

REFERENCE GUIDE



Switched-On

SCHOOLHOUSE® 2007 EDITION

SCHOOLHOUSE 2007 EDITION

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Welcome



How to Use This Guide

Contents at a Glance

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Quick Reference Guide



Welcome to Switched-On Schoolhouse® 2007 School Edition

Switched-On Schoolhouse® 2007 School Edition (SOS) is a powerful educational tool that has been designed to engage students in learning and enhance the educational experience. It combines a traditional approach with multimedia, allowing students to build a solid educational foundation while interacting with the curriculum in a dynamic, hands-on way. It also uses a Christian curriculum that integrates Scripture and a biblical worldview throughout the activities and assignments.

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

How to Use This Guide

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

This reference guide is divided into six modules:

WELCOME – Become acquainted with Switched-On Schoolhouse® 2007 School Edition

INSTALLATION – Find out how to get everything up and running

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

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

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

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

If you need help, you can also contact Alpha Omega Publications Technical Support team by calling toll-free **1-800-735-4193** or visiting **www.aop.com/faq** to see a list of **Frequently Asked Questions**. From the website, you can choose to link to the main Technical Support site, filling out a support request e-mail form.

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SOS Admin Quick Reference Guide

	Creating a Term	Adding a Class	Adding a Teacher
Step 1	Start from your Home screen.	Start from your Home screen.	Start from your Home screen.
Step 2	Click the Administration button.	Click the Administration button.	Click the Administration button.
Step 3	Using the Edit: drop-down menu, select Term Settings .	Click the Class Setup tab.	Click the Teacher Setup tab.
Step 4	Click the Add button.	Click the Add button.	Click the Add button.
Step 5	Complete the information in the New School Year pop-up box.	Type the name of the class in the Classes section in the left pane.	Complete the information in the Teacher Information boxes.
Step 6	Click the Ok button.	Press Enter to add the class.	Click next to the desired distance learning option.
Step 7			Click the Save button.

	Adding a Student	Assigning a Teacher	Assigning a Student
Step 1	Start from your Home screen.	Start from your Home screen.	Start from your Home screen.
Step 2	Click the Administration button.	Click the Administration button.	Click the Administration button.
Step 3	Click the Student Setup tab.	Click the Class Setup tab.	Click the Class Setup tab.
Step 4	Click the Add button.	Click the class that needs a teacher assigned.	Highlight the correct class from the list of classes.
Step 5	Complete the information in the Student Information boxes.	Click the Edit button.	Click the Edit button.
Step 6	Choose the appropriate Bible translation.	Click the Teachers tab.	Check the desired student from the list of students.
Step 7	Check Password Control , if necessary.	Check the desired teacher from the list of teachers.	Click the Save button.
Step 8	Check Homepage Calculator , if necessary.	Click the Save button.	
Step 9	Check Homepage Periodic Table , if necessary.		
Step 10	Verify the "Active Student" option is auto-selected.		
Step 11	Click next to the desired distance learning option.		
Step 12	Click the Save button.		

SOS Admin Quick Reference Guide (cont.)

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



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SOS Teacher Quick Reference Guide

	Assigning a Subject	Creating a Custom Subject	Creating a Custom Subject from an Existing Subject
Step 1	Start from your Home screen.	Start from your Home screen.	Start from your 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 next to 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 (cont.)

	Adding Curriculum to a Custom Subject	Changing the Order of Curriculum	Customizing Assignment Settings
Step 1	Start from your Home screen.	Start from your Home screen.	Start from your 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 which Quiz and Test Options apply to your student.
Step 6	Click the Edit button.	Click the Edit button.	Choose which Resource Center options your student have access to throughout 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.		



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SOS Teacher Quick Reference Guide (cont.)

	Customizing Grade Settings	Grading an Assignment	Creating a Grade Report
Step 1	Start from your Home screen.	Start from your Home screen.	Start from your Home screen.
Step 2	Click the Classroom button.	Click the Lesson Book 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 appropriate class.	Click to select Grade Report .
Step 4	Using the Settings drop-down menu, select Grade Settings .	Using the Student drop-down menu, select the appropriate student.	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.	Click the Subject name.	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.	Click the Unit name.	Choose one of the three level of detail options.
Step 7	Choose the desired grade display option in the Grade Display Options .	Double-click the assignment.	Choose one of the three grade display options.
Step 8	Choose the desired report card settings in the Report Card Options .	Locate the first problem you need to grade.	Click the Preview button.
Step 9	Click the Save button.	Grade the problem and record the score in the grade boxes in the lower left corner of the assignment's screen.	Click the Print button.
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.	