SAM 2010
Training Guide

SAM

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The SAM 2010 Experience

Welcome to SAM 2010. To ensure that you and your students have a successful SAM experience, we have developed this Training Guide to serve as a reference as you progress through your SAM training. For more in-depth system details, you may refer to the Instructor Manual on the SAM 2010 Home screen (www.cengage.com/sam2010).

This helpful guide allows you to view SAM from both student and instructor perspectives. Should you have any questions or concerns, your Cengage Learning representative is happy to assist you.

Student Assignment Experience

During a training session, you may be asked to complete several different types of assignments. If you are participating in an in-person workshop, a "sample" username and password may be provided. If you are reviewing this on your own, contact your sales representative for your appropriate user credentials.

Assignment types include:

- **Exams** – simulated, hands-on tasks have been assembled to provide you experience in the student test-taking environment.
- **Training** – tasks help students learn in the manner they learn best whether it is reading, watching, or doing… all in a controlled learning environment.
- **Projects** – live-in-the-application assignments geared toward reinforcing application-specific knowledge and skills using Microsoft Office applications to solve business problems.

Instructor Experience

After completing and familiarizing yourself with student assignments, you will review the different aspects of the SAM instructor experience. SAM's flexibility enables you to set-up your classroom to address specific teaching and learning styles.

During this session, you will review all areas of SAM from an instructor perspective including:

- **Sections**
- **Users**
- **Exams**
- **Training**
- **Projects**
- **SAM Assignments**
- **SAM Path**
- **Reports**
- **Admin Settings** (time permitting/rights permitting)

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Student Registration and Joining a Class

1. Go to www.cengage.com/sam2010. If you already have a SAM 2010 account, enter your username and password in the appropriate fields and click **Login**.
   a. If your current username is not a valid e-mail address, you will be asked to enter an e-mail address. This will be your new SAM 2010 username. This username and password will also be valid on the **www.cengagebrain.com** website. (For subsequent logins, enter this username and password and click *Login*).
   b. If you have a CengageBrain account but do not have a SAM 2010 account, enter your CengageBrain username. You will be asked to enter your CengageBrain password to confirm. You now have a SAM 2010 account, and can continue with **Step 2** below. (*For subsequent logins, enter this username and password and click* **Login**).
   c. If you do *not* have a CengageBrain account **and** do *not* have SAM 2010 account, click New User and continue with **Step 2** below.
2. Enter your **Institution Key** (in the form of T2xxxxxx); click **Submit**; in the institution confirmation pop-up window, click **OK**.
3. If prompted to enter a Key Code, enter your **Key Code**; then click **Save**.
4. Fill in **all fields** marked by a **red asterisk**.
   a. Suggestion: If you are creating a "fake" student account, you may wish to enter *Student* after your last name to readily identify this account as your "fake" student account.
   b. In entering your e-mail address, you may wish to use your **institutional e-mail address**, but place an "s" before @ to signify student. (Just remember that should you forget it, you won't be able to have it e-mailed to you).
   c. Note that your Username (e-mail address) and your Communications E-mail address do not need to be the same.
5. Click **Save**.
6. On the confirmation page, click **Confirm**.
7. On the terms and conditions page, click **I Agree**. You will then be taken to your homepage.
8. Later, you may want to revisit this student account and **Join a Class**.
   a. In the All Sections panel, click your **Section**; then click the **right arrow**, and then click **Save**. You will then receive a confirmation message.
   b. To begin working on your assignments, on the left, click **SAM Assignments**; then on the My Assignments page, click the **appropriate assignment.**

Completing Assignments as a Students (an overview)

1. Students must log into **www.cengage.com/sam2010** with their username and password. Upon login, they will be at the SAM Home screen. Students will see My Sections, My Assignments and (after any are taken) My Report Results. To begin any Assignment either click **My Assignments** from the center portion or **SAM Assignments** in the left navigation bar. They both result in the same page.
2. Students can filter their assignments if they are in multiple sections or have many assignments to view. They can also click on the column headings in the assignment table (for example, clicking on the word Assignment, will alphabetize the assignments).
3. To begin any assignment, click on the name of that assignment.

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Exams: (simulated, hands-on tasks have been assembled to provide you experience in the student test-taking environment)

1. Click on the hyperlinked **name** of the assignment. Any instructor-entered assignment settings will be displayed including: instructions, time limit, # of attempts per question, # of assignment retakes. Click **OK**.
2. The SAM Exam assignment appears. Students can **Show Task List** (to see all of the tasks they will perform), the number of questions (and arrows to move between questions), any time limit and attempts per question. Depending on instructor settings, as students work through the exam, they may see on-screen prompts whether they are getting tasks correct or incorrect.
3. If the timer runs out or if the student clicks Exit, this attempt at an Exam will end and results are submitted. Students are not able to stop and restart an exam.
4. Students can view (if allowed by instructor) their **Study Guide Report.**

Reviewing Work: The Study Guide Report provides instant feedback and page references for easy review.

Training: (tasks help students learn in the manner they learn best whether it is reading, watching, or doing... all in a controlled learning environment.)

1. Click on the hyperlinked **name** of the assignment. Any instructor-entered assignment settings will be displayed. Click **OK**.
2. Students can view the Show Task List to see all of the tasks that are part of this assignment.
3. Onscreen you will see the first task text where students who learn best by reading can learn about a task. Click the **Continue** button to move to the next mode.
4. **Observe** mode allows students to watch and listen to the manner in which a task is performed.
5. **Practice** mode allows students to interact with the system and follow guided prompts.
6. **Apply** mode is where students must prove that they've learned what they've been taught. This mode must be completed correctly in order to be recorded in student, as well as instructor reports. To "complete" an Apply activity, students MUST click the **Task Complete button**. This will show a check mark next to the task in the Task List.
7. Training tasks do not have to be completed linearly. Students can jump to the mode that suits them best.

Projects: (simulated, hands-on tasks have been assembled to provide you experience in the student test-taking environment)

1. Click on the hyperlinked **name** of the assignment. Any instructor-entered assignment settings will be displayed. Click **OK**.
2. Students will see that they need to download two things:
    a. Instructions File (the steps they will need to follow to successfully complete the assignment).
    b. Start Files (personalized documents from which to begin the assignment).
    NOTE: Students should SAVE files before beginning, as opposed to opening them, to maintain file naming conventions that SAM will look for upon submission.
3. Students will work live in Word, PowerPoint, Excel or Access on their assignments, taking care to follow all of the instructions and saving the file with the proper file name. This includes naming the file exactly as outlined in the instructions document.
4. Students will revisit the Project Assignment page to submit their file for auto-grading. They must **Browse** for the file then **Submit** it.
5. Students may wish to review their **Reports** to see the results of their work. The two most popular are the Study Guide and the Download Submitted Projects reports. The Study Guide gives results on each step of the Project and any associated page numbers for reference. The Download Submitted Projects report details each step and includes embedded comments (except Access) to show the student exactly where he/she went wrong.

Part II: The Instructor Experience

Logging into SAM 2010

1. Go to **www.cengage.com/sam2010**
2. Enter your **username** and **password**; click **Login**

   NOTE: if you have forgotten your username and password, click **Forgot Your Password?** Enter your **Username**, and click **Submit**. You can either receive an e-mail reminder with your password or you can answer the secret question you provided when your account was created. At this point you may change the password, if you wish.

   SAM Supervisor Note: When creating a username and password for another instructor (via the **Users** tab), username MUST be a valid email address.

3. After logging in, note the useful resources on the right:
   a. **Software:** Adobe Flash Player v10 is required
   b. **Documentation: User Manual** and **Lab Admin Guide** (Adobe Reader is required for reading the documentation)
   c. **Tech Support:** 800-648-7450 or tech.support@course.com

Creating Courses

1. While at your homepage, on the left, click **Sections**.
2. In the top menu, click **Add New**. For training purposes we will move through the tabs from left to right.
3. Click the **Properties tab**.
   a. Fill in all **required fields**.
   b. Suggestion: For easy identification by students, you might enter your Section name in the following format: **Last Name, course info and time: (Taylor, COSC1300, MWF 9 AM)**. Your department should give some thought to a consistent pattern; this will also enable better administrative management. This also may prevent students enrolling in incorrect sections.
   c. If you *do not want* students to auto-enroll into the section, then **uncheck** the **Student Auto-Enroll box.**
   d. Don't click Save and Close.
4. Click the Text Books tab:
   (If you are using MindTap, please see the next section, Adding MindTap™ Reader to a Section.)
   a. If you *do not plan* to use pre-made tests correlated to your textbook, select the **first option**, and skip to **Step 5**. However, if you plan on using pre-made tests, select the **second option**, and go to S**tep 4b**. (Nearly all faculty select the second option).
   b. Select your Series and Subject from the **drop-down menus**. In the Available Textbooks panel, click your **textbook** (e.g., *Microsoft® Office 2010: Introductory*), and then click the **right arrow** to move your **textbook** into the Selected Textbooks panel.
5. Click the **Instructors tab**. As the creator of a course, you are automatically assigned to it. However, if you are creating courses for your department, you may assign other instructors to the courses you create. To assign instructors to your course, in the (left) Instructor Candidates panel, click the appropriate **instructor**, and then click the **right arrow** to move the **instructor** into the Assigned Instructor(s) panel.

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6. Click the **Students tab.**
   a. If you have disabled auto-enroll, students who have registered for SAM 2010 (but who have not joined your class) will appear in the Wait Listed panel. To enroll students into your section, highlight the **students' names,** and then click the **right arrow** to move them into the Enrolled Students panel.
   b. If you have enabled auto-enroll, students who have registered and joined your class will appear in the (right) Enrolled Students panel.
   c. For students who need to transfer to a different section, simply unenroll the students. That is, in the Enrolled Students panel, click on the **students' names**, and then click the **left arrow** to move them into the Other Candidates panel. You (or other instructors) may then re-enroll these students into other sections.
7. At the bottom, click **Save and Close**. This action will save all changes made in the Properties, Text Books, Instructors, and Students tabs.

Copying a Section

Copying a section provides a convenient way of creating new sections that share similar attributes to one that already exists,for example different sections of the same course or use of the same textbook selections,instructors,or assignments. Copy a section using the following procedure:

1. Click on the **Sections** button on the navigation bar. The **SECTIONS** page will display.
2. Select a section.
3. Click on the **Copy** button. The **Copy a Section- Assignments** window will display. If you do not want to copy the section, click the **Cancel** button.
4. Decide whether or not you wish to copy assignments from the original section to the new one.
   a. If you do not want to copy assignments, click on the **Do not copy SAM Assignments** radio button (this is the default).
   b. If you do want to copy assignments, click on the **Select Assignments to Copy** radio button. All assignments are selected by default. Deselect those assignments you do not wish to copy by un checklng the appropriate checkboxes. Edit the assignment names as necessary.
   c. Assignments are considered always available by default. If you wish to copy scheduling dates for the selected assignments,you can do so by selecting the **Copy Date Scheduling** option. When copying assignments the system does not copy scheduling dates that have already passed.
   d. If you wish to change the scheduling date for the assignment, you can do so by either de-selecting the **Always Available** check box, and entering a **Start Date** and a **Due Date**, or by clicking on the Date box. In order to enter new dates, the **Always Available** box must be unchecked.
   e. You can also set times for assignment availability by clicking on the clock Icon to the right of the **Due Date** field.
   f. You can edit the other scheduling options for an assignment being copied through **Section Copy** by un-checking the **Copy** option under the **Other Options** column.
   g. By clicking on the activated arrow to the right of the copy checkbox, you can access and edit Options for **Exams**, **Trainings**, and **Projects**.
5. Click the **OK** button. The **SECTIONS** - Copy (Add New) page will display, defaulting to the **Properties** tab. If you do not want to copy the section, click on the **cancel button**.
6. Make any necessary changes to the sections properties.
7. Click on the **Textbooks** tab and make any necessary changes.
8. Click on the **Instructors** tab and make any necessary changes. (Owners can be assigned here as explained In **Adding a Section**.)
9. Click on the **students tab**. Student enrollment is not copied to the new section so you will need to enroll students.
10. Select **Students** from the other candidates menu and click on the **>** button to add them to the **Enrolled students** menu. If you make a mistake, select from the Enrolled students menu and click on the **<** button to remove the student.

11. Click on the **SAM Assignments** tab to review assignments. Note that this tab only displays If you chose to copy assignments In Step 4. Also note that if you want to make any changes to the assignments, you will need to do this from the SAM Assignments page.
12. From here you can:
    a. Click on the **Save and Close** button to save the section's information. You will be returned to the **SECTIONS** page.
    b. If you do not want to save the section, click on the **Cancel** button. You will see the message All new information will be lost. Proceed? If you want to cancel the changes, click the **OK** button.

Editing Courses at a Later Date
1. To make changes to your courses, on the left, click **Sections**.
2. On the sections page, click the **radio button** for the **course** to be modified.
3. Click **Edit** (along the top navigation area).
4. In the **Properties**, **Text Books**, **Instructors**, and **Students** tabs, make the **changes** as desired.
5. At the bottom, click **Save and Close**.

Deactivating Courses
A course can be deactivated only by its creator. Deactivation removes the course from view, lists, and reports. However, the deactivated course remains in the database. While in the database, the deactivated course can be restored by a SAM administrator.

1. To deactivate your course, on the left, click **Sections**.
2. Click the **radio button** for the **course** to be deactivated.
3. Click Deactivate (along the top navigation area). Review the warning message then click **OK.**

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Adding MindTap™ Reader to a Section

1. While at your homepage, click **Sections**
2. Click the **Text Books** tab and select whether or not you will use a text for this section. All books with MindTap™ Readers within SAM will appear in a red font and reading is available underneath the box.
3. Select your Series and Subject from the drop-down menus. In the **Available Textbooks** panel click your textbook (e.g. S.C Microsoft Office 2010: Brief), and then click the right arrow to move your textbook into the Selected Textbooks panel. (The texts that are available in the MindTap™ Reader platform will appear in red text once selected.)
4. The Readings will become available automatically to your students and will appear in the **My Assignments** screen.

Tasks are hands-on, performance-based questions. Instructors create tests (exams or quizzes) by selecting individual tasks to make an exam. Alternatively, you can select tasks from specific textbook chapters. You can also create exams by copying or merging previously created exams.

Selecting Tasks for an Exam

1. On the left, click **Exams**. Note the two sets of menus at the top: the **upper menu** with blue boxes is for creating and managing assignments; the **lower menu** with pull down options is used for searching for assignments.
2. To create an assignment, click **Add New** from the upper menu.
3. To create an exam based on specific textbook chapter content, click the **Textbook exam radio button**; click **OK.**
   a. At the Chapter Subject field, click the **drop-down menu**, and select the relevant **application** (e.g., MS Word 2010). Allow the page to refresh.
   b. The textbook you added to your section should appear in the Textbook dropdown. If you don't see it, hit **Cancel** and go back to edit your section with the correct textbook.
   c. In the **Select Textbook Chapter Exams box**, choose the chapter from which you want to create an exam. Once you find it in the left panel, click the right arrow to move it into the New Exam Content box. (You can multi-select using the CTRL key).
   d. To preview the Exam, in the New Exam Content panel, click the **name of the chapter**, and then click **Preview Selected Exam** above.
      i. Here you will see the **text** for the **task**.
      ii. To print out the text, click **Print**.
      iii. To work live in the task simulation and see exam questions just as students would, click **Launch**. To return to the selections screen, click **Close**.
      iv. NOTE: The numbers in brackets beside the task label are an internal identifier and in no way relate to page numbers of any text.
Alternate Exam Creation: if you prefer to pick and choose each task, choose **New Exam**.
   a. The Source dropdown will be Tasks. Select your desired Subject. The rest of the fields will be grayed out.
   b. To include a task on an exam, in the Available Questions panel, click the tasks, (you can multi-select using CTRL) and then click the **right arrow** to move the tasks into the New Exam Content panel.
   c. You can always include tasks from different applications and testbank items within the SAM exam. Simply change the Subject dropdown and add additional tasks.
4. When finished with your selections, click **OK**. You are then taken to the Properties tab.

> *While this Guide has provided suggestions for creating Task-based exams as well as Testbank exams (on the next page), those question types can be mixed in the same assignment, if you choose to do so.*

Testbank items include multiple-choice, true-false, and short-answer objective-based questions from the testbanks of Cengage Learning textbooks. Instructors can create tests by selecting entire chapters or picking and choosing individual questions, and these can all be created and administered in SAM 2010. You can also create your own Custom Questions and add them to a new exam.

Selecting Testbank Questions for an Exam

1. On the left, click **Exams**. Note the two sets of menus at the top: the **upper menu** is for creating and managing assignments; the **lower menu** is for searching for assignments.
2. To create an assignment, click **Add New**.
3. Click the **radio button** for the **3rd entry (New Exam…)**; click **OK**.
4. From the drop-down menu, select for all the fields on this page: Source> change to **Testbank**. Select the Subject (application), Series, Textbook title, Chapter, and Type of question (multiple choice, true-false, short answer, etc.). Each time you select an item from a drop-down menu, you must wait for the page to refresh.
5. To include a task on an exam, in the Available Questions panel, click the content of the question and then click the **right arrow** to move that question into the New Exam Content panel.
    a. You can always include tasks and testbank items within the same exam.
6. To preview a task (see how it will be presented to your students), in the Available Questions panel, click the **task**, and then click **Preview Selected Questions.**
7. Here you will see the **text** for the task with **correct answer.**
8. To print out the text, click **Print.**
9. To work live in the SAM environment (just like a student would), click **Launch**. (This may take a few seconds to load.) If you like the question, jot down the task ID number so you can easily find it and add it to your exam.
10. To return to the selections screen, click **Close.**
11. When finished with your selections, click **OK**. You are taken to the Properties tab.

Naming the Exam

1. Continuing from above, in the name field, enter an **exam name.**
    a. Assignment names must be unique across the entire institution.

It is helpful to develop an assignment naming convention for your institution to avoid confusion.

2. To make the exam available to other instructors at your institution, click the **radio button** for **Public**.
3. If your exam contains hands-on tasks, you may wish to create a Companion Training which covers the same skills. Click the **check box** to create this assignment as well. A similar name will auto-populate in this box; it may be edited if you choose to do so.
4. At the bottom, click **Save and Close.**

Scheduling The Exam

1. Continuing from above (while in the Exams area), click the **radio button** for the **exam** you wish to schedule, and then click **Schedule**.
2. In the Assignment Name field, enter an **exam name**. (This is the name your students will see). Assignment names must be unique across the institution.
3. If you wish to have specific page numbers on your students' Study Guide report, you will want to select a textbook from the Remediation list on the left and click the right arrow to bring it into the **Selected Remediation** box in the right. (The books in this list are pulled directly from the books you have added to your section.)
4. To associate the exam with a class section, in the Section panel, click the class section, and then click the **right arrow** to move the class section into the Selected Sections panel.
5. Do *not* click **Save and Close**; rather, at the top, click the **Exam Options tab**.
6. Enter any instructions you wish to provide to your students.
7. Under Scoring and Delivery Options,
   a. To specify a time limit, click the **check box** for **Specify Time Limit**. A field will then load; enter the **minutes.**
   b. Click the **check box** for **Allow SAM Exam to be Retaken**. A field will load; click the **drop-down menu** and select the **desired number of retakes** (up to 50). By default every exam is set to be taken only once.
8. Under Dates/ Times and Security, click the **check box** for **Specify When Exam Is Available**. A calendar will load.
9. If you want to immediately release the grade reports to students, ensure that the **radio button** for **Make student reports always available beginning 12:00 AM** is selected.
10. At the bottom, click **Save and Close**; then click **OK**. You are returned to the SAM Assignments screen.

Editing Properties and Options of a Scheduled Exam at a Later Date

1. If at a later date you want to edit the properties and options for a scheduled exam, click **SAM Assignments**.
2. At the Section field, click the **drop-down menu**, and select **your section**.
3. At the Type field, click the **drop-down menu**; select **Exam,** and click **Search**. Your scheduled Exams will then be presented.
4. Click the **radio button** for the **exam to be edited**, then click **Edit**.
5. Click the **Properties tab**, and then make changes to the **assignment name** and **book/sections associations.**
6. Click the **Exam Options tab**, and then make changes to the **dates/times** and **scoring/delivery options**.
7. Click **Save and Close**; then click **OK**.

Editing the Contents of a Scheduled Exam at a Later Date

1. If at a later date you want to edit the properties and options for a scheduled exam, click **SAM Assignments**.
2. If your scheduled assignment is not listed, at the Section field, click the **drop-down menu**, and select your section. At the Type field, click the **drop-down menu**, select **Exam**, and then click **Search**. Your scheduled Exams will then be presented.
3. Click the **radio button** for your scheduled Exam and click **Deactivate**. (You must deactivate a scheduled Exam before editing its content).
4. In the left-hand menu, click **Exams**.
5. For the Subject field, click the **drop-down menu**, and select the application that is appropriate for your previously created Exam; click **Search**.
6. Click the **radio button** for the **Exam**; click **Edit**, and make changes as appropriate, etc.
7. Now that you have made changes to your exam, you will need to schedule it so that it is available for your students.

Creating Training Assignments

Like Exams, you can create Training assignments based on content from specific chapters of specific books, or you can pick and choose particular skills students must learn. The methodology for creating Training assignments is nearly identical to the process for creating Exams. Just as with Exams, you can also copy and merge existing Trainings to create a new Training.

Selecting the Tasks for a Training Assignment

1. On the left, click **Training**. Note the two sets of menus at the top: the **upper menu** is for creating and managing assignments; the **lower menu** is for searching for assignments.
2. To create a Training assignment, click **Add New**.
3. To create a training based on specific textbook chapter content, click the **Textbook Training radio button**; click **OK**.
   a. At the Chapter Subject field, click the **drop-down menu**, and select the relevant **application** (e.g., MS Word 2010). Allow the page to refresh.
   b. Choose the chapter from which you want your training to be created. (The number in parenthesis is the number of tasks available for this chapter). Once you find it in the left panel, click the right **arrow** to move it into the New Training Contents box. (You can multi-select using the CTRL key).
   c. To preview the entire chapter's worth of training tasks, in the New Training Contents panel, click the **chapter name,** and then click **Preview Selected Training(s)**.
      i. Here you will see the instruction text for the **task**.
      ii. To print out the text, click **Print**.
      iii. To work live in the task simulation, just as your students would, click **Launch**. To return to the selections screen, click **Close**.
      iv. NOTE: The task ID numbers (EX1, AC53, etc.) are internal identifiers only and do not correspond to specific page numbers in any text.

Alternate Method: to select each task, go to Training on the left navigation bar, click Add New, choose **New Training** (3rd radio button down).
   a. Select your desired Subject from the Subject drop-down menu.
   b. To include a task within a Training assignment, in the Available Questions panel, click the name of the **task**, (you can multi-select using CTRL) and then click the **right arrow** to move the tasks into the New Training Contents panel. (The alphanumeric code that precedes the task label is our internal numbering system and does not correspond to specific page numbers in any text).

4. When finished adding tasks to your assignment, click **OK**. You are then taken to the Properties tab where you will name your assignment.
5. You may wish for this exam to be Public (available for others in your school's database to assign) or Private (you as the creator are the only person who can see/schedule it).

Exams may be Public or Private

6. You may also wish to "auto generate" a companion exam which simply allows you to create an exam which covers the same skills as the Training you just created.

Scheduling The Training

1. Continuing from above (while in the Training area), click the **radio button** next to the name of the training to be scheduled, and then click **Schedule** in the upper right corner.
2. In the Assignment Name field, enter the assignment **name**.
   a. NOTE: All assignment names within any institution must be unique so you may wish to name them per instructor (as noted in the Creating Courses section).
3. To provide page references to students, choose your textbook in the left **Remediation** column and click the right arrow to move it into the Selected Remediation box.
4. To associate this assignment with a class section, in the Section panel, click the class section, and then click the **right arrow** to move the class section into the Selected Sections panel.
5. Click the **Training Options tab**.
6. Under Dates/Times and Security,
   a. Click the **check box** to **specify when training is available**. A calendar will load. (This is optional; if you leave it unchecked, the assignment is always available; you may also set a password if you wish).
   b. Click the **check box** to **specify when training is due** if you want to only make this assignment available until a specific date.
7. At the bottom, click **Save and Close**; then click **OK**. You are then returned to the SAM Assignments screen.

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Assigning Projects

Projects are completed live-in-the-application and they must be downloaded by the student. Most Projects are drawn from the end-of-chapter cases from the textbook. The projects cover Word, Excel, Access, and Power- Point. Students must have Office 2010 Professional to complete the assignments.

Selecting a Project
1. On the left, click **Projects**.
2. At the Subject field, click the **drop-down menu**, and select your **Subject**.
3. At the Series field, click the **drop-down menu**, and select your **textbook series.**
4. At the Book field, click the **drop-down menu**, and select your **textbook**. Allow the page to refresh. You may also select a chapter, if you wish, which gives you the full chapter titles as found in the texts.
5. Click **Search**.
6. Click the **radio button** for the **project** you wish to assign.
7. To **Preview** the details of the Project prior to assigning it, you can click the **Preview** button and see the Project Instructions, the Project Start file, and the Solutions File so that you know exactly what a file would look like if it were completed 100% accurately.

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1. Once you have the project selected, in the upper right, click **Schedule**. You are then taken to the Properties tab.
2. In the Assignment Name field, enter an **assignment name.**
3. To provide page references to your students, choose your textbook in the left **Remediation** column and click the right arrow to move it into the Selected Remediation box.
4. To associate the project with a class section, in the Section panel, click the **Section**, and then click the **right arrow** to move the class section into the Selected Sections panel.
5. At the top, click the **Project Options tab**.
6. Under Scoring and Delivery Options, click the **drop-down menu**, and select the **desired number of attempts** (maximum of 5).
7. Under Dates/Times and Security, click the **check box** for **Specify When Project Is Available**. A calendar will load.
8. The score for all Projects is 100. You may reallocate specific step's points, however the total must equal 100. To do this, click the **Adjust Maximum Score and Step Weights** link (at bottom). Click **OK**.
9. Under **Specify** when students can view reports, ensure that the **grade reports** release to the students on the **available date**. (The default releases the report to the student beginning at 12:00 AM).
10. At the bottom, click **Save and Close**; then click **OK**. You are then returned to the SAM Assignments screen.
11. To view the project that you just scheduled,
    a. At the Section field, click the **drop-down menu**, and select your **section**.
    b. At the Type field, click the **drop-down menu**, and select **Project**.
    c. Click **Search**. The scheduled projects will then be presented.

At a Later Date — Editing the Properties and Options of a Scheduled Project

1. To edit the properties and options for a scheduled Project, click **SAM Assignments**.
2. At the Section field, click the **drop-down menu**; select your **section**.
3. At the Type field, click the **drop-down menu**; select **Project**, and click **Search**. The scheduled projects will then be presented.
4. Click the **radio button** for the **project to be edited**, then click **Edit**.
5. Click the **Properties tab**, and then make changes to the **assignment name** and **book/sections associations.**
6. Click the **Project Options tab**, and then make changes to the **dates/times** and **scoring/delivery options**.
7. Click **Save and Close**; then click **OK**.

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Scheduling SAM Path

SAM Path allows you to create an auto-generated companion Training with Assignments. Your options are similar to that of an Exam. SAM Path will appear as an Assignment Type and will unlock the training and post-exam once a student has completed the exam and/or training.

1. Click **Exams**
2. To create an assignment, click **Exam – Add New**
3. Complete the required fields and check box Auto-generate companion training
4. Click **Save and Close**
5. Go to the **SAM Assignments screen** to assign Path
6. Click **Schedule New**
7. Click on **SAM Path**
8. Click on the subject you would like to assess (that currently has an exam and auto-generated training) Choose which path you want to assign – Exam > Training > Exam OR Training > Exam OR Exam > Training in the drop down menu at the bottom of the screen Click **OK**.
9. Choose a Section you would like to make the SAM Path available to To modify the Scenarios of the tasks or to have the follow up Training and Post Exam focus only on incorrect task from the Pre-Exam, click on the **SAM Path Options Tab** to make those changes.
10. Click **Save and Close**

Accessing Express Assignment Creation

The **Express Assignment Creation Wizard** is a convenient way to quickly create and schedule Exam, Training, and Project Assignments for a Section while creating, editing or copying the Section. To create assignments using the Express Assignment Creation Wizard, follow the procedure detailed below:

1. Start the process to create a new **Section** (*if copying or editing an existing Section, select the desired* **Section** *from the list under the* **Sections tab** *and follow the prescribed procedure under* **Editing a Section and Copying a Section** *until you reach the* **Textbooks tab**; *Step 6 in Editing a Section, Step 7 in Copying a Section*)
2. Select **Textbooks** to use in Section and add them to the **Selected Textbooks column**.
3. Click on the **Star Icon(s)** to the right of the **Textbook(s)** In the **Selected Textbooks column** to indicate that you intend to use this Textbook for **Express Assignment Creation**. (You can select up to 5 Textbooks to use In the Express Assignment Creation Wizard at a time.)
4. Click on the **Instructors tab** and make any necessary changes. (Owners can be assigned here as explained in Adding a Section.)
5. Click on the **Students tab**. Student enrollment Is not copied to the new section so you will need to enroll students.
6. Click **Save and Close**.
7. In the **Express Assignment Creation message box** that pops up, click the '**Yes, proceed' button**. This will start the Express Assignment Creation Wizard. In the Express Assignment Creation Wizard, you can create assignments for each of the Textbooks you selected in Step 3, one textbook at a time.

Part III: After the Assignments Have Been Taken

The Report Area

Viewing Reports

For training purposes we will focus only on the individual performance reports. However, there are many more Exam, Training, and Project reports you can view to obtain student, section, exam or application data. Please contact your sales representative if you would like formal training on the reporting section of SAM.

Exams – Individual Performance Report

1. On the left click **Results**.
2. On the left click **Results** and then the **Gradebook** tab.
3. At the **Report field**, click the **drop-down menu**, and select **Individual Performance**.
4. In the **Student field**, click the **drop-down menu**, and select **a student**.
5. Click the **radio button** for the **assignment**.
6. In the top right, click **Generate Report**. The report will appear in a pop-up window. Note the categories: Skill Set, Activity, Tasks (task_id), and Result.
7. **Close** the report.

Projects – Individual Performance Report

1. Continuing from above, at the Report Type field, click the **drop-down menu**, and select **Project**. Allow the page to refresh.
2. At the **Report field**, click the **drop-down menu**, and select **Individual Performance**.
3. In the **Student field**, click the **drop-down menu**, and select **a student**.
4. Click the **radio button** for the **assignment**.
5. In the top right, click **Generate Report**. The report will appear in a pop-up window. Note the categories: Step No., Text, Activities, Result, Action Taken, and Time.

Projects – Download Submitted Projects

1. From the main Reports screen, the Report type remains **Project**, and then from the Report drop-down, select **Download Submitted Projects**.
2. Select the **Student** and **Assignment** and then click **Search**.
3. Next to the specific assignment you want (note that the submission date/times may vary if you've allowed multiple attempts) click the **Download** button.
4. This provides the instructor with a high-level report of students results as well as the actual document with embedded comments (except Access) allowing students to review mistakes.

The Gradebook Area

Dropbox

The Dropbox is a convenient filebox where students can submit non-SAM files for Instructor review.
To access the Dropbox:

1. Click on the **Results Menu.**
2. On the landing screen of the Results Menu, click on the **Dropbox Tab.**
3. On the resulting screen, **select the desired Section** from the drop down menu to access the Dropbox for a specific section.

4. You can **ONLY** access the Dropbox of those sections where you are an assigned Instructor, Owner, or Creator.
5. The Dropbox shows you the following:
    • The Students in your section that have submitted files.
    • The files that have been submitted.
        – *Additionally, the Dropbox also provides you some basic information on the files that have been submitted; like the document type, the size, and the time and date it was submitted.*
    • Your Notes on those files

Selecting a Section
Before viewing or maintaining a gradebook, you must first select a section using the following procedure:

1. On the left click **Results** and then the **Gradebook** tab.
2. From the **drop-down menu**, select a section. Click the **OK** button. You are now ready to work on that section's gradebook.
3. If the Gradebook exceeds the width of the page, you can navigate using the **>** key to see the next set or the **<** key to see the previous.

Changing Gradebook Settings
To change a section's Gradebook Settings, use the following procedure:

1. Select a section.
2. Click on the **Settings** button. The Gradebook Settings window will open.
3. From the Gradebook Settings window you can do any of the following:
    a. Select whether or not the Gradebook should display to students **Weights**, **Scores**, and/or **Final Score** by clicking the appropriate radio button. If On, the information displays. If Off, the information does not display. If all are off, students will not be able to see their Gradebook scores.
    b. Select the format for the Student ID display by clicking on the appropriate radio button. Options are:
        i.   **Last Name**, **First Name** (this is the default)
        ii. **ID #**
        iii. **User Name**
        iv. **Alias**
        v.   **Email**
        vi. **WebCT ID**
        vii. **Blackboard ID**
4. Click the **Save** button to keep your changes or the **Cancel** button or **X** icon to keep the current settings. In either case, the **Gradebook Settings** window will close.

Viewing Individual Assignments
By default, the Gradebook for a given section displays the basic assignment SAM assignment types (Exams, Projects, and Training) plus any other assignment types you might have added. You can view individual assignments using the following procedure:

1. Select a gradebook.
2. Click on the appropriate column heading.
    a. Click on the **Assignments** column to view all assignments.
    b. Click on the **Exam** column heading to view only Exams.
    c. Click the **Project** column heading to view only Projects.
    d. Click the column heading to view only Trainings.
    e. Click the column heading of any other assignment types you might have added.
3. Click the + button to view the individual assignments.

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4. To see the next assignment, click the > button.
5. To see the previous assignment, click the < button.
6. To return to the assignment type view, click the – button.

Adjusting Project Step Weights

SAM projects are graded based on 100 total points by default but can be changed to any whole number under 100. You can change the point values of any step, but in order to save the project the total cannot exceed 100 points. For example, if a project has ten steps, each step is worth a maximum score of 10 points. You can adjust the amount deducted from each Incorrect step using the following procedure as long as the total remains 100 points. This can be done when the project's assignment is initially scheduled or when it is edited.

1. Either schedule or search for and select an existing project assignment.
2. Click on the **Projects Options** tab.
3. Click on the link **Adjust Maximum Score** and **Step Weight**. The Adjust Step Weights window will display.
4. You can change the **Total Points** by entering a new number equalto or less than 100. You will need to then either manually adjust all the step point values to ensure that they add up to the Total Points, or you can click **Normalize**.
    a. **Normalize** adjusts point values for all steps you have not manually assigned, based on the current number of total points. Step point values you have assigned yourself remain the same. Point values for all other steps are adjusted to be equal, with any "leftover" points added one at a time to unchanged steps starting from the last step.
5. You can change the If Incorrect, deduct value of a specific step by entering a new value for the desired step. You will need to adjust other steps to ensure that the Total Points are 100 points or less. You can do this by either manually adjusting the Individual step point values, or entering the desired Total Points and clicking Normalize.
    a. Please note the following special values. Enter a value of 0 If you want the step graded but no deduction assigned to it.
6. If you wish to revert to the original points values for the Project, click **Reset**.
7. When done:
    a. Click the **OK** button to accept the new score settings.
    b. Click the **Cancel** button to reject the changes and keep the existing score settings.

Adjusting Assignment Scores

You can adjust individual scores using the following procedure. Note that the score is just changed in the Gradebook, so SAM Reports will be unaffected.

1. Select a section.
2. Go to individual assignment view.
3. Select the appropriate assignment and student from the Gradebook or **Final Score.**
4. To adjust the score, double click on its value in the matrix and enter a new value.
5. Click the Save button to keep the changes or the **Cancel** button to keep the current weight values.

Adding Assignment Types

You can add an assignment type to the Gradebook using the following procedure. You would use this feature if the section in question has assignments other than those currently supported by SAM (Exams, Projects, and Trainings) such as class presentations or labs.

1. Select a section.
2. Click the column header of any of the displayed assignment types until it is highlighted.
3. Click the **Add** button. The Add Assignment Type window will open.
4. Enter a Name. It must be 50 characters in length or less. Note that you cannot use the names "Exam,"

"Projects," "Trainings," or any other assignment name already used in the Gradebook.

5. Enter the overall **Weight** of the assignment type.
6. Click the **Save** button to keep the changes or **Cancel** to not add the assignment type.
7. Adjust the weights of the other existing assignment types using the procedure discussed in the **Adjusting Assignment Scores** section until the **Final Score** in the **Weights** row equals 100%.

Editing Assignment Types

You can edit how SAM's basic assignment types (Exam, Project, Training) are scored using the following procedure:

1. Select a section.
2. Click the Exam, Project, or Training column header.
3. Click the Edit button. The Base Score Setting Assignment Type window will open.
4. Select a Base Score method. Your options are:
   a. Highest: The highest score achieved for each assignment within the type will be the base score (this is the default).
   b. Average: The average score achieved for each assignment within the type will be the base score. This is useful if you allow multiple assignment attempts.
   c. Latest: The most current score will be the base score. This is also useful if you allow multiple assignment attempts.
5. Click the Save button to keep your changes or Cancel if you want to keep the current settings.

Deleting Assignment Types

You can delete new assignment types you have added to the section's Gradebook. This also deletes all assignments under that type. Note that you cannot delete the basic SAM assignment types (Exam, Project, and Training).

1. Select a section.
2. Click the column header of the assignment type you want to delete.
3. Click the **Delete** button. The **Delete Assignment Type** window will open.
4. Click the **Yes** button to continue with the deletion or the **Cancel** button if you do not want to delete.
5. Adjust the weights of the other existing assignment types using the procedure discussed in the **Adjusting Assignment Scores** section until the **Final Score** in the **Weights** row equals 100%.

Adding Individual Assignments

You can add individual assignments to any type using the following procedure. You must create individual assignments in order to enter scores.

1. Select a section.
2. Go into individual assignment view.
3. Click the **Add** button. The **Add Assignment** window will open.
4. Click the Add Assignment radio button. This is the default.
5. Enter a **Name**. It must be 50 characters in length or less.
6. Select an **Assignment Type** from the drop-down menu.
7. Click the **Save** button to keep the new assignment or **Cancel** to not add the assignment.
8. Once added, adjust the assignment scores for the students in the section using the procedure discussed in the **Adjusting Assignment Scores** section.

Deleting Individual Assignments

You can delete individual assignments from a type using the following procedure:

1. Select a section.
2. Go into individual assignment view.
3. Click on the column header for the assignment in question.
4. Click the **Delete** button. The **Delete Assignment** window will open.
5. Click the **Yes** button to delete the assignment or the **Cancel** button if you do not want to delete.
6. Adjust the weights of the other existing assignments using the procedure discussed in the **Adjusting Assignment Scores** section until the **Final Score** in the **Weights** row equals 100%.

Exporting the Gradebook

SAM lets you export a section's Gradebook in either a CSV (comma separated values) or Excel format using the following procedure:

1. Select a section.
2. Click the **Export CSV** button if you want the file to be in a comma separated values format or the **Export Excel** button if you want the file to be Excel compatible. In either case, a standard download window for your operating system will open.
3. Select the directory in which you want to save the file.
4. If necessary, change the file name from the default **SAM 2010 – Reports.**
5. Click the Save button to save the exported file or **Cancel** if you do not want to save. In either case, the download window will close.

If you want to import the Gradebook into another system, please follow the standard import procedure for your learning management system.

Release Notes

To view the current release notes, click the version number at the bottom of the SAM Home Screen. From there, launch the release notes, which include the latest release's highlights and, if applicable, known issues.

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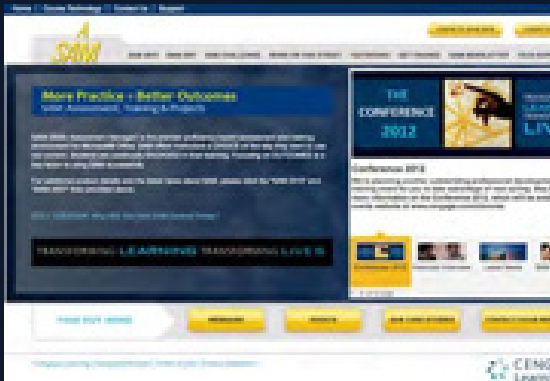**Sales Representitive:** _____

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