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**Switched-On Schoolhouse 2013**

# **Placement Test Installation Guide**

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# Switched-On Schoolhouse® 2013 Placement Test Guide

## Installing Switched-On Schoolhouse®

Switched-On Schoolhouse® 2013 (SOS) is easy to install since most of the components install themselves. There are wizards to walk you through the others.

Before you start be sure your computer meets the recommended minimum system requirements, ensuring that the program can run at its best.

## Recommended Minimum System Requirements

**Note:** Only English language versions of Microsoft® XP, Vista, Windows 7 and 8 are supported.

Minimum Requirements	Optimal Performance
<b>XP Service Pack 3</b>	
Microsoft IE 7 or higher 1 GHz or higher processor 512 MB Memory (RAM) 3 GB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader* Printer recommended	Microsoft IE 7 or higher 2 GHz or higher processor 2 GB Memory (RAM) 4 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader* Printer recommended
<b>Vista Service Pack 2</b>	
1.4 GHz or higher processor 1 GB Memory (RAM) (2 GB for 64-bit) 3 GB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader* Printer recommended	2 GHz or higher processor 4 GB Memory (RAM) 4 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader* Printer recommended
<b>Windows 7 &amp; 8</b>	
1.4 GHz or higher processor 2 GB Memory (RAM) 3 GB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader* Printer recommended	Dual core processor 4 GB Memory (RAM) (2 GB for 32-bit) 4 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader* Printer recommended

**Note:** The requirements in the first row of the table above are *minimal*. Depending on the configuration of your computer, you may find you need to run SOS on a computer that exceeds these requirements, giving you more memory and a faster processing speed.

*Vista & Windows 7 Aero Users:* We strongly recommend that you use a computer meeting the requirements for optimal performance.



# Switched-On Schoolhouse® 2013 Placement Test Guide

## Types of Installs

SOS Home Edition offers two different installs; a full install and a client install. If this is the first time you are installing SOS 2013, you *must* do a full install on the main computer before you can do a client install.

- **Full Install** – SOS Teacher, SOS Student and the database all reside on the same computer. (takes 25-30 minutes)
- **Client Install** – SOS Student and/or SOS Teacher reside on a computer which is part of a home network linked to the main SOS computer, which contains the full install. For SOS to function properly, the client computer requires a constant connection to the main computer with the full install. (each one takes around 10 minutes)

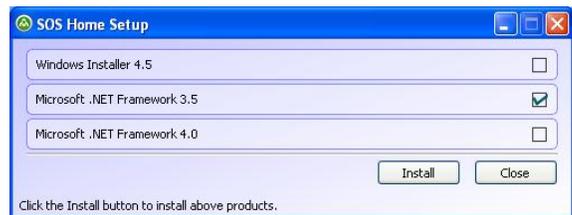
**Note:** If you currently have an earlier version of SOS installed on your computer, please remove it first, and then install Switched-On Schoolhouse 2013. If you have SOS 2012 and wish to migrate your database, see page 19 for instructions.

SOS 2013 installs the database server and database, and the tutorials separately this year, so it may seem as if you are repeating the same steps. In a way you are, but first you will install the server, and database; then the application, and finally the tutorials.

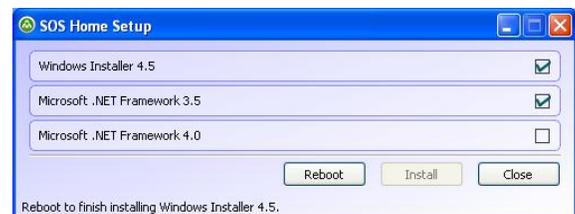
**XP USERS:** If you have or had Internet Explorer version 6 (IE 6) loaded on a computer where you plan to install SOS, please go to [www.update.microsoft.com](http://www.update.microsoft.com) to upgrade IE.

**ATTENTION XP Users:** When you begin installing SOS 2013 a check is done to ensure that all necessary base applications are on your computer, including Windows Installer 4.5, Framework 3.5 and Framework 4.0. If any of these applications are missing, you see a screen like the one below.

1. All unchecked items begin installing when you click the **Install** button.
2. Put SOS Installation Disc 2 into your CD-DVD ROM drive when prompted and then click **OK**.
3. The installation may take 2-3 minutes. Click the **Reboot** button when prompted. (You only need to reboot if Windows Installer 4.5 must be installed.)
4. After your computer restarts you are prompted to put SOS Installation Disc 1 in your CD-DVD ROM drive. (If Framework 3.5 must be installed, it will install before you see this prompt.)



If Framework 4.0 is not already installed, it is installed when you put SOS Installation Disc One in your CD-DVD ROM drive. Once Windows Installer 4.5, Framework 3.5 and 4.0 are installed, you can continue with the install as described in the SOS Home Edition - Full Install section below.





# Switched-On Schoolhouse® 2013 Placement Test Guide

## SOS Home Edition – Full Install

To perform a full install:

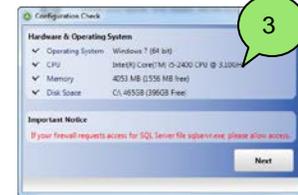
1. Insert SOS 2013 Installation Disc One into your CD-ROM or DVD drive and select **Run Setup.exe** if a choice is presented. You may briefly see an Initializing pop-up. It will disappear automatically.
2. The **SOS 2013 Setup** window displays. Select **Switched-On 2013 - Full Home Install** (top choice).

**Attention Windows Vista and Windows 7 & 8 Users:** You may need to click **Run Setup.exe** on the **AutoPlay** window before the **SOS 2013 Setup** window will open.

3. A **Configuration Check** window appears. This verifies that your hardware and operating system meet the SOS minimum requirements. Anything with a checkmark next to it meets minimum standards. An **X** indicates an item NOT meeting minimum standards. Click **Next** to continue.

**NOTE:** You may continue with the installation process, even if not all items meet minimum standards. You may need to upgrade your hardware or operating system for SOS to work effectively.

**WARNING:** If you have items listed in the **Windows System** section of this screen, you must fix them prior to continuing or installation will likely fail. Click each link you see that says “**Click to fix...**” before continuing.



These applications are installed with SOS:

- Adobe Flash TM Player (Already installed with IE 10)
- Crystal Reports
- SOS 2013 SQL 2008 R2 Express Server

Microsoft Internet Explorer (IE) is required but not included in the SOS install. It should have been installed when you purchased your computer. Go to [www.microsoft.com](http://www.microsoft.com) to download IE free. Please contact the seller if you have difficulty with this.

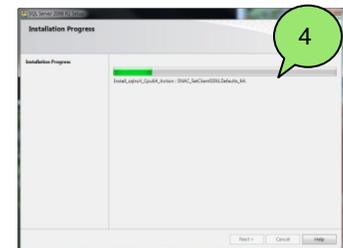
Depending on your operating system, Microsoft®.NET Framework 3.5 maybe installed along with Microsoft®.NET Framework 4.0, if it's not already on your computer.

**NOTE:** Both Framework and server installation take some time. When the server first begins installing, you may not see anything for a minute or two. Be patient.

4. Three screens display while the server is installing:
  - A black “DOS” type screen
  - A small window pops up advising you to wait, the server is being installed.
  - A Server Progress window.

Each of these three windows displays several times during the server installation process.

If you have a firewall installed on your computer, you may be prompted to allow access to an SQL Server file “sqlservr.exe” during this step of the SQL Server install. Please **allow** access for this file.





# Switched-On Schoolhouse® 2013 Placement Test Guide

The **Switched-On Schoolhouse 2013 - Home Edition Database - AOP Setup** window displays again to walk you through the database installation process step-by-step.

5. Click **Next** on the **Welcome** screen when it displays.

6. On the **Customer Information** screen, enter:

- **User Name:** Only letters, numbers, and spaces are allowed. Punctuation marks and other special characters are not permitted.
- **Organization:** This might be your last name or something like "Home".
- **Serial Number:** The 16 digit serial number is on the inside front cover of this guide. Enter it exactly as it appears.

7. The **Destination Folder** screen (for the database) displays.

To retain the location where the database is automatically placed, click **Next**.

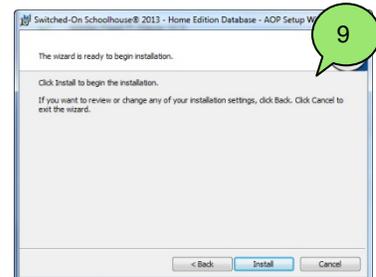
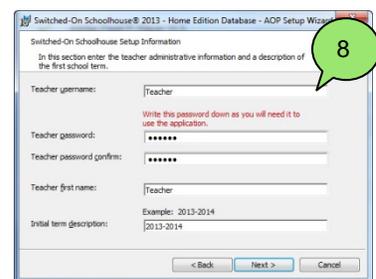
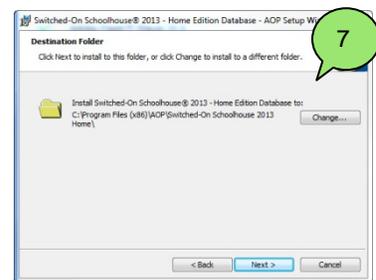
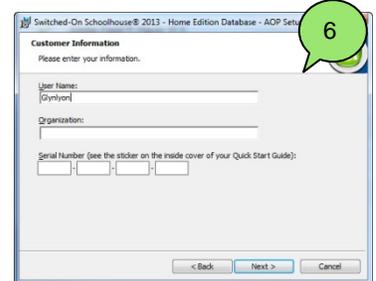
If you must change this default location, click **Change**, enter the path to the folder you want to use. Click **OK** when finished.

*We HIGHLY recommend you leave the SOS database in the default location.*

8. **Setup Information** screen displays. Enter the following information and click **Next** when you are ready to continue:

- **Teacher username** (Must be no longer than 20 characters. Only letters, numbers and spaces are permitted) Displays on messages sent within the application.
- **Teacher password** – Type in your password.
  - Passwords maybe 1-12 characters long. They are case sensitive and may not contain blank spaces or special characters.
  - Be sure to write down your password. You need it to login to SOS Teacher after your installation is complete.
- **Teacher password confirm** – Enter your password again.
- **Teacher first name** – This is what displays on your **Home Page**. It cannot be changed after SOS is installed.
- **Initial term description** (i.e. the name of your school year) – the current school year is the default, you may change it.

9. Click **Install** to continue. This may take several minutes. After it is finished installing a completion screen displays.



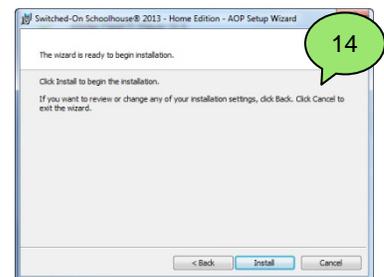
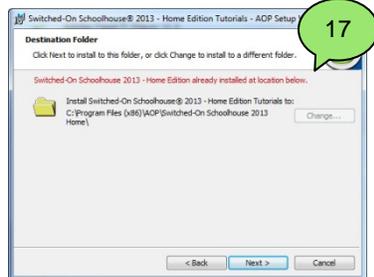


# Switched-On Schoolhouse® 2013 Placement Test Guide

10. On the **Setup Wizard Completed** window, click **Finish**. The SOS Database is now finished installing.
11. You see a **Preparing to Install** pop-up and then the **Welcome** screen again. This time the Switched-On Schoolhouse 2013 - Home Edition application is ready to be installed. Click **Next** to continue.
12. The **End User License Agreement (EULA)** displays. Read this agreement carefully. If you agree to the terms, click the checkbox beside the **"I accept..."** statement and click **Next**.
13. **Destination Folder** screen displays. Click **Next**.  
(This adds the application shortcut icons to your desktop.)

If you do not want the shortcut icons on your desktop, click to remove the checkmark next to **Add application icons to desktop** and before you click **Next**

14. Click **Install** to begin installation of the application. A **Progress** window displays during installation.
15. The **Setup Wizard Completed** screen appears. Click **Finish**.
16. Again you see a **Preparing to Install** pop-up and then the **Welcome** screen appears. This time to install the Switched-On Schoolhouse 2013 – Home Edition Tutorials. Click **Next** to continue.
17. The **Destination Folder** for the tutorials displays. Click **Next**.





# Switched-On Schoolhouse® 2013 Placement Test Guide

18. Click **Install** to begin installation of the tutorials.

19. The **Setup Wizard Completed** screen appears. Click **Finish**.

20. You should now see the list of all programs needed by SOS. Each should have a checkmark next to it indicating that all were successfully installed. At the bottom of the list you see a message inside a box with instructions on accessing SOS. See image on next page.

Click **Close** after reading this message.

*Don't forget to remove SOS Installation Disc One from your CD-ROM or DVD drive. Your full installation of SOS is now complete.*

If you are using a home network and want to perform a client install on one or more networked computers, continue below.

If you are installing SOS on only this one computer, you are ready to go to page 10 and continue with the registration and setup steps.

## SOS Home Edition – Client Install

If you want to run SOS on multiple computers and have them networked, the client install allows you to do that. The Full Install (which **MUST** be done first) allows you to have your database and SOS Teacher installed on one computer while installing SOS Student on other computers in the home.

**Be aware**, there is a limitation to the client install:

The client install requires a connection to the network at all times to function. This can be a wireless network. Since the client version does not have its own copy of the database; it depends on the computer with the full installation to provide the database. If your home network is down or either computer is removed from the network, SOS Student or SOS Teacher cannot open.

We recommend you do the full install on a computer where you can access both SOS Teacher and SOS Student and do the client install on a computer where only SOS Student needs to be accessed.

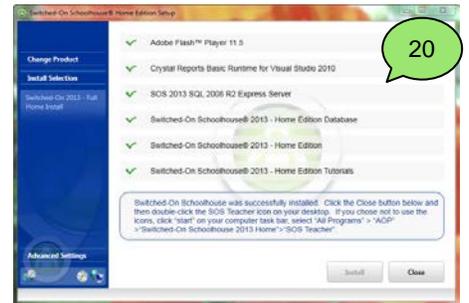
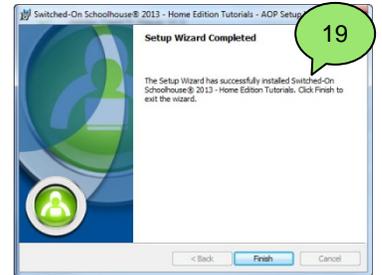
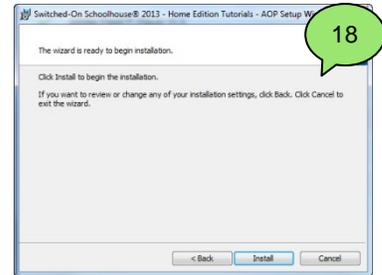
If you are using a 3rd party firewall, follow manufacturer's instructions to add exception rules for SQL Express 2008.

**Attention Windows Firewall users:** If you have Windows Firewall turned on for your computers you must first create exceptions to allow the client computers access to the computer with the Full Installation:

1. Insert SOS Installation Disc One into the CD-ROM drive on the computer with the Full Installation. When the installation program opens, close it. (Do this **ONLY** on the computer with the full install.)
2. At the same time, press the **Windows** () and **e** keys.
3. Right-click the green SOS logo or your CD-ROM drive and select **Open**.
4. Double-click the **Tools** folder to open it.
5. Double-click to open the **FWConf** folder.
6. Open the **FWConf\_ReadMe.pdf** for further instructions.

If you do **NOT** have Windows Firewall turned on for your computer, continue with the Client Install below.

**NOTE:** The **Windows** key is beside the **Alt** key by the space bar on your keyboard.



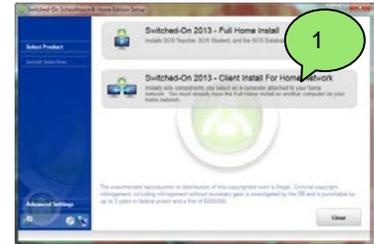


# Switched-On Schoolhouse® 2013 Placement Test Guide

Once you have completed the Full Install, you can do a Client Install.

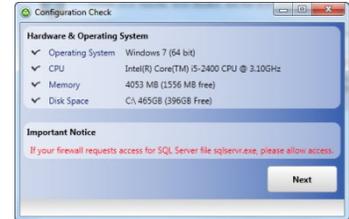
**NOTE:** If the Client computer does not have Windows Installer 4.5 and Framework 3.5 already installed, you will be prompted to put SOS Installation Disc Two into your CD-DVD ROM drive.

1. Insert SOS Installation Disc One into the CD-ROM drive on the client computer. The **SOS Setup** window displays. Click the second option, **Switched-On 2013 - Client Install for Home Network**.



A **Configuration Check** window appears to verify your hardware and operating system meet the SOS minimum requirements. Anything with a checkmark next to it meets minimum standards. An **x** indicates an item NOT meeting minimum standards.

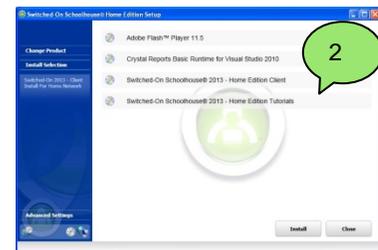
**NOTE:** You may continue with the installation process, even if not all items meet minimum standards. You may need to upgrade your hardware or operating system for SOS to work effectively.



**WARNING:** If you have items listed in the **Windows System** section of this screen, you must fix them prior to continuing or installation will likely fail. Click each link you see that says **“Click to fix...”** before continuing.

2. After you click **Next**, the **Switched-On Schoolhouse Home Edition Setup** window opens with a list of required components. Those with a checkmark are already installed. The ones with another icon beside them will be installed. Click **Install**. The installation of the needed programs begins. Click **Next**.

**NOTE:** This process may take some time depending on the applications being installed.



SOS installs these applications on the Client computer:

- Adobe Flash<sup>M</sup> Player (Already installed with IE 10)
- Crystal Reports

Microsoft Internet Explorer (IE) is required, but not included in the SOS install. It should have been installed when you purchased your computer. Please contact the seller if you do not have IE. You can download IE free by going to [www.microsoft.com](http://www.microsoft.com). Please contact the seller if you have difficulty with this.

Depending on your operating system, Microsoft® .NET Framework 3.5 maybe installed along with Microsoft® .NET Framework 4.0, if not already on your computer.

The **Switched-On Schoolhouse 2013 - Home Edition - AOP Setup Wizard** window displays, showing that Switched-On Schoolhouse® is to be installed. It walks you through the installation process step-by-step.

3. The **End User License Agreement (EULA)** displays. Read this agreement carefully. If you agree to the terms of the agreement click the circle beside the **“I agree...”** statement and click **Next**.





# Switched-On Schoolhouse® 2013 Placement Test Guide

4. The **Custom Setup Screen** displays. If you want only the SOS Student features installed:

- Select **Teacher** and highlight: **X this feature will not be available**

If you want only SOS Teacher features installed:

- Select **Student** and highlight: **X this feature will not be available**

Click **Next**.

5. The **Destination Folder & Desktop Icons** screen displays. Click **Next**, unless you need to change the location where the application is automatically placed or you don't want the shortcut icons for SOS Teacher and SOS Student on your desktop.

*We HIGHLY recommend leaving SOS in the default location.*

If you must change the default location of SOS, click **Change** and enter the pathname to the folder to be used, and then click **OK**.

To remove the shortcut icons on your desktop, remove the check beside **Add application icons to desktop**, then click **Next**.

6. On the **Database Selection** window, locate the computer where your full install resides, either by using the dropdown menu or typing in the computer name followed by: **\\SOSHOME80** in the blank textbox. Click **Next** after the location is selected.

**NOTE:** To locate the computer name of the computer where the full install resides, go to the computer with the full install and press the **Windows** key and the **Pause/Break** key at the same time.

When you click **Next**, the application tries to connect to the database on the computer with the full install. If one is found, continue with Step 8. If a connection cannot be made, a message displays that it could not connect to a valid database. Repeat Step 7 until you have a valid connection.

**NOTE:** Locate the procedure "Client Installation Troubleshooting" at [www.aophomeschooling.com/support/](http://www.aophomeschooling.com/support/) for further assistance.

7. Once you have successfully located the database connection, **the Wizard is ready to begin the installation** screen displays. Click **Install**.

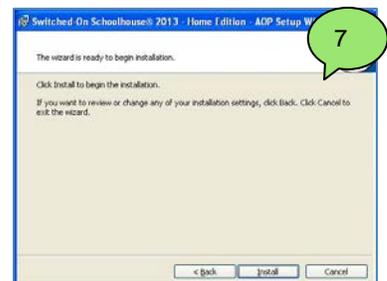
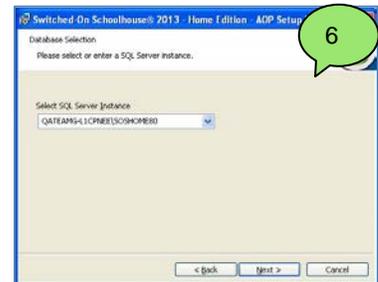
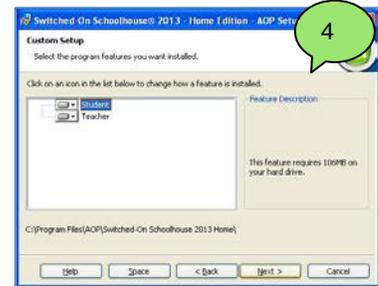
8. After all of your new files are copied, you see the completion confirmation screen. Click **Finish**.

9. You see the **Welcome** screen again. This time the Switched-On Schoolhouse 2013 - Home Edition Tutorials are ready to be installed. Click **Next** to continue.

10. The **Destination Folder** (for the Tutorials) screen displays. Click **Next**. (

11. Click **Install** to begin installation of the tutorials.

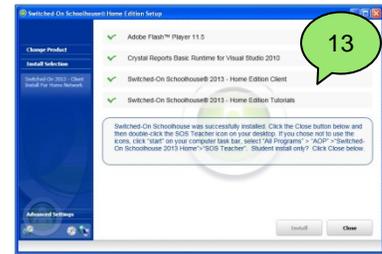
12. The **Setup Wizard Completed** screen appears. Click **Finish**.





# Switched-On Schoolhouse® 2013 Placement Test Guide

13. You should now see the list of all programs needed by SOS. Each should have a checkmark next to it indicating that all were successfully installed. At the bottom of the list you see a message inside a box with instructions on accessing SOS. Click **Close** after reading this message.



Your Client installation process is complete. If you have no additional computers where you plan to install SOS Client, you are ready to move onto Registration and Setup. Go to 'Logging In' below.

If you have additional computers where you want to install SOS Client, return to Step 1 on page 8.

*Don't forget to remove the application disc from your CD-ROM or DVD drive!*

## Logging In

Unless you chose to remove the icons in Step 13 on page 6, you should see an icon that looks similar to the one to the right. Double-click that icon to open SOS Teacher. If you do not have the icon on your desktop, you can still open SOS Teacher > On your computer's task bar, press the **Windows** and **e** keys together > **All Programs** > **AOP** > **Switched-On Schoolhouse 2013 Home** > **SOS Teacher**



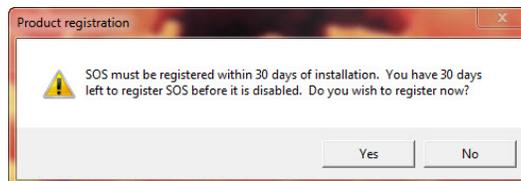
As a teacher, you use a single account to perform all your administrative functions, including grading student work. You are asked to log in with a teacher password each time you start work in SOS Teacher. This protects your account, blocking others from answer keys, student grades, and teacher controls.



1. Enter your **password** (the one you created during installation – see **Step 8** on page 5) in the password field. (Check your caps lock key if you get an error message, it is case sensitive.)
2. Click the **Login** button.

## Registration

The first time you login, you are asked to register your software installation. Switched-On Schoolhouse® requires the registration process be completed within 30 days from the time you install the software. We recommend you register upon initial login and eliminate the daily reminders for both you and your student(s).



When you click **Yes** on the **Product Registration** pop-up box, the application automatically attempts to connect you to the AOP website page for SOS registration. If a connection is detected, you are automatically connected to the SOS Registration page where you can complete the registration electronically. (See **Registering On-Line** below.)



## Switched-On Schoolhouse® 2013 Placement Test Guide

If an internet connection is not detected, you are presented with an option to register electronically from another computer or if you have no internet access, to register by telephone.

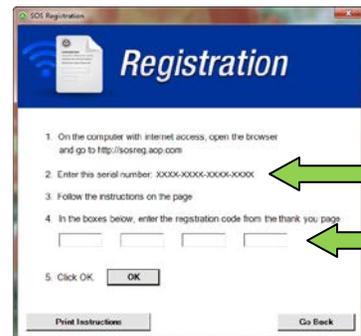
To register electronically, click the first option, **I have access to the internet from another computer**.

You then see a page that looks like the one to the right. You can click the **Print Instructions** button to print a copy of this page to take with you to the other computer.

Alternately, you can copy the serial number provided in **Step 2** on this page.

Either way, follow these steps to complete the registration process.

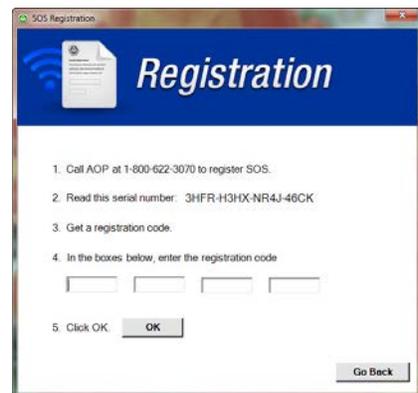
1. On the alternate computer, open a browser and go to <http://sosreg.aop.com> and then see **Registering On-Line** below.
2. Enter the **serial number**.
3. Follow the instructions on the form.
4. Copy the **Registration Code** you receive on the **Thank You** page when the registration process is completed on-line.
5. Return to the original computer with the full installation of SOS and enter the **Registration Code** in the four boxes shown in **Step 4** of the **SOS Registration** page (as shown in the image above,)
6. Click **OK**.



### Register By Telephone

If you cannot register electronically, click the second option, **I have no access to the internet**. You then see the toll-free number to call along with your product name and installation serial number. The service representative needs the following information from you:

- **First and Last Name**
- **Address, City, State**
- **Zip/Postal Code**
- **Country**
- **Email address**
- **Phone number**



AOP has several optional products / services available that the Customer Service Representative (CSR) may offer you. For example, if you want to receive the **Daily Focus**, a daily devotional or the **Homeschool View**, an electronic newsletter, you will also be asked to provide your e-mail address. The CSR will give you a **registration code** when the process is complete. You must enter it into the four boxes in **Item 4** on the screen exactly as given. We recommend that you write it down and keep it in a secure place, possibly on the sticker with your serial number in the front of this guide. Click **OK** when you are finished. Remain on the line with the CSR until you have a message confirming your successful registration.



## Switched-On Schoolhouse® 2013 Placement Test Guide

### Registering On-line

If an internet connection is detected, an account login screen similar to the **SOS Online Registration** screen to the right is displayed.

Once a screen similar to the **SOS Online Registration** screen below is displayed, you can complete the registration process electronically.

If your serial number is not already populated, please enter it in the **Serial Number** field. If it is pre-populated, please complete the form by entering:

- **Year** of your SOS edition
- **First and Last Name**
- **Address, City, State**
- **Zip/Postal Code**
- **Country**
- **E-mail Address**
- **Phone Number**

Next, you see a list of optional products and services AOP offers, for example the **Daily Focus**, a daily inspirational devotion for homeschool families or the **Homeschool View**, an electronic newsletter for homeschool families. Leave the checkmark beside the ones you want to receive.

Click **SUBMIT** to finish your registration. A new window opens with a message confirming the successful registration of your SOS software installation. This message includes your *registration code*. Please, write this number down and keep it in a secure location (like the front cover of this guide) or print the page and put it in a safe place. Click **OK** on this message screen after noting the registration number.

If your full SOS install is on another computer go to the previous page and continue with Step 5 to complete your registration process.

Should you misplace either your serial number or registration number, you can find them on the **About** page of your SOS application. Click the **About** link in the upper right corner of your **Home Page** for access. If you are using the Classic theme, click the **SOS logo** on your **Home Page** for access.

### Register Later

If you choose not to register your product immediately, you can access the application for up to 30 days after installation. Each time you open your *Teacher* application you see a registration reminder with the number of days you have to register before your software is disabled.

Click **Yes** anytime you see this message to register.

If you do not register by the end of the 30 day grace period, a message appears on day 30 advising you that SOS will be disabled if you do not register today.

Click **Yes** to register now and follow the procedures beginning on page 11.

Please complete your online registration of Switched-On Schoolhouse with the form below. It's brief and only takes a few moments to complete. (Note: You will have to scroll down the page to complete it fully and then click the Submit button to finish.)

**Serial Information**

Case-sensitive. Enter exactly as it is written, including dashes.

Serial Number

**Customer Information**

First Name

Last Name

Email Address

Phone Number

**Mailing Address**

Address 1

Address 2

City

State / Province

Zip / Postal

Country

**Communication Preferences**

Homeschool View - Monthly homeschooling teaching tips, ideas, contests, and how to's

Daily Focus - Inspirational daily devotions for homeschool parents

AOP NetAlert - Promotional offers, discounts, and shipping savings on Christian homeschool curriculum

SOS TechUpdate - Tech updates to AOP's Switched-On Schoolhouse®



## Switched-On Schoolhouse® 2013 Placement Test Guide

If you have not registered by day 31, a message appears when SOS Teacher *or* SOS Student are opened advising you that SOS has been disabled and cannot be opened until the product has been registered. Registration can only be performed from the SOS Teacher application. Students receive a message advising them to notify their teacher that they cannot continue.

When you try to open SOS Teacher, click **OK** on the message to register the product at this time.

### Setting Up Students and Placement Tests

After Switched-On Schoolhouse® is installed, you need to install the placement tests and add the student(s) who will be taking the tests. These instructions assume this is your first installation of SOS.

1. Open **SOS Teacher**.
2. Enter your **Password** on the **Login** screen.
3. Use the **Setup Wizard** (It opens automatically the first time you login.) to add students and install the placement tests. The **Setup Wizard** provides several setup options. These instructions assume you wish to complete placement testing before considering other setup options.

**Setup Wizard** – Click **Next** to begin

**School Term** – Click **Next**. You already have a school term. You set it up during installation.

**Calendar** – Select **No**. Click **Next**.

**Calendar** – (view calendar) Click **Next**.

**Student Setup** (introduction) – Click **Next**.

**Student Setup** (options) – Click **Add**. Enter **Student Username, First Name and Last Name**. Click **Next**.

**Curriculum Setup** (introduction) – Click **Next**.

**Curriculum Setup** (Install curriculum) – Click **Install** and follow the steps below:

1. Put SOS Installation Disc Two in your CD/DVD ROM drive, and then **Browse** to that drive.
2. Open the **Placement Tests** folder in the pop-up window.
3. Open the **subject folder** of your choice (one of the five available).
4. Double-click **contents.sosx**.
5. On the prompt, choose **Leave on CD-ROM**.
6. To load additional tests, click **Install** and repeat the above steps.
7. Click **Next** when finished installing placement tests.

**Curriculum Setup** (assigning curriculum) – Follow instructions on screen and click **Next** when finished.

**Curriculum Setup** (assigning sample lessons) – Select **No** and click **Next** to finish.

**NOTE:** Placement Test Disc Two must be available to the student while he or she is taking the quizzes/tests.

**NOTE:** You can use the **Setup Wizard** at any time. Select **Application** on the SOS Teacher **Home Page** and then select **Setup Wizard**. Many of the setup options provided there are also accessible through **Administration** on the Teacher **Home Page**. See the electronic **User Manual** to learn more.





## Switched-On Schoolhouse® 2013 Placement Test Guide

Testing begins at the 300 level. The student should expect to take several quizzes/tests until he or she finds it too difficult to progress further. If you want the student to start at a higher level:

1. Go to the **Assignments** page in SOS Teacher (**Lesson Book** widget on the **Home Page**),
2. Select the **Student**
3. Click the **Subject** in the **Student Schoolwork** section of the page (lower half).
4. Click the **Edit Subject** button.

**NOTE:** Each folder in the Placement Test subject represents a level. For example, if I thought my student should be at the 7<sup>th</sup> grade level, I would start testing at Level 5. To skip Levels 3 and 4:

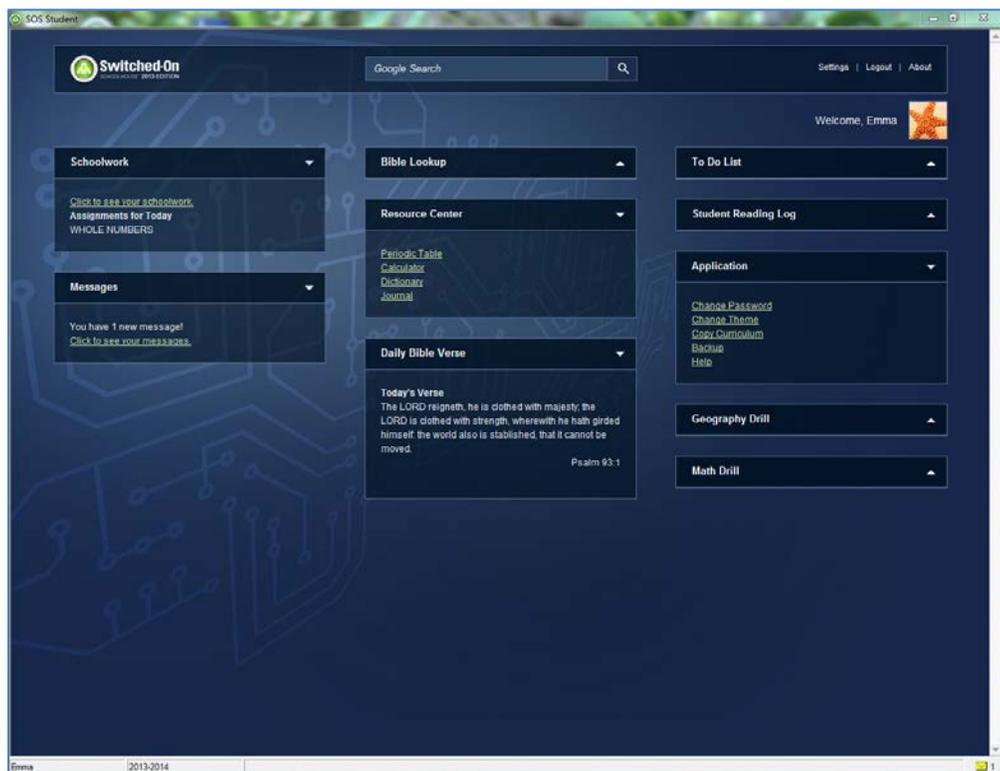
5. While holding down the **Shift Key** on your keyboard, click the folder for Level 3 and Level 4
6. Click the **Remove** button
7. Click the **Save** button.
8. Click the OK button on the Select Due Dates window that appears.
9. Click the **Close** button on the **Edit Student Subject** window. You are returned to the **Assignments** page.

When the student opens their first assignment, the testing will begin at level 5 quiz 1.

### Taking the Placement Tests

Once students have been added and placement tests assigned in SOS Teacher (as we did using the Setup Wizard), testing can begin in SOS Student. Students should follow the instructions below to work through the placement tests.

1. From the desktop, double-click the **SOS Student icon** to open SOS Student and **login**.
2. Click the **Click to see your Schoolwork** link in the **Schoolwork** widget on the SOS Student **Home Page**.





## Switched-On Schoolhouse® 2013 Placement Test Guide

3. Double-click the **Placement Test** name in **Today's Schoolwork** at the top of the screen to open the test.

SOS Student - [Schoolwork - Emma]

Home Lesson Plan **Assignments** F1=Help

**Today's Schoolwork – Double-Click Assignment to Open**

Subject	Unit	Assignment Title	Type	Due Date
Math Placement Test (2013)	Math Placement Test Level 3	WHOLE NUMBERS	Quiz	09/03/2013

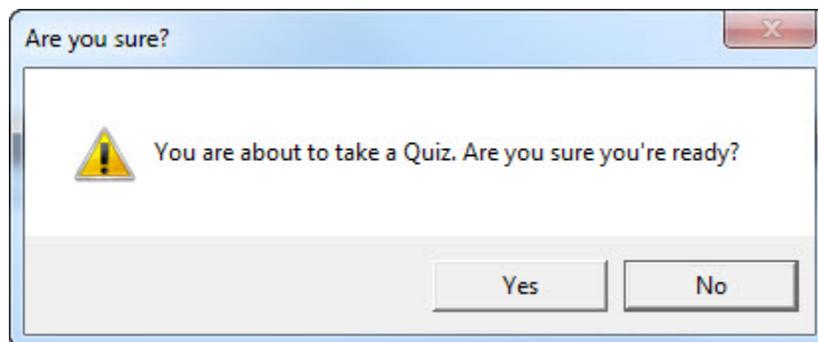
**Review Completed Assignments**

Subject	Assignment Title	Type	Due Date	Score
Math Placement Test (2013)				

View Other Term

Emma | 2013-2014 | 1

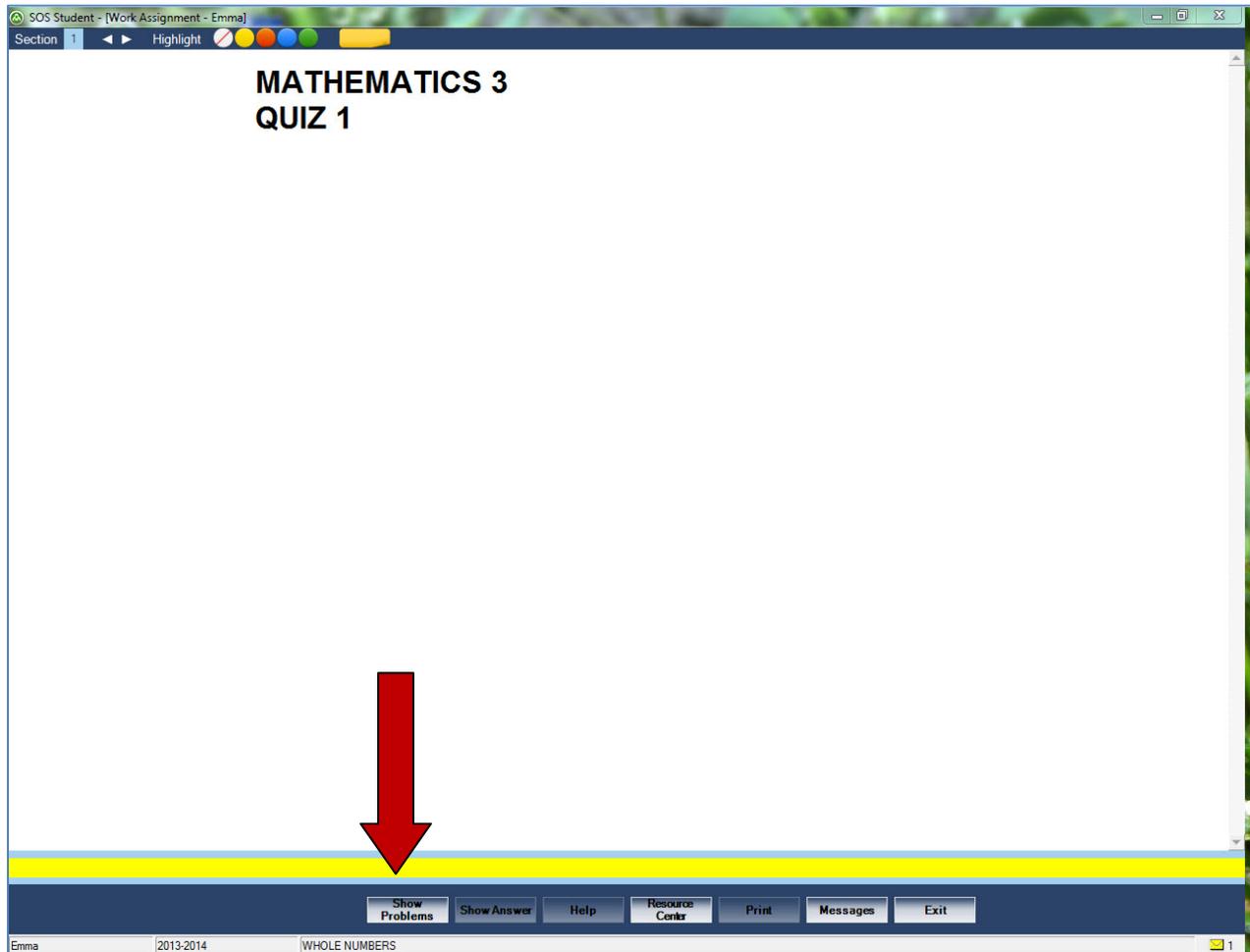
4. You see a small box pop open asking if you are sure you are ready to take a quiz. Click **Yes** if you are ready to start.





## Switched-On Schoolhouse® 2013 Placement Test Guide

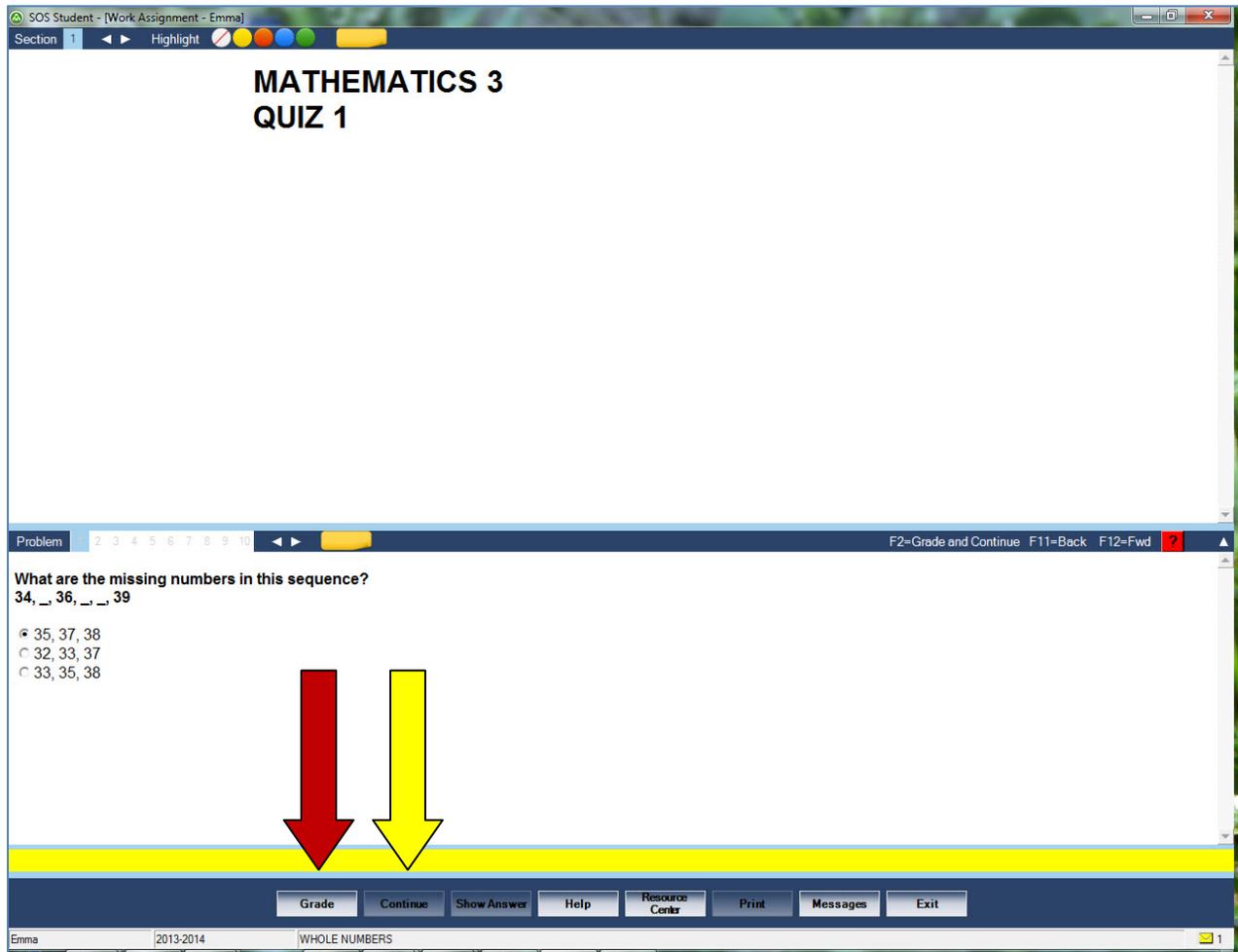
5. Click **Show Problems** at the bottom of the quiz/test.



6. Click **Grade** and **Continue** to advance from problem to problem. (Once the student does a problem, the **Show Problems** button becomes the **Grade** button. Once the **Grade** button is clicked, the **Continue** button becomes available (beside the **Grade** button. See the picture on the next page.)



## Switched-On Schoolhouse® 2013 Placement Test Guide



SOS prompts the student when a quiz/test is complete. The student should repeat Steps 3-5 to work through the next quiz/test.

### Gathering Test Data

To see the results of the placement tests;

1. Open SOS Teacher and enter the password on the **Login** screen.
2. Click **Lesson Book** and be sure the student in question is selected in the drop-down menu at the top-left of the screen.
3. Find the subject being evaluated in the bottom left section of the screen. There will be a composite score beside it.
4. Click the name of the **subject** tested at the bottom of the screen. It opens to show the test scores of all the grade levels making up this subject's score.
5. Click the placement test level to populate the bottom right portion of the screen with the scores of individual quizzes within a certain grade level.
6. Record the composite grade level scores for further reference.



## Switched-On Schoolhouse® 2013 Placement Test Guide

### Interpreting the Test Scores

The placement tests reflect the content of the SOS program, and give some indication of the student's knowledge of a particular grade level or subject. Hard and fast rules for placement are difficult to determine; some general principles can offer guidance for placement.

A composite score in the mid-70's or above for a given grade level indicates the student is ready for the next higher grade level.

A conversation with the student concerning their feeling of competence in the particular grade level in question helps shape decisions concerning placement.

Elementary students should be placed by the parent, as they are able to assess the maturity level and knowledge base of the student.

When talking with your student, ask leading questions to help guide the conversation. This technique can yield useful information for placement, especially with younger students. Questions such as, "What did you have trouble with?" or, "Did you have any trouble with the reading?" can provide much needed information concerning the readiness of the student for a particular grade level.



# Switched-On Schoolhouse® 2013 Placement Test Guide

## Upgrading to SOS 2013 Home Edition

If you have a version of SOS prior to the 2012 version that you need to remove:

1. Press the **Windows** () and **r** keys at the same time.
2. Type "control" into the run box and click the **OK** button.
3. Select **Add/Remove Programs** (it might say **Programs and Features**).
4. Select the program to be removed.
5. Click **Remove**.

## Upgrading from 2012 to 2013

If you are currently running the 2012 version of SOS, you can upgrade directly to the SOS 2013 edition. Your upgrade makes your 2012 database available in the new program.

If you have the client version installed, you need to upgrade the Full Install BEFORE doing anything with the client installation.

If you plan to use 2013 curriculum, you *must* upgrade your application.

The 2012 to 2013 upgrade process automatically backs up your database and restores it for use with the 2013 version of SOS. As a precaution, you should always perform a backup from your existing installation before you install the new version.

Need help doing a backup? Open your existing installation of SOS Teacher, click **Help?** > select **SOS Teacher** > **Application** > **Backing Up Files** or view the Backup/Restore tutorial.

If you are upgrading from 2012 to 2013, do NOT uninstall your 2012 version of SOS. The upgrade process automatically migrates your data and uninstalls the old version for you. You may notice there are duplicate icons for both SOS Teacher and SOS Student for a very brief time during the upgrade process; this is expected. There will only be one set when the upgrade is done.

To complete your upgrade from 2012:

Go to page 4 of this guide and follow the instructions in the SOS Home Edition - Full install section. If you also need to perform a Client Install (page 7), do this after you finish the Full Install on your primary computer.