CASPA post-installation information

Making CASPA accessible on additional workstations or for other network users

As noted previously, when installed to a shared network location, CASPA can be run from any workstation that can access the shared network location simply by launching the CASPA executable located in the CASPAApp folder. Where CASPA was installed from a workstation, desktop and program group short-cuts will have been created on that workstation that 'point to' the network location; making these short-cuts available to other workstations can be achieved most simply by copying the desktop and/or program group short-cuts from the original workstation to a shared location, and then copying from that shared location to any workstation from which access to CASPA is required - presuming of course that drive mappings are consistent amongst all network user accounts.

Privileges required to operate CASPA

All users of CASPA, regardless of their CASPA user role, require the following privileges:
- Read, write and create privileges for the CASPA application (CASPAApp) directory tree
- Read, write and create privileges for the entire CASPA database (CASPAData) directory tree
- A user profile with a defined TEMP directory environment variable, with full Read, write and create privileges on that directory; or privileges to create the directory C:\TEMP, with full Read, write and create privileges on that directory.

GCSE Grades D-U and A*-C

For all National Curriculum subjects, the range of available outcomes includes two entries corresponding to GCSE grades, namely 'D-U' and 'A*-C'. Whilst these have had to be retained for legacy reasons, we would strongly recommend against their use. The way these outcome levels were originally implemented means that a pupil at KS4 given a outcome level D-U on the basis of an expected GCSE grade of G, say, will be awarded a higher CASPA points score than would be awarded for Level 8 of the National Curriculum, which is clearly inappropriate.

A review of how best to deal with assessments at Key Stage 4 in a way that will accommodate outcome levels from the lowest P Level to A* at GCSE is on-going.

How to move a CASPA application

Should you wish to move a CASPA installation, for example to move a stand-alone installation of CASPA to a network share from where it can be accessed by many users, we recommend the following procedure:

1. Identify the location for the new CASPA installation and create a new 'parent' directory for this CASPA installation

2. Copy the CASPAApp (may be named "CASPA" for older installations) and CASPAData directories from your original CASPA installation into this new parent directory; you can, of course, specify entirely separate paths for your CASPAApp and CASPAData directories should you have a need to do so.

3. Edit the CASPA.INI file in your new CASPAApp folder, and edit the 'DataDirectory' value as follows: DataDirectory=<UNC path to your new CASPAData folder>

4. Repoint any existing CASPA short-cuts to your new CASPA installation

5. Rename the CASPAApp and CASPAData folders of your original CASPA application to make it clear that this is an obsolete version of CASPA; once you are satisfied that the new installation of CASPA is performing correctly, the original installation can be uninstalled by running the CASPA uninstaller, Uninstall.exe, which will be found in the original CASPAApp directory.

Please note:

•   Where CASPA is being installed under any operating system that supports Windows User Account Control, (UAC), ensure that no element of CASPA is installed to any sub-folder of the Program Files folder on the root of any drive, nor any other folder under UAC.

•   Once an installation of CASPA has been moved to a location that is different from the location to which it was originally installed, it can no longer be uninstalled using the CASPA uninstaller.

Transfer of basic pupil data to CASPA from a centrally-hosted installation of SIMS .net

For an overview of the transfer of basic pupil data from SIMS .net to CASPA, please refer to the guidance note available by running the menu option **Help | Guidance notes | Transfer of basic pupil data for SIMS users**.

Under normal circumstances, SIMS .net is installed locally at schools and each workstation that is capable of accessing SIMS .net will have a SIMS.INI file in the C:\Windows or C:\WinNT directory, as appropriate.

The SIMS.INI file includes a 'SimsDotNetDirectory' entry in the [SETUP] section which defines the default location where the XML export file generated by importing and running the supplied SIMS .net Report Definiton file, CASPA Pupil Data <nnnn>.RptDef, will be created (where <nnnn> is the current CASPA 'year').

When importing or refreshing pupil data in CASPA from data exported from SIMS, CASPA will look for the XML export file in the location specified by the SimsDotNetDirectory entry in the SIMS.INI file mentioned above.

When SIMS is centrally-hosted, a number of differences may exist that will require additional steps in order to enable CASPA to locate the data export from SIMS:

•   The SimsDotNetDirectory referred to in the SIMS.INI file may refer to a remote location which may be:
    ○   Read-only, preventing SIMS from saving exports to that location
    ○   inaccessible to the user
•   The SimsDotNetDirectory referred to in the SIMS.INI file may refer to a local location (usually Program Files\SIMS\SIMS .net – or Program Files (x86)\SIMS\SIMS .net) which does not match the location in which the centrally-hosted SIMS will save exported files

To ensure that the XML export file created by running the report CASPA Pupil Data <nnnn> in SIMS .net is accessible to CASPA, it is vital that the SIMS.INI file that CASPA uses identifies the location to which SIMS will save the exported data file. To achieve this, please use the following guidance:

1. If the CASPA users who transfer data to CASPA do not have access to the location in which SIMS saves reports, it is vital that the report used to generate the export for CASPA is modified to save the export file in a location to which users have access. To achieve this:

    ○   Start SIMS .net and run **Reports | Design Report**

    ○   **S**elect the 'Student' focus in the SIMS .net 'Open report' dialog and select the report 'CASPA Pupil Data <nnnn>'

    ○   At the output file stage, specify a path for the creation of the output file, Caspa Pupil Data <nnnn>.xml:

        ■   If users have access to the location that their local SIMS.INI defines on their workstation (usually C:\Program Files\SIMS\SIMS .net – or C:\Program Files (x86)\SIMS\SIMS .net), it is preferable to specify this path as it negates the need for step 2 below.

        ■   If these users do not have access to be able to save files to this location on their workstation's hard disc, specify an alternative path in which they have permissions to save

files. If this option is chosen, step 2 below will also be required.

- ◦ If required, the edited report definition can be exported to a RptDef file for import into other centrally-hosted installations of SIMS .net.

2. If the SIMS export is not able to be saved to the location defined in the local SIMS.INI, it is necessary to create an additional SIMS.INI file, located within the CASPAApp directory to identify to CASPA the location in which the SIMS exports will be found:

- ◦ Use Notepad to create a new file named SIMS.INI in the CASPAApp directory.
- ◦ The content of this file should be as follows:
  [Setup]

  SimsDotNetDirectory=<Path to the Caspa Pupil Data <nnnn>.xml file>

When refreshing pupil data from SIMS .net, CASPA will now look for the Caspa Pupil Data <nnnn>.xml file in the location specified in the SIMS.INI file located in the CASPAApp directory.

What's next

When CASPA is first started, you will be prompted to create a System Manager account for CASPA; for more information on CASPA user accounts and CASPA roles, press F1 to access the CASPA Help system.

Additional information aimed at new users of CASPA is available via the series of Guidance Notes accessible via the menu option **Help | Guidance notes**. For an overview of CASPA, we would recommend the Guidance Note 'Getting started with CASPA'.