2Assess ICT

User Guide

2simple ®

Contents

NB: Parts of this user guide explain exactly how to complete some of the assessment activities, so keep it away from little hands!

2Assess in the curriculum

2Assess presents a time-saving and consistent way to help you assess ICT skills across your school. It is a formative assessment tool with over 100 real activities to support discrete and cross-curricular ICT.

Curriculum: 2Assess addresses the core skills for ICT and although it is possible to view the topics by QCA units, it actually covers further key areas such as: performing internet searches and e-safety. As the curriculum changes and develops over time, you can compile your own 2Assess topic groups too! See the "advanced options" section of this user guide.

Levelling in Assessment: 2Assess is designed to be part of the wider assessment practice in your school. It will provide you with a consistent and easily measurable tool to help you decide a pupil's level. Best practice, as also recommended by the National Curriculum, is to consider a pupil's 2Assess results alongside other pieces of work to assign a level which best fits a pupil's overall performance. We have ensured that 2Assess encourages pupil, teacher dialogue and provides room for reflection in the feedback forms.
http://curriculum.qcda.gov.uk/key-stages-1-and-2/assessment/assessmentofsubjects/assessmentinict/index.aspx

Assessing Pupil Progress (APP): Even though at the time of 2Assess's release there are no current official Primary ICT guidelines for APP in ICT, 2Assess does support its main objectives:
- tracking pupils' progress using structured formats throughout the school.
- using diagnostic information about pupils' strengths and weaknesses.

2Assess is aimed at children working independently and whilst this is of great importance in assessment, an overall picture should also be taken into consideration which will include group work and creativity.

Assessment for Learning: 2Assess supports Assessment for Learning principles in that it allows the teacher to quickly gauge what the class can do or have learned.

System Requirements

Operating System: **Windows 2000 / XP / Vista**
Screen resolution: **Minimum 1024 x 600**   (800x600 is NOT supported)
CD-ROM Drive: Required for Installation
Soundcard & speakers: **Required to view instruction videos ***
Mouse, Keyboard: Required

Adobe Flash Player required
Adobe Reader required to view the user guide
Both of the above are available on CD-ROM but we recommend downloading and installing these from www.adobe.com as this will ensure you get the latest version.

For further information, please contact our technical support on:
(+44) (0) 20 8203 1781 / www.2simple.com/support / support@2simple.com

* Note: Sound is required to view the 2Assess instruction videos which are played before each activity.
We do not recommend using 2Assess on a computer which does not have sound working.

<u>Installation - Stand-alone machines</u>

1. Put the CD in the drive.

2. The install menu should appear on your screen automatically. (On Vista, before you get the install menu you will first get a screen asking you to confirm if you want to run Autorun.exe. Click this option.)

3. If the install menu does not automatically appear:
- Double-click 'My Computer' on your desktop. (On Vista, click the Windows icon on the bottom left of your screen and then click 'Computer'.)
- Double-click the CD drive and then double-click the "Autorun" file.

4. Follow the instructions on screen to complete the installation (On Vista the User Account Control will ask if you want to run setup.exe. Click "Allow".)

This will install your software & add a shortcut from the 'start menu' and desktop.

Installation - Networks

2Assess is designed to work on all networks. See www.2simple.com > support > networks for more details. There are 3 ways to install 2Assess on a network (see below). Whichever method you choose, Adobe Flash player needs to be installed on each local machine (available on the cd or from www.adobe.com). For information on specific network types, such as CC3, CC4, Ranger, thin client etc, please refer to our support site.

1) Install on server only

Method 2 below is usually our recommended network install method, however in this case a server-only install makes it easier to set up a central results folder and register the program (see following 2 pages). Note however it is still necessary install the DLLs locally, although you could deploy the DLLs as an MSI using GPO to achieve this (for details of how to deploy using GPO see our support site.) Note that the server-only method is not possible for all 2Simple programs.

- Install the software on the server only and create shortcuts to the program for the clients.
- On each local machine run the 2Assess DLL installer (available on CD or our support site) - or use GPO.

2) Deploy to each local machine using the MSI included on the cd, via GPO

This is normally an efficient method, however in this case there is extra work involved in setting up a central results folder and registering the software. For details of how to deploy using GPO see our support site.

3) Install on each local machine

This method can still be used if necessary.

NB: After installing the software on a network, you still need to set up a central results folder and register the software – see the following 2 pages.

Setting up a central results folder on a network

The results folder stores the data for all assessments that have been completed. It is also the location where 2Assess looks when you ask it for a summary of all assessments that have been completed. Whichever way you choose to install 2Assess on a network, it is beneficial to centralise the results folder so that all assessment results are stored in the same place and can be accessed easily.

The default location of the results folder is in the same folder where the program is installed, eg C:\Program Files\2Simple Software\2Assess\Results. Each assessment is stored as 2 files within this folder (a .2ax file and a .2az file).

To customise the location of this folder, edit the **2assess.xml** file which is stored in the same location as the main executable. Amend the entry **** so that it refers to a network location on a shared drive, for example **** Make sure that this location exists and is fully read -write accessible for all users.

If you have installed 2Assess on a server only, this is the only copy of the xml file, so there is nothing further to do (this is one of the benefits of installing on a server only).

If you have installed 2Assess on each local machine, you'll now need to copy this amended xml file to each machine. See **www.2simple.com > support > networks > copying 2Simple settings across a network** for ways you can do this.

Registering 2Assess

When you first install 2Assess on trial, the program will display "not registered" on the main screen. If you print any certificates and tables, or export any csv files, they will have "not registered" displayed.

How to register:
After purchasing 2Assess, you will be issued with a code to register the software. Login in as administrator on your computer, start 2Assess and click on "not registered" just underneath the 2Assess title on the main screen. A registration screen will appear. Type the code into the text box and click Register. Your school name should now appear beneath the 2Assess title on the main screen.

If you've installed 2Assess on a server only, you will only need to do this once.

If you've installed 2Assess on each individual machine, you have 3 options:
    1) Repeat this process on each machine
    2) Register the program on 1 machine and then copy the registration file that gets created to the other machines. The registration file is named **2assess.ls2** and is located in the "files" subfolder (by default C:\Program Files\2Simple Software\2Assess\files). See www.2simple.com > support > networks for ways to copy a file across a network.
    3) Centralise the location of the "files" subfolder by editing the **2assess.xml** file. The process is similar to changing the results folder location described on the previous page. Using this method, local copies of 2Assess will use the central "files" folder when looking for the registration file (as well as any other resource file).

If you experience any problems with this, please contact 2Simple.

Getting started
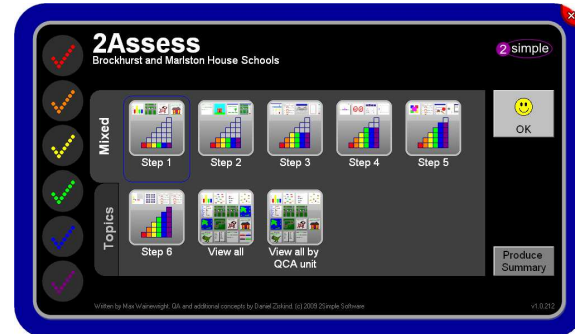
To start an assessment, click on an assessment category above, and click OK.

There are 2 tabs on the left side that you can switch between:
- **Topics** groups all activities of the same type within an assessment
- **Mixed** groups activities of different types, but similar skill levels, within an assessment

If you want to concentrate on one particular area, then choose **Topics**, but be aware that the skill required for different activities within a particular topic can vary significantly (there is a general progression from easy to more difficult activities within the same topic.)

If you want a range of different activities grouped by skill required, choose **Mixed**. The different mixed assessments are arranged in order of difficulty.

Getting started
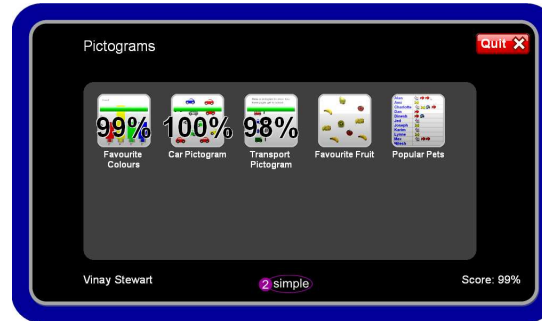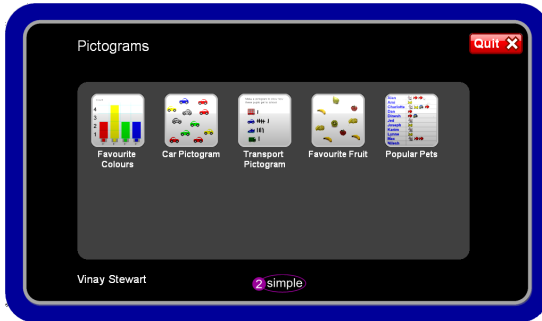
After choosing an assessment, you will be asked to enter your name and class (for details of how to set up a dropdown list of class and pupils names, see the "advanced options" section of this user guide).

Once you've entered your name, the assessment has started. You are now presented with a set of activities to complete. Click an activity to start it. As you complete each activity, this main screen will update to display a summary of how well you did for each activity.

Once you have completed all the activities, the program will display a summary of how well you did. If you have not completed all the activities, you can still exit the assessment by clicking **QUIT** on the top right - but note that this operation is final and once you do this you cannot go back and continue with the same assessment.

Common features

Restart Score: 30   Time: 1:12 **Finish** ✓

The same buttons and information feature at the top of each activity:

Restart - resets an activity to how it was when you started. There is no score penalty when you do this, but the time does not get reset - so you now have less time to complete the activity.

Score - indicates how close you are to completing the activity. It is based on a number of different factors, depending on the activity. The maximum is 100.

Video - an instruction video is played when you start each activity. Click this button to replay it if you want to view it again.

Tips - some activities have this button available which offers extra tips on how to complete the activity. Beware, however, because each tip will take points off your score.

Time - each activity is time-limited. Additionally, your score is affected by how quickly you complete the activity within the given time frame.

Finish - the activity will auto-finish once you have completed all the tasks you are required to do. However, you can also manually click the FINISH button to quit the activity, but this generally means that you will not get 100% for that activity.

Common features

Make a pictogram to
show how many people
like each colour:

Red	5
Green	2
Yellow	3
Brown	6
Purple	1
Blue	6

Instruction Window
Each activity has an instruction window which is usually on the right hand side.
You can drag this window to different areas on your screen if you need to.
Because this window is semi-transparent, it can help you get shape proportions
exactly right by dragging the window on top of your shape (in assessments such
as pictures, sequences, graphical modelling etc.) You can also make the window
smaller by clicking on the little white triangle on the top right corner of the
window. *Tip - double-click the instruction window to have it remain transparent
until you drag it again.*

Buttons which don't do anything
Many activities have buttons which appear on screen but serve no function;
nothing happens when you click on them. They are there to add realism to the
assessment environment, but their functions were not implemented since they
were not relevant to the assessment task. Similarly, when you hover over some
buttons, a "no entry" sign will appear.

Random variations
Many activities are programmed to randomly vary the required task. The level of
difficulty remains the same across all the random variations, so that even though
pupils are completing tasks which are not exactly the same, the results are still
comparable.

Summary of topics

Pictograms - Select the correct set of pictograms, set the column numbers, and choose an appropriate title.

Directions - Navigate to the target location using as few steps as possible.

Text - Change the text on the right hand sheet so that it is the same as the left sheet.

Pictures - Add wheels to vehicles as accurately as possible, fill a picture with the right colours, and copy a target picture exactly.

Web - Use a search page to find web sites containing information you're looking for. Explore a website to answer specific questions.

Sequences - Use the arrow and number buttons to replicate the target shape using as few steps as possible. Create a sequence of instructions to navigate to a target location.

Text & Graphics - Import appropriate pictures into a document. Select, copy and paste pictures into a document.

Databases - Use various techniques to answer questions about information stored in a database. Add records to a database.

Email - Send an email, reply to an email, use your address book, add an attachment, and delete spam.

Writing - Change the formatting of text on the right hand side so it is exactly the same as the formatting of the text on the left hand side.

Summary of topics

Graphics - Copy and paste graphics as appropriate. Save and open files.

Graphing - Enter information into a table, choose a graph type, enter a title and names for axes.

Logo - Use LOGO commands to replicate the target shape using as few steps as possible. Use "repeat".

Graphical Modelling - Create, resize, drag, recolour, and group objects. Change object layers. Select, copy and paste objects.

Databases 2 - More advanced searches using multiple criteria.

Spreadsheets 1 - Enter data and formulae onto a spreadsheet.

Control 1 - Connect an external device to a computer and turn it on and off. Program a sequence of instructions to control the device.

Multimedia - Import text and graphics into a multimedia presentation. Set buttons so they link correctly between pages.

Spreadsheets 2 - More advanced uses of formulae in a spreadsheet.

Control & Monitoring - Connect 2 external devices to a computer; an input device and an output device. Regularly monitor data from the input device and set the output device as appropriate, based on a condition. Monitor 2 input devices at the same time.

Detailed Activity Notes

Pictograms
First make sure you have the correct set of pictograms selected. If you don't, click the NEW button on the top left and select the pictograms you want.

Press the buttons at the bottom of each column until you get to the correct value for each column. If you go too far, use your mouse to click into the text box beneath the button, and manually type in the correct number.

Don't forget to set a title by clicking on "2count" just below the NEW button. You will need to select the most appropriate title from the 5 available.

Directions
To get full marks, you need to use as few steps as possible. This means that *before* you instruct the car / boat to move, you should use the grid to count the correct number of units.

Remember to first click on a direction button (the arrow in the middle of the direction buttons confirms the current direction) and only then click a number button.

On some of the activities, you are not allowed "off road".

If you make a mistake, you can use the undo button to undo 1 previous step, or you can click on the restart button.

You cannot change the colour of the trail that the car / boat leaves behind.

Detailed Activity Notes

Text

On some of the activities you are required to *edit* the text on the right hand sheet to match the left side. You may be provided with "starter" text on the right side which you have to add to or modify, or you may have to start typing from scratch.

On other activities you need to *select and drag* words around on the right hand sheet so that they are the same as on the left. Alternatively you can use right-click cut and paste, or ctrl-X and ctrl-V. On the drag activities, you will NOT be able to type text on the right side - this is not what's being tested.

It is not possible to select or change the text on the left hand side. The text on the left hand side will turn green when it matches the right hand side. Beware that extra spaces between words and blank lines at the bottom of the document will lose you points.

Pictures

Add wheels to vehicles - Select either the hollow or filled-in circle tools. Draw the circles, starting from a corner of the imaginary square which encloses the circle (see right) and dragging to the opposite corner. Hold down *shift* while dragging to get an exact circle shape. Its difficult to get 100% on this activity - anything over 85% is good!

Fill a picture with the right colours - All the painting tools work in this activity but you only need to use the fill tool. If you use the other tools by mistake and need to begin again, click *restart*.

Copy target picture - To achieve an exact copy, use the semi-transparent instruction window to help with proportions. Drag the window on top of the shape you are trying to make, and check if the 2 images are exactly aligned or not.

Detailed Activity Notes

Web

<u>Web search</u> - Type relevant search words in the search box (such as "France population" or "King Henry") and press enter. Scan the sites which have been found and click on a relevant one. Then click back to the search results and choose another. You will lose points if you navigate to inappropriate websites. Note that this activity does not actually require you to find out the information you are looking for (eg the population of France) - all you need to do is identify promising websites.

<u>Explore a website to answer specific questions</u> - Click in the address bar near the top of the screen and type in the address of the website which you need to visit. Navigate around the website, by clicking on links or dropdowns, to find answers to the questions. (Note: for the "Train times" answers, you don't need to type "am" as part of the answer.)

Sequences

To get full marks, you need to use as few steps as possible. This means that *before* you instruct the marker to move, you should use the grid to count the correct number of units.

Use the semi-transparent instruction window to help with proportions. Drag the window on top of the shape you are trying to make, and check if the 2 images are exactly aligned or not.

Remember you can use the undo and restart buttons if necessary.
To remove individual sequence instructions, drag them to the trash-can on the bottom right, or double-click the trashcan to clear the entire sequence.

Detailed Activity Notes

Text & Graphics

Import pictures into a document - Right-click inside the dotted square and click IMPORT. Select the correct folder and click OK (or double-click it). Select the correct picture and click OK (or double-click it.)

Use the "up arrow" icon to navigate back up to the root clipart folder if you chose the wrong subfolder. Many options in the import clipart window are not accessible and will display a "no entry" icon. See the "common features" section of this user guide for more details of why this was done.

Copy and paste pictures into a document -
Step 1)
- If you are copying the image from a *painting application*, click the select tool, select the image, right-click it and choose COPY.
- If you are copying the image from a *web browser*, simply right-click the image and choose COPY.

Step 2)
    Switch to the wordprocessor by clicking on it at the bottom left. Right-click on a blank area of the document and choose PASTE.

Detailed Activity Notes

Databases

This topic assumes you have a basic understanding of how databases work.
Techniques you can use to answer questions about information stored in the database:

<u>Search</u> - On the top right select a field name (name, age…), operation (=,>…), and type a search value and then click FIND (or press ENTER). The table will update to show only the records that match your search. The number of records found will be displayed on the bottom left - if you did the search correctly, this will often indicate the answer you are looking for. Click SHOW ALL on the top left to show all the database records again. On the more advanced database activities, you can do searches based on multiple criteria using AND or OR. *Tip - using "includes" rather than "=" can save you having to type the entire search value.*

<u>Sort</u> - Click a column title to sort, and click the title to sort again in the reverse direction. This technique is useful for answering questions such as "how old is the youngest person in the database?"

<u>Graph</u> - Click the graph button, select a graph type and a field name and click OK. This technique is useful for answering questions such as "what is the 2nd most popular food?". Remember that once you do a search, any graphs you make will only show the found subset until you click SHOW ALL.

One activity involves adding records to the database. To re-edit a record once you have created it, simply double-click the record row.

Detailed Activity Notes

Email

Reply to an email: Click on the email, click reply, click in the main body of the email and select the most appropriate option from the dropdown which appears, and click send.

Email your teacher: Click NEW, type the email address in the TO box, click in the subject box and select the appropriate option from the dropdown, click in the main body and select an option from the dropdown, and click send.

Address Book: As above except click on the "TO" button and select the right email address instead of typing it in.

Attachments: Click NEW, type the email address in the TO box, click on the ATTACH button and select the appropriate attachment and click OK, and click send.

Inbox Spam: Inspect each email and delete inappropriate ones. If you delete legitimate emails you will lose points.

Detailed Activity Notes

Writing

Change the formatting of text on the right hand side so it is exactly the same as the formatting of the text on the left hand side. Highlight text on the left side to find out what formatting has been used.

Pay attention to all types of formatting: font, size, colour, bold /underline /italics, and alignment.

Hold down the "compare" button to check your progress. When you do this, the text on the left will show up in green if it matches the corresponding text on the right.

You will not be able to type any text in these activities - the task is to change formatting only.

Tip: To change text to a size which does not appear in the dropdown, click in the size dropdown, type the desired size and press enter.

Detailed Activity Notes

Graphics

Copy and Paste: Complete the picture. Click the select tool, select the target area (if you select an incorrect area the select rectangle will disappear), right-click and choose COPY, move the mouse to the target paste area, right-click and choose PASTE. Drag the pasted copy until it is exactly where you want it to be and release the mouse button.

Open files: Click the OPEN button (yellow folder), open the appropriate folder, select the correct file and click OK. You will be asked to do this a number of times.

Save files: Click the SAVE button (blue disk), type the file name in the file name box and click OK. You will be asked to do this a number of times.

Graphing

Enter information into a table. To navigate between individual cells in the table, use ENTER, TAB, or click with your mouse. Select the appropriate graph type. Remember to select a title and x and y-axis labels from the dropdowns.

Detailed Activity Notes

LOGO

Use Logo commands to replicate the target shape using as few steps as possible. Remember to use "repeat". See below for a list of supported commands. Some commands have an abbreviated form. You can issue multiple commands on the same line, separated by a space.

|	
fd / forward	fd n = Move forwards a distance of n units
bk / backward	bk n = Move backwards a distance of n units.
lt / left	lt n = Turn left n degrees.
rt / right	rt n = Turn right n degrees.
home	Move the Turtle to the centre of the screen.
rp / repeat	repeat a set of instructions n times - eg rp 4 [xxx] will do xxx 4 times.
cs / cls	Clears the main screen and returns the Turtle home.
ct / ctx	Clears the bottom text screen.
pu / penup	Lift the pen up on the Turtle.
pd / pendown	Put the pen down on the Turtle so it can draw.
setps	setps n = set line thickness of pen to be n pixels. (0-100)
setpc	setpc n = set pen colour to be colour value n.
	(0 black, 1 red, 2 orange, 3 yellow, 4 green, 5 blue, 6 purple, 7 grey, 8 white)
Help	help = show all possible commands
	help xxx = show help for command xxx

Example commands that you may find useful
rp 4 [fd 100 rt 90]
rp 2 [fd 80 rt 90 fd 160 rt 90]
rp 4 [fd 70 rt 90] rt 180 rp 4 [fd 70 lt 90]
rp 4 [rp 4 [fd 70 rt 90] rt 90]
rp 5 [fd 25 rt 90 fd 25 lt 90] rt 180 fd 125 rt 90 fd 125

Detailed Activity Notes

Graphical Modelling

As with a number of other activities, many of the buttons in graphical modelling don't do anything when you click on them. Only ONE of the buttons in each of the top 2 sections (Pages and Shapes) is selectable and serves a function. See the "common features" section for details of why this was done.
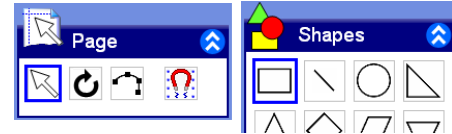
The rectangle tool allows you to draw rectangles. If you click on the canvas, the tool you are using automatically changes to the arrow tool.

The arrow tool allows you to select existing rectangles which you can then move /resize / recolour /change layers by right clicking. Some functions, such as right-click copy /paste and multiple select /group, are only available within the "group objects" activity.

Remember that you can use the semi-transparent instruction window to help with shape proportions. Drag the window on top of the shape you are trying to make, and check if the 2 images are exactly aligned or not.

In the group objects activity, remember to select and copy *multiple* objects for full points.

Tip - for the group objects activity, you can use ctrl-A and then ctrl-G to group all the objects in the first stage of this activity.

Detailed Activity Notes

Spreadsheets

To navigate around the cells in the spreadsheet, click with your mouse on the desired cell. Alternatively, use the tab / enter / arrow keys on your keyboard.

To edit the contents of a cell, navigate to it and start typing. This will <u>overwrite</u> any existing text within the cell. If you want to amend existing text, <u>double-click</u> on the cell and the blinking cursor will now appear on the top text box. Any text you type will now be added onto the existing text. You can move the cursor in the top text box using your arrow keys or with a mouse click.

To add a formula, type "=" in the cell followed by the formula itself. To view an existing formula, click on the cell and the formula will appear on the top text box. Examples of supported formulas:
=b1+b2
=a1*b1*c1*6
=b2/100
=sum(b2:b6)
=sum(b2..b6)

In 2Calculate, you can use "x" in place of "*" for the multiply operation. Also 2Calculate does not require an "=" before the definition of a formula – neither of these apply to spreadsheets in 2Assess.

<u>Spreadsheet graph</u> - make sure to select only the relevant cells with your mouse before clicking on the graph button.

Detailed Activity Notes

Multimedia

Import text and graphics into a multimedia presentation:
Import appropriate pictures or text by either (1) clicking on one of the two buttons in the blue bar at the top of the assessment, or (2) right-clicking on the canvas and choosing import text or import image. Navigate between pages by clicking on the page thumbnails on the left hand side or by clicking on the buttons at the bottom.

Set buttons so they link correctly between pages:
In this activity, the images and text have already been imported but the navigation using the buttons at the bottom needs to be set by you. Right-click on each button and choose the correct page that the button should link to. You still navigate between pages by clicking on the page thumbnails on the left hand side, and you can use the buttons at the bottom as well once you have set them correctly.

On one of the activities you will also need to import an appropriate sound file that will play when the first page starts.

Detailed Activity Notes

Control

Control a light / fan: Click the mouse on the plug and drag it to one of the sockets A, B or C. It should snap into place. On the "computer screen", click ON A and then OFF A to turn the light / fan on and then off (assuming you chose socket A).

Program a fan / fairground program: Insert the plug into one of the sockets. On the computer screen, drag the following commands into the sequence (from top to bottom) : **ON A, WAIT, OFF A** (assuming you chose socket A). Click the START button to complete the activity.

Flash a light: Insert the plug into one of the sockets. On the computer screen, drag the following commands into the sequence (from top to bottom) : **ON A, WAIT, OFF A, WAIT** (assuming you chose socket A). Click the START button to complete the activity.

Control and Monitoring

Temperature sensors: Insert each plug into a different socket. For each socket you choose, set one of the colour dropdowns on the computer screen to be equal to that letter. Click the START button to complete the activity (see example images on the right.)
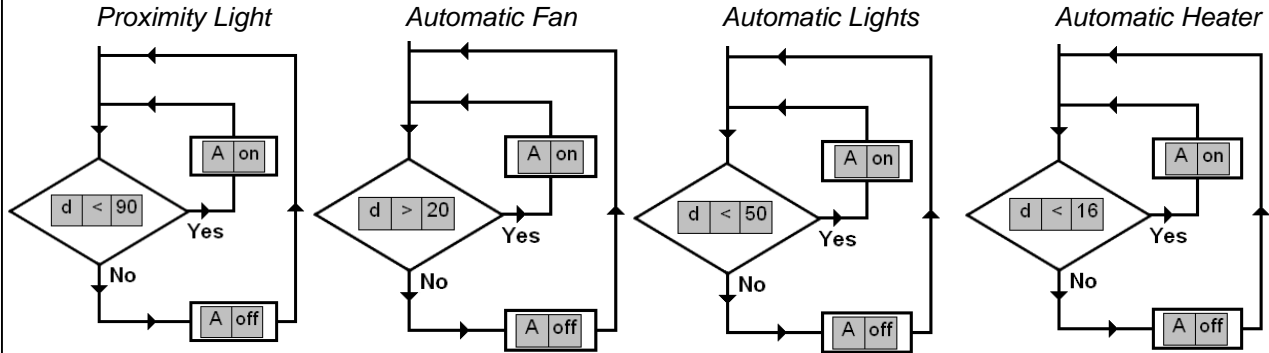
Detailed Activity Notes

Proximity Light / Automatic Fan / Lights / Heater

Insert the plug for the proximity sensor / thermometer / light sensor into one of the input sockets, **d** or **e**. Insert the plug for the light / fan / heater into one of the output sockets, **A**, **B** or **C**.

Assuming you chose **d** and **A**, set up the flowchart as below. Click START to test out what you have done. When the start button is pressed, the flowchart continually tests the conditional statement in the diamond box. If its true, the YES loop is run. If not, the NO loop runs.

Click CHECK to complete the activity.

| *Proximity Light* | *Automatic Fan* | *Automatic Lights* | *Automatic Heater* |

Once an individual activity has been completed, you are presented with a screen which summarises the breakdown of the score for that activity.

After an entire assessment has been completed, you are presented with a detailed feedback screen with information on each completed activity. This includes the score, time taken, screenshot, some commands entered by the user during the activity, and comments from the computer. Space is also provided for comments from the teacher and pupil, emphasising that 2Assess is only part of the assessment process.

From this summary screen it is possible to save or print the feedback table. You can also print a certificate. The selected printer shows up in grey but if you click it, will change to a dropdown and allow you to change the printer.
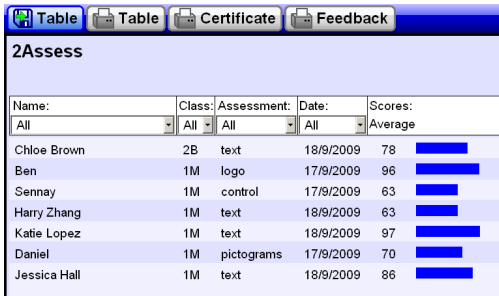
Once an assessment is complete

On the main 2Assess screen there is a button on the bottom right labelled "Produce Summary". When you click this, 2Assess will ask for your name. You need to type "**teacher**" otherwise you won't be allowed any further. You can modify what the required login name is by editing the 2assess.xml file.
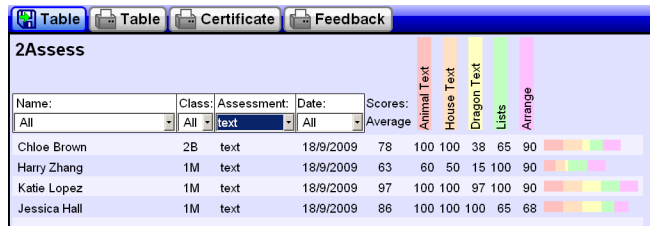
Once you've successfully logged in, 2Assess will display a list of all assessments that it has on record. You can filter this list by selecting values from the dropdown boxes. If you filter by assessment type, the first few individual activity scores will be displayed on the right, as well as a coloured graph showing a pictorial representation of this. If you click on one of the summary lines, the original feedback sheet will be displayed.

For more detailed analysis, you can export the summary as a csv file by clicking on the save button. You can also print the table, certificates and detailed feedback from here.

The summary screen accesses many assessment files at once, so we recommend that it is **not** used on a computer with only **wireless** access to the network location which contains the results.

Table	Table	Certificate	Feedback

2Assess

Name:	Class:	Assessment:	Date:	Scores:					
All	All	All	All	Average					
Chloe Brown	2B	text	18/9/2009	78					
Ben	1M	logo	17/9/2009	96					
Sennay	1M	control	17/9/2009	63					
Harry Zhang	1M	text	18/9/2009	63					
Katie Lopez	1M	text	18/9/2009	97					
Daniel	1M	pictograms	17/9/2009	70					
Jessica Hall	1M	text	18/9/2009	86					

Table	Table	Certificate	Feedback

2Assess

Name:	Class:	Assessment:	Date:	Scores:	Animal Text	House Text	Dragon Text	Lists	Arrange
All	All	text	All	Average					
Chloe Brown	2B	text	18/9/2009	78	100	100	38	65	90
Harry Zhang	1M	text	18/9/2009	63	60	50	15	100	90
Katie Lopez	1M	text	18/9/2009	97	100	100	97	100	90
Jessica Hall	1M	text	18/9/2009	86	100	100	100	65	68

<u>Once an assessment is complete</u>

<u>Printing from the "produce summary" screen</u>

There are 3 print options in the produce summary screen.

Print table - This option prints the table of results that you are currently viewing. If you have filtered the list of results using the dropdown boxes, only the filtered results will be printed (similarly for export to csv). Beware that if you have many hundreds of rows in the table, your printout will be a number of pages (40 results per page).

Print certificate - This option prints a certificate summarising the result for an individual assessment. When you click this button, you will get 2 options to choose from -
     (1) All pupils shown, or
     (2) A specific pupil's name.
Selecting "all pupil's shown" allows you to print in bulk the certificates for all the results that are currently displayed *on screen* (<u>not</u> the total set of results in the filtered table like the print table option). Selecting a specific pupil's name allows you to print the certificate for an individual pupil. The name of the pupil that is chosen to be displayed in the print option is the pupil whose feedback results you most recently viewed by clicking on that result row. If you have not clicked on any row yet, 2Assess chooses a name for you.

Print feedback - This option prints the feedback table that was shown at the end of the assessment itself. The printing options work in the same way as print certificate.

Advanced options

Using a list of pupil names

To prevent having to type a pupil's name and class every time an assessment is done, you can create a file "names.csv" and place it in the "files" subfolder - by default located here: C:\Program Files\2Simple Software\2Assess\files

This csv file starts off as follows (for example)
Class,Name
1M,Katie Lopez
1M,Harry Zhang
.....

If 2Assess finds names.csv in that location, when you start an assessment and get to the screen which asks for a pupil and class name, the name and class boxes will become dropdowns based on the values in the csv file. First click on the class field and choose the relevant class, then click on the pupil field and choose the relevant pupil in that class.

This method is useful to prevent spelling mistakes.

There is a sample names.csv file which you can adapt in the **samples** subfolder.

Advanced options

Certificate - changing the school logo

You can change the school logo which appears when you print a certificate.

Navigate to the following subfolder: **files\resources\certificates** and simply replace the file **logo.bmp.**

The files subfolder will either be on the server, if you installed 2Assess centrally, or on each local machine. This again highlights an advantage in having the resource files located centrally.

Advanced options

Clearing the results folder

Each completed assessment is stored as 2 files within the 2Assess results folder - a .2ax file and a .2az file. One of the benefits of centralising the results folder is that these results files can be more easily managed. If 2Assess is used often, over time the size of the results folder can increase substantially.

If the results folder size becomes problematic, all that's needed is to delete files from this folder, as required (provided of course that the files are no longer relevant or needed).

When you delete files, make sure you delete both the corresponding 2ax and 2az files together. You can easily do this by making sure the files are sorted by name.

Advanced options

Changing the amount of time allowed for an activity:

Time has 2 effects within 2Assess.
(1) If the duration of the activity reaches the maximum time allowed, the activity will automatically finish, and the activity score will be whatever the current score is.
(2) If the activity is completed within the time limit, 10% of the activity score will depend on how quickly the activity was completed.

If you find that pupils have too little (or too much) time to complete activities and assessments, you can amend this as follows:

(1) Maximum time allowed for all activities within an assessment
This can be found in the relevant **2af** file within the *assessments* folder (open either "mixed" or "topics" as needed). The 2af file is an xml file which can be edited with any text editor. The relevant setting that needs to be amended is **minsperact** ("minutes per activity")**.** The default is 4 minutes. Changing this value will change the time allowed for ALL activities within that assessment.

(2) Time scale factors for individual activities
Some activities will take longer than others to complete, and this can be taken into account within the xml file for each activity. The activity xml files can be found within the *activities* folder. The relevant setting that needs to be amended is **timesf** ("time scale factor"). This setting is not contained within most activity xml files since most activities do not need to change this setting, however it is possible to add this setting to any of the xml files if you require it. See act333.xml for an example of its use. There, timesf='1.5', meaning that this activity has 1.5 times the normal time allowed, ie 6 minutes.

Advanced options

Create your own assessment

You can recombine existing activities to create your own assessment.
Navigate to the **assessments** folder and then open either **mixed** or **topics** subfolders. Each assessment has 2 files - a "2af" file and a "bmp" file. These 2 files need to have the same names, aside from the file extension. The bmp file is the thumbnail that will appear in the list of assessments. The 2af file is an xml file that specifies which activities will be included within the assessment. To create your own assessment, simply make a copy of an existing bmp and 2af file and amend as needed. You can add as many activities as you like to the assessment.

Note that the first 2 digits of the bmp and 2af file names are ignored when displaying the assessment name within 2Assess - they are just used for ordering purposes.

Advanced options

Create your own activity

Many of the existing activities can be amended, and new activities can be created by you, based on the ones that have already been made.

Each activity is defined in the **activities** folder. Each activity has a bmp file which acts as a thumbnail when the activity is viewed within an assessment, and an xml file with the same name which defines the activity. The activity file names all start off with "act" followed by a 3 digit number.

Each category of activities (pictograms, directions etc) has its own set of parameters in the xml files. Each category is also differentiated by the first 2 digits of the 3 digit number. For example activities 150 to 154 are all pictogram activities.

To create your own activity, simply make a copy of one of the existing bmp and xml files from the activity category that you are interested in, and then amend the bmp and xml files as required.

It is beyond the scope of this user guide to list the functions of each field in the xml files, but please do contact us if you would like more information in this regard.

Note there are some restrictions on the kinds of activities allowed, for example:
- Logo - shapes should only have 90 degree angles.
- Spreadsheets - cell values should not be negative.

Permissions required

There are 2 locations where 2Assess requires full read-write permissions for all users:

The results folder
Each time an assessment is completed, the results of that assessment are saved in the results folder. If the logged-in user does not have permissions to this folder, the results will be lost - they will not be saved. The location of the results folder can be customised - see the installation section of this guide for more information.

The temporary folder
As with a number of other 2Simple programs, 2Assess uses a temporary work folder while the program is running. This is located by default within the user's "environment temp" folder:
C:\Documents and Settings\USERNAME\Local Settings\Temp\2Assess (2000 and XP)
C:\Users\USERNAME\AppData\Local\Temp\2Assess (Vista)
This folder almost always has write permissions by default even for restricted users, and so no further permissions modification is required for these folders. In the event that users do not have full permissions to the temp folder, 2Assess will generate an error message when you try use the program ("run time error… cannot create file…")
Although it's not usually necessary, you can customise the location of the temp folder by editing the 2assess.xml file : Edit the line <tempfiles path='usertemp' /> and enter in the quotations the full path of the desired temp location (or 'apppath\temp' to use the temp folder in the application path).

Resolutions to possible errors

Q: I completed an assessment but it does not show up in the "produce summary" screen
A: You most likely do not have permissions to the results folder. See previous page.

Q: "run time error… cannot create file…"
A: You most likely do not have permissions to the temp folder. See previous page.

Q: "runtime error 339..."
A: One cause of this error is installing the program on the server only and not installing the DLLs on each local machine. See the installation section of this guide for more details. This error has other possible causes, but these can most likely be addressed by running the 2Assess DLL installer on the machine which has the error message.

Q: Error message "Sorry, the file couldn't be saved here. [DoSaveFilesInZip] …"
A: See notes for "runtime error 339" for solution.

About 2Simple

All our software is designed on the following principles:

Simplicity of use - The software has evolved in the classroom to meet the needs of very young pupils. It is simple to learn and simple to use. There are no 'wrong buttons' to press.

Transfer of skills - All our software has a common look and feel. It is designed to take pupils from what is familiar towards standard Windows™ interfaces.

Developed in the classroom for the UK curriculum - The software has been developed to meet the needs of the UK curriculum. It has been tested and refined in the classroom, and has evolved based on research and suggestions from teachers.

Videos of ideas for activities - Most of our software comes with a large number of ideas for use and tutorials. These take the form of short videos which run on the computer and teach staff and pupils to use the software in an appropriate curriculum context.

Emphasis on creativity - Making the software simple allows pupils to focus on the content of their work. Whilst the software is powerful, it is the pupils who are creating, not the computer.

Reading age - Many pupils are held back by complex language in some software packages. Our software uses simple icons and appropriate text, ensuring reading age is not a barrier to ICT learning.

Independent use - The simplicity of the software, combined with the use of video, makes the software ideal for independent use.

Copyright Information

Contacting 2Simple

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Faulty Media

Should the CD-ROM develop a fault we will replace it free of charge.

2Assess ICT

Thanks to everyone who helped to make this product.

Max Wainewright, August 2009