

# SOS Admin



Getting Started  
Administration  
Messages  
Application  
Reports



## Just for Admins

Switched-On Schoolhouse® 2008 School Edition (SOS) Admin is where you set up your school, teacher(s), student(s), and classes. Many of the settings that are determined in SOS Admin also appear in and affect what happens in SOS Teacher and what students encounter as they learn and use SOS Student. This section provides you with the tools and thinking you need in order to get started in SOS so you understand how to customize individual learning for each student and how to perform your administrative tasks as well. If you are new to SOS, the first few weeks are a period of adjustment to computerized education. But before long, you will be able to easily navigate through the various menus and pinpoint ways to most effectively help each student excel.

### Admin Checklist

Below is a simple Admin Checklist to help you get started. This checklist will help you organize your tasks and understand exactly what you need to do to get up and running, eliminating the fear of “Did I forget to do something?” For your convenience, page numbers are listed for easy reference:

- 1. Install SOS — 20
- 2. Set up your school — 49
- 3. Set up teacher(s) — 74
- 4. Set up student(s) — 77
- 5. Set up classes — 83
- 6. Establish the format for report cards — 105
- 7. Establish the format for grade reports — 108

## Getting Started

This section teaches you how to:

- Log in using your username and password
- Reset your Admin password
- Customize settings for your school, classes, and students

## Logging In

Each time you start SOS, the **Admin Login** screen displays, as shown below:



When you arrive at your **Login** screen, follow the steps below:

- Step 1:** Type in "**Admin**," which is always your username, and the password that you set up during SOS installation in their respective textboxes. For security reasons, your password displays only as dots rather than letters. The Admin password secures all of the school, teacher, student, and class settings that you have already established.
- Step 2:** Click **Login** to finish logging in. (SOS gives you unlimited attempts to log in and does not lock you out after a certain number of failed attempts). Your SOS Admin **Home** screen displays:





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## Changing Your Password

Want to change your password? Turn to page 88

## Resetting Your Password

Forget your password? Can't open SOS? You can use a special file on your SOS installation disc to reset it. :

- Step 1:** Insert the installation disc into your computer.
- Step 2:** Press **Cancel** when the program tries to install.
- Step 3:** Open up to your CD-ROM drive.
- Step 4:** Open the **Tools** directory.
- Step 5:** Click **DataUtility.exe**. The **Choose Update Option** screen opens.
- Step 6:** Click **Change Password**. The **Reset Password** screen opens.
- Step 7:** Type in the **User Name** to change it.
- Step 8:** Type in your new password.
- Step 9:** Type in your new password a second time to verify the change.
- Step 10:** Click **Save**.
- Step 11:** Remove the disc from the CD-ROM drive.

Be sure to keep your SOS installation disc in a secure location.

## Customized Settings for Your School, Classes, and Students

One of the most powerful features of SOS is the ability to customize your classes, students, and subjects for individual students. Both SOS Admin and SOS Teacher provide opportunities to customize assignment, grade, quiz/test, and term settings. You and your teachers decide which, if any, of the **Resource Center** options you want students to have access to when they are on the homepage or when they are working on a lesson, project, quiz, or test. If you have a student who is showing considerable difficulty in one particular class, you can customize that subject for that student, giving him/her the greatest potential for success. Since you can customize your curriculum, making it as challenging as you wish for students, you can also customize your grade settings to reflect the demands of the class.

Settings can be customized on four different levels, each more specific than the one before, and all are interconnected:

- **School Level** — Affects all students in the school
- **Class Level** — Affects all the students in a class
- **Student Level** — Affects one student in all of his/her classes
- **Student Subject Level** — Affects one student in one particular subject only

Each time you move to a more specific level of setup, you override what is set up in the levels above, customizing learning for students so they get the most out of their SOS experience. Although some of the screens are very similar or share the same name, they do not affect the same groups of students due to where they are located within SOS. For example, the **Assignments** screen is found in both SOS Admin and SOS Teacher, and on different "level" screens, such as the **School Setup** screen and the **Student Setup** screen. It is very important to know which options you chose at the deepest levels of setup, ensuring that you clearly know which options apply in which classes, in which subjects, and to which students.

## Default Settings

The settings that automatically display when you open the **Setup** screens in SOS Admin are known as “Default Settings” and were shipped with SOS. Any and all of these settings can be customized to fit your needs. A message stating “**Settings have been customized**” appears on any setup screen where the settings were changed. For example, quiz setting changes made at the **School** level appear on the **Quiz/Test Settings** screen of the **School Setup** screen.

## School Level

The broadest level of customization is at the **School** level. School level options are chosen by the Admin in SOS Admin on the **School Setup** screen upon initial creation of the school. Assignment settings, quiz and test settings, grade settings, and term settings chosen in the **Admin** application affect all students in the school, unless later customized at a more specific level. Assignment settings for the entire school including lesson options, games access, and **Resource Center Access** options, are set here. Quiz and Test settings for the entire school, such as options for the way students see quizzes and tests as well as access to Resource Center options while taking quizzes and tests are set here. Grade settings for the entire school, include grading scales, assignment weighting, grade display options, and report card options, are also set here. Notice that the **School** level is the only place where you can establish a school term—whether it is traditional or customized. Throughout SOS you also see that some options are not available at all levels, indicating that this particular option encompasses a larger group of people, and a more specific setting is not available. For example, term settings and report card options can only be established at the **School** level because they affect everyone in the school.

## Class Level

**Class** level customization is established by the teacher in SOS **Teacher** on the **Class Setup** screen and is very specific to one class. This is where a teacher is able to select how the classroom operates. On the **Assignment Settings** screen, the teacher decides which **Resource Center Access** options students can use during a lesson or project; how much a misspelled word is worth; how and when students can skip problems; and even which games students can play. The teacher sets the options for the way students are presented quizzes and tests; as well as if the student can access the calculator, dictionary, and/or Periodic Table while taking a quiz or a test on the **Quiz/Test Settings** screen. The teacher can also choose a grading scale on the **Grade Settings** screen, as well as determine how much certain types of assignments are worth and how to display grades: by letter, by percentage, or both. By choosing a customized setting on any of these, a message, “**Settings have been customized**” appears, indicating you are no longer using the **School** level assignment and grade settings.

## Student Level

**Student** level options are established by the Admin on the **Student Setup** screen in SOS Admin at “enrollment.” At this point, only the preferred **Bible translation** and **Resource Center** access for the homepage are selected. The settings chosen here are for an individual student only and do not affect anyone else in the school.

## Student Subject Level

Customizing at the Student **Subject** level is the most specific setting available and only affects one student in one class in one subject. Student **Subject** customization is done by the teacher in SOS **Teacher** via the **Lesson Book** button and the **Assignments** screen. By right-clicking the subject, you can edit curriculum, assignment settings, quiz/test settings, and grade settings. Editing the curriculum affects the units or assignments in the specific subject for that particular student. The assignment settings and grade settings are almost exactly the same as they were at the School and Class level, with the exception of **Resource Center** access and student printing not being available. This is a great tool for a student who is having difficulty in a single subject. If a student is doing very well in Language Arts, History, Bible and Math, but really struggles in Science, the settings for that class can be customized to fit the student’s needs and tailor the class a little bit more towards his/her needs. The other class settings remain the same as they were when they were set up at the Class level. By choosing a customized setting on any of these, the message, “**Settings have been customized**” appears, indicating you are no longer using the **School** and **Class** settings for this student in this class, thus setting this student apart from his classmates in this particular class.



### The Use Default button

You can “erase” your own settings at any time by clicking the **Use Default** button. This reverts the settings to the previous level of settings, as shown below:

SETTING	REVERTS TO
School Level	Default Settings
Student Level	School Level
Class Level	School Level
Subject Level	Class Level

When you are deciding between options during the setup process, you do not always have to use all four levels. You might choose to set up options for the entire school and leave it at that. Setup can be very specific or very general.

Below is a handy table to help you keep the customization settings straight (which settings affect which students) and where in **SOS Admin** or **SOS Teacher** the specific settings are created:

Level	Customization Affects	Application	Screen	How to Get There from the Home Screen
<b>School</b>	Everyone in the school	SOS Admin	<b>School Setup</b> Screen	<b>Administration</b> button <b>School Setup</b> tab <b>Edit</b> drop-down menu: <b>Assignment Settings</b> screen <b>Quiz/Test Settings</b> Screen <b>Grade Settings</b> Screen <b>Term Settings</b> Screen
<b>Class</b>	Everyone in this particular class only <i>But not...</i> everyone in the school <b>or</b> students in other classes of the same teacher	SOS Teacher	<b>Classroom Setup</b> Screen	<b>Classroom</b> button <b>School Setup</b> tab <b>Class</b> drop-down menu: Select the correct class <b>Edit</b> drop-down menu: <b>Assignment Settings</b> Screen <b>Quiz/Test Settings</b> Screen <b>Grade Settings</b> Screen
<b>Student</b>	The student in all of his/her classes	SOS Admin	<b>Student Setup</b> Screen	<b>Administration</b> button <b>Student Setup</b> tab <b>Student</b> drop-down menu: Select the correct student
<b>Student Subject</b>	The student in this class in this subject only <i>But not...</i> The other students in the same class studying the same subject	SOS Teacher	<b>Edit Student Subject</b> Screen	<b>Lesson Book</b> button <b>Assignments</b> tab <b>Class</b> drop-down menu: Select the correct class <b>Student</b> drop-down menu: Select the correct student Edit the Subject <b>Edit Student Subject</b> screen <b>Edit</b> drop-down menu: <b>Curriculum</b> screen <b>Assignment Settings</b> screen <b>Quiz/Test Settings</b> Screen <b>Grade Settings</b> screen

## SOS Admin Screens

The SOS Admin portion of this manual is divided into five sections which correspond with the SOS Admin **Home** screen:

- Home
- Administration
- Messages
- Application
- Reports

Each of these smaller sections teaches you how to:

- Access the screens that are linked to each **Home** screen button
- Identify the different parts of each screen and what function they perform
- Identify which tasks can be performed from each button and screen

## SOS Admin Home Screen

After you log in, the SOS Admin **Home** screen welcomes you. It is your doorway to SOS Admin. Anything you need to do, starts here. Below is a short description of each button:



- 1 — Admin** — This area always displays **Admin**, showing you that you are on the SOS Admin **Home** screen.
- 2 — Administration** — Click to access the screens to set up your school, student(s), teacher(s), and classes. You can also specify assignment settings, grade settings, and term settings via drop-down menus on the **School Setup** screen.
- 3 — Messages** — Click to send and receive messages.
- 4 — Application** — This button is probably not used every day, but it is important for various administrative tasks you need to do; verify which program licenses you have, change passwords, back up and restore information, and manage your E-Cash.
- 5 — Reports** — Click to access report cards, grade reports, connection reports and student inactivity reports. This is where you choose the criteria for each, as well as view and print student grades.
- 6 — Help** — Click this button to access the electronic help file or Tech Support's website..
- 7 — SOS icon** — Click here (below the buttons) to see specific product information about SOS.



**All buttons on the SOS Admin Home Screen** — Hold your mouse over any button for a second or two, making sure not to click it. The button interacts with you in some way, whether it changes to a different color or opens smaller submenus.

## Administration

### Overview

The Administration section teaches you how to:

- Access and use the **School Setup/Assignment Settings** screen
- Access and use the **School Setup/Quiz/Test Settings** screen
- Access and use the **School Setup/Grade Settings** screen
- Access and use the **School Setup/Term Settings** screen
- Access and use the **Edit School Calendar** screen
- Access and use the **Teacher Setup** screen
- Access and use the **Student Setup** screen
- Access and use the **Class Setup** screen

Almost everything that is set up in SOS Admin is directly linked to SOS Teacher. If you do not set up certain criteria in SOS Admin such as school terms, teachers, and students, SOS Teacher is missing key information and cannot perform all the necessary tasks.

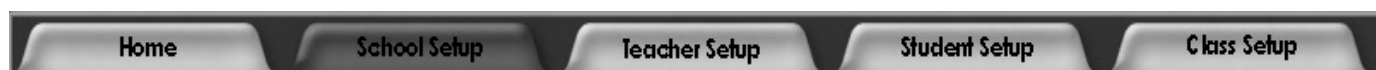
The **Administration** button groups your setup screens together, helping you make important administrative decisions quickly and ensuring no small task is overlooked. Although the setup may seem intricate and involved at first, you soon discover that it offers you flexibility and convenience. Most of the set up functions are only done once or twice during a school year.

### GETTING TO THE ADMINISTRATION SCREENS

To get to the **Administration** screens, follow the steps below:

**Step 1:** Start from your **Home** screen.

**Step 2:** Click **Administration**. In addition to the **Home** tab and the **School Setup** screen that display, there are three other tabs from which to choose: **Teacher Setup**, **Student Setup**, and **Class Setup**, shown below:



## School Setup

This section teaches you how to:

- Access and use the **School Setup** screen
- Access and use the **Assignment Settings** screen
- Set up assignment options for your school

The **School Setup** screen allows you to set up students on a school level. Be sure you choose these settings wisely; they affect all of the students in SOS. There are four settings screens accessible from the **School Setup** tab:

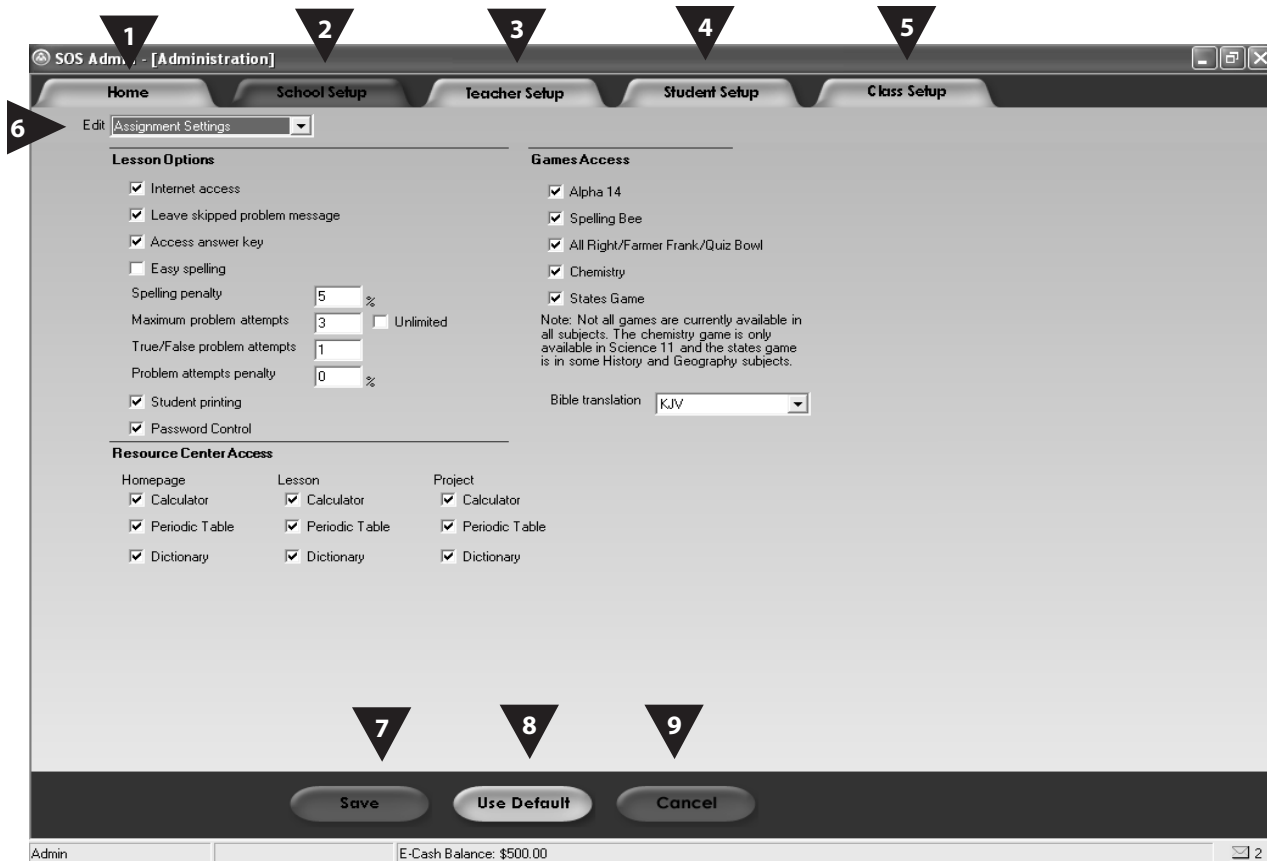
- **Assignment Settings** screen — establishes how assignments are presented to students
- **Quiz/Test Settings** screen — establishes how quizzes and tests are presented to students
- **Grade Settings** screen — sets up how students are graded

- **Term Settings** screen — sets up school terms in which students work

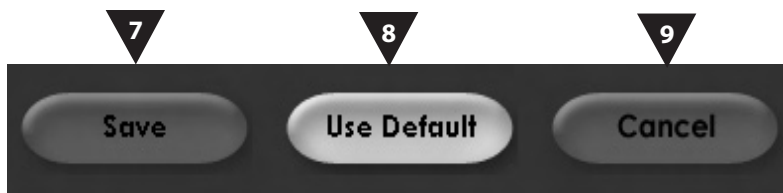
After clicking the **Administration** button, the **School Setup** tab displays, showing the **Assignment Settings** screen. This screen allows you to decide how you want assignments to be presented to all students and how they interact with their assignments.

On the following page is a picture of the **Assignment Settings** screen and a short description of each section.

## School Setup/Assignment Settings Screen



- 1 — **Home tab** — This takes you back to the **Home** screen.
- 2 — **School Setup tab** — This indicates you are on the **School Setup** screen.
- 3 — **Teacher Setup tab** — Click to go to the **Teacher Setup** screen. Here you can add or remove teacher information.
- 4 — **Student Setup tab** — Click here to go to the **Student Setup** screen. Here you can edit student information and customize learning for individual students. By choosing a particular student from the drop-down menu, this screen also shows which classes the student is enrolled in during the specified school year.
- 5 — **Class Setup tab** — Click to go to the **Class Setup** screen, where you can view (or edit) which classes each student is enrolled in and as well as which teacher(s) is assigned to the class(es).
- 6 — **Edit: Assignment Settings** — This drop-down menu tells you what part of **School Setup** you are currently “editing.” **Assignment Settings** let you decide lesson options, games access, and **Resource Center** access. You may also edit quizzes and tests, grades, and terms via this drop-down menu.



**7 — Save** — Click this button to save any changes you have made using this screen.

**8 — Use Default** — This button automatically sets all the options on the **School Setup** screens to SOS's default settings, the settings most recommended for general use. Even if you have already made changes and saved them, you can come back at any time to click this button and be returned to the original default settings that came with SOS.



This button resets the "Assignment Settings", "Quiz/Test Settings", and the "Grade Settings."

**9 — Cancel** — Click this button to cancel any changes you have not already saved.

The **School Setup/Assignment Settings** screen is divided into three sections:

- Lesson Options
- Games Access
- Resource Center Access

## Lesson Options

**Lesson Options** allow you to choose what you want each student to have access to, how to handle problems (skipping, penalties), and printing capabilities.

- Internet access** — Allows students to click **www** links in lessons. By removing the check in this box, you are blocking the student's access to the Internet through the curriculum.
- Leave skipped problem message** — Allows students to skip problems in lessons if they provide reasons for skipping. Although the skipped problems are not factored into the grade at that time, you may later choose to reassign them to the student.
- Access answer key** — Allows students to see correct answers to problems they have already worked through and for which they have received grades. They are not able to see answers until they have used up all of their attempts at answering.
- Easy spelling** — Easy spelling affects answers that are less than eight characters in length. When this option is selected, students are given partial credit for correct, but misspelled, answers, according to the percentage established in the **Spelling penalty box**. When this option is not selected, misspelled words that are seven characters or less are marked wrong, even though the answer may be correct. Words that are eight characters or more are automatically given partial credit by SOS.
- Spelling penalty box** — Allows you to enter a percentage that is automatically taken off the total score of a problem whenever students answer with misspelled words. To require exact spelling in all student answers, regardless of the length of the word, set the spelling penalty to 100%.



Percentages you set here may not always apply, since in some units such as Language Arts, the curriculum requires exact spelling and punctuation.

- Maximum problem attempts box** — Tells you the maximum number of chances students have to answer problems correctly. Students may repeat a problem consecutively until they answer correctly or their number of attempts runs out. After they have used up all of their attempts, they receive scores based on their final answers.
- Unlimited problem attempts** — Enables students to rework problems as many times as necessary until all problems are answered correctly. This is like a teacher who hands back assignments to students, allowing them to correct their answers and learn from their mistakes. This feature also acts as a sort of built-in tutor, working closely with students, helping them to practice certain skills and focus in on their weaker areas before moving them on to new lessons.



If students cannot advance to the next lesson because they are unable to answer all problems correctly, you may need to allow them to skip problems.

- True/False problem attempts** — Allows you to determine if students have more than one attempt to answer True False questions correctly.
- Problem attempts penalty box** — Allows you to type in the number of percentage points you want deducted each time students rework incorrect problems. This encourages students to answer to the best of their abilities the first time.
- Student printing** — Allows students to print in SOS Student. If you do not check this box, students are blocked from printing, and the **Print** buttons are deactivated (grayed out) in their screens and windows.
- Password control** — Checking this box allows every student enrolled in the school to change his/her password at any time. If this box is not checked, the password cannot be changed without a teacher's assistance.

## Games Access

**Games Access** allows you to choose which of the learning games you want students able to access and which translation of the Bible should be used.

- Alpha 14** — When checked, this allows students access to the Alpha 14 vocabulary game from within their lessons.
- Spelling Bee** — When checked allows students to access the Spelling Bee vocabulary and spelling reinforcement game from within their lessons.
- All Right / Farmer Frank** — When checked allows students to access the Farmer Frank and All Right vocabulary, spelling, and content reinforcement games from within their lessons.
- Chemistry** — When checked allows students to access the Chemistry game from within their lessons.
- States Game** — When checked allows students to access the States Game from within their lessons.
- Bible translation** — Use the drop-down menu to highlight and select the Bible translation you want students to see and use in their assignments. You can select either the King James Version (KJV) or the New American Standard Bible® (NASB).

## Resource Center Access

**Resource Center Access** allows you to determine which resources the student(s) have access to while on the Homepage and in various lessons and projects. You may choose your own settings or utilize the default settings that have already been established.

Resource Center Access		
Homepage	Lesson	Project
<input checked="" type="checkbox"/> Calculator	<input checked="" type="checkbox"/> Calculator	<input checked="" type="checkbox"/> Calculator
<input checked="" type="checkbox"/> Periodic Table	<input checked="" type="checkbox"/> Periodic Table	<input checked="" type="checkbox"/> Periodic Table
<input checked="" type="checkbox"/> Dictionary	<input checked="" type="checkbox"/> Dictionary	<input checked="" type="checkbox"/> Dictionary

- Calculator** — Check this box in each of the Homepage, Lesson, Project columns if you want students to be able to use the SOS **Calculator** while working in this part of SOS Student.
- Periodic Table** — Check this box in each of the Homepage, Lesson, Project, columns if you want students to be able to use the SOS **Periodic Table** while working in this part of SOS Student.
- Dictionary** — Check this box in each of the Homepage, Lesson, Project columns if you want students to be able to use the SOS **Dictionary** while working in this part of SOS Student.

## CUSTOMIZING ASSIGNMENT SETTINGS FOR YOUR SCHOOL

You can decide how you want students to interact with their assignments. Use SOS's default settings or follow these simple steps to customize assignment settings for your school:

**Step 1:** Start from your **Home** screen.

**Step 2:** Click **Administration**. The **School Setup/Assignment Settings** screen displays:



**Step 3:** Using the checkboxes, fill-in-the-blank boxes, and drop-down menu in the **Lesson Options** section, select what you want the students to see and do while they are working in lessons, thus affecting the way they learn the material.

**Step 4:** Using the checkboxes in the **Games Access** section, select the game types students may access from within their lessons.

**Step 5:** Using the checkboxes in the **Resource Center Access** section, decide which tools you want students able to use from their **Home** screen, while doing lessons or projects.

**Step 6:** Click either **Save** to retain any of your changes or **Cancel** to cancel any changes you have not yet saved. If you save the customized options, a message, **"Settings have been customized"** appears on your screen.



Even if you have already made changes and saved them, you can come back at any time, click **Use Default**, and return to the original SOS default settings.

Anything you establish on a **School Setup** screen automatically applies to every single student in SOS, unless otherwise customized. To customize settings for an individual student, use the **Student Setup** screen instead.

## School Setup/Quiz/Test Settings

This section teaches you how to:

- Access and use the **Quiz/Test Settings** screen
- Set up **Quiz and Test options** for your school

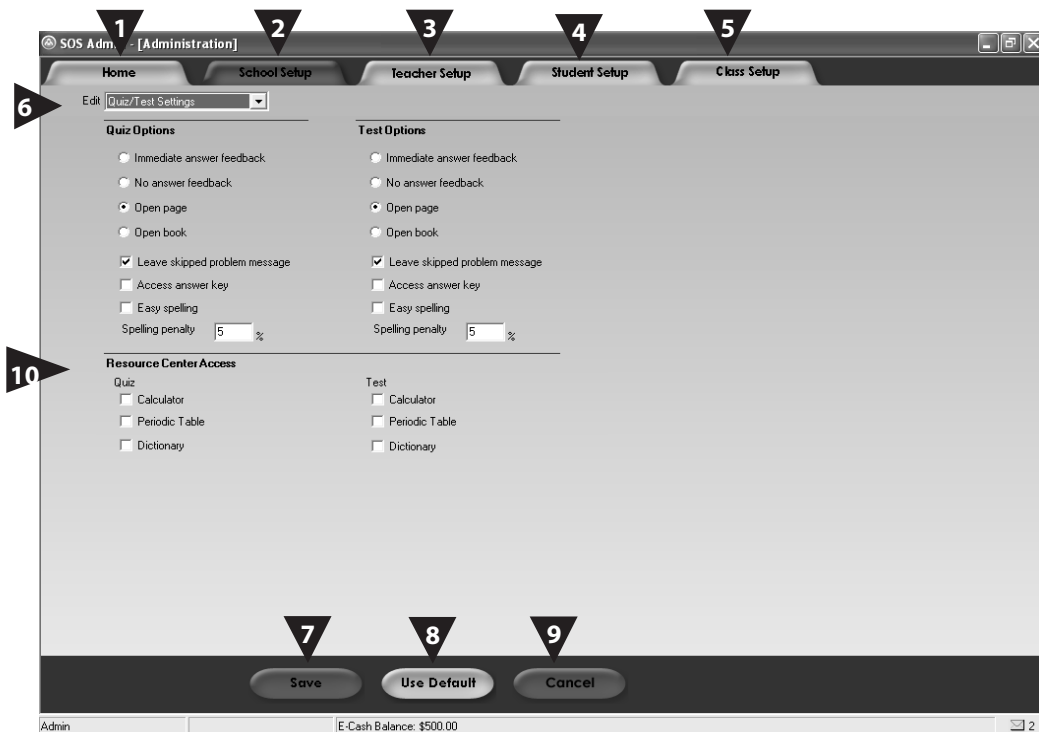
### Quiz/Test Settings

The **Quiz/Test Settings** screen allows you to decide how SOS presents quizzes and tests to your students. The options you set are important because they affect the way all students in the school view and take quizzes and tests unless customized by their teacher.

### GETTING TO THE QUIZ/TEST SETTINGS SCREEN

To get to the **School Setup/Quiz/Test Settings** screen, follow the steps below:


- Step 1:** Start from your **Home** screen.
- Step 2:** Click **Administration**. The **School Setup/Assignment Settings** screen displays.
- Step 3:** Using the down arrow, choose **Quiz/Test Settings** from the **Edit:** drop-down box, as shown below.



- 1 — Home tab** — Takes you back to the **Home** screen.
- 2 — School Setup tab** — Indicates you are on the **School Setup** screen.
- 3 — Teacher Setup tab** — Click this tab to go to the **Teacher Setup** screen where you can add or remove teacher information.



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- 4 — **Student Setup tab** — Click to go to the **Student Setup** screen, where you can edit student information and customize learning for individual students. By choosing a particular student from the drop-down menu, this screen also shows which classes the student is enrolled in during the specified school year.
- 5 — **Class Setup tab** — Click this to go to the **Class Setup** screen, where you can view (or edit) which classes each student is enrolled in and which teacher(s) is assigned to the class(es).
- 6 — **Edit: Quiz/Test Settings** — This drop-down menu tells you what part of **School Setup** you are currently editing. **Quiz/Test Settings** let you decide quiz options, test options, and **Resource Center** access you want to grant students while they are taking quizzes and tests. Use this menu to edit assignments, quizzes and tests, grades, and term.
- 7 — **Save** — Click this button to save any changes you have made on the screen.
- 8 — **Use Default** — Automatically sets all the options on the **School Setup** screens to SOS's default settings, the settings most recommended for general use. If you have already made changes and saved them, you can return at any time to click this button and go back to the original default settings that came with SOS.  
 This button resets the "Assignment Settings", "Quiz/Test Settings", and the "Grade Settings."
- 9 — **Cancel** — Click this button to cancel any changes you have not already saved.
- 10 — **Resource Center Access** — Check each option in this section that you want your students to be able to use while taking quizzes and tests.

**Quiz and Test Options** allow you to control how students take quizzes and tests. To choose one of these options, click the circle beside it. While all of the options for tests are the same options as for quizzes, you can determine the options used for quizzes separately from those used for tests.



Sets of options with a circle next to them mean that you may choose only one option out of the group. Sets of options with a box next to them mean that you may select as many of the options as you wish. Students use similar types of buttons when they do multiple-choice (circle) and multiple-select (box) problems in assignments.

- Immediate answer feedback** — Allows students to see how they score on each problem as they go through quizzes and tests. Students answer one question at a time and are given only one attempt at answering.
- No answer feedback** — Does not allow students to see their scores to problems until an entire quiz or test has been completed. If there are any unanswered problems at that time, those problems receive a score of zero. Students answer one question at a time and are given only one attempt at answering.
- Open page** — Allows students several attempts at answering problems, enabling them to review or change their answers until they choose to exit a quiz or test. Once they exit, indicating that they no longer want to continue working on problems, their quiz or test is graded, and they receive a score of zero for any unanswered problems. This option allows students to figure out answers based on clues they find as they cycle through other questions.
- Open book** — Allows students to exit and re-enter a quiz or test as many times as they wish until they say they are finished. Each time a student exits, the student is prompted to choose whether he/she plans to return at a later time. The quiz or test is scored only after the student has indicated there are no plans to return and all answers are considered final. At this point, the student receives a score of zero for any unanswered problems. This option enables students to enter back into lessons in order to find answers to quiz or test problems.

- Leave skipped problem message** — Allows students to skip problems in quizzes or tests if they provide reasons for skipping. Although the skipped problems are not factored into the grade at that time, you may later choose to reassign them to the student.
- Access answer key** — Allows students to see correct answers to problems they have already worked through and for which they have received grades. They are not able to see answers until they have used up all of their attempts at answering.
- Easy spelling** — Easy spelling affects answers that are less than seven characters in length. When this option is selected, students are given partial credit for correct, but misspelled, answers, according to the percentage established in the Spelling penalty box. When this option is not selected, misspelled words that are seven characters or less are marked wrong, even though the answer may be correct. Words that are eight characters or more are automatically given partial credit by SOS.
- Spelling penalty box** — Allows you to enter a percentage that is automatically taken off the total score of a problem whenever students answer with misspelled words. To require exact spelling in all student answers, regardless of the length of the word, set the spelling penalty to 100%.



Percentages you set here may not always apply, since in some units such as in Language Arts, the quizzes and tests require exact spelling and punctuation.

## CUSTOMIZING QUIZ/TEST SETTINGS FOR YOUR SCHOOL

You decide how you want students to interact with their quizzes and tests. Use SOS’s default settings or follow these simple steps to customize quiz and/or test settings for your school:

- Step 1:** On your **Home** screen, click **Administration**. The **School Setup/Assignment Settings** screen displays.
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Quiz/Test Settings**. The **School Setup/Quiz/Test Settings** screen displays, as shown above.
- Step 3:** Using the checkboxes in the “Quiz Options” section, decide how you want students to view quizzes.
- Step 4:** Using the checkboxes in the “Test Options” section, select how you want students to view tests.
- Step 5:** Using the checkboxes in the “Resource Center Access” section, decide if you want the students to be able to use the SOS Periodic Table and calculator while taking quizzes and tests.

**Step 6:** Click either **Save**, to retain any of your changes or **Cancel** to cancel any changes you have not yet saved. If you save the customized options, a message, **“Settings have been customized”** appears on your screen.

Even if you have already made changes and saved them, you can come back at any time, click **Use Default**, and return to the original SOS default settings.



Anything you establish on a **School Setup** screen automatically applies to every single student in SOS, unless otherwise customized. To customize settings for an individual student, use the **Student Setup** screen.

## School Setup/Grade Settings

This section teaches you how to:

- Access and use the **Grade Settings** screen
- Set up grade options for your school

### Grade Settings

The **Grade Settings** screen allows you to decide how SOS scores assignments. The options you set are important because they affect the way all students are graded and evaluated for what they learn.

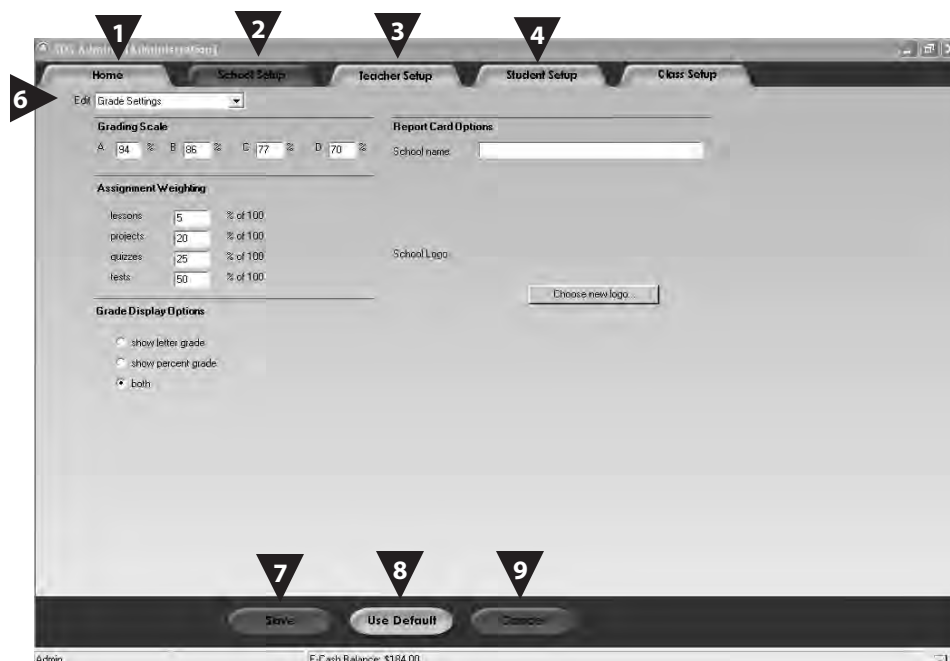
### GETTING TO THE GRADE SETTINGS SCREEN

To get to the **School Setup/Grade Settings** screen, follow the steps below:

- Step 1:** Click **Administration** on your **Home** screen. The **School Setup/Assignment Settings** screen displays.
- Step 2:** Using the down arrow, choose **Grade Settings** from the **Edit:** drop-down menu.

## School Setup/Grade Settings Screen

Below is a picture of the **Grade Settings** screen. A brief description of each section begins on the next page.



- 1 — **Home tab** — Tab returns you to the **Home** screen.
- 2 — **School Setup tab** — Indicates you are on the **School Setup** screen.
- 3 — **Teacher Setup tab** — Click to go to the **Teacher Setup** screen to add or remove teacher information.
- 4 — **Student Setup tab** — Click here to go to the **Student Setup** screen where you can edit student information and customize learning for individual students. By choosing a particular student from the drop-down menu, this screen also shows what classes the student is enrolled in during the specified school year.
- 5 — **Class Setup tab** — Click this to go to the **Class Setup** screen where you can view (or edit) which classes each student is enrolled in and which teacher(s) is assigned to the class(es).
- 6 — **Edit: Grade Settings** — This drop-down menu tells you what part of **School Setup** you are currently editing. **Grade Settings** let you decide how SOS scores various assignments.
- 7 — **Save** — Click to save any changes you have made on the screen.
- 8 — **Use Default** — This button automatically sets all the options on the **School Setup** screens to SOS's default settings, the settings most recommended for general use. Even if you have already made changes and saved them, you can come back at any time to click this button and be returned to the original default settings that came with SOS.



This button resets the **Assignment Settings, Quiz and Test Settings** in addition to the **Grade Settings**.

- 9 — **Cancel** — Click this button to cancel any changes you have not already saved.

The **School Setup/Grade Settings** screen is divided into four sections:

- Grading scale options
- Assignment weighting
- Grade display options
- Report Card options

## Grading Scale

Grading scale options allow you to decide how you want students' subject, unit, and assignment scores calculated. As students go through assignments, SOS automatically does the math and keeps track of their scores according to these settings. To set the ranges for each letter grade, enter the lowest acceptable percentage for each letter grade box. Grading Scale default options are pictured above right.

Grading Scale			
A	94 %	B	86 %
C	77 %	D	70 %

## Assignment Weighting

Assignment weighting options (shown at right) allow you to decide how each different assignment types should affect students' total grades. As students go through assignments, SOS automatically does the math and keeps track of their scores according to these settings. To set how much you want each type of assignment to be worth, type the appropriate percentage in each assignment type box. The total percentage for all the assignment types (lessons, projects, quizzes, and tests) must add up to 100%.

Assignment Weighting		
lessons	5	% of 100
projects	20	% of 100
quizzes	25	% of 100
tests	50	% of 100

## Grade Display Options

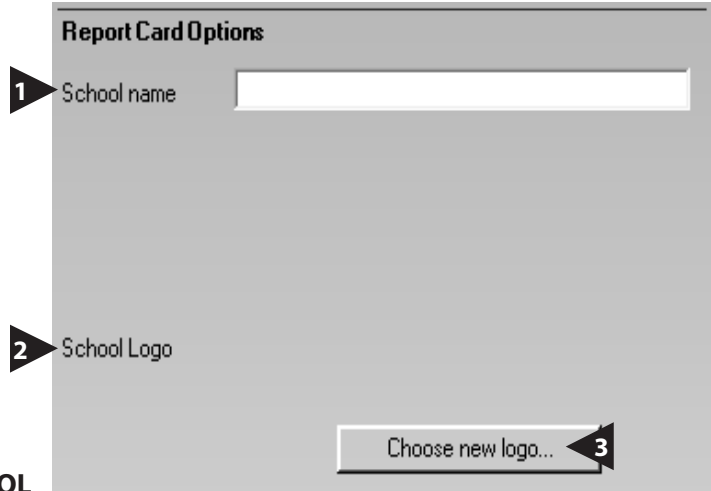
Grade display options (shown at right) allow you to decide how you want students' grades printed in report form. You may display/print letter grades only, percentage grades only, or both. Click the circle beside the desired option.

Grade Display Options	
<input type="radio"/>	show letter grade
<input type="radio"/>	show percent grade
<input checked="" type="radio"/>	both

## Report Card Options

Report card options are items that you can choose to display on your report cards.

- 1 — School name** — Displays the name of your school, such as Switched-On Schoolhouse®.
- 2 — School logo** — Displays your school's logo.
- 3 — Choose new logo** — Click this button to change the existing logo. You are taken to your hard drive where you can select any new logo that is in bitmap format.



## CUSTOMIZING GRADE SETTINGS FOR YOUR SCHOOL

You decide how student work is graded and displayed. Use SOS's default settings or follow these simple steps to customize grade settings for your school:

- Step 1:** On your **Home** screen, click **Administration**. The **School Setup/Assignment Settings** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Grade Settings**. The **School Setup/Grade Settings** screen displays, as shown below.



- Step 3:** Type the lowest acceptable percentage for each letter grade box in the **Grading scale** section.
- Step 4:** Type the appropriate percentage in each assignment type box in the **Assignment weighting** section. The total percentage for all the assignment types (lessons, projects, quizzes, and tests) must add up to 100%.

- Step 5:** Click the appropriate circle in the **Grade Display Options** section to set your choice: display letter grades only, percentage grades only, or both.
- Step 6:** Choose the appropriate settings in the **Report Card Options** section to reflect how you want your report cards to look. The report card displays the name of your school, and you have the option of adding a school logo.
- Step 7:** Click either **Save** to retain any of your changes or **Cancel** to cancel any changes you have not yet saved. If you save the customized options, a message, **“Settings have been customized”** appears on your screen.

Even if you have already made changes and saved them, you can come back at any time, click **Use Default**, and return to the original SOS default settings.



Anything you establish on a **School Setup** screen automatically applies to every single student in SOS, unless otherwise customized. To customize settings for an individual student, use the **Student Setup** screen instead.

## School Setup/Term Settings

This section teaches you how to:

- Access and use the **Term Settings** screen
- Create a school term
- Rename a school term
- Delete a school term
- Structure a school term around a traditional academic year
- Structure a school term around customized dates
- Access and use the **Edit School Calendar** screen
- Change school days to non-school days and vice versa
- Exclude a range of days from a school term
- Reset the school calendar

The **Term Settings** screen allows you to set up school terms for students. School terms are important because you cannot assign schoolwork to students without them.

### GETTING TO THE TERM SETTINGS SCREEN

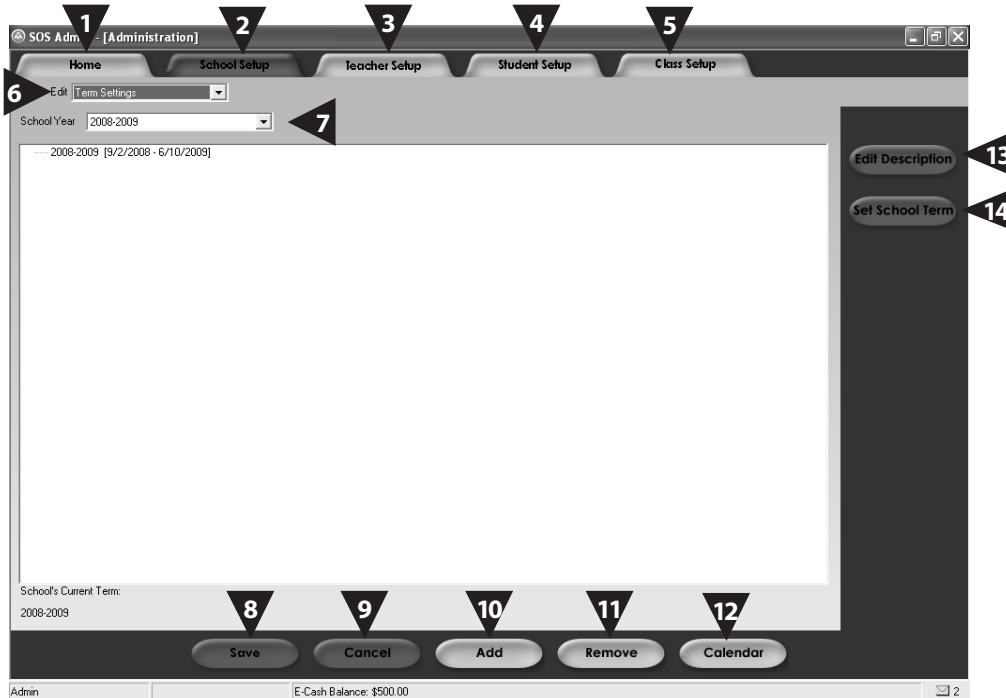
To get to the **School Setup/Term Settings** screen, follow the steps below:

- Step 1:** On your **Home** screen, click **Administration**. The **School Setup/Assignment Settings** screen displays. (See example on the following page.)
- Step 2:** Using the down arrow, choose **Term Settings** from the **Edit:** drop-down menu.



## School Setup/Term Settings Screen

Below is a picture of the **Term Settings** screen and a short description of each section.



- 1 — **Home tab** — Returns you to your **Home** screen.
- 2 — **School Setup tab** — Indicates you are on the **School Setup** screen.
- 3 — **Teacher Setup tab** — Click to go to the **Teacher Setup** screen to add or remove teacher information.
- 4 — **Student Setup tab** — Click here to go to the **Student Setup** screen to edit student information and customize learning for individual students. By choosing a particular student from the drop-down menu, this screen also shows what classes the student is enrolled in during the specified school year.
- 5 — **Class Setup tab** — Click this tab to go to the **Class Setup** screen to view (or edit) what classes each student is enrolled in and which teacher(s) is assigned to the class(es).
- 6 — **Edit: Term Settings** — This drop-down menu tells you what part of **School Setup** you are currently editing. **Term Settings** allows you to choose between different school terms that you have created for your school. Make sure the term you want to work in is the one displayed in the window.
- 7 — **School Year:** — This drop-down menu lets you decide which school year (semesters, quarters, dates for each) you want to see.
- 8 — **Save** — Click **Save** to save any changes you have made on the screen.
- 9 — **Cancel** — Click this button to cancel any changes you have not already saved.

**10 — Add** — Click **Add** to create a new term.

**11 — Remove** — Click **Remove** to delete a term.

**12 — Calendar** — Click this button to access the **Edit School Calendar** window.

**13 — Edit Description** — Click this button to change the name of an already-existing term.

**14 — Set School Term** — Click this button to set the school term.

## Types of Terms

To give teachers and students the greatest amount of flexibility, SOS enables you to create two different types of terms:

- terms that are structured by time
- terms that have nothing to do with time at all

### School Terms Structured by Time

Traditionally, a school year is divided into chunks of time to help make learning more bite-sized and manageable for students. By the end of a school year, students have learned material and developed skills to fulfill specific educational requirements.

SOS allows you to create your own academic calendar by letting you decide how long a school term should be. You can organize curriculum into chunks of time and build school terms around either traditional academic calendars or your own customized calendar with shorter or longer terms. Like students in a traditional school setting, students are expected to complete all the schoolwork you have assigned to them within the block of time you have established. Within that time period, students are also expected to complete their assignments by individual due dates.

### School Terms Not Structured by Time

Choosing a school term with no time framework offers you and the students a lot of freedom. You might decide to go with this type of school term if you have students who:

- typically work ahead
- are easily stressed out by due dates
- need to take extra time on different assignments
- work best at their own pace
- learn best by doing extra projects and activities
- would rather follow independent-study types of structures

Whatever the reason, this kind of school term removes the pressure of time from the learning process, and it is easy to setup. Instead of using Advanced Lesson Planning and a calendar to set parameters for your school term, simply give your school term a name and assign schoolwork to it. Think of it as a box that holds the entire curriculum you assign to your students. Students find their lessons, projects, quizzes, and tests in this box and work their way through the material. When they finish what is in the box, the school term is complete. Whether they finish the work in the box in a short period of time or a long period of time does not matter.

A school term is merely an organized holding place for the curriculum in it. When all the work in a term is completed, your students will have fulfilled the requirements for that term and demonstrated that they are ready to move on.

## CREATING A SCHOOL TERM

To add a new term to your school:

**Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays.

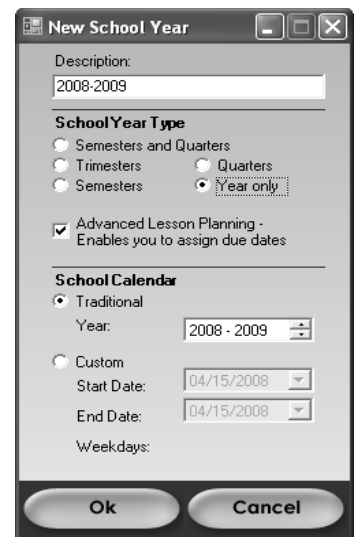
**Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays



**Step 3:** Click **Add** at the bottom of the screen. The **New School Year** pop-up window displays, as shown to the right.

**Step 4:** Type in or specify the following information in the **New School Year** box:

- Description/name for the term
- Choose between semesters and quarters, trimesters, quarters, semesters, or year only
- Advanced Lesson Planning (uncheck if you do not want to use this option and would rather use terms that are not structured by time).  
“Advanced Lesson Planning” means that SOS helps you assign due dates for every assignment within the term you’ve set.
- Choose between a traditional or customized school year
- Select the school term year (for example, 2008-2009), if you chose a traditional school calendar
- Indicate your start and end dates, if you chose to have a customized school calendar



Report cards can be viewed and printed based on date ranges. This is only available if the term is a full-year term.

**Step 5:** Click either **Save** to retain your new term or **Cancel** to cancel your unsaved term.

## RENAMING A SCHOOL TERM

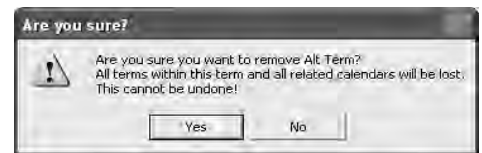
To change the name of an already existing school term:

- Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays, as shown on the previous page.
- Step 3:** Using the **School Year** drop-down menu, select the school year that contains the term you want to rename.
- Step 4:** Click the year, semester, or quarter that you want to rename.
- Step 5:** Click **Edit Description** at the bottom of the screen. The current term name is highlighted, giving you a cursor and the opportunity to change the name.
- Step 6:** Click either **Ok** to save your new term or **Cancel** to cancel your unsaved term. If you save your renamed term, it appears exactly as you have typed it in the list of terms you can choose for your school.

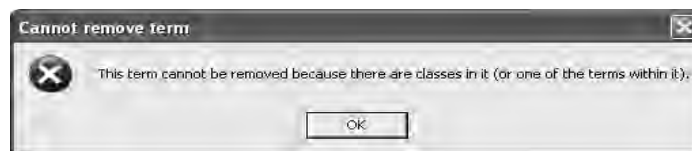
## DELETING A SCHOOL TERM

To delete a school term:

- Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays, as shown on the previous page.
- Step 3:** Using the **School Year** drop-down menu, select the school year that contains the term you want to delete.
- Step 4:** Click **Remove** at the bottom of the screen. A small **Are You Sure?** pop-up box (shown at right) displays.
- Step 5:** Click **Yes** if you want to permanently delete the term from your school.
- Step 6:** Click **No** if you want the term to stay as-is.



A term cannot be removed if it still contains active classes. Clicking **Remove** when there are still active classes in the term results in the **Cannot remove term** pop-up box, shown below. Click **Ok** to close this message.



## STRUCTURING A SCHOOL TERM AROUND A TRADITIONAL ACADEMIC YEAR

To set up a school term that follows a traditional academic year:

- Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays, as shown on the previous page.



**Step 3:** Click **Add** at the bottom of the screen. The **New School Year** pop-up window displays, as shown below right:

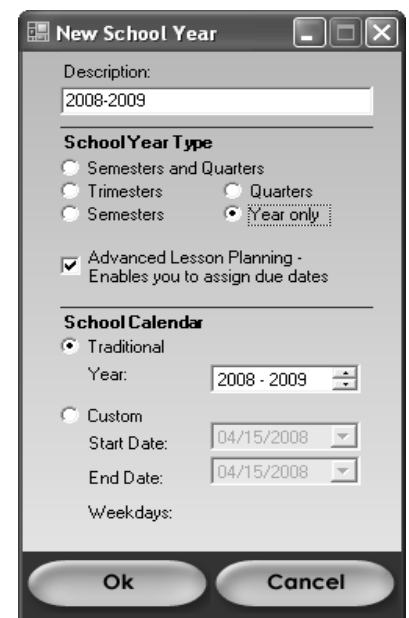
**Step 4:** Enter or select the following information in the **New School Year** window:

- Description/name for the term
- Choose between semesters and quarters, trimesters, quarters, semesters, or year only
- Advanced Lesson Planning (uncheck if you do not want this option)
- Select the school term year (for example, 2008—2009)
- Choose **Traditional** School Calendar



Selecting “Traditional Year” means you have selected a calendar that starts on the Tuesday after Labor Day and lasts 180 school days. SOS automatically designates the start and end dates, excludes Saturdays and Sundays from the schedule, and sets major holidays as non-school days.

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



## STRUCTURING A SCHOOL TERM AROUND CUSTOMIZED DATES

Follow the steps below to set up a school term that follows a customized year that fits your unique academic needs:

**Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays

**Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays, as shown on the previous page.

**Step 3:** Click **Add** at the bottom of the screen. The **New School Year** pop-up window displays (shown above right):

**Step 4:** Enter or select the following information in the **New School Year** box:

- Description/name for the term
- Choose between semesters and quarters, trimesters, quarters, semesters, or year only

- Advanced Lesson Planning (uncheck if you do not want this option)
- Choose **Custom** School Calendar
- Choose the start and end dates for your term by either typing in the dates or using the tiny calendars next to this option to find and select the dates you want (the side-to-side arrows help you scroll to other months).



Notice that the total number of weekdays displayed beneath your start and end dates (shown at right) changes as you adjust your dates. This count helps you determine how many “working” school days you are assigning to students.

**Step 5:** Click **Ok** when you are happy with the dates and number of “working” school days.

## SETTING SCHOOL TERMS

**Set School Term** establishes the term for the entire school. The term selected also governs what you see on the **At A Glance** screen in SOS Teacher. For example, if you set Quarter 2 as the “current” term in SOS Admin, the classes assigned for Quarter 1 do not appear on the At A Glance screen in SOS Teacher.

Follow the steps below to set a new school term:

**Step 1:** Click the quarter you want to become the current quarter.

**Step 2:** Click **Set School Term**.

**Step 3:** Verify that the quarter you selected as the current quarter displays in the lower left-hand corner of the **Term Settings** screen.

## The School Calendar

SOS comes with a variety of automatic, built-in calendars to help you plan your school year: a full-size current month calendar and three smaller calendars showing the current month and the next two months. The **Edit School Calendar** window always opens to the current week for the school term you have selected.

To access the **Edit School Calendar** window:

**Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays

**Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays.

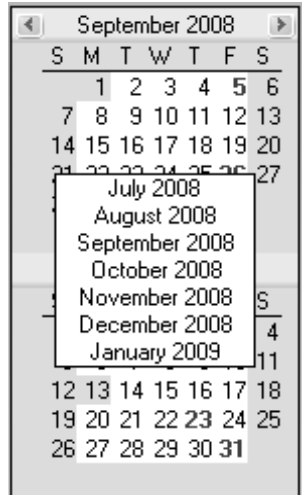
**Step 3:** Click **Calendar**. The **Edit School Calendar** window displays (as displayed on the following page).



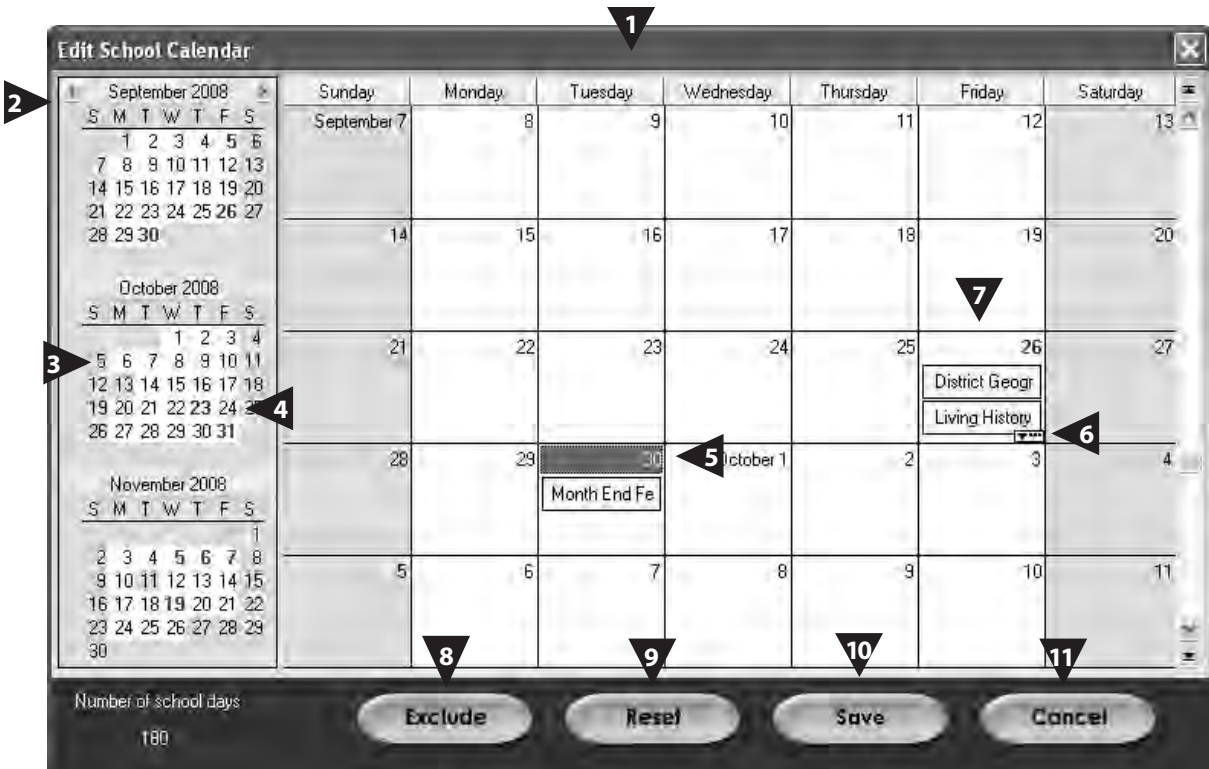
Below is a picture of the **Edit School Calendar** window, along with a brief description of each section.

- 1 — One-month view** — This section provides a one-month view of dates in your school term. Use the scroll bar to the right to scroll to view previous or future months.
- 2 — Present and future months** — The smaller calendars to the left of the larger calendar let you view several consecutive months of a school term. Click the left-facing arrow to see previous months or the right-facing arrow to see future months.

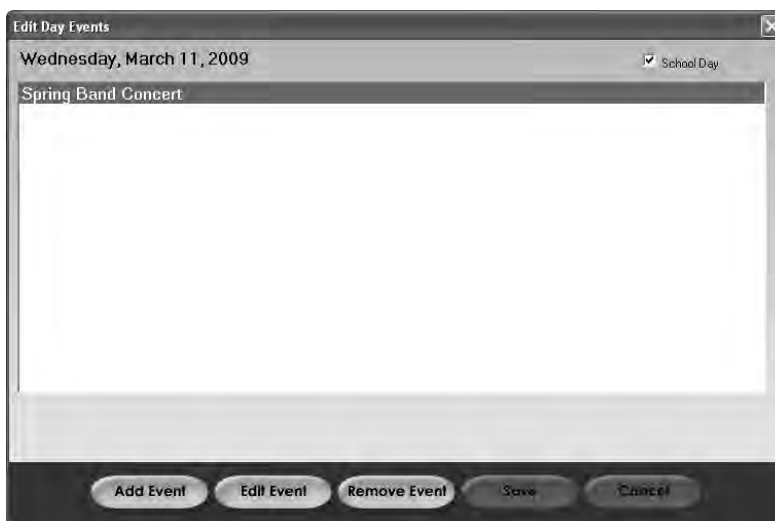
**Skipping to other months** — To quickly skip to another month, click (and hold) the month's name in one of the small calendars. A small menu appears (shown at right). Scroll down and/or click the month you want to view. The small calendars change (the calendar you clicked displays the month you selected and the other calendar displays either the previous or next month). The large calendar remains the same.



- 3 — Gray days and white days** — School days appear in white, and non-school days are grayed-out. You can easily change school days to non-school days and vice versa.
- 4 — Selecting a calendar day** — Click any date in either the multiple-month view calendar section or the one-month view calendar section to select it. The selected date is highlighted, showing up in both calendar views.
- 5 — Calendar days in red** — Each calendar day can display any number of events, like holidays, activities, birthdays, or field trips. When a day contains an event, the date appears in red. Up to two events can display on the calendar.
- 6 — Calendar days with multiple events** — When a day contains more events than can be displayed on the calendar page, a small graphic displays, indicating that there is more to view.



**7 — Adding, changing, and removing information** — To view, add, change, or remove information, double-click the day. An **Edit Day Events** pop-up window (shown below) displays. You may add an event, edit an event, or remove an event using the appropriate buttons at the bottom of the window. You may also change the day from a school day to a non-school day by checking the **School Day** box in the upper right corner. An event may span multiple days.



**8 — Exclude** — This button allows you to exclude a range of dates from the calendar, determining those dates to be non-school days.

**9 — Save** — Click this button to save any changes you have made on the screen.

**10 — Reset** — This button resets the calendar dates for the term. SOS gives you the opportunity to cancel this action in the event you do not want to reset all the school days in that term.

**11 — Cancel** — Click this button to cancel any changes you have not already saved.

## School Days vs. Non-School Days

### Holidays

The following holidays are generally considered to be non-school days:

- Labor Day — First Monday in September
- Columbus Day — Second Monday in October
- Veterans Day — November 11
- Thanksgiving — Fourth Thursday in November
- Friday after Thanksgiving
- Two weeks prior to January 2 for Christmas, New Year's
- Martin Luther King Day — Third Monday in January
- Washington's Birthday/President's Day — Third Monday in February
- Monday through Friday before Easter
- Memorial Day — Last Monday in May

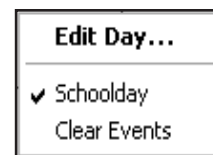
## CHANGING INDIVIDUAL DAYS FROM SCHOOL DAYS TO NON-SCHOOL DAYS (OR VICE VERSA)

### Using the Right-Click Method

- Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays, as shown below.
- Step 3:** Click **Calendar**. The **Edit School Calendar** screen displays.

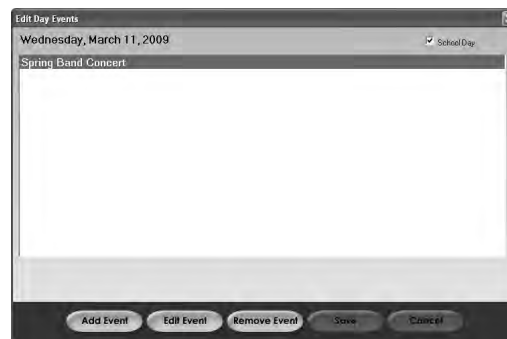


- Step 4:** Right-click the day you want to change. A small menu displays with your options:
- Step 5:** Click **Schoolday** and the day you have selected will change from a school day to a non-school day (or vice versa).
- Step 6:** Click **Schoolday** again to toggle back.
- Step 7:** Click **Save** at the bottom of the screen to retain any changes.



### Using the Double-Click Method

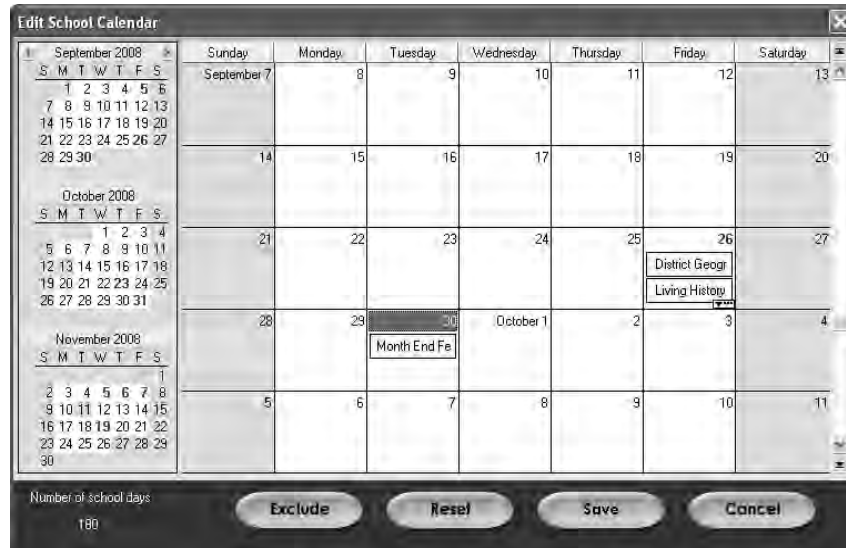
- Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays, as shown below.
- Step 3:** Click **Calendar**. The **Edit School Calendar** screen displays.
- Step 4:** Double-click any school or non-school day. The **Edit Day Events** pop-up window displays (shown at right), allowing you to make edits to the individual day you selected.
- Step 5:** Click the box beside **School Day**, to check it, if you want the day to be a school day. Or, click the same box to remove the existing checkmark if you want this to be a non-school day.
- Step 6:** Click **Save** at the bottom of the screen to retain your changes.



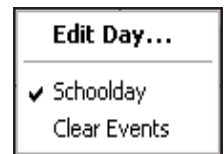
## CHANGING A SERIES OF DAYS FROM SCHOOL DAYS TO NON-SCHOOL DAYS (OR VICE VERSA)

Follow this shortcut to easily set a series of days to be either school or non-school days:

- Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays, as shown below.
- Step 3:** Click **Calendar**. The **Edit School Calendar** screen displays.



- Step 4:** Hold down the **Ctrl** key on your keyboard, and use your mouse to click each of the days you want to edit, one by one. This highlights and selects all the days you have clicked.
- Step 5:** Right-click over one of these days that you selected, and you see the available options displayed in a small **Edit Day** menu: **Schoolday** and **Clear Events** (shown at right).
- Step 6:** Click **Schoolday** and one of two things happens:
  - All school days you selected on your calendar are grayed out, turning into non-school days
  - All previously selected non-school days turn white, becoming school days
- Step 7:** Click **Save** at the bottom of the screen to retain your changes.

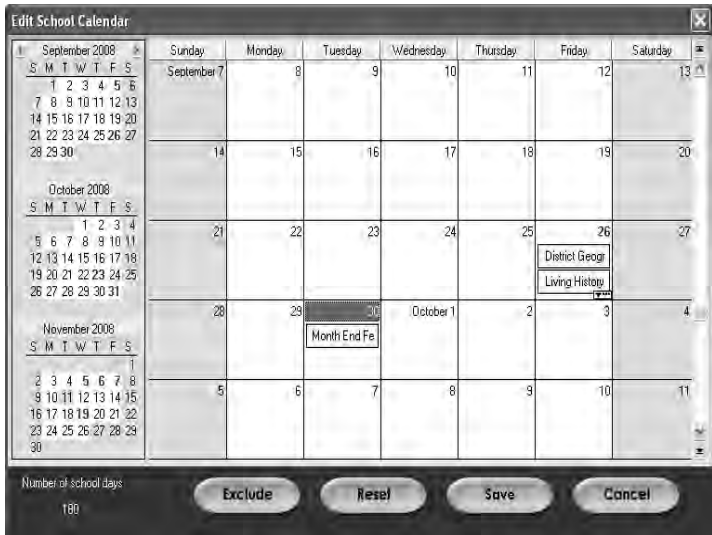


## EXCLUDING A RANGE OF DAYS FROM A SCHOOL TERM

To set a series of days to be either school days or non-school days, this shortcut makes it easy.

- Step 1:** Click **Administration** on your **Home** screen. The **School Setup** screen displays
- Step 2:** Using the **Edit:** drop-down menu in the upper left corner, select **Term Settings**. The **School Setup/Term Settings** screen displays.
- Step 3:** Click **Calendar** to see the **Edit School Calendar** screen.





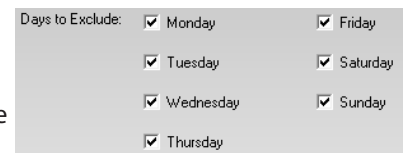
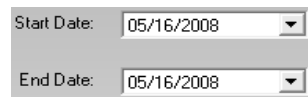
**Step 4:** Click **Exclude**. The **Exclude Days** window appears (shown at right).

**Step 5:** Type a brief description in the **Description** box that explains why these dates are excluded from your school term, such as a school field trip. The description appears on your calendar, and you can quickly see why a range of dates has been excluded from your school term.

**Step 6:** Enter the first and last days of the range of dates you want to exclude, beginning with the “End Date.” You can do this by either manually typing in the dates or using the tiny calendars next to the **Start Date:** and **End Date:** shown at right. The dates you select immediately become non-school days in your term and appear as events on your calendar.

**Step 7:** Check specific days of the week during that range if you want to get even more specific. If you want every day of the week between your start and end date to be excluded as a school day, then leave all the days of the week checked. But if you want certain days between your start and end date to still be included as school days, remove the checkmark beside those days of the week.

**Step 9:** Click **Ok** if you are satisfied with the range of dates you have set. You are automatically taken back to your term’s **Calendar** screen where you see all your changes applied.



## RESETTING THE SCHOOL CALENDAR

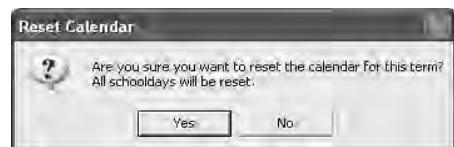
To reset the school calendar back to its original settings:

**Step 1:** Click any day in the calendar.

**Step 2:** Click **Reset**. The **Reset Calendar** dialog box displays, to verify you do want to reset your calendar.

**Step 3:** Click **No** if you have decided against resetting your calendar. If you click **No**, nothing changes.

**Step 4:** Click **Yes** to proceed.



**Step 5:** On the **Reset Calendar** pop-up window, choose the option (**Traditional** or **Custom**) that suits your needs.

**Step 6:** Type or select your custom start and end dates, if you chose the **Custom** option.

**Step 7:** Click **Ok** to save your selections or **Cancel** to start over or cancel the reset.



## Teacher Setup

### Overview

This section teaches you how to:

- Access and use the **Teacher Setup** screen
- Add a teacher
- Delete a teacher

Teachers need to be set up in SOS. The **Teacher Setup** tab allows you to create and edit your teacher(s) on a school level.

### GETTING TO THE TEACHER SETUP SCREEN

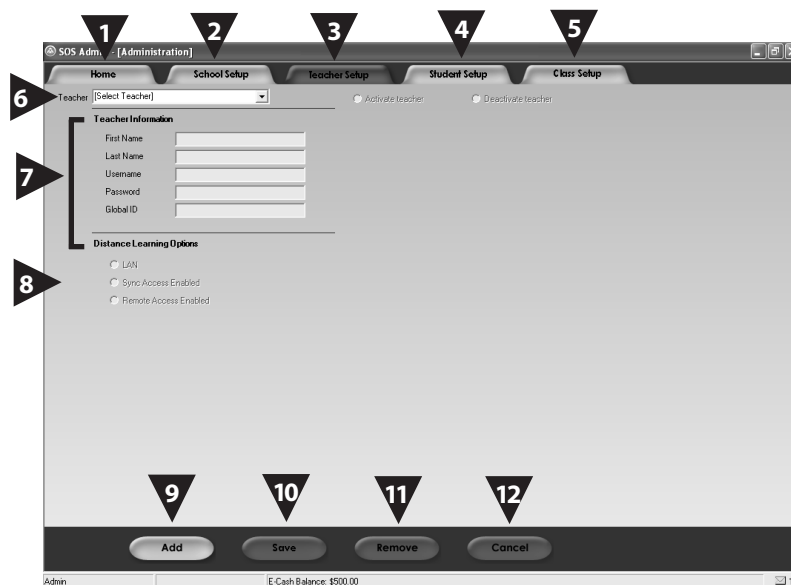
To get to the **Teacher Setup** screen, follow the steps below:

**Step 1:** Click **Administration** on your **Home** screen. The **School Setup/Assignment Settings** screen displays

**Step 2:** Click the **Teacher Setup** tab .

### The Teacher Setup Screen

Below is a picture of the **Teacher Setup** screen with a short description of each section:

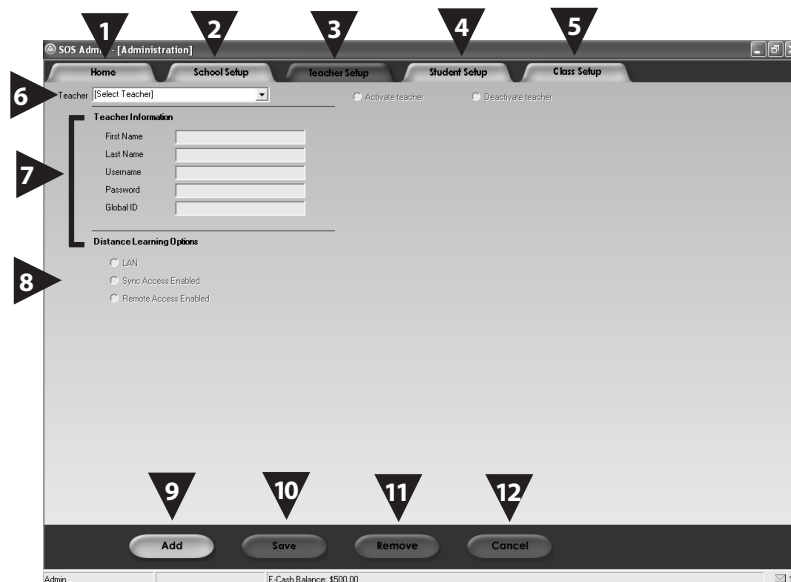


**1 — Home tab** — This tab takes you back to the **Home** screen.

**2 — School Setup tab** — This tab indicates you are on the **School Setup** screen.

**3 — Teacher Setup tab** — Click this tab to go to the **Teacher Setup** screen where you can add or remove teacher information.

**4 — Student Setup tab** — Click this tab to go to the **Student Setup** screen where you can edit student information and customize learning for individual students. By choosing a particular student from the drop-down menu, this screen also shows what classes the student is enrolled in during the specified school year.



**5 — Class Setup tab** — Takes you to the **Class Setup** screen to view (or edit) which classes each student is enrolled in and which teacher(s) is assigned to the class(es).

**6 — Teacher drop-down menu** — This drop-down menu displays all “registered” teachers.

**7 — Teacher Information:**

**First name** — Displays the teacher’s first name. (The name that displays on the **Teacher Home** screen.)

**Last name** — Displays the teacher’s last name. (This field is not required.)

**User Name** — Displays the name the teacher wishes to go by in SOS. Anything can be used as a User Name: Mom, Dad, Teacher, Mr \_\_\_\_\_, Mrs \_\_\_\_\_, or even a first name.



If you choose to use Mr or Mrs, you cannot use the period at the end. Only letters, numbers, and spaces are permitted in the User Name.

**Password** — Displays as dots. Used each time the teacher logs into SOS.

**Global ID** — This tracking field is optional and can be left blank. If used, the Global ID can be anything you choose (i.e., full name or user name), but must be unique to each individual.

**8 — Distance Learning Options**

**LAN** — Leave this option selected if this teacher will be working only at the school and not using either of the distance learning options.

**Sync Access Enabled** — If this teacher will be using Synchronization access, select this option.

**Remote Access Enabled** — If this teacher will be using Remote Access access, select this option

**9 — Add** — Click this button to add a teacher to SOS.

**10 — Save** — Click this button to save any changes you have made on the screen.

**11 — Remove** — Click this button to delete a teacher.

**12 — Cancel** — Click this button to cancel any changes not yet saved.



If you choose a teacher from the **Teacher** drop-down menu, the **Teacher Setup** screen displays as shown at the right:

**13 — Activate/Deactivate Teacher** — To deactivate a teacher without deleting the teacher information, click **Deactivate Teacher**. A deactivated teacher may be reactivated at any time but classes cannot be assigned to him/her. The teacher is not able to login to SOS until you reactivate him/her.



Do not deactivate or remove a teacher who has Sync Access Enabled selected unless the teacher is not returning to your school in any teacher capacity. If you deactivate a Sync access teacher, that teacher is no longer able to log in or access your school database in anyway.

**14 — School Year** — Use this drop-down menu to select a school year for the teacher that was selected in the **Teacher** drop-down menu. The classes the teacher is assigned to for that term appear in the box immediately below.

**15 — Class List box** — Displays the classes the teacher is teaching during a particular term. This box cannot be edited.

## ADDING A TEACHER

Follow the steps below to add a teacher:

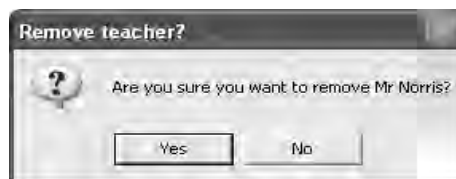
- Step 1:** Click **Administration** on your **Home** screen. The **School Setup/Assignment Settings** screen displays
- Step 2:** Click the **Teacher Setup** tab .
- Step 3:** Click **Add**. The **Teacher Setup** screen displays.
- Step 4:** Fill in the **Teacher Information** section.
- Step 5:** Click **Save**.



## DELETING A TEACHER

Follow the steps below to delete a teacher:

- Step 1:** Click **Administration** on your **Home** screen.
- Step 2:** Click the **Teacher Setup** tab .
- Step 3:** Select the teacher to be removed from the **Teacher** drop-down box.
- Step 4:** Click **Remove**. The **Remove Teacher** dialog box displays:
- Step 5:** Click either **Yes** or **No**.



## Student Setup

### Overview

This section teaches you how to:

- Access and use the **Student Setup** screen
- Add a student to SOS
- Delete a student from SOS

Before students can get started in SOS Student, they need to be “enrolled.” The Switched-On Schoolhouse® 2008 School Edition allows you to have as many students as necessary. The **Student Setup** tab allows you to set up students with customized options so the SOS learning experience best fits their individual needs. Student Setup allows you to create students on an individual basis.

### GETTING TO THE STUDENT SETUP SCREEN

Access the Student Setup screen from your **Home** screen by clicking **Administration** and then the **Student Setup** tab.

### ADDING A STUDENT TO SOS

To add a student to SOS:

- Step 1:** On your **Home** screen, click **Administration** to see the **Assignment Settings** screen.
- Step 2:** Click the **Student Setup** tab to open the **Student Setup** screen.
- Step 4:** Click **Add**.
- Step 5:** Complete the **Student Information** boxes (as shown to the right).
- Step 6:** Choose the appropriate **Distance Learning Option** for this student:
  - **LAN,**
  - **Remote Access,** or
  - **Synchronization**
- Step 7:** Select the appropriate Bible translation from the **Bible translation** drop-down menu.
- Step 8:** Check **Homepage Calculator** and **Homepage Periodic Table** if you want this student to have access to the those resources from his/her home page.
- Step 9:** Check **Password Control** if this student must use a password to only access the Student application.
- Step 10:** Verify that the **Activate Student** option is auto-selected.
- Step 11:** Click **Save** to retain the student’s registration. If you are saving any customized options (Bible translation, access to the Homepage Calculator, and/or access to the Homepage Periodic Table) the message “**Settings have been customized**” appears on your screen.



Student Information	
First Name	Tyler
Last Name	Conroy
Username	Tyler
Password	xxxx
Global ID	

## ADDING A REMOTE PARENT TO SOS

As soon as you click **Save** after adding a student with remote access to SOS, you have the option to add the associated Remote Parent user. A new section appears on the **Student Setup** tab, below the **Distance Learning Options**:



The screenshot shows the 'Student Setup' tab in the SOS Admin interface. The 'Remote Parent' section is highlighted, showing an 'Add' button and a 'Class List' dropdown. The 'Add' button is located below the 'Remote Parent' box. The 'Class List' dropdown is set to '2008-2009'.

**Step 1:** Click the **Add** button below the **Remote Parent** box. A small window opens to allow you to enter the Remote Parent information:

- Username
- First Name
- Last Name
- Password



**Choose Parent** is a dropdown selection box, used to edit information, if you enter more than one parent for a student.



The screenshot shows the 'RemoteParentFrm' window. It contains a 'Choose Parent' dropdown, 'Username', 'First Name', 'Last Name', and 'Password' textboxes, and 'Add New Parent' and 'Add Existing Parent' buttons.

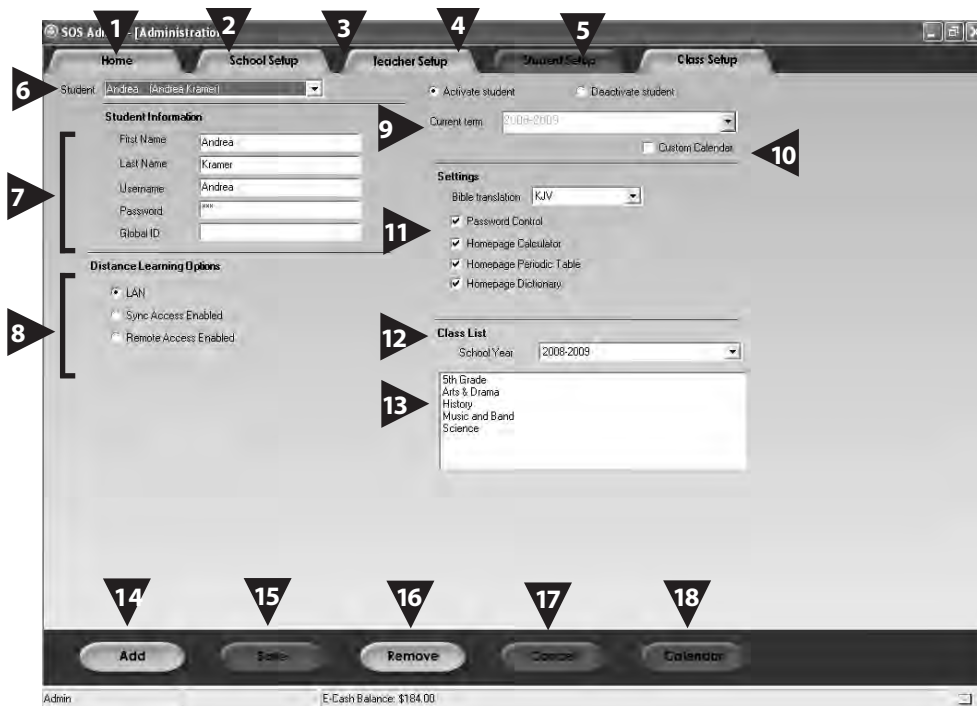
To enter a new **Remote Parent** user:

- Step 1:** Click **Add New Parent**. All textboxes except the **Choose Parent** dropdown box are activated.
- Step 2:** Enter **Username, First Name, Last Name,** and **Password**.
- Step 3:** Click **OK**.

If you are adding a subsequent student in a family group, instead of adding a new parent account, you have the option of using an existing **Remote Parent** user.

To use an existing **Remote Parent** user:

- Step 1:** Click **Add Existing Parent** on the **Remote Parent Frm**.
- Step 2:** Click the **Choose Parent** dropdown box and select the parent you wish to assign to this student.
- Step 3:** Click **OK** to associate this remote access student to this **Remote Parent** user.



## Student Setup Screen

Once you have added a student, the populated Student Setup screens appears. If you wish to access the information for an existing student, simply click the **Student:** drop-down menu and select the student you want to view or edit.

- 1 — **Home tab** — This tab takes you back to the **Home** screen.
- 2 — **School Setup tab** — This tab indicates you are on the **School Setup** screen.
- 3 — **Teacher Setup tab** — Click this tab to go to the **Teacher Setup** screen where you can add or remove teacher information.
- 4 — **Student Setup tab** — Click this tab to go to the **Student Setup** screen where you can edit student information and customize learning for individual students. By choosing a particular student from the drop-down menu, this screen also shows what classes the student is enrolled in during the specified school year.
- 5 — **Class Setup tab** — Click this tab to go to the **Class Setup** screen where you can view (or edit) what classes each student is enrolled in and which teacher(s) is assigned to the class(es).
- 6 — **Student drop-down menu** — **Student** drop-down menu displays all “registered” students.
- 7 — **Student Information:**

**First name** — Displays the student’s first name in this box.

**Last name** — Displays the student’s last name in this box. (This field is not required.)

**User name** — Displays the name the student wishes to go by while working in SOS.

**Password** — This box contains the password that a student might use to log into SOS Student. It is up to you if you want the student to log in with a password or not.



A student has the ability to change his/her own password in SOS Student. However, as an Admin or teacher, you may override this password by simply entering a new one into the **Password** box at any time.

**Global ID** — This tracking field is optional and can be left blank. If used, the Global ID can be anything you choose (i.e., full name or user name) but must be unique to each individual.

**8 — Distance Learning Options:**

**LAN** — Leave this option selected if the student will be working only at the school and not using either of the distance learning options.

**Sync Access Enabled** — If this teacher will be using Synchronization access, select this option.

**Remote Access Enabled** — If this teacher will be using Remote Access access, select this option

**9 — Current term** — This drop-down lets you select a school term for the student, if you are using a custom calendar. The drop-down menu only becomes enabled after the **Custom Calendar** box is checked. If the student has subjects assigned in multiple school terms, it is particularly important to choose the right term.

**10 — Custom Calendar** — Check this if the current student has a customized calendar rather than a traditional academic calendar. A custom calendar is only displayed if DL is the Distance Learning Option selected for this student.

**11 — Settings:**

**Bible translation** — Allows you to select the Bible translation you want students to see and use in their assignments. Select either the King James Version (KJV) or the New American Standard Bible® (NASB).

**Password control** — Check this to allow the student to change his/her password at any time. If this box is not checked, the password cannot be changed without a teacher's assistance.

**Homepage Calculator** — Check this box if you want students to be able to use the SOS Calculator from their Homepage.

**Homepage Periodic Table** — Check this box if you want students to be able to use the SOS Periodic Table from their Homepage.

**Homepage Dictionary** — Check this box if you want students to be able to use the SOS Dictionary from their Homepage.

**12 — School Year** — Use this drop-down menu to select a school year. The year's classes appear in the box immediately below, indicating that the student who was selected in the **Student** drop-down menu is enrolled in these classes for this particular term.

**13 — Class list box** — This display-only box lists the classes the student is enrolled in during a particular term.

**14 — Add** — Click this button to add a student to SOS.

**15 — Save** — Click this button to save any changes you have made on the screen.

**16 — Remove** — Click this button to delete a student from SOS.

**17 — Cancel** — Click this button to cancel any changes you have not saved.

**18 — Calendar** — Click this button to see the calendar of the student selected in the **Student** drop-down menu, if he/she has a custom calendar. Otherwise, this option is not active.

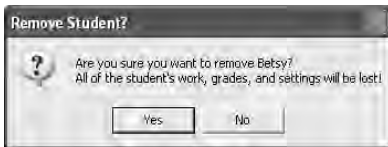
**19 — Activate Student** — Any student you enroll in SOS is automatically activated, meaning he/she can access and work in SOS Student.

**20 — Deactivate Student** — If, at anytime, you do NOT want a student able to login to SOS, you may, without deleting a student's information, click the "Deactivate Student" setting.. A deactivated student appears in the **Class** list in **SOS Admin** and on the **At A Glance** screen in **SOS Teacher**, but curriculum cannot be assigned to him/her. The student is not able to login to SOS until you reactivate him/her, by removing the checkmark in this box.

## DELETING A STUDENT FROM SOS

To delete a student from SOS:

- Step 1:** Click **Administration** on your **Home** screen.
- Step 2:** Click the **Student Setup** tab to select the **Student Setup** screen.
- Step 3:** Using the **Student:** drop-down menu, select the student you want to remove from SOS.
- Step 4:** Click Remove. A small **Remove Student?** dialog box displays:
- Step 5:** Click **Yes** or **No**.



## Class Setup

### Overview

This section teaches you how to:

- Access and use the **Class Setup** screen
- Add a class
- Add a class to a term
- Delete a class
- Assign a teacher to a class
- Change who teaches a class
- Assign a student to a class
- Assign additional students to a class
- Reassign a student from one class to another class
- Change who is enrolled in a class
- Remove a student from a class

You must set up classes and assign students to them before students can begin work in SOS. "Class" is simply a term that refers to a grouping of students and a teacher. You may name it anything that you consider appropriate. For elementary grades, a class might be a grade level or it can be named after a teacher, such as "Mrs. Smith's class." For older students, who may have different "periods", you might want to use individual subjects, such as "Chemistry" or "Algebra."

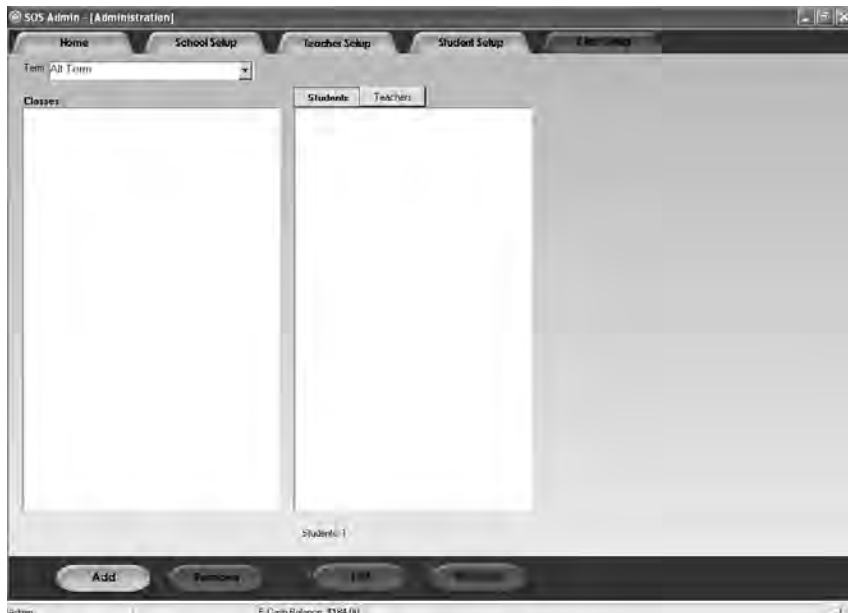
The **Class Setup** screen allows you to set up students on a school level. The **Class Setup** screen is split in half vertically. One half is used to assign classes to a term; the other half is used to assign student(s) and the teacher to a class. Click the class title to see which students are enrolled in the class and who is teaching it.

A count of students in the class displays at the bottom of the screen below the student button. This count only displays when a class is selected in the left-hand column.

## GETTING TO THE CLASS SETUP SCREEN

To access the **Class Setup** screen:

- Step 1:** Click **Administration** your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:



## POPULATING A BLANK CLASS SETUP SCREEN

When the **Class Setup** screen initially displays, the screen is blank. Follow the steps below to populate the **Class Setup** screen so you can see and change specific class, student, and teacher information.

- Step 1:** Click **Administration** your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3:** Select the appropriate term from the **Term:** drop-down menu. The classes for that term display in the **Classes** section (shown at right).
- Step 4:** Click a class to see which students are enrolled in that class.
- Step 5:** Click the **Teachers** tab to see who is teaching the class.



## The Class Setup Screen

After you have selected a term and any classes, students, and teachers, the **Class Setup** screen is fully populated. An example of a populated **Class Setup** screen is displayed on the following page.

- 1 — Home tab** — Returns you to the **Home** screen.
- 2 — School Setup tab** — Indicates you are on the **School Setup** screen.
- 3 — Teacher Setup tab** — Click to go to the **Teacher Setup** screen to add or remove teacher information.
- 4 — Student Setup tab** — Click to go to the **Student Setup** screen to edit student information and customize learning for individual students. Choosing a particular student from the drop-down menu displays what classes the student is enrolled in during the specified school year.
- 5 — Class Setup tab** — Click to go to the **Class Setup** screen to view (or edit) what classes each student is enrolled in and which teacher(s) is assigned to the class(es).
- 6 — Term drop-down menu** — Use to select a school term for the student. Depending on the student, this term may or may not have calendar dates associated with it. Also, if the student has subjects assigned in multiple school terms, it is particularly important to choose the right term in this box.
- 7 — Classes** — After selecting the term, the classes associated to that term display in the left pane.
- 8 — Students** — Students enrolled in the selected class display in the right pane.



# SOS Admin



**9 — Teachers** — Select the **Teacher** tab to see the teacher(s) assigned to the selected class in the right pane.



You may need to click either the **Student** box or the **Teacher** box if the opposite of what you are looking for is displayed.

**10 — Add** — Click to add a class to SOS.

**11 — Remove** — Click to delete a class from SOS.

**12 — Edit** — Click to edit either the teacher and/or students that are assigned to the selected class.

**13 — Reassign** — Click to reassign a student from one class to another.



If the **Edit** button was selected (for either teachers or students), the **Save** button is activated in the same position where the **Edit** button was and the **Cancel** button appears where the **Reassign** button was previously located. To return to the **Edit** and **Reassign** options, click **Save** to retain any changes made or **Cancel** to discard any unsaved changes.

**14 — Student Count** — Displays the total number of students enrolled in this class.

## ADDING A CLASS

To add a class:

- Step 1:** Click **Administration** your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3:** Click **Add**.
- Step 4:** Type the name of the class in the **Classes** section in the left pane.
- Step 5:** Press **Enter** or click anywhere inside the left pane to add the class.

## ADDING A CLASS TO A TERM

To assign a class to a term:

- Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3:** Select the appropriate term from the **Term:** drop-down menu. The classes for that term display in the **Classes** section.
- Step 4:** Click **Add**.
- Step 5:** Type the name of the class in the **Classes** section over "{New Class}".
- Step 6:** Click anywhere inside the left pane to add the class.



## DELETING A CLASS

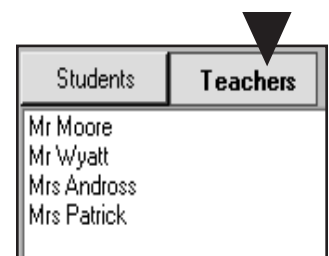
To delete a class:

- Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3:** Click the class you want to remove in the **Classes** section in the left pane.
- Step 4:** Click **Remove**.
- Step 5:** Click anywhere inside the left pane to delete the class from the class listing.

## ASSIGNING A TEACHER TO A CLASS

To assign a teacher to a class:

- Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3:** Click **Add**.
- Step 4:** Type the name of the class in the **Classes** section in the left pane.
- Step 5:** Press **Enter** or click anywhere inside the left pane.
- Step 6:** Click **Edit**.
- Step 7:** Check the teacher you want to assign to the class from the list of teachers that displays
- Step 8:** Click **Ok** when you are finished.



## CHANGING WHO TEACHES A CLASS

To change who teaches a class:

- Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3:** Select the appropriate term from the **Term:** drop-down menu. The classes for that term display in the **Classes** section.
- Step 4:** Highlight and select the appropriate class.
- Step 5:** Click the **Teachers** tab to see who is currently assigned to teach the class.
- Step 6:** Click **Edit** to see a list of all the teachers.
- Step 7:** Check the appropriate box to add a class to the teacher's schedule.

**Step 8:** Remove the checkmark from the box beside the teacher's name to delete the class from the teacher's schedule.

**Step 9:** Click **Save** to retain your selections.

## ASSIGNING A STUDENT TO A CLASS

To assign a student to a class:

**Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.

**Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:

**Step 3:** Highlight or verify that the correct class is highlighted on the left.

**Step 4:** Click **Edit** located on the right-hand side of the screen.

**Step 5:** Check the desired student(s) from the list of students that displays.:

**Step 6:** Click **Ok..**

Students	Teachers
<input checked="" type="checkbox"/>	Andrea
<input type="checkbox"/>	Ashley
<input checked="" type="checkbox"/>	Brad
<input type="checkbox"/>	Brittney
<input checked="" type="checkbox"/>	Cade
<input type="checkbox"/>	Claudia
<input type="checkbox"/>	Kevin
<input checked="" type="checkbox"/>	Kim
<input checked="" type="checkbox"/>	Lori
<input type="checkbox"/>	Madison
<input checked="" type="checkbox"/>	Mason
<input checked="" type="checkbox"/>	Ravi
<input checked="" type="checkbox"/>	Robin
<input checked="" type="checkbox"/>	Ryan
<input checked="" type="checkbox"/>	Spencer
<input checked="" type="checkbox"/>	Sylvia
<input type="checkbox"/>	Tara
<input checked="" type="checkbox"/>	Trace
<input checked="" type="checkbox"/>	Travis
<input type="checkbox"/>	Tyler

## ADDING ADDITIONAL STUDENTS TO A CLASS

To add additional students to a class:

**Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.

**Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:

**Step 3:** Highlight or verify that the correct class is highlighted on the left.

**Step 4:** Click **Edit** located on the right-hand side of the screen.

**Step 6:** Check the student(s) you want to add to the class.

**Step 7:** Click **Ok** when you are finished.

**Step 8:** Click **Save** to retain your selections, or **Cancel** to start over or switch to the default settings.

## REASSIGNING A STUDENT FROM ONE CLASS TO ANOTHER CLASS

To move a student from one class to another class:

**Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.

**Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:

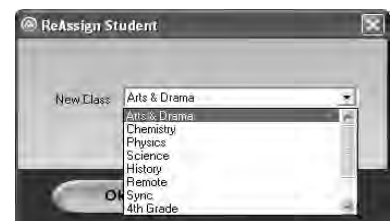
**Step 3:** Highlight or verify that the correct class is highlighted on the left.

**Step 4:** Click the **Students** box and select the student you want to reassign in the **Students** side of the screen. **Reassign** becomes active.

**Step 6:** Click **Reassign**. The **Reassign Student** pop-up box displays..

**Step 7:** Select the class (using the dropdown menu) to which you want the student assigned.

**Step 8:** Click **Ok** if you are finished.



## CHANGING WHO IS ENROLLED IN A CLASS

To change who is enrolled in a class:

- Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3** Select the appropriate term from the **Term:** drop-down menu. The classes for that term display in the **Classes** section.
- Step 4:** Highlight and select the appropriate class.
- Step 5:** Click the **Students** tab to see who is currently enrolled.
- Step 6:** Click **Edit** to see a list of all the students.
- Step 7:** Check the appropriate box to add a student.
- Step 8:** Click the box beside the student's name you want to remove from the class or click the box to add a checkmark next to the name of a student you want to add to the class..
- Step 9:** Click **Save** to retain your selections, or click **Cancel** to start over or switch to the default settings.

## REMOVING A STUDENT FROM A CLASS

To remove a student from a class:

- Step 1:** Click **Administration** on your **Home** screen and the **School Setup/Assignment Settings** screen displays.
- Step 2:** Click the **Class Setup** tab. A blank **Class Setup** screen displays:
- Step 3** Select the appropriate term from the **Term:** drop-down menu. The classes for that term display in the **Classes** section.
- Step 4:** Highlight and select the appropriate class.
- Step 5:** Click **Edit** (located at the bottom of the right pane).
- Step 6:** Check the student(s) you want to remove from the class.
- Step 7:** Click **Ok** when you are finished.
- Step 8:** Click **Save** to retain your selections, or click **Cancel** to start over or switch to the default settings.



# SOS Admin

## Messages

This section teaches you how to:

- Send a message
- Read a message
- Copy and paste a message
- Print a message
- Delete a message
- Sort messages
- Reply to a message
- Print a sent message
- Resend a sent message

Switched-On Schoolhouse® 2008 School Edition makes communicating with students and teachers really easy. With just a few clicks of the mouse, you can organize and keep track of the messages you send and receive as well as print messages for safekeeping.



### GETTING TO THE MESSAGES SCREENS

To get to the **Messages** screen, Click **Messages** on your **Home** screen. Your **Inbox** automatically opens.

## Inbox

### Do You Have Mail?

There are two ways to tell if you have mail:

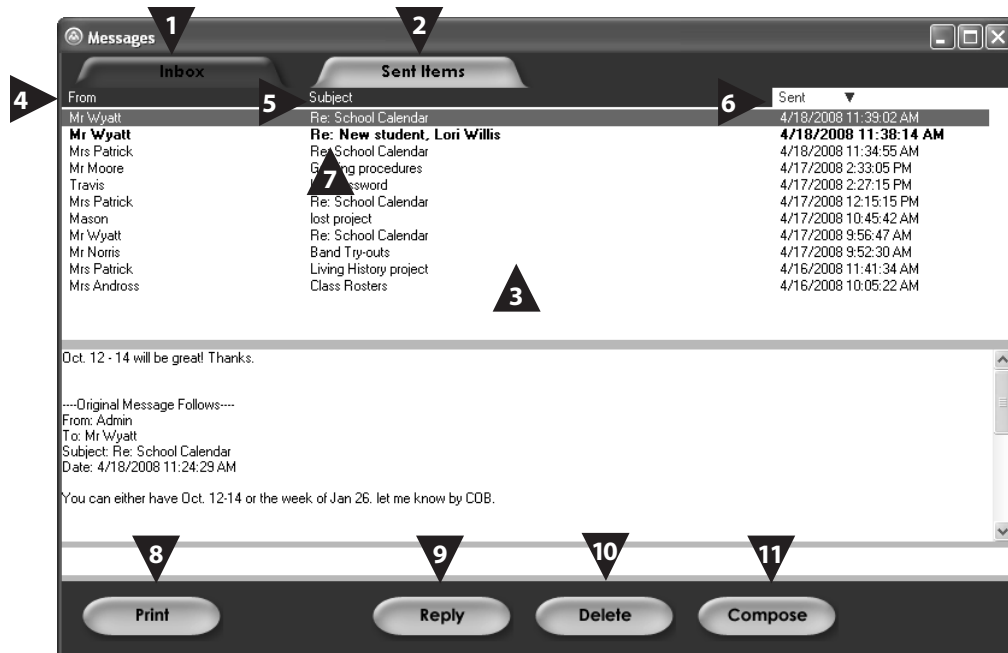
1. If you have any unread messages in your **Inbox**, a number appears on the **Messages** button, like this: .
2. The small envelope in the bottom right corner of your screen (any SOS screen) turns yellow and the number of unread messages appears beside it (  ).



Administrators and Teachers can click either envelope icon to go directly to your **Inbox** to read the message or see who it is from.

Students see the envelope icon on the bottom right corner of the screen, but cannot access their messages by clicking it. They must use the **Messages** button, either on their **Home** screen or from within their lessons. The **Messages** button within their lessons is disabled if they are taking a quiz or test.

On the next page is a picture of the **Inbox** screen and a short description of the different sections.



- 1 — **Inbox** — This tab indicates that you are in your **Messages Inbox**.
- 2 — **Sent Items** — Click to view messages you have recently sent to students, or teachers.
- 3 — **Message window** — Messages sent to you appear in the large window that displays on the lower portion of the **Inbox** screen. Click anywhere on a message in the top window to read the message. Just by glancing at the column headings, you can tell:
  - who sent the message (“from”)
  - what the message is about (“subject”)
  - when the message was sent (“sent”).
 You can also sort your messages by clicking the column titles.
- 4 — **From** — Displays the username of the teacher or student who sent you the message.
- 5 — **Subject** — Displays the title of the message sent to you.
- 6 — **Sent** — Displays when (date and time) a message was sent to you.
- 7 — **Bolded messages** — Messages you have not yet read appear in **boldface**.
- 8 — **Print** — Highlight the message you want to print and click this button.
- 9 — **Reply** — Click to reply to a message you have received from either a teacher or student.
- 10 — **Delete** — Click to permanently delete a message you no longer want in your **Inbox**.
- 11 — **Compose** — This button allows you to compose and send a brand-new message to either a teacher or a student.



To resize a window, place your cursor anywhere on the colored bar in the middle of the screen that separates the top and bottom windows. When your cursor changes in appearance, click and drag it either up or down to adjust the size of the windows.

## Sent Items

Now that you are familiar with your **Inbox**, let's take a look at the **Sent Items** screen, a screen that offers you a good way to keep track of your correspondence. It looks a lot like your **Inbox**. The major difference is that this screen shows you the messages you have sent rather than received.



It is a good idea to periodically clean out your **Sent Items**, deleting messages you don't need to keep.

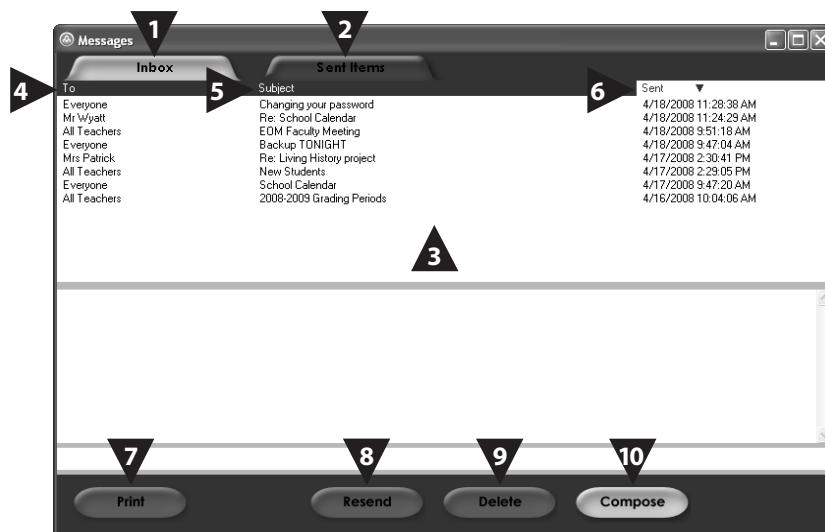
### GETTING TO THE SENT ITEMS SCREEN

To access the **Sent Items** screen in **Messages**:

- Step 1:** Click **Messages** your **Home** screen. Your **Inbox** automatically opens.
- Step 2:** Click the **Sent items** tab to see the **Sent Items** screen display.

### Sent Items Screen

Below is a picture of the **Sent Items** screen and a short description of the different sections.



- 1 — Inbox** — Click to view messages you have received from students, or teachers.
- 2 — Sent Items** — This tab indicates that you are in your **Messages Sent Items** window.
- 3 — Sent Items window** — There are three columns of information in the **Sent items** window just as the **Inbox**., Also, just like the **Inbox**, you can sort your messages by clicking the column titles.
- 4 — To** — Tells you to whom you have sent a message.
- 5 — Subject** — Gives you the title you gave to a message you sent.
- 6 — Sent** — Tells you when (date and time) you sent the message.
- 7 — Print** — Highlight the message you want to print and click this button.
- 8 — Resend** — Highlight the message you want to resend in your list of sent items and click this button.
- 9 — Delete** — Click to permanently delete a message you no longer want in your **Sent Items**.
- 10 — Compose** — Allows you to compose and send a brand new message to either a teacher or student.



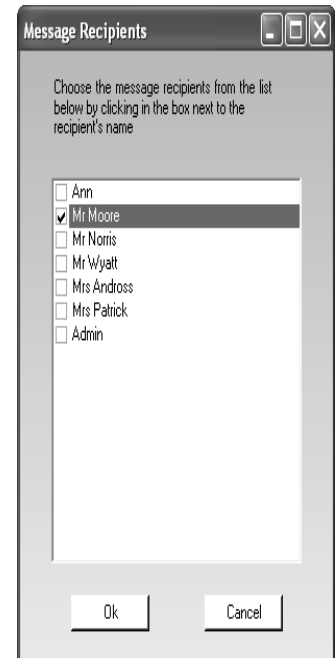
To resize a window, place your cursor anywhere on the colored bar in the middle of the screen that separates the top and bottom windows. When your cursor changes in appearance, click and drag it either up or down to adjust the size of the windows.

## Messages Screen Tasks

### SENDING A MESSAGE

To send a message to a teacher or student from either your **Inbox** or **Sent Items** screens:

- Step 1:** Click **Messages** on your **Home** screen to open your **Messages** screen.
- Step 2:** Choose either the **Inbox** or **Sent Items** tab. (Both screens work equally well.)
- Step 3:** Click **Compose**. The **Compose Message** window opens.
- Step 4:** Click **To:** to display the list of available recipients.
- Step 5:** Click the box next to each person or group to whom you want this message sent.
- Step 6:** Click **Ok** to return to the message.
- Step 7:** Enter a subject in the **Subject:** box for your message. Choose something that quickly tells your reader what your message is about.
- Step 8:** Type your message in the message window in the bottom half of the screen.
- Step 9:** Click **Print** if you want to print the message.
- Step 10:** Click **Send** when you are ready to send your message.



### READING A MESSAGE

Follow the steps below to read a message in either your **Inbox** or **Sent Items**:

- Step 1:** Click **Messages** on your **Home** screen to open your **Messages** screen.
- Step 2:** Stay on the **Inbox** tab if the message you want to read is new.
- Step 3:** Click the **Sent Items** tab if the message is one that you have sent in the past.
- Step 4:** Click anywhere on a message in the top window. The entire row—including **from**, **subject**, and **sent** information—is highlighted, and the content of the message appears in the message window below.



You may not modify the contents of a message in this window. However, you may copy and paste it into a new message or another computer application.

### MARKING A MESSAGE AS UNREAD

If you want a reminder to read a message again later, you can mark it as unread. It will appear in bold text in your **Inbox** as if you had never read the message. To do this:

- Step 1:** Position your cursor over the message you want to mark as unread.
- Step 2:** Right-click anywhere in the row containing the message.
- Step 3:** Select **Mark as Unread**. The message now appears bolded, as if never read.



## COPYING AND PASTING A MESSAGE

To copy and paste a message:

- Step 1:** Highlight the text you want to copy with your mouse.
- Step 2:** Press **Ctrl+C** (this copies the text you highlighted).
- Step 3:** Go to where you want to paste the message.
- Step 4:** Place your cursor where you want to paste your message and click.
- Step 5:** Press **Ctrl+V** (this pastes your message).

## PRINTING A MESSAGE

To print a message you have in either your **Inbox** or **Sent Items**:

- Step 1:** Click **Messages** on your **Home** screen to open your **Messages** screen.
- Step 2:** Stay on the **Inbox** tab if the message you want to read is new.
- Step 3:** Click the **Sent Items** tab if the message is one that you have sent in the past.
- Step 4:** Highlight the message you want to print.
- Step 5:** Click **Print**. Your computer's **Print** window opens.
- Step 6:** Print as you normally do from your computer.

## DELETING A MESSAGE

To delete a message you have in either your **Inbox** or **Sent Items**:

- Step 1:** Click **Messages** on your **Home** screen to open your **Messages** screen.
- Step 2:** Stay on the **Inbox** tab if the message you want to read is new.
- Step 3:** Click the **Sent Items** tab if the message is one that you have sent in the past.
- Step 4:** Highlight the message you want to delete.
- Step 6:** Click **Delete**. The message is now permanently deleted from either your **Inbox** or **Sent Items**.

## SORTING MESSAGES

Sort any of your messages according to sender, subject, or time sent. Doing this helps you organize your mail so you can easily find the messages for which you are looking. To sort your messages in either your **Inbox** or **Sent Items**:

- Step 1:** Click the name of the column heading by which you want to sort.
- Step 2:** Notice how each time you click, your messages are sorted by letter or number in ascending or descending order.

## REPLYING TO A MESSAGE

To reply to a message you have in either your **Inbox** or **Sent Items**:

- Step 1:** Click **Messages** on your **Home** screen to open your **Messages** screen.
- Step 2:** Select the message you want to reply to (shown in the top half of the screen) from either your **Inbox** or **Sent Items**.

**Step 3:** Click **Reply** at the bottom of the screen. A **Compose Message** window appears.

**Step 4:** Make sure the **To:** menu displays the name of the person to whom you want to reply.

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

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



This area also contains the original message you received, helping you and your reader to easily remember what the original message was about. If you do not want to include the original message in your reply, highlight it and delete it.

**Step 8:** Click **Print** if you want to print the message.

**Step 9:** Click **Send** when you are ready to send your message.



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

## PRINTING A SENT MESSAGE

To print a message that you have already sent and which is still in your **Sent Items**:

**Step 1:** Click **Messages** on your **Home** screen to open your **Messages** screen.

**Step 2:** Click the **Sent Items** tab.

**Step 3:** Highlight the message you want to print.

**Step 4:** Click **Print**. Your computer's **Print** window opens.

**Step 5:** Print as you normally do from your computer.

## RESENDING A SENT MESSAGE

To resend a message that you have already sent and which is still in your **Sent Items**:

**Step 1:** Click **Messages** on your **Home** screen to open your **Messages** screen.

**Step 2:** Click the **Sent Items** tab.

**Step 3:** Highlight the message you want to resend in your list of sent items

**Step 4:** Click **Send**. A note at the bottom of your screen displays, letting you know that your message was successfully resent. This message also appears at the top of your **Sent Items** window, showing the date and time the message was sent, probably just a few seconds ago.

## Application

This section gives you access to several of Switched-On Schoolhouse® 2008 School Edition’s high-level features. and teaches you how to:

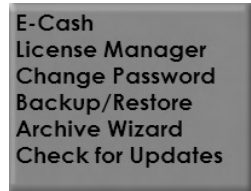
- Manage E-Cash
- Add or view the product key and license numbers
- Change your Admin password
- Create a back up copy of your database and restore it
- Archive a database
- Check on available updates for the SOS applications your school has purchased



Not everyone has E-Cash options. Therefore, your screen may differ slightly from the screens that appear in this section.

### GETTING TO THE APPLICATION OPTIONS

To access the **Application** options, click Application on your **Home** screen. A small submenu displays to the right of the button, with the available options from which to choose:



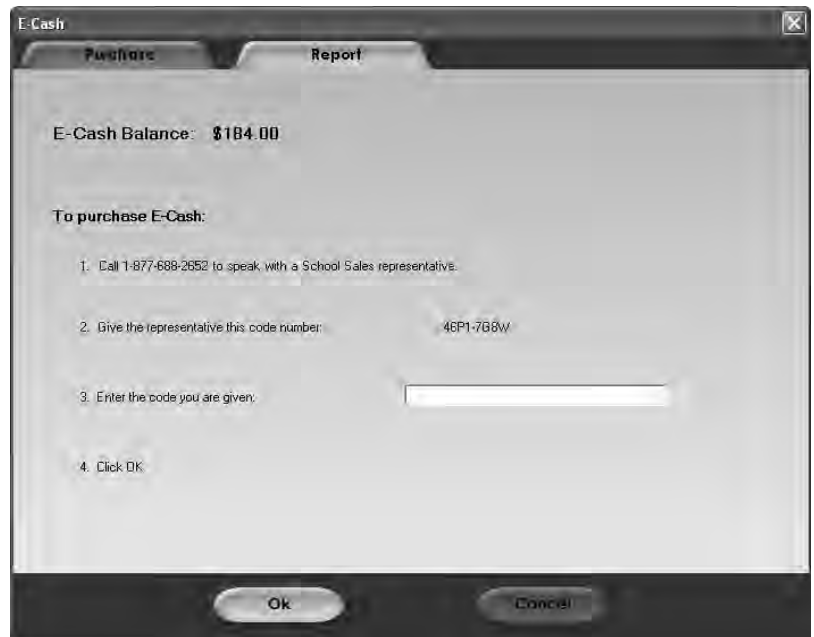
### E-Cash

E-Cash is the means by which you purchase usage of curriculum. It is usually set up at the time you originally installed SOS. Once the original amount of E-Cash is depleted, you must purchase more if you wish to continue adding curriculum for your school.

### PURCHASING E-CASH

To purchase additional E-Cash:

- Step 1:** Click Application on your **Home** screen to access the menu choices.
- Step 2:** Click **E-Cash**. A **Purchase/Report** screen displays
- Step 3:** Verify that your balance matches your records.
- Step 4:** Follow the instructions on the **E-Cash** screen:
- Step 5:** Click **Ok** when you are finished.



Do not close this window until you have entered the code onto the E-Cash screen.

## VIEWING E-CASH REPORTS

To see how previous E-Cash was spent:

**Step 1:** Click Application on your **Home** screen to access the menu choices.

**Step 2:** Click **E-Cash**. A **Purchase/Report** screen displays

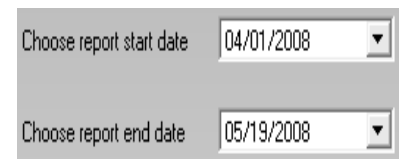
**Step 3:** Click the **Report** tab. The **E-Cash Report** screen displays:



**Step 4:** Using the arrows, select your **report start date** and **report end date**, or type in the desired dates manually.

**Step 5:** Select the type of report you want by clicking next to your selection:

- Full Report
- PowerGlide Report Only
- Student Report
- Purchases Only



If you select **Student Report**, a **Student** dropdown list is displayed below the date fields. Use it to select the student for whom you want to view or print a report.

**Step 7:** Click **Preview**. A listing of transactions for the specified time frame displays.

**Step 8:** Click **Print** to print the report.

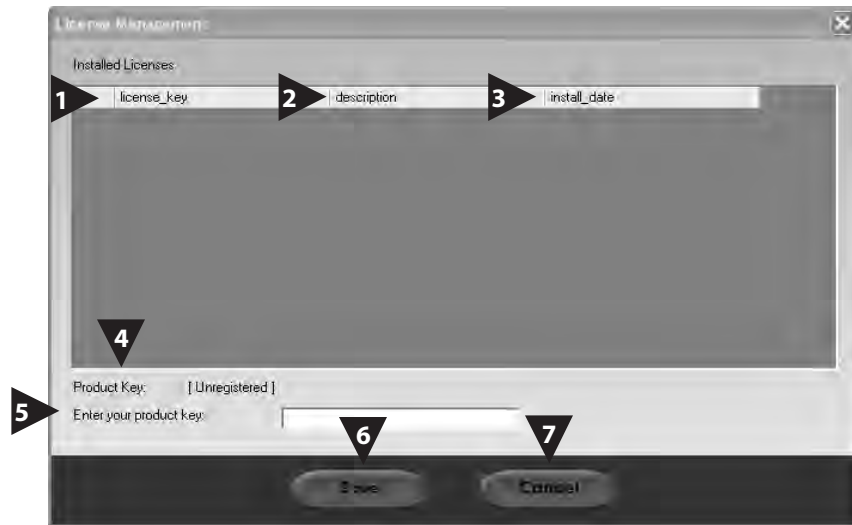


In addition to tracking your e-Cash purchases, SOS now provides a running e-Cash balance.

## License Manager

**License Manager** is generally used only once—when you initially set up SOS. This is where you enter your product key numbers, license key numbers, and any other licenses you installed to use SOS. This is probably the very first screen you saw and could not get past until you input all of the necessary information.

The **License Management** screen, shown on the following page, displays a description of the installed licenses, the key numbers you entered so that the licenses installed properly, the date and time of installation, and your product and license key numbers.



- 1 — **Description** — Tells you the “key” number of the license.
- 2 — **Key** — Is the name of the license or module.
- 3 — **Date Installed** — Gives you the date and time that particular license was installed.
- 4 — **Product Key** — Displays your product number.
- 5 — **Enter your license key** — Enter a license or module key number here.
- 6 — **Save** — Click this button to save any changes you have made on the screen.
- 7 — **Cancel** — Click this button to cancel any changes you have not yet saved.

## ADDING THE PRODUCT KEY AND LICENSES

To add the Product Key and Licenses after initial installation:

- Step 1:** Click Application on your **Home** screen to access the menu choices.
- Step 3:** Click **License Manager**. The **License Management** screen displays (shown above).
- Step 3:** Click the **Enter your product key:** box.
- Step 4:** Type the **Product Key** number found in the Switched-On Schoolhouse® 2008 School Edition materials.
- Step 5:** Click **Save** if you are satisfied with your entry. Click **Cancel** if you see an error.
- Step 7:** Repeat Steps 3—5 for each license that needs to be installed.
- Step 8:** Click the **X** in the upper right corner of the screen to close the **License Management** form.



A **Product Key** is unique to each school, and the numbers are not interchangeable between schools.

## Change Password

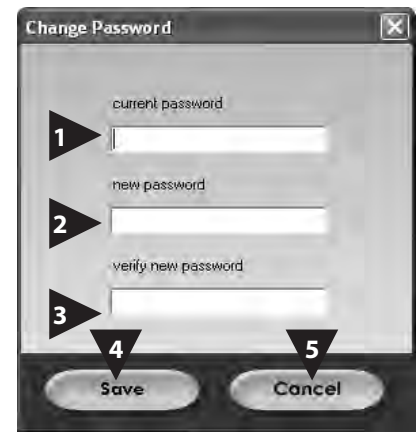
The **Change Password** window allows you to change the password you use to log in when you start SOS. For security reasons, the characters you type appear as a series of stars. Because password settings control what you, the teacher, and the students are permitted to access, it is important to know how the **Change Password** window works.

**Step 1:** Click Application on your **Home** screen to access the menu choices.

**Step 2:** Click **Change Password**. The **Change Password** window displays.

The **Change Password** window includes:

- 1 — **Current Password** — Type your current password in the current password field.
- 2 — **New Password** — Type your new password in the new password field.
- 3 — **Verify New Password** — Type your new password a second time in the verify new password field to confirm the new password you just entered.
- 4 — **Save** — Click this button to save any password changes you have made.
- 5 — **Cancel** — Click this button to cancel any changes you have not yet saved.



## CHANGING YOUR ADMIN PASSWORD

To change your login password:

**Step 1:** Click Application on your **Home** screen to access the menu choices.

**Step 2:** Click **Change Password**. The **Change Password** window displays.

**Step 3:** Enter your current password in the **current password** field.

**Step 4:** Enter your new password in the **new password** field.

**Step 5:** Enter your new password a second time in the **verify new password** field to confirm the new password you just entered.

**Step 6:** Click **Save** to retain your changes. The pop-up window disappears and you are back at your **Home** screen. The next time you start SOS, you will be required to log in using your new password.

**Step 7:** Click **Cancel** if you believe you have made an error or have decided against changing your password at this time.

## Backup/Restore

**Backup/Restore** is a feature that protects all of your data. Performing daily backups of your entire SOS database is critical to teachers and students. By copying student work and grades to a different location, you are safeguarding all student work and eliminating the fear that everything could be lost in the event of a problem with your computer's hard drive. A second advantage of performing backups is that everything is saved exactly as-is. At any time, you can restore a previously created backup.

In addition to daily backups, student work should be backed up whenever students might be away from their computers for any great length of time.

Before you begin backing up your data, keep the following points in mind:

- The backup file is too large to be saved to a floppy disk. Backing up to a flash drive is highly encouraged, as well as backing up to your hard drive and then burning the newly created backup file to a disc.
- The filename, including the path, must not exceed 256 characters.
- Verify that the drive you wish to use has sufficient free space and that you have write permissions for this drive.

## BACKING UP FILES

Before you begin a backup, have all students exit their schoolwork. The backup/restore operations can only be performed when there are no students currently doing schoolwork. Follow the steps below to back up your files:

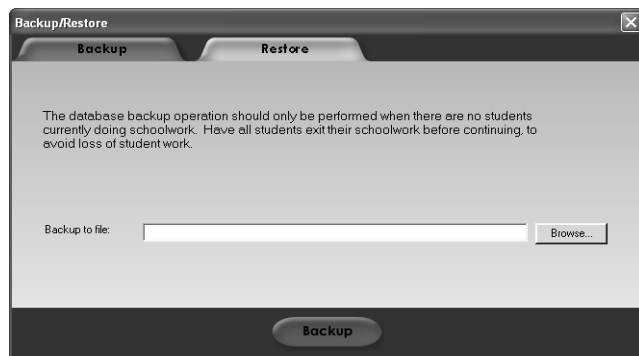
**Step 1:** Click **Application** on your **Home** screen to access the menu choices.

**Step 2:** Click **Backup/Restore**. A **Backup/Restore** window appears:

**Step 3:** Click the **Backup to file:** box and type the name of the file you want to back up. If you do not want to use the default location that SOS gives you, click **Browse** to choose your own location.



If a file already exists with the file name you chose, a message box appears, telling you that the file already exists. Click **Yes** if you want to replace it with the new file.



**Step 4:** Click **Save**. The window from your own computer closes and the **Backup/Restore** window redisplay.

**Step 5:** Click **Backup** to back up your files to the location you chose in **Step 4**. Because this process copies the entire database, it may take a few minutes. When the process is finished, a message box appears advising you that a backup was successfully created.

**Step 7:** Click **Ok**. You have now backed up your entire SOS database.

## RESTORING FILES

Before you begin, have all students exit their schoolwork so that nothing is lost. Like the backup operation, the restore operation can only be performed when there are no students currently doing schoolwork. :

**Step 1:** Click **Application** on your **Home** screen to access the menu choices.

**Step 2:** Click **Backup/Restore**. A **Backup/Restore** window appears.

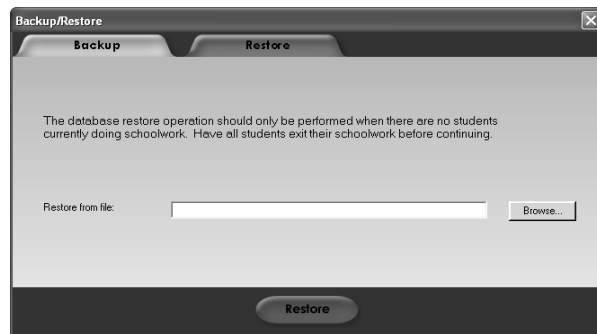
**Step 3:** Click the **Restore** tab to highlight it. The **Restore** screen displays, meaning you can now begin restoring your SOS data.

**Step 4:** Click the **Browse** button. A window appears for you to locate and open the backed-up SOS database file you want to restore. Unless you selected your own name for this file, it is probably still called "SOSBackup."

**Step 6:** Type the SA password if the **Enter SA password** textbox appears.

**Step 7:** Click **Restore**. A message appears telling you that the database restore is in progress. When the process is finished, another message box appears telling you that the data was successfully restored.

**Step 8:** Click **Ok**. You have now restored your entire SOS database.



## Archive Wizard

The **Archive Wizard** allows you to archive all information associated with either a term or a class. For example, you can archive “2008-2009” as a term or perhaps you want to archive the “2008-2009 Consumer Math” class only.

Archiving a term or class removes all events, calendar information, settings and all student information associated with the term or class. Associated user information is copied to the archive database, but not removed from the school database. Additionally, if you are archiving a term, all class information is also removed while if you archive a class, it does not remove the term.

Archived data is saved to another database that allows you to view it. Any work performed on data in the archive database is not transferable to the school database.



Archived data is only available for LAN teachers. Remote Access and Sync Teachers cannot access the archive database.

You are prompted to perform a backup prior to archiving data. The application does not allow you to continue until the backup has been performed.

To access the **Archive Wizard**, click **Application** on your **Home** page..



If your school uses full SQL, you also see another textbox at the bottom of this screen asking you to enter your System Admin password.

**Step 1:** Select **Archive by Term** or **Archive by Class**.

**Step 2:** Select the term you want to archive. (The current term is not listed since the application does not allow you to archive the current term.) If you selected **Archive by Class**, select the term containing the class to archive and select the class. Click **Next** when you are ready to continue.

**Step 3:** Select the location where you want to save the backup file. Select a location with sufficient space to store both the backup file and the database files.



Do not select the Desktop as the archive / backup location.



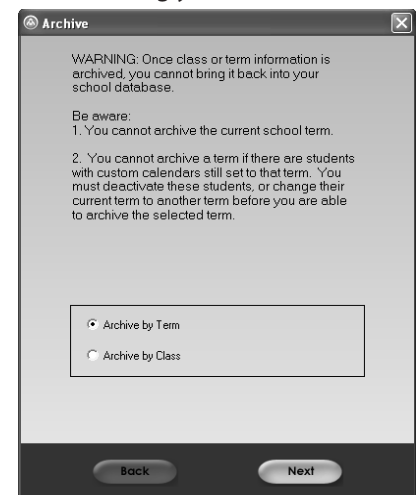
You must have enough space for all files in the location you select. A message displays if there is not enough space for the archived files.

**Step 4:** Click **Open** after you select the location for the archive database. An **Archive in Progress** message displays.

After you have successfully created an archive database, a message displays advising you that the archive database has been created and that you can view the information in the archive database, by using the teacher application.



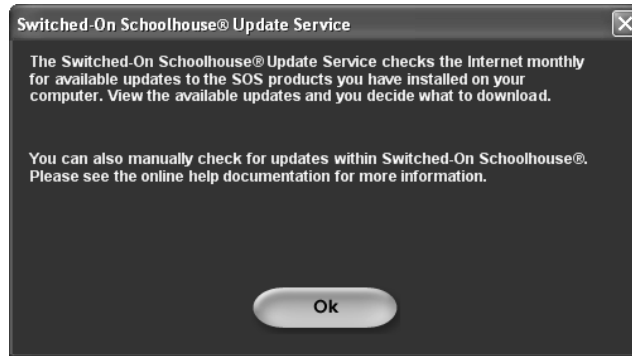
Be sure to write down the username and password in the message as you need them to log into the archive database.



## Check for Updates

The last option available from the **Application** button is **Check for Updates**. SOS automatically checks for application updates every 30 days. To check for updates sooner:

- Step 1:** Click **Application** on your **Home** screen to access the menu choices.
- Step 2:** Click **Check for Updates**. The **Check for Updates** screen appears



- Step 4:** Click **Ok** to start the check or **Cancel** to return to your **Home** screen.
- Step 5:** Click **Ok** to see if there are any available updates.



As the Admin, you make the decision if updates are to be made available to your school.

# Reports

This section teaches you how to:

- Create a report card
- Create a grade report
- Create a connection report
- Create an inactivity report
- Create a shutdown report

Switched-On Schoolhouse® 2008 School Edition automatically records student scores and keeps up-to-date records of grades and activities. As students answer problems, their work is graded and their scores are recorded. When they finish assignments, their assignment, unit, and subject scores are computed and displayed on both the **Schoolwork** screens in SOS Student and the **Lesson Plan** screens in SOS Teacher. This is designed so that teachers and students can easily see, at any given time, what progress is being made.

The SOS **Reports** button consolidates all this information, allowing you to view and print student grades. Not only do you have up-to-the-minute status on how students are progressing, but you also have the ability to print reports for student records.

There are five types of reports available for you:

- **Report Card** — Tells you a student's subject grades
- **Grade Report** — Tells you not only a student's subject grades, but also the individual unit and assignment grades within the subjects
- **Connection Report** — Tells you when Remote Access and Sync students last accessed the server
- **Inactivity Report** — Tells you which students have not been working in SOS during the selected time period
- **Shutdown Report** — Tells you which, if any students have improperly shutdown SOS Student while taking a quiz or test

## GETTING TO THE REPORTS OPTIONS

To get to the **Reports** options click Reports on your **Home** screen. A small menu appears to the right of the button.



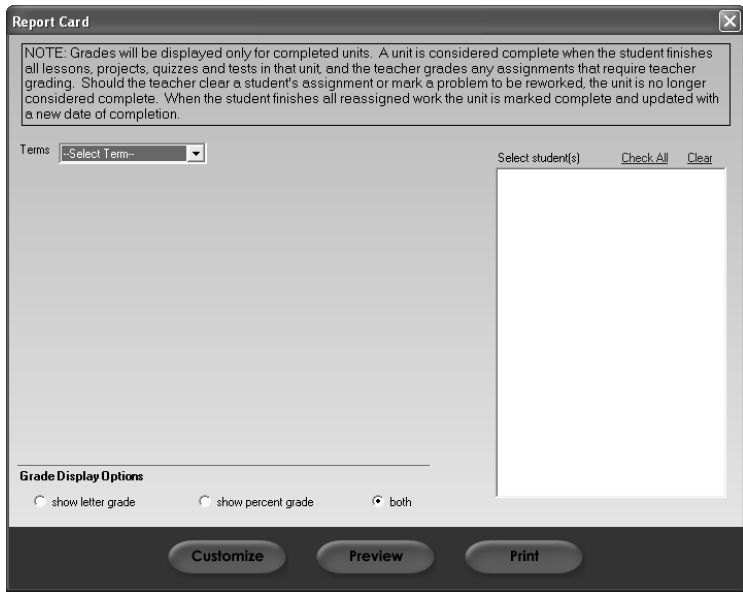
It is important to remember that only fully completed units are included when creating both the **Report Card** and the **Grade Report**. If there is any outstanding work to be completed or graded, that unit is not included in the grade calculation.

## CREATING A REPORT CARD

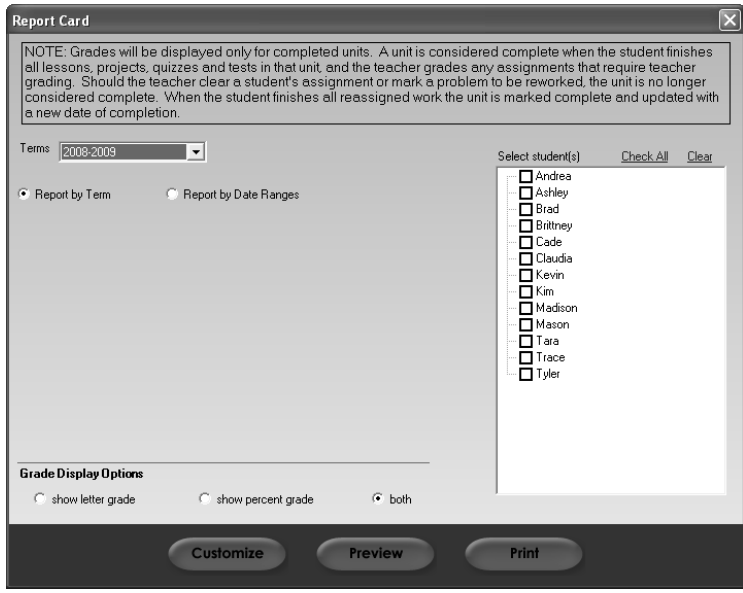
To create a report card listing the grades students are receiving in their subjects:

- Step 1:** Click **Reports** on your **Home** screen..
- Step 2:** Select **Report Card**. The **Report Card** window (shown on the next page) opens.

Report Card  
Grade Report  
Connection Report  
Inactivity Report  
Shutdown Report



**Step 3:** Select a school term from the **Term** drop-down menu. A new **Report Card** screen appears, similar to the one shown below, indicating all the students that are enrolled in that term.



**Step 4:** Below the **Term** drop-down menu, you see two options for report card periods, **Report by Term** and **Report by Date Ranges**. Select the grading period for which you want a report card. If you select **Report by Term**, continue with Step 8. If you select **Report by Date Ranges**, a screen like the one below Step 7 appears. Continue with Step 5.

**Report by Date Ranges** is an option only if your school term is set up as a full-year term.

**Step 5:** Enter the number of grading periods you want either by typing in the number or using the small arrow to the right of the grading periods box to select the number of grading periods you want. You can select 1, 2, 3, or 4 grading periods.

**Step 6:** Enter the dates you want either by typing in the start date and end date or by using the tiny calendars and selecting the dates. You must enter dates for each grading period you selected in Step 5. The first period start date and last period end date reflect the term start and end dates. You may change these to meet your needs, keeping in mind that the dates cannot overlap.



For a completed unit to be reflected in a certain grading period, the unit completion date must fall between the grading period start and end dates.

**Step 7:** Click the checkboxes (shown at right) next to the name(s) of the student(s) for whom you want to print report cards. Or, click **Check All** to choose all the students; click **Clear** to erase your selections.




As you select student names, indicating that you want to print report cards for them, notice that the buttons at the bottom of the window become enabled, allowing you to click them.


**Step 8:** In the **Grade display options** section, choose one of the three following options (shown below):



All customized report card data is saved if you selected **Report by Term**. If you selected **Report by Date Ranges**, only the comments are saved. These comments appear the next time a report card is created. You can add to these notes any time you create a report card.

**Step 9:** Click **Customize**, if you want to customize your report card by adding additional subjects (even non-SOS classes), grades, or comments. The **Customize Report Card** window (as displayed on the next page) appears.



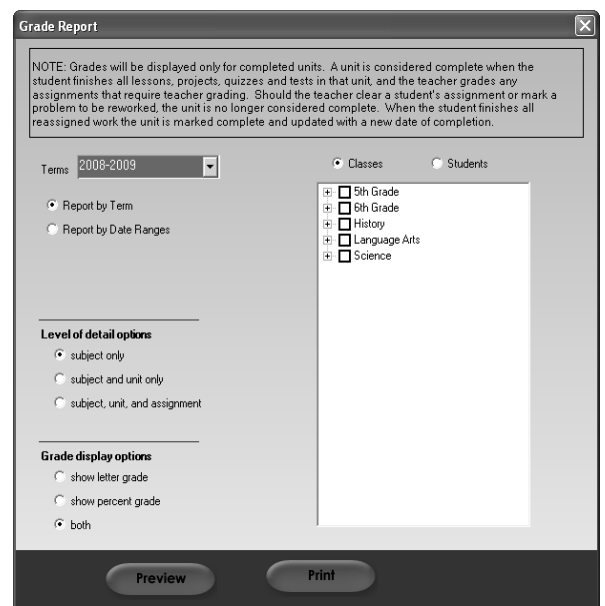
- Step 10:** Using the **Student List** drop-down menu, select the name of the student for whom you want to customize the report card.
- Step 11:** Type any additional subjects or grades in the appropriate boxes, adding these new entries to the student's list of subjects. You may also add any of your own comments in the **Comments** window.
-  You cannot use a special character, including any punctuation marks in the subject name when customizing a **Report Card**.
- Step 12:** Click **Close** to close the window when you are finished customizing the report card. This information is retained for future grading periods if you selected **Report by Term**. If you selected **Report by Date Range**, only the comments are retained.
- Step 13:** Click **Preview** to see a preview of the report card you have created.
- Step 14:** Click **Print** to print the report card you have created. It prints exactly as you have set it up and exactly as it appears on the **Preview** screen.

## CREATING A GRADE REPORT

To create a grade report that tells what grades students are receiving in their subjects, units, and assignments:

- Step 1:** Click **Reports** on your **Home** screen..
- Step 2:** Select **Grade Report**. The **Grade Report** window opens:
- Step 3:** Select a school term from the **Terms** drop-down menu. The **Grade Report** you create lists subjects, units, and assignments from within this school term.

On the **Term** drop-down menu, you see two options for grade report periods, **Report by Term** and **Report by Date Ranges**. Select the grading period for which you want a grade report. If you select **Report by Term**, continue with **Step 5**. If you select **Report by Date Ranges**, a screen like the one on the following appears. Use the small arrows to the right of the **Start date** and **End date** boxes to select the date range for which you wish to create a **Grade Report**. You cannot select **Report by Date Ranges** unless you selected a full year term in **Step 3**.



Report by Term  
 Report by Date Ranges  
 Start date: 09/02/2008  
 End date: 06/10/2009

**Step 4:** Click the checkboxes next to the classes you want to print **Grade Reports** for, or the name(s) of the student(s) for whom you want to print **Grade Reports**. As you make your selections, indicating that you want to print **Grade Reports** for the students and or classes, notice that the buttons at the bottom of the window are enabled, allowing you to click them. As on the **Report Card**, you can click **Check All** to choose all the students or click **Clear** to erase your selections.

Classes  Students

- 5th Grade
- 6th Grade
  - Ashley
  - Brittney
  - Claudia
  - Madison
  - Tara
  - Tyler
- History
- Language Arts
- Science

Classes  Students

- Andrea
- Ashley
- Brad
- Brittney
- Cade
- Claudia
- Kevin
- Kim
- Madison
- Mason
- Tara
- Trace
- Tyler

**Step 5:** Choose one of the three following options in the **Level of detail options** section:

**Level of detail options**

subject only  
 subject and unit only  
 subject, unit, and assignment

**Step 6:** In the **Grade display options** section, choose one of the three following options:

**Grade Display Options**

show letter grade  
 show percent grade  
 both

**Step 7:** Click **Preview** to see a preview of the grade report you have created.

**Step 8:** Click **Print** to print the grade report. It will print exactly as you have set it up and exactly as it appears on the **Preview** screen.



The Grade Report only includes completed units, meaning all work for the unit is submitted and graded. For a completed unit to be reflected in a certain grading period, the unit completion date must fall between the grading period start and end dates.

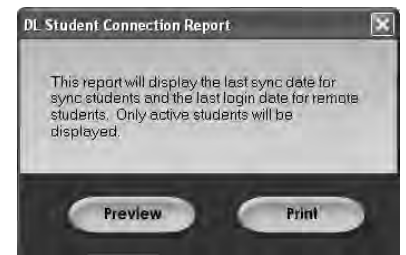
## CREATING A CONNECTION REPORT

The **Connection Report** that provides you with the following information about active Distance Learning (DL) students enrolled in your school:

- Date of report
- Student name (last name, first name)
- Student User name
- Last connection date for Remote Access students or date of last synchronization for students using Sync access

To create a **Connection Report**:

- Step 1:** Click **Reports** on your **Home** screen..
- Step 2:** Select **Connection Report**. The **DL Student Connection Report** selection window (shown to the right) opens.
- Step 3:** Click **Preview** to display the report on your screen or **Print** and follow the normal print procedures for your computer.



A sample of the **DL Student Connection Report** is displayed below.

Student Name	Username	Last Connection Date
Rangapura, Ravi	Ravi	none
Riley, Robin	Robin	5/7/2008 10:52:35 AM
Robillard, Ryan	Ryan	none
Schroeder, Spencer	Spencer	none
Slade, Sylvia	Sylvia	none

## CREATING AN INACTIVITY REPORT

The **Inactivity Report** provides you with information about students who show no activity logged against their student user name during the period selected. The following information about these students is displayed:

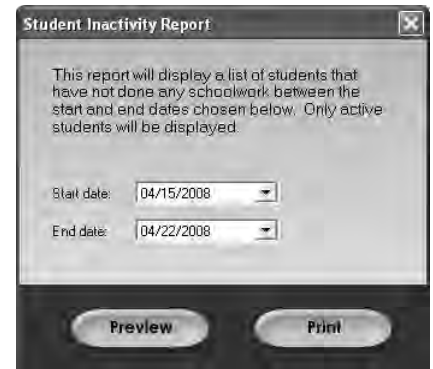
- Dates you selected
- Student name (last name, first name)
- Student User name



ANY activity that affects the student record also impacts the students listed in this report. For example, if the teacher grades an assignment or if teachers or parents regenerate due dates during the requested time period, the application reads that student record as having been active during the requested period.

To create a student **Inactivity Report**:

- Step 1:** Click **Reports** on your **Home** screen..
- Step 2:** Select **Inactivity Report**. The **Student Inactivity Report** selection window (shown to the right) opens.
- Step 4:** Use the drop-down arrows to select the **Start** and **End Dates** for the report period or simply type in the dates using the format in the **Start Date** and **End Date** text boxes.
- Step 5:** Click **Preview** to view the **Student Inactivity Report** on your screen. Click **Print** and follow the normal print process for your computer to create a paper copy of the report. A sample of the **Student Inactivity Report** is displayed below.

A screenshot of a software window titled "Switched-On Schoolhouse" with a subtitle "Student Inactivity Report". The window displays the report for the period "From: 4/15/2008" to "To: 4/22/2008". The report is presented as a table with two columns: "Student Name" and "Username".

Student Name	Username
Gray, Brittney	Brittney
Kramer, Andrea	Andrea
Thompson, Brad	Brad
Willis, Lori	Lori

## CREATING A SHUTDOWN REPORT

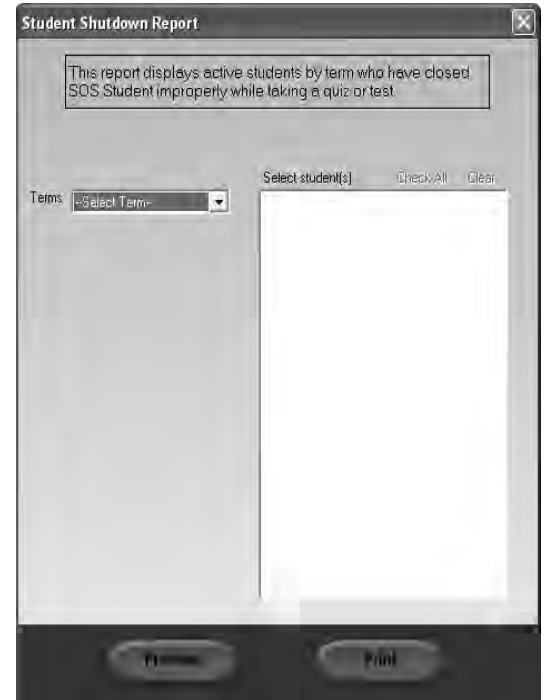
The **Shutdown Report** provides you with a list of students who improperly shutdown (closed out) SOS Student while taking a quiz or test during the selected term.

The following information about these students is displayed:

- Student Name (last name, first name)
- Student User Name
- Subject
- Unit
- Assignment
- Date Opened

To create a **Shutdown Report**:

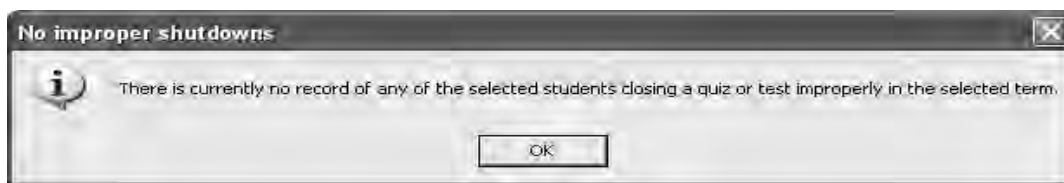
- Step 1:** Click **Reports** on your **Home** screen..
- Step 2:** Select **Shutdown Report**. The **Student Shutdown Report** selection window (shown to the right) opens.
- Step 3:** Select a school term from the **Terms** drop-down menu.
- Step 4:** Select the students you want by clicking the box beside their name or click **Check All**.
- Step 5:** Click **Preview** to display the report on your screen or **Print** and follow the normal print procedures for your computer.



A sample of the **Student Shutdown Report** is displayed below

Student Name	Username	Subject	Unit	Assignment	Date Opened
Conroy, Tyler	Tyler	Bible 600 (2008)	FROM CREATION TO MOSES	Quiz 1	5/20/2008 10:10:48 AM

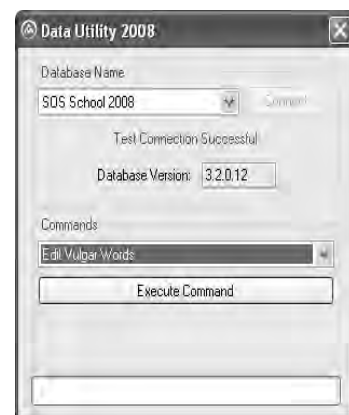
If there are no students who have improperly closed out of SOS Student while taking a quiz or test, a message similar to the one below displays when you click **Preview**.




## Filtering Words in the Dictionary

If you or any of your teachers identify a need to limit particular words or phrases you do not want your students to see as part of a definition or in a synonym/antonym listing, while using the dictionary in SOS; this tool allows you to specify words and phrases to be filtered or unfiltered in the SOS dictionary. To use:

- Step 1:** Insert the SOS 2008 installation disc in your drive. The **SOS 2008 Setup** window opens automatically.
- Step 2:** Click **Close**.
- Step 3:** Go to **My Computer**.
- Step 4:** Right-click the CD-ROM drive containing the installation disc. Select **Open**.
- Step 5:** Double-click the **Tools** folder.
- Step 6:** Double-click the **Data Utility** folder.
- Step 7:** Double-click the **Data Utility.exe** icon. The **Data Utility 2008** window opens.
- Step 8:** Select the **Database Name** you want to use, if it is not already displayed, click the dropdown box to select the one you want.
- Step 9:** Click **Connect**.
- Step 10:** In the Commands section, click the dropdown arrow and select **Edit Vulgar Words**.
- Step 11:** Click **Execute Command**. The **Edit Vulgar Words** box opens.




- Step 12:** Enter the word or phrase you want excluded in the textbox at the top of the window.
- Step 13:** Click **Exclude Word**.
- Step 14:** Click  when you are finished, to exit the tool.

Repeat steps 12 and 13 for all words or phrases you want to filter out.

## ADDING WORDS BACK TO THE DICTIONARY

To return a filtered word or phrase to the dictionary:

- Follow steps 1 through 11 to access the list of filtered words and phrases. The list of filtered words will appear in the box in the center of the **Edit Vulgar Words** window (as seen on the previous page).
- Click the checkbox next to any words or phrases you want back in the dictionary.
- Click **Return Selected Word**.
- Click  when you are done to exit the tool.

The selected words or phrases are once again available in the SOS Dictionary.

## Using the SOS Electronic Help File

If you have questions or need help while you are working in SOS, open the easy-to-use electronic version of this reference guide:

- Step 1:** On your **Home** screen, click **Help**, the last of the buttons on your **Home** screen..
- Step 2:** Select **User Manual** from the menu. This opens an electronic help file that enables you to find answers to your questions with just a few simple clicks of the mouse.
- Step 3:** Click the relevant links to open the specific files to learn more about the topics you are researching.



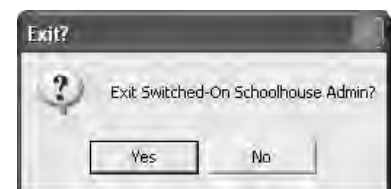
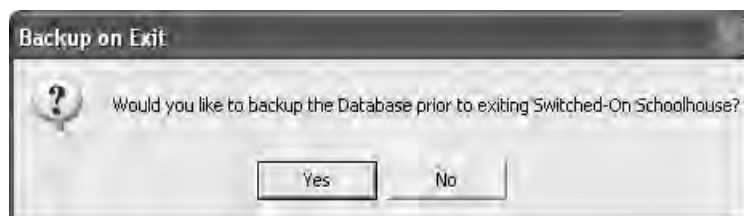
You can also access the help file by pressing F1 at any time while in SOS Admin.

The second option on the **Help** menu, **Tech Support and Content Feedback** links you directly to the AOP Schools support page. There you will find links to frequently asked questions about SOS, information about curriculum updates, the content feedback form, and much more.

## Exiting SOS

On your **Home** screen, choose one of the following options to exit SOS:

1. Click the **Close** button in the upper right-hand corner,
2. Click the **SOS icon** in the upper left-hand corner and select **Close** from the small menu that appears
3. Hold down the **Alt** key and press **F4** on your keyboard.
4. You will be asked if you are sure you want to exit SOS Admin.
5. Select **Yes** to continue or **No** to return to SOS Admin.
6. When you click **Yes**, you will be asked if you want to back up the database.



7. Click **Yes** to backup your database.
8. Click **No** to exit without backing up your database.