SAM Instructions

- Go to https://pearl.activeschool.net or click on the icon for SAM on the district website - www.pearl.k12.ms.us. Mouse over Staff on the menu across the top of the page. Then when drop-down menu appears, click on SAM 7, this will bring up the login screen.

- Type in your user name & password

- Choose **Gradebook**.

  - Now choose **My Gradebook**.

- Click on the circle beside **Always Open With**. Then select the class that you want to open first in Gradebook.

- Change **Default Gradebook Tab** to **Grades**

- Change **Student Sort** & **Date Sort** to **Ascending**.

- Under **Gradebook Display** click on first empty box (next to **Show Numeric Grades Less than or Equal to)** and type 63.45 to failures in red. If you would like, you can change it to 69.45 to show D's and below in red.

- Next to **Gradebook Column Headers Use –** click on the circle beside **Assignment Title**.

- Click **Save** at the bottom of the screen.

- You only need to do this once.

- You may make changes to suit your own needs.

How to Add Grades
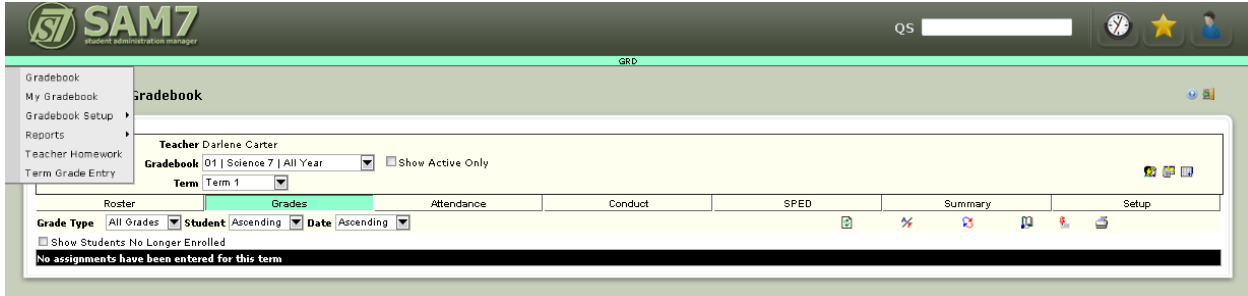
- On the menu, select **Gradebook** (in Green) and then select Gradebook again.

- Then make sure the correct course and term is selected.

- Now choose **Gradebook**.

- Click on the Grades tab, if it isn't already highlighted in green.

- Select correct subject using menu.

- Use your pointer to select A/F icon.

- Put in code. (i.e., DG for daily grade, T for Test, Q for Quiz – just examples you can come up with your own.)

- Add title. (i.e., Ch. 1 Test, U 11 Questions)

- Go to bottom; click on SAVE.

- You might want to put an X in the default grade box. Remember that NG averages as zero.

- Click SAVE.
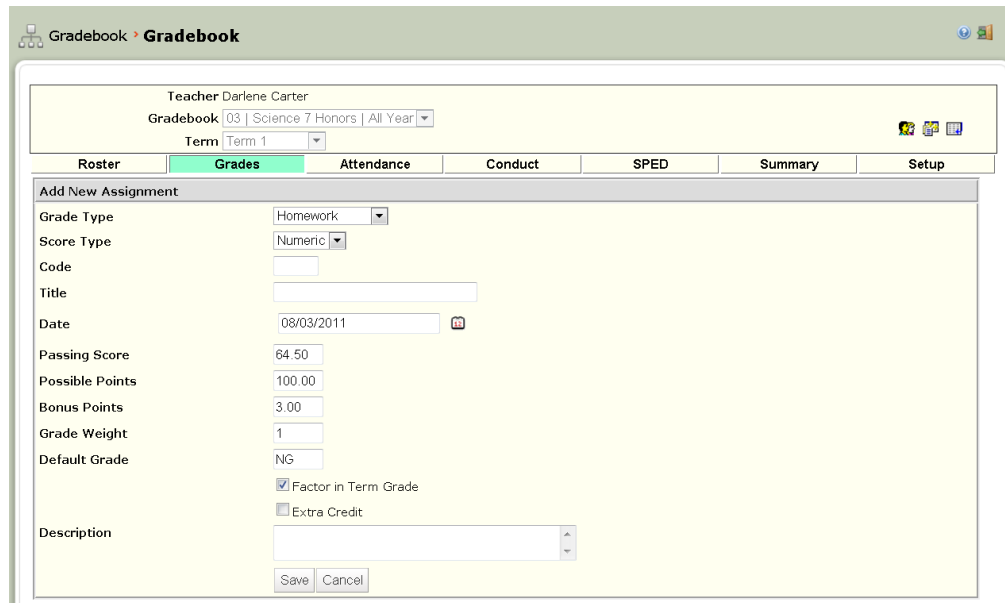
| Gradebook | 01 | Science 7 | All Year ▼ | ☐ Show Active C |
| Term | Term 1 ▼ | | |

| Roster | Grades | Attendance | Condu |

Grade Type [All Grades ▼] Student [Ascending ▼] Date [Ascending]

☐ Show Students No Longer Enrolled

Student	Term Avg	8/2/2011 Edit	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	
	0	NG	

- Click on EDIT.
- Enter Grades. (You must tab between grades.)
- Go down and click on UPDATE GRADES to save.
- To enter late grades, enter grade, click REFRESH ICON (red & blue circular arrows), then SAVE.
- Make sure to post all grades by clicking on the push pin each time you enter grades in a subject.

How to access information on your student in SAM
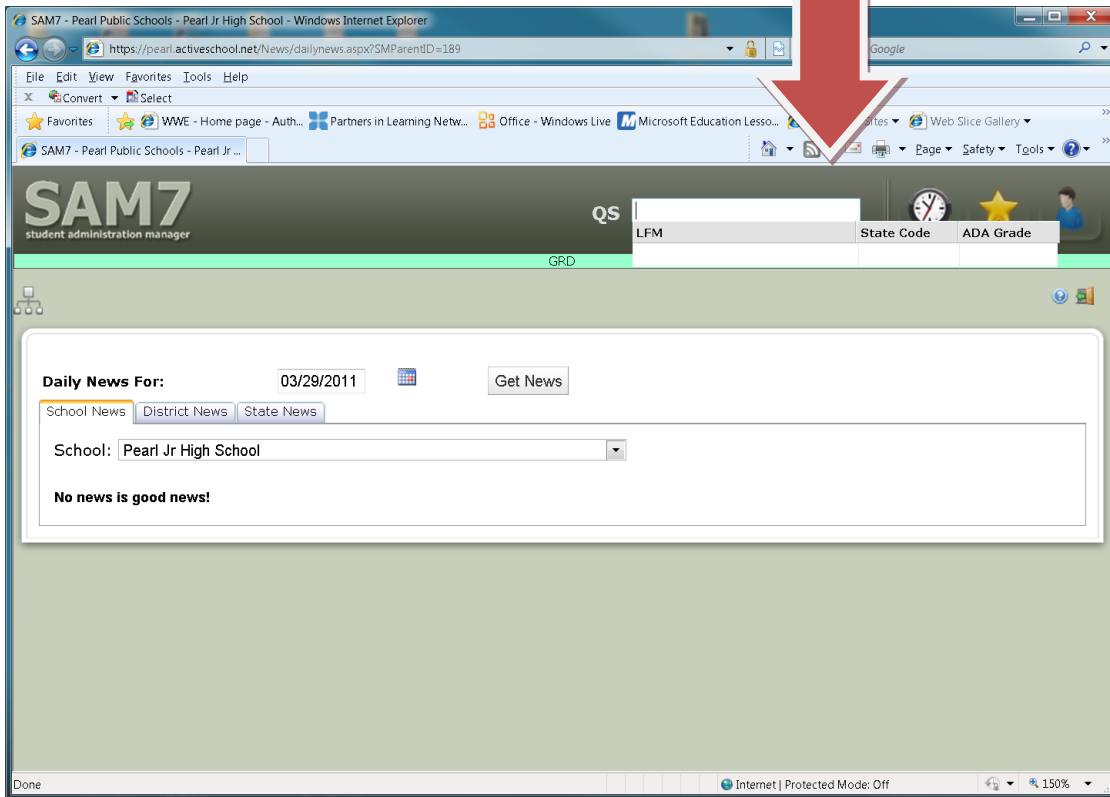
By typing the students name in the QS (Quick Search) box, you can access basic information for students. This information includes DOB/MSIS Number, Parent/Guardian, Emergency Contact Information and Student Schedules.

You may access more information about your students in Gradebook. Once you are in Gradebook, click on the Roster tab.
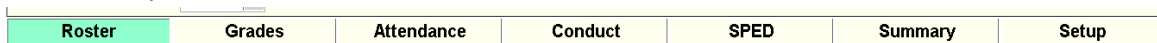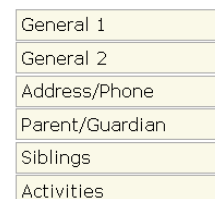

You may then select your students by selecting the appropriate class in the gradebook dropdown menu.
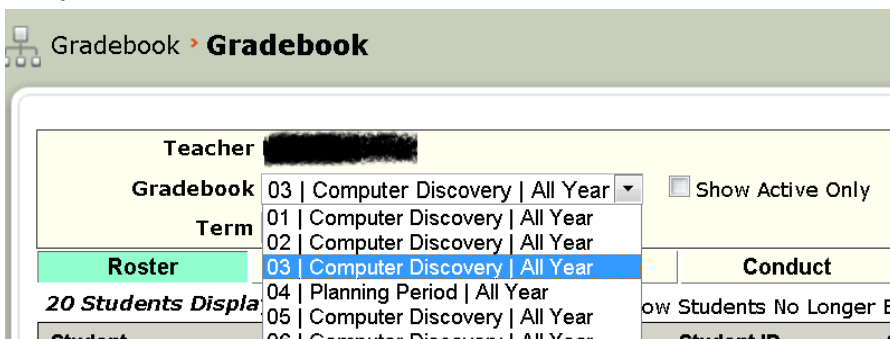
After selecting the appropriate class period, the students will be listed on the left. Once you click on a students name, the information in the tabs pictures below will be available for viewing.
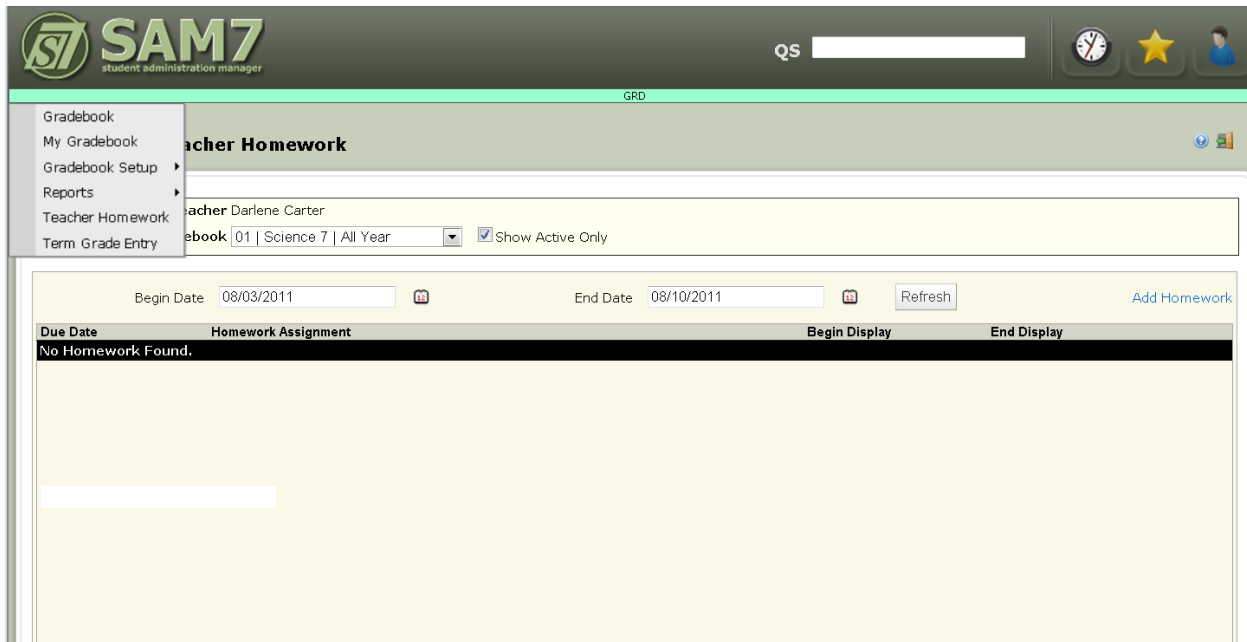
These tabs will provide more information than the basic QS option.
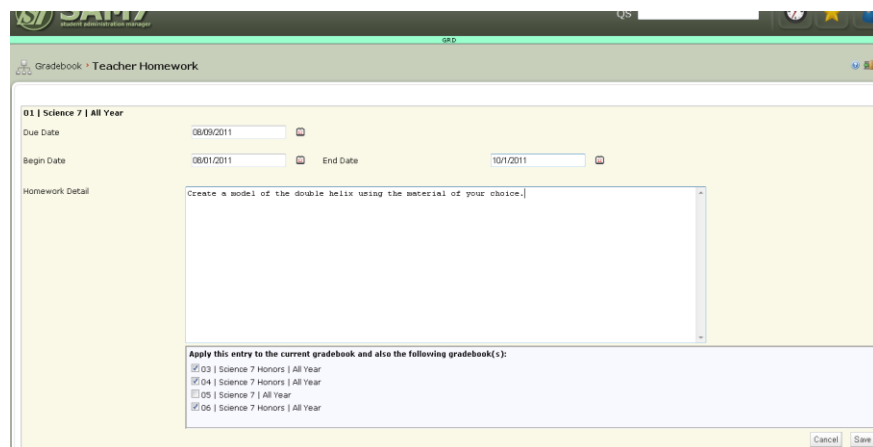
How to Enter Homework Assignments

- Click on **Gradebook** .

- Click on **Teacher Homework**.

- Click on **Add Homework.**

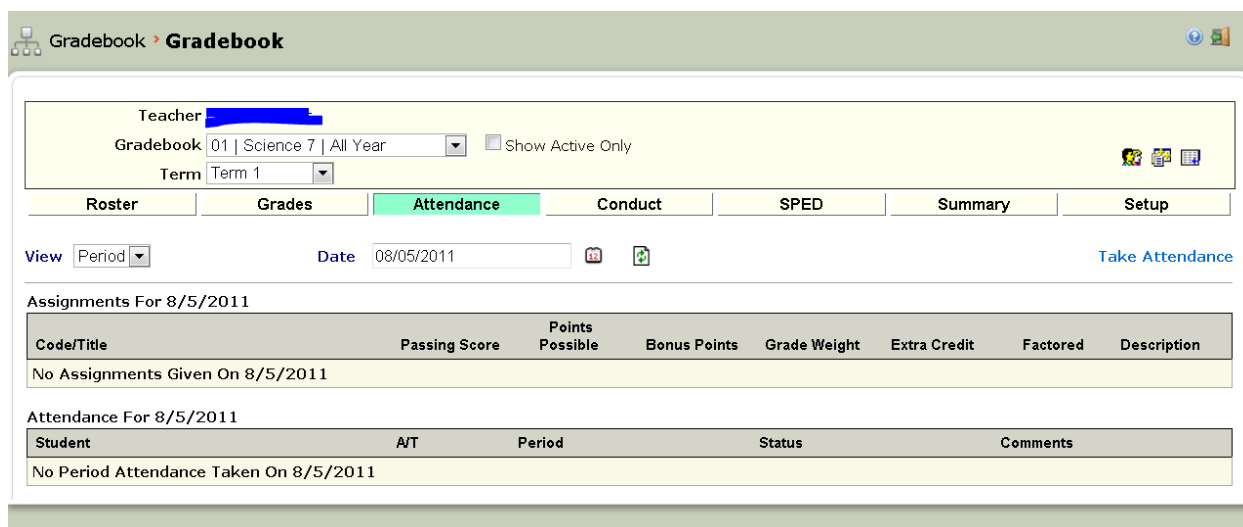
- Be sure to fill in all dates.

- Begin date & End Date are the dates that it will be visible.

- Type the **Homework Detail**.

- Click on **Save.**

How to Enter Attendance

- Select the **Attendance** tab.

- Click on Take Attendance

- It defaults to present.

- Make A for a student who is absent.