

LAUSD Hosting 2.3 Powered by

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Creating Class Profiles and Adding Students

Your School Profile has been added to SAM. Classes may be added and associated to your school. Add Class Profiles and associate them with a school from the **School Profile** screen.

To Add Classes:

1. On the School Profile screen, click the **Add a Class** link under Manage Roster to open the **Add a Class** window.
2. Enter the requested information in the **Profile** tab (information with an asterisk [*] is required). Use the check boxes under the Manage Applications tab to associate the class with Scholastic Programs.
3. When creating Class Profiles, please use the following naming convention (**First initial.Last name.Class period School Year**) i.e: **C.Guerrero.Period 3 2013**

Adding Students to your class:

Student information will already be populated into your SAM system with each student's SIS identification number, name, birth date, username and password. You will not be able to add students manually. Your school database will be updated weekly. At that time you will be able to move students from the pre-populated master school list to your class.

1. Your school roster of students has already been pre-populated, click the **Student Roster** tab to select the students in the school to include in the new class.
2. Click **Save** to add the class's information to SAM or **Cancel** to return to the Profile screen without saving the new class.

2

Creating Teacher Profiles

Once school and class profiles have been added to SAM, create teacher profiles and associate them with schools and classes from the School Profile screen. To add teachers:

1. On the School Profile screen, click the **Add a Teacher** link under Manage Roster to access the **Add a Teacher** window.
 2. Enter the requested information in the Profile tab (information with an asterisk [*] is required).
 3. Use the check boxes in the **Schools & Classes** tab to associate the teacher with schools and classes.
- Click **Save** to add the teacher's information to SAM or **Cancel** to return to the **Profile** screen without saving the new teacher.

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Enrolling Students

Students must be enrolled in Scholastic programs before they may use them. To enroll a student in a program, first make sure there are activated licenses for that program.

1. Double-click the student, class, or school tab in the **SmartBar**.
2. Click the **Manage Enrollment** link in the Manage Roster menu at the top right corner of any Profile screen.
3. Use the check boxes to enroll students in Scholastic programs. Use the check box in the header row to enroll all students in a specific program. Click **Save & Return** to save changes and close the window or **Cancel** to return to the Roster screen without saving any changes.



Don't forget to print your SRI Student Roster report from the blue reports tab in SAM for all your classes. This will provide you with a comprehensive list of all student names, usernames and passwords.

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Target SRI Reading Level

Students placed in Read180 have been identified as performing below grade level. You are advised to adjust the initial SRI placement accordingly.

1. Double Click your class in the **Smart Bar**.
2. Click the settings link next to the **SRI** icon in the **Programs** menu at the bottom of the screen to access **SRI Settings**.
3. Use the pull-down menu next to **Estimated Reading Level** in the **Test Setting** menu.
4. Choose **Far Below Grade Level** to begin the assessment two years below grade level.
5. Click **Okay** on the confirmation window to confirm the estimated reading level. Click **Save & Return**.

Create an ICON shortcut

1. Open the browser (IE/Firefox/Google/Safari)
2. Open either the SAM or Student access link.
3. Resize the browser so that you can see both desktop and browser
4. Drag and drop the small icon on the left of the address bar on your desktop. The shortcut will be created.