



Switched-On Schoolhouse® 2016

Reports & Application Functions



Switched-On Schoolhouse® 2016 - Reports & Application 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 how to create and print all available SOS Teacher reports as well as how to perform administrative functions for your SOS application, such as configuring security settings, backing up and restoring your SOS files, importing and exporting student schoolwork between computers, and more.

Another available teacher guide, "*Lesson Book Functions*", 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.

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. For more information, see "[Use the SOS Teacher Help and Access Other Assistance](#)" on page 59.

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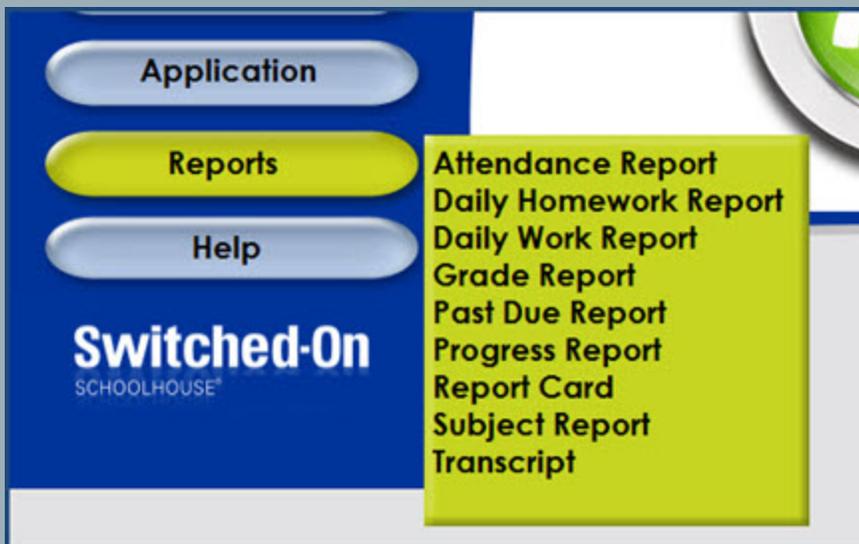
View and Print Student Reports

Switched-On Schoolhouse® (SOS) automatically records student scores and keeps up-to-date records of grades and activities. As students answer problems, their work is graded and their scores are recorded. When they finish assignments, their assignment, unit, and subject scores are computed and displayed on both the Schoolwork screens in SOS Student and the Lesson Book screens in SOS Teacher. This is designed so that you and your students can easily see how well they're doing in their studies at any given time. SOS also tracks the amount of time each student spends in every subject, as they read the presentation material, play the games, and work the problems, so you are better able to assess how effectively your students are using their time.

On your Teacher **Home** page, the **Reports** widget provides links so that you can easily access most of the SOS reports which consolidate all this information, allowing you to view and print student grades, as well as evaluate the way your students are spending their time while in SOS.



Note If you are using the SOS "Classic" theme for SOS Teacher, you see a **Reports** button that displays the Reports menu.



You have not only up-to-the-minute status on how students are progressing but also the ability to print reports for your students' records. Several reports allow you to customize the information included in the reports.



Available Reports

Choose one of these available reports:

- **Attendance Report:** View and print a detailed list of days and dates a student attended school. The Teacher must use attendance tracking for students for the information to appear in the Attendance Report. See ["Attendance Report" on the facing page](#).
- **Daily Homework Report:** View and print a list of all schoolwork assigned to the student for the selected date, within the student's current term. See ["Daily Homework Report" on page 9](#).
- **Daily Work Report:** View and print a list of assignments students worked on during a specified date range. Each assignment displays on the last day the student worked on it, with the current grade and assignment status for a selected time period or a summary of the number of days a student attended school each month in the designated period. See ["Daily Work Report" on page 11](#).
- **Grade Report:** View and print student's subject grades, the individual unit and assignment grades within the subjects. See ["Grade Report" on page 12](#).
- **Past Due Report:** View and print a list of overdue assignments for each selected student. See ["Past Due Report" on page 14](#).
- **Progress Report:** View and print the percent complete for each subject assigned to the student. See ["Progress Report" on page 16](#).
- **Report Card:** View and print a student's subject grades for a given term. See ["Create and Print Report Cards" on page 18](#).
- **Subject Report:** View and print the amount of time each selected student has spent on each assigned subject as well as their total time spent in SOS. See ["Subject Report" on page 23](#).
- **Transcript:** Create, view and print a list of courses the selected student completed by term, including letter grade, credits earned and grade point average (GPA). See ["Create and Print Transcripts" on page 25](#).

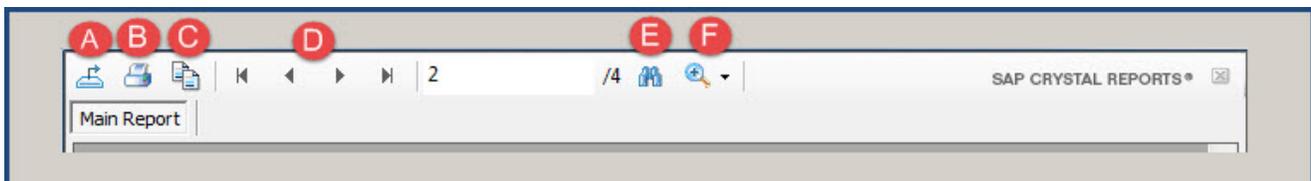
Additionally, SOS has two other reports, not accessed from the **Reports** widget or menu. The **Unit Details** and **Assignment Details** reports give you information on the performance of a selected student in either the chosen unit or a single assignment. You can access these reports by clicking the **Assignments** link in the **Lesson Book** widget on your **Home Page**.

- For the Unit Details report, see ["View and print the Unit Details report" on page 29](#).
- For the Assignment Details report, see ["View and print the Assignment Details report" on page 30](#).

Note If you are using the SOS "Classic" theme for SOS Teacher, to access the **Unit Details** and **Assignment Details** reports, click **Lesson Plan > Assignments** tab for a selected student.

Preview and Print Options for Reports

When you installed SOS, the installation process automatically installed the SAP® Crystal Reports® runtime engine so that you could easily preview and print reports from SOS Teacher and SOS Student. When you preview or print a report, the SAP Crystal Reports viewer opens and provides several tools identified in the example below.



Item	Tool	Description
A	Export report	Allows you to export the report to another format, such as Microsoft® Word or Excel®. You need to have the application to be able to open the report in the format selected.



Item	Tool	Description
B	Print report	Opens the print options window.
C	Copy	Select text in the report and copy it to paste into another application.
D	Paging controls	Navigate through the pages of the report.
E	Find text	Enter a keyword to find the item in the report preview.
F	Zoom	Magnify the report preview.

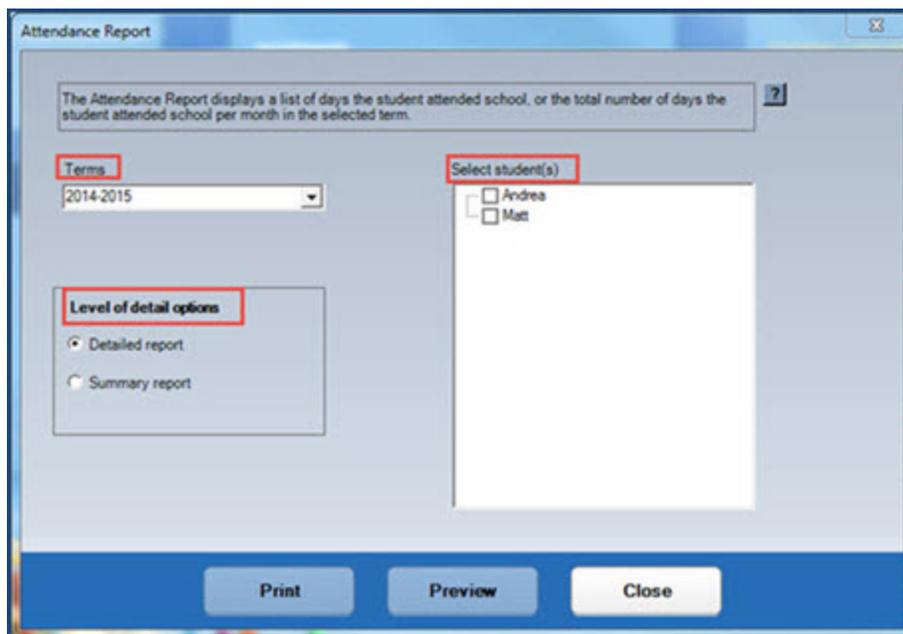
Attendance Report

The information in the **Attendance Report** comes from the teacher tracking student attendance. The **Attendance Report** has two options which let you decide the level of detail you want to see:

- **Detailed report:** Lets you select a term, level of detail, and the student(s) to include in the report. Detail shows the student with each day they attended to schoolwork.
- **Summary report:** Shows the total number of days the student(s) attended school for the month.

To view and print an Attendance Report:

1. On your **Home** page, in the **Reports** widget, click **Attendance Report**.
2. From the **Terms** list, select a school term.
3. Under **Level of detail option**, select either the **Detailed report** or the **Summary report**.
4. Under **Select student(s)**, click the check box beside the name of each student whose **Attendance Report** you want to create. This action enables the **Preview** and **Print** buttons.



5. To view what the report looks like with your selected options, click **Preview**. If the student(s) does not have attendance records, a message appears. Click **OK**. For more information about the preview tools, see "[Preview and](#)



[Print Options for Reports" on the previous page.](#)

6. To print the report, click **Print**. If the student (s) does not have attendance records, a message appears. Click **OK**.

Samples

Below are samples of the **Attendance Reports**.

Detailed report

December 11, 2013

Detailed Attendance Report

Cotter Academy
 300 N. McKemy
 Chandler, AZ 85226
 United States
 (555) 555-5555
 principal@cotteracademy.net

Student **Andrea Cotter** 2014-2015

September 2014	Days Attended : 21
<ul style="list-style-type: none"> Tuesday, September 02, 2014 Wednesday, September 03, 2014 Thursday, September 04, 2014 Friday, September 05, 2014 Monday, September 08, 2014 Tuesday, September 09, 2014 Wednesday, September 10, 2014 Thursday, September 11, 2014 Friday, September 12, 2014 Monday, September 15, 2014 Tuesday, September 16, 2014 Wednesday, September 17, 2014 Thursday, September 18, 2014 Friday, September 19, 2014 Monday, September 22, 2014 Tuesday, September 23, 2014 Wednesday, September 24, 2014 Thursday, September 25, 2014 Friday, September 26, 2014 Monday, September 29, 2014 Tuesday, September 30, 2014 	
October 2014	Days Attended : 22
<ul style="list-style-type: none"> Wednesday, October 01, 2014 Thursday, October 02, 2014 Friday, October 03, 2014 Monday, October 06, 2014 Tuesday, October 07, 2014 Wednesday, October 08, 2014 Thursday, October 09, 2014 Friday, October 10, 2014 Tuesday, October 14, 2014 Wednesday, October 15, 2014 Thursday, October 16, 2014 Friday, October 17, 2014 Monday, October 20, 2014 Tuesday, October 21, 2014 Wednesday, October 22, 2014 	

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Summary report

December 11, 2013

Summary Attendance Report

Cotter Academy
300 N. McKemy
Chandler, AZ 85226
United States
(555) 555-5555
principal@cotteracademy.net

Student: **Andrea Cotter** 2014-2015

September 2014	Days Attended:	21
October 2014	Days Attended:	22
November 2014	Days Attended:	18
December 2014	Days Attended:	16
January 2015	Days Attended:	18

Total Days Attended in Term : 95

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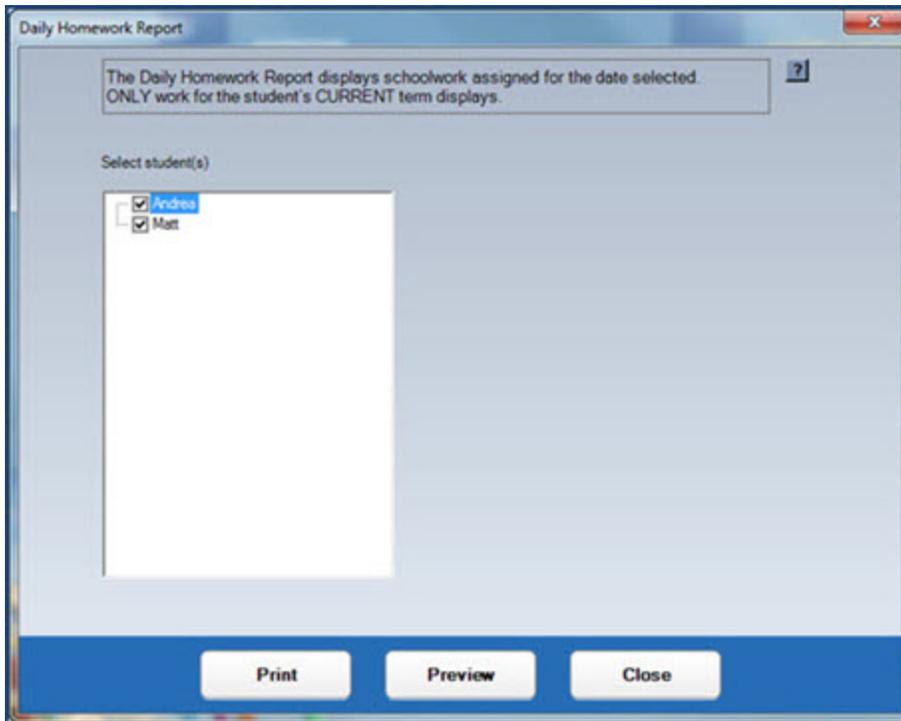
Daily Homework Report

The **Daily Homework Report** displays student homework assigned in ALL classes of the student's current term, for the day. You should see the same list of assignments the student sees if they view their **Today's Schoolwork**.

To view and print the **Daily Homework Report**:



1. On your **Home** page, in the **Reports** widget, click **Daily Homework Report**.
2. Under **Select student(s)**, click the check box beside the name of each student whose **Attendance Report** you want to create. This action enables the **Preview** and **Print** buttons.



5. To view the report, click **Preview**. For more information about the preview tools, see ["Preview and Print Options for Reports" on page 6](#).
6. To print the report, click **Print**.

Sample

The following shows a sample of the **Daily Homework Report**.



Daily Homework Report		December 11, 2013	
		Cotter Academy 300 N. McKemy Chandler, AZ 85226 United States (555) 555-5555 principal@cotteracademy.net	
Student: Matthew Cotter		2014-2015	
Subject	Unit	Assignment	Due Date
Language Arts 700 (2014)	NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY	Reflexive Pronouns; Archaic Pronouns	9/3/2014
Health Quest (2014)	YOUR BODY	Experiment: Calcium	10/22/2014
History And Geography 700 (2014)	WHAT IS HISTORY?	Significance: Conflicts	9/9/2014
Health Quest (2014)	YOUR BODY	Experiment: Exercise	10/22/2014
Bible 700 (2014)	WORSHIP	Essay: Feasts Fulfilled in Christ	9/24/2014
Bible 700 (2014)	WORSHIP	Worship in New Testament Times	9/15/2014
Health Quest (2014)	YOUR BODY	Quiz 1: Building Blocks and Framework	9/15/2014

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Daily Work Report

The **Daily Work Report** enables you to pull a report whenever you choose. This report displays each assignment selected students have worked on during the date range specified by you. Each assignment displays only once, on the latest date in the range specified that the student worked on it. This report tells you what date the student submitted the assignment as complete, what grade was received and the status of the assignment. **Status** designations include:

- Complete - assignment is finished and fully graded.
- Needs Grading - indicates the assignment is completed by the student, but some portion of the assignment that requires teacher grading.
- Not Complete - an assignment where the student still has work to complete.

For each student selected, the report displays every appropriate assignment listed under the associated subject and unit.

To view and print a report of the assignments your students worked on during the specified date range:

1. On your **Home** page, in the **Reports** widget, click **Daily Work Report**.
2. Select the **Start** and **End Dates** for the report.
3. Under **Select student(s)**, select the name of each student whose work you want a report on.
4. Choose one of the options in the **Grade Display Options** box.



Daily Work Report

The Daily Work Report displays each assignment only once, below the date the student most recently worked on it. It also includes the date the student submitted the assignment as complete, the current grade, and the status of the assignment.

Start Date: 12/11/2013

End Date: 12/11/2013

Grade Display Options

- Show letter grade
- Show percent grade
- Both

Select student(s)

- Andrea
- Matt

Print Preview Close

5. To view what the report will look like based on your selections, click the **Preview** button. For more information about the preview tools, see ["Preview and Print Options for Reports"](#) on page 6.
6. To print the report, click the **Print** button.

Grade Report

You can view and print a report of the grades your students are receiving in their subjects, units, and assignments.

1. On your **Home** page, in the **Reports** widget, click **Grade Report**.
2. From the **Terms** list, select a term.
3. Select **Report by Term** or **Report by Date Ranges** below the **Terms** drop-down list. (See instructions below if you choose **Report by Date Ranges**)
4. Under **Select student(s)**, select the students to include in the report.
5. Select one of the **Level of detail options** you want to see on the report.
 - **subjects only** - essentially a Report Card
 - **subjects and units only**
 - **subjects, units, and assignments**
6. Select one of the options under the **Grade display options**. By default, **Both** (letter grade and percent grade) is selected.



Report by Date Ranges

The Grade Report displays your student's grades for each unit and assignment for each subject.

Terms
2014-2015

Report by Term
 Report by Date Ranges

Level of detail options
 Subject only
 Subject and unit only
 Subject, unit, and assignment

Grade display options
 Show letter grade
 Show percent grade
 Both

Select student(s)
 Andrea
 Matt

Print Preview Close

7. To view what the report looks like with your selected options, click the **Preview** button. For more information about the preview tools, see ["Preview and Print Options for Reports" on page 6](#).
8. To print the report, click the **Print** button.

Report by Date Ranges

If you selected **Report by Date Ranges**, your window displays the **Start Date** and **End Date** drop-down calendars. You have the option to leave the default dates or select dates you want. Click the drop-down boxes to display the calendars or type over the existing dates. Use the MM/DD/YYYY format.



The Grade Report displays your student's grades for each unit and assignment for each subject.

Terms
2014-2015

Report by Term
 Report by Date Ranges

Start Date 09/02/2014
End Date 06/10/2015

Select student(s)
 Andrea
 Matt

Level of detail options
 Subject only
 Subject and unit only
 Subject, unit, and assignment

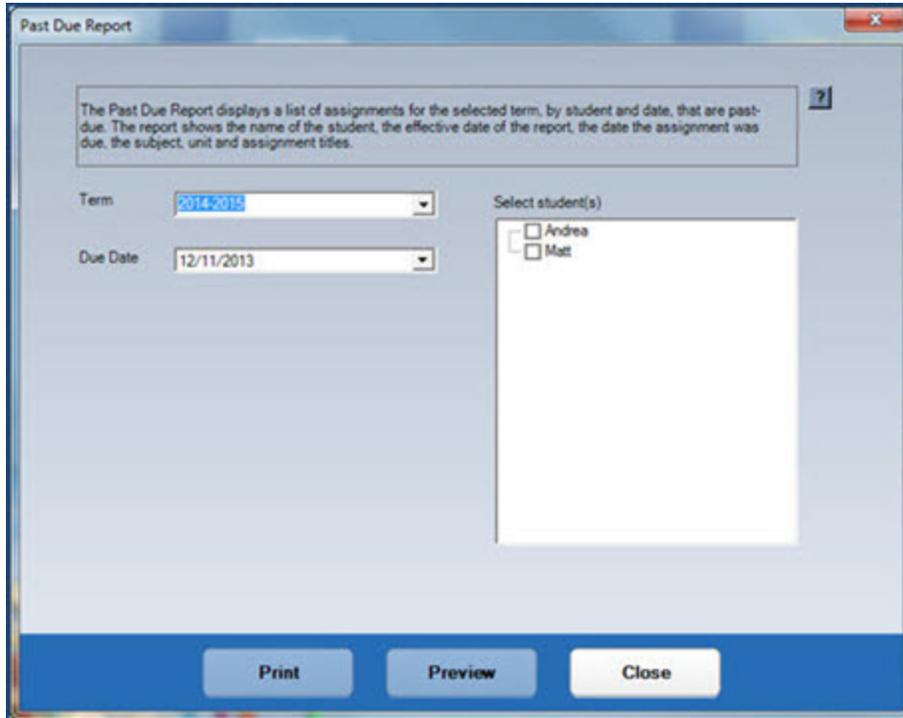
Grade display options
 Show letter grade
 Show percent grade
 Both

Print Preview Close

Past Due Report

The Past Due Report lists all assignments, in the selected term, that are past due effective the date you chose for the report.

1. On your **Home** page, in the **Reports** widget, click **Past Due Report**.
2. Select the **Term** (this activates the student list).
3. Select the **Due Date**.
4. Under **Select student(s)**, select the **students** you want displayed on the report.



5. To view what the report looks like with your selected options, click the **Preview** button. For more information about the preview tools, see ["Preview and Print Options for Reports" on page 6](#).
6. To print the report, click the **Print** button.

Sample

Below is an example of what a **Past Due Report** might look like.



Past Due Report

December 11, 2013

Cotter Academy
 300 N. McKemy
 Chandler, AZ 85226
 United States
 (555) 555-5555
 principal@cotteracademy.net

Past Due as of: 12/11/2013 Special

Student: Andrea Cotter

Due Date: 11/27/2013

Subject	Unit	Assignment
Personal Financial Literacy (2014)	FINANCIAL RESPONSIBILITY AND DECISION MAKING	Self-Assessment

Due Date: 11/29/2013

Subject	Unit	Assignment
Personal Financial Literacy (2014)	FINANCIAL RESPONSIBILITY AND DECISION MAKING	Taking Responsibility

Due Date: 12/4/2013

Subject	Unit	Assignment
Personal Financial Literacy (2014)	FINANCIAL RESPONSIBILITY AND DECISION MAKING	Quiz 1: Overview of Financial Literacy

Due Date: 12/6/2013

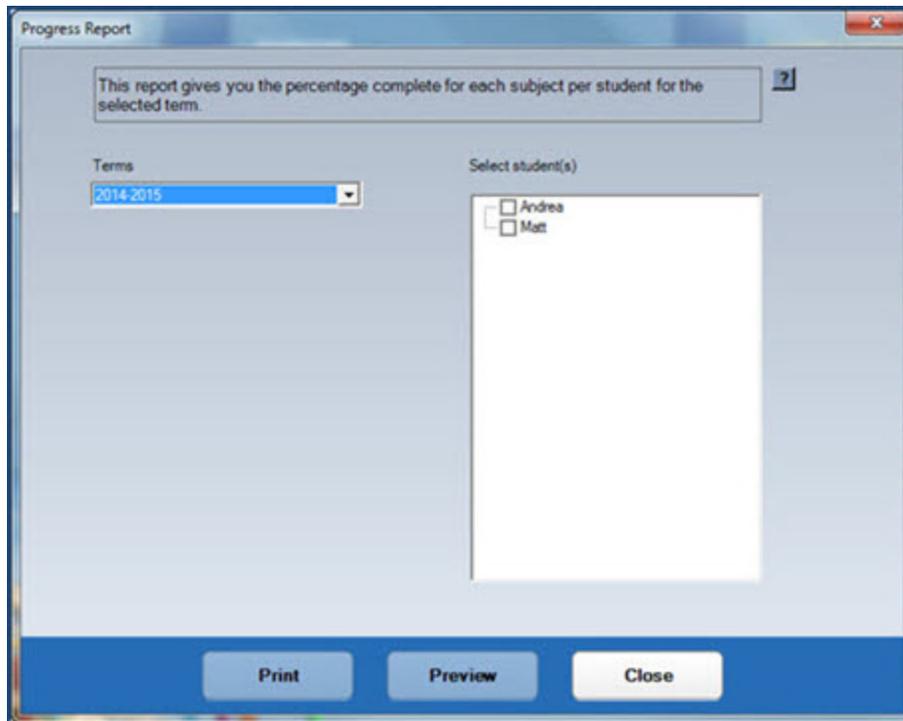
Subject	Unit	Assignment
Personal Financial Literacy (2014)	FINANCIAL RESPONSIBILITY AND DECISION MAKING	Finding and Evaluating Financial Information

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Progress Report

The Student **Progress Report** shows you the progress each selected student has made in every unit and subject assigned during the selected term.

1. On your **Home** page, in the **Reports** widget, click **Progress Report**.
2. Under **Terms**, select a term.
3. Under **Select student(s)**, select the students to include in the report.



4. To view what the report looks like with your selected options, click the **Preview** button. For more information about the preview tools, see ["Preview and Print Options for Reports" on page 6](#).
5. To print the report, click the **Print** button.

Sample

Below is an example one page of what you see on the report.



Create and Print Report Cards

1. On your **Home** page, in the **Reports** widget, click **Report Card**.
2. Under **Terms**, select the school term.

The Report Card displays your student's grades in each subject for the selected term.

Terms
Select a Term

Select student(s)

Grade Display Options
 Show letter grade
 Show percent grade
 Both

Customize Print Preview Close

3. Once you select a term, two choices appear below the **Terms** list. Choose either **Report by Term** or **Report by Date Ranges**.

The Report Card displays your student's grades in each subject for the selected term.

Terms
2014-2015

Report by Term Report by Date Ranges

Select student(s)
 Andrea
 Matt

Grade Display Options
 Show letter grade
 Show percent grade
 Both

Customize Print Preview Close



- If you selected **Report By Date Ranges**, for the **Choose the number of grading periods** option, select a number. SOS then automatically divides the school year by the number of periods you selected and assigns Start and End dates to the ranges. If desired, you can change the Start and End date for each period based on how you have your school year set up.

	Start Date	End Date
Grading Period 1	09/02/2014	11/10/2014
Grading Period 2	11/11/2014	01/20/2015
Grading Period 3	01/21/2015	03/30/2015
Grading Period 4	03/31/2015	06/10/2015

4. Under **Select student(s)**, select the student(s) you want to run a report card for.
5. Under **Grade Display Options**, by default, **Both** letter grade and percent grade will show in the report card. Keep the default option, or select a different option.



6. If you want to add non-SOS subjects, grades, and/or comments, click the **Customize** button.

Remember:

- If you selected **Report by Term**: All customized report card data is saved, **Subject**, **Grade** and **Comments** are retained for future use.
 - If you selected **Report By Date Ranges**: Customized report card data is NOT saved. **Comments** are retained, but **Subject** and **Grade** information must be re-entered each time you run the report.
- a. Select the student using the **Student list**.
 - b. Enter the **Subject** and **Grade(s)** as necessary. You can enter multiple subjects by tabbing to the line with the asterisk (*).
 - c. Enter any comments you wish to make in the **Comments** text box.
 - d. Click the **Save** button when you are finished entering custom subjects.

Example if Report by **Date Ranges** selected:



Customize Report Card

Student list: Andrea

NOTE: Customized report card data is not saved in the database when running reports by date ranges. This data is only saved when reporting by term. You will need to enter customized data each time you run a report card by date ranges. The comments will be saved and displayed each time a report card is run for this term and student whether the report is by term or by date ranges.

Subject	Range 1 Grade	Range 2 Grade	Range 3 Grade	Range 4 Grade	Year Grade
*					

Comments

Cancel Save

Example if **Report by Term** selected:

Customize Report Card

Student list: Andrea

NOTE: Customized report card data is not saved in the database when running reports by date ranges. This data is only saved when reporting by term. You will need to enter customized data each time you run a report card by date ranges. The comments will be saved and displayed each time a report card is run for this term and student whether the report is by term or by date ranges.

Subject	Range 1 Grade	Range 2 Grade	Range 3 Grade	Range 4 Grade	Year Grade
Drama	A-				
*					

Comments

Cancel Save

Note If you enter a **Non-SOS Subject** and later need to delete it, highlight the line with the subject to be deleted and press the **Delete** key on your keyboard.

- To view what the report looks like with your selected options, click the **Preview** button. For more information about the preview tools, see ["Preview and Print Options for Reports" on page 6](#).
- To print the report, click the **Print** button.

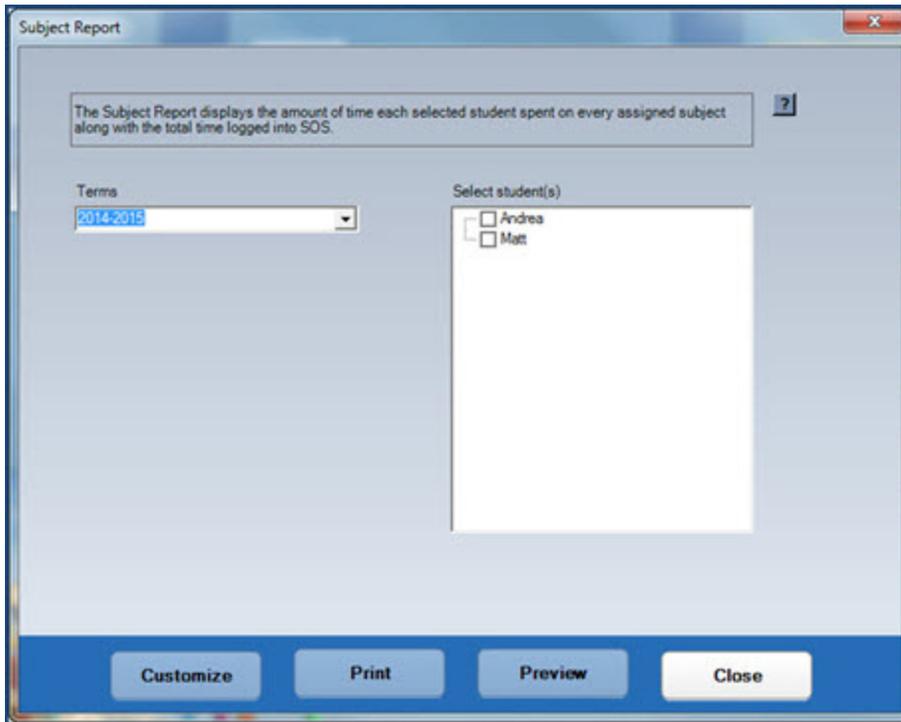


Subject Report

SOS has another tool, the **Subject Report** tool, (in addition to the **Unit Details** and **Assignment Details** reports available from the **Assignments** window) that you can use to monitor the amount of time a student spends on each subject. The **Subject Report** displays all assigned subjects (for a student) with the amount of time spent on each one. The **Subject Report** also shows the total time spent working on all subjects.

To view and print the report:

1. On your **Home** page, in the **Reports** widget, click **Subject Report**.
2. From the **Terms** list, select a school term.
3. Under **Select student(s)**, select the student(s) you want to run subject report for.



4. You have the option to add non-SOS subjects to the **Subject Report**. Click the **Customize** button.
 - a. Select the **Student** whose non-SOS subject you want to include.



The screenshot shows a dialog box titled "Customize Subject Report". At the top, there is a "Student list" section with a dropdown menu showing "Andrea" and a help icon. Below this is a table with three columns: "Subject", "Hours", and "Minutes". The table is currently empty, with a small asterisk in the first row. At the bottom of the dialog, there are two buttons: "Cancel" and "Save".

- b. Enter the **subject** along with the amount of time (**hours** and **minutes**) spent working on this subject.
- c. Click the **Save** button.
5. Click the **Close** button () to return to the **Subject Report** window.
6. To view what the report looks like with your selected options, click the **Preview** button. For more information about the preview tools, see ["Preview and Print Options for Reports" on page 6](#).
7. To print the report, click the **Print** button.

Sample

Below is an example of what a **Subject Report** might look like.



Subject Time Report

December 12, 2013

Cotter Academy
300 N. McKemy
Chandler, AZ 85226
United States
(555) 555-5555
principal@cotteracademy.net

Term: 2014-2015

Time Spent on Subject as of: December 12, 2013 3:56 pm

Student: Andrea Cotter

Subject	Hours	*Minutes
Civil War (2014)	3	40
Foundations for Living (2014)	3	44
High School Health (2014)	3	32
Personal Financial Literacy (2014)	4	59
Drama	16	30

***Total time: 32 hours 25 minutes**

* Rounded to the nearest full minute

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Create and Print Transcripts

Most post-secondary educational institutions, and many other organizations, require a transcript of student schoolwork. SOS provides two transcript formats for your use. Both are designed for the high school level student.

- The first format is a manual transcript that you create from a transcript template provided by SOS. You must enter all of the student information manually because it is not populated from SOS. You access this transcript template from the **Tools** folder on your SOS installation disc.
- The second format is a report SOS populates and allows you to customize by adding non-SOS course work. You access this **Transcript** report from the **Reports** widget on your **Home** page.

There are a few points to keep in mind as you work on a transcript:



- Select a term for each grade level you want to include on the transcript. Do this prior to entering any non-SOS courses.
- Only COMPLETED courses appear on the transcript.
- Terms may be added for grade levels where no SOS course work was completed.
- Only one grade level can be associated to a term.
- You will need your school address for the transcript. If you haven't already added it to SOS for the student, do it now. To learn how to do this, open the Help file and go to the "Set Up Student Information" topic.
- Transcripts can only be created for ACTIVE students. If a student is inactivate, go to **Student Setup**, select the **Student** and select the **Activate Student** option and click **Save**.

To create and print transcripts for students:

1. On your **Home** page, in the **Reports** widget, click **Transcript**.
2. Select the student whose transcript you want to create.
3. If you want to have the student's graduation date to display on the Transcript, click the **Display Graduation Date** check box and use the drop-down to select the actual date.

Non-SOS Subject	Grade	Credit Possible
▼	▼	▼

4. Select a term for each grade level using the drop-down lists for **9th Grade Term** through **12th Grade Term**. Be sure to select the terms in order for all grade levels you want on the transcript before entering any non-SOS subjects. If you want to add courses for a term when a student was not enrolled in any SOS courses, you can click the **Add Term** button to create a new term for those courses.
 - a. Click the **Add Term** button. The **Add Term for Transcript** window appears.



Add Term for Transcript

Add a new term to be used for transcript information.

Term name

Grade level

Cancel Save

- b. Enter the **Term name**.
 - c. Select a **Grade level** to associate the term with.
 - d. Click **Save**.
5. Enter each **Non-SOS Subject** with the associated **Grade** achieved in the course, the number of **Credits** the student was eligible to earn for the course, and the **Term** the course is associated with.

Usually the number of credit hours possible for a course are based on whether the course is a full year course or a semester course. In most locations:

- .5 credit hour = a one semester course
 - 1 credit hour = a full year course (2 semesters)
 - NO credit is granted for a failed course
6. When you have selected all SOS terms and entered any **Non-SOS Subjects** and the associated information, to view what the transcript will look like, click the **Preview** button. For more information about the preview tools, see ["Preview and Print Options for Reports"](#) on page 6.
7. To print the transcript, click the **Print** button.

Sample

An example of a **Transcript** is shown below.



School Transcript		Cotter Academy 300 N. McKemy Chandler, AZ 85226 United States (555) 555-5555 principal@cotteracademy.net		
Andrea Cotter 300 N. McKemy Chandler, AZ 85226 United States (555) 555-5555 principal@cotteracademy.net Date of Birth: 11/26/2013				
Subject	School Year	Grade Level	Grade	Credits
Algebra 1	2011-2012	9	B	1.0
Earth Science	2011-2012	9	B	1.0
English I	2011-2012	9	A	1.0
New Testament Survey	2011-2012	9	A	1.0
Spanish I	2011-2012	9	B	1.0
World History	2011-2012	9	A	1.0
American History	2012-2013	10	A	1.0
Biology	2012-2013	10	B	1.0
English II	2012-2013	10	A	1.0
Geometry	2012-2013	10	B	1.0
Old Testament Survey	2012-2013	10	A	1.0
Spanish II	2012-2013	10	A	1.0
Algebra II	2013-2014	11	B	1.0
Bible Doctrine	2013-2014	11	A	1.0
Chemistry	2013-2014	11	B	1.0
English III	2013-2014	11	A	1.0
Government & Economics	2013-2014	11	A	1.0
English IV	2014-2015	12	A	1.0
Physics	2014-2015	12	B	1.0
Theater & Drama	2014-2015	12	A	1.0
Cumulative GPA: 3.60 Credits Earned: 20.00 Date of Graduation: Transcript Date: 12/11/2013				
Switched-On Schoolhouse®				Page 1 of 1

How to Use the Transcript Template

Switched-On Schoolhouse provides an alternate template for a transcript you can use if you prefer this format. It does not populate the data as the does The template is set up as a typical high school transcript. You can change this document to meet your needs. It is in the rich text format (rtf format) so you can edit it using almost any word processing package, including Word Pad or Notepad. You can add or delete any of the fields as you create your document.

You must enter all data into the document. The application does not populate any fields. You need SOS Installation Disc Two to access the template.

1. Load **SOS Installation Disc Two**.
2. Click  to close the installation screen.



View and print the Unit Details report

3. Click **Start** in the lower left-hand corner of your screen (on your computer's task bar)
4. Depending on your operating system, select **My Computer** or **Computer**.
5. Right-click the drive with the application disc and select **Open**.
6. Double-click the **Tools** folder, and then double-click the **Transcript** template folder.
7. To open the template, double-click **Transcript_Template.rtf**, or right-click and select **Open with** to choose a program other than your default word processing package.
8. You must use "**Save As**", not just "Save" to retain the template and your transcript.

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:
 - 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.



Assignment Title	Type	Due Date	Score	Student Completed Date	Last Date Graded
Course Overview	Reference				
Documentation	Lesson	9/2/2014	A:100%	12/4/2013 11:44 AM	12/4/2013 11:44 AM
Nouns As Labels; Related Nouns; Categories	Lesson	9/3/2014	A:100%	12/5/2013 8:46 AM	12/5/2013 8:46 AM
Common and Proper Nouns	Lesson	9/4/2014	A:100%	12/5/2013 9:58 AM	12/5/2013 9:58 AM
Report: The Meaning of Names	Project	9/24/2014	A:100%	12/9/2013 11:52 AM	12/9/2013 11:54 AM
Spelling Lesson 1: Content Words: ei and ie	Lesson	9/5/2014	A:100%	12/5/2013 10:18 AM	12/5/2013 10:18 AM
Quiz 1: Using Nouns	Quiz	9/8/2014	A:98%	12/9/2013 8:50 AM	12/9/2013 8:50 AM
Spelling Quiz 1	Quiz	9/9/2014			

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



View and print the Assignment Details report

- 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 Vocabulary. 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.



Assignment Details

Matt - Language Arts 700 (2014) - NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY

Personal Pronoun Case

Type: Lesson
Due Date: 9/2/2014
Score: A:100%
Date First Accessed: Monday, December 09, 2013 3:37 PM
Date Last Worked: Tuesday, December 10, 2013 8:24 AM
Student Completed Date: Tuesday, December 10, 2013 8:24 AM
Last Date Graded: Tuesday, December 10, 2013 8:24 AM
Time Spent: 47 minute(s) and 12 second(s)
Vocabulary - Time Spent: 7 minute(s) and 3 second(s) Games Played: 5 Points: 25

Problems

#	Points	Attempts	Unassigned	Answer shown	Gave up	Skipped
1	5 / 5	2 used and 1 remaining				
2	2 / 2	2 used and 1 remaining				
3	4 / 4	1 used and 2 remaining				
4	2 / 2	1 used and 2 remaining				
5	2 / 2	1 used and 2 remaining				
6	2 / 2	2 used and 1 remaining				

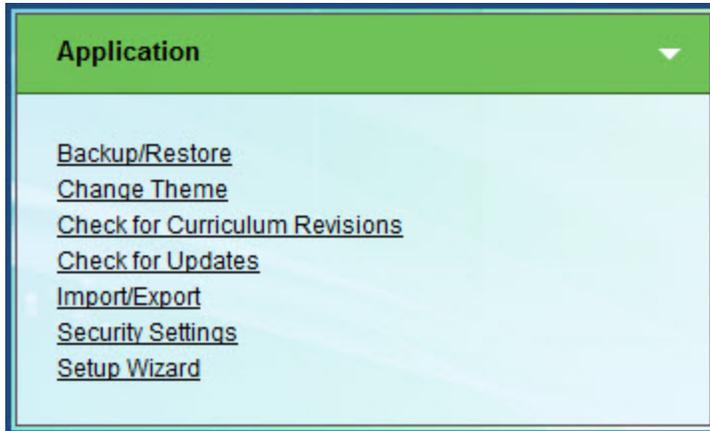
Hover over a problem until it turns the color blue, then click to open the problem in the Assignment window.

Print

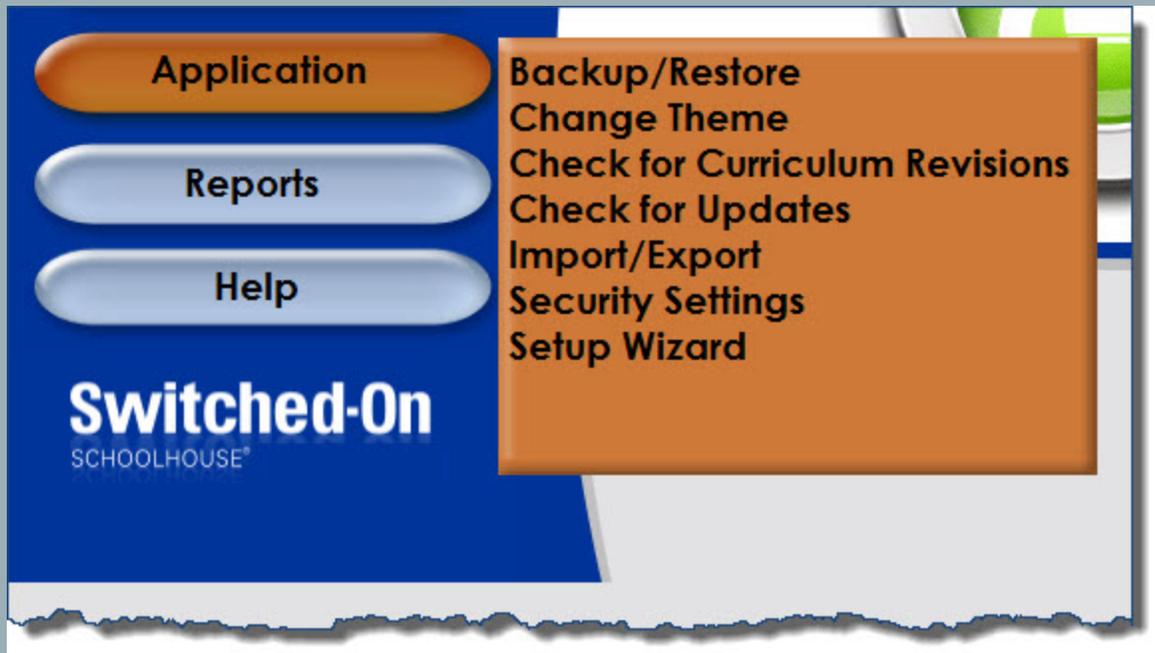
- To view the contents of a problem, position your cursor over the problem. When the problem information turns the color blue, click and the assignment window opens to the problem. You can see the student's score, answers, and more. Click **Close Lesson** when finished.
- To print this report, click **Print** and use your computer's normal print function.

Manage Your Application

As the SOS Teacher, you will perform several administrative functions that allow you to manage your SOS application. On your **Home** page, the **Application** widget contains links that give you access to several high-level, administrative functions.



Note If you are using the SOS "Classic" theme for SOS Teacher, you see an **Application** button that displays the **Application** menu.



Click a link or menu option to perform any of the following functions:

- **Backup/Restore:** Create a copy of school data and retrieve a copy. See ["Back Up and Restore Your SOS Files" on the next page](#).
- **Change Theme:** Select the look and feel of SOS. See ["Change Your Home Page Theme" on page 37](#).
- **Check for Curriculum Revisions:** Manually check to see if there are any new revisions or updates to your curriculum. Requires access to the internet. See ["Check for SOS Curriculum Revisions" on page 38](#).



- **Check for Updates:** Manually check for application updates. Requires access to the internet. See "[Check for SOS System Updates](#)" on page 39.
- **Import/Export:** Create a copy of student(s) schoolwork to allow them to work on other computers and then put the schoolwork back on the original computer. See "[Export and Import Student Schoolwork for Use on Other Computers](#)" on page 40.
- **Security Settings:** Change and control your teacher password settings, change password for viewing the answer key in SOS Student (Problem Helps), and enable students to use a login password. See "[Configure Security Settings](#)" on page 44.
- **Setup Wizard:** Quickly and easily create terms, enroll students, and install and assign curriculum. See "[Use the SOS Setup Wizard](#)" on page 46.

Back Up and Restore Your SOS Files

The Backup/Restore feature protects against the loss of data, such as student work, grades, teacher commentary, and other information. This is a convenient way to back up your entire SOS database at any time. Backing up saves everything exactly as it is, so you can restore a previously-created backup should you ever need it.

Note The backup/restore operations can ONLY be performed when there are no students currently doing schoolwork. Before you begin, have all students exit their schoolwork to protect against losing their work.

We HIGHLY recommend you back up SOS every day if possible. *If anything happens to your computer's hard drive, all student work could be lost.* It's also especially important to back up student work whenever students might be away from their computers for any great length of time. You and your students are prompted to back up each time you exit SOS. It only takes a minute or two and saves much time, if you run into problems later.

Attention Windows Vista and Windows 7,8,8.1 & 10 Users: If you have a **Client Installation**, when you run a backup of SOS, you receive a warning informing you that you cannot write to the location of the backup folder. You have two options to allow writing to the location:

1. Run SOS as administrator.
2. Turn **User Account Control (UAC)** off.

Option 1: To run SOS as an administrator:

1. Open your **C:** drive.
2. Open **Program Files**.
3. Open the **AOP** folder.
4. Open **Switched-On Schoolhouse Home**.
5. Right-click **SOSHAPP.exe**.
6. Select **Run as administrator**.

To turn **UAC** off:

1. Open your **Control Panel**.
2. Select **User Accounts and Family Safety**.
3. Select **User Accounts**.
4. Select **Turn User Account Control On or Off** for drag sliding bar down to "**never notify**".
5. Click **OK**.

Back up your SOS files

Before you begin the backup of your SOS files, keep these points in mind:

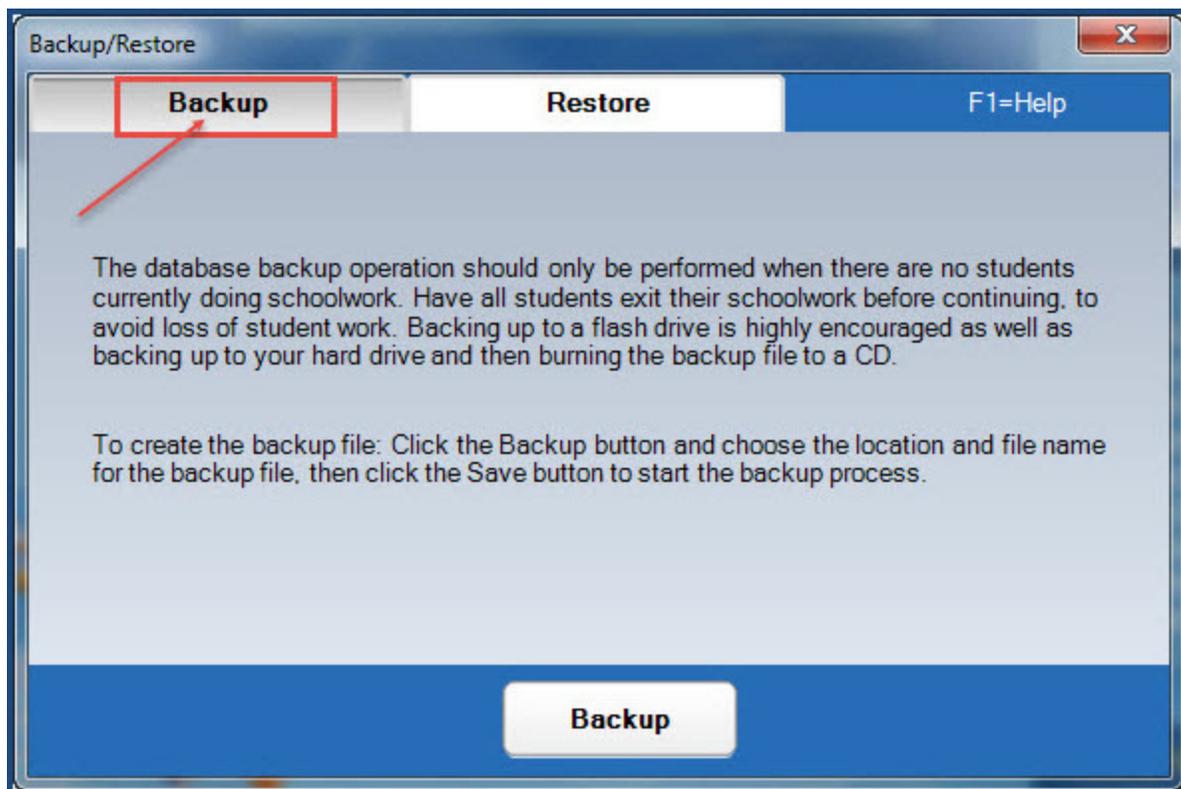


Back up your SOS files

- Because the backup file is too large to be saved to a disk, backing up to a flash drive is highly encouraged as well as backing up your hard drive and then burning the created backup file to a CD.
- The file name, including the path, must not exceed 256 characters.
- Verify that the drive has sufficient free space and you have write permissions to this drive.

To back up your SOS files:

1. Ensure all your students are logged off.
2. On your **Home** page, in the **Application** widget, click **Backup/Restore**.
The **Backup/Restore** window appears.
3. Ensure the **Backup** tab is highlighted. This means you want to perform a backup of data.



4. If you are sure, click the **Backup** button. Or, to exit the backup, click the **Close [X]**.
5. The **Save backup file as** window appears. SOS automatically populates the backup folder name as **SOSbackup2016T** on your **C:** drive. It is strongly recommended that you leave the backup file as this name and in this location.
6. Click **Save**.

Note If a backup file was previously created, a message box appears, telling you the file already exists. Click **Yes** if you want to replace it with the new one. If you want to save every backup file you make, rename the file each time you back up. If you do this, we recommend that you simply add a number at the end of the current file name and increment it by one with each backup; for example, SOSbackup2016T1, SOSbackup2016T2, SOSbackup2016T3, etc.

A message may appear telling you the database backup is in progress. Because this process copies the entire database, you may need to wait a few moments.



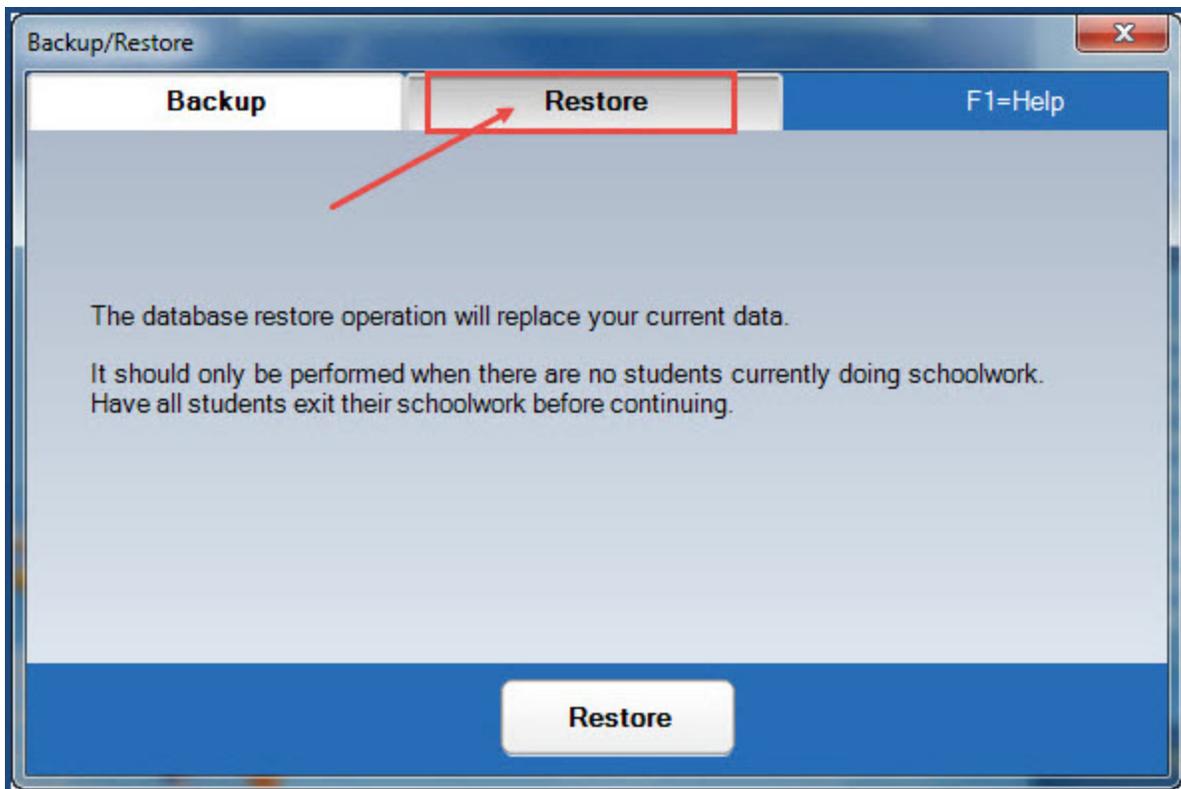
- When the process is finished, a message box appears telling you that the backup file was successfully created. Click the **OK** button. You have now backed up your entire SOS database.

Notes

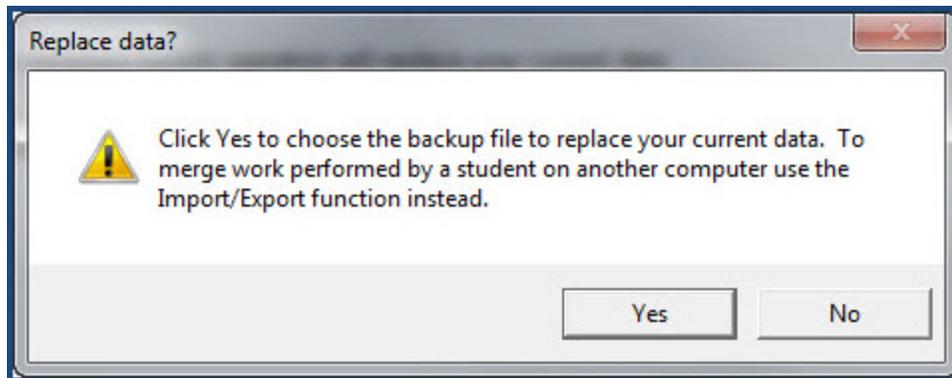
- You can also copy your backup file (SOSbackup2016T.bak) to a flash drive, burn it on a CD, or store it on a different computer.
- If you have a Teacher/Client installation, your backup file is placed on the computer where the database is installed. Remember this if you need to perform a restore.

Restore your SOS backup files

- Ensure all your students are logged off.
- On your **Home** page, in the **Application** widget, click **Backup/Restore**.
The **Backup/Restore** window appears.
- Click the **Restore** tab to highlight it. This means you want to perform a restore of your backed-up SOS data.



- If you are sure, click the **Restore** button. Or, to exit the restoration, click the **Close [X]**.



5. In the window that appears, browse to and open the backup SOS database file you want to restore. It is in the new folder you created when you were performing the database backup. Unless you selected a different name, the file is probably called "**SOSbackup2016T**." If you have been retaining copies of previous backups, you may have an incremental number after the "T".

REMEMBER: If you have a Teacher/Client installation, your backup file is located on the computer where your database is installed.

6. The **Backup/Restore** window appears and the restore process starts automatically. A message then appears, telling you that the database restore is in progress.
7. When the process is finished, another message appears telling you that the restore file was successfully created. Click the **OK** button. You have now restored your entire SOS database.

The application closes and you must restart it.

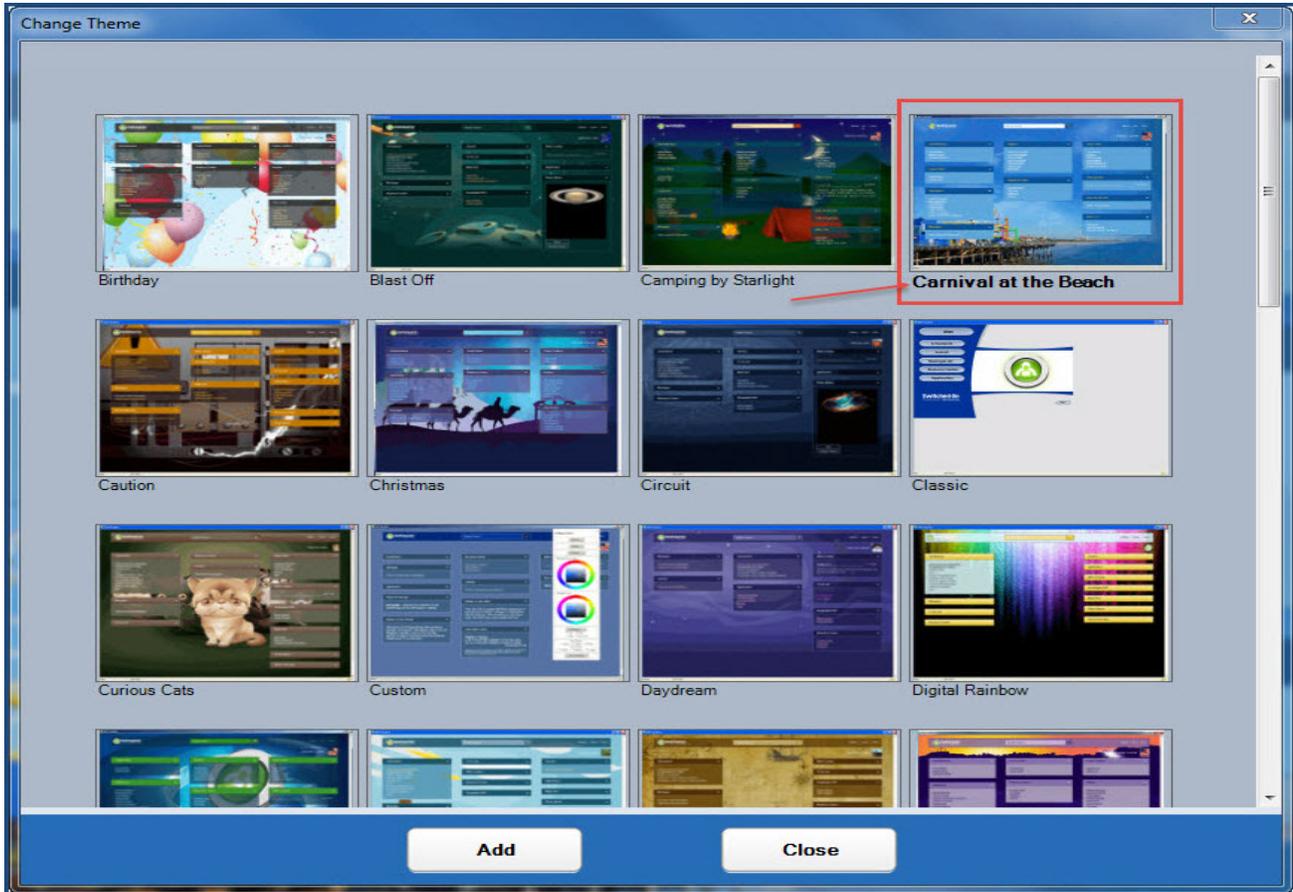
Change Your Home Page Theme

Switched-On Schoolhouse uses a default theme "**Carnival at the Beach**" for the **Home** page for you and your students at initial login. You both have the option to change the look and feel of your **Home** page by selecting one of the theme choices or by creating your own custom theme. Theme choices include five popular holiday themes! Take a peek at all of them before you choose! The "Custom" theme allows you to change colors, font style and size, and use a picture of your own as the background (wallpaper). To use a picture, it must be .jpeg file. To learn more about the "Custom" theme, see "**Set Up Your MiSOS Custom Theme**" in the Help file.

To change your **Home** page theme:

1. On your **Home** page, click the **Settings** link in the upper right-hand corner of your screen, or in the **Application** widget, click the **Change Theme** link.

The **Change Theme** window appears. Your current theme name is in bold text.



2. To change themes, click the picture of the one you want. Your theme is automatically changed and the **Change Theme** window closes.

Check for SOS Curriculum Revisions

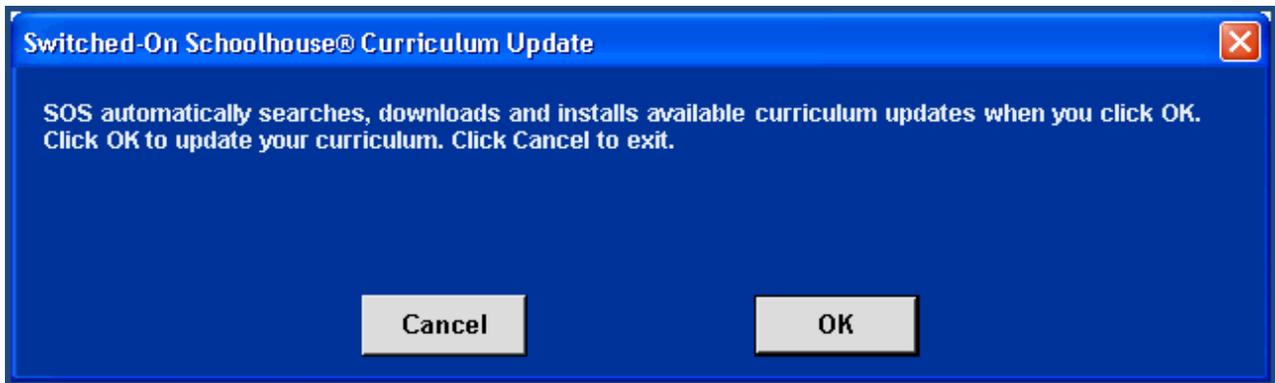
Switched-On Schoolhouse prompts you to check for curriculum revisions weekly. You can check at any time by following the instructions below. This feature **ONLY** checks for revisions to the SOS curriculum you currently have installed and requires access to the internet. It does not check for application updates. To do application updates, see "[Check for SOS System Updates](#)" on the facing page.



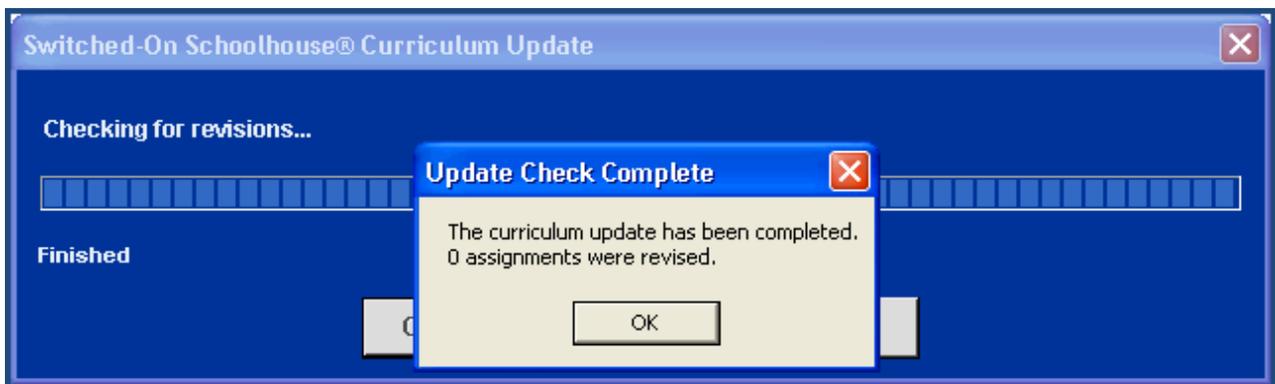
If you do **NOT** have internet access, you need to contact AOP Customer Service periodically so that they can send you a disc containing any current curriculum revisions. The phone number is toll-free at 1-800-622-3070. When you receive the disc, continue with the steps below.

To check for curriculum revisions:

1. On your **Home** page, in the **Application** widget, click **Check for Curriculum Revisions**.



2. Click the **OK** button. When the system has finished checking for updates, a results window appears.



3. If updates are available for any curriculum you have installed, they are automatically downloaded and installed.
4. Click the **OK** button when you are finished.

Check for SOS System Updates

Switched-On Schoolhouse provides a feature to automatically check for system (application) updates. It runs about once a month (every 30 days) and requires access to the internet. You can check more often by following the steps below. This feature only checks for application (system) updates. To check for updates (revisions) to SOS curriculum, see ["Check for SOS Curriculum Revisions" on the previous page](#).

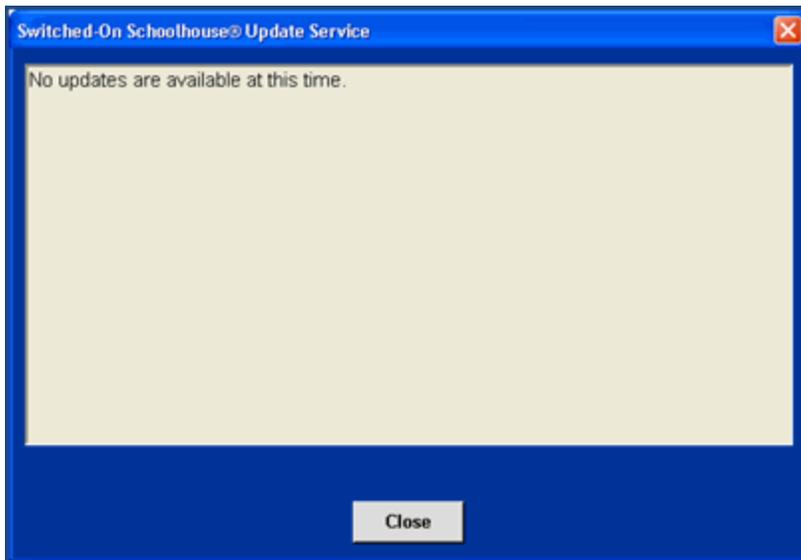
To check for application updates:

1. On your **Home** page, in the **Application** widget, click the **Check for Updates** option.
The **Update Service** window appears.



2. Click **OK**.

When the system is finished checking for updates, a results window appears.



3. If updates are available, a link displays in the window. Click the link to view the updates and determine if you want to download them. Follow the instructions on screen to download and install the updates.
4. When finished, click the **Close** button to close the **Update Service** window.

Export and Import Student Schoolwork for Use on Other Computers

The Import/Export feature allows you to export (move) student schoolwork to a file that you can then import (add) on to another computer that has SOS installed. You must have SOS installed on every computer that you want to import student schoolwork to or export schoolwork from. The easiest way to move the schoolwork is to have a flash or thumb drive available to copy the file(s) to and import the schoolwork to the other computer. Or, if you have your home computers networked, that works as well.

When would this feature be useful?

Suppose your student, who normally works on a home computer, wants to take a laptop computer on vacation. Use the Import/Export feature to export the student's schoolwork from the home computer and import it onto the laptop computer. You can export and import data for multiple students, so if you are traveling and only want to carry one laptop along, you can import several student's schoolwork to the one laptop.



Export schoolwork to create a file for use on another computer

Import/Export is a two-step process; each step is performed on a different computer.

Step 1: You export the schoolwork from one computer to create a file that you can copy to the other computer.

Step 2: You Import the schoolwork from the copied file on the other computer to make the student schoolwork accessible to your student.

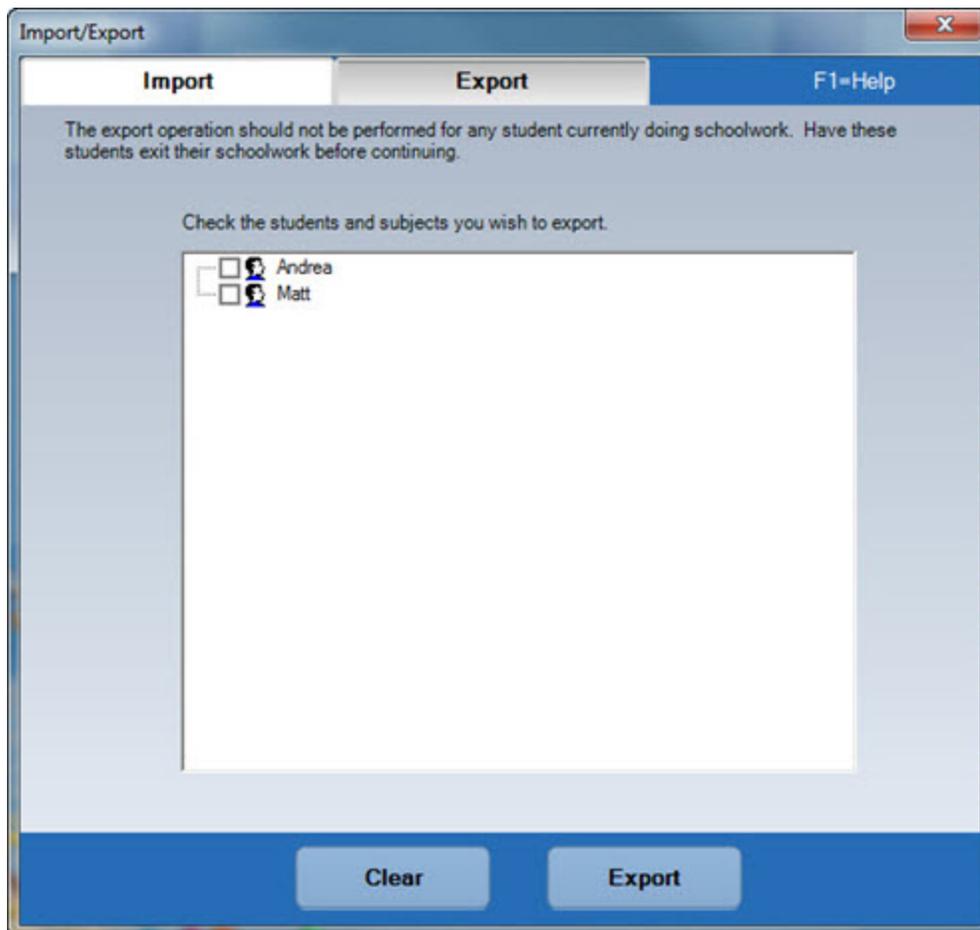
Important

Don't forget! You must perform the export and import functions again to move the student(s) schoolwork from the other computer and merge it back into the schoolwork on the original computer.

Export schoolwork to create a file for use on another computer

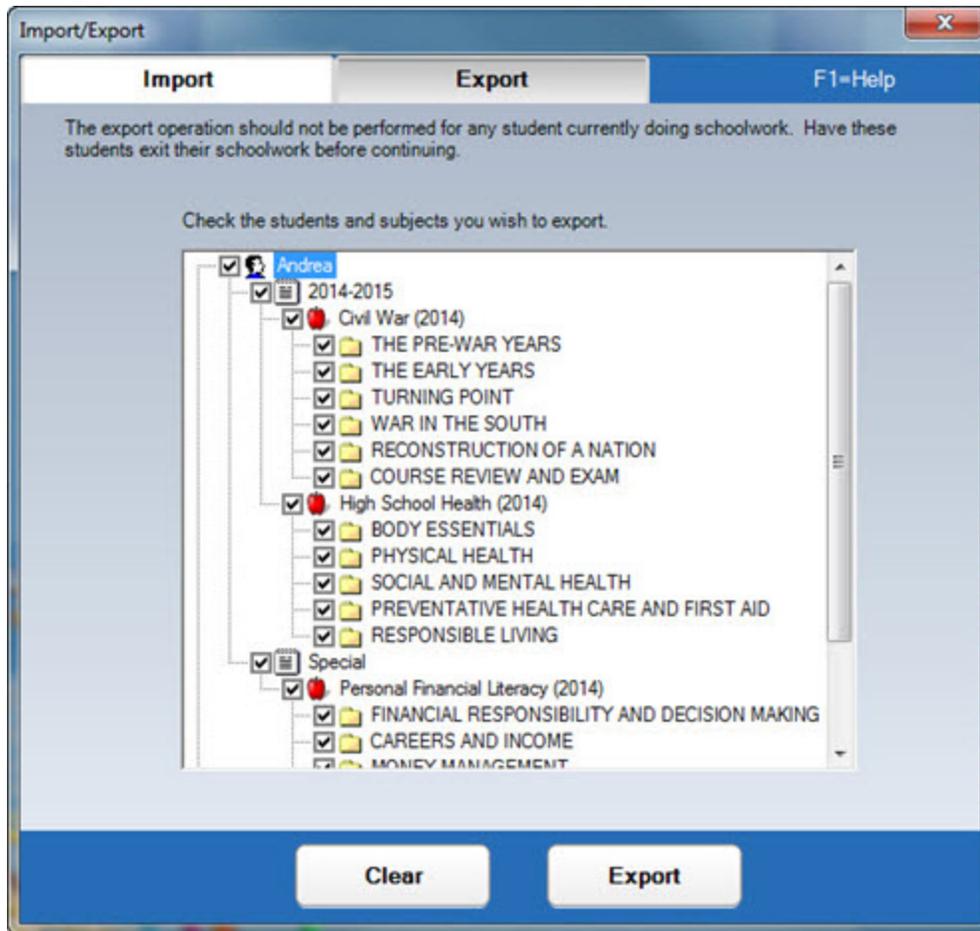
1. Because Import/Export operations can only be performed when NO students are currently doing schoolwork, have all students exit their schoolwork so their work is not lost.
2. If you plan to export the files to a flash or thumb drive, insert the drive into the computer.
3. On your **Home** page, in the **Applications** widget, click **Import/Export**.

The **Import/Export** window appears.



4. Click the **Export** tab. By default, the **Import** tab is highlighted.
5. Select the check box for each student whose work you want to export.

As you select each student, all terms, subjects, and units assigned to that student appear below the name and all items are already selected to export as shown in this example.



- To export all items for a student, do nothing. If you want to remove a subject or unit from the export, click the check box to clear it. Unchecked items will not be exported. To clear all check boxes, click **Clear**. If you clear all check boxes, you must select at least one item for the export.
- When you have completed selecting students and the work to export, click the **Export** button.

A window appears showing the default name of export file with the file extension of ".sosx" and the location that the file will be saved to. If you are using a flash or thumb drive, you can change the name of the export file and determine the location where it should be saved, but do not change the extension.

- To change the location, browse to the drive containing the flash or thumb drive, click the **Create New Folder** () icon at the top of the directory and name the folder. Choose a name that helps you remember what the folder contains.
- Either rename your export file or leave it as "export".
- Click **Save**.
- If a message appears stating that the file already exists, click **Yes** to replace it with the new file or rename the file to keep your previous export file. Replacing the file overwrites the existing export file.

The **Import/Export** window appears with a message stating the that the export is in progress.

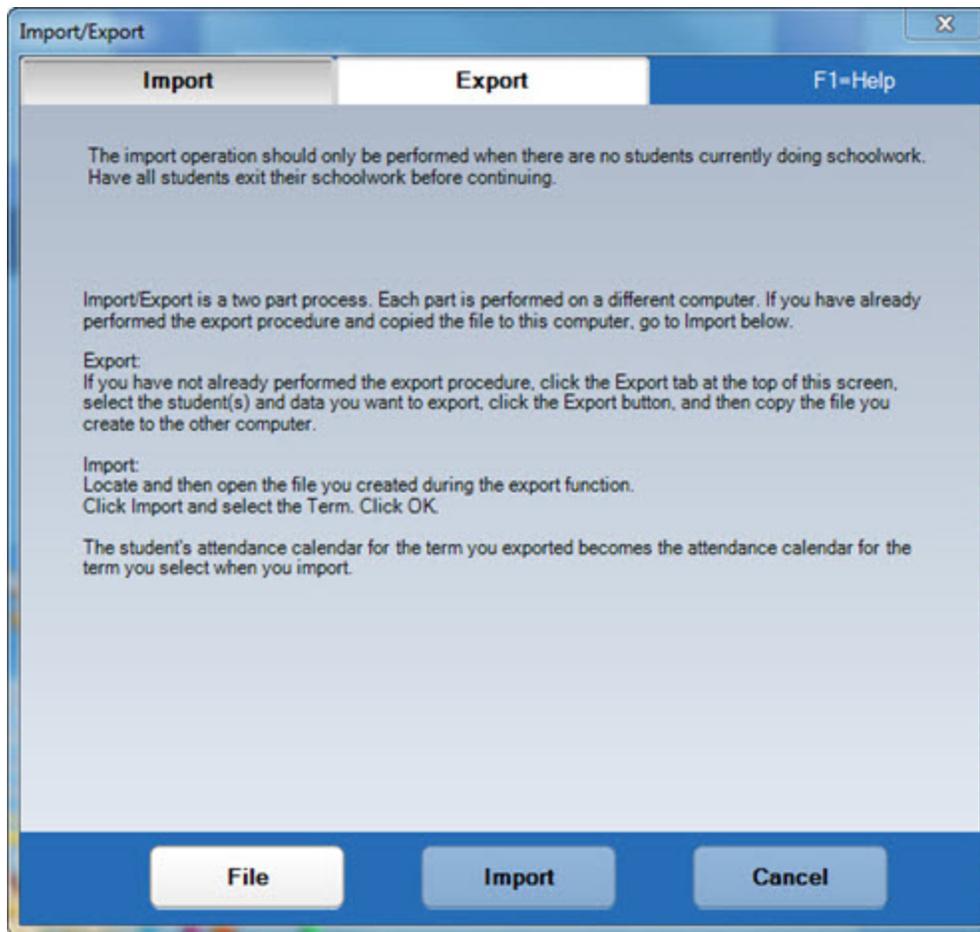
- When the "Export file was successfully created" message appears, click **OK**.

Your export file is now ready to import on the other computer.



Import schoolwork file to another computer

1. Because Import/Export operations can only be performed when NO students are currently doing schoolwork, have all students exit their schoolwork.
2. If you exported the schoolwork to a flash or thumb drive, insert it into the computer.
3. On your **Home** page, in the **Applications** widget, click **Import/Export**.
The Import/Export window appears.
4. Click the **Import** tab.



5. Click the **File** button.
6. Browse to the drive containing the flash or thumb drive, or if the computers are networked, browse to the networked location.
7. Click the **Open** button.
8. Select the student you want to import. If more than one students' schoolwork was exported, from the list, select the students.
9. Click the **Import** button.
10. From the list, select the current term for the student. If more than one students' schoolwork was exported, for each student and each subject, select the term, and click the **OK** button.
11. When the "**Import Successful**" window appears, click **OK**.
Your SOS files are now imported on the other computer.

**Important**

Don't forget! You must perform the export and import functions again to return the student(s) schoolwork to the original computer. If you do not, the work the student has done on the second computer will not get merged into the schoolwork on the original computer.

Configure Security Settings

Because password settings control what both you and your students can access, it's important to know how the Security Settings feature works. The Security Settings feature lets you set several different password-related options:

- Change your teacher password.
- Set up a password and enable Problem Helps so that you (as the Teacher) can see answer keys in SOS Student and student can request problem help.
- Make your student(s) use passwords when logging in to SOS Student.

To open the Security Settings feature:

- On your **Home** page, in the **Application** widget, click **Security Settings**.

The **Security Settings** dialog box appears.

The screenshot shows a 'Security Settings' dialog box with the following elements:

- Change Teacher Password** section with a help icon (?):
 - Current: [Text input field]
 - New: [Text input field]
 - Confirm new: [Text input field]
- Problem Helps Password**: [Text input field with masked password '*****']
- Enable Problem Helps
- Enable Student Passwords
- Buttons: **Cancel** and **Save**

Change your teacher password

You can use the **Security Settings** dialog box to change your login password. For security reasons, the characters you type appear as a series of dots.

Tip You may choose to not have a Teacher password. To do this, leave the **New** and **Confirm** fields blank.

Password requirements are:



Set up a password and enable Problem Helps

- Limited to 12 characters.
- You may use letters and numbers, but no special characters, such as !, #, @, or punctuation marks.
- Your password is case-sensitive, so if you want to use uppercase letters (such as M), be sure that when you enter a password when logging on to SOS or accessing the answer keys, you use uppercase letters and not lowercase letters (such as m).

To change your login password:

1. On your **Home** page, in the **Application** widget, click **Security Settings**.
2. Under **Change Teacher Password**, in the **Current** field, type in your existing password.
3. In the **New** field, enter your new password.
4. In the **Confirm new** field, enter your new password again.
5. Click **Save**.

Set up a password and enable Problem Helps

You can set up a password and enable the Problem Helps option which allows you to view answer keys and use the Show Answer feature in SOS Student without having to find answer keys separately in SOS Teacher.

1. On your **Home** page, in the **Application** widget, click **Security Settings**.
The **Security Settings** window appears.
2. In the **Problem Helps Password** field, you may see a series of dots that represent your current SOS Teacher password. You can keep this password as the Problem Helps password, or you can enter a different password.
3. Select the **Enable Problem Helps** option.

The screenshot shows the 'Security Settings' dialog box. It has a title bar with 'Security Settings' and a close button. The main content area is divided into two sections. The first section is 'Change Teacher Password' with a question mark icon. It contains three text input fields: 'Current', 'New', and 'Confirm new'. The second section is 'Problem Helps Password' with a text input field containing several dots, which is highlighted with a red rectangle. Below this section are two checkboxes: 'Enable Problem Helps' (checked) and 'Enable Student Passwords' (unchecked). At the bottom of the dialog are 'Cancel' and 'Save' buttons.

4. Click **Save**.



Enable student passwords

You can require your student(s) to log in with both a username and password each time they enter SOS Student. If you choose to enable passwords for students, ALL students must use passwords. For example, you have three students using SOS. All three must use passwords to log on.

1. On your **Home** page, in the **Application** widget, click **Security Settings**.
The **Security Settings** window appears.
2. Click the **Enable Student Passwords** check box.

The screenshot shows a 'Security Settings' dialog box with the following elements:

- Change Teacher Password**: A section with a help icon (?) and three input fields labeled 'Current', 'New', and 'Confirm new'.
- Problem Helps Password**: A single input field with masked characters.
- Enable Problem Helps**
- Enable Student Passwords** (highlighted with a red box)
- Cancel** and **Save** buttons at the bottom.

3. Click **Save**.

Use the SOS Setup Wizard

The first time you log in to SOS Teacher, the **Setup Wizard** appears and walks you through the initial setup steps for your school. There are three basic steps to be completed before your student(s) can begin working in SOS:

1. Select a school term and create a school calendar.
2. Add your students.
3. Install curriculum (subject) and assign subjects to students.



When you click the **Finish** button at the end of the Setup Wizard, the basic setup for SOS is complete. You and your students can immediately begin working.

Tip You can use the Setup Wizard at any time. To do this, on your **Home Page**, in the **Application** widget, click **Setup Wizard**.

Select a School Term

School terms are important because you cannot assign schoolwork to your students without them. There are a couple of points to keep in mind as you work with terms:

One Students can only work in ONE term at a time. If you assign work to students in more than one term, you **MUST** switch their active term each time they need to work on an assignment from the non-active term. Though there is a **View Other Term** button in SOS Student on the Schoolwork screen, it does not allow students to work in other terms. This button only allows them to see what work is assigned to them in any other school term. They cannot perform any work on assignments in other terms until you change their active term using the SOS Teacher program.

Two Terms help you keep SOS School records organized. You should create a new term for each new school year.

- Because you already created a term when you installed SOS Home Edition - Full Install, if you want to use that term, just click **Next** at the bottom of the **School Term** screen. Or, if you want to create a new term, do the following:



Switched-On Schoolhouse Term Setup

Switched-On
SCHOOLHOUSE®

Setup Wizard

School Term

Options:

Click the drop-down menu to select an existing school term.
-or-
Click Add a Term to create a new school term.

Suggestion: Give additional terms a name reflecting the period of time it covers. For example:

Fall 2015
Winter 2015-2016

Add a Term | Spring 2016

Back | Next

1 SCHOOL
2 STUDENT
3 CURRICULUM

- Click **Add a Term**.
- Type in the name you want to assign to the school term.
- Click **Save Term**.
- Click **Next** to move to the **Calendar** screen.

Create Your School Calendar

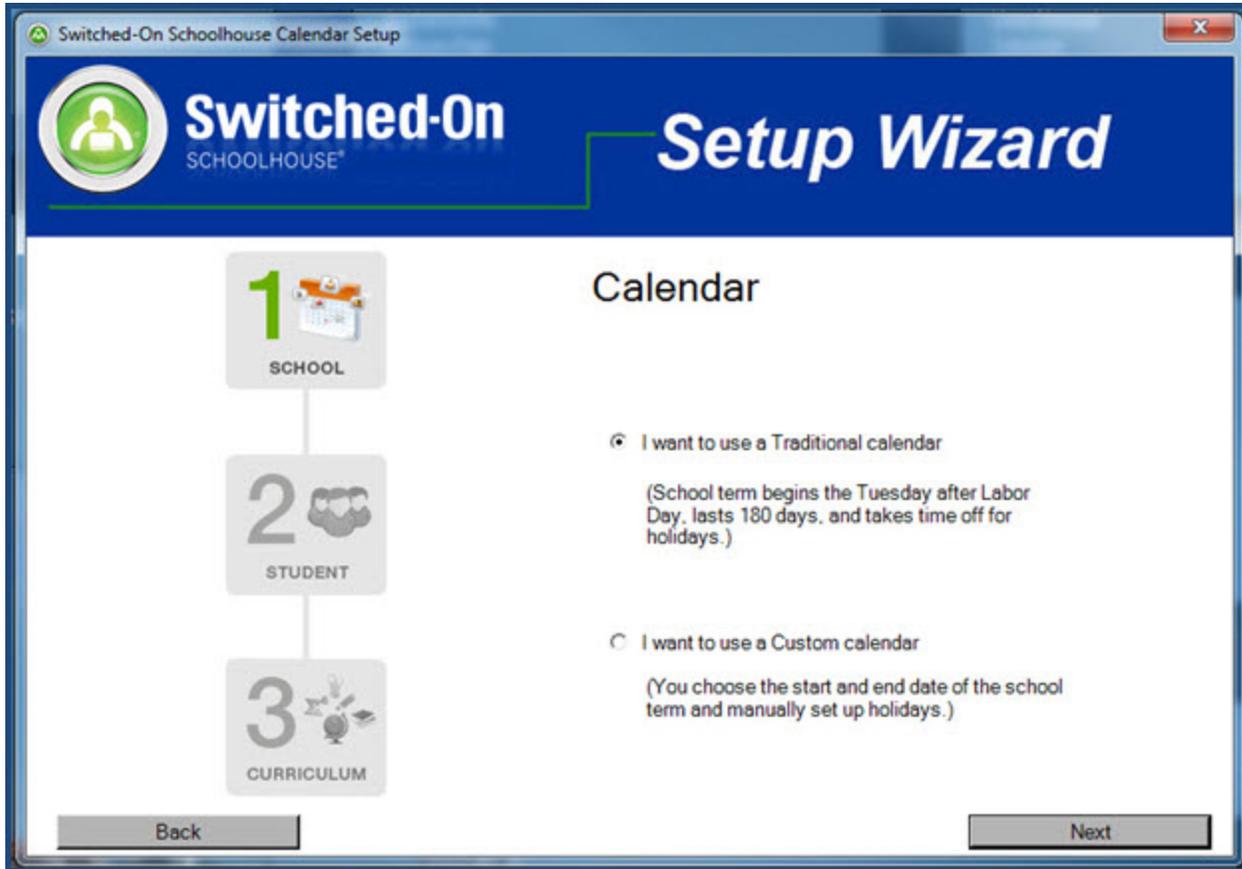
Creating a calendar allows you to assign due dates to student assignments. Due dates help students know how much work must be done each day, so they can complete their assigned work by the end of the school year. When due dates are turned off, students must pace their own schoolwork.

To create your school calendar:

- Determine if you want to assign due dates:
 - Select **Yes** if you want to assign due dates to student assignments.
 - Select **No** if you do not want to assign due dates to student assignments.



2. Click **Next** to continue, and depending on the option you selected, you are either selecting the type of calendar or adding students. See "[Set Up Students](#)" on page 51.
3. Determine the type of calendar:
 - **I want to use a Traditional calendar** - This calendar begins the day after Labor Day and lasts 180 school days, excluding time taken off for holidays. You can change the pre-set holidays, school days, or school end date for your school.
 - **I want to use a Custom calendar** – This calendar allows you to choose the start and end days of the term, as well as assign any holidays to be included. It is useful if you need to start a term at a time not usually associated with the start of the school year or if you want to compress a school year.



4. Click **Next** to continue.
5. If you chose a traditional calendar, select the school year from the **Year** list. Then, click **Next** to continue. If you chose a custom calendar, you can select start and end dates for your calendar. SOS defaults the Start Date to today and the End Date to 180 weekdays from today. You can leave this or change it.

To change the dates:

- a. Select the **End Date** for your school year. Then, select the **Start Date** for the school year.
- b. Click **Next** to continue.

Customize Your Calendar

After you have determined the type of calendar you want to use, you can customize the calendar. You can change school days to non-school days and vice-versa. You can change individual days or a series of days. You may do this now or at any time during the school term.

Tip For assistance with customizing your calendar, see the "**View and Manage the School Calendar**" topic in the Help. See "[Use the SOS Teacher Help and Access Other Assistance](#)" on page 59.

1. Determine if you want to customize your calendar now:
 - Click **No** if you do not want to customize your calendar now, and then click **Next** to continue. You now are ready to set up students. See "[Set Up Students](#)" on the facing page.
 - Click **Yes** to customize your calendar now. Then, click **Next** to continue.
2. Set each date or range of dates individually. To choose specific dates for things like holidays and vacation:



Set Up Students

- a. Select the **Start Date** and **End Date** of the period you want to customize.
 - b. Enter the **Description** for the date range. For example, type “Family Reunion” or “Weather Catch-up Days.”
 - c. Select **Yes** to designate these days as school days or select **No** if these days are not to be considered school days.
3. Click **Customize more days** if you want to add more custom dates and return to Step 2.

4. Click **Finished** when you have entered the last date you want to customize. When the confirmation message appears asking if you are finished customizing calendar dates, click **Yes**.

View Your Calendar

1. Click **View Calendar** to see your selected school term.
2. Click **Next** to continue or click **Back** to return to the **Customize Calendar** screen to make additional changes.

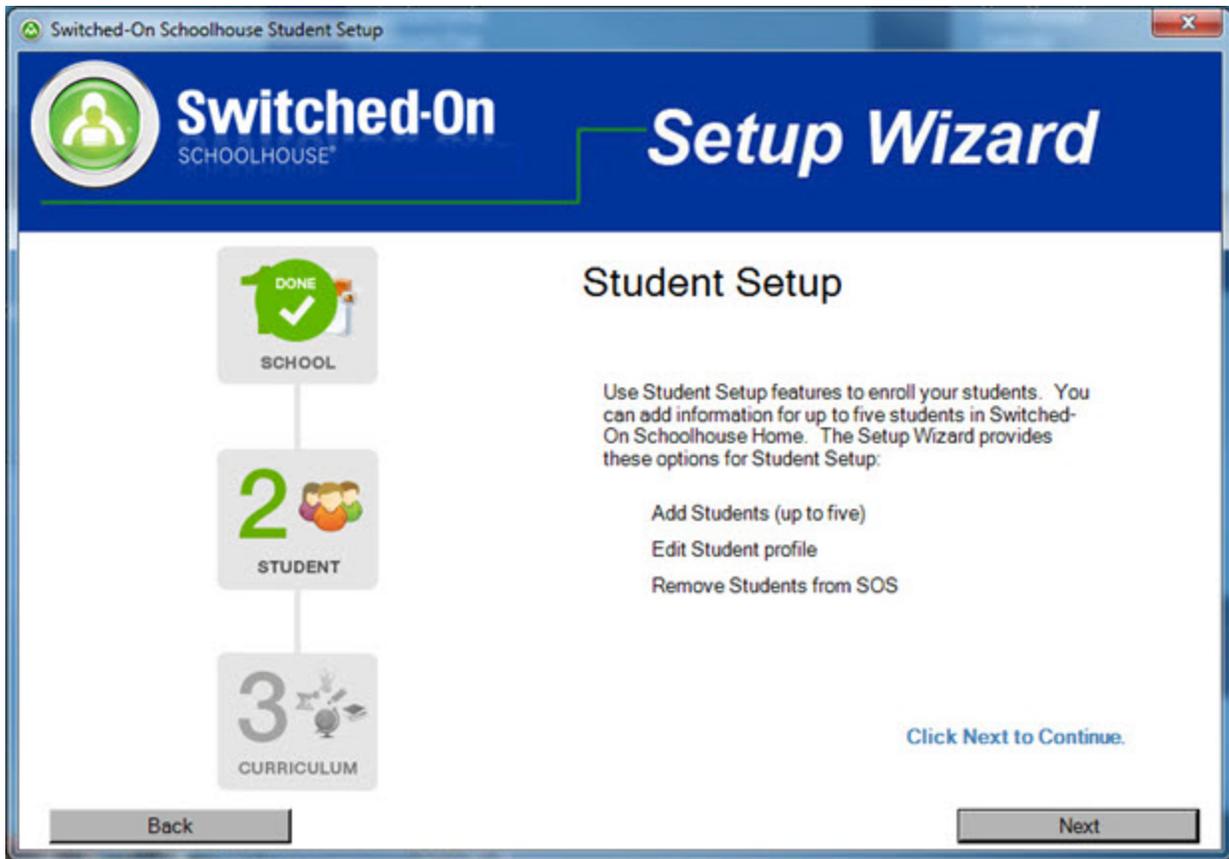
Set Up Students

Before students can get started in SOS Student, you need to “enroll” them in your school. SOS allows you to have up to five students working in SOS at once. The Student Setup feature in the Setup Wizard allows you to add students, edit students, or remove students from SOS. For now we are going to add students.

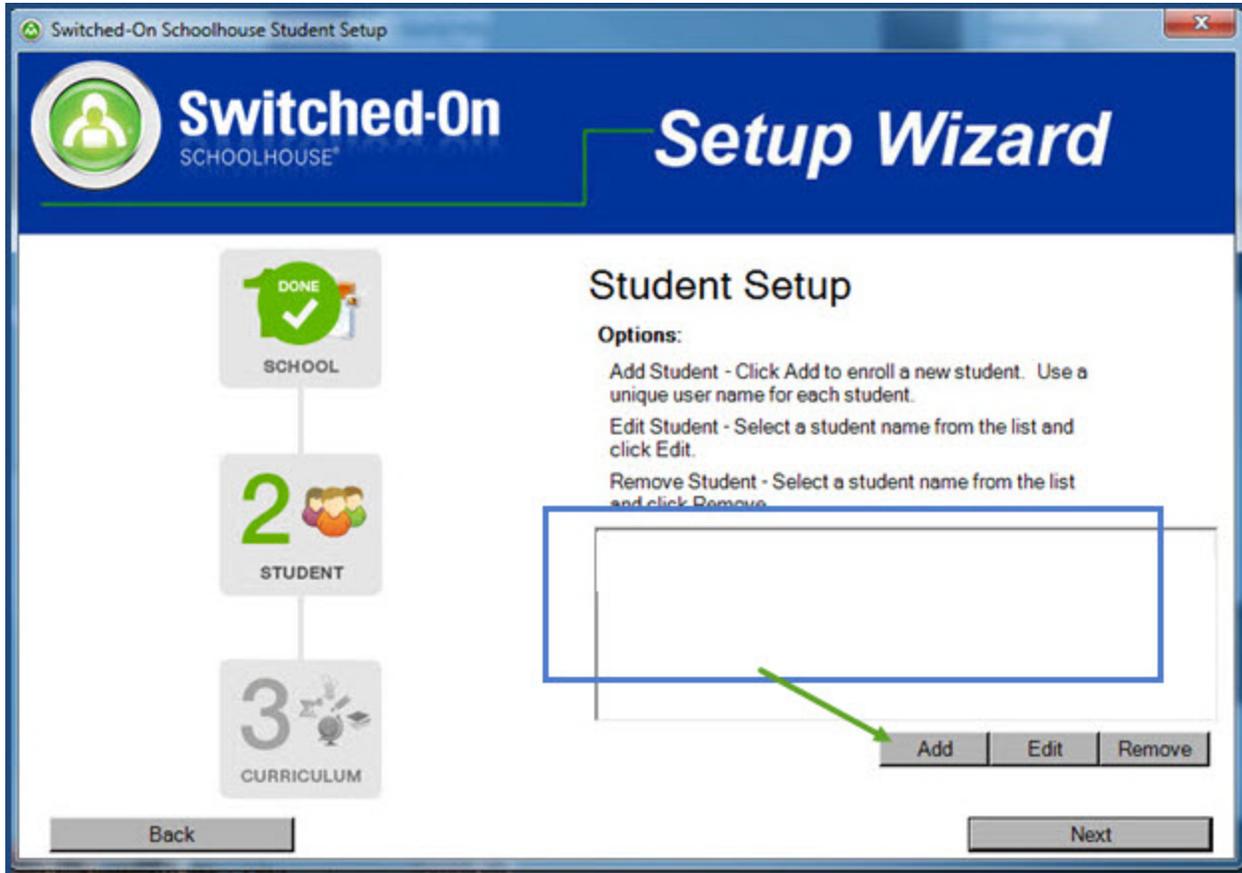
Note If you want students to use a password to log in, you need to set this up using the **Student Setup** link in the **Administration** widget after you complete the Setup Wizard.

To add students:

1. To begin, click **Next** on the first **Student Setup** screen.



2. If your student's name is not displayed on the screen, click **Add** to open the **Student** screen where you can enter the student name and username.



- a. Enter the **Username**. This is the name SOS uses for the student, just like your teacher name. Use up to 20 letters and/or numbers. No periods or other special characters are allowed.
- b. Enter the student's First name and **Last name**. Click **OK**.

3. To add additional students, click **Add** and enter their username and First and Last name. To make changes to a student's information, select the student, and click **Edit**. To remove a student, select the student and click **Remove**. Click **Next** if you are ready to continue.

Install Curriculum

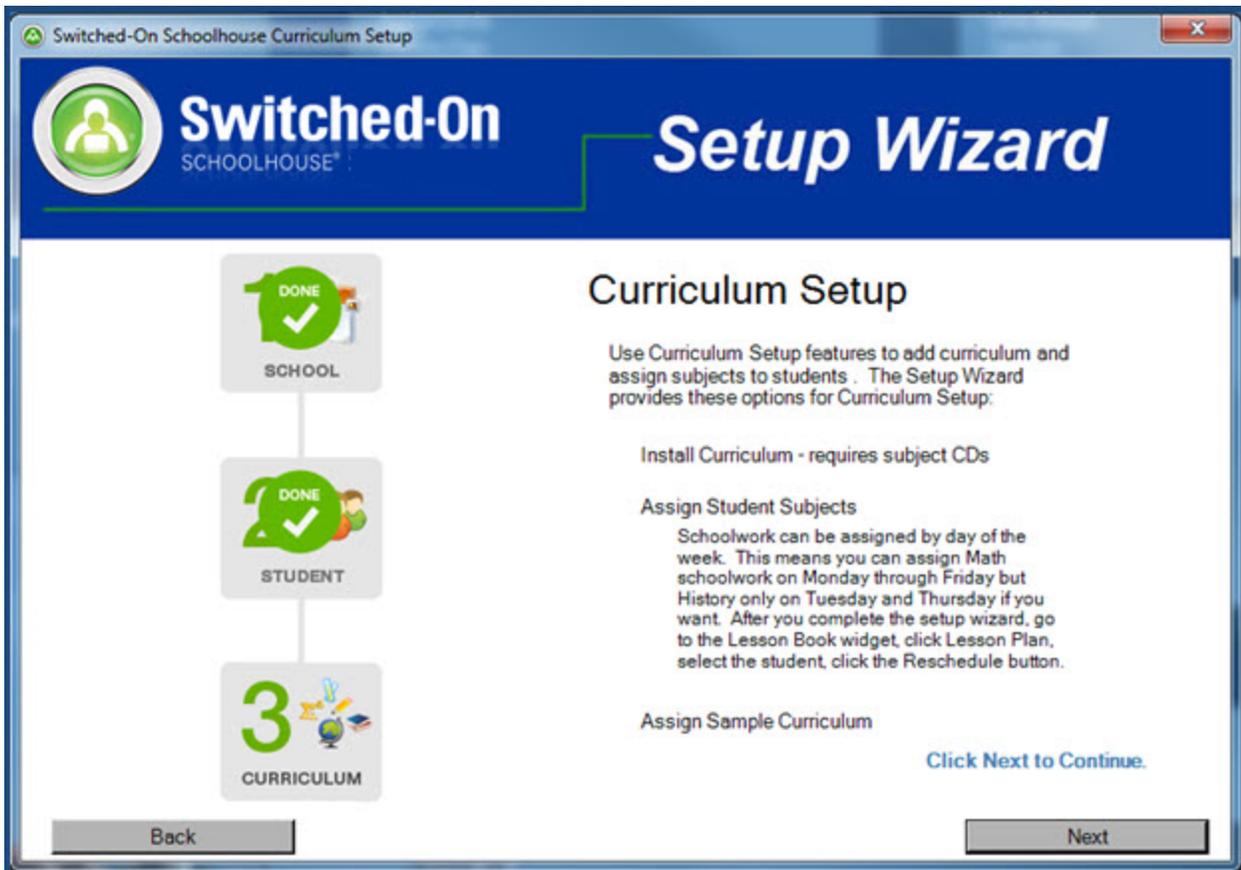
Before students can begin work in SOS Student, you need to install curriculum and assign it to them. Make sure you have your curriculum disc(s) before you begin.



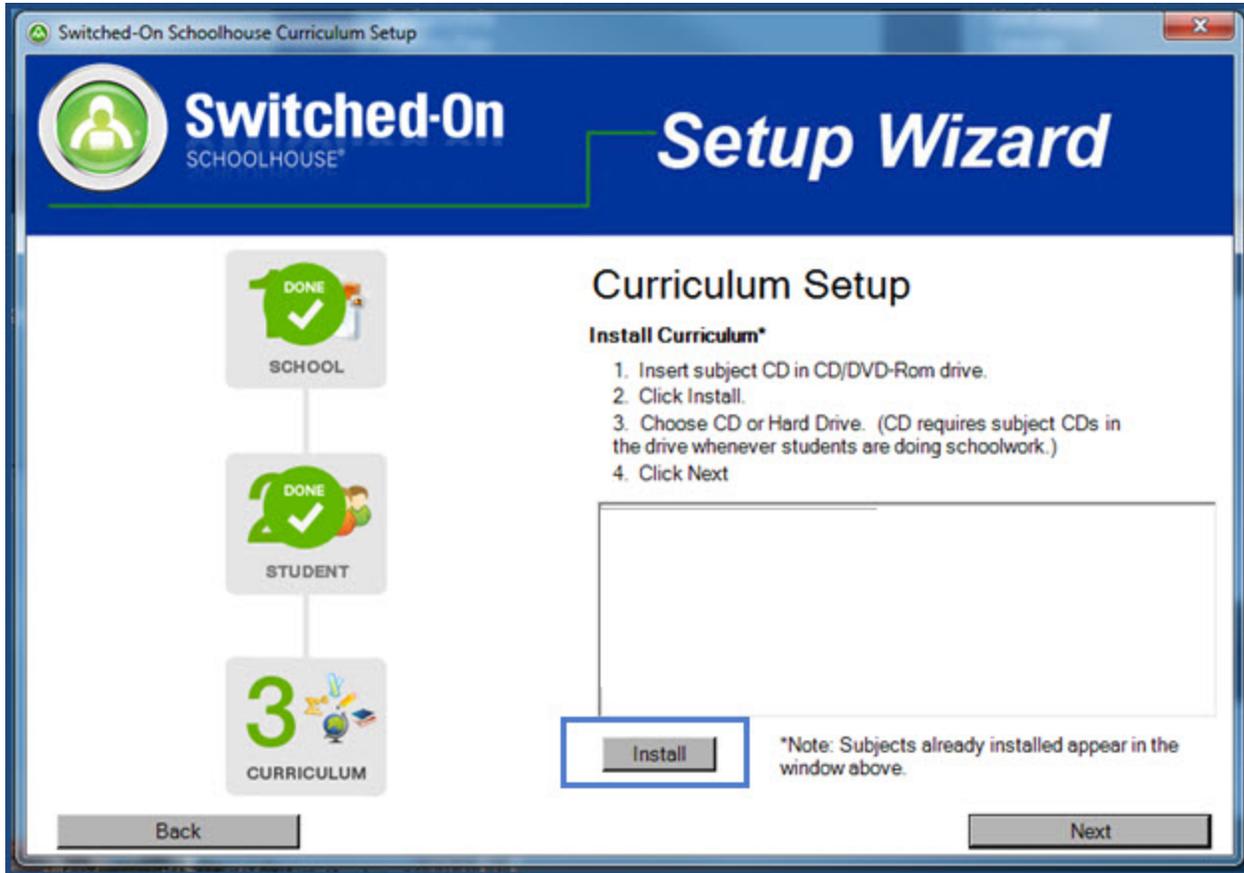
Remember If you do NOT load the subject onto your hard drive, the student must have the disc in the DVD/CD-ROM drive when working on the subject.

To install curriculum:

1. To begin, click **Next** on the **Curriculum Setup** screen.



2. Load a curriculum/subject disc and click **Install**.



3. By default, the **Copy to Drive** option is selected. You must have enough disk space on your hard drive for the subject to install correctly. If you want to have your student use the subject disc whenever working in this subject, click **Leave on CD-ROM**.

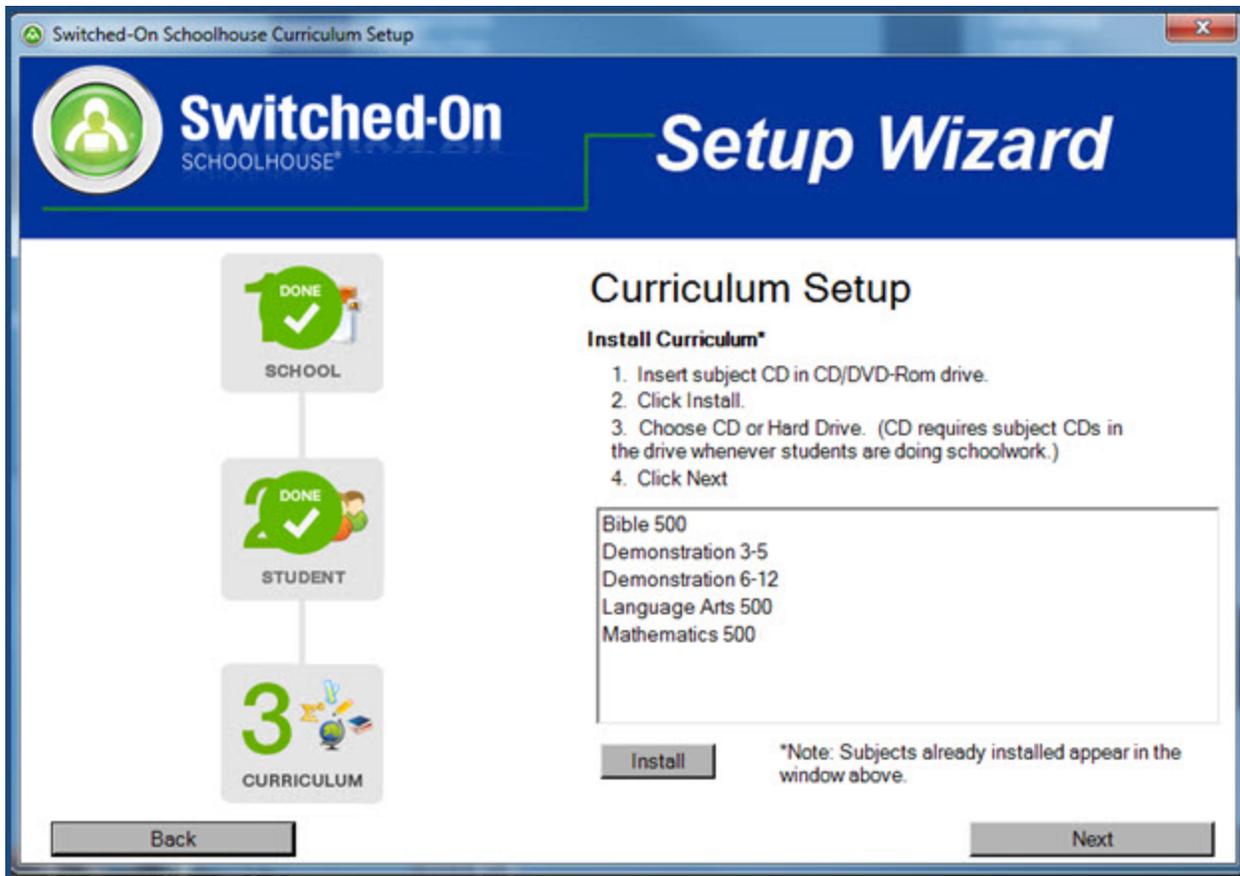
4. Click **OK**.

5. If you chose **Leave on CD-ROM**, go to Step 6.

If you chose **Copy to Drive**, a window opens allowing you to copy to the default folder. Click **OK**. You may choose another location provided there is enough free space on your drive, but we **HIGHLY** recommend leaving the curriculum in the default folder.

SOS begins copying the subject to the selected drive. If the subject has more than one disc, SOS prompts you when to put in the next disc.

6. Repeat Steps 2 – 5 until you have installed all of the subjects you intend to assign. Then, click **Next**.



Tip See the “How to Install a Subject” tutorial on SOS Installation Disc Two for assistance.

Note If you are using a Client Install, the subject is copied to the server location. The client computer must point to the subject on the server location or you must copy the curriculum to the hard drive of the computer with the Client Install.

Assign Subjects to Students

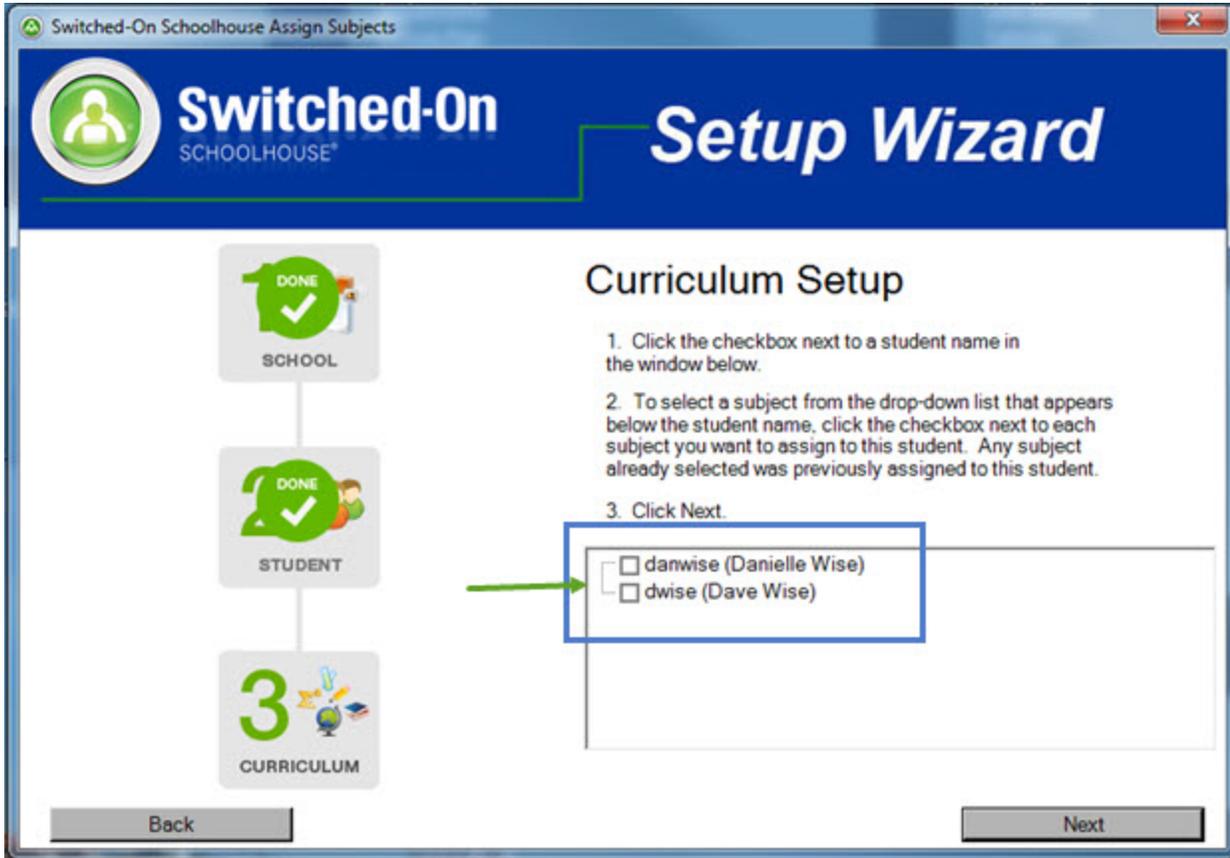
Now that you have installed your subjects, they can be assigned to your students. SOS allows you to assign multiple subjects to every student before you move to the next screen.

To assign subjects to students:

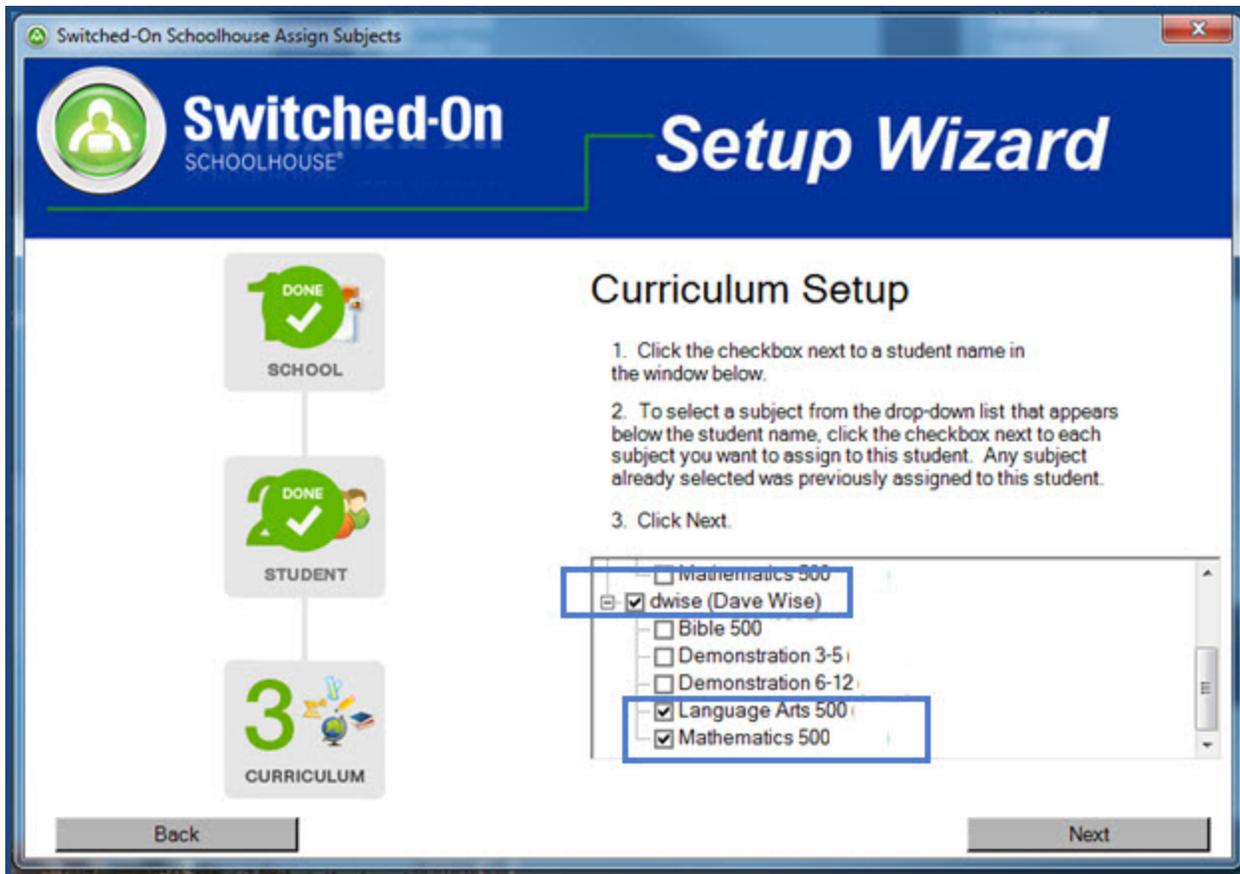
1. After you have clicked **Next** on the **Curriculum Setup** window, the **Curriculum Update** message appears. This is an automatic process to check for curriculum revisions or updates to the curriculum you just installed. Click **OK**. If there are updates, they are automatically applied to your database. When the **Update Complete** message appears, click **OK**.

Note You must have Internet access to do automatic curriculum updates. If you do not have Internet access, contact AOP Customer Service periodically to see if there are updates to your curriculum.

In the bottom half of the **Curriculum Setup** window, you see a list of your students.



2. Click the check box next to a student's name to display a list of the subjects you installed.



3. To assign the subject to the student, click the check box. Any subjects NOT selected will not be assigned to the student. If you assigned a subject in error, click the check box to clear it.

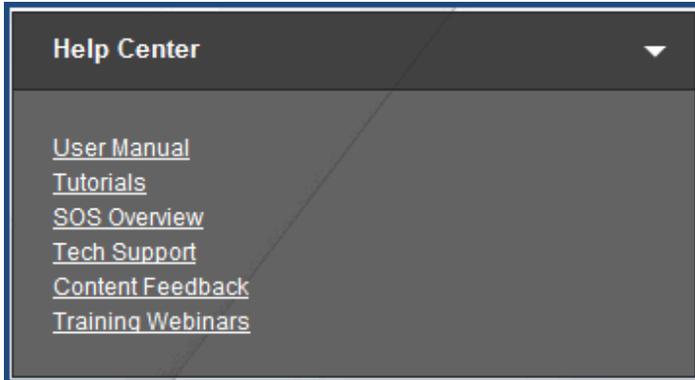
Note You can also assign subjects to students in SOS Teacher using the Curriculum Setup window. See the Help for more information.

4. Click **Next** when you are finished.
5. When the **Assignment Complete Confirmation** message box appears, click **OK**.

Note Coursework may be assigned to students by day of the week. When you are finished with the Setup Wizard, on your Teacher **Home** page, in the **Lesson Book** widget, click **Lesson Plan**. Select the student (one at a time) and click the **Reschedule** button.

Use the SOS Teacher Help and Access Other Assistance

The **Help Center** widget is your source for assistance in SOS Teacher. Links to the Help file, tutorials, Tech Support's web site, as well as a link to share curriculum issues and SOS suggestions are all available here.



- **User Manual** - Access the **Help** file by clicking this link in the **Help Center** widget or by pressing the **F1** key in the upper row of your keyboard from anywhere in SOS. Most of the time you are immediately taken to information about the window, form, or page you are on when you press the **F1** key. The **Table of Contents**, **Index**, and **Search** functions in the left-hand column of the Help file are there to assist you, if you need to find other help. The **User Manual** also includes a **Glossary** of terms used in SOS.
- **Tutorials** - This link takes you to the AOP Homeschooling Support web page. The tutorials are videos that walk you through how to perform a function or use a feature, step-by-step. Tutorials are also available on SOS Installation Disc Two.
- **SOS Overview** - This link takes you to the AOP Homeschooling Support web page.
- **Tech Support** - This link takes you to the AOP Homeschooling Support web page. From here you can access assistance. You can find answers to your SOS questions or chat with a technician.
- **Content Feedback** - Opens a web page, where you can tell AOP about an issue you encountered in the curriculum or share a suggestion or idea you have for SOS. We try to reply to these in a timely fashion, if you provide us with an email address. Responses may be delayed if curriculum errors are sent as suggestions or vice-versa. The more complete and specific you are when filling out the form helps expedite the process.
- **Training Webinars** - This link takes you to the AOP Homeschooling Support web page. Sign up for a training webinar and get your questions answered.

Note The **SOS Student** application also has its own Help file. It can be accessed from the **Help** link in the **Application** widget on the **Home** page or by pressing **F1**.

Search the Help file

To search the **Help** file using the **Contents** tab, follow these easy steps:

1. Double-click any “book” icon or title to open a topic.
2. Double-click any “question mark” icon or title to display specific help information for that particular topic.
3. Use the scroll bar on the right side of your screen to move up and down, if necessary.
4. Double-click any “book” icon to close the topic, but leave the **Help** file open.
5. Click  in the upper right corner of the window to close the **Help** file.

To search the **Help** file using the **Index** tab:



1. Click the **Index** tab.
2. Use the scroll bar to move up or down the alphabetized list of topics.
3. Click the desired topic.
4. Click the **Display** button. The right side of the screen displays the help information for that topic. If more than one topic is available, select it from the list that appears, and click **Display**.
5. Use the scroll bar to move up and down, if necessary.
6. Click  in the upper right corner of the window to close the **Help** file.

Another way to search using the Index tab is to type a topic name or keyword in the text box. As you type, the **Help** file automatically scrolls up and down according to the letters you type. After finding the keyword or topic, follow Steps 3-6.

To search the **Help** file using the **Search** tab:

1. Click the **Search** tab.
2. Type the name or keyword in the text box.
3. Click **List Topics**.
4. Use the scroll bar to move up or down the alphabetized list of topics that displays in the lower pane.
5. Click the desired topic.
6. Click the **Display** button. The right side of your screen displays the help information you need. If more than one topic applies, select it from the list, and click **Display**.
7. Use the scroll bar to move up and down, if necessary.
8. Click the  in the upper right corner of the window to close the **Help** file.

Tip To search entries containing any of the words in your search, type your search word or phrase without quotation marks around it. For example, you would search this way if you wanted to find entries containing the words “student,” or “home,” or “screen.” However, if you want to find an entry containing the phrase “student home screen,” you would use quotation marks around the phrase.

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