

Checklist after a first installation

- Run *Tutor Tools* to change your PIN from 11271 **and record the new PIN**.
- Set appropriate **access permissions** to the folders and/or files in **StatBas**.
- **Install all tutors**, preferably including a few extra names for possible future use. (**Students** can be added or removed at any time by any tutor.)
- Bear in mind that it is convenient for each student class to have its own tutor PIN even if each is to be used by the same actual tutor (or group of tutors).
- Copy the ***Introduction to Statistics* icon** to all computers that may be used.
- Copy the ***Tutor Tools* icon** to all computers where tutors may use it.
- If your licence is **for a fixed number of users**, copy StatBas.ini from the Windows folder of the installing PC to that of all other PCs that may be used. (If you are licensed for an **unlimited** number of users, this step is not needed.)

Installation Guide

Introduction to Statistics

Multi-user Version 2

Installing or updating the program needs Administrator privileges.

No registry changes are made but the installer writes to system folders that may be inaccessible to other users.

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Installing Introduction to Statistics

You will need the CD and the sheet headed **INSTALLATION CODE**. The CD does not autostart because you have a choice of three installers.

To install *Introduction to Statistics* for the first time, or after an earlier installation has been deleted completely, use **Setup.exe**. If you have already installed Multi-user version 2.0, or later, one of the other installation programs, **Repair.exe** or **Update.exe** may be more suitable. Any of them will guide you through the installation but it is useful to have planned it in advance.

Setup allows three types of installation:

- Multi-user network installation
- Multi-user installation on one computer
- Single-user installation on one computer

A **multi-user installation** is for several users of whom some are **Tutors** and others are **Students**. The program maintains a record of progress and any bookmarks that each user creates. These remain available when that user logs in on another occasion. In a **Network** installation, the program is on a server share, with users able to log in simultaneously from anywhere on the network. A multi-user installation can also be set up on a **single computer**. That computer holds the program and users run it at different times.

In a **single-user installation** only one person uses the program (for instance, on a tutor's laptop for classroom demonstrations with a projector). The user is automatically treated as a Tutor.

Multi-user Network Installation

On a network with a server, you should run **Setup** from a normal workstation rather than from the server itself. This type of installation is for situations where there is more than one user and each user is identified individually to the program by logging in to it with a Personal Identification Number (PIN), possibly from various computers on different occasions. *Introduction to Statistics* maintains for each user a record of progress and any bookmarks that the user creates. These remain available when the user logs in on another occasion, even from a different computer.

You will be asked to choose a folder for the installation in a location that all users of the program can access. At the very least, Tutors will require 'Create', 'Delete' and 'Modify' access to some of the folders that will be created there.

Setup's default location for the installation, **C:\Program files\StatBas** is never satisfactory for a networked installation since it refers to a fixed disk on the local computer. Select any network location **mapped with a drive letter**.

- **The drive letter used must be the same for every user and must always refer to the same server share.**

Icons

Setup puts two icons on the desktop of the computer from which the installation is performed.

- One is a shortcut to run *Introduction to Statistics*. In a network installation, you should copy it to **every computer from which the program may be run**.
- Another icon is for *Tutor Tools*. In a network installation, this icon should be copied to the desktops of **all tutors**. It is not a problem if tutors want the icon on computers that are also used by students since the program will start only after a tutor's PIN has been typed.

Ini File

Setup always creates a file named **StatBas.ini**. It is not a standard Windows INI file but contains information the program needs when starting. If your licence is for an unlimited number of users, the INI file is created in the Execs folder. This arrangement allows you to create any number of installations that can coexist independently, each with its own INI file, and nothing further needs to be done about it.

If your licence is for a fixed number of users, the INI file must be located in the Windows folder that the user's machine loads from, usually called **Windows** or **WinNT**. In a network, this may be on the local machine or on a server share. To complete the set-up procedure, you need to copy StatBas.ini from the Windows folder of the computer you have installed from to the corresponding folder in every computer from which the program may be run.

Unlimited users / Multiple Installations

With a licence for **Unlimited users**, you can create an unlimited number of separate installations in the same network by running **Setup** once for each installation and assigning each installation its own server share. One advantage of doing so is that it becomes possible to allocate a whole installation to each tutor or to each group of students, whose activities and changes then cannot impinge on other tutors or groups. Additionally, reducing the number of users in an installation will usually shorten start-up times for all users.

A registration code for unlimited users normally allows no more than 500 users in each installation to improve efficiency when the program runs. If you have a special requirement for more than 500 users per installation, StatBasics will, on request, supply a registration code for 1000 students and 20 tutors per installation but this is a software limit that cannot be exceeded.

When **Setup** creates a second or subsequent installation, the icons it puts on the desktop to start *Introduction to Statistics* and *Tutor Tools* will replace those created by a prior installation unless the original icons are renamed before running **Setup**.

To replace the licence and program files in an existing installation

Run *Repair* This will not affect the records of current users.

It can...

- ...restore corrupted program files from your original CD.
- ...install a later version of the program from a new CD while retaining your existing (V 2.0 or later) user records.

It cannot...

- ...install the program for the first time. (Instead, run *Setup*.)
- ...upgrade from a version of *Introduction to Statistics* earlier than V 2.0. (Instead, run *Setup*.)

Files from versions earlier than V 2.0 cannot be used with V 2.0 and later but need not be deleted immediately.

- ...change the type of an installation from single-computer to networked or vice-versa. (Instead, delete the entire **StatBas** folder and any user files in other locations and then run *Setup*. In this case, it is not possible to retain old user records.)
- ...renew an entire installation including its user records. (Instead, delete the entire **StatBas** folder and any user files in other locations and then run *Setup*.)
- ...apply a new installation code without copying the program files. (Instead, run *Update*.)

If you have **both** a new CD **and** a new licence you can **either**...

- ...delete your old installation completely and use the new licence and CD together with *Setup* to create a new installation, keeping none of your old user records, **or**
- ...use *Repair*. This will retain your existing (V 2.0 or later) user records but replace your old executable files.

The installation cannot be in the root (for example, **T:**) but must be in a folder (for example, **V:\Teaching\Stats**). *Setup* will create a folder named **StatBas** there and will put files and folders in it. It will also put a shortcut to the executable file on the desktop of the computer from which the installation is performed. **This shortcut must later be copied to all computers from which the program may be used.**

If the folder into which you wish to put the **StatBas** folder does not yet exist, you can browse to the nearest available folder and type the rest of the path you want into the Browse window. The path will be created when you tell *Setup* to proceed with the installation. However, the drive mapping should be created before running *Setup* so that it remains permanent.

Multi-user Installation on a single computer

For an installation on just one computer, which all users will use to run the program, *Setup* should be run on that computer. Multiple users are identified individually to *Introduction to Statistics* by logging in to it with a Personal Identification Number (PIN). It maintains for each user a record of progress and any bookmarks that the user creates and these remain available when the user logs in on another occasion.

You will be asked to choose a folder for the installation. This must be in a location that all users of the program can access. The default location, **C:\Program files\StatBas** is often satisfactory but if you do not wish to give users the necessary permissions to the folders that will be created there, you can select another location. At the very least, Tutors will require 'Create', 'Delete' and 'Modify' access to some of these folders.

If the folder into which you wish to put the **StatBas** folder does not yet exist, you can browse to the nearest available folder and type the rest of the path you want into the Browse window. The path will be created when you tell *Setup* to proceed with the installation.

Single-user Installation

If only one person will use the program (for instance, installing on a tutor's laptop for classroom demonstrations with a projector), run *Setup* on that computer. The user will automatically be treated as a Tutor.

The default location for the installation, **C:\Program files\StatBas** is often satisfactory but you can select another if you wish. The user needs to be able to read and write to **StatBas** and the folders it will contain so it must be somewhere that makes this possible for the intended user.

If the folder into which you wish to put the **StatBas** folder does not yet exist, you can browse to the nearest available folder and type the rest of the path you want into the Browse window. The path will be created when you tell *Setup* to proceed with the installation.

Structure of an installation

A folder named **StatBas** will be created in the requested location, containing four subfolders:

- Execs** contains the executable files needed to run the program.
- Common** contains data files needed by all users.
- Tutors** contains various files used only by tutors.
- Students** (initially empty) – will hold the personal records of all students.

Each user (tutor or student) will later be assigned a location for his or her personal record file when being registered to use the program. (See the section on **Adding users**.) This location can (if necessary) be anywhere on the network but unless there is a good reason to do otherwise, the personal record files of Tutors and Students should be in these respective folders. Personal record files contain an encrypted record of **Bookmarks, Program sections visited** and of **Questions answered** by the user. The personal record file is not created until the user first logs in to *Introduction to Statistics*.

Study Plans created by tutors are saved in the **Common** folder. The **Tutors** folder will hold various files that are useful in managing the installation but should not be accessible to students.

It is possible to put users' files somewhere other than the \Tutors\ and \Students\ folders, perhaps putting each user's personal file in a folder that is private to that individual (using the program **TutorTools** after installation has been completed). **However, this can be laborious and is rarely advisable.** One advantage of using the **Tutors** and **Students** folders for personal files is that the entire installation can be uninstalled just by deleting the **StatBas** folder.

A drive mapping that is the same for each individual (such as S:\Personal) but refers to a different server share for each person cannot be used at all.

In any case, there is little advantage in using other locations. All record files are encrypted and are difficult to identify. If 'Scan' access is withheld from students, there is little security concern or risk of damage to one user's records by another. Even if a user's records are deleted, a new, empty record file will be created automatically the next time the user logs in so the consequences are not severe.

Folder Access

It is recommended to set the following permissions if possible. Depending on the flexibility offered by your system's Access Control List, there may be other settings that give even better control and security.

Tutors who are not confident using computers may prefer not to be given access that might affect colleagues adversely. If you withhold **Delete** permission from some tutors it will not affect their ability to run *Introduction to Statistics* but will restrict some operations they might wish to perform with *Tutor Tools* and may possibly lead to a build-up of unwanted files in the **Tutors** and **Common** folders.

To change the licence in an existing installation

Run **Update**. This will not affect the program files or the records of current users.

It can ...

- ...use a new installation code to change the maximum number of users.
- ...use a new installation code to change the duration of your licence.
- ...use a new installation code to convert your licence from time-limited to permanent or vice-versa.
- ...use a new installation code to reflect a new name or address for your institution.

It cannot...

- ...install the program for the first time. (Instead, run **Setup**.)
- ...upgrade from a version of *Introduction to Statistics* earlier than V 2.0.
Files from versions earlier than V 2.0 cannot be used with V 2.0 and later but need not be deleted immediately.
- ...change the type of an installation from single-computer to networked or vice-versa. (Instead, delete the entire **StatBas** folder and any user files in other locations and then run **Setup**. In this case, it is not possible to retain old user records.)
- ...renew an entire installation including its user records. (Instead, delete the entire **StatBas** folder and any user files in other locations and then run **Setup**.)
- ...restore corrupted program files from your original CD. (Instead, run **Repair**.)
- ...install a later version of the program from a new CD while retaining your existing (V 2.0 or later) user records. (Instead, run **Repair**.)

If you have **both** a new CD **and** a new licence you can **either**:

- Delete your old installation completely and use the new licence and CD together with **Setup** to create a completely new installation, keeping none of your old user records, **or**
- Run **Repair** instead. This will retain your existing (V 2.0 or later) user records.

Uninstalling

Uninstalling must be done manually since the folders that may be used are not all known at install time. However, if all the installation default options are accepted, the program can be completely uninstalled just by deleting the entire **StatBas** folder and any icons or StatBas.ini file(s) in other locations.

Licence

The licence you agree to when installing *Introduction to Statistics* is on the CD in a file called **Licence.rtf** and can be copied or printed from there.

If your licence is for a limited duration, the program will give a warning at each login in the month before the licence expires. Soon after the licence expires, the program will cease running unless the licence is renewed. This can be done using *Update* without re-installation or loss of data.

Other installation programs (Repair and Update)

Installing a new V 2.0 or later program does not normally affect an installation of *Introduction to Statistics* earlier than version 2.0. However, the licence terms of the later version do not permit you to continue using the earlier one for more than six months after installing the new one.

Setup installs V 2.0 or later of *Introduction to Statistics* **for the first time** (or after an earlier installation has been deleted). If you have a licence for unlimited users, you can make an unlimited number of separate installations in different network locations.

If you run *Setup* on a computer or network where you already have a V 2.0 or later installation with a licence for a fixed number of users, the earlier one will be replaced and its user records will be lost or corrupted. It is best to delete the earlier installation first or use one of the other installation programs to modify it.

If your licence is for an unlimited number of users, this problem does not arise. You can run *Setup* repeatedly to create as many separate installations as you wish in the same system.

To upgrade or renew your licence without re-installing, run the program *Update* rather than *Setup*.

To repair or update the executable files of an existing installation without replacing its user files, run the program *Repair* rather than *Setup*.

All three require your sheet headed **INSTALLATION CODE** to complete the process. (If it has been mislaid, you can get a new one from StatBasics.) Installations earlier than Version 2.0 cannot be updated or repaired.

Folder	Users	Permissions
Execs	Everyone	Read Execute
Common	Everyone	Read
	Tutors	Create Read Modify Delete
Tutors	Tutors	Create Read Modify Execute Delete
Students	Everyone	Create Read Modify
	Tutors	Create Read Modify Delete

For higher security, 'Scan' access to these folders can be withheld (if possible) from students and even from tutors. (Tutors need 'Scan' access to the \Tutors\ folder but probably not to any other.) The optimal arrangement for any particular network may have to be determined by experiment.

Tutor Tools

An essential component of this version of *Introduction to Statistics* is a management program called **Tutor Tools** that allows tutors to install students and manage their own and their students' records.

It is installed into the Tutors folder and will run **only** if it is located there – copies elsewhere will not work. It can be used only after a **Tutor's** PIN has been typed.

The *Tutor Guide* contains detailed information about *Tutor Tools*.

System Manager

The user who installed *Introduction to Statistics* is treated as the System Manager, with special facilities in *Tutor Tools*. The system manager is automatically installed as a tutor and is the only tutor who can run *Tutor Tools* in **System Manager Mode**. Other tutors see only themselves and their students when they run *Tutor Tools* but in System Manger Mode, all registered users are visible and can have their records inspected and have their details (e.g., name and PIN) edited.

For this reason, it is essential to change the default PIN (11271) that *Setup* allocates to the System Manager. This PIN is the same for all installations so it is very insecure!

Be sure to keep a careful record of the new PIN. If it is lost, the ways in which the system can be modified will be restricted. Your options then are, (a) re-install the system, losing most historical records that have been created or, (b) ask StatBasics to retrieve the PIN. This will usually involve a delay and a charge may be made.

The System Manager's PIN should be used while logged in as a network administrator with full privileges. If the system manager also supervises students, a different, tutor PIN should normally be used for that purpose

PINs

Every user is recognised through a Personal Identification Number (PIN) of five digits, typed when starting the program. The installation CD has files containing a large number of random PINs with no duplicates and not beginning with zero. You should cut and paste sets of these PINs into the files used to install users.

If students have registration numbers, these can be used as PINs if they are all different, exactly 5 digits in length and do not begin with zero. **However, doing so is not recommended.** Worst of all is to use consecutive numbers.

PINs that are not random are too easy to guess. A user who makes an improper exit from the program is unable to log in again until the tutor has reset the record file, using *Tutor Tools*. Instead of seeking a reset, the user may guess a different PIN, which will stop that PIN's rightful owner from logging in. (It is less of a problem if a user 'borrows' a PIN with the owner's agreement!)

It is thus very desirable to use only random PINs. There are 90,000 valid PINs so if only 100 are used in an installation the chance of guessing one is just over 1/1000 and the program allows only three attempts.

- **A PIN whose first digit is zero** is not recognised by *Introduction to Statistics* and does not permit the user to run it. However, it is recognised by *Tutor Tools* and can be used to make a user inactive (unable to log in to *Introduction to Statistics* but without removing the user's name and records from the system. The remaining digits of such an inactive PIN must form a number that is unique (different from that of all other inactive users). A PIN beginning with zero can be allocated by selecting **Edit user** in *Tutor Tools* and changing the original PIN. This can be done either by a student's tutor or by the System Manager.
- **A PIN with all five digits zero** marks the user to be deleted and removed from the system entirely when the System Manager next chooses to delete users with *Tutor Tools*. Any number of users may be marked with a PIN of 00000. Allocating a PIN of 00000 should not be attempted with the **Edit user** button in *Tutor Tools* but only by clicking the **Delete user** button.

Provided that the System Manager's PIN is not lost, the System Manager can retrieve any other forgotten PINs (including those of tutors) and all tutors can retrieve lost PINs for their own students. To do this, just select the user in *Tutor Tools* and click **Edit user**. This reveals the student's PIN and name for editing but they need not be changed.

Notifying users of their PINs

The CSV file you create to add users (see the **Add users** section of the *Tutor Guide*) can easily be formatted, printed out and cut into strips to notify users of their PINs.

Adding users

Before users (other than the person doing the installation, who is automatically registered as a Tutor) can run the program, they need to be registered. This involves allocating to each user a unique PIN and a location for a personal record file.

It is much better to install all tutors before installing any students.

It is possible to install a tutor at any time, but if students have already been installed, their order in the lists of names may change somewhat when a tutor is created and this may be inconvenient for other tutors. Unless you are very short of registrations, it is wise to install a few 'dummy' tutors initially (using names like Tutor1 and so on, and giving individual PINs with 0 as their first digit). When a new tutor needs to be installed, one of these dummy names and PINs can be edited to that of the new tutor.

Students' records are seen by the tutor who installs them. If a tutor asks the system manager to install students, it should be done after logging in to *Tutor Tools* using the relevant tutor's PIN, since otherwise the students' names and records of progress will subsequently be seen only by the system manager instead of by the students' real tutor. Also, students see only the Study Plans that their own tutor creates. (In System Manager mode you can easily look up the Tutor's PIN by clicking **Edit user**.)

There is more information about adding users in the *Tutor Guide*.

Creating tutors

Users are initially installed as students using *Tutor Tools* and can immediately be changed into Tutors.

Tutors cannot be deleted (even by the System Manager) and cannot be changed back to Students.

However, the System Manager can change the first digit of the tutor's PIN to zero, which will prevent anyone logging in as that tutor or can edit both the name and PIN for use by another tutor

Multiple PINs may be useful for tutors. If a tutor (or a group of tutors) is responsible for several classes, the best arrangement is to allocate a tutor PIN to each class. Equally, if more than one tutor teaches a class, a single PIN may refer to all of them.

See the sections on *Tutors with two or more classes* and *Classes with two or more tutors* on Page 6 of the *Tutor Guide*.