How to set-up your Aspects CEM Assessments (Non-WEB Version)

This document will provide guidance to successfully set-up and administer your Aspects CEM Assessments using the offline version of the assessment software

Please refer to previous 'How to' guides for guidance relating to Logging into the secure sites and Uploading pupil/student details.

We will cover:

- Accessing and Downloading offline assessment software
- Creating your Aspects offline assessment shortcut
- Uploading completed assessment results files
- Checking who has been tested

NOTE: We strongly recommend that you upload pupil details before downloading the offline assessment software. This will ensure that a populated pupil details file will be downloaded with the assessment software. If pupil details are uploaded after the assessment software has been downloaded then these details will not be included in your download.

Access the Aspects Offline Software

If you have concerns about running the fully web based version of the assessment then the offline version is the one for you. This downloads the assessment software onto your school computer system and saves completed tests on your computer systems also.

Step 1 Download and Install the software.

- Select the **'Carry out Assessments'** menu option.

- Click on the **arrow** in the Non-Web Version box.

You will be taken to the Non-Web page.

Download Assessment Software for ASPECTS

NON-WEB VERSION

Technical Installation Guide

- In this guide we will be looking at the Assessment for Windows (Assessment for Mac is also available).
- Click in the download icon.
- The download will appear in the lower left corner of your Chrome browser (shown below).
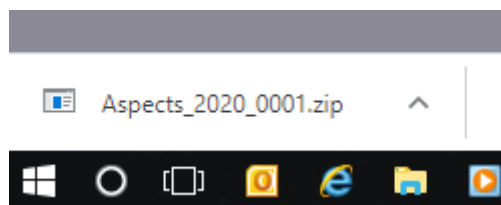
- It will also be saved in the Downloads folder on your computer (shown below).
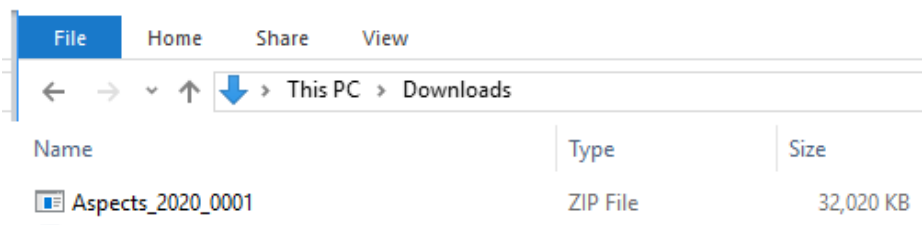
- Create a folder on your computer and copy the Aspects zip file into it. In this example our folder is called Aspects Software.
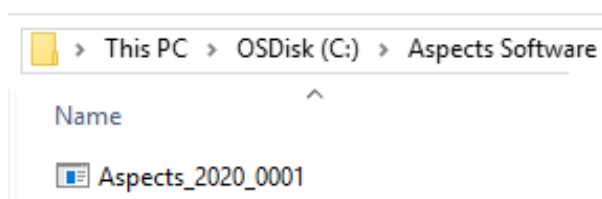
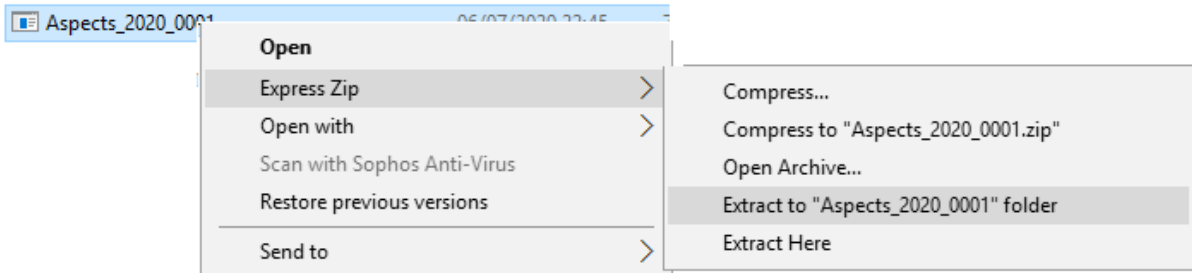- Unzip the software file by highlighting and choosing an Unzip program.
- Unzip into the same folder as the copied zip file.

- A new folder will now appear in the Aspects Software folder.

- Open the folder to view the contents.

Name	Type
Media	File folder
Saves	File folder
XML	File folder
Aspects_2020_0001	Application
Aspects_Manager_2020_0001	Application
CEM_Font_Licensing	Text Document
CEM_Software_License	Text Document

- The **Saves** folder is where your offline results files will be stored before transfer to CEM.
- The **Aspects_2020_0001** is the assessment.
- The **Aspects_Manager_2020_0001** is the application that will assist in the management of the offline process.

Create a shortcut to the offline assessment software:

- **Highlight** the Aspects program and right click your mouse. Choose *Create Shortcut* from the displayed options, as shown below.
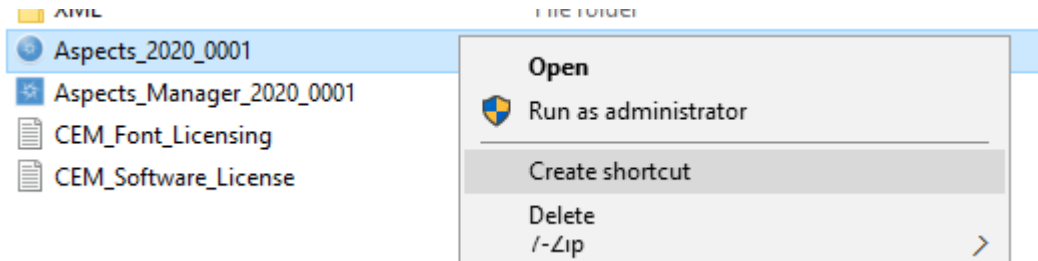
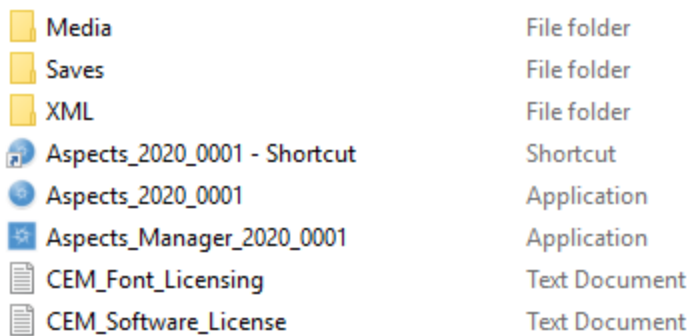- You will now see an additional file in your Aspects folder, this is your Assessment shortcut.

- The shortcut can then be saved somewhere on your systems where it is easily accessible to those who will be using it.
- When the shortcut is selected the assessment will launch, shown below.

Testing your pupils

Aspects is taken one on one with the pupil. When you are ready to test you will be required to do the following:

- The teacher or teaching assistant will select the **Aspects Assessment link**
- They will choose the name of the pupil they are about to test
- They will set the computer volume to the required level (remember there is sound with the Aspects test)
- The assessment will start
- The pupils will either point to where they think an answer is or answer verbally
- The teacher will indicate whether a question has been answered correctly or incorrectly
- When the test is finished the program will tell you the test is finished
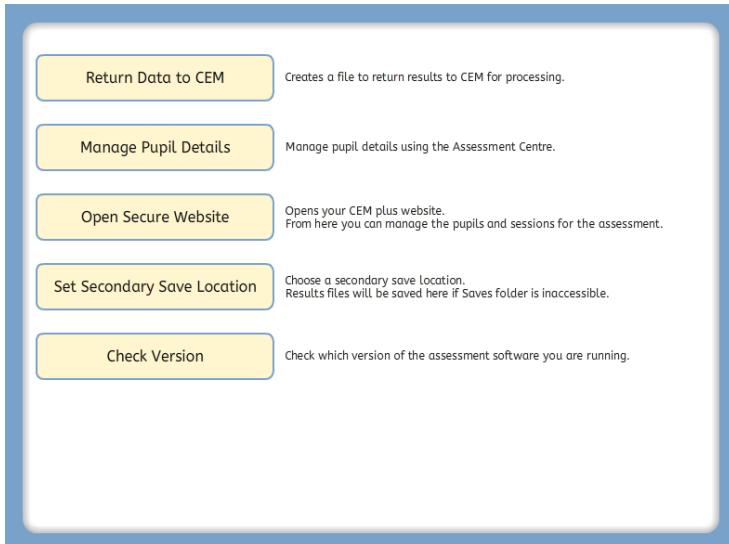- You can test another pupil or close the assessment program

Returning your completed tests to CEM

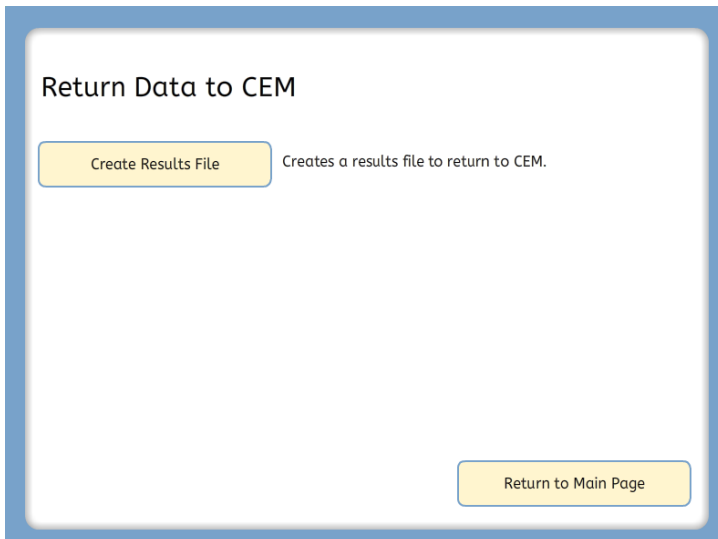Once you have tested some pupils you will want to return your results to us.

You can do this using the **Manager** application.

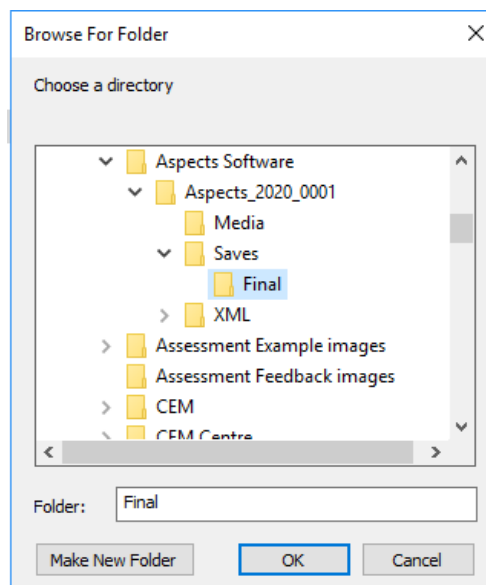

- Click *Next* to see what is available in the Manager.

- To return your results to CEM select the Return data to CEM option.

- First step, click on *Create your Results* file.
- Browse to the location where your results file will be saved (I have chosen the **Final** folder within the Saves folder).

- The manager will now confirm your folder choice…

Return Data to CEM

| Create Results File | Creates a results file to return to CEM. |

Your results file is saved here

C:\Aspects Software\Aspects_2020_0001\Saves\Final\ResultsFile.zip

The results file must now be uploaded to the website.

* Log in to the website.
* Click on the "Return Data" menu option.
* Follow the instructions on the screen to select your results file.

When you are ready, click on the 'Open CEM Website' button below to go to the website.
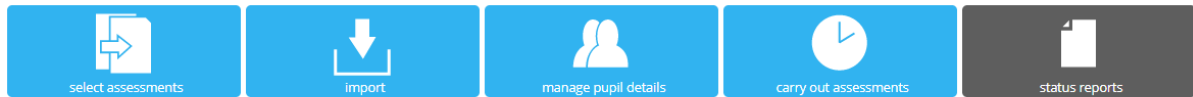
| Open Secure Website | Return to Main Page |

- … and guide you through the next steps to get your results file loaded.
- My results file is waiting in my chosen folder ready to be uploaded.

Aspects Software > Aspects_2020_0001 > Saves > Final >

Name	Type
ResultsFile	ZIP File

Checking who has been tested

By selecting the *Status Reports* menu option in Assessment Centre you can see who has completed the assessment and who is still to be tested, example shown below:

The BASE pupils are displayed and the status of each test.

- **Pending** – the module has not yet been taken
- **Completed** – the module has been successfully completed
- **In-Progress** – the module has been started but not finished