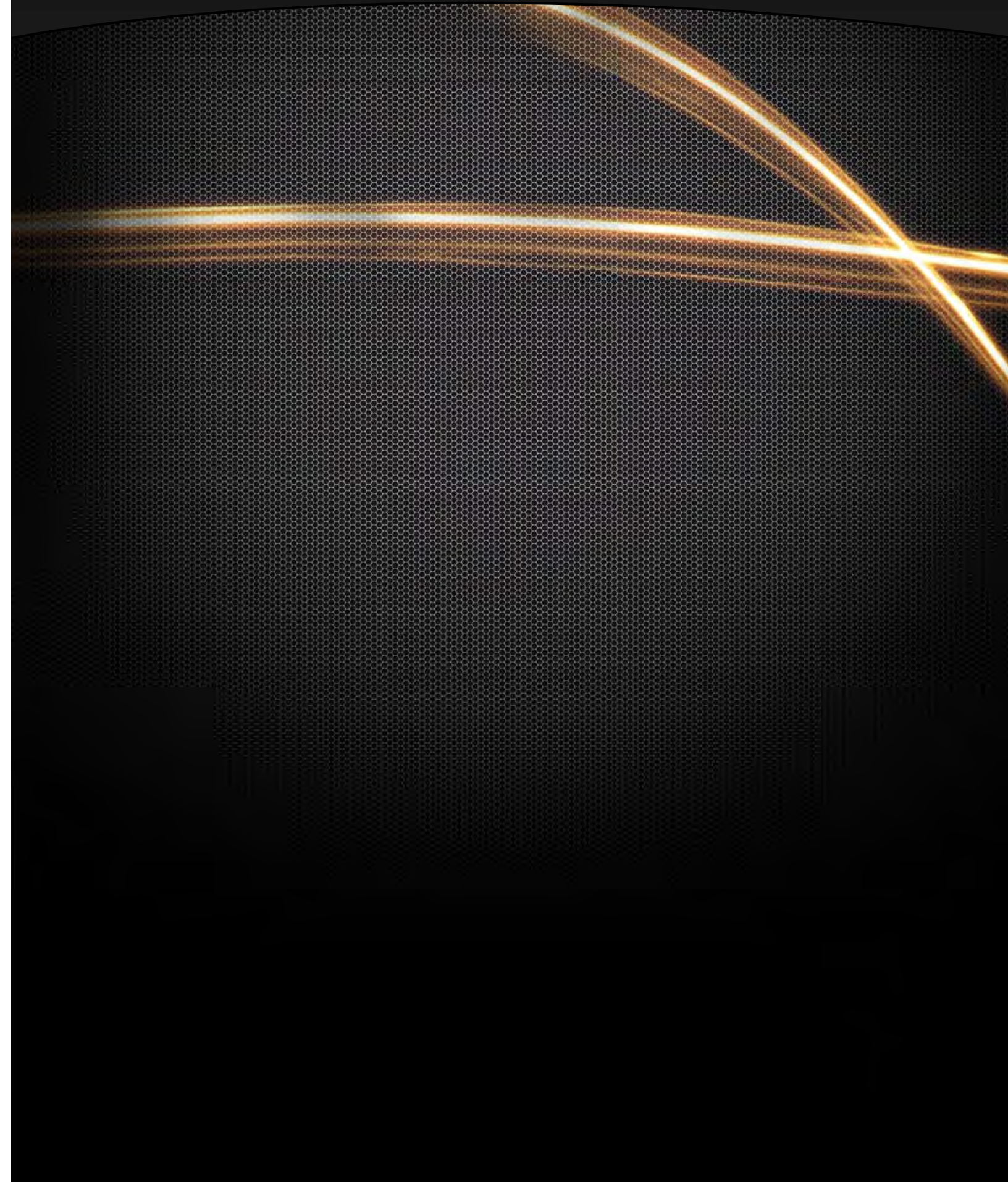


Index



Switched-On Schoolhouse® 2009 School Edition Reference Guide — Index

There are five separate modules for the 2009 SOS School Edition Reference Guide. This index covers all five modules. The page numbers for each module begin with an alpha character:

A - indicates the Admin Reference Guide

T - indicates the Teacher Reference Guide

D - indicates the Distance Learning Reference Guide

S - indicates the Assignments Reference Guide

I - indicates the Installation Reference Guide

A

Academic Year, A-22
Activate Student, A-42, A-45, D-40
Activate Teacher, A-41
Activities Away from the Computer, A-86, T-103, D-85, I-25
Add a Class, A-48
Adding Remote Parents, A-43
Adding Students, A-42
Adding Teachers, A-41
Admin, A-8
 Checklist, A-8
 Home Screen, A-9, A-13
 Login, A-9
 Password, A-10, A-60
Admin Home Screen, A-9, A-13
 Administration, A-14
 Application, A-59
 Messages, A-52
 Reports, A-70
Administration, A-8
Advanced Lesson Planning, A-31, T-44,
AllRight, S-22
Alternate Assignments/Tests, T-54
Answer Keys, A-16, A-20, T-16, T-30, T-50, T-56, D-54
Archive Messages, T-75
Archive Wizard, A-63
Application, A-59, T-82
Assign Subject(s), T-31
Assignments (SOS)
 Accessing, S-10
 Assignment Notepad, T-47, T-72, D-51, S-7, S-11
 Blocking and Unblocking, T-32, T-44, T-62, T-68
 Change Due Dates, T-67, T-69, D-58, D-63
 Clearing Work, T-45, T-62, T-68

Doing Assignments, S-16
Past-Due, T-41, T-43
Presentation Area, T-29, T-47, T-48, D-52, S-6
Printing, T-51, T-65, D-54, D-57
Problem Area, T-29, T-47, T-48, D-53, S-6
Review, T-29, D-50, S-17, S-20
Screen, T-42, S-6
Section Guides, T-47, D-57, S-7, S-17
Sorting, T-42
Types, T-45, D-50, S-12

At A Glance Screen, T-40
Audio/Visual Elements, S-21, S-26
Avatar, A-68, A-64, T-12, T-88, D-44

B

Backup, A-61
Bible Translations, A-17, A-42, A-45
Bilingual Keyboard, A-87, T-101, D-83, I-23
Blocking and Unblocking, T-28, T-32, T-44, T-62, T-68

C

Calculator, A-17, A-42, A-45, T-17, T-19, T-81, D-67
Calendar:
 School, A-33, A-38
 Student, D-58, D-62
Change Password Window, A-60, T-82, D-68
Change Theme, A-64, T-84, D-71
Check for Update, A-69, T-83, D-71
Class List, T-94
Class Setup, A-46, T-14
Clear and Reassign Work, T-45, T-62, T-68
Connection Report, A-75, T-95
Creating Subjects, T-25, T-28, T-34
Crossword Puzzles, S-27

Curriculum:

- Assign Alternate Tests, T-54
- Copying to Your Hard Drive, D-17, D-24
- Copy to Shared Drive, I-17
- Removing from a Subject, T-37
- Review Window, T-29
- Revisions, T-33
- Setup, T-24
- Shared Folder, I-6

Custom Subject, T-34

Custom Theme Homepage Settings Panel, T-90, D-45

Customizing a Report Card, A-72

Custom Calendar, A-45, D-40, D-55, D-57, D-58

Customizing Class:

- Assignment Settings, T-17
- Grade Settings, T-21
- Homepage Settings, T-23
- Quiz/Test Settings, T-19

Customizing School:

- Assignment Settings, A-18
- Grade Settings, A-24
- Homepage Settings, A-26
- Quiz/Test Settings, A-21

Customizing Student:

- Assignment Settings, T-55
- Curriculum, T-53
- Grade Settings, T-60
- Quiz/Test Settings, T-58

D

Daily Work Report, A-79, T-97, D-79

Day Detail Window, T-66, D-62

Deactivate Student, A-45

Default Settings, A-11

Default Subjects, T-25, T-31, T-34, T-36, T-37, T-38

Delete a Class, A-49

Delete Students, A-46

Delete Teachers, A-41

Deleting Custom Subject, T-37

Demonstration Lessons, T-24

Dictionary, A-78, T-81, D-67

Disclaimer of Warranties, A87, T-104, D-86, I-26

Distance Learning Options

- Student Setup Screen, A-42, A-45, D-40
- Teacher Setup Screen, A-40, D-33

DL Parent:

- Application Functions, D-68
- Assignments Screen, D-46
- DL Parent Home Screen, D-43
- Student Calendar, D-58, D-62
- Lesson Book, D-46
- Lesson Plan Screen, D-55
- Logging In, D-23, D-42
- Messages, D-63
- Password, Changing, D-68
- Remote Parent, D-23
- Reports, D-77
- Review Assignments, D-50
- Resource Center, D-64
- Synchronize, D-69

Drag and Drop, S-23

Due Dates:

- Assign, A-29
- Change, T-67, T-69, D-58, D-63

E

E-Cash,

- Purchasing, A-59
- Viewing Reports, A-60

Easy Spelling Penalty, A-16, A-21, T-16, T-57, T-59

Edit Day, A-35, D-59, D-60

Edit School Calendar Window, A-33, A36

Edit Student Subject Screen, T-53

- Assignment Settings, T-55
- Curriculum Settings, T-53
- Grade Settings, T-60
- Quiz/Test Settings, T-58

Essays/Projects, S-24

Excluding Days, A-37

Exiting SOS, A-81, T-98, D-41, D-72

F

Farmer Frank, S-22

Fill-in-the-Blank, S-24

Filter Choice Bar, T-41

Filtering Dictionary Words, A-80

French (keyboard options), A-86, T-102, D-84, I-24

G

Games Access, A-17
Games, S-22
Google Search Box, A-68, T-13, T-88, D-72
Grade Display Options, A-23, A-25, A-72, A-73, T-21, T-93
Grade Reports, A-73, T-92, D-77
Grading:
 Changing Grades, T-50
 Scale Options, A-23, A-25, T-21, T-62
 Tasks, T-49
Graphic Multiple Choice, 202

H

Help File, A-81, T-98, D-41
Help, Problems, T-30, T-47, D-52, S-12
Holidays, A-35
Homepages:
 Admin, A-9, A-13, A-64
 DL Parent, D-23, D-42, D-72
 Teacher, T-11, T-84

I

Icons:
 Block, T-28, T-44, T-62, T-67, T-68
 Past-Due, T-41, D-47
 Subject, T-31, D-48
Immediate Answer Feedback, A-20, T-59
Inactivity Report, A-76, T-95
Inbox, A-52, T-71
Installing:
 Curriculum Revisions, T-33, D-24
 Remote Access, D-11
 DL Requirements, D-6, D-7
 IIS, D-7
 Overview, I-5
 SOS, I-6
 Synchronization, D-25
Internet Access, A-16, T-15

J

Journal Button, T-44, T-47

K

Keyboard Shortcuts, A-83, T-100, D-82, I-22
Keyboard, Bilingual, A-84, T-101, D-83, I-23

L

LAN, A-40, A-42, A-63
Leave Skipped Problem Message, A-16, A-20, T-15, T-56
Lesson Book, T-40
Lesson Options, A-16, T-15, T-56
Lesson Plan Screen, T-63, D-55
Lessons, T-45, S-13
License:
 Agreement, A-87, T-104, D-86, I-26
 Manager, A-59
Listen to Text, S-11
Logging In:
 Admin, A-9
 Archive, T-83
 DL Remote Parent, D-23
 DL Sync Parent, D-42
 Teacher, T-10
Logging Out, T-89, T-91

M

Matching, S-24
Maximum Problem Attempts, A-16, T-16, T-57
Messages:
 Archiving Items, T-75
 Copying and Pasting, A-57, T-74
 Deleting, A-57, T-75
 Inbox, A-52, T-71, D-63
 Marking as Unread, A-56, T-74
 Printing, A-57, A-58, T-74, T-75
 Reading, A-56, T-74
 Replying to, A-57, T-75
 Resend a Sent Message, A-58, T-75
 Sending, A-56, T-73
 Sent Items, A-55, T-72
 Sorting, A-57, T-75
MiSOS, A-9, A-13, A-26, A-64, A-68, T-12, T-84, T-88, T-90,
 D-45, D-71
Multimedia, S-21
Multiple Choice, S-25
Multiple Select, S-25

N

No Answer Feedback, A-20, T-59
Non-School Days, A-34, A-35, A-36, A-37, T-65, D-59, D-60,
 D-61

Notepads:

Assignment, T-47, T-72, D-51, S-7, S-11

Problem, T-47, T-72, D-52, S-8, S-11

Notices Regarding Third—Party Rights, A-87, T-104, D-86, I-26

O

Open Book, A-20, T-58

Open Page, A-20, T-58

P

Paragraph Box, S-25

Password:

Admin, A-10, I-16

Changing Admin Password, A-10, A-60

Changing Teacher Password, T-82

Password Control Option, A-17

Changing DL Parent Password, D-68

Resetting Admin Password, A-10

Past-Due Assignments, T-41, T-43, D-47

Periodic Table of Elements:

Element Description, T-78, D-65

Key to Reading Element Cells, T-79, D-66

Periodic Table of Elements, T-78, D-65

Table of Element Names, T-80, D-66

Using the Periodic Table, T-80, D-67

Photo Album, T-13, T-90, D-73

Pick Icon Window, T-31

Preloaded Problems, S-25

Presentation Area, T-29, T-47, T-48, D-52, S-6

Previewing:

Assignments, T-38

Printing:

Assignments, T-51, D-54, D-57, S-17

Messages, A-57, A-58, T-74, T-75

Reports, A-73, A-79, T-93, T-95, T-96, T-97

Report Cards, A-73

Print Options, T-30, T-51, T-65

Student Printing, A-17, T-16

Problem Area, T-29, T-47, T-48, D-53, S-6

Problem Attempts Penalty, A-16, P-57

Problem Helps, T-30, T-47, D-52, S-12

Problems:

Problem Area, T-29, T-47, T-48, D-53, S-6

Problem Notepad, T-47, T-72, D-52, S-8, S-11

Reassigning, T-45

Scoring, S-28

Types, S-23

Product Key, A-60

Projects, T-45, T-47, T-103, D-50, D-55, S-15

Q

Quick Reference Guides

Admin, A-6

Teacher, T-7

Quiz and Test Settings, A-19, T-18, T-59

Quizzes, T-45, T-47, D-50, S-13, S-14

R

Reassigning Problems, T-51, T-62

Remote Access:

Logging In Student Remote, D-22

Logging In Parent Remote, D-23

Logging In Teacher Remote, D-16

Installing, D-11

Overview, D-10

Parent, A-43, D-23, D-42

Removing SOS, I-19

Report Cards, A-24, A-71

Reports, A-70, T-92, D-77

Resource Center, A-17, T-77, D-64

Resource Center Access, A-17, A-20, T-16, T-18, T-77, S-16

Restore, A-61

Review Assignments, S-17

RSS Feeds, A-25, A-68, T-88, D-44

S

School Calendar, A-33

School Days, A-36, T-33, T-65, D-59, D-60, D-61

School Setup/Assignment Settings Screen, A-15

School Setup/Grade Settings Screen, A-22

School Setup/Homepage Settings Screen, A-25

School Setup/Quiz/Test Settings Screen, A-19

School Setup/Term Settings Screen, A-28

School Terms, A-29, A-30, A-33, A-45, T-33

School Year, Changing, T-40, T-43, T-65, T-83

Scoring, S-28

Screens — Admin:

- Admin Home Screen, A-19, A-13
- Administration, A-14
- Application Options, A-59
- Class Setup, A-47
- Messages (Inbox), A-52
- Reports, A-70
- School Setup/Assignment Settings, A-15
- School Setup/Grade Settings, A-22
- School Setup/Homepage Settings, A-25
- School Setup/Quiz/Test Settings, A-19
- School Setup/Term Settings, A-28
- Sent Items, A-55
- Student Setup, A-44
- Teacher Setup, A-39

Screens — Teacher:

- Application, T-82
- Assignment, T-42
- At-A-Glance, T-40
- Class Setup/Assignment Settings, T-14
- Class Setup/Grade Settings, T-20
- Class Setup/Homepage Settings, T-22
- Class Setup/Quiz/Test Settings, T-18
- Classroom, T-14
- Curriculum Setup, T-25
- Edit Student Subject/Assignment Settings, T-55
- Edit Student Subject/Curriculum Settings, T-53
- Edit Student Subject/Grade Settings, T-60
- Edit Student Subject/Quiz/Test Settings, T-58
- Homepage, T-13, T-84
- Homepage Settings, T-13, T-22
- Lesson Book, T-40
- Lesson Plan, T-63
- Messages (Inbox), T-71
- Resource Center, T-77
- Reports, T-92
- Sent Items, T-72

Sent Items, A-55, T-72

Setup Screens — Admin:

- Class, A-47
- Homepage, A-68
- School, A-15
- Student, A-42
- Teacher, A-39

Setup Screens — Class

- Assignments, T-14
- Curriculum, T-25
- Grade, T-20
- Homepage, T-22
- Quiz/Test, T-18

Shortcut Keys (Keyboard), A-85, T-101, D-82, I-22

Show Answer, T-30, T-48, T-51, D-53, D-54

Shutdown Report, A-77, T-96

Slide Shows, S-21

Software License Agreement, A-87, T-104, D-86, I-26

Sorting:

- Assignments, T-42
- Messages, A-57, T-75

Sorting Problems, S-25

Spanish (keyboard options), A-84, T-101, D-84, I-24

Spelling and Vocabulary Lists, S-21

Spelling Bee, S-22

Student Inactivity Report., A-76, T-95

Subjects:

- Custom, T-7, T-8, T-34, T-35, T-36, T-37
- Deleting, T-37
- Setup, T-24

Status Bar, S-19

Students:

- Adding, A-42
- Deleting, A-46
- Setting Up, A-44,

Synchronization:

- Full, D-33
- Installing, D-27, D-36
- Overview, D-25
- Parent, D-42
- Setting up Students, A-42, A-45, D-40
- Setting up Teachers, A-40, D-33
- Using, D-34, D-35, D-41, D-69

System Requirements:

- Server, D-6, D-7, I-4
- Client, D-6, I-4

T

Teacher Notes, T-44, T-47

Technical Support, A-iii, T-iii, D-3, S-iii, I-iii

Troubleshooting, I-20

Terms:

Creating, A-30
Deleting, A-31
Structured around Customized Dates, A-33
Renaming, A-31
Settings Screen, A-28
Structured around a Traditional Academic Year, A-32

Test Settings, A-19, T-18, T-59

Tests, S-14, S-15

Text Multiple Choice Problems, S-26

Time Line, S-21

Timed Problems, S-27

Tiny Tutors, S-21

Traditional Academic Year, A-32

True/False, S-26

U

Unit Report, A-78, T-96, D-78

Uninstalling SOS, I-19

Unlimited Problem Attempts, A-16, T-16

Unordered Answers, S-26

Use Default, A-12, A-15, A-18, A-20, A-22, A-23, A-25, A-26,
T-15, T-17, T-18, T-21, T-57, T-59, T-61

User Name:

Admin, A-8
Archive, A-63, T-83
DL Parent, A-43, D-23, D-42
Student, A-42
Teacher, A-40, T-10,

V

Videos:

Multimedia in Assignments, S-21

Subject Introductory, S-21

Vocabulary Lists, S-21

Vocabulocity, S-22

W

Wallpaper, T-90, D-45

Welcome, A-iii, T-iii, D-3, S-iii, I-iii

Widget A-64, A-69, T-12, T-89, D-43, D-44, D-71, D-73

Z

Zero Out Assignment, T-45