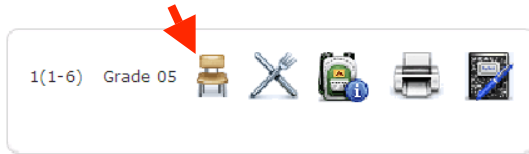



Attendance Diagram



Grade 05 - 1(1-6)

Current attendance code: (Present) 

Ahlefeld, Erin Anna (Present)

Alalou, Hannah Elizabeth AUV (Absence: Unverified)


Alfonsi, Samuel Peter

Ariza, Carrie Elizabeth

Dillon, Emma Catherine

Duerr, Natalie Rose

Grade 05 - 1(1-6)

Current attendance code: AUV (Absence: Unverified) 

Ahlefeld, Erin Anna

Alalou, Hannah Elizabeth AUV

Alfonsi, Samuel Peter

Ariza, Carrie Elizabeth AUV

Dillon, Emma Catherine

Duerr, Natalie Rose

Fulton, Joseph Anthony

Gillespie, Jasmyn Angelique

Horta-Hugues, Carlos

Jarvis, Anna Ruane

Kishore, Shashwat

Lantz, Sydney Marie

Paffas, Basil Anthony

Rassias, Joanna Gina

Scheivert, Matthew Gregory

Smemo, Dylan Banciella

Takoushian, Eric Simon

Talley, Leah Nicole



Student Access Manager

Logging In

1. Open any Internet Browser.
2. Navigate to <http://sam.ucfsd.org/teachers>
3. Enter Username.
4. Enter Password.
5. Click **Enter**.

NOTE

- UCFSD has taken the same security measures similar to a bank to secure the website. A browser may pop-up messages asking to accept the security certificate or if the website is "trusted". Simply click on Yes or Trust to gain access to the site.

Taking Attendance

(See Diagram on Left)

1. On the SAM start page, click the chair icon next to the class for which you want to take attendance.
2. Choose the appropriate attendance code from the **Current attendance code** pop-up menu.
3. Click the cell next to each student who is absent to insert the absence code you chose from the pop-up menu.
4. Click **Submit**.

NOTE

- All teachers must take attendance and click on "Submit", even if all students are present.
- Attendance should be taken in the first five minutes of class.
- UHS will be completing class attendance in SAM. It is the same process for every class whether recording daily or class attendance.

Extra Information

Accessing Student Information

1. On the SAM start page, click the backpack icon next to the class you want to view.
2. Click the student's name.
3. Choose a student page to access from the **Select screens** pop-up menu. Clicking on a student's last name takes you to the default student screen. Clicking on their first name takes you to the last page you worked with.

Printing School Reports

Your school creates the reports available to you in SAM.

1. On the SAM start page, click the printer icon next to the class for which you want to print a report.
2. Choose the report from the **Which report would you like to print** pop-up menu.
3. Choose the watermark text (optional).
4. Choose when you want SAM to prepare your report.
5. Click **Submit**.

Helpful Hints

Do...

1. Click on the SAM icon in the top left corner to come back to the main page.

Don'ts...

1. Do not click on the "Back" button imbedded in the browser.
2. Do not double click. Only single click when working in SAM.
3. Do not share your username or password.

Frequently Asked Questions

1. SAM, PowerSchool – which is it? At UCF we refer to the system as SAM (Student Access Manager) and it is based on the PowerSchool software from Pearson Systems.
2. Is SAM backed up? Yes. It is backed up nightly and every 15 minutes a miniature backup is captured. If something happens to the system, we can recover up to the last 15 minutes worth of data entry.
3. What happens when a student is added to my class? The student will automatically appear in the gradebook.
4. What about substitutes? Substitutes have a separate login and website. Office staff will give the substitutes instructions when they check in for the day of how to record attendance. They will NOT be able to access your gradebook. Subs can simply record daily & class attendance for a teacher. There is **no need** to leave a username or password for a substitute.
5. Who can help if you need assistance? Several options:
 - log a helpdesk request at <http://techsupport.ucfsd.org>
 - Contact a building trainer
 - Contact the technology department
 - Access the SAM Online Help, click the Help icon, which looks like a question mark.