caspa
Comparison and Analysis of Special Pupil Attainment

CASPA pre-installation information

The purpose of this document is to provide you with the information necessary to ensure that installing and using CASPA is a simple process. We strongly request that you take a few minutes to read the information we have prepared. The document is aimed at the person who will carry out the installation of CASPA, and therefore is written for a technical audience.

Key information about CASPA:

The following aims to cover the main points that will have an impact on the installation and operation of CASPA:

- CASPA is a single-tier database application that supports multi-user operation when installed to a suitable shared network location.
- CASPA comprises a set of application files that are installed to a single directory (CASPAApp), and a set of database files that are installed to a single directory tree (CASPAData); by default, the application and database folders share a single parent folder, though they can, if required, be located on different drives or even different servers.
- an entry in the CASPA.INI file in the application directory records the location of the database files associated with the installation of CASPA; to avoid any issues with drive mappings, the location of the CASPAData folder is recorded in UNC format.
- the location of the CASPA data directory is identified by the 'DataDirectory=' entry in the [CASPA] section of the CASPA.INI file, which is located in the CASPA application directory; the CASPA.INI file and the DataDirectory setting are created automatically by the CASPA installer.
- there are no other registry settings or INI files required on any workstation accessing a networked installation of CASPA, and no dependencies on external run-time libraries; the CASPA application is entirely self-contained.
- access to a network installation of CASPA from a workstation requires simply that the CASPA executable in the CASPAApp folder be run, either directly or via a short-cut on the workstation. For more information see 'Making CASPA accessible on additional workstations or for other network users', below
- every establishment running CASPA must have one, and only one, MAIN installation of CASPA.
- every user maintaining data must access the single MAIN installation of CASPA; CASPA does not support a 'briefcase' model for editing of data when disconnected from the MAIN installation, and has no features for merging changes back into a MAIN installation.

Recommendations for installation of CASPA

Regardless of whether CASPA is to be used by a single user or by multiple users, we strongly recommend that all elements of CASPA are installed to a network location that will be backed up automatically.

Where CASPA is initially installed to a local hard drive, the application can easily be moved at a later date to a shared network location, though the 'moved' installation will no longer be able to be uninstalled by the CASPA uninstaller; for more information please refer to the section 'How to move a CASPA installation' in the document CASPA post-installation information.

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.

During installation, desktop and program group short-cuts to CASPA are created on the workstation where the installer is run; we strongly recommend that the installer is run from a workstation that will access CASPA, rather than being run directly on the server, so that the 'Path to target' and 'Start in directory' values recorded for the short-cut will be recorded using the path of the server drive relative to the workstation, rather than as local drives on the server.

System requirements

CASPA can be run on any machine running any version of Windows from Windows 2000 or above with a minimum screen resolution of 1024x768.

On installation, the size of the CASPA application folder is approximately 30MB

On installation, the size of the CASPA database folder is approximately 5MB and is unlikely to grow above 50MB, unless the school chooses to record multi-media evidence to support assessments

Installation considerations

Choosing a suitable installation location for CASPA will depend on three principal considerations:
- who will maintain assessment data within CASPA?
- who else needs to access CASPA?
- what network infrastructure is available?

Who will maintain data?

In many schools, maintenance of assessment data is treated as an administrative task to be handled by the school Admin office, though elsewhere maintenance of assessment data is handled by teachers. Whilst both options are possible, in general there will be better reliability and integrity if data is maintained by one or more experienced users.

If data is to be maintained by teachers, CASPA will need to be accessible from the classroom. See the section 'What is the network infrastructure?' below.

Who else needs to access CASPA?

Whoever maintains data, a greater number of people are likely to need to be able to view data, run reports and carry out analysis. Access to CASPA is maintained by the creation of user accounts in CASPA by the CASPA System Manager via the menu option **Admin | Maintain CASPA user accounts**, with each CASPA user being assigned an appropriate CASPA role.

What is the network infrastructure?

Where there is a single network that is accessible to all prospective users of CASPA, a single MAIN installation of CASPA can be created on a suitable network share and access to CASPA can be controlled by creation of CASPA users accounts with appropriate privileges

If a school does not have a single network that is accessible to all users, e.g. the school has separate Admin and Curriculum networks with no interconnectivity, create a MAIN installation on the server that will be used by those maintaining data (usually the Admin server for ease of transfer of data from school MIS), and create a CLASSROOM or GUEST install on the other server to be populated with data from MAIN installation. For further information, please refer to the document Managing multiple CASPA installations.

Privileges required to install CASPA

We recommend that CASPA is installed by a user with Administrator privileges for the chosen installation location.

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.

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.

Errors or warnings during installation

If you encounter a problem during the installation process, an error message will explain the cause of the problem and the actions necessary to resolve it. If the installation is either terminated or cancelled by the user following an error, an option to view or print the CASPA installer log will be given automatically; the CASPA installer log gives full details of all actions taken by the user, together with a description of any problem encountered and the actions necessary to resolve it.

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.