# Cognitive Profiling System

May 2010

# Lucid CoPS Software Guide

**Version 5.1 series**

**Lucid Research Limited**

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

# Contents

# Introduction to the software

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

**Figure 1 – Lucid CoPS software structure flowchart**
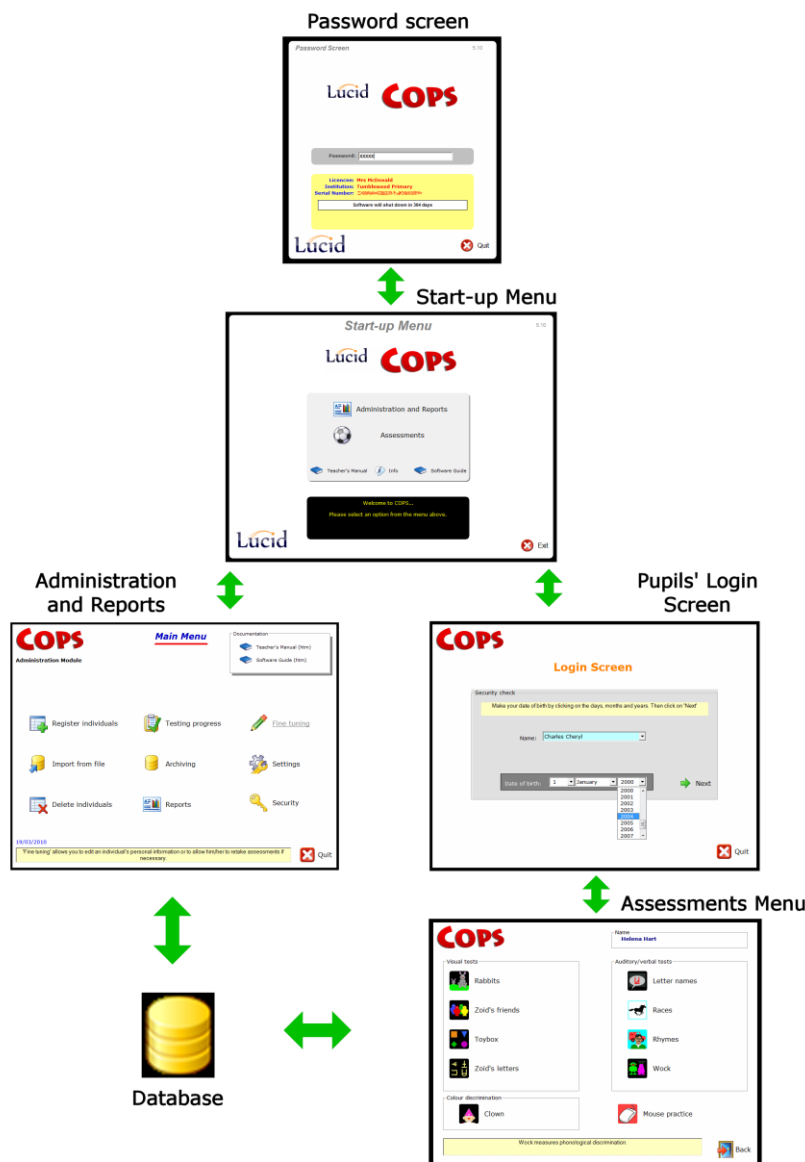


The four main components of CoPS are the Start-up Menu, Administration and Reports, the Assessments (Tests) module and the database. Refer to figure 1 above to see how the components are linked to each other.

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

# The Start-up Menu

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

**Figure 2 – Lucid CoPS Password Screen**
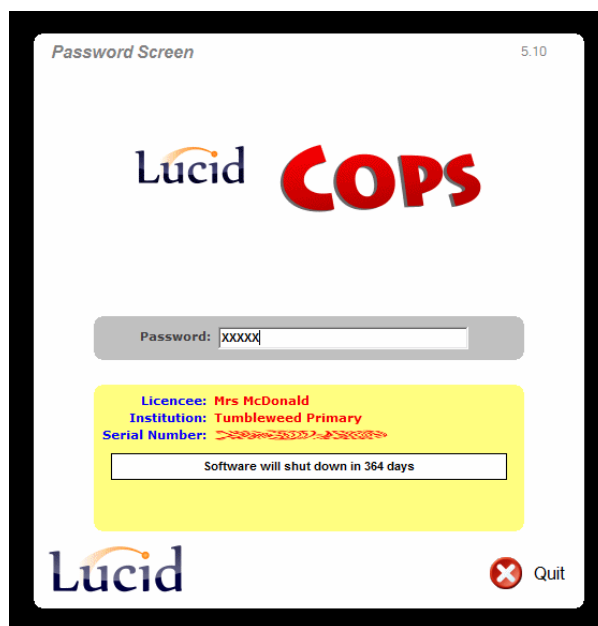


After entering the password the Start-up Menu is shown. There are two main options accessible from this menu: Administration and Reports and Assessments.

**Figure 3 – The Start-up Menu**
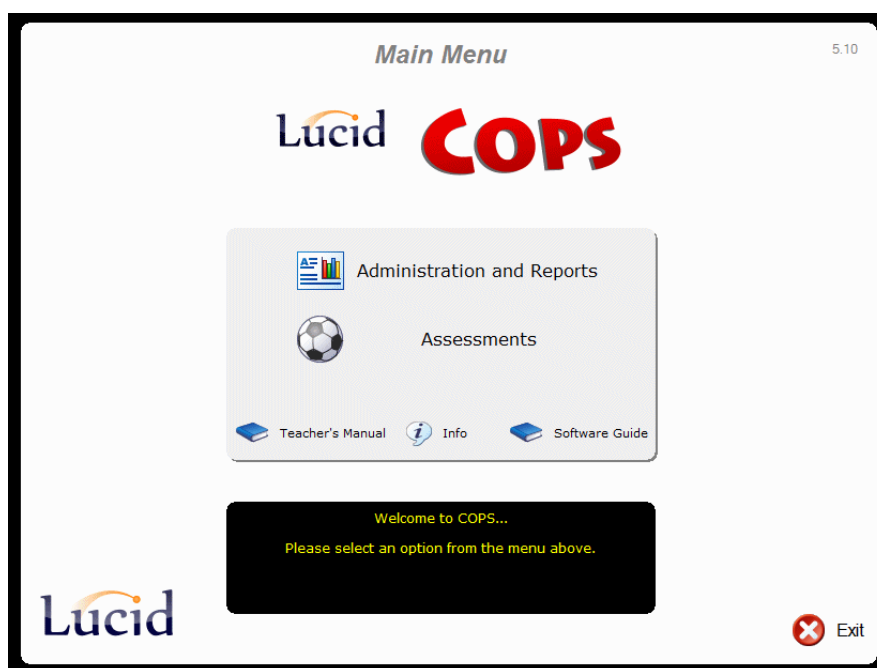
# The Administration and Reports Module

**Figure 4 – The Administration Module's main menu**
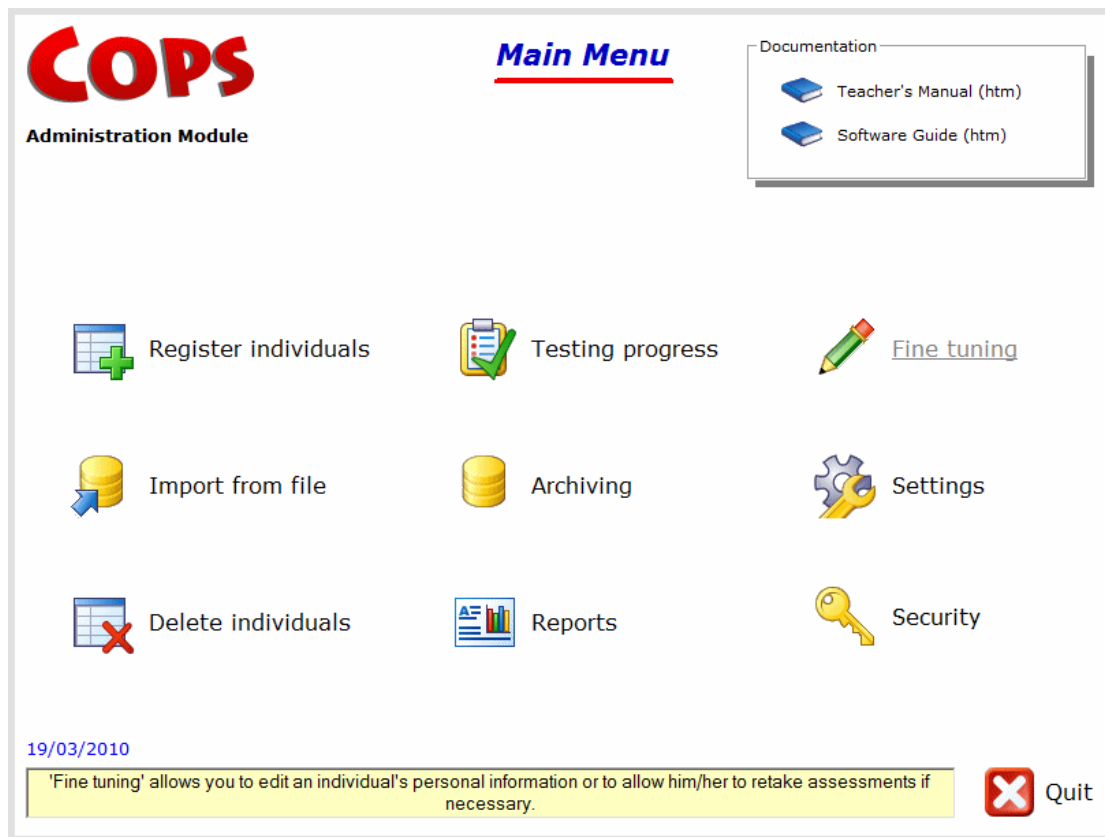


The nine main options on the Main Menu will be described in detail in the pages which follow.

Click on 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 details of individuals into the Lucid database (figure 5).

**Figure 5 – Registering a new individual in the database**



In figure 5 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 5) or in batches via a specially formatted text file (see next section).

## Import from file

This option allows the administrator to import the details of 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 6 – 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_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 7). At the time of import, each student is allocated a unique *User ID* by the software; this is used in various database tables to locate students' information. The *User ID* can also be used by the administrator or teacher as an identifier for reports if two students share the same name.

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

Page 9

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 7 – 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 this option provided on the Administration Module's main menu, as shown in figure 8.

### Deleting all students in a group

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

### Deleting individuals

Individual students can be deleted via the *Selection* panel in the top right part of the screen. Select the **All** button to select everyone in the Group. To select specific individuals click on each name whilst pressing the *Ctrl* key on the keyboard. All individuals who will be erased from the database will be highlighted in blue. Select *Delete individuals* to delete those highlighted individuals.

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

**Figure 8 – Deleting 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 9 – Testing progress screen shows which tests have been completed**

## Archiving

The archiving feature has five options described below.

### (1) Save (archive) the current database
This option saves all students along with their results.

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

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

### (4) View an archived database
This feature allows archives to be viewed WITHOUT OVERWRITING THE CURRENT DATABASE. This ensures that there is no accidental loss of valuable student data. After an archive has been loaded in Viewing Mode, the actual data in that archive can be viewed but not changed in any way.

### (5) Finish viewing
This unlinks CoPS from the archive being viewed and links up again to the current database so that normal administration operations such as deleting or editing records are possible. When Administration and Reports module has an archive being viewed, this is indicated by the wording 'Viewing Mode' appearing on the Main Menu screen.

**Figure 10 – Archiving Menu**
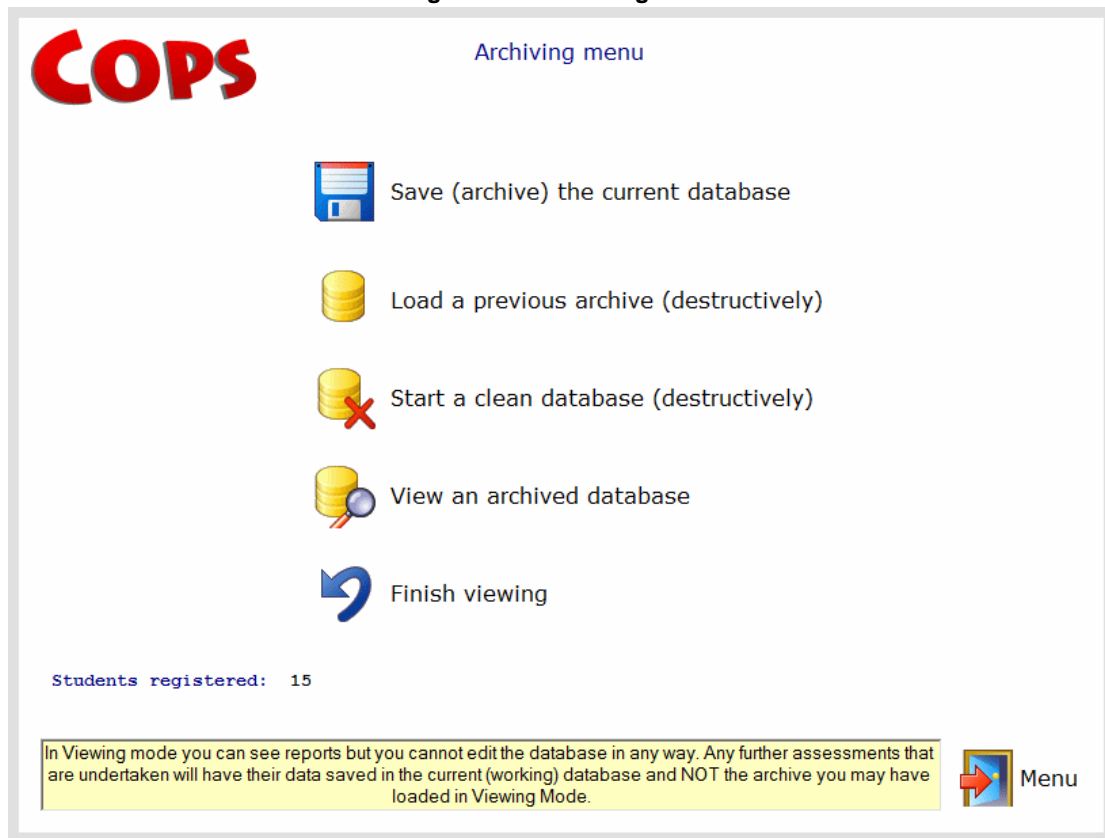


## Online Guides

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

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

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

Both guides are also available as *Adobe Acrobat ® PDF* files and can be found on the *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 11 – Reports Menu**
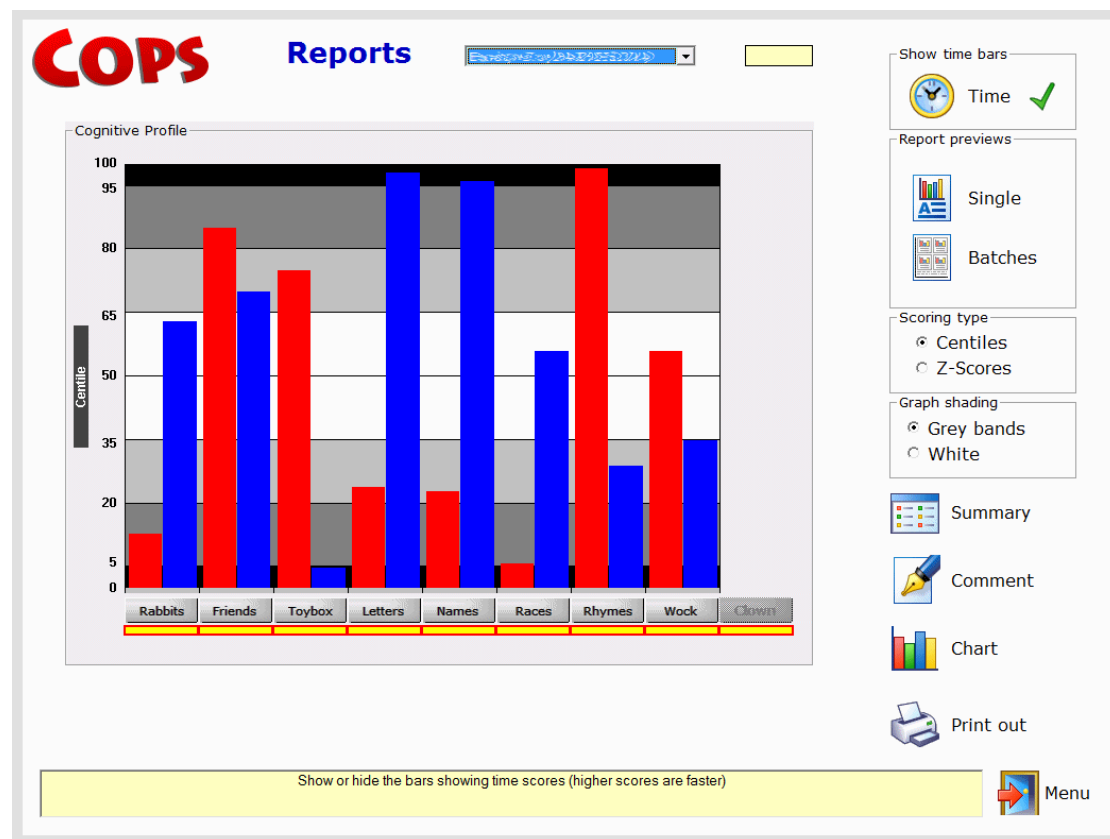


The Reports Menu (figure 11) is described in some detail in the *Lucid CoPS Teacher's Manual*. The main part of the page is occupied by the graphical profile, which has red bars representing accuracy centile scores and optional blue ones for time taken. The time bars can be removed by clicking on the *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 13) or pages containing up to 8 small representations of reports for multiple students (*Batches,* see example in figure 14).

## 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 12).

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

**Figure 12 – Summary table for raw scores**



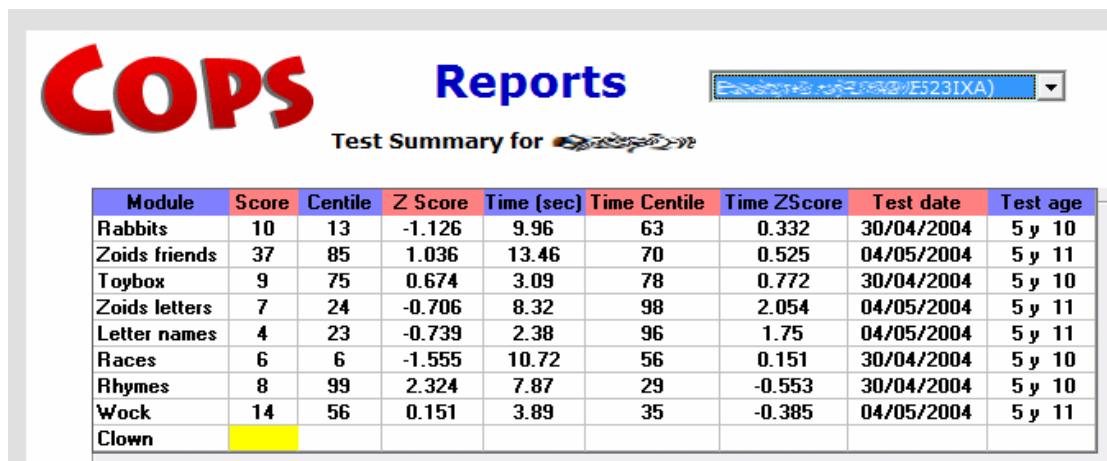| Module | Score | Centile | Z Score | Time (sec) | Time Centile | Time ZScore | Test date | Test age |
|---|---|---|---|---|---|---|---|---|
| Rabbits | 10 | 13 | -1.126 | 9.96 | 63 | 0.332 | 30/04/2004 | 5 y 10 |
| Zoids friends | 37 | 85 | 1.036 | 13.46 | 70 | 0.525 | 04/05/2004 | 5 y 11 |
| Toybox | 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 13 – 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 14 – Batch Print Preview page**
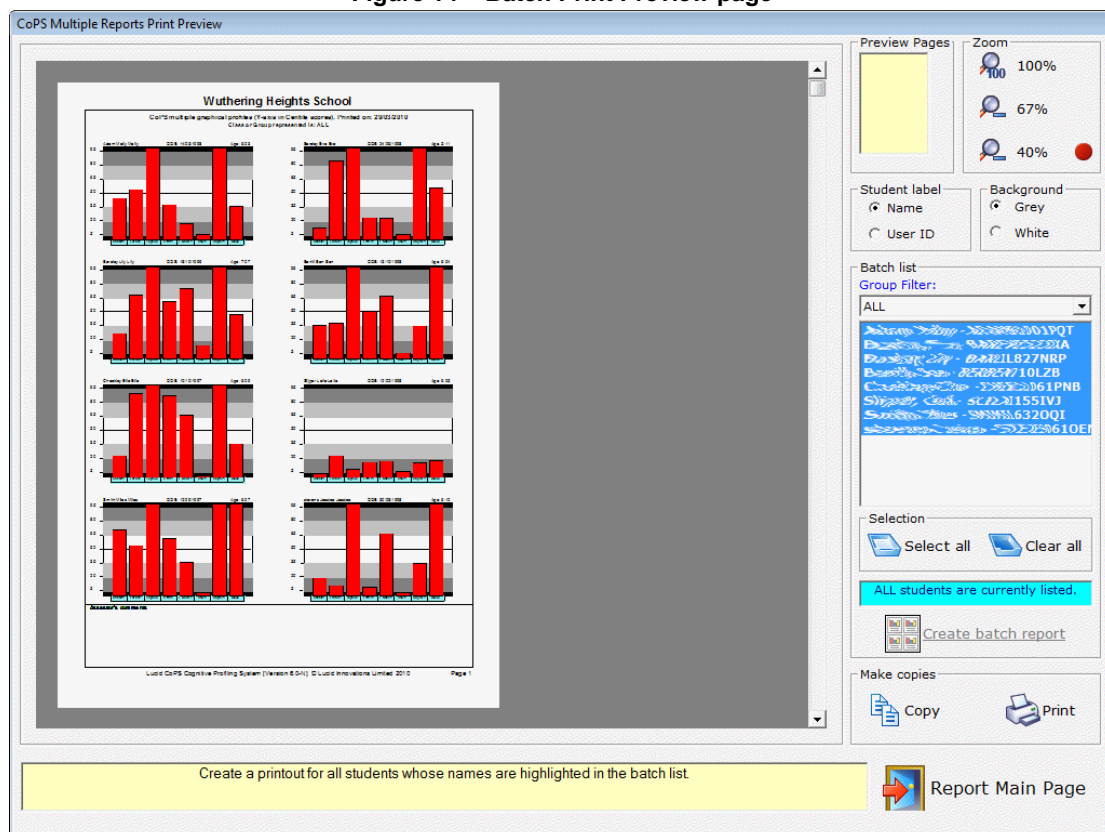


To create a batch report (which may contain multiple pages) select the students whose graphical profiles you wish to include by highlighting them on the *Batch list* panel (figure 14). Then click on *Create batch report* to complete the process. You can use the *Group Filter* drop-down list to show only 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 15 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 15 – 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** .

**Figure 16 – Settings Menu**
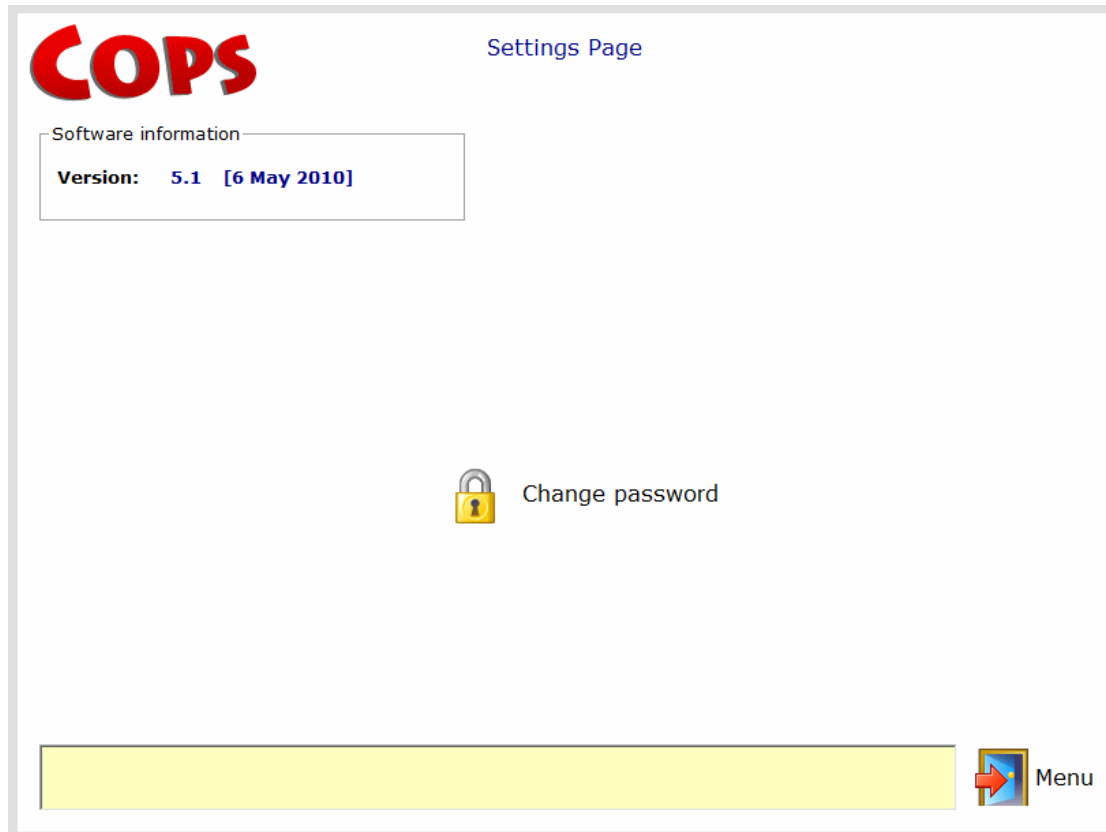
## Security

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

**Figure 17 – Security menu**



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 17 and then click on the *Add* button.

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

### Disband a group

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

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

You may not want all of the students registered in *Lucid 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

The Assessments or Tests module is accessible from an option on the Start-up Menu. Before taking any tests a student must either make up his or her data of birth on the Login Screen (figure) or must enter a password allocated by the administrator. The administrator must decide which of these two modes of entry is allocated to each student using options on the Security Screen (figure). After the Login Screen the student will be taken to the Assessments menu (Figure 19).

**Figure 18 – 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 17) then a password box will be shown in Figure 18 instead of the date of birth box.

## The Assessments menu

**Figure 19 – The Lucid CoPS assessments menu**
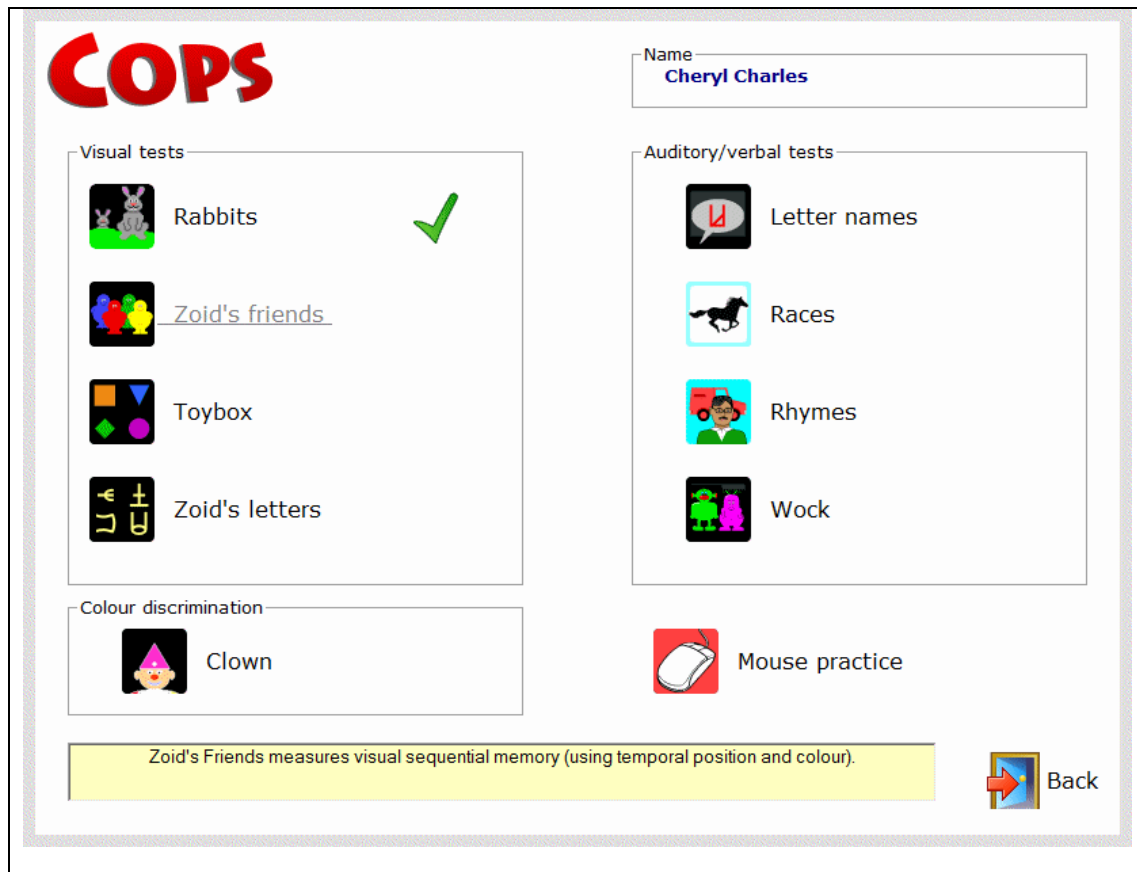


The student selects one of the test modules by selecting one its coloured icon (Figure 19), completes the assessment and is then returned to this menu. After completing the test a green tick will appear next to the test completed and that test disabled.

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_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

## Technical Information about Lucid CoPS Version 5.1 series

### Databases

The current working database is called `CoPS05Data.mdb`
It has a sister database called `CoPS05EmptyDatabase.mdb` which is used by the 'Archiving' option to start a fresh database.
For Windows XP the databases above are stored in:
*C:\Documents and Settings\All Users\Application Data\Lucid Research\Lucid CoPS\5.07\*

or for Vista and Windows 7 in:
*C:\ProgramData\ Lucid Research\Lucid CoPS\5.07\*

Archives are stored in a folder called Archives off this folder.

### Important file and folder permissions

All users should have **Read/Write and Modify** permissions set on the folder '5.07' and all its subfolders. The Start-up Menu always checks and gives a warning in case this folder is only 'Read-Only'.

### Older versions database differences

The database structure of Version 5.1 has one additional table and four additional fields compared with previous versions which went from V5.0 to 5.09. Whenever Version 5.1 encounters an older type database it will attempt to automatically add the table and fields it requires to the database.
New table used in Lucid CoPS V5.1 series
`CoPS_Groups`
New fields added to the table CoPS_Pupils are:
`Show_Name, Group_class, password` and `Dob_as_pw`

### Date formats

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

### Software improvements offered with Version 5.1 series

New modern look and feel for users
Pupils can be assigned to groups
Pupils can have passwords
Standard scores now shown in reports summary table,