Scanning Entry Records

This document provides a step-by-step tutorial on how to scan Entry 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 Entry 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.
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.

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

Verifying Scanned Entry Information

A. Fields (3) – (9) contain values that create a Student record.

- Look for a student in the Students Lister.

1) Open Records -> Students -> Demographics 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 Info details page.
B. Fields (10), and (12) – (15) contain values that create a **Student Record** entry.

⇒ 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.
C. Field (11) Instructional Program creates a Program Enrollment record entry.

⇒ 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 Instructional Program column or use the Filter button.
3) Double-click a record to open a Program Enrollment Info details page.

![](image1)

D. Field (16) Home Zip Code is saved in the Student record.

⇒ Look for this information in the Students Lister.

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

![](image2)
E. Field (17) **Class Number** creates a **Class Enrollment** record entry.

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

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

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F. Field (18) **Instructional Level** is saved in the **Student Record** entry.

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

1) Open **Records** -> **Students** -> **Records** and select the **Agency/Site** container for scanned data.
2) Filter lister by **Instructional Levels** column or use the **Filter** button.
3) Double-click to open a **Student Record Info** details page.
G. Fields (19) and (20) contain values that create a Class Record entry.

⇒ Look for this information in the Class Records Lister.

1) Open Records -> Classes -> Records and select the Agency/Site container for scanned data.
2) Filter lister by Student Skill Levels and/or Provider Uses columns, or use the Filter button.
3) Double-click to open a Class Record Info details page.
# Quick Reference for Scanned Entry Record Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Menu Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a.</td>
<td>Student Name (non-scanned data)</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>1. b.</td>
<td>Student Address (non-scanned data)</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>2.</td>
<td>Instructor Name (non-scanned data)</td>
<td>Organization -&gt; Personnel -&gt; Functional Roles</td>
</tr>
<tr>
<td>3.</td>
<td>Student Identification</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>4.</td>
<td>Gender</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>5.</td>
<td>Date of Birth</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>6.</td>
<td>Highest Year of School Completed</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>7.</td>
<td>Highest Diploma or Degree Earned</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>8. a.</td>
<td>Ethnicity</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>8. b.</td>
<td>Race</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>9.</td>
<td>Native Language</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>10.</td>
<td>Date of Entry into this Class</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>11.</td>
<td>Instructional Program</td>
<td>Records -&gt; Programs -&gt; Enrollments</td>
</tr>
<tr>
<td>12.</td>
<td>Attainable Goal Within Program Year</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>13.</td>
<td>Special Programs</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>14.</td>
<td>Personal Status</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>15.</td>
<td>Labor Force Status</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>16.</td>
<td>Home Zip Code</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>17.</td>
<td>Class Number</td>
<td>Records -&gt; Classes -&gt; Enrollments</td>
</tr>
<tr>
<td>18.</td>
<td>Instructional Level</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>19.</td>
<td>Skill Level</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
<tr>
<td>20.</td>
<td>Provider Use</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
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