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Table of Contents

Using the Quick Start Guide	2
Before You Install SOS Teacher Remote Access	3
Installing SOS Teacher Remote Access	4
Before You Install SOS Teacher Synchronization	13
Installing SOS Teacher Synchronization	14
Using the Help File	27
Quick Reference Guides	28



SOS Teacher - Distance Learning Quick Start Guide

Welcome to Switched-On Schoolhouse®

SWITCHED ON SCHOOLHOUSE® 2007(SOS) is powerful educational software that delivers a complete, traditional curriculum and manages daily learning. Biblically-based, multimedia-enriched instruction offers students a solid, engaging, structured learning experience.

SOS was designed to be your lesson book, resource center, and teaching assistant all rolled into one. Automated grading and record-keeping, scheduling, and curriculum customization features help to reduce your administrative workload and give you more time to help your student(s) succeed.

Using the Quick Start Guide

This Quick Start Guide was designed to provide you just the basics needed to get your student(s) up and running on SOS. These basics include:

- Installing Switched-On Schoolhouse® 2007 on your computer
- Setting up Switched-On Schoolhouse® 2007 to begin schoolwork

The guide covers two distance learning technologies: Remote Access and Synchronization. Remote Access allows a teacher to maintain real-time connectivity with the school server via the Internet while completing work. Synchronization technology enables teachers to complete work offline, using the Internet only to “get in sync” with the school server. Check with your school administrator if you are unsure which technology you will be using.

SOS Teacher **Remote Access** users, consult pp. 3–12 in this guide.

SOS Teacher **Synchronization** users, consult pp. 13–26 in this guide.

Pages 27–30 provide some useful information for both Remote Access users and Synchronization users.

Before You Install Remote Access...

This Installation Guide is designed for teachers serving a school that offers distance learning using Switched-On Schoolhouse® (SOS) Remote Access. Using Remote Access, teachers can complete grading and administrative tasks off-site by connecting real-time with the school from a remote location.

*Follow the instructions below to install the SOS Teacher Remote Access software provided by your school. Once you've installed the program, review the log-on, log-off instructions. Also included is a list of program functions you will most likely use day-to-day. Access them, use the **Help** file.*

Congratulations on your decision to educate your students through Switched-On Schoolhouse® distance learning.

Sincerely,

The Switched-On® Schoolhouse 2007 Development Team

NOTE: If your school wants you to use SOS **Synchronization**, skip to page 13.

Before installing the SOS Teacher Remote Access software, complete the following checklist:

- You have written down the following information from your school to use in your installation:

1. Teacher Username: _____
2. Teacher Password: _____
3. School Term: _____
4. School URL: _____

NOTE: Only your school can provide this information. Contact your school if you are missing any of these items.

- You have verified that your computer meets the system requirements listed on the software packaging.
- You have access to the Internet.
- You have the following installation software available:
 1. Application disc (Remote Access & Synchronization Teacher)
 2. Subject discs (curriculum materials for assigned classes)



SOS Teacher - Distance Learning Quick Start Guide

- ☐ You have reserved time in your schedule to monitor the installation process. SOS Teacher Remote Access typically takes 30 minutes to install.

NOTE: If you experience technical difficulties during the installation procedure, please contact your Technical Support at 1-800-735-4193.

Installing SOS Teacher Remote Access

Follow the steps below to install the SOS Teacher Remote Access feature:

NOTE: Close all open applications before you begin. Your computer may reboot one or more times during installation.

- Step 1:** Insert the application disc. The **SOS 2007 Setup** window (shown below) appears automatically:



- Step 2:** Click the first option, **Teacher DL (Remote Access)**. The **SOS 2007 Installed Products** screen displays. This window, similar to the one shown on the next page, indicates which of the required applications are already installed and which you will need to install before continuing the installation process.



Description of Installed Components

Depending on which programs are already installed on your computer, some or all of the following components will be installed:

MICROSOFT WINDOWS® INSTALLER 2.0

Immediately after you click **OK** on the **Confirm Installation** pop-up box, Microsoft Windows® Installer 2.0 begins installing automatically. While this piece is installing behind the scenes, you will see very small progress arrows on your screen.

MICROSOFT® IE 6

The next application to install is Microsoft® IE 6. If you do not currently have Microsoft® IE 6 on your computer, follow these steps to install this application after the License Agreement displays:

Step 1: Click next to **“I accept the terms in the license agreement.”**

Step 2: Click **Next**. Microsoft® IE 6 begins installing.

After Microsoft® IE 6 has successfully installed, your computer automatically restarts.

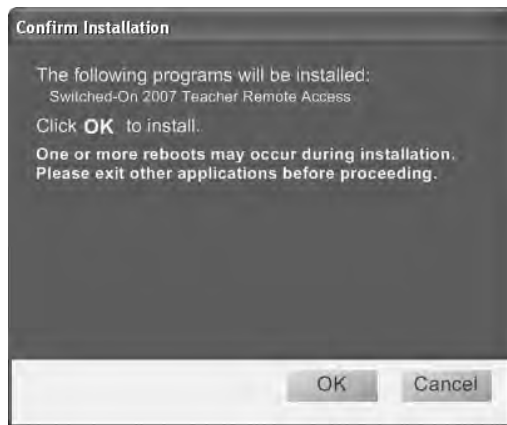
MICROSOFT®.NET FRAMEWORK 1.1 AND MICROSOFT®.NET FRAMEWORK 1.1 SP 1

After your computer restarts, the **SOS 2007 Setup** window displays again, with the phrase **“Finding Prerequisites.”** Your computer is now searching for the next installation piece, Microsoft® .NET Framework 1.1 which installs automatically. The same small progress arrows you saw while Microsoft® MDAC 2.8 installed appear again. Your computer will restart after Microsoft®.NET 1.1 SP 1 installs. You will see a small window appear. Click **OK**.

MACROMEDIA FLASH™ PLAYER 9/SHOCKWAVE™ 10

The next application to install is Flash™ Player 9/Shockwave™ 10, which is installed automatically. You again see very small progress arrows on your screen.

- Step 3:** Click the **Install** button. A small **Confirm Installation** pop-up box, similar to the one shown below, displays, indicating which programs will be installed.

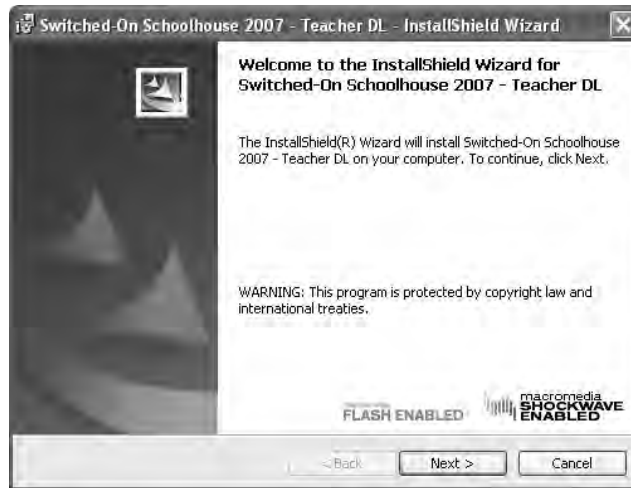


- Step 4:** Click **OK**. The **SOS 2007 Installed Products** screen displays, indicating which product is currently being installed.

SWITCHED-ON SCHOOLHOUSE® 2007 – TEACHER DL

After your computer restarts, the **SOS 2007 Setup** window displays again, with the phrase "Finding Prerequisites" flashing across the screen. The last application you need to install is Switched-On Schoolhouse® 2007 Teacher DL. While this application does not install automatically, it does contain an InstallShield® Wizard, which takes you through the installation process step-by-step.

Step 1: Start from the **SOS InstallShield® Wizard** window, shown below:



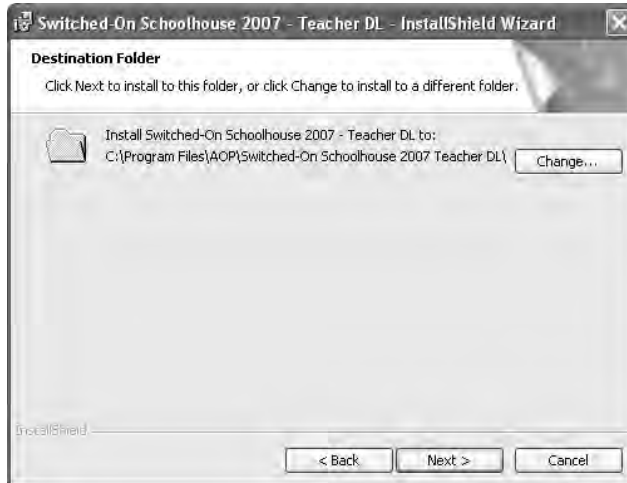
Step 2: Click **Next**. The **License Agreement** displays:



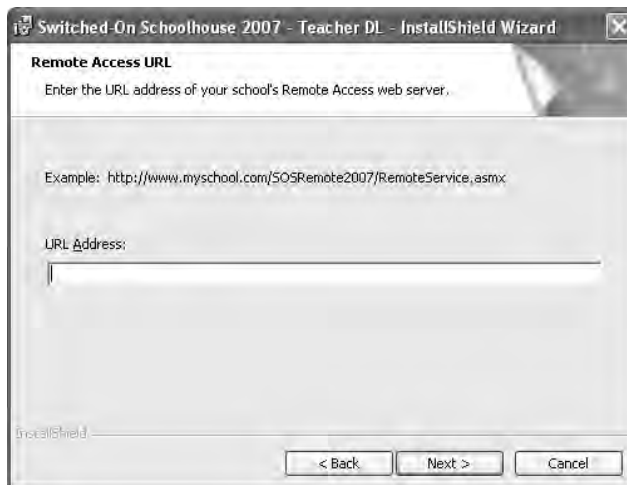
Step 3: Click next to “I agree to the terms in the license agreement.”

SOS Teacher - Distance Learning Quick Start Guide

Step 4: Click **Next**. The **Destination Folder** screen displays:

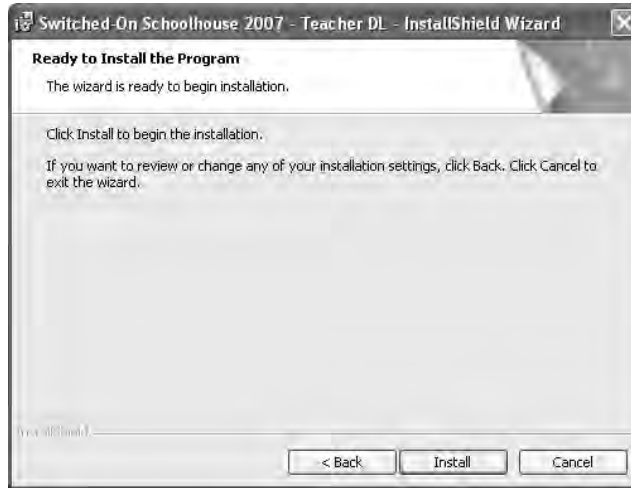


Step 5: Click **Next**, if no changes are necessary. The **Remote Access URL** screen displays:



Step 6: Type your school's URL address in the textbox provided. In the example above, replace www.myschool.com with the IP address or domain name the school has provided.

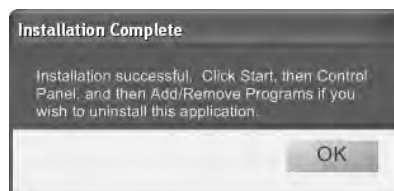
Step 7: Click **Next**. The **Ready to Install the Program** screen displays:



Step 8: Click **Install**. The **InstallShield® Wizard Completed** screen displays after all of your new files are copied:



Step 9: Click **Finish**. The **Installation Complete** pop-up box displays:





SOS Teacher - Distance Learning Quick Start Guide

- Step 10:** Click **OK**. A new **SOS 2007 Setup** window displays, showing checkmarks beside all of the applications that you installed.
- Step 11:** Click **Close**.
- Step 12:** Click **Close**.

INSTALLING CURRICULUM TO YOUR HARD DRIVE

To install curriculum from discs to your hard drive, follow these steps:

- Step 1:** Insert a subject disc. (You may have more than one.)
- Step 2:** Click **Classroom**.
- Step 3:** Click the **Curriculum Setup** tab.
- Step 4:** Click **Install**.
- Step 5:** Click the arrow to the right of **Files of Type**, and select **Curriculum Install (contents.sosx)**.
- Step 6:** Double-click your **CD-ROM** drive.
- Step 7:** Double-click **contents** to copy the subject. A small **Confirm Copy** box displays.
- Step 8:** Click **Yes**. A small **Browse for Folder** pop-up window displays.
- Step 9:** Click the plus sign to open the folder where you want curriculum copied.

NOTE:

To create your own folder for your curriculum, click **Make New Folder**, making sure the folder that is highlighted is where you want your curriculum to reside. Rename your new folder **Subjects07** and save it to your local **C** drive. Click **OK** when finished. Your curriculum automatically starts copying to the new location.

- Step 10:** Click **OK**. A **copy in progress** message displays, indicating the subject is being copied to your hard drive.
- Step 11:** Insert any additional discs, if prompted, to complete the curriculum transfer.

To install additional subjects, insert the subject disc in your CD-ROM drive and follow steps 4–11.

NOTE:

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

LOGGING IN TO SOS TEACHER REMOTE ACCESS

NOTE:

Before you login to SOS Teacher Remote Access, you must first be connected to the Internet.

Similar to other Switched-On® Schoolhouse (SOS) applications, the first screen you see when you open SOS Teacher Remote Access is the **Login** screen.



When you arrive at your SOS Teacher Remote Access **Login** screen, follow the steps below:

- Step 1:** Type your teacher **Username** and **Password** in their respective textboxes. For security reasons, your password displays only as dots rather than letters.
- Step 2:** Click **Settings** to verify or change the School Server URL, as well as change the frequency that SOS checks for new messages. The **Remote Access Settings** pop-up displays, as shown below.



- Step 3:** Type in the School Server URL box to add or change an existing server address. In the example above, replace www.myschool.com with the IP address or domain name the school has provided.



SOS Teacher - Distance Learning Quick Start Guide

- Step 4:** Using the up or down arrow, choose how often you want SOS to check for new messages if you do not want to use the default "5" minutes.
- Step 5:** Click the **Ok** button.
- Step 6:** Click the **Login** button. Your SOS Teacher Remote Access **Home** screen (shown below) displays.



From this screen you can access your students' work and grading tasks.

Before You Install Synchronization...

*This Installation Guide is designed for teachers serving in a school that provides distance learning using SOS Synchronization. Using SOS Synchronization, a teacher can complete grading and administrative tasks off-site using the SOS curriculum. After completing work for the day, the teacher sends completed work back to the school by logging on to the Internet, choosing **Application** from the **Home** page, and then **Synchronize**. This process also allows the teacher to receive new student work and allows students to review graded work.*

*Follow the instructions below to install the SOS Teacher Synchronization software provided by your school. Once you've installed the program, take time to review the log-on, log-off instructions. Also included is a list of topics pertaining to the program functionality you will most likely be using day-to-day. To access these topics, use the program **Help** file.*

Congratulations on your decision to educate your students through Switched-On Schoolhouse® distance learning.

Sincerely,

The Switched-On® Schoolhouse 2007 Development Team

NOTE:

If your school wants you to use SOS **Remote Access**, use pages 3–12 of this guide.

Before installing the SOS Teacher Synchronization software, complete the following checklist:

- You have written down the following information from your school to use in your installation:

1. Teacher Username: _____

2. Teacher Password: _____

3. School Term: _____

4. School URL: _____

NOTE:

Only your school can provide this information. Contact your school if you are missing any of these items.

- You have verified that your computer meets the system requirements listed on the software packaging.
- You have access to the Internet.



SOS Teacher - Distance Learning Quick Start Guide

- You have the following installation software available:
 1. Application disc (Remote Access & Synchronization Teacher)
 2. Subject discs (curriculum materials for assigned classes)
- You have reserved time in your schedule to monitor the installation process. SOS Teacher Synchronization typically takes 30 minutes to install.

NOTE:

If you experience technical difficulties during the installation procedure, please contact your Technical Support at 1-800-735-4193.

Installing SOS Teacher Synchronization

Follow the steps below to install the SOS Teacher Synchronization software:

NOTE:

Close all open applications before you begin. Your computer may reboot one or more times during installation.

Step 1: Insert the application disc. The **SOS 2007 Setup** window (shown below) appears automatically:



Step 2: Click the second option, **Teacher DL (Synchronization)**. The **SOS 2007 Setup** screen displays the list of currently installed products, just as the one on the next page, it indicates which of the required applications are already installed and which you will need to install before continuing the installation process.



MICROSOFT WINDOWS® INSTALLER 2.0

Immediately after you click **OK** on the **Confirm Installation** pop-up box, Microsoft Windows® Installer 2.0 begins installing automatically. While this piece is installing behind the scenes, you will see very small progress arrows on your screen.

MICROSOFT® IE 6

The next application to install is Microsoft® IE 6. If you do not currently have Microsoft® IE 6 on your computer, follow these steps to install this application after the License Agreement displays:

Step 1: Click next to **“I agree to the terms in the license agreement”**.

Step 2: Click **Next**. Microsoft® IE 6 begins installing.

After Microsoft® IE 6 has successfully installed, your computer automatically restarts.

MICROSOFT®.NET FRAMEWORK 1.1 AND MICROSOFT®.NET FRAMEWORK 1.1 SP 1

After your computer restarts, the **SOS 2007 Setup** window displays again, with the phrase **“Finding Prerequisites.”** Your computer is now searching for the next installation piece, Microsoft® .NET Framework 1.1 which installs automatically. The same small progress arrows you saw while Microsoft® MDAC 2.8 installed appear again. Your computer will restart after Microsoft®.NET 1.1 SP 1 installs. You will see a small pop-up appear. Click **OK**.

SOS Teacher - Distance Learning Quick Start Guide

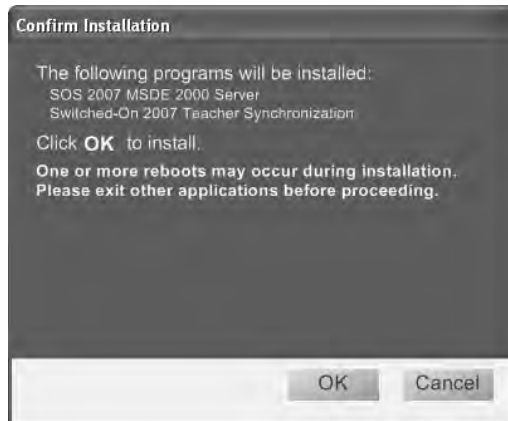
MACROMEDIA FLASH™ PLAYER 9/SHOCKWAVE™ 10

The next application to install is Flash™ Player 9/Shockwave™ 10, which is installed automatically. You will again see very small progress arrows on your screen.

SOS 2.0 MSDE 2000 SERVER

The next application to install is SOS 2.0 MSDE 2000 Server, which is also installed automatically. You will again see small progress arrows on your screen. After SOS 2.0 MSDE 2000 Server has successfully installed, your computer may automatically restart without warning or ask you to restart the system.

- Step 3:** Click the **Install** button. A small **Confirm Installation** pop-up box, similar to the one shown below, displays, indicating which programs will be installed.

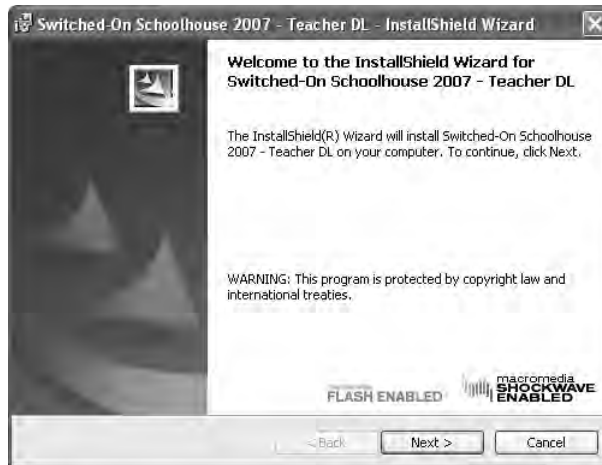


- Step 4:** Click **OK**. The **SOS 2007 Setup** window displays, indicating which product is currently being installed.

SWITCHED-ON SCHOOLHOUSE® 2007 – TEACHER DL

After your computer restarts, the **SOS 2007 Setup** window displays again, with the phrase “Finding Prerequisites” flashing across the screen. The last application you need to install is Switched-On Schoolhouse® 2007 Teacher DL. While this application does not install automatically, it does contain an InstallShield® Wizard, which takes you through the installation process step-by-step.

Step 1: Start from the **SOS InstallShield® Wizard** window, shown below:



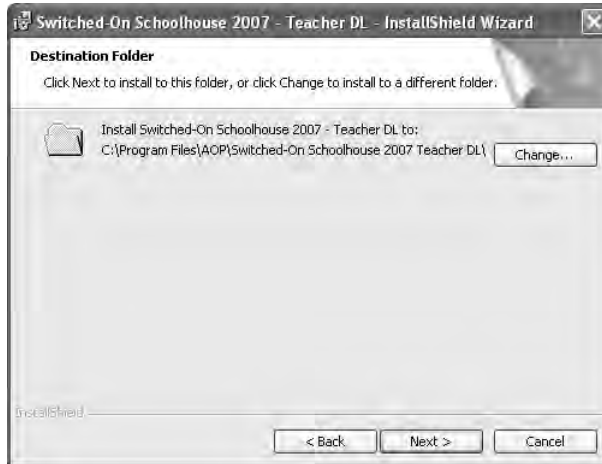
Step 2: Click **Next**. The **License Agreement** displays:



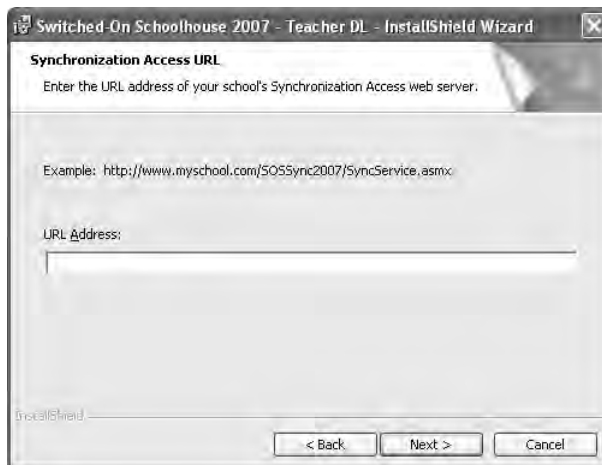
Step 3: Click next to “**I agree to the terms in the license agreement.**”

SOS Teacher - Distance Learning Quick Start Guide

Step 4: Click **Next**. The **Destination Folder** screen displays:

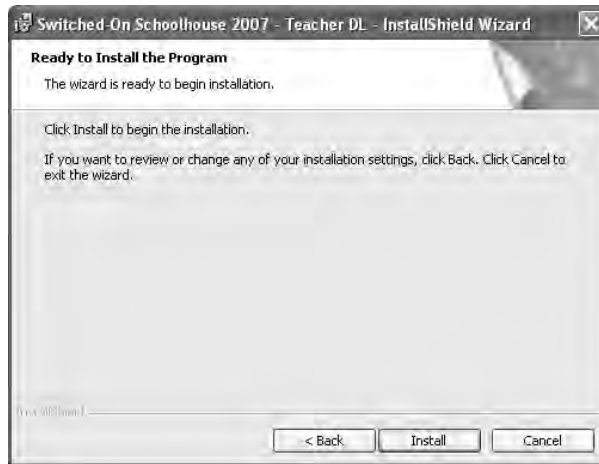


Step 5: Click **Next**, if no changes are necessary. The **Synchronization Access URL** screen displays:



Step 6: Type the URL address of your school's synchronization access web server in the blank textbox. In the example above, replace www.myschool.com with the IP address or domain name your school has provided.

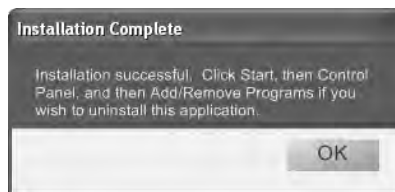
Step 7: Click **Next**. The **Ready to Install the Program** screen displays:



Step 8: Click **Install**. The **InstallShield® Wizard Completed** screen displays after all of your new files are copied:



Step 9: Click **Finish**. The **Installation Complete** pop-up box displays:





SOS Teacher - Distance Learning Quick Start Guide

Step 10: Click **OK**. A new **SOS 2007 Setup** window displays, showing checkmarks beside all of the applications that you installed.

Step 11: Click **Close**.

INSTALLING CURRICULUM TO YOUR HARD DRIVE

To install curriculum from discs to your hard drive, follow these steps:

Step 1: Insert a subject disc. (You may have more than one.)

Step 2: Click **Classroom**.

Step 3: Click the **Curriculum Setup** tab.

Step 4: Click **Install**.

Step 5: Click the arrow to the right of **Files of Type**, and select **Curriculum Install (contents.sosx)**.

Step 6: Double-click your **CD-ROM** drive.

Step 7: Double-click **contents** to copy the subject. A small **Confirm Copy** box displays.

Step 8: Click **Yes**. A small **Browse for Folder** pop-up window displays.

Step 9: Click the plus sign to open the folder where you want curriculum copied.

NOTE:

To create your own folder for your curriculum, click **Make New Folder**, making sure the folder that is highlighted is where you want your curriculum to reside. Rename your new folder **subjects07** and save it to your local **C** drive. Click **OK** when finished. Your curriculum automatically starts copying to the new location.

Step 10: Click **OK**. A **copy in progress** box displays, indicating the subject is being copied to your hard drive.

Step 11: Insert any additional discs, if prompted, to complete the curriculum transfer.

To install additional subjects, insert the subject disc in your CD-ROM drive and follow steps 4–11.

NOTE:

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

LOGGING IN TO SOS TEACHER SYNCHRONIZATION

NOTE:

Before you login to SOS Teacher Synchronization, you must first be connected to the Internet.

Similar to other Switched-On® Schoolhouse (SOS) applications, the first screen you see when you open SOS Teacher Synchronization is the **Login** screen.



When you arrive at your SOS Teacher Synchronization **Login** screen, type your teacher **Username** and **Password** in their respective textboxes. For security reasons, your password displays only as dots rather than letters.

SOS Teacher Synchronization

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

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

When to Perform a Full Synchronization

A full synchronization is done for two reasons:

1. SOS forces you to do a full synchronization the first time you use the synchronization feature (in SOS Teacher Synchronization only.)
2. Any time you need to “recover” the entire school database due to a computer crash or any other event that has resulted in a loss of data.

USING SOS TEACHER SYNCHRONIZATION FOR THE FIRST TIME

To synchronize in SOS Teacher Synchronization for the first time, follow these steps:

NOTE:

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

- Step 1:** Start from the **Home** screen in the SOS Teacher Synchronization application. Since this is your first time synchronizing, the **Synchronization Setup** window automatically displays:



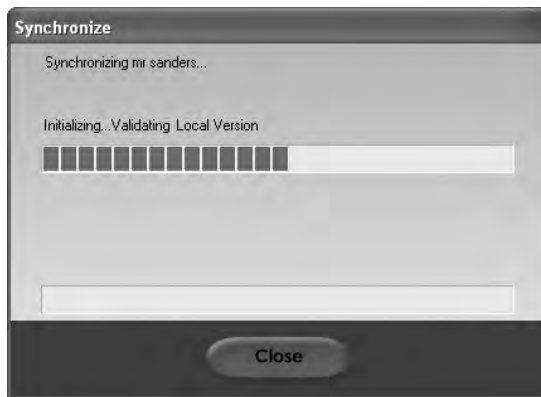
- Step 2:** Type the appropriate School Server URL in the blank textbox, if necessary. In the example above, replace www.myschool.com with the IP address or domain name the school has provided.

Step 3: Click **Ok** . The **Select Term to Synchronize** window displays:

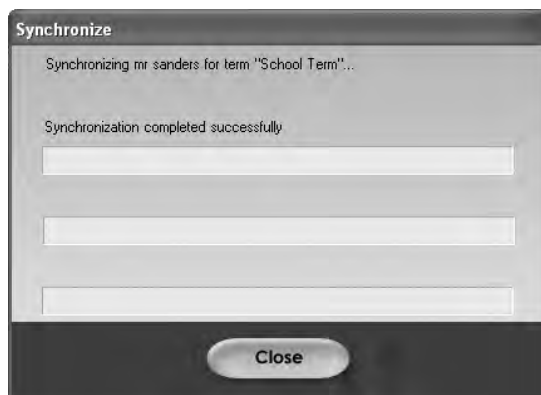


Step 4: Select the correct term, using the drop-down arrow if necessary.

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



Step 6: Click the **Close** button when a box similar to the one shown below displays, indicating the synchronization process is complete.



SOS Teacher - Distance Learning Quick Start Guide

USING SOS TEACHER SYNCHRONIZATION

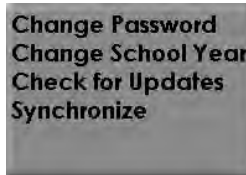
To use the synchronization feature in SOS Teacher Synchronization, follow the steps below:

NOTE:

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

Step 1: Start from the **Home** screen in the SOS Teacher Synchronization application.

Step 2: Click the **Application** button. A small submenu, shown below, displays:



NOTE:

Whenever you open or exit SOS, you are asked if you want to sync. You can choose **Yes** or **No**. You only need to click the **Application** button and select **Synchronize** if you want to sync before you are ready to exit SOS.

Step 3: Click **Synchronize**. A **Synchronize** pop-up box, shown below, displays.



Step 4: Type in the School Server URL box to add or change an existing server address. In the example above, replace www.myschool.com with the IP address or domain name the school has provided.

NOTE:

In the bottom right corner of the Synchronization pop-up window is the **Last Sync Date** textbox, which indicates the last time synchronization was performed.

Step 5: Click **Ok** to accept your choices. The **Select Term to Synchronize** window displays:



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

NOTE:

More than one term may be available in the drop-down box. Contact your school to determine the appropriate term, if it was not provided with your student username, password, and School URL address.

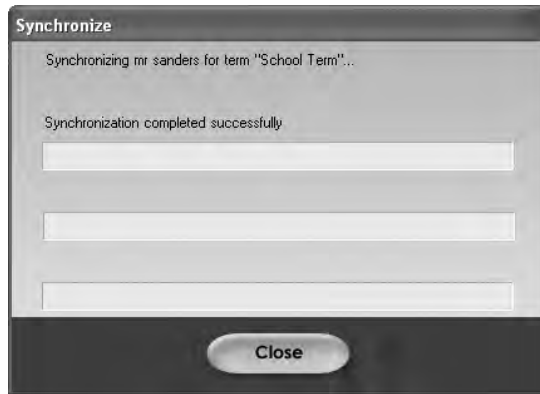
Step 7: Click **Ok**. A **Synchronize** window displays, indicating the synchronization process is underway:



Step 8: Click the **Close** button when the synchronization process is complete:



SOS Teacher - Distance Learning Quick Start Guide



NOTE:

Whenever you open or exit SOS, you are asked if you want to sync. You can choose **Yes** or **No**. To sync before you are ready to exit SOS, you only need to click the **Application** button and select **Synchronize**.

Access student work and your grading tasks from the SOS Teacher Home page as shown below.



Using the Help File

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

Topics:

- Copying Curriculum to Hard Drive (optional)
- Assignments Screen
 - (also, Populating a Blank Assignments Screen)
- Assignment Types
- Assignments (previewing, grading, etc.)
- Viewing Answer Key
- Lesson Plan Screen
 - (also, Populating a Blank Lesson Plan Screen)
- Regenerating Lesson Plan Start and End Dates
- Calendar
 - Reading and Understanding
 - Setup
 - Changing School Days to Non-school Days
 - Resetting
- Changing an Assignment Due Date
- Resource Center
 - Periodic Table
 - Calculator
 - Dictionary
- Application
 - Change Password

NOTE:

For ready access to more information about Switched-On Schoolhouse® 2007, please bookmark **SOS FAQs** (<http://www.aop.com/sos/support>) in your web browser.

If you need additional assistance, you can also contact the Alpha Omega Publication Technical Support team by calling toll-free 1-800-735-4193 or visiting the AOP website, www.aop.com, and selecting SOS > Support > Technical Support and Updates.



SOS Teacher - Distance Learning Quick Start Guide

SOS Teacher Quick Reference Guide

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

SOS Teacher Quick Reference Guide *(continued)*

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



SOS Teacher - Distance Learning Quick Start Guide

SOS Teacher Quick Reference Guide *(continued)*

	Customizing Grade Settings	Customizing Quiz/Test Settings	Creating a Grade Report
Step 1:	Start from the Home screen.	Start from the Home screen.	Start from the Home screen.
Step 2:	Click the Classroom button.	Click the Classroom button.	Click the Reports button.
Step 3:	Using the Class drop-down menu, select the class you are editing.	Using the Class drop-down menu, select the class you are editing	Click to select Grade Report .
Step 4:	Using the Settings drop-down menu, select Grade Settings .	Using the Settings drop-down menu, select Quiz/Test Settings .	Select a school term from the Term drop-down menu.
Step 5:	Type the lowest acceptable percentage for each letter grade box in the Grading Scale section.	Choose which Quiz Options apply to your class.	Click the checkboxes next to the classes for which you want to print grade reports or the name(s) of the student(s) for whom you want to print grade reports. (Or click Check All to choose all the students.)
Step 6:	Type the appropriate percentage in each assignment type box in the Assignment Weighting section.	Choose which Test Options apply to your class.	Choose one of the three level of detail options.
Step 7:	Choose the desired grade display option in the Grade Display Options .	Choose which Resource Center options your class will have access to while doing quizzes and tests in SOS. Click the Save button.	Choose one of the three grade display options.
Step 8:	Choose the desired report card settings in the Report Card Options .	Click the Save button.	Click the Preview button.
Step 9:	Click the Save button.		Click the Print button.

SOS Teacher Quick Reference Guide *(continued)*

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