choices made for the Client installation.



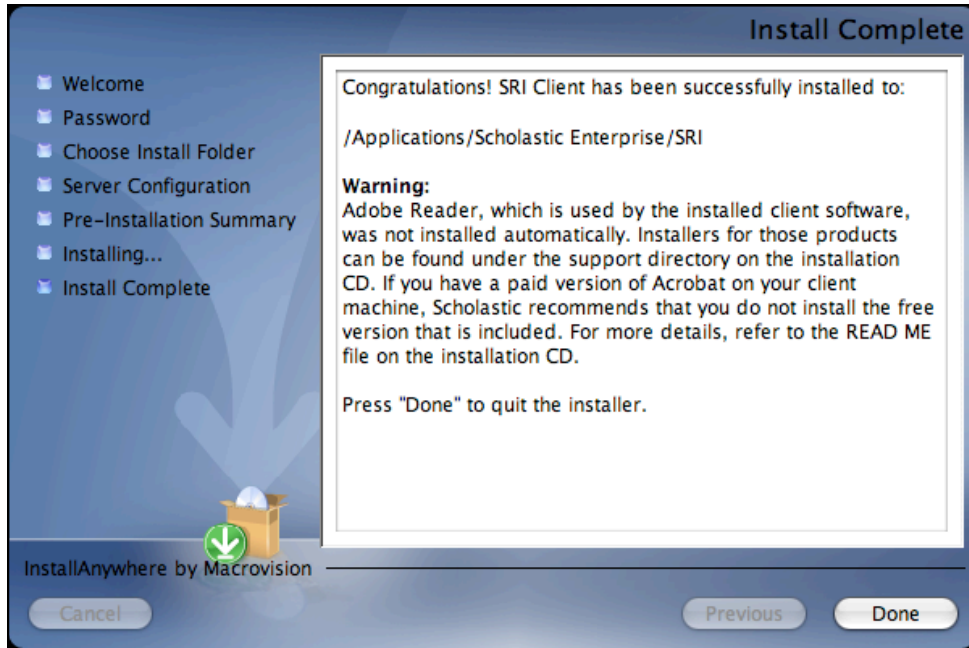
If satisfied with the choices, click **Install**. This installs the Client components into the selected folder.

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



### Client Software Install Complete Screen

At this point, the SRI Client installation is complete.



Click **Done**. This closes the SRI Client installation window and returns the program to the SRI splash screen. Click **Exit** from this screen.

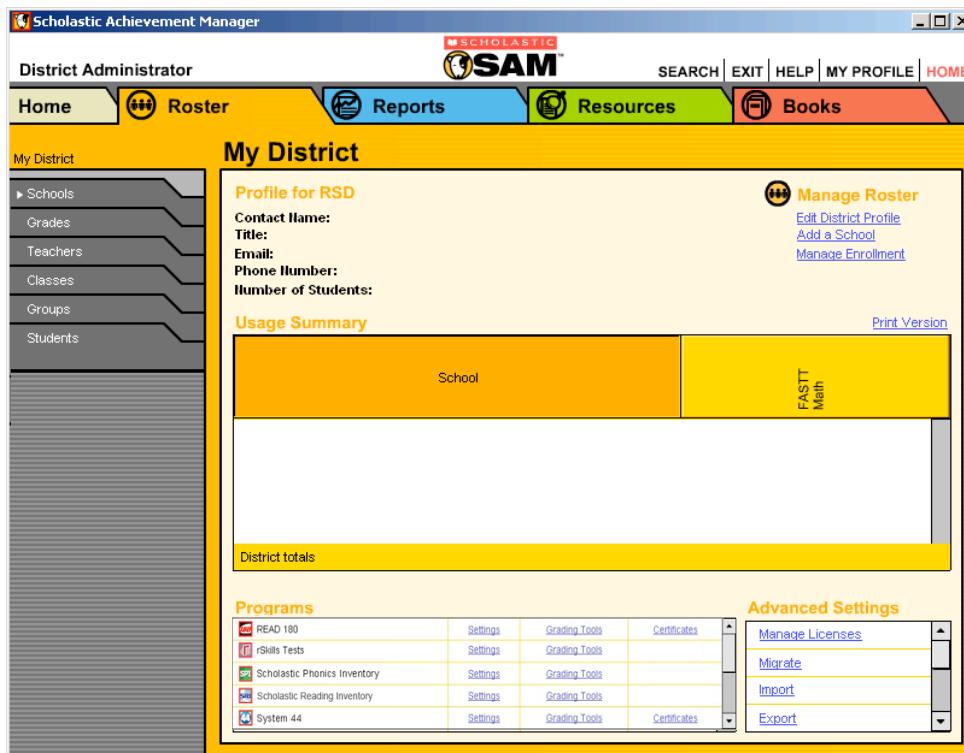
If Adobe® Acrobat is not installed on the client computer, follow the instructions in the READ ME file included in the **support** folder on this installation CD.

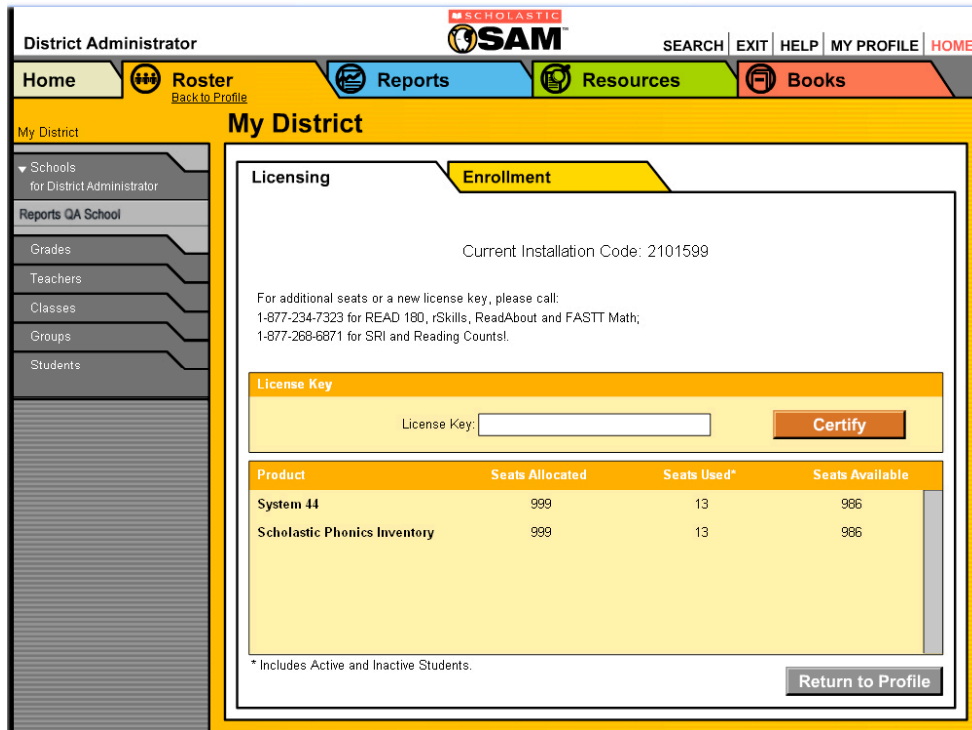
## Initial SAM Setup

### Activating Licenses

After installing all of the Scholastic Suite of programs, activate the licenses to make the programs accessible to students. Licenses may be activated from any workstation with the SAM Client. To activate licenses:

1. Sign in to SAM as an administrator and click the **My District** link at the top of the **SmartBar** to open the **My District** roster screen.





2. On the Roster Tab, click the **Manage Licenses** link under **Advanced Settings** in the lower right corner to open the **Licensing** screen, shown above. This screen displays the Installation Code.
3. Call Scholastic Customer Service at 1-877-234-7323 between 7:00 <sup>A.M.</sup> and 6:00 <sup>P.M.</sup> CST, and provide the representative with the school or district address, zip code, and the installation code.
4. The representative will provide a License Key for each of the Scholastic programs. Enter the License Key and click the **Certify** button to activate the programs for the number of licenses the school or district has purchased.

The SRI software is now installed. See the [Scholastic Reading Inventory Software Manual](#) for instruction on using the program in the classroom and the [SAM Settings and Reports for Scholastic Reading Inventory](#) manual for using SAM to set SRI student settings and generate reports.