

Installation





Installation & Setup

Installing Switched-On Schoolhouse 2007

Switched-On Schoolhouse® 2007 (SOS) is easy to install on your computer because most of the installation components install themselves. Before inserting the installation disc, double-check to make sure your computer meets the recommended minimum system requirements. This ensures the program will run at its best.

System Requirements

The recommended minimum system requirements are:

- 500 MHz or Higher Processor
- Windows® XP, Windows® 2000, Windows® ME, Windows® 98 Second Edition
- 256 MB of memory
- 250 MB of Hard Disk Space
- 800 x 600 or higher resolution monitor, 16-bit color
- CD-ROM drive
- Printer recommended

The requirements listed above are minimal. Depending on your computer's configuration, you may find it more beneficial to use SOS on a computer that exceeds the

NOTE:

above requirements, giving you more memory and a faster processing speed.

Types of Installs

SOS 2007 Home Edition provides two types of installs: a full install and a client install. If you are installing SOS for the first time, you must do a full install.

- **Full Install** - SOS Teacher, SOS Student, and the database all reside on the same computer.
- **Client Install** (formerly known as Teacher/Student Application) - SOS Student and SOS Teacher reside on a home network linked to the main SOS computer, which contains the full install.

SOS 2007 Home Edition Full Install

To do a full install:

1. Insert the SOS 2007 disc into your CD-ROM drive. The **SOS 2007 Setup** window displays. Click the  **SOS Home Edition**.



2. A window, similar to the screen at the right, identifies the required applications already installed on your computer and the ones you need to install before continuing.



3. Click the **Install** button. A **Confirm Installation** pop-up box, like the one to the right, appears — listing the programs to be installed.
4. Click **OK**.



The installation of applications not already on your computer begins when you click **OK**. The phrase “Finding Prerequisites” flashes across the **SOS Setup** screen as your computer searches for the necessary applications. Very small progress arrows appear on your screen next to each unchecked application as it installs, until all necessary applications are completely installed.

The following is an annotated list of all applications necessary to run SOS, in the order in which they are installed.

- Microsoft Windows® Installer 2.0

- Microsoft® IE 6

If you do not currently have Microsoft® IE 6 installed, the License Agreement displays. Read the agreement. If you agree with the terms of the agreement:

- ✗ Click “**I accept the terms in the license agreement.**”

- ✗ Click **Next**. Microsoft® IE 6 begins installing.

After Microsoft® IE 6 has successfully installed, your computer automatically restarts.

- Microsoft® .Net Framework 1.1, and Microsoft® .Net Framework 1.1 SP 1

- Macromedia Flash™ Player 9/Shockwave™ 10



Installation & Setup

Full Install (cont.)

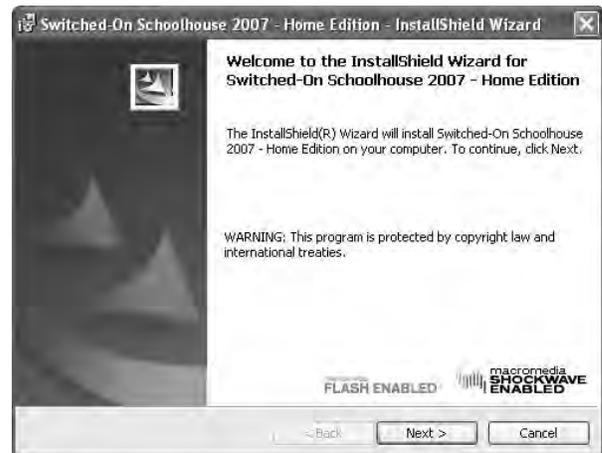
• SOS MSDE 2000 Server

After SOS 2007 MSDE 2000 Server has successfully installed, you are prompted to restart your computer. Click **OK** to restart.

The SOS 2007 Setup window displays again, showing you that the last application you need to install is Switched-On Schoolhouse® 2007. This application does not install automatically. It contains an InstallShield® Wizard to walk you through the installation process step-by-step.

5. Click **Install** on the **Setup** window to begin installing SOS 2007.

The **SOS InstallShield® Wizard** screen displays.



6. Click **Next**. The **License Agreement** displays. Read this agreement carefully. If you are satisfied with the terms, proceed to the next step.

7. Click **"I accept the terms in the license agreement."**

8. Click **Next** to see the **Customer Information** screen.



9. Type your **username**, **Organization**, (this might be your last name or something like "Home") and **Serial Number** in the textboxes. (Locate this 16 digit number on the inside front cover of your Quick Start Guide.)
10. Click next to your choice:
 - **All users**
 - **Only for me**
11. Click **Next** to continue.



12. The **Destination Folder** screen displays.

If you want to install to the default folder displayed, click the **Next** button. To install to a different folder, click the **Change** button to go to the **Change Current Destination Folder** screen displayed below.



NOTE:

Leave the checkmark in the box if you want the SOS Student and SOS Teacher shortcut icons to appear on your desktop. If you remove the checkmark, the shortcut icons will not be placed on your desktop.

13. Enter the path name to the folder you want to use. Click **OK** when finished, then click the **Next** button to install SOS 2007 to the folder you selected.





Installation & Setup

Full Install (cont.)

14. The **Switched-On Schoolhouse® Setup Information** screen appears. Enter the following information on the **Switched-On Schoolhouse® 2007 Setup Information** screen:

- Teacher username
- Teacher password
- Teacher password confirm
- Teacher first name
- Initial term description (i.e. the name of your school year)

NOTE: Be sure to write down your password. You need it to access SOS Teacher

after the installation is complete.

Note that passwords:

- may be 1-12 characters long,
- are case sensitive,
- may not contain blank spaces.

15. Click **Next**. The **Ready to Install the Program** screen displays.

16. Click **Install**. The **InstallShield® Wizard** begins installing SOS 2007. This process may take up to several minutes. After SOS 2007 is installed, the **InstallShield® Wizard Completed** screen displays.

17. Click **Finish**.

Switched-On Schoolhouse 2007 - Home Edition - InstallShield Wizard

Switched-On Schoolhouse Setup Information

In this section enter the teacher administrative information and a description of the first school term.

Teacher username: Teacher

Teacher password: *****

Teacher password confirm: *****

Teacher first name: Teacher

Initial term description: 2007-2008

Example: 2007-2008

< Back Next > Cancel

Switched-On Schoolhouse 2007 - Home Edition - InstallShield Wizard

Ready to Install the Program

The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

< Back Install Cancel

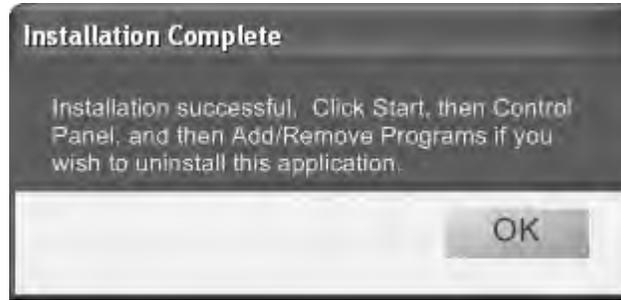
Switched-On Schoolhouse 2007 - Home Edition - InstallShield Wizard

InstallShield Wizard Completed

The InstallShield Wizard has successfully installed Switched-On Schoolhouse 2007 - Home Edition. Click Finish to exit the wizard.

< Back Finish Cancel

18. The **Installation Complete** pop-up box displays.



19. Click **OK**.

20. A new **SOS 2007 Setup** window displays, with checkmarks beside all installed applications.



21. Click **Close**, then click **Close** again on the **Switched-On Schoolhouse® 2007** screen.

SOS 2007 Home Edition - Client Install

To complete a client install, you must have already performed a full install on another computer on your home network.

For example, you might have a computer in your child's room and one in the family room. If they are networked together, you can choose to do a full install on the family room computer where you, the teacher, can access both SOS Student and SOS Teacher. You can then do a client install on the computer in your child's room, where you install only SOS Student.

1. Insert the SOS disc into your CD-ROM drive. The **SOS 2007 Setup** window displays. Click **SOS 2007 Home Edition - Client**.
2. A window similar to the one to the right indicates both the required applications already installed on your computer and the ones to be installed. They are installed automatically during this process.
Click the **Install** button.





Installation & Setup

Client Install (cont.)

3. A small **Confirm Installation** pop-up box displays, listing the programs to be installed.
Click **OK**.



The installation of applications not already on your computer begins when you click **OK**.

The phrase “Finding Prerequisites” flashes across the **SOS 2007 Setup** screen as your computer searches for the necessary applications. Very small progress arrows appear on your screen next to each unchecked application as it installs, until all necessary applications are completely installed.

The following is an annotated list of all applications necessary to run SOS, in the order in which they are installed.

- Microsoft Windows® Installer 2.0

- Microsoft® IE 6

If you do not currently have Microsoft® IE 6 installed, the License Agreement displays.

Read the terms of the license agreement. If you accept the terms of the agreement:

- Click **“I accept the terms in the license agreement.”**

- Click **Next**. Microsoft® IE 6 begins installing.

After Microsoft® IE 6 has successfully installed, your computer automatically restarts.

- Microsoft® MDAC 2.8

If you have Windows® XP, this application is not necessary and does not install.

If Microsoft® MDAC 2.8 is not already installed on your computer, the application automatically installs.

- Microsoft® .Net Framework 1.1 and Microsoft® .Net Framework 1.1 SP 1

- Macromedia Flash™ Player 9/Shockwave™ 10

If your computer must restart and you see a restart screen, click **OK** to confirm the restart.

The last application you need to install is SOS 2007 Client Only. While this application does not install automatically, it does contain an **InstallShield® Wizard** to walk you through the installation process step-by-step.

4. Click **Install** on the **Setup** window to begin installing SOS 2007 Client Only. The **SOS InstallShield® Wizard** window, as shown on the right, displays.

5. Click **Next**. The **License Agreement** displays.

6. If you accept the terms of the agreement, click **"I accept the terms in the license agreement."**
Click **Next**.

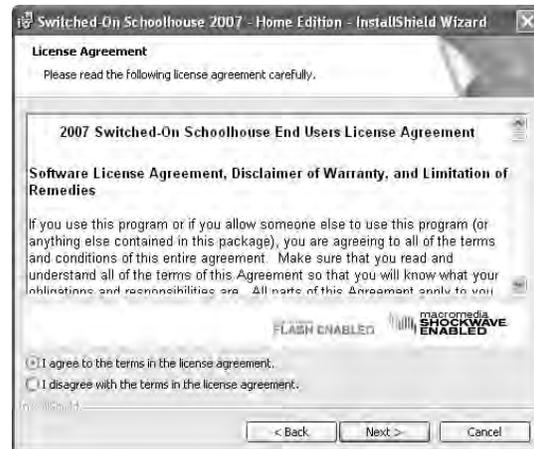
7. The **Customer Information** screen displays. Type your **Username** (the name that appears on your **Home** screen whenever you log on to SOS Teacher) and **Organization** name (perhaps Home or your last name).

8. Type the **serial number** in the textboxes. (Find this number on the sticker located on the inside front cover of your Quick Start Guide)

9. Click next to your choice:

- **All users**
- **Only for me**

Click **Next** to install the student or teacher features on your hard drive.





Installation & Setup

Client Install (cont.)

10. The **Custom Setup** screen displays.



11. Select the feature set you want.

If you want only the SOS Student features installed:

- Select the drop-down arrow next to **Teacher** and click: **X this feature will not be available.**

If you want only the SOS Teacher features installed:

- Select the drop-down arrow next to **Student** and click: **X this feature will not be available.**



12. Click **Next**.

13. The **Destination Folder** screen displays.

14. If you want to install in the default folder displayed, click the **Next** button. To install in a different folder, click the **Change** button to go to the **Change Current Destination Folder** screen.



NOTE:

Leave the checkmark in the box if you want the SOS Student and SOS Teacher shortcut icons to appear on your desktop. If you remove the checkmark, the shortcut icons will not be placed on your desktop.

15. Enter the path name to the folder you want to use. Click **OK** when finished, then click the **Next** button to install SOS 2007 to the folder you selected.



16. Locate the database where your full install resides either by using the drop-down menu, or typing in the computer name or IP address followed by \SOSHOME22 in the blank textbox. When the database location is selected, click **Next**.

**NOTE:**

During Step 16, the system is searching for a valid database connection. If it finds one, skip to Step 18.



Installation & Setup

Client Install (cont.)

17. If the system does not find a valid database connection, you are prompted to try again. If you don't remember your IP address, type in your computer name immediately followed by: \SOSHOME22.



18. The **Ready to Install the Program** screen displays.

Click **Install**.



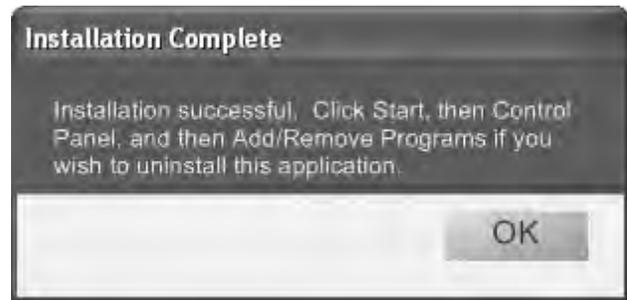
19. The **InstallShield® Wizard Completed** screen displays SOS 2007 Home Edition - Client installed successfully.

Click **Finish**.



20. The **Installation Complete** pop-up box displays.

Click **OK**.



21. A new **SOS 2007 Setup** window displays, with checkmarks beside all installed applications.

Click **Close**, then click **Close** again on the **Switched-On Schoolhouse® 2007 Setup** screen.

Your client installation of Switched-On Schoolhouse® 2007 - Client Only is now complete.



Upgrading to SOS 2007 Home Edition

Upgrade 2006 to 2007

If you are currently running the 2006 version of SOS, you need to upgrade your application to take full advantage of SOS 2007. You also need to upgrade your application if you are installing SOS 2007 curriculum.

The upgrade process automatically backs up your database and restores it for use with the 2007 version of SOS.

You do not need to uninstall your old version of SOS. The upgrade process does it automatically. You may notice there are duplicate icons for both SOS Teacher and SOS Student for a brief time during the upgrade process. This is expected. You only have one icon when the upgrade is completed.

NOTE:

To complete your upgrade from 2006, follow the instructions for a 2007 SOS install (beginning on page 10). If you have a 2006 client install running, first perform the full install procedure for SOS 2007 on the computer you want to be your main computer. Then, perform a SOS 2007 client install procedure on the computer(s) you've reserved for just SOS Teacher or SOS Student. (Client install begins on page 15.)

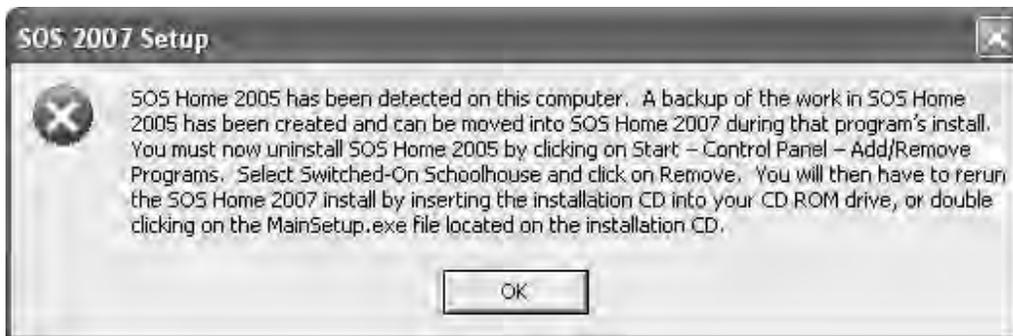


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Upgrade 2005 to 2007

If you are currently running the 2005 version of SOS, you need to upgrade your application to take full advantage of SOS 2007. You also need to upgrade your application if you are installing SOS 2007 curriculum.

1. When you put the 2007 disc in the CD-ROM drive, a message box similar to the one below, opens to advise you that the 2005 version of SOS was detected, a backup of your database was created, and that you must *uninstall* 2005. If you are performing a full install of SOS 2007, you see this message:



If you are performing a client install, you see this message:



2. For either message box, click **OK**, then click the **Start** button on your computer's taskbar.
3. Select **Settings** and then **Control Panel**.

4. From the **Control Panel**, click **Add or Remove Programs**.

If you are upgrading from 2006 to 2007, the Microsoft **Add or Remove Programs** window opens. Follow the on-screen instructions to remove the programs.

NOTE:

If you are upgrading from 2005 to 2007, the SOS 2005 **InstallShield** screen opens to allow you to remove the program. The **InstallShield** screen advises you to import/export student data and backup the database. If you put in the SOS 2007 disc before starting to remove the program, the database was already automatically backed up. As you continue through the upgrade installation process, you are prompted to migrate your database to SOS 2007 replacing any import/export instruction.

5. Remove Switched-On Schoolhouse® and Microsoft SQL Desktop Engine (SOSHOME).

6. Install SOS 2007. (Remove the installation disc from your CD-ROM drive and insert it again to begin.)

Follow the instructions beginning on page 10 to complete a full install. When you arrive at Step 12, you need to follow the instructions below to migrate your 2005 database to SOS 2007.

To migrate your 2005 database to SOS 2007:

- After Step 12, (on page 13) a screen like the one to the right displays.
- To migrate your database, click **Next** and continue with Step 16 (on page 14).
- If you do not want to migrate your database, click the button next to “DO NOT migrate SOS Home 2005 data...”
- Click **Next** to enter database setup information.
- Click **Next** to continue with Step 15 on page 14.



NOTE:

To complete a client install, go to page 15 and follow the procedure for a 2007 client install.



Installation & Setup

Troubleshooting

If you experience problems with any install, try the following *before* calling Technical Support:

- Reboot your computer.
- Close any open applications.
- Disable/turn off any anti-virus software.
- Double check that your computer meets the system requirements.
- Repeat the installation process a second time.
- Verify that you have the most recent application and curriculum updates by visiting www.aop.com, select SOS, then select SOS Updates
- Visit www.aop.com, then select SOS, then Support, next select Technical Support and Updates for detailed solutions to software Frequently Asked Questions (FAQs).

Visit our Web site to check for any **SOS updates**:

http://www.aop.com/Homeschool/Support_sosupdates.php

Try our all new **SOS Tutorials**:

http://www.aop.com/sos/Support_Tutorials.php

Please bookmark **SOS FAQ**:

http://www.aop.com/sos/support_index.php

Technical Support — **1-866-444-4498**

Calling Technical Support

If you need to contact a Technical Support team member, gather the following information before placing your call:

1. Determine the version of Windows® you are currently using:
 - Open **Windows Explorer** (or **My Documents**)
 - Click the **Help** option
 - Select **About**
2. Determine how much available disk space you have:
 - Right-click the **My Computer** icon on your desktop and select **Open**
 - Right-click the **C-drive** icon
 - Select **Properties**
 - or
 - Open **Windows Explorer** to **My Computer**
 - Right-click the **C-drive** icon
 - Select **Properties**
3. Determine how much RAM you have on your computer:
 - Click **My Computer**
 - Click **View System Information**
 - RAM is displayed on the **General** tab of the **System Properties** screen
4. Determine the version of SOS you are using:
 - Click the **SOS logo** located on your **Home** screen





Installation & Setup

Setting Up Switched-On Schoolhouse® 2007

Before You Begin

Before getting started in the SOS "classroom," you need to set up your school, students, and curriculum. SOS 2007 offers a **Setup Wizard** to simplify this process. Before you begin in the **Setup Wizard**, you must first log in to SOS Teacher.

Logging In to SOS Teacher

The first time you start SOS Teacher, the **Registration** screen displays. You must enter certain information either electronically or by calling AOP Customer Service. This permits you to:

- access Technical Support Services,
- receive notification of service updates, patches, and utilities,
- receive notification of product news,
- receive special pricing offers.



As a teacher, you use a single account to perform all your administrative functions, including grading student work. You are asked to log in with a teacher password each time you start work in SOS Teacher. This protects your account, blocking others from answer keys, student grades, and teacher controls.

Switched-On
SCHOOLHOUSE® 2007 EDITION

Password:

Login

FLASH ENABLED macromedia SHOCKWAVE ENABLED



1. Enter your password in the password field.
2. Click the **Login** button.

Teacher Password

Changing Your Teacher Password

Want to change your teacher password? Turn to page 123.

Forgot Your Teacher Password?

SOS does not limit the number of times you can try entering your password if you can't remember it exactly, but if you have completely forgotten it and can't open SOS:

1. Put the installation disc into the CD drive.
2. Select **Cancel** when the program tries to install.
3. Open to your CD-ROM drive.
4. Open the **Tools** folder.
5. Double-click **DataUtility.exe**.
6. The **Choose Update Option** screen opens.
7. Click the **Change Password** option.
8. The **Reset Password** screen opens.
9. Your **Username** is displayed. To change it, click the checkbox to the right of the displayed **Username** and enter a new username.
10. Enter a new **Password**.
11. Enter the new password again in the **Confirm Password** box.
12. Click **Save**.
13. Remove the disc from the CD-ROM drive.

Be sure to write your password down and put it somewhere safe. Protect your teacher password by keeping the SOS installation disc in a secure location.



Installation & Setup

Registration

SOS 2007 requires you to register your software installation. You have 30 days from the time you install the software to complete this registration. You have the option of registering electronically or by calling the AOP Customer Service toll-free number. When you initially login, you see a message like this:



Click **Yes** to register now. You are presented with the two available options for registration.

1. Click **Register by phone** to perform this task by calling AOP Customer Service. The Customer Service Representative (CSR) requests the following information:

- **Product Name** and **Serial Number** (Located on the sticker located on the inside front cover of this booklet.)
- **First and Last Name**
- **Address, City, State**
- **Zip/Postal Code**
- **Country**

If you want to receive the *Homeschool View*, an electronic newsletter, you must also provide your email address.

The CSR will give you a registration number. Type it into the white box above the **Ok** button. This number is not case sensitive, but it does require the dash (-).

Click **Ok**. A message appears to confirm your successful registration. Remain on the line with the CSR until you see this message.

Click **OK** on the **Registration complete** window.

If, instead you see a message advising you that product registration failed, verify the product registration number with the CSR. You may need a different number or it may have been entered incorrectly. Click **Retry** to enter the number again.



2. To register online, click **Register electronically**.

You must enter all of the fields that are starred (*):

- **Product Name** and **Serial Number** (if not already entered)
- **First** and **Last Names**
- **Address**
- **City, State** and **Zip/Postal Code**
- **Country**.

If you click the checkbox next to “**I would like to subscribe to the Homeschool View**”, then **Email Address** is required.

Click **Submit** to finish your registration. You then see a message (as displayed on the bottom of the previous page) confirming the successful registration of your SOS installation. Click **OK** on this message box.



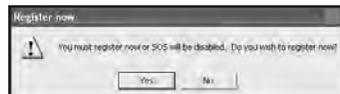
The screenshot shows a window titled "Switched-On Schoolhouse Product Registration". It contains a welcome message and a registration form with the following fields: Product Name *, Serial Number *, First Name *, Last Name *, Address *, City *, State/Province *, Zip/Postal Code *, Country *, and Phone. There is also an E-Mail Address field and a checkbox for "I would like to subscribe to the Homeschool View (valid email address required)". At the bottom are buttons for "Submit", "Cancel", and "Home".

Register Later

If you choose not to register your product immediately, you can access the application after installation. Each time you open your Teacher application you see a message reminding you to register and the number of days you have to register before your software is disabled. Click **Yes** anytime you see this message to register.



If you do not register by the end of the 30 day grace period, a message appears on day 30 advising you that SOS will be disabled if you do not register today. Click **Yes** to register now.



If you have not registered by day 31, a message appears when you open SOS Teacher advising you that SOS has been disabled and cannot be opened until the product has been registered. Click **OK** to register the product at this time. Your student also sees a message advising them that they cannot open SOS Student until the product has been registered.





Installation & Setup

SOS Setup Wizard

Now that you've logged in to SOS Teacher, you are ready to begin using the **Setup Wizard**, which walks you through the initial set up of your school.

The first time you log in to SOS Teacher, the Setup Wizard appears. It walks you through the following functions:

- add a school term (You need to add a new school term for each new school year, if you want to keep your SOS School records organized.)
- customize calendars for school terms
- view the calendar you just created
- add (enroll) students
- install and assign subjects

Before you begin using the **Setup Wizard**, here are two points to keep in mind:

1. SOS is designed so that you can set up options for assignments, grades, and terms at the **School** level first, the **student** level second, and the **subject** level third. Each level gets more specific, enabling you to customize the learning experience for your students according to their needs.
2. The **Setup Wizard** addresses student assignments, grades and terms at the **School** level only. You can find instructions on **Student** and **Subject** level setup under the Help option in SOS Teacher (F1key) or in the Administration section (beginning on page 43 of this guide).

When you click the **Finish** button on the last **Setup Wizard** screen, the basic setup for SOS is complete. You and your students can begin working immediately. To customize assignment or grade options for your school, or change options for a specific student or subject, please see the electronic **Help** file (**F1**) for step-by-step instructions or go to the Administration section of this guide.

To get started:

You can choose not to use the **Setup Wizard** to perform your initial school setup, using the Teacher Administration screens instead. Click the **Cancel** button on the first **Setup Wizard** screen to exit. If, at a later time, you decide you want to use the **Setup Wizard**, you can click the **Application** button on your **Home** screen, and select the **Setup Wizard** from the small menu that appears to the right of the button.

If you choose not to use the **Setup Wizard**, you will need to add students and install curriculum using the setup screens, which can be accessed by clicking the **Administration** button.

There are tutorials for several of the functions in SOS, including the **Setup Wizard**. You can access these tutorials either by clicking the link on the bottom of the first **Setup Wizard** screen, go to www.sostutorials.com, or press **F1** and search "tutorial" for directions to access the additional location.



If you choose to use the Setup Wizard now,

- Click the **Next** button to continue with the **Setup Wizard**.

If you do not want to use the Setup Wizard:

- Click the **Cancel** button to exit the **Setup Wizard**.

Setting Up a School Term

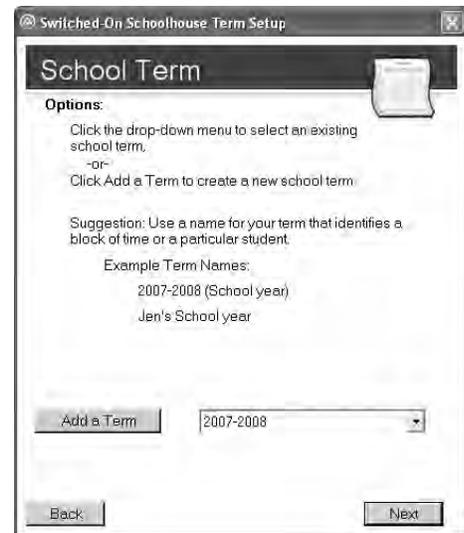
School terms are important because you cannot assign schoolwork to your students without them.

Two very important points about terms to keep in mind:

- A student can only have *one* active term at a time.
- To keep SOS School records organized, you must create a new term for each new school year.

If you want to create a new term:

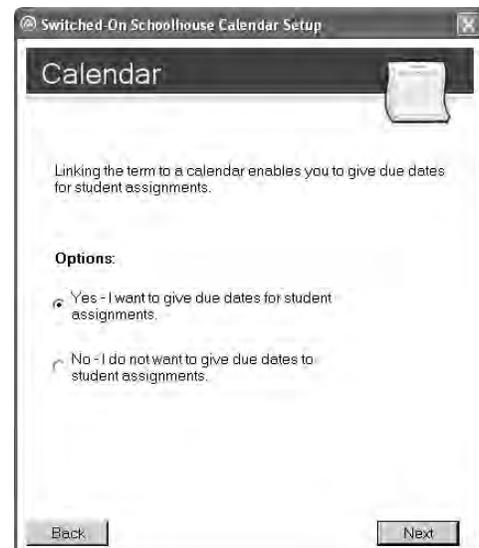
1. Select the school term you created when you installed SOS 2007, or click **Add a Term** to create a new term.
2. Type in the name you want to assign to the school term.
3. Click **Save Term**.
4. Click **Next**. The **Calendar** screen appears.



If you do not want to create another term, just click **Next** to continue to the **Calendar** screen.

Creating a Calendar

1. Select **Yes** if you want to assign due dates to student assignments.
Select **No** if you do not want to assign due dates to student assignments.
2. Click **Next** to continue.
3. Select the button next to the calendar type you want to use, traditional or customized.
4. Click **Next** to continue.





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Creating a Calendar (cont.)

NOTE:

A **traditional calendar** begins the day after Labor Day and lasts 180 school days, excluding the time taken off for holidays. You can choose to exclude other days or change preset holidays to school days.

A **custom calendar** allows you to choose the start and end dates of the term and any holidays you wish to include.

Steps branch here, dependent on your choice of traditional or custom calendar for the term. Steps merge after Step 7. See the next page.

If you choose a **traditional calendar**:

5. Select the term to use.
6. Click **Next** to continue.
Go to the top of the next page.

If you choose a **custom calendar**:

5. Enter the **End Date** for the range of dates you want to set.

NOTE:

If you try to enter the **Start Date** before you enter the **End Date**, you will not be able to select any date in the future.

6. Select the **Start Date** for the range of dates you want to set.
7. Click **Next** to continue.

Switched-On Schoolhouse Calendar Setup

Calendar

I want to use a Traditional calendar.
(School term begins the Tuesday after Labor Day, lasts 180 days, and takes time off for holidays.)

I want to use a Custom calendar.
(You choose the start and end date of the school term and manually set up holidays.)

Back Next

Switched-On Schoolhouse Calendar Setup

Calendar

Choose the year for your traditional calendar.

Year: 2007 - 2008

Back Next

Switched-On Schoolhouse Calendar Setup

Calendar

Choose the start and end dates for your custom calendar. (You must select the end date first.)

Start Date: 9/ 5/2007

End Date: 5/23/2008

Weekdays: 188

Back Next

Resume here after setting any type of calendar.

NOTE:

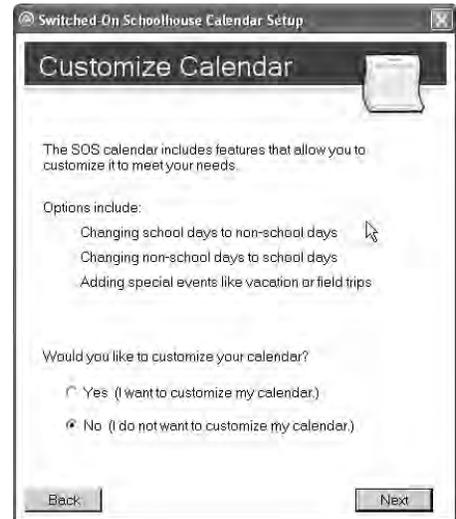
Both custom and traditional terms can have customized calendars, meaning you can change school days to non-school days and vice-versa. You can elect to customize individual days or a series of days.

8. Click **Yes** if you want to customize your calendar now.
Click **No** if you do not want to customize your calendar, or if you want to customize it later.

NOTE:

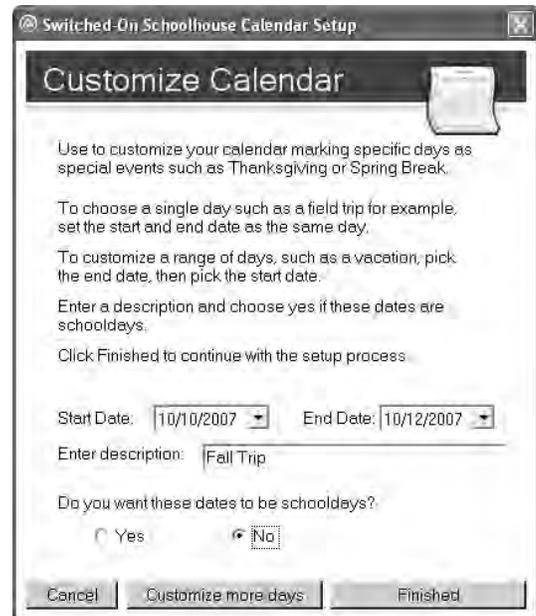
You can use either the **Setup Wizard** or the **Term Settings** screen to customize your calendar.

9. Click **Next** to continue.



10. If you choose to customize your calendar now:

- Select the **Start Date** and **End Date** on the **Custom Dates** screen for the period you want to customize. (Remember, select the **End Date** first.)
- Enter the **Description** for the date range, for example: "Family Reunion" or "Vacation."
- Select **Yes** to designate this time as school days.
- Select **No** if these days are not to be considered as school days.
- Click **Customize more days** if you want to add more custom dates.
- Click **Finished** when you have entered all of the dates you want to customize.



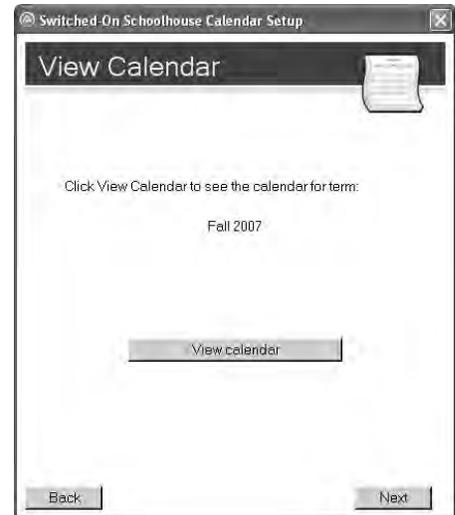


Installation & Setup

Adding Students (cont.)

Viewing the Customized Calendar

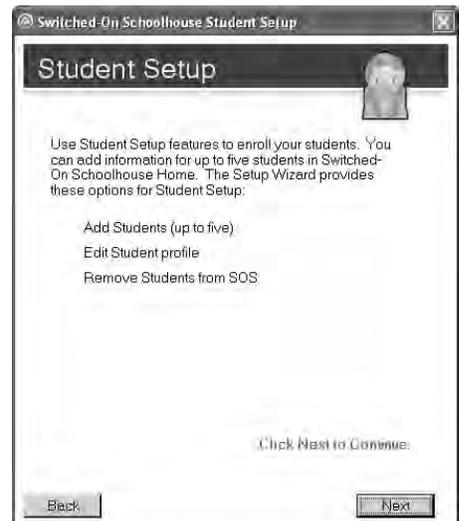
11. Click **View Calendar** for the selected school term. If you view the calendar, click **Save Calendar** to retain the calendar or **Cancel Changes** to start over when you are done.
12. Click **Next** to continue.
or
13. Click **Back** to return to **Custom Dates** to make additional changes.



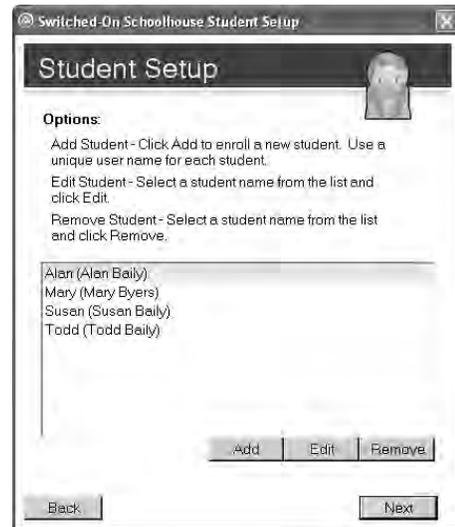
Adding Students

Before students can get started in SOS Student, you need to "enroll" them in your school. SOS allows you to have up to five students working in SOS at once. If you want students to use a password to login, click the **Administration** button when you get to your **Home** screen, then click the **Student Setup** tab, select a student from the drop-down menu, enter a password, and click **Save**. Press the **F1** key to access the electronic Help files.

1. To add students, click **Next**.
2. Click **Add**. A small window opens for you to enter student name information.
3. Enter the **Username**. (This is the name SOS uses for the student, just like your teacher username.) Use only letters and/or numbers in the username. (No periods or other special characters are allowed.)
4. Enter the **student's first name**.
5. Enter the **student's last name**.
6. Click **OK**.



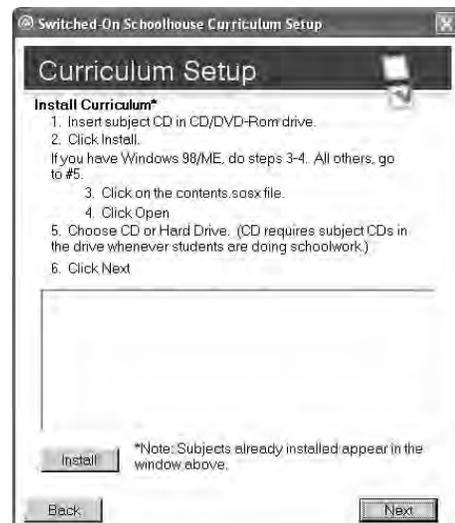
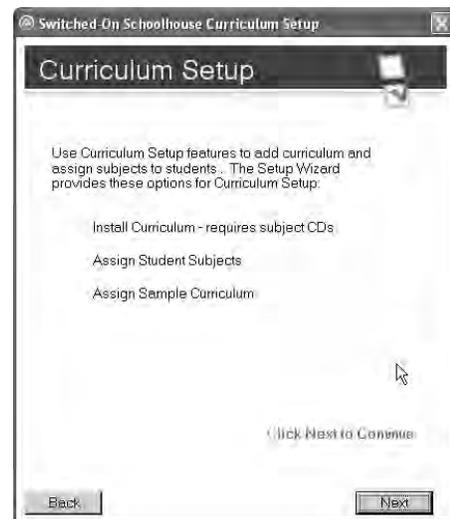
7. Click **Next** to continue, **Add** to add another student, **Edit** to make changes to a selected student, or **Remove** to remove a selected student.



Installing and Assigning Subjects

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

1. Click **Next** to install subjects.
2. Click **Install**. If you do not have the curriculum subject disc in the drive, you are prompted to insert it. (If you have Windows 98/ME, you are prompted to browse to the disc location.) Click on the CD-ROM to open the curriculum subject disc.
3. Click the **contents.sosx** file.
4. Click **Open**.





Installation & Setup

Installing and Assigning Subjects (cont.)

5. Select **Leave on CD-ROM** if you do not want to load it on your computer. Select **Copy to Drive** if you do want it on your computer.

NOTE:

Loading curriculum on the hard drive requires ample disk space — up to one or more gigabytes. Make sure you have sufficient hard-drive space before attempting to copy curriculum to the hard drive.

NOTE:

If you do *not* want to load the curriculum on your computer, the student must have the disc in the CD drive when working on the subject.



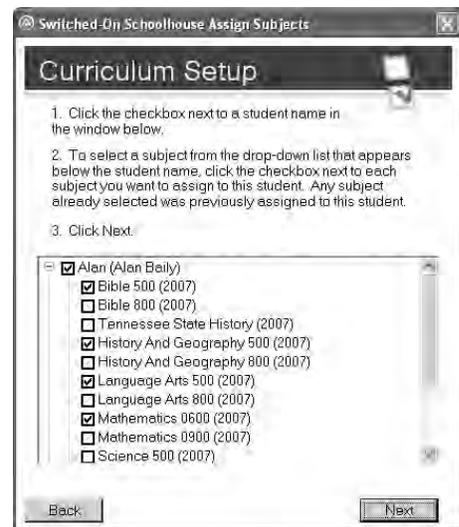
6. Click **OK**.

Perform Steps 2 - 6 until you have installed all of the subjects you want to assign.

7. Click **Next**.

8. Click the checkbox next to a student name.

9. Click the checkbox next to each subject you want to assign to this student.



10. Repeat Steps 8 - 9 to assign subjects to additional students.

NOTE:

If you have more than one student, SOS allows you to assign subjects to each of them from the **Curriculum Setup** screen in just a few steps, before you move on to the next screen. To do this, select the first student, and then select the subjects you'd like to assign to this student. Next, select the second student, followed by the subjects for that student. Continue until all students have subjects assigned.

11. Click **Next**.

Assigning a Sample Lesson

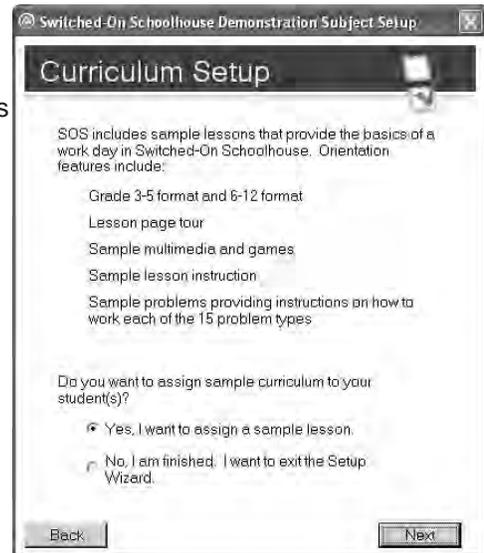
SOS 2007 includes a sample (practice) lesson that allows you and your students to walk through a lesson experience in order to learn about each feature and how to use it. The sample lesson also offers the opportunity to “try out” the various problem types without concern for the impact to grades.

12. Click **Yes** if you want to assign the Sample Lesson to your student(s).

Click **No** if you do not.

Click **Next**.

13. Click **Finish** when you have assigned the selected subjects to all students.



You have now completed SOS setup at the school level using the SOS default assignment and grading options. If you want to change any of these, see **Assignment Options** and **Grading Options** in the **Help** file (**F1**), or see those sections in this guide.