



ENGLISH

## **Installation Instructions**

Eduss English IMTA v4.1.0 or later

# Home Version

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## Installation Instructions – Home Version

Eduss English IMTA v4.1.0 and later versions

**NB – This version requires the CD to be inserted in the drive each time before running the program. The program will not run unless the CD is inserted.**

### Minimum System Requirements

- Operating systems supported: Windows 98se or higher, Mac OSX 10.2 or higher
- Processor: (Windows) Pentium II 266
- RAM: 64Mb
- Hard disk space: 300Mb free
- Screen resolution: 800x600 or higher (see Note 2).
- Sound card: any sound card

### Installation Instructions

\* **If you have any Eduss English software installed** that is a version previous to v4.1.0, see Note 1. You **MUST** install this program as an administrator user if you are using Windows XP, Windows NT, Windows 2000 or Mac OSX.

\* **If you already have v4.1.0 or later version installed**, and you are about to install a more recent version, first uninstall the version on your computer, before installing the new version from the CD.

- *On Mac*: open **Applications, Eduss, Database** and double-click the **Uninstaller** file.
- *On Windows*: click on **Start, Programs (or All Programs), Eduss, Eduss English IMTA, Uninstall Eduss English IMTA**.

1. Check that your screen resolution is set to 800x600 or higher (Note 2).

2. Insert the CD and wait for a few seconds.

- *On Mac*, double-click the CD on the desktop and double-click the **Installer** application to run it.
- *On Windows*, the installation program should start automatically and a screen should appear after a few seconds. If for some reason the installer does not open automatically, see Note 3.

3. Read the User Licence Agreement, and if you agree to the terms and conditions, accept the agreement and click **Continue**.

4. You will be asked for the destination of where you want to save the program files. The default location is C:\Program Files\Eduss\English. If you wish to accept this destination then click **Install**. If you want to save the program files to another destination, click the **Browse** button and browse to where you wish to save the files.

5. If you are running Windows XP Service Pack 2 you may be prompted to add the Eduss programs to Windows XP Firewall Program Exception List. It is suggested you click 'Yes' as the program will not function correctly otherwise. (Note 7)

6. In some cases, you may be prompted to install QuickTime. We strongly recommend installing QuickTime during the installation of Eduss English. If you select **No** to installing QuickTime, then see Note 4 for instructions on how to install it at a later time.

#### **To install QuickTime:**

- Select **Yes** to open the QuickTime Installer as a separate program.
- Follow the prompts to install QuickTime. (Please select the **Recommended** not the **Minimum** install type.)
- If asked to restart your computer, select **No**.
- Complete the Eduss English installation.

Continued...

- Manually restart your computer once the Eduss English installation is complete.

7. Once installation is complete, you may choose to open the Eduss Launcher. If this does not happen, see Note 5.

7. When you have finished installing the English program, you are ready to run Eduss English. Please read the **Getting Started** section of this manual.

**8. Remember that the original Eduss English CD has to be inserted in the drive each time you use the program.**

## Note 1

### Computers that have any version that is previous to v4.1.0 installed:

Version 4.1.0 is a completely new version with many new features.

The data structure is different and not compatible with that of previous versions. This means that data from the previous version cannot be transferred to v4.1.0 or to later versions. It is possible, though, for you to install the new version without uninstalling the old one and in this way the old data can still be viewed using the old program.

## Note 2

### How to check/set screen resolution

#### Windows:

Click the right mouse-button on the desktop of your computer, then click the left button on the mouse to choose **Properties** from the list.

Left click on the **Settings** tab.

You will see a slider that will display numbers such as 640x480, 800x600, 1024x768, etc.

Make sure it is on at least 800x600.

#### Mac:

Click the Apple Icon in the top left hand corner of the **Finder** menu bar and select **System Preferences**.

Click on the **Displays** icon.

Select a resolution of at least 800 x 600. The screen should resize, after it has resized, close the window.

## Note 3

### What to do if the program does not start installing automatically on Windows:

Open **My Computer** and double click your CD drive letter.

Open the **Installer.exe** file by double-clicking on it.

## Note 4

If you are prompted to install QuickTime but choose not to install it you will be required to run the QuickTime installer from the English CD.

### To run the QuickTime installer on Windows:

With the Eduss English CD inserted, open **My Computer**.

Right-click your CD-Rom drive and left-click on **Explore**.

Open the **Tools** folder and double-click on the **QuickTimeInstaller.exe** file.

Follow the prompts to install QuickTime

## Note 5

### If the Eduss Launcher does not automatically open after the installation is complete

#### Windows:

Make sure you have the original English IMTA CD in the drive.

Double-click on the shortcut to the **Eduss Launcher**, it can be found on the desktop OR by clicking on **Start, Programs** (or **All Programs**), **Eduss, Eduss Launcher**.

#### Mac:

Make sure you have the original English IMTA CD in the drive.

Double-click on the alias for the **Eduss Launcher**, it can be found in the **Applications** folder OR by opening **Applications, Eduss, Database, Eduss Launcher**.

## Note 6

If you encounter any unexpected problems while running the program, please go to the web site site [www.eduss.com.au](http://www.eduss.com.au), click on **Product Support** and use the support menu that appears.

## Note 7

If you choose not to add the Eduss programs to the Firewall Exception List during installation then you will be prompted to do so when you first run each separate component of the program. This may cause errors during runtime the first time each section of the program is run. To avoid this, select 'Yes' when prompted to add the programs during installation. Alternatively, you may run the 'WinXP Firewall Tool.exe' program in the 'Tools' folder on the CD or from the Product Support section under Technical Information on the Eduss website to add the programs to the Firewall Exception List after you have installed the software.

## Getting Started

**NB - Please insert the CD in the drive before running the program.  
The program will not run unless the CD is inserted.**

### Eduss Launcher

If you are experiencing any problems with the **Eduss Launcher**, please update manually from the Eduss website, [www.eduss.com.au](http://www.eduss.com.au), click on **Product Support** and use the support menu that appears.

From the Eduss Launcher you can access the English program, open the **Admin** module to maintain user information, access the **Reporting Tool** and download the latest updates for your software.



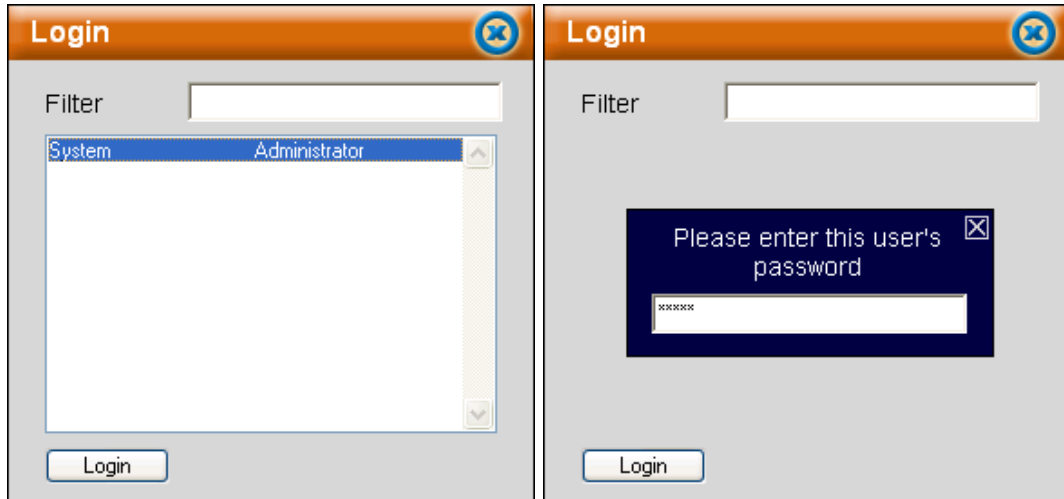
The first things you will have to do once you have installed the software are to change your administration password and username and to add your child as a user in the system. To do this, you will use the IMTA Administration program by doing the following.

To open the Eduss Launcher:

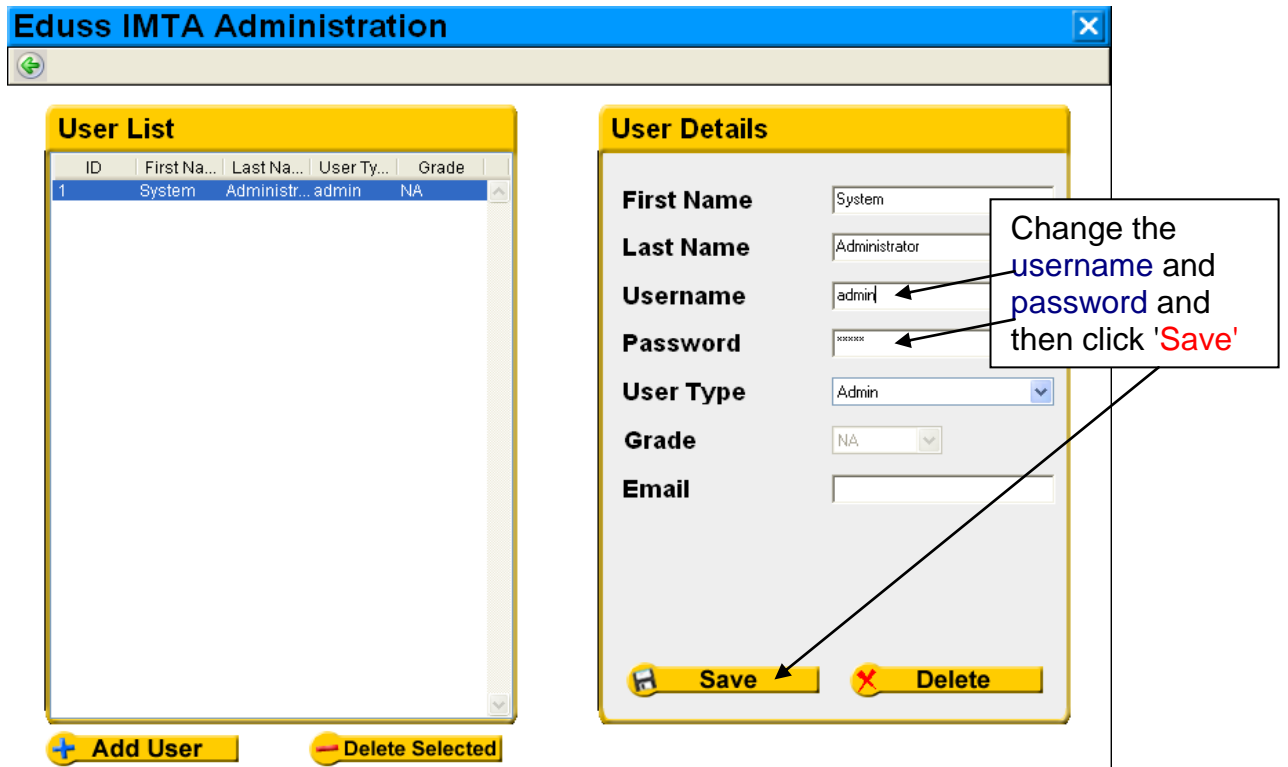
- *On Mac:* Open **Applications** and double click on the **Eduss Launcher** alias.
- *On Windows:* Click on **Start, All Programs** (or **Programs**), **Eduss, Eduss Launcher**. Or double-click the **Eduss Launcher** shortcut on the desktop.

## Admin Module

- Click on the **Admin** button on the Eduss Launcher. This will open the login for the IMTA Administration program.
- Make sure **System Administrator** is selected and click **Login**. Enter the password **admin** and click **Login** again.



- Click on the **User Maintenance** icon on the **IMTA Administration** screen.
- Change the password and the username if you wish and click **Save**.



## Adding a Student

As a student, the user is able to complete assessments, use the practice exercises, and complete homework and tests set for them by a teacher. They can also view results of their assessment, homework and testing through the reporting module within the English program. Students in the Eduss system do not have access to the IMTA Administration module and so cannot add, remove or change users. They also cannot access the Reporting Tool.

- Open the **Eduss Launcher** and click on **Admin**.
- Click on the **User Maintenance** icon.
- Click on **Add User** to open a new user.
- Fill in your child's details. Select **Student** as the user type.
- Filling in a password is optional. If you feel that security in the home is not an issue then you may leave this field blank. Your children will then not be required to enter a password each time they log in. All they need to do is type their username and click on **Login**.
- Once you have filled in the student's details, click **Save**. The student should now be listed on the **User List** side of the screen.

**Eduss IMTA Administration**
✕

**User List**

| ID | First Na... | Last Na...   | User Ty... | Grade |
|----|-------------|--------------|------------|-------|
| 1  | System      | Administr... | admin      | NA    |
| 2  | Name        | Name         | Student    | 1     |

**User Details**

**First Name**

**Last Name**

**Username**

**Password**

**User Type**

**Grade**

**Email**

Save
 Delete

Add User
 Delete Selected

## Adding a Teacher

As a teacher, the user is able to access the **IMTA Administration** module to add, remove or change student users, and to add or remove students from their classes. A teacher can set homework and tests for classes and can view the results using the **Reporting Tool**.

- Open the **Eduss Launcher** and click on **Admin**.
- Click on the **User Maintenance** icon.
- Click on **Add User** to open a new user.
- Fill in the teacher's details. You **MUST** enter a password for a teacher.
- Select **Teacher** from user type.
- Click the **Save** button.

**Eduss IMTA Administration**
✕

**User List**

| ID | First Na... | Last Na...   | User Ty... | Grade |
|----|-------------|--------------|------------|-------|
| 1  | System      | Administr... | admin      | NA    |
| 2  | Name        | Name         | Student    | 1     |
| 3  | Mrs         | Smith        | Teacher    | NA    |

**User Details**

**First Name**

**Last Name**

**Username**

**Password**

**User Type**

**Grade**

**Email**

**Save**
 **Delete**

**Add User**
 **Delete Selected**

## Adding a Class

In order to set tests and homework you must create a class. Before creating a class there must be at least one teacher. Any students that you wish to set work for should be in a class.

- Click on the **Admin** icon on the Eduss Launcher screen. Select the **System Administrator** and log in using the password you set above.
- Click on the **Class Maintenance** icon.
- To add a class you **MUST** have at least one teacher added to the **User List**.
- Click the **Add Class** button.
- Enter the name you have given the class.
- Select a teacher.
- Click on the **Save** button. The class will appear in the **Class List**.
- Now you can select the students to add to your class.
- You can select one or more students in the **Students Not In Class** list and click the arrow pointing right to move them into the **Students In Class** list.

**Eduss IMTA Administration**
✕

**Class List**

| ID | Class Name | Teacher Name |
|----|------------|--------------|
| 1  | NewClass   | Smith        |

**Class Details**

**Class Name**

**Class Teacher**

**Class's Students**

| Students Not In Class |           |          | Students In Class |           |          |
|-----------------------|-----------|----------|-------------------|-----------|----------|
| Grd                   | First ... | Last ... | Grd               | First ... | Last ... |
| 1                     | Name      | Name     |                   |           |          |

Move Selected 
 Move Selected

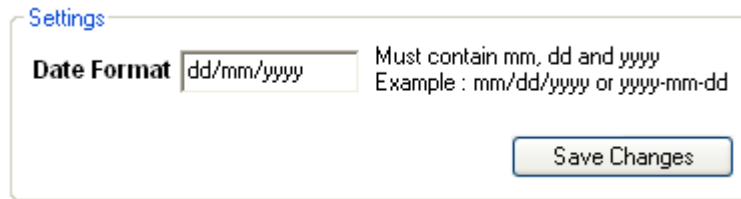
**Save**
 **Delete**

**+ Add Class**

## Customising the Date Format

You may wish to change the format in which the date is displayed throughout the English program.

- Click on the **Admin** icon on the Eduss Launcher screen. Select **System Administrator** and log in using the password you set in **Getting Started**.
- Click on the **System Maintenance** icon.
- In the **Settings** section, fill in the appropriate date format. It must include day, year and month, but they can be put in any order.
- Click **Save Changes**.



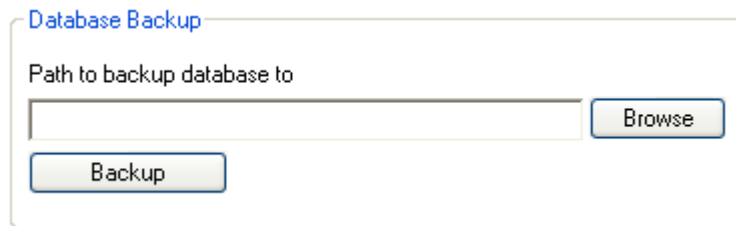
The screenshot shows a settings window titled "Settings" in blue text. Inside the window, there is a label "Date Format" followed by a text input field containing "dd/mm/yyyy". To the right of the input field, there is a note: "Must contain mm, dd and yyyy" and "Example : mm/dd/yyyy or yyyy-mm-dd". At the bottom right of the settings window, there is a button labeled "Save Changes".

## Backing-up Your Database

It is recommended to back-up your database regularly.

To back-up your database:

- Click on the **Admin** icon on the Eduss Launcher screen. Select **System Administrator** and log in using the password you set in **Getting Started**.
- Click on the **System Maintenance** icon.
- Type in the path of the folder you want your database saved in (eg: C:\Documents and Settings\All Users\My Documents), or click **Browse** and select the folder.
- Click **Backup** and your database will be saved as **eduss\_imta.vdb**.



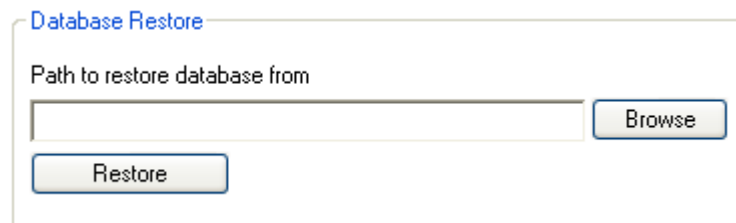
The screenshot shows a dialog box titled "Database Backup". It contains a text input field labeled "Path to backup database to" with a "Browse" button to its right. Below the input field is a "Backup" button.

## Restoring a Previous Database

Restoring the database will delete any work done or changes to users made since the database was last backed-up.

To restore your database:

- Click on the **Admin** icon on the Eduss Launcher screen. Select **System Administrator** and log in using the password you set in **Getting Started**.
- Click on the **System Maintenance** icon.
- Type in the path of the folder your database is saved in (eg: C:\Documents and Settings\All Users\My Documents) or click **Browse** and select the folder.
- Click **Restore** and your database will be restored with the saved settings and data.



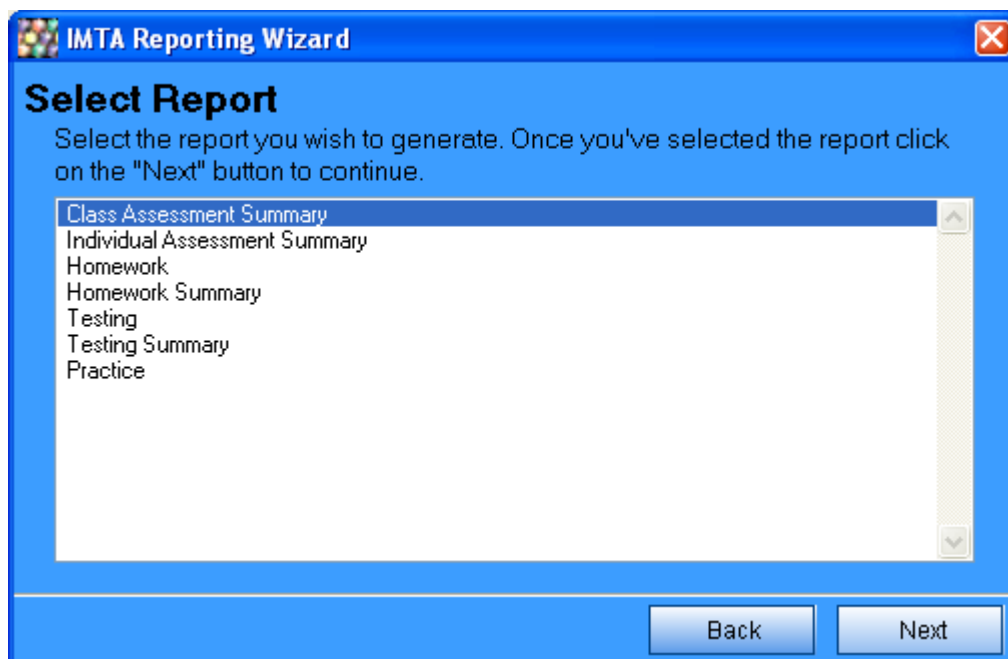
The screenshot shows a dialog box titled "Database Restore". It contains a text input field labeled "Path to restore database from" with a "Browse" button to its right. Below the input field is a "Restore" button.

## IMTA Reporting Tool

To use the **Reporting Tool** you must have at least one class and one teacher added to your **User List**. It is not necessary to use the **Reporting Tool** to view reports. Students can view reports of their own progress using the **Reporting Module** from the main menu of the English program. (You need to be logged in as a student to see these reports.)

### Generating a Report

- Open the Eduss Launcher and click on the **Reporting** icon.
- Log in as a teacher to view that teacher's class reports or an administrator to view all class reports.
- If you logged in as an administrator, select a teacher and click the **Next** button; if not, proceed to next step.
- Select the class for which you want a report and click the **Next** button.
- Select **All Students** or select one or more students from the student list then click the **Next** button. To select multiple students, hold down the control key (Windows) or the Option key (Mac) and click on the students.
- Select the program from which you want to display results and click **Next**.
- Select the type of report you wish to view.
- If you choose **Homework** or **Testing** you will be prompted to select the item you want a report on. If you choose **Homework Summary** or **Testing Summary** you will be prompted to select the dates.
- When you have reached the **Choose Report Format** window, click **Generate Report**.

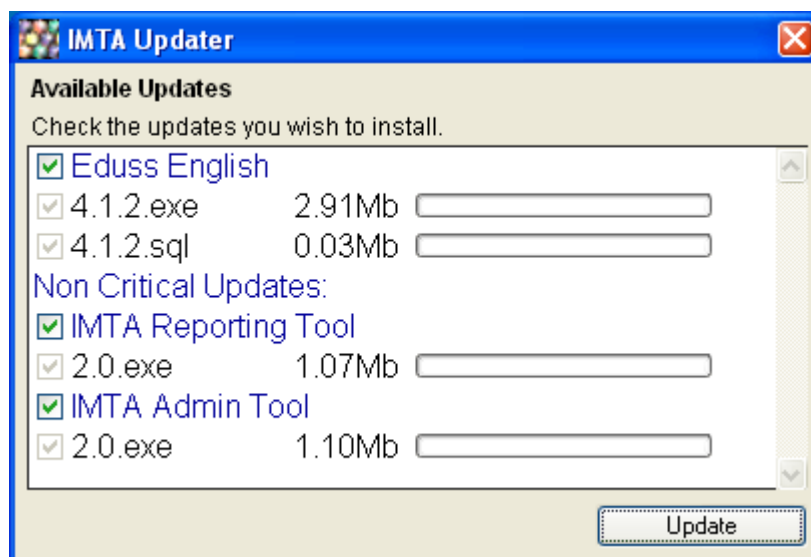


## Updates

### Updating Your Eduss Programs

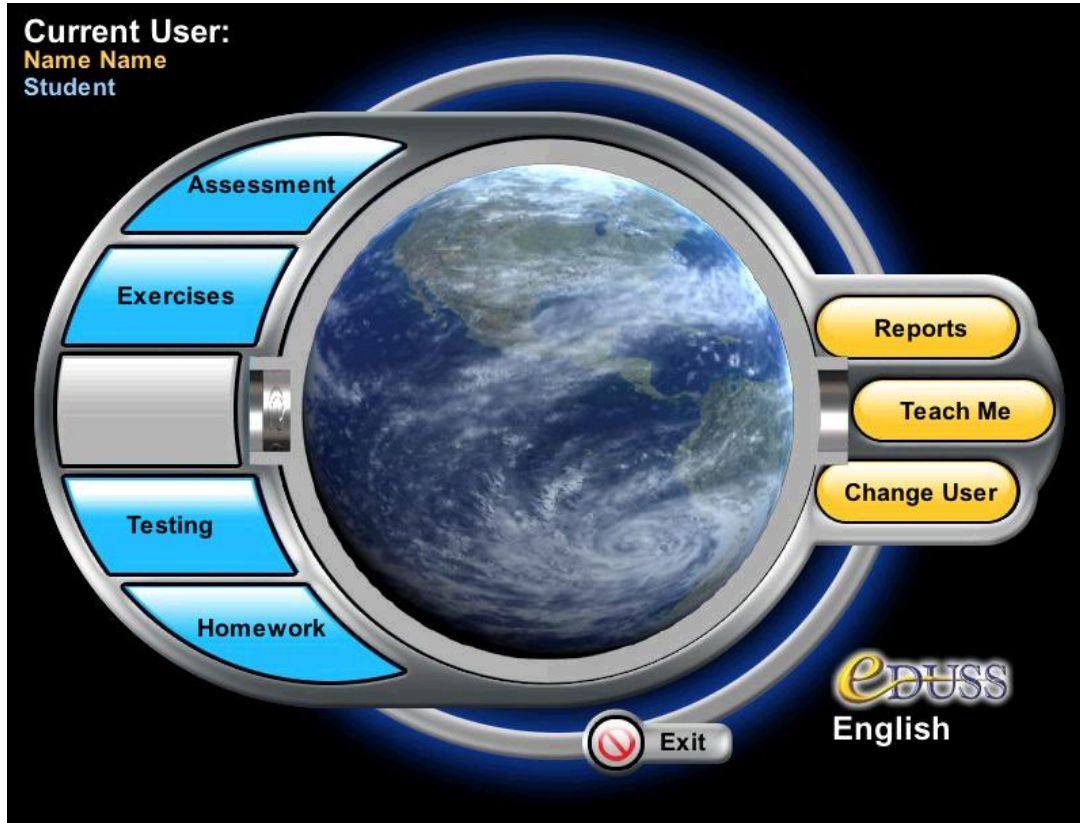
**If you are experiencing any problems updating**, please update manually from the Eduss website ([www.eduss.com.au](http://www.eduss.com.au)), click on **Product Support** and use the support menu that appears. Updates must be performed regularly. It is recommended that you check for updates at least once a month.

- To use the **IMTA Updater** you must be connected to the Internet.
- You must be logged into your computer's operating system as the Admin user that installed the program (Windows XP, 2000 and NT or Mac OSX).
- Open the Eduss Launcher and click on the **Update** icon. This will open the **IMTA Updater** window.
- Wait for the updater to check new updates.
- Select the updates you wish to download and click the **Update** button.
- Once completed, open and run the programs that you updated to remove them from the update list.



## Using the Eduss English IMTA Program

Once you have logged in to the Eduss English program the main menu *shown below* will open. It has buttons for all the activities you can perform in this program.



### Adding a Student from the Login Screen

It is possible to add a student user from the login screen of the English program:

- Open the Eduss Launcher and click on the **English** icon.
- At the login screen, click on the **Add Student** button.
- Fill in the student's details. Password and Email are optional.
- Click **Save** and a message will pop up to tell you if the user was successfully added.

| Add User  |                                      |
|---|--------------------------------------|
| First Name  | <input type="text" value="Jane"/>    |
| Last Name   | <input type="text" value="Doe"/>     |
| Username  | <input type="text" value="janedoe"/> |
| Password  | <input type="password"/>             |
| Grade   | <input type="text" value="5"/>       |
| Email   | <input type="text"/>                 |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> |                                      |

## Assessment Module

### Starting an Assessment

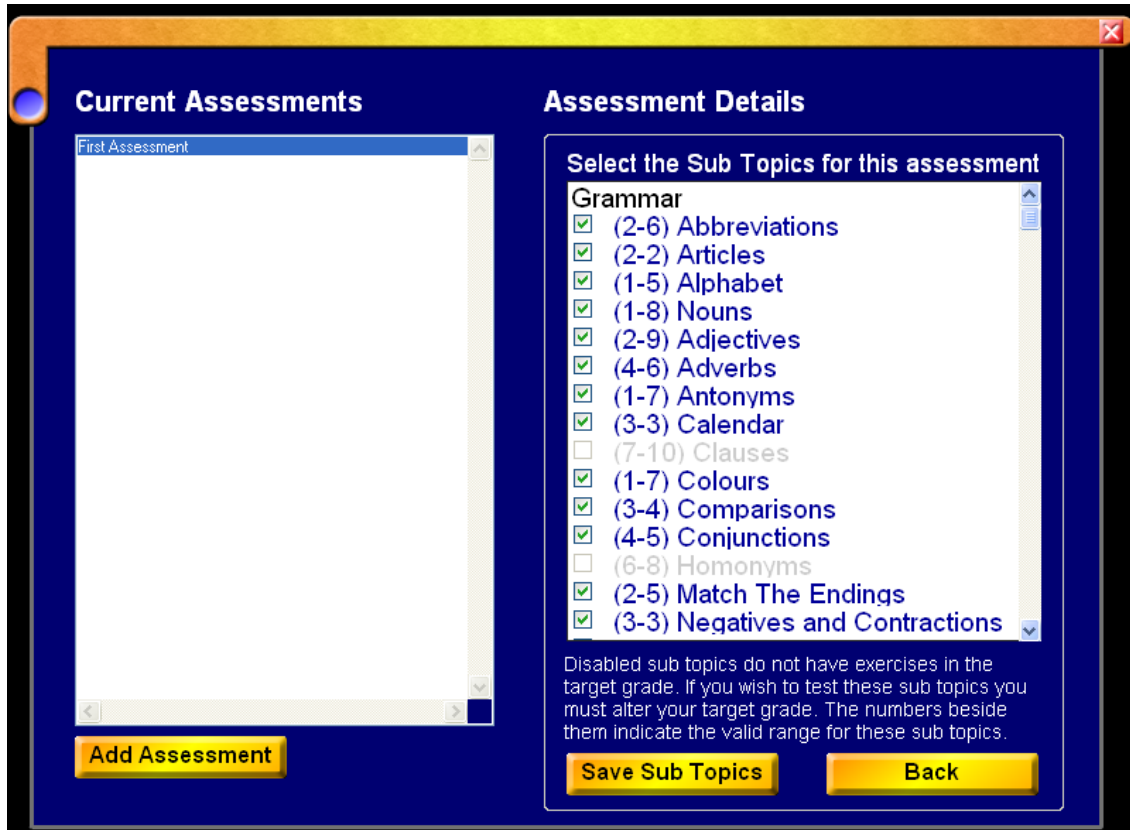
It is suggested that you start by setting your child an assessment that covers all the subtopics as shown on the next screen. The target level should be set to their estimated current achievement level and, if desired, the **Test Beyond Target** box may be checked to allow the student to continue past the set target level.

- Log in as a student.
- Click the **Assessment** button in the main menu.
- Click the **Add/Edit Assessments** button above the assessment list.
- Click on **Add Assessment** and fill in the details of the assessment on the right side of the screen.
- Click **Save** to save the details of the assessment.

The screenshot shows a software window titled "Assessment Details" with a dark blue background. On the left, a pane titled "Current Assessments" contains a list box with one item, "First Assessment". Below this list is a yellow button labeled "Add Assessment". On the right, the "Assessment Details" section contains several input fields: "Title" (text box with "First Assessment"), "No Questions" (spin box with "5"), "Pass Rate" (spin box with "60" and a "%" symbol), "Target Grade" (spin box with "4"), and "Test Beyond Target" (checkbox which is checked). At the bottom of the window, there are three yellow buttons: "Save Changes", "Cancel", and "Select SubTopics".

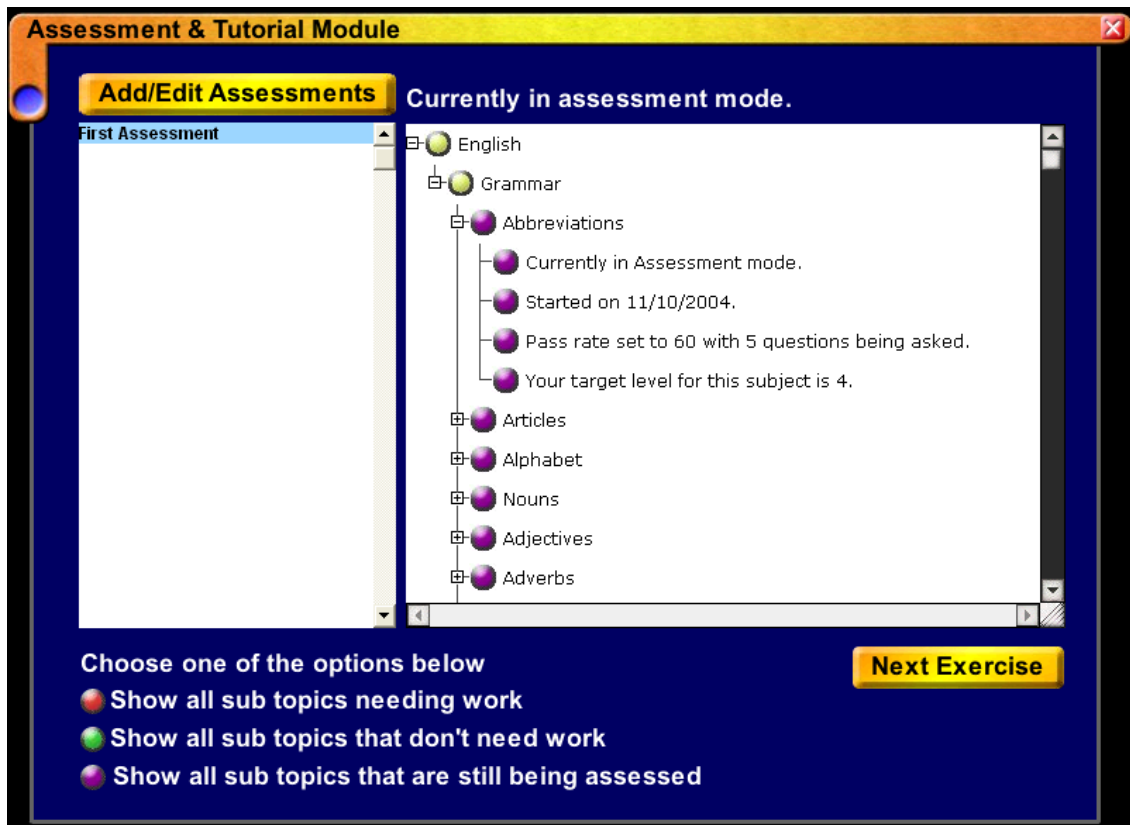
- To add subtopics to an assessment, click on the **Select subtopics** button.
- Once you have selected the subtopics, click **Save Subtopics**; to cancel, click **Back**.

**NOTE:** You cannot add or remove subtopics for an assessment once the student has started it.



## Completing an Assessment

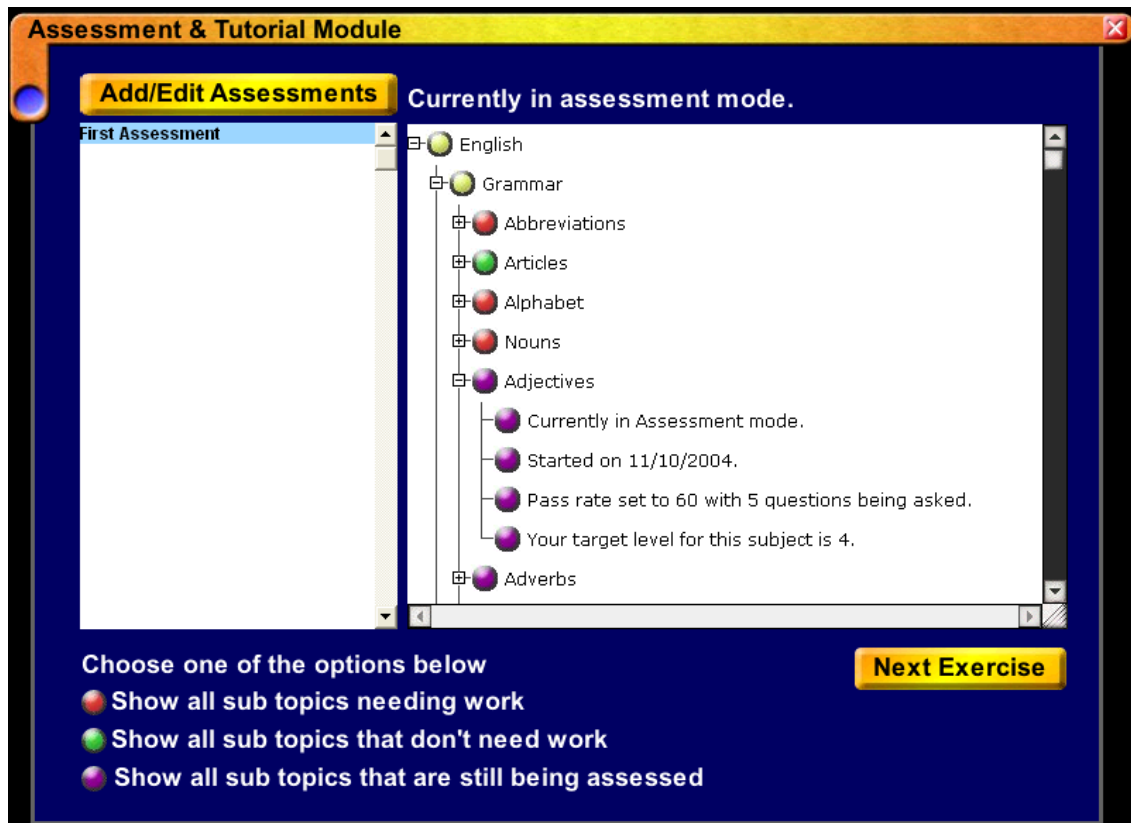
- Log in as a student.
- Click the **Assessment** button in the main menu.
- Select the assessment you want to begin or to continue.
- Click the **Next Exercise** button to continue with the assessment.



When students have attempted all subtopics in an assessment, they will be able to complete, in tutorial mode, any subtopics that they did not pass. Then, if the student does not pass the subtopic in tutorial mode, the subtopic will be skipped and the student can come back to that subtopic at a later time.

To complete all skipped subtopics:

- Click the **Reset Skipped** button.
- Continue to use the **Next Exercise** button as before to work through the exercises.

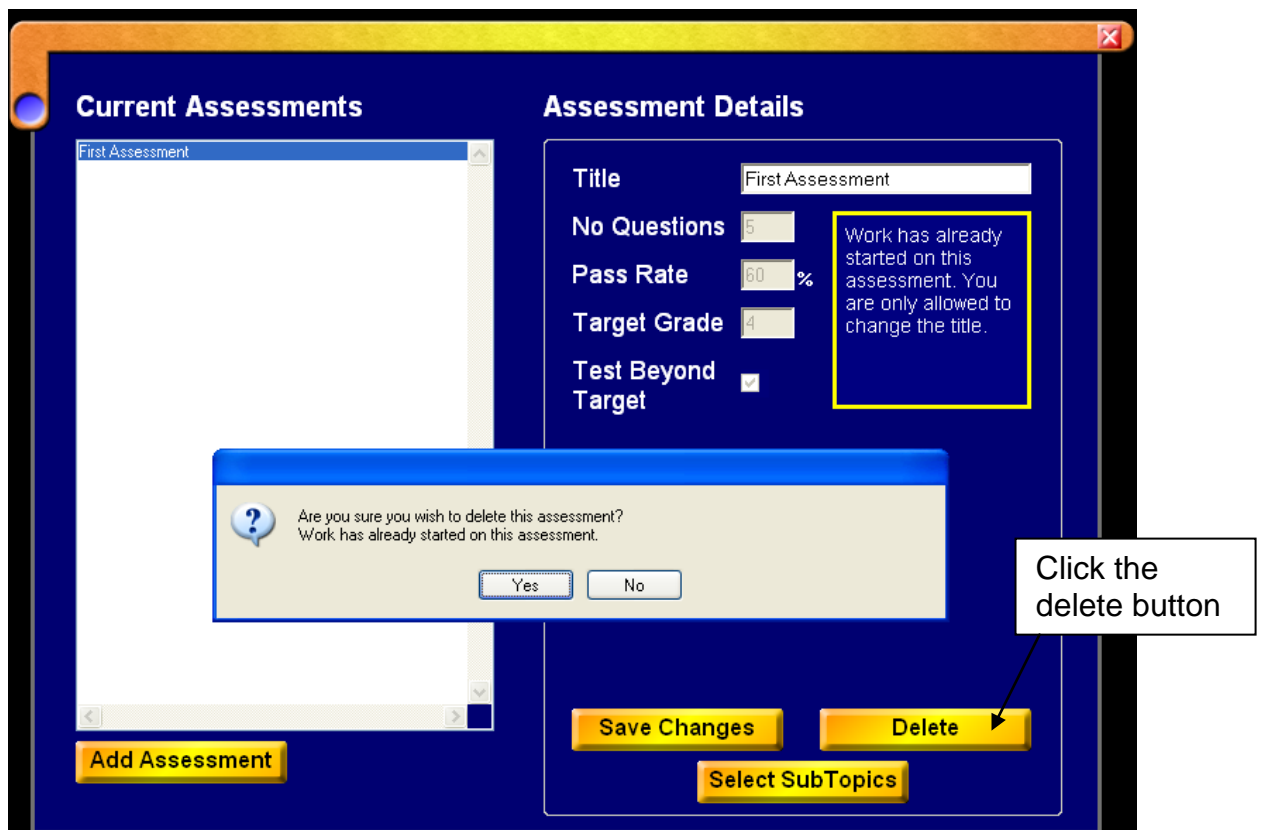


### Legend:

- Purple:** Yet to be completed.
- Red:** In tutorial mode - the student did not reach the set target level.
- Green:** Completed. The student has passed the selected target level.
- Gray:** The subtopic was not passed and was skipped in tutorial mode.

## Deleting an Assessment

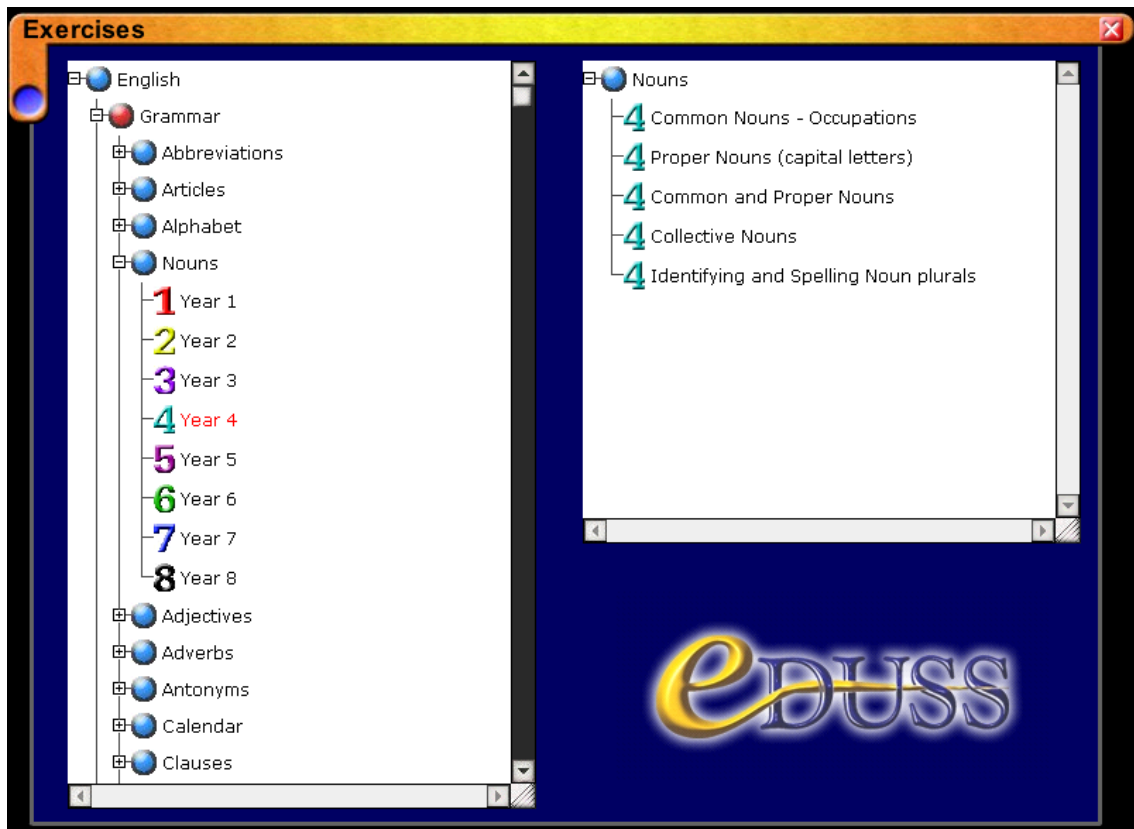
- Log in as a student.
- Click the **Assessment** button in the main menu.
- Click the **Add/Edit Assessments** button above the assessment list.
- Select the assessment you wish to delete from the list on the left side of the screen.
- IMPORTANT! If you click **Yes** to delete, the assessment information will be permanently deleted and will no longer be included in reports.
- Click the **Delete** button and click **Yes**.



## Practice Exercises

### Running Practice Exercises

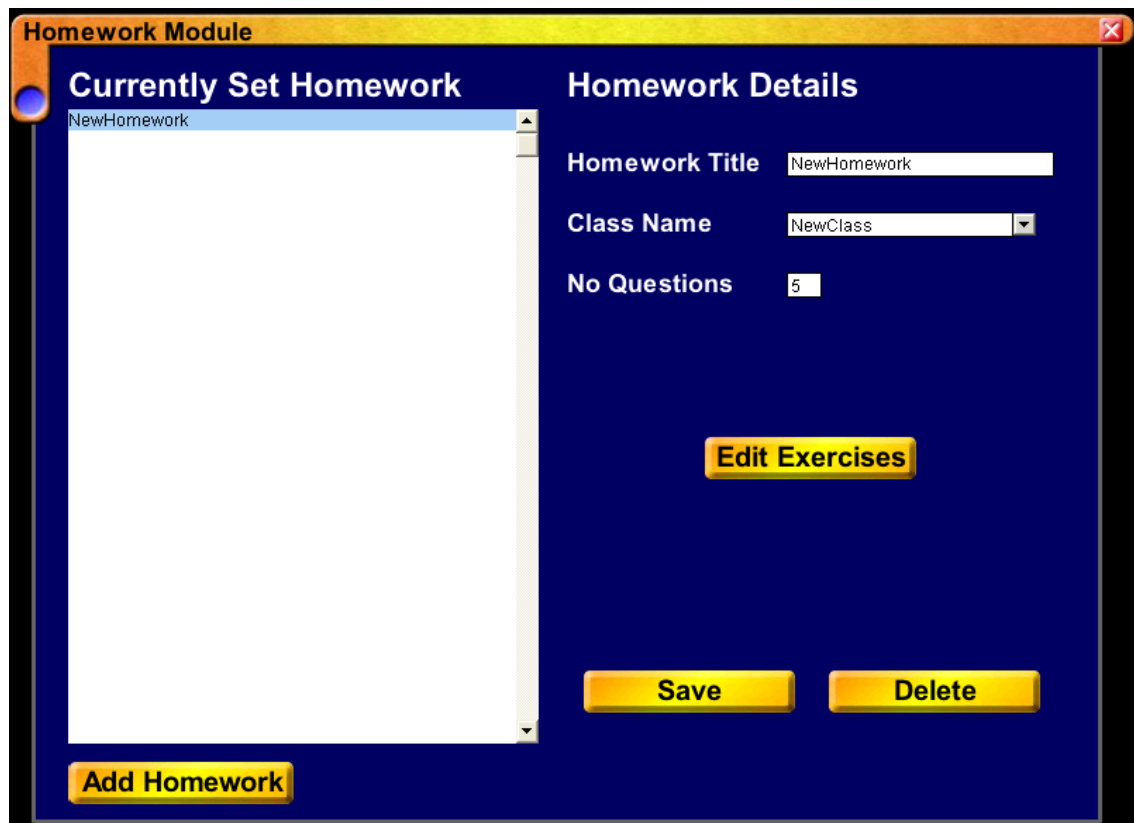
- Log in as a teacher, student or admin.
- Click on the **Exercises** button in the main menu.
- Expand the subject you would like to practice by clicking on the plus sign next to it.
- Select the year level you want to practice then select the exercise on the right hand side of the screen.



## Homework Module

### Setting Homework

- Log in as a teacher. (See page 7 for instructions on adding teachers.)
- Click on the **Homework** button in the main menu.
- Click on the **Homework Maintenance** button in the top right corner.
- Click on the **Add Homework** button.
- Enter the title you have given the homework.
- Select the class.
- Set the number of questions per exercise.
- Click on **Save** and the exercise list will open.
- Select the exercises you wish to include then click **Save Exercises**.



The screenshot shows a window titled "Homework Module" with a dark blue background. On the left, under "Currently Set Homework", there is a list with one item "NewHomework". At the bottom left is a yellow "Add Homework" button. On the right, under "Homework Details", there are three fields: "Homework Title" with the value "NewHomework", "Class Name" with a dropdown menu showing "NewClass", and "No Questions" with a text box containing "5". Below these fields is a yellow "Edit Exercises" button. At the bottom right are two yellow buttons: "Save" and "Delete".

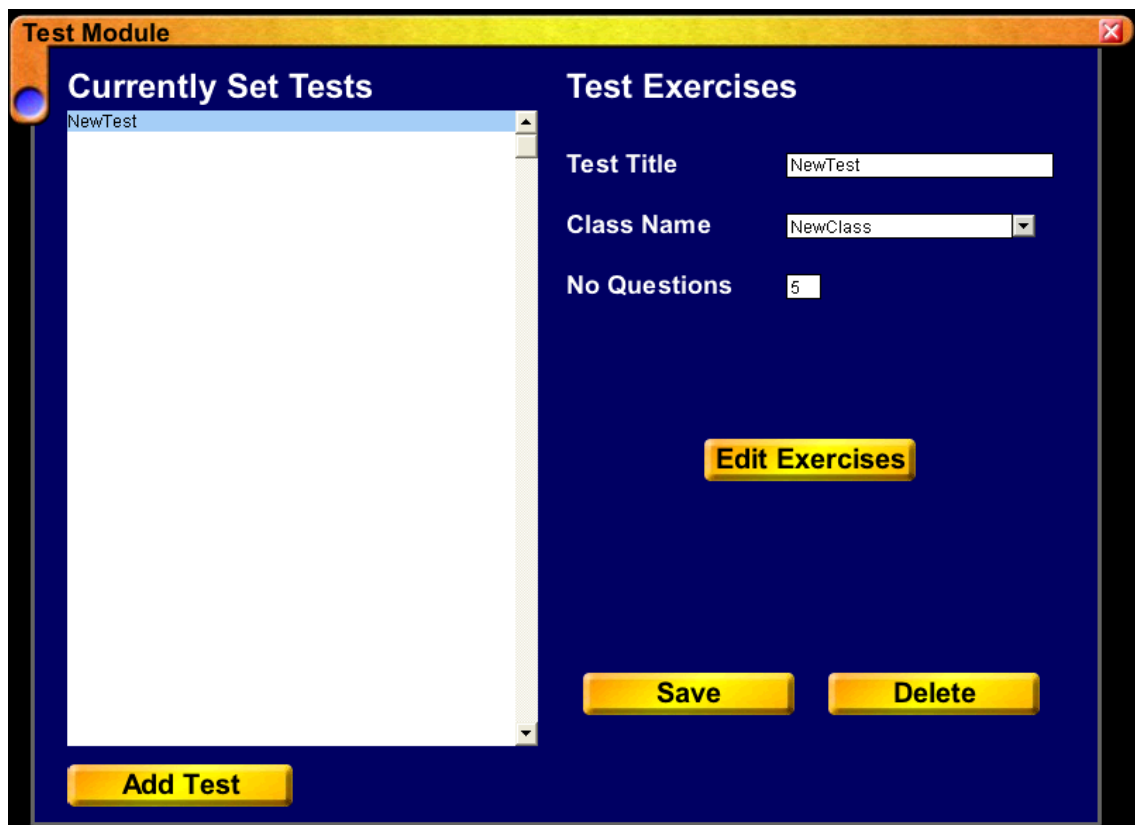
### Updating Homework

- Log in as a teacher.
- Click on the **Homework** button in the main menu.
- Click on the **Homework Maintenance** button.
- Select the homework you wish to update.
- Click **Edit Exercises** and edit the homework details.
- Click on the **Save** button.

## Test Module

### Setting Tests

- Log in as a teacher. (See page 7 for instructions on adding teachers.)
- Click on the **Testing** button in the main menu.
- Click on the **Test Maintenance** button.
- Click on the **Add Test** button.
- Enter the title you have given the test.
- Select the class.
- Set the number of questions per exercise.
- Click on **Save** and the exercise list will open.
- Select the exercises you wish to include then click **Save Exercises**.



The screenshot shows a software window titled "Test Module" with a dark blue background. On the left, under the heading "Currently Set Tests", there is a list box containing the text "NewTest". At the bottom left of this section is a yellow "Add Test" button. On the right, under the heading "Test Exercises", there are three input fields: "Test Title" with the value "NewTest", "Class Name" with a dropdown menu showing "NewClass", and "No Questions" with the value "5". Below these fields is a yellow "Edit Exercises" button. At the bottom right of the window are two yellow buttons: "Save" and "Delete".

### Updating Tests

- Log in as a teacher.
- Click on the **Testing** button in the main menu.
- Click on the **Test Maintenance** button.
- Select the test you wish to update.
- Click **Edit Exercises** or edit the test details.
- Click on the **Save** button.

## Reports Module

This is the reporting section within the English program. To view full class reports please use the **IMTA Reporting Tool** that can be found by clicking on the **Reporting** icon in the Eduss Launcher. (See page 11 for more information on using the Reporting Tool.)

### Viewing Homework Reports

- Log in as a student.
- Click on the **Reports** button in the main menu.
- Click on the **Homework** button.
- Click on the homework item in the list on which you want to see a report.
- The report will open in a new window. To print the report, click on the print button.



### Viewing Test Reports

- Log in as a student.
- Click on the **Reports** button in the main menu.
- Click on the **Testing** button.
- Click on the test item in the list on which you want to see a report.
- The report will open in a new window. To print the report, click on the print button.



### Viewing Assessment Reports

- Log in as a student.
- Click on the **Reports** button in the main menu.
- Click on the **Assessment** button.
- The report will open in a new window. To print the report, click on the print button.

### Viewing Exercise Reports

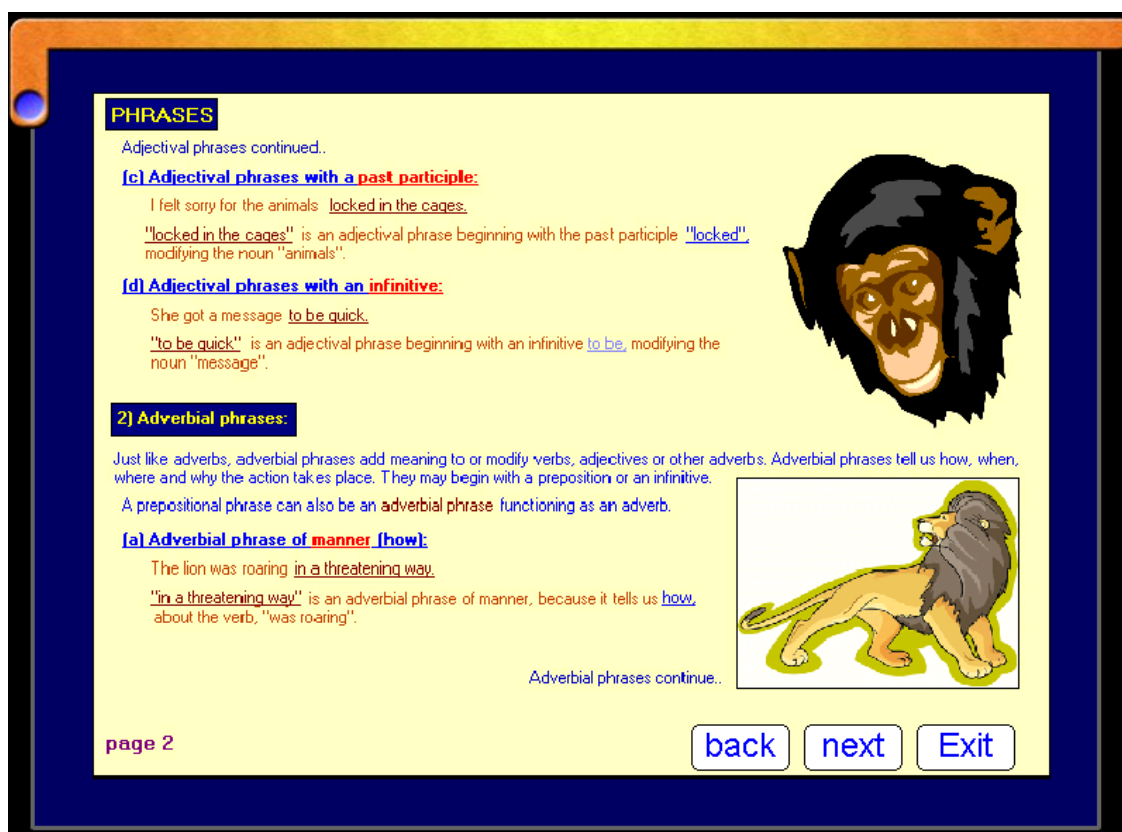
- Log in as a student.
- Click on the **Reports** button in the main menu.
- Click on the **Exercises** button.
- The report will open in a new window. To print the report, click on the print button.

## Teach Me

The **Teach Me** section contains help slides to assist in teaching the student the concepts of each subject.

### Using Teach Me

- Log in as a student or teacher.
- Click on the **Teach Me** button in the main menu.
- Click on the subject you want to view help slides from.
- Use the **Back** and **Next** buttons to navigate through the slides.



The screenshot shows a help slide titled "PHRASES" with a yellow background and a blue border. It contains text explaining adjectival and adverbial phrases, accompanied by illustrations of a monkey and a lion. Navigation buttons for "back", "next", and "Exit" are at the bottom right, and "page 2" is at the bottom left.

**PHRASES**

Adjectival phrases continued..

**[c] Adjectival phrases with a past participle:**


I felt sorry for the animals locked in the cages.

"locked in the cages" is an adjectival phrase beginning with the past participle "locked", modifying the noun "animals".

**[d] Adjectival phrases with an infinitive:**

She got a message to be quick.

"to be quick" is an adjectival phrase beginning with an infinitive to be, modifying the noun "message".



**2) Adverbial phrases:**


Just like adverbs, adverbial phrases add meaning to or modify verbs, adjectives or other adverbs. Adverbial phrases tell us how, when, where and why the action takes place. They may begin with a preposition or an infinitive.

A prepositional phrase can also be an **adverbial phrase** functioning as an adverb.

**[a] Adverbial phrase of manner (how):**

The lion was roaring in a threatening way.

"in a threatening way" is an adverbial phrase of manner, because it tells us how, about the verb, "was roaring".



Adverbial phrases continue..

page 2

back next Exit

## Checking the Version of Your CD

To check which version of the English you have, open the **Eduss Launcher**, the version of each program will be underneath the icon for it. For example to find the version number of the English program, open the **Eduss Launcher** and look at the version number that is below the English icon.

## **Completely Removing the Eduss Products**

Before removing this product, it is strongly recommended that you back-up the Eduss database using the **Admin** module. This will preserve your data for a later date if required.

To remove the Eduss products:

- Back-up the Eduss database. (See page 10 for instructions.)
- Run the Eduss Uninstaller for all programs
  - Mac: Open **Applications, Eduss, Database** and double-click on the **Uninstaller** file.
  - Windows: Open the **Start Menu, Eduss** and click on **Eduss Uninstaller**.
- Delete the **Eduss** folder
  - Mac: Open **Applications** and delete the **Eduss** folder.
  - Windows: Open **My Computer, C Drive, Program Files** and delete the **Eduss** folder.