

DataLink – Getting Started

This tutorial will show you how to use DataLink's major features including editing results, saving tests, viewing reports, and exporting to Gradebooks and Excel. This tutorial covers both the Macintosh and Windows versions of DataLink 4. Because images are included from both the Macintosh and Windows versions of DataLink they will not match exactly to what you see on your computer. Where the difference is important it will be noted.

What you need:

- A PC or Macintosh computer. PC's should have Windows 2000 or newer. Macintoshes should be running OSX 10.4 or newer.
- A copy of this tutorial. The latest version of this tutorial is available here:
http://datalinkupdate.com/Tutorials/DataLink_Getting_Started.pdf
- A copy of DataLink installed on your computer – you can download the most recent version of DataLink here:
PC <http://datalinkupdate.com/updates/datalink/win32>
Macintosh <http://datalinkupdate.com/updates/datalink/OSX>
- A copy of the Sample DataLink Test file – this file contains a sample test scored in DataLink. You can download the file from our website at the URL below:
http://datalinkupdate.com/Tutorials/DataLink_Sample_Test.APXT

What you do not need:

- You do not need an Apperson scanner or forms to complete this tutorial.

Getting to Know DataLink

In this section you will learn how to launch DataLink, load test data and become familiar with the main features of the program.

Launching DataLink

Windows – DataLink is installed in the Apperson Education Products folder under the Start menu.

OSX – You'll find DataLink in the Dock or wherever you dragged it to during installation.

DataLink's Main Window

To get started first load the sample data into DataLink. To do this select **File, Open Saved Session...** from DataLink's main menu and locate the sample data file. Once you've done this DataLink will look like this.

#	Student Name	ID Number	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	C
	Key		41.0	B	C	C	A	C	C	B	A	A	B	
1	Lucy Clark	217	37.0	B	C	C	A	C	C	B	A	A	B	A
2	Frank Footer	201	32.0	B	C	C	A	C	C	B	A	A	B	B
3	Cindi Hale	202	26.5	B	E	C	A	C	C	B	A	A	B	A
4	Nelson Urslo	203	22.5	B	C	C	A	A	B	A	B	C	B	B
5	Hanno Stanley	204	34.0	B	C	C	A	C	C	C	A	A	B	A
6	James Spath	205	30.5	B	C	C	C	C	B	C	A	A	B	E
7	Rich Smith	206	27.5	B	C	C	A	C	C	C	B	A	B	A
8	Lisa Pizzuto	207	32.0	B	C	C	A	E	C	A	A	A	B	E
9	Grace Jones	208	32.5	B	C	C	A	C	C	B	A	A	B	A
10	Dean Brown	209	29.0	D	C	C	A	C	B	B	A	A	B	E
11	Sheila Phipps	210	32.0	B	C	C	C	C	C	A	A	B	B	B
12	Larry Harwood	212	21.0	B	A	C	C	C	A	C	C	B	B	A
13	Tom Tigner	211	27.0	B	C	C	A	C	C	B	A	A	B	E
14	Marc Ensz	213	23.0	D	C	C	C	B	C	A	A	A	B	B
15	Danny Darst	214	27.5	B	C	C	A	C	C	C	A	A	B	B
16	Reagan Butcher	215	28.0	A	C	C	A	C	B	A	A	B	B	B
17	Steve Canfield	401	16.0	B	C	C	A	C	C	A	B	A	B	B
18	Jesse Bynum	402	21.0	B	C	C	A	C	C	A	A	A	B	B
19	Victoria Dickerson	403	14.0	B	D	C	C	C	A	A	A	A	B	

Figure 1 DataLink's Main Window After Loading a Test (OSX)

DataLink's Main window

- 1) The **name of the test file** is displayed at the top of DataLink's window.
- 2) The **Toolbar** controls many of DataLink's functions.
- 3) The **Key row** shows the correct response for each question on the test.
- 4) The **Test Rows** show the responses scanned on the test forms.
- 5) The **Scanner Connection Status** is displayed in the lower left hand corner.
- 6) A **Count** of number of keys and tests scanned is at the bottom of the window.

Editing Data in DataLink's Main Window

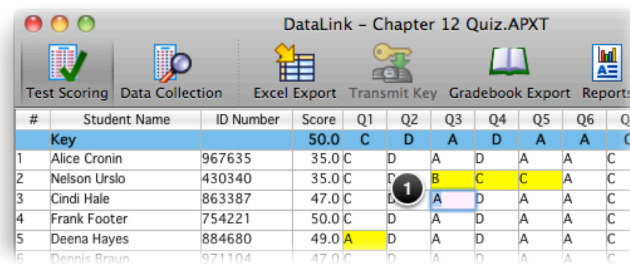
DataLink allows you to modify tests results and keys within the main window. Additionally, you can edit student names and ID numbers in this window. To learn how this feature works follow these steps.

Load the sample data into DataLink. To do this select **File, Open Saved Session...** from DataLink's main menu and locate the sample data file. You can also double-click the sample data file to launch DataLink and load the data automatically. When this is finished DataLink will look similar to figure 1 above.

Don't worry about making changes to the file using DataLink, that's what it's here for. If you do make a change that you need to completely undo you can always download another copy of the sample data file.

Editing Test Results

DataLink allows you to modify test data after scanning. This can be useful if a test form is damaged or contains bad erasures that are not captured properly by the scanner.



#	Student Name	ID Number	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7
	Key		50.0	C	D	A	D	A	A	C
1	Alice Cronin	967635	35.0	C	D	A	D	A	A	C
2	Nelson Urslo	430340	35.0	C	D	B	C	C	A	C
3	Cindi Hale	863387	47.0	C	D	A	D	A	A	C
4	Frank Footer	754221	50.0	C	D	A	D	A	A	C
5	Deena Hayes	884680	49.0	A	D	A	D	A	A	C
6	Dennis Braun	971104	47.0	C	D	A	D	A	A	C

Figure 2 Editing Test Results (OSX)

TRY IT OUT:

- 1) Click in the cell that you want to edit. In the image above, the third question in Cindi Hale's test is being edited. *The text is automatically selected for you.*
- 2) Enter a new value and click or tab out of the cell. *Notice how the test is rescored automatically.*
- 3) DataLink will prevent you from entering an invalid value. *Try to enter a value such as "Z" and DataLink will reject the entry.*

Changing the Correct Response in the Test Key Record

Editing the test key allows you to modify how the test is scored. To change the correct response in a test key click the cell containing the result that you want to modify and enter the new value.

#	Student Name	ID Number	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7
	Key		41.0	B	C	C	A	C	C	B
1	Lucy Clark	217	35.0	B	C	C	A	C	C	B
2	Frank Footer	201	32.0	B	C	C	A	C	C	B
3	Cindi Hale	202	26.5	B	E	C	A	C	C	B
4	Nelson Urslo	203	22.5	B	C	C	A	A	B	A
5	Hanno Stanley	204	34.0	B	C	C	A	C	C	C
6	James Spath	205	30.5	B	C	C	C	C	B	C

Figure 3 Changing the Correct Response for a Question (Windows)

TRY IT OUT:

- 1) Click a cell in DataLink's blue key row. *The text is selected automatically.*
- 2) Change the value and tab or click out of the cell. *Notice how the tests are automatically rescored.*

Removing Questions from a Test

At times you might want to prevent a question from being scored. For example a question that was deemed too difficult or incorrectly worded might be removed from a test. You can remove a question from the test by deleting it from the Key row in DataLink.

#	Student Name	ID Number	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7
	Key		41.0	B		C	A	C	C	B
1	Lucy Clark	217	35.0	B	C	C	A	C	C	B
2	Frank Footer	201	32.0	B	C	C	A	C	C	B
3	Cindi Hale	202	26.5	B	E	C	A	C	C	B
4	Nelson Urslo	203	22.5	B	C	C	A	A	B	A
5	Hanno Stanley	204	34.0	B	C	C	A	C	C	C
6	James Spath	205	30.5	B	C	C	C	C	B	C

Figure 4 Removing a Question (Windows)

TRY IT OUT:

- 1) Click a cell in DataLink's blue Key row. *The current response is selected.*
- 2) Press the Delete or Backspace button to remove the question.

Notice how the total test score is reduced by one point. At the same time all of the scanned tests are automatically rescored.

Editing Student Names

If you need to enter or edit the student name associated with a student ID number you can do so directly in DataLink. The names you enter here will be shown in reports such as the Class Roster and Score Card reports and are saved in the student database so that they will be available the next time that you scan tests.

#	Student Name	ID Number	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7
	Key		50.0	C	D	A	D	A	A	C
1	Alice Cronin	967635	35.0	C	D	A	D	A	A	C
2	Nelson Urslo	10340	35.0	C	D	B	C	C	A	C
3	Cindi Hale	863387	47.0	C	D	A	D	A	A	C
4	Frank Footer	754221	50.0	C	D	A	D	A	A	C
5	Deena Hayes	884680	49.0	A	D	A	D	A	A	C
6	Dennis Braun	971104	47.0	C	D	A	D	A	A	C

Figure 5 Editing a Student Name (Macintosh)

TRY IT OUT:

- 1) Click in the cell that contains the name you want to edit. *In the image above Cindi Hale is being edited.*
- 2) Enter the new or corrected name. *Names can be entered in First Last or Last, First format.*
- 3) Click or tab out of the cell. *The updated name will be saved for you.*

This isn't the only way to enter names into DataLink. You can import names in bulk using CSV files or edit them directly in the Student Database Window. Information on how to do this is found in the Help file's Student Database entry.

Viewing Reports in DataLink

DataLink has a large number of reports and Excel exports available for you to use immediately after scanning tests. To help you choose the correct report live previews are available in the Report Browser window.

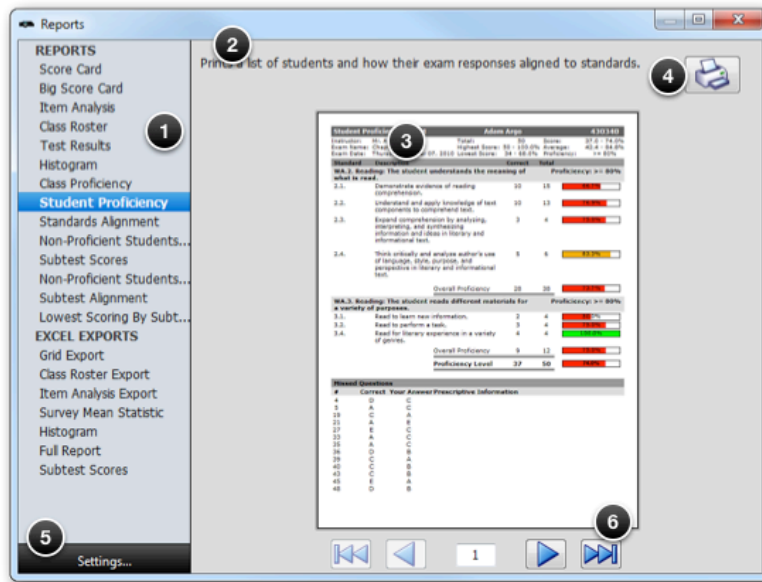


Figure 6 Reports Browser Window (Windows)

- 1) A **Report Listing** shows all of the available reports.
- 2) The **Description** of the report is shown on the top of the window.
- 3) A **Live Preview** of the report is displayed.
- 4) Pressing the **Print** button will print your report.
- 5) **Settings** control how the report is printed.
- 6) **Navigation** controls allow you to move through the report.

TRY IT OUT:

- 1) With the sample loaded in DataLink click the Reports toolbar button. *You should see the Reports window.*
- 2) Select different reports in the Report Listing by clicking on them. *Notice how the preview changes.*
- 3) Click the "Settings" button (#5 above). *A settings window will be shown allowing you to modify the selected report.*
- 4) When you're finished with the Reports window press the Escape button or click the X in the upper right (Windows) or the close button (OSX).

Saving Tests

To save the current test session, select **Save** from the **File** menu. The current DataLink test will be saved to the location you select. To load the saved test select **Open Saved Session...** from the **File** menu.

Setting Test Properties

An important feature of DataLink is the ability to display the instructor name, test name and test date on the reports. These can be set for the current test using the **Test Properties** window. The information entered here is stored in the test file and will be available when you reopen the test later.

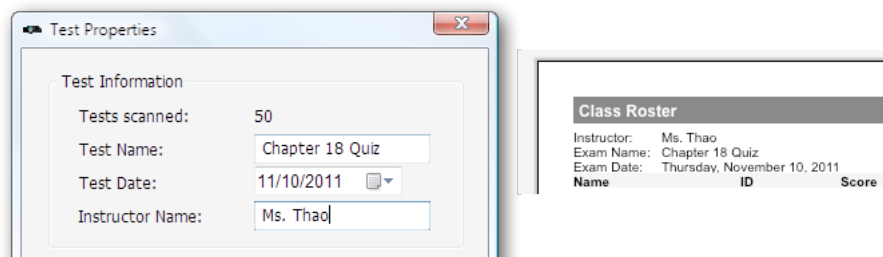


Figure 7 Test Properties Control what is Shown on Reports

TRY IT OUT:

- 1) With the sample data loaded in DataLink open the **Test Properties** window by clicking the **Test Properties** menu item under the **Session** menu.
- 2) Modify the Test Name, Test Date and Instructor Name properties.
- 3) Click the OK button. *The settings will be saved to the test.*
- 4) Click the Reports toolbar button to open the **Reports Browser**.
- 5) Select the Class Roster report from the list. *The information you entered in the **Test Properties** window is in the report.*

Exporting Test Results to Gradebooks

DataLink has the ability to export test results directly to many different gradebook applications.

Configuring Gradebook Exports

Before using the export feature you must select your gradebook from the list of available gradebooks.

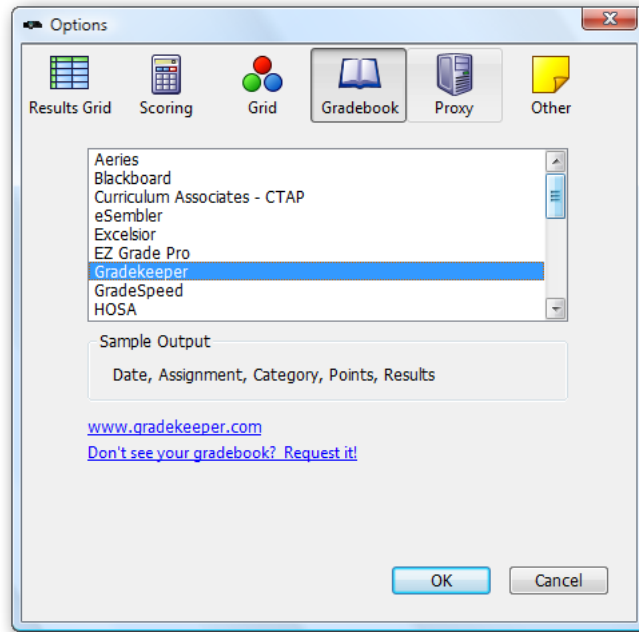


Figure 8 Gradebook Options (Windows)

TRY IT OUT:

- 1) Open DataLink's Options Window
Windows – Select **Edit, Options** from the menu.
Macintosh – Click the **DataLink** menu and then the **Preferences** menu item.
- 2) Select the Gradebook Pane by clicking on the Gradebook toolbar button. *Your window should look similar to the screenshot above.*
- 3) Choose your gradebook from the list of available gradebooks. *If the gradebook you are using is not included click the Request it! link.*
- 4) Click the OK button to close the window. *Your changes will be saved.*

Exporting Data to Your Selected Gradebook

After choosing your gradebook, exporting test results is as simple as pressing the Gradebook Export toolbar button.



Where to Go From Here

If you need assistance with any of the features in DataLink you might find what you're looking for in the online help file. To view the help file select **DataLink Help** from the **Help** menu. Your computer needs to be connected to the Internet to view the help file.

If you don't find what you're looking for in the help file try submitting a support request from within DataLink. To do this, click the **Help** menu's **Contact Support** menu item. You will receive a response shortly.

If you prefer to talk with someone on the phone toll free technical support is available at 800 827-9219. Support representatives are available from 7:00 AM until 5:00 PM Pacific Time, Monday through Friday.