Instructions for Creating SAM Account

SAM assignments will begin in the 2nd or 3rd week, depending on which class you are enrolled in. There is no rush to create your SAM account in the first week of the class unless I tell you otherwise. Please follow directions carefully when creating your SAM account.

SAM allows students to use assignments for 14 days prior to purchasing an access code. This is called the 'grace period'. Anything you do in SAM during the grace period will be recorded in SAM. However, if you do not purchase during the 14-day grace period, all completed assignments will be invisible and you will not get credit until you purchase an access code. Therefore, it is very important that you purchase your materials ASAP.

CREATE SAM 14-DAY GRACE PERIOD ACCOUNT

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 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. This must be done within 14 days after creating your SAM account.

HERE'S HOW TO FIND YOUR EBOOK

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 rent low-cost print copies for their class textbook(s).
- Print rentals may be redeemed only within Cengage Unlimited AFTER Cengage Unlimited is paid.
- Rental book(s) are shipped directly to the student.
- SAM does not expire. However, the ebook in SAM expires.
- You may use SAM for many years after the class is over for brushing up on computer applications.

Instructor reserves right to make changes as deemed necessary and/or appropriate.
Instructor is not responsible for lost data.

- 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

- There will be a training assignment for each chapter or module in the textbook.
- The weekly checklists will tell you when a training assignment is available and when it is due.
- Follow instructions in the SAM training assignment.
- 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. 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.
- SAM will provide a graded report of your training upon completion.
- Your training scores will get recorded in the SAM gradebook.
- SAM saves your trainings.
- Training assignments are required.

Completing a Project

- In SAM there are textbook projects and projects in general, which account for several projects per chapter or module, depending on which class you are enrolled in. Some classes have 2 projects per week, some have up to 5 projects per week.
- Weekly assignment checklists will tell you when to do the textbook projects and when to do the other projects in SAM.
- For each project, you will download an instruction file and a start file(s) into your chapter/module folder.
- Follow the instructions and use the start file(s) to complete the project.
- You have 5 tries on projects to get 100%.
- When you finish a project, you will upload it back into SAM for grading.
- Your scores are 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.
- I collect your projects in your chapter/module folders when you turn the module folders in once a week.
- Project assignments are required.

DUE DATES FOR SAM ASSIGNMENTS

- Due dates are listed in the weekly assignment checklists.
- SAM also shows due dates for each SAM assignment.

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.
- 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.
- You will save your SAM projects in the module folders and turn the folders in to me once a week.

QUESTIONS?

- Ask questions on the class blog.
- If you haven't joined the blog yet, check your personal email for an invitation.
- The invitation is sent by me through Blogger to the personal email address you used when you registered at OCC.
- If you do not see an invitation in your Inbox, check Spam or Trash.
- If you have not been invited to join the blog by week 2, email me from your personal email immediately.