



# **Switched-On Schoolhouse 2011 School Edition DL Teacher Quick Start Guide**

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## DL Options

Switched-On Schoolhouse® 2011 School Edition has two distance learning options available: SOS Remote Access and SOS Synchronization (Sync). Both features allow students and teachers to work away from the school while still having access to the school's database.

SOS DL Parent is also important to distance learning students. This application is very similar to SOS Teacher and includes many of the same features, such as a **Lesson Book** and **Resource Center**. It also includes read-only capability for student messages. Parents can use this application to keep track of the student's assignments and grades.

This document is just a short overview and starting point for each. It addresses the unique differences of each option, Remote Access begins below, Sync begins on page 4.

## Remote Access

Remote Access provides real-time remote access to the data layer of SOS and is used by remote users who are online while they work in the application. Due to the nature of remote access, the student/teacher must actually be connected to the school over the Internet to use this feature.

The main advantage to using remote access is that students/teachers work directly with the school data in the same manner that they would if they were physically at the school. This offers instant feedback for the student and improved management of a teacher's workload. Remote access provides the most flexibility for allowing students/teachers to work at the school, as well as for students to complete homework remotely.

## LOGGING IN TO REMOTE ACCESS IN SOS STUDENT REMOTE ACCESS

Similar to other Switched-On Schoolhouse® (SOS) applications, SOS Teacher Remote Access takes you directly to the **Login** screen:

The login screen is titled "Switched-On SCHOOLHOUSE® 2011 EDITION". It includes a "Username:" text box, a "Password:" text box, and two buttons: "Settings" and "Login". The bottom right corner contains logos for "POWERED BY Switched-On SCHOOLHOUSE" and "ADOBE FLASH PLAYER ENABLED".

When you arrive at your SOS Teacher Remote Access **Login** screen:

**Step 1:** Type your teacher **username** and **password** in their respective textboxes. For security reasons, your password displays only as a series of dots rather than letters.

**Step 2:** Click **Settings** to verify or change the School Server URL, as well as change the frequency that SOS checks for new messages. The **Remote Access Settings** pop-up displays, as shown below.

The "Remote Access Settings" dialog box has a title bar with a close button. It contains the following fields and controls:

- "School Server URL:" text box containing "http://www.myschool.com/SOSRemote2011/RemoteService.aspx"
- Example text: "For Example: http://www.myschool.com/SOSRemote2011/RemoteService.aspx"
- "Check for new messages every" text box containing "5" and "minutes" label.
- "OK" and "Cancel" buttons at the bottom.



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**Step 3:** If the **School Server URL** does not already show the **URL** you entered when you installed SOS, type your **School Server URL** name in the white box to add or change an existing server address. The URL should match the one you entered when you installed SOS.

**Step 4:** Using the up or down arrow, choose a new frequency for SOS to check for new messages if you do not want to use the default “5” minutes.

**Step 5:** Click **Ok**.

**Step 6:** Click **Login**. Your SOS Teacher Remote Access **Homepage** displays, looking similar to the one below.

The screenshot displays the SOS Teacher homepage for Mrs. Abbott. The interface includes a search bar, navigation links, and several menu categories: Classroom, Application, Lesson Book, Messages, Resource Center, Reports, and Help Center. The Reports section lists various reports such as Attendance Report, Class List, Daily Homework Report, Daily Work Report, Grade Report, Pass Threshold Report, Past Due Report, Shutdown Report, Today's Quiz and Test Report, Unit Report, Connection Report, and Inactivity Report. The Messages section indicates that there are 2 new messages. The bottom of the page shows the user's name 'Mrs Abbott' and the school year '2011-2012'.

SOS Teacher allows you to copy curriculum onto your hard drive rather than leaving it on the flash drive or disc your school sent you. See page 7 for instructions.



## Synchronization

Synchronization allows you to work offline with a local copy of your data and then synchronize your changes periodically with the school over the Internet. The advantage of synchronization is that it does not require a connection to the Internet while doing work.

### How Synchronization Works

Synchronization allows people in different locations to communicate through a central point, but not in real time.

A typical synchronization scenario for a **student** (or parent) may follow these steps:

**Step 1:** The student logs into SOS Student.

**Step 2:** SOS prompts the student to synchronize.

**Step 3:** The student follows the remaining synchronization procedures (discussed later) to access the school's database.

**Step 4:** The student completes the assignments as he/she normally would. (This is probably done off-line.)

**Step 5:** The student synchronizes again, allowing the work that has been completed to go back to the school's computer. (SOS prompts the student to synchronize when exiting SOS Student.)

A typical synchronization scenario for a **teacher** may follow these steps:

**Step 1:** The teacher logs into SOS Teacher.

**Step 2:** SOS prompts the teacher to synchronize.

**Step 3:** The teacher follows the remaining synchronization procedures (discussed later) to access the school's database.

**Step 4:** The teacher completes the tasks on his/her "To-Do-List," which could include grading or reviewing a student's work. (This is also probably done off-line.)

**Step 5:** The teacher synchronizes again, allowing the updates to go back to the school's computer. (SOS prompts the teacher to synchronize when exiting SOS Teacher.)

To retrieve the teacher's grades and comments, the student must sync a third time to pull in the updates that the teacher made and "left" on the school's database. The teacher and the student can only communicate via the school's database. They cannot "go around" the school's computer; they must use the school as the common link.

Both teachers and students can synchronize at any time by clicking the **Application** button on their **Homepages** and selecting **Synchronize**.



The teacher may physically be at the school, and only the student is working from an outside location. In this case, the teacher would have to be installed as a regular teacher not using the synchronization install.

### How Synchronization Interacts with Other SOS Applications

Although synchronization does not affect how the SOS applications run, it does affect what teachers, students, and parents can do while running SOS. The only indication that synchronization is possible in the SOS Teacher, Student, and DL Parent applications is the presence of the **Synchronize** option found in the **Application** widget. (SOS DL Parent is only present when the Distance Learning Package is available.)



**Synchronize first, then work on the LAN.** It is important to remember that the Synchronization procedures override work done on the LAN. The sequence of events is very important to prevent loss of work. If you work at home, then do the schoolwork on the LAN, and finally perform the synchronization procedures, the work done on the LAN is lost. The correct sequence is to synch first, then do any work on the LAN.



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It is also very important to realize that if you work from multiple computers, you must perform a FULL SYNCHRONIZATION from each computer each time you change computers. This means you must check the **Reset** button on the synchronization screen. If you do not do this, you will most likely lose part of your work.

### SOS Teacher Synchronization

There are two types of synchronization that can be done in SOS Teacher Synchronization:

1. **Synchronization** — A regular synchronization involves exchanging information that you have on your computer with the school’s computer. This type of synchronization is done on a regular basis and occurs whenever a student, teacher, or parent synchronizes with the school.
2. **Full Synchronization** — A full synchronization, which is done less frequently and in SOS Teacher Synchronization, not only involves exchanging standard information between your computer and the school’s computer, but also involves your computer receiving the entire school database from the school’s computer.

### When to Perform a Full Synchronization

A full synchronization is usually done for one of these reasons:

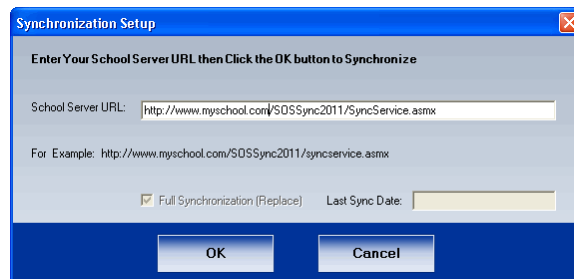
1. It is the first time a teacher has used the synchronization feature.
2. There is a need to “recover” the entire school database due to a computer crash or any other event that has resulted in a loss of data.
3. The teacher or student uses more than one computer to perform school work. If they perform work on one computer, then intend to work from another computer, a full sync must be performed to prevent loss of data. The full sync must be done on both computers used.

### USING SOS TEACHER SYNCHRONIZATION FOR THE FIRST TIME

To synchronize in SOS Teacher for the first time:

Before beginning the synchronization process, you must first be connected to the Internet.

**Step 1:** Start from the **Homepage** (See example on page 3.) in the SOS Teacher Synchronization application. Since this is your initial synchronization, the **Synchronization Setup** window automatically displays:



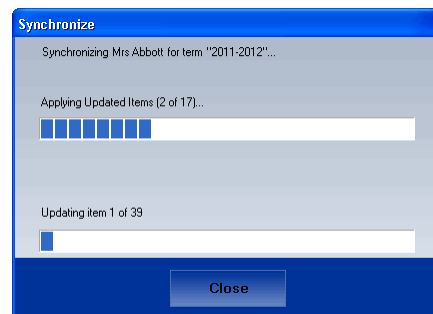
**Step 2:** Type the appropriate School Server URL in the blank textbox, if necessary. In the example above, replace www.myschool.com with the IP address or domain name your school has provided.

**Step 3:** Select the correct term, using the drop-down arrow if necessary.



**Step 4:** Click **Ok**. The **Select Term to Synchronize** window displays:

**Step 5:** Click **Ok**. A **Synchronize** progress window displays, indicating the synchronization process is underway:

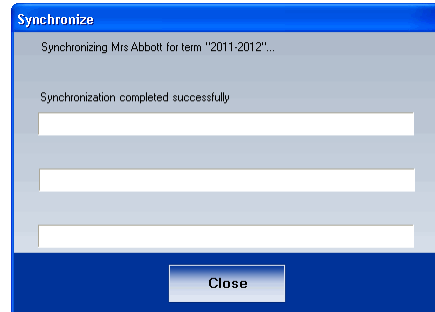




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**Step 6:** Click **Close** when a box similar to the one shown to the right displays. This lets you know the synchronization process is complete.

The first time you login, the application automatically checks the network for revisions or updates to the curriculum. Any updates and revisions are downloaded and installed automatically for you. Click **OK** on the **Curriculum Update** window, and then click **OK** on the confirmation window that appears when the download and install are completed. This check is then performed every seven days, when you login. The first time this runs, it may take a little while.



### USING SOS TEACHER SYNCHRONIZATION

You must be connected to the Internet to use the synchronization process.

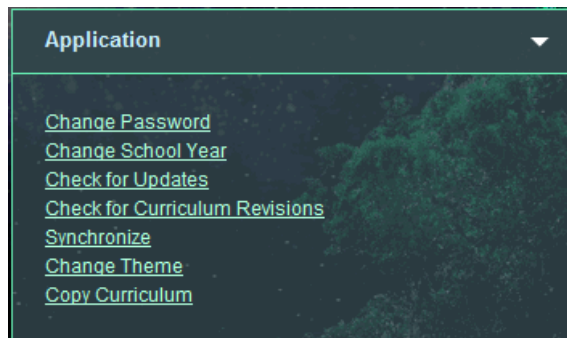
To use the synchronization feature in SOS Teacher Synchronization:

**Step 1:** Click **Synchronize** in the **Application** widget on your **Homepage**.

**Step 2:** Select **Synchronize**. A **Synchronize** pop-up box, similar to the one below right displays.

**Step 3:** Type the appropriate School Server URL in the blank textbox, if necessary. In the example above, replace [www.myschool.com](http://www.myschool.com) with the IP address or domain name your school has provided.

**Step 4:** If, for any reason, you need to fully replace your copy of the database, click the box beside **Full Synchronization (Replace)**.



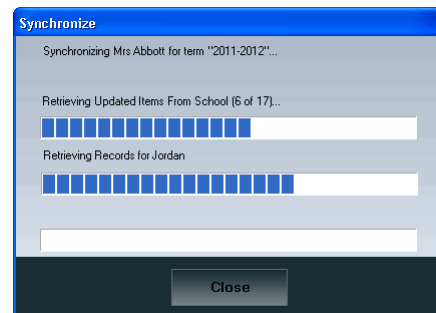
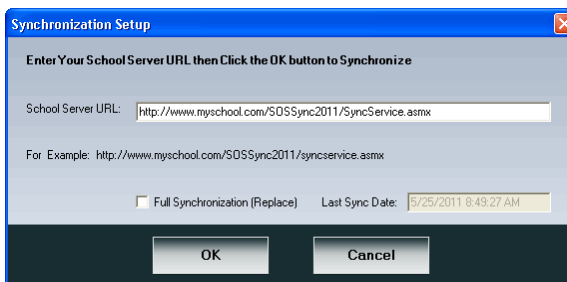
In the bottom right corner of the **Synchronization** pop-up window is the **Last Sync Date** textbox, which tells you the last time your data was synchronized.

**Step 5:** Click the button to accept your choices. The **Select Term to Synchronize** window displays (as shown to the right).

**Step 6:** Select the correct term, using the drop-down arrow if necessary.

**Step 7:** Click **Ok**. A **Synchronize** progress window displays, indicating the synchronization process is underway:

**Step 8:** Click the **Close** button when the synchronization process is complete (See example at top of page).





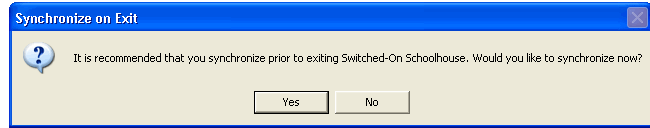
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## EXITING SOS

Whenever you close SOS, you see a synchronization reminder pop-up box:

**Step 1:** Click **Yes** to synchronize before leaving Switched-On Schoolhouse®.

**Step 2:** Close Switched-On Schoolhouse® as you normally do.



## INSTALLING CURRICULUM ON YOUR HARD DRIVE

To transfer the curriculum to your hard drive:

**Step 1:** Click **Curriculum Setup** in the **Classroom** widget on your **Homepage**.

**Step 2:** Insert the subject disc or flash drive. (If you are using a flash drive, you need to open the drive and locate the folder containing the curriculum. It is probably named **Subjects11**.)

**Step 3:** Click the **Install** button. A window opens showing the different drives of your computer. Click the arrow to the right of **Files of Type**, and select **contents.sosx**.

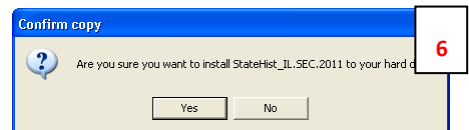
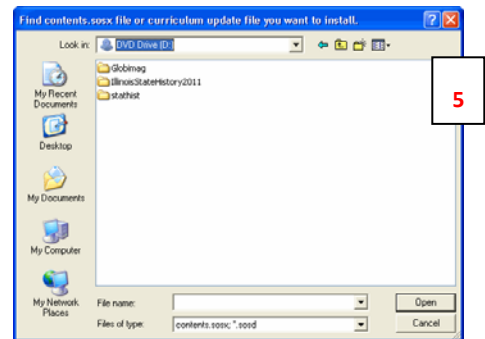
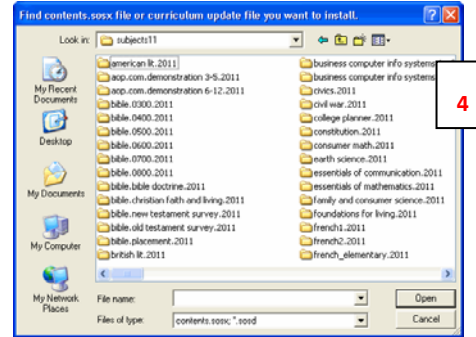
**Step 4:** Either double-click your **CD-ROM / DVD / Flash** drive or right-click it and select **Open**. The contents of that drive displays.

**Step 5:** Locate the subject you want to copy and double-click the folder to open it.

**Step 6:** Double-click **contents.sosx** or **contents** to copy the entire file. A small pop-up box displays, asking if you are sure you want to copy the subject to your hard drive.

**Step 7:** Click **Yes**. A small **Browse for Folder** pop-up window displays.

**Step 8:** Click the plus sign (+) to open the folder where you want your curriculum copied.



Do NOT put the curriculum folder on your desktop. This will cause you problems with some SOS functions.



To create your own folder for your curriculum, click **Make New Folder**, making sure the folder that is highlighted is where you want your curriculum to reside. Rename your new folder **subjects11** or something similar and click **OK** when finished. Your curriculum automatically starts copying (as described in Step 9) to the new location.

**Step 9:** Click **OK**. A small pop-up box displays, indicating that the copy process is in progress:

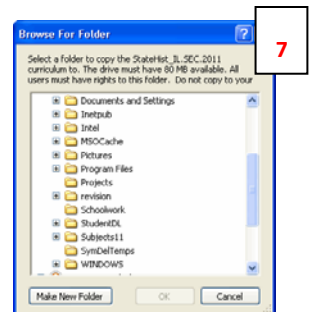
**Step 10:** Insert any additional discs, if prompted, to complete the curriculum transfer. Don't forget to remove the disc or flash drive when you are finished.



Copying the contents from the disc to your hard drive copies everything contained on the disc. Depending on how many megabytes are in the curriculum, this process may take some time to complete.

Congratulations, you are now ready to assign the curriculum to your classes and get started!

(See the Teacher Reference Guide for further assistance.)





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### Demonstration Lessons

Switched-On Schoolhouse provides two demonstration lessons to walk you through a typical lesson and each of the problem types. One lesson targets students in grades 3 - 5 and the other is for students in grades 6 - 12.

The first time you try to access them, SOS asks you where they are located. If you installed SOS to the default location on your C drive, the path to the lesson for grades 3-5 is:

C:\Program Files\AOP\Switched-On Schoolhouse 2011 Student DL\School Demo\Demonstration352011

The path to the lesson for grades 6-12 is:

C:\Program Files\AOP\Switched-On Schoolhouse 2011 Student DL\School Demo\Demonstration6122011

If you installed to a different location, you need to browse to the drive with the AOP folder and locate the AOP\Switched-On Schoolhouse 2011 Student DL\School Demo folder. Select the lesson you wish to use there.

### Using the Help File

Whether you've successfully installed SOS Teacher Remote Access or Synchronization, click **Help** on the program **Homepage** to read up on important program features you will likely need in order to complete your work. In some cases, functionality described in the Help file may not apply to the version of the software you are using.

#### Topics:

- Assignments Screen (also, Populating a Blank Assignments Screen)

- Assignment Types

- Assignments (previewing, grading, etc.)

- Viewing Answer Key

- Lesson Plan Screen (also, Populating a Blank Lesson Plan Screen)

- Regenerating Lesson Plan Start and End Dates

- Calendar

  - Reading and Understanding

  - Setup

  - Changing School Days to Non-school Days

  - Resetting

- Changing an Assignment Due Date

- Changing Assignment, Quiz/Test, Grade. Homepage Settings

- Your Teacher Homepage Settings

- Resource Center

  - Periodic Table

  - Dictionary

  - Calculator

- Application

  - Change Password

For assistance or ready access to more information about Switched-On Schoolhouse® 2011, please bookmark the SOS Schools page, <http://www.aopschools.com> in your web browser.

If you need additional assistance, you can also contact the Alpha Omega Publication Technical Support team by calling toll-free 1-800-735-4193.



### SOS Teacher Quick Reference Guide

	<b>Adding Curriculum to a Custom Subject</b>	<b>Changing the Order of Curriculum</b>	<b>Customizing Assignment Settings</b>
<b>Step 1:</b>	Start from the <b>Homepage</b> .	Start from the <b>Homepage</b> .	Start from the <b>Homepage</b> .
<b>Step 2:</b>	Click the <b>Classroom</b> button.	Click the <b>Classroom</b> button.	Click the <b>Classroom</b> button.
<b>Step 3:</b>	Click the <b>Curriculum Setup</b> tab.	Click the <b>Curriculum Setup</b> tab.	Using the <b>Class</b> drop-down menu, select the class you are editing.
<b>Step 4:</b>	Double-click the custom folder.	Double-click the custom folder.	Choose which <b>Lesson Options</b> apply to your student.
<b>Step 5:</b>	Double-click the custom subject.	Click the name of the subject in your Subjects window that you want to edit.	Choose the <b>Games Access</b> you wish to apply to your class.
<b>Step 6:</b>	Click the <b>Edit</b> button.	Click the <b>Edit</b> button.	Choose the <b>Resource Center</b> options your class has access to while doing lessons and projects in SOS.
<b>Step 7:</b>	Click the subject you are adding to your custom subject.	Click the name of the unit in your Subjects window that you want to move.	Click the <b>Save</b> button.
<b>Step 8:</b>	Double-click the school year folder in the <b>Available Curriculum</b> window.	Click either the <b>Move Up</b> or <b>Move Down</b> button.	
<b>Step 9:</b>	Double-click the desired subject in the <b>Available Curriculum</b> window.	Click the <b>Save</b> button.	
<b>Step 10:</b>	Double-click the desired unit in the <b>Available Curriculum</b> window.		
<b>Step 11:</b>	Drag the unit from the <b>Available Curriculum</b> window over to your custom subject.		
<b>Step 12:</b>	Click the <b>Edit Title</b> button.		
<b>Step 13:</b>	Type your new title and press <b>Enter</b> .		
<b>Step 14:</b>	Click the <b>Save</b> button.		



## SOS Teacher Quick Reference Guide *(continued)*

	<b>Assigning a Subject</b>	<b>Creating a Custom Subject</b>	<b>Creating a Custom Subject from an Existing Subject</b>
<b>Step 1:</b>	Start from the <b>Homepage</b> .	Start from the <b>Homepage</b> .	Start from the <b>Homepage</b> .
<b>Step 2:</b>	Click the <b>Classroom</b> button.	Click the <b>Classroom</b> button.	Click the <b>Classroom</b> button.
<b>Step 3:</b>	Click the <b>Curriculum Setup</b> tab.	Click the <b>Curriculum Setup</b> tab.	Click the <b>Curriculum Setup</b> tab.
<b>Step 4:</b>	Double-click <b>Default Subjects</b> .	Click the <b>Create</b> button.	Click the <b>Create</b> button.
<b>Step 5:</b>	Double-click the school year folder.	Click the <b>Ok</b> button when the <b>Create Subject</b> pop-up box displays.	Click <b>Use Existing Subject</b> when the <b>Create Subject</b> pop-up box displays.
<b>Step 6:</b>	Click the desired subject.	Click the <b>Edit Title</b> button to change the name of your "New Subject."	Using the drop-down arrow, click the existing subject you want to use.
<b>Step 7:</b>	Click the <b>Assign</b> button.	Type your subject's new name and click anywhere when finished.	Click the <b>Ok</b> button.
<b>Step 8:</b>	Using the <b>Class</b> drop-down menu, select the class in which the subject is being added.	Double-click the appropriate school year folder in the <b>Available Curriculum</b> window.	Click the <b>Edit Title</b> button to change the name of your "New Subject."
<b>Step 9:</b>	Check the students you want to assign to this subject or click <b>Check All</b> to assign the subject to all of the students shown.	Drag the units you want to copy from the <b>Available Curriculum</b> window over to your newly-created unit.	Type your subject's new name and click anywhere when finished.
<b>Step 10:</b>	Click the <b>Next</b> button.	Click the <b>Save</b> button.	Click the <b>Save</b> button.
<b>Step 11:</b>	Click any unit and drag it to the desired quarter.		
<b>Step 12:</b>	Click the <b>Next</b> button when all units are in the correct quarter.		
<b>Step 13:</b>	Change the auto-generated dates by clicking either the <b>Start</b> date or <b>End</b> date.		
<b>Step 14:</b>	Click the <b>Finish</b> button.		



## SOS Teacher Quick Reference Guide *(continued)*

	<b>Grading an Assignment</b>
<b>Step 1:</b>	Start from the <b>Homepage</b> .
<b>Step 2:</b>	Click the <b>Lesson Book</b> button.
<b>Step 3:</b>	Using the <b>Class</b> drop-down menu, select the appropriate class.
<b>Step 4:</b>	Using the <b>Student</b> drop-down menu, select the appropriate student.
<b>Step 5:</b>	Click the <b>Subject</b> name.
<b>Step 6:</b>	Click the <b>Unit</b> name.
<b>Step 7:</b>	Double-click the assignment.
<b>Step 8:</b>	Locate the first problem you need to grade.
<b>Step 9:</b>	Grade the problem and record the score in the grade boxes in the lower left corner of the assignment's screen.
<b>Step 10:</b>	Click the <b>Save</b> button.
<b>Step 11:</b>	Click the <b>Next</b> button to go to the next problem that needs grading.
<b>Step 12:</b>	Click the <b>Exit</b> button when you are finished grading.