
SOS 2010 User Manual

Student Basics

Alpha Omega Publications

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Switched-On Schoolhouse® 2010

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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About SOS

You can locate this information by clicking **About** in the upper right corner of your **Homepage**. If you are using the "Classic" theme,



click **below** the buttons on your **Homepage**. A window similar to the one below opens providing you with information about your installation of SOS.

Assembly Name	Version
WindowsControls.dll	5.1.0.8
AnyControlAssembly.dll	5.0.0.1
AxInterop.SVDIRLib.dll	1.0.0.0
C1_C1Zip.2.dll	2.1.20071.39
Core.dll	5.1.0.8
CurriculumEngine.dll	5.1.0.8
CurriculumEngineUI.dll	5.1.0.8
FolderBrowser.dll	1.0.1067.17129

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 probably want to print the alternate keystroke codes on the next page to keep handy until you are familiar with them. 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.



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Entering Special Characters in Foreign Languages

If your teacher assigned a foreign language course to you you will need to enter characters that are not immediately available on your keyboard. The table below shows you how to create the characters you need to complete your assignments in these courses. Use the alternate keystroke combinations below to enter problem answers correctly. All of these keystrokes are performed using a combination of the left **ALT** key and a series of keys on the **Number Pad** on your keyboard. The character appears when you release the **ALT** key. If you are using a laptop computer hold down the **Fn** and **ALT** keys and type the number code.

NOTE: Some characters allow more than one number code. You may use either number.

Suggestion: You or your student(s) may want to print the table below for easy reference.

Press and HOLD the left **ALT** key while typing the numbers:

Character	Number Combinations
á	160 or 0025
é	130 or 0233
í	161 or 0237
ó	162 or 0243
ú	163 or 0250
Á	0193
É	0201
Í	0205
Ó	0211
Ú	0218
ü	129 or 0252
Ü	154 or 0200
ñ	164 or 0241
Ñ	165 or 0209
¿	168 or 0191
¡	173 or 0161
¼	172
½	171
°	167



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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.

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.





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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 (it will display just below your **Username**). 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 **Homepage**.

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.



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 **Homepage**, 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.

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.

Change Password

Current password

New password

Verify new password

Save 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 23 different themes that change the look and feel of SOS Student.

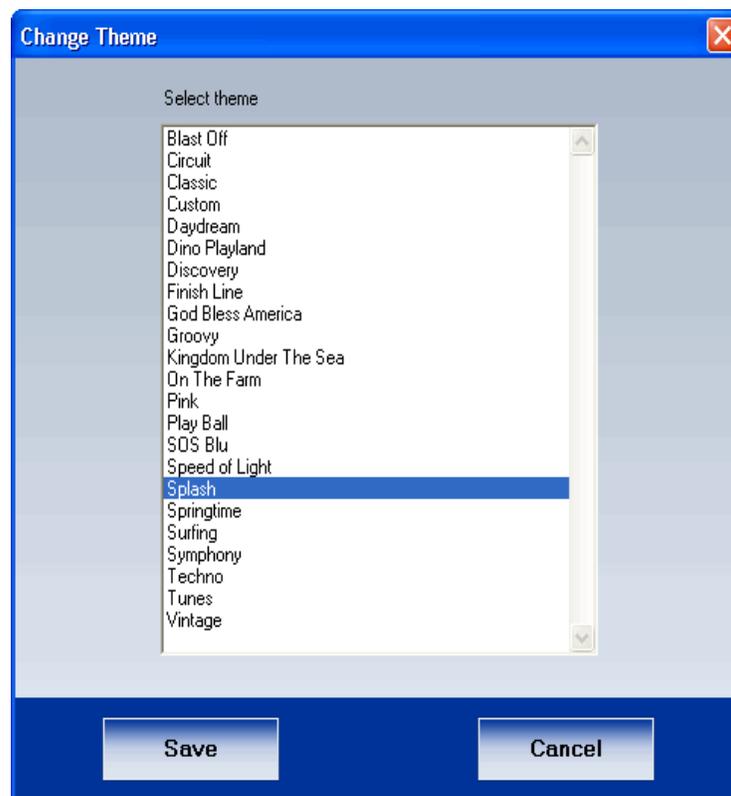
Step 1: On your **Homepage**, click **Change Theme** in the **Application** widget.

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.

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

You will see examples of different themes throughout the SOS documentation. In SOS Student, the choice is yours!





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The Student Homepage

Welcome home! After you log in, your **Homepage** 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: The **Homepage** displayed above uses the SOS default "Splash" theme.(Changing themes)

Your name is displayed in the upper right part of the page, beside your avatar, so you can be sure you're working on your schoolwork.

The MiSOS format uses two terms you may not be familiar with:

Avatar: the small picture to the right of your name in the upper right corner of your **Homepage**.

Widget: these are the boxes on your **Homepage** containing the sections of SOS plus some new options available to you. For example, all of your schoolwork, application, and resource center functions are in separate boxes (widgets). Your teacher may have also chosen to give you optional widgets, such as Daily Bible Verse, Word of the Day, Where in the World, or Where in the USA. These types of widgets are informational. There is also a To Do List widget. Both you and your teacher can add items to your list. Just click **Add new task...** You can change the color of each To Do List entry, delete entries, move them around to reorder them, and strikethrough them. One other type of widget your teacher may allow is an RSS Feed. If your teacher gives you an RSS Feed, you cannot change the Feed site. Only your teacher can do that. You also have a small Photo Album to allow you to display up to five pictures (.jpeg format) at a time, if your teacher allows it.



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Please visit the **Help** file (press F1, or select **Help** in the **Application** widget), and open **Your Homepage** and **MiSOS Custom Theme** under **Getting Started** for information about how to use these items.

NOTE: If your **Homepage** looks like the picture to the right and you cannot access the other themes, there are two things you need to check:

1. Your teacher must grant you access to the MiSOS themes.
2. You must be using Internet Explorer to IE 7 or higher. (You must upgrade your version of IE if you want to access the MiSOS themes.)

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 widget represents the doorway to where you probably spend most of your time in SOS.

Journal

Click the link in this widget 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. (See the **Help** file or the **Resource Center and Messaging Guide** for assistance with this function.)

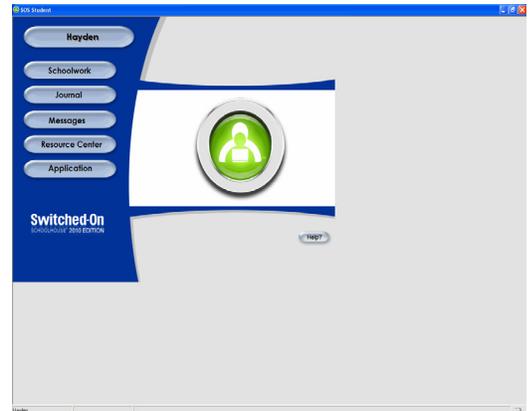
Resource Center

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. (See the **Help** file or the **Resource Center and Messaging Guide** for assistance with this function.)

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 **About** link above your avatar to read about your SOS installation (as displayed on page 5 of this document).



Journal

SOS provides you with your own personal virtual 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 journal, select **click to open your journal** in the **Journal** widget on your **Homepage**. Just begin recording your thoughts and ideas.

You can

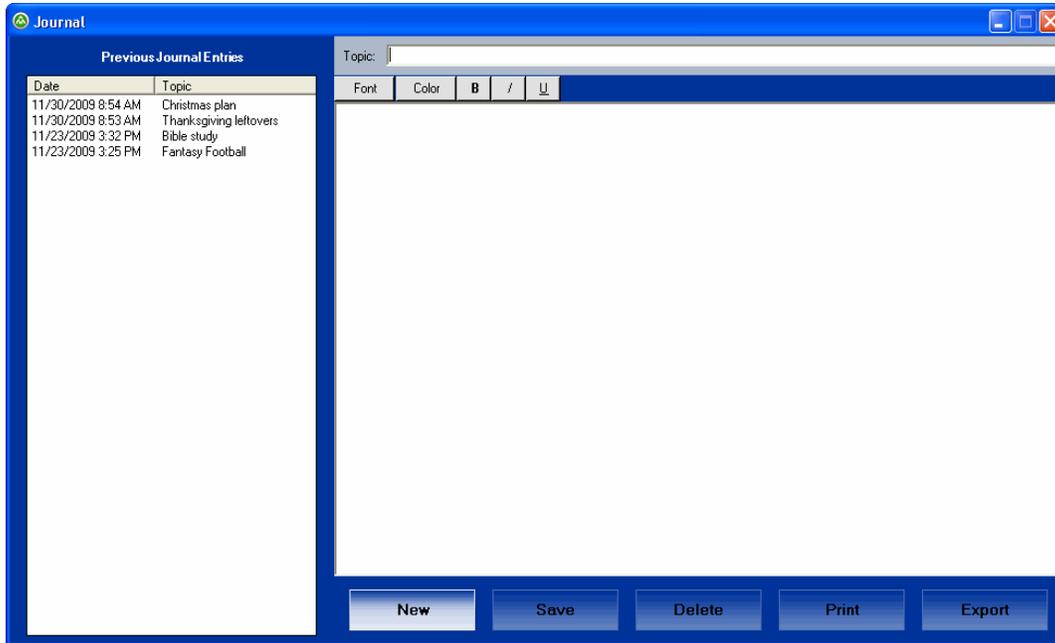
- Create a New Journal Entry
- Search for a Journal Entry
- Delete a Journal Entry





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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 below.

Previous Journal Entries

Lists each entry in your journal. The most recent entry is on top. Each entry is automatically date-stamped. You can use the arrow keys on your keyboard to scroll through the entries in this window to select a previous entry.

Topic

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

Font

Lets you select a font *style* and **size** 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, a blank new entry always displays. Type your journal entry in the main window.

New

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

Save

Saves the entry displayed in the entry (main) window.

Delete

Deletes the entry displayed on the screen.



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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.

Export

Click this to export your journal to another file. You can save it as a text file to another location on your computer. The text file automatically uses the **Topic** entry as the file name. You can change it and select the location where you want the file placed.

Creating a New Journal Entry

Step 1: On your **Homepage**, select **click to open your journal** in the **Journal** widget.

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

Step 3: Click in the big window on the right-hand side and begin typing your entry.

Step 4: When you finish, either close your journal and return to your **Homepage**, 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.

Searching for a Journal Entry

Step 1: On your **Homepage**, select **click to open your journal** in the **Journal** widget.

Step 2: A new journal page automatically opens. Use the **Previous Journal Entries** column on the left-hand side of the screen to find any existing entry you want. Just click the entry you want to view, edit, export, print, or delete the entry.

Deleting a Journal Entry

Step 1: On your **Homepage**, select **click to open your journal** in the **Journal** widget.

Step 2: A new journal page automatically opens up. Locate the entry by date or topic on the left-hand side of the screen (**Previous Journal Entries**) to find the entry you want to delete.

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

Delete



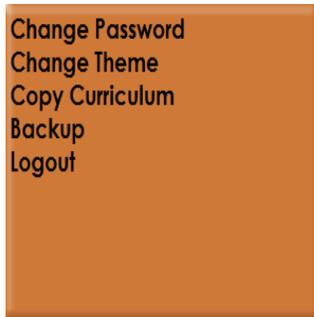
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Copy Curriculum

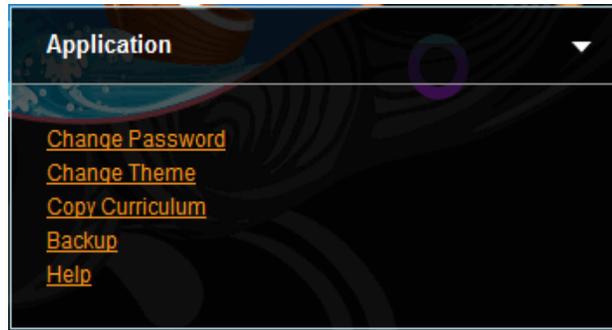
To install your curriculum (subject) discs to your computer:

1. Click the **Copy Curriculum** link in the **Application** widget on your **Homepage** (or click the **Application** button on your "Classic" theme **Homepage** and select **Copy Curriculum**.)

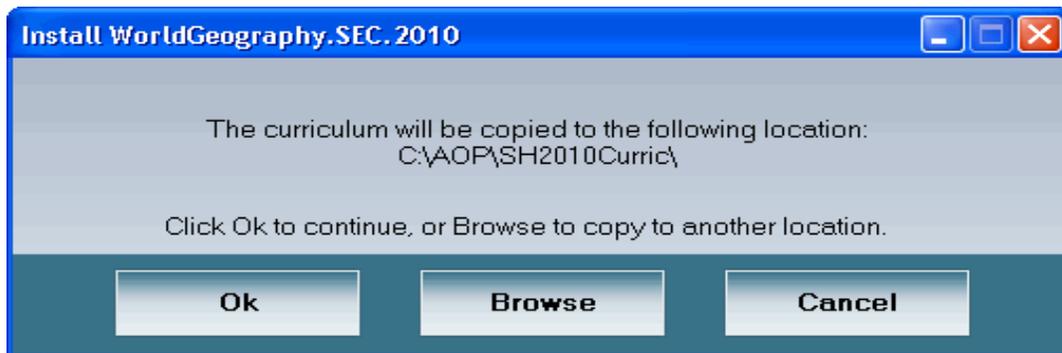
Classic theme menu



MiSOS theme widget



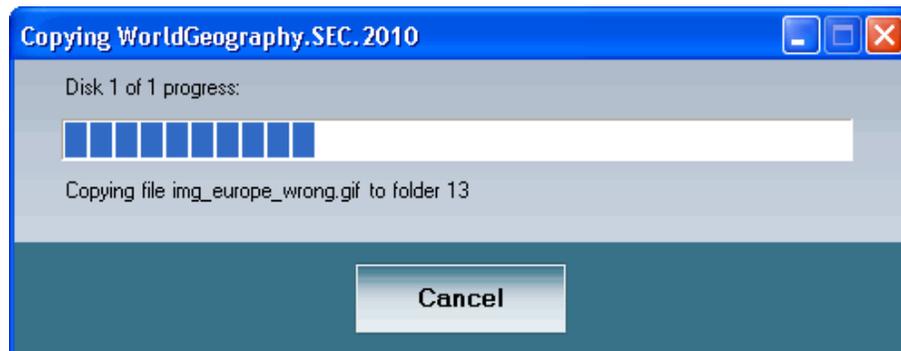
2. A window like the one below opens.



3. Click **Ok** to copy to the location on the window or click **Browse** to copy it to another location, or click **Cancel** to end the copy process.

NOTE: We HIGHLY recommend you copy to the default location shown on the Install window.

The copy process begins as soon as you click **Ok**. A progress window, similar to the one below displays while the subject is being copied onto your computer. Click **Cancel** if you need to end the copy process before it completes.



If the subject has more than one disc, you are prompted when it is time to change discs. When the copy process is completed, you no longer need to have the subject disc in your CD-ROM/DVD drive to do your schoolwork.

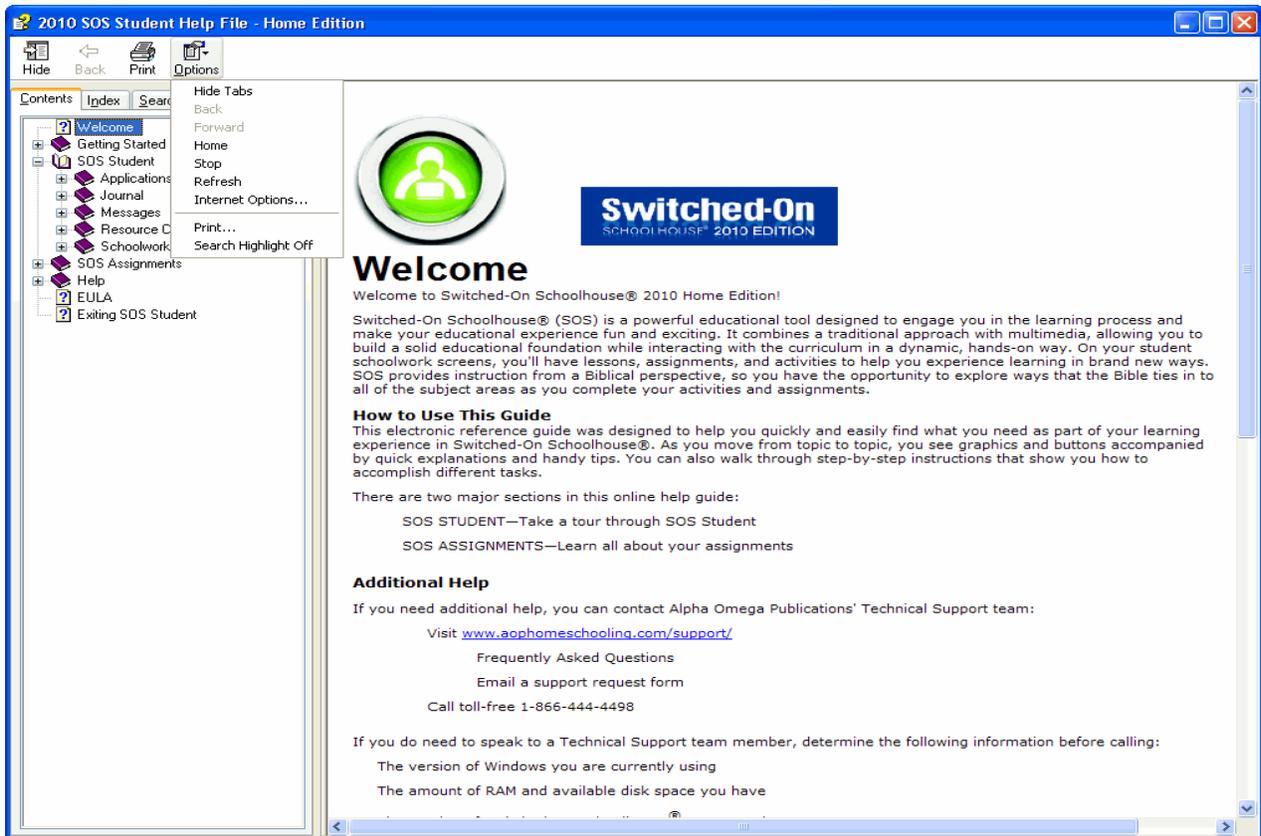


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Using the Help File

Access the **Help** file by pressing the **F1** key on your keyboard or clicking the **Help** link found in the **Application** widget on your **Homepage**.

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 **Logout** in the upper right corner of your **Homepage**. You are then 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.