

**LASS8-11**

**AND**

**LASS11-15**

**Networked editions**

## **Lucid Assessment System for Schools Software Guide**

February 2014

This guide does not cover installation of the software and setting up the database.  
For these topics please view the separate Lucid guide:  
**Installation Guide for Microsoft® SQL Server 2008 R2 Express®**

**Lucid Research Limited**

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# Introduction

## LASS Software structure (thin client version)

*LASS for Networks* uses two application executable files named as shown below:

The Administration Module

(**LJUNAv603.exe**) for 8-11 age range edition

(**LSECAv603.exe**) for 11-15 age range edition

The Test Module

(**LJUNTv603.exe**) for 8-11 age range.

(**LSECTv603.exe**) for 11-15 age range.

By default, *LASS for Networks* is installed on the server in the **application folder**, which is chosen by the person who installs the software for the first time.

Both executable modules read and write data to an SQL database.

In addition digital sound and graphics files, the database installer tool and various manuals are also found in the **application folder**.

## The Administration Module

This module is mainly used to manage the database (adding or removing names and administrative groups) and to view students' reports. The Administration Module should not be made accessible to the students themselves.

The module has password protection, the default password is **lucid** and this can be changed using an option on the Settings page (Figure 13).

## The Tests Module

The use of "thin client" architecture for *LASS for Networks* means you don't need to install the entire LASS application onto each client machine. Instead, a small .msi file called the *Lucid Universal Thin Client* is provided; this installs a few system files, such as ActiveX Controls and DLLs, onto the client machine. A shortcut to the *LASS Test* application should be created manually by a technician or network manager as this is not done automatically by the installer's MSI.

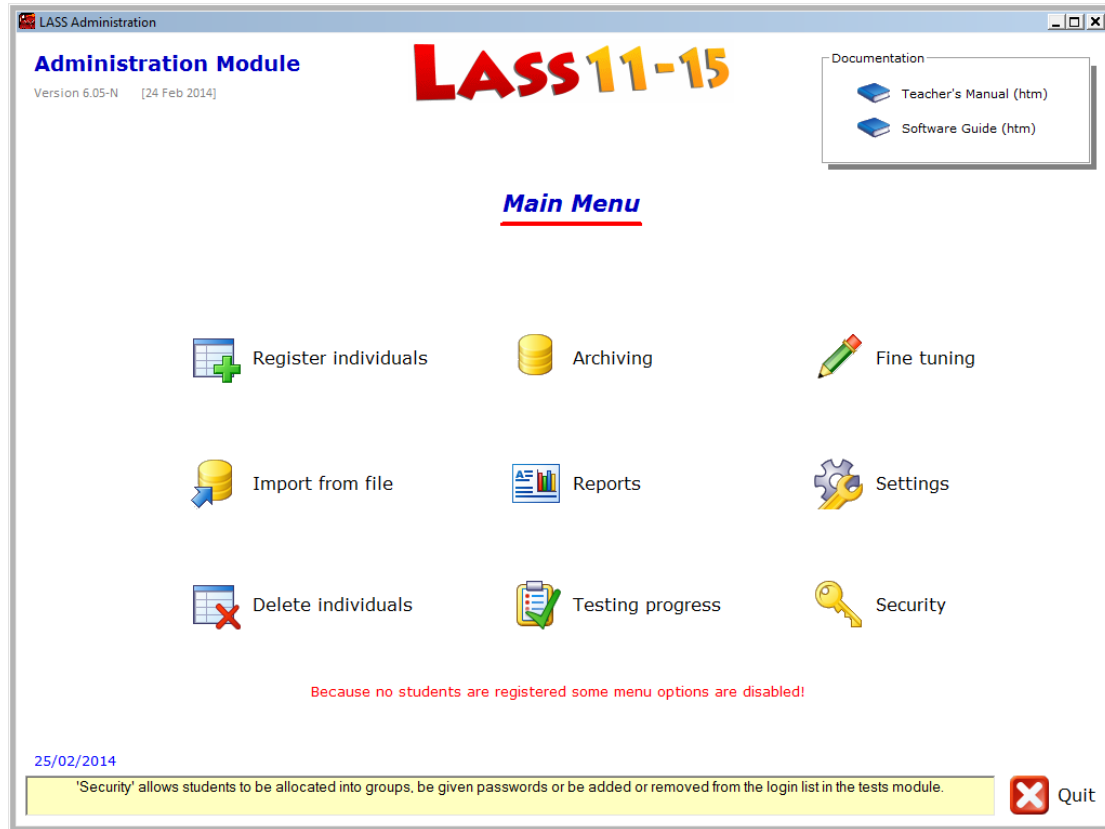
The shortcut should point to the executable file representing the Test Module (**LJUNTv603.exe**) or (**LSECTv603.exe**) on the server.

For details see **Installation Guide for Microsoft® SQL Server 2008 R2 Express®**

Both the Administration and Tests modules will be described in detail in the next section of this manual.

# The Administration Module

Figure 1 – 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 Lucid database (figure 2).

Figure 2 – Registering a new person in the database

Register new individual

**Register a new individual** **LASS 11-15**

Surname:

Forename(s):

Date of birth:    Gender:

Age:  Years  Months

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

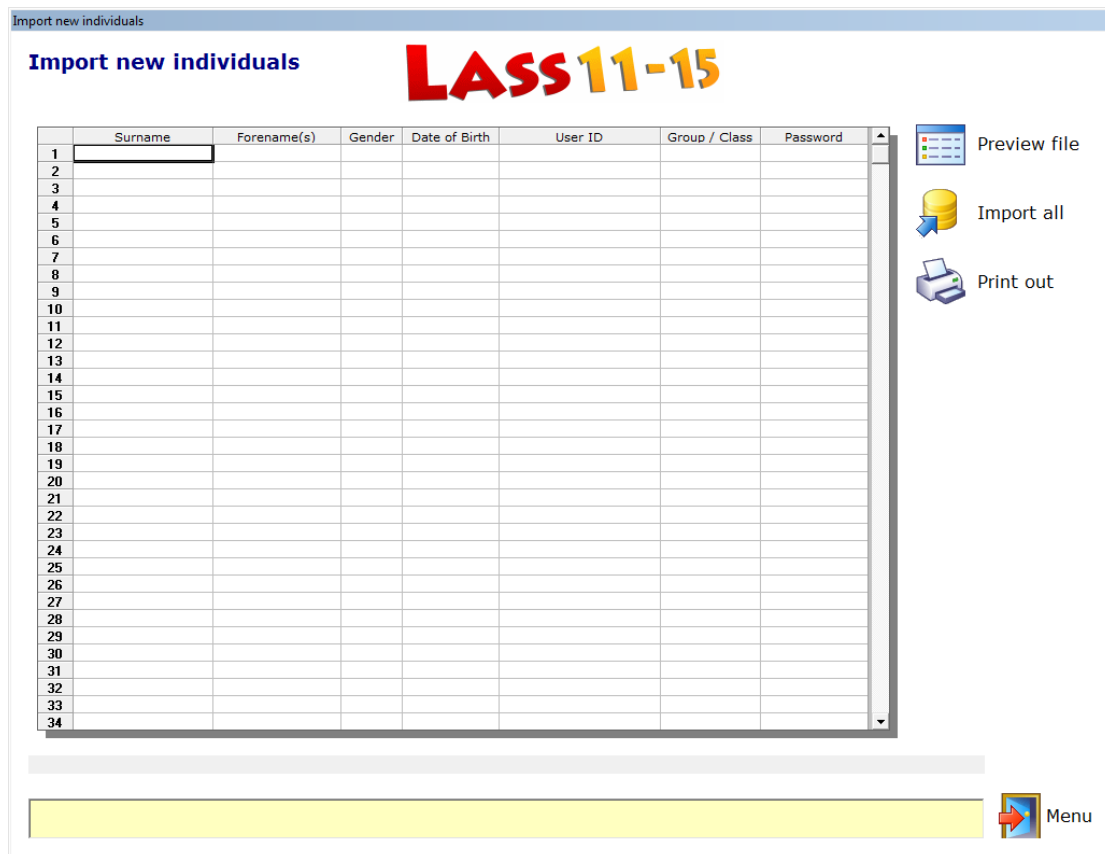
In figure 2 the administrator needs to know the new student's correct date of birth; this is necessary because the student's age determines which band of norms will be used to generate reports after the student has been tested.

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 2) 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 3 – importing new users into Lucid Rapid



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 4). 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.

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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 4 – previewing information about new students to be imported

Import new individuals

### Import new individuals

# LASS 11-15

	Surname	Forename(s)	Gender	Date of Birth	User ID	Group / Class	Password
1	Argos	Ann	F	12/09/99	(will be created)	Year 7	oranges
2	Bering	Bobby	M	30/05/99	(will be created)	Year 7	bananas
3	Charles	Cheryl	F	11/02/99	(will be created)	Year 7	apples
4	Danson	Daniel	M	20/06/99	(will be created)	Year 7	kiwis
5	Ericsson	Edwina	F	09/03/99	(will be created)	Year 7	pears
6	Forlan	Frederic	M	12/09/98	(will be created)	Year 8	grapefruit
7	Grimshaw	Gregory	M	25/07/99	(will be created)	Universal	
8	Hart	Helena	F	17/12/98	(will be created)	Year 8	plums
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

Print out the contents of the spreadsheet previewing the information you would like to import.

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 option provided on the Administration Module's main menu. The resultant screen shown is shown in figure 5.

### 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 5 – Deleting users from the Lucid Database

**Delete individuals**

# LASS 11-15

Surname	Forename	Group/Class	User ID
Argos	Ann	Year 7	ARGANN645QMU
Bering	Bobby	Year 7	BERBOB876QEN
Charles	Cheryl	Year 7	CHACHE052CPO
Danson	Daniel	Year 7	DANDAN882ZWQ
Ericsson	Edwina	Year 7	ERIEDW608WMV
Forlan	Frederic	Year 8	FORFRE236SIF
Grimshaw	Gregory	Universal	GRIGRE527ZYY
Hart	Helena	Year 8	HARHEL531KTY
Johnson	Fiona	Universal	JOHFIO113OAG

**Individuals selected 2**

**Individual deletion**

- Select all
- Clear all
- Delete individuals

**Group deletion**

Choose a Group below:

ALL GROUPS

Number of individuals: 9

Delete all from Group

Press 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 three options. (1) Save the current database (2) Load a previous archive (3) Start a clean database.

### (1) Save the current database

This option saves all students and their results and the groups to which they have been allocated. To see a summary of the tables affected, please see Appendix 2.

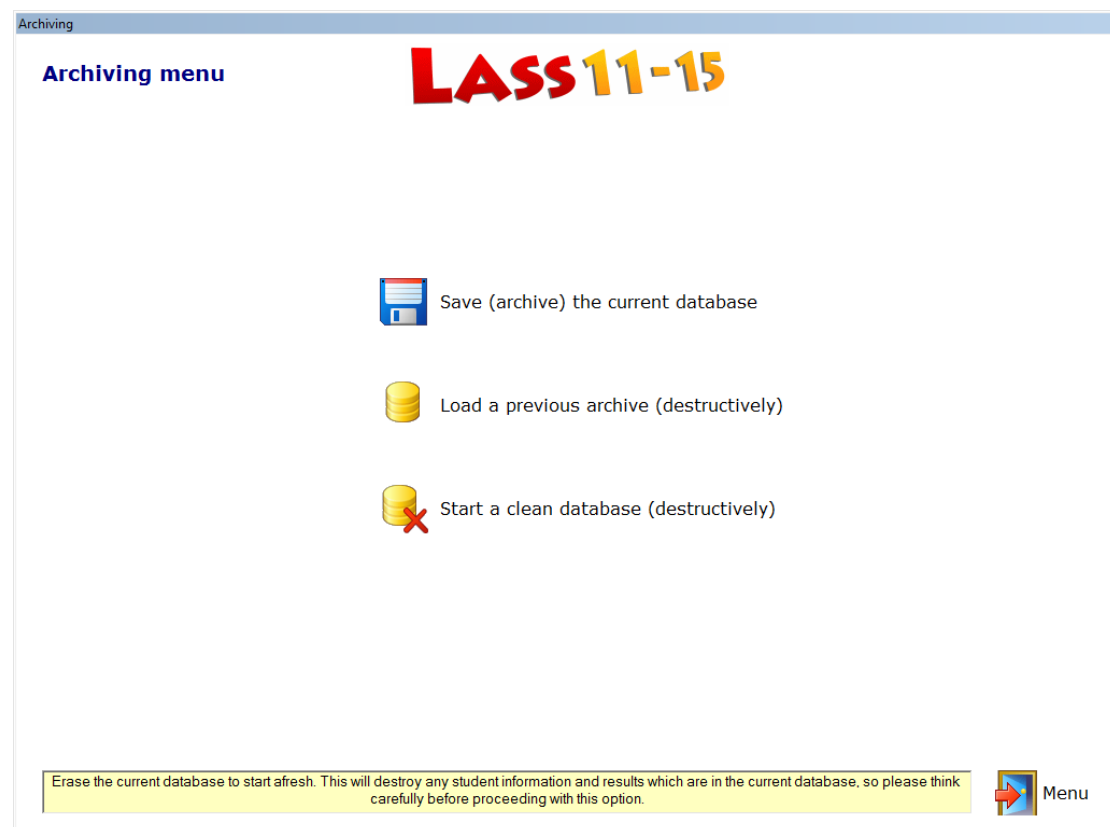
### (2) Load a previous archive

This option has a safety mechanism built in. It first makes an emergency archive of the current database and stores this in the folder 'Archives\Recovery'. It then deletes all students and their results and finally loads in the archive you have chosen, which then becomes the current database.

### (3) Start a clean database

A typical use is to import a new intake of students This option also makes an emergency archive of the current database and stores this in the folder 'Archives\Recovery'. It then deletes all students and their results.

Figure 6 – Archiving Menu



Note: An archive is not a complete backup of the database, it is just a store of students and their test results in the form of [INSERT INTO] SQL statements. Archives are given the file extension .ARV and are normally stored in a folder off the Application Folder called 'Archives'.

## 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.

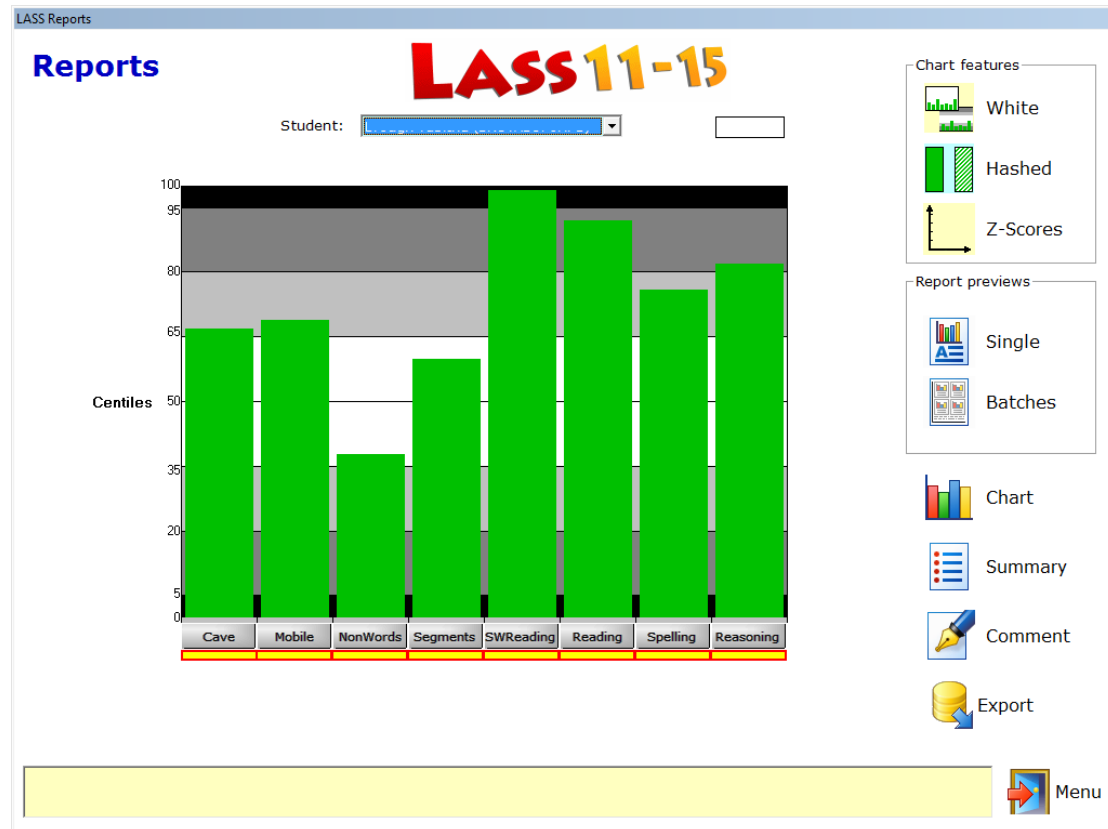
Each guide is launched into your Web Browser from which it can be printed out if required.

Both guides are also available as *Adobe Acrobat ® PDF* files and can be found on the *LASS for Networks 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 7 – Reports Menu



The Reports Generator (figure 7) is described in detail in the *LASS Teacher's Manual*. Each report is composed of a bar chart including centile scores for each of the eight assessment tasks, a scores **Summary** table, **Export** to Excel option and an optional **Comment** feature.

### 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 7. 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 8) or pages containing up to 8 small representations of reports for multiple students (click on **Batches** and see example in figure 9).

### Chart

Click on the chart icon to display the graphical profile if it is not being shown.

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Figure 8 – Print Preview page

LASS Reports Print Preview

### College

#### Individual LASS Summary Table and Graphical Profile

LASS ID: [REDACTED] D.O.B: [REDACTED] Date printed: 25/02/2014

Module	Score	Centile	Std. score	Z score	Z score difference	Discrepancy	Test date	Test age	Age equiv. range
Calc	32	87	106	0.44	0.48	Not significant	03/12/2009	11:10	14y 0m - 14y 09m
Mobile	6	89	107	0.496	0.42	Not significant	03/12/2009	11:10	12y 0m - 12y 11m
NonWords	9	38	95	-0.305	1.22	-1σ < 0.01	03/12/2009	11:10	11y 0m - 11y 8m
Segments	20	80	104	0.253	0.88	-	03/12/2009	11:10	13y 0m - 13y 8m
Spelling	30	99	135	2.324	1.41	+1σ < 0.01	14/01/2010	11:11	Not applicable
Reading	0.3991	92	121	1.405	0.49	Not significant	14/01/2010	11:11	18y 8m - 18y 11m
Spelling	0.5291	78	110	0.706	0.21	Not significant	14/01/2010	11:11	15y 0m - 15y 8m
Reasoning	0.6493	82	113	0.915	-	-	14/01/2010	11:11	15y 0m - 15y 8m

Profiles should be interpreted in accordance with the manual.

Calc is a visual spatial memory diagnostic test.  
 Mobile is a measure of auditory sequential memory involving digit span (diagnostic test).  
 NonWords is a diagnostic test of phonic decoding skills.  
 Segments is a test of syllable and phoneme deletion identifying phonological processing ability.  
 Single Word Reading is an attainment test involving the reading of individual words out of context.  
 Reading is an attainment measure involving a cloze reading task (finding the missing word in a sentence).

Reduce the report to 40% of full size to view the whole page. Note you also can right double-click on the report to shrink it

Zoom 100%  
 Zoom 67%  
 Zoom 40% ●

Preferences

- Legend
- Comments
- Summary table
- Bar chart

Print

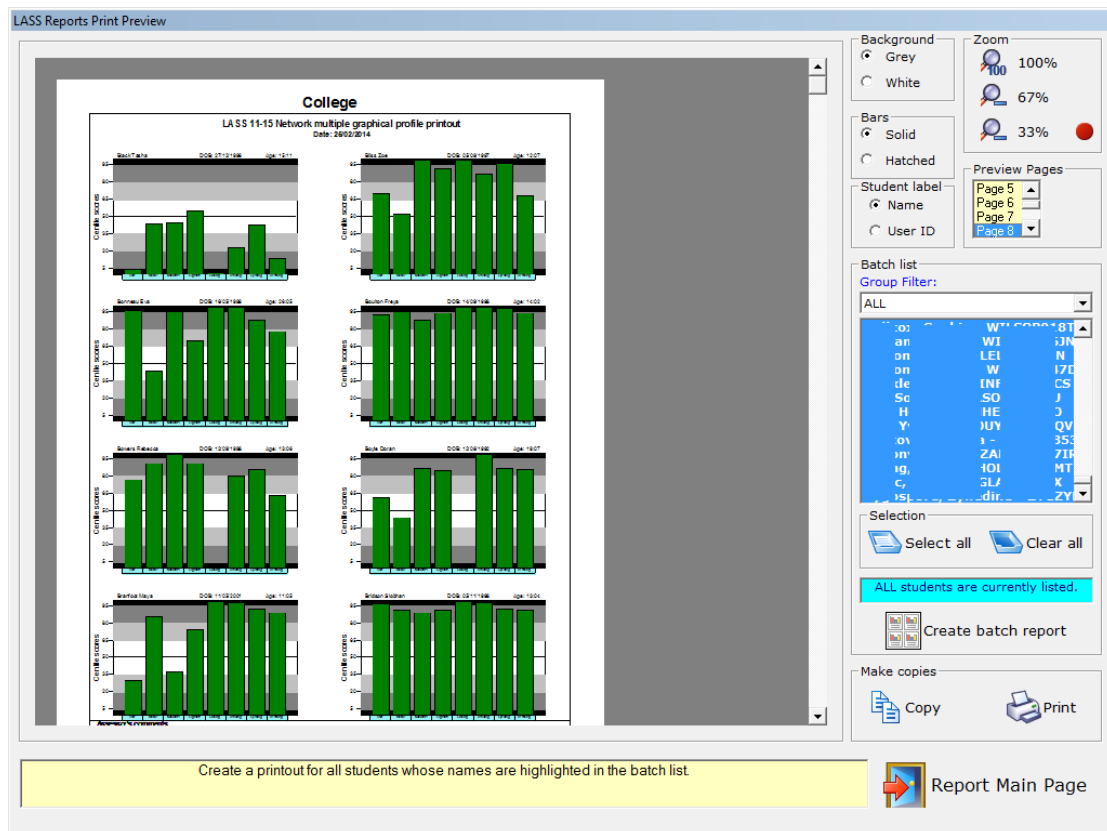
Copy

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. See the tip below.

**Useful tip:** To copy a LASS report into Microsoft® Word or other word processor, launch that program before LASS. Copy the report to the clipboard in LASS and then go directly to Word by pressing the computer's ALT key and then tapping the TAB key until you select the Word icon in the grey panel in the centre of the screen. Then release both keys and you'll now be in Word. Press CTRL and V to paste the report into a clean page in Word. Use ALT TAB combination again to return to LASS. We hope you find this tip useful!

Figure 9 – 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 9). 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 9 the page shows eight miniature graphical reports (also called thumbnails).

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

## 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 10.

This can be printed out by selecting the **Print** icon on the Report page (figure 7).

Figure 10 – Summary table for a student

**Test Summary for *Assessing Skills***

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 list can be filtered on Groups and there is a new option (**Export**) in v6.05-N to export the list into a csv file which can then be imported into Microsoft Excel or other spreadsheet application.

The spreadsheet shown on screen can also be printed by selecting the **Print** icon.

Figure 11 – Testing progress screen




Testing progress

Testing progress for all registered students

Filter by Group: 2022

User ID	Names	DOB/passw'd	Cave	Mobile	NonWords	Segments	SW Reading	Reading	Spelling	Reasoning
A	A	16/12/2000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
B	B	24/04/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
B	B	06/11/2000	Yes	Yes	Yes	Yes	-	Yes	Yes	Yes
B	B	04/06/2001	-	-	-	-	-	-	-	-
B	B	04/09/2000	Yes	Yes	-	-	Yes	Yes	Yes	Yes
C	C	07/11/2000	Yes	Yes	Yes	-	-	-	Yes	Yes
C	C	15/07/2001	Yes	Yes	Yes	Yes	Yes	-	-	Yes
C	C	27/10/2000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	C	04/05/2001	Yes	Yes	-	-	Yes	Yes	Yes	Yes
D	D	04/04/2001	Yes	Yes	Yes	-	-	Yes	Yes	Yes
E	E	22/09/2000	-	-	-	-	-	-	-	-
G	G	31/05/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
H	H	22/01/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
H	H	14/03/2001	Yes	Yes	Yes	Yes	-	-	-	Yes
H	H	01/11/2000	Yes	Yes	Yes	Yes	-	Yes	Yes	Yes
K	K	17/04/2001	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes
L	L	27/06/2001	-	-	-	-	-	-	-	-
L	L	15/06/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
L	L	11/12/2000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
M	M	22/05/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
P	P	09/01/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
P	P	26/08/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
S	S	07/03/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
S	S	10/11/2000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
S	S	04/05/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
T	T	14/12/2000	-	-	-	-	-	-	-	-
V	V	18/01/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
V	V	02/01/2001	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Number of students: 28

 Export
  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 12 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 12 – Fine Tuning screen

**Fine Tuning**

**LASS 11-15**

Edit an individual's personal and assessment details

Select individual [Dropdown]

**Personal details**

User ID: [Text]

Surname: [Text]

Forename(s): [Text]

Date of birth: [Dropdown] [Dropdown] [Dropdown] [Dropdown] Age: 16 6 Y M

Gender: Female [Dropdown]

Edit details

Undo changes

Save changes

**Allow selective retesting**

Haunted Cave	Single Word Reading	[Red Disc]	Edit details
Mobile Phone	Sentence Reading	[Red Disc]	Undo changes
Non-words	Spelling	[Red Disc]	Save changes
Segments	Reasoning	[Red Disc]	

**Legend**

- Test not attempted (Blue Disc)
- Test completed (Red Disc)
- Allow retest (Green Disc)

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

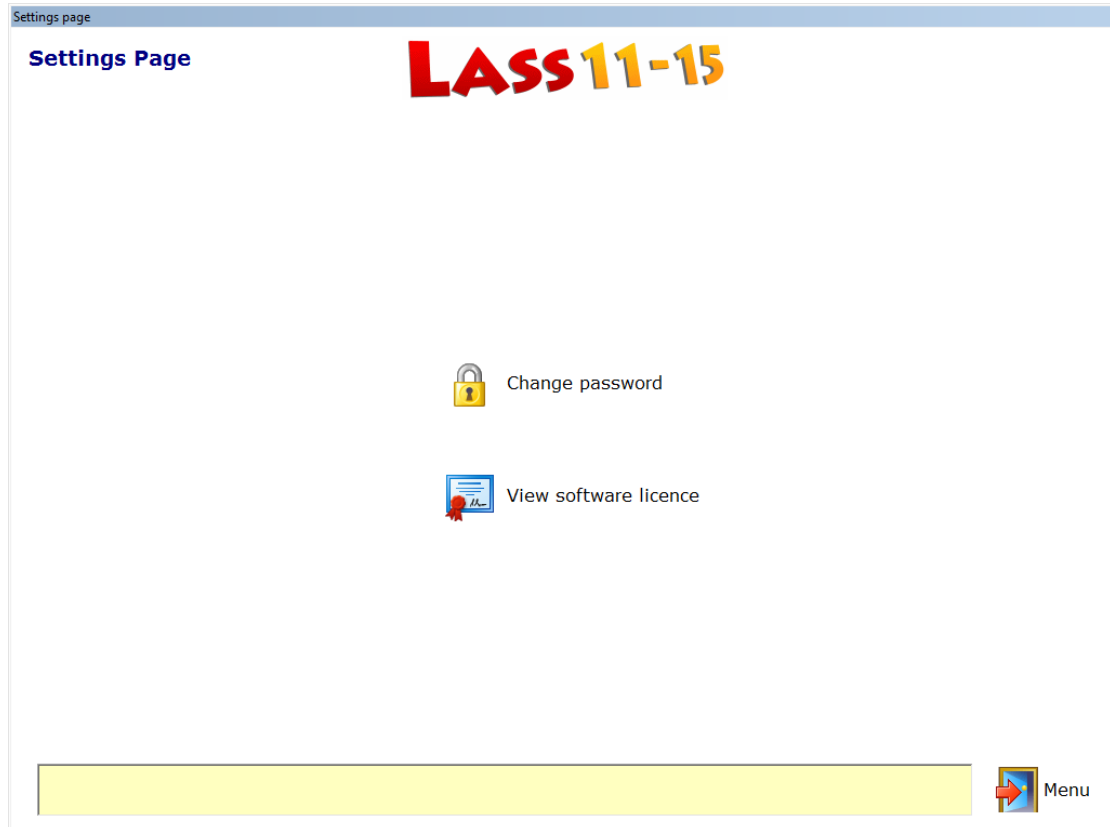
Menu

## Settings

This page not allows the administrator to change the password used to gain access to the Reports and Administration Module. This password is normally required to be entered when the module is launched. By default it is set to: **lucid**

In addition, the LASS software licence details may be viewed. This can allow planning for future renewal of the software licence if necessary.

Figure 13 – 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 14). Even if this is not done, default settings will be allocated automatically by the program when new students are added.

Figure 14 – Security menu

**Security settings**  
Groups, passwords and visibility on test menu

**LASS 11-15**

Number registered: 601

User ID	Student	D.O.B	Password	Group/Class	Login list
IS	IPWX	18/01/1998	[Use date of birth]	Universal	Yes
MI	DCG	14/12/1997	[Use date of birth]	Universal	Yes
SA	TVR	21/11/2001	[Use date of birth]	7H	Yes
CA	XES	07/11/2000	[Use date of birth]	2019_S	Yes
TF	LPQN	17/01/1997	[Use date of birth]	Universal	Yes
IE	KYJ	15/07/2001	[Use date of birth]	2019_S	Yes
A	ODV	27/10/2000	[Use date of birth]	2019_S	Yes
M	ZUW	03/05/2000	[Use date of birth]	7H	Yes
SC	JOVN	03/05/2000	[Use date of birth]	7O	Yes
AB	LLY	11/04/1997	[Use date of birth]	Universal	Yes
IA	XKX	04/10/1997	[Use date of birth]	Universal	Yes
LI	LYM	13/06/2000	[Use date of birth]	7O	Yes
OI	BZS	25/03/2000	[Use date of birth]	7H	Yes
IN	FUT	29/04/2001	[Use date of birth]	2019_H	Yes
H	RVX	18/05/2000	[Use date of birth]	7O	Yes
LI	SIP	25/01/1998	[Use date of birth]	Universal	Yes
LI	HAG	04/07/2000	[Use date of birth]	7S	Yes
IA	FLV	13/08/1997	[Use date of birth]	Universal	Yes
FI	NEL	28/07/1995	[Use date of birth]	Universal	Yes
M	EXPT	05/12/1996	[Use date of birth]	Universal	Yes
PC	MMU	26/06/1997	[Use date of birth]	Universal	Yes
BC	SPNQ	04/05/2001	[Use date of birth]	2019_S	Yes
M	7BMZ	11/10/1997	[Use date of birth]	Universal	Yes
R	UAP	05/03/1994	[Use date of birth]	Universal	Yes
EV	GAS	02/07/2001	[Use date of birth]	2019_H	Yes

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

Add new Group/Class  
[ ] Add

Edit settings for Group/Class  
Group/Class: Universal  
Show in Login List:  Yes  No  
D.O.B. as password:  Yes  No  
Update

Disband a Group/Class  
Group/Class: Universal Disband

An individual's own settings override any Group/Class global settings. Menu

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 14 and then click on the **Add** button.

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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 LASS 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 launching the *LASS Tests Module* (which should be available from a desktop icon) the user 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 16).

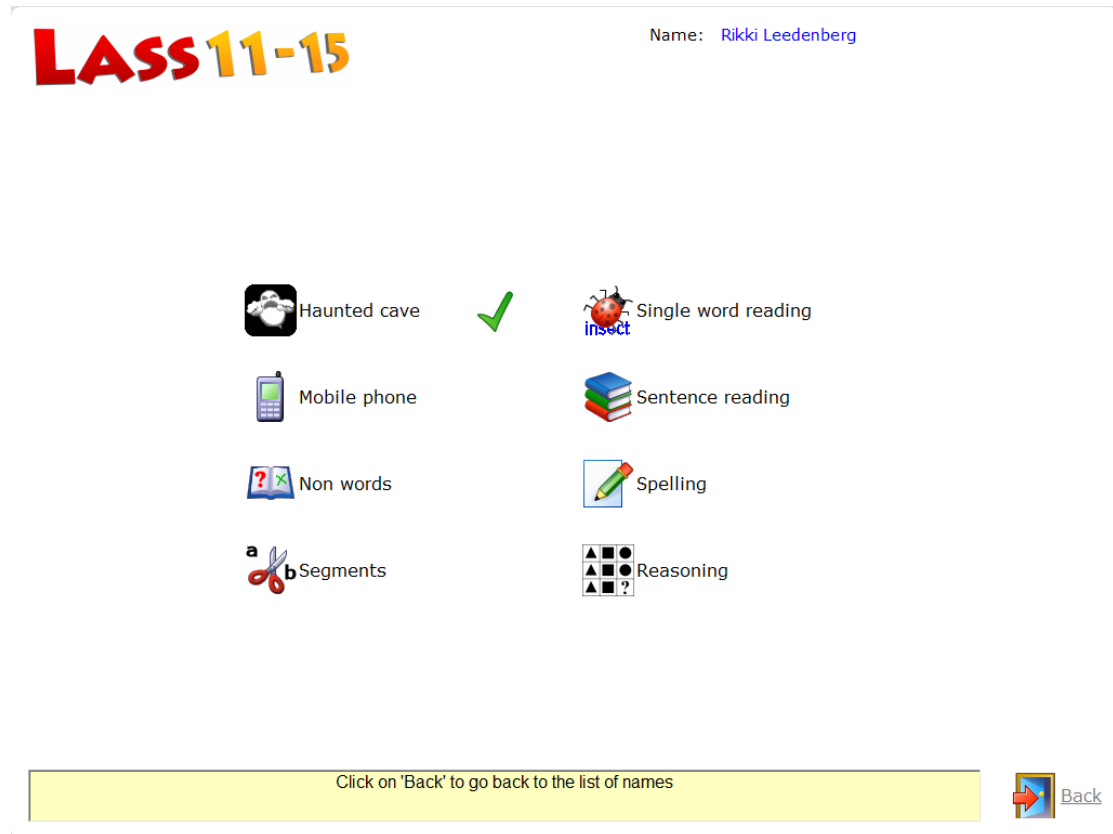
Figure 15 – Tests Module Login Panel

The screenshot shows the 'LASS 11-15' logo at the top left. Below it is a 'Security check' window with a yellow instruction box: 'Make your date of birth by clicking on the days, months and years. Then click on 'Next''. The 'Name:' field is a dropdown menu showing 'Leedenberg Rikki (Universal)'. The 'Date of birth:' field consists of three dropdown menus: '1' for the day, 'June' for the month (with a dropdown menu open showing options from May to December), and '2002' for the year. A green arrow labeled 'Next' is to the right of the date fields. At the bottom left, it says 'Version 6.05-N [21 Feb 2014]'. At the bottom right, there 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 14) then a password box will be shown in Figure 15 instead of the date of birth box.

## The Assessments menu

Figure 16 – The LASS assessments menu



The student selects one of the test modules by selecting one of the eight Games icons (Figure 16), 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

Shown below is the contents of a file in a format suitable for importation into LASS. There is an example file (`junior_import.txt`) in LASS 8-11 which will be found in the folder *[Application Folder\Archives]*. In LASS 11-15 the appropriate file will be called `secondary_import.txt` and its contents may differ a little from that 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

### Database tables which are saved in archives

Database: **LUCID**

Tables which are archived:

#### **LASS 8-11**

jun\_pupils  
jun\_memory\_data  
jun\_mobile\_data  
jun\_nonwords\_data  
jun\_reading\_data  
jun\_reading\_data\_order  
jun\_reasoning\_data  
jun\_segments\_data  
jun\_spelling\_data\_1  
jun\_spelling\_data\_2  
jun\_swr\_data  
jun\_groups

#### **LASS 11-15**

sec\_students  
sec\_memory\_data  
sec\_mobile\_data  
sec\_nonwords\_data  
sec\_reading\_data  
sec\_reasoning\_data  
sec\_segments\_data  
sec\_spelling\_data  
sec\_spelling\_data\_order  
sec\_swreading\_data  
sec\_groups

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