



## Eduss Internet Transfer (Stage 2) Instructions

### In order to transfer homework to and from your school you will need:

- Eduss Software installed on your computer.
- Internet transfer updates for Eduss installed on your computer
- An active internet connection, you will need to be online while you are downloading or uploading homework.
- A “School User” set up on your system. A School User is a special user that is only able to do homework and other school assigned work. The username and password for the school user are setup by the school, and you must follow the special School user setup instructions listed below to setup your school user.

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**IMPORTANT:** If you have already setup a user for your student before installing the internet transfer update, you will still need to add a special “School user” to your system. The school user is special because it is intended to mirror the school version while your child is at home.

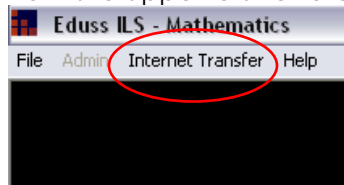
## Setting up your School User

Follow these instructions to add your school user to your Eduss software.

1. If you have not already installed your Eduss Software from your CD or DVD, please do so now.
2. Once you have completed your installation of your Eduss software you need to download the Internet Transfer updates for the English and Mathematics software. These updates can be found at <http://www.eduss.com/support/ithome>
3. Once you have downloaded the Internet Transfer updates, follow the instructions on the page to install the updates.

### 4. Setting up your School User for Mathematics

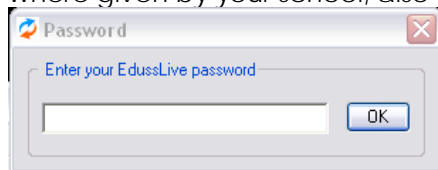
- 4.1.1. Open your mathematics software; be sure to have the math CD in the drive or the software will not run.
- 4.1.2. Before logging in or adding any home users\* click on the Internet Transfer item from the upper left hand corner of your screen.



- 4.1.3. You will see a window asking for a school code and a username, These are provided by your school and should be at the top of this document.

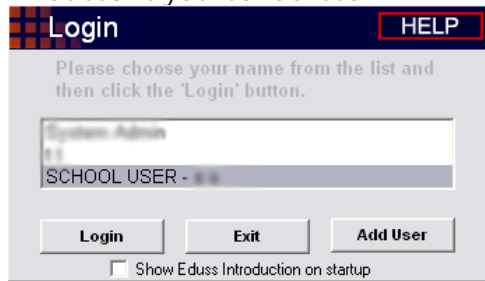


- 4.1.4. You will then be asked for your "EdussLive" password, this is the password that you were given by your school, also at the top of this document.

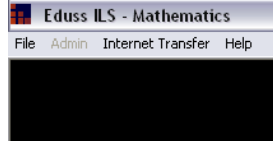


- 4.1.5. Once you have entered in the correct information Eduss will then synchronize with the Eduss Master server to download any updates/homework and user information. Once this is completed your Internet Transfer Login window says finished.
- 4.1.6. After you have setup your school user, you can then login with the account that is preceded by a "SCHOOL USER -" , This part is added automatically so you know

what user is your school user.



4.1.7. Once you have logged in, click on “Internet Transfer” from the menu again

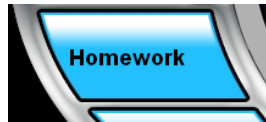


this will automatically start the homework transfer for your student. Every time you click on “Internet Transfer” after logging in, you will download any new homework that is available, and upload any completed homework.



If the transfer does not occur properly you will be given an error message instead of “Finished”

4.1.8. Click on homework from the menu,



This will open a new windows allowing you to view any new homework that has been downloaded.

4.1.9. Once you have completed the homework, click on “Internet Transfer” again to submit the homework to the school.

## 5. Setting up your School User for English

5.1.1. You should see a new button on the Eduss English login screen



5.1.2. Once you click on the internet transfer button the Internet Transfer box will appear, this will then check your system to ensure that the update was installed completely and you are ready to proceed.

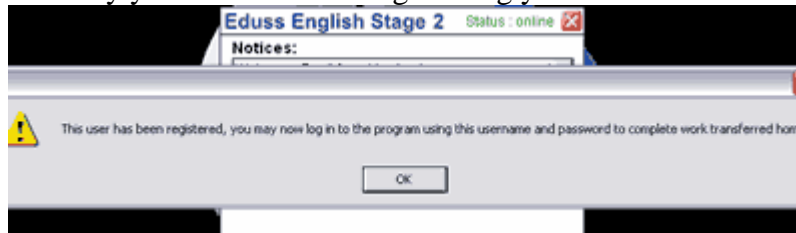
5.1.3. Once your system has been checked you will have the option to register a student or transfer homework. Since you have not registered any students the transfer homework button will do nothing.



5.1.4. Once you click on the register student, you will be asked to enter in your student's information.

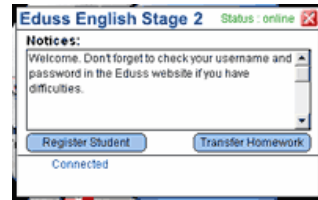


5.1.5. Click on the register student button, if you have entered all the information correctly you will see a message telling you that the user has been registered.



5.1.6. Now you can click on the red "X" and proceed to login as the newly registered user, or if you have more than one student you can click on the "register user" button again to register another user.

5.1.7. Once you have logged in, you will see the internet transfer button again on the main menu, this will bring up the same Internet Transfer interface that you have seen before.



5.1.8. Make sure that you hit the internet transfer button after you have completed the homework and are ready to send!

## 6. Transferring Homework

- 6.1. Have Eduss Software installed and your School user setup (if you have not setup your school user, refer to the section titled: Setting up your school user)
- 6.2. Get Online, if you have a dial up connection or are not always connected to the internet, get online now.
- 6.3. Open English or Eduss Maths and login as your School User
  - 6.3.1. Your school user's login detail should be included with this document, this will be the username and password that you setup in the section "setting up your school user"
- 6.4. Once logged in, click on "Internet Transfer" in the upper left hand corner in Eduss Maths. Click on the Internet Transfer icon (looks like a globe with arrows around it) in Eduss English.
  - 6.4.1. In English, click on "Transfer Homework" to finish the transfer, and close the "Eduss English Stage 2" Window
  - 6.4.2. In math you will see a popup window showing you the status of your transfer, wait until this says finished and then click on close.
- 6.5. Click on the homework module to view and do homework.
- 6.6. Once you are finished with your homework, click on the internet transfer icon or menu to upload your results.
- 6.7. Done!

# 7. Troubleshooting

## 7.1. Troubleshooting your English Internet Transfer

- 7.1.1. I have added my student user using the “add user” button on the login screen, although I still cannot transfer homework.  
You must add your student using the “Eduss English Stage 2” Window. Look above at c.iv. If you already have a home user with the same name as your school user, you will need to delete the home user by Going to the admin module from the Eduss Launcher and selecting delete user on the user maintenance tab.
- 7.1.2. The Internet Transfer Icon is not visible.  
Try reinstalling the English internet transfer update and be sure to click on yes to all to copy over all files.
- 7.1.3. Once I am logged in, the Internet Transfer Icon is not visible  
Try clicking on the space between the Exercises and Homework, sometimes the icon will not appear. If that does not work you are not logged in as a “school user”, make sure that you do not have a conflicting home user that has the same username as your school user.
- 7.1.4. I cannot see any homework, why?  
This could be because the teach has not assigned homework, if you are sure that the teacher has assigned homework, contact eduss Technical support at [www.eduss.com/support](http://www.eduss.com/support)
- 7.1.5. My software stops working when I turn the computer off.  
don’t turn the computer off
- 7.1.6. My student’s teacher cannot see the homework that I have completed.  
Make sure that you are clicking on internet transfer after completing homework to make the software transfer the homework results back to the school.

## 7.2. Troubleshooting Mathematics Internet Transfer

- 7.2.1. After Installing the update “Internet Transfer” is still not on my menu.  
Try installing the update again, and verify that you click on “yes to all” and allow it to copy over all files.
- 7.2.2. When I click on Internet Transfer I receive an error: “You must be logged in as a school user to use this feature”  
You are currently logged in, and you are logged in as a regular home user\*. You need to click on change user and either log in under an account that says “SCHOOL USER – “ Before the name (this is automatically added when you add a school user using the internet transfer), Or you must click on “Internet Transfer” at the login window to add a school user to your computer.
- 7.2.3. I receive a message: “The school code entered does not exist” when I try to add a school user.  
Verify that you have entered the school code correctly; this will be something such as, c2e.org, mission, etc. If you are not sure of your school code and cannot find the information, Eduss Customer service will be happy to assist you, call 303-779-8700 or email [support@eduss.com](mailto:support@eduss.com).
- 7.2.4. I receive a message: “This username is not setup for internet transfer”  
This means that the username that you have entered does not exist in the school’s database, this may be because your student’s username has not been added, or that you have incorrectly entered your students username. If you are unsure of the username try contacting your school to find out what it is, or call 303-779-8700 or email [support@eduss.com](mailto:support@eduss.com) to get further help
- 7.2.5. I have added my student as a user and I cannot transfer homework, I am getting the error: “You must be logged in as a school user to use this feature”  
You cannot use the “Add User” button to add a School user, you must click on “internet transfer” from the login window to add a “School User”.