



Switched-On Schoolhouse® 2016

Student Schoolwork and Assignments



Switched-On Schoolhouse® 2016 - Student Schoolwork and Assignments

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Switched-On Schoolhouse®

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Welcome

Welcome to Switched-On Schoolhouse® Student!

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

About this guide

This guide explains the views used to access your schoolwork and assignments, how to work on assignments and use the multimedia and other learning tools, how to study for and take quizzes and tests, how to use the student reports to track your schoolwork, and includes an appendix that describes all of the SOS problem types and how to complete each type.

Another student guide, "*Student Basics*", is available which explains the basics of SOS Student, such as logging on and out, what you see on your Home page, how to change your Home page theme and other ways to manage the application, and more.

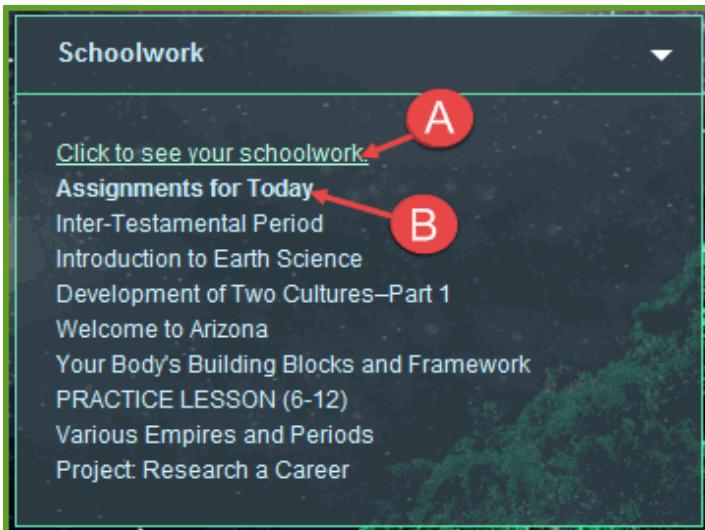
Also, SOS Student has its own Help file which contains full instructions on how to use all the features and tools in SOS Student. To learn more about the Help file, see "[Use The SOS Student Help File](#)" on page 55.

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How You View And Get Started With Your Schoolwork

The **Schoolwork** widget on your **Home** page is your doorway to learning!

- The **Click to see your schoolwork** link (example A) takes you directly to your **Assignments** window where you can open an assignment to start working on it and access completed assignments so that you can study and review for quizzes and tests. See "[Use the Assignments window to view and access your daily schoolwork](#)" on page 7.
- Under the **Assignments for Today** heading (example B), you see the complete list of all your assignments scheduled for the current day.



Once on the **Assignments** window, you can click the **Lesson Plan** tab to see your assignments in calendar form. See "[Use the Lesson Plan calendar to view and access your schoolwork](#)" on page 11.

SOS assignment types

Think of an assignment as a bit of schoolwork you must do. It offers you something new to learn or review and gives you a way to put your knowledge into practice. There are five different assignment types in SOS:

- **Lessons:** consist of instructional presentations that teach you new information and provide you with problems to do. See "[Work On Your Assigned Lessons](#)" on page 15.
- **Projects:** offer creative ways to help you use information you've learned in lessons. See "[Work On Projects And Essays](#)" on page 37.
- **Quizzes:** give you a set of problems to do after every few lessons, trying to find out how much you've learned in the preceding lessons. See "[Take Quizzes](#)" on page 44.
- **Tests:** ask you to do problems in order to demonstrate what you've learned overall. See "[Take Tests](#)" on page 46.
- **Review:** is an assignment at the end of each unit, right before your unit test. It is a review of the main concepts covered in the lessons of the unit, so you can review and study before you take your test.

To receive a grade, you must do the assignments. Depending on how your teacher has set up your school, certain assignment types are worth more than others. Tests, for example, are usually a bigger part of your overall grade than lessons.

Important Even if you see ellipses (...) in the answer key, do NOT use them in any of your answers. This is a reserved symbol. SOS uses them for a specific purpose in the programming.

Be Aware: If you use ellipses in any of your answers, they are marked as incorrect.



Course Overviews

Course Overviews are at the beginning of a unit. They include a course description, goals, and if it applies, a list of resources, such as supplies needed for science experiments, to be used in this course. Both you and your teacher can open them, just as you would any other assignment. There are no questions for you to answer or have graded. This is just information about the course.

EARTH SCIENCE

COURSE OVERVIEW

Earth Science is a high school science course that explores Earth's structure, interacting systems, and place in the universe. The course uncovers concepts and processes found in:

- astronomy – Earth's place in and interaction with space,
- geology – physical structure and dynamic processes,
- meteorology – atmosphere, weather and climate, and
- oceanography – oceans and marine life.

Students will have the opportunity to evaluate and explore many scientific concepts by participating in interactive lab sessions, conducting hands-on activities, and completing projects designed to improve the understanding of Earth and its dynamic functions.

Upon completion of the course, students should be able to do the following:

- Gain increased awareness about where Earth came from, how Earth functions and sustains life, and how the many systems and processes of Earth rely on and balance one another.
- Improve scientific evaluation skills and apply them to the study of Earth's physical geography and dynamic processes.
- Discover tools that allow for the study of Earth and its further exploration.

Additional Resources

Some assignments in this course require the use of resources that must be supplied by the user. A list of these outside resources is available from the link below.

[List of required resources](#)

In addition to the default course program, Earth Science includes extra alternate assignments, experiments/projects, and tests for use in enhancing instruction or addressing individual needs.



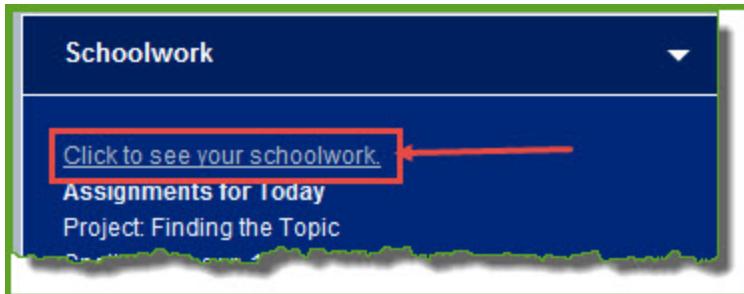
Use the Assignments window to view and access your daily schoolwork

Use the Assignments window to view and access your daily schoolwork

You use the **Assignments** window (accessed from the **Assignments** tab) to view and access your daily schoolwork and also to see your completed schoolwork so that you can review for quizzes and tests.

To open the Assignments window:

- On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.



By default, the **Assignments** tab displays the **Assignments** window.

Assignment Title	Type	Due Date
Project: Research a Career	Project	2/11/2014
Project: The Art of Compromise	Project	2/14/2014
Quiz 1: Building Blocks of the Body	Quiz	1/16/2014
Project: Earth Comparisons	Project	2/11/2014
Quiz 1: Introduction to Earth Science	Quiz	1/20/2014
Political Compromises	Lesson	1/21/2014

Assignment Title	Type	Due Date	Score
Course Overview	Reference	12/16/2013	A: 96%
Development of Two Cultures-Part 1	Lesson	12/18/2013	B: 92%
Development of Two Cultures-Part 2	Lesson	12/20/2013	B: 89%
Life of a Slave	Project	02/14/2014	
Project: The Art of Compromise	Quiz	01/20/2014	A: 100%
Quiz 1: Two Cultures in Conflict	Lesson	01/21/2014	
Political Compromises	Lesson	01/23/2014	
Kansas-Nebraska Act	Lesson	01/24/2014	
The Kansas Issue	Quiz	01/26/2014	
Quiz 2: Compromise	Lesson	01/29/2014	
Abolition and John Brown	Lesson	01/31/2014	
Causes of Secession	Lesson	02/03/2014	
Storm over Sumter	Project	02/14/2014	
Project: Comparing Wars	Quiz	02/06/2014	
Quiz 3: Point of No Return	Project	02/14/2014	
Special Project	Lesson	02/11/2014	
Review	Test	02/13/2014	
Test	Test	02/14/2014	
Alternate Test	Test	02/14/2014	

Assignments window features and tools

The **Assignments** window has several sections along with other features and tools as explained in this table.



Item	Feature/tool	Description
A	Today's Schoolwork section	<p>This part of the window is where you open your current assignments. Column headings show Subject, Unit, Assignment Title, assignment Type, and Due Date.</p> <ul style="list-style-type: none">The yellow star () indicates the assignment is due today!A red exclamation point () lets you know the assignment is past due. You need to do late assignments before you can do the other assignment in that subject.
B	Assignment Title	<p>Assignment titles in blue text indicate that you can double-click those assignments and get to work on them. Additionally,</p> <ul style="list-style-type: none">If the title has gray text, there is another assignment in that subject that you need to do first.If you see two or more blue assignment titles in a subject, this means other one (or more) assignments are <i>projects</i> that you can start working on.
C	Review Completed Assignments section	<p>This part of the window shows you the courses (subjects) you are taking and as you finish your assignments, you can see your score for each assignment, the unit score and your current score for the course. You can also open completed assignments from this section to review them in preparation for quizzes and tests. See ""Review completed assignments" on page 41".</p>
D	Subject section	<p>Displays all subjects (courses) and their units assigned to you for the term. Your teacher can assign an icon to your subjects when they are assigned to you. These help you easily see the difference between the subjects. For example, you might see something like this:</p> <div style="border: 1px solid black; padding: 10px;"><ul style="list-style-type: none"> Bible 700 (2014) General Science I (2014) Health Quest (2014) History And Geography 700 (2014) Language Arts 700 (2014) Mathematics 700 (2014)</div> <p>Actions you can do include:</p> <ul style="list-style-type: none">To display the units in a subject, click the subject name.To display the assignments in a unit, click the unit name.
E	Assignments section	<p>Displays all assignments for a selected unit.</p> <ul style="list-style-type: none">In the first unit of each course you take, the first assignment you see is the Course Overview. See ""Course Overviews" on page 6".Just like the top part of this screen, you can double-click any assignment title in blue and open it. The difference is, these are the assignments you have already completed. They are here so you can go back to them and study or look something up. You can see the grade for each completed assignment.A red X () by the test indicates that the test is blocked. You cannot open it until your teacher unblocks it for you.Reference is an assignment you will see at the end of each unit. Sometimes instead of Reference, this assignment is called Glossary and Credits. Be sure to use it when you are studying for your tests! See .



View assignments in other school terms

Item	Feature/tool	Description
F	View Other Term button	If you have or had courses assigned in other terms, you can click this button, pick the term and SEE coursework from the other term. You CANNOT do any work in assignments in those courses. See " View assignments in other school terms " below. Tip: You can use this to review completed assignments. If you have work you need to do in another term, your teacher must change your active term. You can only work in one term at a time.

Sort your daily schoolwork

You can sort your daily schoolwork that appears in the **Today's Schoolwork** section in the top section of the **Assignments** window. When you sort, SOS continues to sort by that column until you change the sort by clicking on another column.

1. Click any column title, **Subject**, **Unit**, **Assignment Title**, **Type**, or **Due Date**.
2. A small arrow appears at the end of the column you used as the sort. The arrow faces up for ABC or ascending order and it faces down for ZYX or descending order. If you click the column twice, it reverses the sort. In other words, the first time you click **Subject**, SOS sorts all of your assignments by the Subject in ABC order. The second time you click **Subject** without clicking another column, SOS lists all of your assignments by Subject in ZYX order (reverse ABC order).

Adjust widths and heights of columns and sections

You can adjust the widths and heights of columns and sections for the **Assignments** window so that you can see more or less information.

- To adjust columns, on 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.
- To adjust sections, place your cursor between the different sections. Notice, your cursor changes in appearance. This means you can click and drag your cursor in different directions, making the sections bigger or smaller and enabling you to see more or less information.

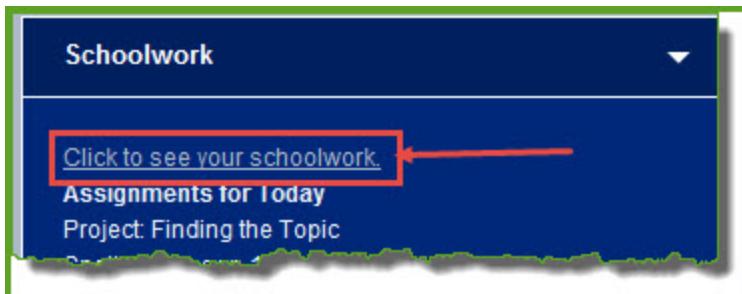
View assignments in other school terms

If you have schoolwork assigned to you in more than one school term, you can see what courses you have, what the units and assignments in those courses are and your score on completed assignments. You can also review completed assignments.

Note You cannot work on assignments in another term until your teacher changes it to become your active term. To work on assignments in other terms, you must have your teacher change your school term.

To see assignments in other terms:

1. On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.



By default, the **Assignments** tab displays the **Assignments** window.



View assignments in other school terms

2. Click the **View Other Term** button. A small **View Other Term** window appears.
3. Use the **Select Term** drop-down menu to see a list of all your school terms, highlight, and then click the one you want.
4. Click **OK** to return to your Assignments **window**, where you see all the information for this new term displayed.



Use the Lesson Plan calendar to view and access your schoolwork

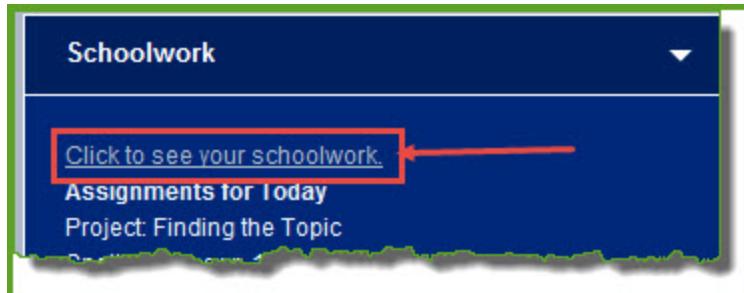
Use the Lesson Plan calendar to view and access your schoolwork

If your teacher has given you assignments that have due dates, you can see how they fit into your schedule in calendar-form using the **Lesson Plan** window.

Note If your teacher hasn't given you due dates with your assignments, you do not have to use the **Lesson Plan** calendar to access assignments. Clicking the **Lesson Plan** tab only makes events (like appointments and activities) appear on your calendar.

To open the **Lesson Plan** calendar:

1. On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.



2. Click the **Lesson Plan** tab.

By default, your **Lesson Plan** opens to the weekly calendar view and displays the current week.

The screenshot shows the SOS Student software interface with the following details:

- Top Bar:** SOS Student - [Schoolwork - Matthew], F1=Help, Back, Forward, Home, Lesson Plan (highlighted), Assignments, Monday, 9/22/2014 - Sunday, 9/28/2014, Thursday, September 25.
- Left Sidebar:** Month calendar for September 2014 (B), October 2014, November 2014, December 2014, January 2015, February 2015.
- Lesson Plan Grid:** Displays the weekly calendar from Monday, 9/22/2014 to Sunday, 9/28/2014.
 - Monday, September 22:** Quiz 3, Digestive and Excretory Systems, Spelling Lesson 1: Multisyllable Words, Real Number Properties, Essay: Feasts Fulfilled in Christ (Due 9/24/2014), Experiment: Calcium (Due 10/22/2014), Experiment: Exercise (Due 10/22/2014), Experiment: The Heart (Due 10/22/2014), Report: The Meaning of Names (Due 9/24/2014), Project: Story-telling (Due 10/9/2014). (C)
 - Tuesday, September 23:** Test, Quiz 3, Quiz 1: Speaking Expressively, Careers in Science, The Distributive Property, Essay: Feasts Fulfilled in Christ (Due 9/24/2014), Report: The Meaning of Names (Due 9/24/2014), Project: Story-telling (Due 10/9/2014). (D)
 - Wednesday, September 24:** Test, Spelling Quiz 1, Nervous and Endocrine Systems, Classes of Geography, Order of Operations, Essay: Feasts Fulfilled in Christ (Due 9/24/2014), Experiment: Calcium (Due 10/22/2014), Experiment: Exercise (Due 10/22/2014), Experiment: The Heart (Due 10/22/2014), Report: The Meaning of Names (Due 9/24/2014).
 - Thursday, September 25:** (Empty)
 - Friday, September 26:** (Empty)
 - Saturday, September 27:** (Empty)
 - Sunday, September 28:** (Empty)
- Bottom Buttons:** Today, Print, F (File).



Lesson Plan calendar features and tools

The **Lesson Plan** calendar has features and tools that help you visually see the status of and access and work through your assignments.

Item	Feature/tool	Description
A	Weekly calendar view	<p>Displays each day of the week with assignment schoolwork and any scheduled events/activities. Day background color indicates:</p> <ul style="list-style-type: none">Days with a white background are school days.Days with a gray background are non-school days. <p>To move forward and back through the calendar:</p> <ul style="list-style-type: none">Click to display future weeks/days.Click to display previous weeks/days.
B	Monthly calendar	<p>Shows you consecutive months of your school term. Day color indicates:</p> <ul style="list-style-type: none">Days colored white are school days.Days colored gray are non-school days.Dates in red indicate activities/events are scheduled. <p>Actions you can do include:</p> <ul style="list-style-type: none">To see previous months, click the left 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. Use the menu to select the month. <div style="border: 1px solid black; padding: 5px; width: fit-content;"><p>September 2014 October 2014 November 2014 December 2014 January 2015 February 2015 March 2015</p></div> <ul style="list-style-type: none">To see details for a specific day, double-click the date.Click any date in the monthly calendar to display it in the weekly calendar section.
C	Day header	<p>Displays the day of the week and the date.</p> <p>Do the following:</p> <ol style="list-style-type: none">Double-click the Day header to open the Day Detail window.When finished on the Day Detail window, to return to the Weekly calendar view, click the Back to Week View link. <div style="border: 2px solid green; padding: 5px; text-align: center;">Back to Week View</div>

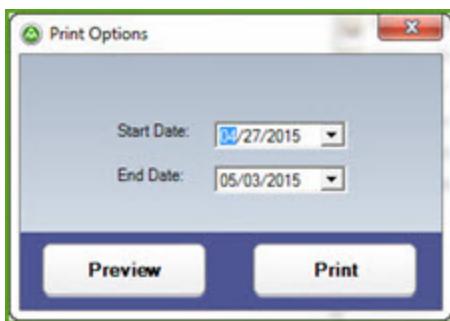


Item	Feature/tool	Description
D	Assignments details	You see the assignment name, icon, due dates (for some assignment types). <ul style="list-style-type: none">Click any blue-colored assignment title to open and work on the assignment. Icons indicate: <ul style="list-style-type: none"> Lesson Project or experiment Review Quiz Test
E	Today button	Takes you to the current date for any calendar view displayed.
F	Print button	Lets you print a list of assignments due on different days. See " Preview and print your Lesson Plan " below.

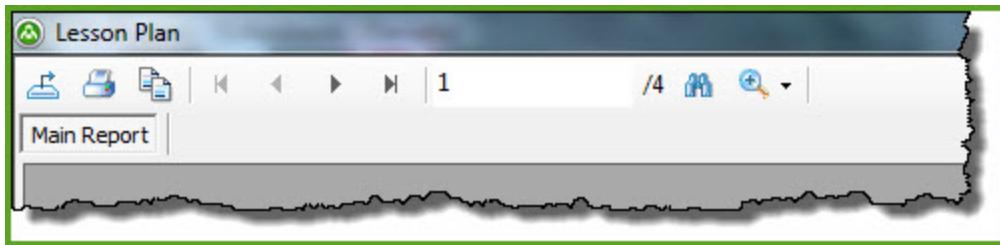
Preview and print your Lesson Plan

You can preview and print your Lesson Plan for a single day or for multiple days.

- On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link, and then click the **Lesson Plan** tab.
- Click the **Print** button.
- In the **Print Options** window, select the start and end dates for the range of days to print. You can type the dates or click the arrows to select dates from a calendar.



- To see what the **Lesson Plan** would look like before you print it, click **Preview** and follow the steps below. Or, if you just want to print the **Lesson Plan** without previewing it, click **Print**.
 - Depending on the start and end dates you selected, the **Lesson Plan** preview window may include several pages. Preview tools let you select each page, search, zoom in and out, and more.



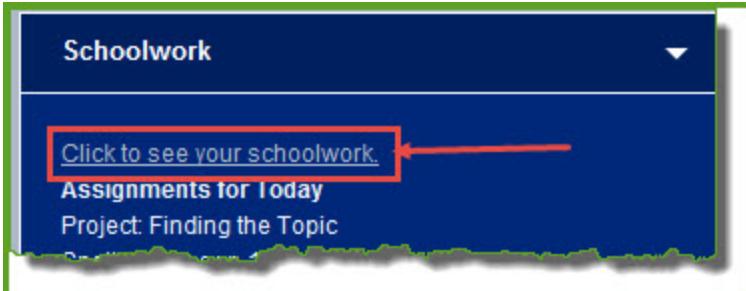
- b. When you're ready to print, click the **Printer** icon.

Work On Your Assigned Lessons

Most of the assignments you do are *lessons*. Let's take a look at how to open a lesson and then what you usually see when you open one.

To work on an assigned lesson:

1. On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.



By default, the **Assignments** tab displays the **Assignments** window.

2. In the **Today's Schoolwork** section, double-click a lesson title (should be in **blue** text) to open it.

The **Work Assignment** window opens displaying the contents of your lesson. Features and tools in the window are there to help you complete the lesson. See "Work Assignment window features and tools" on the next page.

A screenshot of a software window titled 'SOS Student - [Work Assignment - Matthew]'. The window has a toolbar at the top with buttons for 'Section', 'Highlight', and color swatches. The main content area features a banner with the word 'MATH' and a calculator. Below the banner, the title 'Math 7 – Unit 1: Integers' is displayed, followed by the subtitle 'Adding Integers with the Same Sign'. A note says 'Take a moment to review some information about integers, opposite numbers, and comparing integers.' Below this is a large yellow folder icon labeled 'Integers', 'Opposites', and 'Comparing Integers'. A note below the folder says 'In this lesson, you'll be solving problems by adding integers.' Under the heading 'OBJECTIVES', there is a bulleted list: 'Add integers with the same sign.' and 'Use addition to solve word problems.' At the bottom of the window are buttons for 'Problems', 'Answers', 'Print', and 'Close Lesson'. The status bar at the bottom shows 'Matt' and '2014-2015'.

3. Read each section of the lesson. If available in the lesson you can:

- Listen to presentation text. See "Listen to presentation text in assignments" on page 20.
- Use the multimedia in the assignment. See "Use the multimedia in assignments" on page 20.



4. When ready to answer the problems, click the **Problems** button. Options you have for answering problems include:
 - If required, answer problems by typing bilingual or other characters. See "Type bilingual and other characters in problems" on page 32.
 - If you cannot answer a problem, click the Help button and use the Problem Helps options. See "Get help on problems" on page 33.
5. Answer each problem, and then click the **Grade** button to submit your answer.

Caution Even if you see ellipses (...) in the answer key, do NOT use them in any of your answers. This is a reserved symbol. SOS uses them for a specific purpose in the programming. If you use ellipses in any of your answers, they are marked as incorrect.

6. When finished with the lesson, click **Close Lesson**.

Work Assignment window features and tools

The **Work Assignment** window has several features and tools so that you can easily see your assignments and do your schoolwork.

This example shows a lesson with a problem displayed and features and tools identified.

The screenshot shows a Windows application window titled "SOS Student - [Work Assignment - Matthew]". The window contains several features and tools, each numbered 1 through 13:

- 1: A red circle highlights the "Section" tab in the top menu bar.
- 2: A red circle highlights the "Highlight" button in the top menu bar.
- 3: A red circle highlights the color palette in the top menu bar.
- 4: A red circle highlights the text "A historian must be versatile. Researching ancient history is not easy. In addition to attempting to piece together the scattered and incomplete parts of a jigsaw puzzle, the historian must also be versatile. Besides using his imagination to fill in the missing pieces of the puzzle, he must use his skills to uncover more facts. To assist with his research, a historian should be an archaeologist, an epigrapher, a numismatist, a statistician, and a linguist. Knowledge of foreign languages is especially important in reading literary records from other countries. In short, the historian must be skillful in many different areas to capably assemble an accurate picture of the past." in the main text area.
- 5: A red circle highlights the "Problem" tab in the bottom navigation bar.
- 6: A red circle highlights the large text input field in the bottom navigation bar.
- 7: A red box highlights the "Help" button in the bottom navigation bar.
- 8: A red circle highlights the "Grade" button in the bottom navigation bar.
- 9: A red circle highlights the "Continue" button in the bottom navigation bar.
- 10: A red circle highlights the "Answers" button in the bottom navigation bar.
- 11: A red box highlights the "Problem Helps" icons in the bottom navigation bar.
- 12: A red circle highlights the "Print" button in the bottom navigation bar.
- 13: A red circle highlights the "Close Lesson" button in the bottom navigation bar.

This table explains the items identified on the example.



Item#	Feature	Description
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. <ul style="list-style-type: none">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. Your teacher can see text exactly as you highlighted it. See " Highlight lesson content " on the next page.
3	Assignment Notepad	This is a handy place to take and leave notes, exchange questions and answers about something in the lesson with your teacher. See " Write notes about the assignment and see notes from your teacher " on the next page.
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. You can listen to the lesson text being read aloud by the computer. See " Listen to assignment text " on page 19.
5	Problem toolbar	<p>The problem toolbar tells you how many problems an assignment has and displays them in batches of 10 and it contains a problem Notepad.</p> <ul style="list-style-type: none">Click any problem number to highlight it and display its contents. You may also click F12 to advance through the problems.Click to the right of the problem numbers to view the previous or next problem.Click the on the far right-hand side of the problem toolbar to open a description of the type of problem you are viewing.Click the "up" arrow on the right-hand side of the problem toolbar to make your problem section fill the whole screen. It changes into a "down" arrow you can then click to make your problems section small again. <p>Problem numbers appear in different colors on the problem toolbar.</p> <ul style="list-style-type: none">gray—problems not yet completedgreen—problems students have answered correctlyred—problems you have either answered incorrectly or only received partial credit forblue with a line through it—problems that your teacher allowed you to skipblack—problems your teacher must manually-grade <p>Note: As you click through the problems, the presentation section that introduced the information displays in the presentation section of the window. You can refer to it at any time while in a lesson to see where the problems were drawn from and locate the answers.</p> <p>Problem Notepad</p> <p>This problem notepad works just like the Assignment notepad above. Use it to respond to your teacher's comments about problems.</p> <p>To use the Problem Notepad, do the following:</p> <ol style="list-style-type: none">Click it.In the Problem Notepad, read, compose, print, or delete notes.By default, the Notify Teacher box is already checked. Click the check box if you do not want your teacher to receive a message to view your changes.Click Save to save your note.



Item#	Feature	Description
6	Problem section	<p>Every presentation section in a lesson includes problems to assess your understanding of what was covered in the lesson. In a quiz or test, the problem area asks questions to assess if you have learned the content from all of the lessons in the unit to this point.</p> <p>To change the size of the sections:</p> <ul style="list-style-type: none">Place your cursor between the presentation and problems sections and notice that the cursor changes in appearance. This means you can click and drag your cursor up or down, changing your window sizes, enabling you to see more or less information.
7	Status bar	For answered problems, displays the score for the problem. You see the percentage the score, the total number of points earned, and the number of attempts used to answer the problem.
8	Grade button	Submits a problem's answer for grading. When finished answering a problem, you must click the Grade button so that the system can process your answer.
9	Continue button	Moves you to the next problem in the lesson.
10	Answers button	This button is only enabled if your teacher has allowed it and you have exhausted all your available attempts on the problem.
11	Other tools	<p>Other work assignment tools include:</p> <p> - Messages button. Click to send messages to and read messages from your teacher. For more information, see the "Student Basics" guide or the online Help.</p> <p> - Resource Center button. See the topic "Use the Resource Center Tools" in the online Help.</p> <p> - Problems Helps button. See "Get help on problems" on page 33.</p>
12	Print button	Allows you to print the assignment. See " Print completed assignments " on page 42.
13	Close Lesson button	Closes the Work Assignment view and returns you to the view where you opened the assignment.

Highlight lesson content

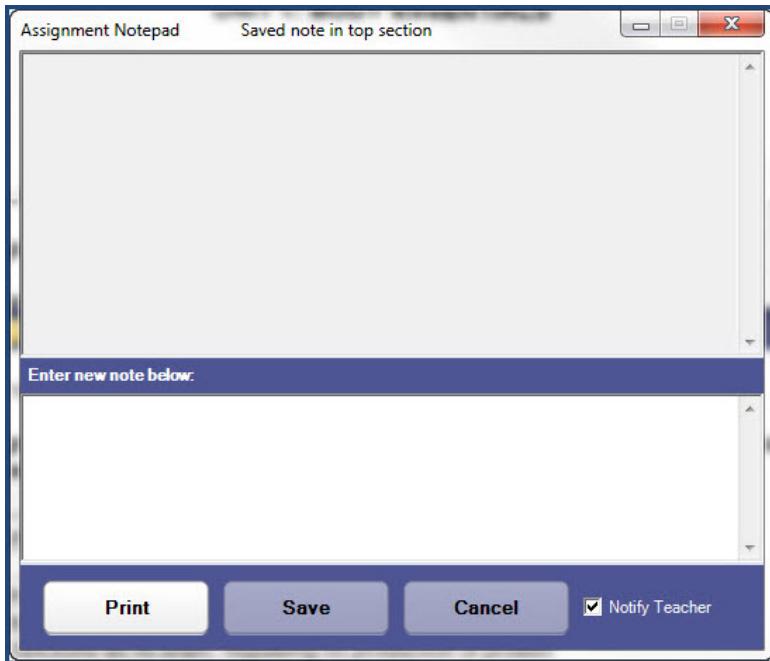
1. To highlight lesson text, select it, and then click a color.
2. To remove highlighting, select the highlighted text, and then click the **Clear Highlighting** tool.

Write notes about the assignment and see notes from your teacher

1. Click the yellow notepad  icon beside the highlighters. The **Assignment Notepad** window appears.



Listen to assignment text



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

2. 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 teacher 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, your teacher (or student) receives a message in their **Inbox** notifying them there is a note to be read. If a note exists, the Notepad icon changes to display the word "Note" and it looks like this:

Note

Listen to assignment text

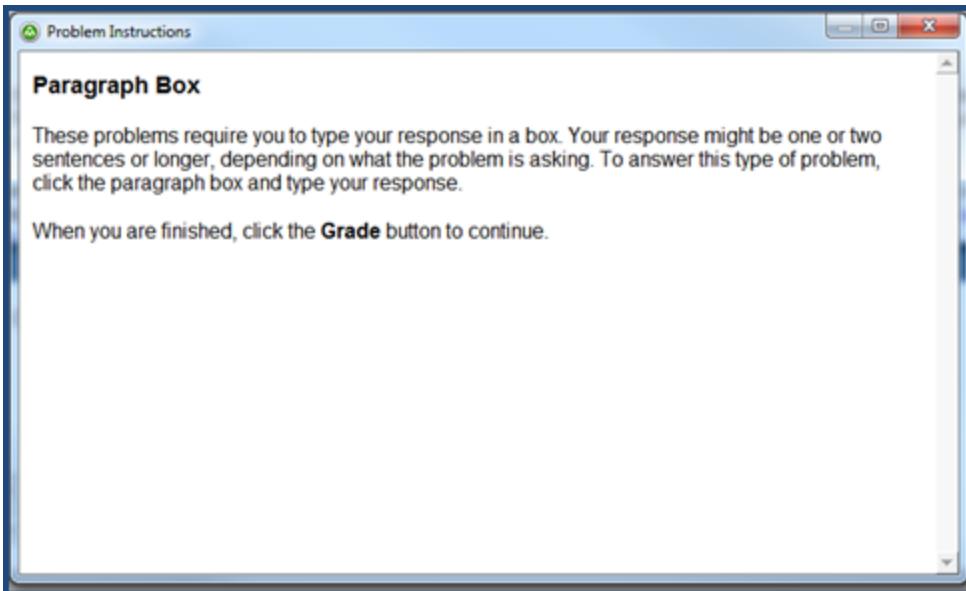
To listen to the text being read aloud by the computer, do the following:

1. Highlight the text you want to hear.
2. 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 you see depends on the operating system you have on your computer.

View problem instructions

1. Click any problem number to highlight it and display its contents.
2. Click the **?** tool. A **Problem Instructions** window appears containing information about the selected problem type.



3. Click the Close [X] when finished.

Listen to presentation text in assignments

You can have SOS read your lessons to you while you read along. This ONLY works in the presentation part of your lessons (and projects). It does NOT work in problems. To do this:

1. Highlight (to pick) the text you want to hear.
2. Right-click to select one of the two choices offered.
 - **Speak** - to hear the selected text.
 - **Set Voice** - to select one of the voice choices offered.

Note The choice of voices you see depends on your computer's operating system. If you do not care for any of the voices your computer operating system offers, there are many commercial voice packages available for purchase, which should work with SOS.

The New England Primer was printed in 1683. It is a good example of the Puritan approach to literature. It is both didactic and pious. "Foreshadowings" of God's work in the lives of His chosen people permeate every verse and rhyme. From "In Adam's fall/We sinned all" to "Zaccheus he/Did climb a tree," it taught children not only the alphabet but also biblical truth.



Like the life and worship of the Puritans, their literary style sought to imitate Scripture. In the preface to *Psalm Book*, a Puritan hymnal, Cotton Mather defended the "plaine style," likening it to the simple language of the Old Testament books. "If therefore the verses are not always so smooth and elegant as some may desire

Remember: You can only use this feature in the presentation section of your assignments. It does not work in the problem section.

Use the multimedia in assignments

Working in assignments day-in and day-out requires you to learn new material mostly by reading. Switched-On Schoolhouse was designed to give you other ways to learn the material besides just reading it. This is why Science experiments are typically demonstrated on video. It's why math includes demonstrations of three-dimensional geometrical objects rotating in space. It's why you can listen to thousands of new vocabulary words. There are a number of other ways SOS uses media to help you learn.



Use the multimedia in assignments

- To use the multimedia in assignments, your computer must have its video and audio capabilities enabled.

Watch the Tiny Tutor videos

Tiny Tutors videos are small in size but big in ideas. These videos offer tips, instruction and commentary, or general information to help support important ideas in the Switched-On Schoolhouse courses. When you see a Tiny Tutor icon, click it to view the video. The controls for stopping, playing, or pausing a video can be found directly beneath it.



Watch other videos

Videos, used in many of your courses, are there to reinforce ideas, depict events, and generally enhance your learning experience. To watch the videos, just click them and enjoy. The controls for stopping, playing, or pausing a video can be found directly beneath it after you click it.



Use the slide shows

Slide shows ask you to click each slide as you go from one to the next. Some have sound, others do not. They offer another way to learn more information about a topic. Use the arrows on either side of the slide shown to move between slides.



Settlement Patterns



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1/5

Show Info

Listen to the audio supplements

Look for icons or text links you can click to hear audio. Usually you see instructions immediately above the graphic. For example:

- To hear a great old hymn of the faith, click on the following picture (please wait a little while for your computer to load the big sound file):



Use the spelling and vocabulary lists to hear lesson words

Many lessons include spelling words and vocabulary terms highlighted in blue. Click the vocabulary word to hear its proper pronunciation.



Use the multimedia in assignments

VO·CAB·U·LAR·Y

- dialogue** Conversation.
- main idea** What the author is writing about.
- noun** A word that names a person, place, or thing.
- style** The way something is said or expressed.
- topic** The subject.

Use the Time Line

Switched-On Schoolhouse lessons come with a built-in timeline. It allows you to understand how events fit together in a larger context. Whenever you see a date in blue, anywhere in the curriculum, click it to open a timeline screen. You see information about historic eras, people and events of interest in that time frame, empires, civilizations, and inventions of note. Click an entry to read about it. You can also click the left and right arrows next to the date on the top bar and slide it to display additional time frames.





Ivan IV of Russia (Ivan the Terrible)

August 25, AD 1530 to March 18, AD 1584
Ivan IV was the first Russian ruler to assume the title of Tsar, and his fifty-one-year reign both expanded the Russian Empire geographically and hurt it financially. His nickname, "the Terrible," didn't mean the same thing as it does now. His people gave him the nickname after one of his battles, and it is probably better translated "Ivan the Fearsome."



The map shows the following cities: Saint Petersburg, Yaroslavl, Nizhniy Novgorod, Kazan', Ulyanovsk, Samara, Saratov, Volgograd, Astrakhan, Rostov-Na-Donu, Krasnoarmeyskaya, Voronezh, Tula, R'azan', Penza, Nikolayevsk, Donets'k, Kharkov, Odessa, Chisinau, Minsk, Kiev, Gomel', and Moscow.

Play the arcade games

There are several games throughout the curriculum. Spelling Bee, Vocabulocity , and Farmer Frank's, for example, provide you with fun ways to practice your spelling and vocabulary words. All Right and Quiz Bowl help you practice and review what was in a lesson or even a whole unit. Games are always ungraded and can be turned off by your teacher. You get points for the games you play, five points each time you successfully complete Spelling Bee or Vocabulocity; and one point for each word you correctly identify in Full Speed, Word Hike, Balancing Act, and Moon Match/Pick a Pail. Farmer Frank, All Right and Quiz Bowl are found inside your lessons or in a separate lesson.

1. Click these games wherever they appear in assignments to play them. To access most of the vocabulary and spelling practice games, click **Arcade** below the vocabulary words in each lesson. To practice with the **Flash Cards**, click **Flash Cards** below the **Arcade** link.
2. To return to your lesson, click the **Close** (X) button in the upper right corner of the screen.

When you click the **Arcade** panel, a list of choices displays. Click the game you want to play from the choices. If your vocabulary list has less than 4 words, some of the games won't work. Pick a Pail and Moon Match are different versions of the same game. Several of the other games also offer different versions depending on grade level. Your game choices include:

Spelling Bee

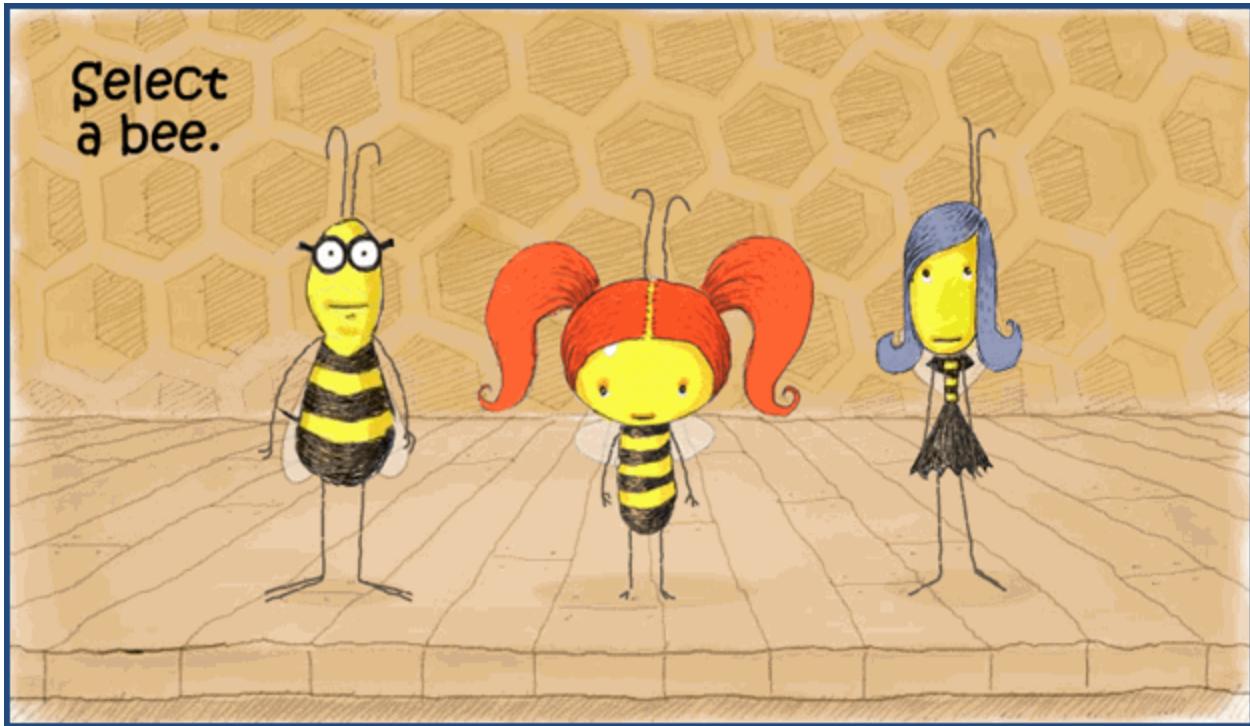
Use the Spelling Bee game to practice the lesson's vocabulary spelling.

To play the **Spelling Bee**:

1. Click **Vocab Arcade**, and then click the **Spelling Bee** icon.
2. Click anywhere on the screen to begin, and then choose a bee.
3. Listen to the pronunciation, and then type the word.
4. Click **Enter** when you are done typing.
5. Once you have correctly spelled all of the words (or are done playing), click the **Close**X at the top of the window.



Use the multimedia in assignments



Vocabulosity

The Vocabulosity game puts you into a story and tests your skills with the vocabulary words.

1. Click the **Story** link to read the story for the game, or if you are ready to start, click the begin link.
2. You will see a vocabulary word's meaning and then you must select the correct vocabulary word.
3. Be sure you click the **Exit** key when you arrive at your destination!

4. Only use the Close () if you need to exit the game without completing it.



Flash Cards

There are several versions of Flash Cards games. Within your lessons, the Flash Card link helps you to practice your vocabulary words and their definitions. There are also two other widgets your teacher can let you use from your Homepage - Geography Drill and Math Drill. Both of these include Flash Cards. The Geography Drill has two choices, the States of the USA and their capitals and countries of the world and their capitals. When you pick the world capitals, you are first asked to choose a region of the world. Math Drill Flash Cards give you a way to practice your multiplication facts. All of the Flash Cards games work the same way.

1. Click the **Draw** pile in the top left corner, then click the card when you are ready to check your answer.
2. Click **Discard**, if you are done with the card or **Return** to put it back in the **Draw** pile.
3. Click **Close** when you are finished practicing.



Use the multimedia in assignments

Flash Cards

Vocabulary

Welcome to Flash Cards: Vocabulary!

Click on the draw pile to select a card. Try to remember the definition for the word. Then click on the card to flip to its definition.

If you know the word and its definition, click the "Discard" arrow. If you need more practice, click the "Return" arrow to put the card back in the draw pile. Click "Shuffle" to mix the cards in the draw pile, and select "Reset" to return all the cards to the draw pile.

[Click to Continue](#)

The diagram illustrates the Flash Cards game interface. It features a central orange rectangular card labeled "9 x 10". To the left, a blue-bordered box labeled "Draw" contains a smaller orange card with "7 x 11" and the number "7". A large orange arrow labeled "Return" points from the central card back towards the draw pile. To the right, another blue-bordered box contains two buttons: "Shuffle" and "Reset". A large orange arrow labeled "Discard" points from the central card down towards a blue-bordered box labeled "Discard" which contains a small orange card with the number "2".

Operantics

You can practice your math facts using the Operantics game.

1. Select the math category.
2. To see how to play the game, click **Instructions**. If you are ready to play, click **Play**.
3. Click **Close** when you are done.



Select:

[Multiplication 1-12](#)

[Multiplication 12+](#)

[Division 1-12](#)

[Division 12+](#)

[Everything](#)

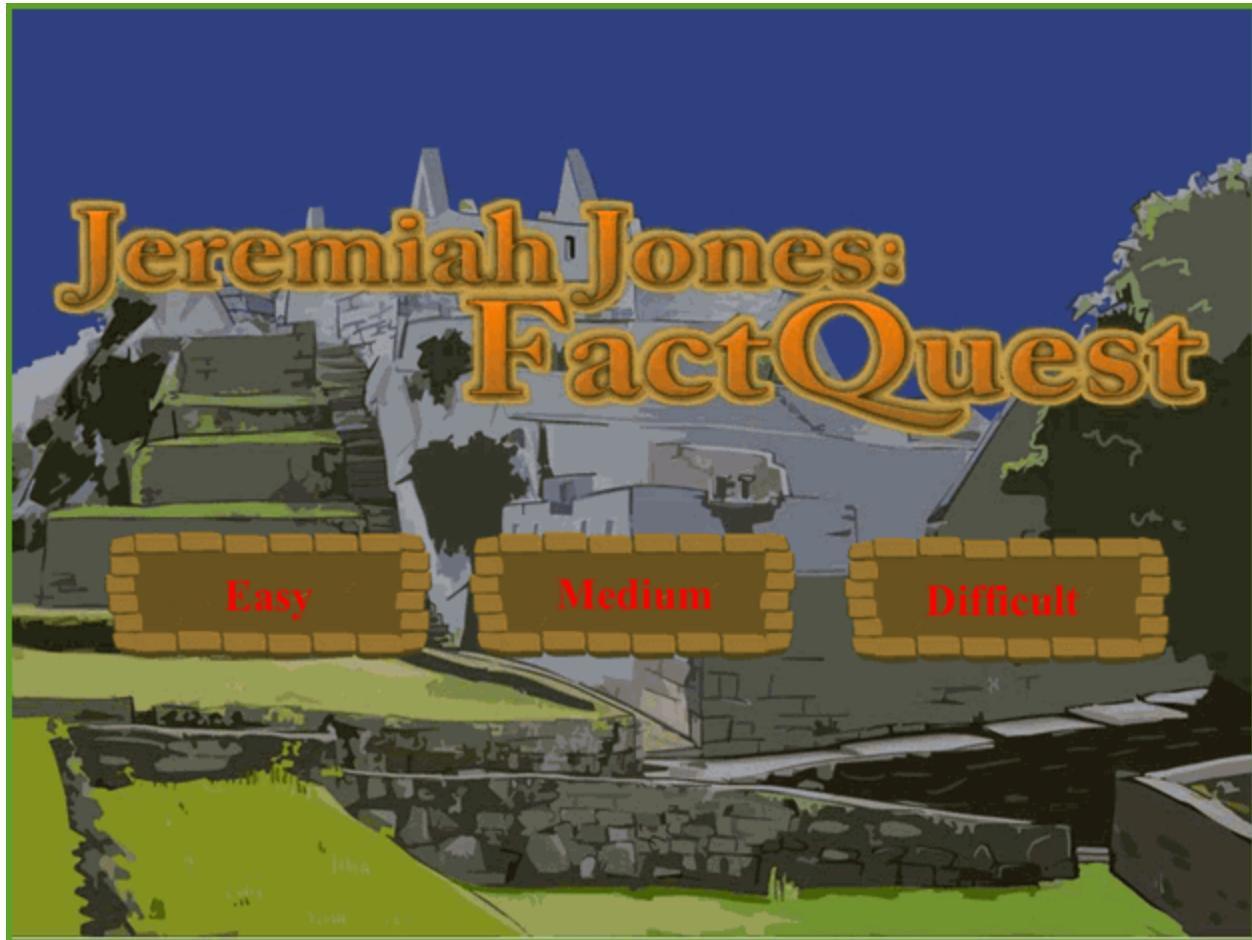
Jeremiah Jones: Fact Quest

Let Jeremiah Jones take you on an adventure in practicing your skills with numbers.

1. Pick the level you want: **Easy**, **Medium**, or **Difficult**.
2. To learn how to play the game, click the **Help** button, or click **Play Game** to get started.



Use the multimedia in assignments





Hint:
Find multiples of 11.

Level 1
Clues Found:
0/4

32	61	96	117	68	44
2	118	56	90	121	133
63	127	60	86	27	
30	75	117	129	90	59
96	38	136	40	110	151
113	28	117	51	40	57

Farmer Frank's

Farmer Frank's tests your reading and spelling skills by making you fill in letters to complete the word or words presented in the lesson.



Use the multimedia in assignments



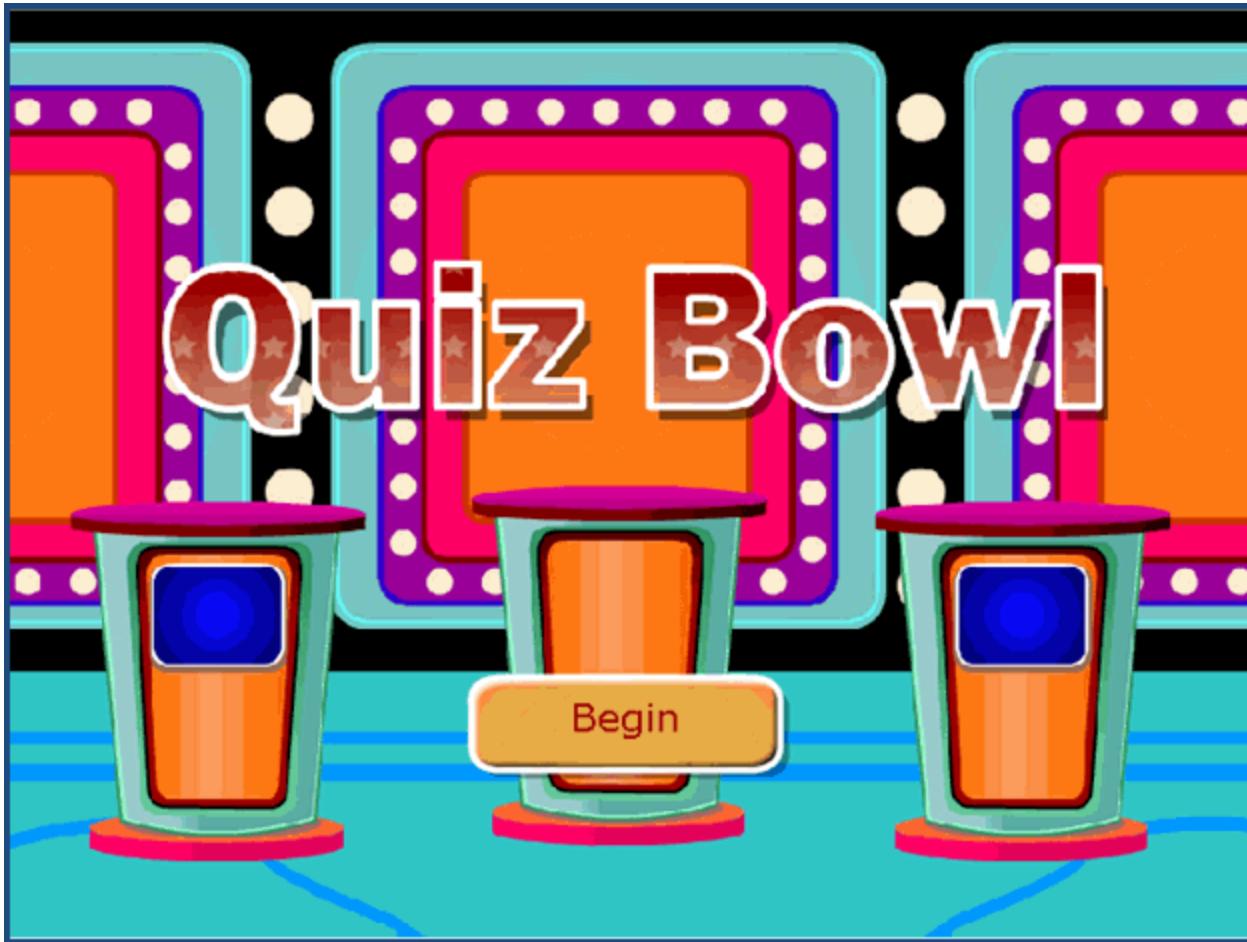
All Right

The All Right game tests your knowledge on the concepts presented in the lesson.



Quiz Bowl

The Quiz Bowl game tests your knowledge on the concepts presented in the lesson. One or two players can play the game.



How problems are scored in SOS

In SOS, problems are scored based on their point value. Each problem score and assignment score is a percentage based on the total number of points received divided by the total number of points possible.

Point values vary from problem to problem, depending on the number and type of answers required. Below are a couple of examples of how problem point values are used to calculate a lesson score:

- If you have 10 problems, you can receive a total of 10 points. If you miss 1, then you have a total of 9 points out of a possible 10, and your percentage grade is 90%.
- If you have 10 problems, but one of those problems is worth 2 points, then you can receive a total of 11 points. If you miss 1, then you have a total of 10 points out of a possible 11, and your percentage grade is 91%.
- If you have 10 problems, but one of these is a 9-point sort problem, then you can receive a total of 18 points. If you sort 3 of the items in the sort problem incorrectly, but get all the other problems in the assignment right, you will receive a total of 15 points with a percentage grade of 83%.

Type bilingual and other characters in problems

For some French or Spanish courses, you may need to type your answer using special characters found in other languages. Or, for a math answer, you may need to insert a fraction. This topic explains how to insert those characters in your answer.

1. Find the character in the left-hand column in the table below.
2. Hold down the left **ALT** key and type the numbers from the right-hand column of the table using the **Number Pad** on



Get help on problems

your keyboard. The character you want displays when you release the ALT key. For some laptops, hold down the Function or Fn key and ALT key together and then type the number code. Some characters have two number combinations; you can use either one.

Tip Print this topic to have the table handy for a quick reference.

Character	Number combination
á	160 or 0225
é	130 or 0233
í	161 or 0237
ó	162 or 0243
ú	163 or 0250
Á	0193
É	0201
Í	0205
Ó	0211
Ú	0218
ü	129 or 0252
Ü	154 or 0220
ñ	164 or 0241
Ñ	165 or 0209
¿	168 or 0191
¡	173 or 0161
¼	172
½	171
°	167

Get help on problems

If your teacher is not available to help you on a problem in a lesson, try these steps:

1. From inside the lesson, make sure your problems window is open and click the problem number you need help on.
2. Click the **Help** button at the bottom of the screen.
A small **Problem Helps** window appears.



3. If you want to use one of the first three options, you need a password from your teacher in order to save your response. Your options are:
 - **Unassign problem:** Allows you to unassign a problem so you don't have to do it. The problem number appears grayed-out and has a line drawn through it. Your teacher may later see what you unassigned and choose to reassign it to you.
 - **Show problem answer:** Lets you see the answer to a problem before you finish doing it.
 - **Give up on problem:** Allows you to stop working on a problem you can't answer correctly. If your teacher has given you an unlimited number of attempts at a problem, this lets you to break out of the loop so, instead of repeatedly being taken back to the same problem, you may exit the assignment and move on. If you give up on a problem, it is graded as incorrect.
4. For the remaining **Skip this problem and supply reason** option, you may skip a problem if you provide a reason for it. This skipped problem shows up on a list for your teacher. Your teacher may choose to help you with it, reassign it, or let you skip it.
5. When finished, click **OK**.

Use keyboard shortcuts

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

The following shortcuts work in both SOS Teacher and SOS Student.

Key	Description
F1	Opens the SOS Help file. The SOS Help appears in a separate window so that you never have to lose your place in the SOS application. Also, the Help is context-sensitive to the place in the application that you are on. For example, you are viewing the Change Theme window. If you press the F1 key, the Help that appears tells you about how to change themes.
F2	Grades the current problems and advances you to the next problem.
F3	Find feature - Search is on in Teacher application ONLY. There is a setting you can enable on the Student Setup page. Enable Search so this shortcut also works in the Student application.
F11	Sends you back to the previous problem without grading the current problem



Use keyboard shortcuts

Key	Description
F12	Advances you to the next problem without grading the current problem.

Most common keyboard shortcuts that are part of the Windows operating system also work in SOS.

Key	Description
Ctrl + B	Highlight text and use these keys to make the text bold.
Ctrl + C	Highlight text and use these keys to copy the text.
Ctrl + I	Highlight text and use these keys to italicize the text.
Ctrl + P	Use these keys to print the current lesson.
Ctrl + U	Highlight text and use these keys to underline the text.
Ctrl + V	Use these keys to paste text that you copied.

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Work On Projects And Essays

Projects and essays are creative ways to use the information you learn in lessons. Projects may be extra reading or writing activities (essays), hands-on experiments, library research, interviews, artwork, or other activities. Your teacher can also make up other projects to go along with your lessons.

Note Once you submit a project for grading, you can't make changes to it, unless your teacher sends it back to you to rework. You can save your work so that you can complete the project later and then submit it for grading.

Project assignment screens work much like lesson assignment screens do, with most of the same buttons and features (see "Work On Your Assigned Lessons" on page 15.) The presentation section provides you with the instructions and background information you need to do a project. It may consist of graphics, videos, or web links as well as text.

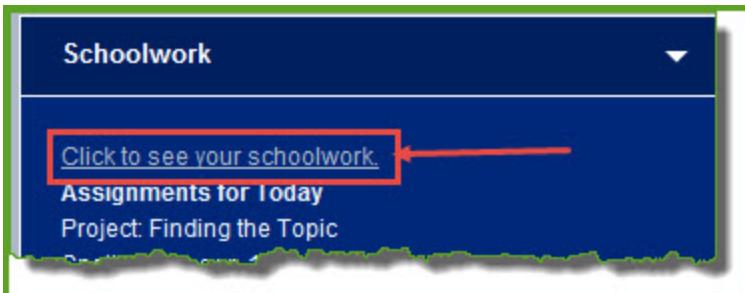
The screenshot shows a software window titled 'SOS Student - [Work Assignment - Matthew]'. At the top, there's a toolbar with icons for 'Section', 'Highlight', and color swatches. Below the title is the 'HealthQuest' logo with a red heart icon. The main content area is titled 'UNIT 1: YOUR BODY' and 'EXPERIMENT: CALCIUM'. The experiment description states: 'The bones in your body are made of a chemical mixture of inorganic salts and organic materials. A high concentration of calcium helps keep your bones hard. When your daily diet lacks calcium, your bones may be affected.' It lists the goal as 'Explain how calcium is vital to bones', supplies needed (two clean, dry, chicken leg bones, household vinegar, and a cola soft drink), and a procedure. In the bottom left, under the heading 'Calcium', there are two buttons: 'Download source file L1e1.rtf' with a download icon and 'Upload Essay File' with a file icon. A red arrow points from the text 'Depending on the type of project, you may see one or more links in the bottom Problem section:' to the 'Upload Essay File' button. The bottom navigation bar includes 'Grade', 'Continue', 'Answers', 'Print', and 'Close Lesson'. The status bar at the bottom shows 'Matt' and the date '2014-2015'.

Depending on the type of project, you may see one or more links in the bottom **Problem** section:

- **Download source file** or **Open Essay** lets you open a project file where you can enter your work.
- **Upload Essay File** means you must upload a project file that you created in another application, such Microsoft® Word, Excel®, or PowerPoint, or another application depending on the type of project you are required to do.

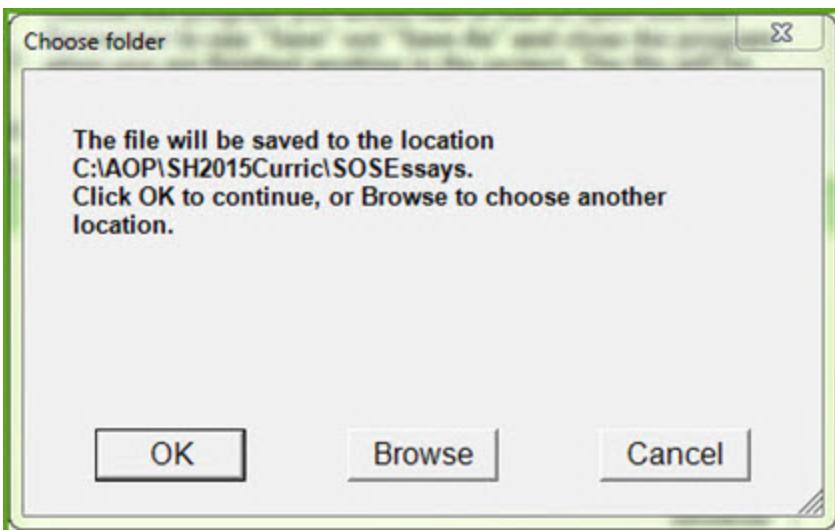
To work on a project or essay:

1. On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.

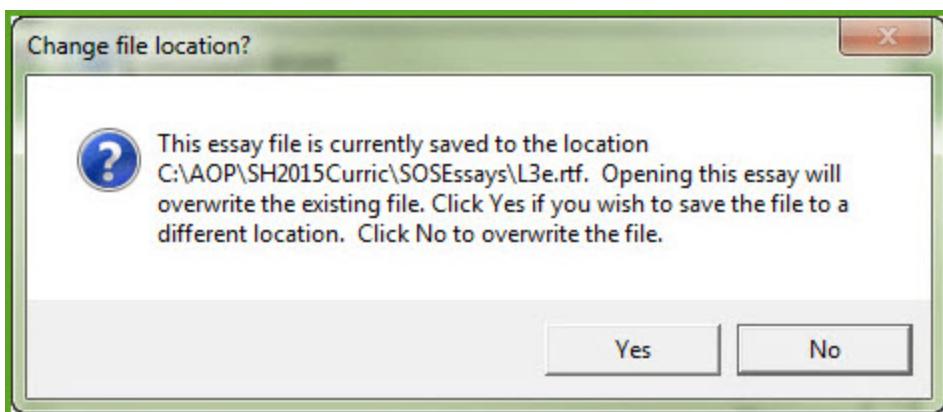


By default, the **Assignments** tab displays the **Assignments** window.

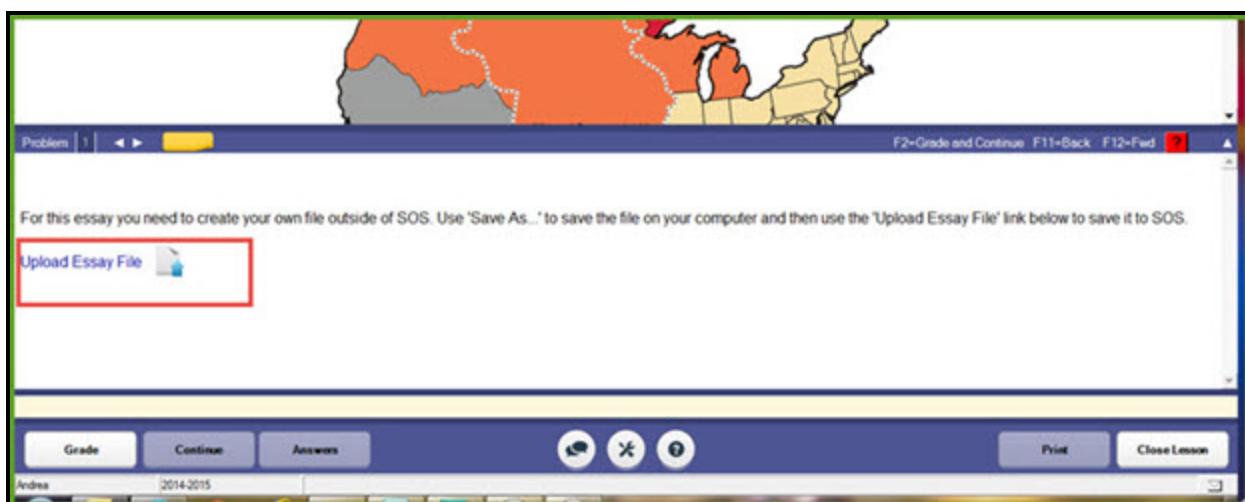
2. In the **Today's Schoolwork** section, double-click a project title (should be in blue text) to open it.
3. Read the project or essay instructions, and then to begin working on a project, click the **Problems** button. This action displays instructions or links for you to click if you need to do some writing.
4. Click the **Download source file** or **Open Essay** link to open the project file where you can enter your work. Or, if you only see the **Upload Essay File** link, proceed to step 5.
 - a. The first time you click this link you are asked to select the program you want to use to open the file. Select the program and click the **OK** button.
 - b. The **Choose Folder** window opens. The file is automatically saved to the file path displayed. Click **OK** to continue. If you must change this location for any reason, click the **Browse** button to go to the location where you want to save this project. We highly recommend leaving the file in the default location. Once you click the **OK** button the project (or essay) file opens where you can begin working.



- c. Or, If you have already started working on the project and want to continue working on the same file you have started, click the **OpenEssay** or **Download source file** link.
- d. Select the program you are using.
- e. Click the **Yes** button to continue working in the same file or click the **No** button to start the project over with a blank form.



5. If you see an **Upload Essay File** link, (example below), do the following:
 - a. Create the file outside of SOS following the instructions provided in the assignment.
 - b. Use the **Save As...** command to save your file when you are finished. (HINT: Save all of your project files in a common folder on your computer so you can find them later. Some courses require you to use the same project in a later assignment in the course.)
 - c. Return to the assignment and click the **Upload Essay File** link.



- d. Or, to continue working on this assignment, use the **Open Essay** link to be taken to the file where the work you have already done is displayed.

Note If you open your project using the **Open Essay** link you see a reminder of where the file is saved on your computer. It also reminds you that if you open it, any changes you make will write over what you have already done. If you don't want to do that, click Yes to save your changes to another file, or click No to overwrite what you have already saved.

- e. Click the **Yes** button on the **Change file location?** window that appears to open the file with the work you have already begun.
 - f. Click the **OK** button on the **Choose folder** window.
 - g. When the **Find essay file to upload** window opens, browse to your saved file and click **Open**. You now see another link, **Open Essay** appear above **Upload Essay**.
6. Click the **Save** button when you are done working to save your work.



Caution Even if you see ellipses (...) in the answer key, do NOT use them in any of your answers. This is a reserved symbol. SOS uses them for a specific purpose in the programming. If you use ellipses in any of your answers, they are marked as incorrect.

7. If you didn't complete all the work and the project is not ready for grading, to exit the project, click **Close Lesson**. Or, if you did complete all the work, click the **Grade** button to let your teacher know it is ready to be graded. Then, you can click **Close Lesson**.

Study For And Take Quizzes And Tests

After you've completed an assignment and received a grade for it, you can go back and review it any time. Reviewing completed assignments helps you study for quizzes, prepare for tests, or gather information for projects. If your teacher has allowed it, you can print completed assignments, including your answers, to help you prepare for quizzes and tests.

This section explains:

- How to review and print completed assignments to prepare for quizzes and tests.
- The three different types of quizzes and tests available in SOS.
- How to take quizzes and tests.

Review completed assignments

After you've completed an assignment and received a grade for it, you can go back to view it any time you want, to read through it or see how you worked the problems. You can see all your answers plus any answers from the answer key when you are reviewing completed assignments.

To review a completed assignment:

1. On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.
2. In the **Assignments** window, in the **Review Completed Assignments** section at the bottom of the window, click a subject to display the units, and then click the name of a unit to see the assignments within it.
3. Completed assignments have a grade in the **Score** column. Double-click a completed assignment's **blue title** to open it for review.

The screenshot shows the SOS Assignments window. On the left, there is a list of subjects with their names and completion percentages. A red box highlights the 'Civil War (2014)' subject, which is expanded to show its units. Another red box highlights the 'THE PRE-WAR YEARS' unit under Civil War. A red arrow points from the 'THE PRE-WAR YEARS' unit to the 'Review Completed Assignments' section on the right. This section has a header 'Review Completed Assignments' with a red border. It lists various assignments with columns for Type, Due Date, and Score. A red box highlights the 'Score' column. At the bottom of this section is a 'View Other Term' button.

Type	Due Date	Score
Reference	12/16/2013	A 96%
Lesson	12/18/2013	B 92%
Lesson	12/20/2013	B 89%
Project	02/14/2014	
Quiz	01/20/2014	A 100%
Lesson	01/21/2014	
Lesson	01/23/2014	
Lesson	01/24/2014	
Quiz	01/26/2014	
Lesson	01/29/2014	
Lesson	01/31/2014	
Lesson	02/03/2014	
Project	02/14/2014	
Quiz	02/06/2014	
Project	02/14/2014	
Lesson	02/11/2014	
Test	02/13/2014	
Test	02/14/2014	

A **Review Assignment - [Student name]** view opens which looks similar to a regular assignments view, except:

- Some of the buttons on the bottom of the screen are different.
- You cannot change any answers; however, you can click the **Answers** button to see the answers



Print completed assignments

The screenshot shows a window titled "SOS Student - [Review Assignment - Matthew]". At the top, there are buttons for "Section", "Highlight" (with four colored circles), and "Print". The main content area features a banner with "HISTORY & GEOGRAPHY" and a coin. Below it, the title "HISTORY AND GEOGRAPHY 701: WHAT IS HISTORY?" and the subtitle "THE DEFINITION OF HISTORY" are displayed. A quote by William Shakespeare follows: "All the world's a stage; And all the men and women merely players: They have their exits and entrances; And one man in his time plays many parts . . ." from "As You Like It", Act II, Scene 7. A cartoon illustration of two characters, Davy and Gravy, is shown with a speech bubble: "Davy, if we are studying history, what is it exactly? I'll have to think about that." At the bottom, there is a list of ten commandments with checkboxes, and a progress bar at the bottom right indicating "Points: 8/10", "Score: C 80%", and "Attempts: 3/3". Buttons for "Back", "Next", "Answers", "Print", and "Close Lesson" are also visible.

- Click any of the problem numbers to see both the problem and your answer.

Completed problems appear in different colors:

- Green** indicates problems you answered correctly.
- Red** indicates you either answered incorrectly or only received partial credit.
- Gray with a line through it** indicates a problem your teacher had you skip.
- Black** indicates a problem your teacher still has to grade.

- Click the right arrow to view the next problem or the left arrow to view the previous problem or use the **Back** and **Next** buttons on the bottom of the problem section.
- If your teacher allows it, you can print the completed assignment. See "[Print completed assignments](#)" below.
- When finished reviewing the completed assignment, click **Close Lesson**.

Print completed assignments

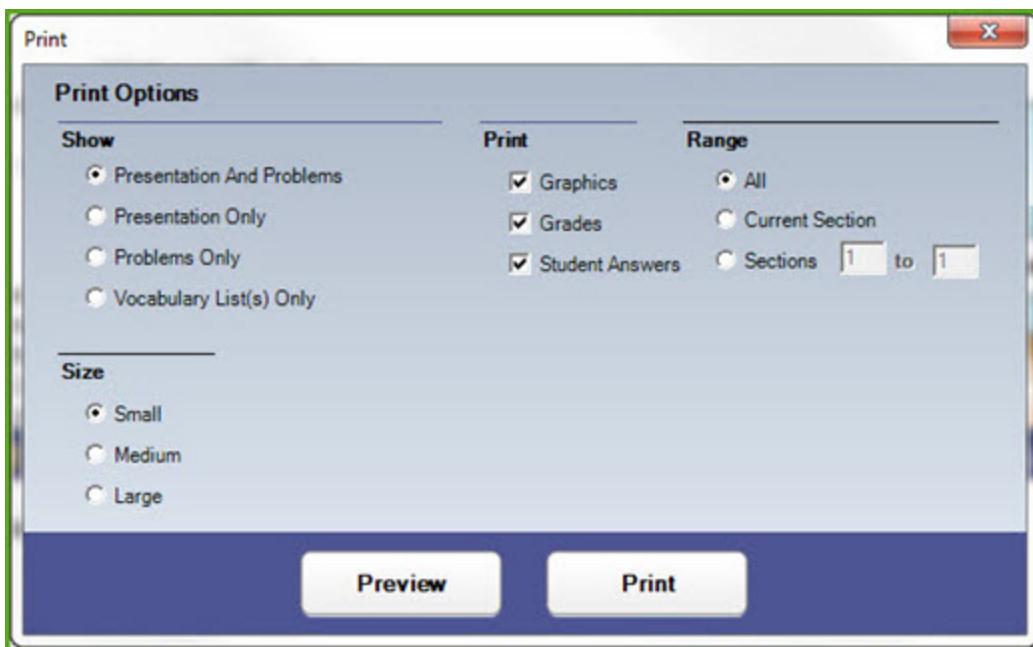
Your teacher may let you print completed assignments in SOS Student. If the **Print** button is enabled (active), this means you have the **Student printing** permission.

- Open a completed assignment. To do this, on your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.



Print completed assignments

- a. In the **Review Completed Assignments** section, select a subject to display its units, then select a unit to display its assignments.
- b. Double-click a completed assignment to open it.
2. Click the **Print** button.
3. The **Print** window opens, allowing you to pick the parts of the assignment to print. You may print the presentation, the problems, graphics, vocabulary lists, student answers, or any combination of these.



4. To see what the page looks like before you print it, click **Preview**.

This example shows a preview of a completed quiz.



Print Preview : HOW OTHERS LIVED FOR GOD

Bible 500 (2015): HOW OTHERS LIVED FOR GOD

ALTERNATE TEST

Problem Number: 1

Student Grade: A (100%)

The seed in the parable of the sower is the Word of God.

True
 False

Problem Number: 2

Student Grade: F (0%)

Abraham gave Lot the worst land.

True
 False

Problem Number: 3

Student Grade: A (100%)

The name "Paul" means "large."

- When you're ready to print the assignment, click **Print**. Print as you normally would from your computer.

Take Quizzes

Usually, after every few lessons, you take a quiz to show that you understand the material presented in them. It's a good idea to review for quizzes by going back through each of the lessons, reading through the information, and walking through the problems.

Quiz types

SOS presents quizzes in three different ways. Your teacher, who knows you best, decides which kind to give you:

- Standard quiz:** In a standard quiz, you can read any problem before you submit your answer for grading. You have only one chance to answer a problem. Once you finish with a problem, you cannot go back through all the problems to check them. Make sure your answer is the best answer BEFORE you click the **Grade** button. If you do not click the **Grade** button, your answer is not graded and is counted as zero in your quiz grade. When you leave the quiz, you cannot go back in, and all your unanswered problems are graded as zero.
- Open page quiz:** In an open page quiz, you can work on problems and loop back through the quiz, changing your answers as many times as you want until you decide to leave. When you leave the quiz, you receive a score of zero for any still-unanswered problems. Unless your teacher decides you need a different type of quiz, this is the default type of quiz that SOS presents to you. This kind of quiz is much like taking a quiz on paper. You can read through the whole quiz, answer the questions, check your answers, change any answers you need to before turning it into your teacher.



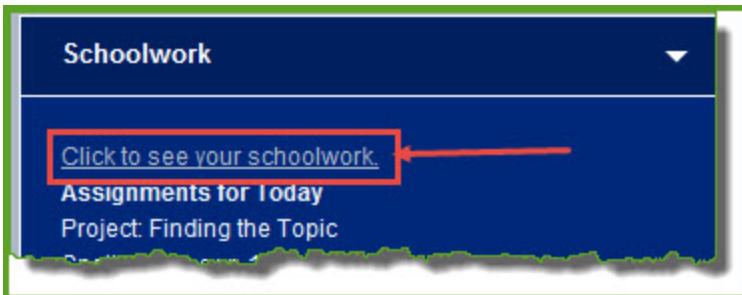
Take quizzes

- **Open book quiz:** In an open book quiz, you may exit and re-enter a quiz as many times as you wish. Each time you exit, you are asked if you plan to return at a later time. Only when you answer that you are not returning is your quiz scored. At that time, you receive a score of zero for any still-unanswered problems.

Note Your teacher decides if you can see your score right after you do each problem or whether you must wait until you finish the entire quiz.

Take quizzes

1. On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.



By default, the **Assignments** tab displays the **Assignments** window.

2. In the **Today's Schoolwork** section, double-click the quiz title (should be in **blue** text) to open it.
3. A confirmation message appears asking if you are ready to take the quiz. If you are, click **Yes**. If not, click **No**.

Quiz assignment views work pretty much like lesson assignment views do, with most of the same buttons and features (see "[Work On Your Assigned Lessons](#)" on page 15.) However, because you are being quizzed on information you learned, you usually won't find a lot of material in the presentation section at the top part of the **Work Assignment** window.

4. To start taking the quiz, click the **Problems** button.

Tip Notice the bar just above the button bar? It is always **yellow** while you are taking a quiz or test.



5. Answer a problem, and then click the **Grade** button to submit the answer.

Caution Even if you see ellipses (...) in the answer key, do NOT use them in any of your answers. This is a reserved symbol. SOS uses them for a specific purpose in the programming. If you use ellipses in any of your answers, they are marked as incorrect.

6. Click the **Continue** button to go to the next problem, or click the problem number or the arrows.
7. Continue answering problems and clicking the **Grade** button.

Tip If you are not able to answer a problem, several tools are available to assist you:



- **Messages** button. Click to send messages to and read messages from your teacher. For more information, see the "Student Basics" guide or the online Help.



- **Resource Center** button. See the topic "Use the Resource Center Tools" in the online Help.



- **Problems Helps** button. See "Get help on problems" on page 33.

8. When finished answering all the problems, click the **Close Lesson** button.
9. A confirmation message appears asking if you are sure you want to leave the quiz or test. Click **Yes** to exit, or click **No** to stay in the quiz.
10. If you clicked **Yes**, an **Assignment is now complete** message appears showing the score received for the quiz. Click **OK**.

Depending on how your teacher set things up, you may receive a score of zero for any problems not completed. In some cases, if you choose to exit, your test is graded as-is.

Remember Your teacher may change the grade on any computer-graded problems and your grades are not final until your teacher, not the computer, says they are final.

Take Tests

Tests require you to demonstrate what you've learned after going through all the lessons and quizzes within a unit. It's a good idea to review for tests by going back through each of the completed lessons and quizzes, reading through the information and walking through the problems.

Test types

SOS presents tests in three different ways. Your teacher, who knows you best, decides which kind to give you:

- **Standard test:** In a standard test, you can read any problem before you submit your answer for grading. You have only one chance to answer a problem. Once you finish with a problem, you cannot go back through all the problems to check them. Make sure your answer is the best answer BEFORE you click the **Grade** button. If you do not click the **Grade** button, your answer is not graded and is counted as zero in your test grade. When you leave the test, you cannot go back in, and all your unanswered problems are graded as zero.
- **Open page test:** In an open page test, you can work on problems and loop back through the test, changing your answers as many times as you want until you decide to leave. When you leave the test, you receive a score of zero for any still-unanswered problems. Unless your teacher decides you need a different type of test, this is the type of test that SOS presents to you. This kind of test is much like taking a test on paper. You can read through the whole test, answer the questions, check your answers, change any answers you need to before turning it into your teacher.



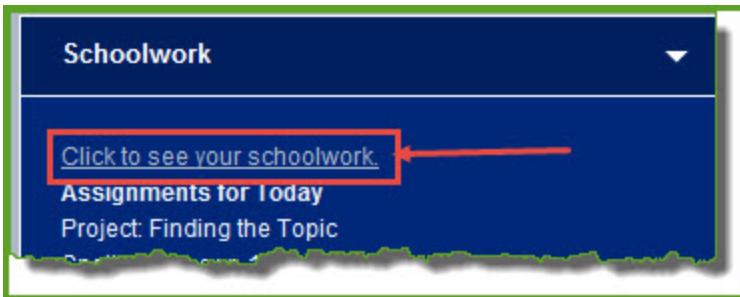
Take tests

- **Open book test:** Open book tests let you exit and re-enter a test as many times as you wish. Each time you exit, you are asked if you plan to return at a later time. Only when you answer that you are not returning is your test scored. At that time, you receive a score of zero for any still-unanswered problems.

Note Your teacher decides if you can see your score right after you do each problem or whether you must wait until you finish the entire test.

Take tests

1. On your **Home** page, in the **Schoolwork** widget, click the **Click to see your schoolwork** link.



By default, the **Assignments** tab displays the **Assignments** window.

2. In the **Today's Schoolwork** section, double-click the test title (should be in blue text) to open it.
3. A confirmation message appears asking if you are ready to take the test. If you are, click **Yes**. If not, click **No**.

Test assignment views work pretty much like lesson assignment views do, with most of the same buttons and features (see "[Work On Your Assigned Lessons](#)" on page 15.) However, because you are being tested on information you learned, you usually won't find a lot of material in the presentation section at the top part of the **Work Assignment** window.

4. To start taking the test, click the **Problems** button.



The screenshot shows a computer window titled "SOS Student - [Work Assignment - Matthew]". At the top, there's a toolbar with "Section", "Highlight" (with four colored circles), and other icons. Below the toolbar is a decorative banner with the word "BIBLE" and an open book. The main title of the assignment is "BIBLE 701: WORSHIP" and the specific test title is "TEST: WORSHIP".
A instruction bar at the top says "Match the following. Match the items in the left column to the items in the right column." Below this, another instruction says "Click the item in the left column. Use the plus sign to move it up or the minus sign to move it down until it matches the correct entry in the right column. Lock your answer in place by clicking the square beside the item. (A checkmark means it is locked.)"
The main area contains a table for matching:

<input type="checkbox"/> petition	thanking God for His help
<input type="checkbox"/> Passover	praying for others
<input type="checkbox"/> sacrifice	worship
<input type="checkbox"/> worship	telling God you have sinned
<input type="checkbox"/> hypocrisy	recognizing God's deliverance
<input type="checkbox"/> intercession	asking God to help you
<input type="checkbox"/> testimony	telling God He is great
<input type="checkbox"/> commitment	telling what God has done
<input type="checkbox"/> formalism	burnt offering
<input type="checkbox"/> thanksgiving	mixing sacred with nonsacred
<input type="checkbox"/> confession	sin offering
<input type="checkbox"/> substitution	following forms of worship without faith
<input type="checkbox"/> adoration	claiming to be what you are not

At the bottom of the window is a button bar with "Grade", "Continue", "Answers", "Print", and "Close Lesson". The status bar at the bottom shows "Matt", "2014-2015", and "Test".

Tip Notice the bar just above the button bar? It is always yellow while you are taking a quiz or test.

5. Answer a problem, and then click the **Grade** button to submit the answer.

Caution Even if you see ellipses (...) in the answer key, do NOT use them in any of your answers. This is a reserved symbol. SOS uses them for a specific purpose in the programming. If you use ellipses in any of your answers, they are marked as incorrect.

6. Click the **Continue** button to go to the next problem, or click the problem number or the arrows.
7. Continue answering problems and clicking the **Grade** button.



Tip If you are not able to answer a problem, several tools are available to assist you:



- **Messages** button. Click to send messages to and read messages from your teacher. For more information, see the "Student Basics" guide or the online Help.



- **Resource Center** button. See the topic "Use the Resource Center Tools" in the online Help.



- **Problems Helps** button. See "[Get help on problems](#)" on page 33.

8. When finished answering all the problems, click the **Close Lesson** button.
9. A confirmation message appears asking if you are sure you want to leave the quiz or test. Click **Yes** to exit, or click **No** to stay in the test.
10. If you clicked **Yes**, an **Assignment is now complete** message appears showing the score received for the test. Click **OK**.

Depending on how your teacher set things up, you may receive a score of zero for any problems not completed. In some cases, if you choose to exit, your test is graded as-is.

Remember Your teacher may change the grade on any computer-graded problems and your grades are not final until your teacher, not the computer, says they are final.

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Run Student Reports

Several student reports are available to help you keep track of your schoolwork:

- **Daily Work Report** - lets you see assignments you worked on, the status of the assignments, and any grades for completed assignments.
- **Past Due Report** - lets you see assignments that are past due based on the due date you select for the report.

Create and print a daily work report

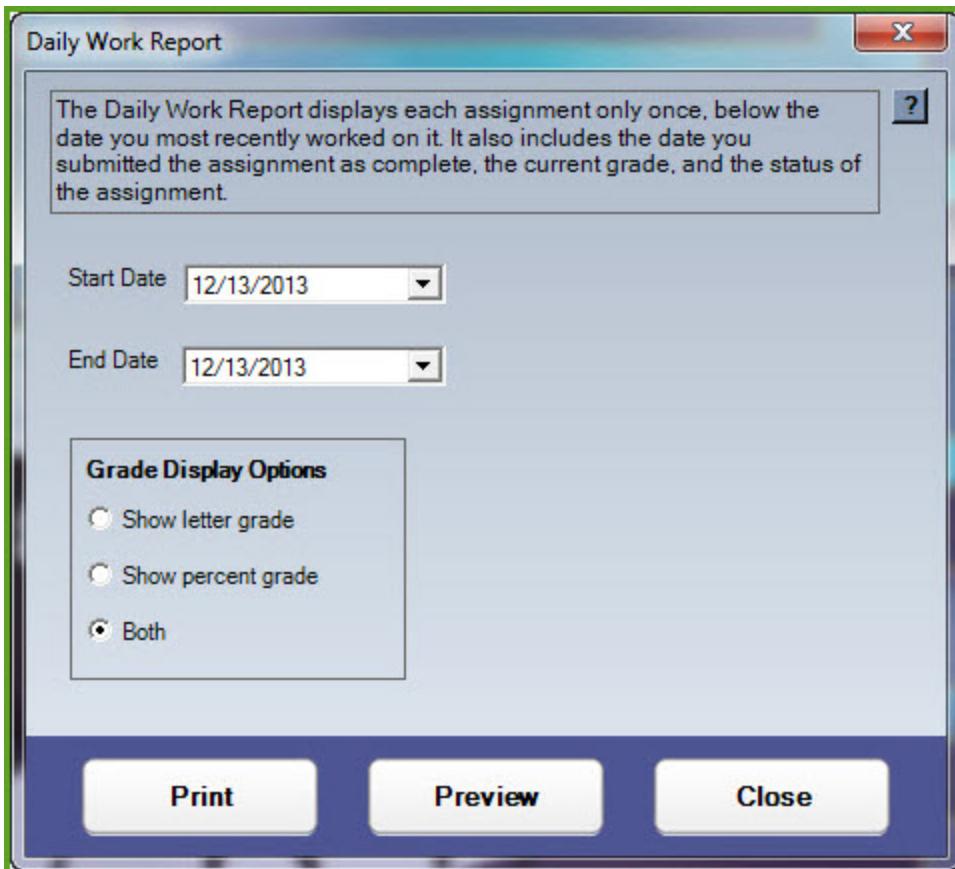
The **Daily Work Report** lets you see a report whenever you want. It shows each assignment you have worked between the dates you pick. If you worked on an assignment more than once between the dates you picked, you only see it listed on the last date that you worked on it. You see the date you submitted the assignment as complete, the grade you received and the status of the assignment. **Status** can be:

- **Complete** - assignment is finished and fully graded.
- **Needs Grading** - you completed this assignment but there is at least one question that your teacher must grade.
- **Not Complete** - you still have work to complete on this assignment.

The report shows each assignment listed under the subject and unit it is part of.

To create and print a daily work report:

1. On your **Home** page, in the **Reports** widget, click **Daily Work Report**.
2. Select the **Start** and **EndDates** for the report.
3. Choose one of the options in the **Grade Display Options** box.





4. Click the **Preview** button to view the **Daily Work Report** on your screen.
5. Click the **Print** button to print the **Daily Work Report**. It prints exactly as it looks on screen.

January 09, 2014

Student Daily Work Report

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

Student: Matthew Cotter

This report displays every assignment the student worked on during the selected date range. Each assignment displays only once, below the date it was most recently worked on by the student. If a date within the range is not listed, the student may have worked on an assignment and returned to it on a subsequent day.

Date Range: 12/13/2013 - 12/13/2013

12/13/2013

Subject	Unit	Assignment	Due Date	Student Completed Date	Grade	Status
Bible 700 (2014)	WORSHIP	Worship in New Testament Times	9/15/2014	12/13/2013 9:15:14AM	D: 70%	Complete
Bible 700 (2014)	WORSHIP	Quiz2	9/16/2014	12/13/2013 9:24:16AM	B: 91%	Complete
General Science I (2014)	WHAT IS SCIENCE?	Quiz1: Tools of a Scientist	9/8/2014	12/13/2013 9:57:50AM	B: 91%	Complete
HealthQuest (2014)	YOUR BODY	Quiz 1: Building Blocks and Framework	9/15/2014	12/13/2013 9:05:59AM	B: 92%	Complete
History And Geography 700 (2014)	WHAT IS HISTORY?	Significance: Conflicts	9/9/2014	12/13/2013 10:00:21AM	A: 98%	Complete
History And Geography 700 (2014)	WHAT IS HISTORY?	Quiz 1	9/10/2014	12/13/2013 2:59:04PM	C: 83%	Complete
LanguageArts 700 (2014)	NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY	Reflexive Pronouns; Archaic Pronouns	9/3/2014	12/13/2013 9:28:39AM	C: 82%	Complete
LanguageArts 700 (2014)	NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY	Demonstratives; Pronoun-Antecedent Agreement	9/4/2014	12/13/2013 9:33:46AM	C: 83%	Complete
LanguageArts 700 (2014)	NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY	Spelling Lesson 2: General/Easily Confused Words	9/5/2014	12/13/2013 9:45:15AM	A: 100%	Complete
LanguageArts 700 (2014)	NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY	Quiz2: Using Pronouns	9/5/2014	12/13/2013 9:50:47AM	B: 89%	Complete
Mathematics 700 (2014)	INTEGERS	Quiz1: Integers	9/5/2014	12/13/2013 3:03:20PM	A: 100%	Complete

Create and print a past due assignments report

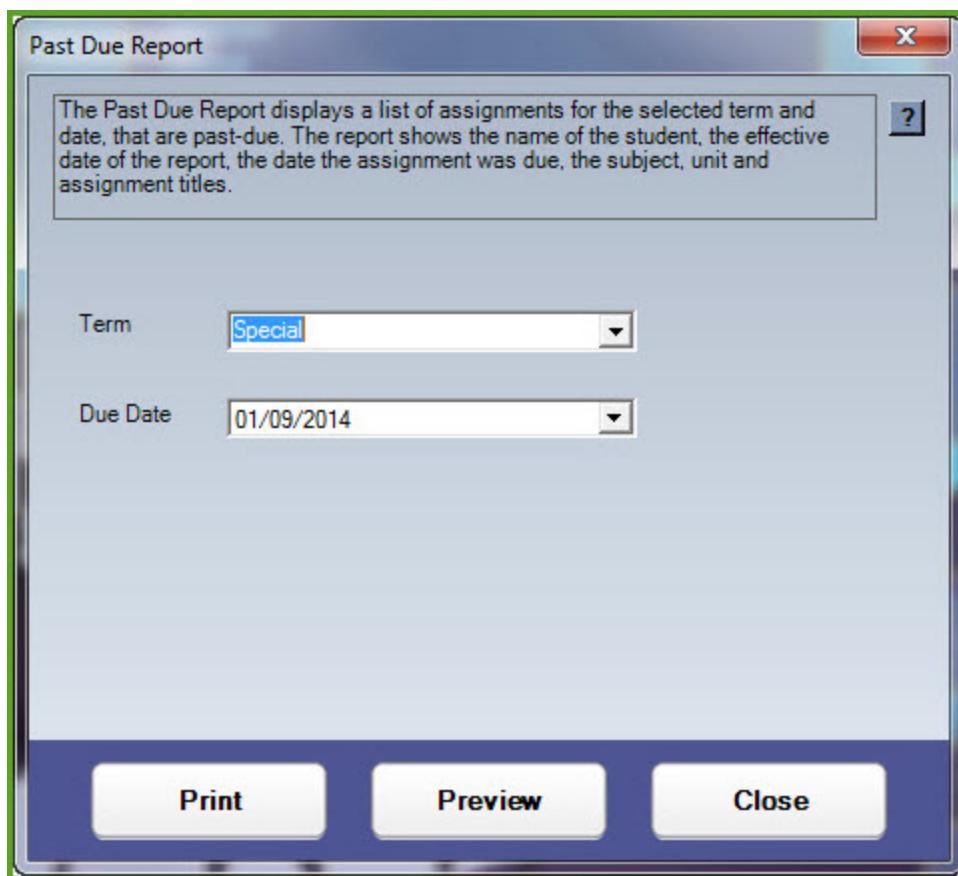
The **Past Due Report** lists all assignments, in the selected term, that are past the date you chose for the report.

To create and print the report:



Create and print a past due assignments report

1. On your **Home** page, in the **Reports** widget, click **Past Due Report..**
2. Select the **Term**.
3. Select the **Due Date**.
4. Click the **Preview** button to display the report on screen.
5. Click the **Print** button to print the report exactly as you see it on screen.



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

**Student Past Due Report**

January 09, 2014

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

Past Due as of: 1/9/2014

Special

Student: Andrea Cotter

Due Date : 1/6/2014

Subject	Unit	Assignment
High School Health (2014)	BODY ESSENTIALS	The Head and Crown of Creation
High School Health (2014)	BODY ESSENTIALS	Anatomy and Physiology
Office Applications 1 (2014)	MICROSOFT®WORD® BEGINNING SKILLS	Microsoft Word and the Documents it can Create
Office Applications 1 (2014)	MICROSOFT®WORD® BEGINNING SKILLS	Navigating the Word Screen
Personal Financial Literacy (2014)	FINANCIAL RESPONSIBILITY AND DECISION MAKING	Self-Assessment
Personal Financial Literacy (2014)	FINANCIAL RESPONSIBILITY AND DECISION MAKING	Taking Responsibility

Due Date : 1/8/2014

Subject	Unit	Assignment
High School Health (2014)	BODY ESSENTIALS	Quiz 1: Building Blocks of the Body

Use The SOS Student Help File

SOS Student has a Help file that you can easily access to assist you when you have questions about what a button does, how to open a completed assignment so that you can study for a quiz, and more. Two methods are available to open the Help file:

- On your **Home** page, in the **Application** widget, click the **Help** link.
- Press the **F1** key located in the upper row of your keyboard.

Most of the time you are immediately taken to information about the window, form, page you are on when you press the **F1** key.

The **Table of Contents**, **Index**, and **Search** tabs in the Help file are there to assist you, if you need to find other help. The Help file also includes a **Glossary** of terms used in SOS.



Above the tabs you see four icons:



- If you click the **Hide** icon, the column with the tabs goes away and the **Hide** icon becomes a **Show** icon. Click it to bring the tabs column back.
- **Back** takes you to the page you were on just before the one you are on now.
- **Print** opens window with print options where you choose what you want to print.
- **Options** provides a menu of choices:



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.

Appendix A: SOS Problem Types

When working in assignments, you encounter different types of problems to help you think about and practice what you are learning in various ways. This section introduces the major problem types in Switched-On Schoolhouse. If you want to practice with the different problem types, look for a demonstration lesson in your current schoolwork. Not there? Ask your teacher about installing it for you.

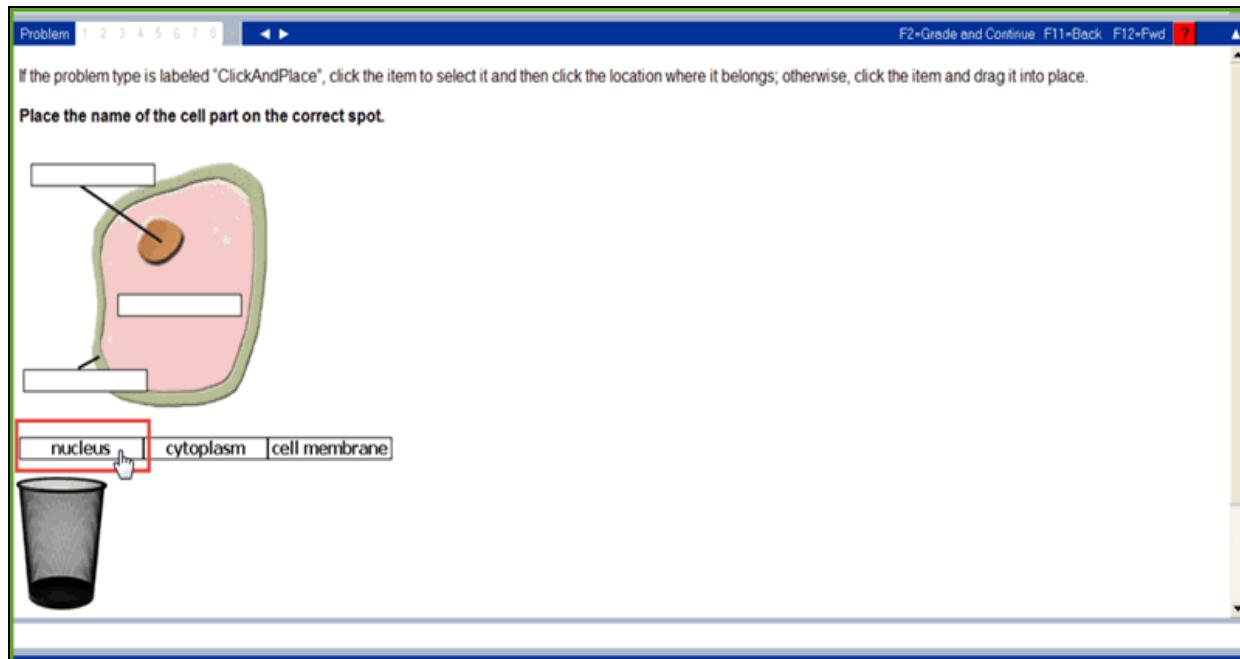
Drag and drop problems

A drag and drop problem asks you to click an item - an image, a word, a phrase, a character - and drag it to its correct location. Sometimes, you might drag an item onto a picture. For example, you might drag the name of a city onto a map. Other times, you might drag an item over a word or phrase to label the part of speech of a word. Regardless of what you're dragging or where you're dragging to, you can always approach these problems in the same way.

Grading: You usually receive one point for each correctly-dragged item. The total points you receive for a problem may depend on how many items you have to drag. It's possible to receive partial credit on drag and drop problems.

To answer a drag and drop problem:

1. Select the item you want to drag. Click and hold it with your mouse.



2. Still holding your mouse button down, drag the item to its correct location. When the item is over its correct location, release the mouse button to "drop" it there.



The screenshot shows a computer window titled "Problem 1 2 3 4 5 6 7 8". At the top right are buttons for "Grade and Continue", "Back", "Fwd", and a question mark. A message at the top says: "If the problem type is labeled "ClickAndPlace", click the item to select it and then click the location where it belongs; otherwise, click the item and drag it into place." Below this, instructions say: "Place the name of the cell part on the correct spot." A diagram of a cell is shown with three labels: "nucleus" (with a red border), "cytoplasm", and "cell membrane". A hand cursor is clicking on the "nucleus" label. Below the diagram is a row of three buttons: "nucleus", "cytoplasm", and "cell membrane". At the bottom left is a trash can icon with a blue arrow pointing to it, accompanied by the text: "Drag item to trash can to start over".

3. Repeat this process until all the items have been placed in their correct locations.
4. Click the **Grade** button to submit your answer for grading.

Note Be careful not to "stack" one item over another, or your problem may be graded as incorrect. If you drag an item to the wrong place, double-click it to pick it up and continue dragging it to its correct location. Also, you can drag any item to the "trash can" if you want to start over again.

Project and essay problems

Most essays and projects come with links to open a window where you enter your answer. Always read the instructions for the assignment before you begin.

Grading: Your essays and projects are graded by your teacher, not SOS.

- To see how to complete essays and projects, see "[Work On Projects And Essays](#)" on page 37.

Fill-in-the-blank problems

Fill-in-the-blank problems are what they sound like. You click in the empty box and type in your answer. Depending on how your teacher set up SOS for you, you may be penalized for misspelled words, so make sure to type carefully. There is a special kind of fill-in-the-blank question that you see sometimes, especially in math problems. You will know it because the text box to type in is green. When you see this, you can tab to the next field that should be completed.

Sometimes, these problems appear on top of special backgrounds or other graphics. Don't worry, though—you can approach the problems in exactly the same way.

A screenshot of a text input field with a green border. Inside the field, the text "People should obey God because they" is followed by a small empty rectangular box, and then the word "Him.".

Grading: Fill-in-the-blank problems are usually one point per answer.



Layered text boxes problems

Layered text questions are much like fill-in-the-blank questions. You most often see them in math problems, where tabbing to the next text box you should fill in, is helpful.

Grading: Layered text box problems are typically worth 1 point each.

To answer a layered text box problem:

1. Enter your answer in the green text box and tab to the next green text box.

Multiply. (Be sure to carry the tens' number.)

$$\begin{array}{r} 2 \\ \times 5 \\ \hline 10 \end{array}$$

2. When finished, click the **Grade** button to submit your answer for grading.

Listen/Record problems

Listen/Record problems help you practice your pronunciation in Spanish assignments. Make sure you have speakers and a microphone plugged into your computer.

Grading: Listen/Record problems are usually worth 1 point each.

To use a listen/record problem:

1. Click **Escuchar** to hear a word or phrase spoken aloud.
2. Click **GRABAR** to record your own pronunciation of the word or phrase.
3. Click **Compraro** to hear what you recorded.

Hola. ¿Cómo se llama usted?

Matching problems

Matching problems require you to click the answers and, using the plus and minus signs, “click” them into the correct spots so they line up with the correct definitions.

Grading: You usually receive one point for each correct match.

To answer a matching problem:

1. Resize the bottom portion of the window (the problem area) by dragging the thick, colored line upward, so you can see all the words and definitions. Use the up and down arrows on the right so you don't miss any definitions and words that may not fit on the screen.
2. Begin with the first definition.
3. Click the correct word in the left column that matches that definition.



4. Use the plus sign to the left of the box to move the word up or use the minus sign below it to move the word down until it is in the correct position.
5. Click in the check box to the left of the answer to "lock" your answer in place.
6. Go to the second definition and repeat steps 3-5 until you complete all the problems.
7. Use either the plus or minus sign to change any of your answers.

Locking your answers is important, especially if the answer you select falls in the middle of the answer column. If you do not lock your answers in place, any changes you make in the left column affect all the answers that fall BELOW that word. For example, if you want to change the answer for the second definition, all answers for problems 3 and BELOW are shifted down one position.

<input checked="" type="checkbox"/> Columbus	America (San Salvador)
<input type="checkbox"/> Ferdinand Magellan	Pacific Ocean
<input type="checkbox"/> Ponce de Leon	Vinland
<input type="checkbox"/> Vikings	Florida
<input type="checkbox"/> Vasco Nunez de Balboa	Panama

8. When finished, click the **Grade** button to submit your answer for grading.

Multiple choice problems

Multiple choice problems ask you to choose between two or more possible answers in a list. You'll be able to choose only one correct answer in the list.

Grading: Multiple choice problems are typically worth one point each.

To answer a multiple choice problem:

1. Click the circle button next to the correct answer.

A peninsula is:

- a harbor
- land extending in water
- an island

2. When finished, click the **Grade** button to submit your answer for grading.

Multiple select problems

Multiple select problems ask you to select all the possible correct answers in a list. You'll be able to select none, some, or all of the answers.

Grading: Multiple select problems are normally worth one point each. In some cases, if there are multiple correct answers, you may receive one point for each correct answer.

To answer a multiple select problem:

1. Click the check boxes next to the correct answers, placing a check mark in each box.
2. To clear an answer, click an existing check mark and it will disappear.



Which three characteristics describe Abraham?

- selfishness
- obedience
- prayerful
- faith
- fearful
- foolish

3. When finished, click the **Grade** button to submit your answer for grading.

Paragraph box problems

Paragraph box problems require you to type your response in a text box. Your response might be one or two sentences or even one or two paragraphs long, depending on what the problem is asking for.

Grading: Although you can see how many points each paragraph box problem is worth, these problems are teacher-graded and are not figured into your grade until the teacher has completed grading.

To answer paragraph box problems:

1. Click anywhere in the paragraph box and type in your response.
2. When finished, click the **Grade** button to submit your answer for grading.

Preloaded problems

In preloaded problems, you usually see an answer (usually a word, phrase, sentence, or paragraph) already in a box. You decide whether or not to keep the answer or change it. Sometimes, preloaded problems appear on top of special backgrounds or other graphics — you still approach them in exactly the same way.

Grading: Preloaded problems are usually one point per answer.

To answer a preloaded problem:

1. If you think the answer is correct, leave it and click the **Grade** button.
2. If instructions require you to change the information, type your change in the box, making sure the answer reads exactly the way you want, before you click the **Grade** button.

Sorting problems

Sorting problems are very similar to matching problems. They require you to click possible answers, and using the plus and minus signs, “click” them into their correct locations in a given sequence. Examples of some typical sorting problems would be; putting a list of items into alphabetical order, or ranking numbers in order from largest to smallest.

Grading: Depending on what a sorting problem asks for, you receive either one point for the entire problem or one point for each correctly sorted answer. It is possible to receive partial credit on sorting problems.

To solve a sorting problem:

1. Begin with the first item in the series (the first event to happen, the first word to appear in alphabetical order, etc.)
2. Use the plus sign to the left of the box and move the word up to the top of the list.
3. Select the next item in the series and continue until you are finished sorting each entry and are satisfied with your answers.
4. To change any of your answers, use the plus or minus sign, whichever is more appropriate.



Arrange these digits in order from smallest to greatest.

35,283	Smallest
+ -	
39	
93	
4,826	
35,823	
582	Greatest

- When finished, click the **Grade** button to submit your answer for grading.

Text multiple choice problems

Text multiple choice problems look like fill-in-the-blank problems, except with text already provided in blue answer boxes.

Grading: The number of points you receive often depends on how many checkboxes or graphics appear in the problem. You usually receive one point for each answer.

Click in the box to choose the correct word to complete the Bible verse.

"In all thy ways [] him, and he shall direct thy paths" (Proverbs 3:6).

To answer a text multiple choice problem:

- Click in the box to see a possible answer displayed.
- Click again to see another possible answer.
- Keep clicking until you cycle through all the possible answers in the box (or, keep clicking — you can cycle through as many times as you want).
- When you think you know the correct answer, click it so it is displayed in the box.
- Click the **Grade** button, telling SOS that the answer left in the box is the one you want it to grade.

Note SOS includes graphic multiple choice problem types as well. These work in exactly the same way as text multiple choice problem types, except they require you to click through a series of pictures or graphics. Cycle through all the possible answers, and then make sure the correct one is displayed when you click the Grade button.

True/False problems

A True/False problem can have two forms:

- One form shows a sentence with a T/F button beside it. Decide whether you think the statement is true or false, and then click the button. It changes to read **True**. Click the button again, and it reads **False**. Keep clicking the button as many times as you want, until you decide the correct answer is the one displayed. Then, click the **Grade** button to lock in your answer.



The Atlantic Ocean was called the "Sea of Darkness."

- The other form shows a question with a **True** option and a **False** option. Select the option you think is correct, and then click the **Grade** button.



Unordered answer problems

The author uses dialogue in telling the story, "Jesus, Our Example."

- True
- False

Grading: True/False questions are worth one point each.

Unordered answer problems

Unordered answer problems ask you to type a series of responses, usually words or phrases. Type your answers into the answer boxes in any order you want. You receive credit as long as all the correct answers appear in the boxes.

Grading: Unordered answers are normally worth one point per answer.

Write all the words with **ou** diphthongs:

Problems with audio/visual elements

Some problems contain buttons or other multimedia you must click in order to answer them. In Language Arts Spelling tests, for example, you must click the Spelling Word buttons to hear words spoken out loud before you can type them in the answer boxes. Other problems may contain Tiny Tutors that provide you with verbal instructions or useful tips.



The emperor of China who entrusted Marco Polo to carry out his business was [] .

Grading: These problems are graded according to problem type.

Timed problems

Some problems are timed. When you click them, you activate a timer. Answer them before the timer runs out, or points are deducted for the parts you did not finish.

Note

Timers can be applied to any problem type.



Crossword puzzle problems

Crossword puzzle problems work like when you manually fill in a crossword puzzle. You start with a hint or clue to answer the numbered location. Occasionally, multiple-word answers are required. Unless you're told otherwise in the instructions, type in your answer and let it run-together as one word.

Grading: In crossword puzzles, you usually receive one point for each word that you enter.

To solve a crossword puzzle problem:

1. Click a blue-colored clue. Each time you click a clue, SOS places your cursor in the appropriate box in the puzzle. Type your answer using the keyboard, and watch as SOS automatically places the letters in their proper positions.
2. When you finish an answer, click another clue and repeat the process until the entire puzzle is completed. You may also manually click in each box in the crossword puzzle to type in the appropriate letter.
3. When finished, click the **Grade** button to submit your problem for grading.

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