



eduss
Learning

PHONICS

EDUSS® ILS/IMTA
Phonics
School
User Guide

EdussTM Limited – ABN 37 095 551 161

Postal Address: Unit 1, 2-6 Breakwater rd, Robina, Queensland, Australia

Ph: +61 (0) 7 5569 0099 Fax: +61 (0) 7 5569 2877 e-mail: info@eduss.com

Contents

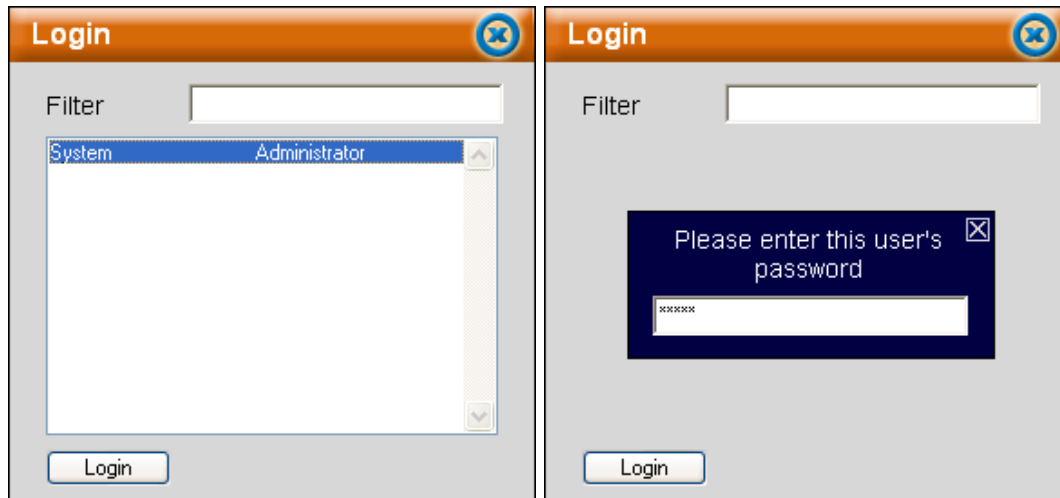
Getting Started.....	2
Admin Module	2
Adding a Student	4
Adding a Teacher.....	5
Adding a Class.....	6
Customising the Date Format	7
IMTA Reporting Tool.....	8
Generating a Report	8
Using the Eduss Coded Phonics Program	9
Lessons Module	10
Starting a Lesson	10
In the Lessons.....	11
Sound Recorder.....	11
Navigation Bar	12
Pause Button	12
Continue Button	12
Consonant and Vowel Sound Buttons.....	12
Exercises	13
Using the Practise Exercises	13
In the Exercises	14
Sound Recorder.....	14
Score Bar	14
Repeat Button	15
Continue/Mark Button	15
Consonant and Vowel Sound Buttons.....	15
Lesson Button.....	15
Instruction Button.....	15
Homework Module	16
Setting Homework.....	16
Updating homework	16
Test Module	17
Setting Tests.....	17
Updating Tests.....	17
Reports Module.....	18
Viewing Lesson Progress Reports	18
Viewing Exercise Summary Reports.....	19
Viewing Exercises To Do Reports.....	19
Viewing Exercises Detailed Reports	19
Phonics Fundamentals.....	20
Using the Phonics Fundamentals	20

Getting Started

The first things you will have to do once you've installed the software are to change your administration password and username and to add students and teachers as users in the system. To do this, you will use the **IMTA Administration** program by doing the following.

Admin Module

- Open the 'EDUSS Server Solution' shortcut
- Click on the 'Phonics' button on the 'Server Solution' menu
- Click on the 'Admin' button. 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'.

The screenshot displays the 'Eduss IMTA Administration' window. It is divided into two main sections: 'User List' and 'User Details'.

User List: A table with the following columns: ID, First Name, Last Name, User Type, and Grade. The first row contains the values: 1, System, Administrator, admin, and NA. Below the table are two buttons: '+ Add User' and '- Delete Selected'.

User Details: A form with the following fields: First Name (System), Last Name (Administrator), Username (admin), Password (password), User Type (Admin), Grade (NA), and Email (empty). At the bottom are two buttons: 'Save' and 'Delete'.

A callout box with a white background and black border contains the text: 'Change the username and password and then click save'. Arrows point from this box to the 'Username' and 'Password' input fields, and another arrow points to the 'Save' button.

Adding a Student

As a student, the user is able to use the lessons and practice 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 you're the student's details. Select 'Student' as the user type.
- Filling in a password is optional but it is recommended that you set one for each student.
- 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.

The screenshot shows the 'Eduss IMTA Administration' window. It is divided into two main sections: 'User List' and 'User Details'.

User List: A table with the following columns: ID, First Na..., Last Na..., User Ty..., and Grade. The table contains two rows:

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

Below the table are two buttons: '+ Add User' and '- Delete Selected'.

User Details: A form with the following fields:

- First Name:** Text input field with placeholder 'Name'.
- Last Name:** Text input field with placeholder 'Name'.
- Username:** Text input field with placeholder 'username'.
- Password:** Text input field with placeholder 'xxxxxxxx'.
- User Type:** Dropdown menu with 'Student' selected.
- Grade:** Dropdown menu with '1' selected.
- Email:** Text input field with placeholder 'optional'.

At the bottom of the 'User Details' panel are two buttons: 'Save' (with a floppy disk icon) and 'Delete' (with a red X icon).

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

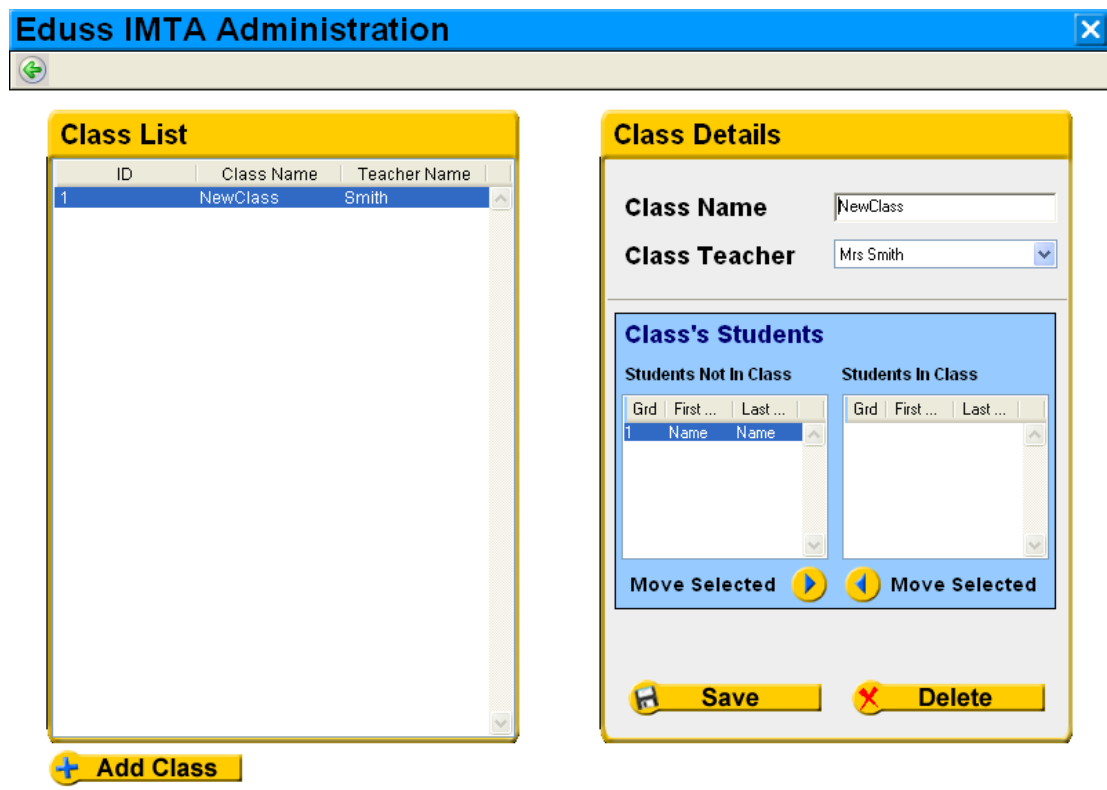
+ Add User

- 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 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 Users List.
- Click 'Add Class' button
- Enter a class name
- Select a teacher
- Click 'Save' button. The class will appear in the 'Class List'.
- Now you can select the students to add to your class

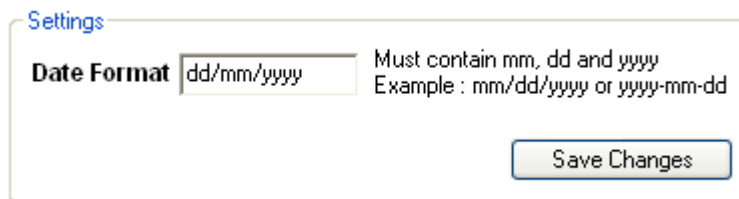


- You can select one or more students in the 'Students Not In Class' list and click the arrow pointing right to move them into the 'Students In Class' list.

Customising the Date Format

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

- Click on 'Admin' on the Eduss Launcher screen. Select the 'System Administrator' and log in using the password you set above.
- 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. (Use dd, mm, and yyyy only. Do NOT use numbers.)
- Click 'Save Changes'.



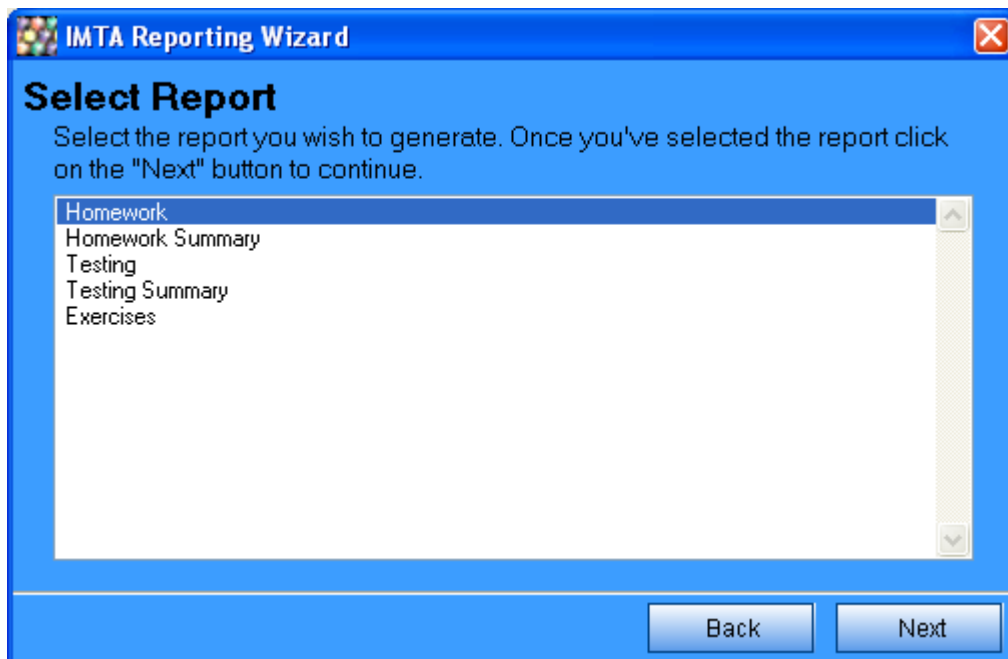
The screenshot shows a 'Settings' dialog box with a title bar that says 'Settings'. Inside the dialog, there is a label 'Date Format' followed by a text input field containing 'dd/mm/yyyy'. To the right of the input field, there is a note: 'Must contain mm, dd and yyyy' and 'Example : mm/dd/yyyy or yyyy-mm-dd'.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

IMTA Reporting Tool

To use the Reporting Tool you must have at least one class and one teacher added to your user's 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 Server Solution' shortcut
- Click on the 'Phonics' button on the 'EDUSS Server Solution' menu
- 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'.

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.



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.

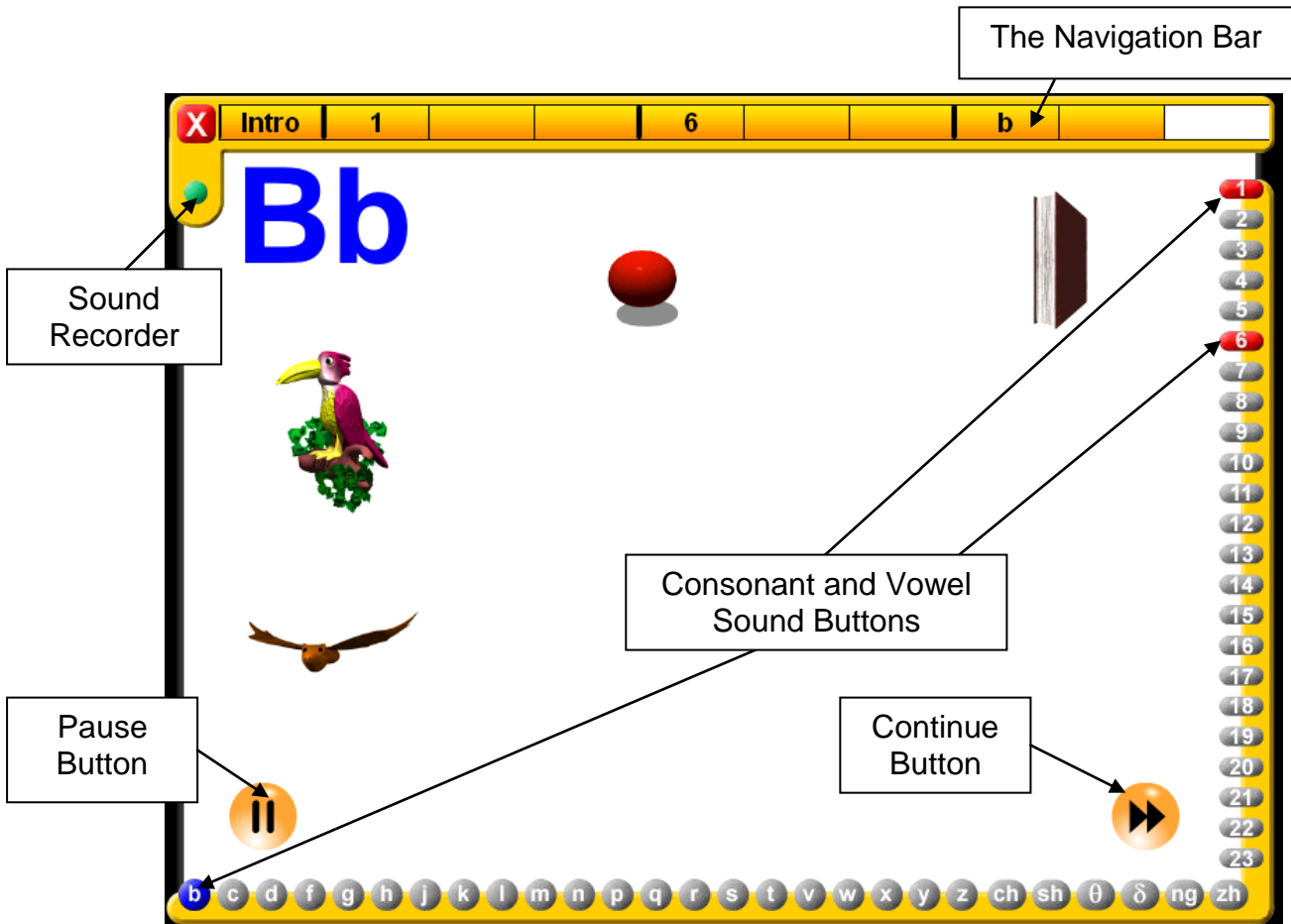
- Log in as a student.
- Click the 'Lessons' button in the main menu.
- Click on the Lesson you would like to start.
- To view the 'Fundamentals' information for the lesson, click on the plus to expand the lesson and click on the 'Fundamentals' under that lesson.



- 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

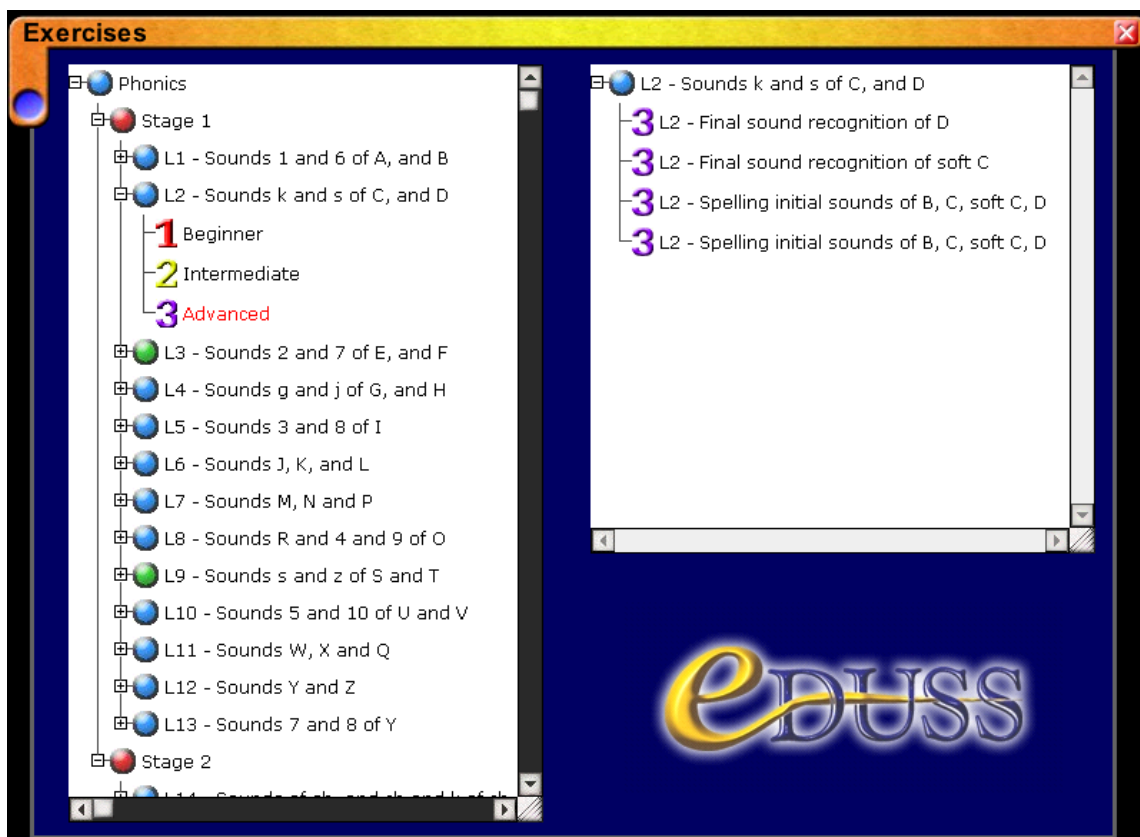
Used in conjunction with the Sound Recorder, students can play a video of each vowel or consonant sound at any time. As each sound is being learned, the video of that sound becomes available to the student. The videos not only teach the student the sound, but also the mouth movement that is used to form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



Exercises

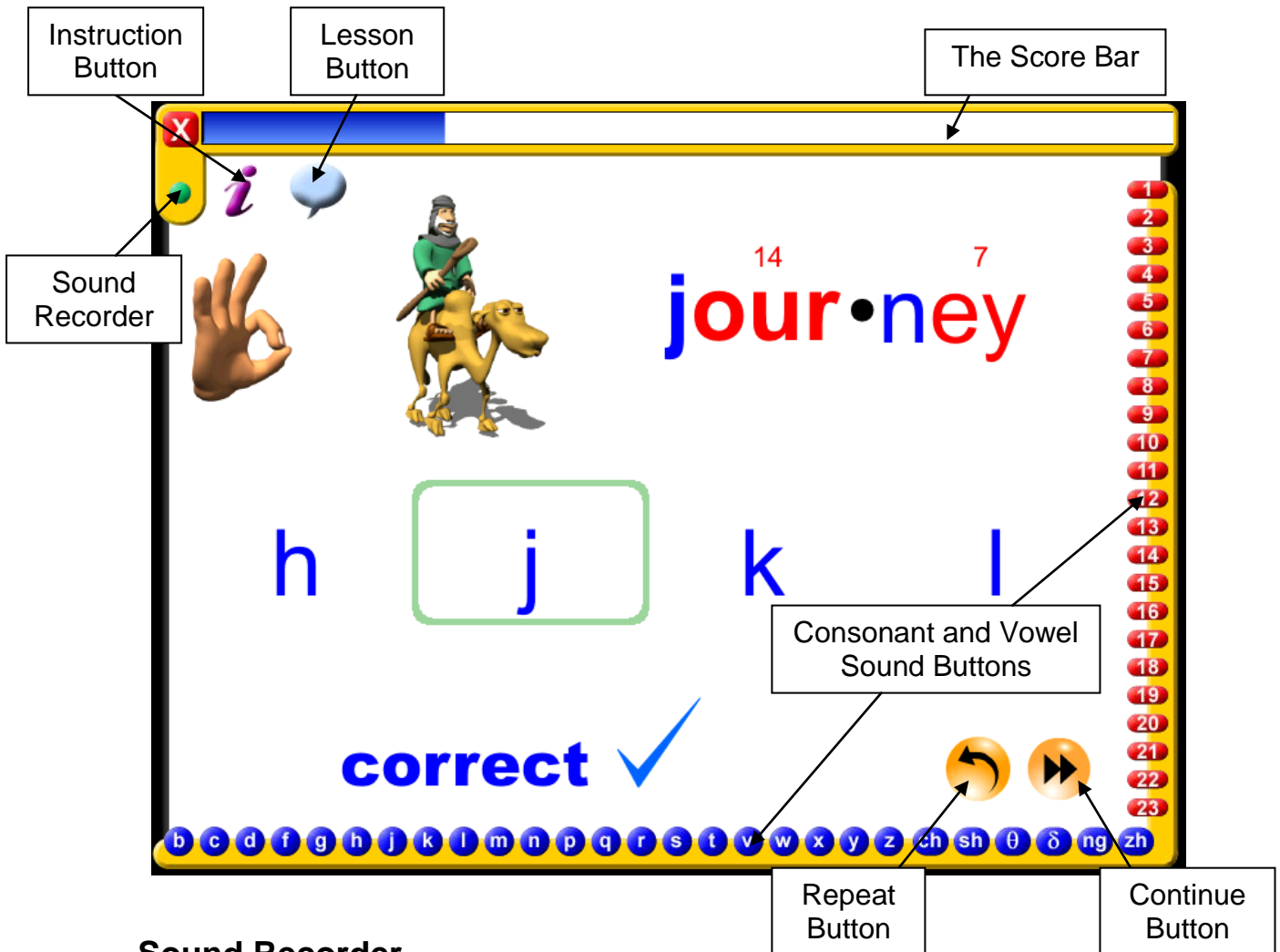
Using the Practise Exercises

- Log in as a student.
- Click on the 'Exercises' button in the main menu.
- Expand the subject you would like to practise by clicking on the plus sign next to it.
- Select the level you want to practise 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 lesson that teaches the concept being assessed.



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

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 '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 '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'.

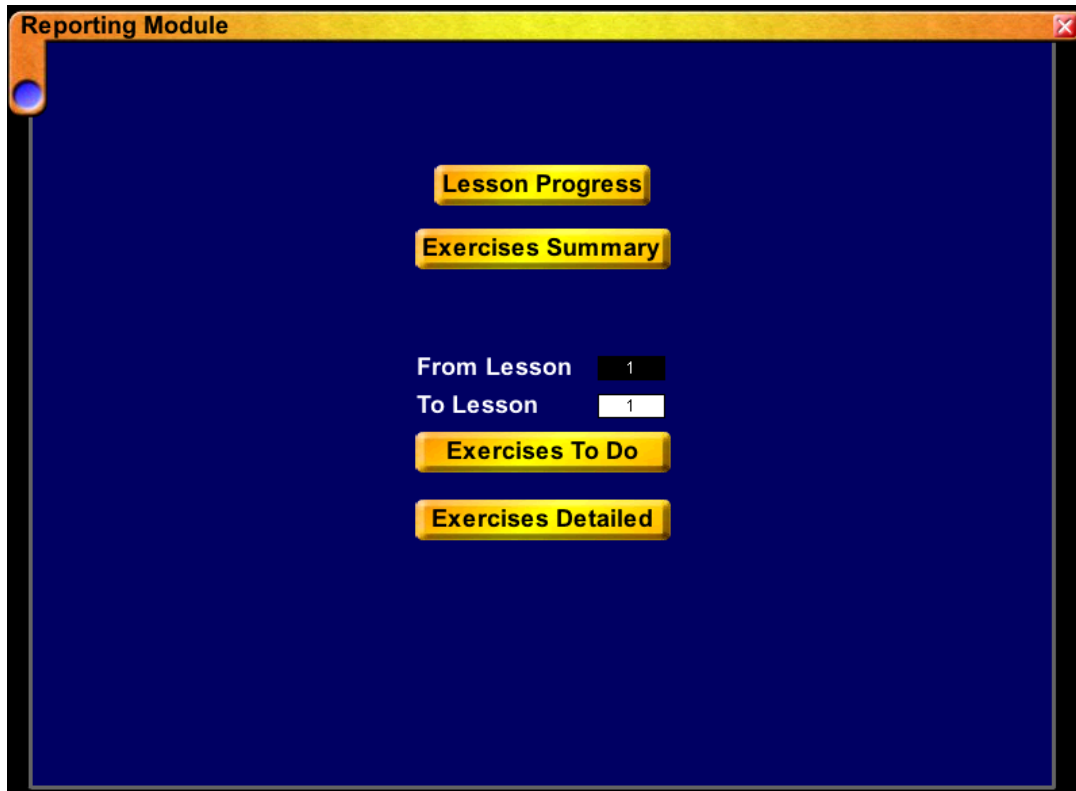
The screenshot shows a software window titled "Test Module" with a dark blue background. On the left, under the heading "Currently Set Tests", there is a list box containing the text "NewTest". At the bottom left of this section is a yellow button labeled "Add Test". On the right, under the heading "Test 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 button labeled "Edit Exercises". At the bottom right of the window are two yellow buttons labeled "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 '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 in the top right corner of the report window.

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 in the top right corner of the report window.

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 in the top right corner of the report window.

Viewing Exercises Detailed Reports

This report shows 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 in the top right corner of the report window.

Phonics Fundamentals

The Phonics Fundamentals are 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