



Switched-On

SCHOOLHOUSE® 2009 EDITION

Teacher Distance Learning Quick Start Guide

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Welcome to Switched-On Schoolhouse®

SWITCHED ON SCHOOLHOUSE® 2009 (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® 2009 on your computer
- Setting up Switched-On Schoolhouse® 2009 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—27 in this guide.

Pages 28—34 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. Included is a list of program functions you are most likely to use day-to-day. Access them in the **Help** file.*

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

Sincerely,

The Switched-On® Schoolhouse 2009 Development Team

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

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

- Note the following information to use in your installation:
 1. Teacher Username: _____
 2. Teacher Password: _____
 3. School Term: _____
 4. School URL: _____



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

- Verify that your computer meets the system requirements on the software packaging.
- You have access to the Internet.
- You have the following installation software available:
 1. Installation 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 Remote Access typically takes 30 minutes to install.



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

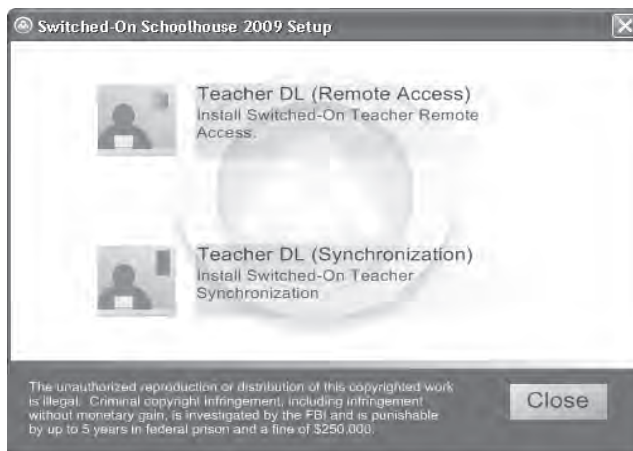
Installing SOS Teacher Remote Access

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



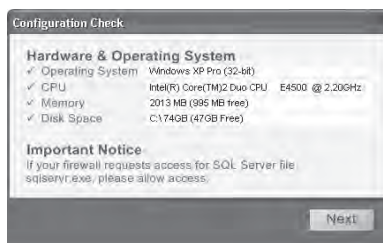
Close all open applications before you begin. Your computer may reboot one or more times during installation.

- Step 1:** Insert the installation disc. The **SOS 2009 Setup** window (shown below) appears automatically.



- Step 2:** Click the first option, **Teacher DL (Remote Access)**.

- Step 3:** A **Configuration Check** is performed on your computer to ensure that it meets the hardware and operating system requirements. If it does not, a message displays alerting you to an necessary upgrades. If your computer meets the requirements, click **Next** to continue. The **SOS 2009 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.



Installed Components

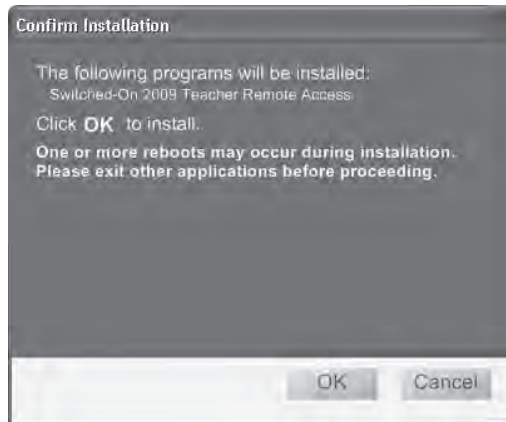
Depending on which programs are already installed on your computer, some or all of the following components will be installed:

- **Microsoft Windows® Installer 3.1**
- **Microsoft® .NET Framework 3.0**
- **Macromedia Flash™ Player 10**
- **Crystal Reports Basic Runtime for Visual Studio 2008**



You also need **Adobe Acrobat Reader** installed on your computer. If you do not have it, you can download a free copy at **www.adobe.com**.

Step 3: Click the **Install** button. A small **Confirm Installation** pop-up box, similar to the one on the next page, displays, indicating which component programs still need to be installed.

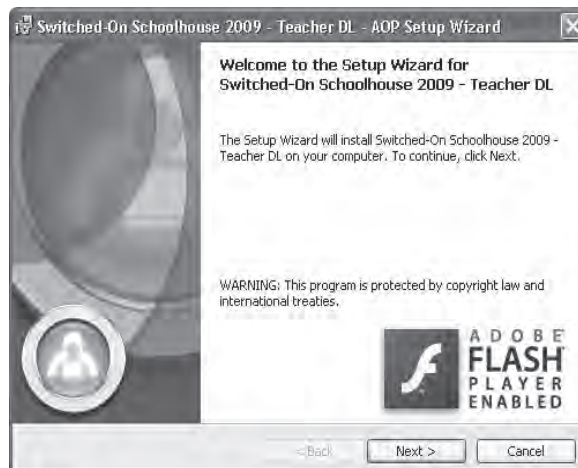


Step 4: Click **OK**. The **SOS 2009 Installed Products** screen displays, indicating which product is currently being installed.

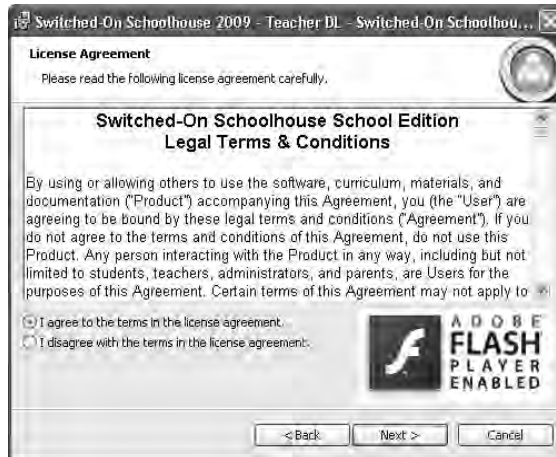
SWITCHED-ON SCHOOLHOUSE® 2009 — TEACHER DL

After your computer finishes installing any missing components, the **SOS 2009 Setup** window displays again. The last application to install is Switched-On Schoolhouse® 2009 Teacher DL. While it does not install automatically, it does contain a Setup Wizard, which takes you through the installation process step-by-step.

Step 1: Start from the **AOP Setup® Wizard** window, as displayed below.

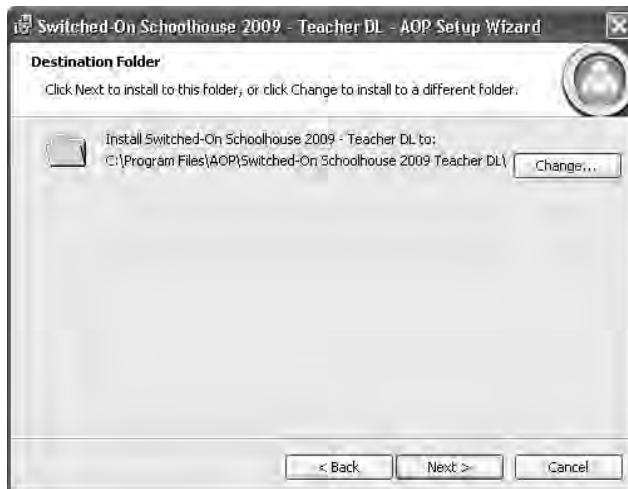


Step 2: Click **Next**. The **License Agreement** displays.

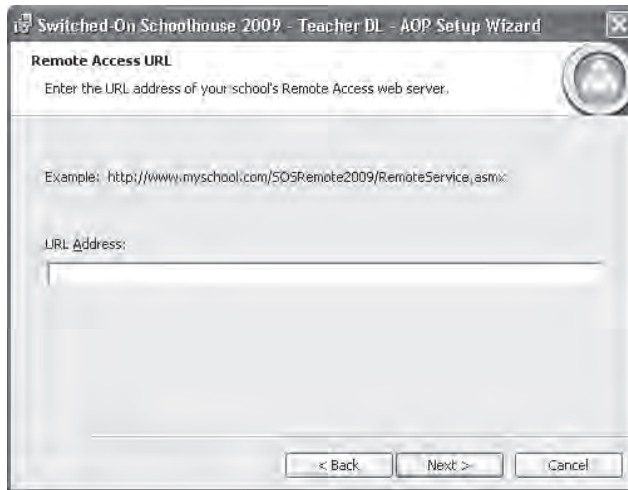


Step 3: Click next to "I agree".

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

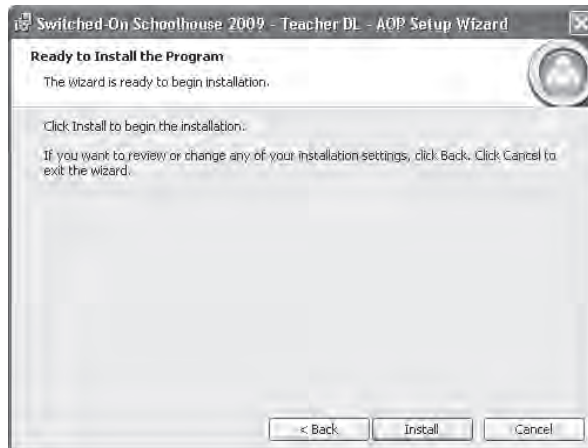


Step 5: Click **Next**, if no changes are necessary. The **Remote Access URL** screen displays.

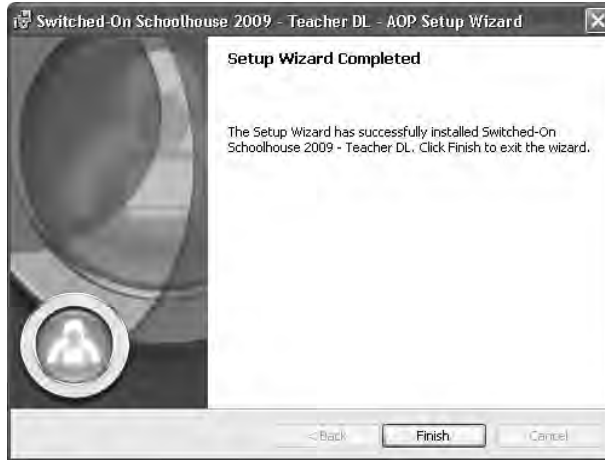


Step 6: Type your school's URL address in the textbox provided. In the example above, replace www.myschool.com with the IP address or domain name the school has provided.

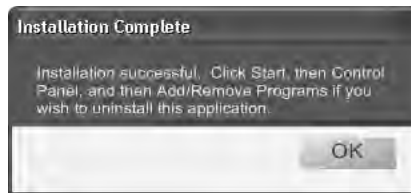
Step 7: Click **Next**. The **Ready to Install the Program** screen displays as shown below.



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



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



Step 10: Click **OK**. A new **SOS 2009 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.



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 **Subjects09** 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.

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



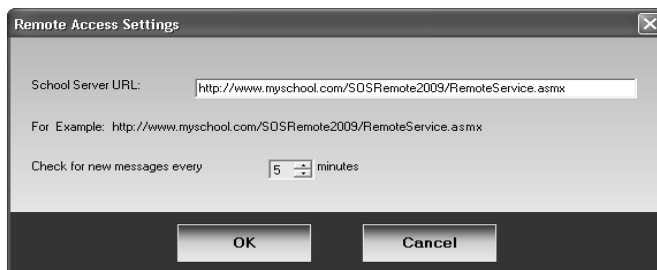
Before you login to SOS Teacher Remote Access, you must first be connected to the Internet.

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 window displays.



- 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.
- 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 **Homepage** (shown below) displays.



From this screen you can access your students' work and grading tasks. Click **Help** on your **Homepage** to access the electronic Help file. or press **F1** anywhere in the application to open that same file.

Don't forget to remove the disc from your CD-ROM drive!



If your **Homepage** looks like the one below, you must upgrade your Internet Explorer to version IE 7 or higher to access the MiSOS themes.



Before You Install Synchronization (Sync)...

This Installation Guide is designed for teachers serving in a school that provides distance learning using SOS Sync. SOS Sync allows a teacher to complete grading and administrative tasks off-site using the SOS curriculum. After completing the day's work, you send completed work back to the school via the internet. 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, logoff instructions. A list of topics on program functionality you are most likely to use daily is included. You can access these topics using the program **Help** file.*

Congratulations on your decision to educate your students using Switched-On Schoolhouse®.

Sincerely,

The Switched-On® Schoolhouse 2009 Development Team



If your school wants you to use SOS **Remote Access**, go to page 3 of this guide.

Before installing SOS Teacher Synchronization, complete the following checklist:



Note the following information to use in your installation:

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



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



Verify your computer meets the system requirements listed on the software packaging.



Ensure access to the Internet.



Have the following installation software available:

1. Installation disc (Remote Access & Synchronization Teacher)
2. Subject discs (curriculum materials for assigned classes)



Reserve the time in your schedule to monitor the installation process. SOS Teacher Synchronization typically takes 30 minutes to install.



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

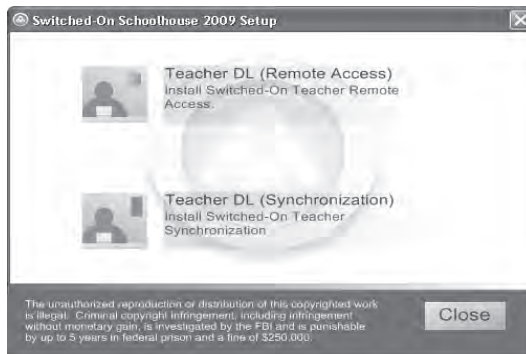
Installing SOS Teacher Synchronization

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



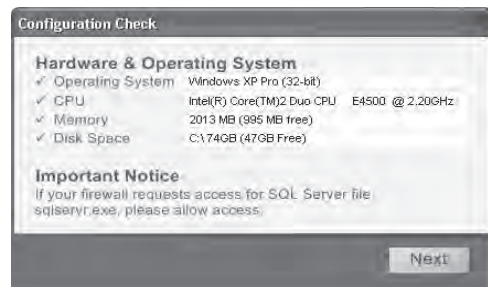
Close all open applications before you begin. Your computer may reboot one or more times during installation.

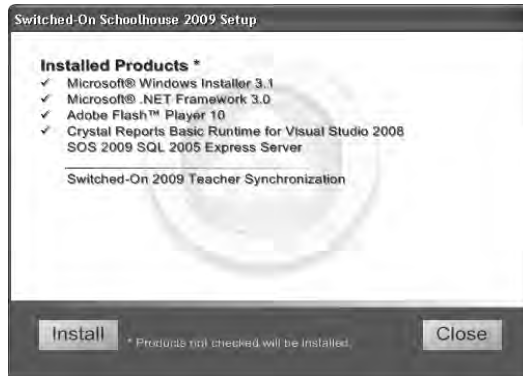
Step 1: Insert the application disc. The **SOS 2009 Setup** window (shown below) appears automatically.



Step 2: Click the second option, **Teacher DL (Synchronization)**.

Step 3: A **Configuration Check** is performed on your computer to ensure that it meets the hardware and operating system requirements. If it does not, a message displays alerting you to an necessary upgrades. If your computer meets the requirements, click **Next** to continue. The **SOS 2009 Setup** screen displays the list of currently installed products, like the one on the next page, it indicates which of the required applications are already installed and which will need to be installed before continuing the this process.





Installed Components

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

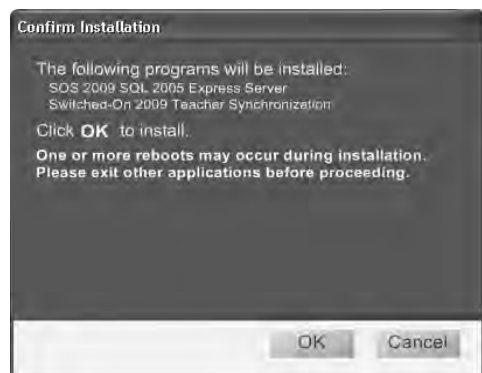
- Microsoft Windows® Installer 3.1
- Microsoft® .NET Framework 3.0
- Adobe Flash™ Player 10
- SQL Express 2005
- Crystal Reports Basic Runtime for Visual Basic Studio 2008
- SOS 2009 SQL 2005 Express Server

Microsoft Internet Explorer (IE) is not included in the SOS install. It should have been installed when you purchased your computer. You can download IE free by going to www.microsoft.com. Please contact the seller if you have difficulty with this.

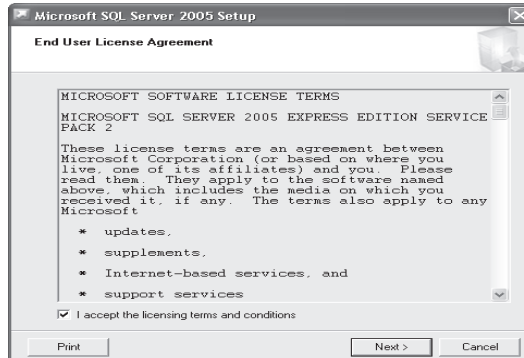


You also need **Adobe Acrobat Reader** installed on your computer. If you do not have it, you can download a free copy at www.adobe.com.

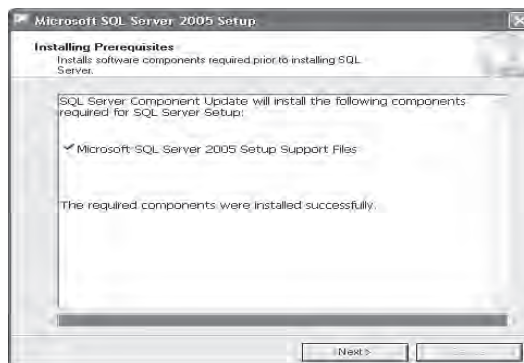
- Step 4:** Click the **Install** button. A small **Confirm Installation** pop-up box, similar to the one shown here, displays, indicating which component programs will be installed.
- Step 5:** Click **OK**. The **SOS 2009 Setup** window displays, indicating which product is currently being installed.



Step 6: The SOS 2009 SQL 2005 Express Server is installed next. The first screen is the **Microsoft End User License Agreement**. Click next to **I accept the licensing terms and conditions**, then click **Next**.



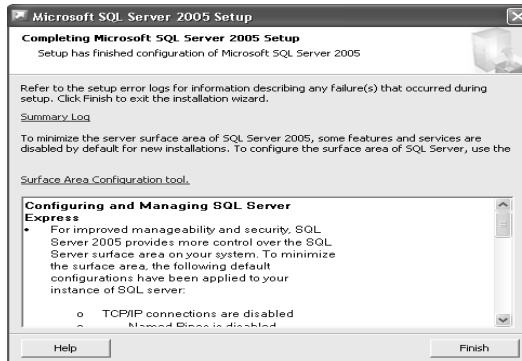
Step 7: When the prerequisites have finished installing, click **Next**. Another quick configuration check is done, unless there is a problem, you don't have to do anything.



Step 8: The **Setup Progress** screen displays (as shown on the next page) and shows you what components are being installed and the progress of the installation. This make take a few minutes to complete. Click **Next** when all of the items in the list have a green checkmark beside them and the **Next** button is enabled.



Step 9: The **Completing Microsoft SQL Server 2005 Setup** screen displays when setup is finished. Click **Finish** to continue.

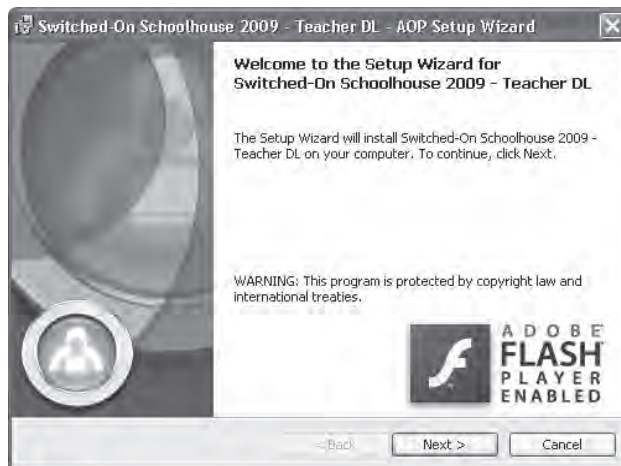


Step 10: The final step of installing the SQL Server 2005 takes a few minutes. While it is completing installation, a screen similar to the one below displays. When the **Close** button is enabled, click it to install Switched-On 2009 Teacher Synchronization.

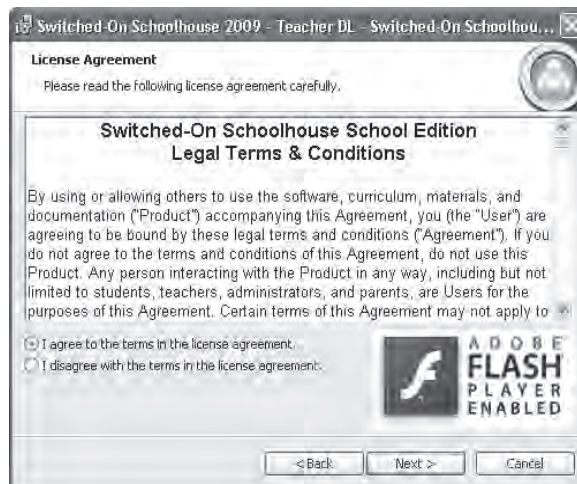


After any necessary components are installed, the **SOS 2009 Setup** window displays again. The last application you need to install is Switched-On Schoolhouse® 2009 Teacher DL. While this application does not install automatically, it does contain a Setup Wizard, which takes you through the installation process step-by-step.

Step 1: Start from the **Setup Wizard for Switched-On Schoolhouse 2009 - Teacher DL** window, shown below.

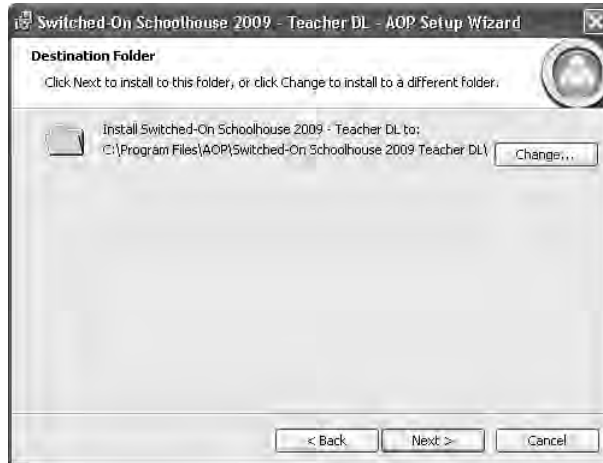


Step 2: Click **Next**. The **License Agreement** displays.

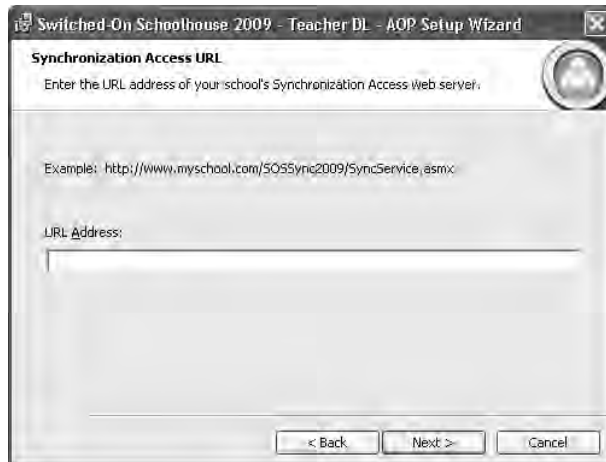


Step 3: Click next to “I agree”.

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

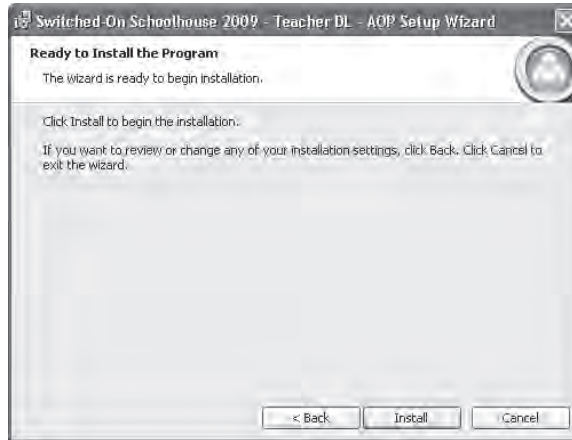


Step 5: Click **Next**, if no changes are necessary. The **Synchronization Access URL** screen displays.

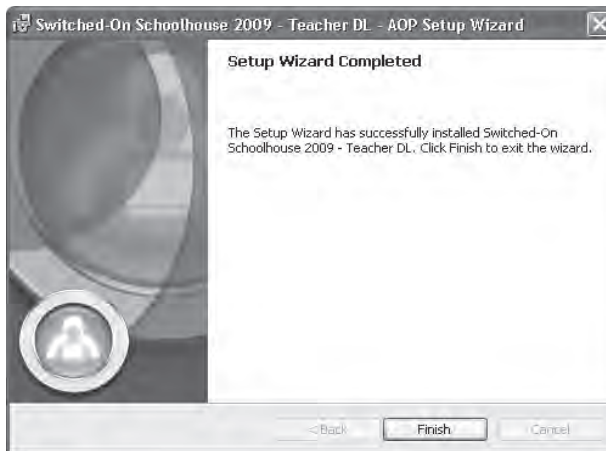


Step 6: Type the URL address of your school’s synchronization access web server in the blank textbox. In the example above, replace www.myschool.com with the IP address or domain name your school has provided.

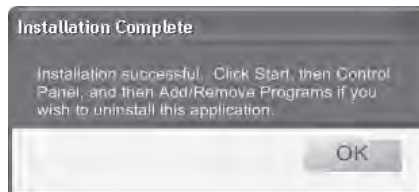
Step 7: Click **Next**. The **Ready to Install the Program** screen (as shown on the next page) displays.



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



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



Step 10: Click **OK**. A new **SOS 2009 Setup** window displays, showing checkmarks beside all of the applications that you installed.

Step 11: Click **Close** on each of the next two windows.



Don't forget to take the disc out of your CD-Rom drive.!

LOGGING IN TO SOS TEACHER SYNCHRONIZATION



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 has been updated, either on your computer or 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 updated 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.

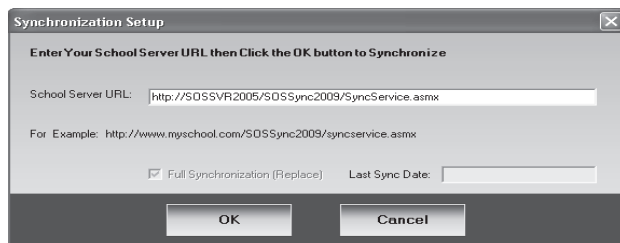
USING SOS TEACHER SYNCHRONIZATION FOR THE FIRST TIME

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



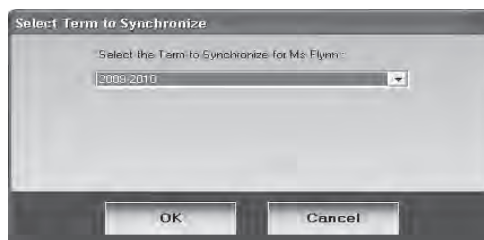
Before beginning the synchronization process, you must first be connected to the Internet.

- 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.



The screenshot shows a dialog box titled "Synchronization Setup" with a close button (X) in the top right corner. The main text reads "Enter Your School Server URL then Click the OK button to Synchronize". Below this is a text input field for "School Server URL:" containing the text "http://SOSSVR2005/SOSSync2009/SyncService.aspx". Underneath is an example: "For Example: http://www.myschool.com/SOSSync2009/syncservice.aspx". There is a checked checkbox for "Full Synchronization (Replace)" and a "Last Sync Date:" field. At the bottom are "OK" and "Cancel" buttons.

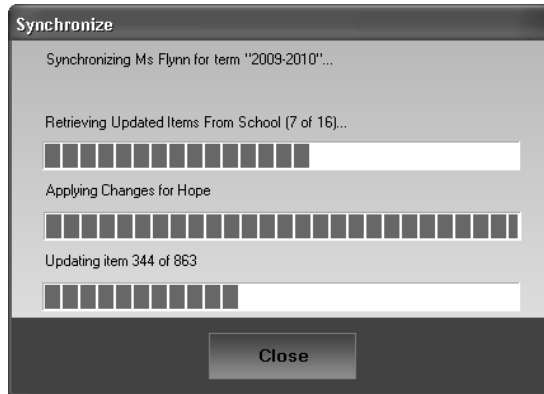
- Step 2:** Type the appropriate School Server URL in the blank textbox, if necessary. In the example above, replace www.myschool.com with the IP address or domain name the school has provided.
- Step 3:** Click **OK**. The **Select Term to Synchronize** window displays.



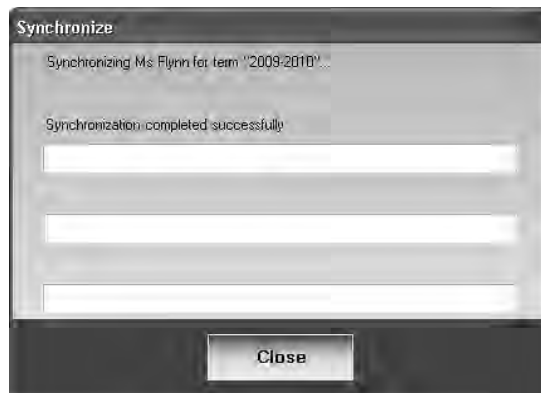
The screenshot shows a dialog box titled "Select Term to Synchronize". The main text reads "Select the Term to Synchronize for Ms. Flynn:". Below this is a dropdown menu showing "2009-2010". At the bottom are "OK" and "Cancel" buttons.

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 **Close** when a box similar to the one shown below displays, indicating the synchronization process is complete.



USING SOS TEACHER SYNCHRONIZATION

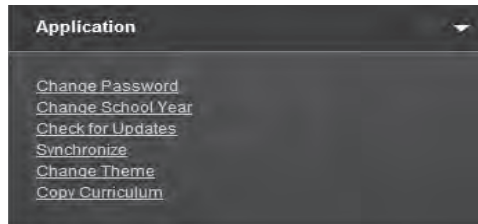
To use the synchronization feature in SOS Teacher Synchronization, follow the steps below:



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

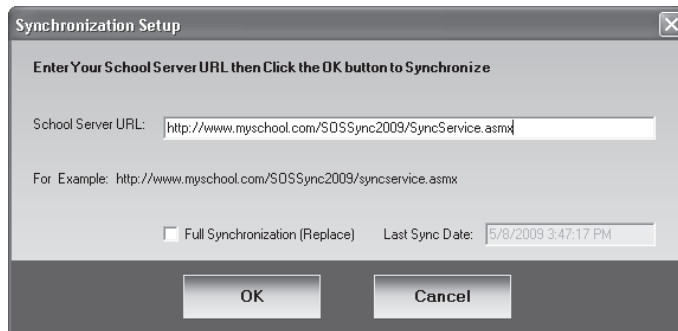
Step 1: Start from the **Homepage** in the SOS Teacher Synchronization application.

Step 2: Click **Synchronize** in the **Application** widget.



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 **Synchronize** in the **Application** widget if you want to sync before you are ready to exit SOS.

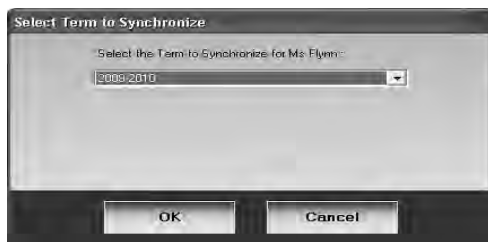
Step 3: When the **Synchronize** pop-up box, shown below, displays, click **OK**.



You can 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.

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.

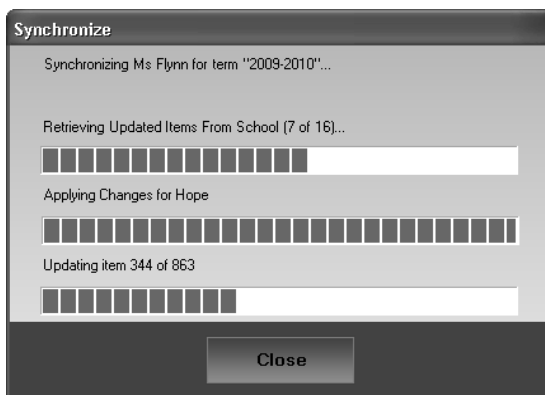
Step 5: Click **OK** to accept your choices. The **Select Term to Synchronize** window displays.



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

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.



Whenever you open or exit SOS, you are asked if you want to sync. You can choose **Yes** or **No**. If you want 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 **Homepage** as displayed below.

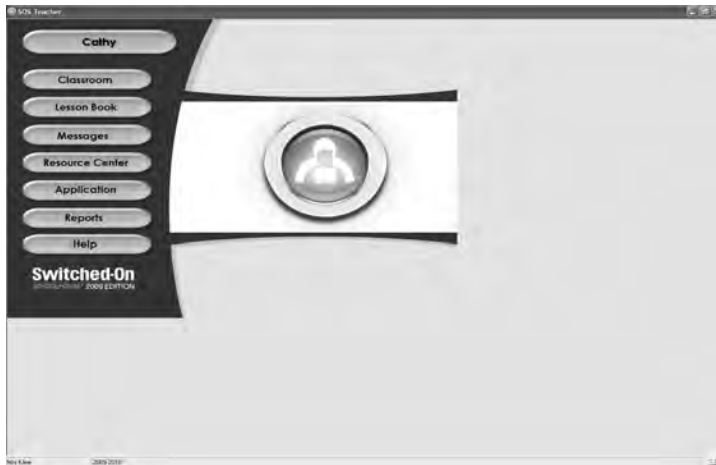


The screenshot shows the SOS Teacher homepage with a dark background and white text. At the top left is the Switched-On logo. In the center is a Google Search bar. On the right are links for Settings, Logout, and About. Below the search bar, a welcome message reads "Welcome, Mrs Kline" next to a profile picture. The main content area is divided into several sections:

- Classroom:** Contains links for Class Setup and Curriculum Setup.
- Lesson Book:** Contains links for At A Glance, Assignments, and Lesson Plan.
- Messages:** Contains a link to "Click to see your messages."
- Resource Center:** Contains links for Periodic Table, Calculator, and Dictionary.
- Reports:** Contains links for Grade Report, Class List, Connection Report, Inactivity Report, Shutdown Report, Unit Report, and Daily Work Report.
- Daily Bible Verse:** A section with an upward arrow.
- Application:** Contains links for Change Password, Change School Year, Check for Updates, Archive Login, and Change Theme.
- Help Center:** A section with an upward arrow.
- Photo Album:** A section with an upward arrow.

At the bottom of the window, a status bar shows "Mrs Kline" and "2009-2010".

If your **Homepage** looks like the one below, you must upgrade your Internet Explorer to version IE 7 or higher to access the MiSOS themes.



If your **Homepage** does look like this, instead of an **Application** widget, you will see an **Application** button. Click this to access a small menu like the one shown here. From that menu, you can click **Synchronize** to begin the synchronization process.

- Change Password
- Change School Year
- Check for Updates
- Change Theme
- Copy Curriculum
- Synchronize
- Logout

Demonstration Lessons

Switched-On Schoolhouse provides two demonstration lessons to walk you through a typical lesson and each of the problem types. One lesson is especially for students in grades 3 - 5 and the other is for students in grades 6 - 12.

The first time you try to access them, SOS will ask you where they are located. If you installed SOS to the default location on your C drive, the path to the lesson for grades 3-5 is:

```
C:\Program Files\AOP\Switched-On Schoolhouse 2009 Student DL\School Demo\
Demonstration352009
```

The path to the lesson for grades 6-12 is:

```
C:\Program Files\AOP\Switched-On Schoolhouse 2009 Student DL\School Demo\
Demonstration6122009
```

If you installed to a different location, you need to browse to the drive with the AOP folder and locate the AOP\Switched-On Schoolhouse 2009 Student DL\School Demo folder. Select the lesson you wish to use there.

Installing Curriculum to Your hard Drive (Remote Access and Sync)

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

- Step 1:** Insert a subject disc. (You may have more than one disc per subject. Always begin with Disc A for each subject.)
- Step 2:** Click **Classroom** on your **Homepage**.
- 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:** Click your CD-Rom drive to select it and then click **Open**.
- Step 7:** Double-click **contents.sosx** 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 to place the copied curriculum.



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 **Subjects09** 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.

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

Uninstalling SOS Teacher DL 2009



It is *critical* when removing (uninstalling) the 2009 version of SOS you follow the steps below exactly as written.

1. Open **Add/Remove Programs** in the **Control Panel**.
 2. Remove **Switched-On Schoolhouse 2009 – Teacher DL**.
Remote Access users, click **Finish** and you are done.
- Sync users* continue through Step 8.
3. Remove **Microsoft SQL Server 2005**.
 4. On the **Uninstall** dialog window, select the instance of **SOSTeacherSync50** and **Workstation Components**, and then click **Next**.

Attention Vista Users:

At this point in the uninstall process, you will see a dialog box similar to the one to the right. When you do, click the **Ignore** button to proceed with your uninstall. Do *not* click **Retry** or press your **Enter** key. You will just continue to loop back to this dialog box.



5. Click **Finish** to proceed with the removal process.
6. Once the **SQL Server 2005** uninstall is finished, four SQL components remain in your installed programs list. Remove **Microsoft SQL Server Native Client** next.
7. Remove **Microsoft SQL Server Setup Support Files**. When the warning box appears telling you "This action is only valid for products that are currently installed", click **OK**.
8. Repeat Step 7 for **Microsoft SQL Server VSS Writer** and **MSXML 6.0 Parser**.



You **MUST** remove Microsoft SQL Server 2005 before any of its components are removed or it will not be properly uninstalled and any subsequent installation attempts will fail. If you try to uninstall one of the components first, you will see a warning that the server should be removed first.

Using the Help File

Whether you've successfully installed SOS Teacher Remote Access or Synchronization, click **Help** on the program **Homepage** 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



For assistance or ready access to more information about Switched-On Schoolhouse® 2009, please bookmark the SOS Schools page, www.aopschools.com, 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.

SOS Teacher Quick Reference Guide

| | Adding Curriculum to a Custom Subject | Changing the Order of Curriculum | Customizing Assignment Settings |
|-----------------|---|--|---|
| Step 1: | Start from the Homepage . | Start from the Homepage . | Start from the Homepage . |
| 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 Quick Reference Guide *(continued)*

| | Assigning a Subject | Creating a Custom Subject | Creating a Custom Subject from an Existing Subject |
|-----------------|---|---|---|
| Step 1: | Start from the Homepage . | Start from the Homepage . | Start from the Homepage . |
| 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)*

| | Customizing Grade Settings | Customizing Quiz/Test Settings | Creating a Grade Report |
|----------------|---|--|---|
| Step 1: | Start from the Homepage . | Start from the Homepage . | Start from the Homepage . |
| 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 Homepage . |
| 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. |

