# Cognitive Profiling System

March 2010

# Lucid CoPS for Networks Software Guide

This guide does not cover installation of the software and setting up the database.
For these topics please view *Installation Guide for SQL Server 2005 Express*

## Lucid Research Limited

http://www.lucid-research.com/

# Contents

# Introduction

## Lucid CoPS Software structure (thin client version)

*Lucid CoPS for Networks* uses two application executable files – the Administration Module (`CoPSAv60.exe`) and the Tests Module (`CoPSTv60.exe`).

By default, *Lucid CoPS for Networks* is installed on the server in the **application folder**, which is chosen when the software is first installed from its MSI file.
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 the reports of students who have been tested with *Lucid CoPS*. 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 in the Settings page (Figure 13).

## The Tests Module

The "thin client" version of *Lucid CoPS for Networks* removes the necessity of installing a large number of files on each client machine. Instead, a small .msi file is provided which simply installs a few system files, such as ActiveX Controls and DLLs, onto the client machine. A shortcut to the *Lucid CoPS* 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 Tests Module (`CoPSTv60.exe`) on the server.  No other files are required on the client machine.

For full details see the *Installation Guide for SQL Server 2005 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**
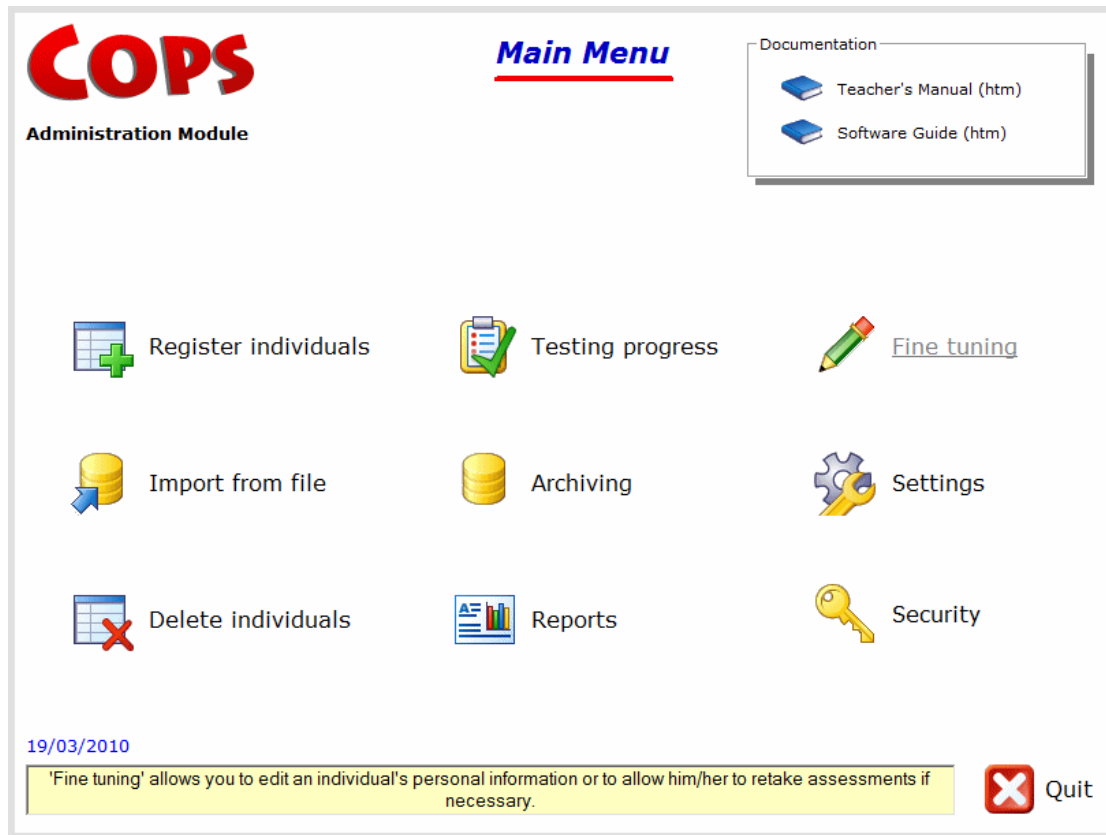


The nine main options on the Main Menu will be described in detail in the pages which follow.

Click on a link below to go to any option directly:

[Register individuals](#)
[Import from file](#)
[Delete individuals](#)
[Testing progress](#)
[Archiving](#)
[Reports](#)
[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 individual in the database**



In figure 2 the administrator needs to know the new student's <u>correct date of birth</u>; this is necessary because the student's age will determine which of two genres of tests will be administered, those for ages 4:0 to 6:11 or those for ages 7:0 to 8:11.

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 cohorts of students 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 individuals into Lucid CoPS**



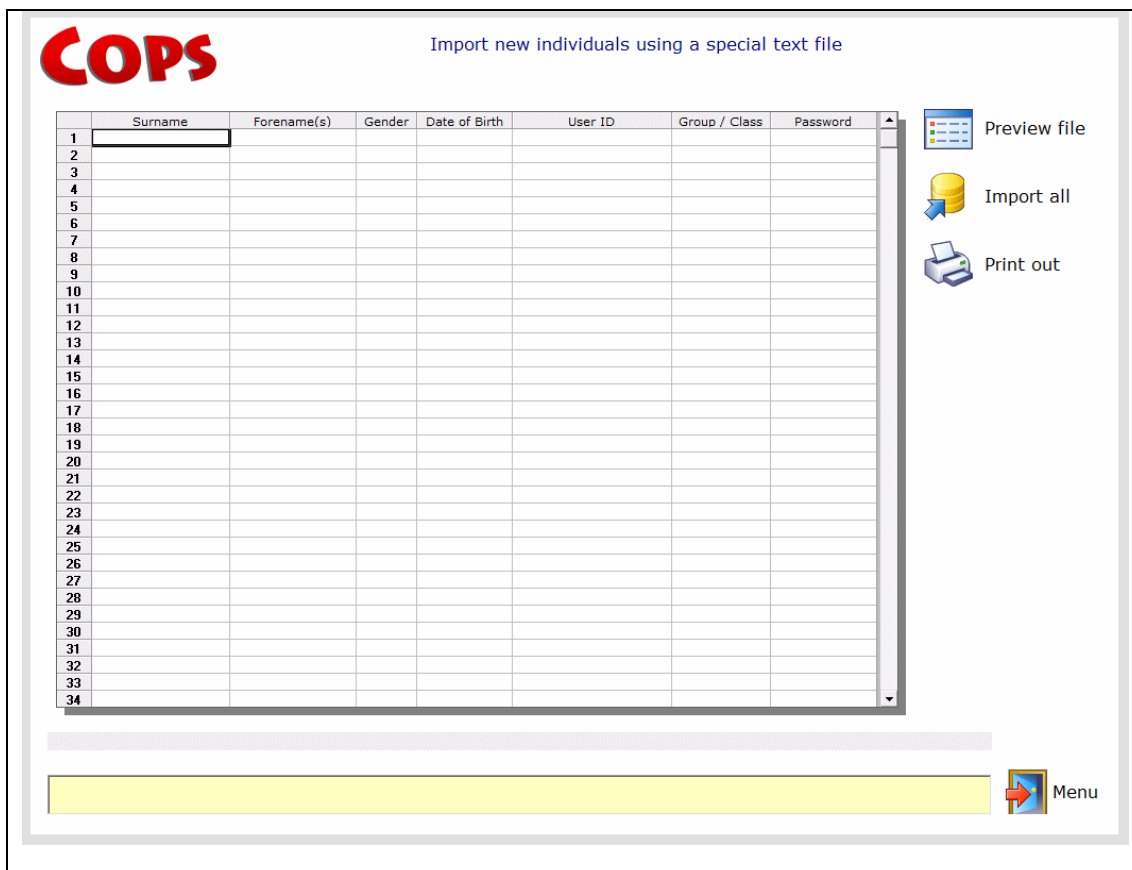To import a cohort of new students, choose **Preview file** to use the file browser to locate the text file containing their details.

An example file called CoPS_Network_Import_Sample.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.

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 all** to complete the 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**

## 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 database**
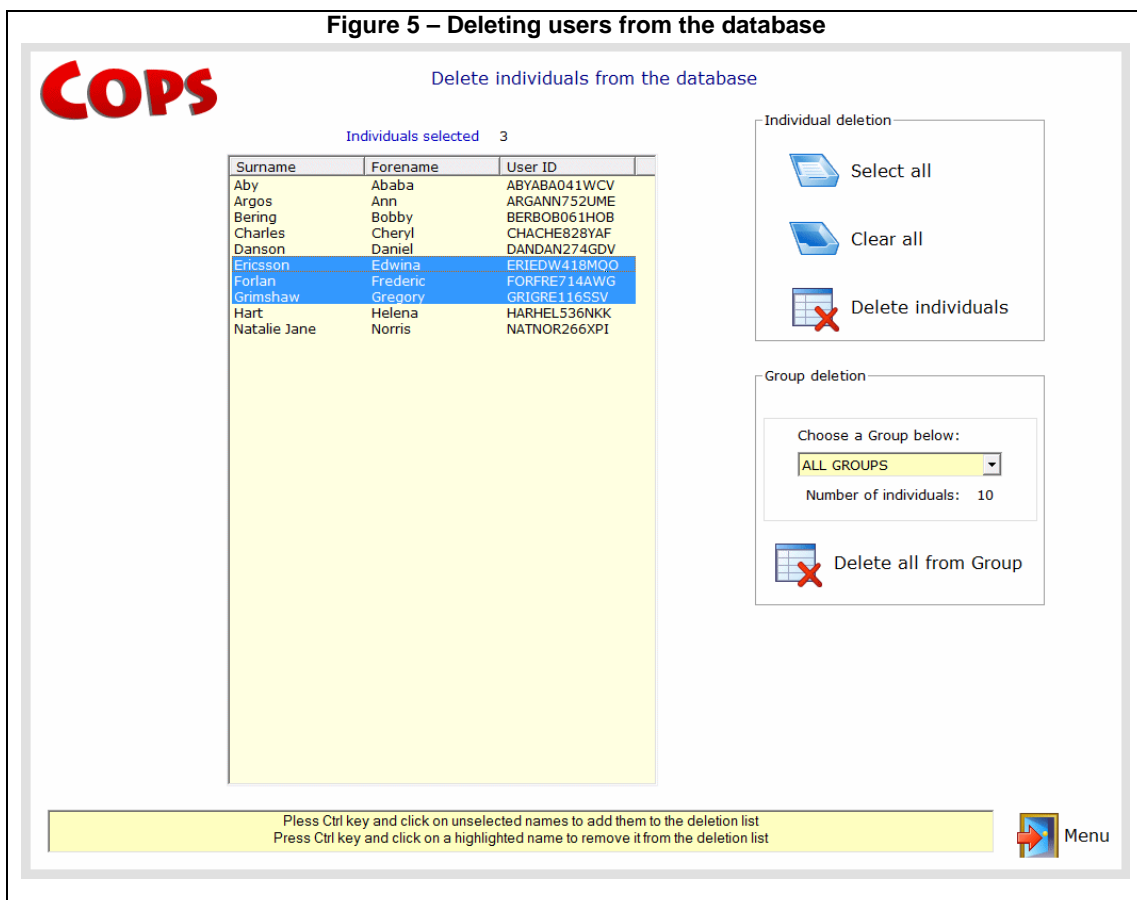
## Testing progress

This facility allows the administrator to see which students have completed their assessment tasks. A printout of the entire spreadsheet is available by selecting the *Print out* icon.

**Figure 6 – Testing progress screen shows which tests have been completed**



Testing progress for all registered students

| User ID | Names | DOB | Rabbits | Friends | Toybox | Letters | Names | Races | Rhymes | Wock | Clown |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A | QT | | 14/03/98 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | - |
| A | | | 27/10/98 | - | Yes | - | - | - | Yes | - | - | - |
| AI | T | | 19/03/02 | - | - | - | - | - | - | - | - | - |
| AI | JC | ler | 01/01/02 | - | Yes | - | - | - | Yes | - | - | - |
| A | 3 | | 30/03/00 | - | Yes | - | - | - | Yes | - | - | - |
| B | J | | 15/10/98 | - | Yes | - | - | - | Yes | Yes | Yes | - |
| B | Q | | 18/08/00 | Yes | Yes | Yes | - | - | Yes | - | - | - |
| B | A | | 24/06/98 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | - |
| B | | | 18/10/96 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| B | E | | 31/05/00 | - | Yes | - | - | - | Yes | Yes | - | - |
| B | D | | 21/08/98 | - | Yes | - | - | - | Yes | Yes | - | - |
| B | N | | 01/01/04 | Yes | Yes | Yes | Yes | - | - | Yes | - | - |
| B | S | | 17/01/99 | - | Yes | - | - | - | Yes | Yes | Yes | - |
| B | J | | 07/06/01 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | - |
| B | S | | 01/09/98 | - | Yes | - | - | - | Yes | Yes | - | - |
| B | S | | 01/09/98 | - | Yes | - | - | - | Yes | Yes | - | - |
| B | S | | 01/09/98 | - | Yes | - | - | - | Yes | Yes | - | - |
| B | 3 | | 20/09/99 | Yes | Yes | Yes | Yes | Yes | Yes | - | - | - |
| B | JD | | 20/02/01 | - | Yes | - | - | - | Yes | - | Yes | - |
| B | B | B | 13/10/98 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | - |
| B | D | | 18/09/00 | - | Yes | - | - | - | Yes | - | Yes | - |
| B | 4 | | 16/04/00 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | - |
| B | E | | 21/07/99 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | - |
| B | | | 23/06/98 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| B | B | | 18/06/02 | - | - | - | - | - | - | - | - | - |
| B | G | | 24/04/01 | - | - | - | - | - | - | - | - | - |
| B | QB | | 03/08/99 | - | Yes | - | - | - | Yes | Yes | Yes | - |
| B | 2P | | 16/11/99 | - | Yes | - | - | Yes | Yes | - | - | - |
| B | UA | | 21/01/02 | - | - | - | - | - | - | - | - | - |
| B | 2H | | 28/06/01 | Yes | Yes | Yes | - | - | Yes | Yes | Yes | - |
| B | PU | | 22/01/99 | - | Yes | - | - | - | Yes | Yes | Yes | - |
| B | HQ | | 21/05/01 | Yes | Yes | Yes | Yes | - | Yes | Yes | Yes | - |
| B | /R | | 29/11/98 | Yes | Yes | - | - | - | Yes | Yes | - | - |
| B | F | | 13/11/97 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | - |
| B | N | | 07/03/98 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| B | J | | 22/02/00 | - | - | - | - | - | - | - | - | - |
| B | O | B | 08/03/01 | - | Yes | - | - | - | Yes | - | Yes | - |
| B | H | B | 22/05/02 | - | - | - | - | - | - | - | - | - |

Number of students: 227

Print out     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
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. The database is now clean and a typical use is to import a new intake of students.

**Figure 7 – Archiving Menu**
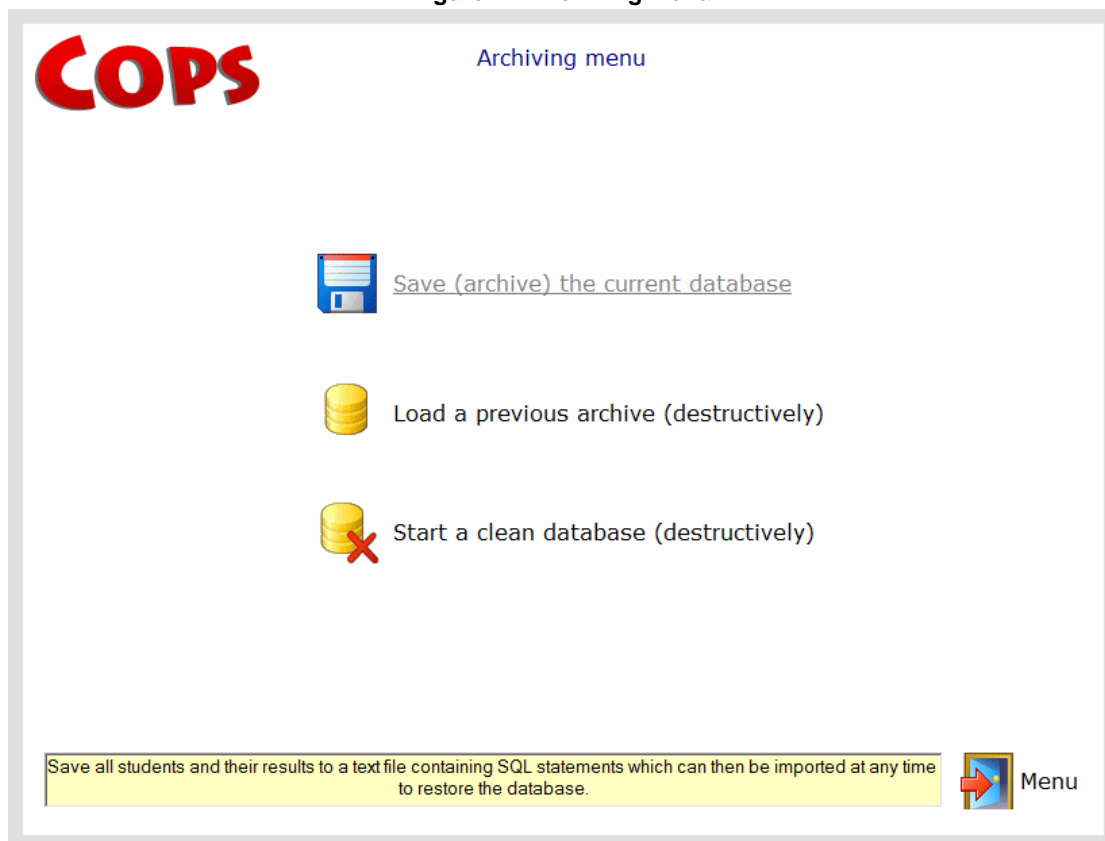


Note: An archive is not a complete backup of the database, it is just a store of students and their test results in the form of [INSERT INTO] SQL statements. Archives are given the file extension .ARV and are normally stored in a folder off the Application Folder called 'Archives'.

## 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 *Lucid CoPS 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 too.

**Figure 8 – Reports Menu**
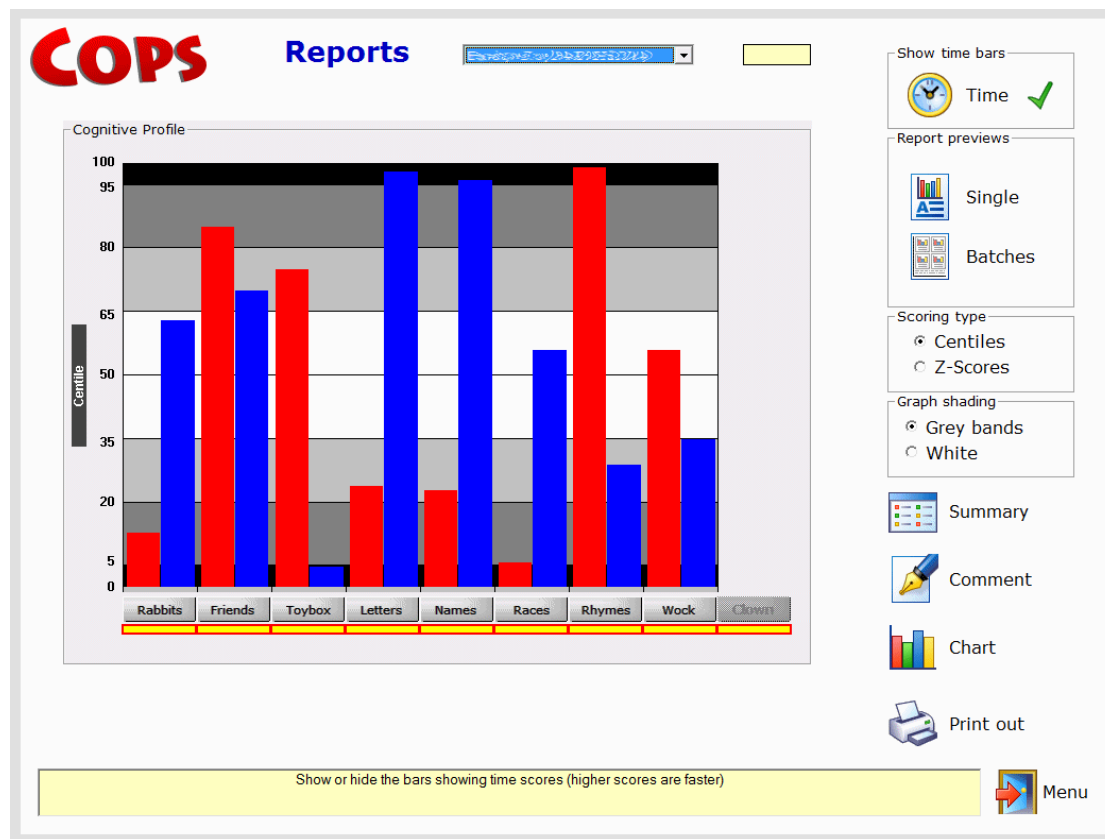


The Reports Menu (figure 8) is described in some detail in the *Lucid CoPS Teacher's Manual*. The main part of the page is occupied by the graphical profile, which has red bars representing accuracy centile scores and optional blue ones for time taken. The time bars can be removed by clicking on the **Time** option at the top-right of the page. The longer the time bar (hence the greater the centile value) the faster the pupil completed that particular test.

### Report previews
There are facilities to preview and print out either individual reports (**Single,** see example in figure 10) or pages containing up to 8 small representations of reports for multiple students ( **Batches,** see example in figure 11).

### Scoring type
Test scores in the graphical profile are normally shown as centiles (percentiles), though these can be translated into Z-scores (also known as standard deviation units) by selecting the option of that name. For more details about these scoring options see the *Lucid CoPS Teacher's Manual*.

## Graph shading

To aid readability, shaded bands can be shown to highlight those test results which may be in at-risk or other categories.

## Summary

Click on this option to show a summary of the current child's raw scores (see example in figure 9).

Select **Print out** to print this table.

**Figure 9 – Summary table for raw scores**



| Module | Score | Centile | Z Score | Time (sec) | Time Centile | Time ZScore | Test date | Test age |
|---|---|---|---|---|---|---|---|---|
| Rabbits | 10 | 13 | -1.126 | 9.96 | 63 | 0.332 | 30/04/2004 | 5 y 10 |
| Zoids friends | 37 | 85 | 1.036 | 13.46 | 70 | 0.525 | 04/05/2004 | 5 y 11 |
| Toybox | 9 | 75 | 0.674 | 3.09 | 78 | 0.772 | 30/04/2004 | 5 y 10 |
| Zoids letters | 7 | 24 | -0.706 | 8.32 | 98 | 2.054 | 04/05/2004 | 5 y 11 |
| Letter names | 4 | 23 | -0.739 | 2.38 | 96 | 1.75 | 04/05/2004 | 5 y 11 |
| Races | 6 | 6 | -1.555 | 10.72 | 56 | 0.151 | 30/04/2004 | 5 y 10 |
| Rhymes | 8 | 99 | 2.324 | 7.87 | 29 | -0.553 | 30/04/2004 | 5 y 10 |
| Wock | 14 | 56 | 0.151 | 3.89 | 35 | -0.385 | 04/05/2004 | 5 y 11 |
| Clown | | | | | | | | |

## Adding a comment to a report

The CoPS Administrator or SENCO may add a personalised comment for each individual by selecting the 'Comment' option on the Reports Menu. Up to twenty lines of text can be added. The comment will be added to the lower part of the individual's report.

## Print out

This option, represented by this icon  can be selected to print out either raw score tables or summary tables. The default printer can be used or a different one chosen prior to printing out.

**Figure 10 – Print Preview 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, four tick boxes can be checked to show (or hide) various parts of the report, (see the panel entitled *Preferences*). The report can be printed (**Print**) and also be copied to the Windows clipboard (**Copy**) and then pasted into any suitable word processor or other application.

**Figure 11 – Batch Print Preview page**
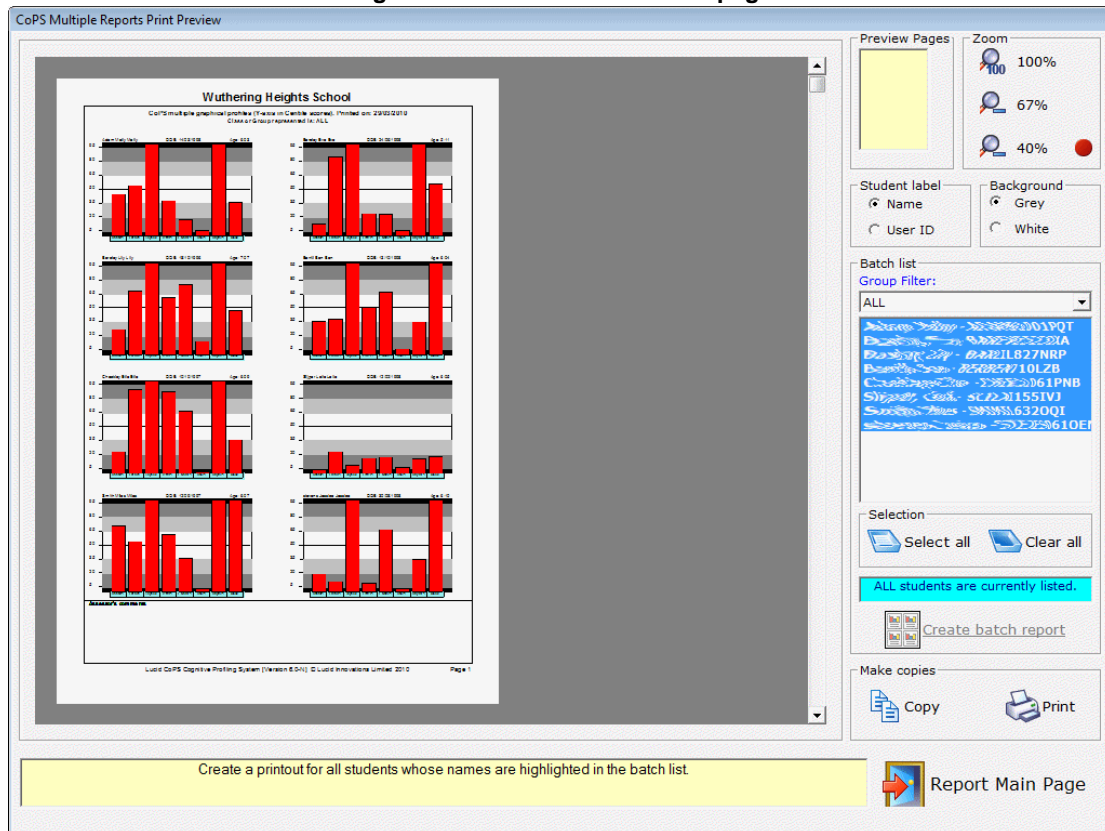


To create a batch report (which may contain multiple pages) select the students whose graphical profiles you wish to include by highlighting them on the *Batch list* panel (figure 11). Then click on *Create batch report* to complete the process. You can use the *Group Filter* drop-down list to show only students within a particular group.

The panel entitled *Student label* has options to show either the name of the student or his/her CoPS ID above the graphical profile. The panel *Background* allows you to change the background on the profiles, using either grey bands or plain white.

 The *Copy* option copies the page on display to the clipboard. The *Print* option will allow all or any of the pages (whether displayed or not) to be printed out.

**Fine Tuning**

This option on the Main Menu offers two different editing facilities:
(a) To edit a 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 Lucid CoPS 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 6 years to 7 years) it may be wise to retest the student on that assessment module with the corrected 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**
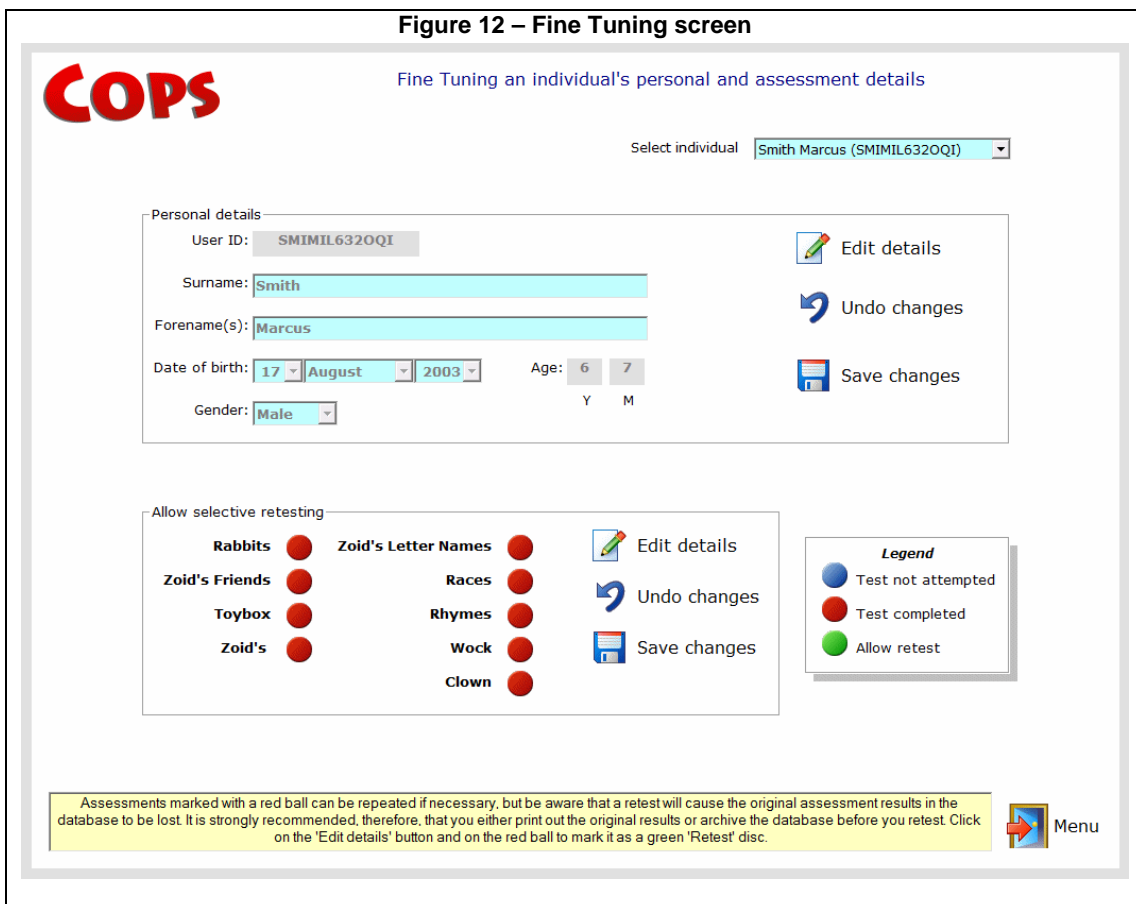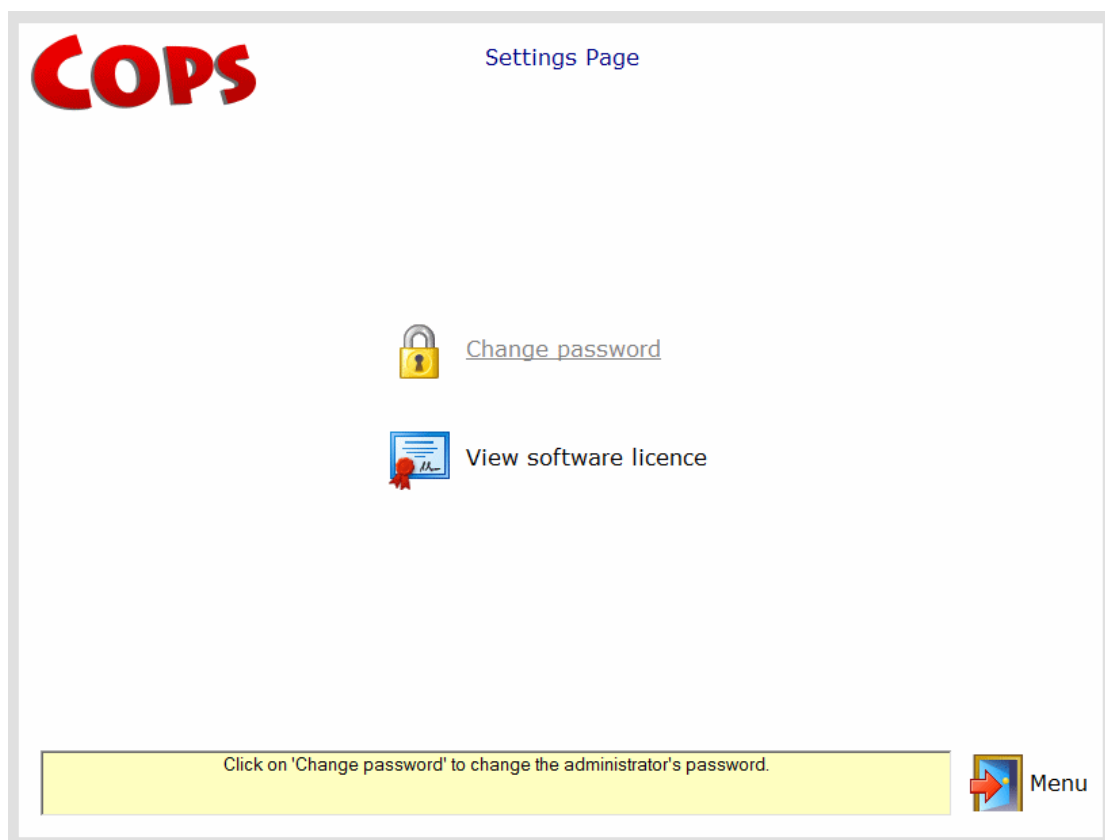
## Settings

### Change password

Here the administrator can change the admin password.

Note: At installation of *Lucid CoPS*, the admin password is set to:  **lucid**  .

### View software licence

The *Lucid CoPS* 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 Lucid CoPS (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**



It is important to be aware of the security settings used in *Lucid CoPS*, 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, *Year 1 2010* or *Year 2 2010*.

### 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.

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

**Disband a group**

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

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

You may not want all of the students registered in *Lucid CoPS* 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 displayed at the start of the Tests Module.

# The Tests Module

## The Login Screen

Upon launching the *Lucid CoPS 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**
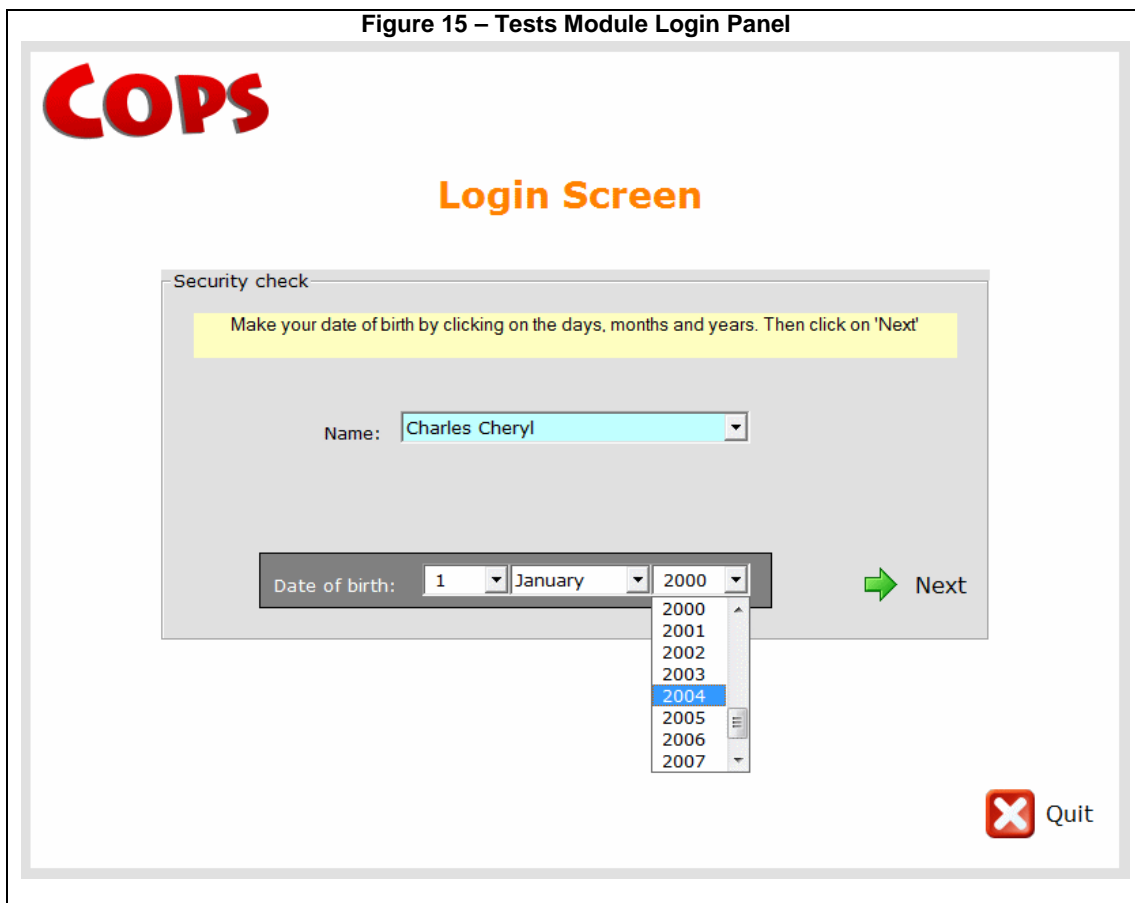


**Note:** If the student has been allocated a password, and the 'Use Date of Birth as Password' option has not been set for this student (see Security, Figure 14) then a password box will be shown in Figure 15 instead of the date of birth box.

## The Assessments menu

**Figure 16 – The Lucid CoPS assessments menu**
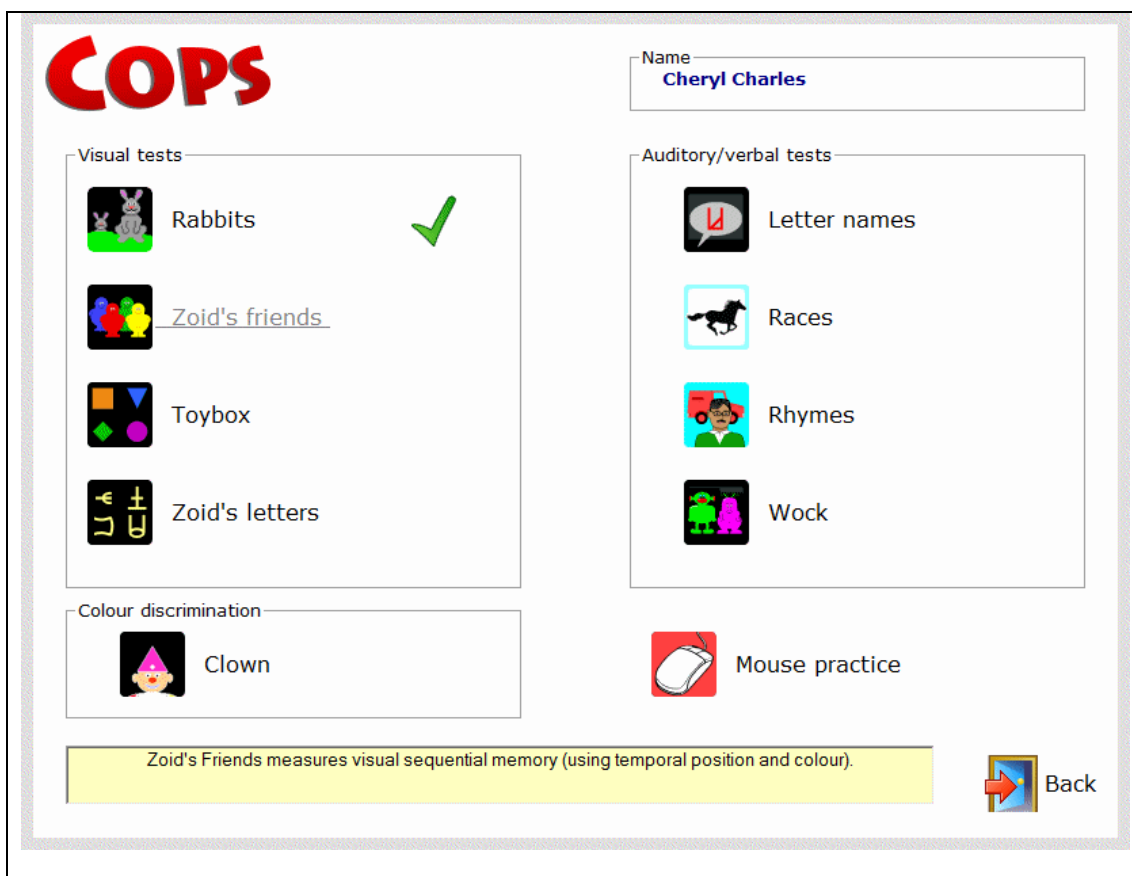


The student selects one of the test modules by selecting one its coloured icon (Figure 16), completes the assessment and is then returned to this menu. After completing the test a green tick will appear next to the test completed and that test disabled.

The *Mouse practice* is not a test but a simple task which gives the student practice manipulating the computer mouse.

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 Screen, at which point another student may 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 *Lucid CoPS Teacher's Manual*, as this detail is beyond the scope of this guide.

# Appendix 1

## Importing new users – the file format

Shown below is a the contents of a student import file suitably formated for importation into Lucid CoPS. This example file (`CoPS_Network_Import_Sample.txt`) will be found in the folder *[Application Folder\Archives]* when the software has been installed.

```
Argos,Ann,F,12/09/05,Year 1,annspassword
Bering,Bobby,M,30/05/05,Year 1,mypassword
Charles,Cheryl,F,11/02/04,Year 2,
Danson,Daniel,M,20/06/05,Year 1,
Ericsson,Edwina,F,09/03/05,Year 1,
Forlan,Frederic,M,12/09/05,Year 1,
Grimshaw,Gregory,M,25/07/04,Year 2,
Hart,Helena,F,17/12/03,SEN,newpassword
Indigo,Ivan,M,09/12/05,,
```

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, Cheryl Charles doesn't have a password but the comma before it is still there; also Ivan Indigo doesn't have a Group or password allocated to him, so he will be allocated to the default group '*Universal*' and have no password.

*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:

cops_groups

cops_pupils

cops_rabbits_data

cops_friends_data

cops_toybox_data

cops_letters_data

cops_zln_data

cops_rhymes_data

cops_races_data

cops_wock_data

cops_clown_data