

Before you start:

TalkiT should be installed on your applications server.

TalkiT will create a folder structure that will need to have read/write permissions and full security for all files in all folders. You may therefore decide that sharing the TalkiT Folder as a mapped drive letter is the easiest method, however if you normally share ‘Program Files’ then you must ensure that you allocate read/write permissions to all of the TalkiT folders and files.

The only file that Students need to ‘see’ is TalkiT-P.

Once TalkiT is installed you must not alter or re-map the paths or TalkiT may not be able to find it’s data files. *See Install GuideQ.doc for more information*

If you fail to set the permissions you will see the error message “*The Microsoft Jet database engine cannot open the file 'C:\ProgramFiles\TalkiT\Data\Users.mdb'. It is already opened exclusively by another user, or you need permission to view its data*” This is Microsoft’s long-winded way of saying a file (in this case Users.mdb) is read-only.

Step 1 (Installing the programs)

Install the programs from the CD onto your applications server. This will run automatically if Auto Insert Notification is turned on. Otherwise run TalkiT.Exe from the CD.

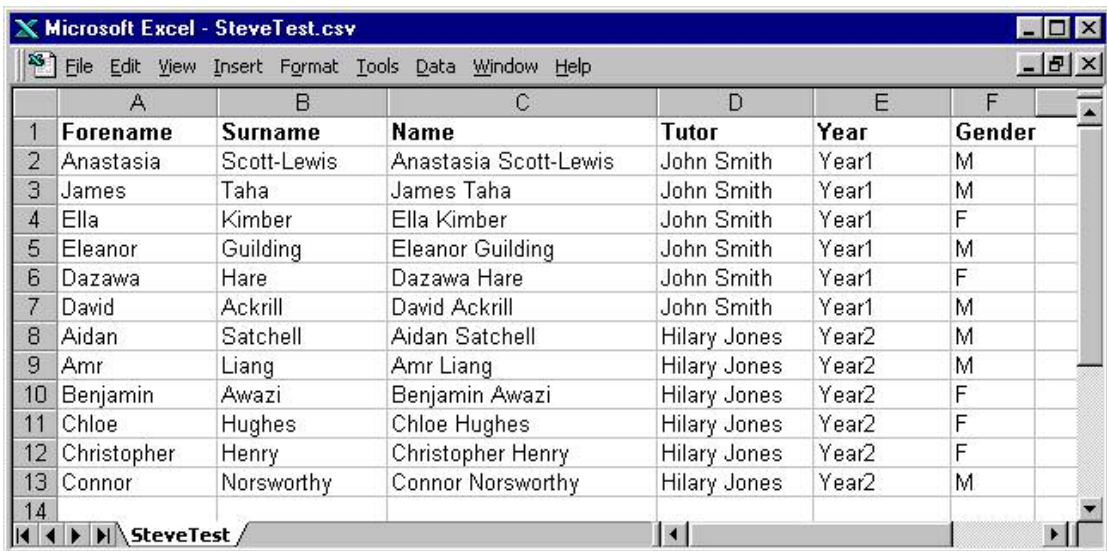
You should check for program updates at www.marilyntew.co.uk before you proceed any further.

Step 2 (Getting a list of Students names)

You then need to generate a Comma Separated Variable (CSV) file from your Student database or SIMMS system.

This should contain a minimum of - First Name and Last Name, but it is strongly recommended that you also include FormYear or Form Tutor, Gender and a login name as Full Name. N.B. If Full Name is omitted it will be generated by TalkiT as First Name + Last Name.

Example:



	A	B	C	D	E	F
1	Forename	Surname	Name	Tutor	Year	Gender
2	Anastasia	Scott-Lewis	Anastasia Scott-Lewis	John Smith	Year1	M
3	James	Taha	James Taha	John Smith	Year1	M
4	Ella	Kimber	Ella Kimber	John Smith	Year1	F
5	Eleanor	Guilding	Eleanor Guilding	John Smith	Year1	M
6	Dazawa	Hare	Dazawa Hare	John Smith	Year1	F
7	David	Ackrill	David Ackrill	John Smith	Year1	M
8	Aidan	Satchell	Aidan Satchell	Hilary Jones	Year2	M
9	Amr	Liang	Amr Liang	Hilary Jones	Year2	M
10	Benjamin	Awazi	Benjamin Awazi	Hilary Jones	Year2	F
11	Chloe	Hughes	Chloe Hughes	Hilary Jones	Year2	F
12	Christopher	Henry	Christopher Henry	Hilary Jones	Year2	F
13	Connor	Norsworthy	Connor Norsworthy	Hilary Jones	Year2	M
14						

It is a good idea to include the names of the Tutors in this file, together with their appropriate year group.

Note that characters others than A-Z and 0-9 will be stripped out of the file

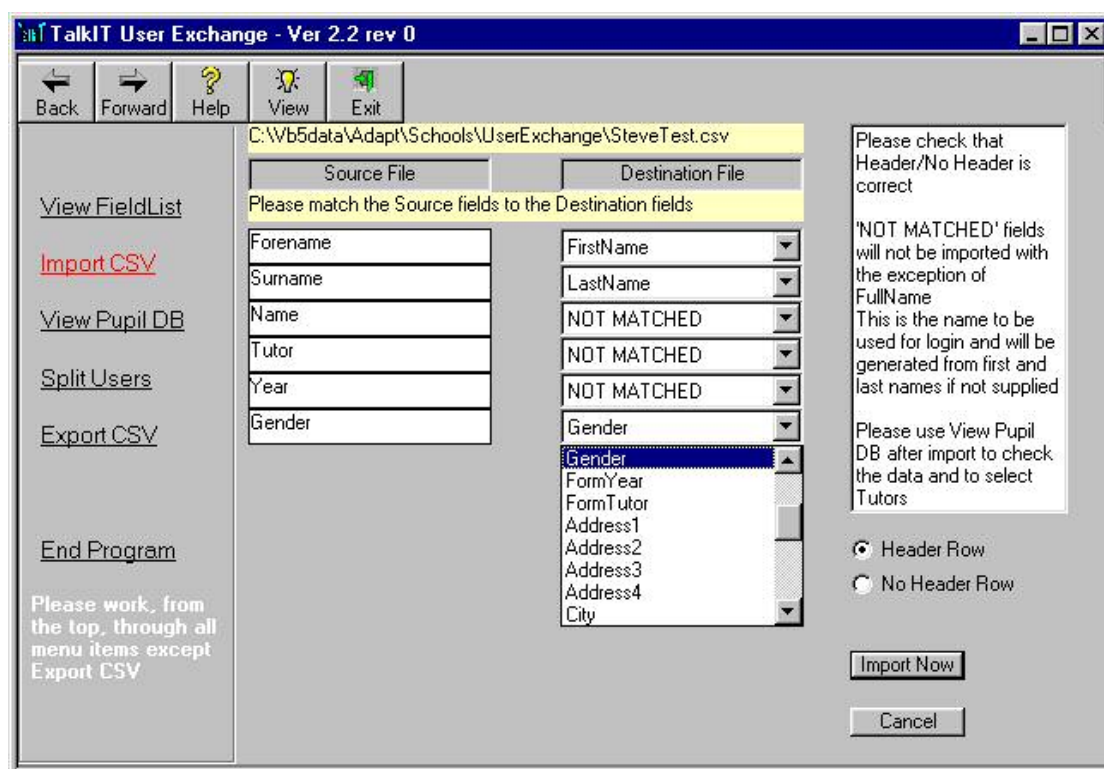
Copy this CSV file into the TalkiT Utilities\Data folder

Step 3 (Importing the Students names)

Run TalkiT User Exchange from the TalkiT Utilities folder and follow the on-screen instructions to copy your CSV file to the TalkiT users database.

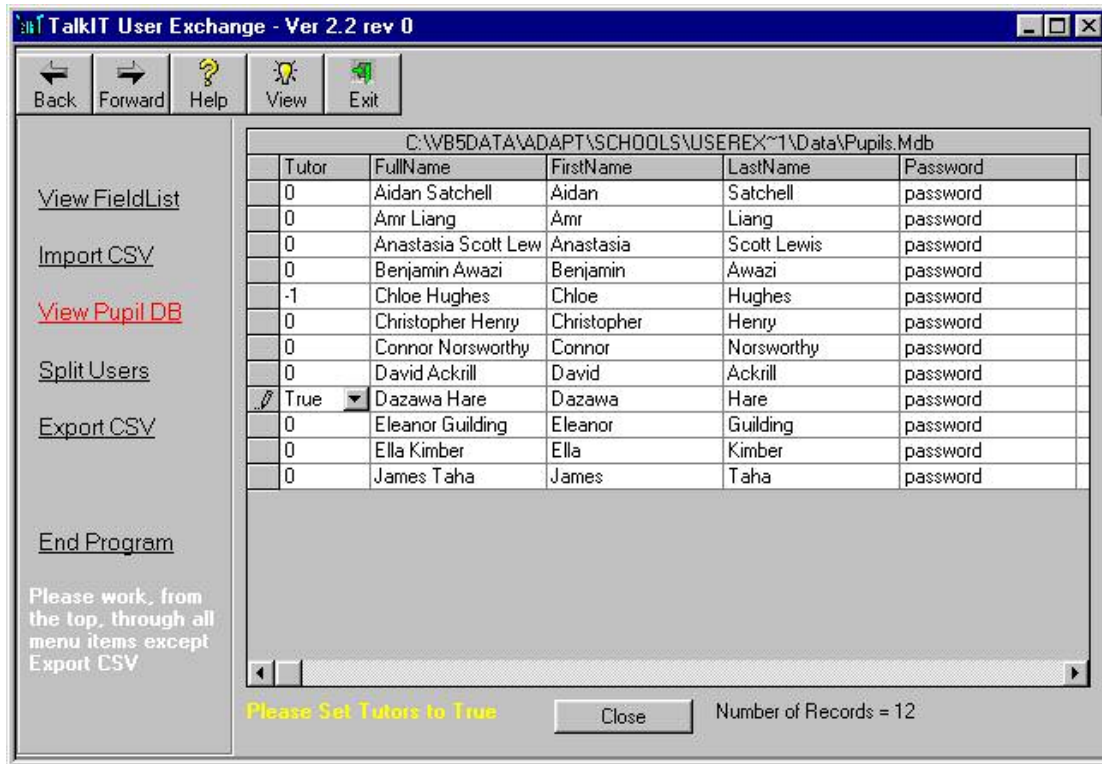
You will have to match your headings with the program headings in the drop down boxes. The program will automatically match any that are the same.

Example:



Make sure that you mark any Tutors in View Pupil DB as True; this will show as -1 in the Tutor column. Also check that the number of Students/Tutors is correct.

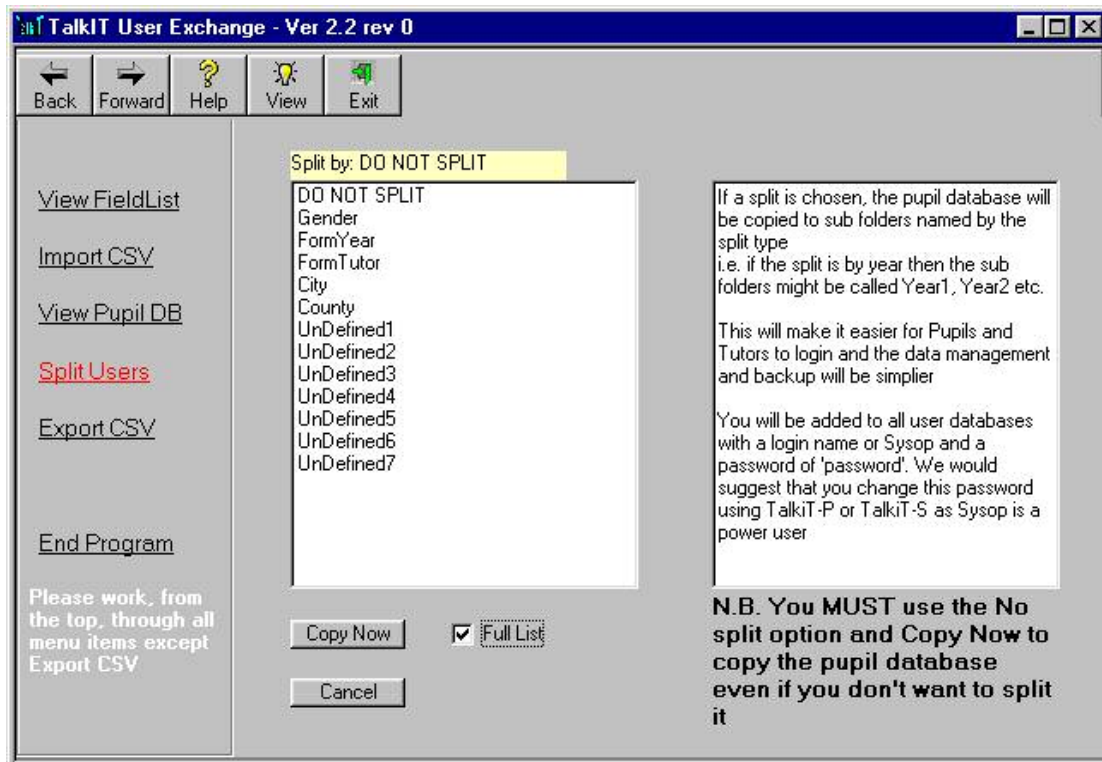
Example:



Use the split by Year or Tutor group if you want to separate the data into different folders (recommended) N.B. you have to include Year or Tutor group information in the CSV file to do this.

Tick the full list box to see all the options

Example:



You will receive a warning if you choose an option that has no data in your pupil database.

Note in versions prior to 2.5.0 you **MUST** use the Split Users option (with No Split) to convert the pupils database to Users.mdb

Step 4 (Setting up the profiles or questionnaires)

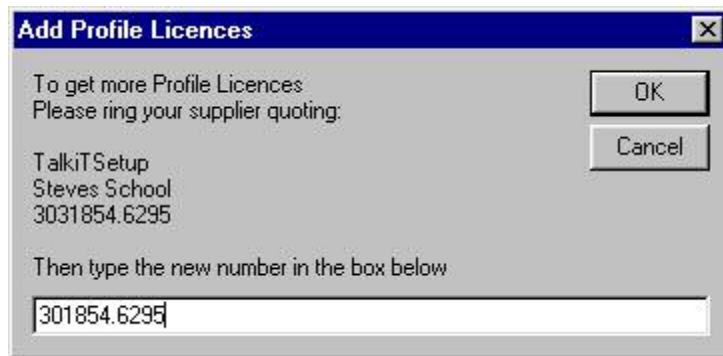
Run TalkiT Setup from the TalkiT Utilities folder.

You will be asked to enter the name of your school. Please type this rather than using copy & paste as control characters (such as carriage return) may be added.

Note you cannot proceed with the next step without a Profile Licence number to unlock a number of profiles.

Click on Add Licences and enter the number you have been given. If you do not have a number then please ask your supplier for one.

Example:



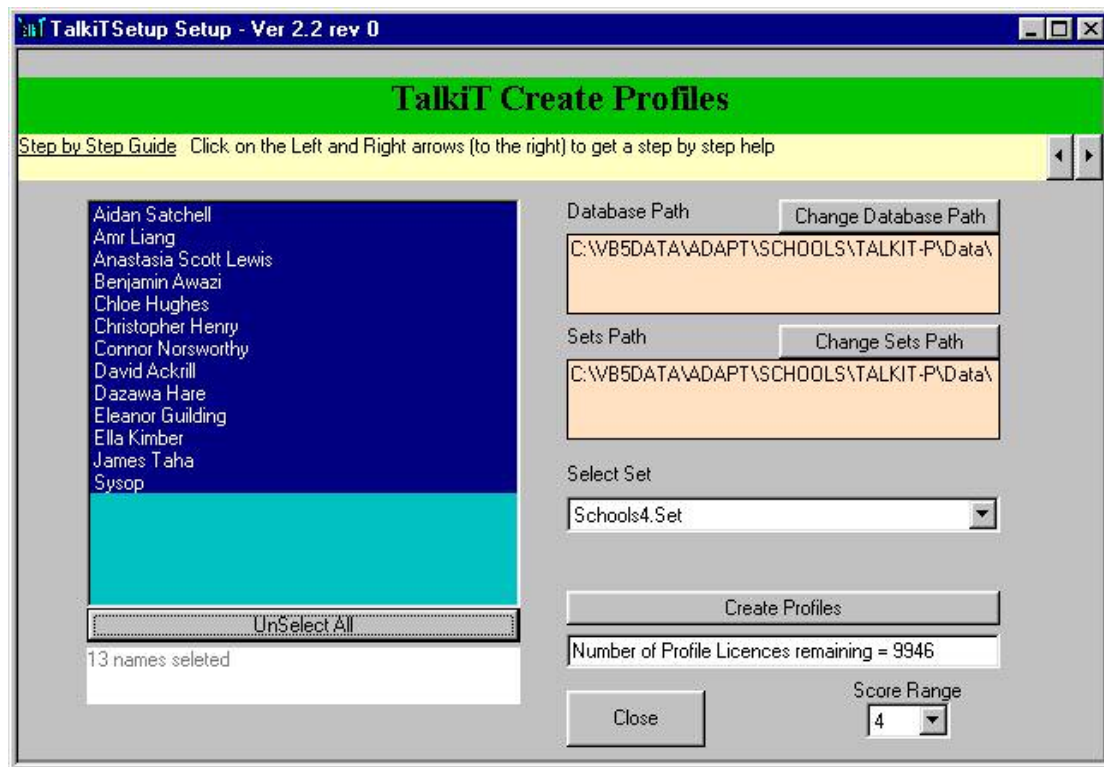
The only option you will normally be concerned with is Create Profiles. There is a step by step guide at the top of the screen to guide you through the process.

If needed change the Database Path to where the Users.mdb is stored using the browse button.

If needed change the Sets Path to where the Schools4.set is stored using the browse button.

Select the names of the people for whom you wish to create profiles

Example:



Click on Create Profiles, when it changes to Continue ... click it again.
After a short time you will get a message saying that the profiles have been created.

This process creates a copy of the master Schools set of questions for each Student with a space for them to enter their scores.
If you have split your Students into Year or Tutor groups you will need to create profiles for each group (folder) separately.

Step 5 Check that you can login to the programs

You can login to TalkiT-P and TalkiT-S using the default login name of Sysop with a password of 'password' Sysop is reserved for technicians to test the system. Check that each menu option displays a (demo) screen without an error message then exit the screen.

Step 6 Make TalkiT-P available to Students

The only program the Students need to 'see' is TalkiT-P, however the program needs to be able to access all files in ...TalkiT (for Program, Help, DLL etc.) and ...TalkiT\Data (plus any sub-folders for the Pupils data). Make sure that you check you can login as a Student **on a computer that a Student will use**. This will do no harm as long as you do not complete profile scoring (although this can be reset).

Step 7 Make TalkiT-S available to Tutors

The only program Tutors need to see is TalkiT-S (plus files as for TalkiT-P) but you may optionally give them access to TalkiT-P.

Notes

Printing – the default is to allow Students to print their own Graphs and Action Plans if this is not desired then edit TalkiT-P.Ini and either add or edit the line under [General] to read IndPrint=False.

Screen Size – the default screen size is set to assume 640*480.

If you want the program(s) to always be full screen then edit TalkiT-P.Ini (and optionally TalkiT-S.Ini) and either add or edit the line under [WindowSize] to read MainForm=01245 01395 09495 03195Max (the numbers are unimportant only Max on the end causes the program to run in full screen mode).

For further information see TalkiTSetup help topics F.A.Q. and System Overview. Updated versions can be found at www.marilyntew.co.uk

If you encounter any problems please contact us.

We will always need you to send us a copy of the relevant error log, **not** an edited copy, or all of them (4). These are stored in the same place as the associated program. In the case of TalkiT-P the error log name is TalkiT-PERROR.LOG.