

2Assess FAQ

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Featured question - How to name classes

Q: In the 2nd and subsequent years that 2Assess is used, results summarized according to class name (eg "year 5") will include pupils from previous years.

A: A solution to this would be to use a class name system which lists pupils according to their final year, or alternatively first school year, eg "2013" for the class which finishes in that year, rather than "class 4". Thank you to Janet Kitney from West Lodge School for this suggestion.

Featured question – permissions in the results folder

Q: I have done an assessment but no assessment files get added to the results folder?

A: Please check that you have given all users full permissions to the 2Assess results folder. If users do not have full permissions to this folder, any assessments they do will not get saved! Unfortunately, 2Assess does not display an error message in this instance. After you have installed the program, it is the recommended to perform one test assessment and check that assessment appears in the summary section of 2Assess, or alternatively check that the assessment files get created in the results folder.

Featured question – what to do with results at the end of the school year

A: This question is dealt with in more detail below, but probably the best solution is simply to make a new folder named, for example, "results 2009-2010" and place the old results in this folder, leaving you with a blank slate for the new year but still storing the old results if they need to be referred to later.

Errors

Q: "Error 1904. Module ... failed to register ..."

Q: "Run-time error 9: subscript out of range"

Q: "Run-time error 62: input past end of file"

Q: "Run-time error 68: Device unavailable" when trying to access the summary section

Q: "Run-time error 75 path/file access error" when trying to register the program

Q: "Run-time error 76 path not found" when trying to open the produce summary section

Q: "Run-time error '339': Component ... or one of its dependencies not correctly registered..."

Q: "Some vital files are missing. Please contact 2Simple..."

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Q: We have registered the program according to the user guide but it still shows up as "not registered"

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Q: Aside from the score, what other evidence is there of pupil's performance?

Q: Can 2Assess collate multiple assessments completed by a single pupil?

Q: How does scoring work in the Text assessments?

Q: How does scoring work in the Fonts+Formatting assessments?

Q: We did "Railway Format" within "Fonts and Formatting" and only got 9% but everything seemed fine?

Q: I've completed some of the activities in an assessment but my overall score is still quite low

Q: I have problems when printing multiple feedback sheets at the same time

Q: I have results showing in the summary section of the program but the results folder itself is empty?

Names.csv file

Q: What are the formatting requirements for the names.csv file?

Q: What happens when pupils move year group or class?

Q: Will changing the names.csv file affect assessments which have already been completed?

- Q: When I start an assessment, no dropdowns appear at all
- Q: When I start an assessment, the class names appear multiple times
- Q: When I start an assessment, the wrong pupil names appear in the dropdown list.
- Q: We have a constantly changing pupils list. It is cumbersome to keep updating the csv file.
- Q: We have class names ranging from "1" to "12" but they do not get displayed correctly
- Q: I have followed all the steps but still don't seem to be getting a dropdown list!

General

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- Q: If I complete some activities and then click "quit", I don't get shown the detailed feedback screen?
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- Q: We use a wireless network and it often disconnects. What if this happens during an assessment ?
- Q: We run 2Assess on a network shared folder but the program is responding very slowly at times
- Q: In the 5th activity in Graphical Modelling, why can't we use CTRL-click + drag to copy the shapes?
- Q: On the screen which asks for a pupil name, I have no option to cancel and go back to the main screen.
- Q: In the feedback screen, can we type the teacher and pupils comments on the computer?
- Q: In Directions, the left and right arrows should *turn* the car/boat, rather than move it left/right
- Q: In Control & Monitoring, I have difficulty completing the Temperature Sensors assessment

Maintaining the Results Folder

- Q: How do I demonstrate the program without signing in and having the test appear on the reports?
- Q: I find it difficult to clear out redundant data files. How can I work out which file is which?
- Q: How can I work out which results file relates to which pupil's assessment?
- Q: When year 6 finishes, how do I remove just the year 6 results from the results folder?
- Q: How can I search for specific files in the results folder?

Errors

Q: "Error 1904. Module ... failed to register ..."

A: This error will occur when you try install 2Simple software to a remote drive, even if you are logged in as administrator. See the Installation FAQ: www.2simple.com > support > Technical Questions > Installations.

Q: "Run-time error 9: subscript out of range"

A: In the names.csv file, you need to list all the pupils in the *same* class together before you start listing pupils in another class.

Q: "Run-time error 62: input past end of file"

A: Possible causes of this error:

- There is an extra blank line at the end of the names.csv file.
- There is an extra link at the end of the names.csv file with only a class name, but no pupil name
- A class or pupil name contains a COMMA.

Open the file in Notepad make sure the issues above are addressed. it is easier to use Notepad than a spreadsheet program, since extra lines and commas are sometimes not as obviously displayed when using a spreadsheet.

Q: "Run-time error 68: Device unavailable" when trying to access the summary section

A: Open the 2assess.xml file which is by default located here: C:\Program Files\2Simple Software\2Assess\, and check that the path specified for the results exists and is accessible to the user that you are logged in as.

Q: "Run-time error 75 path/file access error" when trying to register the program

A: Make sure you are logged in as administrator when you register the software

Q: "Run-time error 76 path not found" when trying to open the produce summary section

A: Edit the 2assess.xml file and make sure the results path is either set to "apppath\results", or if that does not work, set it to be the full path location of the results folder, eg Z:\2Simple\2Assess\results, or \\myservername\2Simple\2Assess\results.

Q: "Run-time error '339': Component ... or one of its dependencies not correctly registered..."

A: If the component is named "Flash.ocx" or "FLDbug9b.ocx" or similar, go to www.adobe.com and install Flash Player. Otherwise, you should run the DLL installer for this program which you can download from www.2simple.com > support (or un-install and re-install the program, which will also re-install the dlls.)

Q: "Some vital files are missing. Please contact 2Simple..."

A: Edit the 2assess.xml file and make sure the files path corresponds exactly to the actual location of the "files" subfolder within 2Assess.

Q: "There seems to be some problem with your printer" when printing a certificate

A: This will happen if you have tried to add your own school logo to the certificate, but have not named the logo file correctly. A certificate will actually print in this case but only with a border and 2Simple logo – the rest of the page will be blank. To resolve this, make sure the file is named "logo.bmp" and located in files\resources\certificates.

Registering

Q: We have registered the program according to the user guide but it still shows up as "not registered"

A: Make sure the 2assess.ls2 file exists in the "files" subfolder which is referenced in the 2assess.xml file. If this still doesn't work, try reregister the 2Assess dlls (you can download the 2Assess dll installer from www.2simple.com > support > downloads and updates).

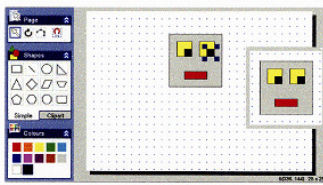
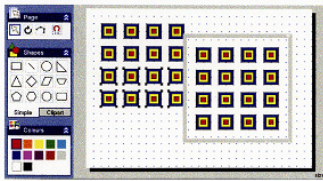
Results

Q: I try access the "produce summary" section but I cannot get in

A: Make sure you choose "Teacher" as a login name when you try access this section. See the user guide for more details.

Q: Does 2Assess give results in NC levels?

A: No. The National Curriculum recommends that Levels cannot be assigned based on one task alone. This is why we had to be careful not to allow 2Assess to do this. What 2Assess will do is to provide consistent testing across the school and provide evidence (amongst other evidence collected over time) to help teachers to make informed decisions regarding leveling. 2Assess will also highlight areas of strengths and those where further development is needed. This information will help you to adapt your planning accordingly. See below for a sample sheet that can be printed out after a completed assessment. There is space for you to write something about how the child carried out the assessment (including notes on level indication) as well as the opportunity for the child to reflect on their work. All results can be exported into a spreadsheet so that you can monitor value added, areas of strength, and areas for development by individual, class, year group or whole school. It can be extremely powerful. Please also look at page 3 of the user guide for more information.

Katie Hart		2AssessICT - 52orange 3. Completed 4/9/2009. Overall score 78%		
Activity	Examples of what you did	Computer's comment	Teacher's comment	My comment
1. Move Shapes Move objects to draw a face.  Score 98% (Time: 26s)		You completed the task. You changed object layers and moved objects. You made very good use of time (8%).	<i>Nice work Katie. You demonstrated knowledge of layering.</i>	<i>This was easy. I liked it.</i>
2. Group Objects Group, resize and copy objects to make a pattern.  Score 97% (Time: 42s)		You completed the task. You resized objects. You grouped objects and copy + pasted objects. You selected multiple objects (10%) and copy + pasted multiple	<i>Well done. You worked efficiently.</i>	<i>I knew this one. I'm good at working with images. It was quicker to copy and paste 2 squares at a time.</i>

Q: I don't think the score given by 2Assess is correct

A: We spent a lot of time ensuring that the scoring system for 2Assess is as accurate and fair as possible. However, if after close examination you feel that 2Assess has not given the correct score in a specific instance, it is possible to manually amend the score. To do this, first identify which results file to amend (see "how can I work out which results file relates to which pupil's assessment?") and then open the 2ax file and amend the "mean=..."

Q: Aside from the score, what other evidence is there of pupil's performance?

A: The feedback screen in the summary section provides further information in addition to the score, including: time taken, a screenshot, and further comments generated by the computer. Some assessments display further information here (the database activity displays searches done, LOGO displays commands given etc). When printed out, the feedback screen also contains space for the teacher and pupils to add their own comments. These extra elements can be helpful to give a more accurate view of performance.

Q: Can 2Assess collate multiple assessments completed by a single pupil?

A: No, these are stored as separate assessments in the results folder. In the summary section it is possible to choose a specific pupil name from a dropdown; this will display only the assessments completed by that pupil. It is not possible, however, to combine these separate assessments into 1.

Q: How does scoring work in the Text assessments?

A: For each correctly spelled word, some proportion of the score gets added. If the word is spelled correctly but is not the same number of words away from the beginning of the sentence as the word to which it is being compared on the left hand side, this does not get counted. Case matters when comparing words (ie "Boy" is not the same as "boy"). If there is any punctuation adjacent to a word, it is counted as part of that word for comparison purposes. Time taken accounts for 10% of the scoring.

Q: How does scoring work in the Fonts+Formatting assessments?

A: Words are added to the score if they have all formatting elements correct – this includes font, size, colour, bold/italics/underline, and alignment.

Q: We did "Railway Format" within "Fonts and Formatting" and only got 9% but everything seemed fine?

A: When the compare button was held down, did all the text turn green to confirm that it was all formatted correctly? Probably what happened in this instance is as follows: The text in the main paragraph on the left side is size 12, but on the right it is size 11. This might not be obvious, but if it is the only thing you have not re-formatted, the right and left side will look almost the same but you will still only get around 9% because of the amount of text that is not correctly formatted. If you pressed compare it would indeed highlight that the main paragraph was not formatted correctly.

Q: I've completed some of the activities in an assessment but my overall score is still quite low

A: The overall score, as displayed in the "produce summary" section, takes an average of all activities within an assessment. If you have completed some of the activities but left others out, your score for the ones you have left out will be 0% and this will have an impact on your overall score. Pupils should ideally complete all activities within an assessment. There are usually about 5 activities per assessment, so this is a feasible task (the number of activities in an assessment can be customized – see the user guide for more info). The above problem is particularly acute if a pupil clicks on "View All" or "View all by QCA unit", since these assessments contain ALL the activities within 2Assess. These 2 categories were not meant for pupils to use as assessment tasks, rather as a quick method for teachers to view all the available assessments to get a better understanding of what is available within the program. If a pupil did start a "View All" assessment, completed a few of the activities and then exited, the overall score for that assessment will be close to zero for the reason described above. A final note – once a student has exited an assessment, it cannot be continued later – this should be taken into account before exiting, as any incomplete activities will negatively affect the overall score.

Q: I have problems when printing multiple feedback sheets at the same time

A: 2Assess has a bug which occurs if you print multiple feedback sheets at the same time (ie. if you choose to print the feedback for “all pupils shown”). We recommend that feedback sheets are only printed one at a time. The details of the bug are as follows:

1. If there are any activities in the 2nd and subsequent feedback sheets which were NOT completed, the “computers comment” section from the previous feedback sheet is erroneously inserted (the “examples of what you did” column remains blank.)
2. If the first printed feedback sheet contains text as well as a screenshot in the “examples of what you did” column (Directions, Sequences, Logo and Databases store text in that column), then this will get erroneously inserted into the next printed feedback sheet, if that next feedback activity was completed and does not have its own text to go in the examples column.

Q: I have results showing in the summary section of the program but the results folder itself is empty?

A: A possible cause of this problem the following scenario on Vista and Win 7 machines: if the 2Assess.xml file has the results path set to “apppath\results”, and the program is running from C:\Program Files\2Simple Software\2Assess, although the results would normally be stored in the results subfolder, sometimes Vista/Win 7 forces the results to instead be stored in the Virtual Store – ie.

C:\Users\

Names.csv file**Q: What are the formatting requirements for the names.csv file?**

- The file must be called “names.csv” and be located within the “files” folder
- “Class” and “Name” must appear at the top of the list, and the “C” and “N” must be in capitals and the rest in lower case.
- The class names must be listed in alphabetical order.
- Pupil names should be listed alphabetically if you want them to appear so within the program.
- All pupils in the same class must appear together.
- You need to list at least 2 different class names.
- Leave no blank lines at the end of the file (easiest to spot using Notepad)
- Refer to the names.csv file in the samples folder that gets installed for an example.

Q: What happens when pupils move year group or class?

A: You can amend the csv file at the end of the year (or at any other time) to reflect the class changes. The “produce summary” section of 2Assess allows you to narrow down the results to a specific pupil name (or according to class, assessment type, or date). Using the name dropdown in the summary screen, you can then view all assessments made by the specific pupil, even if the class name for that pupil has changed. When you change the names.csv file, remember that it needs to be re-sorted so that all pupils in the same class appear together.

Q: Will changing the names.csv file affect assessments which have already been completed?

A: No, it will not affect them. The names.csv file is only used for the dropdown lists which appear at the start of the assessment.

Q: When I start an assessment, no dropdowns appear at all

A: Make sure the file is named exactly “names.csv” and is in the “files” subfolder. On some computers, known file extensions are hidden so the file may be displayed simply as “names”. This is fine; don’t add “csv” again otherwise the filename will become “names.csv.csv”!

Additionally, in the names.csv file, you need to list at least 2 different class names for the dropdowns to appear within the program. Remember, “Class” and “Name” must appear at the top of the list, and the “C” and “N” must be in capitals and the rest in lower case.

When you’re using the program, click on CLASS first to get the class dropdown, and once you have chosen a

class click on NAME to get the names dropdown for that class.

Q: When I start an assessment, the class names appear multiple times

A: In the names.csv file, you need to list all the pupils in the *same* class together before you start listing pupils in another class. Take a look at the names.csv file in the samples folder that gets installed for an example. Also, open the names.csv file in Notepad and make sure there are no commas in the class or pupil names (it is much easier to detect this using Notepad than using a spreadsheet which may not display the commas.)

Q: When I start an assessment, the wrong pupil names appear in the dropdown list.

A: In the names.csv file, make sure to list the class names in alphabetical order.

Q: We have a constantly changing pupils list. It is cumbersome to keep updating the csv file.

A: You are not absolutely required to use the names.csv file, so you can opt not to use it if it becomes too cumbersome. Pupils will still be able to type their own names and classes when they start assessments, but this increases the possibility of inconsistencies cropping up. If you do use the names.csv file, make sure you centralize the “files” folder so that you only need to amend the csv file once (you centralize the “files” folder by installing the entire program on a shared network location or by installing locally and then amending the 2Assess.xml file on each machine to have a shared “files” folder). When you change the names.csv file, remember that it needs to be re-sorted so that all pupils in the same class appear together.

Q: We have class names ranging from “1” to “12” but they do not get displayed correctly

A: The classes will show up in the wrong order in the dropdown list – they will show up as 1, 10, 11, 12, 2, 3... This is because 2Assess sorts the class names in alphabetical order, not numerical order. A further problem which occurs in this case is that the wrong pupils names appear for a class that you choose. To resolve this, you need to name the classes 01, 02, 03 etc. It is easiest to make this change to the names.csv file using Notepad rather than a spreadsheet program which may automatically strip out any leading zeroes.

Q: I have followed all the steps but still don't seem to be getting a dropdown list!

A: It's not immediately obvious, but it may actually be working properly – the 2Assess screen you get when starting off an assessment, which asks you for a name and class, does not **automatically** show a dropdown list. You need to first **CLICK IN THE CLASS** field. This should provide a class dropdown. Select a class and then **CLICK IN THE NAME FIELD**. This should provide a name dropdown. Select a name and then click OK to continue.

General

Q: We can't change the printer by going into the teacher options?

A: 2Assess does not have teacher options. In the produce summary section you have the option of printing result tables, certificates and feedback forms. When you click the print button, the selected printer shows up in grey - but if you click the printer name, will change to a dropdown and allow you to change the printer.

Q: If I complete some activities and then click “quit”, I don't get shown the detailed feedback screen?

A: You only get shown the detailed feedback screen directly after completing **all** activities within an assessment. You can still access the feedback screen at any later stage by going to “produce summary” (remember to login as “teacher”) and then clicking on any of the assessments that get displayed in the table.

Q: We use a screen resolution of 800x600 on our computers but 2Assess does not support this

A: Correct, the minimum screen resolution for 2Assess is 1024x600. It is possible to remain using 800x600 but then switch to a higher res when running this program – see <http://support.2simpleweb.com/public/docs/general/general.pdf> for more information on switching

between screen resolutions.

Q: We use a wireless network and it often disconnects. What if this happens during an assessment ?

A: We generally recommend that the 2Assess results folder is centralised to a shared folder on your network, so that it is easy to aggregate results from all the computers (see the user guide for how to do this). However, 2Assess does not complain if it cannot detect the centralised results folder if the network has suddenly disconnected. What happens in this case is that the activities conducted after the network has disconnected will not be saved anywhere. One option here is to set the results to be stored in the local C drive of each machine (in C:\Program Files\2Simple Software\2Assess\results) and then when you want to aggregate the results at a later stage, you can do so by copying all the files from the individual results folders into a central results folder.

Q: We run 2Assess on a network shared folder but the program is responding very slowly at times

A: We generally recommend that 2Assess is installed on a shared folder on a network because this is the quickest way to install the software, however it is still possible to install 2Assess on each local machine and then to centralize the results folder. See the user guide for more information on network installs.

Q: In the 5th activity in Graphical Modelling, why can't we use CTRL-click + drag to copy the shapes?

A: Unfortunately, the program does not allow you to use CTRL-click + drag. However:

There are a number of ways to select multiple objects which can then be copied and pasted:

1. Hold the mouse down and drag until the "select" rectangle encloses the desired objects.
2. Hold down control and click with the mouse on each object you want to select.
3. Press ctrl-A to select all objects on screen.

Note that when multiple objects are selected, you can also move them all together – this also saves time.

There are also 2 different ways of copying and pasting objects:

4. Right-click copy and paste
5. Ctrl-C and ctrl-V

We have found that the quickest method is to use ctrl-A, ctrl-C and ctrl-V.

Q: On the screen which asks for a pupil name, I have no option to cancel and go back to the main screen.

A: Yes, once you have selected an assessment and clicked ok, the assessment will start and you need to enter a pupil name (and optionally a class name) before you get the option to exit the assessment. If the assessment was started accidentally, you can enter a pupil name of "test" (for example) to indicate on the summary screen that it was not an actual assessment.

Q: In the feedback screen, can we type the teacher and pupils comments on the computer?

A: Previously, the only way for teachers and pupils to add their own comments on the detailed summary page was to print the page out and add the comments on the printed page. However we have now added a feature to the latest version of 2Assess which allows both teacher and pupil comments to be added on the computer. You can download the new exe from <http://support.2simpleweb.com/public/fixes/2Assess/> . Simply paste it over the existing exe. To add comments, log in to the summary section of 2Assess and click on a comment area to edit it.

Q: In Directions, the left and right arrows should *turn* the car/boat, rather than move it left/right

A: In the Directions and Sequence activities, the left and right arrows rotate the object to the desired direction and then move it as well. The Logo activity provides the facility for right and left commands to only rotate the object (some of our other programs provide this facility as well, such as 2Go in the Infant Toolkit and Purple Mash, and parts of 2Control NXT).

Q: In Control & Monitoring, I have difficulty completing the Temperature Sensors assessment

A: Connect the 2 plugs into any 2 of the sockets A, B or C. Choose any 2 of the coloured lines red, green or blue and choose the appropriate 2 sockets from the dropdowns. Click Start and observe the graph being drawn. Click CHECK. This should complete the activity. A bug with the program is that if you do all the above but click STOP instead of CHECK, the program regards this as having not completed the activity (even if you

press CHECK later on) and you get a low score.

Maintaining the Results Folder

Q: How do I demonstrate the program without signing in and having the test appear on the reports?

A: It is possible to delete past results files – see next few questions for ways to do this. However if you know in advance that you will be doing a number of demonstration assessments, you can amend the 2assess.xml file (by default stored in C:\Program Files\2Simple Software\2Assess) so that the demo results do not get stored in the main results folder. Simply amend the “results” path to a different location while 2Assess is not open.

Q: I find it difficult to clear out redundant data files. How can I work out which file is which?

A: See following question for ways to identify the results files. To delete an assessment, simply delete the relevant 2ax and 2az files, or remove them from the results folder if you wish to store them for later reference.

Q: How can I work out which results file relates to which pupil’s assessment?

A: First make sure that you have centralized the results folder - see the user guide for more info.

Each completed assessment is stored as 2 files within the results folder - a **.2ax** file and a **.2az** file. How can you work out which files correspond to which assessment ?

1. Use the “date modified” field to identify when assessments have been created. You can sort by this value in Windows explorer.
2. Open up a 2ax file in Notepad. It is simply an xml file which stores the assessment results. All the assessment data is stored in this file, including pupil and class name, assessment type, date etc.
3. Edit the 2assess.xml file and set showrandfn='true'. Save and close the file. Now in the 2Assess summary section, if you click on a specific assessment, the result file name will be displayed (you’ll need to first close the feedback screen which gets displayed.)
4. Search through all the **2ax** files in the results folder using the Windows search facility. See separate question below which describes how to do this.

Q: When year 6 finishes, how do I remove just the year 6 results from the results folder?

A: Unfortunately there is no easy way to do this at the moment. There are a number of different solutions below, but each solution has some deficiency.

1. Probably the best solution is to do the following: at the end of each school year, simply rename the current results folder on your server to “results 2009-2010” or “results 2010-2011” as the case may be. Then create a new, blank folder named “results”. This will in effect clear out all the results and start with a blank slate, while at the same time storing the old results if they are needed. You can do this for successive years and end up with a results folder for each year. If at a later date you want to view the assessments for a previous year within the “produce summary” section of 2Assess, all you need to do is amend the 2assess.xml file to look at the old results folder. The disadvantage of this method is that it splits up assessments done by individuals into separate folders depending on the year in which the assessment was done, so they cannot automatically be viewed simultaneously within the “produce summary” section of 2Assess. There are a number of methods to deal with this; for example, csv exports from separate years can be easily combined manually.
2. It is possible to search through all the **2ax** files in the results folder for results from this year group, and then move them to a different folder or delete them. This method requires some technical preparation and involves a number of steps – see separate question below for more information.
3. Install and run 2Assess from a central server location, so that there is only one 2assess.xml file being used. Create a separate results folder for each year group. Before a class performs any assessments, edit the 2assess.xml and change the results path to point to the appropriate results folder. This separates the results per class, but means that the xml file needs to be changed frequently which is not ideal.
4. Another possible solution is to have multiple copies of 2Assess on a central server location (1 per year group), each with an xml file pointing to a different results folder. This resolves the need to

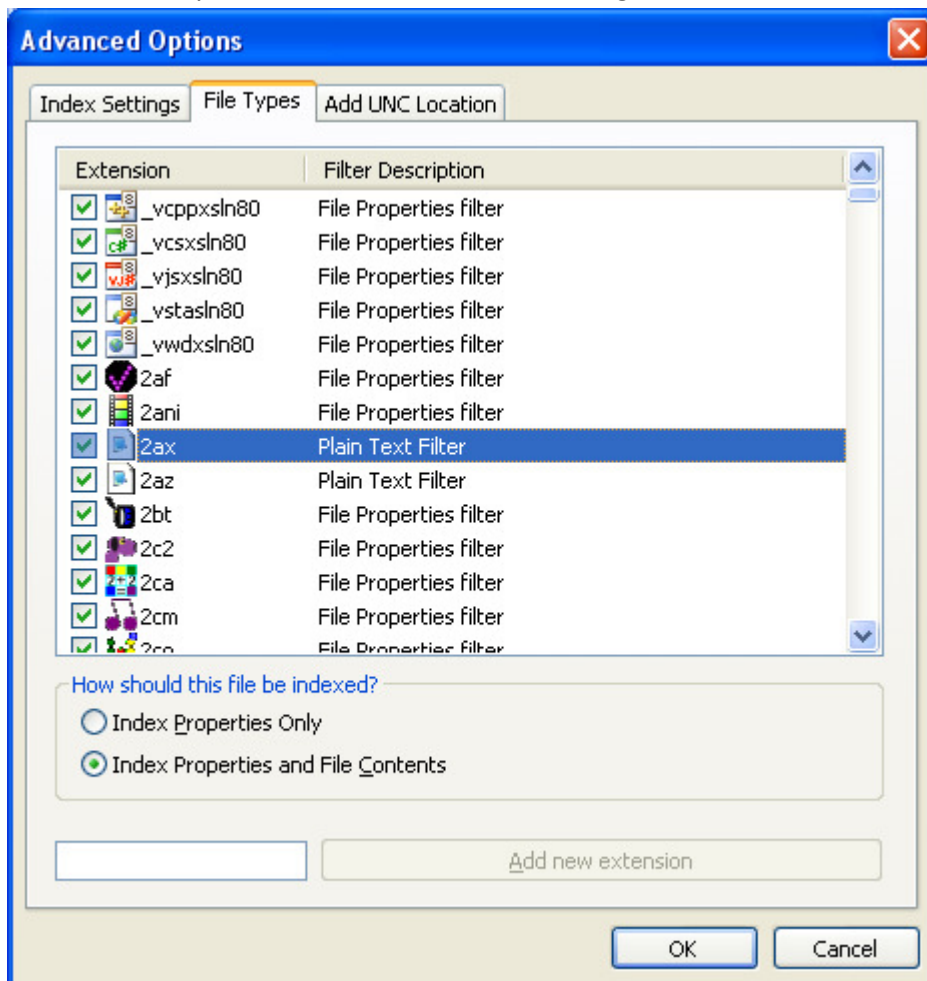
change the xml file but takes up an extra 55MB per 2Assess copy on the server.

Q: How can I search for specific files in the results folder?

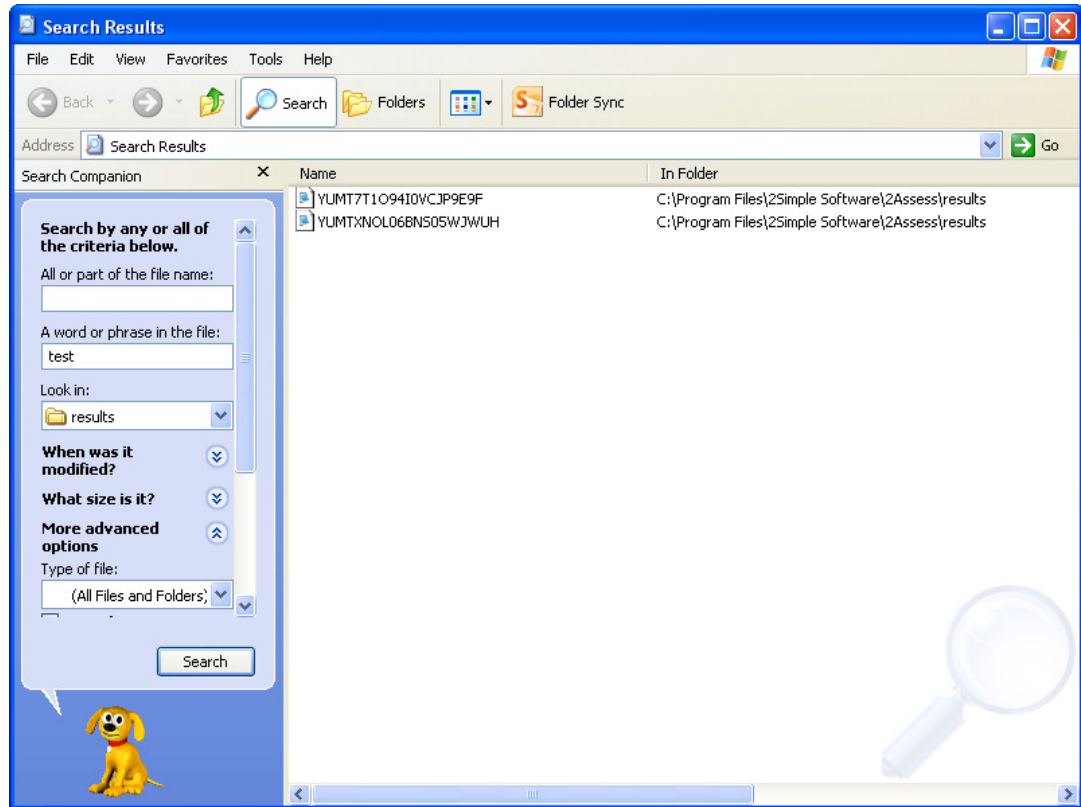
A: It is useful to be able to search through all the **2ax** files in the results folder, to identify all assessments for a specific person or class, for example. Once these files have been identified they could be deleted or moved to a different folder, if you no longer want them included in the main results folder. *(Note: the instructions below were written up and tested on Windows XP only, but similar steps may be possible on other operating systems. The instructions are fairly technical. The steps below will force the computer on which you make this change to “rebuild” its index. This can take some time and should be taken into consideration.)*

Go to the computer where **you will be searching for the results**. Even if the results are stored on a shared folder on your server, you can search for the results from one of the local workstations – it is probably better to use a workstation for this rather than the server, as rebuilding the index may disrupt the server’s operations.

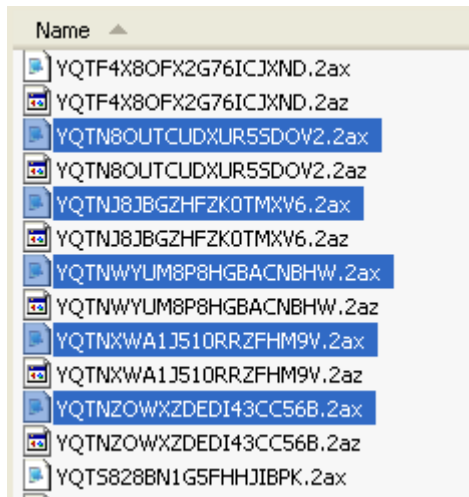
1. Download and install Windows Desktop Search:
<http://www.microsoft.com/windows/products/winfamily/desktopsearch>
2. After having reset the machine, click Start > Control Panel > “Classic View”
3. Click “indexing options” > “modify” and add the location of the results folder. You will notice that this is either a local path or a mapped drive (we recommend that you use the mapped drive option if the results path is stored on your server). Once the “results” folder has been added, press “ok”.
4. Press “Advanced” > “File Types”
5. Scroll down to the “2ax” extension and select it. Then choose “Index Properties and File Contents”. Press “ok” after having made this change. You will be asked to rebuild the index. This could potentially take a very long time and could cause disruption; especially if this is being done on a fileserver. It may be best to leave this to run overnight.



6. Once the index is complete (this could take anything from a couple of hours, to an entire evening) you can use the standard “Windows Search” dialogue to search for the specific result which you wish to delete/modify.
 - a. Browse to the “results” folder on the computer on which you performed the indexing.
 - b. Press “search” and ensure you are using the “Windows Search Companion”
 - c. Type in the result you wish to find in the box marked “A word or phrase in the file”. You should use either the student’s name, or an entire class (eg 6b).



- d. Please ensure you only use 2ax files found from this search and NOT any 2az files (each assessment is stored as 2 files, a 2ax file and a 2az file. These 2 files have the same name but with a different extension. The 2ax file is a text file which stores the assessment results in xml format. The 2az file is a zip file with all the images stored for that assessment.) If you wish to “archive” old results then you must first “cut” the selected 2ax files to a separate folder. Then, you would need to go through and manually find any 2az files which don’t have a corresponding 2ax file and move it to the new folder you created. (A quick way of finding all corresponding 2az files is the following: select all 2ax files found in your search and copy them to a new folder. Then select them in the new folder and copy them back into the original results folder. Then, in “detailed” view in Windows explorer, click the name column to sort by file name. You should now have all the files listed in alphabetical order, with the 2ax files you found still selected. Since the corresponding 2az files will have the same name except for the file extension, you should be able to select them manually by pressing CTRL + click (this allows you to keep your existing file selections and add more files to your selection. **This method works, but is very cumbersome when dealing with hundreds of files**).



7. 2Simple strongly recommends that you back up the results folder before making any modifications to it. Additionally, we recommend that you do not delete any files in batch without checking to be sure you have only included the results you intended. (For example searching for 6B would also find a class named 6BC. Searching for “Daniel” would find “Daniel Smith” as well as “Daniel Jones”. Try instead searching for **name='Daniel Jones'** or **class='6b'** - type the whole part in blue - for a more exact search.) One quick way to check the assessments you are moving / deleting is to set the results folder path in the 2assess.xml file to point to the new folder you have created and then view the results you have moved from within the summary section of 2Assess.
8. Finally, we recommend that you always use the same computer to perform these searches as each computer from which you search will need to have the above steps carried out on it.

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