Switched-On Schoolhouse® 2016
Lesson Book Functions
Switched-On Schoolhouse® 2016 - Lesson Book Functions

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Switched-On Schoolhouse®
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Welcome

Welcome to Switched-On Schoolhouse® (SOS) Home Edition!

SOS combines a traditional mastery-based learning with multimedia and a curriculum built on a Biblical worldview to help your students build a solid educational foundation. For you as a teacher, SOS lays out your lesson plans, does over 90% of all grading, retains all student records, freeing you up from much of the administrative workload, so you can focus on your students. SOS also offers you the ability of customizing curriculum, and settings to best meet the needs of each of your students.

SOS is a feature-rich application, giving you lots of flexibility to meet your needs as well as those of each student. We want using it to be a great experience for you and your student, so we also provide lots of hints, tips and help along the way!

If you are a first-time SOS user, we suggest you start with the default settings for your school and your student. These are settings used by the majority of teachers and students who have been using SOS for the past years as well as options used by many schools over the years. You can then change them as you find the need. Changes to settings are applied to any work the student has already completed as well as work yet to do.

About This Guide

This guide explains the basic features and functions of the Lesson Book, such as how to view, manage, and grade assignments for your students, as well as how to use the Lesson Plan to reschedule schoolwork, track student attendance, and more. It also explains how to customize learning in specific subjects for individual students.

Another available teacher guide, "Reports & Application Functions", explains how to create and print reports and how to perform administrative functions for your SOS application.

Need some additional assistance?

On many of the screens (windows) in SOS Teacher, you will see a button or icon. Click it to open the SOS Teacher Help file to see information and/or instructions for the task you are trying to do or explanations of the window you are viewing. Or, just press the F1 key on your keyboard to open the SOS Teacher Help file.
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Manage and Track Assignments and Attendance With the Lesson Book

The Lesson Book is a valuable teacher tool. You can use it to view and grade schoolwork as well as keep track of student progress. You can also edit subjects in the curriculum or change the status of assignments. If you have students working within time frameworks you set, the Lesson Book offers a specially-designed calendar for managing their schoolwork and activities.

The Lesson Book widget contains three links to help you perform your daily tasks:

- Assignments
- Lesson Plan
- Attendance

**Note** If you are using the SOS "Classic" theme for SOS Teacher, you see a Lesson Book button.
Use the Assignments Window to View and Manage Student Assignments

The Lesson Book > Assignments window is likely where you, as the teacher, spend much of your time.

- To open the Assignments window, from your Home page, in the Lesson Book widget, click Assignments.

From the Assignments window, you can:

- Grade student schoolwork.
- Reassign, skip, remove, and block and unblock assignments.
- Zero out the grades for an entire unit or a selected assignment.
- Change assignment due dates.
- View and print unit or assignment detail reports.
- Customize a single subject for a student.
- Open an assignment to view its contents, add notes, read and grade problems, and more.

Assignments window features and tools

The Assignments window has several features and tools so that you can view and manage a selected student's assignments.
## Assignments window features and tools

<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature</th>
<th>Description</th>
<th>Do the following...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student list</td>
<td>Contains the names of all registered students.</td>
<td>- From the list, select the name of the student to display their assignments(subjects).</td>
</tr>
</tbody>
</table>
| 2     | Teacher To-Do list | Displays either a list of your grading tasks or a list of problems your students have skipped:  
- **Grading Tasks** - Contains a list of assignments that require grading by you. The tab displays the total number of grading tasks you have.  
- **Skipped Problems** - Contains a list of problems your students have skipped in their assignments. The tab displays the total number of skipped problems in your list.  
**Note:** When you complete a task, it is automatically removed from your to-do list. If you decide you don't want or need to do the task, click the check box next to it to remove it from the list. | - To see assignments that require grading, click the **Grading Tasks** tab. See "Grade assignments" on page 14.  
- To see assignments with skipped problems, click the **Skipped Problems** tab. See "View and manage skipped problems" on page 17.  
- To go directly into an assignment, double-click it. |
| 3     | Student Schoolwork section | Displays a list of all subjects assigned to a student in a school term. You can see grades for subjects, units, and assignments that the student has already completed as well as view schoolwork yet to come.  
- **Subjects** - A list of all the subjects you assigned to a student. If the student has completed any work in a subject, the grade earned for that subject is also displayed.  
- **Units** - All the units assigned within a subject. Notice that they appear in a smaller font than subject titles, enabling you to quickly and easily see the difference between subjects and units. Notice that if a student has completed any work in a unit, the grade for that unit shows up here.  
- **Assignments** - Click any unit name on the left side of the screen to display all the assignments for that unit appear on the right side of the screen. At the same time, the unit name is highlighted on the left, showing that you're looking at the assignments for that particular unit. To the right of the Assignment Title, you see the Assignment Type, Due Date of the assignment and the score the student achieved if it has been completed. | - To display the units, click the Subject name. To hide the units, click the Subject name again.  
- To display the assignments in a unit, click the Unit name. To hide the assignments, click the Unit name again.  
- To view an assignment, click any assignment title. |
<table>
<thead>
<tr>
<th>Item#</th>
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<th>Description</th>
<th>Do the following...</th>
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</table>
| 4     | Subjects and Units tools (buttons) | **Edit Subject** - Opens the Edit Subject window where you can customize the curriculum (add, delete, rearrange units and assignments, or remove subjects) for a subject. **Edit Subject** also allows you to customize the Assignments, Quizzes/Tests, and/or Grades settings for a single subject for a student.  
**Unit Details** - View and print detailed information about a unit. It includes the date the unit was first accessed, last accessed, the amount of time the student has been working on the unit, individual assignment information, such as title, type, due date, score, completed date, date last graded.  
**Unit Functions** - The functions available when you click this button can also be accessed by right-clicking any subject or unit. | - See “Customize Subject Curriculum” on page 47.  
- See “View and print the Unit Details report” on page 21.  
- See “Block or unblock all quizzes and/or tests for assigned subjects” on page 12. |
|       |         | **Edit Subject** - See the Edit Subject description above.  
**Block All** - Blocks all quizzes, tests, or both in the subject or unit you selected.  
**Unblock All** - Unblocks all quizzes, tests, or both in the subject or unit you selected.  
**View Unit Details** - See the Unit Details description above.  
**Set Unit Grade to Zero** - Marks the selected unit to a grade of zero (0) and changes the status of all assignments in the unit to Completed. You may want to do this if, for example, you want to manually enter grades for each assignment in the unit. The student can continue working in the subject. |
### Assignments window features and tools

<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature</th>
<th>Description</th>
<th>Do the following...</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Assignments tools (buttons)</td>
<td>The buttons on the bottom right toolbar (#5) apply to assignments:</td>
<td>- See &quot;View and print the Assignment Details report&quot; on page 23.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Assignment Details</strong> - This button opens a window allowing you to view and print detailed information about a unit.</td>
<td>- See &quot;Block or unblock all quizzes and/or tests for assigned subjects&quot; on the next page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Assignment Functions</strong> - The functions available when you click this button can also be accessed by right-clicking any assignment.</td>
<td>- See &quot;Assign alternate tests and supplemental assignments&quot; on page 18.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Open</strong> - Opens the assignment.</td>
<td>- See &quot;Print assignments&quot; on page 16.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Block Assignment</strong> - Blocks or unblocks the selected assignment.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- <strong>Change Due Date</strong> - Changes the due date of the selected assignment. You</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Clear and Reassign</strong> - Clears the work a student has done in an assignment, erasing all answers and all grades. The student must do the assignment again as if for the first time.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Clear Highlighting</strong> - Enables you to clear any highlighting in the assignment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Print Assignment</strong> - Print any part or all of the selected assignment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Remove Assignment</strong> - Delete an assignment from the student's coursework.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Set Assignment Grade to Zero</strong> - Mark the selected assignment to a grade of zero and allow the student to continue working in the subject. You may want to do this, if, for example, you want to manually enter a grade for each problem in the assignment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>View Assignment Details</strong> - See the Assignment Details description above.</td>
<td></td>
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</tbody>
</table>
Sort student assignments

You can sort any of the assignment information in the top half of the window according to student, subject, unit, assignment or type, helping you to organize and view the items. To do this:

- Click the name of the column heading you'd like to sort by.

Each time you click, the information is alphabetically or numerically sorted in ascending or descending order.

### Tip

Can't read the whole name of a unit or assignment because it's too long? Try adjusting the columns to make them wider. In the bar with the column headings, put your cursor just to the left of a column heading. When you see the cursor change in appearance, click and hold your left mouse button down, dragging the cursor to the left or right. Make your columns wider or narrower any time you need to adjust what you want to see.

### Block or unblock all quizzes and/or tests for assigned subjects

Once a subject is assigned to a student, you can block or unblock all quizzes and or tests in the subject.

1. On your Home page, in the Lesson Plan widget, click Assignments.
2. From the Student list, select the student that you want to block or unblock quizzes/tests for.
3. Right-click the subject whose quizzes and/or tests you want to block or unblock. Subjects are in the Student Schoolwork area of the window.
4. From the menu, point to Block All or Unblock All to see your choices.
5. Select an option: Quizzes, Tests, or Quizzes and Tests.
To verify the results, click a unit in the subject and then look at the assignments listed in the right side. Notice the Blocked (Blocked) symbol appears next to all tests. Any time you see this symbol, you know the assignment is blocked and the student cannot access this assignment nor progress in this subject until the block is removed by you.

**Block or unblock single assignments**

You can block or unblock a single assignment, such as a quiz, test, lesson or project.

1. After you have selected the student and subject, in the **Assignment Title** area, select the assignment type, such as a Lesson, Project, Quiz, or Test.
   - To block the assignment, right-click and select **Block Assignment**.
Grade assignments

This action puts the Blocked symbol next to the assignment.

- To unblock the blocked assignment, right-click and select Block Assignment.

This action removes the Blocked symbol.

Grade assignments

Most problems are automatically graded by SOS. Some problems and assignments do require teacher grading, for example paragraphs and essays. You know that you have assignments to grade because the Grading Tasks tab on the Assignments window displays the number of assignments to be graded and lists the assignments. Grading these is a simple process.

If you are not already in the assignment:

1. On your Home page, in the Lesson Plan widget, click Assignments.
2. Click the Grading Tasks tab in the upper section of the Assignments window.
3. From the list, double-click an assignment that needs to be graded. The assignment opens to the first problem you need to grade.
4. If you are already in an assignment with a problem to be graded or there are multiple problems you need to grade in the assignment, you can either click the problem number to be graded or click the Next button to advance to the next problem to grade.
5. If the assignment is a project, click the Open Essay or Download source file link, then click the OK button on the Edit Project and Choose folder windows to see the student's work.

6. In the Grade box, do one of the following:
   - In the first field, enter the number of points out of the total possible.
   - In the % field, enter a percentage earned for the problem.
   - In the Grade field, enter a letter grade.
   
   You only need to enter a value in one of the three fields and the other two will automatically calculate and populate the other two fields. To change a grade, just change the value in one of the three fields.

7. Click the Save button.

8. When finished, click Close Lesson.

**Change (adjust) grades for assignments**

If you feel that the grade SOS gave on an assignment should be changed, you can open the completed assignment and change or adjust the grade for one or more problems.

1. On your Home page, in the Lesson Plan widget, click Assignments.
2. Select the Student to display their subjects in the Student Schoolwork section of the Assignments window.
3. From the subject list, select the subject to display the units, and then select the unit to display the assignments.
4. You have two options to change the grade:
   - Set the assignment grade to zero. If you do this option, you must manually enter grades for EACH problem in the assignment. To do this, right-click the assignment and select Set Assignment Grade to Zero. Click Yes to confirm. Then, double-click the assignment to open it and enter the grade for each problem.
• Open the assignment (double-click it in the assignment list) and manually change the grade(s) for selected problem(s) to adjust the assignment grade.

5. Click the problem number that you want to enter/change the grade of, enter the new value in the Grade box and click Save.

6. If other problems require their grades to be entered/changed, select the problem number and enter the new value in the Grade box and click Save.

7. When finished, click Close Lesson to return to the Assignments window.

Print assignments

You can print an assignment if, for example, you want your student to work on it while not on the computer in SOS. You can print just the presentation, the presentation and problems, problems only, and the vocabulary list(s) only. You can also print the answers and for a completed assignment, the student answers.

1. On your Home page, in the Lesson Plan widget, click Assignments.

2. From the Student list, select a student. This action enables the student's subjects in the Student Schoolwork section. If your student has multiple terms, from the Term list, select the term.

3. From the Student Schoolwork section, select a subject, and then select a unit to display its assignments.

4. From the assignment list, select the assignment you want to print, right-click, and then select Print Assignment.

5. The Print window appears. Select the information you want to include in the printed assignment.
6. If desired, to see what the assignment information looks like with your selected print options, click **Preview**. When ready, click the **Print** button.

**View and manage skipped problems**

You can use the **Skipped Problems** tab of the **Assignments** window to view the problems that were skipped by your student(s). You can open the problem and decide whether or not to keep it skipped or reassign the problem to the student.

1. On your **Home** page, in the **Lesson Plan** widget, click **Assignments**.
2. Click the **Skipped Problems** tab. The number on the tab indicates the number of problems that were skipped.

3. Double-click any assignment title to open that assignment. SOS takes you directly to the skipped problem.
Assign alternate tests and supplemental assignments

4. Decide if you want to allow the student to skip the problem or if you want to reassign it. If you decide to reassign it, click the **Reassign** button. Reassigning a problem clears the problem score and reassigns the problem. The assignment appears in the student's to-do list to be completed.

5. When you finish viewing all of an assignment's skipped problems, click the **Exit** button to return to your lesson book. Notice that the skipped problems are no longer showing on your to-do list.

**Assign alternate tests and supplemental assignments**

Most SOS courses include an alternate test you can assign if you want your student to try again or have additional practice. Almost every unit in every course also includes a special project, which is a blank project, that you can add custom content to, to have your student work on an assignment you design. Maybe you want to challenge or reinforce concepts for your student. Both of these, along with any other assignment in a course that is not already assigned by the application automatically, can be assigned to your student.

There are two ways to assign any alternate or supplemental assignment:

- Automatically assign all alternate and supplemental assignments when you initially assign subjects to your students. To learn how to automatically assign all alternate and supplemental assignments, see the SOS Teacher Help.
- Assign an alternate or supplemental assignment after subjects have been assigned to your student(s). This method is explained in the following steps.

To assign alternate or supplemental assignments to assigned subjects:

There are two options available to assign an individual alternate or supplemental assignment at any time to an assigned subject. Both options are explained here.

1. On your **Home** page, in the **Lesson Plan** widget, click **Assignments**.
2. From the **Student** list, select the student whose subjects you want to edit. This action displays the student's assigned subjects in the **Student Schoolwork** section.
3. In the **Student Schoolwork** section, if the student has multiple terms, from the **Term** list, select the term.
4. In the **Student Schoolwork** section, select the subject you want to edit.
5. Select one of the following options to assign an alternate or supplemental assignment:
Option 1: Use the **shortcut menu**:

a. Select the unit where you want to assign the alternate assignment.

b. In the right-hand side of the **Student Schoolwork** section, select the assignment directly above where you want to add the alternate assignment.

c. Right-click the assignment and from the shortcut menu, select **Add Assignment Below** from the menu that appears. (See example A below).

d. In the **Select Assignment to Add** window, expand the subjects and units to find the assignment and select it.

e. Click the **Save** button.
Option 2: Use the Edit button:

a. When you selected the subject, it enabled the Edit button, so click the Edit button now.

b. In the Available Curriculum column on the right side, click the curriculum folder (2016).

c. Expand the subject and unit to get to the assignments.

d. Click the assignment or alternate test you want to assign and drag it to the unit where you want it placed in the Subject panel on the left side.
6. If desired, you can move the assignment up or down in the sequence. Click the Move Up or Move Down buttons to place it where you want it to appear in the student's assignment list.

7. You can also select the existing Test and click Remove to delete it from the student's assignment list.

8. Click Save when you are finished.

9. When you assigned an alternate assignment, the new assignment is automatically given the same due date as the assignment immediately preceding it in the sequence. To change this due date, make note of the currently assigned due date, then do the following:
   a. Select the Start Date.
   b. Select the End Date.
   c. Select or clear the days of the week that the student should work on this subject.
   d. Click OK.

10. Click the Close button.

**View and print the Unit Details report**

You can view and print a unit's details. The *Unit Details* report provides you with the following information about a unit in a subject:

- Student name, subject, and title
- Access information
- Amount of time spent in the unit
- List of assignments in the unit, including:
View and print the Unit Details report

- Assignment title
- Assignment type
- Due Date
- Score (for all partially or fully completed assignments)
- Date the student completed the assignment (blank for incomplete assignment)
- Date the assignment was last graded

To view and print the Unit Details report:

1. On your **Home** page, in the **Lesson Plan** widget, click **Assignments**.
2. From the **Student** list, select a student. This action enables the student's subjects in the **Student Schoolwork** section.
   If your student has multiple terms, from the **Term** list, select the term.
3. From the **Student Schoolwork** section, select a subject, and then select a unit. This action enables the **Unit Details** button.
4. Click the **Unit Details** button.
5. Use the scroll bars to see all the details.

6. To print the report, click **Print** and use your computer's normal print function.
**View and print the Assignment Details report**

You can view and print an assignment's details. The **Assignment Details** report provides you with the following information about an assignment:

- Subject, unit, and lesson title
- Lesson type
- Due date
- Grade
- Access information
- Amount of time spent on the assignment
- Time spent on vocabulary and games
- Problem details - for each problem:
  - number of points available
  - number of points earned
  - number of attempts used out of number available
  - if the problem was unassigned by you
  - if the student viewed the answer after the maximum number of attempts
  - if the student gave up on the problem
  - if the problem was skipped by the student

You can also see the number of times the student played the games and the number of points earned playing the games. A student earns 5 points for each successful completion of Spelling Bee and Vocabulocity. For the rest of the vocabulary games (the ones in the Arcade and Flash Cards), one point is earned for each word.

To view and print the Assignment Details report:

1. On your **Home** page, in the **Lesson Plan** widget, click **Assignments**.
2. From the **Student** list, select a student. This action displays the student's subjects in the **Student Schoolwork** section. If your student has multiple terms, from the **Term** list, select a term.
3. From the **Student Schoolwork** section, select a subject, and then select a unit. The assignments in the unit appear in the **Assignment Title** section.
4. In the **Assignment Title** section, select an assignment. This action enables the **Assignment Details** button.
5. Click the **Assignment Details** button.
6. To view the contents of a problem, position your cursor over the problem. When the problem information turns the color blue, click and the assignment window opens to the problem. You can see the student's score, answers, and more. Click Close Lesson when finished.

7. To print this report, click Print and use your computer's normal print function.
Use the Teacher Assignment Window to Grade Problems and Perform Other Tasks

As a Teacher, when you open an assignment, you use the Assignment window to view its contents and perform the following tasks for the assignment:

- Enter a grade or change the grade.
- View an answer key.
- Print an assignment.
- Assign, reassign, or skip a problem in an assignment.
- Use the Notepad to add notes or read notes from a student for an assignment.

Open the Teacher Assignment window

1. On your Home page, in the Lesson Plan widget, click Assignments.
2. From the Student list, select the student. This action displays the student's assigned subjects in the Student Schoolwork section.
3. In the Student Schoolwork section, if the student has multiple terms, from the Term list, select a term.
4. Click the subject, and then click the unit containing the unit with the assignment you want to open. This action displays the assignments for the selected unit in the right panel of the Student Schoolwork section.
5. To open an assignment, double-click the assignment title, or right-click and select Open.

The Teacher Assignment window looks very much like the Schoolwork window your students see when they are working on an assignment. The differences are that as the teacher, you have additional features and tools (buttons) so that you can perform your teacher tasks.
Teacher Assignment window features and tools

The Teacher Assignment window has several features and tools so that you can view, grade, and manage a selected student's assignments.

<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1     | Section controls           | Because lessons may cover a lot of information, it is easier for students to learn the material if it is broken into smaller chunks. SOS uses sections to break up the material.  
  - Click the Section number or arrows to move from one section to another section. |
| 2     | Highlight tools            | Each of the colored circles are a different color highlighter. You use the highlighter colors to draw attention to lesson content. You can see text exactly as your students highlighted it in SOS Student from SOS Teacher. See "Highlight lesson content" on page 29. |
| 3     | Assignment Notepad         | This is a handy place you and your students can use to take and leave notes, exchange questions and answers about something in the lesson. See "Use the Assignment Notepad to see student notes and provide notes about an assignment" on page 29. |
### Teacher Assignment window features and tools

<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| 4    | **Presentation section** | Contains the lesson objectives, vocabulary, the instructional content that makes up the lesson. This can include text, pictures, videos, games, internet links, and more. It can also be a project description and instructions. In a quiz or test, this section is usually blank.  
   Depending on the type of assignment you are viewing, the information in the presentation section may slightly vary:  
   - Quizzes and tests don’t usually display much text in the presentation section because they are testing students for previously-learned information. Most of the content is found in the problems section instead.  
   - Projects are dynamic and can consist of reading/writing activities, hands-on experiments, library research, interviews, artwork, or anything else you decide to assign. Because of this, the presentation sections may display instructions and background information students need to complete them. They may offer text, graphics, videos, or web links. The problems sections may also display more instructions or provide links for students that open up writing space.  
   Highlight text, right-click and hear an audio version of the text. See "Listen to assignment text" on page 29. |
| 5    | **Problem toolbar**      | The problem toolbar tells you how many problems an assignment has and displays them in batches of 10.  
   Problem numbers appear in different colors on the problem toolbar:  
   - gray—problems not yet completed  
   - green—problems students have answered correctly  
   - red—problems students have either answered incorrectly or only received partial credit for.  
   - blue with a line through it—problems you decided to allow your students to skip.  
   - black—problems you must manually-grade.  
   See "View contents of problems" on page 30.  
   **Note:** As you click through the problems, the presentation section that introduced the information to students displays in the presentation section of the window. You or your students can refer to it at any time while in a lesson to see where the problems were drawn from and locate the answers. |
<p>| 6    | <strong>Problem Notepad</strong>      | This Problem notepad works just like the Assignment notepad above. Use it to respond to students' questions or comments about problems. See &quot;Use the Problem Notepad to see student notes and provide notes about a problem&quot; on page 30. |</p>
<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| 7     | Problem section | Every presentation section in an lesson includes problems to assess student understanding of what was covered in the lesson. In a quiz or test, the problem area asks questions to assess if students have learned the content from all of the lessons in the unit to this point.  
  - To change the window size so that you can see all the information, place your cursor between the presentation and problems sections and drag it up or down.  

Depending on the type of assignment you are viewing, the information in the presentation and problems sections may slightly vary:  
  - Quizzes and tests don't usually display much text in the presentation sections because these assessments are testing students on previously-learned information. Most of the content is found in the problems section.  
  - Projects are dynamic assignments and can consist of reading/writing activities, hands-on experiments, library research, interviews, artwork, or anything else you decide to assign. Because of this, the presentation sections may display instructions and background information students need to complete them. They may offer text, graphics, videos, or web links. The problems sections may also display more instructions or provide links for students that open up writing space. |
| 8     | ![Help button] Problem type description tool | Displays a description of the type of problem you are viewing and contains instructions on how to answer the problem. See "View problem instructions" on page 30. |
| 9     | Grade box | Displays the number of points out of the total possible, the % grade, and/or a letter grade for the problem. If the problem requires teacher grading, the values are blank and you must enter them. Or, if the problem has already been graded, you can change the grade. See "Grade assignments" on page 14. |
| 10    | Problem tools | - **Answers** - Displays the correct answer for any problem. See "View answers to problems" on page 31.  
  - **Skip** - Allows you to have the student skip a select problem. See "Skip problems" on page 31.  
  - **Reassign** - Lets you reassign the problem so that the student must do the work again. See "Reassign problems" on page 31.  
  - **Save** - Saves any changes you have made to the assignment. See "Save assignment changes" on page 32.  
  - **Next** - Advances you to the next problem to be graded. |
<p>| 11    | Messages button | Use this button to write and send a message to the student. See the SOS Teacher Help. |
| 12    | Resource Center button | Enables you to access the Resource Center tools, such as the Dictionary, Calculator, Bible Lookup, Journal and Periodic Table. |
| 13    | Print button | Opens the Print window where you can select options and preview your print selection. See &quot;Print assignments&quot; on page 32. |
| 14    | Close Lesson button | Closes the Teacher Assignment window and returns to the Assignments tab. |</p>
<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Problem Status bar</td>
<td>Displays the percentage the score, the total number of points earned, and the number of attempts the student used to answer the problem.</td>
</tr>
</tbody>
</table>

**Highlight lesson content**

1. To open the **Teacher Assignment** window, follow the steps in “Open the Teacher Assignment window” on page 25.
2. To highlight text, select it, and then click a color.
3. To remove highlighting, select the highlighted text, and then click the **Clear Highlighting** tool.

**Use the Assignment Notepad to see student notes and provide notes about an assignment**

1. To open the **Teacher Assignment** window, follow the steps in “Open the Teacher Assignment window” on page 25.
2. Click the yellow notepad icon beside the highlighters. The **Assignment Notepad** window appears.

![Assignment Notepad](image)

The cursor is in the lower section of the notepad. Any notes you or your student have already written are saved in the upper section of the notepad.

3. At the bottom of the notepad, there is a **Notify** check box. In SOS Student, it says **Notify Teacher**. In SOS Teacher, it says **Notify Student**. It is checked automatically. This means, if you do not want the student to receive the note (or they do not want you to receive the note), click the check box to remove the check mark. If the box is left checked, you or your student also get a message in your **Inbox** notifying you there is a note to be read. The yellow Notepad icon changes, if there is an existing note there. It looks like this: ![Note](image)

**Listen to assignment text**

To listen to the text being read aloud by the computer, do the following:

1. To open the **Teacher Assignment** window, follow the steps in "Open the Teacher Assignment window" on page 25.
2. Highlight the text you want to hear.
3. Right-click to select one of the two choices offered.
   - **Speak** - to hear the highlighted text immediately.
   - **Set Voice** - to select one of the choices offered.

**NOTE:** The choice of voices available depends on your computer's operating system, for example Microsoft® Windows® 8.

**View contents of problems**

1. To open the Teacher Assignment window, follow the steps in "Open the Teacher Assignment window" on page 25.
2. Click any problem number to highlight it and display its contents. You may also click F12 to advance through the problems.
3. Click the \[ \rightarrow \] to the right of the problem numbers to view the previous or next problem.
4. Click the “up” arrow on the right-hand side of the problem toolbar to make your problem section fill the window. The arrow changes to a “down” arrow you can then click to make the problems section small again.

**Use the Problem Notepad to see student notes and provide notes about a problem**

1. To open the Teacher Assignment window, follow the steps in "Open the Teacher Assignment window" on page 25.
2. Click any problem number to highlight it and display its contents.
3. Click it to open the Notepad.
4. Read, compose, print, or delete notes.
5. By default, the Notify Student box is already checked. Click the check box if you do not want the student to receive a message to view your changes.
6. Click Save to save your note.

**View problem instructions**

1. To open the Teacher Assignment window, follow the steps in "Open the Teacher Assignment window" on page 25.
2. Click any problem number to highlight it and display its contents.
3. Click the \[ ? \] tool. A Problem Instructions window appears containing information about the selected problem type.

4. Click the Close [X] when finished.
View answers to problems

1. To open the Teacher Assignment window, follow the steps in “Open the Teacher Assignment window” on page 25.
2. Click any problem number to highlight it and display its contents.
3. Click the Answers button. The Answer Key window appears with correct answer(s) selected.
4. Click the Close [X] to close the window.

Skip problems

1. To open the Teacher Assignment window, follow the steps in “Open the Teacher Assignment window” on page 25.
2. Click any problem number to highlight it and display its contents.
3. To skip the problem, click the Skip button. The button changes to Assign and the problem number changes to blue with a strike through it to indicate the problem has been skipped. To unskip the problem, click Assign.
4. Continue selecting problems to skip, or if you are finished, click Close Lesson.

Reassign problems

You can reassign a problem to a student and either erase their work or keep the work.
1. To open the Teacher Assignment window, follow the steps in “Open the Teacher Assignment window” on page 25.
2. Click any problem number to highlight it and display its contents.
3. Click the Reassign button. The Erase student answer? window appears.
4. Click Yes to erase their current answer, click No to keep their answer, or click Cancel to close the window.
5. A message notifies you that the problem has been cleared for the student to answer it again.
6. Continue reassigning problems, or if you are finished, click Close Lesson.
Save assignment changes

- After you have made any changes to an assignment, such as adding problem notes or highlighting text, click the Save button.

Print assignments

1. To open the Teacher Assignment window, follow the steps in "Open the Teacher Assignment window" on page 25.
2. Click Print. The Print window appears.

![Print Options Window]

3. Select your print options.
4. If desired, to see what will print, click Preview.
5. Click the Print button.
Use the Lesson Plan Calendar View to Manage Student Schoolwork

The Lesson Plan allows you to view student schoolwork in calendar form. If you've assigned work to a student in a school term structured around due dates, use the Lesson Plan to keep track of his information. The Lesson Plan takes all the same assignment information from the Student Schoolwork section of the Assignments window and places it into an easy-to-use calendar.

**Note** If you assigned work to a student in a school term *not driven by due dates*, that information does not show up on the Lesson Plan calendar screen. Keep track of this student's schoolwork in the Student Schoolwork section of the Assignments window instead. See "Use the Assignments Window to View and Manage Student Assignments" on page 8.

- To open the Lesson Plan: On your Home page, in the Lesson Book widget, click Lesson Plan. By default, the Student list is set to Active Students (#1) and the Term is Student's Current.
Display assignment details for students

1. To display assignment details for a student, from the Student list (#1), select the student.
2. From the Term list, select a term.

Example A below shows the type of details you can see for assignments for the selected student and term.

Lesson Plan features and tools

This table explains the features and tools available on the Lesson Plan (example A) for a selected student and term and provides steps on how to use the feature/tool.
### Item# | Feature/tool | Description | Do the following...
---|---|---|---
1 | **Monthly calendar** | Shows you consecutive months of a student's school term. Days in white are school days, and days in gray are non-school days. Days in red indicate events you have added to the calendar. | - To see previous months, click the left-facing arrow.  
- To see future months, click the right arrow.  
- To skip to another month, click and hold your cursor over the name of any month.  
- To edit information for a specific day, double-click the date, and a small edit window appears.  
- Click any date in the monthly calendar to display it in the weekly calendar section.
2 | **Weekly calendar** | Displays each day of the week with assignment schoolwork and any scheduled events and activities. Days in white are school days, days in gray are non-school days, and days in red indicate events have been added to the calendar for this day. | - Click anywhere along the bar between the one-month and five-month view calendars to expand your one-week-view calendar so that it takes up the entire screen. When the calendar has been expanded, click the bar again to bring back the five-month-view calendar.
3 | **Previous and Future arrows** | Use to move to previous week or future week's calendar. | - Click the left arrow to display previous weeks or the right arrow to display future weeks.
4 | **Assignment details** | You see the assignment name, icon, due dates (for some assignment types). Any assignment titles in red indicate a grading task for you. Icons indicate:  
- ![Lesson](image)
- ![Project or experiment](image)
- ![Quiz](image)
- ![Test](image) | - Double-click an assignment to open it in the Teacher Assignment view where you can see the answers, skip problems, grade it, reassign problems and more. See "Use the Teacher Assignment Window to Grade Problems and Perform Other Tasks" on page 25.
<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature/tool</th>
<th>Description</th>
<th>Do the following...</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Day header</td>
<td>Displays the day of the week and the date and allows you to make changes to assignments for the day.</td>
<td>• Double-click the Day header to open the Day Detail window. See &quot;Use the Day Detail Window to Manage Daily Schoolwork for Students&quot; on the facing page.</td>
</tr>
<tr>
<td>6</td>
<td>Reschedule button</td>
<td>Sets new Start or End Dates for any subject in a student's curriculum.</td>
<td>• See &quot;Reschedule schoolwork&quot; below.</td>
</tr>
<tr>
<td>7</td>
<td>Today button</td>
<td>Returns you to today's date on both the Monthly calendar and Weekly calendar.</td>
<td>• Click the Today button to return to today's date.</td>
</tr>
</tbody>
</table>
| 8     | Print button          | Prints the list of assignments due on selected days and also lets you export the file to any number of formats including .pdf, .doc, .rtf, .xls, .csv, .xlsx, or .xml. | 1. Click Print.  
2. In the window that appears, choose the start and end dates for the range of days to print.  
3. To see what your printed page will look like, click the Preview button. The report opens in a preview window.  
4. While you are previewing the report, to export the file, at the top of the preview window, on the toolbar, click the Export tool.  
5. To create and save the exported report, enter a file name and select a Save as type, such as .csv, .pdf, .xlsx. |

**Reschedule schoolwork**

If a student cannot begin their schoolwork for various reasons, you can reschedule one or all assigned subjects so that the student does not appear as being behind in their schoolwork. Rescheduling a subject resets the student's pacing schedule across the selected, remaining eligible school days.

**Note** If you assigned work to a student in a school term not driven by due dates, that information does not show up on the Lesson Plan window. Keep track of this student's schoolwork in the Student Schoolwork section of the Assignments window instead. See "Use the Assignments Window to View and Manage Student Assignments" on page 8.

To reschedule schoolwork for a student:
1. On your Home page, in the Lesson Book widget, click Lesson Plan.
2. From the Student list, select the student whose schoolwork you want to reschedule.

3. Select the Term if necessary.

4. Click the **Reschedule** button to open the Reschedule Due Dates window.

5. Each subject for the student is listed on the left (example A) and each one is selected by default. To NOT reschedule a subject, clear the check box. The subject disappears from the grid on the right when you clear it.

6. To change the Start Date and End Date (example B), click the **Start** and/or **EndDate** box beside each subject and enter new dates or select dates from the calendar.

7. In the days of the week grid (example C), when you originally assigned the subject to the student, the days of the week you assigned coursework, are selected. To change the days, click to clear a day or click to select a day. Work will be assigned on all days of the week with a check mark.

8. When finished, click the **Reschedule** button (example D).

9. When the **Reschedule due dates** confirmation window appears for each subject, click **Yes** to reschedule the student's work. Click **No** to leave the dates in that subject as they currently are.

### Use the Day Detail Window to Manage Daily Schoolwork for Students

There are a number of functions you can perform for a student's schoolwork for any day. You use the Day Detail window accessed from the student's Lesson Plan to:

- Rearrange assignments in their schoolwork list.
- Block or unblock assignments.
- Clear and reassign schoolwork.
- Add extra assignments to a particular day.
- Remove an assignment.
- Change a due date for an assignment.
- Print the day's assignments.

**Tip** You can also do all of the above functions from the Assignments window. See "Use the Assignments Window to View and Manage Student Assignments" on page 8.
To open the Day Detail window, where you can perform these actions:

1. On your Home page, in the Lesson Book widget, click Lesson Plan.
2. From the Student list, select the student whose assignment you want to change the due date for.
3. Select the Term if necessary.
4. Double-click the day with the assignment you want to change. The Day Detail window appears.

Details you can see include:

- The day you selected displays on the top of the window, above the list of the day's assignments.
- If an assignment has been completed, the grade (or score) for that assignment displays in the Grade column.

Day Detail window features and tools

Features and tools (buttons) on the Day Detail window let you manage the daily schoolwork for a student.

<table>
<thead>
<tr>
<th>Item#</th>
<th>Feature</th>
<th>Description</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Previous and Next arrows</td>
<td>Goes to the previous or next day and displays those assignments.</td>
<td>• To go back to the previous day or advance to the next day, click the arrows on either side of the day/date.</td>
</tr>
<tr>
<td>Item#</td>
<td>Feature</td>
<td>Description</td>
<td>Do the following:</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>2</td>
<td>Move Up and Move Down buttons</td>
<td>Rearranges the order of assignments for the student.</td>
<td>Select the assignment and then click the <strong>Move Up</strong> or <strong>Move Down</strong> button.</td>
</tr>
<tr>
<td>3</td>
<td>Block button</td>
<td>Blocks and unblocks an assignment. Look for ![ intoxicated symbol ]. This tells you an assignment is blocked.</td>
<td>See &quot;Block and unblock assignments&quot; on page 41.</td>
</tr>
</tbody>
</table>
| 4     | Clear and Reassign button | Clears the work a student has already done on an assignment, erasing all answers and grades and reassigns it to the student to do again. | 1. Select the assignment, and then click the **Clear and Reassign** button.  
2. Click **Yes** to confirm, or click **No** to cancel. |
| 5     | Add button | Adds extra assignments to the day. | 1. Select an assignment, and then click the **Add** button.  
2. The subjects the student is currently enrolled in appear in the **Student's Subjects** area, on the left-hand side of this window. Assignments available to add are in the **Available Curriculum** area on the right-hand side of the window.  
3. Drag any assignment from the right-hand side of the window to a unit in the left-hand side of the window.  
4. Click the **OK** button. The assignment(s) you added to the day appear in the **Student's Subjects** area in the right-hand side. |
| 6     | Remove button | Removes an assignment from the student's schoolwork, including all work and any grades already given for the assignment. | Select the assignment to remove, and then click the **Remove** button. |
Change due dates for assignments

You can change the due date for a single assignment, including quizzes and tests, from the student's Lesson Plan.

Tip You can also change the due date for an assignment for a student using the Assignments window. See "Use the Assignments Window to View and Manage Student Assignments" on page 8.

1. On your Home page, in the Lesson Book widget, click Lesson Plan.
2. From the Student list, select the student whose assignment you want to change the due date for.
3. Select the Term if necessary.
4. Double-click the day with the assignment you want to change. The Day Detail window appears.
5. In the Day Detail window, select the assignment you want to change the due date for.
6. Click the Change Due Dates button. The Change Dates window appears.

### Item# | Feature | Description | Do the following:
--- | --- | --- | ---
7 | Change Due Dates button | Changes the date an individual assignment is due. | 1. See "Change due dates for assignments" below. |
8 | Print button | Prints a list of the student's assignments for the day. | 1. Click the Print button and select your printer. 2. Click Print on your computer's print window. |
7. Either manually type in a new **Start** and/or **EndDate** for the assignment or use the drop-down calendars to select the dates you want.

8. Click the **OK** button to confirm your changes.

9. Select another assignment to change the due dates for, or if you are finished, click the **Close [X]**.

**Block and unblock assignments**

SOS has several ways to block and unblock assignments, such as globally blocking and unblocking quizzes and tests. You can also block and unblock any single assignment for a student, including quizzes and tests, from the student's Lesson Plan.

1. On your **Home** page, in the **Lesson Book** widget, click **Lesson Plan**.
2. From the **Student** list, select the student whose assignment you want to block or unblock.
3. Select the **Term** if necessary.
4. Double-click the day with the assignment you want to block or unblock.
5. In the **Day Detail** window, click the assignment you want to block or unblock.
6. Click the **Block** button. This button acts as a toggle so if the assignment is currently blocked, this button unblocks it. If it is currently unblocked, it blocks it.

   The **Blocked ( 🗴 )** symbol lets you know if the assignment is blocked.
If you are finished blocking or unblocking assignments for a selected day, to close the Day Detail window, click the Close X.

**Track Student Attendance**

SOS provides several ways for you to track student attendance:

- On a student's calendar for tracking individual attendance. See "Track individual student attendance" below.
- From your Home page, in the Lesson Book widget, use the Attendance link to track attendance for all your students at the same time. See "Track attendance using the Attendance link" on page 44.
- From the school Calendar, use the Attendance button to track attendance for all your students at the same time. See "Track attendance using the school Calendar" on page 45.

Tracking attendance is important if you want to run the Attendance report. The information in the Attendance report is pulled from your tracking efforts for each student. For more information, see the Reports and Applications Functions guide or the SOS Teacher Help.

**Track individual student attendance**

1. On your Home page, in the Administration widget, click Student Setup.
2. From the Student list, select the student whose calendar you want to edit. This action activates several buttons at the bottom of the window.
3. Click the Edit Attendance button.
4. From the Select Term list, select the term associated with the student's calendar.
5. Click Open. The Edit Attendance window appears.
6. Use one of these methods to track attendance:
To select a single day, right-click it, and then select Present, or double-click the day. Double-clicking a day toggles the attendance as Present or removes the Present marker.

To mark multiple individual days, hold the Ctrl key down, click each day you want to include, then right-click and select Present.

To track attendance for multiple consecutive days, click the first day, hold the Shift key down, and select the last day. Right-click and select Present.

Tip: You can drag your mouse across the days you want to select, right-click and select Present.

7. Click Save.

To remove the day as one the student attended school:

- Right-click the day and select ✓Present. This will remove the Present marker from that day. This can only be done one day at a time. Or, double-click a day to toggle the Present marker on or off.

This example shows the student is present on 11 schooldays so far this month. Along with the Present indicator, the date number also changes to the color Red so it is easy to see days present. To easily distinguish between the type of day, for a schoolday, the background is colored Yellow and for a non-schoolday, the background is colored Gray.
Track attendance for multiple students

There are two access points where you can track attendance for all your active students at the same time:

- From the Attendance link in the Lesson Book widget on your Home page.
- From the school Calendar, using the Attendance button.

There is one major difference between the two access points:

- If you track attendance from the Attendance link in the LessonBook widget on your Home page, you select the term and you can change the week displayed.
- If you track attendance from the school Calendar, the term is already selected for you and by default you see only one week, the week currently selected in the calendar.

Track attendance using the Attendance link

1. On your Home page, in the Lesson Book widget, click the Attendance link. The Attendance for all active students window appears.
2. From the Term list, keep the term that is displayed, or select another term.

3. If the week you want is not already displayed, using the Start Date drop-down, select the week.

4. For each student, click to select the column for each day the student attended to schoolwork. If you selected a day in error, click it again to clear the check mark.

5. When finished, click Save.

**Track attendance using the school Calendar**

1. On your Home page, in the Administration widget, click School Setup.

2. Click the Terms tab.

3. Use the Term drop-down list to select a school term that has calendar dates associated with it.

4. Click the Calendar ( ) icon to open the Edit School Calendar window for the term you selected.
5. Click the Attendance button to display the Attendance for all active students window.

6. For each student, click to select the column for each day the student attended to schoolwork. If you selected a day in error, click it again to clear the check mark.

7. When finished, click Save.

8. On the Edit School Calendar window, click the Save Calendar button.
Customize Subject Curriculum and Subject Settings For Individual Students

SOS allows you to customize learning for your students and set options for your entire school, for individual students, or even for specific subjects that individual students are taking.

The subject level is the most specific level where you can set options to customize a subject for a specific student. It allows you to not only meet the learning needs of an individual student, but also to address each student's needs within a specific subject.

For example, you set options that allow a student to have two chances to answer a problem correctly. You find that this student struggles with math and could work better without the pressure of being given only two attempts. At the subject level, you can set options in math so that this student has an unlimited number of attempts at a problem. This means that the student can get the extra practice needed in math, but still continue to be challenged differently in other subjects.

You can customize a subject in SOS according to:

- **Curriculum** - affects the units or assignments in a specific subject. See "Customize Subject Curriculum" below.
- **Assignments** settings - affects how information is presented in a specific subject. See "Customize Subject Assignments Settings" on page 50.
- **Quizzes/Tests** settings - affects how quizzes and tests are presented to a student in a specific subject. See "Customize Subject Quizzes and Tests Settings" on page 53.
- **Grades** settings - affects how a student is graded in a specific subject. See "Customize Subject Grades Settings" on page 56.

**Customize Subject Curriculum**

You can customize (edit) the curriculum of an individual subject for an individual student. You can add and remove units from a subject, edit unit titles, move units in the sequence for a subject, create custom assignments and add them to the subject, select and drag units and assignments from existing curriculum to the subject, and more. This is where you can customize an individual subject for an individual student.

To customize the curriculum of a subject for a student:

1. On your Home page, in the Lesson Plan widget, click Assignments.
2. From the Student list, select the students whose subjects you want to edit. This action enables the student's subjects in the Student Schoolwork section. If your student has multiple terms, from the Term list, select the term.
3. In the Student Schoolwork section, click to highlight the subject you want to edit. This action enables the Edit Subject button in the lower left.
4. Click the Edit Subject button.
   
   The Edit Student Subject window appears with the Curriculum tab as the active feature.
5. Use any of the tools (buttons) and features on the Curriculum tab to make changes to the subject. See "Edit Student Subject - Curriculum tab features and tools" on the facing page.

6. When you finish editing the subject, be sure to click Save.

7. If the student has Advanced Planning Enabled and if you added or removed an assignment or unit to the subject, the Select Due Dates window appears. Do the following:
   a. You can change the Start and End Dates as necessary.
   b. You can also choose to change the days of the week when course work in this subject is assigned to this student. If you decide to check a day that is not currently selected, make sure it is already designated as a regular school day. Click the check box beside the weekday to add or remove the check mark. Only days with check marks will have course work assigned to them.
   c. When finished, click OK.
Edit Student Subject - Curriculum tab features and tools

This table describes the features and tools you can use on the Curriculum tab when editing a student's subject. Any changes you make affect the selected subject.

<table>
<thead>
<tr>
<th>#</th>
<th>Feature/tool/button</th>
<th>Description</th>
<th>Do the following...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subject panel</td>
<td>Displays the contents of the selected subject.</td>
<td>• Click the Expand tool to see the Units and Assignments.</td>
</tr>
<tr>
<td>2</td>
<td>Available Curriculum and Custom Assignments panel</td>
<td>This area holds the curriculum you can use to edit the student's subject.</td>
<td>• Hide or display any of it by clicking the + beside a folder or by double-clicking a subject or unit folder.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• When you're ready to edit the subject, drag assignments or units from here and drop them into the subject in the Subject panel.</td>
</tr>
<tr>
<td>3</td>
<td>Move Up and Move Down</td>
<td>Lets you decide the order a unit or assignment is presented to the student.</td>
<td>1. Select the name of a unit or assignment in the Subject panel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Click either Move Up or Move Down to move the unit/assignment up or down in the sequence.</td>
</tr>
<tr>
<td>#</td>
<td>Feature/tool/button</td>
<td>Description</td>
<td>Do the following...</td>
</tr>
<tr>
<td>---</td>
<td>---------------------</td>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>4</td>
<td>Create Assignment</td>
<td>Allows you to create a project, lesson, quiz or test and include it in the selected unit.</td>
<td>1. Select a unit in the Subject panel.  2. Click Create Assignment to open the Custom Assignment window.  Note: You can also drag an existing shared custom assignment from the Custom Assignments folder in the lower right-hand corner of the screen into a custom course.</td>
</tr>
<tr>
<td>5</td>
<td>Remove</td>
<td>Removes a unit or assignment (and all the work and grades within it).</td>
<td>• In the Subject panel, highlight the unit or assignment and click Remove.</td>
</tr>
<tr>
<td>6</td>
<td>Add Unit</td>
<td>Adds a new unit to the subject.</td>
<td>• Click Add Unit and then drag available curriculum into the new unit.</td>
</tr>
<tr>
<td>7</td>
<td>Edit Title</td>
<td>Changes the title of a subject or unit.</td>
<td>1. Highlight the subject or unit and click Edit Title.  2. A cursor appears over the current name, so you can type in a new title. Make your changes and press Enter.  3. Click Save.</td>
</tr>
<tr>
<td>8</td>
<td>Edit Icon</td>
<td>Allows you to choose an icon to go with a particular subject.</td>
<td>1. Select the subject name in the Subject panel and then click Edit Icon.  2. The Pick Icon window appears displaying a number of small icons. Click an icon to select it for the subject.</td>
</tr>
<tr>
<td>9</td>
<td>Save</td>
<td>Saves your changes.</td>
<td>• Click Save after making any changes.</td>
</tr>
<tr>
<td>10</td>
<td>Cancel</td>
<td>Cancels any unsaved changes.</td>
<td>• Click Cancel to cancel unsaved changes.</td>
</tr>
</tbody>
</table>

### Customize Subject Assignments Settings

You can customize the Assignments settings in an individual subject for an individual student. When you customize Assignments settings at the subject level, the school and/or student Assignments settings no longer apply to the subject.

For more information about customizing Assignments settings for the school and student, see the SOS Teacher Help.

1. On your Home page, in the Lesson Plan widget, click Assignments.
2. From the Student list, select the students whose subjects you want to edit. This action enables the student's subjects in the Student Schoolwork section. If your student has multiple terms, from the Term list, select the term.
3. In the Student Schoolwork section, click to highlight the subject you want to edit. This action enables the Edit Subject button in the lower left.
4. Click the Edit Subject button.  The Edit Student Subject window appears with the Curriculum tab as the active feature.
5. Click the Assignments tab.
6. Under **Lesson Options**, select or clear options as desired and enter whole numbers in number fields. See "Lesson options" below.

7. Under **Games Options**, select or clear options as desired. See "Games options" on the next page.

**Tip**
Click the **Help (2)** symbol beside a set of options to see an explanation about those settings.

8. Click **Save**.
An indicator appears showing that the settings have been customized as shown in this example.

**Reset Assignments settings to defaults**

To reset options back to the default settings:

1. Click **Default**.
2. The **Set to default** message box appears. Click **Yes** to confirm the reset or click **No** to keep the customized settings.
   
   If you clicked Yes, the "Settings have been customized" indicator disappears.

**Lesson options**
The options in this group allow you to choose what the student sees and does while in lessons for the selected subject. This affects the way they learn the material in the subject.
Tip: If an option is dimmed or grayed-out, it is disabled until you select another related option. For example, if you select the Notification Threshold option, the % field next to it is then enabled for you to enter a percentage.

This table explains the Lesson Options and their default settings.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Default setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet access</td>
<td>Allows the student to click www links in lessons for the selected subject only. Clearing the option disables the student access to the Internet through the curriculum.</td>
<td>Enabled</td>
</tr>
<tr>
<td>Leave skipped problem message</td>
<td>Allows the student to skip problems in lessons if they provide reasons for skipping for the selected subject only. Although skipped problems are not factored into the grade at the time, you may choose to reassign problems later to your student.</td>
<td>Enabled</td>
</tr>
<tr>
<td>Access answer key</td>
<td>Allows the student to see correct answers after they work through and receive grades for problems in the selected subject. They cannot see answers until they use all their attempts at answering.</td>
<td>Enabled</td>
</tr>
<tr>
<td>Easy spelling</td>
<td>If selected (enabled), all words of less than seven characters long are spell checked instead of marking the entire answer as incorrect if it includes a misspelled word. All words of seven or more characters are automatically spell checked. Note: SOS automatically takes off 5% per text box for any word more than seven characters if it is misspelled. Misspelled words shorter than seven characters are usually marked completely wrong, unless Easy spelling is enabled.</td>
<td>Disabled</td>
</tr>
<tr>
<td>Spelling penalty</td>
<td>Lets you set if the student will receive full or partial credit for correct answers if there are misspelled words in an answer (as opposed to counting the entire answer incorrect if it includes a misspelled word). This is true for all words regardless of length. To require exact spelling in all answers, set the Spelling penalty to 100%.</td>
<td>5%</td>
</tr>
<tr>
<td>Maximum problem attempts</td>
<td>Tells you the maximum number of attempts the student has to answer problems correctly. The student can choose to work sequentially or non-sequentially through the problems in an assignment. After all attempts are used, the student receives a based on their final answers. Note: If the student can’t exit lessons because he/she is unable to answer all problems correctly, you may need to allow him/her to skip problems or use the studentHelp button.</td>
<td>3</td>
</tr>
<tr>
<td>Unlimited</td>
<td>This option, when selected, enables the student to rework problems as many times as he/she wants until all problems are answered correctly. This is like a teacher who hands back assignments to students, allowing them to correct their answers and learn from their mistakes. This feature also acts as a sort of built-in tutor, working closely with students, helping them to practice certain skills and focus on their weaker areas before moving on to new lessons.</td>
<td>Disabled</td>
</tr>
<tr>
<td>True/False problem attempts</td>
<td>Indicates the number of attempts for True/False problems. If the Unlimited option is enabled, this setting is no longer in effect.</td>
<td>1</td>
</tr>
<tr>
<td>% Problem attempts penalty</td>
<td>Allows you to type in the number of percentage points you want deducted each time students rework incorrect problems.</td>
<td>0</td>
</tr>
<tr>
<td>Notification Threshold</td>
<td>If enabled, you receive a message if students do not achieve the score (percentage) you choose on lessons. Enter the score percentage (as a whole number) in the % field.</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

Games options

Allows the student to have access to educational games in the selected subject.
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Default setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary/Spelling</td>
<td>Allow access to vocabulary and spelling games in assignments.</td>
<td>Enabled</td>
</tr>
<tr>
<td>All Right/Farmer Frank/Quiz Bowl</td>
<td>Allow access to SOS-created games in assignments.</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

**Customize Subject Quizzes and Tests Settings**

You can customize the **Quizzes/Tests** settings in an individual subject for an individual student. When you customize **Quizzes/Tests** settings at the subject level, the school and/or student customized Quizzes and Tests settings no longer apply to the subject. For more information about customizing settings at the school and student level, see the SOS Teacher Help.

**Note** Subject Quizzes/Tests settings do not include the Resource Center Options that are shown on the school Quizzes/Tests tab and on the student Option Settings, Quizzes/Tests tab.

1. On your *Home* page, in the **Lesson Plan** widget, click **Assignments**.
2. From the **Student** list, select the students whose subjects you want to edit. This action enables the student's subjects in the **Student Schoolwork** section. If your student has multiple terms, from the **Term** list, select the term.
3. In the **Student Schoolwork** section, click to highlight the subject you want to edit. This action enables the **Edit Subject** button in the lower left.
4. Click the **Edit Subject** button.
   - The **Edit Student Subject** window appears with the **Curriculum** tab as the active feature.
5. Click the **Quizzes and Tests** tab.
6. Under Quiz Options, select or clear options as desired and enter whole numbers in number fields. See "Quiz options" below.

7. Under Test Options, select or clear options as desired and enter whole numbers in number fields. See "Test options" on the facing page.

Tip Click the Help (2) symbol beside a set of options to see an explanation about those settings.

8. Click Save.

An indicator appears showing that the settings have been customized as shown in this example.

Reset Quizzes/Tests settings to defaults
To reset options back to the default settings:

1. Click Default.

2. The Set to default message box appears. Click Yes to confirm the reset or click No to keep the customized settings.

   If you clicked Yes, the "Settings have been customized" indicator disappears.

Quiz options
Quiz options include:
### Customize Subject Quizzes and Tests Settings

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Default setting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immediate answer feedback</strong></td>
<td>Allows students to view scores on problems during quizzes. Students have only one attempt at answering.</td>
<td>Disabled</td>
</tr>
<tr>
<td><strong>No answer feedback</strong></td>
<td>Prevents students from seeing problem scores until an entire quiz is completed. Students then receive a score of zero for any still-unanswered problems. Students answer one question at a time and have only one attempt at answering.</td>
<td>Disabled</td>
</tr>
<tr>
<td><strong>Open page</strong></td>
<td>Lets students review and modify answers to problems multiple times, until the quiz is officially exited.</td>
<td>Enabled</td>
</tr>
<tr>
<td><strong>Open book</strong></td>
<td>Allows students to exit and re-enter a quiz as many times as they want until deciding to officially exit.</td>
<td>Disabled</td>
</tr>
<tr>
<td><strong>Leave skipped problem message</strong></td>
<td>Allows students to skip problems in lessons if they provide reasons for skipping. Although skipped problems are not factored into the grade at the time, you may choose to reassign them to your students later.</td>
<td>Enabled</td>
</tr>
<tr>
<td><strong>Access answer key</strong></td>
<td>Allows students to see correct answers after they work through and receive grades for problems. They cannot see answers until they use all their attempts at answering.</td>
<td>Enabled</td>
</tr>
<tr>
<td><strong>Easy spelling</strong></td>
<td>If selected (enabled), all words of less than seven characters long are spell checked instead of marking the entire answer as incorrect if it includes a misspelled word. All words of seven or more characters are automatically spell checked. <strong>Note:</strong> SOS automatically takes off 5% per text box for any word more than seven characters if it is misspelled. Misspelled words shorter than seven characters are usually marked completely wrong, unless Easy spelling is enabled.</td>
<td>Disabled</td>
</tr>
<tr>
<td><strong>Spelling penalty</strong></td>
<td>Lets you set if students receive full or partial credit for correct answers if there are misspelled words in an answer (as opposed to counting the entire answer incorrect if it includes a misspelled word). This is true for all words regardless of length. To require exact spelling in all student answers, set the Spelling penalty to 100%._</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Notify Parent when Complete</strong></td>
<td>Selecting this option sends a message to your SOS Inbox alerting you that your student has completed a quiz or test, depending on the choices you made during setup. The message also alerts you to the score the student received on the quiz or test.</td>
<td>Disabled</td>
</tr>
<tr>
<td><strong>Notification Threshold</strong></td>
<td>If enabled, you receive a message if students do not achieve the score (percentage) you choose on lessons. Enter the score percentage (as a whole number) in the % field.</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

**Test options**

Test options include:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Default setting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immediate answer feedback</strong></td>
<td>Allows students to view scores on problems during tests. Students have only one attempt at answering.</td>
<td>Disabled</td>
</tr>
<tr>
<td><strong>No answer feedback</strong></td>
<td>Prevents students from seeing problem scores until an entire test is completed. Students then receive a score of zero for any still-unanswered problems. Students answer one question at a time and have only one attempt at answering.</td>
<td>Disabled</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
<td>Default setting</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Open page</td>
<td>Lets students review and modify answers to problems multiple times, until the test is officially exited.</td>
<td>Enabled</td>
</tr>
<tr>
<td>Open book</td>
<td>Allows students to exit and re-enter a test as many times as they want until deciding to officially exit.</td>
<td>Disabled</td>
</tr>
<tr>
<td>Leave skipped problem message</td>
<td>Allows students to skip problems in lessons if they provide reasons for skipping. Although skipped problems are not factored into the grade at the time, you may choose to reassign them to your students later.</td>
<td>Enabled</td>
</tr>
<tr>
<td>Access answer key</td>
<td>Allows students to see correct answers after they work through and receive grades for problems. They cannot see answers until they use all their attempts at answering.</td>
<td>Enabled</td>
</tr>
<tr>
<td>Easy spelling</td>
<td>If selected (enabled), all words of less than seven characters long are spell checked instead of marking the entire answer as incorrect if it includes a misspelled word. All words of seven or more characters are automatically spell checked. Note: SOS automatically takes off 5% per text box for any word more than seven characters if it is misspelled. Misspelled words shorter than seven characters are usually marked completely wrong, unless Easy spelling is enabled.</td>
<td>Disabled</td>
</tr>
<tr>
<td>Spelling penalty</td>
<td>Lets you set if students receive full or partial credit for correct answers if there are misspelled words in an answer (as opposed to counting the entire answer incorrect if it includes a misspelled word). This is true for all words regardless of length. To require exact spelling in all student answers, set the Spelling penalty to 100%.</td>
<td>5%</td>
</tr>
<tr>
<td>Notify Parent when Complete</td>
<td>Selecting this option sends a message to your SOS Inbox alerting you that your student has completed a quiz or test, depending on the choices you made during setup. The message also alerts you to the score the student received on the quiz or test.</td>
<td>Disabled</td>
</tr>
<tr>
<td>Notification Threshold</td>
<td>If enabled, you receive a message if students do not achieve the score (percentage) you choose on lessons. Enter the score percentage (as a whole number) in the % field.</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

**Customize Subject Grades Settings**

You can customize the Grades settings in an individual subject for an individual student. When you customize Grades settings at the subject level, the school and/or student Grades settings no longer apply to the subject.

For more information about customizing Grades settings for the school and student, see the SOS Teacher Help.

1. On your Home page, in the Lesson Plan widget, click Assignments.
2. From the Student list, select the students whose subjects you want to edit. This action enables the student's subjects in the Student Schoolwork section. If your student has multiple terms, from the Term list, select the term.
3. In the Student Schoolwork section, click to highlight the subject you want to edit. This action enables the Edit Subject button in the lower left.
4. Click the Edit Subject button.
   The Edit Student Subject window appears with the Curriculum tab as the active feature.
5. Click the Grades tab.
6. Under **Grading Scale**, enter whole numbers in number fields. See "Grading scale settings" on the next page.

7. Under **Assignment Weighting**, enter whole numbers for each assignment type. The numbers must total 100%. See "Assignment weighting settings" on the next page.

8. Under **Grade Display Options**, select an option. See "Grade Display options" on the next page.

**Tip**
Click the Help (?) symbol beside a set of options to see an explanation about those settings.

9. Click **Save**.

An indicator appears showing that the settings have been customized as shown in this example.

**Reset Grades settings to defaults**

To reset options back to the default settings:

1. Click **Default**.

2. The Set to default message box appears. Click Yes to confirm the reset or click No to keep the customized settings.

   If you clicked Yes, the "Settings have been customized" indicator disappears.
**Grading scale settings**

SOS uses a default scale used by many private and public schools across the country. You can set a different scale simply by changing the numbers in the boxes next to each letter grade. The number you enter is the lowest score the student can receive to achieve the corresponding letter grade for the subject.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Default setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94</td>
</tr>
<tr>
<td>B</td>
<td>86</td>
</tr>
<tr>
<td>C</td>
<td>77</td>
</tr>
<tr>
<td>D</td>
<td>70</td>
</tr>
</tbody>
</table>

**Assignment weighting settings**

Allows you to decide how different assignment types affect student unit and subject grades. As students work through assignments, SOS automatically does the math and keeps track of scores according to the percentages you set for each assignment type. In each percentage box, type in how much you want the corresponding assignment type to be worth. The total percentage for all assignment types (lessons, projects, quizzes, and tests) must add up to 100%. (Use whole numbers only!)

<table>
<thead>
<tr>
<th>Assignment type</th>
<th>Default setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lessons</td>
<td>5</td>
</tr>
<tr>
<td>Projects</td>
<td>20</td>
</tr>
<tr>
<td>Quizzes</td>
<td>25</td>
</tr>
<tr>
<td>Tests</td>
<td>50</td>
</tr>
</tbody>
</table>

**Grade Display options**

Lets you determine how you want student grades displayed on screen and in printed reports.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Default setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show letter grade</td>
<td>Only show the letter grade (for example, C) base on the score achieved.</td>
<td>Disabled</td>
</tr>
<tr>
<td>Show percent grade</td>
<td>Only show the percent grade (for example 78%) based on the score achieved.</td>
<td>Disabled</td>
</tr>
<tr>
<td>Both</td>
<td>Show both the letter grade and percent grade.</td>
<td>Enabled</td>
</tr>
</tbody>
</table>
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