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.
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.
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.

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 Records -> 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.
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.

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.
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 **Records** -> **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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Menu Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student Name (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; Tests</td>
</tr>
<tr>
<td>4.</td>
<td>Form Number</td>
<td>Records -&gt; Tests</td>
</tr>
<tr>
<td>5.</td>
<td>Test Date</td>
<td>Records -&gt; Tests</td>
</tr>
<tr>
<td>6.</td>
<td>Class Number</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
<tr>
<td>7.</td>
<td>Instructional Program</td>
<td>Records -&gt; Programs -&gt; Enrollments</td>
</tr>
<tr>
<td>8.</td>
<td>Hours of Instruction</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
<tr>
<td>9.</td>
<td>Raw Score</td>
<td>Records -&gt; Tests</td>
</tr>
<tr>
<td>10.</td>
<td>Test 1</td>
<td>Records -&gt; Tests</td>
</tr>
<tr>
<td>11.</td>
<td>Test 2</td>
<td>Records -&gt; Tests</td>
</tr>
<tr>
<td>12.</td>
<td>Test 3</td>
<td>Records -&gt; Tests</td>
</tr>
<tr>
<td>13.</td>
<td>Test 4</td>
<td>Records -&gt; Tests</td>
</tr>
<tr>
<td>Student does not yet have the skills to be tested.</td>
<td>Records -&gt; Students -&gt; Records</td>
<td></td>
</tr>
</tbody>
</table>