


IF YOU ARE ONLINE STUDENT, PLEASE
PRINT OUT THIS POWERPOINT
PRESENTATION AND ATTEND THE
TUTORING SESSION HELD AT THE
BEGINNING OF THE SEMESTER. THE
DATES AND TIMES ARE LISTED IN YOUR
ANGEL COURSE ANNOUNCEMENTS.



SAM 2013 ASSESSMENT, TRAINING, & PROJECTS

Student Getting Started Guide

INITIAL SET UP

1.

- Ensure that you are connected to the Internet.

2.

- Launch your web browser (Internet Explorer 9, Firefox, Chrome, or Safari) Your machine will need the newest Flash Player for the exams.

3.

- Enter <http://sam.cengage.com> to visit the SAM 2013 login page.



Welcome to SAM!

The premier testing and training tool for Microsoft® Office 2013, Microsoft® Office 2010 and Computer Concepts!

Need to purchase access to SAM? Need to purchase access to a MS Office 180-day trial? Visit [Cengagebrain](#)

First-time user or need help logging in? Check out these [videos](#) for step-by-step instructions on [how to log in to SAM](#) for the first time and more.

Username:

Password:

[Forgot your password?](#)

Log In

New User

Help



LOGIN PAGE

Please wait for your instructor to create your username and password. Once your instructor has verified that your SAM account has been created. Login with your username and password (**username will be your studentID#@stc-smail.southeasterntech.edu and your password is your Banner 6 digit PIN**) Click **LOGIN**.

KEY CODE ENTRY

- ▶ Enter your Key Code Entry. This will be found inside the flap of the SAM 2013 package(card) you purchased with your textbook. If you do **NOT** see this message, please cancel and make sure you clicked the Login button and not New user.
 - ▶ Note: This 18-digit code is case-sensitive. Be **EXTREMELY** careful with the letter O and the number 0 and the letter I and the number 1. **DOUBLE CHECK YOUR ENTRY BEFORE CLICKING SAVE.**
- ▶ Verify your information.
- ▶ The SAM Terms and Conditions display. Click **I Agree** to accept the terms and conditions. If you do not accept the terms and click I Disagree. SAM automatically exits.
- ▶ Enter your Secret Question and Answer to use to recover your password if you forget it.
- ▶ Enter and confirm a new password by **entering the same 6 digit pin in again.**
- ▶ Click OK. The main SAM Home screen now displays.

The screenshot displays the SAM Home Screen interface. At the top, there is a navigation bar with the SAM logo on the left and links for 'Activities', 'Sections', and 'Dropbox' in the center. On the right side of the top bar, there are links for 'My Account', '2 Notifications', 'Help', and 'Logout'. Below the top bar, there is a secondary navigation bar with tabs for 'Activity Calendar', 'Activity List', 'Reports', and 'Gradebook'. The 'Activity Calendar' tab is currently selected. Below this, there is a course selection bar showing 'COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014'. To the right of the course selection are icons for 'Exams', 'Training', 'Projects', and 'SAM Paths'. Below the course selection, there is a section for 'Always Available Assignments(29)' with a legend for 'Assignment Due' (red dot) and 'Assignment Available' (black dot). The main content area is a calendar for 'April 2014'. The calendar grid shows days from Sunday to Saturday. A date range from Monday, April 21st to Tuesday, April 22nd is highlighted with an orange border, indicating an assignment period.

SAM HOME SCREEN

Click **Activity List** to see all your assignments

SAM

Activities Sections Dropbox

My Account 2 Notifications Help Logo

Activity Calendar Activity List Reports Gradebook

COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 Exams Training Projects SAM Paths Readings Always Available

Add product

Assignment Name (29)	Type	Available	Due Date	Section	Status
Access Chapter 1 Training	Training	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted
COMP1000 Competency Exam	Exam	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted
COMP1000 Competency Training	Training	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted
Excel Ch. 1	Project	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Submitted
Excel Ch. 2	Project	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Submitted
Excel Chapters 1-2 Training	Training	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted
Excel Exam Chapters 1-2	Exam	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted
Intro to Computers Essentials Exam	Exam	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted
PowerPoint Ch. 1	Project	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Submitted
PowerPoint Ch. 2	Project	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Submitted
PowerPoint Ch. 3	Project	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Submitted
PowerPoint Chapters 1-3 Training	Training	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	In Progress
PowerPoint Exam Chapters 1-3	Exam	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted
Practice - Access Project Ch. 1	Project	Always	—	COMP 1000 crn 40167 MOYE 5.30PM T Spring 2014 (...)	Not Attempted

THEY ARE IN ALPHABETIC ORDER.
 YOU CAN CLICK **TYPE** TO PLACE ALL THE
 CATEGORIES TOGETHER.

WATCH THE FOLLOWING YOU TUBE VIDEOS

HOW TO COMPLETE SAM TRAININGS

[HTTP://YOUTU.BE/LGYFMMILPKA](http://youtu.be/LGYFMMILPKA)

HOW TO COMPLETE SAM PROJECTS

[HTTP://YOUTU.BE/P715ZPWZXY0](http://youtu.be/P715ZPWZXY0)

HOW TO COMPLETE SAM EXAMS

[HTTP://YOUTU.BE/TBURS4QBPNG](http://youtu.be/TBURS4QBPNG)