FALL 2007 CIS 1003 WINDOWS
Course Software Information for **Chuck Louviere**

Keyboarding Pro 4 Instructions:

	When you turn on the computer use: Login: student Password: oakland

- Run the Program (double click the icon on the desktop)
- Click New User
- Enter your REAL first name, then press TAB
- Enter your REAL last name, then press TAB
- Create your own password (write this down somewhere if needed)
- Click the NEXT button
- Enter your instructor's email address
- Enter your instructor's Course Code (Example: _____)
- Then press NEXT (be patient)
- Make sure "Automatically send my data files each time I log out of the program" is selected then press NEXT
- Select your course (Example: <u>CIS 1003 504</u>) then Press NEXT
- Review summary information then click FINISH (be patient yet again)
- Use the headphones to listen to the multimedia
- Don't forget to send your data to the server when you logout
- Once you create your account, next time all you have to do is run the program and login

SAM 2003 Instructions:

- Double click the SAM 2003 icon on the desktop and click NEW USER (you only need to do this account creation once)
- Enter the Windows class Institution key: **S3415861** then click OK
- Check to see that the correct school is verified then click OK
- Now enter your **18 digit Key Code**: this appears in the SAM packet you purchased.
- Enter your information on the Student Profile screen:

field label	Description
*first name	Enter your first name.
init	Enter your middle initial.
*last name	Enter your last name.
*username	It is suggested that your email address be used as the username since it is unique and is easy to remember. The username must be 6–50 characters. **Keep in mind that the username cannot be modified once it is established.**
*password	The password must be 6–50 alphanumeric characters. Choose a password that is easily remembered, but cannot be guessed easily.
alias	The alias must be 6-20 characters. An alias is a name under which your instructor can choose to post exam results. Choose an alias you recognize easily but that others cannot.
id#	Enter your student ID number.
phone	Enter your phone number.
*email	Enter your email address.

If you need to change your user information for any reason (password or email address), choose **Profile** from the left navigation menu. Once you have created your *username*, you will not be able to change it. Other information can be changed at any time, choose **Save** or **Cancel** to return to the previous screen. Write down your user id and password if needed.

- Click SAVE
- Review License Agreement click I Accept
- Click OK on the tutorial screen (you can view it later, if needed)

Your account has now successfully been created. However, you will need to join your instructor's course section to be able to take a scheduled exam.

- Click SECTIONS on the left then click JOIN SECTION on the right
- Select your course then click the black > button
- Click SAVE (You should then be on the waiting list for the course awaiting your instructor's acceptance.)
- Once your instructor accepts you into the course you will be able to see and take any schedule tests or practice tests

In the future, you can log in to SAM 2003 using your username and password which you set up. You will not need the student keycode again, but you should keep any CD you may have in case you wish to install SAM 2003 on another computer.