

## Computer Applications Test Instructions for using SAM 2003 and SAM Training

**IMPORTANT! SAM 2003 will NOT work with VISTA operating system. If you're computer has VISTA operating system, you will need to call technical support (800-648-7450) and request a VISTA ready CD. There is no charge for this CD.**

The first time you log into SAM 2003 and SAM Training

1. Install the SAM 2003 software on your computer.
2. Go to the SAM 2003 website: <http://sam2003.course.com/> (or click on the SAM icon located on your desktop)
3. You may want to select the "View student login demo" option just below the login box. Otherwise, you may proceed with these instructions.
4. Click on the "**New User**" button.
5. Please enter the UW-Whitewater's institution code: **S3332070**
6. Enter your SAM 2003 key code (found inside the flap of your SAM 2003 card).
7. When prompted for agreement to the license conditions, click on "I agree."
8. Fill in the appropriate information for your "Profile". For example:

*My username is: \_\_\_\_\_ University E-Mail Address \_\_\_\_\_*

*My password is: \_\_\_\_\_*

*The ID field is very important. Be sure to enter your University ID number correctly!*

9. Click the "Save" button.
10. You now need to join a section.
  - a. Please click on the "Section" button. on the left hand side of the screen
  - b. Then click on the "Join Section" button on the right.
  - c. From the list of available classes on the left, choose your class by selecting Computer Applications Test (Fall 2005).
  - d. Click the arrow to move the section to the box on the right.
  - e. Click Save.
11. Click on "Assignments."
12. Choose the training or the sample test. You may do these in any order.
13. Click on "Launch" button
14. If you chose the exam, you will be provided with exam instructions, please read these instructions then click the "OK" button.
15. The exam will begin!
16. Once finished click the "Save" button to record your results into the system.
17. To work through the SAM Training software, click on the "Training" button.
18. Choose SAMPLE Comp App Test Training.
19. Click the "launch" button to enter the training.
20. Notice the options in the lower right portion of the screen. You may prepare, practice, observe, or apply. You should work through the apply option for every exercise to prepare for the test.
21. **For further training**, you may go to the Andersen Library Reserve Desk to check out Microsoft Office 2003 by Shelly Cashman. For faculty name, it's under Janet Olson, and the course name is Computer Applications Test.
22. **For technical support, call 800-648-7450.**

ONCE FINISHED WORKING WITH SAM, PLEASE CLICK ON THE "LOGOUT" BUTTON TO EXIT THE SOFTWARE

**After you pass the SAMPLE Computer Applications Test with a score of 90% or better, you will sign up to take the actual test.**



Miscellaneous Notes:

- ☞ *Please read the questions carefully before doing the task.*
- ☞ *You are given 3 chances to complete the question correctly during a real test.*
- ☞ *You **are** allowed to perform steps using different methods.*
- ☞ *If you are asked if you want to terminate a previous session, that just means you didn't exit correctly when you were on before. Just click OK to reset yourself and log back in.*
- ☞ *SAM 2003 is picky on spelling & capitalization!*
- ☞ *Don't forget that you only do the task required with no extra steps (otherwise you will be counted wrong).*

**HOW TO SIGN UP FOR THE TEST**

**You must register at least a day before the test. Therefore, you CANNOT signup on the day of the test.**

1. Go to <http://signup.uww.edu>, enter your Net-ID (WINS Net-ID), and enter your password (WINS password)
2. Click on "ALL STUDENTS"
3. Under the College of Business & Economics, look for COMPUTER APPLICATIONS TEST session that you want and click "REGISTER".
4. To withdraw from a session after you've registered, follow steps 1 & 2, click on "View My Current Registrations" and click "WITHDRAW".

**All CAT test are given in Carlson 3004. If you have questions, e-mail [CAT@uww.edu](mailto:CAT@uww.edu).**