

# Training Manager Academy 3.02

## Update Installation Guide

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**NOTICE:** This update requires a **password** and a current software maintenance agreement. To check your maintenance agreement and to obtain the installation password you must call or email Training Manager technical support staff.

### Cautions . . . . .

- **Backup your data before applying this update!!!**  
Have your IT department confirm TMA is being backed up on a daily-weekly-monthly-yearly rotational basis.
- If your site uses Skills Manager and TMA's import from Skills Manager feature then you must **upgrade to a Skills Manager 8.x version before installing this update.**
- Call Crown Pointe Technologies, Inc. CPT TMA technical support at 360-571-0404 for the current installation password before downloading the update.
- This update must be applied at a workstation that already has TMA installed. Preferably the workstation should be the one used to originally install TMA or the one used to install the last update of TMA. If TMA is installed on a network server then do NOT apply this update at the Server, instead apply this update from a workstation connected to the server.
- Ensure you are running TMA 2.0, or higher, prior to applying this update. If you are running a 1.x version of TMA then you need to upgrade to a TMA 2.x version prior to installing this update.

### New or Revised for Ver 3.02 . . . . .

- Added new scanner interface for Scantron's ScanTools Plus ver 7.2 full version (separate purchase) or runtime version (downloadable). This supports Scantron iNSIGHT image and OMR scanners and scanners with USB-only interface.
- Enhanced Scanning Wizard to allow scanned data to be edited instead of requiring fixing of forms and rescanning them. (The new edit featured must be specifically activated by system administrator.)

### Included With This Update . . . . .

- Corrected errors in file format definitions for "Import from Skills Manager 8" option.
- Changed the "Import From Skills Manager 7.x" procedure to be compatible with Skills Manager 8.x file formats and renamed the menu option to, "Import From Skills Manager 8.x"
- Change to the NCS Scanning routine which may help prevent the "Interface to NCS-Pearson Scanner" window from locking up when starting a third or fourth batch without existing the system first.
- "Multi-Question Heading Export to Alternate Data Set" Revised to only export Referenced Curriculum and Sub-Curriculum.
- Alternate File Format for Importing Scanned data into Scanning Wizard
- Copy Test Item utility
- Test Results by Gender and Age Report
- Test Results by Race, Gender and Age Report

- Updated Runtime Environment
- New Installer Update software
- Scanning Wizard option to score invalid entries as zero.
- Test Item Summary Report Selection Criteria enhanced
- Moved all reading/writing of WIN.INI file to the Windows Registry file
- Spell Checker for Test Items
- Browse Curriculum Entry boxes for Curriculum ID, Sub-Curriculum ID, Objective Number to rapidly find an Objective by typing it's ID.
- Browse Curriculum Resizable window. Stretched the window to show more Objectives per page!
- Data structure definition changes for Skills Manager 7.
- Storage location of Temporary test item Document files changed to TMA User's WORK folder instead of root of drive "C" .
- Performance Test Item Scoring on scanning reports changed to total the "Performance Score" of a question towards the total score of the Test. Previously, a Test Item's "Point Value" was not the same as the Performance Score when using the "Direct Score" or "Entry Lookup Table" scoring method. If a student achieved or exceeded the "Passing Score" value of a Test Item then they would earn the "Point" value of the test item towards their total test score. If they did not pass the test item then they would achieve zero points towards their test score. In other words, the scoring of a test item was an "all or nothing" situation. Now, the Performance Score of a Student can be totaled directly into their overall test score. So, instead of an "all or nothing" scoring on Performance Items, the student can now be given partial credit. Both the old and the new method of scoring "Direct Score" and "Entry Lookup Table" test items are supported. To use the new method simply set the "Points" field of the Test Item to be equal or greater than the "Passing Score" field. After changing your Test Item "Point" values you may use the new feature in Scanning Wizard to individually re-score your old performance test batches and print the Student Score reports with the new partial point method.
- Scanning Wizard's Re-score option enhanced to: 1) copy previous batch's Test Forms to new batch without rescanning them and to allow additional forms to be scanned and appended to batch, and 2) re-score a batch without requiring the original scan forms to be scanned.
- Scanning Wizard's posting procedure enhanced to detect deleted Test Objectives when Re-scoring and to delete associated mastery from the previous batch. Therefore, it is no longer necessary to run the Purge Batch utility when Re-scoring a Test that has had Objectives removed from scoring.
- "File / Data Base / Edit and Re-score Posted Batch" menu option added to system. This allows Performance Test (or Item Bank Test !) batches that have already been posted to be manually changed and re-scored. As with other menu items, the System Administrator must specifically add this menu option to the menu security, unless all users are running with System Administrator privileges.
- Re-coding of all system controlled list boxes (lists that contain values defined by the system, not by the user or system administrator) so they would properly initialize when using the "Insert Until Cancel" feature.

## Installation Instructions . . . . .

**IMPORTANT:** Always make a fresh backup of your Training Manager Academy folder, "CptTma", and its subfolders and any "TMASET??" data folders you may have on separate drives before upgrading! The "C:\CptTmaWS" folder on workstations does NOT need to be backed up before applying this update.

Download the following two files to a temporary folder on your workstation. If the links do not work for you then copy and paste the links into the address field of your web browser.

<http://www.crownpointetech.com/download/tmasetup302NHT.exe>

[http://www.crownpointetech.com/download/TMA workstation setup.exe](http://www.crownpointetech.com/download/TMA%20workstation%20setup.exe)

- **Exit Training Manager Academy and ensure no other workstation has it open.**
- Download the above files into a **Temporary folder** such as **C:\TempCPT**.
- At a workstation, NOT a file server, run the first downloaded file, "TmaSetup302NHT.exe".
- Click **[Run]** if you get a "Publisher Could Not Be Verified" or some other warning.
- If you receive the "CPT Upgrade/Update Error" message about needing to install from a workstation that is already configured to run TMA then you will need to contact TMA support.
- Click **[Next]** on the "CPT TMA Version 3.02" window.
- Enter the **password** for this update as provided by CPT TMA Technical Support at phone #: 360-571-0404 email: tmsupport@crownpointetech.com
- Click **[Next]** button.
- The "Setup Type" window will be displayed and "° Update" will automatically be selected.
- Click **[Next]** button.
- The "**Ready to Install**" window should appear. Confirm the displayed "Destination Folder" is correct. It should point to where TMA.EXE resides on your network server.

NOTE: If you are using TMA on a standalone computer then it is recommend that you have your IT department confirm that your system is configured to make good backups of the TMA software and its data. We recommend keeping daily, weekly, monthly and yearly backups on a rotation basis.

- Click **[Next]** button on the "**Ready to Install**" window.
- The updated files will be installed and the new "TMA Workstation Setup.exe" program that you downloaded will be automatically copied to the server folder where TMA.EXE resides. The "TMA Workstation Setup.exe" program is just for configuring new workstations; your existing workstation that currently access TMA do **not** need to run this program for this update.
- Click **[Finish]** when the "Setup Wizard Complete" window appears.
- Start TMA and confirm the "Sign-on" form displays version "**3.02**"

## New Feature Configurations . . . . .

### Edit Scanned Data

The System Administrator must decide what types of scanned data errors are allowed to be corrected via on-line editing by the operator. By default, no errors can be corrected via on-line editing; the operator must correct invalid scan sheets by erasing or bubbling them correctly and then rescanning them with the batch. So that a paper trail is maintained, it has always been preferred to physically correct the bubble sheets. With a paper trail in place, the results of posting scanned data can always be reproduced by scanning the sheets again. Being able to reproduce the same scanning results is important in the event something goes wrong and data needs to be restored from a backup and the sheets that were scanned since the last backup can be rescanned.

If your site deems it more efficient to allow on-line editing of scanned data and forego the paper trail then the system administrator may choose which of the following situations the operator may correct via on-line editing instead of correcting the actual form:

- Incorrect Student ID and Test ID
- Question Responses with Multiple Bubbles
- Question Responses that Appear Blank
- Invalid Choice for Questions Completed by a Student
- Invalid Choice for Questions Completed by an Instructor

The System Administrator should select "**File / Configuration / Tests**" from the main window to access the "Setup Test Options" window. Click the tab labeled "**Scanning**" and place a check-mark on each of the above situations for which the scanning operator should be allowed to correct on-line.

NOTE: For the two options above called "Invalid Choice for Questions Completed by ..." the system assumes that **tests** of **type** "Performance" or "Observed" and that **Test Items** of type "Performance" or "Instructor Scored" are always completed by an "Instructor". All other Test Types and Item Types are assumed to have been completed by a Student.

### Optionally Replace ScanTools II interface with ScanTools Plus

ScanTools Plus (Ver 7.2) is the latest software from Scantron for interfacing to the OpScan and iNSIGHT OMR/Imaging scanners that were formerly marketed by Pearson-NCS. You may replace the current scanner interface used in the TMA Scanning Wizard with ScanTools Plus, if you have licensed the full version of ScanTools Plus Ver 7.2 from Scantron or if you would like to download the runtime-only version of ScanTools Plus.

**If your scanner is currently working properly with TMA then there is no benefit to changing to the new interface and you should skip this section.**

If you are having unresolved scanning issues with TMA communicating with your scanner and correctly closing scanning sessions then you should reconfigure the scanning workstation to use ScanTools Plus. The instructions can be downloaded from our web site:

[http://www.crownpointetech.com/download/TMA\\_ScanTools\\_Plus\\_Config.pdf](http://www.crownpointetech.com/download/TMA_ScanTools_Plus_Config.pdf)

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