

Read 180 Administrative Account User Training/Work Session 2009

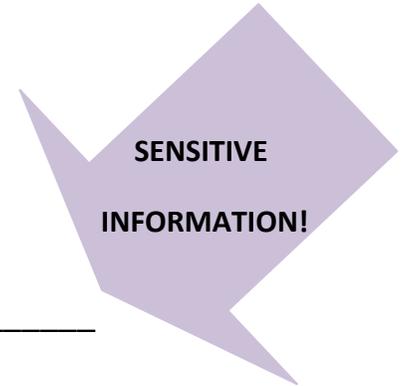
School Name _____

Server IP Address _____

Port 55880

Administrative Account User Name _____

Administrative Account Password _____



User Names and Passwords

| | Username | Password |
|----------------|-------------------------------------|-------------------------------|
| student | Graduation year + student ID number | Regular password |
| example | 14123456 | firedog |
| teacher | FirstName LastName | Melt ID (outlook username) |
| example | Erica White | whiteeri |

Student info can be obtained from ITSS or media specialist.

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- **Finding a Teacher's MELT ID in Outlook.**
 1. Create a new email message.
 2. Click the To: button. (The Global Address book will open.)
 3. Click Advanced Find.
 4. In the Office: field, enter 03(middle school) or 04 (high school) and then your school's number. (Ex. 03335)
 5. Scroll all the way over to the right side of the screen to the Alias column.
 6. The Alias is the same as the MELT ID.

Creating a Class

1. Double-click the school name in the **SmartBar**.
2. Click the **Add a Class** link under **Manage Roster** on the **District Profile** Screen.
3. Enter the information in the **Profile** tab of the **Add a Class** window. Use the check boxes to associate programs with the class.
4. Click **Save** to save the class information and return to the **District Profile** screen.

Creating a Teacher Account

1. Double-click the school name in the SmartBar.
2. Click the **Add a Teacher** link under **Manage Roster** on the **District Profile** Screen.
3. Enter the information in the fields with an asterisk in the **Profile** tab of the **Add a Teacher** window.
4. Click **School & Classes** tab and use the check boxes to assign the teacher to classes.
5. Click **Save** to save the teacher's information and return to the **District Profile** screen. The teacher's name will appear in the **SmartBar**.

Enrolling Students

1. **Select** the **Yellow Roster Tab** from within the SAM.
2. **Double click** on a class name in the **SmartBar** to see the **Class Profile** screen.
3. Click the **Manage Enrollment** link under Manage Roster.
4. Use the check boxes next to the students' names to enroll them in the program. Click the **check box** at the top of the column to enroll the entire class in **Read180**.
5. Click **Save & Return** once you are finished to return to your **Profile** screen, or click **Save** to save the information and stay on the **Manage Enrollment** screen.
6. To remove students from Scholastic programs, uncheck the boxes next to the students' names on the Manage Enrollment screen.

Adding a Student

(IF ENROLLED AFTER THE FIRST DAY OF SCHOOL)

1. Double-click the class name in the **SmartBar** to see the **Class Profile** screen.
2. Click the **Add a Student** link under **Manage Roster**.
3. Enter the information in the fields with an asterisk in the **Profile** tab of the **Add a Student** window. **THE STUDENT ID AND USERNAME SHOULD BE THE SAME!**
4. Use the check boxes in the **Add to Classes & Groups** window to assign this student to particular classes or groups.
5. Click **Save** to save the student's information and return to the **Class Profile** screen.
6. The student's name will appear in the **SmartBar**.
7. If a student no longer needs the intervention, you **MUST** remove him or her from **SAM's** active roster.

Setting Dates in SAM

1. Open the Scholastic Achievement Manager.
2. Click on the tab with your school name on the **SmartBar**.
3. Click on **Edit School Profile** and change the bottom section to the appropriate information...

| | | | |
|-------------------------------|---------------------------------------|------------------------|---------------------------------------|
| School Starts | <input type="text" value="08/26/08"/> | School Ends | <input type="text" value="06/15/09"/> |
| No. of Grading Periods | <input type="text" value="4"/> | | |
| Period 1 Starts * | <input type="text" value="08/26/08"/> | Period 1 Ends * | <input type="text" value="10/31/08"/> |
| Period 2 Starts * | <input type="text" value="11/03/08"/> | Period 2 Ends * | <input type="text" value="01/26/09"/> |
| Period 3 Starts * | <input type="text" value="01/27/09"/> | Period 3 Ends * | <input type="text" value="03/30/09"/> |
| Period 4 Starts * | <input type="text" value="03/31/09"/> | Period 4 Ends * | <input type="text" value="06/16/09"/> |