



Scholastic *Phonics Inventory* Installation Guide

For Installations Outside the United States,
Puerto Rico, and United States Territories

For use with *Scholastic Phonics Inventory* version 2.1 or later
and Scholastic Achievement Manager version 2.1 or later

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SCHOLASTIC, SCHOLASTIC ACHIEVEMENT MANAGER, SMI, SCHOLASTIC MATH INVENTORY, SCHOLASTIC READING COUNTS!, SRI, SCHOLASTIC READING INVENTORY, READ 180, FRACTION NATION, SPI, SCHOLASTIC PHONICS INVENTORY, FASTT MATH, SYSTEM 44, READABOUT, and associated logos are trademarks and/or registered trademarks of Scholastic Inc. Other company names, brand names, and product names are the property and/or trademarks of their respective owners.



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Introduction

The **Scholastic Phonics Inventory Installation Guide** shows how to install the *Scholastic Phonics Inventory* (SPI) and Scholastic Achievement Manager (SAM) software. The sections in this guide correspond to the discs in the installation kit.

Getting Started

Scholastic recommends that these programs be installed by a school or district administrator; however, anyone with the following attributes may install the software:

- Access to the server computer on which the SPI software will be installed.
- Full network-level administrator permissions, including permissions that allow modifying network settings and user privileges. This is controlled by a network administrator, as determined by school or district IT policies.

Server Technical Requirements

See the [Enterprise Edition System Requirements & Technical Overview](#) for version 2.1, available at the [Scholastic Education Product Support](#) website (<http://www.scholastic.com/spi/productsupport>) for server and workstation requirements.

A Note About Installation

Before installing SMI, visit the [Scholastic Education Product Support](#) website to download the most recent software updates.

A Note to Scholastic Hosting Customers

This guide is for customers installing Scholastic Achievement Manager on local servers, not for customers using Scholastic Hosting or SAM Web over the Internet. See the [Scholastic Hosting Users' Guide](#) at the [Scholastic Education Product Support](#) website for information on setting up and using Scholastic Hosting services and SAM Web.

SPI and SAM Installation

Installing SPI is a multistep process that covers:

- Installing SAM software on a server and establishing network connections to workstations
- Installing SPI software on a server and establishing network connections to workstations
- Activating SAM licenses

SAM v2.1, included in the SPI installation kit, will not work with older versions of other Scholastic Enterprise Edition programs. These programs will need to be upgraded to v2.1 to work with SAM v2.1. Installing SAM v2.1 automatically upgrades an older server to v2.1.

Installation Order

Scholastic strongly recommends performing the installation in the following order:

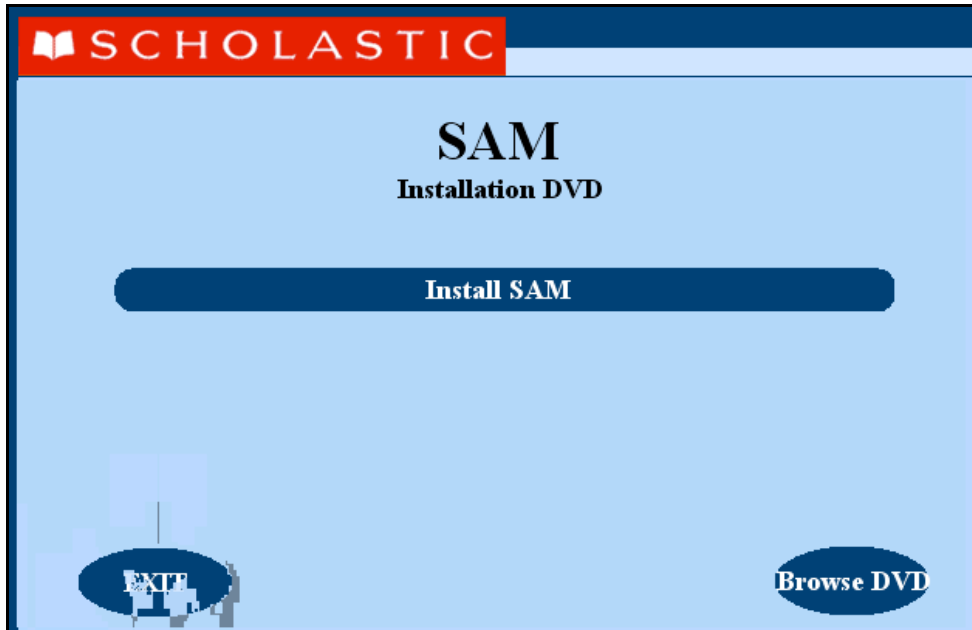
1. **SAM Installation Disc (Disc 1):** Installs SAM software on the server and establishes the connection between the server and workstation computers as well as SAM Connect (*page 5*).
2. **SPI Installation Disc (Disc 2):** This is the SPI software, which should be installed on the same server where the SAM Server is installed. It also contains instructions for linking to the SPI client through a browser.

If SAM is already installed on the server, users may proceed directly to SPI installation (*page 22*).

NOTE: If upgrading from a pre-2.0 version, please note that the version 2.1 client software is browser-based and resides on the server so old clients will remain on student workstations. In order to avoid potential confusion, Scholastic strongly recommends removing desktop shortcuts for all previous versions of Enterprise Edition applications from all student workstations.

Installing SAM

To begin installing:

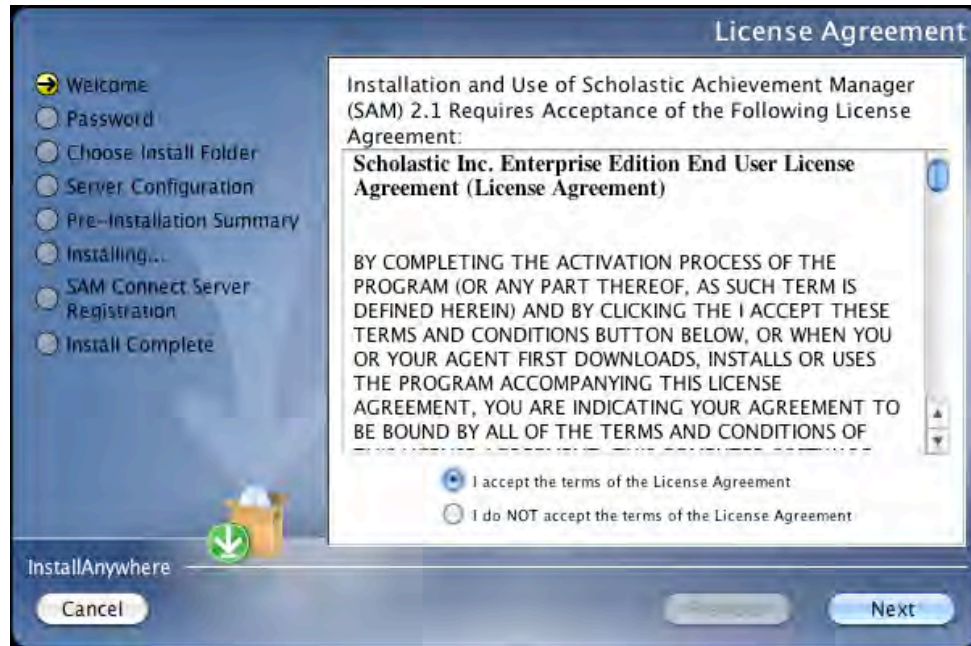


Insert the SAM Installation DVD (Disc 1) into the DVD-ROM drive of the server computer that will house the SAM Server. Double-click the **SAM Server** disc on the desktop, then click **Install SAM** to begin the installation process.

Windows Installation Note: On Windows-based computers, the screen appears directly after inserting the DVD-ROM.

License Agreement Screen

The License Agreement Screen is the first screen to appear.



Installing and using SAM requires accepting the License Agreement. Click the button next to **I Accept the Terms of the License Agreement** to accept the agreement and continue with the installation process.

Selecting **I Do NOT Accept the Terms of the License Agreement** stops the installation process at this step.

Click **Next** to continue.

Password Screen

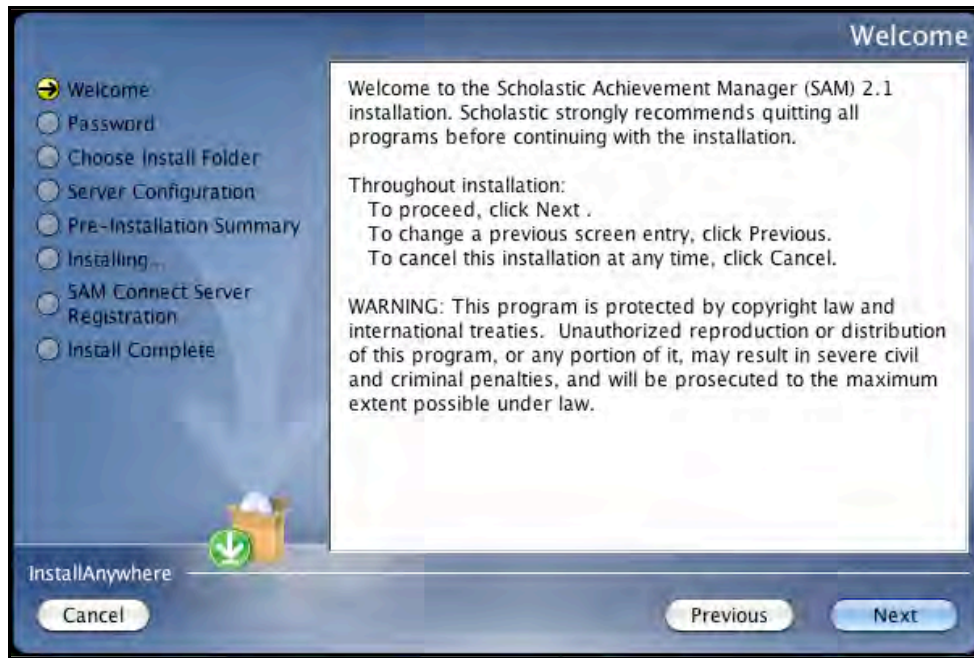
If installing on a OS X-based server, the Password Screen appears (installations on Windows-based servers go right to the Welcome Screen).



Enter the system password for this machine. Click **Next**. The installer scans the computer and configures the installation process for the system.

Welcome Screen

After clicking **Install SAM**, the installation Welcome Screen appears:



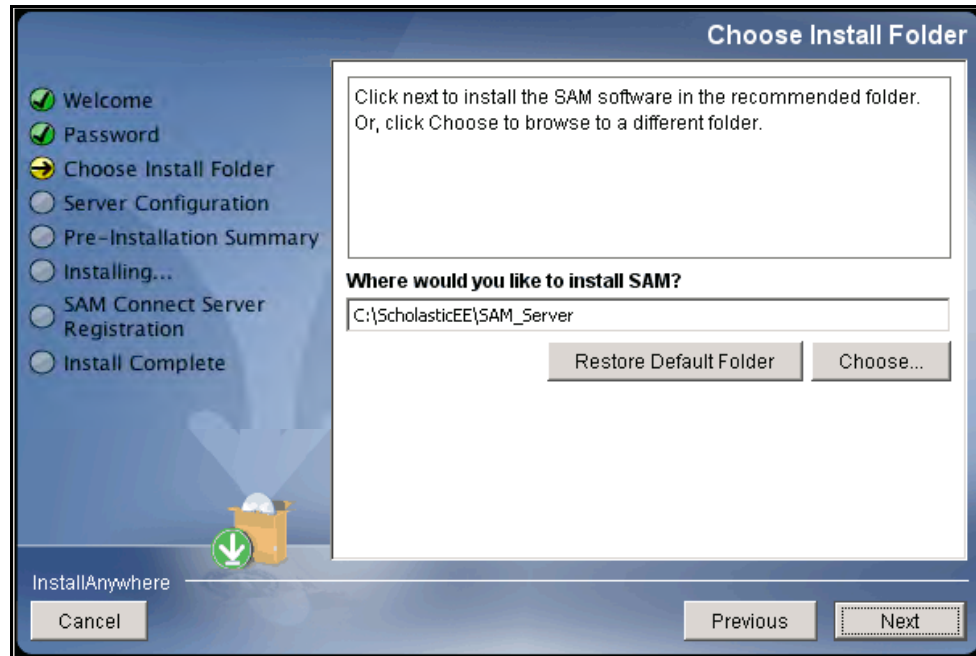
Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

- **Next:** Click to continue the installation
- **Previous:** Click to return to a previous screen
- **Cancel:** Click to exit the installation process at any time

Click **Next** to continue installation.

Choose Install Folder Screen

The system suggests the folder where the server folders and files will be installed.



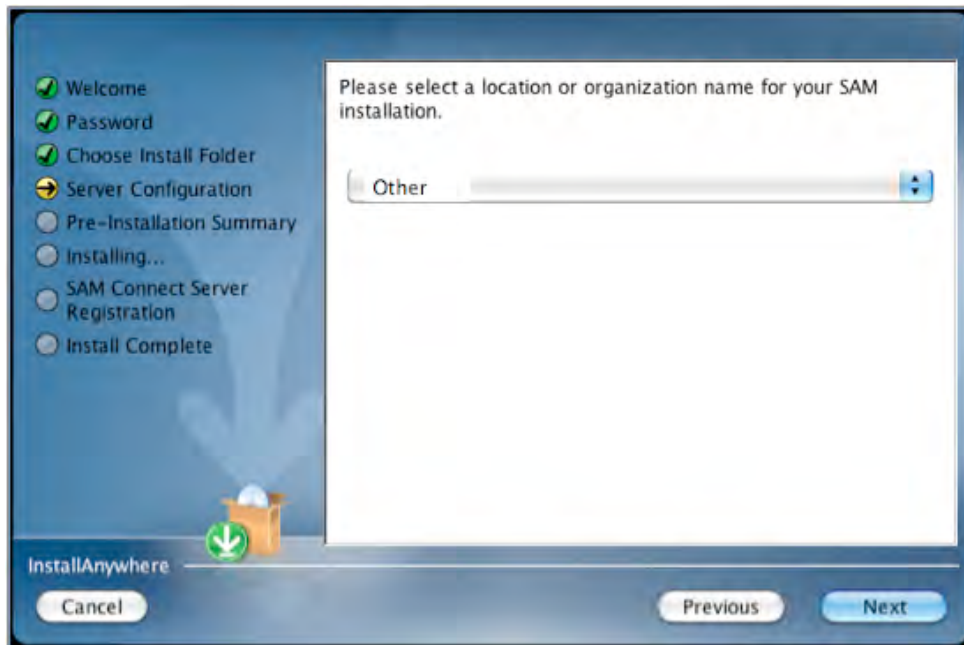
Click **Choose** to select a different folder. Click the **Restore Default Folder** button to return to the default selection after clicking **Choose**.

NOTE: If upgrading an earlier version of SAM, the installer will find the current installation and select it. **Do not change the folder the installer selects.** The installer will also back up the existing database, so check to make sure there is sufficient space on the server's hard drive for this operation.

Click **Next** to continue. The program configures the installer for the system and starts the SAM Server. If upgrading an older version of SAM, the installer will import data to the new version at this time. This may take a few minutes before the installer moves on to the Choose Location Screen.

Choose Location Screen

On this screen, select the location (state) or organization name for the SAM installation from the pull-down menu. Users outside the United States should select **Other** from the pull-down menu.

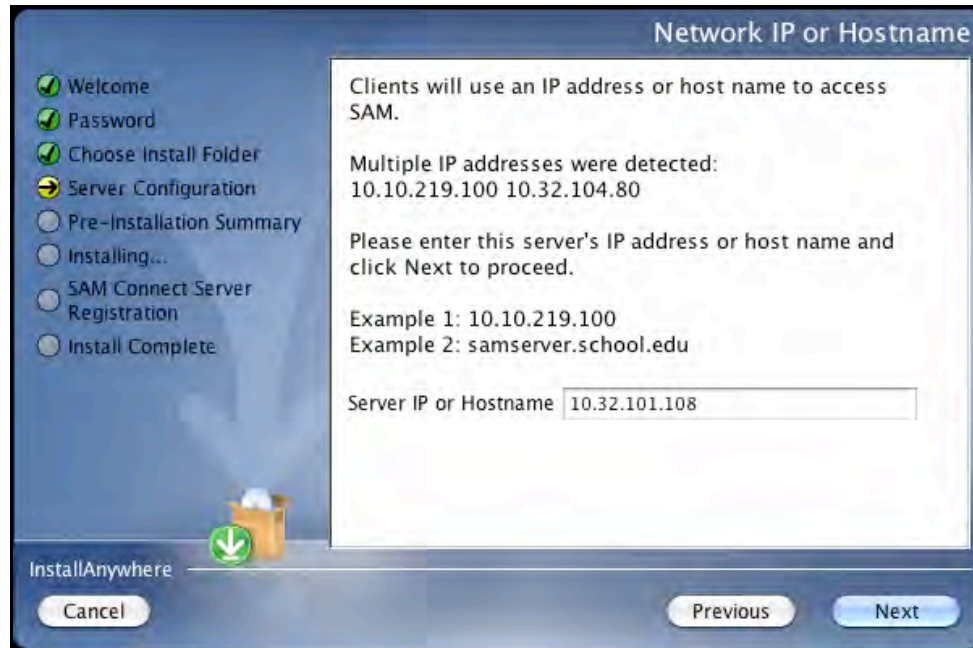


Click **Next** to continue installation.

Server IP or Hostname Screen

The system automatically detects and displays the SAM Server's IP address, which is used by workstations to communicate with the SAM Server.

NOTE: The IP address shown below is an example; your SAM Server IP address will be different.



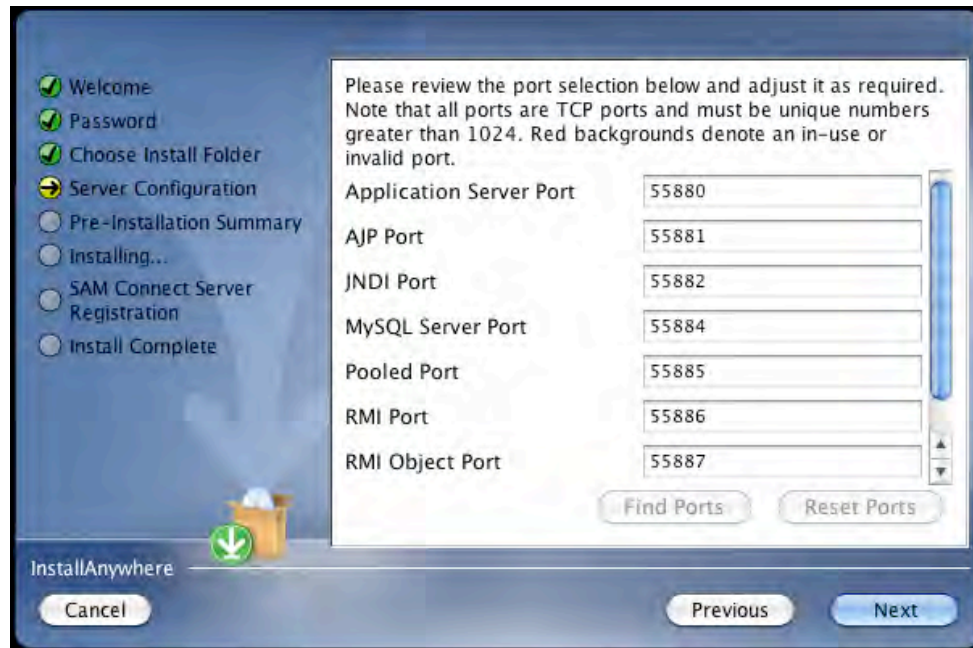
The program will automatically load the server software to this IP address; make sure the IP address is correct as displayed. If it is not, enter the correct IP address.

If the server has more than one network interface card (NIC), this screen will display multiple IPs. Choose the IP that the client workstations will use. The server IP and client IP must match.

Click **Next** to continue installation.

Port Configuration Screen

The Port Configuration Screen appears next.



This screen lists the ports selected by the installation program. Scholastic recommends letting the installation program find and set ports. If a port number appears in red, it is in use and needs to be changed. Port numbers that are black should be used as is.

To change a port, click **Find Ports** and the program will find an available port. To reset the original ports, click **Reset Ports**.

The standard application server port number used for student and teacher workstations is 55880. Selecting this or any other port opens a window reminding installers that the port must be allowed to clear any firewall settings. Access your system's firewall program to confirm that this port may be used to communicate with the workstations.

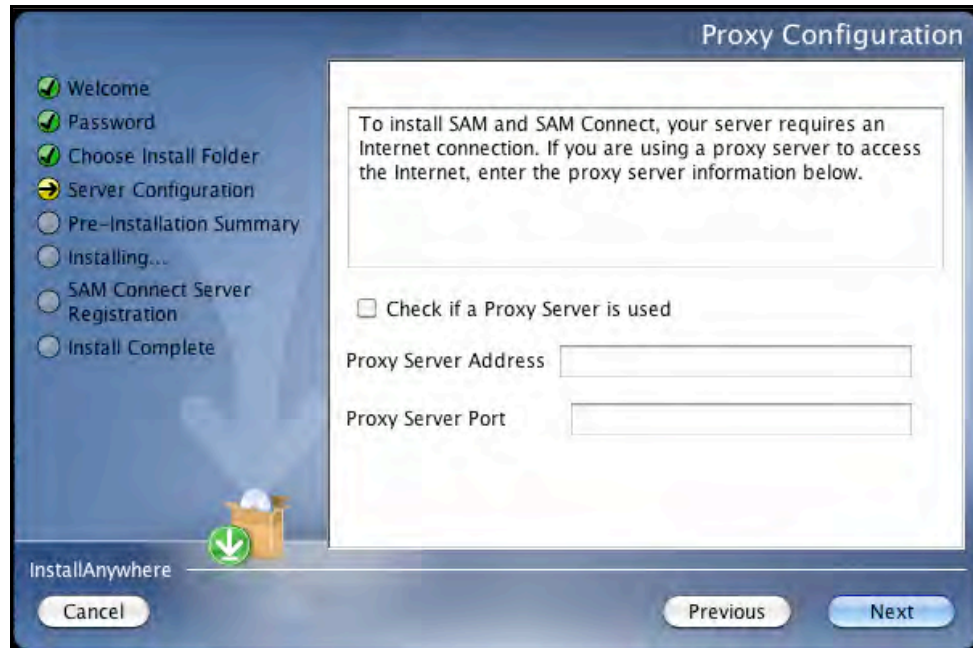
See the [Scholastic Education Product Support](#) website for more information on ports and firewalls.

Click **Next** to continue.

Proxy Configuration Screen

The Proxy Configuration Screen configures the software for the server's Internet connection.

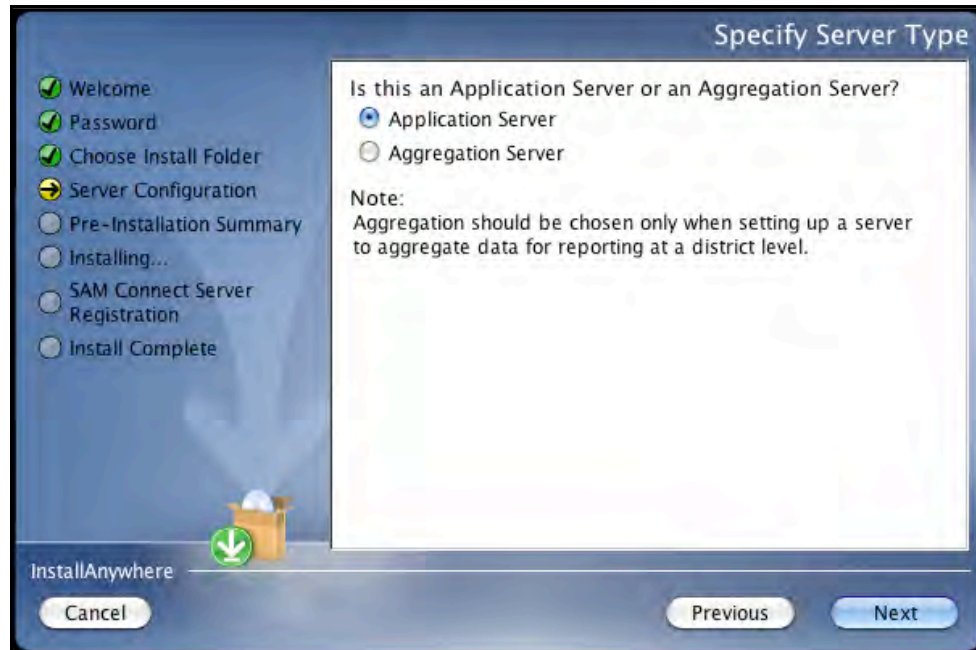
Users outside the United States do not need to register with SAM Connect, so this step can be skipped.



Click **Next** to continue.

Specify Server Type Screen

This screen asks users to name the type of server to which SAM is being installed.



Choose **Application Server** unless setting up the SAM Server to aggregate data for reporting at the district level. In these cases, choose **Aggregation Server**. See the [SAM Data Management Manual](#) for more information on aggregation servers.

Click **Next** to continue.

Program Deactivation Screen

If upgrading from an earlier version of SAM, the installer will deactivate the older versions of Scholastic programs.

Install the 2.1 version of each of the programs listed when the SAM Server installation is complete.

Click **Next** to continue.

Pre-Installation Summary Screen

This screen displays the system settings and resources required for the SAM Server installation. Review this screen carefully.

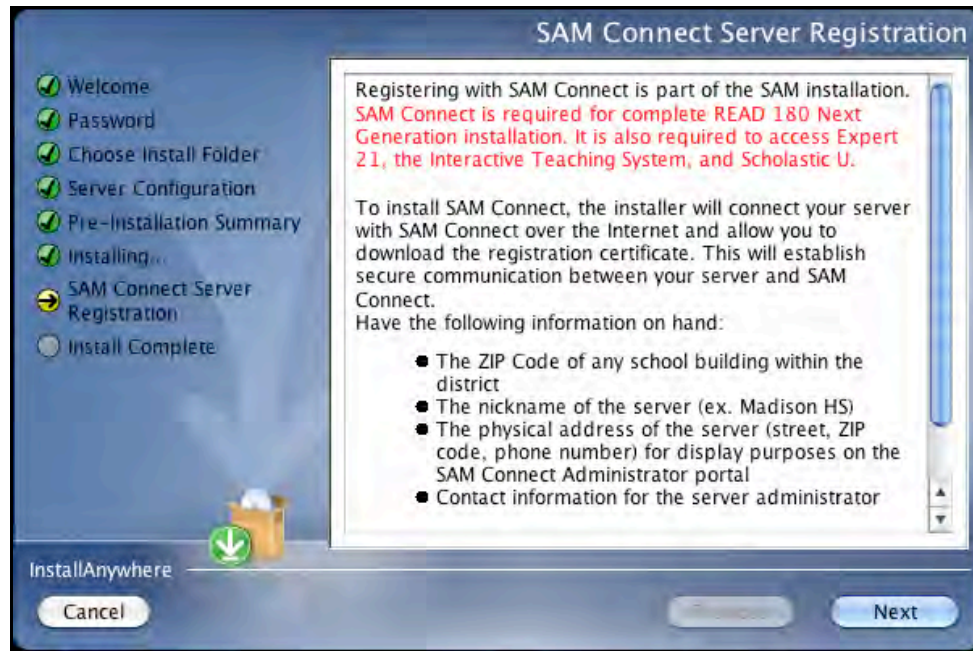


After reviewing and verifying all the information, click **Install** to continue.

SAM Connect Server Registration Screen

The SAM Connect Server Registration Screen appears prior to the Install Complete Screen.

Users outside the United States do not need to register with SAM Connect.



Click **Next** to move to the next installation step.

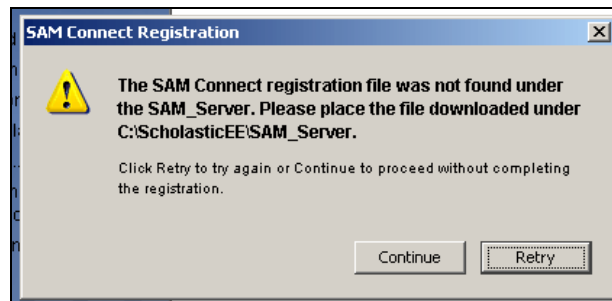
A browser window will open with the SAM Connect Registration Wizard. Close the browser window and continue with installation at the SAM Connect Verification Screen.

SAM Connect Verification Screen

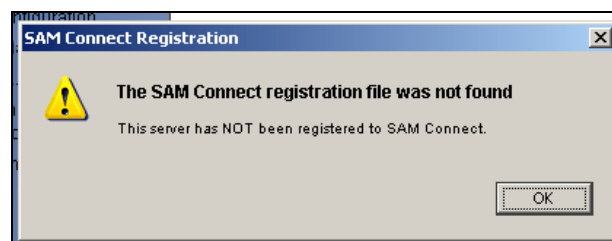
Users outside the United States do not need to verify the SAM Connect certificate.



Click **Next** from this screen. The following message window opens:



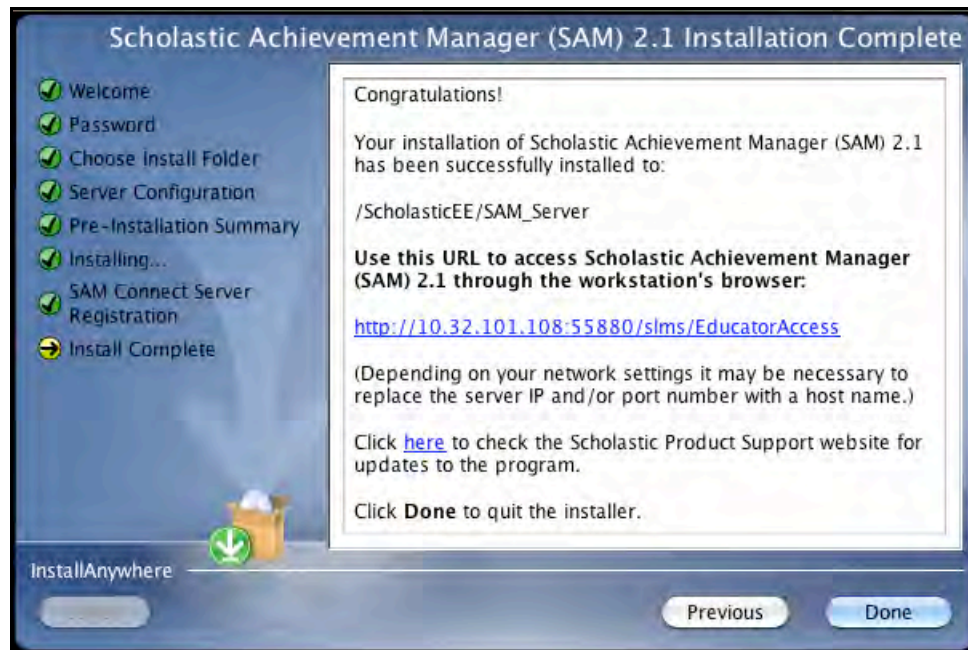
Click **Continue** from the message window. A second message window opens:



Click **OK** from this message window to finish the SAM installation.

Installation Complete Screen

When the installation is complete, the system displays a screen summarizing important information about the server installation.



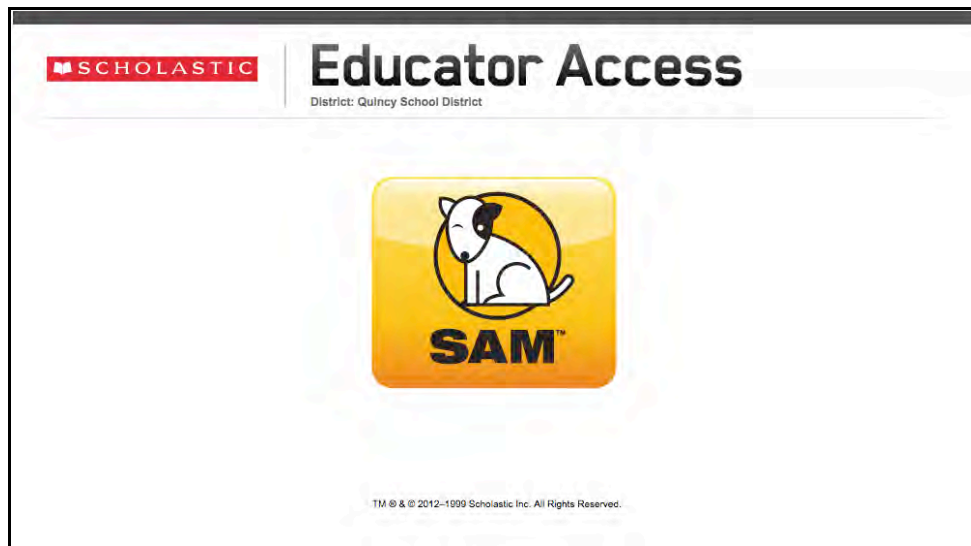
Record the URL from this screen. This is the connection SAM will use to connect the SAM Server to workstations.

After writing down the above information, click **Done** to close the SAM installation program.

A Note About Adobe Reader: SAM requires Adobe Reader to work correctly. Go to the Adobe website, www.adobe.com, to download Adobe Reader.

Verifying the SAM Installation

To verify that the SAM installation was successful, click the URL link from the Installation Complete Screen, or enter the URL into any workstation's browser program. The following screen should appear in the browser:



Click the SAM icon to go to the SAM Login Screen.

If the Educator Access Screen does not appear, check these browser settings on the server and workstation:

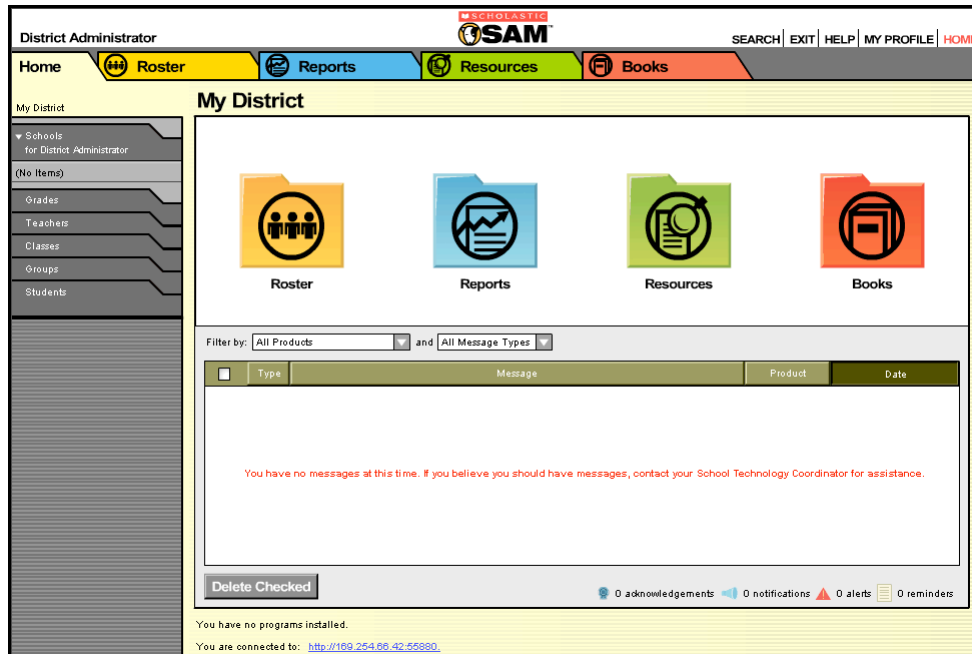
- **Flash:** Should be version 10.2 plug-in (enabled by default) and must not be disabled
- **Java:** Should be JavaScript (enabled by default) and must not be disabled
- **Pop-Up Blockers:** Must be disabled, or the Student and Educator Access pages must be excepted
- **Security Level Settings:** Default settings are supported; Internet Explorer Maximum Security levels are not supported
- **Images Enabled:** Default settings are supported; Image Display must not be turned off
- **Privacy Settings:** Default settings are supported; Maximum Privacy Setting (disabling cookies) is not supported



Log in to SAM using SAM's installed temporary username and password. The username is dadmin and the password is SAM@dm1n.

To log in to SAM from the Login Screen:

1. Enter "dadmin" in the Username field.
2. Enter "SAM@dm1n" in the Password field.
3. Click **Sign In** to open the SAM Home Screen.



If the SAM Home Screen (*above*) appears, then SAM has installed correctly.

If this screen does not appear, restart the installation process. If the second attempt also fails, contact Technical Support (*page 31*).

Change the Username and Password

To maintain proper security measures for SAM, change the username and password immediately. To change the username and password:

The screenshot shows the 'Edit District Profile' window in the SAM District Administrator. The 'Contact' tab is selected, showing fields for District Name (Quincy School District), District Location, and District Time Zone. The 'Profile Information' section includes checkboxes for school days (Monday-Friday) and a 'Save' button.

1. Click the **My Profile** link in the upper right corner of the Home Screen to open the Edit District Profile Screen. The Username and Password fields are on the Contact tab.
2. Enter the information on the screen. Items with an asterisk [*] are required. Click **Save** to close the screen and return to the Home Screen. Passwords must contain 6 characters and at least one number.
3. Log out, then use the new username and password to sign in to SAM.

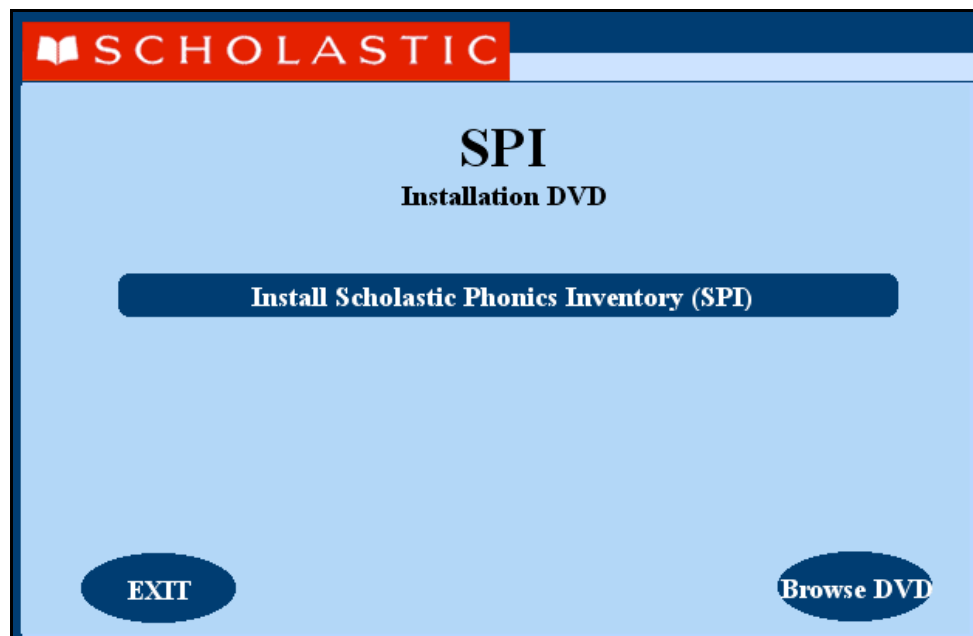
Use the check boxes and pull-down menus to select the district's school days and hours. This is important for setting controls on student use of programs outside of school. Select the programs that require set time controls by clicking the check box next to the program.

NOTE: If upgrading from an earlier version of SAM, password requirements will default to version 1.9's more stringent requirements (eight to sixteen characters, mixed case, one numeral and one special character). Your district administrator may change these requirements through the SAM Server Utility. Previously set passwords and password requirements are unaffected.

Installing SPI

Install SPI on the server computer that hosts the SAM Server.

Insert the SPI Installation DVD (Disc 2) into the computer's DVD-ROM drive. Double-click the DVD icon on the desktop, then double-click **Install** to open the installation screen below.



Click **Install Scholastic Phonics Inventory (SPI)** to begin the installation.

Windows Installation Note: On Windows-based computers, the splash screen appears after inserting the DVD.

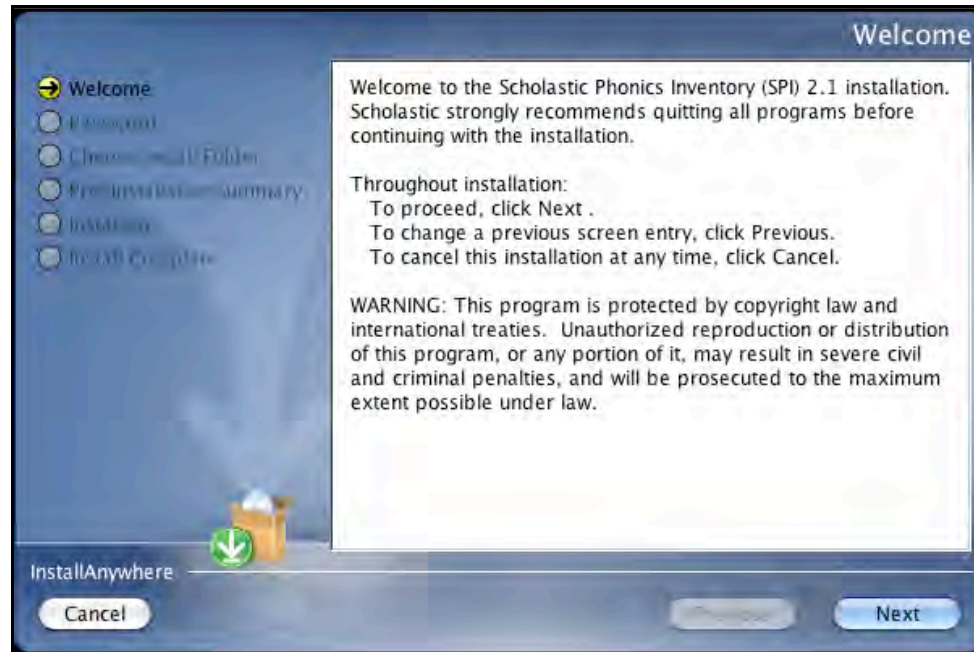
Password Screen

If installing on a OS X-based server, the Password Screen appears. If installing on a Windows-based server, the Welcome Screen, described on the following page, appears.

Enter the system password and click **OK**.

Welcome Screen

Clicking **Install Scholastic Phonics Inventory (SPI)** launches the Welcome Screen.



Installation instructions appear in the right window, while the left side of the screen displays progress through the installation process. The following buttons appear throughout the process:

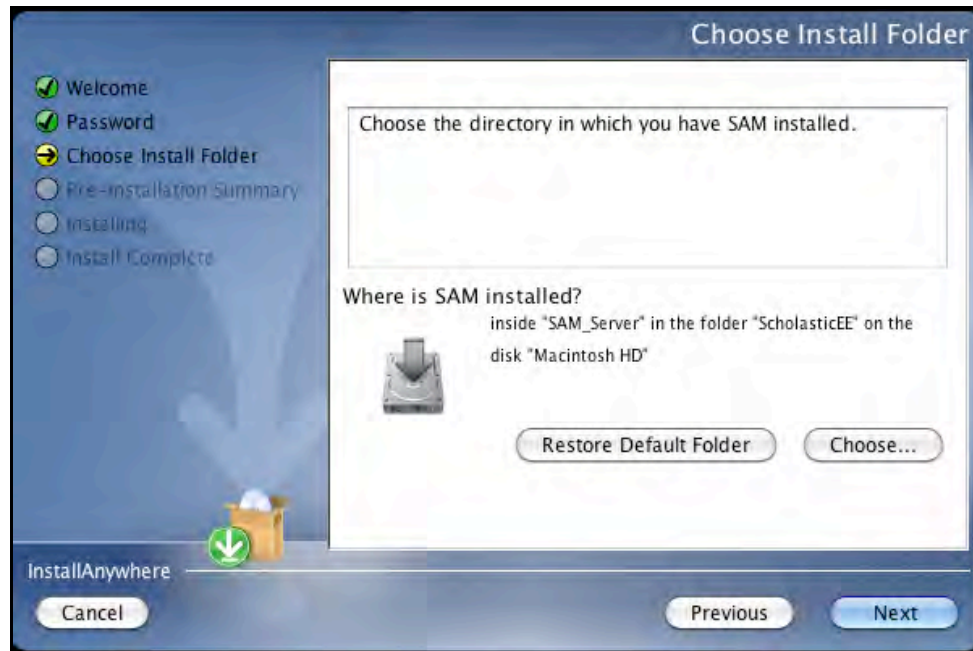
- **Next:** Click to continue the installation
- **Previous:** Click to return to a previous screen
- **Cancel:** Click to exit the installation process at any time

Click **Next** to continue installation.

Choose Install Folder Screen

The installation program automatically detects where the SAM Server has been installed and selects this as the default folder for installation of the SPI Server.

SCHOLASTIC STRONGLY RECOMMENDS USING THIS DEFAULT FOLDER.



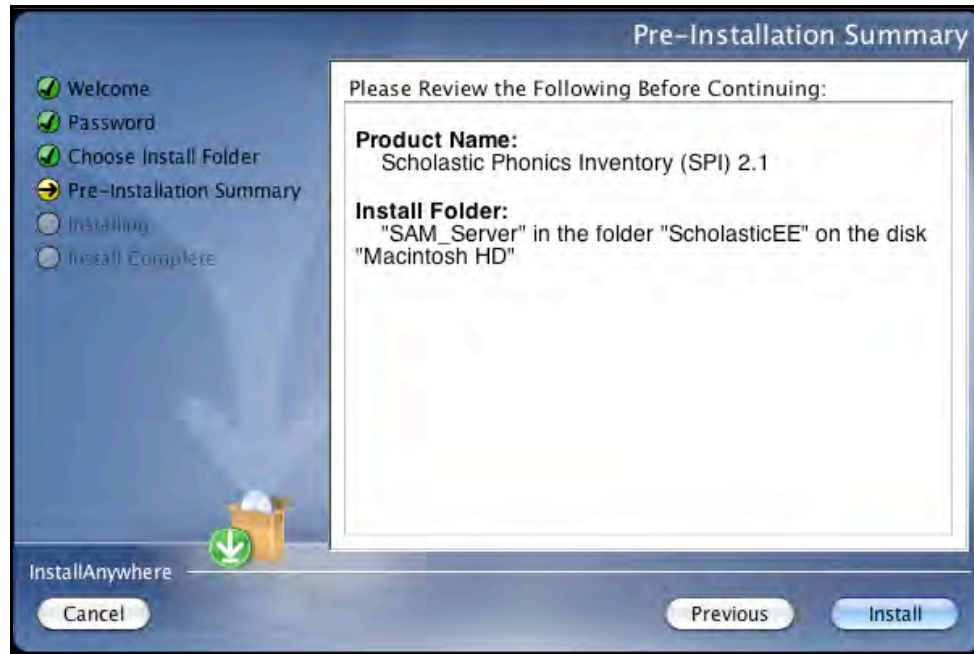
To select the default folder, click **Next**. The program automatically installs the software to the folder.

To select a different folder, click **Choose**. This opens a Select a Folder Screen. Find the folder to install the software to and click **OK** (or **Open** on OS X-based computers). The Choose Install Folder Screen reappears with the new folder selected.

To restore the option for the default folder, click **Restore Default Folder**.

Pre-Installation Summary Screen

Review the summary of the choices for installation.

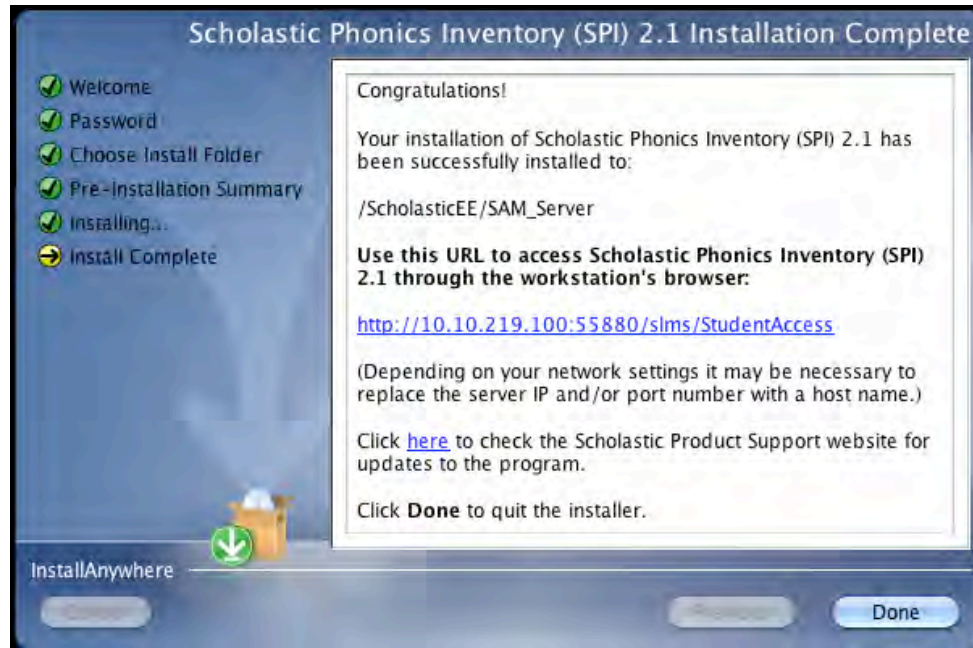


If satisfied with the choices, click **Install**.

If not satisfied with the choices, click **Previous** to return to the preceding screens in the installation process.

Installation Complete Screen

SPI is now installed.



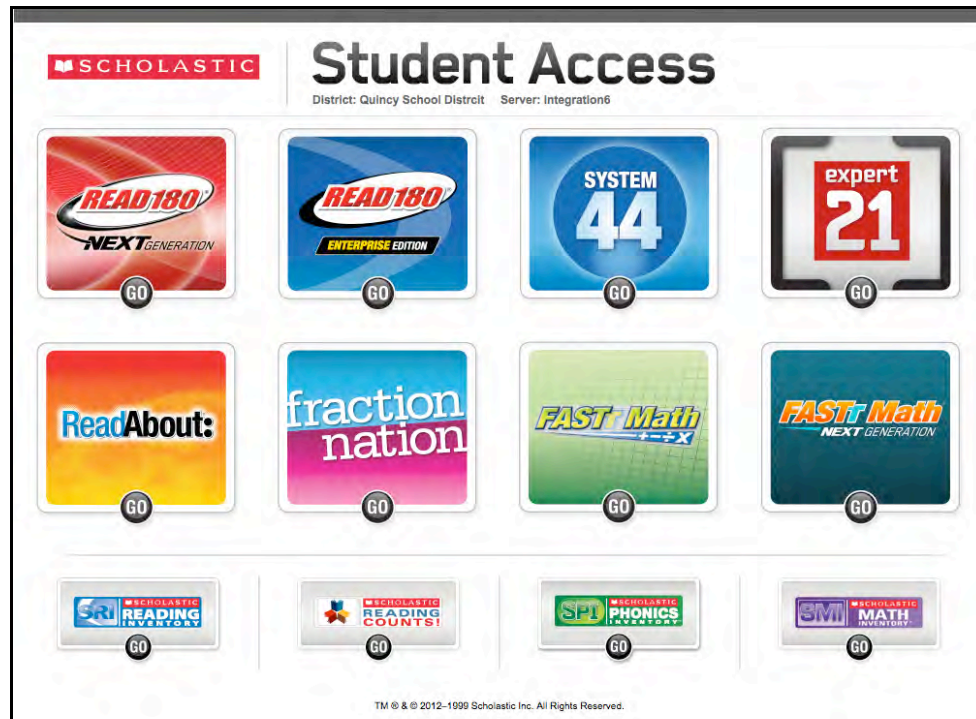
Note that the first part of the link listed on this screen should match the first part of the SAM Server URL entered during SAM installation (*page 17*). If it does not, reinstall the SPI Server software and choose the correct location at the Choose Install Folder Screen step.

The listed link is the URL that student and teacher workstations will use to access SPI. Write this link down and bookmark it on workstations that will access SPI.

Click **Done** to close the SPI Server Installation window and return to the SPI installer screen.

Launching SPI

To verify that the SPI installation was successful, click the URL link from the Installation Complete Screen, or enter the URL into any workstation's browser program. The SPI icon should appear on the Student Access Screen in the browser:



Click the SPI icon to launch SPI and go to the SPI Login Screen.

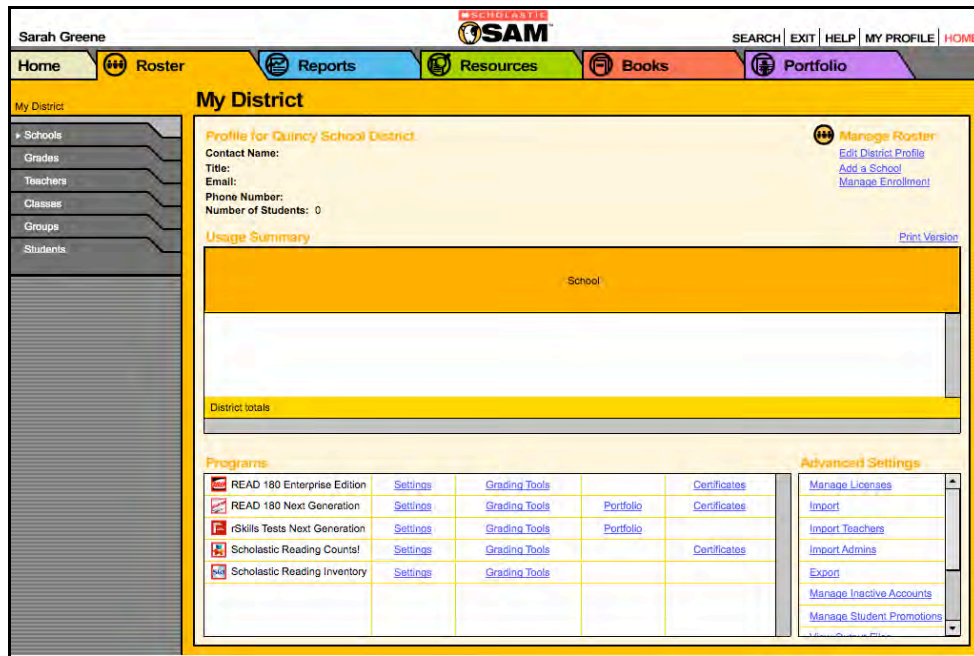
If the Student Access Screen does not appear, check these browser settings on the server and workstation. If the problem continues, contact Technical Support (page 31).

- **Flash:** Use v10.2 plug-in (enabled by default) and is not disabled
- **Java:** Should be JavaScript (enabled by default) and must not be disabled
- **Pop-Up Blockers:** Must be disabled, or the Student and Educator Access pages must be excepted
- **Security Level Settings:** Default settings are supported; Internet Explorer Maximum Security levels are not supported
- **Images Enabled:** Default settings are supported; Image Display must not be turned off
- **Privacy Settings:** Default settings are supported; Maximum Privacy Setting (disabling cookies) is not supported

Initial SAM Setup

After installing the entire purchased Scholastic suite of programs, activate the licenses to make the programs accessible to students. Licenses may be activated from any SAM workstation.

To activate licenses:



To activate licenses:

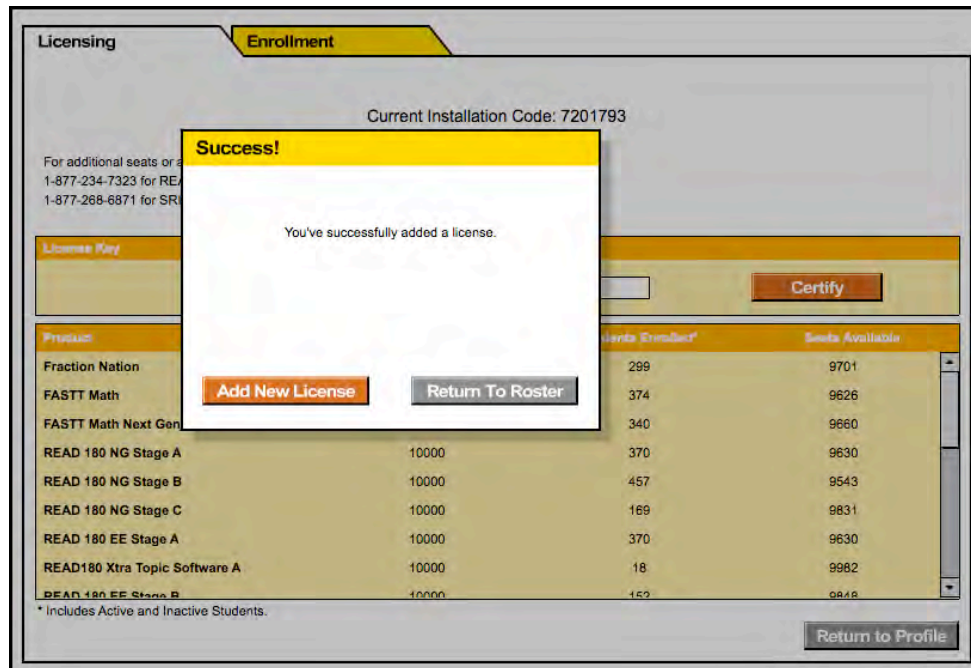
1. Log in to SAM (as a district administrator).
2. Click the Roster tab and select **Manage Licenses** from the Advanced Settings list.

The screenshot shows the SAM software interface. At the top, the user is identified as Sarah Greene. The main navigation bar includes Home, Roster, Reports, Resources, Books, and Portfolio. The 'My District' section is active, showing a sidebar with options like Schools, Grades, Teachers, Classes, Groups, and Students. The main content area has two tabs: 'Licensing' and 'Enrollment'. The 'Enrollment' tab is selected, displaying the 'Current Installation Code: 7201793'. Below this, there is a section for 'License Key' with an input field and a 'Certify' button. A table below lists various products with their respective seat allocations and enrollment counts.

Product	Seats Allocated	Students Enrolled*	Seats Available
Fraction Nation	10000	296	9704
FASTT Math	10000	371	9629
FASTT Math Next Generation	10000	337	9663
READ 180 NG Stage A	10000	368	9632
READ 180 NG Stage B	10000	457	9543
READ 180 NG Stage C	10000	169	9831
READ 180 EE Stage A	10000	367	9633
READ180 Xtra Topic Software A	10000	18	9982
READ 180 EE Stage B	10000	152	9848

* Includes Active and Inactive Students.

3. Note the installation code at the top of the screen.
4. Contact Scholastic Customer Service at +1 646-330-5288, and provide the representative with the school or district address, purchase order number, and installation code. The representative will then provide a license key.
5. Enter the license key in the License Key field and click **Certify**.



6. A window appears when the licenses are successfully added. To add another license, click **Add New License**. To return to the district Roster tab, click **Return To Roster**.

For specific questions about using SAM with your Scholastic programs, click **Help** in the Quick Links along the top of any screen in SAM.

The SPI software is now installed. See the [Scholastic Phonics Inventory Software Manual](#) for instruction on using the program in the classroom and the [SAM Settings and Reports for Scholastic Phonics Inventory](#) manual for using SAM to set SPI student settings and generate reports.

Technical Support

For questions or other support needs, visit the [Scholastic Education Product Support](http://www.scholastic.com/spi/productsupport) website at: www.scholastic.com/spi/productsupport.

Title	Date	Version	Size	Pages	File Type	Download Now -->
Enterprise Edition v2.0 (including READ 180 Next Generation) System Requirements & Tech Overview	03-15-11	Enterprise Edition 2.0	243kB	8	PDF	Download Now -->
Scholastic Technical Implementation Guide	12-02-10	Enterprise Edition v1.10.0	969kB	40	PDF	Download Now -->

At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding the Scholastic program suite, contact customer service to speak to a representative for each Enterprise Edition and Next Generation program at:

- By phone: +1 646-330-5288
- By email: international@scholastic.com

For specific questions about using SAM with your Scholastic programs, click **Help** in the Quick Links section along the top of any screen in SAM.