

**LASS8-11**

**AND**

**LASS11-15**

**Version 5.1**

**Lucid Assessment System for Schools  
Software Guide**

April 2011

**Lucid Research Limited**

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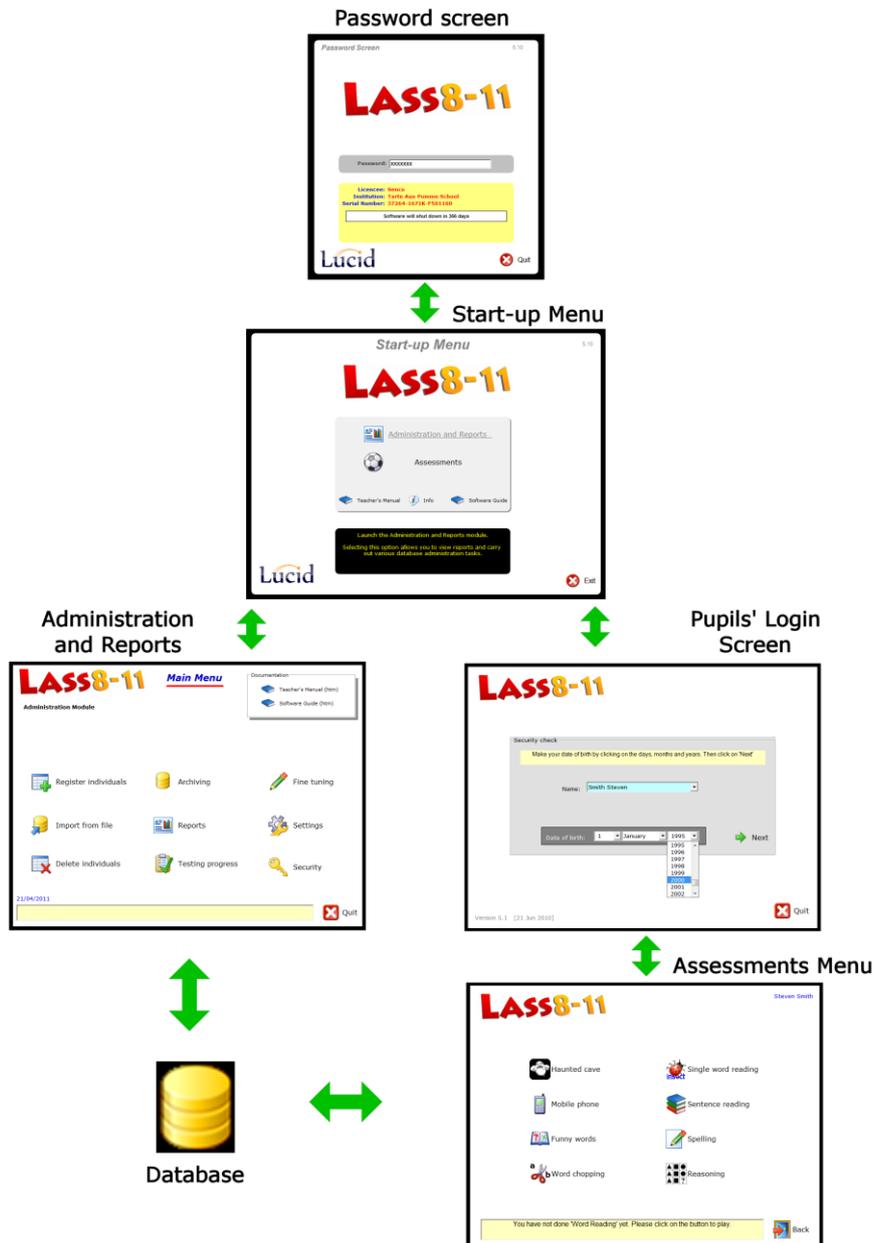
LASS Software Guide (all age ranges) – Stand Alone Editions Version 5.1

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# Introduction

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 – LASS software structure flowchart

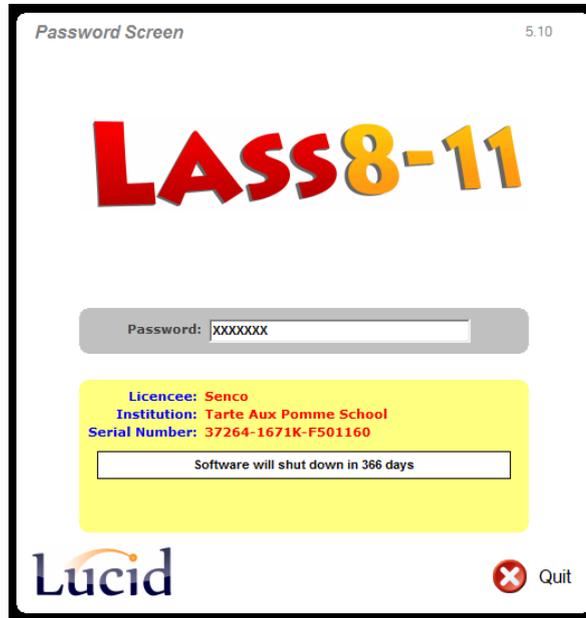


The four main components of LASS are the Start-up Menu, Administration and Reports, the Assessments (Tests) module and the database. Refer to figure 1 above to see how the components are linked to each other. The database is a Microsoft Access® 2000 (.mdb) file holding all student information and test results. See [Appendix 2](#) for technical details of database file permissions and where databases are stored.

## The Start-up Menu

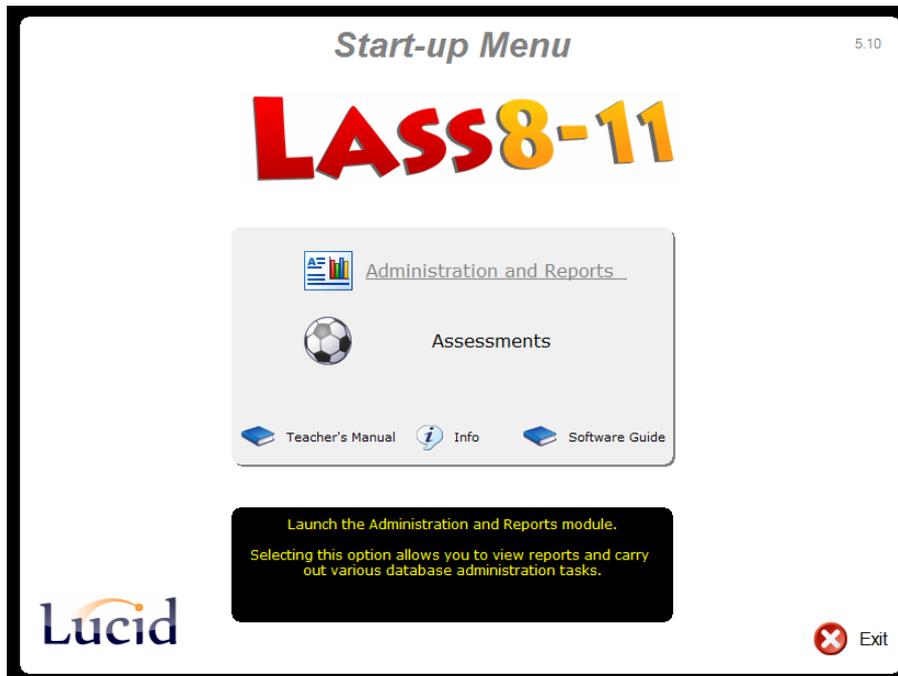
When you launch LASS from its desktop icon or from the Programs menu, the *Password Screen* will appear (figure 2). Your password should be entered; the default password is lucid – to find out how to change this password click [here](#).

Figure 2 – LASS Password Screen



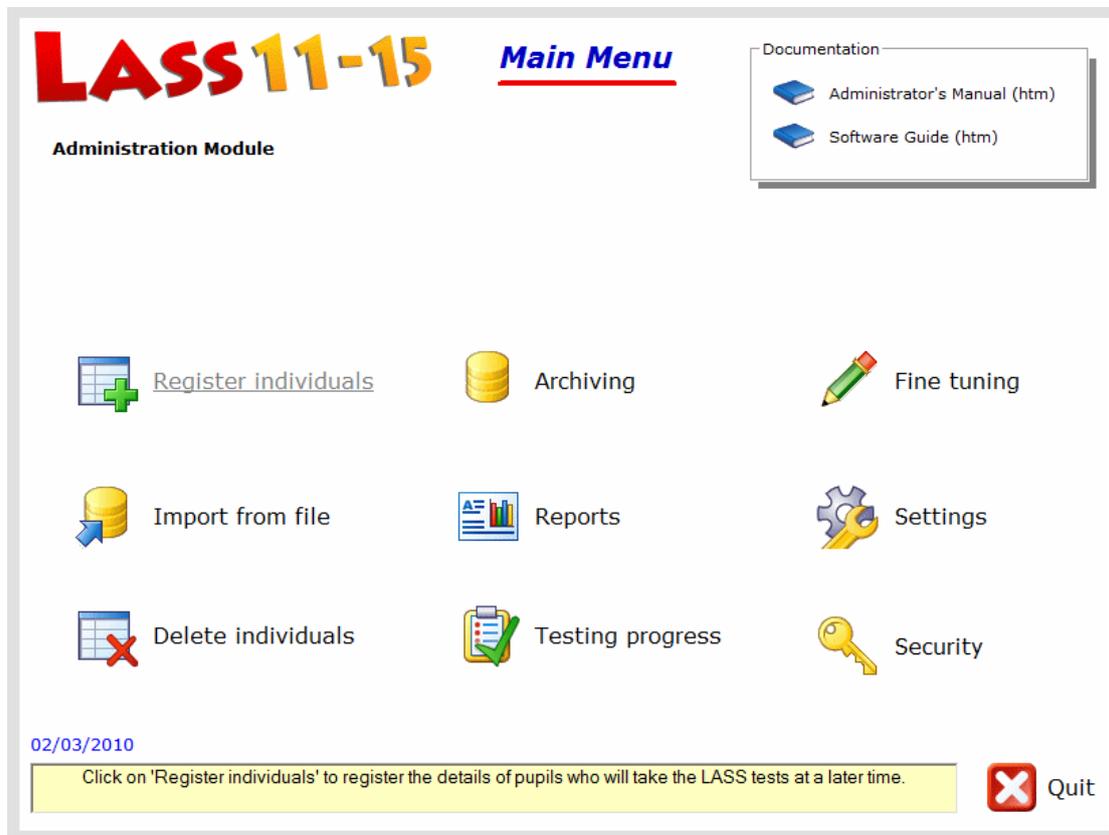
After entering the password the Start-up Menu is shown. There are two main options accessible from this menu: Administration and Reports and Assessments.

Figure 3 – The Start-up Menu



## The Administration Module and Reports Module

Figure 4 – The Administration Module's main menu



The nine main options on the Main Menu will be described in detail in the pages which follow.

Click on the link below to go to an option directly:

[Register individuals](#)

[Import from file](#)

[Delete individuals](#)

[Archiving](#)

[Reports](#)

[Testing progress](#)

[Fine tuning](#)

[Settings](#)

[Security](#)

## 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

**LASS 11-15**

Register a new individual

Surname:

Forename(s):

Date of birth:    Gender:

Age:  Years  Months

Registered this session: 0  
Total number registered: 1  
Last person registered:

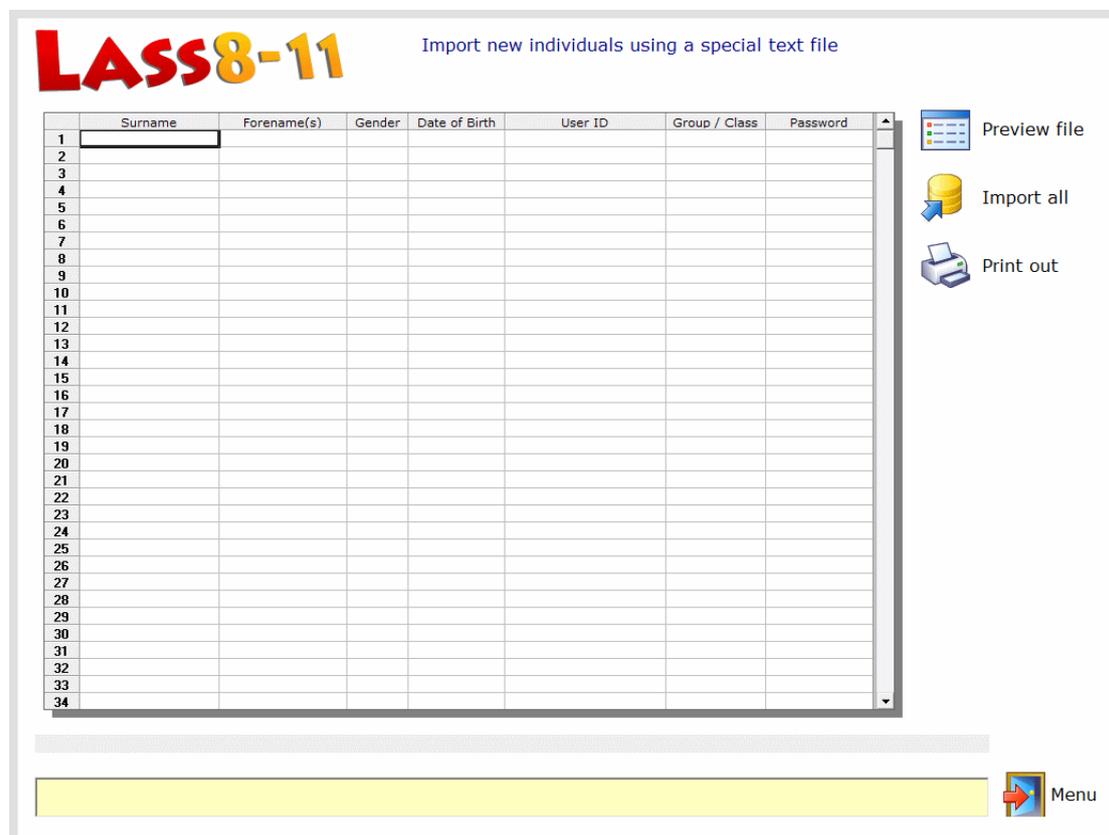
The administrator needs to know the new user's correct date of birth; this is necessary because the student's age determines which of three genres of tests will be administered.

The date of birth can also be used as a security measure instead of a password. Students can be either entered individually (as in Figure 5) or in batches via a specially formatted text file (see next section).

## 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, which is described in detail in [Appendix 1](#) at the end of this guide.

**Figure 6 – importing new users into LASS**



To import a cohort of new students, choose **Preview file** to use the file browser to locate the text file containing their details.

An example file called `junior_import.txt` or `secondary_import.txt` can be found in the *Archives* folder of the application path. Upon selecting the file, the spreadsheet shown on the import screen will be populated with its contents (see figure 7). At the time of import, each student is allocated a unique *User ID* by the software; this is used in various database tables to locate students' information. The *User ID* can also be used by the administrator or teacher as an identifier for reports if two students share the same name.

If there are errors in the formatting of the text file (e.g. if there are blanks in any columns or items are in the wrong column) it is important to fix these problems by looking at the import file again and NOT to proceed with importing the new users.

Use the **Print out** option to view a hard copy of the details to be imported. If you are happy that all the fields are correct then click on **Import individuals** to implement the import process. After importing students please go directly to the *Security* menu to view the *Login* or *Group* settings for each new student.

**Figure 7 – previewing information about new students to be imported**

**LASS8-11** Import new individuals using a special text file

	Surname	Forename(s)	Gender	Date of Birth	User ID	Group / Class	Password
1	Argos	Ann	F	12/09/01	(will be created)	Group1	banana
2	Bering	Bobby	M	30/05/02	(will be created)	Group2	apples
3	Charles	Cheryl	F	11/02/02	(will be created)	Group1	kiwi
4	Danson	Daniel	M	20/06/01	(will be created)	Group3	orange
5	Ericsson	Edwina	F	09/03/01	(will be created)	Group1	apples
6	Forlan	Frederic	M	12/09/02	(will be created)	Group3	apples
7	Grimshaw	Gregory	M	25/07/01	(will be created)	Group2	banana
8	Hart	Helena	F	17/12/01	(will be created)	Group3	grapefruit
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							

Preview file  
 Import all  
 Print out

Preview allows you to do a dry run and see whether the import file is in the correct format. Menu

## Delete individuals

From time to time it may be desirable to erase cohorts of previously assessed students from the *Lucid Database*. This can be done using the *Delete individuals* option provided on the Administration Module's main menu, an example of this is shown in figure 8.

### Deleting all students in a group

Select a group from the drop-down list in the Group deletion panel. Then choose **Delete all from Group** to delete all of the students shown in the list.

### Deleting individuals

Individual students can be deleted via the *Selection* panel in the top right part of the screen. Select the **All** button to select everyone in the Group. 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* to delete those highlighted individuals.

**Please exercise the greatest care when choosing to delete students from the database as mistakes may be difficult or impossible to rectify.**

Figure 8 – Deleting LASS users from the database

**LASS 11-15** Delete individuals from the database

Individuals selected 2

Surname	Forename	User ID
Archdeacon	Angolo	ARCANG184IMK
Argos	Ann	ARGANN202PES
Bering	Bobby	BERBOB765YKE
Charles	Cheryl	CHACHE382HIP
Danson	Daniel	DANDAN152TEC
Ericsson	Edwina	ERIEDW386AQV
Forlan	Frederic	FORFRE406MPS
Grimshaw	Gregory	GRIGRE338ORU
Hart	Helena	HARHEL825SOG

Individual deletion

- Select all
- Clear all
- Delete individuals

Group deletion

Choose a Group below:

ALL GROUPS

Number of individuals: 9

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

Menu

## Archiving

The archiving feature has five options described below.

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

This option saves all students along with their results.

### **(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 an archive has been loaded. Therefore use this option with caution, or save an 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.

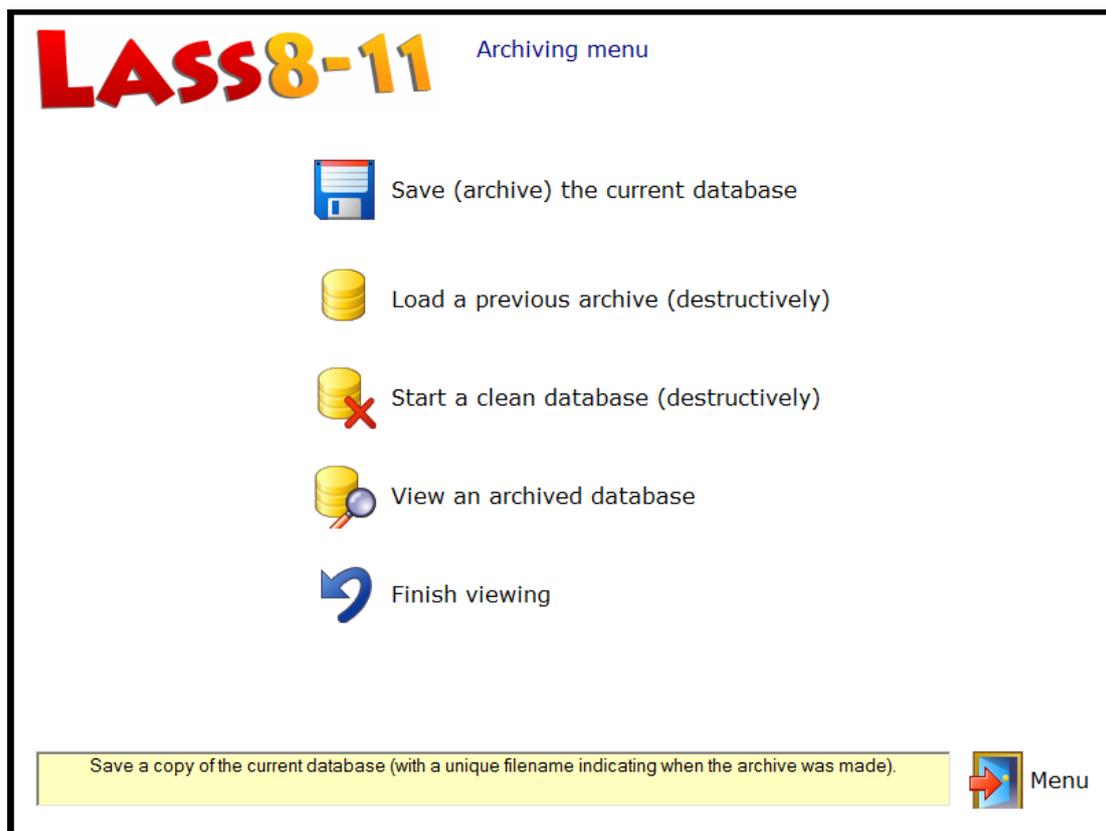
### **(4) View an archived database**

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.

### **(5) Finish viewing**

This option unlinks Lucid Rapid 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 possible. When Administration and Reports module has an archive being viewed, this is indicated by the wording 'Viewing Mode' appearing on the Main Menu screen.

Figure 9 – Archiving Menu



## Online Guides

There are two guides accessible from the Main Menu, the **Software Guide** (which you are reading now) and the **Teacher's Manual**.

The latter is the guide designed for Sencos, teachers or other professionals and gives guidance on interpretation of results and teaching strategies.

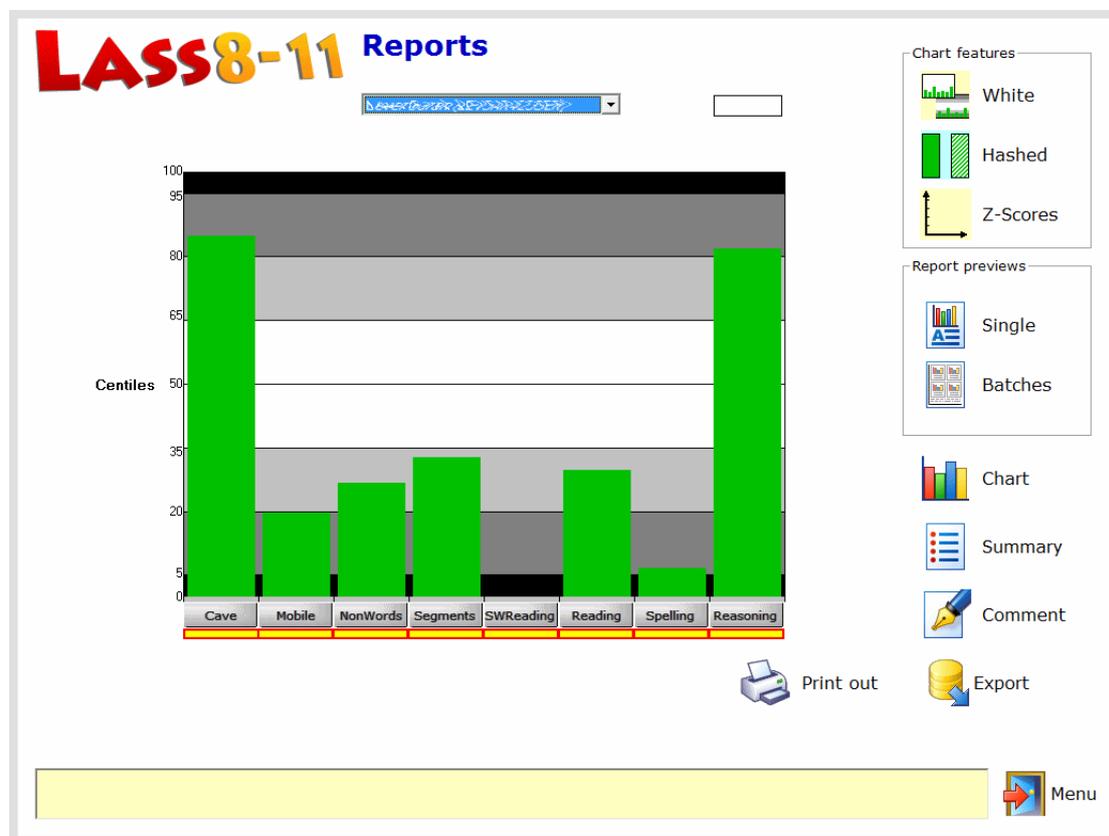
Each guide is launched into your Web Browser from which it can be printed out if required.

Both guides are also available as *Adobe Acrobat*® PDF files and can be found on the LASS CD.

## Reports

The Reports Generator offers the administrator or Senco several ways to show results of assessments and various ways to print them out.

Figure 10 – Reports Menu



The Reports Generator (figure 10) is described in detail in the *LASS Teacher's Manual*.

### Chart features

The graphical profile fills the main part of the screen. By default the chart will have a background with monochrome bands as in figure 10. The green bars are also solid and centile (percentile) scores are shown. By clicking on the three icons within the Chart features panel, the background can be turned to white, the bars hashed to make them look lighter and Z Scores (otherwise known as standard deviation units) can be displayed instead of centiles. All these settings will appear in the Report previews as well.

### Report previews (Printing out)

There are facilities to print out either individual reports (click on **Single** and see example in figure 11) or pages containing up to 8 small representations of reports for multiple students (click on **Batches** and see example in figure 12).

Figure 11 – Print Preview page

**Hilltop Academy**  
Individual LASS Summary Table and Graphical Profile

LASS ID: L615AR422568 Age: 9; 2m D.O.B: 01/06/99 Date: 02/03/2010

Module	Score	Centile	Z Score	Discrepancy	Test date	Test age	Age range
Oral	82	82	1.026	0.00	10/11/2009	8; 2; 0m	7; 0m - 11; 11m
Visual	75	62	0.812	-0.75	10/11/2009	8; 2; 0m	7; 0m - 11; 11m
Non-Verbal	77	67	0.872	-0.82	10/11/2009	8; 2; 0m	7; 0m - 11; 11m
Language	65	49	0.61	-0.35	10/11/2009	8; 2; 0m	7; 0m - 11; 11m
Spelling	55	35	0.412	-0.55	10/11/2009	8; 2; 0m	7; 0m - 11; 11m
Reading	55	35	0.412	-0.55	10/11/2009	8; 2; 0m	7; 0m - 11; 11m
Reasoning	82	82	1.026	0.00	10/11/2009	8; 2; 0m	7; 0m - 11; 11m

Bar chart showing Centiles for: Oral, Visual, Non-Verbal, Language, Spelling, Reading, Reasoning.

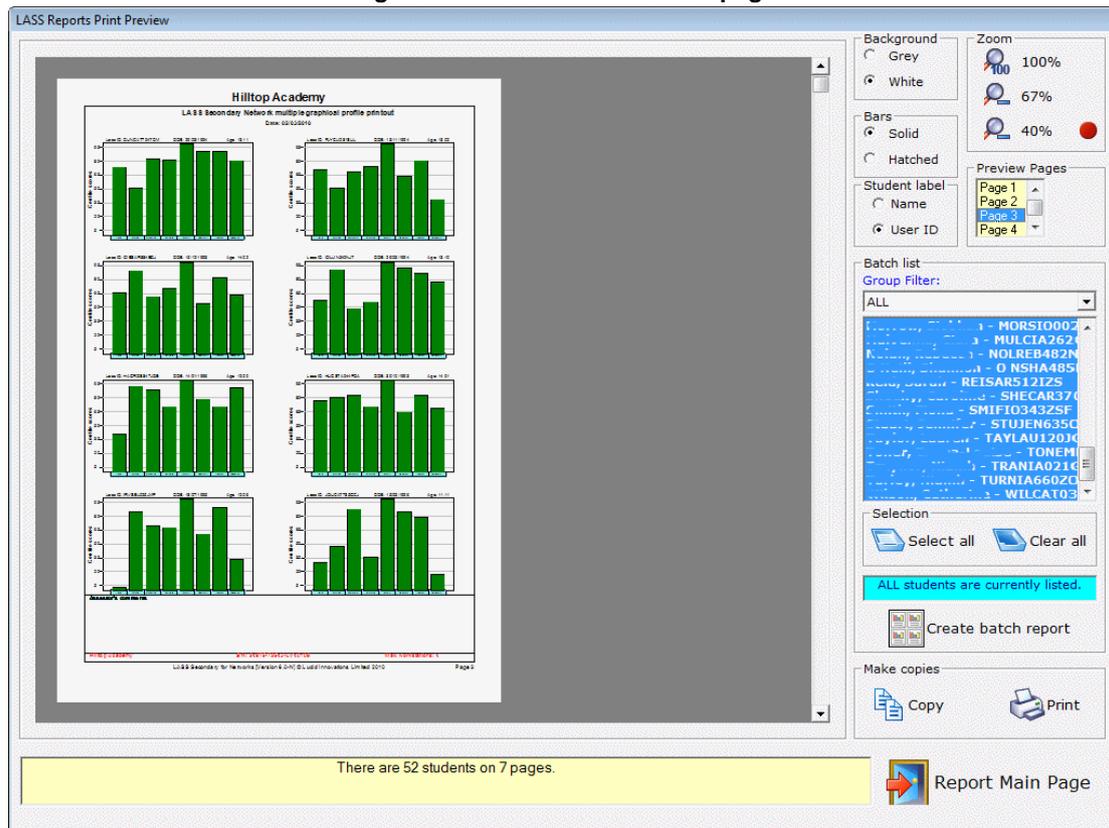
Assessor's comments:

Print | Legend | Comments | Summary table | Bar chart

Print | Copy | Report Main Page

The *Print Preview Page* is displayed when the user clicks on the **Single** button on the Reports page. The preview shows exactly what the report will look like when it is printed out. The report can be enlarged with the *Zoom* facility. In addition, five tick boxes can be checked to show (or hide) various parts of the report, namely the Guidance for Interpretation summary; the administrator's comment paragraph (optional); a border around the report; mnemonics to show the familiar names of the tests below their scientific names and finally an option to show the dates upon which the tests were undertaken. The report can also be copied to the Windows clipboard (**Copy**) so that the report can then be pasted into any suitable word processor or other application.

Figure 12 – Batch Print Preview page



To create a report which may contain multiple pages, select the students whose graphical profiles you wish to include by highlighting them on the Batch list panel (figure 12). Then click on *Create batch printout* to complete the process. There is a facility to show either the students' names or their LASS Ids instead.

In the example shown in figure 12 the page shows eight miniature graphical reports (also called thumbnails).

Students who have not completed any of their three tests will not be shown on the *Batch Print Preview* page.

### Chart

Click on the chart icon to display the graphical profile again.

## Summary

Click on this button to see a detailed table of raw scores and other information for any individual. An example is shown in figure 13.

This can be printed out by selecting the **Print out** icon on the Report page (figure 10).

Figure 13 – Summary table for a student

Test Summary for *Andrew S. J. C.*

A	B	C	D	E	F	G	H	I
Test name	Score	Centile	Z Score	ZScore diff	discrepancy	Test date	Age at test	Age equiv. range
Cave	32	67	0.44	0.39	Not significant	28/01/2008	11 y 8 m	14y 0m - 14y 05m
Mobile	4	20	-0.842	0.89	- (p < 0.05)	28/01/2008	11 y 8 m	10y 0m - 10y 11m
NonWords	15	69	0.496	0.45	Not significant	28/01/2008	11 y 8 m	14y 0m - 14y 5m
Segments	23	74	0.643	0.59	Not significant	11/02/2008	11 y 9 m	14y 6m - 14y 11m
SWReading	30	99	2.324	2.27	Not significant	11/02/2008	11 y 9 m	Not applicable
Reading	0.5245	84	0.995	0.95	Not significant	11/02/2008	11 y 9 m	15y 0m - 15y 5m
Spelling	0.3047	95	1.644	1.59	Not significant	11/02/2008	11 y 9 m	16y +
Reasoning	0.7192	52	0.05			25/02/2008	11 y 9 m	12y 0m - 12y 5m

## Adding a comment to a report

The Administrator or SENCO can type in one or two paragraphs of comments concerning an individual who has been assessed, which will then be displayed and printed out in the lower part of the report (individual reports only).

## Export

This is a useful feature which allows detailed raw data and scores for all registered students to be exported to a comma separated file (.csv). This file can then be imported into a spreadsheet application such as Microsoft® Excel® for further analysis.

A typical line of data would contain the fields represented by the headings below:

Name, ID, DOB, Test, Score, Centile, Z Score, ZScore difference, Discrepancy, Test date, Age at test, Age equivalent range

## Testing progress

This facility allows the administrator to see which student have completed their assessment tasks. The contents of the grid can be sent to the printer by selecting the **Print out** icon.

Figure 14 – Testing progress screen

Testing progress for all registered students

User ID	Names	DOB/passwor	Cave	Mobile	NonWords	Seaments	S.W.	Reading	Spelling	Reasoning
ARMEMM433ZYJ	A	01/05/96	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ARMSHA754QAR	A	09/11/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BATDAN334DZV	B	03/10/93	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BESLAU046QOZ	B	18/01/93	-	-	-	-	-	-	-	-
BRASAR387UJ	B	25/01/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BREMEA360VDU	B	12/02/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BUCTON624VSA	B	19/10/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BURCLA075KPE	B	24/03/94	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CHRHEA714TDL	C	15/03/96	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CLOMIC740WQV	C	26/08/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
COLELI335NHG	C	12/12/93	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CONALI880NFU	C	12/03/93	-	-	-	-	-	-	-	-
COPROI774BHV	C	15/05/94	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CORSOP243IGM	C	10/09/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CRECAO083RYS	C	27/08/92	-	-	-	-	-	-	-	-
CURAND333NHT	C	14/03/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DEEMEG746RSH	C	24/01/96	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DEVSAR211MJQ	D	18/04/94	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DONGRA735BPZ	D	19/09/92	-	-	-	-	-	-	-	-
DORABB043BJL	D	13/12/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DUNCAT704TDM	D	29/03/94	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
FITSTE744XKI	F	17/02/93	-	-	-	-	-	-	-	-
FLYCLI281SUL	F	13/11/94	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
GALAIS113FRK	G	16/12/92	-	-	-	-	-	-	-	-
GIBSAR884EDJ	G	15/12/93	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
GILLINS40NUT	G	29/03/94	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
GOOAND150TAU	G	27/11/92	-	-	-	-	-	-	-	-
HAGROS847JQE	H	14/01/96	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
HUGANN254KNF	H	11/05/93	-	-	-	-	-	-	-	-
HUGSTA044FOA	H	30/12/93	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
INDIRE014YGD	I	30/01/93	-	-	-	-	-	-	-	-
IRVSEL025JMP	I	18/07/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
JOUCAT785GCI	J	15/03/96	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
KANEMM326SKN	K	06/12/92	-	-	-	-	-	-	-	-
KAVLAU047FMY	K	19/03/94	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
KEEANN517XYU	K	09/06/93	-	-	-	-	-	-	-	-
KERREB252AMK	K	12/06/93	-	-	-	-	-	-	-	-
KINANG644PLN	K	15/11/95	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Number of students: 83

 Print out
  Menu

## Fine Tuning

This option on the Main Menu offers two different editing facilities:

(a) To edit student's personal information and (b) to allow a student to retake assessments.

Figure 15 shows a typical screen where the student's details are shown (top) and the LASS assessments or tests he has completed are shown in the central panel.

By clicking on the upper '**Edit details**' button the student's name, date of birth and gender can be altered. As a cautionary note, if a student's date of birth was originally entered inaccurately and the student subsequently sat an assessment, the report for that student may show an inaccurate graphical bar and inaccurate centile scores. If the inaccuracy of the date of birth has resulted in the student's year band changing (e.g. from age 11 years to 12 years) it may be worth retesting the student on that assessment module having entered the correct date of birth. In this way the correct norms bands will be used by the Reports module with that student's results.

The assessment modules completed by each student are shown in the central panel. Assessments or tests completed are shown as red discs. By clicking the '**Edit details**' button to the right of the panel the red discs may be changed to the green 'Retest' ones by clicking on them. Changes made are saved to the database when the appropriate '**Save changes**' button is clicked upon.

**Caution!** Before using the retesting feature on this screen, it is strongly advised that any reports for the student are printed out, as retesting will result in the loss of the previous results for that test.

Figure 15 – Fine Tuning screen

**LASS 11-15** Fine Tuning an individual's personal and assessment details

Select individual

**Personal details**

User ID:

Surname:

Forename(s):

Date of birth:    Age:   Y M

Gender:

**Allow selective retesting**

<b>Haunted Cave</b>	<input checked="" type="radio"/>	<b>Single Word Reading</b>	<input checked="" type="radio"/>	<input type="text" value="Edit details"/>
<b>Mobile Phone</b>	<input checked="" type="radio"/>	<b>Sentence Reading</b>	<input checked="" type="radio"/>	<input type="text" value="Undo changes"/>
<b>Non-words</b>	<input checked="" type="radio"/>	<b>Spelling</b>	<input checked="" type="radio"/>	<input type="text" value="Save changes"/>
<b>Segments</b>	<input checked="" type="radio"/>	<b>Reasoning</b>	<input checked="" type="radio"/>	

**Legend**

- Test not attempted
- Test completed
- Allow retest

You may alter an individual's personal details by selecting 'Edit details'. Then choose either 'Save changes' or 'Undo changes' as desired.

## Settings

There are just a couple of things you can do on this page.

### Change password

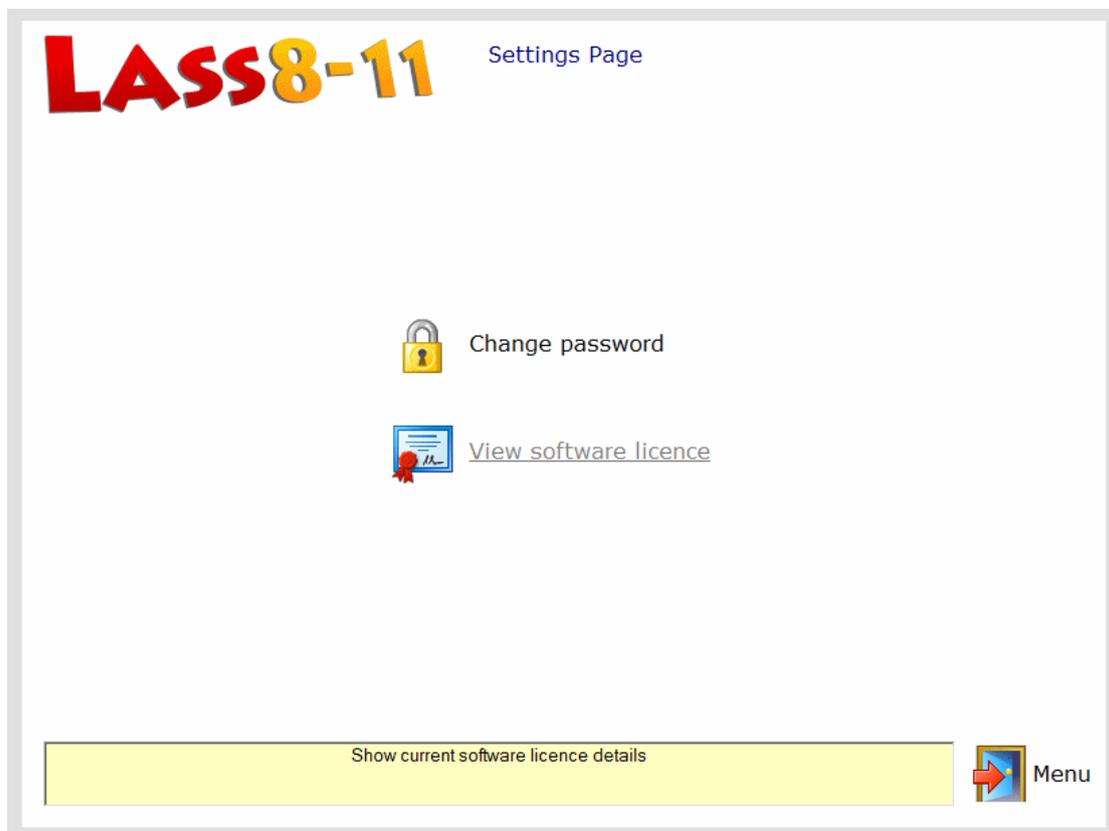
Here the administrator can change the admin password. If you change your password please write the new one down before you effect this change in the software.

The default password is always: **lucid**

### View software licence

Your software licence details may be viewed. This can allow planning for future renewal of the software licence if necessary.

Figure 16 – Settings Menu



## Security

After new students have been registered within LASS (either individually or by using an import file) it is useful to check or modify security details for each student. This can be done on the Security Menu (figure 17). Even if this is not done, default settings will be allocated automatically by the program when new students are added.

Figure 17 – Security menu

**LASS 11-15** Security settings for all individuals  
Number registered: 83

User ID	Student	D.O.B	Password	Group/Class	Login list
AR 3ZYJ	Ar...	01/05/96	[Use date of birth]	8B	Yes
AR IQAR	A...	09/11/95	[Use date of birth]	8C	Yes
BA DZV	B...	03/10/93	[Use date of birth]	10F	Yes
BE QOZ	E...	18/01/93	[Use date of birth]	11B	Yes
BR UJJ	B...	25/01/95	[Use date of birth]	9E	Yes
BR IVDU	Bi...	12/02/95	[Use date of birth]	9C	Yes
BU IVSA	Bu...	19/10/95	[Use date of birth]	8D	Yes
BU KPE	Bu...	24/03/94	[Use date of birth]	10F	Yes
CH TDL	Cl...	15/03/96	[Use date of birth]	8B	Yes
CL IWOV	C...	26/08/95	[Use date of birth]	8A	Yes
CO IHG	C...	12/12/93	[Use date of birth]	10E	Yes
CO VFU	C...	12/03/93	[Use date of birth]	11C	Yes
CO BHV	C...	15/05/94	[Use date of birth]	10A	Yes
CO JGM	C...	10/09/95	[Use date of birth]	8D	Yes
CR IRYS	C...	27/08/92	[Use date of birth]	11C	Yes
CU INHT	C...	14/03/95	[Use date of birth]	9E	Yes
DE RSH	D...	24/01/96	[Use date of birth]	8B	Yes
DE MIQ	D...	18/04/94	[Use date of birth]	10E	Yes
DO IBPZ	D...	19/09/92	[Use date of birth]	11A	Yes
DO BJL	D...	13/12/95	[Use date of birth]	8C	Yes
DU ITDM	D...	29/03/94	[Use date of birth]	10F	Yes
FI XKI	F...	17/02/93	[Use date of birth]	11B	Yes
FL SUL	F...	13/11/94	[Use date of birth]	9B	Yes
GA FRK	G...	16/12/92	[Use date of birth]	11C	Yes
GI EDJ	G...	15/12/93	[Use date of birth]	10F	Yes

Change the name of a Group/Class  
From... Universal to...  Change

Add new Group/Class  
 Add

Edit settings for Group/Class  
Universal  Yes  No  Yes  No Update

Disband a Group/Class  
Universal Disband

Add a new group by typing its name and then selecting 'Add' - allocate pupils to the new group as required. Menu

Print

It is important to be aware of the security settings used in LASS, so these are described in the paragraphs which follow.

### Group/Class

Every student is allocated to a notional group which, by default, is called *Universal* (this group cannot be deleted). If you don't want to allocate individuals to new groups then simply leave them in the *Universal* group to which they are initially allocated.

If you wish to place cohorts of students into different groups then you can create your own groups and name them as, say, *All Year 4* or *All Year 5*.

### Change the name of a Group/Class

You cannot change the name of the default group 'Universal', though any other existing group names can be freely changed.

### Add a new Group/Class

Simply enter the name of the new group in the appropriately titled text box shown in figure 17 and then click on the **Add** button.

To place a new student into the new group look at the panel entitled “*Edit an individual student’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 student using the second drop-down list. Finally select **Update** in this panel.

#### **Disband a group**

This will remove a student from his/her current group and reallocate him/her into the *Universal* group. This process will also remove the name of the disbanded group from the database.

#### **Removing the student’s name from the (login) list shown on the Test Module**

You may not want all of the students registered in *Lucid Rapid* to have their names appear in the Login list which is the gateway to the Test Module. In the sub-panel entitled “*Show in Login list*” select either *Yes* or *No* to make this choice.

#### **Can the login list setting be applied globally?**

Yes. You will notice towards the bottom of 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*”. Finally click on the adjacent button called **Update**.

This feature allows entire groups to be hidden from the drop-down (login) list at the start of the Test Module.

## The Tests Module

### The Login Panel

Upon selecting Assessments from the Start-up Menu (Figure 3) you will see the security panel similar to the one below. The student (or the administrator) should select the appropriate name from the drop-down list and then make up the correct date of birth (this represents a security feature) using the three lower drop-down lists. Upon successful completion of these two selections the student is presented with the assessments menu (Figure 19).

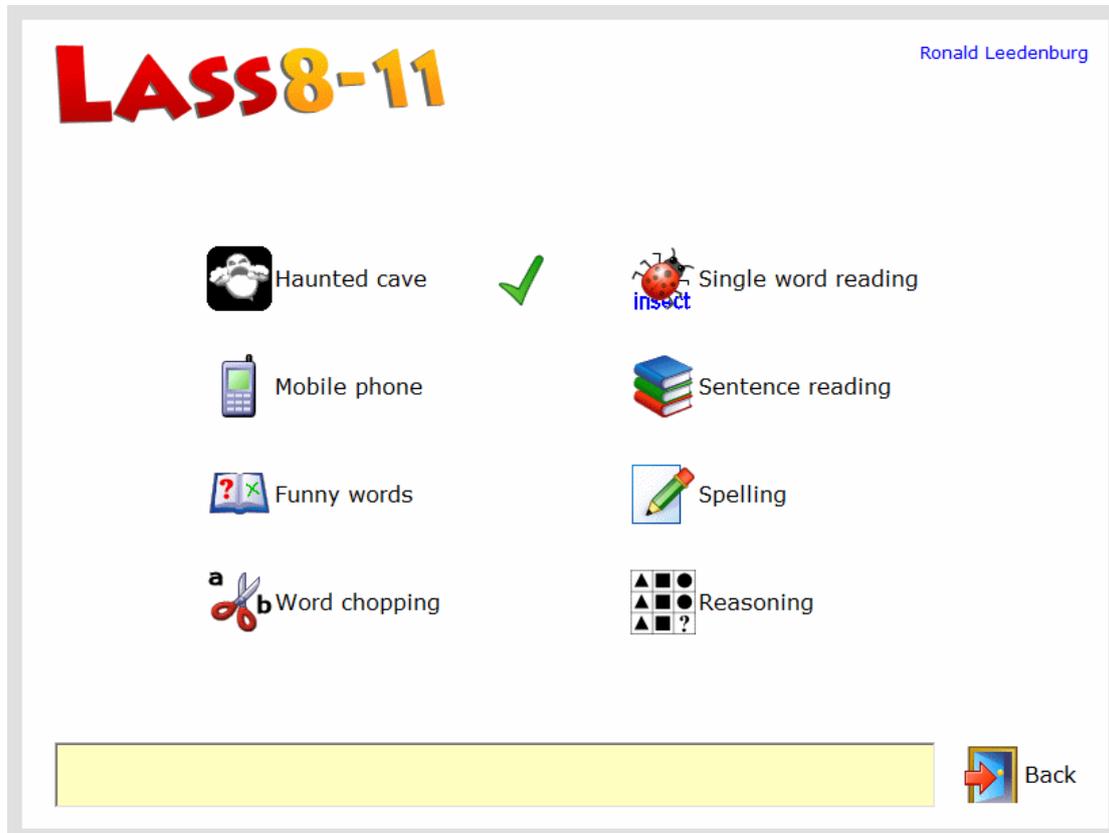
Figure 18 – Tests Module Login Panel

The screenshot shows the LASS8-11 interface. At the top left, the text 'LASS8-11' is displayed in a large, stylized font. Below this is a 'Security check' window. Inside the window, a yellow banner reads 'Please choose your name and your date of birth'. Below the banner, there is a 'Name:' label followed by a drop-down menu showing 'Leedenburg Ronald'. Below that is a 'Date of birth:' label followed by three drop-down menus: the first shows '1', the second shows 'January' with a list of months (January through August) open, and the third shows '2003'. To the right of these fields is a green arrow labeled 'Next'. In the bottom right corner of the window is a red 'X' icon labeled 'Quit'.

**Note:** If the student has been allocated a password, and the 'Use Date of Birth as Password' option has not been set for this student (see Security, Figure 17) then a password box will be shown in Figure 18 instead of the date of birth box.

## The Assessments menu

Figure 19 – The LASS assessments menu



The student selects one of the test modules by selecting one of the eight Games icons (Figure 19), completes the assessment and is returned once more to this menu. After completing the test a green tick will appear next to the test completed and that test disabled.

The administrator or supervisor should ensure that the student carries out all assessment tasks that they should attempt. Upon clicking on the **Back** button the student will be taken back to the Login Panel, at which point another student may wish to come in and do some assessments.

To read more about how assessments should be administered and details about the individual assessment modules, please read Chapter 2 of the *LASS Teacher's Manual*, as this detail is beyond the scope of this guide.

## Appendix 1

### Importing new users – the file format

Below is shown a sample file formatted to allow its importation into LASS.

In LASS 8-121 there is an example file (`junior_import.txt`) be in a folder called *[Archives]* off the main database folder (see also [Appendix 2](#)).

In LASS 11-15 the example file is called `secondary_import.txt` and its contents may differ a little from those shown below.

```
Argos,Ann,F,12/09/2001,Group1,  
Bering,Bobby,M,30/05/2002,Group2,apples  
Charles,Cheryl,F,11/02/02,Group1,kiwi  
Danson,Daniel,M,20/06/01,Group3,orange  
Ericsson,Edwina,F,09/03/2001,Group1,apples  
Forlan,Frederic,M,12/09/2002,Group3,apples  
Grimshaw,Gregory,M,25/07/2001,Group2,banana  
Hart,Helena,F,17/12/2001,,grapefruit
```

There are up to 6 fields which should be entered for each student as follows:

**Surname, Forenames, Sex, date of birth, Group\*, Password\***

#### Notes on formatting

\* denotes optional fields.

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

Fields should be separated by a comma with 5 commas in total.

Names don't have to be in alphabetical order as they are sorted within the software.

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

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

If the Group or Password is omitted you must retain the comma which would have preceded it. In the example above, Ann Argos doesn't have a 'password' but the comma before it is still there; also Helena Hart doesn't have a 'group' so she will be allocated to the default group '*Universal*'.

*Please note: All student names used within this Guide are fictitious and used for demonstrative purposes only.*

## Appendix 2

### Technical Information about LASS version 5.1 series

#### Databases

##### LASS 8-11 (this was formerly known as *LASS Junior*)

The current working database is called `Junior05Data.mdb`

It has a sister database called `Junior05EmptyDatabase.mdb` which 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\LASS Junior\5.06\`

or for Vista and Windows 7 in:

`C:\ProgramData\ Lucid Research\ LASS Junior\5.06\`

Archives should be saved to a folder called *Archives* off this folder.

##### LASS 11-15 (this was formerly known as LASS Secondary)

The current working database is called `LASS05Data.mdb`

It has a sister database called `LASS05EmptyDatabase.mdb` which 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\LASS Secondary\5.06\`

or for Vista and Windows 7 in:

`C:\ProgramData\ Lucid Research\ LASS Secondary\5.06\`

Archives should be saved to a folder called *Archives* off this folder.

#### Important file and folder permissions

For both LASS 8-11 and LASS 11-15, All users should have **Read/Write and Modify** permissions set on the folder '**5.06**' and all its subfolders. The Start-up Menu always checks and gives a warning in case this folder is only 'Read-Only'.

#### Date formats

LASS 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.

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