



## **Switched-On Schoolhouse 2014 User Guide**

# **Student Basics**

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## Switched-On Schoolhouse® 2014 Student Basics

### Welcome

Welcome to Switched-On Schoolhouse® Student!

We hope Switched-On Schoolhouse® (SOS) helps make learning fun and exciting. SOS uses videos, pictures, games, and other hands-on activities to make learning more than just reading and taking a test. On your student schoolwork screens, you'll have lessons, assignments, and activities to help you learn in fun new ways. SOS teaches using a Biblical view, so you have the chance to explore ways that the Bible ties in to all of the subject areas as you do your activities and assignments.

### How to Use This Guide

This guide should help you quickly and easily find what you need in Switched-On Schoolhouse®. As you go from topic to topic, you see pictures and buttons along with quick explanations and handy tips. You can also walk through step-by-step instructions that show you how to do different tasks.

This guide is divided into several different documents for ease of use:

- SOS STUDENT BASICS—Get started using SOS Student
- SOS SCHOOLWORK—Learn about how to do your assignments and schoolwork
- SOS RESOURCE CENTER and MESSAGE SYSTEM—Learn about the Resource Center tools and how to use the SOS Message Center

### Need More Help?

Need more help? Contact our Technical Support team:

Visit [www.aophomeschooling.com/support/](http://www.aophomeschooling.com/support/)

Frequently Asked Questions

Email a support request form

Call toll-free 1-866-444-4498

If you have to call Technical Support, have this information before calling:

The version of Windows you are currently using

The amount of RAM and available disk space you have

The version of Switched-On Schoolhouse® you are using

### Your Version of SOS

Find this by clicking **About** in the upper right corner of your **Home Page**.



If you are using the "Classic" theme, click below the buttons on your **Home Page**. A window similar to the one on the next page opens providing you with information about your installation of SOS.



# Switched-On Schoolhouse® 2014

## Student Basics

Switched-On Schoolhouse®

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DB Version: 9.1.2.0

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Components	
Assembly Name	Version
WindowsControls.dll	9.1.2.0
Alvas_Audio.dll	7.2.3685.24300
AnyControlAssembly.dll	9.0.0.1
AxInterop.SWDIRLib.dll	1.0.0.0
C1.C1Zip.4.dll	4.1.20122.94
C1.Win.C1Editor.4.dll	4.0.20122.89
C1.Win.C1SpellChecker.4.dll	4.0.20122.110
Core.dll	9.1.2.0

## Before You Start Working

Before you get started using Switched-On Schoolhouse® Student you might need a couple of things.

If you are taking a foreign language, you might want to print the alternate keystroke codes on the next page to keep handy until you know them.

There are a few keyboard shortcuts that might make your work a little easier. If you are know Microsoft products, you already know most of them.

Last, we can take a look at how you can change the way your screens look with just a few mouse clicks.

## Foreign Language Keyboard

Foreign language courses use characters you don't see on your keyboard. The table on the next page shows you how to get the characters you need to complete your foreign language assignments. (HINT: Print the next page and keep it by your keyboard until you learn the codes.)

Press the left **ALT** key and hold it down while you type the keys on the **Number Pad** of your keyboard to get the character in the left-hand column. You see the character when you release the **ALT** key. (Using a laptop computer? Hold down the **Fn** and **ALT** keys and type the numbers.)



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**NOTE:** Some characters have more than one number code. You can use either number.

Press and HOLD the left **ALT** key while typing the numbers:

<b>Character ALT Key + Number</b>	
á	160 or 0225
é	130 or 0233
í	161 or 0237
ó	162 or 0243
ú	163 or 0250
Á	0193
É	0201
Í	0205
¿	168 or 0191
Ñ	165 or 0209
ñ	164 or 0241
Ü	154 or 0220
ü	129 or 0525
Ú	0218
Ó	0211
ì	173 or 0161
¼	172
½	171
°	167



## Switched-On Schoolhouse® 2014 Student Basics

### Keyboard Shortcuts in Switched-On Schoolhouse®

Here are a few shortcuts you can use right from your keyboard.

- F1**—Opens the **Help?** file in a separate window, so you never lose your place.
- F2**—Grades the current problem and moves you to the next problem.
- F11**—Takes you back to the last problem without grading the current problem.
- F12**—Takes you to the next problem without grading the current problem.

Many of the Windows® shortcuts also work in Switched-On Schoolhouse®. Some of the most common ones are:

- Ctrl-B**—Highlight your text and use these keys to make your text bold.
- Ctrl-C**—Highlight your text and use these keys to copy your text.
- Ctrl-F**—Enter text to find and use these keys to start searching.
- Ctrl-I**—Highlight text and use these keys to italicize it.
- Ctrl-P**—Highlight text and use these keys to print your current lesson.
- Ctrl-U**—Highlight text and use these keys to underline it.
- Ctrl-V**—Highlight your text and use these keys to paste text that you've copied.

### Getting Started

Your schoolwork screens are where you do lessons, projects, quizzes and tests. You can visit the student message center to send notes, your thoughts or questions, even share a joke with your teacher.

Use the Resource Center to look up the meaning of that new hard-to-say vocabulary word in the dictionary, check out the properties of an element on the periodic table, or use the calculator to add up the days until that fun field trip! You can also find that Bible verse you need using the Bible Lookup, or write down your wishes, dreams, thoughts in your Journal.

### Logging In

To login:

1. Make sure you see your name on the **Login** screen. If you see another name, click the **Username** box to select your name from the list.
2. You may have to log in with a password. If so, type your password in the **Password** textbox (just below your **Username**). For safety, the password looks like dots. Don't see a **Password** box, skip to number 3.





## Switched-On Schoolhouse® 2014 Student Basics

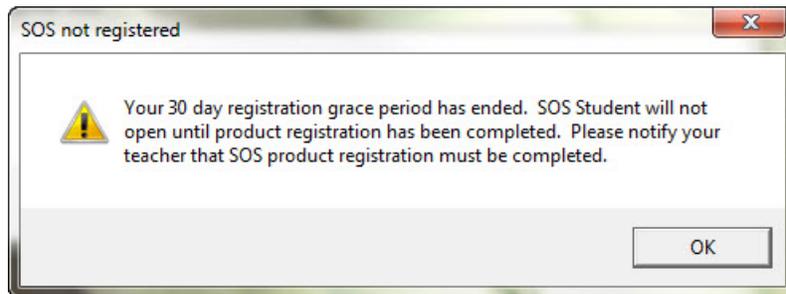
**NOTE:** Forgot your password? Not problem, tell your teacher so you can get a new one.

**NOTE:** Once you login to SOS, you can change your password anytime you want. Be sure to choose one you can remember!

3. Click **Login** to go to your **Home Page**.

### Can't Login?

If you see the message below, please show your teacher, so your software can be registered. You cannot continue your schoolwork until this is done.



### Changing Your Student Password

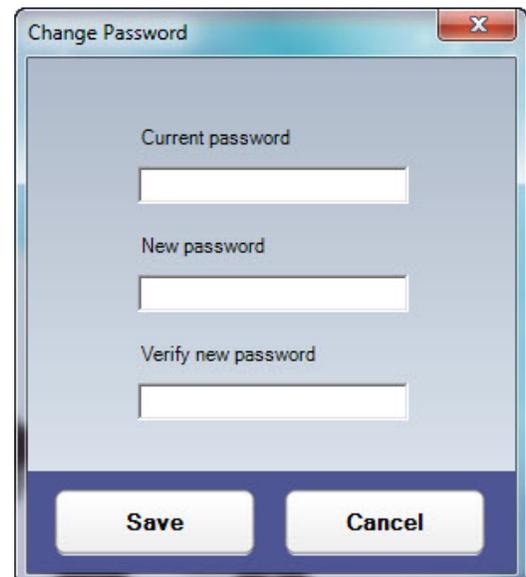
Your password protects your schoolwork and grades. It makes sure that only you can work in your assignments.

If you need a password to login, you can change it. To do this:

1. Click **Change Password** in the **Application** widget on your **Home Page**.

**NOTE:** Anything you type in this window looks like a series of dots. This means that anyone looking at the screen can't see your password.

2. Type the password you are using now into the **Current password** textbox.
3. Type a new password in the **New password** textbox. It can be up to 12 characters long.
4. Confirm your new password by typing it again in the **Verify new password** textbox.
5. When you're ready, click **Save** to save your new password. Your new password works right away.



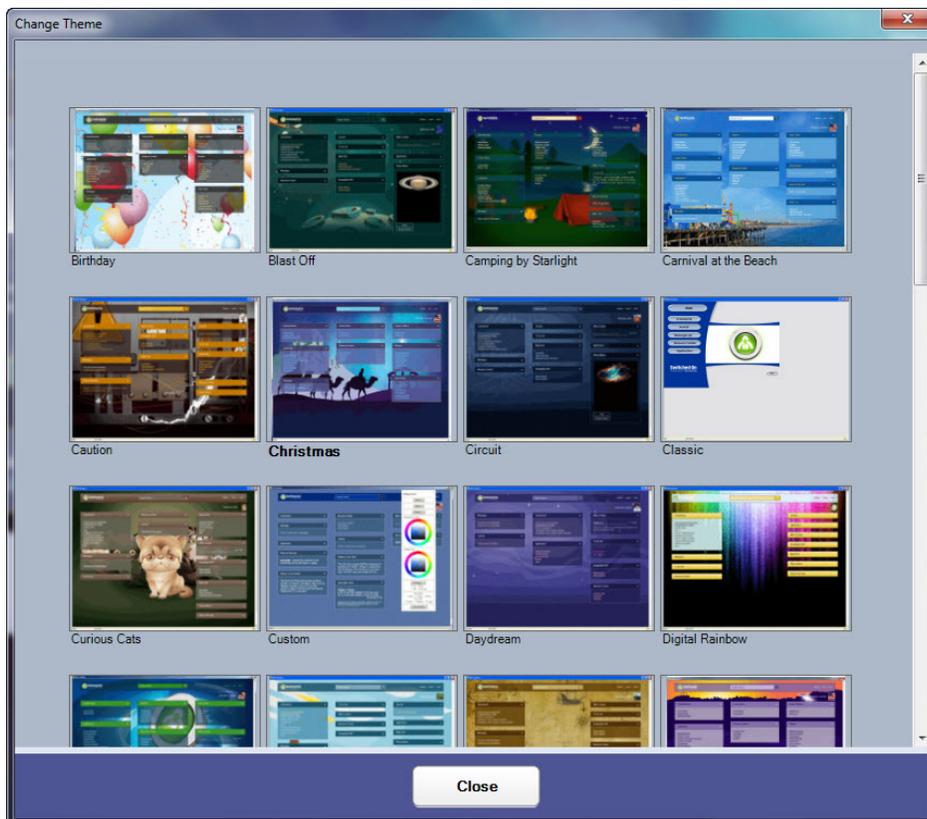


## Switched-On Schoolhouse® 2014 Student Basics

### Changing Your Home Page Theme

Want a change of scenery? Just looking for a change of season during the holidays? You can go from “Springtime” to “Camping by Starlight”, Christmas to your birthday, or “Blast Off” to “Finish Line” with a few clicks of the mouse. You can even pick your own picture to use. Choose from lots of different themes that change the look and feel of SOS Student. Make your **Home Page** yours!

1. On your **Home Page**, click **Change Theme** in the **Application** widget.  
or  
Click the **Settings** link in the upper right-hand corner of your **Home Page** and click **Theme...**
2. The **Change Theme** pop-up window opens. All the themes appear in this window. Click the picture of the theme you want.



You go back to your **Home Page**, where you see the theme you picked.

If you want to use your own picture to really make your **Home Page** your own:

1. Press the **F1** key on your keyboard to open the **Help** file  
or  
Click **Help** in the **Application** widget on your **Home Page** to open it.
2. Click the **+** next to the **Applications** book icon.
3. Select **Custom Theme** for instructions on how to use **Wallpaper**.



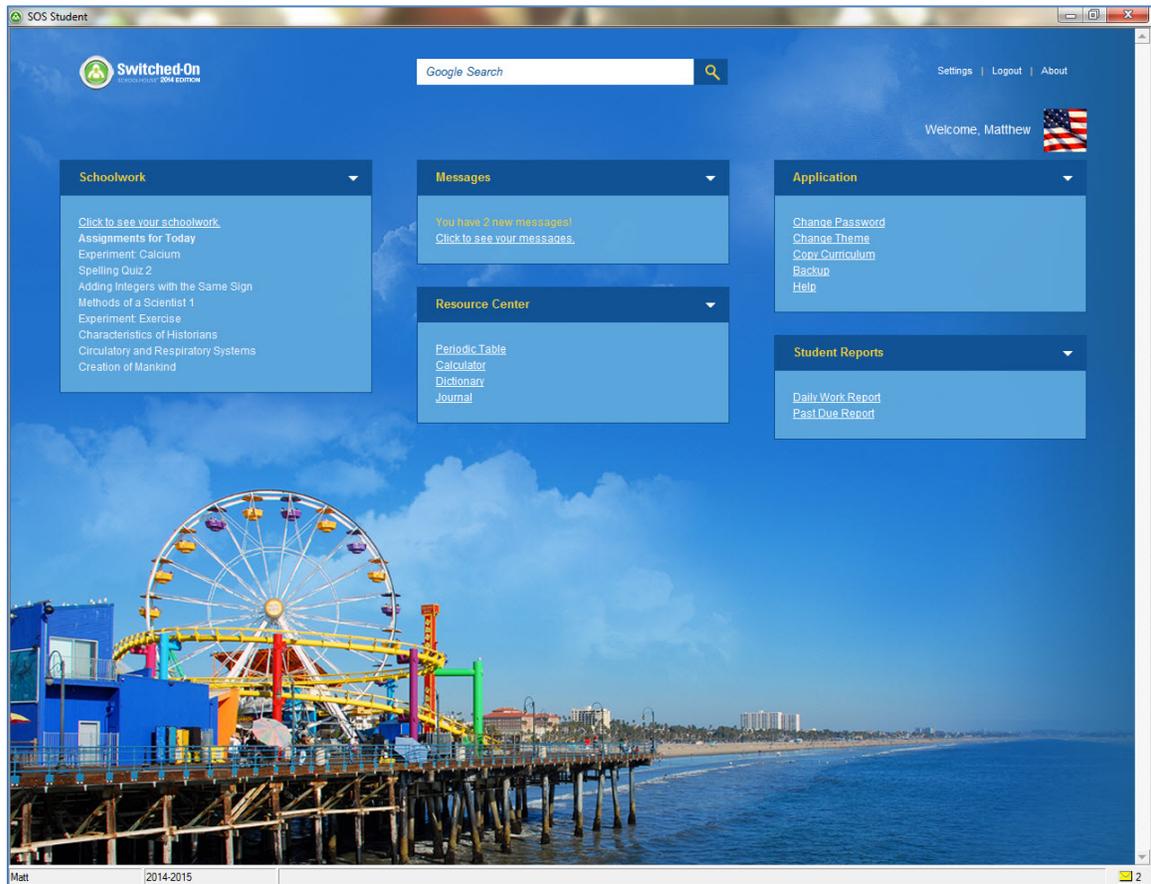
# Switched-On Schoolhouse® 2014

## Student Basics

### The Student Home Page

You see your **Home Page** when you login. This is where you usually start and end your school day. It is also a handy place to go between. Think of it as home base.

From here you can use any button or link to quickly and easily go wherever you need to go. Some of the buttons/links take you to another window. Others may show you small menus, letting you choose between different options.



**NOTE:** The **Home Page** above shows the SOS default theme, "Carnival".

Look for your name in the upper right part of the page, beside your avatar.

**Avatar:** the small picture to the right of your name in the upper right corner of your **Home Page**.

**Widget:** the boxes on your **Home Page** with the sections of SOS plus some new options available to you. All of your schoolwork, application, and resource center functions are in separate boxes (widgets). These widgets are always on your **Home Page**. You cannot delete them.

Your teacher may have also chosen to give you widgets that can be deleted. Some are informational, such as Daily Bible Verse, or Word of the Day.



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Some widgets are interactive, like the To Do List widget. Both you and your teacher can add items to your list. Just click **Add new task....** You can change the color of each **To Do** list item, delete item, change their order, and draw a line through them. The **Photo Album** is another. It lets you to display up to five pictures (.jpeg format) at a time on your **Home Page**.

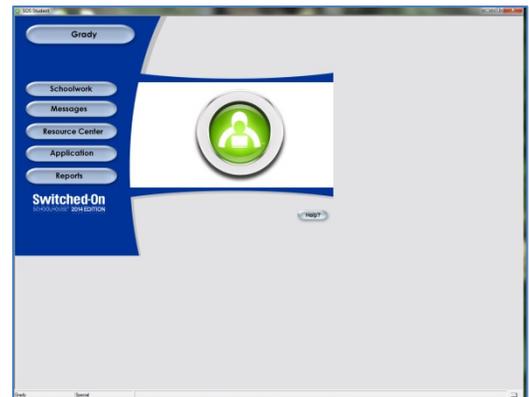
There are two other optional widgets your teacher may add to your **Home Page**, the **Reading Log** and the **Activity Log**. The **Reading Log** is a way for you to keep track of the books you read. The **Activity Log** lets you list all of the activities you take part in, like music lessons, sports, church, or community activities. Both you and your teacher can enter items into your **Reading** and **Activity Logs**. Press the **F1** key on your keyboard while you are logged into SOS Student for more on how to use these logs.

One other type of widget your teacher may put on your **Home Page** is an **RSS Feed**. If you have an RSS Feed, you cannot change the site. Only your teacher can do that.

Please visit the **Help** file (press **F1**, or select **Help** in the **Application** widget), and open **Custom Theme** under **Applications** for information about how to use these items.

**NOTE:** If your **Home Page** looks like the picture to the right and you cannot get the other themes, check these two things:

1. Your teacher allows you to use the themes.
2. You have Internet Explorer IE 7 or higher. (You must upgrade your version of IE if you want to access the themes.)



### Schoolwork

Click the link in this widget to see your lessons, do your assignments, take quizzes and tests, watch videos, play games, see your grades, and your calendar.

### Messages

Lets you easily message your teacher. You can also find out if your teacher left you a message or question in one of your notepads. (See the **Help** file or the **Resource Center and Messaging Guide** for assistance with this function.)

### Resource Center

Use the resource center to look up words in the dictionary, learn about scientific elements in the periodic table, look up a Bible verse using the Bible Lookup, write your thoughts, notes, dreams, whatever you choose in your Journal, or crunch some numbers with the calculator. (See the **Help** file or the **Resource Center and Messaging Guide** for assistance with this function.)



## Switched-On Schoolhouse® 2014 Student Basics

### Application

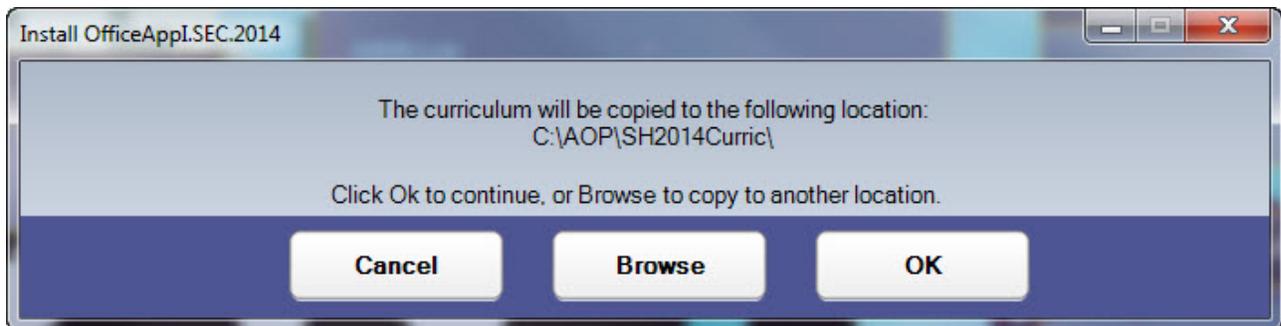
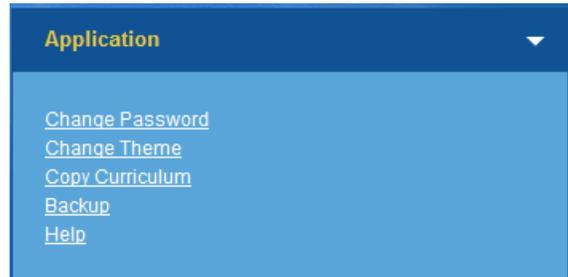
Easy behind-the-scenes maintenance tasks, like change your password, pick a different theme, backup your work, or log out of SOS.

### Copy Curriculum

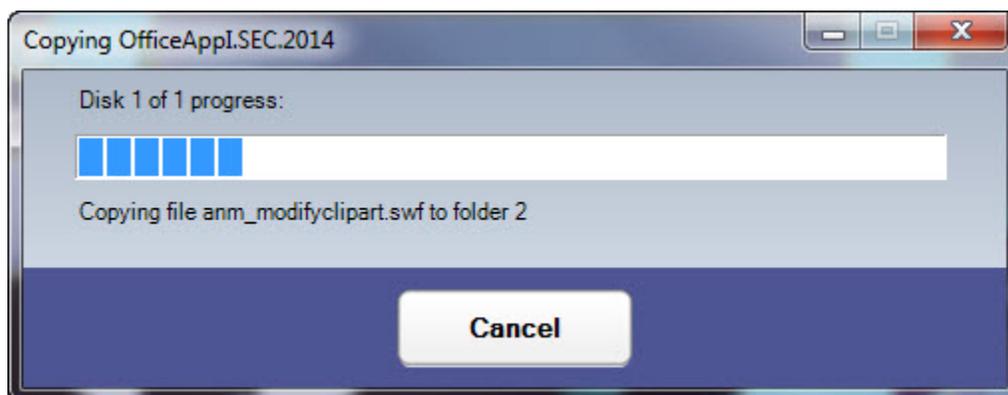
To install your curriculum (subject) discs to your computer:

1. Click **Copy Curriculum** in the **Application** widget on your **Home Page**.
2. Click **OK** to copy to the location on the window. Click **Cancel** to stop the copy process.

**NOTE:** While you can click **Browse** to copy it to another location, we HIGHLY recommend you copy to the default location shown on the Install window.



A progress window like the one below displays while the subject is being copied onto your computer.



If the subject is on more than one disc, SOS tells you when to change discs. When the copy process is done, you don't need the subject disc in your CD-ROM/DVD drive to do your schoolwork.



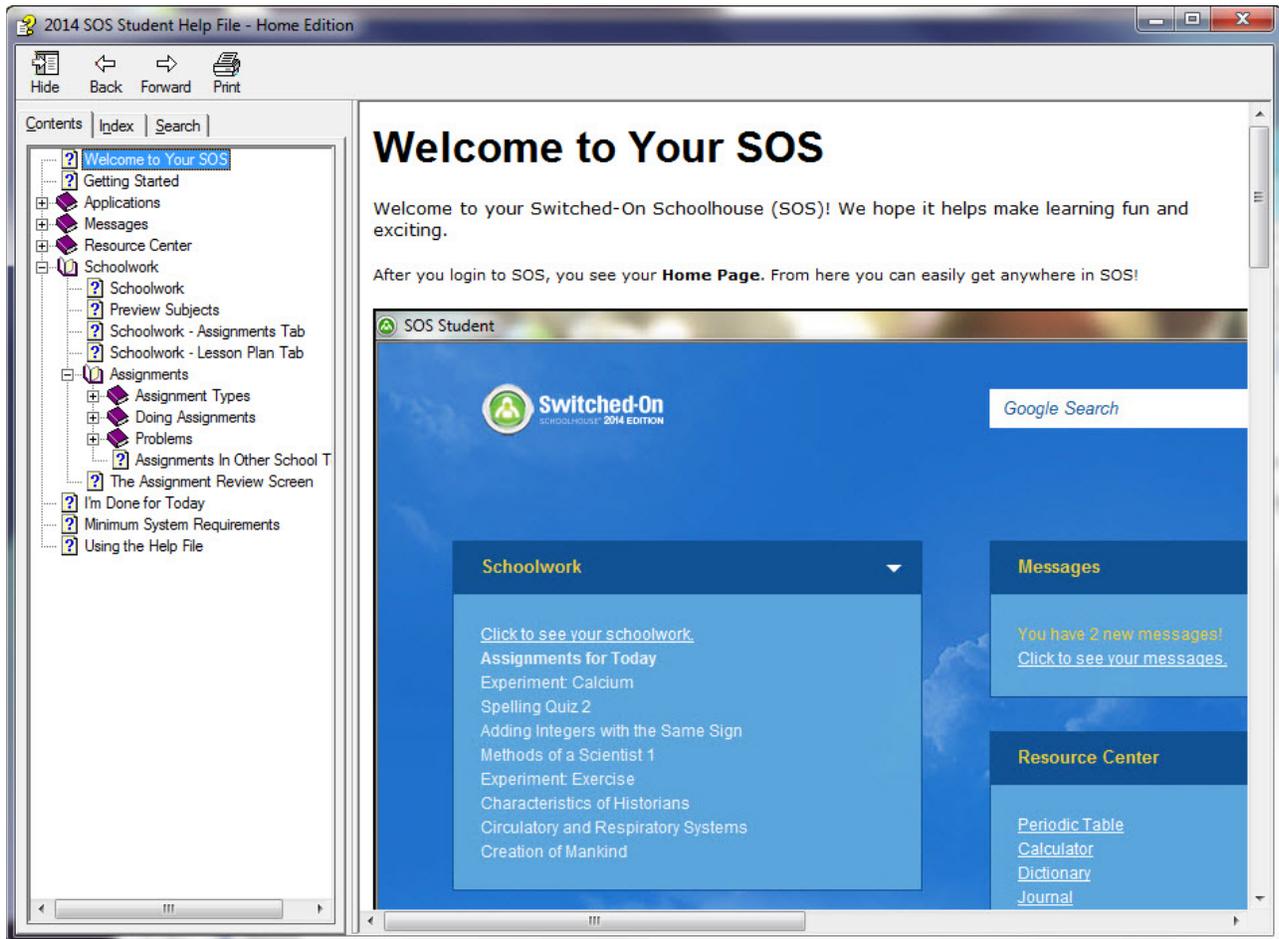
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### Using the Help File

Press the **F1** key on your keyboard or click the **Help** link found in the **Application** widget on your **Home Page** to open the **Help** file.

You can search the **Help** file by using the **Contents** tab or by clicking one of the two other tabs: **Index** and **Search**.



You can also use any of the four icons located at the very top of the **Help** file:



**Hide** – Click the **Hide** icon if you want to keep the **Help** file open, but not displayed on your screen.

**Back** – Click the **Back** icon to see previous **Help** topics you recently looked at.

**Forward** – Click the **Forward** icon to see the **Help** topic you viewed right before this one.

**Print** – Click the printer icon to print any selected **Help** file topic.



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### Logout

To logoff without closing SOS Student, click **Logout** in the upper right corner of your **Home Page**. You are returned to the **Login** screen.

You might want to logout instead of exiting SOS Student if another student needs to use the same computer, or you if you are leaving for awhile and want to protect your work.

### Exiting SOS

Ready to exit (close) SOS Student. You can use any of these three ways to do that from any screen in the application.

- Click the **Close** button () in the upper right-hand corner.
- Click the SOS icon () in the upper left-hand corner and select **Close** from the small menu that appears.
- Press **Alt+F4** on your keyboard.