

# LADS PLUS

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Lucid Adult Dyslexia Screening

June 2014

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## LADS PLUS for Networks Software Guide

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**This guide does not cover installation of the software and setting up the LADS Plus database. For these topics please view separate guides**

**See also the *LADS Plus Administrator's Manual***

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<b>Contents</b>	
	<b>Page</b>
<b><u>Introduction</u></b>	3
<i>LADS Plus</i> Software structure	3
The Administration Module	3
The Test Module	3
<b><u>The Administration Module</u></b>	4
<a href="#">Register individuals</a>	4
<a href="#">Import from file</a>	5
<a href="#">Delete individuals</a>	6
<a href="#">Archiving</a>	7
<a href="#">Reports</a>	8
<a href="#">Scores summary</a>	8
<a href="#">Fine tuning</a>	9
<a href="#">Settings</a>	10
<a href="#">Security</a>	11
<a href="#">Testing Progress</a>	13
<b><u>The Tests Module</u></b>	14
<a href="#">LADS Plus Testing (new user self-registers)</a>	14
<a href="#">LADS Plus Testing (user has been pre-registered)</a>	16
<b><u>Appendix</u></b>	18
Importing new users – the file format	18

# Introduction

## LADS Plus Software structure (thin client version)

*LADS Plus for Networks* uses two application executable files – the Administration Module (**LADSP1usAv605.exe**) and the Tests Module (**LADSP1usTv605.exe**).

By default, *LADS Plus for Networks* is installed on the server in the application folder, which is chosen when the software is first installed.

Both executable modules read and write data to an SQL database. In addition digital sound and graphics files, the database installer tool and various manuals are also found in the application folder.

## The Administration Module

This module is mainly used to manage the database (adding or removing names, archiving) and to view the reports of Users who have been tested. It should not be made available to unauthorised personnel, including ordinary Users.

The Administration Module has password protection (the default password is: **lucid**).

## The Tests Module

The “thin client” part of *LADS Plus for Networks*, consists of a small msi file (which should be installed onto each client machine) and a shortcut to the test executable file (**LADSP1usTv605.exe**) which should be found on the server.

For full details of how to deploy the database engine see the *Installation Guide for Microsoft SQL Server 2008 R2 Express* (also known as **GUIDE 1**).

There are two modes of use available from the Tests Module menu:

### 1. Register first and then start LADS Plus test

This is ‘kiosk mode’ where someone can walk in ‘off the street’ and be tested without needing to have their details pre-registered in the *LADS Plus* database by someone else. The person enters his/her name, gender and date of birth and can then do the test immediately. The Administrator can set a flag which will allow all users to print out their LADS Plus report immediately after completion of their test. See [Settings](#) for details.

### 2. Already registered – go to LADS Plus test

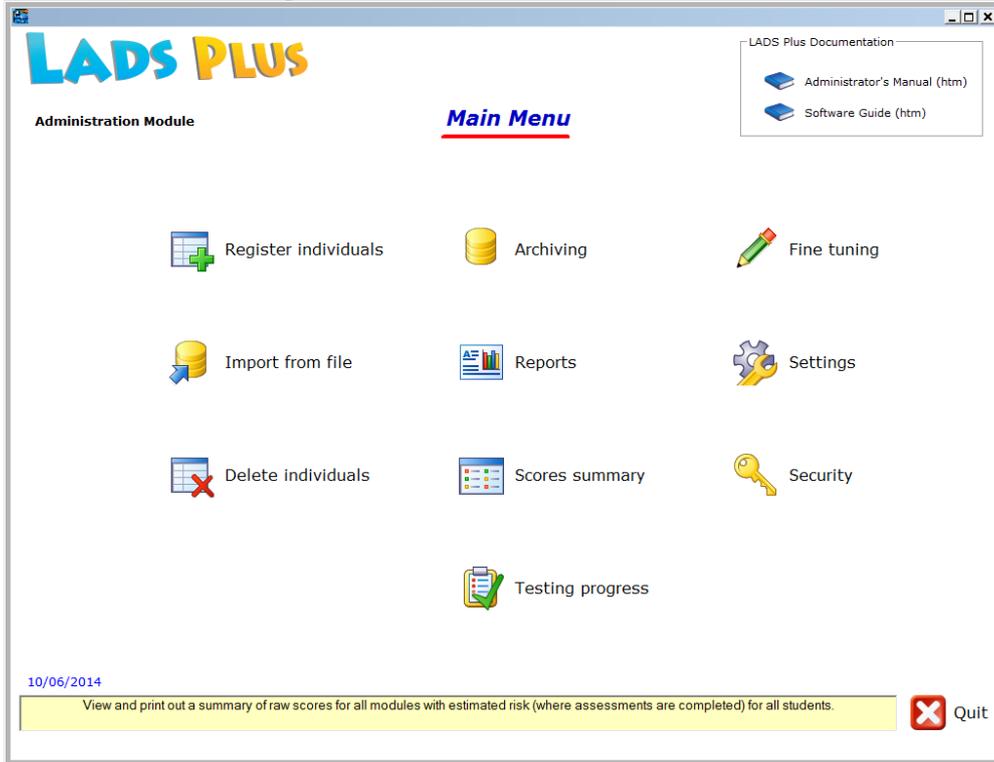
The person’s name and details will have been pre-registered, usually by an administrator (such as a Disability officer, SENCo or teacher). Alternatively, the user may have already registered his/her details previously but didn’t complete the *LADS Plus* test first time round and now wishes to do so. When beginning assessment the user must enter either a password (allocated by the administrator) or their own date of birth. Afterwards he/she is taken to the assessments menu.

In the next section of this guide the two *LADS Plus* modules will be described in detail, starting with the Administration module.

# The Administration Module

There are 10 menu options, which will be described in detail in this section.

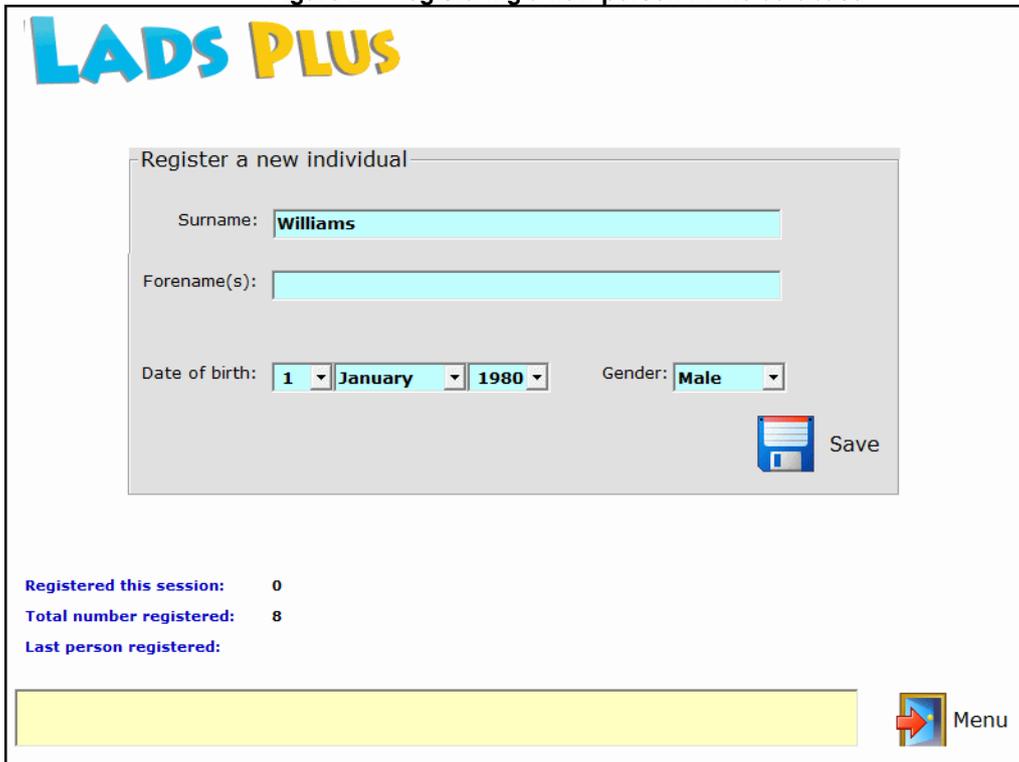
Figure 1 – The Administration Module’s main menu



## Register individuals

This option is used to enter names of individuals into the database (figure 2).

Figure 2 – Registering a new person in the database



## LADS Plus for Networks Software Guide – Version 6.05-N

In figure 2 above the administrator needs to know the new user's full name, date of birth and gender.

When a pre-registered user wishes to take the *LADS Plus* assessments he or she must use the pre-registered mode of use of the *LADS Plus* Test Module and choose his/her surname and enter their date of birth or a password in order to access the Assessment Module.

### Import from file

This option allows the administrator to import the details of multiple users easily.

The file containing the details should be in a special comma-separated format:

**See the appendix at the end of this guide for details of how to structure the import file.**

Figure 3 – importing new users into LADS Plus

	Surname	Forename(s)	Gender	Date of Birth	User ID	Password	Group Name
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
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19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							

To import a cohort of users into *LADS Plus* choose **Preview file** to use the file browser to locate the text file containing the new user details. Upon selecting the file to import the spreadsheet on the import screen will be filled with the details to be imported (see the example in figure 4 which demonstrates the sample import file show in the **Appendix**).

Note in the example that new users are allocated a unique **User ID** which is created automatically by the program when the file is imported. This ID is used by the database engine and can be used by an administrator to uniquely identify each user, even if there are two or more users with the same name. Carefully check the content of the spreadsheet on screen (figure 4) before importing the new users to avoid problems later. Use the **Print out** option to view a hard copy of the details to be imported. If all the fields are correct, click on **Import individuals** to proceed with the import process.

Figure 4 – previewing information about new users to be imported

	Surname	Forename(s)	Gender	Date of Birth	User ID	Password	Group Name
1	Andrews	Sally	F	13/03/80	ANDSAL210UYQ	mypassword	main group
2	Bloggson	Henry	M	15/05/81	BLOHEN802XEZ		mygroup
3	Cheshire	Charles	M	09/01/89	CHECHA001WfV		Universal
4	Drindle	Gill	F	12/12/88	DRIGIL831UMX		Universal
5							

## Delete individuals

On certain occasions you may wish to erase cohorts of past users from the *LADS Plus* database. This can be done quickly and easily on the 'Delete individuals' page. Note that the 'Active/Dormant' facility (introduced with v6.05-N) allows you to list either Active or Dormant students (but not both). Names can be shown alphabetically, or sorted by those tested most recently or the longest time ago.

Figure 5 – Deleting individuals from the database

Surname	Forename	Group/Class	User ID	Test date
Ancient	Andrea	Universal	ANCAND366REA	11/06/2014
Andrews	Sally	main group	ANDSAL548MMO	N/A
Bloggson	Henry	mygroup	BLOHEN660YLL	N/A
Cheshire	Charles	Universal	CHECHA501CMN	N/A
Drindle	Gill	Universal	DRIGIL745WXG	N/A
Empty	Eric	Universal	EMPERI123TIM	N/A
Newera	Nutkin	Universal	NEWNUT765CWW	11/06/2014

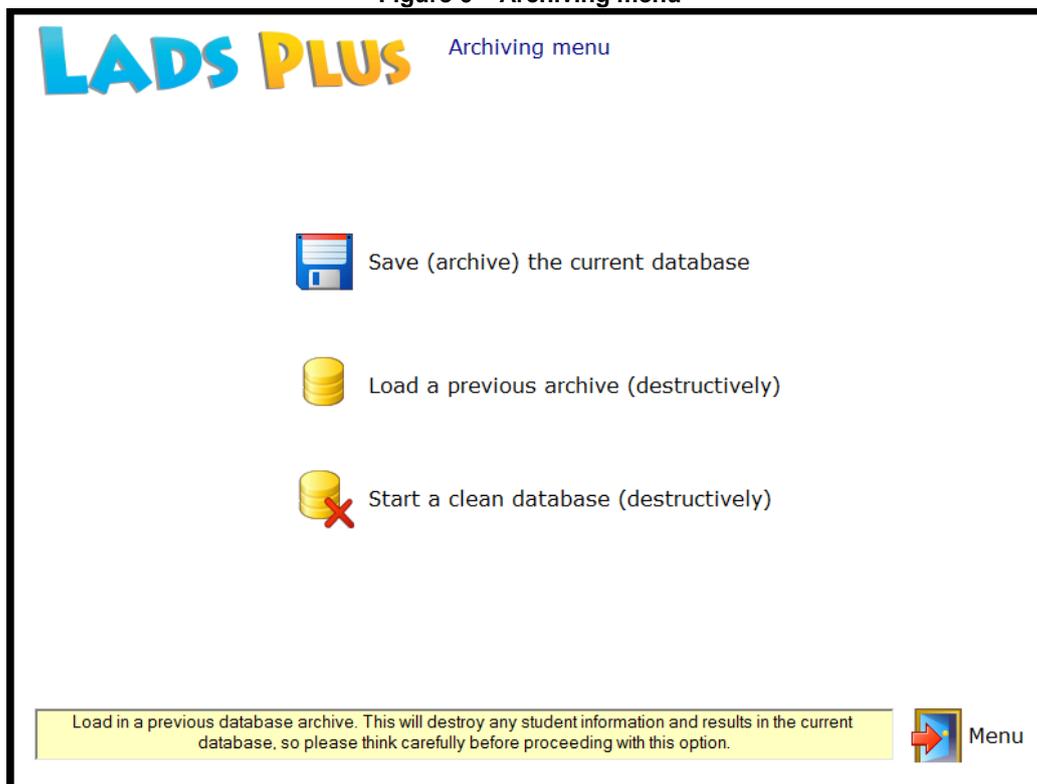
Choose **'Select all'** to select everyone in the database. To select specific individuals click on each name whilst pressing the *Ctrl* key on the keyboard. All individuals who will be erased from the database will be highlighted in blue. Select **'Delete individuals'** when you are sure you have selected the right ones. Select **'Clear all'** to un-highlight everyone.

To delete all individuals in a group, choose the group and then select **'Delete all from Group'**. To delete groups you don't need to highlight all of the names in the list.

***Please exercise caution when deleting people from the database as mistakes may be difficult or even impossible to rectify. Always make archives before you delete individuals as you may not be able to test them again!***

## Archiving

Figure 6 – Archiving menu



There are three options on this menu page:

### 1. Save (archive) the current database

This option will allow you to save the entire current database. The archive is saved by default as a text file containing SQL statements which can be used to recreate the database when it is used as an SQL script. The file extension used is .arv. This is not a universal file extension but is useful because it will allow an easier search of hard drives or network drives for *LADS Plus* archives.

### 2. Load a previous archive (destructively)

This operation will destroy all records in the current database and then load the archive and recreate the student records from that archive into the database.

### 3. Start a clean database (destructively)

This deletes all records in the current database, therefore it blanks the database but does not erase the software licence information and serial number which will be stored within it.

*Note: There is currently no facility in LADS Plus to merge databases.*

## Reports

The way in which *LADS Plus* generates its reports and how to print them are topics covered in detail in the separate *LADS Plus Administrator's Manual*.

## Scores summary

This facility allows the administrator to view the scores of all individuals who have completed the *LADS Plus* test. The records shown in the spreadsheet table (see figure 7) can be sorted (ordered) by clicking on the grey header bar of each column. In the example shown in figure 8 the table has been sorted by 'Risk'.

It is also possible to view the dates of birth of all registered individuals, the date upon which they undertook the *LADS Plus* assessment and which of the tests have been completed or not.

A drop-down list allows you to choose a different group or cohort of students. In the example below, all students in the group called 'main group' are displayed.

The table can be printed out by clicking on the 'Print' icon button.

Figure 7 – Testing progress screen

The screenshot displays the LADS PLUS interface. At the top left is the logo 'LADS PLUS'. To its right is the text 'Summary of scores for all individuals who have completed the test'. Below this is a dropdown menu showing 'main\_group' and a yellow box indicating '17 individuals'. The main part of the screen is a table with columns for User ID, Name, Group, Scores (wR, WC, Mem), Reasoning (NVR, VR), Risk, and Date. The table lists 17 individuals, all from the 'main\_group'. The Risk column shows various levels: 'a. High', 'b. Moderate', 'c. Borderline', and 'd. Low'. At the bottom right, there are icons for Help, Print, and Menu. A yellow bar at the bottom of the table area says 'Scoring student 17/17'.

User ID	Name	Group	Scores			Reasoning		Risk	Date
			wR	WC	Mem	NVR	VR		
ANDSAL627VJR	Andrews Sally	main group	9	9	9	4	1	a. High	27/07/11
KABGRU765SJF	Kabba Gillian	main group	9	5	7	4	4	b. Moderate	11/08/11
JABGRU380KGN	J	main group	9	1	5	4	4	b. Moderate	11/08/11
GABGRU884XYZ	G	main group	1	5	7	4	4	b. Moderate	11/08/11
MABGRU327NRQ	M	main group	1	5	5	4	4	c. Borderline	11/08/11
NABGRU425GYM	N	main group	1	5	5	4	4	c. Borderline	11/08/11
PABGRU343RHO	P	main group	1	5	5	4	4	c. Borderline	11/08/11
QABGRU373USP	Q	main group	1	5	5	4	4	c. Borderline	11/08/11
RABGRU141LES	R	main group	1	5	5	4	4	c. Borderline	11/08/11
SABGRU506THI	S	main group	1	5	5	4	4	c. Borderline	11/08/11
TABGRU887GBZ	T	main group	1	5	5	4	4	c. Borderline	11/08/11
VABGRU600DEF	V	main group	1	5	5	4	4	c. Borderline	11/08/11
WABGRU232TJQ	w	main group	1	5	5	4	4	c. Borderline	11/08/11
ZABGRU728UID	Z	main group	1	5	5	4	4	c. Borderline	11/08/11
DABGRU065KHY	D	main group	1	1	7	4	4	c. Borderline	11/08/11
FABGRU647XTG	F	main group	1	1	7	4	4	c. Borderline	11/08/11
HABGRU786UBE	Hauptus group	main group	1	1	5	4	4	d. Low	11/08/11

## Fine tuning

Figure 8 – Fine tuning – editing details or allowing retesting

This option on the *Administration and Reports* menu offers two distinct editing facilities:

- To edit an individual's personal information and
- to permit an individual to retake selected tests.

### **Editing personal details**

Figure 8 shows a typical screen where an individual's personal details are shown (top) and the *LADS Plus* tests completed are shown in the central panel.

By clicking on the upper '**Edit details**' button a name, date of birth and gender can be altered if any of these fields were originally entered inaccurately.

### **Permitting selective retesting**

The test modules completed by each individual are shown in the central panel (figure 8). Tests completed are shown as red balls. By clicking the '**Edit details**' button the red balls may be changed to the green 'Retest' ones by simply clicking on them. This will allow individuals to retake a test if the administrator has determined that there is a compelling reason to do so. Please note that it is not good practice to retake a test purely because the user felt that he or she could achieve a higher score if the test were retaken. Please consult the *LADS Plus Administrator's Manual* for further advice on retesting.

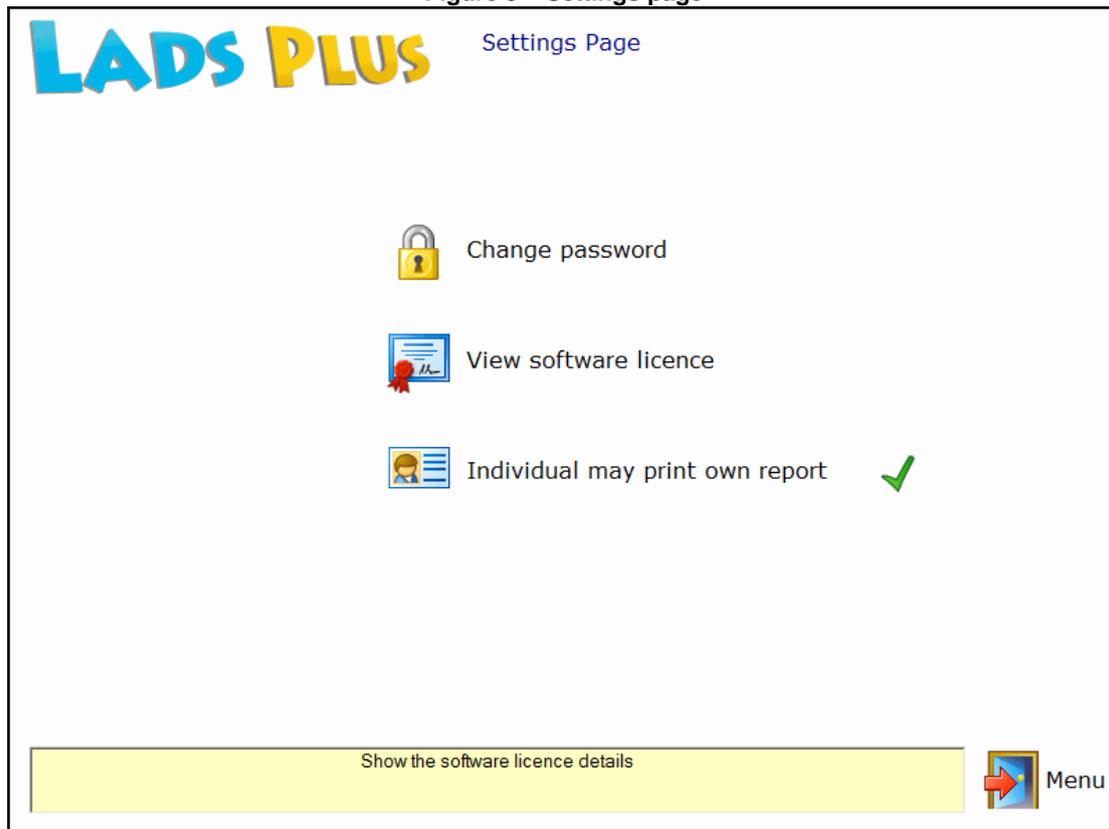
### **Warning!**

Before retesting it is advisable to print out the individual's report. The original score can then be compared with the score achieved after the retest.

When an individual's details or retest settings have been edited, changes are only submitted to the central database when the appropriate '**Save changes**' button is clicked upon. The '**Undo changes**' button is available in case fields have been changed erroneously.

## Settings

Figure 9 – Settings page



The Settings page has three actions which the administrator can perform:

### 1. Change the password \*

This is the administrator's password which you can change at any time.

### 2. View the software licence.

This information tells you when the software will stop working. If the software is approaching its renewal date a renewal option will appear on the password panel which you see when you start the administration module.

### 3. Individual may print own report.

This option will allow each student to print out his/her *LADS Plus* report immediately after completing the test suite. By default, this facility is configured as disabled, in which case a red cross appears next to the menu item.

**Note:** It is up to the administrator to decide whether it is acceptable to allow students to view their own reports without prior counselling from the Disabilities Officer or SENCo.

\* The default password is **lucid** (password is case-sensitive, so if the keyboard's *Caps Lock* key is on, the password may be rejected). Please write down your new password before you change it.

## Security

All individuals who are pre-registered into *LADS Plus* need security settings such as a password or whether their name will be shown to all users when the *LADS Plus* test is launched. In addition, individuals can be allocated to Groups, which can help with the administration of *LADS Plus* users. See figure 10 to view a typical Security screen.

Figure 10 – Security Menu Screen

The screenshot shows the 'Security and Passwords' window. At the top, it says 'Security settings'. On the right, it shows 'Total registered: 7' and 'Dormant records: 0'. Below this is a table of users:

User ID	Pupil	D.O.B.	Password	Group/Class	Login list	Status
ANCAND366REA	Ancient Andrea	01/01/1980	[Use date of birth]	Universal	Yes	Active
ANDSAL548MMO	Andrews Sally	13/03/1980	mypassword	main group	Yes	Active
BLDHEN660YLL	Bloggson Henry	15/05/1981	[Use date of birth]	mygroup	Yes	Active
CHECHA501CMN	Cheshire Charles	09/01/1989	[Use date of birth]	Universal	Yes	Active
DRIGIL745WKG	Drindle Gill	12/12/1988	[Use date of birth]	Universal	Yes	Active
EMPERI123TIM	Empty Eric	01/01/1980	[Use date of birth]	Universal	Yes	Active
NEWNUT765CWW	Newera Nutkin	06/04/1984	zoid	Universal	Yes	Active

Below the table are several control panels:

- Edit this individual:** A dropdown menu showing 'Ancient Andrea (ANCAND366REA)'. Below it, 'Individual in this Group/Class:' is set to 'Universal'. There are fields for 'Password' (yellow), 'Use DOB as password' (radio buttons: Yes selected, No), 'Show in Login List' (radio buttons: Yes selected, No), and 'Status' (radio buttons: Active selected, Dormant). An 'Update' button is on the right.
- Add new Group/Class:** A text box with an 'Add' button.
- Change the name of a Group/Class:** A dropdown menu showing 'Universal' with a 'Change' button.
- Edit settings for Group/Class:** A dropdown menu showing 'Universal'. Below it are radio buttons for 'Show in Login List' (Yes selected, No), 'D.O.B. as password' (Yes selected, No), and 'Status' (Active selected, Dormant). There is a 'Disband' button with a red X and an 'Update' button.

At the bottom, a yellow box contains the text: 'A pupil's individual settings override any Group/Class global settings.' To the right is a 'Menu' button with a right-pointing arrow.

It is useful to be aware of the security settings used in *LADS Plus*, so these are described in the paragraphs which follow.

### Groups

Every individual is allocated to a notional group which, by default, is called *Universal*: This group cannot be deleted. All users who are not pre-registered (i.e. those who self-register and then take the test) are automatically allocated to *Universal*.

When importing new individuals using a batch file (see the chapter **Import from file**) you can allocate them to Groups even if those groups have not yet been created within the database. See also *Appendix 1* which explains in detail how to import users into new or existing Groups. If you wish to move users from *Universal* into a new group you can do so easily (see below).

### Adding a new group

Simply enter the name of the new group in the appropriately named text box shown in figure 10 and then click the **Add** button.

To place a pupil into the new group look at the panel entitled "*Edit an individual pupil's details*". Select the individual using the upper drop-down list. Then select the name of the group into which you wish to place the pupil using the second drop-down list. Click on *Update* to effect the change.

### Allocating a password

Each pupil may either be allocated a password by the administrator or may use their date of birth as an alternative. It is up to the administrator to choose which of these security modes to

## LADS Plus for Networks Software Guide – Version 6.05-N

use. It is possible to use either mode for different individuals. Again, in the panel entitled “*Edit an individual pupil’s details*” look for the text box entitled *Password* and enter the password you want. Then click on *Update*.

### Using the date of birth instead of a password

In this case, simply click on the ‘radio’ button in the sub-panel entitled “*Use D.O.B. as password*”. Then click on *Update*.

### Removing the pupil’s name from the ‘Login list’ shown on the Test Module

You may not want all individuals in the database to have their names appear in the Login list at the start of the Test Module. In the sub-panel entitled “Show in login list” select either *Yes* or *No* to make this choice.

### Status

Students can be either *Active* or *Dormant*. *Active* means their names are shown on menus in the Reports and Administration module; *Dormant* means they are not shown.

By making students (or entire groups of students) dormant, you can effectively hide them away and make the database easier to manage, without actually deleting them from the database.

### Can any of the above settings be applied globally?

Yes. You will notice about halfway down the Security Menu there is a panel entitled “Edit settings for Group/Class”. Here you should choose the Group to which a setting should be applied using the drop-down list. Then click on the appropriate radio button on “Show in login list”, “D.O.B. as password” or “Status”. Finally click on the adjacent button called *Update*. Note that for security reasons you cannot allocate a group password.

### Print

Select the printer icon to print out the grid or spreadsheet which forms the main part of the Security screen.

## Testing Progress

The Progress screen shows which students have been assessed so far. The spreadsheet can be printed out or exported as a .csv file, which can then be imported into a spreadsheet program such as Microsoft <sup>®</sup> Excel.

Figure 11 – Testing Progress Screen

Testing progress

Testing progress for all registered students Filter by Group: ALL

User ID	Names	DOB	Reasoning	Verbal ability	Word Recognition	Word Construction	Working Memory
ANCAND366REA	Ancient Andrea	01/01/1980	Yes	-	Yes	Yes	Yes
ANDSALS48MMO	Andrews Sally	13/03/1980	-	-	-	-	-
BLOHEN660VLL	Bloggson Henry	15/05/1981	-	-	-	-	-
CHECHAS01CMN	Cheshire Charles	09/01/1989	-	-	-	-	-
DRIGIL745WXG	Drindie Gill	12/12/1988	-	-	-	-	-
EMPERI123TIM	Empty Eric	01/01/1980	-	-	-	-	-
NEWNUT765CWV	Newera Nutkin	06/04/1984	Yes	Yes	Yes	Yes	Yes

Number of students: 7

Export Print out Menu

## The Tests Module

The *LADS Plus* Test module is the executable file called `LADSPlusTv605.exe` which is located in the application folder on the server.

A shortcut to this file in the application folder should be created by the network manager or technician on each workstation (figure 12).

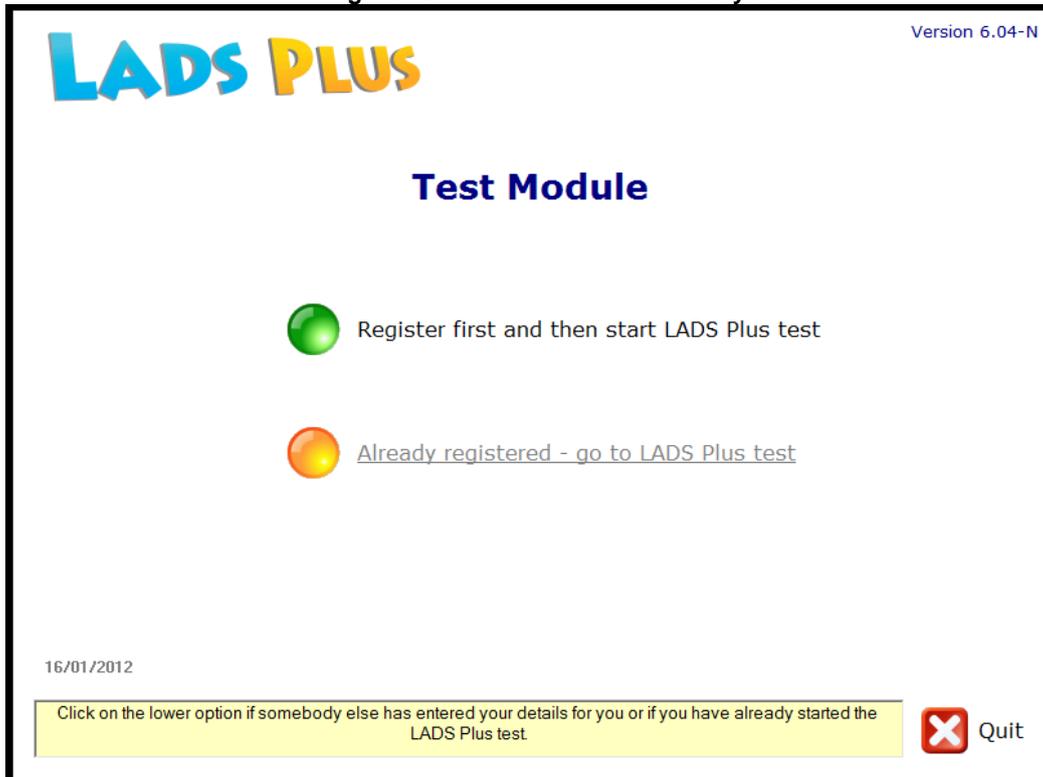
Figure 12 – Desktop Shortcut to the Tests Module



### LADS Plus Testing (new user self-registers)

The user will see a screen like that shown in figure 13. Note that in order to minimise distraction by other programs during assessment, *LADS Plus* Test screens are filled out with an opaque border which covers the entire screen or desktop.

Figure 13 – Kiosk mode introductory screen



Upon selecting the upper option (*Register first and then start LADS Plus test*), the new user is asked to register personal details on the Registration screen shown below.

Figure 14 – Test User's Registration screen

Please enter your details here

Surname:

Forename(s):

Date of birth:    Gender:

Cancel Save

After the new user's personal details have been entered and the **Save** icon has been selected, he or she is taken directly to the Tests Menu (figure 15).

Figure 15 – The Tests Menu

**LADS PLUS Tests Menu**

Wendy Woodford

- Non-verbal Reasoning
- Verbal Reasoning
- Word Recognition
- Word Construction
- Memory

It is important to attempt the Non-verbal Reasoning test first. Menu

## LADS Plus for Networks Software Guide – Version 6.05-N

The *Non-verbal Reasoning* test must be done first, followed by *Verbal Reasoning*. Timings within *Word Recognition* and *Word Construction* depend directly on the results of the *Non-verbal Reasoning* test.

The three final tests are disabled until both Reasoning tests have been completed. Note that all the *LADS Plus* assessment tasks use digitised speech, therefore it is advisable for all users to wear headphones whilst the tests are being administered. Alternately, it may be satisfactory in quiet testing situations for the user to listen via the computer's speakers. For details about the individual tests and how to administer them, please see the *LADS Plus Administrator's Manual*, which covers this in detail.

### LADS Plus Testing (user has already been registered)

The user will see one of two kinds of screen. A setting on the Security screen determines which users will have their name shown on the Login list. Another setting determines whether the user will use his/her date of birth instead of a password; in the case shown in figure 16, this user does.

Figure 16 – Pre-registered User – screen A

The screenshot shows the LADS PLUS logo at the top left. Below it is a 'Security check' window. At the top of this window is a yellow instruction bar: "Make your date of birth by clicking on the days, months and years. Then click on 'Next'". Below this is a 'Name' field with a dropdown menu showing 'Woodford Wendy'. Below that is a 'Date of birth' field with three dropdown menus: '4', 'April', and '1990'. A dropdown menu for the year is open, showing a list of years from 1990 to 1997, with '1991' selected. To the right of the date fields is a green arrow labeled 'Next'. In the bottom right corner of the window is a red 'X' icon labeled 'Quit'.

After this screen the user will be taken to the Tests Menu (figure 15).

## LADS Plus for Networks Software Guide – Version 6.05-N

The user in figure 17 must enter his/her password in order to proceed to the Test Menu screen. It is up to the administrator to decide whether all users should use a unique password or their own date of birth to gain entry to the Test Menu (figure 15).

Figure 17 – Pre-registered User – screen B

The screenshot shows the LADS PLUS logo at the top left. Below it is a 'Security check' dialog box. The dialog box has a yellow instruction bar that says 'Type your password in the white box. Then click on 'Next''. Below this, there is a 'Name:' label followed by a dropdown menu showing 'Williams Fred'. Below the name field is a 'Password:' label followed by a white text input box containing several asterisks. To the right of the password field is a green arrow button labeled 'Next'. In the bottom right corner of the main window, there is a red 'X' button labeled 'Quit'.

For more details about the assessment modules, see the *LADS Plus Administrator's Manual*.

## Appendix

### Importing new users – the file format

Users imported into *LADS Plus For Networks* can be added in a comma-separated simple text which may be a typical .CSV file coming from Microsoft® Excel or a home-made text file which you can create by cutting and pasting into Wordpad or Notepad as a .TXT. Up to six fields are required for each new user, as below.

**Surname**  
**Forenames**  
**Sex**  
**Date of birth**  
**Password**  
**Group**

Fields should be separated by a comma – so there should be **5 commas on each line**.

Each new user's details should be in a separate line.

The sex must be either **M** or **F**.

Date of birth must be in the standard British short date style **dd/mm/yy**

Names do not have to be in alphabetical order as they are sorted within the software.

Shown below is the sample file "Lads\_import\_example.txt" which can be found in Application Folder\Archives

```
Andrews,Sally,F,13/03/80,mypassword,main group
Bloggson,Henry,M,15/05/81,,mygroup
Cheshire,Charles,M,09/01/89,,
Drindle,Gill,F,12/12/88,,
```

#### Notes:

*Sally Andrews* will be allocated the password '*mypassword*' and will be placed into a group called '*main group*'. If this group does not exist within the LADS Plus database it will be created automatically when the import file is processed within the software.

*Henry Bloggson* will not be given a password, but note that the comma must still be kept in his text line.

The other two individuals have not been allocated a password or a group, therefore their default security settings will be "Use date of birth as password" and the group will be the default one called "Universal".

Again, note that you must keep the two commas at the end of the text lines to avoid errors during the importation of the file.