

LADS PLUS

Lucid Adult Dyslexia Screening

(Thin Client version) July 2009

LADS PLUS for Networks Software Guide

This guide does not cover installation of the software and setting up the *LADS Plus* database. For these topics please view separate guides

See also the *LADS Plus Administrator's Manual*

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Introduction

LADS Plus Software structure (thin client version)

LADS Plus for Networks uses two application executable files – the Administration Module (**LADSP1usAv60.exe**) and the Tests Module (**LADSP1usTv60.exe**).

By default, *LADS Plus for Networks* is installed on the server in the application folder, which can be 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, archiving) and to view the reports of Users who have been tested. It should not be available to unauthorised personnel, including ordinary Users.

The Administration Module has password protection (default password is: **lucid**).

The Tests Module

The “thin client” version of *LADS Plus for Networks* was introduced in 2009 and removes the necessity of installing a large number of files on each client machine. Instead, a small .msi file is provided which only installs a few system files, such as ActiveX Controls and DLLs onto the client machine.

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

A shortcut to the *LADS Plus* 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 representing the Tests Module (**LADSP1usTv60.exe**) on the server. No other files are required by *LADS Plus* on the client machine.

There are two modes of use available from the Menu:

1. Register first and then start LADS Plus test

This is ‘kiosk mode’ where someone can walk in ‘off the street’ and be tested without needing to have their details pre-registered in the *LADS Plus* database by someone else. The person enters his/her name, gender and date of birth and can then do the test immediately. The Administrator can set a flag which will allow all users to print out their *LADS Plus* report immediately after completion of their test. See [Settings](#) for details.

2. Already registered – go to LADS Plus test

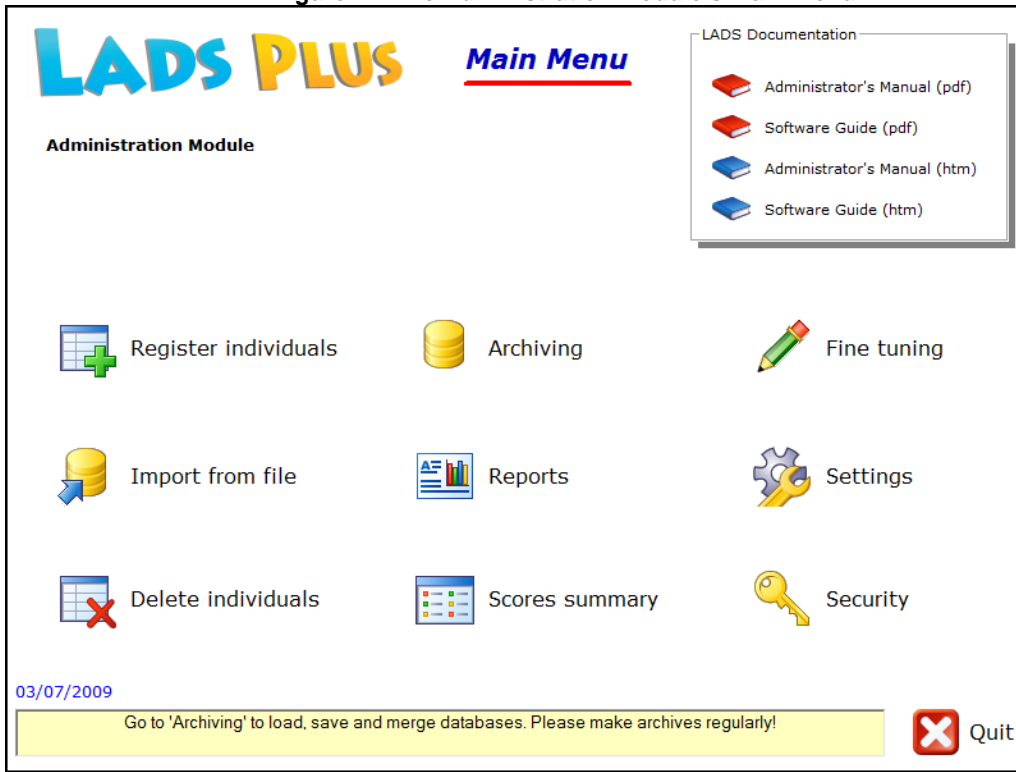
The person's name and details will have been pre-registered, usually by an administrator (such as the Disability officer, SENCo or teacher). Alternatively, the user may have already registered his/her details previously but didn't complete the *LADS Plus* test first time round and now wishes to do so. When beginning assessment the user must enter either a password (allocated by the administrator) or their own date of birth. Afterwards he/she is taken to the assessments menu.

In the next section of this guide the two *LADS Plus* modules will be described in detail, starting with the Administration module.

The Administration Module

There are nine main options, which will be described in detail in this section. There are also two manuals which can be viewed as both web pages and Adobe Acrobat © PDFs.

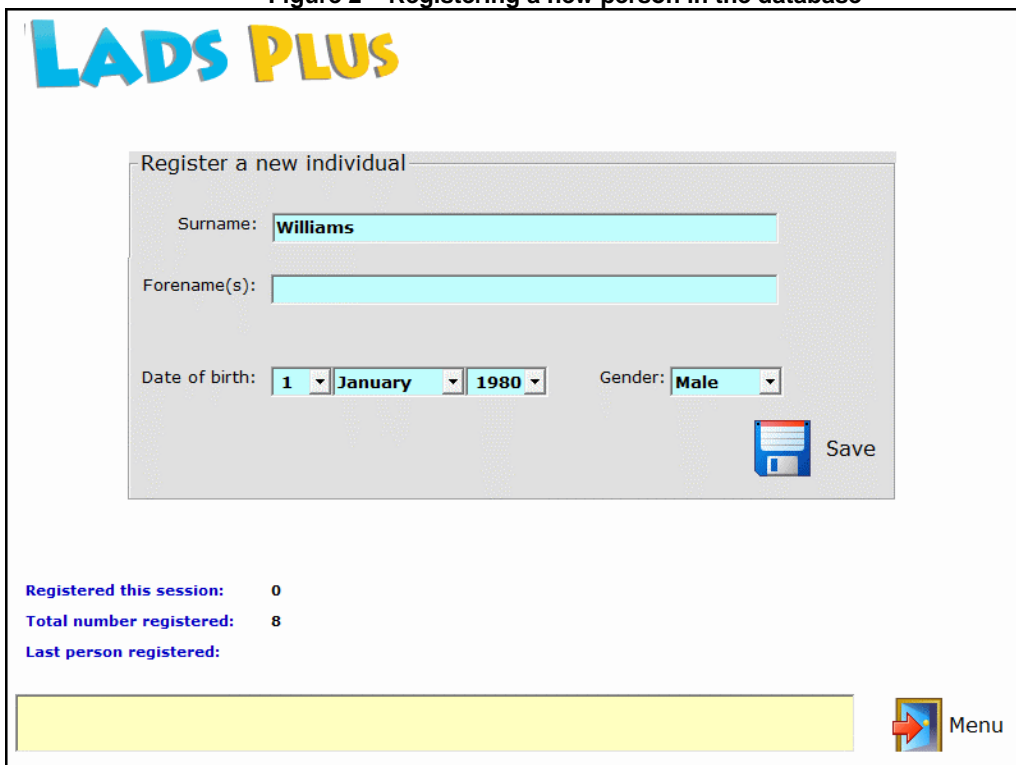
Figure 1 – The Administration Module's main menu



Register individuals

This option is used to enter names of individuals into the database (figure 2).

Figure 2 – Registering a new person in the database



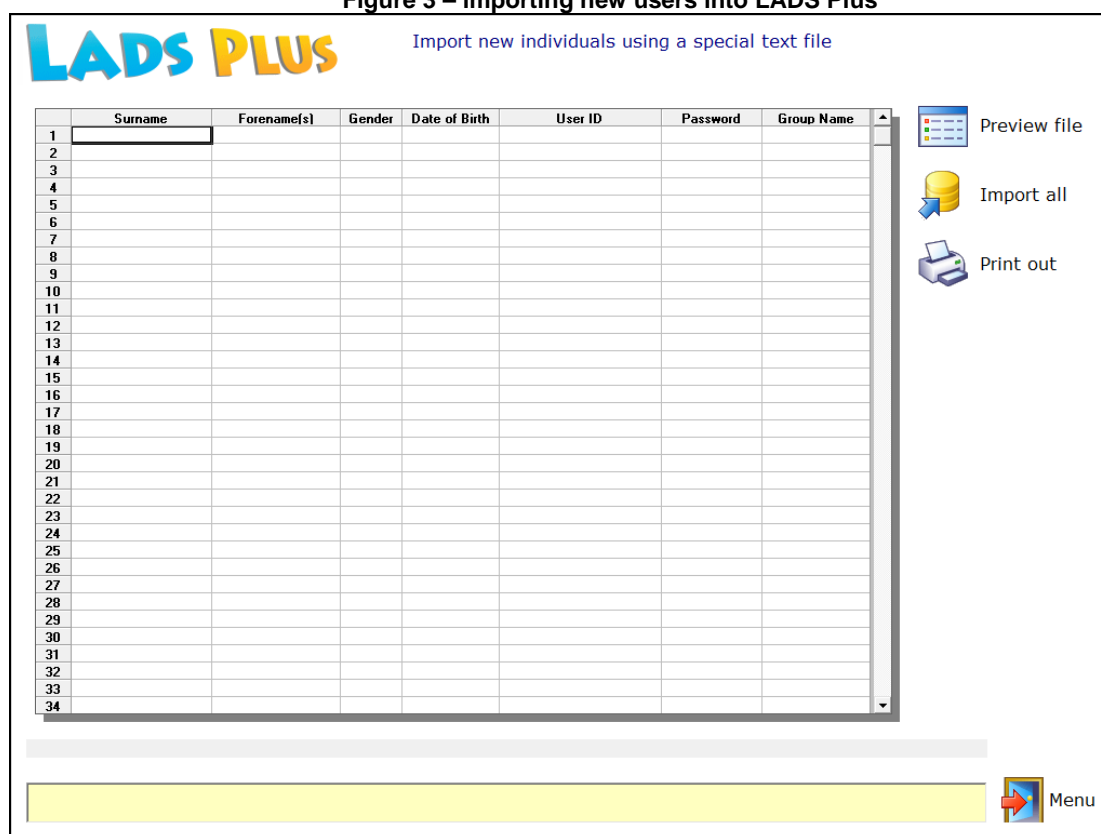
In figure 2 above the administrator needs to know the new user's full name, date of birth and gender.

When a pre-registered user wishes to take the *LADS Plus* assessments he or she must use the pre-registered mode of use of the *LADS Plus* Test Module and choose his/her surname and enter their date of birth or a password in order to access the Assessment Module.

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. See the appendix at the end of this guide for details.

Figure 3 – importing new users into LADS Plus



To import a cohort of users into *LADS Plus*, choose **Preview file** to use the file browser to locate the text file containing the new user details. Upon selecting the file to import the spreadsheet on the import screen will be filled with the details to be imported (see the example in figure 4 which demonstrates the sample import file show in the **Appendix**).

Note in the example that new users are allocated a unique **User ID** which is created automatically by the program when the file is imported. This ID is used by the database engine and can be used by an administrator to uniquely identify each user, even if there are two or more users with the same name. Carefully check the content of the spreadsheet on screen (figure 4) before importing the new users to avoid problems later. Use the **Print out** option to view a hard copy of the details to be imported. If all the fields are correct click on **Import individuals** to proceed with the import process.

Figure 4 – previewing information about new users to be imported

	Surname	Forename(s)	Gender	Date of Birth	User ID	Password	Group Name
1	Andrews	Sally	F	13/03/80	ANDSAL210UYQ	mypassword	main group
2	Bloggson	Henry	M	15/05/81	BLOHEN802XEZ		mygroup
3	Cheshire	Charles	M	09/01/89	CHECHA001WFV		Universal
4	Drindle	Gill	F	12/12/88	DRIGIL831UMX		Universal
5							

Delete individuals

From time to time it may be desirable to remove cohorts of past users from the *LADS Plus* database. This can be done quickly and easily on the 'Delete individuals' page.

Figure 5 – Deleting individuals from the database

Surname	Forename	User ID	Su
Adgarson	Edgar	ADGEDG416NLE	
Andrews	Sally	ANDSAL535JMG	
Bloggson	Henry	BLOHEN506OVC	
Cheshire	Charles	CHECHA606NXY	
Clark	Jennifer	CLAJEN814ACH	
Drindle	Gill	DRIGIL304DOH	

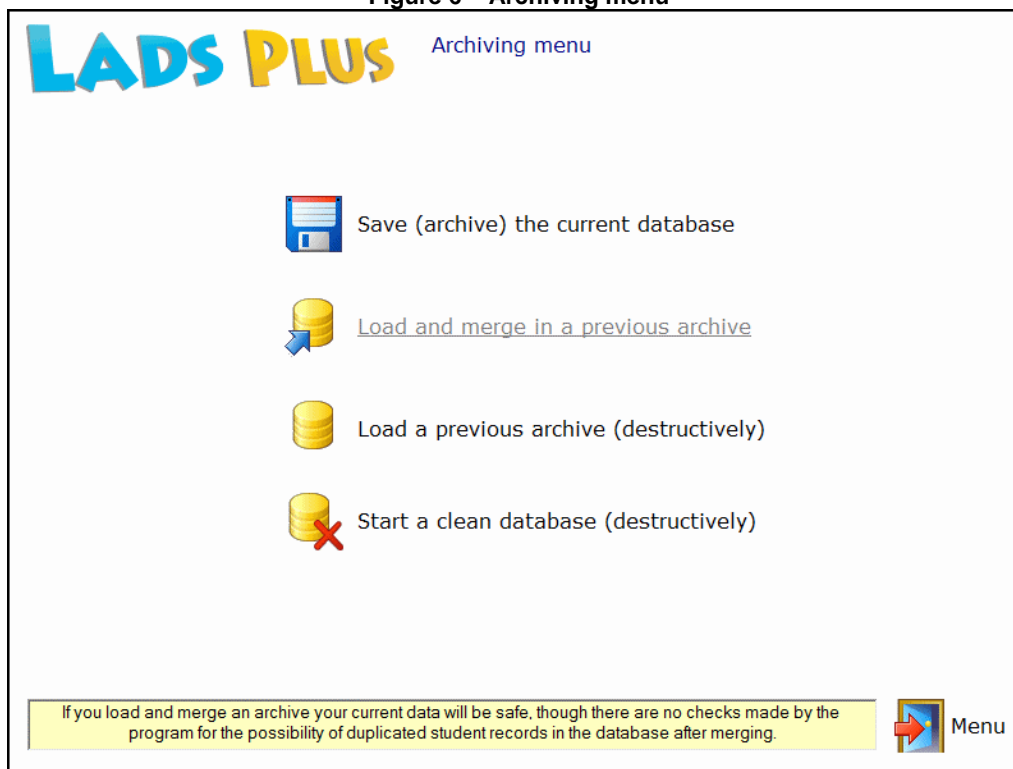
Choose **'Select all'** to select everyone in the database. To select specific individuals click on each name whilst pressing the *Ctrl* key on the keyboard. All individuals who will be erased from the database will be highlighted in blue. Select **'Delete individuals'** when you are sure you have selected the right ones. Select **'Clear all'** to un-highlight everyone.

To delete all individuals in a group, choose the group and then select **'Delete all from Group'**. To delete groups you don't need to highlight all of the names in the list.

Please exercise caution when deleting people from the database as mistakes may be difficult or even impossible to rectify. Always make archives before you delete individuals as you may not be able to arrange to test them again!

Archiving

Figure 6 – Archiving menu



There are four options on this menu page:

1. Save (archive) the current database

This option will allow you to save the entire current database. The archive is saved by default as a text file containing SQL statements which can be used to recreate the database when it is used as an SQL script. The file extension used is .arv. This is not a commonly known file extension but it is useful because it will allow an easier search of hard drives or network drives for *LADS Plus* archives.

2. Load and merge in a previous archive

This option will add the contents of a *LADS Plus* archive (.arv) and merge it with the current database. This operation does not check whether any of the *LADS Plus* user records in the archive are similar or identical to any of those existing in the current database. This means that if, for example, archive contains the results of John Smith and the same John Smith is represented in the current database, there will be two entries for him in the current database after the merge operation has been carried out. In this event the administrator may need to check which of the two entries has the most up to date results and then delete the other using the 'Delete individuals' option on the Administrator menu.

3. Load a previous archive (destructively)

This operation will destroy all records in the current database and then load the archive and recreate the student records from that archive into the database.

4. Start a clean database (destructively)

This deletes all records in the current database, therefore it blanks the database but does not erase the software licence information and serial number which will be stored within it.

Reports


The way in which *LADS Plus* generates its reports and how to print them are topics covered in detail in the separate *LADS Plus Administrator's Manual*.

Scores summary

This facility allows the administrator to view the scores of all individuals who have completed the *LADS Plus* test. The records shown in the spreadsheet table (see figure 7) can be sorted (ordered) by clicking on the grey header bar of each column. In the example shown in figure 8 the table has been sorted by 'Risk'.




It is also possible to view the dates of birth of all registered individuals, the date upon which they undertook the *LADS Plus* assessment and whether all the four test activities have been completed or not. The spreadsheet table can be printed out by clicking on the 'Print' icon button.

Figure 7 – Testing progress screen


Summary of scores for all individuals who have completed the test

User ID	Name	D.O.B.	Scores			Reasoning		Risk	Date
			WR	WC	Mem	NVR	VR		
ANDSAL134FAC	Andrews Sally	13/03/80	8	9	9	2	2	a. High	20/07/09
NONLIL576XMG	Nonabona Lilgrump	01/01/80	8	6	9	2	1	b. Moderate	20/07/09
NOVHAR835UNV	November Harriet	11/11/90	2	9	9	4	1	c. Borderline	17/07/09
LADGUS647SPG	Ladybird Gustav	01/01/80	8	2	1	2	3	c. Borderline	20/07/09
BLOHEN840wWH	Bloggson Henry	15/05/81	2	2	1	4	1	d. Low	20/07/09
CUTCAN518LRE	Cuthbert Candice	04/03/83	2	2	5	4	3	d. Low	20/07/09
SAMGEO409KEK	Samaris George	18/08/84	5	6	5	4	1	d. Low	17/07/09
WOODWEN250YHB	Woodford Wendy	04/04/91	5	6	1	2	1	d. Low	20/07/09
OLSOLI717RRY	Olson Oliver	15/05/91						N/A	0000/00/00
PENPRU851KLW	Pendrive Prunella	09/01/89						N/A	0000/00/00
ROWROW780HRY	Rowe Rowena	12/12/88						N/A	0000/00/00
STOSTE812KAA	Stomdrain Steven	17/09/93						N/A	0000/00/00
TURTON4448FWL	Turmeric Tomasina	30/04/94						N/A	0000/00/00
W&TWIL807TTB	Waterfall William	09/01/92						N/A	0000/00/00
DOBDIL286PKJ	Dobbins Dilly	27/07/91						N/A	0000/00/00
WILFRE262QZR	Williams Fred	01/01/80						N/A	0000/00/00

Individuals who have completed their screening: 8

 Help
 Print
 Menu

Fine tuning

Figure 8 – Fine tuning – editing details or allowing retesting

The screenshot shows the 'LADS PLUS' interface for 'Fine Tuning an individual's personal and assessment details'. At the top, there is a dropdown menu for 'Select individual' with 'Andrews (ANDSAL134FAC)' selected. Below this, the 'Personal details' section contains input fields for 'User ID' (ANDSAL134FAC), 'Surname' (Andrews), 'Forename(s)' (Sally), 'Date of birth' (13 March 1980), and 'Gender' (Female). To the right of these fields are three buttons: 'Edit details', 'Undo changes', and 'Save changes'. Below the personal details is the 'Allow selective retesting' section, which lists five test categories with corresponding colored balls: 'Non-verbal Reasoning' (red), 'Verbal Reasoning' (blue), 'Word Recognition' (red), 'Word Construction' (red), and 'Memory' (red). To the right of these are three buttons: 'Edit details', 'Undo changes', and 'Save changes'. A 'Legend' box on the right shows a blue ball for 'Test not attempted', a red ball for 'Test completed', and a green ball for 'Allow retest'. At the bottom, a yellow warning box states: 'Assessments marked with a red ball can be repeated if necessary, but be aware that a retest will cause the original assessment results in the database to be lost. It is strongly recommended, therefore, that you either print out the original results or archive the database before you retest. Click on the 'Edit details' button and on the red ball to mark it as a green 'Retest' disc.' A 'Menu' button is located in the bottom right corner.

This option on the *Administration and Reports* menu offers two distinct editing facilities:

- To edit an individual's personal information and
- to permit an individual to retake selected tests.

Editing personal details

Figure 8 shows a typical screen where an individual's personal details are shown (top) and the *LADS Plus* tests he has completed are shown in the central panel.

By clicking on the upper '**Edit details**' button a name, date of birth and gender can be altered if any of these fields were originally entered inaccurately.

Permitting selective retesting

The test modules completed by each individual are shown in the central panel (figure 8). Tests completed are shown as red balls. By clicking the '**Edit details**' button the red balls may be changed to the green 'Retest' ones by simply clicking on them. This will allow individuals to retake a test if the administrator has determined that there is a compelling reason to do so. Please note that it is not good practice to retake a test purely because the user felt that he or she could achieve a higher score if the test were retaken. Please consult the *LADS Plus Administrator's Manual* for further advice on retesting.

Warning!

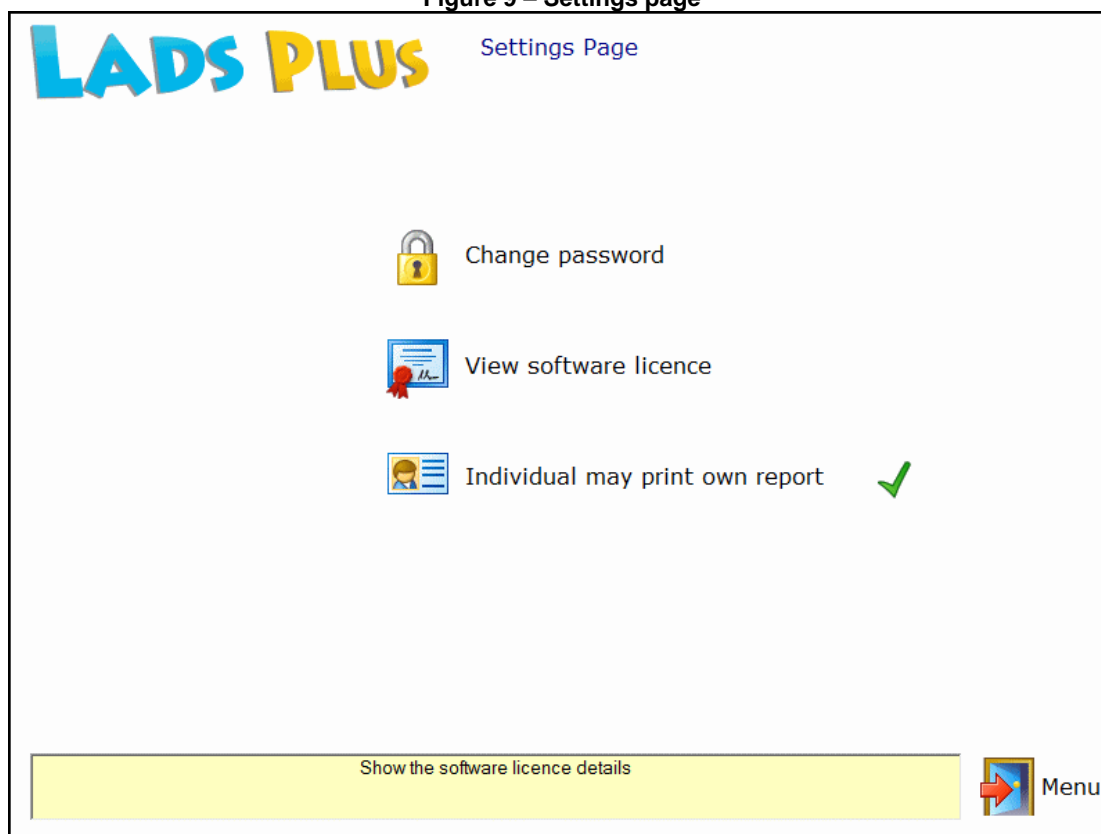
Before retesting it is advisable to print out the individual's report. The original score can then be compared with the score achieved after the retest.

When an individual's details or retest settings have been edited, changes are only submitted to the central database when the appropriate '**Save changes**' button is clicked upon.

The '**Undo changes**' button is available in case fields have been changed erroneously.

Settings

Figure 9 – Settings page



The Settings page has three actions which the administrator can perform:

1. Change the password *

This is the administrator's password which you can change at any time.

2. View the software licence.

This information tells you when the software will stop working. If the software is approaching its renewal date a renewal option will appear on the password panel which you see when you start the administration module.

3. Individual may print own report.

This option will allow each student to print out his/her *LADS Plus* report immediately after completing the test suite. Normally this facility is set to off or disabled, in which case a red cross appears next to the menu item.

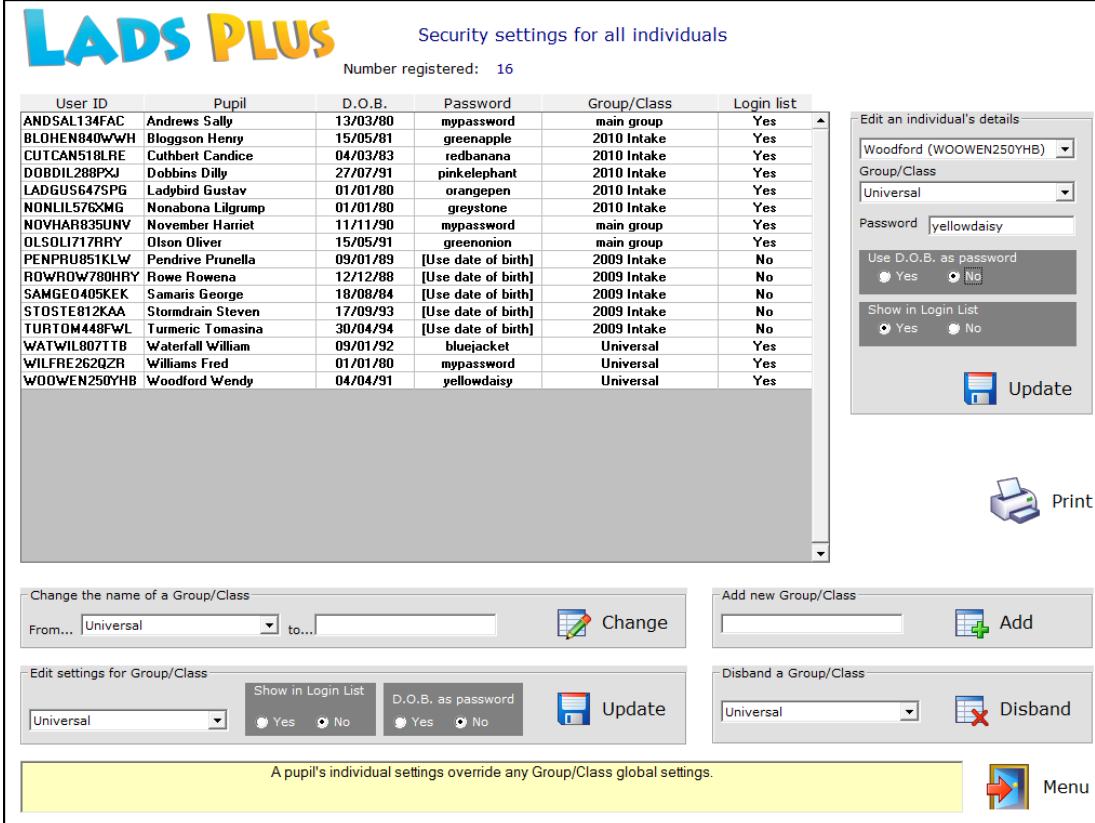
Note: It is up to the administrator to decide whether it is acceptable to allow students to view their own reports without prior counselling from the Disabilities Officer or SENCo.

* The default password is **lucid** (password is case-sensitive, so if the keyboard's *Caps Lock* key is on, the password may be rejected). Please write down your new password before you change it.

Security

All individuals who are pre-registered into *LADS Plus* need security settings such as a password or whether their name will be shown to all users when the *LADS Plus* test is launched. In addition, individuals can be allocated to Groups, which can help with the administration of *LADS Plus* users. See figure 10 to view a typical Security screen.

Figure 10 – Security Menu Screen



LADS PLUS Security settings for all individuals
Number registered: 16

User ID	Pupil	D.O.B.	Password	Group/Class	Login list
ANDSAL134FAC	Andrews Sally	13/03/80	mypassword	main group	Yes
BLOHEN840WVH	Bloggson Henry	15/05/81	greenapple	2010 Intake	Yes
CUTCAN518LRE	Cuthbert Candice	04/03/83	redbanana	2010 Intake	Yes
DOBDIL288FKJ	Dobbins Dilly	27/07/91	pinkelephant	2010 Intake	Yes
LADGUS647SPG	Ladybird Gustav	01/01/80	orangepep	2010 Intake	Yes
NONLIL576XMG	Nonabona Lilgrump	01/01/80	greystone	2010 Intake	Yes
NOVHAR835UNV	November Harriet	11/11/90	mypassword	main group	Yes
OLSOLI717RRY	Olson Oliver	15/05/91	greenonion	main group	Yes
PENPRU851KLW	Pendrive Prunella	09/01/89	[Use date of birth]	2009 Intake	No
ROWROW780HRY	Rowe Rowena	12/12/88	[Use date of birth]	2009 Intake	No
SAMGEO405KEK	Samaris George	18/08/84	[Use date of birth]	2009 Intake	No
STOSTE812KAA	Stormdrain Steven	17/09/93	[Use date of birth]	2009 Intake	No
TURTOTM448FWL	Turmeric Tomasina	30/04/94	[Use date of birth]	2009 Intake	No
WATWIL807TTB	Waterfall William	09/01/92	bluejacket	Universal	Yes
WILFRE262QZR	Williams Fred	01/01/80	mypassword	Universal	Yes
WODWEN250YHB	Woodford Wendy	04/04/91	yellowdaisy	Universal	Yes

Edit an individual's details
Woodford (WODWEN250YHB)
Group/Class: Universal
Password: yellowdaisy
Use D.O.B. as password: Yes No
Show in Login List: Yes No
Update

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

Add new Group/Class
 Add

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

Disband a Group/Class
Universal **Disband**

A pupil's individual settings override any Group/Class global settings. **Menu**

It is useful to be aware of the security settings used in *LADS Plus*, so these are described in the paragraphs which follow.

Groups

Every individual is allocated to a notional group which, by default, is called *Universal*. This group cannot be deleted. All users who are not pre-registered (i.e. those who self-register and then take the test) are automatically allocated to *Universal*.

When importing new individuals using a batch file (see the chapter **Import from file**) you can allocate them to Groups even if those groups have not yet been created within the database. See also *Appendix 1* which explains in detail how to import users into new or existing Groups. If you wish to move users from *Universal* into a new group you can do so easily (see below).

Adding a new group

Simply enter the name of the new group in the appropriately named text box shown in figure 10 and then click the **Add** button.

To place a pupil into the new group look at the panel entitled "*Edit an individual pupil'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 pupil using the second drop-down list. Click on *Update* to effect the change.

Allocating a password

Each pupil may either be allocated a password by the administrator or may use their date of birth as an alternative. It is up to the administrator to choose which of these security modes to use. It is possible to use either mode for different individuals. Again, in the panel entitled "*Edit*"

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an individual pupil's details” look for the text box entitled *Password* and enter the password you want. Then click on *Update*.

Using the date of birth instead of a password

In this case simply click on the ‘radio’ button in the sub-panel entitled “*Use D.O.B. as password*”. Then click on *Update*.

Removing the pupil's name from the list shown on the Test Module

You may not want all individuals in the database to have their names appear in the Login list at the start of the Test Module. In the sub-panel entitled “Show in login list” select either *Yes* or *No* to make this choice.

Can any of the above settings be applied globally?

Yes. You will notice about halfway down 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*” or “*D.O.B. as password*”. Finally click on the adjacent button called *Update*. Note that for security reasons you cannot allocate a group password.

Print

Select the printer icon to print out the grid or spreadsheet which forms the main part of the Security screen.

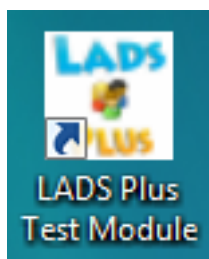
The Tests Module

The *LADS Plus* Test module is represented by the executable called `LADSPlusTv60.exe` which is located in the application folder on the server.

A shortcut to this application folder should be created by the network manager or technician on each workstation; shortcuts on the workstations are not included in the client software's MSI installer.

Once a shortcut has been created an icon similar to the one in figure 11 should be available.

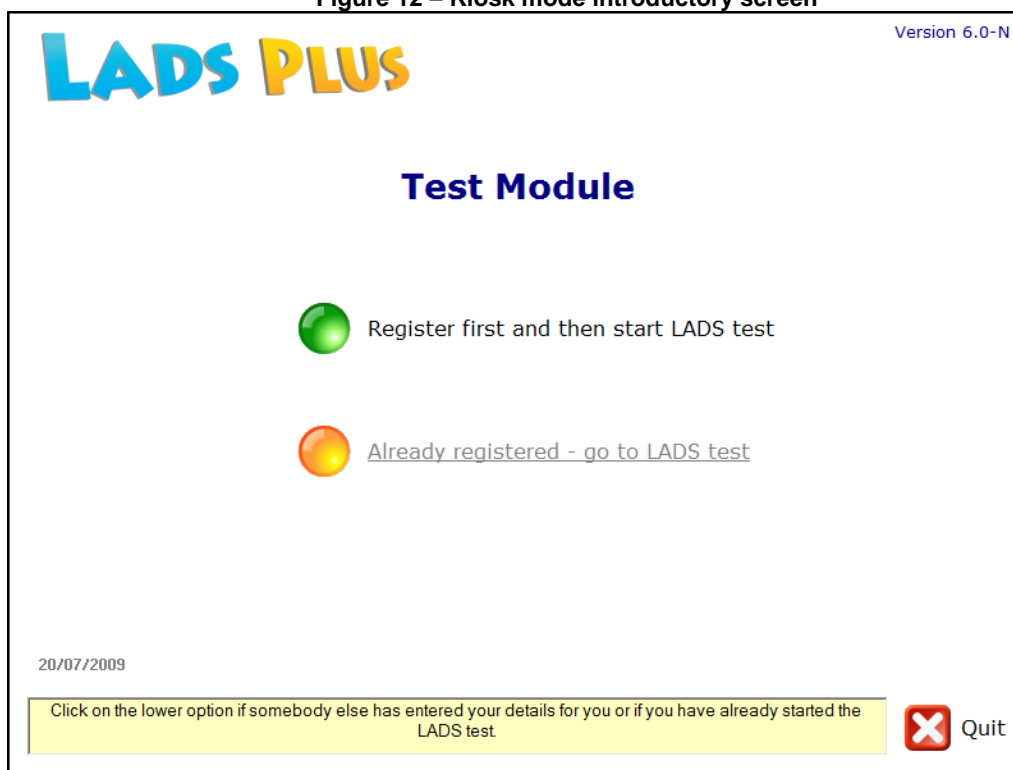
Figure 11 – Desktop Shortcut to the Tests Module



LADS Plus Testing (new user self-registers)

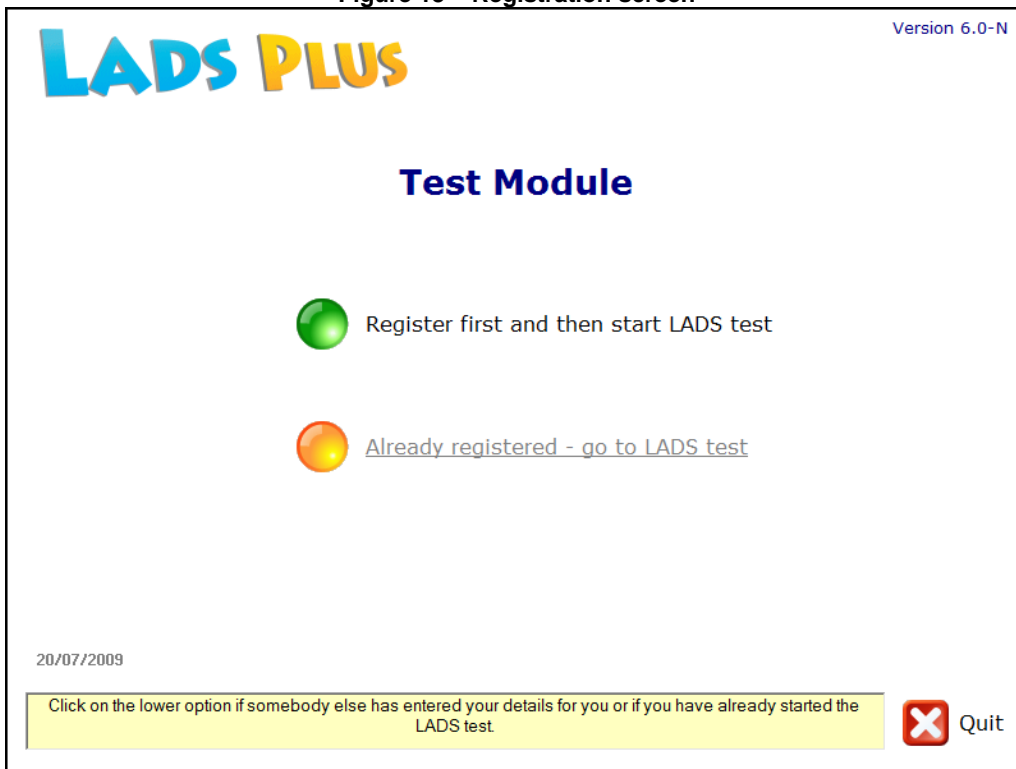
The user will encounter a screen similar to that shown in figure 12. Note that in order to minimise distraction by other programs during assessment, all *LADS Plus* Test screens may be surrounded by an opaque border covering the entire visible desktop.

Figure 12 – Kiosk mode introductory screen



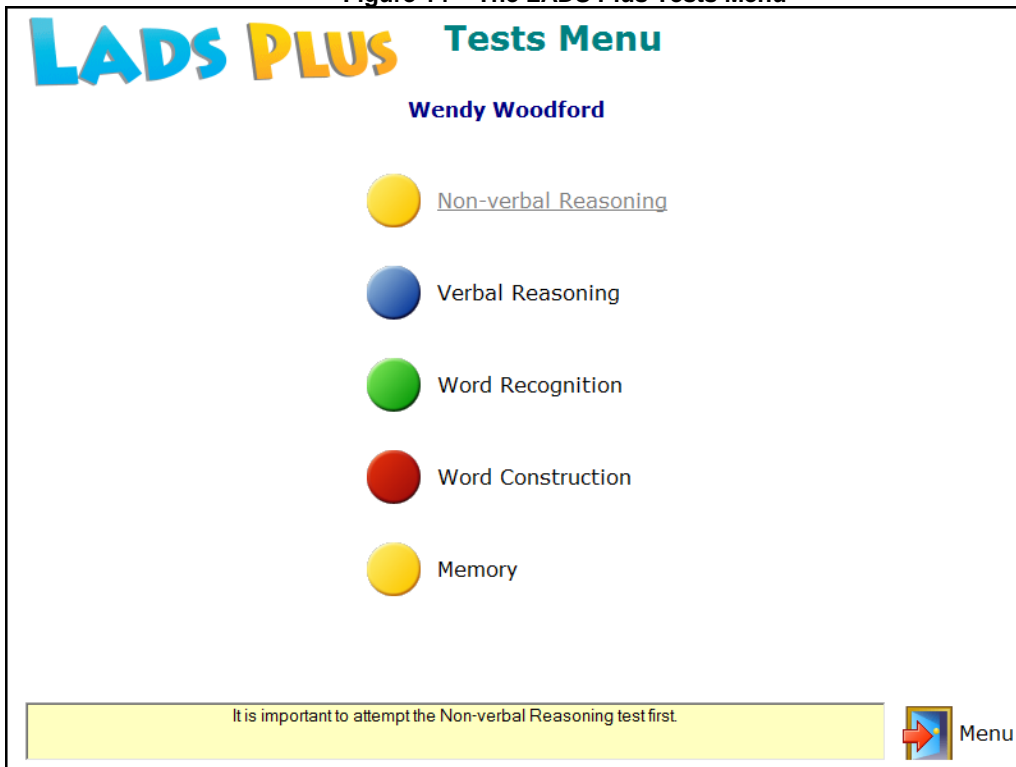
Upon selecting the upper option (*Register first and then start LADS Plus test*), the new user is asked to register personal details on the Registration screen shown below.

Figure 13 – Registration screen



After the personal details have been entered and the **Save** icon has been selected, the new user is taken directly to the Tests Menu (figure 14).

Figure 14 – The LADS Plus Tests Menu



The *Non-verbal Reasoning* test must be done first, followed by *Verbal Reasoning*. Timings within *Word Recognition* and *Word Construction* depend directly on the results of the

Non-verbal Reasoning test.

The three final tests are disabled until both Reasoning tests have been completed.

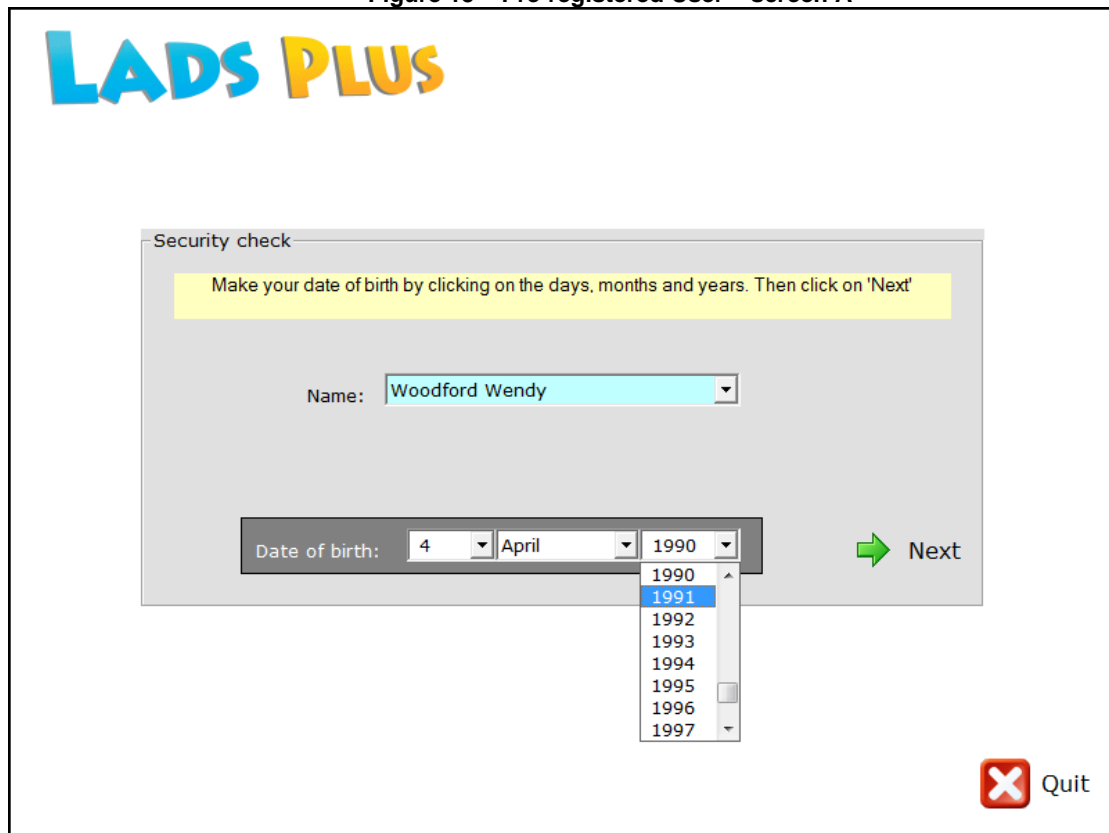
Note that all the *LADS Plus* assessment tasks use digitised speech, therefore it is advisable for all users to wear headphones whilst the tests are being administered. Alternately, it may be satisfactory in quiet testing situations for the user to listen via the computer's speakers.

For details about the individual tests and how to administer them, please see the *LADS Plus Administrator's Manual*, which covers this in detail.

LADS Plus Testing (user has already been registered)

The user will see one of two kinds of screen. A setting on the Security screen determines which users will have their name shown on the Login list. Another setting determines whether the user will use his/her date of birth in lieu of a password; in the case shown in figure 15, this user does.

Figure 15 – Pre-registered User – screen A



After this screen the user will be taken to the Tests Menu (figure 14).

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The user in figure 16 must enter his/her password in order to proceed to the Test Menu screen.

It is up to the administrator to decide whether all users should use a unique password or their own date of birth to gain entry to the Test Menu (figure 14).

Figure 16 – Pre-registered User – screen B

The screenshot shows the LADS PLUS interface. At the top left is the logo "LADS PLUS" in blue and yellow. Below it is a "Security check" dialog box. Inside the dialog box, there is a yellow instruction bar that says "Type your password in the white box. Then click on 'Next'". Below the instruction bar, there is a "Name:" label followed by a dropdown menu showing "Williams Fred". Below the name field, there is a "Password:" label followed by a text box containing asterisks. To the right of the password field is a green arrow button labeled "Next". At the bottom right of the screen, there is a red square button with a white "X" and the word "Quit" next to it.

For more details about the assessment modules, see the *LADS Plus Administrator's Manual*.

Appendix

Importing new users – the file format

Users imported into *LADS Plus For Networks* can be added in a comma-separated simple text which may be a typical .CSV file coming from Microsoft ® Excel or a home-made text file which you can create by cutting and pasting into Wordpad or Notepad as a .TXT. Up to six fields are required for each new user, as below.

Surname
Forenames
Sex
Date of birth
Password
Group

Fields should be separated by a comma – so there should be **5 commas on each line**.

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

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

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

Names do not have to be in alphabetical order as they are sorted within the software.

Shown below is the sample file "Lads_import_example.txt" which can be found in the Application Folder\Archives

```
Andrews,Sally,F,13/03/80,mypassword,main group
Bloggson,Henry,M,15/05/81,,mygroup
Cheshire,Charles,M,09/01/89,,
Drindle,Gill,F,12/12/88,,
```

Notes:

Sally Andrews will be allocated the password '*mypassword*' and will be placed into a group called '*main group*'. If this group does not exist within the LADS Plus database it will be created automatically when the import file is actually processed within the software.

Henry Bloggson will not be given a password, but note that the comma must still be kept in his text line.

The other two individuals have not been allocated a password or a group, therefore their default security settings will be "Use date of birth as password" and group will be the default group called "Universal".

Again, note that you must keep the two commas at the end of the text lines to avoid errors during the importation of the file.

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