

# SAM 2013

## What is SAM?

Skills Assessment Manager; SAM trains and assesses students on proficiency using Microsoft Office 2013 applications and Computer Concepts.

- Microsoft® Word
- Microsoft® Excel
- Microsoft® PowerPoint
- Microsoft® Access
- Microsoft® Windows®
- Microsoft® Outlook
- Microsoft® Internet Explorer

## Main components of SAM:

- **Assessments** – interactive exams that measure students' proficiency and knowledge of Microsoft Office and Computer Concepts.
- **Trainings** – interactive/simulated practice opportunities for students to develop their skills and knowledge of Microsoft Office applications and Computer Concepts.
- **Projects** – auto-graded assignments that engage students in creating business-related documents (such as letters, presentations, and spreadsheets) using the live Microsoft software (Word, PowerPoint, Excel, and Access).

## SAM Key Features You Need to Know

### Hallmarks of SAM

- **Express Assignment Creation Tool** – setup an entire course in a few minutes.
- **Adaptive Learning** – provides personalized remediation on trainings and assessments.
- **SAM Path** – SAM Path allows you to assign a series of assignments that are contingent upon each other. This feature allows you to tailor the training to each student's needs!
- **MindTap Readers** – give you full access to your reading assignments as well as Flashcards, search, dictionary, glossary, ReadSpeaker, highlighter, notepad/ and embedded videos.
- **Instructor Grade Book & Reporting Tools** – Run reports across multiple sections, accessed detailed student performance reports, modify points for Projects.

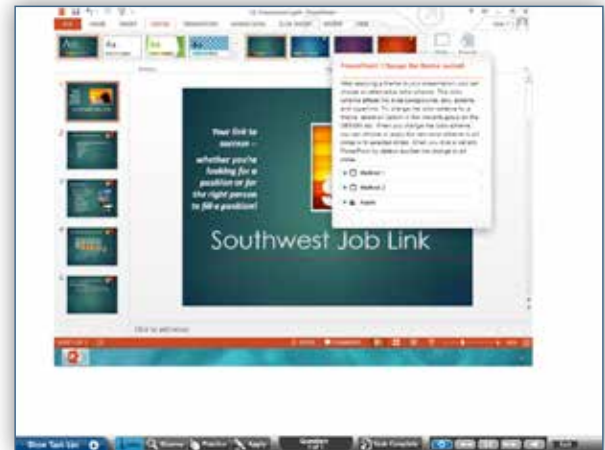


- **MOS and IC3 Certification Prep** – SAM allows you to create exams based on the MOS certification objectives or the IC3 standards. Students can take exams and train in preparation for their certification to ensure success!



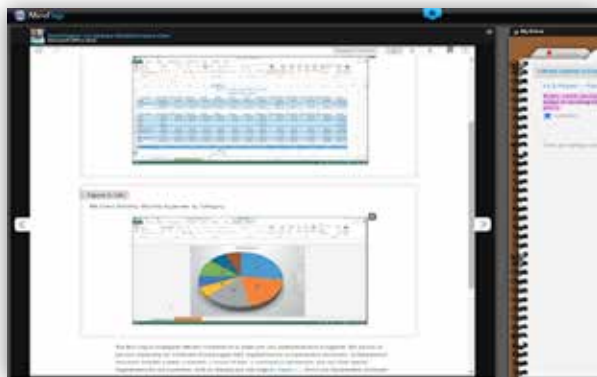
## Computer Concepts

Computer Concepts tasks cover topics such as computer hardware, safety and security, information literacy and computer networks. All Computer Concepts tasks include a Training Scenario and two Assessments.



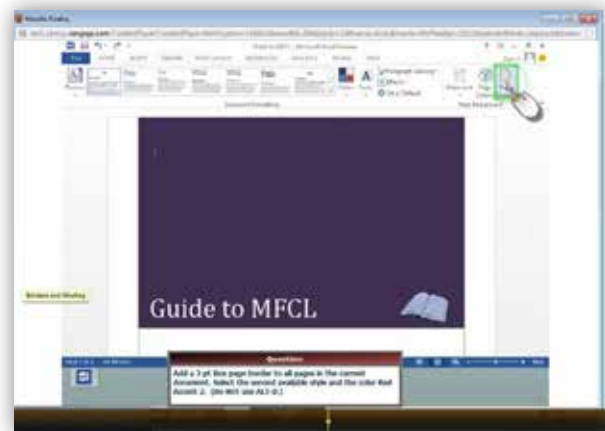
## Training Page

Training Page includes multiple clickpath methods for completing the task to give your students many options. New MAC hints – if the task is completed on a MAC differently than it is on a PC.



## MindTap Reader

MindTap Reader is an interactive eBook solution. By including a MindTap Reader within SAM you can not only provide an all in one course solution for your student but offer them remediation that will link them directly to the difficult topics in the text.



## Video Playback

Video Playback records each student's action on SAM Assessment tasks. Instructors can use the Playback button to view mistakes.