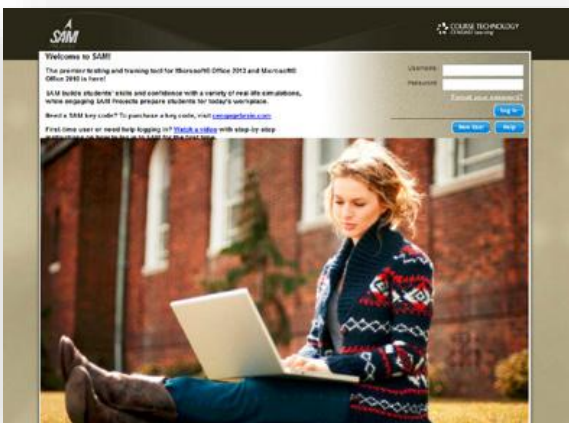


SAM 2013 for Microsoft® Office 2013 & Computer Concepts

STUDENT GETTING STARTED GUIDE

SAM 2013 is cloud-hosted software that includes interactive Assessments, Trainings, and Projects that deliver a real-world approach to learning and applying important computer skills. SAM is designed to prepare you to effectively utilize the most widely-used application software (Microsoft Office 2013), operating systems (Windows 7 and Windows 8), and Internet Explorer. Through hands-on simulated Trainings, live-in-the-application Projects, and interactive Assessments, SAM helps you master computer skills that are essential to success in the classroom and workplace. SAM complements Cengage Learning's market-leading textbooks for a cohesive learning experience.

The Basics



SIGNING INTO SAM 2013

Go to <http://sam2013.cengage.com>. Click the New User button, and follow the on-screen prompts to create your SAM 2013 account (your instructor will provide you with the Institution Key for your school, AND you will need either the SAM 2013 Printed Access Card that accompanied your text, or the Instant Access Code that you purchased at cengagebrain.com).

CREATE A SAM USER PROFILE

- You are now ready to set up your SAM 2013 User Account.
- Fill in all required fields marked by a red asterisk.
- Your username must be a valid email address. Note that your username cannot be changed once it has been created.
- Include a secret question and answer that can be used to retrieve your password.
- Click Save.

My Profile

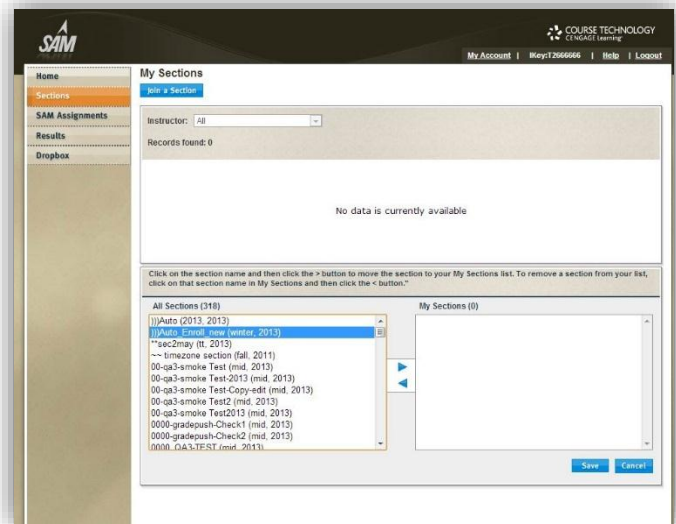
***Required Fields**

*First Name: Paul
Middle Initial:
*Last Name: Pierce
*Username (Email): pierce34@sam.com
*Password:
*Verify Password:
Alias:
ID#:
Communication Email:
Time Zone: (GMT-05:00) Eastern Time (US & Canada) Bo
WebCT ID:
*Secret Question: What is your favorite sports team?
*Secret Answer: Celtics

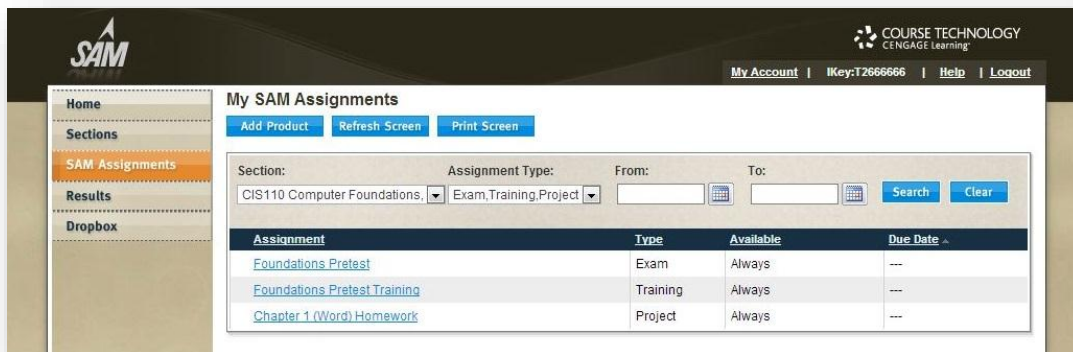
Save Cancel

JOIN A SECTION

- To access your SAM Assignments, you must be enrolled in a Section.
- From the Homepage, click **Sections** on the navigation bar.
- This will take you to the **My Sections** page, where you can view your status in a section or join a new section by clicking the **Join a Section** button.
- Select the name of the section you want to join from the **All Sections** list on the left.
- Click the right arrow button to move your selected section from the **All Sections** column into **My Sections**, then click **Save**.
- Depending on how your Section has been set up, your enrollment may need to be confirmed by the instructor.



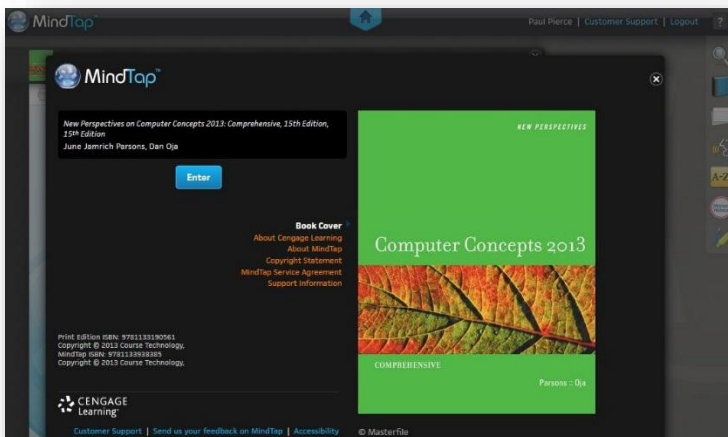
MY SAM ASSIGNMENTS



- To launch an Assignment, click on **SAM Assignments** on the navigation bar, then click the Assignment link.
- You can sort Assignments by the Assignment Name, Type, Due Date, and more by clicking on the heading above each column.

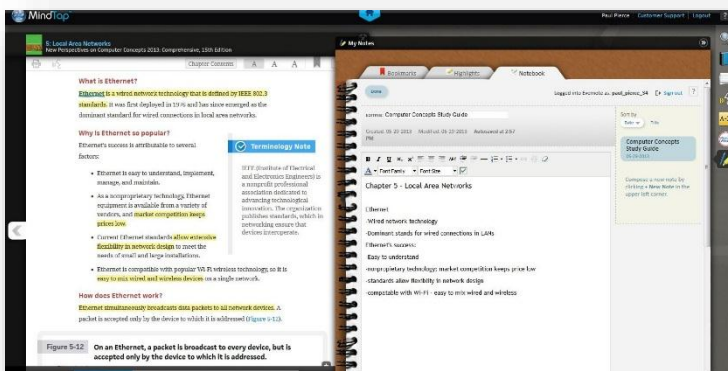
— MindTap Readers —

- If your SAM 2013 account includes access to a MindTap Reader, review the following steps to launch it.
- Click on **SAM Assignments** on the navigation bar.
- Select **Reading** from the **Assignment Type** dropdown.
- Click on the MindTap Reader title to launch your MindTap Reader within SAM. *Note: Your browser's pop-up blockers must be turned off to view the e-book.*



MindTap Reader gives you full access to your reading assignments, as well as:

- Flashcards
- Search
- Dictionary
- Glossary
- ReadSpeaker
- Highlighter
- Notepad/Evernote
- Embedded videos



MindTap gives you flexibility to access readings within SAM in a web browser or on a tablet. Integrated Highlighting and Notes tabs allow you to create your own study guide as you read, while the ReadSpeaker feature reads chapter text aloud for you!

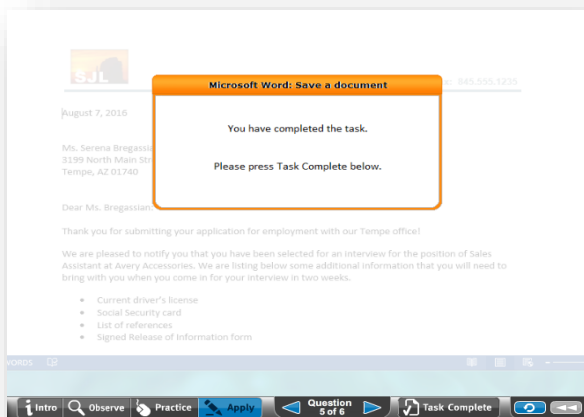
Microsoft Office

Training

- SAM 2013 offers simulated Trainings focused in Microsoft Office, Windows, Internet Explorer and Computer Concepts.
- To launch a **SAM Training**, click **SAM Assignments** on the navigation bar and select **Training** from the Assignment Type dropdown.
- Review your SAM Training details, which may include:
 - Instructions
 - Due Date
- When you're ready to begin the Training, click **OK** to launch the Training window.



The Training landing screen takes you to the **Intro** mode, which provides a written description of the task, alternative methods to complete the task, and hints for completing the task using a Mac.



SAM offers 3 training methods to help you master Microsoft Office, Windows, and Internet Explorer.

1. **Observe:** Provides audio and visual instructions.
2. **Practice:** Helps you perform the task using audio and visual prompts.
3. **Apply:** Allows you to perform the task on your own.

To receive credit on a Training task, you must complete the task in the **Apply** mode and click the **Task Complete** button.

Computer Concepts

Training

SAM 2013 also helps you master important Computer Concepts with over 800 minutes of audio-visual Training labs.

Purchasing and Maintaining a Computer | Buying a Computer

Peripheral devices

Purpose

Storage

Price

Memory

Size and shape

Processing power and speed

Operating system

You'll need to weigh many options, including purpose, price, size and shape, operating system, processing power and speed, memory, storage, and peripheral devices.

-00:00:08

Show Task List Introduction Observe Apply Question 1 of 1 Task Complete Exit

1. **Introduction:** Provides a contextual overview of the topics covered in each Training lab.
2. **Observe:** Provides audio and visual instruction for Computer Concepts topics. *Note:* Closed captioning is available for both Introduction and Observe modes.
3. **Apply:** Apply the concepts you've learned in the training lab with interactive reinforcement such as Drag and Drop and Matching activities.

Projects

My SAM Assignments

Section: All Assignment Type: Exam, Training, Project From: To: Search

Assignment	Type	Available	Due Date
Foundations Pretest Training	Training	Always	—
Chapter 1 (Word) Homework	Project	Always	—

Assignment Details

Assignment Name: Chapter 1 (Word) Homework

Instructions:

Read each task completely before attempting it.

Project Details:

Maximum number of submissions allowed: 3
Number of submissions you have remaining: 2
You are about to start the Project. Do you want to proceed?

OK Cancel

- With SAM Projects, you work directly in Microsoft Office 2013 to complete a real-world project using step-by-step instructions.

- To access your SAM Projects, click on **SAM Assignments** in the navigation bar and select **Project** from the Assignment Type dropdown.

- Click the Project name to launch the assignment, then review the details:

- Instructions

- Maximum number of submissions allowed

- Number of submissions you have remaining

My SAM Assignments

Chapter 1 (Word) Homework

Instructions

Follow the on-screen instructions below to both download your start files and submit your completed files for this class.

[Download File](#)

Start Files

Click on each link to save File(s) to your computer. Note Start Files have been automatically personalized with your first and last name.

- [SC_Word2013_C1_P1a_PaulPierce_1.docx](#)
- [support_SC_W13_C1_P1a_quitarpig](#)
- [SC_Word2013_C1_P1a_Credits.docx](#)

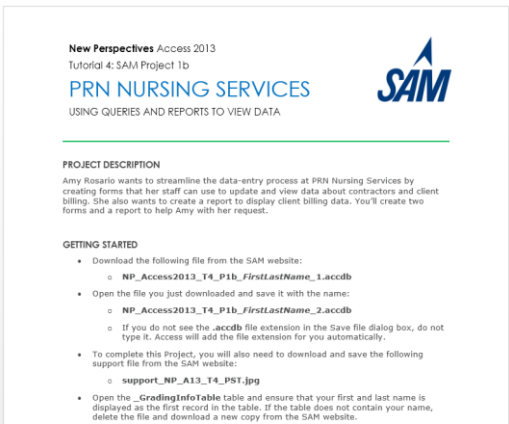
Grade Submission

Submit your **Attempt Number 2** for grading using 'Browse...' button. Click 'Browse...' to navigate to the file's location on your computer. The filename(s) should match the filename in italics below

File	File Name	File Location
1	<i>SC_Word2013_C1_P1a_PaulPierce_2.docx</i>	<input type="text"/> <input type="button" value="Browse..."/>

Submit Cancel

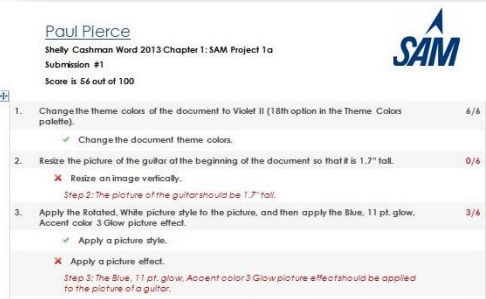
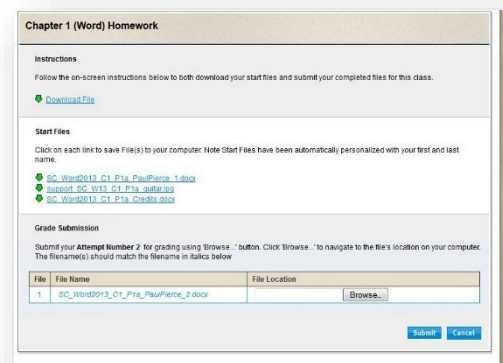
- After launching a Project, **download** and **save** the **Instructions**, personalized **Start** file, and any support files (if available) to your computer, USB drive, or another location.



The Project **Instruction** file contains:

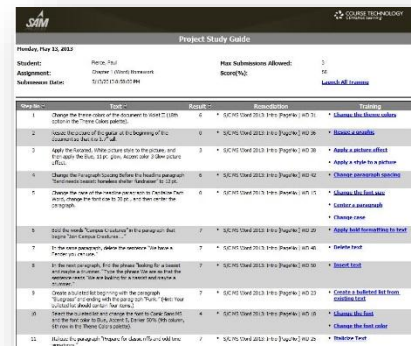
- **Project Description**, a real-world case scenario.
- **Getting Started** section, including important information for saving your Project files.
- **Project Steps** to complete the Project.
- **Final Figure** to refer to while completing the Project.
- Complete all Project work using your personalized **Start** file, which has your name encrypted in it.
- Be sure to follow all of the Project Step instructions and to **save** your completed file before submitting it for grading.

- When you've completed your Project, revisit the SAM site.
- Under **Grade Submission**, click **Browse** to select your saved Project file, then click **Submit**.
- You will see a screen that confirms your Project has been uploaded and meets the correct virus scan requirements, file size, and format.

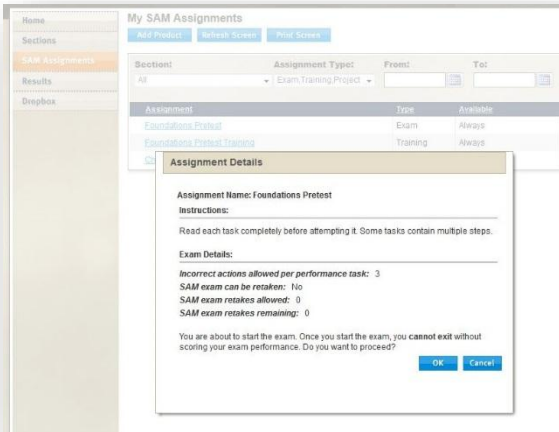


- After submitting your Project, view your grade and generate a **Project Study Guide** by clicking **Results** on the navigation bar.
- Select **Project** from the Report Type dropdown and **Download Submitted Projects** from the Report dropdown.
- Click the **Download** link next to the Project name to download your **Graded Summary Report**.
- This report provides detailed comments explaining why point deductions were made, as well as call-outs inserted directly into your submitted Project to help you pinpoint and correct errors.

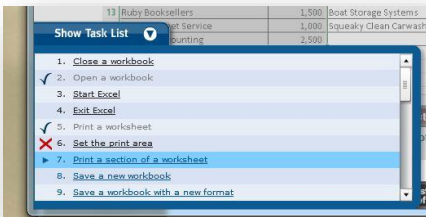
- From the **Results** tab, you can also generate a **Project Study Guide**.
- Select **Project** from the Report Type dropdown and **Study Guide** from the Report dropdown.
- The Study Guide lists each step in the project with remediation that refers to the pages in your textbook or MindTap Reader, along with links to SAM Training tasks.



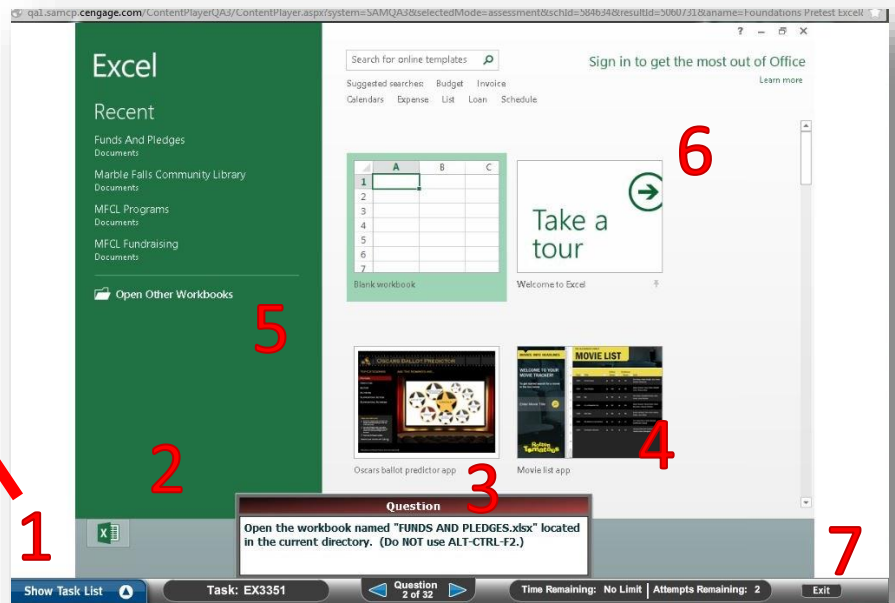
Exams



- To begin a SAM **Exam**, click the link from your **SAM Assignments** page.
- Review your Exam details, which may include:
- Instructions
- Time limit
- Number of chances at each question
- Number of retakes of entire exam



SAM 2013 EXAM INTERFACE



1. Task List. Use this list to jump from task to task.
2. Task ID number.
3. Question Label. Back and forward arrows allow you to jump between tasks.
4. Time remaining (if set by instructor), and number of attempts remaining per question.
5. Description of the task you must perform.
6. Simulation of the application where you will complete the task.
7. Exit button. Once you start the exam, you cannot exit without scoring your exam performance.