

## Admin Quick Start Guide

### Welcome to Switched-On Online!

This guide will help you to quickly and easily utilize the Switched-On Online software.

### GETTING STARTED:

Open your web browser. Type the web address that links you to Switched-On Online. The address usually takes this form:


<http://yourschoolname.switcehdononline.com> (Note: Do not type “www” before the URL!)

**Login:** Type in your case sensitive user name and password.

### ADMIN HOME PAGE:

This page contains your **Welcome Message** and a **Message of the Day**.

- **Message Center** is in the left column, below the buttons. It is comprised of three

icons,  To send a quick message, click the pencil icon on the right, to read one that just arrived, click the envelope in the middle, and to open the full **Message Center**, click the number to the far left. You may also use the **Message** button to access the full messaging feature. Both are available from every screen.

- **Concurrent User Details** displays the number of licenses your school has purchased. If you are using ECash, your remaining balance is displayed here instead. For additional details about licensing terms or ECash, please speak with your trainer.
- **Current Users Online** shows all users currently logged in to the website. Their time online shows to the right. Click the **Home** button to update the time online display. It is NOT a live counter.

### SCHOOL SETUP:

The School Setup page is where you, as the administrator create global messages and determine and edit the global settings that set the criteria for acceptable completion of coursework. Global settings affect all users.

**Note:** Text must be entered in all fields or an “under construction” message appears when changes are submitted.

- The **Welcome** and **MOTD** (Message of The Day) fields appear on all Home pages.
- The **Login Header** and **Login Message** appear on the Login page.
- **Weights** are used to calculate cumulative scores. Each section can have a different number, but the total must equal 100. The weight applies to all courses and cannot be customized for individual student. Enter zero if you choose not to give weight to an item or the system cannot calculate scores correctly.
- **Pass Threshold:** There are two pass thresholds on this page. **Pass Threshold** sets the lowest possible grade for passing work. Enter the grade in the form of a percentage, i.e. C=75. Do not include the percent sign. Any students scoring below the designated threshold are prompted to retake the lesson, unless that student’s threshold has been individually set by their teacher. Remember, the **Pass Threshold** only applies to the instructional activities, not to quizzes and tests.





**Switched-On**  
ONLINE

- **C Rx Pass Threshold** allows students to take a pre-test prior to each unit in a subject. This allows them to “test out” of a subject, unit by unit. The percentage you set is the lowest passing score a student must achieve to skip the unit and continue to the next pre-test. Again, enter the grade in the form of a percentage, without the percent sign. If the student does not achieve the minimal score, they must complete all of the assignments in the unit. They are then presented with the pre-test for the next unit.
- **Student Answer Key:** If checked, students are permitted to view the answer key to questions after the assignment has been submitted and graded.
- **Student and Teacher Passwords:** Checking these boxes allows the student and/or teachers the ability to change their own password.
- **Enable Grading View** permits students who have not achieved the pass threshold score to view their performance. Individual questions are marked as correct, incorrect or partially correct. If this is not selected, students may only see the overall percentage before looping back into the assignment,
- **Randomize Questions** randomizes the order in which questions display for student assignments

To record and save your changes, be sure to click **Submit Changes**.

#### CALENDAR:

Defines the start and end date of your school year.

- Click the box beside the school start and end dates to display a calendar to select your school start and end dates. Use the arrows at the top of the calendar to move to another month,
- Holidays can be assigned by clicking on a specific day. You will know that it has been marked as a holiday when the date changes color and the date and description if you entered one appears in the column to the right of the calendar. To remove a holiday, click the **X** in the **Remove** column to the far right of the **Date/Description**.
- Once the school calendar has been established, students' lessons are divided and distributed equally throughout the calendar year.

#### TEACHERS:

The Teachers page is your headquarters for creating/editing teacher accounts, viewing classes at glance, or sending messages to individual staff members.

- **Show Students:** Allows you to see all students currently assigned to that teacher.
- **Send Message:** Use this option to send a quick message to this instructor.
- **Edit:** The edit function lets the administrator access the information saved from the Add Teacher page. Access the **Edit** screen to retrieve or change passwords, or change teacher permissions.
- **Add Teacher:** Enter their name, user name, and password. The user name can never be changed, however the password can. Teachers have three permission levels:
  - **Super Teacher:** Gives a teacher access to coursework for all students in the school, not just the data for students assigned to them. This does not grant them permission to edit these students or assign them new courses. It does permit them to view and/or grade coursework for all students.
  - **Student Maintenance:** Enables a teacher to edit a student account; i.e. password, for students assigned to them.



**Switched-On**  
ONLINE

- **Assign Courses:** Allows teacher to assign additional courses to students already assigned to them.
- **Change Password:** Permits this teacher to change their own password.
- **Add Students:** Allows this teacher to create new students.

To record and save your changes, be sure to click **Submit**.

### STUDENTS:

The **Students** page is where the administrator can see all students using the Switched-On Online environment at a glance.

- **Add Student:** This button takes you to a new page to setup a new student account. Enter the student name (Last Name, First Name) or student ID number. Create a User Name for the student. Keep in mind that this cannot be changed. Create a Password and then reenter it in the field to the right.
- **Student Calendar:** This enables the course work scheduling feature. All the work assigned to this student account is scheduled using the preset School Calendar. Your students and teachers are able to view a lesson plan that lets the student know what they need to do each day to stay on task.
- **School End Date:** If this student must be finished with their work before the preset School End Date you can enter an override date in the field provided. Enter the date as year, month, and day (yyyy-mm-dd).
- **Review Quiz and Test:** permits student to review completed quizzes and tests.
- **Pass Threshold and C Rx Pass Threshold:** if you leave these blank, the school level default setting is applied. If you choose, you may enter a different percentage in these fields to customize them for this specific student.
- **Student Answer Key:** If this box is checked the student has the ability to view the answer keys to questions in completed, submitted and graded assignments. If it is left blank, they cannot see these answers.
- **Change Password:** If the box is checked, the student may change their own password. If left blank, the student will not have this capability.
- **Enable Grading View:** If this box is checked, the student who has not reached the pass threshold score may view how they scored on individual questions in their assignments.
- **Randomize Questions:** Checking this box causes the questions in the student's assignments to display in random order.
- **Messaging:** allows you to determine if student can receive and send messages using the Switched-On Online messaging system.
- **Assign Courses:** Allows the administrator to add new courses and schedule customized course dates. Once a teacher has a student and one course assigned, they can add more courses as needed. There are two tabs on this page, **Assign Course** and **Courses Assigned**. Let's start with **Assign Course**:
  - Select a **Subject** from the pull down menu.
  - Choose a **Course**. The course numbers are the grade level multiplied by 100. So sixth grade Science is listed as Science 600.
  - Select the **Teacher** accountable for this course, or student. You may need to go back and **Add Teacher** to create a new account.



**Switched-On**  
ONLINE

- **Block All Tests:** This feature allows you to block the students from taking the tests, as they maybe doing their lessons at home. The teacher can unblock the test when they determine that the student is ready.
- **Block All Quizzes:** Just like **Block All Tests**, this allows you to block the student from taking any quizzes until the teacher unblocks the quiz.
- **CRx:** This allows the student to test out of units rather than taking the entire course. These are students who have mastered the skills and do not need to repeat the work. Click this box to apply the **CRx** mode.
- **Course End Date:** You can also create a customized end date for each course. If you leave this space blank, the student end date is used for the course. If you leave the student end date blank, the school calendar end date is used. Use the format (yyyy-mm-dd) to enter a customized end date.

When you have filled in the correct information, click **Add Course**.

- **Courses Assigned:** This page displays all courses already assigned to this student, as well as the **Status** of the course, the **Teacher** assigned, if the course is being taken in **CRx Mode** and the **Course End Date** if different from the **School End Date**. You can change a course to active or inactive, change the teacher, the end date, or unassign the course.

**WARNING:** Unassigning a course permanently deletes all coursework and scores for the student.

Course Title:	<b>Physical Fitness (2010)</b>
Status:	Active <input type="button" value="v"/>
Teacher:	Karr, Jack (8) <input type="button" value="v"/>
CRx Mode:	<input type="checkbox"/>
Course End Date:	<input type="text"/>
<input type="button" value="x Unassign"/>	

Click **x Unassign** at the bottom of the assigned course box and click **OK** in the confirmation box. Alternatively, you may choose to set the status of the course to **Inactive**, which does NOT delete any data.

- **Send Message:** Use this option to send a quick message to this student.
- **Edit:** The edit function lets the administrator access the information saved from the **Add Student** page. Access the **Edit** screen to retrieve or change passwords, or make changes to the student account.
- **Usage Summary:** Generates a Time-On-Task report based on start and end dates selected for each subject per student. Report may be formulated in either .pdf or .csv format.

**Switched-On**  
ONLINE**MESSAGES:**

This system allows administrators to send messages to and receive messages from teachers or students.

**Note:** Admin and teacher may message everyone, students can only message teachers assigned to them or reply to a message from the admin or another teacher. *Remember, messages are never deleted.*

To access this page, simply click **Messages** on the side bar menu.

- **Inbox:**

Your **Inbox** displays on the messaging home page. Here, you see any new messages you have received. Each new message is listed with the sender name, the subject, and the date received.

- **New Messages:**

To see the next new message click **New Messages**. Messages you have already viewed can always be retrieved under **Past Messages**. Once a message is read it is automatically moved to **Past Messages**.

- **Send Message:**

View the list of possible recipients in the left display box. Click the name of the person you want to message and then, click the arrows pointing right. To select multiple recipients, hold the control key down. To select adjacent names, hold the shift key down.

- Enter a Subject header. This is what displays for the recipient.
- Enter the content of your message.
- Click **Send** to send your message to all people on the recipient list when you are finished.

**Note:** Students cannot send messages to other students. Students and teachers may only be able to respond to administrator messages.

**FEEDBACK:**

If you have any comments/issues or suggestions about our curriculum or an idea that could improve our system, please send us a note. Please include your name, contact number and email address so we may quickly reply.

**LOGOUT:**

When you finish working in the Switched-On Online environment, be sure to log out. Switched-On Online automatically logs you out after approximately 60 minutes of inactivity, but it is always a good idea to logout if you are away from your desk. When you logout you are returned to the **Login** page.

**SUPPORT:**

Click the life preserver icon in the top right-hand corner of your screen to get help with any technical issues you may encounter.

Thank you for using Switched-On Online. We hope our courses provide your school with endless enjoyment and intrigue.  
Let the journey begin....



**Switched-On**  
ONLINE