CMPS 2153  Microcomputer Applications
SAM Instructions

To access SAM:

On the desktop open the Lab Applications Folder then click on the SAM 2003 icon.
You will be taken to the login page.

On the first day select the new user option.
Our institution Key is s3702357
Click OK when asked to verify that this institution key is for MWSU
Next enter your unique key code from the software that came with the Discovering Computers text.
Click OK .......... you should now be at the User Profile screen
Enter the information required in fields marked with an asterisk
**Under User Name: use the following format lastname.firstname e.g. halverson.ranette**
Add a password that you will remember and your email address........use the one you check on a regular basis, not necessarily your Midwestern email address.

Click Save
Click agree to the term and conditions
Click OK on the “Welcome to SAM 2003” page

You are now at the “Assignments” page and you will have to join your class section:

Click sections at the left side of the screen.
Then click join section you should see Dr. Halverson’s section.
Highlight this section.
Click the > (right arrow) to move your class to the section window.
Click save.

Click Assignments

You should now be able to view the assignments for your section,

If you are leaving the lab at this time click on logout at the left side of the screen....do not x out of the window.!!
Assignments

On subsequent logins you should see a message verifying your section and then you should be taken directly to the assignments screen

Assignments are either training or exams
You can resort any of the items on the assignments page by clicking on the up and down arrows next to each category

Training Assignments: all of the training is available immediately and you may complete these assignments at any time ….. however, they must be completed by the due date to receive course credit for these assignments.

Clicking on an item will launch the assignment
READ the material!!
If you would like to attempt the task click on the apply button at the bottom of the screen. If you successfully complete the task you will automatically advance to the next item.
If you are unable to complete the task or are totally clueless click on the practice button and the software will walk you through the steps. The software also provides supplemental information about the task you are to perform.

You do not need to complete the assignment at one lab session.

You may exit an assignment at any time and you will see a summary screen telling you how long you worked on the assignment and how many tasks you completed

Assignments shown in red have been previously accessed. When you resume an assignment you can click on "view all" to see a list of all the tasks within the assignment ….check marks indicate those that have been completed

After you have completed an assignment you can verify this by selecting the complete option from the drop down list under the section name………

You may continue to practice the training assignments after they have been completed and it is strongly encouraged that you do so. This will be the best way for you to prepare for the SAM exams as they will cover the same tasks performed during the training session.

You will not be able to access any of the exams until the available date and then only after your instructor provides you with your section’s password.  ALL EXAMS WILL BE TAKEN DURING CLASS UNDER THE DIRECTION OF THE INSTRUCTOR.

Exiting SAM

Always click on the logout button on the left side of the screen rather than simply closing the window.