

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**.

The screenshot shows the 'My Gradebook' settings page in SAM7. The page is divided into several sections:

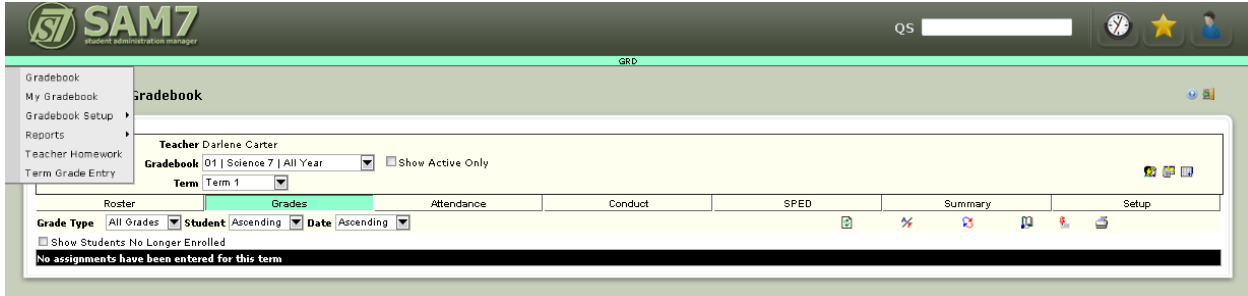
- On Gradebook Load:** Radio buttons for 'Manually Select Class', 'Open Current Period', and 'Always Open With' (selected). A dropdown menu for 'Default Gradebook Tab' is set to 'Grades'.
- Gradebook Filter Defaults:** Dropdown menus for 'Student Sort' and 'Date Sort', both set to 'Ascending'.
- Gradebook Assignment Defaults:** Input fields for 'Default Grade' (No), 'Passing Score' (64.00), 'Possible Points' (100.00), and 'Bonus Points' (3.00).
- Gradebook Editing:** A checkbox for 'Automatically Close Single Grade Edit Window After Saving' and a 'Reset' button.
- Gradebook Display:** Filters for numeric and alpha grades, and checkboxes for 'Assignment Code' and 'Assignment Title'.

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

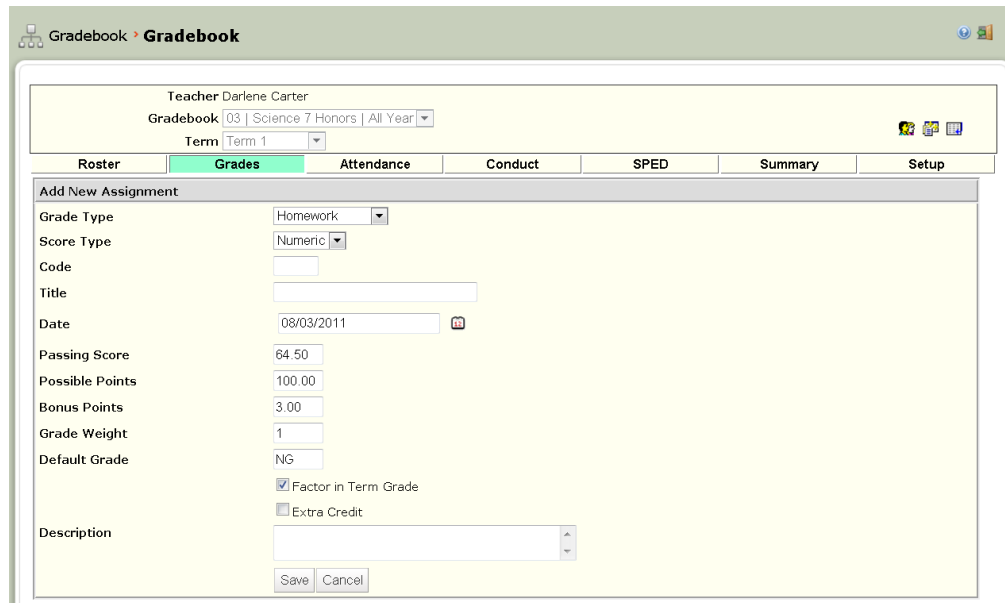
Default Gradebook Tab to Grades

- 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

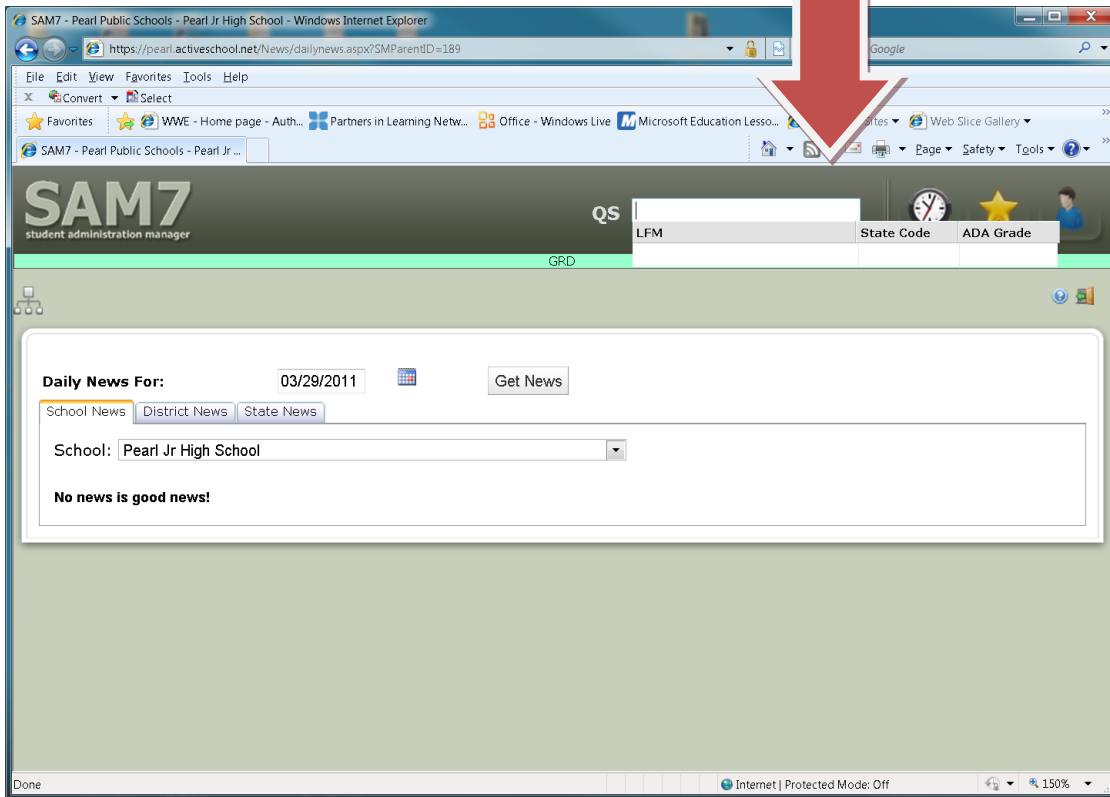
Grade Type All Grades Student Ascending Date Ascending

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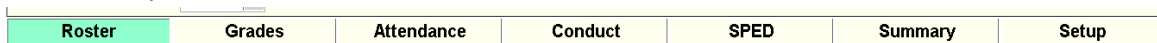
- Click on EDIT.
- Enter Grades. (You must tab between grades.)
- Go down and click on UPDATE GRADES to save.
- To enter late grades, enter grade, click REFRESH ICON (red & blue circular arrows), then SAVE.
- Make sure to post all grades by clicking on the push pin each time you enter grades in a subject.

How to access information on your student in SAM

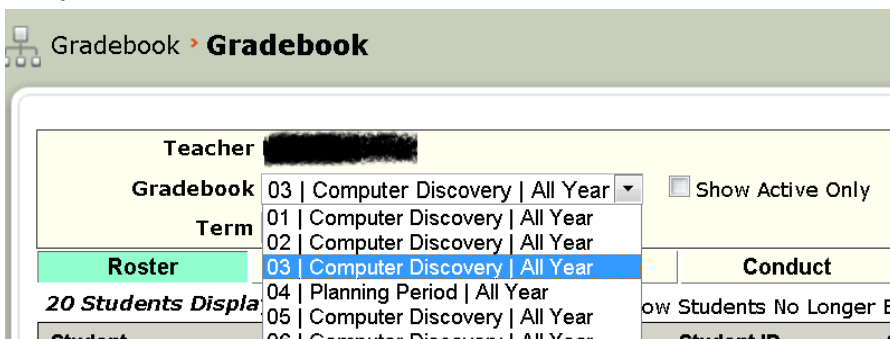


By typing the students name in the QS (Quick Search) box, you can access basic information for students. This information includes DOB/MSIS Number, Parent/Guardian, Emergency Contact Information and Student Schedules.

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

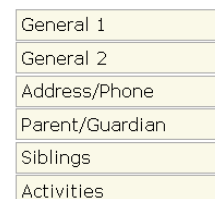


You may then select your students by selecting the appropriate class in the gradebook dropdown menu.



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.

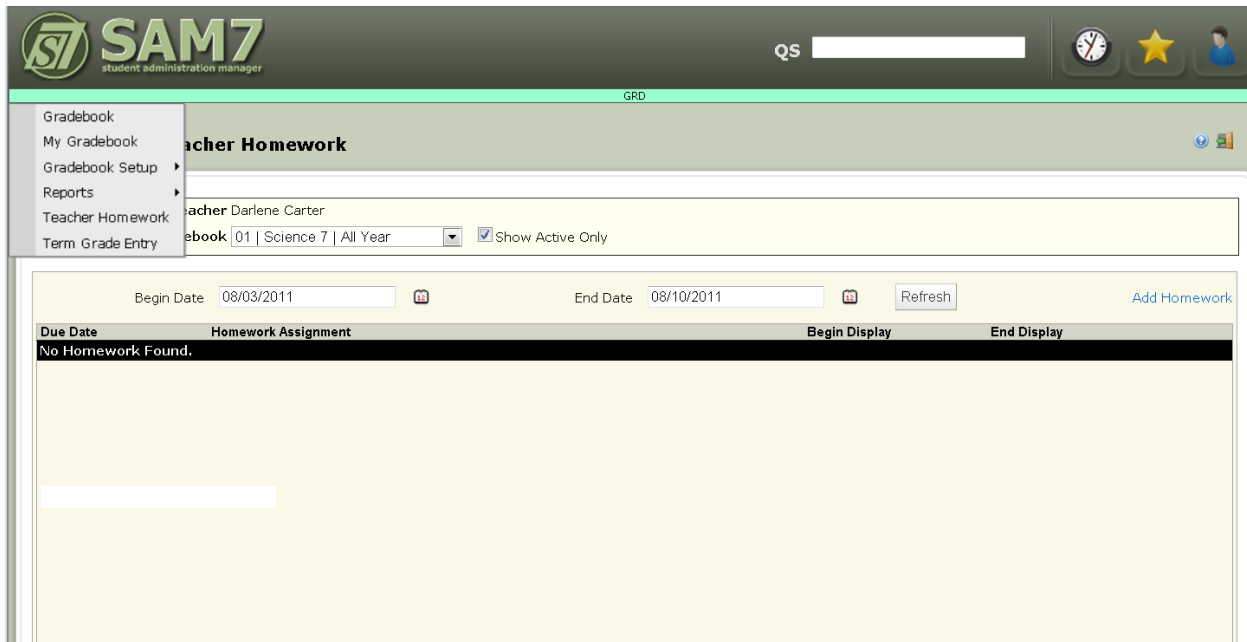
These tabs will provide more information than the basic QS option.



[Close Window](#)

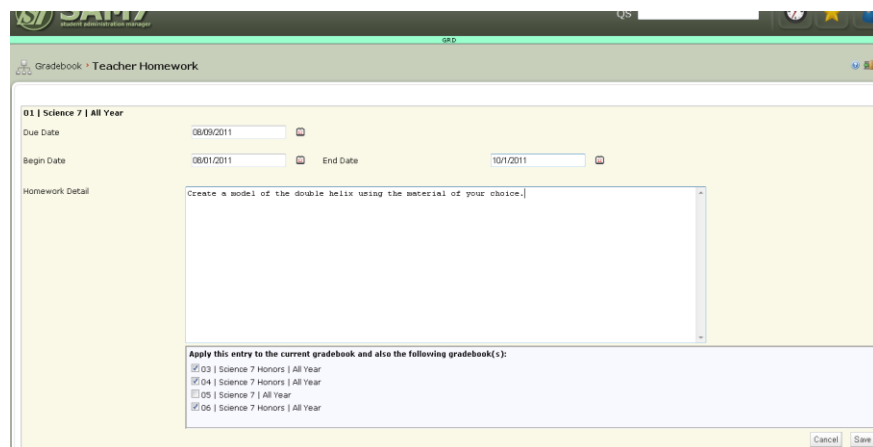
How to Enter Homework Assignments

- Click on **Gradebook** .
- Click on **Teacher Homework**.
- Click on **Add Homework**.



The screenshot shows the SAM7 Teacher Homework interface. The top navigation bar includes the SAM7 logo, a user ID field (QS), and icons for a clock, a star, and a user profile. A dropdown menu is open, showing options: Gradebook, My Gradebook, Gradebook Setup, Reports, Teacher Homework, and Term Grade Entry. The main content area is titled 'Teacher Homework' and shows the user 'Teacher Darlene Carter'. Below this, there are filters for 'Gradebook' (01 | Science 7 | All Year) and a checked box for 'Show Active Only'. At the bottom of the filter area, there are input fields for 'Begin Date' (08/03/2011) and 'End Date' (08/10/2011), a 'Refresh' button, and an 'Add Homework' button. Below these fields is a table with columns 'Due Date', 'Homework Assignment', 'Begin Display', and 'End Display'. The table is currently empty, displaying 'No Homework Found.'

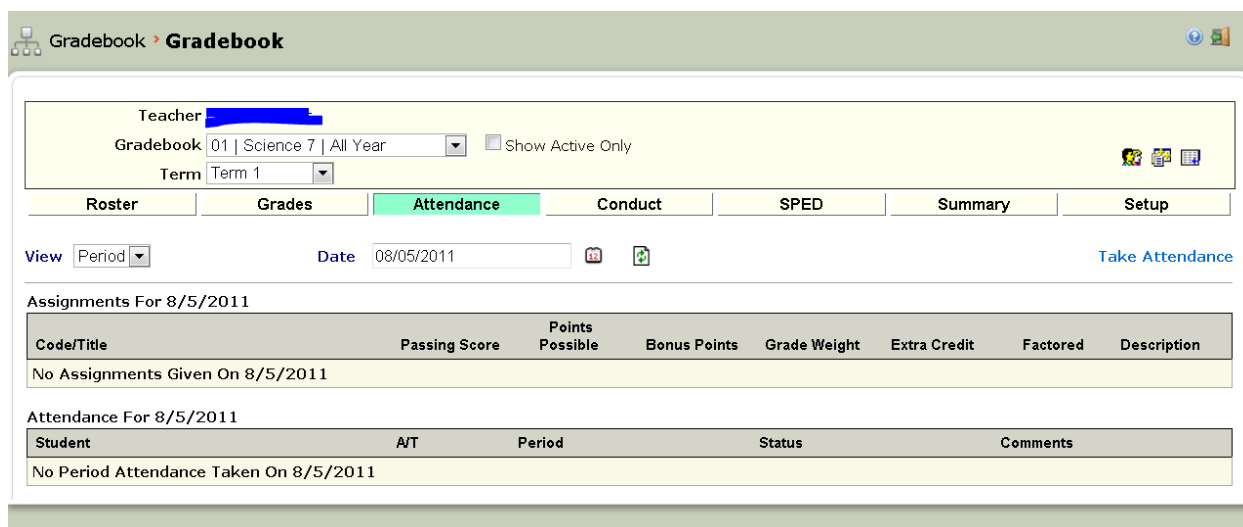
- Be sure to fill in all dates.
- Begin date & End Date are the dates that it will be visible.
- Type the **Homework Detail**.
- Click on **Save**.



The screenshot shows the SAM7 Teacher Homework interface with the 'Add Homework' form open. The form is titled '01 | Science 7 | All Year'. It has input fields for 'Due Date' (08/09/2011), 'Begin Date' (08/01/2011), and 'End Date' (10/1/2011). Below these fields is a text area for 'Homework Detail' containing the text 'Create a model of the double helix using the material of your choice.' At the bottom of the form, there is a section titled 'Apply this entry to the current gradebook and also the following gradebook(s):' with a list of gradebooks: 03 | Science 7 Honors | All Year, 04 | Science 7 Honors | All Year, 05 | Science 7 | All Year, and 06 | Science 7 Honors | All Year. The 'Save' button is visible at the bottom right of the form.

How to Enter Attendance

- Select the **Attendance** tab.
- Click on Take Attendance
- It defaults to present.
- Make A for a student who is absent.



The screenshot shows the Gradebook Attendance interface. At the top, the breadcrumb navigation reads "Gradebook > Gradebook". Below this, the "Teacher" field is redacted with a blue box. The "Gradebook" dropdown menu is set to "01 | Science 7 | All Year", and the "Term" dropdown is set to "Term 1". A "Show Active Only" checkbox is present. A navigation bar contains tabs for "Roster", "Grades", "Attendance" (which is highlighted in green), "Conduct", "SPED", "Summary", and "Setup". Below the navigation bar, there are "View" and "Date" fields. The "View" field is set to "Period" and the "Date" field is set to "08/05/2011". A "Take Attendance" link is located to the right of the date field. The main content area is divided into two sections. The first section is titled "Assignments For 8/5/2011" and contains a table with the following columns: "Code/Title", "Passing Score", "Points Possible", "Bonus Points", "Grade Weight", "Extra Credit", "Factored", and "Description". Below the table, it states "No Assignments Given On 8/5/2011". The second section is titled "Attendance For 8/5/2011" and contains a table with the following columns: "Student", "A/T", "Period", "Status", and "Comments". Below the table, it states "No Period Attendance Taken On 8/5/2011".