



**Switched-On**  
ONLINE

# **Switched-On Online™**

## **Odyssey Academy**

### **Student User Guide**



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**Please note:** For technical support, please contact Technical Support at 800-735-4193 and select option 2 or go to: [www.aopschools.com/soosupport](http://www.aopschools.com/soosupport)



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## Welcome and Login

Welcome, the Login page is the single login location for Switched-On Online™. The system uses your login to know what access you need, displaying the correct **Home** screen for you.

**Example:** If you logon with a student's username and password, you are given access to that student's school work.

Your **Login** page allows you to quickly view any school wide messages.

### Logging In

1. Enter your student **username**. This is the **username** your school administrator or teacher gave you along with your school site address and **password**.
2. Press the **Tab** key, or click your mouse in the **password** textbox.
3. Enter the **password** you received from the administrator.

**Note:** **Usernames** and **passwords** are case sensitive. Be sure to enter them exactly as they were provided.

The screenshot shows the login interface for Chi Rho Academy. At the top left is the Switched-On Online logo. Below it, a blue banner reads "Welcome to Chi Rho SwitchedOn Online". The main content area is titled "Chi Rho Academy" and includes the instruction: "Remember your username and password are case sensitive." On the right side, there is a "Login" section with two input fields: "Username" and "Password", and a "Login" button below them. At the bottom left of the page, there is a small footer: "AOP - SwitchedOn Online 2007".

You may have the ability to change your password, if your school administrator and teacher have permitted it. See page 25 for directions.


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## Student Home Page and Tools

After successfully logging in, you are taken directly to the **Student Home** page.

The **Student Home** page looks different depending on how the student account is set up.

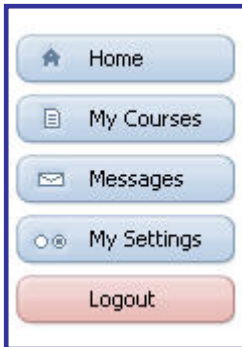
The school administrator has the option to assign the school calendar on a student by student basis. See the discussion of **Student Home** page with the **School Calendar** option selected on page 6.

The **Student Home** page for students without the calendar option selected is discussed beginning on the next page.

## Student Menu Functions

The sidebar menu is the same regardless of the calendar setting you select. On this menu are six options to help you easily navigate around the Switched-On Online™ environment.

Access Switched-On Online™ student functions using the menu down the left side of every page in Student Mode:



### Home:

Returns the student to the **Student Home** page.

### My Courses:

Takes students to their **Course Schedule** which displays teacher, date course work started, a progress bar, the date course work was completed, and the total score to date for the course.

### Messages:

Students can send or reply to messages from teachers and administrators.

**Note:** Students cannot message other students.

### My Settings:

Allows students to determine the best way to access multimedia content or change their password, if the administrator and teacher have permitted it.

### Logout:

Switched-On Online™ automatically logs you out after 60 idle minutes, but for security purposes, we encourage you to log out whenever you will be away from your desk.


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## Home - No Calendar Option

When your administrator sets up the student account, they are given the option of applying the **School Calendar** to the students course work. Depending on the choice the Administrator makes, your **Student Home** page has a slightly different look and functionality.

If **School Calendar** is not selected, you see a page that looks something like this:

The screenshot shows the Switched-On Online interface for a student named Justin Carlson. The page is divided into several sections:

- Navigation Menu:** Home, My Courses, Messages, My Settings, Logout.
- Welcome Message:** "Welcome, Justin Carlson! Learning is the doorway to your future!"
- Today's Message:** "Soar to new heights ... learn something new!"
- Projects:** A table with columns: Title, Course, First Worked, Last Worked. The table content is "No active projects".
- My Courses:** "Click course title to start work" followed by a list of course links:
  - Mathematics 0800 (2008)
  - Language Arts 800 (2008)
  - History And Geography 800 (2008)
  - Bible 900 (2008)
  - Indiana State History (2008)
- Messages:** "You have new messages. Click on the 'Messages' menu item to read your new messages."

The first third of the page is dedicated to the **Welcome** message and the **Message of the Day**. Here, you can read messages the administrator chooses to display to the entire school.

The middle section of the screen contains the student **My Courses** section. Each course title appears as a link. Clicking the **Title** of a particular course takes you directly to the next assigned activity in that course.

**Note:** Accessing the course from the **Student Home** page is a shortcut. Students can also access their courses from the **My Courses** page. See page 8 of this document for more information on the **My Courses** page.

The bottom third of the page shows any new **Messages** you have received through the Switched-On Online™ internal messaging system.

### Reading a New Message

To read a message, simply click the message title. Once a **New Message** has been read, it automatically moves to **Past Messages** tab. Please see the **Messaging System** discussion beginning on page 23.

Next let's look at the **Home** page for students who have been assigned the **School Calendar** option.



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## Home - Calendar Option

There are a few differences in the **Student Home** page if the **School Calendar** option was selected by the school Administrator.

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Support

Home My Courses Messages My Settings Logout

Learning is the doorway to your future!

Today's Message

Soar to new heights ... learn something new!

**Projects:**

Title	Course	First Worked	Last Worked
No active projects			

Weekly Schedule

bib0800\_2008 lan1100\_2008 mat0800\_2008 ve\_2008 hmec\_2008

This week in [Bible 800 \(2008\)](#)

Monday 2008-07-28	Tuesday 2008-07-29	Wednesday 2008-07-30	Thursday 2008-07-31	Friday 2008-08-01
Christ's Model Prayer	The Lord's Prayer: Invocation, First to Fourth Petitions	The Lord's Prayer: Fifth Petition to Conclusion	The Purpose of Christ's Model Prayer, Benefits of Prayer	Quiz 1

You have new messages

ADP - SwitchedOn Online

The top half of the page is the same whether the **School Calendar** option is used or not. You still see the **Welcome** message and the **Message of the Day** displayed.

The bottom half of the page shows your **Weekly Schedule** by course. The **Weekly Schedule** heading displays each course assigned to you on a tabbed page. Click a tab to view the week's assignments in that course. You may click the **Course** name link right above the weekly schedule, or click **My Courses** in the sidebar menu to begin working on assignments.

The **Weekly Lesson Plan** maps out what you need to accomplish each day of the week in order to stay on pace.

The lesson plan in no way limits your productivity. If you finish all the assignments for a given day, you can continue working ahead. On Sunday night, the system assesses remaining assignments yet to be completed, and evenly disperses your remaining work across the days left in the school calendar.

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## Home - Calendar Option

There are three different situations when the Teacher can customize the **Calendar End Date**:

1. If the **School Calendar** option is selected, the computer automatically assumes the **End Date** chosen for the **School Calendar** as the **End Date** for all courses.
2. If the administrator selected a specific **School End Date** under the **Add Student** option, that date overrides the **School Calendar End Date** for a specific student's courses.
3. The third option is to set a **Custom End Date** for the course, on the **Assign Courses** page. The lesson plan generator then uses the customized course date to create the **Lesson Plan** for that specific course.


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## My Courses

When you navigate to the **My Courses** page, you see all your courses listed inside the table at the top of the page. At a glance, you are able to see the **Title** of the course and grade level, the name of the **Teacher** assigned to the course, the **Date Started**, a quick view course **Progress** bar, the **Date Completed** (for the entire course) and your **Total Score** for the course.

Title	Teacher	Date Started	Progress	Date Completed	Total Score
<a href="#">Bible 1100 (2008)</a>	Wilson, Nick	07-28-2008	<div style="width: 10%;"></div>	Not Completed	89
<a href="#">Civil War (2008)</a>	Allison, Emily	07-23-2008	<div style="width: 10%;"></div>	Not Completed	80
<a href="#">Consumer Math (2008)</a>	Carr, James	07-28-2008	<div style="width: 10%;"></div>	Not Completed	98
<a href="#">Home Economics (2008)</a>	Larson, Iris	07-28-2008	<div style="width: 10%;"></div>	Not Completed	94
<a href="#">New York State History (2008)</a>	Allison, Emily	07-23-2008	<div style="width: 10%;"></div>	Not Completed	95


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## My Courses

### Begin and Continuing Work in a Course:

1. Click the course **Title** to navigate to the **Chapter View**.

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Home My Courses Messages My Settings Logout

Units in Civil War (2008)

Unit	Title	Date Started	Progress	Date Completed	Total Score
1	<a href="#">THE PRE-WAR YEARS</a>	07-23-2008	<div style="width: 100%;"></div>	Not Completed	90
2	<a href="#">THE EARLY YEARS</a>	Not Started	<div style="width: 0%;"></div>	Not Completed	0
3	<a href="#">TURNING POINT</a>	Not Started	<div style="width: 0%;"></div>	Not Completed	0
4	<a href="#">WAR IN THE SOUTH</a>	Not Started	<div style="width: 0%;"></div>	Not Completed	0
5	<a href="#">RECONSTRUCTION OF A NATION</a>	Not Started	<div style="width: 0%;"></div>	Not Completed	0
6	<a href="#">THE CIVIL WAR IN REVIEW</a>	Not Started	<div style="width: 0%;"></div>	Not Completed	0

ADP - SwitchedOn Online

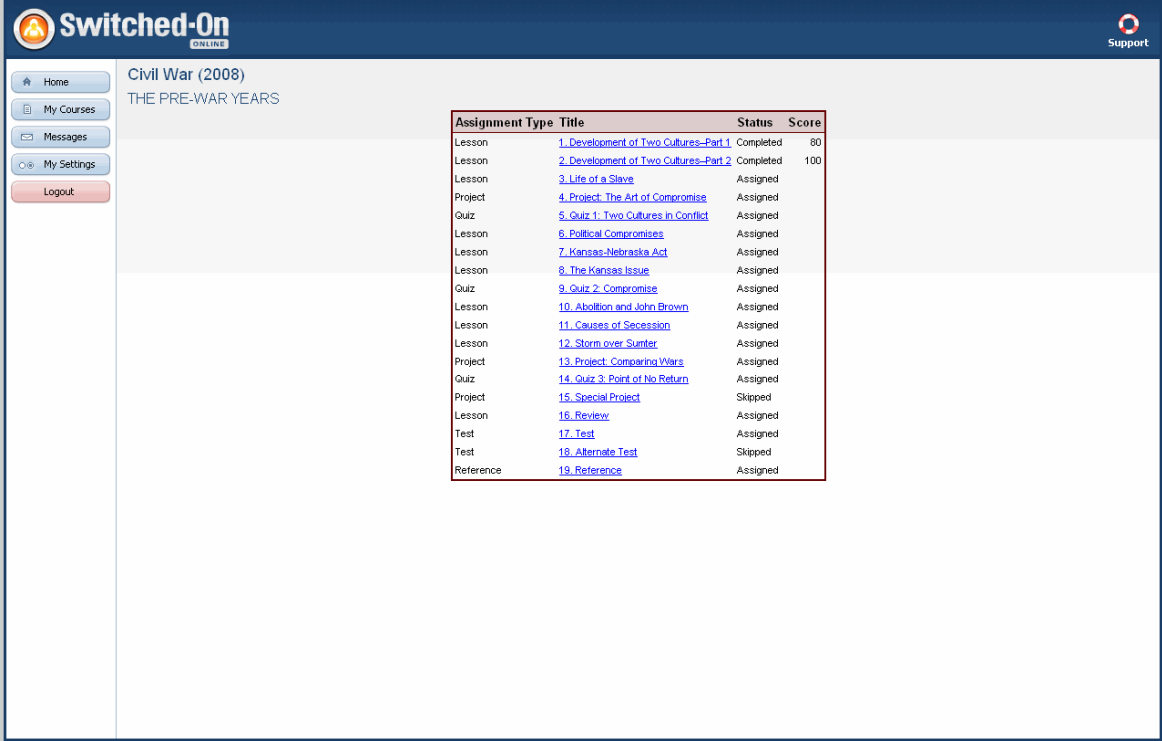
On the **Chapter View** page, as seen on the next page, all the chapters, or units, in the course are displayed inside a table. Each chapter listing displays the **Title** of the chapter, the **Date Started**, a quick view **Progress** bar, the **Date Completed**, and the **Total Score** for the chapter.

## My Courses

When you click a **Unit Title** and open the **Activities View**, as described on the following page, you may see up to five different assignment types:

- **Lesson** – these are the primary assignment types you are likely to see. They include presentation material and questions/problems about the material to be answered.
- **Quiz** – after every few lessons you see a quiz. These are a series of questions designed to test what you have learned in the unit to this point. If you only see a quiz, you were assigned a pretest. If you pass this, you can skip the unit.
- **Project** – various activities and reports to help support and enhance your learning. They may use several different applications, such as, Microsoft® Word, Excel, PowerPoint, or others. If you are unsure what to use, ask your teacher.
- **Test** – like quizzes, tests are a series of questions and problems to help assess what you have learned in this unit. Be sure to review before taking a test!
- **Reference** – This lesson contains a listing of all of the vocabulary words in the unit, and the internet links referenced in the unit. You can also read a brief paragraph about the author(s) of this course.

2. Click the **Title** of a chapter to navigate to the **Activities View**.



Assignment Type	Title	Status	Score
Lesson	<a href="#">1. Development of Two Cultures-Part 1</a>	Completed	80
Lesson	<a href="#">2. Development of Two Cultures-Part 2</a>	Completed	100
Lesson	<a href="#">3. Life of a Slave</a>	Assigned	
Project	<a href="#">4. Project: The Art of Compromise</a>	Assigned	
Quiz	<a href="#">5. Quiz 1: Two Cultures in Conflict</a>	Assigned	
Lesson	<a href="#">6. Political Compromises</a>	Assigned	
Lesson	<a href="#">7. Kansas-Nebraska Act</a>	Assigned	
Lesson	<a href="#">8. The Kansas Issue</a>	Assigned	
Quiz	<a href="#">9. Quiz 2: Compromise</a>	Assigned	
Lesson	<a href="#">10. Abolition and John Brown</a>	Assigned	
Lesson	<a href="#">11. Causes of Secession</a>	Assigned	
Lesson	<a href="#">12. Storm over Sumter</a>	Assigned	
Project	<a href="#">13. Project: Comparing Wars</a>	Assigned	
Quiz	<a href="#">14. Quiz 3: Point of No Return</a>	Assigned	
Project	<a href="#">15. Special Project</a>	Skipped	
Lesson	<a href="#">16. Review</a>	Assigned	
Test	<a href="#">17. Test</a>	Assigned	
Test	<a href="#">18. Alternate Test</a>	Skipped	
Reference	<a href="#">19. Reference</a>	Assigned	

The **Activities View** lists all the educational activities in that chapter in table format. Each listing also displays the **Assignment Type**, the **Title** of the assignment, the **Status** and the **Score**.

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## My Courses

3. To open a lesson you just click the activity **Title**.

In the **Status** column, you may encounter four different status selections.

- **Assigned:** You are required to complete this assignment.
- **Skipped:** The computer does not deliver this activity to you
- **Blocked:** You cannot take this assignment or continue working without teacher permission.
- **Completed:** You received this assignment and have completed it with a score at or above the pass threshold, if in use.

**Note:** You are not able to view any activity, other than the title, until you reach a lesson, project, quiz or test in the order assigned to you. This means you must complete the work in one activity with a score at, or above, the pass threshold before another activity in the subject is available to you.

**WARNING:** If you are taking a quiz or test, you cannot navigate away (or exit) that quiz or test until you submit it for grading. If you close the browser, *all unanswered questions are marked incorrect and receive a score of zero*. A confirmation box appears reminding you, if you leave without clicking **Finish Assignment**, all unanswered questions will be marked as incorrect and you will receive a zero score on them.

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## My Course/Working in Switched-On Online™

### Multimedia Presentations

Switched-On Online™ contains over 25,000 multimedia presentations, such as videos, games, labs, newsreels, and famous speeches, just to name a few. The following is a brief guide to help you understand the items you encounter.

### Playing Multimedia Presentations

Anytime you see the movie projector, speaker icon, or the words “click here” you can click the link to play the video or audio clip. When you position your cursor over a picture and the cursor changes to look like a hand, you can click the picture for a presentation also.



### Vocabulary Activities

Alpha Omega Publications, Inc. believes that expanding a student's vocabulary is essential for success in any discipline. To that end, there are several games in each lesson that offer repetition exercises for that lesson's vocabulary list.

Near the beginning of each lesson, all of the vocabulary words for that lesson are listed. They display as underlined blue links. Your students can hear the correct pronunciation of the word by clicking the highlighted word.

There are several activities, such as Spelling Bee, Vocabulocity, Farmer Frank, and All Right, which help to reinforce the vocabulary words in most of the lessons.

#### Activities

- ◆ [Spelling Bee](#)
- ◆ [Vocabulocity](#)
- ◆ [Farmer Frank](#)

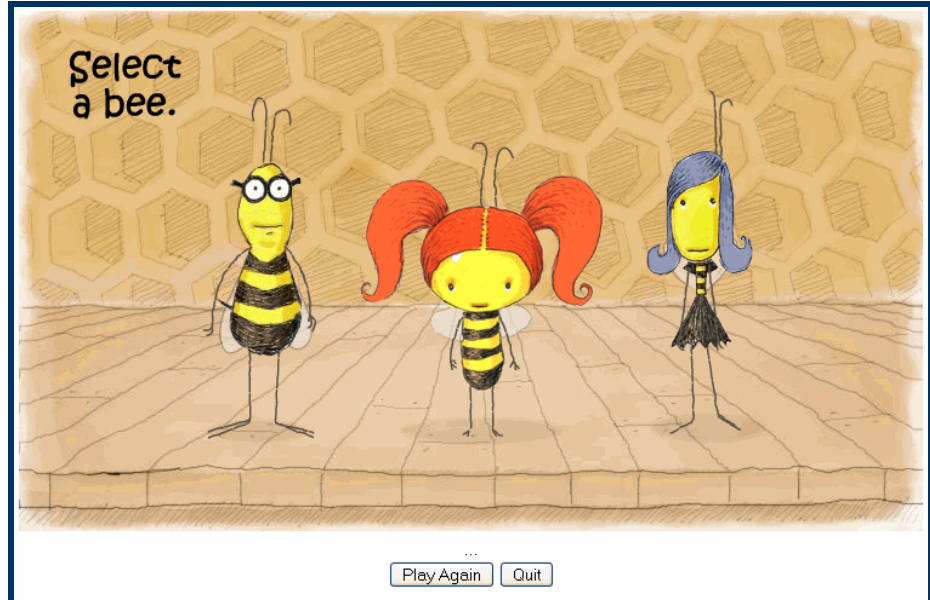


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### Spelling Bee

Spelling Bee quizzes you not just on spelling, but also on keyboarding. You pick your bee representative and then a robot gives you a word from the list. You must spell the word correctly. If you misspell the word the robot gives you the correct spelling. You then have the opportunity to correctly spell the word before the activity is completed.



### Vocabulocity

Vocabulocity takes place in the far reaches of outer space. Your ship is trying to make it back to base at the space station "Vocabulocity". You are given a definition and three choices. If you pick the right option, you can continue, if you pick the wrong choice you are brought back to your Vocabulary list for further study.





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### Farmer Frank

Farmer Frank is our version of Hangman. You are given a definition from the activity vocabulary list. A clue is given, and a blank space is provided for each letter in the mystery word. At the bottom of the screen you click a letter from the alphabet. If that letter appears in the mystery word, the letter appears in the appropriate blank(s) and Farmer Frank begins to build his spaceship. You may also use the keyboard to select a letter. Once all the letters are uncovered you may qualify for a time bonus.



### All Right

All Right is our version of Jeopardy. You click a skateboard and are presented a question about a point covered in the lesson. Options are presented similar to a multiple choice question. You click an answer. If it is correct, the question mark becomes a “thumbs up”. When all questions in a row or column are correctly answered, that row of skateboards flips over, ready to ride. If the answer is wrong, the correct answer flashes and the skateboard breaks in half. When you successfully complete two rows or columns, you earn the chance to repair one broken skateboard by successfully answering the question.



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## My Course/Working in Switched-On Online™

### Quiz Bowl

Quiz Bowl is a review activity in grades 3 through 6. You find it at the end of each unit in Math; Science; Language Arts; and History and Geography. Just open the **Review** lesson at the end of the unit to see the **Quiz Bowl** screen displayed. Click **Begin**. On the main game screen (see example below). Click **Help** for instructions on how to play Quiz Bowl, or **Play Game** to get started with Quiz Bowl. The **About** button simply gives you an overview of the game and shows you the software needed to play the game. Click the **Back** button to return to the main game screen.




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## My Course/Working in Switched-On Online™

Additionally, there are two dynamic reference tools available to you while in your lessons, you should be aware of as well. Look for the **Tools** section below your **Logout** button in the left-hand column.

### Translate

The translate feature allows you to read words and phrases from Switched-On Online™ in several different languages; French, German, Spanish, Korean, and more.

1. Highlight the word or phrase you want to see translated.
2. On the left side of the screen, select the language from the pull down menu.
3. Click **Translate From** or **Translate To**.



**Note:** The Switched-On Online™ translate feature provides a word for word translation of the highlighted passages. You should not rely on the translate feature for things like verb conjugation and gender agreement.

**Note:** The translate function works best when small passages are highlighted.

### Reference:

Student mode provides a reference tool so that you can look up more information on any word in Switched-On Online™. Simply highlight the term and click **Reference** on the left side of the screen. A new window opens with the encyclopedia entry for the highlighted word. If a new window does not open, there is no information available.


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## My Course/Working in Switched-On Online™

### Question Types

When you begin working in Switched-On Online™ the first thing you may encounter is any note(s) the teacher has added to the lesson through the **Add Note** field. If you can't find these, ask your teacher to point them out to you so that you don't miss any important information.

After you play the games, engage with the multimedia and read the text, you are given a series of questions to check your understanding of the presented material. There are several different question types.

**WARNING:** Always click or press the tab key after you enter an answer, watch the far right side of the question box for the “sending” message. You should also notice that the question box flashes when Switched-On Online™ saves your answer. If you do not see this happen, your answer may NOT have been saved and will be marked as incorrect.

The following types of question are scored automatically by Switched-On Online™.

### Multiple Choice

Multiple choice questions in Switched-On Online™ offer three to five choices per question. You just need to click in the bubble next to your answer choice. Make sure you have read the question or instructions carefully.

**Question #5**

MultipleChoice      Answer Key

What is one way new words are added to our language?

- people create them for no reason
- famous inventions
- there are no new words

### Multiple Select

Multiple select questions in Switched-On Online™ offer a number of choices per question. You click in the box next to each answer you believe to be correct. The question will often tell you how many correct choices there are.

**Question #15**

MultipleSelect      Answer Key

Four contributions made by the Greeks include:

- Latin language
- Democracy
- Architecture
- Aqueducts
- States Medicine
- Bridges
- Scientific Discovery
- Intellectual Thinking
- Laws


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## My Course/Working in Switched-On Online™

### True and False

True and False questions are Switched-On Online's way of verifying that you have grasped the factual concepts present in the material. You just need to click the bubble next to your choice.

**Question #2**

TrueFalse      Answer Key

The equator is the imaginary line that circles the earth halfway between the north and south poles.

True

False

### Fill in the Blank / Unordered

You are given a sentence with one or more words missing. You must select the correct word or words and type them into the field provided. All of the answers can be found in the text. Make sure you pay attention to capitalization, punctuation and spacing in your answers.

**Question #4**

Unordered      Answer Key

**Study the world map and answer the question below.**

What oceans border Australia?

### Matching

In matching questions, you are given two columns of related information; for example, words in one column and definitions in the other. One column has empty boxes in front of each item, the other column has numbers. You place the number of an item in the box next to the corresponding item in the second column.

**Question #1**

Matching      Answer Key

**Match the word to the appropriate definition.**

<ol style="list-style-type: none"> <li>1. the countries of Norway, Sweden, Denmark, Finland and Iceland.</li> <li>2. on neither side in a quarrel or war</li> <li>3. social position; rank.</li> <li>4. statement that may be true but seems to say two opposite things</li> <li>5. a system of national government payments to retired persons</li> </ol>	<table style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>status</td></tr> <tr><td><input type="checkbox"/></td><td>Scandinavia</td></tr> <tr><td><input type="checkbox"/></td><td>neutral</td></tr> <tr><td><input type="checkbox"/></td><td>social security</td></tr> <tr><td><input type="checkbox"/></td><td>paradox</td></tr> </table>	<input type="checkbox"/>	status	<input type="checkbox"/>	Scandinavia	<input type="checkbox"/>	neutral	<input type="checkbox"/>	social security	<input type="checkbox"/>	paradox
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### Text Multiple Choice

In all text multiple choice questions, the answer box is highlighted in blue. Each time you click your mouse in the blue box, the pre-set answer changes. You should click until the answer you believe is correct shows up in the answer field.

**Question #6**

TextMultipleChoice    Answer Key

Imaginary lines which circle the earth running north to south through the poles are lines of :  
. They are also called .

### Graphic Multiple Choice

All graphic multiple choice questions work just as Text Multiple Choice questions except you see a series of images instead of words. Click through each one until you find the correct image. You may cycle through them multiple times. The one you leave displayed when you submit the assignment is the one that is graded.

### Click and Place (previously known as Drag and Drop)

This type of question is used to label graphics or set up math equations. You click the item in the menu below the main graphic to select it; then position the mouse in the location where the item is to be placed, and click again. You may click multiple times to place the item. If you put one item on top of another, the second item replaces the first. You can also click **Start Over** to clear all items already placed. To clear only one item, click **Erase**, and then click the item to delete.

**Question #11**

ClickAndPlace    Help    Ready...

Label the diagram by dragging the names to the correct positions on the picture.

Click on an item at the bottom of the problem.  
Click again to drop the item in its correct place.

Start Over    Eraser

palisade layer    vein    chloroplast    cuticle (waxy layer)

stomata

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## My Course/Working in Switched-On Online™

### Preloaded Questions

In preloaded problems, you generally see an answer (usually a word, phrase, sentence, or paragraph) already in a box. If you think the displayed answer is incorrect as is, type any change(s) in the box, making sure the answer reads exactly the way you want before continuing. If you think the answer is correct, delete the entire entry and re-type the correct answer into the box.

Sometimes, preloaded problems appear on top of special backgrounds or other graphics — you still approach them in exactly the same way.

### Teacher Graded Questions

The following question types are not scored by Switched-On Online™, they must be scored manually, by your teacher.

**Note:** Keep in mind, the computer scores these questions as a zero until the teacher enters a grade.

#### Short Answer / Paragraph

You are provided an answer box, and the expectation is that you answer the question in sentence format. We recommend that your teacher grade these questions with a close eye on syntax and grammar, so be careful!

#### Essays

You are expected to expound upon a theme in paragraph or essay format. You should demonstrate mastery of the concept by stating a theme and appropriate supporting reasons.

**Warning:** Be sure you click **Save** after you finish entering your answer.

#### Special Projects

We understand that teachers have lessons that are time-tested classroom favorites. The Special Project slots are a blank field that they can use to incorporate their own lessons. In Teacher Mode, they can use the **Add Note** command to enter their instructions. Don't forget to **Upload** your project when you are finished!


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## Student Mode/My Course/Review Work

In the Switched-On Online™ environment, you must work lessons and quizzes in a set order. For instance you can't decide you are tired of working on chapter 1 and go work on chapter 9 instead.

When you begin your work, you are taken to the first assigned activity. Once that assignment is completed, the **Assignment Title** and the **Chapter** that contains it are highlighted in blue.

When you are approaching test time, you may want to take time for review. When you are ready to review you should:

1. Click **My Courses** from the sidebar menu.
2. Next click the **Course** that you want to review.
3. From the **Chapter View**, you can enter any highlighted chapter by clicking the **Chapter Title**.
4. From the **Activity View**, you click any activity that displays “Completed” in the **Status** column.

Assignment Type	Title	Status	Score
Lesson	<a href="#">1. New York Historical Figures - Part I</a>	Completed	94
Lesson	<a href="#">2. New York Historical Figures - Part II</a>	Completed	89
Project	<a href="#">3. Project NY02A-Important Figures</a>	Assigned	
Lesson	<a href="#">4. A Timeline of New York History</a>	Completed	96
Lesson	<a href="#">5. New York Literary Figures</a>	Assigned	
Quiz	<a href="#">6. Quiz 1</a>	Assigned	
Lesson	<a href="#">7. New York State Symbols</a>	Assigned	
Lesson	<a href="#">8. New York and the Civil War - Part I</a>	Assigned	
Lesson	<a href="#">9. New York and the Civil War - Part II</a>	Assigned	
Project	<a href="#">10. Project NY02B-The Civil War and New York</a>	Assigned	
Project	<a href="#">11. Project NY02C-Controversy in New York</a>	Skipped	
Lesson	<a href="#">12. New York Natural Disasters</a>	Assigned	
Quiz	<a href="#">13. Quiz 2</a>	Assigned	
Project	<a href="#">14. Special Project HistNY02A</a>	Skipped	
Test	<a href="#">15. TEST</a>	Assigned	
Reference	<a href="#">16. Reference</a>	Assigned	

This takes you to the activity page where you can select any lesson to read through again, scroll through and see what questions you answered correctly and which questions you missed when you first did a lesson. You can also take another look at any completed quizzes. Keep in mind, quizzes in Switched-On Online™ are cumulative, so it is a good idea to review your completed work frequently to make sure you are clear on all of the key concepts and skills covered in each lesson, especially before you take another quiz or the unit test.



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## Student Mode/My Course/Review Work

**Note:** You cannot review an activity until you have completed it with a score at, or above, the pass threshold. This also means a new chapter will not open for you, until all assigned work in the previous chapter is completed satisfactorily.

### Show Answer Key

Once an assignment is complete, meaning it has been graded, you are able to review the entire assignment. This includes the ability to view correct answers to questions, if your administrator and teacher allow it.

1. Locate the question you whose answer key you want to see.

Question #6 Score: 85

MultipleSelect Answer Key

Which of the following could be considered characteristics of Southern culture in the 1850s?

- few railroads
- large plantations
- heavy industry
- nearly half the population slaves
- many immigrants
- cultural melting pot
- predominately Catholic

2. Click **Answer Key** next to the question type to display the correct answer.

Question #6 Score: 85

MultipleSelect Hide Key

Which of the following could be considered characteristics of Southern culture in the 1850s?

- few railroads
- large plantations
- heavy industry
- nearly half the population slaves
- many immigrants
- cultural melting pot
- predominately Catholic

3. Click **Hide Key** when you are finished.



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## Student Mode/Messages

You can use the **Messages** option to send messages to the any of your teachers.

**Note:** You cannot message other students.

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Messaging System

[Send Message](#) [New Messages](#) [Past Messages](#) [Sent Messages](#)

From	To	Subject	Date
driley	rdrieser	<a href="#">Theater Group Selection</a>	07-22-2008 11:51:37
driley	rdrieser	<a href="#">Fall Play</a>	07-09-2007 09:14:12
lerson	rdrieser	<a href="#">New Group Forming</a>	07-09-2007 09:06:58
rwilson	rdrieser	<a href="#">Guest Speaker</a>	07-09-2007 09:03:27
admin	rdrieser	<a href="#">Class Schedules</a>	06-29-2007 02:35:48

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The **Messaging Home** page automatically displays a listing of your new messages when opened. Each new message is displayed with the sender name, the subject, and the date received.

### Viewing Messages


To see a new message, click the highlighted **Subject** header. To view the next new message click **New Messages**. Messages you have already read automatically become a **Past Message**. To take another look at a message, just click **Past Messages** above the list of new messages.


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## Sending a Message


To send a message to a teacher, click **Send Messages** above your inbox on the **Messages Home** page.

### Choosing Recipients

Select the name of the recipient from the **Possible Recipients** list on the left. Click the button with the set of arrows pointing to the right to add the selected person to the **Recipients** list. 

**Hint:** Hold the Control (**Ctrl**) key down while clicking to select multiple recipients. To select a group of adjacent names, click a name, hold the **Shift** key down, and then click the last name of the group you want to select. This feature works when both choosing and removing recipients.

### Removing a Name from the Recipient List

Click the name of the recipient you wish to remove. Click the button with the set of arrows pointing to the left to remove the select name(s) from the list. 

### Completing the Message

1. Enter a **Subject** header. This is then displayed for the recipient.
2. Enter the content of your **Message**.
3. Click **Send** to send your message to all the people on the recipient list.

When people receive your message they can respond by simply clicking **Reply**.



## My Settings

My Settings includes up to two possible options, **Media Settings** and **Change Password**, depending on how your school administrator set your permissions.

### Media Settings

If you access the media through the internet, you do not have to do anything. The default setting tells the application to get the media from the internet. If you are using a Switched-On Online™ DVD to access the multimedia, you must tell the application where to find your multimedia files.

To use a DVD for Multimedia access:

1. Click **My Settings**.
2. Choose **Read From Local Drive**.
3. Enter the letter of the drive reads your DVDs followed by the colon, for example: **D:**

**Note:** Your drive must read double-layered DVDs.

**Note:** Choose **Streaming from Internet** when you have a faster connection!

### Change Password

If your administrator and teacher have allowed, you can use this page to change your password. Simply type in the new password you want to use in the **Enter new password** textbox, and again in the **Re-enter new password** textbox, click **Submit** and you are done.

Remember, if you don't click **Submit**, the changes are not saved!

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## Logout

When you are finished working in the Switched-On Online™ environment, be sure to log out. Switched-On Online™ automatically logs out users after 60 minutes of inactivity.

**Note:** For security, it is recommended that users logout whenever they are away from their desk.

When you logout you are returned to the **Login** page.