

Assignments

- Assignment Screen
- Assignment Types
- Doing Assignments
- Multimedia
- Problem Types

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Welcome to Switched-On Schoolhouse® 2009 School Edition

Switched-On Schoolhouse® 2009 School Edition (SOS) is a powerful educational tool that has been designed to engage students in learning and enhance the educational experience. It combines a traditional approach with multimedia, allowing students to build a solid educational foundation while interacting with the curriculum in a dynamic, hands-on way. It also uses a Christian curriculum that integrates Scripture and a biblical worldview throughout the activities and assignments.

SOS has been designed to be a lesson book, resource center, and teaching assistant all rolled into one. With a grading system that automatically grades and records most scores, it greatly reduces administrative workload, giving teachers more time with their students. It also offers the ability to customize SOS to best fit students' needs—teachers are able to create new units, design their own projects, rearrange the order of assignments, and even set different grading scales.

How to Use This Guide

This reference guide has been designed to help you quickly and easily find what you need. Each module has a list of objectives that highlight what is contained in that module. As you thumb through it, you see pictures and buttons along with quick explanations and handy tips. You are able to walk through step-by-step instructions that show you how to accomplish different tasks. Keep this guide bookmarked or next to your computer, using the organized table of contents to skip ahead to the pages you need.

This reference guide is divided into five separate modules:

INSTALLATION — Find out how to get everything up and running

SOS ADMIN — Find out what administrative tasks need to be done and how to do them

SOS TEACHER — Understand how to be the “teacher”: set up subjects, give out assignments, and communicate with your students

ASSIGNMENTS — Learn about your student's assignments: how they should be done, how they are graded, and the different types they (and you!) will encounter

DISTANCE LEARNING — Find out how to install and use SOS's two distance learning features: remote access and synchronization, as well as the DL Parent application.

If you need help, you can also contact Alpha Omega Publications Technical Support team by calling toll-free **1-800-735-4193** or visiting **www.aopschools.com** /support to access our Technical Support site.

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Assignments

For Teachers

SOS Assignments tells you everything you need to know about how your students do their assignments in Switched-On Schoolhouse® 2009 School Edition. You get a good look at different assignment types and learn how your students use the buttons and features on their **Assignment** screen in SOS Student to do their lessons, complete their projects, and take quizzes and tests. You can also find out how they should review for tests, print out assignments, and check their scores with just a few simple clicks of the mouse.

If it is specifics you are looking for, skip ahead to sneak a peek at some of the games and other elements that enhance their unique learning experience. Then, take a tour through all the major problem types in assignments, finding out not only how they work, but also how they are graded.

SOS Assignments is divided into five sections:

- Assignment Screen
- Assignment Types
- Doing Assignments
- Multimedia in Assignments
- Problem Types

These smaller sections teach you how to:

- Access the screens needed to complete student assignments
- Identify assignment types
- Complete assignments
- Use the different types of multimedia in SOS Student to your advantage
- Perform each problem type

This section teaches you how to:

- Access the **Assignment** screen from the SOS Student **Homepage**
- Identify each of the four types of assignments
- Identify presentations and problems in a lesson
- Identify problems your students have/have not completed
- Identify problems your students answered correctly/incorrectly
- Identify problems your students skipped or have been unassigned
- Identify problems your students have not received grades for
- Use the **Help** button

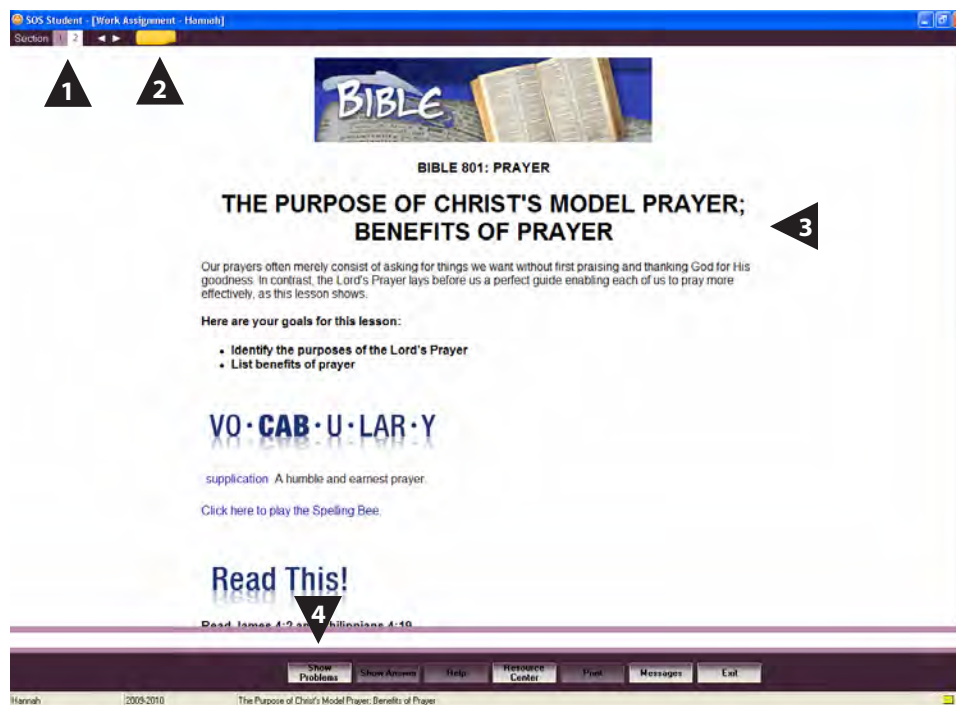
Assignment Screen

Assignments are made up of two major parts:

- **presentations** — presents new material for your students to learn
- **problems** — problems for your students to do based on new material they have just learned

The **Assignment** screen in SOS Student is where your students do their assignments. Since the **Assignment** screen acts as the “classroom,” this is probably where you and your students spend most of your time. The buttons and features always stay the same on this screen, but you notice that the content is different, depending on whether work is being done in a lesson, quiz, test, or project.

Below is a picture of the **Assignment** screen from SOS Student and a short description of its features.

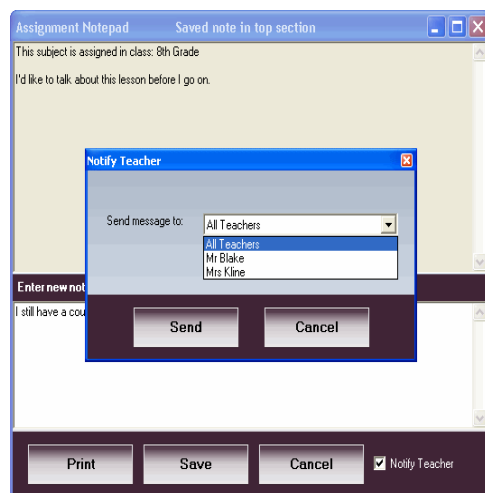


1 — Section guide — Sometimes, when there is a lot of information to cover, it is easier to see new information if it is broken up into smaller, bite-sized pieces. This area in the upper left corner tells you how many sections a presentation has been broken up into. Click any section number to see its information displayed. Click the left arrow to see the previous presentation; click the right arrow to see the next presentation.



If a section number is highlighted, you are looking at the information from that section.

2 — Assignment Notepad — The **Assignment Notepad** is a handy place for your students to jot down their notes about an assignment. They can also use this to ask you questions. In the bottom right corner is a box to check if they want to notify you that there is a message. If you respond to a student note, you can also send your response to any other teacher assigned to the same class. This also applies to notes sent from the **Problem Notepad**. New notes are entered in the lower half of the notepad. Already saved notes are retained in the upper half.

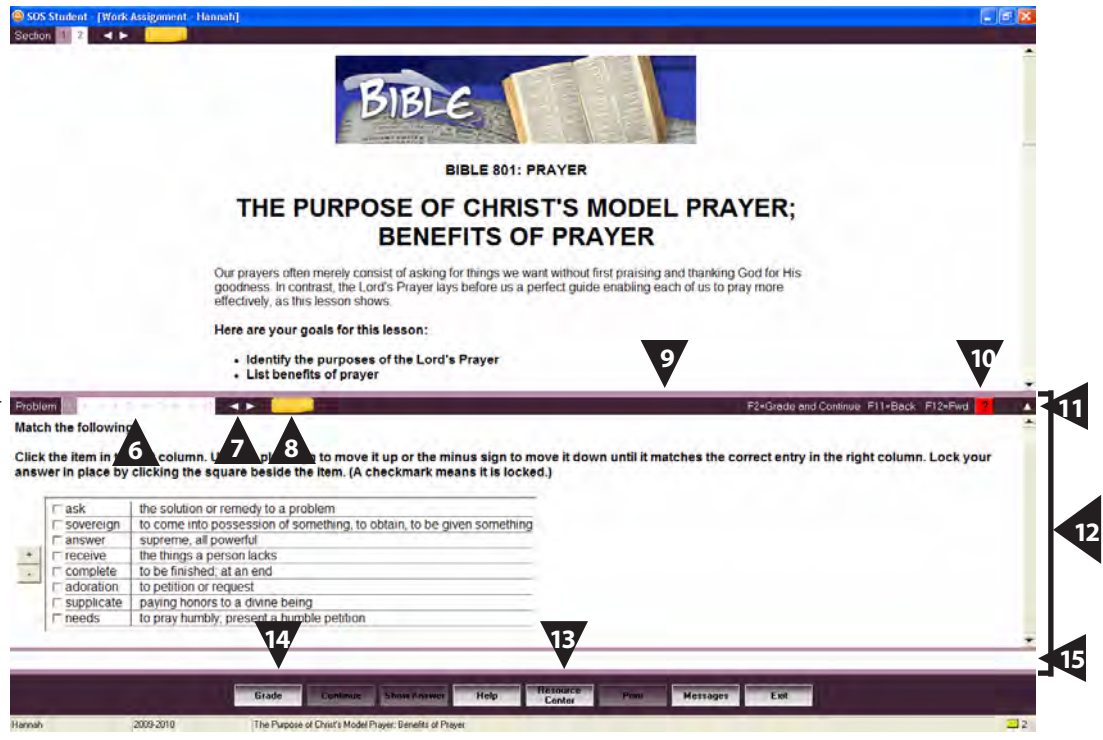


3 — Presentation area — The presentation area, located in the top half of the screen, is where the assignment material is presented to your students. You are able to not only click text and look at pictures, but also watch videos and play games in this area.

4 — Show Problems — After your students have read the assignment shown on the **Assignment** screen, they are ready to begin doing their problems. Clicking this button divides the **Assignment** screen into two sections: the assignment section that contains the assignment your students will read, and the problem section that contains the problems for them to complete. A picture of the **Assignment** screen split into an assignment section and a problem section is shown on the next page.

5 — Problems Toolbar — At the top of each problem area is a problem toolbar. This toolbar helps you move around through the problems and understand how your students performed on certain questions. Students can press the **F2** key, the **Grade** button (see item 14), or right-click the mouse button to navigate to the next question. (See image on following page.)

Assignments



6 — Problem Numbers — Every presentation area in a lesson has some problems associated with it. This is to ensure that your students understand what was covered in the lesson. This section of the problem toolbar tells you how many total problems the assignment has and displays them in batches of 10. Click any problem number to highlight it and see the problem below the **Problem Toolbar**.



As your students work through their problems, the presentation section that introduced the information is displayed in the presentation area of the window. It can be referred to at any point for clarification or help.

Problem Colors — Numbers in the Problem Toolbar are color-coded so that both you and your students can easily distinguish the status of each problem. The colors used include:

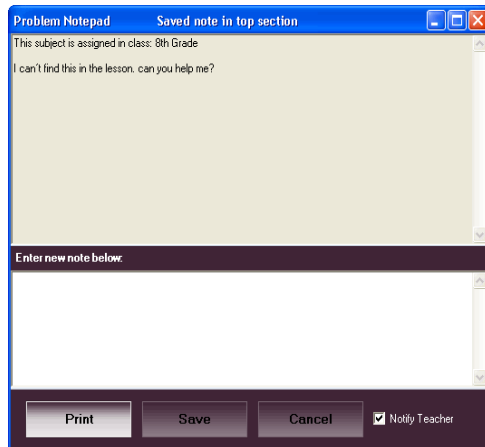
- **Gray** - problems not yet completed
- **Green** - problems answered correctly
- **Red** - problems with completely or partially incorrect answers
- **Blue with a line through the number** - problems you had your students skip or problems your students have skipped with your permission (via the Problems Help window)
- **Black** - ungraded problems (those that students have submitted, but require teacher grading)

7 — Arrows — Click these to see either the previous or the next problem.

8 — Problem Notepad — Works (and looks!) just like your **Assignment Notepad**, except you need to be in a problem section to access it. The **Problem Notepad** has the same uses as the **Assignment Notepad**: students can jot down thoughts about a problem or ask you questions about a problem. In the bottom right corner is a box to check if they do not want to notify you that there is a message. When you send a note using either notepad, you can also select to send to any teacher assigned to this class. (See example on next page.)



When a note is saved, a student can no longer delete or edit the note. It is retained in the top section of either the **Assignment** or **Problem Notepad**.



9 — Window resizing line — Place your cursor anywhere over the colored line that separates the presentation area from the problem area. When it changes in appearance, you can click and drag your cursor upwards or downwards, changing your window sizes and allowing you to see more or less information.

10 — Red Question Mark — When you click this button, a pop-up window opens with explanation about the particular type of problem displayed and instructions on how to work that type of problem.

11 — Upward-pointing arrow — At the very far end of the problem toolbar (look closely!) is a small arrow pointing upward. Click this “up” arrow to make the problems section automatically fill the whole screen. It also changes into a “down” arrow, allowing you to make your problems section small again with just one click.

12 — Problem area — Located in the lower half of the screen, this is where problems for each lesson display.

13 — Resource button — If you have given your students permission, they can click this button to access the Periodic Table of Elements or calculator in an assignment.

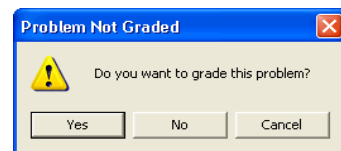


At times, students may be able to click some, but not all, of these buttons. When this happens, it is because you have not allowed them to perform the specific task that the button requires at that point in the lesson.

14 — Grade button — After your students have completed a problem, they can click **Grade** indicating they are finished with this problem. This immediately submits the answer for grading. If this problem must be graded by you, they see a message to that effect and receive a score at a later time. Most problems are computer graded so the student receives an immediate score.



Before moving on to the next problem, the student must click the **Grade** button. If this is not done, a small pop-up box (shown at right) displays, asking if the problem is ready to be graded.



As the teacher, you always have the option to change the grade on any computer-graded problem. Your students should remember that their grades are not final until their teacher, not the computer, says they are final.

15 — Score/comment bar — This area will remain blank until the problem has been completed. It displays how well a student scored on a problem: *That's Right Score: A:100% PointsReceived: 2/2 AttemptsUsed: 3*. Click any completed problem to see what grade the student earned.

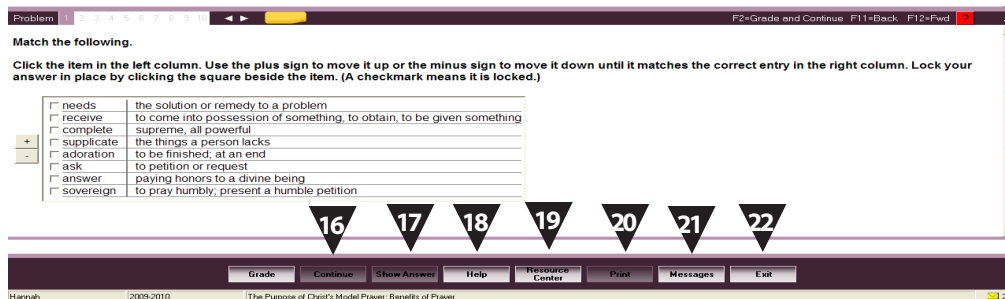
When a problem is completed, SOS tells you:

- what percentage was received out of 100%
- how many points were earned out of the total available (partial credit is possible if some, but not all, of a problem was completed correctly)
- the number of times the problem was attempted
- the number of remaining attempts in order to answer the problem correctly (you, as the teacher, can set it up so that your students will keep returning to problems until they either answer them correctly or run out of attempts)

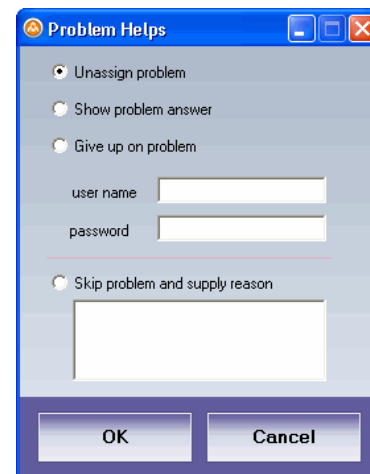


If a student is taking a quiz or test, the **Score/comment bar** is **bright yellow**. This acts as a reminder for both student and teacher.

Assignments



- 16 — Continue button** — After students have finished a problem and had it graded, clicking this button advances them to the next problem they need to complete.
- 17 — Show Answer button** — After students have used up all their attempts for answering a problem, clicking this button reveals the correct answer.
- 18 — Help button** — Your students can click this button when they are having problems with a particular problem. It won't tell them the answers, but a small pop-up window appears with three options (unassign, show answer, and give up/skip) they can choose from so that they can move forward. Your students are only able to use these options with your assistance.
- 19 — Resource Center button** — Clicking this opens the **Resource Center** menu.
- 20 — Print button** — With your permission, your students can click this button and print their assignments.
- 21 — Messages button** — Click this button to send messages to and receive messages while the assignment is open.
- 22 — Exit button** — Clicking this button exits the lesson.



ACCESSING AN ASSIGNMENT

Follow the steps below to access an assignment:

- Step 1:** Click **Schoolwork** on your Student **Homepage**. If you are using a MiSOS **Homepage**, click the **Click to see your Schoolwork** link in the **Schoolwork** widget and go to **Step 3**.
- Step 2:** Look very closely at the three tabs at the top of the screen. Make sure the **Assignments** tab is highlighted.
- Step 3:** Double-click an assignment title in the **Today's Schoolwork** section at the top of the screen. The selected assignment displays.

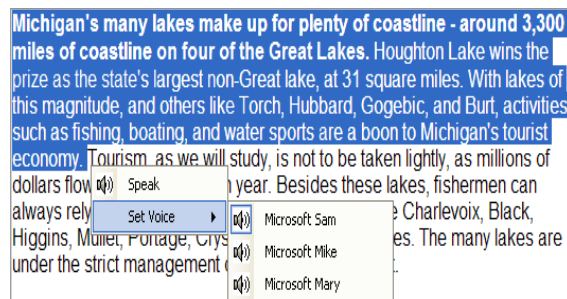


The **Today's Schoolwork** section at the top of the screen shows you a list of to-do's for the day. This includes not only new assignments, but also past-due assignments that still need to be completed. You will also see assignments here that have been started, but not yet finished. You can double-click any assignment title in **blue** to open it.

LISTEN TO THE TEXT

To hear the text on the screen:

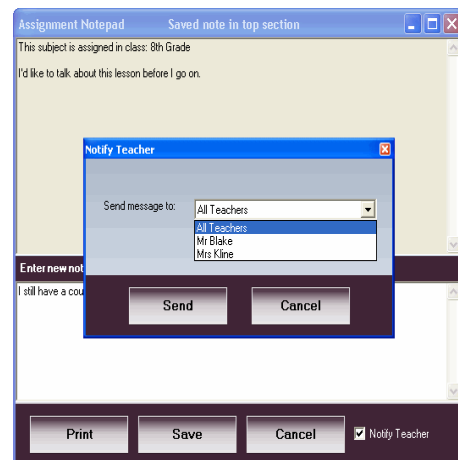
- Step 1:** Use your mouse to highlight the text you want to hear.
- Step 2:** Right-click to select one of the two choices offered.
- Step 3:** Speak — to hear the highlighted text immediately
- Step 4:** Set Voice — to select one of the choices offered and then click **Speak**.



USING THE ASSIGNMENT NOTEPAD

Your students may need help sending you messages from their **Assignment Notepad**. To help them send a notepad message to you via the **Assignment Notepad**:

- Step 1:** Click the **Assignment Notepad** from inside an assignment. A small **Assignment Notepad** window pops up (shown at right).
- Step 2:** The student enters the message where the cursor is blinking.
- Step 3:** Remove the checkmark in the **Notify Teacher** box if the message is not to be sent to a teacher.
- Step 4:** If more than one teacher is assigned to the class, the student can select which teacher receives the note. When the student clicks **Save** a small window opens. The student clicks the arrow to the right of **All Teachers** to select the one the student wants to receive this message.
- Step 5:** The student clicks **Save** to save the note or **Cancel** to cancel it.



On the **Assignment** screen, your **Assignment Notepad** looks like this **Note** if there is a note in it. Click the icon to open the notepad where you can type more, read any comments, or delete text.

USING THE PROBLEM NOTEPAD

Your students may need help sending you messages from their **Problem Notepad**. To help them send a notepad message to you via the **Problem Notepad**:

- Step 1:** Click the **Problem Notepad** from inside an assignment. A small **Problem Notepad** window pops up.
- Step 2:** The student enters the message where the cursor is blinking.
- Step 3:** Remove the checkmark in the **Notify Teacher** box if the message is not to be sent to a teacher.
- Step 4:** If more than one teacher is assigned to the class, the student can select which teacher receives the note. When the student clicks **Save** a small window opens. The student clicks the arrow to the right of **All Teachers** to select the one the student wants to receive this message.
- Step 5:** The student clicks **Save** to save the note or **Cancel** to cancel it.



On the **Assignment** screen, your **Problem Notepad** says "Note" if you saved your note. Click the notepad to open it and type more, read any comments, or delete text.

STUCK ON A PROBLEM?

Below are some suggestions or tips to share with your students when they are stuck on a problem:

- Go back to the lesson and review the information
- Ask a teacher for help
- Notify the teacher by leaving a message in your problem notepad
- Use the **Help** button

Assignments

USING THE HELP BUTTON

If a teacher is not available to help a student on a problem in a lesson, encourage the student to use the **Help** button by following the steps below:



Help is designed to be used by the student with assistance from a teacher. A teacher username and password is required.

Step 1: Click the problem number for which you need help. Make sure you are inside the lesson and your problems window is open.

Step 2: Click **Help** at the bottom of the screen. A small **Problem Helps** window appears as shown to the right.

Step 3: Click one of the following options:

- **Unassign problem** — Allows a student to unassign a problem so he/she does not have to do it. The problem number appears as grayed-out with a line drawn through it. (As the teacher, you always have the option to reassign the problem to the student.)
- **Show problem answer** — Allows the student to see the answer to a problem before he/she is finished working the problem.
- **Give up on problem** — Allows the student to stop working on a problem he/she just cannot seem to answer correctly. If you have given students an unlimited number of attempts at a problem, this allows them to break out of the loop and exit the assignment, instead of repeatedly being taken back to the same problem. Remind students that if they give up on a problem, it is graded as incorrect.

Step 4: Type a teacher's username in the username textbox.

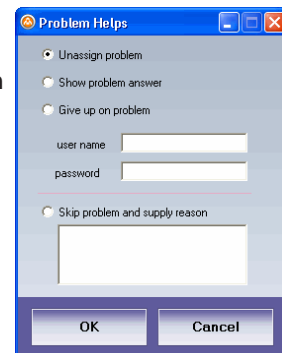
Step 5: Type a teacher's password in the password textbox.

Step 6: Click next to **Skip problem and supply reason** if you are skipping this problem.

Step 7: Type the reason why the problem is being skipped in the small textbox.

To access the above options, your students must have a teacher username and password.

Step 8: Click **Ok** when finished. The small window disappears, and the selected option is applied.



Assignment Types

This section teaches you how to:

- Identify each of the four types of assignments
- Identify presentations and problems in a lesson
- Identify the three types of quizzes
- Identify the three types of tests
- Identify what projects look like

SOS assignments have a dual purpose: to offer students new information, and to allow them an opportunity to practice using this new information. Your students will do work in four different assignment types in SOS:

- **Lessons** — consist of sections that teach students new information and provide them with problems to do
- **Quizzes** — give students a set of problems to do after every few lessons, trying to find out how much they have learned
- **Tests** — ask students to do problems in order to demonstrate what they have learned overall
- **Projects** — offer creative ways to help students use information they have learned in lessons

To receive a grade, students must do assignments. It is up to you if you want to designate certain assignment types as being worth more than others. Tests, for example, are usually a bigger part of a student’s overall grade than are lessons.

Most of the time, you find that students need to do many assignments in order to complete a unit. They have to do many units in order to complete a subject. Stress to your students that their scores on assignments affect their unit grade, subject grade, and overall class grade.

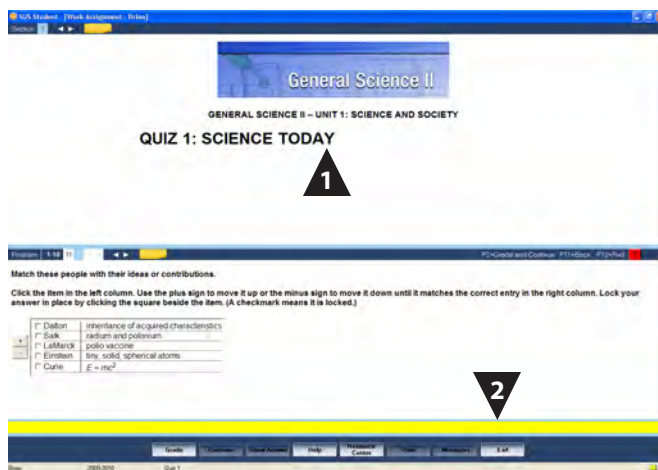
Lessons

Assignments are made up of two major sections:

- **presentations** — present new material for your students to learn
- **problems** — give your students problems to do based on the new material that was presented to them. (This area enlarges after clicking **Show Problems** at the bottom of the screen.)

Quizzes

Usually, after every few lessons, students take a quiz to demonstrate that they understand the material that was presented. It is a good idea to review for quizzes by going back through each of the lessons, reading through the information and walking through the problems. Below is a picture of how a typical quiz may appear:



Quiz assignment screens work very much like lesson assignment screens do, with most of the same buttons and features. However, there are a few differences:

- 1 — **Presentation area** — Because quizzes test students on information that has already been learned, there usually is not a lot of material in this section. Usually a student can just click **Show Problem** to begin doing problems.
- 2 — **Exit button** — Click this button to exit a quiz. A small window appears, asking the student if he/she is positive about exiting because a score of zero is given to any problems that have not yet been completed. Answer “No” to continue with the quiz or “Yes” to exit. Choosing “Yes” means the quiz could be graded as-is.



Notice the **yellow bar** on the bottom of the screen? This indicates the student is taking a quiz or test.

Assignments

Kinds of Quizzes

SOS presents quizzes in three different ways. You decide which kind to give your students:

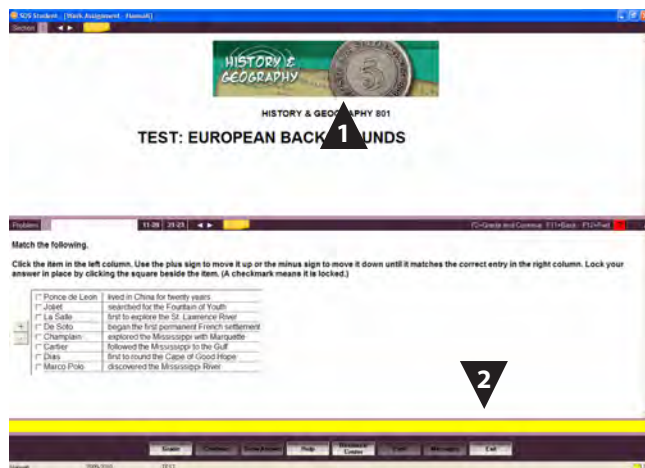
1. **Traditional Quizzes** — In a traditional quiz, students answer one problem at a time, with only one chance to answer a problem correctly. Once they are finished with a problem, they are not able to return to see a specific problem. Students need to make sure their final answer is their best answer before clicking **Grade**. Once students choose to leave a quiz, they are not allowed back into it. Any still-unanswered problems are graded as zero points.
2. **Open Page Quizzes** — In an open page quiz, students can work on problems and loop back through the problems, changing answers as many times as they want until they decide they are ready to exit. When they leave the quiz, any still-unanswered problems are graded as zero points.
3. **Open Book Quizzes** — In an open book quiz, students may exit and re-enter a quiz as many times as they wish. Each time they exit, they are asked whether they plan on returning at a later time. The quiz is scored only when they answer that they are not returning at a later time. At that time, any unanswered problems are graded as zero points.

You decide if your students see their score after each problem or if they must wait until they have finished the entire quiz.

You may also change any computer-graded problems. Your students' grades are not final until you, not the computer, say they are final.

Tests

Tests require students to demonstrate a solid understanding of what they have learned overall. It is a good idea to review for tests by going back through each of the lessons and quizzes, reading through the information, and walking through the problems. Below is a picture of what a typical test looks like:



Test assignment screens work very much like lesson assignment screens, with most of the same buttons and features. However, there are a few differences:

- 1 — **Presentation area** — Because tests, like quizzes, test on information that has already been learned, there usually is not a lot of material in this section. Most of the time, your students just click **Show Problems** and begin doing the problems.
- 2 — **Exit button** — Click this button to exit a test. A small window appears, asking the student if he/she is positive about exiting because a score of zero is given to any incomplete problems. Click **No** to continue with the quiz or **Yes** to exit. Choosing **Yes** means the test will be graded as-is.

Kinds of Tests

SOS presents tests in three different ways. You decide which kind to give your students:

1. **Traditional Tests** — In a traditional test, students answer one problem at a time and have only one chance to answer a problem correctly. Once they are finished with a problem, they are not able to return to see a specific problem. Students need to make sure their final answer is their best answer before clicking **Grade**. Once students choose to leave a test, they are not allowed to go back into it. Any still-unanswered problems are graded as zero points.
2. **Open Page Tests** — In an open page test, students can work on problems and loop back through the test, changing their answers as many times as they want until they decide they are ready to exit. When they leave the test, any still-unanswered problems are graded as zero points.
3. **Open Book Tests** — In an open book test, students may exit and re-enter a test as many times as they wish. Each time they exit, they are asked if they plan on returning at a later time. Only when they answer that they are not returning at a later time is the test scored. At that time, any unanswered problems are graded as zero points.

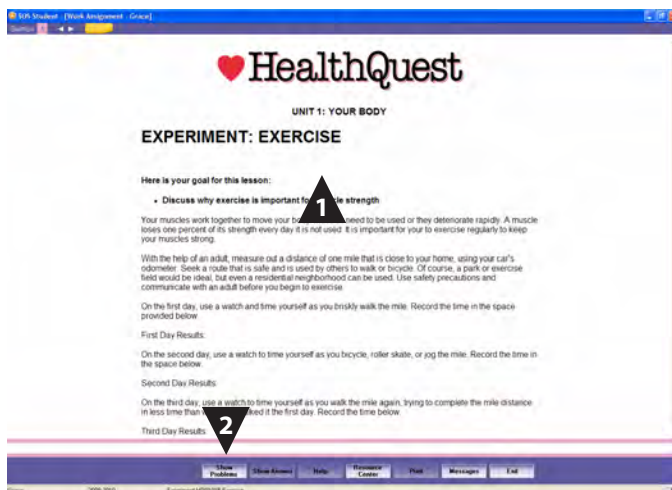
You decide whether your students immediately see their score after each problem or if they must wait until they have finished the entire quiz. You may also change any computer-graded problems. Your students' grades are not final until you, not the computer, say they are final.



Remember, you can decide if a student can see a test after it has been completed. Instructions to change this can be found in the Teacher Reference Guide on page T-59.

Projects

Projects offer creative ways for students to use the information they have learned in lessons. They may consist of extra reading or writing activities, hands-on experiments, library research, interviews, artwork—anything. You can also create your own projects to help go along with their lessons. Below is a picture of what a typical project looks like:



Project assignment screens work very much like lesson assignment screens, with most of the same buttons and features. There are just a few differences.

- 1 — **Presentation area** — This section provides students with the instructions and background information they need to do the project. It may consist of graphics, videos, or weblinks as well as text.
- 2 — **Show Problems button** — Click the button to begin work on the project. Instructions or links will display for your student to click if they need to do some writing. Once students submit a project for grading, they are not able to make changes to it unless you send it back to them to rework.



Assignments

Doing Assignments

This section teaches you how to:

- Start or continue work on an assignment
- Access assignments through the **Assignment** or **Lesson Plan** screen
- Use the Periodic Table, calculator, or dictionary in an assignment
- Send or receive messages from inside an assignment
- Print an assignment
- Use the **Review Assignment** screen
- Review a completed assignment using either the **Assignment** screen or the **Lesson Plan** screen

This section focuses primarily on how your students complete and review their assignments using SOS Student.



Although this section is specifically for you, the teacher, many of the tasks are written as if it is the student performing the task.

DOING AN ASSIGNMENT FROM THE ASSIGNMENT SCREEN

To start or continue working on an assignment from the **Assignment** screen:

- Step 1:** Click **Schoolwork** on your **Homepage** (or **Click to see your schoolwork** in the **Schoolwork** widget). The **Assignment** screen appears.
- Step 2:** Double-click any row in the top section, **Today's Assignments**, that appears in **blue**. The selected **Student Work Assignment** screen opens.
- Step 3:** Read and learn the material in the **Presentation** section. You may highlight text using the **highlight** buttons at the top of the section. You may also use the **Assignment Notepad** to jot down a few notes or questions about the lesson.
- Step 4:** Click **Show Problems** when you are ready to work the problems. The **Problems** section opens. You can use the arrow on the far right side of the problem toolbar to expand this section.
- Step 5:** Work through each problem, making sure to click **Grade** or press **F2** to submit each answer before moving on to the next problem. You can also right-click a problem when you are ready to have it graded. As you submit each problem, SOS scores your answer, unless it is one that your teacher must grade, so you know immediately how you did. You can see your score for the entire lesson when you are finished on your student **Assignment** screen.
- Step 6:** Click **Exit** to leave the assignment if you have used all of the problem attempts your teacher has allowed you or if you need to stop working on the assignment before you are finished.

You may use any of the buttons and features on the screen to help you as you work through the lesson.

USING THE RESOURCE CENTER IN AN ASSIGNMENT

To use the tools in the **Resource Center** while you are in an assignment:

- Step 1:** Click the **Resource Center** button on the bottom of your **Student Work Assignment** screen. The **Resource Center** menu opens
- Step 2:** Select the tool you want to use by clicking it. The selected tool opens.
- Step 3:** Close the resource tool when you are finished and you are returned to your assignment. You can also use the **Minimize** button in the upper right corner of the screen to keep it handy.

SENDING OR RECEIVING MESSAGES FROM INSIDE AN ASSIGNMENT

To send messages or receive messages:

- Step 1:** Click **Messages** on the button bar of your **Student Work Assignment** screen. Your **Inbox** opens.
- Step 2:** Use the tabs, buttons, and features in the window to communicate with any of your teachers.
- Step 3:** Close the window and return to the assignment when you are finished.



Students are not able to use **Messages** in an assignment if they are taking a quiz or test. It is disabled.

PRINTING AN ASSIGNMENT

To print from an SOS Student assignment:

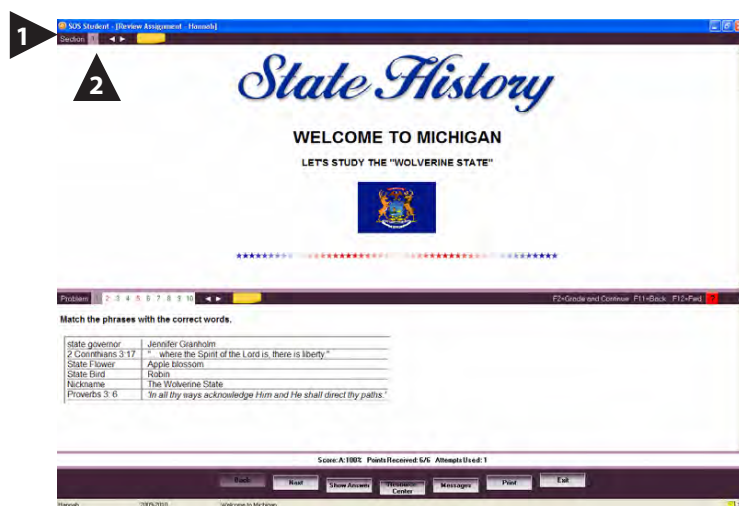
- Step 1:** Click **Print** in the button bar on the bottom of your **Student Work Assignment** screen. The **Print Options** window opens, allowing you to decide which parts of an assignment you want to print. You can print the presentation, problems, graphics, or any combination of these.
- Step 2:** Click **Preview** if you want to see what the page looks like before you print it.
- Step 3:** Click **Print** when you are ready to print the assignment. Print as you normally do from your computer.

The Review Assignment Screen

The **Review Assignment** screen helps students study for quizzes, prepare for tests, or gather information for projects. After a student has completed an assignment and received a grade for it, he/she is able to return and view it at any time. While the answers can be viewed, as well as any answers from the assignment's answer key, they cannot be changed, and the original grade remains unchanged. Below is a picture of the **Review Assignment** screen, as seen by a student in SOS Student.

Like regular assignment screens, review screens are also made up of two major parts:

- **presentations** — displays the new material you have learned
- **problems** — displays the problems you have completed



- 1 — Title bar** - This bar at the top of the screen indicates the student's name and that he/she is reviewing (rather than working) an assignment.
- 2 — Section guide** — Sometimes, when there is a lot of information to cover, it is easier to see new information if it is broken up into smaller, bite-sized pieces. This area in the upper left corner tells you into how many sections a presentation has been divided. Click any section number to see its information displayed. Click the left arrow to see the previous presentation section; click the right arrow to see the next presentation section.

Assignments



- 3 — **Assignment Notepad** — The **Assignment Notepad** is a handy notepad where your students can jot down their thoughts about an assignment. They can also use this to ask you questions. In the bottom right corner is a box to check. They can remove it if they do not want to notify you that there is a message.
- 4 — **Presentation area** — The presentation area, located in the top half of the screen, is where the assignment material is presented to your students. You are able to not only click text and look at pictures, but also watch videos and play games in this area.
- 5 — **Problem toolbar** — At the top of each problem area is a problem toolbar. This toolbar helps you move around through the problems and understand how your students performed on certain questions. See the explanation of it in the Teacher Reference Guide beginning on page T-29.
- 6 — **Problem numbers** — Every presentation area in a lesson has some problems that go with it, making sure that your students understand what they have been learning. This area on the problem toolbar tells you how many total problems an assignment has and displays them in batches of 10. Click any problem number to highlight it and see the problem below.



As your students work through their problems, the presentation section that introduced the information remains at the top of the window and can be referred to at any time for help.

Problem colors — Problems in the problem toolbar are color coded so that both you and your students can distinguish the status of a problem. The colors and their corresponding meanings are:

- **Gray** - problems not yet completed
- **Green** - problems answered correctly
- **Red** - problems with completely or partially incorrect answers
- **Blue with a line through the number** - problems you had your students skip or problems your students have skipped with your permission (via the Problems Help window)
- **Black** - ungraded problems (those that students have submitted, but require teacher grading)

7 — Arrows — Click these arrows to see either the previous or the next problem.

8 — Problem Notepad — The **Problem Notepad** works (and looks!) just like your **Assignment Notepad**, except that you need to be in a problem, rather than an assignment, to access it. The **Problem Notepad** has the same uses as the **Assignment Notepad**: jot down thoughts about a problem or ask questions about a problem. They can remove the checkmark in the **Notify Teacher** box if they do not want to send you a message about the note.

9 — Window resizing line — Place your cursor anywhere over the colored line that separates the presentation area from the problem area. When it changes in appearance, you can click and drag your cursor upwards or downwards, changing your window sizes and allowing you to see more or less information.

10 — Red Question Mark— When you click this button, a pop-up window appears with a problem description and instructions on how to complete this type of problem.

11 — Upward-pointing arrow — At the very far end of the problem toolbar (look closely!) is a small arrow pointing upward. Click this “up” arrow to make the problems section automatically fill the whole screen. It also changes into a “down” arrow, allowing you to make your problems section small again with just one click.

12 — Problem area — Directly below the problem toolbar is the problem area, where students see the problems they need to complete.

13 — Score/comment bar — This displays how well a student scored on a problem. Click any completed problem to see what grade the student earned. (This area remains blank until the problem has been completed.)

When a problem is completed, SOS tells you:

- what percentage was received out of 100%
- how many points were earned out of the total available (partial credit is possible if some, but not all, of a problem was completed correctly)
- the number of times the problem was attempted
- the number of remaining attempts in order to answer the problem correctly (you, as the teacher, can set it up so that your students keep returning to problems until they either answer them correctly or run out of attempts) .



At times, students may be able to click some, but not all, of these buttons. When this happens, it is because you have not allowed them to perform the specific task that the button requires at this point in the lesson.

14 — Back button — Click this button to go to a previous problem.



This button does not become enabled until you are past the first problem.

15 — Next button — Click this button to go to the next problem.

16 — Show Answer button — After a student has used up all his/her attempts for answering a problem, clicking on this button reveals the correct answer.

17 — Resource button — If you have given your students permission, they can click this button to access the Periodic Table, calculator, or dictionary in an assignment.

18 — Messages button — Click this button to send and receive messages.

19 — Print button — With your permission, your students can click this button and print their assignments.

20 — Exit button — Click this button to exit the lesson.

Status Bar

A status bar at the bottom of each screen, similar to the one shown below, indicates the student’s name, the term, the assignment title and message indicator:





Assignments

USING THE REVIEW ASSIGNMENT SCREEN IN SOS STUDENT

Accessing a previously completed assignment using the **Review Assignment** screen in SOS Student is similar to opening an assignment, except you find the assignment at the bottom of the Student Assignment screen instead of the top:

- Step 1:** Click **Schoolwork** your **Homepage** in SOS Student. If you are using a MiSOS **Homepage**, click the **Click to see your Schoolwork** link in the **Schoolwork** widget and go to **Step 3**.
- Step 2:** Click any subject name in the **Review Completed Assignments** section at the bottom of the screen. All units within the subject display.
- Step 3:** Click any unit name to display the assignments within it. The assignments appear to the right. If you have already completed work in an assignment, a grade will be given next to it.
- Step 4:** Click any already-completed assignment. A **Review Assignment** screen opens
- Step 5:** Click any assignment title with a grade next to it and the assignment title is in **blue**. The assignment opens and you can see your previous work. Although you can see your previous work, you are not able to change any of your answers.
- Step 7:** Use any of the buttons and features on the screen to help you as you review the material and look back through your work.
- Step 8:** Click **Exit** when you are finished.

You can view the unit and assignment titles yet to be done in the **Review Completed Assignments** section at the bottom of the screen, but you cannot open an assignment here until it is completed and graded.

Multimedia in Assignments

This section describes how to:

- Use Tiny Tutors
- Use videos
- Use slide shows
- Use spelling and vocabulary lists
- Use time line features
- Use games to help your students learn

While working in assignments, your students will learn new material by reading text and looking at images. Switched-On Schoolhouse® 2009 School Edition has been designed to offer really cool features that can help students have fun while they are learning new material. They can watch science experiments demonstrated on video, see three-dimensional geometrical objects rotate in space, and even hear new vocabulary words being pronounced. Here are some of the features they will encounter while they are doing their assignments:

Subject Introductory Videos

Clicking the **Esc** button stops the video, right-clicking with the mouse pauses the video until students are ready to resume play, and left-clicking with the mouse either re-starts from where students previously stopped or stops the video from continuing to play. Other video controls can be found directly beneath the video.

Tiny Tutors

Tiny Tutors, placed throughout the curriculum, are small videos designed to offer specific tips, instructions, or information in lessons. When students see a Tiny Tutor icon, they can click it to view the video. The controls for stopping, playing, or pausing a Tiny Tutor appear directly beneath it.

Videos

Videos placed throughout the curriculum have been designed to reinforce ideas, depict events, and enhance the student's learning experience. To view them, students need only to click the graphic, sit back, and enjoy. The controls for stopping, playing, or pausing a video can be found directly beneath it.

Slide Shows

Slide shows ask students to repeatedly click graphics in order to go from frame to frame. Some come with sound; others do not. They offer an interactive way to learn more information about a topic.

Audio Supplements

Students also sometimes find icons or text that they can click to hear audio.

Spelling and Vocabulary Lists

In many lessons, students will find a list of words (with accompanying definitions) at the beginning of a section. Clicking the word allows students to hear what the words sound like when they are spoken.

Time Line

Switched-On Schoolhouse® 2009 School Edition lessons come with built-in time line features, allowing students to understand how events fit together in a bigger picture. Whenever students see a date in blue anywhere in the curriculum, they can click it to open a time line screen. On this screen, they can see other events that occurred around the same time. Students can also click different events to learn more about them.



Assignments

Games


There are several games throughout the curriculum. Spelling Bee, Vocabulary, and Farmer Frank's, for example, provide students with fun ways to practice their spelling and vocabulary words. All Right and Quiz Bowl are designed to provide practice and review on the content of a lesson or a complete unit. Games are always ungraded and can be turned off by the teacher. To play games, click game links wherever they appear in assignments. Each game gives you the option of reading the instructions or rules before you begin. Click the **Spelling Bee** or **Vocabulary** links wherever they appear in assignments. Quiz Bowl always appears in a separate review lesson at the end of a unit.

[Click here to play the Spelling Bee.](#)

[Click here to play Vocabulary.](#)

VOCABULOCITY:


Click **Begin** to start the game or **Story** to read the instructions for how to play this game. Be sure you **Click to Exit** key when you arrive at your destination!

Only use  if you need to exit the game without completing it.



SPELLING BEE

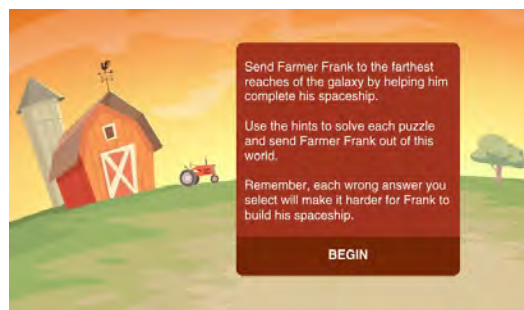
Select a bee by clicking on it to start the game. Be sure you **Click to Exit** key when you finish. You'll know because the music and dancing begin!

Only use  if you need to exit the game without completing it.



FARMER FRANK:

Click the word **Begin** in the Farmer Frank's picture. These links are embedded in lessons.



ALL RIGHT:

Click either **New Game** or **How to Play** in any All Right picture in a lesson. **New Game** automatically starts the game. **How to Play** provides the rules of the game for you to read.



Problem Types

This section teaches your students how to complete:

- Drag and drop problems
- Essays/projects
- Fill-in-the-blank problems
- Matching problems
- Multiple choice problems
- Multiple select problems
- Paragraph box problems
- Preloaded problems
- Sorting problems
- Text multiple choice problems
- True/false problems
- Unordered answer problems
- Problems with audio/visual elements
- Crossword puzzles
- Timed problems

When working in assignments, students will encounter different types of problems that must be approached differently. This section introduces the major problem types in Switched-On Schoolhouse® 2009 School Edition (SOS).

Drag and Drop

This type of problem asks students to click something—an image, a word, a phrase, a character—and drag it to its correct location. Sometimes, students might be dragging an item onto a picture; perhaps, the name of a city onto a map. Other times, students might be dragging an item into a cluster of text; for example, accents over certain parts of words. Regardless of what students drag or where they drag to, they always approach these problems in the same way. Here’s an example of how it works:

- Step 1:** Select the picture to drag.
- Step 2:** Click and hold it with the mouse.
- Step 3:** Drag the picture to its correct location while still holding down the mouse button.
- Step 4:** Release the mouse button to “drop” it when the picture is over its correct location.
- Step 5:** Repeat this process until all the images have been placed in their correct locations.



Students must be careful not to “stack” one item over another, or the problem may be graded as incorrect. If they drag an item to the wrong place, they should click to pick it up, and drag it to its correct location. They can also drag any extra item to the image of the trash can if they want to remove it from the problem.

Grading: Students usually receive one point for each correctly-dragged item. The total points they receive for a problem may depend on how many items they have to drag. It is possible to receive partial credit on drag and drop problems.



Assignments

Essays/Projects

Most essays and projects come with links that take students straight to word processing programs where they can type their responses. After reading all the necessary background information and instructions for an assignment, students should follow the steps below to continue:

Step 1: Click **Show Problems**.

Step 2: Click the icon that allows you to open the file you need. You are asked which program you want to use to open the file.

Step 3: Select your favorite word processor.

Step 4: Click **Ok**. The file you type in appears, along with any other instructions you may need inside.

Step 5: Save your work using the **Save** option.

Step 6: Click **Grade** at the bottom of the assignment screen and exit the assignment.

Grading: Essays and projects are graded by a teacher, not SOS.

Fill-in-the-Blank

Fill-in-the-blank problems are usually pretty straightforward. Students must click the empty box and type in their answer. Depending on how you have set up the easy spelling penalty option, students may be penalized for misspelled words, so encourage your students to type in their answers very carefully.

Sometimes, these problems appear on top of special backgrounds or other graphics. Don't worry, they can be approached in exactly the same way.

Grading: These are usually worth one point per answer.

Matching

Matching problems require students to click the answers and then using the plus and minus signs, "click" them into the correct spots so that they line up with the correct definitions. To complete matching problems:

Step 1: Resize the problem area by dragging the thick, colored line upwards, so you can see all the words and definitions. (Make sure to use the up and down arrows on the right so you don't miss any definitions and words that may not fit on the screen.)

Step 2: Beginning with the first definition, Click the correct word in the left column that matches that definition.

Step 3: Using the plus sign that is to the left of the box, move the word up to the correct position next to the definition.

Step 4: Click the square located to the left of the answer to "lock" your answer in place.

Continue until finished To change any of your answers, use either the plus or minus sign, whichever is more appropriate.



Remind students that locking their answers in place is very important, especially if the answer they are selecting falls in the middle of the answer column. By not locking their answers in place, any changes they make in the left column affect all the answers that fall below that word. For example, if they want to change the answer for the third definition, all answers for problems four and below are shifted down one position.

Grading: You will usually receive one point for each correct match.

Multiple Choice

Multiple Choice problems ask students to choose between two or more possible answers in a list. They are able to choose only one answer out of the bunch. To answer, click the circle button next to the correct answer.

Grading: These problems are usually worth one point each.

Multiple Select

Multiple Select problems ask students to select all the possible correct answers in a list. They can select none, some, or all of the answers. To answer, click the checkboxes next to the correct answers, placing a checkmark in each box. To deselect an answer, click an existing checkmark and it disappears.

Grading: These problems are normally worth one point each. In some cases, if there are many correct answers in the bunch, students may receive one point for each correct answer.

Paragraph Box

These problems require students to type their response to a problem in a box. Their response might be one or two sentences or even one or two paragraphs long, depending on what the problem is asking for. To answer, click the paragraph box and type in the response.

Grading: Although students can see how many points each paragraph box problem type is worth, these problems are teacher-graded and are not figured into student grades until you are finished with your grading.

Preloaded Problems

In preloaded problems, students usually see a possible answer (a word, phrase, sentence, or paragraph) already typed in the box. If students think the automatic answer is correct, click the **Grade** button. If they think the answer needs to be changed, they type their change in the box, making sure the answer appears exactly as they want it to and then click the **Grade** button.

Sometimes, these problems appear on top of special backgrounds or other graphics. Don't worry, they can be approached in exactly the same way.

Grading: These are usually worth one point per answer.

Sorting

Sorting problems are very similar to matching problems in that they require students to click possible answers and, using the plus and minus signs, "click" them into their correct locations in a given sequence.

Students must follow the steps below to complete sorting problems:

- Step 1:** Resize the problem area by dragging the thick, colored line upwards, so you can see all the words and definitions. (Make sure to use the up and down arrows on the right so you don't miss any definitions and words that may not fit on the screen.)
- Step 2:** Beginning with the first item in the series (the first event to happen, the first word to appear in alphabetical order, etc.), click the plus sign that is to the left of the box until the word is moved to the top of the list.
- Step 3:** Continue this procedure until you are finished sorting each entry and you are satisfied with your answers.

To change any of your answers, use either the plus or minus sign, whichever is more appropriate.

Grading: Depending on what a problem is asking, students receive either one point for the entire problem or one point for each correctly-sorted answer. It is possible to receive partial credit on sorting problems.



Assignments

Text Multiple Choice

These problems look like fill-in-the-blank problems, except that text is already provided in the answer box. Students must click the box before possible answers are displayed. If they click again, they see another answer. Keep clicking until they cycle through all the possible answers in the box (they may cycle through as many times as they wish). When students think the correct answer is displayed in the box, they click the **Grade** button, telling SOS that the answer they have left in the box is the one they want it to grade.

Graphic Multiple Choice

There are Graphic Multiple Choice problem types as well. These work in exactly the same way as Text Multiple Choice problem types, except that they require students to click through a series of pictures or graphics. They must cycle through all the possible answers and then make sure the correct one is displayed when they hit the **Grade** button.

Grading: The number of points students receive often depends on how many textboxes or graphics appear in the problem. Usually, one point is awarded for each answer. It is possible to receive partial credit on text multiple choice problems.

True/False

A True/False problem usually appears as a sentence with a “T/F” button beside it. Students must decide whether they think the statement is true or false, then click the button. It changes so that it reads “True.” If they click the button again, and it reads “False.” They may keep clicking the button as many times as they wish, making sure that the correct answer is the one displayed when they click the **Grade** button. Unless you change the setting on the **Assignments Settings** screen, students only have one chance to answer True/False questions. They may click the **T/F** button as many times as they want, but as soon as they click the **Grade** button, they may no longer change their answer.

Grading: True/False questions are usually worth one point each.

Unordered Answer

Unordered Answer problem types ask students to type in a series of responses, usually words or phrases in any order they wish. As long as all the correct answers appear in the boxes, students receive credit for them.

Grading: These are normally worth one point per answer. It is possible to receive partial credit on unordered answer problems.

Audio/Visual Elements in Problems

Some problems contain buttons or other multimedia students must click in order to answer them. In Language Arts Spelling tests, for example, students must click the spelling word buttons to hear words spoken out loud before typing in the answer boxes. Other problems may contain Tiny Tutors that provide students with verbal instructions or useful tips.

Grading: These problems are graded according to problem type. It is possible to receive partial credit on audio visual problems.

Crossword Puzzle

The best way for students to complete a crossword puzzle is to click the blue-colored clues. Each time students click a clue, SOS places the cursor in the appropriate box in the puzzle. The student types his/her answer on the keyboard, and watches as SOS automatically places the letters in their proper positions. When a student has finished an answer, he/she clicks another clue and repeats the process until the entire puzzle is completed. Students may also manually click each box in the crossword puzzle to type in the appropriate letter.



Occasionally, multiple-word answers are required. Unless students are told to do otherwise in the instructions, they are to type in their answer and let it run together as one word, as shown at right:

Grading: In crossword puzzles, students usually receive one point for each word that they enter.

Timed Problems

Some problems are timed. When students click them, they activate a timer. The problem must be answered before the timer runs out, or points are deducted for any unfinished parts.



Timers can be applied to any problem type.

Grading: Timed problems are graded according to problem type. Only answers completed in the allotted time are scored.



Assignments

How Problems Are Scored

In general, every problem is worth 1 point, unless otherwise shown. If students have 10 problems, they can receive a total of 10 points. If they miss 1, they have a total of 9 points out of a possible 10, and their percentage grade is 90%.

If there are 10 problems, but one of these problems is worth 2 points, students can receive a total of 11 points. If they miss 1, they have a total of 10 points out of a possible 11, and their percentage grade is 91%. Points and percentage grades are given depending on the total number of points students have received out of the total number of points possible.

If there are 10 problems, but one of these is a 9-point matching problems, students can receive a total of 19 points. If they miss 3 of the clues in the matching problems but get all the other problems in the assignment right, they receive a total of 16 points with a percentage grade of 84%.

If there are questions about a score, it can help to double-check and see how many points a problem is worth.