

Appendices



Switched-On
SCHOOLHOUSE® 2008 EDITION

Appendix A

Keyboard Shortcuts in Switched-On Schoolhouse® 2008 School Edition

Here are a few shortcuts you can use right from your keyboard. All these shortcuts work in both SOS Teacher and SOS Student.

- F1** Opens the **Help?** file. The **Help?** file appears in a separate window, so you never have to lose your place.
- F2** Grades the current problem & advances you to the next problem.
- F11** Sends you back to the previous problem, without grading the current problem.
- F12** Advances you to the next problem, without grading the current problem.

Most common keyboard shortcuts that are part of the Windows® operating system also work in Switched-On Schoolhouse® 2008 School Edition. Some of the most common ones are:

- Ctrl-B** Highlight your text and use these keys to make your text bold.
- Ctrl-C** Highlight your text and use these keys to copy your text. (**Ctrl-V** pastes copied text to another location.)
- Ctrl-F** Opens a small window to allow you to find the text you enter anywhere in the document. (This only works in SOS Teacher. It is not available in SOS Student.)
- Ctrl-I** Highlight your text and use these keys to make your text italicized.
- Ctrl-P** Highlight your text and use these keys to print your current lesson.
- Ctrl-U** Highlight your text and use these keys to make your text underlined.
- Ctrl-V** Highlight your text and use these keys to paste text that you've copied.

Appendix B

Making Your Keyboard Bilingual

Windows® XP

Follow these steps to add the United States—International keyboard layout.

Step 1: Click the **Start** button and select **Control Panel**.

Step 2: Under **Pick a category**, click **Date, Time, Language, and Regional Options**.

Step 3: Under the **Pick a Control Panel** icon, click **Regional and Language Options**. The **Regional and Language Options** dialog box appears.

Step 4: On the **Languages** tab, click **Details**. The **Text Services and Input Languages** dialog box appears.

Step 5: Under **Installed services**, click **Add**. The **Add Input language** dialog box appears.

Step 6: In the Input language list, select **Spanish (Mexico)**.



When you use the United States—International keyboard layout, you should also use an English language setting.

Step 7: In the Keyboard layout/IME list, select United States—International and click **OK**.

Step 8: In the **Select one of the installed input languages to use** when you start your computer list, select **Language Name**, then **United States—International** (where **Language Name** is the language you selected in Step 6). Click **OK**.

Step 9: In the **Regional and Language Options** dialog box, click **OK**. Notice, the **Language** bar appears on your task bar. When you position your mouse pointer over it, a Tool Tip appears describing the active keyboard layout (for example: United States—International).

Step 10: When in Switched-On Schoolhouse® Spanish, press **Alt+Tab** to switch your keyboard setting. This selects the United States—International keyboard layout.

Windows® Vista

Follow these steps to add the United States—International keyboard layout.

Step 1: Click the **Start** button, and then double-click **Control Panel**.

Step 2: Click **Classic View** on the left side of the window, and then select **Regional and Language Options**.

Step 3: Select the **Keyboards and Languages** tab, and then click **Change Keyboards**.

Step 4: Under **Installed Services**, click **Add**.

Step 5: Double-click **Spanish (Mexico)**.

Step 6: Under **Keyboard**, select **United States-International**. To see a preview of the keyboard layout, click **Preview**.

Step 7: Click **OK**.

Step 8: Your keyboard is now bilingual. Toggle between your Spanish and English keyboards by pressing the **Alt** and **Shift** keys at the same time. Notice, the task bar changes as you press these keys to select English or Spanish keyboard.

Creating Special Characters

To create the special characters in **Spanish**:

We have found that the following keyboard commands work on all basic systems: Windows® XP, and Windows® Vista.

Hold down the right key (to the right of the space bar) + the letter:

Rt Alt + the letter = á é í ó ú

Rt Alt + ? = ÿ

Rt Alt + 1 = ÿ

Rt Alt + ~ + n = ñ

To create the special characters in **French**:

We have found that the following keyboard commands work on all basic systems: Windows® XP, and Windows® Vista.

Hold down the right **Alt** key (to the right of the space bar) + the letter:

Rt Alt + the letter = á é í ó ú

Hold down the `/~ key (to the left of the "1" key) + the letter:

Accent/Tilde key + the letter = à è ì ò ù

Hold down the **quotes** (") key + the **C** key:

Apostrophe + **C** = ç

Hold down the **Shift** + **6**, then the letter. Nothing different shows on the screen.

Press the letter you want to accent. The accented letter appears.

If you release the shift key, then press a letter, you get a lower-case letter. If you continue to hold the shift key, you get an upper-case letter:

Shift + ^ the letter = â ê î ô û

Hold down the right **Alt** key (to the right of the space bar) + the **Z** key:

Rt Alt + **Z** = æ

Appendix C

Activities Away from the Computer

Switched-On School Schoolhouse® 2008 School Edition also offers activities for students which encourage learning away from the computer:

Special Projects

Each unit contains an assignment called “Special Project.” This is a blank assignment that’s available to teachers who want to create their own assignments and incorporate them into the grading. Teachers can encourage artwork, model-building, map work, etc.

Experiments

Although science experiments are demonstrated for students through video clips, there’s nothing like hands-on learning. Students find that the materials and procedures required for various experiments are stated, enabling them to actually do the experiments at home.

Novels

Language Arts 900—1200 comes with paperback novels. Students can find unit lessons in Switched-On Schoolhouse® 2008 School Edition that guide them as they read and comprehend the novels.

Research

Sometimes, in order to most effectively do projects, students are required to go on field trips or make visits to a library or museum. They may also need to access other reference sources outside of Switched-On Schoolhouse® 2008 School Edition for their research.

Lesson Printouts

Printing out Switched-On Schoolhouse® 2008 School Edition assignments can be useful if there are several students sharing only one computer or if students want to work where there’s no access to a computer. Students can go through lessons on paper or even use the printed sheets to review for quizzes or tests. Printing vocabulary or spelling list words also allows students to study definitions and practice spelling away from the computer.

Handwritten Notes

Students, especially high school students, can practice their note-taking skills, something that will be important in college. They can also use their notes to study from while they are away from the computer.

Hands-On Experience

Teachers can take advantage of opportunities to make practical application of what students are studying. If students are studying about measurements, for example, teachers can move the “classroom” into the kitchen and teach students how to bake cookies. If students are studying plants, growing an indoor or outdoor garden can help them to tangibly see the scientific principles. Teachers who are creative and involved in what their students are learning can come up with almost anything.

Appendix D

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Schools do not receive log in info (SOO) or e-cash (SOS) for their school until training is completed

Sessions conducted by qualified AOP-trained individual

Cost & Details

\$350

Unlimited number of attendees (all users highly recommended)

Maximum of 4 hrs per session

Includes up to 1 hr of additional follow-up training

Must be scheduled within 3 months after original session

Schedule after initial session is completed

Includes training for new teachers in following years at ½ off the existing published price (EX-existing per hr price is \$60—if prices remain the same, cost would be \$30 per 1 hr session.)

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Cost & Details identical to Option #1 w following additions

Includes one SOS DVD Training set for referral

Will provide study guide for SOS DVD's & access to online test

Online trainer will direct trainees to specific subject area locations on DVD to enable further research after session is completed

Training attendees may complete online test after initial training session is completed

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Conducted by AOP Regional representative

Standard format for all reps

Can be customized to meet individual needs of each school

Maximum of 10 attendees per school

Maximum of 7 hours

May also include 1 hr evening meeting (for parents/board members etc.)

Includes web training for new teachers in following years at ½ off the existing published price

SOS only—Includes 1 copy of SOS Reference Guide per trainee (max of 5 copies per school—additional copies may be purchased at 30% discount.)

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SCHOOLHOUSE® 2008 EDITION

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