



## Instructions for setting up students in SAM to test on the RI

There are 3 options to set up students to test on the Reading Inventory (RI).

*NOTE: You need a Scholastic Achievement Manager (SAM) login to set up testing. Contact READ 180 district support staff for a login.*

1. If students are already in the READ 180 class, give them the RI product
2. If students are not in the READ 180 class, individually add the student(s), or
3. If students are not in the READ 180 class, add a group of students as a group

All are explained here along with what to do AFTER you upload them and after testing.

Link to SAM: <https://h100003148.education.scholastic.com>

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### **1. If students are already in the READ 180 class, give them the RI product**

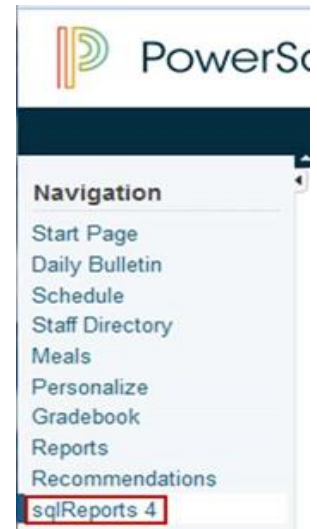
- Log in to SAM
- On the left sidebar click on the school, then teacher, then class that the student is in
- In the upper right corner, under "Manage Roster" choose "Manage Student Enrollment"
- Find the student and enroll them in RI by clicking the check box under Reading Inventory
- Press save and return.

### **2. If students are not in the READ 180 class, individually add the student(s)**

- Log in to SAM
- On the left sidebar click on the school, then teacher, then the "test" class
- In the upper right corner, under "Manage Roster" choose "Add a Student"
- A profile window will open. Complete the required information in the "profile" tab using this criteria for username and password so it matches the student computer login:
  - Student ID: ID number
  - username: firstname.lastname
  - password: ID number
- In this window under the "demographics" tab, also fill out any info that you may have
- Press Save.
- Success! Or, if the program states that a student already exists with that ID, contact your READ 180 District Support to re-activate the student.
- YOU ARE NOT DONE
- In the upper right corner, under "Manage Roster" choose "Manage Student Enrollment"
- Find the student and enroll them in RI by clicking the check box under Reading Inventory
- Press save and return.

### 3. If students are not in the READ 180 class, add a group of students as a group

- In *PowerTeacher*, you should see one more item available on your start page (see image on right)
- In *Admin PowerSchool*, choose “System Reports” under REPORTS on the left hand toolbar
- Select sqlReports 4. You will be taken to a screen where you can click on “Read 180 Student File.”
- Paste in a comma-separated list of student numbers, click submit, and then click the CSV box to generate your file to use for the Read 180 import (you’ll need to adjust the Course Name in the file first). Also, beside the list of student numbers, there is a second parameter for you to enter the course name you want used in your file.
  - If all the students in your list will be in the same course, enter that name; it will populate it for all the students. Type it in exactly the way it is in Read 180.
- If you have a list of students in different courses, type anything there (or leave the default value), and then edit the file before importing into Read 180.
- Review the file. Verify that the SCHOOL\_NAME and the CLASS\_NAME are correct (e.g. SCHOOL\_NAME = El Services, CLASS\_NAME = TEST pre-screening only)
- Log in to SAM
- Click on the “Roster” tab
- If you have access to import data, you will see “import” listed in the “advanced settings” box in the lower right hand corner.
- A new window will open. Follow the upload directions in the box.
- Return to SAM to verify that the students are now uploaded into SAM. Now you need to enroll them in the product
- In the upper right corner, under “Manage Roster” choose “Manage Student Enrollment”
- Find the student and enroll them in RI by clicking the check box under Reading Inventory
- Press save and return.
- If you do not have “import” listed you will need to contact Read 180 district support for access



#### After upload

- You can print a copy of the Student Roster to give you a list of usernames and passwords
  - Log in to SAM
  - Click on your school or class
  - Choose the “reports” tab
  - Scroll to the bottom of the reports, the Student Roster is listed under The Reading Inventory, choose it
  - Click “run report”
  - In the upper right hand corner click on “print preview”, which opens the report in a printable window; select Print

#### After testing

- If a student qualifies for READ 180/system 44 the teacher will need to use the “Manage Student Enrollment” to enroll the student in additional products
- If a student does not qualify, they will need to be unenrolled from the RI product so that the license for it can be used by someone else