

# **Acces version 4 for Windows**

## **Licensing and Installation Notes for Houston ISD**

### **Requirements**

In order to install *Acces* version 4, you need:

- Windows XP or Vista computer
- Administrative rights
- Microsoft .NET Framework ver 2
- 50MB+ of hard disk space

Administrative rights are needed for installation only. Afterward, the entire program folder can be made read-only. *Acces* respects user profiles; it saves files in a user's Documents and settings folder.

The actual disk space requirement depends on the number of modules (item banks) that are licensed to your school. Typically, the application needs 20–30 MB and each module needs 5–15 MB.

### **Licensing**

*Acces* version 4 is licensed to individual school sites. At the time of this writing, all schools in Houston ISD have a license for the database and publishing “engine” and several database modules (see below for more details). While this may give the impression of a district-wide license, technically speaking the licenses can and often do vary from school to school.

According to *Acces*' School Site License Agreement, the software may be installed and run on any computer at school or at teachers' homes. Teachers may use the software to produce an unlimited number of documents that contain EducAide's items (or original or third-party items), provided they are distributed only to students at their respective school. Normally these documents will be printed. If a teacher creates a PDF file with the software, or converts documents or items to any other electronic form, the same licensing restrictions apply.

Please download and read the full School Site License Agreement and make sure you understand its terms before installing and running *Acces*:

[www.educaide.com/downloads/pdf/License.pdf](http://www.educaide.com/downloads/pdf/License.pdf)

Very important: If you install *Acces* and later move to a different school, you may continue to use the software only if your new school has a license. In that case, you must delete your prior copy and re-install *Acces* so that you have the correct version and modules. (You may keep using documents that you created at your prior school if the same modules were licensed there.)

### **Installation**

Normally *Acces* is installed from a CD with a typical Setup program. In Houston ISD, these will be distributed through regional offices. Be sure to use only a CD for your school; on the sleeve, you should see a label with your school name and key code. After the software is installed, the CD is not needed again, so it can be passed on to other teachers at your school or put away for safekeeping.

By special arrangement with Houston ISD, there is a second method for installing *Acces* which does not require a CD. This involves downloading a installer through the web. While it does not require you to enter a keycode, you will need to identify yourself, provide an email address, and select a school before downloading. (Your name and email will be kept private and will be used only for tracking downloads and for registration purposes.)

The web installers are available here: [www.educaide.com/downloads/hisd](http://www.educaide.com/downloads/hisd)

You must not provide the above link to anyone outside of Houston ISD or download an installer for a school where you are not employed. This would be a violation of the *Acces* School Site License Agreement.

### **Database modules**

HISD schools are licensed for at least five Texas-specific database modules: two for math and one each for reading, science and social studies. Based on your school's grade configuration, you may see many more modules in *Acces*. Also, some schools with an older version of *Acces* purchased additional modules on their own; these modules should show up when you run *Acces* version 4.

At the elementary level... you will see three modules for math. This includes a slightly older math module which HISD purchased for TAKS in 2002. (It is still licensed for legacy purposes and because it covers sixth grade.) The other two math modules are for the new TEKS and cover grades 3–5 and 1–5, the former being slightly more oriented toward assessment and the latter toward instruction. All three of the elementary math modules have matching questions in Spanish.

At the secondary level... you will see two or three math modules which are Texas-specific, plus several others. The Texas modules include a new one for grades 6–8 (refined TEKS) or high school end-of-course. You will also see older modules for grades 3–6 or 7–exit (These are provided mainly for legacy purposes.) You will also see a module called "Mid-Level Math Assessment," which is for textbook-like chapter tests and quizzes, up to four free-response modules covering pre-algebra, algebra, geometry or trigonometry, SAT math prep. and AP calculus (high school level only).

Reading, like math, is divided by grade level. Elementary teachers will see a module that covers grades 3–6, plus a matching module in Spanish. Middle school teachers will see the same module (English) and a second that covers grades 7–8. The high school module covers 9–11. At all levels, the reading is for the older TEKS. A re-alignment of the questions is planned for fall 2009 and will be made available to HISD teachers as soon as possible. In the meantime, most passages and questions are probably still useful, at least for classroom use if not for benchmark assessments.

Science and socials are not divided by level. Instead, there is a single module for each covering grades 3 to 12. Both provide up-to-date coverage of most TEKS right through high school courses including economics, GOM and astronomy. Nearly all student expectations are covered, although there is some clustering of items around the tested TEKS. Although science curriculum just changed in Texas, the phase-in does not start until spring 2010. For now, the science items are aligned to the prior TEKS.

For information about how to select, format or print questions, or how to transition from version 3, please visit *Acces*' new support center.

## **Printed Catalogs**

If you are longtime *Acces* user, you may wonder whether version 4 comes with printed “problem catalogs”. (These show all of the items in each database module.) For some of the newer modules, the answer is yes, your school will receive catalogs. These will be distributed through the HISD regional offices. However, there are some important changes that you should know about it.

First, catalogs are being phased out, at least in printed form. *Acces4* has something called a “database browser”. This shows all items on-screen, in the context of topics or objectives. This has made catalogs mostly obsolete; they are definitely not required anymore for selecting items. Most people prefer the on-screen method, and it has the distinct advantage of being easily updated.

Second, when you install *Acces* from a CD, all catalogs are made available in electronic form as Adobe Acrobat or PDF files. The best way to open them is to run *Acces* and go to Help menu > Catalogs folder. You can view the pages on-screen and print some or all pages for your personal use. Note: to reduce download time, the PDF catalogs are not part of the web installers.

Third, Spanish catalogs are no longer provided in printed form, because there is a one-to-one match with the English. Reading catalogs will not be provided until items get re-aligned to the new TEKS.

Last, if you prefer using catalogs for selection, please be aware that database and category codes are treated differently in *Acces* version 4. For more information, see the notes about *Acces* version 3 in the support center.

## **Link to CampusOnline**

Many schools in Houston ISD use CampusOnline for scoring benchmarks and tracking/reporting results. While *EducAide* is working on a version of *Acces* which can export test metadata (answers and objectives) to CampusOnline, the feature is not in place as of this writing. More information will follow when it becomes available. For now, metadata needs to be inputted manually if you wish to scan/score a test made by *Acces*.

## **Getting Help, Updates**

*Acces* no longer comes with a printed manual. Instead, it has extensive online help which is the equivalent of a user manual. Simply run *Acces* and go to Help menu > Index.

Also, you should check out *Acces*' new support center. This is browser-based help, including notes for getting started, technical support, and guides or tutorials. You can receive additional help by calling *EducAide*'s toll-free support line or sending us an email. Please be sure to include your name and school in the email.

If there are any updates to *Acces*, they will be posted in the same place as the web installers (see link above). We suggest you visit from periodically to see what is new.

We are confident you will like the changes in *Acces* version 4 and appreciate any suggestions or feedback that you have to offer. Thank you for using *Acces*!