

## CANTAB Scoring

Some sites have slightly different versions of this program. The tests and results are the same, but procedural steps might be slightly different for each site. These steps were written to correspond with CANTAB for Windows v3.1. Please contact Jill Vander Velde (vanderv@mail.sdsu.edu) or Kim Ogle (kowens@projects.sdsu.edu) if you have any questions/concerns.

1. If still in the Control Centre, click on "Analyse Results." If you have closed out of the Control Centre, double click on "Results Manager" on the desktop.
2. In the new window that pops up, click on "Open an Existing Results Set." Make sure "C:\My Documents\Default Results Set.can" is highlighted and click "OK." Test scores are brought in automatically (a box will appear showing scores being transferred if a subject was tested and their data has not been brought in yet, otherwise, there will be nothing).
3. If you are maintaining subject information in a separate results set (i.e., "Consortium Results Set.can"), open that results set by clicking on File → Open Results Set..., highlighting the results set of interest, and clicking "Open."
4. Return to the "Default Results Set" window and highlight the subject you want to transfer to the new results set.
5. Click on Edit → Copy, then go to the separate results set window, check to make sure that "Subjects" is highlighted (i.e., ALL subjects' tests are viewable in the right-hand window), and click on Edit → Paste.
6. If not all the subject details were entered prior to testing, highlight the subject's name, go to View → Properties, and click on the "Details" tab. To enter information into a field, click on the field. Then, click on the box at the top (a green ✓ box and a red X box should appear next to it when you can enter data). Enter the appropriate information for that field and click on the green ✓ box. Repeat as necessary until all fields are entered. Close the Properties window. **Note:** If you do not click on the green ✓ box, changes will NOT be saved.

### Exporting Data –

7. Highlight either "Subjects" (this will export ALL children within that results set) or a single individual. **Note:** For importing into Access, you must choose a single individual.
8. Click on the "Analysis Wizard..." button.
9. Click "Next." (If you click on the box to not show the dialog box again, you will not have to take this step again.)
10. Make sure "Summary datasheet" is marked and click "Next."
11. Make sure only "Include warnings of failed or aborted" is checked and click "Next." **Note:** If you are exporting the data to import into Access, you must not have either box checked.
12. Make sure "Raw Scores" is checked and click "Next."
13. A new box tells you that you must now choose which measures to include in the summary. Just click on "Next."
14. Where it says "Recommended Measures," change it to "Consortium Battery" (or choose the measures required) and click "Finish." **Note:** The first time you

do this, you should create a new collection of measures that will contain ALL variables of interest. To do this, follow these steps (if done, go to Step 15):

- a. Make sure “Recommended Measures” is highlighted under “Collection:.”
- b. Delete unwanted measures by highlighting them within the “Selected Metrics:” (right-hand window) and then clicking on the “X” box (located to the right of this window). **Note:** When you highlight a measure, if information about the measure exists, it will appear in the box at the bottom of the screen.
- c. To add a different measure, click on the pop-up window under “Available Metrics:” to locate the appropriate subtest or “(Subject Properties),” then highlight the measure of interest, and click on “Select →.”
- d. Measures to include (in this order) are (**Note:** You must have the exact name or you will not be able to import into Access):
  - i. CIFASDID (Site Code + Individual ID, i.e., SMS1)
  - ii. Name
  - iii. DOB
  - iv. Age
  - v. Sex
  - vi. Handedness
  - vii. Ethnicity
  - viii. NART (same as FSIQ, but please use **this** measure for FSIQ)
  - ix. MOT Mean latency
  - x. BLC Percent correct
  - xi. PRM Percent correct
  - xii. SRM Percent correct
  - xiii. SSP Span length
  - xiv. SWM Strategy
  - xv. SWM Total errors
  - xvi. SWM Between errors
  - xvii. SWM Between errors (4 boxes)
  - xviii. SWM Between errors (6 boxes)
  - xix. SWM Between errors (8 boxes)
  - xx. SWM Double errors
  - xxi. SWM Double errors (4 boxes)
  - xxii. SWM Double errors (6 boxes)
  - xxiii. SWM Double errors (8 boxes)
  - xxiv. SWM Within errors
  - xxv. SWM Within errors (4 boxes)
  - xxvi. SWM Within errors (6 boxes)
  - xxvii. SWM Within errors (8 boxes)
- e. To move measures up and down in the “Selected Metrics:” window, highlight the one to move and use the ↑ and ↓ arrow keys located on the far right until it is in the appropriate position.
- f. Once you have all measures of interest (in order) within the “Selected Metrics:” window, click on “Save As...” (next to the “Collection:” pop-up menu) and name it appropriately (i.e., “CIFASD Collection” or “Consortium Collection”). **Note:** This allows you to just click on this collection in Step 14 rather than repeat this process again.
- g. Click on “Finish.”

15. A new window will appear with the data – click on File → Save As... Give the file the appropriate name (“CIFASDID\_Raw\_Scores”) and make sure the “Save as type:” field says “CSV (comma-delimited) (\*.csv)” and click “Save” (make sure you know where it saves to – the default is “My Documents” found on the desktop).
16. Repeat steps 7 through 15, but at step 12, click on “Standardised Scores” and then make sure the “Compare against all of the normative database” is checked. Save this file as appropriate (“CIFASDID\_Z\_Scores”).

### Printed Reports –

17. To create a printed report with the raw scores and/or Z-scores, highlight a single subject’s name and click on the “Analysis Wizard...” button.
18. Click “Next.” (If you click on the box to not show the dialog box again, you will not have to take this step again.)
19. Make sure “Summary report” (to get report with Z-scores) is checked and click “Next.”
20. Check/uncheck boxes so that only “Include warnings of failed or aborted” is checked. Also, make sure to check “Compare against all of the normative database.” Click on “Next.”
21. A new box tells you that you must now choose which measures to include in the summary. Just click on “Next.”
22. Where it says “Recommended Measures,” change it to “Consortium Battery” (or whatever you named the collection in Step 14.f.) and click “Finish.”
23. When the report appears on the screen, click on File → Print... In the new “Print” window, make sure the printer is correct and that you print “All” pages (located under “Print Range”). Then click on “OK.”
24. To create a printed report of the raw data, repeat steps 17 to 19, except at step 19, make sure “Detailed Report” is checked and click “Next.” Make sure both “Summary” and “Trial by Trial” are checked, then click “Finish.”
25. When you close both the “Summary Report” and the “Detailed Report” you do not need to save the file. The file will just take up space and you can always repeat the above steps (17-24) to recreate them. Plus, a hard copy has just been printed up and stored in the subject’s file. Just click on “Close.”

### Important Notes –

- A. After exporting/printing, double-check the printouts to make sure that all variables/subtests desired are present (as appropriate – see Step 14. d.).
- B. For the “Detailed Report,” make sure that all subtests are in administration order (Motor Screening, Big/Little Circle, Pattern Recognition Memory, Spatial Recognition Memory, Spatial Span, and Spatial Working Memory) and staple together. **Note:** Some older versions print this report such that the subtests do not always start on a new page. Do not worry about stapling in administration order if this is the case.
- C. For the “Detailed Report,” do not worry if other “Subject Properties” appear at the top of each subtest, besides the ones listed above (in Step 14. d.). For this particular report, ALL possible “Subject Properties” are listed.
- D. Place both the “Summary Report” and “Detailed Report” into the subject’s file.

- E. The subtest “Spatial Span” may be marked as “Test not complete” on both the “Summary Report” and the “Detailed Report.” THIS IS OK. The subject just did not reach and complete 9 boxes (the maximum number of boxes a subject can receive on this subtest), but the data is valid and can still be used/scored.

## Troubleshooting –

- A. *Print out shifts to right for each subtest:*
1. Make sure you are in the “Results Manager”.
  2. Click on Tools → Options...
  3. Under the “General” tab, uncheck the box near the bottom that reads: “Attempt to work around browser printing problems (recommended).” Note: **DO NOT** uncheck this box if you are not having problems with the print out shifting to the right.
- B. *Error message about Internet Explorer backgrounds:*
1. If an error message pops up when you print that tells you that the backgrounds for Internet Explorer are not turned on, click on “Cancel.” Note: The computer will still print the report, whether you have the “print backgrounds” on or not.
  2. Contact Jill or Kim at the e-mail address at the top of the page to let them know you are receiving this message. They will advise you what to do.
- C. *Extra pages print up:*
2. Do not worry about extra pages printing up. At the present time, we do not know how to stop this from happening.
  3. Contact Jill or Kim at the e-mail address at the top of the page and they will contact you as soon as this issue is solved. Sorry for any inconvenience this may cause.
- D. *Print out does not print colors appropriately:*
1. Make sure you are in “Results Manager.”
  2. Click on Tools → Options...
  3. Under the “Reports” tab, under “Colour,” change to “Monochrome,” and click on “OK.” Reports will now print in black and white.
- E. *When click on “All” in Print window, not all subtests print:*
1. Currently, there is no way to fix this. When you are in the “Print” window, just print up those subtests that did not print, by choosing their “Page Number” and only printing that page.
  2. Contact Jill or Kim at the e-mail address at the top of the page and they will contact you as soon as this issue is solved. Sorry for any inconvenience this may cause.