



## Leaders in eLearning

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# Implementation Process CheckList

Are you getting the most out of SAM Learning? Independent research shows that pupils with 10 hours or more total use of SAM Learning achieve two value added GCSE points better than expected. So it's worth a little effort to ensure SAM Learning is used as widely as possible.

Over 1,000 schools are using SAM Learning, so there is substantial experience of what makes for an effective and efficient implementation of the service in schools.

In addition SAM Learning commissioned TEEM, an independent education consultancy, to write a report called *Successful Implementation of eLearning in Schools – The effective introduction and use of SAM Learning in English schools*, which is available on request via our Help Desk. The report shows a structured approach works best and recommends a few steps that can make a huge difference!

This Implementation Process CheckList is to help you structure the implementation in your school. Your SAM Learning Curriculum Consultant and the SAM Learning Help Desk will help and support you throughout. You can be up and running within 24 hours by sending us your student data. However, the complete process can be expected to take between four and eight weeks from start to finish.

**To ensure effective implementation, please tick each item on completion.**

### Identify SAM Learning Contacts

SAM Learning Senior Manager	<input type="checkbox"/> tick	This would be a member of the SMT whose role is that of curriculum leadership. The Senior Manager would be the person who develops the implementation strategy and analyses monthly usage statistics making sure that the school is getting the most from their subscription.
SAM Learning Co-ordinator	<input type="checkbox"/> tick	This is the person who supports teachers and pupils with the implementation and the day to day use of SAM Learning. The Co-ordinator deals with issues such as making sure that each year the user accounts are updated and that parents are informed of SAM Learning. The role may also include the promotion of SAM Learning around the school, making sure that teachers and pupils can log on and facilitating the sharing of good practice. The Co-ordinator also receives a copy of monthly usage statistics.

### Set-up User Accounts

Learner Accounts	<input type="checkbox"/> tick	Learner accounts are set-up by sending a data file by post or email to the SAM Learning Help Desk <a href="mailto:helpdesk@samlearning.com">helpdesk@samlearning.com</a> . SIMs compatible software and instructions for non-SIMs users can be found in the User Pack or downloaded from <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> . These should be given to the person in charge of your school management information system.
Change admin password	<input type="checkbox"/> tick	Login to your admin account and click the Administration button.

Change teacher password	<input type="checkbox"/> tick	Login to your admin account and click the Administration button. By default the password is 'teacher' but this should be changed as it is possible for students to guess.
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## Technical

Technical Check	<input type="checkbox"/> tick	The only common technical problem is that Java Virtual Machine is not installed on your computers. If you have this problem the Revise activities (Drag & Drop) will not work and users will get a blank white or grey screen instead. Please visit <a href="http://www.samlearning.com/javatest">www.samlearning.com/javatest</a> , where you can test whether Java Virtual Machine is already installed and download the latest version if required.
Test with one or more students	<input type="checkbox"/> tick	Make sure SAM Learning is working properly before attempting to involve all staff or large numbers of students. Testing with one or more students also ensures there is data in progress reports and usage figures for training purposes. Also do this prior to a visit from your SAM consultant.
Desktop shortcut	<input type="checkbox"/> tick	A desktop shortcut is easier for students than typing 'www.samlearning.com'. You could name the icon 'SAM Learning' or even 'Improve your SATs & GCSE results'.
Link on school website	<input type="checkbox"/> tick	You can link to <a href="http://www.samlearning.com">www.samlearning.com</a> from your school website. We provide buttons for this purpose in the Link to Us section at <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> .

## SMT on board

LEA or EiC sponsored SMT Seminar	<input type="checkbox"/> tick	Only relevant for schools subscribing via an LEA or EiC partnership.
SMT Training	<input type="checkbox"/> tick	This could be led by your school SAM Learning Coordinator or by an external SAM Learning Curriculum Consultant. A powerpoint presentation for teachers can be downloaded from <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> .
Consultancy visit (if applicable)	<input type="checkbox"/> tick	<p>Most secondary schools are entitled to a consultancy visit. SAM Learning will appoint a consultant who will contact you directly to arrange a suitable date – usually within two to three weeks of receipt of order. Please note our Help Desk does not arrange training dates.</p> <p>It's often difficult for our consultants to contact you at school. Please help us by returning calls when we leave messages. And please have a couple of alternative dates in mind, especially at peak times of the year.</p> <p>Consultancy visits last up to three hours and – in addition to meeting the SMT, which is essential – can include sessions for teachers and specific student cohorts. The consultant will discuss these options when booking the consultancy visit.</p>
Detailed Implementation Plan	<input type="checkbox"/> tick	<p>It is up to the SMT of each school – helped by our consultant – to agree a detailed implementation plan that covers the points in this checklist. For each point it is worth considering:</p> <ul style="list-style-type: none"> <li>• Who is responsible?</li> <li>• When will it happen?</li> </ul>

## Ensure Access

ICT Suites	( ) tick	ICT suites in some schools are heavily booked by particular subjects eg. ICT. The cross-curricular nature of SAM Learning makes it essential for the SMT to ensure access is made available for all students. This could be done in discrete ICT lessons, in Form Groups (eg PSHE or career sessions) or by ensuring ICT suites are made available to all subjects wishing to use them.
Library Resource Centre	( ) tick	Around half of all use is typically by students working independently. Please make sure your library resource centre staff know about SAM Learning.
Lunchtime	( ) tick	SAM Learning is an ideal resource for students to use in their own time.
After School	( ) tick	It is very important for parents without home internet access to know provision has been for students wishing to use the school's facilities after school eg. a Homework Club or via the Library Resource Centre.

## Staff commitment

Heads of Department or Year Heads	( ) tick	A powerpoint for teachers is available at <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> . A hands-on session with all department and year heads is advisable to ensure comprehensive staff awareness of the service.
Departmental Training	( ) tick	Led by department heads or heads of year – a powerpoint presentation for teachers is available at <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> .  A hands-on session with all teachers is extremely useful so access to a computer suite should be arranged. The session need not last longer than 45 minutes. Ideally it should be led internally but could form part of a consultancy visit.

## Distribute Support Materials

Posters	( ) tick	Posters should be put up in all areas with Internet-enabled computers. They should also be posted on notice boards in communal areas and in the staff room.  Posters explain how to login to SAM Learning and your school's SAM Learning Centre ID should be written on the posters before use.  Posters are provided in the User Pack and can be re-ordered using the re-order form or via the SAM Learning Help Desk.
Stickers	( ) tick	Stickers are ideal for students' Contact Books so they know how to login at home. Students should be told to write the school SAM Learning Centre ID on their sticker, which says 'worth £100', that is the price of an annual home subscription to SAM Learning.  Stickers are provided in your User Pack and can be re-ordered using the re-order form or via the SAM Learning Help Desk.
A4 flyers for teachers	( ) tick	A4 flyers to give to teachers are provided and can be re-ordered using the re-order form in your User Pack or via the SAM Learning Help Desk.

## Introduce to Parents

Letters to Parents	( ) tick	A single copy is provided in your User Pack, which can be photocopied. It is also available at <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> .
Flyer for Parents	( ) tick	Useful for Parent Evenings, a copy can be downloaded from <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> (PDF format).

## Introduce to Students

Presentation to students (eg in assembly)	<input type="checkbox"/> tick	This can be done by teaching staff or your SAM Learning Curriculum Consultant. A PowerPoint presentation for students can be downloaded from <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> .
Hands-on sessions for students	<input type="checkbox"/> tick	This could be done in ICT lessons, in Form Groups (eg PSHE or career sessions) or by ensuring ICT suites are made available to subjects, other than ICT, wishing to use them.

## Use Within Teaching

Within Scheme of Work	<input type="checkbox"/> tick	SAM Learning Revise activities (drag & drop) are ideal for introducing new topics using an interactive whiteboard.
Homework	<input type="checkbox"/> tick	SAM Learning Exam Practice activities are ideal for setting homework. They are answered on paper – you have permission to make a photocopy for each student – and then self-marked by pupils online. So there's no marking for teachers. Progress Reports can be accessed via the teacher account.
End-of-topic tests	<input type="checkbox"/> tick	SAM Learning activities may be used for setting end-of-topic tests. There's no marking for teachers and progress reports can be accessed via the teacher account.
Revision	<input type="checkbox"/> tick	Useful for C/D borderline students, Easter revision courses and target groups such as G&T and SEN.
Progress Reports	<input type="checkbox"/> tick	Progress reports enable better targeted teaching and revision – they are accessed via the teacher account.

## Monitor Usage

Usage Data	<input type="checkbox"/> tick	<p>Monthly Usage Reports are posted to the school SAM Learning Coordinator during term-time. They are useful to establish which departments are using SAM Learning and include lists of active students.</p> <p>Live Usage Stats are also available via the admin account and teacher account and provide useful overviews of usage by year group, subject and month.</p>
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## Next Year

Subscriber Background Information Form	<input type="checkbox"/> tick	Should be faxed annually to the SAM Learning Help Desk to update list of contacts at the school. A copy can be downloaded from <a href="http://www.samlearning.com/docs">www.samlearning.com/docs</a> .
Update Learner Accounts	<input type="checkbox"/> tick	<p>Student data must be updated every September by sending a new file containing the full student roll to the SAM Learning Help Desk. Please do NOT send an 'update' of new pupils only. It's quicker, easier and more accurate to send us the full student roll each year.</p> <p>Records of individual pupils that change during the academic year can be updated via your admin account.</p>
Consultancy Visit (if applicable)	<input type="checkbox"/> tick	This is an excellent opportunity to find out what's new from SAM Learning and introduce new members of staff to the service. Consultancy visits usually happen once a year as part of your SAM Learning subscription.
New Ways of Using SAM Learning?	<input type="checkbox"/> tick	Is your school using SAM Learning or the Usage Data in interesting ways that may benefit other schools? SAM Learning supports all subscribing schools with new ideas and methods of application. Please email any suggestions to David Jaffa, Managing Director, SAM Learning at <a href="mailto:djaffa@samlearning.com">djaffa@samlearning.com</a> .

**For help and advice on how best to implement SAM Learning, please call our friendly help desk staff on (local call rate) 0845 130 4160.**