

User documents...

- ▶ **Aperture User Guide:** www.itsolutionz.com/download/help/users/aperture_user_guide.pdf

This is the primary guide for novice users and covers the basics of Aperture. With screen images and step-by-step instructions, the initial pages describe the process for logging on, performing a search, and creating reports. The guide is best used after a hands-on workshop to reinforce what was seen and practiced; and is always available from the Aperture Help menu under *General Help*.

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- ▶ **Aperture Frequently Asked Questions:** www.itsolutionz.com/download/help/users/aperture_faq.pdf

This companion to the user guide provides tips, troubleshooting advice, and information on advanced summary reporting. The table of contents:

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▶ **Aperture Keyboard Options:** www.itsolutionz.com/download/help/users/options_guide.pdf

This guide covers all the button and key options associated with screen navigation , running program features directly from the keyboard, and for producing a related but slightly different actions when a button is clicked while holding down a *modifier* key (the CTRL, ALT or Shift keys).

These options are an advanced feature that not everyone will use. However, once learned, they allow you to operate Aperture efficiently without so many on-screen buttons that the interface becomes cluttered and confusing.

The document describes the Aperture *Navigation Keys*, *Command Keys*, and *Button Options* for both the main Aperture screen and the movable Search Palette, and is always available from the Aperture Help menu by selecting *Navigation Help*.

The table of contents:

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▶ **Aperture Special Strategies Guide:** www.itsolutionz.com/download/help/users/search_strategy_guide.pdf

This is an advanced guide covering additional strategies for summary and group reporting, using as an example the process to generate district program participation and demographics group counts for completing Part A of the Consolidated Application.

The guide presumes a thorough understanding of all the Aperture basics, and is meant for anyone with responsibility for completing state/federal mandated reports, program evaluations, or grant applications.

▶ **Default Screen Images:** www.itsolutionz.com/download/help/users/default_screens_images.pdf

This document provides images of all the Aperture user screens with the internal field names displayed within each field. The images represent the default layout, which can be easily edited by the district database administrator to better represent actual demographic and assessment data collection needs.

▶ **STAR Clusters:** www.itsolutionz.com/download/help/users/star_clusters_description_0405.pdf and www.itsolutionz.com/download/help/users/star_clusters_interpretation_0405.pdf

These 2 documents are provided by CDE to help you interpret the California Standards Test ELA and math cluster results, to list the number of questions for each cluster, and to understand what percent correct is needed to be considered proficient or advanced

▶ **Why Use Data:** www.itsolutionz.com/download/help/users/why_use_data.pdf

This documents presents reasons why you might use demographic and achievement data at both a site and district level for decision making. It may be used to help focus discussions on why we collect data, and what might be appropriate uses for the results.

Database administrator documents...

The following documents are meant for the staff responsible for managing the Aperture database, access accounts, and for district training and technical support.

- ▶ **Elements/Management:** www.itsolutionz.com/download/help/db_admins/aperture_elements.pdf and www.itsolutionz.com/download/help/db_admins/aperture_management.pdf

The Elements document outlines the different software within the Aperture Suite, including the client program and the utilities which work together to provide both the user interface and the management of the technology behind the face.

The Management document provides an example of who might be responsible for the various management and support tasks for a typical district, and what those responsibilities might entail.

- ▶ **Database Administrators Guide:** www.itsolutionz.com/download/help/db_admins/db_admin_guide.pdf

This document provides detailed information on setting up and managing a web/data server, along with information on the technical aspects of deploying Aperture. The table of contents:

Design background—Aperture and the data server.....	Page 1
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- ▶ **Import/Update Guide:** www.itsolutionz.com/download/help/db_admins/import_update_guide.pdf

This guide provides detailed information on how to import and update data into the Aperture database. Additionally, there are specific notes for the SASI and Aeries student information systems, along with details on an open source database manager utility. The table of contents:

Who should read this guide.....	Page 1
Some background on importing and updating	Page 2
Using the Update Add-on	Page 4
How to import data into a new, empty database	Page 4
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How to create an empty table, ready for importing records.....	Page 9
Steps to create an empty MySQL data table	Page 9
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- ▶ **Program Costs/Services:** www.itsolutionz.com/download/help/db_admins/itz_services_cost.pdf

This document provides information on the software and services available from Intelligent Solutionz, Inc. Included are descriptions of the software and services, along with the licensing and real costs associated with each program and service.

- ▶ **Data Inventory:** www.itsolutionz.com/download/help/db_admins/data_inventory_template.pdf and www.itsolutionz.com/download/help/db_admins/data_inventory_sample.pdf

These 2 document provide a template and sample of a complete inventory of data sources for a typical district. Before using Aperture, it is advisable to determine where all the district data resides, what form it is in, and who is responsible. Most districts find this template and sample useful for this purpose.

- ▶ **Software Links:** www.itsolutionz.com/download/help/db_admins/MySQL_Apache_PHP_software_links.pdf

This document provides the URL links to all the software needed to set up a data server.

Utility Programs...

The following links provide access to a number of helper programs for use by the database administrator. Some of the utilities are covered in the administrator guides, and some include Read_Me docs within the program folder. All the programs are Zip archives without password encoding.

- ▶ **MySQL-Front:** www.itsolutionz.com/download/tools/MySQL-Front_2.5_Setup.exe

MySQL-Front is a free, open source Windows utility program for managing MySQL data files, with powerful features to manage user accounts and update tables from SQL batch files. The database administrator will use this utility frequently for management tasks.

- ▶ **Account Maker:** www.itsolutionz.com/download/tools/account_maker.zip

The Account Maker creates MySQL user accounts. It is provided as a standalone application—this archive—and as an Aperture Add-on, www.itsolutionz.com/download/tools/administrator_add_ons.zip.

- ▶ **Convert to SQL:** www.itsolutionz.com/download/tools/convert_to_SQL.zip

The Convert to SQL utility converts tab delimited data files into SQL batch *update* files for the speedy update of records in the Aperture database. It is provided as a standalone—this archive—and as an Aperture Add-on, www.itsolutionz.com/download/tools/administrator_add_ons.zip.

- ▶ **Database Splitter:** www.itsolutionz.com/download/tools/db_split.zip

The Database Splitter splits any tab delimited data file with more than 255 columns into 2 files so that the data can be opened and edited in Excel. Additionally, you can set which column is the ID number so that an ID column appears in both files. It is provided as a standalone application only.

- ▶ **Query Helper:** www.itsolutionz.com/download/tools/query_helper.zip

The Query Helper is a MySQL database front-end for sending SQL queries to any SQL-compliant database. The application can be used to test database tables before using it with Aperture, or to run complex SQL scripts for mass deletes, data replacement, or other database management tasks. It is provided as a standalone application only.

FileMiner...

The FileMiner is a special program designed to convert state/national test results files into useable spreadsheet format so that the data is easily available for import into the Aperture database. The program is specific to the year the data file was issued, so there are versions for the last 4 years.

- ▶ **FileMiner:** www.itsolutionz.com/download/fileminer/

The FileMiner link opens to a web folder where you can select the appropriate version of the software. All versions are password encrypted, so you will need to contact Intelligent Solutionz, Inc. for the unZip password.

The FileMiner guide can be directly accessed at, www.itsolutionz.com/download/fileminer/file_miner_guide.pdf.

Aperture Demonstration Client Application...

A demonstration version of the desktop client program is available for download and trial. This version is password encrypted and is provided as a commercial installer. To try out the program, contact Intelligent Solutionz, Inc. to register the trial and to receive the installer password

- ▶ **Aperture Trial Version:** www.itsolutionz.com/download/aperture/aperture_demo.exe.