

TOPSpro Enterprise Basics – Scanning

- 1. Install and Open TE Online
- 2. Scanning Data using TOPSpro Enterprise Online
 - a. ACTIVITY: Go to: CASAS Website > Compatible Scanners
 - b. ACTIVITY: Go to: CASAS Website > Answer Sheets and Test Records
- 3. Prepare Records for Scanning
- 4. ACTIVITY: Steps to Scan Records
 - a. Scanning Wizard
 - b. Simulate Scanning / SIMSCAN Files
- 5. ACTIVITY: Steps to Override Scanning Options
- 6. ACTIVITY: Steps to Edit Scanned Data
- 7. ACTIVITY: Steps to Import Scanned Records
- 8. Locating Scanned Information in TE
 - a. ACTIVITY: Entry information
 - b. ACTIVITY: Test information
 - c. ACTIVITY: Update information
- 9. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
 - a. Disconnect and Exit TE

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