



Switched-On Schoolhouse 2013 User Guide

Resource Center & Messaging System

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Switched-On Schoolhouse® 2013 Lesson Book Functions

Resource Center

When you click the **Resource Center** button on your **Home Page**, several options appear in a menu to the right. Your resource center contains:

- A dictionary
- An interactive periodic table
- A calculator
- A journal
- Bible lookup

Using a Resource Center Tool in an Assignment

Teachers decide when students are allowed to use the **Resource Center**. You choose if these tools can be used while students are doing assignments, quizzes, and/or tests. You can change these options at the school or student level. You can choose the right combination for your school and each student.

The one exception is the **Bible Lookup** for the **Home Page**. On the **Home Page**, **Bible Lookup** is an optional widget instead of in the **Resource Center**. You can choose if you want it available or not. See the Administration Functions User Guide for instructions.

Follow these steps to use these tools from your **Home Page**:

1. From inside an assignment, click **Resource Center**.
2. The **Resource Center** menu opens. Click the resource you want to use, and it opens.
3. When you are finished, close it and return to the assignment. Or, if you want to keep it handy, click the **Minimize** button instead.

Depending on how the permissions are set, students may also access these tools from within their assignments, quizzes, or tests by clicking the **Resource Center** button at the bottom of the **Assignment** screen.

Let's walk through each of the tools in the **Resource Center**.





Periodic Table

The **Periodic Table** helps you learn about the periodic table of elements. Although you may only need to use this for Science, finding out about the histories of each of the elements can be interesting reading as well.

When you open the **Periodic Table**, you'll see it is made up of four types of screens, each one linked to the others to make finding the information you need easy. Let's get a feel for the information available in the periodic table and then we can walk through the different screens.

- **Periodic Table of Elements**—Features an interactive **Periodic Table of Elements**. Since this is the first screen that pops up, think of it as the “Home” screen of the **Periodic Table**.
- **Element Description**—Gives you specific information about any individual element. Click it to learn about an element's use and properties, as well as how it was discovered.
- **Key to Reading Element Cells**—Shows you a diagram that illustrates how to interpret a typical cell in the periodic table. You can read about the different parts of a cell and find out what they mean.

NOTE: A “cell” is an individual box containing an element on the periodic table.

- **Table of Element Names**—Lists all the elements in order by full name, according to atomic number.

Periodic Table of Elements Screen

This screen features an interactive periodic table of elements. Click any element in the table to see additional information about that element. Each square within the table represents one element. Click any element to view specific details about that element.

1. Click the **Periodic Table** in the **Resource Center** widget or click the **Resource Center** button while in an assignment. The **Periodic Table** window opens.
2. Click element names and links to navigate your way around the periodic table screens, using the information you see to learn about different elements.

Periodic Table of Elements

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1 H																	2 He
2 Li	3 Be											4 B	5 C	6 N	7 O	8 F	10 Ne
3 Na	11 Mg											13 Al	14 Si	15 P	16 S	17 Cl	18 Ar
4 K	19 Ca	21 Sc	22 Ti	23 V	24 Cr	25 Mn	26 Fe	27 Co	28 Ni	29 Cu	30 Zn	31 Ga	32 Ge	33 As	34 Se	35 Br	36 Kr
5 Rb	37 Sr	39 Y	40 Zr	41 Nb	42 Mo	43 Tc	44 Ru	45 Rh	46 Pd	47 Ag	48 Cd	49 In	50 Sn	51 Sb	52 Te	53 I	54 Xe
6 Cs	55 Ba	67-71	72 Hf	73 Ta	74 W	75 Re	76 Os	77 Ir	78 Pt	79 Au	80 Hg	81 Tl	82 Pb	83 Bi	84 Po	85 At	86 Rn
7 Fr	87 Ra	89-103	104 Rf	105 Db	106 Sq	107 Bh	108 Hs	109 Mt	110 Ds	111 Rg	112 Cn	113 Uut	114 Uuq	115 Uup	116 Uuh	117 Uus	118 Uuo
89 La	90 Ce	91 Pr	92 Nd	93 Pm	94 Sm	95 Eu	96 Gd	97 Tb	98 Dy	99 Ho	100 Er	101 Tm	102 Yb	103 Lu			
89 Ac	90 Th	91 Pa	92 U	93 Np	94 Pu	95 Am	96 Cm	97 Bk	98 Cf	99 Es	100 Fm	101 Md	102 No	103 Lr			

Key

Metals					Nonmetals			
Alkali Metals	Alkaline Earth Metals	Transition Metals	Lanthanoids	Actinoids	Metalloids	Other Nonmetals	Halogens	Noble Gases

[Key to Reading Element Cells](#) [Table of Element Names](#)



Notice that there are two links at the bottom of the screen. If you click the first, **Key to Reading Element Cells**, you see a screen explaining how to use the **Periodic Table**. If you click the second link, **Table of Element Names**, a list of all of the elements are listed by name, in order of atomic number. There is a sample of each screen in the following pages.

Element Description Screen

This screen gives you specific information about any element on the periodic table. The top paragraph usually offers information about how an element was discovered, who discovered it, and what it looks like. The next paragraph usually offers details about how an element is commonly used. Use the charts to find at-a-glance details about an element, or see how an element is represented on the actual periodic table.

Rhodium
102.90550

Rhodium was discovered in 1803 by William Hyde Wollaston. He isolated the element from a sample of crude platinum ore. Rhodium is a metal with a silvery white material. It is also a highly reflective material that is hard and durable.

Element	Rhodium
Symbol:	Rh
Atomic number:	45
Atomic weight:	102.9

[Key to Reading Element Cells](#) [Back to Periodic Table of Elements](#) [Table of Element Names](#)

Key to Reading Element Cells Screen

This screen explains how each element cell is constructed, telling you the meaning of the different numbers and abbreviations in the element cells of the periodic table.

The diagram below illustrates how to interpret a typical cell in the periodic table. Please note the breakdown of the different parts of the cell and the description of their meanings.

Cerium
140.116

- The element is identified by its chemical symbol in the middle of the cell.
- The atomic number, giving the number of protons in the nucleus, is the large number above the element symbol.
- The atomic weight gives the total number of protons and neutrons in the nucleus. It is a fractional number, since it is the average of the types and occurrences of all the isotopes of the elements.

- The vertical row of numbers on the right of the cell shows the electron distribution. Each number gives the total number of electrons in each electron level that occurs in that particular element.
- The top number shows the number of electrons in the innermost shell, and each subsequent number shows the number of electrons in that corresponding shell.
- The total number of electrons is equal to the atomic number, yielding a neutral atom.
- For elements with no stable isotopes, the mass number of the isotope with the longest half-life is in the parentheses.

[Back to Periodic Table of Elements](#) [Table of Element Names](#)



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Table of Element Names Screen

Look to the Resource Center's Periodic Table for a handy list of elements by full name, in order of atomic number.

Periodic Table

ELEMENTS

Listed by Atomic Number

1. Hydrogen	31. Gallium	61. Promethium	91. Proactinium
2. Helium	32. Germanium	62. Samarium	92. Uranium
3. Lithium	33. Arsenic	63. Europium	93. Neptunium
4. Beryllium	34. Selenium	64. Gadolinium	94. Plutonium
5. Boron	35. Bromine	65. Terbium	95. Americium
6. Carbon	36. Krypton	66. Dysprosium	96. Curium
7. Nitrogen	37. Rubidium	67. Holmium	97. Berkelium
8. Oxygen	38. Strontium	68. Erbium	98. Californium
9. Fluorine	39. Yttrium	69. Thulium	99. Einsteinium
10. Neon	40. Zirconium	70. Ytterbium	100. Fermium
11. Sodium	41. Niobium	71. Lutetium	101. Mendeleevium
12. Magnesium	42. Molybdenum	72. Hafnium	102. Nobelium
13. Aluminum	43. Technetium	73. Tantalum	103. Lawrencium
14. Silicon	44. Ruthenium	74. Tungsten	104. Rutherfordium
15. Phosphorus	45. Rhodium	75. Rhenium	105. Dubnium
16. Sulfur	46. Palladium	76. Osmium	106. Seaborgium
17. Chlorine	47. Silver	77. Iridium	107. Bohrium
18. Argon	48. Cadmium	78. Platinum	108. Hassium
19. Potassium	49. Indium	79. Gold	109. Meitnerium
20. Calcium	50. Tin	80. Mercury	110. Darmstadtium
21. Scandium	51. Antimony	81. Thallium	111. Roentgenium
22. Titanium	52. Tellurium	82. Lead	112. Copernicium
23. Vanadium	53. Iodine	83. Bismuth	113. Ununtrium
24. Chromium	54. Xenon	84. Polonium	114. Ununquadium
25. Manganese	55. Cesium	85. Astatine	115. Ununpentium
26. Iron	56. Barium	86. Radon	116. Ununhexium
27. Cobalt	57. Lanthanum	87. Francium	117. Ununseptium
28. Nickel	58. Cerium	88. Radium	118. Ununoctium
29. Copper	59. Praseodymium	89. Actinium	
30. Zinc	60. Neodymium	90. Thorium	

[Key to Reading Element Cells](#) [Back to Periodic Table of Elements](#)



Calculator

Everything adds up just right with the **Calculator**. You can add, subtract, multiply, and divide both positive and negative numbers. You can also calculate percentages and square root with this handy tool.

Using the Calculator

The long white box above the buttons is the display box. Any numbers you enter, display here.

Click a number, then the function (add, multiply, etc.) then the next number. Click the "=" when you are done to get the answer.

What the Keys Do:

Backspace - Erases one digit at a time.

"C" - Clears all the numbers on the display.

"CE" - Clears your last entry.

"/" - Divide function

"*" - Multiply function

"-" - Subtract function

"+" - Add function

." - Inserts a decimal point

"+/-" - Click once to create a negative number. Click again for a positive number.

"MC" - Clears any number stored in memory.

"MR" - Recalls a number stored in memory.

"MS" - Stores the displayed number in memory.

"M+" - Adds the displayed number to any number already in memory, but it does not display the sum of these numbers.

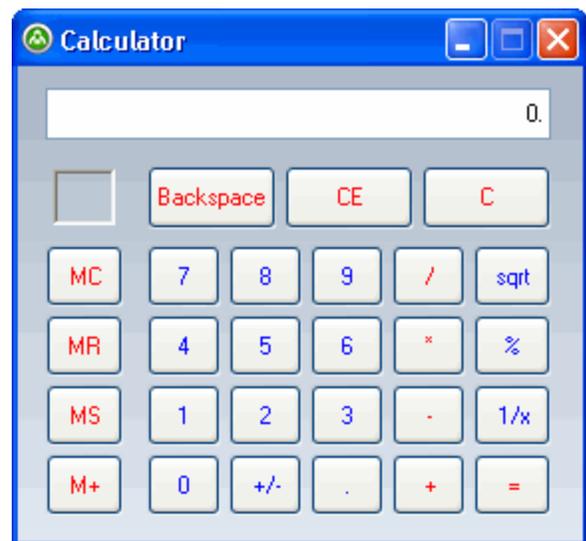
"sqrt" - Calculates the square root of the displayed number.

"%" - Displays the result of multiplication as a percentage. To do this:

1. Enter a number
2. Click *
3. Enter the second number, and then click %

For example, $50 * 25\%$ displays 12.5.

"1/x" - Calculates the reciprocal of the displayed number.



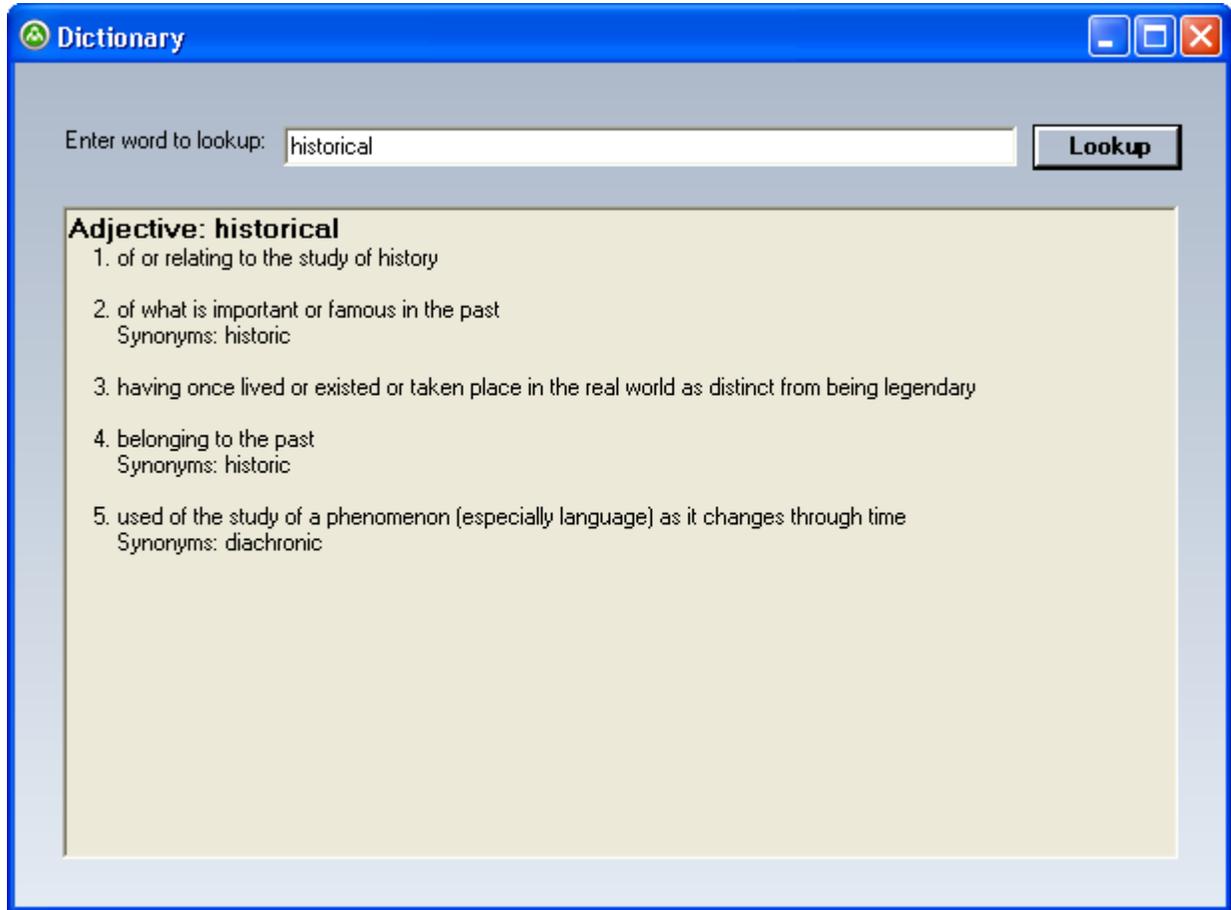
Click the **Backspace** button to erase one digit at a time, the **C** button to clear all the numbers on the display, or the **+/-** button once to create a negative number. (Click once for a negative number. Click it again for a positive number.)



Dictionary

From the **Resource Center**, click **Dictionary** to open a blank screen similar to the one below.

Type the word for which you want a definition in the **Enter word to lookup** window. Click the **Lookup** button to search for the definition. Look for the definition(s) and other relevant information about the word in the main window. If you want your dictionary to be full screen, click the **maximize** (center) button in the upper right hand corner.



Looking Up a Word in the Dictionary

1. On your **Home Page**, click **Dictionary** in the **Resource Center** widget. Your SOS Dictionary window opens.
2. Type the word you want to look up in the **Enter word to lookup:** textbox.
3. Click **Lookup**. The definition for the word appears in the space below.



Bible Lookup

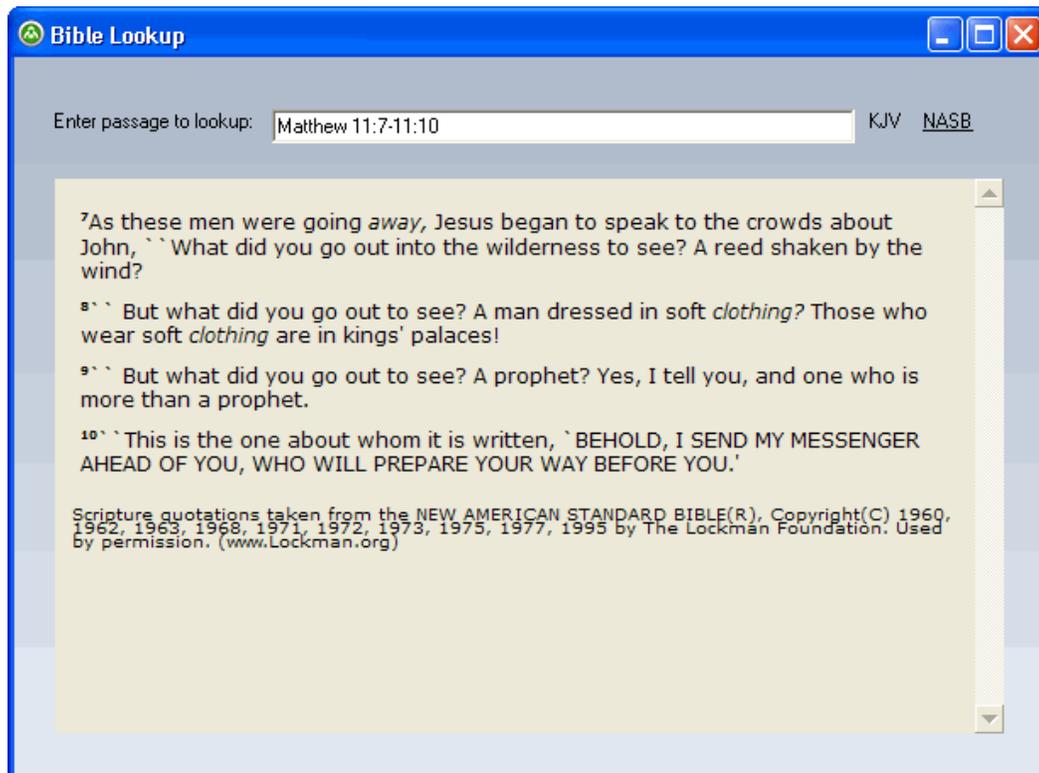
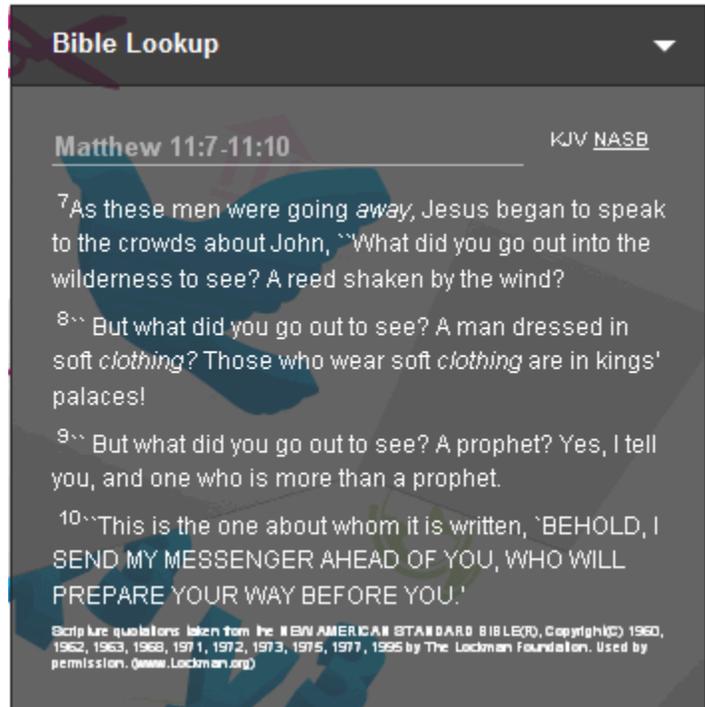
Bible Lookup lets you pick a verse or range of verses in the Bible. SOS lets you choose between either the King James (KJV) or the New American Standard (NASB) version. The one that is underlined is selected.

Type the book, chapter and verse (or verses) you want to see on the Enter passage line. Use the same format as in the example: John 3:16, book:chapter number: verse. If you want more than one verse, type in the number of the first verse, then a dash, then the number of the last verse, for example Genesis 1:1-3.

Click either **KJV** or **NASB** to choose the other Bible version. When you click the version, you see the passage display. You can also press the **Enter** key on your keyboard to have the passage show.

If you are on your **Home Page**, the **Bible Lookup** is a separate widget. Here is the same passage shown from both the **Home Page** and from inside a lesson. First the **Home Page** widget:

If you are in an assignment, you can pick **Bible Lookup** from the **Resource Center** menu. It works the same way from either place. Below is an example of the passage when I used the **Resource Center** menu in a lesson.





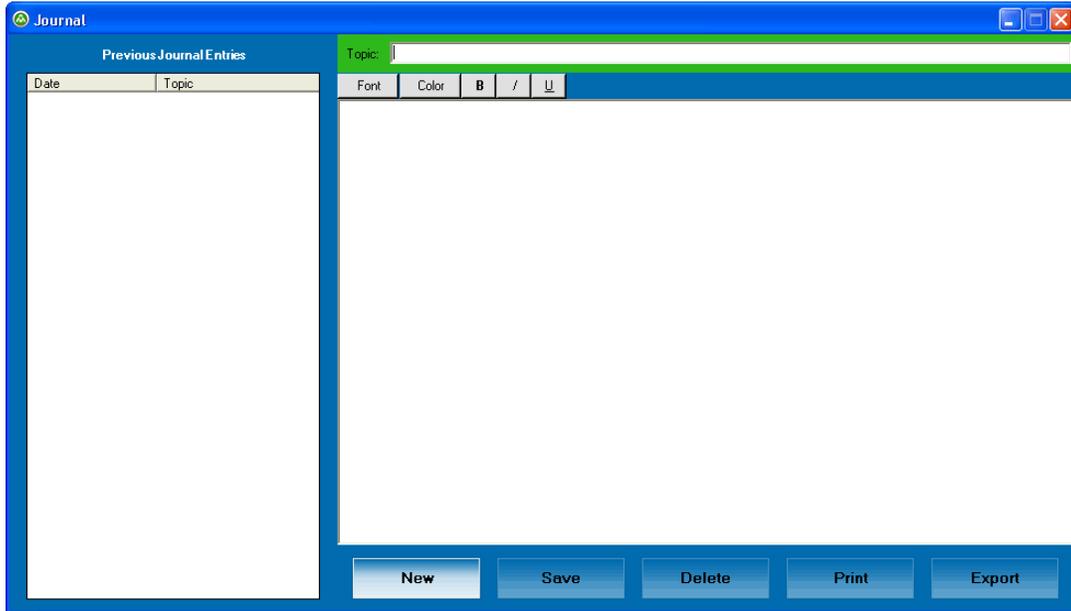
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Journal

You can choose your **Journal** from the **Resource Center**. Use the journal for your thoughts, reminders, ideas for projects or field trips, dreams, wishes, hopes, basically whatever you'd like!

When you open your journal, you see a blank page, like the one below.



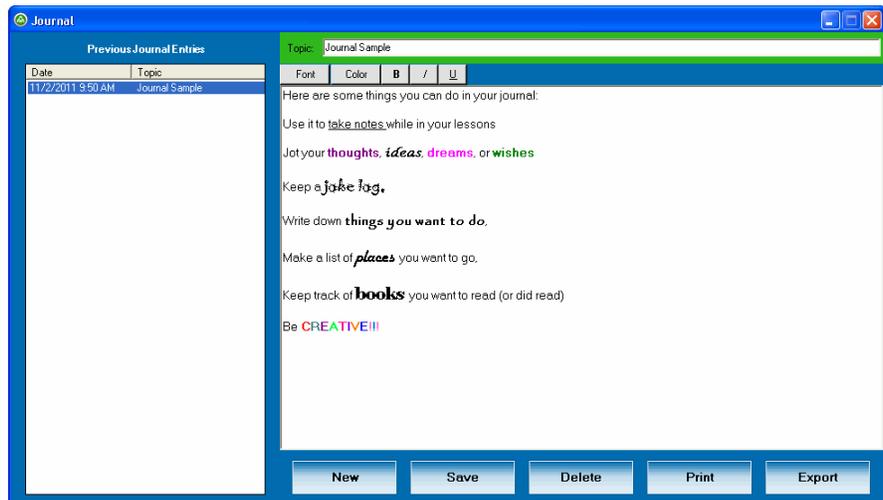
1. Type in a **Topic** in the top box. The topic will show in the **Previous Journal Entries** column when you are done, so make it something that will help you find it later, if you want to be able to find what you wrote easily.
2. Use the big white box below the **Topic** to type your journal entry. You can change the font (style), or the **color of words, phrases, or sentences**. You can also make them **bold**, *italic* or underlined using the buttons just below **Topic**.

Once you click **Save**, you see the date and topic show up in the left-hand column. You can go to that entry just by clicking it.

If you want to create another journal entry, click **New** to open a blank journal page.

Click **Delete** to throw the entry away.

Click **Export** to save your journal entry to a text file somewhere on your computer. You can change the name of the file (SOS calls it what you put in as the **Topic**.) and choose where to save it on your computer.





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Lesson Book Functions

Messages

The SOS Messaging System works much the same for both teachers and students. The biggest difference is that students may only send a message to a teacher while teachers may send messages to everyone in the system.

With just a few clicks of the mouse, everyone can stay on top of assignments; share questions and thoughts between student and teacher; organize and keep track of the messages sent and received; even print messages for safekeeping.

To get to your **Messages** screen, click the **Messages** button on your **Home Page**. Teachers may also click the envelope icon ( or ) in the bottom right corner of any screen in SOS Teacher to access the **Inbox**.

NOTE: You are always able to see the number of unread messages on your **Messages** screen by looking at the number on the **Messages** button. You can also look to the lower right corner of any screen in SOS to see the envelope. If you have unread messages, the envelope is yellow () instead of white. Immediately to the right of the icon, you see the number of unread messages you have in your **Inbox**.

After you click the button, the **Messages** window appears. You see an **Inbox** tab and a **Sent Items** tab at the top.

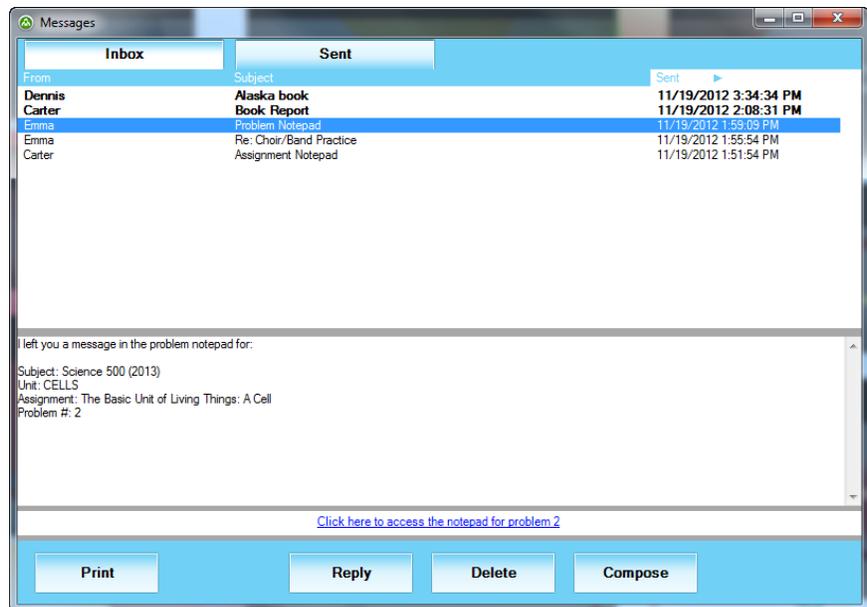
Inbox

Your **Inbox** opens automatically when you select the **Messages** button or **Messages** link from your **Home Page** or click the envelope icon (as described above). The **Inbox** lets you to look at messages you received. Most messaging functions are performed from within the **Inbox**. These include:

- Sorting Messages
- Reading a Message
- Mark Messages as Unread
- Copying and Pasting in Messages
- Printing a Message
- Replying to Messages
- Deleting Message
- Composing a Message

Teacher Inbox Example

A Teacher **Inbox** looks like the one here. Messages sent to you appear in the top window. You can see who sent each message ("from"), what each message is about ("subject"), and when each message was sent ("sent"). You can also use the column headings to sort your messages according to this information. This allows you to keep your inbox organized so you can easily find any messages.



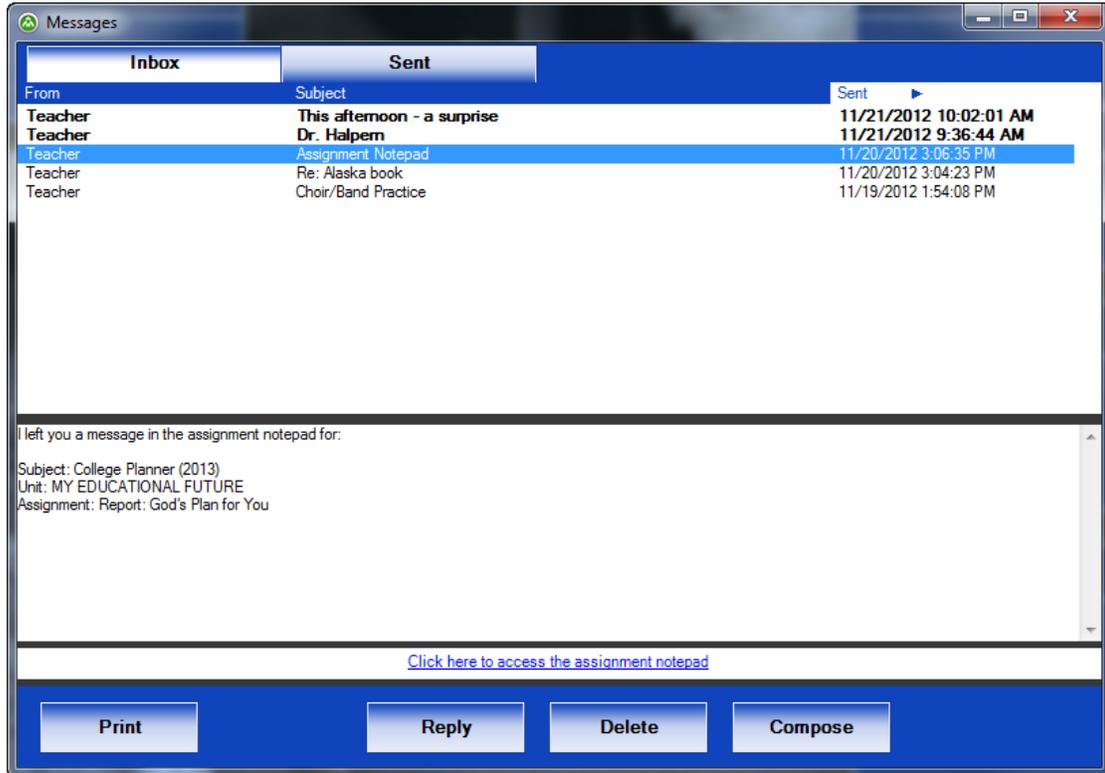


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Student Inbox Example

Just like in the Teacher **Inbox**, in the Student **Inbox**, messages sent appear in the top window. You can see who sent each message ("from"), what each message is about ("subject"), and when each message was sent ("sent"). Column headings can be used to sort messages according to this information, allowing you to keep your inbox organized to more easily find a message.



Sorting Messages

Sort messages in your **Inbox** or **Sent Items** based on who sent it, the subject, or when the message was sent:

1. Click the name of the column heading you'd like to sort by.
2. Notice that, each time you click, your messages are alphabetically or numerically sorted in ascending or descending order.

From

Tells you who sent each message.

Subject

Lists the title of the message. A subject for a message might be: "I have a question," "Can we go to the library," or, "I got an 'A!'" A subject might also indicate that the message was sent from within the curriculum. If this is the case, you might see "Assignment Notepad" or "Problem Notepad" as a subject.

Sent

Lets you know when each message was sent to you.

NOTE: Messages you haven't read yet appear in boldface.



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Reading a Message

Click anywhere on a message in the top window. The entire row, including **From**, **Subject**, and **Sent** is highlighted to show you selected it. The content of the message appears in the window below.

If this is a message sent from an assignment or problem notepad, there is an automated message something like, "I left a message for you in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1." Beneath this message, there is a link that directly opens the assignment. Click the notepad to read the message waiting for you.

If the message was sent using one of the notepads, the message might say, "I left a message for you in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1." Beneath the message is a link to the assignment. Click the **notepad** to read the message.

NOTE: Contents of a message in this window cannot be changed, but you can copy and paste it into a new message or another computer application.

Put your cursor anywhere on the bar between the top and bottom windows and when you see your cursor change in appearance, you can click and drag it either up or down to adjust the size of the windows.

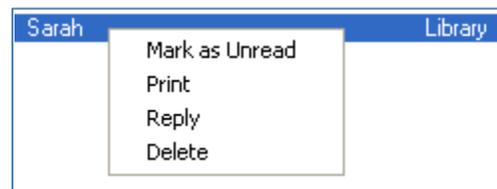
Copying and Pasting a Message

1. With your mouse, highlight the text you want to copy.
2. Press **Ctrl+C** (this copies the text you highlighted).
3. Go to wherever you want to paste the message.
4. Place your cursor and click where you want to paste your message.
5. Press **Ctrl+V** (this pastes your message)

Marking a Message as Unread

You can change messages you have already read to look like you have not read them. You might want to do this if you need a reminder to read a message again later. To do this:

1. Put your cursor over the message you want to mark as unread.
2. Right-click anywhere on the row containing the message.
3. Select **Mark as Unread**. The message now appears bolded, as if you never read it.



Printing a Message

Highlight the message to print and click the **Print** button. Your computer's **Print** window appears. Print as you normally would from your computer.

Replying to a Message

Click the **Reply** button to reply to a message you received.

Deleting a Message

The **Delete** button lets you get rid of a message you no longer want in your **Inbox**. This permanently deletes it from SOS. Select the message to erase and click the **Delete** button.

NOTE: If you don't first select a message to delete, nothing happens when you click this button.



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Composing a Message

The **Compose** button lets you write and send a brand new message.

Replying to a Message

1. On your **Home Page**, select **click to see your messages**. Your **Inbox** opens.
2. In the top half of your **Inbox**, select the message to reply to.
3. Click **Reply** at the bottom of the screen. A **Compose Message** window appears with the original message displayed in the window, so you and your teacher can easily remember what the original message was about. You can type your message here as a reply.
4. Make sure the **To:** menu displays your teacher's name.
5. Make sure the **Subject:** box displays the message title you want to use when you reply. This box contains the subject from the original message, but you can delete it and type in a new one.
6. Type your message in the window in the bottom half of the screen.
7. If you want to print the message, click **Print**. Your computer's regular print window opens. Print as you would normally.
8. When you're ready to send your message, click **Send**.

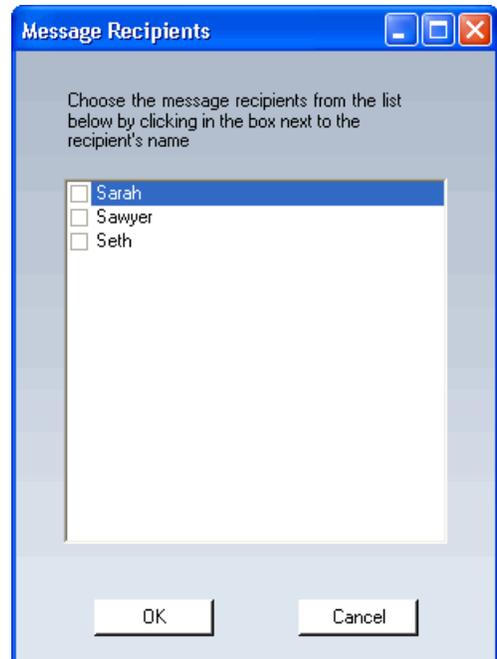
NOTE: After you send it, a copy of it appears in your **Sent Items** box.

Sending a Message

You can create a message from either the **Inbox** or **Sent Items** screen. To do this:

1. On your **Home Page**, select **click to see your messages**. Your **Messages** screen opens.
2. Click the **Inbox** or **Sent Items** tab at the top to open the screen you want use to send your message.
3. When you are on the correct screen, click the **Compose** button to bring up the **Compose Message** window.
4. To select the recipient(s) of your message, click **To:**
5. If there is more than one person you can send messages to, the **Message Recipients** window opens (see example to the left). Click the box next to each person you want the message sent to.
6. Give your message a subject in the **Subject:** box. Try choosing a subject title that quickly tells your reader what the message is about.
7. Type your message in the message window in the bottom half of the screen.
8. To print your message, click the **Print** button. This opens your computer's print window. Print as you normally would when you're not working in SOS.
9. When you're ready to send your message, click the **Send** button.

NOTE: After you send it, a copy of it appears in your **Sent Items** box.





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Sending or Receiving Messages from Inside an Assignment

SOS lets you send and receive messages if you are in an assignment. To do this:

1. From inside an assignment, click **Messages** on the button bar at the bottom of your screen.
2. Your **Inbox** opens. Use the tabs, buttons, and features in the window to communicate with your teacher. It looks and works exactly as if you click the **Messages** link from your **Home Page**.
3. When you are finished, close the window and return to the assignment.

Sent Items

Let's take a look at the **Sent Items** screen. It offers you a good way to keep track of the messages you have sent. It looks a lot like your **Inbox**. The major difference is; this screen shows you the messages you sent rather than received.

TIP: It's a very good idea to periodically clean out your sent items, deleting messages you don't need to keep.

To go to your **Sent Items** screen, click **Messages** on your **Home Page**. Then, click the **Sent Items** tab at the top of the page.

You can find the messages you sent at the top of the screen. There are three columns of information. They tell you a little more about each sent item. Just like in the **Inbox**, you can sort your messages by clicking the column titles.

To—the person you sent a message to.

Subject—the title you gave a message you sent. It also lets you know if you left your teacher a message in an assignment or problem notepad.

Sent—date you sent a message to your teacher.

Reading a Sent Message

Click anywhere on a message in the top window to select it, and the entire row is highlighted to show you selected it. The content of the message appears in the message window below.

If you selected a message sent from an assignment or problem notepad, the message says something like: "I left you a message in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1."

NOTE: You may not change the contents of a message in this window, but you may copy and paste it into a new message or another computer application.

TIP: Put your cursor anywhere on the bar between the top and bottom windows and watch your cursor change in appearance. When it does, click and drag it either up or down to adjust the size of the windows.

Composing a Message

The **Compose** button allows you to compose and send a brand new message.

Printing a Sent Message

Highlight the message to print and click the **Print** button. Your computer's **Print** window appears. Print as you normally would from your computer.



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Resending a Message

Highlight the message you want to resend in your list of sent items. Click the **Resend** button, and a note displays at the bottom of your screen to let you know your message was successfully resent. This message appears at the top of your **Sent Items** window. Notice, it shows the date and time you sent it, probably just a few seconds ago.

Deleting a Message

The **Delete** button allows you to permanently delete a message you no longer want in your list of **Sent Items**. Select the message to erase and click the **Delete** button.

NOTE: If you don't first select a message to delete, nothing happens when you click this button.