



Dyslexia Screening

April 2011

Lucid Rapid Software Guide

Version 5.1 series

Lucid Research Limited

Copyright 2011 Lucid Innovations Limited
All rights reserved

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

Contents

Introduction to the software.....	4
The Start-up Menu.....	5
Register individuals.....	7
Import from file.....	8
Delete individuals.....	10
Deleting all students in a group.....	10
Export results.....	11
Archiving.....	12
Online Guides.....	13
Reports.....	13
Adding a comment to a report.....	14
Printing out.....	14
Testing progress.....	17
Scores summary.....	18
Fine Tuning.....	19
Settings.....	20
Security.....	21
Group/Class.....	21
Disband a group.....	22
Removing the student's name from the (login) list shown on the Test Module.....	22
Can the login list setting be applied globally?.....	22
The Tests Module.....	23
The Login Panel.....	23
The Assessments menu.....	24
Appendix 1.....	25
Importing new users – the file format.....	25
Notes on formatting.....	25
Appendix 2.....	25

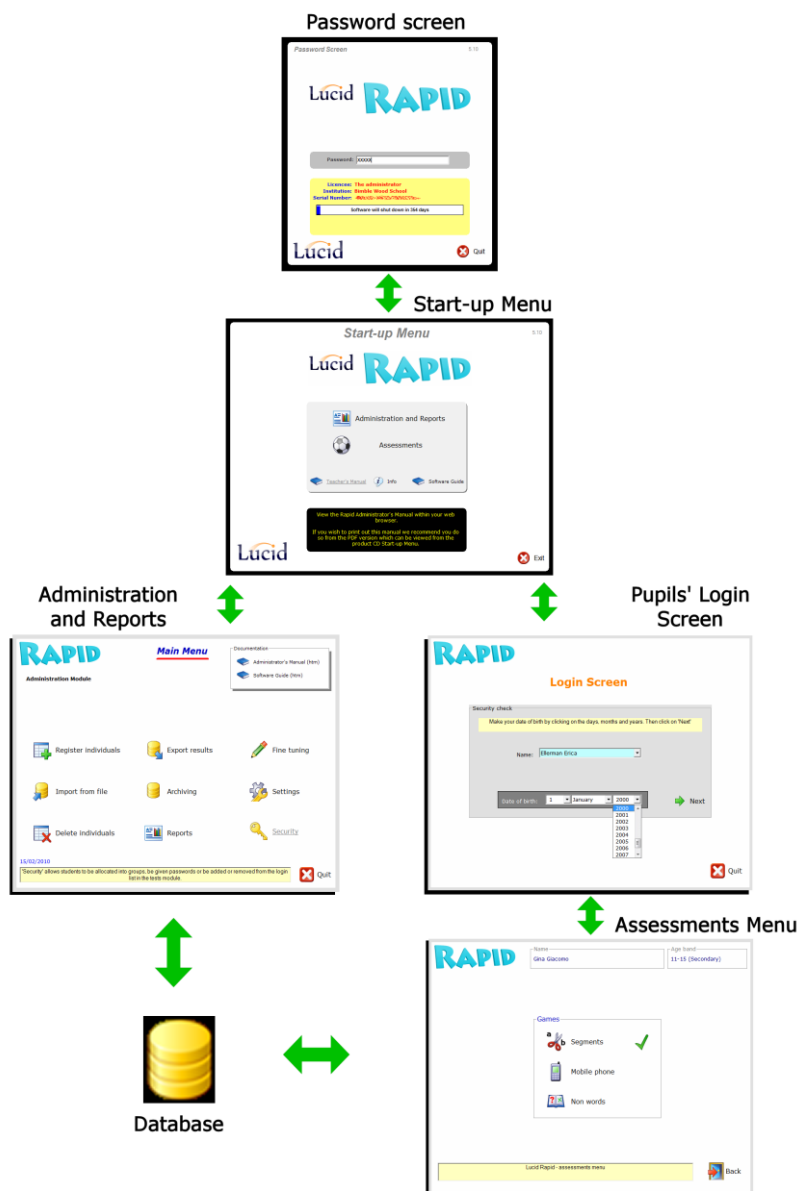
Lucid Rapid Software Guide – Version 5.1 for Stand-alone computers

Technical Information about Lucid Rapid Version 5.1 series	26
Important file and folder permissions	26
Older versions database differences.....	26

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 Rapid software structure flowchart



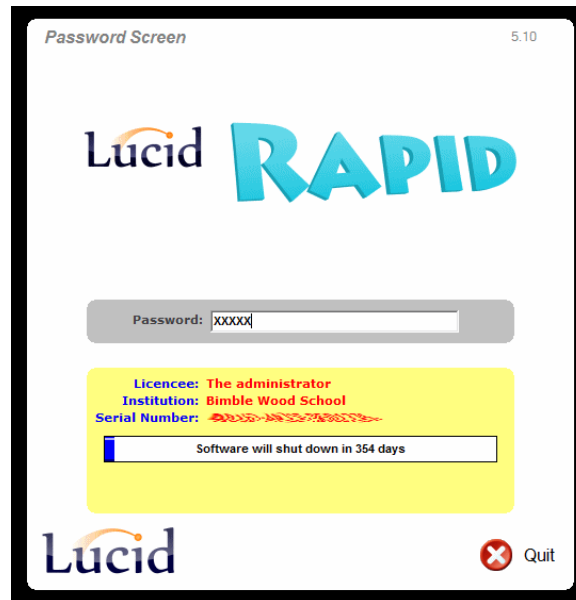
The four main components of Lucid Rapid are the Start-up Menu, Administration and Reports, the Assessments (Tests) module and the database. Refer to figure 1 above to see how the components are linked to each other.

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

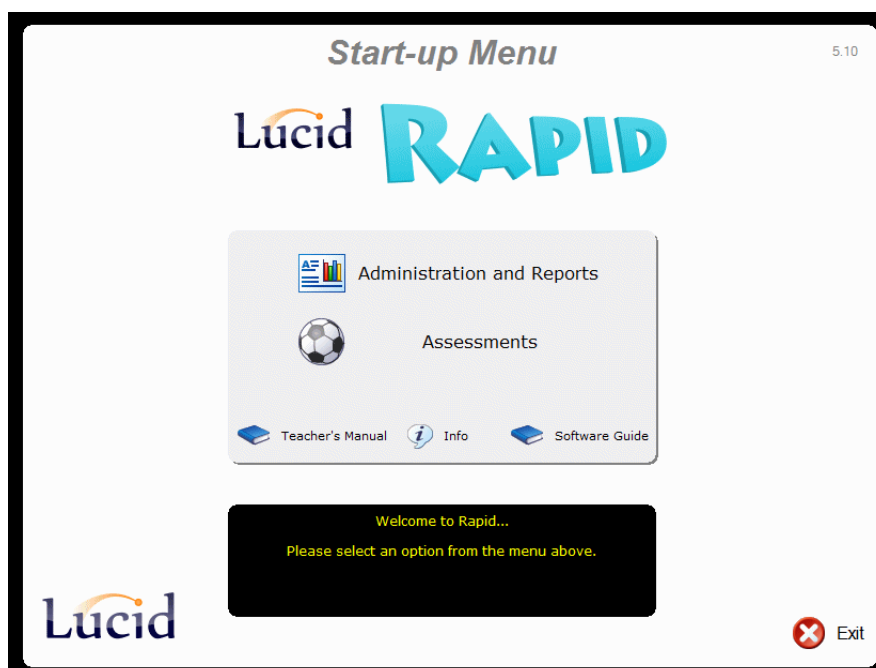
When you launch Lucid Rapid v5.1 from its desktop icon or from the Programs menu, the *Password Screen* will appear (figure 2). Your password should be entered; the default password is lucid – to find out how to change this password click [here](#).

Figure 2 – Lucid Rapid Password Screen



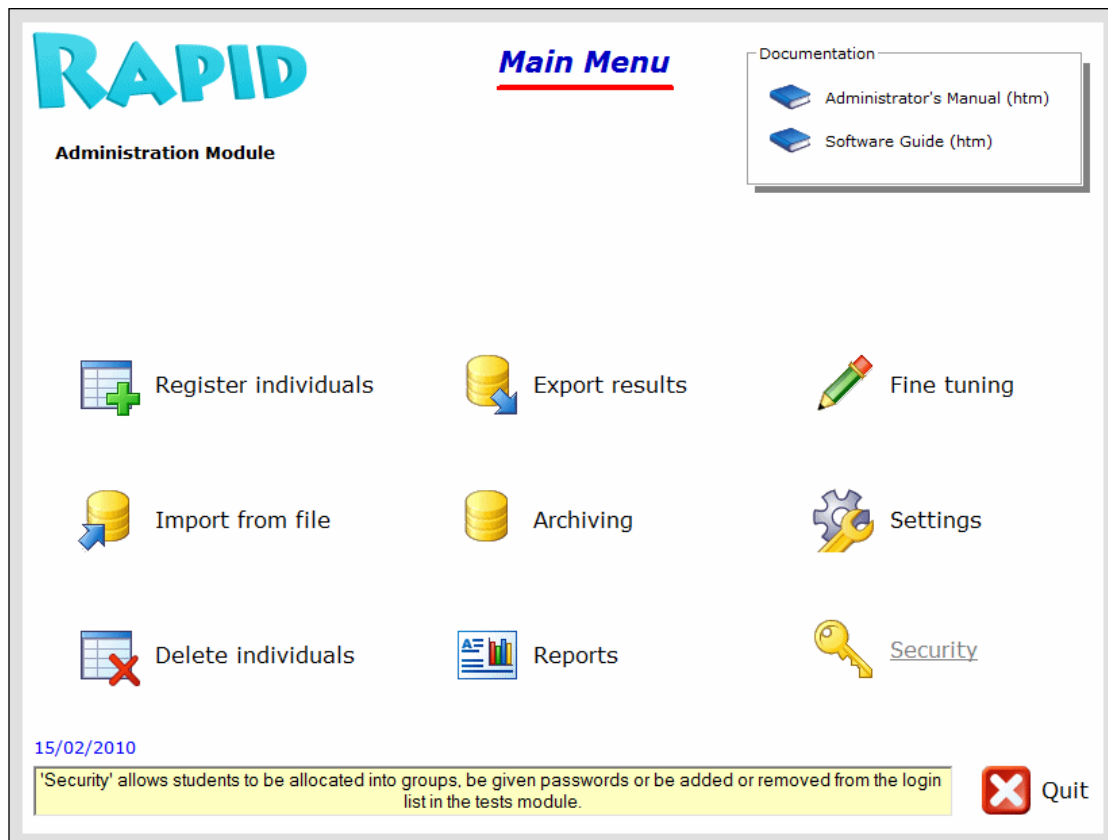
After entering the password the Start-up Menu is shown. There are two main options accessible from this menu: Administration and Reports and Assessments.

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 the link below to go to an option directly:

[Register individuals](#)

[Import from file](#)

[Delete individuals](#)

[Export results](#)

[Archiving](#)

[Reports](#)

[Fine tuning](#)

[Settings](#)

[Security](#)

Register individuals

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

Figure 5 – Registering a new person in the database

The screenshot shows the 'RAPID' logo in blue at the top left. Below it is a grey box titled 'Register a new individual'. Inside this box, there are several input fields: 'Surname:' with the value 'Johnson', 'Forename(s):' which is empty, 'Date of birth:' with three dropdown menus showing '1', 'January', and '1998', and 'Gender:' with a dropdown menu showing 'Male'. Below these is an 'Age:' section with 'Years:' and 'Months:' labels and two input boxes containing '12' and '1' respectively. A blue floppy disk icon and the text 'Save' are located at the bottom right of the grey box. Below the grey box, the following statistics are displayed: 'Registered this session: 0', 'Total number registered: 11', and 'Last pupil registered:'. At the bottom of the interface, there is a yellow box with the text 'Enter your first name(s) in the second box down' and a 'Menu' button with a red arrow icon.

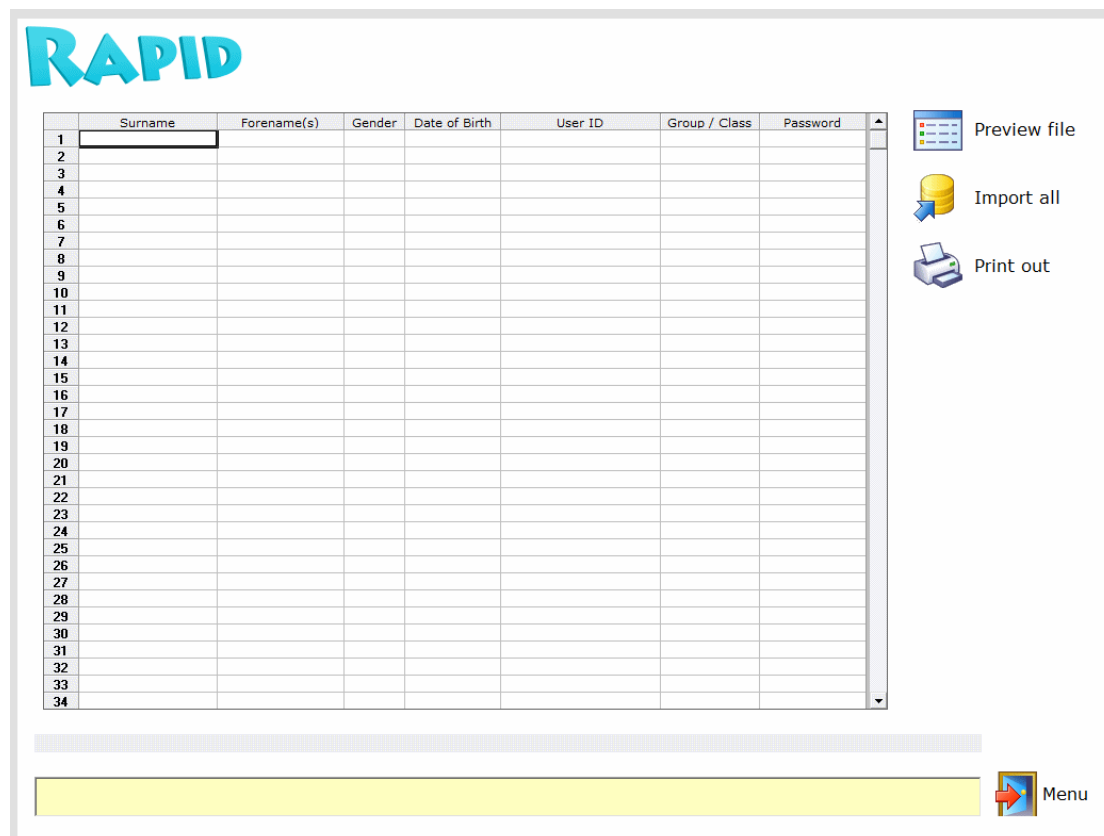
In figure 5 the administrator needs to know the new user's correct date of birth; this is necessary because the student's age determines which of three genres of tests will be administered.

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 multiple users 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 users into Lucid Rapid



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 `Rapid_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.

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 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

RAPID

	Surname	Forename(s)	Gender	Date of Birth	User ID	Group / Class	Password
1	Bobbles	Betty	F	12/05/98	(will be created)	Group 7	mypassword1
2	Choo	Charlie	M	30/01/98	(will be created)	Group 7	mypassword2
3	Doors	Daniel	M	11/09/97	(will be created)	Group 7	mypassword3
4	Ellerman	Erica	F	20/06/98	(will be created)	Group 8	
5	Funduq	Fiona	F	12/05/98	(will be created)	Group 8	
6	Giacomo	Gina	M	16/01/98	(will be created)	Group 9	
7	Herrings	Henry	F	11/09/96	(will be created)	Group 9	
8	Impressario	Ivan	M	20/06/95	(will be created)	Universal	mypassword4
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							

Preview file

Import all

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.

Menu

Delete individuals

From time to time it may be desirable to erase cohorts of previously assessed students from the *Lucid Database*. This can be done using the option provided on the Administration Module's main menu. The resultant screen shown is shown in figure 5.

Deleting all students in a group

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

Deleting individuals

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

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

Figure 8 – Deleting users from the Lucid Database

Delete individuals from the database

Individuals selected 3

Surname	Forename	User ID
Bobbles	Betty	BOBBET348NIR
Choo	Charlie	CHOCHA637UHI
Doors	Daniel	DODDAN254CFT
Ellerman	Erica	EYEIRE666RPG
Funduq	Fiona	FUFFIF001XCA
Giacomo	Gina	GRUJUM121JBW
Herrings	Henry	HAHAHA123GRR
Hoohaar	Henrieta	HOOHEN284WRR
Impressario	Ivan	IGLIVA614RJG
Jumper	Jack	JUMJAC73JMW
Leedenburg	Billy	LEEBON013IHQ

Individual deletion

- Select all
- Clear all
- Delete individuals

Group deletion

Choose a Group below:

ALL GROUPS

Number of individuals: 11

Delete all from Group

Please 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

Export results

One of the powerful features of *Lucid Rapid* is that it can be not only be used as a dyslexia screening system but can also interact with up to three other Lucid diagnostic assessment systems if these are also installed on the same computer. The Export option on the Main Menu is provided for this purpose (figure 9).

If a student has undertaken the three *Lucid Rapid* tests and the teacher wishes to test the student further to create a more thorough graphical profile, results can be exported into *Lucid CoPS*, *LASS Junior* or *LASS Secondary*. Further tests can then be administered in these diagnostic programs to produce a more comprehensive graphical profile.

The screen in figure 9 shows only those students who have completed all of the three tests and who have not yet had their results exported. The software suite to which information can be exported is shown in the main list in the third column. Any compatible Lucid programs using the same database as *Lucid Rapid* (into which the data can be exported) are shown at the upper right of the screen.

To select individuals to export, click on them in the list of names. To select more than one press the *Ctrl* key on the keyboard while clicking on all the names required. To select all the listed individuals click on the button marked *All*. Finally click on the **Export** button. To see the results after export, launch the appropriate Lucid program and go to **Reports** to view the test results exported.

Figure 9 – Exporting students and their results to other Lucid assessment suites

Export results from Rapid to other Lucid programs also installed on your network

Name	User ID	Export to
Funduo Fiona	FUFFIF001XCA	CoPS
Impressario Ivan	IGLIVA614RJG	CoPS
Bobbles Betty	BOBBET348NIR	LASS 11-15 (Secondary)
Herrings Henry	HAHAHA123GRR	LASS 11-15 (Secondary)

Other Lucid software installed:

- Lucid CoPS
- LASS 8-11 (Junior)
- LASS 11-15 (Secondary)

All students listed have completed all three Lucid Rapid tests and are ready to be exported into the Lucid program shown in the 'Export to' column. Once exported you cannot export a student a second time.

Selection

Select all

Clear all

Students selected: 2

Export

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.

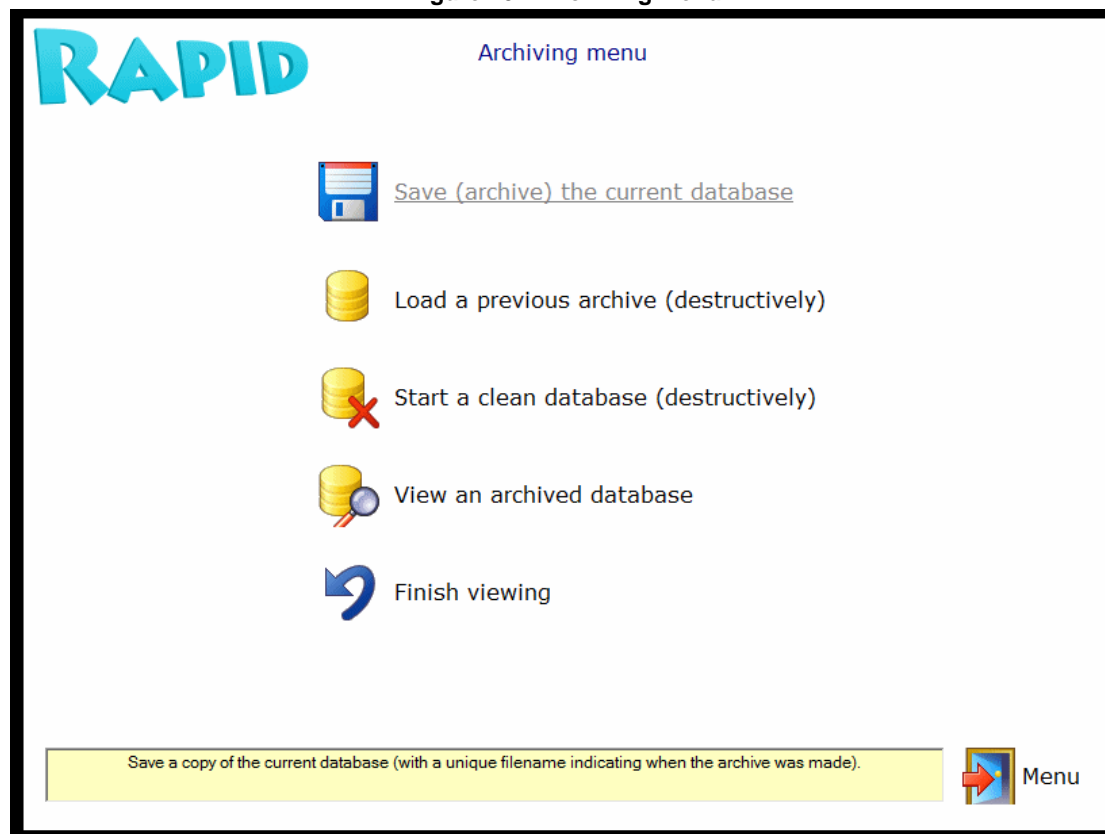
(4) View an archived database

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 Rapid 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 **Administration, Interpretation and Teaching Guide**.

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

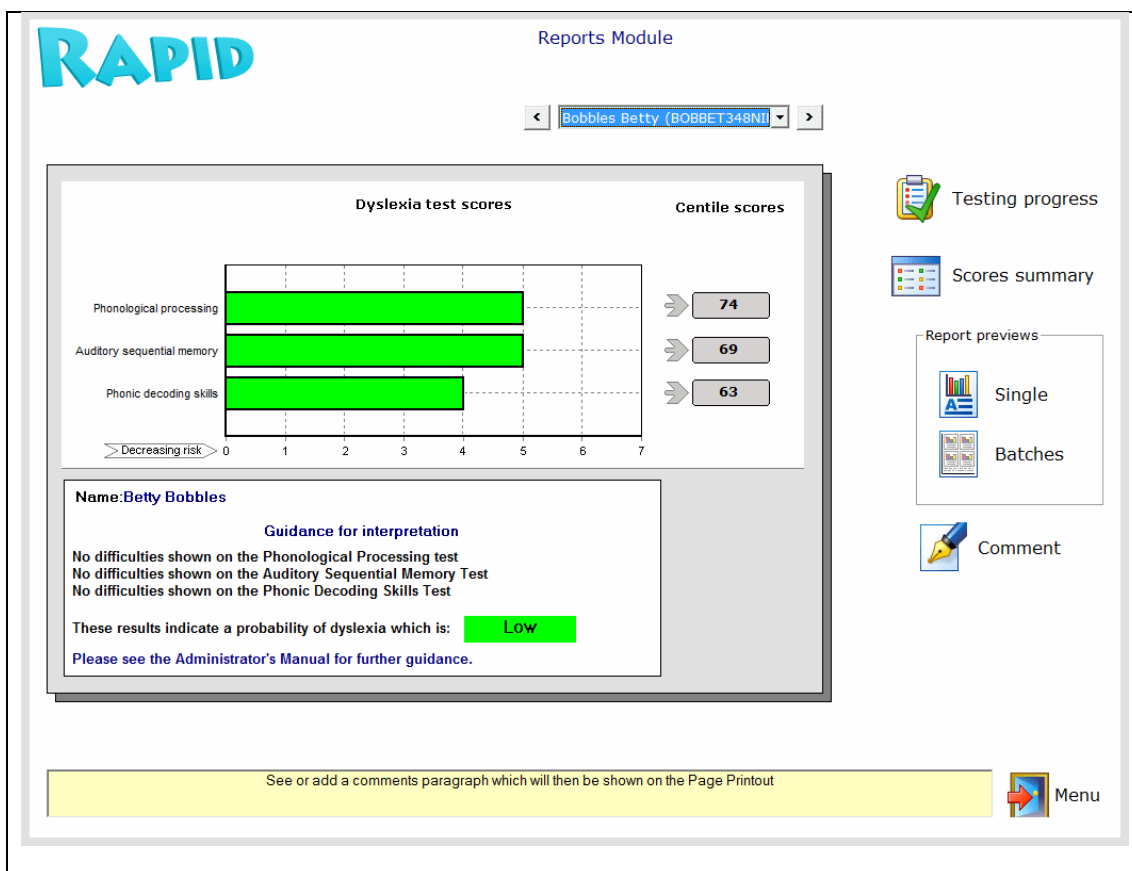
Each guide is launched into your Web Browser from which it can be printed out if required.

Both guides are also available as *Adobe Acrobat*® PDF files and these versions can be found on the *Lucid Rapid* 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 Generator (figure 11) is described in detail in the *Lucid Rapid Interpretation Guide*. Each report is composed of a horizontal graphical bar chart including centile scores for each of the three assessment tasks, guidance for interpretation and an optional comment feature.

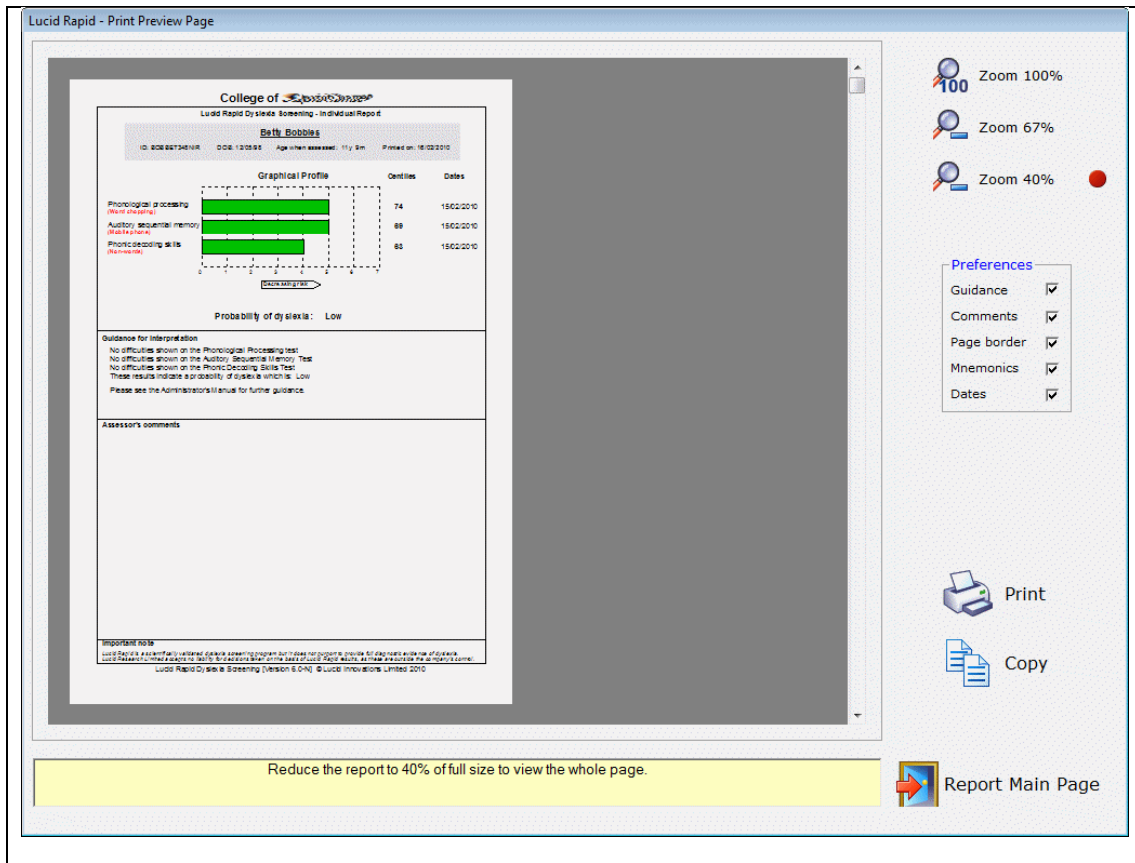
Adding a comment to a report

The Administrator or SENCO can type in one or two 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 (individual reports only).

Printing out

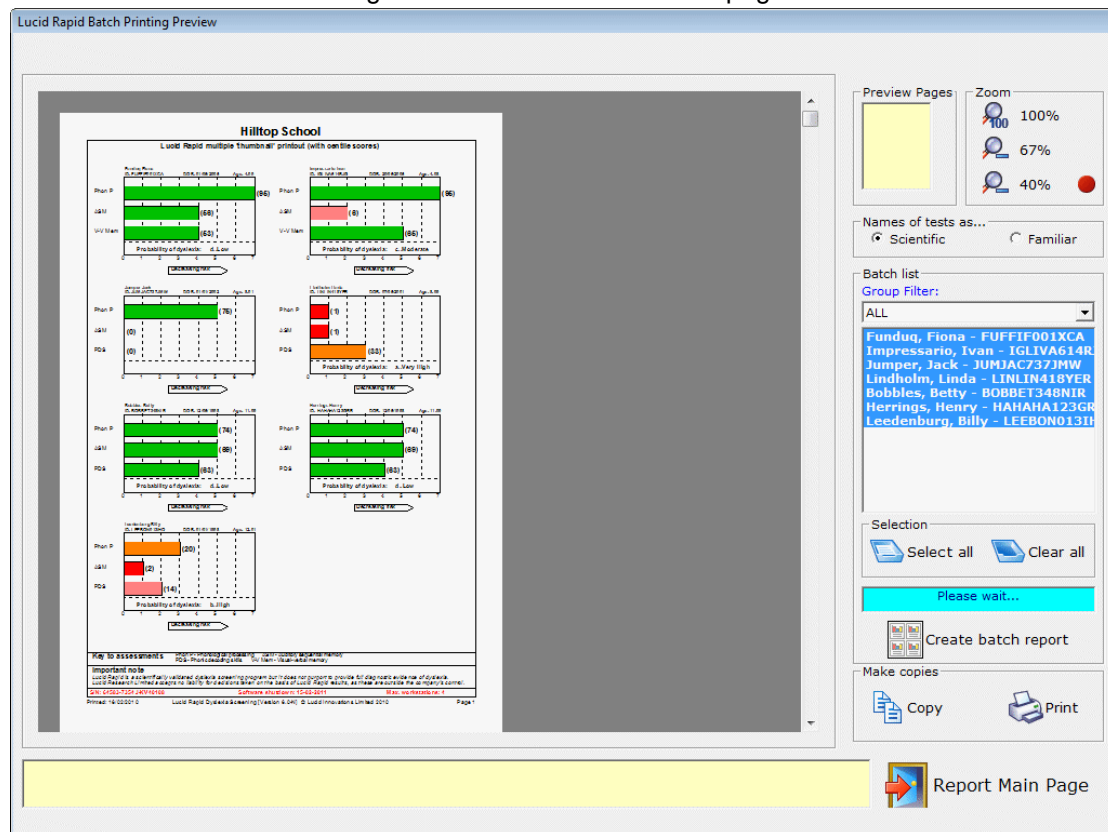
There are facilities to print out either individual reports (click on **Single** and see example in figure 12) or pages containing up to 8 small representations of reports for multiple students (click on **Batches** and see example in figure 13).

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, five tick boxes can be checked to show (or hide) various parts of the report, namely the Guidance for Interpretation summary; the administrator's comment paragraph (optional); a border around the report; mnemonics to show the familiar names of the tests below their scientific names and finally an option to show the dates upon which the tests were undertaken. The report can also be copied to the Windows clipboard (**Copy**) so that the report can then be pasted into any suitable word processor or other application.

Figure 13 – Batch Print Preview page



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 13). Then click on *Create batch printout* to complete the process. There is a facility to insert either the scientific names of the assessments or their familiar names (such as *Rhymes* in Lucid CoPS).

In the example shown in figure 13 there is one page containing seven miniature graphical reports (also called thumbnails).

Students who have not completed any of their three tests will not be shown on the *Batch Print Preview* page.


Testing progress


This facility allows the administrator to see which student have completed their assessment tasks. Because children of different ages will do different kinds of tests, these genres are colour coded on the testing progress screen. A report is available by selecting the **Print** icon.

Figure 14 – Testing progress screen

Lucid Rapid - Assessments completed.

User ID	Name	D.O.B.	Ages 4-7 CoPS			Ages 8-11 LASS			Ages 11-15 LASS		
			TC1	TC2	TC3	TJ1	TJ2	TJ3	TS1	TS2	TS3
FUFFIF001XCA	Funduq Fiona	01/05/05	Yes	Yes	Yes						
IGLVA614RJG	Impressario Ivan	20/06/05	Yes	Yes	Yes						
JUMJAC737JMW	Jumper Jack	01/01/02				Yes	-	-			
LINLIN418YER	Lindholm Linda	07/05/01				Yes	Yes	Yes			
MALMIC602UQF	Mallard Michael	03/02/02				-	-	-			
BOBBET348NIR	Bobbles Betty	12/05/98							Yes	Yes	Yes
CHOCHE637UHI	Choo Charlie	30/01/98							-	-	-
DODDAN254CFT	Doors Daniel	11/09/97							-	-	-
EYERE666RPG	Ellerman Erica	20/06/98							-	-	-
GRUJUM121JBW	Giacomo Gina	16/01/98							-	-	-
HAHAHA123GRR	Herrings Henry	12/05/98							Yes	Yes	Yes
HOCHEN284WRR	Hoohaar Henrieta	11/09/96							-	-	-
LEEBON013IHQ	Leedenburg Billy	01/01/98							Yes	Yes	Yes

 Print

 Menu

Individuals registered: 13



Scores summary

The summary screen (figure 15) allows the administrator to view a snapshot of all students' results so that at-risk students can be spotted easily without having to go to the Reports and view every graphical profile in sequence or printing out batch thumbnails (figure 13).

By clicking on the grey column headers such as D.O.B. (Date of birth), Risk or Date (of testing) the rows can be sorted. The colour coding of the risk bands is particularly useful for spotting those students who may be in the 'at-risk' category.


Figure 15 – Scores summary table

Score and Risk Summary										
User ID	Name	D.O.B.	Scores			Centiles			Risk	Date
			SC1	SC2	SC3	CE1	CE2	CE3		
LINLIN418YER	Lindholm Linda	07/05/01	1	1	3	1	1	33	a. Very High	16/02/10
LEEBON013HQ	Leedenburg Billy	01/01/98	3	1	2	20	2	14	b. High	16/02/10
IGLVA614RJG	Impressario Ivan	20/06/05	7	2	5	95	6	65	c. Moderate	15/02/10
BOBBET348NIR	Bobbles Betty	12/05/98	5	5	4	74	69	63	d. Low	15/02/10
HAHAHA123GRR	Herrings Henry	12/05/98	5	5	4	74	69	63	d. Low	15/02/10
FUFFIF001YCA	Funduq Fiona	01/05/05	7	4	4	95	56	53	d. Low	15/02/10
JUMJAC737JMW	Jumper Jack	01/01/02	5			75			e. incomplete	15/02/10

 Help
  Print

Number of individuals who have begun or completed their screening: 7

To sort the students by 'Risk', 'Date' or other criteria click on the appropriate grey column header.

 Menu

Fine Tuning

This option on the Main Menu offers two different editing facilities:

(a) To edit student's personal information and (b) to allow a student to retake assessments.

Figure 16 shows a typical screen where the student's details are shown (top) and the Lucid Rapid 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 11 years to 12 years) 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 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 16 – Fine Tuning screen

RAPID Fine Tuning an individual's personal and assessment details


Select individual: **Leedenburg Billy (LEEBON013IHQ)**

Personal details

User ID: **LEEBON013IHQ**  Edit details



Surname: **Leedenburg**  Undo changes



Forename(s): **Billy**



Date of birth: **1** **January** **1998** Age: **12** **1**  Save changes

Gender: **Female** Y M




Allow selective retesting


Phonological processing   Edit details
(Syllable segmentation)

Auditory sequential memory   Undo changes
(Mobile phone)

Phonic decoding skills   Save changes
(Non words)

Legend

-  Test not attempted
-  Test completed
-  Allow retest

You may alter an individual's personal details by selecting 'Edit details'. Then choose either 'Save changes' or 'Undo changes' as desired.  Menu

Settings

This page not allows global settings to be changed by the administrator.

Exporting to other programs

This panel shows any other Lucid software applications which share the Lucid database with *Lucid Rapid*.

Other options

Here the administrator can change the admin password.

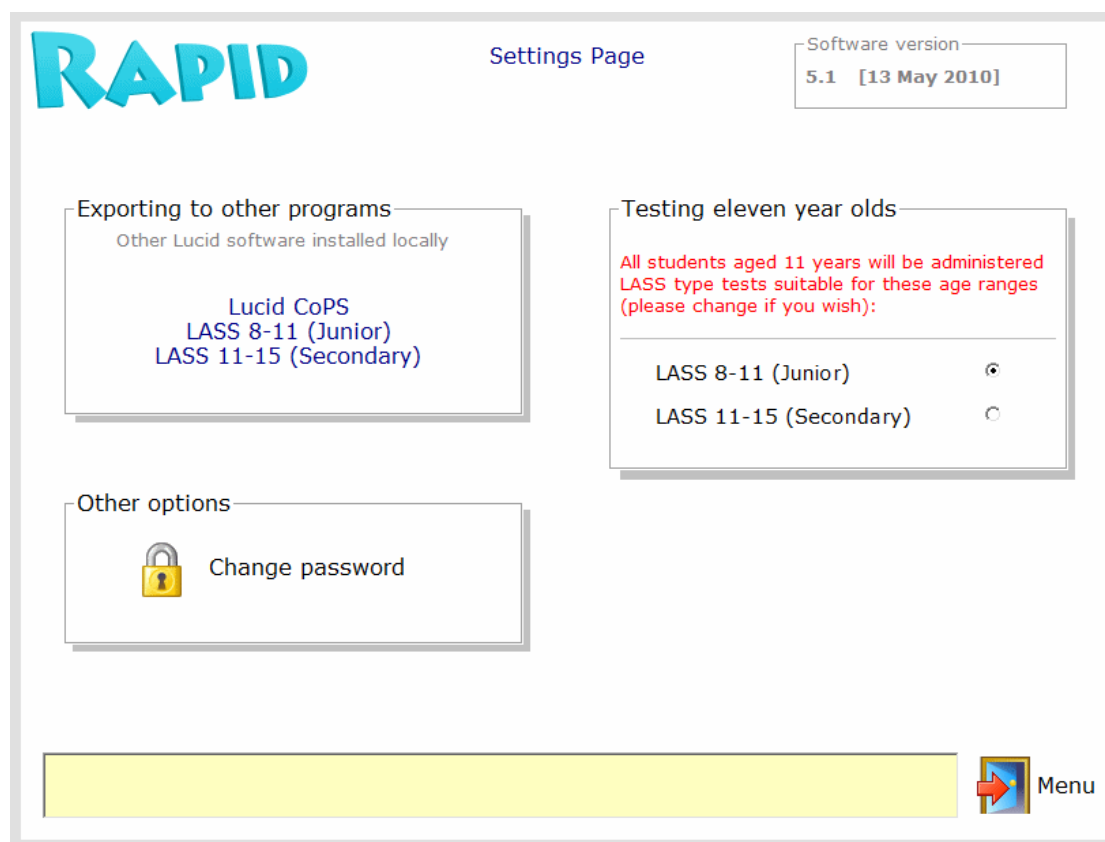
(At installation of *Lucid Rapid*, the admin password is always set to: **lucid**).

Testing eleven year olds

The Lucid products *LASS 8-11* and *LASS 11-15* are both designed and calibrated to test 11 year old pupils or students. In the rare but possible event that a school has both these products installed on one computer, a decision has to be made on whether students tested with *Lucid Rapid* should be tested using the tests found in either the 8-11 or the 11-15 editions.

The reason for this decision is that if it is necessary to export *Lucid Rapid* results into one of these two programs, this integration is feasible.

Figure 17 – Settings Menu



Security

After new students have been registered within Lucid Rapid (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 18). Even if this is not done, default settings will be allocated automatically by the program when new students are added.

Figure 18 – Security menu

The screenshot displays the 'Security settings for all individuals' window. At the top left is the 'RAPID' logo. Below it, the title 'Security settings for all individuals' and 'Number registered: 13' are shown. The main area contains a table with the following data:

User ID	Student	D.O.B	Password	Group/Class	Login list
IGLIVA614RJG	Impressario Ivan	20/06/05	zoid	Universal	Yes
FUFFIF001XCA	Funduq Fiona	01/05/05	[Use date of birth]	Group 8	Yes
JUMJAC737JMW	Jumper Jack	01/01/02	[Use date of birth]	Universal	Yes
LINLIN418YER	Lindholm Linda	07/05/01	[Use date of birth]	Group 9	Yes
MALMIC602UQF	Mallard Michael	03/02/02	[Use date of birth]	Universal	Yes
LEEBON013IHQ	Leedenburg Billy	01/01/98	[Use date of birth]	Universal	Yes
BOBBET348NIR	Bobbles Betty	12/05/98	zoid	Group 7	Yes
CHOSHA637UHI	Choo Charlie	30/01/98	[Use date of birth]	Group 7	Yes
DODDAN254CFT	Doors Daniel	11/09/97	[Use date of birth]	Group 7	Yes
EYREIRE666RPG	Ellerman Erica	20/06/98	[Use date of birth]	Group 8	Yes
GRUJUM121JBW	Giacomo Gina	16/01/98	[Use date of birth]	Group 9	Yes
HOOHEN284WRR	Hoohaar Henrieta	11/09/96	[Use date of birth]	Group 9	Yes
HAHAHA123GRR	Herrings Henry	12/05/98	zoid	Group 7	Yes

On the right side, there is a panel titled 'Edit an individual's details' for 'Impressario Ivan (IGLIVA614R)'. It includes a 'Group/Class' dropdown set to 'Universal', a 'Password' field with 'zoid', and radio buttons for 'Use D.O.B. as password' (No) and 'Show in Login List' (No). An 'Update' button is at the bottom of this panel. Below the table, there are buttons for 'Print' and 'Update'. At the bottom, there are four main control panels: 'Change the name of a Group/Class' (From: Universal, to: [empty], Change), 'Add new Group/Class' (Add), 'Edit settings for Group/Class' (Universal, Show in Login List: No, D.O.B. as password: No, Update), and 'Disband a Group/Class' (Universal, Disband). A yellow banner at the very bottom reads: 'Add a new group by typing its name and then selecting 'Add' - allocate pupils to the new group as required.' with a 'Menu' button.

It is important to be aware of the security settings used in *Lucid Rapid*, 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, *All Year 4* or *All Year 5*.

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 18 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 Rapid* 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 at the start of the Test Module.

The Tests Module

The Login Panel

Upon launching the *Lucid Rapid Tests Module* (which should be available from a desktop icon) the user will see the security panel similar to the one below. The student or the administrator should select the appropriate name from the drop-down list and then make up the correct date of birth (this represents a security feature) using the three lower drop-down lists. Upon successful completion of these two selections the student is presented with the assessments menu (Figure 20).

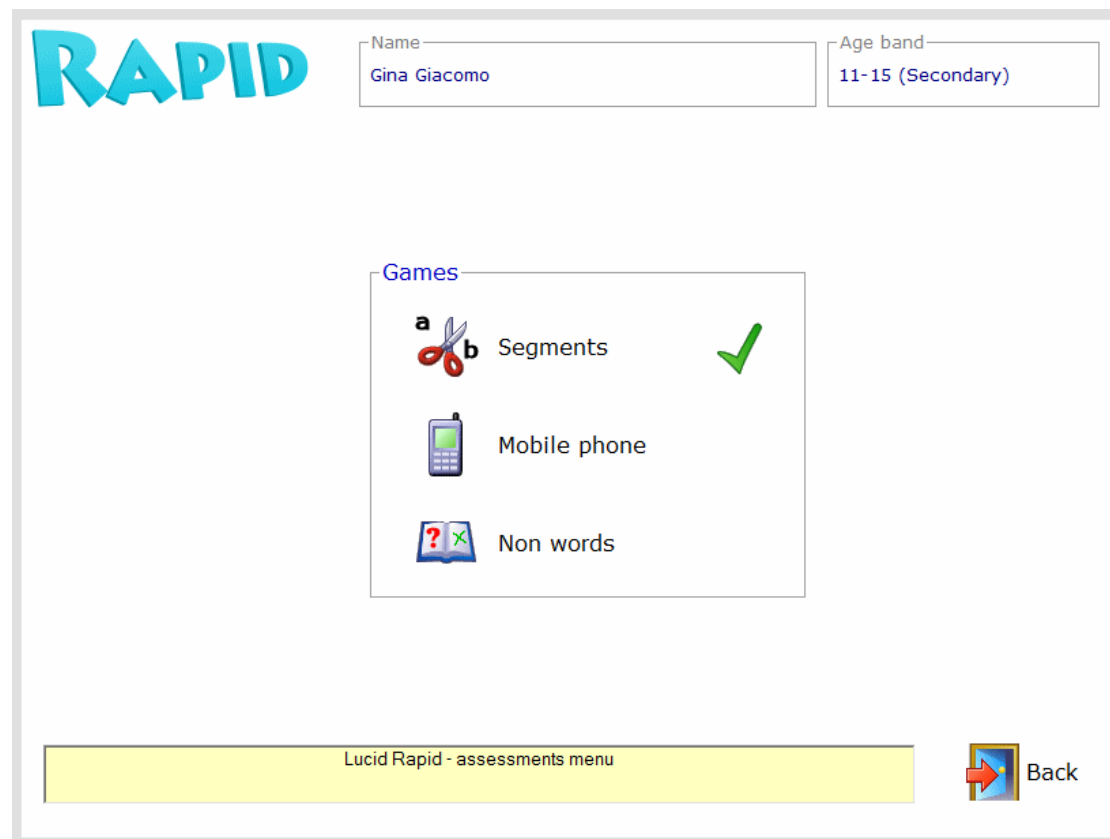
Figure 19 – Tests Module Login Panel

The screenshot displays the 'RAPID Login Screen' with a 'Security check' window. The window contains a yellow instruction bar: 'Make your date of birth by clicking on the days, months and years. Then click on 'Next''. Below this, there is a 'Name:' label followed by a dropdown menu showing 'Ellerman Erica'. Underneath, the 'Date of birth:' label is followed by three dropdown menus: '1' for the day, 'January' for the month, and '2000' for the year. The year dropdown is currently open, showing a list of years from 2000 to 2007. To the right of the date fields is a green arrow labeled 'Next'. In the bottom right corner of the login screen, there is a red square button with a white 'X' and the text 'Quit'.

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 18) then a password box will be shown in Figure 19 instead of the date of birth box.

The Assessments menu

Figure 20 – The Lucid Rapid assessments menu



The student selects one of the test modules by selecting one of the three Games icons (Figure 20), completes the assessment and is returned once more to this menu. After completing the test a green tick will appear next to the test completed and that test 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 Panel, at which point another student may wish to come in and 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 Rapid Administration, Interpretation and Teaching Guide*, 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 file in a format suitable for importation into Lucid Rapid. This example file (`Rapid_import_sample.txt`) will be found in the folder:

[Application Folder\Archives] when the software has been installed.

```
Bobbles,Betty,F,12/05/98,Group 7,mypassword1
Choo,Charlie,M,30/01/98,Group 7,mypassword2
Doors,Daniel,M,11/09/97,Group 7,mypassword3
Ellerman,Erica,F,20/06/98,Group 8,
Funduq,Fiona,F,12/05/98,Group 8,
Giacomo,Gina,M,16/01/98,Group 9,
Herrings,Henry,F,11/09/96,Group 9,
Impressario,Ivan,M,20/06/95,,mypassword4
```

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, Erica Ellerman doesn't have a password but the comma before it is still there; also Ivan Impressario doesn't have a Group allocated to him, so he will be allocated to the default group '*Universal*'.

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

Appendix 2

Technical Information about Lucid Rapid Version 5.1 series

Databases

The current working database is called `RapidS05Data.mdb`

It has a sister database called `Rapid05EmptyDatabase.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 Rapid\5.05\`

For Vista and Windows 7 in:

`C:\ProgramData\Lucid Research\Lucid Rapid\5.05\`

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 '5.05' 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 ten additional tables and four additional fields compared with previous versions which went from V5.0 to 5.08. Whenever Version 5.1 encounters an older type database it will attempt to automatically add the new tables and fields it requires to the database.

New table used in Lucid CoPS V5.1 series

`Rapid_Groups`

`Rapid_1_Friends_Data, Rapid_1_Races_Data, Rapid_1_Rhymes_Data`

`Rapid_2_Mobile_Data, Rapid_2_NonWords_Data, Rapid_2_Segments_Data`

`Rapid_3_Mobile_Data, Rapid_3_NonWords_Data, Rapid_3_Segments_Data`

New fields added to the table `Rapid_People` are:

`Show_Name, Group_class, password and Dob_as_pw`

Date formats

Lucid Rapid 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

Ranked summary of scores and risk now available so at risk students can be spotted quickly.

[[Contents](#) | [Introduction](#)]