Installation & Setup Basics

Alpha Omega Publications

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Switched-On Schoolhouse® 2010

Welcome

Welcome to Switched-On Schoolhouse® Home Edition 2010!

How to Use This Guide
This electronic reference guide was designed to help you quickly and easily find what you need as you help students succeed in Switched-On Schoolhouse®. As you move from topic to topic, you see graphics and buttons accompanied by quick explanations and handy tips. You can also walk through step-by-step instructions that show you how to accomplish different tasks.

There are two major sections in this online help guide:

SOS TEACHER—A tour through SOS Teacher

SOS ASSIGNMENTS—Learn about your student's assignments and how you can help them when they need assistance

Additional Help
SOS has a number of on-line tutorials that walk you through many of the functions that maximize SOS performance. A list of the available tutorials can be found on page 29 in this guide. You can access them using any of several methods:

- They were installed on your computer with SOS 2010. Simply double-click the icon on your desktop to open the tutorials.
- They are also available at http://www.sostutorials.com/.
- Finally, you can access them on your computer by following these steps:
  1. Click **Start** on the task bar of your computer.
  2. Next, click **All Programs**.
  3. Select **AOP**.
  4. Select **Switched-On Schoolhouse 2010**.
  5. Select **Tutorials**.

AOP offers an overview of how to use the application. You can watch the SOS Overview by clicking the **Help** button on your **Home** screen and selecting **SOS Overview** from the sub-menu that appears.

If you need additional help, you can contact Alpha Omega Publications:

Visit www.aophomeschooling.com/support/ to view our extensive database of solutions to problems you might encounter with SOS or other AOP products. The database is updated regularly as new issues and solutions are identified. You can also locate software patches and revisions as well at this site.

Call toll-free 1-866-444-4498 for Technical Support.

Call toll-free 1-800-622-3070 for Customer Service.

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If you need to speak to a Technical Support team member, determine the following information before calling:

The version of Windows you are currently using:

Windows XP users: Click **Start** on your computer taskbar, right-click **My Computer**, and select **Properties**.

Vista and Windows 7 users: Click **Start** on your computer taskbar, right-click **Computer**, and select **Properties**.

The version of Switched-On Schoolhouse® you are using:

Click the **About** link in the upper right corner of your MiSOS **Homepage** or click the **SOS logo** below the buttons on your "Classic" theme **Homepage**.

Adobe Reader

SOS uses Adobe Reader. If you do not already have Adobe Reader, you can download this product free. Go to http://get.adobe.com/reader/

If you do not have access to the internet to download this free package, we have placed it on the application disc. You can copy it to your computer hard drive by:

1. Put the SOS installation disc into the CD-ROM or DVD drive of your pc.
2. If the **Install** window opens, click **Close**.
3. Click **Start** on your computer taskbar, and select **My Computer** (**Computer** if using Vista).
4. Right-click the drive containing the SOS installation disc, and click **Open**.
5. Double-click the **Adobe** folder or right-click you mouse and select **Open**.
6. Double-click the file inside that folder to download the Reader.

NEW Switched-On Schoolhouse 2010 Features

SOS 2010 is packed with new features to help you and your student make the most of the learning experience. Some of these include:

- New MiSOS Homepage Themes ***** New**
- Assign Coursework by Day of the Week ***** New**
- Automatic Updates for Curriculum Revisions ***** New**
- Zero-out an Entire Unit with One Click ***** New**
- Immediate Audio Feedback for Student Problem Response
- Four All-New Vocabulary Games ***** New**
- Updated Student Journal
- New Homepage Widgets ***** New**
  - Teacher Tip of the Week
  - Where in the World
  - Where in the USA
  - To Do List

Getting Started

Switched-On Schoolhouse® (SOS) is easy to install on your home computer. Before putting in the application disc, double-check to make sure your computer meets the recommended minimum system requirements. This ensures the program is able to run at its best.

Note: The requirements in the first column of the table on the following page are *minimal*. Depending on the configuration of your computer, you may find that you need to run SOS on a computer that exceeds these requirements, giving you more memory and a faster processing speed.

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Recommended Minimum System Requirements

Note: Only English language versions of Microsoft® XP, Vista, and Windows 7 are supported.

The recommended minimum system requirements for running SOS on your computer are:

Minimum Requirements	Optimal Performance
XP Service Pack 3	
Microsoft IE 7 or higher 500 MHz or higher processor 512 MB Memory (RAM) 600 MB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader Printer recommended	Microsoft IE 7 or higher 1 GHz or higher processor 1 GB Memory (RAM) 600 MB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader Printer recommended
Vista (all versions)	
Microsoft IE 7 or higher 1 GHz or higher processor 1 GB Memory (RAM) 600 MB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader Printer recommended	Microsoft IE 7 or higher 1.5 GHz or higher processor 2 GB Memory (RAM) 1 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader Printer recommended
Windows 7	
Microsoft IE 7 or higher 1 GHz or higher processor 1 GB Memory (RAM) (2 GB for 64-bit) 600 MB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader Printer recommended	Microsoft IE 7 or higher 1.5 GHz or higher processor 2 GB Memory (RAM) 1 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader Printer recommended

Note: The requirements in the first row of the table above are *minimal*. Depending on the configuration of your computer, you may find that you need to run SOS on a computer that exceeds these requirements, giving you more memory and a faster processing speed.

Vista Aero Users: We strongly recommend that you use a computer meeting the requirements for optimal performance.

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Installing Switched-On Schoolhouse®

SOS is easy to install because most of the components install themselves! But before you begin, there are a few things you should do to ensure that the program will run at its best:

1. Your computer operating system needs to be either Microsoft XP Service Pack 3 (or higher), any version of Microsoft Windows Vista, or Windows 7.

2. Check to make sure your computer meets the recommended minimum system requirements. Your computer *must* meet or exceed the minimum requirements to receive technical support. (See the requirements table on the previous page.

   Note: A check is performed during SOS installation to verify that all requirements are met. If they are not, a list of checked items is displayed alerting you to the items that do not meet specification for effective operation of SOS.

Attention Netbook Users:

To install SOS to your Netbook:

1. On a computer with a CD-ROM/DVD drive, copy the entire install disc onto a Flash drive.
2. Where the installation instructions reference the disc, use the Flash drive and install directly from the Flash drive.

Attention XP Users:

If you have or had Internet Explorer version 6 (IE 6) and MSXML 6.0 loaded on your computer and installed the Microsoft Windows security update (KB954459), you may see an MSXML6 error during the SQL Server part of your Switched-On Schoolhouse installation. To verify if this applies to you:

1. Click **Start**.
2. Click **Control Panel**.
3. Double-click **Add or Remove Programs**.
4. Check for **MSXML 6.0 Service Pack 2 (KB954459)**.
5. If MSXML 6.0 Service Pack 2 (KB954459) is listed, access the first website below to download and run the **Windows Installer Cleanup Utility http://support.microsoft.com/kb/290301**.
6. Install the **Windows Installer Cleanup Utility** and run it, selecting **KB954459** from the list displayed.
7. After this update has been removed, continue with your SOS installation
8. When you are finished, upgrade to Internet Explorer 7 (IE7), if you have not already done this.
9. Go to http://www.update.microsoft.com and reapply the security update (along with any others you need.)

Before You Install

If you are installing SOS for the *first* time on your computer, continue with the Types of Installs section immediately below.

If you already have a version of SOS installed on your computer, please go to Upgrading to SOS 2010 Home Edition beginning on page 14 of this guide BEFORE continuing.

Types of Installs

SOS Home Edition offers two different installs; a full install and a client install. If this is the first time you are installing SOS 2010, you *must* do a full install on the main computer before you can do a client install.

- **Full Install** – SOS Teacher, SOS Student and the database all reside on the same computer.
- **Client Install** – SOS Student and SOS Teacher reside on a computer which is part of a home network linked to the main SOS computer, which contains the full install. For SOS to function properly, the client computer requires a constant connection to the main computer with the full install.

   Note: If you currently have an earlier version of SOS installed on your computer, see the Upgrade section (starting on page 14) of this guide before proceeding.

   Note to previous SOS users:
   SOS 2010 installs the database server, database, and tutorials separately this year, so it may seem as if you are repeating the same steps. In a way you are, but first you will install the server and database, then the application, and finally the tutorials.

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SOS Home Edition – Full Install

To perform a full install:

1. Insert the SOS 2010 installation disc into your CD-ROM or DVD drive. The **SOS 2010 Setup** window displays. Select **SOS 2010 Home Edition** (top button).

   A **Configuration Check** window appears. This is to verify that your hardware and operating system meet the SOS minimum requirements.
   Anything with a checkmark next to it meets minimum standards. An **X** indicates an item NOT meeting minimum standards. Click **Next** to continue.

NOTE: You may continue with the installation process, even if not all items meet minimum standards. You may need to upgrade your hardware or operating system for SOS to work effectively.

WARNING:

If you have items listed in the **Windows System** section of this screen, you must fix them prior to continuing or your installation will very likely fail. If there is not a "Click to fix..." link beside an entry, the file must be decrypted. If you need assistance in doing this, please click the **Start** button in the lower left corner of your task bar, and then select **Help and Support**. This process differs depending on your operating system.

2. A new window opens with a list of the applications SOS must install. Programs with a checkmark are already installed on your computer. Any unchecked applications will be installed automatically when you click **Install**.

   The installation of applications not already on your computer begins when you click **OK**.

   > **NOTE**: This process may take some time depending on the applications that must be installed.

The applications installed with SOS include:

- Adobe Flash™ Player 10
- Crystal Reports Basic Runtime for Visual Basic Studio 2008
- SOS 2010 SQL 2005 Express Server

Microsoft Internet Explorer (IE) is required but 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.

Microsoft®.NET Framework 3.0 is installed during the initialization process on computers running Microsoft XP operating systems, if it is not already on your computer.

> **NOTE**: It is very important that you use IE 7 or higher. If you are currently running IE 6 or below, please download IE 7 before continuing this installation process.

3. While the applications are installing, the server and database are first. The **End User License agreement for Microsoft SQL Server 2005** displays, Click the checkbox next to **I accept the licensing terms and conditions** to continue.
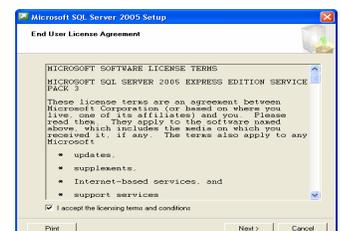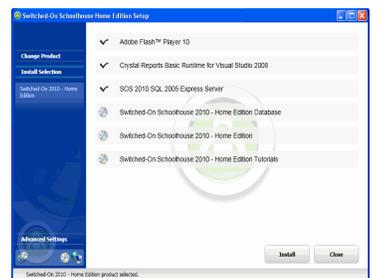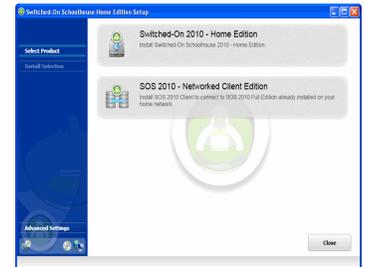
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4. A list of the required SQL Server Components is displayed. To continue, click **Install**.

   If you have a firewall installed on your computer, you may be prompted to allow access to an SQL Server file "sqlservr,exe" during this step of the SQL Server install. Please **allow** access for this file.

5. When SQL Server 2005 and all of the necessary components are installed, click **Next** to continue.

6. To complete the installation of your Microsoft SQL Server 2005, click **Finish**.

After some components are successfully installed, you may be prompted to restart your computer. If you are, click OK to restart.

You once again see the **Switched-On Schoolhouse 2010 Setup Installed Products** window as the Server installation finishes.
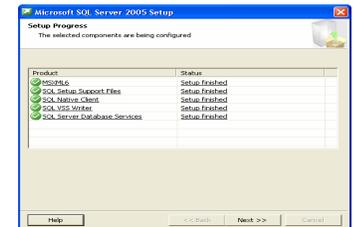
The **Switched-On Schoolhouse 2010 - Home Edition Database - AOP Setup** window displays again to walk you through the database installation process step-by-step.

7. Click **Next** on the **Welcome** screen when it displays.

8. On the **Customer Information** screen, enter:
   - **User Name:** (Only letters and numbers are allowed. Punctuation marks and other special characters are not permitted.)
   - **Organization**: (This might be your last name or something like "Home".)
   - **Serial Number:** (The 16 digit serial number is on the inside front cover of this guide.) Enter it exactly as it appears.

9. The **Destination Folder & Desktop Icons** screen (for the database) displays. To retain the location where the database is automatically placed, click **Next**.

   If you must change this default location, click **Change**, enter the path to the folder you want to use. Click **OK** when finished.

   We recommend you leave the SOS database in the default location.
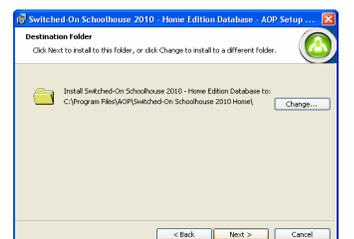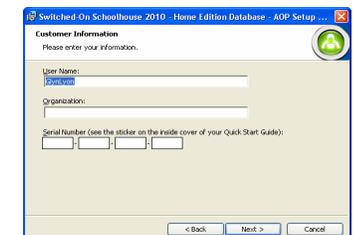
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10. The **Setup Information** screen displays. Enter the following information:

- **Teacher username** (Must be no longer than 20 characters. Only letters and numbers are permitted)

- **Teacher password –** Type in your password.

  ➢ Passwords maybe 1-20 characters long. They are case sensitive and may not contain blank spaces or special characters.

  ➢ Be sure to write down your password.
  You need it to access SOS Teacher after your installation is complete.

  ➢ See page 36 of this guide for instructions on how to change your teacher password if necessary.

- **Teacher password confirm –** Enter your password again.

- **Teacher first name** - This is what displays on your **Homepage**. It cannot be changed after SOS is installed.

- **Initial term description** (i.e. the name of your school year) – the current school year is the default, you may change it.

11. Click **Next** when you are ready to continue.

12. Click **Install** to continue. This may take several minutes. After it is finished installing a completion screen displays.

13. On the **Setup Wizard Completed** window, click **Finish**. The SOS Database is now finished installing.

14. The wizard is now ready to install the SOS application. Click **Next** to continue.

15. The SOS **End User License Agreement** (EULA) displays. Read this agreement carefully. If you agree to the terms of the agreement, proceed by clicking the circle next to the "**I agree…**" statement and then click **Next**.

16. The **Destination Folder & Desktop Icons** screen displays. Click **Next**.

   To remove the shortcut icons on your desktop, remove the check beside **Add application icons to desktop**, then click **Next**.
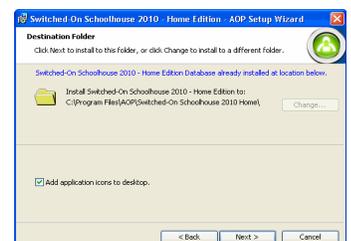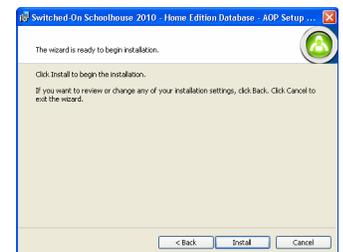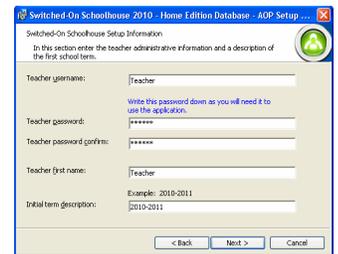
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17. The wizard is now ready to begin installing the SOS application. Click **Install** to continue.

18. A progress window displays while you are installing. Click **Next** to continue.

19. Click **Finish**.

20. You see the **Welcome** screen again. This time the Switched-On Schoolhouse 2010 - Home Edittion Tutorials are ready to be installed. Click **Next** to continue.

21. The **Destination Folder** screen displays. Click **Next**.

22. Click **Install** to begin installation of the tutorials.

23. The **Setup Wizard Completed** screen appears. Click **Finish**.

24. You should now see the list of all programs needed by SOS. Each should have a checkmark next to it indicating that all were successfully installed. Click **Close**.

You can remove the disc from your CD-ROM or DVD drive. Your full installation of SOS is now complete.
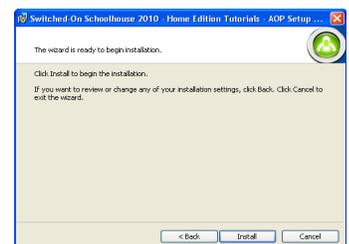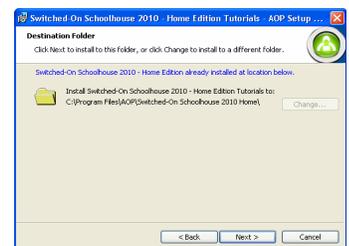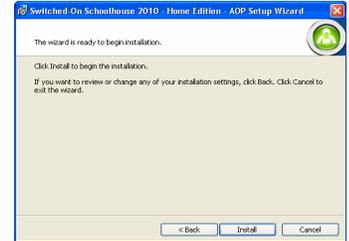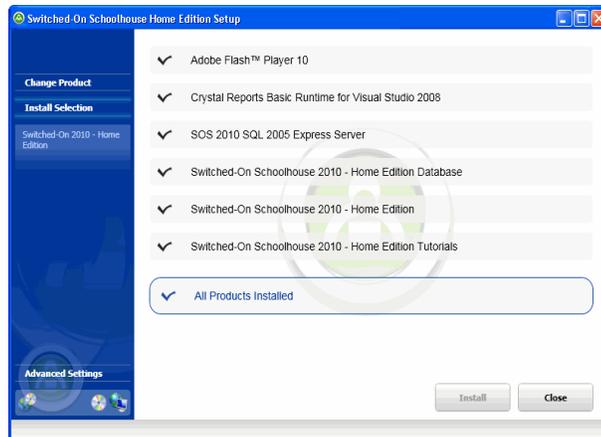
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SOS Home Edition – Client Install

The client install allows you to access the SOS database located on another computer on your home network. To complete a client install, you must have already performed a full install on the other computer on your home network.

Be aware, there is a limitation to the client install:

> The client install requires a connection to the network at all times to function.Since the client version does not have its own copy of the database; it depends on the computer with the full installation to provide the database. If your home network is down or either computer is removed from the network, SOS will not be able to open.

For example, you might perform a full install on the computer in your office or family room and the client install on the computer in your child's room. We recommend you do the full install on a computer where you can access both SOS Teacher and SOS Student and do the client install on a computer where only SOS Student needs to be accessed.

To begin:

1. Insert the SOS application disc into the CD-ROM drive. The **SOS Setup** window displays. Click **SOS 2010 Home Edition – Client**.
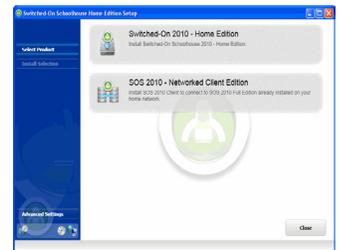
   A **Configuration Check** window appears. This is to verify that your hardware and operating system meet the SOS minimum requirements. Anything with a checkmark next to it meets minimum standards. An **X** indicates an item NOT meeting minimum standards.

   NOTE: You may continue with the installation process, even if not all items meet minimum standards. You may need to upgrade your hardware or operating system for SOS to work effectively.

   WARNING:
   > If you have items listed in the **Windows System** section of this screen, you must fix them prior to continuing or your installation will very likely fail. If there is not a "Click to fix..." link beside an entry, the file must be decrypted. If you need assistance in doing this, please click the **Start** button in the lower left corner of your task bar, and then select **Help and Support**. This process differs depending on your operating system.

2. A new window opens with a list of the applications SOS needs to install. Programs with a checkmark are already installed on your computer. Any unchecked applications will be installed automatically when you click **Install**.

   NOTE: This process may take some time depending on the applications that must be installed.
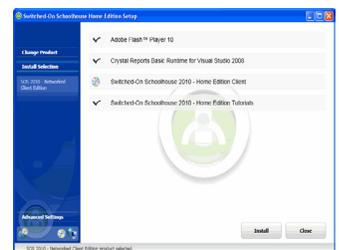
   The applications needed to run SOS include:

   - Adobe Flash™ Player 10
   - Crystal Reports for .NET Framework 2.0

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

   NOTE: It is important that you have IE 7 or higher installed before continuing.

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Microsoft®.NET Framework 3.0 is installed during the initialization process on computers running Microsoft XP operating systems, if it is not already on your computer.

As some components are successfully installed, you may be prompted to restart your computer. If you are, click **OK** to restart.

The **SOS 2010 Setup** window displays again, showing that the last application to be installed is Switched-On Schoolhouse®. While it does not install automatically, it does walk you through the installation process step-by-step.

3. Click **Install** on the **Setup** window to begin. The **Welcome** screen displays. Click **Next**.

4. The **End User License Agreemen**t (EULA) displays. Read this agreement carefully. If you agree to the terms of the agreement click the circle beside the "**I agree…**" statement and then click **Next**.

5. The **Custom Setup Screen** displays. If you want only the SOS Student features installed:
   - Select **Teacher** and highlight: **X this feature will not be available**

   If you want only SOS Teacher features installed:

   - Select **Student** and highlight: **X this feature will not be available**

6. The **Destination Folder & Desktop Icons** screen displays. If you do not want to change the location where the application is automatically placed and you want the shortcut icons for SOS Teacher and SOS Student on your desktop, click **Next**.

We STRONGLY recommend you leave SOS in the default location.

If you must change the default location of the application, click **Change** and enter the pathname to the folder to be used, and then click **OK**.

To remove the shortcut icons on your desktop, remove the check beside **Add application icons to desktop**, then click **Next**.

7. On the **Database Selection** window, locate the computer where your full install resides, either by using the dropdown menu or typing in the computer name followed by: **\SOSHOME309** in the blank textbox. Click **Next** when location has been selected.

When you click **Next**, the application tries to connect to the database on the computer with the full install. If one is found, continue with Step 11. If a connection cannot be made, a message displays that it could not connect to a valid database. Repeat Step 10 until you have a valid connection.

NOTE: Locate the procedure "Client Installation Troubleshooting" at www.aophomeschooling.com/support/ for further assistance.
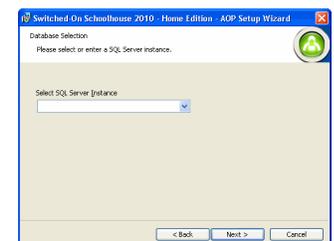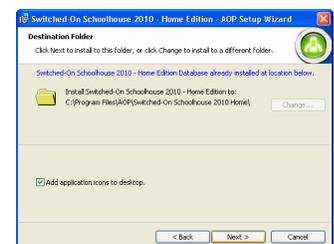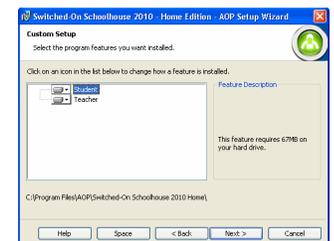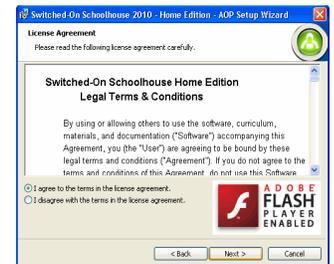
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8. Once you have successfully located the database connection, the **Ready to Install the Program** screen displays. Click **Install**.

9. After all of your new files are copied, you see the completion confirmation screen. Click **Finish**.

10. An updated list of the installed applications displays with all of the application names checked. Click **Close**.

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

Your Client version of SOS is now ready to use.
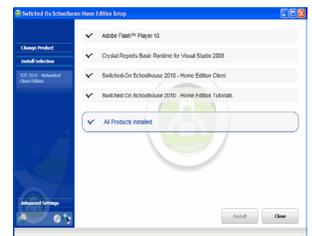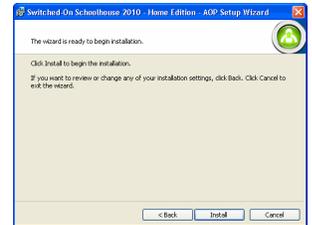
Upgrading to SOS 2010 Home Edition

If you have an older version of SOS (prior to the 2009 version) that you need to remove:

- Go to the **Start** button on your computer's taskbar.
- Select **Control Panel**.
- Select **Add/Remove Programs**.
- Select the program to be removed. (If you need to remove SOS 2009, see the section beginning on page 16 for instructions *before* proceeding.)
- Click **Remove**.

Upgrading from 2009 to 2010

If you are currently running the 2009 version of SOS, you can upgrade directly to the SOS 2010 edition. Your upgrade makes your 2009 data available in the new program, letting you take full advantage of SOS 2010.

If you have the client version installed, you need to upgrade the Full Install BEFORE doing anything with the client installation. After the Full Install has been upgraded, you need to uninstall the 2009 client, and then install the 2010 client application.

If you plan to use 2010 curriculum, you *must* upgrade your application.

The 2009 to 2010 upgrade process automatically backs up your database and restores it for use with the 2010 version of SOS. As a precaution, you should always perform a backup from your existing installation before you install the new version.

Need help doing a backup? Open your existing installation of SOS Teacher, click **Help?** > select **SOS Teacher** > **Application** > **Backing Up Files**.

If you are upgrading from 2009 to 2010, do NOT uninstall your 2009 version of SOS. The upgrade process automatically migrates your data and uninstalls the old version for you. You may notice there are duplicate icons for both SOS Teacher and SOS Student for a very brief time during the upgrade process; this is expected. There will only be one set when the upgrade is done.

To complete your upgrade from 2009:

Go to page 8 of this guide and follow the instructions in the SOS Home Edition - Full install section. If you also need to perform a Client Install (page 12), do this after you finish the Full Install on your primary computer.

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Upgrading from 2008 to 2010

Upgrading is necessary if you plan to use either SOS 2010 or the 2010 curriculum. If you have the client version of SOS 2008 installed, you need to upgrade the full install of 2010 BEFORE you perform any upgrade activity on the client. After the full version install has been upgraded, you need to uninstall the 2008 client, and then reinstall the client using the 2010 installation disc.

The upgrade process automatically backs up your database and restores it for use with the 2010 version of SOS. As a precaution, you should always create a backup of your existing database before you install the new version.

For help creating a backup, open your existing installation of SOS Teacher, click **Help** > select **User Manual** > select **SOS Teacher** > **Application** > **Backing Up Files**.

1. When you put the **SOS 2010 application disc** in your CD-ROM drive, the first screen you see advises you that a backup of your database has been created and that you must manually uninstall SOS 2008. Click **OK** and remove the application disc.
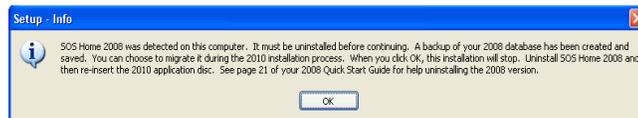
   If you have completed your full install and are now installing the Client, you see a message (see below) alerting you if you have not already removed SOS 2008.
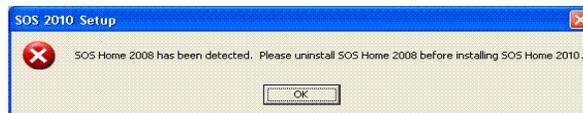
2. To uninstall SOS 2008, click the **Start** button on your computer's taskbar, then select the **Control Panel**.

3. Open **Add or Remove Programs**. (Vista users, click **Programs > Programs and Features**.)

4. Remove **Switched-On Schoolhouse® 2008**.

5. Remove **Microsoft® SQL Desktop Engine (SOSHOME22)**.

6. Return the SOS 2010 application disc into your CD-ROM drive. Follow the instructions in the SOS Home Edition - Full install section beginning on page 8.

   When you reach **Step 17** (of the Full Install), return to this page and continue with **Step 7** below for instructions on migrating your 2008 database to your 2010 application.

7. Click **Next** on the **Migrate SOS Home 2008 Data** screen and then return to **Step 17** of the Full Install on page 11. If you do NOT want to migrate your database to SOS 2010, click the circle next to "**Do NOT migrate Home 2008 data…**", click **Next** to enter database setup information, click **Next** again, and then return to **Step 17** on page 11 to finish your upgrade.

   > **NOTE**: If you do not migrate your database, the information it contains will not be available to you or your students in SOS 2010.
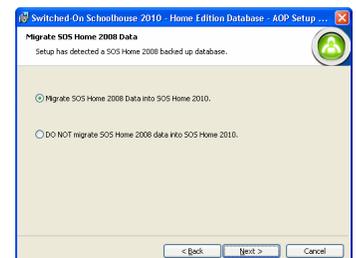
2010 SOS Install and Setup Basics Guide

Upgrading from Earlier (than 2008) Versions

If you have a version of SOS older than 2008 installed, you need to uninstall it. SOS 2010 cannot be installed over those older versions. Again, please create a backup of your database.

> **NOTE**: You will *not* be able to migrate a 2007 or earlier database to SOS 2010.

For help doing this, open your existing installation of SOS Teacher, click **Help?** > select **SOS Teacher** > **Application** > **Backing Up Files**.

To uninstall:

1. To uninstall your old version of SOS, click **Start** on your computer's taskbar, then select the **Control Panel**.
2. Open **Add or Remove Programs**. (Vista users, click **Programs > Programs and Features**.)
3. Remove **Switched-On Schoolhouse® 200X**. (X being the year of your presently installed version.)
4. Remove **Microsoft® SQL Desktop Engine (SOSHOME22)**.

Removing (Uninstalling) Switched-On Schoolhouse® 2010

> **WARNING**: It is *critical* when removing (uninstalling) the *2010* version of SOS you follow the steps below <u>exactly as written</u>.

1. Open **Add/Remove Programs** in the **Control Panel**.
2. Remove **Switched-On Schoolhouse 2010 – Home Edition**.
3. Remove **Switched-On Schoolhouse 2001 – Home Edition Database**.
4. Remove **Microsoft SQL Server 2005**.
5. On the **Uninstall** dialog window, select the instance of **SOSHOME309** and **Workstation Components**, and then click **Next**.

XP Users: Continue to Step 6 below.

Attention Vista Users:

At this point in the uninstall process, you will see a dialog box similar to the one ro 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.

6. Click **Finish** to proceed with the uninstall process.
7. Once the **SQL Server 2005** uninstall is finished, four SQL components remain in your installed programs list. Remove **Microsoft SQL Server Native Client** next.
8. Remove **Microsoft SQL Server Setup Support Files**.
9. Click **Yes** on the confirm removal box.
10. When the warning appears telling you "This action is only valid for products that are currently installed", click **OK**.
11. Repeat **Steps 9-10** for **Microsoft SQL Server VSS Writer,** and **MSXML 6.0 Parser**.

> **NOTE**: 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.
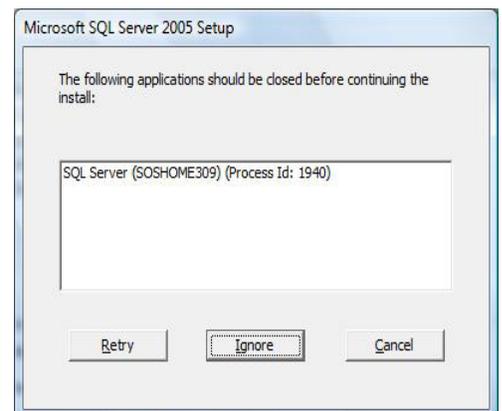
2010 SOS Install and Setup Basics Guide

Setting Up Switched-On Schoolhouse® 2010

Before You Begin

The rest of this guide walks you through the basic school level setup you need to get yourself and your students working in SOS as well as a few suggestions to help you make the most of your Switched-On Schoolhouse experience.

Before your students can begin working in SOS, you need to establish your school, students and curriculum. To simplify this process, SOS offers a **Setup Wizard** to walk you through the steps to establish your basic school level setup. The information on the next couple of pages is offered to help you make the best choices for your students.

The registration process and the teacher login process are described here, along with some explanation about how the SOS features interact with one another and the impact your choices might have on your students.

Making the Most of Your SOS Setup Screens

SOS lets you decide how your students:

- Process new information
- Are graded for their work
- Progress through the curriculum

So, you need to understand what the options do and how they connect with one another.

SOS is designed so that you set up options for assignments, grades, terms; and quizzes and tests at the *School* level first, the *Student* level second, and the *Subject* level third. Each level gets more specific, enabling you to customize the learning experience for your students according to their needs. For example, if you want all students in your school to be able to play the **Spelling Bee**, leave the checkmark in the checkbox beside **Spelling Bee** in the **Games Access** section of the **School Setup** screen.

Removing the checkmark prevents the students from accessing the game.

Consider this scenario for example. One of your students, Andrew, tends to play **Spelling Bee** repetitively. You want him to spend more time studying his lessons. You go to Andrew's **Student Setup** screen (specific to him only). You remove the checkmark beside **Spelling Bee** in the **Games Access** section of that screen. Finally, you decide that Andrew needs the repetition of the words in **Spelling Bee** in *Science* and you want him to practice as much as possible. To give him access to **Spelling Bee** in *Science*, you put a checkmark in the box beside **Spelling Bee** on Andrew's *Science* **Subject** screen. You have now set up your school so that:

- At the *School* level all students have access to Spelling Bee
- At the *Student* level, Andrew does <u>not</u> have access to Spelling Bee
- At the *Subject* level, Andrew <u>does</u> have access to Spelling Bee

Every time you go to a more specific level of setup you override the setting on the levels above. Keep in mind: it is very important to know the options you chose at the most specific levels of setup. That way you know what options apply.

When you are deciding between options during the setup process, remember that you can choose to set up options at the *School* level and leave it at that. Setup need be only as specific as you decide.

The information in this guide is for *School* level setup only. You can find instruction on *Student* and *Subject* level setup in the **Help** files in SOS Teacher by pressing the **F1** key.

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Logging In

As a teacher, you use a single account to perform all your administrative functions, including grading student work. You are asked to login with a teacher password each time you start work in SOS Teacher. This protects your account, blocking others from answer keys, student grades, and teacher controls.

1. Enter your **password** (the one you created during installation – see page 10) in the password field. (Check your caps lock key if you get an error message, it is case sensitive.)
2. Click the **Login** button.

Registration

Switched-On Schoolhouse® requires you to register your software installation. You have 30 days from the time you install the software to complete the registration process. You have the option of registering electronically or by calling AOP Customer Service toll-free at 1-800-622-3070.

When you login initially, you see a message similar to this, click **Yes** to register now.
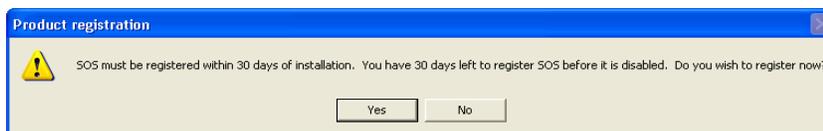
Register By Telephone

SOS automatically tries to connect you to the internet registration website. If no connection is made, a screen similar to the one to the right appears. The toll-free number and your installation serial number are displayed. You will need to provide this number (in **Step 2**) to the customer service representative (CSR). The CSR also asks you for the following information:

- **First** and **Last Name**
- **Address**, **City**, **State**
- **Zip/Postal Code**
- **Country**
- **Email address**
- **Phone number**
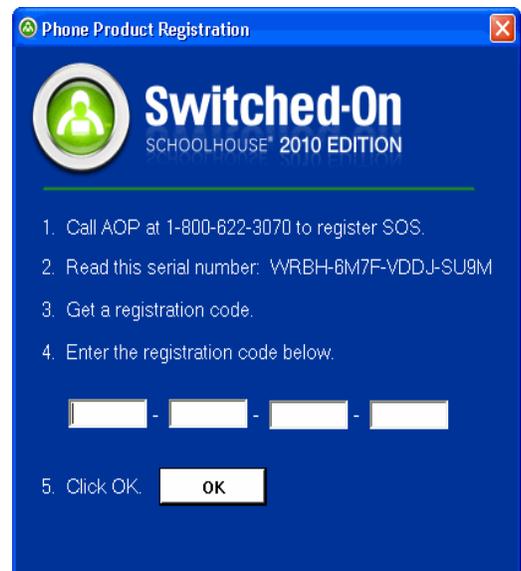
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AOP has several optional products / services available that the CSR may offer you. For example, if you want to receive the **Daily Focus**, a daily devotional or the **Homeschool View**, an electronic newsletter, you will also be asked to provide your e-mail address.

The CSR will give you a **registration code** when the process is complete. You must enter it into the four boxes in **Item 4** on the screen exactly as given. We recommend that you write it down and keep it in a secure place, possibly on the sticker with your serial number in the front of this guide. Click **OK** when you are finished. Remain on the line with the CSR until you have a message confirming your successful registration.

Registering On-line

If an internet connection is detected, an account login screen similar to the **SOS Online Registration** screen to the right is displayed.

An **SOS Online Registration** screen like the one to the right appears. Notice your serial nunber is already popluated. Please complete the form by entering:

- **First** and **Last Name**
- **Address**, **City**, **State**
- **Zip/Postal Code**
- **Country**
- **E-mail Address**
- **Phone Number**

Next, you see a list of optional products and services AOP offers, for example the **Daily Focus**, a daily inspirational devotion for homeschool families or the **Homeschool View**, an electronic newsletter for homeschool familes. Leave the checkmark beside the ones you want to receive.

Click **SUBMIT** to finish your registration. A new window opens with a message confirming the successful registration of your SOS software installation. This message includes your *registration code*. Please, write this number down and keep it in a secure location (like the front cover of this guide) or print the page and put it in a safe place. Click **OK** on this message screen after noting the registration number.

Should you misplace either your serial number or registration number, you can find them on the **About** page of your SOS application. Click the **SOS logo** on your **Homepage** for access.

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Register Later

If you choose not to register your product immediately, you can access the application for up to 30 days after installation. Each time you open your *Teacher* application you see a registration reminder with the number of days you have to register before your software is disabled.

Click **Yes** anytime you see this message to register.

If you do not register by the end of the 30 day grace period, a message appears on day 30 advising you that SOS will be disabled if you do not register today.

Click **Yes** to register now and follow the procedures on pages 18 – 19.

If you have not registered by day 31, a message appears when you open SOS Teacher advising you that SOS has been disabled and cannot be opened until the product has been registered.

Click **OK** to register the product at this time. On day 31, your student also sees a message advising them that they cannot open SOS Student until the product has been registered.

SOS Setup Wizard

The first time you login to SOS Teacher, the **Setup Wizard** appears. It walks you through the initial setup steps for your school. You can:

- Add a new school term if you need. Remember, you added one during installation. (See page 10.) (You must add a new school term for each new school year, if you want to keep your SOS School records organized.)
- Customize calendars for school terms
- View the calendar you just created
- Add students
- Install curriculum and assign subjects

When you click the **Finish** button at the end of the **Setup Wizard**, the basic setup for SOS is complete. You and your students can immediately begin working. To customize assignment or grade options for your school or change options for a specific student or subject, please see the electronic Help file (press **F1**) for step-by-step instructions. You can also access the Help file by clicking the **Help** button on your **Home** screen and selecting **User Manual**.

Note: Switched-On Schoolhouse includes a tutorial, "How to Use the Setup Wizard". It walks you through a basic school setup.

To access the tutorials, click **Start** on your computer's taskbar, and then select **All Programs > AOP > Switched-On Schoolhouse > Tutorials**; or if you have the **Tutorials** shortcut icon on your desktop, just double-click it.

The **Setup Wizard** may also be viewed online at www.sostutorials.com. See a complete listing of available tutorials on page 29 of this booklet.

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Ready to Begin?

Click **Next** to begin your setup process or click **Cancel** to exit the **Setup Wizard**.

Setting Up a School Term

You cannot assign schoolwork to your students without school terms. There are a couple of important points to keep in mind as you work with terms:

- A student can only work in ONE term at a time. If you assign work to a student in more than one term, <u>you</u> must switch their active term each time they need to work on an assignment from the non-active term. Although there is a **View Other Term** button on the SOS Student **Schoolwork** screen, it does not allow students to work in other terms. It only allows them to *see* what work is assigned to them in another school term. They cannot perform any work on assignments in other terms until you change their active term using the SOS Teacher program.

- Terms help you keep SOS School records organized. Create a new term for each new school year.

To use the school term you created when you installed Switched-On Schoolhouse® 2010, click **Next** at the bottom of the **School Term** screen and skip to the *Customizing a Calendar* section of this guide on page 22.

If you do want to create a new term:

1. Click **Add a Term** on the **School Term** screen.

2. Type in the name you want to assign to the school term.

3. Click **Save Term**.

4. Click **Next** to see the **Calendar** screen appear.

Creating a Calendar

Creating a calendar allows you to assign due dates to student assignments. Due dates help students know how much work must be done each day so they can complete their assigned work by the end of the school year. When due dates are turned off, students must pace their schoolwork.

1. Determine if you want to assign due dates:
   - Select **Yes** if you want to assign due dates to student assignments.

   - Select **No** if you do not want to assign due dates to student assignments.

2. Click **Next** to continue.

3. Click the circle next to the type of calendar you want to use:
   - **I want to use a Traditional calendar** - this calendar begins the day after Labor Day and lasts 180 school days, excluding time taken off for holidays. You can change the pre-set holidays or school days as necessary for your school.

   - **I want to use a Custom calendar** – this calendar allows you to choose the start and end days of the term as well as assigning any holidays to be included. It is useful if you need to start a term at a time not usually associated with the start of the school year or if you want to compress a school year.
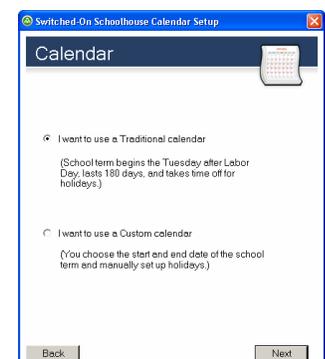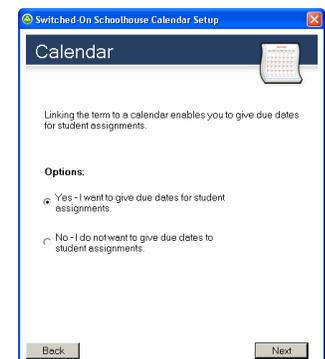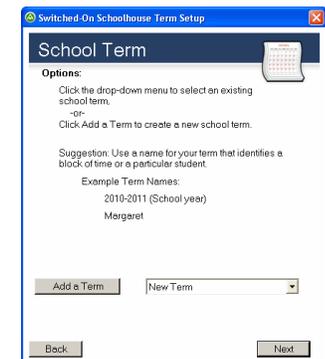
2010 SOS Install and Setup Basics Guide

4. Click **Next** to continue.

5. If you chose a traditional calendar, select the school year using the up and down arrows, and then click **Next** to continue.

   If you chose a custom calendar, you need to select start and end dates for your calendar. To do this:

   - Select the **End Date** for your school year, and then select the **Start Date** for t

   - Click **Next** to continue.

     > Note: You must select the **End Date** first. If you try to enter the **Start Dat**e before you enter the **End Date**, SOS will not allow you to select a date beyond today's date.

Customizing Your Calendar

After you have determined the type of calendar you want to use, you are ready to customize the calendar. This means you can change school days to non-school days and vice-versa. You can choose to change individual days or a series of days. You may do this now or at any time during the school term. Just press **F1** to access the electronic **Help** file for step-by-step instructions or watch the tutorial for a video demonstation.

1. Click **No** if you do not want to customize your calendar, or if you would rather customize it later. Click **Next** to continue. Skip to the *Viewing the Calendar* section below.

   Click **Yes** if you want to customize your calendar now, and then click **Next** to continue.

2. Set each date or range of dates individually. To choose specific dates for things like holidays and vacation:

   - Select the **Start Date** and **End Date** of the period you want to customize. (Remember, select the **End Date** first!)

   - Enter the **Description** for the date range, for example, "Family Reunion" or "Weather Catch-up Days".

   - Select **Yes** to designate these days as school days or select **No** if these days are not to be considered school days.

3. Click **Customize more days** if you want to add more custom dates and return to Step 2.

4. Click **Finished** when you have entered the last date you want to customize. A confirmation box appears asking you to select **Yes** if you are finished customizing calendar dates.

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Viewing the Calendar

1. Click **View Calendar** to see your selected school term.
   After you view the calendar, click **Save** to retain the changes you made to the calendar or **Cancel Changes** to start over customizing dates.

2. Click **Next** to continue or
   Click **Back** to return to **Custom Dates** to make additional changes.

Adding Students

Before students can get started in SOS Student, you need to "enroll" them in your school. SOS allows you to have up to five students working in SOS at once. If you want students to use a password to login, you need to set this up after you complete the **Setup Wizard**. You can press the **F1** key to access the electronic Help file for instructions on setting up a student password. The Student Setup function allows you to add students, edit student profiles or remove students from SOS. For now we are going to add students.

1. To add students, click **Next** on the first **Student Setup** screen to begin.

2. If your student's name is not already displayed on the screen, click **Add** to open a small window where you can enter the student name and username.

3. Enter the **Username**. (This is the name SOS uses for the student, just like your teacher name. Use only letters and/or numbers. No periods or other special characters are accepted.)

4. Enter the student's **First name** and then **Last name**.

5. Click **OK** to see the student information appear in the large white box at the bottom of the **Student Setup** screen.

6. Click **Add** to add any additional students, **Edit** to make changes to a selected student, **Remove** to delete a selected student, or **Next** if you are done and ready to continue.
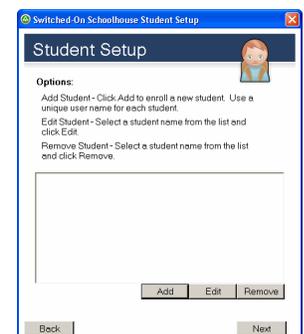
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Installing Subjects

Before students can begin work in SOS Student, you need to install curriculum and assign it to them. Make sure you have your curriculum disc(s) handy before you begin.

1. Click **Next** on the **Curriculum Setup** screen to begin.

2. Put the A disc for one of your subjects in the the CD-ROM or DVD drive and click **Install**.

> NOTE: <u>Netbook users</u>, you need to copy the curriculum disc to a Flash drive using another computer with a CD-ROM/DVD drive and use the Flash drive to install your curriculum.

3. Select the **contents.sosx** file and click **Open**.

4. Select **Leave on CD-ROM** if you want your student(s) to access the subject using the disc(s)
or
Select **Copy to Drive** if you want to install the subject onto your computer hard drive.

5. Click **OK**.

6. If you chose **Leave on CD-ROM**, go to Step 7.
If you chose **Copy to Drive**, a window opens asking you to **Browse to folder**. Select the **(C:)** drive and click **OK**.

> NOTE: We STRONGLY suggest leaving your entire curriculum for a school year in the default folder on the drive.

7. SOS begins copying the subject to the selected drive. If the subject has more than one disc, SOS prompts you when to put in the next disc.

Perform Steps 2 – 7 until you have installed all of the subjects you intend to assign, and then click **Next**.

> **Remember:** If you do NOT load the subject onto your hard drive, the student must have the disc in the CD-ROM or DVD drive when working on the subject.

> **NOTE**: Please see the **Setup Wizard** tutorial "How to Install a Subject" for additional assistance.
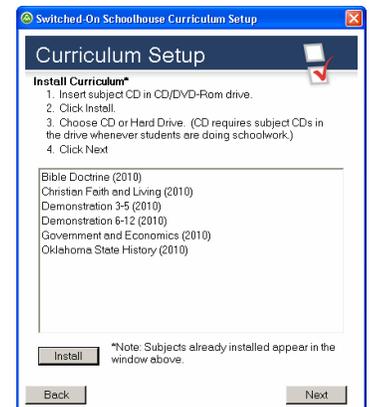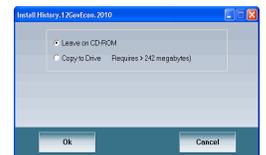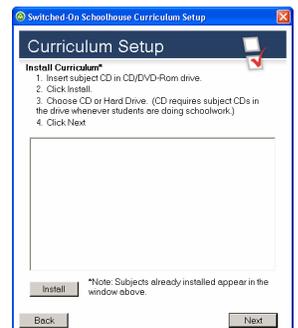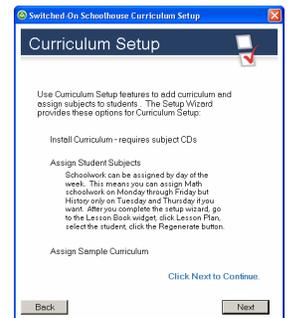
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Assigning Subjects

Now that you have installed your subjects, they can be assigned to your students. The first thing you see after you click **Next** to move to the **Assign Subjects** step is the **Curriculum Update** window. This is an automatic process. Just click **Ok** and the application automatically checks to see if there are any revisions or updates to the curriculum you have installed. If there are updates, they are automatically applied to your database.

> **NOTE**: If you do not have internet access, you will need to contact AOP Customer Service (1.800.622.3070) periodically to see if there are any curriculum updates available.
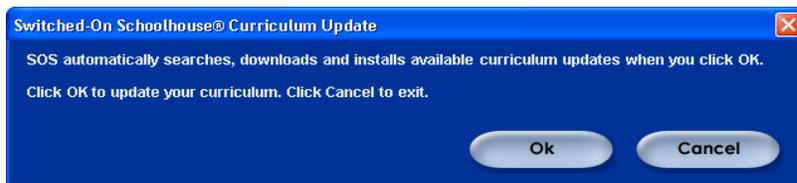
Assign each subject to the students who will be taking the course <u>before</u> you click **Next**. SOS allows you to assign multiple subjects to each student before you move on to the next screen.

1. On the bottom half of the **Curriculum Setup** window, you see a list of your students, click the checkbox next to to a student name. A list with all of the subjects you installed appears below each student's name.

2. Below each student's name, click the checkbox beside each subject you want to assign this student. Repeat Steps 1 – 2 to assign subjects to other students.

3. Click **Next** when you are finished.

4. Click **OK** on the **Assignment Complete Confirmation** box that appears.

Assigning a Sample Lesson

SOS includes a demo (sample) lesson to lry both you and your students to walk through a lesson experience. It helps both of you learn about each feature and how to use it. This lesson also offers the opportunity to "try out" or practice each problem type without concern for the impact to grades.

There are two choices of demo lesson; one for students in grades 3 – 5, and one for students in grades 6 – 12. Each covers the same explanation and features. They are just presented in more age appropriate context.

1. If you do not want to assign a sample lesson, click the circle beside **No, I am finished. I want to exit the Setup Wizard**; and click **Next** at the bottom of the screen to exit the **Setup Wizard**.

   To assign the sample lesson to a student, click the circle beside **Yes, I want to assign a sample lesson** and continue with Step 2.

2. Click the checkbox beside the **Sample Lesson** you want to assign under each student's name (just as you did to assign the regular subjects).

3. Click **Finish** on the **Assignment Complete Confirmation** box when you have selected the sample lesson(s) for each student.
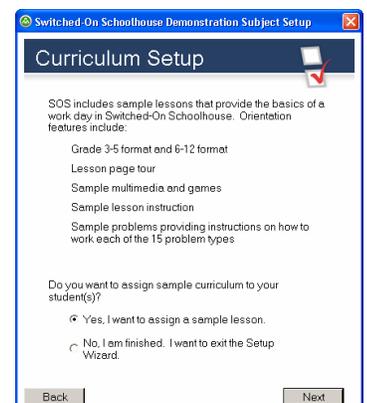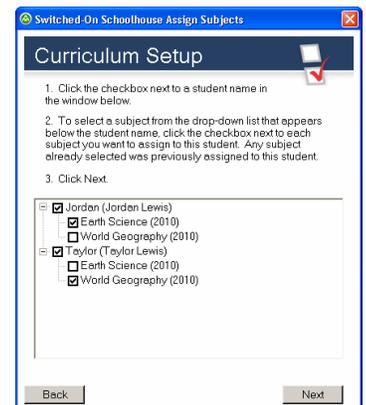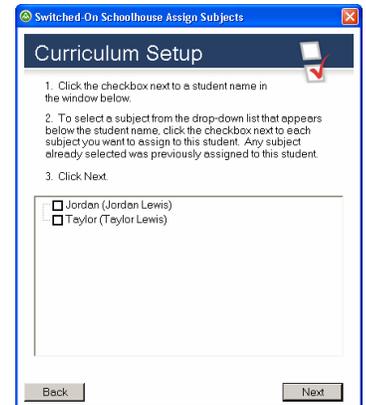
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SOS Setup Completion / Homepage

Click **OK** when the **How to Run the Setup Wizard** box appears. (You only see this the first time the **Setup Wizard** runs.)

You now see your **Teacher Homepage**. You can use any of the functions of SOS Teacher from this location. Press **F1** or click the **User Manual** link (in the **Help** widget) to access the electronic Help files for additional assistance.

The new MiSOS format uses two terms you may not be familiar with:

Avatar: the small picture to the right of your name in the upper right corner of your **Homepage**.

Widget: these are the boxes on the **Homepage** containing the sections of SOS plus the new options available to you. For example, all of your administration, application, and report functions are in separate boxes (widgets). You can also choose to have a Daily Bible Verse widget and RSS Feeds, each in a separate widget.

Please visit the **Help** file (F1), select **User Manual**, and open **Teacher Homepage** and **MiSOS Custom Theme** under **Getting Started** for information about how to use these items.

 NOTE: If your **Homepage** looks like the picture to the right and you cannot access the other themes, you must upgrade your version of Internet Explorer to IE 7 or higher.

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Help Resources

The **Help** function/button provides access to several Switched-On Schoolhouse's (SOS) products and services. You can use it for any of the following:

User Manual—immediately opens the SOS **Help** files. You can still press **F1** from anywhere in the application to access **Help** also. If you press **F1** on many of the forms and pages within SOS, the application takes you directly to the information for that form or page.

SOS Tutorials—enables you to open the SOS tutorials from within the application for a quick example of how to perform many functions within SOS.

SOS Overview—offers you a high level presentation of the many features available in SOS.

Content Feedback—provides a quick and easy access method to send AOP feedback about curriculum concerns.

Tech Support—lets you access the SOS Tech Support website directly.

User Manual

The first option opens the online (electronic) **Help** file. Basically, it includes most of the SOS printable user manuals, such as this one. Installation information is not included, however. It does include instructions on how to use the three views available in the **Help** file, *Contents*, using the *Search* capability, and the *Index*.

Tutorials

The next option is the tutorials that show you a demonstration how to perform some of the functions you use in SOS. A list of them and your options for locating them are detailed on page 29 of this guide.

SOS Overview

Next, is a presentation series of videos providing an overview of the functions available in SOS and an opportunity to view sample pages of the SOS curriculum. See page 30 of this guide for an alternative means of locating them.

Content Feedback

Click **Content Feedback** to open the Tech Support page of the AOP Homeschool website. There you find a link to open a form to let the SOS team know you have comments or an issue with something in the curriculum.

Tech Support

Select this option to open the Tech Support page of the AOP Homeschool website where you will find a number of options to assist you as you use Switched-On Schoolhouse®.

Exiting SOS Teacher

Ready to close SOS? From your **Home** screen, you have three options for exiting SOS:

Click the **Close** button () in the upper right-hand corner.

Click the **SOS icon** () in the upper left-hand corner and select **Close** from the small menu that appears.

Press **Alt+F4** on your keyboard.

Activities Away from the Computer

Looking to add a bit of variety to your student's day? Switched-On Schoolhouse® also offers student activities that encourage learning away from the computer. Below are suggestions for off-computer tasks:

Special Projects

Each unit contains an assignment called "Special Project." This is a blank assignment available to teachers who want to create their own assignments and incorporate them into the grading system. 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 will find a listing of the materials and procedures required for various experiments, enabling them to actually do the experiments at home.

Novels

Language Arts 900-1200 come with paperback novels. Students can find unit lessons in Switched-On Schoolhouse® to guide them as they read the novels.

Research

Students often need 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® for their research. Teachers can use the adjustable calendar and lesson planning to schedule time for students to do research away from the computer.

Lesson Printouts

Printing out Switched-On Schoolhouse® 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

To keep their skills up for non-computer-based courses, students, especially high school students, should regularly practice taking notes by hand while completing assignments on the computer. 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 measurement, 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 to effectively supplement learning on Switched-on Schoolhouse®.

2010 SOS Install and Setup Basics Guide

Tutorials

Before you get too far along in using SOS, you might want to spend a little time reviewing the tutorials. They walk you through a number of functions you perform as a teacher. All of these tutorials are available on your computer after you install SOS 2010. All of the tutorials below are available on your computer after you install SOS 2010. To view them on your computer, double-click the desktop **Tutorials** icon or:

1. Click **Start** on your computer's taskbar.
2. Click **All Programs**.
3. Select **AOP**.
4. Select **Switched-On Schoolhouse 2010**.
5. Select **Tutorials**.

Tutorials

- Setup Wizard
- Add a New Term
- Set Homepage Settings
- MiSOS Custom Theme
- Change Between School Days and Non-School Days
- Exclude a Range of Days
- Add Events to Student Calendars
- Install a Subject
- Assign a Subject
- Clear an Assignment
- Clear Highlighting
- Remove an Assignment
- Create Custom Subjects and Assignments
- Remove a Duplicate Subject
- Create a Lesson Plan
- Update Lessons Plans (Regenerate Due Dates)
- Block and Unblock Individual Assignments
- Globally Block and Unblock Quizzes and/or Tests
- Zero a Unit or an Assignment

SOS Overview Presentation

Switched-On Schoolhouse also offers another view of the program. It is called the SOS Overview Presentation. It includes:

1. Teacher Homepage

2. Administration - Assignment Settings

3. Administration - Quiz and Test Settings

4. Administration - Grading and Term Settings

5. Administration - Student Setup

6. Administration - Curriculum Setup

7. Lesson Book - Assignments

8. Lesson Book - Lesson Plan

9. Student - Homepage

10. Student - Schoolwork

11. Student - Lesson Presentation

You can access this presentation by clicking the **Help** button on your **Homepage** and selecting **SOS Overview** from the menu.

You can also access them by going to www.aophomeschooling.com, then:

1. Click **Curriculum Options**

2. Select **Grades**

3. Click the **grade level** or **subject** folder

4. Click the **SOS box** or specific **subject** CD

5. Click the **Resources** tab in the middle of the page

**Switched-On Schoolhouse Home Edition
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Forgot Your Teacher Password?

SOS does not limit how many times you can try your password. SOS does have a data utility on the SOS application disc you can use to change or reset your password.

Remember:

- Your password is case sensitive, so check to see if your **Caps Lock** key is on.

- If your password is longer than 20 characters, you will get an error.

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1. Put the SOS installation disc into the CD-ROM or DVD drive of your pc.

2. If the **Install** window opens, click **Close**.

3. Click **Start** on your computer taskbar, and select **My Computer** (**Computer** if using Vista or Windows 7).

4. Right-click the drive containing the SOS installation disc, and click **Open**.

5. Double-click the **Tools** folder, and then double-click the **DataUtility.exe**.

6. When you are prompted to select a database, choose **SOS Home 2010** and click **OK**.

7. Use the dropdown menu to select the **Change Password** option and click **Execute Command**.

8. Enter your new **Password** twice, and then click **Save**. When the window closes, notice the "Successfully Changed Password" message below the **Execute Command** button. Click **X** in the upper right corner to close the **Data Utility** window.

9. Remove the disc from the CD-ROM or DVD drive.

Important Note:

Be sure to write your password down and put both the password and the SOS installation disc somewhere safe. Protect your teacher password by keeping the disc in a safe location.

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Resource List

SOS User Manual (Help File)

Click the **Help** button on the left side of your **Home** screen or press the **F1** key on the top row of your keyboard from anywhere in the application.

Students, click the **Help?** button, below the green **SOS logo** in the center of your **Home** screen, or press the **F1** key anywhere in the application.

SOS Tutorials:

Start > All Programs > AOP > Switched-On Schoolhouse 2010 > Tutorials, or

click the **Tutorials** icon on your desktop, or

http://www.sostutorials.com

SOS Overview Presentation
www.aophomeschooling.com
(See page 30 for navigation steps.)

Online Support

www.aophomeschooling.com/support/

Content Feedback (Curriculum)

www.aophomeschooling.com/errors/

SOS Application and Curriculum Updates:
http://www.sosupdates.com

Toll-Free Phone Assistance:

Customer Service:
1-800-622-3070
Technical Support:
1-866-444-4498