



SAM  
Settings and Reports  
for



*System 44*

For use with System 44 v1.0 and SAM v1.8.1

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## Overview

*System 44* is a comprehensive reading intervention program designed for our most challenged students. The program's sophisticated software has been designed based on scientific research in reading instruction in order to help students become confident, successful readers.

The Scholastic Achievement Manager (**SAM**) is the learning management system for Scholastic software programs, such as *System 44* and *Scholastic Phonics Inventory™* as well as *READ 180®*, *Scholastic Reading Inventory™*, and *Scholastic Reading Counts!®* SAM collects and organizes software performance data 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 program settings to meet individual needs.

SAM also supports teachers and administrators by:

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



## About This Manual

This manual is designed to provide both teachers and administrators with quick, easy-to-use steps on how to effectively use the Scholastic Achievement Manager (SAM) with *System 44*. It explains how to manage rosters, change program settings, and run reports.

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

For more information on *System 44* and SAM, consult this chart to find the right resource. All manuals are available at the [Scholastic Technical Support](#) Web site.

<b>For information on:</b>	<b>See:</b>
Using the <i>System 44</i> software	<a href="#">System 44 Software Manual</a>
Installing the <i>System 44</i> software	<a href="#">System 44 Installation Guide</a>
Getting started in SAM and setting up accounts at the district and school level	<a href="#">Getting Started with Scholastic Achievement Manager</a>
Adding and enrolling students in SAM	<a href="#">Enrolling and Managing Students Using Scholastic Achievement Manager</a>
SAM Resources	<a href="#">Using Resources in Scholastic Achievement Manager</a>
The Book Expert	<a href="#">Using the Book Expert in Scholastic Achievement Manager</a>
Setting up a SAM Data Aggregation Server	<a href="#">SAM Data Movement Manual</a>

## A Note About Moving SAM Data

There may be occasions when it is necessary to move student, class, or other profile data from one SAM installation to another SAM installation (say if a student graduates or moves to another school or moves to another district). **Administrator permissions are required to perform this operation.** See the [SAM Data Movement Manual](#) for more information.



## System 44 Program Settings

System 44 teachers may use SAM to manage their classes, monitor student progress and performance, and plan instruction. Teachers may also use SAM to:

- Set global settings or settings tailored to the needs of individual students;
- Check students' status in the System 44 student application and monitor student software usage;
- Plan data-driven instruction;
- Evaluate fluency recordings from the software;
- Print certificates;
- Run reports with statistical breakdowns of students' scores and summaries of their strengths and weaknesses.

District Administrator

SEARCH | EXIT | HELP | MY PROFILE | HOME

Home | Roster | Reports | Resources | Books

My District

▼ Schools for District Administrator

- Bellhorn High School
- READ 180 Marketing
- S44 Content Testing Academy

Grades

Teachers

Classes

Groups

Students

Roster | Reports | Resources | Books

Filter by: All Products and All Message Types

<input type="checkbox"/>	Type	Message	Product	Date
<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

Delete Checked

0 acknowledgements | 2 notifications | 0 alerts | 0 reminders

You have these programs installed:

You are connected to: [Staging/Demo Server](#)

Access students' profiles and System 44 Program Settings from the **Roster** screen in SAM. To access the Roster screen, click the **Roster** icon on the SAM Home Page or the **Roster** tab along the top of any SAM screen.



## Usage Summary

**Sexton, Laura**

**Profile for Sexton, Laura**  
 Grade: Sixth grade  
 Username: laura

**Usage Summary**

System 44		
Current Series/Topic	N/A	
Date Started System 44	N/A	
Average Daily Use of System 44 Minutes	N/A	
No. of Topics Mastered	0	

Scholastic Phonics Inventory		
Decoding Diagnosis	N/A	
Number of Tests Taken	N/A	
Recommended Placement	N/A	
Date Of Last Test	N/A	

**Programs**

Program	Settings	Grading Tools	Certificates
System 44	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Phonics Inventory	<a href="#">Settings</a>		
Scholastic Reading Counts!	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Reading Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

Use the **Usage Summary** on a student’s Profile screen to view a summary of student progress in *System 44*. To access the Usage Summary, click the **Roster** tab and double-click the student in the **SmartBar**. The *System 44* Usage Summary displays the following information:

**Current Series and Topic:** The number of the Series and the name of the Topic that the student is currently studying.

**Date Started System 44:** The date that the student first logged in to *System 44*.

**Average Daily Use of System 44 Minutes:** The average time spent in the application for those days that the student actually logged in to *System 44*.

**Topics Mastered:** The number of Topics for which the student has demonstrated proficiency. Students placed in Series 4 based on their SPI performance receive credit for having mastered previous Topics.



## Enrolling Students in System 44

The screenshot displays the SAM interface for a District Administrator. The top navigation bar includes 'Home', 'Roster', 'Reports', 'Resources', and 'Books'. The left sidebar shows a tree view of the district structure, including 'My District', 'Schools', 'Grades', 'Teachers', 'Classes', 'Groups', and 'Students'. The main content area is titled 'Third Period' and 'System 44 Program Settings'. It features two tabs: 'Settings' and 'Enrollment'. The 'Enrollment' tab is selected, showing a table of students with checkboxes for enrollment. The table lists students like Abanto, Lesly, Abercrombie, Craig, Aguilir, Juan, Aguirre, Bryan, Aguirre, Jesus, and Davidson, Joanne1. A 'Total seats remaining' of 930 is shown at the bottom of the table. There are buttons for 'Cancel', 'Cancel & Return', 'Save', and 'Save & Return' at the bottom of the enrollment area.

Enroll students in a specific program by accessing the **Settings** for that program through SAM.

To enroll students in *System 44*:

1. Open a student Profile screen or a class or group Profile screen by double-clicking the student or class in the **SmartBar**.
2. Click the **Settings** link next to *System 44* in the Programs field.
3. Click the **Enrollment** tab.
4. Use check boxes to enroll or un-enroll students in *System 44*. If enrolling a class or group, use the check box at the top of the column to enroll every student listed at once.
5. Click **Save** to keep enrollment changes and remain on the Enrollment tab, or click **Save & Return** to go back to the **Profile** screen.

Teachers may only enroll students if there are unused *System 44* licenses available. An error message appears if teachers attempt to enroll a student without an available license. Contact the district or school technical coordinator if additional licenses are needed.



## Using System 44 Student Program Settings

The screenshot displays the SAM System 44 Program Settings interface. At the top, there is a navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books' tabs. The 'Roster' tab is selected, showing a list of students under the name 'Abanto, Lesly'. The main content area is titled 'System 44 Program Settings' and is divided into 'Settings' and 'Enrollment' tabs. The 'Settings' tab is active, showing options for Placement and Leveling, Pacing, English Language Learner, and Support. The 'Enrollment' tab is also visible. The interface includes a 'Restore Defaults' button and a 'Cancel & Return' button.

Before students begin *System 44*, teachers may want to individualize students' experiences by adjusting their settings for the program through SAM. Use the Program Settings to:

- Enable or disable automatic placement in *System 44* based on the student's SPI score;
- Change the speed at which students move through the program;
- Provide support for students enrolled in the program as Spanish speakers;
- Enable video captioning for Success videos in *System 44*;
- Enable students to hear audio descriptions of button functionality;
- Enable Fast-Track for students at the end of Topics.

Access the Program Settings features of *System 44* from the **Roster** tab in SAM. To access the *System 44* settings:

1. Double-click the appropriate cohort in the **SmartBar**.
2. Click the **Settings** link for *System 44* on the Roster tab.





## Leveling Options and Placement

These options are only available on the student Profile screen.

- **Enable Automatic Placement:** This choice only affects students the first time that they log into *System 44*. The default option is to automatically place students in *System 44* based on their *Scholastic Phonics Inventory™* results. For more information on placing students in *System 44* through SPI, see the ***Scholastic Phonics Inventory™ Software Manual***.
- **Set Initial Series:** While Scholastic recommends automatic placement based on the SPI assessment results, teachers may choose to start the program at a specific point by selecting the number of the Series where students begin.
- **Enable Fast-Track:** Fast-Track is an assessment that students take when they reach the end of a Series. It measures students' prior knowledge of skills from the upcoming Series. If the student meets strict performance criteria in this assessment, he or she bypasses the next Series entirely. To choose to have this acceleration option available to students, click the **Enable Fast-Track** box. The default choice is **Enable Fast-Track**.

## Pacing Options

These options are only available on the student Profile screen. Three options are available: **Dynamic**, **Standard**, and **Fast**. The default choice is **Dynamic**. **Dynamic** pacing allows *System 44* to change the pacing from **Standard** to **Fast** depending on the student's performance. All students begin on the **Standard** pace and move to a **Fast** pace when they demonstrate consistent proficiency with a single cycle of Topics. Change the pace manually using the SAM settings. For more details on the differences in pacing, see the *System 44 Screening, Assessment, and Reporting Guide*.

## English Language Learner Options and Support Options

These options are available on the student, group, class, and teacher Profile screens. If making selections by group or class, the settings apply to every student belonging to that selection and override previous selections.

- **Spanish Support:** This activates the **Español** button that appears in the student application for students enrolled in *System 44* as Spanish speakers.
- **Enable Video Captioning:** This option presents text captions to accompany the video in the Success strand.
- **Enable Button Rollover:** This option allows students to hear an audio description of a button whenever they run their mouse pointer over it.



## Using the System 44 Grading Tool

The screenshot shows the SAM interface for a District Administrator. The top navigation bar includes Home, Roster, Reports, Resources, and Books. The main content area is titled "Abanto, Lesly" and displays the student's profile, including their grade (Seventh grade) and username (Labanto). Below the profile is a "Usage Summary" section with a list of programs: READ 180, ReadAbout, System 44, and Scholastic Phonics Inventory. At the bottom, there is a "Programs" table with columns for program name, Settings, Grading Tools, and Certificates.

Program	Settings	Grading Tools	Certificates
System 44	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Phonics Inventory	<a href="#">Settings</a>		
Scholastic Reading Counts!	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	<a href="#">Certificates</a>
Scholastic Reading Inventory	<a href="#">Settings</a>	<a href="#">Grading Tools</a>	

The **System 44 Grading Tool** tracks and scores students' progress through the program, culminating in their recording in the Success strand.

To access the *System 44* Grading Tool in SAM:

1. Double-click a student name in the **SmartBar** to open that student's Profile screen on the **Roster** tab.
2. Click the **Grading Tools** link next to the *System 44* icon in the **Programs** menu in the lower left corner of the screen.

The *System 44* Grading Tool screen has two sections:

- **Select Recording** allows teachers to choose among the many recordings a student has made using the *System 44* student application;
- **Rate Recording** allows teachers to grade the selected recording.

Access the Grading Tool for a different student by double-clicking that student's name in the **SmartBar** with the grading tool opened.



The screen is divided into two sections:

**Select Recording:** This section lists each of the recordings that the student has made in the Success strand, with the most recent recording at the top of the list. Select any recording in the list for review and evaluation, or sort the list by clicking the column headings. Recordings may also be deleted by clicking the Remove link for that recording.

**Grade Recording:** Select a recording, then listen to it by clicking the Play button. To rate the recording, choose one of the following six ratings:

1. Beginning Fluency
2. Emerging Fluency
3. Developing Fluency
4. Proficiency Fluency
5. Strong Fluency
6. Exemplary Fluency

Enter and save notes about student recordings in the text field to the right.



**Teacher Tip**

Sort student recordings by Date and check the Rating column to see if students have improved their reading grades over time.



## Certificate Manager

**Certificate Manager**

Select a Certificate

Select a program certificate: -- Certificate Name --

Enter a custom message:

Line 1:

Line 2:

Line 3:

Line 4:

Check the appropriate box or boxes to create the desired number of certificates. To create a certificate with no printed name, leave all boxes unchecked.

<input type="checkbox"/>	Name	Grade	Lexile® Score	READ 180 Level	Books Read	Points Earned
<input type="checkbox"/>	Lesly Abanto	7	N/A	N/A	N/A	N/A

Cancel      Return to Profile      Print Preview (PDF)

Access the **Certificate Manager** from any link in the **SmartBar**. In *System 44*, a certificate template may be modified and customized for any student achievement that should be recognized.

To access the *System 44* Certificate Manager:

1. Double-click a student, class, or group in the **SmartBar** to open the Profile screen.
2. Click the **Certificate** link next to the *System 44* icon in the Programs menu in the lower part of the screen.

Enter the message to appear on the certificate in Lines 1 through 4.

The panel at the bottom of the screen lists every student, class, or group associated with the **SmartBar** selection. Choose the selections that are to receive a certificate and click **Print Preview**. This opens a PDF of the certificate in the computer's default Web browser.



## **System 44 Reports**

*System 44* reports are generated by SAM and provide detailed information about students' progress in word recognition, spelling, comprehension, and word strategy skills. Reports also help monitor student progress, check software usage, plan instruction, and diagnose student needs, as well as help target instruction for students, assess strengths and weaknesses, and motivate students. They also facilitate administrative and management tasks and help communication with parents and guardians.

When students work in Scholastic programs, SAM saves their results to the SAM database. Each Scholastic program has a collection of reports that efficiently organizes this data. Teachers may run reports for any Scholastic programs the district or school is using.

Information on the data used for the calculations in the reports may be found in the *System 44 Screening, Assessment, and Reporting Guide*.

### **Report Types**

There are six types of reports SAM generates for Scholastic programs:

- **Progress Monitoring:** Reports on skills progress and time spent on various activities let teachers know how individual students, classes, or groups are doing over time.
- **Diagnostic:** Reports on students' strengths and weaknesses in specific areas help teachers tailor instruction to meet individual needs.
- **Instructional Planning:** These help teachers plan targeted, data-driven instruction. With these reports, teachers may group students by skill needs or according to activities or topics students are working on.
- **Alerts & Acknowledgments:** These reports provide automatic updates via messages to teachers about milestones in students' achievements.
- **School-to-Home:** These are letters to parents or guardians that include student-specific progress information as well as home-involvement suggestions. They are available in English, Spanish, Cantonese, Haitian Creole, Hmong, and Vietnamese.
- **Management:** These reports provide lists of enrolled students and all teachers using Scholastic programs.



### **Teacher Tip**

The icon in the upper left corner of any Reports screen quickly identifies the type of report.

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## Choosing the Right Report

Use the following chart to quickly choose the right report for your needs. The *System 44 Screening, Assessment, and Reporting Guide* also contains detailed information regarding reporting in *System 44* and SAM.

If You Want to Know . . .	Use This Report
. . . which students are the best candidates to use <i>System 44</i>	<b>Screening and Placement Report:</b> see how well each student performed on the <i>Scholastic Phonics Inventory™</i> .
. . . how well students performed in each Topic of the <i>System 44</i> student application	<b>Student Software Performance Report:</b> see specific areas in which students are having problems.
. . . students' reading progress	<b>Reading Progress Report:</b> gives students' scores for each Topic.
. . . how many skills students have mastered	<b>Response to Intervention Report:</b> check how software is helping students master new skills.
. . . which students to target with instruction in specific skills	<b>Differentiated Instruction Grouping Report:</b> tailor lessons to support students who need further instruction.



## Reports Index

The screenshot shows the SAM Reports Index for Maloney, George. The interface includes a navigation menu on the left, a top navigation bar with 'Home', 'Roster', 'Reports', 'Resources', and 'Books', and a main content area titled 'Reports for Maloney, George'. A 'Show:' dropdown menu is open, listing 'All Reports', 'Multi-Classroom Reports', 'Classroom Reports', and 'Student Reports'. Below the menu is a table of reports with columns for 'Type' and 'Date Last Run'. A 'Run Report' button is visible at the bottom right of the report list.

	Type	Date Last Run
<input type="radio"/> Differentiated Instruction Grouping Report	Progress Mon...	
<input type="radio"/> Reading Progress Report	Progress Mon...	
<input type="radio"/> Response To Intervention Report	Progress Mon...	
<b>Scholastic Phonics Inventory</b>		
<input type="radio"/> Screening and Placement Report	Progress Mon...	
<b>Scholastic Reading Counts!</b>		
<input type="radio"/> Award Report	Progress Mon...	
<input type="radio"/> Book Frequency and Rating Report	Instructional ...	
<input type="radio"/> Books Read Report	Progress Mon...	
<input type="radio"/> Books Read Summary Report	Progress Mon...	
<input type="radio"/> Most Frequent Quizzes Report	Instructional ...	
<input type="radio"/> Parent Report I - English	School-to-Home	

The **Reports Index** lists a selection of recommended reports based on a **SmartBar** selection. The Index is organized by Scholastic program, report type, and date last run.

Access the Index by clicking the **Reports** button on the Home Page or clicking the **Reports** tab at the top of any screen. Double-click a student, group, class, teacher, grade, school, or district in the **SmartBar** to show an index of recommended reports for the selection. At the top of the Reports Index, the **Show** drop-down menu provides four options for filtering reports. The Reports Index display changes based on the filter selected. Sort the Index by clicking a column heading:

- **Multi-Classroom Reports** include data collected across several classrooms or schools;
- **Classroom Reports** show reports for students in one or more classes;
- **Student Reports** show reports for individual students;
- **All Reports** show the complete list of reports available for use.



### Teacher Tip

When viewing an on-screen report, make a different selection on the **SmartBar** without going back to the Reports Index.



## Running Reports

**Abanto, Lesly**

Reports for Abanto, Lesly

Show: Student Reports [View Saved Reports](#)

Name	Type	Date Last Run
▶ READ 180		
▶ ReadAbout		
▼ System 44		
<input type="radio"/> Family Report	Progress Mon...	
<input type="radio"/> Student Mastery Report	Progress Mon...	
<input checked="" type="radio"/> Student Software Performance Report	Progress Mon...	

**Time Period**

This Grading Period  
 This School Year

**Additional Settings**  
None

**Report Description**  
This report details an individual student's performance in the System 44 software zones for the current and previous Topics.

**Run Report**

To run a report from the Reports Index:

1. Select the radio button to the left of the chosen report name. Time Period selections appear to the right of the main display.
2. Choose a time period for the report to cover by selecting a radio button from the Time Period list at the right of the screen (this list varies depending on the report and the user's permission level). Choosing **Custom** brings up a calendar tool to choose custom dates from.
3. Click **Run Report** to display the interactive report on screen.

To run the same report for another time period, click the **Time Period** link at the top of the report and use the calendar tool to customize a new time period for the report. Then click **Run Report** to run the same report for the new time period.

To run a single report for a different **SmartBar** selection, double-click the name of another student, group, or class on the **SmartBar** and, if applicable, the report reruns according to the new selection. Some reports are valid for multiple **SmartBar** selections and others are not. If a choice is not applicable for the selection, the Reports Index appears.





## Viewing Reports

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

Home Roster Reports Resources Books

My District

- Schools
- Grades
- Teachers for S44 Content Testing...
- Maloney, George
- Nourse, Hank**
- Classes for Nourse, Hank
  - Fourth Period
  - Third Period
- Groups
- Students for Nourse, Hank
  - Abanto, Lesly
  - Abercrombie, Craig
  - Aguilar, Juan
  - Aguirre, Bryan
  - Aguirre, Jesus
  - Davidson, Joanne1
  - Davidson, Joanne2
  - Davidson, Joanne3
  - Davidson, Joanne4

### Nourse, Hank

#### Reading Progress Report

Time Period: 09/01/08 - 06/30/09

[Using This Report](#) [Save a Copy \(PDF\)](#)  
[Apply Demographic Filter Off](#) [Related Reports](#) [Print Preview \(PDF\)](#)

Student	Status				Usage		Cumulative Performance					
	Current Topic	Topic Name	Scope & Sequence Completed	No. of Topics Completed /160	Median Session Time (Min.)	Total Time (Min.)	Words Read	Decoding Accuracy Score	Decoding Fluency Score	Spelling Score	Comprehension Score	Oral Reading Fluency Recording Score (Out of 6)
Davidson,...	6.1	More ...	23%	36	1486	1486	331	0%	100%	100%	100%	
Davidson,...	1.6	Sight W...	3%	5	158	316	33	0%	100%	100%	100%	
Fromow it...	22.3	Syllabl...	88%	141	4	791	1449	0%	87%	100%	100%	
Fromow it...	25.5	Success	100%	160	1755	3511	1639	4%	90%	100%	100%	
Fromow itz...	6.2	-ng a...	23%	37	4	138	343	0%	100%	100%	100%	
Fromow itz...	14.5	Prefix...	59%	94	5	425	958	0%	100%	100%	100%	
Fromow itz...	25.5	Success	99%	159	15	2705	1639	0%	100%	100%	100%	
Fromow itz...	14.1	Silent ...	56%	90	1	9	899	0%	100%	100%	100%	
Fromow itz...	14.3	More ...	58%	93	13	13	929	0%	100%	100%	100%	
Fromow itz...	25.5	Success	100%	160	2	191	1639	0%	100%	100%	100%	

▶ Indicates below benchmark usage or performance expectations.

Once the report is selected and run, it appears on the screen. Depending on the selected report, several onscreen features may be used to further refine or modify it:

- Clicking the column heads sorts the data. The new sort order is maintained when the report is opened or saved;
- Clicking the **Time Period** link changes the time period of the report;
- Clicking the **Apply Demographic Filter** link launches the demographic filter which displays information for specific groups;
- Clicking **Using This Report** shows ways that the data in the report may be applied;
- Clicking **Related Reports** displays a list of related reports;
- Clicking **Save a Copy (PDF)** allows the report to be saved as a PDF;
- Clicking **Print Preview (PDF)** allows the report to be printed as a PDF.



## Viewing Related Reports

**Related Reports**

The following reports are related to Reading Progress Report:

- System 44 Student Mastery Report:** This report shows an overview of an individual System 44 student's mastery over time in each of the instructional categories.
- System 44 Response To Intervention Report:** Use this report to monitor and compare students performance.

[Return To Report](#)

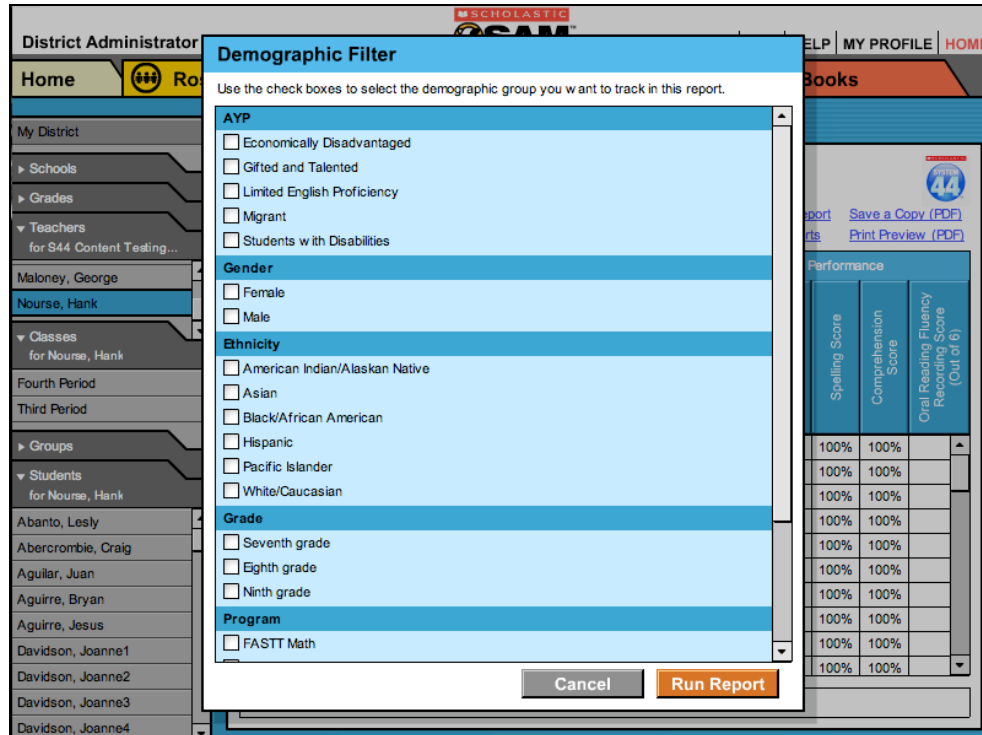
Cumulative Performance									
	Decoding Fluency Score	Spelling Score	Comprehension Score	Oral Reading Fluency Recording Score (Out of 6)					
D	100%	100%	100%						
D	100%	100%	100%						
F	87%	100%	100%						
F	90%	100%	100%						
F	100%	100%	100%						
Fromowitz...	14.5	Prefix...	59%	94	▶ 5	425	958	▶ 0%	100%
Fromowitz...	25.5	Success	99%	159	▶ 15	2705	1639	▶ 0%	100%
Fromowitz...	14.1	Silent ...	56%	90	▶ 1	9	899	▶ 0%	100%
Fromowitz...	14.3	More ...	58%	93	▶ 13	13	929	▶ 0%	100%
Fromowitz...	25.5	Success	100%	160	▶ 2	191	1639	▶ 0%	100%

▶ Indicates below benchmark usage or performance expectations.

For each report, there is a list of Related Reports that Scholastic recommends for further data exploration. To view Related Reports, click the **Related Reports** link in the upper right corner of the Reports screen. This opens the list of Related Reports.



## Using the Demographic Filter



Student profiles contain demographic categories that help districts and schools track, monitor, and demonstrate that they are meeting Adequate Yearly Progress (AYP) goals. The Demographic Filter sorts Multi-Classroom or Classroom report data based on one or more of these demographic categories:

- **AYP criteria:** Makes distinctions between students with economic disadvantages, gifted and talented students, students with limited English proficiency, students with disabilities, and migrant students;
- **Ethnicity:** Identifies students from various backgrounds, including American Indian/Alaskan Native, Asian, Black/African American, Hispanic, Pacific Islander, and White/Caucasian;
- **Grade:** Filters reports by grade or class;
- **Gender:** Chooses between Male and Female;
- **Scholastic Program:** Makes distinctions based on student or class enrollment in different Scholastic programs powered by SAM.

To apply demographic filters to a report, click the **Apply Demographic Filter** link on the report screen to open the Demographic Filter window, then use the check boxes to select criteria to filter the report. Choosing more than one category generates more specific reports. Click **Run Report** to rerun the filtered report.



## Printing a Report

To print a report from the reports screen:

1. Click the **Print Preview (PDF)** link to open the report in a new window.
2. Select **File**, then **Print** from the menu.

## Saving a Report to Your Computer

Save any report to the computer or workstation once it is run. This helps compare data and monitor progress for students, classes, grades, or districts. To save a report from the reports screen:

1. Click the **Print Preview (PDF)** link to open the report as a PDF file.
2. Select **File**, then **Save As**, or select the **Save** icon in the toolbar. Select the location to save the report to, then click **Save** and close the PDF viewer.

## Saving a Report on SAM

Reports may be saved within SAM so that they may be accessed from the Reports Index using the **View Saved Reports** link.

To save a generated report, click the **Save a Copy (PDF)** link in the upper right corner of the Report screen. This saves the report in PDF format with the appropriate Profile information included.


To access a saved report from the Reports Index, click the **View Saved Reports** link in the upper right corner of the main display. The system displays a list of saved reports for that selection in the **SmartBar**. Click the report name link to open the PDF file for that report.

## Returning to the Reports Index

After running a report, click the **Show All Reports** link under the Reports tab to return to the Reports Index. The Reports Index shows a list of all the reports available for **SmartBar** selection.




## Screening and Placement Report



### Screening and Placement Report

CLASS: PERIOD 2



DIAGNOSTIC School: Cesar Chavez Middle School  
 Teacher: Mercedes Cole  
 Grade: 6-7-8

Time Period: 09/01/08 – 09/20/08

**Scholastic Phonics Inventory (SPI) Results**

STUDENT	SPI TEST DATE	% ACCURATE AND FLUENT ON SPI SUB-TESTS					DECODING DIAGNOSIS	RECOMMENDED PLACEMENT	SRI SCORE (LEXLEY)
		LETTER NAMES ACCURACY	SIGHT WORDS ACCURACY	SIGHT WORDS FLUENCY	NONSENSE WORDS ACCURACY	NONSENSE WORDS FLUENCY			
Anderson, Michael	09/05/08	100%	70%	45%	50%	30%	Beginning	Series 1	BR
Banson, Carol	09/05/08	100%	85%	65%	60%	35%	Developing	Series 4	300
Donato, Aimee	09/05/08	90%	100%	80%	80%	50%	Advancing	Series 4	250
Gonzalez, Lydia	09/07/08	60%	50%	25%	45%	15%	Pre-Decoder	Series 1	BR
Huang, Hsin-Yi	09/05/08	90%	90%	50%	55%	25%	Beginning	Series 1	150
Kramer, Andrea	09/08/08	100%	100%	80%	90%	70%	Proficient	READ180	400
Mamdani, Aiyah	09/07/08	100%	80%	50%	65%	30%	Developing	Series 4	350
Molina, Robert	09/05/08	90%	90%	65%	66%	35%	Developing	Series 4	250
Lopez, Javier	09/07/08	60%	65%	35%	50%	25%	Pre-Decoder	Series 1	100
Rubio, Alex	09/07/08	100%	85%	75%	68%	45%	Advancing	Series 4	200
Sullivan, Andy	09/07/08	80%	70%	50%	65%	40%	Beginning	Series 1	BR
Saunders, Renee	09/07/08	100%	88%	64%	50%	30%	Beginning	Series 1	200
Taka, Mitsuwa	09/07/08	50%	35%	20%	40%	10%	Pre-Decoder	Series 1	BR
Turner, Aiden	09/08/08	100%	70%	60%	75%	65%	Proficient	READ180	450
Yates, Kevin	09/05/08	100%	80%	50%	65%	40%	Developing	Series 4	300

**Using This Report**  
**Purpose:** Use this report to review Scholastic Phonics Inventory (SPI) results.  
**Follow-Up:** Use the SPI results, report recommendations, and other evaluation data to screen and place each student in an appropriate program. Pre-Decoders need supplemental Phonemic Awareness and Alphabet Recognition instruction from the System 44 Teaching Guide.

Printed By: Mercedes Cole – Teacher      Page 1 of 1      Printed On: 12/15/08

**Report Type:** Diagnostic


**Purpose:** Use this report to review class or group results on the *Scholastic Phonics Inventory™* (SPI)

**Follow-Up:** Use the SPI results, report recommendations, and other evaluation data to place each student in an appropriate program. Pre-Decoders need supplemental Phonemic Awareness and Alphabet Recognition instruction using the *System 44 Teaching Guide*.

**Related Reports:** Student Software Performance Report




## Student Software Performance Report



### Student Software Performance Report

STUDENT: SULLIVAN, ANDY



**DIAGNOSTIC** School: The Lincoln School  
 Teacher: Margaret Parker  
 Grade: 7  
 Class: Period 3

Time Period: 11/01/08-11/28/08

CURRENT STATUS	
Current Topic	More s-Blends
Scope and Sequence Completion	64/160 Topics
Fast-Tracked Series	N/A

SERIES/TOPIC	TOTAL TIME (MIN.)	NO. OF CYCLES TO MASTERY	SOUND SCORE	WORD SCORE	SPELLING SCORE	COMP. SCORE
4.1 More s-Blends	25 min.	In Progress		▶ 65%	▶ 67%	▶ 65%
3.7 Sight Words	60 min.	3		▶ 68% 88%	▶ 60% 75%	70% 90%
3.6 Consonants v, z, q	110 min.	5	▶ 68% 90%	▶ 55% 80%	▶ 69% 80%	▶ 68% 82%
3.5 Consonants g, y	40 min.	2	95% 100%	80% 100%	78% 98%	▶ 68% 90%
3.4 Short u	88 min.	4	80% 88%	▶ 69% 88%	▶ 58% 71%	▶ 65% ▶ 69%
3.3 Consonants j, w	25 min.	1	100%	100%	100%	100%
3.3 Short e	75 min.	3	75% 89%	▶ 68% 95%	▶ 68% 98%	▶ 69% 88%
3.1 s-Blends	135 min.	Provisional Promotion		▶ 50% ▶ 66%	▶ 68% ▶ 68%	▶ 65% ▶ 69%

▶ Below Benchmark =70%

**Using This Report**

**Purpose:** This report details an individual student's performance across the System 44 software zones for the current and previous Topics. Success Strand status is also reported.

**Follow-Up:** Monitor growth and mastery from the first to last cycle in each Topic. Provide 1:1 intervention if the student is not meeting benchmark.

Printed By: Margaret Parker
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Printed On: 11/27/08

**Report Type:** Diagnostic


**Purpose:** This report details an individual student's performance in the *System 44* software for the current and previous Topics.

**Follow-Up:** Monitor growth and mastery in each Topic. Provide 1:1 intervention if the student is not meeting benchmark.

**Related Reports:** Student Mastery Report; Differentiated Instruction Grouping Report




## Reading Progress Report



### Reading Progress Report

CLASS: PERIOD 3



PROGRESS MONITORING School: The Lincoln School  
 Teacher: Margaret Parker  
 Grade: 7

Time Period: 08/15/08 - 10/30/08

STUDENT	STATUS				USAGE		CUMULATIVE PERFORMANCE					
	CURRENT TOPIC	TOPIC NAME	SCOPE & SEQUENCE COMPLETED	NO. OF TOPICS COMPLETED/160	MEDIAN SESSION TIME (MIN.)	TOTAL TIME (MIN.)	WORDS READ	DECODING ACCURACY SCORE	DECODING FLUENCY SCORE	SPELLING SCORE	COMPREHENSION SCORE	ORAL READING FLUENCY RECORDING SCORE (OUT OF 8)
Anderson, Michael	2.3	Consonants <i>h, k</i>	7%	11	15	165	2,205	▶ 68%	▶ 65%	▶ 60%	▶ 69%	2
Benson, Carol	7.4	<i>sh, ch, -tch</i>	29%	46	▶ 12	552	12,529	75%	▶ 65%	75%	76%	2
Charles, Riko	10.1	Long a ( <i>a_e</i> )	39%	63	18	1,134	23,790	95%	▶ 67%	▶ 60%	88%	5
Donata, Amy	4.2	Double Consonants	16%	26	20	520	10,688	88%	85%	77%	80%	3
Dunley, Sarah	8.2	Digraph Review	31%	50	15	750	20,869	90%	86%	89%	90%	4
Ellison, Roland	3.1	<i>s</i> -Blends	11%	17	15	408	7,547	85%	80%	78%	78%	5
Felix, Tonya	8.5	More on Ending <i>-ed</i>	33%	53	18	954	22,371	92%	90%	90%	87%	5
Garcia, Matt	9.2	Unstressed Closed Syllables ( <i>i, o, u</i> )	36%	57	17	969	24,333	85%	82%	86%	91%	5
Imran, Khaleel	3.3	Consonants <i>j, w</i>	11%	18	▶ 12	216	7,355	80%	▶ 68%	▶ 66%	72%	2
Lowell, Sarah	6.4	More <i>s</i> -Blends	25%	40	15	600	16,725	72%	70%	70%	70%	4

▶ Indicates below benchmark usage or performance expectations

**Using This Report**  
**Purpose:** Run this report every six weeks for a progress monitoring overview of all students' status, usage, and cumulative performance.  
**Follow-Up:** Use this report to identify students who may be struggling with a particular Topic and/or not using the software adequately. Review this report when using the System 44 Grading Worksheet in the SARG.

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**Report Type:** Progress Monitoring


**Purpose:** Run this report every six weeks as a progress monitor of all students' status, usage, and cumulative performance in *System 44*.

**Follow-Up:** Use this report to identify students who may be struggling with a particular Topic and/or not using the software adequately.


**Related Reports:** Response to Intervention Report; Student Mastery Report



## Response to Intervention Report











**Response to Intervention Report**  
CLASS: PERIOD 3



PROGRESS MONITORING School: The Lincoln School  
Teacher: Margaret Parker  
Grade: 7

Time Period: 11/10/08-12/10/08

STUDENT	DATE STARTED SYSTEM 44	TOTAL TIME (MIN)	NO. OF SESSIONS	MASTERY TO DATE (OUT OF 25 SERIES)	NO. OF TOPICS MASTERED	TOPICS FAST TRACKED	MIN./TOPIC
Bracco, Christine	09/15/09	1,305	130	15 	102	15	15
Chu, Amy	09/15/09	1,365	125	14 	97	0	20
Collins, Chris	10/02/09	945	100	9 	63	0	13
Cooper, Tiffany	09/25/09	1,095	112	11 	78	6	15
Ellison, Roland	09/10/09	1,170	155	17 	136	28	20
Howard, Parker	09/10/09	1,305	142	16 	128	20	18
Parker, Owen	10/02/09	855	88	8 	57	0	14
<b>MEDIAN RTI</b>		<b>1,170</b>	<b>125</b>	<b>14</b> 	<b>97</b>	<b>6</b>	<b>15</b>

**Using This Report**

**Purpose:** Use this report to monitor and compare your students' response to the System 44 intervention over time. Use the Median RTI as a benchmark for each student's progress and mastery relative to their peers.

**Follow-Up:** Adjust teacher-led instruction and provide additional practice for students whose progress is slow, who haven't had adequate time on the software, or whose mastery is consistently below the Median RTI.

Printed By: Margaret Parker
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**Report Type:** Progress Monitoring

**Purpose:** Use this report to monitor and compare students' responses to the System 44 intervention over time. Use the Median RTI as a benchmark for each student's progress and mastery relative to his or her peers.


**Follow-Up:** Adjust teacher-led instruction and provide additional practice for students whose progress is slow, who have not had adequate time on the software, or whose mastery is consistently below the Median RTI.

**Related Reports:** Reading Progress Report; Student Mastery Report; Student Software Performance Report






## Differentiated Instruction Grouping Report



INSTRUCTIONAL  
PLANNING

### Differentiated Instruction Grouping Report

CLASS: PERIOD 3



School: The Lincoln School  
Teacher: Margaret Parker  
Grade: 7

Time Period: 09/15/08-10/30/08

**CONSONANTS** (S.M.A.R.T. Lessons 2; 7; 26)

INSTRUCTIONAL GROUP	STUDENT	CURRENT TOPIC	SAMPLE ERRORS
Single Consonants	Garcia, Matt	2.2 Consonants <i>d, f</i>	bad, dip, fan
	Rupp, Jeremy	2.3 Consonants <i>h, k</i>	ham, hid, hip
Blends	Darling, Cynthia	5.1 <i>f</i> -Blends	blast
Digraphs	Hsu, Marisa	7.1 Digraph <i>sh</i>	shell, crash, dish
	Woodward, Brian	7.2 Digraph <i>ch</i>	N/A

**VOWELS** (S.M.A.R.T. Lessons 5; 23; 62)

INSTRUCTIONAL GROUP	STUDENT	CURRENT TOPIC	SAMPLE ERRORS
Short Vowels	Kramer, Andrea	2.1 Short <i>i</i>	bit, sit
	Lowell, Sarah	2.4 Short <i>o</i>	mop, top, sob
Long Vowels (VCe)	Brown, Gretchen	11.2 Long <i>u</i> ( <i>u_e</i> )	cube, dune
Long Vowel Teams	Wang, Andrew	16.2 Long <i>o</i> Vowel Team ( <i>ow</i> )	bowl, throw, tow
r-Controlled Vowels	Kurdian, Joyce	19.1 <i>ar</i>	arch, chart
	Williams, Sean	19.1 <i>ar</i>	No Errors
Variant Vowels	Fisher, Julie	21.1 <i>oi, oy</i>	choice, moist
	Larson, Stacey	20.1 <i>or, ore</i>	score

**Using This Report**

**Purpose:** This report groups students for targeted teacher-led instruction to reinforce the software. Sample errors are provided to inform teaching and practice.

**Follow-Up:** Use in conjunction with the Student Software Performance Report to address individual skill needs during small-group instruction time.

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**Report Type:** Instructional Planning

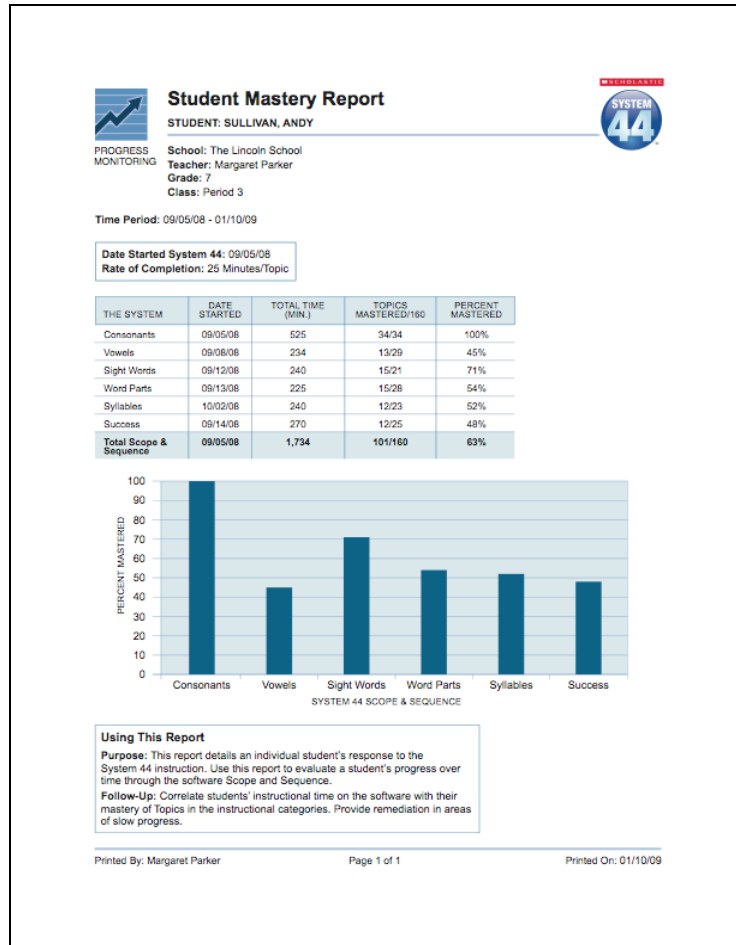
**Purpose:** This report groups students for targeted teacher-led instruction to reinforce the software. Sample errors are provided to inform teaching and practice.

**Follow-Up:** Use in conjunction with the Student Software Performance Report to address individual skill needs during small-group instruction time.

**Related Reports:** Student Software Performance Report; Student Mastery Report



## Student Mastery Report



### Report Type: Progress Monitoring


**Purpose:** This report details an individual student's response to the *System 44* instruction. Use this report to evaluate a student's progress through the software scope and sequence over time.

**Follow-Up:** Correlate students' instructional time on the software with their mastery of Topics in the instructional categories. Provide remediation in areas of slow or inconsistent progress.

**Related Reports:** Student Software Performance Report; Response to Intervention Report



## Parent Reports




SCHOOL-TO-HOME

**STUDENT: SULLIVAN, ANDY**

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School: The Lincoln School  
 Teacher: Margaret Parker  
 Grade: 7  
 Class: Period 3



February 10, 2009

Dear Parent or Caregiver,

Andy began using a decoding intervention program called *System 44*, on September 12, 2008. This program is divided into 160 Topics that will provide your child with the foundations to be a good reader. The goal of *System 44* is to get students decoding well so that they can focus on understanding text. We will provide you with regular updates on how Andy is progressing.

**Here's how Andy is doing:**

PROGRESS INDICATOR	STATUS	
SRI* Test Score and Date	150 Lexiles* (09/05/08)	
Total Instruction Mastered	114/160 Topics	
<b>System 44 Instruction</b>	<b>Start Date</b>	<b>Topics Completed</b>
Consonants	09/12/08	34 out of 34
Vowels	09/22/08	18 out of 29
Syllables	10/11/08	14 out of 23
Word Parts	10/07/08	16 out of 28
Sight Words	09/20/08	17 out of 21
Success	09/21/08	15 out of 25
Total Number of System 44 Books Read	8	
Most Recent System 44 Book Read	Killer Croc	

\* Scholastic Reading Inventory (SRI) is a comprehension test that monitors students' reading levels and matches them to text.

**You can support Andy's reading at home by:**

- Visiting the *System 44* website regularly ([www.scholastic.com/system44](http://www.scholastic.com/system44)) to learn about the program.
- Visiting [www.scholastic.com/familymatters/read](http://www.scholastic.com/familymatters/read) for additional suggestions to motivate your child to read and learn.
- Taking every opportunity to read with your child.

Thank you for supporting Andy's work in *System 44*.

Sincerely,

**Report Type:** School-to-Home

**Purpose:** This letter may be sent home to inform families of their child's enrollment in the *System 44* program. It may also be used to provide parents and caregivers updated on students' progress in the program.

**Follow-Up:** Check in with families by phone or at family-teacher conferences to explain the assessment results in this letter and to answer any questions. Review student progress during family-teacher conferences. Discuss ways that the family may be involved in their child's reading practice at home. This letter is available in English, Spanish, Vietnamese, Cantonese, Haitian Creole, Filipino, and Hmong.

**Related Reports:** Student Software Performance Report; Differentiated Instruction Grouping Report; Student Mastery Report