Scanning Entry Records
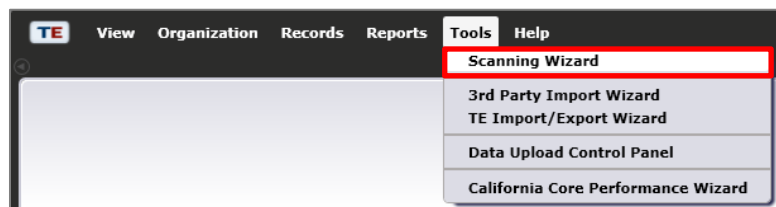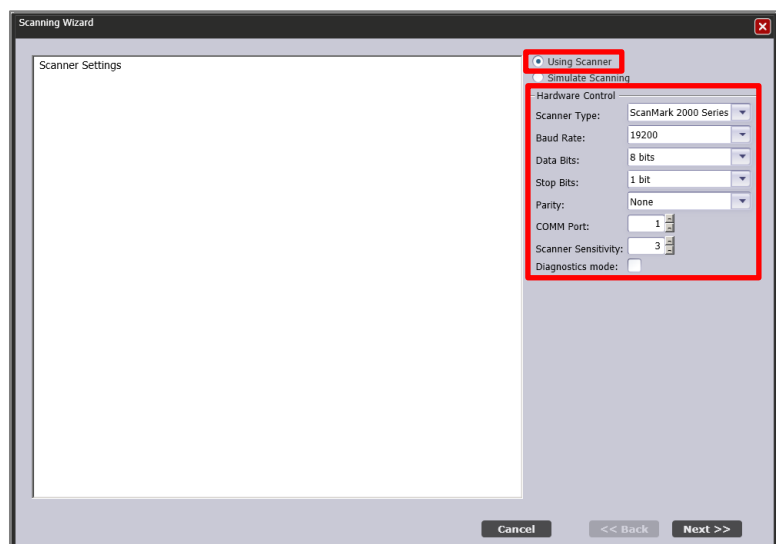
*This document provides a step-by-step tutorial on how to scan **Entry Records** and verify the imported information.*
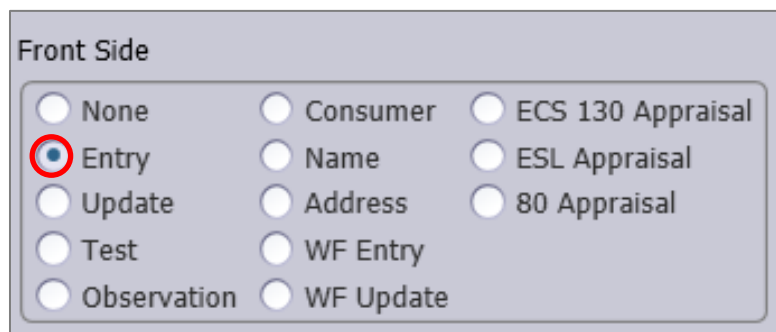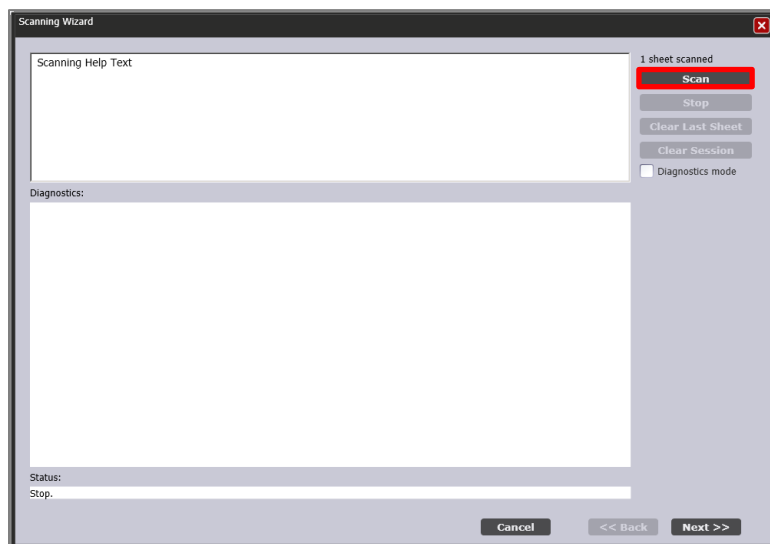
1) From the **Tools Menu**, select **Scanning Wizard**.

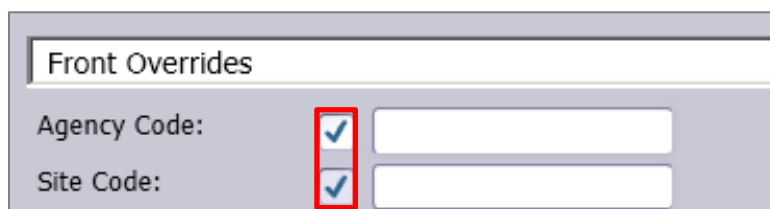2) Select **Using Scanner** and enter required scanner **Hardware Control** settings.

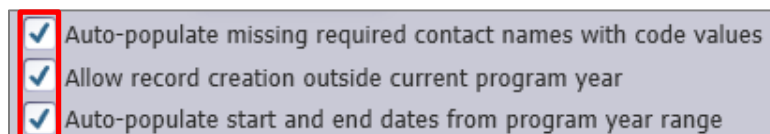3) Click **Entry** to set the type of record for the scanner to look at on the **Front Side** of the Scantron sheet.

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.

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.

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 of the import status.

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.
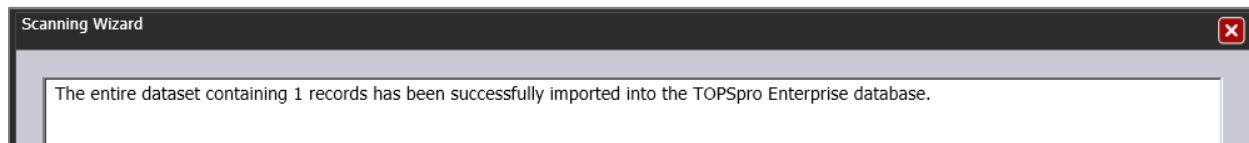
Verifying Scanned Entry Information

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.

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

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.

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.

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

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
Record Date:	7/26/2012
Class Status:	Active
Student:	3003 3003 3003

Program Year:	7/1/2012 - 6/30/2013
Class Start Date:	7/1/2012
Class End Date:	6/30/2013
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

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