



How to Begin Using SAM for Keyboarding 2 Lessons

Videos to watch and learn:

(If you already watched some of these for Keyboarding 1, skip to the videos you did not watch.)

- ☐ [Keyboarding in SAM - Students - Getting Started](#)
 - ☐ [Keyboarding in SAM - Students - Timed Writings](#)
 - ☐ [Keyboarding in SAM - Students - Keying Drills](#)
 - ☐ [Keyboarding in SAM - Students - Drill Practice](#)
 - ☐ [Keyboarding in SAM - Students - Skill Building Exercises](#)
 - ☐ [Keyboarding in SAM - Students - Skill Building Technique](#)
 - ☐ [Keyboarding in SAM - Students - Skill Building Quick Review](#)
 - ☐ [Keyboarding in SAM - Students - Keyboarding Performance Reports](#)
 - ☐ [Keyboarding in SAM - Students - Complete a Word Drill](#)
 - ☐ [Keyboarding in SAM - Students - How to Complete a Project](#)
 - ☐ [Accessing the readings in the ebook](#)
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1. After watching the videos, create your SAM account.
2. If you already have a SAM account, skip to #9 below.
3. Use the “System Check” button on the [login page](#) to make sure your computer is ready for SAM.
4. Close the System Check window to return to the login page. Then click “New User”.
5. Key in the **Institution Key** for OCC: **T2025199**
6. Click Submit. Confirm the information is for Orange Coast College. Click OK.
7. Fill in the form and click “Create Account”. A window will appear for you to verify your information.
8. If you run into a window asking for the access code, click the button to purchase later. You will have a 7- or 14-day grace period to purchase the code for SAM. Purchase information is in the [course syllabus](#).
9. Once your account is created, you must join the Keyboarding 2 section.
10. After you join the section, you will see lesson links that have right-pointing triangle arrows, ►. Click on the arrows to expand for viewing more links in each lesson.
11. Begin with the link for Pretest (Pre-Assessment). Your score will automatically record in your SAM results gradebook. The Pre-Assessment determines your skill at the beginning of the course. It is not a graded assignment.

12. Lesson 26 is the first lesson in Keyboarding 2, which is in the [ebook in SAM](#).
13. Lesson 26 (Getting Started with Word) is 'reading and doing', which ends the chapter with you creating a folder, saving a document, and printing it. For this class, there is no printing but it is very important that you know how to print when using Word.) Follow all instructions in the ebook for Lesson 26. [Turn in the folder on my shared Google Drive](#). (In week 1, I sent you a link in your personal email to my "Drag Folders Here" folder on my shared Google Drive.)
14. Lesson 26, has 3 drills and 1 Apply It exercise where you create, save, and print a document. These are all done in Word, not in SAM. Instructions are in the ebook for chapter 26.
15. Follow the checklist for Keyboarding 2 to proceed through each lesson. The checklists are on my website in the box labeled, "Checklists for Assignments".
16. So much of Keyboarding 2 is learning about document processing, but you will also be skill building for speed and accuracy. Lesson 27 begins with a warmup. Use Lesson 27 link to do the warmup in SAM. Lesson 27 Skill Building is a timed writing. So much of Keyboarding 2 is learning about document processing, but you will also be skill building for speed and accuracy. You will also learn new commands in Word, learn to format text, edit text, and apply what you learn to new documents.
17. Look in SAM for the "Timed Writings 23 – 27". Use the "Timed Writing 27" for the Lesson 27 Skill Building timed writing. If you mess up, you will get a chance to retry. NOTE: SAM screens may give page numbers that differ from the page numbers in the printed text or in the ebook.
18. Follow the Keyboarding 2 checklist to verify you have completed everything for Lesson 27.
19. You will also learn new commands in Word, learn to format text, edit text, and apply what you learn to new documents.
20. If there is a Chapter introduction in the ebook lesson, click the link to read it. Scroll through the chapter or use the speaker icon in the ebook screen to listen to the written chapter (speaker icon ). (FYI: If you see *gwam*, it means gross words a minute.)
21. Proceed through each page in the chapter lessons, going back and forth to SAM and using the links for chapter sections that require reading or keying. Compare what you are doing to the assignment checklist for Keyboarding 2. The assignment checklists relate to each section in the ebook chapters. Keyboarding 2 had many assignments that require using MS Word plus using links in SAM.
22. Many assignments are done using MS Word plus using links in SAM.

Whatever you do, DO NOT GIVE UP. I am here to help. Put your questions on the blog, where my answers/responses/comments will benefit all students.

The Teacher 😊