

Assignments





Assignments

FIND IT FAST!

Looking for some fast information about SOS assignments?

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Assignments

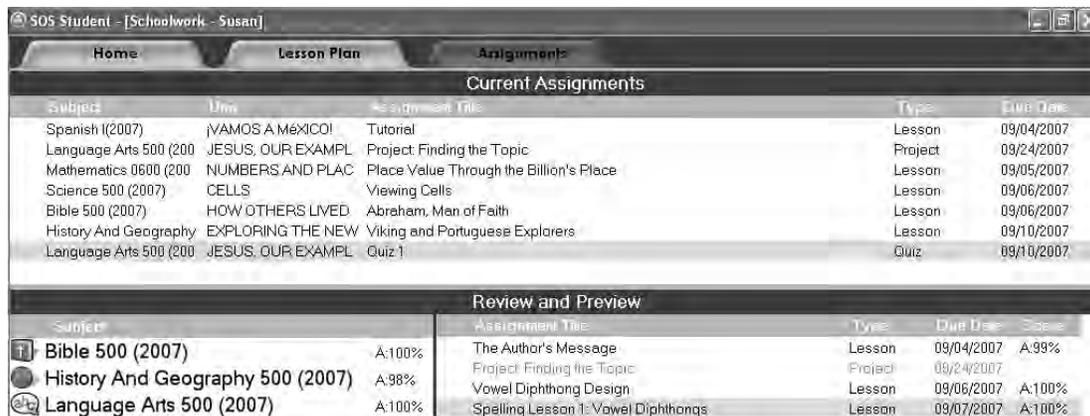
This section covers what you need to know about doing assignments in Switched-On Schoolhouse® Student (SOS Student). Get a good look at different assignment types, and learn how to use the buttons and features on the **Assignments** screen to do lessons, complete projects, and take quizzes and tests. You'll find out how to review for tests, print out assignments, and check your scores with just a few simple clicks.

Looking for specifics? Skip ahead to take a peek at some of the games and other elements that enhance and reinforce your learning experience. Then, take a tour through the major problem types in assignments, find out how they work, and how they're graded.

The Assignments Screen

Let's take a look at an actual **Assignments** screen, since it's in this "classroom" that you'll probably spend most of your time. The buttons and features stay the same on this screen, but the content is different, depending on whether you're working in a lesson, quiz, test, or project.

To open an assignment, click  on the SOS Student **Home** screen. Make sure the **Assignments** tab is selected at the top. From the **Assignments** screen, you may enter an assignment.



Current Assignments				
Subject	Unit	Assignment Title	Type	Due Date
Spanish I (2007)	¡VAMOS A MÉXICO!	Tutorial	Lesson	09/04/2007
Language Arts 500 (2007)	JESUS, OUR EXAMPL	Project: Finding the Topic	Project	09/24/2007
Mathematics 0600 (2007)	NUMBERS AND PLAC	Place Value Through the Billion's Place	Lesson	09/05/2007
Science 500 (2007)	CELLS	Viewing Cells	Lesson	09/06/2007
Bible 500 (2007)	HOW OTHERS LIVED	Abraham, Man of Faith	Lesson	09/06/2007
History And Geography	EXPLORING THE NEW	Viking and Portuguese Explorers	Lesson	09/10/2007
Language Arts 500 (2007)	JESUS, OUR EXAMPL	Quiz 1	Quiz	09/10/2007

Review and Preview				
Subject	Assignment Title	Type	Due Date	Grade
Bible 500 (2007)	The Author's Message	Lesson	09/04/2007	A:99%
History And Geography 500 (2007)	Project: Finding the Topic	Project	09/24/2007	
Language Arts 500 (2007)	Vowel Diphthong Design	Lesson	09/06/2007	A:100%
	Spelling Lesson 1: Vowel Diphthongs	Lesson	09/07/2007	A:100%

In the **Current Schoolwork** section at the top of the screen is a list of assignments for the day. This includes new assignments as well as past-due assignments that you still need to complete. Assignments that you've started but not yet finished are also displayed. Click an assignment title to go to that assignment.

Assignment Types

Think of an assignment as a bit of schoolwork you've been assigned. It provides something new for you to learn or review and gives you a way to put your knowledge into practice. There are four different assignment types in SOS:

- **lessons** – consist of instructional presentations that teach you new information and provide you with problems to do
- **quizzes** – give you a set of problems to do after every few lessons, to help you find out how much you've learned
- **tests** – ask you to do problems to demonstrate what you've learned overall
- **projects** – offer creative ways to help you use information you've learned in lessons

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

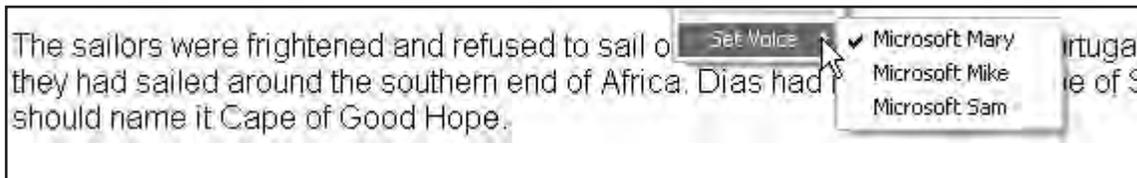
Assignments

Lessons

Hearing the Text

To hear the text on the screen:

1. Use your mouse to 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.



Let's take a look around so you can see how an assignment screen works. You'll also learn what a typical lesson assignment looks like.

Assignments are usually made up of two major parts:

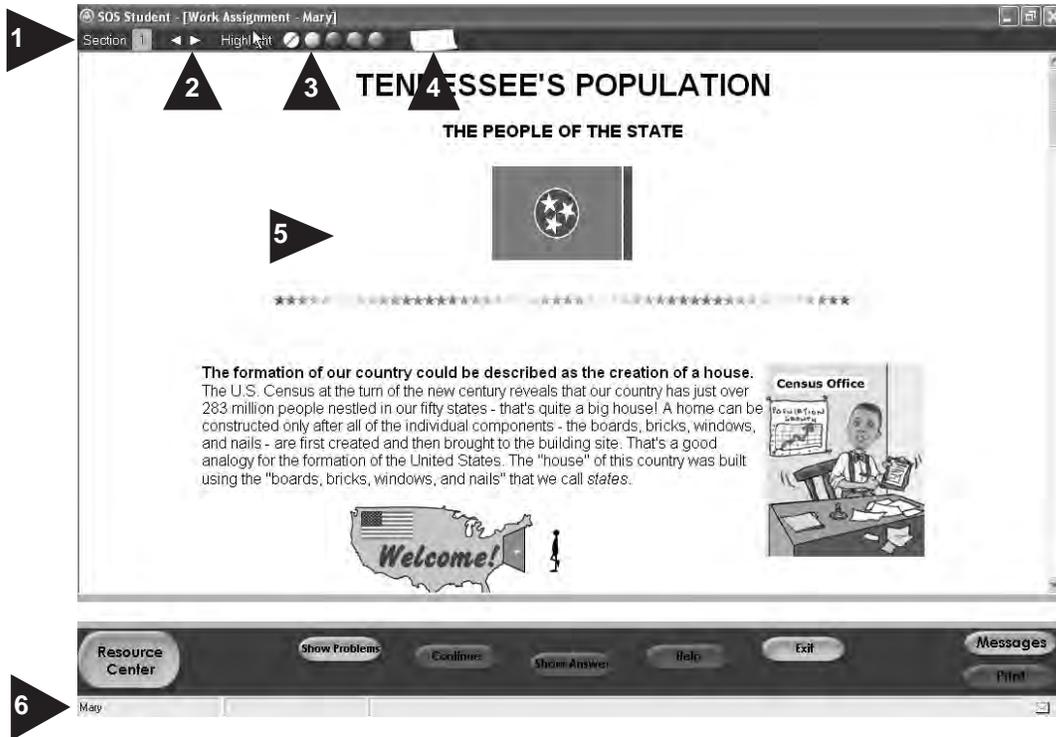
- **presentations** – present the “teaching” part of a lesson, with instructional material for you to learn or review
- **problems** – give you questions to answer and problems to solve, reinforcing what you've learned. (Click the **Show Problems** button, at the bottom of the screen, to make this part of the window bigger.)

The features of the **Work Assignment** screen are: (See the picture of the screen on the next page.)

1. Sometimes, when there's a lot of information to cover, it's easier to see instructional material if it's broken up into smaller, bite-sized pieces. This area lets you how many sections there are to the presentation. Click any section number to see the information displayed.

NOTE: You're looking at information from the section number that is highlighted.

2. Clicking the left arrow lets you view the previous presentation section and the right arrow lets you view the next presentation section.



3. Highlighters for you to mark up your text as you learn are at the top of the screen. If you want to highlight text, select it with your mouse and click the color you want to use. The text stays highlighted even if you exit and return to the assignment. If you want to remove the highlights, select the highlighted text with your mouse and click .

NOTE:

In SOS Teacher, your teacher is able to see text exactly as you highlighted it, as well as add highlights for you to see.

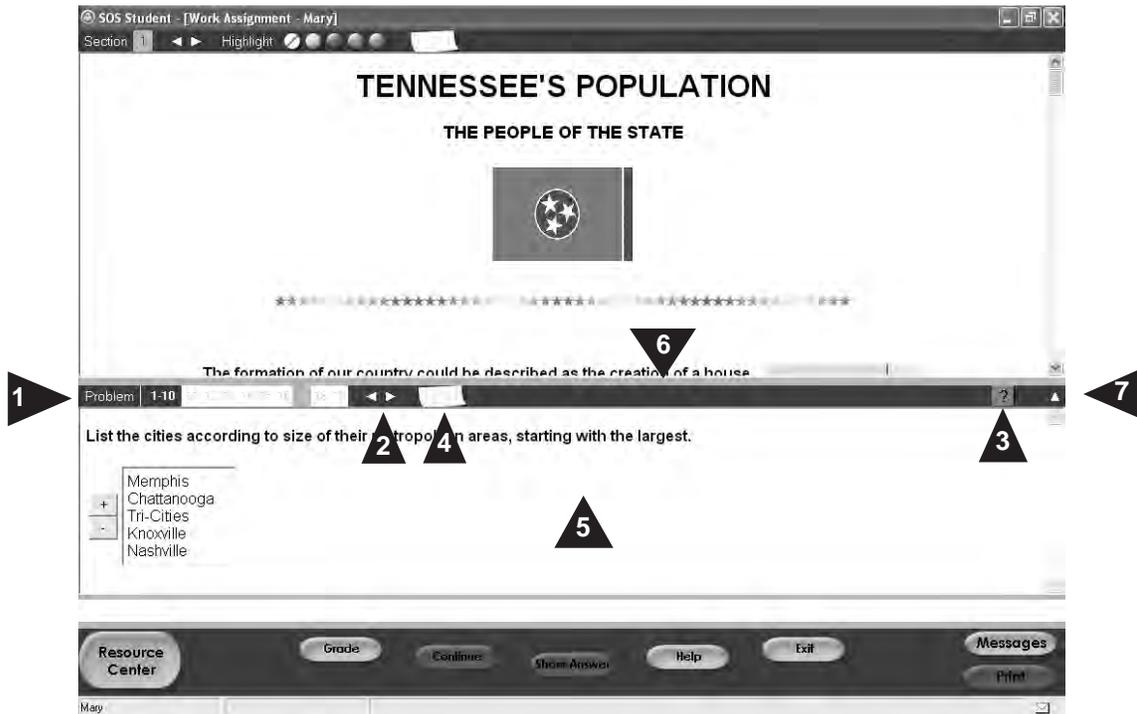
4. A handy notepad to jot down your thoughts about an assignment is found here. You can ask questions and immediately send your teacher a message to see what you've written. To use your assignment notepad, click this yellow note and a small **Assignment Notepad** window pops up (shown at right). Type your note where you see the cursor blinking and check the **Notify Teacher** box, if you want your teacher to receive an invitation to come read it. (If you do not click the **Notify Teacher** box, you are the only one who is able to read the note. Your teacher will not see it.) Click **Save** to save your note or **Cancel** to cancel it. Back on the **Assignment** screen, your assignment notepad looks like this  if there's a note in it. Click it to open and type more, read a teacher's comments, print, or delete text.
5. **Presentation window** – This is the “teaching” part of a lesson, with instructional material for you to learn or review. You can click links, look at pictures, watch videos, and play games in this area.
6. **Status bar** – The bar at the bottom of the screen displays your name, assignment title, and a mail envelope if you have new mail.



Assignments

Show Problems

Let's take a look at the problems part of an assignment. You cannot see much of this until you click at the bottom of the screen. Once you do this, the problems section expands, allowing you to see more of it.



1. Every presentation section in a lesson has some problems associated with it. These problems are one way to check if you understand what the lesson covered. This area lets you know how many problems an assignment has and displays them in batches of 10. Click any problem number to highlight it and display the problem.

NOTE:

The presentation section associated with the problem displayed is always available in the top part of the screen. Refer to it at any time for help on an assignment.

After you've done some problems in an assignment, you'll notice that the numbers appear in different colors on the problems toolbar:

- gray – problems you haven't completed yet
- green – problems you've answered correctly
- red – problems you've answered incorrectly or only received partial credit for
- gray with a line through it – problems your teacher decided to have you skip
- black – problems not graded yet (such as teacher-graded problems or certain quiz/test problems)

2. Click  to view either the previous or the next problem.

3. Click ? to see a description of the problem type displayed and instructions about how to work the type of problem.

4. This notepad works just like your assignment notepad described on page 175. Use it to jot down your thoughts or ask questions about a problem. To create a note in the problem notepad, click it and a small **Problem Notepad** window pops up (shown at right). Type your note where you see the blinking cursor and check the **Notify Teacher** box if you want your teacher to receive an invitation to read it. Make sure to hit **Save** to save the note or **Cancel** to cancel it. Back on the **Assignment** screen, the problem notepad says “Note” if you saved your note. Click the notepad to open it and type more, read a teacher's comments, or delete it.



5. This is where you do the problems for an assignment.



6. If you position your cursor anywhere over this line, it changes appearance. You can click and drag your cursor up or down, changing window sizes so you can see more or less information.
7. Clicking the **up arrow** makes your problems section automatically fill the whole screen. It changes into a **down arrow** you can click to make your problems section small again.
8. Find out how you scored on a problem here. Clicking any completed problem shows you the grade you received on it. The area is blank if you have not completed the problem.

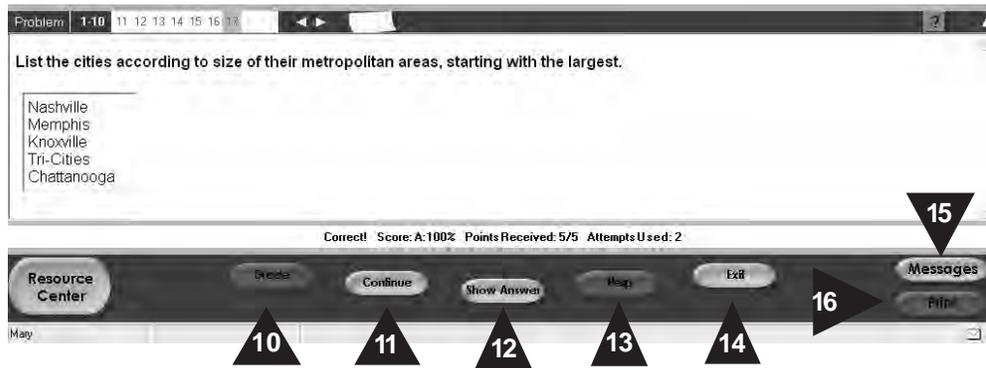
NOTE: When you complete a problem, SOS tells you:

- what percentage you received out of 100%;
- how many points you earned out of the total available (you may receive partial credit if you did some but not all of the problem correctly);
- the number of times you attempted the problem;
- the number of attempts you still have in order to answer the problem correctly (sometimes, your teacher sets it up so you must keep trying until you either answer them correctly or run out of attempts).

9. **Resource Center** – Clicking this provides a menu of choices, including a **dictionary**, the **periodic table**, and a **calculator**, if your teacher gave you access to these in assignments.

NOTE: Sometimes you cannot click all of the buttons. This happens because you're teacher decided not to allow you to perform the specific task the button provides at that point in the lesson.

Assignments

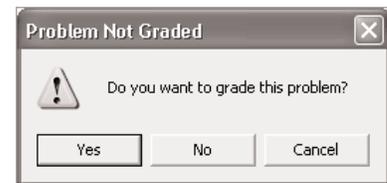


Work Assignment Screen (cont.)

- Grade** – After you've completed work on a problem, click the **Grade** button (or **F2**) to tell SOS you're done. This submits your answer for grading so you can see your score immediately. If the problem you've done must be graded by your teacher, you will not receive a score for it until later.

NOTE:

Before moving on to the next problem, you must click the **Grade** button. If you forget to do this, a small pop-up box displays (shown at right), asking if you want this problem graded. You can skip a problem in a lesson and come back to it later, but the lesson is not considered complete until you answer all of the problems or your teacher decides to let you skip a problem.



WARNING!

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

- Continue** – After you've finished a problem and had it graded, click this to go to the next problem you need to complete.
- Show Answer** – After you've used all your attempts at answering a problem, click this to see the correct answer.
- Help** – Having a hard time with a problem? Click this to get some help. A small pop-up window opens with a section on the bottom that lets you skip the problem if you provide a reason for it. The 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. You also see some options at the top of this window. If your teacher provides you with a special password, you may be able to choose between them, as well:
 - **Unassign problem** – Lets you 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 will later see what you've unassigned and may choose to reassign it to you.
 - **Show problem answer** – Lets you see the answer to a problem before you've finished doing it.

- Give up on problem – Lets you stop working on a problem you can't seem to answer correctly. If your teacher has given you an unlimited number of attempts at a problem, this lets you break out of the loop so that you may exit the assignment and move on. If you give up on a problem, it is graded as incorrect.

Stuck on a problem?

- Go back to the lesson and review the information.
- Ask your teacher for help.
- Notify your teacher by leaving a message in your problems notepad.
- Use the **Help** button to skip a problem for the time being.

14. Exit – Exit the lesson.

NOTE:

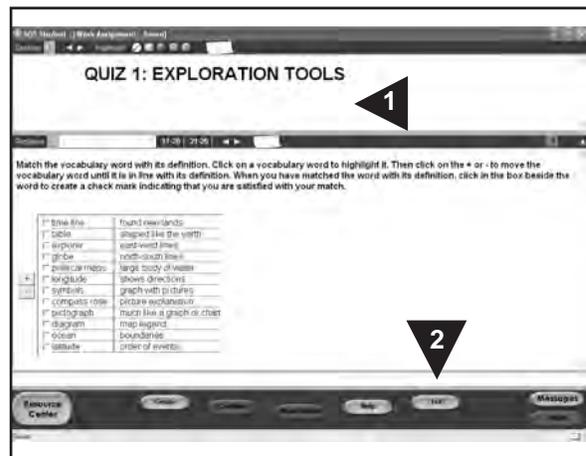
If you find yourself back in a lesson you thought you had finished, perhaps your teacher, who's grading problems and responding to messages, wants you to redo some work, or has something else to show you in the lesson

- 15. **Messages** – Send messages to or receive messages from your teacher while working on an assignment.
- 16. **Print** – If your teacher permits, print your completed assignment.

Quizzes

Usually, after every few lessons, you will take a quiz which allows you to demonstrate that you understand the material presented. 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. If you are unsure how your teacher set up quiz and test options for you, be sure to ask before exiting a quiz or test.

Quiz assignment screens work pretty much like the lesson assignment screens, having most of the same buttons and features. Here are a couple of differences:



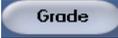
1. Because quizzes test you on information you've already learned, you usually won't find much material in this section. Most of the time, you just click **Show Problems** at the bottom of the screen to begin doing problems.
2. Click **Exit** to exit a quiz. A small window appears, asking if you're sure you want to exit because, depending on how your teacher has set things up, you may receive a score of zero for any problems you haven't completed yet. In some cases, if you choose to exit, your quiz could be graded as-is.



Assignments

Kinds of Quizzes

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

- **Standard Quiz** – In a standard quiz, you can view any problem before you submit your answer for grading. You have only one chance to answer a problem correctly, so make sure your final answer is your best answer **BEFORE** you click . If you do not click the **Grade** button, a small window opens reminding you to grade the problem. If you choose not to grade your answer, the program does not save the answer. When you leave the quiz, all your unanswered problems are graded as zero points.
- **Open-Page Quiz** – In an open-page quiz, you have several attempts at answering problems, allowing you to review or change your answers until you choose to exit the quiz. Once you exit, it means your quiz is graded, and you receive a score of zero for any unanswered problems.
- **Open-Book Quiz** – In an open-book quiz, you may exit and re-enter the quiz as many times as you want, allowing you to review or change your answers until you choose to exit the quiz. Each time you exit, you are prompted to choose whether you plan to return at a later time or not. The quiz is scored only after you choose to not return. At this point, all answers are considered final, and you receive a score of zero for any unanswered problems.

NOTE:

If you are unsure how your teacher set up quiz and test options for you, be sure to ask before exiting a quiz or test.

Your teacher decides whether you may immediately see your score after you do each problem, or whether you must wait until you've finished the entire quiz.

Keep in mind that your teacher may change the grade on any computer-graded problems. Remember that your grades are not final until your teacher, not the computer, says they are final.

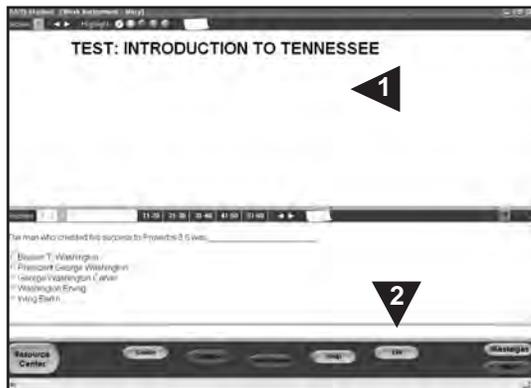
Remember, these same points apply to tests as well as quizzes!

Tests

Tests require you to demonstrate what you've learned overall, 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 lessons and quizzes, reading through the information and walking through the problems. If you are unsure how your teacher set up quiz and test options for you, be sure to ask before exiting a quiz or test.

Test assignment screens work pretty much like lesson assignment screens, with most of the same buttons and features. Here are a couple of differences:

1. Because tests ask you to recall information you've already learned, you usually won't find much material in this section. Most of the time, you just click **Show Problems** at the bottom of the screen to begin doing problems.
2. Click **Exit** if you want to exit a test. A small window appears, asking if you're sure you want to exit. Depending on how your teacher set things up, you may receive a score of zero for any problems you haven't completed. In some cases, if you choose to exit, your test could be graded as-is.



Kinds of Tests

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

- **Standard Test** – In a standard test, you can view any problem before you submit your answer for grading. You have only one chance to answer a problem correctly, so make sure your final answer is your best answer before you click **Grade**. If you do not click the Grade button, your answer is not saved and counted as part of your test grade. When you leave the test, you are not able to go back in, and all unanswered problems are graded as zero points.
- **Open-Page Test** – In an open-page test, you have several attempts at answering problems, allowing you to review or change your answers until you choose to exit the test. Once you exit, indicating that you no longer want to continue working on problems, your test is graded, and you receive a score of zero for any unanswered problems.
- **Open-Book Test** – In an open-book test, you may exit and re-enter the test as many times as you want, allowing you to review or change your answers until you choose to exit the test. Each time you exit, you are prompted to choose whether you plan to return. The test is scored only after you say you do not plan to return. At this point, all answers are considered final, and you receive a score of zero for any unanswered problems.

NOTE:

If you are unsure how your teacher set up quiz and test options for you, be sure to ask before exiting a quiz or test.

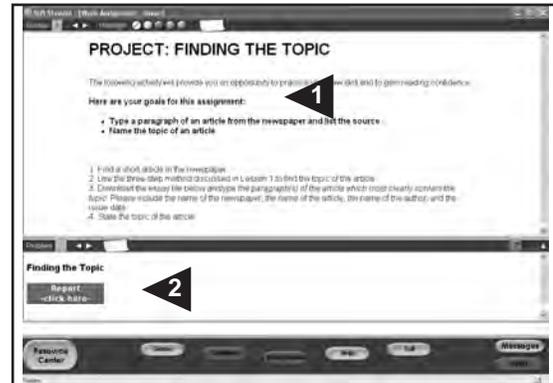
Assignments

Projects

Projects provide creative ways to use the information you learn in lessons. They might consist of anything, including extra reading or writing activities, hands-on experiments, library research, interviews, or artwork. Your teacher can also make up other projects to go along with your lessons.

Project assignment screens work much like other assignment screens. They have most of the same buttons and features. Here are a few differences:

1. This section gives you the instructions and background information you need to do a project. It may consist of graphics, videos, or Web links, as well as text.
2. Click **Show Problems** at the bottom of the screen to begin doing a project. This displays instructions or links for you to click if you need to do some writing.



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.

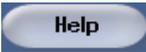
Doing an Assignment

To start work on an assignment or continue with a partially-completed assignment:

1. On the **Home** screen, click **Schoolwork**.
2. Click the **Assignments** tab to make sure you are on the appropriate screen.
3. Find the assignment you need to do:
 - **Assignments** screen – In the **Current Schoolwork** section at the top of the screen, click an assignment title. The assignment opens for you.
 - **Lesson Plan** screen – You can only access completed assignments from this screen.
4. Read and learn the material presented in the top part of the Assignment screen. You may highlight text with the highlighter buttons, or make notes in the assignment notepad.
5. When you're ready to do the problems, click **Show Problems** at the bottom of the screen. A problems window opens up on the bottom half of the screen.
6. Work through each of the problems. Click **Grade**, or F2, to submit each answer for grading before you move on to the next one. SOS grades your answer and lets you know how you did.
7. Use any of the buttons and features on the screen to help you as you go through the assignment.
8. SOS lets you know when you've completed an assignment. A window pops up with your assignment grade. Click **OK** to go back to your **Assignment** screen where you can start another assignment. You can see your score on your student **Assignments** screen.

Getting Help on a Problem

If your teacher is not available to help you with 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 with.
2. Click  at the bottom of the screen.

3. A small **Problem Helps** window (shown at right) appears. At the bottom of this window, click the button next to **Skip Problem**. Make sure you provide the reason you skipped the problem because this skipped problem shows up on a list for your teacher to see. Your teacher may choose to help you with it, reassign it, or allow you to skip it. If your teacher gave you a special **Problem Helps** password allowing you to get special help on problems, you may also click any of the following in the top part of the window:



- **Unassign problem** – Lets you 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've unassigned and decide 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** – Lets you stop working on a problem you can't seem to answer correctly. If your teacher gave you an unlimited number of attempts at a problem, this allows you to break out of the loop so that, instead of repeating the same problem, you may exit the assignment and move on. If you give up on a problem, it is graded as incorrect.

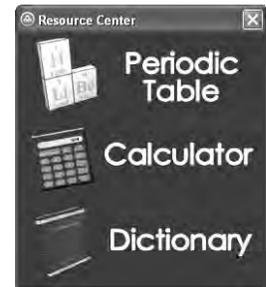
4. Click the **OK** button. The small window disappears, and the option you selected is applied.

Assignments

Using a Dictionary, Periodic Table, or Calculator in an Assignment

If your teacher lets you use resources from your **Resource Center** in assignments:

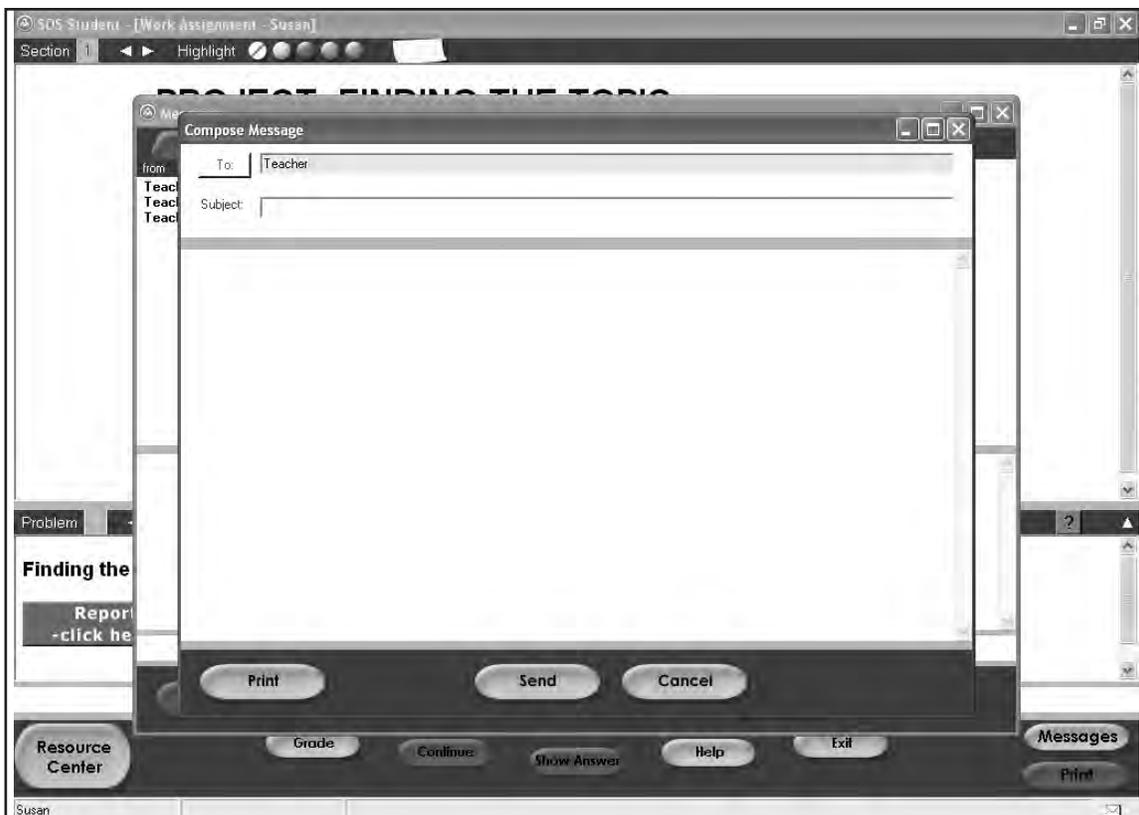
1. From inside an assignment, click  in the lower left-hand corner.
2. A small **Resource Center** window (shown at right) opens. Click the resource you want to use, and it opens.
3. When you are finished, close it and return to the assignment. Or, if you want to keep it handy, click the **Minimize** button (the left button in the upper-right-hand corner of the window) instead.



Sending or Receiving Messages from Inside an Assignment

To send messages to or receive messages from your teacher:

1. From inside an assignment, click .
2. The **Messages** window opens. Use the tabs, buttons, and features in the window to communicate with your teacher.
3. When you are finished, click **Send**, close the window, and return to the assignment.



Printing an Assignment

If your teacher allows you to print in SOS Student:

1. From inside a *completed* assignment, click .
2. You may print the presentation, problems, graphics, or any combination of these.
3. Click the **Preview** button to see what the page will look like before you print it.
4. Click the **Print** button. Print as you normally would from your computer.

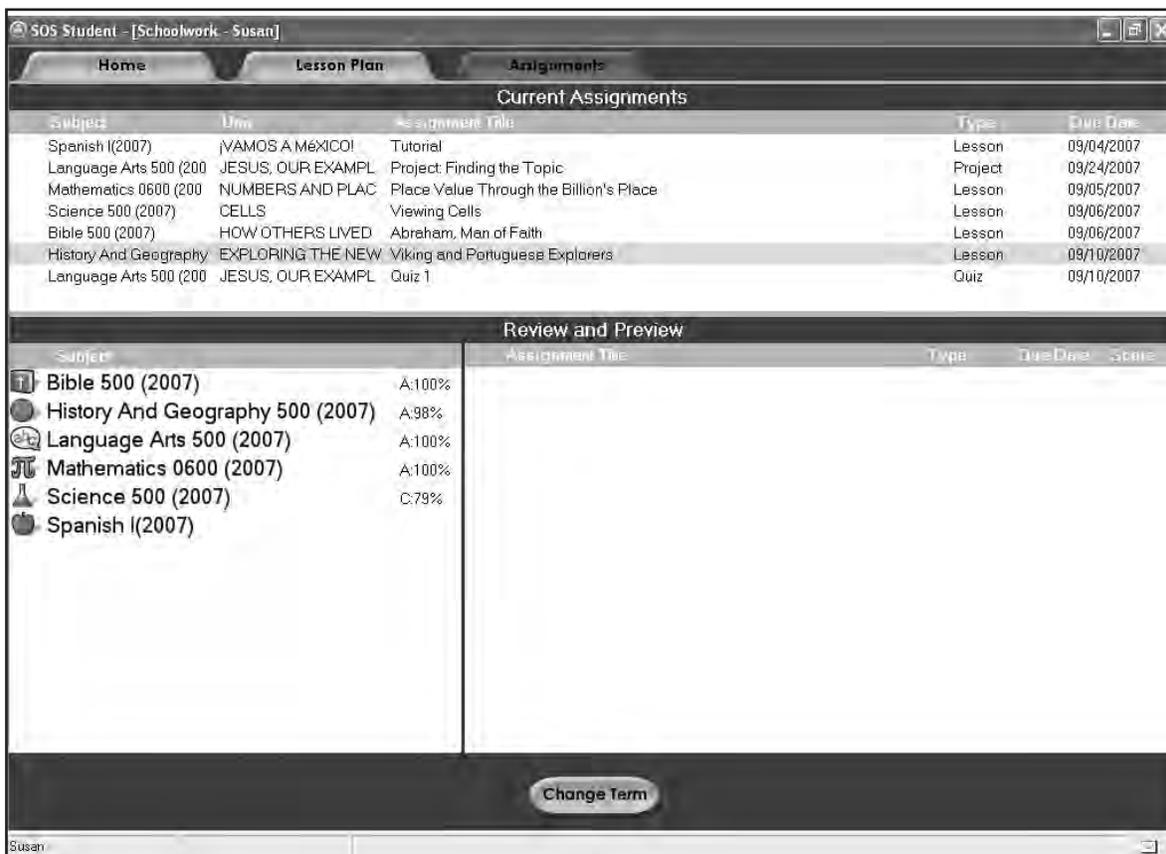
The Review Assignment Screen

After you've completed an assignment and received a grade for it, you can return and view it anytime you want to read through it or see how you worked the problems. The **Review Assignments** screen helps you study for quizzes, prepare for tests, or gather information for projects.

The buttons and features on this screen look a lot like the buttons and features on a regular assignment screen. Notice, though, you can view all your answers, as well as any answers, from the assignment's answer key. Also, when you are reviewing an assignment, you cannot change any of your previous answers to change the grade you received.

To review an assignment:

1. Click  on the SOS **Student Home** screen.
2. Your **Schoolwork** screen opens. You'll see some tabs at the top. Make sure the **Assignments** tab is selected.



The screenshot shows the SOS Student interface with the 'Assignments' tab selected. It displays a table of 'Current Assignments' and a 'Review and Preview' section.

Subject	Unit	Assignment Title	Type	Due Date
Spanish I(2007)	VAMOS A MEXICO!	Tutorial	Lesson	09/04/2007
Language Arts 500 (200	JESUS, OUR EXAMPL	Project: Finding the Topic	Project	09/24/2007
Mathematics 0600 (200	NUMBERS AND PLAC	Place Value Through the Billion's Place	Lesson	09/05/2007
Science 500 (2007)	CELLS	Viewing Cells	Lesson	09/06/2007
Bible 500 (2007)	HOW OTHERS LIVED	Abraham, Man of Faith	Lesson	09/06/2007
History And Geography	EXPLORING THE NEW	Viking and Portuguese Explorers	Lesson	09/10/2007
Language Arts 500 (200	JESUS, OUR EXAMPL	Quiz 1	Quiz	09/10/2007

Subject	Assignment Title	Type	Due Date	Score
Bible 500 (2007)	A:100%			
History And Geography 500 (2007)	A:98%			
Language Arts 500 (2007)	A:100%			
Mathematics 0600 (2007)	A:100%			
Science 500 (2007)	C:79%			
Spanish I(2007)				

Change Term

Assignments

In the **Review and Preview** section at the bottom of the screen, click any subject name to display the units within that subject. Then click any unit name to display the assignments within that unit. The assignments appear to the right.

If you've already completed work in an assignment, it has a grade next to it, and the assignment title appears in black, indicating that you may open it. Double-click any already-completed assignment you want to review. A **Review Assignment** screen opens.

The screenshot shows a web browser window titled "SOS Student - [Review Assignment - Susan]". The main content area is titled "BASIC PARTS OF A CELL" and contains text explaining the basic parts of a cell. Below the text is a video placeholder with the word "CELLS" in large letters. A matching problem is displayed below the video, with a table of terms and definitions. The bottom of the screen features a navigation bar with buttons for "Resource Center", "back", "Next", "Show Answers", "Exit", "Messages", and "Print".

protoplasm	inner fluid material within the cell membrane
prokaryote	contains only 2 basic parts of the cell: cell membrane and protoplasm
eukaryote	contains 3 basic parts of the cell: cell membrane, cytoplasm, and nucleus
nucleus	found within the protoplasm and looks a little like a dark ball or spot
cytoplasm	fluid material within cell membrane and outside the nucleus
cell wall	a fourth part of a cell found only in plants

Score: A: 100% Points Received: 6/6 Attempts Used: 1

Like regular **Assignment** screens, **Review** screens are also made up of two major parts:

- **presentations** – display the instructional material you have learned
- **problems** – display the problems you have completed

1. Tells you how many sections a presentation contains. Click any section number to see its information displayed.

NOTE:

If a section number is highlighted, you know you're looking at the information from that section.

2. Clicking the right arrow lets you view the next presentation section and the left arrow lets you view the previous presentation section.
3. Highlighters you may have used to mark up your text as you went through an assignment can still be used now to help you review. If you want to highlight text, select it and click the color you want to use. The text stays highlighted even after you exit and return to the screen. If you want to remove the highlights from the text, select it and click .

NOTE:

In SOS Teacher, your teacher sees text exactly as you highlighted it.

- To use your **Assignment Notepad** as you review, click the yellow notepad at the top of your screen. A small **Assignment Notepad** window (shown at right) pops up. Type your note where you see the cursor blinking and check the **Notify Teacher** box if you want your teacher to receive an invitation to come read it. Click **Save** to save your note or **Cancel** to cancel it. Back on the **Review** screen, your **Assignment Notepad** looks like this  if there's a note in it. Click it to open it and type more, read a teacher's comments, or delete it.



- See the information you learned in an assignment. Use it to help you review.
- This area tells you the total number of problems in an assignment and displays them in batches of 10. Click any problem number to highlight it and display both the problem and your answer below.

NOTE:

The appropriate presentation section at the top of the screen always automatically synchs up with the problem you're looking at in the bottom part of the screen.

The completed problems appear in different colors:

- **green** – problems you answered correctly
- **red** – problems you answered incorrectly or only received partial credit for
- **gray with a line through it** – problems your teacher had you skip
- **black** – problems your teacher still has to grade

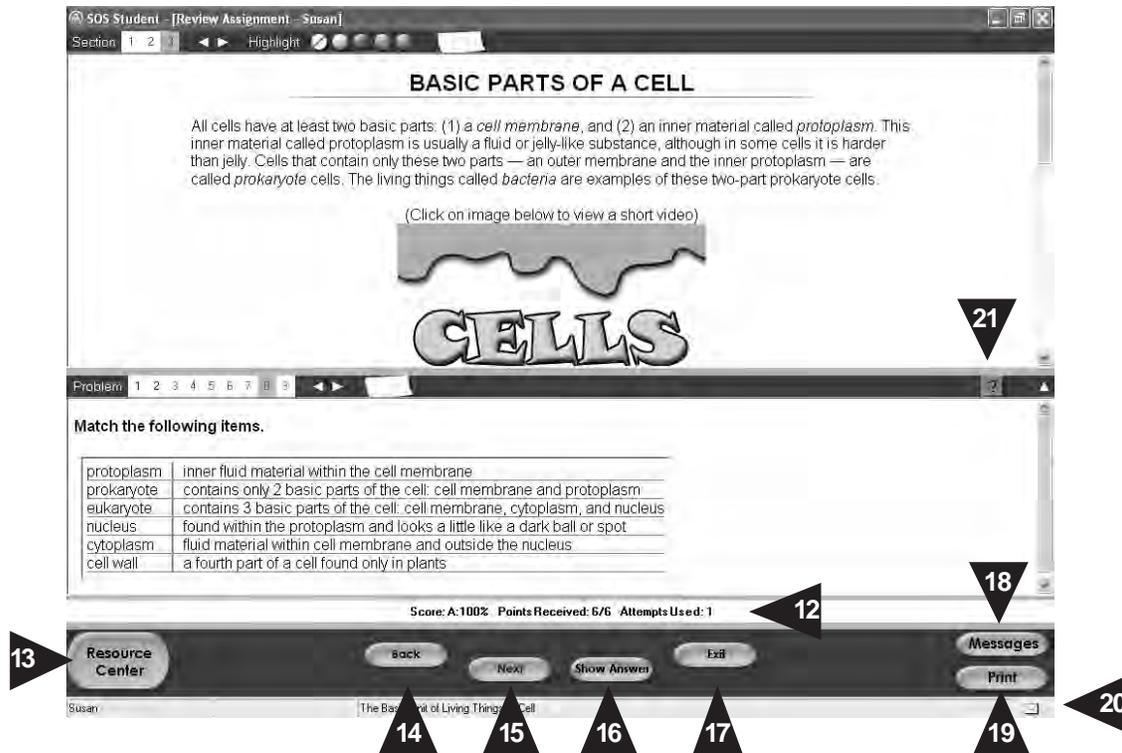
- Clicking the right arrow lets you view the next problem; the left arrow lets you view the previous problem.
- This notepad works just like your **Assignment Notepad** as described in number four on this page. Use it to jot down your thoughts or ask questions about a problem as you review. To create a note in your **Problem Notepad**, click the yellow notepad on the problems toolbar and a small **Problem Notepad** (shown at right) window pops up. Type your note where you see the cursor blinking and check the **Notify Teacher** box if you want your teacher to receive an invitation to come read it. Click **Save** to save your note or **Cancel** to cancel it. Back on the **Review** screen, your **Problem Notepad** says "Note" if you saved your note. Click the notepad to open it and type more, read a teacher's comments, or delete text.



- See the problems you completed for an assignment.
- Placing your cursor anywhere over this line, notice the cursor changes in appearance. When you see it change, hold your left mouse button down, dragging the cursor up or down. This makes the areas on your screen bigger or smaller, enabling you to see more or less information.
- Click the **up arrow** to make the problems section fill the whole screen. When the arrow changes into a **down arrow**, you can then click to make your problems section small again.



Assignments



The screenshot shows a web browser window titled "SOS Student - [Review Assignment - Susan]". The main content area is titled "BASIC PARTS OF A CELL" and contains text about cell parts. Below the text is a video player with the word "CELLS" in large letters. A progress bar shows "Problem 1 2 3 4 5 6 7 8 9". Below the progress bar is a matching exercise table. At the bottom, a navigation bar includes buttons for "Resource Center", "Back", "Next", "Show Answer", "Exit", "Messages", and "Print". A status bar at the very bottom shows "Susan" and "The Basic Part of Living Things Cell".

protoplasm	inner fluid material within the cell membrane
prokaryote	contains only 2 basic parts of the cell: cell membrane and protoplasm
eukaryote	contains 3 basic parts of the cell: cell membrane, cytoplasm, and nucleus
nucleus	found within the protoplasm and looks a little like a dark ball or spot
cytoplasm	fluid material within cell membrane and outside the nucleus
cell wall	a fourth part of a cell found only in plants

Score: A:100% Points Received: 6/6 Attempts Used: 1

Review Assignment Screen (cont.)

12. To find out how you scored on a problem, click on any problem and the grade you received for it is displayed. You can see:
 - what percentage you received out of 100%;
 - how many points you earned out of the total available (you may have received partial credit if you did some but not all of the problem correctly);
 - the number of times you attempted the problem;
 - your letter grade.
13. **Resource Center** – Clicking this gives you access to a **dictionary**, **Periodic Table of Elements**, or **calculator** from your **Review Assignments** screen.
14. **Back** – Go to the previous problem.
15. **Next** – Go to the next problem.
16. **Show Answer** – See the correct answer for a problem.
17. **Exit** – Exit the **Review Assignments** screen and return to the previous screen.
18. **Messages** – Send message to or receive messages from your teacher on the **Review Assignments** screen.

19. If your teacher allows you to print from SOS Student, click this button to print out the assignment. When you click the **Print** button, a small **Print** window appears, asking if you want to print the presentation, problems, graphics, grades, answers, or any combination of these. Use the **Preview** button to see what your printed page will look like. To print, click the **Print** button in this window.
20. **Status bar** – The bar at the bottom of the screen displays your name, assignment title, and a mail envelope if you have new mail.
21. Click the red ? to see instructions and description for the specific problem type displayed in each question.

Reviewing an Assignment

If you have completed an assignment, received a grade for it, and want to review the work you've done:

1. On the **Home** screen, click . The **Schoolwork** screen opens.
2. Click either the **Assignments** tab or the **Lesson Plan** tab to go to that screen.

NOTE: You may get to an assignment from the **Lesson Plan** screen only if your teacher has given you due dates for your assignments.

Reviewing an Assignment from the Assignments Screen:

3. In the **Review and Preview** section at the bottom of the screen, click any subject with a grade next to it. All the units within that subject are listed below the subject name.
4. Click any unit with a grade next to it. All assignments within that unit appear on the right side of the screen.
5. If an assignment has been completed and graded, the grade is next to it. If the assignment title is black (not gray), you can click it. Double-click an **assignment title** with a grade next to it. The assignment opens so you may view, but not make any changes, to the work you've done.
6. Use any of the buttons and features on the screen to help as you review the material and look back through your work.
7. Click  to exit the assignment when you are done.

Reviewing an Assignment from the Lesson Plan Screen:

3. On your **Lesson Plan** screen, use the buttons and features on the screen to find any completed assignment. The assignment title appears in black, meaning you can click it.
4. Click the **assignment title**. The assignment opens so that you may view the work you've done.
5. Use any of the buttons and features on the screen to help as you review the material and look back through your work.
6. When you're finished, click  to exit the assignment.

Assignments

Multimedia in Assignments

When you work in assignments, you'll learn new material by reading text and looking at images. SOS was designed with other features that also help enhance your learning experience. They enable you to interact with the material:

- Watch science experiments demonstrated on video.
- See three-dimensional geometrical objects rotate in space.
- Hear new vocabulary words being pronounced.

Introductory Videos

Whenever you begin a new subject or grade level, an introductory video plays telling you about what you'll learn and giving you some useful tips and study skills. To watch this video at other times, click the subject icon in the **Review and Preview** section of your **Schoolwork** screen. Clicking the **Esc** button stops the video, right-clicking with your mouse pauses the video until you are ready to resume play, and left-clicking with your mouse restarts from where you previously stopped or stops the video from playing.

Tiny Tutors

Tiny Tutors, placed all throughout the curriculum, are small videos designed to offer specific tips, instructions, or information in lessons. When you see a Tiny Tutor icon (examples shown at right), click it to view the video. The controls for stopping, playing, or pausing a Tiny Tutor appear directly beneath it.



Videos

Videos, placed throughout the curriculum, are designed to reinforce ideas, depict events, and generally enhance your learning experience. Click the picture of the video to play it. The controls for stopping, playing, or pausing a video can be found directly beneath it. Clicking the **Esc** button stops the video, right-clicking with your mouse pauses the video until you are ready to resume play, and left-clicking with your mouse restarts from where you previously stopped or stops the video from playing.

Click on picture to view video.



Click on picture to view video.



Slide Shows

Slide shows require you to click the frames to go from one to another. Some come with sound, others do not. They offer an interactive way to learn more information about a topic.



Audio Supplements

You'll also sometimes find icons or text that you can click to hear audio.



Spelling and Vocabulary Lists

Many lessons include spelling words and vocabulary terms highlighted in blue.

Clicking these allows you to hear their proper pronunciation.

VOCABULARY

- ambiguity Confusion because two or more meanings are possible and it is unclear which should be chosen.
- antonym A word with a meaning opposite that of another word.
- connotation The emotional overtones of a word; what a word suggests beyond the literal meaning.
- denotation The dictionary meaning of a word; a clear, easily-recognizable reference.
- synonym A word with a meaning similar to that of another word.

Time Line

SOS lessons come equipped with built-in timeline features, allowing you to understand how events fit together in a larger context. Whenever you see a date in blue anywhere in the curriculum (#1), click it to go to a **Timeline** screen (#2). On this screen, you can see other events that occurred around the same time. You can also click different events to find out more details about them (#3).

1. 1776 AD

Finally, on June 7, 1776, Richard Henry Lee introduced the resolution to the Continental Congress that the colonies ought to be independent. The resolution was adopted on July 2, 1776. Benjamin Franklin, Robert Livingston, John Adams, and Thomas Jefferson signed a declaration explaining the resolution. Jefferson wrote the Declaration of Independence.

2. **History of the World**

1600 AD | 1450 AD | 1500 AD | 1550 AD | 1600 AD | 1650 AD | 1700 AD | 1750 AD

- Renaissance
 - Gutenberg Printing Press
 - Golf
 - Copernicus
 - Hot Dog
 - Columbus
 - Stistine Chapel
 - Protestant Reformation
 - Magellan
 - Calvin's Institutes
 - Shakespeare Born
- Pilgrim's Progress
- King James Bible
- Mayflower Compact
- Taj Mahal
- Great Awakenin
- Indust
- Na
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3. **Declaration of Independence**

1776 AD The resolution that became the Declaration of Independence was introduced in Congress June 7 and debated for 2 more days, further discussion was put off until July 1. Congress continued debate between July 1 and 3; on the 4th, it was approved. The Declaration was signed over several days in August.

The document itself was mainly written by Thomas Jefferson. At the heart of it are two phrases: "These United Colonies are, and of Right ought to be Free and Independent States," and "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness."

Philadelphia, Pennsylvania

SOS Assignments

Assignments

Games

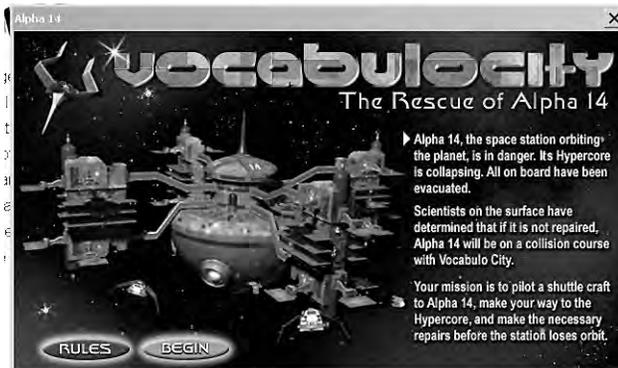
There are several games and learning enhancement activities throughout the curriculum. The Spelling Bee and Alpha 14 games, for example, provide students with fun ways to practice their spelling and vocabulary words. All Right and Farmer Frank provide opportunities to review key concepts in the lesson. Games are not graded and can be turned off by the teacher. To play a game, click a game link wherever it appears in an assignment.

Spelling Bee



In lessons with at least one vocabulary word, the link for the Spelling Bee appears. To play, click the link. Once the game opens, you can either click the word **Instructions** to review the rules, or press **Enter** to start the game. The definition of the word appears at the bottom of the screen as the game tells you what word to spell. Begin typing the word after the game quits talking. Continue to spell each word until all the words are spelled correctly. After you finish the game, press **Enter** to return to SOS. Press **Esc** to exit the game at any time.

Alpha 14



Click the Alpha 14 link below the vocabulary words in the lesson. The introductory window opens and offers you the option of reading the rules or starting the game. When you begin, a screen displays a definition of one of your vocabulary words. Read it and click your mouse to continue. When the spaceship stops, move your mouse over each door to see your choices. Decide which word (or neither) best fits the definition you just read. Click the word that best matches the definition.

All Right



All Right helps you review important concepts in a fun and exciting format. When you see an All Right game (shown above), either click **New Game** to start a new game, or **How to Play** for the rules. Once the game starts, you see three or four columns and three or four rows of question marks (?). Click any of the question marks, read the question, and choose the correct answer. Whenever you get all of the answers correct in a row or column, you get half a “retry” to go back and redo a question you missed (your total “retries” earned is at the top of the game screen). Once you get two rows or columns correct, you get a chance to go back to a question you missed. You win the game when all of the questions are answered correctly.

Farmer Frank’s



Help Farmer Frank build his spaceship and travel to different worlds all while reviewing concepts and terms in the new game called Farmer Frank’s. To play, click **Begin** when you see the game in a lesson. After you read the clue, click anywhere to begin. When the next screen comes up, start typing the word or words that you think the clue is referring to. The game fills the correct selected letters in the blanks. Continue pressing letters until the blanks are filled. Once you complete an answer, the next clue comes up. Continue this process until the spaceship is built. Whenever you enter a letter that is not in that specific word, the bar at the end of the top right of the game gets shorter. If it gets down to zero, you lose the game, but can try again.

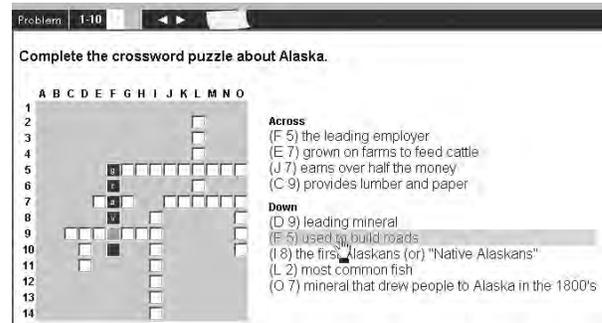
Problem Types

SOS provides several types of problems to help you think about and practice what you are learning in different ways. This section introduces the major problem types.

Crossword Puzzle

Begin a crossword puzzle by clicking a blue-colored clue. Each time you click a clue, SOS places your cursor in the appropriate box in the puzzle. Type your answer on the keyboard, and watch as SOS automatically places the letters in their proper positions. When you've finished an answer, click another clue and repeat the process until the entire puzzle is completed.

You can also manually click in each box in the crossword puzzle to type in the appropriate letter.



NOTE: Occasionally, multiple-word answers are required. Unless the instructions tell you otherwise, type your answer with no hyphens or spaces.



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

Fill-in-the-Blank

Fill-in-the-Blank problems require you to click in the empty box and type in your answer. Depending on how your teacher has set up SOS for you, there may be a penalty for misspelled words, so make sure to type carefully.

Sometimes, these problems appear on top of special backgrounds or other graphics. Don't worry though—approach these problems as if the graphics or background weren't even there.

Grading: **Fill-in-the-Blanks** are usually worth one point per answer.

Unordered Answer

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.

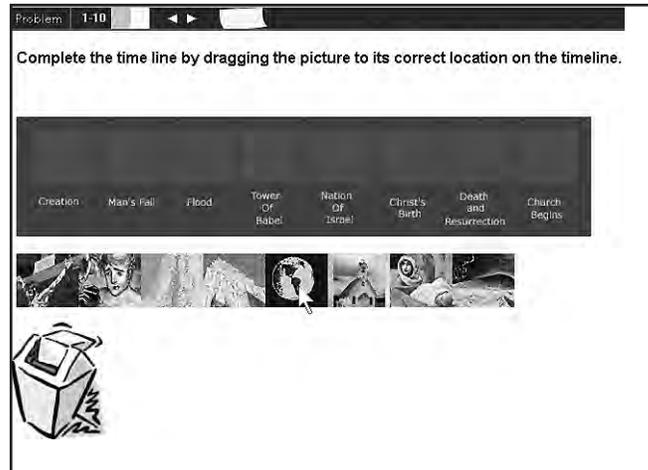
Grading: **Unordered Answer** problems are normally worth one point per answer.

Drag and Drop

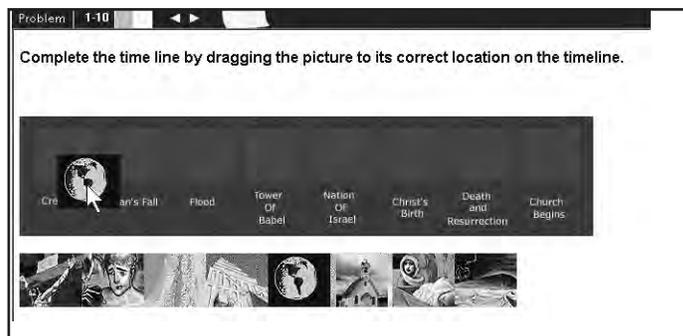
This type of problem asks you to click something—an image, word, phrase, or character—and drag it to its correct location. Sometimes, you might drag an item onto a picture—the name of a city on to a map, for example. Other times, you might drag an item over a word or phrase to label the part of speech of a word.

Regardless of what you're dragging or where you're dragging it to, you can always approach these problems in the same way. Below is an example of how a drag and drop problem works:

1. Select the picture you wish to drag. Click and hold it with your mouse.



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



3. Repeat this process until all the images have been placed in their correct locations.

NOTE:

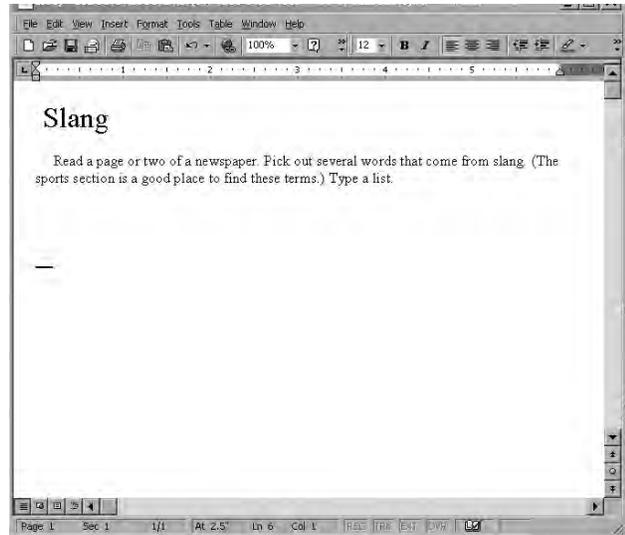
Be careful not to stack one item over another, or your problem may be marked incorrect. If you drag an item to the wrong place, double-click it to pick it up and then continue dragging it to its correct location. Also, you can drag any item to the **trash can** if you want to start over again.

Grading: Usually you receive one point for each correctly-dragged item. The total points you receive for a problem depend on how many items you have to drag. It is possible to receive partial credit on **Drag and Drop** problems.

Assignments

Essays/Projects

Most **essays** and **projects** come with links to take you straight to word processing programs where you can type out your responses. After you read all the necessary background information and instructions for an assignment, click the **Show Problems** button at the bottom of the screen. Then, click . It lets you open the file you need. You are asked what program you want to use to open the file. Select your favorite word processor and click **OK**. The file you type in opens, along with any other instructions you may need inside.



When you finish, save your work, click the **Grade** button at the bottom of the **Assignment** screen, and exit the assignment.

NOTE: Do not click **Save As**.

Grading: **Essays** and **projects** are graded by your teacher, not SOS.

Multiple Choice

Multiple-Choice problems ask you to choose from two or more possible answers in a list. You can choose only one correct answer from the listed options. To answer, click the circle button next to the correct answer. Hint: If there is a circle next to the choices, it is a multiple choice problem, if there is a box instead, it is a multiple select problem.

Grading: **Multiple-Choice** problems are normally worth one point each.

Multiple Select

Multiple Select problems ask you to choose all the possible correct answers in a list. You can select none, some, or all of the answers. To answer, click to place a checkmark next to each correct answer. To deselect an answer, click an existing checkmark and it disappears. Hint: Often the problem asks for the two or three correct answers, and multiple select problems have a box next to them, not a circle.

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

Paragraph Box

These problems require you to type your response in a box. Your response could be anywhere from one or two sentences to one or two paragraphs long, depending on the problem. To answer, click in the paragraph box and type in your response.

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.

WARNING:

Several of the problem types require you to enter a sentence or paragraph type answer. It is important for you to know that the ellipses symbol (...) is reserved for special use within the SOS program. If you use it in an answer, the answer is marked as incorrect. Even though you may see ellipses (...) in an answer key, do not use it.

Matching

Matching problems require you to click answers once to highlight them and, using the plus and minus signs, move them so that they line up with the correct definitions. A matching problem is shown at right.

Match the following.

<input type="checkbox"/>	Bethsaida	John called Jesus the ____ of God.
<input type="checkbox"/>	Lamb	Jesus promised Peter he could fish for these.
<input type="checkbox"/>	Andrew	The name of Simon Peter's brother
<input type="checkbox"/>	men	What Peter asked Jesus about
<input type="checkbox"/>	sin	Peter's home town
<input type="checkbox"/>	forgiveness	John said Jesus would take this away.

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 square to the left of the answer to "lock" your answer in place.

NOTE:

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 third definition, all answers for problems four and **BELOW** are shifted down one position.

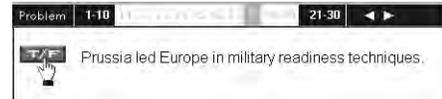
6. Go to the second definition and repeat Steps 3-5 until you complete all the problems.
7. Use either the plus or minus sign to change any of your answers.

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

Assignments

True/False

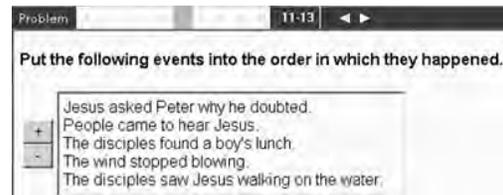
A **True/False** problem usually appears as a sentence with a **T/F** button beside it. Decide whether you think the statement is true or false, then click the button. It changes to read **True**. Click the button again, and it changes to **False**. Click the button as many times as you want until you are sure the correct answer is displayed before you click the **Grade** button because you usually only have one try to answer True/False problems..



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

Sorting

Sorting problems are very similar to matching problems in that they require you to click possible answers, and, using the plus and minus signs, move them into their correct locations in a given sequence. A **sorting** problem is shown at right. To solve it:



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. (Make sure to use the up and down arrows on the right so you don't miss any words that may not fit on the screen.)
2. Begin with the first item in the series (the first event to happen, the first word to appear in alphabetical order, etc.)
3. Use the plus sign to the left of the box and move the word up to the top of the list.
4. Select the next item in the series and continue until you are finished sorting each entry and are satisfied with your answers.
5. To change any of your answers, use the plus or minus sign, depending on whether you want to move an item up or down.

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.

Listen/Record

Listen/Record problems help you practice your pronunciation in foreign language assignments. Click the **Listen** button to hear a word or phrase spoken aloud. Then, click **Record** to record your own pronunciation of the word or phrase and the **Compare** button to hear what you've recorded.

NOTE: Make sure you have speakers and a microphone plugged into your computer.

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

Text Multiple Choice

Text Multiple Choice problems look like fill-in-the-blank problems, except the text is already provided in blue answer boxes. 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 some more—you can cycle through as many times as you wish). When you think you know the correct answer, click until it is displayed in the box. Then, click the **Grade** button, telling SOS the answer in the box is the one you want graded.

Grading: The number of points you receive often depends on how many textboxes appear in the problem. Usually, you receive one point for each answer.



Graphic Multiple Choice

SOS includes **Graphic Multiple Choice** problem types as well. These work exactly the same as **Text Multiple Choice** problem types, except you click through a series of pictures or graphics instead of text. Cycle through all the possible answers, then make sure the correct one is displayed when you click the **Grade** button.



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

Preloaded Problems

In **Preloaded** problems, you usually see an answer (usually a word, phrase, sentence, or paragraph) already in a box. If you think the answer is correct, leave it and click the **Grade** button. 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.

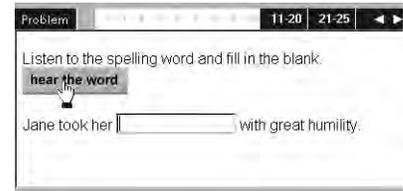
Sometimes, **Preloaded** problems appear on top of special backgrounds or other graphics — you still approach them in exactly the same way as those that don't have special backgrounds or graphics.

Grading: **Preloaded** problems are usually one point per answer.

Assignments

Audio/Visual Elements in Problems

Some problems contain buttons or other multimedia you must click to answer. In language arts spelling tests, for example, you must click the spelling word button to hear spelling words spoken out loud before you can type them in the answer boxes. Other problems may contain **Tiny Tutors**, which provide verbal instructions or useful tips.



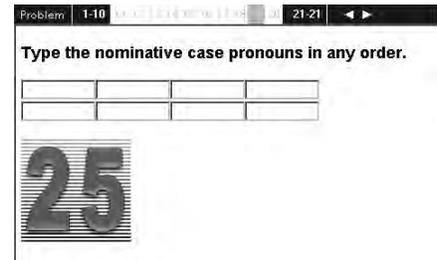
Grading: These problems are graded according to problem type.

Timed Problems

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

NOTE: You might see a timer applied to any of the problem types described in this section.

Grading: **Timed** problems are graded according to problem type. Only answers completed in the allotted time are scored.



How Problems Are Scored

In SOS, problems are scored based on their assigned 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 answer required. Below are a couple of examples of how problem point values are used to calculate a lesson score:

- If a lesson has 10 problems each valued at one point, 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 a lesson has 10 problems, but one of these problems is worth 2 points, then you can receive a total of 11 points. If you miss a one point problem, then you have a total of 10 points out of a possible 11, and your percentage grade is 91%.
- If a lesson has 10 problems, but one of these is a 9-point matching problem, then you can receive a total of 18 points. If you miss 3 of the clues in the matching problem, but get all the other problems in the assignment right, you will receive a total of 15 points, with a percentage grade of 83%.