



Switched-On

SCHOOLHOUSE® 2009 EDITION

Student Distance Learning Quick Start Guide

© 2009 Alpha Omega Publications, Inc.

Switched-On Schoolhouse® , Switched-On®, and their logos are registered trademarks of Alpha Omega Publications, Inc. All rights reserved.

All trademarks and/or service marks referenced in this material are the property of their respective owners. Alpha Omega Publications, Inc. makes no claim of ownership to any trademarks and/or service marks other than their own and their affiliates', and makes no claim of affiliation to any companies whose trademarks may be listed in this material, other than their own.

No part of this publication may be reproduced, stored in an electronic retrieval system, or transmitted in any form by any means—electronic, mechanical, photocopy, recording, or otherwise—without the prior written permission of Alpha Omega Publications, Inc. Brief quotations may be used in literary review.

Table of Contents

Using the Quick Start Guide	2
Before You Install SOS Student Remote Access	3
Installing SOS Student Remote Access	4
SOS Remote Parent	12
Accessing the Curriculum.....	13
Before You Install SOS Student Synchronization.....	14
Installing SOS Student Synchronization	16
SOS Synchronization Parent	24
Installing Curriculum to Your Hard Drive	27
Demonstration Lessons	31
Uninstalling (Removing) SOS DL Student 2009	32
Using the Help File	33
Quick Reference Guides	34



Switched-On
SCHOOLHOUSE® 2009 EDITION

SOS Student - Distance Learning Quick Start Guide

Welcome to Switched-On Schoolhouse® 2009

SWITCHED ON SCHOOLHOUSE® 2009 (SOS) is powerful educational software that delivers a complete, traditional curriculum and manages daily learning. Biblically-based, multimedia-enriched instruction offers students a solid, engaging, structured learning experience.

Using the Quick Start Guide

This Quick Start Guide was designed to provide just the basics needed to get you up and running on SOS. These basics include:

Installing Switched-On Schoolhouse® 2009 on your computer

Setting up Switched-On Schoolhouse® 2009 to begin schoolwork

The guide covers two distance learning technologies: Remote Access and Synchronization. Remote Access allows a student to maintain real-time connectivity with the school server via the Internet while completing work. Synchronization technology enables students to complete work offline, using the Internet only to “get in sync” with the school server. Check with your school administrator if you are unsure which technology you are to use.

SOS Student **Remote Access** users, consult pp. 3—13 in this guide.

SOS Student **Synchronization** users, consult pp. 14—31 in this guide.

Pages 34—35 provide some useful information for both Remote Access users and Synchronization users.

Before You Install SOS Student Remote Access...

This Quick Start Guide is designed for students who are enrolled in a school that provides distance learning using SOS Remote Access technology. Using Remote Access, a student can connect real-time with the school server, complete schoolwork on SOS, and receive feedback in much the same way as on-site learners.

Follow the instructions below to install the SOS Student Remote Access software provided by your school. Once you've installed the program, take time to review the log-on, log-off instructions. Also included in the guide is a list of topics pertaining to the program functionality you will most likely be using day-to-day. To access these topics, use the program Help file.

Congratulations on your decision to pursue your education with Switched-On Schoolhouse® distance learning.

Sincerely,

The Switched-On® Schoolhouse 2009 Development Team

NOTE:

If your school wants you to use SOS **Synchronization**, skip to page 14.

Before installing the SOS Student Remote Access software, complete the following checklist:

You have written down the following information from your school to use in your installation:

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



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

You have verified that your computer meets the system requirements listed on the software packaging.

You have access to the Internet.

You have the following installation software available:

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

You have reserved time in your schedule to monitor the installation process. SOS Student Remote Access typically takes 30 minutes to install.



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

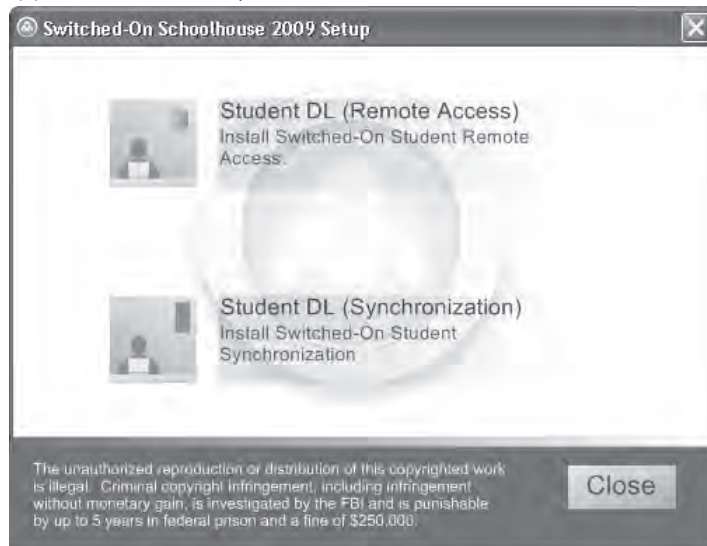
Installing SOS Student Remote Access

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



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

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



- Step 2:** Click the first option, **Student DL (Remote Access)**. The **SOS 2009 Installed Products** screen displays. A screen, similar to the one shown on the next page, indicates which of the required applications are already installed and which applications will be installed before Switched-On Schoolhouse Remote Access is installed.

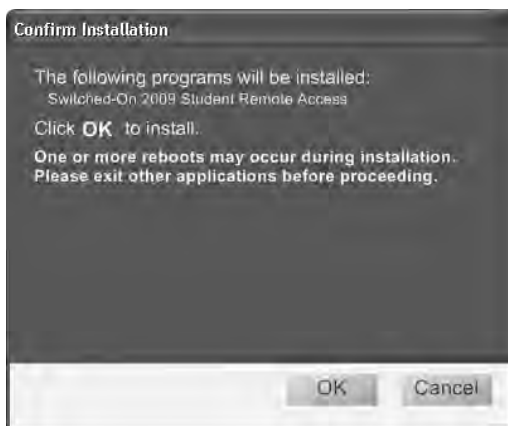


Required Components

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

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

Step 3: Click the **Install** button. A **Confirm Installation** window, similar to the one shown below, displays, indicating which programs will be installed.



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



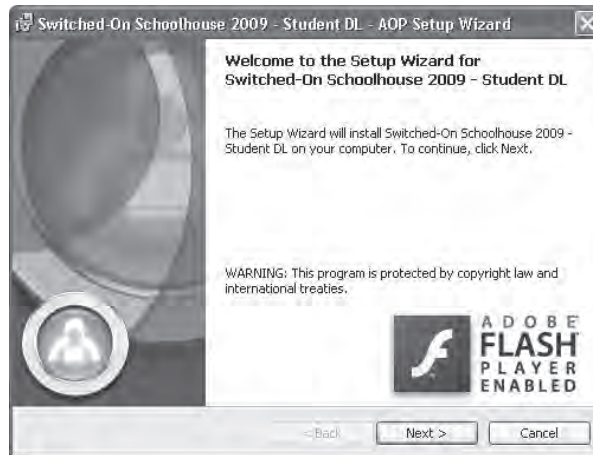
Switched-On
SCHOOLHOUSE® 2009 EDITION

SOS Student - Distance Learning Quick Start Guide

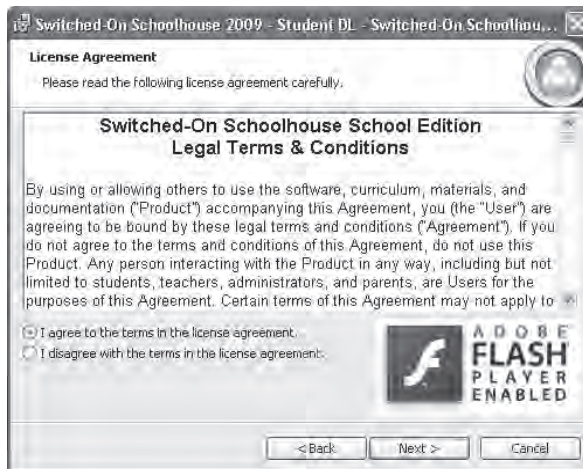
SWITCHED-ON SCHOOLHOUSE® 2009 — STUDENT DL

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

Step 1: Start from the **SOS Wizard** window, shown below:

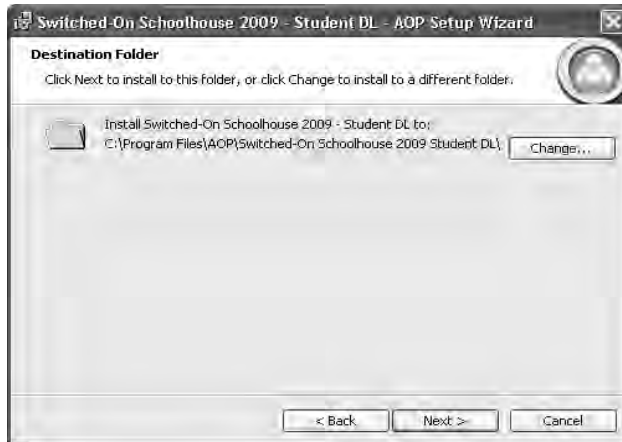


Step 2: Click **Next**. The **License Agreement** displays:

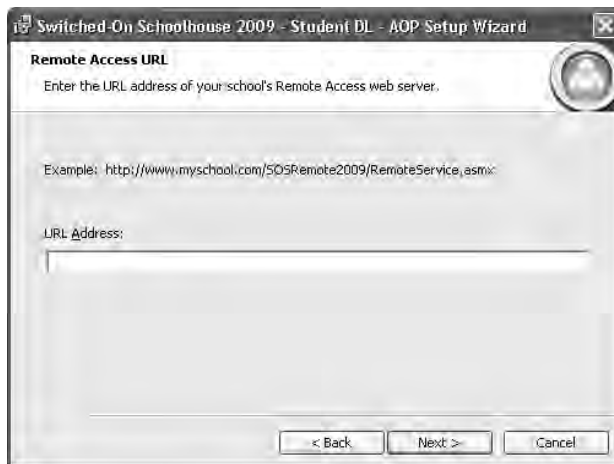


Step 3: Click next to "I agree to the terms in the license agreement."

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

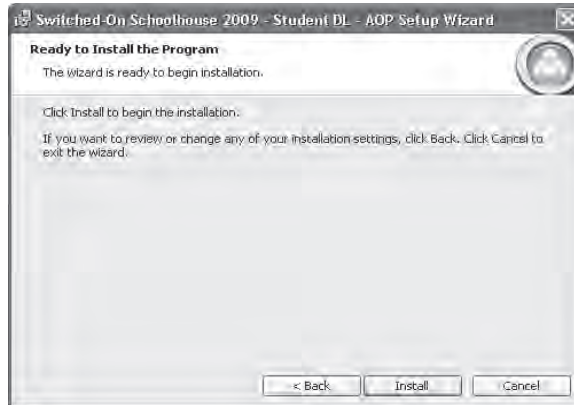


Step 5: Click **Next** if no changes are necessary. The **Remote Access URL** screen displays:



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

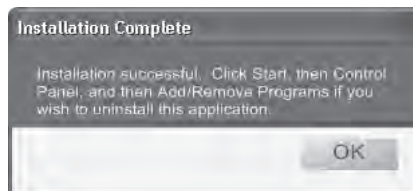
Step 7: Click **Next**. The **Ready to Install the Program** screen displays. (See next page.)



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



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



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

Step 11: Click Close.

Step 12: Click Close.



Don't forget to remove the installation disc when you are finished.

SOS STUDENT REMOTE ACCESS LOGIN



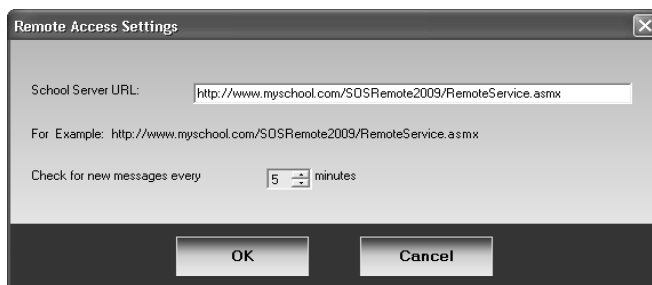
Please make sure you are connected to the Internet before you use any Remote Access functions.

Similar to other Switched-On® Schoolhouse (SOS) applications, the first screen you see in SOS Student Remote Access is the **Login screen**. Below is a graphic of the **Login** screen in SOS Student Remote Access.



When you arrive at your SOS Student Remote Access **Login** screen, follow the steps below:

- Step 1:** Type your student **username** and **password** in their respective textboxes. For security reasons, your password displays only as a series of dots rather than letters.
- Step 2:** Click the **Settings** button to verify or change the School Server URL, as well as change the frequency that SOS checks for new messages. The **Remote Access Settings** pop-up displays.





Switched-On
SCHOOLHOUSE™ 2009 EDITION

SOS Student - Distance Learning Quick Start Guide

- Step 3:** Type your school server's URL address in the textbox provided. In the example above, replace www.myschool.com with the IP address or domain name the school has provided.
- Step 4:** Using the up or down arrow, choose how often you want SOS to check for new messages if you do not want to use the default "5" minutes.
- Step 5:** Click **Ok**.
- Step 6:** Click the **Login** button. SOS Student Remote Access **Home** (shown below) displays.



FINISHED: You are now ready to begin schooling! Just click **Schoolwork** to get started.

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



ACCESSING THE CURRICULUM

You should have received the curriculum discs for the subjects your student(s) are assigned. You have the option of copying the curriculum onto the hard drive of your computer or leaving it on the subject (curriculum) discs.

When making your decision, It is important to know that if you do not copy the curriculum to your hard drive, your student must always have the appropriate subject disc in the CD drive while working in the subject.

Please see page 27 for instructions on how to install curriculum for your students onto your computer's hard drive.

SOS REMOTE PARENT

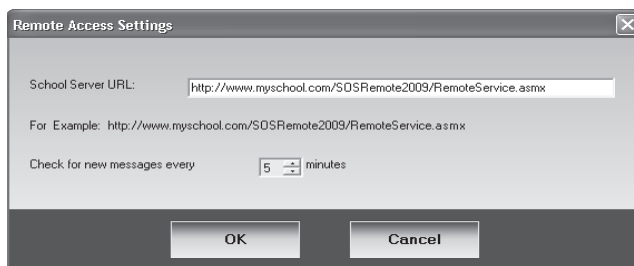
SOS 2009 provides parents with a tool to review student work, print grade reports and adjust the student's calendar if necessary.

SOS Remote Parent is installed with the installation of SOS Student. To login, your school must provide you with your username and password.

To open SOS Remote Parent, double-click the SOS Parent icon on your desktop. A login screen appears:



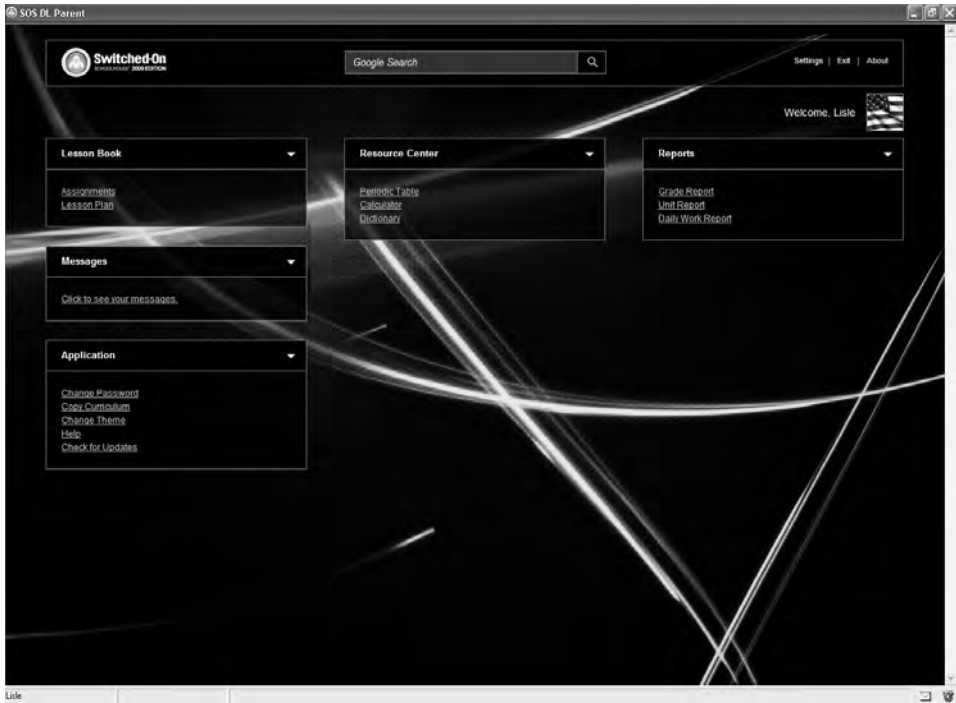
Step 1: Enter the Username and Password the school provided. Before you click **Login**, click **Settings** to verify or change the School Server URL. You can also change the frequency that SOS checks for new messages. A **Remote Access Settings** window displays:



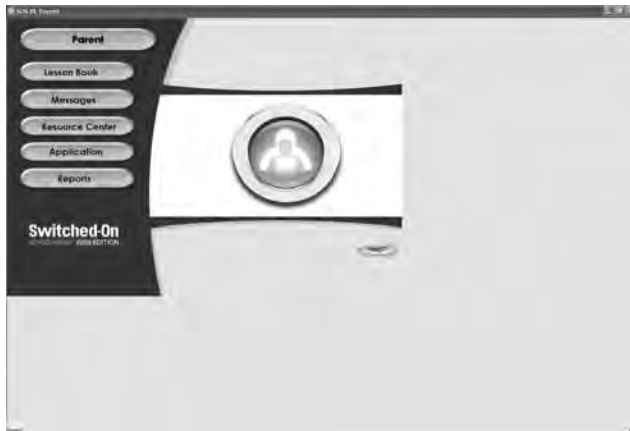
Step 2: Verify that your School Server URL (as provided by the school) is correct. If it is, certify how often you want to check for messages and click OK.

Step 3: Click Login

Parent Home appears. You are now ready to review or preview your student's schoolwork.



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





Switched-On
SCHOOLHOUSE® 2009 EDITION

SOS Student - Distance Learning Quick Start Guide

Before You Install SOS Student Synchronization...

This Installation Guide is designed for parents and students who are enrolled in a school that provides distance learning using SOS Synchronization technology. With synchronization, each student completes daily schoolwork from home using the SOS curriculum. After completing work for the day, the student sends his or her completed work back to the school server by logging on to the Internet, choosing Application from the Home page, and then Synchronize. The program automatically sends all work to the teachers so that they can grade any essays or projects and answer any of the student's questions. The student will also receive grades for previous assignments and feedback from his or her teacher at this time.

Follow the instructions below to install the SOS Student Synchronization software provided by your school. Once you've installed the program, take time to review the log-on, log-off instructions. Also included is a list of topics pertaining to the program functionality you will most likely be using day-to-day. To access these topics, use the program Help file.

Congratulations on your decision to pursue your education with Switched-On Schoolhouse® distance learning.

Sincerely,

The Switched-On® Schoolhouse 2009 Development Team



If your school wants you to use SOS **Remote Access**, use pages 3—13 of this guide.

Before installing the SOS Student Synchronization software, complete the following checklist:

You have written down the following information from your school to use in your installation:

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



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

You have verified that your computer meets the system requirements listed on the software packaging.

You have access to the Internet.

You have the following installation software available:

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

You have reserved time in your schedule to monitor the installation process. SOS Student Synchronization typically takes 30 minutes to install.



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

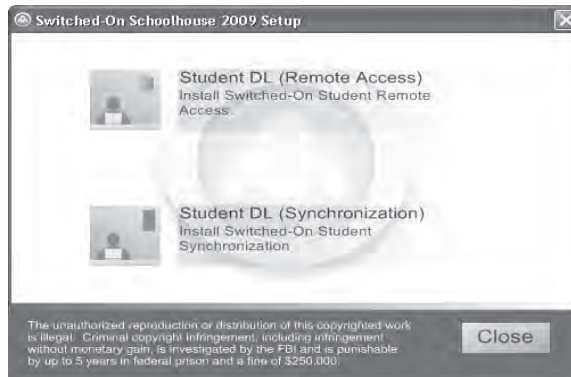
Installing SOS Student Synchronization

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

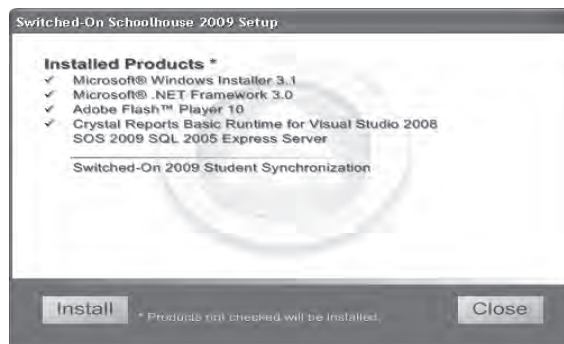


Close all open applications before you begin. Your computer may reboot one or more times during installation.

Step 1: Start from the **SOS 2009 Setup** window, shown below:



Step 2: Click the second option, **Student DL (Synchronization)**. The **SOS 2009 Installed Products** screen displays. This screen indicates which of the required applications are already installed and which you need to install before continuing the installation process. Click the **Install** button.



Description of Installed Components

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

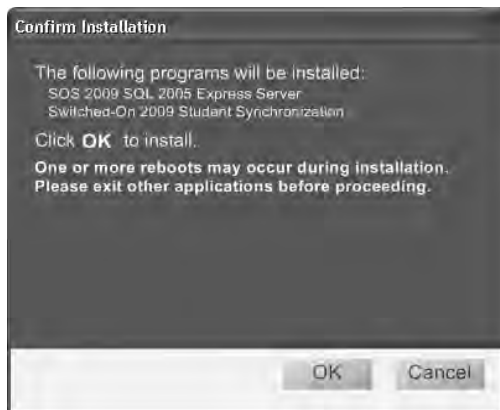
- **Microsoft Windows® Installer 3.1**
- **Microsoft® .NET Framework 3.0**
- **Macromedia Flash™ Player 10**
- **Crystal Reports Basic Runtime for Visual Studio 2008**
- **SOS 2009 SQL 2005 Express Server**

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



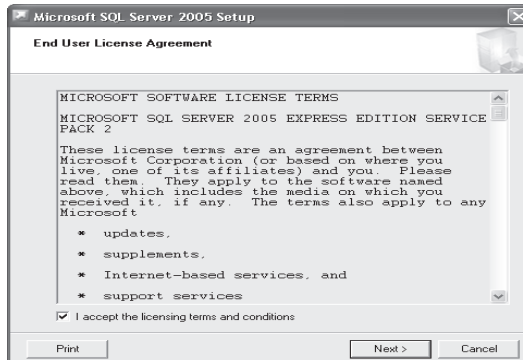
You also need **Adobe Acrobat Reader** installed on your computer. If you do not have it, you can download a free copy at www.adobe.com.

- Step 3:** A small **Confirm Installation** pop-up box, similar to the one shown below, displays, indicating which programs are already installed and which ones still need to be installed. Click **OK**.

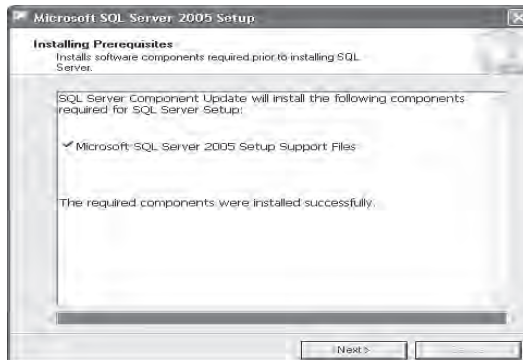


- Step 4:** The **SOS 2009 Installed Products** window displays again, indicating each product as it is being installed.

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



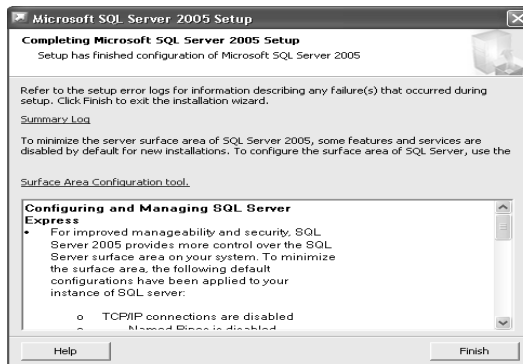
Step 7: When the prerequisites have finished installing, click **Next**. Another quick configuration check is done, unless there is a problem, you don't have to do anything.



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



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



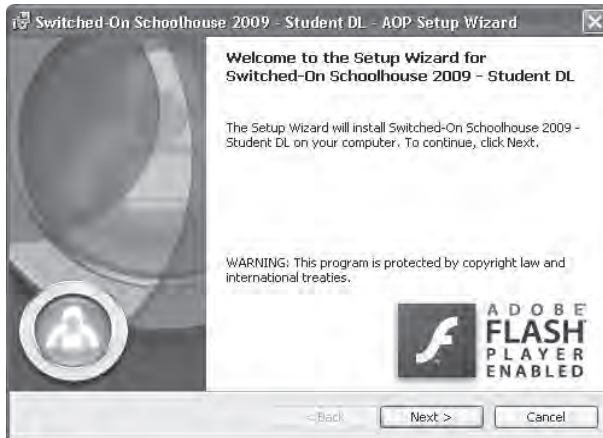
Step 10: The final step of installing the SQL 2005 Express Server takes a few minutes. While it is completing installation, a screen similar to the one below displays. When the **Close** button is enabled, click it to install Switched-On 2009 Student Synchronization.



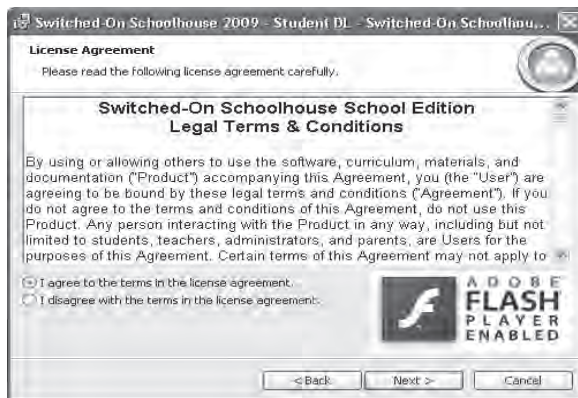
SWITCHED-ON SCHOOLHOUSE® 2009 — STUDENT DL

After your computer finishes installing the other necessary components, the **SOS 2009 Setup** window displays again. The last application to be installed is Switched-On Schoolhouse® 2009 Student DL. While this application does not install automatically, it does contain an Setup Wizard, which takes you through the installation process step-by-step.

Step 1: Start from the **AOP Setup Wizard** window, shown below:



Step 2: Click **Next.** to see the **License Agreement** display:

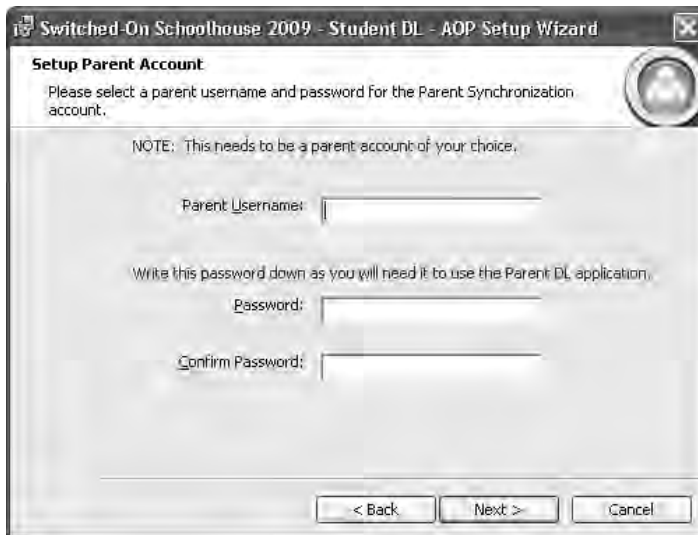


Step 3: Click next to **"I agree"** on the bottom left side of the screen.

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



Step 5: Click **Next**, if no changes are necessary. The **Setup Parent Account** screen displays:



Step 6: Complete the **Username**, **Password**, and **Confirm Password** textboxes.

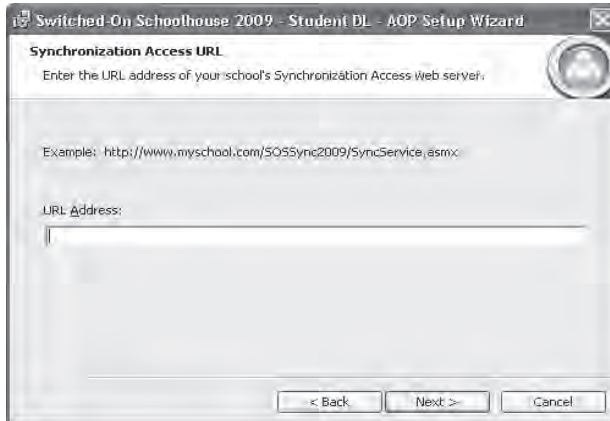


Be aware that the **Parent Username** cannot contain any special characters, such as punctuation marks.

Student should **not** be given the Parent username and password.

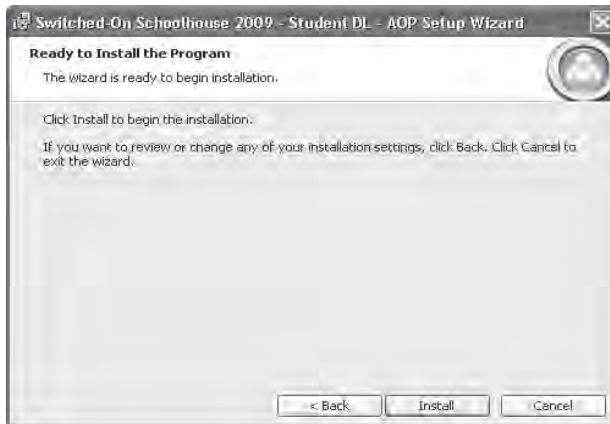


Step 7: Click **Next**. The **Synchronization Access URL** screen displays.

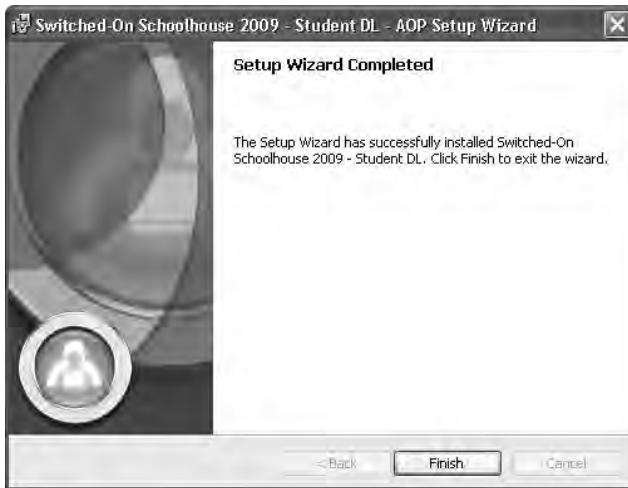


Type in the example URL, replacing www.myschool.com with the IP address or domain name provided by your school.

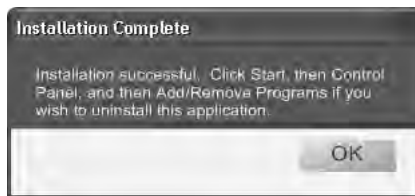
Step 8: Click **Next**. The **Ready to Install the Program** screen displays.



Step 9: Click **Install**. The **InstallShield® Wizard Completed** screen displays after all of your new files are copied.



Step 10: Click **Finish**. The **Installation Complete** pop-up box displays:



Step 11: Click **OK**. A new **SOS 2009 Setup** window displays, showing checkmarks next to all of the applications that you installed.

Step 12: Click **Close**.

Step 13: Click **Close** again.



Don't forget to remove the installation disc when you are finished.



Switched-On
SCHOOLHOUSE™ 2009 EDITION

SOS Student - Distance Learning Quick Start Guide

USING SOS PARENT DL FOR INITIAL STUDENT SETUP AND SYNCHRONIZATION

Before the student can begin schooling or do a student synchronization, the parent must first set up the student and synchronize, using the SOS DL Parent application. Follow these steps to use SOS DL Parent Synchronization for the first time:



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

Step 1: Open **SOS Parent DL** from its shortcut or on the start menu under AOP.

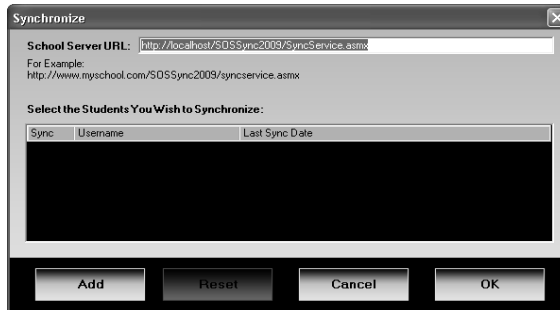
Step 2: You need to enter the **Parent name** and **password** that you set up during installation. Your Parent **Homepage** appears.



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



Step 3: Starting from the **Homepage** in the SOS Parent DL Synchronization application. Since this is your first time synchronizing, the **Synchronization Setup** pop-up automatically displays:



Type the appropriate School Server URL in the blank textbox, if necessary. In the example, replace www.myschool.com with the IP address or domain name the school has provided.

Step 4: Type the appropriate **School Server URL** in the blank textbox, if necessary.

Step 5: Click **Add**. A small **Add Student** pop-up box displays:

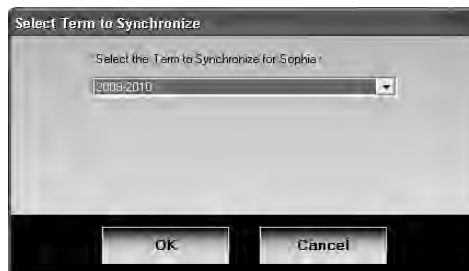


Step 6: Type the student's username and password in the **User Name** and **Password** textboxes.

Step 7: Click **OK**.

Step 8: Repeat Steps 5 through 7 for any additional students that need to be added.

Step 9: Click **Synchronize**. The **Select Term to Synchronize** pop-up window displays:



Step 10: Select the correct term, using the drop-down arrow if necessary.

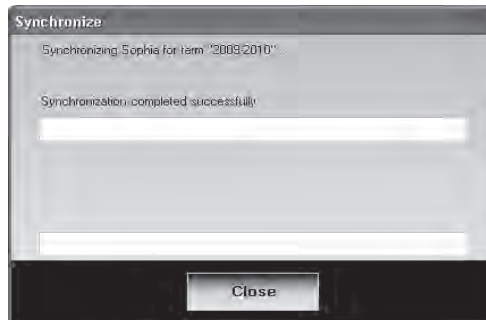


More than one term may be available in the drop-down box. Contact your school to determine the appropriate term, if it was not provided with your student username, password, and School URL address.

Step 11: Click **OK**. A **Synchronize** progress screen displays, indicating the synchronization process is underway

Step 12: Repeat Steps 10 and 11 for any additional students that will synchronize.

Step 13: Click **Close** when a screen similar to the one below displays, indicating the synchronization process is complete:

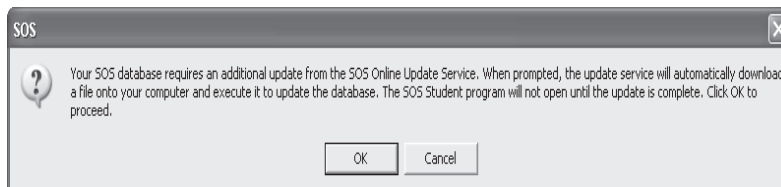


Step 14: Click **Close**.

Step 15: **Close the Synchronize window.**



The first time you login, you may see a message advising you your SOS database requires an update (as shown below). If this happens, simply click OK to continue and then, click OK to confirm the update.



FINISHED: Once the synchronization is complete, your student can now use **SOS Student Synchronization** for schooling and synchronization.

USING SOS PARENT DL (REMOTE ACCESS OR SYNC) TO INSTALL CURRICULUM TO YOUR HARD DRIVE

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

- Step 1:** Insert the subject disc.
- Step 2:** Click **Application**. A small menu appears to the right.
- Step 3:** Click **Install Curriculum**. A pop-up window showing your computer's different drives displays.
- Step 4:** Click the CD-ROM drive and select **Open**.
- Step 5:** Double-click contents.sosx to copy the subject. A small **Confirm Copy** pop-up displays.
- Step 6:** Click **Yes**. A small **Browse for Folder** pop-up window displays.
- Step 7:** Click the **plus sign** to open the folder where you want curriculum copied.



To create your own folder for your curriculum, click **Make New Folder**, making sure the folder that is highlighted is where you want your curriculum to reside. Rename your new folder **subjects09**, and save it to your local **C** drive. Click **OK** when finished. Your curriculum automatically starts copying (as described in Step 8) to the new location.

- Step 8:** Click **OK**. A copy in progress pop-up displays, indicating the subject is being copied to your hard drive.
- Step 9:** Insert any additional discs, if prompted, to complete the curriculum transfer.



Copying the contents from the disc to your hard drive copies everything contained on the disc. Depending on how many megabytes are in the curriculum, this process may take some time to complete.

LOGGING IN TO SOS STUDENT SYNCHRONIZATION



Before you log in to SOS Student Synchronization, you must first be connected to the Internet.

Similar to other Switched-On® Schoolhouse (SOS) applications, when you first, open SOS Student Synchronization you see the **Login** screen.



When you arrive at your SOS Student Synchronization **Login** screen, type the student **Username** and **Password your school provided you** in their respective textboxes. For security reasons, your password displays only as dots rather than letters.

USING SOS STUDENT SYNCHRONIZATION



Working with multiple computers? Moving to a new computer? You must synchronize when switching computers. If you have any questions or are unsure if you need to sync, please call Technical Support toll-free at **1-800-735-4193**.

For a student to sync, the following prerequisites must be met:

- The school administrator must have already selected one of the sync distance learning options when the student was set up in **SOS Admin**.
- The parent must have already performed the initial sync.

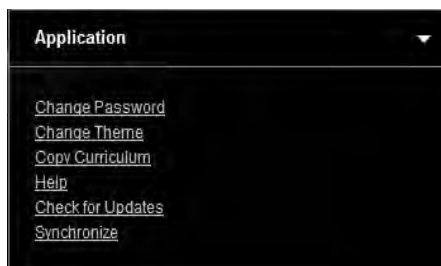
Students need to follow these steps to use the synchronization feature in SOS Student:



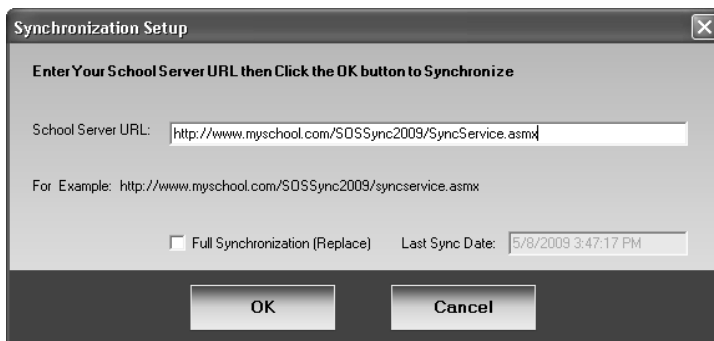
Whenever you open or exit SOS, you are asked if you want to sync. You can choose Yes or No. You only need to click **Application** and select **Synchronize** if you want to sync before you are ready to exit SOS. The first time you login, please verify that the school server URL you were sent matches the one in your sync window by clicking **OK**. Contact Tech Support (see toll-free number above) if it does not match.

Step 1: Open **SOS Student**, and start from the **Homepage** (as displayed on page 30).

Step 2: Click **Synchronize** in the **Application** widget. If you are using the "Classic" theme (displayed on page 31), click **Application**.



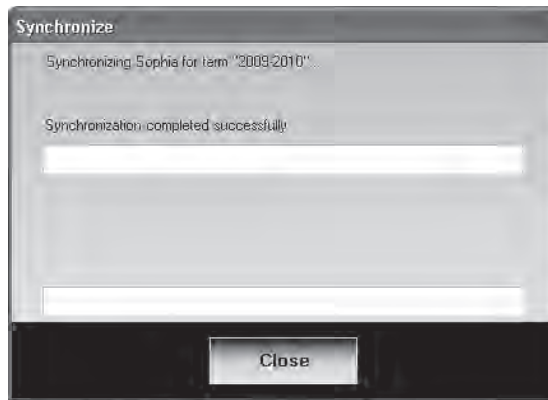
Step 3: Click **Synchronize** on the small menu that appears. The **Synchronization Setup** window, shown below, displays.



Step 4: Type the **School Server URL** (the same URL you entered in Step 7 on page 22) in the textbox, if it is blank or incorrect.

Step 5: Click **OK** to begin synchronization for the current term.

Step 6: Click **Close** when a screen similar to the one shown below displays:



FINISHED: You are now ready to start your schoolwork. SOS will remind you to synchronize whenever starting or closing the application.

From the SOS Student **Homepage** (shown below) you can access your schoolwork and your messages.





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



Remember, any work you do is not sent to your teacher or saved on the school server until you synchronize. To synchronize without exiting SOS, click **Application** on your **Homepage** and select **Synchronize** from the small menu that appears.

Demonstration Lessons

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

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

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

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

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

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

Uninstalling SOS Student DL 2009



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

1. Open **Add/Remove Programs** in the **Control Panel**.
2. Remove **Switched-On Schoolhouse 2009 – Student DL**.

Remote Access users, click **Finish** and you are done.

Sync users continue through Step 8.

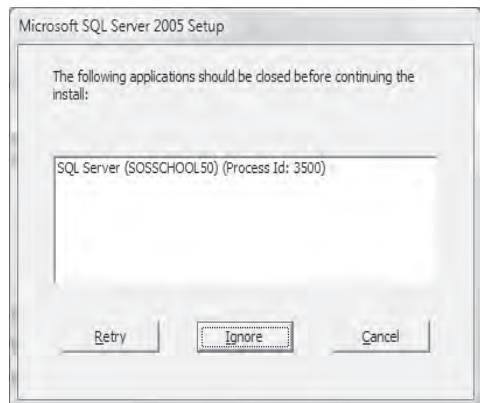
3. Remove **Microsoft SQL Server 2005**.
4. On the **Uninstall** dialog window, select the instance of **SOSStudentSync30** and **Workstation Components**, and then click **Next**.

Attention Vista Users:

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

XP Users: Continue with Step 5 below.

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



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

Using the Help File

After you've successfully installed SOS Remote Access or SOS Synchronization, click **Help** on the program **Home** page to read up on important program features you will likely need in order to complete your schoolwork. In some noted cases, functionality described in the **Help** file does not apply to the Remote Access or Synchronization version of the software.

Topics for SOS Student **Remote Access** and **Synchronization**

- Application
 - Change Password
 - Change Theme
- Assignments Screen
- Assignments
- Assignment Types
- Messages
- Problem Types
- Resource Center



For immediate access to more information about Switched-On Schoolhouse® 2009 please bookmark the SOS school support page (<http://www.aopschools.com>) in your web browser. Use the [Quick Reference Guide](#) on the following pages to complete basic program functions.

If you need additional assistance, you can also contact Alpha Omega Publications' Technical Support team by calling toll-free 1-800-735-4193.



SOS Student Quick Reference Guide

	Sorting Schoolwork	Opening an Assignment	Doing an Assignment
Step 1:	Start from your Homepage .	Start from your Homepage .	Start from your Homepage .
Step 2:	Click the Schoolwork button.	Click the Schoolwork button.	Click the Schoolwork button.
Step 3:	Locate your assignments in the Current Schoolwork section.	Locate your assignments in the Current Schoolwork section.	Locate your assignments in the Current Schoolwork section, then double-click the assignment title to open the assignment.
Step 4:	Using your mouse, click just to the right of the header you want to sort by.	Double-click any assignment title.	Read and learn the material that is presented in the top part of the assignment screen.
Step 5:			Click the Show Problems button.
Step 6:			Work through each of the problems, using any of the buttons and features on the screen to help you as you go through the assignment.
Step 7:			Click the Grade button after each problem.
Step 8:			Click Ok to start another assignment.

SOS Student Quick Reference Guide *(continued)*

	Printing an Assignment	Reviewing an Assignment	Using the Resource Center
Step 1:	Start by opening the assignment you wish to print.	Start from your Homepage .	Start from your Homepage .
Step 2:	Click the Print button.	Click the Schoolwork button.	Click the Resource Center button.
Step 3:	Select the option to print (Presentation, Problems, Vocabulary List) and then select the graphics, your grades, and answers you want to print.	Click any subject name to display the subject's units.	Click the resource you want to use.
Step 4:	From the small window that opens, choose the portion of the assignment you want to print.	Click any assignment that contains a grade in the Score column.	Click the " X " in the upper right-hand corner when you are finished.
Step 5:	Click the Preview button.	Use any of the buttons and features on the Review Assignment screen to review the material.	
Step 6:	Click the Print button.	Click the Exit button to leave the assignment.	
Step 7:	Print as you normally do from your computer.		

