



Network Installation and Use

Important Note to Network Administrators	1
Installation Overview.....	1
Preparing the Server.....	2
Installing SkillCheck on the Server	2
Configuring the Administrator PC	3
Configuring Network Nodes (Testing PCs)	4
Installing New Products	5
Running SkillCheck on a Network.....	5
A Note on Audio	6
Network Troubleshooting	7

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
- Windows NT Workstation/Windows Peer-To-Peer
- Novell 3.x and 4.x
- Windows 3.11 for Workgroups

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 at the ROOT of a logical path on your server. Once a logical path has been assigned to hold SkillCheck, the product can be installed from CD or floppy disk 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 from diskette on each individual node PC. You can run NETSETUP on the Administrator PC to run tests from that PC as well. However, it is recommended that the Administrator PC not be used to give tests.

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

¹ While you can configure your 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 at the root of 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 logical drive you create using the same drive letter.

For example, you can create a directory of 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:\SKILLCHK**. When you configure the Administrator and node PCs, they will all need to map to this same **Z** drive. 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 a CD or diskette-based installation. 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's logical drive.

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 or diskette installation instructions in the *Installation* section of this manual.

SkillCheck installs all files to a directory named **SKILLCHK** off the root of this logical drive. In the example above, if you install to the logical drive **Z**, SkillCheck will be installed in the **Z:\SKILLCHK** directory.

Notes

- At this point in the installation, SkillCheck has only copied files to the **SKILLCHK** directory. No files have been added to the **WINDOWS** or other fundamental directories. Also, no changes have been made to the registry or any Windows fundamental files.
- 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 access to the root of the logical drive. However, SkillCheck does require the following rights be assigned to the SKILLCHK directory and all of its subdirectories:

- Windows NT or Windows Peer-To-Peer networks: **Full Control Permission** must be assigned to [X]:SKILLCHK and all of its subdirectories
- Novell networks: **WRCEMFA** must be assigned to [X]:SKILLCHK and all of its subdirectories

Failure to assign proper rights to the SKILLCHK 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), they will install just a *TestCenter – Net* icon. 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.

It is recommended that you keep system functionality separated between the *Administrator PC* and node *Testing PCs*. However, if you choose to give SkillCheck tests on the *Administrator PC* you MUST run the NETSETUP program described on page 4 on the *Administrator PC*. This will install a new *TestCenter – Net* icon on your Administrator PC. When giving tests on the *Administrator PC*, only run the *TestCenter – Net* program to select and give tests. The TestCenter program launched from the other *TestCenter* icon should only be accessed in order to perform test-management functions such as test grouping and installing new products.

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. For example, if SkillCheck is installed on the logical drive **Z** on your server, map that drive on the node as logical drive **Z**. Keep in mind that all nodes must be mapped to the same drive letter (i.e., you cannot map the logical server drive as drive **Z** on some nodes and drive **X** or **Y** on other nodes).
- Ensure that each node PC has the correct access rights to the logical drive (i.e., full access to the SKILLCHK 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	Insert the <i>Network Setup Disk</i> into the node's diskette drive and run NETSETUP.EXE from the diskette.	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>Select Drive</i> screen appears.
Step 3	Specify the name of the network logical drive where SkillCheck is installed on your server.	Example: If SkillCheck is installed on a logical drive which has been mapped to the logical drive letter Z (as in the example on page 2), specify drive Z in the <i>Select Drive</i> screen. A <i>Ready to Install</i> screen appears.
Step 4	At the <i>Ready to Install</i> screen, click the Next button.	The installation begins. <i>Microsoft ODBC Setup</i> will run automatically, followed by the <i>SkillCheck Data Source Configuration</i> screen. The installation will automatically configure data sources for each product installed on your system and then list the configured products one at a time. (This may take several minutes.) After this automatic configuration is complete, the message "Configuration of Datasource names completed" will appear.
Step 5	When configuration is complete, click the OK button.	An <i>Installation Completed</i> screen appears.
Step 6	Click the Finish button. Note: If you are configuring a Windows 3.x PC, you must restart the PC after Setup is complete.	The Administrator PC configuration is complete.

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

You **MUST NOT** run node configuration on more PCs than are allowed in your SkillCheck network licensing agreement.

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 <i>TestCenter</i> available on a standalone SkillCheck system. This <i>TestCenter</i> allows you to give tests, but also perform management functions such as creating groups, changing print options, etc. On network systems, this <i>TestCenter</i> should ONLY be used to change these test-management settings. It should NOT be used to give tests to examinees. If you choose to give tests to examinees from the <i>Administration PC</i> , only use the <i>TestCenter – Net</i> icon to select and give tests.

It is recommended that you keep system functionality separated and only run tests from Testing PCs and run administrative functions from the Administrator PC. However, if (because of a shortage of Testing PCs or other logistical issues) you decide to give testing from the Administrator PC, you will have to run the NETSETUP program described on page 4 on the Administrator PC. This creates the following third icon in the SkillCheck Professional group:

ICON	THIS ICON LAUNCHES
TestCenter – Net	The same SkillCheck <i>TestCenter</i> available from network nodes. This <i>TestCenter</i> 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.