Update Records

## Scanning Update Records

*This document provides a step-by-step tutorial on how to scan **Update Records** and verify the imported information.*

1) From the **Tools Menu**, select **Scanning Wizard**.

2) Select **Using Scanner** and enter required scanner **Hardware Control** settings.
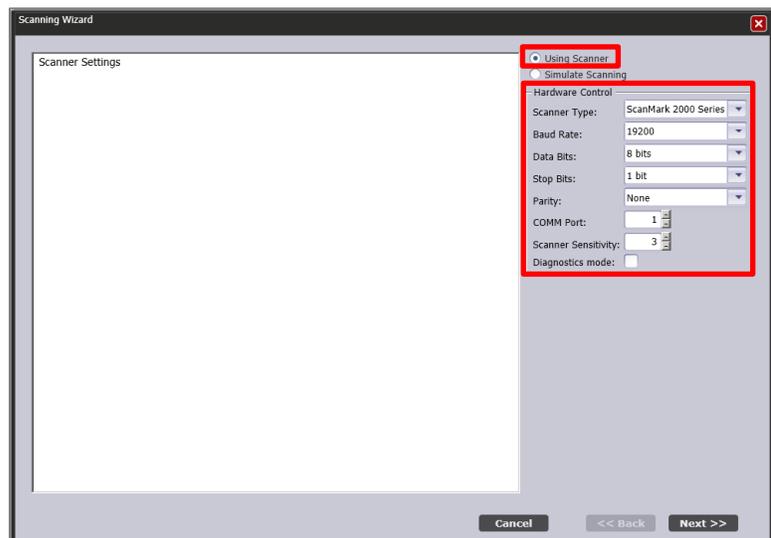
3) Click **Update** to set the type of record for the scanner to look at on the **Front Side** of the Scantron sheet.
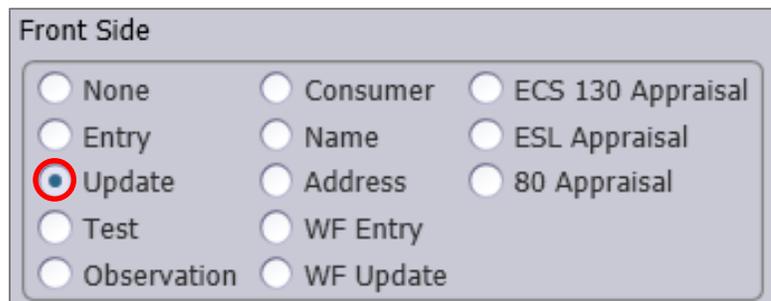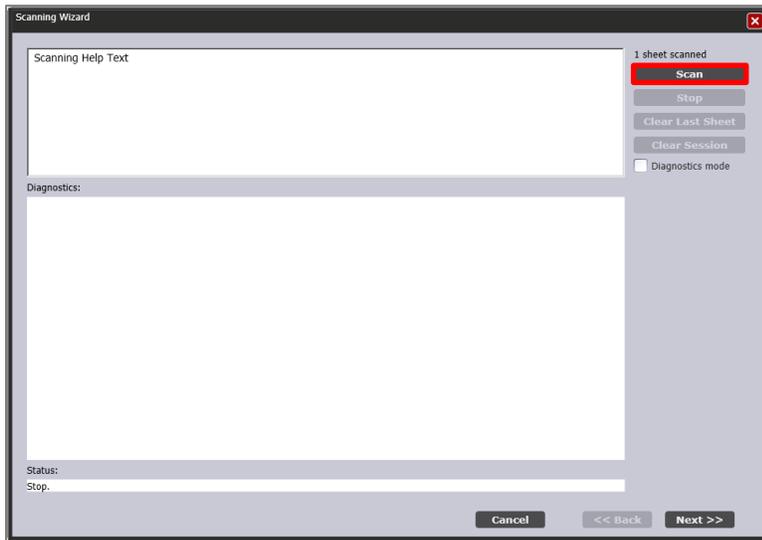
4) Press **Scan** and then **Stop** after scanning the record.

5) From the **Front Overrides** page, mark the checkboxes for **Agency Code** and **Site Code** and enter appropriate values.
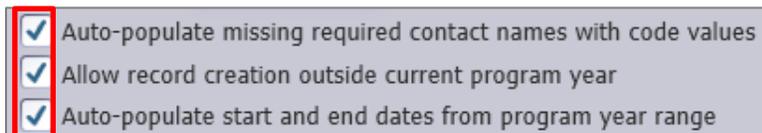
6) Read carefully the text displayed and mark the appropriate checkboxes to auto-populate required fields.

- ✓ Check **"Auto-populate missing required contact names..."** to ensure student names derive from their identification codes.
- ✓ Check "**Allow record creation outside...**" to enable the creation of date-bound records outside the current program year.
- ✓ Check "**Auto-populate start and end dates...**" to define activity date ranges using the program year boundaries.

7) The record is **Valid** if the background color is white.

Student Code	Update Date	Hours of Instruction	Instructional Program	Program Status	Program Progress
3003	7/28/2012	10	GED	Left Program	Completed level or program

8) Press **Edit Records** to correct data. A new window displays with override options for all data-input fields.

9) The last screen indicates the number of **Valid** records the wizard will attempt to import.

There are 1 valid records the wizard will attempt to import into the TOPSpro Enterprise database.

> ❖ *Note*: Even though a record is considered **Valid** according to client-side validation, it may conflict with a record at the server. If this occurs, the system will inform you about the number of records that could not be imported. You will also have the option to correct data that could not import.

10) Wait until all records are imported. A progress bar informs you on the import status.

Importing valid records...

Importing record 1 of 1... Please wait...

Cancel

11) The **Scanning Wizard** ends with a message to indicate the number of successfully imported records.

Scanning Wizard

The entire dataset containing 1 records has been successfully imported into the TOPSpro Enterprise database.

Verifying Scanned Update Information

A. Fields **(3) – (5),** and **(12)** contain values that create a **Class Record** update.
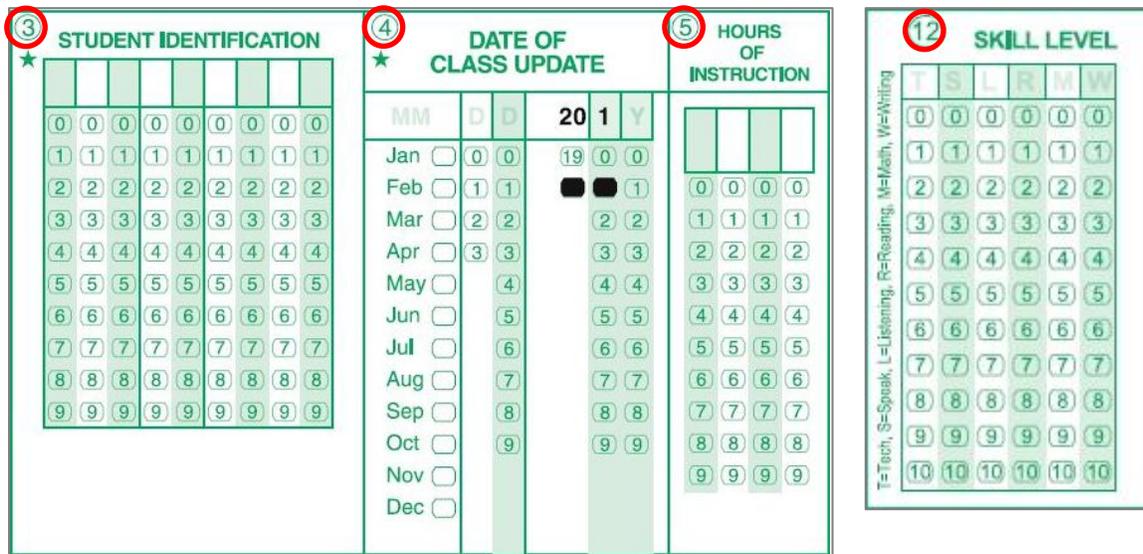
⇒ Look for this information in the **Class Records Lister**.

Class Record Info

| Site: | 1 - Intro | Program Year: | 7/1/2012 - 6/30/2013 |

Record Date: 7/28/2012

Class Status: Active — Class Start Date: 7/1/2012

Class End Date: 6/30/2013

Student: 3003 3003 3003 — Is Fake: No

Activity in Class

Record Date: 7/28/2012 ④

Skill Levels: Speaking: 6 / Listening: 8 / Reading: 9 / Math: 8 / Writing: 8 / Technology: 4 ⑫

Participations: Update: 10 ⑤

Provider Uses:
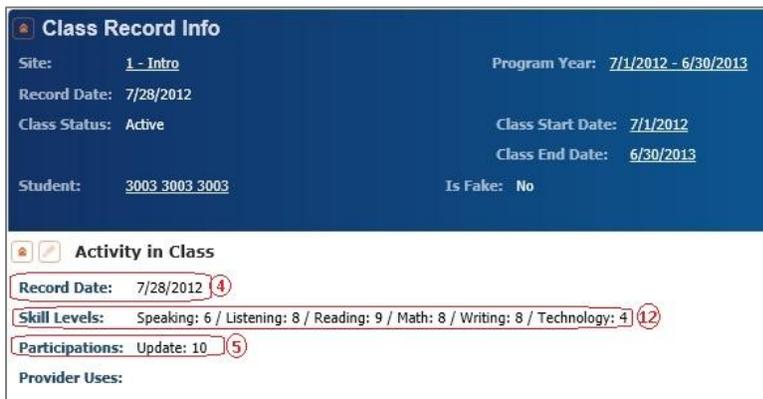
1) Open **Records -> Classes -> Records** and select the **Agency/Site** container for scanned data.
2) Filter lister by column or use the **Filter** button.
3) Double-click to open a **Class Record Info** details page.

B. Fields **(6), (7),** and **(13)** contain values that create a **Program Enrollment** record update.

⇒ Look for this information in the **Program Enrollments Lister.**

1) Open **Records -> Programs -> Enrollments** and select the Agency/Site container for scanned data.
2) Filter lister by column or use the **Filter** button.
3) Double-click to open a **Program Enrollment Info** details page.

C. Field **(8) Progress** creates a **Program Record** update.

Program Record Info

Site:	1 - Intro
Student:	3003 3003 3003
Record Date:	7/28/2012
Is Fake:	No
NEDP ID:	N/A
Program Status:	Left Program
Program Exit Reason:	
Start Date:	7/1/2012
End Date:	6/30/2013

Progress in program

Record Date:	7/28/2012 ⑧
Program Progress:	Completed level or program

⇒ Look for **Progress** in the **Program Records Lister**.

1) Open **Records -> Programs -> Records** and select the **Agency/Site** container for scanned data.
2) Filter lister by **Program Progress** column or use the **Filter** button.
3) Double-click to open a **Program Record Info** details page.

C. Field **(9) Learner Results** creates a **Student Record** update.

⑨ LEARNER RESULTS (Mark all that apply)

WORK	PERSONAL / FAMILY	COMMUNITY	EDUCATION
☐ Got a job	☐ Increased involvement in children's education	☐ Achieved U.S. Citizenship skills	☐ Returned to K-12
☐ Retained job		☐ Registered to vote or voted for first time	☐ Passed GED
☐ Met work-based project goal	☐ Increased involvement in children's literacy related activities		☐ Earned certificate
☐ Entered job training		☐ Increased involvement in community activities	☐ Earned high school diploma
☐ Entered apprenticeship	☐ Met other family goal		☐ Entered college
☐ Entered military	☐ Met personal goal	☐ Other	☐ Entered training program
☐ Acquired workforce readiness skills	☐ Other		☐ Gained computer or tech skills
☐ Reduced public assistance			☐ Mastered course competencies / educational plan
☐ Other			☐ Other

Results

Work Results:	Got a job
Education Results:	Earned certificate

Personal Results:	Increased involvement in child's literacy activities
Community Results:	Registered to vote or voted for first time

⇒ Look for this information in the **Student Records Lister**.

1) Open **Records -> Students -> Records** and select the **Agency/Site** container for scanned data.
2) Filter lister by column or use the **Filter** button.
3) Double-click to open a **Student Record Info** details page.

E. Field **(10) Class Number** is saved in the **Class Record** update.

⇒ Look for **Class Number** in the **Class Records Lister**.

    A. Open **Records -> Classes -> Records** and select the **Agency/Site** container for scanned data.
    B. Filter lister by **Class ID** column or use the **Filter** button.
    C. Double-click to open a **Class Record Info** details page.

F. Field **(11) Instructional Level** is saved in the **Student Record** update.

⇒ Look for **Instructional Level** in the **Student Records Lister**.

    D. Open **Records -> Students -> Records** and select the **Agency/Site** container for scanned data.
    E. Filter lister by **Instructional Levels** column or use the **Filter** button.
    F. Double-click to open a **Student Record Info** details page.

G. Field **(14) Sub-sections of GED passed** is saved in the **Student** record.

(14) Sub-sections of GED passed	Mark one or more or leave blank	☐ Language Arts, Writing	☐ Science	☐ Social Studies	☐ Language Arts, Reading	☐ Math

⇒ Look for **Sub-sections of GED passed** in the **Student** record.

      1) Open **Records -> Students -> Demographics** and select the **Agency/Site** container for scanned data.

      2) Filter lister by **GED Scores** column or use the **Filter** button.

      3) Double-click to open a **Student Info** details page.

GED Scores: Language Arts, Writing (0) / Science (0) / Social Studies (0) / Language Arts, Reading (0) / Math (0)

H. Field (**15) High School credits earned** is saved in the **Student Record** update.

(15) High School credits earned	Multiple bubbles are added together	☐ 0.5 ☐ 10.0	☐ 1.0 ☐ 20.0	☐ 2.0 ☐ 30.0	☐ 3.0 ☐ 40.0	☐ 4.0 ☐ 50.0	☐ 5.0 ☐ 60.00

Student Record Info

Site:	1 - Intro
Student ID:	3003 Is Fake: No
Full Name:	3003 3003
Record Date:	7/28/2012
Program Year:	7/1/2012 - 6/30/2013

Education

Record Date:	7/28/2012
Instructional Levels:	ESL - Beginning Low
Labor Force Status:	N/A
Work Hours Per Week:	N/A
High School Credits Earned:	N/A (15)
Does Not Have Skills for Testing:	N/A

⇒ Look for **High School credits earned** in the **Student Records Lister**.

      1) Open **Records -> Students -> Records** and select the **Agency/Site** container for scanned data.

      2) Filter lister by **High School Credits Earned** column or use the **Filter** button.

      3) Double-click to open a **Student Record Info** details page.

Quick Reference for Scanned Update Record Information

	SCANNED UPDATE INFORMATION	
Field	**Description**	**Menu Navigation**
1.	a. Student Name (non-scanned data)	Records -> Students -> Demographics
1.	b. Student Address (non-scanned data)	Records -> Students -> Demographics
2.	Instructor Name (non-scanned data)	Organization -> Personnel -> Functional Roles
3.	Student Identification	Records -> Classes -> Records
4.	Date of Class Update	Records -> Classes -> Records
5.	Hours of Instruction	Records -> Classes -> Records
6.	Instructional Program	Records -> Programs -> Enrollments
7.	Status	Records -> Programs -> Enrollments
8.	Progress	Records -> Programs -> Records
9.	Learner Results	Records -> Students -> Records
10.	Class Number	Records -> Classes -> Records
11.	Instructional Level	Records -> Students -> Records
12.	Skill Level	Records -> Classes -> Records
13.	Reason For Exiting	Records -> Programs -> Enrollments
14.	Sub-sections of GED passed	Records -> Students -> Demographics
15.	High School credits earned	Records -> Students -> Records