

## Navigating Distance Learning

with Online Keyboarding in SAM



Online Keyboarding in SAM empowers distance learning through a powerful online experience for students and teachers. The embedded eBook, keying drills, and timed writing activities keep students focused, connected, and engaged. Teachers can make real-time teaching decisions based on student performance and engagement.

#### **Course Planning and Effective Teaching**

- **Teaching Support** Having the full eBook embedded at point-of-use in the platform helps you successfully conduct and differentiate lessons.
- **Course Customization** Make the course yours by customizing grading options and assignments shown by clicking "Edit">"Keyboarding Preferences" from the "Sections" tab.
- **Real-Time Data to Inform Instruction** Track student usage of the platform along with assessment performance and feedback to personalize and enhance instruction from the "Results" tab.
- **Student Accommodations** Set student accommodations like additional attempts, project submissions, or time on exams in the "Users" tab.

#### Video Course Planning and Effective Teaching



### Synchronous Teaching

**CENGAGE** 

- Hands-on Practice- Textbook features and additional activities allow for easy class discussion and hands-on practice or teacher modeling before students take timed writing assessments.
- **Teaching Support** Suggestions of how to perform lessons in the Instructor Manual on the companion site can be easily transferred to a real-time virtual learning experience.

Video Synchronous Teaching



#### **Independent Learning and Assessment**

- Manageable Segments of Learning Students stay focused independently as SAM delivers lessons in smaller segments to ensure that students have the right mix of learning content and practicing skills.
- Different Modalities to Reach All Learners Students not only engage with the narrative of the text, but also the additional assignments from the reading as well as multiple modes of practice throughout the keying skills as students focus on accuracy, speed, and GWAM metrics. Having the book read aloud with just a click ensures every student has access to content.
- Study Support for Student Ownership By highlighting and note-taking right in the platform and using the Student reporting to remediate to reading or trainings for missed tasks in exams and projects, students are empowered to take ownership of their learning.

Video Independent Learning and Assessment

For more information on SAM, Click the "<u>User Manual</u>" under "Helpful Links" and the "Home" tab in your SAM account.



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- Keyboarding in SAM (Skill Assessment Manager) is a web-based application that helps students become more efficient at keying and Microsoft Office skills.
- Customized assignments that map to each book's specific learning objectives streamline course set up.
- SAM tracking and reporting pinpoints areas needing extra attention, so you can get the full progress picture.

**STEP 1** 

Go to the following site: https://sam.cengage.com/

Enter the **email** and **password** that is provided from your Cengage partner and click **Login**.





**STEP 2** 

From the main dashboard page you will find the following tabs:

- Home
- Users
- Sections
- SAM Assignments
- Results

#### **STEP 3**

#### Click on Sections

- You will have to create a new section. Click on **Add New**.
- Fill in the mandatory fields and select your content and select your Content Version.
- Click Save





Textbooks     testbooks     Students       Section Name: *     Course Name: *       Course Description:     Term: *	ld New						
Course Description:         Term: *         Year. *         Content Version: *           2020         *         Select Version         *		Properties	Textbooks	Instructors	Students		
2020         v         Select Version         v	Section Name: *			Course Name: *			
2020 • Select Version •							
2020 • Select Version •							
	Course Description:	Term: *		Year: *			Content Version: *
Please select a Content Version for the section.				2020		*	Select Version
							Please select a Content Version for the section.



#### **STEP 4**

#### Click on SAM Assignments.

Here you will find a list of all prebuilt assignments. Take some time to review the eBook readings, keying lessons, timed writing activities and skill builder activities.

All Sections *			Keyboarding	Readings	Always Available	
Assignment Name(2358)	Content Version	Туре	Section	Available	Due Date	Actions
Lesson 1	2016 KB High School		Gilreath_Gilbertson Trial (Spring 2020)			
L1 Learn Home Row, Enter, and Space Bar				02/13/2020	02/15/2020	⇒ ←
Lesson 1	2016 KB High School		Gilreath Century 21 (Semester 1 2020)	Always	No due date	
Lesson 1	2016 KB High School		AH (Spring 2020)	Always	No due date	<b>I</b>
Skills Analysis Timed Writing (Pre-test)	KB 2016 Higher Ed	***	Gilreath_VanHuss Trial (Spring 2020)	02/14/2020	02/16/2020	



Click on the pencil icon next to an

assignment. Here you can set the availability and due dates as well as password protect the item.

Lesson 1	2016 KB High School	 Gilreath Century 21 (Semester 1 2020)	Always	No due date	
Lesson 1	2016 KB High School	 AH (Spring 2020)	Always	No due date	

#### STEP 6

#### Click on Results.

You can run reports by category: Assignment type, Section, or User. You will also find the Gradebook and Dropbox on this tab.

Home	Users	Sections	SAM Assignments	Results
	Reports	Gradebook	Dropbox	





#### STEP 7

From the Home page, notice the box of Helpful

Links. The Keyboarding Instructor User Manual and System Requirements should answer any questions that you may have about the SAM platform. If you cannot find an answer, there is a link to SAM Support. The Latest Release Notes provides you with a list of the most recent platform updates.

Helpful Links	- 1
Keyboarding Instructor User Manual	æ
System Requirements	=
Latest Release Notes	Ð
SAM Support	Ð
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You can find additional student and instructor resources at <a href="https://www.cengage.com/training/keyboardinginsam/">https://www.cengage.com/training/keyboardinginsam/</a>

