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.

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.
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 on the import status.
11) The **Scanning Wizard** ends with a message to indicate the number of successfully imported records.

![Scanning Wizard](image1)

The entire dataset containing 1 record has been successfully imported into the TOPSpro Enterprise database.

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**Verifying Scanned Update Information**

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

![Class Records Lister](image2)

- **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 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.

⇒ 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.

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

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.
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.

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

<table>
<thead>
<tr>
<th>Sub-sections of GED passed</th>
<th>Mark one or more or leave blank</th>
<th>Language</th>
<th>Science</th>
<th>Social Studies</th>
<th>Language</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Arts, Writing</td>
<td></td>
<td></td>
<td>Arts, Reading</td>
<td></td>
</tr>
</tbody>
</table>

⇒ 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.

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

<table>
<thead>
<tr>
<th>High School credits earned</th>
<th>Multiple bubbles are added together</th>
<th>0.5</th>
<th>1.0</th>
<th>2.0</th>
<th>3.0</th>
<th>4.0</th>
<th>5.0</th>
<th>6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10.0</td>
<td>20.0</td>
<td>30.0</td>
<td>40.0</td>
<td>50.0</td>
<td>60.0</td>
<td></td>
</tr>
</tbody>
</table>

⇒ 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Menu Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a.</td>
<td>Student Name (non-scanned data)</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>1. b.</td>
<td>Student Address (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; Classes -&gt; Records</td>
</tr>
<tr>
<td>4.</td>
<td>Date of Class Update</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
<tr>
<td>5.</td>
<td>Hours of Instruction</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
<tr>
<td>6.</td>
<td>Instructional Program</td>
<td>Records -&gt; Programs -&gt; Enrollments</td>
</tr>
<tr>
<td>7.</td>
<td>Status</td>
<td>Records -&gt; Programs -&gt; Enrollments</td>
</tr>
<tr>
<td>8.</td>
<td>Progress</td>
<td>Records -&gt; Programs -&gt; Records</td>
</tr>
<tr>
<td>9.</td>
<td>Learner Results</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>10.</td>
<td>Class Number</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
<tr>
<td>11.</td>
<td>Instructional Level</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
<tr>
<td>12.</td>
<td>Skill Level</td>
<td>Records -&gt; Classes -&gt; Records</td>
</tr>
<tr>
<td>13.</td>
<td>Reason For Exiting</td>
<td>Records -&gt; Programs -&gt; Enrollments</td>
</tr>
<tr>
<td>14.</td>
<td>Sub-sections of GED passed</td>
<td>Records -&gt; Students -&gt; Demographics</td>
</tr>
<tr>
<td>15.</td>
<td>High School credits earned</td>
<td>Records -&gt; Students -&gt; Records</td>
</tr>
</tbody>
</table>