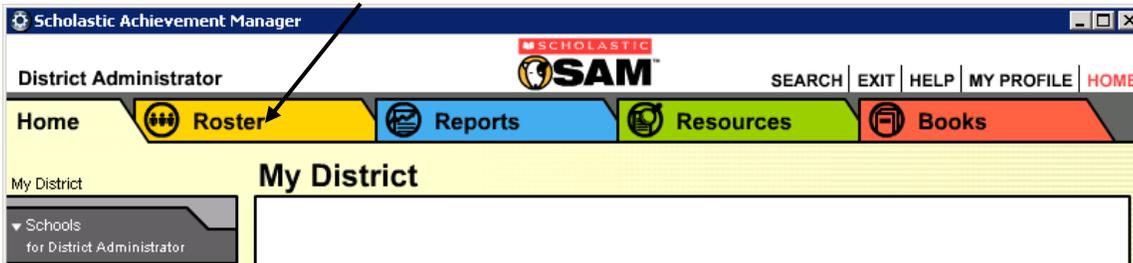


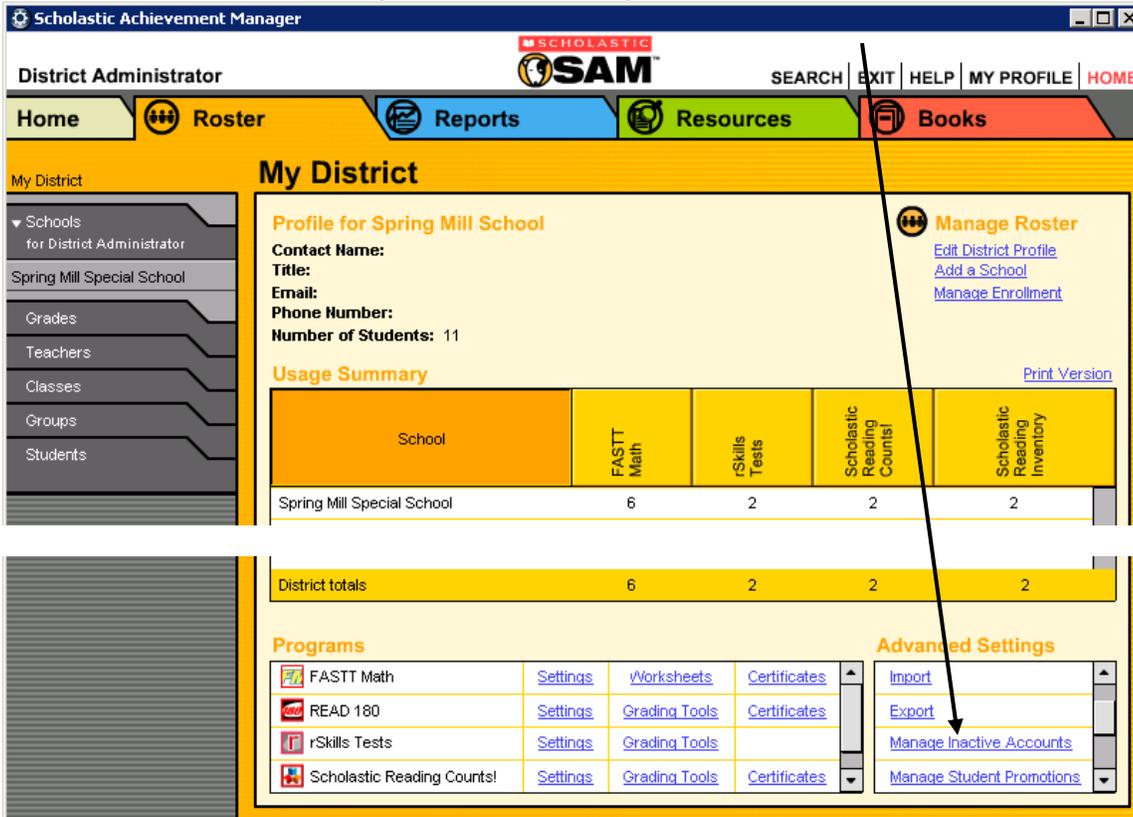
ACTIVATING A STUDENT ACCOUNT

Your students will already have an account in the SAM database, but the account is “inactive”.

1. Open the Scholastic Achievement Manager with an Administrative Account and click on the ROSTER tab.



2. Under “Advanced Settings” click on “Manage Inactive Accounts”



- You will see a listing of all of your “inactive” accounts.
Choose the accounts that you need to activate, then choose “Assign to a class”

Scholastic Achievement Manager
District Administrator

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My District

Manage Inactive Accounts: STUDENT
Use this screen to view, assign or delete accounts not in your SmartBar

Student: [Dropdown]

<input type="checkbox"/>	Name	Student ID	Username	Status	Enrollment
<input checked="" type="checkbox"/>	Adams, Alexander	972044	15972044	Inactive	
<input type="checkbox"/>	Adams, Edward	305084	17305084	Inactive	
<input type="checkbox"/>	Alexander, Shatara	953307	15953307	Inactive	
<input checked="" type="checkbox"/>	Ali, Mir Omar	370762	17370762	Inactive	
<input checked="" type="checkbox"/>	Ali, Samreen	320535	18320535	Inactive	
<input checked="" type="checkbox"/>	Ali, Zayd	148067	15948067	Inactive	
<input type="checkbox"/>	Amaya, Juan	957161	16957161	Inactive	
<input type="checkbox"/>	Ambush, Austin	370114	20370114	Inactive	
<input type="checkbox"/>	Ambush, Kaitlyn	988431	16988431	Inactive	
<input type="checkbox"/>	Amoah, Kali	965429	15965429	Inactive	
<input type="checkbox"/>	Amtmann, Cameron	966944	16966944	Inactive	
<input type="checkbox"/>	Anderson, Bethany	350434	18350434	Inactive	
<input type="checkbox"/>	- Select an Option -	329537	17329537	Inactive	
<input type="checkbox"/>	Assign To A Class	305057	17305057	Inactive	
<input type="checkbox"/>	Deletion				
<input type="checkbox"/>	Unenroll	964629	15964629	Inactive	

Items 1 through 250 of 478 | Next 250 >

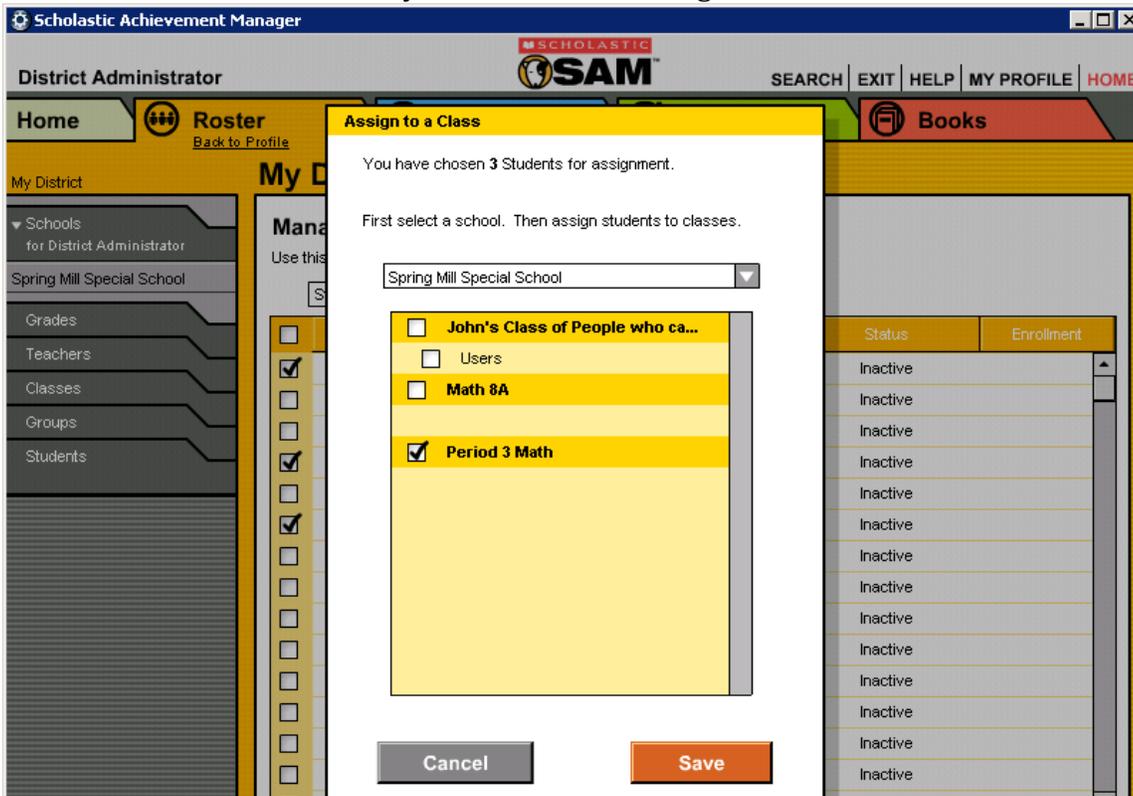
- Click “GO”

<input type="checkbox"/>	Ani, Karen	305057	17305057	Inactive	
<input type="checkbox"/>	Ani, Linda	964629	15964629	Inactive	

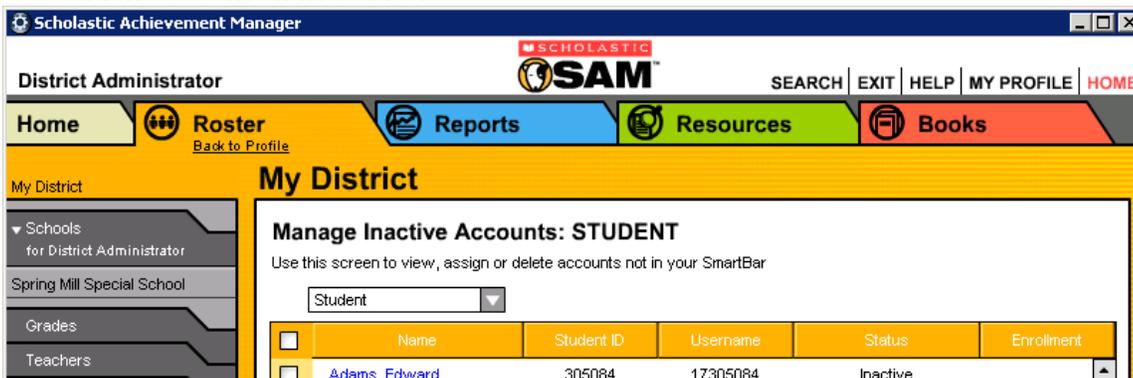
Assign To A Class [Dropdown] Go

Items 1 through 250 of 478 | Next 250 >

5. Choose the class to which you would like to assign these students. Click “Save”.



6. You will be returned to the inactive student’s screen where you can choose another group of students to enroll in a class.



7. Once the student is assigned to a class you can follow the procedure to ENROLL the students.