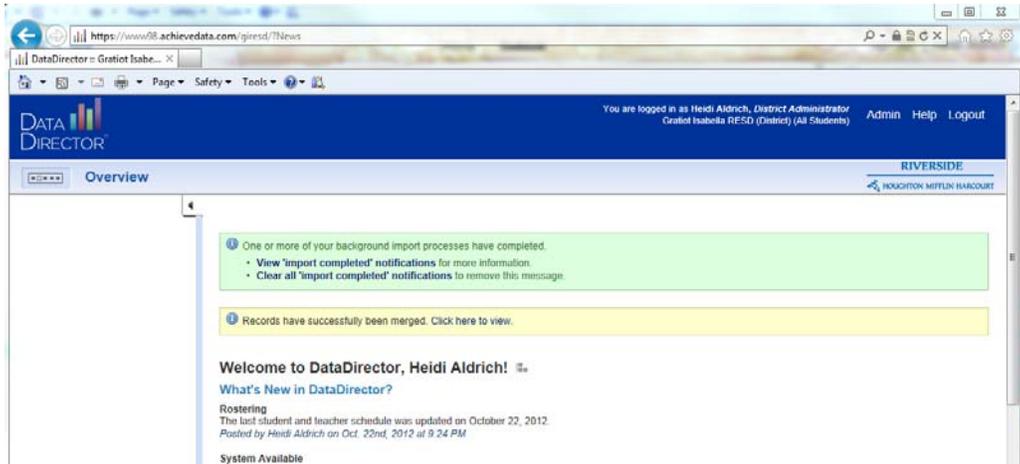


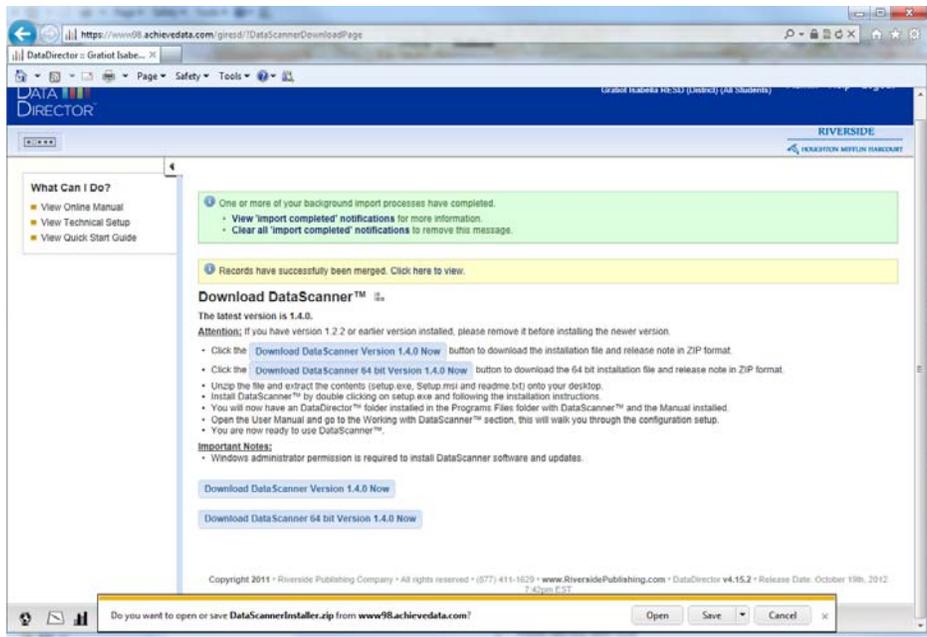
- 1) Login to DataDirector
- 2) Choose your site (All Students or My Students)



- 3) In the address bar of your internet browser make the following adjustment to the web address:

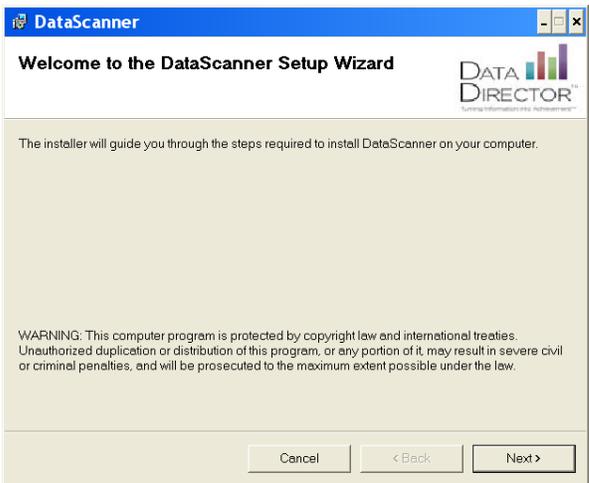
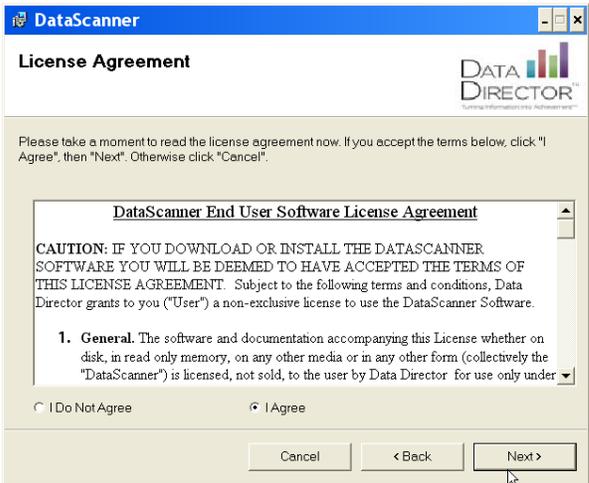
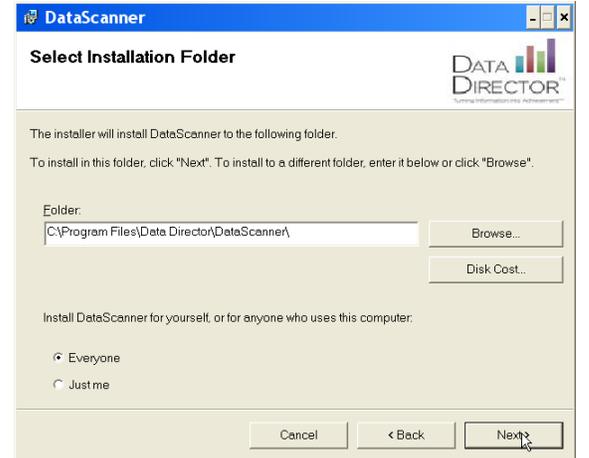
<https://www98.achievedata.com/mcesa/?News>
to
<https://www98.achievedata.com/mcesa/datascanner>

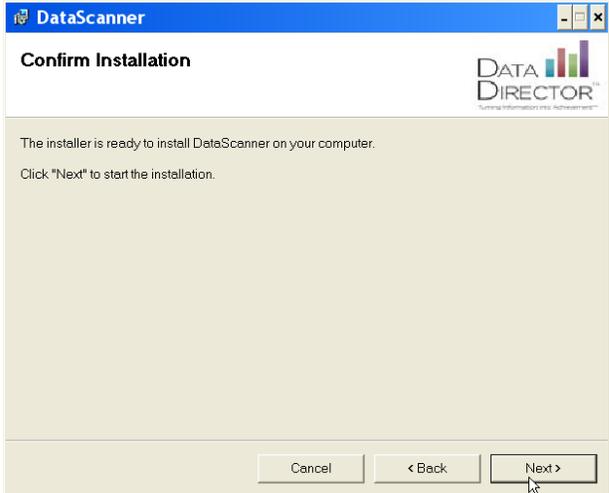
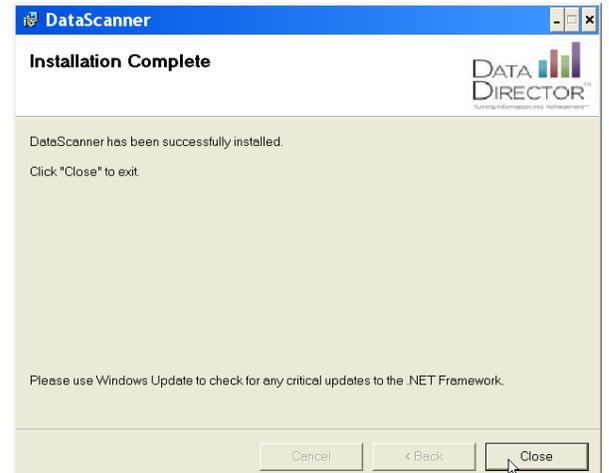
- 4) Choose the version of DataScanner 1.4.0 that best meets your needs and download the zip drive to your desktop.



- 5) Double-click Setup.exe and follow the installation instruction

Name	Size	Packed	Type
..			Folder
Setup.msi	12,387,840	11,864,207	Windows Installer Package
setup.exe	467,456	187,558	Application
readme.txt	3,808	1,479	Text Document

Step	Action	
1	Click Next	
2	Select I Agree and click Next	
3	Select Everyone and click Next	

Step	Action	
4	Click Next	
5	<i>DataScanner is being installed...</i> Click Close	

Double-click the DataScanner icon on the Desktop or the Start menu. The first time you start DataScanner after installation, it automatically scans for updates. If updates are found, you will receive a notification.



You have the option to click **Yes** and install the updates or **No** and proceed to DataScanner without installing updates. If you do not choose to install now, you will have the opportunity to install the next time you sign in or if you initiate a manual scan from the **Help** menu.

See **Installing Updates**, on page 18, below for more information about installing updates.

Configuring DataScanner

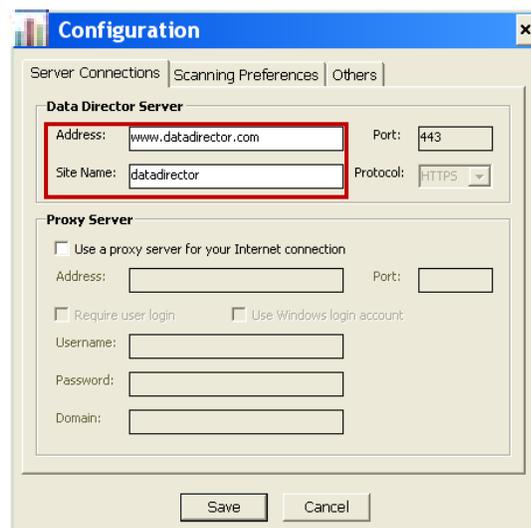
Connection to DataDirector Server

DataScanner requires connection to DataDirector to operate. To connect to DataDirector, your Server Connections and Scanning Preferences settings must be configured. The first time you log on you will be prompted to configure the internet settings. Set the Address and Site Name on the Server Connections tab.

Server Connection Settings

1. **Address:** www.datadirector.com
Enter the web address used to connect to the DataDirector™ web site. The default setting is www.datadirector.com".
2. **Site Name**
The name of the web site that you are logging into. The same name as appears in the address bar that you would enter when connecting to the DataDirector™ web site.
The site name is case sensitive and you should enter the site name in lower cases. (Use the district/consortium name that DataDirector™ uses--this is what is typed in the address bar when logging into DataDirector™).

Example: The "mcesa" portion of the web site address www.achievedata.com/mcesa



Notes

- Port is already set to the defaults to 443 this field is not enabled.
- Protocol is the network communication protocol being used between DataScanner and DataDirector over the Internet. For security reasons, the only choice is the Hyper Text Transfer Protocol under Secured Socket Layer (HTTPS). This field is not enabled.

You may click **Save** to save these settings now and proceed to select your assessment, or click the **Scanning Preferences** or **Other** tabs to configure additional settings.

For additional assistance contact:

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