



caspa 2010

Comparison and Analysis of Special Pupil Attainment

Installation and first use instructions for schools using a MIS other than SIMS.net

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 use a MIS other than SIMS .net.

Introduction:

For schools who use a MIS other than SIMS .net, pupil records can be created and refreshed in CASPA by the import of data exported from your school MIS via Common Transfer File (CTF). In this way, CASPA can be kept up to date to reflect changes to pupil data, new admissions, leavers and will also automatically detect the roll-forward of your school MIS to the new academic year.

1. Installation of, or upgrading to, the School 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 CASPA has not been updated with pupil data since this process took place, pupils will still be identified as belonging to the year group, class, etc that they were in at summer term 2009. To correct this, create a new CTF export from your school MIS and refresh pupil data in CASPA 2009. In CASPA 2009 select the menu option **File | Refresh pupil records from CTF or Spring School Census (SC1) file**. During this import process CASPA will identify that pupils have changed year group and will ask you to confirm that you wish to roll forward to the 2009/2010 academic year.

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 '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 (non SIMS) to display the relevant setup instructions and click the 'Finish' button.

Please now proceed to Section 3 of this document, 'Transferring basic pupil data using a Common Transfer File'.

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 select the appropriate type of school MIS (non SIMS) to display the relevant setup instructions and click the 'Finish' button.

Please now proceed to Section 3 of this document, 'Transferring basic pupil data using a Common Transfer File'.

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 single-image 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 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 (non SIMS) 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, 'Transferring basic pupil data using a Common Transfer File into 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 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 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**.

Finalise 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 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 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 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, 'Transferring basic pupil data using a Common Transfer File into CASPA 2010'.

3. Transferring basic pupil data using a Common Transfer File into CASPA 2010

Exporting pupil data using a Common Transfer File (CTF):

IMPORTANT!! It is vital that the Common Transfer File (CTF) from which you are importing pupil data into CASPA contains details for ALL current pupils AND leavers this year. The CTF should be created either as a 'full' CTF or if you need to select specific containers, ensure that the following containers are included:

- **Basic Details**
- **School History**
- **SEN History**
- **Looked After**

Any pupils for whom records exist in CASPA but are not found in the file from which you are importing data will be treated as leavers. A dialog box in CASPA will ask you to confirm this before each import or refresh from CTF file, and CASPA will warn you if it finds any discrepancies between the pupils in CASPA and the pupils in your CTF file. Certain discrepancies will cause the import process to be aborted; the report displayed will provide you with details to enable you to correct discrepancies before re-exporting data from your school MIS.

Importing pupil records into CASPA:

To create pupil records using the pupil data exported from your school MIS, select **File|Import pupil data from Common Transfer 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 into CASPA from this file, checks are made to ensure that the data in the file that has been exported from a Common Transfer File is complete and valid. If the system finds pupil records with invalid data or which are missing mandatory data then 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 via your school MIS and re-create the Common Transfer File before attempting to import pupil records again.

CTF pupil data UPN matching report: For users who have upgraded from CASPA 2009, and for all users when refreshing pupil data from your school MIS, 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 school MIS. 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 school MIS. 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 school MIS 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 school MIS 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 school MIS 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 school MIS 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 school MIS 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.

CTF 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 school MIS 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 CTF 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 school MIS. 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.

NOTE: CTF files do not contain information about the classes that pupils belong to that may have been recorded in the school MIS. However, users can add these to pupil records in CASPA. Maintaining class data is not mandatory, but if you choose not to record class data for each of your pupils, you will not be able to display or report CASPA data for your pupils by class.

Select the menu option **Data | CASPA assessment data** and select the **Basic pupil data** tab. Class fields will be available for the current and previous academic years. The Class field will be editable for each, enabling you to select a class from the dropdown menu if already created. If the required class has not been created, click on the adjacent button **New Class**, create a the required class name and click OK. The class created will then be available in the dropdown menu.

4. Next Steps:

You can refresh basic pupil data in CASPA from your school MIS at any time by repeating the final step of section 3 above 'Exporting pupil data using a Common Transfer File' and 'Importing pupil records into CASPA'. This will ensure that all changes made in your school MIS to the data required by CASPA will be reflected in CASPA.

All features of CASPA will now be enabled and CASPA is ready for you to populate pupil records with assessments and targets and to make full use of the analysis and CASPA's comparative data.

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'.