
SOS 2009 User Manual

Student Basics

Alpha Omega Publications

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Switched-On Schoolhouse® 2009

Welcome

Welcome to Switched-On Schoolhouse® Student!

Switched-On Schoolhouse® (SOS) is a powerful educational tool designed to engage you in the learning process and make your educational experience fun and exciting. It combines a traditional approach with multimedia, allowing you to build a solid educational foundation while interacting with the curriculum in a dynamic, hands-on way. On your student schoolwork screens, you'll have lessons, assignments, and activities to help you experience learning in brand new ways. SOS provides instruction from a Biblical perspective, so you have the opportunity to explore ways that the Bible ties in to all of the subject areas as you complete your activities and assignments.

How to Use This Guide

This electronic reference guide was designed to help you quickly and easily find what you need as part of your learning experience in Switched-On Schoolhouse®. As you move from topic to topic, you see graphics and buttons accompanied by quick explanations and handy tips. You can also walk through step-by-step instructions that show you how to accomplish different tasks.

This guide is divided into several different documents for ease of use:

SOS STUDENT BASICS—Get started using SOS Student

SOS SCHOOLWORK—Learn all about your assignments and schoolwork

SOS RESOURCE CENTER and MESSAGE SYSTEM—Learn about the Resource Center tools and how to use the SOS Message Center

SOS INSTALL AND SETUP BASICS—Understand the SOS installation options and the basics of setup

You will probably find SOS Student Basics and SOS Schoolwork most useful!

Additional Help

If you need additional help, you can contact Alpha Omega Publications' Technical Support team:

Visit www.aophomeschooling.com/support/

Frequently Asked Questions

Email a support request form

Call toll-free 1-866-444-4498

If you do need to speak to a Technical Support team member, determine the following information before calling:

The version of Windows you are currently using

The amount of RAM and available disk space you have

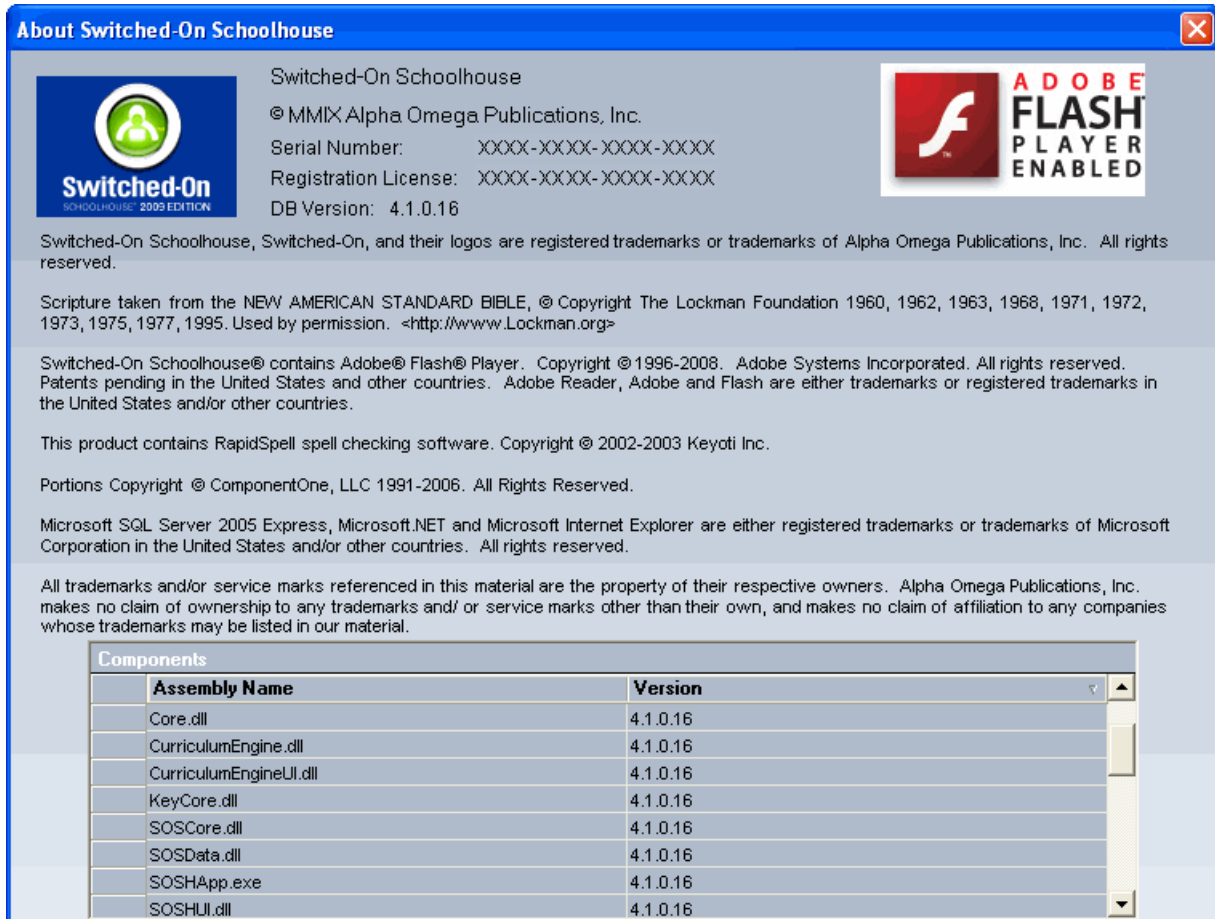
The version of Switched-On Schoolhouse® you are using



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You can locate this information by clicking **Switched-On Schoolhouse** on your **Homepage**. A window similar to the one below opens providing you with information about your installation of SOS.



Before You Begin

There are a couple of things you might need to do before you get started using Switched-On Schoolhouse® Student. If you are taking a foreign language, you need to set your keyboard up to be bilingual. There are a few keyboard shortcuts that might make your work a little easier to accomplish. If you are familiar with Microsoft products, you will recognize most of them. Finally, let's see how you can change the way your screens look with just a few mouse clicks. Let's start with setting up a bilingual keyboard.



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Making Your Keyboard Bilingual

Windows® XP

Follow these steps to add the **United States—International** keyboard layout.

Step 1: Click the **Start** button and select **Control Panel**.

Step 2: Under **Pick a category**, click **Date, Time, Language, and Regional Options**.

Step 3: Under the **Pick a Control Panel** icon, click **Regional and Language Options**. The **Regional and Language Options** dialog box appears.

Step 4: On the **Languages** tab, click **Details**. The **Text Services and Input Languages** dialog box appears.

Step 5: Under **Installed services**, click **Add**. The **Add Input language** dialog box appears.

Step 6: In the **Input language** list, select **Spanish (Mexico)**.

NOTE: When you use the **United States—International** keyboard layout, you should also use an English language setting.

Step 7: In the **Keyboard layout/IME** list, select **United States—International** and click **OK**.

Step 8: In the **Select one of the installed input languages to use when you start your computer** list, select **Language Name**, then **United States—International** (where **Language Name** is the language you selected in Step 6). Click **OK**.

Step 9: In the **Regional and Language Options** dialog box, click **OK**. Notice, the **Language** bar appears on your task bar. When you position your mouse pointer over it, a **ToolTip** appears describing the active keyboard layout (for example: **United States—International**).

Step 10: When in Switched-On Schoolhouse® Spanish, press **Alt+Tab** to switch your keyboard setting. This selects the **United States—International** keyboard layout.

Windows® Vista

Follow these steps to add the **United States—International** keyboard layout.

Step 1: Click the **Start** button, and then double-click **Control Panel**.

Step 2: Click **Classic View** on the left side of the window, and then select **Regional and Language Options**.

Step 3: Select the **Keyboards and Languages** tab, and then click **Change Keyboards**.

Step 4: Under **Installed Services**, click **Add**.

Step 5: Double-click **Spanish (Mexico)**.

Step 6: Under **Keyboard**, select **United States-International**. To see a preview of the keyboard layout, click **Preview**.

Step 7: Click **OK**.

Step 8: Your keyboard is now bilingual. Toggle between your Spanish and English keyboards by pressing the **Alt** and **Shift** keys at the same time. Notice, the task bar changes as you press these keys to select English or Spanish keyboard.



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To create the special characters in Spanish:

We have found that the following keyboard commands work on all basic systems: **Windows® XP**, and **Windows® Vista**.



Hold down the right  key (to the right of the space bar) + the letter:

Rt **Alt** + the letter = á é í ó ú

Rt **Alt** + ? = ¿

Rt **Alt** + 1 = ¡

Rt **Alt** + ~ + n = ñ

To create the special characters in French:

We have found that the following keyboard commands work on all basic systems: **Windows® XP**, and **Windows® Vista**.



Hold down the right  key (to the right of the space bar) + the letter:

Rt **Alt** + the letter = á é í ó ú



Hold down the  key (to the left of the "1" key) + the letter:

Accent/Tilde + the letter = à è ì ò ù



Hold down the  key + the "C" key:

Apostrophe + C = ç



Hold down the  + , then the letter. Nothing different shows on the screen.

Press the letter you want to accent. The accented letter appears.

If you release the shift key, then press a letter, you get a lower-case letter. If you continue to hold the shift key, you get an upper-case letter:

Shift + ^ the letter = á é í ó ú



Hold down the right  key (to the right of the space bar) + the Z key:

Rt **Alt** + Z = æ



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Keyboard Shortcuts in Switched-On Schoolhouse®

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

F1—Opens the **Help?** file. The **Help?** file appears in a separate window, so you never have to lose your place.

F2—Grades the current problem and advances you to the next problem.

F11—Sends you back to the previous problem without grading the current problem.

F12—Advances you to the next problem without grading the current problem.

Most common keyboard shortcuts that are part of the Windows® operating system also work in Switched-On Schoolhouse®. Some of the most common ones are:

Ctrl-B—Highlight your text and use these keys to make your text bold.

Ctrl-C—Highlight your text and use these keys to copy your text. (**Ctrl-V** pastes copied text to another location.)

Ctrl-F—Enter text you want to find and use these keys to start searching the file.

Ctrl-I—Highlight your text and use these keys to make your text italicized.

Ctrl-P—Highlight your text and use these keys to print your current lesson.

Ctrl-U—Highlight your text and use these keys to make your text underlined.

Ctrl-V—Highlight your text and use these keys to paste text that you've copied.




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Logging In

This section was designed to help you find your way around SOS Student. On your student schoolwork screens, you interact with lessons, assignments, and activities that help you experience learning in new ways. When you're not doing an assignment, visit your student message center to send notes back and forth to your teacher, posting your thoughts, asking questions, even sharing a joke. Go to the Resource Center, where you can look up the meaning of that new hard-to-pronounce vocabulary word in the dictionary, check out the properties of an element on the periodic table, or add up the days until that fun field trip with your calculator. Don't forget to also dig around in your virtual backpack or change your scenery by changing to a different one of the 12 different themes.

Logging In

To login follow these steps:

Step 1: Make sure your name is displayed in the **Username:** window. If another student's name is displayed, click  to select your name from the small menu of students.



Step 2: Your teacher may decide to have you log in with a student password. If this is the case, type your password in the **Password** textbox (as shown above). For your security, the password appears as a series of dots. If you do not see a **Password** window, skip to Step 3.

NOTE: If you forget your password, don't worry. Let your teacher know so that you can be assigned a new one.

NOTE: Once you're in SOS, you may change your password anytime you want. Make sure to choose one you can remember, or else write it down and keep it in a safe place.

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

Unable to login?

SOS requires your software installation be registered. If you see the message below, please talk to your teacher about registering your software. You cannot continue with your schoolwork until this is completed.





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Changing Your Student Password

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

If your teacher requires you to log into SOS Student with a password, you may change this password at any time. To do this:

Step 1: On your **Home** screen, click **Application**. A small menu appears to the right of the button.

Step 2: Select the **Change Password** option from this menu and the **Change Password** pop-up window opens (see next page).

NOTE: For security reasons, any characters you type in this window appear as a series of dots. This means that anyone who may be looking at the screen is not able to see your password.

Step 3: Type the password you're currently using in the **Current password** textbox.

Step 4: Type a new password in the **New password** textbox. It can be up to 12 characters long.

Step 5: Confirm your new password by typing it again in the **Verify new password** textbox.

Step 6: When you're ready, click **Save** to save your new password. Your change is immediately applied.

The screenshot shows a 'Change Password' dialog box. It has a blue header bar with the title 'Change Password' and a red 'X' close button. The main area is light blue and contains three text input fields. The first field is labeled 'Current password', the second is labeled 'New password', and the third is labeled 'Verify new password'. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

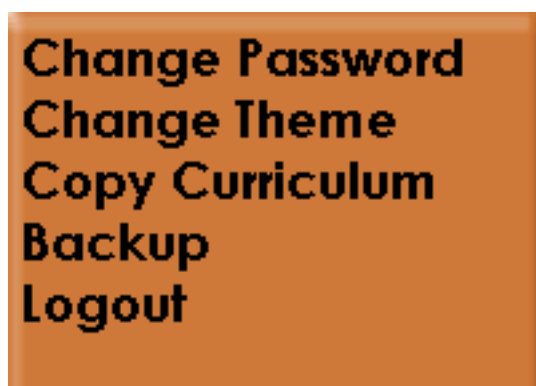


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Changing Your SOS Theme

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

Step 1: On your **Home** screen, click **Application**. You see a small menu appear to the right of the button.

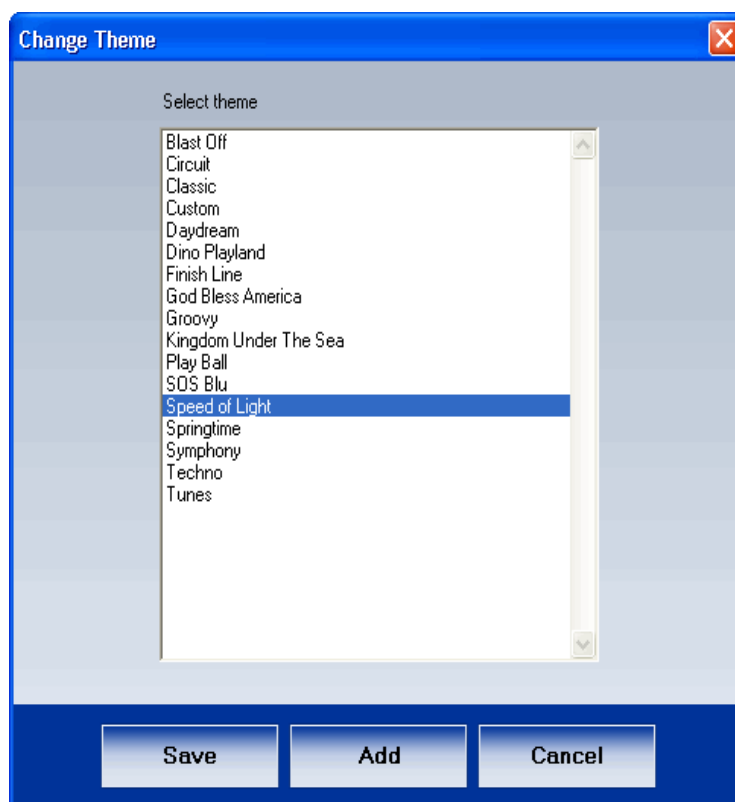


Step 2: Select the **Change Theme** option from this menu and the **Change Theme** pop-up window opens. All the themes you can choose from appear in this window.

Step 3: To select a theme, single-click a theme name with your mouse. (See example on following page.) Notice, even before you save your new theme, the colors and buttons in this window change.

Step 4: When you're ready, click **Save** to save your new theme. You are automatically returned to your **Home** screen, where the changes are applied.

Most of the examples you will see throughout the SOS documentation use the Classic theme, but in SOS Student, the choice is yours!



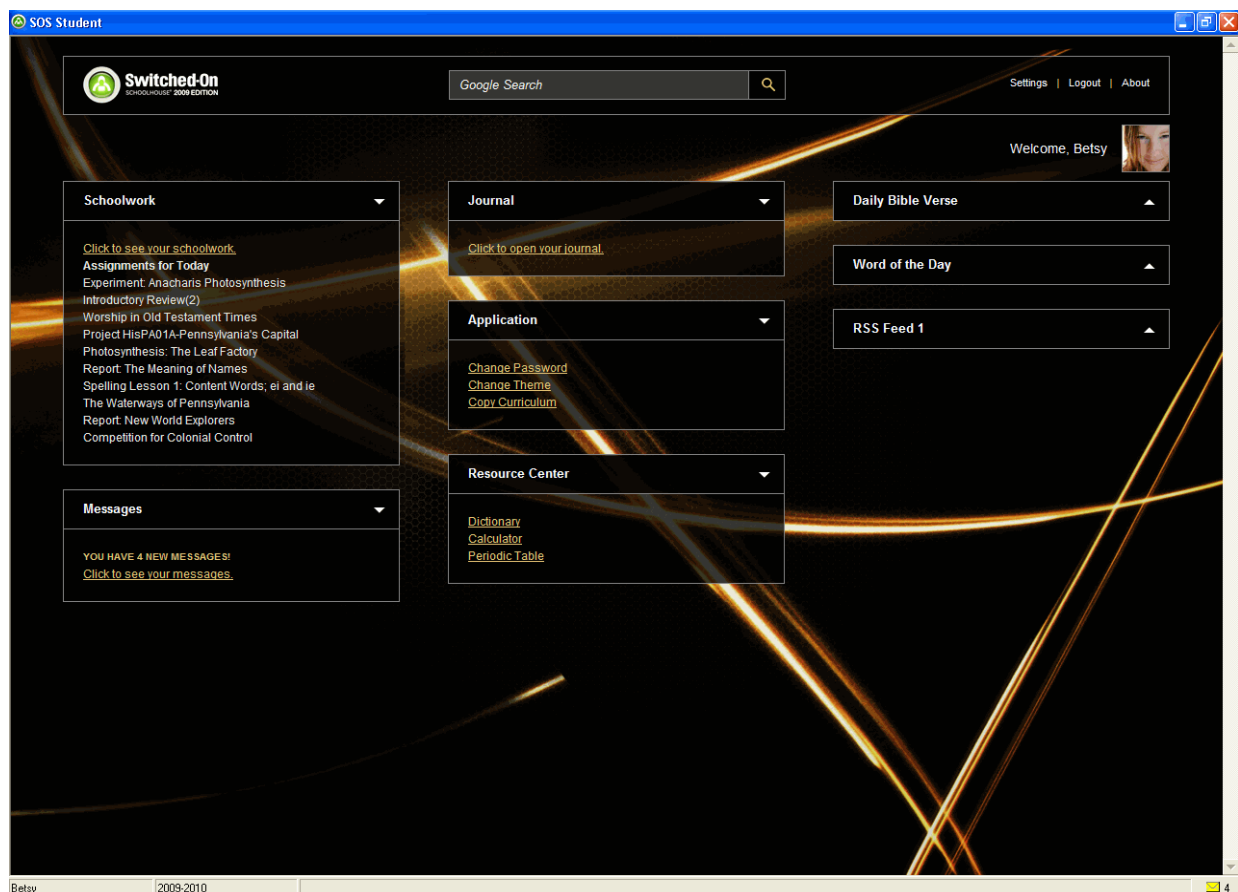


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The Student Home Screen

Welcome home! After you log in, your **Home** screen appears. This is not only where you start and probably end your day, but also where you can return in between. Think of this as your home base.

From this screen, you can use any button or link to quickly and easily go wherever you need to go. Some of these buttons/links take you to another window. Others, depending on your theme may small menus, letting you choose between different options.



NOTE: SOS offers you numerous different themes to choose from, each one changing the sights and sounds on your screens. To help you more easily learn how SOS works, this reference guide features screenshots primarily from just one theme, "Classic." The **Homepage** displayed above uses the SOS default "Speed of Light" theme. (Changing themes)

Your name is displayed at the top so you can be sure you're working on your schoolwork.

Schoolwork

Click this to view lessons, complete assignments, take quizzes and tests, watch videos, play games, see your grades, and access your student calendar. This button represents the doorway to where you probably spend most of your time in SOS.

Backpack

Dig around in your backpack for an interactive journal you can really use.

Messages

Lets you quickly communicate with your teacher, as well as find out if your teacher left you a comment or question in one of your curriculum notepads.

Resource Center

Use the resource center to look up words in the dictionary, learn about scientific elements in the periodic table, or crunch some numbers with the calculator.



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Application

Offers easy behind-the-scenes maintenance, allowing you to change your password, pick a different theme, backup your work, or log out of SOS.

Click the Switched-On Schoolhouse® name below the buttons to read about your SOS installation (as displayed on page 5 of this document).

Backpack

Looking for some information on what's available through the **Backpack** button? Look here to find what you need:

Creating a New Journal Entry

Searching for a Journal Entry

Deleting a Journal Entry

Journal

Your SOS virtual backpack contains your own personal journal. You can use it to record your thoughts, do some free-writing, and respond to topics in assignments. The best part of this is that whatever you enter is not graded! So, jot down ideas, write a story, keep a diary, and remember some jokes. You can create as many new entries as you want, and flip backward or forward to any page.

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

Now that you know how to get to it, let's take a peek inside to see how it works. This is what a typical new page in your journal looks like.

All of the available features and options for the journal are described on the next page.

Date

Automatically displays the current date and time each time you start a new entry.

Topic

Lets you enter a topic for your entry here. Detailed topics help you keep your entries well-organized.



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Font

Lets you select a font style of your choice here. This opens up your computer's normal font window.

Color

Lets you **color** coordinate your text! Have fun with font **colors** with this button.

Bold, Italicize, Underline

Make your entries stand out. Click these buttons to make text **bold**, *italicized*, underlined, or any **combination** of the three.

Entry Window

Type your journal entry in the main window.

When you open your journal, your most recent entry is always displayed. Use the arrows at the bottom of the screen to scroll through all of your entries one-by-one, or jump directly to your first or last entries. Outside arrows let you move from the first entry (far-left arrow) to the last (far-right arrow). Arrows closer to the center allow you to page through your journal, one entry at a time.

New

Creates a new entry. The entry you were previously typing is automatically saved.

Delete

Deletes the entry displayed on the screen.

Print

If your teacher has allowed you print capability, use this button to print the journal entry displayed on the screen. When you click **Print**, the standard print window for your computer is displayed. Print as you normally would.

Minimize

Click this if you want to hide your journal and work with it later. Your journal is closed automatically if you open a lesson, message or the **Resource Center**.

Creating a New Journal Entry

Step 1: On your **Home** screen, click **Backpack** and select **Journal** from the drop-down menu.

Step 2: A new journal page automatically opens. Give your entry a topic in the space provided.

Step 3: Click in the big window and begin typing your entry.

Step 4: When you finish, either close your journal and return to your Home screen, or click **New** to start another entry. Your entry is automatically saved.

Step 5: If you click the **New** button, indicating that you want to start a new entry, a new journal page automatically opens for you. Type as you would for any entry.



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Searching for a Journal Entry

Step 1: On your **Home** screen, click **Backpack** and select **Journal** from the drop-down menu.

Step 2: A new journal page automatically opens. Use the arrows at the bottom of the screen to find the entry you want.



Takes you to the very first entry in your journal.



Takes you, one-by-one, to any of your previous journal entries.



Takes you, one-by-one, to any later journal entries.




If you are not on the newest entry, click this to return to it. This is the last and most current entry in your journal.

Deleting a Journal Entry

Step 1: On your **Home** screen, click **Backpack** and select **Journal** from the drop-down menu.

Step 2: A new journal page automatically opens up. Use the arrows at the bottom of the screen to find the entry you want to delete.

Note: The inside arrows allow you to page through journal entries one at a time. The outside arrows allow you to move to the beginning (left arrow) or the end (right arrow) of your journal.

Step 3: When the entry you want to delete is displayed in your journal window, click  at the bottom of the screen.

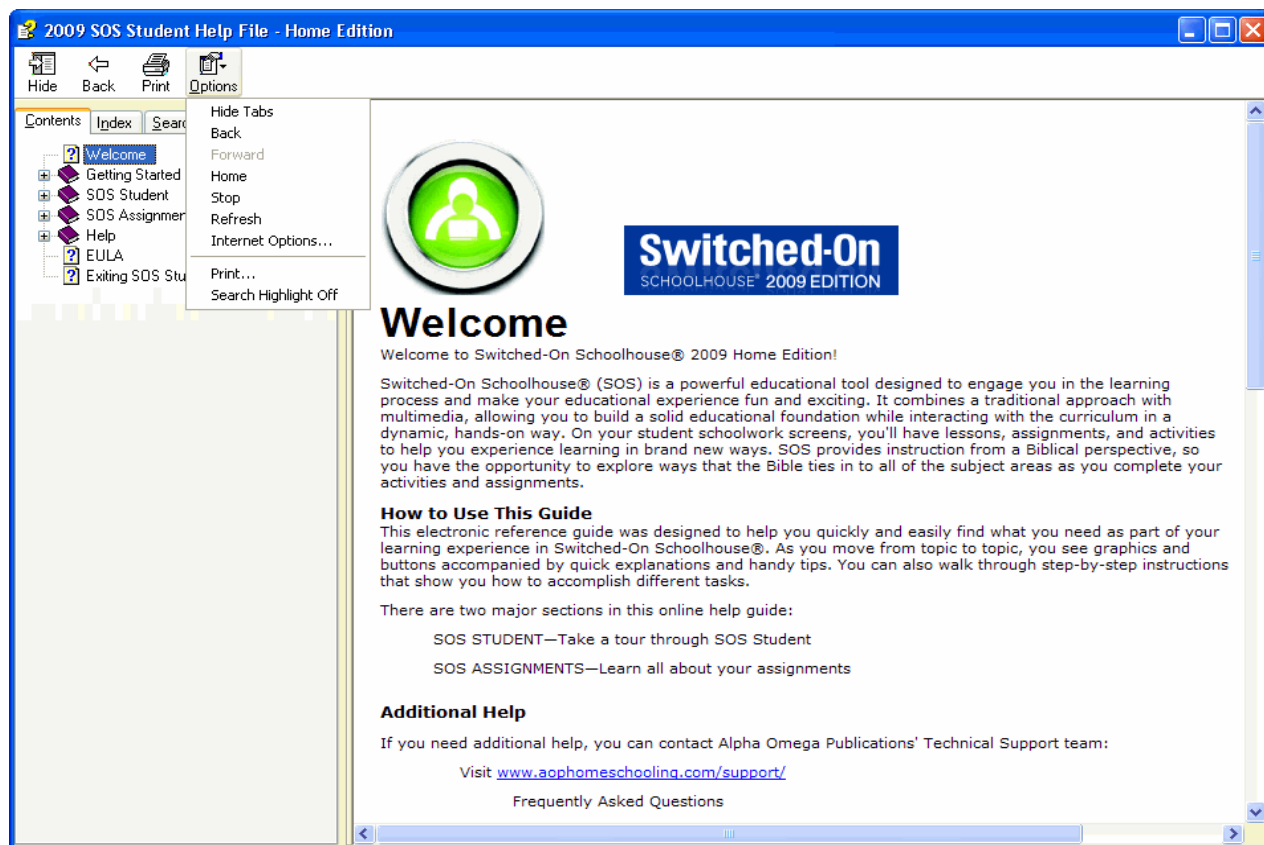


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Using the Help File

Access the **Help** file by pressing the **F1** key on your keyboard or clicking the **Help** button found on your **Home** page.

You can search the **Help** file by using the **Contents** tab that displays automatically or clicking one of the two other tabs: **Index** and **Search**.



You may also use any of the four icons located at the very top of the Help file to help you efficiently use the Help file:

Hide – Click the **Hide** icon if you want to keep the **Help** file open, but not displayed on your screen.

Back – Click the **Back** icon to see previous **Help** topics you have recently chosen.

Print – Click the printer icon to print any selected **Help** file topic.

Options – Click **Options** to display a menu of options available to you while in the **Help** function; for example, click **Hide Tabs** to no longer see the **Contents**, **Index** and **Search** tabs.



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Logout

If you want to logoff without closing SOS Student, you can click **Application** on the **Home** screen.


Select **Logout** on the small menu that appears to the right of the **Application** button. You are returned to the **Login** screen.

You might want to use this function if there are two or more students who use the same computer, or you do not want to wait for SOS Student to open, but want to protect your work.

Exiting SOS

You have three different ways to exit SOS. You can use any of them from any screen in the application.

Click the **Close** button () 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.

Enter **Alt+F4** on your keyboard.