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**SOS 2009 User Manual**

# **Teacher - Lesson Book Functions**

**Alpha Omega Publications**

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Switched-On Schoolhouse® 2009

## Lesson Book

The **Lesson Book** is a valuable teacher tool. You can use it to view and grade schoolwork as well as keep track of student progress. You can also edit subjects in the curriculum or change the status of assignments. If you have students working within time frameworks you set, the **Lesson Book** offers a specially-designed calendar for managing their schoolwork and activities.

On your **Home** screen, click the **Lesson Book** button. The default **Lesson Book** screen opens, where you see three tabs at the top:



**Home**—Takes you back to your **Home** screen

**Lesson Plan**—Lets you access student schoolwork and activities through an easy-to-use calendar.

**Assignments**—Lets you see a teacher list of things-to-do, view student assignments and grades, and enter into assignments.

Use your Lesson Book to:

Sort Student Assignments

Open an Assignment

Grade an Assignment

Change a Student's Grade

Assign or Reassign a Problem

View an Answer Key

Print an Assignment

View Problems Students Have Skipped

Edit a Student's Subject

Block and Unblock an Assignment

Clear Student Work on an Assignment

Change a Subject's Start and End Dates

Print a List of Student Assignments

Edit a Day's Assignments

Change an Assignment's Due Dates



## SOS 2009 Teacher Lesson Book Functions

### Assignments Screen

Let's look at the **Assignments** screen first since it is the one that appears when you open your **Lesson Book**.

Student	Subject	Unit	Assignment Title	Type
Logan	Spanish I (2009)	Vamos a Mexico	Tutorial	Lesson
Logan	Science 500 (2009)	CELLS	The Basic Unit of Living Things: A Cell	Lesson
Betsy	Language Arts 700 (2009)	NOUNS, PRONOUNS, AFFI	Documentation	Lesson
Logan	Bible 500 (2009)	HOW OTHERS LIVED FOR	Believers in God	Lesson
Betsy	Bible 700 (2009)	WORSHIP	The Reasons for Worship	Lesson

Subject	Term	Assignment Title	Type	Score
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### Student Menu

Use the drop-down menu to select the name of a student and display his/her assignment information on this screen.

### Teacher To-Do List

The area in the top part of the screen displays either a list of your grading tasks or a list of problems your students have skipped. Think of this as your teacher to-do list. It offers links you can click in order to go directly into an assignment. When you complete a necessary task, it is automatically removed from your to-do list. If you decide you don't want or need to do the task, click the checkbox next to it to remove it from the list.

### Grading Tasks

Click this to see a list of your teacher grading tasks. This button always displays the total number of grading tasks you have. If it is selected, it appears darker in color than the **Skipped Problems** button next to it.

### Skipped Problems

Click this to see a list of problems your students have skipped in their assignments. This button always displays the total number of skipped problems in your list. If it is selected, it appears darker in color than the **Grading Tasks** button next to it.



## SOS 2009 Teacher Lesson Book Functions

### 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. To do this:

**Step 1:** Click the name of the column heading you'd like to sort by.

**Step 2:** Each time you click, the information is alphabetically or numerically sorted in ascending or descending order.

**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 just to the left of a column heading. When you see the cursor change in appearance, click and hold your left mouse button down, dragging the cursor to the left or right. Make your columns wider or narrower any time you need to adjust so you can see.

**Hint:** When you put your cursor between any sections on the screen, it changes appearance. This means you can click and drag your cursor in different directions, making the windows bigger or smaller, enabling you to see more or less information.

### Student Schoolwork

This is all the schoolwork you assigned to a student in a school term. You are able to see grades for subjects, units, and assignments that the student has already completed as well as view schoolwork yet to come.

**NOTE:** If a student was assigned schoolwork 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.

#### Subjects

You can see a list of all the subjects you assigned to a student. If the student has completed any work in a subject, the grade earned for that subject is also displayed.

#### Units

You can view all the units you assigned within a subject. If the units aren't displayed, click the subject name, and they appear below the subject in the order you assigned. Notice that they appear in a smaller font than subject titles, enabling you to quickly and easily see the difference between subjects and units. Notice that if a student has completed any work in a unit, the grade for that unit shows up here. When you no longer want units displayed, click a subject name and the units disappear.

#### Assignments

If you click any unit name on the left side of the screen, all the assignments for that unit appear on the right side of the screen. At the same time, the unit name is highlighted on the left, showing that you're looking at the assignments for that particular unit. To view an assignment, click any assignment title.

#### Assignment Types

You can see the types of assignments you assigned. These can be lessons, quizzes, tests, or projects.

#### Assignment Scores

Use the grades you see on the screen to help you keep track of how a student is progressing.

#### Edit

This button opens a window that allows you to edit assigned subjects. Use **Edit** to add, delete, or rearrange units and assignments. **Edit** also allows you to remove subjects for particular students.


#### Details

This button opens a window that allows you to view and print detailed information about a unit or an assignment depending on which of the two **Details** buttons you select. The one on the left side of the screen provides information on a unit. The button on the right side of the screen provides details of a selected assignment.



## SOS 2009 Teacher Lesson Book Functions

### Block

Use this to block an assignment, preventing a student from working on it until you unblock it. Block a quiz, for example, to make sure a student does not begin work before having reviewed sufficiently. When an assignment is blocked, you'll see a  next to it.

**NOTE:** This same button also unblocks assignments.

### Clear

Use this to clear the work a student has done in an assignment, erasing all answers and all grades. The student must then go through the assignment again, as if for the first time.

### Subject Icon

Clicking a subject icon plays the introductory video for that subject

## Lesson Plan Screen

Now, let's take a look at your **Lesson Plan** screen. This tab allows you to view student schoolwork in calendar form. If you've assigned work to a student in a school term structured around due dates, use the **Lesson Plan** screen to keep track of his information. This screen takes all the same assignment information from the **Student Schoolwork** section of the **Assignments** screen and places it into an easy-to-use calendar.

**NOTE:** If you assigned work to a student in a school term not driven by due dates, that information does not show up on the **Lesson Plan calendar** screen. Keep track of this student's schoolwork in the **Student Schoolwork** section of the **Assignments** screen instead.

SOS Teacher - [Lesson Book]

Home Lesson Plan Assignments

Student: [Active Students] Term: [Student's Current]

Monday, 11/16/2009 - Sunday, 11/22/2009 Double click on any day below to see the details for that day.

Monday, November 16 Thursday, November 19

Logan (9) Betsy (10) Logan (5) Betsy (10)

Tuesday, November 17 Friday, November 20

Logan (6) Betsy (9) Logan (6) Betsy (10)

Wednesday, November 18 Saturday, November 21

Logan (8) Betsy (10) Logan (1) Betsy (7)

Sunday, November 22

Logan (1) Betsy (7)

Regenerate Today Print

Teacher



## SOS 2009 Teacher Lesson Book Functions

### Lesson Plan

Takes you to the **Lesson Plan** calendar screen.

### Assignments

Takes you to the **Lesson Book** screen where you see all the schoolwork in list form.

### Select Student



Use this drop-down menu to select the name of a student and display assignment information on this screen.

Choose **[Active Students]** to display assignment information for all your students who have work in school terms driven by due dates.

### Select Term

Use this drop-down menu to select any student's school term and display the assignments in it.

Choose **[Student's Current]** to display assignment information for a student's most current school term.

The area on the left side of the screen shows you any five consecutive months of a student's school term. Days in white are school days, and days in gray are non-school days. Days in red indicate events you have added to the calendar. Click  to see previous months or  to see future months. You can also click and hold your cursor over the name of any month to see a small menu that helps you quickly skip to another month. To edit information for a specific day, double-click the date, and a small edit window appears.

Click any date in the five-month-view calendar section or the one-week-view calendar section to select it. The selected date appears highlighted, in both calendar views.

Click anywhere along the bar between the one-month and five-month view calendars to expand your one-week-view calendar so that it takes up the entire screen. When the calendar has been expanded, click the bar again to bring back the five-month-view calendar.

The range of dates for the week displayed in the one-week-view calendar is displayed above it. Click the left arrow to display previous weeks or the right arrow to display future weeks.

The calendar allows you to view any week of a student's school term. Days in white are school days, days in gray are non-school days, and days in red indicate events have been added to the calendar for this day. 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 student's name that indicates how many assignments he/she has on any given day. Double-click on the date to edit information for a specific day or see a list of a student's assignments. A small edit window appears.

**Note:** To view an assignment, click any black-colored assignment title on this screen to open that assignment.

### Regenerate

Sets new start or end dates for any subject in a student's curriculum. Click the **Regenerate** button. A small window opens. Place a checkmark beside any subjects for which you want to set new dates. Click any start or end date for a subject to 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; then click a date to select it. If you click the **Regenerate** button in this small window, all the new dates you set are applied. They appear in schoolwork lists and on the **Lesson Plan** calendar screen.

### Today

Returns you to today's date on both the five-month-view calendar and the one-week-view calendar.

### Print

Prints out a list of assignments due on different days. A small window appears. Choose the start and end dates for the range of days to print. Click the **Preview** button to see what your printed page will look like.





## SOS 2009 Teacher Lesson Book Functions

### Opening an Assignment

Since you have two views of your student's assignments, from the **Assignment** screen and from the **Lesson Plan** screen, you can open an assignment from either screen. You see the same screen either way. You are able to view the presentation part of the assignment as well as any work a student has done on the problems. Grades for completed problems are displayed as well.

To open from an **Assignment** screen:

- Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.
- Step 2:** Select a student's name from the **Select Student** drop-down menu.
- Step 3:** In the **Student Schoolwork** section, click a subject name to display the units.
- Step 4:** Click a unit name to display the assignments in that unit.
- Step 5:** Click any assignment title to go to that assignment.

To open from a **Lesson Plan** screen:

- Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.
- Step 2:** Click the **Lesson Plan** tab.
- Step 3:** Select a student's name from the **Select Student** drop-down menu.
- Step 4:** Select a term from the **Term** drop-down menu.
- Step 5:** Double-click the assignment you want to open.

The **Assignment** screen you see looks very much like the assignment screen your students see when they are working in assignments. Several buttons and features are specialized, allowing you to perform any number of teacher tasks within the assignment.

The screenshot displays the SOS Teacher Lesson Book interface. At the top, a blue header bar contains the text "SOS Teacher - [Curriculum Review]" and a "Section 1" dropdown menu. Below the header, a map of Vietnam is shown with the text "VIETNAM ERA" overlaid. The main content area is titled "Vietnam Era – Unit 1: The Origins of U.S. Involvement in Vietnam". Underneath, the word "Vietnam" is followed by a paragraph of text: "Imagine attending a play only to find out that the set production crew had decided to take the night off. There are no costumes for the actors to wear, no props, painted scenery backdrops, or moving set pieces. Without all of these components, how would you know where and when the action of the play is supposed to be taking place? Wouldn't knowing the setting of the play influence your understanding of the plot?" This is followed by another paragraph: "Just like a play, history is best understood in the context of time and space. For historians, knowing where something happened can be just as important as knowing when it happened. If you've not studied the history of the Vietnam War before, you may be asking yourself a few questions. Where is Vietnam? What does the landscape look like? So let's take some time to learn about Vietnam itself—the 'setting' of America's longest and most controversial war." Below the text, the word "OBJECTIVES" is displayed. At the bottom of the main content area, a blue bar contains a "Problem" dropdown menu and a "F2=Grade and Continue F11=Back F12=Fwd" button. The bottom of the interface features a blue bar with three buttons: "Show Answer", "Exit", and "Print". The footer of the interface shows "Teacher" and "Vietnam" on the left, and a "4" on the right.



## SOS 2009 Teacher Lesson Book Functions


Student **Assignment** screens are usually made up of two major parts:

**presentation sections**—present most of the instructional material students see in their assignments

**problems**—display problems and answers to already-completed problems

### Presentation sections

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 there are to an assignment presentation. Click any section number to see the information in that section. The highlighted section number lets you know which section you are

viewing. Click  to view either the previous or the next presentation sections.

To the right of the section number are a series of colored circles. These are highlighters. Use the highlighters to mark up the text in an assignment. To highlight text, select the text with your mouse and click the color you want to use. Text stays highlighted even after you exit and return to the assignment. If you want to un-highlight text, select it with your mouse and

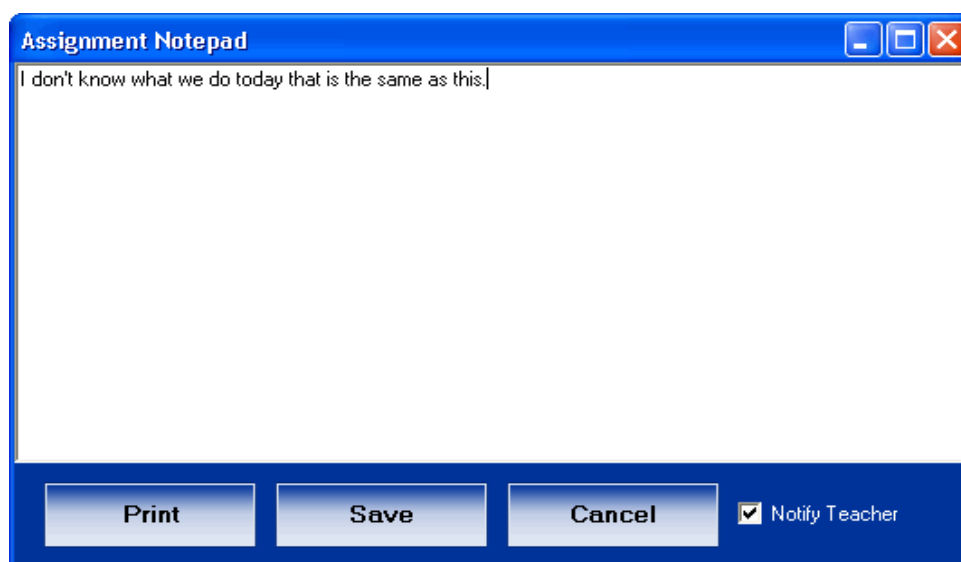
click .

**NOTE:** On your teacher assignment screen, you are able to see text exactly as your students highlighted it in SOS Student.

### Assignment Notepad

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. Similarly, you can answer their questions or include comments of your own. To use the assignment notepad, click it and a small **Assignment Notepad** window pops up. Read your students' notes or type in your own where you see the cursor blinking. The **Notify Student** box is already checked by SOS. If you do not want to send the message to the student, click the checkbox to remove it, otherwise a message is sent notifying your students to read your response. Hit **Save** to save your note, **Cancel** to cancel it, or **Print** to print it. Back on

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



Assignment Notepad

I don't know what we do today that is the same as this.

Print Save Cancel ☒ Notify Teacher


The presentation section of an assignment displays the instructional information a student learns in an assignment. It contains text, pictures, videos, games, Internet links, and more.




## SOS 2009 Teacher Lesson Book Functions

### Problem Section

Every presentation section in an assignment includes problems that assess students' understanding of what they've been learning. In this area you also see how many total problems an assignment has and will see them displayed in batches of 10. Click any problem number to highlight it and display the problem below. You may also click **F12** to advance through the problems.

Click  to view either the previous or the next problem.

**NOTE:** Notice that, as you click through problems, the presentation section that introduced the information for them always displays at the top. Refer to it at any time to see where students drew their answers from.

The  on the far right side of the bar with the problems can be clicked to open a description of each specific problem type. After you display a problem, click it for a description and instructions.

Problem numbers appear in different colors on the problems toolbar:

- **gray**—problems not yet completed
- **green**—problems students have answered correctly
- **red**—problems students have either answered incorrectly or only received partial credit for
- **gray with a line through it**—problems you decided to allow your students to skip
- **black**—problems you must manually-grade

### Problem Notepad

This problem notepad works just like the assignment notepad above. Use it to respond to students' questions or comments about problems. To open it, click it and a small **Problem Notepad** window pops up. Read, compose, print, or delete notes in this window, the **Notify Student** box is already checked. Click the checkbox if you do not want the student to receive a message to view your changes. Click **Save** to save your note. Click this notepad at any time to open it again.

The bottom window displays the problems for an assignment, as well as student answers to any of these problems.

Place your cursor between the presentation and problems sections and notice that the cursor changes in appearance. This means you can click and drag your cursor up or down, changing your window sizes, enabling you to see more or less information.

Click the "up" arrow on the right side of the screen to make your problem section fill the whole screen. It changes into a "down" arrow you can then click to make your problems section small again.

Status area—Find out how students scored on different problems by clicking a problem number and looking here. You are able to see a percentage score, the total number of points earned, and the number of attempts it took to correctly answer the problem.

Click any of the boxes in the lower left-hand corner to manually type in the score you want a student to receive on a problem (or change the score for an already-graded problem). You are able to type in the number of points, the percentage, or the letter grade. Click the **Save** button when you're done.

**NOTE:** When you type in one of these boxes, the other two automatically adjust.

### Skip

Allows your student to skip a specific problem in an assignment and not have that problem considered part of the assignment grade. Select any problem number and click this button. The number turns gray and is crossed-out. Once a problem is skipped, the **Skip** button changes into an **Assign** button, so you can click it if you want to reassign the problem.

### Rework

Select any problem number; click this button to erase the grade, allowing the student to rework the problem. The problem number is changed to gray in color, meaning that it was reassigned. Your student sees the assignment in his/her to-do list and knows it is not complete until the assigned problems in it are all worked.



## SOS 2009 Teacher Lesson Book Functions

### Show Answer

Displays the correct answer for any problem. Clicking **Enter** also displays an answer key window.

### Save

Saves any changes you make to the assignment.

### Next

Advances you to the next problem.

### Exit

Lets you exit the assignment and return to the previous screen.

### Messages

Lets you send messages to or receive messages from your students.

### Print

Prints an assignment. A small pop-up window appears, letting 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 a **Preview** button to view what your selections will look like on the printed page.

Depending on the type of assignment you are viewing, the information in the presentation and problems sections may slightly vary:

- Quizzes and tests 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. Because of this, the presentation sections may display instructions and background information students need to complete them. They may offer text, graphics, videos, or web links. The problems 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 problems such as those requiring students to write paragraph responses to problems. Your lesson book offers an easy teacher to-do list, so you can see all grading tasks you have at any given time.

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Make sure the **Assignments** tab is selected. Click the **Grading Tasks** button (in the upper left-hand corner) for one or all of your students in order to view a list of assignments or problems you must grade.

**Step 3:** Click any completed assignment title to open that assignment.

**Step 4:** Once you're in the assignment, SOS automatically takes you to the first problem to be graded. Click **Next** to move to the next problem to grade.

**Step 5:** Grade the problems and record the scores (by point value, percentage or letter grade) in the grade boxes at the lower left-hand corner of the assignment screen.

N/A	/ 1 Points
N/A	%
N/A	Grade

**Step 6:** Click the **Save** button to save your changes. Your changes are automatically applied.

**Step 7:** Click the **Exit** button to return to the previous screen. Notice that the grading task



## SOS 2009 Teacher Lesson Book Functions

### Viewing an Answer Key

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Click any assignment title to open that assignment.

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

**Step 3:** Once you're in the correct assignment, find the problem you want to see.

**Step 4:** Click the **Show Answer** button. A small window appears, displaying the correct answer for that problem. All answers to this problem that the computer considers correct are displayed. You, as the teacher, always have the option to mark an answer correct. Repeat this process to see answer keys for any problem.

### Assigning, Reassigning, or Skipping a Problem

If you want to assign a skipped problem or ask a student to completely rework a problem:

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Choose the correct student from the **Select Student** drop-down menu. Make sure the correct term is selected also (under **Student Schoolwork**).

**Step 3:** Select the correct subject and unit under **Student Schoolwork**. Double-click the assignment containing the problem you want to assign/reassign.

**Step 4:** Once you are in the correct assignment, find the problem you want to assign/reassign.

**Step 5:** If the problem is currently a skipped problem, click the **Assign** button to assign it. If you want the student to rework the problem, click the **Rework** button to reassign it. In either case, the problem appears gray in color, meaning the problem is now (re)assigned. The assignment will reappear in the student's to-do list.

### To Completely Skip a Problem

If there is a problem that you want a student to skip completely without being returned to the assignment:

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Choose the correct student from the **Select Student** drop-down menu. Make sure the correct term is selected also (under **Student Schoolwork**).

**Step 3:** Select the correct subject and unit under **Student Schoolwork**. Double-click the assignment containing the problem you want to assign/reassign.

**Step 4:** Once you are in the correct assignment, find the problem you want to assign/reassign.

**Step 5:** Click the **Skip** button. The problem is removed from the student's work.

### Viewing Problems Students Have Skipped

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Make sure the **Assignments** tab is selected. Click the **Skipped Problems** button (in the upper left-hand corner) to view a list of problems that have been skipped.

**Step 3:** Click any black-colored assignment title to open that assignment.

**Step 4:** Once you're in the assignment, the program takes you directly to the skipped problem.

**Step 5:** Decide if you want to allow the student to skip the problem or if you want to reassign it. If you decide to reassign it, click either the **Assign** button or the **Rework** button. (The **Rework** button clears the problem score and reassigns the problem.) It appears in the student's to-do list to be completed.

**Step 6:** When you finish viewing all of an assignment's skipped problems, click the **Exit** button to return to your lesson book.

**Notice** that the skipped problems are off your to-do list.



## SOS 2009 Teacher Lesson Book Functions

### Clearing Student Work on an Assignment

**Step 1:** On your **Home** screen, click the **Lesson Book** button. This opens your **Lesson Book**.

**Step 2:** Click either the **Assignments** tab or the **Lesson Plan** tab to go to that screen to clear work a student has done on an assignment.

(Steps branch at this point, based on the screen you are using. They merge again after step 5.)

### CLEARING STUDENT WORK FROM THE ASSIGNMENTS SCREEN

**Step 3:** In the **Select Student** drop-down menu, select the student. If the student currently has subjects in more than one school term, you may need to also use the term drop-down menu (directly beneath the words "Student Schoolwork") to select the term that contains the assignment for which you want to clear work. The student's assignment information appears in the bottom half of the screen.

**Step 4:** Click a subject in the **Student Schoolwork** section. After you do this, all the units for that subject display.

**Step 5:** Click a unit in the **Student Schoolwork** section. After you do this, all the assignments for that unit display.

### CLEARING STUDENT WORK FROM THE LESSON PLAN SCREEN

**Step 3:** In the **Select Student** drop-down menu, select the name of the student.

**Step 4:** In the **Select Term** drop-down menu, select the term that contains the assignment where you want to clear work.

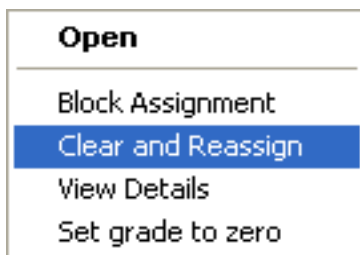
**Step 5:** On any of the calendars, double-click the day of the week that contains the assignment for which you want to clear work. A small **Day Detail** window opens.

(Steps merge back at this point.)

**Step 6:** Single-click the assignment to highlight it.

**Step 7:** Click the **Clear and Reassign** button to clear all the work a student has done for that assignment. A prompt asks you if you would like to clear the student's work and grades for the assignment. Click **Yes**. The changes are immediately applied, and it is as if the student never did any work in the assignment.

**NOTE:** Alternately, you can also right-click the row of the assignment you want to clear and select **Clear and Reassign** from the menu that appears.



### Blocking and Unblocking an Assignment

SOS gives you the ability to block assignments, preventing students from working on them before you think they are ready. You also need to be able to unblock assignments as well.

**Step 1:** On your **Home** screen, click the **Lesson Book** button. This opens your **Lesson Book**. You can block and unblock assignments from either of your **Lesson Book** screens.

**Step 2:** Click either the **Assignments** tab or the **Lesson Plan** tab.



## SOS 2009 Teacher Lesson Book Functions

(Steps 3-5 branch here into two choices:)

### 1. BLOCKING AND UNBLOCKING AND ASSIGNMENT FROM THE ASSIGNMENTS SCREEN

**Step 3:** In the **Select Student** drop-down menu, select the name of a student. If the student currently has subjects in more than one school term, you may need to select the term that contains the assignment you want to block. Use the term drop-down menu (directly beneath the words "Student Schoolwork") to do this. The student's assignment information appears in the bottom half of the screen.

**Step 4:** Click a subject in the **Student Schoolwork** section. All the units for that subject are displayed.

**Step 5:** Click a unit in the **Student Schoolwork** section. All the assignments for that unit are displayed. (Go directly to **Step 6**.)

### 2. BLOCKING AND UNBLOCKING AN ASSIGNMENT FROM THE LESSON PLAN SCREEN


**Step 3:** In the **Select Student** drop-down menu, select the name of a student.


**Step 4:** In the **Select Term** drop-down menu, select the term that contains the assignment you want to block.

**Step 5:** On any of the calendars you see, double-click the day of the week that contains the assignment you want to block. A small **Day Detail** window opens.

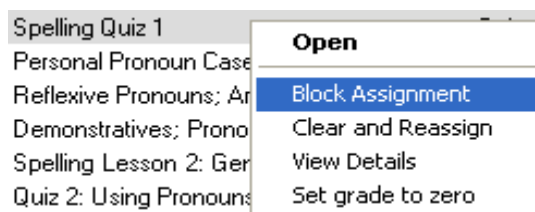
(Steps for blocking now merge back into one:)

**Step 6:** Click the row that displays the information for an assignment without actually clicking the black-colored assignment title itself (clicking the title takes you into the assignment). This highlights the information for the assignment.

**Step 7:** Click the **Block** button to block that assignment. A small graphic () appears, indicating that the assignment is blocked and the student is not able to open it.

**Step 8:** To unblock an assignment, select the blocked assignment (making sure not to click on the assignment title) and click the **Block** button again. The  graphic disappears. The assignment is now unblocked and a student is able to open it.

**NOTE:** Alternately, you can also right-click the row of the assignment you want to block and select **Block Assignment** from the menu that appears. If the assignment is currently blocked, simply click **Block Assignment** and it acts as a toggle to remove the block on the assignment.



## Zero Out an Assignment

If there is an assignment that you want to mark complete with a grade of zero:

**Step 1:** On your **Home** screen, click the **Lesson Book** button. This opens your **Lesson Book**. You can block and unblock assignments from either of your **Lesson Book** screens.

**Step 2:** Click either the **Assignments** tab or the **Lesson Plan** tab.

**Step 3:** In the **Select Student** drop-down menu, select the student. If the student currently has subjects in more than one school term, you may need to also use the term drop-down menu (directly beneath the words "Student Schoolwork") to select the term that contains the assignment for which you want to clear work. The student's assignment information appears in the bottom half of the screen.

**Step 4:** Click a subject in the **Student Schoolwork** section. After you do this, all the units for that subject display.

**Step 5:** Click a unit in the **Student Schoolwork** section. After you do this, all the assignments for that unit display.

**Step 6:** Single-click the assignment to highlight it and select **Set Grade to Zero** from the menu that appears.





## SOS 2009 Teacher Lesson Book Functions

### Assignment Details

The **Assignment Details** screen is accessible from the bottom of the **Assignment** page. It provides you with the following information about an assignment:

Subject, unit, and lesson title

Lesson type

Due date

Grade

Access information

Amount of time spent on the assignment

Time spent on vocabulary and games

Problem details

To view a problem, position your cursor over the problem. When the problem information turns blue, click and the assignment window opens to the problems.

To print this report (see example on following page), click **Print** and use your computer's normal print function.

Assignment Details

Logan - History And Geography 500 (2009) - EXPLORING THE NEW WORLD  
Spanish Explorers

Type: Lesson  
Due Date: 9/8/2009  
Score: A:100%  
Date First Accessed: Wednesday, December 10, 2008 2:07 PM  
Date Last Worked: Friday, December 19, 2008 2:48 PM  
Student Completed Date: Friday, December 19, 2008 2:48 PM  
Last Date Graded: Friday, December 19, 2008 2:46 PM  
Time Spent: 45 minute(s) and 52 second(s)  
Vocabulary - Time Spent: 3 minute(s) and 48 second(s) Games Played: 2 Wins: 2

Problems

#	Points	Attempts	Unassigned	Answer shown	Gave up	Skipped
1	1 / 1	1 used and 2 remaining				

Print





## SOS 2009 Teacher Lesson Book Functions

### Editing a Day's Assignments

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Click the **Lesson Plan** tab at the top of the screen. This opens a view of assignments in calendar form.

**Step 3:** In the **Select Student** drop-down menu, select the name of a student.

**NOTE:** If you do not select a student, and choose **Active Students** instead, you see a list of all the students who have school terms with due dates. You are able to view student assignments for any day that you click, but you are not able to edit them.

**Step 4:** In the **Select Term** drop-down menu, select the school term that contains the assignments you want to edit.

**Step 5:** Double-click any date in either the multi-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.

**Step 6:** Use any of the buttons and features on the **Day Detail** window to make changes to the student's day. The changes are automatically applied in the student calendar.

Subject	Unit	Assignment Title	Type	Grade
Bible 500 (2009)	THE PRESENCE O	God Is Present Everywhere	Lesson	
History And Geograp	COLONIAL AMERIC	Project: Bible Proverbs	Project	
Language Arts 500 (	THE STORY OF OU	Quiz 1	Quiz	
Mathematics 0500 (2	FRACTIONS AND M	Drill: Divide	Lesson	
Science 500 (2009)	PLANTS: LIFE CYC	Experiment: Flower Dissection	Project	
Science 500 (2009)	PLANTS: LIFE CYC	Experiment: Seed Dissection	Project	
Science 500 (2009)	PLANTS: LIFE CYC	Project: Examining Cones	Project	

Buttons: Move Up, Move Down, Block, Clear, Add, Remove, Change Due Dates, Print


The top of the window tells you the day selected. Click the left or right arrows on either side to view previous or future days.

The area in the middle gives you information about all of a student's assignments, including grades the student has received on already-completed assignments. Click any assignment title to open that assignment.

### Move Up and Move Down

When you have assignments from the same subjects that start on the same dates, you can rearrange their order, deciding which you want a student to do first. Single-click to select one of these assignments. The **Move Up** and **Move Down** buttons are now enabled, so you can click them to move the selected assignment up or down in the list.

### Block

Blocks an assignment, preventing a student from working on it until you unblock it. Block a quiz, for example, making sure a student has done enough review before taking the quiz. When an assignment is blocked, you see a  next to it.

**NOTE:** This button also unblocks assignments. If you globally blocked all quizzes or tests, see Global Blocking and Unblocking for assistance.



## SOS 2009 Teacher Lesson Book Functions

### Clear

Clears the work a student has done in an assignment, erasing all the answers and all the grades. The student must do the assignment again as if it had never been done.

### Add

Adds extra assignments to the day. When you click this, a small **Add Assignment(s) to Day** window opens. The student's existing subjects appear on the left (in the **Student's Subjects** area), and the assignments you can choose from appear on the right (in the **Available Curriculum** area). Drag any assignment from the right side of the window into a unit in the left-side of the window. Click the **OK** button, and any assignments you added to the day automatically appear in the existing list of schoolwork.

### Remove

Removes an assignment from the day. Click an assignment to select it. Click the **Remove** button. All the work and grades are removed with the assignment.

### Change Due Date

Changes the start or end date for any assignment in the day. You may manually type in a new date or use the tiny calendars to select the date you want.

## Changing an Assignment's Due Dates

- Step 1:** On your **Home** screen, click the **Lesson Book** button. This opens your **Lesson Book**.
- Step 2:** Click the **Lesson Plan** tab to go to that screen.
- Step 3:** In the **Select Student** drop-down menu, select the name of the student.
- Step 4:** In the **Select Term** drop-down menu, select the term that contains the assignment you want.
- Step 5:** On any of the calendars you see, double-click the date that contains the assignment you want. A small **Day Detail** window opens.
- Step 6:** Single-click an assignment to highlight it.
- Step 7:** Click the **Change Due Date** button to change the due date of that assignment. A small **Change Dates** window appears.
- Step 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 you want.
- Step 9:** Click the **Ok** button to confirm your changes. Your changes are automatically applied.

## Printing a List of Student Assignments

- Step 1:** On your **Home** screen, click the Lesson Book button. Your Lesson Book opens.
- Step 2:** Click the **Lesson Plan** tab at the top of the screen. This takes you to a screen to view student assignments in calendar form.
- Step 3:** Select the name of a student from the **Select Student** drop-down menu.
- Step 4:** Select the school term with the assignments you want to print in the **Select Term** drop-down menu.
- Step 5:** Click the **Print** button to open a small **Print Options** window.
- Step 6:** Choose the start and end dates for the range of days to print.
- Step 7:** Click the **Preview** button to open a window that offers you a preview of what the printed page will look like. It displays the range of dates you selected as well as all the schoolwork assigned on any of those days.
- Step 8:** Click the **Print** button when you're ready to print the list of assignments.

Print Options

Start Date: 12/14/2009

End Date: 12/20/2009

Preview Print



## SOS 2009 Teacher Lesson Book Functions

### Printing an Assignment

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** will open.

**Step 2:** Click the assignment title to go to that assignment.

**NOTE:** If you don't see the assignment you're looking for:

Check to make sure the student's name (from the **Select Student** drop-down menu) is correct

Check to make sure the term (from the term drop-down menu) is correct

Click a subject name

Click a unit name

Click the assignment title in the **Student Schoolwork** section

**Step 3:** Once you're in the correct assignment, click the **Print** button. A small pop-up window appears, allowing you to 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 the **Preview** button to view what your selections will look like on the printed page. Click **Print** when you're ready.

### Editing a Subject - Assignment Settings

SOS allows you to customize learning for your students and set options for your entire school, for individual students, or even for specific subjects that individual students are taking. The subject level is the most specific level where you can set options. It allows you not only to meet the learning needs of an individual student but also to address each student's needs within a specific subject.

Suppose you set options that allow a student to have two chances to answer a problem correctly. You find that this student struggles with math and could work better without the pressure of being given only two attempts. At the subject level, you can set options in math so that this student has an unlimited number of attempts at a problem. This means that the student can get the extra help needed in math but still continue to be challenged differently 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

To edit a subject's assignment settings for a student:

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Use the **Select Student** drop-down menu to select the student whose subjects you want to edit.

**Step 3:** Use the term drop-down menu (beneath the words "Student Schoolwork") to select the term in which you assigned the student's subject.

**Step 4:** In the **Student Schoolwork** section, click to highlight any subject you want to edit. The **Edit** button in the lower left-hand corner is enabled, so you can click it.

**Step 5:** Click the circle beside **Assignment Settings** in the **Student Subject Setup Sections** to open the **Assignment Settings**. This enables you to edit the subject but places a special emphasis on the options you can set for its assignments.

**Step 6:** Use any of the buttons and features on the **Assignment Settings** screen to make changes to the subject.

**Step 7:** When you're finished editing your subject, make sure everything is saved and return to the previous screen. All of your changes are applied.



## SOS 2009 Teacher Lesson Book Functions

The image shows a screenshot of the 'Option Settings - Betsy' window. At the top, there are four radio buttons for 'Student Settings Sections': 'Assignment' (selected), 'Quiz/Test', 'Grade', and 'Homepage'. Below this, the window is divided into three main sections: 'Lesson Options', 'GamesAccess', and 'Resource Center Access'. 'Lesson Options' includes checkboxes for 'Internet access', 'Leave skipped problem message', 'Access answer key', and 'Easy spelling' (unchecked). It also has input fields for 'Spelling penalty' (5%), 'Maximum problem attempts' (3), 'True/False problem attempts' (1), and 'Problem attempts penalty' (0%). There is an 'Unlimited' checkbox next to the maximum attempts field. 'GamesAccess' includes checkboxes for 'Vocabulary', 'Spelling Bee', and 'All Right/Farmer Frank/Quiz Bowl', along with a 'Bible translation' dropdown menu set to 'KJV'. 'Resource Center Access' is divided into three columns: 'Homepage', 'Lesson', and 'Project', each with checkboxes for 'Calculator', 'Periodic Table', and 'Dictionary'. At the bottom, there are three buttons: 'Save', 'Default', and 'Cancel'.

### Student Subject Setup Sections

Tells you which settings screen you are currently able to set different options for in the subject selected.

### Lesson options

Allows you to decide how a student goes through lessons in the subject selected.

### Internet access

Allows a student to be able to click www links in lessons. Removing the checkmark from this box blocks his/her access to the Internet through the curriculum.

### Leave skipped problem message

Allows a student to skip problems in lessons after providing reasons to skip.

### Access answer key

Allows a student to see correct answers to completed and graded problems.

### Easy spelling

If **Easy spelling** is checked, all words less than 7 characters long are spell checked instead of marking the entire answer as incorrect if it includes a misspelled word. (All words 7 or more characters are automatically spell checked. If **Easy spelling** is checked, words less than 7 characters are also spell 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). This is true for all words regardless of length. To require exact spelling in all student answers, set the **Spelling penalty** to 100%.



## SOS 2009 Teacher Lesson Book Functions

**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

The maximum number of chances a student has to answer a problem correctly. After using all available attempts, the student receives a score based on the final answers.

### Unlimited problem attempts

Enables a student to rework problems as many times as necessary until all of them are answered correctly

**NOTE:** If the student is stuck on a problem and cannot exit a lesson, you may need to permit the use of the **Help** button. (Student **Help** button)

### True/False problem attempts

Controls the number of attempts a student has to answer a True/False question correctly.

### Problem attempts penalty

Deducts a certain number of percentage points each time a student reattempts a problem. In the box, enter the number of percentage points you want deducted each time a student reworks an incorrect problem.

### Student Printing

Allows a student to print completed assignments in SOS Student. Removing the checkmark from this box means the student cannot click any **Print** buttons on assignment screens.

### Games Access

Allows a student to play educational games in the curriculum. You have the ability to determine each individual student's access by game type.

### Bible Translation

Allows you to use the drop-down menu to highlight and select the Bible translation you want your student to see and use in assignments.

### Resource Center Access

Check beside any of the boxes in this section if you want a student to be able to use the SOS calculator, dictionary, and/or periodic table on the **Home** screen, in lessons and projects.

### Save

Saves any changes you make to the student's subject.

### Use default

Returns all the options on the student's subject screens to student level settings, the settings most recommended for general use. Even if you change and save certain options on this screen, you can always come back to click this button and be returned to options you selected in **Student Setup**.

**NOTE:** This button resets not only the subject's **Assignment Settings** (displayed in the screenshot) but also the subject's **Quiz and Test Settings** and **Grade Settings** as well. This does NOT affect changes to the **Homepage Settings**.

### Cancel

Cancels any changes not yet saved.



## SOS 2009 Teacher Lesson Book Functions

### Editing a Student's Subject - Quiz and Test Settings

SOS allows you to customize learning for your students and set options for your entire school, for individual students, or even for specific subjects that individual students are taking. The subject level is the most specific level where you can set options. It allows you not only to meet the learning needs of an individual student but also to address each student's needs within a specific subject.

Suppose you set options that allow a student to have two chances to answer a problem correctly. You find that this student struggles with math and could work better without the pressure of being given only two attempts. At the subject level, you can set options in math so that this student has an unlimited number of attempts at a problem. This means that the student can get the extra help needed in math but still continue to be challenged differently 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 and 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

To edit a subject's Quiz/Test settings for a student:

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Use the **Select Student** drop-down menu to select the student whose subjects you want to edit.

**Step 3:** Use the term drop-down menu (beneath the words "Student Schoolwork") to select the term in which you assigned the student's subject.

**Step 4:** In the **Student Schoolwork** section, click to highlight any subject you want to edit. The **Edit** button in the lower left-hand corner is enabled, so you can click it.

**Step 5:** Click the circle beside **Quiz/ Test Settings** in the **Student Subject Setup Sections**. This enables you to edit the subject but places a special emphasis on the options you can set for its quizzes and tests.

**Step 6:** Use any of the buttons and features on the **Quiz and Test Settings** screen to make changes to the subject.

**Step 7:** When you're finished editing your subject, make sure everything is saved and return to the previous screen. All your changes are applied.



## SOS 2009 Teacher Lesson Book Functions

### Student Subject Setup Sections

Tells you which settings screen you are currently able to set different options for in the subject selected.

### Quiz Options

Allows you to decide how a student goes through quizzes in the subject selected.

### Test Options

Allows you to decide how a student goes through tests in the subject selected.

### Immediate answer feedback

Allows a student to view scores on problems during quizzes and tests. The student has only one attempt at answering.

### No answer feedback

Does not allow a student to see scores to problems until an entire quiz or test is completed. The student then receives a score of zero for any still-unanswered problems. The student answers one question at a time and has only one attempt at answering.

### Open page

Lets the student review and modify answers to problems multiple times, until the quiz or test is officially exited.

**NOTE:** This is the SOS default. Unless you change the option, all quizzes and tests are presented to this student in this subject in **Open Page** format.

### Open book

Allows a student to exit and re-enter a quiz or test as many times as he/she wants until deciding to officially exit.



## SOS 2009 Teacher Lesson Book Functions

### Leave skipped problem message

Allows a student to skip problems in lessons after providing reasons to skip.

### Access answer key

Allows a student to see correct answers to completed and graded problems.

### Easy spelling

If **Easy spelling** is checked, all words less than 7 characters long are spell checked instead of marking the entire answer as incorrect if it includes a misspelled word. (All words 7 or more characters are automatically spell checked. If **Easy spelling** is checked, words less than 7 characters are also spell 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). This is true for all words regardless of length. 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.

### Save

Saves any changes you make to the student's subject.

### Use default

Returns all the options on the student's subject screens to student level settings, the settings most recommended for general use. Even if you change and save certain options on this screen, you can always come back to click this button and be returned to options you selected in **Student Setup**.

**NOTE:** This button resets not only the subject's **Quiz and Test Settings** (displayed in the screenshot) but also the subject's **Assignment Settings** and **Grade Settings** as well. This does NOT affect changes to the **Homepage Settings**.

### Cancel

Cancels any changes not yet saved.

## Editing a Subject - Grade Settings

SOS allows you to customize learning for your students and set options for your entire school, for individual students, or even for specific subjects that individual students are taking. The subject level is the most specific level where you can set options. It allows you not only to meet the learning needs of an individual student but also to address each student's needs within a specific subject.

Suppose you set options that allow a student to have two chances to answer a problem correctly. You find that this student struggles with math and could work better without the pressure of being given only two attempts. At the subject level, you can set options in math so that this student has an unlimited number of attempts at a problem. This means that the student can get the extra help needed in math but still continue to be challenged differently 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 and 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

To edit a subject's grade settings for a student:

**Step 1:** On your **Home** screen, click the **Lesson Book** button. Your **Lesson Book** opens.

**Step 2:** Use the **Select Student** drop-down menu to select the student whose subjects you want to edit.





## SOS 2009 Teacher Lesson Book Functions

- Step 3:** Use the term drop-down menu (beneath the words “Student Schoolwork”) to select the term in which you assigned the student’s subject.
- Step 4:** In the **Student Schoolwork** section, click to highlight any subject you want to edit. The **Edit** button in the lower left-hand corner is enabled, so you can click it.
- Step 5:** Click the circle beside **Grade Settings** in the **Student Setup Subject Sections**. This enables you to edit the subject but places a special emphasis on the options you can set for its grading.
- Step 6:** Use any of the buttons and features on the **Grade Settings** screen to make changes to your subject.
- Step 7:** When you’re finished editing your subject, make sure everything is saved and return to the previous screen. All your changes are applied.

The screenshot shows a window titled "Option Settings - Betsy" with a blue header and a light blue background. At the top, there's a section labeled "Student Settings Sections" with four radio buttons: "Assignment", "Quiz/Test", "Grade" (which is selected), and "Homepage". Below this, there are three main sections: "Grading Scale", "Assignment Weighting", and "Grade Display Options".

**Grading Scale:** This section has four input fields for letter grades: A (94%), B (86%), C (77%), and D (70%).

**Assignment Weighting:** This section has four input fields for different assignment types: lessons (5% of 100), projects (20% of 100), quizzes (25% of 100), and tests (50% of 100).

**Grade Display Options:** This section has three radio buttons: "show letter grade", "show percent grade", and "both" (which is selected).

At the bottom of the window, there are three buttons: "Save", "Default", and "Cancel".

### Student Subject Setup Sections

Tells you which settings screen you are currently able to set different options for in the subject selected.

### Grading scale

Lets you customize how you want the subject’s scores to be calculated. Enter a percentage for each letter grade.

### Assignment weighting

Allows you to decide how different assignment types affect a student’s subject grade. The percentage you give to lessons, projects, quizzes, and tests in this subject should add up to 100%.

### Grade display options

Lets you decide how you want a student’s subject grade to be displayed on the screen and printed in reports.

### Save

Saves any changes you make to the student’s subject.



## SOS 2009 Teacher Lesson Book Functions

### Use default

Returns all the options on the student's subject screens to SOS's student default settings. Even if you change and save certain options on this screen, you can always come back to click this button and be returned to options you selected in **Student Setup**.

**NOTE:** This button resets not only the subject's **Grade Settings** (displayed in the screenshot) but also the subject's **Assignment Settings** and **Quiz/Test Settings** as well. This does NOT affect changes to the **Homepage Settings**.

### Cancel

Cancels any changes not yet saved.

**Remember:** To edit assignment, quiz and test, grade or term settings at the school or student level, use the **Administration** button from your **Home** screen. You can find instructions either in the electronic **Help** file or the Teacher Administration Functions User Guide.