Managing multiple CASPA installations

This document provides an overview of how you can use CASPA across multiple non-connected networks. The implications for LA Modules are dealt with after first describing the approach for School Modules.

Introduction:

Although some schools have a single network through which all staff access CASPA if they have accounts created, a large number of schools have separate networks, often named administrative and curriculum. In this scenario, where CASPA has been installed on the administrative network, teaching staff and other staff who can only access the curriculum network are prevented from accessing CASPA. Equally, where CASPA has been installed on the curriculum network, administrative staff and other staff who can only access the administrative network are prevented from accessing CASPA.

Additionally, where appropriate, there are occasions where a read-only copy of CASPA needs to be copied to a PC or laptop which has no access to the network.

Although it is possible to simply copy the CASPA directory, this is not recommend as it exposes the likelihood that data may be altered on both copies of CASPA. Since the data cannot be merged, data security would be compromised with no method of resolving other than to manually identify the changes and re-key those changes made into the genuine 'Main' CASPA installation.

To assist with these scenarios, it is possible to install CASPA in three different ways to enable multiple installations that can be carefully controlled. A school will always have one 'Main installation'. This is the master copy of CASPA and the only one in which pupil records, results and targets can be maintained (imported, edited, exported, etc). Two other types of installation enable different levels of activity but neither allow pupil's basic data, results and targets to be changed. In all cases, this data is transferred from the Main installation to populate other installations.

Types of system installation:

Main installation: supports the CASPA roles of System Manager, Administrator, Teacher and Guest and allows full access, via the Administrator role, to all data entry and administrator operations in CASPA . As the main installation is your main record of all your CASPA data, you are strongly recommended to install your main installation on a network location that is automatically backed up. In general we recommend that the Main installation be installed on the Admin server to allow data to be read from your school MIS, and to allow the Admin Officer to handle the entering and maintenance of assessment results and targets, which can then be transferred in read-only form to any other installations of CASPA. To minimise the risk of confusion, schools should ensure that one and only one main installation is created; if an existing installation is moved to a different location by copying rather than moving, the original installation should be removed as soon as the success of the move has been verified

Classroom installation: supports the CASPA roles of Teacher and Guest and allows read-only assessment results and targets transferred from the Main installation to be viewed and reported on. This installation allows Teacher roles to maintain and view multi-media evidence supporting assessment results and also notes. Both of these types of data can be maintained in the Main installation and cannot be transferred. Within your school, you need to decide whether the Classroom network is the location where multi-media evidence is being recorded or the Main installation. Both are enabled as different schools have different policies.

Guest installations: supports the CASPA role of Guest only and allows read-only assessment results and targets transferred from the Main installation to be viewed and reported on.

CASPA roles:

For clarification, the following outlines the privileges associated with the different roles within CASPA:
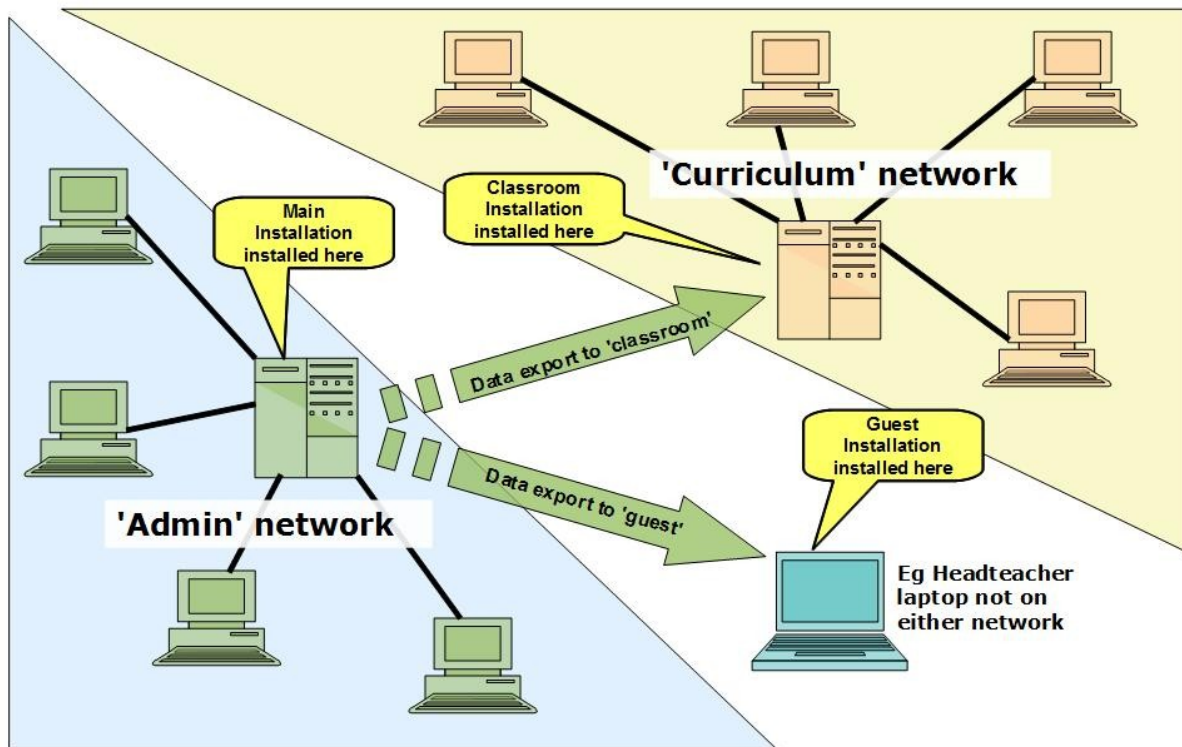
- **System Manager:** able to create CASPA user accounts, to edit CASPA user accounts, to enable and disable CASPA user accounts and to reset the password for a CASPA user account. A user with System Manager privileges also inherits the highest set of operational privileges associated with the type of system installation for which they are System Manager.
  - For a Main installation, a System Manager inherits Administrator privileges
  - For a Classroom installation, a System Manager inherits Teacher privileges
  - For a Guest installation, a System Manager inherits Guest privileges
- **Administrator:** has access to all aspects of CASPA, and will be able modify CASPA results, targets, and evidence supporting assessments, and can also run all of the analysis and reporting.
- **Teacher:** can view assessment data and targets, can add, edit and delete multi-media evidence supporting assessments, and can also run all of the analysis and reporting within CASPA; however, they cannot edit assessment results or targets
- **Guest:** can view assessment data and targets and can also run all of the analysis and reporting within CASPA, but cannot modify any data.

Installation scenarios:

Our general recommendation would be that schools install their Main installation on their Admin server, for the reasons noted above. Once data entry is complete, a Classroom installation can be installed on the classroom network and read-only assessment results can be transferred from the Main installation to the Classroom installation via the procedure noted above.

Alternatively, the Main installation may be located on the curriculum network; if you choose to install to the curriculum network, please ensure your CASPA data is adequately backed up.

The following diagram illustrates a typical scenario where multiple installations of CASPA are required.

Typical use of different installation types available

Creating additional CASPA installations:

To create an additional CASPA installation, you should download and install CASPA to the required location. When you log on to the new installation for the first time, you will be prompted to choose the type of installation you require. Your original CASPA installation will have been identified as the Main installation. For an additional installation, ensure that you do not select another Main installation but instead, ensure you select either Classroom or Guest installation using the notes above to assist with the selection decision.

You will create different user accounts for different installations. It would not be sufficiently secure to simply recreate all accounts on all installations since any database should have only the required accounts available and with only the necessary privileges.

Once the Classroom or Guest installation has been successfully created, you will be able to log in and will notice that it does not, at that stage, contain any data. All data, including details about the school will be transferred from the main installation.

Export CASPA data files for transfer to other installations:

For all types of system installation other than the Main installation, CASPA assessment results and targets must be read-only to ensure that there is one definitive source of data.

To allow CASPA assessment results and targets maintained by the Main installation to be viewed and reported on in a Classroom installation or Guest installation, data must be transferred from the Main installation to the Classroom or Guest installation. To do this, data must first be exported from the Main installation.

To export data files for transfer to other installations, select the menu option **File | Export assessment data | Export CASPA data for transfer to a GUEST or CLASSROOM installation**. You must identify the location to which these files are to be copied using the directory selection dialog displayed.

If all of the required files for the transfer can be found, they will be copied to the directory you have selected, otherwise you will be advised of any required files that cannot be found.

Import CASPA data files transferred from Main installation:

To import the data files exported from the Main installation into a Classroom or Guest installation log in to the Classroom of Guest installation and select the menu option **File | Import assessment data | Import data files transferred from MAIN installation**. You must identify the location where these files can be found using the directory selection dialog displayed. If the required files can be found in the directory you have selected, then data from the Main installation will be transferred to this installation, otherwise you will be advised of any required files that cannot be found.

Making copies of a Main installation:

NOTE: It is strongly recommended that you do not make a copy of a main CASPA installation due the possibilities that then exist to change CASPA data in two places and the confusion that can arise. Data from two Main installations cannot be merged. However, some customers are confident that they can control the use of CASPA to prevent this problem from occurring in order that they can take a copy of CASPA, usually on a laptop, and make changes whilst not connected to the school network. Where you can access the school network, direct access to your Main installation is recommended. However, it is possible to copy your Main installation if this is essential.

CASPA separates the CASPA application from the CASPA data files; the CASPA application therefore needs to know where the CASPA data files can be found. This information is specified by an entry in the file CASPA.INI which can be found in the CASPA sub-directory below your CASPA installation directory.

When you copy your complete CASPA installation from your server to, for example, a laptop, you will need to edit the CASPA.INI file in the CASPA sub-directory of the CASPA folder on your laptop so that it looks for the CASPAData folder on your laptop, not on your server. To do this, open the CASPA.INI file with Notepad, and change the path defined for the 'Data Directory' to point to your laptop, e.g. if CASPA is on the C: drive of

your laptop and CASPA is in a directory called CASPA, then:

Data Directory=C:\CASPA\CASPAData

When you have finished working on your laptop, you only need to copy the CASPAData directory back to your server, to overwrite the version already there. Similarly, if you copy data to your laptop again, you only need to copy the CASPAData directory to your laptop; the CASPA.INI on your laptop will already be pointing to the correct location and will not need editing again. Please note that carrying this out requires great care to ensure you copy the CASPAData directory correctly.

Managing multiple LA Module installations:

The need for multiple installations of an LA Module is exactly the same as for School Modules insomuch as there may be staff who have access only to a network on which the LA Module is not installed.

In order to meet the differing requirements of different types of users of the LA module of CASPA two types of installation are available.

- **Main installation:** includes System Manager, Administrator and Guest logins and allows full access, via the Administrator login, to all data entry and administrator operations in CASPA. As the main installation is your main record of all your CASPA data, you are strongly recommended to install your main installation on a network location that is automatically backed up.   Assessment and target data recorded in the main installation can then be transferred in read-only form to a Guest installations of CASPA. To minimise the risk of confusion, please ensure that one and only one main installation is created; if an existing installation is moved to a different location by copying rather than moving, the original installation should be removed as soon as the success of the move has been verified
- **Guest installations:** includes System Manager and Guest logins only and allow read-only assessment results and targets transferred from the Main installation to be viewed and reported on.

To allow you to choose the type of installation you require, a dialog will prompt you for the type of system installation required when a new installation of CASPA is run for the first time.

Creating additional CASPA LA Module installations:

To create an additional CASPA installation, you should download and install CASPA to the required location. When you log on to the new installation for the first time, you will be prompted to choose the type of installation you require. Your original CASPA installation will have been identified as the Main installation. For an additional installation, ensure that you do not select another Main installation but instead, ensure you select Guest installation using the notes above to assist with the selection decision.

You will create different user accounts for different installations. It would not be sufficiently secure to simply recreate all accounts on all installations since any database should have only the required accounts available and with only the necessary privileges.

Once the Guest installation has been successfully created, you will be able to log in and will notice that it does not, at that stage, contain any data. All data will be transferred from the main installation.

Export CASPA data files for transfer to other installations:

For all types of system installation other than the Main installation, CASPA assessment results and targets must be read-only to ensure that there is one definitive source of data.

To allow CASPA assessment results and targets maintained by the Main installation to be viewed and reported on in a Guest installation, data must be transferred from the Main installation to the Guest installation. To do this, data must first be exported from the Main installation.

To export data files for transfer to other installations, you must identify the location to which these files are to be copied using the directory selection dialog displayed.

If all of the required files for the transfer can be found, they will be copied to the directory you have selected, otherwise you will be advised of any required files that cannot be found.

Import CASPA data files transferred from Main installation:

To import data exported from the Main installation into a Guest installation log in to the Guest installation and select the menu option **File | Import assessment data | Import data files transferred from MAIN installation**. You must identify the location where these files can be found using the directory selection dialog displayed. If the required files can be found in the directory you have selected, then data from the Main installation will be transferred to this installation, otherwise you will be advised of any required files that cannot be found.