



PHONICS

Installation Instructions

Eduss Coded Phonics v4.1.0 or later

Home Version

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Contents

Contents	1
Installation Instructions – Home Version	3
Minimum System Requirements	3
Installation Instructions.....	3
Getting Started.....	5
Eduss Launcher	5
Admin Module	6
Adding a Student	7
Adding a Teacher.....	8
Adding a Class.....	9
Customising the Date Format	10
Backing up Your Database	10
Restoring a Previous Database	11
IMTA Reporting Tool	11
Generating a Report	11
Updates	12
Updating Your Eduss Programs.....	12
Using the Eduss Coded Phonics Program	13
Adding a Student from the Login Screen	13
Lessons Module	14
Starting a Lesson	14
In the Lessons.....	15
Sound Recorder.....	15
Navigation Bar	16
Pause Button	16
Continue Button	16
Consonant and Vowel Sound Buttons.....	16
Exercises	17
Using the Practise Exercises	17
In the Exercises	18
Sound Recorder.....	18
Sound Recorder.....	Error! Bookmark not defined.
Score Bar.....	18
Repeat Button	19
Continue/Mark Button	19
Consonant and Vowel Sound Buttons.....	19
Lesson Button	19
Instruction Button.....	19
Homework Module	20
Setting Homework	20
Updating Homework	20
Test Module	21
Setting Tests	21
Updating tests.....	21
Reports Module.....	22
Viewing Lesson Progress Reports	22
Viewing Exercise Summary Reports.....	23
Viewing Exercises To Do Reports.....	23

Eduss Coded Phonics Home Installation Instructions

Viewing Exercises Detailed Reports	23
Phonics Fundamentals.....	24
Using the Phonics Fundamentals	24
Checking the Version of Your CD.....	24
Completely Removing the Eduss Products	25

Installation Instructions – Home Version

Eduss Coded Phonics v4.1.0 or later

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: 400Mb free
- Screen resolution: 800x600 or higher (see Note 2).
- Sound card: any Windows compatible sound card that is capable of Full Duplex mode. (See the documentation supplied with the sound card or computer to determine if the sound card is capable of Full Duplex mode.)

Installation Instructions

*** 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 Uninstall'.

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

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 2.

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\Phonics. 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.

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 3)

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

Continued...

To install QuickTime now:

- Select 'Yes' to open the QuickTime Installer as a separate program.
- Follow the prompts to install QuickTime. QuickTime (please select the 'Recommended' not the 'Minimum' install type).
- If asked to restart your computer, select 'No'.
- Complete the Eduss Phonics installation.
- Manually restart your computer once the Eduss Phonics installation is complete.

7. Once installation is complete, the Eduss Launcher will open. If this does not happen, see Note 5.

8. Once you have finished installing the Phonics program, you are ready to run Eduss Phonics. Please read the 'Getting Started' section of this manual.

9. Please remember that the original Eduss Phonics CD has to be inserted in the drive each time you use the program.

Note 1

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 'Display' icon.

Select a resolution of at least 800 x 600. The screen should resize straight away.

Note 2

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 3

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.

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 Phonics 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:

A shortcut to the 'Eduss Launcher' can be found on the desktop OR

Click on 'Start', 'Programs' (or All Programs'), 'Eduss', 'Eduss Launcher'.

Mac:

An alias to the 'Eduss Launcher' can be found in the 'Applications' folder OR

Open 'Applications', 'Eduss', 'Database', 'Eduss Launcher'.

Note 6

If you encounter any unexpected problems while running the program, please go to the web site www.eduss.com and click on **Product Support** and use the support menu that appears.

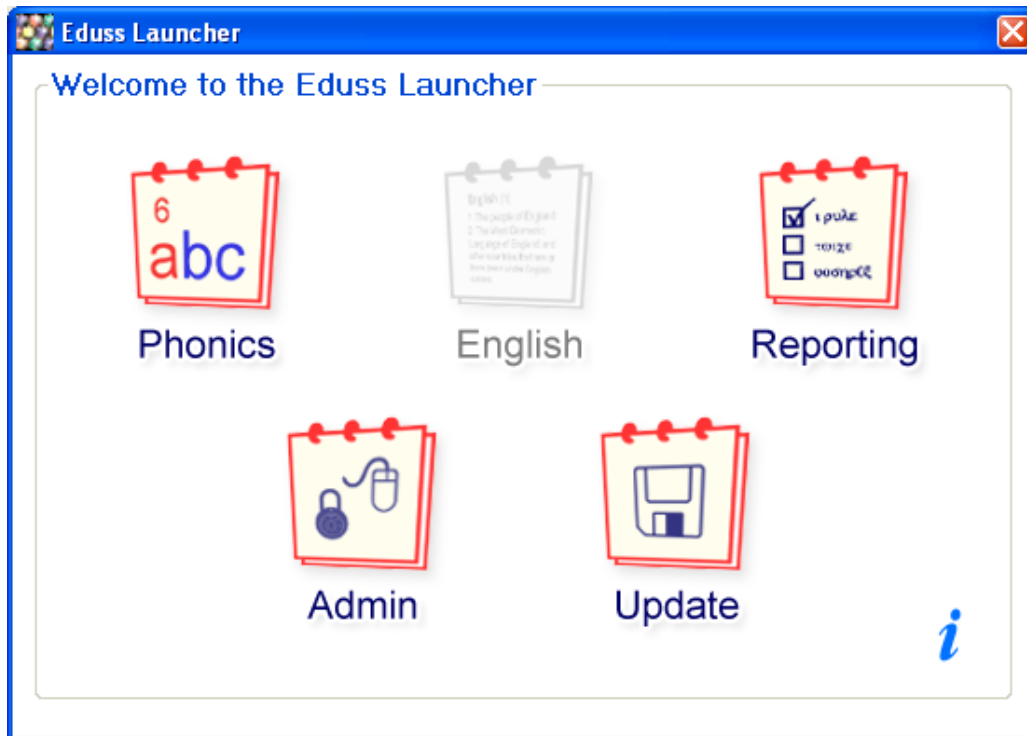
Getting Started

**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), click on **Product Support** and use the support menu that appears.

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



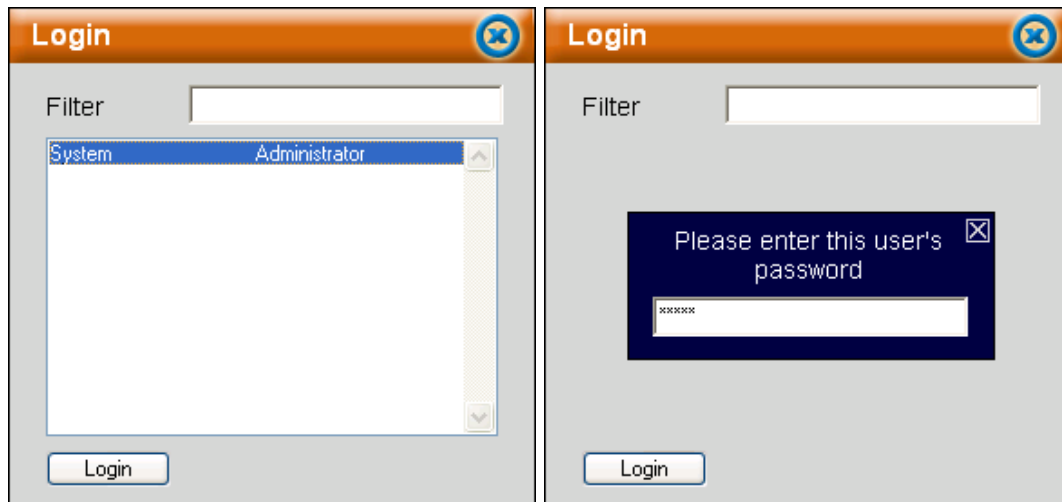
The first things you will have to do once you have installed the software are to change your administration password and username and to add your child as a user in the system. To do this, you will use the IMTA Administration program by doing the following.

To open the Eduss Launcher:

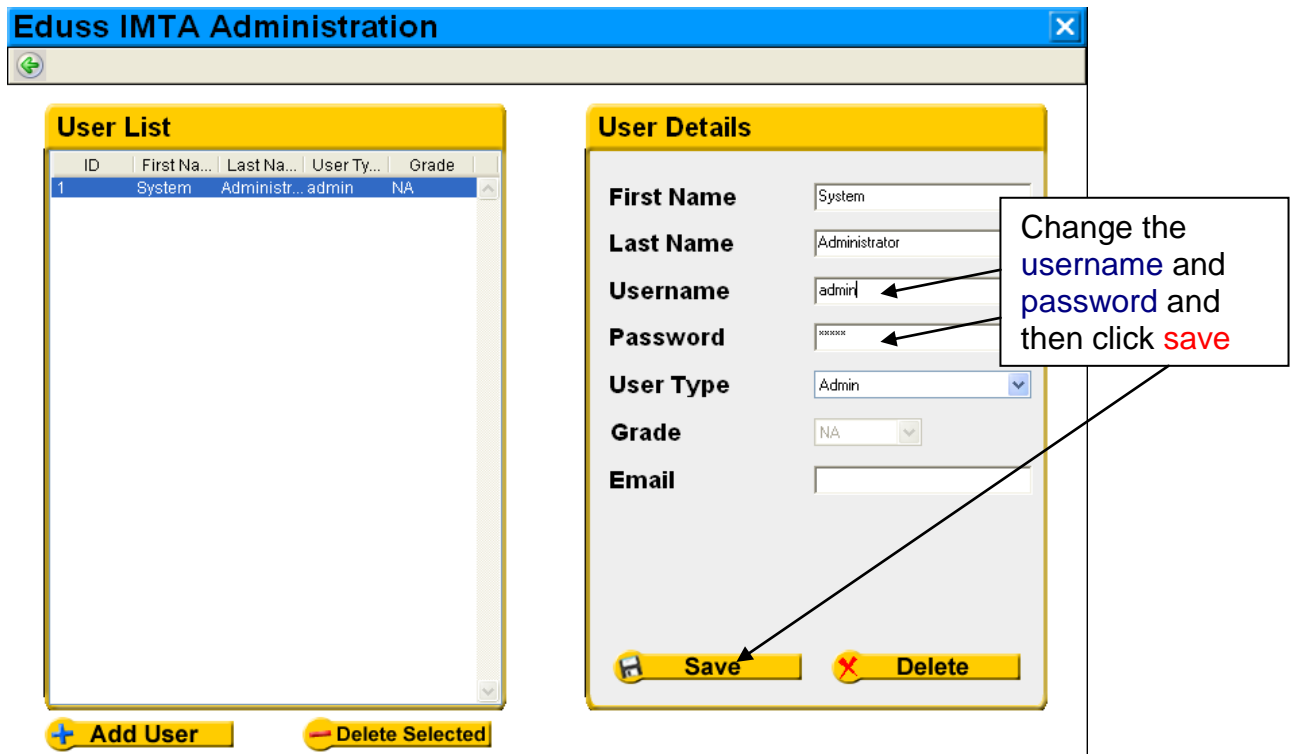
- *On Mac:* Open 'Applications' and double click on the 'Eduss Launcher' alias.
- *On Windows:* Click on 'Start', 'All Programs' (or 'Programs'), 'Eduss', 'Eduss Launcher'. Or double-click the 'Eduss Launcher' shortcut on the desktop.

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 use the lessons and practise exercises, and complete homework and tests set for them by a teacher. They can also view results for their exercises, lessons, homework and testing through the reporting module within the Phonics program. Students in the Eduss system do not have access to the 'IMTA Administration' module and cannot add, remove or change users. They also cannot access the 'Reporting Tool'.

- If you are not already in 'User Maintenance' then 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 bothered by a password each time they log in. All they need to do is type their name and click on 'Login'.
- Once you have filled in your child's details, click 'Save'. Your child 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 their classes and can view the results using the 'Reporting Tool'.

- If you are not already in 'User Maintenance' then 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 'Admin' 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 users list.
- Click 'Add Class' button.
- Enter a class name.
- Choose Teacher.
- Click on the 'Save' button. The class will appear in the 'Class List'.
- Now you can choose 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

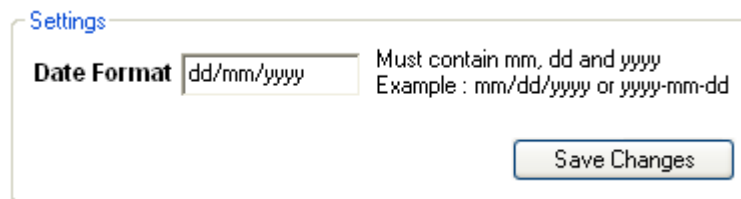
Save
 Delete

+ Add Class

Customising the Date Format

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

- Click on the 'Admin' icon on the Eduss Launcher screen. Select the 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'.



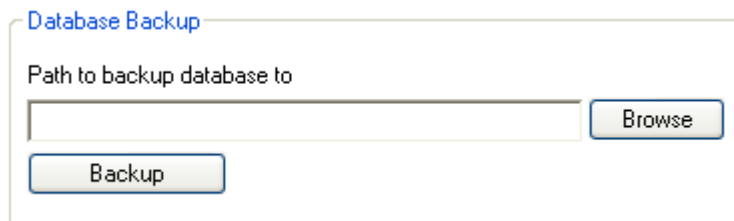
The screenshot shows a dialog box titled "Settings". Inside, there is a label "Date Format" followed by a text input field containing "dd/mm/yyyy". To the right of the input field, there is explanatory text: "Must contain mm, dd and yyyy" and "Example : mm/dd/yyyy or yyyy-mm-dd". At the bottom right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

Backing up Your Database

It is recommended to backup your database regularly.

To backup your database:

- Click on the 'Admin' icon on the Eduss Launcher screen. Select the 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'.



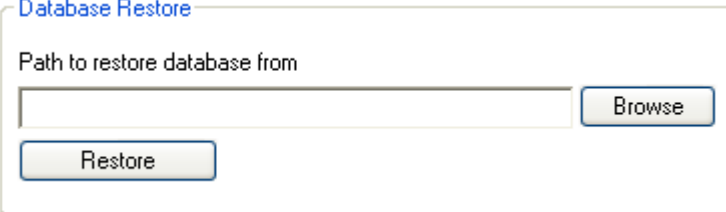
The screenshot shows a dialog box titled "Database Backup". It contains a label "Path to backup database to" above a text input field. To the right of the input field is a button labeled "Browse". Below the input field is a button labeled "Backup".

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 the 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.



Database Restore

Path to restore database from

Browse

Restore

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 Phonics 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 you want a report for 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 you want to display results from 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 then click 'Generate Report'.

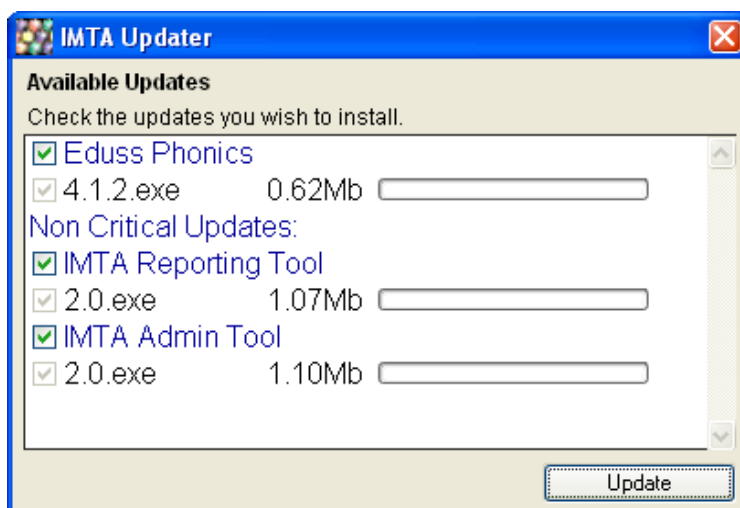


Updates

Updating Your Eduss Programs

If you are experiencing any problems updating, please update manually from the Eduss website (www.eduss.com.au), go to 'Technical Information' in the main menu and select 'Product Updates'. 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 Coded Phonics Program

Once you have logged in to the Eduss Phonics program the main menu 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 Phonics program:

- Open the Eduss Launcher and click on the 'Phonics' 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"/>	

Lessons Module

Starting a Lesson

It is suggested that students work through all the lessons and attempt the exercises relating to each one as each lesson is completed.

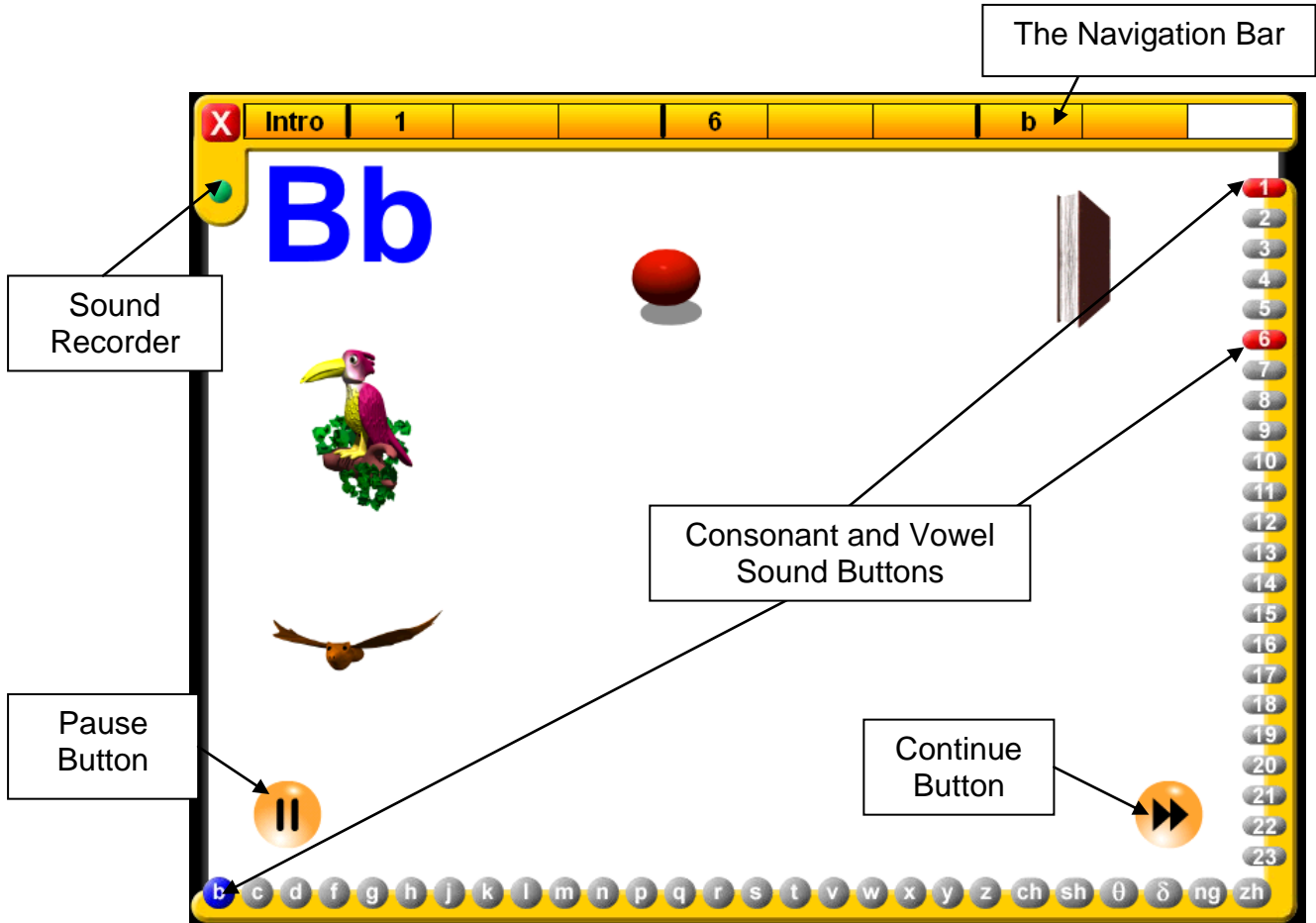
- Log in as a student.
- Click the 'Lessons' button in the main menu.
- Click on the Lesson you would like to start.
- To view the 'Fundamentals' information for the lesson, click on the plus to expand the lesson and click on the 'Fundamentals' under that lesson.



- Lessons with a blue circle have not been started.
- Lessons with a green circle have been started.
- Lessons with a red tick have been completed.

In the Lessons

There are several features in the lessons that will make it easier to learn each sound and to navigate your way through the lessons.



Sound Recorder

Allows the user to record their voice and play it back to them. Using this, they can compare their sound to that of the program.

- Click the 'Start/Stop Record' button to start recording your voice and again to stop the recording.
- Click the 'Start/Stop Playback' button to play and stop the recorded sound.



Navigation Bar

Enables the user to move past sections of a lesson that have been completed earlier and indicates the section of a lesson in progress. Reports on lessons also include the total amount of time spent working on a lesson.



Pause Button

The 'Pause' button can be used at any time to stop the lesson. This gives users time to use the Sound Recorder and to check sounds using the 'Consonant and Vowel Sound' buttons.



Continue Button

The 'Continue' button appears when the lesson has finished teaching a particular section. Clicking on the 'Continue' button will move the lesson into the next section.



Consonant and Vowel Sound Buttons

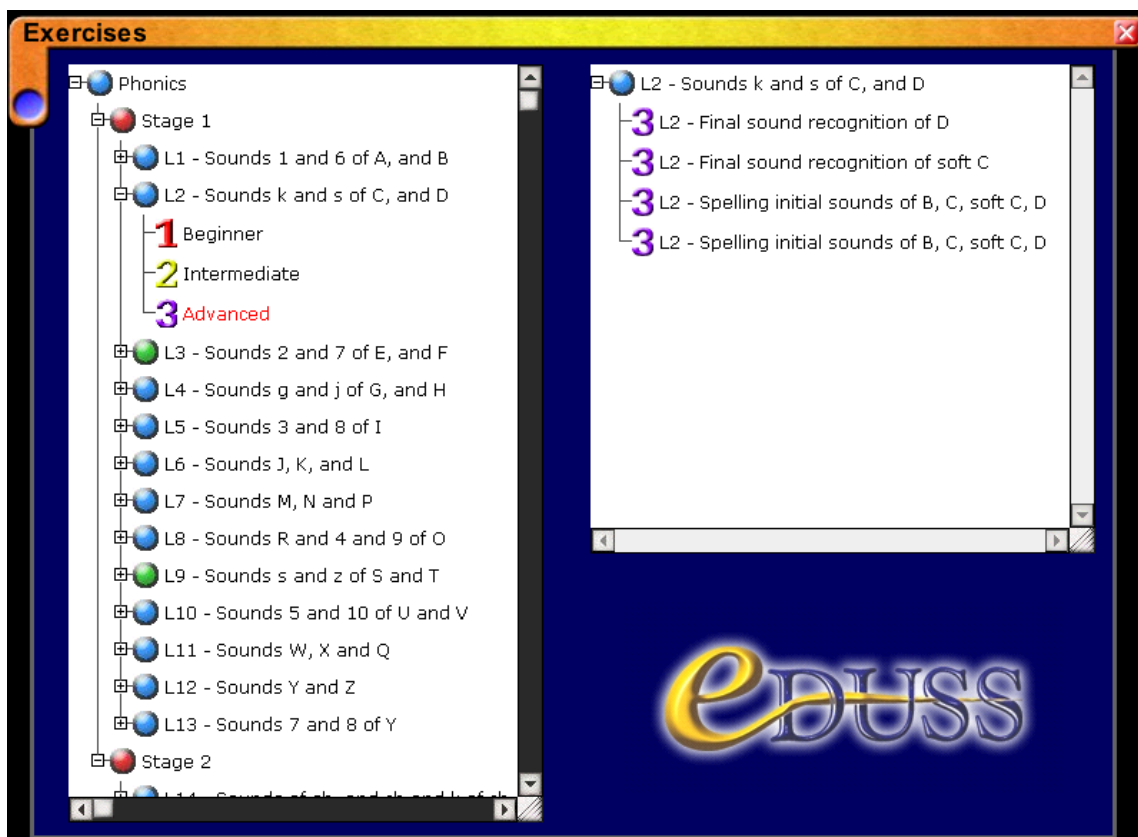
Used in conjunction with the Sound Recorder, students can play a video of each vowel or consonant sound at any time. As each sound is being learned, the video of that sound becomes available to the student. The videos not only teach the student the sound, but also the mouth movement that is used to form the sound.



Exercises

Using the Practice Exercises

- Log in as a student.
- 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 level you want to practice then select the exercise on the right hand side of the screen.



In the Exercises

The exercises have several features to assist the student as they work. There is a link in each exercise to the appropriate lesson.

The screenshot shows a lesson interface for the word "journey". At the top, there is a blue progress bar and a score bar on the right with numbers 1-23. The main area displays the word "journey" with red numbers "14" above the "j" and "7" above the "y". A green box highlights the letter "j". Below the word, the text "correct" is shown with a blue checkmark. At the bottom, there is a keyboard with letters and digraphs. Callout boxes identify the "Instruction Button", "Lesson Button", "The Score Bar", "Sound Recorder", "Consonant and Vowel Sound Buttons", "Repeat Button", and "Continue Button".

Sound Recorder

Allows the user to record their voice and play it back to them. Using this, they can compare their sound to that of the program.

- Click the 'Start/Stop Record' button to start recording your voice and again to stop the recording.
- Click the 'Start/Stop Playback' button to play and stop the recorded sound.



Score Bar

Indicates the percentage of questions answered correctly by the student. The number of questions varies with the type of exercise.



Repeat Button

This button is present in some exercises where a sound is played and the student is asked to identify the sound. Pressing this button will play the example sound or word again.



Continue/Mark Button

Once an answer for a question has been selected, the student clicks the 'Continue/Mark' button to mark it.



It will then change to look like the 'Continue' button from the lessons (see above image) and when clicked, will continue on to the next question.



Consonant and Vowel Sound Buttons

Used in conjunction with the 'Sound Recorder', students can play a video of each vowel or consonant sound at any time. All sounds are available for students to play and compare with the exercise sounds. The videos not only teach the student the sound but also the mouth movement that is used to form the sound.



Lesson Button

At any stage during the exercise, the student can return to the relevant lesson to review the concepts covered. By clicking the 'Lesson' button they will be shown the lesson again and when they exit the lesson the exercise will be started again.



Instruction Button

The student can click on the 'Instruction' button to repeat the exercise instructions at any time.



Homework Module

Setting Homework

- Log in as a teacher.
- Click on the 'Homework' button in the main menu.
- Click on the 'Homework Maintenance' button in the top right corner.
- Click on 'Add Homework' button.
- Enter the homework title.
- 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 web application window titled "Homework Module". It is divided into two main sections: "Currently Set Homework" and "Homework Details".

- Currently Set Homework:** A list box containing one entry, "newHomework". Below the list is a yellow "Add Homework" button.
- Homework Details:** A form with three fields:
 - Homework Title:** A text input field containing "newHomework".
 - Class Name:** A dropdown menu with "NewClass" selected.
 - No Questions:** A text input field containing "5".Below these fields is a yellow "Edit Exercises" button. At the bottom of the details section 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' or edit the homework details.
- Click on 'Save' button.

Test Module

Setting Tests

- Log in as a teacher.
- Click on the 'Testing' button in the main menu.
- Click on the 'Test Maintenance' button in the top right corner.
- Click on 'Add Test' button.
- Enter the test title.
- 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'.

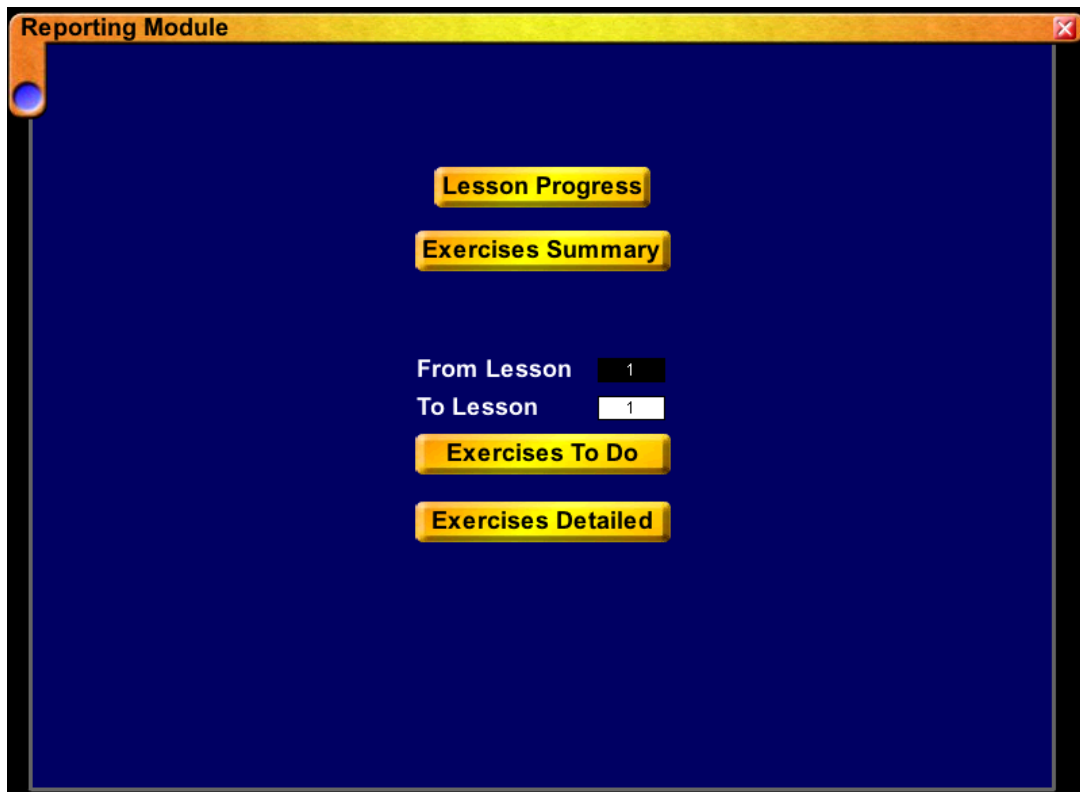
The screenshot shows a software window titled "Test Module". It is divided into two main sections: "Currently Set Tests" on the left and "Test Exercises" on the right. The "Currently Set Tests" section contains a list with one entry, "newTest". The "Test Exercises" section contains three input fields: "Test Title" with the value "newTest", "Class Name" with a dropdown menu showing "NewClass", and "No Questions" with a text box containing the number "5". Below these fields is a yellow button labeled "Edit Exercises". At the bottom of the window, there are three yellow buttons: "Add Test" on the left, and "Save" and "Delete" on the right.

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 'Save' button.

Reports Module

This is the reporting section within the Phonics program. To view homework or test reports and 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 10 for more information on using the reporting tool.)



Viewing Lesson Progress Reports

This report displays all lessons and shows which lessons the student has started or completed. It also shows the total time spent on each lesson.

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

Viewing Exercise Summary Reports

This report displays the student's average score for all the exercises in each lesson and shows the number of exercises completed and how many are still to be done.

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

Viewing Exercises To Do Reports

This report shows a list of the exercises from the selected lesson range that the student has not yet completed.

- Log in as a student.
- Click on the 'Reports' button in the main menu.
- Fill in the range of lessons that you would like the report to cover.
- Click on the 'Exercises To Do' button.
- The report will open in a new window. To print the report, click on the print button.

Viewing Exercises Detailed Reports

This report displays a detailed list of all the exercises included within the chosen lesson range.

- Log in as a student.
- Click on the 'Reports' button in the main menu.
- Fill in the range of lessons that you would like the report to cover.
- Click on the 'Exercises Detailed' button.
- The report will open in a new window. To print the report, click on the print button.

Phonics Fundamentals

The Phonics Fundamentals is a collection of information on each lesson designed to assist the teacher.

Using the Phonics Fundamentals

- Log in as a teacher or a student.
- Click on the 'Phonics Fundamentals' button on the main menu.
- This will open a new window with the Phonics Fundamentals browser.
- Click on the lesson in the list that you would like to read about.

Phonics Fundamentals

Contents

- Introduction
- Lesson 1
- Lesson 2
- Lesson 3
- Lesson 4
- Lesson 5
- Lesson 6
- Lesson 7
- Lesson 8
- Lesson 9
- Lesson 10
- Lesson 11
- Lesson 12
- Lesson 13
- Lesson 14
- Lesson 15
- Lesson 16
- Lesson 17
- Lesson 18
- Lesson 19
- Lesson 20
- Lesson 21
- Lesson 22
- Lesson 23
- Lesson 24**
- Lesson 25
- Lesson 26

Consonant Blends

Consonant blends occur frequently in English. They are often blends of two consonants as "fl" in **fleet** and sometimes three letters as "spl" in **split**. Consonant blends differ from consonant digraphs in that the letters of blends retain their individual sounds, though they are compressed together. It is important that the sounds are blended together without any short vowel sounds inserted in between the individual sounds of the consonants that make up the blend.

Consonant blends can occur at the beginning, within or at the end of words as in **greet**, **di-gress**, and **sand**. When they occur at the beginning or within words, they usually introduce syllables.

There are a number of consonant blends in which one or both of the letters are silent, as shown in the table below.

blend	example word
gn	gnaw
kn	know
kh	kha-ki

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 Phonics program, open the **Eduss Launcher** and look at the version number that is below the Phonics icon.

Completely Removing the Eduss Products

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

To remove the Eduss products:

- Backup 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 the “My Computer”, “C Drive”, “Program Files” and delete the “Eduss” folder.