



August 2011

Software Guide

Version 5.1 series

Lucid Research Limited

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

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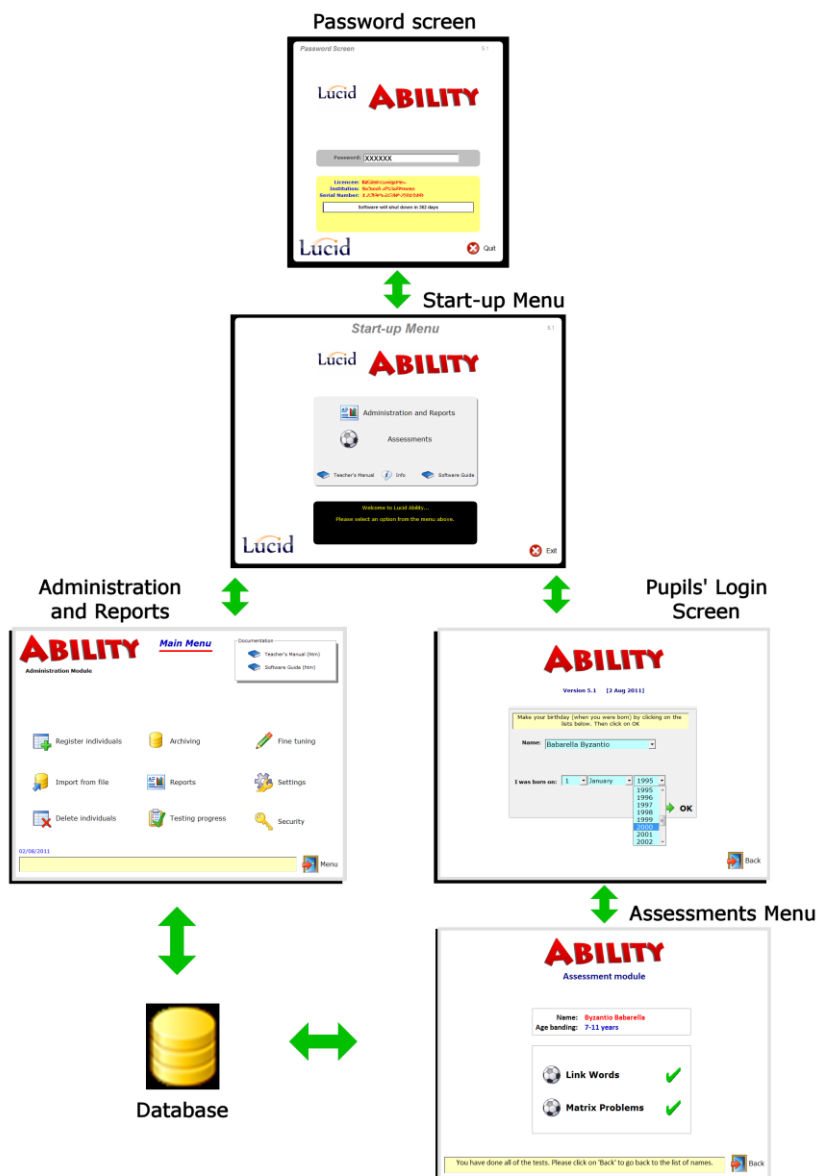
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Introduction to the software

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 Ability software structure flowchart



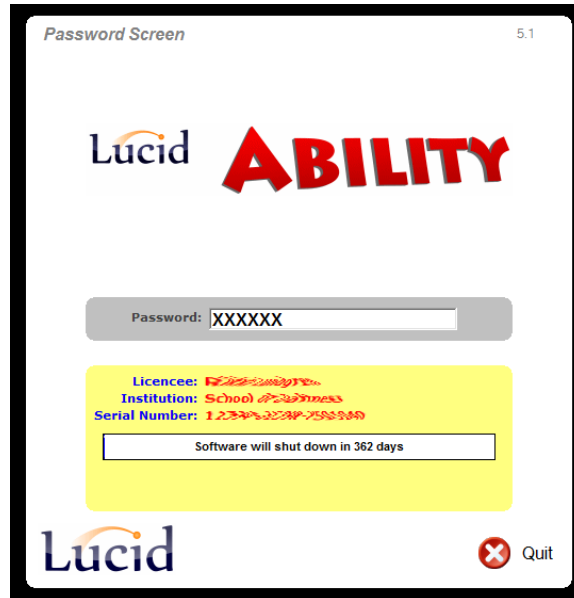
The four main components of Lucid Ability are the Start-up Menu, Administration and Reports, the Assessments (Tests) module and the database. Refer to figure 1 above to see how the components are linked to each other.

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

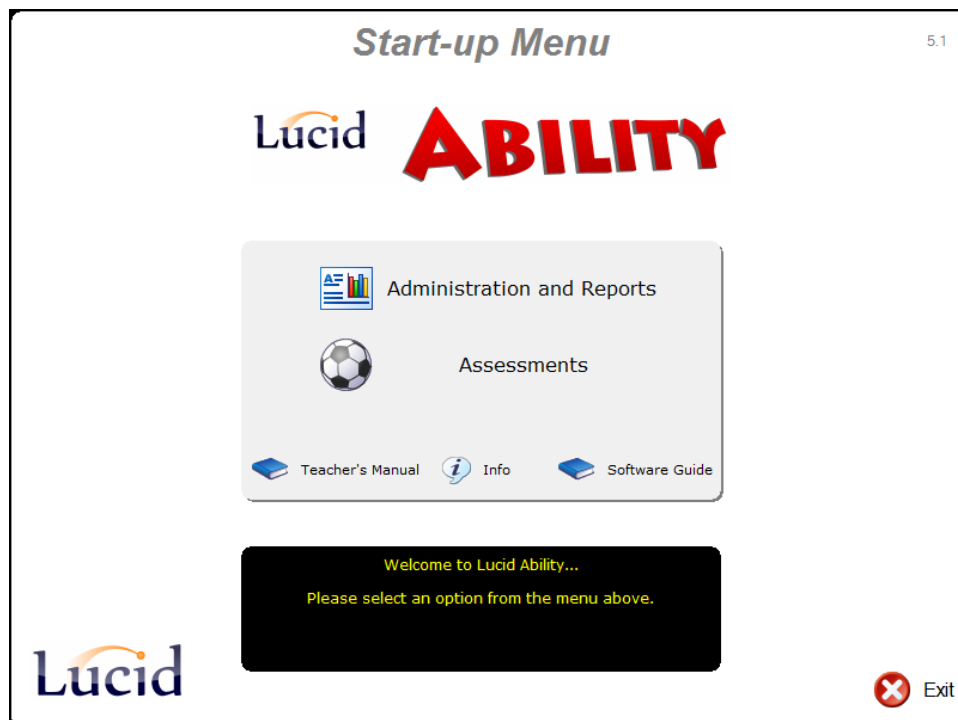
When you launch Lucid Ability v5.1 from its desktop icon or from the Programs menu, the *Password Screen* will appear (figure 2). Your password should be entered; the default password is **lucid** – to find out how to change this password [click here](#).

Figure 2 – Lucid Ability Password Screen



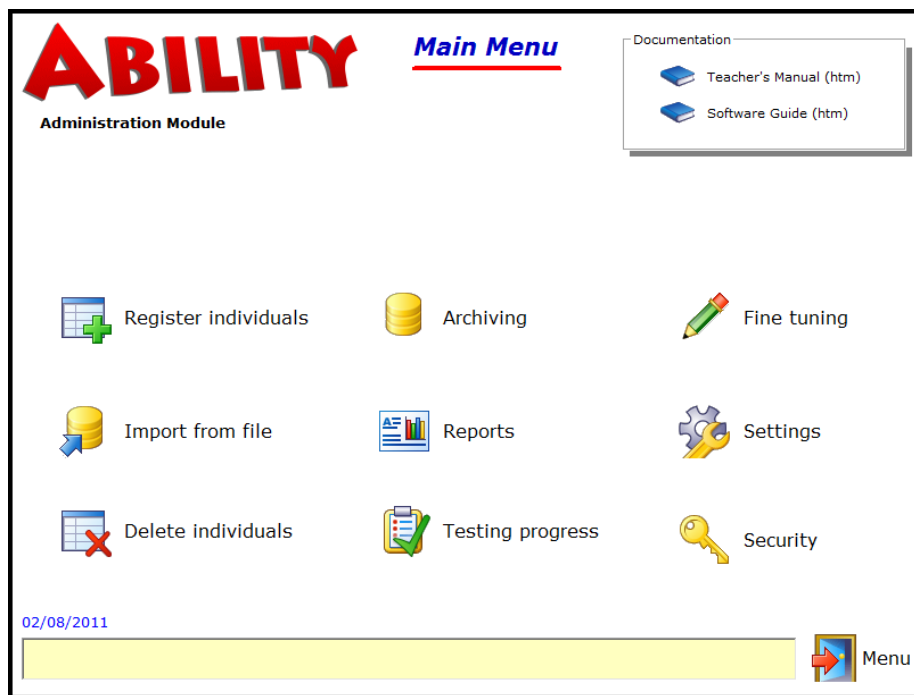
After entering the password the Start-up Menu is shown. There are two main options accessible from this menu: Administration and Reports and Assessments.

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](#)

[Archiving](#)

[Reports](#)

[Testing progress](#)

[Fine tuning](#)

[Settings](#)

[Security](#)

Register individuals

This option is used to enter details of individuals into the database (figure 5).

Figure 5 – Registering a new individual in the database

New individual


Register a new individual

Surname:


Forename(s):

Date of birth: Gender:

Age: Years: Months:

 Save

Registered this session: 0
Total number registered: 8
Last pupil registered:

 Menu

In figure 5 the administrator needs to know the new student's correct date of birth; this is necessary because the student's age will determine which of two genres of tests will be administered, those designed for ages 4:0 to 6:11 or for ages 7:0 and older.

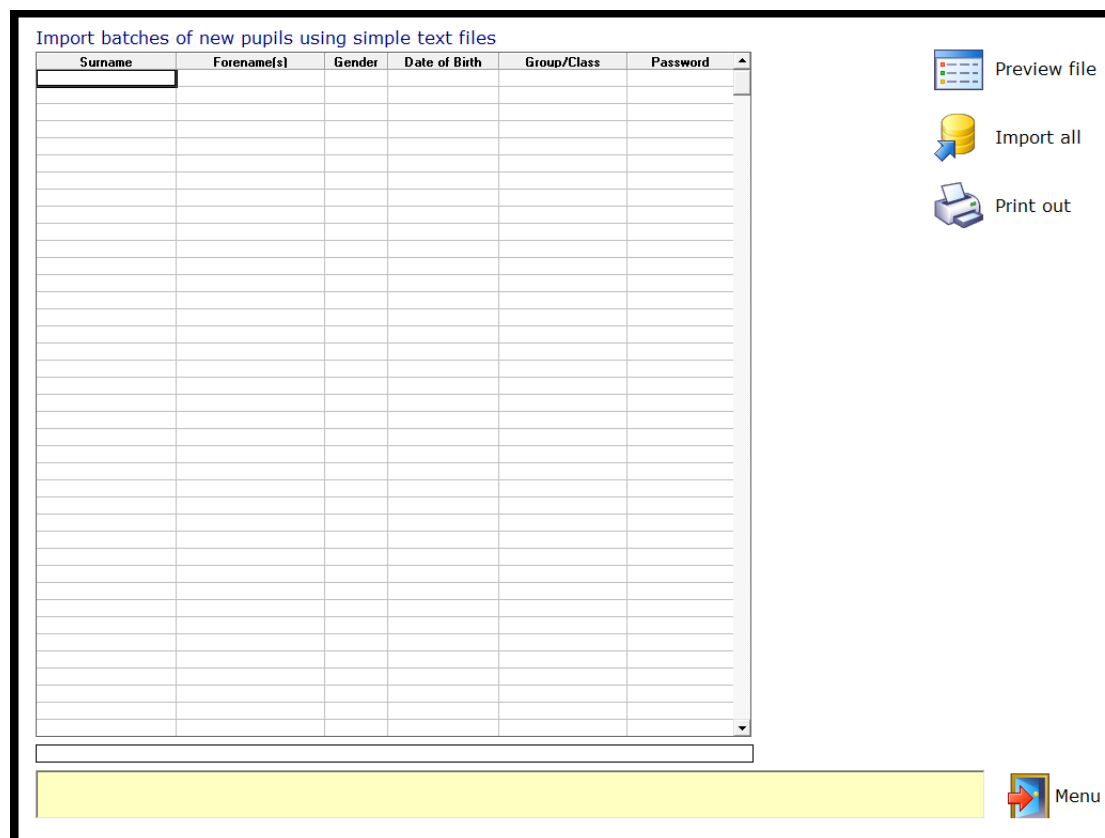
The date of birth can also be used as a security measure instead of a password.

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 Ability



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 `LucidAbility_Import.txt` can be found in the *Archives* folder of the application path. Upon selecting the file, the spreadsheet shown on the import screen will be populated with its contents (see figure 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.

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

Delete individuals from the database

Individuals selected 1

Surname	Forename	Group/Class	User ID
Abacus	Abigail	Universal	ABAABI800DTG
Abbadabado	Amy	Universal	ABBAMY222QDR
Arbre	Allison	Red Group	ARBALL216GIC
Babarella	Byzantio	Universal	BABBY2768EMS
Cabrera	Camille	Universal	CABCAN347XFA
Seven	Selina	Universal	SEVSEL064FJC
StartYoung	Sally	Universal	STASAL738HVI
Twelve	Tilly	Universal	TWETIL141GHV

Individual deletion

Select all

Clear all

Delete individuals

Group deletion

Choose a Group below:

ALL GROUPS

Number of individuals: 8

Delete all from Group

Press Ctrl key and click on unselected names to add them to the deletion list
 Press Ctrl key and click on a highlighted name to remove it from the deletion list

Menu


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

Assessments completed

User ID	Name	D.O.B.	Verbal ability [4-6]	Non-verbal [4-6]	Verbal [7-16]	Non-verbal [7-16]
ABAABI800DTG	Abacus Abigail	01/01/2003	-	-	Yes	Yes
ABBAMY222QDR	Abbadabado Amy	01/02/06	Yes	Yes	-	-
ARBALL216GIC	Arbre Allison	12/09/03	Yes	Yes	-	-
BABBYZ768EMS	Babarella Byzantio	01/03/03	-	-	Yes	Yes
CABCAN347XFA	Cabrera Camille	01/03/97	-	-	Yes	Yes
SEVSEL064FJC	Seven Selina	02/08/2004	-	-	Yes	Yes
STASAL738HVI	StartYoung Sally	01/01/2005	Yes	-	-	Yes
TWETIL141GHV	Twelve Tilly	02/08/1999	-	-	-	-

 Print

Individuals registered: 8

 Menu

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.

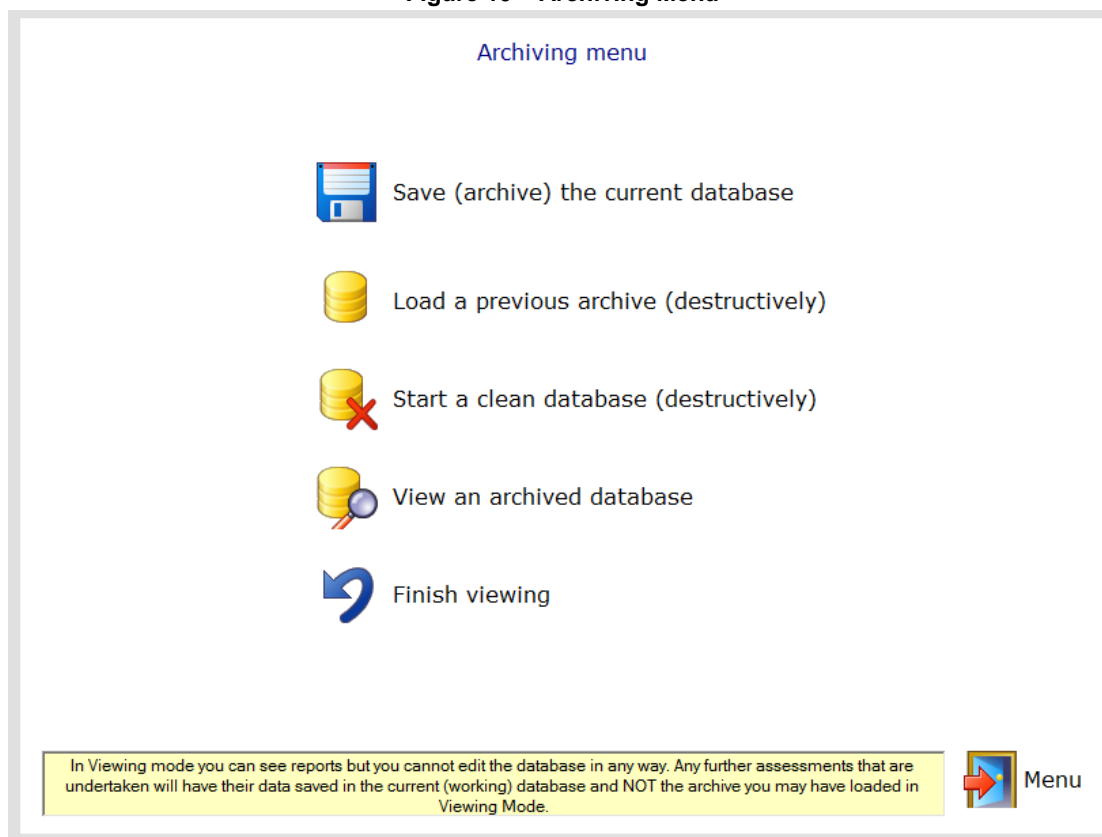
(4) View an archived database

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 Lucid Ability 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.

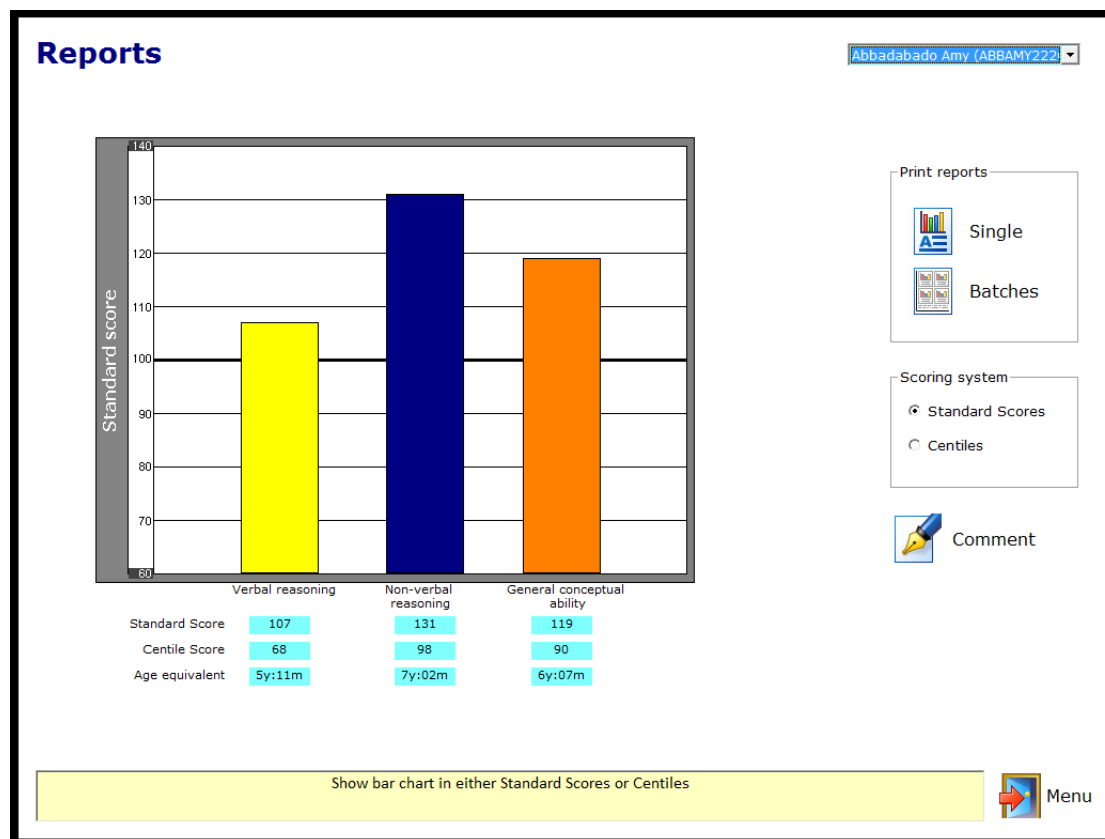
Each guide is launched into your web browser from which it can be printed out if required.

Both guides are also available as *Adobe Acrobat*® PDF files and can be found in the 'Docs' folder on the *Lucid Ability* CD.

Reports

The Reports Generator offers the administrator or Senco the means to show results of assessments to print them out, either individually or as smaller 'thumb-nails', eight to a page.

Figure 11 – Reports Menu



The reports screen (figure 11) consists of the main graphical profile with its colour coded bars and standard scores, centile scores and age equivalents shown below it.

Print reports

There are facilities to preview and print out either individual reports (**Single**, see example in figure 12) or pages containing up to 8 small representations of reports for multiple students (**Batches**, see example in figure 13).

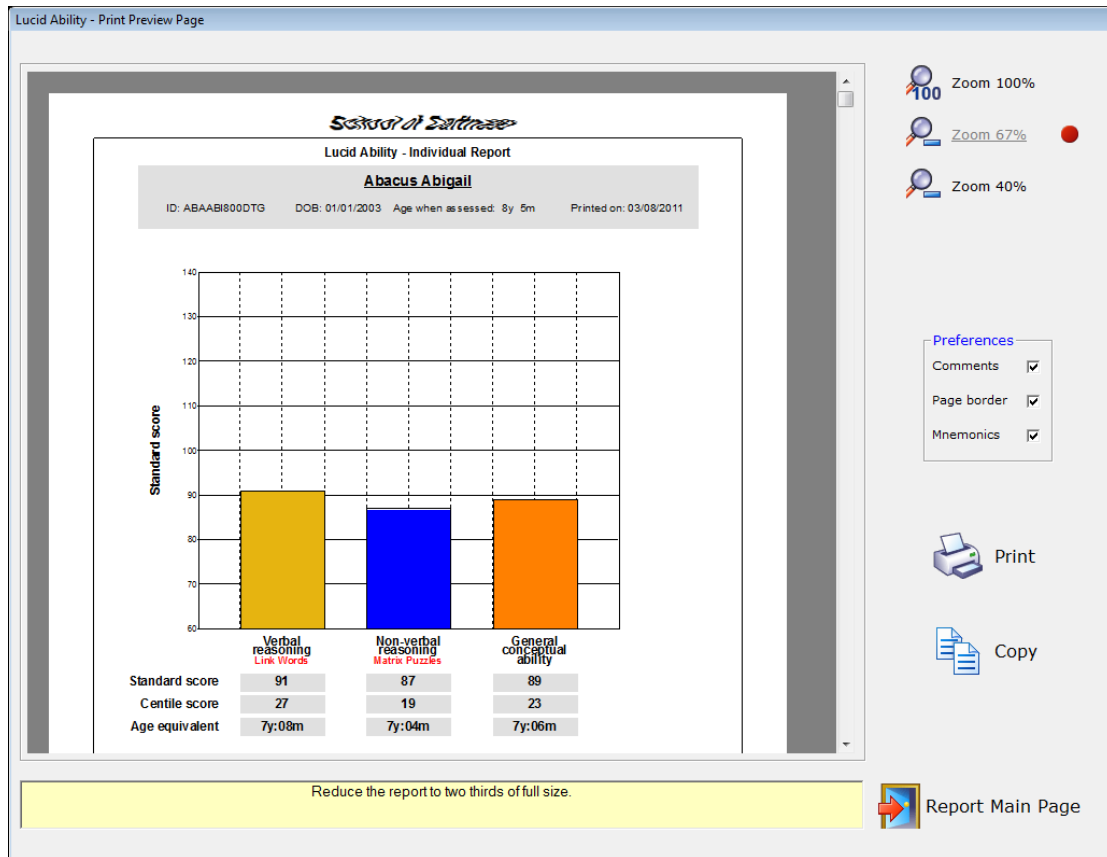
Scoring system

The coloured bars can be toggled between Standard scores and Centile scores by clicking on the twin 'radio' buttons within the 'Scoring system' panel.

Adding a comment to a report

The 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.

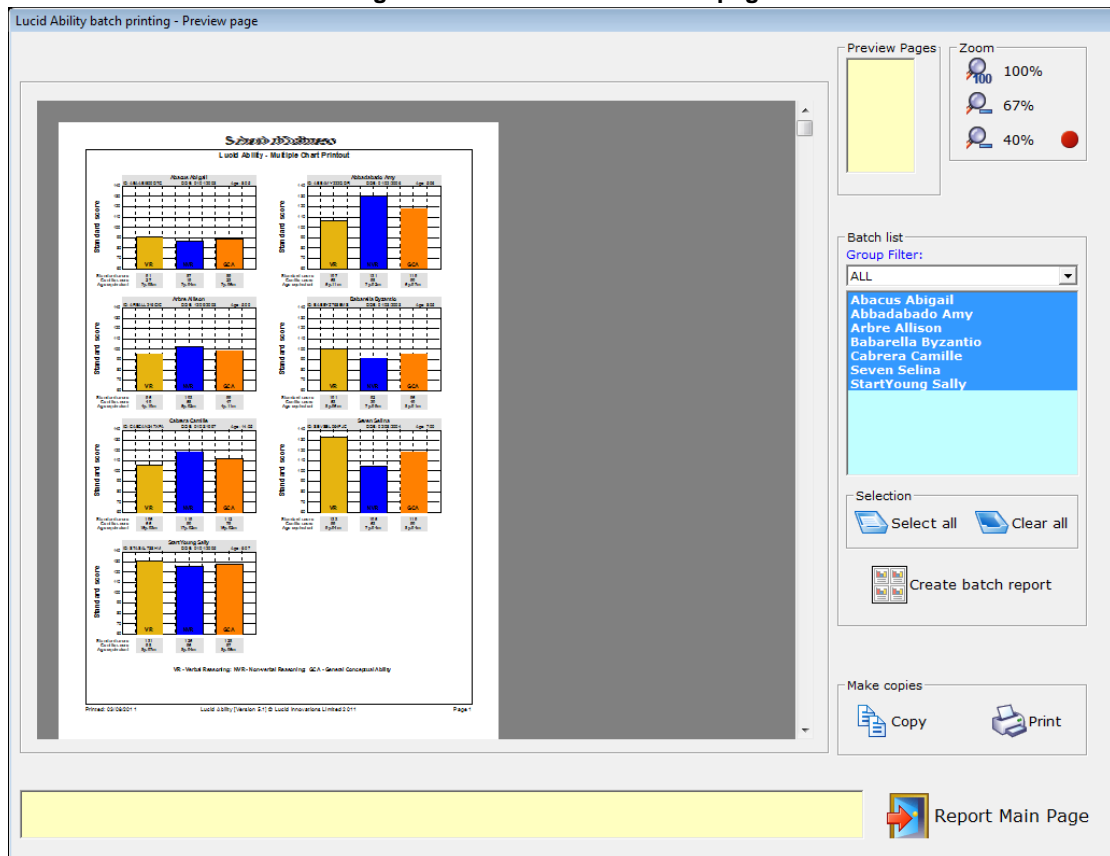
Figure 12 – Print Preview page



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, three 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.

** To enlarge the report you can also double click on the preview window using the left mouse button and to shrink it double click with the right mouse button.

Figure 13 – 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 13). 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 *Copy* option copies the page on display to the clipboard. The *Print* option will allow any or all 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 14 shows a typical screen where the student’s details are shown (top) and the Lucid Ability assessments or tests that Abigail 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 final 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 14 – Fine Tuning screen

The screenshot displays the 'Fine tuning a pupil's personal and assessment details' interface. At the top right, a dropdown menu shows the selected student: 'Abacus Abigail (ABAABI800DTG)'. The 'Personal details' section includes fields for User ID (ABAABI800DTG), Surname (Abacus), Forename(s) (Abigail), Date of birth (1 January 2003), Age (8 Y 7 M), and Gender (Female). To the right of these fields are three buttons: 'Edit details' (pencil icon), 'Undo changes' (undo icon), and 'Save changes' (save icon). Below this is the 'Allow selective retesting' section, which shows two assessment modules: 'Link Words' and 'Matrix Puzzles', each with a red disc icon. To the right of these modules are the same three buttons: 'Edit details', 'Undo changes', and 'Save changes'. A legend box on the right side of the screen defines the icons: a blue disc for 'Test not attempted', a red disc for 'Test completed', and a green disc for 'Allow retest'. At the bottom right, there is a yellow bar and a 'Menu' button with a right-pointing arrow icon.

Settings

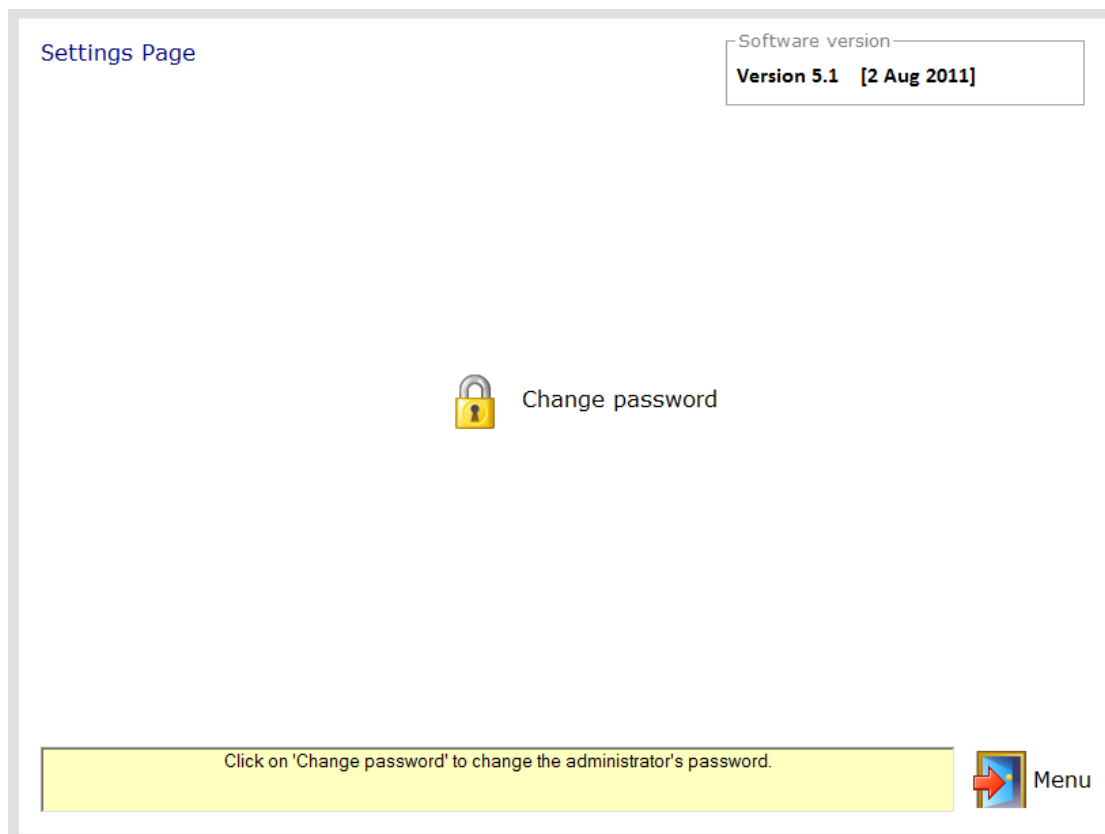
Change password

Here the administrator can change the administrator's password.

Note: At the first installation of *Lucid Ability*, this password is set to: **lucid** .

If you wish to change the password on the settings page please write down the new password you've chosen BEFORE you change it in the software.

Figure 15 – Settings Menu



Security

After new students have been registered within Lucid Ability (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 16). Even if this is not done, default settings will be allocated automatically by the program when new students are added.

Figure 16 – Security menu

User ID	Student	D.O.B	Password	Group/Class	Login list
ABAABI800DTG	Abacus Abigail	01/01/2003	zoid	Universal	Yes
ABBAMY222QDR	Abbadabado Amy	01/02/2006	[Use date of birth]	Universal	Yes
ARBALL216GIC	Arbre Allison	12/09/2003	zoid	Red Group	Yes
BABBY2768EMS	Babarella Byzantio	01/03/2003	[Use date of birth]	Universal	Yes
CABCAN347XFA	Cabrera Camille	01/03/1997		Universal	Yes
SEVSEL064FJC	Seven Selina	02/08/2004	zoid	Universal	Yes
STASAL738HVI	StartYoung Sally	01/01/2005	[Use date of birth]	Universal	Yes
TWETIL141GHV	Twelve Tilly	02/08/1999	zoid	Universal	Yes

It is important to be aware of the security settings used in *Lucid Ability*, 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 16 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 Ability* 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 18).

Figure 17 – Tests Module Login Panel

ABILITY

Version 5.1 [2 Aug 2011]

Make your birthday (when you were born) by clicking on the lists below. Then click on OK

Name: Babarella Byzantio

I was born on: 1 January 1995

1995
1996
1997
1998
1999
2000
2001
2002

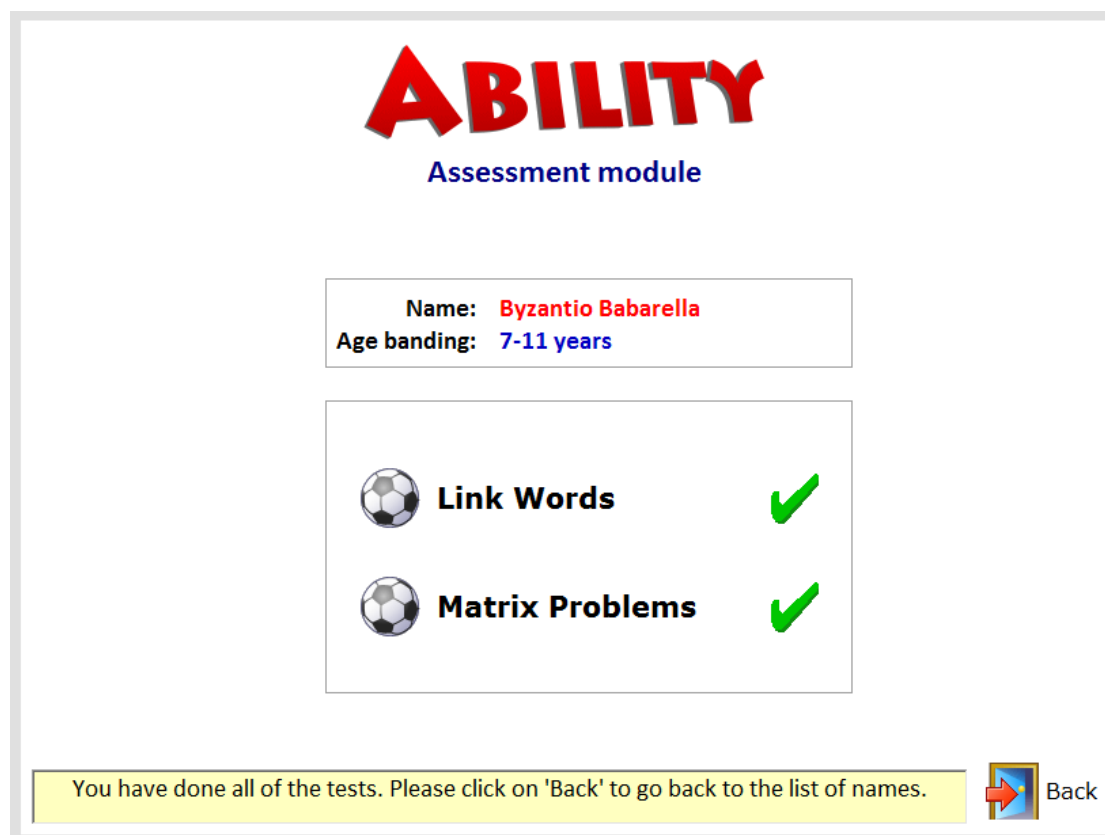
OK

Back

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

The Assessments menu

Figure 18 – The Lucid Ability assessments menu



The student selects one of the test modules by selecting the link next to the football (Figure 18), 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 will be disabled.

The administrator or supervisor should ensure that the student carries out all assessment tasks that they should attempt. Upon clicking on the **Back** button the student will be taken back to the Login 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 Ability Teacher's Manual*, as this detail is beyond the scope of this guide.

Appendix 1

Importing new users – the file format

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

```
Arbre,Allison,F,12/09/99,Red Group,apples
Brimstone,Ben,M,30/05/00,Red Group,bananas
Crystal,Charlotte,F,11/02/99,Red Group,pears
Danson,Daniel,M,20/06/00,Orange Group,oranges
Ericsson,Edwina,F,09/03/00,Orange Group,oranges
Forlan,Frederic,M,12/09/00,Orange Group,plums
Grimshaw,Gregory,M,25/07/99,Blue Group,plums
Hart,Helena,F,17/12/99,Blue Group,plums
```

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**

NOTE: If you don't want to allocate the student to a group and don't want a password for this student, please retain two commas immediately after the date of birth.

Example: `Arbre,Allison,F,12/09/99,,`

Please note: All student names used within this Guide are fictitious and used for demonstrative purposes only.

Appendix 2

Technical Information about Lucid Ability Version 5.1 series

Databases

The current working database is called `LucidAbilityData.mdb`

There is a sister database called `LucidAbilityEmptyDatabase.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 Ability\5.1\`

or for **Windows® Vista** and **Windows® 7** in:

`C:\ProgramData\Lucid Research\Lucid Ability\5.1\`

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 '5.1' and all its subfolders.

The Lucid Ability Start-up Menu checks this and gives a warning in case this folder is only 'Read-Only'.

Older versions of Lucid Ability

Version 5.1 amalgamates the three legacy editions of *Lucid Ability* for age ranges 4-8, 7-12 and 11-16. Each of these editions had its own database, stored in a different folder on the local hard drive. These databases are not supported by the new *Lucid Ability*, so it could be possible to have up to four editions of *Lucid Ability* on the same computer, all maintaining their own separate database.

We recommend that if you have *Lucid Ability* v5.1, use that version and not the older editions as these are now withdrawn from sale.

Date formats

Lucid Ability 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.



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