

Primary ICT Assessment

Installation Guide



4. Technical Support

If you experience any technical difficulties then visit our website technical support area.

www.help2learn.co.uk/techsupport/

5. Passwords

Both the '+ICTAssessment Generator.xls' and '+ICTAssessment Data Analysis.xls' spreadsheets require the **tempest** password to use them.

Note: The password must be in lowercase.

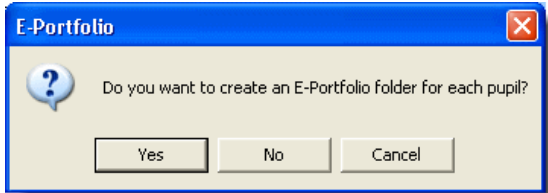
6. Macro Security

All of the ICTAssessment spreadsheets use complex programming code called Macros. Because Macros are one of the easiest ways to spread viruses Microsoft® Excel does not allow the Macros to run automatically, the user has to say it is OK. All of the ICTAssessment spreadsheet Macros have been Digitally Signed by VeriSign® Corporation to verify that help2learn.co.uk Ltd is a legitimate publisher. This means that ICTAssessment spreadsheets will work even with a HIGH security level set and you only have to agree once to allow Macros from help2learn.co.uk Ltd to be run. A Digital Certificate will be installed into Microsoft® Excel and will allow subsequent spreadsheets to open without the Security Warning appearing, this will apply to all PCs running Microsoft® Excel and ICTAssessment spreadsheets.

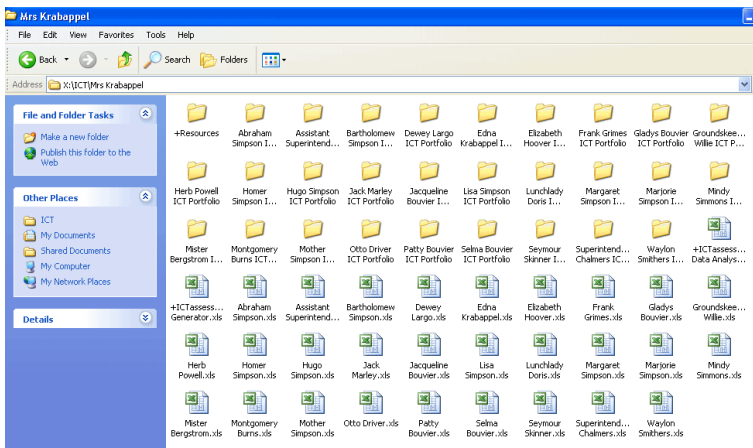
7. Transfer to Middle or High School

There is a separate guide for this process within the documentation on the installation CD Rom.

Step 14: Create the pupil assessment spreadsheets, when the process starts you will be asked if you also want to generate individual pupil E-Portfolios. If you have setup the recommended structure on your server then select 'Yes'. If the pupils are going to have a paper based portfolio or a portfolio folder in their own user disk space then click 'No'.



If you have chosen to generate pupil E-Portfolios then when the process finishes the file structure will look like the screen below. You have completed the first class and you will now need to repeat **Steps 11 to 14** for all of the classes in your school. Once you have completed this process you will be ready for the pupils to start completing their assessments.



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1. Overview

Primary ICTAssessment has been designed to be easy to use by both teachers and pupils to produce effective assessments that will feed back into teaching and learning. During Years 1 & 2 it is most likely that the class teacher will complete the assessments with Year 3 to 6 pupils taking responsibility for their own assessment with the class teacher having an overview of the process. There is a 'Target Setting' page where pupils use drop-down menus to produce their own targets and set a timescale with help from their teacher.

Each pupil has their own Microsoft® Excel spreadsheet which has pages covering areas of assessment linked to the National Curriculum and QCA schemes of work. The pupil spreadsheets are grouped together within a class folder, there are folders for each class in the school. To make setting up of the pupil spreadsheets easy there is a generator to automate the task, it can also import CSV (comma separated values) files taken from the school office administration system. Also within each class folder there is a 'Class Analysis' spreadsheet which gathers data from up to 40 pupil assessment spreadsheets and provides graphs to analyse the needs and progress of the class.

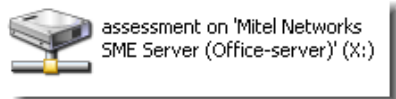
Each pupil is encouraged to keep an 'E-Portfolio' which is an area on the server where they can save evidence of what they have achieved. Each piece of work can be hyperlinked to their own assessment spreadsheet.

The ICTAssessment system is designed to be run from a school server and installs no files on the local PC, making it easy to run from any PC that has Microsoft® Excel installed. All ICTAssessment files are prefixed with a '+' and should not be renamed.

2. Setting up your server

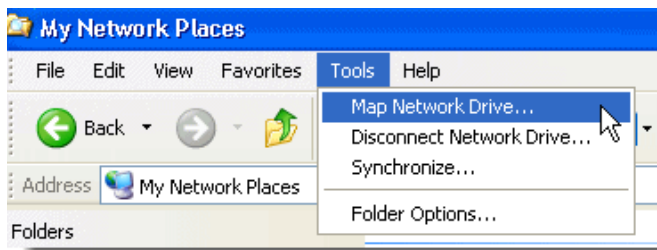
You may wish to ask your technician or technical support person to advise you or even implement this process.

Ideally you should set up an area on your server that all teachers and pupils have full read and write privileges (allowed to read and write files). This means that if a teacher or pupil logs on using their Username and password they will also be able to have access to the 'assessment' area. In the example below an area has been set up called 'assessment' which allows all users to have access to it.

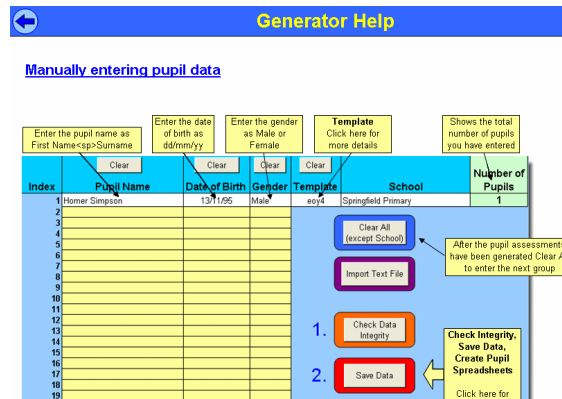
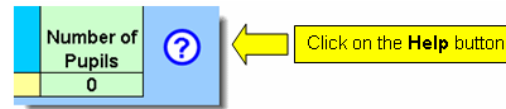


This next part is not essential but it makes it much easier to find the 'assessment' area from both Windows Explorer and from Save windows in programs; this is called Drive Mapping.

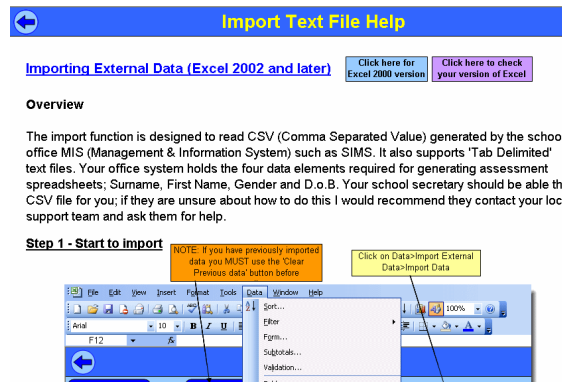
In Windows Explorer click on **Tools > Map Network Drive**.



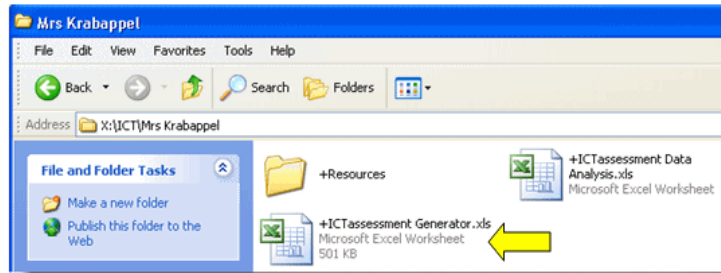
Step 13: Enter the pupil details for the class, use the help pages associated with the generator to help you through this process.



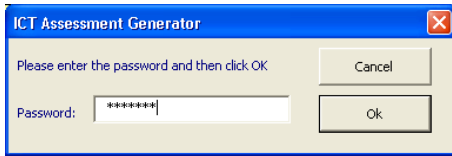
You can enter the pupil detail manually or use the import file function.



Step 11: Drop down into one of the class folders and launch '+ICTassessment Generator.xls'



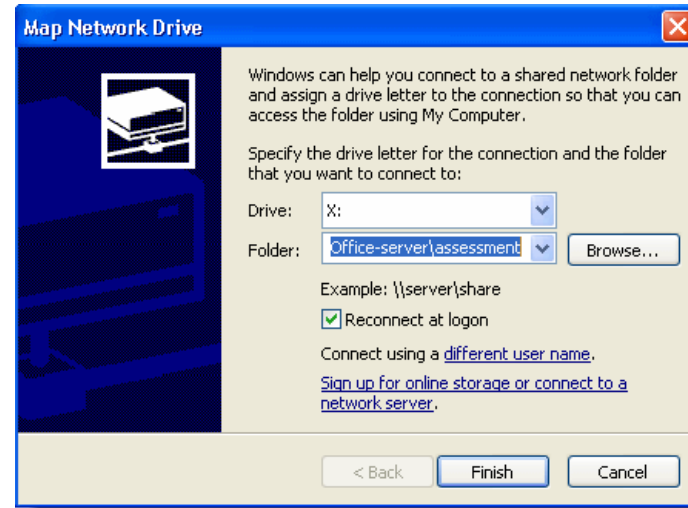
Step 12: Enter the password **tempest** (in lowercase) to use the pupil assessment generator. Both the generator and analysis spreadsheets have the same password; these have a password to stop pupils from either damaging the file structure or being able to run the analysis spreadsheet when other pupils have their assessment spreadsheets open.



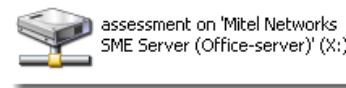
If you type an incorrect password than you will receive a reminder.



The window below will then be displayed.



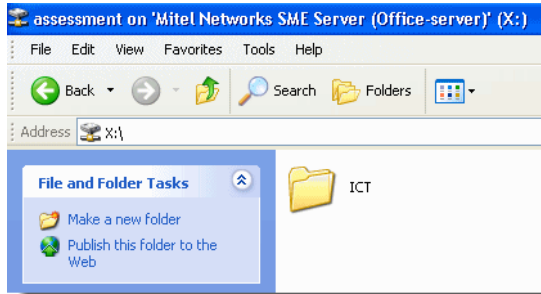
Here you can select a Drive Letter, you will need to map the same drive letter for each PC on which you will be running the assessment spreadsheets. I would recommend using a letter towards the end of the alphabet.



You will then need to browse to find the area you have setup on your server. Make sure 'Reconnect at logon' is ticked and then click on Finish.

You now have the Drive Letter you chose mapped to the assessment storage area.

Use Windows Explorer to navigate to the assessment storage area and create a folder called **ICT**; because you have created an assessment area you will be able to add other subjects at a later date.

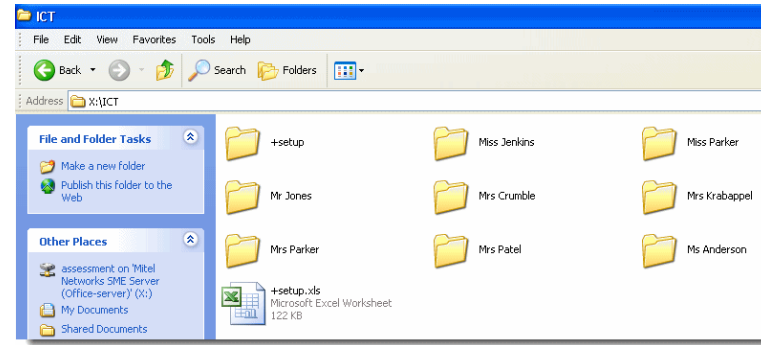


Note 1: If your server does not allow you to create an area where everyone can have access you will need to create a user called 'assessment' and use the storage area associated with the user to create the ICT folder. The downside of this method is that the pupils will not be able to drag and drop files into their E-Portfolio and will not be able to hyperlink to files in their own pupil storage area. They will need to have their E-Portfolio in their own storage area and will need to type the file names of the files in their assessment spreadsheet.

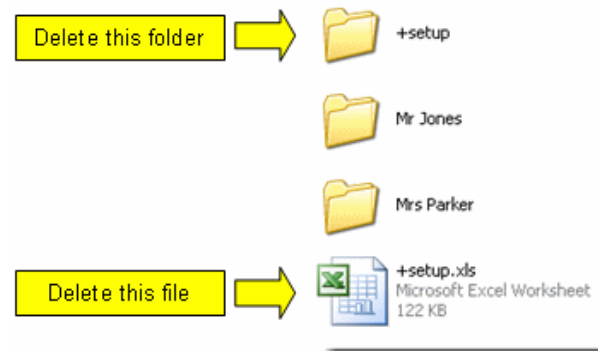
Note 2: You will now be saving critical data on your server and you must have a backup device to ensure data integrity if the hard drive on the server fails. If you do not have a backup device please speak to your technician/technical support person about purchasing one. The www.becta.org.uk and www.ictadvice.org.uk have documents regarding backup devices and good backup practice.

Please note that help2learn.co.uk Ltd cannot be held responsible for loss of data on your system.

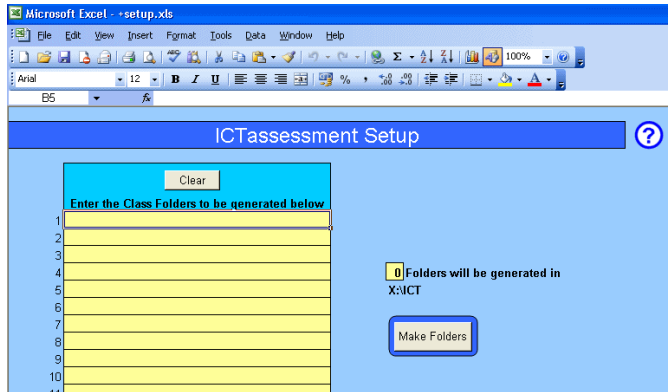
Step 10: The following file structure has now been set up.



Note: Because the pupils will have access to the 'ICT' folder they can also run the '+setup' spreadsheet. Therefore, I would recommend deleting the '+setup' Folder and '+setup.xls' file. If you need to add another class at a later date then just reinstall the files from the CD Rom as shown in Steps 1 to 9.

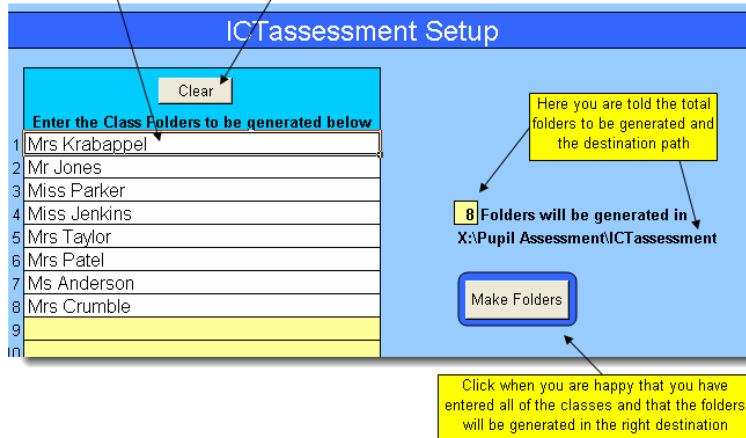


Step 9: Use the '+setup' spreadsheet to make a class folder for each teacher.



You can enter the class teacher's name or the class name, e.g. Class 3B

If you miss a class out you can use the clear button and use the setup again

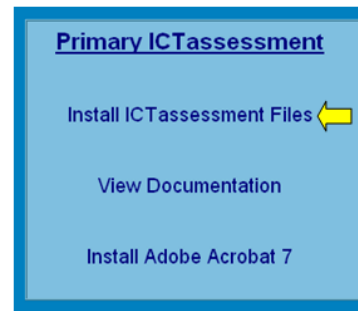


3. Installing the software

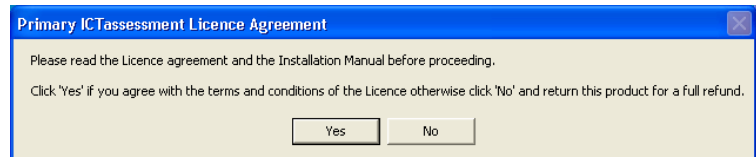
Depending on the number of pupils in the school and the speed of your hardware this process should take between half an hour to one hour to complete.

Step 1: Insert the ICTAssessment CD into your CD Rom drive. The disk should auto run and start automatically, if it does not use 'My Computer' to explore the CD Rom and double click on 'setup.exe'

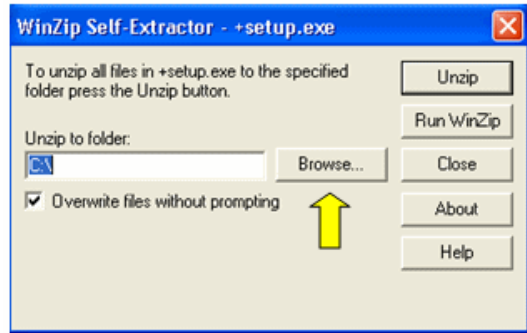
Step 2: From the setup menu click on 'Install ICTAssessment Files'



Step 3: Click on 'Yes' if you agree with the Licence Agreement.



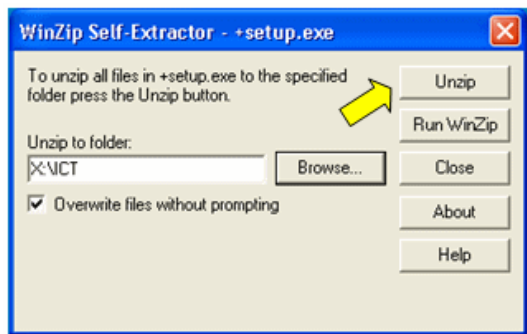
Step 4: Click on the 'Browse...' button.



Step 5: Browse for the 'assessment' area on your server and select the 'ICT' folder.



Step 6: Click on 'Unzip'



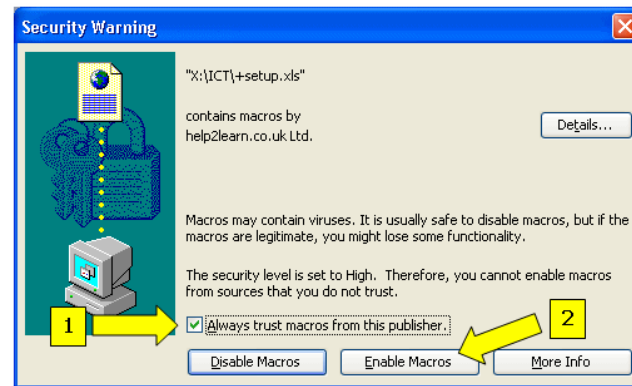
Step 7: Once the files have been saved to the 'ICT' folder click on 'OK' and then on 'Close'.



Step 8: Use Windows Explorer to browse the contents of the 'ICT' folder. Double click on '+Setup.xls'

The first time you run one of the ICTassessment spreadsheets you will be presented with a security window, do the following:-

- 1-Click the 'Always trust macros from this publisher.'
- 2-Click on 'Enable Macros.'



See pg.15 - **Macro Security** for more details.