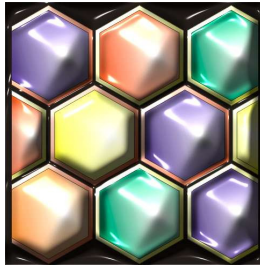


# Installation Instructions

**Eduss Mathematics IMTA v3.2.8 or later**

**Home Version**



**eDUSS**™

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## **Installation Instructions – Home Version**

### **Eduss Mathematics IMTA v3.2.8 or later**

***IMPORTANT – The Eduss Mathematics CD must be inserted in the drive each time before running the program, otherwise the program will not run.***

#### **Minimum system requirements**

- Operating systems supported: Windows 98se, ME, Windows XP, Windows 2000
- Processor: Pentium 2 300
- RAM: 32Mb
- Hard disk space: 700Mb free
- Screen resolution: 800x600 or higher (see Note 1, page 3)
- Sound card: any Windows compatible

#### **New installation**

1. Check that your screen resolution is set to 800x600 or higher; see Note 1 (page 3).
2. Insert the Eduss Mathematics CD.
3. The installation menu should appear automatically. If it does not, see Note 2 (page 3).
4. Select **Install Eduss Maths ILS** and follow the instructions. If the installation stalls and does not allow you to continue, it may be that you have insufficient free space on your hard drive.
5. In some cases, where more recent versions of some Microsoft programs are required, the installer will automatically install the required Microsoft components. It may require your computer to be re-started. You may need to restart your computer more than once during the installation.
6. Once you have finished installing the program, you are now ready to run Eduss Mathematics.
7. **Please remember that the CD has to be inserted in the drive each time you use the program.**

#### **To upgrade your version or to re-install the program**

**You must uninstall any previous versions of Eduss Mathematics before installing this version.**

If you have version 3.2.0 or later installed, backup your existing data first. See Note 3 (Page 3)

Click on **Start, Program Files** or **All Programs, Eduss, Eduss Maths ILS, Uninstall Eduss Maths ILS**.

Then refer to the installation instructions above.

**Note 1**

**How to check/set resolution:**

1. Click your right mouse-button on your desktop and left-click on **Properties** from the list.
2. Click on the **Settings** tab.
3. You will see a slide that will display the screen resolution - 640x480, 800x600, 1024x768, etc.
4. Make sure it is on at least 800x600.

**Note 2**

**What to do if the installation program does not appear automatically.**

1. Open **My Computer** and then double-click your CD drive letter.
2. Double-click on the **Autorun.exe** file.

**Note 3**

**To backup your existing data.**

1. Log in to the Eduss Mathematics program as **System Admin**.
2. In the **Admin Module**, click on the **System Maintenance** tab.
3. In the **Create a Backup** section, select the path where the backup data is to be stored by clicking on the **Browse** button. Do not store the backup data in the Eduss Maths ILS folder. It is preferable to store it on a different drive or at a location that is, or can be, removed from the computer.
4. Click on **Backup**.

**Note 4**

**If How Eduss Works does not load the training manual when running the program:**

You may not have the required version of PowerPoint or the PowerPoint Viewer installed on your computer. You may need to install the latest version that is supplied with the CD. **To install the PowerPoint Viewer:**

1. With the Eduss Mathematics CD inserted, click on **Start** at the bottom left-hand corner of your screen.
2. Click on **Run** and type, **D:\autorun.exe** (where **D** is your CD-ROM drive letter).
3. When the Eduss Mathematics Installation menu loads with three different options, click on **Install PowerPoint Viewer** and follow the on-screen prompts.

**Note 5**

**If you have trouble printing reports while running the program:**

The Eduss Mathematics program uses Microsoft Windows. Microsoft installs some printing functionality when Internet Explorer is installed. You may not have the required version of Internet Explorer (at least v5.5) installed on your computer. Unless it will conflict with any programs you have on your computer, you should install Internet Explorer 5.5, which is supplied in the Eduss Mathematics CD.

- With the Eduss Mathematics CD inserted, click on **Start** at the bottom left corner of your screen.
- Click on **Run** and type, **D:\autorun.exe** (where **D** is your CD-ROM drive letter).
- When the Eduss Mathematics installation screen loads with three different options, click on the **Install Internet Explorer 5.5** button and follow the on-screen prompts.

**If you encounter any problems while running the program, please go to our website [www.eduss.com](http://www.eduss.com), and click on the Product Support section.**

## Eduss Maths IMTA v3.2.8 Instructions

### After Installation

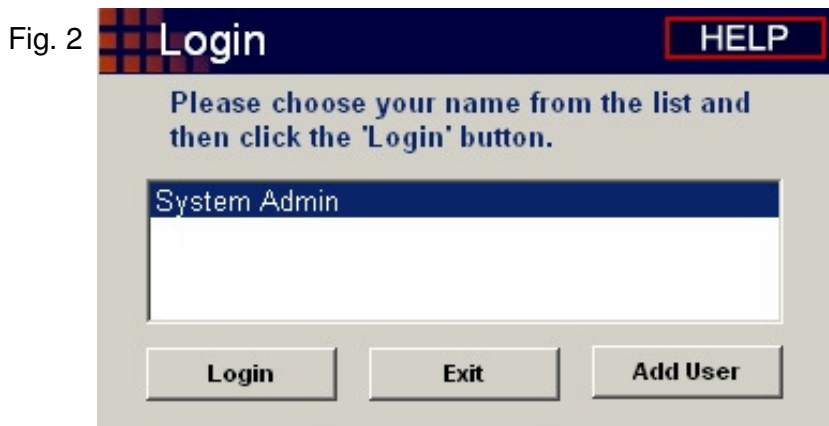
**IMPORTANT** – The Eduss Mathematics CD must be inserted in the drive each time before running the program, otherwise the program will not run.

#### When you first log in

- The first thing you will have to do once you have installed the software is choose an administration password.



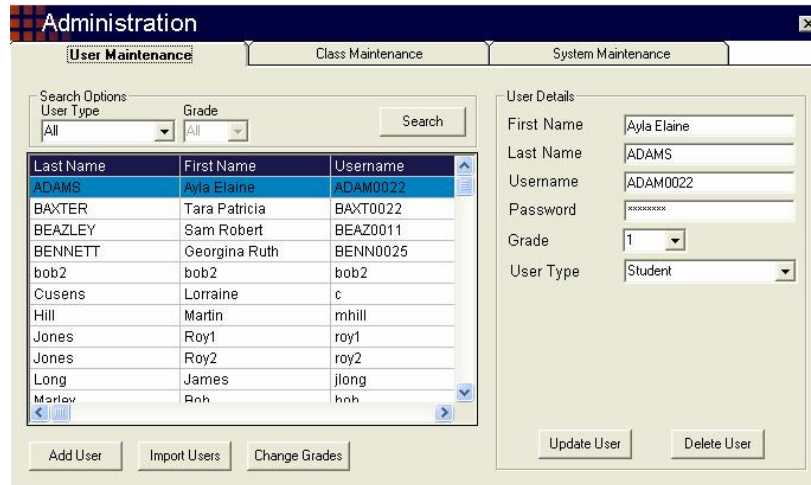
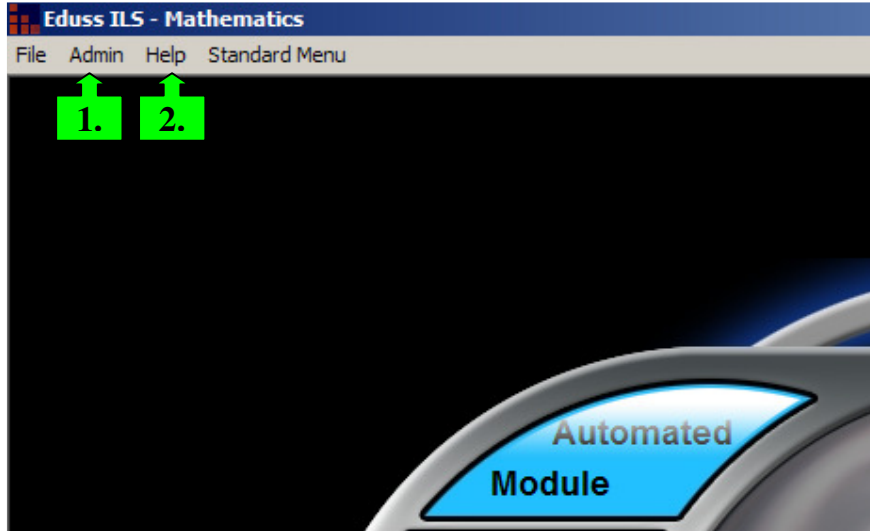
- Click on **Submit** and the program will close.
- Start the program again and the following screen will appear:



- Click on **Add User** to add your child to the list of users.
- 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 select their name and click on **Login**.
- To log in as **System Admin**, type in the password you entered when you first logged into the program.

## Admin Module

- Log in as **System Admin**.
- Access the **Admin Module** via the menu at the top left of the screen by clicking on **Admin** then **Admin module**. (Fig. 1 Arrow 1)



### Adding a student

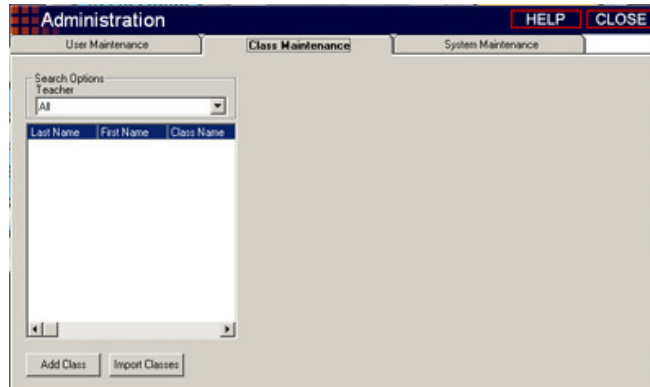
- Log in as **System Admin**.
- Open the **Admin Module** on the main menu. (Fig. 1, Arrow 1)
- Click on **User Maintenance**.
- Click on **Add User**.
- Enter all details on the form.
- Choose the student's grade.
- Select **Student** from user type.
- Click on **Submit**.

### Adding a teacher

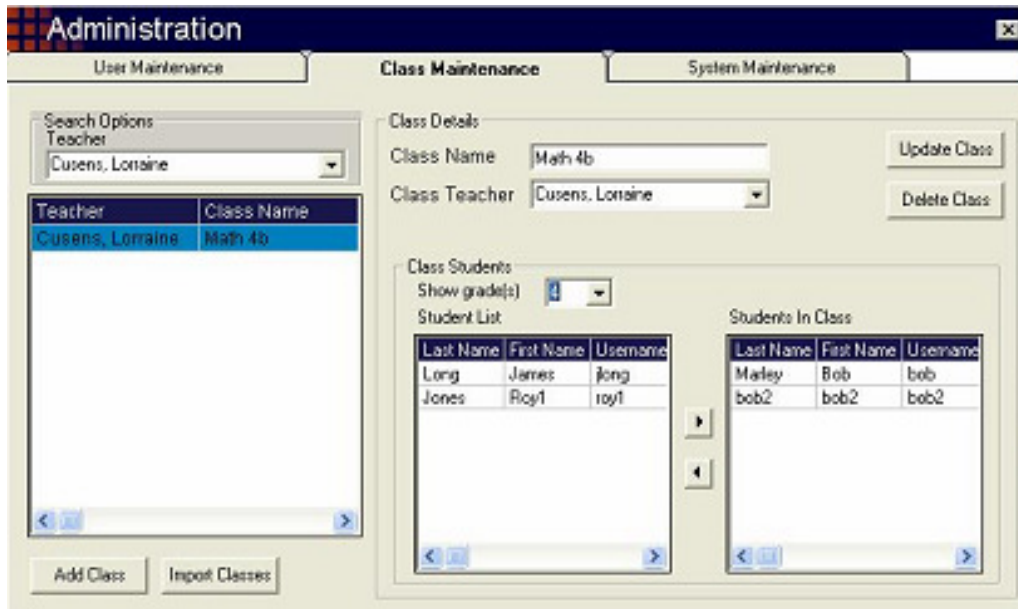
- Log in as **System Admin**.
- Open the **Admin Module** on the main menu. (page 5, Fig. 1, Arrow 1)
- Click on **User Maintenance**.
- Click on **Add User**.
- Enter all details on the form.
- Select **Teacher** from user type.
- Click on **Submit**.

### Adding a class

- Log in as **System Admin**.
- Open the **Admin Module** on the main menu. (page 5, Fig. 1, Arrow 1)
- Click on **Class Maintenance**.



- Click on **Add Class**.
- Enter a class name.
- Choose the teacher.
- Click on **Submit**.
- Now you can choose the students to add to your class:



- Students can be added by double-clicking on their names.

- Students can also be added using the arrow button pointing from the **Student List** to the **Students in Class**.
- You can add several students simultaneously by selecting them and using the arrow button.

### **Making a backup of the database**

- Making regular backups is very important.
- Log in as **System Admin**.
- Open the **Admin Module** on the main menu. (*page 5, Fig. 1, Arrow 1*)
- In the **System Maintenance** section, go to **Create a Backup** then click on **Browse** to select where to save the backup database.
- Click on **Backup**.

## **STANDARD AND ADVANCED MENU**

There are two modes you can go into while using the mathematics program, **Standard Mode** or **Advanced Mode**. The program runs in **Standard Mode** by default. Each mode changes the menu, showing either more or fewer buttons. Eduss recommends that new users start with the **Standard Mode** as the **Advanced Mode** is mainly intended for the school environment.

To change modes, click on either **Standard Menu** or **Advanced Mode** on the main menu.

## **Automated Module (Assessment)**

Essential for all students.

Students can and should complete their assessment in multiple sittings.

The **Automated Module**:

- Automatically determines where students missed crucial concepts.
- Intelligently selects assessment exercises to identify problem areas.
- Activates the Automated Tutor to fill in learning gaps.

### **Adding an assessment**

- Log in as a **student**.
- Click on the **Automated Module** in the main menu.
- Click on **Add Assessment**.
- By default, all of the topics will be selected for you. This will assess your child on all of the topics in the program. Alternatively, you can select your own assessment topics by first clicking on **Deselect All**, and checking the topics or subtopics that you wish your child to be assessed on.
- Give the assessment a title.
- Set the number of questions per exercise.
- Set the pass rate.
- Click on **Test Beyond Level** if you want your child to be tested beyond their current grade level.
- Click on **Submit**.

### **Doing an assessment**

- Log in as a **student**.
- Click on **Automated Module** in the main menu.
- Select the assessment you wish to do.
- Click on **Next Exercise**.
- Follow the prompts until the assessment has been completed.

### **Assessment Tutorial**

- When an assessment is done, the system automatically adds a tutorial based on the student's needs.
- In the **Assessment Tutorial List**, select the assessment tutorial from the list and click on **Next Exercise**. If the list is empty, either no assessments have been done or no additional work is required.

Further information on using the **Automated Module** is available in the **How Eduss Works** Module, which is accessed via Help on the main menu (*page 5, Fig. 1, Arrow 2*) or on the **Advanced Menu**.

## **Targeted Learning Module**

The **Targeted Learning Module** is only visible on the **Advanced Menu** (see the **Standard and Advanced Menu** section for more information.)

### **Adding a tutorial**

- Log in as a **student**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information).
- Click on **Targeted Learning** in the main menu.
- Click on **Add Tutorial**.
- Define the target range at the bottom. For example, if you want a Grade 1 student to work on exercises done in Grade 1 through Grade 4, put **1** in the first **Target Range** box, then put a **4** in the second **Target Range** box.
- Select the topics or subtopics to be included in the tutorial.
- Give the tutorial a title.
- Set the number of questions per exercise.
- Set the pass rate.
- Click on **Submit**.

### **Doing a tutorial**

- Log in as a **student**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information).
- Click on **Targeted Learning** in the main menu.
- Select the tutorial from the tutorial list.
- Click on **Next Exercise**.
- Follow the prompts until the tutorial is complete.

Further information on using the **Targeted Learning Module** is available in the **How Eduss Works Module**.

## **Practice Exercises Module**

### **Running practice exercises**

- Log in as a **teacher**, **student** or **System Admin**.
- Open the **Practice Exercises Module** from the main menu.
- Set the number of questions per exercise.
- Select the topic and subtopic of the exercise subject.
- Select the appropriate exercise to run.

Further information on using the **Practice Exercises Module** is available in the How Eduss Works Module, which is accessed via Help on the main menu (*page 5, Fig. 1, Arrow 2*) or on the **Advanced Menu**.

## **Homework Module**

### **Setting homework**

This module is intended mainly for school use.

If you want to use this module, you need to first register yourself as a teacher and add your child to “your class” (see pages 5-6).

- Log in as a **teacher**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information.)
- Click on the **Homework Module** in the main menu.
- Click on the **Set Homework** tab at the top of the **Homework Module**.
- Click on the **Set Homework** button on the lower left of the **Homework Module**.
- Enter the homework title.
- Select the class.
- Set the due date by clicking on the calendar icon to the right of the due date.
- Set the number of questions per exercise.
- Click on **Add Exercises**.
- Select the exercises you wish to set for homework. To deselect an exercise, click on it again.
- Click on **Submit Homework Details**.

### **Updating homework**

- Log in as a **teacher**.
- Switch to the **Advanced Menu**. (See the **Standard and Advanced Menu** section on page 7 for more information.)
- Click on the **Homework Module** in the main menu.
- Click on the **Set Homework** tab at the top.
- Select the homework you to be updated.
- Click on the **Add/Edit Exercises** button and/or edit the homework details.
- Click on **Update Homework**.

### **Doing homework**

- Log in as a **student**.

- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information.)
- Click on the **Homework Module** in the main menu.
- Select the homework to be done.
- Click on the exercise to be done.
- Follow the prompts until the homework is complete.

Further information on using the **Homework Module** is available in the How Eduss Works Module, which is accessed via Help on the main menu (*page 5, Fig. 1, Arrow 2*) or on the **Advanced Menu**.

## Testing Module

### Setting a test

This module is intended mainly for school use.

If you want to use this module you need to first register yourself as a teacher and add your child to “your class” (see pages 5-6).

- Log in as a **teacher**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information.)
- Click on the **Testing Module** in the main menu.
- Click on the **Set Test** tab.
- Click on the **Set Test** button.
- Enter the test title.
- Select the class.
- Set the due date by clicking on the calendar icon to the right of the due date.
- Set the number of questions per exercise.
- Click on **Add Exercises**.
- Select the exercises you wish to set for the test.
- Click on **Submit Test Details**.

### Updating a test

- Log in as a **teacher**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information.)
- Open the **Testing Module** from the main menu.
- Click on the **Set Test** tab at the top of the **Test Module**.
- Select the test to be updated.
- Click on the **Add/Edit Exercises** button or edit the test details.
- Click on **Update Test**.

### Doing a test

- Log in as a **student**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information.)
- Open the **Testing Module** from the main menu.
- Select the test to be done.
- Select the test exercise to be done.
- Follow the prompts until the test is complete.

Further information on using the **Testing Module** is available in the **How Eduss Works Module**, which is accessed via Help on the main menu (*page 5, Fig. 1, Arrow 2*) or on the **Advanced Menu**.

## **Outcomes/Standards Module**

### **Setting a outcome/standards test**

This module is intended mainly for school use.

If you want to use this module, you need to first register yourself as a teacher and add your child to 'your class' (see pages 5-6).

- Log in as a **teacher**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information.)
- Click on the **Outcomes Module** in the main menu.
- Click on **Add Standards Test**.
- Select the area you wish to do outcomes for.
- Select the exercises you wish to set for the test.
- Select a class.
- Give the test a title.
- Set the number of questions per exercise.
- Click on **Submit**.

### **Doing a outcome/standards test**

- Log in as a **student**.
- Switch to the **Advanced Menu** (see the **Standard and Advanced Menu** section on page 7 for more information.)
- Click on the **Outcomes Module** in the main menu.
- Click on the standards test to be done.
- Click on **Next Exercise**.
- Follow the prompts until the test is complete.

Further information on using the **Outcomes/Standards Module** is available in the **How Eduss Works Module**, which is accessed via Help on the main menu (*page 5, Fig. 1, Arrow 2*) or on the **Advanced Menu**.

## **Let Me Teach You Module**

The **Let Me Teach You Module** is an audio-visual teaching module for all topics in the program.

It can be accessed from two locations:

- From the **Let Me Teach You** button on the main menu.

When the **Let Me Teach You Module** is opened from the main menu, a screen appears listing all the teaching topics and subtopics. You can access any topic or subtopic by clicking on it. The system will now step-by-step teach the selected concept.

- From each practice exercise.

In each practice exercise, the student can click on the **Teach Me** button, which loads the teaching files relevant to that specific concept.

## Reports Module

### Viewing activity reports

- Log in as a **student**.
- Click on the **Reports Module** in the main menu.
- Complete Step 1 by selecting a student.
- Select **Activity Report** in Step 2.

### Viewing assessment reports

- Log in as a **student**.
- Click on the **Reports Module** in the main menu.
- Complete Step 1 by selecting a student.
- Select **Assessment Report** in Step 2.
- Select the assessment from the list on the right.

### Viewing assessment tutorial reports

- Log in as a **student**.
- Click on the **Reports Module** in the main menu.
- Complete Step 1 by selecting a student.
- Select **Assessment Tutorial Report** in Step 2.
- Select the tutorial from the list on the right.

### Viewing homework reports

- Log in as a **student**.
- Click on the **Reports Module** in the main menu.
- Complete Step 1 by selecting a student.
- Select **Homework Report** in Step 2.
- Select the homework from the list on the right.

### Viewing test reports

- Log in as a **student**.
- Click on the **Reports Module** in the main menu.
- Complete Step 1 by selecting a student.
- Select **Test Module Report** in step 2.
- Select the test from the list on the right.

### Viewing outcomes reports

- Log in as a **teacher**.
- Click on the **Reports Module** in the main menu.
- Click on the **Outcomes Reports** tab.
- Step 1 – Select a teacher.
- Step 2 – Select a class.
- Step 3 – Select a student.

- Define the outcomes/standards ranges.
- Select the outcomes from the list on the right.

Further information on using the **Reports Module** is available in the **How Eduss Works Module**, which is accessed via Help on the main menu (*page 5, Fig. 1, Arrow 2*) or on the **Advanced Menu**.