

Please follow the instructions below to ensure that you receive a grade for the Lab Test.

You are required to check-out with a lab assistant after you finish each lab test in order for your grade to count.

You must have a SAM account and join the correct SAM section in order to complete each lab test.

LAB TEST INSTRUCTIONS:

Attend the lab test during your assigned class/section time in 319 tenHoor.

When you enter the lab, please find the password that will be posted near the entrance.

Find a computer and log in.

Open Firefox (**Do not use Google Chrome**).

Go to <http://sam.cengage.com> .

Click **Activity List**

Click the Lab Test link.

Enter the password.

Read all information in the Assignment Details box. Click OK.

In the middle of the page under "Start Files," you will see the link to the Excel file.

Click the link to the Excel file, save it in My Documents, and then open it.

After the file is open, be sure the window is maximized. Then, click File, Save As.

DO NOT RE-TYPE THE ENTIRE FILENAME. Only change the last character from a 1 to a 2. Click Save (Your name should be in the filename).

Go back to the SAM window.

Open the Word Instruction file.

Complete all steps. You should have already completed part of Step 1 (to re-name the file).

Save all changes as you work and after you complete the last step.

Go back to the SAM window.

Browse for the file and select it (use the screen tip to check the date and time it was last saved to be sure). Click Open.

Click Submit.

You may have to wait several minutes for the grade report to post in your SAM account.

After a few minutes, click the Reports link.

Click the icon in the Reports and Files column to open the graded file.

View your score and the feedback.

Raise your hand while you are viewing the score, and check-out with a lab assistant.

If you want to make corrections after you open and review the graded file,

Go back to the file you submitted the first time and make changes. **SAVE YOUR CHANGES.**

Go back to the SAM window.

Click **Activity List**.

Click the Lab Test link.

Enter the password.

Read all information in the Assignment Details box. Click OK.

Browse for the file and select it (use the screen tip to check the date and time last saved to be sure). Click Open.

Click Submit.

After a few minutes, click the Reports link.

You do NOT need to check out again.

Email a copy of the completed file to your own Crimson email account.

When you complete SAM Project files, be sure to always use cell references in the formulas you enter, when possible. Otherwise, the formulas will be counted wrong.

You are required to check-out with a lab assistant after you finish each lab test in order for your grade to count.

General Lab Reminders (Please read carefully)

- ✓ Always log into a Lloyd lab computer with **your** account.
- ✓ Always **save** the start file first, and then **open** it second. Be sure you are in the Excel window.
- ✓ Never work on a Project start file that was downloaded from anywhere other than your account (see note at end of page 2).
- ✓ The lab monitors are available **only** to check you out of the lab and to answer general questions. **You are not allowed to receive help on completing any concepts.**
- ✓ Save your file as you work **and** when you complete the last step. If you do not save your final changes, the SAM system will deduct points for those unsaved steps.
- ✓ Use cell references in all formulas, when possible. Otherwise, your formulas will be counted wrong.
- ✓ Read all **Hints** in the instructions. Often, the **Hints** will indicate the correct way to enter a formula. You may bring your textbook and notes to the lab.
- ✓ After you browse to upload your completed file, do NOT double-click the Submit button, or you may be charged with 2 attempts.
- ✓ Every student is allowed 3 submissions, if time permits. If you are not satisfied with your first grade, view the Report, make corrections in your **completed** file (open the file in Excel, if necessary), **save your corrections**, and then submit the file again. Raise your hand **only one time**. **You must check out with a lab monitor to receive a grade.** You may have a 3rd submission with instructor approval.
- ✓ SAM will show your grade out of 100 points. Your official score will be converted to a score out of 50 (i.e. $100/100=50/50$).
- ✓ Once you submit your file, it will be stored in your SAM account. To keep any unfinished files that have not been submitted, you should email the files to yourself.
- ✓ Plan to submit the file the 1st time within 45 minutes of the class start time so that you will have time to use the SAM Report for feedback and to make corrections, if necessary.
- ✓ Close all programs and **Log Off** the computer when you are finished.

Please note: You have been instructed to download a personalized file from your SAM account in the Lloyd computer lab. When you download a SAM project file, it is encrypted with a unique code that identifies that file with your account. You must use this file to work through the instructions. The instructions ask you to use the Save As feature to save the file as a new name that is given to you. Once you have completed the file, always save the changes you have made to the file. This file must be the one uploaded for submission for grading. If you do not follow directions, the system will alert your instructor that you have used a file that was not originally your file. If this happens, you will receive a zero (0) for the assignment due to failure to follow instructions. There is a danger of inadvertently using another person's file if you are practicing at home and sharing a computer with someone who is currently taking this course or who has taken it in the past. **This makes it IMPERATIVE that you correctly download, save, and submit your own files, as instructed. No excuses will be taken. There is a zero tolerance policy on uploading another person's file.**