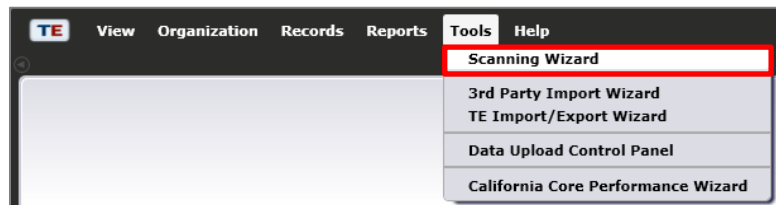


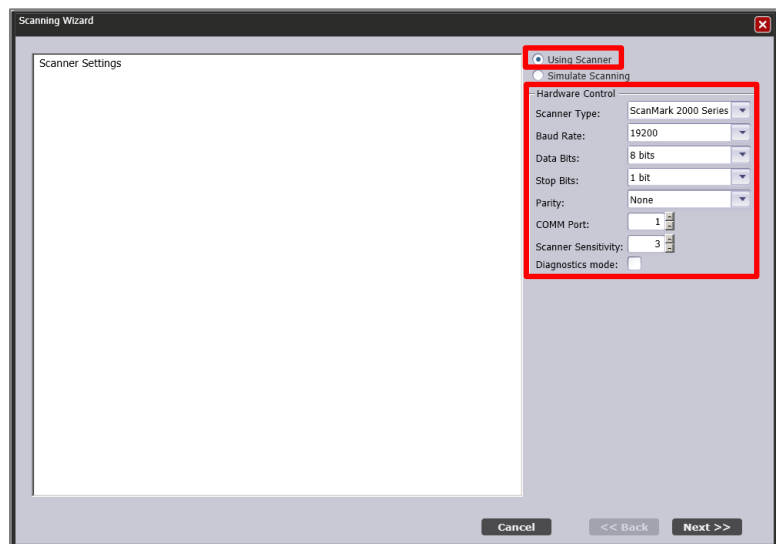
Scanning Update Records

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

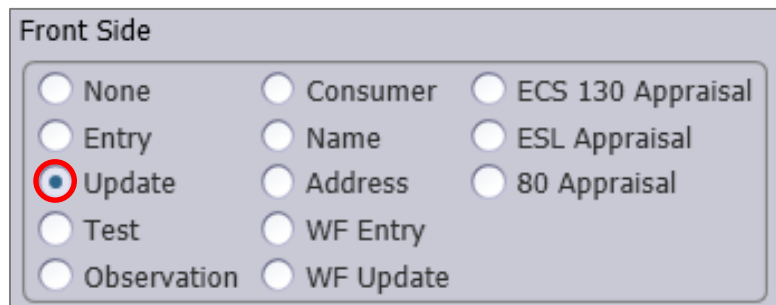
- 1) From the **Tools Menu**, select **Scanning Wizard**.

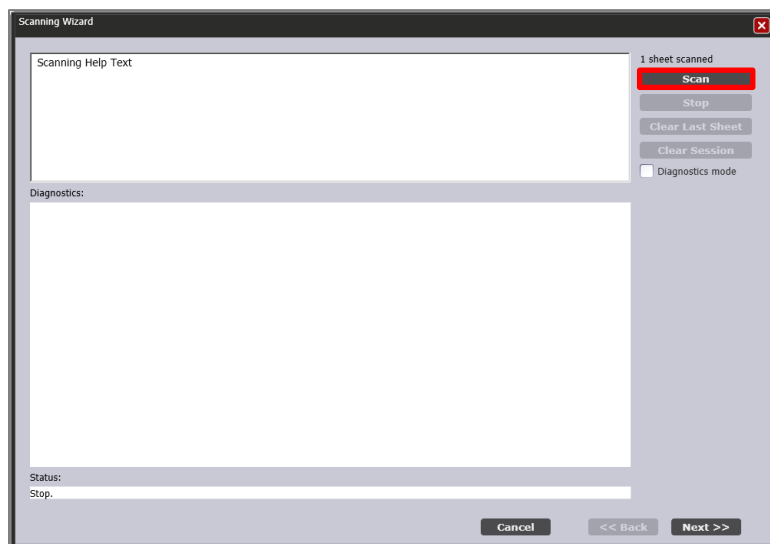


- 2) Select **Using Scanner** and enter required scanner **Hardware Control** settings.



- 3) Click **Update** 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.

Front Overrides

Agency Code: ☒

Site Code: ☒

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

☒ Auto-populate missing required contact names with code values

☒ Allow record creation outside current program year

☒ 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	Update Date	Hours of Instruction	Instructional Program	Program Status	Program Progress
3003	7/28/2012	10	GED	Left Program	Completed level or program

- 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:

Update Date:

Hours of Instruction:

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

Program Status: ☐ Retained in program ☐ Left Program ☐ No show or did not attend at least 12 hours

Program Progress: ☐ Progressed within level or program ☐ Completed level or program ☐ Advanced to a higher level or program

Learner Result: ☐ Got a job ☐ Retained job ☐ Met personal goal ☐ Acquired workforce readiness skills
☐ Increased involvement in child's education ☐ Met work-based project goal ☐ Entered job training ☐ Gained computer or technical skills
☐ Achieved U.S. Citizenship skills ☐ Met other family goal ☐ Entered apprenticeship ☐ Mastered course competencies / educational plan
☐ Returned to K-12 ☐ Increased involvement in community activities ☐ Other Personal/Family related goal ☐ Reduced public assistance
☐ Passed GED ☐ Earned certificate ☐ Entered college ☐ Other Work-related result
☐ Registered to vote or voted for first time ☐ Earned high school diploma ☐ Entered training program ☐ Other Education related result
☐ Increased involvement in child's literacy activities ☐ Other Community related result ☐ Entered military

Class Code:

Instructional Level: ☐ Beginning Literacy ☐ Intermediate High ☐ Beginning ☐ ASE High
☐ Beginning Low ☐ Advanced ☐ Intermediate Low ☐ Completed ASE High
☐ Beginning High ☐ Completed Advanced ☐ Intermediate High
☐ Intermediate Low ☐ Beginning Literacy ☐ ASE Low

Skill Level: ☐

Program Exit Reason: ☐ Changed class or program ☐ Got a job ☐ Lack of child care ☐ Public safety
☐ Completed Program ☐ Moved ☐ Family problems ☐ Administratively separated
☐ Met Goal ☐ Schedule conflict ☐ Own health problems ☐ Unknown reason
☐ End of program year ☐ Lack of transportation ☐ Lack of interest ☐ Other known reason

GEDSubsection Score:

High School Credits Earned:

Student First Name:

Student Middle Name:

Student Last Name:

Class Description:

Class Start Date:

Class End Date:

Extended Class Codes:

- 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.

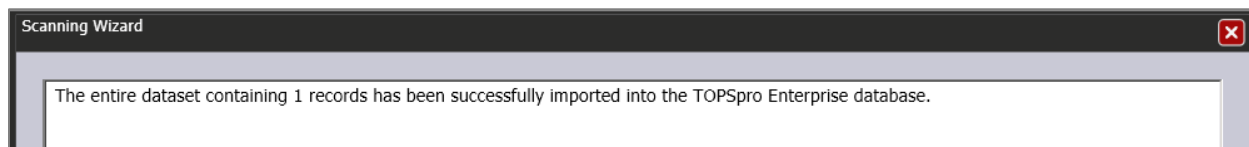
- ❖ **Note:** Even though a record is considered **Valid** according to client-side validation, it may conflict with a record at the server. If this occurs, the system will inform you about the number of records that could not be imported. You will also have the option to correct data that could not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

- 10) Wait until all records are imported. A progress bar informs you on 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 Update Information

- A. Fields (3) – (5), and (12) contain values that create a **Class Record** update.

The image shows four sections of the Scanning Wizard form, each with a circled number indicating a field used for the Class Record update:

- (3) STUDENT IDENTIFICATION:** A grid of 10 columns and 10 rows of numeric input fields.
- (4) DATE OF CLASS UPDATE:** A form with fields for Month (MM), Day (DD), Year (YY), and a dropdown for the Year (2012).
- (5) HOURS OF INSTRUCTION:** A grid of 10 columns and 10 rows of numeric input fields.
- (12) SKILL LEVEL:** A grid of 10 columns and 10 rows of numeric input fields, with a legend on the left: T=Tech, S=Speak, L=Listening, R=Reading, M=Math, W=Writing.

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

The screenshot shows the "Class Record Info" window with the following information:

- Site:** 1 - Intro
- Record Date:** 7/28/2012
- Class Status:** Active
- Program Year:** 7/1/2012 - 6/30/2013
- Class Start Date:** 7/1/2012
- Class End Date:** 6/30/2013
- Student:** 3003 3003 3003
- Is Fake:** No
- Activity in Class:**
 - Record Date:** 7/28/2012 (4)
 - Skill Levels:** Speaking: 6 / Listening: 8 / Reading: 9 / Math: 8 / Writing: 8 / Technology: 4 (12)
 - Participations:** Update: 10 (5)
 - Provider Uses:**

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

B. Fields (6), (7), and (13) contain values that create a **Program Enrollment** record update.

<p>6 INSTRUCTIONAL PROGRAM (Mark one)</p> <p><input type="checkbox"/> Basic Skills (ABE)</p> <p><input type="checkbox"/> ESL</p> <p><input type="checkbox"/> ESL / Citizenship</p> <p><input type="checkbox"/> Citizenship</p> <p><input type="checkbox"/> High School Diploma</p> <p><input type="checkbox"/> GED</p> <p><input type="checkbox"/> Spanish GED</p> <p><input type="checkbox"/> Career / Tech Ed</p> <p><input type="checkbox"/> Workforce Readiness</p> <p><input type="checkbox"/> Adults w / Disabilities</p> <p><input type="checkbox"/> Health & Safety</p> <p><input type="checkbox"/> Home Economics</p> <p><input type="checkbox"/> Parent Education</p> <p><input type="checkbox"/> Older Adults</p> <p><input type="checkbox"/> Other</p>	<p>7 STATUS (Mark one)</p> <p><input type="checkbox"/> Retained in program</p> <p><input type="checkbox"/> Left program</p> <p><input type="checkbox"/> No show or did not attend at least 12 hours</p>	<p>13 REASON FOR EXITING (Mark one or leave blank)</p> <table border="0"> <tr> <td><input type="checkbox"/> Changed class or program</td> <td><input type="checkbox"/> Lack of child care</td> </tr> <tr> <td><input type="checkbox"/> Completed Program</td> <td><input type="checkbox"/> Family problems</td> </tr> <tr> <td><input type="checkbox"/> Met goal</td> <td><input type="checkbox"/> Own health problems</td> </tr> <tr> <td><input type="checkbox"/> End of program year</td> <td><input type="checkbox"/> Lack of interest</td> </tr> <tr> <td><input type="checkbox"/> Got a job</td> <td><input type="checkbox"/> Public safety</td> </tr> <tr> <td><input type="checkbox"/> Moved</td> <td><input type="checkbox"/> Administratively separated</td> </tr> <tr> <td><input type="checkbox"/> Schedule conflict</td> <td><input type="checkbox"/> Unknown reason</td> </tr> <tr> <td><input type="checkbox"/> Lack of transportation</td> <td><input type="checkbox"/> Other known reason</td> </tr> </table>	<input type="checkbox"/> Changed class or program	<input type="checkbox"/> Lack of child care	<input type="checkbox"/> Completed Program	<input type="checkbox"/> Family problems	<input type="checkbox"/> Met goal	<input type="checkbox"/> Own health problems	<input type="checkbox"/> End of program year	<input type="checkbox"/> Lack of interest	<input type="checkbox"/> Got a job	<input type="checkbox"/> Public safety	<input type="checkbox"/> Moved	<input type="checkbox"/> Administratively separated	<input type="checkbox"/> Schedule conflict	<input type="checkbox"/> Unknown reason	<input type="checkbox"/> Lack of transportation	<input type="checkbox"/> Other known reason
<input type="checkbox"/> Changed class or program	<input type="checkbox"/> Lack of child care																	
<input type="checkbox"/> Completed Program	<input type="checkbox"/> Family problems																	
<input type="checkbox"/> Met goal	<input type="checkbox"/> Own health problems																	
<input type="checkbox"/> End of program year	<input type="checkbox"/> Lack of interest																	
<input type="checkbox"/> Got a job	<input type="checkbox"/> Public safety																	
<input type="checkbox"/> Moved	<input type="checkbox"/> Administratively separated																	
<input type="checkbox"/> Schedule conflict	<input type="checkbox"/> Unknown reason																	
<input type="checkbox"/> Lack of transportation	<input type="checkbox"/> Other known reason																	

⇒ 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 column or use the **Filter** button.
- 3) Double-click 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: Left Program

Program Exit Reason:

Status in program

Instructional Program: GED **6**

Start Date: 7/1/2012

End Date: 6/30/2013 **13**

Program Status: Left Program **7**

Exit Reason: N/A

C. Field (8) **Progress** creates a **Program Record** update.

8 **PROGRESS**
(Mark highest)

☐ Progressed within level or program

☐ Completed level or program

☐ Advanced to a higher level or program

Program Record Info

Site: 1 - Intro

Student: 3003 3003 3003

Record Date: 7/28/2012

Is Fake: No

NEDP ID: N/A

Program Status: Left Program

Program Exit Reason:

Start Date: 7/1/2012

End Date: 6/30/2013

Progress in program

Record Date: 7/28/2012 8

Program Progress: Completed level or program

⇒ Look for **Progress** in the **Program Records Lister**.

- 1) Open **Records -> Programs -> Records** and select the **Agency/Site** container for scanned data.
- 2) Filter lister by **Program Progress** column or use the **Filter** button.
- 3) Double-click to open a **Program Record Info** details page.

C. Field (9) **Learner Results** creates a **Student Record** update.

9 **LEARNER RESULTS (Mark all that apply)**

WORK	PERSONAL / FAMILY	COMMUNITY	EDUCATION
<input type="checkbox"/> Got a job <input type="checkbox"/> Retained job <input type="checkbox"/> Met work-based project goal <input type="checkbox"/> Entered job training <input type="checkbox"/> Entered apprenticeship <input type="checkbox"/> Entered military <input type="checkbox"/> Acquired workforce readiness skills <input type="checkbox"/> Reduced public assistance <input type="checkbox"/> Other	<input type="checkbox"/> Increased involvement in children's education <input type="checkbox"/> Increased involvement in children's literacy related activities <input type="checkbox"/> Met other family goal <input type="checkbox"/> Met personal goal <input type="checkbox"/> Other	<input type="checkbox"/> Achieved U.S. Citizenship skills <input type="checkbox"/> Registered to vote or voted for first time <input type="checkbox"/> Increased involvement in community activities <input type="checkbox"/> Other	<input type="checkbox"/> Returned to K-12 <input type="checkbox"/> Passed GED <input type="checkbox"/> Earned certificate <input type="checkbox"/> Earned high school diploma <input type="checkbox"/> Entered college <input type="checkbox"/> Entered training program <input type="checkbox"/> Gained computer or tech skills <input type="checkbox"/> Mastered course competencies / educational plan <input type="checkbox"/> Other

Results

Work Results: Got a job

Education Results: Earned certificate

⇒ 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.

Personal Results: Increased involvement in child's literacy activities

Community Results: Registered to vote or voted for first time

E. Field (10) **Class Number** is saved in the **Class Record** update.

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

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

10

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

F. Field (11) **Instructional Level** is saved in the **Student Record** update.

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

- D. Open **Records -> Students -> Records** and select the **Agency/Site** container for scanned data.
- E. Filter lister by **Instructional Levels** column or use the **Filter** button.
- F. Double-click to open a **Student Record Info** details page.

11

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
<input type="checkbox"/> Completed Adv. High	<input type="checkbox"/> Completed ASE High

Student Record Info

Site: 1 - Intro

Student ID: 3003 Is Fake: No

Full Name: 3003 3003

Record Date: 7/28/2012

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

Education

Record Date: 7/28/2012

Instructional Levels: ESL - Beginning Low

G. Field (14) **Sub-sections of GED passed** is saved in the **Student** record.

(14) Sub-sections of GED passed	Mark one or more or leave blank	<input type="checkbox"/> Language Arts, Writing	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies	<input type="checkbox"/> Language Arts, Reading	<input type="checkbox"/> Math

⇒ Look for **Sub-sections of GED passed** in the **Student** record.

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

GED Scores:	Language Arts, Writing (0) / Science (0) / Social Studies (0) / Language Arts, Reading (0) / Math (0)
--------------------	---

H. Field (15) **High School credits earned** is saved in the **Student Record** update.

(15) High School credits earned	Multiple bubbles are added together	<input type="checkbox"/> 0.5	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
		<input type="checkbox"/> 10.0	<input type="checkbox"/> 20.0	<input type="checkbox"/> 30.0	<input type="checkbox"/> 40.0	<input type="checkbox"/> 50.0	<input type="checkbox"/> 60.00

Student Record Info

Site: 1 - Intro

Student ID: 3003 **Is Fake:** No

Full Name: 3003 3003

Record Date: 7/28/2012

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

Education

Record Date: 7/28/2012

Instructional Levels: ESL - Beginning Low

Labor Force Status: N/A

Work Hours Per Week: N/A

High School Credits Earned: N/A (15)

Does Not Have Skills for Testing: N/A

⇒ Look for **High School credits earned** in the **Student Records** Lister.

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

Quick Reference for Scanned Update Record Information

SCANNED UPDATE 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 -> Classes -> Records
4.	Date of Class Update	Records -> Classes -> Records
5.	Hours of Instruction	Records -> Classes -> Records
6.	Instructional Program	Records -> Programs -> Enrollments
7.	Status	Records -> Programs -> Enrollments
8.	Progress	Records -> Programs -> Records
9.	Learner Results	Records -> Students -> Records
10.	Class Number	Records -> Classes -> Records
11.	Instructional Level	Records -> Students -> Records
12.	Skill Level	Records -> Classes -> Records
13.	Reason For Exiting	Records -> Programs -> Enrollments
14.	Sub-sections of GED passed	Records -> Students -> Demographics
15.	High School credits earned	Records -> Students -> Records