ACTIVATING A STUDENT ACCOUNT

Your students will already have an account in the SAM database, but the account is "inactive".

1. Open the Scholastic Achievement Manager with an Administrative Account and click on the ROSTER tab.

😨 Scholastic Achievement Ma	anager					_ 🗆 🗡
District Administrator				SEARCH EXIT	HELP MY PROFIL	E HOME
Home 🗰 Roste	er	Reports	Reso	urces	Books	
My District	My Distr	ict				
✓ Schools for District Administrator						

2. Under "Advanced Settings" click on "Manage Inactive Accounts"

😨 Scholastic Achievement Manager 📃 🗌							
District Administrator OSAM SEARCH EXIT HELP MY PROFILE HON							
Home 🗰 Roste	r 🕼 Reports		R R	esources		Эво	oks
My District	My District						
Schools for District Administrator Spring Mill Special School Grades Teachers	Profile for Spring Mill Scho Contact Name: Title: Email: Phone Number: Number of Students: 11	ol					fanage Roster dit District Profile dd a School anage Enrollment
Classes Groups Students	Usage Summary School		Astr	Skills ests	scholastic Reading	Counts	Scholastic Scholastic nventory
	Spring Mill Special School		6	2	2		2
	District totals		6	2	2		2
	Programs					Advand	ed Settings
	FASTT Math	Settings Settings	<u>Workshee</u> Grading To	ets Certificates	<u>s</u>	Import Export	
	U rSkills Tests	<u>Settings</u>	Grading To	ools <u>Certificate</u>	<u>s</u>	Manage Manage	Student Promotions

3. You will see a listing of all of your "inactive" accounts. Choose the accounts that you need to activate, then choose "Assign to a class"

Scholastic Achievement M	lanager					_ 0
District Administrator		//あ	SAM	SE	ARCH EXIT HELP MY	PROFILE
ome Rost	er Brofile	Reports		Resources	Books	
District	My Dist	rjct//		/		
Schools or District Administrator ring Mill Special School	Manage I Use this scree	nactive Accounts	accounts not in	I T your SmattBar		
rades		Name	Student ID	Username	Status	Enrollment
eachers	Adama	s, Alexander	972044	15972044	Inactive	-
asses	Adam:	s, Edward	305084	17305084	Inactive	
oups		nder, Shatara	953307	15953307	Inactive	
udents	Ali, Mi	<u>r Omar</u>	370762	17370762	Inactive	
	Ali, Sa	mreen	327535	18320535	Inactive	
	Ali, Za	iyd	48067	15948067	Inactive	
	Amay:	a, Juan	957161	16957161	Inactive	
	Ambu:	sh, Austin	370114	20370114	Inactive	
	Ambu:	<u>sh, Kaitlyn</u>	988431	16988431	Inactive	
	Amoal	h, Kali	965429	15965429	Inactive	
	Amtma	ann, Cameron	966944	16966944	Inactive	
	Ander	son, Bethany	350434	18350434	Inactive	
	- Select	an Option -	329537	17329537	Inactive	
	Assign Deletion	IO A Class	305057	17305057	Inactive	
	Unenroll		964629	15964629	Inactive	•
	- Select	an Option - 🔽 🛛 🗸 🗸 🗸 🗸 🗸 🗸	1		Items 1 through 250 of 47	78 Next 250 >

4. Click "GQ"

Ani, Karen	305057	17305057	Inactive	
Ani, Linda	964629	15964629	Inactive	-
Assign To A Class	Go		Items 1 through 250 of 478	i Next 250 >

5. Choose the class to which you would like to assign these students. Click "Save".

District Administrator		SEARCH EXIT HELP MY PROFILE HOME
Home Roster	Assign to a Class	Books
My District My	You have chosen 3 Students for assignment.	
Schools for District Administrator Use	Ana First select a school. Then assign students to classes.	
Spring Mill Special School	Spring Mill Special School	
Grades	John's Class of People who ca	Status Enrollment
		Inactive
		Inactive
Students	Period 3 Math	Inactive Inactive
		Inactive
	1	Inactive
		Inactive
		Inactive
	Cancel Save	

6. You will be returned to the inactive student's screen where you can choose another group of students to enroll in a class.

😳 Scholastic Achievement Mai	nager						
District Administrator		SAM	SE	ARCH EXIT HELP			
Home Roster	r Reports		Resources	Book	s		
My District	My District						
Schools for District Administrator Spring Mill Special School							
Grades	Name	Student ID	Username	Status	Enrollment		
Teachers	Adams, Edward	305084	17305084	Inactive	^		

7. Once the student is assigned to a class you can follow the procedure to ENROLL the students.