

SOS Teacher



Administration

Lesson Book

Messages

Resource Center

Application

Reports



FIND IT FAST!

Looking for some fast information about how to set up your school, students, or curriculum?

School Setup

- Setting Up Assignment Options for Your School – 44
- Setting Up Quiz/Test Options for Your School – 48
- Setting Up Grade Options for Your School – 50
- Setting Up Term Options for Your School – 51
 - Creating a School Term – 53
 - Renaming a School Term – 53
 - Deleting a School Term – 54
 - Structuring a School Term – 54
 - Structuring a School Term Around an Academic Year – 54
 - Terms Not Structured by Time – 55
 - The School Calendar – 56
- Creating a School Term Not Structured around a Calendar – 57
 - Switching between School Days and Non-School Days – 57
 - Changing a School Day to a Non-School Day – 57
 - Shortcut to Modify Calendar Days – 58
 - Adding, Editing, Removing Events – 58

Student Setup

- Assignment Options for a Student – 61
- Setting Up Quiz/Test Options for a Student – 62
- Setting Up Grade Options for a Student – 64
- Editing a Student's Calendar – 65
 - Edit Day Window – 67

Curriculum Setup

- Installing an SOS Subject – 70
- Building Your Own Curriculum – 73
 - Creating a Custom Subject – 74
 - Editing a Subject – 75
 - Creating Custom Projects (Assignments) – 77
 - Previewing an Assignment – 78
 - Curriculum Review – 80
 - Assigning a Subject – 81
 - Deleting a Custom Subject – 82
 - Uninstalling a Default Subject – 83

For Teachers

This section offers you the tools you need to get started as a teacher in Switched-On Schoolhouse® 2007 (SOS). You can customize settings to help tailor learning for your students and manage the SOS experience so teacher workload is dramatically reduced. Although this program has not been designed to replace you, the teacher, it can save you time by simplifying many administrative and grading tasks. If you are new to SOS, the first few weeks may be a period of adjustment to computerized education. Soon, you'll be able to easily navigate the various menus and pinpoint ways to help your students excel.

Making the Most of Your SOS Setup Screens

SOS lets you decide how your students:

- ⇒ process new information,
- ⇒ are graded for their work,
- ⇒ progress through the curriculum.

So, you need to know what the options do and how they connect with one another.

Setup happens at three levels:

1. **School** - applies to all the students in SOS
2. **Student** - applies to individual students in SOS
3. **Subject** - applies to individual subjects that individual students are taking in SOS

SOS is designed so that you set up options for assignments, grades, and terms at the **School** level first, the **Student** level second, and **Subject** level third. Each level gets more specific, enabling you to customize the learning experience for your students according to their needs. For example, if you want all the students in your school to be able to have three attempts at solving problems with no penalty, leave the box to the left of the **Problems attempt penalty box** on the **School setup** screen unchecked.

Suppose one of your students tends to answer without carefully considering the options. You want him to think a bit more before he answers. You go to Jacob's **Student Setup** screen to put a check in the box to the left of the **Problems attempt penalty box**. Next enter the percentage you want to deduct for each attempt in the box to the right of **Problems attempt penalty** option. Finally, you decide that even though he does not do very well in mathematics, he really tries to do his best, so you do not want to penalize him for trying. To allow him multiple attempts, you remove the checkmark beside the **Problems attempt penalty** option on Jacob's mathematics **Subject** screen. You've now set up your school so that:

- At the **School** level, all students have three attempts to solve a problem with no penalty;
- At the **Student** level, Jacob loses a percentage for each incorrect attempt he makes;
- At the **Subject** level, Jacob has three attempts to solve Math problems with no penalty.



Every time you go to a more specific level of setup, you override what you set up in the levels above. Keep in mind: It's very important to know what options you chose at the deepest levels of setup. That way, you know what options apply.

When you are deciding between options during the setup process, remember that you can choose to set up options at the **School** level and leave it at that. Setup need only be as specific as you decide.

Level	Screen to View	How to Get There
School	School Setup screens	On your Home screen, click the Administration button. Select the School Setup tab. Use the Edit drop-down menu to view the options you set for assignments, grades, and school terms.
Student	Student Setup screens	On your Home screen, click the Administration button. Select the Student Setup tab. Use the Student List to choose the student. Click the Options or Calendar buttons at the bottom of the screen.
Subject	Assignments screens	On your Home screen, click Lesson Book . Select the Assignment tab. Choose the student using the Select Student drop-down menu. Select the subject you want to view. Click the Edit button Use the Edit drop-down menu to view the assignment and grading options.

Administration

The SOS Teacher Home Screen

Welcome home! Whenever you log into Switched-On Schoolhouse® 2007 (SOS), the **Home** screen is displayed. Click the buttons to go anywhere in SOS Teacher.



NOTE:



These numbered pointers are navigation aids to help you identify the many features and capabilities on each screen. They do not appear in the program.

1. Displays the **username** entered during installation.
2. **Administration** – Access to the **School**, **Student**, and **Curriculum Setup** screens.
3. **Lesson Book** – Entry to assignments, grade student work, monitor students progress, and see up-to-the-minute status on grades.
4. **Messages** – Sends and receives messages, access to student comments or questions in their curriculum notepads.
5. **Resource Center** – Access to the dictionary, the interactive periodic table, or the calculator.
6. **Application** – To change passwords, backup and restore information, import and export SOS data, or access the **Setup Wizard**.
7. **Reports** – To view and print students' grade reports, add grades from other subjects and electives students may be taking outside of SOS.
8. **SOS Icon** – Read about Switched-on Schoolhouse® 2007.
9. **Help?** – To get additional assistance with SOS in an electronic file instead of paper manual.



The **Administration** button groups the setup screens together, helping you manage school, student, and curriculum settings in a few simple steps.

When you set up your school, you are setting options that globally affect all the students in SOS. Here are four school setup screens that you'll use:

- **Assignment Settings** screen — set up how assignments are presented to students
- **Quiz/Test Settings** screen — set up how quizzes and tests are presented to students
- **Grade Settings** screen — set up how students are graded
- **Term Settings** screen — set up school terms and calendars to organize and track your students work

The School Setup Assignment Settings Screen

Decide how you want assignments presented to your students. The options you set here shape the way your students learn and process the information in their assignments. The SOS default options are those recommended for general use. Change them as necessary to meet your students' needs. You can come back to the original default settings at any time with the click of a button.

Remember:

Anything you set at the **School** level applies to every single student in SOS. To customize settings for an individual student, go to the **Student** level instead.

On the **Home** screen, click **Administration**. The **School Setup Assignment Settings** screen displays.



Here are the features you'll find on the **School Setup Assignment Settings** screen:

1. **Home** – Returns you to the **Home** screen.
2. **School Setup** – Displays the **School Setup** screen.
3. **Student Setup** – Takes you to the **Student Setup** screen to edit student information and customize options for individual students.
4. **Curriculum Setup** – Takes you to the **Curriculum Setup** screen to install, create, edit, and assign subjects in SOS.
5. **Edit** drop-down menu – Indicates the part of **School Setup** you're currently editing. **Assignment Settings** indicate that you're going to make decisions about assignments for your school. The other three choices are **Quiz/Test Settings**, **Grade Settings**, and **Term Settings**.
6. **Lesson Options** – These options control what students see and do while working in lessons. To select an option, click in the box beside it, placing a checkmark in it. To *deselect* an option, click an existing checkmark, clearing the checkbox.

- **Internet access** – Allows students to click on “www” links in lessons. Unchecking this box blocks student access to the Internet through the curriculum.

TIP:

SOS uses Web links to supplement and enhance the curriculum. If you have students who spend too much time surfing the Web, you can uncheck this option until their lessons are finished.

- **Leave skipped problem message** – Allows students to skip problems in lessons if they provide reasons for skipping. Skipped problems are not factored into the grade, but you do have the option to reassign them to your students.
- **Access answer key** – Allows students to see correct answers after they've worked through and received grades for problems. They do not see answers until they've used up all their attempts at answering.



Assignment Settings (cont.)

- **Easy spelling** – If Easy spelling is checked, all words less than eight characters long are spell-checked, instead of the entire answer being marked incorrect if it includes a misspelled word. (All words seven or more characters are automatically spell checked. If Easy spelling is checked, words less than seven characters are also spell-checked.)

NOTE: SOS automatically takes off 5% per textbox for any word more than seven characters if it is misspelled. Misspelled words shorter than seven characters are usually marked completely wrong, unless **Easy spelling** is checked.

- **Spelling penalty** – Gives students partial credit for correct answers if there are misspelled words (as opposed to counting the entire answer incorrect if it includes a misspelled word). To require exact spelling in all student answers, set the Spelling penalty to 100%.

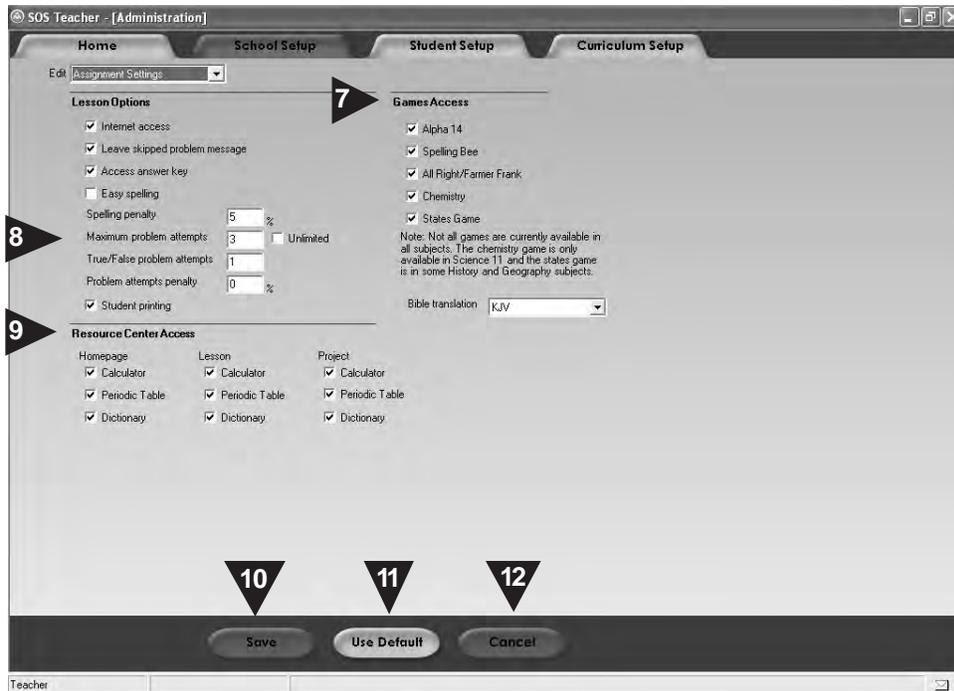
NOTE: Percentages you set here may not always apply. In some units, such as in Language Arts, the curriculum requires exact spelling and punctuation.

- **Maximum problem attempts** – Lists the maximum number of attempts students have to answer problems correctly. After all their attempts are used up, they receive their score based on their final answers.
- **Unlimited problem attempts** – If there is a check in the checkbox, this enables students to rework problems as many times as they want to until all problems are answered correctly. This is like a teacher who hands back assignments to students, allowing them to correct their answers and learn from their mistakes. It acts as a built-in tutor, helping students practice certain skills before moving on to new lessons.

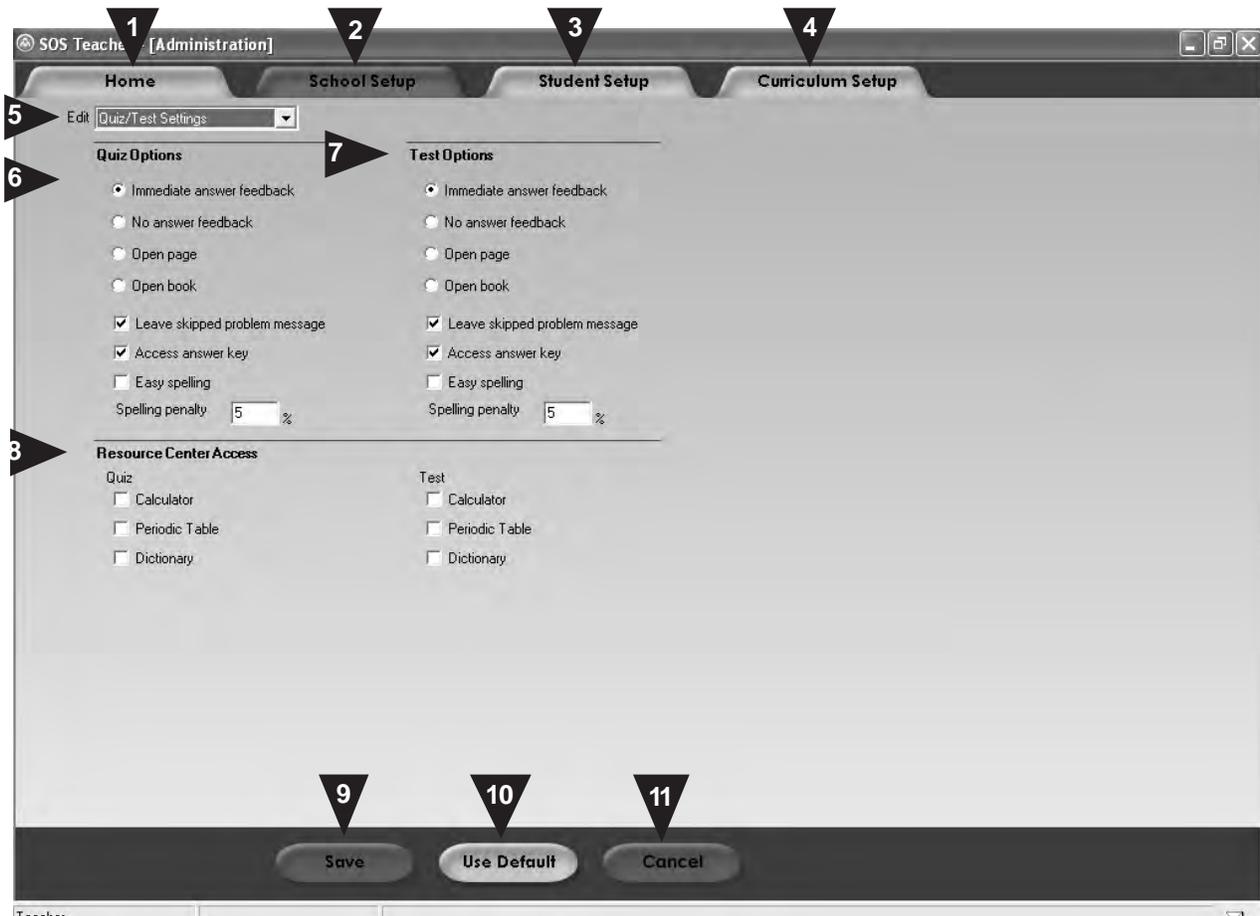
NOTE: If students can't exit lessons because they are unable to answer all problems correctly, you may need to allow them to skip problems or use the student  button. (See the Problems Help topic in the electronic **Help** file.)

- **True/False problem attempts** – Defaults to one attempt since there are only two possible answers. You have the option to change the number of attempts your students have to answer these type of questions.
- **Problem attempts penalty** – Allows you to type in the number of percentage points you want deducted each time students rework incorrect problems. Deducts that number of percentage points each time a student re-attempts a problem. This encourages students to answer to the best of their abilities the first time.
- **Student Printing** – Allows students to print completed assignments in SOS Student. Students will not be able to print any assignments if this box is not checked.

7. **Games Access** – Allows you to determine if students may play each type of educational game (Alpha 14, Spelling Bee, AllRight/Farmer Frank, Chemistry, and States Game) in the curriculum. A checkmark in the box next to the game type indicates students are able to access that particular type of game. Remove the checkmark to block access to the game type.



8. **Bible Translation** – You can highlight and select the Bible translation you want your students to use in their assignments. Choose between the King James Version (KJV), or the New American Standard Bible® (NASB).
 9. **Resource Center Access** – Check each option in this section that you want your students to be able to use from their Home screens, in lessons, and projects.
 10. **Save** – Saves any changes you made on the screen.
 11. **Use Default** – Resets all options on the School Setup screens to SOS default settings (settings most recommended for general use). If you've made changes and saved them, click this button at any time to return to the original default settings.
- NOTE:** This button resets not only the school **Assignment Settings**, but also the school **Quiz/Test Settings** and **Grade Settings** as well.
12. **Cancel** – Cancels any changes you haven't yet saved.



The School Setup Quiz/Test Settings Screen

Here are the features you'll find on the **School Setup Quiz/Test Settings** screen:

1. **Home** – Returns you to the **Home** screen.
2. **School Setup** – Displays the **School Setup** screen.
3. **Student Setup** – Takes you to the **Student Setup** screen to edit student information and customize options for individual students.
4. **Curriculum Setup** – Takes you to the **Curriculum Setup** screen to install, create, edit, and assign subjects in SOS.
5. **Edit** drop-down menu – Indicates the part of **School Setup** you're currently editing. **Quiz/Test Settings** indicate that you're going to make decisions about quizzes and tests for your school. The other choices are **Assignment Settings**, **Grade Settings** and **Term Settings**.
6. **Quiz Options** – These options control how students take quizzes. Click in the circle or box beside the option you want.
7. **Test Options** – These options control how students take tests. Click in the circle beside the option you want. Notice that the Test options are exactly the same as Quiz options. Separating them gives you more control over how your students progress through quizzes and tests.

NOTE:

Sets of options with next to them mean that you may select as many of the options as you want. Sets of options with next to them mean that you may choose only one option out of the group. Your students use similar types of buttons when they do multiple-select () and multiple-choice () problems in assignments.

- **Immediate answer feedback** – Allows students to see how they score on each problem as they go through quizzes and tests. Students have only one attempt at answering.
- **No answer feedback** – Students cannot see scores to problems until an entire quiz or test has been completed. They receive a score of zero for any still-unanswered problems. Students only have one attempt at answering.
- **Open page** – Lets students answer problems multiple times on a quiz or test until they exit the quiz or test. The quiz or test is then graded, and they receive a score of zero for any unanswered problems.
- **Open book** – Allows students to exit and re-enter a quiz or test multiple times until they say they are finished. Each time students exit, they are prompted to choose if they are finished or intend to return at a later time. The quiz or test is scored only after students indicate they are finished. Students receive a score of zero for any unanswered problems. This option enables students to return to lessons to find answers to quiz or test problems.
- **Leave Skipped Problems Message** – Allows students to leave a message for the teacher if they have skipped a problem in an assignment.
- **Access answer key** – Allows students to see correct answers after they have worked through and received grades for quizzes and tests.
- **Easy spelling** – Gives students partial credit for any answers, less than seven characters, that are correct but misspelled. Leave this box unchecked to encourage students to be more precise with their spelling in quizzes and tests.
- **Spelling penalty box** – Allows you to enter a percentage that will automatically be taken off the total score of a problem if students answer with misspelled words. To require exact spelling in all student answers, set the spelling penalty to 100%.

NOTE:

Percentages you set here apply only in units that do not already require exact spelling and punctuation, such as Language Arts.

8. **Resource Center Access** – Check each option in this section that you want your students to be able to use while taking quizzes and tests.
9. **Save** – Saves any changes you made on the screen.
10. **Use Default** – Resets all options on the School Setup screens to SOS default settings (settings most recommended for general use). If you've made changes and saved them, click this button at any time to return to the original default settings.

NOTE:

This button resets not only the school **Quiz/Test Settings**, but also the school **Assignment Settings** and **Grade Settings** as well.

11. **Cancel** – Cancels any changes you haven't yet saved.

NOTE:

If you make any changes to either the Assignment Settings, Quiz/Test Settings, or the Grade Settings, the following message is displayed on each of the three screens:

“Settings have been customized.”



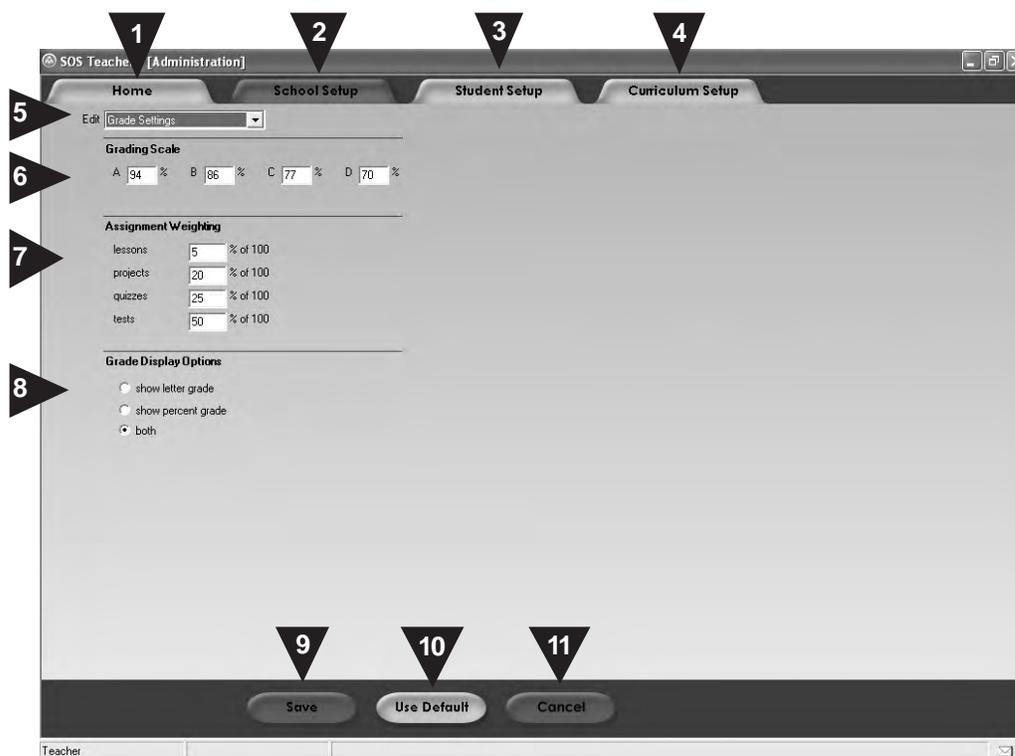
The School Setup Grade Settings Screen

On this screen you can decide how assignments are scored by SOS. These options affect the way students are graded and evaluated for demonstrated learning.

REMEMBER:

Anything you set on a **School Setup** screen automatically applies to every single student in SOS. To customize settings for an individual student, go to a **Student Setup** screen instead.

School level **Assignment Settings** is the default screen displayed when you select the **Administration** button. To access the **Grade Settings**, click the **Edit** drop-down menu in the upper left-hand corner of the **Assignment Settings** screen.



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

1. **Home** – Returns you to the **Home** screen.
2. **School Setup** – Displays the **School Setup** screen.
3. **Student Setup** – Takes you to the **Student Setup** screen to edit student information and customize options for individual students.
4. **Curriculum Setup** – Takes you to the **Curriculum Setup** screen to install, create, edit, and assign subjects in SOS.

5. **Edit** drop-down menu – Indicates the part of **School Setup** you're currently editing. **Grade Settings** indicate that you're going to make decisions about grading for your school. The other choices are **Assignment Settings**, **Quiz/Test Settings**, and **Term Settings**.
 6. **Grading scale** – Allows you to enter the lowest percentage you want students to earn to receive that letter grade. SOS automatically does the math and keeps track of student scores based on these settings.
 7. **Assignment weighting** – Allows you to decide how much each assignment type affects students' total grades. SOS automatically does the math and keeps track of scores based on these settings. Enter how much you want each assignment type to be worth. The total percentage for all assignment types (lessons, projects, quizzes, and tests) should equal 100%.
 8. **Grade display options** – Allows you to decide how you want students' grades displayed on screen. You may display/print letter grades only, percentage grades only, or both.
 9. **Save** – Save changes made on this screen.
 10. **Use Default** – Resets *all* options on the **School Setup** screens to SOS default settings (settings most recommended for general use). If you've made changes and saved them, click this button at any time to return to the original default settings.
- NOTE:** This button resets not only the school **Grade Settings**, but also the school **Assignment Settings** and **Quiz/Test Settings**.
11. **Cancel** – Cancels any changes not yet saved.

The School Setup Term Settings Screen

The **School Setup Term Settings** screen allows you to set up school terms for your students. School terms are important because you cannot assign schoolwork to your students without them. This is why you were asked to create an initial school term when you installed SOS. To give you the greatest flexibility as a teacher, SOS enables you to create two different types of terms:

- terms linked to a calendar, allowing you to give due dates for student assignments (a traditional calendar)
- terms not structured by a calendar and due dates (a custom calendar)

Two very important points about terms to keep in mind:

1. A student can only have ONE active term at a time.
2. You *must* create a new term for each new school year if you want to keep your SOS school records organized. When the new school year rolls around, don't forget to create a new term.

Remember:

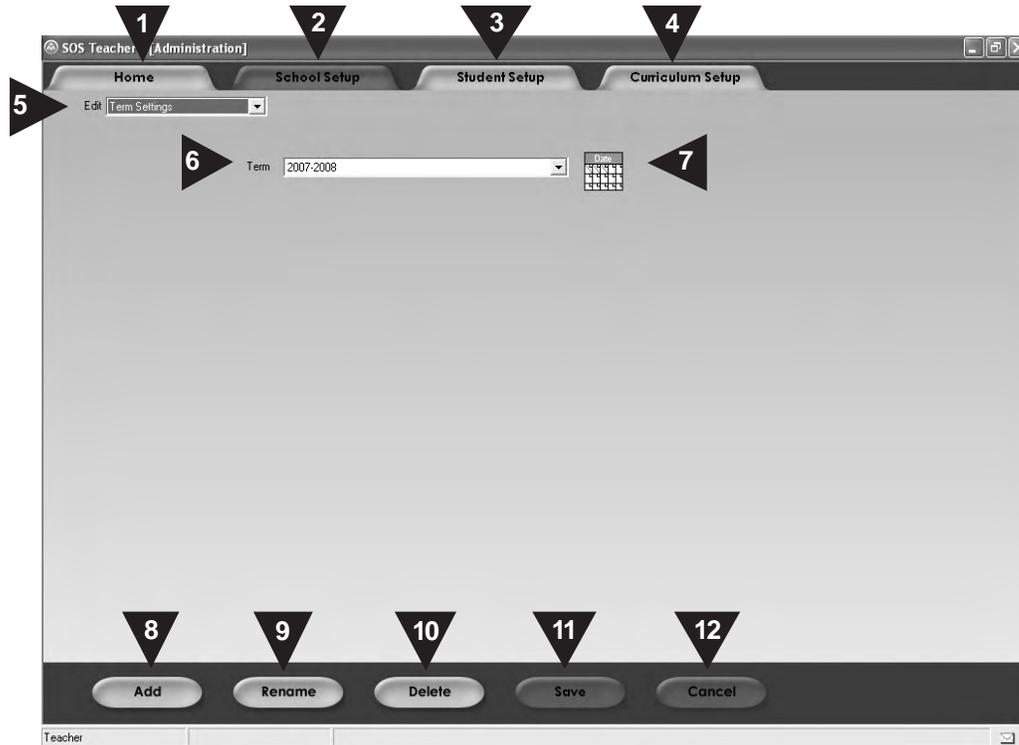
A school term is an organized holding place for the curriculum. When all the work in a term is complete, your students will have fulfilled the requirements for that term and demonstrated that they're ready to move on.

Assignment Settings are displayed on the the **School Setup** screen. To access the **Term Settings**, click the **Edit** drop-down menu in the upper left-hand corner of the **Assignment Settings** screen.



REMEMBER

Anything you set on a **School Setup** screen automatically applies to every single student in SOS. To customize settings for an individual student, go to the **Student Setup** screen instead.



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

1. **Home** – Returns you to the **Home** screen.
2. **School Setup** – Displays the **School Setup** screen.
3. **Student Setup** – Takes you to the **Student Setup** screen to edit student information and customize options for individual students.
4. **Curriculum Setup** – Takes you to the **Curriculum Setup** screen to install, create, edit, and assign subjects in SOS.
5. **Edit** Drop-down Menu – Indicates the part of **School Setup** you're currently editing. **Term Settings** indicate that you're going to make decisions about terms for your school. The other two choices are **Assignment Settings** and **Grade Settings**.
6. **Term** – Lets you choose between different school terms created for your school. Make sure the term you want to work with is the one displayed in the window.
7. Click the calendar to set dates for the school term you've selected.
8. **Add** – Creates a new term.
9. **Rename** – Changes the name of an already-existing term.
10. **Delete** – Deletes an existing term.
11. **Save** – Saves the changes you made to a term.
12. **Cancel** – Cancels any changes not yet saved.



Creating a School Term

To add a new term to your school:

1. Click **Add** at the bottom of the screen.
2. A small box appears, requesting a name for the new term. Type in a term name.
3. Click either **Save** to save the new term or **Cancel** to cancel the unsaved term. If you save the new term, it is included in the list of terms you can select for your school. Use the buttons and features on the screen to edit the term to fit your needs.

Renaming a School Term

To change the name of any already-existing school term:

1. Use the **Term** drop-down menu in the middle of the screen to select the term you want to rename.
2. Click **Rename** at the bottom of the screen.
3. A small box displays the name of the term selected. Type over the old name in the box.
4. Click either **Save** to save your change or **Cancel** to cancel it.



Deleting a School Term

To delete a school term:

1. Use the **Term** drop-down menu in the middle of the screen to select the term to delete.
2. Click  at the bottom of the screen.
3. A message appears, asking you to confirm that you want to delete the term. **Yes** means the term is permanently deleted from your school; **No** means the term will stay as-is.

NOTE: A term cannot be deleted if students are working in curriculum assigned to that term.

Structuring a School Term

Steps 1-3 in structuring school terms are the same regardless of the term type you choose. The steps branch at Step 4, depending on your choice of a traditional academic year or a custom calendar. (Calendar setup instructions are provided in The School Calendar section on page 56.) To set up a school term:

1. From the **Term settings** screen, click the arrow in the **Term** drop-down menu in the middle of the screen to select the term you want to assign calendar dates to.
2. When the term you've selected appears in the **Term** window, click the calendar icon.
3. The **New Calendar** window appears. Decide which kind of calendar you want to assign to your school term: traditional or custom.

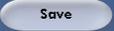


NOTE: If you select a school term that already has calendar dates applied to it, you are taken directly to the **Edit School Calendar** window (as shown on page 56) instead. You can view and edit the school calendar dates here.

Structuring a School Term around a Traditional Academic Year

Traditionally, a school year is divided into chunks of time to help make what students learn more bite-sized and manageable. By the end of a school year, students have learned material and developed skills that fulfill specific educational requirements.

4. In the **New Calendar** pop-up window, select **Traditional Year** for the school term. This means the school year starts on the Tuesday after Labor Day and lasts 180 school days. SOS automatically designates the start and end dates, excluding Saturdays, Sundays, and most major holidays as non-school days.
5. In the box next to this option, either type in or use the up/down arrows to select the year you want to set for the traditional academic school term.

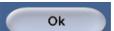
- Click . The **Edit School Calendar** screen appears. You can edit the dates in your traditional academic year here. Use any of the features and buttons in the window to make changes. (See screenshot on page 56.)
- Click  at the bottom of the screen to save this school term. Return at any time to make additional changes.

These holidays are considered as non-school days. You may change them to school days at your discretion.

- | | |
|--|--|
| ■ Second Monday in October
(Columbus Day) | ■ Third Monday in January
(Martin Luther King, Jr. Day) |
| ■ November 11 (Veterans Day) | ■ Third Monday in February
(Washington's Birthday or President's Day) |
| ■ Fourth Thursday in November
(Thanksgiving) | ■ Last Monday in May (Memorial Day) |
| ■ Friday after Thanksgiving | ■ Monday–Friday before Easter |
| ■ Two weeks prior to January 2
(Christmas, New Years) | |

Structuring a School Term Around Customized Dates

(See page 54, Structuring a School Term for Steps 1-3.)

- In the **New Calendar** pop-up window, select **Custom** as the type of calendar to set for the school term. This means you want to structure a school term around dates you set yourself. You can specify your own start and end dates, as well as designate school and non-school days. SOS automatically sets your school term at 180 school days, excluding Saturdays, Sundays, and most major holidays. You can change any of these dates in the next window.
- Choose the **Start** and **End Dates** for the term by either typing in the dates or using the tiny drop-down calendars next to this option to find and select the dates you want (the side-to-side arrows help you scroll to other months). Notice that the total number of weekdays, displayed beneath your start and end dates, changes as you adjust the dates, helping you determine how many actual school days you are assigning to your students.
- Click . The **Edit School Calendar** screen appears. You can edit the dates in your customized calendar. Use any of the features and buttons in the window to make changes.
- Click  at the bottom of the screen to save your school term when you are done. You may return at any time to make additional changes.

NOTE: If you later decide to change any calendar dates, press the **F1** key to find out how you can use the **Regenerate** button to reset due dates.



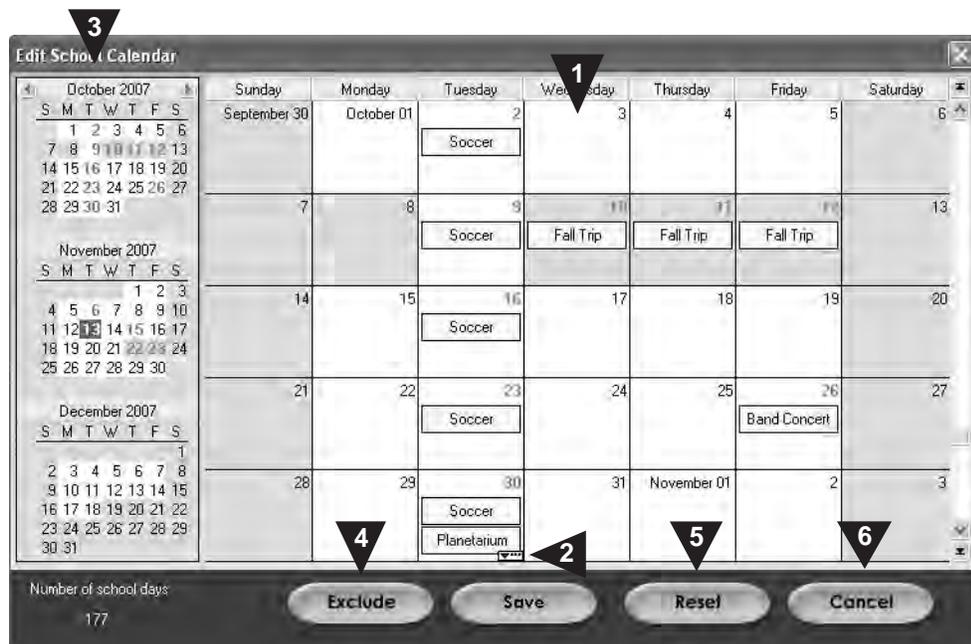
The School Calendar

To change the calendar for a school term, you need to know how to navigate in the school calendar, change dates, move school days around, and add special events. The **Edit School Calendar** window displays the term in three-month, one-month, and single-day views and lets you edit any day you see.

Here are the features you'll see on the **Edit School Calendar** screen:

1. Notice, school days appear in white, while non-school days are grayed-out.
2. Each calendar day can display any number of events, like holidays, activities, birthdays, or field trips. When you see a , it means the day contains more events than can be displayed on the calendar page. Double-click the day to view, add, change, or remove information.
3. Displays the three month view. Click  to see previous three months or  to see next three months. You can also click and hold your cursor over the name of any month to see a small menu to quickly skip directly to a month.

Click any date in either calendar view to select it. The selected date is highlighted and displays in both calendar views.
4. The **Exclude** button sets a range of dates from the calendar as non-school days.



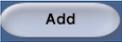
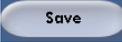
5. The **Reset** button sets the calendar dates for the term back to the default, 180 days from today excluding Saturdays, Sundays, and most major holidays.
6. The **Cancel** button cancels any changes not yet saved.

Creating a Term Not Structured Around a School Calendar

Custom calendar terms are easy to create. Instead of using a calendar to set parameters for your school term, give your school term a name and assign schoolwork to it. Think of it as a box that holds the entire curriculum you assign to your students. Your students find their lessons, projects, quizzes, and tests in this box and work through the material. When they finish what's in the box, the school term is complete.

For further information about terms, see the electronic **Help** file (**F1**).

It's easy to create a school term that's not structured around a calendar.

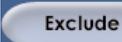
1. Use the **Edit** drop-down menu in the upper left-hand corner to select **Term Settings**.
2. Click  at the bottom of the screen.
3. A small box appears, asking you to enter the name for the new term. Type in a term name.
4. Click  to save the term. It is now an official term in which you may assign subjects.

Excluding a Range of Days from a School Calendar

1. Double-click the day on the calendar.
2. Click the checkbox at the top right side of the **Edit Day** screen. (Putting a check in the box indicates the day is now a school day. Making the checkbox blank indicates this day is now considered a non-school day.)
3. Click the **Close** button in the upper right-hand corner of the screen when you are finished.

A day that appears white on the calendar is considered to be a school day. If it appears as gray, it is considered to be a non-school day. .

Changing a School Day to a Non-School Day

1. Click  at the bottom of the screen. The **Exclude Days** window appears.
2. In the **Description** box, type a brief description why the range of dates is excluded from the school term. Examples might be: "Trip to Mexico," "Museum Visit," "Volunteer Time," etc. This description appears on the calendar and can help you see why a range of dates was excluded from the school term.
3. Enter the first and last days of the range of dates to exclude. You can do this by either manually typing in the dates or using the tiny drop-down calendars next to the **Start Date** and **End Date** boxes to find and select the dates you want (the side-to-side arrows help you scroll to other months). The dates you select immediately become non-school days in the term.
4. If you are excluding a weeklong range of dates, but still want Monday to be a school day, uncheck Monday on this window and it remains a school day. The rest of the days of that week are excluded.
5. Click  to return to the term's calendar screen with all the changes applied.





Shortcut to Modify Calendar Days

1. Click to select any day in the month-view calendar. Holding the mouse button down, press and hold down the **Ctrl** key as well. Next, either individually select days or drag the mouse across a range of days.
2. With the days still selected, right-click over one of the days to see three options displayed in a small menu: **Edit Day** (for adding, editing, and removing events), **School day** (for changing school days) and **Clear Events** (for clearing events from a day).
3. Click **School day** and:
 - school days you've selected on your calendar are grayed-out, changing to non-school days.
 - any non-school days you've selected on your calendar become white, changing to school daysor
Click **Clear Events** and:
 - all events scheduled for those days are erased.
4. Click  at the bottom of the screen to save your changes.
5. Click **Edit Day** to open the last calendar day selected.

Adding / Editing / Removing Events

To add a new event:

1. Double-click the day you want to add an event to.
2. Click **Add Event**.
3. Enter the event (or a brief description) in the **Description** box on the bottom of the screen.
4. Enter the **Start Date** and **End Date** for the event either by typing the dates in those textboxes or by using the drop-down arrow to access the tiny calendars.
5. Click the **Save** button.
6. Click the **Close** button in the upper right-hand corner of the screen. Repeat this step for each event you want to add.

To edit an existing event:

1. Double-click the event you want to edit.
2. Click **Edit Event**.
3. Enter the changes in the **Description** box on the bottom of the screen.
4. Enter the **Start Date** and **End Date** for the event either by typing the dates in those textboxes or by using the drop-down arrow to access the tiny calendars.
5. Click the **Save** button.
6. Click the **Close** button in the upper right-hand corner of the screen. Repeat this step for each event you want to add.

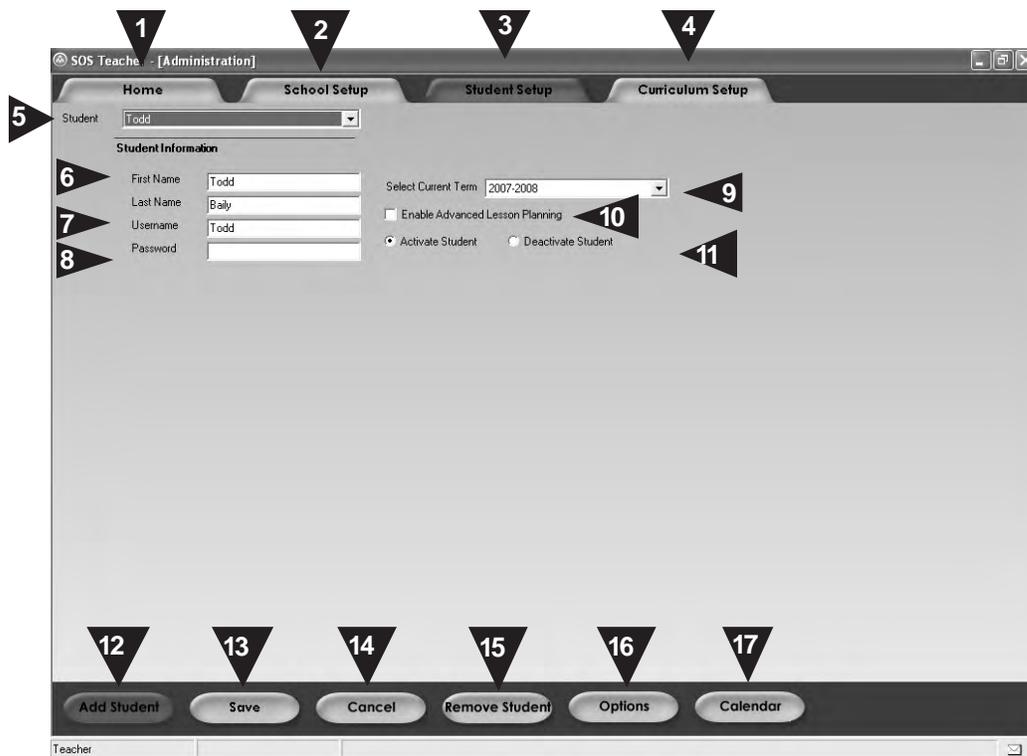
To remove an existing event:

1. Double-click the event you want to remove.
2. Click **Remove Event**.
3. Click the **Close** button in the upper right-hand corner of the screen. Repeat this step for each event you want to delete.

The Student Setup Screen

When you installed SOS, you enrolled your students using the **Setup Wizard**. If you need to add a student, edit student information, or remove a student the **Student Setup** screen is where this is done.

On the **Home** screen, click **Administration**. The **School Setup** screen displays. Click the **Student Setup** tab (3 below) at the top to go to the **Student Setup** screen:



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

1. **Home** – Returns you to the **Home** screen.
2. **School Setup** – Displays the **School Setup** screen.
3. **Student Setup** – Takes you to the **Student Setup** screen to edit student information and customize options for individual students.
4. **Curriculum Setup** – Takes you to the **Curriculum Setup** screen to install, create, edit, and assign subjects in SOS.
5. A drop-down menu that displays all the students enrolled in SOS. You must almost always use the  to select a student before you perform any action on this screen.
6. Student's **first** and **last name**.
7. Student's **username**, the name a student goes by while working in SOS Student.



The Student Setup Screen (cont.)

8. **Password** a student might use to log in to SOS Student. You choose whether to have a student log in with a password.

NOTE:

If you decide to enter a password for a student, you must also go to the Problems Help window (Home screen > Application button > Security Settings) and click the Enable Student Passwords checkbox. (See page 123 for more information on this.)

NOTE:

A student has the ability to change his/her own password in SOS Student. The teacher may override this password by entering a new one into this box at any time.

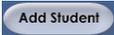
9. Allows you to select a school term for the student. If the student has subjects assigned in multiple school terms, this feature allows you to designate which term is considered “current”.
10. If you have assigned schoolwork to a student in a term with calendar dates, placing a checkmark in the. **Advanced Lesson Planning** box, means SOS helps you assign due dates for every assignment within the term. After you click **Save**, a small **Generate Due Dates** window appears in which you can either manually enter dates or use the tiny calendars to select **Start** and **End Dates** for student assignments.

TIP:

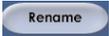
Enter or select the **End Date** first. You cannot set a **Start Date** in the future without setting the **End Date** first.

NOTE:

If you have a school term with calendar dates but no check in this box, it is as if you created a school term without calendar dates. **Advanced Lesson Planning** ensures that students have due dates associated with assignments.

11. Any student enrolled in SOS is automatically activated. This means the student can access and work in SOS Student. You may, without deleting a student's information, click the **Deactivate Student** setting if you want to keep a student from entering SOS at any time. The student will not be able to access SOS until reactivated by the teacher, but is considered as one of the five students SOS allows on the system.
12. Add Student – Clicking this allows you to add a new student. First, make sure that no other student has been selected in the Student List at the top of the screen (otherwise, you might accidentally change information for an already-existing student). Click . Enter the first name, last name, and user-name.
13. **Save** – Saves changes made to a student.
14. **Cancel** – Cancels changes not yet saved.
15. **Remove Student** – Allows you to permanently remove a student (and all associated work, grades, and settings) from SOS.

Select a student's name from the **Student List** drop-down menu at the top of the screen.

Click  at the bottom of the screen.

The student is removed from the list of SOS students.

16. **Options** – Lets you customize options for assignments and grades that affect a selected student, as opposed to all students.

- Calendar** – Lets you customize a term calendar for a selected student, as opposed to all students. If you've assigned a student a school term that is structured around calendar dates, click this button to edit the student calendar.

NOTE:

You must select a student from the **Student** dropdown menu before the **Remove Student**, **Options**, and **Calendar** buttons are enabled.

REMEMBER:

Anything you set on a **Student Setup** screen only applies to the student selected, not to all the students in SOS.

Assignment Options for a Student

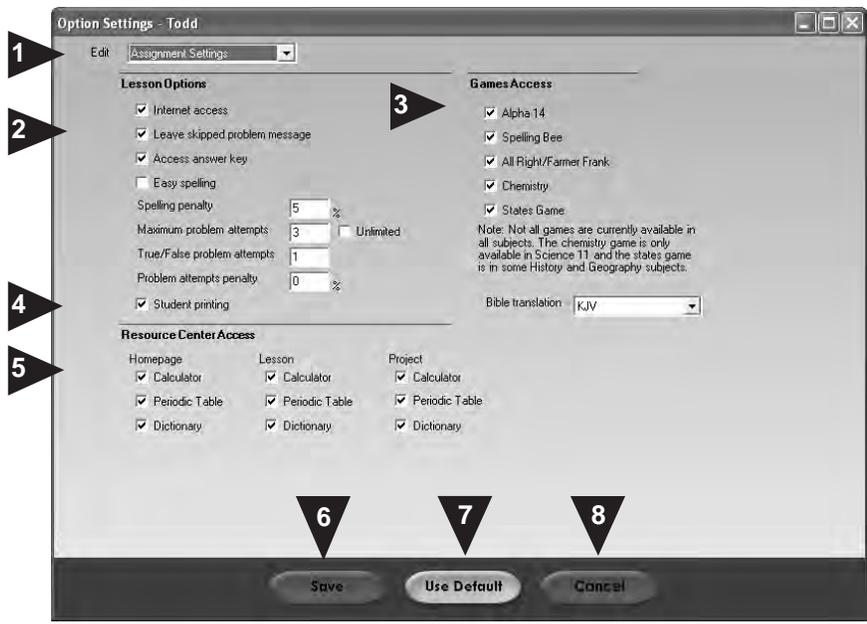
SOS allows you to decide how assignments are presented to a student. You are able to adjust settings to fit the way a student best learns and processes the information in assignments.

- Select a student's name from the **Student** drop-down menu at the top of the screen.
- Click **Options** to open the **Option Settings** screen where you can individualize options for the student you selected.

NOTE:

Notice that the settings on this screen are identical to settings found in **School Setup**, but remember, the options you select here apply only to the one student selected, rather than to all the students in the school. (See an example of the screen below.)

- Select the options to change by clicking or typing in the appropriate boxes.
- Click **Save** to retain the changes or **Cancel** to discard the changes.





The Student Options Setup Screen (cont.)

Here are the features you'll find on the **Option Assignment Settings** screen:

1. **Assignment Settings** – Allows you to select the part of **Student Setup** to edit. You may change options in assignments, quizzes/tests, or grades. **Assignment Settings** indicate that the options to be changed are student assignment options.
2. **Lesson Options** – See pages 45-46 for description of these options.
3. **Games Access Options** – See page 46 a for description of these options.
4. **Bible Translation** – Allows you to select the Bible translation you want your student to see and use in assignments.
5. **Resource Center Access** – Allows you to select or *deselect* any of the boxes in this section to give or restrict access to the SOS calculator, dictionary, and/or periodic table.
6. **Save** – Saves changes made on this screen.
7. **Use Default** – Sets all the options on the **Student Setup** screen to SOS's default school settings.

NOTE: This button resets not only student **Assignment Settings** (displayed in the screenshot), but also **Quiz/Test Settings** and **Grade Settings** as well.

8. **Cancel** – Cancels any changes not yet saved.

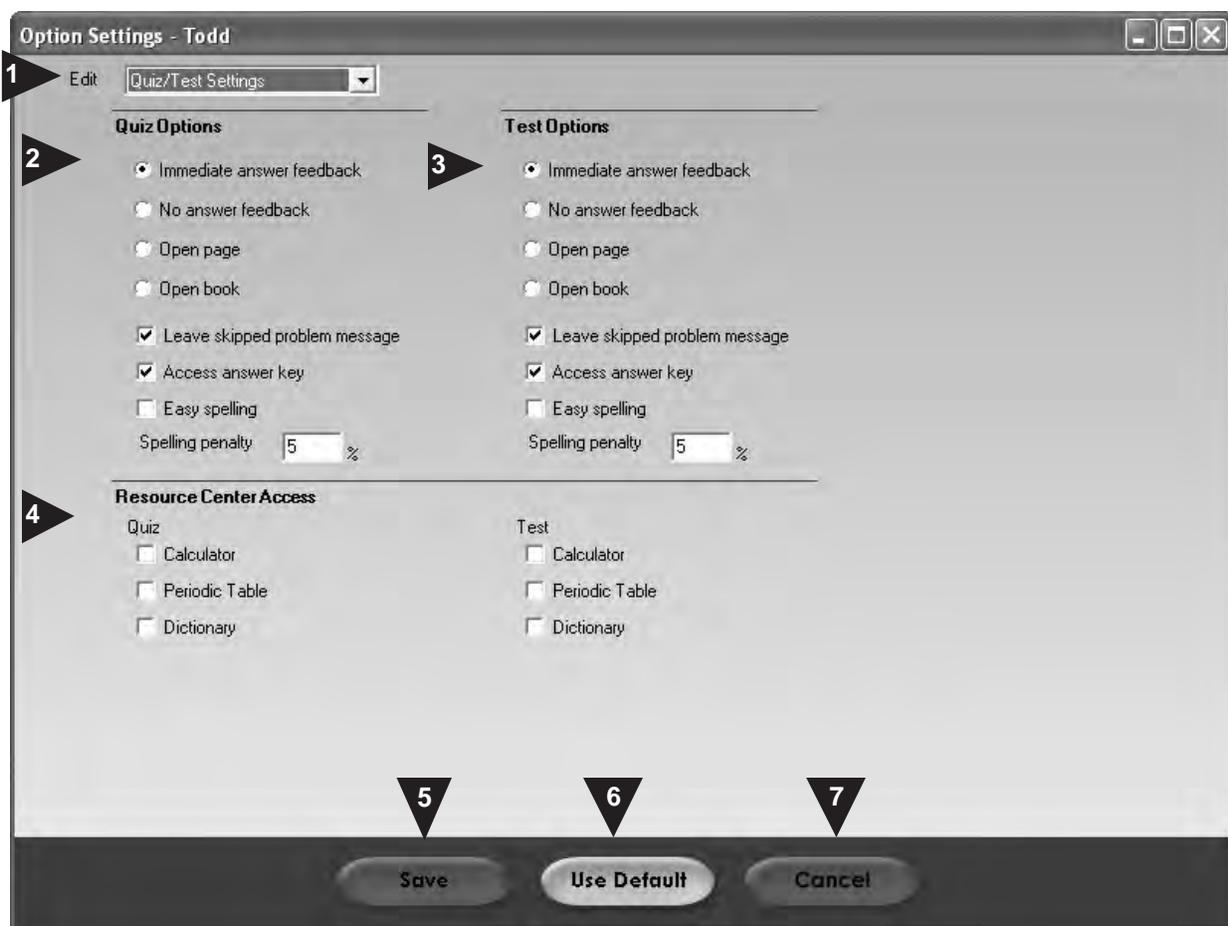
Setting Up Quiz/Test Options for a Student

SOS allows you to select the options that control how a student views quizzes and tests. Although you have set options for quizzes and tests on a school-wide level, you also have the ability to choose quiz and test options that apply only to individual students and their needs.

NOTE: Again, notice that the settings on this screen are identical to settings found in **School Setup**, but remember, the options you select here apply only to the one student selected, rather than to all the students in the school.

1. Select a student's name from the Student drop-down menu at the top of the screen.
2. Click  to open a screen where you can customize options for the student selected.
3. Select **Quiz/Test Settings** using the **Edit** drop-down menu.
4. Select the options to change by clicking or typing in the appropriate boxes.
5. Click **Save** to retain the changes or **Cancel** to discard the changes.

Quiz/Test Options Settings Screen



Here are the features you'll find on the **Quiz/Test Options Settings** screen:

- 1. Quiz/Test Settings** – Allows you to select the part of **Student Setup** to edit. You may change options in assignments, Quizzes/Tests, or grades. **Quiz/Test Settings** indicate that the options to be changed are student quiz and test options.
- 2. Quiz Options** – Allows you to set the specific options for the way you want this particular student to have quizzes presented to him/her.
- 3. Test Options** – Allows you to set the specific options for the way you want this particular student to have tests presented to him/her.
- 4. Resource Center Access** – Allows you to select or *deselect* any of the boxes in this section to give or restrict access to the SOS calculator, dictionary, and/or periodic table while a student is taking a quiz or a test.
- 5. Save** – Saves changes made on this screen.
- 6. Use Default** – Sets all the options on the **Student Setup** screen to SOS's default school settings.
This button resets not only student **Quiz/Test Settings** (displayed in the screen-shot) **but also Assignment Settings and Grade Settings** as well.
- 7. Cancel** – Cancels any changes not yet saved.

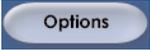


Setting Up Grade Options for a Student

SOS allows you to select the options that control how a student's work is graded and displayed. Although you have set options for grades on a school-wide level, you also have the ability to choose grade options that apply only to individual students and their needs.

NOTE:

Again, notice that the settings on this screen are identical to settings found in **School Setup**, but remember, the options you select here apply only to the one student selected, rather than to all the students in the school.

1. Select a student's name from the Student drop-down menu at the top of the screen.
2. Click  to open a screen where you can customize options for the student selected.
3. Select **Grade Settings** using the **Edit** drop-down menu.
4. Select the options to change by clicking or typing in the appropriate boxes.
5. Click **Save** to retain the changes or **Cancel** to discard the changes.

Grade Options Settings Screen

Option Settings - Todd

Edit: Grade Settings

Grading Scale

A % B % C % D %

Assignment Weighing

lessons % of 100
projects % of 100
quizzes % of 100
tests % of 100

Grade Display Options

show letter grade
 show percent grade
 both

Here are the features you'll find on the **Grade Options Settings** screen:

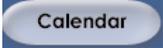
1. **Edit Grade Settings** – Allows you to select the part of **Student Setup** to edit. You may change options in assignments or grades. **Grade Settings** indicate the options to be changed are student grading options.
2. **Grading scale** – Allows you to decide how the student's subject, unit, and assignment scores are calculated and later displayed.
3. **Assignment weighting** – Allows you to decide how much different assignment types affect a student's total grades.
4. **Grade display options** – Allows you to decide how you want a student's grades to be printed in reports.
5. **Save** – Saves changes made on this screen.
6. **Use Default** – Sets all the options on the **Student Setup** screen to SOS's default school settings.

NOTE: This button resets not only student **Grade Settings, Assignment Settings** (displayed in the screenshot) but also **Quiz/Test Settings** as well.

7. **Cancel** – Cancels any changes not yet saved.

Editing a Student's Calendar

Editing school term calendar dates for an individual student makes the calendar more specific to the student's needs.

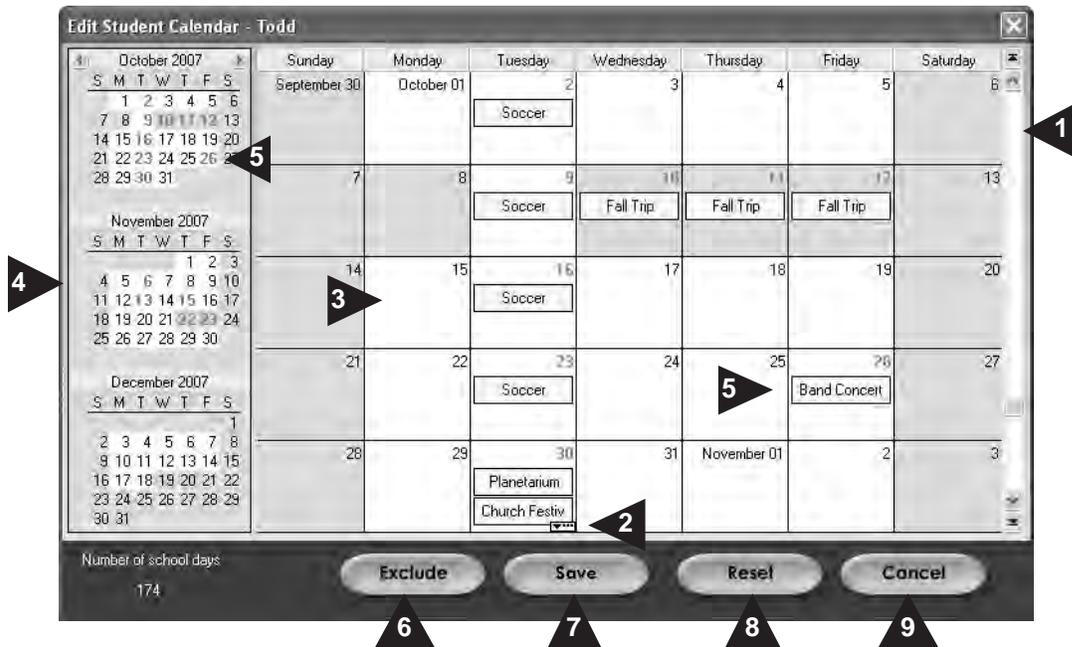
1. Click the **Student Setup** tab at the top to go to the **Student Setup** screen.
2. Select a student's name from the **Student** drop-down menu at the top of the screen.
3. Click  at the bottom of the screen. The **Edit Student Calendar** window appears.
4. If the student selected has curriculum assigned in more than one term, use the **Select Term** drop-down menu to select the term to edit.
5. Click the **Open** button. The **Edit Student Calendar** window opens.
6. Enter any changes. Double-click a date or event to open the window to add or edit an event. (See The School Calendar, page 56 for a refresher on working with the calendar.)
7. Click **Save** when you are finished.



NOTE: If the selected term does not yet have a calendar linked to it, you must create a school calendar in **Term Settings**. (See page 51.)



Editing a Student's Calendar (cont.)

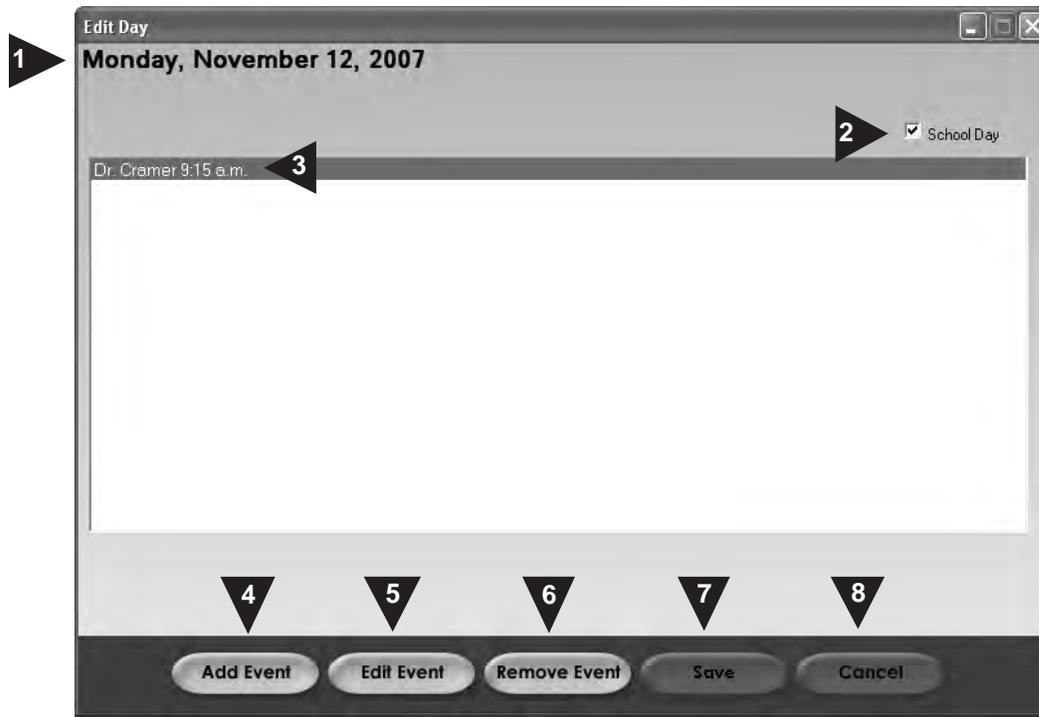


Remember, the settings on this screen are very similar to the **School Calendar** screen in School Setup, but this is a **Student Calendar** screen. The edits you make to a term here apply only to the one student selected, not to all the students in the school.

Here are the features you'll find on the **Edit Student Calendar** screen:

1. Provides a one-month view of dates in the student's school term. Use the scroll bar to the right to scroll to view previous or future months.
2. Each calendar day can display any number of events. If a day contains more events than can be displayed on the calendar page, this symbol, , appears indicating there's more to see. Double-click the day to see all the events.
3. School days appear in white. Non-school days are grayed-out.
4. Offers a three consecutive months view — Click  to see previous months or  to see future months.
5. Click any date in either the three-month view calendar section or the one-month view calendar section to select it. The selected date appears highlighted, showing up in both calendar views.
6. **Exclude** – Excludes a range of dates from the calendar, determining those dates to be non-school days. Click **OK** when you are done.
7. **Save** – Saves changes made to a school term.
8. **Reset** – Resets the calendar dates for the term.
9. **Cancel** – Cancels changes not yet saved.

Edit Day Window



Here are the features you'll find on the **Edit Day** window:

1. The day you selected.
2. If this box contains a checkmark in it, then the day you selected is a school day. Click the box to add or remove the checkmark.
3. Displays the day's events. You cannot type in this area. Click a specific event to highlight and select it. If a day does not contain any events, this area is blank.
4. **Add Event** – Adds a new event to a student's day. Click this button, type a description of the event in the textbox that appears, and set **Start** and **End Dates**. Click **Save** when you're finished.
5. **Edit Event** – Edits a day's events. Highlight the event to edit, and click the **Edit Event** button. Type in changes and adjust **Start** and **End Dates**. Click **Save**.
6. **Remove Event** – Removes an event from a day. Highlight the event, and click the **Remove Event** button.

TIP:

Want a shortcut? On the **Edit School Calendar** screen, click a day. Then right-click the selected day and choose **Clear Events** from the menu that appears. This removes all the events from a day.

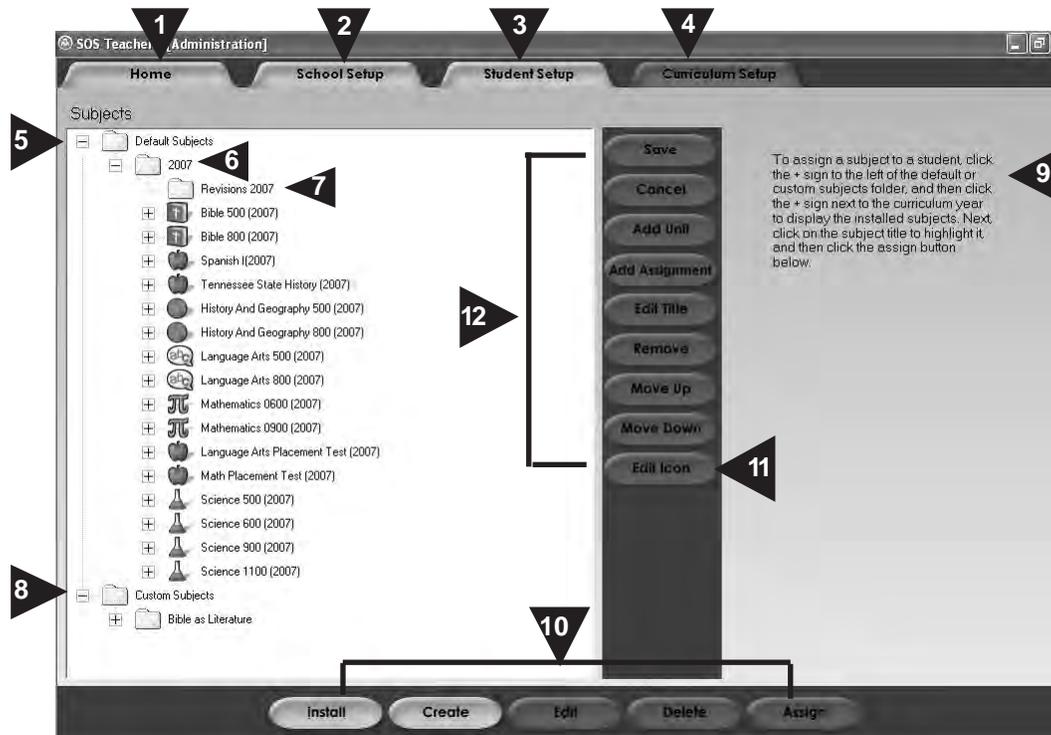
7. **Save** – Saves changes made to a day.
8. **Cancel** – Cancels changes not yet saved.



Curriculum Setup

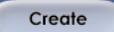
Before students can begin work in SOS, you need to set up curriculum and assign it to them.

On the **Home** screen, click **Administration**. The **School Setup** screen is displayed. Click the **Curriculum Setup** tab at the top to go to the **Curriculum Setup** screen.



Here are the features you'll find on the **Curriculum Setup** window:

1. **Home** – Returns you to the **Home** screen.
2. **School Setup** – Displays the **School Setup** screen.
3. **Student Setup** – Takes you to the **Student Setup** screen to edit student information and customize options for individual students.
4. **Curriculum Setup** – Takes you to the **Curriculum Setup** screen to install, create, edit, and assign subjects in SOS.
5. **Default Subjects** – Ready-made subjects you installed from SOS curriculum discs. Click the **plus sign** located to the left of **Default Subjects** to display the contents of the folder(s).
6. **Default Subjects by Year** – To see all of the default subjects for the year displayed, click the **plus sign** to the left of the appropriate year. All default subjects for that school year display.
7. **Revisions Folder** – Contains the curriculum revisions after you download them from the website (www.sosupdates.com).

8. **Custom Subjects** – Contains the subjects you create with SOS curriculum using . To see all of the custom subjects, click the **plus sign** located to the left of the the **Custom Subjects** folder.

NOTE: If this is your first time in SOS, the subjects area is blank until you first install curriculum from the SOS subject discs.

9. When you first open this window, this area contains instructions regarding how to assign an installed subject. When you click **Assign**, information and prompts appear on the right side of the screen as you set up curriculum. When you're building subjects, this area offers a list of available curriculum to choose from. When you're assigning subjects, this area has the buttons and checkboxes you need. Click assignment titles in this space to preview actual assignments.

NOTE: If a button is disabled, you don't need it during that stage of setup. Buttons are enabled when you need them.

10. These buttons perform actions that affect the school curriculum as a whole.
- **Install** – Installs the default SOS curriculum to your computer. Curriculum you install may not be edited. It must be uninstalled to remove it.
 - **Create** – Creates custom subjects by drawing from curriculum installed from SOS. Custom Subjects may be edited or deleted at any time.
 - **Edit** – Edits any custom-created subjects.
 - **Delete** – Deletes a custom subject.

NOTE: Can't delete a subject in the **Subjects** window? Is it a subject you installed (using the **Install** button), rather than one you created (using the **Create** button)?

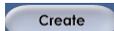
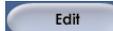
- **Assign** – Allows you to assign subjects to one or more students, enabling students to see their assigned schoolwork in their to-do lists so they can begin work.

11. **Edit Icon** – Allows you to associate a small icon with each custom subject in your curriculum. Highlight a subject and click the **Edit Icon** button. A small **Pick Icon** window appears with six different icons you may choose.



Click an icon to select it:

- Globe** – usually for history-related subjects
- Bible** – usually for Bible-related subjects
- Dialog Bubble** – usually for language arts-related subjects
- Beaker** – usually for science-related subjects
- Pi Symbol** – usually for math-related subjects
- Apple** – for any subject you choose
- File Folder** – for any subject you choose

12. Makes changes to custom subjects in your **Subjects** window. These buttons are not enabled until you click  or .

- **Save** – Saves any changes made to your school's curriculum.
- **Cancel** – Cancels any changes to your school's curriculum not yet saved. This tells SOS you no longer want to edit the custom subject you've been working with.



Curriculum Setup (cont.)

- **Add Unit** – Adds new units to custom subjects appearing in the **Subjects** window. (Adding units to subjects, see Step 4 on page 76)
- **Edit Title** – Enables you edit the names of units or subjects in the curriculum appearing in the **Subjects** window.
- **Remove** – Removes units or assignments from custom curriculum in the **Subjects** window.
- **Move Up and Move Down** – Controls the order custom subject units and assignments are presented to students.

To move an item up or down in order:

- Highlight the name of a unit or assignment in the **Subjects** window
- Click the **Move Up** or **Move Down** buttons to move the unit/assignment either up or down in the list. This allows you to adjust the sequence of the different units/assignments in your custom curriculum.

Installing an SOS Subject

NOTE:

Points to remember when installing curriculum:

- If you choose not to copy the curriculum to your hard drive, students must have the disc in the CD-ROM drive whenever they are doing schoolwork.
- Some subjects come on more than one disc because of size. You may see multiple subject discs for any one subject. When you install, you only have to place one of the discs into your CD-ROM drive. They all contain what you need for subject installation.
- Curriculum you install from SOS may not be edited.
- Curriculum installation steps vary slightly depending on your operating system. Follow the steps for your operating system.

Windows 98/ME Operating Systems

To install SOS curriculum to your computer:

1. Click the **Curriculum Setup** tab at the top to go to the **Curriculum Setup** screen.
2. Place the curriculum subject disc you want to install into your CD-ROM drive.
3. Click  in the lower left-hand corner.



4. A small pop-up window listing the drives on your computer appears.
5. Double-click the **CD-ROM** drive. The contents of the disc in the drive display. A number of file folders appear in the open window. The ones with numbers next to them are the individual units for the subject you want to install. Click the **contents.sosx** file, then click **Open**, or double-click the **contents.sosx** file.

NOTE:

If the subject is already installed, a message is displayed: "This curriculum is already installed."

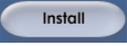
6. A small window appears, offering you the option of copying the curriculum to your hard drive or leaving it on the disc. If you choose **Copy to Drive**, proceed to "Copying an SOS Subject to the Hard Drive" on the next page.

If you choose to leave the curriculum on the disc, make that selection and click **OK**. SOS installs the curriculum. You can access the newly installed subject by clicking on the **Default Subjects** folder. The subject disc must be in the drive to view curriculum.



Installing SOS Subjects (cont.)

Windows XP, Windows 2000, Windows 98 Second Edition Operating Systems

1. Click the **Curriculum Setup** tab at the top to go to the **Curriculum Setup** screen.
2. Place the curriculum subject disc you want to install into your CD-ROM drive.
3. Click  at the bottom of the

Curriculum Setup screen. A small window appears, offering you the option of copying the curriculum to your hard drive or leaving it on the disc. If you choose **Copy to Drive**, proceed to “Copying an SOS Subject to the Hard Drive” below.

4. Click next to your selection and click **OK**. If you choose to leave the curriculum on the disc, make that selection and click **OK**. SOS installs the curriculum. You can access the newly installed subject by clicking the **Default Subjects** folder. The subject disc must be in the drive to view the curriculum.



Copying an SOS Subject to the Hard Drive

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.

1. For any SOS-compatible Windows® operating system, if you select **Copy to Drive**, a **Browse for Folder** window appears. Click the **plus sign** to browse to the directory and/or folder of your choice. To create a new folder, click **Make New Folder** and type a folder name at the prompt.
2. Click **OK** to begin copying to the hard drive. SOS immediately begins copying files to the folder you designated. A progress bar and a list of files being copied keeps you informed of progress.
3. When copying is complete, the progress bar disappears. You can access the newly installed subject by clicking on the **Default Subjects** folder on the **Curriculum Setup** screen. Store the curriculum disc in a safe place to use as an emergency backup, in the event of a hard drive failure.



Building Your Own Curriculum

SOS 2007 gives you the flexibility to simply assign the default subjects you've installed, or to create your own custom subjects by adding, removing, or rearranging units and assignments in line with your instructional needs.

To assign the default subjects and proceed with schoolwork, read up on Assigning a Subject on page 81. The remainder of this section focuses on the tools you need to customize the SOS curriculum prior to assigning it to your students.

Tips for Building Your Own Curriculum

SOS makes it convenient for you to customize curriculum. Subjects are made up of units which are designed for use in conjunction with other units, Units, however, can also be used separately. The curriculum consists of three levels.

- ☞ **Subject** — the broadest level (Math)
- ☞ **Unit** — a slightly more specific level (There is a unit, "Decimal Numbers," within Math)
- ☞ **Assignment** — the most specific level (There is an assignment, "Rounding Decimals," in the "Decimal Numbers" unit within Math.)

SOS subjects can consist of anywhere between 5 and 11 units, depending on the area of study, the level of difficulty, and the time needed to complete them. Most year-long subjects are approximately 10 units.

SOS units can consist of anywhere between 1 and 25 assignments, again, depending on the area of study, the level of difficulty, and the time needed to complete them. It is good to challenge your students, yet not overwhelm them with large numbers of assignments.

SOS assignments consist of four different types:

- Lessons
- Projects
- Quizzes
- Tests

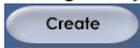
On average, most units have 5-12 lessons, 2-5 projects, 2-5 quizzes, and 1 final test.

NOTE:

Be careful about reorganizing assignments within units, since quiz and test questions rely on the original default sequence of assignments. Custom Curriculum allows you to preview assignments when creating a subject, so you have an efficient tool to help you make creative and effective decisions to meet the needs of your student.



Creating A Custom Subject

SOS gives you two ways to customize curriculum at the school level. These are presented to you when you click  at the bottom of the screen. A small **Create Subject** window with two options pops up.

- **Create New Subject** – Allows you to create a new subject from scratch by pulling material from any of the SOS curriculum you installed.
- **Use Existing Subject** – Allows you to create a subject by building upon an already-existing SOS subject.

Creating A New Subject from Scratch

1. At the **Create Subject** prompt, select **Create New Subject** and click **OK**. All of the available installed curriculum appears in an **Available Curriculum** window on the right-hand side of the screen.
2. Your new subject, temporarily named (New Subject), appears in the **Subjects** window on the left-hand side of the screen. Click the subject title or select **Edit Subject** to type a new subject name.
3. To add units or assignments, rearrange subject contents, or edit the subject icon, see explanations for these features in **Editing a Subject** (steps 4-10 on page 76.) To create a custom assignment to add to your new subject, see **Creating a Custom Project** below.

Creating a New Subject by Using an Existing Subject

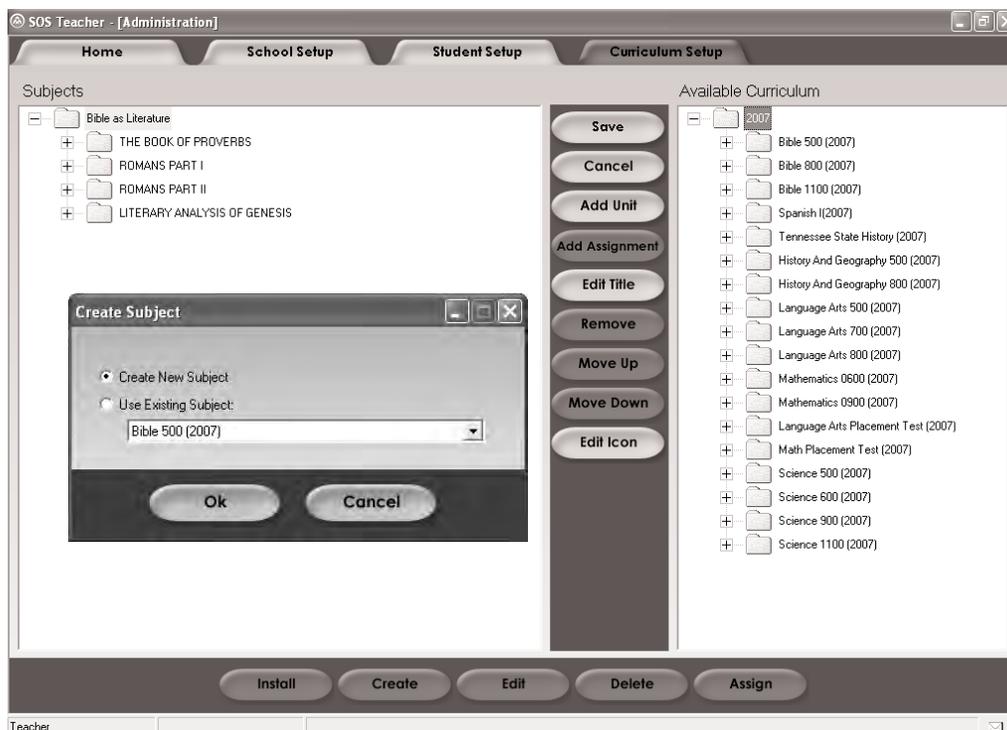
1. At the **Create Subject** prompt, select **Use Existing Subject** and click **OK**. All the available installed curriculum appears in an **Available Curriculum** window on the right-hand side of the screen.
2. Your new subject, along with all its units and assignments, appears in the **Subjects** window on the left-hand side of the screen. It is temporarily named after the subject you originally used to build it and is followed by the word “(copy),” indicating that it’s a copy of the original subject. Click on the subject title or select **Edit Subject** to type a new subject name.
3. To add or remove units or assignments, rearrange subject contents, or edit the subject icon, see explanations for these steps in **Editing a Subject**, steps 4-10 on page 76. To create a custom assignment to add to your new subject, see **Creating a Custom Project** on page 77.

Editing A Subject

Only subjects you created, not ones you installed, may be edited. It's easy to tell whether a subject in your **Subjects** window is one you can edit. If you click on a created subject in the **Custom Subjects** folder, the **Edit** button is enabled (changes from gray to black). If you select an installed subject in the **Default Subjects** folder, the **Edit** button remains disabled (grayed out). Although you cannot edit default subjects, you can assign any of them at any time. They also serve as models you can refer to when you want to see how an original subject was designed.

To change, edit, or build a subject by using assignments from the available, installed curriculum:

1. On your **Home** screen, click . The **School Setup** screen opens.
2. Click the **Curriculum Setup** tab at the top to go to the **Curriculum Setup** screen.
3. Select a subject to edit from the **Custom Subject** folder in the **Subjects** window and click  at the bottom of the screen. The subject you selected, along with all the units in it, appears in the **Subjects** window on the left-hand side of the screen. Any available curriculum you can choose for your subject appears in an **Available Curriculum** window on the right-hand side of the screen.



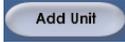


Editing a Subject (cont.)

TIP: Click any  to display curriculum or  to hide curriculum.

4. Adding Curriculum to a Custom Subject — two options are available:

Create a new unit:

Click  and a new (highlighted) unit appears within the subject you selected. Type in a name for the unit. Next, drag any assignment from the **Available Curriculum** window and drop it on top of the unit you created. The assignment automatically appears under the unit.

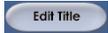
Use an existing unit:

Drag any unit from the **Available Curriculum** window and drop it onto the name of a custom subject you are editing. The unit automatically appears under the subject name.

NOTE:

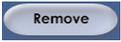
Want to see what an assignment looks like before you add it to your curriculum? Double-click the assignment title to open the assignment. “See Previewing an Assignment” on page 78.

5. Add Assignments - Allows you to create new assignments and add them to custom subjects. See Creating a Custom Project on the next page.

6. Editing a Title – Select the name of a custom subject or unit in your **Subjects** window. Click  and type in a new name.

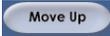
NOTE:

Because the content for an assignment never changes, you never have to edit an assignment's name.

7. Removing Curriculum from a Subject – Select the name of a custom subject, unit, or assignment in your **Subjects** window. Click .

NOTE:

Because you are editing within a subject, you cannot remove the subject itself. To delete a subject, cancel editing, then use the **Delete** button at the bottom of the screen.

8. Changing the Order of Curriculum – Select the name of a custom subject, unit, or assignment in your **Subjects** window. Click either  or  to move the unit/assignment up, closer to the top of the list or down, closer to the bottom of the list. This means that the selected unit/assignment must be completed either earlier or later in the order of things.

9. Choosing an Icon – Select a custom subject name in the **Subjects** window. Click . A small pop-up window appears so you can click and select an icon you want to choose for your subject.

10. When you are finished editing your custom subject, click  to save all your changes, or click  to cancel any unsaved changes.

Creating a Custom Project (Assignment)

After you create a custom subject with a unit, you can create a custom project to place in the unit. The **Add Assignment** button is enabled only when you select a unit within any existing custom subject.



1. Select a unit within a custom subject. Click the **Add Assignment** button. The **Custom Assignment** window opens.
2. Enter a **title** for the project. (Title is required. You are prompted if it is not there.)
3. The large white space in the window is reserved for you to add content and instructions for your project. Simply type your instructions for the assignment in this space.

NOTE:

This space contains *only* text. No graphics or pictures are allowed. You can format your text, using bold, italics, underline, and color. You can change the font you use and the size of the text.

4. The SOS Custom Project feature allows you to provide two ways for students to complete a project electronically.

Option 1: Link the project to a new (blank) file in a word processor. This option is appropriate for assignments requiring students to craft a written response from scratch. To use this option, use the **File extension** drop-down menu to select the file type you want to use — .doc (Microsoft® Word), .rtf, or .txt (most word processors).



Option 2: Link the project to a pre-built file (template) accessible from any software application used by both the student and teacher. This feature allows you to expand the ways that students can complete projects — making use of web page technology (.html), slide shows (.ppt), and other multimedia resources, all depending on the nature of the project and the software applications you have available. To make use of Option 2:

- Click the box to the right of the **File extension** drop-down menu. A window opens for you to browse to and select any file (template) you wish to use.
- Browse to the template file location. Double-click the file name.

NOTE:

Notice the template filename, including the path name, is now in the **template textbox** on the bottom of the screen. If you need a different template, use the **Browse** button to the right of the **template textbox**.



Creating a Custom Project (cont.)

5. Click the **OK** button when you are finished. You are returned to the **Curriculum Setup** screen.
6. Click the **plus sign** next to the unit name to expand the unit to see the custom assignment you just created.
7. Click the **Save** button to save your custom subject.

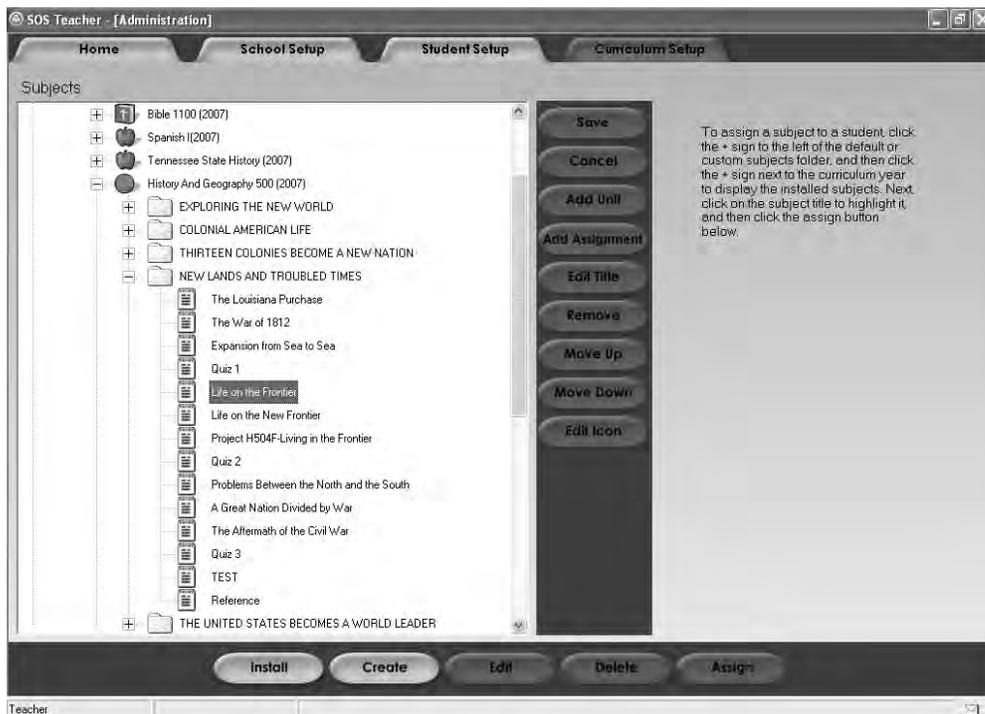
You can now perform other edit functions, preview materials, or assign the custom subject to your student(s). (See Assigning a Subject starting on page 81.)

Previewing an Assignment

Need to preview an assignment while you are creating or editing subjects for your curriculum? You can view any part of an assignment, including the problems and answers.

On the **Curriculum Setup** screen, click either:

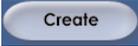
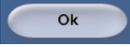
- the **Subjects** window – in the list of subjects you've already selected for your curriculum
- the **Available Curriculum** window – in the list of available curriculum you can choose to add to your own curriculum



Previewing an Assignment from the Subjects Window

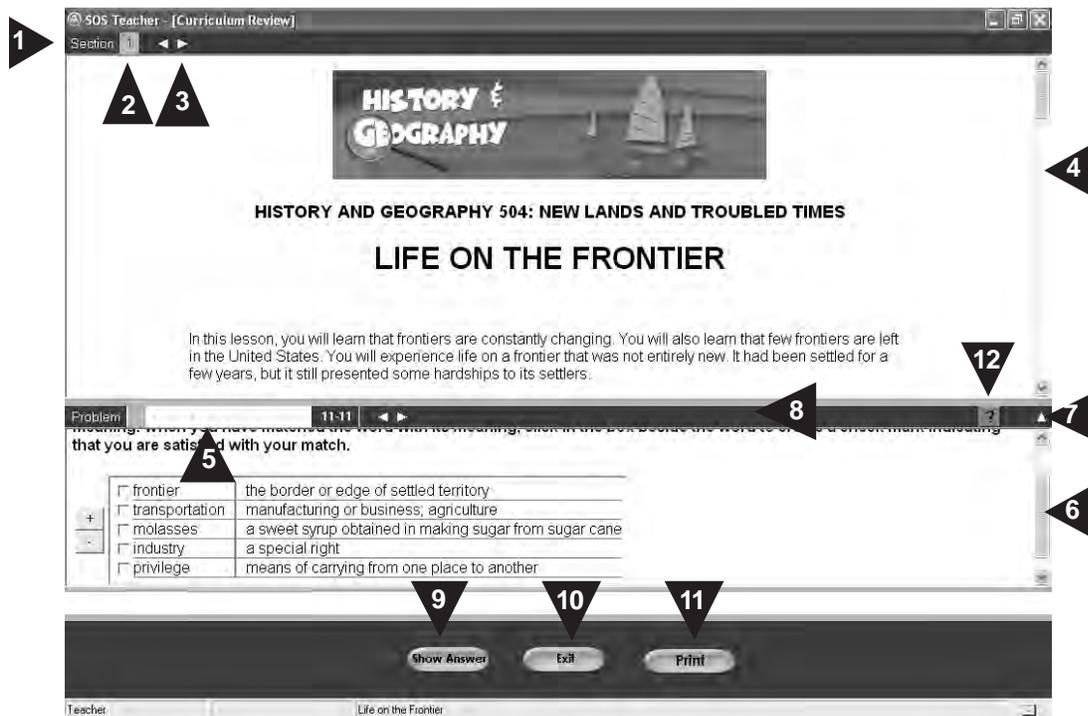
1. Double-click a **subject** or click once on a  next to a subject in the **Subjects** window. All the units for that lesson appear beneath it.
2. Double-click a **unit** or click once on a  next to a unit in the **Subjects** window. All the assignments for that unit appear beneath it.
3. Double-click an **assignment** in the **Subjects** window. A **Curriculum Review** screen opens, so you can take a look at the assignment you selected. (See Curriculum Review Window on the next page.)

Previewing an Assignment from the Available Curriculum Window (While You Are Creating a Subject)

1. Click  at the bottom of the screen. A small **Create Subject** pop-up window appears.
2. Choose one of the options in the window and click . All the available SOS curriculum you can choose from appears on the right-hand side of the screen.
3. Double-click a subject or click once on a  next to a subject in the **Subjects** window. All the units for that lesson appear beneath it.
4. Double-click a unit or click once on a  next to a unit in the **Subjects** window. All the assignments for that unit appear beneath it.
5. Double-click an assignment in the **Subjects** window. A **Curriculum Review** screen opens, so you can take a look at the assignment you selected.



Curriculum Review



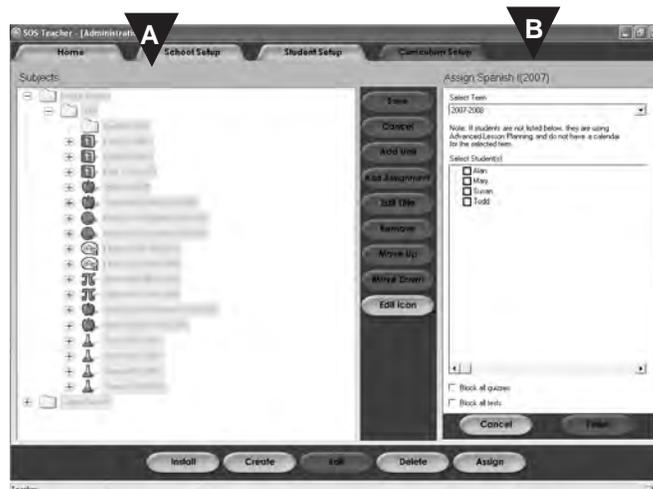
1. This shows you that you're in the **Curriculum Review** window.
2. Clicking any section number takes you to that section in the assignment.
3. Clicking either the left or right arrow takes you from one section of an assignment to another.
4. This is where a lesson or project is presented.
5. Clicking any problem number takes you to that problem in the assignment or use the  to the right of the problem numbers.
6. This is where an assignment's problems are presented.
7. This expands/shrinks the problems window to control viewing space.
8. Holding your cursor over this area changes its appearance, so you can click and drag the bar either up or down to resize the windows you see.
9. Clicking the **Show Answer** button displays the answer key for the problem selected.
10. Clicking the **Exit** button takes you back to the **Curriculum Setup** screen.

- Clicking the **Print** button allows you to print the assignment. You decide whether you want to pre-view and print:
 - both the presentation and problems
 - the presentation only
 - the problems only
 - the answers to problems
 - no answers to problems
 - graphics
- Clicking the red ? opens a window with explanation and instruction for the particular problem type displayed.

Assigning a Subject

To assign a subject to one or more students:

- From the **Curriculum Setup** screen, select the subject you want to assign under the “Subjects” portion of the screen.
- Click **Assign** at the bottom of the screen. Notice,
 - A – The **Subjects** window displays subjects you’ve chosen for your curriculum.
 - B – The **Assign** window is where you’ll actually assign subjects to your students.



- Select the appropriate term from the **Term** drop-down menu.
- Underneath **Select Student(s)** in the **Assign** window, click the box next to any student you want to assign this subject to.

TIP: Click again to uncheck a box if you change your mind.

- At any point in assigning a subject, if you decide to cancel your actions, click any tab to go to another screen. As long as you do not click **Finish**, no subjects are assigned.
- Click **Block Quizzes** or **Block Tests** if you want to block all of the quizzes and/or tests in the subject you are installing.

NOTE: Remember, your student cannot continue with any lesson, quiz or test in the subject until you unblock the blocked lesson, quiz or test. (See Blocking and Unblocking an Assignment on page 99 for directions on how to do this.)



Assigning a Subject (cont.)

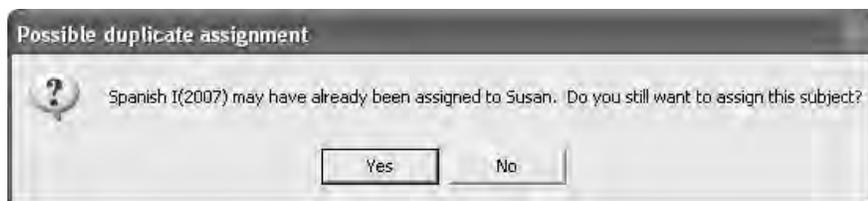
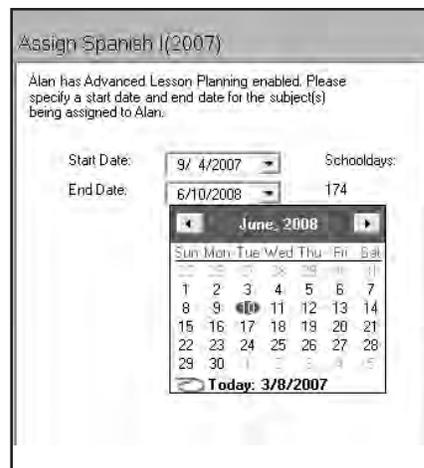
NOTE:

Click . If the student has **Advanced Lesson Planning** enabled within a calendar term, the **Assign Student** section of the window displays, (similar to the one shown at right) for you to set start and end dates for this subject.

6. Click . A small pop-up box displays when successfully assigned.

NOTE:

If the subject has already been assigned to this student, a pop-up box displays (similar to the one shown below), asking if you want to continue assigning this subject to this student.



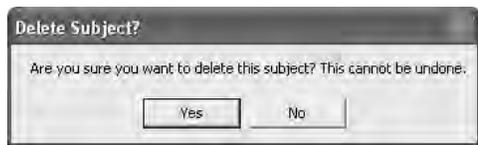
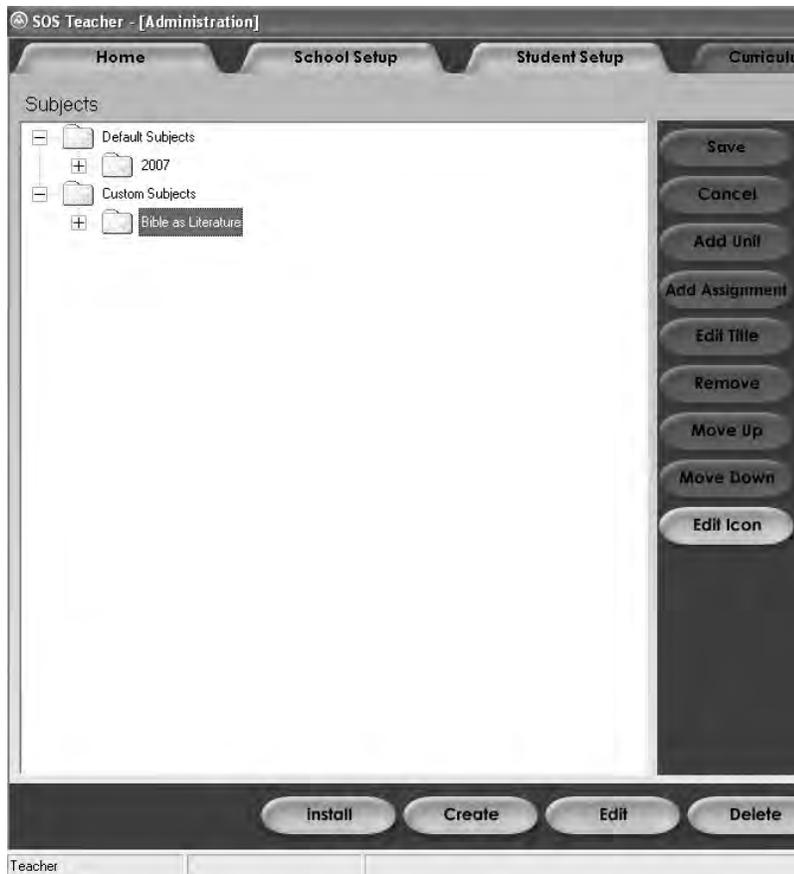
Deleting a Custom Subject

To delete a custom subject you created in **Curriculum Setup**:

1. Click the **plus sign** next to **Default Subjects(as shown on the next page)** to view all available custom subjects.
2. Single-click the subject you want to delete.
3. Click . A pop-up box displays (shown on the following page), asking you to confirm that you want to delete this subject.
4. Click **Yes** if you are sure you want to delete this subject, or click **No** to cancel out of this step.

NOTE:

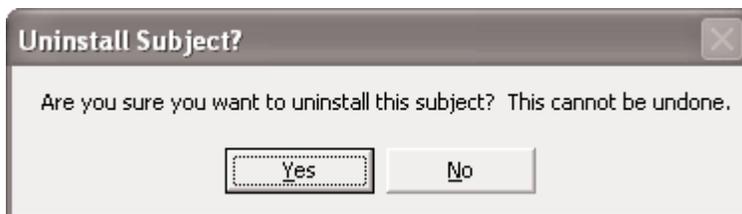
Although you may not undo your deletion, you may create the deleted subject again if you need to.



Uninstalling a Default Subject

To uninstall a default subject:

1. Click the **plus sign** next to **Default Subjects** to see all available school years.
2. Click the **plus sign** next to the school year that contains the default subject you want to uninstall.
3. Click the subject you want to uninstall.
4. Click . A pop-up box displays (shown below), asking you to confirm that you want to uninstall this subject.
5. Click **Yes** if you are sure you want to delete this subject, or click **No** to cancel this step.





FIND IT FAST!

Looking for some fast information about how to use your lesson book?

Assignments – 85

 Sorting Student Assignments – 89

 Opening an Assignment – 90

 Grading an Assignment – 95

 Changing a Student's Grade – 95

 Assigning or Reassigning a Problem – 96

 Viewing an Answer Key – 96

 Printing an Assignment – 97

 Viewing Problems Students Have Skipped – 97

 Editing a Student's Subject – 97

 Blocking and Unblocking an Assignment – 99

 Clearing Student Work on an Assignment – 100

Lesson Plan – 101

 Changing a Subject's Start and End Dates – 104

 Printing a List of Student Assignments – 105

 Editing a Day's Assignments – 105

 Day Detail Window – 106

 Changing an Assignment's Due Dates – 107



Lesson Book

The **Lesson Book** is used to view and grade schoolwork, and keep track of student progress. When you open it, you immediately see a to-do list of teacher grading tasks and assignments. You can edit subjects in the curriculum or change the status of assignments. If you have students working within set time frameworks, the **Lesson Book** offers a specially-designed calendar for managing their schoolwork and activities.

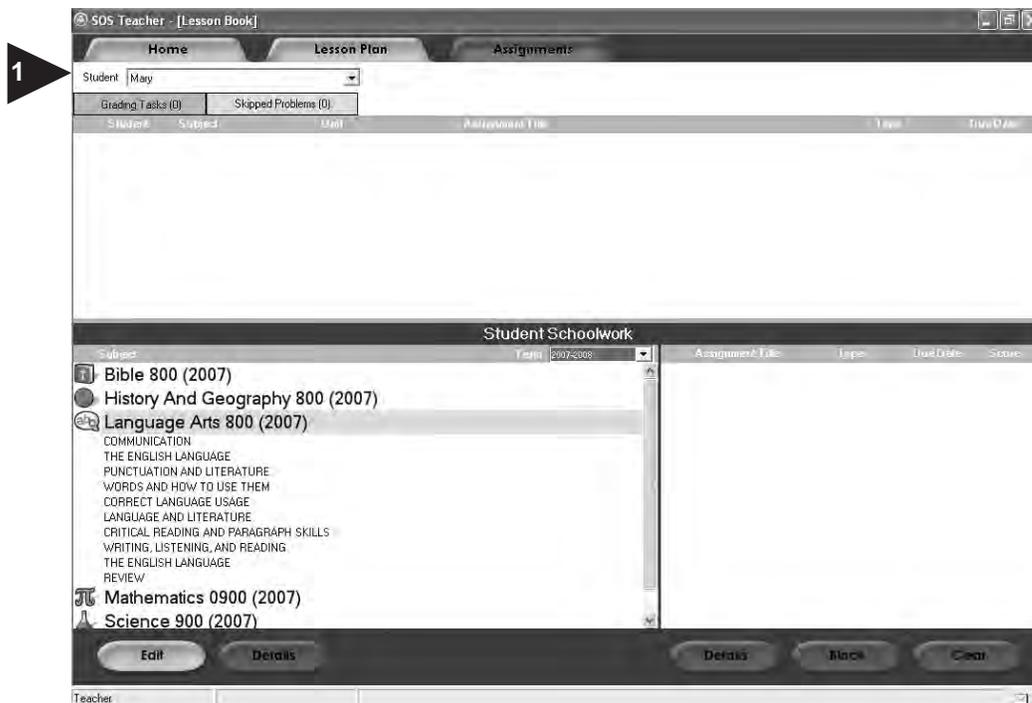
On the **Home** screen, click . The default **Lesson Book** screen displays. It has three tabs at the top:



- **Home** — Return to the **Home** screen.
- **Lesson Plan** — Access student schoolwork and activities through an easy-to-use calendar.
- **Assignments** — To see a teacher list of things-to-do, view student assignments and grades, and open assignments.

Assignments

The **Lesson Book** screen is the first screen that displays when you open the **Lesson Book**.



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

1. **Student Menu** – Using the drop-down menu:
 - Selects a student.
 - The student's assignment information displays.



Assignments (cont.)

- Teacher To-Do List** – Displays either a list of grading tasks or a list of problems students skipped. Think of this as your teacher to-do list, offering you links directly into student assignments that need your attention.

Click a link - you are taken directly into the assignment

Complete the task - it automatically drops off your to-do list

Don't need to do the task?

Click the checkbox next to it - it drops off your to-do list

- Grading Tasks** – Displays a list of teacher grading tasks. This button always displays the total number of grading tasks to be done. If it is selected, it appears darker in color than the Skipped Problems button next to it.
- Skipped Problems** – Displays a list of problems students skipped in their assignments. This button always displays the total number of skipped problems in your list. If selected, it appears darker in color than the **Grading Tasks** button next to it.

The screenshot shows the 'Assignments' tab in the SOS Teacher Lesson Book. At the top, there are navigation tabs for 'Home', 'Lesson Plan', and 'Assignments'. Below these, a 'Student' dropdown menu is set to 'May'. There are two buttons: 'Grading Tasks (0)' and 'Skipped Problems (0)'. A table below shows columns for 'Student', 'Status', 'Unit', 'Assignment Title', and 'Due Date'. Callout 2 points to the 'Grading Tasks' button, callout 3 to the 'Student' column, callout 4 to the 'Status' column, callout 5 to the 'Unit' column, callout 6 to the 'Assignment Title' column, callout 7 to the 'Subject' list on the left, callout 8 to the 'Due Date' column, callout 9 to the 'Language Arts 800 (2007)' subject, callout 10 to the 'Assignment Title' column, and callout 11 to the 'Due Date' column. Below the table is a 'Student Schoolwork' section with a list of subjects: Bible 800 (2007), History And Geography 800 (2007), Language Arts 800 (2007) (with sub-items like COMMUNICATION, THE ENGLISH LANGUAGE, etc.), Mathematics 0900 (2007), and Science 900 (2007). A table on the right shows a list of assignments with columns for 'Assignment Title', 'Type', 'Due Date', and 'Score'. Callout 6 also points to the 'Type' column. At the bottom, there are buttons for 'Edit', 'Details', 'Details', 'Back', and 'Close'.

TIP:

Can't read the whole name of a unit or assignment because it's too long? Try adjusting the columns to make them wider. In the bar with the column headings, put your cursor where a column seems to begin or end. (Usually just to the left of a column heading.) When the cursor changes in appearance, click and hold your left mouse button down. Drag the cursor to the left or right. Adjust the column width as needed.

5. This bar identifies student name, subject, unit and assignment containing the grading tasks and skipped problems.
6. If you put your cursor over either of these lines, the cursor changes in appearance, then you can click and drag it in different directions, making your windows bigger or smaller and enabling you to see more or less information.
7. **Student Schoolwork Section** – Displays all the schoolwork assigned to a student in a school term. You can see grades for subjects, units, and assignments the student has completed and view schoolwork still to be done.

NOTE:

If a student has schoolwork assigned in more than one school term, use the **Term** drop-down menu (located directly beneath the **Student Schoolwork** bar) to select another term and see all the schoolwork for that term displayed on the screen.

8. **Subjects** – Displays a list of all the subjects assigned to a student. If the student has completed any work in a subject, the grade for that subject is also displayed.
9. **Units** – Displays all the units you've 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. This makes it easy for you to quickly see the difference between subjects and their units. If a student has completed any work in a unit, the grade for that unit shows up here. Click a subject name and the units disappear.
10. **Assignment Titles** – Displays a list of assignments for a particular unit. The unit name is highlighted on the left so you know what unit the assignments being viewed belong in. To view an assignment, click any assignment title.
11. **Assignment Types** – Displays the types of assignments the student has assigned. There are four different assignment types in SOS:
 - **lessons** – consist of instructional presentations that teach new information and offer problems for students to work on
 - **quizzes** – provide a set of problems for students to do after every few lessons, assessing how much they've learned
 - **tests** – ask students to do problems in order to demonstrate what they've learned across the subject units
 - **projects** – offer creative ways for students to use the information they've learned in lessons

Certain assignment types are worth more than others. Tests, for example, usually make up a bigger part of students' overall grades than lessons. You make the final determination when you set the weighting percentages on the **Grade Settings** screen. Keep in mind that students usually do many assignments to complete a unit and many units to complete a subject. Remember scores for assignments affect unit grades and ultimately, the overall subject grades.



Assignment Title	Type	Due Date	Score
Spelling Lesson 1: Devel	Lesson	11/13/2007	
Spelling Quiz 1	Quiz	11/14/2007	
Using the Dictionary	Lesson	11/15/2007	
Diacritical Marks	Lesson	11/15/2007	
Using a Thesaurus	Lesson	11/16/2007	
Quiz 1: Understanding W	Quiz	11/19/2007	
Spelling Lesson 2: Gener	Lesson	11/20/2007	
Spelling Quiz 2	Quiz	11/20/2007	
Standard and Nonstanda	Lesson	11/21/2007	
Confusing Words	Lesson	11/26/2007	
Quiz 2: Using Words Cor	Quiz	11/27/2007	
Spelling Lesson 3: Gener	Lesson	11/28/2007	
Spelling Quiz 3	Quiz	11/28/2007	
TEST	Test	11/29/2007	
Reference	Reference		

12. **Assignment Scores** – Displays student scores for each assignment. Use the grades on the screen to help keep track of how a student is doing in each subject.
13. **Edit Button** – This button opens a window so you can customize learning for students at the subject level. Click it to edit individual subjects assigned.
14. **Unit Details** – Displays the details of the highlighted unit. The **Unit Details** window shows general information about how a student did on an assignment, such as what type of lesson was completed, how long it took to complete the lesson, the overall score earned, and the completed date.
15. **Assignment Details** – Displays the details of the highlighted assignment. The **Assignment Details** window shows specifics about how a student did on an assignment, such as what type of lesson was completed, how many points were earned, how many attempts were used, and any problems skipped and why they were skipped. **Assignment Details** also provides a direct link to problems in the assignment. Run your mouse over a problem number. When the cursor turns blue, click and the problem pops up for you.
16. **Block Button** – Blocks an assignment, preventing a student from working on it until you unblock it. For example, block a quiz until you make sure a student has done enough review before taking it. When an assignment is blocked, a small box with a red X over the top () displays next to it.

NOTE:

It is important to remember that when you block an assignment, the student cannot proceed in the unit until you unblock the assignment. If you do not want the student to do the assignment at all, you need to remove it instead of blocking it. (See Editing a Day's Assignments in the electronic **Help** file Press **F1** to access the **Help** file).

HINT:

This same button also unblocks assignments.

17. **Clear Button** – Clears the work a student has done in an assignment, erasing all answers and all grades. The student must go through the assignment again, as if for the first time.
18. **Subject Icon** – Plays an introductory video for a subject.

Sorting Student Assignments

You can sort any of the assignment information in the top window according to student, subject, unit, assignment, or type, helping you to organize and view the items in your to-do lists. To do this:

1. Click the left mouse button over the name in the column heading you want to sort by.
2. Each time you click, the information is alphabetically or numerically sorted in ascending or descending order.



Opening an Assignment

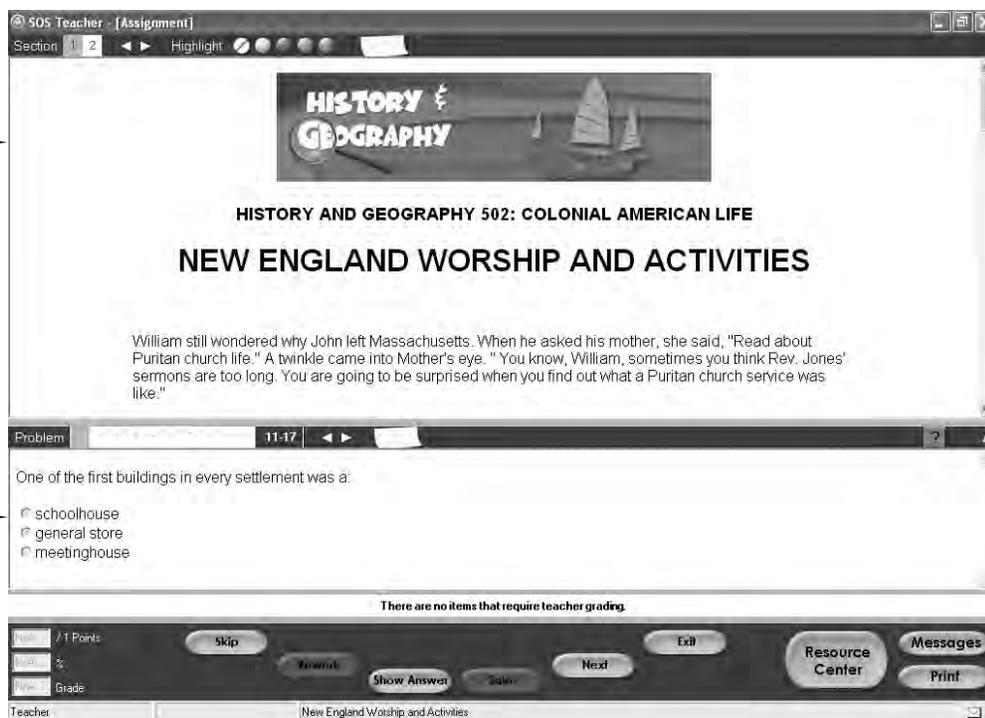
1. On the **Home** screen, click . The **Lesson Book** opens. Click any assignment title to open that assignment.

To display an assignment for a specific student in a specific term:

- Select the student's name from the **Select Student** drop-down menu.
 - Select the term from the **Term** drop-down menu.
 - Click a subject name, a unit name, and then the assignment title in the **Student Schoolwork** section.
 - Double-click the assignment title to open the assignment.
2. The **Assignment** screen looks almost like the screen students see when they are working in assignments. Several buttons and features are specialized so you can perform teacher tasks within the assignment.

Presentation

Problems



SOS Teacher - [Assignment]

Section 1 2 Highlight

HISTORY & GEOGRAPHY

HISTORY AND GEOGRAPHY 502: COLONIAL AMERICAN LIFE

NEW ENGLAND WORSHIP AND ACTIVITIES

William still wondered why John left Massachusetts. When he asked his mother, she said, "Read about Puritan church life." A twinkle came into Mother's eye. "You know, William, sometimes you think Rev. Jones' sermons are too long. You are going to be surprised when you find out what a Puritan church service was like."

Problem 11-17

One of the first buildings in every settlement was a:

- schoolhouse
- general store
- meetinghouse

There are no items that require teacher grading.

0 / 1 Points

0 %

Grade

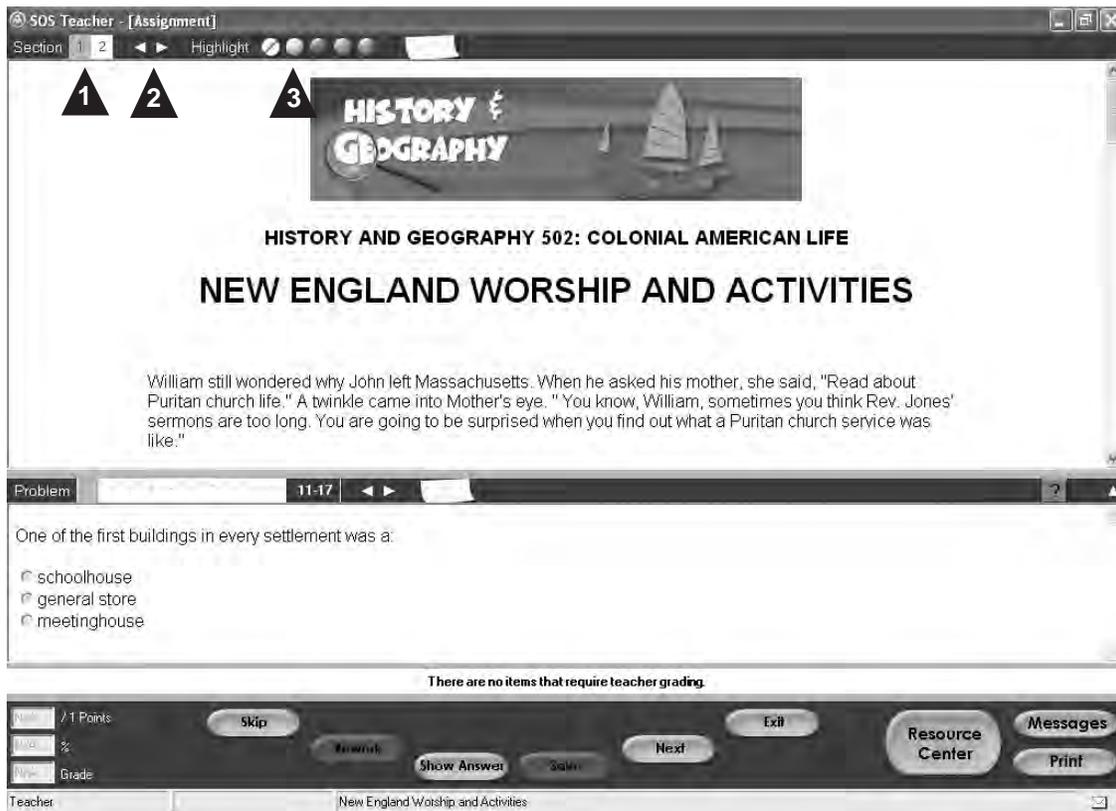
Skip Show Answer Next Exit Resource Center Messages Print

Teacher New England Worship and Activities

Assignment screens are usually made up of two major parts:

- **presentation sections** – present actual material students see in their assignments
- **problems** – display problems and answers to already-completed problems

The Assignment Screen



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

1. Sometimes, when there's a lot of information to cover, it's easier for students to see new information if it's broken up into smaller, bite-sized pieces. This area tells you how many sections an assignment presentation contains. Click any section number to see its information displayed. The section number that is highlighted represents the information displayed in the presentation portion of the screen.
2. Clicking  lets you view either the previous or the next presentation sections.
3. These Highlighters let you and your students mark up text in an assignment.

To highlight text:

- Select the text with your mouse.
- Click the color you want to use to highlight.

Text stays highlighted even after you exit and return to the assignment.

To remove highlighting from text:

- Select it with the mouse.
- Click .

NOTE:

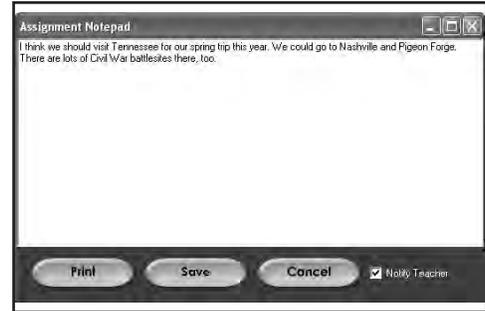
On the teacher assignment screen, you can see text exactly as your students highlighted it in SOS Student.



The Assignment Screen (cont.)

4. Here's a handy notepad you and your students can use to jot down thoughts. Students can ask questions or make comments about anything they encounter in the presentation part of an assignment. Also, you can answer their questions or include comments of your own. To use the assignment notepad:

- Click the notepad.
- A small **Assignment Notepad** window opens.
- Read your students' notes or type in your own where you see the cursor blinking.
- Place a checkmark beside the **Notify Student** box to send a message to the student.
- Click **Save** to send your note, **Cancel** to cancel it, or **Print** to print it.
- Student receives message alert.



NOTE:

On the assignment screen, the assignment notepad looks like this,  if there's a note in it. Click the notepad anytime to open it and enter text, read a student's comments, or delete text.

5. New instructional information a student learns in an assignment. It contains text, pictures, videos, games, Web links, and more.
6. Every presentation section in an assignment includes problems to assess students' understanding of what they've been learning. This area tells you how many total problems an assignment has and displays them in batches of 10. Click any problem number to highlight it and display the problem below.

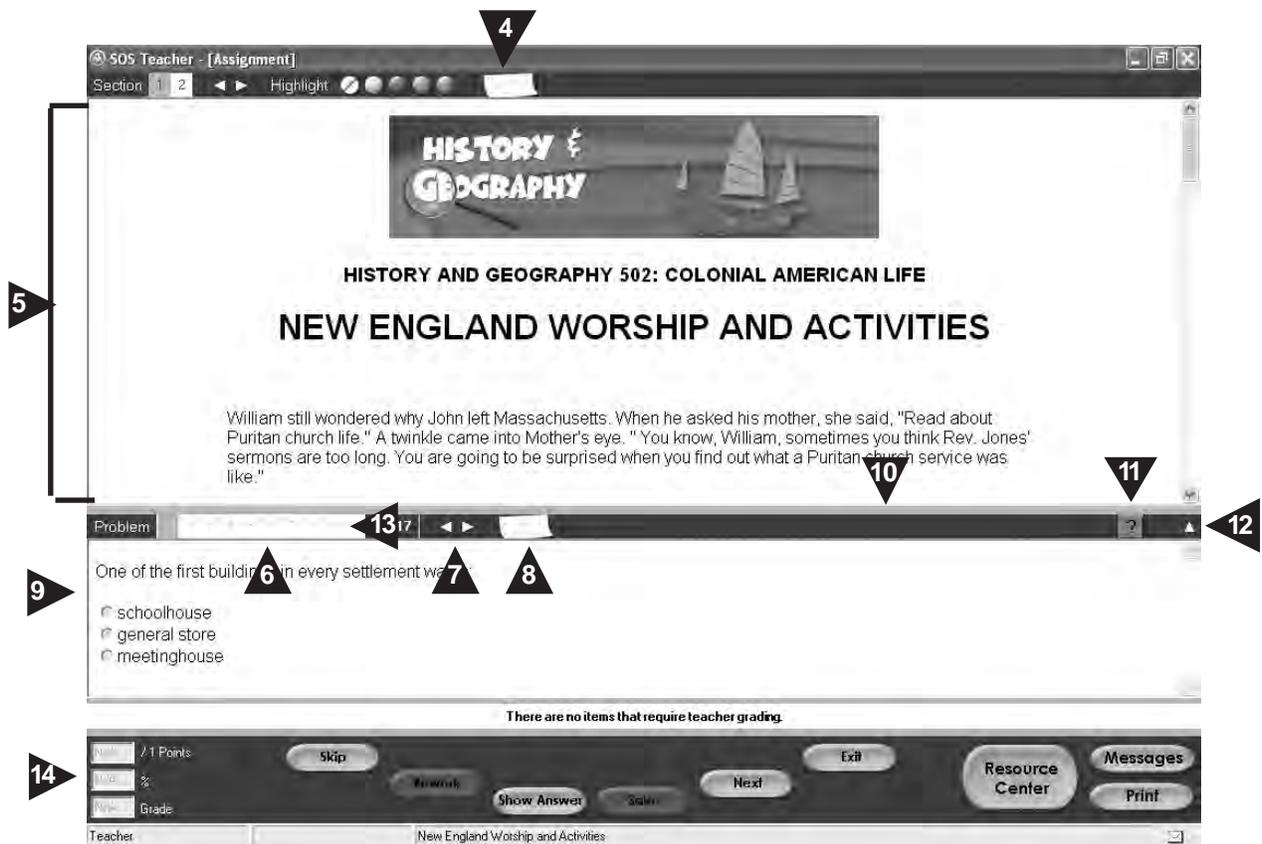
TIP:

Want a shortcut? Press **F12** to advance through the problems and **F11** to go back.

7. Clicking  lets you view either the previous or the next problem. As you click through problems, the presentation section that introduced the information automatically displays at the top. (Refer to it to see where students drew their answers from.)

Problem numbers appear in different colors on the problems toolbar:

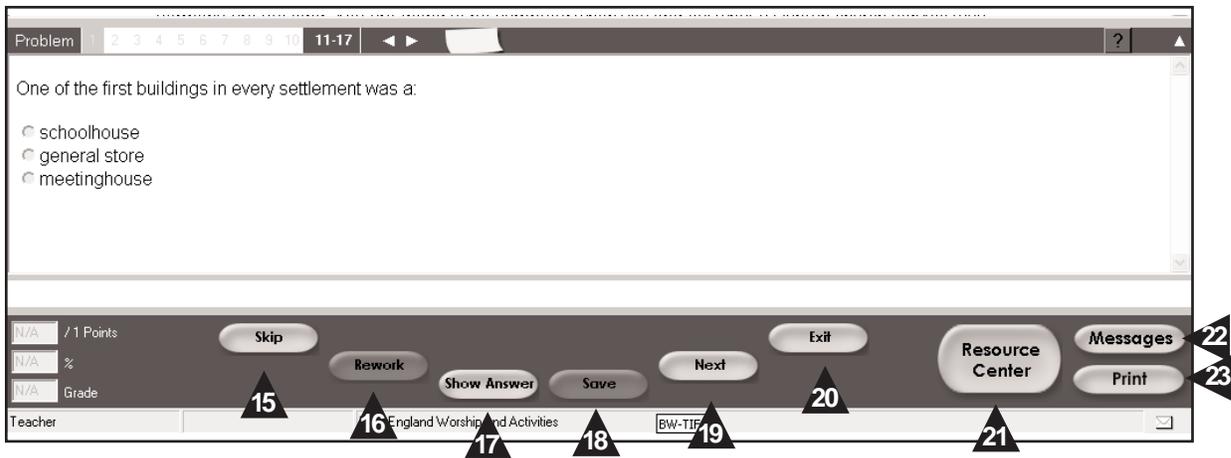
- **gray** – problems that haven't been completed yet
- **green** – problems students have answered correctly
- **red** – problems students have either answered incorrectly or have received only partial credit
- **gray with a line through it** – problems you've decided to allow your students to skip
- **black** – problems you must manually grade



8. This problem notepad works just like the assignment notepad. Use it to respond to students' questions or comments about problems. To open the problem notepad:
 - Click it. A small **Problem Notepad** window pops up.
 - Read, compose, print, or delete notes in this window.
 - Place a check beside **Notify Student** to send a message to the student.
 - Click **Save**.
 - Click the notepad any time to open it again.
9. This is where you see the problems and student answers to the problems.
10. Putting your cursor anywhere over this line, you notice that the cursor changes in appearance. You can click and drag your cursor up or down to change window sizes.
11. Click the red ? to see a description and "how to" instructions for the type of problem displayed.
12. Clicking this **up arrow** makes your problems section automatically fill the whole screen. When it becomes a **down arrow**, you can click to return the windows to their default sizes.
13. Clicking a problem number displays the student answer to the problem. You see a percentage score, the total number of points earned, and the number of attempts it took to correctly answer the problem.
14. Clicking any of these boxes lets you manually type in the score you want a student to receive on a problem (or change the score for an already-graded problem). You can enter the number of points, the percentage, or the letter grade. Click **Save** when you're done.

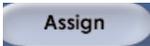


The Assignment Screen (cont.)



15. **Skip** – Students can skip a specific problem in an assignment and not have that problem considered part of the assignment grade.

- Select a problem number.
- Click the **Skip** button.

The number is crossed-out and grayed-out. Once a problem is skipped, the **Skip** button becomes . You can click this button to reassign the problem.

16. **Rework** –

- Click a problem number.
- Click the **Rework** button to erase the grade.

This permits the student to rework the problem. The number is grayed-out. It has been reassigned. The student sees the assignment appear in the to-do list. The assignment is not considered complete until the problem is reworked.

17. **Show Answer** – Displays the correct answer for any problem. You can also click **Enter** to display an answer key window.

18. **Save** – Saves any changes made to the assignment.

19. **Next** – Advances you to the next problem.

20. **Exit** – Lets you exit the assignment and returns you to the previous screen.

21. **Resource Center** - Provides access to a **dictionary**, **periodic table**, and **calculator**.

22. **Messages** – Lets you send messages to or receive messages from your students.

23. **Print** – Prints out an assignment. A small pop-up window appears. You decide how you want the assignment to display—with presentations, problems, graphics, grades, student answers, or any combination of these. Before printing, you have the option to click  to view how your selections will look on the printed page.

Information in the presentation and problems sections may vary slightly depending on the type of assignment:

- Quizzes and tests, for example, don't usually display much text in the presentation sections because they are testing students for previously-learned information. Most of the content is found in the problems section instead.
- Projects are dynamic and can consist of reading/writing activities, hands-on experiments, library research, interviews, artwork, or anything else you decide to assign. The presentation sections may display instructions and background information students need to complete them. This may be text, graphics, videos, or Web links. The problem sections may display more instructions or provide links for students that open up writing space.

Grading an Assignment

Most assignments are automatically graded by SOS. Some assignments require you to manually grade some problems. For example, students must write paragraph responses to certain problems. The **Lesson Book** provides an easy teacher to-do list, so you can see any grading tasks you have at any given time.

1. On the **Home** screen, click . The **Lesson Book** opens.
2. The **Assignments** tab is displayed. Click the **Grading Tasks** button (in the upper left-hand corner) for one or all of your students to view a list of assignments or problems to be graded.
3. Double-click any black-colored assignment title to go to that assignment.
4. The problems you need to grade are displayed one at a time.
5. Grade the problem and enter the score in the grade boxes in the lower left-hand corner of the assignment's screen.
6. Click  to save your changes.
7. Click the **Exit** button to return to the previous screen. Notice, the grading task is off your to-do list.



100	/ 1 Points
%	
A	Grade

Changing a Student Grade

Although most assignments are automatically graded by SOS, you always have the option to change a student's grade on a problem. Use this if you want to award your student with partial credit for difficult problems, or if you don't agree with an answer the program has provided.

1. Double-click the assignment title for the grade you want to change.

NOTE:

If you don't see the assignment you're looking for, make sure the student's name (in the **Select Student** drop-down menu) and the term (in the **Term** drop-down menu) are correct. Clicking on a subject name, a unit name, and then the assignment title in the **Student Schoolwork** section displays all the schoolwork assigned for that student in the given term.

2. Once you're in the correct assignment, locate the problem with the grade you want to change.
3. Enter the new grade in the grade boxes in the lower left-hand corner of the assignment's screen. When you type in one of these boxes, the other two automatically adjust.



Changing a Student Grade (cont.)

4. Click  to save the changes. The changes are immediately applied.

WARNING!

Even though you may see ellipses (...) in an answer key, this is a symbol reserved for use by the SOS program. If a student uses this symbol in an answer, it is marked as incorrect.



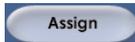
Assigning / Reassigning or Clearing a Problem

To assign a skipped problem or ask a student to rework a problem from scratch:

1. Double-click the assignment title for the assignment you want to change a grade in.

NOTE:

If you don't see the assignment you're looking for, make sure the student's name (in the **Select Student** drop-down menu) and the term (in the **Term** drop-down menu) are correct. Clicking on a subject name, a unit name, and then the assignment title in the **Student Schoolwork** section displays all the schoolwork assigned for that student in the given term.

2. Once you're in the correct assignment, find the problem you want to assign/reassign.
3. If the problem is currently a skipped problem, click  to assign it.

or

3. If you want to clear the work a student has done on a problem and ask for it to be completely reworked, click  to reassign it.

When the problem number is gray in color, the problem is assigned/reassigned. The assignment appears in the student's to-do list. The assignment is not considered complete until all the problems in it have been worked.

Viewing an Answer Key

1. Double-click the assignment title you want to view answers in.

NOTE:

If you don't see the assignment you're looking for, make sure the student's name (in the **Select Student** drop-down menu) and the term (in the **Term** drop-down menu) are correct. Clicking on a subject name, a unit name, and then the assignment title in the **Student Schoolwork** section displays all the schoolwork assigned for that student in the given term.

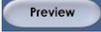
2. Once you're in the correct assignment, find the problem you want to see.
3. Click . A small window appears, displaying the correct answer for that problem. Repeat this process to see answer keys for any problem.

Printing an Assignment

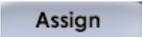
1. Click any assignment title to open that assignment.

NOTE:

If you don't see the assignment you're looking for, make sure the student's name (in the **Select Student** drop-down menu) and the term (in the **Term** drop-down menu) are correct. Clicking on a subject name, a unit name, and then the assignment title in the **Student Schoolwork** section displays all the schoolwork assigned for that student in the given term.

2. Click . A small pop-up window appears. Decide how you want the assignment to display — with presentations, problems, graphics, grades, student answers, or any combination of these. Before printing, you have the option to click  to see how the selection will look on the printed page. Click **Print** when you're ready.

Viewing Skipped Problems

1. On the **Assignments** tab, click the **Skipped Problems** button (in the upper left-hand corner) to view a list of skipped problems.
2. Double-click an assignment title to open it.
3. The first skipped problem is immediately displayed.
4. Decide if you want the student to skip the problem all together or reassign it. To reassign:
 - Click either  or  (the **Rework** button clears the problem score and reassigns the problem).
 - Click the **Next** button to view any other skipped problems in this assignment.
 - Click the **Exit** button to be taken back to your lesson book.
5. Repeat Steps 2-5 to view skipped problems in other assignments.

Notice, skipped problems are removed from your to-do list.

Editing a Student's Subject

In SOS, you can customize learning at the individual student level. By setting options for your entire school, for individual students, or even for specific subjects that individual students are taking, you, as the teacher, have the option to decide what is best for each student.

The most specific level to set options for is the subject level. You can address a student's learning needs within a specific subject.

Suppose you set options to permit students to have two attempts to answer problems correctly. You find a student struggling with math. You decide this student works better without the pressure of only two attempts. At the subject level, you can set options in math so this student has an unlimited number of attempts at a problem. This means the student can get the extra practice necessary in math, but still be challenged in other subjects.

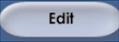
You can edit a subject in SOS according to:

- **Curriculum** – affects the units or assignments in a specific subject
- **Assignment Settings** – affects how information is presented in a specific subject
- **Quiz/Test Settings** – affects how quizzes and tests are presented in a specific subject
- **Grade Settings** – affects how a student is graded in a specific subject



Editing a Student's Subject (cont.)

To edit at the subject level:

1. Select the student using the **Select Student** drop-down menu.
2. Select the term using the **Term** drop-down menu (beneath the words, **Student Schoolwork**).
3. In the **Student Schoolwork** section, highlight the subject you want to edit. The **Edit** button is not enabled unless you first select a subject.
4. Click . The **Edit Student Subject** window opens, so you can edit curriculum within the subject selected.
5. Use any of the buttons and features on the **Curriculum** screen to modify the subject. If you add or remove subjects for a student who is working in a school term with calendar dates, you are asked to use the **Regenerate** button to reset due dates.
6. When finished editing the curriculum, click the **Edit** drop-down menu in the upper left-hand corner to select **Assignment Settings**. You can now continue editing the subject with special emphasis on the options you set for assignments.

NOTE:

The **Assignment Settings** screen looks the same when you edit it at the subject level as for the school and student level. See the **Assignment Settings** section, pages 44-47 for details about the selections on this screen.

7. Use any of the buttons and features on the **Assignment Settings** screen to make changes that apply only to this subject.
8. Use the **Edit** drop-down menu in the upper left-hand corner to select **Quiz/Test Settings**. You can now continue editing the subject with special emphasis on the options you set for how students see and take quizzes and tests.

NOTE:

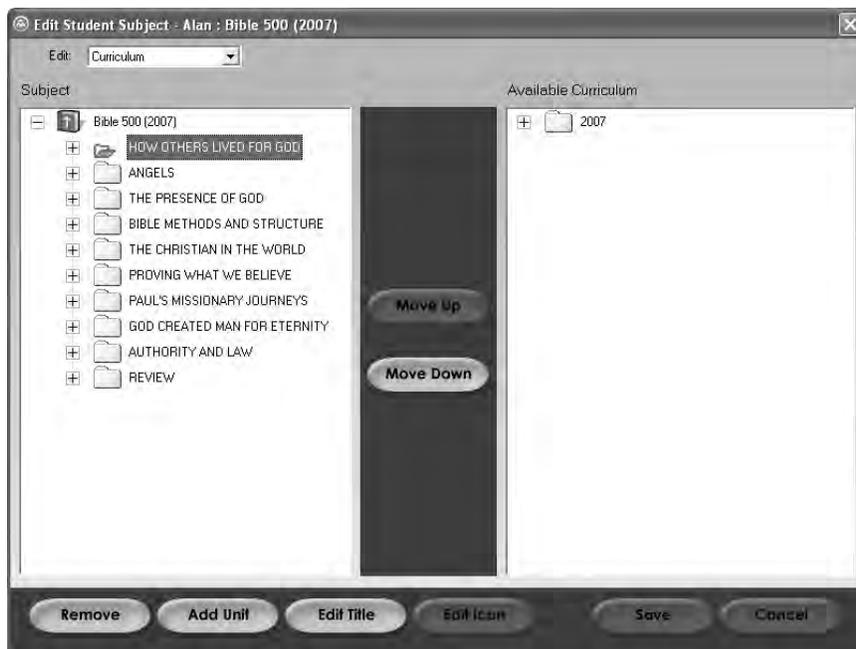
The **Quiz/Test Settings** screen looks the same when you edit it at the subject level as for the school and student level. See the **Quiz/Test Settings** section, page 48 for details about the selections on this screen.

9. Use any of the buttons and features on the **Quiz/Test Settings** screen to make changes that apply only to this subject.
10. Use the **Edit** drop-down menu in the upper left-hand corner to select **Grade Settings**. You can now continue editing the subject with special emphasis on the options you set for grading

NOTE:

The **Grade Settings** screen looks the same when you edit it at the subject level as for the school and student level. See the **Grade Settings** section, page 50 for details about the selections on this screen.

11. Use any of the buttons and features on the **Grade Settings** screen to make changes that apply only to this subject.
12. Click **Save**.
13. Return to the previous screen. All your changes are applied.



Blocking and Unblocking an Assignment

NOTE:

Blocking an assignment, lesson, quiz, test, or project prevents a student from working on it until you, the teacher, decide it is time. For example, if you want a student to wait until after a field trip to begin a project, you can block that project. It is important to remember that the student cannot proceed with any other lesson, assignment, quiz, or test in that subject following the blocked project until it is unblocked. If the project is something you do not want the student to do at all, it must be removed, not blocked. See item 7 of The Day Detail Window on page 107.

1. On the **Home** screen, click . This opens the **Lesson Book**. You can block and unblock assignments from either the **Assignment** tab or the **Lesson Plan** tab.

Blocking and Unblocking from the Assignments Screen:

2. In the **Select Student** drop-down menu, select the student with the assignment you want to block. If the student currently has subjects in more than one school term, select the term containing the assignment to block. Student assignment information appears on the bottom of the screen.
3. Click the subject in the **Student Schoolwork** section. All the units for that subject display.
4. Click the unit in the **Student Schoolwork** section. All the assignments for that unit display. (Skip to Step 5.)



Blocking and Unblocking an Assignment (cont.)

Blocking and Unblocking from the Lesson Plan Screen:

2. In the **Select Student** drop-down menu, select the student with the assignment you want to block.
3. In the **Select Term** drop-down menu, select the term that contains the assignment you want to block.
4. On any of the calendars, double-click the day of the week containing the assignment to block. A small **Day Detail** window will open. (Continue with Step 5.)

Blocking and Unblocking an Assignment

5. Click the row that displays the information for an assignment without actually clicking the assignment title itself (double-clicking the title will take you into the assignment). This highlights the information for the assignment.
6. Click  to block that assignment. A small graphic (🔒) appears to verify the assignment is blocked, and the student cannot open it.
7. To unblock an assignment, select the blocked assignment (make sure you do not click the assignment title) and click the **Block** button again. The 🔒 graphic will disappear, meaning that the assignment is now unblocked and a student can open it.

Clearing Student Work on an Assignment

1. On the **Home** screen, click . This opens the **Lesson Book**. You can clear work from either the **Assignments** tab or the **Lesson Plan** tab.

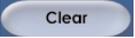
Clearing Student Work from the Assignments Screen

2. In the **Select Student** drop-down menu, select the name of the student whose work you want to clear. If the student currently has subjects in more than one school term, select the term you need using the **Term** drop-down menu (directly beneath the words “Student Schoolwork”). The student’s assignment information appears on the bottom of the screen.
3. Click the subject in the **Student Schoolwork** section. All the units for that subject display.
4. Click the unit in the **Student Schoolwork** section. All the assignments for that unit display. (Skip to Step 5.)

Clearing Student Work from the Lesson Plan Screen

2. In the **Select Student** drop-down menu, select the name of the student whose work you want to clear.
3. In the **Select Term** drop-down menu, select the term that contains the assignment where you want to clear the work.
4. On any of the calendars you see, double-click the day that contains the assignment you want to clear work. A small **Day Detail** window opens. (Continue to Step 5.)

Clearing Student Work

5. Click the row displaying the assignment without actually clicking on the assignment title itself.
 - Double-clicking the title takes you into the assignment.
 - This highlights the information for the assignment.
6. Click  to clear all the work a student has done for that assignment. This also clears any grades associated with it. The changes are immediately applied. The assignment appears as it did when it was originally assigned.

Lesson Plan

Use the **Lesson Book** to view student schoolwork in calendar form. If students have work assigned in a school term structured around due dates, use the **Lesson Plan** screen to track their information. This screen takes all the same assignment information from the **Student Schoolwork** section of the **Assignments** screen and puts it into an easy-to-use calendar.

NOTE:

If the schoolwork is assigned to a student in a school term not driven by due dates, the information will not show up on the **Lesson Plan** calendar screen. You can keep track of the student's work in the **Student Schoolwork** section of the **Assignments** screen (page 85).

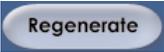


Lesson Plan Tab

The screenshot shows the 'Lesson Plan' tab in the SOS Teacher software. At the top, there are three tabs: 'Home', 'Lesson Plan' (selected), and 'Assignments'. Below the tabs, there are two dropdown menus: 'Student' (set to 'May') and 'Term' (set to '[Student's Current]'). To the left is a calendar view showing four months: May 2007, November 2007, December 2007, and January 2008. The main area displays a weekly view for Monday, October 01 to Sunday, October 07, 2007. Each day has a list of assignments, such as 'Quiz 1', 'New England Colonies', 'Personal and Possessive Pronouns', 'Integers: Addition', 'Experiment: S902A-Determining Volume', 'Project HistN01A-Tennessee's Capital', 'Soccer', 'The Nature of Salvation', 'Middle and Southern Colonies', 'Other Kinds of Pronouns', 'Integers: Subtraction', 'The Process of Salvation', 'Colonial Governments', 'Verbs', 'Adjectives and Adverbs', 'Integers: Multiplication', and 'Education in Tennessee'. At the bottom, there are three buttons: 'Regenerate', 'Today', and 'Print'. The interface is annotated with numbered callouts 1 through 14.

Here are the features you'll find on the **Lesson Plan** tab:

1. **Lesson Plan** tab – Displays the **Lesson Plan** calendar screen.
2. **Assignments** tab – Displays the **Lesson Book Assignments** screen. All the schoolwork on this calendar displays in list form.
3. **Select Student** drop-down menu – Displays the assignment information for an individual student on this screen. Or, choose **[Active Students]** to display assignment information for all your students with work in school terms driven by due dates.
4. **Select Term** drop-down menu – Displays any student's school term and the assignments in it. Or, choose **[Student's Current]** to display assignment information for a student's most current school term.
5. This area displays any four consecutive months of a student's school term. Days in white are considered school days, and days in gray are considered non-school days. To see previous months, click the arrow (◀) to the left of the month name. To see future months, click the arrow to the right of the month name. You can also click and hold your cursor over the name of any month to see a small menu to help you quickly skip to another month. To edit information for a specific day, double-click the date and a small window lists the day's assignments. Use any of the buttons to modify the day's assignments.

6. Clicking a date in either the four-month-view calendar section or the one-week-view calendar section lets you select it. The selected date appears, showing up in both calendar views.
7. Clicking anywhere along this bar expands the one-week-view calendar to take up the entire screen. When the calendar is expanded, click the bar again to bring back the three-month-view calendar.
8. **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 calendar day.
9. This bar shows the range of dates for the week displayed in the one-week-view calendar below. Click the left arrow to display previous weeks or the right arrow to display future weeks.
10. This area displays any week of a student's school term. Days in white are school days, and days in gray are non-school days. If you are viewing schoolwork for one student, you see a list of all the assignments a student is expected to do on the dates you assigned them. If you are viewing schoolwork for multiple students, you see a list of students with a number next to each name that indicates how many assignments each has on any given day. To edit information for a specific day or see a list of student's assignments, double-click the date and a small editing window appears.
11. Double-clicking an assignment title opens that assignment.
12. **Regenerate** – Sets new start or end dates for any subject in a student's curriculum.
 - A small window opens.
 - Place a checkmark beside any subjects you want to set new dates for.
 - Click any start or end date for a subject to either manually type in a new date or make a tiny drop-down calendar appear.
 - Use the left and right arrows in the mini-calendar to find the month you want.
 - Click a date to select it.
 - If you click  within this small window, all the new dates you've set are applied, automatically appearing in schoolwork lists and on the **Lesson Plan Calendar** screen.

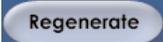
NOTE:

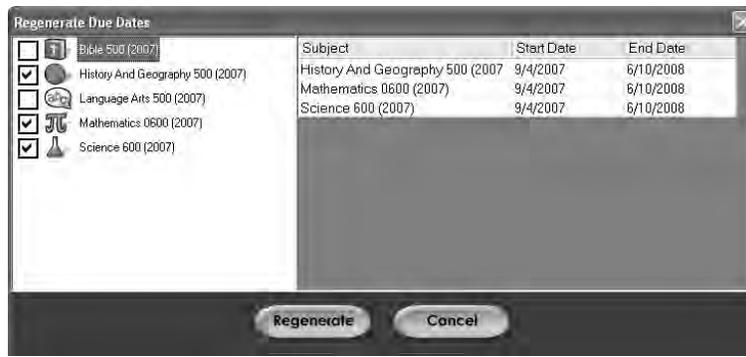
Anytime you change your calendar, you must click the **Regenerate** button to avoid scheduling conflicts, such as lessons or projects being due on weekends or non-school days.

13. **Today** – Takes you to today's date on both the four-month-view calendar and the one-week-view calendar.
14. **Print** – Prints a list of assignments due on different days. A small window appears to choose the start and end dates for the range of days to print. Use the **Preview** button to see what the printed page will look like.



Changing a Subject's Start and End Dates

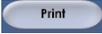
1. Click the **Lesson Plan** tab at the top of the screen. This takes you to a screen to view the **Start** and **End Dates** for student assignments in calendar form.
2. In the **Select Student** drop-down menu, select the student whose assignment dates you want to edit.
3. In the **Select Term** drop-down menu, select the school term.
4. Click  to open a small window to set new **Start** or **End Dates** for any subject in the student's curriculum.



5. Place a checkmark beside any subject to set new dates.
6. Click any start or end date. You can either manually type in a new date or use the tiny drop-down calendar that appears (shown at right) to select the date you want.
7. Click the **Regenerate** button in this window. Any new dates set are applied automatically. They appear in schoolwork lists and on the **Lesson Plan Calendar** screen.



Printing a List of Student Assignments

1. Click the **Lesson Plan** tab at the top of the screen. This screen displays student assignments in calendar form.
2. In the **Select Student** drop-down menu, select the student.
3. In the **Select Term** drop-down menu, select the school term.
4. Click  to open a small **Print Options** window (shown at right).
5. Choose the **Start** and **End Dates** for the range of days to print.
6. Click  to open a window to display how the printed page will look.
7. Click the **Print** button to print the list of assignments.



Editing a Day's Assignments

1. Click the **Lesson Plan** tab at the top of the screen. This displays student assignments in calendar form.
2. In the **Select Student** drop-down menu, select the name of a student you want to edit assignments for.

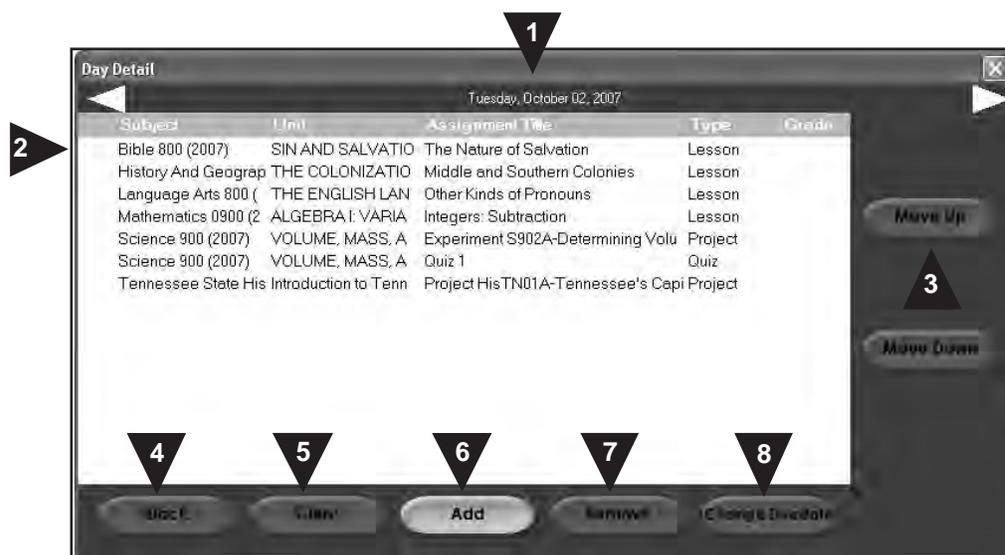
NOTE:

If you do not select a student, but choose **[Active Students]** instead, you see a list of all the students with school terms with due dates. You are able to view student assignments for any day you click, but you will not be able to edit them.

3. In the **Select Term** drop-down menu, select the school term containing the assignments you want to edit.
4. Double-click any date in either the three-month-view calendar or the one-week-view calendar to open a small window listing the day's assignments. The **Day Detail** window lets you edit the day's schoolwork.
5. Use any of the buttons and features on the **Day Detail** window to make changes to the student's day. The changes automatically apply in the student calendar.



Day Detail Window



Here is a list of the features you'll find on the **Day Detail** window:

1. Displays the day selected. Clicking on the left or right arrows on either side of the **Day Detail** window lets you view previous or future days.
2. Lists information about all of a student's assignments for the day, including grades the student has received on completed assignments. Click any assignment title to open that assignment.
3. **Move Up** and **Move Down** buttons – If you want to rearrange the order of assignments from the same subject, select one of the assignments by clicking anything in the row.

Note that if you double-click the assignment title, it opens the assignment itself.

The **Move Up** and **Move Down** buttons are enabled so you can click them to rearrange the selected assignment in the list.

4. **Block** – Blocks an assignment, preventing a student from working on it until you unblock it. When an assignment is blocked, you see  next to it.

NOTE: This same button also unblocks assignments.

5. **Clear** – Clears the work a student has done in an assignment, erasing all the answers and all the points. It is as if a student never started the assignment.

6. **Add** – Adds extra assignments to the day. A small **Add Assignment(s)to Day** window opens. The student’s existing subjects appear on the left. The assignments you can choose from appear on the right.
 - Drag any assignments from the right side of the window into a student’s units in the left-side of the window.
 - Click the **OK** button. Any assignments you added automatically appear in the existing list of schoolwork.
7. **Remove** – Removes an assignment from the day. Click an assignment to select it. Click the **Remove** button. All the work and grades for the assignment are gone.
8. **Change Due Date** – Changes the **Start** or **End Date** for any assignment in the day.

Changing an Assignment’s Due Dates

1. On the **Home** screen, click  to open the **Lesson Book**.
2. Click the **Lesson Plan** tab to be taken to that screen.
3. In the **Select Student** drop-down menu, select the student for whom you wish to change due dates.
4. In the **Select Term** drop-down menu, select the term you need.
5. On any of the calendars, double-click the date with the assignment. A small **Day Detail** window will open.
6. Click the row that displays the information for an assignment to highlight the assignment.
If you double-click on the assignment title, it opens the assignment itself.
7. Click  to change the due date of that assignment. A small **Change Dates** window appears.
8. Either manually type in a new start and end date for the assignment, or use the tiny drop-down calendars to select the dates.
9. Click the **OK** button to confirm your changes. Your changes are automatically applied.



FIND IT FAST!

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

- Sorting Messages – 110
- Copying and Pasting a Message – 110
- Replying to a Message – 110
- Composing and Sending a Message – 111
- Printing a Message – 112
- Sent Items – 112

Messages

Switched-On Schoolhouse® 2007 (SOS) makes communicating with your students a cinch. On the **Messages** screen, you can stay on top of your students' assignments and help them with their questions and thoughts. And with just a few clicks of the mouse, you can organize and keep track of the messages you send and receive, even printing messages for safekeeping.

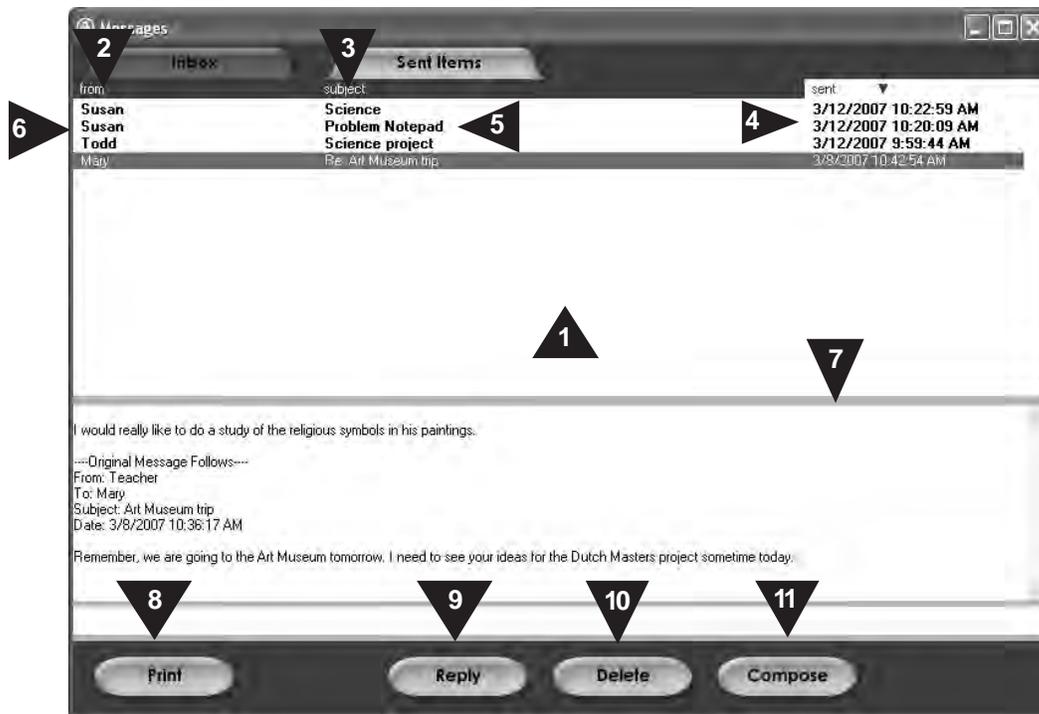
To get to the **Messages** screen, click  on your **Home** screen.

NOTE: You are always able to see the number of unread messages you have by looking at the number on the **Messages** button.

After you click the button, the **Messages** window appears with an **Inbox** tab and a **Sent Items** tab at the top. The **Inbox** is the default screen. It always displays first when you open the **Messages** screen.

Inbox

The **Inbox** allows you to look at messages you've received. Whenever the **Inbox** tab is selected, you're on this screen.



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

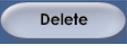
1. Displays a list of messages sent to you. A quick glance at the column heading identifies who sent a message (**from**), what a message is about (**subject**), and when a message was sent (**sent**). Also, column headings can be used to sort messages according to this information, so you can keep your **Inbox** organized.
2. **from** – Identifies who sent the message.
3. **subject** – Displays the title a student gave a message you received. A subject for a message might be: "I have a question," "Can we go to the library," or "I got an 'A!'" If a subject says "Assignment Notepad" or "Problem Notepad," it means the student sent you a message using the notepad within an assignment.
4. **sent** – Displays the date the message was sent to you.
5. Messages you haven't read yet appear in **boldface**.
6. Reading a Message – Clicking anywhere on a message in the top window highlights the entire row—including **from**, **subject**, and **sent** information. The content of the message appears in the lower half of the window. If the selected message is one a student sent from an assignment or problem notepad, you 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 to take you directly into the assignment. You can click the student's notepad to read the message waiting for you.



Inbox (cont.)

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.

7. Putting your cursor anywhere on the bar between the top and bottom windows changes the cursor's appearance. You can click and drag it up or down to adjust the size of the windows.
8. Printing a Message – Highlight the message to print and click the **Print** button. This displays the **Print** window. Print as you normally would from your computer.
9. Clicking  lets you reply to a message you received.
10. Deleting a Message – The  button allows you to delete a message you no longer want, permanently deleting it from SOS Teacher. Select the message you want to erase and click the **Delete** button.

NOTE:

If you didn't first select (highlight) the message to delete, nothing happens when you clicked the **Delete** button.

11. Composing a Message – The  button lets you compose and send a new message to a student.

Sorting Messages

Sort messages in your **Inbox** and **Sent Items** screens according to whom they're to/from, what they're about, and when they were sent.

1. Click the name of the column heading you want to sort by.
2. Each time you click, the messages are alphabetically or numerically sorted in ascending or descending order.

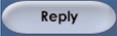
Copying and Pasting a Message

1. Highlight the text you want to copy.
2. Click **Ctrl+C** (this copies the text you highlighted).
3. Go to wherever you want to paste the message.
4. Place your cursor and click where you want your message pasted.
5. Hit **Ctrl+V** (this pastes your message).

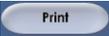
Replying to a Message

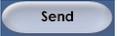
1. On your **Home** screen, click . The **Inbox** displays.
2. In the top half of the window, select the message you want to reply to.



3. Click  at the bottom of the window. A **Compose Message** window appears as shown below.
4. Be sure the **To** menu displays the name of the student who is to receive the reply. You automatically see the name of the original message sender, but you have the option to reply to a different student. To do this, use the drop-down menu and select a different student.
5. Make sure the **Subject** box displays the message title you want to use when you reply. This box uses the subject from the original message, but you have the option to delete it and enter a new one.
6. Type your message in the bottom half of the screen.

NOTE: This area also contains the original message you received, so you and your recipient can remember what the original message was about. If you don't want to include the original message in your reply, highlight and delete it.

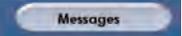
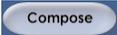
NOTE: To print the message, click . Your computer's regular **Print** window appears. You can print as you normally would.

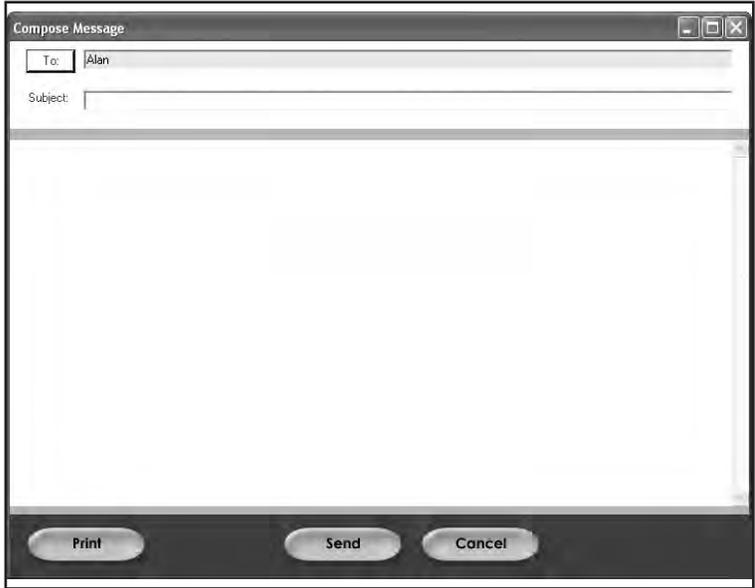
7. Click  .

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

Composing and Sending a Message

These steps show you how to compose a message from either your **Inbox** or **Sent Items** screens.

1. On the **Home** screen, click . The **Messages** screen opens.
2. You can use either the **Inbox** or **Sent Items** tab at the top of the **Messages** screen to send a message.
3. Click  to bring up the **Compose Message** window.





Composing and Sending a Message (cont.)

4. Use the **To** drop-down menu to select the recipient of your message.
5. Enter a subject in the **Subject** box.
6. Type your message in the message window in the bottom half of the window.

NOTE:

To print the message, click . Your computer's **Print** window appears. Print as you normally would when you're not working in SOS.

8. Click .

NOTE:

After you send it, a record of your message appears on your **Sent Items** screen.

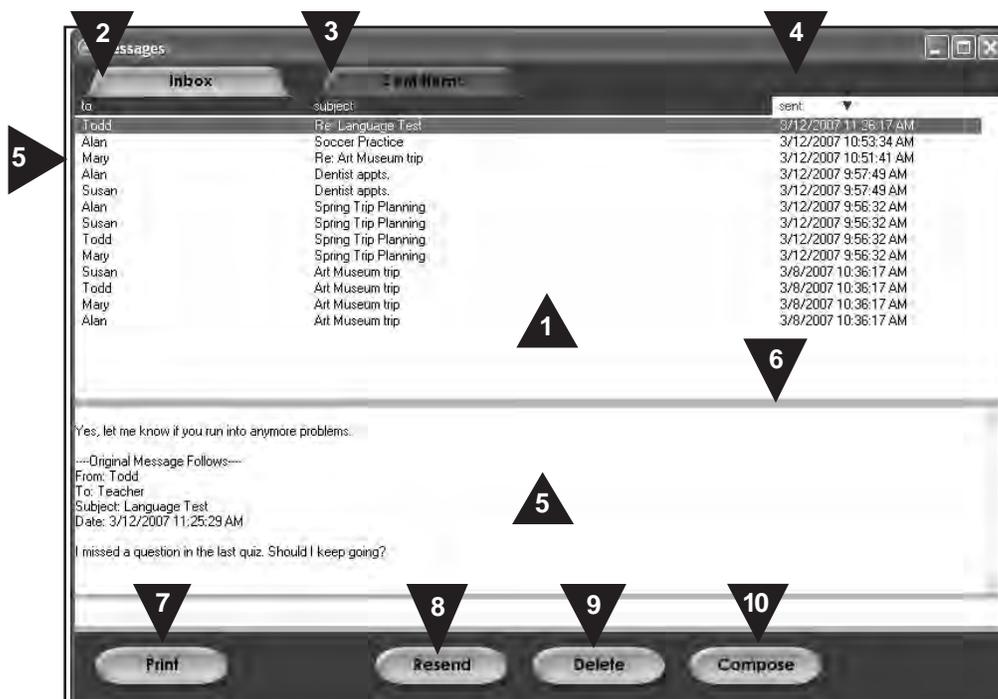
Sent Items

The **Sent Items** screen offers you a good way to keep track of your correspondence. It looks a lot like your **Inbox**. The major difference is, this 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. Just select the message and click the **Delete** button.

Click the **Sent Items** tab at the top of the screen.



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

1. The messages you've sent are listed in the top part of the window. There are three columns of information, the name of the recipient (**to**), the subject of the message (**subject**) and the date it was sent (**sent**). Just like the **Inbox**, you can sort your messages by clicking on the column titles.
2. **to** – Displays who you sent the message to.
3. **subject** – Displays the title you gave to the message you sent. If you left a student a message in an **Assignment Notepad** or **Problem Notepad**, the subject reflects that.
4. **sent** – Displays the date when you sent a message to a student.
5. Reading a Sent Message – Clicking anywhere on a message in the top window selects it. This highlights the entire row—including to, subject, and sent information. The content of the message appears in the bottom half of the message window. If you selected a message that you left for a student 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 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. Place your cursor anywhere on the bar between the top and bottom windows. You will see your cursor change in appearance, If you click the bar and drag it up or down you can adjust the size of the windows.
7. Printing a Sent Message – Highlighting the message you want to print and clicking the **Print** button lets you select and print a message. Your computer's **Print** window appears, and you can print as you normally would from your computer.
8. Resending a Sent Message – If you highlight the message you want to resend from your list of sent items, and click the **Resend** button, you see a note at the bottom of your screen. It tells you that your message was successfully resent. This message appears at the top of your **Sent Items** window. It shows the date and time you sent it.
9. Deleting a Sent Message – The **Delete** button lets you permanently delete a message you no longer want in your list of Sent Items. Select the message to erase and click the **Delete** button.

NOTE: If you didn't select a message to delete, nothing happens when you click **Delete**.

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



FIND IT FAST!

Looking for some information about how to use your **Resource Center**?

Dictionary – 110

Looking Up a Word in the Dictionary – 115

Filtering Words in the Dictionary – 115

Periodic Table – 117

Periodic Table of Elements Screen – 118

Element Description Screen – 119

Key to Reading Element Cells – 120

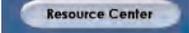
Table of Element Names Screen – 120

Viewing Elements in the Periodic Table – 121

Calculator – 121

Resource Center

The Switched-On Schoolhouse® 2007 (SOS) **Resource Center** provides some handy tools for students and teachers. Not sure how to spell “misspell”? Look it up in the **dictionary**. Forgot the atomic number of copper? Check out the detailed **Periodic Table** of Elements. Want to add up how many days are left until vacation? Crunch the numbers using the **calculator**. Read on to learn how to put the **Resource Center** to work for you!

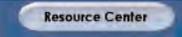
When you click  on the **Home** screen, a menu with the resource options appears to the right of the **Resource Center** button. Your choices include:

- an interactive Periodic Table of Elements
- a calculator
- a dictionary

Let's take a closer look at each resource, starting with the **dictionary**.

Dictionary

Looking Up a Word in the Dictionary

1. On the **Home** screen, click  .
2. Select **Dictionary** from the menu. The **Dictionary** window opens.
3. In the **Enter word to lookup** textbox, type the word you want to look up.
4. Click the **Lookup** button or press **Enter**. The definition for the word plus other relevant information appears in the space below.

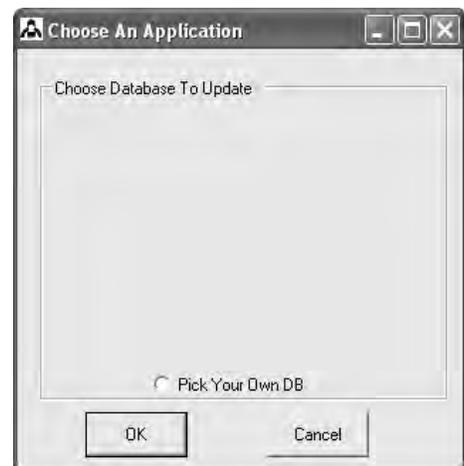


Filtering Words in the Dictionary

If you want to limit particular words or phrases your students can access while using the built-in dictionary, the filter tool is for you! You can specify your own list of words and phrases to be filtered or unfiltered in the SOS Dictionary.

To customize your SOS dictionary, follow the steps below:

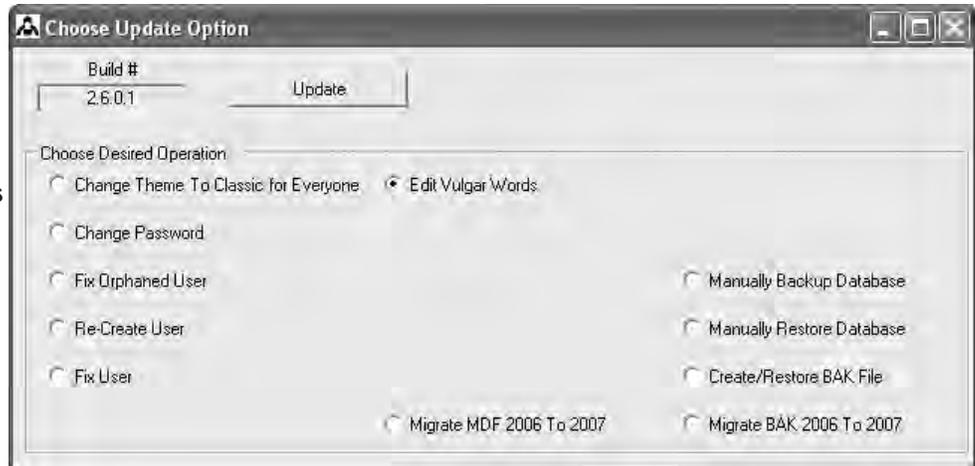
1. Insert the SOS 2007 disc. The **SOS 2007 Setup** window opens automatically.
2. Click **Close**.
3. Go to **My Computer**.
4. Right-click the CD-ROM drive with the installation disc.
5. Select **Open**.
6. Double-click the **Tools** folder.
7. Double-click the **Data Utility.exe** icon to open the dictionary filter tool.
8. Select **Pick Your Own DB** and click **OK**.
9. The **Get User Password** window opens. Enter your **SQL Server** name. (This is either your computer name or IP address followed by \SOSHOME22. It is the same one you entered when you installed SOS 2007.)
10. Click the circle to the left of **Home** in the **Pick The Database** box (bottom right corner of the window). The rest of the information is then automatically populated.
11. Click **OK**.





Filtering Words in the Dictionary (cont.)

12. The **Choose Update Option** window opens. Select **Edit Vulgar Words** and click **Update**.

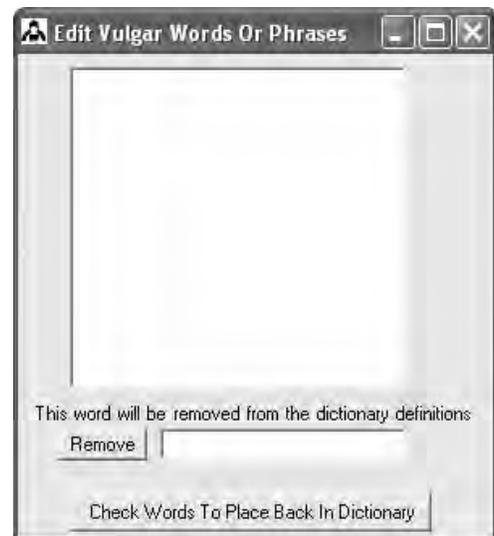


13. The **Edit Vulgar Words or Phrases** box opens.

14. Type the word or phrase you want excluded from the dictionary in the textbox next to the **Remove** button at the bottom of the window.

15. Click **Remove**. The word or phrase appears in the upper box on the screen with a checkbox to its left. The word or phrase is now blocked. All words and phrases you have blocked since installing SOS 2007 appear in the upper box.

16. Click **X** when you are finished to close the tool.



Repeat steps 11 and 12 for all words or phrases you want to filter.

To allow a filtered word or phrase back into the dictionary.

1. Follow steps 1 through 10 to access the list of filtered words and phrases.
2. Click the checkbox next to any words or phrases you want back in the dictionary.
3. Click **Check Words To Place Back in Dictionary**.
4. Click **X** when you are done to close the tool.

NOTE:

The dictionary editing tool is not password protected, making it possible for your student(s) to filter or unfilter words and phrases. If you do not want student(s) to have access to the SOS dictionary in any capacity, disable it in the SOS Teacher application.

Periodic Table

The **Periodic Table** provides a tool to learn about the Periodic Table of Elements. Click the **Resource Center**, then select the **Periodic Table** from the menu. This resource is made up of four major screens. Each one is linked to another to make navigation easy for you. The **Periodic Table** includes:

- **Periodic Table of Elements** – An interactive Periodic Table of Elements. Since it is the first screen that pops up, think of it as the Home screen of the **Periodic Table**.
- **Element Description** – Specific information about any individual element you select. Learn about an element's use and properties, as well as how it was discovered.
- **Key to Reading Element Cells** – Displays a diagram illustrating how to interpret a typical cell in the **Periodic Table**, including the different parts of a cell and 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.



Periodic Table of Elements Screen

The screenshot shows a window titled "Periodic Table" containing a periodic table of elements. The table is organized into groups (I, II, III, IV, V, VI, VII, Noble Gases) and periods (1-7). Below the main table are the Lanthanide Series (La-Lu) and Actinide Series (Ac-Lr). At the bottom of the window are two buttons: "Key to Reading Element Cells" and "Table of Element Names".

Callout 1 points to the element Hydrogen (H) in the top-left corner.

Callout 2 points to the "Key to Reading Element Cells" button.

Callout 3 points to the "Table of Element Names" button.

Callout 4 points to the maximize button in the window's title bar.

1. The elements with their atomic numbers are listed. Click an element to view specific details on the **Element Description** screen.
2. Clicking here helps you find out how to use the **Periodic Table**.
3. Clicking here displays a list of elements, by name, in order of atomic number.
4. Clicking here expands the **Periodic Table** window to full screen.

Element Description Screen

This screen gives you specific information about any element on the **Periodic Table**.

The screenshot shows a window titled "Periodic Table" with a description for Boron. The description is divided into two paragraphs. The first paragraph, labeled with callout 1, discusses the discovery of boron by Sir Humphry Davy, Gay-Lussac, and Thenard in 1808. The second paragraph, labeled with callout 2, describes boron's uses in fiberglass insulation, flares, rockets, lubricants, antiseptics, and nuclear radiation shields. A small periodic table snippet, labeled with callout 4, shows Boron (B) with atomic number 5 and atomic weight 10.81. A summary table, labeled with callout 3, lists the element name, symbol, atomic number, and atomic weight. At the bottom, there are three navigation buttons: "Key to Reading Element Cells" (callout 5), "Back to Periodic Table of Elements" (callout 6), and "Table of Element Names" (callout 7).

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

Here are the features you'll find on the element description screen:

1. Provides information about how an element was discovered, who discovered it, and what it looks like.
2. Offers details about how an element is commonly used.
3. Provides at-a-glance details about an element.
4. Explains how an element is represented on the actual **Periodic Table**.
5. Clicking this displays a screen that describes how to use the chart.
6. Clicking here returns you to the main **Periodic Table of Elements** screen.
7. Clicking this displays a list of element names in atomic number order.



Key to Reading Element Cells Screen

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

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	55	Atomic number
Inner layer		Cs	Symbol
Outer layer	1	132.91	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 is equal to the atomic number, yielding a neutral atom.

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

Credits

1. Clicking here displays a list of element names in atomic number order.
2. If you want to return to the main **Periodic Table of Elements** screen, click here.
3. This displays information about who developed the **Periodic Table** resource.

Table of Element Names Screen

Check this handy list of elements by full name in atomic number order.

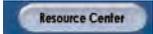
1. Click any element name to learn more about it.
2. Click to learn how to interpret the different numbers and abbreviations in element cells.
3. Click to return to the main **Periodic Table of Elements** screen.

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. Proactinium
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. Ruthenium	72. Hafnium	100. Fermium
17. Chlorine	45. Rhodium	73. Tantalum	101. Mendeleevium
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

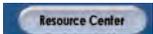
[Key to Reading Element Cells](#) [Back to Periodic Table of Elements](#)

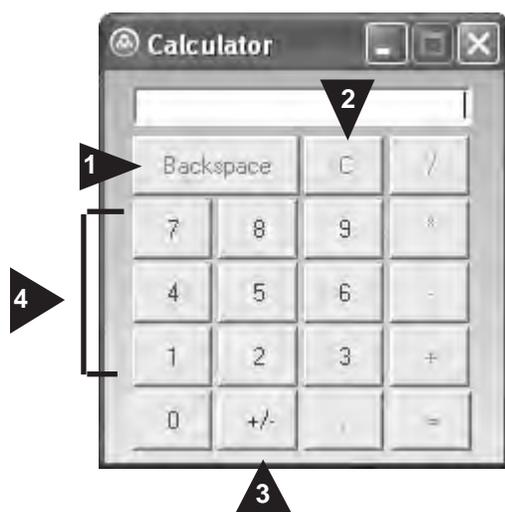
Viewing Elements in the Periodic Table

1. On the **Home** screen, click  .
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. Use the information to learn about different elements.

Calculator

You can add, subtract, multiply, and divide both positive and negative numbers using the **Calculator** in the **Resource Center**.

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



1. Click the **Backspace** key to erase one digit at a time.
2. Clears all the numbers on the display.
3. Click this once to create a negative number. Click it again to get a positive number.
4. Click the appropriate buttons to perform the calculations you need.



FIND IT FAST!

Looking for some information about how to use your **Application** button?

Security Settings – 122

 Changing Your Teacher Password – 123

 Viewing Answer Keys in SOS Student – 124

Backup/Restore – 125

 Backing Up Files – 125

 Restoring Files – 126

Import/Export – 127

 Exporting Data – 127

 Importing Data – 128

Setup Wizard– 129

Check for Updates– 129

Application

The  button gives you access to several SOS 2007 high-level features. Use it to access:

- **Security Settings** – Change and control teacher password settings
- **Backup/Restore** – Make and retrieve an extra copy of school data
- **Import/Export** – Work on school data on other computers
- **Setup Wizard** – Add new terms, add students, and/or install curriculum
- **Check for Updates** – Provides the option to have the system check for application updates

Security Settings

Password settings control what both you and your students are permitted to access, so it's important to know how to work the **Security Settings** window.

On the **Home** screen, click . A small submenu of options appears to the right of the button. Select **Security Settings** by clicking it. This opens a small window allowing you to set several different password-related options.

1. **Change Password** – Changes the password you use each time you start SOS. For security reasons, the characters you type appear as a series of dots.

NOTE: You may choose not to have a teacher password. To do this, leave the **new** and **confirm** boxes blank.

2. **Problem Helps Password** – Entering a password in this box lets you easily view answer keys and use the  button in SOS Student without having to find answer keys separately in SOS Teacher.

NOTE: You may choose to give your students access to the **Help** button, but be aware, it gives them the ability to unassign problems as well as see answer keys for problems they haven't yet completed.

If this is your first time in SOS, the password in the **Problem Helps Password** window is your own teacher password. Change it to something else if you plan on letting students use **Problem Helps**.

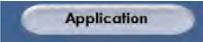
3. **Enable Student Passwords** – Checking this box requires students to log in using both their usernames and passwords each time they enter SOS. This checkbox works together with the **Student password** textbox on the **Student Setup** screen (see pages 59-60). If you check this box, you must also enter a password on the **Student Setup** screen and provide it to the student. After you click the **Enable Student Passwords** checkbox the student is required to login using the password you entered on the **Student Setup** screens.

4. **Save** – Saves changes made to SOS security settings.
5. **Cancel** – Cancels any changes not yet saved.



Changing Your Teacher Password

To change your teacher login password:

1. Click  on your **Home** screen.
2. Click to select **Security Settings** from the small submenu that appears to the right of the button.
3. A small **Security Settings** pop-up window (at right) appears. Enter the current password in the **Current** box.

NOTE: For security reasons, any characters you type in this window appear as a series of dots.

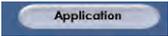
4. Enter a new password in the **New** box.
5. Retype the new password in the **Confirm** box to confirm it.
6. Click  to save your changes. The pop-up window disappears. You are returned to your **Home** screen.

The next time you start SOS, you must log in using your new password.

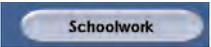


Viewing Answer Keys in SOS Student

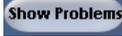
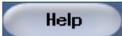
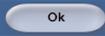
This is a security feature that allows you to view answer keys from your students' assignment screens:

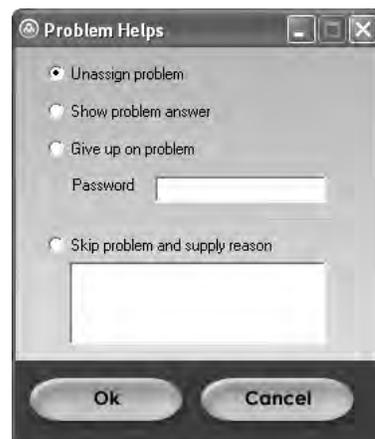
1. Click  on the **Home** screen.
2. Click to select **Security Settings** from the small submenu that appears to the right of the button.
3. A small **Security Settings** pop-up window appears. Check to see that a password appears in the **Problem Helps Password** box. This password is most likely the one you selected when you installed SOS. It was automatically applied to this box. If you want to change this password, or if the box is blank, enter a new password now.

NOTE: For security reasons, the characters you type will appear as a series of dots.

4. Click  to save your new password. The pop-up window disappears, and you are returned to your **Home** screen. You can now view answer keys from student assignment screens.
5. Open SOS Student and log in so you see a student's **Home** screen.
6. On the student's **Home** screen, click . The student's **Assignments** screen opens.
7. Click any assignment title in the **Current Schoolwork** section to view answer keys for lessons students have not yet completed.

NOTE: You already have access to answer keys for assignments students have completed in the **Review and Preview** section at the bottom of the screen.

8. When you are in an assignment, click  at the bottom of the screen. A problem displays.
9. To see an answer key, click the problem number you want. That problem displays on the screen.
10. Click  at the bottom of the screen. A small **Problem Helps** pop-up window appears (shown at right).
11. Select **Show problem answer**.
12. Type your password in the **password** box.
13. Click  and a window with the answer to the problem appears.



Backup/Restore

Backup/Restore is a feature that protects all of your data. Performing daily backups of your entire SOS database is critical to teachers and students. By copying student work and grades to a different location, you safeguard all student work and eliminate 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. You can restore a previously created backup at any time.

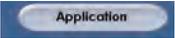
In addition to daily backups, student work should be backed up whenever students might be away from their computers for any great length of time.

Keep these points in mind before you begin backing up your data:

- The backup file is too large to be saved to a floppy disk. Backing up to a flash drive is highly encouraged, as well as 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 you have write permissions to this drive.

Backing Up Files

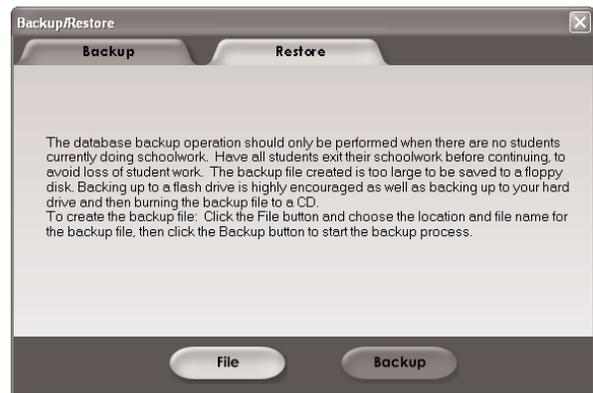
The backup/restore operations can only be performed when there are no students currently doing schoolwork. Before you begin, have all students exit their schoolwork so their work is not lost. SOS prompts you to do this by displaying a reminder window when you select **Backup**.

1. Click  on the **Home** screen.
2. Click to select **Backup/Restore** from the small submenu that appears to the right of the button.
3. A small **Backup/Restore** window appears. Click the **Backup** tab to highlight it.
4. Click . A window appears. You decide:

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

Notice, "SOSbackup" automatically appears in the **File Name** box. It is a .bak file, which is a file extension specifically for doing backups.

NOTE:



5. If this is your first backup, create a new folder. Click the **Create New Folder** icon () at the top of the directory. Name your new folder. Choose a name that helps you remember what is inside it. You can reuse the same folder for all of your backup files.
7. Open the folder by double-clicking it.
8. You may rename your backup file or choose to leave it "SOSbackup."
9. Click .

NOTE:

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



SOS Teacher Application

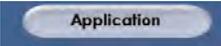
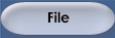
Backing Up Files (cont.)

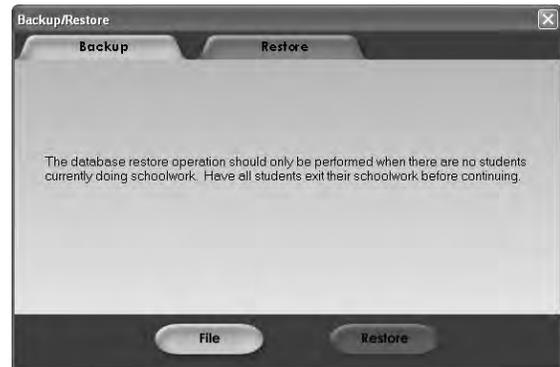
10. You are automatically returned to the **Backup/Restore** window. Select the **Backup** tab and click the **Backup** button at the bottom of the window. You see a message alerting you that the database backup is in progress. This process copies the entire database, so it may take a few minutes.
11. You 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.

Restoring Files

NOTE:

The backup/restore operations can only be performed when there are no students currently doing schoolwork. Before you begin, have all students exit their schoolwork so their work will not be lost.

1. Click the  button on the **Home** screen.
2. Click to select **Backup/Restore** from the small submenu that appears to the right of the button.
3. A small **Backup/Restore** window appears. Click the **Restore** tab.
4. Click the  button.
5. A window appears to help you find and open the backed-up SOS database file you want to restore. It is in the new folder you created when you performed the database backup. Unless you selected a different name for the file, it is probably called "SOSBackup."



6. You are returned to the **Backup/Restore** window. Select the **Restore** tab and click the **Restore** button at the bottom of the window. You should see a message, "The database restore is in progress."
7. When the process is finished, you see another message, "The restore file was successfully created." Click the **Ok** button. You have now restored your entire SOS database.

Import/Export

Import/Export allows you to move (export) and add (import) data from one computer to another one that also has SOS installed on it.

NOTE:

It is necessary to have SOS installed on every computer that is importing or exporting student data.

When would you use this feature? One example might be a student, normally working on a home computer who wants to take a laptop computer on vacation. Use the **Import/Export** feature to export the student's data from the home computer and import it onto the laptop computer.

Exporting Data

NOTE:

The **Import/Export** operations can only be performed when there are no students currently doing schoolwork. Before you begin, have all students exit their schoolwork so their work will not be lost.

1. Click the **Application** button on the **Home** screen.
2. Click to select **Import/Export** from the small submenu that appears to the right of the button.
3. A small **Import/Export** window appears. Notice, it has both **Import** and **Export** tabs at the top. Click the **Export** tab to highlight it and go to the **Export** window. (You need to first export data from one computer before you can import it onto another.)
4. A screen with students' names and checkboxes next to them displays. Click the boxes next to the student(s) with work to export.
5. All the terms, subjects, and units assigned appear below each student's name as you check it. Click (to uncheck) the subjects and units you do not want to export to another computer. The boxes you leave checked are exported. The boxes you leave unchecked are not.

NOTE:

If you change your mind about any of your selections, click the **Clear** button to clear your choices and return to the previous window.

6. Click the **Export** button when you are ready to begin. A window appears. You decide:

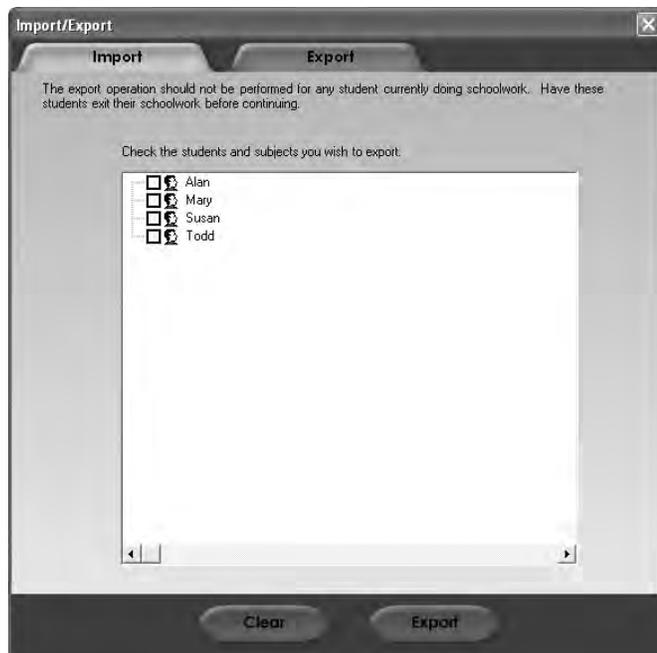
- the file name to call your export file
- where to save your export file

Notice the file in the **File Name** box automatically appears as "export" and is an .sosex file.

7. Create a new folder. Click the **Create New Folder** icon (📁) at the top of the directory.
8. Give the new folder a name. Choose one that helps you remember what is inside it.
9. Open the new folder by double clicking it.
10. Rename your export file or choose to leave it as "export."
11. Click **Save**.

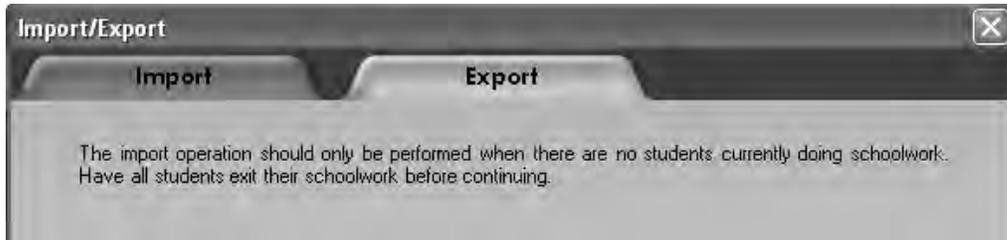
Once a file has been created, a message displays to let you know that the file already exists. Click **yes** to replace it with the new one.

12. You are returned to the **Import/Export** window. Select the **Export** tab. An "export in progress" message displays.
13. You should see a message, telling you that the export file was successfully created. Click the **OK** button. You have now exported an SOS file.





Importing Data



1. Click **Application** on the **Home** screen.
2. Click to select **Import/Export** from the small submenu that appears to the right of the button.
3. A small **Import/Export** window appears. If you have already exported files, you're now ready to import files. Click the **Import** tab.
4. Click **File**.
5. A window appears so you can find and open the previously exported file to import. It is in the new folder you created when you performed the export data. Unless you changed the file name, it is called "export."
6. Select the student to import by clicking the **Open** button. If more than one student's file was exported, a drop-down menu appears. Select all students or only one.
7. Highlight the **contents.sosx** file and click **Open**.
8. Click the **Import** button.
9. A drop-down menu appears to select the current term for the student.

NOTE: This occurs for each student, one at a time.

10. Select the term and click the **OK** button.
11. Another drop-down menu appears to select the correct term for each subject for your student.

NOTE: This occurs for each student, one subject at a time.

Select the correct term and click the **OK** button. You must repeat the import process for each student, one subject at a time.

12. When the **Import successful** pop-up window appears, click on **OK**. You have now imported SOS files.

Setup Wizard

The next option available from the **Application** button is the **Setup Wizard**. See the electronic **Help** file (**F1**) for instructions on using this option. You can also see the Installation and Setup section of this guide, beginning on page 30.

You can access it any time to help you setup a new term; add, edit or remove students; or install and assign new subjects to your students. Just click  and select **Setup Wizard** from the small menu that appears to the right of the button.

Check for Updates

The last option available from the **Application** button is **Check for Updates**. SOS automatically checks for application updates every 5 to 7 days. To check for updates sooner, click  and select **Check for Updates** from the small menu that appears to the right of the button.





FIND IT FAST!

Looking for some information about how to view or print reports of your students' grades?

Report Cards – 130

Viewing or Printing a Report Card – 130

Grade Reports – 132

Viewing or Printing a Grade Report – 132

Reports

Switched-On Schoolhouse® 2007 (SOS) automatically records student scores and keeps up-to-date records of grades and activities. As students answer problems, their work is graded and their scores are recorded. When they finish assignments, their assignment, unit, and subject scores are computed and displayed on both the **Schoolwork** screens in SOS Student and the **Lesson Book** screens in SOS Teacher.

The SOS **Reports** button consolidates all this information, so you can view and print student grades. You have up-to-the-minute status on how students are progressing, and the ability to print reports for students' records. You can create and customize reports, view, print, organize, and add information to them.

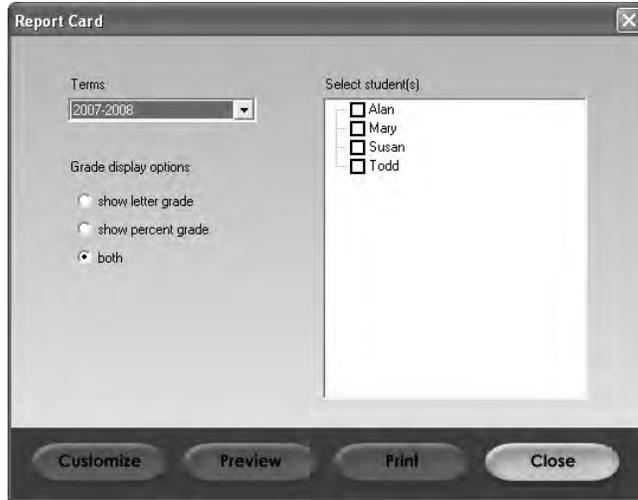
There are two types of reports you can choose between:

- **Report Card** – Features a student's subject grades in a given term
- **Grade Report** – Features a student's subject grades and the individual unit and assignment grades within the subjects

Report Cards

Viewing or Printing a Report Card

1. On the **Home** screen, click .
2. A small submenu of options appears to the right of this button. Click to select **Report Card**.
3. The **Report Card** window opens. Select a school term from the **Terms** drop-down menu.



4. A list of student names appears on the right-hand side of the window. Select one or more students by clicking once in the checkbox next to the name(s). As you select student names, the buttons at the bottom of the window become enabled, allowing you to click them.
5. In the **Grade display options** section, choose one of three options. Create a report card that displays only letter grades, only percent grades, or both.
6. Click **Customize** to customize the report card, adding additional subjects, grades, or comments. If you have a student who is taking a non-SOS class, like music, art, or physical education, for example, you can add this class so it also displays as another subject on the report card. In the **Customize Report Card** window (shown below), use the drop-down menu to select the appropriate boxes, adding these new entries to a student's list of subjects. You may also add any of your own comments in the **Comments** window. Close the window when you are finished customizing the report card.
7. Click **Preview** to see a preview of the report card created.
8. Click **Print** to print the report card created. It prints exactly as you set it up and exactly as it appears on the **Preview** screen, including the student's first and last name.



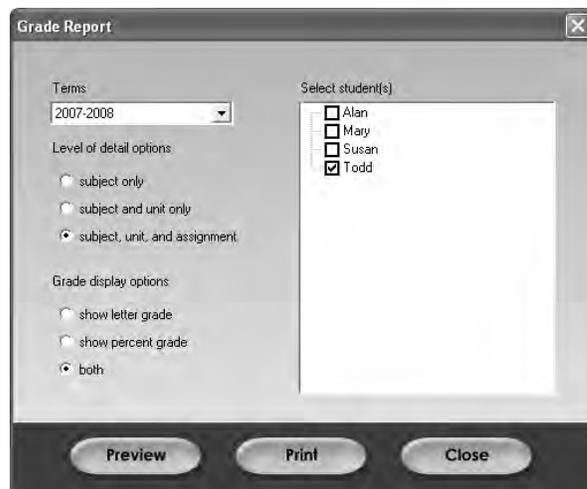


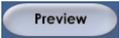
Grade Reports

Viewing or Printing a Grade Report

To create a report of the grades students are receiving in their subjects, units, and assignments:

1. On the **Home** screen, click .
2. A small submenu of options appears to the right of this button. Click to select **Grade Report**.
3. The **Grade Report** window opens. Select a school term from the **Terms** drop-down menu.

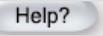


4. A list of student names appears in the right-hand side of the window. Select one or more students by clicking once in the checkbox next to the name(s). As you select student names, the buttons at the bottom of the window become enabled; you can now use them.
5. In the **Level of detail options** section, choose one of three options. You can opt to create a grade report that displays:
 - subjects only (which is essentially a report card)
 - subjects and units only
 - subjects, units, and assignments
6. In the **Grade display options** section, choose one of three options. You can opt to create a report card that displays only letter grades, only percent grades, or both.
7. Click  to see a preview of the grade report created.
8. Click  to print the grade report. It prints exactly as you set it up and exactly as it appears on the **Preview** screen, including the first and last name(s) of your student(s)..

Electronic Help File

Using the SOS Help File

If you have questions or need help while working in SOS, open an easy-to-use electronic version of this reference guide:

1. From the **Home** screen, click the  button in the lower right-hand corner. This opens an electronic help file where you can find answers to your questions with just a few simple clicks of the mouse.

From any other screen in SOS, press the **F1** key. This opens the help function anywhere within SOS.

2. To learn more about the topic you're researching, click the relevant links.

Exiting SOS Teacher

From the **Home** screen there are three ways you can exit SOS Teacher:

- Click **Close** (✕) in the upper right-hand corner,
- Click the SOS icon in the upper left-hand corner and select **Close** from the small menu that appears, *or*
- Enter **Alt+F4** on the keyboard.

Exiting SOS is a two step process.

1. A small window opens asking you to confirm that you want to exit SOS. Click **Yes** to exit. Clicking **No** returns you to SOS.
2. Another small window, like the example below, opens to prompt you to backup your database. Click **Yes** to backup your database. Click **No** to exit without backing up your database. Press **F1** to open the electronic **Help** file for step-by-step instructions on the backup procedure.

