# How to submit results from your Apperson DataLink 3000 Scanner

Even if you have completed these steps in the past, please read all steps to ensure your system is up to date.

# Installing the scanner on Windows

- Plug the scanner into the wall using the power adapter.
- Insert the CD containing the Apperson DataLink software into the computer you will be using. Install the software. Be sure to install for all users if you are not sure who will be logged in when grading.
- When the program starts, it may tell you that it is out of date. If so, download the new version and install it, following the instructions it provides.
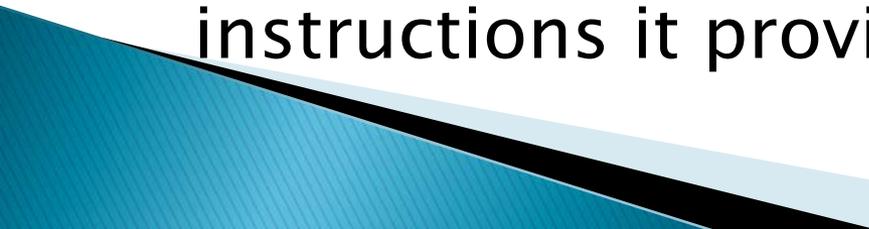
Installing the scanner on Windows (continued)

- Plug the scanner into the computer using the USB cable.
- Windows probably won't recognize it correctly, but don't worry.
- Start the DataLink software if it is not already running.

Installing the scanner on Windows (continued)

▸ Under the "Scanner" menu, select "Find Scanner"
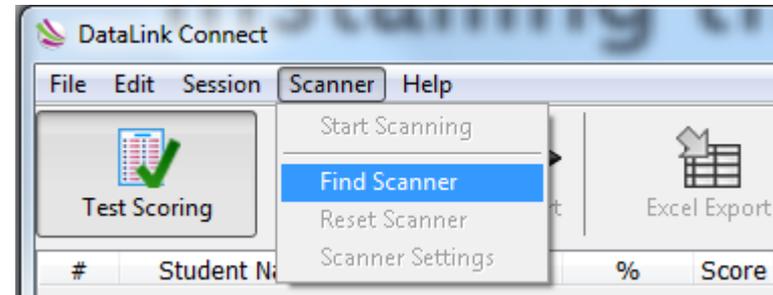
▸ A box will come up asking if you want to install the scanner. Do so. Please note that you will need Admin rights for this step.

▸ Run the Calibration sheet through the scanner, and you will be set to go.
(Put the sheet in the tray with the top closest to the feeder and press "SCAN|PAUSE".)

Preparing the Scanner

▸ You may find it convenient to correlate student names with id's so that they show up as you scan each form.
  ◦ To do this, select "Student Database" from under the "File" menu.
  ◦ Select "Import Students"
  ◦ In the new dialog, hit "Browse" and select the student roster you used for PreMark
  ◦ All fields should update automatically, so hit "Import"
  ◦ Your students should now all be listed in the Student Database window. Hit "OK".
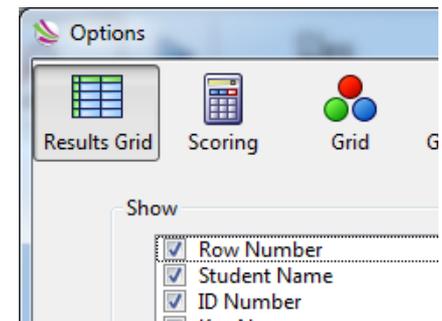
Preparing the Scanner (cont.)

- Select "Data Collection" mode for operation
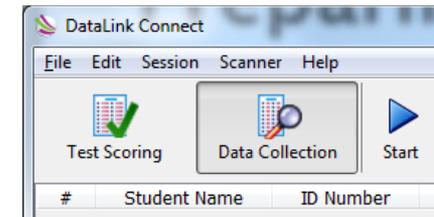
- Make sure the correct columns will be visible:
  - Under the "Edit" menu, select "Options"
  - In the "Results Grid" view, make sure at least the following fields are checked:

    Student Name, ID Number, Test ID
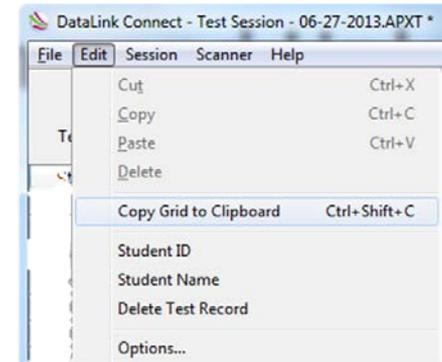   (Others may be checked, but these are required)

Reading Results Into the Computer

- Place score sheets in the scanner tray, face up with the top closest to the feeder.

- Press the "SCAN|PAUSE" button on the scanner or hit the "Start" button on the software to begin reading results.

Saving and Uploading Results

- Once your results have been scanned, go to the "Edit" menu and select "Copy Grid to Clipboard"

- Open Notepad, and paste into a blank document.

- Note: just ignore the wrap-around effect as some rows will have 100 elements

- Save your Notepad file as a ".txt" file

- Go to the Access 2014 Scoring Software site and upload your scores as Apperson3000

Troubleshooting

- If your scanner is detecting erased letters, try this:
  - Under the "Scanner" menu in DataLink, select "Scanner Settings"
  - Adjust the "Sensitivity setting" to the right.
    - Low seems to remove all but the worst erased markings from the scanned data.
    - Note that this must be done before you scan the forms not afterward.
  - Sometimes adjusting the "Discrimination" setting to a wider value also helps.

Double sheet detection:		Medium
Discrimination setting:		Average
Sensitivity setting:		Low
Skew setting:		Disabled