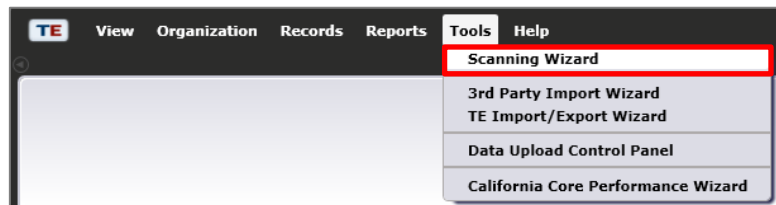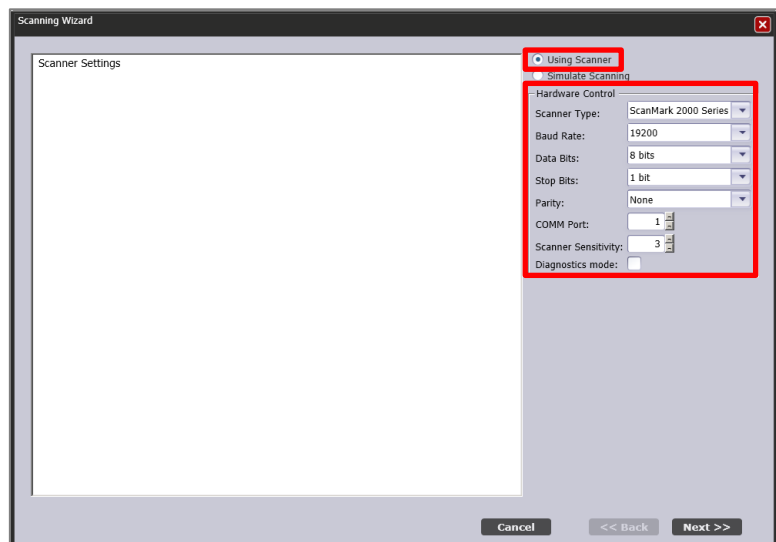# Test Records

Scanning Test Records

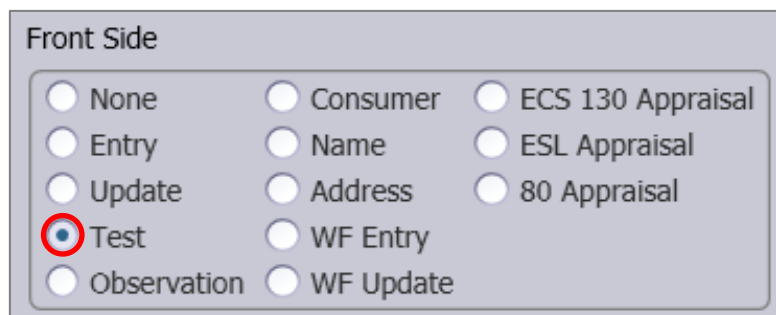*This document provides a step-by-step tutorial on how to scan **Test Records** and verify the imported information.*
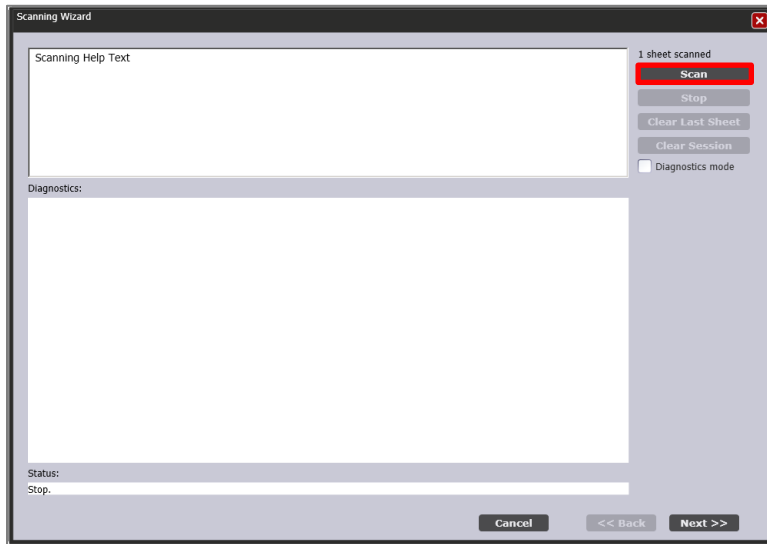
1) From the **Tools Menu**, select **Scanning Wizard**.

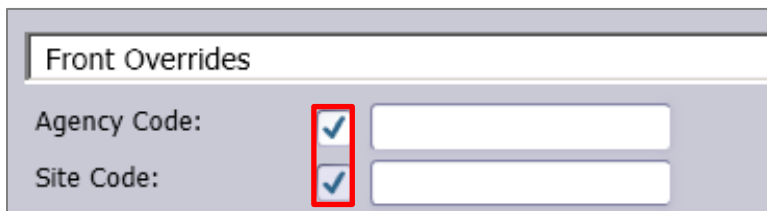2) Select **Using Scanner** and enter required scanner **Hardware Control** settings.

3) Click **Entry** to set the type of record for the scanner to look at on the **Front Side** of the Scantron sheet.
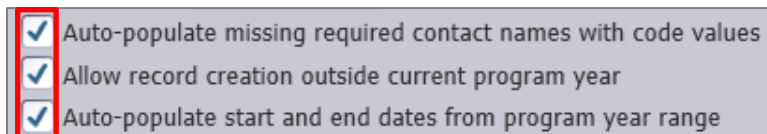
1

4) Press **Scan** and then **Stop**, after the record is scanned.

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 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...	Assessment Form	Assessment Date	Class Code	Instructional Program	Hours of Instruction	Raw Score
3002		Life and Work Reading Level C	8/31/2012	1	GED	10	0

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.

1) 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.
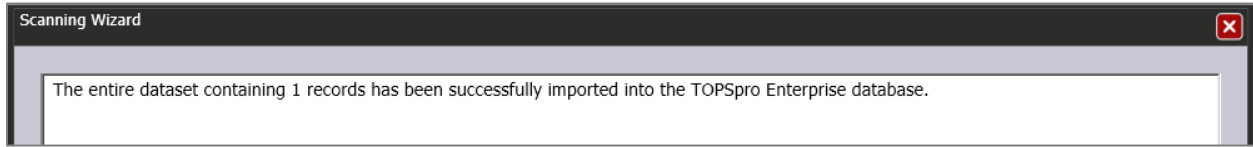
Verifying Scanned Test Information

A. Fields **(3) – (5), (9) – (13)** and answers hand-bubbled by test-takers (i.e. Test field) contain values that create a **Test Record**.

⇒ Look for this information in the **Tests Lister**.

1) Open R**ecords -> Tests** 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 **Test Info** details page.

Test Records

B. Field **(6) Class Number** creates a **Class Record**.

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

1) Open **Records -> Classes -> Records** 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 Record Info** details page.

CLASS NUMBER

C. Field **(7) Instructional Program** creates a **Program Enrollment** record.

⇒ Look for is 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.

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

Program Enrollment Info

Site:	1 - Intro
Student:	3002 3002 3002
Instructional Program:	GED
Program Status:	
Program Exit Reason:	

Status in program

Instructional Program:	GED
Start Date:	7/1/2012
Program Status:	N/A

HOURS OF INSTRUCTION*

- If this is the student's first test, leave blank; otherwise, fill in the hours of instruction since the last test.

Class Record Info

Site: 1 - Intro

Record Date: 8/31/2012

Class Status: Active

Student: 3002 3002 3002

Activity in Class

Record Date: 8/31/2012

Skill Levels:

Participations: Test: 10

Provider Uses:

○ Student does not yet have the skills to be tested.

D. Field **(8) Hours of Instruction** is saved in the **Class Record**.

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

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

E. This information is saved in the **Test Record**.

⇒ Look for this information in the **Tests Lister**.

    1) Open R**ecords -> Tests** 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 **Test Info** details page.

Quick Reference for Scanned Test Record Information

	SCANNED TEST INFORMATION	
Field	**Description**	**Menu Navigation**
1.	Student Name (non-scanned data)	Records -> Students -> Demographics
2.	Instructor Name (non-scanned data)	Organization -> Personnel -> Functional Roles
3.	Student Identification	Records -> Tests
4.	Form Number	Records -> Tests
5.	Test Date	Records -> Tests
6.	Class Number	Records -> Classes -> Records
7.	Instructional Program	Records -> Programs -> Enrollments
8.	Hours of Instruction	Records -> Classes -> Records
9.	Raw Score	Records -> Tests
10.	Test 1	Records -> Tests
11.	Test 2	Records -> Tests
12.	Test 3	Records -> Tests
13.	Test 4	Records -> Tests
	Student does not yet have the skills to be tested.	Records -> Students -> Records

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