Eduss Coded Phonics School Installation Instructions

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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’.

Change the username and password and then click save.
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 your 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.
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.
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’.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Date Format</th>
<th>Must contain mm, dd and yyyy</th>
<th>Example: mm/dd/yyyy or yyyy-mm-dd</th>
</tr>
</thead>
</table>

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.

The Navigation Bar

- Sound Recorder
- Consonant and Vowel Sound Buttons
- Pause Button
- 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.
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’.

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’.

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.

## Consonant Blends

Consonant blends occur frequently in English. They are often blends of two consonants as 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.

<table>
<thead>
<tr>
<th>blend</th>
<th>example word</th>
</tr>
</thead>
<tbody>
<tr>
<td>gn</td>
<td><em>gnaw</em></td>
</tr>
<tr>
<td>kn</td>
<td>know</td>
</tr>
<tr>
<td>kh</td>
<td><em>kha·ki</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>