

Appendices



Switched-On
SCHOOLHOUSE® 20

Appendix A

New Features - Switched-On Schoolhouse® 2007

Feature	Switched-On Schoolhouse® 2007	How does this benefit you?
Student Highlighting	Students have the ability to highlight text.	Provides your students an additional study tool.
Print Journal Entry	Students can print an entry from their on-line journal.	Lets your students keep a paper copy of their journal entries.
Student Name on Report Cards and Grade Reports	Student's first and last name print on both the report card and grade reports.	Enables anyone to know whose report card and grade report are being viewed without knowing usernames.
Changeable Assignment Titles	You can edit the title of any assignment.	Rename an assignment to meet the needs of your students.
Renamed Sections on Student Schoolwork Page	Current assignments are distinguished from completed assignments or a preview of lessons still to come.	Helps students more easily determine where to look for today's assignments and where to find past work to review.
Specific Instructions for Each Problem Type	Context specific instruction on each problem type.	Makes it easier for you and your students to know exactly how to approach the specific type of problem at hand.

Appendix B

Keyboard Shortcuts in Switched-On Schoolhouse®

Here are a few shortcuts you can use right from your keyboard. All these shortcuts work in both SOS Teacher and SOS Student.

- F1** Opens the **Help?** file. The **Help?** file will appear in a separate window, so you never lose your place.
- F2** Grades the current problem and advances you to the next problem.
- F11** Sends you back to the previous problem, without grading the current problem.
- 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. Some of the most common ones are:

- Ctrl+B** Highlight your text and use these keys to make that text bold.
- Ctrl+C** Highlight your text and use these keys to copy your text. (**Ctrl+V** pastes copied text to another location.)
- Ctrl+I** Highlight your text and use these keys to make that text italicized.
- Ctrl+P** Highlight your text and use these keys to print your current lesson.
- Ctrl+U** Highlight text and use these keys to underline the highlighted text.
- Ctrl+V** Highlight your text and use these keys to paste text that you've copied

Appendix C

Making Your Keyboard Bilingual – Spanish

Windows 2000

Follow these steps to make your keyboard bilingual if you have Windows® 2000:

1. Start from the Control Panel of your Windows® system. Click the **Start** button. Choose **Settings**, and select **Control Panel**.
2. Click the **Keyboard** icon, then the **Input Locales** tab.
3. Click the **Add** button (or **Change** button) to add a language to your computer's keyboard functionality.
4. In the **Input Locale** drop-down menu, choose the **Spanish (Mexico)** option.
5. In the **Keyboard Layout/IME** pull-down menu, choose **United States–International**.
6. Click **OK**.
7. Make sure the **Switch between input locales – Left Alt + Shift** is highlighted in the bottom part of the window and the checkbox beside **Enable indicator on taskbar** is selected.
8. Click **OK**.
9. Windows may ask for your Windows CD-ROM. Follow the instructions on the screen. Notice, there is now an **EN** (English) or **ES** (Español) in the Windows Task Bar.

WARNING! Your keyboard is now bilingual! To toggle between your Spanish and English keyboards, press your **Alt** and **Shift** keys at the same time. Notice, the task bar changes as you press these keys to indicate your choice of English or Spanish keyboard.

NOTE: If you change programs, your default language (English) is selected; you must toggle between your Spanish and English keyboards **AFTER** opening each application.

Windows XP Home and Windows XP Pro

Follow these steps to add the United States-International keyboard layout:

1. Click the **Start** button and select **Control Panel**.
2. Under **Pick a Category**, click **Regional and Language Options**. If **Pick a Category** is not visible, click **Switch to Category** view.
3. Under **Or pick a Control Panel icon**, click **Regional and Language Options**. The **Regional and Language Options** dialog box appears. Select the **Languages** tab.
4. On the **Languages** tab, click **Details**. The **Text Services and Input Languages** dialog box appears.
5. Under **Installed services**, click **Add**. The **Add Input language** dialog box appears. In the **Input language** list, click the language **Spanish (Mexico)**.

NOTE:

When you use the United States-International keyboard layout, you should also use an English language setting.

6. Click the checkbox beside the **Keyboard layout/IME** list if not already checked, then select **United States–International**.
7. Click **OK**.
8. In the **Default input languages** list, click *Language name* – **United States–International** (where *Language name* is the language that you selected in **Step 6**).
9. Click **OK**.
10. In the **Regional and Language Options** dialog box, click **OK**. Notice, the **Language** bar appears on the taskbar. When you position the mouse pointer over it, a **ToolTip** appears that describes the active keyboard layout; for example, **United States–International**.

Your keyboard is now bilingual! To toggle between your Spanish and English keyboards press your **Alt** and **Shift** keys at the same time. Notice, the task bar changes as you press these keys to select your choice of English or Spanish keyboard.

WARNING!

If you change programs, your default language (English) is selected; you must toggle between your Spanish and English keyboards **AFTER** opening each application.

NOTE:

While in SOS Spanish, press **ALT + Shift** to switch your keyboard setting. *Do not go to the task bar or Windows.*

Other Versions of Windows (Windows 98, second edition; Windows Me)

1. Start from the **Control Panel** of your Windows® system by clicking the **Start** button, choosing **Settings**, and selecting **Control Panel**.
2. Click the **Keyboard** icon, then the **Input Locales** tab.
3. Click the **Add** button to add a language to your computer's keyboard functionality.
4. Choose **Spanish (Mexico)** from the pop-up menu.
5. Click **OK**.
6. Click the **Properties** button.
7. Select **United States–International** from the **Keyboard Layout** pull-down menu.
8. Click **OK**.
9. Under **Switch Languages**, select the **bullet** button beside **Left Alt + Shift** and the check box beside **Enable indicator on taskbar** if necessary.
10. Click **Apply**
11. Click **OK**.
12. Windows may ask you for your Windows CD-ROM. Follow the instructions on the screen.

Notice that there is now an **EN** (English) or **ES** (Español) in the Windows Task Bar.

Your keyboard is now bilingual! To toggle between your Spanish and English keyboards, press your **Alt** and **Shift** keys at the same time. Notice, the task bar changes as you press these keys to select your choice of English or Spanish keyboard.

WARNING!

If you change programs, your default language (English) is selected; you must toggle between your Spanish and English keyboards **AFTER** opening each application.

NOTE:

While in SOS Spanish, press **ALT + Shift** to switch your keyboard setting. *Do not go to the task bar or Windows.*

Creating Special Characters in Spanish:

Listed below are instructions on how to create special characters in Spanish:

- Hold **Right Alt** (right of the space bar) + **(key)**

Key Examples: | a=á | e=é | i=í | o=ó | u=ú | n=ñ | 1=¡ | ?=¿

- OR—Press the **apostrophe key + A key:**

Key Example: | a=á |

Making Your Keyboard Bilingual – French

Windows® 2000

If you have Windows® 2000:

1. Start from the Control Panel of your Windows® system by clicking the **Start** button, choosing **Settings**, and selecting **Control Panel**.
2. Click the **Keyboard** icon, then the **Input Locales** tab.
3. Click the **Add** button (or **Change** button) to add a language to your computer's keyboard functionality.
4. In the **Input Locale** drop-down menu, choose the **French (Standard)** or **French (France)** option.
5. In the **Keyboard Layout/IME** pull-down menu, choose **United States–International**.
6. Click **OK**.
7. Highlight the **Switch between input locales – Left Alt + Shift** in the bottom part of the window and select the checkbox beside **Enable indicator on taskbar**.

NOTE:

The **Switch between input locales – Left Alt + Shift** and **Enable indicator on taskbar** settings may be difficult to find. If so, you may need to click **Options** before continuing with **Step 7**.

8. Click **OK**.
9. Windows may ask for your Windows CD-ROM. Follow the instructions on the screen. Notice, there is now an **EN** (English) or **FR** (French) in the Windows Task Bar.

Your keyboard is now bilingual! To toggle between your French and English keyboards, press your **Alt** and **Shift** keys at the same time. Notice, the task bar changes as you press these keys to select your choice of English or French keyboard.

WARNING!

If you change programs, your default language (English) will be selected; you must toggle between your French and English keyboards **AFTER** opening each application.

Windows XP Home and Windows XP Pro

To add the United States-International keyboard layout:

1. Click the **Start** button and select **Control Panel**.
2. Under **Pick a Category**, click **Regional and Language Options**.

NOTE:

If **Pick a Category** is not visible, click on **Switch to Category** view.

3. Under **Or pick a Control Panel icon**, click **Regional and Language Options**. The **Regional and Language Options** dialog box appears. Select the **Languages** tab.
4. On the **Languages** tab, click **Details**. The **Text Services and Input Languages** dialog box appears.
5. Under **Installed services**, click **Add**. The **Add Input language** dialog box appears. In the **Input language** list, click the language **French (France)**.

NOTE:

When you use the United States–International keyboard layout, you should also use an English language setting.

6. Click the checkbox beside the **Keyboard layout/IME** list, if not already checked, then select **United States International**.
7. Click **OK**.
8. In the Select one of the installed input languages to use when you start your computer list, click Language name — **United States–International** (where *Language name* is the language that you selected in **Step 6**).
9. Click **OK**.
10. In the **Regional and Language Options** dialog box, click **OK**.

Notice, the **Language** bar appears on the taskbar. When you position the mouse pointer over it, a **ToolTip** appears that describes the active keyboard layout. For example, **United States–International**.

Your keyboard is now bilingual! To toggle between your French and English keyboards, press your **Alt** and **Shift** keys at the same time. Notice, the task bar changes as you press these keys to select your choice of English or French keyboard.

WARNING!

If you change programs, your default language (English) will be selected; you must toggle between your French and English keyboards **AFTER** opening each application.

NOTE:

While in SOS French, press **ALT + Shift** to switch your keyboard setting. *Do not go to the task bar or Windows.*

Other Versions of Windows (Windows 98, Second Edition; Windows ME)

1. Start from the Control Panel of your Windows® system. Click the **Start** button, choose **Settings**, and select **Control Panel**.
2. Click on the **Keyboard** icon, then the **Input Locales** tab.
3. Click on the **Add** button to add a language to your computer's keyboard functionality.
4. Choose the **French (Standard)** or **French (France)** option from the pop-up menu.
5. Click **OK**.
6. Click the **Properties** button.
7. Select **United States–International** from the **Keyboard Layout** pull-down menu.
8. Click **OK**.
9. Under **Switch Languages**, select the bullet button beside **Left Alt + Shift** and the checkbox beside **Enable indicator on taskbar**.
10. Click **Apply**.
11. Click **OK**.
12. Windows may ask for your Windows CD-ROM. Follow the instructions on the screen. Notice, there is now an **EN** (English) or **FR** (French) in the Windows Task Bar.

Your keyboard is now bilingual! Toggle between your French and English keyboards by pressing your **Alt** and **Shift** keys at the same time. Notice that the task bar changes as you press these keys to select your choice of English or French keyboard.

WARNING

If you change programs, your default language (English) will be selected; you must toggle between your French and English keyboards **AFTER** opening each application.

NOTE:

While in SOS French, press **ALT + Shift** to switch your keyboard setting. *Do not go to the task bar or Windows.*

Creating Special Characters in French

Listed below are instructions on how to create special characters in French:

- Hold down **Right Alt** (right of the space bar) + **(key)**

Key Examples: | a=á | e=é | i=í | o=ó |

- Press ` (above the Tab key) + **(letter) key**

Key Examples: | ' + a=à | ` + e=è |

- Press **Shift + ^** (above the "6" key) + **(letter) key**

Key Examples: | ^ + a=â | ^ + e=ê |

- Press ´ (the apostrophe key) + **C key**

Key Example: | ' + c=ç |

- Hold down **Left Alt** (left of the space bar) + **0156 on the numeric keypad** on the right of the keyboard.

This does not work with the numbers across the top of the keyboard!

Key Example: | 0156=œ |

- Typing a single apostrophe while using the French keyboard:

When typing phrases such as *l'hôtel*, *n'aime*, *j'ai mon livre*, etc., you need to be able to type a single apostrophe. For example, to create *n'aime*, type n, then ´, and then add a space. Windows interprets the apostrophe followed by a space as a normal apostrophe and omits the space.

NOTE:

Type ´ (the apostrophe key) + **space bar**

Key Example: | n + ´ + space + aime=n'aime|

Appendix D

Activities Away from the Computer

Switched-On Schoolhouse® also offers activities to encourage learning away from the computer.

Special Projects

Each unit contains an assignment called “Special Project.” This is a blank assignment that's available to teachers who want to create their own assignments and incorporate them into the grading. Teachers can encourage artwork, model-building, map work, etc.

Experiments

Although science experiments are demonstrated for students through video clips, there's nothing like hands-on learning. Students will find that the materials and procedures required for various experiments are stated, enabling them to actually do the experiments at home.

Novels

Language Arts grades 7–12 come with paperback novels. Students can find unit lessons in SOS that guide them as they read the novels.

Research

Sometimes, in order to most effectively do projects, students will be required to go on field trips or make visits to a library or museum. They may also need to access other reference sources outside of SOS for their research.

Lesson Printouts

Printing SOS assignments can be useful if there are several students sharing only one computer, or if students want to work where there's no access to a computer. Students can go through lessons on paper, or even use the printed sheets to review for quizzes or tests. Printing vocabulary or spelling list words also allows students to study definitions and practice spelling away from the computer.

Handwritten Notes

Students, especially high school students, can practice their note-taking skills, something that will be important in college. They can also use their notes to study from while they are away from the computer.

Hands-On Experience

Teachers can take advantage of opportunities to make practical application of what students are studying. If students are studying about measurements, for example, teachers can move the “classroom” into the kitchen and teach students how to bake cookies. If students are studying plants, growing an indoor or outdoor garden can help them to tangibly see the scientific principles. Teachers who are creative and involved in what their students are learning can come up with almost anything.

Appendix E

Switched-On Schoolhouse End Users License Agreement

2007 Switched-On Schoolhouse End Users License Agreement

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