CENGAGE | SAM

SAM empowers distance learning through a powerful online experience for students and teachers. The embedded eBook, simulated Office and Digital Literacy Trainings and Exams, and auto-graded projects 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 creating SAM assignments from any textbook chapter, or content area you need from the SAM "Assignments" 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.

Synchronous Teaching

- **Engage with Video and Simulations**– Digital Literacy and Office task videos are embedded in SAM Trainings for point-of need explanation and engagement.
- **Hands-on Practice while Reading**– Textbook projects allow students to practice skills as they read the chapter content or as teachers model the chapter project, with an auto-grade that offers more flexibility and tests for completion rather than perfection as students practice for their end of chapter projects and tests.
- **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.

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.
- **Customized Learning Paths**– Assigning SAM Path assignments allow students to prove what they know and spend time on new skills they need to learn. SAM Paths support learning structures where students are tested first, then remediate on skills they missed, with a final grade testing those missed skills.
- **Different Modalities to Reach All Learners** – Students not only engage with the narrative of the text, but also the surrounding images and video to support learning. 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.

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

We know that teaching Business Applications changes completely if students don't have access to the right software or hardware. Chromebooks for the first time while students are learning at home or in hybrid learning models. You need an Office curriculum solution that will serve you and your students no matter how you need to teach.

What can you do on a Chromebook in MindTap Collections for Office 2019?

SAM solutions for Office 365 & 2019 powers e-learning for Microsoft Office and Digital Literacy with Chromebook-friendly tools, including:

- **Interactive eBooks** with annotation & study tools

- Hundreds of auto-graded **simulations** of fully explorable Microsoft Office Software

- Simulated **MOS certification** practice

- **NEW! 8 Office ONLINE auto-graded Projects** designed to address the needs of students using Chromebooks, or who cannot access full Microsoft Office software at home.

- *Technology for Success* digital literacy scenarios and content.

Project Name(8) ▼	Subject ▲
SAM Excel 2019 Online Module 1: SAM Project 1a	
SAM Excel 2019 Online Module 2: SAM Project 1a	
SAM Excel 2019 Online Module 3: SAM Project 1a	
SAM PowerPoint 2019 Online Module 1: SAM Project 1a	
SAM PowerPoint 2019 Online Module 2: SAM Project 1a	
SAM Word 2019 Online Module 1: SAM Project 1a	
SAM Word 2019 Online Module 2: SAM Project 1a	
SAM Word 2019 Online Module 3: SAM Project 1a	

8 Auto-Graded Projects built for Chromebooks

14 Modules on the impact of technology, web safety and development, hardware/software, digital media, basic programming, and business technologies like databases, e-commerce via the cloud, networking, and digital ethics—everything from video conferencing to artificial intelligence.

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WATCH Recent updates to Support Chromebooks Users HERE

READ Chromebook-friendly and Auto-Graded Activities for Students

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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**.
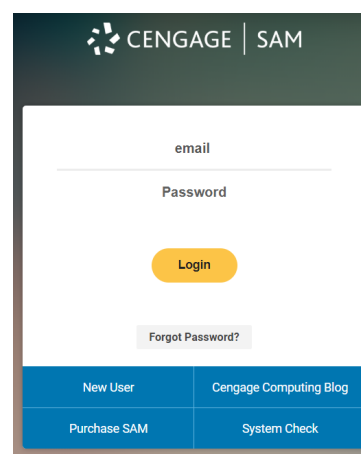
- Course Planning and Effective Teaching
- Synchronous Teaching
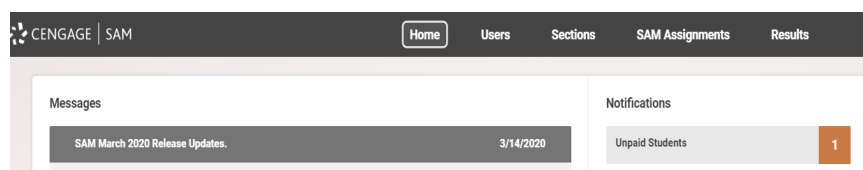- Independent Learning and Assessment

CENGAGE | SAM

email
Password

Login

Forgot Password?

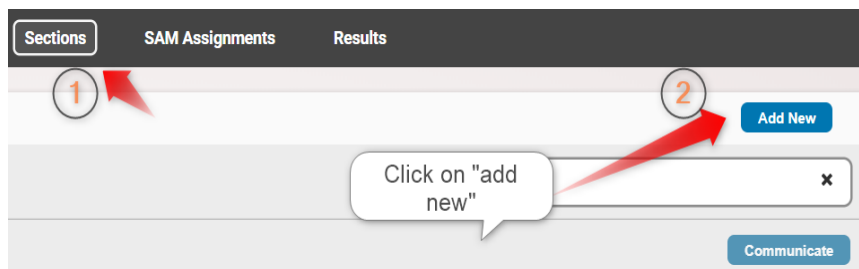New User   Cengage Computing Blog
Purchase SAM   System Check

STEP 2

From the main dashboard page you will find the following tabs:
- Home
- Users
- Sections
- SAM Assignments
- Results

CENGAGE | SAM   Home   Users   Sections   SAM Assignments   Results

Messages   Notifications

SAM March 2020 Release Updates.   3/14/2020   Unpaid Students   1

Sections   SAM Assignments   Results

1   2   Add New

Click on "add new"   ✕

                                                        Communicate
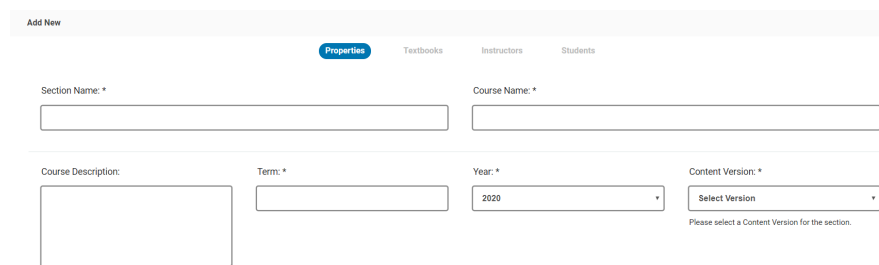
STEP 3

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**
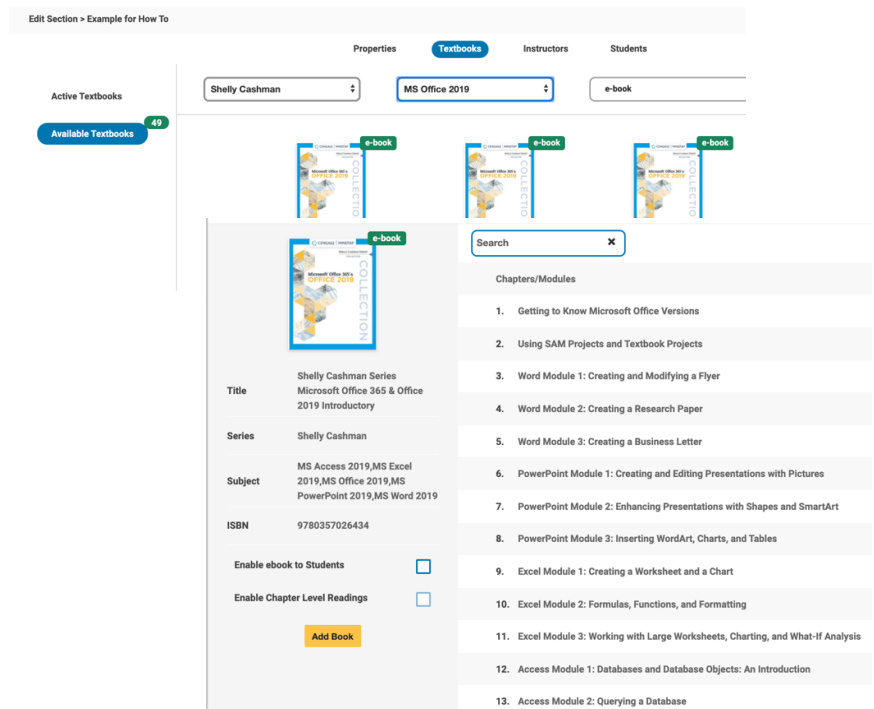
Add New

Properties   Textbooks   Instructors   Students

Section Name: *   Course Name: *

Course Description: Term: *   Year: *   Content Version: *
                                    2020   Select Version
                                                Please select a Content Version for the section.

CENGAGE | SAM

STEP 4 — Add your Textbook

- Add your textbook. Click **Ok** on the popup or click on **Textbooks.**
- Find your title using the drop downs or enter the ISBN or title.
- Click on your textbook.
- Click **Add Book**.
- Click **Save**.

Edit Section > Example for How To

Properties   Textbooks   Instructors   Students
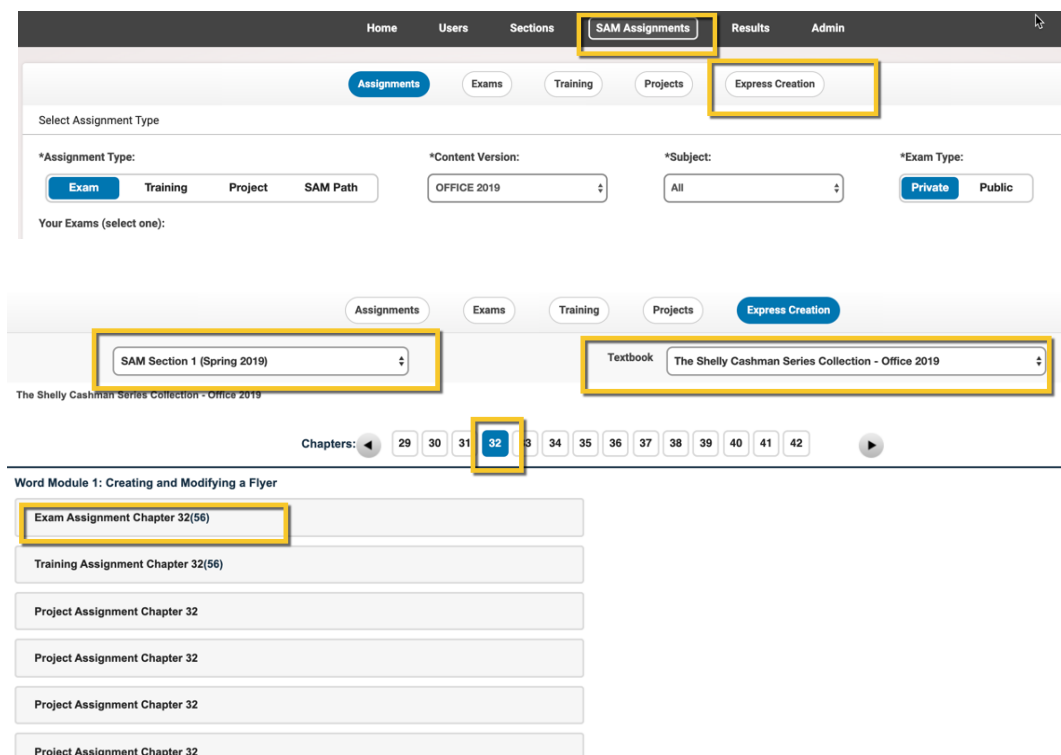
Active Textbooks   Shelly Cashman | MS Office 2019 | e-book

Available Textbooks 49

Title	Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory
Series	Shelly Cashman
Subject	MS Access 2019, MS Excel 2019, MS Office 2019, MS PowerPoint 2019, MS Word 2019
ISBN	9780357026434

Enable ebook to Students ☐

Enable Chapter Level Readings ☐

Add Book

Search ✕

Chapters/Modules

1. Getting to Know Microsoft Office Versions
2. Using SAM Projects and Textbook Projects
3. Word Module 1: Creating and Modifying a Flyer
4. Word Module 2: Creating a Research Paper
5. Word Module 3: Creating a Business Letter
6. PowerPoint Module 1: Creating and Editing Presentations with Pictures
7. PowerPoint Module 2: Enhancing Presentations with Shapes and SmartArt
8. PowerPoint Module 3: Inserting WordArt, Charts, and Tables
9. Excel Module 1: Creating a Worksheet and a Chart
10. Excel Module 2: Formulas, Functions, and Formatting
11. Excel Module 3: Working with Large Worksheets, Charting, and What-If Analysis
12. Access Module 1: Databases and Database Objects: An Introduction
13. Access Module 2: Querying a Database
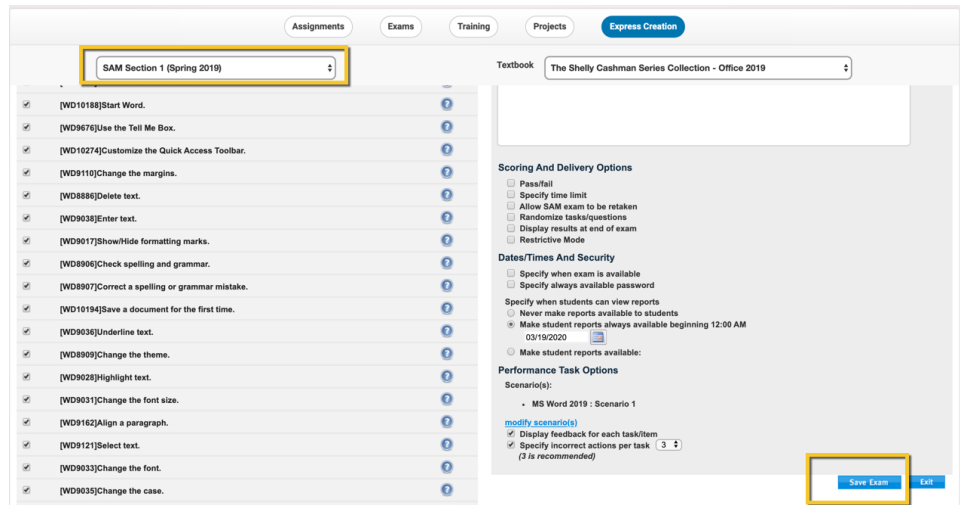
STEP 5 — Create Assignments

- Select the **SAM Assignments** tab. If there are no assignments in your task list, you will need to create some.
- Click **Express Creation**.
- Make sure your section is selected and your textbook is selected.
- Select a **chapter**.

Home   Users   Sections   **SAM Assignments**   Results   Admin

Assignments   Exams   Training   Projects   **Express Creation**

Select Assignment Type

*Assignment Type:	*Content Version:	*Subject:	*Exam Type:
Exam Training Project SAM Path	OFFICE 2019	All	**Private** Public

Your Exams (select one):

Assignments   Exams   Training   Projects   **Express Creation**

SAM Section 1 (Spring 2019)   Textbook The Shelly Cashman Series Collection - Office 2019

The Shelly Cashman Series Collection - Office 2019

Chapters: ◀ 29 30 31 **32** 33 34 35 36 37 38 39 40 41 42 ▶

Word Module 1: Creating and Modifying a Flyer

Exam Assignment Chapter 32(56)

Training Assignment Chapter 32(56)

Project Assignment Chapter 32

Project Assignment Chapter 32

Project Assignment Chapter 32

Project Assignment Chapter 32

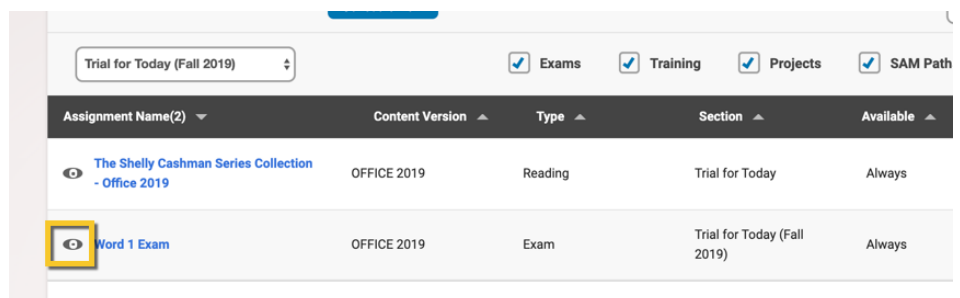**NATIONAL GEOGRAPHIC LEARNING | CENGAGE**

STEP 5   Create Assignments Contin.

- Select either **Exam**, **Training**, or a **Project**. The list will show you all assignments aligned to that chapter.
- You will see a list of all tasks included. **Enter a Title** for the assignment.
- Notice assignment settings available on the right side of the screen.
- Click **Save** and the assignment will be added to your task list.
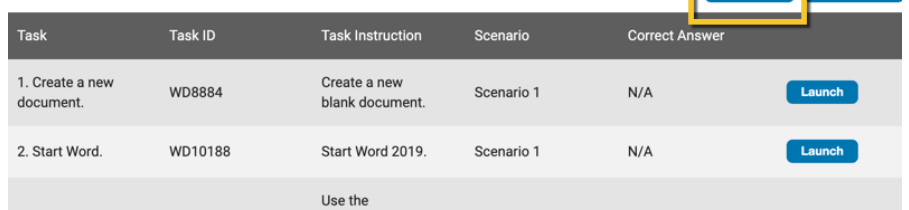

STEP 6

- Click **SAM Assignments** to return to your assignment list. To View any of the Readings, Exams, Trainings, or Projects, click the **eye icon** to the left.

- A list of tasks will appear. Click **Launch All** to view the entire assignment.

Training Preview

🔒 samcp.cengage.com/Player2016/Preview/Training?&taskIds=32276,32732,32726,32702,32711,32981,32723,32735,32831,32729&assignmentId=0&fna...

STEP 7 Trainings

Trainings offer a **task list** on the top left that allows you to navigate between tasks.

You can navigate between **Modes** in the top middle of the window.
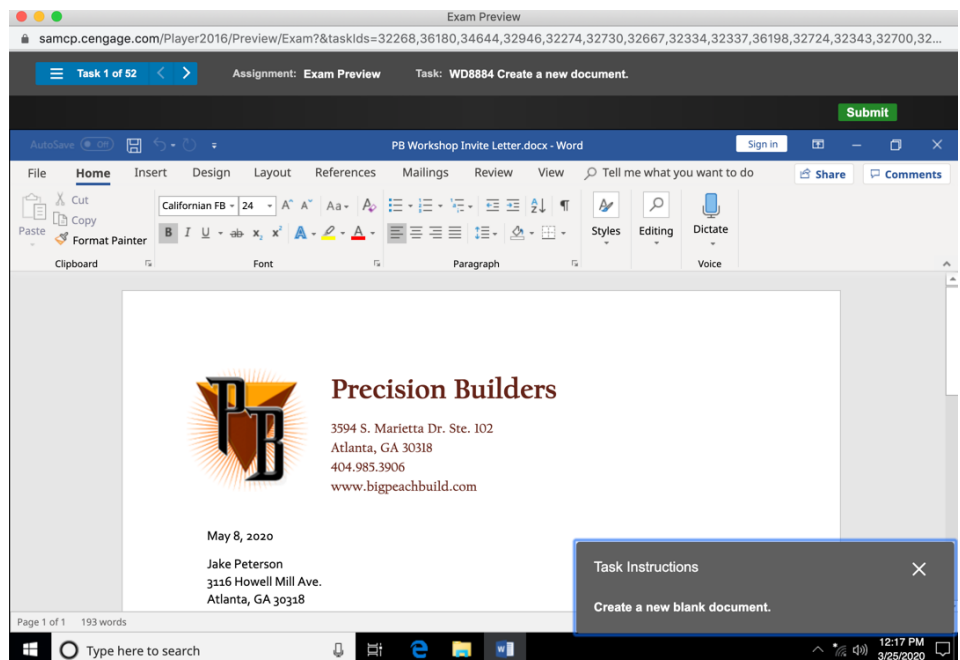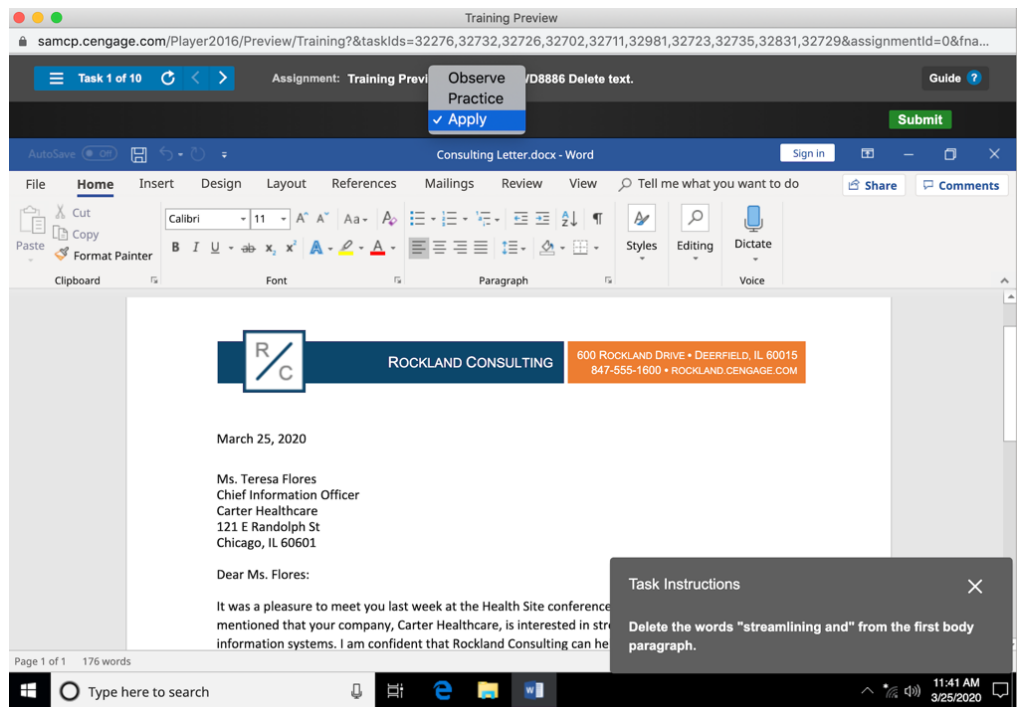-**Observe**: students watch a video of the task being completed
-**Practice**: Students are guided through the task
-**Apply:** Students complete the task with any available method

-the **Guide** button in the top-right of the window lists all available methods to complete the task, including keyboard shortcuts and Mac hints.

STEP 8 Exams

Exams offer the same functionality as the **Apply** mode of the Trainings. Students have a task list and can use any method to complete the task, but do not have the Guide, Observe, or Practice Modes. Exams must be completed in one sitting and students click **Submit** when they are done.

Exam Preview

🔒 samcp.cengage.com/Player2016/Preview/Exam?&taskIds=32268,36180,34644,32946,32274,32730,32667,32334,32337,36198,32724,32343,32700,32...

Task Instructions

Delete the words "streamlining and" from the first body paragraph.

Task Instructions

Create a new blank document.

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STEP 9 Projects

Projects allow students to use their desktop or mac versions of Office Software to complete projects and upload to SAM for an automatic grade and feedback.

-Teachers can download and view the **Instruction File**, **Start File**, and **Solution File** for any project.

-To complete a project as a student, click the **top-right Settings drop down** and click **Switch to Student View**.

-Click the **Activity List** and filter for a **Project**. You would have had to create a project to see one. Click on the **Assignment Name**.

-Click **Start**.
-Click on the **Instruction File** and **Start File** to download them and open.
-Use the instruction file to complete the steps on your **Start File**. If students require additional files like images, those will be included in your Start Files.
-When you are done, click **Continue** back on the SAM project window.
-Click **Upload** to upload your project file. Note the expected file name, the file name must match to upload. Then click **Submit**.

Illustrated Access 2016 Module 10: SAM Project 1a
March 19, 2020 - 12:18 PM

Preview Project

Subject	Series	Project
	Illustrated	Illustrated Access 2016 Module 10: SAM Project 1a

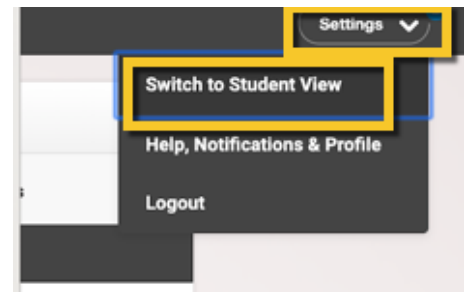Illustrated Access 2016 Module 10: SAM Project 1a Overview

Instruction File	Start File	Solution File
Instructions_IL_AC16_10a.docx	IL_AC16_10a_FirstLastName_1.accdb	IL_AC16_10a_FirstLastName_2.accdb

Settings ⌄
Switch to Student View
Help, Notifications & Profile
Logout

Activity Calendar | Activity List | Reports | Gradebook

All Sections | Search ✕ | ☐ Exams ☐ Training ☑ Projects ☐ SAM Paths ☐ Readings ☑ Always Available

SAM Activity List

Assignment Name (440)	Type	Available	Due Date	Section	Status
SAM Word 2019 Getting Started Project 1a	Project	Always	No due date	Office 2019 Shelly Cashman MARKETING DEMO (Fall 2019)	Submitted
SAM Word 2019 Getting Started Project 1a	Project	Always	No due date	Adam Charlie 2019 Shelly Cashman MARKETING DEMO (Fall 2019)	Not Attempted

Project > SAM Word 2019 Getting Started Project 1a | Submission Attempts 2 of 3 | Due ▸ Always Available

Step 1 of 2 | Info

Download the instructions and start file. Also download support file(s), if available. Complete the project. Click Continue.

You are about to download project files that must be completed using a PC. To complete the project using a Mac, download the files from a Mac.

Download the file(s) below

Instruction File	+	Start File
Instructions_SAM_WD19_GS_1a.docx		SAM_GS_WD19_1a_AbigailHess_1.docx

Cancel | Continue

Project > SAM Word 2019 Getting Started Project 1a | Submission Attempts 2 of 3 | Due ▸ Always Available
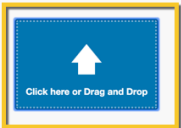
Step 2 of 2 | Info

Click Back to return to Step 1 to download project files, if needed.

After you complete and save the project, confirm that the file name(s) match the expected file name(s) below. Rename the file(s) if necessary. Click Upload and select your completed project file(s), or drag and drop your file(s) onto the Upload icon.

Click Submit to submit your project for grading.

Upload | Ready to Submit

Click here or Drag and Drop > ✓ SAM_GS_WD19_1a_AbigailHess_2.docx

Cancel | Back | Submit

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STEP 10 — Reports & Feedback

To view the students progress and scores select the **Results** tab.

-Select the type of assignment you want to look up.
-Filter by the **report type**.
-Select your student. If you don't have students in your course completing assignments, you will see no results.
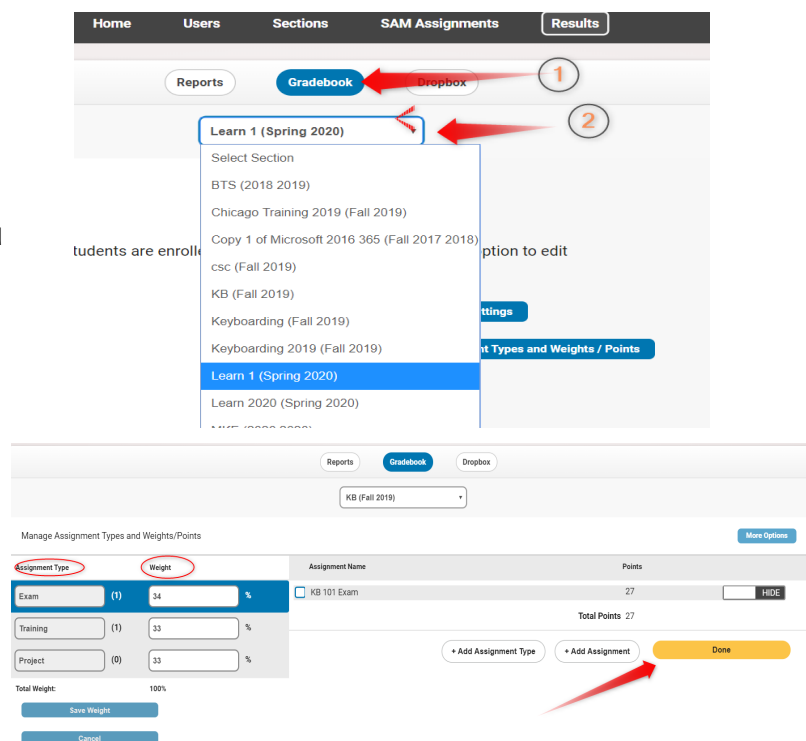-See the list of **Available Reports in SAM** at the end of this file.
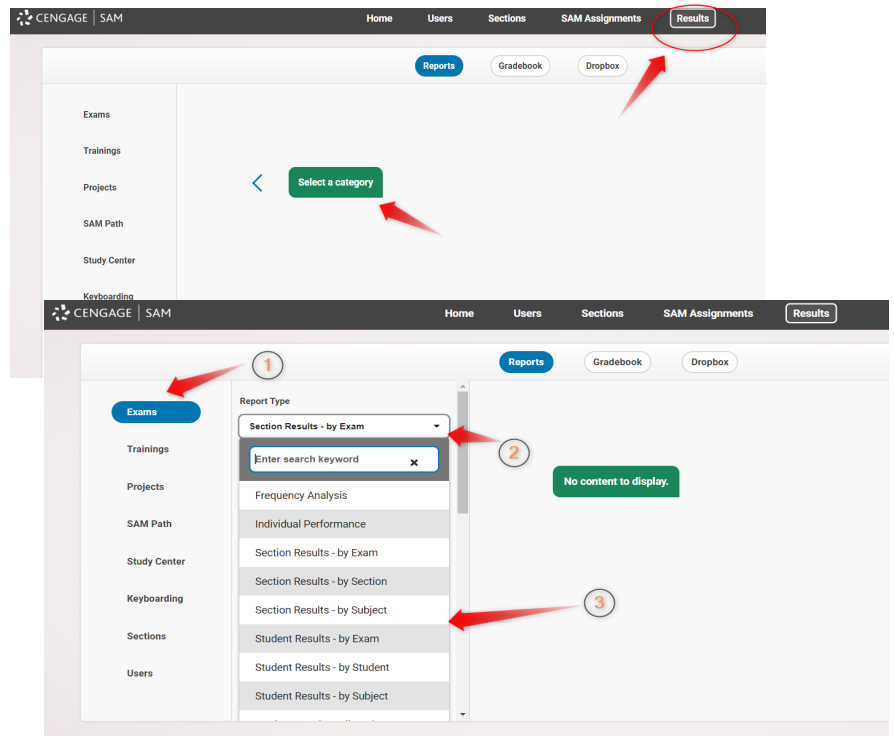
STEP 10 — Gradebook

In the **Results** tab, you will also be able to view the **Gradebook** along with your specific "section" that you created.

Here, you can adjust individual grades and weights.

For more support and training videos go to: https://www.cengage.com/training/sam/

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![CENGAGE | SAM logo]

Available Reports in SAM

Inside SAM, there are reports available for both instructors and students to be able to make the most of the simulated and in-application Microsoft skills assignments. These reports are primarily available through the Results tab at the top of the SAM interface. The following walks you through available reports and where to find them.
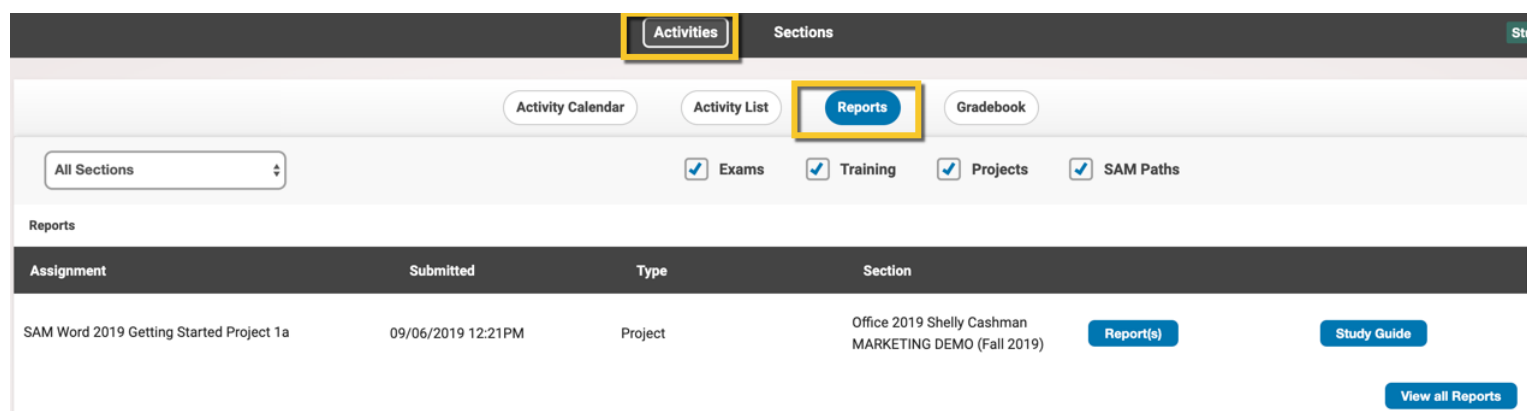
Where to find SAM assignment reports as an Instructor:

Open the "Results" tab at the top of the screen. On the following page, make sure the "Reports" tab is selected.

Where to find SAM assignment reports as an Instructor:

Open the "Results" tab at the top of the screen. On the following page, make sure the "Reports" tab is selected.

![NATIONAL GEOGRAPHIC LEARNING | CENGAGE logo]
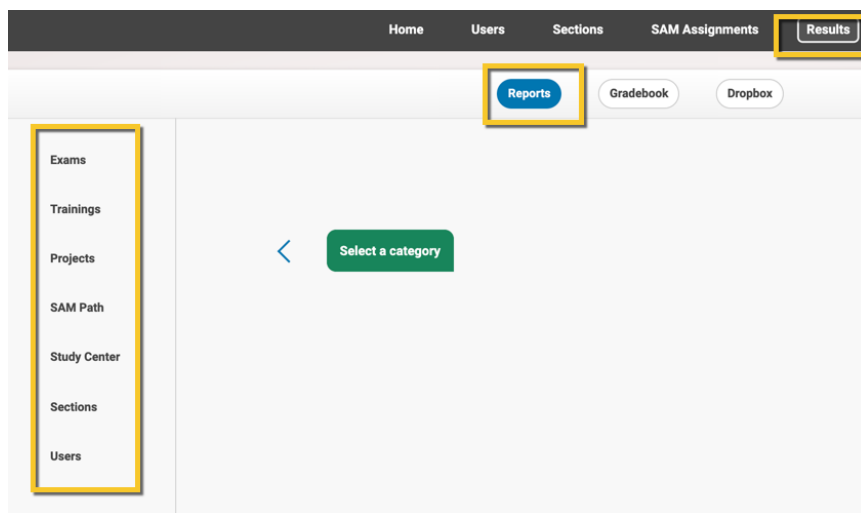
Reports available for the student:

- <u>Trainings</u>
  - o **Report:** This is a listing of each task of the project and the point value received for each.
- <u>Exams</u>
  - o **Report:** This is a listing of each task of the project and the point value received for each.
  - o **Study Guide Report:** This is very much like the basic report, but also includes remediation links for each task that will direct the student to the eBook, or a training that will help them relearn that task. Students can click "launch all trainings" to work on a training that will include all tasks inside the exam.
- <u>Projects</u>
  - o **Report:** This is a listing of each task of the project and the point value received for each.
  - o **Study Guide Report:** This is a copy of the file the student worked on for their project (Word, PPT, Excel, Access) that lists the tasks of the assignment with the point value the student received in that attempt. It also explains what should have been done to receive full credit on missed attempts and uses track changes or other commenting features to show the student where the errors reside inside the project.

Reports available for the teacher:

- <u>Trainings</u> found under "Reports>Trainings"
  - o **Individual Performance:** This is a listing of each task of the project and the point value received for each. It also includes time spent on each task, total time spent on the training, and time spent on each mode of the training: observe, practice, and apply.
  - o **Section Results-by Training:** This is a list of the results for the entire section on a particular training.
  - o **Section Results-All Assignments:** This is a list of the results of all trainings for a particular student.

Reports available for the teacher, continued:

- Exams found under "Reports>Exams"
  - o **Frequency Analysis:** This breaks down what percentage of the section got each task correct.
  - o **Individual Performance:** This is a listing of each task of the project and the point value received for each. It also includes total time spent on the training, as well as whether the student got each task correct, skipped a task, did not look at a task, or got a task incorrect. For the incorrect tasks, a playback link allows the instructor to see a recording of the student's attempts at the missed task.
  - o **Section Results-by Exam:** This is a list of the results for the entire section on an exam.
  - o **Section Results-by Subject (Word, Access, PowerPoint or Excel):** This lists the overall average of a section's results on particular subjects.
  - o **Student Completion Certificate:** Certificate stating students have passed an exam
  - o **Student Specific Frequency Analysis:** See a student's frequency of errors over multiple attempts on an exam.
  - o **Student Results-All Assignments:** This is a list of the results of all exams for a student.

- Projects found under "Reports>Projects"
  - o **Section Results-by Project:** This is a list of the results for the entire section on a project.
  - o **Student Results-by project:** This lists the individual results of one student's project and the point value received for each task.
  - o **Student Results-by Student:** This will show the number of submissions and results of multiple attempts on a specific project by a specific student.
  - o **Student Results-All Assignments:** This is a list of the results of all projects for a student.
  - o **Download Submitted Projects:** The submitted file is the actual file the student submitted for their project. The Graded file is the same as the student study guide report with the listing of tasks, errors, and comments on their project where the error occurred.
  - o **Projects Incident Report:** This will list whether any students attempts to cheat on a project by renaming a file that was not their own, or by copying from another student's project.