

Using Resources in Scholastic Achievement Manager

For use with SAM v1.8.1

Copyright © 2009, 2005 by Scholastic Inc. All rights reserved.

Published by Scholastic Inc.

PDF0011 (PDF)

SCHOLASTIC, SYSTEM 44, SCHOLASTIC PHONICS INVENTORY, SCHOLASTIC ACHIEVEMENT MANAGER, SCHOLASTIC READING COUNTS!, SCHOLASTIC READING INVENTORY, READ 180, READABOUT, FASTTMATH, and associated logos and designs are trademarks and/or registered trademarks of Scholastic Inc. LEXILE and LEXILE FRAMEWORK are registered trademarks of MetaMetrics, Inc. Other company names, brand names, and product names are the property and/or trademarks of their respective owners.



Table of Contents

Overview	3
About SAM About This Manual A Note About Installation A Note About Adobe Acrobat Reader [®]	4 4
Using Resources in SAM	5
Finding the Right Resources Using Quick Search Using Advanced Search Browsing for Resources Searching for State Standards	7 8 9
Viewing, Printing, and Saving a Resource	11
Viewing a Resource Printing and Saving Resources	11 11



Overview

About SAM

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

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

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

SAM also supports teachers and administrators by:

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



About This Manual

This manual covers getting started in SAM and setting up accounts at the district and school level. For other reference issues, see the guide below. All manuals are available at the <u>Scholastic Technical Support Web site</u>.

For information on:	See:
Specific settings and reports for	Settings and Reports manual for the
Scholastic EE programs	specific Scholastic program.
Getting started in SAM and setting up	Getting Started with
accounts at the district and school level	Scholastic Achievement Manager
Adding and enrolling students in SAM	Enrolling and Managing Students Using Scholastic Achievement Manager
SAM Resources	Using Resources in
	Scholastic Achievement Manager
The Book Expert	Using the Book Expert in
	Scholastic Achievement Manager

A Note About Installation

The school or district Technical Administrator installs and sets up SAM and the Scholastic programs purchased by the school. For information about the installation process, see the *Installation Guide* on the <u>Scholastic Technical Support Web site</u> for the specific program.

A Note About Adobe Acrobat Reader®

SAM requires Adobe Acrobat Reader to work correctly. Acrobat Reader is included in the installation package; however, the installation process does not automatically install the program.

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* 44TM installation CD.



Using Resources in SAM

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

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

Teachers may print resources for use in classroom instruction, with individual students, for professional development needs, or for help implementing Scholastic programs. Resources can be used for the following purposes:

- For classroom instruction: lessons, graphic organizers, assessment, and passages;
- For individual students: practice pages/BLMs, speed drills, certificates, homework, rubrics, passages, and other resources depending on the Scholastic program;
- For professional development: scholarly articles on theory and practice of education, access to state standards, and correlation of standards to Scholastic programs.

Teacher Tip

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



Finding the Right Resources

District Adm	ninistrator		SAM SE	ARCH EXIT HELP MY PROFILE HOME
Home	🗰 Roster	Reports	Resources	Books
		Enter the Keyword of t	he Resource you are looking fo	r. 60
	To searc	h for Resources, brow se for Resourc Program: Choose		choose a program.

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

The Resource Finder has the following features to narrow searches:

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

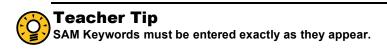


Using Quick Search

District Admini	strator			SEARCH EXIT HELP MY P	
Home	Boster	Preports Reports	Resour	ces 🕞 Books	
	SAI	Enter the Keyw ord of the Keyword of the Keyword: diphthong	ne Resource you are looki	ng for.	
	To search for Re	sources, brow se for Resourc		first choose a program.	

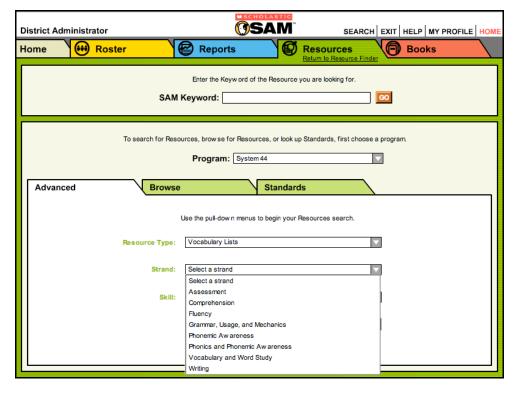
Scholastic print-based teacher materials and practice pages have SAM Keywords associated with them. Use SAM Keywords in the **SAM Keyword Search** to access printable PDF files of these materials and activities for classroom use.

To use **Quick Search**, type a SAM Keyword in the **SAM Keyword** field at the top of the Resource Finder's main display and click **Go**. Results are automatically displayed in the **Resource Results** screen. Click the **Resource Name** links to view PDF files of resources.





Using Advanced Search



The **Resource Finder** also has an **Advanced Search** that allows searches for materials using more specific criteria. Click the **Advanced** tab to use the Advanced Search feature.

To use Advanced Search:

- 1. Select a program from the **Program** pull-down menu. This causes the screen to refresh and the three Search Tabs to appear. Make sure the **Advanced** tab is visible.
- **2.** Use the pull-down menus to select the desired resource criteria. Drop-down menu choices will differ, depending on the program selected.
- 3. Click **Go** to search using the selections. The **Resource Results** screen is displayed. Click the **Resource Name** links to view PDF files of resources.

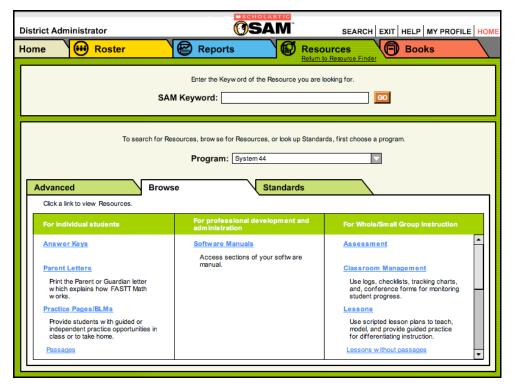


Teacher Tip

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



Browsing for Resources



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

- For Whole- and Small-Group Instruction: Browse lessons, practice pages/BLMs, certificates, and program-specific resources.
- For individual students: Browse resources associated with studentintensive, specific instruction, such as Vocabulary Lists.
- Professional Development: Provides access to scholarly articles on theory and practice of education.

To browse for resources:

- 1. Select a program from the **Program** pull-down menu.
- 2. Click the **Browse** tab.
- **3.** Click any resource type listed on the **Browse** tab. Results appear automatically in the **Resource Results** screen. Click the link to view a PDF of the search result.



Searching for State Standards

District Administrator	SAM	SEARCH EXIT HELP MY PROFILE HOME
Home 🗰 Roster	Reports	sources
SAI	Enter the Keyw ord of the Resource you an	
To search for Re Advanced Brows	sources, brow se for Resources, or look up Stan Program: System 44 Se Standards	dards, first choose a program.
Choose a state:	Use the pull-dow n menus to select your state and Grade:	l grade.

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

To search for state standards:

- 1. Select a program from the **Program** pull-down menu.
- 2. Click the Standards tab.
- **3.** Use the pull-down menus to limit the standards search by state and grade.
- 4. Click **Go** to view a list of correlations documents in the **Standards Results** screen.



Viewing, Printing, and Saving a Resource

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

Viewing a Resource

			#SCHOLASTIC			_
District Admi	Resour	ce Search Results				
Home	Click a li	Click a link below to open a Resource. You can sort Resources by each of the column headings.				
		Resource Name	Resource Type	Program	Grade/Level	
	Dow nload	Success Passage 19: Shark Attack! Use this passage to provide fluency for students w ho have view ed the Success Video, Shark Attack!	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	
Advanced	Dow nload	Success Passage 1: Bats Do That? Use this passage to provide fluency for students w ho have view ed the Success Video, Bats Do That?	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	
	Dow nload	Success Passage 20: A Born Winner Use this passage to provide fluency for students w ho have view ed the Success Video, A Born Winner.	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	
	Dow nload	Success Passage 21: Get Down and Clown Use this passage to provide fluency for students who have view ed the Success Video, Get Down and Clow n.	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 ▼	
		R	esults 1 through 25 of 25	1	Close	

To view a PDF resource from the **Resource Results** screen:

- 1. Click the Resource Name, Resource Type, Program, or Grade/Level columns to re-sort the search results.
- 2. Click the **Download** link next to any resource to download or open a PDF of the Scholastic resources found in the search. The PDF file can then be saved to the computer's hard drive and printed out.

Some report PDFs have a green "R" icon. Click this icon to search for resources associated with the relevant program or skill.

Printing and Saving Resources

Resource reports are PDF format. Use Adobe software (*page 4*) to save the PDF to the computer, and to print out the report.