

EdAlive®



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About the Help Document

This help document explains the main features of Upfront, and how you can make the most of them in your classroom. The *Help* menu on the [file toolbar](#) allows you to view this help document from almost anywhere in the program.



You can also use the *Help* menu to access a video tutorial, [curriculum correlation documents](#), version and copyright information, and credits.

This help document is arranged sequentially, but you can easily jump from one section to another by clicking the links, shown by [blue and underlined text](#). The section called [Using Upfront in the Classroom](#) demonstrates some of the ways you can use Upfront in the classroom, and is a great way to get up-and-running with Upfront.

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Introduction

What is Upfront?

Upfront is an expandable teaching resource consisting of high-quality, teacher-created educational questions. Upfront has been specifically designed for group teaching and learning situations, for use alongside modern presentation technology such as interactive whiteboards, touch screens, digital projectors and laser pointers.

The educational content in Upfront is based on that of the [BRAINtastic!](#) series of products. There are three Upfront product sets – *Reading Success*, *Word Skills* and *Maths Skills* – together covering both literacy and numeracy. Each product set is divided into *content modules* which target particular age groups. The educational content in each content module is made up of a huge variety of teacher-created questions, which are further organised into *categories* and *levels*: categories group questions according to subject area, while levels order questions according to difficulty.

Upfront is an expandable teaching resource. When you purchase a new content module, it is added to your installation. Much like the bricks used to build a house, each content module provides a solid foundation of content that reinforces the quality of your teaching. The three product sets (*Reading Success*, *Word Skills* and *Maths Skills*) include more than 16,000 questions. See [Appendix B – Expansion](#) or visit [the EdAlive website](#) for more information on expanding Upfront.

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How does Upfront work?

Each Upfront content module contains a multitude of high-quality educational questions, from which you create *question lists*. A question list is an ordered collection of questions that you create from the content modules installed on your computer. Upfront works by displaying the questions in your question list according to your selected [play settings](#). In many ways, Upfront is similar to a slideshow presentation, but with interactive and educationally-sound questions rather than simple, static slides.

Because it provides different ways of delivering educational content, Upfront is powerful and flexible in how it can be used within the classroom. For example, you could use a presentation to introduce a new topic, to revise a previous topic, to strengthen your teaching with concrete examples, or to assess your students' understanding. You could even have your students give their own presentations in peer-teaching situations. With Upfront, you select content appropriate for *your* class and *your* teaching methods. The [Using Upfront in the Classroom](#) section provides example lessons that highlight some of the ways you can use Upfront in the classroom

Upfront also allows you to create [customised worksheets](#) based on your question lists, so that students can work individually as well as part of a group. The use of worksheets is also applicable in a variety of situations (such as for homework, testing or revision), with the added benefits of having tight integration with your presentations and being tailor-made for the students in your class.

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What are the questions like?

While there is a huge variety in question types, all the content uses well-known computer conventions, similar to the award-winning [BRAiNtastic!](#) series of products. These conventions include point-and-click, drag-and-drop and text input, making an intuitive and user-friendly tool for you as a teacher, and for your students.

Each question has two screens: a *question screen*, which allows you to interact with and answer the question; and an *answer screen*, which displays the correct answer if your attempt was incorrect. Where appropriate, answer screens may also illustrate the process needed to arrive at the correct answer. Most of the content in the *Reading Success* product set (including answer screens) has sound-support, making a more supportive and interactive collection of questions.

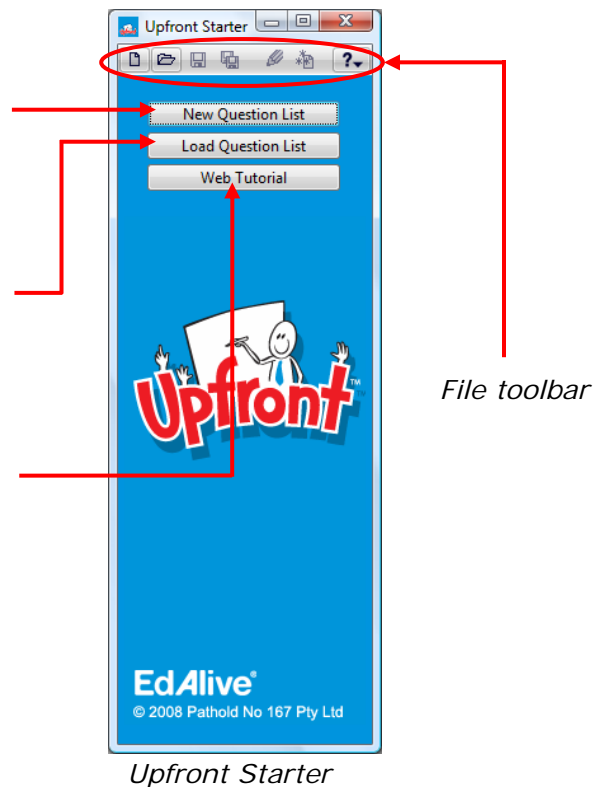
All Upfront content modules have been [curriculum-correlated](#), so that they fit in with your class or school program. Curriculum correlation documents can be accessed through the *Help* menu, and are available on [the EdAlive website](#).

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The Upfront Starter

When Upfront is first launched, you are presented with the *Upfront Starter*. The Upfront Starter provides quick access to some common tasks.

- Click the “New Question List” button to create a new question list (you can also click the *New Question List* button on the [file toolbar](#)). See [Creating a New Question List](#) for more information.
- Click the “Load Question List” button to load an existing question list (you can also click the *Load Question List* button on the [file toolbar](#)). See [Loading an Existing Question List](#) for more information.
- Click the “Web Tutorial” button to watch a video tutorial that illustrates how to use Upfront.

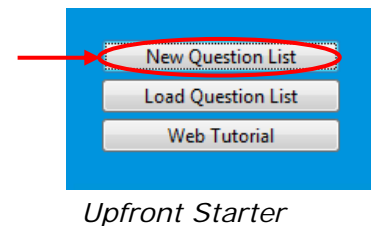


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Creating a New Question List

You can create a new question list from either the [Upfront Starter](#) or the [Upfront Player](#). The *Upfront Starter* provides quick access to some common tasks, and is the first window to be presented after Upfront is first launched. The *Upfront Player* displays the questions in a question list, and allows you to play through your question list and create student worksheets.

- To create a new question list from the [Upfront Starter](#), click the “New Question List” button (you can also click the *New Question List* button on the [file toolbar](#)).
- To create a new question list from the [Upfront Player](#), click the *New Question List* button on the [file toolbar](#). A dialog box will appear asking whether you would like to save you current question list.



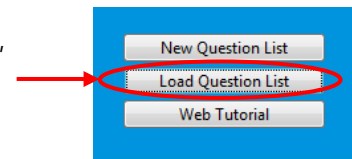
After you have chosen to create a new question list, the [Question List Editor](#) will appear, allowing you to add questions to the list.

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Loading an Existing Question List

You can load an existing question list either from the [Upfront Starter](#), or from the [Upfront Player](#). When you load an existing question list, it will be displayed in the Upfront Player. From here, you can play through your question list using the [play toolbar](#), create student worksheets with the [Worksheets Wizard](#), edit the question list with the [Question List Editor](#), and manage your question lists with the [file toolbar](#).

- To load an existing question list from the [Upfront Starter](#), click the "Load Question List" button, or the *Load Question List* button on the [file toolbar](#).
- To load an existing question list from the [Upfront Player](#), click the *Load Question List* button on the [file toolbar](#). A dialog box will appear asking whether you would like to save you current question list.



Upfront Starter



File toolbar

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The Question List Editor

Overview

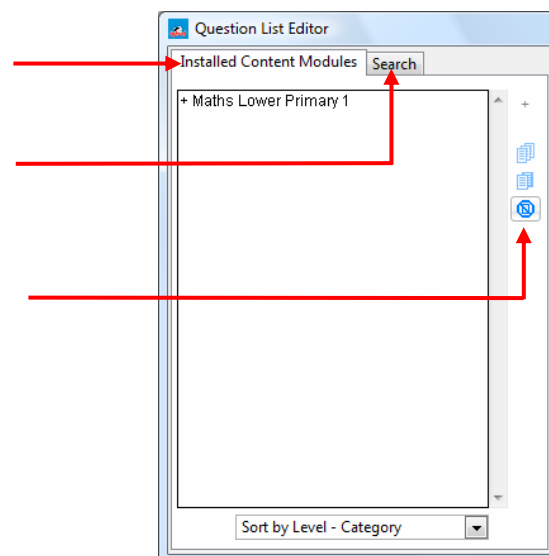
The Question List Editor allows you to add, remove and reorder questions in your question list. The Question List Editor is presented whenever you [create a new question list](#) or edit a question list by clicking the *Question List Editor* button on the [file toolbar](#). The Question List Editor is divided into two sections.

The left section is used to display the content currently installed on your computer and contains two tabs: [the Installed Content Modules tab](#) displays the installed content in a structured view; [the Search tab](#) allows you to search the installed content for particular questions. The toolbar to the right of these tabs allows you to select and add questions to your question list.

Use the *Installed Content Modules* tab to browse through the content installed on your computer.

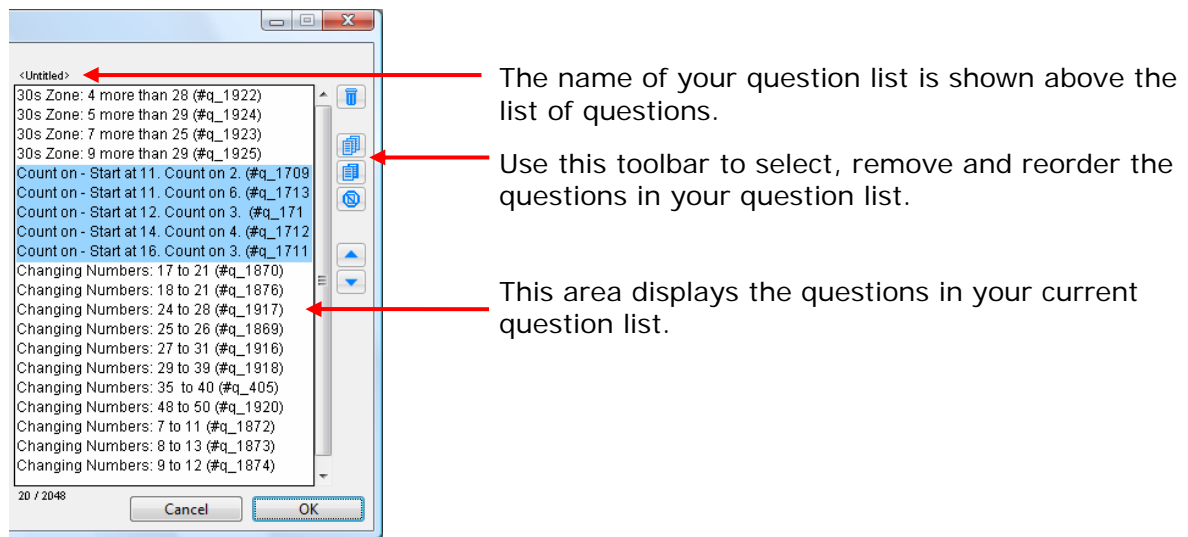
Use the *Search* tab to quickly find specific questions.

Use this toolbar to manage your selection of questions in the *Installed Content Modules* tab and the *Search* tab, and add to the current question list.



Question List Editor

The right section of the Question List Editor displays the questions in your current question list, and allows you to remove and reorder questions.



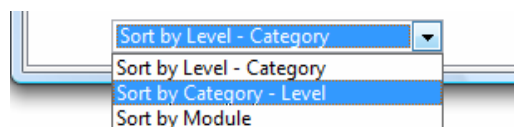
Question List Editor

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The *Installed Content Modules* Tab

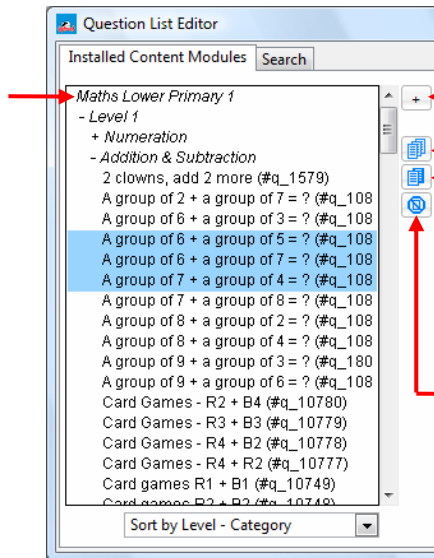
The *Installed Content Modules* tab displays the content currently installed on your computer in a structured view. The sorting functions below this tab allow you to easily find certain *types* of questions by changing the organisation of the content modules.

For example, if you want questions on a range of subjects but only for a particular ability-level, choose the "Sort by Level – Category" sorting option. Alternatively, if you want questions ranging in difficulty, but only for a particular subject area, choose the "Sort by Category – Level" sorting option. You can also remove the category and level groupings and simply have all the questions for each module sorted alphabetically by choosing the "Sort by Module" sorting option.



From the *Installed Content Modules* tab, you can either add individual questions, or entire levels, categories or contents modules. To add individual questions, expand the content tree by double-clicking, then select and add the desired questions. To add an entire level, category or module, first collapse the content tree so that individual questions can no longer be selected, then choose and add the group.

If a content module is fully expanded, the modules, categories and levels will become *italicised*, meaning you cannot add them to your question list. Collapse the tree to re-enable them and add them to your question list.



Click the *Add Question(s)* button to add the selected questions to the question list. You can also drag the selection across.

Click the *Select All* button to select all the available questions.

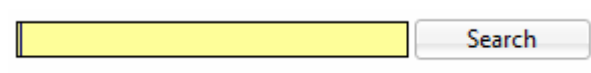
Click the *Invert Selection* button to invert

Click the *Clear Selection* button to de-select all the questions.

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The Search Tab

If you remember the title or code of a particular question but not where it is located, you can easily find it again by running a search. From the search tab, type the phrase or question code in the text box and click the "Search" button.

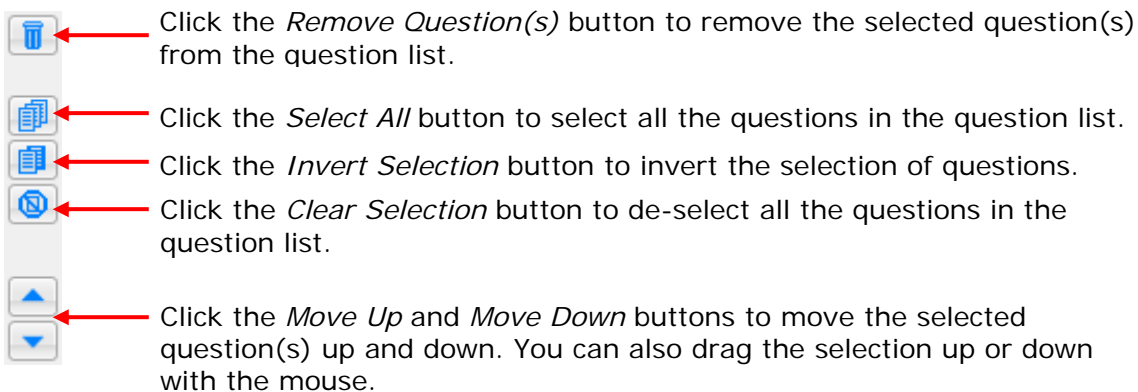


You can add questions from the *Search* tab to the question list pane using the same process as that described under [The Installed Content Modules Tab](#).

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The Current Question List

The right section of the Question List Editor displays the questions in your current question list, and allows you to remove and reorder questions.

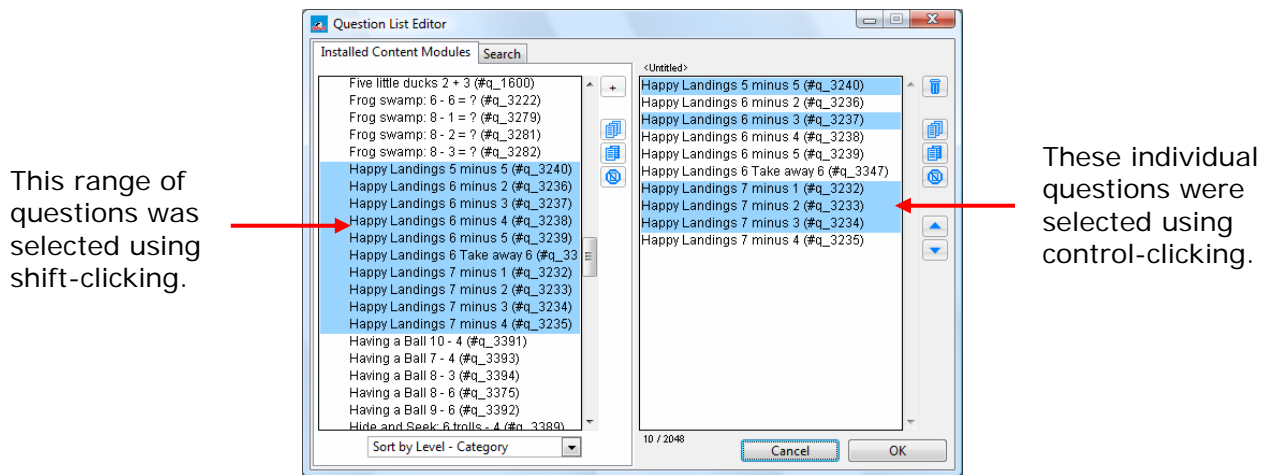


Once you have finished editing your question list, click "OK" to go to the [Upfront Player](#). From the Upfront Player, you can save your question list using the [file toolbar](#), play through your question list using the [play toolbar](#), change the [play settings](#), create student worksheets with the [Worksheets Wizard](#), and add notes to your question list.

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Managing Your Selection

Many of the Upfront windows allow you to select multiple questions at a time. With both sections of the Question List Editor, you can select a *range* of questions by clicking the first question in the range, holding the shift key, then clicking the last question in the range. You can select multiple questions *not* in a range by holding down the control key when clicking each question.

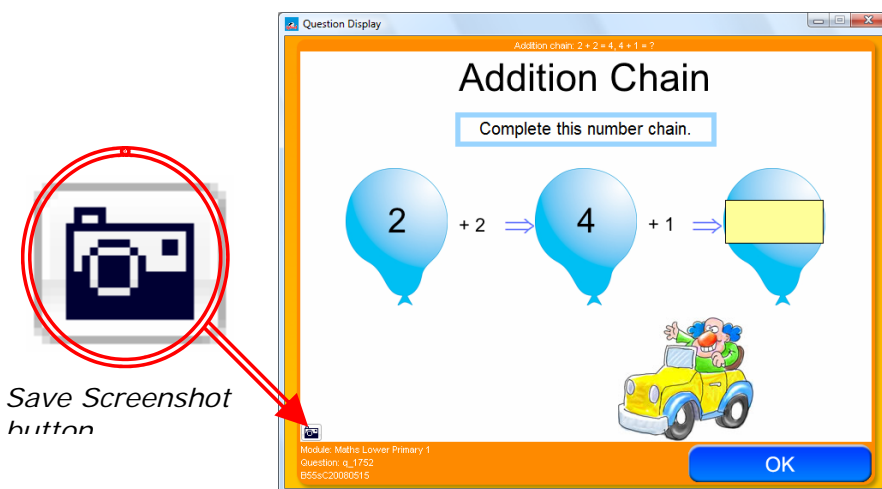


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Previewing Questions

To make sure a particular question is right for your presentation, you can preview it by double-clicking. Questions can be previewed from anywhere in the Question List Editor.

The *Save Screenshot* button towards the bottom left corner of the question preview enables you to save a screenshot of either the question screen or the answer screen. To save a screenshot of the question screen, click the *Save Screenshot* button after the preview first appears. To save a screenshot of the answer screen, answer the question incorrectly and click the *Save Screenshot* button when the answer screen appears.



Question Preview

You can also save screenshots when questions are being played with the [Upfront Player](#).

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The Upfront Player

When a question list has been created or loaded, it is displayed in a window called the *Upfront Player*. From the Upfront Player, you can save your question list using the [file toolbar](#), play through your question list using the [play toolbar](#), change the way the question list plays with [play settings](#), create student worksheets with the [Worksheets Wizard](#), and add notes to your question list.

The File Toolbar

The *file toolbar* allows you to create, load, save and edit question lists. It also allows you to access helpful information from almost anywhere in the program. This includes the help document, a video tutorial, curriculum-correlation documents, version information, copyright and credits.

Click the *New Question List* button to create a new question list.

Click the *Load Question List* button to load an existing question list.



Click the *Worksheets Wizard* button to create a worksheet based on your question list.

Click the *Save Question List* button to save the current question list.

Click the *Question List Editor* button to edit the question list.

Click the *Save Question List As...* button to save the current question list under a different filename.

The file toolbar is also visible from the [Upfront Starter](#), but the *Save Question List*, *Save Question List As...*, *Question List Editor* and *Worksheets Wizard* buttons are disabled, because a question list has not been loaded.

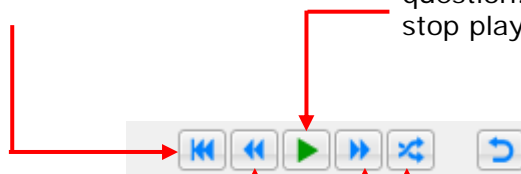
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The Play Toolbar

The *play toolbar* is used to play through a list of questions. The way in which the question list is played can be changed with the [play settings](#).

Click the *Restart List* button to jump to the beginning of the list.

Click the *Play/Stop* button to play the question list, starting from the currently selected question. Click the *Play/Stop* button again to stop playing through the list of questions.



Click the *Play Previous* button to play the previous question.

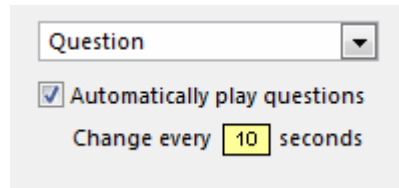
Click the *Random* button to randomise the order of your question list. The *Random* button works as a toggle, meaning that clicking it again will reset the order of your question list.

Click the *Play Next* button to play the next question.

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Play Settings

When playing through a question list, you can either display questions only, answers only, or both questions and answers. Ticking the “Automatically play questions” checkbox makes each question and/or answer display for a set number of seconds. You can change the length of time for each question/answer to be displayed by entering a new number in the text box.

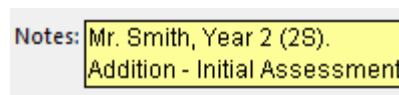


You can change the play settings to best suit the structure of your lessons. For example, you can test your students by automatically playing questions only, and then have your students mark their work automatically playing answers only. This frees you to spend your time more effectively.

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Question List Notes

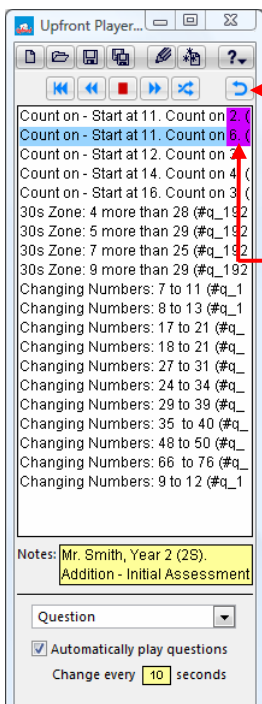
You can store information with you question lists by entering details in the *Notes* field. For example, you may want to record the group/class of a question list, and any lesson material that may be required.



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Viewed Status

You can keep track of which questions have been played with the viewed status. Questions that you have already played have a purple square at the side. When you save your question list, the viewed status of each question is also saved, so that if you don't complete the list in a single lesson, you can return to where you last left off.



Click the *Reset Viewed Status* button to reset the viewed status of your questions.

In this question list, only the first two questions have been viewed.

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The Worksheets Wizard

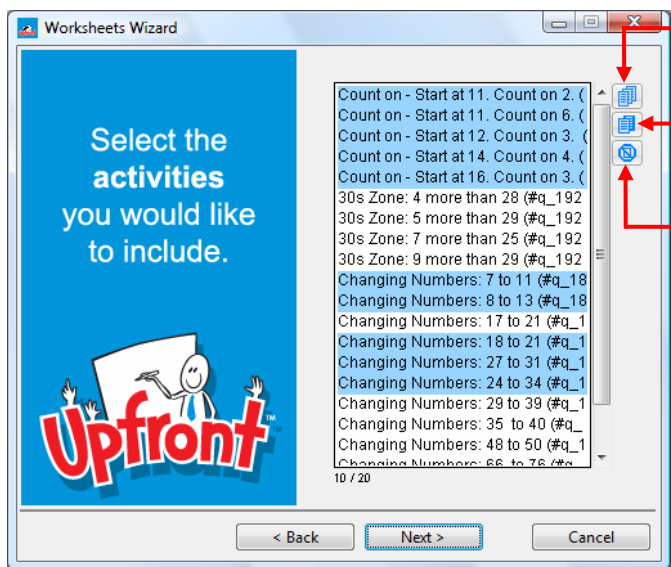
You can use Upfront to create customised worksheets based on your question lists. You can use these worksheets for a variety of situations, such as for homework, testing and revision. The Worksheets Wizard lets you tailor worksheets to address individual learning needs and closely integrates Upfront presentations.

To create a worksheet from the Upfront Player, click the Worksheets Wizard button on the play toolbar. You can customise the content and appearance of your worksheets by following the on-screen prompts.



File toolbar

Using the toolbar, select the questions you would like included on the worksheet. You can use the selection methods described in [Managing Your Selection](#).



Click the *Select All* button to select all the questions in the question list.

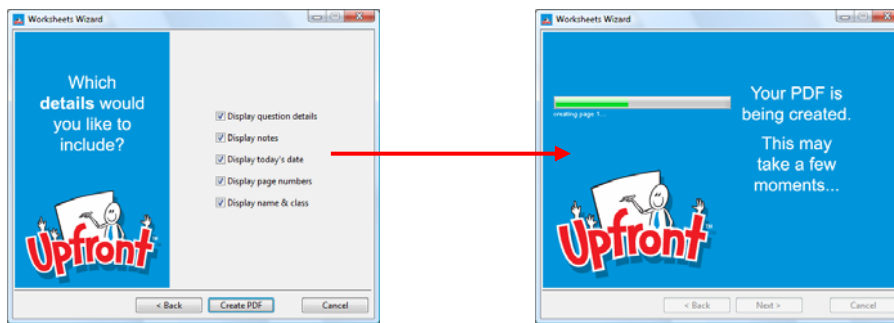
Click the *Invert Selection* button to invert the selection of questions.

Click the *Clear Selection* button to de-select all the questions in the question list.

Choose whether to display question screens or answer screens, the number of screens you would like per page, and the paper format.



Choose the details you would to display on the page. Checking the *Display question details* option will include the module, title and identification number of each question. Checking the *Display notes* option will include the notes for your question list. Checking the *Display name & class* option will include an area for your students to write their name and class on the worksheet.



After you choose a filename and location for your worksheet PDF, you will be given the option of opening your PDF. From here you can print and duplicate your PDF using your PDF viewing application.



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Using Upfront in the Classroom

Introduction

This section of the help document provides example lessons that highlight some of the ways you can use Upfront in the classroom. Upfront is a versatile educational program, and the number of ways that you can use it in the classroom is limited only by your creativity as a teacher. The example lessons below are designed to give you a solid grounding in making Upfront work for you.

If you are unfamiliar with Upfront, you will gain the most out from example lessons by following them in order. The example lessons use questions from the *Maths Lower Primary 1* content module. In order to follow the example lessons exactly, you will need the *Maths Lower Primary 1* content module installed with your copy of Upfront. You can, however, substitute the questions for those more appropriate to your class, according to the content modules installed with your copy of Upfront.

Upfront is a powerful and a user-friendly teaching resource, which means that you should become competent and comfortable using it in no time. However, if you are unsure about using a particular feature, you can always refer to the rest of the help document by clicking the links, shown by [blue and underlined text](#).

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Overview of the Example Lessons

There are four example lessons below. These lessons are designed for lower primary students, and can be seen as a miniature unit of work. While Upfront contains a huge variety of quality educational questions (there are over 16,000 questions for the entire series – *Maths Skills*, *Word Skills* and *Reading Success*), the following lessons focus on addition using the “split” strategy.

The “split” strategy of addition involves splitting an addend into two parts in order to make the addition easier. For example, consider $17 + 5$. If we know that $17 + 3 = 20$, we can split 5 into $3 + 2$. This means that $17 + 5$ can be seen as $17 + 3 + 2$, or $20 + 2$.

Each lesson contains three sections: the *overview* section outlines the purpose and content of the lesson; the *preparation* section demonstrates how to prepare for the lesson by using Upfront to create question lists and worksheets; the *delivery* section explains the steps involved in presenting the lesson to the class.

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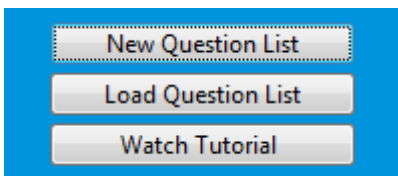
Example Lesson 1

Overview

Example Lesson 1 uses Upfront to make an initial assessment of students' ability levels. The results of this assessment can be used as a guide for future teaching, or as a reference point for reporting and measuring student progress.

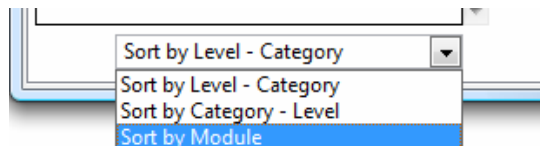
The initial assessment is made by presenting 20 addition questions. The students write their answers on a spare sheet of paper or in their workbook, and mark their work when complete.

Preparation

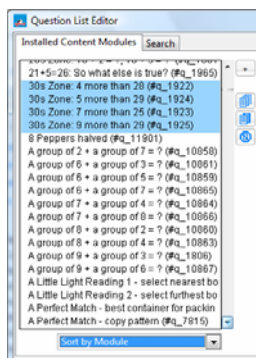


Run Upfront and [create a new question list](#) by clicking the “New Question List” button from the [Upfront Starter](#).

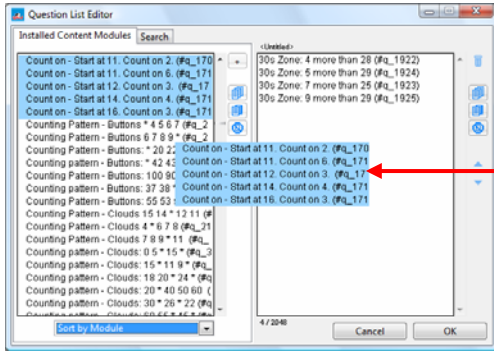
The [Question List Editor](#) should appear with an empty question list. As the initial assessment is used to assess student ability, we want to add questions with a variety of difficulty levels. Choose the “Sort by Module” [sorting option](#) to group all the questions for each module together in alphabetical order.



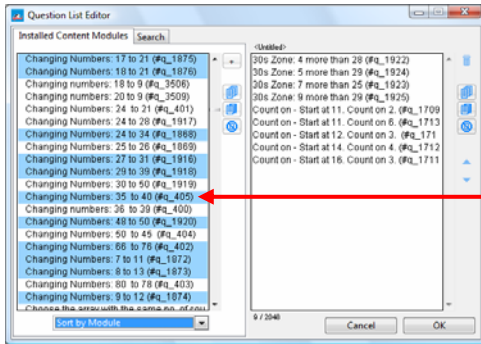
We have selected 20 questions of easy, medium and hard difficulty, but you may choose questions more appropriate for your class. Previewing a question to make sure it is appropriate by double-clicking it.



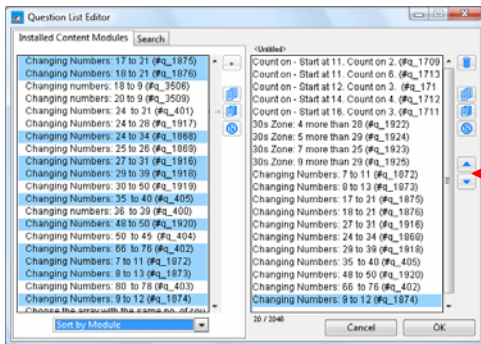
For the harder questions, we have chosen the “30s Zone” series. Scroll down to these four questions, select them using [range selection](#), and [add them](#) to your question list by clicking the *Add Question(s)* button.



For the easier questions, we have chosen the “Count on” series. Scroll down to these five questions, select them using [range selection](#) and drag them to your list of questions.

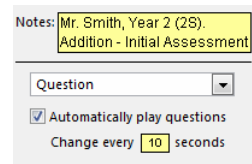


For the medium difficulty questions, we have chosen the “Changing Numbers” series. Scroll back up to these questions. You will notice that some of these questions focus on subtraction rather than addition. Using [individual question selection](#), select and add 11 addition questions most appropriate for you class.



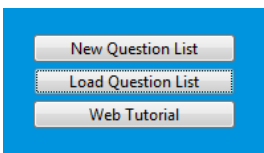
[Reorder](#) the question list so that it progresses from easy to hard. Under the filename for our question list (currently “Untitled”) reorder the question list by selecting the questions and clicking the *Move Up* and *Move Down* buttons.

Close the Question List Editor by clicking “OK”. When the [Upfront Player](#) is displayed, you can fill in the [Notes](#) field to record some basic information about your question list. Change the [play settings](#) by selecting “Questions” in the drop-down list, ticking the *Automatically play questions* and changing the length of time for each question to 10 seconds.

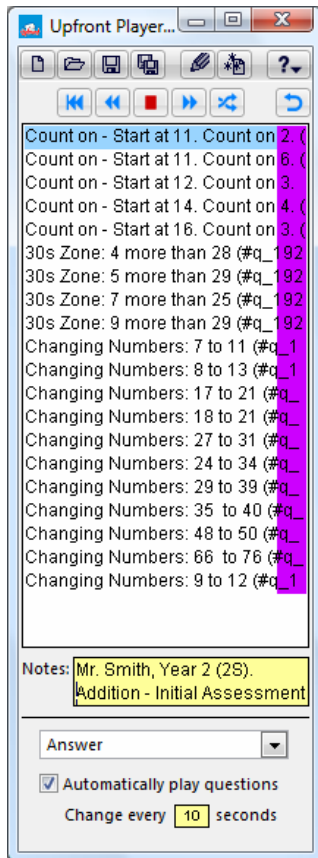


Save your question list. We have chosen to save the question list as “Example Lesson 1.ufq”.

Delivery



After you have set up your computer and presentation equipment, run Upfront and [load the question list](#) by clicking the “Load Question List” button on the [Upfront Starter](#).



When your students are ready, select the first question in the list and click the *Play/Stop* button on the [play toolbar](#). Have your students write down their answers as each question is displayed.

After the initial assessment has been completed, your students will need their answers marked. Change the play settings by selecting “Answers” in the drop-down list and go back to the first question in the list by clicking the *Restart List* button on the play toolbar. Re-play the question list and have your students mark their work as the answer screens are displayed.

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Example Lesson 2

Overview

Example Lesson 2 uses Upfront to introduce addition with the “split” strategy, making use of specific examples. In this lesson, students can interact with the questions.

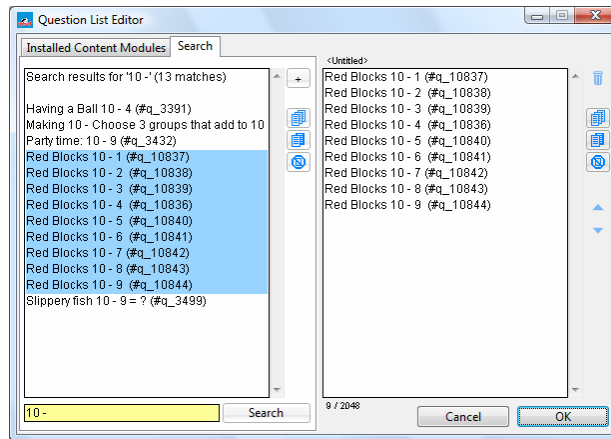
Because the “split” strategy of addition is easier when using numbers that add up to a multiple of 10, the first part of this lesson is going to revise subtractions from 10. The second part of this lesson will explicitly focus on using the “split”.

Preparation

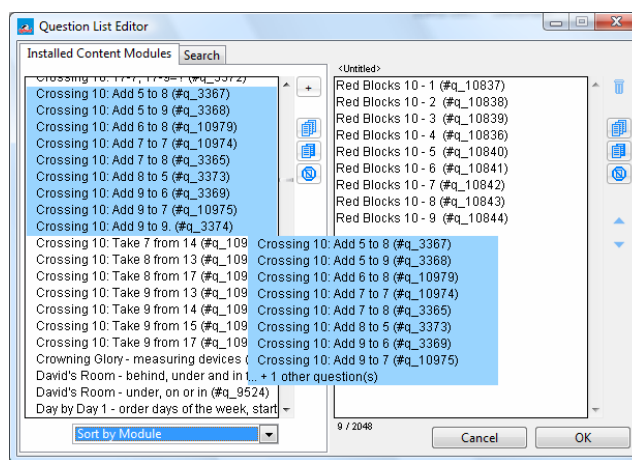
Run Upfront and [create a new question list](#) by clicking the *New Question List* button on the [file toolbar](#).



Because the first part of our lesson revises numbers that add up to 10, we are going to search for questions based on this criterion. On [the Search tab](#) of the Question List Editor, type “10 –” and click the “Search” button. Add the questions most appropriate for your class. We have added 9 of the “Red Blocks” series of questions.



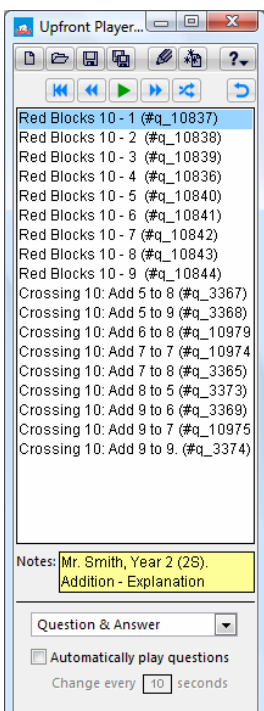
For the second part of this lesson, use the *Installed Content Modules* tab or the *Search* tab to add additional questions that cross a multiple of 10. We have added 9 of the “Crossing 10” series of questions.



Close the Question List Editor by clicking “OK”. Change the [play settings](#) by selecting “Questions and Answers” in the drop-down list, and make sure the *Automatically play questions* option is unchecked.

Save your question list. We have chosen to save the question list as “Example Lesson 2.ufq”.

Delivery



After you have set up your computer and presentation equipment, run Upfront and [load the question list](#) by clicking the *Load Question List* button on the [file toolbar](#). Select the first question in your question list and click the *Play/Stop* button on the [play toolbar](#). Choose students to answer the first set of questions. Your students will be interacting with the questions via the presentation technology that you are using. This technology could include, for example, an on-screen keyboard or a laser pointer.

After the first series of questions has been completed, stop playing the question list by clicking the *Play/Stop* button on the play toolbar. Explain how the “split” strategy of addition works.

Continue playing the list beginning at the second set of questions. Choose different students to answer these questions. If a student answers correctly, the next question will be displayed. If they answer incorrectly after two attempts, the answer screen will be displayed showing the correct answer.

If you would like to revise a previous question or skip to a different question, click the *Play Previous* or *Play Next* buttons on the [play toolbar](#).

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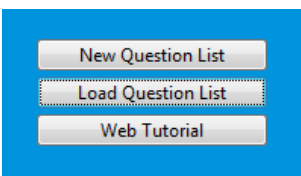
Example Lesson 3

Overview

Example Lesson 3 uses Upfront to extend students' understanding of addition using the "split" strategy. Students are also given a homework sheet, generated with the [Worksheets Wizard](#).

The question list used in this lesson contains similar questions to that of Example Lesson 2.

Preparation

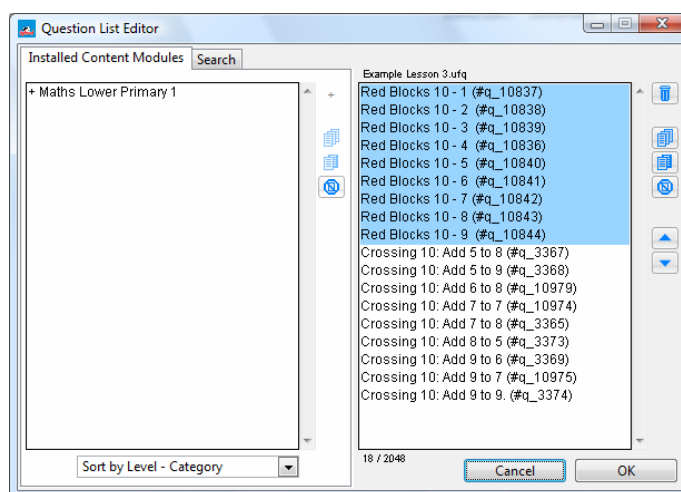


Run Upfront and [load the question list](#) from Example Lesson 2 by clicking the "Load Question List" button on the [Upfront Starter](#).

After the question list has been loaded, save the list under a new filename by clicking the *Save Question List As...* button on the [file toolbar](#). We have chosen to save the question list as "Example Lesson 3.ufq".

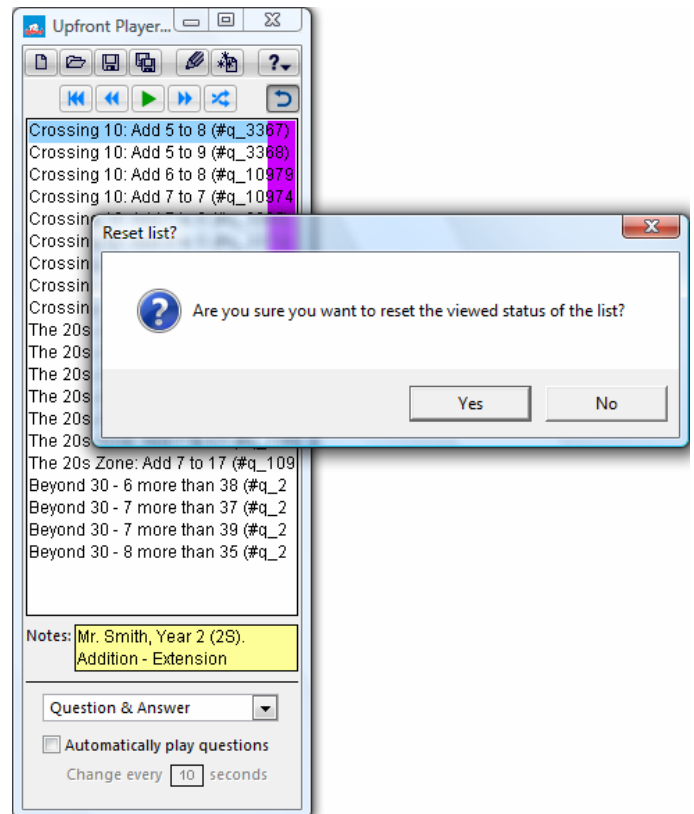


In this lesson we are only going to revise the second set of questions from Example Lesson 2 (questions from the "Crossing 10" series) and not the questions that subtract from 10 (questions from the "Red Blocks" series). Open the [Question List Editor](#) by clicking *Question List Editor* button on the [file toolbar](#). Under your current question list, [select](#) the questions involving subtraction from 10 and [remove them](#) by clicking the *Remove Question(s)* button.



Add addition questions that will extend your students' understanding of the "split" strategy. We have chosen some of the questions from the "Beyond 30" series and "The 20s Zone" series. The "Beyond 30s" series of questions do not explicitly ask students to split one of the addends, so more scaffolding may be required with these questions. Confirm the changes to your question list by clicking "OK". When your question list is displayed in the Upfront Player, reset the viewed status.

Change the [play settings](#) by selecting "Questions and Answers" from the drop-down list, and make sure the *Automatically play questions* option is unchecked. Click the *Save* button on the [file toolbar](#) to make sure the changes to your question list are saved.



[Create a worksheet](#) by clicking the *Worksheets Wizard* button on the [file toolbar](#). Follow the on-screen prompts, making sure that you display question screens rather than answer screens.



Save your worksheet. We have chosen to save our worksheet "Example Lesson 3.pdf". Print and duplicate the worksheet so that there is enough for every student.

Delivery

After you have set up your computer and presentation equipment, run Upfront and [load the question list](#). As we want to extend students' understanding of the "split" strategy, we are going to randomise the list to mix the revision and extension questions together. Click the *Random* button on the [play toolbar](#) to randomise the order of questions, select the first question in the question list and begin playing.

Hand out the worksheet for the student to complete in class or as homework.

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Example Lesson 4

Overview

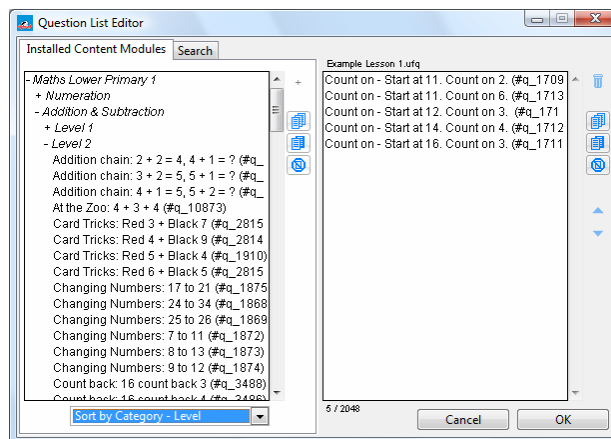
Example Lesson 4 uses Upfront to make a final test of students' understanding of the "split" strategy. It also tests students' ability to apply this strategy to different situations. As in Example Lesson 1,

students write their answers on a spare sheet of paper or in their workbook, and mark their work when complete.

Preparation

Run Upfront and load the question list from Example Lesson 1 by clicking the *Load Question List* button on the [file toolbar](#). After the question list has been loaded, save it under a new filename. We have chosen to save the question list as “Example Lesson 4.ufq”.

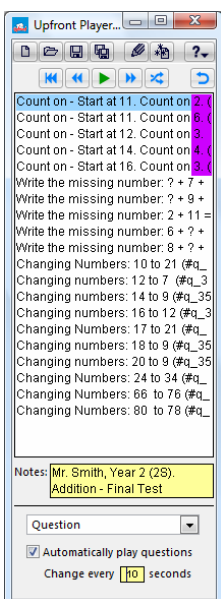
Open the [Question List Editor](#) and remove the “30s Zone” and “Changing Numbers” series of questions. You should be left with 5 questions from the “Count on” series. On the *Installed Content Modules* tab, choose the “Sort by Category – Level” [sorting option](#). Expand *Maths Lower Primary 1 – Addition and Subtraction*, and choose questions from the different levels in which a multiple of ten is crossed by addition.



You may wish to choose more difficult questions. For example, you might choose questions that use two-digit addition, questions involving three or more addends, or questions that cross a multiple of ten using subtraction rather than addition. To illustrate this point, we have chosen questions from the “Write the missing number” series, which involves the addition of three numbers. We have also chosen questions from the “Changing Numbers” series, which involves crossing multiples of ten using subtraction.

Change the [play settings](#) by selecting “Questions” in the drop-down list and make sure that the *Automatically play questions* option is checked. Save the changes to your question list.

Delivery



After you have set up your computer and presentation equipment, run Upfront and [load the question list](#). When your students are ready, select the first question and begin playing the question list. Have your students write down their answers as each question is displayed.

After the final test has been completed, your students will need their answers marked. Change the display settings by selecting “Answers” in the drop-down list and replay the question list from the beginning. Go back to the first question in the list re-play the question list, with your students marking their work as the answer screens are displayed.

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Appendices

Appendix A – Installation

Both Windows and Macintosh versions of Upfront are contained on the CD-ROM. However, because of the way the CD is constructed, you will only see the files for your operating system.

Windows	Mac OS X
<p>1. Insert the Upfront CD into the CD drive of your computer. The installer should run automatically.</p> <p>2. Follow the on-screen prompts to install the software.</p> <p>3. If the installer does not run automatically, navigate to the CD drive where the Upfront CD is located and run the installer.</p> <p>Once the installation process starts, just follow the on-screen prompts to install the program.</p> <p>4. Start Upfront from either the shortcut on the desktop or the shortcut in the Start menu.</p>	<p>1. Insert the Upfront CD into the CD drive of your computer. The CD icon will appear on your desktop.</p> <p>2. Double-click the CD icon to view its contents.</p> <p>3. Run the installer and follow the on-screen prompts to install the software.</p> <p>4. Start Upfront from the Upfront folder (this is usually located in the “<i>Applications</i>” folder of your system hard drive).</p>

Minimum System Requirements

OPERATING SYSTEM	CPU SPEED	RAM
Windows 2000/XP/Vista	500Mhz or faster	256MB (512MB recommended)
Macintosh OSX 10.3/10.4/10.5	500Mhz or faster	256MB (512MB recommended)

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Appendix B – Expansion

The process of expanding Upfront is similar to the process of installing it. Follow the [installation instructions](#) to run the installer. The installer will detect your copy of Upfront, and copy the new content module(s) from the CD-ROM to your hard drive. The new content will be available the next time you run Upfront.

Visit the EdAlive [website](#) to learn about the content modules with which you can expand Upfront.

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