

# LADS PLUS

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Lucid Adult Dyslexia Screening

April 2011

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## **LADS PLUS Software Guide**

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*See also the [LADS Plus Administrator's Manual](#)*

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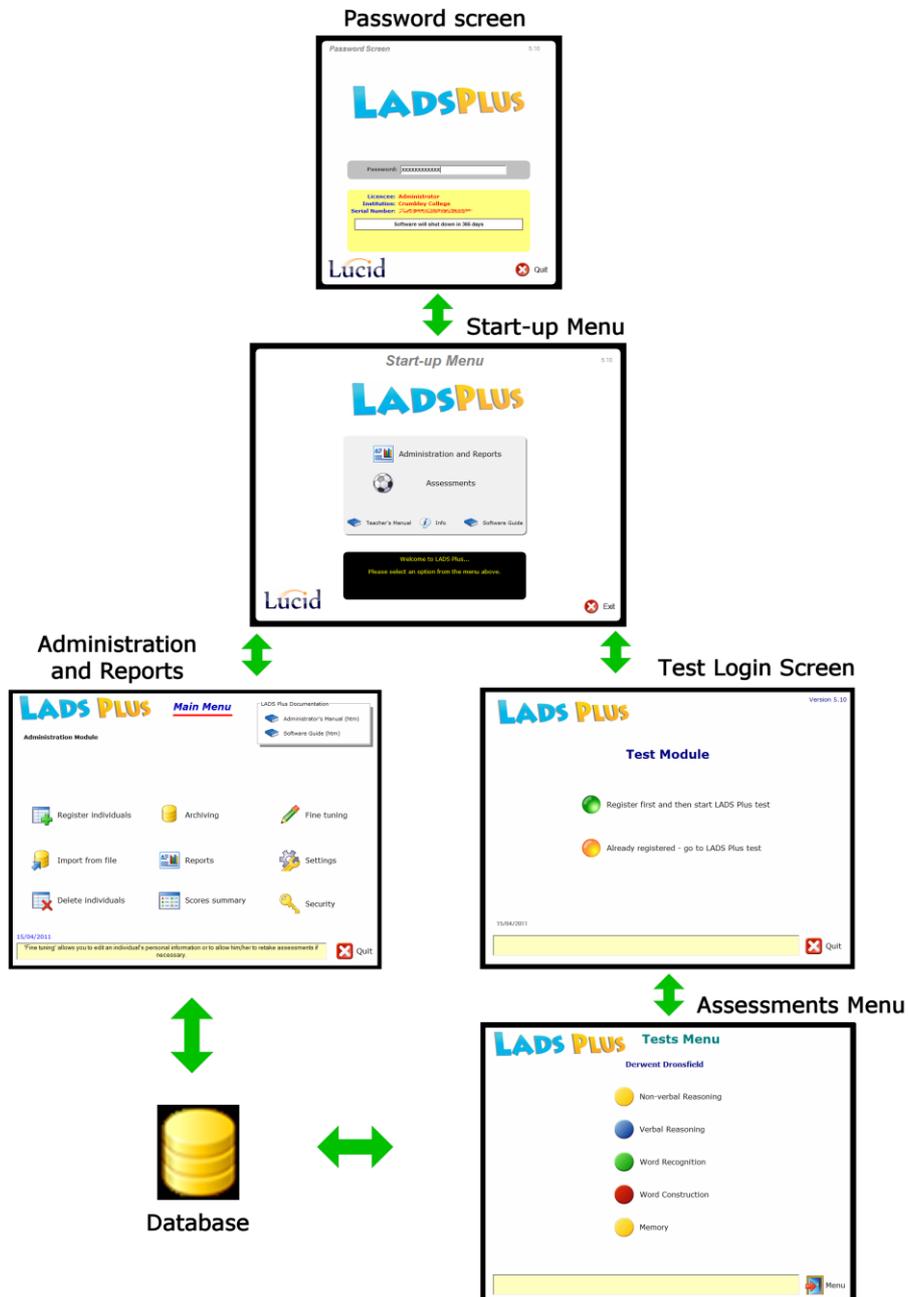
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# Introduction to the software

A pictorial representation of the main components is shown in Figure 1. These components are described in detail later in this guide and in the appendices at the end.

Figure 1 – LADS Plus software structure flowchart



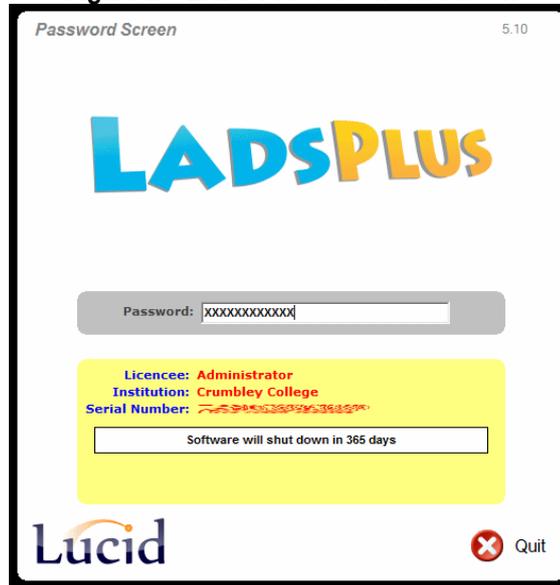
The four main components of LADS Plus are the Start-up Menu, Administration and Reports, the Assessments (Tests) module and the database. Refer to figure 1 above to see how the components are linked to each other.

The database is a Microsoft Access © 2000 database which stores all pupil information and test results. See [Appendix 2](#) for technical details of database file permissions and where databases are stored.

## The Start-up Menu

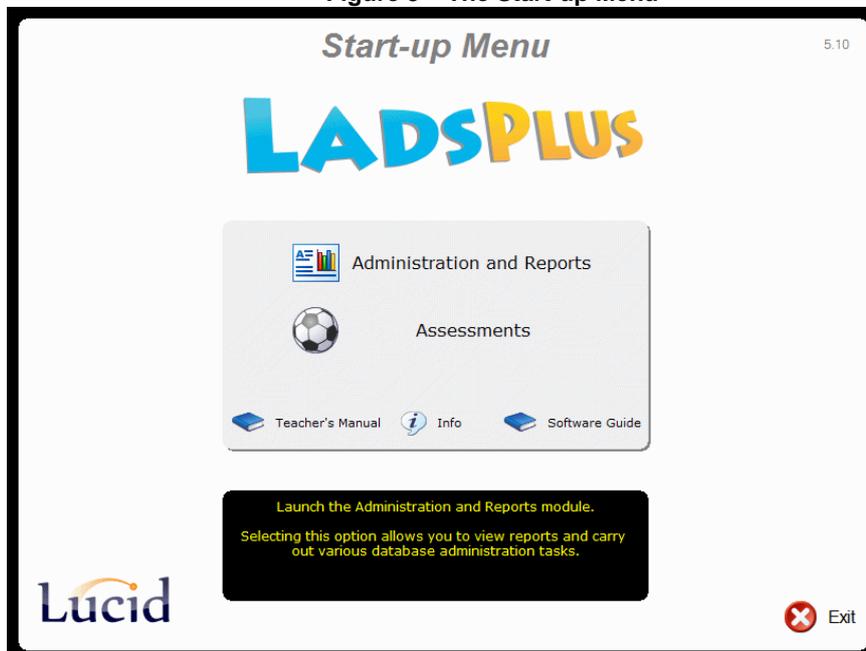
When you launch LADS Plus v5.1 from its desktop icon or from the Programs menu, the *Password Screen* will appear (figure 2). Your password should be entered; the default password is **lucid** – to find out how to change this password [click here](#).

Figure 2 – LADS Plus Password Screen



After entering the password the Start-up Menu is shown. There are two main options accessible from this menu: Administration and Reports and Reports and Assessments.

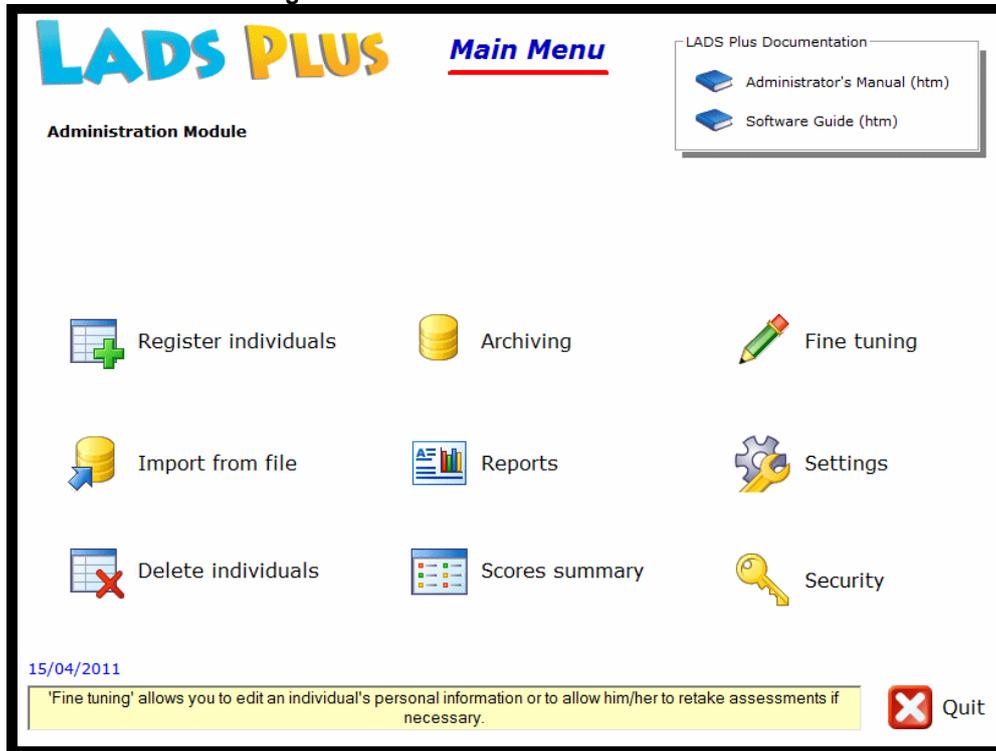
Figure 3 – The Start-up Menu



# The Administration Module

There are nine main options, which will be described in detail in this section. There are also the two manuals which can be viewed as web pages.

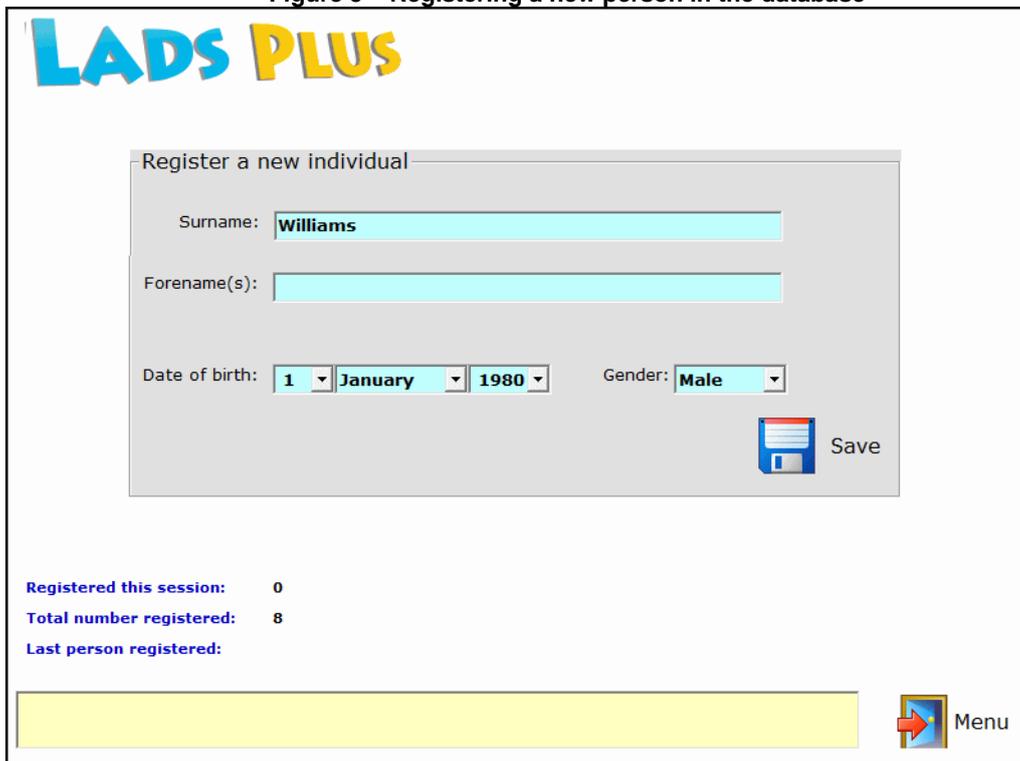
Figure 4 – The Administration Module's main menu



## Register individuals

This option is used to enter names of individuals into the database (figure 5).

Figure 5 – Registering a new person in the database



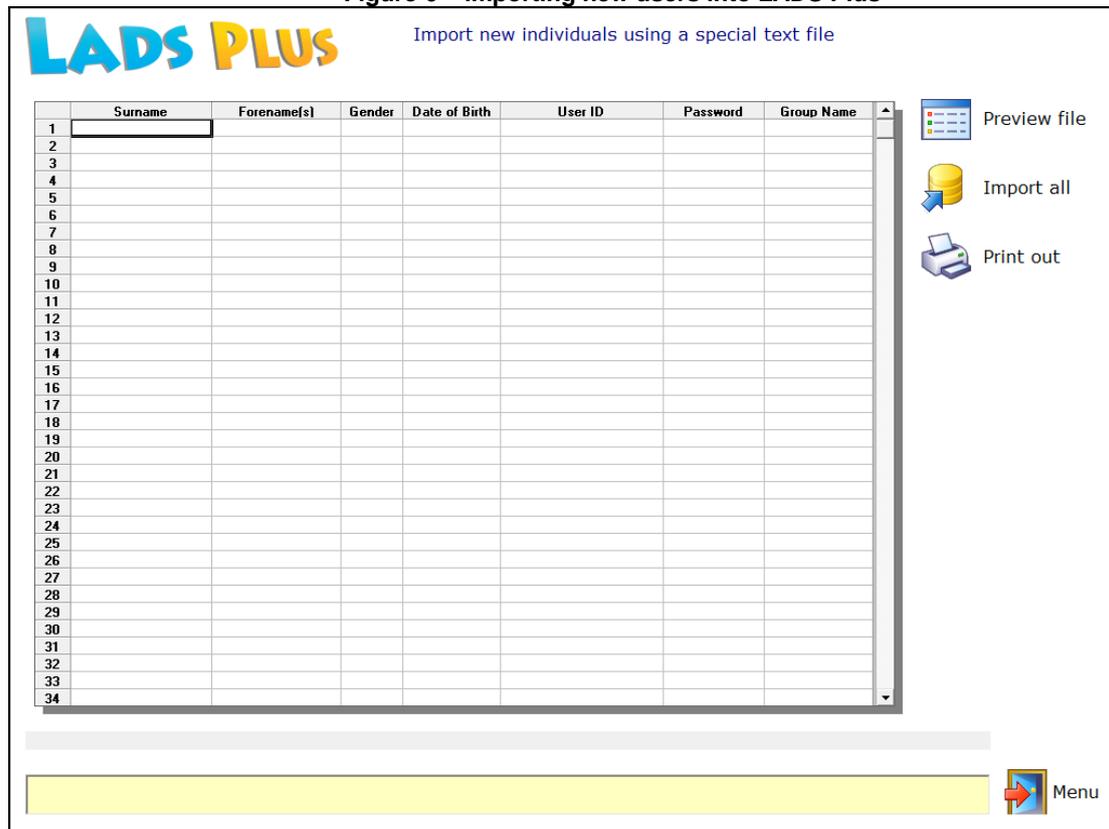
In figure 5 above the administrator needs to know the new user's full name, date of birth and gender.

When a pre-registered user wishes to take the *LADS Plus* assessments he or she must use the 'Already registered' option of the *LADS Plus* Test Module, choosing his/her name from a drop-down list and then entering their date of birth (or a password) in order to proceed to the Test Menu.

## 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 [Appendix 1](#) at the end of this guide for details of this format.

Figure 6 – importing new users into LADS Plus



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 7 which demonstrates the sample import file shown in [Appendix 1](#)).

Note 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 7) 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 satisfactory, click on **Import individuals** to proceed with the import process.

Figure 7 – 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	CHECHA001WVY		Universal
4	Drindle	Gill	F	12/12/88	DRIGIL831UMX		Universal
5							

## Delete individuals

From time to time it may be desirable to remove cohorts of past users from the database. This can be done quickly and easily on the 'Delete individuals' page.

Figure 8 – Deleting individuals from the database

Surname	Forename	User ID
Adgarson	Edgar	ADGEDG416NLE
Andrews	Sally	ANDSAL535JMG
Bloggson	Henry	BLOHEN506OVC
Cheshire	Charles	CHECHA606NXY
Clark	Jennifer	CLAJEN814ACH
Drindle	Gill	DRIGIL304DOH

Individual deletion

- Select all
- Clear all
- Delete individuals

Group deletion

Choose a Group below:

Staff

Number of individuals: 6

Delete all from Group

Please Ctrl key and click on unselected names to add them to the deletion list  
Press Ctrl key and click on a highlighted name to remove it from the deletion list

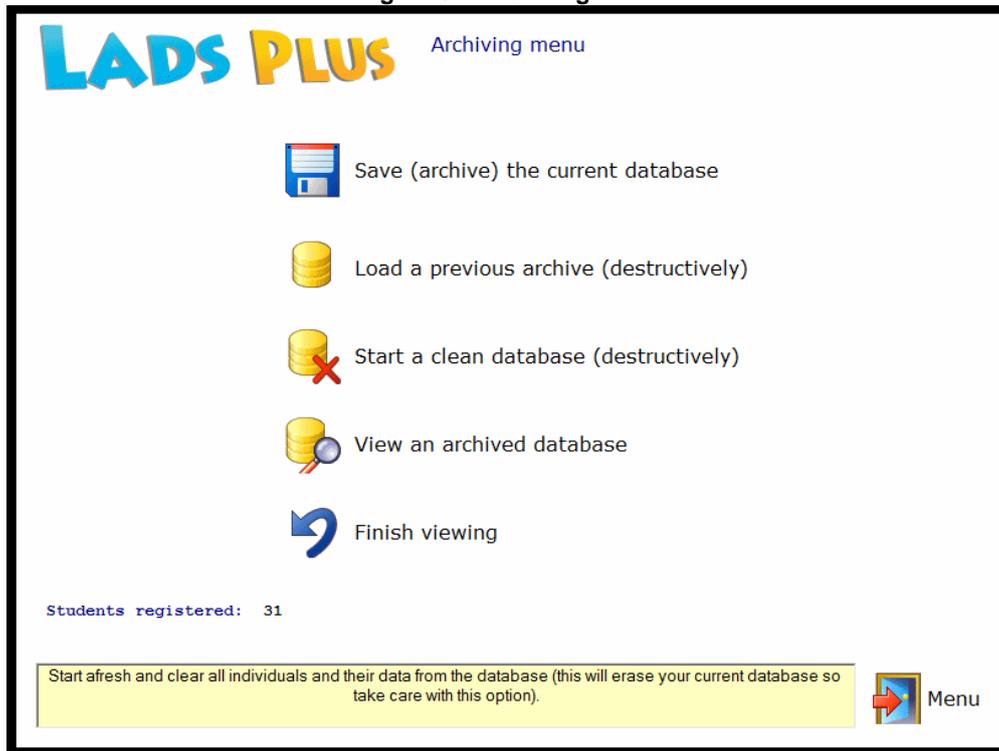
Choose **'Select all'** to select everyone in the database. To select specific individuals click on each name whilst pressing the *Ctrl* key on the keyboard. All individuals who will be erased from the database will be highlighted in blue. Select **'Delete individuals'** when you are sure you have selected 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 arrange to test them again!***

## Archiving

Figure 9 – Archiving menu



The archiving feature has five options described below.

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

This option saves a copy of the current working database.

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

This option will overwrite the current working database with a previous archive. It is done destructively, which means that all information in the working database will be lost when the archive has been loaded. Therefore use this option with caution, or save a new archive before you load another.

### (3) Start a clean database

This option loads a blank database, therefore it is a destructive operation as you will lose any pupil information in the current working database. A typical use of this option is to import a new intake of students.

### (4) View an archived database

This feature allows archives to be viewed WITHOUT OVERWRITING THE CURRENT DATABASE. This ensures that there is no accidental loss of valuable student data. After an archive has been loaded in Viewing Mode, the actual data in that archive can be viewed but not changed in any way. When Administration and Reports module is attached to an archive being viewed, the wording '*Database for Viewing only*' appears prominently on the Main Menu screen (Figure 4).

### (5) Finish viewing

This unlinks LADS Plus from the archive being viewed and links up again to the current database so that normal administration operations such as deleting or editing records are again possible.

## 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, new to *LADS Plus Version 5.1*, 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 (Figure 10) 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 did their *LADS Plus* assessment and whether all the five tasks have been completed or not. The spreadsheet table can be printed out by clicking on the 'Print' icon button.

**Figure 10 – Scores summary and testing progress screen**


Summary of scores for all individuals who have completed the test

User ID	Name	D.O.B.	Scores			Reasoning		Risk	Date
			WR	WC	Mem	NVR	VR		
ANDSAL134FAC	Andrews Sally	13/03/80	8	9	9	2	2	a. High	20/07/09
NONLIL576<MG	Nonabona Lilgrump	01/01/80	8	6	9	2	1	b. Moderate	20/07/09
NOVHAR835UNV	November Harriet	11/11/90	2	9	9	4	1	c. Borderline	17/07/09
LADGUS6475PG	Ladybird Gustav	01/01/80	8	2	1	2	3	c. Borderline	20/07/09
BLOHEN840wWH	Bloggson Henry	15/05/81	2	2	1	4	1	d. Low	20/07/09
CUTCAN518LRE	Cuthbert Candice	04/03/83	2	2	5	4	3	d. Low	20/07/09
SAMGE0405KEK	Samaris George	18/08/84	5	6	5	4	1	d. Low	17/07/09
WOODWEN250YHB	Woodford Wendy	04/04/91	5	6	1	2	1	d. Low	20/07/09
OLSDLI717RRY	Dison Oliver	15/05/91						N/A	0000/00/00
PENPRU851KLW	Pendrive Prunella	09/01/89						N/A	0000/00/00
ROWR0w780HRY	Rowe Rowena	12/12/88						N/A	0000/00/00
STOSTE812KAA	Stormdrain Steven	17/09/93						N/A	0000/00/00
TURTOM448FwL	Turmeric Tomasina	30/04/94						N/A	0000/00/00
WATWIL807TTB	Waterfall William	09/01/92						N/A	0000/00/00
DOBDIL288PXJ	Dobbins Dilly	27/07/91						N/A	0000/00/00
WILFRE262QZR	Williams Fred	01/01/80						N/A	0000/00/00

 Help

 Print

 Menu

Individuals who have completed their screening: **8**

## Fine tuning

Figure 11 – 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 any individual tests.

### **Editing personal details**

Figure 11 shows a typical screen where an individual's personal details are shown (top) and the *LADS Plus* tests she has completed are shown in the central panel.

If you click on the upper '**Edit details**' option, 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 11). Tests completed are shown as red balls. By clicking the '**Edit details**' option 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.

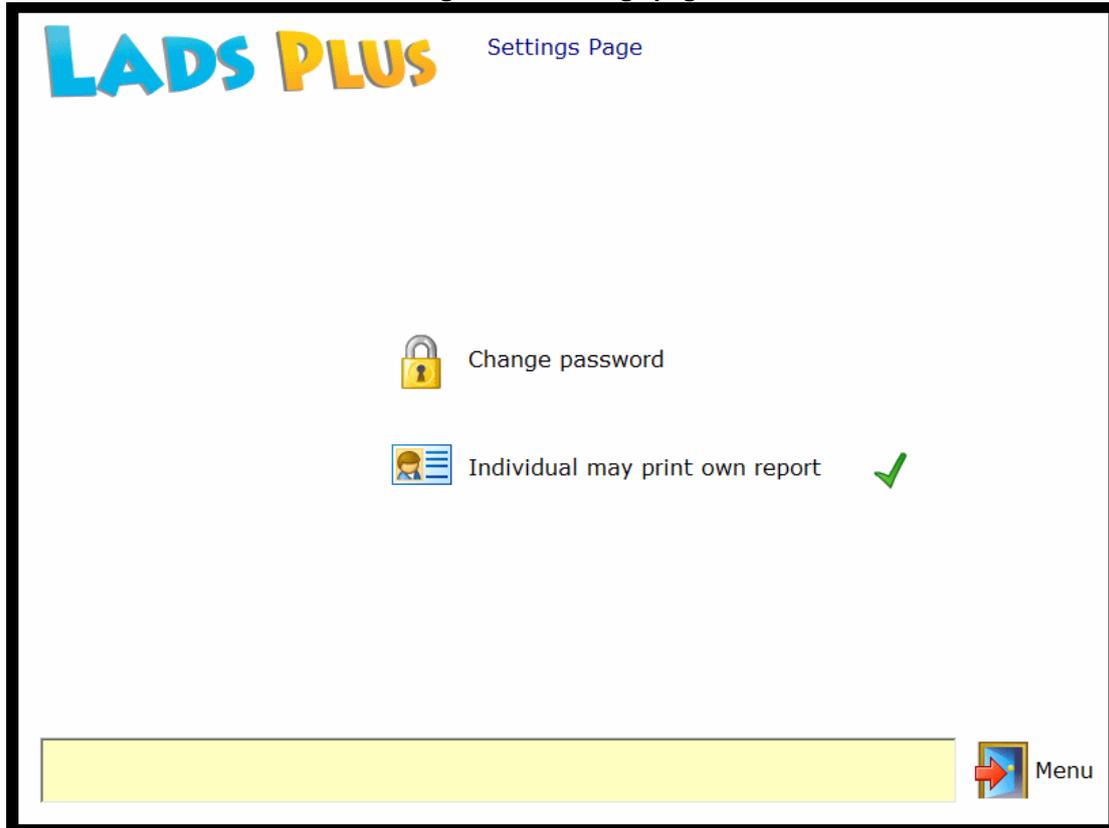
### **Warning!**

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**' option is clicked upon. The '**Undo changes**' option is available in case fields have been changed erroneously.

## Settings

Figure 12 – Settings page



The Settings page has two settings that can be changed by the administrator:

**1. Change the password \***

This is the administrator's password to get you into the program.

**2. Individual may print own report.**

This option will allow each student to both view and print out his/her *LADS Plus* report immediately after completing the test suite. Normally this facility is set to **off** or disabled, in which case a red cross appears next to the menu item.

**Note:** It is up to the administrator to decide whether this option should be turned on or not as there may be ethical issues regarding students being able to view their own reports without prior counselling.

\* The default password is **lucid** (the password is case-sensitive, so if your keyboard's *Caps Lock* key is on, the password will 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 facilitate the administration of *LADS Plus* users.

Figure 13 – Security Menu Screen

The screenshot shows the 'Security settings for all individuals' screen in LADS Plus. At the top, it displays the LADS PLUS logo and the text 'Security settings for all individuals' and 'Number registered: 16'. Below this is a table with columns: User ID, Pupil, D.O.B., Password, Group/Class, and Login list. The table lists 16 individuals with their respective details. To the right of the table is a panel titled 'Edit an individual's details' which includes dropdown menus for 'Group/Class' (set to 'Universal') and 'Password' (set to 'yellowdaisy'). There are also radio buttons for 'Use D.O.B. as password' (set to 'No') and 'Show in Login List' (set to 'Yes'). An 'Update' button is at the bottom of this panel. Below the table and panel are several control buttons: 'Change the name of a Group/Class', 'Add new Group/Class', 'Edit settings for Group/Class', and 'Disband a Group/Class'. A yellow banner at the bottom states 'A pupil's individual settings override any Group/Class global settings.' and there is a 'Menu' button with a right-pointing arrow.

User ID	Pupil	D.O.B.	Password	Group/Class	Login list
ANDSAL134FAC	Andrews Sally	13/03/80	mypassword	main group	Yes
BLOHEN840WwH	Bloggson Henry	15/05/81	greenapple	2010 Intake	Yes
CUTCAN518LRE	Cuthbert Candice	04/03/83	redbanana	2010 Intake	Yes
DOBDIL288PwJ	Dobbins Dilly	27/07/91	pinklephant	2010 Intake	Yes
LADGUS647SPG	Ladybird Gustav	01/01/80	orangepen	2010 Intake	Yes
NONLIL576XMG	Nonabona Lilgrump	01/01/80	greystone	2010 Intake	Yes
NOVHAR835UNV	November Harriet	11/11/90	mypassword	main group	Yes
OLSOLI17RBY	Olson Oliver	15/05/91	greenonion	main group	Yes
PENPRU851KLW	Pendrive Prunella	09/01/89	[Use date of birth]	2009 Intake	No
ROWPROW780HRY	Rowe Rowena	12/12/88	[Use date of birth]	2009 Intake	No
SAMGEO405KEK	Samanis George	18/08/84	[Use date of birth]	2009 Intake	No
STOSTE812KAA	Stormdrain Steven	17/09/93	[Use date of birth]	2009 Intake	No
TURTOTM448FWL	Turneric Tomasina	30/04/94	[Use date of birth]	2009 Intake	No
WATWIL807TTB	Waterfall William	09/01/92	bluejacket	Universal	Yes
WILFRE262QZR	Williams Fred	01/01/80	mypassword	Universal	Yes
WOOEWEN250YHB	Woodford Wendy	04/04/91	yellowdaisy	Universal	Yes

It is necessary to be aware of the security settings used in *LADS Plus*, which are described below.

### 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 13 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 two security modes to use. It is possible to use either one or the other 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 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.

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

Yes. You will notice further 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” or “D.O.B. as password”. Finally click on the adjacent button called *Update*.

Note that for security reasons you cannot allocate a generic group password.

**Print**

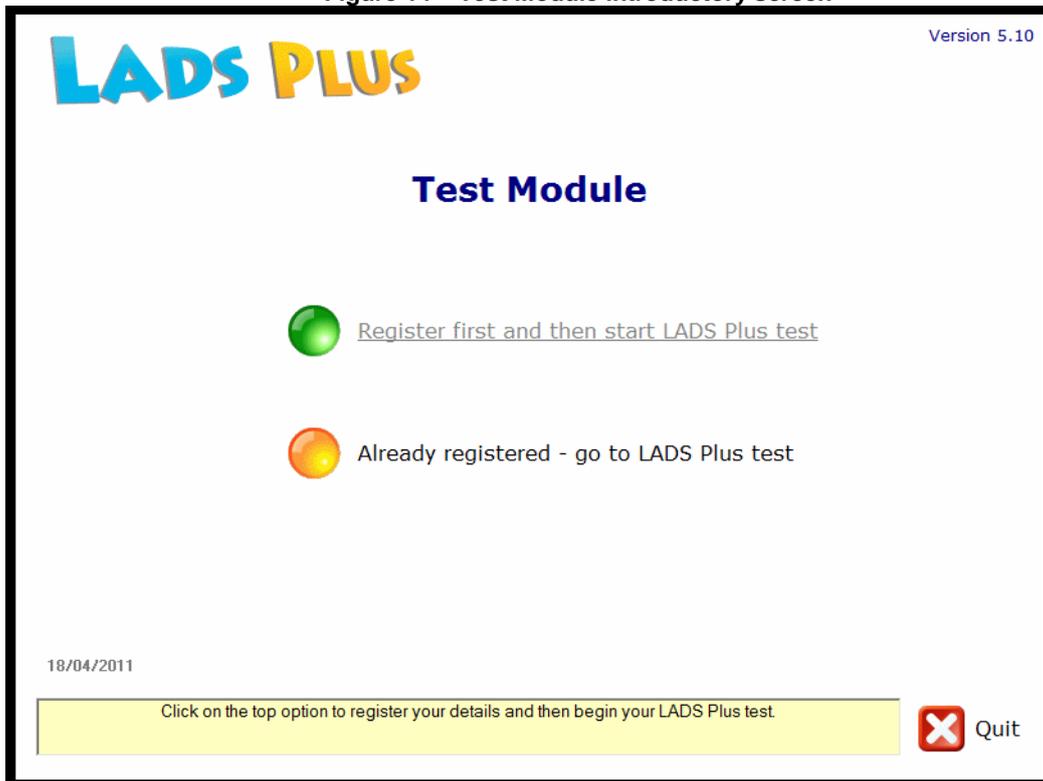
Select the printer icon to print out the grid or spreadsheet which forms the main part of the Security screen.

## The Tests Module

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

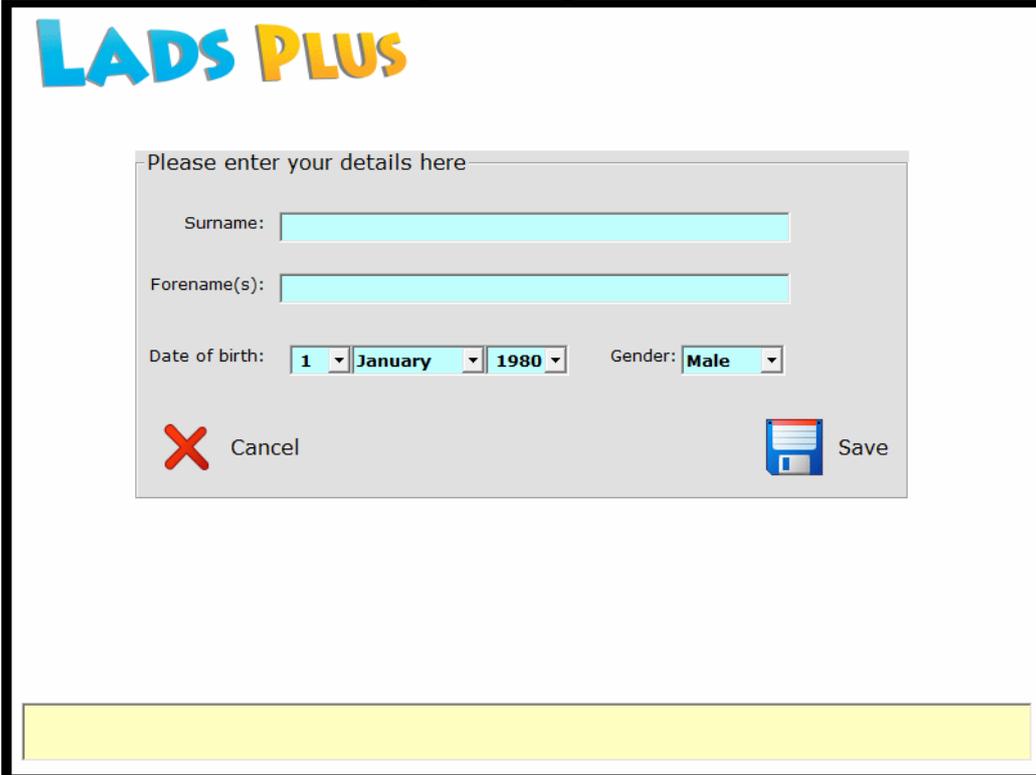
The user will encounter a screen similar to that shown in figure 14. Note that in order to minimise distraction by other programs during assessment, all *LADS Plus* Test screens may be surrounded by an opaque grey border covering the entire visible desktop.

Figure 14 – Test Module 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.

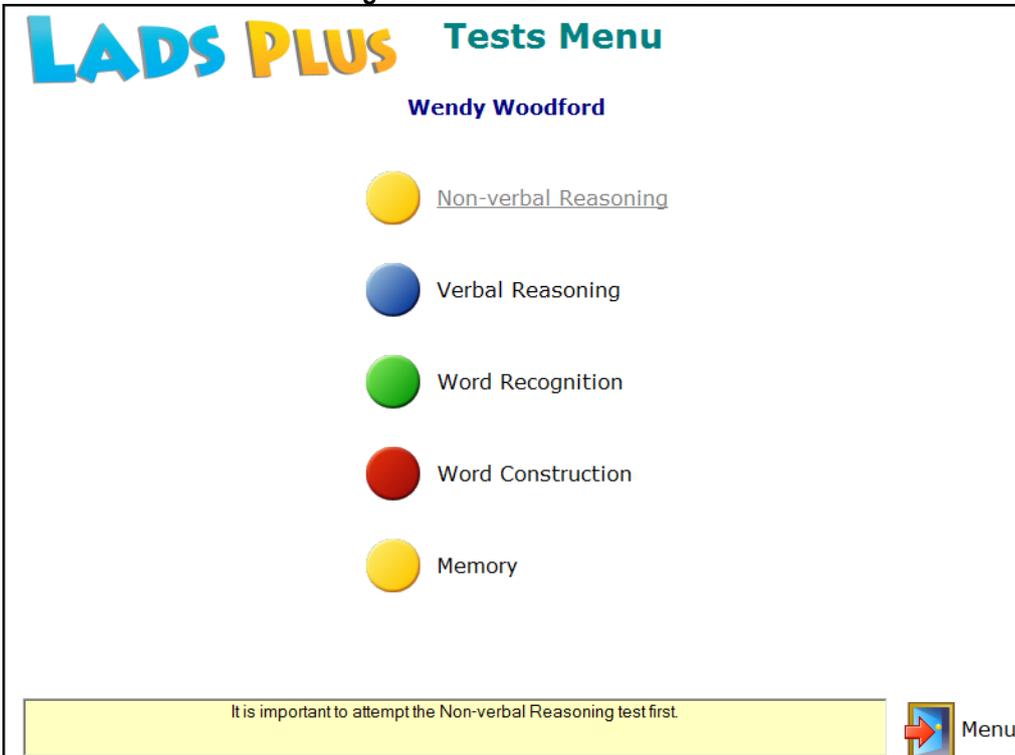
Figure 15 – Registration screen



The registration screen features the 'LADS PLUS' logo at the top left. Below it is a grey-bordered box with the heading 'Please enter your details here'. Inside this box are several input fields: 'Surname:' with a light blue text box, 'Forename(s):' with a light blue text box, 'Date of birth:' with three dropdown menus (showing '1', 'January', and '1980'), and 'Gender:' with a dropdown menu (showing 'Male'). At the bottom left of the box is a red 'X' icon next to the text 'Cancel'. At the bottom right is a blue floppy disk icon next to the text 'Save'. Below the registration box is a yellow horizontal bar.

Once the personal details have been entered and the **Save** icon has been selected, the new user is taken directly to the Tests Menu (figure 16).

Figure 16 – The LADS Plus Tests Menu



The Tests Menu screen displays the 'LADS PLUS Tests Menu' logo at the top left. Below the logo, the name 'Wendy Woodford' is shown in blue. A list of five test categories is presented, each with a colored circular icon: 'Non-verbal Reasoning' (yellow), 'Verbal Reasoning' (blue), 'Word Recognition' (green), 'Word Construction' (red), and 'Memory' (yellow). At the bottom of the screen, a yellow horizontal bar contains the text 'It is important to attempt the Non-verbal Reasoning test first.' To the right of this bar is a blue square icon with a red arrow pointing right, labeled 'Menu'.

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 whether 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 17, this user does.

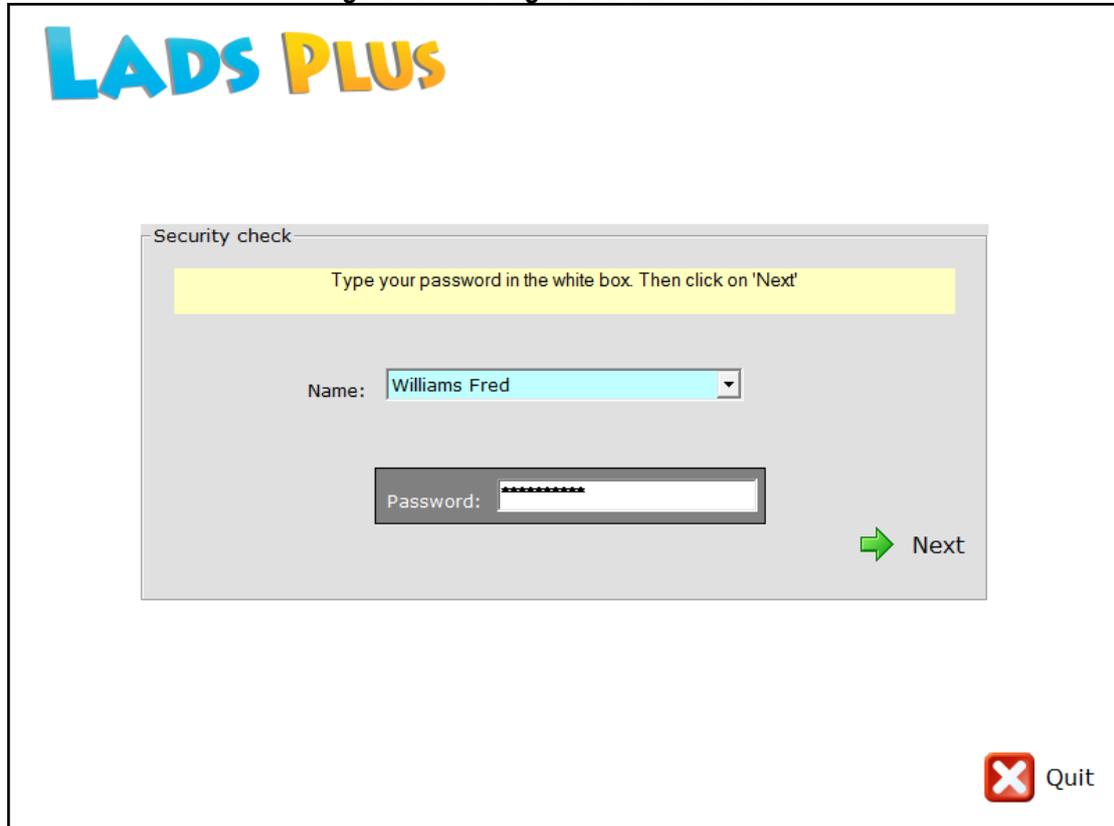
Figure 17 – Pre-registered User – screen A

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'. The '1990' dropdown 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 16).

The user in figure 18 must enter his/her password in order to proceed to the Test Menu screen.  
As stated previously, it is up to the administrator to decide whether any or all users are required to use a password or their date of birth to gain entry to the Test Menu (figure 16).

Figure 18 – Pre-registered User – screen B



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

# Appendix 1

## Importing new users – the file format

Users can be imported into *LADS Plus* within a comma-separated text file which may be a typical (csv) file created in *Microsoft @ Excel* or a home-made text file with the file extension (txt) can be created in the *Windows @ Wordpad* or *Notepad* application.

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 content of the file "Lads\_import\_example.txt" which is provided as a sample when you choose to Import a file containing new users.

```
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 actually imported after being previewed.

*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 group will be the default group 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.

## Appendix 2

### Technical Information about LADS Plus Version 5.1 series

#### Databases

The working database is called `LADSPlusData.mdb`

A second database called `LADSPlusEmptyDatabase.mdb` is used by the 'Archiving' option to start a fresh database.

For Windows XP the databases above are stored in:

`C:\Documents and Settings\All Users\Application Data\Lucid Research\LADS Plus\5.0\`

or for Vista and Windows 7 in:

`C:\ProgramData\Lucid Research\LADS Plus\5.0\`

Archives (also .MDB files) are stored in a folder called [Archives] just off this folder path.

#### Important file and folder permissions

All users should have **Read/Write and Modify** permissions set on the folder '5.0' and all its subfolders. The Start-up Menu shell always checks this folder and gives a warning in the event that this folder is only 'Read-Only' on the Login Account being used by the current user.

#### Older versions of LADS Plus and database differences

The database structure of Version 5.1 has one additional table and four additional fields compared with previous versions which went from V5.0 to 5.03. Whenever Version 5.1 encounters an older type database it will automatically add the additional table and fields it requires into the database.

The new table added to database used by LADS Plus V5.1 series is: [LADS\_Groups]

Four new fields which have been added to the table [People] are:

Show\_Name, GroupName, password and Dob\_as\_pw

#### Date formats

LADS Plus needs to make use of dates, including dates of birth. All dates should be in the UK format **dd/mm/yy** or **dd/mm/yyyy**. The Start-up Menu always checks for this date format when it runs. It is possible to change this format using *Regional and Language Options* in the Windows ® Control Panel.

#### Software improvements offered with Version 5.1 series

New modern look and feel for users

Students can be assigned to groups

Students can have passwords

Scores Summary is now available as a useful new report for Administrators.

The report can now be printed immediately after a student has completed the test.

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