



Switched-On
ONLINE

Switched-On Online[®]
Administrator User Guide

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Note: Instructions for the Switched-On Online® message system appear in several locations in this document and refer to the same functionality.

For technical support, please contact Technical Support at 800-735-4193 and select option 2 or go to www.aopschools.com/soosupport.

For Customer Service, please contact us at 1-877-795-8904 and select option 2.

ADMINISTRATOR MODE

Welcome and Login

Note: We highly recommend the use of Mozilla Firefox as your browser when using Switched-On Online. Batch processing, along with some of the question types and games do not render correctly in other browsers.

Welcome! The **Login** page is the single login location for all Switched-On Online® users. Switched-On Online uses this login to determine a user's next step.

Example: If you use the admin username and password, you are granted access to the tools the administrator needs in Switched-On Online. If you use a teacher's username and password, you are given access to the tools the teacher needs.

The **Login** page also allows you to quickly disseminate information to all Switched-On Online users in your school or program.

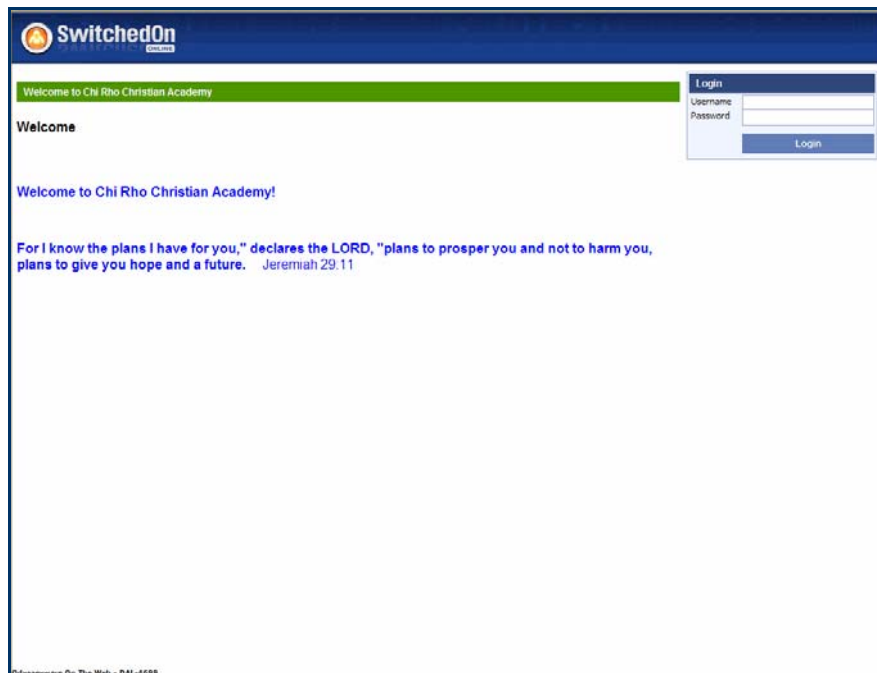
Logging In

Enter your administrator **username**.

Note: Switched-On Online should have sent you an email with your site address as well as your administrator username and password. Please keep this information secure. It grants access to all administrative functions on Switched-On Online.

Press the **Tab** key, or click your mouse in the **password** textbox.

Enter the **password** you received in the email.



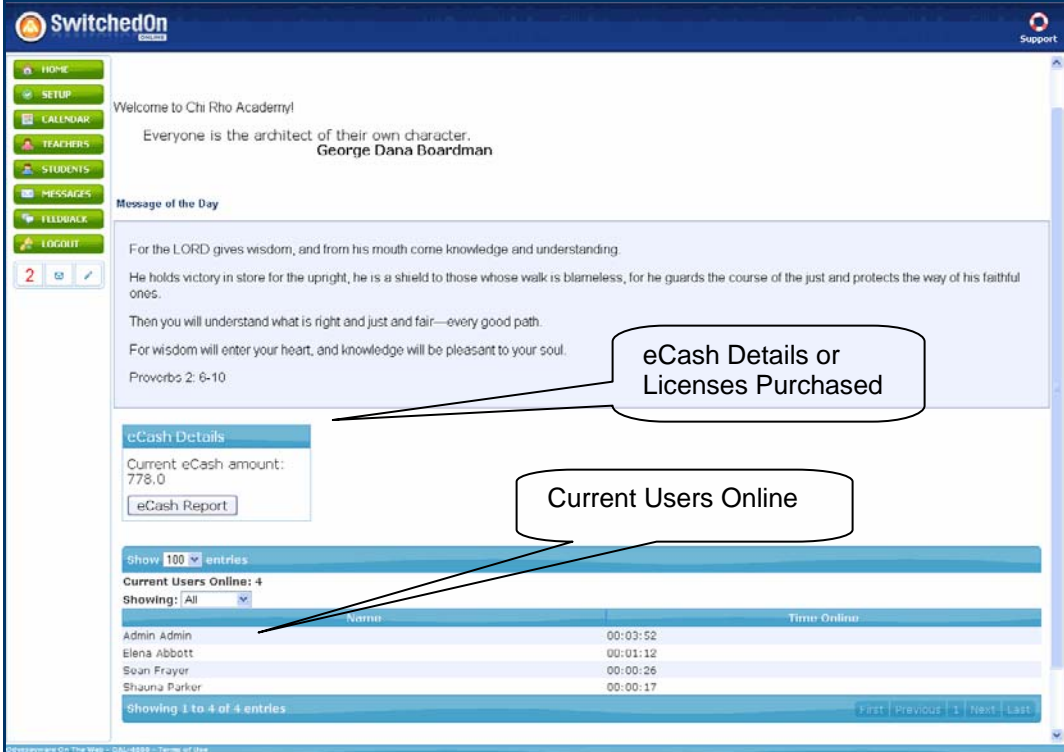
The screenshot shows the administrator login interface. At the top left is the Switched-On Online logo. Below it is a green banner with the text "Welcome to Chi Rho Christian Academy". The main content area has a "Welcome" heading, followed by another "Welcome to Chi Rho Christian Academy!" message, and a blue quote: "For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11". On the right side, there is a "Login" box with fields for "Username" and "Password", and a "Login" button. At the bottom left, there is a small footer: "Disseminate On The Web - BAI-4099".

Note: The **password** is case sensitive. Be sure to enter it exactly as it was provided. Should you lose your password, please contact Technical Support at 1-800-735-4193, option 2 to obtain a new one.

Administrator Home Page and Tools

The first screen you see when you log in is the **Administrator** home page. You manage your school's online experience using tools accessed from this page.

The main body of the page contains the **Welcome Message** and a **Message of the Day**. These areas can be used for consistent communication with staff and students.



The screenshot shows the administrator home page for Switched-On Online. The page layout includes a left-hand navigation menu with buttons for HOME, SETUP, CALENDAR, TEACHERS, STUDENTS, MESSAGES, FEEDBACK, and LOGOUT. The main content area is divided into several sections: a welcome message for Chi Rho Academy, a 'Message of the Day' featuring a quote from Proverbs 2:6-10, an 'eCash Details' section showing a current amount of 778.0 and an 'eCash Report' button, and a 'Current Users Online' section with a table of active users. The table lists users such as Admin Admin, Elena Abbott, Sean Frayer, and Shauna Parker, along with their session start times. Callout boxes highlight the 'eCash Details or Licenses Purchased' section and the 'Current Users Online' table.

Below the **Message of the Day**, you find the **eCash** and **Current User Details** section. This includes eCash or licensing information as well as a list of users who are logged in, and the length of time they have been logged on for their current session. You can filter the list you see, viewing all users, only teachers, or only students. Use the drop-down arrow to the left of **Showing** to make your selection.

Some schools use **Licenses Purchased** instead of **eCash**, this represents the number of students you can have logged into the application simultaneously. You can enroll an unlimited number of students in the program. Licenses Purchased only limits the number of students able to log in at the same time. Please be aware, there is no limit to the number of teacher and administrators who may be logged on at a time.

Note: The **Current Users Online** display is not a live feed. It only updates when you refresh your screen.

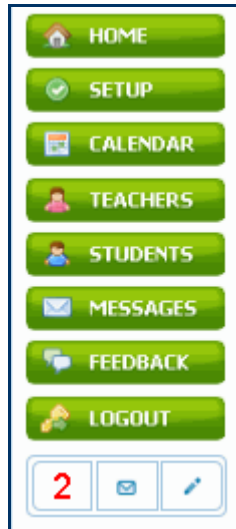
Tech Support

In the upper right corner of every page in Switched-On Online you see a small red and white life preserver and the word **Support**. When you click this, you are immediately directed to our technical support page where you find contact information for Tech Support, frequently asked questions about the system, specific issues or tips that have surfaced recently and lots of other valuable information.



Administrative Menu Functions

Access Switched-On Online administrator functions using the menu down the left side of every page in Administrator Mode:



Home:

Returns you to the **Administrator** home page.

Setup:

Allows you to customize Switched-On Online settings for your school. You can set and/or adjust global messages and the settings using the form on this screen.

Calendar:

Allows you to set and customize your school calendar.

Teachers:

Allows you to add teachers, view the students assigned to staff members, send messages, edit permissions, and remove teachers from the Switched-On Online teacher list.

Students:

Allows you to add /deactivate students, establish or modify a custom student calendar, assign or unassign courses, customize course end dates, view usage data, and send messages.

Messages:

Provides access to the Switched-On Online messaging system. You can read and reply to current messages, send a new message, and read past messages.

Feedback:

Provides access to our feedback form.

Logout:

Logs you out of Switched-On Online.

Note: Switched-On Online automatically logs you out after 60 minutes of inactivity.

Message Indicator:

Displays the number of new messages you have. Allows you to quickly read a message or write and send a new message.

Administrative Functions

Once you are logged on, we suggest you work through *initial* setup in the following order:

1. School Setup
2. Calendar Setup
3. Add all of your teachers
4. Add all of your students

If you decide to be the only person to assign courses to the students in your school, you would assign courses to your students now.

If you want one or more teachers to assign courses to students, you will need to grant them the appropriate permissions. (See page 13 or 17 for additional information.)

School Setup

The **School Setup** page is where you, as the administrator, create global messages and determine the criteria for acceptable completion of coursework. Your monitor size may require you to scroll down to see the entire page. (See the example on the next page.)

The **School Setup** page is a form. Complete the fields with the information appropriate to your school. When you are finished, click the **Submit Changes** button at the bottom of the page. Switched-On Online uses a commit philosophy. This means you must confirm changes you make in the system. You do this by clicking a button, **Submit**, **Add**, **Edit**, **Send** are some examples of the commit-type buttons you will see.

Setup Functions

Some of the items on the **School Setup** page are set only at the school level and therefore found only on this page. These include the **Name**, **Welcome**, Message of the Day (**MOTD**), **Login Header**, **Login Message** and assignment weighting fields. These fields let you customize Switched-On Online to reflect your program, school, and community.

You can change this information as often as you want. Use the **MOTD** as a place to post daily announcements, reminders, or other items everyone needs to be aware of.

In each message type field, you have the ability to customize the look of your messages using text editing tools. (See page 9.)

The assignment weighting fields allow you to determine the school's weighting for each assignment type, **lessons**, **projects**, **quizzes**, and **tests**. Since this is a percentage, the total must add up to 100, but you decide how much each type is worth to a student's final grade.

The remainder of settings located on the **School Setup** page also appear as settings on the **Edit Student** page in Teacher mode. This means that if you enable them at the school level, teachers with **Student Maintenance** permission may customize these settings for individual students. Please see page 9 & 10 for explanations of these settings.

Notice the **Submit Changes** button. Be sure you click it when you are finished entering your customization information to make sure your changes are applied.

School Setup Page

School Setup

These are global school settings.

Name:
The Name of the School

Welcome:
Everyone is the architect of their own character.
George Dana Boardman

MOTD:
The Welcome Message

Login Header:
Message of the Day

Login Message:
For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future."
Jeremiah 29:11

Lesson Weight:
eg. 25

Project Weight:
eg. 25

Quiz Weight:
eg. 25

Test Weight:
eg. 25

Pass Threshold:
Percentage required to pass any lesson. This does NOT apply to quizzes and tests. 0% effectively turns off 'Focused Learning'

C Rx Pass Threshold:
Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.

Student Answer Key:
Allow students to see the answer key for completed assignments.

Student Passwords:
Allow students to change their own passwords.

Teacher Passwords:
Allow teachers to change their own passwords.

Enable Grading View:
Allow students who have not reached the pass threshold to view performance (correct/incorrect).













Randomize Questions:
Randomize the order of questions for student lessons, quizzes, and tests.

Limit Quiz Test Attempts:
If selected, students will be limited to a single attempt on quizzes and tests.

School Setup (cont.)

Editing Tools

The tools in the list below enable you to create a customized look and feel for all of your message fields, **Welcome**, **MOTD** (Message of the Day), and **Login Message**.

	Displays or hides any control characters in the text area.
	Click to create bolded text.
	Click to <i>italicize</i> text.
	Click to <u>underline</u> text.
	Click to draw a line through text.
	Click to create a bulleted list.
	Click to create a numbered list.
	Click to select a color for highlighted text.
	Click to select a color for background of highlighted area.
	Click to insert a horizontal ruler.
	Click to undo typing.
	Click to redo typing (once it's been undone).

Additional School Setup Options

Pass Threshold allows you to determine the lowest possible grade your school or program accepts as passing work on a lesson. Enter the grade as a percentage of 100. Do not include the percent sign (%).

Example: A pass threshold of 80% would be entered as 80.

Pass Threshold:	<input type="text" value="80"/>
Percentage required to pass any lesson. This does NOT apply to quizzes and tests. 0% effectively turns off 'Focused Learning'	

Note: The pass threshold only applies to the lessons. It does not affect quizzes and tests. Students not meeting the pass threshold continue to loop through a lesson until they achieve a score at or above the pass threshold.

School Setup Options (cont.)

CRx Pass Threshold – when a course is assigned in **CRx** mode (Credit Recovery mode), it is possible for a student to pass a unit by taking a single pretest. The **CRx Pass Threshold** is the score the student must achieve to pass the pretest. Teachers can change this percentage for an individual student on the **Edit Student** page, or it can default to the **CRx Pass Threshold** you set in administrator mode.

In this mode, the student is only assigned one test per unit. If the student achieves the **CRx Pass Threshold** on that test, they go on to the test for the next unit. If the **CRx Pass Threshold** is not met, the student is taken to the first assignment in that unit. The student must then work all of the assignments in that unit as if it were a non-**CRx** course. Once that unit is completed, the student moves on to the next unit, again with the opportunity to test out of that unit by meeting the **CRx Pass Threshold** on that test.

It is possible for teachers to override the school level **CRx Pass Threshold** for an individual student. You may want to see a school policy regarding this.

Note: Credit Recovery (**CRx**) is not available for the Spanish I, Spanish II, French I, French II, Health, Skills Essential, Placement Test, or GED courses.

The next four options are all set the same way, click to place a checkmark in the box beside the ones you want to enable. Remove the checkmark if you do not want to allow the feature.

Note: These same options also exist in the Student profiles, so they can be functional. These options must be enabled both here in Admin mode AND in the student's individual profile.

Answer Key allows a student who has passed an assignment to see the answer to each question, one question at a time. Remove the checkmark to turn this feature off.

Student Passwords / Teacher Passwords lets you decide if you want to permit teachers and/or students to change their own passwords. Remove the checkmark to disallow this capability.

Enable Grading View enables students who have not achieved a passing grade to see which answers they got correct or incorrect. Remove the checkmark to turn this feature off.

Randomize Questions tells the system to randomize how the questions appear in student lessons, quizzes, and tests. The questions always remain in the same order for the teacher, but each time students open or refresh assignments, the order of the questions is changed. When the assignment status is changed to "Completed", the questions display in the same order as they do in Teacher mode. If you wish to enable the randomization of questions, place a checkmark in the box beside this feature.

Limit Quiz Test Attempts allows you to decide if students have only one attempt to enter and take quizzes and tests. Default is to limit them to one attempt. This can be changed.

Remember, if you make additional changes or adjustments to this student; click the **Submit Changes** button at the bottom of the page to retain your changes.

Calendar

The calendar function in Switched-On Online allows you to create a calendar specific to your school program. You have the option of holding students accountable to that calendar or allowing them to work in a more flexible schedule. In fact, you can establish a separate calendar for any student or even a specific calendar for individual subjects for a single student.

Note: You may find it helpful to have a copy of your school calendar as you complete this portion of the Switched-On Online setup.

School Calendar

Current School Year

The School Calendar is very important. It determines the number of days in the school year and days that lessons will be assigned. Please maintain your School Calendar and teachers will not need to specify dates when assigning courses.

Start Date: **18 August 2010**
 End Date: **02 June 2011**
 Days in School Year: **185**
 Holidays in School Year: **22**

Change School Start/End

Changing the school year start and end dates changes the number of days in the school year. Weekends are excluded automatically.

New School Start Date:
 New School End Date:

School Holidays

Choose a date to create a new holiday or select a current holiday (highlighted date) from the calendar to edit. Only holidays occurring in the current school year will appear in the list.

Date	Description	Remove
30 May 2011	Memorial Day	<input type="checkbox"/>
26 April 2011	Easter4	<input type="checkbox"/>
25 April 2011	Easter 3	<input type="checkbox"/>
22 April 2011	Easter 2	<input type="checkbox"/>
21 April 2011	Easter 1	<input type="checkbox"/>
20 April 2011	Easter	<input type="checkbox"/>
25 March 2011	Spring Break 2	<input type="checkbox"/>
24 March 2011	Spring Break 1	<input type="checkbox"/>
21 February 2011	President's Day	<input type="checkbox"/>

Setting the School Calendar

In the center section of the screen, **Change School Start/End:**

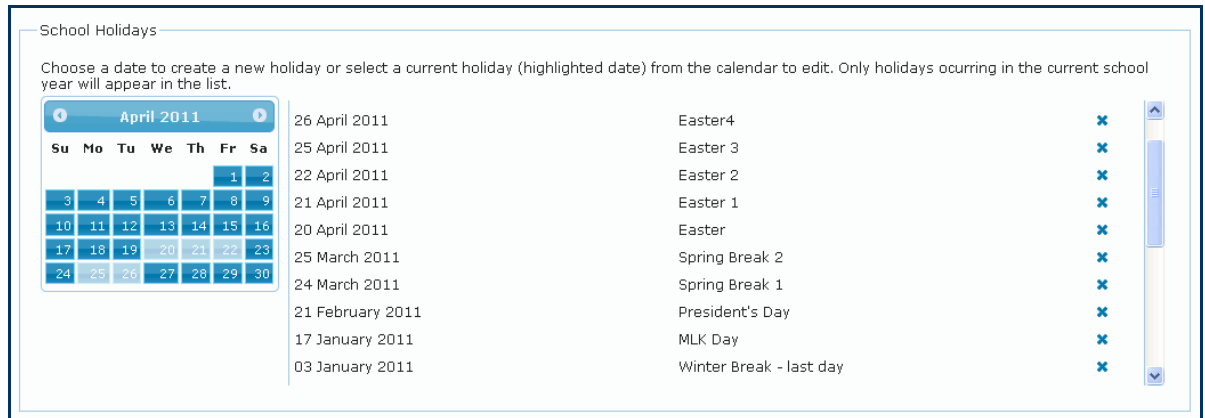
1. Click the textbox to the right of **New School Start Date** to choose the first day of school.
2. Click the textbox to the right of **New School End Date** to select the last day of school.
3. Click **Submit** to save the dates you selected.

Notice, they are now displayed in the **Current School Year** section at the top of your screen. The system has also calculated the number of school days in the school year for you. Next you can identify school holidays. The number of holidays will then be displayed and the number of school days will be recalculated and displayed. Please remember that the choices you make at this stage are globally set for *all* students.

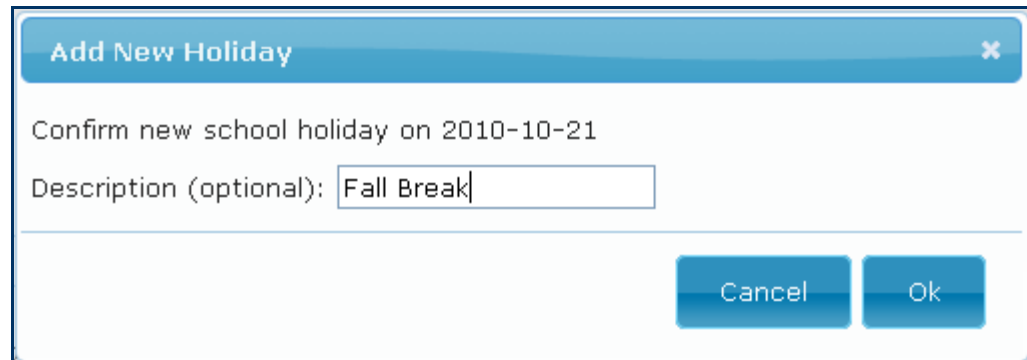
To choose non-school days, go to the **School Holidays** section at the bottom of the page.

Calendars (cont.)

Customizing the School Calendar



1. Using the calendar icon (as displayed above), click the arrows to the right or left of the name of the month-year until you locate the month.
2. Select each day when students are not expected to work in Switched-On Online.
3. A pop-up window opens. Enter a **Description** or reason for the holiday.
4. Click **Ok** when you are done.



Any time you click a day to designate it as a non-school day, the **Days in School Year** and **Holidays in School Year** indicators change to reflect your choices. When you are finished you should have a school calendar in Switched-On Online that matches your overall school calendar.

Any days you have identified as holidays (non-school days) are displayed in the scrolling window to the right of the monthly calendar.

Note: This calendar feature is designed to do only one thing: distribute student coursework across the days you have designated as school days. It does not prevent a student from doing assignments on non-school days; nor does it terminate the availability of a course after the end date set for the calendar. This feature is designed to help students manage their schedule and complete a course within the allotted time frame.

Teacher Setup

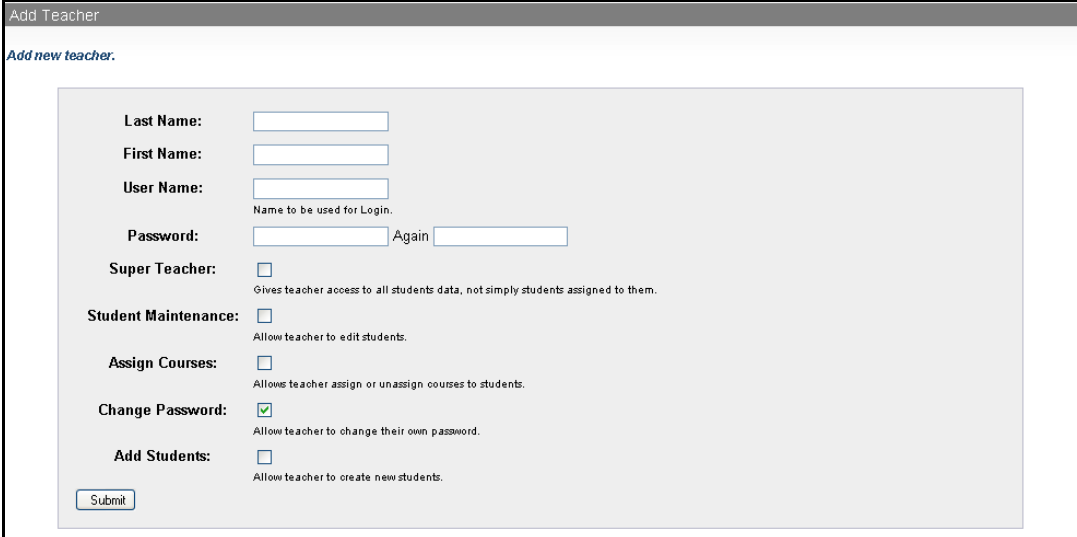
The **Teachers** page allows you to create and edit teacher accounts.

At the top of the **Teacher** home page, you see a button that allows you to add teachers to your school or program. ()

The **Add Teacher** button opens a form used to set up a new teacher account.

Creating a Teacher Account

Enter the name of the teacher you wish to add. (Last Name, First Name).



Add Teacher

Add new teacher.

Last Name:

First Name:

User Name:
Name to be used for Login.

Password: Again

Super Teacher:
Gives teacher access to all students data, not simply students assigned to them.

Student Maintenance:
Allow teacher to edit students.

Assign Courses:
Allows teacher assign or unassign courses to students.

Change Password:
Allow teacher to change their own password.

Add Students:
Allow teacher to create new students.

Create a **User Name**.

Note: Once they are added and saved, user names CANNOT be changed.

Create a **Password**, and then re-enter it in the field to the right.

Note: Passwords are case sensitive.

Assign specific teacher permissions by clicking the appropriate check box(es).

Five teacher settings are available:

- **Super Teacher:** Gives the teacher access to student data for all students enrolled in Switched-On Online, not just students assigned to that teacher's courses.
- **Student Maintenance:** Permits the teacher to edit student accounts for all students the teacher can access.
- **Assign Courses:** Permits the teacher to assign courses to all students the teacher can access.
- **Change Password:** Enables the teacher to change his/her own password.
- **Add Students:** Allows the teacher to add a new student.

Note: If you want a teacher able to assign courses to all students in the school, that teacher must have both **Super Teacher** and **Assign Courses** checked. Without this combination of permissions, a teacher can only assign a course to students who have already been assigned to a course with this teacher.

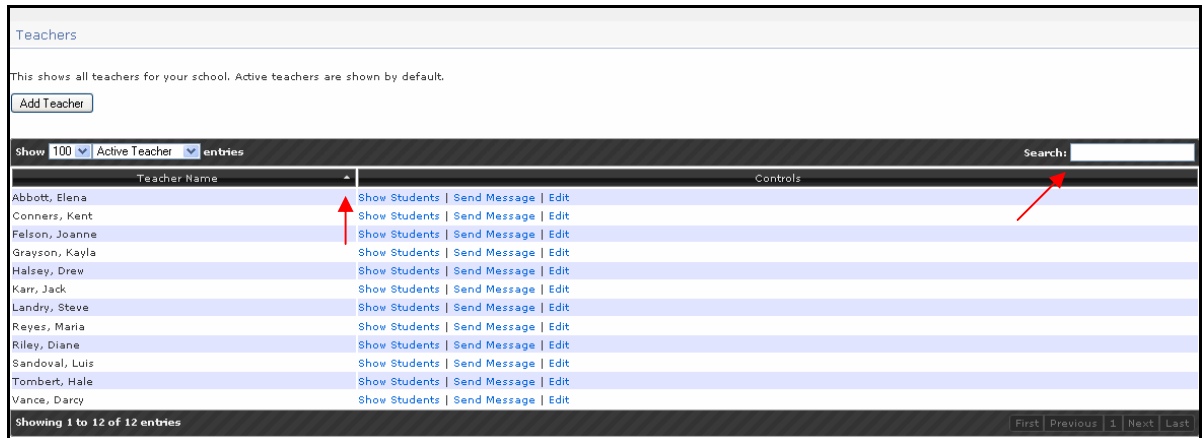
Teachers (cont.)

Another consideration when assigning teacher permissions is custom course usage. Administrators and all teachers with **Assign Courses** permissions can create a custom course. For this reason, you may want to carefully designate the Assign Courses privilege. Only the user (admin or teacher) who actually created a custom course can assign it. However, any teacher can be assigned to teach any custom course.

If you have a custom course that you want multiple teachers able to assign, we recommend creating a Teacher profile (user) with **Super Teacher** and **Assign Courses** permissions specifically for the purpose of creating and assigning custom courses. You can also do this per subject or grade area; for example, one profile is created for all Math custom courses, one for Science custom courses, etc.

We recommend only creating custom courses if they are going to be assigned to multiple students. If a teacher needs to customize a course for a single student, that can be done using the status field on the student's course assignment page. Please see the Teacher Guide for detailed instructions on creating custom courses.

When all fields have been completed, click **Add Teacher**. Once a teacher has been added, you are returned to the **Teachers** page.



Teachers

This shows all teachers for your school. Active teachers are shown by default.

[Add Teacher](#)

Show 100 Active Teacher entries Search:

Teacher Name	Controls
Abbott, Elena	Show Students Send Message Edit
Connors, Kent	Show Students Send Message Edit
Felson, Joanne	Show Students Send Message Edit
Grayson, Kayla	Show Students Send Message Edit
Halsey, Drew	Show Students Send Message Edit
Karr, Jack	Show Students Send Message Edit
Landry, Steve	Show Students Send Message Edit
Reyes, Maria	Show Students Send Message Edit
Riley, Diane	Show Students Send Message Edit
Sandoval, Luis	Show Students Send Message Edit
Tombert, Hala	Show Students Send Message Edit
Vance, Darcy	Show Students Send Message Edit

Showing 1 to 12 of 12 entries First Previous 1 Next Last

On the right-hand side of the **Teacher Name** column heading is a small arrow. This is a sorting arrow. You can click it to toggle the list of teachers between ascending and descending order. There is a similar functionality on the **Students** page.

Notice the **Search** box on the right side of the top black row in the picture above. Every column that can be sorted can also be searched. As soon as you start typing in the **Search** box, the system begins narrowing your choices. As soon as you see the name/item you want, click to select it. The search capability is available on several pages throughout the application. It works the same way in each location.

The box in the center of the screen contains a listing of teachers with account controls. Each teacher listing contains three links:

- **Show Students**
- **Send Messages**
- **Edit**

See the next few pages for further explanation on these links.

Teachers (cont.)

Show Students allows you to see all students currently assigned to that teacher. Students are displayed in alphabetic order. The default is to show the first 100 students. Use the drop-down arrow beside “Show” to display fewer students. The second drop-down arrow allows you to toggle between viewing active and inactive students.

Students for Abbott, Elena

This table shows all the students currently assigned to the selected teacher.

Show entries Search:

Student Name	Controls
Adoni, Jessica	Assign Courses Send Message Edit
Ahlert, Hannah	Assign Courses Send Message Edit
Aixlyn, Mark	Assign Courses Send Message Edit
Boyett, Josh	Assign Courses Send Message Edit
Bryant, Andrea	Assign Courses Send Message Edit
Carlisle, Dennis	Assign Courses Send Message Edit
Chen, Brandon	Assign Courses Send Message Edit
Deeley, Liane	Assign Courses Send Message Edit
Douglas, Mason	Assign Courses Send Message Edit
Elsom, Livvy	Assign Courses Send Message Edit
Faber, Aaron	Assign Courses Send Message Edit
Flint, Bella	Assign Courses Send Message Edit
Foye, Ashley	Assign Courses Send Message Edit
Framer, Sean	Assign Courses Send Message Edit
Garas, Larissa	Assign Courses Send Message Edit
Grance, Cade	Assign Courses Send Message Edit
Henry, Robin	Assign Courses Send Message Edit
Hier, Trisha	Assign Courses Send Message Edit
Judson, Taylor	Assign Courses Send Message Edit
Kane, Emily	Assign Courses Send Message Edit
Kwiatsky, Jason	Assign Courses Send Message Edit
Labona, Adam	Assign Courses Send Message Edit
Levin, Katee	Assign Courses Send Message Edit
MacNeal, Sophie	Assign Courses Send Message Edit
Nielson, Cooper	Assign Courses Send Message Edit
Oakly, Matt	Assign Courses Send Message Edit
Olson, Brooke	Assign Courses Send Message Edit
Parker, Shauna	Assign Courses Send Message Edit
Redmond, Becca	Assign Courses Send Message Edit
Rodriguez, Sara	Assign Courses Send Message Edit
Royce, Kyle	Assign Courses Send Message Edit
Santiago, Anna	Assign Courses Send Message Edit
Tilford, Jonathan	Assign Courses Send Message Edit
Tucker, Hayden	Assign Courses Send Message Edit
Walters, Bryan	Assign Courses Send Message Edit

Showing 1 to 35 of 35 entries First Previous 1 Next Last

From this page you can add a new student, assign a course, send a message to a specific student or group of students, and edit a student account.

Note: These functions are discussed in greater detail beginning on the next .

Teacher / Send Message

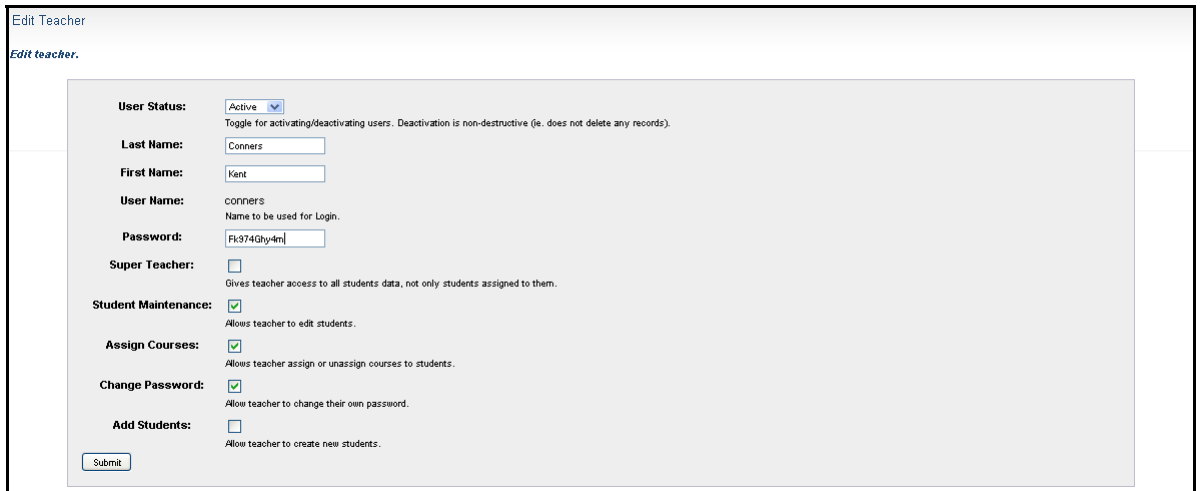
The next link on the **Teacher Edit** page is the **Send Message** link. This link takes you directly to the Switched-On Online **Message Center**. Please see a description of the **Message Center** feature beginning on page 27.

Teachers (cont.)

The **Edit Teacher** page allows you to:

- Make changes to an established teacher account
- Retrieve a lost password or user name
- Deactivate or reactivate a teacher
- View and edit permissions granted to this teacher

The only field you cannot edit once a teacher (or student) has been saved is the **UserName**. Once a **User Name** is assigned it cannot be changed.



The screenshot shows the 'Edit Teacher' page with the following fields and options:

- User Status:** A dropdown menu set to 'Active'. Below it is a note: 'Toggle for activating/deactivating users. Deactivation is non-destructive (ie. does not delete any records)'.
- Last Name:** A text input field containing 'Conners'.
- First Name:** A text input field containing 'Kent'.
- User Name:** A text input field containing 'conners'. Below it is a note: 'Name to be used for Login'.
- Password:** A text input field containing 'Flk374Ghy4m|'.
- Super Teacher:** A checkbox that is unchecked. Below it is a note: 'Gives teacher access to all students' data, not only students assigned to them'.
- Student Maintenance:** A checkbox that is checked. Below it is a note: 'Allows teacher to edit students'.
- Assign Courses:** A checkbox that is checked. Below it is a note: 'Allows teacher assign or unassign courses to students'.
- Change Password:** A checkbox that is checked. Below it is a note: 'Allow teacher to change their own password'.
- Add Students:** A checkbox that is unchecked. Below it is a note: 'Allow teacher to create new students'.

A 'Submit' button is located at the bottom left of the form area.

User Status

To deactivate a teacher, select **Inactive** in the **User Status** drop-down menu, and then click **Submit**. If you deactivate a teacher, that teacher cannot login or access any information in the system until reactivated by you. You can reactivate a teacher at any time simply by selecting **Active** in the **User Status** drop-down menu and clicking **Submit**. A teacher's name moves from the active teachers list to the inactive teachers list when that teacher's user status is changed to inactive. You can access the inactive teachers list by clicking **Inactive Teachers** below the **Add Teacher** link on the **Edit Teachers** page.

Additionally, an inactive teacher *still appears in the course assignment list*, so be sure not to assign anything to the teacher until he or she is reactivated. Notice though, the teacher's name no longer appears in the recipient list for messages.

All students and courses should be reassigned prior to deactivating a teacher. If this does not happen, any work done by a student continues to be reflected on the **Student Progress** page of the now inactive teacher of record for the assigned course. Only someone logged on with that teacher username is able to access this important tracking tool.

Teacher Profiles

When selecting permissions to assign teachers, it is important to understand the benefits and limitations of each option.

- **Super Teacher** grants a teacher the capability to access data for all students actively enrolled in the school's Switched-On Online program. It also activates the **Grading** link for all students in the school. This allows the teacher to review and grade assignments for each of those students. If you are a large school, this means the teacher must thread through all students to respond to the needs of anyone.
- **Student Maintenance** activates the **Edit** link on the **Student** page when the teacher is logged in. This allows the teacher to view or change the options on this page, such as the student's **Pass Threshold**, **C Rx Pass Threshold**, **Student Answer Key** access, etc. this only affects students assigned to this teacher.
- **Assign Courses** activates the **Assign Courses** link and enables teachers to assign or unassign courses to students assigned to them.
- **Change Password** is automatically set to on in the teacher profile; however, this only works if it was also selected on the **School Setup** page (see pages 8 & 10 above). By default, the **Teacher Password** is set to off (not enabled) on the **School Setup** page.
- **Add Students** permits the teacher to add new students to the school database. The teacher must assign one course, with him/herself as teacher, to the student during this time to access the student in the future, unless this teacher is also a Super Teacher.

On the **Teacher Setup / Edit Teacher** page the default for all of the items except **Change Password** is set to off. Place a checkmark in the box beside each permission you want to enable for each teacher.

After making any changes, click **Submit** at the bottom of the page.

Student Setup

The **Students** page allows an administrator to create and view, at-a-glance, all of the student accounts on a school's Switched-On Online site. The **Student Listing** default is to display active students. You can view inactive students by clicking the drop-down arrow at the top of the list of students and select **Inactive Student**.

The **Add Student** button opens a new page. From this page, an administrator can create a new student account. To add a new student:

Creating a Student Account

1. Click the **Add Student** link.
2. Enter the student name (**Last Name, First Name**).
3. Create a **User Name** for the student.

Note: Once created, a **User Name** cannot be changed.

4. Create a **Password**, and then re-enter it in the field to the right.

Remember: Passwords are case sensitive.

Add Student

Add new Student

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
User Name:	<input type="text"/>
<small>Name to be used for Login. Do not use any special characters (#, %, &, \, /, ?, or single/double quotes.)</small>	
Password:	<input type="text"/> Again <input type="text"/>
Calendar:	<input type="checkbox"/>
<small>If selected, this student will have the course work scheduling feature enabled.</small>	
Review Quiz And Test:	<input type="checkbox"/>
<small>Allow students to review completed quizzes and tests.</small>	
Limit Quiz Test Attempts:	<input checked="" type="checkbox"/>
<small>If selected, this student will be limited to a single attempt on quizzes and tests.</small>	
Pass Threshold:	<input type="text"/>
<small>Percentage required to pass any lesson. This does NOT apply to quizzes and tests. 0% effectively turns off 'Focused Learning'. Leave blank to default to global school settings.</small>	
C Rx Pass Threshold:	<input type="text"/>
<small>Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode. Leave blank to default to global school settings.</small>	
Student Answer Key:	<input checked="" type="checkbox"/>
<small>Allow student to see the answer key for completed assignments.</small>	
Change Password:	<input checked="" type="checkbox"/>
<small>Allow students to change their own passwords.</small>	
Enable Grading View:	<input type="checkbox"/>
<small>Allow students who have not reached the pass threshold to view performance (correct/incorrect).</small>	
Randomize Questions:	<input checked="" type="checkbox"/>
<small>Randomize the order of questions for student lessons, quizzes, and tests.</small>	
Messaging:	<input type="checkbox"/>
<small>Allow students to send and read messages.</small>	

Students / Creating a Student Account (cont.)

While creating a student account you can set specific preferences for that student.

Student preferences include the following options:

Calendar:

If the calendar option is not selected, the student's coursework is displayed as a list of assigned courses at the bottom of their **Home** page. If the calendar box is checked, the student's **Home** page displays the coursework in a tabbed format, each course a separate tab with a link to the student's next assignment. When the calendar option is selected, the student's coursework is distributed in a Monday through Friday calendar each week.

Review Quiz and Test:

You can allow a student to view completed quizzes and tests. The default is left blank, preventing them from seeing them. Click to put a checkmark in this box to permit students to use quizzes and tests for review.

Limit Quiz Test Attempts:

Allows you to decide if this student may have more than one attempt to enter and complete a quiz or test. Click to place a checkmark in this box to only allow one attempt.

Pass Threshold

As in the school setup, the **Pass Threshold** lets you set the lowest possible grade your school or program accepts as passing work on this student's lessons. Leave this field blank to default to the percent you entered for your school during **School Setup** (see page 9.)

Determine the lowest possible grade your school or program accepts as passing work on a lesson. Enter the grade as a percentage of 100. Do not include the percent sign (%).

Remember, the student loops back through a lesson until he/she achieves the Pass Threshold score.

CRx Pass Threshold

This feature enables you to change the score this student must achieve to test out of courses assigned in **CRx** mode. You establish the minimum score the student must achieve on these tests using the **CRx Pass Threshold**. Leave this field blank to default to the **CRx Pass Threshold** you set on the **School Setup** page (see page 10).

The **Student Answer Key**, **Change Password**, **Enable Grading View**, and **Randomize Questions** options are described on page 10 of this document. Place a checkmark in the box next to the ones you want to allow for this student. Remove the checkmark next to the ones you want to disallow.

Messaging

Enables you to block a student from using the messaging system within SOO. Checking this box prevents this student from sending or receiving messages.

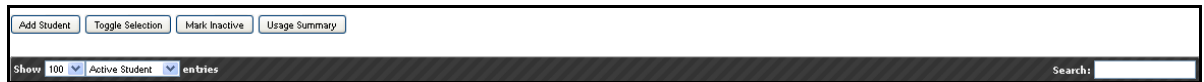
NOTE: If these features are not allowed at the school level, they cannot be modified to permit them at the student level.

When you've completed the student account setup, click the **Submit** button. You are returned to the main **Students** page.

Students (cont.)

The buttons at the top of the **Students** page include:

- **Add Student** (see previous two pages)
- **Toggle Selection** – allows you to select all students with one click and activate or inactivate them with a second click.
- **Mark Inactive** – enables you to inactivate all selected students
- **Usage Summary** – directs you to the Time-on-Task report for your students. (see page 25.)
- **Show** – defaults to displaying 100 students at a time, use the first drop-down to display fewer students. Use the second drop-down arrow to toggle between active and inactive students.



The box in the center of the screen displays a list of student accounts. This page is structured just like the **Teachers** page.

Students

This table shows all the students currently assigned to you, sorted by last name. Active students are shown by default. To view 'Inactive' students, select from the dropdown box. The list can be searched and sorted by Student Name

[Add Student](#) [Toggle Selection](#) [Mark Inactive](#) [Usage Summary](#)

Show **25** Active Student entries Search:

Select	Student Name	Controls
<input type="checkbox"/>	Adoni, Jessica	Assign Courses Send Message Edit
<input type="checkbox"/>	Ahlert, Hannah	Assign Courses Send Message Edit
<input type="checkbox"/>	Axlyn, Mark	Assign Courses Send Message Edit
<input type="checkbox"/>	Boyett, Josh	Assign Courses Send Message Edit
<input type="checkbox"/>	Bryant, Andrea	Assign Courses Send Message Edit
<input type="checkbox"/>	Carlisle, Dennis	Assign Courses Send Message Edit
<input type="checkbox"/>	Chen, Brandon	Assign Courses Send Message Edit
<input type="checkbox"/>	Deeley, Liane	Assign Courses Send Message Edit
<input type="checkbox"/>	Douglas, Mason	Assign Courses Send Message Edit
<input type="checkbox"/>	Elsom, Livvy	Assign Courses Send Message Edit
<input type="checkbox"/>	Faber, Aaron	Assign Courses Send Message Edit
<input type="checkbox"/>	Flint, Bella	Assign Courses Send Message Edit
<input type="checkbox"/>	Foye, Ashley	Assign Courses Send Message Edit
<input type="checkbox"/>	Fraye, Sean	Assign Courses Send Message Edit
<input type="checkbox"/>	Garas, Larissa	Assign Courses Send Message Edit
<input type="checkbox"/>	Grance, Cade	Assign Courses Send Message Edit
<input type="checkbox"/>	Henry, Robin	Assign Courses Send Message Edit
<input type="checkbox"/>	Hier, Trisha	Assign Courses Send Message Edit
<input type="checkbox"/>	Judson, Taylor	Assign Courses Send Message Edit
<input type="checkbox"/>	Kane, Emily	Assign Courses Send Message Edit
<input type="checkbox"/>	Kwiatzky, Jason	Assign Courses Send Message Edit
<input type="checkbox"/>	Labona, Adam	Assign Courses Send Message Edit
<input type="checkbox"/>	Levin, Katee	Assign Courses Send Message Edit
<input type="checkbox"/>	MacNeal, Sophie	Assign Courses Send Message Edit
<input type="checkbox"/>	Nielson, Cooper	Assign Courses Send Message Edit

Showing 1 to 25 of 35 entries First | Previous | 1 | 2 | Next | Last

Each student account contains three controls:

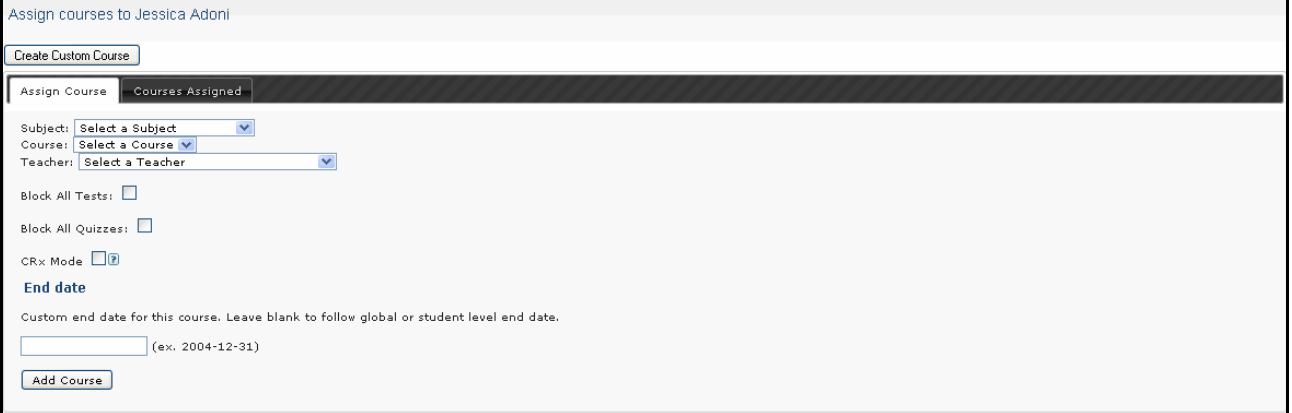
- Assign Courses
- Send Message
- Edit

Assign Courses

Allows an administrator to assign new courses for the student to the associated teacher, block all tests in the course, set the prescriptive credit recovery (**CRx**) mode for the course, as well as schedule customized course dates.

When you select **Assign Courses**, you notice two tabs at the top of the page, below the **Create Custom Course** button:

- **Assign Courses** (default page)
- **Courses Assigned**

A screenshot of the "Assign courses to Jessica Adoni" form. At the top is a "Create Custom Course" button. Below it are two tabs: "Assign Course" (active) and "Courses Assigned". The form includes dropdown menus for "Subject: Select a Subject", "Course: Select a Course", and "Teacher: Select a Teacher". There are checkboxes for "Block All Tests:", "Block All Quizzes:", and "CRx Mode" (with a help icon). An "End date" section has a text input field and a note: "Custom end date for this course. Leave blank to follow global or student level end date." with an example "(ex. 2004-12-31)". An "Add Course" button is at the bottom.

To assign a new course to a student:

1. Select a **Subject** from the pull-down menu.
Switched-On Online offers the core disciplines and a number of electives. Core subjects include: Mathematics, Language Arts, History and Geography, and Science.
2. Choose a **Course** from the pull-down menu.
3. Select the **Teacher** responsible for this course and student.
4. Select the other options you want.
 - **Block All Tests**
You can choose to have all tests in this course automatically blocked by clicking the box. Blocking a test provides the opportunity for the teacher to review a student's work and proctor the examination. When a student is ready, the teacher must go into the course and assign the test. The teacher can block individual tests manually if he/she does not want to block all tests.
 - **Block All Quizzes**
Just like tests, you can choose to automatically block all quizzes in this course by clicking this box. Blocking quizzes allows teachers to monitor student work and determine if he or she is prepared to take the quiz. The teacher must go to the course and assign the quiz manually when ready. Teachers can block individual quizzes manually if preferred.

Assign Courses (cont.)

- **CRx Mode**

If you select this box, the system generates a unit pretest for each unit in the course. If the student achieves a score, at or above the **CRx Pass Threshold**, the unit is skipped and the next unit pretest is assigned. If the pass threshold is not achieved, the student must do the assigned lessons. Regardless of the previous unit pretest score and/or performance on the unit itself, the student is assigned the pretest for each subsequent unit. (This is not a placement test.) (See page 10 for a list of courses that are currently unavailable for assignment in CRx Mode at this time.)

If the **Lesson Pass Threshold** is activated, it continues to be in effect if the student does not pass the pretest and therefore must complete the lessons.

Note: The pretest is generated using the unit's alternate test. If there is no alternate test in that unit, there is no pretest available for that unit at this time.

Note: This feature is especially useful in addressing credit recovery requirements. An example would be, if a student successfully completed part of a course, but for a variety of reasons, did not receive credit for the course.

Teachers may still customize (skip/block/assign) individual assignments within units as necessary.

- **Course End Date**

You can also create a customized end date for a single course. If you leave this space blank, the student end date is used for the course. If the student end date is blank, the school calendar end date is used.

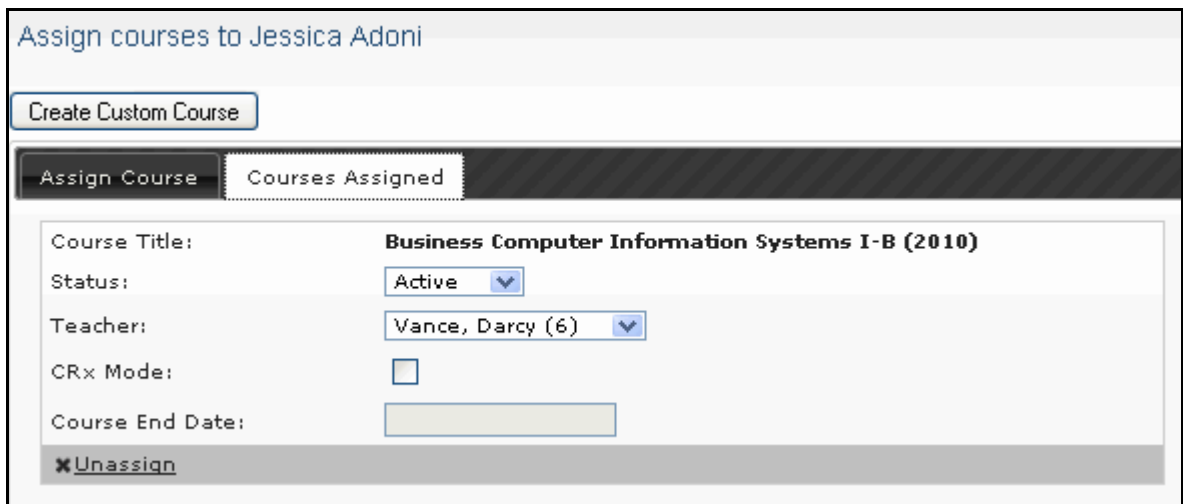
You might want to use this custom course calendar if a student is doing some remedial work or if you have selected only certain lessons to be worked. It is also useful if an entire course must be completed in a semester instead of an entire school year.

5. When you have completed the form, click **Add Course**.

Assigned Courses

Click the **Courses Assigned** tab to see all of the courses assigned to this student. This includes the course status, assigned teacher and course end date, if different from the school end date.

- You can change the teacher assignment or the course status by using the drop-down arrows next to each item.
- You can also opt to click the checkbox beside **CRx** in this section to assign the Credit Recovery Mode in this course, though continually changing this once the student is working in the course is not recommended.
- To change the **Course End Date**, click the date field and use the calendar to select the new date..



Assign courses to Jessica Adoni

Create Custom Course

Assign Course Courses Assigned

Course Title: **Business Computer Information Systems I-B (2010)**

Status: Active ▾

Teacher: Vance, Darcy (6) ▾

CRx Mode:

Course End Date:

[*Unassign](#)

Unassigning a Course

Click the **x Unassign** link below the **Course End Date**.

WARNING: A pop-up message appears to remind you, “Unassigning a course will delete all associated work and scores”. If you click **OK**, you have deleted the course completely. Click **Cancel** to end the delete process.

*Once you click **Unassign**, all previously completed coursework is lost.*

Create Custom Course

See the Course Customization document for details on this feature.

NOTE: The most important thing to know is that only the user who created a custom course can assign it, so if there is a custom course that needs to be assigned to students with more than one teacher, the custom course needs to be created and assigned by either the admin or a teacher with Super Teacher permissions.

Students (cont.)

Student / Send Message

The next link on the **Student Edit** page is the **Send Message** link. This link takes you directly to the Switched-On Online **Message Center**. Please see a description of the Message Center feature beginning on page 27.

Edit

Use this control to access and edit the information saved in the **Student Profile** (created when you added the student).

Note: The **User Name** cannot be changed. Students (and teachers) can change their own passwords if you allow it.

Edit Student

User Status:	Active <input type="button" value="v"/> <small>Toggle for activating/deactivating users. Deactivation is non-destructive (ie. does not delete any records).</small>
Last Name:	Foye
First Name:	Ashley
User Name:	foye <small>Name to be used for Login.</small>
Password:	9fP2Nkw3Cg
Calendar:	<input checked="" type="checkbox"/>
Review Quiz And Test:	<input checked="" type="checkbox"/> <small>Allow students to review completed quizzes and tests.</small>
Limit Quiz Test Attempts:	<input checked="" type="checkbox"/> <small>If selected, this student will be limited to a single attempt on quizzes and tests.</small>
Pass Threshold:	<input type="text"/> <small>Percentage required to pass any lesson. This does NOT apply to quizzes and tests. 0% effectively turns off 'Focused Learning'. Leave blank to default to global school settings.</small>
C Rx Pass Threshold:	<input type="text"/> <small>Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode. Leave blank to default to global school settings.</small>
Student Answer Key:	<input checked="" type="checkbox"/> <small>Allow students to see the answer key for completed assignments.</small>
Change Password:	<input checked="" type="checkbox"/> <small>Allow students to change their own password.</small>
Enable Grading View:	<input type="checkbox"/> <small>Allow students who have not reached the pass threshold to view performance (correct/incorrect).</small>
Randomize Questions:	<input checked="" type="checkbox"/> <small>Randomize the order of questions for student lessons, quizzes, and tests.</small>
Messaging:	<input checked="" type="checkbox"/> <small>Allow students to send and read messages.</small>

Students (cont.)

The **Edit** form can be used to:

1. Retrieve or change a student's password.
2. Make changes to the student account including:
 - a. Choose to assign a calendar or not (**Calendar**)
 - b. Permit student to view completed quizzes and tests (**Review Quiz And Test**)
 - c. Allow the student more than one attempt to enter and complete quizzes and tests (**Limit Quiz Test Attempts**)
 - d. Change the score required to pass lessons and move onto the next lesson (**Pass Threshold**)
 - e. Change the score needed to pass a pretest and skip the unit (**CRx Pass Threshold**)
 - f. Allow the student to view the answer key in completed assignments (**Student Answer Key**)
 - g. Permit the student to change his/her own password (**Change Password**)
 - h. Enable or disable student access to viewing assignment performance (**Enable Grading View**)
 - i. Randomization of lesson, quiz, and test questions (**Randomize Questions**)
 - j. Block the student from using the system messaging center. (**Messaging**)

Changes to the student's account take effect with a click of the **Submit** button.

Usage Summary

Usage Summary (Time on Task) provides administrative data about the students using Switched-On Online.

This report shows you the total time each user was logged into the system on a given day. According to user id, it provides the **Last Name**, **First Name**, a date stamp, and the **Total Time** a user has been logged on to the system.

1. Select the type of report you wish to see:
 - **Summary Report** – provides the total time spent in each subject for selected students during the selected time period
 - **Daily Report** - lists the daily time each selected student spent in each subject on the selected date(s).
2. Select the **Start date** and **End date**.
3. Choose the **students** you want included. Click the **all** button at the bottom of the student list for a report listing all students.
4. Select the **report file format** you want.
5. Click **submit**.

Usage Summary (cont.)

Time-on-Task (Student)

Choose a report type and date range. Also select at least one student.

Summary Report This report lists the total time spent in each subject based on the start and end date you select.

Daily Report This report lists the daily student time in each subject based on the start and end date you select.

Start date:
Jun ▼ 30 ▼ 2010 📅

End date:
Jun ▼ 30 ▼ 2010 📅

Choose student(s):

Taylor Judson ▲
Emily Kane
Jason Kwiatsky ☰
Adam Labona
Katee Levin ▼

all

Choose report file format:

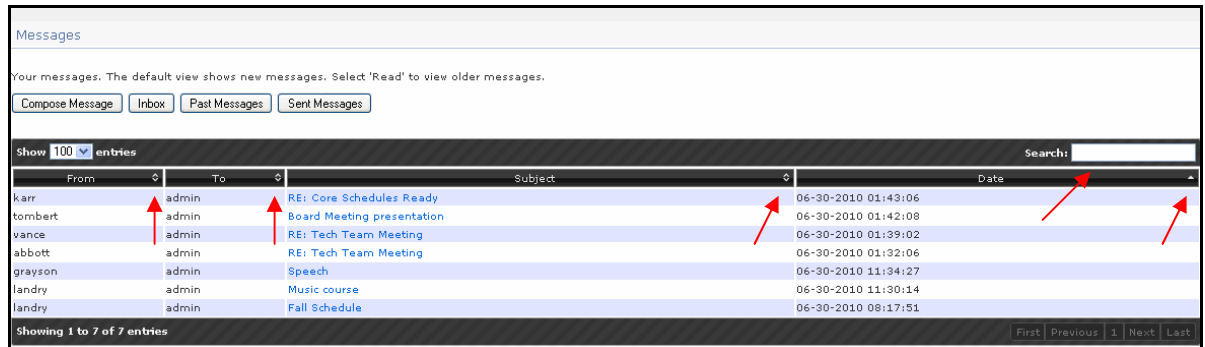
pdf
 csv

submit

Message Center

Click the **Messages** button to navigate to the main page of the Switched-On Online messaging system. This system allows messages to be sent between Switched-On Online users.

Note: Teachers have the capability of sending messages to the administrator, other teachers, and students assigned to them. Students can send to teachers but are unable to send messages to other students. Students cannot initiate contact with the administrator, but can reply to a message from the administrator.



The **Messaging System** page displays any new messages you have received. Each message is listed with the sender name, subject, and date received.

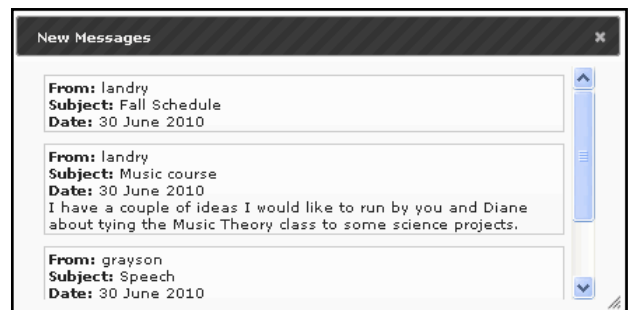
From this main screen, you can choose to view new messages, send a message, or view past messages.

Below the **Logout** button in the left column, you see the **Message Indicator**. This displays on your screen whenever you are logged in. The number of new, unread messages displays in red.

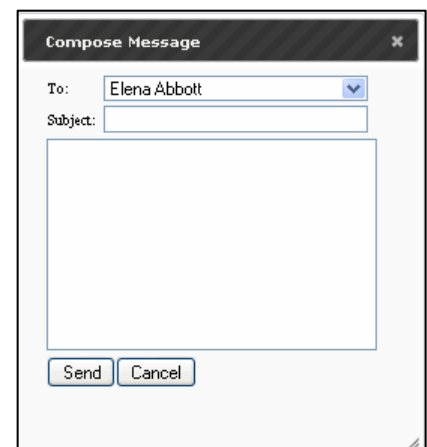


If you click the number in the left most third of the **Message Indicator**, your inbox displays.

If you click the envelope icon in the center **Message Center**, your new messages appear. You can either send a new message or read the most recently delivered message. A small window opens in the middle of your screen with each message displayed.



If you click the pencil icon in the right third of the **Message Indicator**, you can write a new message.





Messages (cont.)

Viewing Message

Click a **Subject** header in the list.

To see the next new message, click **New Messages**. Messages you have already viewed can be retrieved under **Past Messages**. Once a message is read it automatically becomes a past message. Click that link on the main **Messages** page to view these messages.

NOTE: Messages are always saved. There is no option to delete them.

Message from Elena Abbott

Subject RE: Tech Team Meeting
Date 06-30-2010 01:32:06

[Reply](#)

Retirement of computer equipment

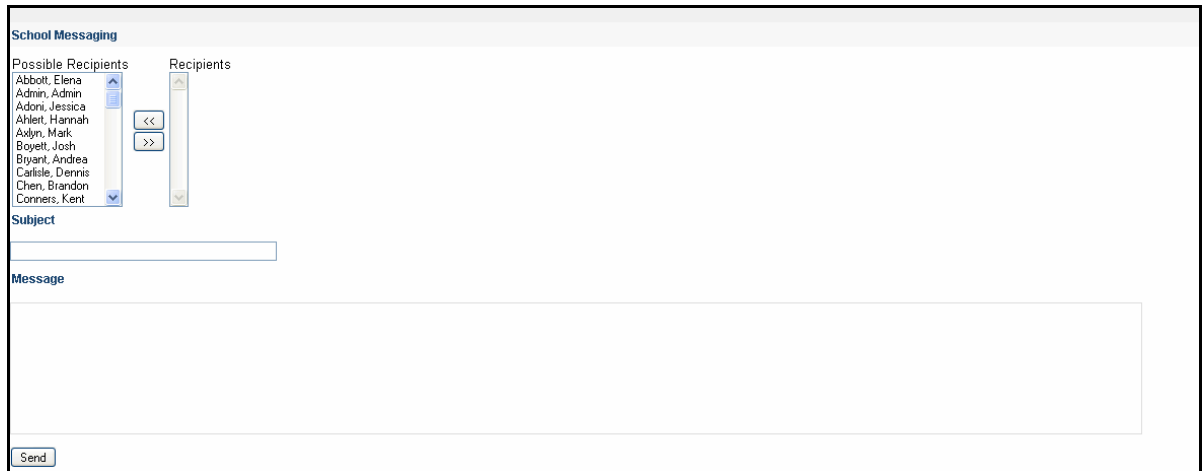
>> Friday morning
9:00
Room 112

Let me know if you have any other agenda items by tomorrow morning. <<


Messages (cont.)

Send Message:

Use this option to send a message to an Switched-On Online user.




Choosing Recipients

1. Select the name of the recipient from the **Possible Recipients** list on the left.
2. Click the button with the set of arrows pointing to the right to add the selected person to the **Recipients** list. 

Hint: Hold the Control (**Ctrl**) key down while clicking to select multiple recipients. To select a group of adjacent names, click a name, hold the **Shift** key down, and then click the last name of the group you want to select. This feature works when both choosing and removing recipients.

Removing a Name from the Recipient List

1. Click the name of the recipient you wish to remove.
2. Click the button with the set of arrows pointing to the left to remove the select name(s) from the list. 

Completing the Message

1. Enter a **Subject** header. This is what is displayed on the recipient's subject line.
2. Enter the content of your **Message**.
3. Click **Send** to send your message to all the people on the recipient list.



Feedback

Feedback allows users to send input to the Switched-On Online development team.

When sending feedback, please be as specific as possible. Be sure to include your name, email address and the specific address line (from your browser window) in your message.

Click **Send Feedback** when your message is complete.

Feedback

Required information:

- Your Name
- Valid Email Address
- URL (Copy and paste it from the browser address bar)
- Description of the problem/issue

Curriculum related issues also require:

- Subject
- Grade
- Unit
- Assignment

All of this curriculum related information can be captured by copying the line at the top of the assignment that starts with the student name. For example:
Student: Carlson, Justin - Course: his0800_2008 - Unit: 3 - Assignment: LS

If you have more than one issue, please submit them separately.

*Your Name:

*Your School:

*Your Phone #:

*Your Email:

***Required**

Location in our application and your feedback message.

We value you as a customer and appreciate the time you take to share any suggestions or issues concerning our product.

An automated message will be sent to your Message System in SwitchedOn Online™. If you do not get this response within 24 hours, please contact Tech Support at (800) 735-4193 and select option 2.

Thank you,
SwitchedOn Online™ Feedback Team

Logout

When you are finished working in the Switched-On Online environment, be sure to log out. Switched-On Online automatically logs out users after approximately 60 minutes of inactivity.

When you logout you are returned to the **Login** page.

Note: As a security precaution it is recommended that users logout whenever they are away from their desk.