

Scholastic Achievement Manager (SAM)

Teacher Self-Help Guide for Reading Counts Program

Add a new student from scratch (from a different county): Select your class on the left navigation bar, then click the link to Add a Student on the right of the screen. Enter information as shown in the example below and save. Create the usernames and passwords as shown below then add them to RC/RI by managing their enrollment:

KK.First.Last Ladybug0
01.First.Last Buffalo0
02.First.Last Bluejay0
03.First.Last Catfish0
04.First.Last Dolphin0
05.First.Last Firefly0

Add a Student

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

Profile* **Demographics** **Guardian**

1. Identify Student

Student ID * Student # from IC roster

First Name * First

Middle Initial

Last Name * Last

Suffix

Preferred Name

Grade * 1

Username * 01.First.Last

Password *

Password Confirmation *

External Id

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

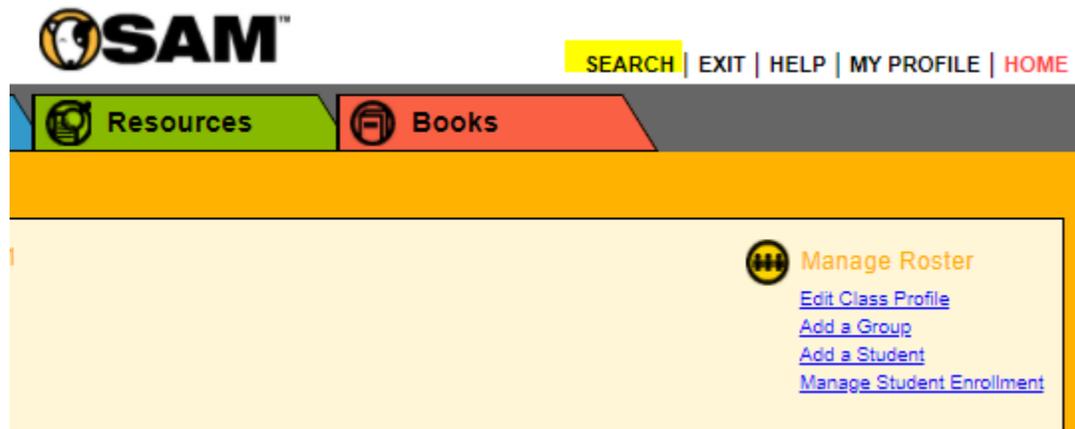
2. Add to Classes & Groups

0108:23.0011001-411

Cancel

Save

Add a student (transfer from BCSS): Click the Search link in the upper right.



Type in last name and click the search button.

The screenshot shows a search window titled "Search". It includes a "Search for" dropdown menu set to "Students". Below this, there is a message: "Use the options below to search for students in your school. Selecting more options will narrow your search." There are four dropdown menus for "Grade" (set to "All grades"), "Teacher" (set to "All teachers"), "Class" (set to "All classes"), and "Product" (set to "All products"). Below these are input fields for "Last Name" (containing "Hooker"), "First Name", "Username", and "Student ID". There are "Search" and "Clear" buttons. At the bottom, there is a table with the following headers: Name, Student ID, Username, Grade, Classes, Teachers, and Enrollment. The table is currently empty.

| | Name | Student ID | Username | Grade | Classes | Teachers | Enrollment |
|--|------|------------|----------|-------|---------|----------|------------|
|--|------|------------|----------|-------|---------|----------|------------|

Select the box next to the student you want to add to your class. At the bottom of the window is a drop-down menu that says "Select an Option."

OSAM

Search

Search for **Students**

Use the options below to search for students in your school. Selecting more options will narrow your search.

Grade: **All grades** Teacher: **All teachers** Class: **All classes** Product: **All products**

Last Name: **hooker** First Name: Username: Student ID: **Search** **Clear**

Displaying results 1 - 3 of 3 for Last Name: hooker;

| <input type="checkbox"/> | Name | Student ID | Username | Grade | Classes | Teachers | Enrollment |
|--------------------------|----------------|------------|------------------|-------|---------------------|--|--|
| <input type="checkbox"/> | Hooker, Addie | [REDACTED] | 03.Addie.Hooker | 3 | 0108:23.0040001-506 | Shannon DANIEL; Madeline Thompson; Meagan Turner | Reading Counts!; The Reading Inventory |
| <input type="checkbox"/> | Hooker, Haylie | [REDACTED] | KK.Haylie.Hooker | K | 0108:23.0011001-411 | Heather Rustin | |
| <input type="checkbox"/> | Hooker, Maggie | [REDACTED] | 03.Maggie.Hooker | 3 | 0108:23.0040001-506 | Shannon DANIEL; Madeline Thompson; Meagan Turner | Reading Counts!; The Reading Inventory |

- Select an Option - **Go**

Select "assign to a class" from the menu and click the Go button. Choose SES from the next menu and click the class you want to assign your student to then Save and exit the search window.

OSAM

Search

Search for **Students**

Use the options below to search for students in your school

Grade: **All grades** Teacher: **All teachers**

Last Name: **hooker** First Name:

Displaying results 1 - 3 of 3 for Last Name: hooker;

| <input type="checkbox"/> | Name | Student ID |
|-------------------------------------|----------------|------------|
| <input type="checkbox"/> | Hooker, Addie | [REDACTED] |
| <input checked="" type="checkbox"/> | Hooker, Haylie | [REDACTED] |
| <input type="checkbox"/> | Hooker, Maggie | [REDACTED] |

Assign to a class

You have chosen 1 student for assignment.

First select a school. Then assign students to classes

Stark Elementary School 4.

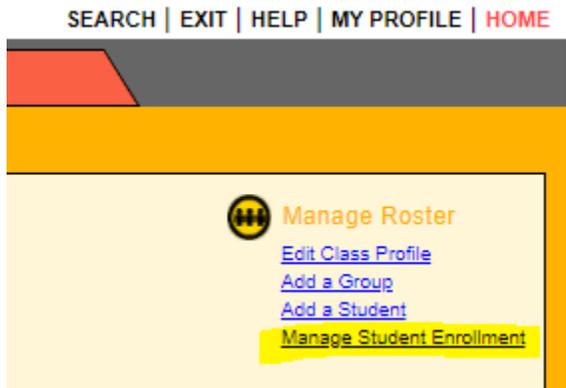
5. 0108:23.0011001-411

6. **Save**

Cancel

2. **Assign to a Class** **3.** **Go**

Next you'll need to give the student(s) access to Reading Counts and/or Reading Inventory (grades 3-5). Click on "Manage Student Enrollment" at the top right of your screen.



Select the box for each student who needs to be added to each program and save your changes.

Student Enrollment

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

| Students | Reading Counts! | Reading Inventory |
|-------------------------------|-------------------------------------|-------------------------------------|
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| [Redacted] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> |
| Total seats remaining: | 18 | 139 |

Items 1 through 15 of 15

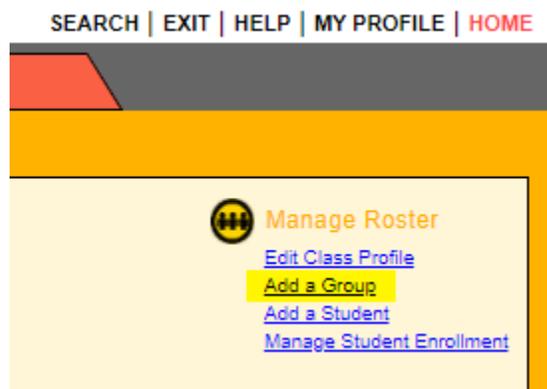
Cancel Cancel & Return **Save** Save & Return

first prev **1** next last

To DEACTIVATE a student who has withdrawn from SES: Open up your class, double click on your student's name and choose the "Deactivate Student" link from the upper right corner of your screen. Next, confirm deactivation. This will NOT delete the student but take the student off your roster and allow another BCSS school to acquire their record through the Search feature.



Add/Edit a Small Group: Double-click your class name and click the Add a Group link on the upper right of your screen:



Name your Group (ex: group 1, eagles, blue etc.), select the students you want included, and Save. It will show right under your assigned classes (see right pic).

Edit Group Profile

Enter a new group name or use the check boxes to add or remove students from this group. Items marked with an asterisk (*) are required. When you are done, click Save to finish.

1. Name the Group

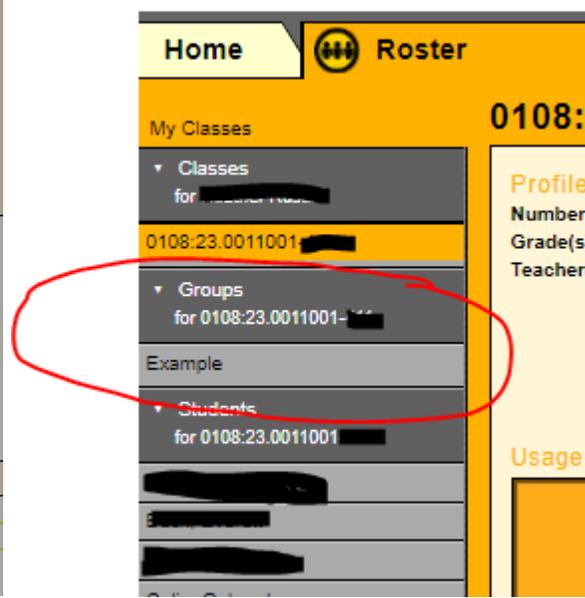
Group Name *

Of Class 0108:23.0011001-411

2. Select Students

| <input type="checkbox"/> | Last Name | First Name |
|--------------------------|------------|------------|
| <input type="checkbox"/> | [REDACTED] | [REDACTED] |

Cancel Save



--You can delete the group by double clicking on the group name in the navigation bar on the left, then click on "Deactivate Group."

--You can update the group roster by clicking on "Edit Group Profile."



Manage Student Settings: On your class roster page, click the “Settings” link for RC to update student goals. Click “Certificates” to create awards for the levels you have added in the settings.

My Classes

Profile for [Redacted]
 Email: [Redacted]
 Type of Account: Teacher
 Username: [Redacted]
 Number of Students: 15

Usage Summary [Print Version](#)

| Class | Reading Counts! | Reading Inventory |
|-----------------|-----------------|-------------------|
| 0108:23.0011001 | 2 | 1 |
| Teacher totals | 2 | 1 |

Programs [Advanced Settings](#)

| | | | |
|-------------------|--------------------------|-------------------------------|------------------------------|
| Reading Counts! | Settings | Grading Tools | Certificates |
| Reading Inventory | Settings | Grading Tools | |

Enter class-wide goal here and save.

Settings **Restrict Quizzes** **READING COUNTS!**

Use these options to adjust Reading Counts! settings.

| Student Settings | Quiz Settings | Number of Questions per Quiz |
|---|---|---|
| <input checked="" type="checkbox"/> Display Congratulations Screen <input checked="" type="checkbox"/> Display wrong answers <input checked="" type="checkbox"/> Allow student to print | Quiz attempts allowed <input type="text" value="2"/> % required to pass a quiz <input type="text" value="80"/> Retake days between quizzes <input type="text" value="0"/> | Number of questions per quiz <input type="text" value="10"/> Number of questions for eReads quiz (READ 180 Next Generation) <input type="text" value="5"/> |

Award Settings

Goals Books
 Points multiplier (multiply by)

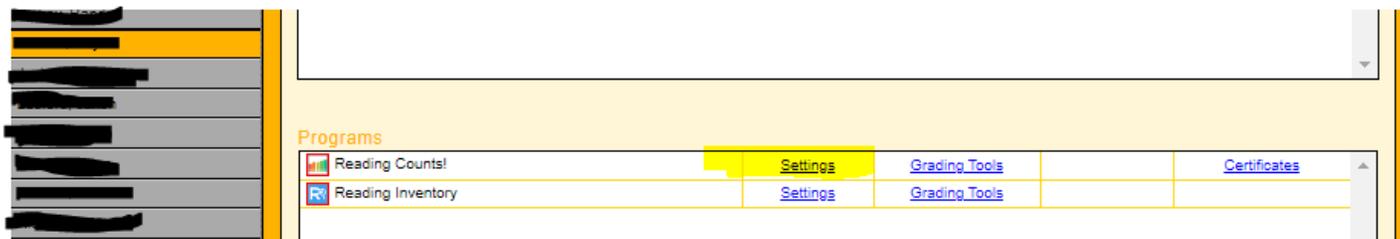
Levels for Award Report

| | | | | |
|----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Gold | Silver | Bronze | Red | Blue |
| <input type="text" value="100"/> | <input type="text" value="75"/> | <input type="text" value="50"/> | <input type="text" value="25"/> | <input type="text" value="10"/> |

Restore Defaults Cancel Cancel & Return Save Save & Return

OR...

Create individual student goals based on their performance: Double-click on your student's name on the roster so it's highlighted and click the "settings" link.



Change the goal for that one student. Repeat for others that have different goals.

Settings **Restrict Quizzes** **READING COUNTS!**

Use these options to adjust Reading Counts! settings.

| Student Settings | Quiz Settings | Number of Questions per Quiz |
|--|--|---|
| <input checked="" type="checkbox"/> Display Congratulations Screen | Quiz attempts allowed <input type="text" value="2"/> | Number of questions per quiz <input type="text" value="10"/> |
| <input checked="" type="checkbox"/> Display wrong answers | % required to pass a quiz <input type="text" value="80"/> | Number of questions for eReads quiz (READ 180 Next Generation) <input type="text" value="5"/> |
| <input checked="" type="checkbox"/> Allow student to print | Retake days between quizzes <input type="text" value="0"/> | |

Award Settings

Goals Books

Points multiplier (multiply by)

Levels for Award Report

| | | | | |
|----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Gold | Silver | Bronze | Red | Blue |
| <input type="text" value="100"/> | <input type="text" value="75"/> | <input type="text" value="50"/> | <input type="text" value="25"/> | <input type="text" value="10"/> |

Create a Custom Quiz List or Book Labels for RC books in your class library:

1. Click the red "Books" tab in SAM
2. Search for a book and check the box next to the title. Repeat.
3. Click the button at the bottom "View Custom List"

The screenshot shows the Reading Counts! Quiz Manager interface. At the top, there are navigation tabs: Home, Roster, Reports, Resources, and Books. The main area is titled "Reading Counts! Quiz Manager" and contains a "Quick Search" section with a dropdown menu set to "Title" and a text input field containing "dog breath", followed by a "GO" button. Below this is the "Search Results" section, which shows "Results for Quiz Manager Search on: (Title) dog breath". A dropdown menu for "Show quizzes in:" is set to "All Collections". A table of search results is displayed with the following columns: Book/Quiz Title, Author, Lexile®, RL, GRL, Points, Words, Type, and Copies. The table contains one row: "Dog Breath-Horrible-HallyTosis" by Pilkey, Dav, with Lexile 770, RL 2.6, GRL L, Points 1, Words 441, Type Fiction, and Copies 0. A red checkmark is in the first column of this row. At the bottom left, there is a "View Custom List" button with a red arrow pointing to it. At the bottom right, there are navigation buttons: first, prev, 1, next, last, and a legend for "Installed Quiz" and "Deactivated Quiz".

| Book/Quiz Title | Author | Lexile® | RL | GRL | Points | Words | Type | Copies |
|--|-------------|---------|-----|-----|--------|-------|---------|--------|
| <input checked="" type="checkbox"/> Dog Breath-Horrible-HallyTosis | Pilkey, Dav | 770 | 2.6 | L | 1 | 441 | Fiction | 0 |

4. Click the link at the bottom of you want to make (quiz list or book labels)
5. Select your details to add/subtract from the list/label and Save/Print!

The screenshot shows a "Print/Export Custom List" section with the following links: [Print Custom Quiz List](#), [Print Quiz and Answer Key](#), [Print Book Labels](#), and [Export to HTML](#).

Reports FAQs:

Which Reports Have Lexile Scores?

Click on the Reports tab at the top and choose the correct report for your needs. The Lexile-giving reports are highlighted in yellow. You can click on the Report Description link to view a summary of what each selected report is about.

How Many Tests Have My Students Passed this Term/Year? The SRC Books Read report will tell you the students Lexile, average book Lexile tested on, and how many tests were passed during the selected time frame.

What Are My Student's Logins? The Student Roster report will list student usernames and passwords.

0108:23.0040001-509

Reports for 0108:23.0040001-509

Show: Classroom Reports

Lexiles **logins**

[Report Description](#)

| Name | Type | Date Last Run | Time Period |
|---|------------------------|---------------|-------------|
| ▼ Reading Counts! | | | |
| <input type="radio"/> Award Report | Progress Monitoring | | |
| <input type="radio"/> Book Frequency and Rating Report | Instructional Planning | | |
| <input type="radio"/> Books Read Report | Progress Monitoring | | |
| <input type="radio"/> Most Frequent Quizzes Report | Instructional Planning | | |
| <input type="radio"/> Points Report | Progress Monitoring | | |
| <input type="radio"/> Quiz Alert | Alert | | |
| <input type="radio"/> Reading Growth Acknowledgement | Acknowledgement | | |
| <input type="radio"/> Reading Progress Report | Progress Monitoring | | |
| ▼ The Reading Inventory | | | |
| <input type="radio"/> Foundational Reading Report | Progress Monitoring | 03/16/21 | |
| <input type="radio"/> Growth Goals Report | Progress Monitoring | 03/16/21 | |
| <input type="radio"/> Growth Report | Progress Monitoring | 03/16/21 | |
| <input type="radio"/> Instructional Planning Report | Management | 03/16/21 | |
| <input type="radio"/> Proficiency Report | Progress Monitoring | 03/16/21 | |
| <input type="radio"/> Reading Performance Report | Progress Monitoring | 03/16/21 | |
| <input type="radio"/> Student Roster X | Management | | |
| <input type="radio"/> Text Complexity Report | Progress Monitoring | | |

Additional Settings: None

Customization

Run Report