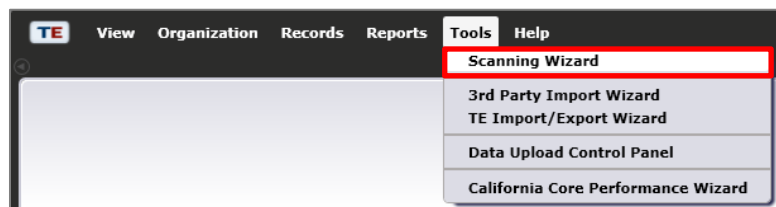


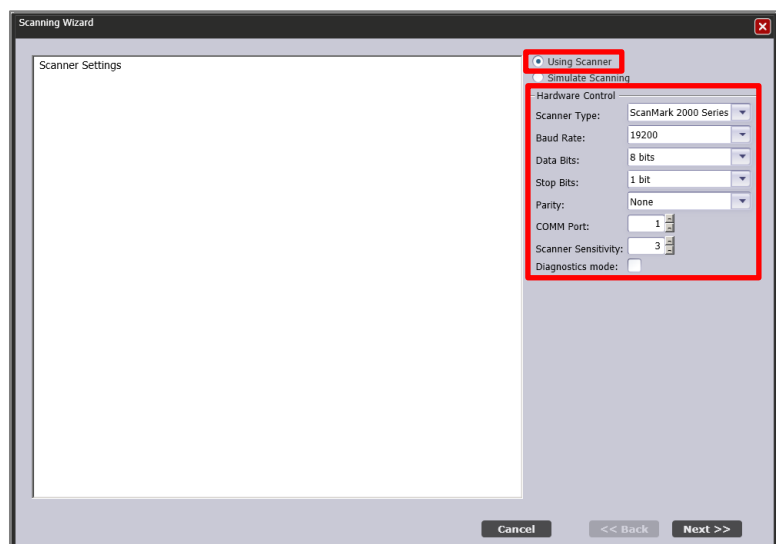
Scanning Entry Records

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

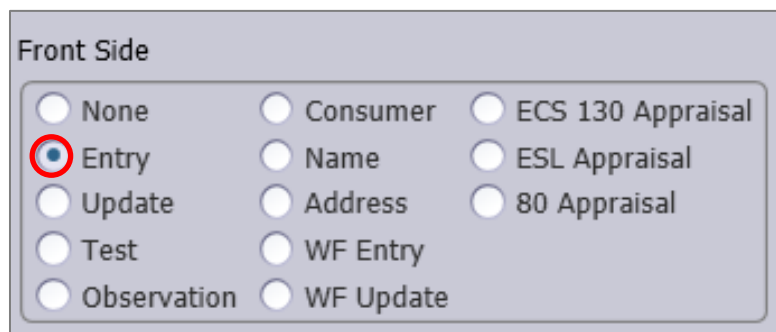
- 1) From the **Tools Menu**, select **Scanning Wizard**.

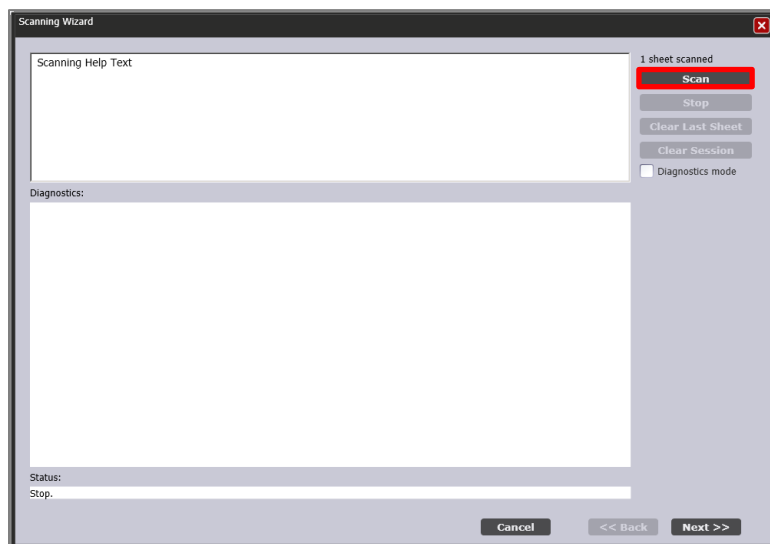


- 2) Select **Using Scanner** and enter required scanner **Hardware Control** settings.

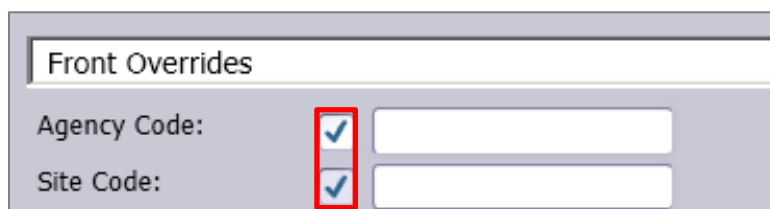


- 3) Click **Entry** to set the type of record for the scanner to look at on the **Front Side** of the Scantron sheet.

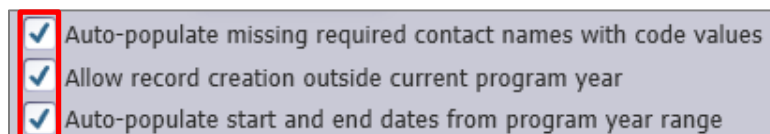




- 4) Press **Scan** and then **Stop** after scanning the record.

The Front Overrides form has a title bar and a text input field for 'Front Overrides'. Below it, there are two rows: 'Agency Code:' and 'Site Code:'. Each row has a checkbox (highlighted with a red box) and a text input field.

- 5) From the **Front Overrides** page, mark the checkboxes for **Agency Code** and **Site Code** and enter appropriate values.

This form contains three checkboxes, each with a checkmark and highlighted by a red box. The text next to each checkbox is: 'Auto-populate missing required contact names with code values', 'Allow record creation outside current program year', and 'Auto-populate start and end dates from program year range'.

- 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	S...	Consent Signed	Gender	Birth Date	Highest School Year	School Was Outside US
3003		No	Female	11/27/1965	14	Yes

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

Data Correction Edit Window

Student Code: ☐

SSN: ☐

Consent Signed: ☐

Gender: ☐

Birth Date: ☐

Highest School Year: ☐

School Was Outside US: ☐

Highest Diploma: ☐
☐ None ☐ Technical/Certificate ☐ 4 yr. College Graduate
☐ GED Certificate ☐ Some college, no degree ☐ Graduate Studies
☐ High School Diploma ☐ A. A./A.S. Degree ☐ Other Diploma/Degree

Diploma Earned Outside US: ☐

Ethnicity: ☐ ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: ☐
☐ White ☐ Black or African American ☐ Filipino ☐ Alaska Native
☐ Asian ☐ Native Hawaiian / Pacific Islander ☐ American Indian

Native Language: ☐
☐ English ☐ Chinese ☐ Tagalog ☐ Russian
☐ Spanish ☐ Hmong ☐ Korean ☐ Farsi
☐ Vietnamese ☐ Cambodian ☐ Lao ☐ Other

Entry Date: ☐

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

Secondary Goal: ☐
☐ Improve basic skills ☐ Retain Job ☐ U.S. Citizenship ☐ Other Attainable Goal
☐ Improve English skills ☐ Enter college or training ☐ Military

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

Scanning Wizard

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

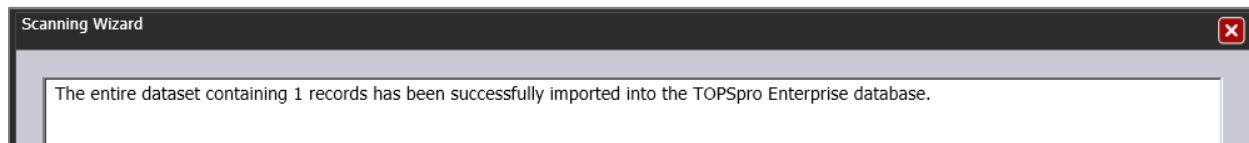
- ❖ **Note:** Even though a record is considered **Valid** according to client-side validation, it may conflict with a record at the server. If this occurs, the system will inform you about the number of records that could not be imported. You will also have the option to correct data that could not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

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

Importing valid records...

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

- 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.

STUDENT IDENTIFICATION (3)

GENDER (4)

DATE OF BIRTH (5)

HIGHEST YEAR OF SCHOOL COMPLETED (6)

HIGHEST DIPLOMA OR DEGREE EARNED (7)

ETHNICITY (8a)

NATIVE LANGUAGE (8b)

Student Info

Agency/Site: 5500 / 1 - Intro

Student: 3003 3003 3003 Birth Date: 11/27/1965

Identification

Student ID: 3003 Is Fake: False

Name: 3003 3003

Gender: Female Birth Date: 11/27/1965 Age: 46

SSN: N/A Consent Signed: False NEDP ID: N/A GED ID: N/A

Education

Highest Year of School: 14

School: Outside of US

Highest Degree or Diploma: Some college, no degree

Earned: Outside of US

GED Scores: N/A

CAHSEE Scores: N/A

Ethnicity, Race & Language

Ethnicity: Hispanic or Latino

Races: Black or African American, Native Hawaiian / Pacific Islander

Native Language: Other

⇒ 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.

(10) ★ DATE OF ENTRY INTO THIS CLASS					(12) Attainable Goal Within Program Year (Mark one in each column)		(13) SPECIAL PROGRAMS (Mark all that apply)	(14) PERSONAL STATUS (Mark all that apply or leave blank)
MM	D	D	20	1	Y	(1=Primary, 2=Secondary)		
Jan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(12) Attainable Goal Within Program Year (Mark one in each column)	(13) SPECIAL PROGRAMS (Mark all that apply)	(14) PERSONAL STATUS (Mark all that apply or leave blank)
<input type="checkbox"/> Improve basic skills	<input type="checkbox"/> None	<input type="checkbox"/> TANF
<input type="checkbox"/> Improve English skills	<input type="checkbox"/> Jail	<input type="checkbox"/> Other Public Assistance
<input type="checkbox"/> H.S. Diploma / GED	<input type="checkbox"/> Community Corrections	<input type="checkbox"/> WIA I
<input type="checkbox"/> Get a job	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Retain job	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Concurrently Enrolled in high school / K12
<input type="checkbox"/> Enter college or training	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Dislocated Worker
<input type="checkbox"/> Work-based project	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Veteran
<input type="checkbox"/> Family goal	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Disabled
<input type="checkbox"/> U.S. Citizenship	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Displaced Homemaker
<input type="checkbox"/> Military	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Single Parent
<input type="checkbox"/> Personal goal	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> Other
<input type="checkbox"/> None	<input type="checkbox"/> Non-traditional Training	(15) ★ LABOR FORCE STATUS (Mark one)
<input type="checkbox"/> Other	<input type="checkbox"/> EL Civics	<input type="checkbox"/> Employed
	<input type="checkbox"/> Carl Perkins	<input type="checkbox"/> Unemployed
	<input type="checkbox"/> Other	<input type="checkbox"/> Not employed and not seeking work
		<input type="checkbox"/> Retired

⇒ 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.

Student Record Info
 Site: 1 - Intro
 Student ID: 3003 Is Fake: No
 Full Name: 3003.3003
 Record Date: 7/26/2012
 Program Year: 7/1/2012 - 6/30/2013

Education
 Record Date: 7/26/2012
 Instructional Levels: ESL - Beginning Low
 Labor Force Status: Unemployed
 Annual Income: N/A
 Work Hours Per Week: N/A
 Hourly Wage: N/A
 High School Credits Earned: N/A
 Instructional Intensity: N/A
 Does Not Have Skills for Testing: N/A
 Special Program Entries: Distance Learning
 Special Program Exits: N/A
 Personal Status Entries: Dislocated Worker
 Personal Status Exits: N/A
 Provider Uses: N/A

Workforce Pre-Employment Skills
 Pre Employment Work Maturity Skills: N/A
 Workforce Readinesses: N/A

Results
 Work Results: N/A
 Personal Results: N/A
 Education Results: N/A
 Community Results: N/A

Goals
 Goals: Primary goals: Work-based project
 Secondary goals: U.S. Citizenship

11 INSTRUCTIONAL PROGRAM
(Mark one)

☐ Basic Skills (ABE)
☐ ESL
☐ ESL / Citizenship
☐ Citizenship
☐ High School Diploma
☐ GED
☐ Spanish GED
☐ Career / Tech Ed
☐ Workforce Readiness
☐ Adults w / Disabilities
☐ Health & Safety
☐ Home Economics
☐ Parent Education
☐ Older Adults
☐ Other

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.

Program Enrollment Info

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

Student: 3003 3003 3003 Is Fake: No

Instructional Program: GED Start Date: 7/1/2012

End Date: 6/30/2013

Program Status:

Program Exit Reason:

Status in program

Instructional Program: GED

Start Date: 7/1/2012 End Date: 6/30/2013

Program Status: N/A Exit Reason: N/A

16 HOME ZIP CODE

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

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.

Address, Contact & Provider Use

Address: N/A Zip: 43609

Phone: N/A Fax: N/A

Cell Phone: N/A

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.

17 ★

CLASS NUMBER

0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

3003 3003

Class Enrollments

3003 - 3003 3003:1

500 - Scanning Only

Aggregated

Subsites

Filter

Columns

Sort

Delete

2 / 2

Site	Student ID	Name	Class ID	Class Name	Class status
1 - Intro	3002	3002 3002	1	1	Active
1 - Intro	3003	3003 3003	1094	1094	Active

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.

18

INSTRUCTIONAL LEVEL
(Mark one)

ESL	Basic Skills (ABE)
<input type="checkbox"/> Beg. Literacy	<input type="checkbox"/> Beg. Literacy
<input type="checkbox"/> Beg. Low	<input type="checkbox"/> Beginning
<input type="checkbox"/> Beg. High	<input type="checkbox"/> Int. Low
<input type="checkbox"/> Int. Low	<input type="checkbox"/> Int. High
<input type="checkbox"/> Int. High	<input type="checkbox"/> ASE Low
<input type="checkbox"/> Advanced	<input type="checkbox"/> ASE High

Student Record Info

Site: 1 - Intro

Student ID: 3003 Is Fake: No

Full Name: 3003 3003

Record Date: 7/26/2012

Program Year: 7/1/2012 - 6/30/2013

Education

Record Date: 7/26/2012

Instructional Levels: ESL - Beginning Low

Labor Force Status: Unemployed Annual Income: N/A

19 SKILL LEVEL							20 PROVIDER USE					
T	S	L	R	M	W		A	B	C	D	E	F
0	0	0	0	0	0		0	0	0	0	0	0
1	1	1	1	1	1		1	1	1	1	1	1
2	2	2	2	2	2		2	2	2	2	2	2
3	3	3	3	3	3		3	3	3	3	3	3
4	4	4	4	4	4		4	4	4	4	4	4
5	5	5	5	5	5		5	5	5	5	5	5
6	6	6	6	6	6		6	6	6	6	6	6
7	7	7	7	7	7		7	7	7	7	7	7
8	8	8	8	8	8		8	8	8	8	8	8
9	9	9	9	9	9		9	9	9	9	9	9
10	10	10	10	10	10		9	9	9	9	9	9

T=Tech, S=Speak, L=Listening, R=Reading, M=Math, W=Writing

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.

Class Record Info

Site: [1 - Intro](#) Program Year: [7/1/2012 - 6/30/2013](#)
Record Date: 7/26/2012
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: 7/26/2012
Skill Levels: Speaking: 5 / Listening: 7 / Reading: 8 / Math: 7 / Writing: 7 / Technology: 3
Participations:
Provider Uses: Entry: 123456

Quick Reference for Scanned Entry Record Information

SCANNED ENTRY 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 -> Students -> Demographics
4.	Gender	Records -> Students -> Demographics
5.	Date of Birth	Records -> Students -> Demographics
6.	Highest Year of School Completed	Records -> Students -> Demographics
7.	Highest Diploma or Degree Earned	Records -> Students -> Demographics
8.	a. Ethnicity	Records -> Students -> Demographics
8.	b. Race	Records -> Students -> Demographics
9.	Native Language	Records -> Students -> Demographics
10.	Date of Entry into this Class	Records -> Students -> Records
11.	Instructional Program	Records -> Programs -> Enrollments
12.	Attainable Goal Within Program Year	Records -> Students -> Records
13.	Special Programs	Records -> Students -> Records
14.	Personal Status	Records -> Students -> Records
15.	Labor Force Status	Records -> Students -> Records
16.	Home Zip Code	Records -> Students -> Demographics
17.	Class Number	Records -> Classes -> Enrollments
18.	Instructional Level	Records -> Students -> Records
19.	Skill Level	Records -> Classes -> Records
20.	Provider Use	Records -> Classes -> Records