



caspa 2010

Comparison and Analysis of Special Pupil Attainment

CASPA 2010 LA Module - Installation and first use instructions

This document gives brief details of the procedure for upgrading from the CASPA LA Module from CASPA 2009 to CASPA 2010 for existing users, or installing CASPA 2010 for new users, and includes instructions for the set-up and first use of the LA Module of CASPA.

1. Installation of the LA module of CASPA

NOTE: It is strongly recommended that the CASPA installer for new installations or upgrades is run from a workstation that will be used to access CASPA, rather than being run on the server itself. This will ensure that all references and the desktop short-cut created during installation refer to the full path of the server location of CASPA; to make CASPA accessible from other machines, simply copy the desktop short-cut.

If you are an existing user of CASPA 2009:

For existing users of CASPA 2009, CASPA 2010 installs as an upgrade, migrating results, targets, evidence, notes and qualifications from CASPA 2009 as part of the upgrade process. Click **System | Check for updates...** in CASPA 2009 to start the upgrade process, during which CASPA 2009 will be upgraded to the latest version and CASPA 2010 will be installed and short-cuts created on the desktop.

If you are able to use the built-in 'Check for updates' functionality, this will provide the simplest upgrade route, as CASPA 2009 will be able to supply the upgrade installer with the information it requires; if you manually upgrade from CASPA 2009 to CASPA 2010, you will have to ensure the CASPA 2010 installer is saved to and run from the CASPA 2009 installation directory.

To upgrade to CASPA 2010 using CASPA 2009's built-in 'Check for updates' functionality:

Click **Help | Check for updates...** in CASPA 2009 to start the upgrade process.

In order to download the upgrade set-up file, CASPA 2009 will need to connect to the Internet. If you are running a firewall or other Internet security package, you may receive a warning that a program named 'Caspa09.exe' is attempting to connect to the Internet; if you receive such a warning, please allow the connection to take place. If you permanently block connections from this software, you will not be able to download the upgrade using the built-in 'Check for updates' functionality until you manually remove the download block from your Internet security package.

The 'Check for updates' process supports the use of authenticating proxy servers; if you use an authenticating proxy server, please click the 'Set proxy information' button to enter proxy server id, proxy user name and proxy password. For all other cases, CASPA uses the same Wininet information that is used to allow, for example, Internet Explorer to connect to the Internet.

The following steps will complete the upgrade:

1. On completion of the download, CASPA 2009 will close to allow CASPA 2009 to be updated, and the self-extractor for the new CASPA 2010 Installer will launch automatically;
2. Review the licence conditions, click the check box to accept and click the 'Continue' button to

- proceed with the installation;
3. Select the location(s) for installation of CASPA 2010. You can now install the software (application files) to a different location from data files.
 - Use the 'Select CASPA Directory' button and click on the 'Make new folder' button to create the directory into which the CASPA 2010 application files will be installed. This directory name is normally called 'CASPA2010' but you can choose to name it differently if required.
 - The directory for the data files will default to the same directory selected for the application files but for those schools who wish to store data files in a different location, you can create a different directory using the 'Select Data Directory' button as above.
 - Click the 'Install CASPA 2010' button to proceed.
 4. On completion, please click the 'Finish' button.

Please now proceed to Section 3 of this document, 'Populating the CASPA 2010 LA Module'.

To manually upgrade to CASPA 2010:

Please follow these steps:

Click **Help | Check for updates...** in CASPA 2009 to display the 'Check for updates' dialog, then click the button labelled 'Launch web browser for manual download of updates' to display the CASPA manual upgrade web page, from where the upgrade package can be manually downloaded and applied.

Full instructions are given on the manual upgrade web page, which you are recommended to print, and are summarised below:

1. Click the 'Launch web browser for manual download of updates' button;
2. A dialog box will display the drive and directory where CASPA 2009 is installed - make a note of this as you will require this information when downloading the upgrade package;
3. Your web browser will display the CASPA manual upgrade web page; please print this page for reference, and decide which type of download you require;
4. Right-click your chosen type of installation package, select 'Save Target As' or 'Save As', depending on your browser type, browse to the CASPA 2009 installation directory noted at step 2, and click Save;
5. Close your browser;
6. Close CASPA 2009;
7. Browse to your CASPA 2009 installation directory;
8. If you have downloaded the upgrade as a zip archive, unzip the archive Caspa2010Setup.zip to your CASPA 2009 installation directory;
9. Locate the setup file Caspa2010Setup.exe and double-click to run the self-extractor for the CASPA 2010 Installer;
10. On completion, the CASPA 2010 Installer will launch automatically;
11. Review the licence conditions, click the check box to accept and click the 'Continue' button to proceed with the installation;
12. Select the location(s) for installation of CASPA 2010. You can now install the software (application files) to a different location from data files.
 - Use the 'Select CASPA Directory' button and click on the 'Make new folder' button to create the directory into which the CASPA 2010 application files will be installed. This directory name is normally called 'CASPA2010' but you can choose to name it differently if required.
 - The directory for the data files will default to the same directory selected for the application files but for those schools who wish to store data files in a different location, you can create a different directory using the 'Select Data Directory' button as above.
 - Click the 'Install CASPA 2010' button to proceed.
13. On completion, please click the 'Finish' button.

Please now proceed to Section 3 of this document, 'Populating the CASPA 2010 LA Module'.

If you are a new user of CASPA:

New users of CASPA can install CASPA to either a local or a network drive. Your data is valuable, so we recommend installing to a location that will automatically be backed up. Please contact your network administrator if you require further advice.

Installation and preparation of the system comprises two tasks:

1. Select your installation location, as described above
2. Download and run the setup file from the following url:
<http://www.sgasystems.co.uk/caspa/setups/Caspa2010Setup.exe>

To install CASPA 2010, download the CASPA 2010 set-up file in accordance with the instructions supplied by your Local Authority and follow these steps:

1. On completion of the download, run the setup file (Caspa2010Setup.exe) for the CASPA 2010 Installer;
2. Review the licence conditions, click the check box to accept and click the 'Continue' button to proceed with the installation;
3. Confirm that you are installing CASPA 2010 as a new installation and that you do not already have CASPA 2009 installed to upgrade. If so, click the 'Install CASPA 2010' button.
4. Complete the 4 selections on the next screen:
 - Enter your Local Authority number
 - Ensure the installation type radio button is checked for 'LA Module'
 - Select the location(s) for installation of CASPA 2010. You can now install the software (application files) to a different location from data files. Use the 'Browse' button and click on the 'Make new folder' button to create the directory into which the CASPA 2010 application files will be installed. This directory name is normally called 'CASPA 2010' but you can choose to name it differently if required. The directory for the data files will default to the same directory selected for the application files but for those schools who wish to store data files in a different location, you can create a different directory using the 'Browse' button as above.
 - Click the 'Install CASPA 2010' button to proceed.
5. On completion, please click the 'Finish' button.

Please now proceed to Section 2 of this document, 'First use of the LA module of CASPA 2009'.

2. First use of the LA module of CASPA 2010

This section applies to using CASPA 2010 for the first time after installing CASPA as a new installation. If you have upgraded from CASPA 2009 using the instructions in section 1, please proceed directly to Section 3 of this document, 'Populating the CASPA 2010 LA Module'.

First use of the CASPA LA Module - basic system configuration:

Configuration of CASPA comprises a number of steps, as outlined below for all CASPA installations:

1. Create a System Manager user account for the installation of CASPA
2. Select the required type of CASPA installation

To launch CASPA 2010, please click the short-cut for CASPA 2010 that will have been installed to your desktop.

Log in to CASPA for the first time:

To commence configuration of CASPA 2010, double-click the CASPA 2010 icon on your desktop.

At the initial login dialog, please log in to CASPA as follows:

UserName: **SYSMAN**
Password: **ChangeOnInstall** (Note: CASPA passwords are case-sensitive)

If the UserName and Password noted above are entered correctly, you will progress to the next step. If you do not enter the UserName and Password successfully, please carefully check the spelling you have entered and that the password has been entered using upper case C, O and I for the three words that form the password and lower case for all other letters. The UserName and Password use only letters (no numbers or other characters are used in the provided UserName and Password). Note also that UserNames are forced into upper case regardless of case selected.

Select the required type of CASPA installation:

To cater for the needs of different audiences at the LA level and the varying network infrastructures, CASPA offers three types of installation, as described on the 'Select type of installation' dialog box; press F1 to access the CASPA Help system for further guidance. If this is the first CASPA LA Module installation, please select MAIN installation. Each LA must have one and only one MAIN installation of the CASPA 2010 LA Module.

If you have selected a GUEST installation of CASPA, configuration of the system is now complete as the GUEST installation inherits configuration information from the MAIN installation from which data will be imported; for MAIN installation types, the following two stages are required to complete configuration.

Create a System manager user account for the installation of CASPA:

the 'Create a System Manager user account' dialog will be displayed and you will be required to create a System Manager user account for this installation of CASPA; press F1 to access the CASPA Help system for guidance.

Once a System Manager user account has been created, the newly-created System Manager will be required to log in again using their UserName and the temporary use-once Password generated by CASPA; once logged in, the System Manager will be required to choose their own permanent Password. On completion, the 'Select type of installation' dialog will then display.

Finalise the installation:

CASPA will prompt you that one System Manager has so far been created. It is recommended that every MAIN installation of CASPA have at least two users with System Manager privileges; once configuration is complete, additional CASPA user accounts can be created as required via the menu option **Admin | Maintain CASPA user accounts for this installation**

CASPA user accounts:

For security reasons, CASPA requires every user to have their own UserName and Password. Each user will be assigned to one of the CASPA roles described below, which will determine their privileges within CASPA.

CASPA user accounts can be created and managed by users allocated the CASPA role of System Manager via the menu option **Admin | Maintain CASPA user accounts for this installation**. This menu option will only be available to CASPA users who are designated as a System Manager. For more information please refer to the CASPA Help system.

- **System manager:** the System Manager role allows the creation, editing, enabling and disabling of user accounts and the resetting of 'lost' passwords; a System Manager inherits the highest of the remaining three roles available for the specific type of CASPA installation
- **Administrator:** the Administrator role allows full access to all data maintenance and reporting features of CASPA and is available for the MAIN installation of CASPA only
- **Guest:** the Guest role allows data to be viewed and reports to be run but does not allow any data to be altered and is available for MAIN and GUEST installations of CASPA

CASPA will prompt that a Check for updates is due. This is the normal mechanism for receiving updates to CASPA and is prompted at this stage to cater for the possibility that the download of CASPA 2010 took place some time before the installation and first use occurred. If possible, please allow the check for updates to proceed to ensure you will use the latest release of CASPA. If you are unable to allow the check for updates to take place immediately, you will be able to carry this out at any time via the menu option **System | Check for updates** and will be prompted again next time you log in until you allow the process to complete.

On completion, the main CASPA screen will display. As pupil data has not yet been imported, the toolbar and most menu options will be disabled.

Please now proceed to Section 3 of this document, 'Populating the CASPA 2010 LA Module'.

3. Populating the CASPA 2010 LA Module

Whether installing the LA Module as a new user or upgrading from CASPA 2009, the CASPA 2010 LA Module will require data returns from your schools prior to all menu options and toolbar buttons becoming available.

Importing school CASPA data returns into the CASPA 2010 LA Module:

To import a CASPA data return from a school into the CASPA 2010 LA Module, select **File | Import CASPA data return from school**. A directory browser will allow you to select the location from which you wish to import data. A series of dialog prompts will guide you through the process. The CASPA data return from a school will include all historic CASPA data entered by the school in addition to results for the current year.

Manual creation of pupil records in the CASPA 2010 LA Module:

Where schools have made a paper return of CASPA data, pupil records for the school can be created manually in the CASPA 2010 LA Module via the menu option **Data | Basic pupil data**.

Notes:

For new installations, once pupil records have been created in the CASPA 2010 LA Module, either by the import of a school data return or by manual creation, all menu options and toolbars will be enabled for the CASPA 2010 LA Module. For any further guidance, please refer to the Help system and the PDF files available via the **Help | Guidance notes** menu option.

Please note that whilst the CASPA LA Module main data entry screen includes facilities for the display and maintenance of notes and additional qualifications, via the **Data and evidence | Additional data** tab page and for the display and maintenance of multi-media evidence to support assessments via the **Data and evidence | 2009/2010 | Multi-media evidence supporting 2010 assessments** and the equivalent tabs for each historic year enabled, these items of data are not included in the return of CASPA data from schools to the Local Authority.