

Teacher 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 takes this form:

<http://yourschoolname.SwitchedOnline.com>

Login: Type in your case sensitive user name and password. If you do not have this information, please contact AOP at (800) 735-4193 and select option 2.

TEACHER HOME PAGE:

This page contains your Welcome Message and a Message of the Day. The center section of the page displays any messages sent to you by other teachers, your students or the administrator. On the bottom of the page you see the **Student Progress** link. Click this to go to the **Student Activity** box. It shows you any recently completed work for each of your students. This listing contains complete assignment information: course, unit, assignment, date utilized, status, attempts and score.

- **Reviewing/Grading Work:** Click the highlighted **Assignment** name. This takes you directly to this student's response for that activity.
- **Remove a Listing:** Click the checkbox in the **Select** column. (You can delete multiple listings at the same time.) Click **Remove Selected** items. Once viewed, the listing automatically removes itself. You can still view the work by accessing it from the student or grading menus.

STUDENTS:

On the **Students** page teachers can see a listing of all their students.

- **Grading:** There are two ways to arrive at this page.
 1. Clicking the student's name on the bottom half of the **Grading** page
 2. Click the **Grading** control on the **Students** page.

From the **Grading** page you can access the course customization tools. (See next page.)

- **Make a Report:** Allows a teacher to create different reports to view a student's performance.
- **Lesson Plan:** Click **Lesson Plan** to view a day-by-day breakdown of what a student needs to accomplish to stay on track. You can change the start date for the lesson plan by selecting a new date on the pull down menus. When you click **Update**, Switched-On Online™ recalculates the daily volume of work your student needs to complete to meet expectations.
 - **Printing a Lesson Plan:** Click the **Print** icon on your web browser. Select **File** on the web browser toolbar. Select the **Print** option. You may also cut and paste all or any portion of the lesson plan into another application, such as Word or Excel.





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- **Assign Courses:** Allows you to add new courses and schedule customized course dates.
 - Select a **Subject** from the pull down menu.
 - Choose a **Course**.
 - The course numbers are typically 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 to Add Teacher to create a new account.
 - **Block Tests:** This feature allows you to block the students from taking the tests, as they may be doing their lessons at home. The teacher can unblock the test when they determine that the student is ready.
 - **CRx Mode:** If the administrator allows, you may use pre-tests to determine if a student must complete all of the assignments in a course. The administrator has already set the pass threshold percentage the student must achieve to successfully pass the pre-test. If you check this box, the student begins each unit with the pretest. If the threshold score is achieved, all of the assignments in the unit are skipped and the student is assigned the pre-test for the next unit. If the threshold score is not attained, the student must complete the assignments in the unit before the next unit pre-test is presented.
 - **Course End Date:** You can set a customized end date for each course. Leave this space blank to use the school calendar end date. Use the format (yyyy-mm-dd) to enter a customized course end date. When you have filled in the correct information, click **Add Course**.
- **Send Message:** Lets the teacher send a message to a particular student.
- **Edit:** The edit function lets the teacher access student information. Access the **Edit** screen to retrieve or change passwords, or make changes to the student account, including setting an individual pass threshold.

COURSE CUSTOMIZATION:

You can modify the course by skipping or blocking lessons in the unit.

Prerequisites:

- A student must have an account created first. Student accounts must be created in the Administrator Mode.
- Courses must be assigned before they can be customized. Assign the course you want to customize to your student. If you do not have Assign Course permission, you need to request the course addition from your administrator.
- Once the student account is created and the course to be customized is assigned, we need to open the course and proceed to **Activity View**.
 - Click the **Grading** option from the sidebar menu.
 - Click the **Name** of the student you want to customize.
 - Click the **Course** you want to customize.
 - Clicking the **Course** name brings you to the **Course Units View**.
 - Next, you need to decide which unit you want to modify. You may need to modify more than one to fit a course into your program. Click the **Unit Name** under **Title** to access the **Activity View**.



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When you open the unit, all of the activities and exams are displayed in the red box. The left column displays the **Assignment** type. The five assignment types in Switched-On Online™ include:

1. **Reference:** Includes all the vocabulary words from the entire unit. It provides a list of all web links in the unit as well.
 2. **Lesson:** Activities that contain all the multimedia content. Students proceed through various text and multimedia presentations. When they reach the end of the lesson, they are given a number of questions to test concept mastery and retention.
 3. **Quizzes:** Quizzes are given every few lessons to review concepts covered thus far in the unit. Quizzes are cumulative.
 4. **Tests:** Tests provide a unit level examination. Most units have an alternate test available. Pre-tests are created from the alternate unit test.
 5. **Special Projects:** Special project slots allow you to insert your favorite lessons into the Switched-On Online™ environment. Simply type your instructions into the **Note** field.
- **Viewing a Lesson:** The second column lists the **Title** (name of the activity). Click the **Title** to enter the lesson.

NOTE: Only students can work a lesson. When you, as the teacher open a lesson, you do not see all of the possible answers on certain types of graphic multiple choice questions. You only see the student's final answer. If you click **Show Answer**, you see the correct answer below the student answer.

The checkbox next to each listing is designed to let you batch lessons when customizing a unit or course. The customization tools are listed in pull down menu format under the Status heading. The four possible status selections are:

1. **Completed:** An activities status indicates Completed when the student has finished the activity with a score above the pass threshold. The pass threshold was determined earlier by your administrator. *Changing the status of a Completed assignment to Assigned clears the student's previous work and reassigns that activity.*
2. **Assigned:** This status option assigns the activity to the student work queue. A student must perform the work in the prescribed order. When the student begins work on a course they click the name of the course. The computer looks to unit 1, assignment 1 and determines if that assignment is skipped, blocked or assigned. Example: If you have a student working on unit 9, assignment 7 and then you go into unit 1 and reassign a completed activity, the student must complete the reassigned lesson before they can continue with unit 9.
3. **Skipped:** Students never see skipped lessons, allowing them to focus on a particular skill or concept, rather than making a student work through the whole course. The computer passes all skipped assignments, until it reaches a lesson that is either Assigned or Blocked.
4. **Blocked:** The block function prevents a student from continuing on until the teacher changes the activity status to assigned or skipped. Keep in mind, if you want to block all the quizzes and tests in every unit for the whole course, choose block tests in the assign courses menu or ask your administrator for help.



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- **Batch Assignment Status:** The batch feature allows you to change the status of multiple assignments at one time. Check the boxes in the batch column next to all the activities that you wish to select a particular status for or Select All to select all the activities in this unit and then, select the status from the menu in the batch controls row. The status then updates in seconds.

MESSAGES:

This system allows teachers to send and receive messages to teachers or students. 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 may only send messages to their teachers.

FEEDBACK:

Your feedback is sent directly to our development staff. If you have found a problem or have a new idea which could improve our system, please send us a note.

LOGOUT:

When you finish working in the Switched-On Online™ environment, be sure to log out. Switched-On Online™ automatically logs you out after fifteen 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.

Thank you for choosing our Switched-On Online™. We hope your experience using it will be challenging, enjoyable, and rewarding.

Again, welcome to Switched-On Online™!