*How to use **Apperson** Datalink 1200 AND GradeMaster600 Scanners & DataLink Connect Software*

The Apperson scanners are like scantron machines that are hooked up to a computer. You can quickly scan your students tests just as you did with Scantron, OR spend a little more time viewing detailed reports about what your students knew well & what they struggled with. When you use Apperson to grade tests, you get all of the reports you need for a rich discussion about how your students are performing. SAVE your Session, SAVE your report to your :H drive, a flash drive, etc. Apperson is NOT a database. You don't login to it, and you don't save your results or answer keys INTO it. You keep your data yourself.
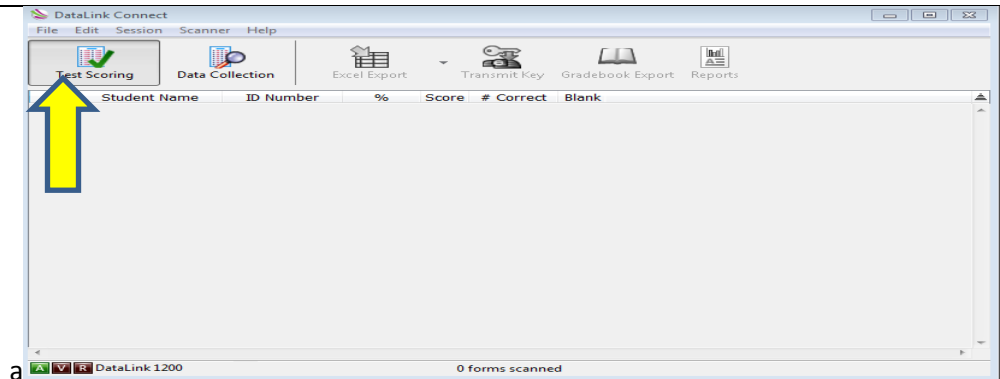
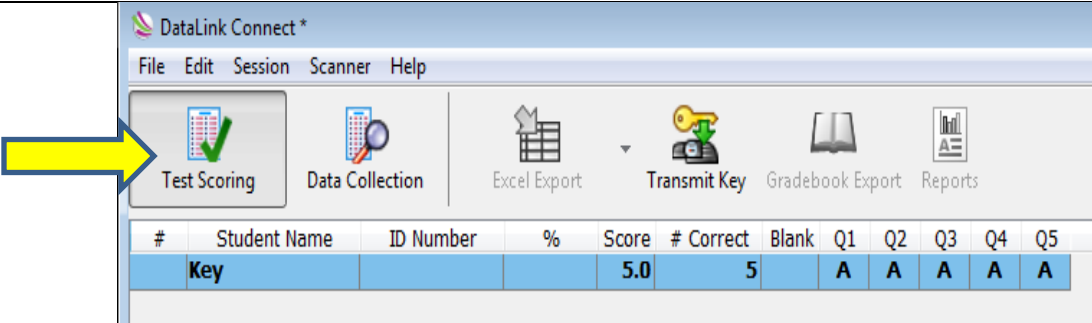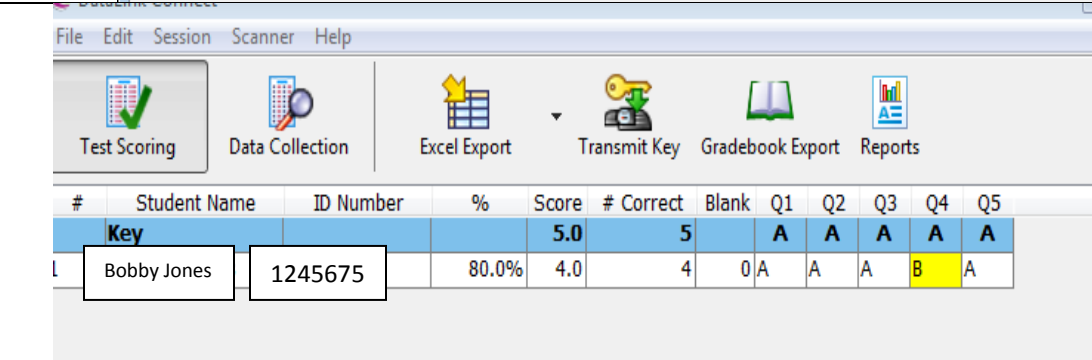|	
STEP 1: Go to the centrally-located computer on your site that has the Apperson machine hooked up to it.	
Login to the computer, and click the DataLink Connect icon.	
Now, you're ready to set your answer key. There are 2 ways to do this. 1) Just like with a Scantron, make your answer key on the Apperson form & mark the KEY bubble at the top. Scan it though the machine, and you're ready to go! Watch a 4 minute how-to video here: http://www.brainshark.com/apperson/vu?pi=zGIzKRfHz4hpgz0&dm=1 2) You can also type a key into the Datalink software. This allows you to link questions on your assessment to standards, including Common Core, share the key with other teachers. This video will show you how: http://www.brainshark.com/apperson/vu?pi=zI5z11YXu0z4hpgz0&dm=1	

Either way, your key shows up like this. (This was a 5 question "quiz", all answers were A.)	
Run the students' forms through the machine one at a time, and their names and student IDs pop up as you scan. So do their results. You can see that Bobby Jones, our pretend student, Got an 80%--he missed Q4, and marked B instead of the correct answer, A. Clicking the Reports button after you scan your answer sheets gives you even more detailed information about how your students did.	

SAVE your Session, SAVE your reports. Save to your :H drive, a flash drive, etc. Apperson is NOT a database. You don't login to it, and you don't save your results or answer keys INTO it. You keep your data yourself.

These videos teach you how to:

Align test items to Common Core State Standards.

Align questions to standards.

Edit & Delete Standards

Create multiple "versions" of the same test—Apperson calls this "key mapping". This is how you get Version A, B,C,D of the same test.
The Apperson Learning Center has lots of videos, both for PC and Mac.

Want to know more? Apperson has free weekly webinars—check them out! They also have archived webinars you can watch from the comfort of your own home! Scroll to the bottom of this website: http://www.apperson.com/learning-center