

# LASS 11-15

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Lucid Assessment System for Schools

June 2009

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## LASS (Secondary) Software Guide

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See also the [LASS Secondary Teacher's Manual](#)

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## Introduction

### Minimum computer requirements

**LASS 11-15** (also known as **LASS Secondary**) can be installed on a Personal Computer system with the following minimum specifications to run successfully.

- ◆ Pentium Processor running at 300MHz with 64 Mb RAM
- ◆ CD Rom and Sound Card
- ◆ Graphics resolution of 800x600 and 16 bit colour
- ◆ 135 Mb of hard disc space
- ◆ Microsoft Windows Version 2000 / ME / XP
- ◆ Printer (optional but recommended)

If the software is to be installed upon a computer which is part of a network, the Network Manager should ensure that Users have the requisite access privileges to use **LASS 11-15**. However, to conform to Windows ® XP and Vista ® protocols, **LASS 11-15** only writes to database files on the local C:\ drive within these two folders:

`C:\Documents and Settings\All Users\Application Data\Lucid Research\LASS Secondary\5.06`

`C:\Documents and Settings\All Users\Application Data\Lucid Research\LASS Secondary\5.06\Archives`

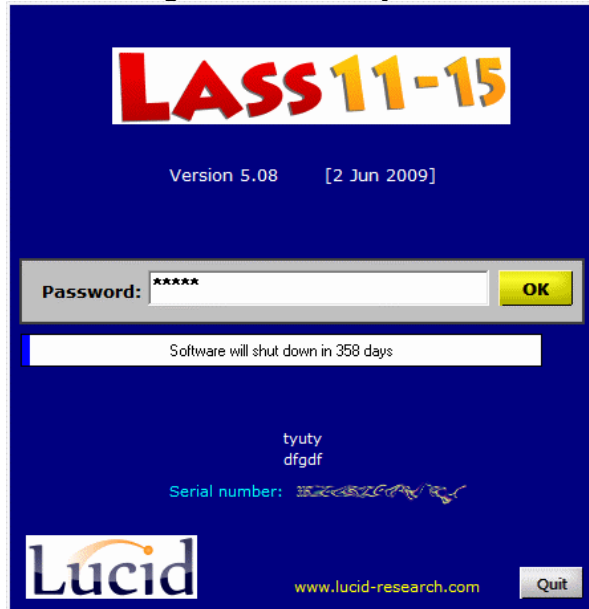
These folder paths should already have Read and Write Access for all users without intervention from ITC support.

An automatic backup of the current database is made every time the user exits from LASS. This is called **MostRecentAutoBackup.mdb** and is saved to the Archives folder in LASS Secondary. We recommend that the 'Archiving' option in LASS Junior is used regularly so that the chance of loss of students' data is avoided. Archive files should be stored away from the local computer if possible.

## The Start-up Menu

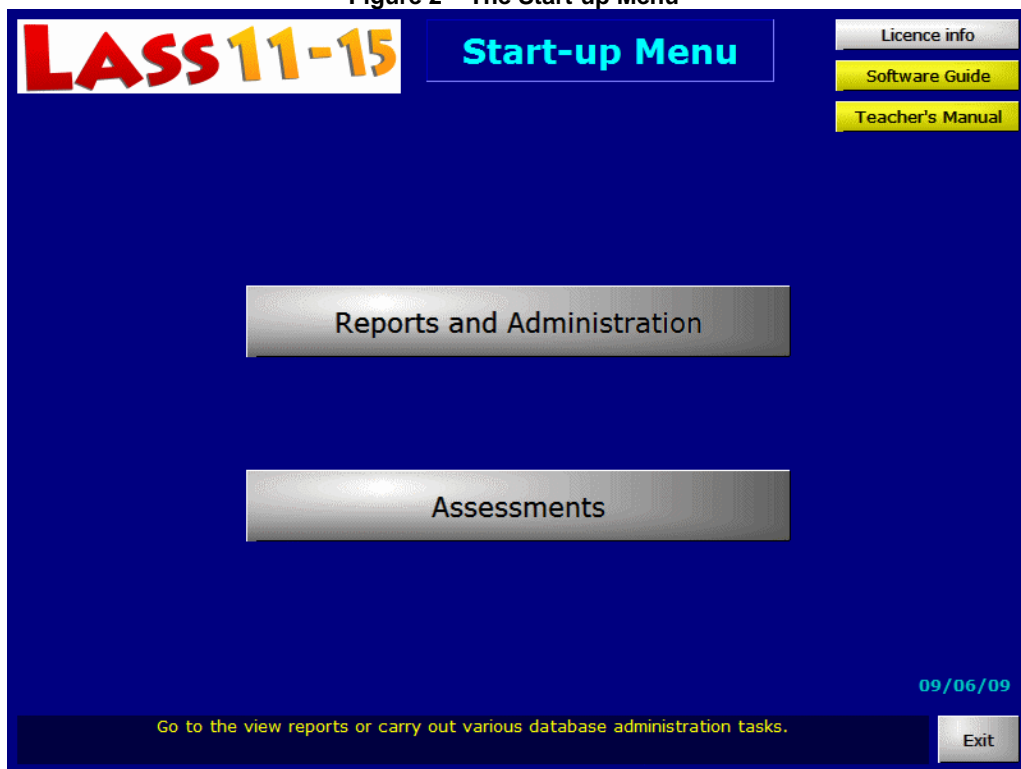
When you launch LASS from its desktop icon or from the programs menu, you'll see the entry panel (figure 1). A password should be entered here. The default password is **lucid**. To find out about changing this password [click here](#).

Figure 1 – LASS Entry Panel



After the Security panel the Start-up Menu appears. There are two main options, *Reports and Administration* and *Assessments*.

Figure 2 – The Start-up Menu



# Reports and Administration

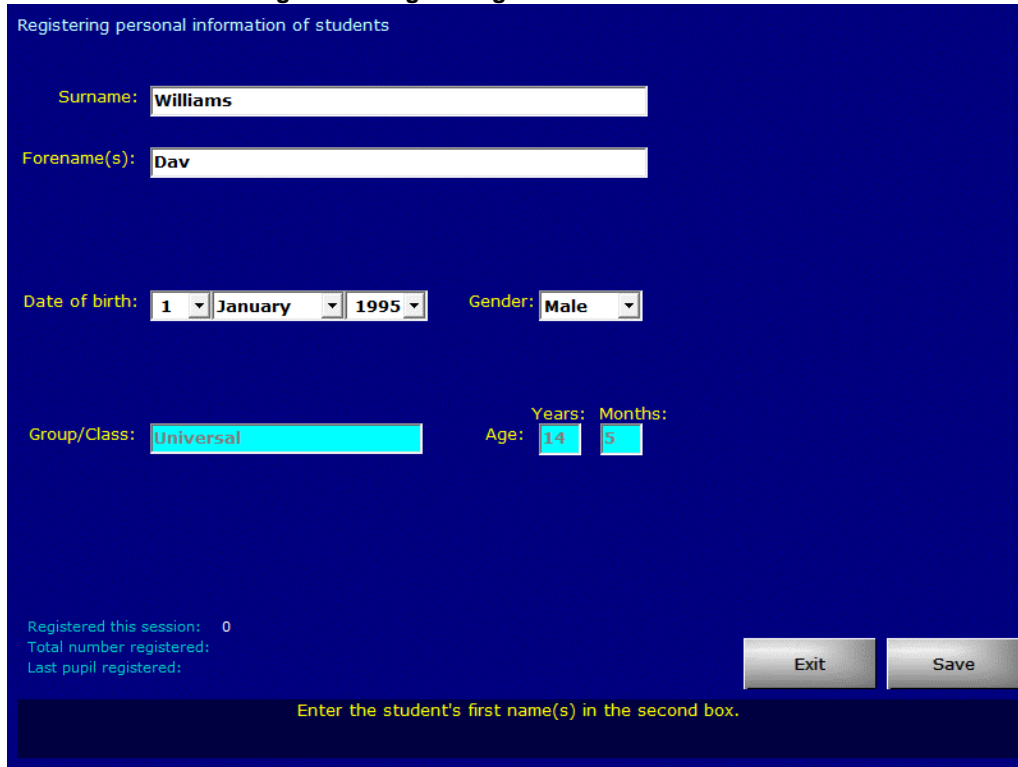
Figure 3 – The Reports and Administration menu



## Register individuals

All students who are to be assessed in the future should be pre-registered so that their details are stored in the current database.

Figure 4 – Registering a new individual in the database



Registering personal information of students

Surname: Williams

Forename(s): Dav

Date of birth: 1 January 1995 Gender: Male

Group/Class: Universal Age: 14 Years: 14 Months: 5

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

Exit Save

Enter the student's first name(s) in the second box.

In figure 4 the administrator needs to know the new user's name, date of birth and gender. The Group or class field is not editable on this screen but can be modified on the Security Menu ([see this link](#)). The age is calculated automatically by the program after the data of birth has been entered.

Students can be registered individually as in figure 4 or in cohorts or groups using a specially created text file. This batch import procedure is described in detail in the 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 the appendix at the end of this guide.

Figure 5 – importing new students into LASS

Import a fixed format comma-separated file containing people's details into LASS Secondary

	Surname	Forename(s)	Gender	Date of Birth	User ID
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Preview allows you to do a dry run and see whether the import file is exactly in the right format to import. If not, importing the file may place the wrong data into the database fields.

To import a cohort of new students into LASS Secondary, choose **Preview file** to use the file browser to locate the text file containing their details. An example file called `secondary_import.txt` can be found in the *Archives* folder of the application path (see page 3 of this guide). Upon selecting the file the spreadsheet shown on the import screen will be filled out with the contents of this file (see figure 6).

Note in the example that a unique *User ID* is created automatically by the software for each imported pupil. This ID can be used for identification of pupils but is actually designed for use by the software to identify records for each pupil. If the preview shows up errors in the formatting of the text file (e.g. if there are blanks in columns or items in the wrong column) it is important NOT to proceed with importing the new users, as this may cause corruption of the LASS database. 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 the students please go directly to the *Security* menu to set up passwords and other settings for each new student.

Figure 6 – previewing information about new users to be imported

Import a fixed format comma-separated file containing people's details into LASS Secondary

	Surname	Forename(s)	Gender	Date of Birth	User ID
1	Argos	Ann	F	12/09/92	(will be created)
2	Bering	Bobby	M	30/05/92	(will be created)
3	Charles	Cheryl	F	11/02/93	(will be created)
4	Danson	Daniel	M	20/06/92	(will be created)
5	Ericsson	Edwina	F	09/03/93	(will be created)
6	Forlan	Frederic	M	12/09/91	(will be created)
7	Grimshaw	Gregory	M	25/07/93	(will be created)
8	Hart	Helena	F	17/12/92	(will be created)
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Preview file

Import individuals

Print out

Preview allows you to do a dry run and see whether the import file is exactly in the right format to import. If not, importing the file may place the wrong data into the database fields.

Back

## Delete individuals

From time to time it may be desirable to remove 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 7.

### Deleting all students in a group

Use *Batch deletion* to remove entire groups of individuals, as shown in the white list on the left of the screen. Select **Delete from Group** to delete all individuals in that group.

### Deleting individuals

Individuals 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 the highlighted individuals. ***Please exercise extreme caution when deleting people from the database as mistakes may be difficult or even impossible to rectify.***

Figure 7 – Deleting users from the current database

The screenshot displays the LASS software interface for deleting users. On the left, a table lists individuals registered with their names and user codes. The 'Ericsson Edvina' row is highlighted in blue. To the right, there are two main panels: 'Selection' and 'Batch deletion'. The 'Selection' panel contains three buttons: 'All', 'Clear', and 'Delete individuals'. The 'Batch deletion' panel includes a dropdown menu labeled 'Choose a Group below:' with 'ALL GROUPS' selected, and a text field showing 'Number of pupils in the Group(s) above:' with the value '8'. Below this is a 'Delete all from Group' button. At the bottom left, it says 'Total number registered: 8'. At the bottom center, a yellow bar contains the text 'Press Ctrl key and click on more names to add to the deletion list'. At the bottom right, there is a 'Back' button.

Individuals registered		(user code)
Argos	Ann	(ARGANN177IJJF)
Bering	Bobby	(BERBOE130UWQ)
Charles	Cheryl	(CHACHE663POF)
Danson	Daniel	(DANDAN463HPM)
Ericsson	Edvina	(ERIEDW615LOY)
Forlan	Frederic	(FORFRE131PPO)
Grimshaw	Gregory	(GRIGRE748MDA)
Hart	Helena	(HARHEL130YCJ)

LASS - deleting pupils and their results from the database.

Selection

All

Clear

Delete individuals

Batch deletion

Choose a Group below:

ALL GROUPS

Number of pupils in the Group(s) above:

8

Delete all from Group

Total number registered: 8

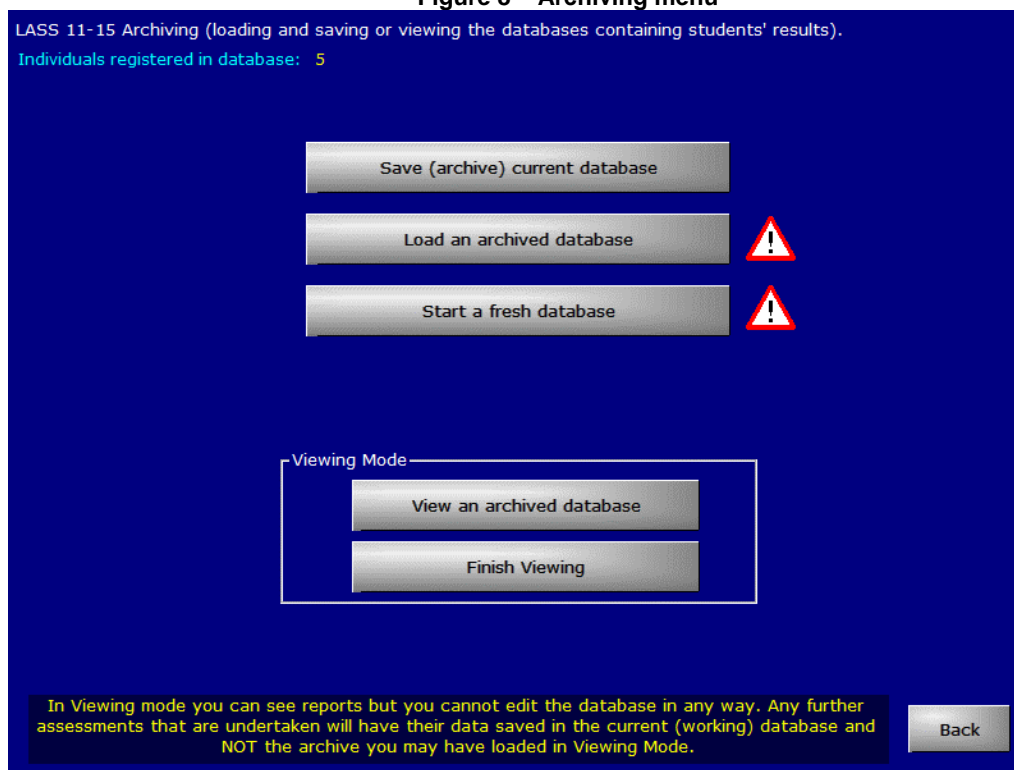
Press Ctrl key and click on more names to add to the deletion list

Back

### Archiving

This facility allows the administrator to save or load databases (archives) or to view archives without interfering with the current active database. The archiving menu is shown in figure 8.

Figure 8 – Archiving menu



#### Save (archive) database

All details of individuals and their results are stored in a dedicated folder within the Microsoft recommended `\\All Users\ApplicationData\` area ([see this link](#)).

The database is an Access © 2000 file with the file name `LASS05Data.mdb`.

This file is known as the current (working) database. It is good practice to make regular backups of this database in case the current copy ever becomes corrupted. It may also be useful to archive databases which contain particular groups of pupils. Archives are given a special filename by LASS which incorporates the date and time the archive was created (example `LASS05_201109_1207.mdb`). The filename can of course be changed by the user before the database is saved. Archives can be saved to any accessible drive, which could include hard drives, memory sticks, network drives or floppy disks.

#### Load an archived database

This process will restore an archive, which will then overwrite the current (working) database. This option should be used with care as there is the danger of erasing recent additions to the current database which may not have been saved. If it is desired that an archive be loaded purely to look at reports, then it is recommended that the archive be loaded in **Viewing Mode** (see later for details).

#### Start a fresh database

Rather than deleting all individuals from the current database it is possible to load a blank database. Again, care should be taken not to cause the loss of precious data contained within the working database by choosing this option without due care.

#### 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 data, which could otherwise be catastrophic. After an archive has been loaded in Viewing Mode, the actual data in that archive can be viewed but not changed in any way.

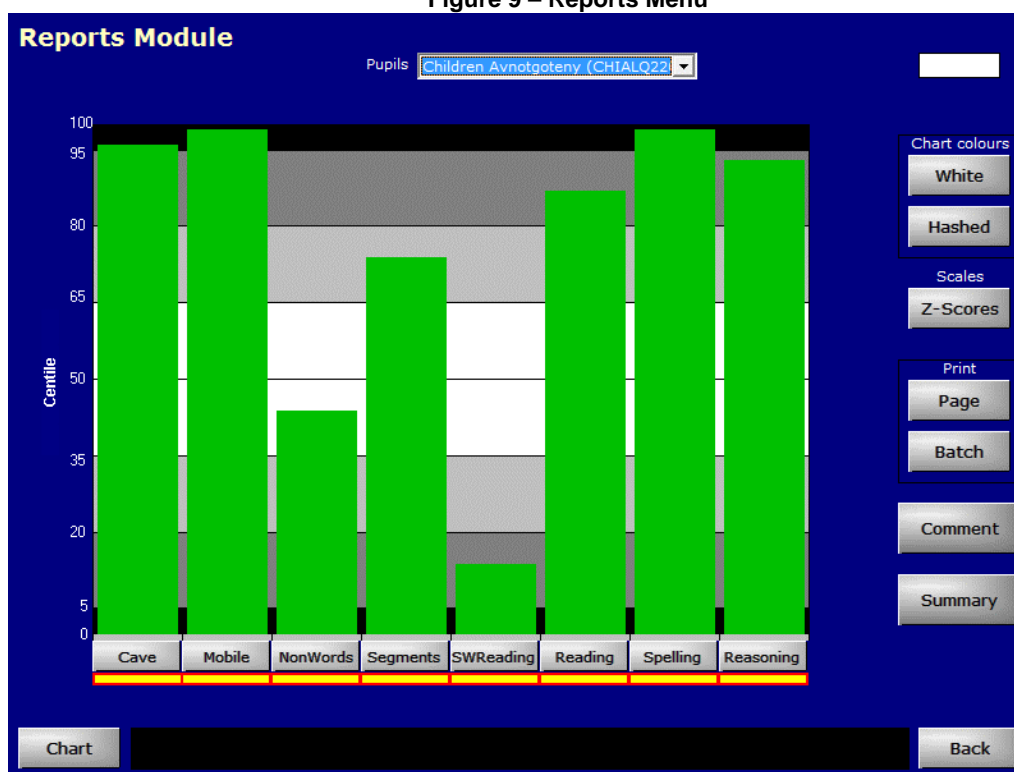
### **Finish Viewing**

This unlinks LASS 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. You will notice in figure 3 that the *Mode of use* is **Normal**, which means the current (working) database is active. When an archive is simply being viewed the *Mode of use* changes to **Viewing**, and any administration options which could otherwise modify the archive are disabled.

## 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 9 – Reports Menu



The Reports Generator (figure 9) is based upon that described in detail in the *LASS Secondary Teacher's Manual*. Please read the appropriate chapter of this manual for fuller details of the facilities provided in Reports.

The Reports screen is dominated by the graphical profile with its green bars as seen above.

### Chart colours

These buttons change the way the graphical profile is shown. The horizontal bands can be shown as greys or plain white. The green bars can be shown solid or hashed.

### Scales

You can show the profile in Centiles or as Standard Deviation Units (Z Scores).

### Print

There are various printout formats available. If the graphical profile is being displayed then clicking the *Page* button will bring up the *Print Preview page* (figure 10). If the *Batch* button is selected instead, a variation of the *Print Preview page* is displayed (figure 10) which can show up to 8 miniature graphical profiles per page and on multiple pages. This feature allows the swift scrutiny of the graphical profiles of large cohorts of students.

### Comment

The Administrator or SENCO can type in a 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. Up to 1800 characters are reserved for the comment within up to 18 lines of text.

### Summary

The Summary data table shows details of raw scores, timings, dates and ages of test and other useful information at a glance. This table can also be included in the report shown on the *Print Preview page* as shown in figure 10.

Figure 10 – Print Preview page

The screenshot shows the 'Individual LASS Summary Table and Graphical Profile' for student Hart Helena. The interface includes a table of scores, a bar chart, and a comments section. On the right, there are controls for zooming, preferences, and printing.

Module	Score	Centre	ZScore	ZScore difference	Discrepancy	Test date	Test age	Age/eqiv. range
Count	10	2	-0.004	0.22	< 0.2 (0.007)	04/06/04	11.3.0.0	< 10.00
Reading	51	59	0.006	0.00	< 0.2 (0.002)	04/06/04	11.3.0.0	50.00 - 50.17
Non-Verbal	51	59	-0.002	0.40	< 0.2 (0.017)	04/06/04	11.3.0.0	50.00 - 50.20
Spelling	51	59	-0.002	0.17	< 0.2 (0.007)	04/06/04	11.3.0.0	< 50.00
Spelling	55/56	55	-0.002	1.50	< 0.2 (0.017)	04/06/04	11.3.0.0	< 50.00
Spelling	60/62	56	0.00	0.00	< 0.2 (0.017)	04/06/04	11.3.0.0	< 50.00
Reasoning	64/67	66	-1.175	0.00	< 0.2 (0.017)	04/06/04	11.3.0.0	< 50.00

Profile should be interpreted in accordance with the manual.

Assessor's comments:

Print, Clipboard, Back, Zoom % (40), Preferences (Summary, Profile, Legend, Comments), Add or remove the comments box which can be completed by the assessor after printing out the form.

The *Print Preview page* can be enlarged with the Zoom facility. In addition, four tick boxes can be checked to show (or hide) various parts of the report, namely the Summary Table, graphical profile, key to assessments and the comments box. The report can also be copied into the Windows clipboard and then pasted into any suitable word processor or other application.

Figure 11 – Batch Print Preview page

The screenshot shows the 'Batch Print Preview' page with four individual graphical profiles for different students. The interface includes a list of students, a 'Batch list' section, and various options for background and bars.

Preview: Zoom % (40)

Background:  Grey,  White

Bars:  Solid,  Hatched

ALL students are currently listed.

Batch list: Danson Daniel, Forlan Fredric, Grimshaw Gregory, Hart Helena

Selection: ,

Groups: Universal (4)

You can choose to have solid or hatched bars within the individual profiles.

Print, Back

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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 11). Then click on *Create batch* to complete the process. If there is more than one Group you can add the members of a Group to the Batch list by selecting the group and clicking upon *Add to batch*. If the batch report has more than one page you can view individual pages by clicking on the page number which will appear in the lemon coloured box near the top of the *Batch Print Preview* screen.

In the example shown there are only 4 students on a single page of reports.

If you wish to change the appearance of the small graphical profiles on the page the *Background* and *Bars* panels have options which can be clicked on or off to alter the appearance of the profiles.

Note that even if you have hundreds of individuals registered in the database, only those who have actually completed assessments will be shown in the Reports generator.

### Testing progress

This facility allows the administrator to see who has partially or totally completed their assessment tasks. Each student's date of birth is also shown on this page (see figure 12). There is a facility to print all the information shown in the table.

**Figure 12 – Testing progress screen**

LASS Secondary - Assessments completed so far.										
User ID	Names	DOB/passwor	Cave	Mobile	NonW's	Seam'ts	SWR	Read'q	Spell'q	Reas'ng
ARGANN177IDF	Argos Ann	12/09/92	-	-	-	-	-	-	-	-
BERBOB130UWQ	Bering Bobby	30/05/92	-	-	-	-	-	-	-	-
CHACHE663POF	Charles Cheryl	11/02/93	Yes	Yes	Yes	Yes	-	Yes	Yes	Yes
DANDAN463HPM	Danson Daniel	20/06/92	-	-	-	-	-	-	-	-
ERIEDW615LQY	Ericsson Edwina	09/03/93	Yes	Yes	Yes	Yes	-	-	-	Yes
FORFRE131PPO	Forlan Frederic	12/09/91	-	-	-	-	-	-	-	-
GRIGRE748NDA	Grimshaw Gregory	25/07/93	-	-	-	-	-	-	-	-
HARHEL130YCI	Hart Helena	17/12/92	-	-	-	-	-	-	-	-

Individuals registered: 8

Print Back

## Security Menu

After new students have been registered within *LASS Secondary* (either individually or by way of an import file) it is important to set up security details for each student. This can be done on the Security Menu (figure 13).

Figure 13 – Setting passwords and other parameters in the Security Menu

User ID	Student	Password	Group/Class	Login list	Cartoons
ARGANN177JF	Argos Ann	oranges	Universal	No	No
BERB0B130UWQ	Bering Bobby	bananas	Universal	Yes	No
CHACHE663POF	Charles Cheryl	kiwis	Universal	Yes	No
DANDAN463HPM	Danson Daniel	kiwis	Universal	Yes	Yes
ERIEDW615LQY	Ericsson Edwina	oranges	Universal	Yes	No
FORFRE131PPD	Forlan Frederic	grapefruits	Universal	Yes	No
GRIGRE748NDA	Grimshaw Gregory	bananas	Universal	Yes	No
HARHEL130YCJ	Hart Helena	oranges	Universal	Yes	No

First of all it is important to be aware of the security settings used in LASS Secondary, so these will be described in the paragraphs which follow.

### Groups

Every student is allocated to a notional group which, by default, is called *Universal*. This group cannot be deleted, but if you don't want to allocate students to new groups then by all means leave the students in the *Universal* group to which they are initially placed. 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*.

### Adding a new group

Simply enter the name of the new group in the appropriately named text box shown in figure 7 and then click on the **Add** button.

To place a student 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 student using the second drop-down list.

### Allocating a password to each student

Each student 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 an individual pupil's details"* look for the text box entitled *Password* and enter the password you want. Then click on the nearby button called *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 student's name from the list shown on the Test Module

You may not want all of the students registered in LASS Secondary 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.

### Show cartoons

Short (about a minute long) animated cartoons are provided with LASS Secondary and, if selected by the Administrator, are shown before and after each assessment module. The ‘*Show cartoons*’ option can be implemented both globally and individually.

### 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 an entire 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 group in login list*”, “*D.O.B. as password*” or “*Show cartoons*”. Finally click on the adjacent button called *Update for ALL*.

Note that for security reasons you cannot allocate a group password.

### Change the LASS administrator's password

The default password to access *Reports and Administration* is: **lucid**  
(the password is case-sensitive).

You can change the password at any time using the *Password* option on the Security Menu (figure 13). Please remember to write down your new password **before** you make the change.

Finally, there are facilities to change the name of a group or to disband a group. The latter option will not delete any students but merely remove them from that group. They should then be allocated to a different group or left in the default group called *Universal*.

### Print

This option will print out all the information in the spreadsheet in the upper part of the screen.

## Fine Tuning

The final option on the *Reports and Administration* menu offers two distinct editing facilities: (a) To edit student's personal information and (b) to permit a student to retake selected assessments.

Figure 14 shows a typical screen where one student's details are shown (top) and the LASS assessments or tests he has completed are shown in the central panel.

Figure 14 – Fine Tuning screen

The screenshot displays the 'Fine Tuning' interface for a student named Orwell (ORWGRE508SCK). The interface is divided into three main sections:

- Personal details:** This section contains input fields for 'User ID' (ORWGRE508SCK), 'Surname' (Orwell), and 'Forename(s)' (Gregory). It also includes a date of birth selector (20 June 1991), an age selector (13 Y, 2 M), and a gender dropdown (Male). Buttons for 'Edit details', 'Undo changes', and 'Save changes' are present.
- Allow selective retesting:** This section lists eight assessment modules: Haunted Cave, Mobile Phone, Non-words, Segments, Single Word Reading, Sentence Reading, Spelling, and Reasoning. Each module has a red disc icon, indicating it has been completed. Buttons for 'Edit details', 'Undo changes', and 'Save changes' are provided.
- Legend:** This section defines the icons: a blue circle for 'Test not attempted', a red circle for 'Test completed', and a green circle with an 'R' for 'Allow retest'.

A warning message at the bottom states: 'Assessments marked with a red disc 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 disc to mark it as a green 'Repeat' disc.' A 'Back' button is also visible.

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 some months to 12 years some months) then 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 are applied by the Reports module to the student's results.

The assessment modules completed by each student are shown in the central panel (see figure 13). 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.

### Warning!

Before retesting it is vital that any reports or raw scores achieved by the student are printed out onto hard copy, because marking a test for retesting will result in the effective loss of the previous results for that test in anticipation of the test being retaken.

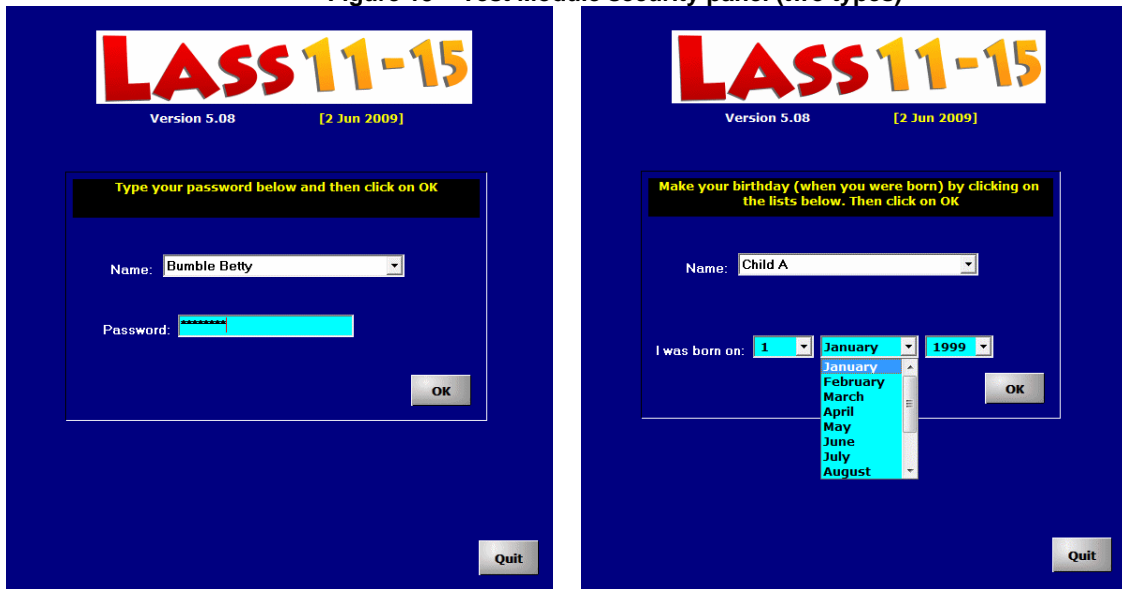
When either student details or retests have been edited, changes are only submitted to the central database when the appropriate '**Save changes**' button is clicked upon. The '**Undo changes**' button is available in case fields are changed in error.

## The Test Module

### The security panel

Upon selecting **Assessments** from the Start-up menu the user will see one of two screens, depending upon how the Administrator had set up the security options. If the password option was set, a screen similar to that shown in figure 15 (left) is seen. If the option to use the student's date of birth instead of a password has been set by the Administrator then a screen similar to the one in figure 15 (right) is displayed.

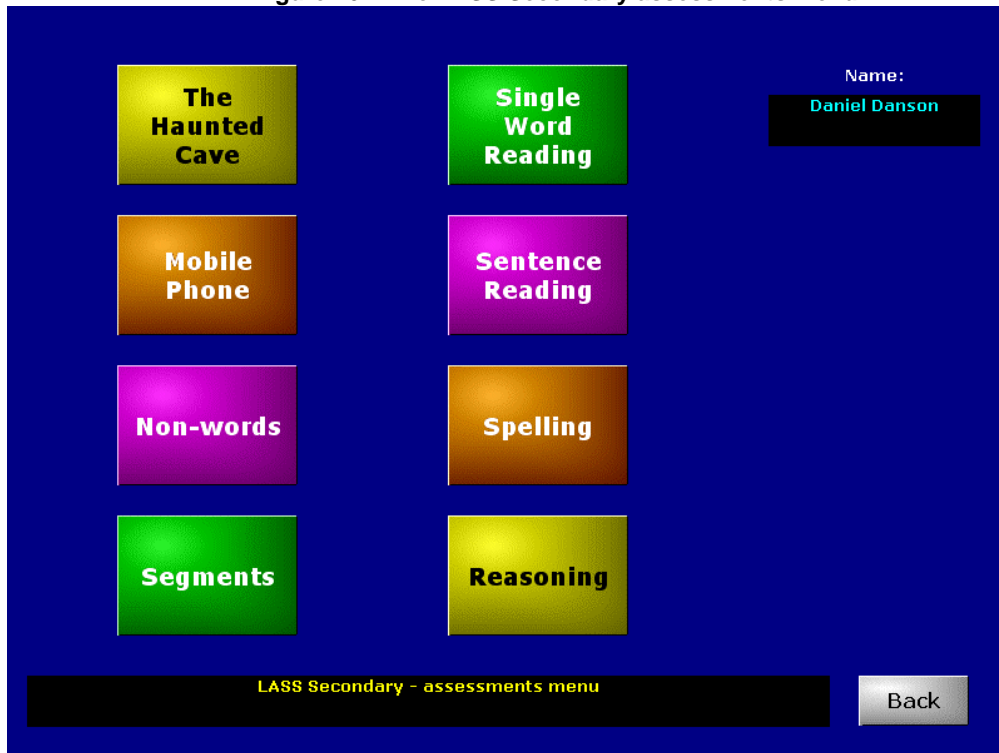
Figure 15 – Test Module security panel (two types)



Having entered the correct password or date of birth the student is presented with the assessments menu (figure 16).

## The Assessments menu

Figure 16 – The LASS Secondary assessments menu



The student selects one of the test modules using the coloured buttons (figure 16), completes the assessment and is then returned once more to the menu. After completing the assessment a red tick will appear next to the coloured button, which itself will be faded out and disabled. It is up to the supervisor to inform students which modules of the assessment suite they should attempt. Upon clicking on the *Back* button the user will be taken back to the security panel, at which point someone else may wish to come in and do assessments.

To read more about how assessments should be administered and details about the individual assessment modules, please read Chapter 2 of the *LASS Secondary Teacher's Manual*, as such detail is beyond the scope of this guide.

## Appendix

### Importing new users – the file format

Below is shown the contents of a small import file called *secondary\_import.txt* in the format suitable for importation into *LASS Secondary*. This example is found in the *Archives* folder ([see this link](#)):

```
Argos,Ann,F,12/09/92
Bering,Bobby,M,30/05/92
Charles,Cheryl,F,11/02/93
Danson,Daniel,M,20/06/92
Ericsson,Edwina,F,09/03/93
Forlan,Frederic,M,12/09/91
Grimshaw,Gregory,M,25/07/93
Hart,Helena,F,17/12/92
```

There are 4 fields which should be entered for each student as follows:

**Surname, Forenames, Sex, date of birth**

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

Fields should be separated by a comma.

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.

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