

Technician Training Notes

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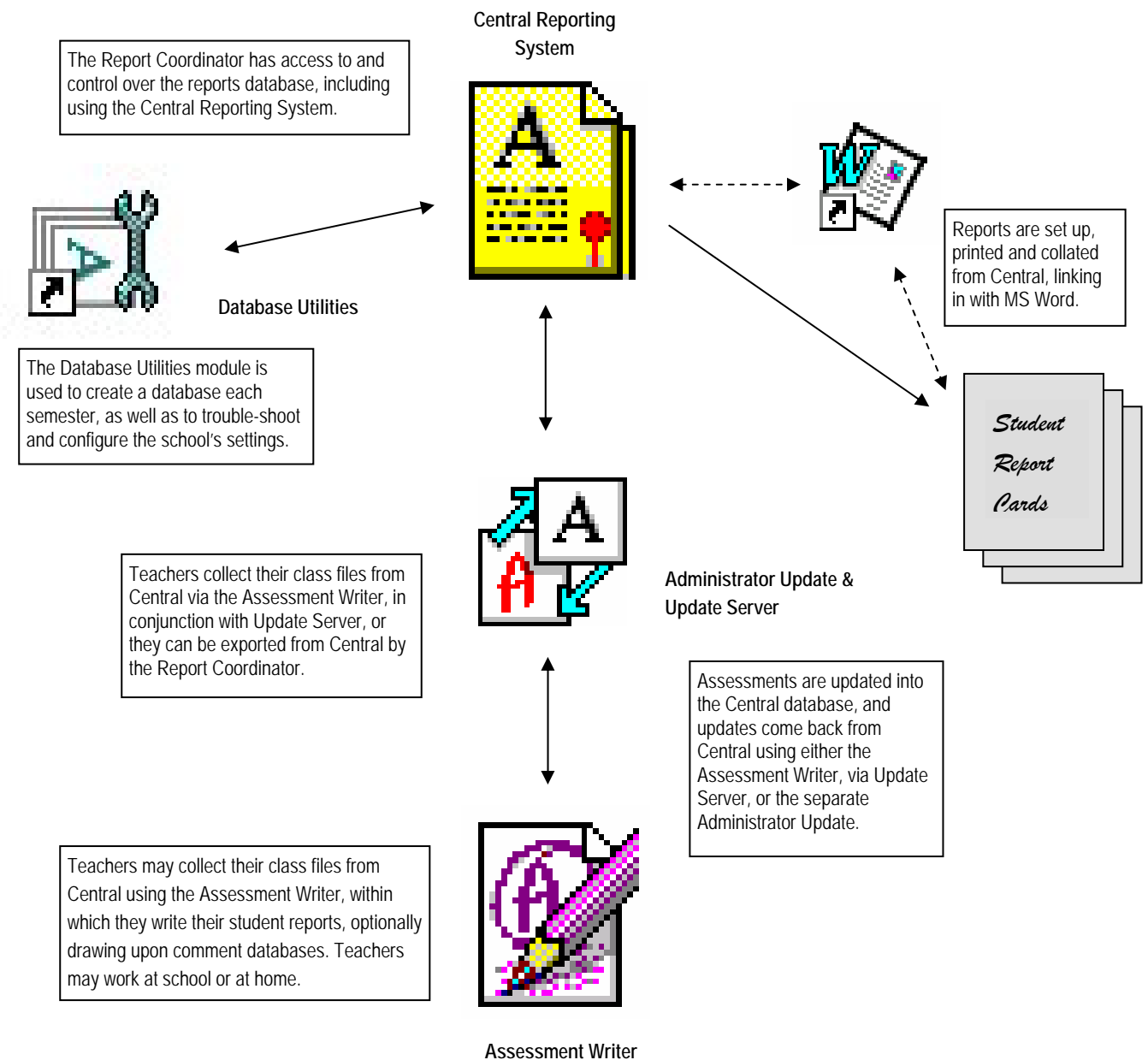
1. Overview: Quick Vic Reporting

1.1 Components

Quick Vic Reporting is the software package chosen by the Victorian Government for the implementation of a new system of student reporting, based on the new Victorian Essential Learning Standards (VELS). *Quick Vic Reporting* allows both primary and secondary schools to comply with the Government's reporting requirements for semester reports.

Quick Vic Reporting uses a modular approach, being made up of separate components, accessed by different users. Ease-of-use is an important consideration in this, as is the need for flexibility. This approach means teachers need only access their own class files and work on entering their student assessments at school or at home, and the integrity of the database is preserved by restricting access to the Report Coordinator and technical personnel.

The components of *Quick Vic Reporting*, their primary functions, and the interaction between them, are displayed below.



1.2 Aims and Objectives

These notes aim to provide the school's technical support personnel with a sound understanding of the components and functions of *Quick Vic Reporting*. This will enable them to take a leading role in the rollout of both the administrative and teachers' component of *Quick Vic Reporting* and to deploy both the *Quick Vic Reporting* database and Update Server as deemed appropriate to the school's network.

These notes provide technical personnel with the knowledge to be able to:

- Install the administrative components – Central Reporting System, Update Server, Database Utilities, and Administrator Update – to appropriate computers.
- Use Database Utilities to create and select a database that will be used by *Quick Vic Reporting* as the data repository.
- Understand the appropriate network access permissions and rights to the *Quick Vic Reporting* folders.
- Understand the importance of initiating, maintaining, and monitoring routine and on-demand backup procedures and to support data recovery procedure requirements.
- Use Database Utilities to configure the school's settings in the Setup.ini file, in consultation with the Report Coordinator, used in the deployment of the teacher component.
- Install the teacher component – Assessment Writer – to teacher workstations.

1.3 Technician's Checklist

| | Steps | Refer to: |
|--------------------------|--|----------------------|
| <input type="checkbox"/> | 1. Determine and set up appropriate network locations and folders for: <ul style="list-style-type: none"> • The Quick Vic Reporting databases. • Each semester's templates. • Word document or Acrobat pdf copies of the students' reports. | Sections 3.1.3 & 3.3 |
| <input type="checkbox"/> | 2. Ensure privileges to the various folders have been set appropriately for the Report Coordinators. | Sections 3.1.3 & 3.3 |
| <input type="checkbox"/> | 3. Ensure backup procedures are in place, with these being documented. | Section 3.4 |
| <input type="checkbox"/> | 4. Install the required administrator components on the Report Coordinator's computer from the Admin32.exe installation program. | Section 2.5 |
| <input type="checkbox"/> | 5. Create the <i>Quick Vic Reporting</i> database for the semester using Database Utilities, in the nominated folder, on the Report Coordinator's computer. | Section 3.2.3 |
| <input type="checkbox"/> | 6. On other Report Coordinator computers: <ul style="list-style-type: none"> • Install the required administrator components. • Select the database just created as the one to be used by these computers via Database Utilities. | Section 2.5 & 3.2.4 |
| <input type="checkbox"/> | 7. Ensure one of the supported versions of Microsoft Word is installed on each Report Coordinator's computer, and set the Word options on these computers: <ul style="list-style-type: none"> • Autoformatting of Styles turned off. • Macro Security set to low • Access allowed to Visual Basic Project | Sections 5.1 & 5.2 |
| <input type="checkbox"/> | 8. For Update Server: <ul style="list-style-type: none"> • Determine which computer, with a static IP address, is to run Update Server. • Install Update Server on the computer. • Set the Update Server Port Number. • Select the database to be used by Update Server via Database Utilities. | Section 4.3 |

| Steps | | Refer to: |
|--------------------------|---|---------------|
| <input type="checkbox"/> | 9. Determine requirements for teacher installations: <ul style="list-style-type: none"> • Consult with the Report Coordinator on the various default settings. • Decide on the location/s for teachers' class files, comment databases, dictionaries and backups. • Determine if there are existing comment databases to be installed. | Section 2.6.3 |
| <input type="checkbox"/> | 10. Customise the teacher default options in the Setup.ini file, via Database Utilities, for various installation situations, as required. | Section 2.6.4 |
| <input type="checkbox"/> | 11. Prepare teacher CD or installation folders, including Teach32.exe, the correct Setup.ini file and, optionally, any comment database files to be installed. | Section 2.6.5 |
| <input type="checkbox"/> | 12. Install the Assessment Writer on teachers' computers. | Section 2.6.6 |
| <input type="checkbox"/> | 13. When teachers are ready to collect their class files, run Update Server so that it is listening for requests. | Section 4.3.3 |

2. Installation and Deployment

2.1 Installation Components

The *Quick Vic Reporting* package has two separate installation programs which install different components, based on whether the component requires access to the database or not. These are, broadly defined as Administrator and Teacher components:

| Installation Program | Installs |
|----------------------|---|
| Admin32.exe | Central Reporting System Database Utilities Administrator Update Update Server |
| Teach32.exe | Assessment Writer |

In addition, installation of *Quick Vic Reporting* requires a Setup.ini file which holds a series of installation parameters and the school's licence details. It must be found in the same location as the installation programs when first installing on a computer.

It is also important that the correct Setup.ini file is used as it contains the school's name which will appear when running the various programs and, more importantly, will print on reports. (see 2.6.1 for more information of the Setup.ini file and on customising it.)

Installation of all components is usually to the Program Files folder of the computer.

2.2 Who Gets Which Components

The computer being used by the Report Coordinator should have all of the components installed on it, except for Update Server, whereas teachers' computers should only have the Assessment Writer.

Where a school intends to allow teachers to update their own class files, which is recommended, this can be done in either of the following ways, although it is the first of these that is the standard and recommended method:

- Where the updating of class files is to be via the Assessment Writer, using the internet or your school's network, Update Server is usually installed on one computer or server only, this machine having access to the database.
- A computer may be set up with access to the database and teachers come to this computer to update their class files into the database. This may be through the Assessment Writer, in which case it must be installed on this computer. Alternatively the separate Administrator Update may be installed on this.

2.3 Hardware and Operating Systems

There is no requirement for any special computers for *Quick Vic Reporting*. Any reasonably up-to-date computer will have the necessary resources to run *Quick Vic Reporting*, at both the administrator and teacher level.

However, it is recommended that the computer on which the Central Reporting System is installed, usually the Report Coordinator's computer, is a PC and not a Macintosh, unless it is a dual platform Mac.

Teachers may use the Assessment Writer on a Macintosh as long as Virtual PC is installed and the Assessment Writer is run through this, with the speed difference being negligible for them.

Keep in mind that at peak reporting periods there may be huge demands, with multiple teachers updating their assessments into the database at once, across the network, report printing occurring, etc.

2.4 Microsoft Word

The computer which is going to be used by the Report Coordinator or anyone who is going to be involved in the generation of reporting parameters and templates must have Microsoft Word installed on it. Teachers who are not involved in the set up of *Quick Vic Reporting* do not need to have Word at all on their computers.

The versions of Word that are supported by *Quick Vic Reporting* are Word XP, 2003 and 2007.

2.5 Installing the Administrator Components

You should install on the Report Coordinator's computer firstly, from which you can not only create the new database, but you will have access to procedures that allow you to customise the Teacher installation to fit your school's needs, as covered below, rather than use the default Teacher installation script found in your school's Setup.ini file.

The following steps should be followed to install any of the administrator components of *Quick Vic Reporting*:

STEP 1: Ensure you have appropriate components and privileges

- Log on, with Administrator privileges, to the computer on which you are about to install the administrator components.
- Ensure you have the latest version of the Admin32.exe file, which can be downloaded from the Quick Vic website.
- Ensure your school's Setup.ini file is stored in the same location as the Admin32.exe file.

STEP 2: Install Admin32.exe

- Locate and run the Admin32.exe file.
- In the *Select Destination Directory* window, select the location where the programs are to be installed, then click **Next**.
You can install to the default path name displayed, eg C:\Program Files\Quick Vic Reporting, or select another already-existing drive and directory. The programs will always be installed into a Quick Vic Reporting folder within the selected directory.
- Select the checkboxes of the components to be installed on the particular computer.
- Tick the Shortcuts checkbox to automatically add shortcuts for the selected components to your desktop, and click the **Next** button.
- Select whether you want to install to all users or just to the current user – generally it is to all users.
- If one of the components you are installing is the Central Reporting System, you will be prompted to select the language you want to use for spell checking. Select the required option – British or American English – and then click **Next**.
- The Ready to Install window is displayed at which you click the **Next** button to begin installation.
- Click **Finish** when completed.

2.6 Installing the Assessment Writer

Before deploying the Assessment Writer on all teachers' computers, you should ensure that the installation is customised so that your school's settings are configured at installation. Settings such as the IP address and port number of the Update Server computer (see 4.3); the location of the teachers' class files, comment databases, backups, etc, should be school-specific.

If you do not customise the installation process, these will have to be set manually on each teacher's computer once you have installed on them.

Customisation of the installation settings is done via the Database Utilities program and involves selecting all of the settings and storing these in the Setup.ini file prior to installation.

2.6.1 Setup.ini

The Setup.ini file found on the installation CD or which has been emailed to each school, apart from including licensing details for your school, contains a range of default options controlling various functions and settings affecting the Assessment Writer, eg that automatic backups occur, the font size, default location for class files, whether the installation is automated or not, etc.

A school may set up several different versions of the Setup.ini file. There are many uses and reasons for so doing:

- Different installations can be set for different computers. For example, you can direct the automatic backups of class files on school computers to a teacher's home directory on a network drive, whereas for home installation the file location can be set to a folder on the teacher's hard disk.
- For school computers, this process makes it quicker to install and have consistent settings on large numbers of computers. For home installations, it makes installation as simple as possible.

- It ensures that the use of the Assessment Writer is as easy as possible, with teachers not needing to know how to set options, port numbers, etc.



The Setup.ini file must only be changed or edited using the steps outlined here, via the Database Utilities program. Otherwise, installation problems or invalid licence errors may occur.

2.6.2 Requirements for the .ini File

When first installing either the Teacher or Administrator components of *Quick Vic Reporting* on a computer, the Setup.ini file must be found in the same location as the installation programs.

Subsequent installations on the same computer, eg upgraded versions, do not require the Setup.ini file.

Although you can have multiple different customised .ini files for your different needs, at installation time, the file must be named Setup.ini. Therefore, although you may name customised .ini files something other than Setup.ini for the purposes of filing and recognising them, when they are copied onto a CD or to be used in the installation, they must be renamed back to Setup.ini.

2.6.3 Settings and Recommendations

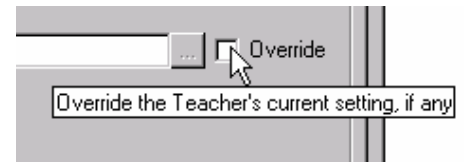
Customisation of the Setup.ini settings is done via Database Utilities, in its *Default Teacher Options* window.

This window is made up of 6 tabs, each dealing with a different set of installation options. Some principles apply to several of the tabs and the options therein:

- You check the settings you want to activate on installation, although, once installed, the settings, except for those on the Installation and Dictionaries tab, may be changed manually in the Assessment Writer for a particular computer, by selecting Tools and then Options.

- For all options, except for those on the Installation tab, you can choose an *Override* option.

Ticking this means the particular setting chosen will be installed and will override any already-existing settings on the teacher's computer, eg if the teacher has manually changed the setting.

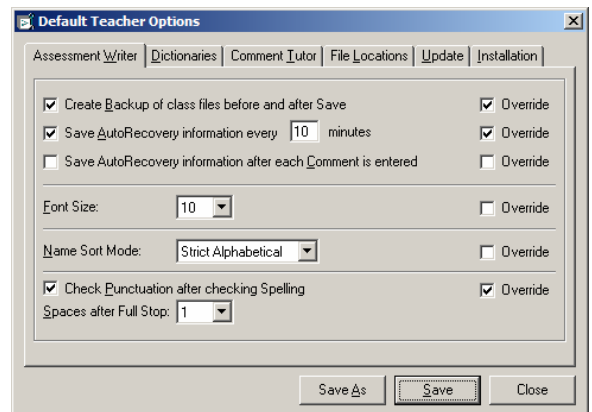


Assessment Writer Tab

You may ensure automatic backups of teachers' class files occur, that punctuation is checked at the same time as spelling, screen font size, etc, in this tab.

The most important of these settings are the first two, relating to backup and autorecovery files. (see 3.4.2) It is highly recommended that the Override box is ticked for these.

It is also recommended that the Check Punctuation's Override box is ticked, but consult with your school's Report Coordinator and/or Principal regarding the school's preference on the number of spaces between sentences – 1 or 2. When spell checking comments, any sentences found that do not conform to this setting will come up as errors.



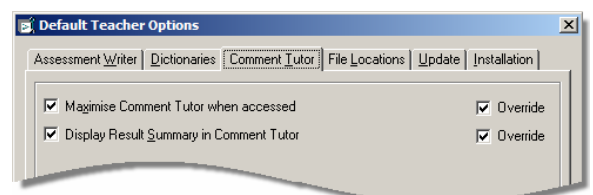
Most of the other settings are personal preference options, eg the size of the display font and sort order, and you do not need to override these.

The window shown above, therefore, displays the recommended settings.

Comment Tutor Tab

The Comment Tutor is the window in which teachers select comments from comment databases for their students.

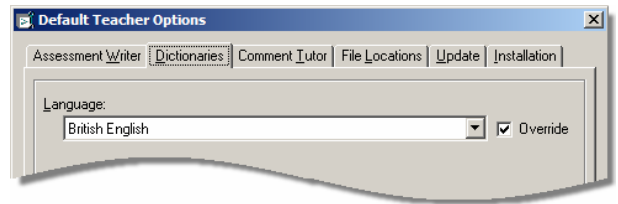
It is recommended that these settings are both ticked and overridden, especially the very useful second option allowing teachers to see non-comment results while they enter comments.



Dictionaries Tab

By selecting the English language dictionary, ie British English or American English, and clicking its Override box in the *Dictionaries* tab, the installation program will not even prompt for the language.

Teachers are not able to change the language, once installed.



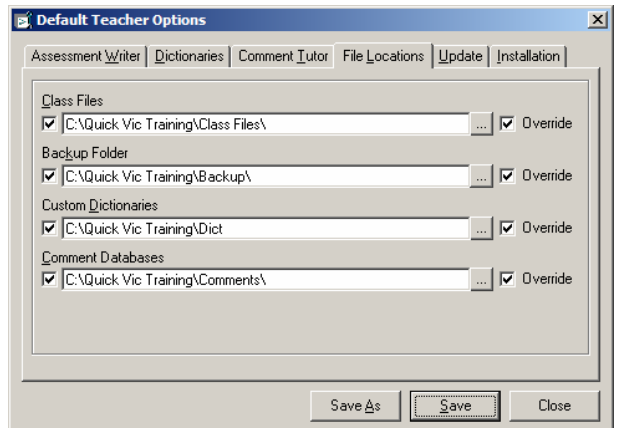
File Locations Tab

In this tab, you stipulate the default locations of various files and folders. In relation to the settings found here:

- Checking the box preceding each file location allows you to specify a particular location. Otherwise, a default location will be used, as displayed but 'greyed out' in the field.

In some cases, the default location shown will be <Installation Directory>\[Folder name]. In this case, if installation was to C:\Program Files\Quick Vic Reporting, a folder will be created with the displayed [Folder name] in that installation directory and this will be the set file location.

- It is recommended that the override box is ticked for the various locations, especially the Backup folder.
- On installation, if the folders nominated do not already exist, the installation process will automatically create them.
- When a teacher runs the Assessment Writer, the program looks for and displays any class or comment database files in the stipulated Class Files and Comment Databases locations. This makes it much easier for teachers who do not, then, have to search for their files.
- If any comment database files are found in the installation folder, from which the Teach32.exe program is run, these comment database files will automatically be copied into the nominated folder when installing the Assessment Writer.
- It is not recommended that floppy disks are used for any of the different types of files. If a teacher does not have a laptop, use a USB drive, or teachers may work from a folder in their home directory on the school's network.
- The location of the Backup Folder is important so that the automatic backups of the class files, (see 3.4.2) can occur and their location is known. This location may vary from computer to computer, eg on school computers the backups go to the teacher's home directory, whereas if they are using their home computer they go to their C: drive.



It is very important that the backups are not directed to a shared location for teachers or problems will occur with the autorecovery files, ie the .asb files.

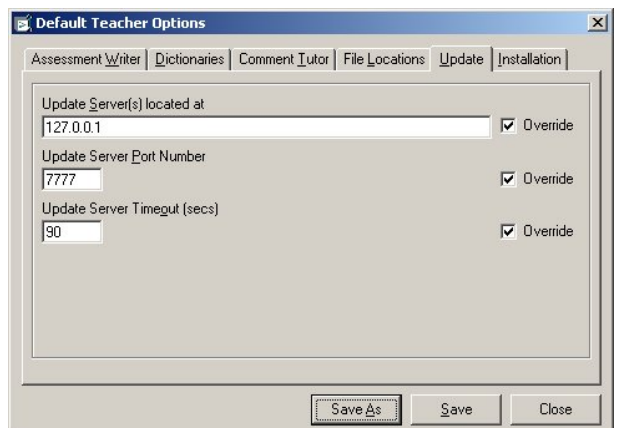
Update Server Tab

You should set the *Update Server* parameters in the Update tab so that the IP address of the school's Update Server computer is automatically set for teachers; as well as the Port number.

The default Timeout setting of 90 seconds is usually accepted.

The Override boxes should be checked on these settings.

Where the school does not want to use Update Server, leaving either of the IP address or Port Number fields blank will mean that the **Update** button will not be activated on the Assessment Writer's *Tasks* window.



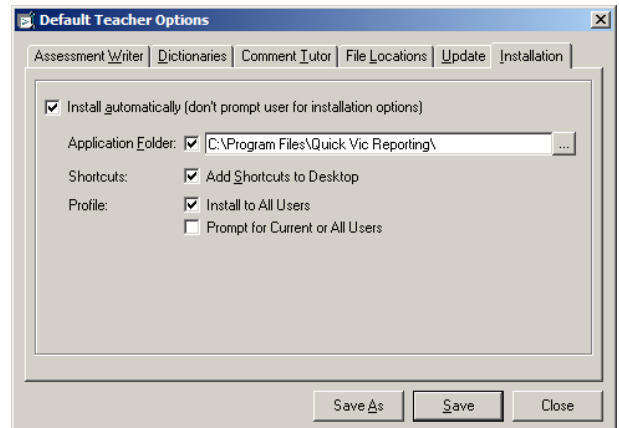
Installation Tab

On the *Installation* tab, generally you should specify that the Teacher installation process is automated, so that teachers are not prompted while installing the Assessment Writer.

Also, generally the default Program Files application folder is selected.

You may also use the environment variable %PROGRAM_FILES% to represent the program files directory on the destination computer. For example, if the installation path was set to %PROGRAM_FILES%\Staff\Quick Vic Reporting, then on a computer which had its program files directory set to D:\Progs, the *Quick Vic Reporting* programs would be installed to D:\Progs\Staff\Quick Vic Reporting.

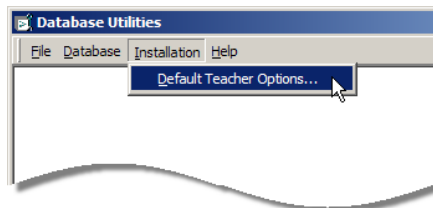
Generally, shortcuts are added to the desktop, the program is installed to all users, without prompting, ie the settings shown here are the most commonly-used ones.



2.6.4 STEPS to Customise the Setup.ini File

STEP 1: Bring up Default Teacher Options

- Run Database Utilities, as covered in 3.2.1.
- From the Installation menu, select Default Teacher Options.



- In the *Select the .ini file* window, find and double-click your school's Setup.ini file that you were emailed or that is on your *Quick Vic Reporting* CD.

This opens the *Default Teacher Options* window.

STEP 2: Set the Assessment Writer Settings

- Go through its six tabs, making any required changes to the options found in each, keeping in mind the recommendations outlined in 2.6.3.
- When finished, click the **Save As** button to save a copy of the changed options, in an appropriate location. The name should have an .ini extension.

OR

- Click the **Save** button to save the changes in the opened file, if not on CD.

2.6.5 Teacher Installation CD or Folder

You may need to create different teacher installation CDs for the different installation situations, eg for teachers' home computers, for teachers who are to work off their USB memory sticks, for those using their laptops, for school computers, and so forth.

Alternatively, you can set up separate folders on your school's network for this purpose.

Each of these teacher CDs or folders should contain:

- The Teach32.exe installation program.
- The customised Setup.ini file.
- Optionally, any comment database files (ie .cdb files) that you want installed to the default location for comment databases.

2.6.6 STEPS to install the Assessment Writer

STEP 1: Ensure you have required Teacher installation components.

- Make sure that the required files for the teacher installation are found in the one folder or CD, as outlined in 2.6.5.

STEP 2: Run Teach32.exe

- Double-click the Teach32.exe program in the installation folder that contains the settings you require.
- If the Setup.ini file has been customised to automatically install, wait while the Assessment Writer is installed. Otherwise, follow the prompts and make appropriate selections in the installation window.

3. Databases, Folders and Files

3.1 Database Issues

3.1.1 Types of Database

Quick Vic Reporting works with two types of database engine:

- The engine used by Microsoft Access – Jet 4.0.
- Microsoft SQL Server

Most schools will use the Access engine as this comes packaged with *Quick Vic Reporting*. Larger schools that already have SQL Server may choose to use this database engine but, if they wish to do so, they need to contact Semaphore Consulting about the pre-requisites, etc.

The database is created via the Database Utilities program, which is installed whenever any of the components from Admin32.exe are installed. This is also used to set the location of the database on computers that need to access it.

3.1.2 Number of Databases

A separate database must be created and used for each semester. Therefore, it is important that logical and easily-identifiable file names are assigned, eg 2007Sem1, 2007Sem2, etc.

Generally, there should be only one current, active database for each school, although some schools such as P-12 schools may choose to have two, eg one for Primary and one for Secondary, especially if at separate campuses.

Each computer which needs to access the database needs to be pointed to the correct database. This is done via the Database Utilities program, covered below.

3.1.3 Database Location & Privileges

Each school needs to set up appropriate folder locations for the various files required by *Quick Vic Reporting*, especially for the databases.

The databases are usually stored in a network folder. It is important that full access privileges are allowed for all who need to access the database directly, ie the Report Coordinator and the Update Server computer.

When Update Server is being used as the method of updating teachers' class files (see 4.3), teachers are not accessing the database directly, and do not need to have such privileges. Their computers need to be able to 'see' the Update Server computer – via the internet or the school's network. However, whoever logs on to the Update Server computer needs to have full access privileges.

All users of Administrator Update must have full privileges to the *Quick Vic Reporting* database.

3.2 Database Utilities

3.2.1 Accessing Database Utilities

The Database Utilities program is a critical administrator tool which is installed automatically whenever any of the Administrator programs are installed.

It is used to create a new database, as well as to select the database to be used by the particular computer.

Accessing Database Utilities varies, depending on which components were installed:

- When a computer has the Central Reporting System installed on it, an option for Database Utilities can be accessed under *Quick Vic Reporting*, from the Windows Start menu.
- Where only Administrator Update and/or Update Server are installed, the Utilities program must be accessed by locating and running the program file Util32.exe, using Windows Explorer.

In this case it will be found in the directory where the *Quick Vic Reporting* programs have been installed, eg C:\Program Files\Quick Vic Reporting. Simply double-click Util32.exe to run it.

3.2.2 Using the Correct Database

When a database is created in Database Utilities, the particular computer used to create the database will be automatically pointing to this new database. It will be the one that will be opened when the Central Reporting System is run on that computer.

However, any other computers with *Quick Vic Reporting* Administrator components needing to access this database, eg a computer running Update Server, must be set to use this database. This will need to be done every semester, after a new database has been created. This is also done within Database Utilities, via its Select Database option.

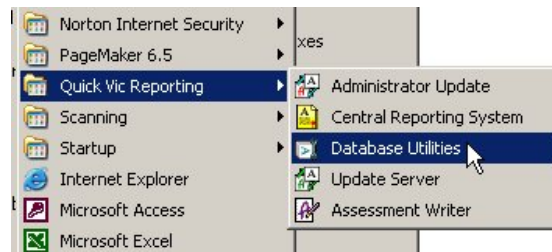
Also, you must go to Database Utilities and select the correct database if you need to go back to an earlier database for some reason, eg to change a student's results from last semester and reprint the changed report.

The computer on which the previous database is selected will then be set to use the selected database until you go back to Database Utilities and reselect the current database.

3.2.3 STEPS to Create a Database

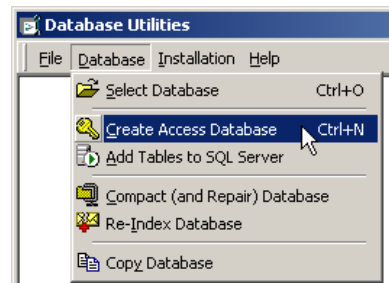
STEP 1: Open the Database Utilities program

- From the Report Coordinator's computer, click the Windows Start button and then click All Programs.
- Select Quick Vic Reporting and then click Database Utilities.



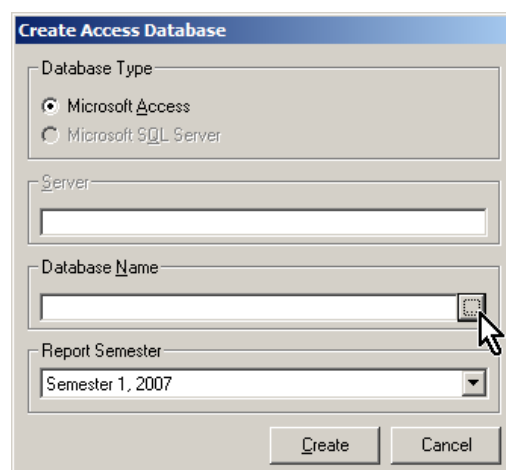
STEP 2: Open the Create Access Database window

- In the *Database Utilities* window, select Database, then Create Access Database.

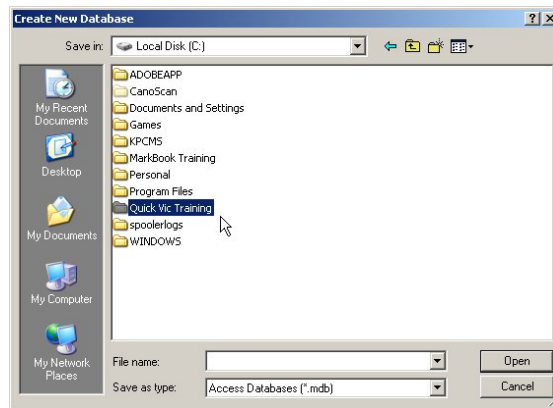


STEP 3: Specify the name and location of the database

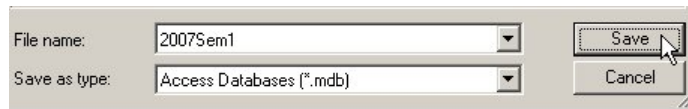
- In the *Create Access Database* window, click the **Browse** button at the end of the Database Name field.



- In the Create New Database directory box, locate the folder in which the database is to be created.



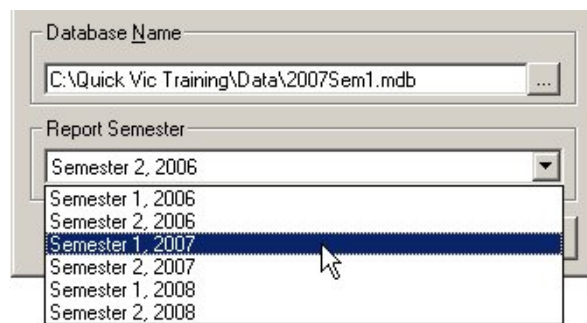
- In the File Name field, type in the name for the new database, eg 2007Sem1.



- Click the Save button, and the full path of the database to be created will appear in the Database Name field of the Create Access Database window.

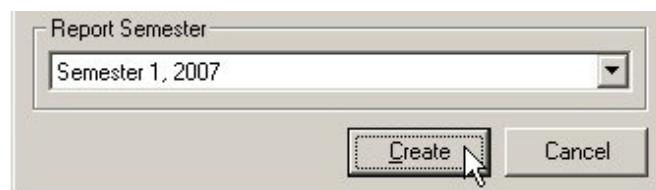
STEP 4: Choose the reporting Semester and Year

- Click the dropdown arrow at the end of the Report Semester field and select the semester for which you are creating the database, eg Semester 1, 2007.



STEP 5: Create the database

- Click Create, waiting while the Database Creation window completes its steps.



- Click OK when completed.



This computer will now automatically use this newly-created database.

- Close down Database Utilities.

STEP 6: Point other computers to this database

- Other administrator computers, eg the Update Server computer, those of other Report Coordinators, etc, must be pointed to the correct database, following the steps below.

3.2.4 STEPS to Select the Database

STEP 1: Run Database Utilities

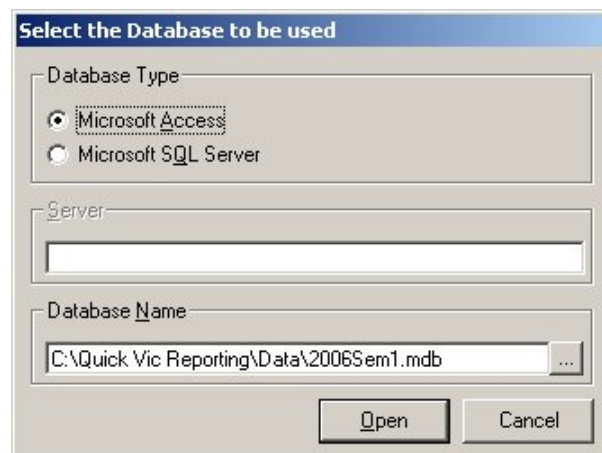
- Run Database Utilities, either via the Windows Start menu or by double-clicking Util32.exe in the installation folder. (see 3.2.1)

STEP 2: Select the Database

- From the Database menu, choose Select Database.
- Select the radio button for the Type of database you want to select which will be an Access one in most cases.
- In the Database Name field, enter the full path and name of the database.

OR

- Click the **Browse** button to bring up a *Select* box from where you select the database to be used, then click the **Open** button on the directory box.



- Click the **Open** button and a message will be displayed that the selected database will now be used by the computer for all *Quick Vic Reporting* programs on it.

3.3 Template and Report Folders and Privileges

The Report Coordinator will require at least two other sets of folders on the network: one to hold each semester's templates and one to store archival copies of the completed reports.

The templates for each semester should be stored in a separate sub-folder, appropriately named, eg each folder may be identified by its year and semester – 2007Sem1, 2008Sem2, etc.

The Report Coordinator and any other person with responsibility for setting up or editing the report templates needs to have full access to the template folders,

All users who are to be involved in the generation of and printing of the reports also need to have full access to the folders storing the templates, but teachers do not require any access at all.

On the other hand, generally, archived copies of student reports are made available to teachers, in order that they can at least read and print out old copies of reports, so they need to have read only access to these folders.

3.4 Backups and Passwords

3.4.1 Backing Up Database and Templates

It is crucial that you ensure that your *Quick Vic Reporting* database is backed-up regularly as part of your school's normal computer back-up procedures.

In addition, the report templates should also be part of a routine backup procedure.

At particular times in the setting up of your school's database, the Report Coordinator should be making backups of the database or the templates, eg prior to undertaking any bulk change process, such as importing CSV files or using the Enrolment Organiser.

You should document the location and procedures for the backup files.

3.4.2 Backups of Teachers' Class Files

Teachers should be discouraged from taking copies of their class files for backup purposes. This often causes problems when they get confused about which is the latest copy and try to update the wrong copy, as covered in 3.4.3.

Quick Vic Reporting has several backup features that should ensure teachers' data is not lost and that it is unnecessary for them to be taking their own backup copies.

bk1 and bk2 Files

When teachers use the Assessment Writer, two backup copies of each class file are created automatically, having the same file name as the class file, but with a .bk1 and .bk2 extension, eg ENG7A.mkb will have ENG7A.bk1 and ENG7A.bk2 files.

The automatic backup facility is activated whenever a teacher saves a class file, with the .bk2 copy being the latest copy and the .bk1 being a copy of the class file before the last save.

These backup files will be saved to the Backup folder stipulated on the File Locations tab of the Default Teacher Options, as covered in 2.6.3.

Should problems occur with a particular class file, you are able to restore from the backup files, copying the .bk2 file and changing its extension from .bk2 to .mkb. The .bk1 file is available if the .bk2 is also corrupt.

Re-exporting Class Files

If teachers regularly update their class files into the Central database, at any time the Report Coordinator may recreate their class files via the option Export Class Files in the File menu of the Central Reporting System.

Backup Copy on Update Server Computer

In addition, the Update Server computer retains the latest copy of the class file as part of its update processes. The backup copies are stored in the designated Temp folder on the Update Server computer, in the location Quick Vic Reporting \UpdateServer\Incoming. Within this folder, a folder for each year to which class files belong is created, with each teacher having a folder using their Teacher Code, containing each of the updated class files. For example, the full path could be:

```
%TEMP%\Quick Vic Reporting\UpdateServer\Incoming\2007\BMA\07ENG.mkb
```

AutoRecovery Saves, ie .asb Files

The AutoRecovery settings in the Assessment Writer ensure that a teacher is prompted to restore from an autorecovery copy of a class file if the computer unexpectedly shuts down while the class file is being worked on and contains unsaved changes.

The default setting is that an autorecovery save is done every ten minutes, the file having an .asb extension.

It is particularly important for this setting that backups are not directed to a shared backup folder. Otherwise, any teacher who starts the Assessment Writer will be prompted to restore other teachers' class files when they are working on them.

If you are directing backups to a networked location, ensure that it is teacher-specific, when H:\ maps to the teacher's home directory.

3.4.3 Class Not Latest Copy Error

One of the most commonly encountered messages that teachers encounter when updating their class files is one where the update failed because the class was not the latest copy written from the Central Database, as shown in the message below, for class 07A.

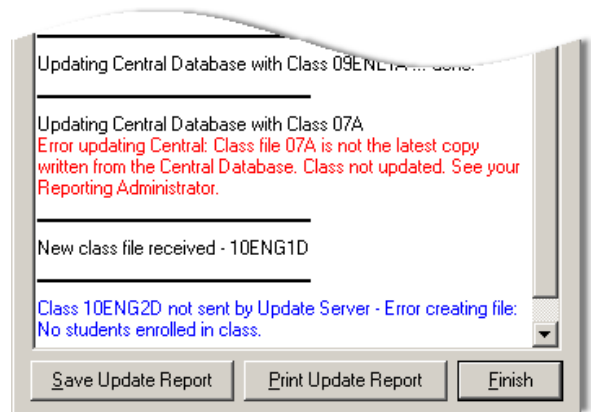
The update process flags the date and time that the update was conducted, storing this information in both the Central database and internally in the class file.

Therefore, when a class is being updated, the update flags are checked to ensure they match so that the teacher is not inadvertently trying to update an old version of the class file, which could lead to the loss of data.

If the update time and date do not match, the teacher will not be able to update the class and the message above is displayed.

Usually, such a discrepancy occurs because a copy of the class file has been made by the teacher at some point and the wrong copy of the class file is being presented for update.

If the class file is up-to-date or, for some reason, a teacher wants to revert to an earlier version of a class file, the Report Coordinator may reset the Update flags in the Central Reporting System for the teacher, allowing the updating of the class file to proceed. This process is found in the Export Class Files window in the Central Reporting System.



Otherwise, the correct, latest copy of the class file needs to be found and this should be updated.

In order to check the date of the last full update performed for a class file, you can go to the Class File Properties window in the Assessment Writer. At the Central end, a listing of the last update dates may be produced to check the date stored in the Central database, via the *Print Database Listings* window.

3.4.4 Class File Passwords

Teachers may assign passwords to their class files in the Assessment Writer. Should a teacher forget their password, a special override password is available. This password is specific to each *Quick Vic Reporting* Licence. The Report Coordinator needs to contact the Quick Vic Help Desk the first time a password is forgotten to gain access to this override password.

4. Updating Class Files

4.1 Two Methods of Updating

There are two methods of updating teachers' class files into the Central database:

- Via Administrator Update.
- Via the Assessment Writer, in conjunction with Update Server.

Update Server is our recommended method, although smaller schools may choose to use Administrator Update, or a combination of both of these methods may be used.

4.2 Administrator Update

The Administrator Update program expects the teacher's class files to be on floppy disk, unless command line parameters have been added to the Update shortcut, instructing it to go to another location to update the class files.

Instructions on adding command line parameters to the Update shortcut may be obtained from the Quick Vic Help Desk.

It is usually installed on the Report Coordinator's computer, if no where else, as a back up method of updating, eg when the Update Server program is not running.

4.3 Update Server

4.3.1 Two Parts to this Updating Method

The recommended method of updating teachers' class files is Update Server. This also allows teachers to collect their class files initially.

There are two parts to updating via this method:

- The host program – Update Server.
- The remote program – the Assessment Writer.

Teachers do not have Update Server on their computers – they only need the Assessment Writer. When updating their class files, the files are being sent to the Update Server which acts as the conduit to the Central database. It keeps track of and manages the updates coming through to it and back from the database, informing teachers of progress, their queue position when multiple teachers are updating, etc.

Update Server is usually only installed on one computer or server, although there may be situations where a school may want to install it on more than one computer, eg where one server hosts updates via the Internet and one the Intranet.

4.3.2 Requirements for Update Server

In order to run Update Server, the following must be noted:

- TCP/IP must be installed and configured on the computer on which Update Server is installed.
- It is recommended that the machine running update server has a static IP address.
- The IP address or name of the computer running Update Server must be known, eg by the Network Administrator.
- This address is required to configure teacher workstations on which the Assessment Writer will be used for updating.
- In small schools, the Report Coordinator's computer can be used as the Update Server computer, although this is not recommended at the time this computer is being used to print reports.
- For added security, Update Server requires a school to select the TCP/IP port number used by the update process. This number must be between 1 and 32767 and, generally, allocation of a port number is arbitrary.

However, we recommend certain port numbers be avoided, unless necessary, as these are used by FTP, HTTP, and other protocols. The numbers to be avoided include 21 and 80.

Once selected, this same port number is used for all Assessment Writer computers that will be updating via the particular Update Server.

4.3.3 STEPS to Set up Update Server

STEP 1: Prepare to use Update Server

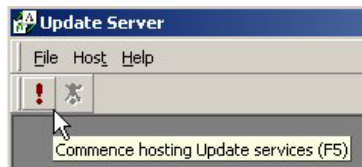
- Install Update Server, and any other of the administrator programs that you also want on the Update Server computer.
- Run the Database Utilities program on this computer, accessing it as outlined in 3.2.1.
- In Database Utilities, select the database being used, following the steps in 3.2.4.

STEP 2: Set Update Server's Port Number

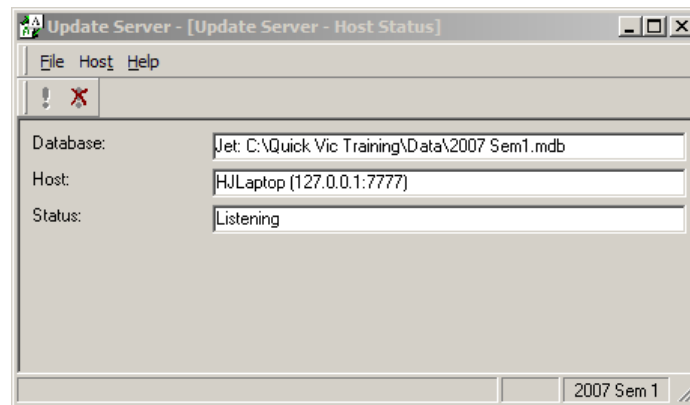
- Start Update Server.
- Select File, then Options.
- In the *Update Server Options* window enter the TCP/IP port number to be used, and click OK.

STEP 3: Run Update Server

- Click the Run icon.



The Host Status window is displayed, with the Status field reading Listening.



- Minimise Update Server, but leave it running during the time that teachers are to be updating their class files via the Assessment Writer.

STEP 4: Ensure Teachers' Computers are Correctly Configured

- On teachers' computers, the Update Server's IP address and the selected port number must be correctly entered in the Assessment Writer Options window. This may be done manually or through the customisation of the Teacher installation process, covered in 2.6.

5. Microsoft Word Pre-Requisites

5.1 Word Versions

Every computer that has the Central Reporting System installed on it should have Microsoft Word. Any version of Word XP, 2003 or 2007 can be used. Earlier versions of Word are not supported.

5.2 Word Settings

There are three settings in Microsoft Word which must be set on all computers being used for the generation of reports, editing of templates and printing of reports. The Report Coordinators must be allowed to change and retain these settings on the computers being used for these purposes. Otherwise, problems will occur later when setting up their reports.

These three settings relate to:

- Autoformatting of Styles
- Macro Security Levels
- Trusting Access to Visual Basic

It is not necessary to activate these settings on teachers' computers, ie where just the Assessment Writer is being used.

The steps that need to be followed to activate the required Word settings will vary a little across the different versions of Word, particularly in Word 2007. These notes mainly focus on Word XP and 2003, the most common versions of Word being used at present.

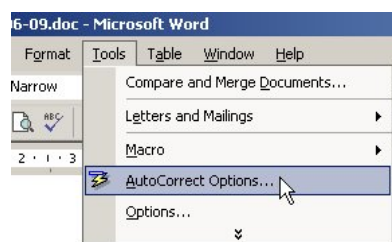
5.2.1 STEPS to Activate Word Settings

STEP 1: Open Word, with other applications closed

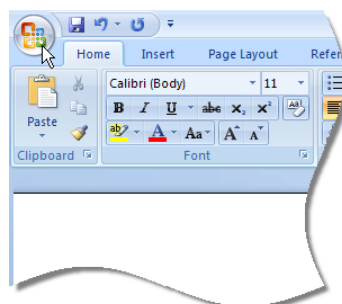
- Close down any *Quick Vic Reporting* programs or any Microsoft Office applications, eg Outlook.
- Run Microsoft Word.

STEP 2: Turn off Word's Autoformatting of Styles Setting

- In Word XP or 2003:
 - Go to the Word Tools menu and select AutoCorrect Options.

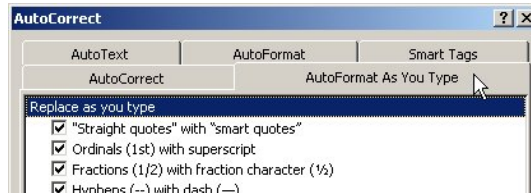


- In Word 2007:
 - Click the **Office** button in the top left-hand corner.

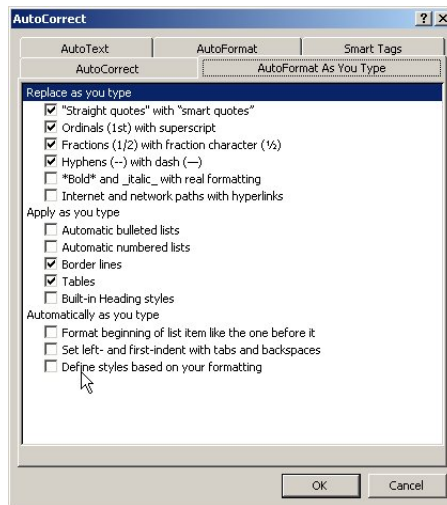


- Click the **Word Options** button at the bottom of the window.
 - In the *Word Options* window, select *Proofing* from the left-hand panel.
 - Click the **AutoCorrect Options** button.
- In the *AutoCorrect* window, in all versions of Word:

- Select the *AutoFormat As You Type* tab.



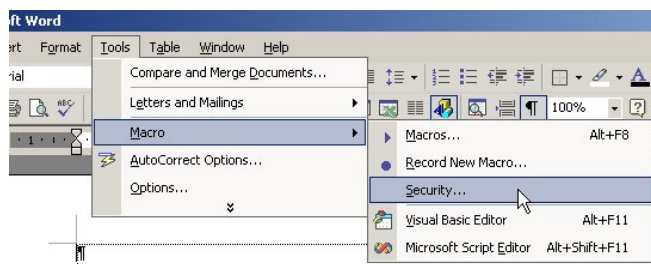
- If the *Define styles based on your formatting* box is ticked, deselect it – it must not be checked.



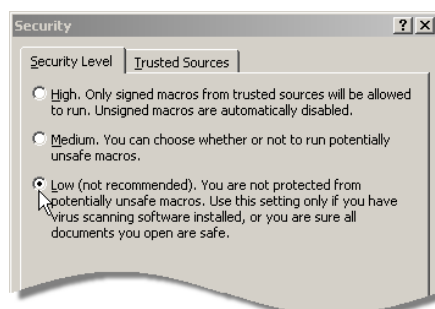
- Click the **OK** button in the *AutoCorrect* window.

STEP 3: Steps to set Word's Security Options

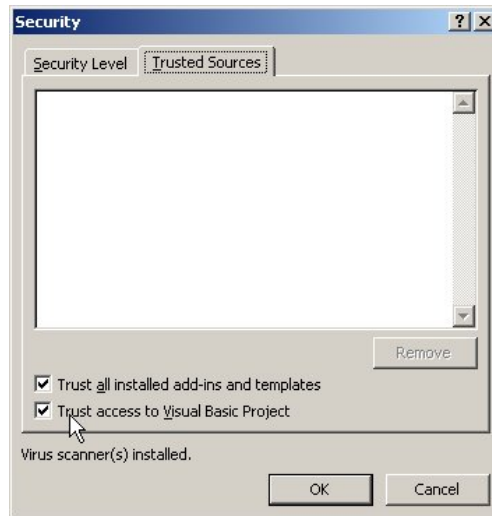
- In Word XP or 2003:
- Go to the **Tools** menu and select **Macro**, then **Security**.



- Click the **Security Level** tab and click the **Low** option button.



- Click the tab at the top of this window that reads either Trusted Sources (Word XP) or Trusted Publishers (Word 2003).
- Tick the box Trust access to Visual Basic Project – it must be checked.



- Click the **OK** button to save these two settings.
 - Close Word.
- In Word 2007:
- Click the Office icon in the top left-hand corner.
 - Click the **Word Options** button at the bottom of the window.
 - In the *Word Options* window, select the Trust Centre option found in the left pane.
 - Click the **Trust Centre Settings** button.
 - In the *Trust Centre* window, click the option Enable all macros.
 - Tick the checkbox Trust access to the VBA project object model.
 - Click the **OK** button.
 - Click **OK** in the *Word Options* window.
 - Close Word.