SOS 2010 User Manual

Resource Center & Messaging System

Alpha Omega Publications

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Switched-On Schoolhouse® 2010

Resource Center

FIND IT FAST: Looking for some information about how to use your resource center?

Looking Up a Word in the Dictionary

Learning about Elements in the Periodic Table

Using the Calculator

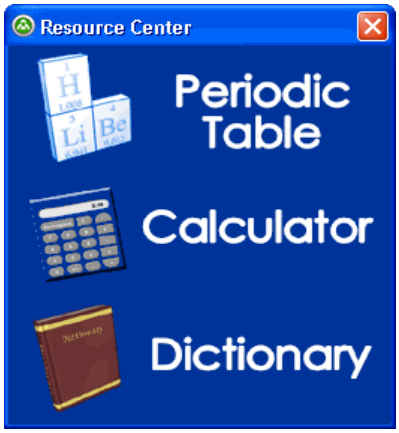
The Switched-On Schoolhouse® (SOS) **Resource Center** can be a popular hang-out for students and teachers. Not sure how to spell "misspell"? Look it up in the dictionary. Forgot the atomic number of an element? Check out the detailed periodic table of elements. Want to add up how many days are left until vacation? Quickly crunch some numbers using the calculator. Read on to learn how to put the **Resource Center** to work for you!

When you click the **Resource Center** button on your **Homepage**, three resource options appear in a menu to the right. Your resource center contains:

- A dictionary
- An interactive periodic table
- A calculator

Using a Dictionary, Periodic Table, or Calculator in an Assignment

It is the teacher's decision whether students are allowed to use resources from the Resource Center in assignments, quizzes and/or tests. Teachers can decide that students may use the Resource Center tools while doing assignments, and quizzes, but not in tests. A teacher may set these options at the school or student level. See the Administration Functions section of the User Guide for instructions.



Follow these steps to use these tools from your **Homepage**:

Step 1: From inside an assignment, click **Resource Center**.

Step 2: A small **Resource Center** window opens. Click the resource you want to use, and it opens.

Step 3: When you are finished, close it and return to the assignment. Or, if you want to keep it handy, click the **Minimize** button instead.

Depending on how the teacher set the permissions, students may also access these tools from within their assignments, quizzes, or tests by clicking the Resource Center button at the bottom of the Assignment screen.

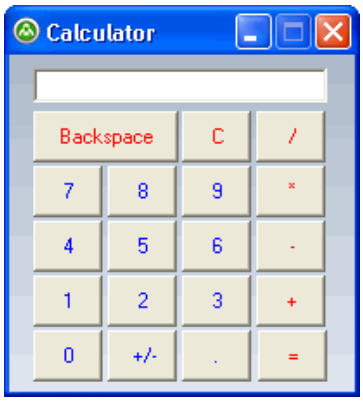
Calculator

Everything adds up just right with the **Calculator**. You can add, subtract, multiply, and divide both positive and negative numbers.

On your **Homepage**, click **Calculator** in the **Resource Center** widget.

Click the **Backspace** button to erase one digit at a time, the **C** button to clear all the numbers on the display, or the **+/-** button once to create a negative number. (Click once for a negative number. Click it again for a positive number.)

Using the Calculator

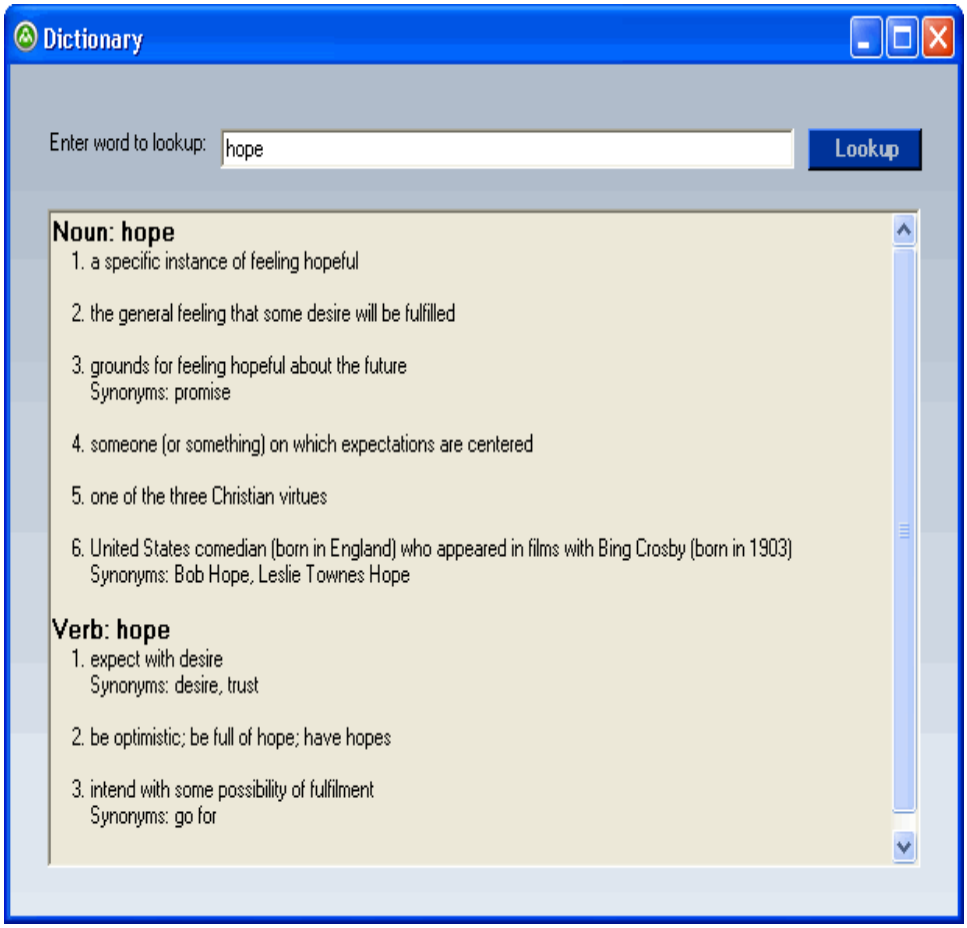


Step 1: On your **Homepage**, click **Calculator** in the **Resource Center** widget. The **Calculator** window pops up.

Step 2: Click the appropriate buttons, or use the buttons on your keyboard to calculate what you need.

Dictionary

From the **Resource Center**, click **Dictionary** to open a blank screen similar to the one below.



Type the word for which you want a definition in the **Enter word to lookup** window. Click the **Lookup** button to search for the definition. Look for the definition(s) and other relevant information about the word in the main window. If you want your dictionary to be full screen, click the **maximize** (center) button in the upper right hand corner.

Looking Up a Word in the Dictionary

Step 1: On your **Homepage**, click **Dictionary** in the **Resource Center** widget. Your SOS Dictionary window opens.

Step 2: Type the word you want to look up in the **Enter word to lookup:** textbox.

Step 3: Click **Lookup**. The definition for the word appears in the space below.

Periodic Table

The **Periodic Table** is a resource that helps you learn about the periodic table of elements.

Although you may only need to use this for Science, finding out about the histories of each of the elements can be interesting reading as well.

From the **Resource Center** widget, click the **Periodic Table** to open it. Notice, as you click around, this resource is made up of four major screens, each one linked to another to make navigating around easy for you. Let's first get a feel for the sort of information available in the periodic table, and then we will walk through the different screens. The four major screens are:

Periodic Table of Elements—Features an interactive Periodic Table of Elements. Since this is the first screen that pops up, think of it as the "Home" screen of the Periodic Table.

Element Description—Gives you specific information about any individual element. Click it to learn about an element's use and properties, as well as how it was discovered.

Key to Reading Element Cells—Shows you a diagram that illustrates how to interpret a typical cell in the periodic table. You can read about the different parts of a cell and find out what they mean.

> **NOTE**: A "cell" is an individual box containing an element on the periodic table.

Table of Element Names—Lists all the elements in order by full name, according to atomic number.

Access the periodic table at any time, even while you have an assignment open.

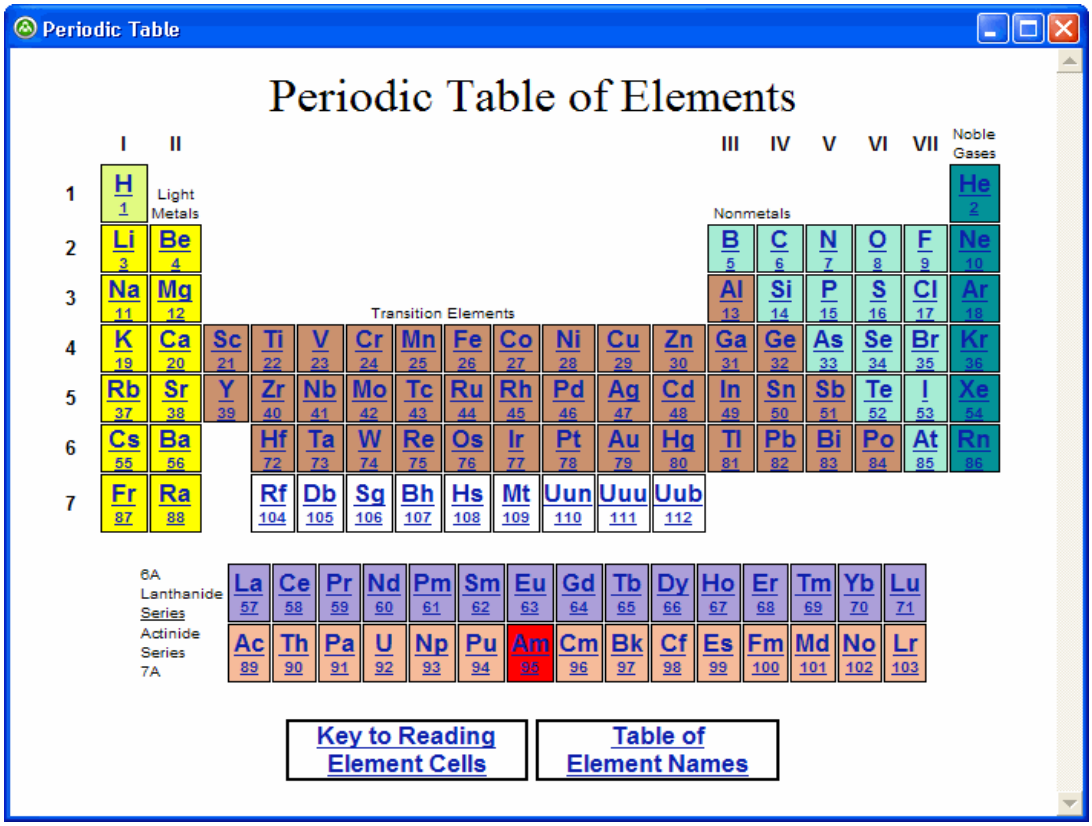
Learning about Elements in the Periodic Table

Step 1: On your **Homepage**, click the **Periodic Table** in the R**esource Center** widget. The **Periodic Table** window opens.

Step 2: Click element names and links to navigate your way around the periodic table screens, using the information you see to learn about different elements.

Periodic Table of Elements Screen

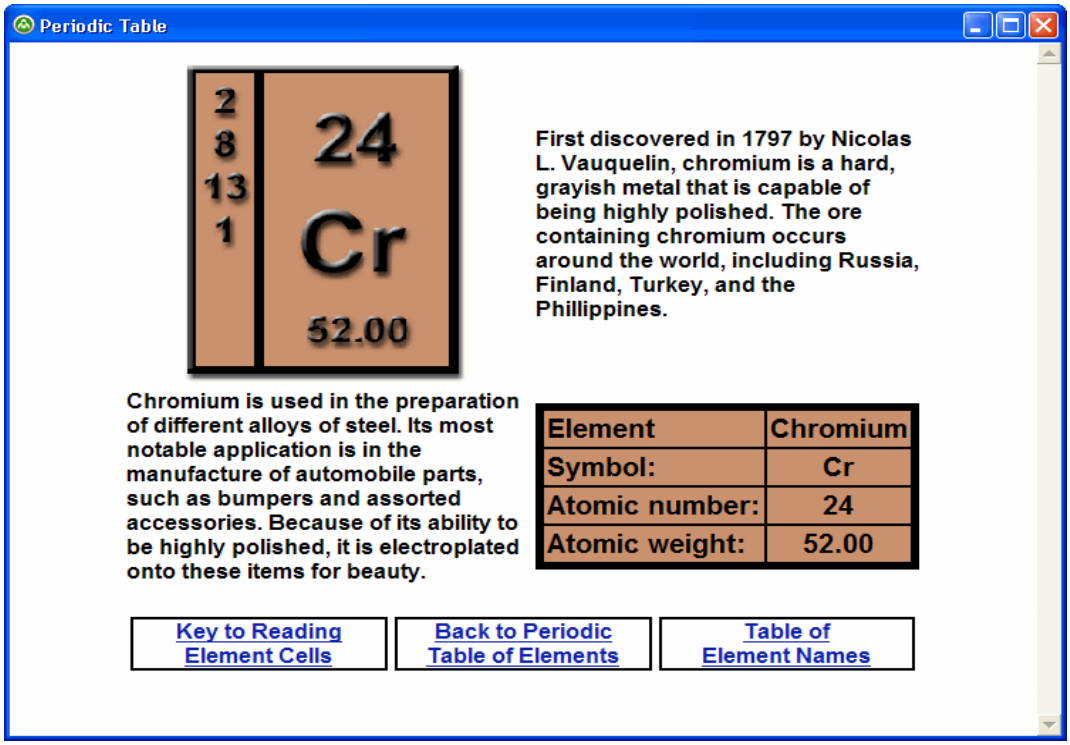
This screen features an interactive periodic table of elements. Click any element in the table to see additional information about that element. Each square within the table represents one element. Click any element to view specific details about that element.



Notice that there are two links at the bottom of the above screen. If you click the first, **Key to Reading Element Cells**, you see a screen explaining how to use the **Periodic Table**. If you click the second link, **Table of Element Names**, a list of all of the elements are listed by name, in order of atomic number. There is a sample of each screen in the following pages.

Element Description Screen

This screen gives you specific information about any element on the periodic table. The top paragraph usually offers information about how an element was discovered, who discovered it, and what it looks like. The next paragraph usually offers details about how an element is commonly used. Use the charts to find at-a-glance details about an element, or see how an element is represented on the actual periodic table.



Key to Reading Element Cells Screen

This screen explains how each element cell is constructed, telling you the meaning of the different numbers and abbreviations in the element cells of the periodic table.

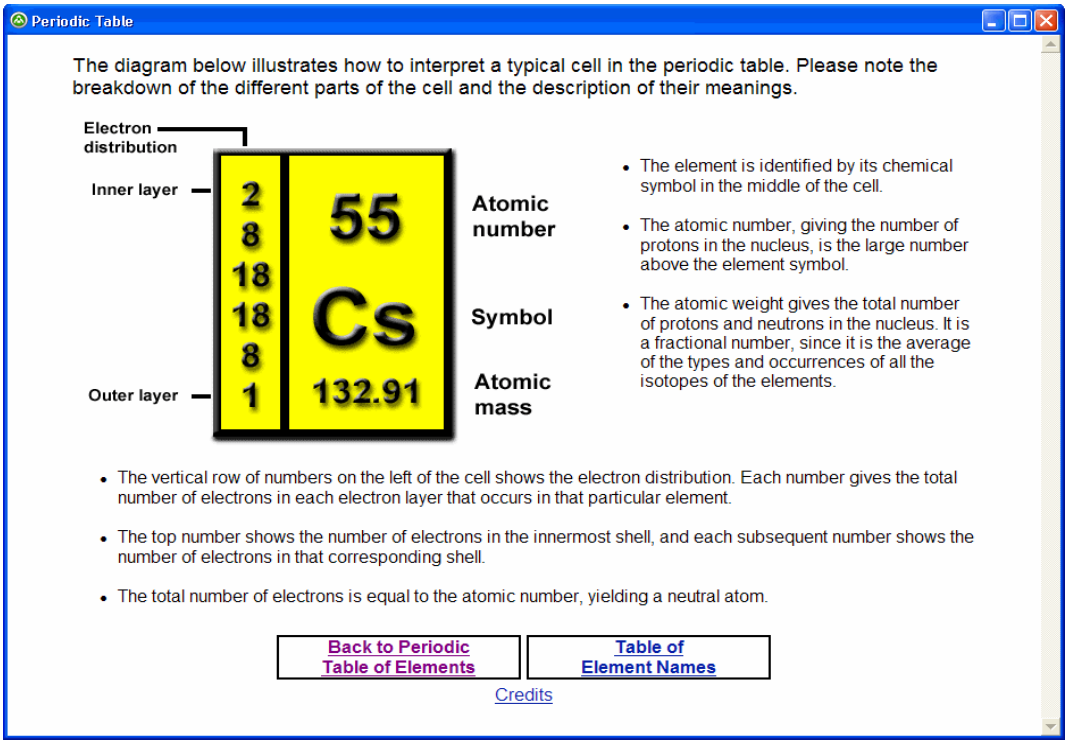


Table of Element Names Screen

Look to the Resource Center's Periodic Table for a handy list of elements by full name, in order of atomic number.

Messages

The SOS Messaging System works very much the same for both teachers and students. The biggest difference is that students may only send a message to a teacher while teachers may send messages to everyone in the system.

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

Sorting Messages

Reading a Message

Copying and Pasting a Message

Printing a Message

Deleting a Message

Replying to a Message

Sending a Message

Reading a Sent Message

Printing a Sent Message

Resending a Message

Deleting a Sent Message

Switched-On Schoolhouse® (SOS) makes communicating between teacher and student a cinch. On the **Messages** screen, teachers can stay on top of students' assignments and help them with their questions and thoughts.

With just a few clicks of the mouse, everyone can stay on top of assignments; share questions and thoughts between student and teacher; organize and keep track of the messages sent and received; even print messages for safekeeping.

To get to your **Messages** screen, click the **Messages** button on your **Homepage**. Teachers may also click the envelope icon (or) in the bottom right corner of any screen in SOS Teacher to access the **Inbox**.

NOTE: You are always able to see the number of unread messages on your **Messages** screen by looking at the number on the **Messages** button. You can also look to the lower right corner of any screen in SOS to see the envelope. If you have unread messages, the envelope is yellow ( ) instead of white. Immediately to the right of the icon, you see the number of unread messages you have in your **Inbox**.

After you click the button, the **Messages** window appears. You see an **Inbox** tab and a **Sent Items** tab at the top.

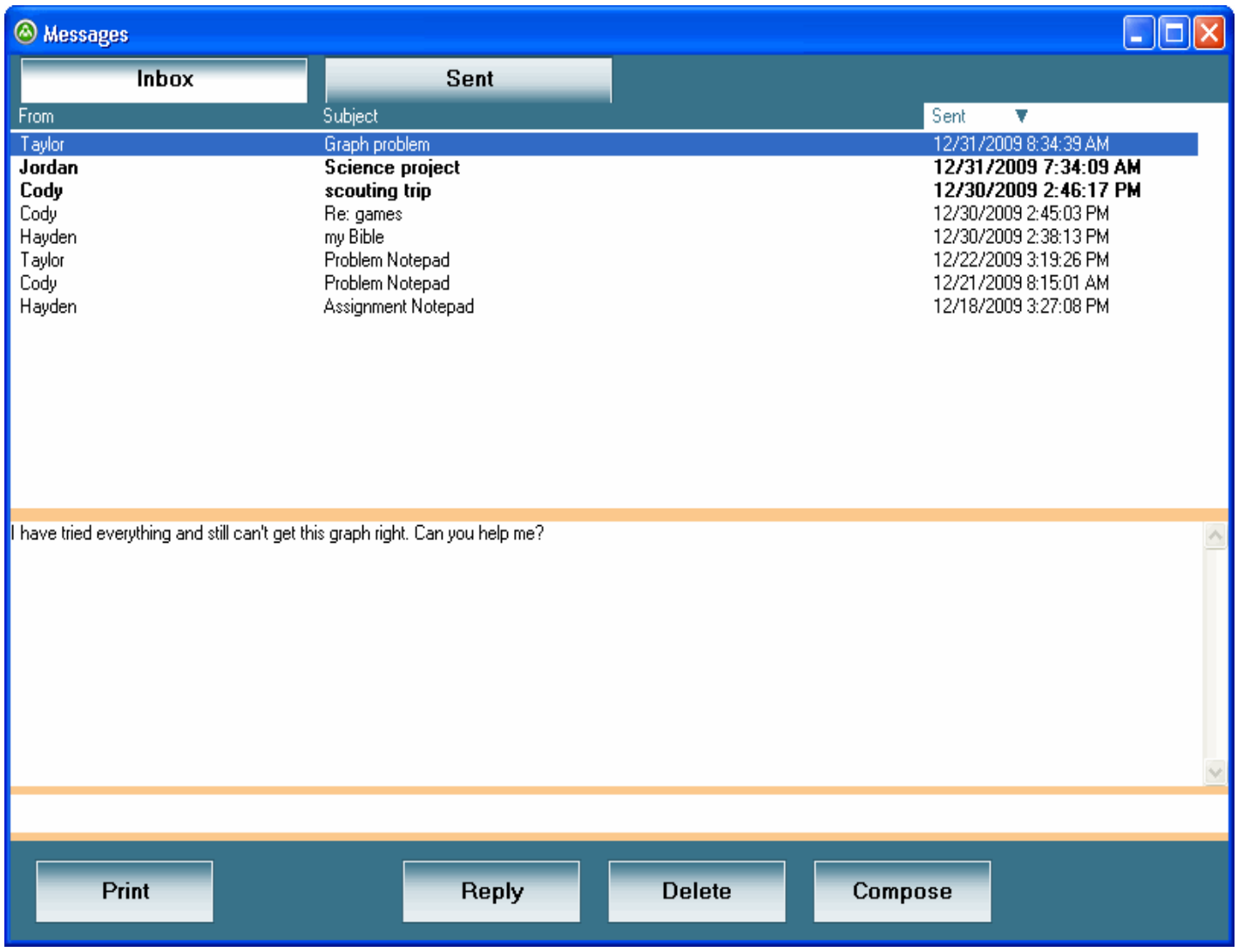
Inbox

Your **Inbox** opens when you select the **Messages** button or **Messages** link from your **Homepage** or click the envelope icon (as described above). The **Inbox** lets you to look at messages you received. Most messaging functions are performed from within the **Inbox**. These include:

- Sorting Messages
- Reading a Message
- Mark Messages as Unread
- Copying and Pasting in Messages
- Printing a Message
- Replying to Messages
- Deleting Messages
- Composing a Message

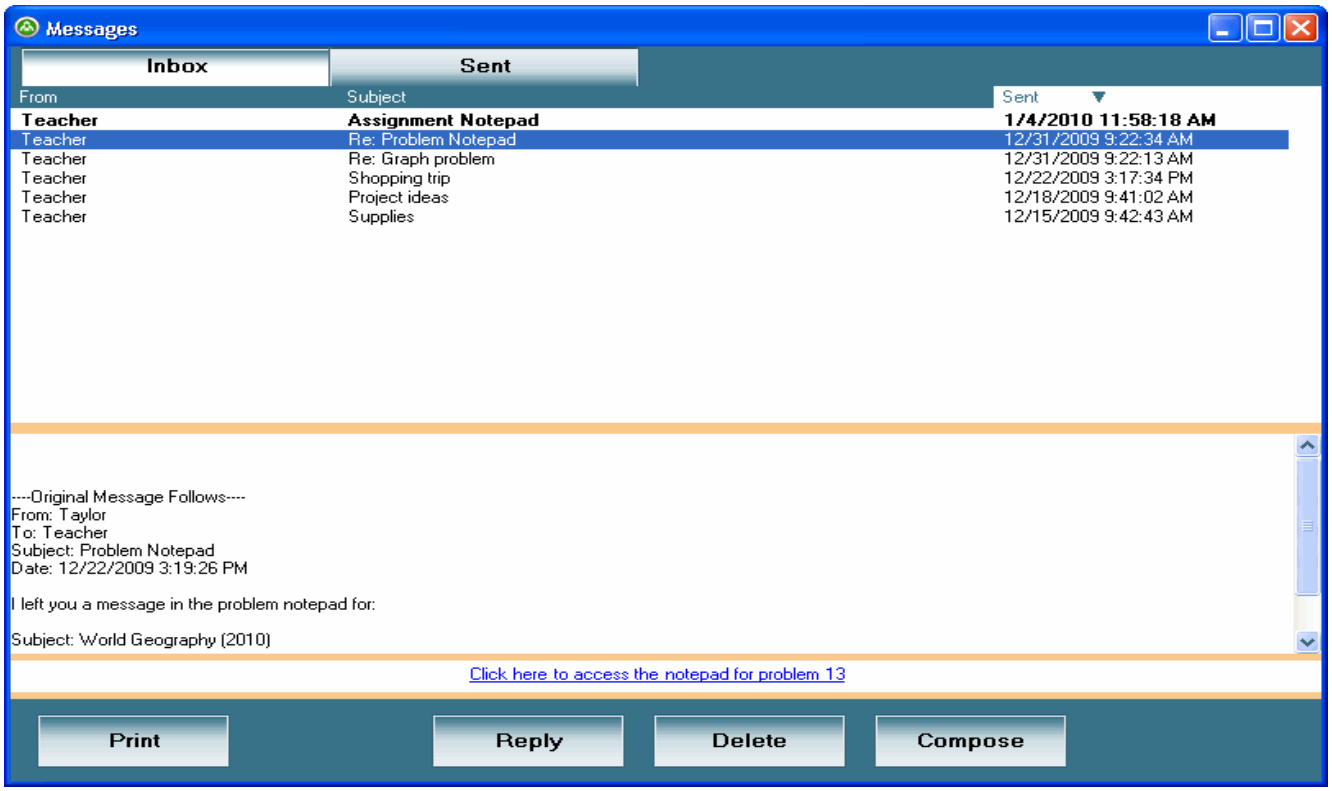
Teacher Inbox Example

A Teacher **Inbox** looks like the one below. Messages sent to you appear in the top window. You can see who sent each message ("from"), what each message is about ("subject"), and when each message was sent ("sent"). You can also use the column headings to sort your messages according to this information. This allows you to keep your inbox organized so you can easily find any messages.



Student Inbox Example

Just like in the Teacher **Inbox**, in the Student **Inbox**, messages sent appear in the top window. You are able to see who sent each message ("from"), what each message is about ("subject"), and when each message was sent ("sent"). Column headings can be used to sort messages according to this information, allowing you to keep your inbox organized to more easily find a message.



Sorting Messages

Sort messages in your **Inbox** or **Sent Items** according to the sender or recipient, what they're about, and when they were sent:

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

Step 2: Notice that, each time you click, your messages are alphabetically or numerically sorted in ascending or descending order.

from
Tells you who sent each message.

subject
Tells you the title a student or teacher gave the 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!'" A subject might also indicate that the message was sent from within the curriculum. If this is the case, you might see "Assignment Notepad" or "Problem Notepad" as a subject.

sent
Tells you when a message was sent to you.

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

Reading a Message

Click anywhere on a message in the top window. The entire row—including **from**, **subject**, and **sent** information—is highlighted to show you selected it. The content of the message appears in the message window below. If this is a message that a student sent from an assignment or problem notepad, there is 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 message, there is a link that directly opens the assignment. Click the notepad to read the message waiting for you. If the message was sent by a teacher to a student using one of the notepads, the message might say, "I left a message for you in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1." Beneath the message is a link to the assignment. Click the **notepad** to read the message.

NOTE: Contents of a message in this window cannot be modified, but you may copy and paste it into a new message or another computer application.

Marking a Message as Unread

You can change messages you have already read to appear as if you have not read them. You might want to do this if you need a reminder prompt to read a message again later. To do this:

- Position your cursor over the message you want to mark as unread.
- Right-click anywhere on the row containing the message.
- Select **Mark as Unread**. The message now appears bolded, as if you never read it.

Copying and Pasting a Message

Step 1: With your mouse, highlight the text you want to copy.

Step 2: Press **Ctrl+C** (this copies the text you highlighted).

Step 3: Go to wherever you want to paste the message.

Step 4: Place your cursor and click where you want to paste your message.

Step 5: Press **Ctrl+V** (this pastes your message).

Place your cursor anywhere on the bar between the top and bottom windows and you see your cursor change in appearance. When it does, click and drag it either up or down to adjust the size of the windows.

Printing a Message

Highlight the message to print and click the **Print** button. Your computer's **Print** window appears. Print as you normally would from your computer.

Replying to a Message

Click the **Reply** button to reply to a message you received.

Deleting a Message

The **Delete** button lets you delete a message you no longer want in your Inbox, permanently deleting it from SOS. Select the message to erase and click the **Delete** button.

NOTE: If you don't first select a message to delete, nothing happens when you click this button.

Composing a Message

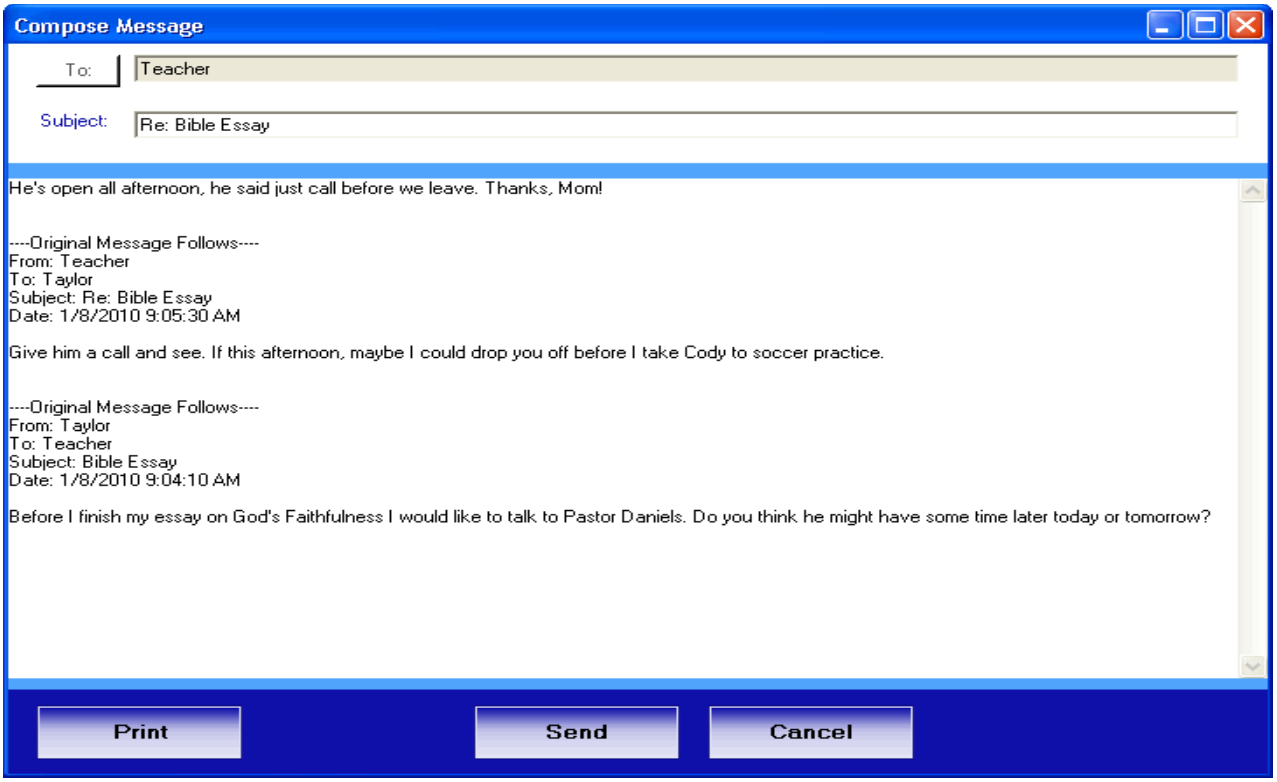
The **Compose** button allows you to compose and send a brand new message.

Replying to a Message

Step 1: On your **Homepage**, select **click to see your messages**. Your **Inbox** opens.

Step 2: In the window in the top half of the screen, select the message to reply to.

Step 3: Click **Reply** at the bottom of the screen. A **Compose Message** window appears with the original message displayed in the window. You can type your message here as a reply.



Step 4: Make sure the **To:** menu displays your teacher's name.

Step 5: Make sure the **Subject:** box displays the message title you want to use when you reply. This box contains the subject from the original message, but you can delete it and type in a new one.

Step 6: Type your message in the window in the bottom half of the screen.

NOTE: This area also contains the original message you received, so you and your teacher can easily remember what the original message was about.

Step 7: If you want to print the message, click **Print**. Your computer's regular print window opens. Print as you would normally.

Step 8: When you're ready to send your message, click **Send**.

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

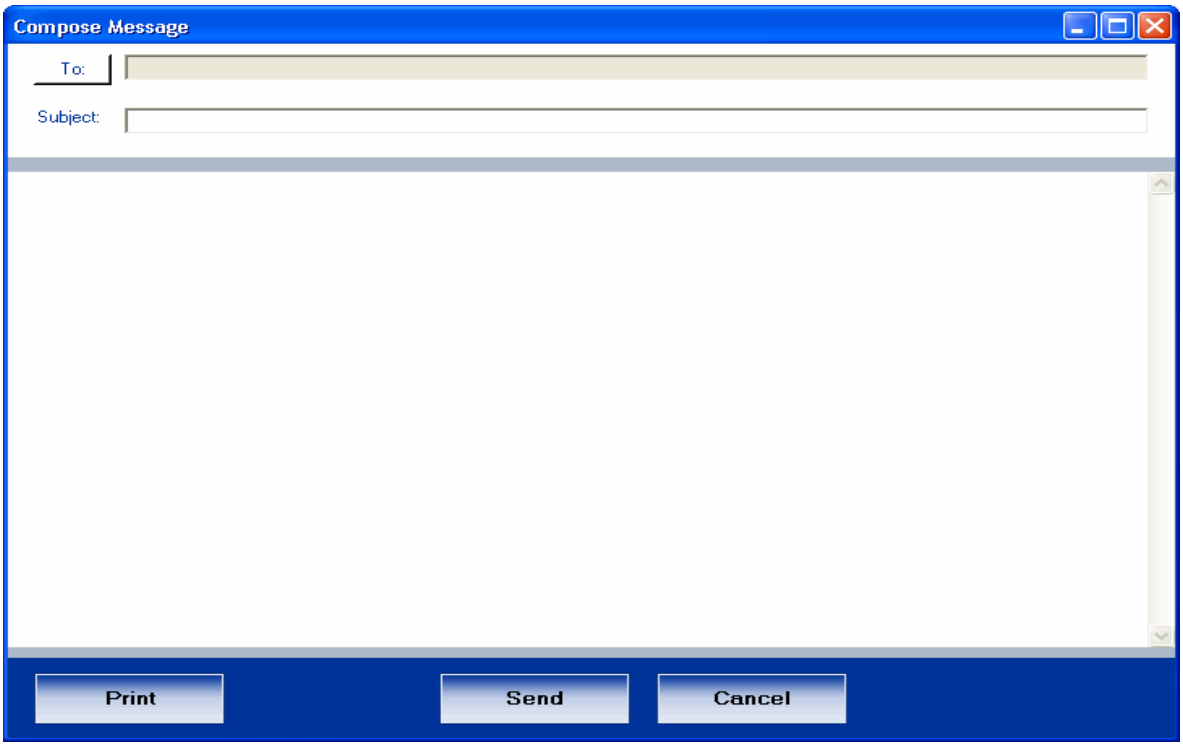
Sending a Message

To compose a message from either the **Inbox** or **Sent Items** screen:

Step 1: On your **Homepage**, select **click to see your messages**. Your **Messages** screen opens.

Step 2: Click the **Inbox** or **Sent Items** tab at the top to open the screen you want use to send your message.

Step 3: When you are on the correct screen, click the **Compose** button to bring up the **Compose Message** window.



Step 4: To select the recipient(s) of your message, click **To:**.

Step 5: If there is more than one person you are able to send messages to, the **Message Recipients** window opens (see example to the left). Click the box next to each person you want the message sent to.

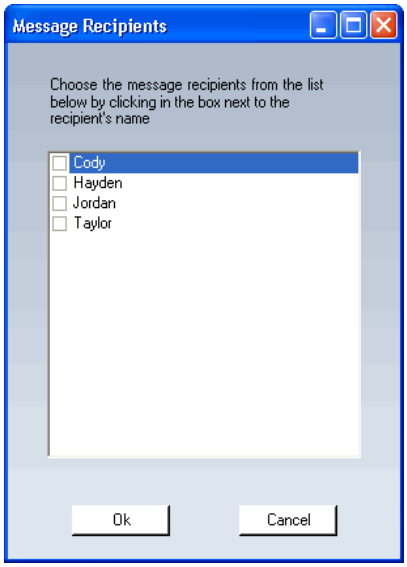
Step 6: Give your message a subject in the **Subject:** box. Try choosing a subject title that quickly tells your reader what the message is about.

Step 7: Type your message in the message window in the bottom half of the screen.

Step 8: To print your message, click the **Print** button. This opens your c omputer's print window. Print as you normally would when you're not working in SOS.

Step 9: When you're ready to send your message, click the **Send** button.

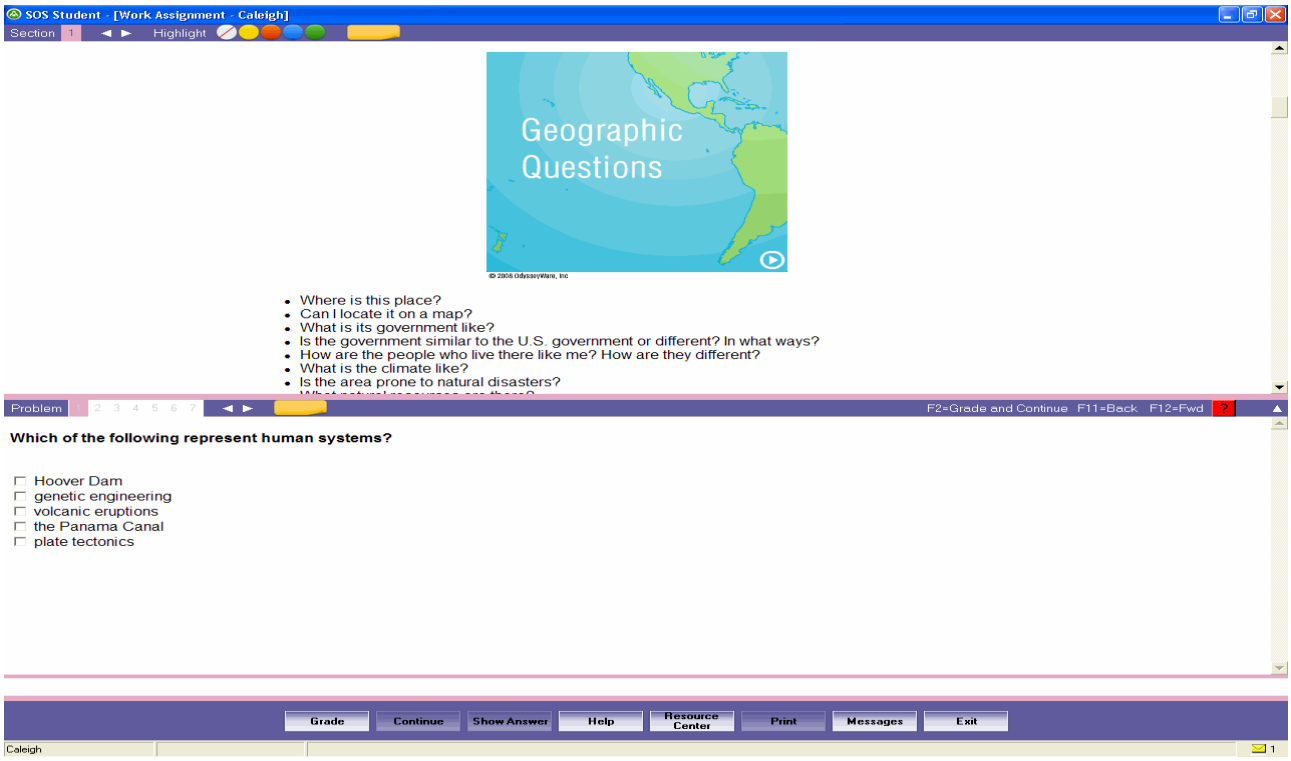
NOTE: After you send it, a record of it appears on your **Sent Items** screen.



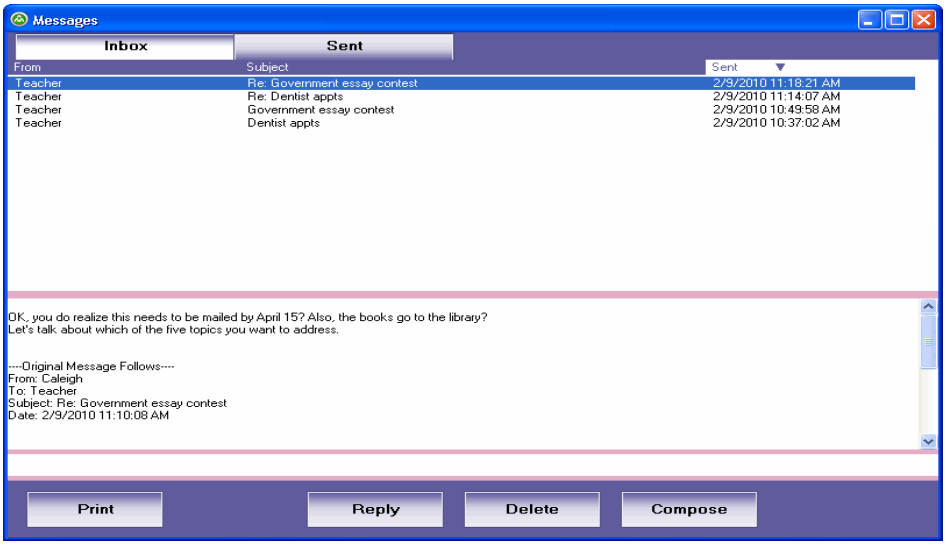
Sending or Receiving Messages from Inside an Assignment

SOS permits you to send and receive messages if you are in an assignment. To do this:

Step 1: From inside an assignment, click **Messages** on the button bar at the bottom of your screen.



Step 2: Your **Messages** window opens. Use the tabs, buttons, and features in the window to communicate with your teacher.



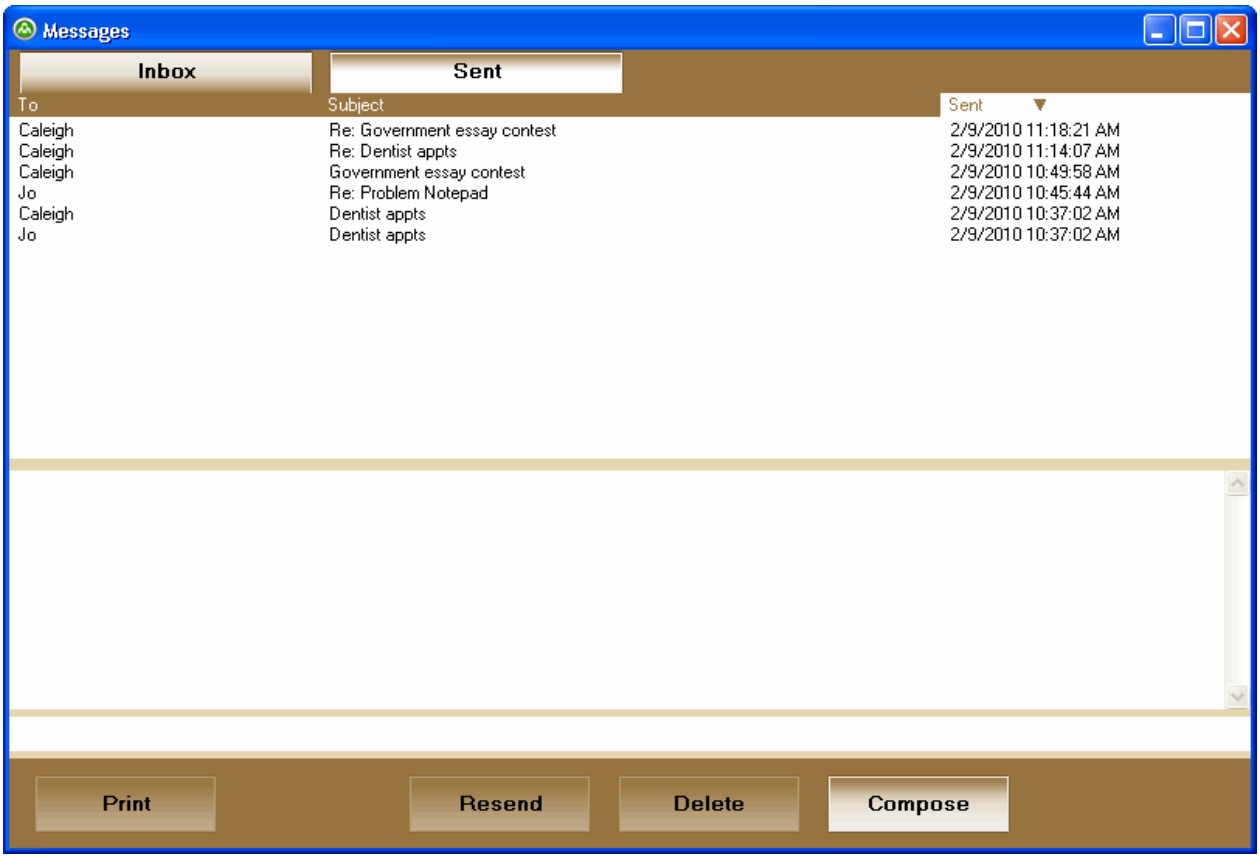
Step 3: When you are finished, close the window and return to the assignment.

Sent Items

Let's take a look at the **Sent Items** screen. It 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 sent rather than received.

> **TIP**: It's a very good idea to periodically clean out your sent items, deleting messages you don't need to keep.

To go to your **Sent Items** screen, click **Messages** on your **Homepage**. Then, click the **Sent Items** tab at the top of the page. Here's an example of what the screen looks like:



You can find the messages you sent at the top of the screen. There are three columns of information. They tell you a little more about each sent item. Just like in the **Inbox**, you can sort your messages by clicking the column titles.

to—the person you sent a message to.

subject—The title you gave a message you sent. It also lets you know if you left your teacher a message in an assignment or problem notepad.

sent—When you sent a message to your teacher.

Reading a Sent Message

Click anywhere on a message in the top window to select it, and the entire row—including to, subject, and sent information—is highlighted to show you selected it. The content of the message appears in the message window below. As a student, you selected a message left for a teacher in an assignment or problem notepad, the message says something like: "I left you a message in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1." If, as a teacher, you select a message 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.

TIP: Place your cursor anywhere on the bar between the top and bottom windows and watch your cursor change in appearance. When it does, click and drag it either up or down to adjust the size of the windows.

Printing a Sent Message

Highlight the message to print and click the **Print** button. Your computer's Print window appears. Print as you normally would from your computer.

Resending a Message

Highlight the message to resend in your list of sent items. Click the **Resend** button, and a note displays at the bottom of your screen to let you know your message was successfully resent. This message appears at the top of your **Sent Items** window. Notice, it shows the date and time you sent it, probably just a few seconds ago.

Deleting a Message

The **Delete** button allows you to 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 don't first select a message to delete, nothing happens when you click this button.

Composing a Message

The **Compose** button allows you to compose and send a brand new message.