



Implementing SAM Learning

Introducing SAM Learning to Teachers

Introducing SAM Learning to Learners

Introducing SAM Learning to Parents

Teaching Exemplars

Sample Lesson Plans



Introducing SAM Learning to Teachers

Introduction

This section includes materials to help you introduce SAM Learning to your teaching colleagues – and it is *very* useful to introduce the service formally to them via some form of presentation and/or induction. Without this, some of them may *assume* it will mean more work for them, or it isn't relevant because it's an "ICT thing".

It doesn't take long to introduce SAM Learning to your colleagues, as there are only a few key messages to communicate initially. Don't assume however that everyone will "get it" if you leave them to their own devices and allow them to look at the service at their leisure or simply notify them of its existence. All our experience with schools using SAM Learning tells us that showing and telling them is fundamental to communicating the key messages.

Once your colleagues hear and see what can be achieved without changing or adding to their existing workload, their own enthusiasm will help drive the use of the service forward to achieve the target usage levels.

You may choose to work your way round departments individually – this allows you to sit with a few people, perhaps even round one computer – or "invite" larger groups into an ICT suite for an introductory session. In either case, the backing of the Senior Management Team will be very useful in ensuring attendance.

Materials

We provide a number of aids to help you introduce SAM Learning to your colleagues.

Many of these are available in "soft" form for download at www.samlearning.com/docs. Aids include a PowerPoint presentation you will find useful as the basis of introductory staff presentations.

This manual also includes a number of resources – including teaching exemplars, sample lesson plans and the "Quick Start for Teachers" sheets – that you may copy for staff.

SAM Learning Induction for Teachers

Induction sessions for Teachers can take place before all Learner Accounts are set up, but you will need an active subscription and at least one computer with working access to the service.

You may find it useful to produce double-sided copies of the "Quick Start for Teachers" sheets (in the "Using SAM Learning section) for Teacher inductions.

A typical agenda for a "show and tell" induction session, with key points:

Introduction to SAM Learning

Whether you use the PowerPoint presentation we supply, or your own version, the key messages to convey are:

- SAM Learning raises achievement through exam practice and associated revision at a wide range of key stages. Many subjects are covered specifically, but the skills it develops are very transferable.
- As few as 10 task hours (total) use per Learner has been shown to have a significant impact on exam grades.

- Based on self-assessment so saves teachers time.
- It works – SAM Learning is tried and tested and widely used.
- Internet service means SAM Learning is accessible from home and elsewhere – indeed significant out of school usage is to be expected.
- A practical example of eLearning that sits very comfortably alongside current teaching styles and practices – no revolution necessary!

How it Works

SAM Learning is an internet service, so all the materials and all the data are stored on servers outside the school. This means everyone – Learners and Teachers - can access the service from virtually any computer with internet access – including at home, libraries, City Learning Centres, etc.

The Objective

Explain that as little as 10 task hours use of SAM Learning in a year can have a significant impact on each Learner’s exam results – and how the school plans to meet that target. This may include references to using SAM Learning in class and for homework. It is useful to emphasise that there is no disadvantage to Learners using the service as much as they want in their own time.

Locating SAM Learning

Provide the URL for www.samlearning.com, but – more importantly – demonstrate how this web address can be found again. This may include reference to one or more of; icons on the computer desktop, entries in the browser’s “Favourites” menu, buttons on the school intranet, posters and stickers. See “Support Materials” below.

Login

At the computers, explain the three items required to login as a teacher – Centre ID, Teacher ID and password.

Navigation

Demonstrate how Teachers can find their way to specific subjects and activities. Get everyone to navigate to a specific activity that includes an illustration – a quick glance round the room will confirm everyone is in the right place.

Activities

Demonstrate how Revise activities work – ensuring everyone understands how to “drag and drop” answers, and the use of colour to match answer options to question blanks. Draw attention to the running score.

Demonstrate how Exam Practice and Exam Papers work – emphasising that these are answered on paper (to simulate exam conditions), with the computer used only for marking.

Demonstrate how Learners mark their own work – one tick per correct point as per the mark scheme. Colleagues with no experience of marking exams may find these mark schemes are a very useful resource.

Draw attention to the way in which the service keeps track of which activities have been completed and marks them as done – but emphasise that Learners can repeat any activity to record a better score.

Homework & Tests

Demonstrate how the Homework feature works. Ensure that teachers understand that they can preview any SAM Learning student activity in any subject prior to assigning it to a single class or a year group as homework and adding their name as the teacher responsible. Show them what the assignment will look like to a student when they are notified about it when logging on.

Check that teachers know which class codes denote their classes – sometime they may not be aware of the code assigned by MIS!

Demonstrate how teachers can review assigned homework in any subject at any time and can check whether students have completed the assignment and, if so, what score or grade they have achieved. Ensure that teachers know how to delete homework assignments when required.

Reports

Demonstrate the range of Progress Reports available to Teachers, drawing particular attention to the ability to select specific classes and questions for detailed analysis – or broader views to spot trends and gaps.

Teacher Feedback

Demonstrate how teachers can provide context-aware feedback at any time by clicking the red 'Teacher Feedback' button always present when they are reviewing a student activity. Show them how they can send comments and add their email address to allow a response from the SAM Learning team to be sent to them.

Logout

Emphasise and demonstrate the importance of logging out correctly – either by using the green Logout button or by closing the browser.

Questions

Anything you can't answer can be referred to the SAM Learning Coordinator within school or to the SAM Learning Schools Help Desk on 0845 130 4160 (local call rate) or email helpdesk@samlearning.com.

Support Materials

Make it easy for Teachers to find SAM Learning, Login, work and Logout and you will find the service is quickly integrated into school life.

- Use one of the posters provided in this pack for display in the staff room.
- Teachers might also find it useful to attach one of the stickers provided in this pack to their own diary or personal organiser to make sure they always have note of the Teacher ID password.
- A4 Flyers for teacher – explains the main benefits of SAM Learning, the subjects we cover and the progress reports available. There are spaces to write the Centre ID and teacher password providing staff with a reminder of how to login. These can be handed to staff as part of a presentation. It's an ideal way to engage colleagues in e-learning.
- The Quick Start guides should be available beside all computers that will be used to access SAM Learning. It may be useful to laminate copies of these.
- Links to www.samlearning.com should be placed on the PC desktop and/or the relevant sections of the school intranet and website. There are graphics you can use for this at: www.samlearning.com/docs under "Link to Us".

Maintaining Focus

You may find it productive to consider how SAM Learning can make a contribution to existing school mechanisms – especially where these deal with curriculum, standards and home/school links. Perhaps summary reports from SAM Learning would be a useful indicator for staff groups dealing with these issues – or use of the service could be built into strategies to tackle specific problems?

Additionally, there may be opportunities at departmental or faculty level meetings to explore how colleagues are using SAM Learning, and to share experiences from other parts of the school.

... and you will want to keep an eye on staff turnover and long term supply situations to ensure the staff expertise and experience in SAM Learning does not become diluted over time.



Introducing SAM Learning to Learners

Introduction

All learners will benefit from a short introductory session to introduce them to SAM Learning, and covering the basics at the very beginning will reduce the number of questions that arise later – and make Learners confident about using the service in their own time.

Bearing in mind the target is to get each Learner using SAM Learning for about 10 task hours; most schools find that this can easily be achieved through 4 tactics:

1. Induction session – see below
2. Teacher led sessions – see “Teaching Exemplars” and “Sample Lesson Plans”
3. Out of school facilities – see also “Introducing SAM Learning to Parents”
4. Support materials supplied with your User Pack – see below

Lesson Plan for a SAM Learning Induction Session

Induction sessions for Learners can be scheduled as part of a regular lesson, but they should take place somewhere each learner has individual access to a computer and only after it has been verified that the computers have working access to the service with all Learner Accounts set up.

You may find it useful to produce double-sided copies of the “Quick Start for Learners” sheets (in the “Using SAM Learning section) for Learner inductions.

Introduction to SAM Learning

Explain that SAM Learning is designed to help Learners get better exam results by giving them the inside track on what examiners are looking for. It isn't designed to teach them more facts, but it will show them how examiners assess their work and help them get more marks from the same level of knowledge and ability.

How it Works

SAM Learning is an internet service, so all the materials and all the data are stored on servers outside the school. Explain that this means they can be accessed from virtually any computer with internet access – including at home, libraries, City Learning Centres, etc. Encourage Learners to explore and use SAM Learning in their own time.

Explain any arrangements the school has for access to computers outside timetabled class time.

The Objective

Explain that as little as 10 task hours use of SAM Learning can have a significant impact on each Learner's exam results – and how the school plans to meet that target. This may include references to using SAM Learning in class and for homework. It is useful to emphasise that there is no disadvantage to Learners using the service as much as they want in their own time.

Locating SAM Learning

Provide the URL for www.samlearning.com, but – more importantly – demonstrate how this web address can be found again. This may include reference to one or more of; icons on the computer desktop, entries in the browser's “Favourites” menu, buttons on the school intranet, posters and stickers. See “Support Materials” below.

Login

At the computers, explain the three items required to login – Centre ID, User ID and password. This is a good time to distribute stickers and ensure all Learners record the relevant information for future use. Learners should be encouraged to change their passwords soon (but not necessarily during the induction) for maximum security.

Navigation

Demonstrate how Learners can find their way to specific subjects and activities. Get everyone to navigate to a specific activity that includes an illustration – a quick glance round the room will confirm everyone is in the right place.

Activities

Demonstrate how Revise activities work – ensuring everyone understands how to “drag and drop” answers, and the use of colour. Draw attention to the running score.

Demonstrate how Exam Practice and Exam Papers work – emphasising that these are answered on paper, with the computer used only for marking. Indicate to students how and when they are allowed to print out Exam Practice questions or Exam papers on School network printers. Emphasise the importance of working against the clock. This is a good time to make a statement about the way in which the Learner is both student and examiner within SAM Learning, so by cheating – they only cheat themselves.

Demonstrate how to mark work – one tick per correct point as per the mark scheme – and note things like the examples provided within the mark schemes.

Draw attention to the way in which the service keeps track of which activities have been completed and marks them as done – but emphasise that exercises can be repeated to record a better score.

Homework and Tests

Draw attention to the fact that Teachers can set homework for learners by using the Homework and Tests feature. Demonstrate what the learner will see when they log on in the event that a task has been assigned to them. Make that they know that the teacher will be checking to see who has completed the assigned tasks and what their scores are.

Reports

Being careful that you are using a Learner Account rather than the Teacher Account (which has additional reporting options), show how to navigate to the Learner Record and how it provides a comprehensive record of work completed and work to be done.

Logout

Emphasise and demonstrate the importance of logging out correctly – either by using the green Logout button or by closing the browser.

Questions

Anything you can't answer can be referred to the SAM Learning Coordinator within school or to the SAM Learning Schools Help Desk on 0845 130 4160 (local call rate) or email helpdesk@samlearning.com.

Support Materials

Make it easy for Learners to find SAM Learning, Login, work and Logout and most of them will quickly grasp the opportunity and complete more than 10 productive task hours on the service.

- The posters provided within this pack should be displayed in all rooms where computers will be used to access SAM Learning.
- The stickers provided within this pack should be given to every Learner for them to record the Centre ID and their User ID – and the sticker attached to their contact books, daybooks or homework diaries.
- The Quick Start guides should be available beside all computers that will be used to access SAM Learning. It may be useful to laminate copies of these.

- Links to www.samlearning.com should be placed on the PC desktop, in the browser's "Favourites" menu and/or the relevant sections of the school intranet and website. There are graphics you can use for this at: www.samlearning.com/docs under "Link to Us".
- DVD for use in Assemblies – Features year 11 students talking about eLearning. Eight minutes long, it is ideal for use in assemblies and classes.



Introducing SAM Learning to Parents

Introduction

Most schools are surprised by the number of task hours SAM Learning is used outside the core school day¹, and it's not unusual to see this figure as high as 50%. This "out of school" usage figure can be a useful indicator of how Learners have become engaged with their own learning and motivated to invest time in their own progress towards improved exam results – but it can only be achieved where Learners have access to ICT facilities outside the timetabled school day.

A proportion of this out of school use will undoubtedly be from home – where Learners have computers and internet access there – but it will often also include participation in pre and post school activities and/or use of other community ICT facilities. In all cases, the awareness, support and encouragement of parents are important.

Writing to Parents

Sending a letter to parents early in your SAM Learning subscription will ensure they understand what is happening, and will recruit their support for the extra effort their children will make.

A sample letter is provided below, but you may decide to compose your own from first principles – in which case we suggest you cover the following topics:

- The objective: To help Learners achieve higher exam grades.
- The method: Providing access to SAM Learning.
- The target: 10 task hours use per Learner.
- The strategy: Combination of computer and paper based work in class time, supported by computer and paper based homework.
- Their role: Access to SAM Learning via the Internet from home and/or permission/support for children using school ICT facilities before/after school.
- Fallback: If the school sets computer based homework and there are Learners without home internet access and who cannot extend their school day (perhaps because of travel arrangements) can arrangements be made for them to use ICT facilities (for example) at lunchtimes or breakfast clubs?

Other Contact Points

As well as sending an initial letter to introduce SAM Learning to parents, there are other things you can do to maintain their support and enthusiasm:

- Provide access to or give a presentation on SAM Learning at open days induction sessions or teacher consultation evenings for parents
- Ensure all Learners have their SAM Learning stickers on their contact books, daybooks or homework diaries so their login information is always accessible at home,
- Link to SAM Learning from the school's website or extranet pages. There are graphics you can use for this at: www.samlearning.com/docs under "Link to Us".
- Include SAM Learning usage and marks when sending pupils' school reports to parents.

¹ The school day is defined within SAM Learning as 9.00-15.30 Monday-Friday.

Sample Introductory Letter for Parents

Dear Parent/Guardian

As you know, we are continuously evaluating ways to raise the achievements of our Learners. I'm pleased to announce that the school has recently subscribed to SAM Learning, a top quality eLearning service that has been proven to improve exam results through exam practice and related revision.

One of the key features of this service is that it can be accessed from virtually any computer with internet access – and other schools who use it report significant usage outside the core school day. SAM Learning usually costs home users £99.99 per year, but our Learners now have unrestricted use of this service totally free of charge.

If you have a computer with internet access at home, I hope you will allow it to be used to access this service, but if that is not possible, we will be making arrangements for access to ICT suites in school outside timetabled task hours, so that no-one is at a disadvantage. Of course, it is also possible that Learners may use SAM Learning from computers in other places such as libraries and community centres.

I realise you may have concerns about youngsters using the Internet, and may wish to establish your own family rules about where and when this is to be done.

To access the service at www.samlearning.com, Learners need three details:

Centre ID:	<enter your Centre ID here>
Username:	Date of birth followed by two initials; first name then last name. Example: 010885DJ is the User ID for David Jones born 1 st Aug 1985.
Password:	Initially same as User ID, Learners are encouraged to change this to something difficult to guess or work out.

Everyone should have a record of this information in their homework book.

All our Learners who will be using the service will be shown how everything works – you may want to ask them to show you in turn, especially the area that reports on their progress and shows their marks!

We do hope that you will take full advantage of this service and thank you in anticipation of your support for this initiative.

Yours faithfully

<Your Name>

<Position at School>



Teaching Exemplars

Introduction

This section describes – in their own words – how different schools have used SAM Learning to support and promote their objectives. They emphasise how SAM Learning can easily be integrated into the teaching and learning methods already used in your school.

Homework

“I recently set my first Maths homework using this site. I did this by sending a letter to parents of KS3 pupils directing them to the homework task (online).

25 out of 31 pupils completed the task; often helped by their parents. Pupils printed their percentage score or wrote it in their homework book. Some proudly presented me a print out of their score to show how well they had done.

Time was saved because I did not have to mark the homework.

If pupils did not have computers at home I let them use one of our computer suites in their lunch hour or after school. I am delighted with this media for homework tasks, which has been a great success, and will continue to use it. My Headmaster, Head of Department and Chair of Governors are very pleased to use this media and parents have passed favourable comments. “

Maths Teacher, High School, Exeter

Assessment

“Within school, we utilise data from a variety of sources to track progress and review pupil performance. Being able to target a range of grades a pupil should be aiming for enables staff to facilitate learning in a more appropriate way. Regular assessment is a must, but by introducing SAM Learning, I believe that we have managed to motivate pupils about assessment and make life that bit easier for staff.

Personally, with groups of GCSE Information Technology candidates, I have been able to review learning by using a structured approach, which relies upon SAM Learning at key points. Pupils complete the assessments and then inform me. I screen share with them and note down their scores in a database. At a glance I can see areas to address in the run up to the standardised school assessments. I am looking forward to discovering the benefits of SAM Learning Progress Reports to further inform judgement about pupil progress and to reduce workload.”

Head of Information Resources, Secondary School, Oldham

Target Setting

“(we have been) running a pilot project this year to look at the development of numeracy using on-line resources. Half the year group get a 40-minute lesson each week in an ICT suite with a Maths and ICT specialist.

Each student has an individual programme with targets. Students use KS3 Maths from SAM Learning (some use KS2 Maths). A number of visitors (including Ofsted Inspectors) have seen the scheme in action and have been impressed by the attitude and progress of the students.”

Assistant Principal, CTC, Kent

Revision

"I discovered SAM Learning when looking for a new revision strategy for Y11 Science. The school registered all Y11 and made the service available initially at lunchtime only.

After a few sessions our computer rooms were full of Y11 students independently and enthusiastically using SAM Learning for GCSE revision.

Learners were motivated into taking responsibility for their own learning through the material and valued the feedback it gave them; in particular, the fact that the software tracks their progress individually and allows them to try again to improve their performances.

Many have said using SAM Learning improved their exam results. We have now expanded its use to all years focusing on Y9 and KS4."

Head of Science, Community College, Sheffield

Introducing Topics

"We used SAM Learning with our Y6 pupils in the run up to SATs. Interest originally came from the children who were accessing the site in their own time - before school, at break and lunchtimes. Staff witnessed this and started to use it in lesson times. This developed into a systematic use of the materials in a planned way; we started to build it into written plans handed in to the Head.

Teachers used SAM Learning for presenting to the class via digital projector and large screen. We used it to teach new concepts, revise already learned material and as reinforcement (on an individual basis). It was also used as an assessment tool and for printed materials.

We used it as part of our target setting particularly from the point of letting pupils know what is needed to reach certain National Curriculum Levels. Our experience is that if pupils know what they need to do to achieve given levels, and they are supported and given targets, they always make significant progress. Having their own personal login and being able to track their own progress in a systematic way will reinforce this process even more. Pupils did not lose interest in the site, which shows the materials were both appropriate and motivating.

Differentiation meant that 'special needs' pupils were not stigmatised in any way. Often these pupils use different textbooks to other classmates and this can leave them feeling 'failures'. This does not happen with SAM Learning.

Primary School, Birmingham

Share your Experiences

There are many ways to use SAM Learning to support learning. We are constantly amazed at new and innovative ways devised by teachers! Please email us with new ways you find to use SAM Learning in your teaching so we can let other subscribers know.



Sample Lesson Plans

Introduction

These lesson plans are not designed to dictate how you should use SAM Learning – indeed a great feature of the service is that you can streamline it right into your existing practices. They will however give you ideas you can adopt or adapt, and tick lists to help you through those first sessions.

Lesson Plan: Using the Homework & Test feature

Selecting the Homework and Tests feature in SAM Learning makes setting homework a simple task. You can preview any activity in SAM Learning prior to setting it. Note that you can assign any task to a class or a whole year group. You may wish to check that you are familiar with the class codes used by your MIS in school since SAM Learning also uses these.

Once assigned you can review the task at any time by selecting the 'Review' option in this feature. Remember that by clicking on the underlined class code in the review list you can immediately see which students have completed the assignment and what their score or grade was.

Revise exercises can only be done at a computer, so you will probably only use those for homework if you can guarantee every pupil will have adequate computer and internet access to complete the task on time.

Consequently, the completion of Exam Practices or Exam Papers is more commonly set as homework, with the (self) marking done in or out of class time.

- ✓ Login to the Teacher Account Homework & Tests feature to select a subject and level in order identify one or more appropriate Exam Practices or Exam Papers to use. You can preview any item in a separate browser window by clicking on 'View' before continuing by clicking 'Assign'.
- ✓ You may wish to print and/or make a copy for each Learner, particularly in the case of entire exam papers. This is easily done by selecting 'Print' from the browser 'File' menu when previewing the material. Distribute these to the Learners. Bear in mind that all students in a class will automatically see the assigned task and your name when they next log on. However you may wish to also give further instructions to:
 - A) Complete the exercise by a certain date
 - B) Complete the exercise *and* mark it by a certain date and time. They will require computer and internet access mark their work.
- ✓ Confirm everyone has stickers or some other record of the information (Centre ID, User ID, password) they will need to login to SAM Learning.
- ✓ Marks will be recorded automatically in the SAM Learning progress reports for you to view or print, but you may also ask Learners to record their self-assessed marks in their homework diary or similar.
- ✓ At the next lesson, if you didn't ask Learners to mark their own work in advance, you should allocate some computer time for this – either in class (if you have the facilities) or by scheduling the class in an ICT suite.
- ✓ Login to the Homework & Tests feature at any time and run a progress report for the specific class and question to see all the marks. This will help you gauge the overall results for the task and identify individual problems or anomalies to follow up.
- ✓ Go over the answers as a class activity.

Lesson Plan: End of Topic Tests

You can use SAM Learning very effectively to reinforce what has been taught during a topic, and to test knowledge and understanding.

- ✓ If you do not have a computer per Learner in your class, book an ICT Suite for the appropriate lesson.
- ✓ Before the lesson, login to the Teacher Account Homework & Tests feature to identify, review and assign an appropriate Exam Practice on the topic you have completed. You may also wish to assign an appropriate revision exercise to be carried out first
- ✓ Print and/or make a copy of the Exam Practice for each Learner – or you may have them answer the questions in their regular exercise books or plain paper.
- ✓ In the lesson, make sure Learners have everything they need to complete the Exam Practice eg pens, paper, calculator etc.
- ✓ Ask Learners to Login to SAM Learning. They will immediately see which task you have assigned to them via the Homework & Tests feature.
- ✓ If you have also assigned a revision exercise you can may allow Learners, say, 10 minutes or so to attempt it first – or encourage them to do this in their own time before the test.
- ✓ The Exam Practice can be completed in different ways:
 - A) With the Exam Practice on screen and the Learners answering the questions on plain paper. This certainly motivates some Learners and means you don't have to print/copy the papers.
 - B) Answering the questions directly on a printed copy of the Exam Practice. This allows you to work with fewer computers than Learners, as you can provide one paper per Learner, but double up on computers for revision and marking. If doubling up, each Learner should take it in turn to login to their Account to ensure their marks are recorded properly.
- ✓ Give the class time to answer the questions (allotted time varies from Practice to Practice, and is displayed on screen), and then to mark their work on screen.
- ✓ Login to the Teacher Account and run a progress report via the Homework & Tests feature for this particular assignment to see all the marks. This will help you gauge the overall results for the task and identify individual problems or anomalies to follow up.
- ✓ You may go over the questions and answers immediately if there is time, or as part of a subsequent class activity.

Lesson Plan: Reinforcing Topics

SAM Learning can be used in class even when you don't have access to an ICT suite. A single computer with internet access and a means of projecting its display will provide the core of a productive class activity. An interactive whiteboard is a useful tool in this setting, or you may simply operate the computer as normal and project onto a screen or white wall.

- ✓ Before the lesson, login to the Teacher Account to identify the Revise and Exam Practice activities that are relevant to your current topic. The Topics List (www.samlearning.com/docs/topics) will help you find the right material. Alternatively the Homework & Tests feature will allow you to review all the material available in a given subject and level.
- ✓ Arrange the computer and data projection so the computer display is projected and visible to the whole class.
- ✓ Start the lesson by working through some Revise activities with the class, highlighting common mistakes, underlining key points, and dealing with misunderstandings.
- ✓ Then move on to the Exam Practices, exploring possible answers with the class, and recording the consensus answers. When complete, click on "Mark Your Work" to display the mark scheme.

- ✓ Examine the mark scheme against the class answers, exploring why marks are awarded in certain ways highlighting the obvious pitfalls and emphasising the aspects of best practice that will guarantee core marks. The mark schemes – and examples within them – provide a great deal of practical material for you to work with.
- ✓ Encourage the class to revisit the Revise and Exam Practice activities in their own time – You can assign what you have done in the classroom as homework using the teacher account Homework & Tests feature.