

# SOS Student



*Schoolwork*

*Backpack*

*Messages*

*Resource Center*

*Application*



# SOS Student

# SOS Student

## Student Log In

From your **Login** screen:

1. Make sure your name is displayed in the **Username** box. If another name is displayed, click the arrow to the right of the displayed username to select your name from the list of students.
2. If the password field displays, type the password your teacher provided in the **Password** window. For your security, the password appears as a series of dots. If you do not see a **Password** box, skip to Step 3.

**NOTE:**

If you forget your password, let your teacher know so you may be assigned a new one.

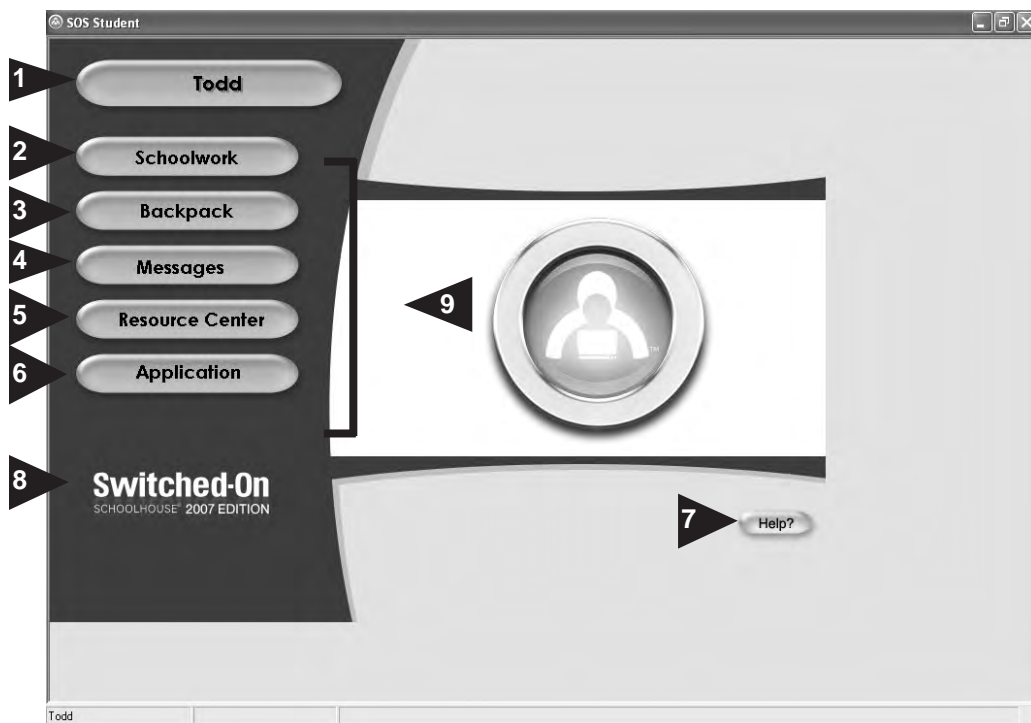
**NOTE:**

Once you're in SOS, you can change your password anytime. Choose one you can remember, or else write it down and keep it in a safe place.

3. Click  to finish logging in and go to your **Home** screen.

## The SOS Student Home Screen

Your **Home** screen is where you'll start and end your day. You can return here anytime. Think of this as your home base. You can use any button to easily go wherever you need to go in SOS. Some of these buttons take you to another window. Other buttons produce small menus, letting you choose between different options.



**NOTE:**

SOS offers 12 different themes to choose from. Each one changes the sights and sounds on your screens. For ease of learning, this guide features screenshots from just one theme, the “Classic.”

1. Displays your **name**—so you can always be sure you’re working only on your schoolwork.
2. **Schoolwork** – Clicking this button lets you view lessons, complete assignments, see your grades, and access your student calendar.
3. **Backpack** – Dig around in this backpack for an interactive journal.
4. **Messages** – Lets you send and receive messages, as well as find out if your teacher has left you a comment or question in one of your assignment notepads.
5. **Resource Center** – Allows you to visit your resource center to look up words in the dictionary, learn about scientific elements in the Periodic Table, or crunch some numbers with the calculator.
6. **Application** – Want to change your password, pick a different theme, or log out? Click here.
7. **Help?** – Clicking this gives you access to the electronic Help file.
8. **SOS Icon** – Clicking this lets you read about SOS.
9. Holding your mouse over a button for a second or two, making sure not to click on it, lets you see the button interact with you in some way, whether it changes to a different color, plays some music, or causes a graphic to move around.



## FIND IT FAST!

Looking for some information about how to do something specific on one of your Schoolwork screens?

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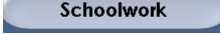
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## Schoolwork

Your SOS **Schoolwork** button is the doorway into lessons, videos, games, projects, tests and more. It is the place to check completed assignments, due dates, and even view your grades.

On your **Home** screen, click . You'll be taken to one of your Schoolwork screens, where you'll see three tabs at the top:



- **Home** – Returns you to your **Home** screen.
- **Lesson Plan** – Gives you access to your schoolwork and activities through an easy-to-use calendar.
- **Assignments** – Lets you see a daily list of things-to-do, view your assignments and grades, and completed schoolwork.

# Assignments

**Current Assignments**

Subject	Unit	Assignment Title	Type	Due Date
Spanish I (2007)	¡VAMOS A MÉXICO!	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
Language Arts 500 (200)	JESUS, OUR EXAMPL	Vowel Diphthong Design	Lesson	09/06/2007
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

**Review and Preview**

Assignment Title	Type	Due Date	Score
Exploration Tools	Lesson	09/04/2007	A:100%
Maps	Lesson	09/05/2007	A:100%
Quiz 1	Quiz	09/07/2007	A:97%
Viking and Portuguese Explorers	Lesson	09/10/2007	
Spanish Explorers	Lesson	09/11/2007	
English Explorers	Lesson	09/13/2007	
French Explorers	Lesson	09/14/2007	
Dutch Explorers	Lesson	09/17/2007	
Quiz 2	Quiz	09/19/2007	
Early Settlements	Lesson	09/20/2007	
New England Colonies	Lesson	09/21/2007	
Middle Colonies	Lesson	09/24/2007	
Southern Colonies	Lesson	09/26/2007	
Quiz 3	Quiz	09/27/2007	
TEST	Test	09/28/2007	
Reference	Reference		

**Change Term**

The first screen you see is the **Assignments** screen. We call it the default screen because it always comes up first when you click the **Schoolwork** button from your **Home** screen.

Here are the features you'll find on the **Assignments** screen:

1. **Assignments** tab – Takes you to the **Assignments** screen.
2. Displays all your current schoolwork, listing the subjects, units, assignment titles, assignment types, and due dates for schoolwork you must complete. Think of this as your daily to-do list. You may enter into any assignment by clicking an assignment title.

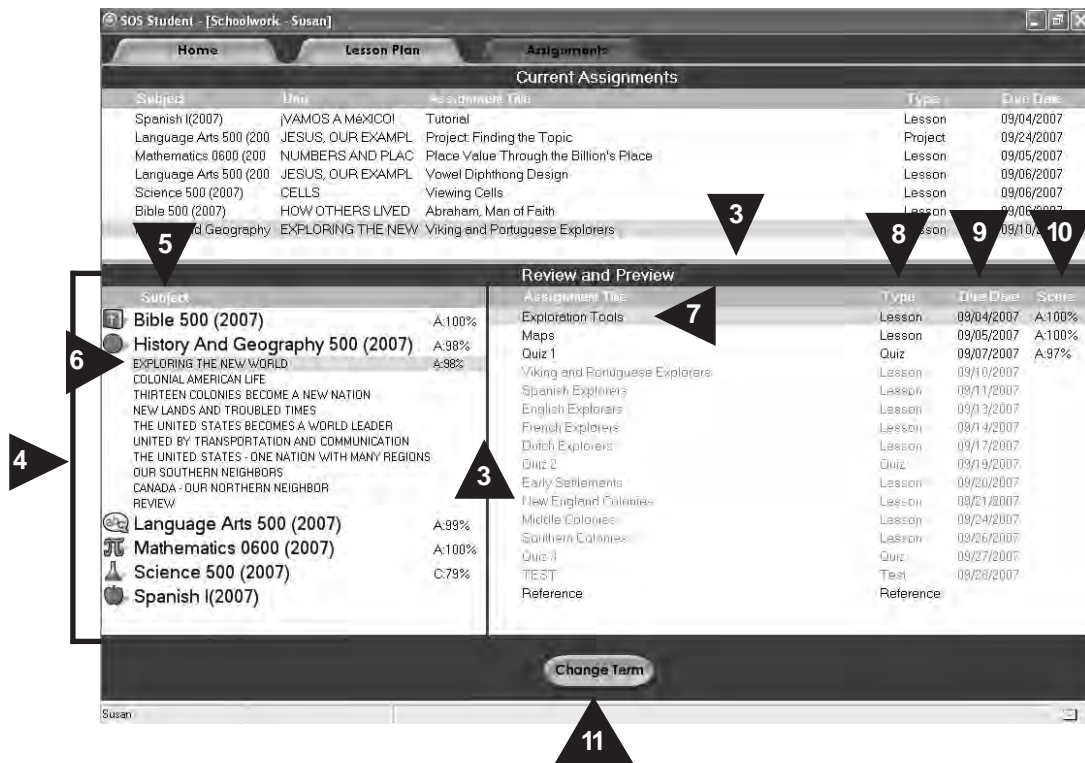
## NOTE:

At times, you might see small graphics next to assignments. If you're behind and have assignments that are past due, you'll see next to the assignments you must complete to catch up. If your teacher doesn't want you to do an assignment until later, you'll see a red X () next to it, meaning you may not begin work on it, yet.

## TIP:

Can't read the entire name of a unit or assignment because it's too long? Adjust the columns to make them wider. In the bar with the column headings, put your cursor where a column begins or ends (usually just to the left of a column heading). When you see the cursor change in appearance, click and hold your mouse button down, dragging the cursor to the left or right. Make your columns wider or narrower any time you need to adjust what you can see.

### Assignments (con't.)



**Current Assignments**

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
Language Arts 500 (200)	JESUS, OUR EXAMPL	Vowel Diphthong Design	Lesson	09/06/2007
Science 500 (2007)	CELLS	Viewing Cells	Lesson	09/06/2007
Bible 500 (2007)	HOW OTHERS LIVED	Abraham, Man of Faith	Lesson	09/06/2007
World Geography	EXPLORING THE NEW	Viking and Portuguese Explorers	Lesson	09/10/2007

**Review and Preview**

Subject	Unit	Assignment Title	Type	Due Date	Score
Bible 500 (2007)		Exploration Tools	Lesson	09/04/2007	A:100%
History And Geography 500 (2007)		Maps	Lesson	09/05/2007	A:100%
EXPLORING THE NEW WORLD		Quiz 1	Quiz	09/07/2007	A:97%
COLONIAL AMERICAN LIFE		Viking and Portuguese Explorers	Lesson	09/10/2007	
THIRTEEN COLONIES BECOME A NEW NATION		Spanish Explorers	Lesson	09/11/2007	
NEW LANDS AND TROUBLED TIMES		English Explorers	Lesson	09/13/2007	
THE UNITED STATES BECOMES A WORLD LEADER		French Explorers	Lesson	09/14/2007	
UNITED BY TRANSPORTATION AND COMMUNICATION		Dutch Explorers	Lesson	09/17/2007	
THE UNITED STATES - ONE NATION WITH MANY REGIONS		Quiz 2	Quiz	09/19/2007	
OUR SOUTHERN NEIGHBORS		Early Settlements	Lesson	09/20/2007	
CANADA - OUR NORTHERN NEIGHBOR		New England Colonies	Lesson	09/21/2007	
REVIEW		Middle Colonies	Lesson	09/24/2007	
Language Arts 500 (2007)		Southern Colonies	Lesson	09/26/2007	
Mathematics 0600 (2007)		Quiz 3	Quiz	09/27/2007	
Science 500 (2007)		TEST	Test	09/28/2007	
Spanish I (2007)		Reference	Reference		

**Change Term**

#### NOTE:

SOS has organized the columns headings on this screen from general to specific, so you can easily find information about any assignment.

- **Subject** — Most general. (language arts)
- **Unit** — A little more specific. ("The Structure of Language," a part of language arts.)
- **Assignment Title** – Even more specific. ("Types of Nouns," one of the assignments in the "The Structure of Language" unit, a part of language arts.)
- **Type** – Most specific. (Your "Types of Nouns" assignment is a lesson rather than a quiz, test, or project in the "The Structure of Language" unit, a part of language arts.)

3. When putting your cursor over either of these lines, you notice that the cursor changes in appearance. This means you can click and drag your cursor in different directions, making your windows bigger or smaller. This allows you to decide how much information you see on the screen.
4. **Review and Preview**—This is all the schoolwork you've been assigned for an entire term. You are able to see grades for subjects, units, and assignments you have completed and a list of schoolwork still to come.

**NOTE:**

If you have schoolwork to do in more than one school term, click the **Change Term** button on the bottom of the screen to select another term and see all the schoolwork for that term displayed on this screen.

What's the difference between your Current Schoolwork and Review and Preview?

- **Current Schoolwork** – Schoolwork to do for the day.
- **Review and Preview** – All the schoolwork you've been assigned for an entire term. You may only access completed assignments in this window.

5. **Subject** – Displays a list of all the subjects you've been assigned in a term. Grades for work you've already completed also appear here.

**NOTE:**

Your teacher may place pictures (icons) next to some of your subjects, giving you a beaker for science or a globe for history, for instance. Icons help you to associate an image with a subject. Click the icons to view videos that introduce the different subjects.



6. **Unit** – You can view all the units you've been assigned within a subject. If the units aren't displayed, click the subject name and they appear below the subject in the order assigned. Notice, they appear in a smaller font than subjects, so you can quickly see the difference between subjects and their units. Grades for work you've already completed also appear here. When you no longer want units displayed, click the subject name to hide the units in it.
7. **Assignment Title** – If you click any unit name on the left-side of the screen, all the assignments for that unit appear on the right-side of the screen. At the same time, the unit name is highlighted on the left side of the screen. The assignments are for the highlighted unit. To view an already-completed assignment, double-click any assignment title.
8. **Assignment Type** – View the types of assignments you've been assigned. These can be lessons, quizzes, tests, or projects.
9. **Assignment Due Date** – See due dates for assignments (if your teacher has given you due dates).
10. **Assignment Scores**—See the grades you received for already-completed assignments. Use the grades you see on the screen to help you keep track of how you're doing.

## Viewing Assignments in Other Terms

11. If you want to view schoolwork assigned to you in other school terms, click the **Change Term** button. A small **Change Term** window appears. Use the **Select Term** drop-down menu to see a list of all your school terms. Highlight and then click the one you want. Click the **OK** button and return to your **Assignments** screen. All the information for this new term is now displayed.




## Sorting Your Schoolwork

Sort any of the schoolwork on your **Assignments** screen according to subject, unit, assignment, type, or any other category. This can help you organize and view your lists of assignments.

1. Click your mouse on the name of the column heading you want to sort by.
2. Notice, each time you click, your schoolwork is sorted by letter or number in ascending or descending order.

## Viewing Your Daily Schoolwork List

To see a daily to-do list of schoolwork:

1. On the **Home** screen, click . The **Schoolwork** screen is displayed. You see three tabs at the top, **Home**, **Assignments**, and Lesson Plan.
2. Make sure the **Assignments** tab is selected. This tells you that you're on the **Assignments** screen.
3. Look at the assignments displayed in the **Current Schoolwork** section in the top half of the screen. This is a list of all the schoolwork you must do for the day.

## Viewing All Your Assignments and Grades

To view all your assignments and grades:

1. Make sure the **Assignments** tab is selected.
2. Look at the assignments and grades displayed in the **Review and Preview** section in the bottom half of the screen. You see a list of subjects and your most current grade for those subjects (if you've already completed work in them). To see individual units, click a subject name and all the units for that subject, and your most current grades, will appear. To see a list of individual assignments, click a unit name and all the assignments for that unit, and your grades, will appear on the right-hand side of the screen.

## Opening an Assignment

To open an assignment:

1. Click **Assignments** to make sure you're on the **Assignments** screen.
2. In the **Current Schoolwork** section at the top of the screen, click an assignment title. If it is black, you can click it to open the assignment, view multimedia, and work problems. (If you have assignments where the title is gray, it is probably overdue, but you must work the overdue assignments in black before you can do those listed in gray.)



## Opening a Completed Assignment

If you've already completed an assignment and received a grade for it:

1. Click either the **Assignments** tab or the **Lesson Plan** tab to go to that screen.

**NOTE:**

You may only get to an assignment from the Lesson Plan screen if your teacher has assigned you schoolwork with due dates.

If opening a completed assignment from the **Assignments** Screen:

2. In the **Review and Preview** section at the bottom of the screen, click any subject with a grade next to it. This displays all the units in that subject.
3. Click any unit with a grade next to it. This displays all the assignments in that unit.
4. If an assignment is completed and graded, a grade is displayed next to it. The assignment title is black, meaning you can click it. Click it to go to that assignment, where you can view the completed work but cannot change any answers.

If opening a completed assignment from the **Lesson Plan** Screen:

2. Use the buttons and features on the screen to find any assignment completed before today. The **assignment title** is black, meaning you can click it.
3. Click the **assignment title**. That assignment opens, so you can view the work completed but cannot change any of the answers.

## Lesson Plan

If your assignments have due dates, you'll be able to see how they fit into your schedule in calendar format. View your schoolwork three months at a time, one week at a time, and one day at a time on the **Lesson Plan** screen. You can also print a list of assignments from any day in your term.

If your teacher hasn't given you due dates with your assignments, the **Lesson Plan** allows you to view events posted on the school calendar. However, you will not see your assignments on this screen.






1. This is the **Lesson Plan** tab. It is highlighted to let you know you are on the **Lesson Plan** screen.
2. The **Assignments** tab takes you to the **Schoolwork** screen that shows all the schoolwork from this calendar in list form.

**NOTE:** The **Lesson Plan Calendar** screen always opens up to the current week.

3. This area lets you look at any three to four consecutive months in your school term. Click ◀ to see previous months or ▶ to see future months. You can also click and hold your cursor over the name of any month to see a small menu of months appear. Use this menu to quickly go to that month.
4. Every day in white is a school day, and every day in gray is a non-school day.
5. Clicking anywhere along this bar makes the calendar on the right fill up the entire screen and the calendar on the left disappear. Clicking this bar again makes the calendar on the left reappear.
6. This bar identifies either the week or the day you are looking at. Click ◀ to display previous weeks/days or ▶ to display future weeks/days.
7. This area lets you view any week or any day of the school term. Double-click any date in the multi-month calendar on the left side of the screen to switch between the one-month view and the one-day view.
  - the **one-week view** – lists the assignments you must do for the week
  - the **one-day view** – lists the assignments you must do for the day

**NOTE:**

Double-click the title of any completed assignment (titles in black) to open the assignment. Assignments still to be done are grayed out.


8. Clicking  takes you to today's date on any calendar you see on this screen.
9. Clicking  prints a list of assignments due on different days. A small window opens so you can select the start and end dates for the range of days you want to print. Use the **Preview** button to see what your printed page will look like, then click the **Print** button when you're ready to start printing.
10. **Project Reminders** – Project reminders (  ) appear only on regular school days. If a start or end date falls on a non-school day, such as a weekend or holiday, a project reminder does appear on that (non-school) calendar day.

## Viewing Your Schoolwork in Calendar Format

If your assignments have due dates, you can view the assignments in a calendar.


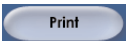


**NOTE:**

If your teacher hasn't assigned you schoolwork with due dates, use the **Assignments** screen to view your schoolwork.

1. On the **Home** screen, click .
2. Click the **Lesson Plan** tab at the top to open the **Lesson Plan** calendar screen.
3. Use the buttons and features on the screen to see your assignments for one day or one week.

## Printing A List of Assignments by Calendar Due Date

If your assignments have due dates, you can print them from your **Lesson Plan Calendar** screen.

1. On the **Home** screen, click  to open your **Schoolwork** screens.
2. Click the **Lesson Plan** tab at the top to go to your **Lesson Plan Calendar** screen.
3. Click  at the bottom of the screen. A small **Print Options** pop-up window opens. Choose the start and end dates for the range of days you want to print.
4. Either manually type in the dates or click the  arrows to make a tiny drop-down calendar appear. Use the tiny drop-down calendar to find the date you want and click to select it.
5. You can click  to see what your printed page will look like.
6. Click the **Print** button to print your assignments.

## FIND IT FAST!

Looking for some fast information about your **Backpack** button? Look here to find what you need:

Journal – 146

Creating a New Journal Entry – 148


Searching for a Journal Entry – 148

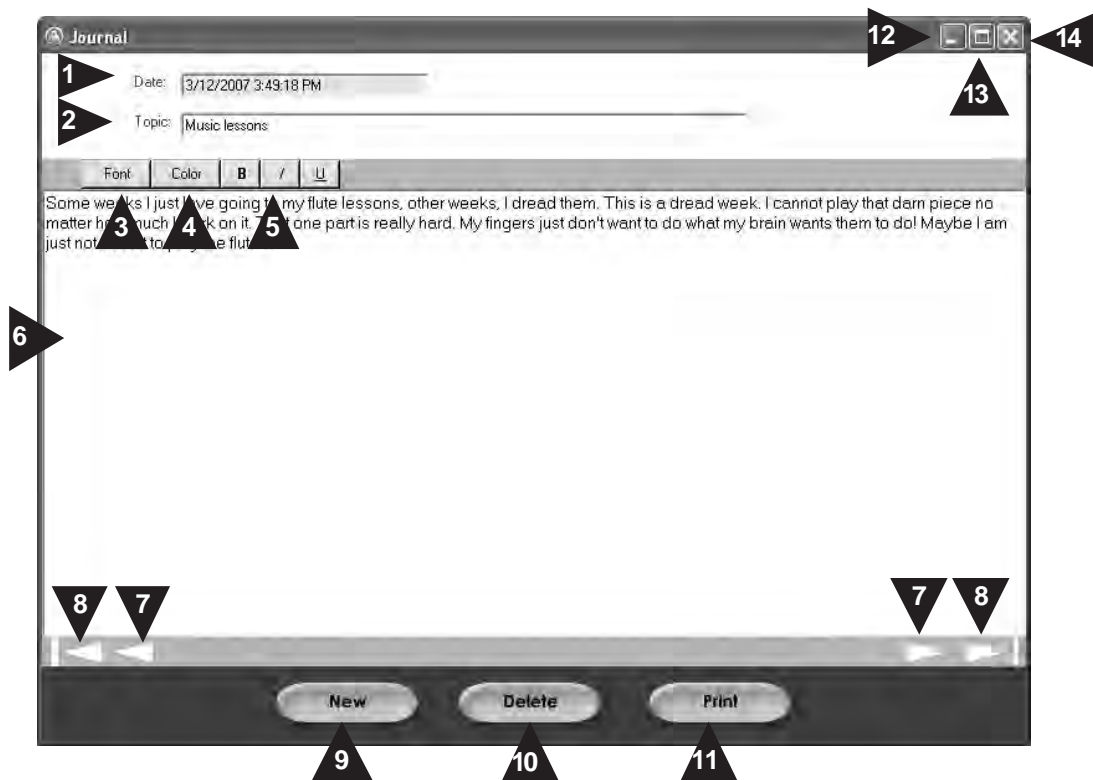
Deleting a Journal Entry – 148

## Backpack

### Journal

The SOS virtual backpack contains your own personal journal. You can use it to record your thoughts, do some free-writing, or respond to topics in assignments. (You are *not graded* on anything you write in your **journal**.) So, jot down ideas, write a story, or keep a diary. Create as many new entries as you want. Move backward or forward to any page to read what you've already written, make some changes, add a new thought or two, or even print your journal entry.



To open your backpack and take out your journal, click  on the Home screen. You'll see a small menu appear to the right of the button. Click **Journal** to open it and begin recording your thoughts and ideas.








This is what a typical page in your **Journal** looks like:

1. **Date** – Automatically displays the current date and time each time you start a new entry.
2. **Topic** – Lets you enter a topic for your entry. A detailed topic helps keep your entries organized.
3. **Font** – You choose the font style. This opens your computer's normal fonts window.
4. **Color** – Color coordinate your text! Have fun with font colors using this button.
5. **Bold, Italicize, Underline** – Make your entries stand out. Click these buttons to make text bold, italicized, underlined, or any combination of the three.
6. You can type your journal entry here.
7. Your **journal** always opens with your most recent entry displayed. Use these arrows to scroll through all of your entries, one-by-one.
8. Use these arrows to jump directly to your first or last entry.
9. Creates a new entry. The entry you were previously typing is automatically saved.
10. Deletes the entry currently displayed on the screen.
11. Allows you to print a journal entry.
12. Clicking the **Minimize** button keeps your **journal** open, but out of sight. This lets you move between your journal and your schoolwork, so you can record thoughts while you're working in lessons or completing other tasks.
13. See a full-screen display of your journal.
14. Closes your journal. Your last entry is automatically saved.



## Creating a New Journal Entry

1. On the **Home** screen, click  and select **Journal** from the drop-down menu.
2. A new journal page automatically opens. Enter a topic in the space provided.
3. Click in the big window and begin typing your entry.
4. When you finish, close your journal and return to your **Home** screen, or click  to start another entry. Your entry is automatically saved.
5. If you click the **New** button to start a new entry, a new journal page is opened for you.



## Searching for a Journal Entry

1. On the **Home** screen, click  and select **Journal** from the drop-down menu.
2. A new journal page automatically opens. Use the arrows at the bottom of the screen to find the entry you're looking for:
  -  = takes you to the very first entry in your journal;
  -  = takes you, one-by-one, to any of your previous journal entries;
  -  = takes you, one-by-one, to any later journal entries;
  -  = if you aren't already on the newest entry, click this to open it; this is now the last and most current entry in your journal.

## Deleting a Journal Entry

1. On the **Home** screen, click  and select **Journal** from the drop-down menu.
2. A new journal page automatically opens. Use the arrows at the bottom of the screen to find the entry you want to delete.
3. When the entry you want to delete is displayed in your journal window, click  at the bottom of the screen.

## Printing a Journal Entry

1. On the **Home** screen, click  and select **Journal** from the drop-down menu.
2. A new journal page automatically opens. Use the arrows at the bottom of the screen to find the entry you want to print.
3. When the entry you want to print is displayed in your journal window, click  at the bottom of the screen.

## FIND IT FAST!

Looking for some fast information about how to perform a specific task on your **Messages** screen?

- Inbox – 150
  - Replying to a Message – 151
  - Sorting Messages – 152
  - Copying and Pasting a Message – 152
  - Composing and Sending a Message – 152
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## Messages

Switched-On Schoolhouse® 2007 (SOS) makes communicating with your teacher a cinch. You can stay on top of assignments and share questions and thoughts with your teacher using the **Messages** screen. With just a few clicks of the mouse, you can organize and keep track of the messages you send and receive, as well as print messages for safekeeping.

To get to the **Messages** screen, click  on the **Home** screen.

**NOTE:** A number on the **Messages** button alerts you that you have new messages and how many unread messages you have.

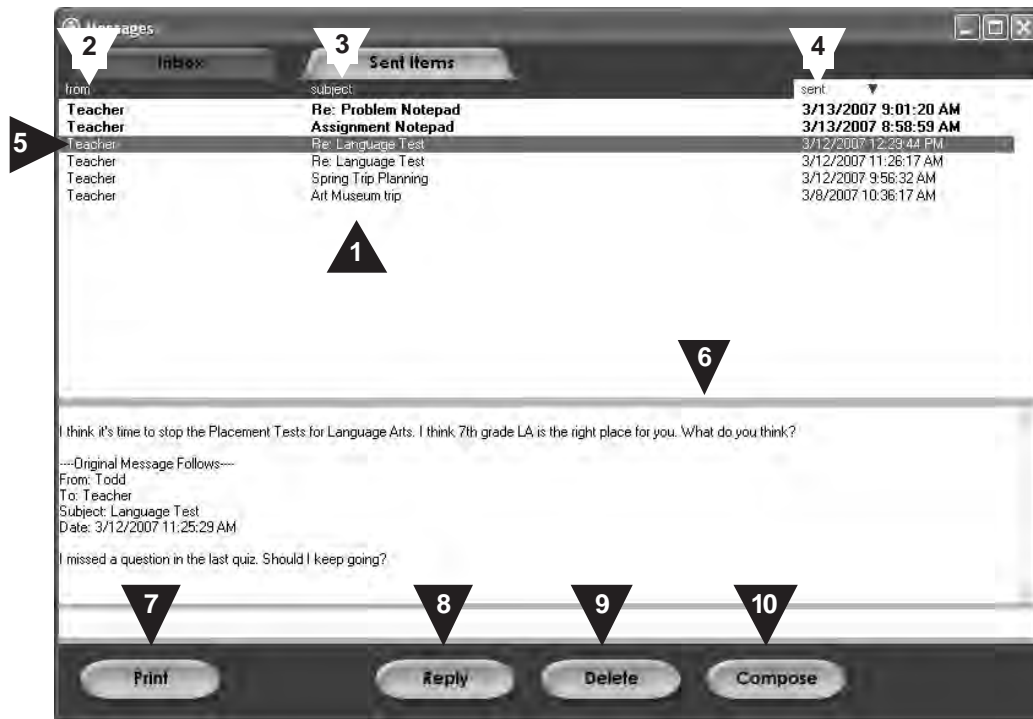
After you click the **Messages** button, your Inbox opens.





# SOS Student Messages

## Inbox



The **Inbox** shows you the messages you've received. It displays whenever you select **Messages**..

1. Displays the messages sent to you. Column headings tell who sent a message (**from**), what it's about (**subject**), and when it was sent (**sent**).

**NOTE:** Messages you haven't read yet appear in **boldface**.

2. **from** – Displays the name of your teacher.
3. **subject** – Displays the title the teacher gave to the message. You'll see "Assignment Notepad" in the **subject** column if your teacher left you a message in one of your curriculum notepads.
4. **sent** – Lets you know when your teacher sent you the message.
5. Reading a Message – Clicking anywhere on a message heading, highlights the entire row to show you selected it. The content of the message appears in the message window below. If you selected a message your teacher sent from an assignment or problem notepad, you'll see an automated response that says something like: "I left a message for you in the problem notepad for Language Arts 8, Communication, Improving Your Reading, problem # 1." Beneath this is a link that takes you directly into the assignment. You can click your notepad to read the message waiting for you.

**NOTE:** You may not modify the contents of a message in this window, but you may copy and paste it into a new message or another computer application.

6. Put your cursor anywhere on the line between the top and bottom windows, and when the cursor changes in appearance, you can click and drag it up or down to adjust the size of the windows.

7. Printing a Message – If you highlight the message to print and click the **Print** button, your computer's **Print** window appears. You can print as you normally would from your computer.
8. Clicking the **Reply** button lets you reply to a message received from your teacher.
9. Deleting a Message – In the top window, select the message header you want to erase and click the **Delete** button.

**NOTE:** Make sure you select the message to delete before you click Delete.

10. Composing a Message – The **Compose** button lets you compose and send a brand-new message to your teacher.

## Replying to a Message

1. On the **Home** screen, click **Messages**. Your **Inbox** opens.
2. In the top half of the screen, select the message you want to reply to.
3. Click **Reply** at the bottom of the screen. A **Compose Message** window (see below) opens with your teacher's name in the **To** box and the message title from the original message in the **Subject** box.

**NOTE:** You have the option to delete the subject and type in a new one.

4. Enter your message in the window in the bottom half of the screen. The original message is displayed below your reply as a quick memory aide.
5. If you want to print the message, click **Print**. Your computer's regular print window appears. Print as you would normally.
6. Click **Send** when you are done.

**NOTE:** A copy of your message appears in your **Sent Items**.

**Compose Message**

To: Teacher

Subject: Re: Language Test

Well, I did miss a couple of things in the earlier tests, but this is the one that was really hard for me.

-----Original Message Follows-----  
 From: Teacher  
 To: Todd  
 Subject: Re: Language Test  
 Date: 3/12/2007 12:29:44 PM

I think it's time to stop the Placement Tests for Language Arts. I think 7th grade LA is the right place for you. What do you think?

-----Original Message Follows-----  
 From: Todd  
 To: Teacher  
 Subject: Language Test  
 Date: 3/12/2007 11:25:29 AM

I missed a question in the last quiz. Should I keep going?

Print Send Cancel



# SOS Student Messages

## Sorting Your Messages

You can keep your mail organized by sorting your messages. You can sort them according to sender, subject, or time sent. Click on the name of the column heading you'd like to sort by. Each time you click, your messages are sorted by letter or number in ascending or descending order.



## Copying and Pasting a Message

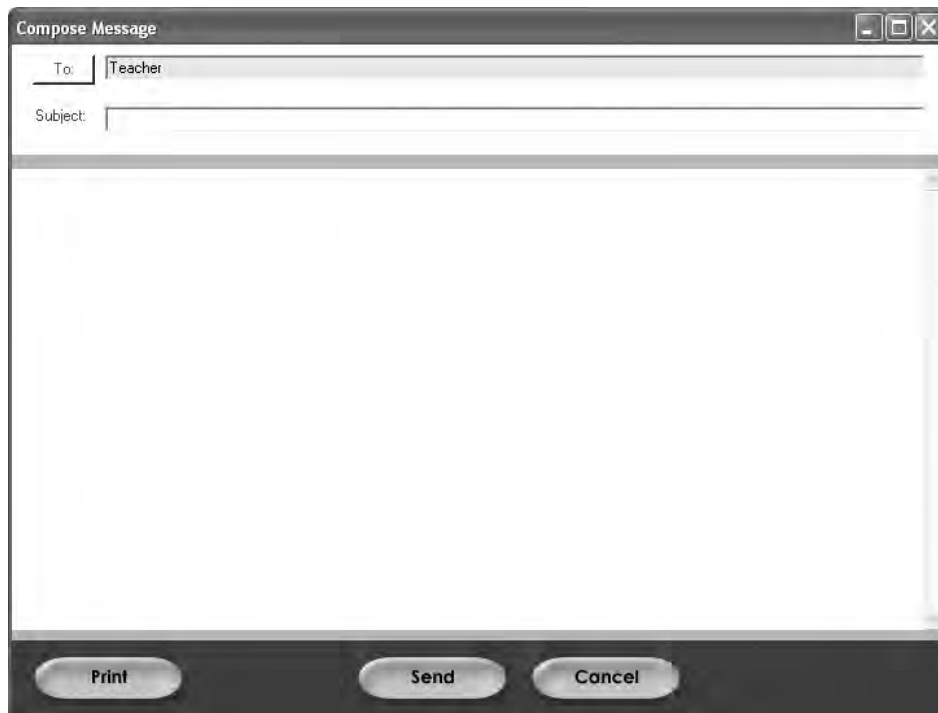
You can copy any part of a message and paste it into a new message or another computer application.



1. Highlight the text you want to copy.
2. Press **Ctrl+C** on your keyboard (this copies the text you highlighted).
3. Go to where you want to paste the message.
4. Position your cursor where you want your message to be pasted and click.
5. Press **Ctrl+V** on your keyboard (this pastes your message).

## Composing and Sending a Message

To compose a message to your teacher from either your **Inbox** or **Sent Items** screens:

1. On the **Home** screen, click . Your **Messages** screen opens.
2. Use the **Inbox** or **Sent Items** tab at the top to go to the screen you want to send your message from.
3. Click  to open the **Compose Message** window.



4. The **To** drop-down menu displays your teacher's name.
5. Give your message a subject in the **Subject** box. Choose a subject title that tells your reader what the message is about.
6. Type your message in the message window in the bottom half of the screen.
7. To print the message, click . Your computer's regular print window appears. Print as you would normally.
8. Click .

**NOTE:** After you send it, a record of your message appears in your **Sent Items**.

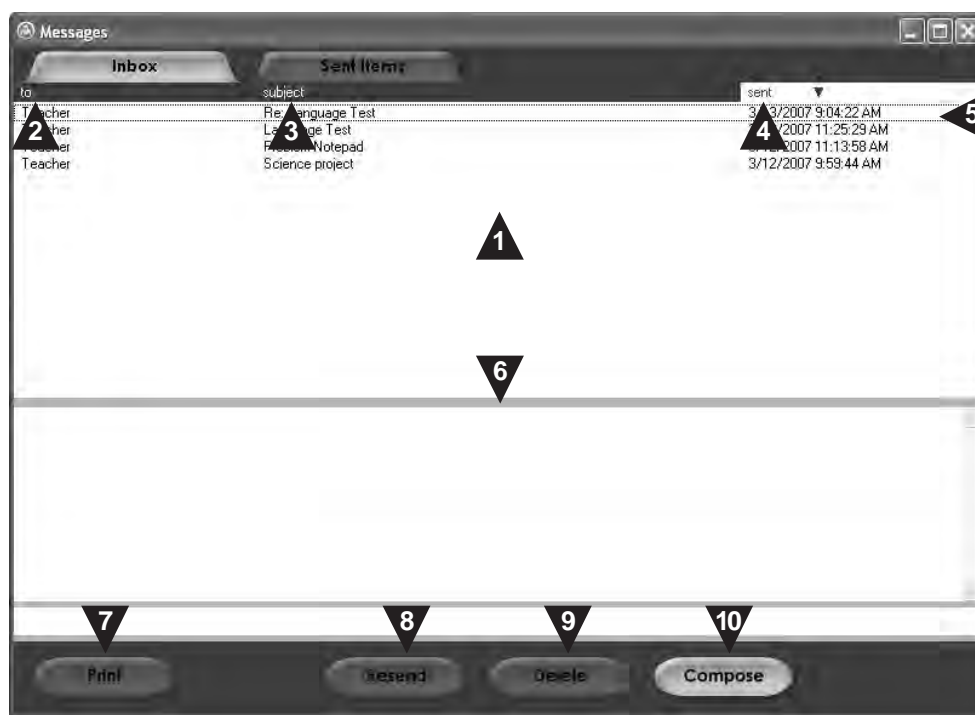
## Sent Items

The **Sent Items** screen provides a way to keep track of your correspondence. It looks a lot like your **Inbox**. The major difference is that the **Sent Items** screen shows you the messages you've sent rather than received.

**TIP:** It's a good idea to periodically clean out your **Sent Items**, deleting messages you don't need to keep.

To go to the **Sent Items** screen:


1. Click **Messages** on the **Home** screen.
2. Click the **Sent Items** tab at the top of the page.



1. Messages you've sent are found here. There are three columns of information that tell you a bit more about each sent item. Like the **Inbox**, you can sort your messages by clicking the column titles.
2. **to** – Displays who you sent the message to.
3. **subject** – Displays the title you gave the message you sent. If you left your teacher a message in one of your assignment or problem notepads, the title will indicate that.
4. **sent** – Displays when you sent a message to your teacher.
5. Reading a Sent Message – Clicking anywhere on a message in the top window to select it, highlights the entire row, to show you've selected it. The content of the message appears in the message window below. If you selected a message that you left for your teacher in an assignment or problem notepad, the message says something like, "I left you a message in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1."


**NOTE:**

You can not modify the contents of a message in this window, but you can copy and paste it into a new message or another computer application.

6. Positioning your cursor anywhere on the line between the top and bottom windows, you see your cursor change in appearance; you can then click and drag it up or down to adjust the size of the windows.
7. Printing a Sent Message – If you highlight the message to print and click the **Print** button, your computer's **Print** window appears. Print as you normally would from your computer.
8. Resending a Message – You can highlight the message you want to resend in your list of sent items. Click the **Resend** button. You see a note at the bottom of your screen letting you know that your message was successfully resent. This message appears at the top of your **Sent Items** window. Notice that it shows the date and time you sent it.
9. Deleting a Sent Message – The  button lets you permanently delete a message you no longer want. Select the message you want to erase and click this button.

**NOTE:**

If you don't first select a message to delete, nothing happens when you click **Delete**.

10. Composing a Message – The  button lets you compose and send a new message to your teacher.



### FIND IT FAST!

Looking for some fast information about how to use your resource center?

Dictionary – 157

Looking Up a Word in the Dictionary – 157

Periodic Table – 157

Periodic Table of Elements – 158

Element Description Screen – 159

Key to Reading Element Cells – 160

Table of Element Names – 161


Learning about Elements in the Periodic Table – 161

Calculator – 162

Using the Calculator – 162

## Resource Center

The Switched-On Schoolhouse® 2007 (SOS) **Resource Center** can be a helpful place for students and teachers. Not sure how to spell “misspell”? Look it up in the **dictionary**. Forgot the atomic number of an element? Check out the detailed **Periodic Table of Elements**. Want to add up how many days until vacation? Crunch the numbers using the **calculator**.


When you click  on the **Home** screen, three options appear in a menu to the right. The **Resource Center** contains:

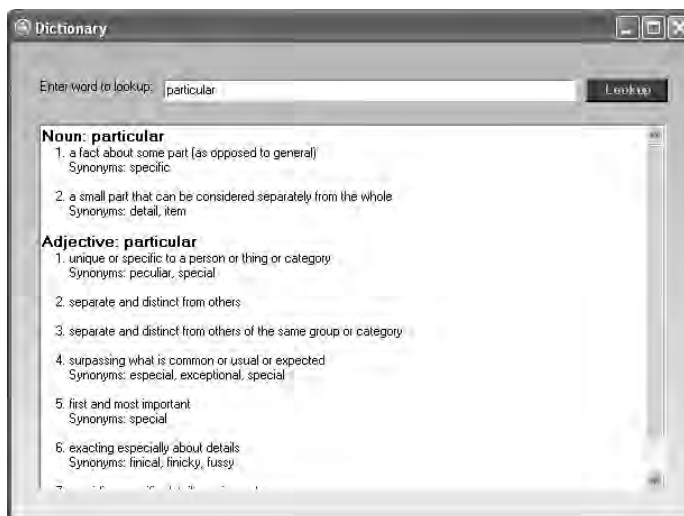
- a dictionary.
- an interactive periodic table.
- a calculator.



## Dictionary

### Looking Up a Word in the Dictionary

1. On the **Home** screen, click .
2. Select **Dictionary** from the small menu that appears. The **SOS Dictionary** window opens.
3. Type the word to look up in the **Enter word to lookup** textbox.
4. Click the **Lookup** button or press the **Enter** key. The definition for the word and other relevant information appear in the white area below where you typed the word.



## Periodic Table

The **Periodic Table** is a resource that helps you learn about the Periodic Table of Elements. Although you may only need to use this for science, learning about the history of the elements can be interesting reading, as well.

From the **Resource Center**, click **Periodic Table** to open it. Notice as you click around that this resource is made up of four major screens. Each one is linked to the other to make navigating easy for you. What sort of information is available to you in each screen of the **Periodic Table**?

- **Periodic Table of Elements** – Features an interactive **Periodic Table of Elements**. It's the first screen that pops up, so think of it as the **Home** screen of the **Periodic Table**.
- **Element Description** – Specific information about any individual element you click. Learn about an element's use and properties and how it was discovered.
- **Key to Reading Element Cells** – A diagram illustrating how to interpret a typical cell in the **Periodic Table**. You can read about the different parts of a cell and find out what they mean.

**NOTE:** A cell is an individual box containing an element on the **Periodic Table**.

- **Table of Element Names** – Lists all the elements in order by full name, according to their atomic number.

Access the **Periodic Table** at any time, even while you have an assignment open.



### Periodic Table of Elements

Periodic Table

# Periodic Table of Elements

	I	II	Transition Elements										III	IV	V	VI	VII	Noble Gases
1	<div>H1</div>	Light Metals															<div>He2</div>	
2	<div>Li3</div>	<div>Be4</div>											<div>B5</div>	<div>C6</div>	<div>N7</div>	<div>O8</div>	<div>F9</div>	<div>Ne10</div>
3	<div>Na11</div>	<div>Mg12</div>											<div>Al13</div>	<div>Si14</div>	<div>P15</div>	<div>S16</div>	<div>Cl17</div>	<div>Ar18</div>
4	<div>K19</div>	<div>Ca20</div>	<div>Sc21</div>	<div>Ti22</div>	<div>V23</div>	<div>Cr24</div>	<div>Mn25</div>	<div>Fe26</div>	<div>Co27</div>	<div>Ni28</div>	<div>Cu29</div>	<div>Zn30</div>	<div>Ga31</div>	<div>Ge32</div>	<div>As33</div>	<div>Se34</div>	<div>Br35</div>	<div>Kr36</div>
5	<div>Rb37</div>	<div>Sr38</div>	<div>Y39</div>	<div>Zr40</div>	<div>Nb41</div>	<div>Mo42</div>	<div>Tc43</div>	<div>Ru44</div>	<div>Rh45</div>	<div>Pd46</div>	<div>Ag47</div>	<div>Cd48</div>	<div>In49</div>	<div>Sn50</div>	<div>Sb51</div>	<div>Te52</div>	<div>I53</div>	<div>Xe54</div>
6	<div>Cs55</div>	<div>Ba56</div>		<div>Hf72</div>	<div>Ta73</div>	<div>W74</div>	<div>Re75</div>	<div>Os76</div>	<div>Ir77</div>	<div>Pt78</div>	<div>Au79</div>	<div>Hg80</div>	<div>Tl81</div>	<div>Pb82</div>	<div>Bi83</div>	<div>Po84</div>	<div>At85</div>	<div>Rn86</div>
7	<div>Fr87</div>	<div>Ra88</div>		<div>Rf104</div>	<div>Db105</div>	<div>Sg106</div>	<div>Bh107</div>	<div>Hs108</div>	<div>Mt109</div>	<div>Uun110</div>	<div>Uuu111</div>	<div>Uub112</div>						

BA

Lanthanide Series

Actinide Series

7A

<div>La57</div>	<div>Ce58</div>	<div>Pr59</div>	<div>Nd60</div>	<div>Pm61</div>	<div>Sm62</div>	<div>Eu63</div>	<div>Gd64</div>	<div>Tb65</div>	<div>Dy66</div>	<div>Ho67</div>	<div>Er68</div>	<div>Tm69</div>	<div>Yb70</div>	<div>Lu71</div>
<div>Ac89</div>	<div>Th90</div>	<div>Pa91</div>	<div>U92</div>	<div>Np93</div>	<div>Pu94</div>	<div>Am95</div>	<div>Cm96</div>	<div>Bk97</div>	<div>Cf98</div>	<div>Es99</div>	<div>Fm100</div>	<div>Md101</div>	<div>No102</div>	<div>Lr103</div>

Key to Reading  
Element Cells

Table of  
Element Names

1. Displays a listing of the elements with their atomic number. Click any element to view specific details about it on the **Element Description** screen.
2. Shows you how to use the **Periodic Table**.
3. Lists the elements by name, in order of atomic number.
4. Expands the **Periodic Table** window to full screen.

## Element Description Screen

Specific information about any element on the **Periodic Table** is found on the **Element Description** screen.

The discovery of the element boron is credited to Sir Humphry Davy, and also Gay-Lussac and Thenard in 1808. However the existence of boron compounds have been known for centuries. The ores containing boron are kernite and tincal. The predominant source of these ores is found in the Mojave Desert with tincal being the more important of the two.

Boron's most important use is in the manufacture of fiberglass insulation. Other diverse uses include the production of flares, rockets, lubricants, antiseptics, and shields for nuclear radiation. These applications name only a few of the many and varied functions boron performs.

Element	Boron
Symbol:	B
Atomic number:	5
Atomic weight:	10.81

[Key to Reading Element Cells](#) [Back to Periodic Table of Elements](#) [Table of Element Names](#)

1. Information about how an element was discovered, who discovered it, and what it looks like.
2. Details about how an element is commonly used.
3. At-a-glance details about an element.
4. How an element is represented on the actual **Periodic Table**.
5. Go to a screen to learn about how to use the chart.
6. Return to the main **Periodic Table of Elements** screen.
7. See a list of element names, in order of atomic number.



### Key to Reading Element Cells

This screen tells you what the different numbers and abbreviations in element cells mean.

**Periodic Table**

The diagram below illustrates how to interpret a typical cell in the periodic table. Please note the breakdown of the different parts of the cell and the description of their meanings.

Electron distribution	2 8 18 18 8 1	55 <b>Cs</b> 132.91	Atomic number
Inner layer			Symbol
Outer layer			Atomic mass

- The element is identified by its chemical symbol in the middle of the cell.
- The atomic number, giving the number of protons in the nucleus, is the large number above the element symbol.
- The atomic weight gives the total number of protons and neutrons in the nucleus. It is a fractional number, since it is the average of the types and occurrences of all the isotopes of the elements.

- The vertical row of numbers on the left of the cell shows the electron distribution. Each number gives the total number of electrons in each electron layer that occurs in that particular element.
- The top number shows the number of electrons in the innermost shell, and each subsequent number shows the number of electrons in that corresponding shell.
- The total number of electrons (2) equal to the atomic number (55) yielding a neutral atom.

[Back to Periodic Table of Elements](#) **3** [Table of Element Names](#)

[Credits](#)

1. See a list of element names, in order of atomic number.
2. Return to the main **Periodic Table of Elements** screen.
3. See who developed the **Periodic Table** resource.

## Table of Element Names

This screen shows a list of the elements sorted by full name, in order of atomic number.

1

**ELEMENTS**  
Listed by Atomic Number

1. Hydrogen	29. Copper	57. Lanthanum	85. Astatine
2. Helium	30. Zinc	58. Cerium	86. Radon
3. Lithium	31. Gallium	59. Praseodymium	87. Francium
4. Beryllium	32. Germanium	60. Neodymium	88. Radium
5. Boron	33. Arsenic	61. Promethium	89. Actinium
6. Carbon	34. Selenium	62. Samarium	90. Thorium
7. Nitrogen	35. Bromine	63. Europium	91. Protactinium
8. Oxygen	36. Krypton	64. Gadolinium	92. Uranium
9. Fluorine	37. Rubidium	65. Terbium	93. Neptunium
10. Neon	38. Strontium	66. Dysprosium	94. Plutonium
11. Sodium	39. Yttrium	67. Holmium	95. Americium
12. Magnesium	40. Zirconium	68. Erbium	96. Curium
13. Aluminum	41. Niobium	69. Thulium	97. Berkelium
14. Silicon	42. Molybdenum	70. Ytterbium	98. Californium
15. Phosphorus	43. Technetium	71. Lutetium	99. Einsteinium
16. Sulfur	44. Rhenium	72. Hafnium	100. Fermium
17. Chlorine	45. Rhodium	73. Tantalum	101. Mendelevium
18. Argon	46. Palladium	74. Tungsten	102. Nobelium
19. Potassium	47. Silver	75. Rhenium	103. Lawrencium
20. Calcium	48. Cadmium	76. Osmium	104. Rutherfordium
21. Scandium	49. Indium	77. Iridium	105. Dubnium
22. Titanium	50. Tin	78. Platinum	106. Seaborgium
23. Vanadium	51. Antimony	79. Gold	107. Bohrium
24. Chromium	52. Tellurium	80. Mercury	108. Hassium
25. Manganese	53. Iodine	81. Thallium	109. Meitnerium
26. Iron	54. Xenon	82. Lead	110. Ununnilium
27. Cobalt	55. Cesium	83. Bismuth	111. Unununium
28. Nickel	56. Barium	84. Polonium	112. Ununbium

Link to Reading  
Element Cells

Back to Periodic  
Table of Elements

2

3

1. Clicking any **element name** lets you learn more about it.
2. Learn how to interpret the different numbers and abbreviations in element cells.
3. Return to the main **Periodic Table of Elements** screen.

## Learning About Elements in the Periodic Table

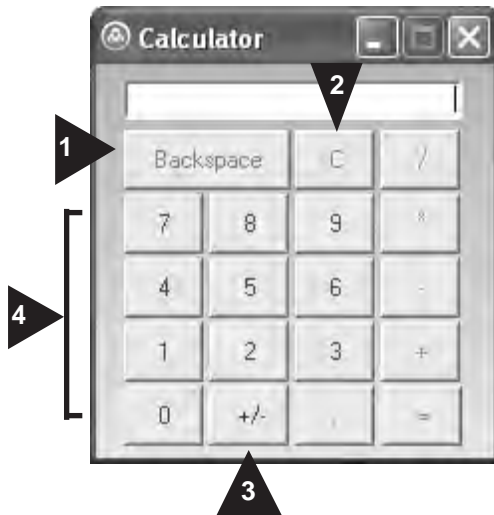
1. On the **Home** screen, click Resource Center.
2. Select **Periodic Table** from the small menu that appears. The **Periodic Table** window opens.
3. Click **element names** and links to navigate around the **Periodic Table** screens, using the information you see to learn about different elements.



### Calculator


Use the **Calculator** to add, subtract, multiply, and divide both positive and negative numbers.

On the **Home** screen, click  then, select the **Calculator** option.



1. Click to erase one digit at a time.
2. Click to clear all the numbers on the display.
3. Click once to create a negative number. Click it again to get a positive number.
4. Clicking the appropriate buttons lets you calculate what you need.

### Using the Calculator

1. On the **Home** screen, click .
2. Select **Calculator** from the small menu that appears. The **Calculator** window (shown above) opens.
3. Click the appropriate buttons or use the buttons on your keyboard to calculate what you need.

## FIND IT FAST!

Looking for some fast information about how to perform a specific task through your **Application** button?


Changing Your Student Password – 163

Changing Your SOS Theme – 164

Backing Up Your Database – 167

Logging Out – 168


## Application

The  button lets you do behind-the-scenes maintenance. Use it to change your password, modify the look of SOS Student, back up your work (the entire SOS database), or log off of SOS.

### Changing Your Student Password


Your student login password provides you with security, protecting your schoolwork and grades. It ensures that only you are able to work through your own assignments. This is especially useful if there is more than one student working with SOS on the same computer.

If your teacher requires you to log in to SOS Student with a password, you can change this password any time.

1. On the **Home** screen, click . A small menu appears to the right of the button.
2. Select the **Change Password** option from this menu. The **Change Password** pop-up window opens.

#### NOTE:

For security reasons, any characters you type in this window appear as a series of dots. This means that anyone looking at the screen cannot see your password.

3. Type the password you're currently using in the **current password** textbox.
4. Type a new password in the **new password** textbox. It can be up to 12 characters long. You can use numbers or letters, but no spaces between. The password is case sensitive, so be sure your **Caps Lock** key is not on.
5. Confirm your new password by typing it again in the **verify new password** textbox.
6. Click  to save your new password. Your change is immediately applied.





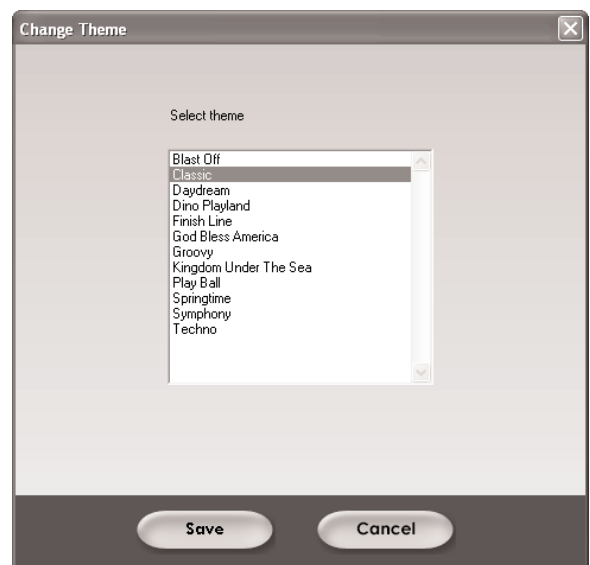
The image shows a 'Change Password' dialog box with three text input fields: 'Current password', 'New password', and 'Verify new password'. Each field contains six asterisks (\*\*\*\*\*). At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.



## Changing Your SOS Theme

Want a change of scenery? You can go from “Springtime” to “Symphony,” or “Techno” to “Finish Line” with just a few clicks of the mouse. Choose from 12 different themes that change the look and feel of SOS Student:

1. On the **Home** screen, click . A small menu appears to the right of the button.
2. Select the Change Theme option. The **Change Theme** pop-up window (shown at right) opens.
3. Highlight the theme to select it. Notice even before you save your new theme that the colors and buttons in this window change.
4. Click  to save your new theme. You are automatically returned to the **Home** screen, where you see the new theme displayed.



Want to see what all the themes look like? Here's a peek:

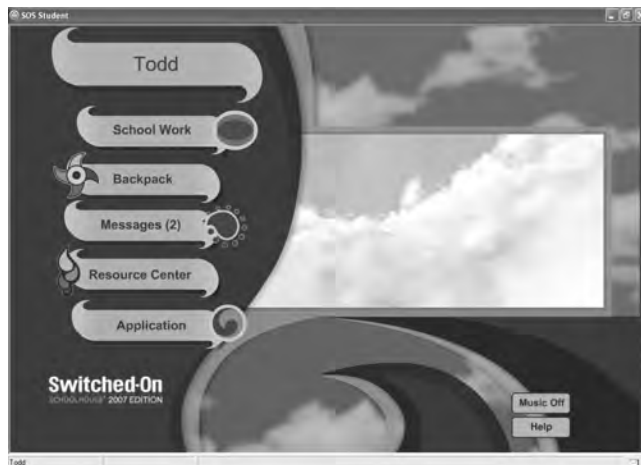


**Blast Off**

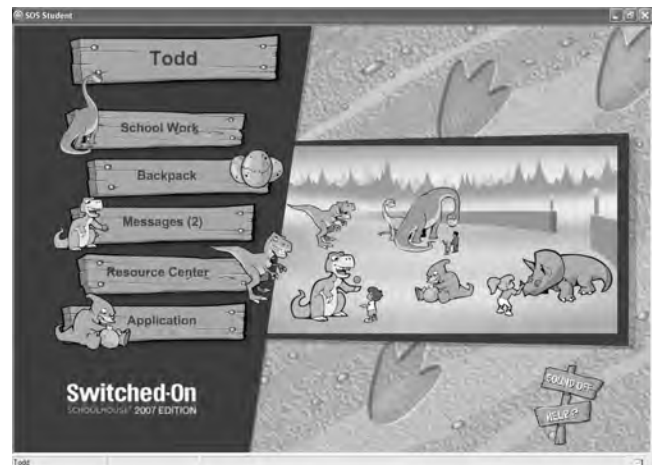


**Classic**

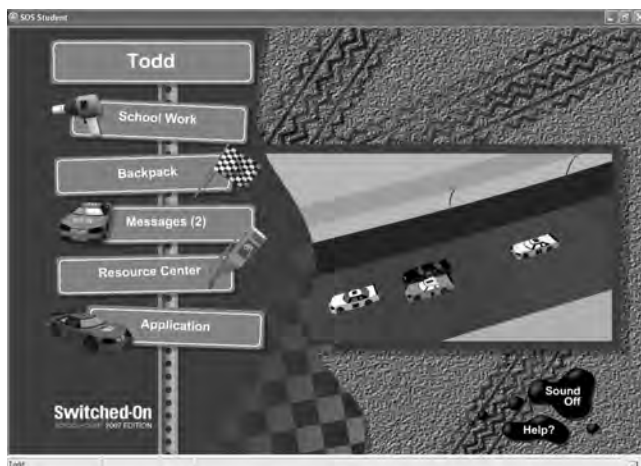
## Student Themes (cont.)



Daydream



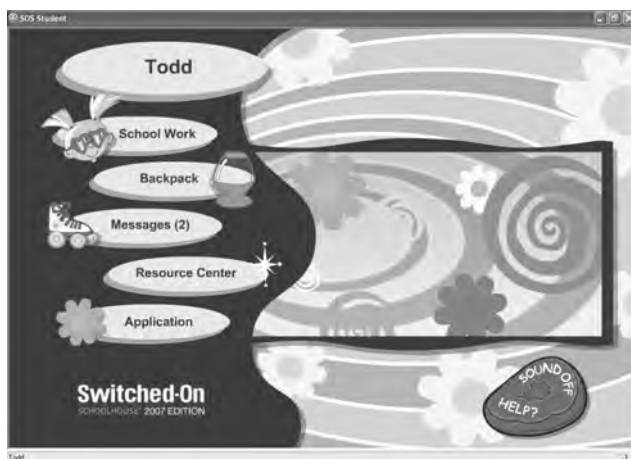
Dino Playland



Finish Line



God Bless America



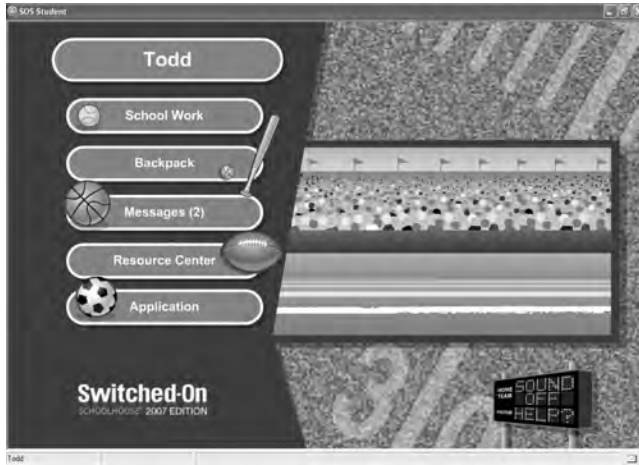
Groovy



Kingdom Under the Sea™

# SOS Student Application

## Student Themes (cont.)



Play Ball



Springtime



Symphony



Techno

## Backup

### NOTE:

Depending on the way your teacher installed and set up SOS on your computer, you may have the choice to perform backups when you click the **Application** button on your **Home** screen.

If you do see this menu selection, talk to your teacher before you try doing a backup. Find out if your teacher wants you to do this or not. This option may not be available to you at all.

**Backup** is a feature that protects all of your data. Performing daily backups of your entire SOS database is critical. Copying student work and grades to a different location safeguards all schoolwork and eliminates the concern that everything could be lost in the event of a problem with your computer's hard drive. A second advantage of performing backups is, everything is saved exactly as-is. A previously created backup can be restored by your teacher.


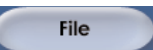
Keep these points in mind before beginning a backup of your data:

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

## Backing Up Files

### NOTE:

The backup operation can only be performed when there are no students currently doing schoolwork. A backup can only be done if this computer is not on a network. Before beginning, make sure all students exit SOS so no work is lost. SOS prompts you to do this by displaying a reminder window when you select Backup.


1. Click  on the **Home** screen.
2. Click **Backup** on the small menu that appears to the right of the button.
3. A small **Backup** window appears.
4. Click . A window appears.

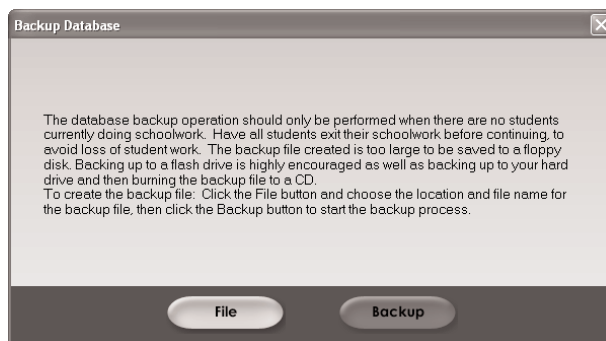
You decide:

- the file name to use for the backup file
- where the backup file is to be saved


### NOTE:

Notice, "SOSbackup" automatically appears in the **File Name** box. It is a .bak file, which is a file extension specifically for doing backups. Do *not* change this file extension.

5. If this is your first backup, create a new folder. Click the **Create New Folder** icon () at the top of the directory. You can use the same folder for all of your backup files.
6. Name your new folder. Choose a name that helps you remember what is inside it.





7. Open the folder by double-clicking it.
8. You may rename the backup file or choose to leave it "SOSbackup."
9. Click .

**NOTE:**

If a backup file with the same name was previously created, a message box appears to alert you that the file already exists. Click **Yes** to replace it with the new one.

10. You are automatically returned to the **Backup** window. Click the **Backup** button at the bottom of the window. You see a message alerting you that the database backup is in progress. This process copies the entire database, so it may take a few minutes.
11. When the backup process is finished, you will get a message telling you that the backup file was successfully created. Click the **Ok** button. You now have a backup of your entire SOS database.


**NOTE:**

If you saved the backup file on your hard drive, you now need to transfer it to a disc or to a flash drive

If the database needs to be restored, see your teacher.

Remember, talk to your teacher before you do a backup!

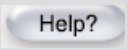
## Logout

If you want to log out without closing SOS Student, you can click  on the **Home** screen. Select **Logout** on the small menu that appears to the right of the **Application** button. You are returned to the **Login** screen.





## Electronic Help File

If you have questions or need help while you're working in SOS, open the easy-to-use help file:

1. On the **Home** screen, click the  button in the lower right-hand corner. This opens the electronic **Help** file. You can find answers to your questions with just a few simple clicks of the mouse. If you are on another screen in SOS, just press the **F1** key to open the help file.
2. Click the relevant links to learn more about the topics you're researching.

## Exiting SOS Student

There are three ways to exit SOS Student:

1. Click the **Close** button () in the upper right-hand corner.
2. Enter **Alt+F4** on your keyboard from anywhere in SOS Student.
3. From the **Home** screen you can also click the SOS icon () in the upper left-hand corner and select **Close** from the small menu that appears.