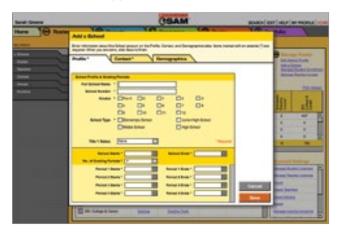# For Administrators | SAM

Administrators must enroll schools and classes in SAM before administering the first assessment. Once schools and teachers are set up in SAM, teachers may use SAM to enroll students in SRI, track student results and data by running reports, and search for resources.

ADD A SCHOOL
Set up your school(s) in SAM.

→ TIP

SAM needs to be initially set up by someone with administrator rights to your computer network.

DIRECTIONS

1. Log in to SAM. Click **Roster**.

2. Click **Add a School** under **Manage Roster** on the district profile screen to open the **Add a School** window.

3. Use the **Profile** and **Contact** tabs to enter basic information about the school. Items marked with an asterisk (*) are required.

4. Use the **Demographics** tab to enter population information. This will allow you to generate a demographics report and filter data.

5. Click **Save** to save your entries and return to the district profile screen, or click **Cancel** to exit without saving your changes.

6. Add additional schools by repeating steps 2–4.

ADD A CLASS
Add classes within a school to SAM.

DIRECTIONS

1. Log in to SAM. Double-click a school name in the SmartBar.

2. Click **Add a Class** under **Manage Roster** on the profile screen.

3. Enter the class information, including grade level, in the **Profile** tab of the **Add a Class** window. Consider the following recommended naming conventions when entering a **Class Name**: Teacher name, Class period, Program name. For example: "Schirmer, P1, SRI."

→ TIP

Pay careful attention when entering the grade level for each class. The assigned grade level determines which subtests students can access when they log in to SRI. See for more information.

4. Use the checkboxes under **Manage Application** to associate SRI with the class.

5. Click **Save** to return to the school profile screen. The class name will now appear in the SmartBar.