



Network Installation and Use

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Important Note to Network Administrators

The network version of *SkillCheck Professional* or *SkillCheck Professional Plus* can be run from a network, allowing you to install the product on a server and run tests from multiple nodes simultaneously. The SkillCheck system is compatible with the following network systems:

- Windows NT Server 4.x and higher
- Novell 3.x and higher

Before installing SkillCheck on a network, keep in mind these VERY IMPORTANT POINTS:

- While the network installation of SkillCheck is very easy, installation is best performed by a network administrator with experience installing multi-user products on your system.
- Please read these instructions completely before installing the product on your network.
- Before installing the network version of SkillCheck, we recommend that you contact SkillCheck's technical support number at 1-800-347-0395 if you have any questions about the installation procedure outlined in this manual. You can also visit our Web site at www.skillcheck.com to see if there is any new information about the network version available.

Network administrators should also keep in mind that SkillCheck is a graphics-intensive, ODBC database-driven application. For best performance (and in order to prevent SkillCheck from slowing down other applications), it is recommended that SkillCheck be installed on a low-traffic area of your network. Heavy network traffic and/or a slow server can seriously impact performance of SkillCheck on the network.

Installation Overview

When SkillCheck is installed on a network, the product is installed on a server and run from the number of nodes (called *Testing PCs*) specified in your licensing agreement. The PC from which you access the server to install SkillCheck will become the *Administrator PC*, with access to administration functionality such as creating and deleting tests. *Testing PCs* are used to give tests and do not have access to administration functionality.¹ Installation on a network consists of three basic steps:

STEP	DESCRIPTION
Preparing the Server	Before installing the SkillCheck system to a server, you will need to temporarily have full rights to the area of the server where SkillCheck will be installed.
Installing SkillCheck on the Server	SkillCheck must be installed to a logical path on your server. Once a logical path has been assigned to hold SkillCheck, the product can be installed from CD through the standard SkillCheck setup procedure. The PC from which you access the server will act as your Administrator PC for SkillCheck.
Configuring Network Nodes (Testing PCs)	After SkillCheck is installed on the server, you can set up nodes by running the NETSETUP program on each individual node PC. You can run NETSETUP on the Administrator PC to run tests from that PC as well.

Each of these steps is described in detail on the following pages.

¹ While you can configure you system to give tests from the *Administrator PC* and/or run administrative functions from a node, this functionality is normally separated between the two types of PCs on your network.

Preparing the Server

The SkillCheck system **MUST BE** installed to a logical drive of your server. The PC from which you access the server to install SkillCheck will become the *Administrator PC* for the SkillCheck network system, with access to administrative functions such as the ability to create and delete tests. The Administrator PC and all testing PCs (nodes) will access SkillCheck by mapping to the same logical drive.

For example, you can create a directory on one of your server's hard drives named **TESTING** and assign that directory a logical drive letter **Z**. The SkillCheck system will be installed on the logical drive **Z** under the directory **Z:\SKILLCHK32** (or to any directory of your choice). When you configure the Administrator and node PCs, they will all need to map to this same area of the network. The SkillCheck node installation (described on page 4) automatically configures the nodes to run SkillCheck from this mapped drive.

Before installing SkillCheck on your server, you should determine the area of your server that will act as a logical drive from SkillCheck. Once that area has been determined or created, you must assign **FULL ACCESS** to the area of the server where SkillCheck is to be installed. This means:

- If you are installing SkillCheck on a Windows NT or Windows Peer-To-Peer network, you must be granted the **Full Control Permission** for the entire network share, including the root of the folder.
- If you are installing SkillCheck on a Novell network, you must be granted **WRCEMFA** rights to the root directory.

Keep in mind that this broad access to your server is only required for installation of SkillCheck. After the product has been installed, you only need to assign specific rights to the directory where SkillCheck is installed.

Installing SkillCheck on the Server

After you have created the logical drive where SkillCheck will be installed on the server, you can install the SkillCheck product onto that logical drive from the CD. This installation is the same as the standalone installation described in the *Installation* section of this manual. Simply follow these instructions to install the product to your server.

For example, if you have created a **TESTING** directory on your server and assigned that directory the logical drive name **Z**, run the SkillCheck standard setup to install SkillCheck to this **Z** drive by following the CD instructions in the *Installation* section of this manual.

SkillCheck installs all files to a directory named **SKILLCHK32** (or to any directory of your choice) on this logical drive. In the example above, if you install to the logical drive **Z**, SkillCheck will be installed in the **Z:\SKILLCHK32** directory.

Notes

- Most problems network administrators encounter when installing SkillCheck at this point are the result of not having created the logical drive as described above and/or not assigning proper access rights to the area of the server where SkillCheck is being installed. If you receive error messages while trying to install, make sure the instructions above for preparing the server have been followed properly. Page 6 lists the error messages you may encounter during installation.

Reassigning Server Rights

Once installation is complete, you can reassign rights to your server drives. After installation, SkillCheck no longer requires full access to the server. However, SkillCheck does require the following rights be assigned to the SkillCheck program directory and all of its subdirectories:

- Windows NT networks: **Full Control Permission** must be assigned to the SkillCheck program directory (usually [X]:SKILLCHK32) and all of its subdirectories
- Novell networks: **WRCEMFA** must be assigned to the SkillCheck program directory (usually [X]:SKILLCHK32) and all of its subdirectories

Failure to assign proper rights to the SkillCheck program directory and all of its subdirectories may result in error messages when you try to run SkillCheck on your network.

The Administrator PC

After the SkillCheck software has been installed on your logical drive, the computer from which you accessed the server to install SkillCheck will have two icons in a *SkillCheck Professional* group, the *TestCenter* and *Test Administrator*. The *TestCenter* (which allows you to select and give tests) and the *Test Administrator* (which allows you to perform system administrative functions such as creating and deleting tests) are described in detail in separate sections of the SkillCheck manual.

On a network installation of SkillCheck, only the Administrator PC will have access to these two icons. When you configure your node PCs (as described on page 4), only a *TestCenter – Net* icon will be installed. The *TestCenter – Net* icon gives the nodes access to the SkillCheck TestCenter for selecting and giving tests. However, the *TestCenter – Net* icon DOES NOT give the node access to certain test management functionality available in the standalone *TestCenter*, such as the ability to create test groups, change print settings or install new products. This test-management functionality is only available on the *Administrator PC* through the standard *TestCenter* icon.

See page 5 for more information on running SkillCheck on a network.

Configuring Network Nodes (Testing PCs)

Once SkillCheck is installed on your server and the Administrator PC is configured, you will have to configure each network node that will act as a Testing PC. To set up a network node, do the following:

- Ensure that the network node is mapped to the logical drive on which SkillCheck has been installed.
- Ensure that each node PC has the correct access rights to the logical drive (i.e., full access to the SkillCheck program directory and all of its subdirectories).

Once the node has been assigned a mapped drive and proper rights have been assigned, run NETSETUP.EXE from the node by doing the following:

Step 1	Using Windows Explorer, browse the SkillCheck program directory to locate and run NETSETUP.EXE.	A <i>Welcome</i> screen appears.
Step 2	To continue with the network setup installation, click the Next button. Note: At any time, you can exit the installation by clicking the Cancel button.	A <i>Connect to SkillCheck</i> screen appears.
Step 3	If the path displayed in the SkillCheck Location box shows the correct location of the SkillCheck network installation, click the OK button. If not, click the Browse button and locate the SkillCheck network installation that you want to connect to. Then click the OK button.	Example: If SkillCheck is installed in a directory named SKILLCHK32 on a logical drive which has been mapped to the logical drive letter Z (as in the example on page 2), the SkillCheck Location box should display Z:\SKILLCHK32 . A <i>Start Installation</i> screen appears.
Step 4	At the <i>Start Installation</i> screen, click the Next button.	The installation begins. The node PC will be configured automatically, after which a <i>Configuration Complete</i> screen appears.
Step 5	At the <i>Configuration Complete</i> screen, click the OK button.	An <i>Install</i> message appears.
Step 6	At the <i>Install</i> message, click the OK button to restart the PC now, or click the Cancel button to restart the PC later. Note: You must restart the PC after Setup is complete prior to running SkillCheck.	The Node PC configuration is complete.

This installation procedure will need to be repeated on each node that will act as a SkillCheck *Testing PC*.

Installing New Products

You can add new products to your *SkillCheck Professional* or *SkillCheck Professional Plus* system at any time. For example, you may want to add Office 2000 testing to your SkillCheck system after the system has been set up on your network.

You can add new products to the system installed on your server by following the instructions in the *Installation* section of the SkillCheck manual (page 7), just as you would add products to a standalone system. Once that installation is complete, the products will be configured to run on the network the first time you run the test.

Running SkillCheck on a Network

After the installation and configuration of the Administrator PC and all Testing PCs is complete, each testing node will have one icon, labeled *TestCenter – Net* in a *SkillCheck Professional* group. Selecting this icon will start the SkillCheck *TestCenter*, allowing you to select tests to be given to an examinee and run those tests in sequence.

The *TestCenter* section of the SkillCheck user manual describes how to give tests with the *TestCenter*. Keep in mind that some management features of the *TestCenter*, such as the ability to group tests, select print options or install new tests or products, are not available from network nodes running the network version of the TestCenter. These features are only available on the *Administration PC* (see below).

As described on page 3, after the SkillCheck product has been installed on the server from the *Administrator PC*, the *Administration PC* has two icons in a *SkillCheck Professional* group. These include:

ICON	THIS ICON LAUNCHES
Test Administrator	The SkillCheck <i>Test Administrator</i> with options to create and delete tests, change system settings and retrieve scores from a central database. Administration functions are described in the <i>Administrator</i> section of the SkillCheck user manual. The <i>Administrator</i> module is only installed on the <i>Administrator PC</i> . Since some administration functions (such as creating and deleting tests) can affect tests in progress, it is recommended that you only use the <i>Administrator</i> when tests are not running on network nodes.
TestCenter	The same SkillCheck TestCenter available on a standalone SkillCheck system. This TestCenter allows you to give tests, but also perform management functions such as creating groups, changing print options, etc.
TestCenter – Net	The same SkillCheck TestCenter available from network nodes. This TestCenter allows you to select and give tests, but not perform management functions such as creating groups, changing print options or adding products or tests to your SkillCheck system.

A Note on Audio

Some SkillCheck tests, such as Transcription or Audio Data Entry available in SkillCheck testing packages such as Legal Secretary or Call Center use audio files that are read aloud while examinees are taking a test. For example, a Transcription test may read a document aloud while the examinee types what is being read.

If you are giving audio-based tests on a network, it is **HIGHLY RECOMMENDED** that you install the audio files on your server hard drive, rather than run audio from a network CD drive.

If you have problems running SkillCheck audio on your network, contact SkillCheck Technical Support at 1-800-347-0395 for alternatives for running audio-based tests on your system.

Network Troubleshooting

You may receive the following types of error messages during installation:

An error occurs when...	Error Title	Error Message
<ul style="list-style-type: none">User has insufficient network rights during initial software installation.User has been granted insufficient network rights to the logical drive that contains SkillCheck during node setup.	Network Access Error	<p>Setup has determined that you do not have sufficient network access to install or connect to SkillCheck in the specified location: [X]:\SKILLCHK</p> <p>Please ensure that you have full network access to this location and then run Setup again. If you need assistance, please contact your network administrator or SkillCheck Technical Support. Error code (xxxx)</p>
<ul style="list-style-type: none">User selects a drive to which the computer is not mapped during node setup.User selects a drive that does not physically exist during node setup.	Setup Error	<p>Setup cannot find SkillCheck professional at the specified location: [X]:\SKILLCHK</p> <p>Please ensure that at [X]:\SKILLCHK:</p> <ul style="list-style-type: none">- The SkillCheck software has been installed.- A logical drive has been mapped.- You have full network access. <p>Then run Setup again. If you need assistance, please contact your network administrator or SkillCheck Technical Support.</p>
<ul style="list-style-type: none">User has been granted insufficient network rights to the logical drive that contains SkillCheck during node setup.	Error	<p>The file [X]:\SKILLCHK\ODBC\ODBC.INI could not be opened.</p>

Error Codes

Error Code	Cause
-1000	User does not have access to create files.
-2000	User does not have access to write to files.
-3000	User does not have access to read from files.
-4000	User does not have access to delete files.