



caspa 2010

Comparison and Analysis of Special Pupil Attainment

Installation and first use instructions for schools with no MIS

This document gives brief details of the procedure for upgrading 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 School Data Collection Module of CASPA for schools who do not use a MIS.

Introduction:

Schools which do not use a MIS are able to import pupil data via CSV file or will need to manually create pupil records in CASPA and manually administer the CASPA system to trigger actions such as the roll-forward to the new academic year of pupil records in CASPA. For further information, please refer to the topic 'Essential information for schools with no school Management Information System' in the Essential Information section of the CASPA Help system.

1. Installation of the School Data Collection module of CASPA 2010

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 **Help | 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.

The upgrade process will check that the pupil information in CASPA 2009 has been rolled forward to the 2009/2010 academic year. If the upgrade process detects that CASPA 2009 has not already been rolled forward, you will need to roll forward prior to upgrading. Rolling forward refers to the process of promoting ' year groups for the pupils remaining on roll, marking leavers and adding new admissions, etc., at the start of each autumn term. If the pupil data in CASPA has not been updated in this way, pupils will still be identified as belonging to the year group, class, etc that they were in at summer term 2009. To correct this, select the menu option **Admin | Roll data forward to new academic year** and follow the on-screen prompts.

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 CASPA2009'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 'Caspas09.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 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 select the appropriate type of school MIS (no MIS) to display the relevant setup instructions and click the 'Finish' button.

Please now proceed to Section 3 of this document, 'Creating pupil records in CASPA 2010'.

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.

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 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 select the appropriate type of school MIS (no MIS) to display the relevant setup instructions and click the 'Finish' button.

Please now proceed to Section 3 of this document, 'Creating pupil records in CASPA 2010'.

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 self-extractor (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 remains checked as 'School 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 '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.
5. The 'School registration' dialog box will now be displayed to allow you to select the school to which the system is to be registered. Please either enter the full seven-digit DCSF number for your school, or select the school name from the drop-down list and click the 'OK' button.
6. Check that you have selected the correct school and if so, click on the 'Yes' button.
7. On completion, please select the appropriate type of school MIS (no MIS) to display the relevant setup instructions and click the 'Finish' button.

Please now proceed to Section 2 of this document, 'First use of the School Data Collection module of CASPA 2010'.

2. First use of the School Data Collection 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, 'Creating pupil records in CASPA 2010'.

First use of CASPA 2010 - basic system configuration:

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

- **For all CASPA installations:**
 1. Select the required type of CASPA installation
 2. Create a System Manager user account for the installation of CASPA.

- **For MAIN installations only:**
 3. Identify your school MIS type and identify any external sources of assessment data

To launch CASPA 2010, please click the short-cut for CASPA 2010 that will have 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 within schools and the varying network infrastructure in schools, 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 installation in your school, please select MAIN installation. Each school must have one and only one MAIN installation of CASPA.

If you have selected a CLASSROOM or GUEST installation of CASPA, configuration of the system is now complete as the CLASSROOM or 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.

Identify any external sources of assessment data:

To avoid the need to re-key assessment results held elsewhere, CASPA allows the import of assessment results from electronic version of PIVATS, B Squared and BAREonline. Selecting the default option to maintain results in CASPA by manual entry may be appropriate, in which case click OK to proceed. If you wish to import results from PIVATS, B Squared or BAREonline, please select the appropriate option here. Further details on the interaction of CASPA with PIVATS, B Squared or BAREonline and the dialog to allow selection of aspects for which to import results can be found in the documents *"Import assessment results from B Squared"*, *"Import assessment results from PIVATS"* or *"Import assessment results from BAREonline"* which are available via the menu option **Help | Guidance notes**.

Finalising the installation:

CASPA will prompt you that one System Manager has so far been created. It is recommended that every MAIN or CLASSROOM 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 is assigned to one of the CASPA roles described below, to determine their privileges in CASPA.

CASPA user accounts can be created and managed by users allocated the CASPA role of System Manager via the 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
- **Teacher:** the Teacher role allows all data to be viewed and reports to be run; it does not allow assessment results to be edited, but it does allow multi-media evidence supporting assessments to be added, edited and deleted; the Teacher role is available for MAIN and CLASSROOM installations of CASPA
- **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, CLASSROOM and GUEST installations

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.

Please now proceed to Section 3 of this document, 'Creating pupil records in CASPA 2010'.

3. Creating pupil records in CASPA 2010

Where a school has identified that they do not use SIMS .net or an alternative school MIS capable of producing an appropriate Common Transfer File, two options are available for creating and updating pupil records in CASPA:

- Import pupil details via a Comma Separated Variable (CSV) file;
- Maintain pupil details manually.

Please refer to the relevant sub-section below appropriate to your circumstances.

Importing pupil records into CASPA:

For creating pupil records in CASPA using pupil data from a CSV, please first refer to the details of the items of data and formats for data required in the CSV file in the document *CSV pupil data specification for CASPA 2010*. This document can be selected via the menu option **Help | Reference**. For schools with no Management Information System, the CSV file should include items specified in Table 1; for virtual schools the CSV file should include items specified in both Table 1 and Table 2 of the specification document.

The CSV file should contain details for all pupils for whom you wish to create records in CASPA.

IMPORTANT: When refreshing pupil data in CASPA, the CSV file from which data is to be refreshed must include a record for EVERY pupil for whom a pupil record already exists in CASPA.

To create pupil records using the pupil data exported to a CSV file, select **File|Import pupil records** from Comma Separated Variable File. Please take note of the important information above (in red) regarding the pupils for whom records must exist in your import file. A file selection dialog will allow you to select the file from which you wish to import pupil data. A series of dialog prompts will guide you through the import process.

Before importing data from a CSV file into CASPA from this file, checks are made to ensure that the data in your CSV file is complete and valid; these checks will test both the structure of your CSV file itself and with the validity of the data items to be imported. If the system finds any errors in the structure of the CSV file itself, or items of data that are either invalid or missing, the import process will be aborted and an error window showing each of the types of errors found will be displayed.

If the import process was aborted because errors were found, please make any necessary corrections to your CSV file and try the import process again.

CSV pupil data UPN matching report: For users who have upgraded from CASPA 2009, and for all users when refreshing pupil data from CSV file, validation will check for differences between the data being imported and the data already held in CASPA. Where differences exist, a **UPN matching report** will be displayed. The purpose of this report is to ensure that the data in CASPA is correctly updated. The report displays each type of match scenario in one of 6 sections. Only if pupils are listed in Section 1 will the import not be able to proceed; for all other sections, the information is displayed for you to confirm that the details being imported are definitely for the correct pupil. On completion of the import, the data in CASPA will be updated to reflect the data imported from your CSV file. The following summarises the purpose of each section of the report; for further details, please read the introductory text about that section and actions required or suggested for each:

Section 1 - Pupils in CASPA with no match in your CSV file. The import cannot proceed if pupils are listed in this section. Please use the introductory text at the top of the page for likely reasons and actions.

Section 2 - Pupils in your CSV file with no match in CASPA. Normally, these pupils will be new admissions to your school. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

Section 3 - Pupils in your CSV file whose Former UPN matches a pupil in CASPA but where there is

only a partial match of other key data. Normally, the UPN and other details will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

Section 4 - Pupils in your CSV file whose Former UPN matches a pupil in CASPA and with a complete match of other key data. Normally, only the UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

Section 5 - Pupils in your CSV file whose UPN matches a UPN in CASPA but where there is only a partial match of other key data. Normally, some details other than UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

Section 6 - Pupils in your CSV file whose UPN matches a UPN in CASPA and with a complete match of other key data. No action is required for pupils in this section.

CSV file exported data report: Once matching has been confirmed, a report displays the extended data found in the export file. This report provides you with an opportunity to check that the data exported from your CSV file is as you expected. Close the report to proceed.

Basic pupil data report: On completion of your import, a report will display the updated information now in CASPA to allow you to verify that the data has been imported correctly. Most of the columns displayed will be identical to the CSV file exported data report; however, the last three columns display the categories of need that will be used in CASPA in all analysis. When a pupil's record is first created in CASPA, the CASPA needs will default to those imported from your CSV file. Since schools often need to make to the needs used in CASPA for analysis, all refreshes of pupil data will not overwrite the CASPA needs. Close the report to proceed.

Select pupils for CASPA assessment: A dialog will then allow you to select the pupils for whom you wish to maintain assessment data within CASPA. This option allows a school to exclude one or more pupils from being used in CASPA by deselecting the required pupils. For example, Foundation Stage pupils and, in mainstream schools, all pupils without a category of need will be deselected by default. Schools can choose to deselect other pupils or re-select pupils who are already deselected. A series of dialog prompts will guide you through this.

Data recording and checking sheet: You will then be asked if you wish to view or print data recording sheets, which may be a useful means of gathering the assessment results to be entered into CASPA or to confirm that the results and targets within CASPA are as teachers expected. If you choose to view or print data recording sheets, you must then select the pupils for whom they are to be generated; you can apply a condition to filter your pupils, and can then either use the buttons below the grid to select/deselect all matching pupils, or click on pupils individually to select them - press F1 for guidance. Once you have selected the required pupils, click the Report button; when you close the report, you will return to the pupil selection dialog to allow you to change your selection criteria should you wish to do so. When you are finished, click Close.

All features of CASPA will now be enabled. For any further guidance, please refer to the Help file and the PDF files installed in your CASPA directory.

Maintaining pupil records in CASPA manually:

To create or amend pupil records in CASPA, select **Data | Basic pupil data** to display the pupil browser and then click the 'Add' button to create new pupil records or highlight a pupil and click the 'Edit' button to amend details. When you attempt to save a pupil record, CASPA will warn you if any mandatory data is missing for the pupil.

Once at least one pupil record has been created, all features of CASPA will be enabled and CASPA will be ready for you to populate pupil records with assessment results and targets and to make full use of the analysis and CASPA's comparative data.

4. Next Steps

For guidance on a wide variety of topics, please refer to the Help file, accessible at any time using the F1 key or via **Help | Contents** and the PDF guidance topics available via **Help | Guidance notes**.

There are a number of options for inputting or importing results or targets into CASPA:

- Manual entry (refer to the guidance document 'Data maintenance in CASPA')
- Import from (refer to specific guidance note for each import type):
 - B Squared
 - PIVATS
 - Common Transfer File (CTF)
 - SIMS Assessment Manager 7
 - Excel spreadsheet or CSV file
 - BARE Online

For an overview describing using CASPA from installation to use of analysis, please refer to the guidance note 'Getting started with CASPA'.