



Using Resources in Scholastic Achievement Manager

For use with SAM v1.8.1

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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.



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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 [Scholastic Technical Support Web site](#).

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

A Note About Installation

The school or district Technical Administrator installs and sets up SAM and the Scholastic programs purchased by the school. For information about the installation process, see the *[Installation Guide](#)* on the [Scholastic Technical Support Web site](#) 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 44™* 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

The screenshot shows the SAM interface with the 'Resources' tab selected. The top navigation bar includes 'District Administrator', 'SCHOLASTIC SAM', and links for 'SEARCH', 'EXIT', 'HELP', 'MY PROFILE', and 'HOME'. Below this, a secondary navigation bar has 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The main content area has a search section with the text 'Enter the Keyword of the Resource you are looking for.' and a 'SAM Keyword:' input field with a 'GO' button. Below that, it says 'To search for Resources, browse for Resources, or look up Standards, first choose a program.' and features a 'Program:' dropdown menu with the text 'Choose your 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

The screenshot shows the Scholastic SAM interface. At the top, there is a navigation bar with the following elements: "District Administrator" on the left, the "SAM" logo in the center, and "SEARCH", "EXIT", "HELP", "MY PROFILE", and "HOME" on the right. Below this is a secondary navigation bar with tabs for "Home", "Roster", "Reports", "Resources", and "Books". The "Resources" tab is highlighted. The main content area contains a search form with the text "Enter the Keyword of the Resource you are looking for." and a text input field labeled "SAM Keyword:" containing the text "diphthong". To the right of the input field is a "GO" button. Below the search form is a dropdown menu labeled "Program:" with the text "Choose your program" and a downward arrow.

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.



Teacher Tip

SAM Keywords must be entered exactly as they appear.



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

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

Home Roster Reports Resources Books

Return to Resource Finder

Enter the Keyword of the Resource you are looking for.

SAM Keyword: GO

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

Program: System 44

Advanced Browse Standards

Click a link to view Resources.

For individual students	For professional development and administration	For Whole/Small Group Instruction
Answer Keys Parent Letters Print the Parent or Guardian letter which explains how FASTT Math works. Practice Pages/BLMs Provide students with guided or independent practice opportunities in class or to take home. Passages	Software Manuals Access sections of your software manual.	Assessment Classroom Management Use logs, checklists, tracking charts, and conference forms for monitoring student progress. Lessons Use scripted lesson plans to teach, model, and provide guided practice for differentiating instruction. Lessons without passages

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 student-intensive, 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

The screenshot shows the SAM web interface. At the top, there is a navigation bar with 'District Administrator' on the left and 'SEARCH | EXIT | HELP | MY PROFILE | HOME' on the right. Below this is a secondary navigation bar with tabs for 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The 'Resources' tab is active, and a 'Return to Resource Finder' link is visible. The main content area has a search bar with the text 'Enter the Keyword of the Resource you are looking for.' and a 'SAM Keyword:' input field with a 'GO' button. Below the search bar, there is a message: 'To search for Resources, browse for Resources, or look up Standards, first choose a program.' followed by a 'Program:' dropdown menu set to 'System 44'. There are three tabs: 'Advanced', 'Browse', and 'Standards'. The 'Standards' tab is selected. Below the tabs, there is a message: 'Use the pull-down menus to select your state and grade.' followed by a 'Choose a state:' dropdown menu with a list of states (AK, AL, AR, AS, AZ, CA, CO) and a 'Grade:' dropdown menu with a 'GO' button.

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

Resource Name	Resource Type	Program	Grade/Level
Download Success Passage 19: Shark Attack! Use this passage to provide fluency for students who have viewed the Success Video, Shark Attack!	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Download Success Passage 1: Bats Do That? Use this passage to provide fluency for students who have viewed the Success Video, Bats Do That?	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Download Success Passage 20: A Born Winner Use this passage to provide fluency for students who have viewed the Success Video, A Born Winner.	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Download Success Passage 21: Get Down and Clown Use this passage to provide fluency for students who have viewed the Success Video, Get Down and Clown.	Practice Pages/BLMs	System 44	Grades 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Results 1 through 25 of 25

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.