

Lucid Recall Help

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Welcome to Lucid Recall



Lucid Recall is a software application from Lucid Research designed to assess the working memory of children aged between 7 and 16 years.

Recall assesses the following fundamental working memory functions identified by leading international researchers including Professor Alan Baddeley

- Phonological loop – assessed by a word recall test
- Visuo-spatial sketchpad – assessed by a pattern recall test
- Central executive function – assessed by a counting recall test

The three tests have been scientifically developed by Lucid Research in collaboration with Dr Helen St Clair-Thompson, lecturer and researcher in psychology at the University of Hull, UK. For information on how Lucid Recall was standardised and validated please see the Recall Administrators Manual.

This help file contains detailed information on how to install and use Lucid Recall. Pressing the F1 key whilst using Recall will bring up context sensitive help information.

Please Note: Help will not be available during the assessments.

Installation Guides

Lucid Recall is available as a standalone version or as a network version. Please review the system requirements and then follow the appropriate installation guide for the version that you have purchased or downloaded on a trial basis.

System requirements

You will need a computer(s) with the following minimum recommended specifications:

Standalone Version

- Intel® or AMD® 32 bit (x86) or 64 bit (x64) processor running at 1.0 Ghz or above.
-
- 2 GB RAM or above
- Sound Card
- Graphics Resolution of 800 x 600 16 bit colour or above.
- Microsoft Windows® XP Service Pack 3 or above.
- [Microsoft SQL Server Compact Edition 4.0](#)
- [Microsoft .NET Framework 4.0 Full](#)

Network Version

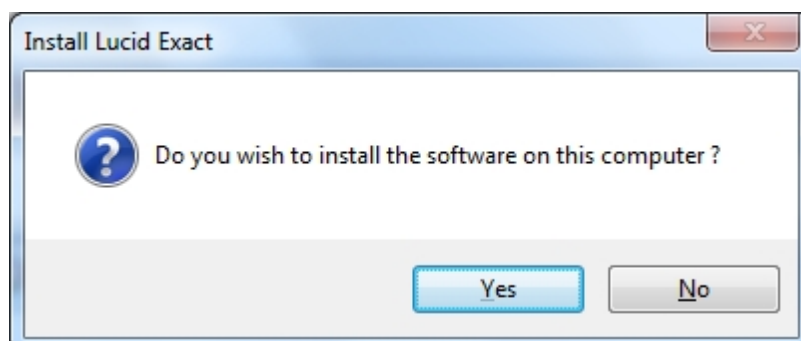
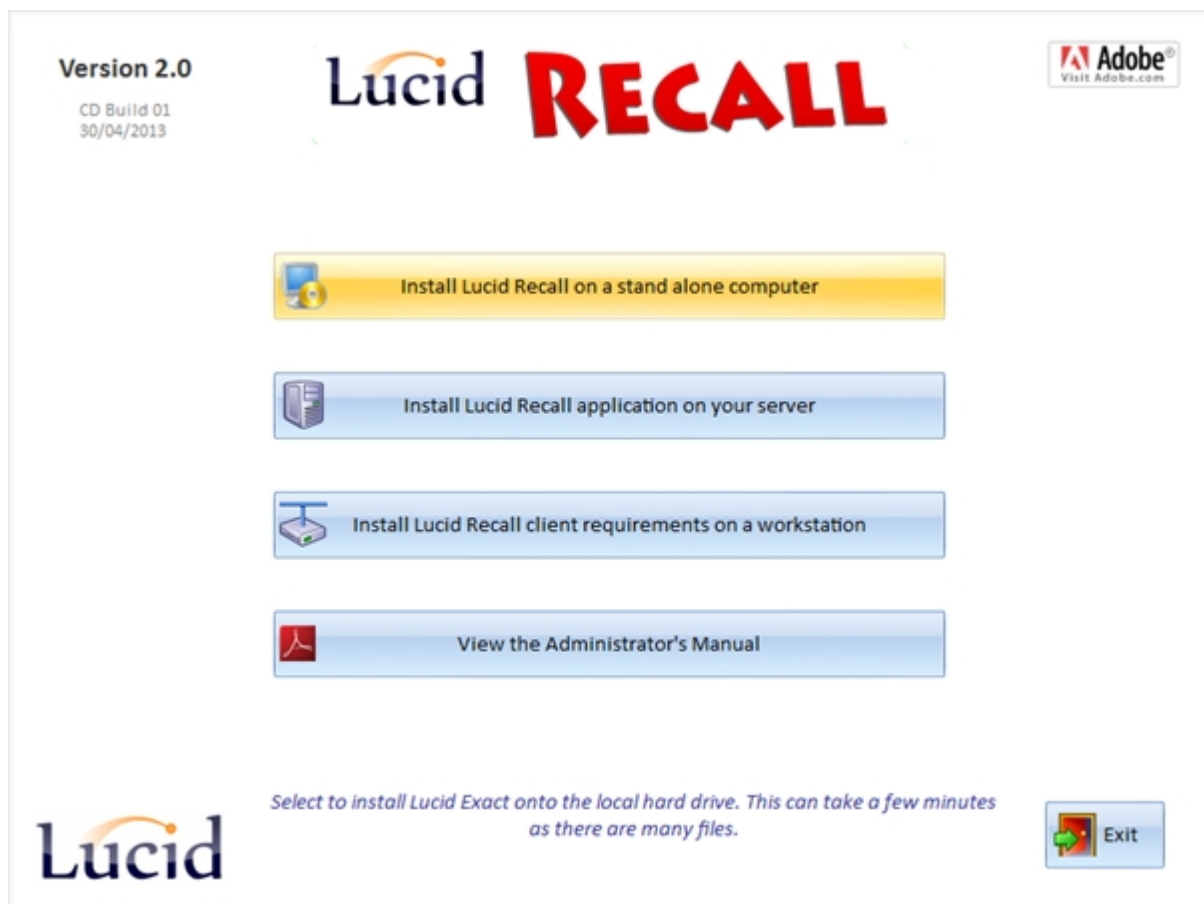
Server Machine

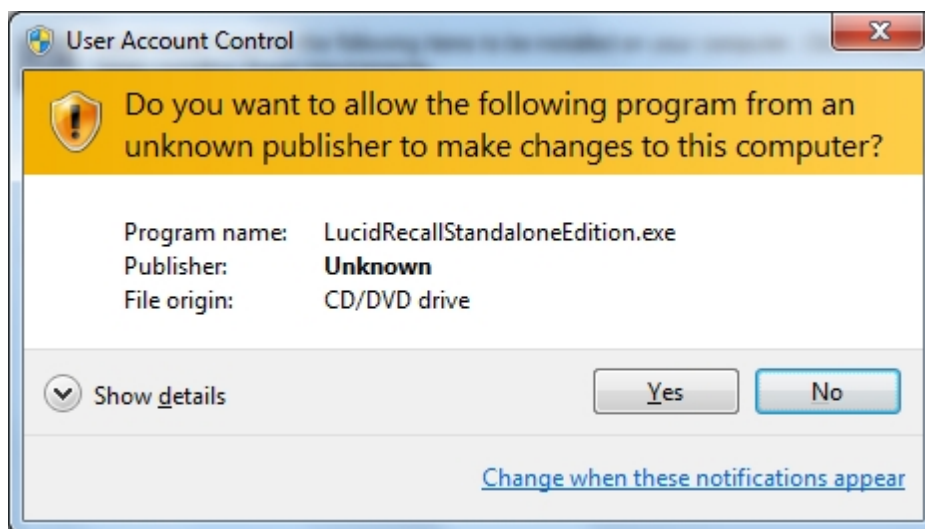
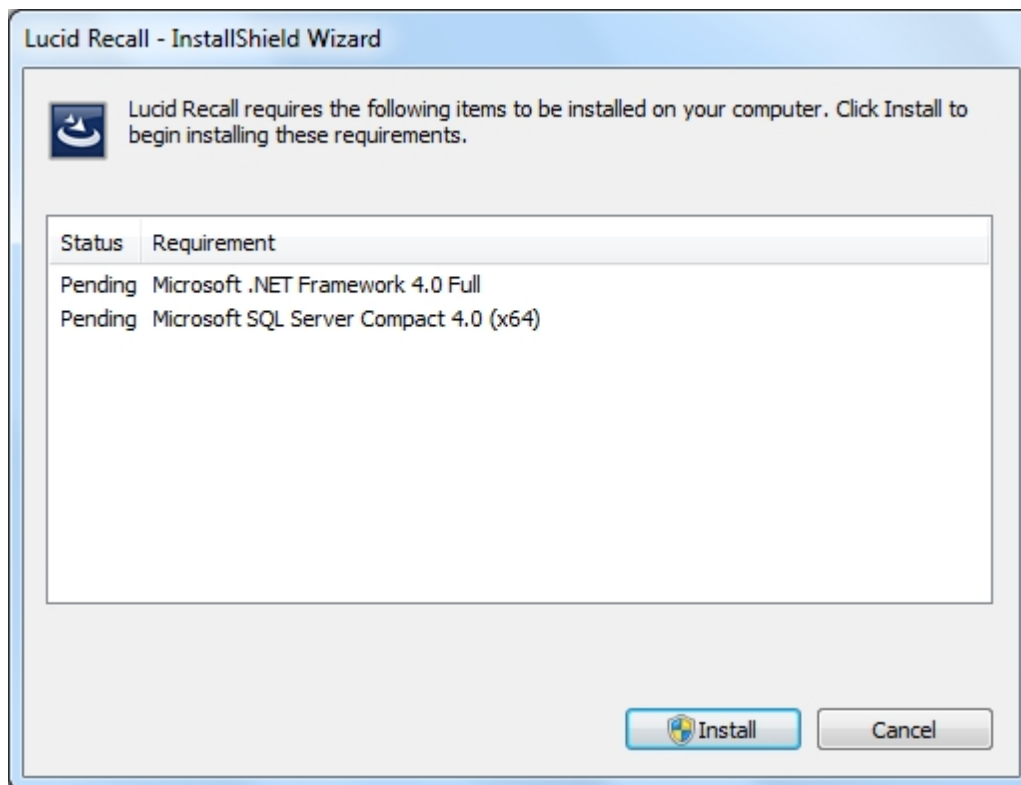
- [See minimum requirements for running SQL Server 2008](#)

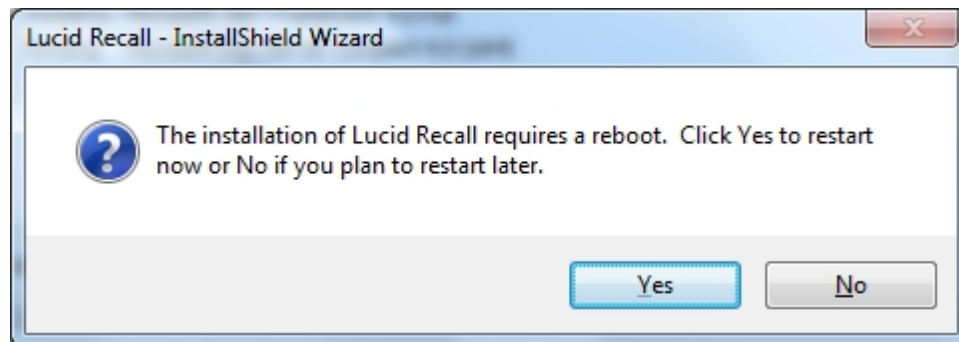
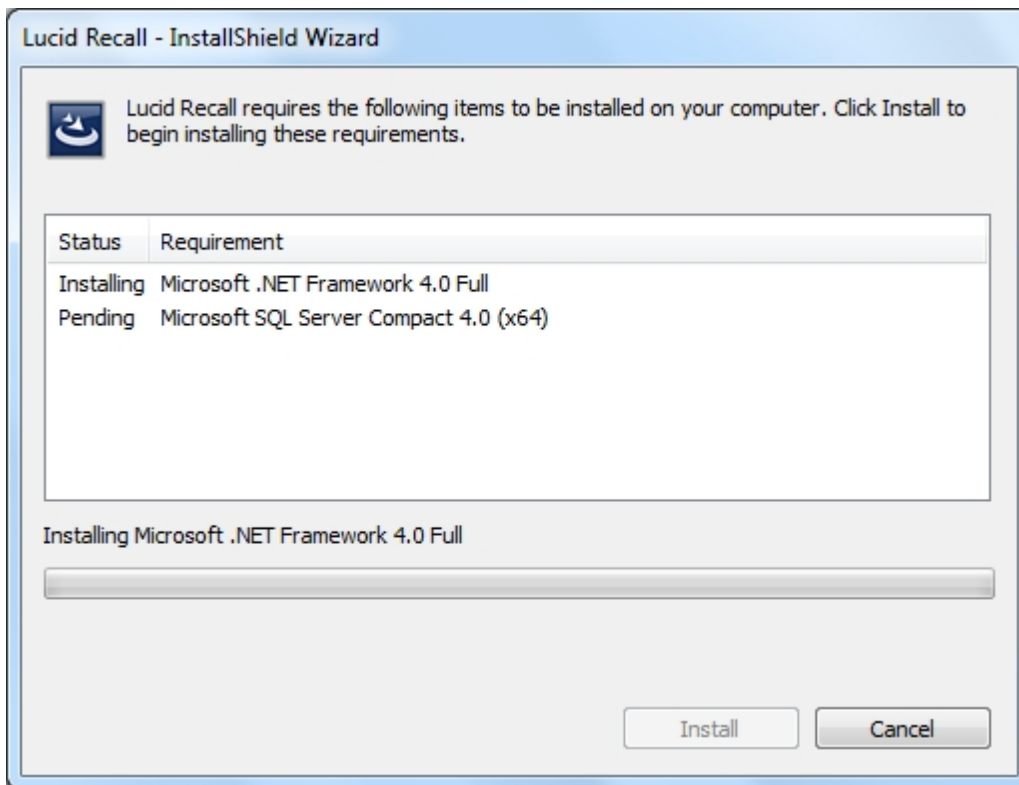
Client Machines

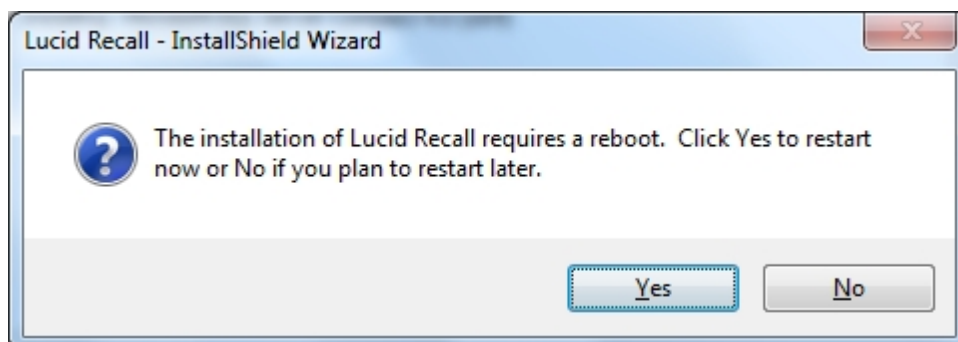
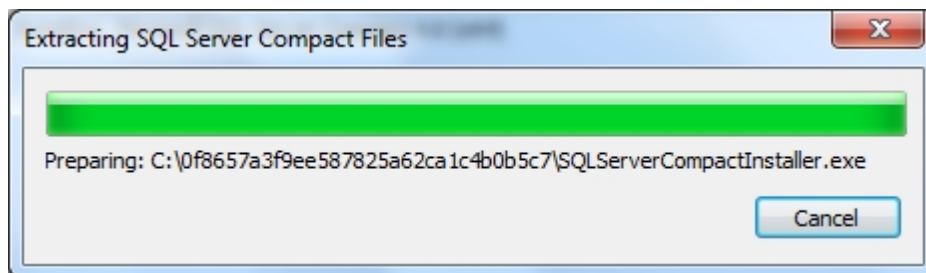
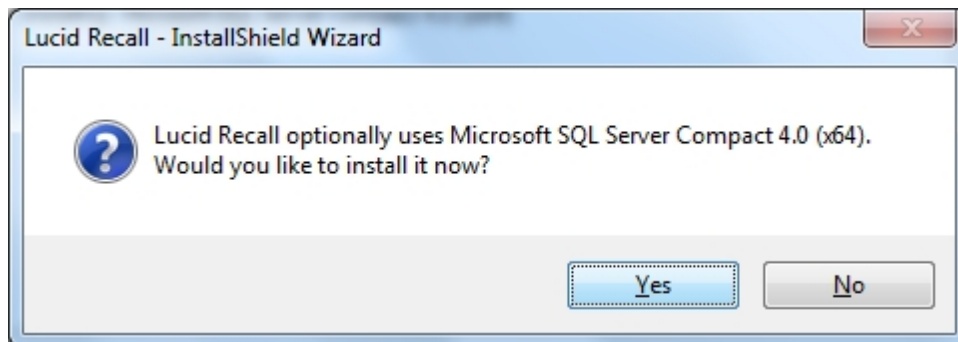
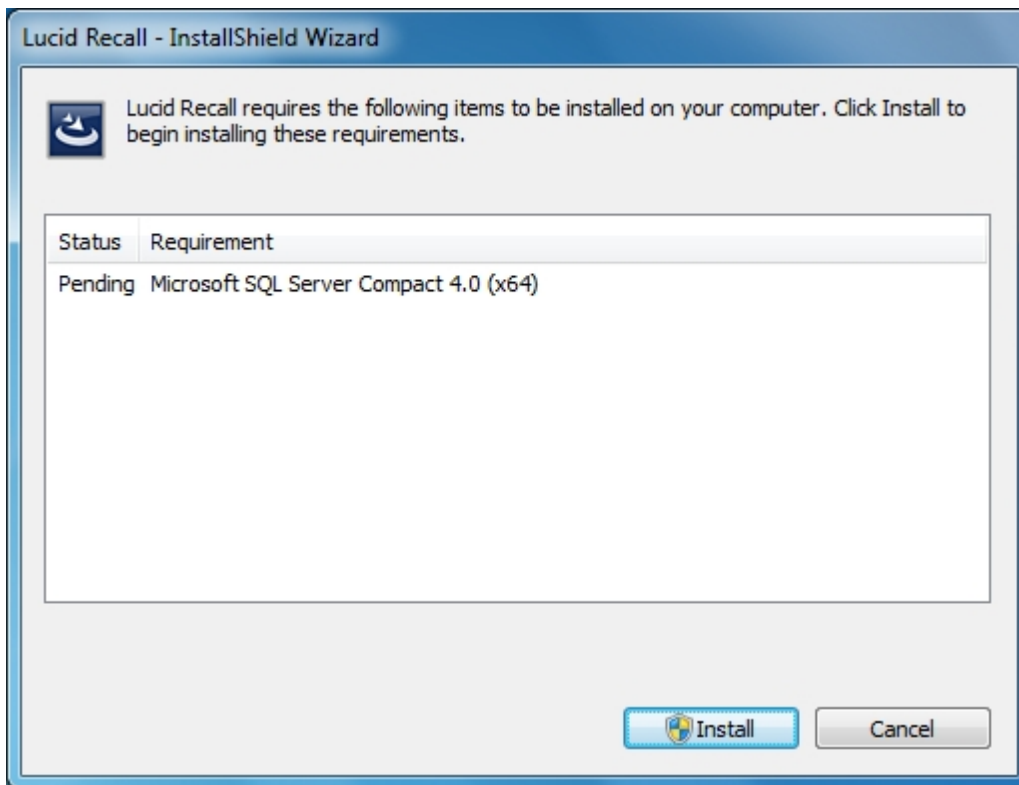
- Intel® or AMD® 32 bit (x86) or 64 bit (x64) processor running at 1.0 Ghz or above.
- 2 GB RAM or above
- Sound Card
- Graphics Resolution of 800 x 600 16 bit colour or above.
- Microsoft Windows® XP Service Pack 3 or above.
- [Microsoft .NET Framework 4.0 Full](#)
- [Microsoft SQL Server 2008 R2 Native Client](#)

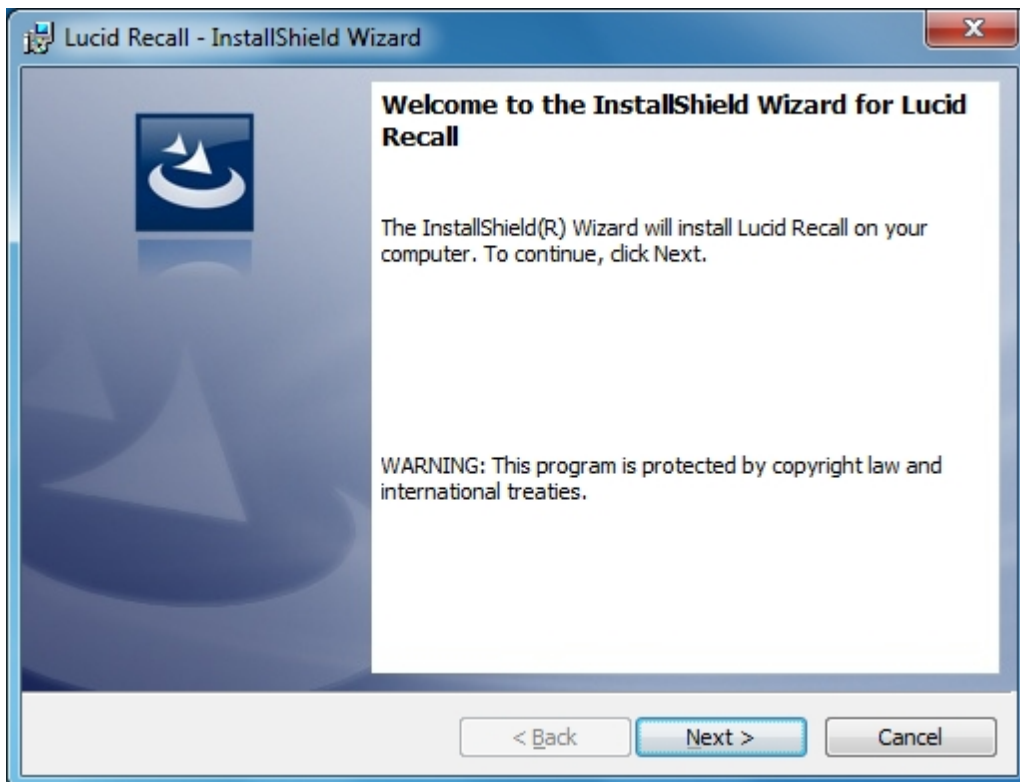
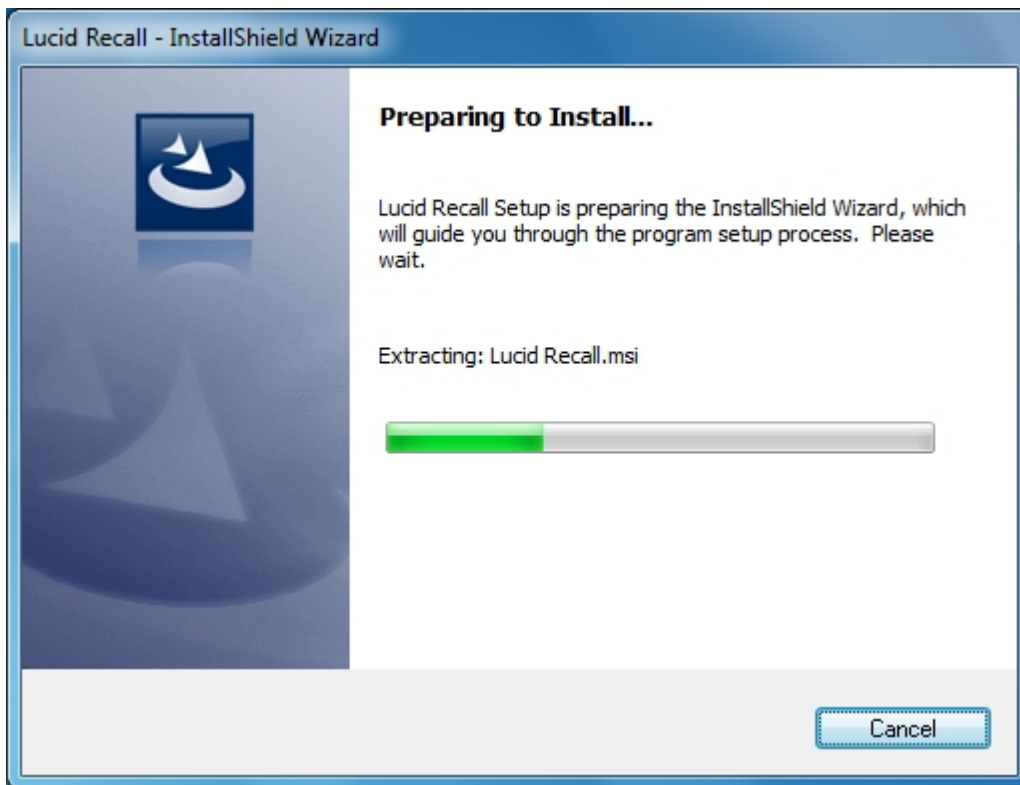
Standalone Installation

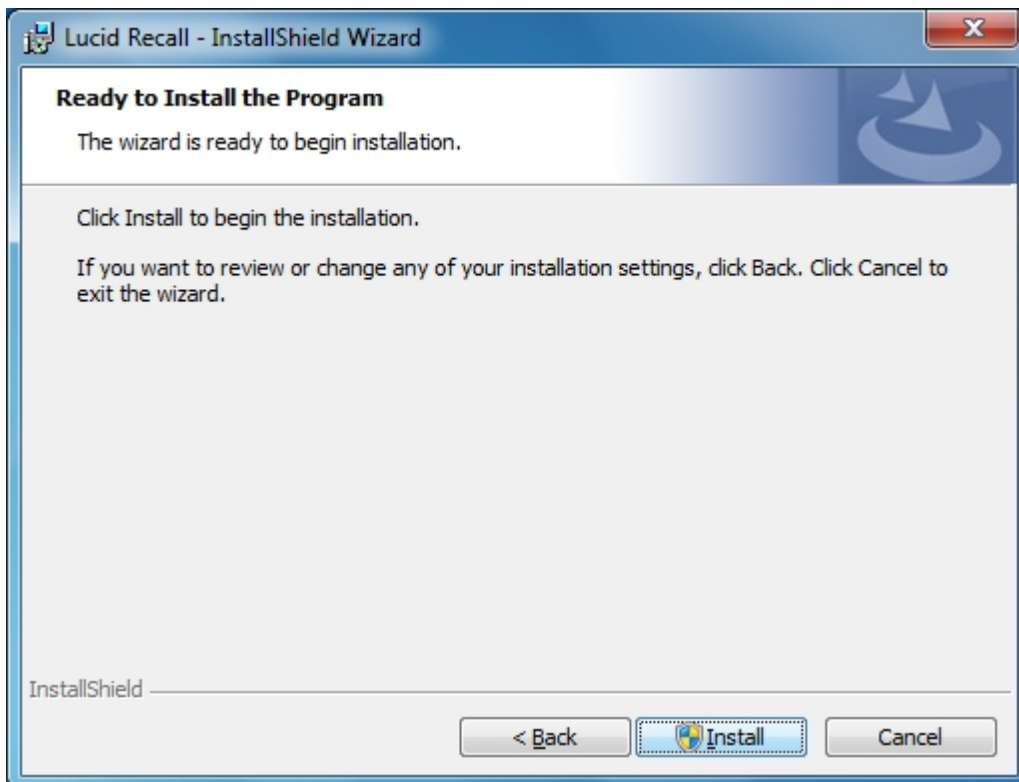
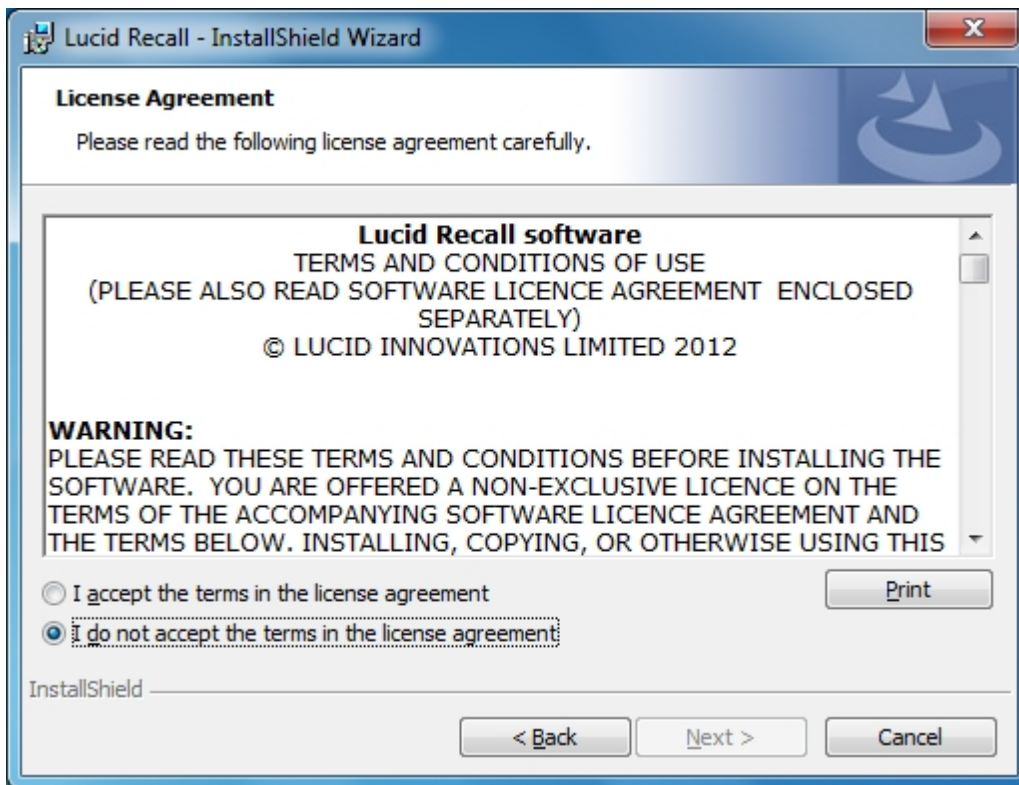


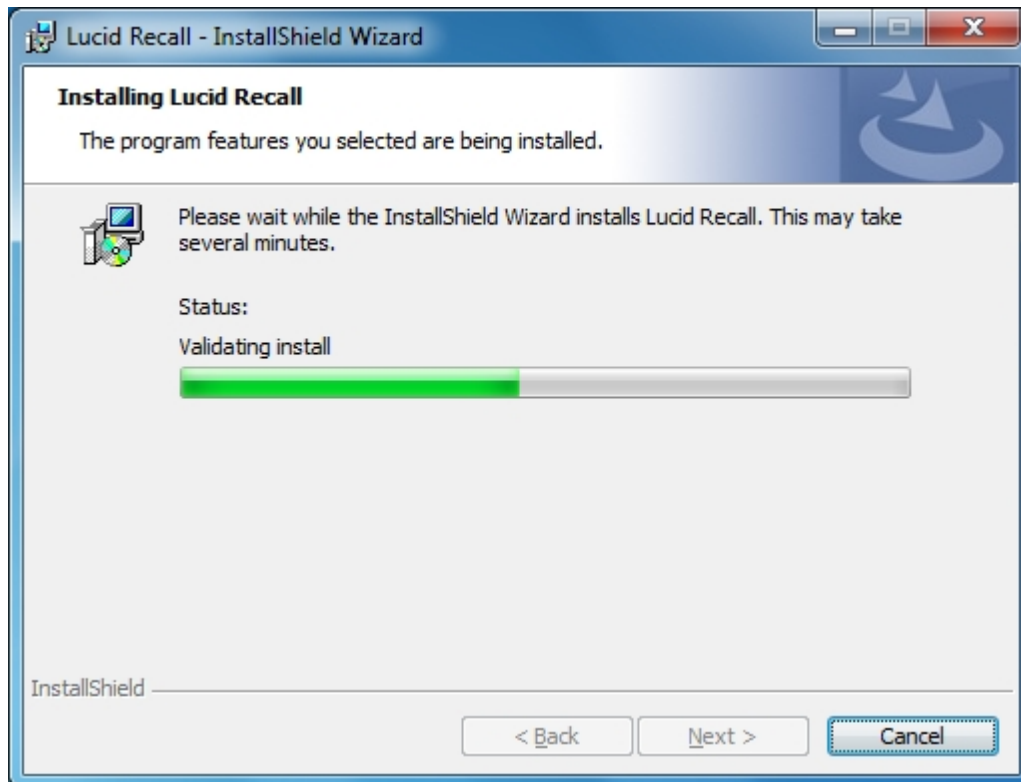
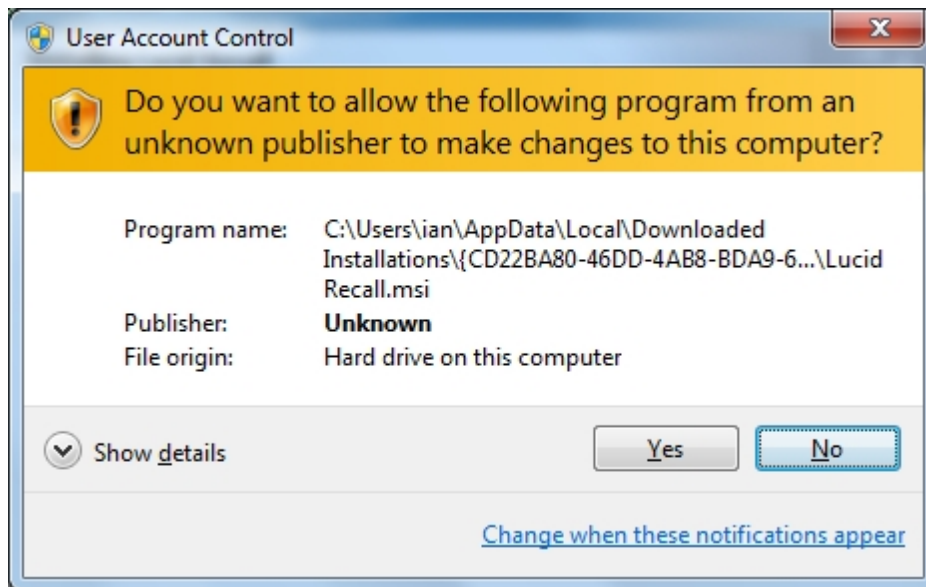


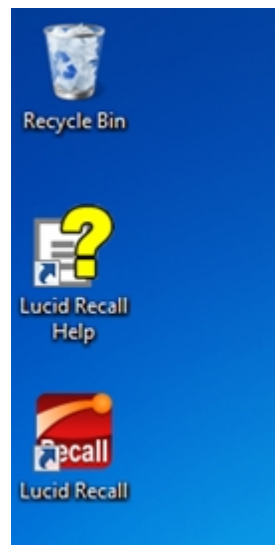
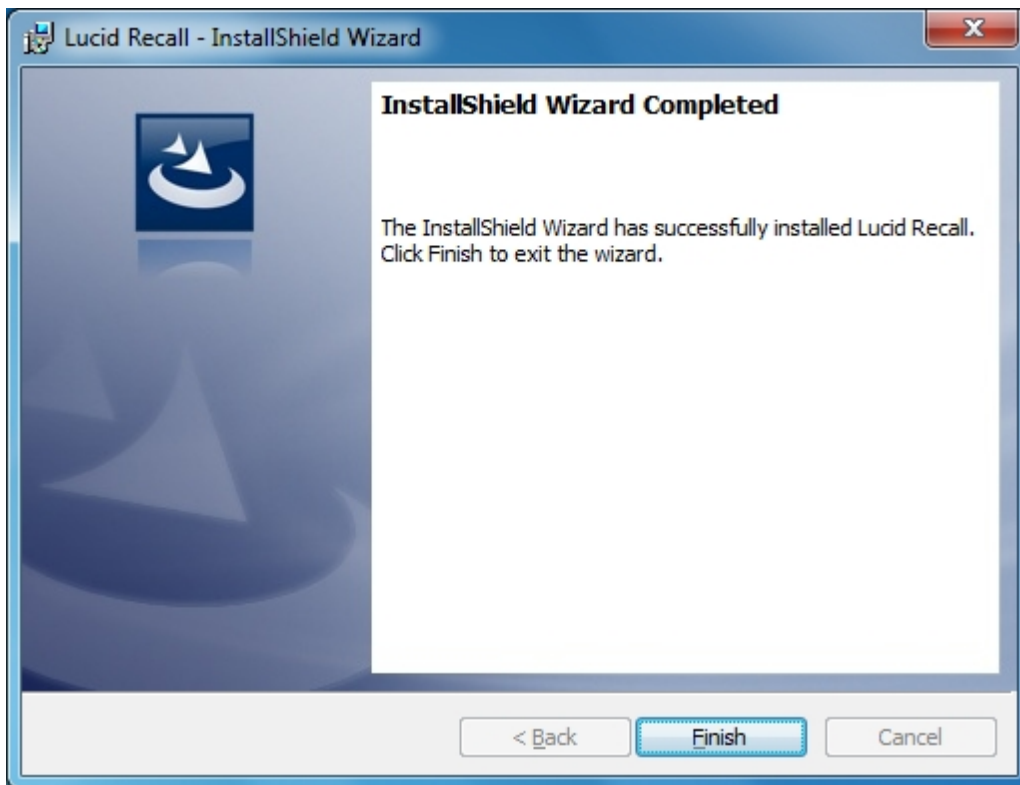












Network Installation

Lucid Recall can be installed as a client server based network install. Lucid's network edition software uses Microsoft® SQL Server to host the database. An 'Express' version of SQL Server is available free from Microsoft® see [Microsoft SQL Server® 2008 R2 SP1 - Express Edition](#). Ensure that the version you download and install is correct for your server and has the management studio available.

If you have an existing version of SQL Server it may be suitable for hosting a Lucid product database. However, if your SQL Server already hosts a critical application such as **SIMS** or **Sophos** we would advise that you host the Lucid Recall database on a different SQL Server instance. One of the features of Microsoft SQL Server is that you can install multiple copies of it on the same server or computer. You can name these copies as 'instances' so they can easily be identified by their name.

If you have only one server and that is a **Domain Controller** please read the important Security Note "[Installing SQL Server on a Domain Controller](#)" from Microsoft® .

Installing SQL server

Installing SQL Server 2008 R2

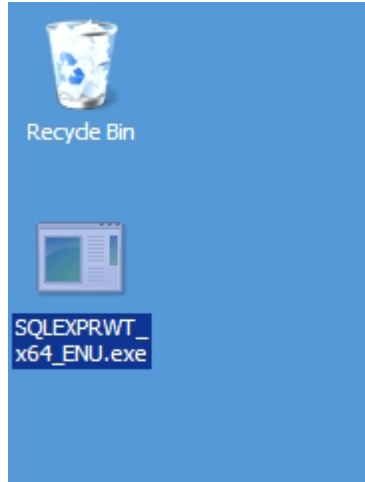


Figure 1: The Downloaded SQL Server Installation File

Double Click the install file that you have downloaded. Here, we have **SQLEXPRTW_x64_ENU.exe** and we saved it to the desktop. This will extract the required install files and present the following SQL Server Installation Center menu (see Figure 2). For this procedure we are going to create a new SQL Server installation, so we will choose the top option, ***New installation or add features to an existing installation.***

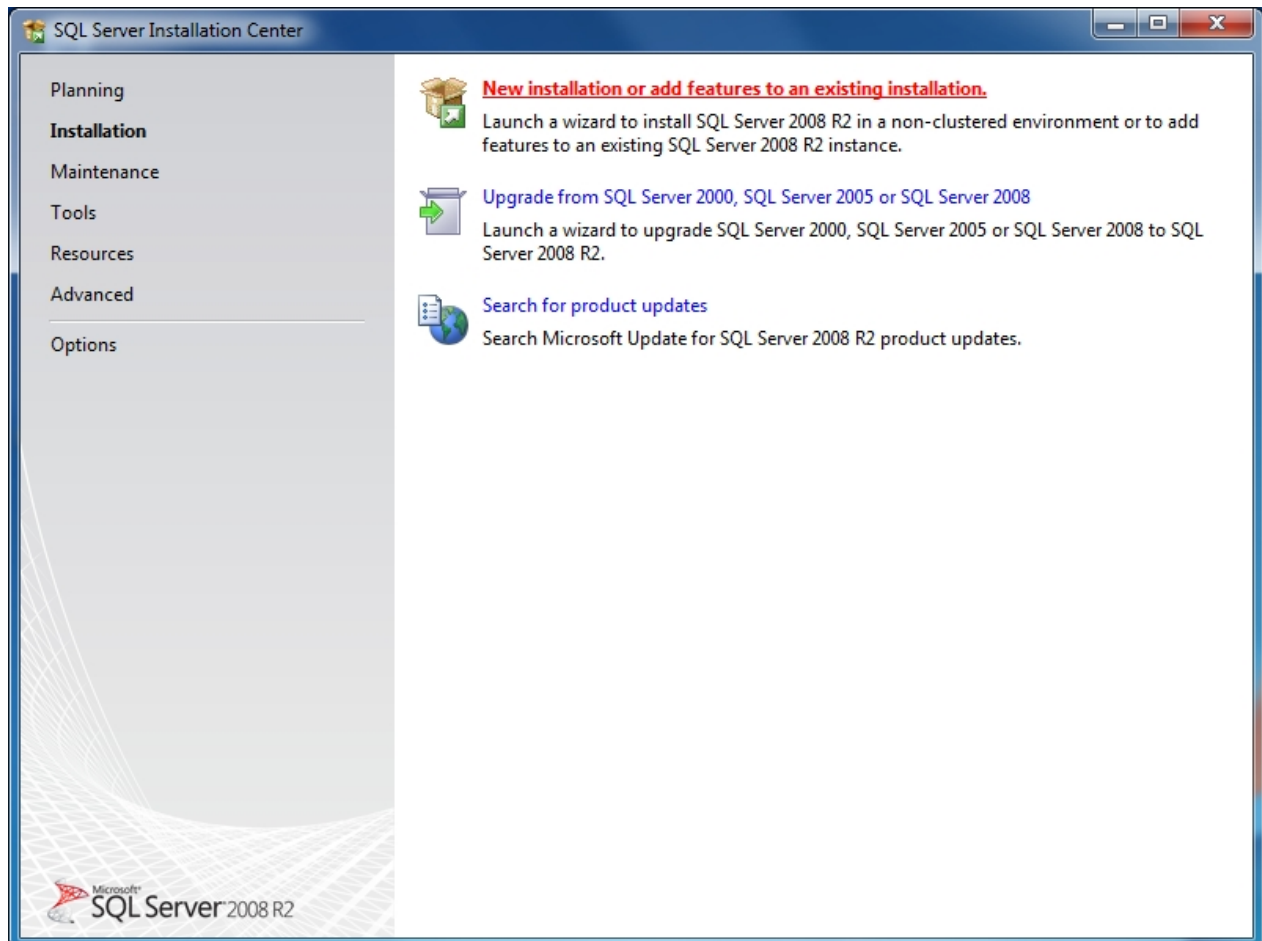


Figure 2 - Beginning the installation of SQL Server 2008 R2

You will see the following screen now and at various points during the install, this is just telling you that the install is proceeding.



Figure 3: SQL Server Installation Progress Report Dialog

At this point you may be presented with a 'Rules Check' screen. If all of the Installation rules have been passed the installation will automatically proceed to the next stage, Licence Terms. If any of the rules fail, then you may have to take remedial action, see the MSDN Article: [Installation Rules](#). Next, you will be presented with the Licence Terms dialog box. Assuming that you accept the licence terms, click the 'I accept' tick box. You also have the option of sending usage data to Microsoft. Click **Next** to continue.

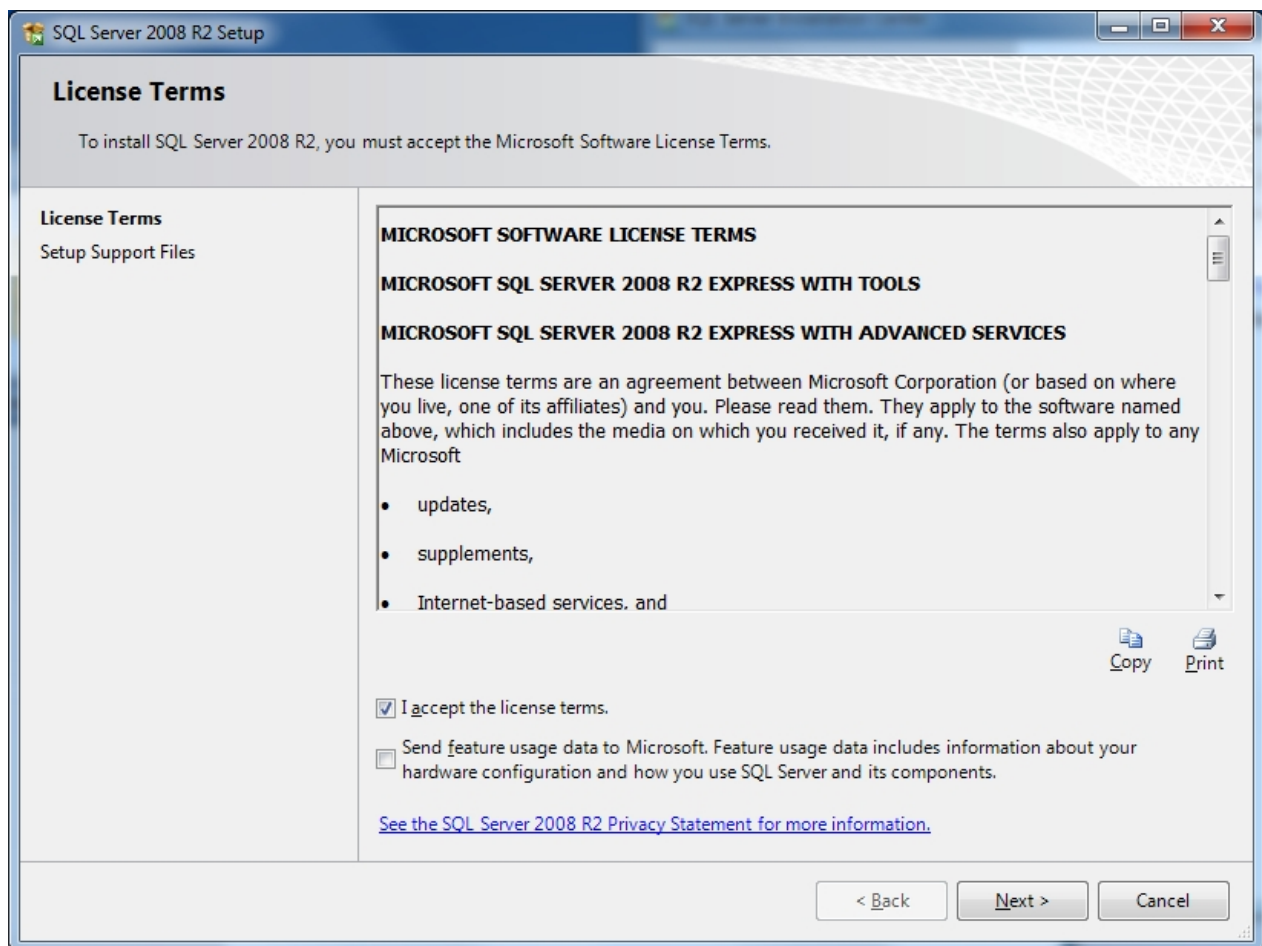


Figure 4: License Terms

You will be presented with the Feature Selection dialog next (see Figure 5). It is recommended that you install all of the features available in the Feature Selection screen. Therefore, click **Select All** and then the **Next** button to continue the install.

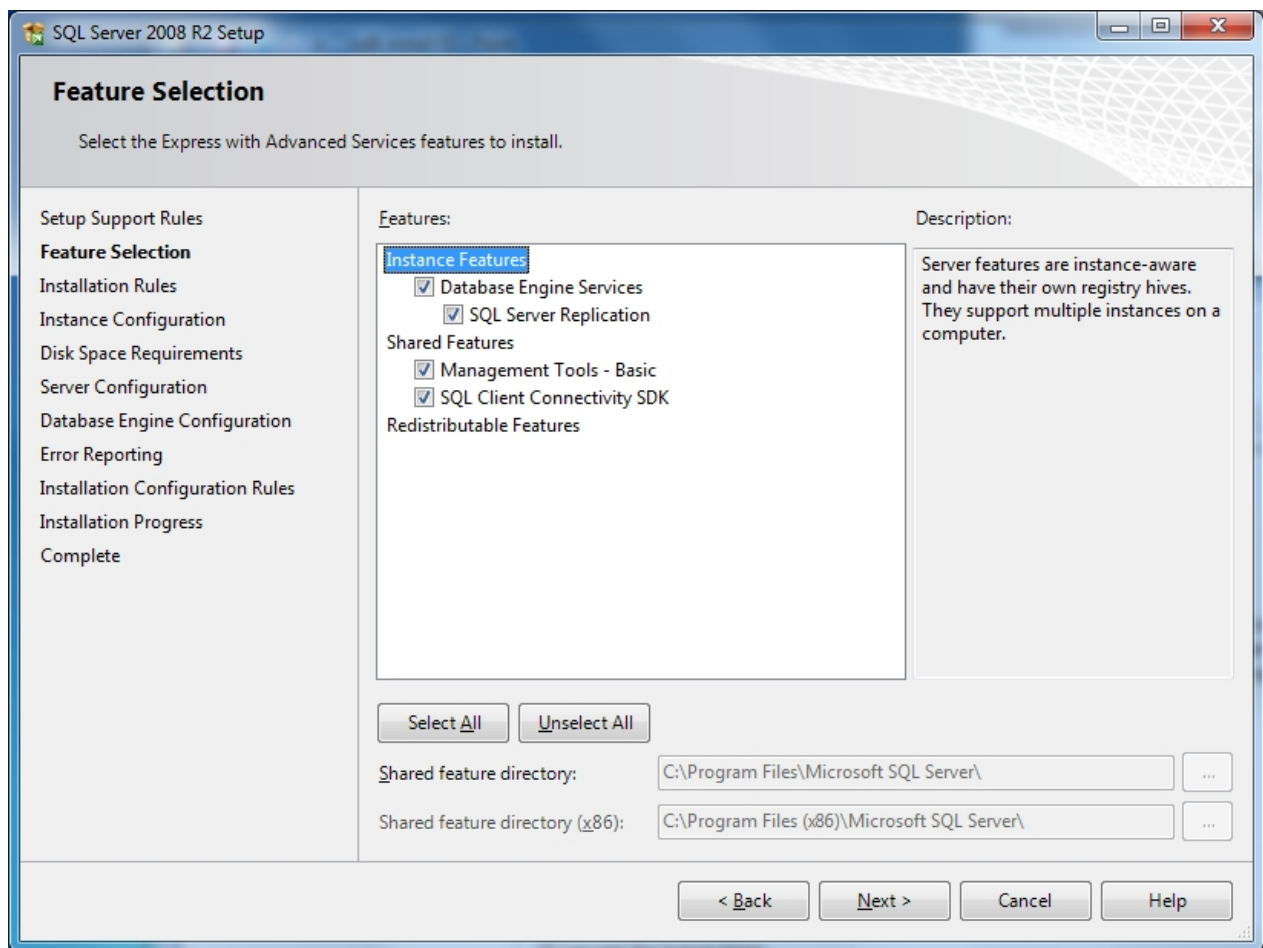


Figure 5: Feature Selection

The next screen is the Instance Configuration dialog (see Figure 6), where you can choose the name of your SQL Instance. The default instance name is *SQLExpress*. If this instance is only going to be used for Lucid products it may be appropriate to rename it to LucidSQL. Click the radio button next to label 'Named instance' and type in a different name in the text box, e.g. **LucidSQL**. Then click the **Next** button to continue.

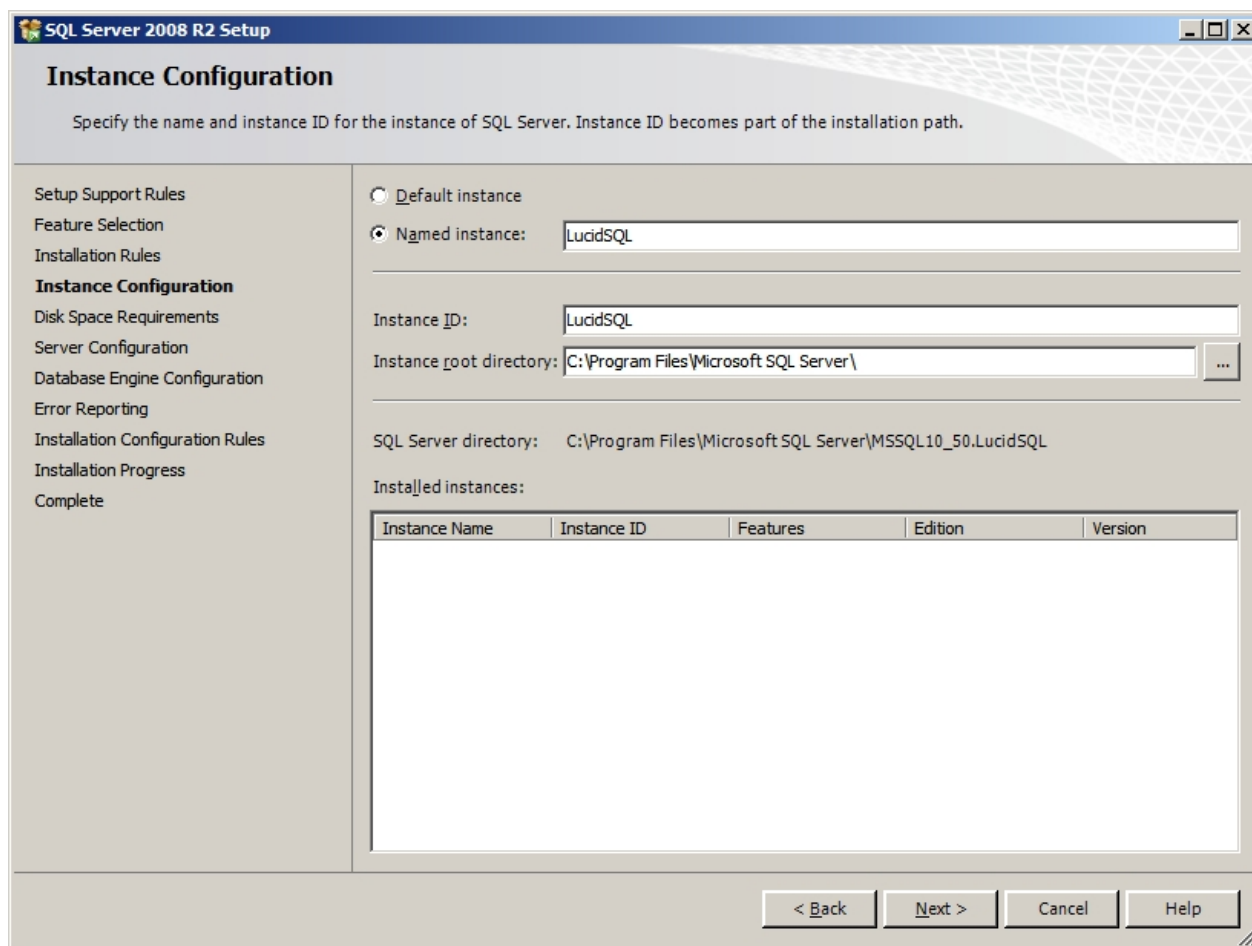


Figure 6: Choosing A Name For Your Instance

Next is the Server Configuration screen (see Figure 7).

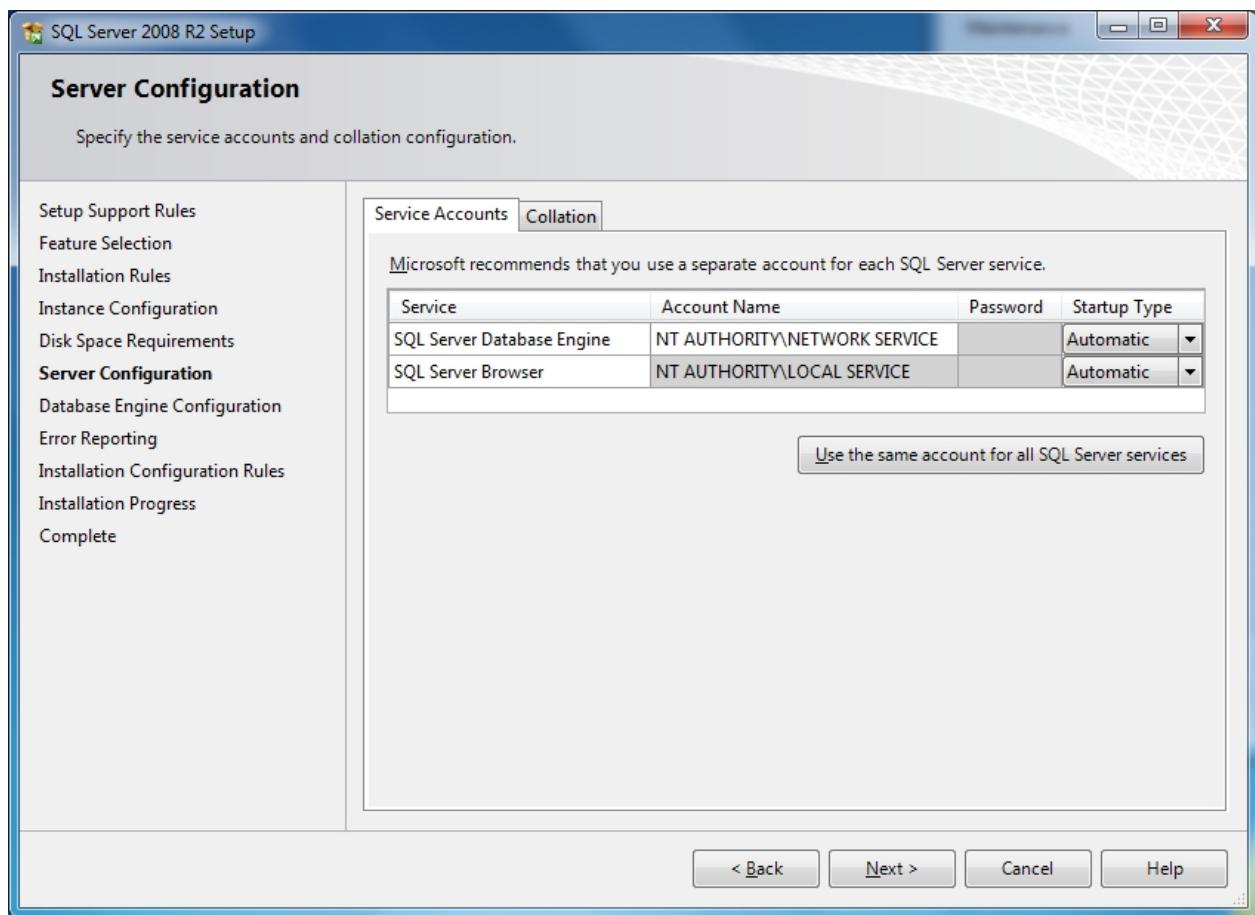


Figure 7: Configuring The Two Services

There are two services required by SQL Server to run on your server. The first of these is called SQL Server Database Engine, which, by default, is set up to run on the Account: NT AUTHORITY\NETWORK SERVICE. The second service is the SQL Server Browser. This service communicates across the network to let other computers know that the SQL Server instance is up and running. This runs under the Local Service account by default. The SQL Server Browser Service Startup Type is disabled by default, change this to **Automatic**.

If your server is a Domain Controller you will need create new accounts and give them appropriate permissions as **you cannot run SQL Server services on a domain controller under a local service account or a network service account**. See [Installing SQL Server on a Domain Controller](#) for further information.

The next stage is Database Engine Configuration where you can choose the Authentication Mode for SQL Server users.

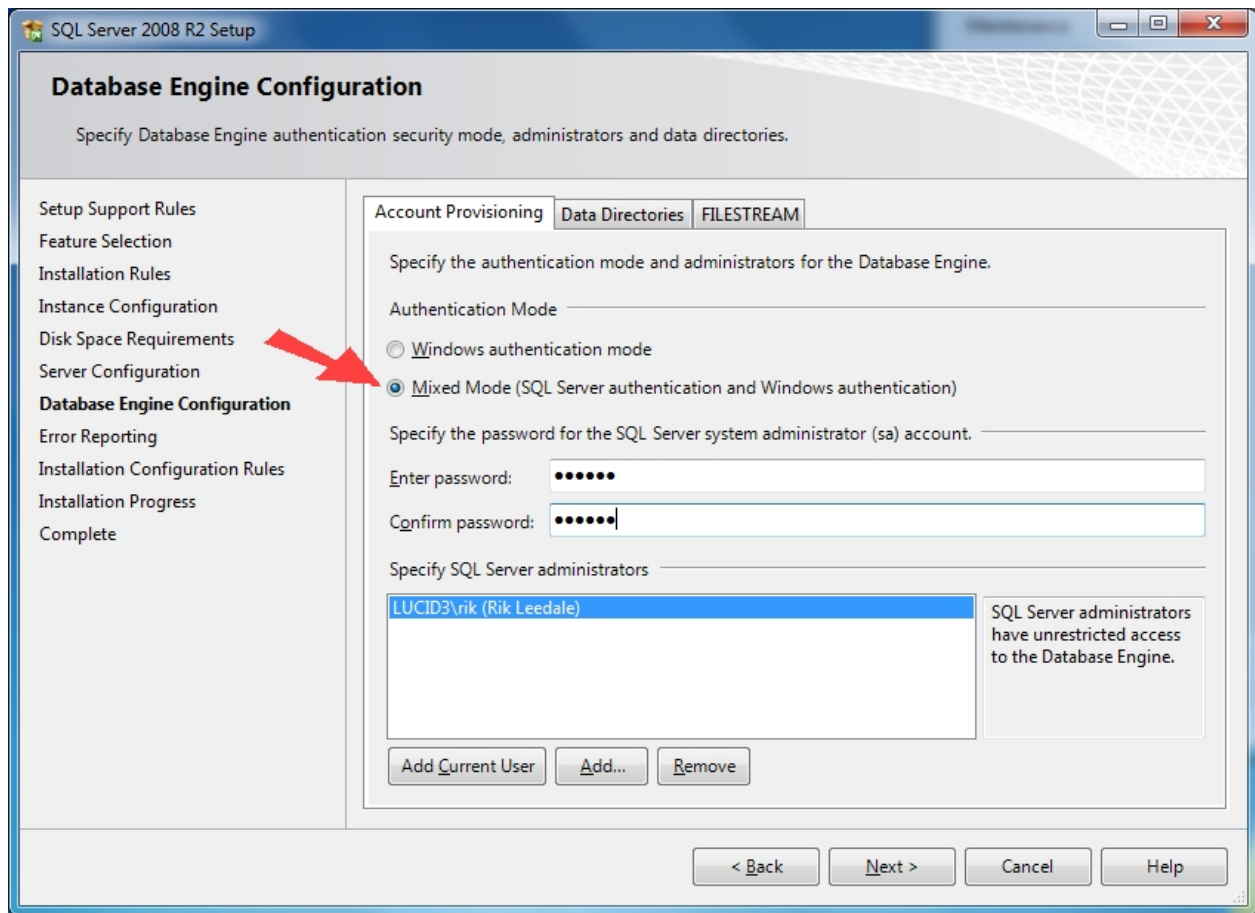


Figure 8: Database Engine Configuration

Lucid use Mixed Mode, so it is important to click on the radio button adjacent to this option (see Figure 8). To complete this panel, please choose a strong password for the System administrator (sa) account for this SQL Server and enter it on the screen. **Note:** the password you've just created will be needed again later. If you now want to add other users to the list of System administrators you can do this on the same screen (see Figure 8). Click **Next** to continue. At the next screen Error Reporting (see figure 9) you can learn more about how you can maintain and update your SQL Server in the future. There is also a tick box which will allow you to send Windows and SQL Server error reports to Microsoft.

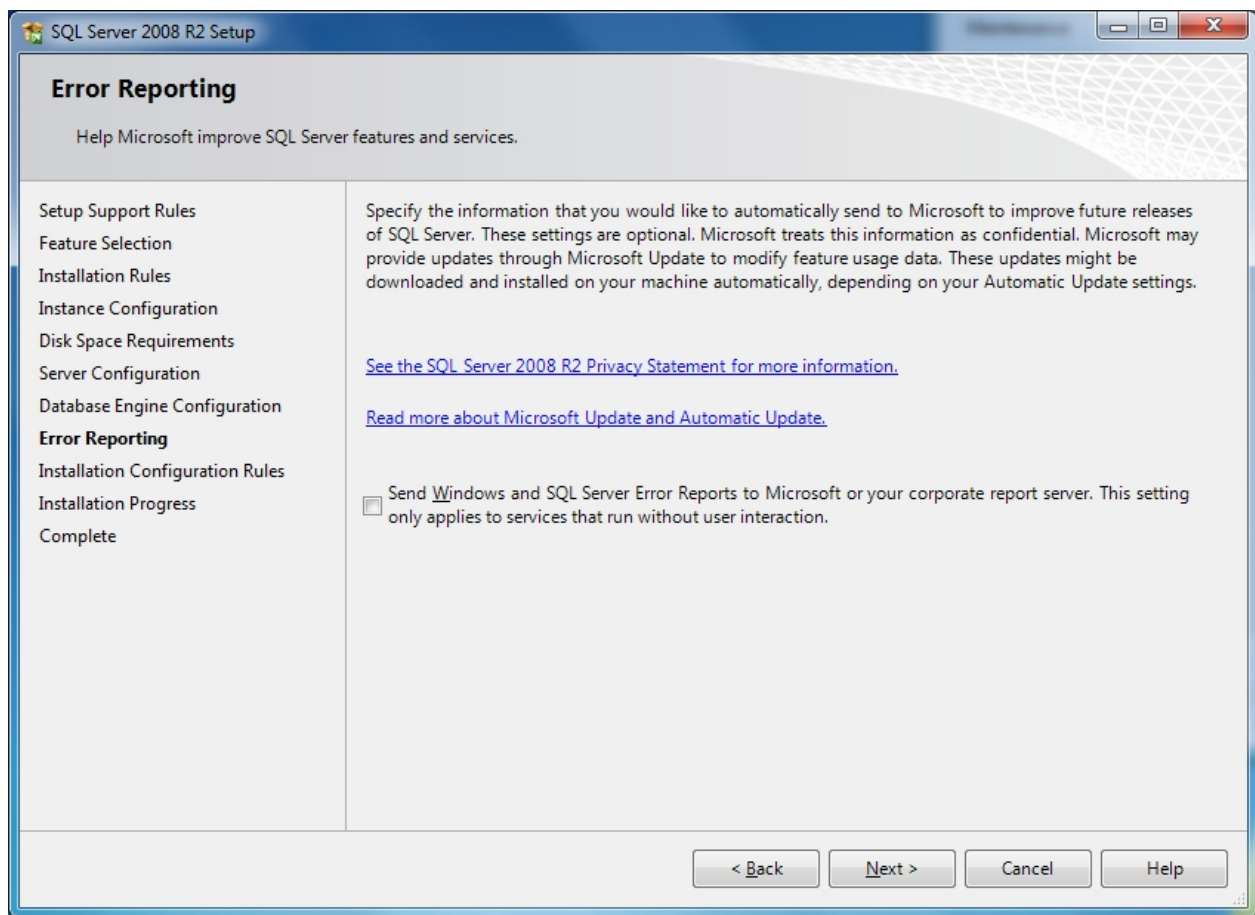


Figure 9: Error Reporting

Click **Next** to continue. The installation will now copy and install various files. You will be presented with the Installation Progress screen.

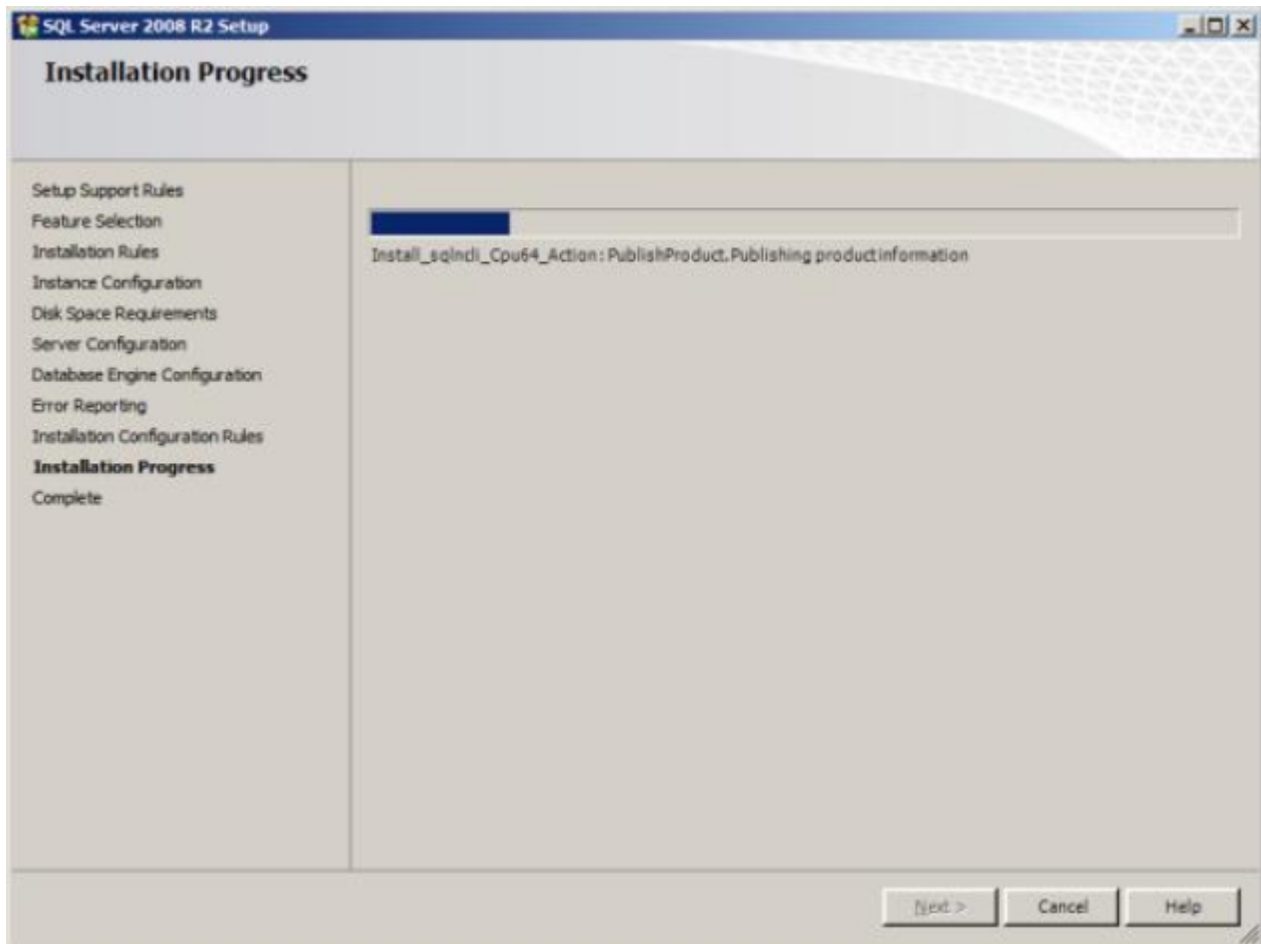


Figure 10: Installation Progress

You will then be presented with the Installation Complete window.

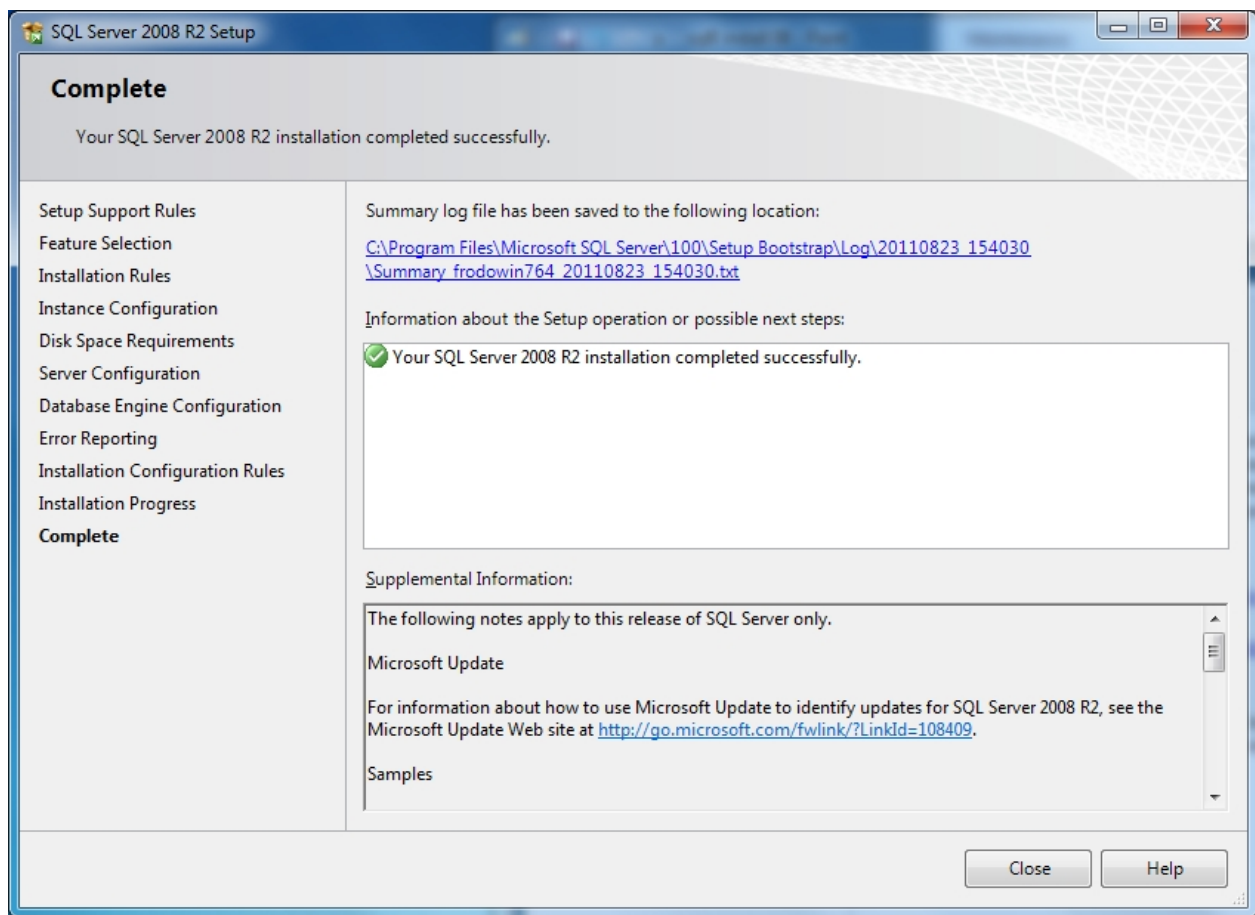


Figure 11: Installation Complete

You are now at the end of the installation. In Figure 11 you can see there is a web link to useful information for Updates. The base install of SQL Server is now complete, so you can click on the Close button.

Configuring SQL Server

Once you have installed SQL Server, there are a number of settings which need to be set or checked.

Enabling Remote Connections

You must ensure that the SQL Server instance will allow Remote Connections, otherwise your workstations will not be able to connect to the server. To do this run **SQL Server Management Studio**. Click on Start > All Programs > SQL Server 2008 R2 > **SQL Server Management Studio**. Enter the Server Name (server name and instance name) that you created earlier. Change the Authentication mode to **SQL Server Authentication**. Use the 'sa' Login and enter the password that you created earlier. Click on the **Connect** button.

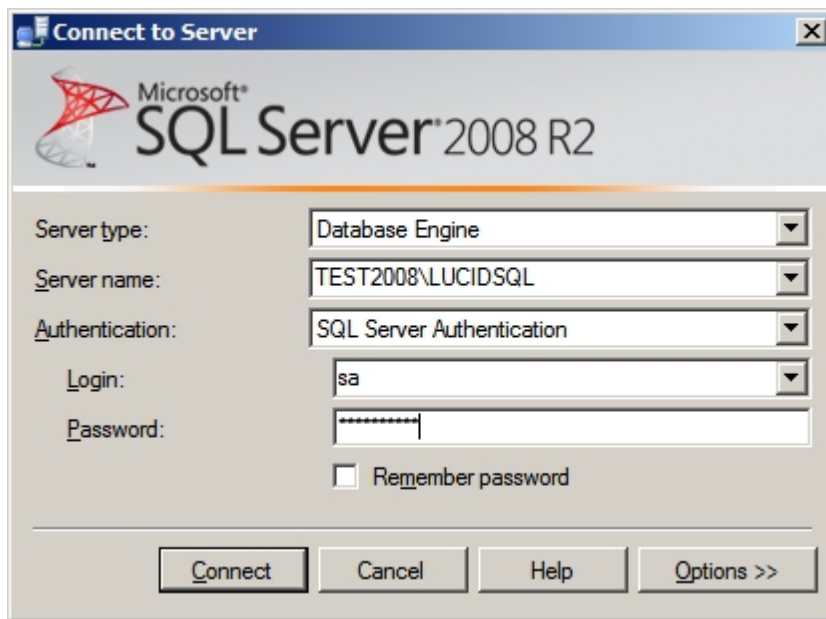


Figure 1: Connect To Server

Right click the SQL Server instance from the Object Explorer pane, (see Figure 13) and **choose Facets**.

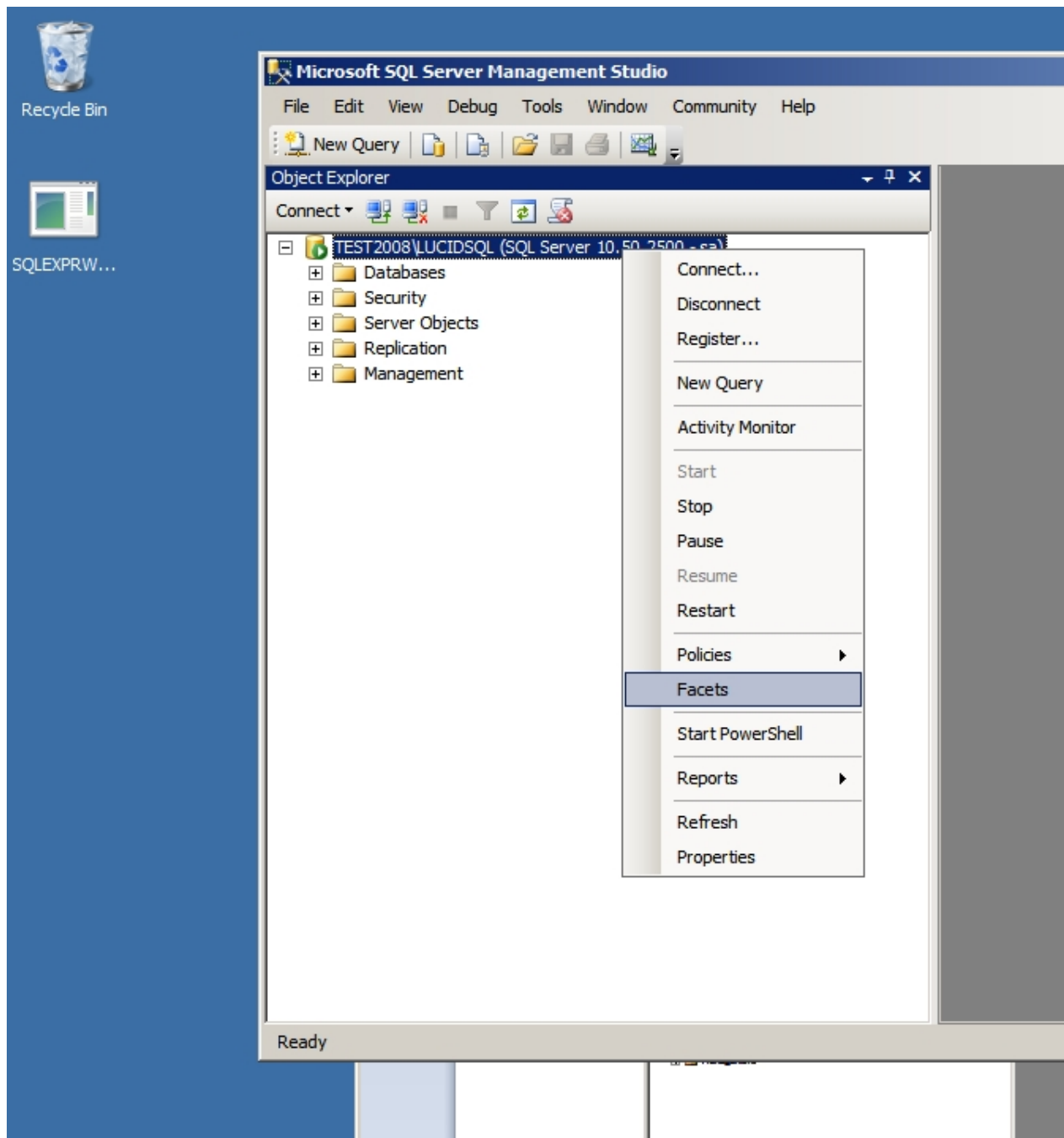


Figure 2: Choosing Facets From The Context Menu

Change the **Facet** to **Server Configuration**. Ensure that **RemoteAccessEnabled** is set to **True**.

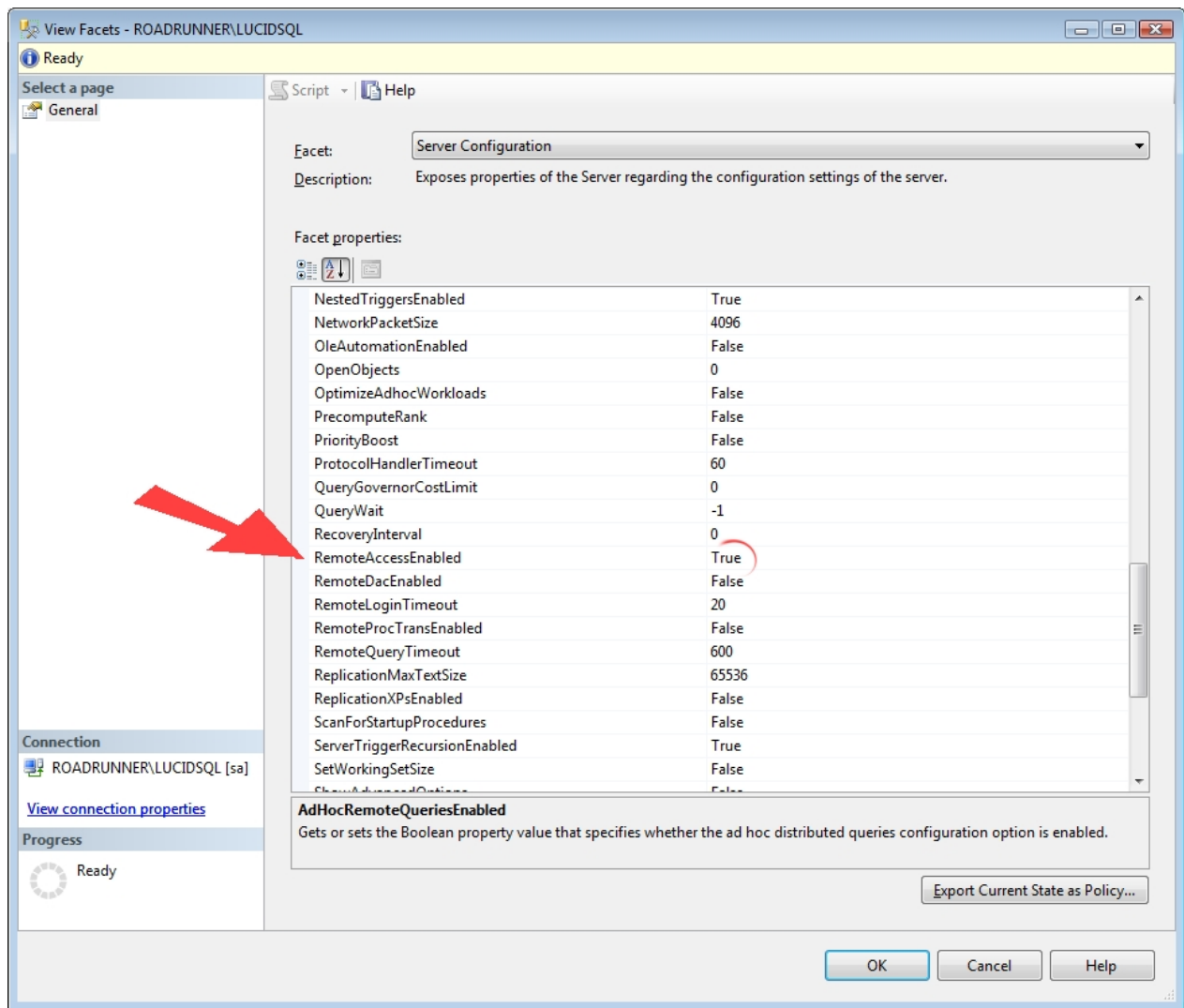
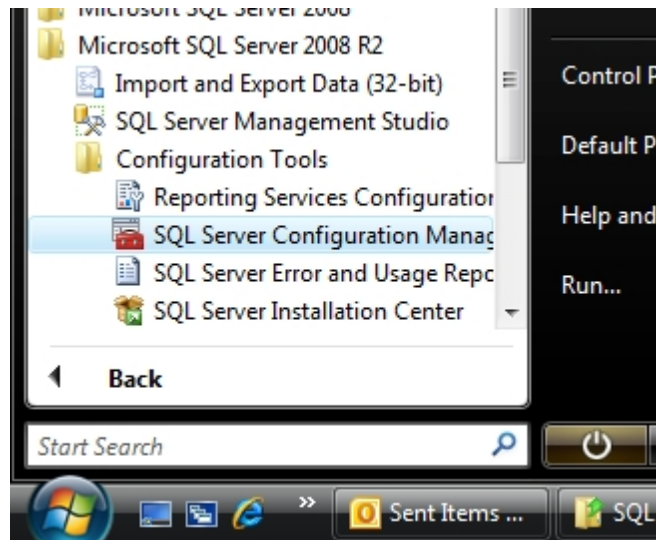


Figure 3

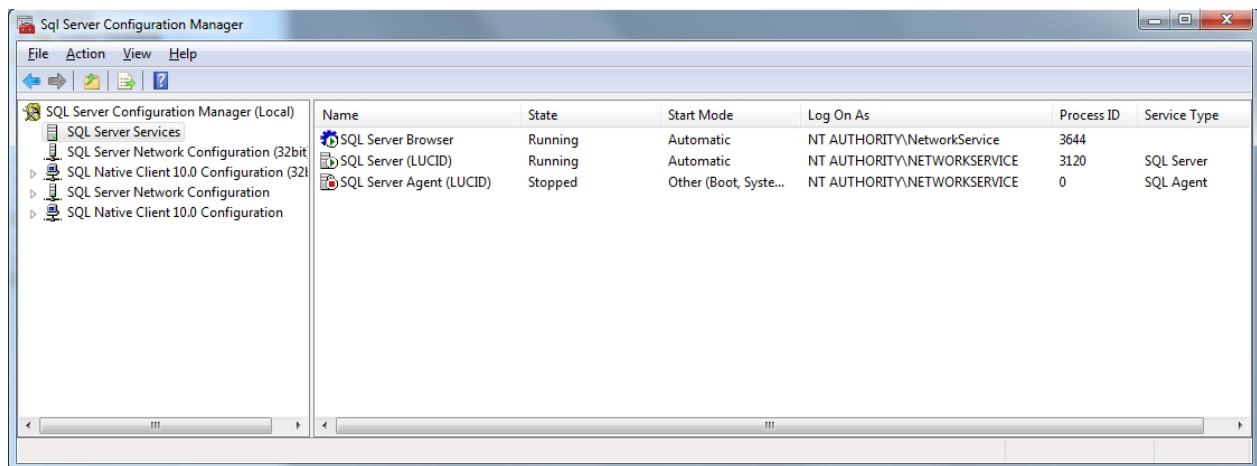
SQL Server Configuration Manager

This tool is installed onto the computer's *All Programs* menu and is used to enable SQL services and protocols.

Locate it from the Programs listing under the group called Microsoft SQL Server 2008 R2.



Having launched the tool you will see the services required to be run on the server. The two services: SQL Server and SQL Server Browser need to be enabled and to be running.



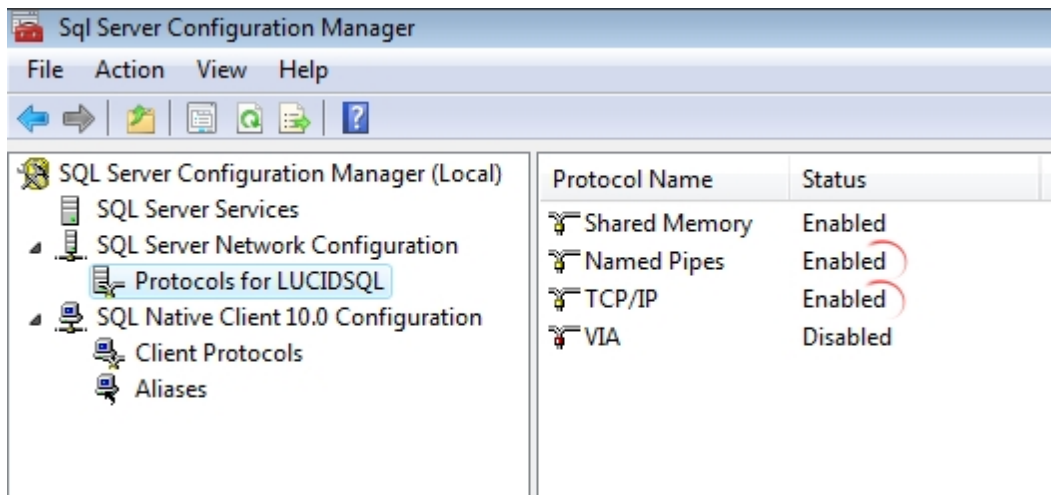
If you first look at the settings for SQL Server 2008 Services, both the *SQL Server Browser* and the *SQL Server* services for the database instance are **not enabled** by default after installation.

They can be started or stopped or otherwise configured by right-mouse clicking over them. You can choose to configure both services to run automatically when the computer is started.

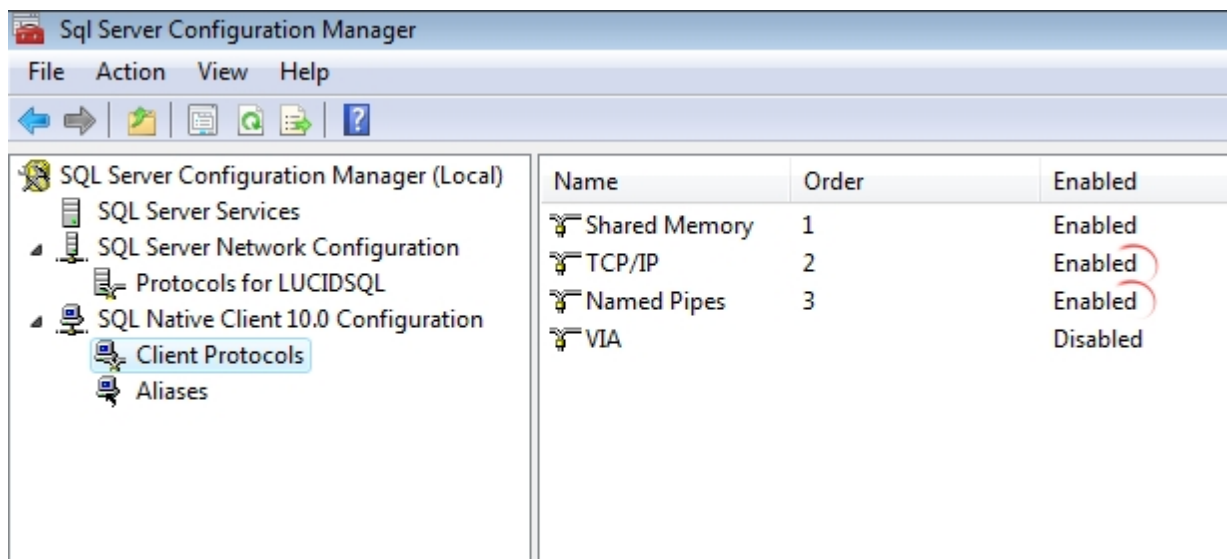
To Stop or Start a service, right mouse click on the item under the column header 'State' and use the small menu which appears to Stop and Start the service.

To change the account under which you are running a service, right mouse click on the item beneath the column header 'Log On As' and select Properties.

Next, check that the protocols are enabled. It is recommended that you enable **TCP/IP** and **Named Pipes** for the SQL Server instance (see below).



Also enable **TCP/IP** and **Named Pipes** for the SQL Native Client 10.0 (see below).



Note: If you have installed SQL Server 64 bit edition, there will be two SQL Native Clients installed, a 32 bit and the default 64 bit.

After changing the protocols, restart both SQL Server and SQL Server Browser services as explained above.

Installing SQL Server on a Domain Controller

Installing SQL Server on a Domain Controller

For security and performance reasons, Microsoft recommend that you **do not** install SQL Server on a domain controller.

However, if **you** decide to install SQL Server on a domain controller then as security precaution please review the MSDN article [Security Considerations for Installing SQL Server](#).

Regarding a failover cluster, SQL instances are not supported where cluster nodes are domain controllers.

Read-only controllers (RODC) are a new type of Domain Controller in the Windows 2008. SQL Server is not supported on a read-only domain controller.

Microsoft's current resolution on Promotion and Demotion of Domain Controllers is not to support it. If the server is already a domain controller, SQL Server can be installed. But once SQL Server has been installed,

the user will not be permitted to change the DC to a member machine.

According to Books Online regarding installing SQL Server on a Domain Controller 2008:

- You cannot run SQL Server services on a domain controller under a local service account or a network account.
- After SQL Server is installed on a computer, you cannot change the the computer from a domain member to a domain controller. You must uninstall SQL Server before you can change the host computer to a domain controller.
- After SQL Server is installed on a computer, you cannot change the computer from a domain controller to a domain member. You must uninstall SQL Server before you change the host computer to a domain member.

When installing SQL Server on a Domain Controller, you will encounter a rule check result that states the following:

*Rule "Computer domain controller" generated a warning.
Installing SQL Server 2008 on a domain controller is not recommended.*

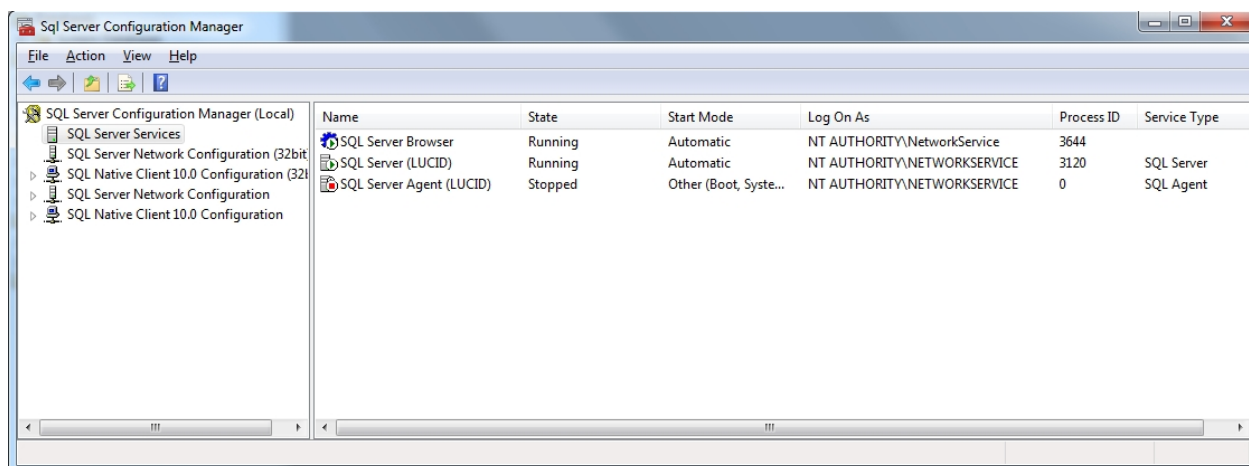
You can continue with the installation at this point. If you do continue you will more than like hit the following error:

*Microsoft (R) SQL Server 2008 Setup (10.00.XXXX.XX)
The following error occurred:
Network Service or Local Service is not permitted for the SQL Server Service on a domain controller.
Specify a different account.*

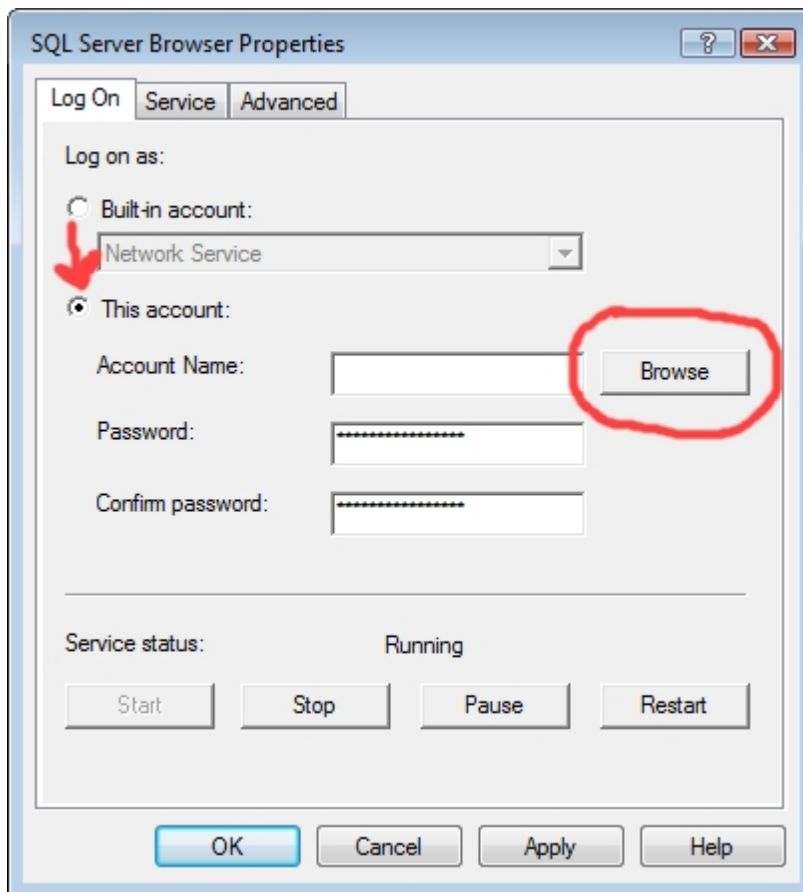
You have to create and use a domain Windows account for the service instead of the local built-in accounts like LocalSystem and NetworkService.

Changing the account used by SQL Services

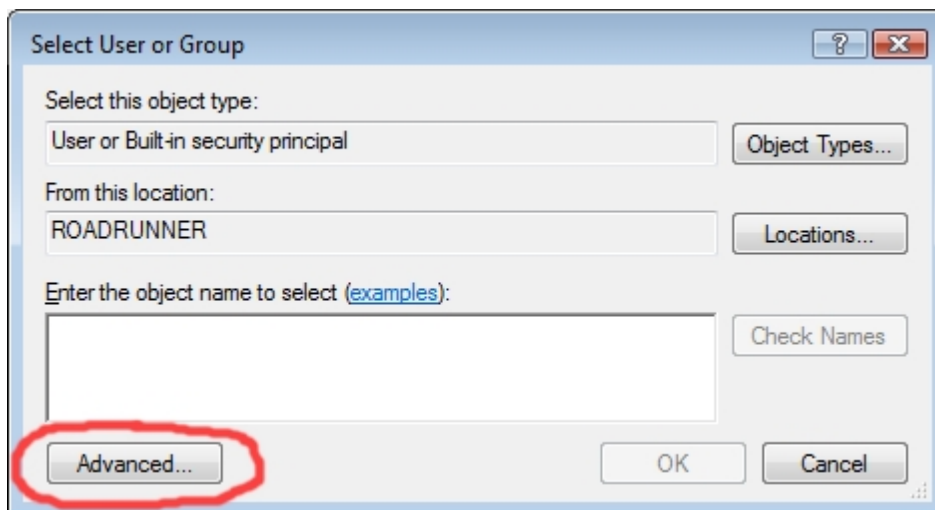
To change the account used by the SQL Server or SQL Server Browser services right mouse click on the 'Log On As' column header.



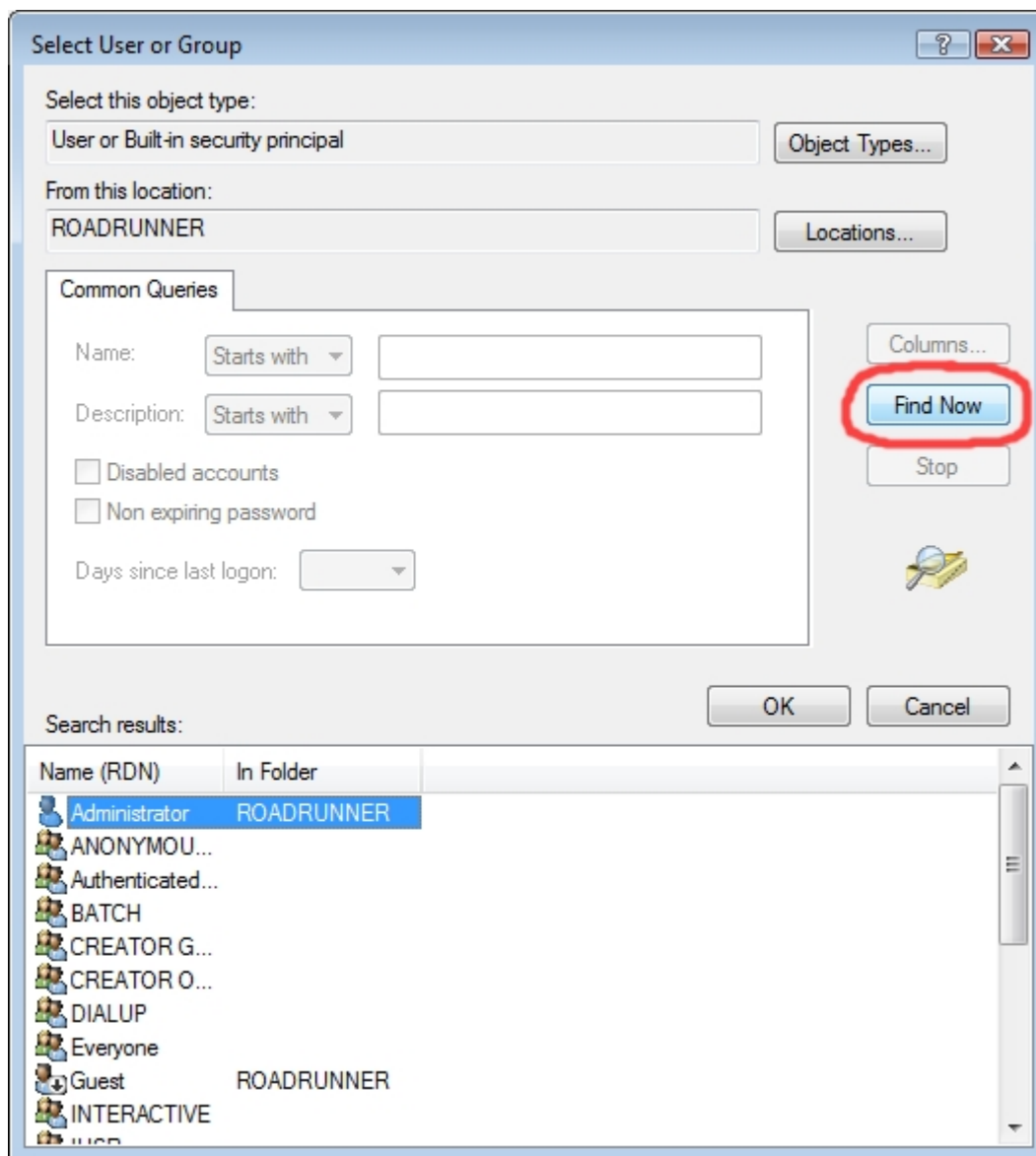
Now Select 'This account'.



Select 'Browse' and then 'Advanced'.



Click on 'Find Now' to show a list of all available accounts.



Select the domain account you wish to use and click on 'OK'
You will then be required to enter the password for that account before it is applied.
The SQL service will now run under that domain account.

Installing Lucid Recall on the Server

Installing Lucid Recall on the workstations

Using Lucid Recall

Lucid Recall can be run in three different modes depending upon its activation status.

Demonstration Mode

If you skip the Activation process Lucid Recall will enter the 'demonstration mode'. This allows you to 'try out' the software prior to purchasing a licence. However, certain parts of the program are disabled. You can complete all of the assessments and the results will be recorded, but you will not be able to access these results in trial mode. During demonstration mode only a sample results report will be displayed. Once you have successfully registered your copy of Recall then the results of any completed assessments would be made available.

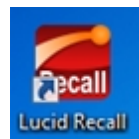
Normal Mode

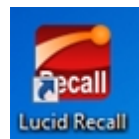
Once you have successfully registered your copy of Lucid Recall then it will run in 'normal mode', all features will be made available.

Expired Mode

Once your licence period has expired Lucid Recall will enter 'expired mode'. In expired mode some features are disabled. You can still view and print existing results but you will not be able to complete any more assessments. Once you renew your Recall licence, then all features are enabled again.

Starting Lucid Recall



To start Lucid Recall double click on the Lucid Recall icon  on your desktop or single click the icon from the **All Programs > Lucid Research Limited > Lucid Recall** menu.

The following start up screen will be displayed.

Lucid **RECALL**

**Assessment of working
memory for children
aged 7 to 16**

Status:
Loading application...
Please wait...



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Activating Lucid Recall

When you run Lucid Recall for the first time after installing or after [resetting the licence](#) information, you will be asked to activate the software.



Please enter your details and then:

- Click **Activate** to activate your application.
- Click **Cancel** to cancel activation and exit.
- Click **Skip** to run the application in Demonstration Mode.

Enter your serial number here. You will find it in your sales confirmation email or in the product box.

Licensee Name:

School or Institution:

Email Address:

Serial Number:

Activate

Cancel

Skip

Enter the appropriate details and click the **Activate** button. If your computer is connected to the internet you should receive the Activation Completed message.



If you have inadvertently entered an incorrect serial number you will receive an error message. Please correct the serial number and try activation again. If your serial number is correct then please contact Lucid Research.



If your computer is not connected to the internet you will receive the following screen.



Lucid Recall Activation



Please enter your Activation Code. This can be obtained from Lucid Research by telephoning +44(0)1482 882121 or by emailing activation@lucid-research.com quoting the following information:

- Product: **Lucid Recall**
- Licencee Name: **Your Name**
- School or Institution: **your School**
- Postcode or Area: **HU17 9EG**
- Email Address: **name@yourschool.co.uk**
- Serial Number: **XXXX-XXX-XXXXXX**
- Client ID: **00426-29356-48075-85785-21927**

Please enter your Activation Code. This can be obtained by contacting Lucid Research and quoting the information shown above.

Activation Code:

Back

Activate

Cancel

Skip

Please contact Lucid Research quoting the above information. They will give you an Activation Code which can be entered into the Activation Code box. Click Activate and you should receive the Activation.Completed message. If you enter an incorrect activation code you will receive an error message, please correct and retry.

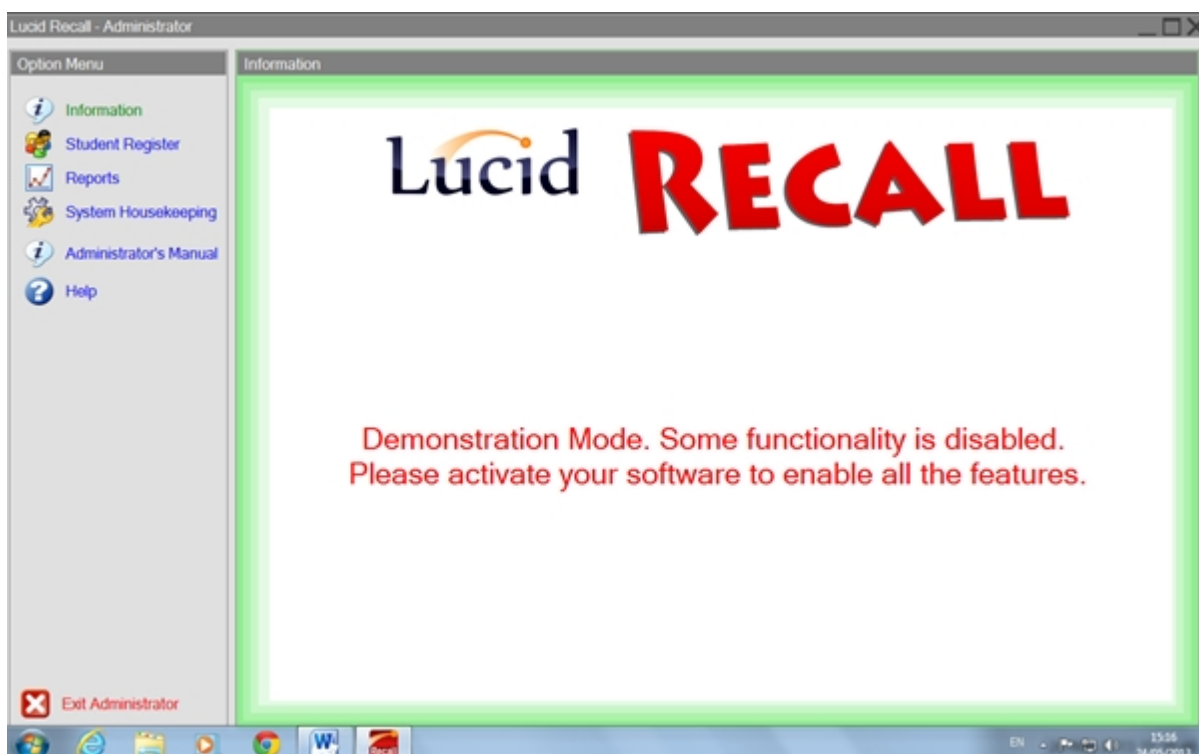
Please Note: that the Client Id and the Activation Code are specific to the machine you are installing Recall on.

Running in Demonstration Mode

If you wish to try the software in demonstration mode then click on the **Skip** button to skip the activation.

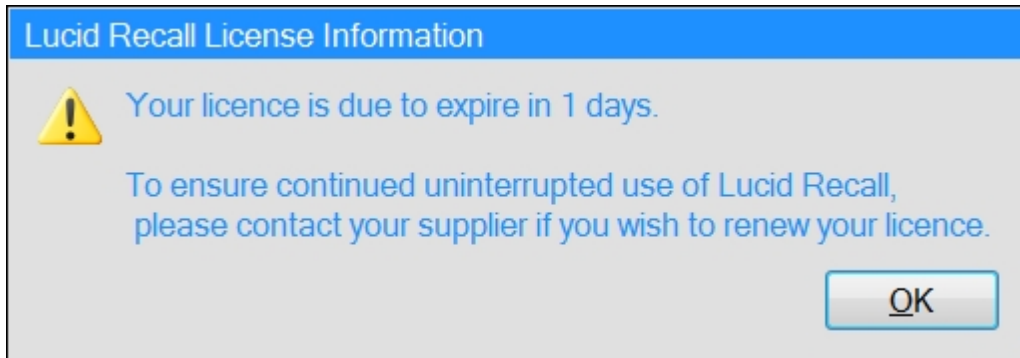


Demonstration mode will allow you to try most of the programs functionality. However, some features will be disabled.



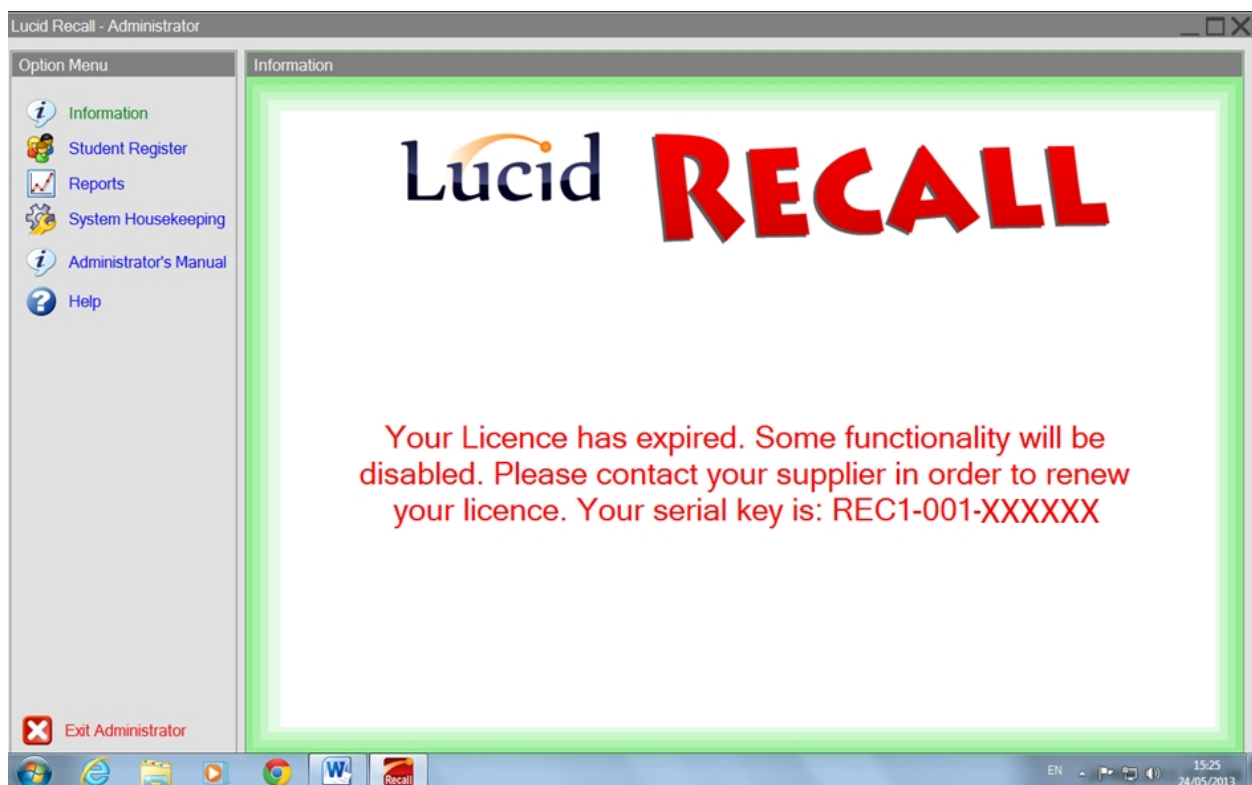
Running in Expired Mode

As you approach the expiry date for your software you will receive warning messages each time you login to the Administrator id reminding you to renew your licence.



Click **OK** to continue using Lucid Recall.

If your licence for Lucid Recall expires then the program will run in expired mode.



In expired mode you can still view and print assessment results but you will not be able to complete any new assessments. When in expired mode you will only be allowed to login as the administrator. To renew your licence please contact Lucid Research or your software distributor.

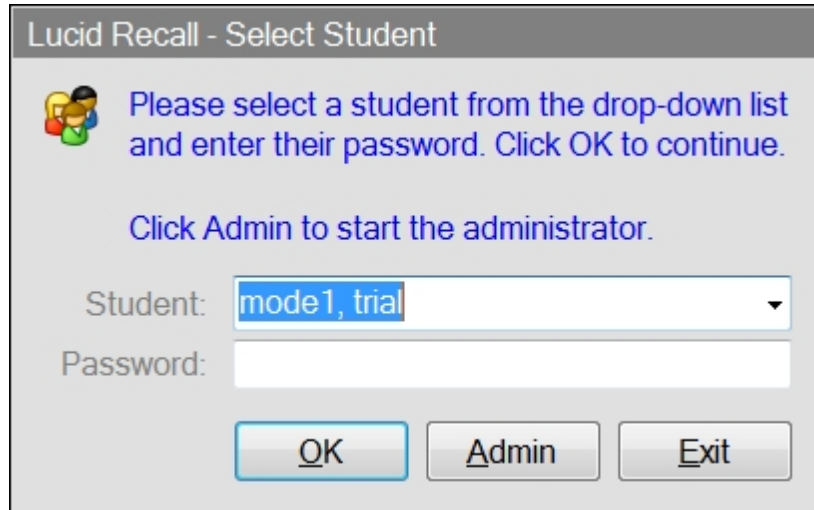
Logging in to Recall

You can login to Lucid Recall as either a student or as the administrator.

Login as Student

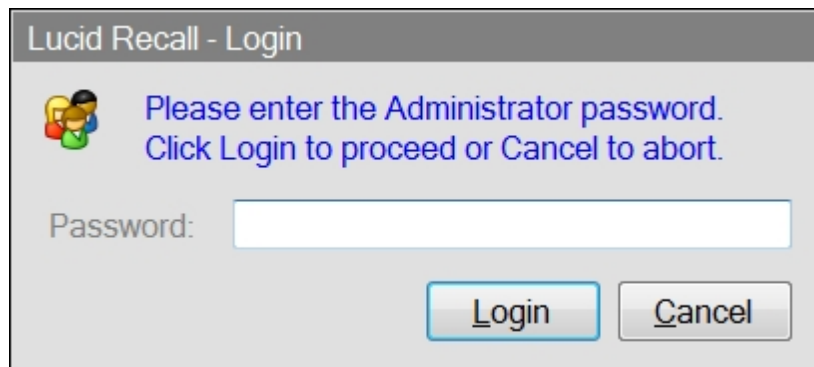
Click the drop down arrow on the student box and choose the appropriate student. Enter the correct

password and click the **OK** button. This will take the student directly into the [Assessment Menu](#).



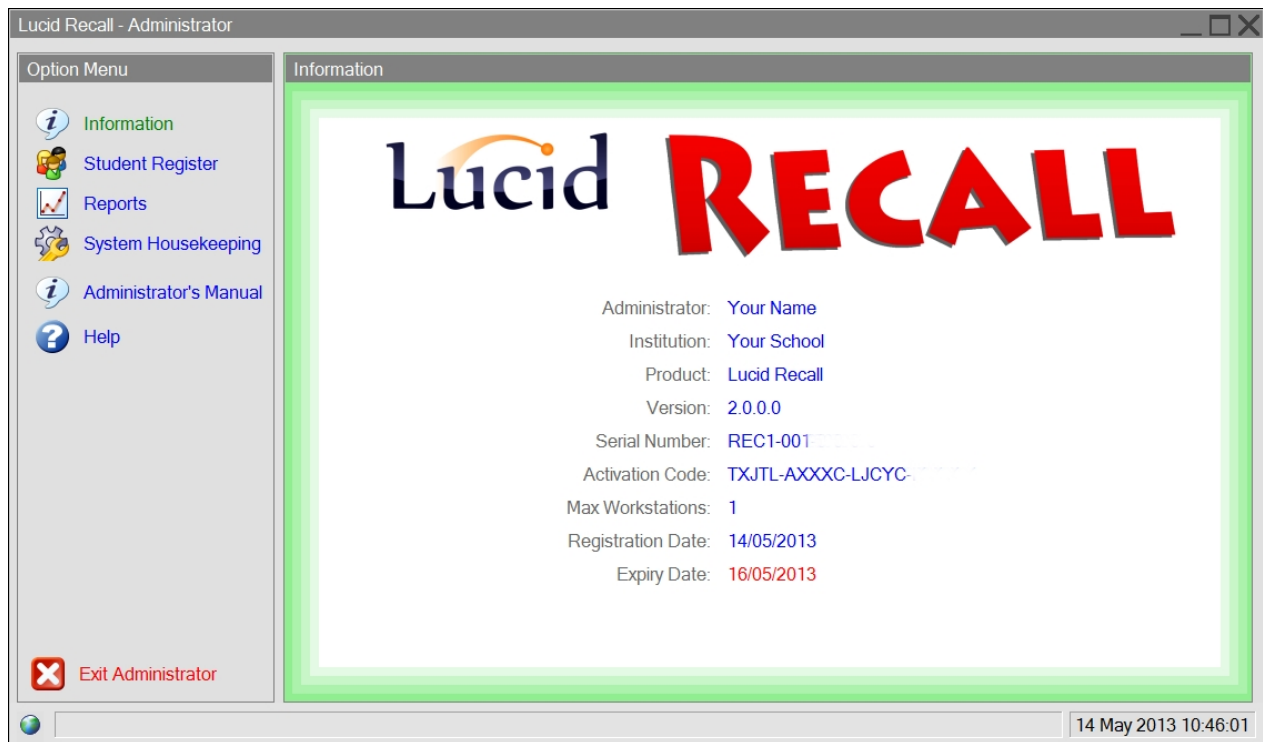
Login as Administrator

Click on the **Admin** button and then enter your Administrator password into the password box below. The default password is **lucid**. It is recommended that you change this from the [System Housekeeping](#) menu option.



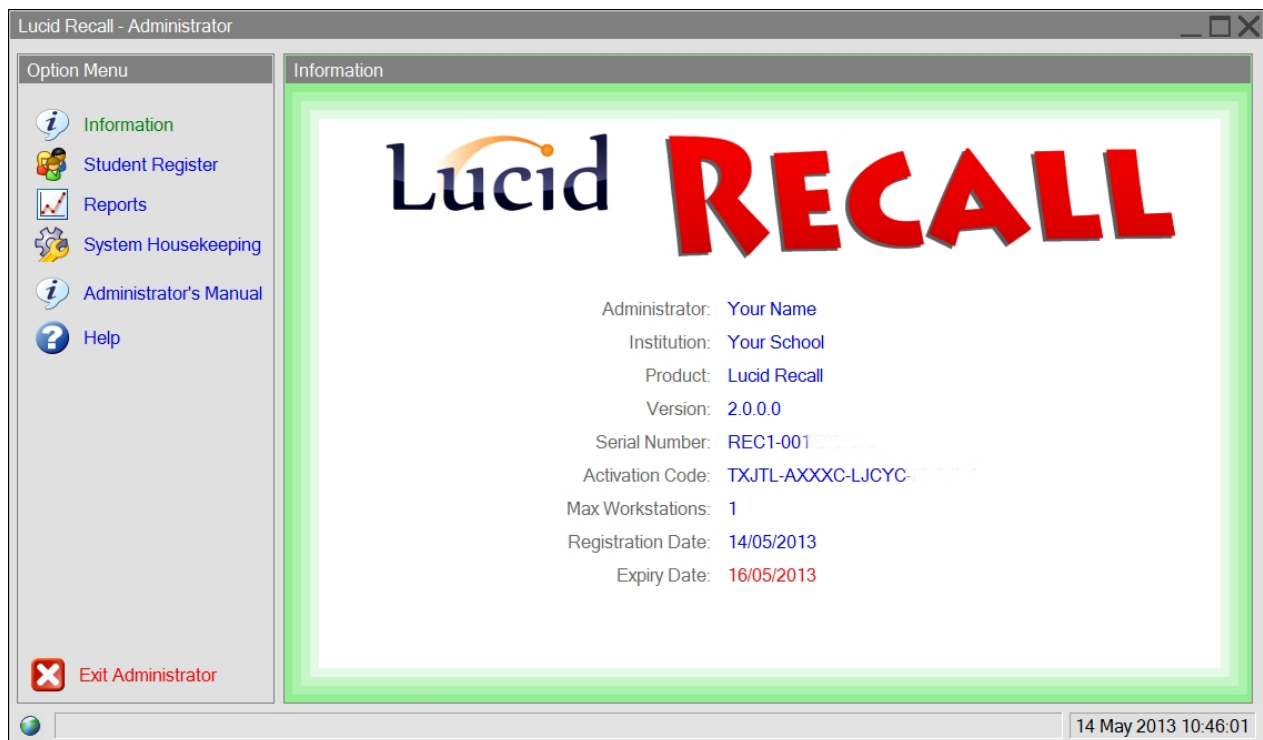
Administration Console

Logging in as Administrator will display the Administration console.



Select the option you require from the **Option Menu** on the left hand side of the console. The main data window will change depending upon which option you have chosen. The 'globe' in the bottom left hand corner indicates if you are connected to the internet or not. If you are not the 'globe' will be greyed out.

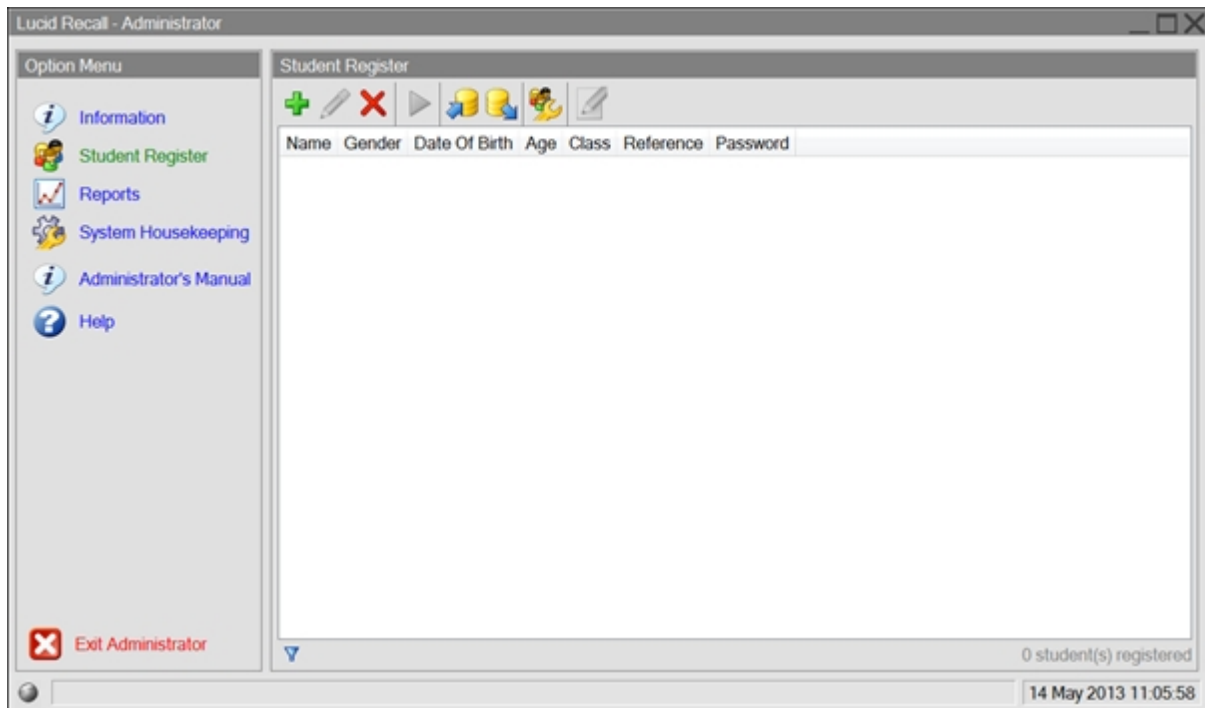
Information Screen



The Information screen displays information about the running mode of Lucid Recall. If it is running in normal mode then the screen will look similar to above displaying the licence information.

Student Register

Click on the **Student Register** option within the menu to display the Student Register Detail screen.
A new installation of Lucid Recall will not have any students defined.



A selection of buttons will be available across the top of the detail screen depending upon what is selected within the detail screen. A tool tip will be displayed when the mouse is hovered over a button.



Add Student



Edit Student



Delete student(s)



Start the Tests for the selected Student



Import Student(s)



Export student(s)



Class Manager



Add Assessor Comment

Adding a Student

Click on the  icon on the Student Register Detail Screen to add a new student.

Lucid Recall - Add Student

Please enter information about the new student.

First Name:

Last Name:

Gender: 11 Y 4 M

Date of Birth: Use As Password

Password:

Class:

UPN:

Lucid Recall Test Components:

- Counting Recall
- Pattern Recall
- Word Recall

Complete all the relevant fields. When you enter the student's date of birth Lucid Recall will automatically display the student's age.

The password box will automatically be set to the student's Date of Birth. If you wish to set specific passwords uncheck the 'Use As Password' check box and type your chosen password into the password field.

The Class field allows you to allocate the student to an appropriate group, (see [Class Manager](#)).

The UPN field allows you to enter a reference number such as the Universal Pupil Number or one of your choosing.

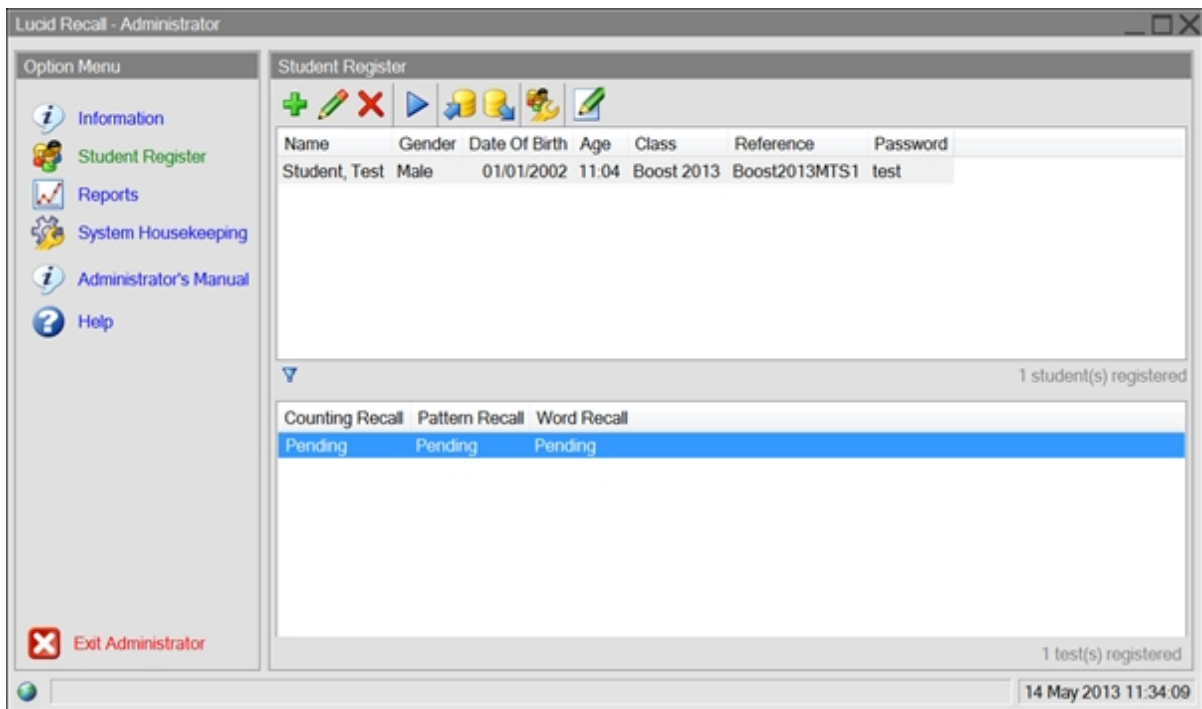
The Recall Test Components section allows you to select/deselect specific tests for this student.

Click the OK button to add the student to the database or click cancel to discard this student information.

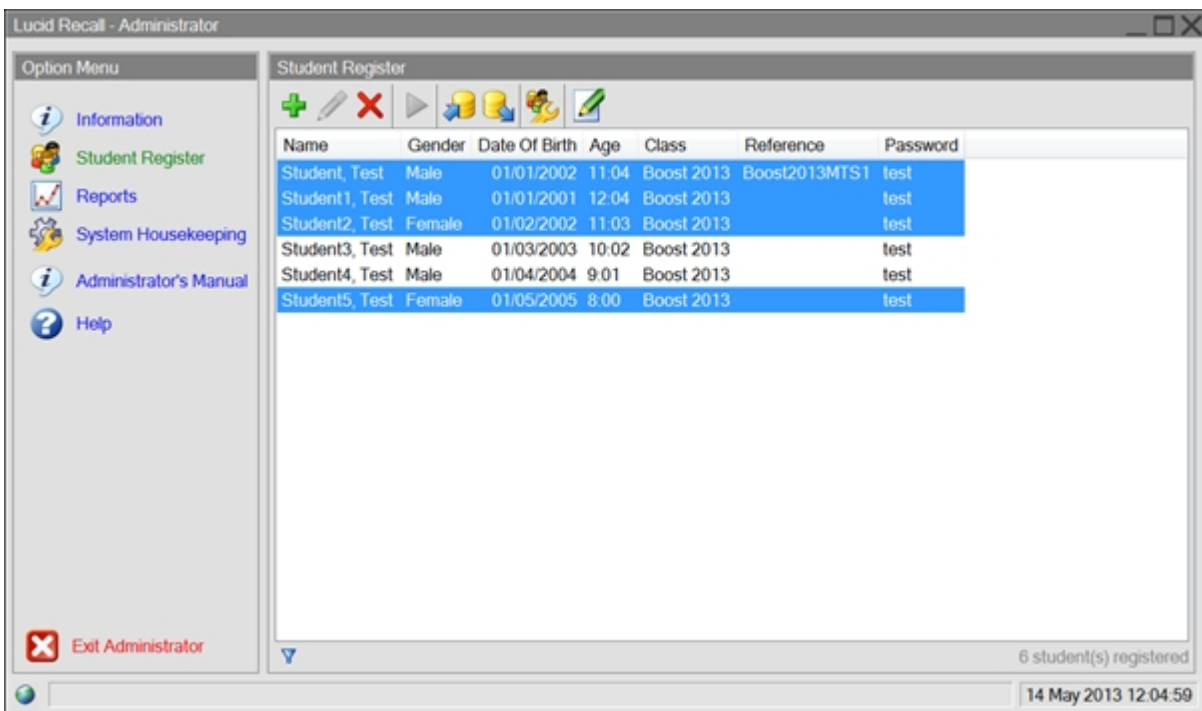
Selecting Students

When students have been added to Lucid Recall they will be displayed in the Student Register Detail Screen. Clicking on one of the students will select that student and make active the appropriate toolbar buttons.

Selecting a student will display any assessments the student has completed in the lower half of the screen.



You can also select more than one student from the list by holding the SHIFT or CTRL keys down. This is useful when you want to delete a group of students or create a student export file.



Filter Students

Clicking on the filter button (funnel icon) will turn the filter on and off. When you type into the student filter text box, the list of students is filtered based upon the criteria you have entered.

Lucid Recall - Administrator

Option Menu

- Information
- Student Register
- Reports
- System Housekeeping
- Help

Exit Administrator

Student Register

Name	Gender	DOB	Age	Class	Reference	F
Person 1, Test	Unsp...	1990-01-09		Lucid		lu
Person 2, Test	Unsp...	1991-01-09		Lucid		lu
Person 3, Test	Unsp...	1992-01-09		Lucid		lu
Person 4, Test	Unsp...	1993-01-09		Lucid		lu
Person 5, Test	Unsp...	1994-01-09		Lucid		lu
Person 6, Test	Unsp...	1995-01-09		Lucid		lu

Student Filter 18 matching person(s) of 557

Counting Recall	Pattern Recall	Word Recall
Pending	Pending	Pending

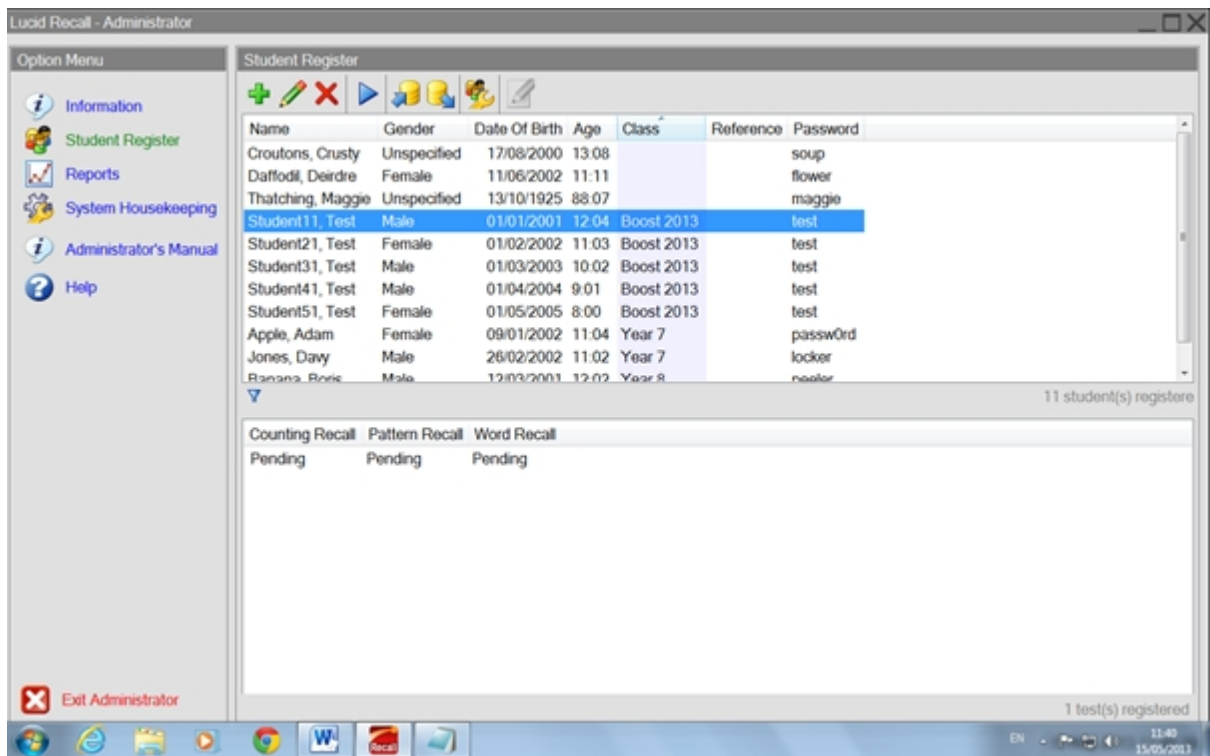
1 test(s) registered

04 February 2013 16:53:03


Here we have enabled the filter and typed in 'test'. The list of students has been filtered to show only those students that have the words 'test' somewhere in their record. The filter allows you to display a subset of all the student records.

Sort Students


You can sort the students in the Student Register by clicking on the appropriate column heading. Clicking the same column heading for again will reverse the sort order. Here the register is sorted in Class order.



Editing a Student

Clicking on the  icon will allow you to edit the currently selected student.

Lucid Recall - Edit Student

 Please edit information about the student.
Click OK to add or Cancel to discard them.

First Name:

Last Name:

Gender: 12 Y 4 M

Date of Birth: Use As Password

Password:

Class:

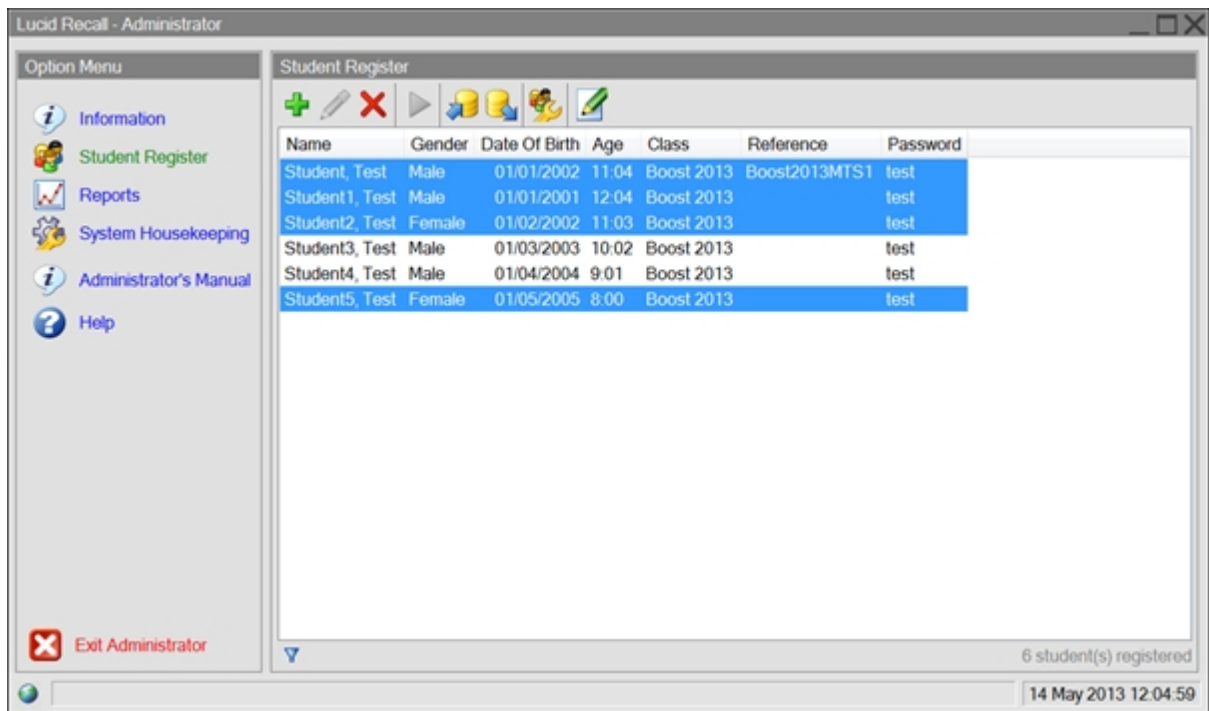
UPN:


Lucid Recall Test Components:

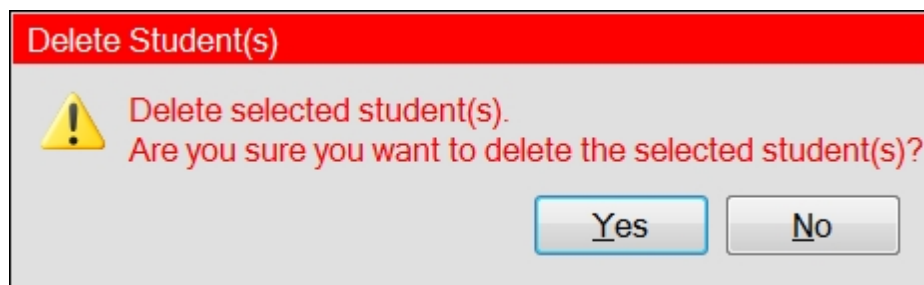
- Counting Recall
- Pattern Recall
- Word Recall

Change the relevant fields and click OK to save the changes to the database. Click Cancel to discard the changes.

[Deleting a Student](#)




Clicking on the  will delete the currently selected student or students.

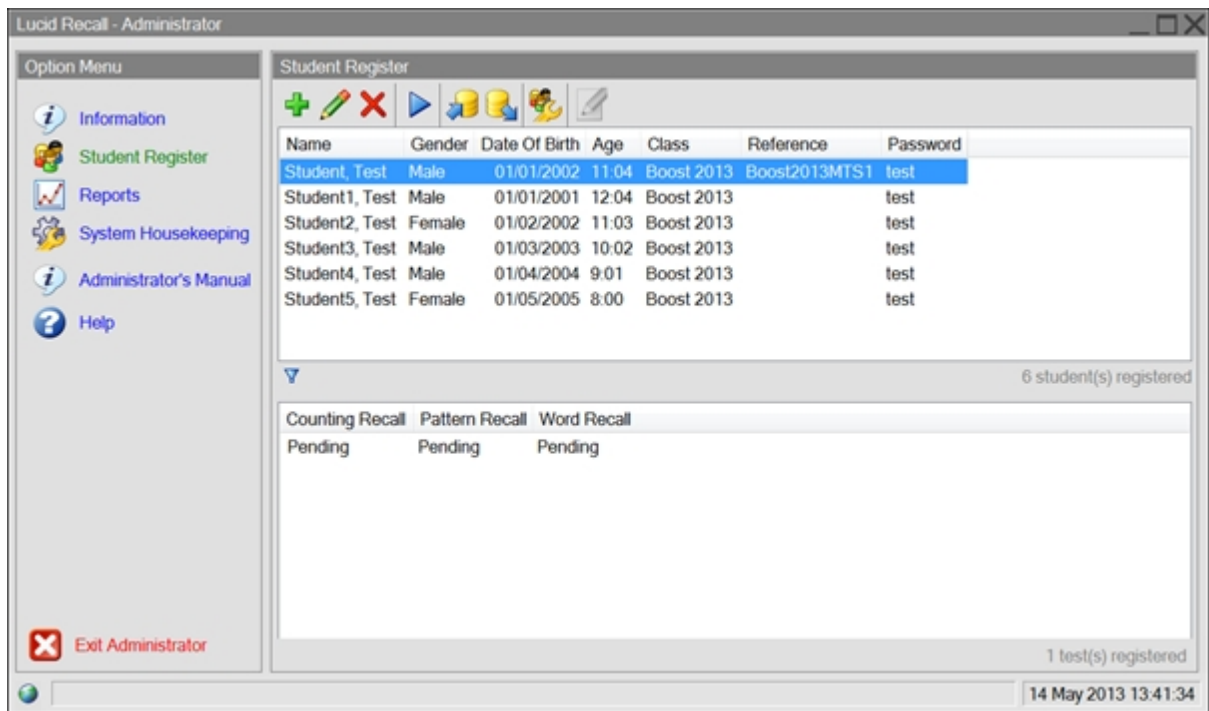


Click on the **Yes** button to confirm the deletion.

Start the Tests

Although students would normally login as themselves to access the tests (see [Logging in to Recall](#)), they can also be accessed from the Administrator console.

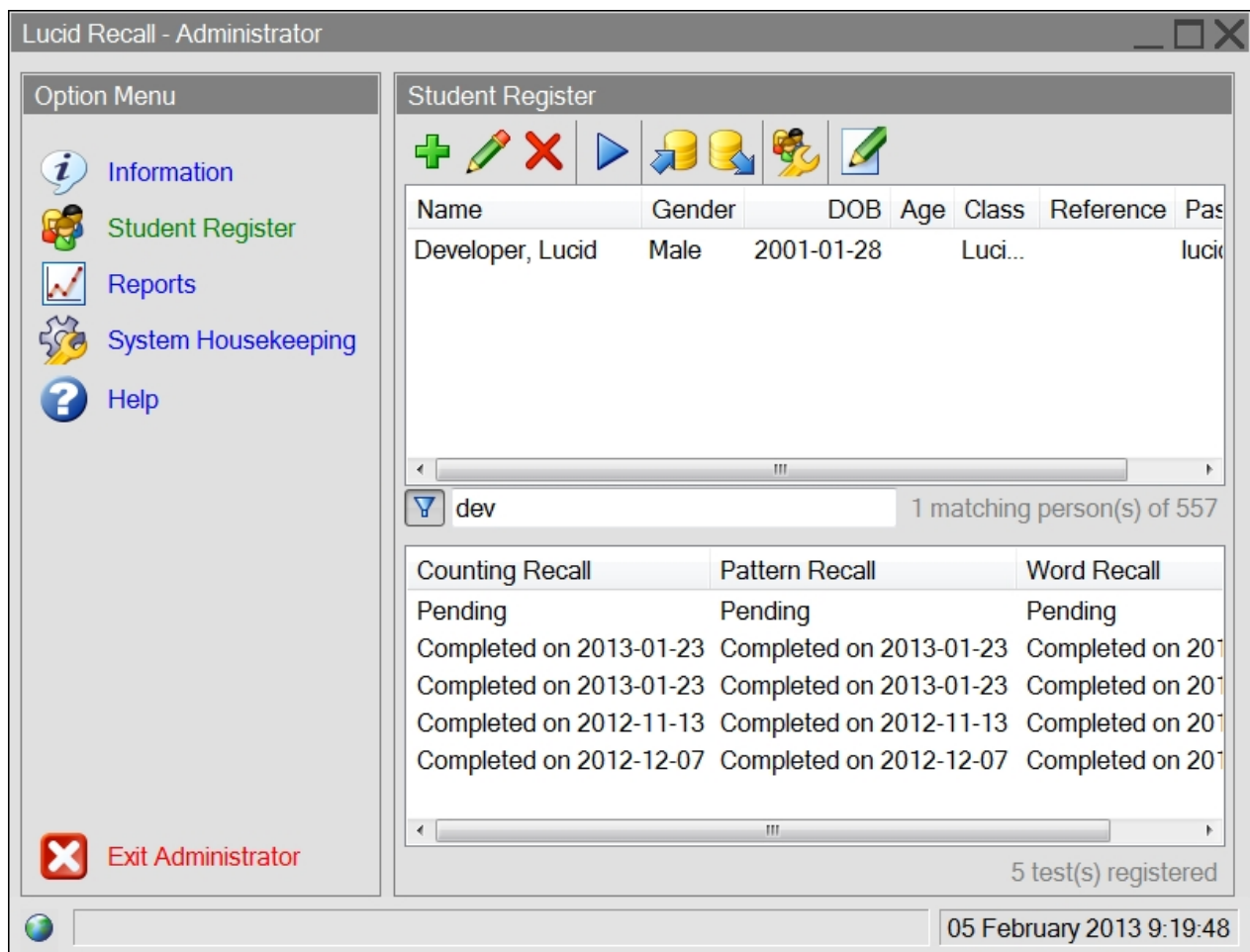
Clicking on the  icon will display the assessment menu for the currently selected student.



When the student has finished with their assessment(s) Lucid Recall will prompt you for the Administrator password in order to return to the Student Register screen.

Retesting a Student

When a student completes all three tests, a new test record is automatically created for them. As you can see in the picture below, this student has completed Lucid Recall four times and they have a fifth session pending. The earliest test (the one at the bottom) was created when the person was first added to the system. Each subsequent test was created automatically by the system after the student completed their previous test. This automatic creation of new tests facilitates the continuous assessment of students.

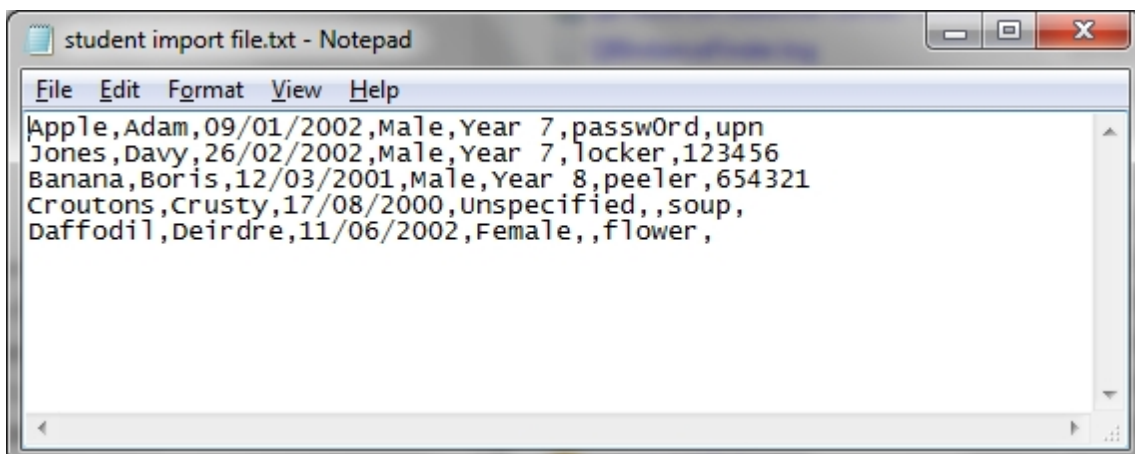



Import Student(s)

You can create several students at a time by using the student import function. Create a text file or student load file that contains all of the student records that you wish to import. To successfully import these records the text file must be a comma separated variable file using the following fields.

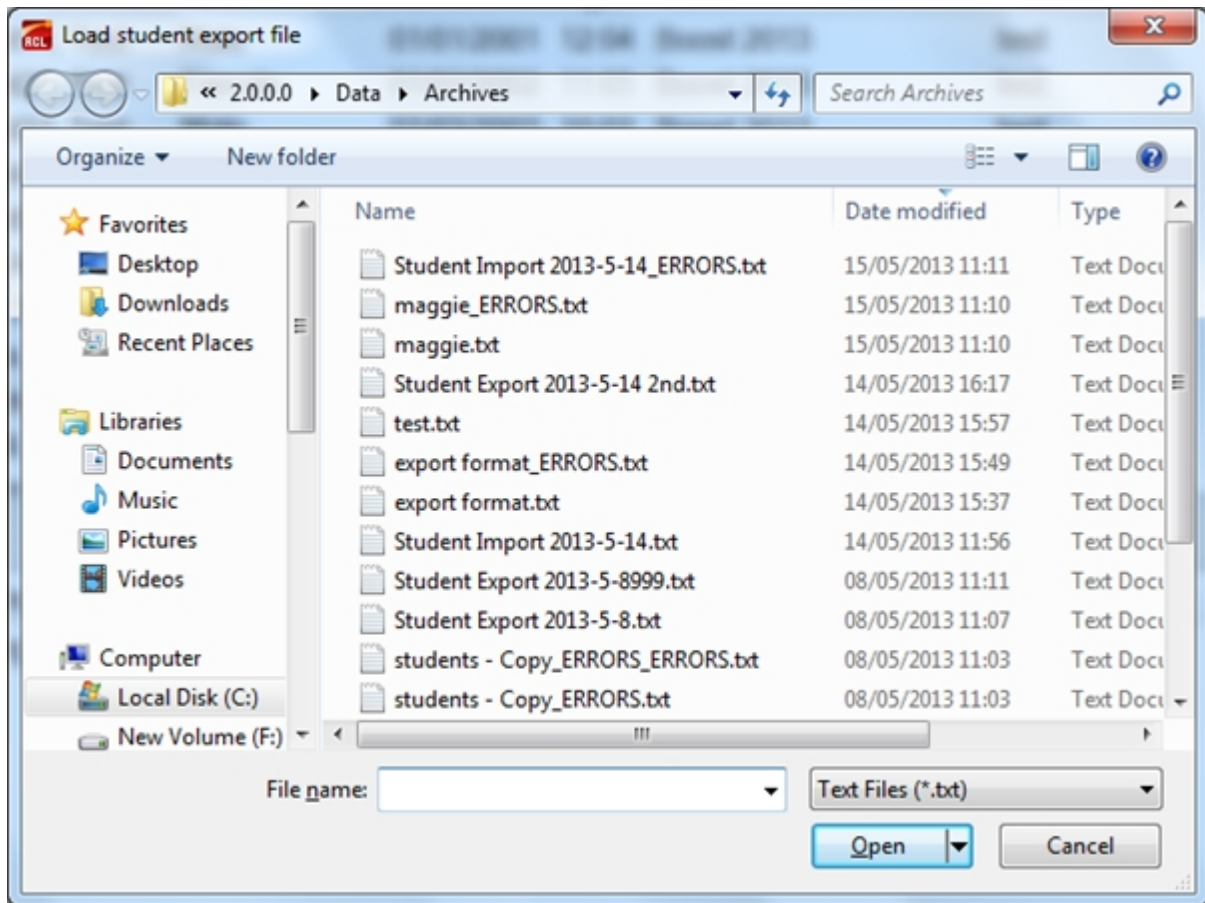
LastName,FirstName,DOB,Sex,Class>Password,UPN

See below for an example of a comma separated data file. Ensure there are no blank lines in the file or this will cause validation errors. The Class field and UPN field can be left blank but the commas must remain.

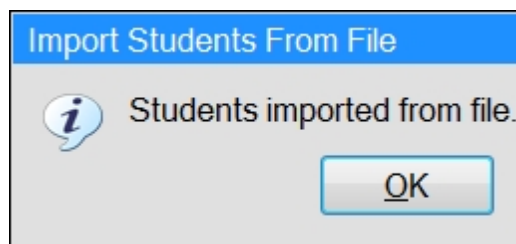


Click on the  icon to locate your student import file. This will display the Import from Student Export File Dialogue, which allows you to browse to the folder where you have created your Student Load file.

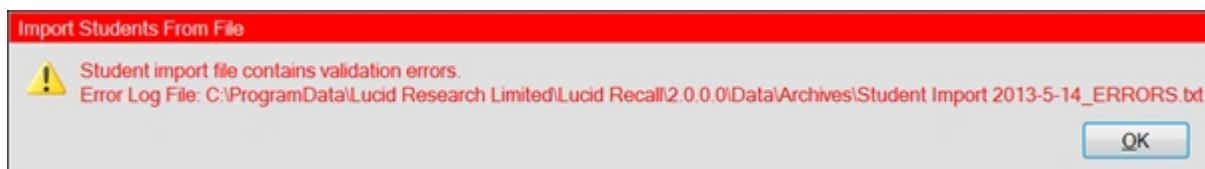
Select the file and click the **Open** button.



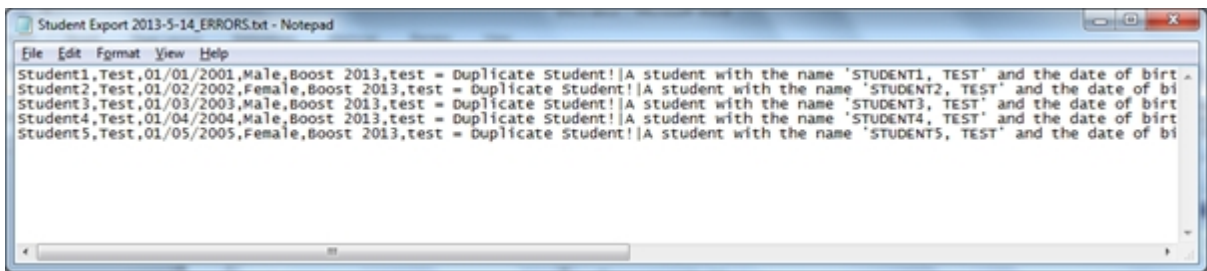
Lucid Recall will display a message box saying that records have been imported.



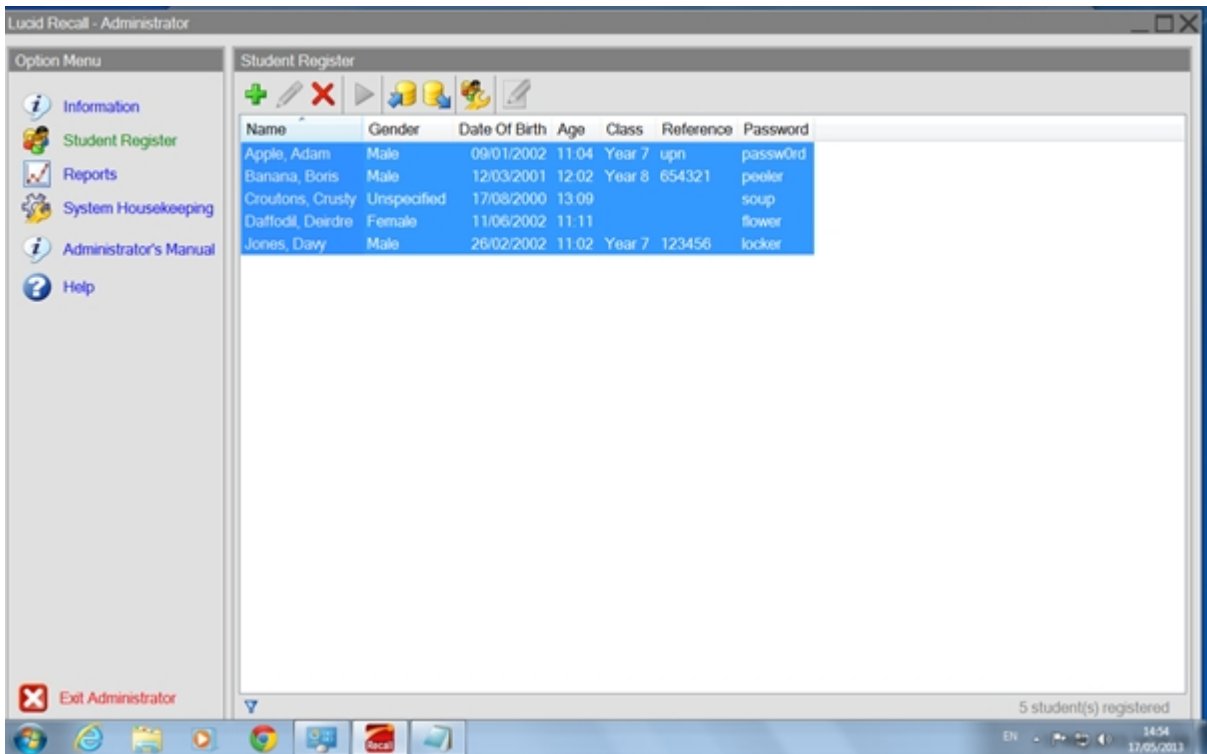
Lucid Recall will also display a message if any errors were encountered and give you the name and location of the error file.



The error file will give an indication of why the record was rejected.



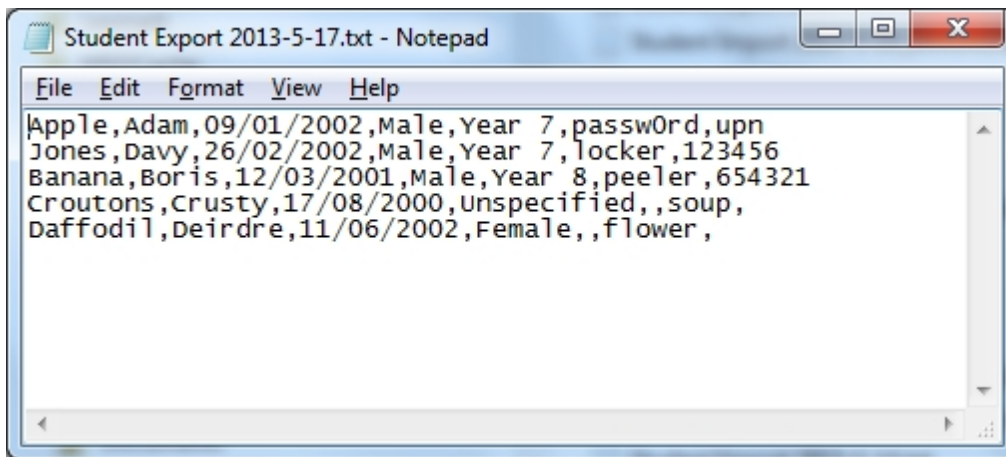
Any students imported will be displayed in the student register.




Export Student(s)

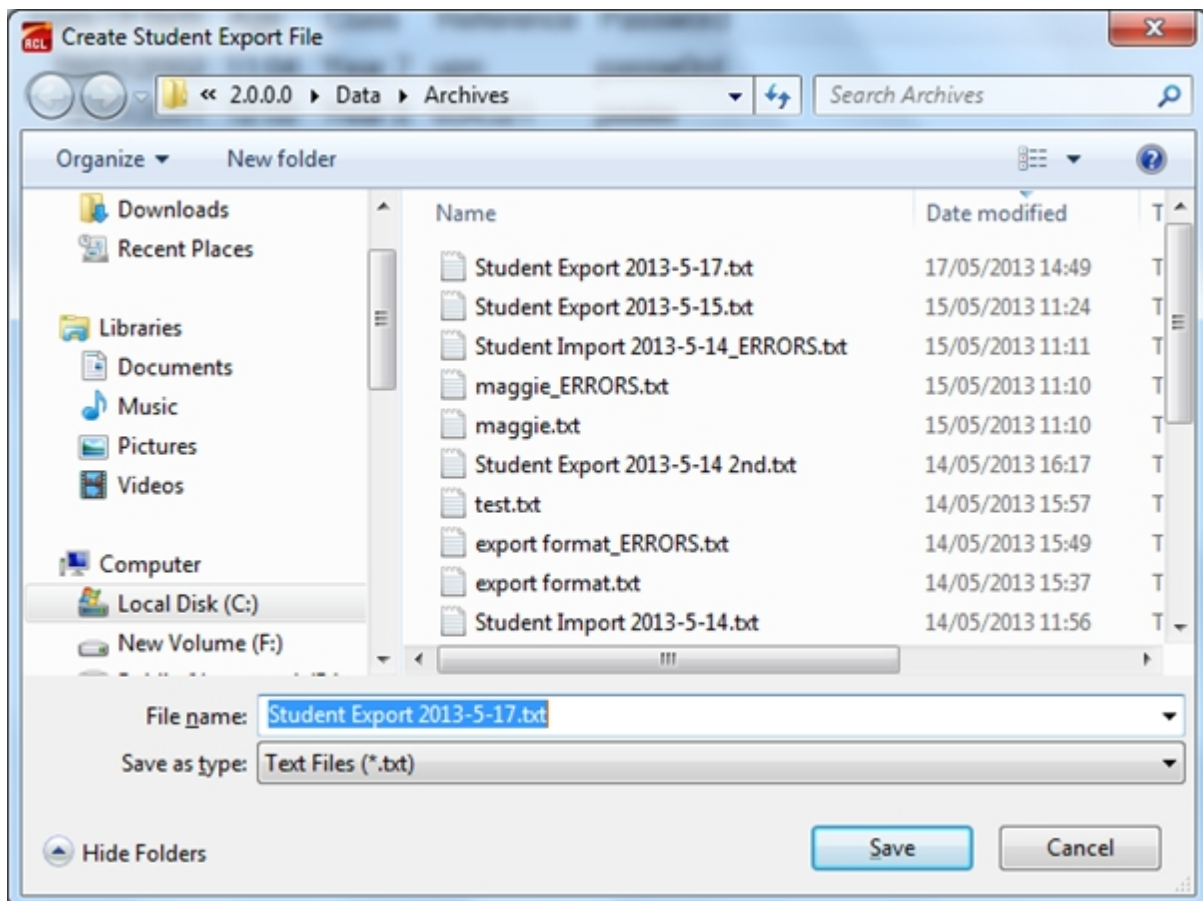
You can also export students to a text file for use within other applications. The export function will export the following fields.

LastName,FirstName,DOB,Sex,Class>Password,UPN

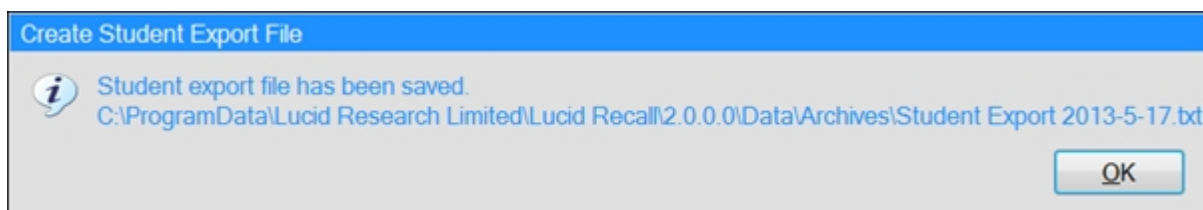


The export file will contain the details of all of the selected students. **Please note:** Test data will not be exported. The records themselves will still remain in Lucid Recall.

Click on the  icon to export students. Select the folder and enter the filename that you wish to export to and click the **Save** button.




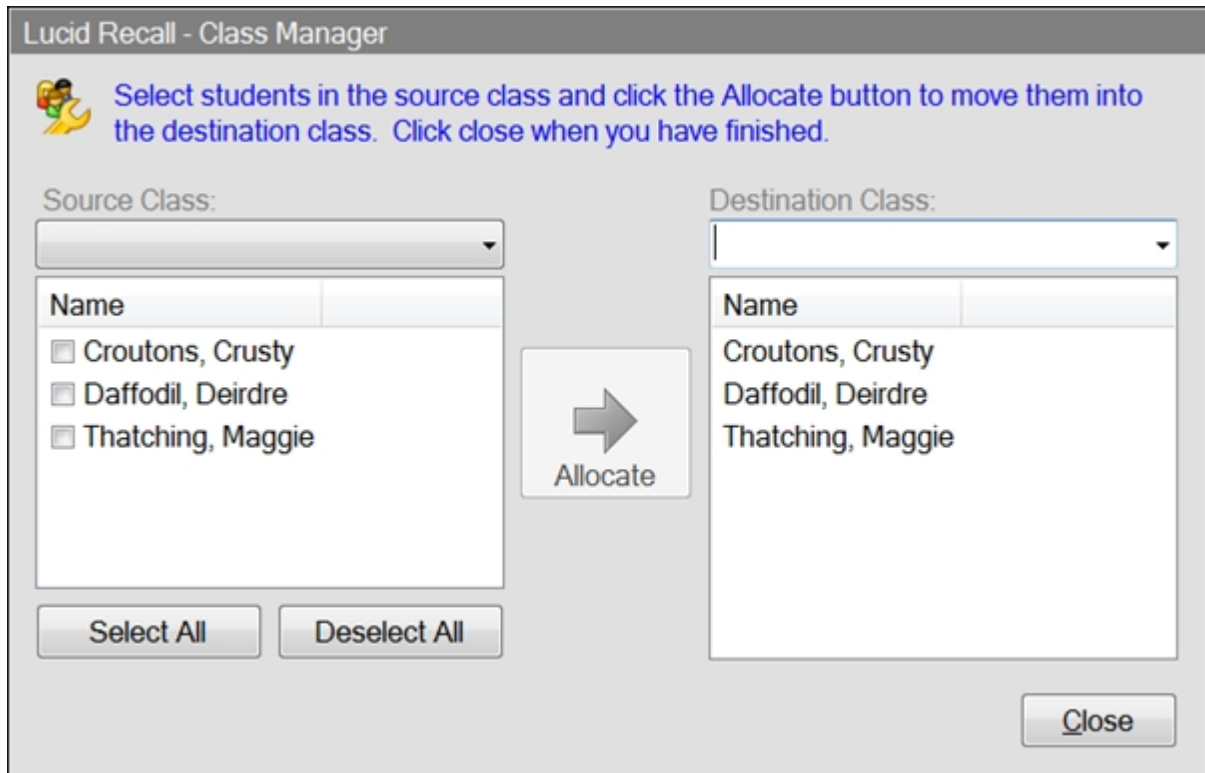
Lucid Recall will display a message giving the location and name of the export file.



Class Manager

The Manage Student Classes function allows you to move students into different classes. You define the classes, so they could match school classes or forms. Or you could group students into performance-based groups or cohorts. This can be useful for managing records especially when testing large batches of students.

Click on the  icon. Initially, the screen will display students not assigned to a class.



Lucid Recall - Class Manager

Select students in the source class and click the Allocate button to move them into the destination class. Click close when you have finished.

Source Class:

Destination Class:

Name	
<input type="checkbox"/> Croutons, Crusty	
<input type="checkbox"/> Daffodil, Deirdre	
<input type="checkbox"/> Thatching, Maggie	

Allocate


Name	
Croutons, Crusty	
Daffodil, Deirdre	
Thatching, Maggie	

Select All Deselect All

Close

Select the **Source class** from the drop down list, if the students you wish to change are already in a class.

Lucid Recall - Class Manager

 Select students in the source class and click the Allocate button to move them into the destination class. Click close when you have finished.

Source Class: Year 7

Name	
<input type="checkbox"/> Apple, Adam	
<input type="checkbox"/> Jones, Davy	

Allocate

Destination Class:


Name	
Croutons, Crusty	
Daffodil, Deirdre	
Thatching, Maggie	

Select All Deselect All

Close

Check the boxes of the students you wish to allocate to a new class.

Lucid Recall - Class Manager

 Select students in the source class and click the Allocate button to move them into the destination class. Click close when you have finished.

Source Class: Year 7

Name	
<input checked="" type="checkbox"/> Apple, Adam	
<input type="checkbox"/> Jones, Davy	

Allocate

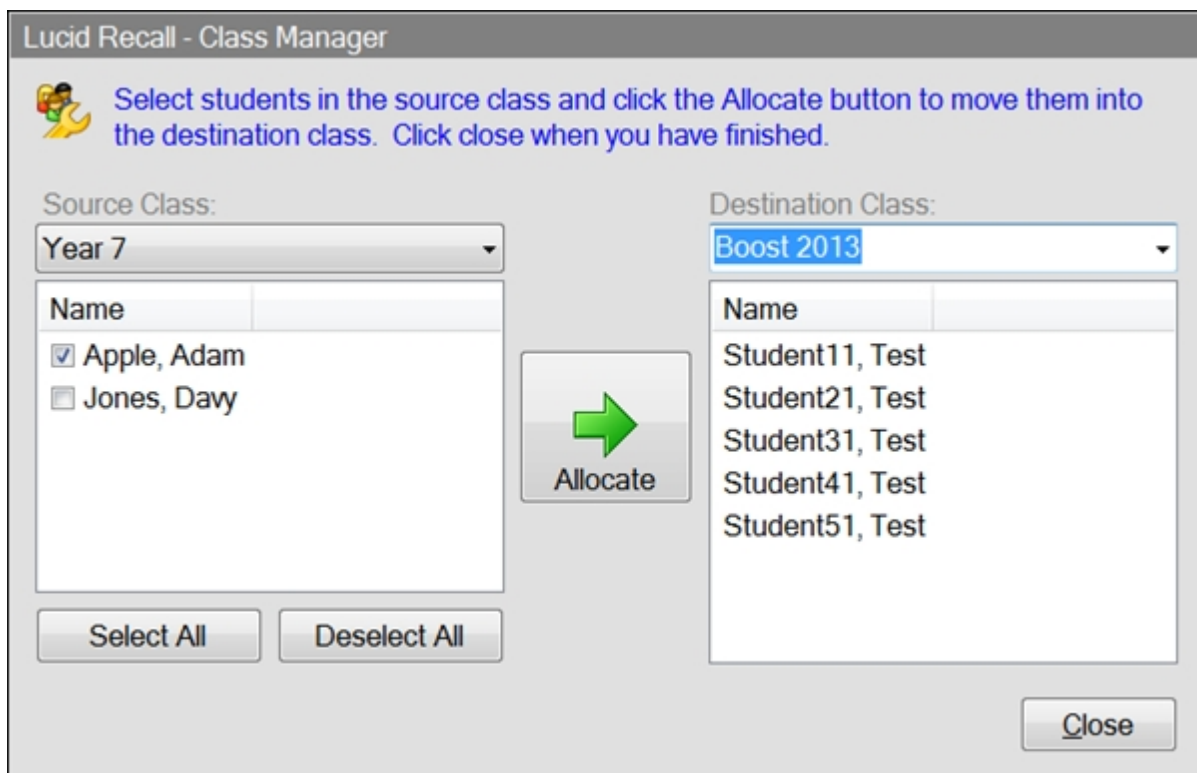
Destination Class:

Name	
Croutons, Crusty	
Daffodil, Deirdre	
Thatching, Maggie	

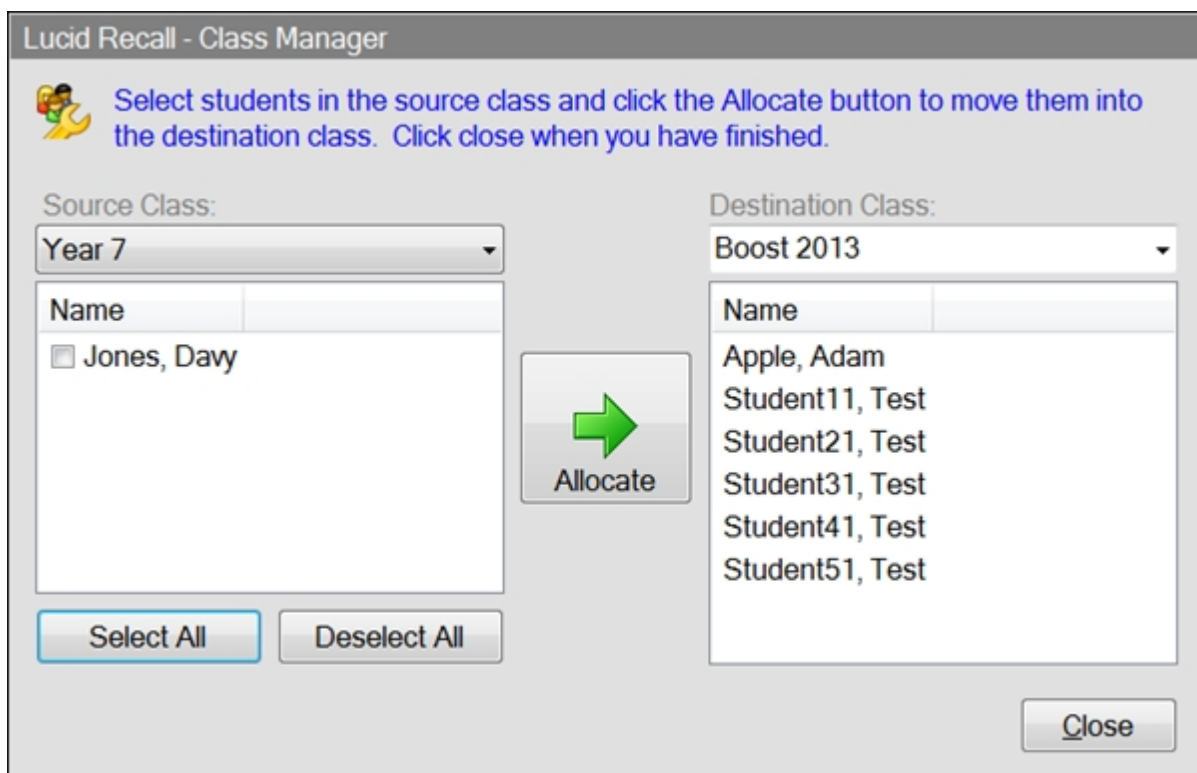
Select All Deselect All

Close

Select a **Destination Class** from the drop down list or type a new one into the field.



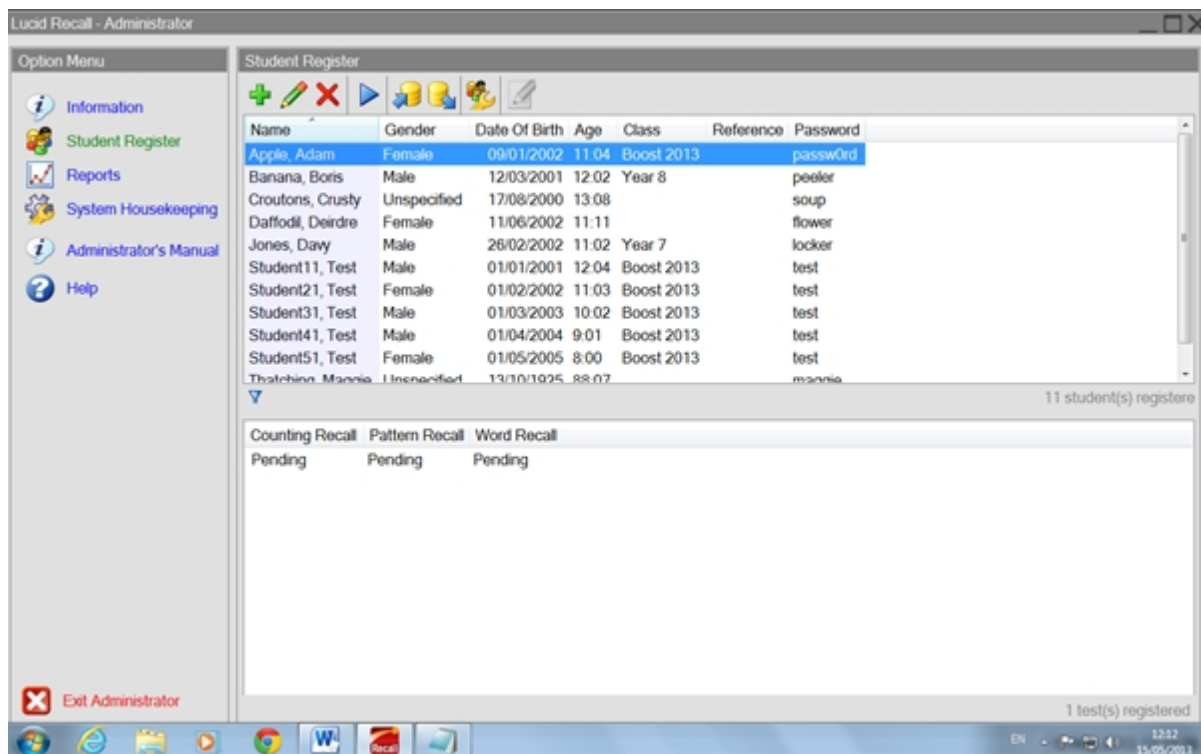
Click the **Allocate** button, this will copy the students into the right hand side.



Click on the **Close** button.

To remove a group of students from a class you can either allocate them to a new class or to class 'None'.

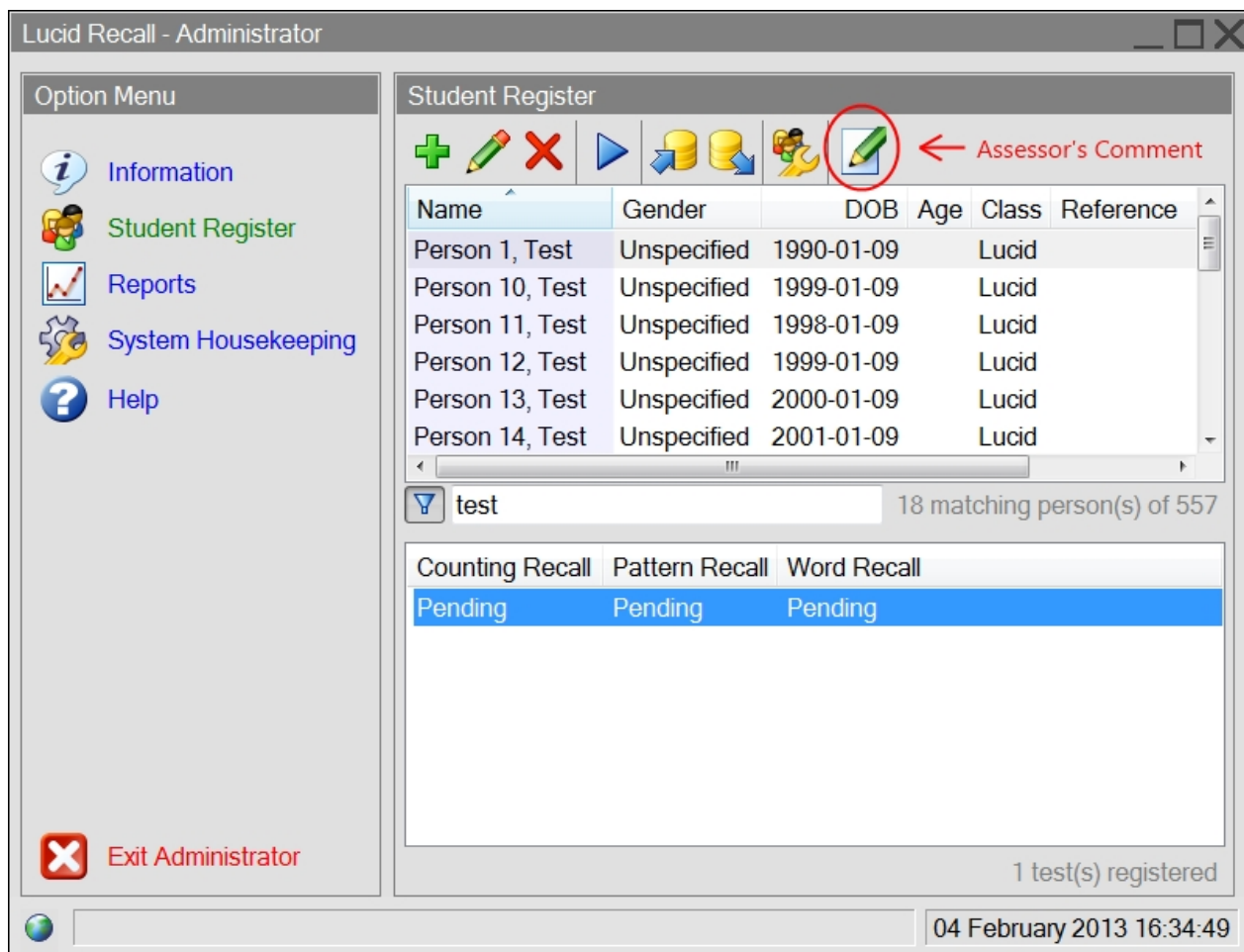
The Student Register Screen should show the students allocated to their new class.



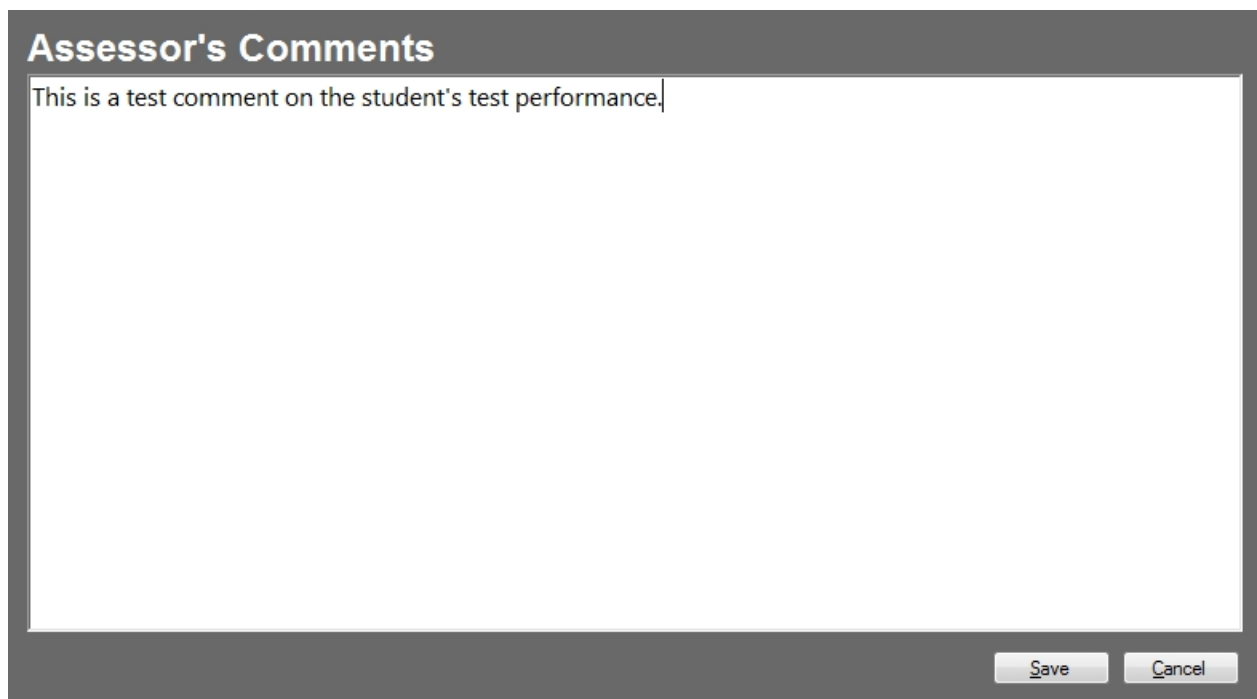
Add Assessor's Comment

An assessor or teacher may wish to add a short comment to be shown in the report of any test that a student completes. Comments can be added to pending assessments prior to the students being assessed or to completed assessments.

To add a comment to a student's test, click on the name of the student (upper panel) and then the test (lower panel) that you wish to comment on, and then press the **Assessor's Comment** button on the student register tool bar as shown in the diagram below.



Enter your comments and click **Save** to save you comment to the database. Press **Cancel** if you do not want to save your comments.



Reports

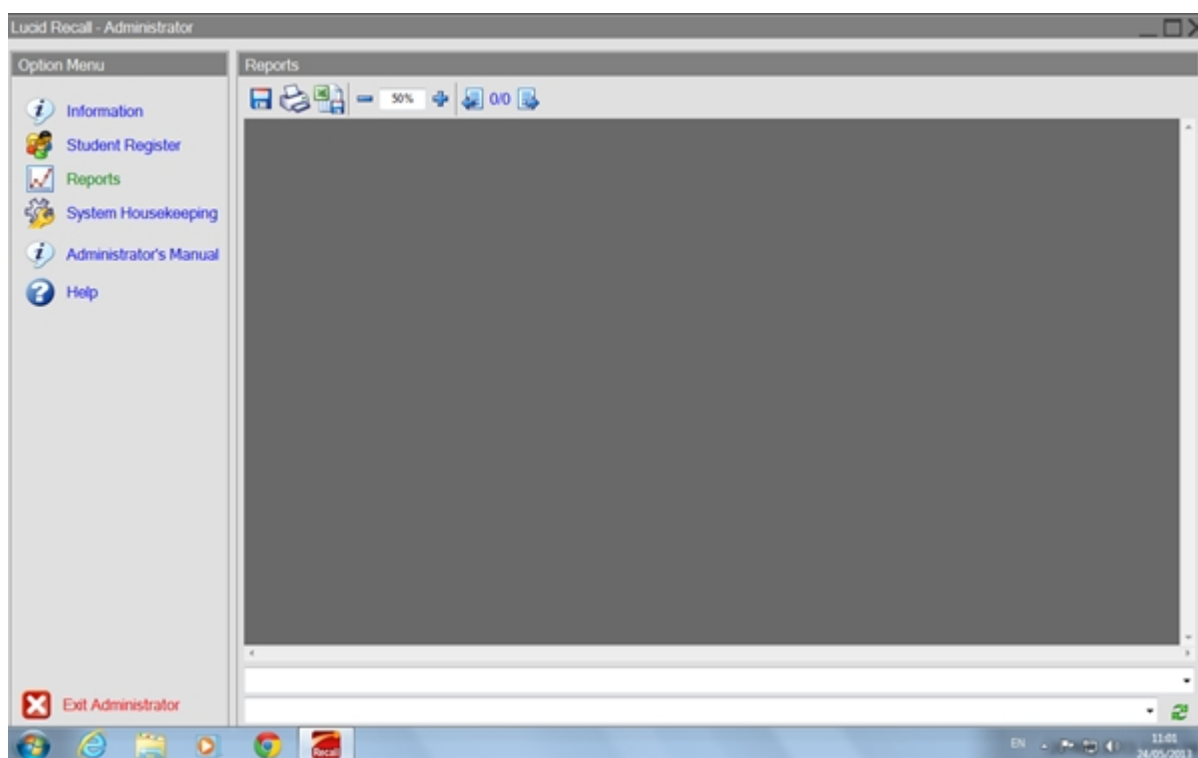
There are two type of report available within Lucid Recall, the **Single Student Results Profile Report** and the **Single Student Historical Results Profile Report**.

The Single Student Results Profile Report is the normal report of one 'set' of assessments. The 'set' could be one, two or all three tests depending upon how and when they were completed. If one or more tests were excluded via the Student Register then the report will only show the completed tests.

The Single Student Historical Results Profile Report displays a 'progress' report. Combining up to 4 Single Student Results Profile Reports into one historical report.

Using the Reports Screen

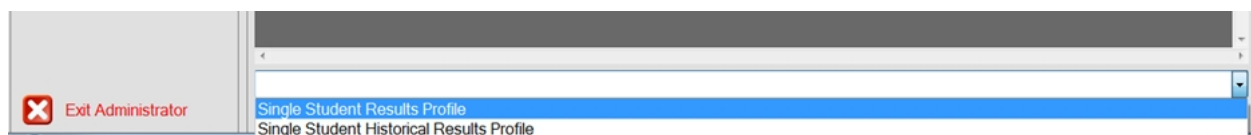
Click on the **Reports** menu option to view the Reports Screen.



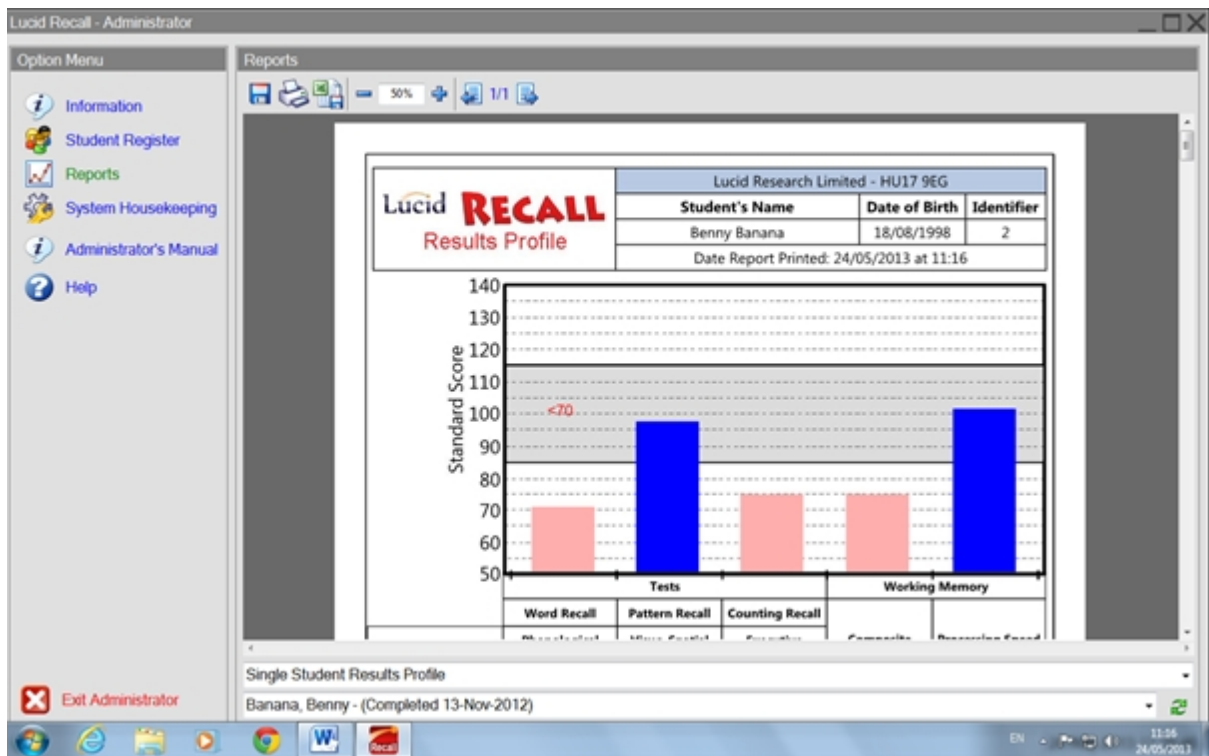
The Report Type of **Single Student Results Profile** or **Single Student Historical Results Profile** can be chosen using the drop down list box towards the bottom of the page.

Single Student Results Profile

If the student has completed or partially completed a set of assessments then these reports can be chosen from the drop down list box at the bottom of the page.

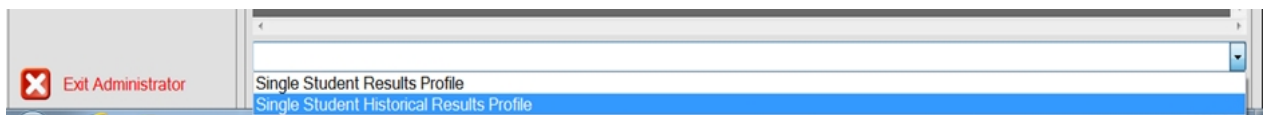


****screen shot of list of users/reports



Single Student Historical Results Profile

If any student have completed 2 or more full sets of assessments then these students can be chosen from the drop down list box at the bottom of the page.




****screen shot of list of users/reports

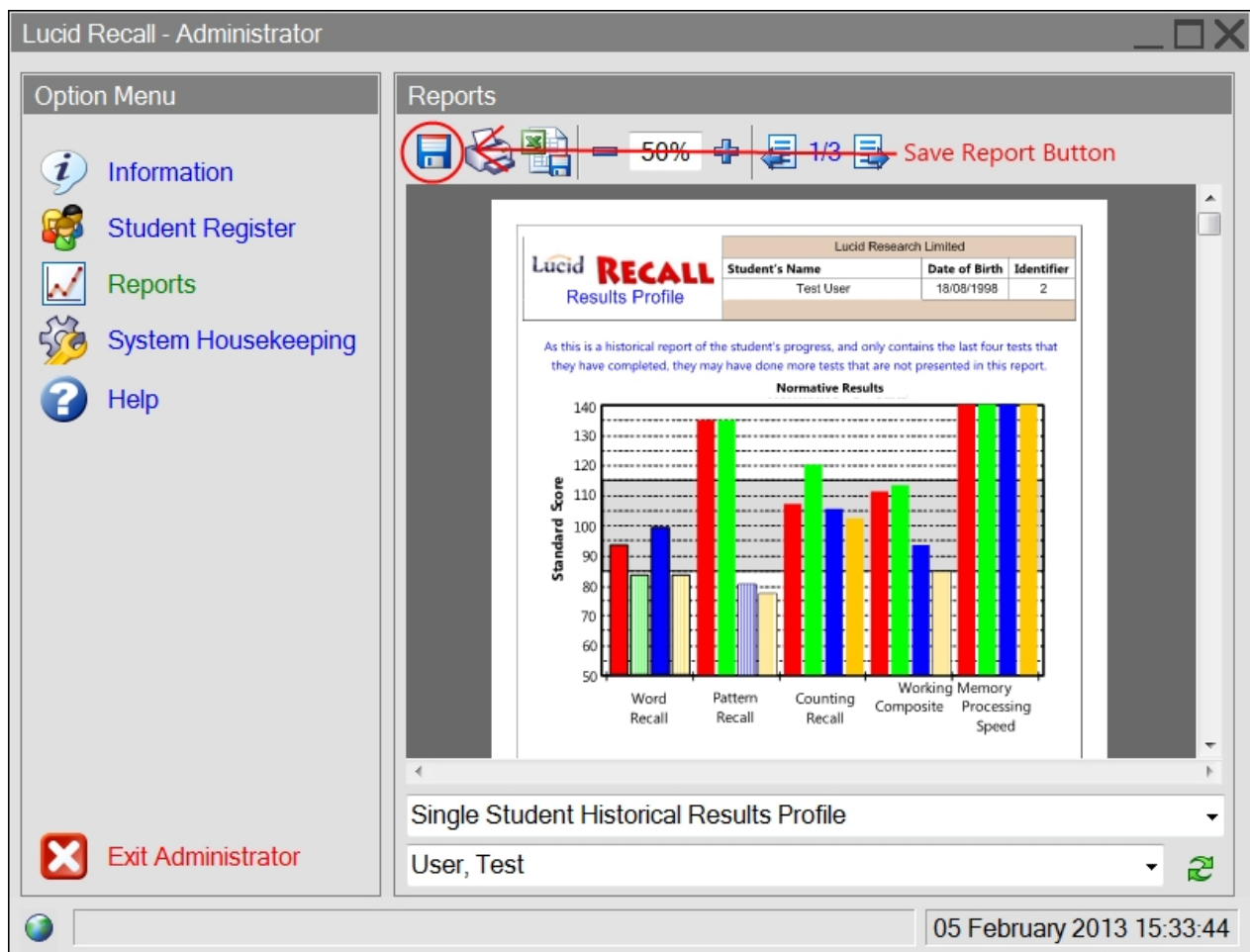
Click on the  to print the report.

Click on  to zoom in or out of the report.

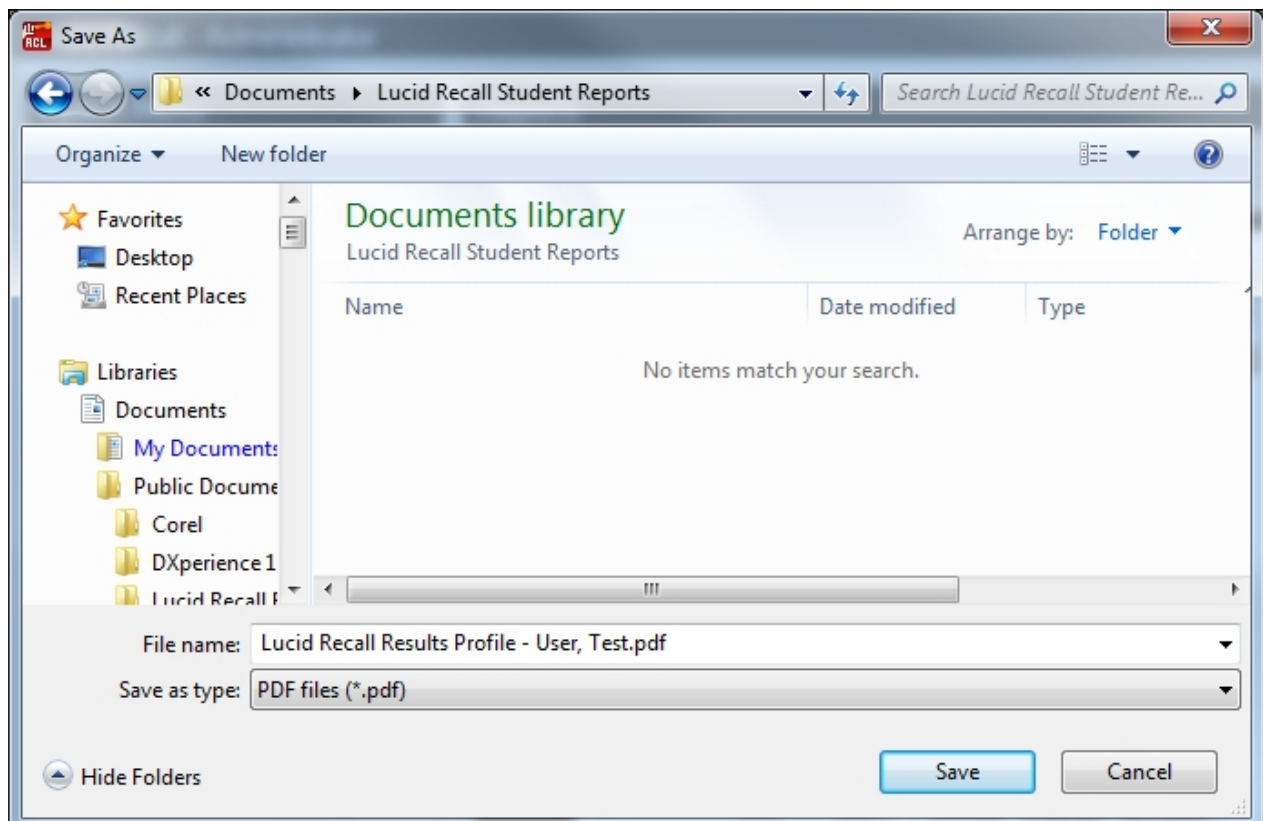
Click on  to move forwards or backwards if the report has multiple pages.

Click on the Refresh button  to refresh the list of reports available. This is more likely to be required in the network version when multiple client machines are completing assessments.

[Save Report as a PDF](#)



You can save a report after you have generated it by clicking on the **Save Report** button.



Select the folder to save your report in, change the file name if required and then click on the **Save** button.

Export to Excel

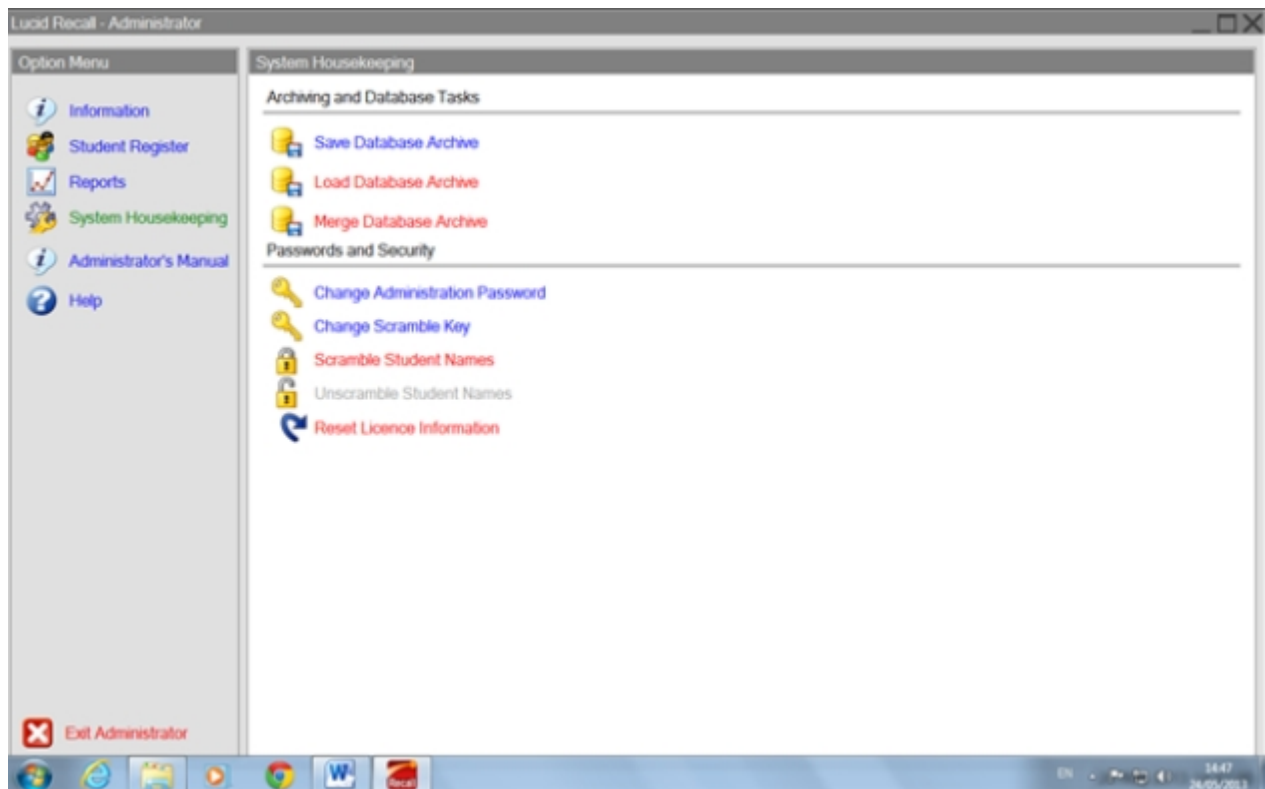


Clicking on the **Export to Excel** button will export all of the report data for each student into an Excel spreadsheet.

School Name		Student's Name		Date of Birth	Identifier	Memory Span (Items)			Average Time (seconds)			Word Recall		Centile Score	Age Equivalent	Raw Score	Test Date	Test Age	Standard Score	Confidence Band
Lucid Research Limited	Test Person 2	19/01/1997	22	4	9	4	0	29.8	2.66	>103	78-106	30	11.0-11.5	14	12/10/2012	>111	99-123			
Lucid Research Limited	Test Person 3	06/11/1998	24	5	10	4	0	20.40	2.57	>102	87-115	53	12.6-12.11	17	12/07/2012	>120	108-132			
Lucid Research Limited	Test Person 4	20/01/1998	25	9	6	6	0	15.64	3.22	>114				17		>111	99-123			
Lucid Research Limited	Test Person 5	16/10/1997	27	5	9	6	0	28.33	2.8	>108	94-122	70	13.5	19	12/11/2012	>116	104-128			
Lucid Research Limited	Test Person 6	10/01/1998	28	5	8	3	0	23.74	2.56	>94	97-125	77	13.5	20	13/12/2012	>99	87-111			
Lucid Research Limited	Test Person 7	08/08/1997	32	4	8	3	0	20.39	2.73	>89	81-109	37	11.6-11.11	15	12/07/2012	>99	87-111			
Lucid Research Limited	Test Person 8	26/09/1997	33	3	7	3	0	21.96	1.69	>79	72-100	17	9.6-10.5	12	14/12/2012	>88	76-100			
Lucid Research Limited	Test Person 9	22/10/1997	34	4	7	6	0	22.87	3.82	>103	75-103	23	10.6-10.11	13	12/07/2012	>90	78-102			
Lucid Research Limited	Test Person 10	16/01/1999	35	5	9	5	0	21.76	2.67	>120	106-134	91	13.5	23	12/07/2012	>109	97-121			
Lucid Research Limited	Test Person 11	16/09/1996	37	5	7	4	0	32.64	2.71	>99	97-125	77	13.5	20	12/07/2012	>95	83-107			
Lucid Research Limited	Test Person 12	05/10/1997	39	5	8	6	0	23.97	3.3	>108	94-122	70	13.5	19	12/10/2012	>104	92-116			
Lucid Research Limited	Test Person 13	06/05/1998	40	5	7	6	0	22.57	3.01	>115	100-128	83	13.5	21	14/12/2012	>92	80-104			
Lucid Research Limited	Test Person 14	02/01/1997	41	4	9	3	0	30.45	2.74	>87	75-103	23	10.6-10.11	13	12/07/2012	>106	94-118			
Lucid Research Limited	Test Person 15	24/07/1997	53	6	11	6	0	26.8	1.88	>136	122-150	99	13.5	28	12/10/2012	>132	120-144			
Lucid Research Limited	Test Person 16	07/03/1997	55	6	10	3	0	26.88	2.56	>114	112-140	96	13.5	25	12/10/2012	>122	110-134			
Lucid Research Limited	Test Person 17	07/03/1997	55	6						>114	112-140	96	13.5	25	12/10/2012					
Lucid Research Limited	Test Person 18	10/06/1997	61	5	9	6	0	24.02	1.86	>108	94-122	70	13.5	19	12/11/2012	>115	103-127			
Lucid Research Limited	Test Person 19	12/03/1998	69	6	8	6	0	24.51	3.65	>126	112-140	96	13.5	25	13/12/2012	>99	87-111			
Lucid Research Limited	Test Person 20	22/03/1999	73	4	9	6	0	26.01	3.11	>95	81-109	37	11.6-11.11	15	13/12/2012	>120	108-132			

System Housekeeping

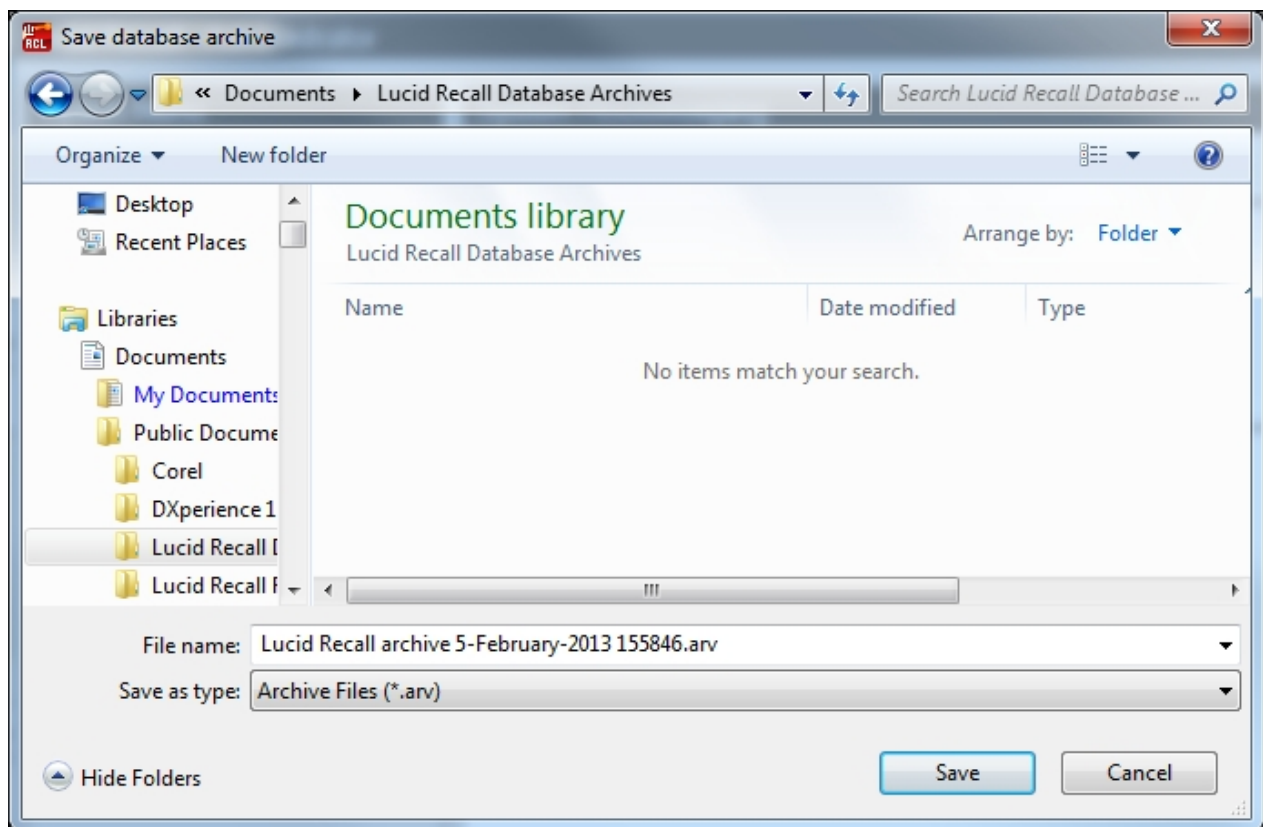
Clicking on the **System Housekeeping** option allows you to perform a number of database and security related tasks.



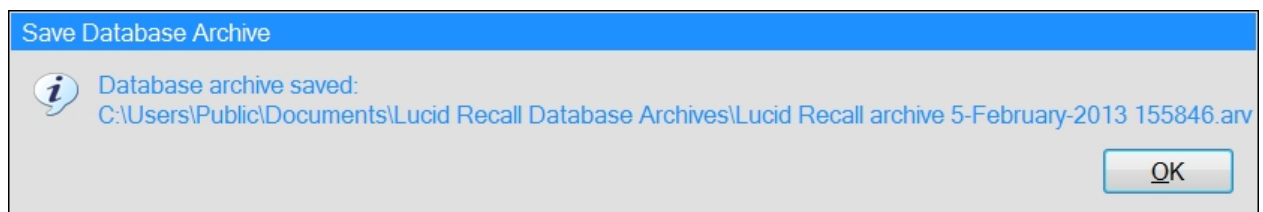
Save Database Archive

It is good practice to regularly save archives. If you save an archive and then something goes wrong with your database, you can reload the data from the archive. The archiving process should be utilised as part of data management and disaster recovery practice.

To save an archive click on the **Save Database Archive** option.



Navigate to the location you want to save your archive, change the file name if required and then click on the **Save** button.



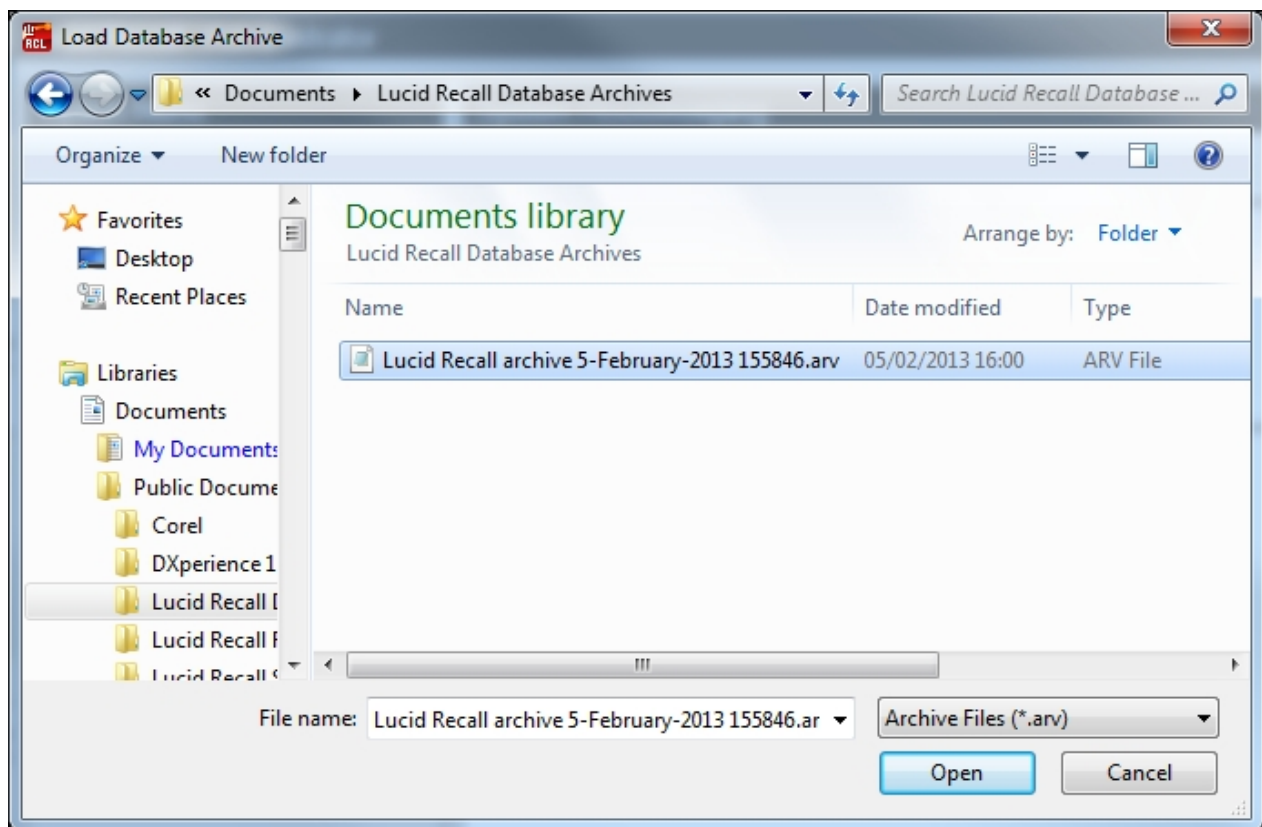
You will receive a Database archive saved message.

Load Database Archive

You can reload a previously saved archive by clicking on the **Load Database Archive** option.

NOTE: Loading a saved archive will completely OVERWRITE the existing information in the current database. If there are any records within the current database that you still require consider either Saving a new archive of the existing data or performing a merge database archive.

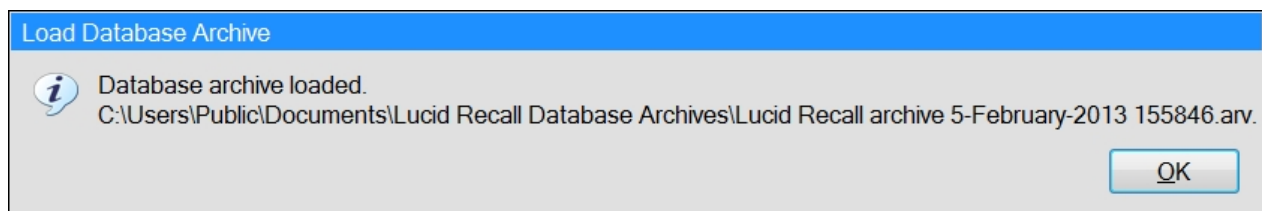
Locate your database archive and then click on the **Open** button to load in your archive.



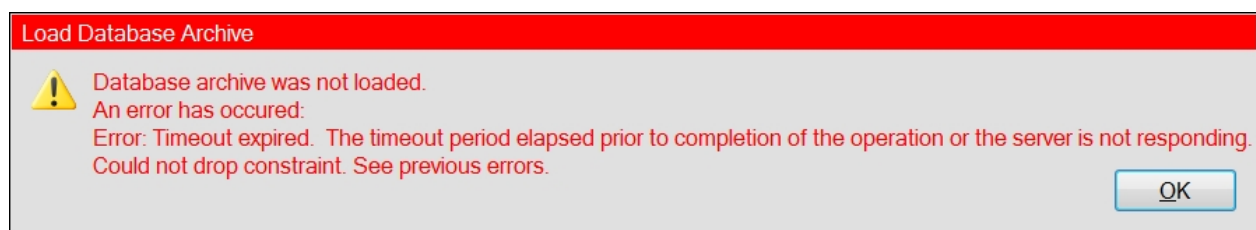
You will receive the following confirmation message. If you are **sure** you wish to replace all of the existing information then click the **Yes** button otherwise click the **No** button.



Clicking Yes should result in a Database archive loaded message.



If there have been any problems with loading the archive then you may receive an error message, one example is shown below. Correct any errors and retry the load process.

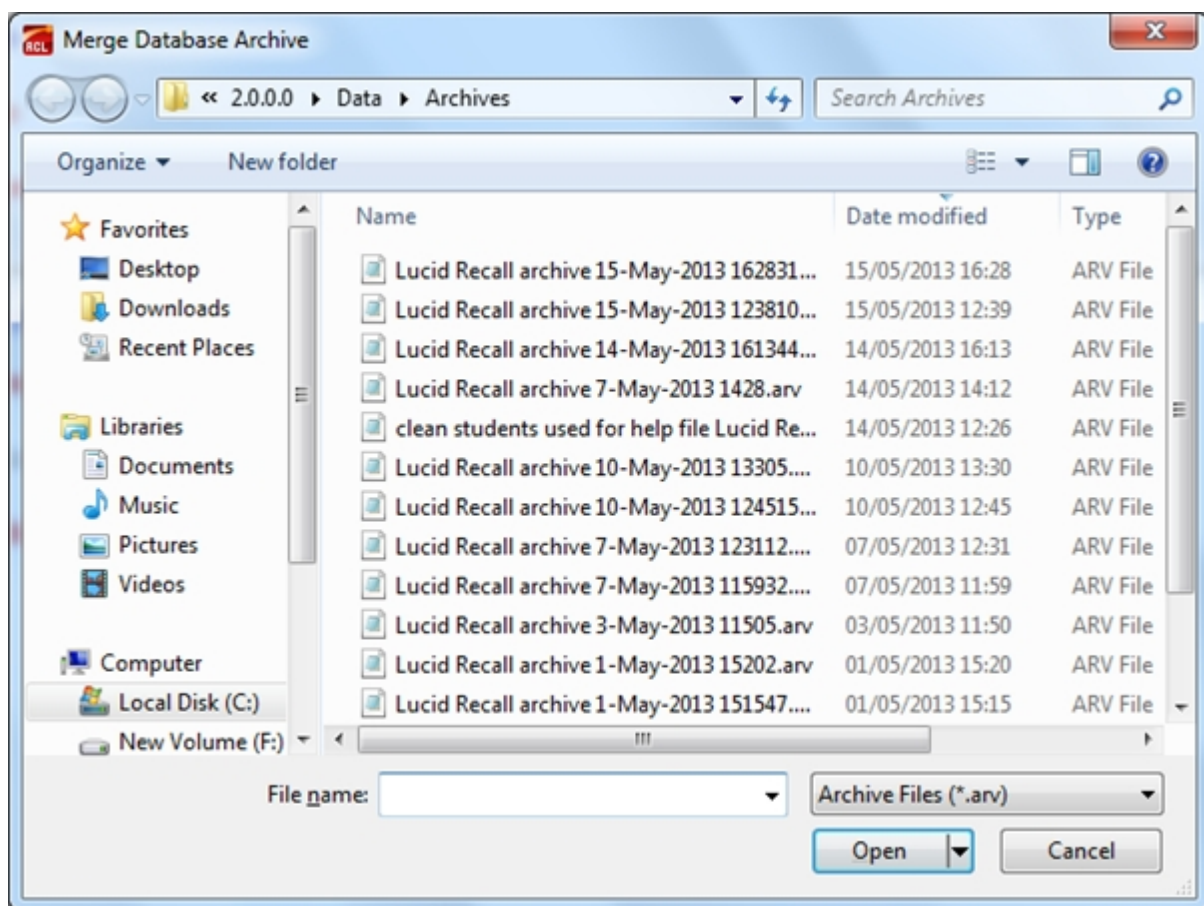


Merge Database Archive

The Merge Database Archive works in a similar way to the **Load Database Archive** option except that existing student data is NOT overwritten when you load in the file. It is therefore possible to load an archive which contains duplicate data to that which is already in the working database.

Warning: Ensure that you do not merge an archive that has scrambled student names into a database with unscrambled names or vice versa. See the Scramble Student Names Option.

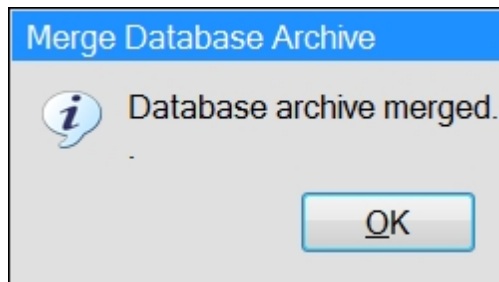
Click on the **Merge Database Archive** option and locate your database archive, then click on the **Open** button to merge in your archive.



You will receive the following confirmation message. If you are **sure** you wish to merge the archived database then click the **Yes** button otherwise click the **No** button.



Clicking Yes should result in a Database archive merged message.



Change Administrator Password

Click on the '**Change Administration Password**' option.

Enter the current password.

Enter the new password and confirm it by entering the new password again in the confirm new password box.



Click **OK**

If the password in the **current** password box do not match Lucid Recall will display an error message.



If the passwords in the **new password** and **confirm new password** boxes do not match Lucid Recall will display an error message.



Click **OK** and try again.

Change Scramble Key

The Change Scramble Key allows you to set an encryption key specific to your site for use with the [Scramble Student Names](#) function. Lucid Research would recommend a minimum of 8 characters for the scramble key. The more characters you use the more secure the encryption will be.

A dialog box titled "Lucid Recall - Change Scramble Key" with a grey header bar. The text "Enter your new scramble key, and then confirm your new scramble key. Click OK to save the changes." is displayed in blue. Below this are two input fields: "New Scramble Key:" and "Confirm New Scramble Key:". At the bottom right are "OK" and "Cancel" buttons.

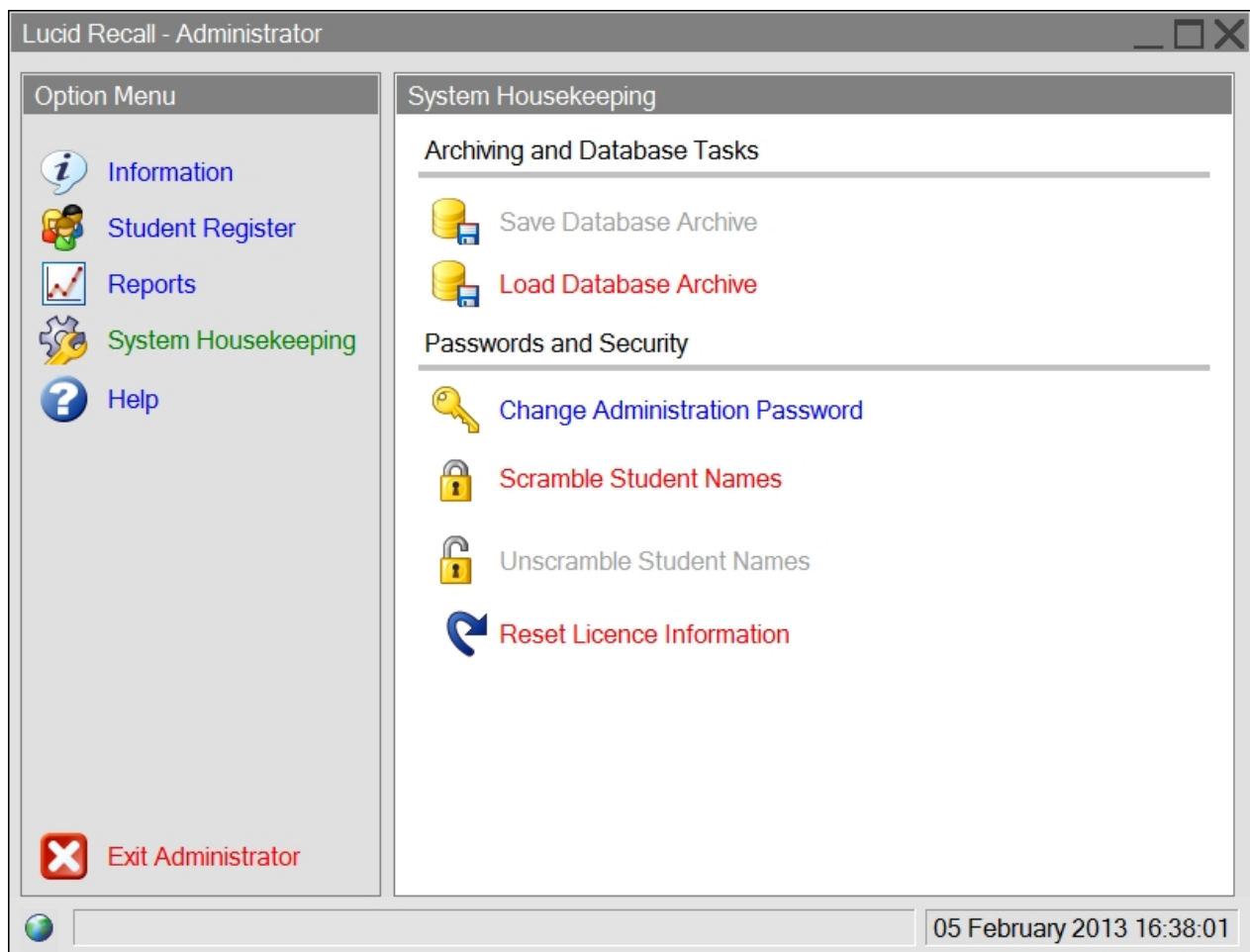
Enter your chosen key into the **New Scramble Key** box and then again into the **Confirm New Scramble Key** box, then click the **OK** button.

Scramble Student Names

The Scramble Student Names option is provided as a method of anonymising the students. This can be a useful data protection measure if you have to share the reports or data with outside parties. For example, if you need to send an archive of your database to Lucid Research for troubleshooting purposes.

Warning: Before you choose to anonymise data, always make a backup of your data by saving a database archive.

To scramble the student names, click on the **Scramble Student Names** option.



This will present you with a warning message as below. Click **Yes** to continue.









Once you have scrambled the student names, the **Scramble Student Names** option becomes disabled, and the **Unscramble Student Names** option becomes enabled.

You cannot edit the Student Register whilst the student names are scrambled as shown below.






Lucid Recall - Administrator

Option Menu

-  Information
-  **Student Register**
-  Reports
-  System Housekeeping
-  Help

 Exit Administrator

Student Register

+






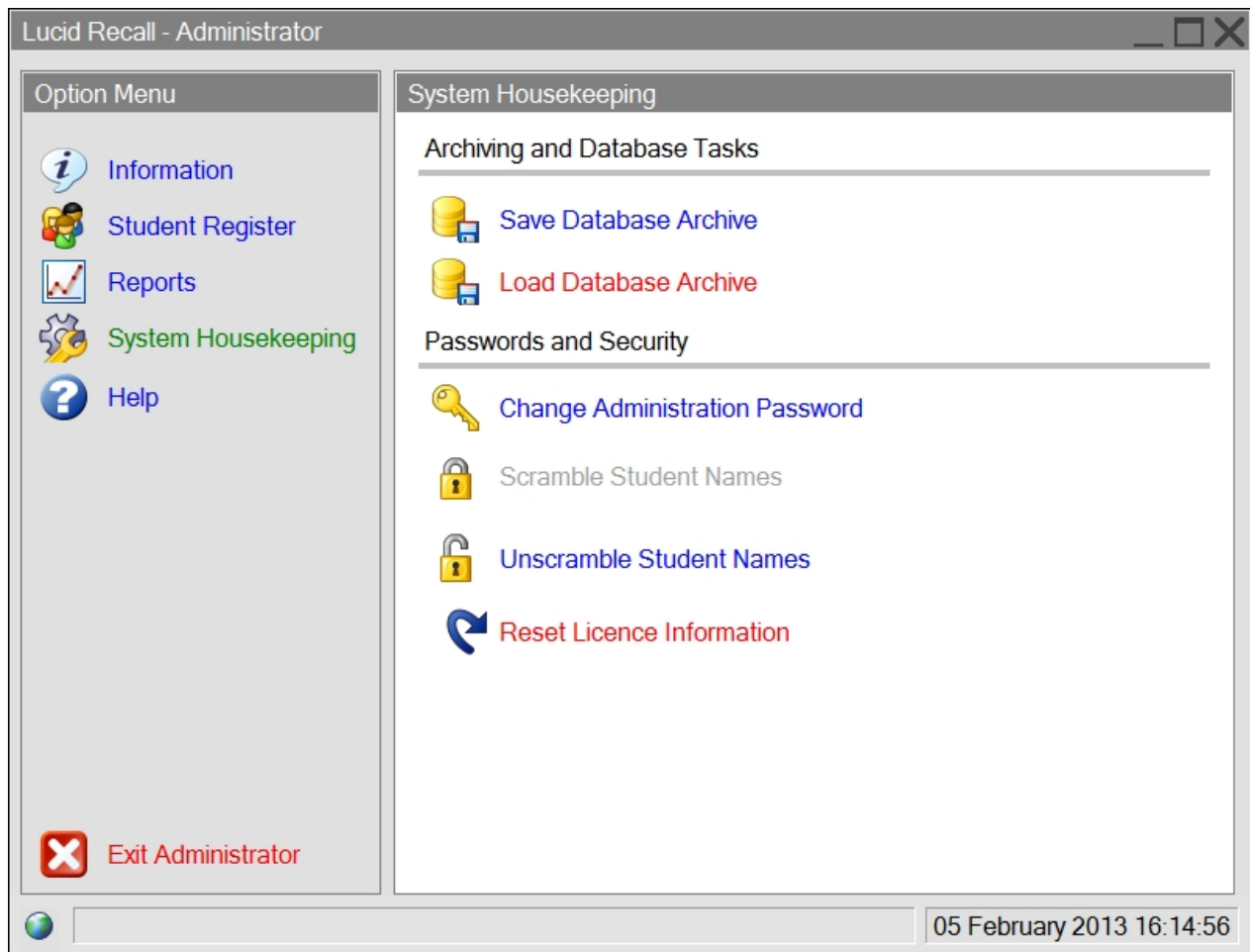
Name	Gender	DOB	Age
hreedcL1nsecasRiu1 orP, hreedcLsTcasRiute	Unsp...	19...	
hreedcL1nsecasRiu8 orP, hreedcLsTcasRiute	Unsp...	20...	
hreedcL1nsecasRiu9 orP, hreedcLsTcasRiute	Unsp...	20...	
hreedcL1nsecasRiu7 orP, hreedcLsTcasRiute	Unsp...	20...	
hreedcL1nsecasRiu5 orP, hreedcLsTcasRiute	Unsp...	20...	
hreedcL1nsecasRiu6 orP, hreedcLsTcasRiute	Unsp...	20...	
hreedcL orPcasRiu3nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu4nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu1nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu2nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu5nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu8nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu9nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu6nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcL orPcasRiu7nse, hreedcLsTcasRiute	Unsp...	19...	
hreedcLordecasRiuensenH, hreedcLlmcasRiuviE	Female	19...	

536 person(s) registered

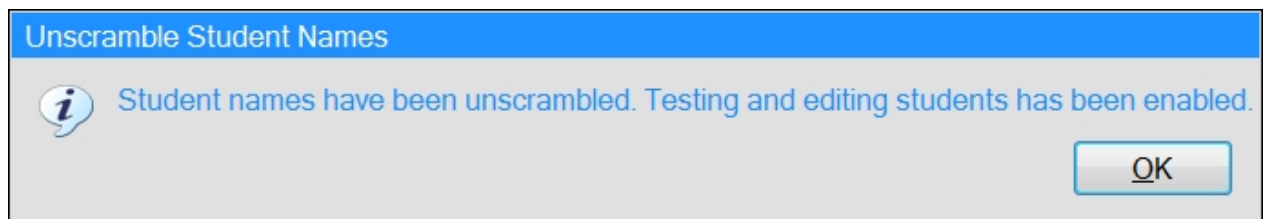
05 February 2013 16:14:27

Unscramble Student Names

To return the Lucid Recall database to its normal unscrambled operation click on the **Unscramble Student Names** option.



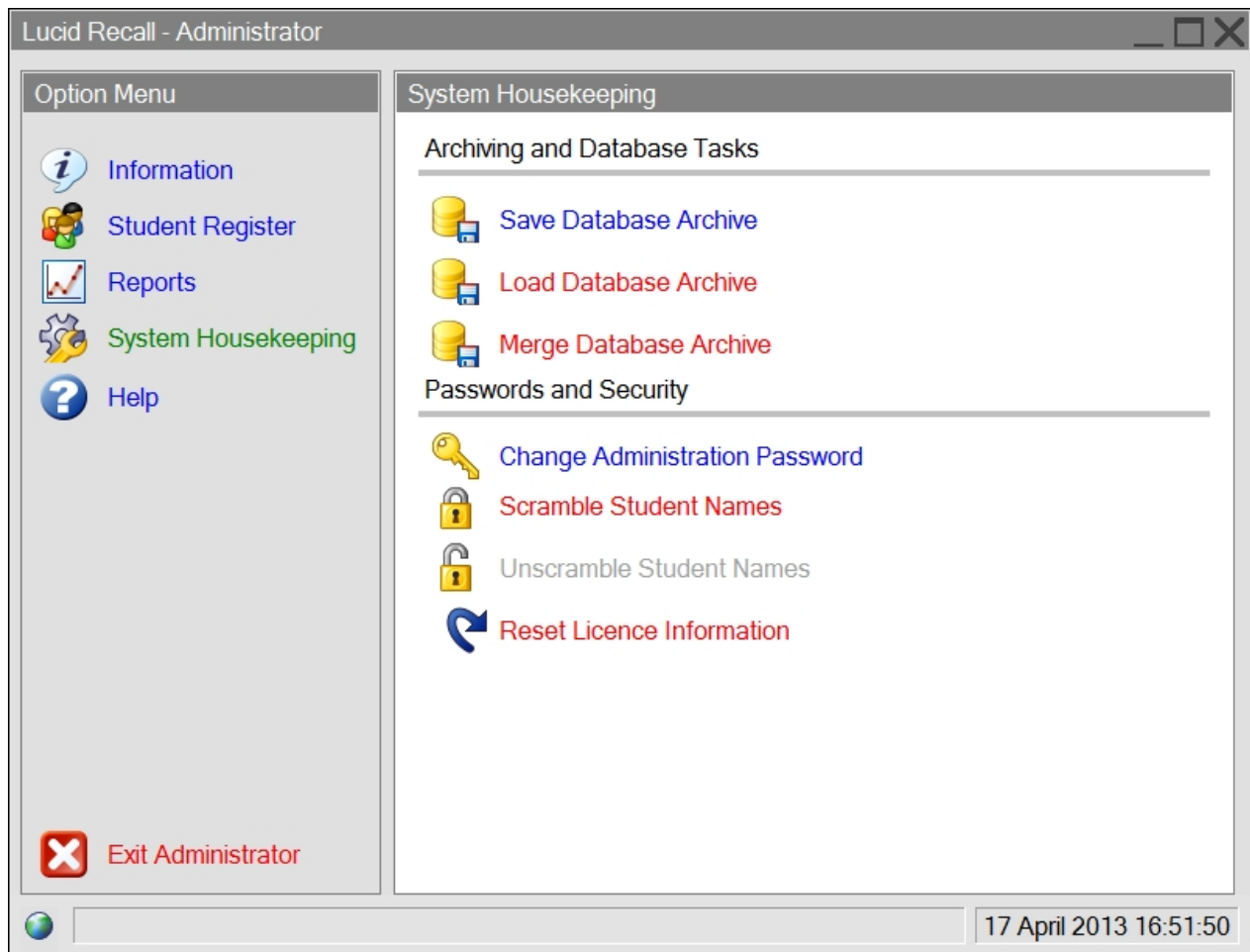
Lucid Recall will present the following confirmation message.



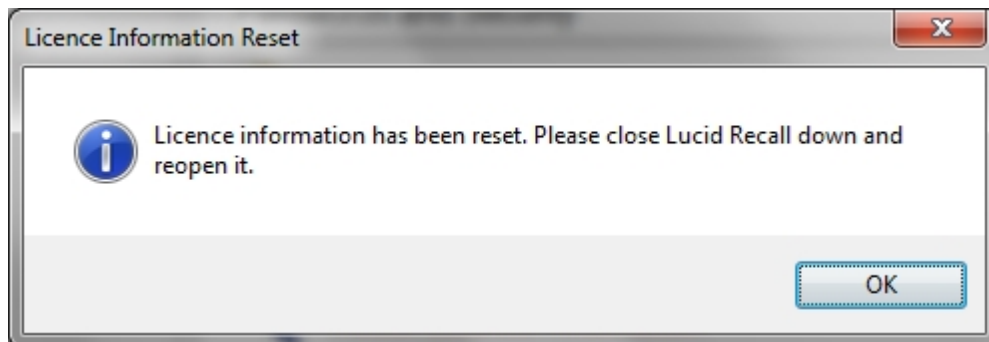
Reset Licence information

When Lucid Recall is activated (see [Activating Lucid Recall](#)) the licence information is stored internally. If you renew your licence and receive a new serial number from either Lucid Research or a distributor, you will need to reset the internally stored licence information. **Note:** after resetting the licence information you will not be able to skip the activation and run in demonstration mode.

Click on the **Reset Licence Information** option.

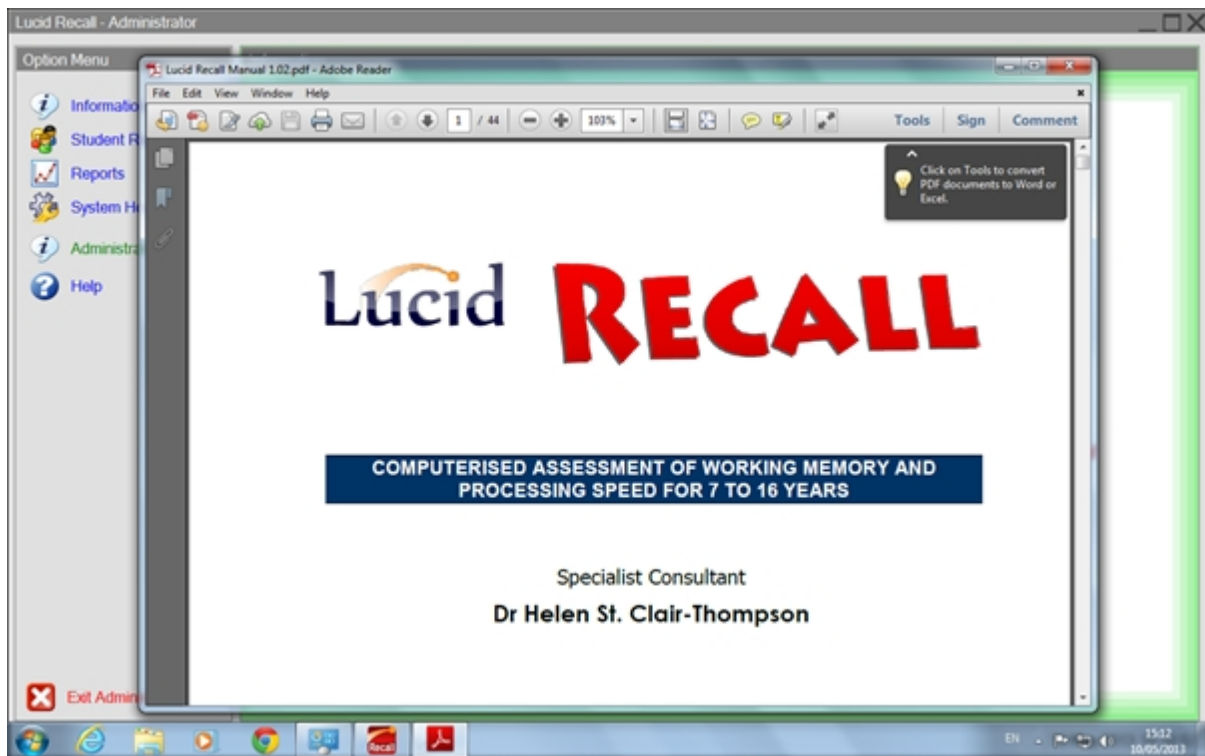


You will receive a confirmation message shown below.



Administrators Manual

Clicking on the **Administrators Manual** option will bring up the Administrators Manual in a new window. This requires Adobe Reader to be installed on your machine.



Help


Clicking on the **Help** option will display this help file. you can also get context sensitive help by pressing the F1 key whilst using Lucid Recall.

Please Note: Help is not available during the assessments.

Exit Administrator

Clicking on the **Exit Administrator** option will return you to the login box from where you can select a student to login, log back into the Administrator console or exit the program completely.

Lucid Recall - Select Student


 Please select a student from the drop-down list and enter their password. Click OK to continue.

Click Admin to start the administrator.

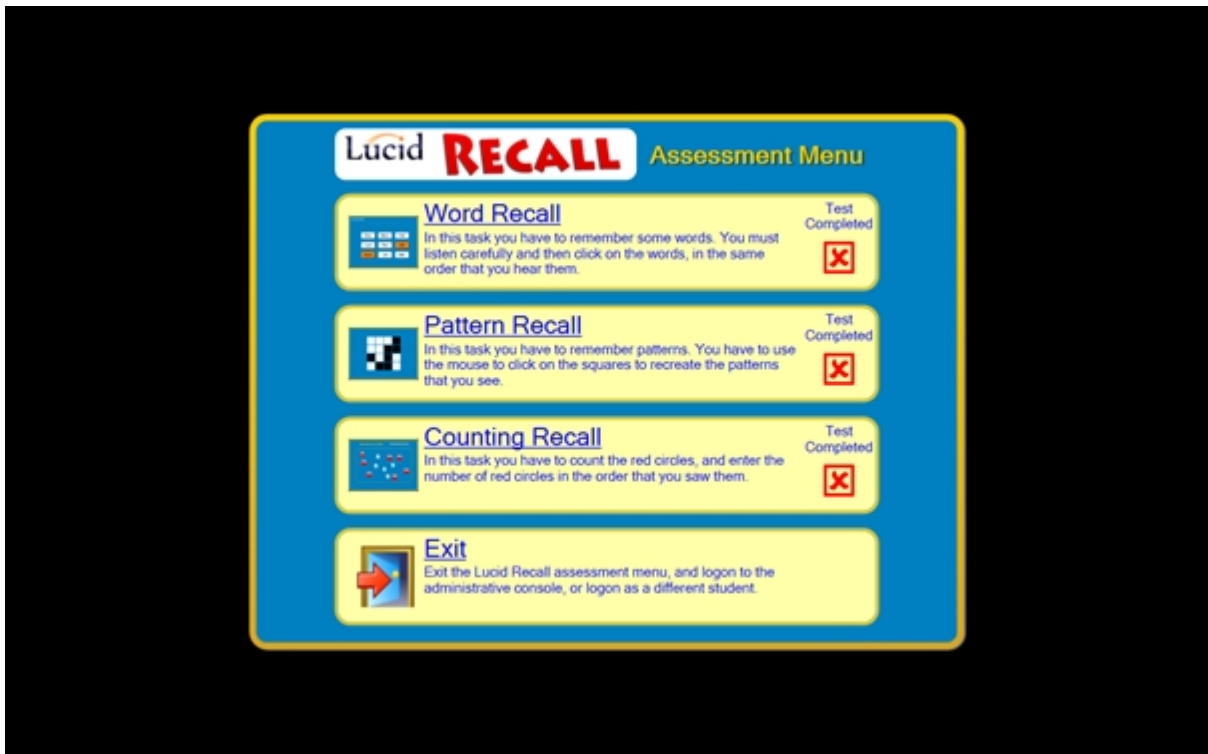
Student:

Password:

Accessing the Assessments

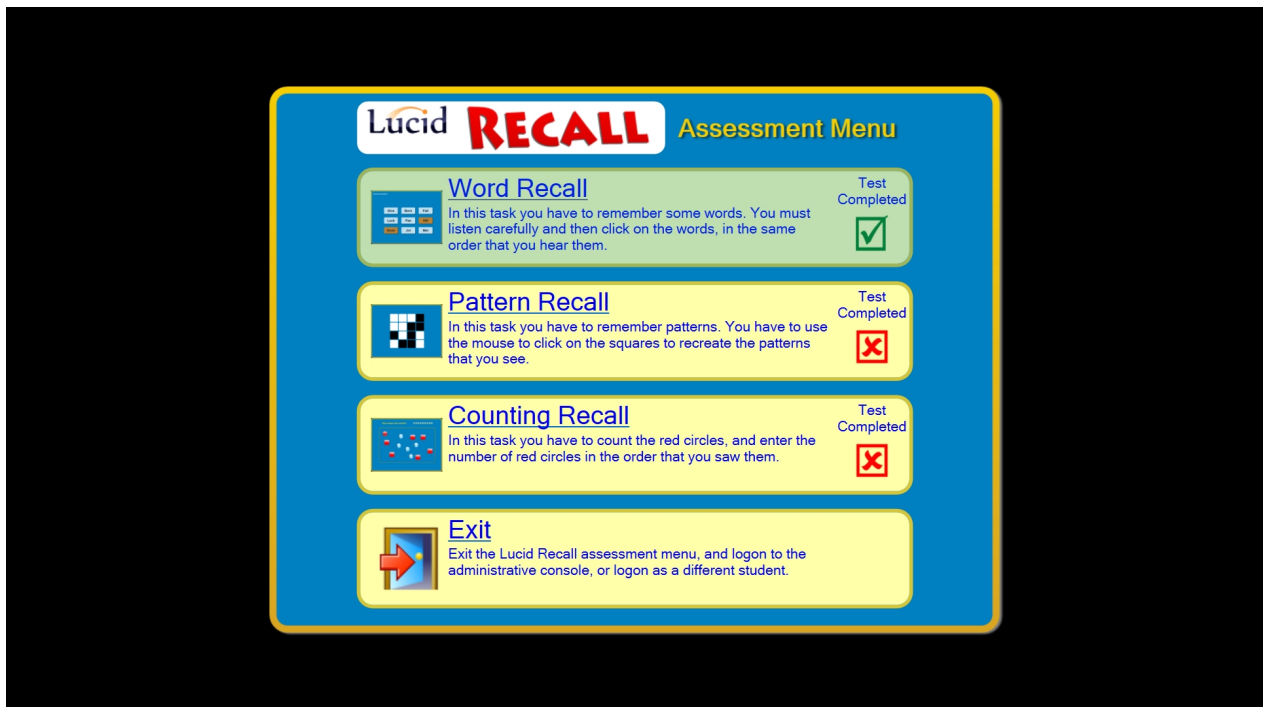
The Assessments can be accessed by a student logging in or by the Administrator selecting a student within the Student Register and clicking the Start Test  icon.

Assessment Menu



The **Assessment Menu** displays the list of available assessments in the current 'batch'. There is a total of three assessments available. However, less could be available depending upon any assessments excluded within the **Student Record** in the **Student Register**.

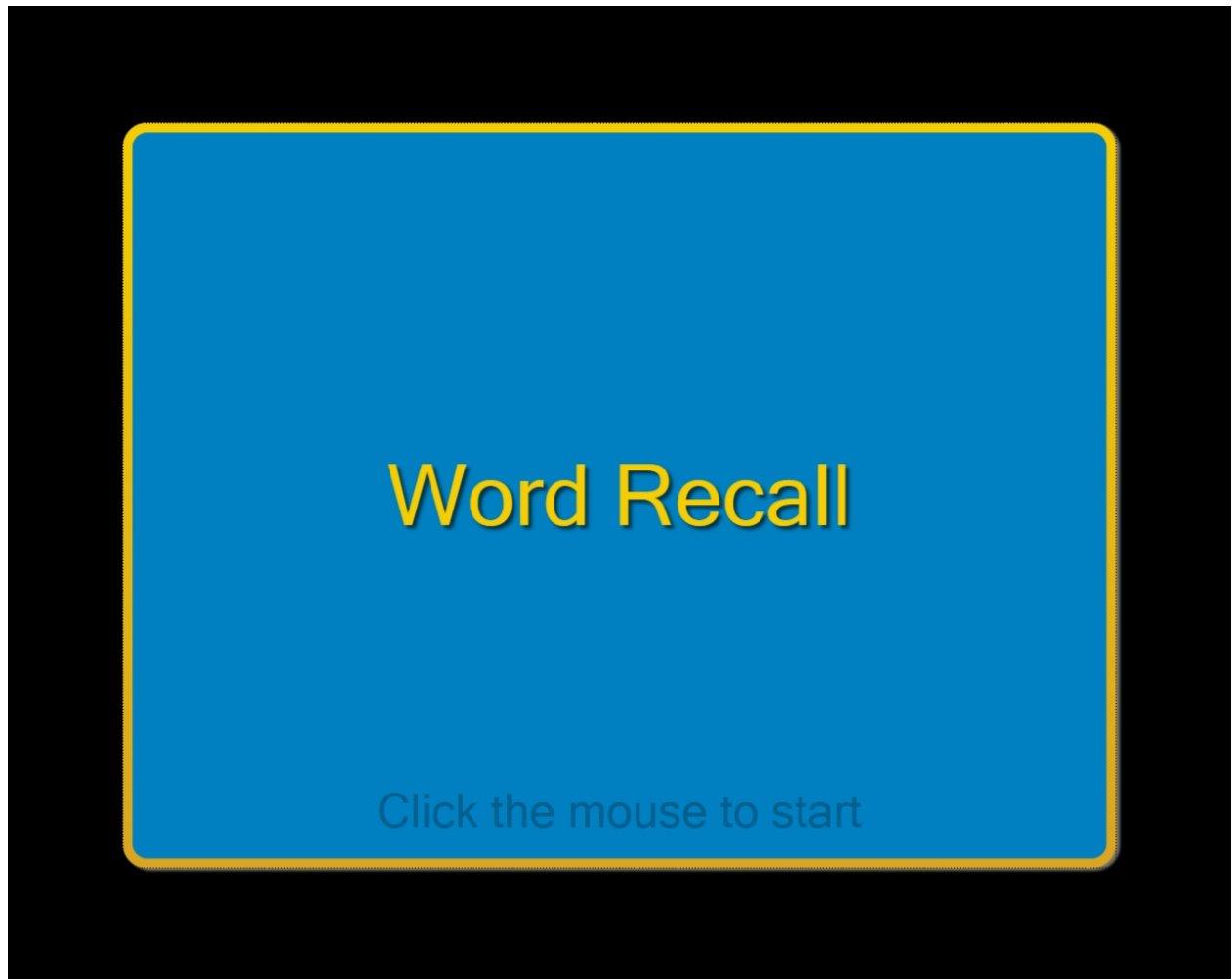
Any tests that have been completed within the current 'batch' will have a green tick under the test completed heading and the menu option will be faded out slightly. Any tests not yet attempted or completed will have a red cross under the test completed heading.



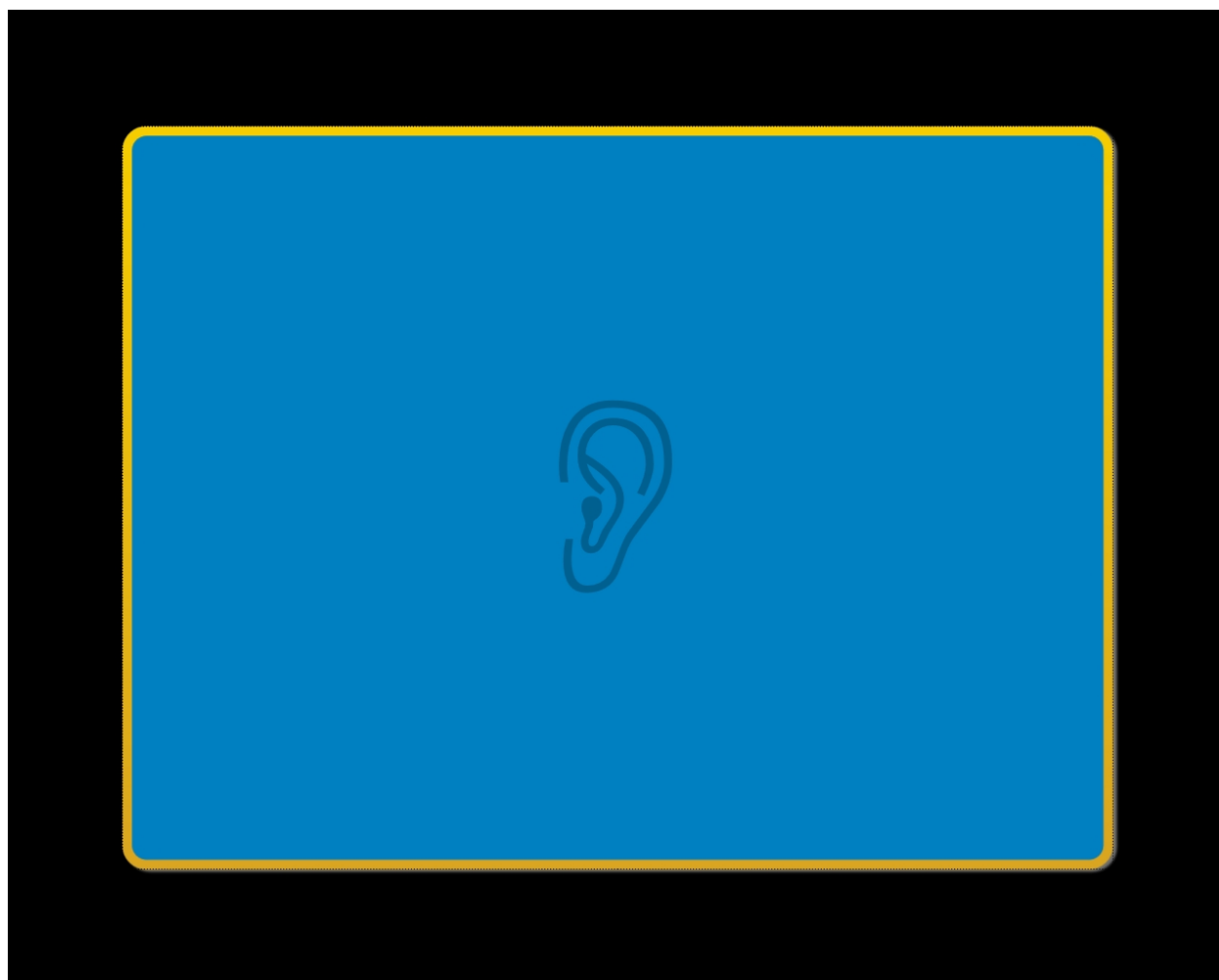
To start a test click on the test heading. When a test has been completed you will be returned to this menu.

Word Recall

The Word Recall test assesses the Phonological loop. The student has to recall a selection of spoken words in the correct order. For more detailed information on this test please see the Administrators Manual.



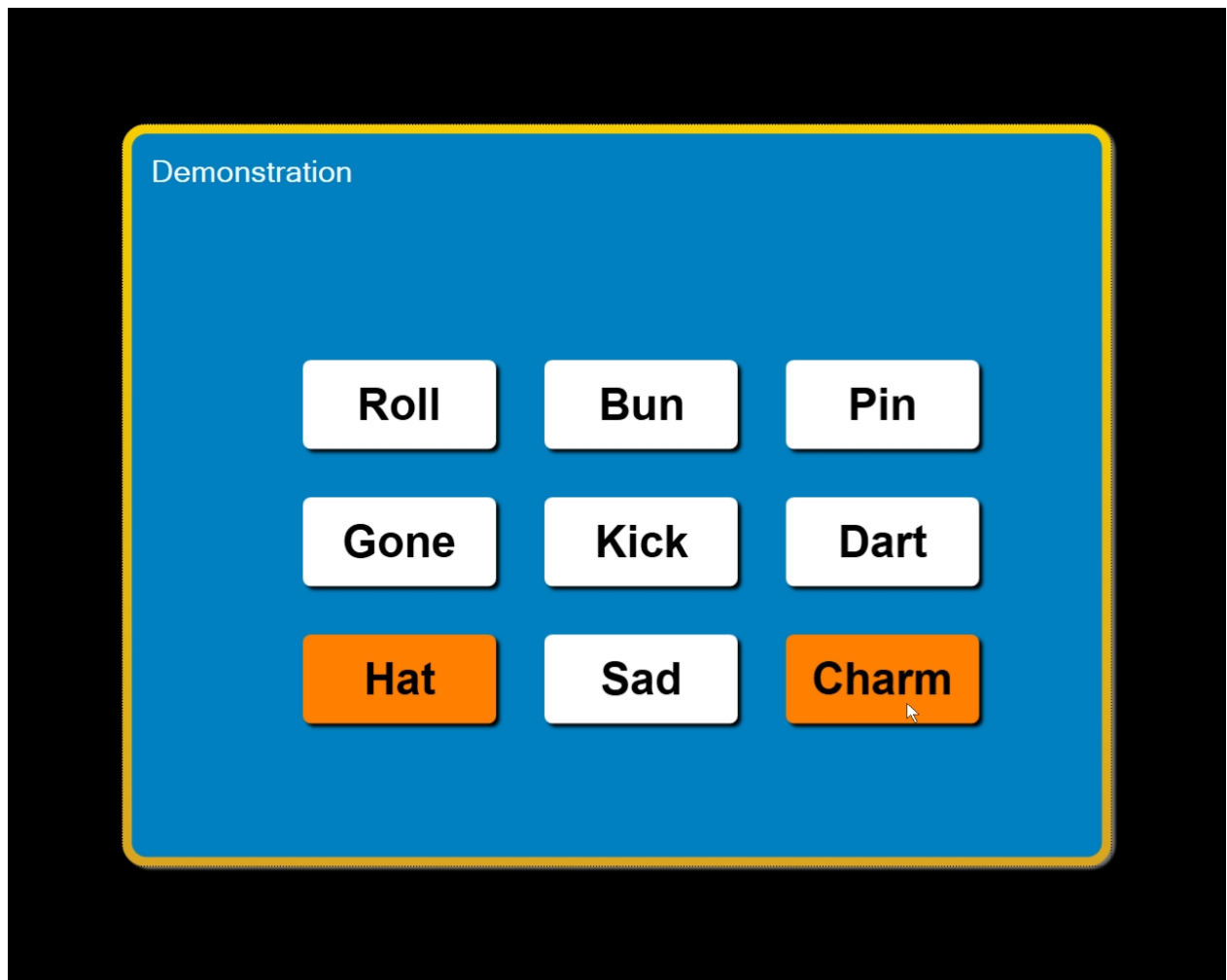
Click anywhere on the screen to start the assessment.



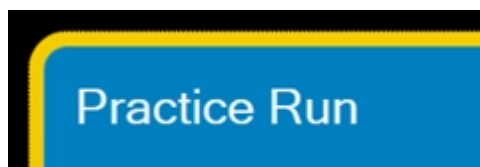
The following instructions are spoken.

"In this task you have to remember some words. You must listen carefully and then click on the words, in the same order that you hear them. Watch the following example."

You are then presented with a video demonstration of how to complete the test.



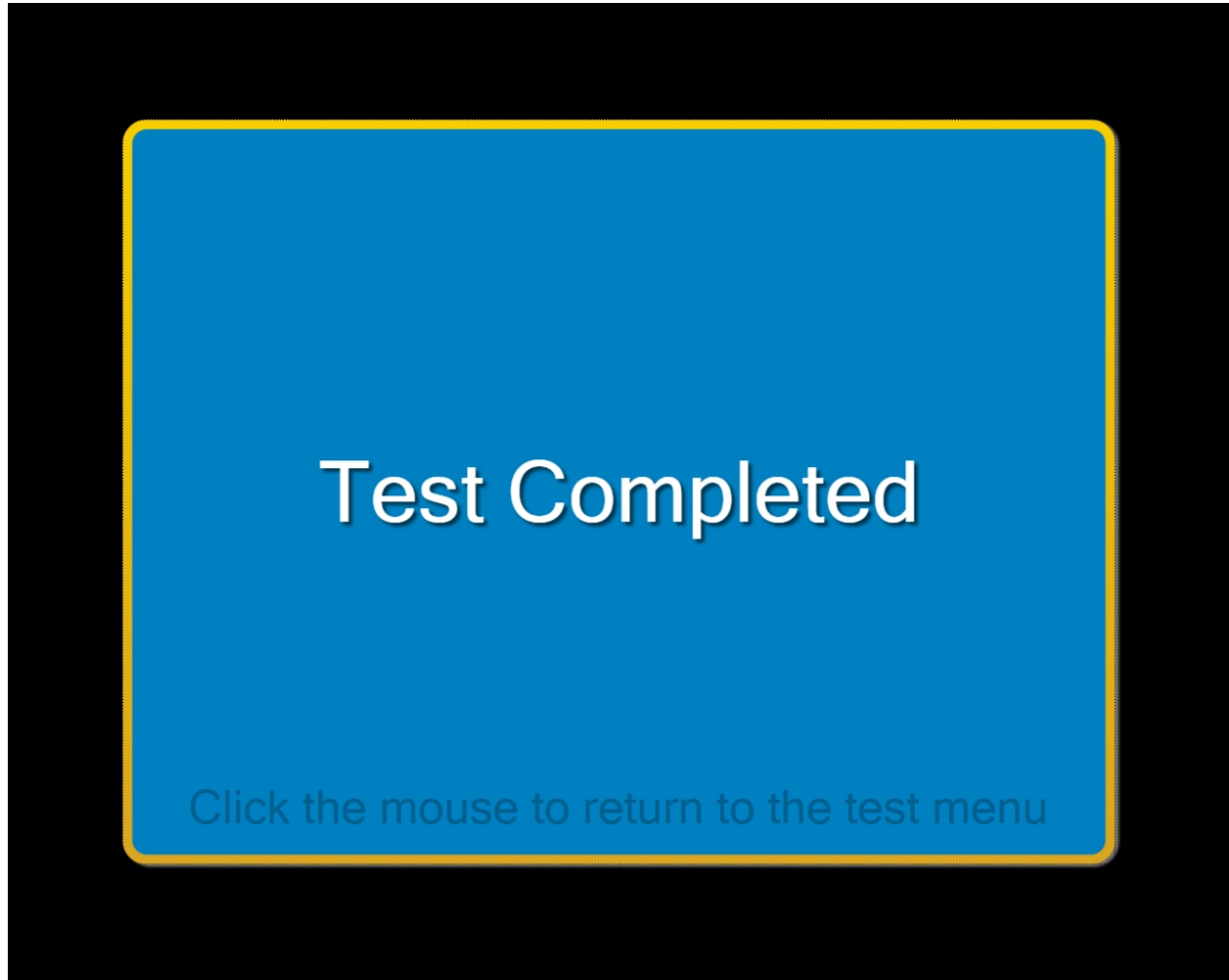
After the demonstration video you are given a number practise runs denoted by the heading in the top left hand corner.



Once you have completed the practise runs you will start the actual test.



Listen carefully to the spoken words and then click on the appropriate words in the grid in the correct order. The number of words will increase as you progress through the test. When Lucid Recall has enough information to assess the phonological loop memory function, you will see the Test Completed message.



Click anywhere on the screen to return to the assessment menu.

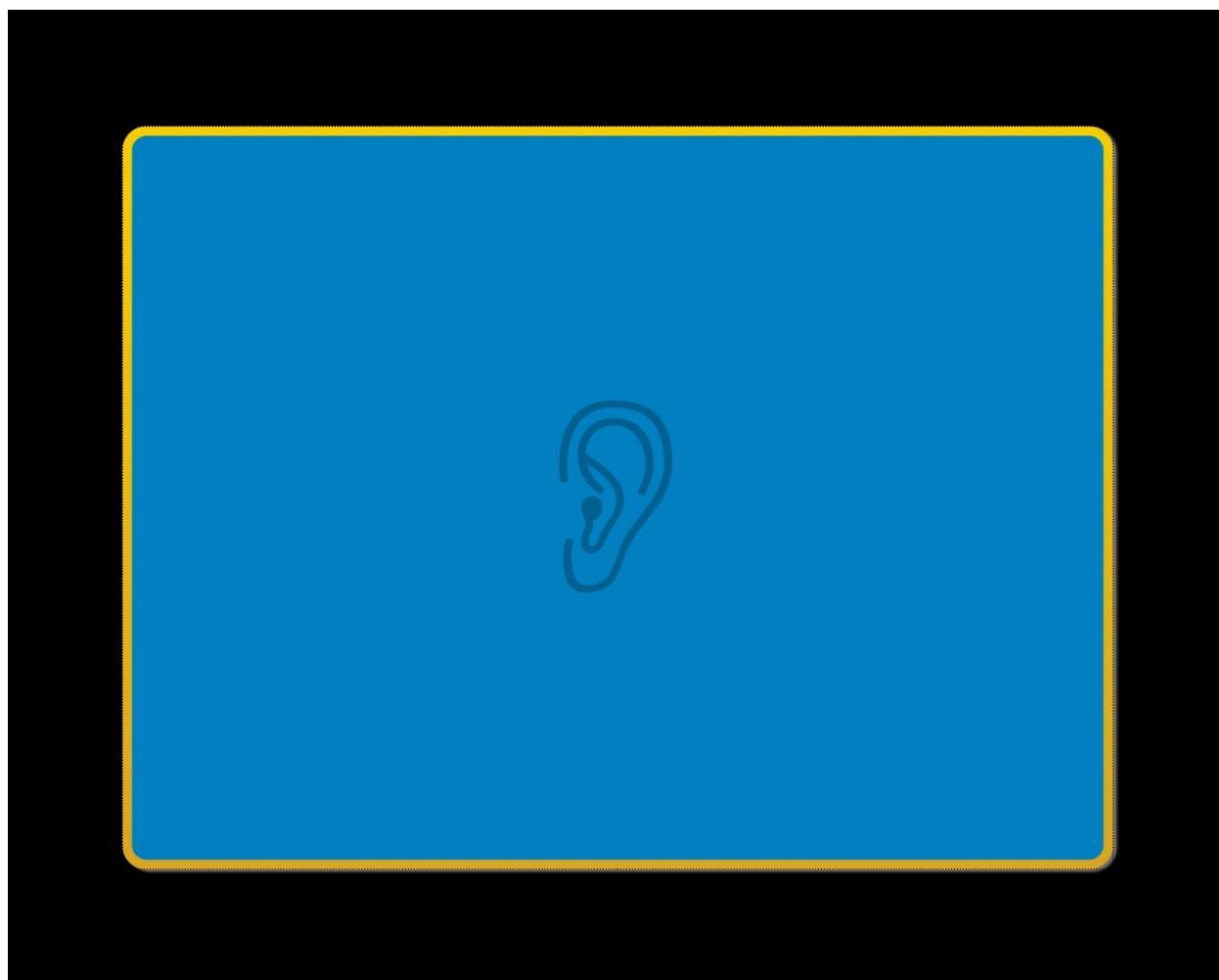
Pattern Recall

The Pattern Recall test assesses the Visuo-spatial sketchpad. The student has to recall and recreate a selection of patterns from a grid. For more detailed information on this test please see the Administrators Manual.

Pattern Recall

Click the mouse to start

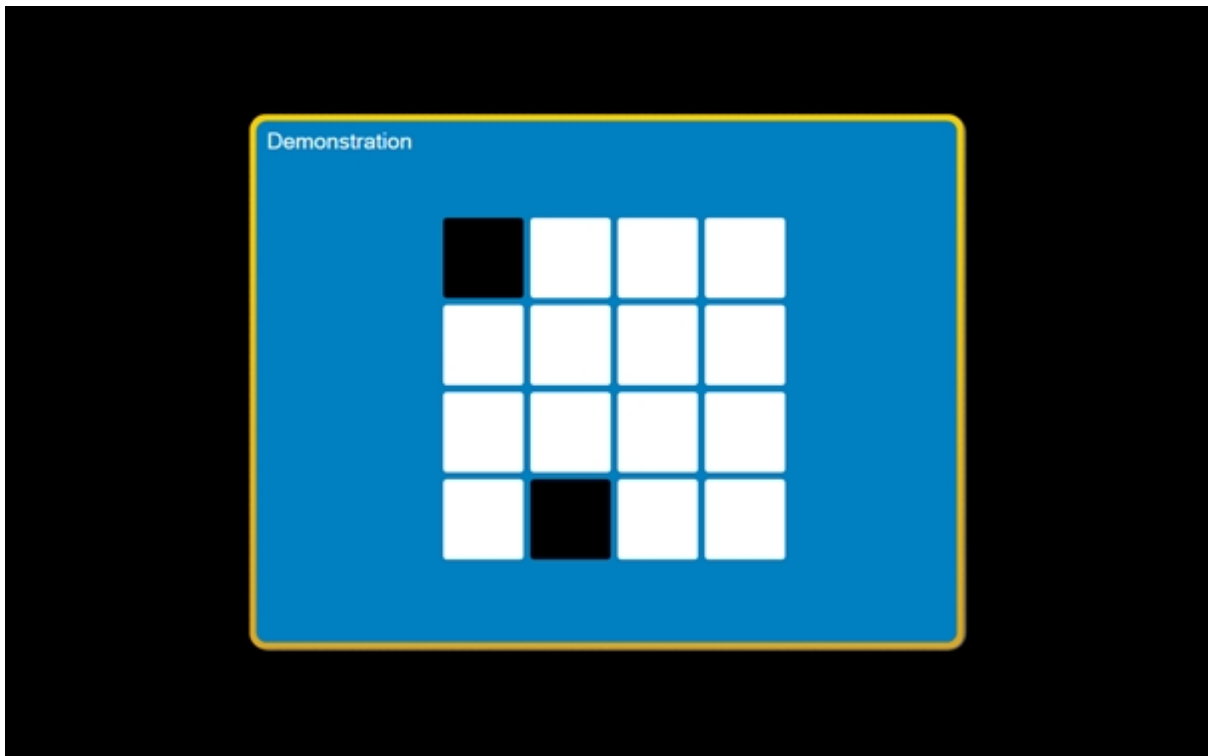
Click anywhere on the screen to start the assessment.



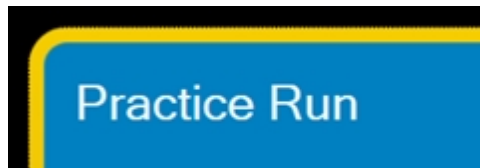
You will hear the following instructions.

"In this task you have to remember patterns. You must watch very carefully because each pattern will only be shown for two seconds. You must then use the mouse to fill some squares to copy the pattern you saw. Watch the following example."

You are then presented with a video demonstration of how to complete the test.



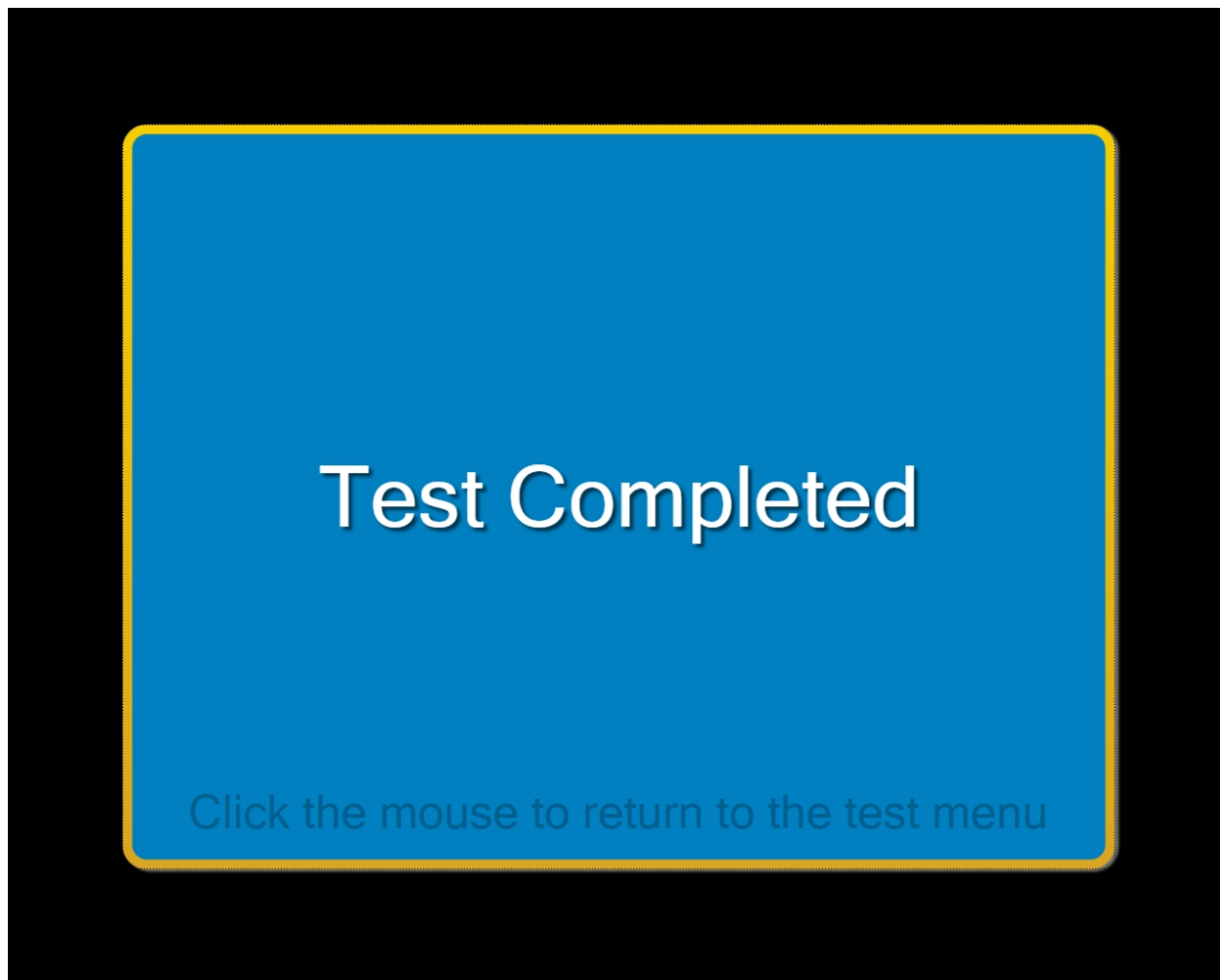
After the demonstration video you are given a number practise runs denoted by the heading in the top left hand corner.



Once you have completed the practise runs you will start the actual test.



Carefully study the displayed pattern and then click on the appropriate boxes in the grid to recreate the pattern. The number of boxes will increase as you progress through the test. When Lucid Recall has enough information to assess the Visuo-spatial sketchpad memory function, you will see the Test Completed message.



Click anywhere on the screen to return to the assessment menu.

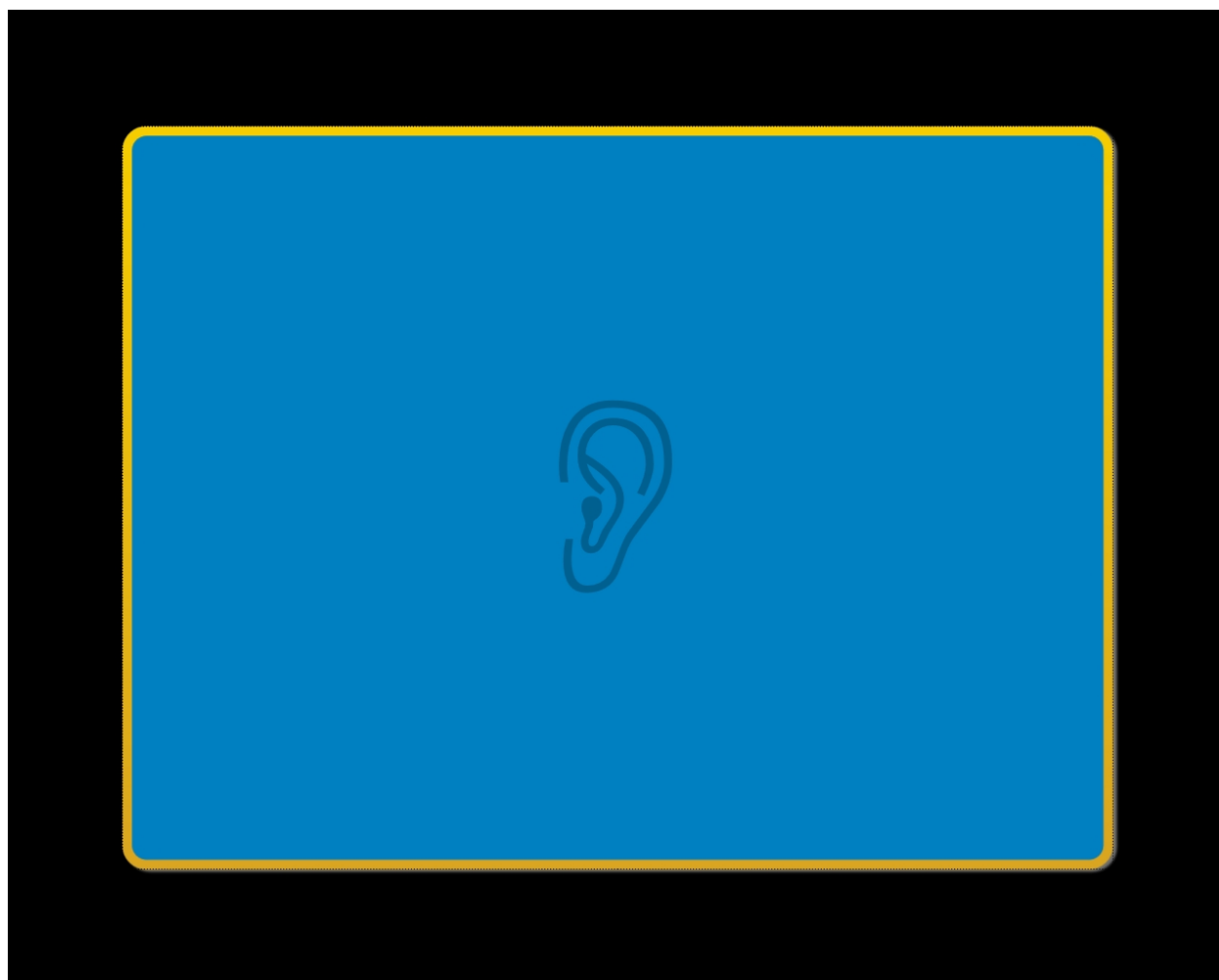
Counting Recall

The Counting Recall test assesses the Central executive function. The student has to count several sets of red circles from a selection of shapes and then recall the numbers of red circles in the correct order. For more detailed information on this test please see the Administrators Manual.

Counting Recall

Click the mouse to start

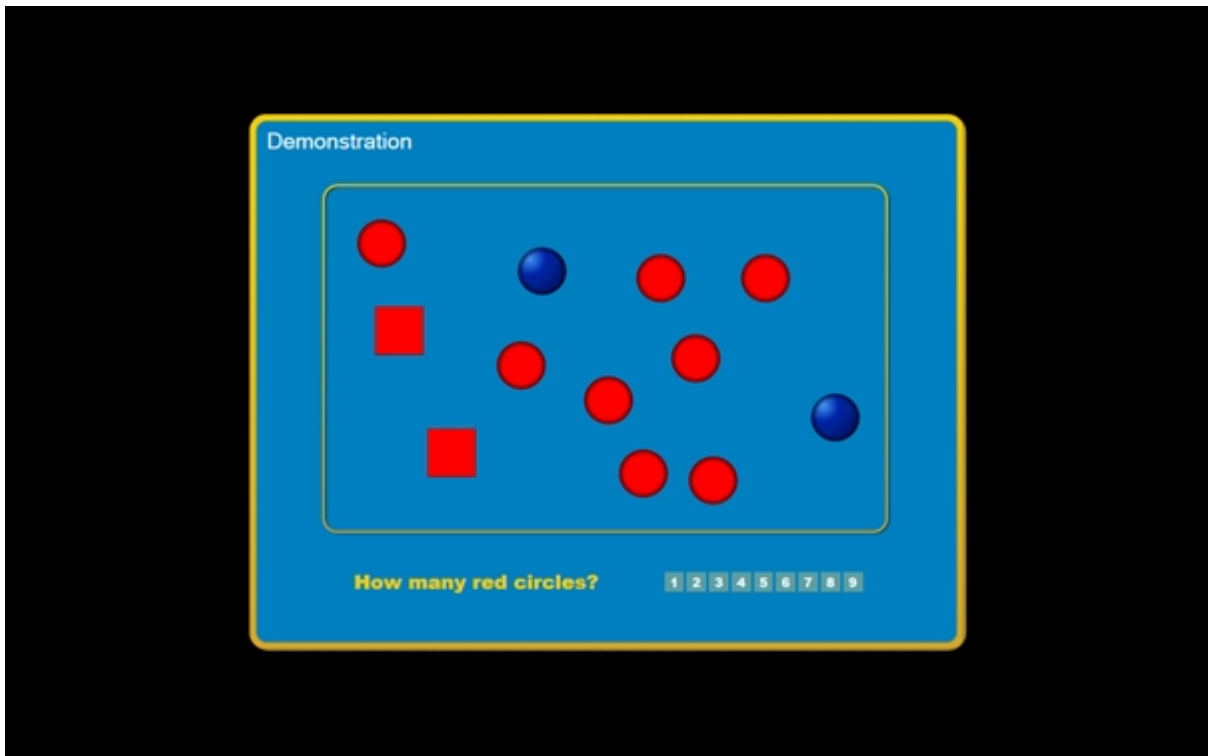
Click anywhere on the screen to start the assessment.



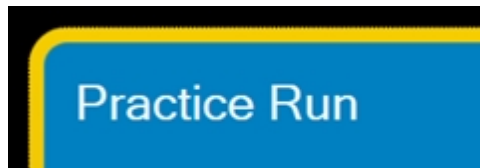
You will hear the following instructions.

"In this task you have to do some counting. You must look at the shapes on the screen, count the number of red circles and click on the correct total at the bottom of the screen. After several sets of shapes you will then be asked to remember what the number of red circles on each screen was, in the same order. Watch the following example."

You are then presented with a video demonstration of how to complete the test.



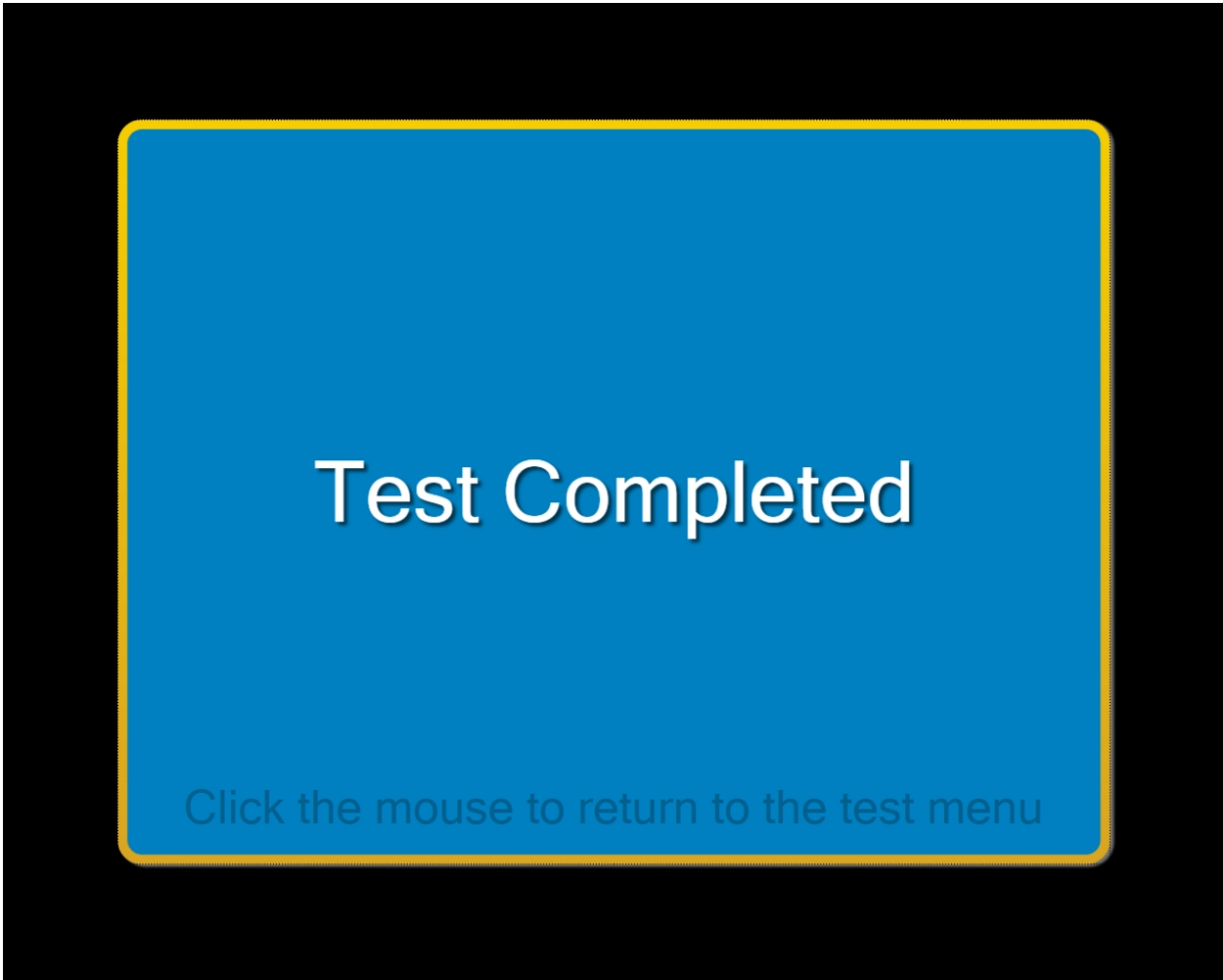
After the demonstration video you are given a number practise runs denoted by the heading in the top left hand corner.



Once you have completed the practise runs you will start the actual test.

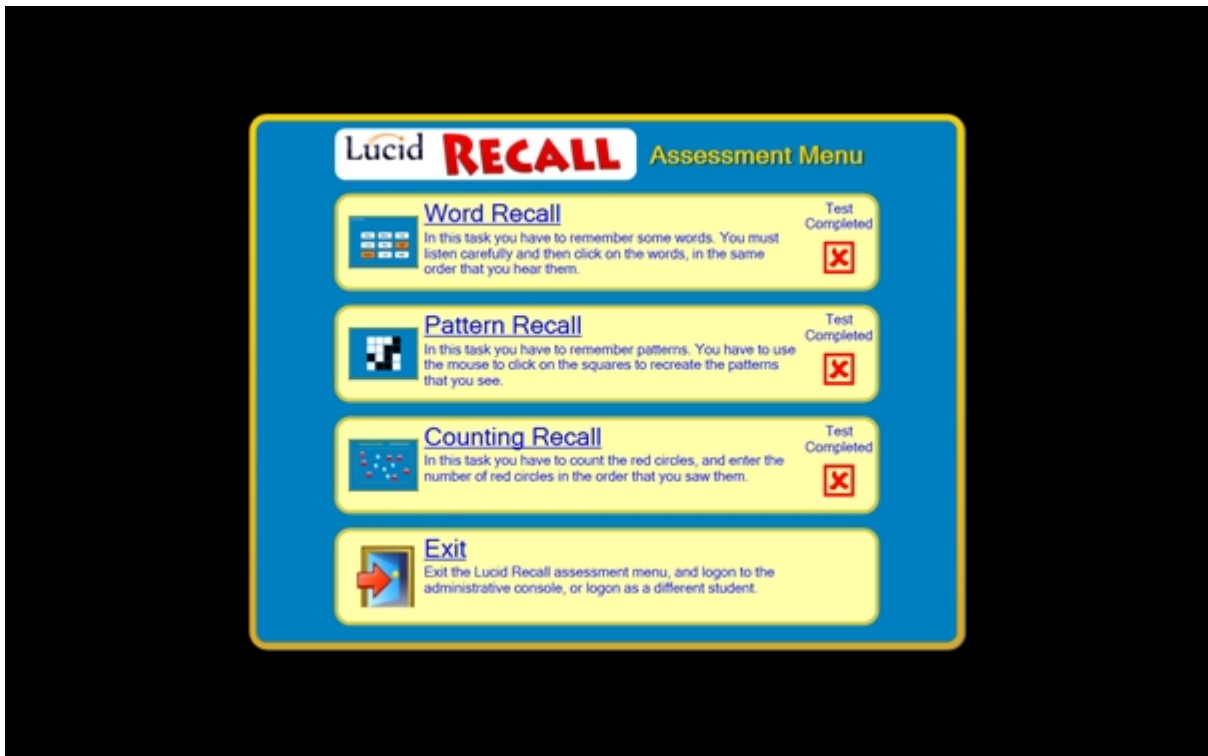


Carefully count each set of red circles and then enter the numbers of circles in each set in the correct order. The number of sets of circles will increase as you progress through the test. When Lucid Recall has enough information to assess the Central executive function, you will see the Test Completed message.



Click anywhere on the screen to return to the assessment menu.

Exit



Clicking the **Exit** option will return you to either the normal login prompt or the password prompt to log back into the Administration console depending upon how the Assessment Menu was entered.

Further Help

If you require any further help please review the support section of the Lucid Research website www.lucid-research.com.

FAQ

Frequently Asked Questions

Can I install a trial of Lucid Recall?

Yes, if you install Lucid Recall and skip the product activation it will enter 'demonstration' mode. This allows you to use most of the features of the program except accessing the reports. Only a sample report is available.

How much is Lucid Recall?

Please check the website or ring Lucid Research for the latest pricing information.

Contacting Lucid

Lucid Research can be contacted during normal UK office hours using any of the methods below. If you email or leave a message outside of those hours we will contact you as soon as practicable.

Postal Address: Lucid Research Limited
3 Spencer Street
Beverley
East Riding of Yorkshire
HU17 9EG
United Kingdom

Telephone: +44 (0) 1482 882 121

Fax: +44 (0) 1482 882 911

General Enquiries: info@lucid-research.com

Sales Enquiries: sales@lucid-research.com

Technical Support: technical@lucid-research.com

Training Enquiries: training@lucid-research.com

Create a Support Ticket: <http://www.lucid-research.com/support.htm>

Sending an Archive to Lucid

If Lucid Research Technical Support staff ask you to send them an archive copy of your database, follow this sequence of steps.

1. [Scramble the Student names.](#)
2. [Save a Database archive.](#)
3. Attach the archive to an Email and send it to technical@lucid-research.com. Only send archives at the request of Lucid Research.

4. **Do not** use your Recall application until Lucid Research have completed their investigation of your technical issue.
5. Once Lucid Research have resolved the issue they may send you an archive back which has to be loaded into your system. They will also provide instructions on how to load the archive. This would normally involve the following steps.
6. [Load the Database Archive.](#)
7. [Unscramble the Student Names.](#)
8. Start using Recall again and verify the issue has been resolved.