Creating SAM Account and Other Stuff

8-week classes will create their SAM accounts in Week 1. Please follow directions carefully when creating your SAM account. It is very important that you purchase your materials ASAP.

1. Watch these videos to get started with SAM.
2. Go to SAM login.
3. Click on New User button.

4. Key in SAM Institution key, T2025199, and click Submit. This is the only time you will be asked for this number. It identifies your account is associated with OCC.

5. Fill in the User Profile form.

6. Proceed into your SAM account and join your class section in SAM to view the assignments. If your section is not available or if you get put on a wait list, it means your section is not ready yet. Please be patient. Anyone on the wait list to join a section in SAM will get moved into the section when the section is ready.

7. After you subscribe (pay) to Cengage Unlimited, select SAM as the digital product. Cengage will give you an access code which you will use to make your SAM account valid. You must pay for Cengage Unlimited to purchase the SAM access code.

HERE'S HOW TO FIND YOUR EBOOK IN SAM

1. In SAM, make sure you are on the Activity List view (NOT the calendar view).

2. Remove the checkmarks for Exams, Training, and Projects. You will see links for Readings. Your ebook link will be there.

3. If you are using calendar view, this video shows you how to display the links for ebook(s):
How to Access Ebook

PRINT BOOKS

Students may purchase low-cost print rentals for their class textbook(s). Print rentals may be redeemed only within Cengage Unlimited AFTER Cengage Unlimited is paid. Rental book(s) will be shipped directly to the student. Students send print rentals back to
Cengage after the class is over.

TROUBLE

If you have trouble seeing any of the screens in SAM, you should check the SAM System Requirements again. If you continue to have trouble, contact SAM Tech Support. If you have trouble on campus seeing any of the screens in SAM, you must report this to the OCC Information Desk. (You should tell me about it, too.)

Completing a Training

1. There will be a training assignment for each chapter or module in the textbook.
2. Follow instructions in the SAM training assignment.
3. There are 3 parts to training: Observe, Practice, and Apply. You only need to do the 'Apply' part of training to get credit for the assignment.
4. If you don't remember how to do a training task, use the Observe for that task. Then do the Apply for that task to get full credit.
5. SAM will have a graded report of your training upon completion.
6. Your training scores will get recorded in the SAM gradebook.
7. SAM saves your trainings. Training assignments are required.

Completing a Project

In SAM there are textbook projects and projects that build upon what you learn in the chapter module, depending on which class you are enrolled in. Some classes have 2 projects per week, some have up to 4 projects per week. Weekly assignment checklists tell you when to do the textbook projects and when to do the other projects.

1. Download the chapter/module folder, unzip it, and label it according to my labeling protocol.
2. Download the SAM project(s) for the week. Move downloaded file(s) from the Downloads folder into the chapter/module folder. (Move Module 1 textbook project into Module 1 folder; Move Module 1 project into Module 1 folder; etc.) SAM project download window will tell you what to name your projects.
3. You will save all project files in the chapter/module folders and you will upload all completed project files into SAM for grading.
4. Weekly schedules will tell you which SAM project(s) to do. Each project has an instruction file and a start file(s). When you download these files, they will go into your Downloads folder on your computer.
5. Follow the instructions and use the start file(s) to complete the project. You have 5 tries on projects to get 100%.
6. When you finish a project, you will upload it back into SAM for grading. Your scores will get recorded in your SAM gradebook. You will be able to see your graded projects and try to improve your scores by fixing the projects and reuploading for a better grade. Only highest scores are recorded in the SAM gradebook.
7. I collect your projects in your chapter/module folders when you turn the folders in once a week on my shared Google Drive.
8. Project assignments are required.

DUE DATES FOR SAM ASSIGNMENTS

Due dates are listed in the weekly assignment checklists and in SAM.

SAM SAVES YOUR WORK.

SAM assignments are saved in SAM. When you complete a SAM assignment, I will automatically be able to 'see' it in SAM. Plus I collect your saved project files when you turn in your folders on my shared Google Drive. You will be able to see reports of your graded SAM assignments. There is a gradebook in SAM for you to see how you are doing on your SAM assignments.

QUESTIONS? Post your questions on the class blog.