Digital Learning Potential
Assessment Device (LPAD-D)

Computerized User Guide

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Contents

Introduction >> ................................................................. 5
System Requirements >> ...................................................... 5
Before you start >> .............................................................. 5
  > Obtaining a User Name / Password ................................. 5
  > Licenses for examinees .................................................. 6
Getting Technical Support >> ................................................ 6
Overall Procedure >> .......................................................... 7
Login >> .............................................................................. 7
Creating a Class >> .............................................................. 9
Running a Test >> ............................................................... 14
  > Starting the Test .............................................................. 14
  > Managing the Test .......................................................... 17
    Adding or subtracting time .............................................. 17
    Pause and resume the test .............................................. 18
    Send messages ............................................................... 19
  > Examinee’s progress ...................................................... 20
  > Ending the Test ............................................................. 20
  > Future Enhancement: Orientation / Mediation ................. 21
Producing a Report >> .......................................................... 22
  > Printing a report ............................................................ 25
Instructions for Examinees

- Login
- Test Screens
  - Timer
  - Raven tests
  - RSDT test
  - Pre and Post Numerical tests
  - Other tests
- Progress Ruler
- Messages
- Viewing All Messages
- Logout
Introduction

FTL’s Digital LPAD allows examiners to test up to 35 examinees in one session, while providing automatic profile reports. Two types of reports are provided:

- An individual report for each examinee.
- A class report providing information on the whole group that was tested.

This document is intended for examiners administering the Digital LPAD.

System Requirements

The following are required to use Digital LPAD:

- Desktop, PC (workstation) or tablet
- High speed internet connection
- Up-to-date Google Chrome web browser

Before you start

> Obtaining a User Name / Password

Starting in June of 2017, every graduate of the LPAD course can enter the system with:
User Name: The email address that you used to register for the LPAD course

Password: The diploma number

Graduates of the LPAD course before June 2017 should contact the Feuerstein Institute to register for an introductory session to the Digital LPAD system. After this session, you will be issued a username and password to work with the system.

> Licenses for examinees

In order to run tests, you need to purchase a user license for each examinee. Licenses can be ordered through the web site or by email. The licenses will be provided within two business days of payment confirmation.

Getting Technical Support >>

In the event of problems or malfunctions when connecting or working with Digital LPAD, you can contact the Technical Support Center of Feuerstein Dynamic Assessment by:

- Email: supportLPAD@gmail.com
- Website: http://www.feuerstein-dynamic-assessment.com/
Overall Procedure

1. Log into Digital LPAD.
2. Create a class: Here you choose a cluster of tests and assign examinees to the class.
3. Run the cluster of tests.
4. Produce reports. Reports can be generated for the whole class or for individual examinees.
5. Log out.

Login

To access the login screen, enter [http://login.feuerstein-dynamic-assessment.com](http://login.feuerstein-dynamic-assessment.com) in address bar of your web browser. The login page appears:
Enter the email address and password provided by FTL and press \textbf{Login}.

The \textbf{Management} screen appears.
Creating a Class

From the Management screen, press Create Class.

The Create Class screen appears.

1. Enter the class name. Enter a name that will help you identify the particular class, such as Amir_2016 or TexasCan_2016.

2. Select a language for the class. The language selected determines:
   - The language for notifications sent by Digital LPAD
   - The language for verbal tests
   - The format of the date – for example MM/DD/YYYY or DD/MM/YYYY

3. Enter the appropriate text for the fields.
4. Enter any additional notes in the **Additional Notes** field.

5. Select a cluster. The following clusters are currently used in Digital LPAD:

   - Elementary School (Low)
   - Elementary School (High)
   - Junior High School (Very Challenging)
   - Junior High School (High)
   - High School (Low)
   - High School (High)
   - Students (High)
   - Students (High++)

   **Note:** See the LPAD Professional Guide for an explanation of each cluster and its suitability for the examinees.

6. Add examinees for the test. For each member of the class, enter a first name, last name, date of birth, ID number and then press **Add Examinee**.

   **Attention:** Be sure to enter the date of birth in the correct format, either DD/MM/YYYY or MM/DD/YYYY. This is dependent on your language.

   **Note:** Although you can add more than 35 examinees to a class, you can only test up to 35 examinees at one time.

   **Note:** ID number can be a social security number or national identity number. If the examinees don’t have such
numbers, you can devise your own. One method is to start with the current date and then add two digits “00”.

For example, on May 21, 2017 start with: 2017052100.

Then add 1 for each examinee:

Bill Brewer 2017052101
Jan Steward 2017052102
Peter Gurney 2017052103

7. When all examinees have been added, press Submit to create the class.
After pressing **Submit**, the **Management** screen appears with the new class in list of classes.
The system assigns an ID number to each class. In the example above, the class is assigned the number 262. When an examinee logs into Digital LPAD, he selects the ID number for the class. See Instructions for Examinees for more information.
Running a Test

Starting the Test

1. In the Management screen, select the class to test from the class list. The list of tests for the class is displayed.

In the example below, class 262 is selected and the tests displayed are:

- Raven Colored
- Raven Standard
- B8-B12
- Trimodal
- Variations 1
- Elementary Pre Numerical Series
- Elementary Post Numerical Series

Note: Results from pre-tests are not calculated in the profiles of profiles.
Note that the overall test time is displayed as well as the number of minutes for each test. For example, the overall test time shown below is 4 hours and 25 minutes. Raven Colored is 35 minutes, B8-B12 is 45 minutes, and Trimodal is 65 minutes.

The numbers in parentheses represent the number of tasks on the test.

**Note:** The time allotted to each test by default is the recommended minimum time for the test. See the LPAD Professional Guide for more information about the minimum and maximum times for tests in each cluster.

2. Before starting the cluster, all examinees need to be connected online.
Scroll down to the **Users List** to see which examinees are online. In the example below, two examinees are online and one examinee is offline:

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Date</th>
<th>Status</th>
<th>Question</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Brewer</td>
<td>2009-06-23</td>
<td>Online</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Jan Steward</td>
<td>2008-07-21</td>
<td>Online</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Peter Gurney</td>
<td>2009-08-24</td>
<td>Offline</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

To instruct examinees about how to connect, see the section **Instructions for Examinees**.

3. Once all examinees are online:
   - Explain any necessary instructions for the test.
   - Press the **Start** icon for the test. This will enable the examinees to begin the test.

When the test starts, the timer begins counting down:
> Managing the Test

There are several operations that you can perform while the test is in progress:

**Adding or subtracting time**

You can adjust the number of minutes for each test.

- To add minutes for the test:

  In the text box underneath the time remaining, enter the number of minutes to add and then press **Add Minutes**. The time remaining for the test immediately updates. The example below adds 10 minutes to the time remaining:
To subtract minutes for the test:

In the text box underneath the time remaining, enter the number of minutes to subtract preceded by a minus sign. Then press **Add Minutes**. For example, to subtract 10 minutes enter **-10**.

![Add Minutes example](image)

**Pause and resume the test**

- To pause the test, press the **Pause** icon for the test.

![Pause icon](image)

This sends a notification to each examinee, and prevents them from entering any answers. The time remaining is frozen.

- To resume the test, press the **Start** icon for the test.
This allows the examinees to resume the test. The time-remaining resumes counting down.

**Send messages**

You can send messages to the examinees at any point during the test.

To send a message:

1. Enter the text in the message box
2. Press **Send Message**.
The message will appear on the examinees’ screens.

**> Examinee’s progress**

You can see the progress of each examinee by scrolling down to the **Users List**. In the example below, Bill Brewer is on question C-2 and has answered 13 out of 30 questions. A progress bar shows his relative progress in the test.

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Date</th>
<th>Status</th>
<th>Question</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Brewer</td>
<td>2009-06-23</td>
<td>Online</td>
<td>C-2</td>
<td>13/30</td>
</tr>
<tr>
<td>Jon Steward</td>
<td>2008-07-21</td>
<td>Online</td>
<td>B-2</td>
<td>7/30</td>
</tr>
<tr>
<td>Peter Gurney</td>
<td>2009-08-24</td>
<td>Offline</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

**> Ending the Test**

The test will end automatically when the time remaining is 0. However, you can end the test at any time.

To end the test, press the **End Test** icon.
When the test ends, a message is sent to the examinees and they are prevented from entering any more answers.

> **Future Enhancement: Orientation / Mediation**

Other than Raven, all tests can be dynamic tests – with orientation, pre-test, mediation and post-test phases.

A future version of Digital LPAD will include the orientation and mediation phases. When a test is in these phases, there will be 1 to 6 tasks where the examinee can only answer one task at a time. He / she will not be able to move to the next or previous task.

The examinee will only be able to move to next task when the examiner decides that the whole class is ready. At that point the examiner can press a button, moving the entire class together to the next task.
Producing a Report

Digital LPAD can produce two types of reports:

- A Teacher report provides statistical information on the learning and motivation levels for the whole class.

- A Student report shows individual user profiles. It provides the results and profiles for each test as well as a profile of profiles. Teachers can add comments to this report.

To produce reports, press the Reports at the top of the Management screen.

The Reports screen appears.
To produce a Teacher report:

1. Select the Teacher option button.
2. Select the class.
3. Press **View Final Report**.
To produce a Student report:

1. Select the **Student** option button
2. Select the class.
3. Press the icon next to the class. This will display all the users for that class.
4. Select a user.
5. Press **View Final Report**.
> **Printing a report**

To print the report (to hardcopy or PDF) press the **Print** icon 🌐.
Log Out >>

To log out of the Digital LPAD system:

At the upper right of the screen, press User, and then press Logout.

![Logout Button](image-url)
Instructions for Examinees >>

> Login
Examinees connect to the Digital LPAD system by going to


The Login screen appears:

The examinee enters his/her first name, last name, date of birth and class number, and then presses Start Test.

Attention: Be sure to enter the date of birth in the correct format for the language. The format can be either MM/DD/YYYY or DD/MM/YYYY.

Once connected to the system the following screen appears:
When the examiner presses to start the test, the test screen appears.

> **Test Screens**

The test screen will display one of the following types of test:

- Raven (Standard, Colored, Advanced)
- Variations 1
- Variations 2
- B8-B12
- Trimodal
- Representational Stencil Design Test (RSDT)
- Pre or Post Numerical Series

**Timer**

When a test begins, a count-down timer appears at the top of the screen. This shows the time remaining for the test:
Raven tests

The Raven test displays a box for each question in the Raven workbook. The examinee needs to enter the correct number for the solution into the appropriate box. The examinee presses **Submit** when finishing the test.

**Note:** The examiner must request that all students press **Submit** before the test ends.

After pressing **Submit**, the examinee receives the following message:
**RSDT test**

The RSDT requires examinee to enter the stencil numbers in the correct order into boxes. The numbers are entered from left to right.

The examinee enters the numbers into the boxes by using the numerical keyboard at the bottom of the screen.

To delete a digit use the backspace key `삭제`.

To proceed to the next question press **Next**.
Pre and Post Numerical tests

The Pre and Post Numerical tests display a series of numbers and then two blank boxes. The examinee types in the correct numbers for the series into the blank boxes. For example, for the series below the examinee should type 9 and 10 into the boxes:

![Pre and Post Numerical test example](image)

After filling in the boxes, the examinee presses **Next** to proceed to the next question.

Other tests

All other tests (Variations 1 and 2, B8-B12, Trimodal) display pictures for the possible solution. The examinee needs to press the correct picture for the solution and then press **Next**.
Progress Ruler

For all tests (except for Raven), a progress ruler appears at the bottom of the screen. The ruler displays a box for each question and tracks the examinee’s progress. A box turns grey when the corresponding question is answered. Questions that are not answered remain white. The current question is framed in red.

The Next button is activated when an answer is selected.

The following is example is from the Variations test. The progress ruler shows that the examinee is on question 4 out of 58.
The examinee can go forward or backward to any question by pressing the question number on the ruler.

> **Messages**

When the test ends the examinee receives the following message:

<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test ended, please wait for instructions.</td>
</tr>
</tbody>
</table>

If the test is paused by the examiner the examinee receives the following message:
When time is added to the test, the examinee receives the following message:

![Time added message](image)

When the examiner sends a message, the examinee receives it in the following form:

![Message message](image)

> **Viewing All Messages**

An examinee can view all messages received by pressing the bell icon at the top right of the screen. The number in red represents the total number of messages.

![Bell icon](image)

> **Logout**

To log out of the Digital LPAD system:
At the top right of the screen, the examinee presses **User**, and then presses **Logout**.

![Login and Logout buttons on the screen](image.png)