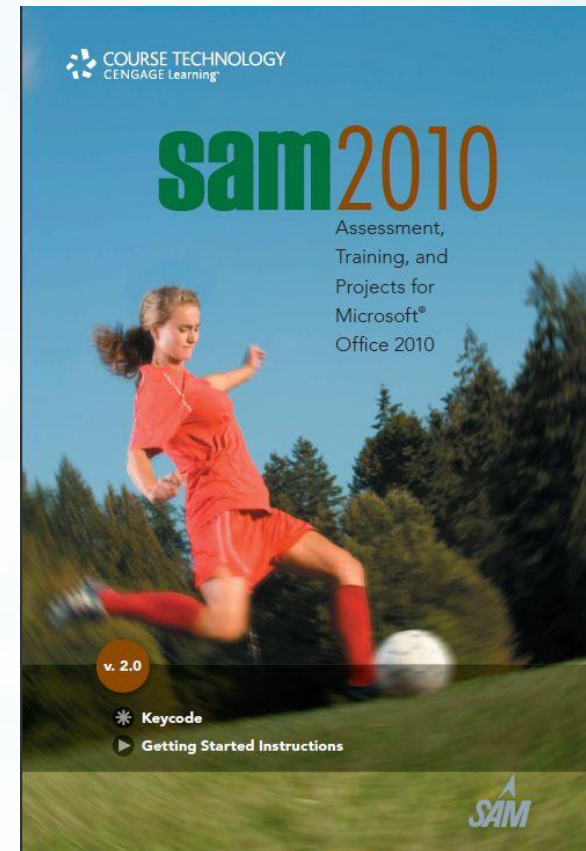# * SAM 2010 v2.0: Assessment, Training & Projects

Student Getting Started Guide

Updated June 2011

*Initial Set Up

1. Ensure that you are connected to the Internet.

2. Launch your web browser (Internet Explorer, Firefox, Safari).

3. Enter http://sam2010.course.com to visit the SAM 2010 login page.
Note: do not include: www

If you have a username/password: Enter your username and password in the appropriate fields, and click the **Login** button.

No username/password: Click the **New User** button; you will follow the on-screen prompts to create your SAM 2010 account.

*Institution Key

New User

Login Help

How to login to SAM 2010

Technical Support

24/7 Chat Support here

Call (800) 648-7450

Monday - Thursday
8:30am to 9:00pm EST

Friday
8:30am to 6:00pm EST

Submit online request

Your instructor will provide your **Institution Key**. It will contain 8 digits in this format *T2xxxxxx*.

Please enter your 8-digit Institution Key:

Institution Key: **T2XXXXXX**

Submit   Cancel

Austin Community College's Institution Key: **T2025289**

Once you have entered the institution key and click Submit, SAM will ask you to verify that you have selected the correct institution key for your institution. Select "**OK**" if this is correct.

*Key Code Entry

Please enter your 18-digit key code:
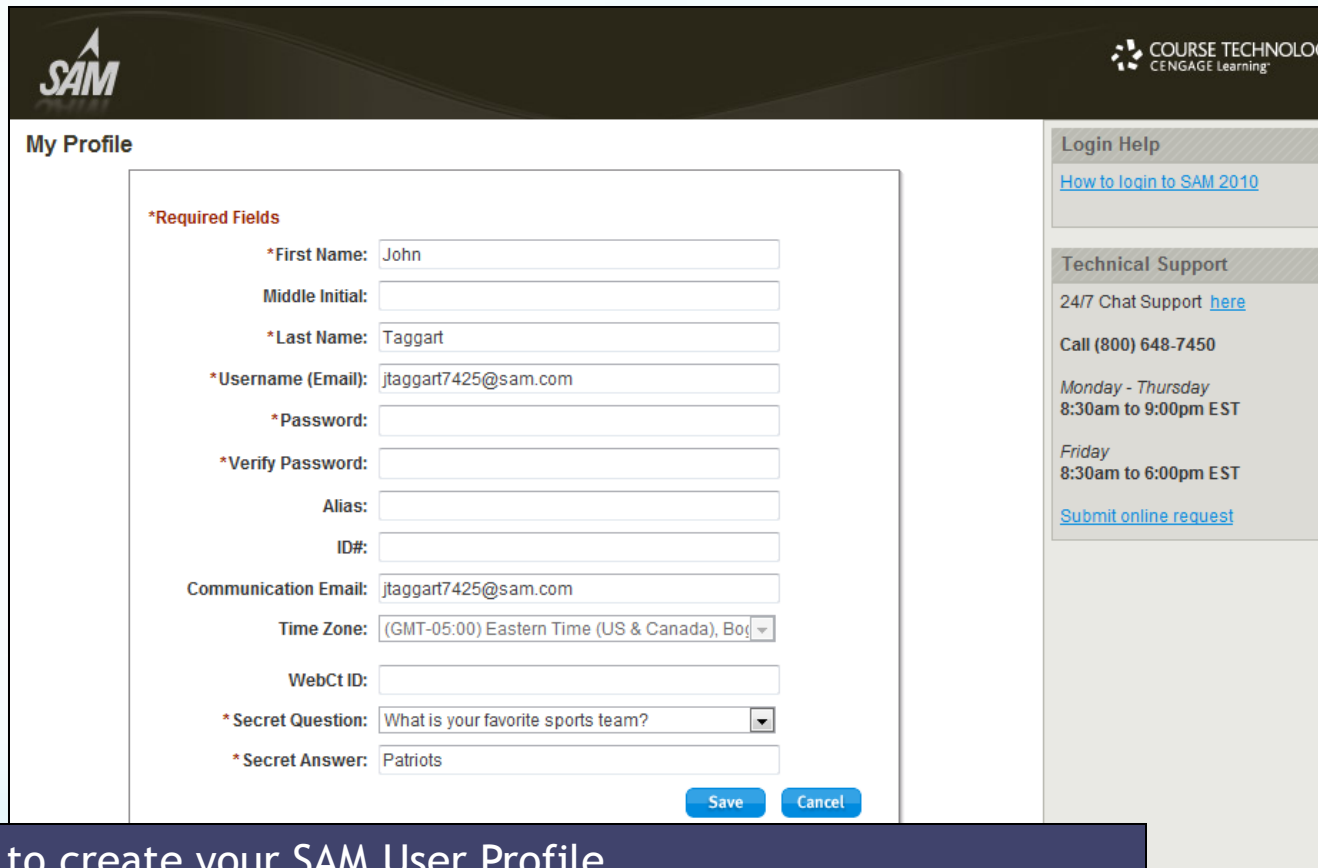
Key Code: [ ] [ ] [ ] [ ] [ ] [ ]

Save   Cancel

If your institution is using the **key code** version of SAM 2010, you will enter your key code here. *This will be found inside the flap of the SAM 2010 package (card) you purchased with your textbooks. If you do NOT see this message, please proceed to the next screen.*

Click **Save** to go to the next screen.

NOTE: This 18-digit code is case-sensitive.

*User Profile

You need to create your SAM User Profile.

Enter your information in all of the required (*) fields, including a secret question and answer that will be used for security purposes should you ever forget your password. *Usernames MUST be an email address*.

Click **Save** when you're done.

*Profile Confirmation

This screen confirms the information entered in the User Profile screen. If all information is accurate, click **Confirm**.

If it's not correct, click **Revise** and go back to the prior screen to edit.

NOTE: If you have tried to enter a username which already exists within Cengage Learning, you will be prompted to confirm your password. (Next screen)

My Profile

Review and confirm your information

First Name: John

Middle Initial:

Last Name: Taggart

Username (Email): jtaggart7425@sam.com

Password: ********

Alias:

ID #:

Communication Email: jtaggart7425@sam.com

Time Zone: (GMT-05:00) Eastern Time (US & Canada), Bogota, Lima, Quito

WebCt ID:

[Confirm] [Revise]

*Username already exists

If you have tried to enter a username which already exists within Cengage Learning, you will be prompted to confirm your password.

If you are unable to retrieve it by using the "Forgot your password?" link, you will need to create a new username to used within SAM 2010.

This Username exists in Cengage Brain

This Username exists in Cengage Brain.

Please enter the Cengage Brain password to log in.
If you have forgotten the password, please click "Forgot your password?" to retrieve it.
If the Cengage Brain account is not yours, please create a new SAM 2010 account with a different Username.

Forgot your password?

Submit   Cancel

*Terms & Conditions

The SAM TERMS and CONDITIONS will display. Read them fully, and then click the **I Agree** button to accept the terms and conditions and continue.

If you click *I Disagree*, SAM automatically exits.

Terms & Conditions

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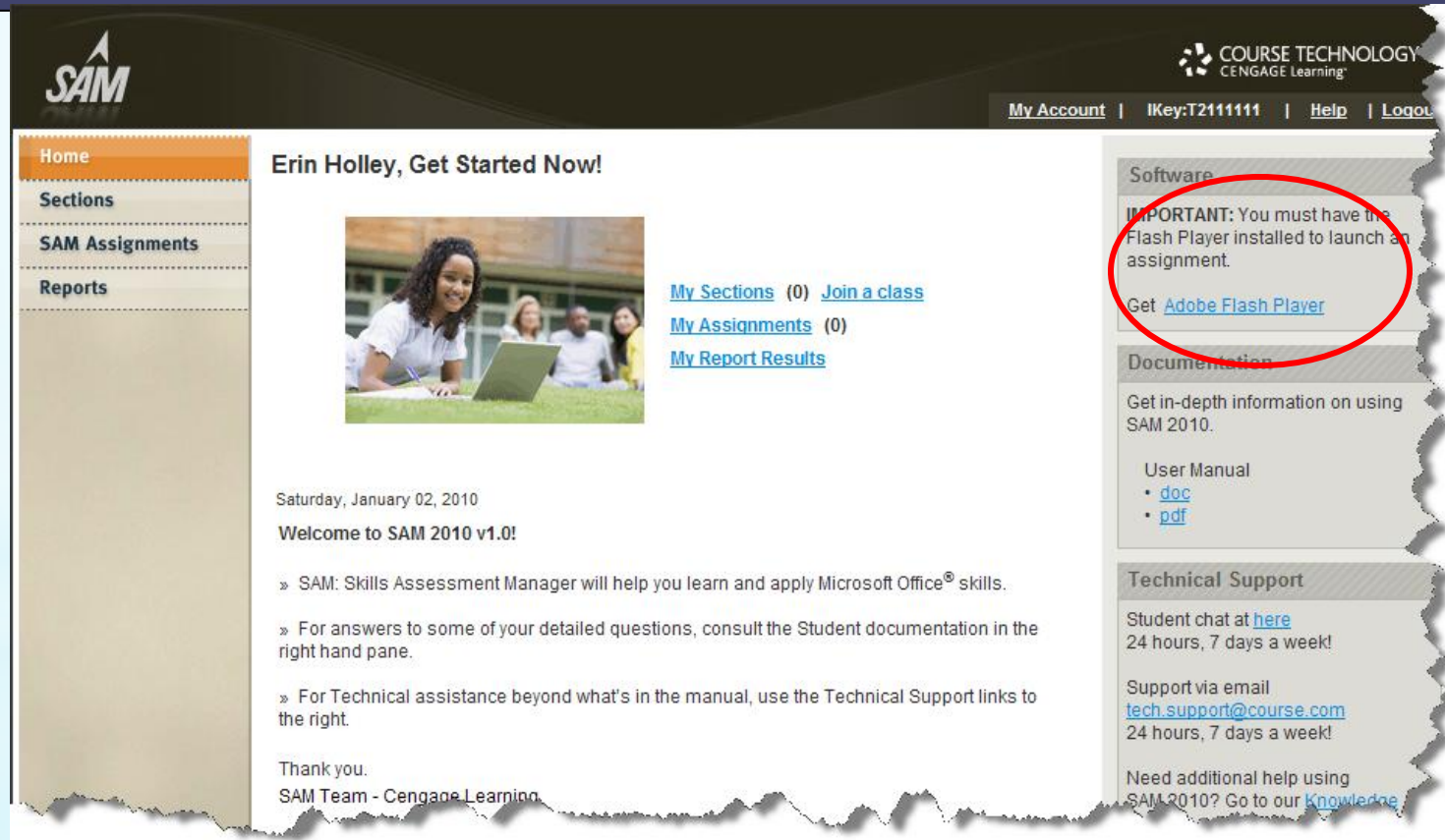
| I Agree | I Disagree |

You should now see the SAM Home screen, where you will begin each SAM session. If the necessary **Flash Player** (v10) is not yet installed on your computer, click the links under Software to install it.

(Check with your instructor first; this may already be done for you.)

*Join a Section

In order to see your SAM Assignments, you need to be enrolled in a Section (class).

From the Home screen, click the **Join a Class** link. You can also click the **Sections** button (left navigation bar), then the **Join a Section** button.

To Join a Section, click the name of the section in the "All Sections" list on the left. Click the right arrow button to move it into "My Sections" and click **Save**.
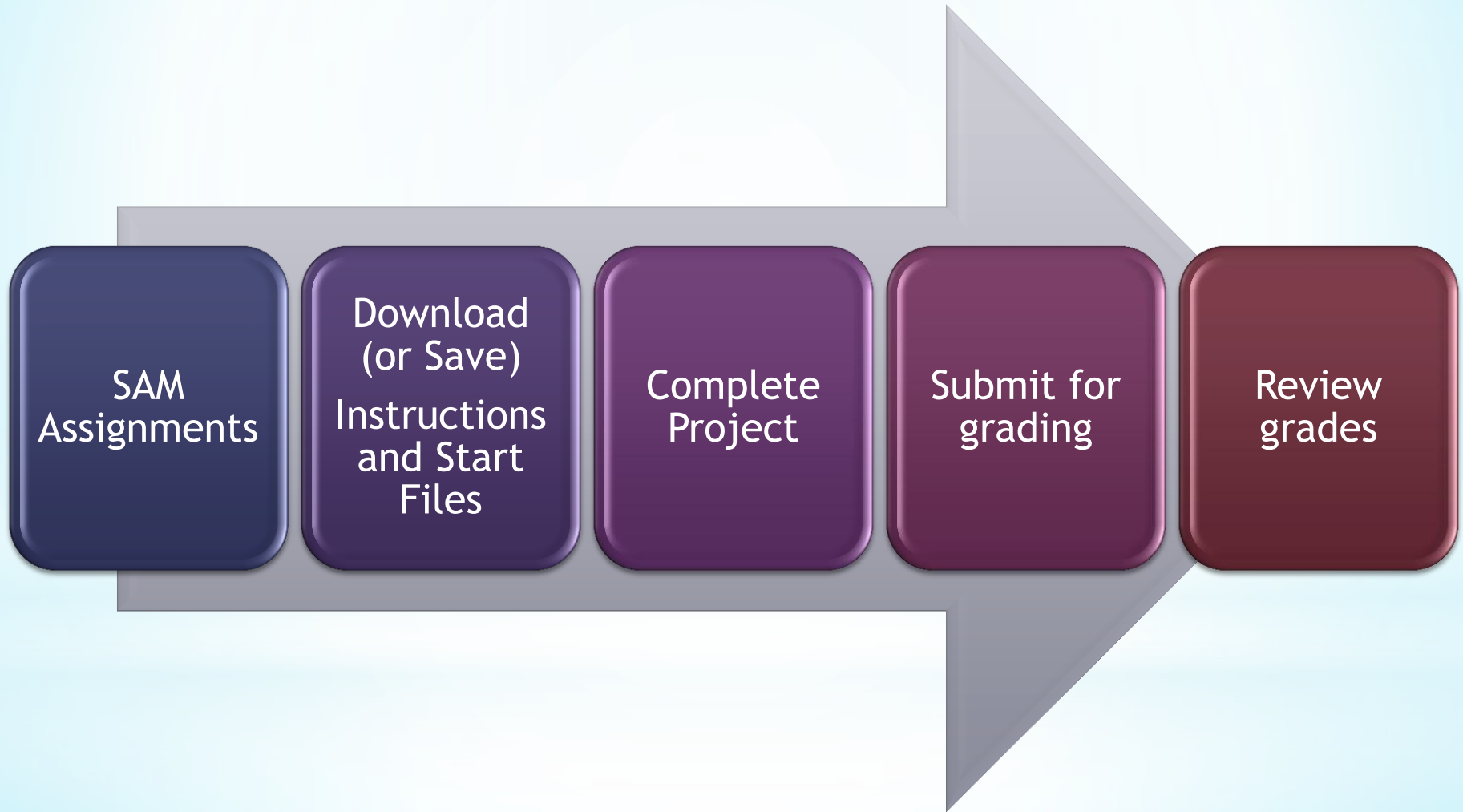
*SAM Assignments

To begin your SAM Assignments, click My Assignments (from the Home tab) or SAM Assignments (left navigation). You can sort based on Assignment name, type of assignment (Exam, Training, or Project), due date, and more.   Simply click on the column heading to re-sort the table.

Click on the name of the assignment (it should be a link) to get started.

*SAM Projects Workflow

| SAM Assignments | Download (or Save) Instructions and Start Files | Complete Project | Submit for grading | Review grades |

*SAM Projects

After you click the link to the name of the SAM Projects assignment, you will want to download or save the **Instructions** & personalized **Start Files** to your desktop or other location (USB drive, MyDocuments, etc.)

My SAM Assignments

Print Screen

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_Word2010_C1_L1a_JakeRivello_1.docx
⬇ support_SC_W10_C1_L1a.jpg

Grade Submission

Submit your **Attempt Number 1** 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	SC_Word2010_C1_L1a_JakeRivello_2.docx		Browse...

Submit   **Cancel**

We will get to the submission information later.

SHELLY CASHMAN SERIES | COURSE TECHNOLOGY CENGAGE Learning

SHELLY CASHMAN WORD 2010
CHAPTER 1: IN THE LAB 1

CREATING A FLYER WITH A PICTURE

SKILLS

- Save a document with a new filename
- Insert text
- Correct a misspelled word
- Center a paragraph
- Change the theme colors
- Change the font size
- Change the font
- Apply a text effect
- Change the color of text
- Bold text
- Create a bulleted list
- Underline text
- Change the zoom level in a document
- Insert a picture
- Apply a style to a picture
- Apply a picture effect
- Resize a graphic
- Add a page border

PROJECT OVERVIEW

As a part-time employee in the Student Services Center at school, you have been asked to prepare a flyer that advertises classes about study habits. First, you prepare the unformatted flyer shown in Figure 1, and then you format it so that it looks like Figure 2.

STUDENT START FILE

SC_Word2010_C1_L1a_FirstLastName_1.docx (*Note*: Download your personalized start file from www.cengage.com/sam2010)

Instructions

1. Open the file **SC_Word2010_C1_L1a_*FirstLastName*_1.docx** and save the file as **SC_Word2010_C1_L1a_*FirstLastName*_2.docx** before you move to the next step. Verify that your name appears in the footer at the bottom of the document. If it does not, please download a new copy of the start file from the SAM Web site. (Note: Do not edit the footer at the bottom of the document.)

2. Type the flyer text, unformatted, as shown in Figure 1. If Word flags any misspelled words as you type, check the spelling of these words and correct them. (*Note*: Figure 1 contains paragraph marks (¶) to show you where to press ENTER while typing the text. If you display formatting marks in the document, you can see these paragraph marks. Do not type these paragraph marks directly into the document).

FIGURE 1

Studying All Night?¶

LET US HELP YOU! Our expert instructors teach effective study habits, time management skills, and energy-building techniques.¶

Classes are $15.00 per session¶

Sessions last four weeks¶

Classes meet in the Student Services Center twice a week¶

Call 555-2838 or stop by to sign up today!¶

3. Center the headline "Studying All Night?", and center the signature line "Call 555-2838 or stop by to sign up today!"

4. Change the theme colors to **Concourse**. (*Note*: the theme font and theme style should remain Office.)

5. Change the font size of the headline to 48 point and the font to **Comic Sans MS**. Apply the text effect called **Gradient Fill – Dark Red, Accent 6, Inner Shadow**.

6. Change the font size of body copy between the headline and the signature line to **20** point.

7. Change the font of the body copy and the signature line to **Arial**.

8. Change the font size of the signature line to **22** point. Change the font color of the signature line to **Dark Red, Accent 6**. Bold the text in the signature line.

9. Bullet the three lines (paragraphs) of text above the signature line.

10. Bold the text "LET US HELP YOU!", and change its color to **Dark Red, Accent 6**.

11. Underline the text "Student Services Center".

12. Change the zoom to 50 percent so that the entire page is visible in the document window.

13. Insert a picture of your choice below the headline. NOTE: A sleeping student image named "support_SC_W10_C1_L1a.jpg" is available from the SAM Website, or you can choose to use a different image.

14. Apply the **Soft Edge Oval** picture style to the inserted picture. Apply the glow effect called **Blue, 5 pt glow, Accent color 4** to the picture.

*Sample Download #2:

Some **Start** files will be completely blank (Word example) or partially completed (Excel example). Be sure to follow all of the steps in the instructions and **Save** your file once you're completed.

*Submit for grading

When you've completed your project and saved it one final time, you will revisit the SAM site and Browse for your file, then Submit it for auto-grading.

*Graded file—Summary

Cathy Silva, NP Excel Case 3A
Submission #1
Score is 60 out of 100

✔ 1. Verify that your name appears in cell B4 of the Documentation sheet.

✔ 2. In the First Semester Scores worksheet, in cell F17, enter a formula to calculate the weighted average of the first student's four exams. Use the weights found in the range C8:C11, matching each weight with the corresponding exam score. Use absolute cell references for the four weights.

✔ 3. Copy the formula in cell F17 into the range F18:F52. (Hint: You can use AutoFill)

✔ 4. In cell B5, enter a formula to count the number of final scores in the range F17:F52.

✔ 5. In cell D8, use the MEDIAN function to calculate the median or middle score for the first exam.

✔ 6. In cell E8, calculate the maximum score for the first exam.

✔ 7. In cell F8, calculate the minimum score for the first exam.

-10 ✘ **8. In cell G8, calculate the range of scores for the first exam, which is equal to the difference between the maximum and minimum score.**
Cell formula incorrect in cell G8.

-10 ✘ **9. Repeat Steps 5 through 8 for each of the other two exams, the final exam, and the overall weighted score.**
Cell formula incorrect in cells: G9, G10, G11, G12.

-10 ✘ **10. Use conditional formatting to highlight the top 10 scores in the range F17:F52 in a light red fill with dark red text.**

This is an example of what the Downloaded File will include, after it's graded.
*Go to Reports, then change the dropdown to Download Submitted Projects and click on the name of the Project to download. <u>Exception:</u> Access results available as Study Guide only.

*Congratulations!

You have now successfully logged into SAM 2010, joined a section, and seen a sample lab project!

Go to http://sam2010.course.com to complete your lab projects.