

Data Link™

QUICK START GUIDE

APPERSON
Education Products

www.appersonedu.com
800.827.9219

**Exam Analysis and
Data Collection Application**

**Compatible with GradeMaster™ 600
and Advantage™ 1200 OMR scanners**

About DataLink

DataLink is an optional PC application which adds the processing power of your computer to the GradeMaster 600 and Advantage 1200 test scoring scanners. Results from classroom tests can quickly be captured into a spreadsheet format. Advanced item analysis, class roster and proficiency reports can be viewed and printed. Data can easily be exported to Excel, Grade Books, assessment applications or other statistical programs for further analysis.

Installing DataLink

DataLink can be installed on computers with Windows 2000 or higher operating systems that have a minimum of a Pentium 3 processor operating at 500MHz with 128M of ram.

You must be logged on to the PC with Administrator Privileges to install DataLink. Insert the CD in your CD drive and select **Install DataLink** from the list of options when the install window appears. DataLink requires the Microsoft .Net runtime libraries; if these are not installed on your PC they will be installed during setup.

Also included on the CD are optional installs for the scanner USB driver and scanner firmware updating. The USB driver is necessary if a USB cable is used to connect to a PC. The USB driver is not required if a standard 9-pin serial cable is used.

The minimum scanner firmware revision required is 4.0 for both the GradeMaster and Advantage scanners. If your scanner has an earlier firmware release, then you will need to install the firmware updater to load the latest firmware.

The most current firmware release and USB driver can also be found on the web at: www.appersonedu.com/downloads.

Using DataLink

Complete documentation for using DataLink is included in the **Help** file. New users of DataLink should read the **Help** file to gain a full understanding of the application prior to using. The following pages include a brief overview of the most common features.

After installation, you can launch DataLink from the **Start, Programs, Apperson Education Products, DataLink** folder. Before the first use, you will be asked to enter a software key. The software key can be found on the back side of this manual.



Prior to scanning, check the lower left corner of the window screen to make sure your scanner is connected. If the scanner is properly communicating, you will see this message:



If your scanner does not show as connected, check cables and power supply connections then select **Find Scanner** from the **Scanner** menu.


Scoring Exams

You can immediately begin scanning answer sheets. The exam key must be the first record loaded. To load the key you can either scan it through the scanner, create a new key in the **Key Editor** and download it to the scanner, or select an electronic key that was previously saved. If you select an electronic key, it will automatically download to the scanner.



After a key has been loaded, scan the the student answer sheets. The data will be displayed similar to the figure below.

	Name	ID	Score	%	Q1	Q2	Q3	Q4	Q5	Q6	Q7
			7	100	B	F	C	G	D	H	A
1	Dan Pilet	2984830	6.00	85.7%	B	G	C	G	D	H	A
2	Gerald Roling	3290402	7.00	100%	B	F	C	G	D	H	A
3	Andrew Jeffery	2830299	5.00	71.4%	D	F	B	G	D	H	A
4	Linda Hisken	3445323	5.00	71.4%	B	F	B	G	D	G	A


Student Database

To include student names in the results and reports, you must use an answer sheet that has an ID grid at the top. The **Student Database**  also must be preloaded with student names. Student names can be imported or directly entered into the database. For further information on the student database, refer to the **Help** file.

Viewing and Printing Reports

To view the exam analysis reports for the scanned test data, click on the **Reports** Icon  or select **Reports** from the **View** menu. The reports that are available for your exam will be listed. Select the report you wish to view and click on **Preview Report**. The report can be printed by clicking on the **Print** Icon .


Exporting Data to Excel

After scanning an exam in DataLink you can export the data to Microsoft Excel workbooks. There are six pre-defined single worksheet exports and one composite export available from the **Export** menu . To export data simply select the Excel worksheet from the dropdown list of exports. You will be prompted for a filename to save your data. If you have Microsoft Excel installed, you can view your data immediately after it has been exported. The data can also be viewed using the free Microsoft Excel Viewer.

Saving a Test

It is possible to save a copy of a test that has been scored in DataLink and recall it later. To save a test session select **Save Test** from the **File** menu while in the **Scanner Results Grid**. You will be prompted to enter a location for the saved test file. If you have defined Subtests or Groups and Standards for this test, they will be saved along with the test.

Saving a Key


The key that was used to score a test can be saved and reused, allowing you to administer the same test at different times or locations. To save a key, begin by opening the **Key Editor**  from the **View** menu.

If a paper key had been previously scanned, the Key Editor grid will match the paper key. If defining a new key, you can select the correct responses directly on the Key Editor grid.

	Correct Response				Value Correct	Value Incorrect	Value Blank	Include on Reports	Include in Score
1	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	1	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/> F	<input type="checkbox"/> G	<input type="checkbox"/> H	<input type="checkbox"/> J	1	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/> A	<input type="checkbox"/> B	<input checked="" type="checkbox"/> C	<input type="checkbox"/> D	1	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="checkbox"/> F	<input checked="" type="checkbox"/> G	<input type="checkbox"/> H	<input type="checkbox"/> J	1	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input checked="" type="checkbox"/> D	1	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To save a key for future use, select **Save Key** from the **File** menu while viewing the Test key in the **Key Editor**. You will be prompted to enter a location for the saved key file.

Groups and Standards

Groups and Standards  can be configured from both the **Scanner Results Grid** and the **Key Editor**. The results of tests scored with **Groups and Standards** are available on the Student Proficiency Reports and the Class Proficiency Report. For more information on **Groups and Standards**, refer to the **Help** file.

Additional Features

For information on the following topics refer to the **Help** file.

- Scanning in Data Collection Mode
- Defining Subtests
- Gradebook Exports
- Editing Scanned Data
- Viewing Statistics
- Scanner Settings
- DataLink Preferences

Installation Support

If you are having difficulties installing DataLink, please contact our technical support department at 800.827.9219. Or, you can e-mail a question to datalink@appersonprint.com and you will be contacted shortly by a technical service representative.

DataLink Licensing

DataLink can be installed on multiple computers. However, it is licensed for use only on a single designated scanner. If there are multiple scanners at a location then each scanner requires a separate licensed version of DataLink.

