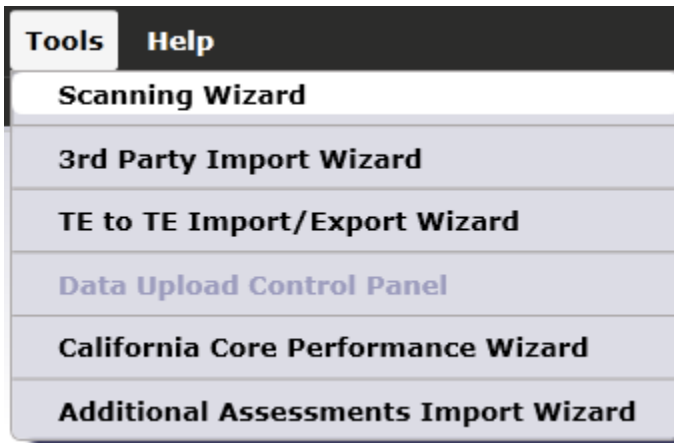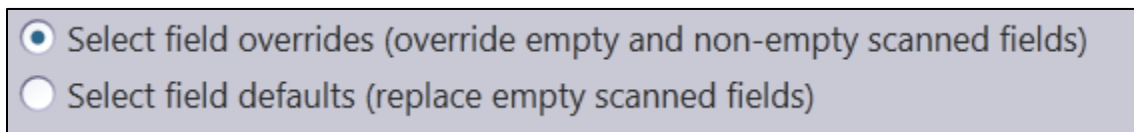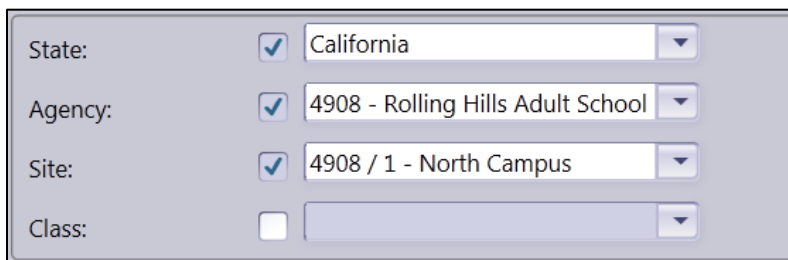# Batch Edit – Batch Delete

1. In TE, on the **Tools** menu, select **Scanning Wizard.**
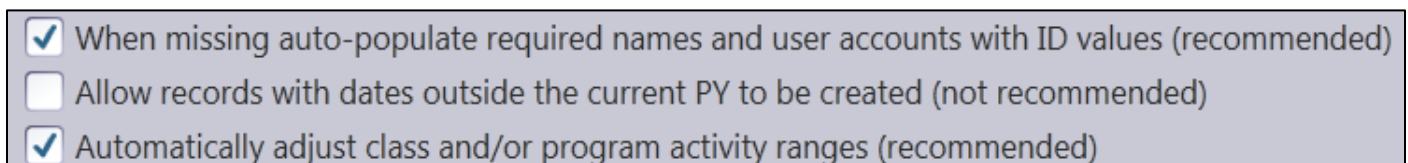

2. Complete the first four screens of this wizard. For this specific illustration, we will simulate scanning Entry Records, with the following screen by screen selections:
   1. You may retrieve a previous scan session, or select a new one. Select new scanning session.
   2. Inidcate whether you are simulating a scan session or actually scanning. Select Simulate scanning.
   3. Select whichever answer sheet you will be scanning. For this exercise, select Entry on the front side, and None on the back side
   4. Retrieve an Entry Record simscan file to produce data for this exercise

3. Select the default option for field overrides, and then click **Next**.

4. Indicate the following override scan options, and then click Next.

5. In the next step, verify that the three checkboxes indicate the default selections below, and then click **Next**.

6. The next screen includes the "batch repair" options, where you can edit the records that you just scanned.

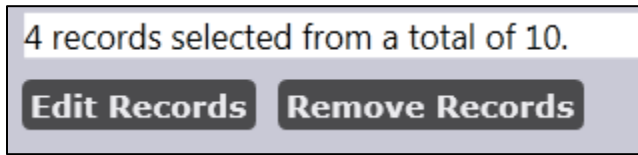| Status	Record Number	Record Type	State	Agency ID	Site ID	Student ID	Class ID
1	8070	California	4908	1	000127198	102
2	8070	California	4908	1	000123511	101
3	8070	California	4908	1	000128424	101
4	8070	California	4908	1	000124066	101
5	8070	California	4908	1	000122010	101
6	8070	California	4908	1	000126583	101
7	8070	California	4908	1	000125272	101
8	8070	California	4908	1	000122755	102
9	8070	California	4908	1	000124416	102
10	8070	California	4908	1	000121936	102

7. Scroll to the right so that you can view the fields as shown in the graphic below.

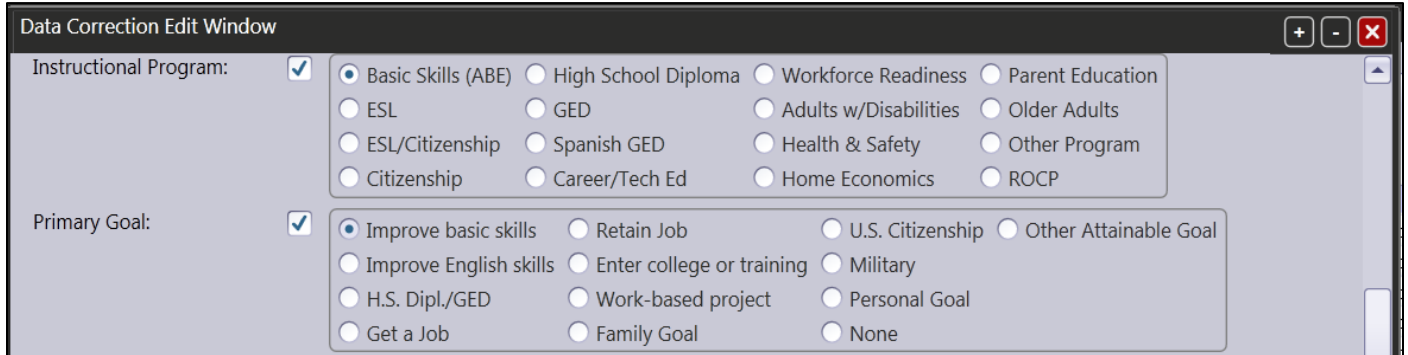| Highest Diploma	Diploma Earned Outside US	Ethnicity	Race	Native Language	Entry Date	Instructio... Program	Primary Goal	Secondary Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	Personal Goal
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
GED Certificate	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	None
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	Personal Goal

8. For this illustration, we will assume everyone in this exercise is Instructional Program = ABE and has an Entry Date of 9/4/2012.

9. Use the *Ctrl* key to highlight the four records that currently indicate Instructional Program = ESL, as shown in the graphic below.

Highest Diploma	Diploma Earned Outside US	Ethnicity	Race	Native Language	Entry Date	Instructio... Program	Primary Goal	Secondary Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	Personal Goal
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
GED Certificate	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	None
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	ESL	Improve English skills	Personal Goal

10. Click **Edit Records**.

4 records selected from a total of 10.

Edit Records   **Remove Records**

11. In the **Data Correction Edit Window**, select Instructional Program = ABE and Primary Goal = Improve basic skills. Click **Save**.

Data Correction Edit Window

Instructional Program: ☑
- ⦿ Basic Skills (ABE)   ◯ High School Diploma   ◯ Workforce Readiness   ◯ Parent Education
- ◯ ESL   ◯ GED   ◯ Adults w/Disabilities   ◯ Older Adults
- ◯ ESL/Citizenship   ◯ Spanish GED   ◯ Health & Safety   ◯ Other Program
- ◯ Citizenship   ◯ Career/Tech Ed   ◯ Home Economics   ◯ ROCP

Primary Goal: ☑
- ⦿ Improve basic skills   ◯ Retain Job   ◯ U.S. Citizenship   ◯ Other Attainable Goal
- ◯ Improve English skills   ◯ Enter college or training   ◯ Military
- ◯ H.S. Dipl./GED   ◯ Work-based project   ◯ Personal Goal
- ◯ Get a Job   ◯ Family Goal   ◯ None

12. The batch repair table now displays the corrections you just entered, with the specific fields you edited shown in green.

Highest Diploma	Diploma Earned Outside US	Ethnicity	Race	Native Language	Entry Date	Instructio... Program	Primary Goal	Secondary Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
GED Certificate	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal

13. For the next edit, use the *Ctrl* or *Shift* key to highlight all ten records. Click **Edit Records**.

Highest Diploma	Diploma Earned Outside US	Ethnicity	Race	Native Language	Entry Date	Instructio... Program	Primary Goal	Secondary Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/2/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
GED Certificate	No	Not Hispanic o...	White	English	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Hispanic or Lat...		Spanish	9/1/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal

14. Find Entry Date, and select 9/4/2012. Click **Save**.
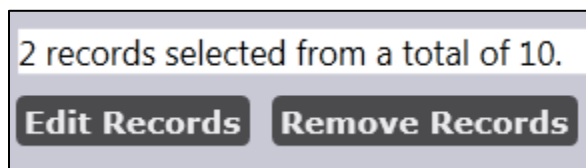
Entry Date: ☑ 9/4/2012 ▼

15. The batch repair table now displays Entry Date as 9/4/2012 for all ten records.

Highest Diploma	Diploma Earned Outside US	Ethnicity	Race	Native Language	Entry Date	Instructio... Program	Primary Goal	Secondary Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/4/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/4/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Not Hispanic o...	Black or A...	English	9/4/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/4/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
	No	Not Hispanic o...	White	English	9/4/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Not Hispanic o...	White	English	9/4/2012	Basic Skills (ABE)	Improve basic skills	Other Attainable Goal
GED Certificate	No	Not Hispanic o...	White	English	9/4/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/4/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal
High School Diploma	No	Hispanic or Lat...		Spanish	9/4/2012	Basic Skills (ABE)	Improve basic skills	None
High School Diploma	No	Hispanic or Lat...		Spanish	9/4/2012	Basic Skills (ABE)	Improve basic skills	Personal Goal

16. To illustrate Batch Delete, we will assume records #5 and #10 are "completely wrong" and need to be deleted. Use the Ctrl key to highlight records 5 and 10.

Status	Record Number	Record Type	State	Agency ID	Site ID	Student ID
1		8070	California	4908	1	000127198
2		8070	California	4908	1	000123511
3		8070	California	4908	1	000128424
4		8070	California	4908	1	000124066
5		8070	California	4908	1	000122010
6		8070	California	4908	1	000126583
7		8070	California	4908	1	000125272
8		8070	California	4908	1	000122755
9		8070	California	4908	1	000124416
10		8070	California	4908	1	000121936

17. Click **Remove Records**. When prompted to remove the records, click **Yes**.

2 records selected from a total of 10.

Edit Records   Remove Records

18. The batch repair table now displays eight records instead of ten, with **Record Number** still displaying according to the sequence in which it was scanned.

Record Number	Record Type	State	Agency ID	Site ID	Student ID
1	8070	California	4908	1	000127198
2	8070	California	4908	1	000123511
3	8070	California	4908	1	000128424
4	8070	California	4908	1	000124066
6	8070	California	4908	1	000126583
7	8070	California	4908	1	000125272
8	8070	California	4908	1	000122755
9	8070	California	4908	1	000124416

19. On the Scanning Wizard, click **Next**.

20. On the next screen, click **Next** to enter the eight remaining records.

21. Click **Finish** to exit the Scanning Wizard.

Scanning Wizard

The entire dataset containing 8 records has been successfully imported into the TOPSpro Enterprise database.

Save scanning session   << Back   Finish