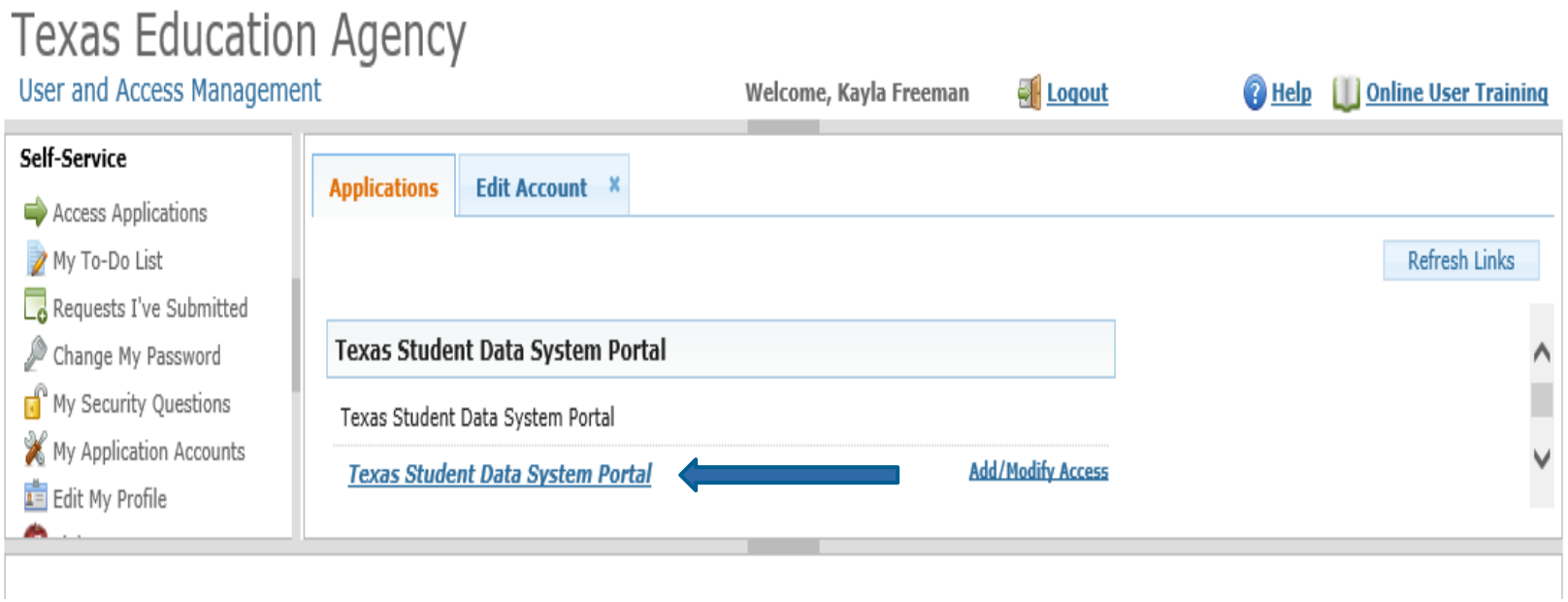
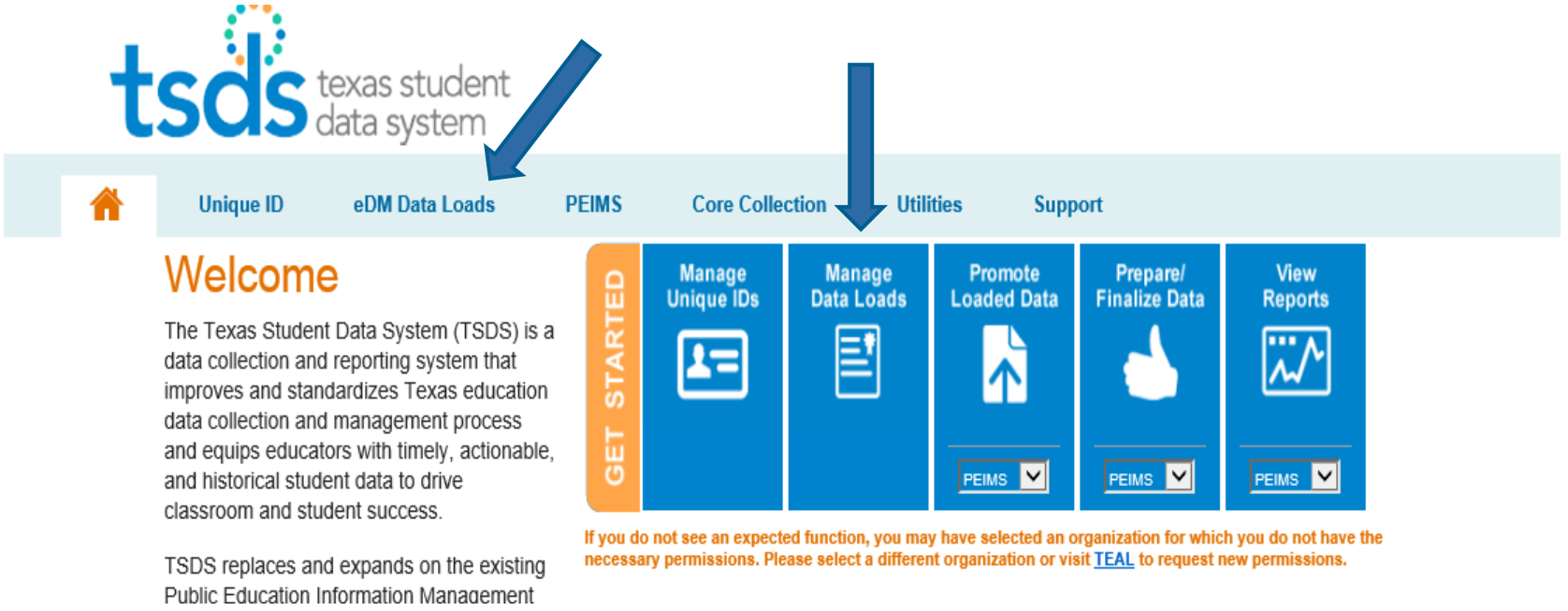
tsds texas student data system
Simple Solution. Brighter Futures.

TSDS - Texas Student Data System
PEIMS – Loading Data to the eDM

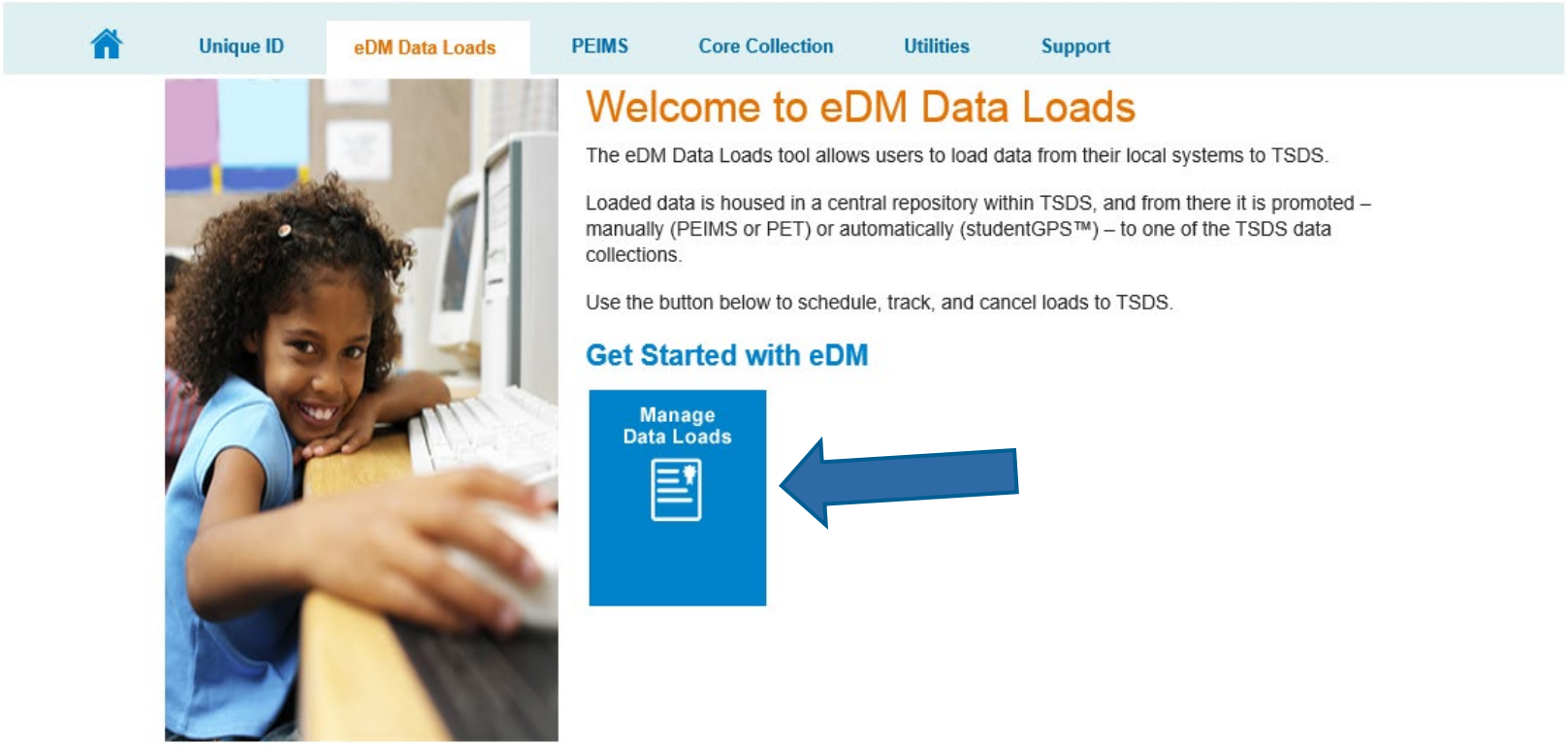
1. Login to TEAL with your username & password. Click the *Texas Student Data System Portal* link.



2. Select *eDM Data Loads* from the menu bar -or- click the *Manage Data Loads* button.

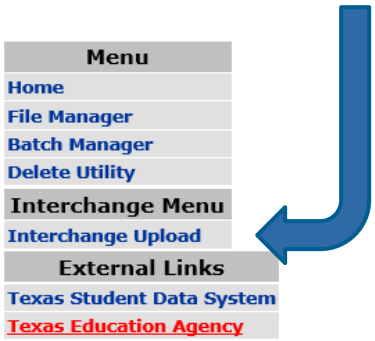


3. If the following screen appears, select the *Manage Data Loads* button.



UPLOADING INTERCHANGE FILES

4. Select *Interchange Upload*.



System Messages

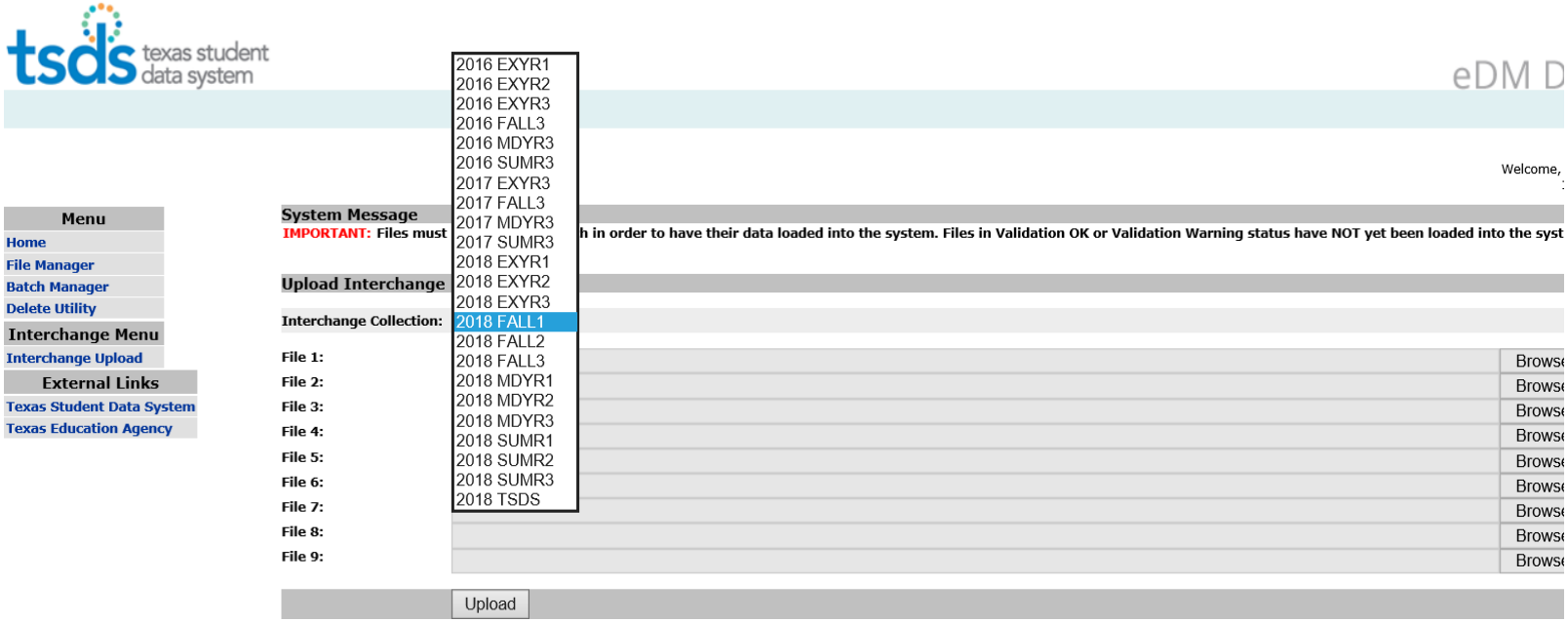
Date	Subject	Message
		No messages available.

Open Collections

Collection	Description
2016 EXYR1	TSDS PEIMS Extended Year 1st Submission for the 2015-2016 school year
2016 EXYR2	TSDS PEIMS Extended Year 2nd Submission for the 2015-2016 school year
2016 EXYR3	TSDS PEIMS Extended Year 3rd Submission for the 2015-2016 school year
2016 FALL3	TSDS PEIMS Fall 3rd Submission for the 2015-2016 school year
2016 MDYR3	TSDS PEIMS Mid-Year 3rd Submission for the 2015-2016 school year
2016 SUMR3	TSDS PEIMS Summer 3rd Submission for the 2015-2016 school year
2017 EXYR3	PEIMS Extended Year 3rd Submission Collection for school year 2016-2017
2017 FALL3	PEIMS Fall 3rd Submission Collection for school year 2016-2017
2017 MDYR3	PEIMS Mid-Year 3rd Submission Collection for school year 2016-2017
2017 SUMR3	PEIMS Summer 13rd Submission Collection for school year 2016-2017
2018 EXYR1	PEIMS Extended Year 1st Submission Collection for school year 2017-2018
2018 EXYR2	PEIMS Extended Year 2nd Submission Collection for school year 2017-2018
2018 EXYR3	PEIMS Extended Year 3rd Submission Collection for school year 2017-2018
2018 FALL1	PEIMS Fall 1st Submission Collection for school year 2017-2018
2018 FALL2	PEIMS Fall 2nd Submission Collection for school year 2017-2018
2018 FALL3	PEIMS Fall 3rd Submission Collection for school year 2017-2018
2018 MDYR1	PEIMS MidYear 1st Submission Collection for school year 2017-2018
2018 MDYR2	PEIMS MidYear 2nd Submission Collection for school year 2017-2018
2018 MDYR3	PEIMS MidYear 3rd Submission Collection for school year 2017-2018
2018 SUMR1	PEIMS Summer 1st Submission Collection for school year 2017-2018
2018 SUMR2	PEIMS Summer 2nd Submission Collection for school year 2017-2018
2018 SUMR3	PEIMS Summer 3rd Submission Collection for school year 2017-2018
2018 TSDS	TSDS Collection 2017-2018

UPLOADING INTERCHANGE FILES

5. Select the collection from the *Interchange Collection* drop-down menu. Choose appropriate submission from menu.



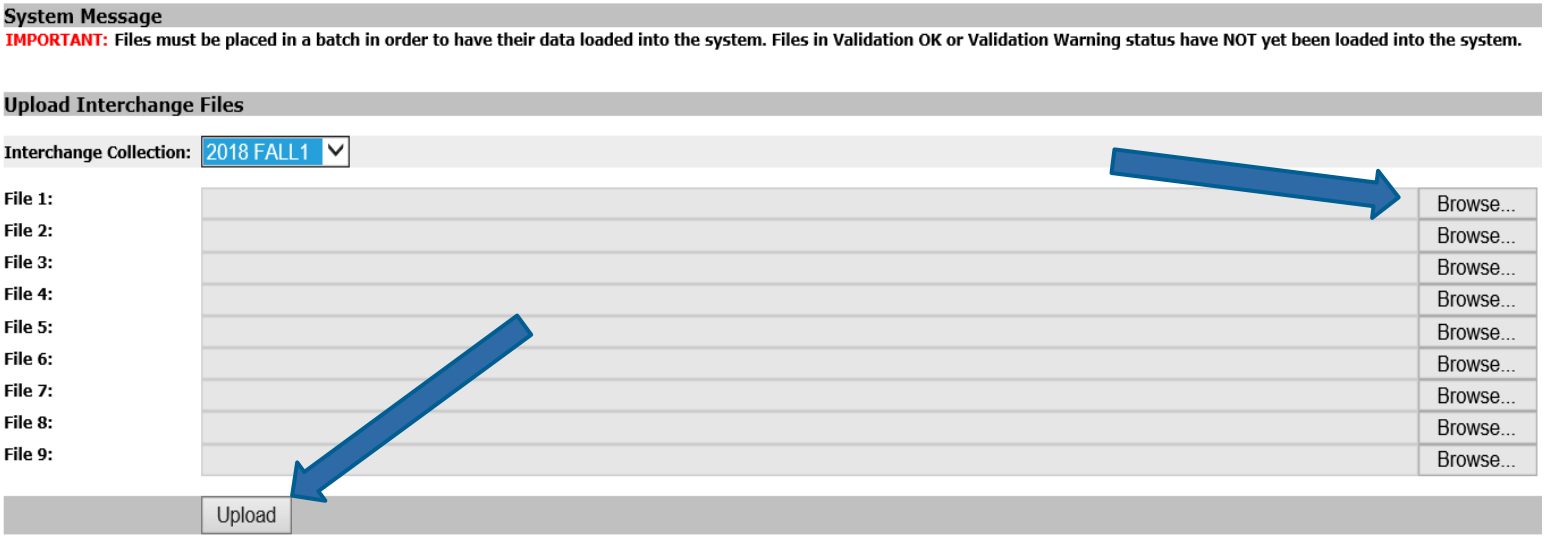
UPLOADING INTERCHANGE FILES

TSDS will accept a zipped file containing all of the Interchange files if your source system creates the interchange files in such a way. ASCENDER CREATES A ZIP FILE THAT CONTAINS ALL THE SELECTED FILES.

If the source system creates the interchange files individually, the interchange files can still be selected one-by-one and then uploaded.

UPLOADING ZIPPED INTERCHANGE FILES

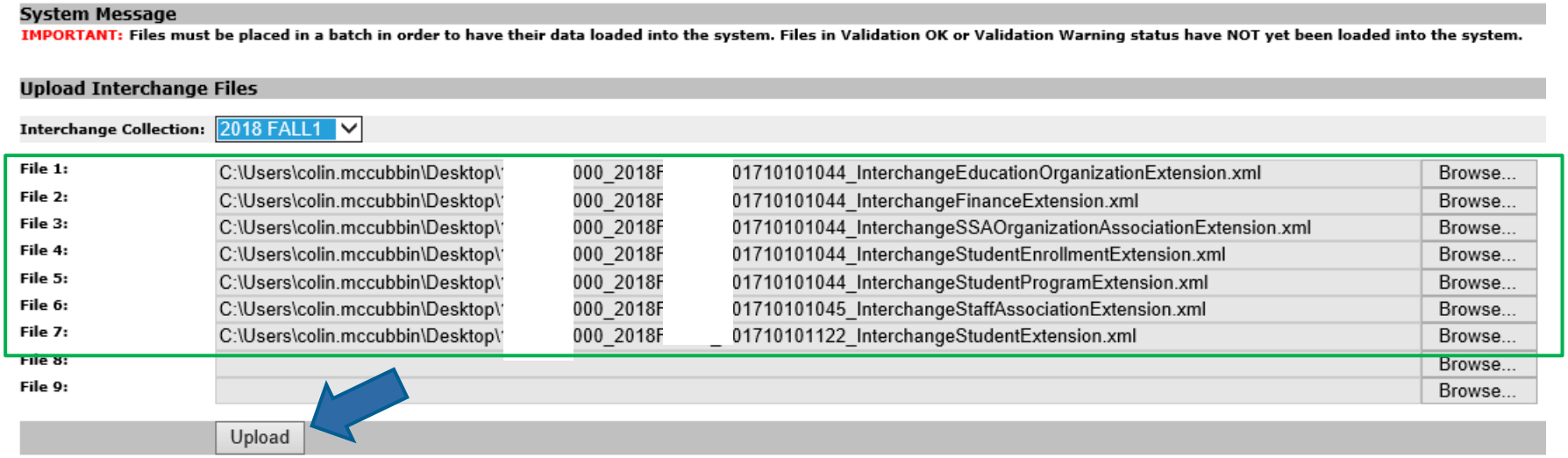
6a. Click *Browse* and select the zipped/compressed file containing all of the interchange files you want to load, then click *Upload*.



OR

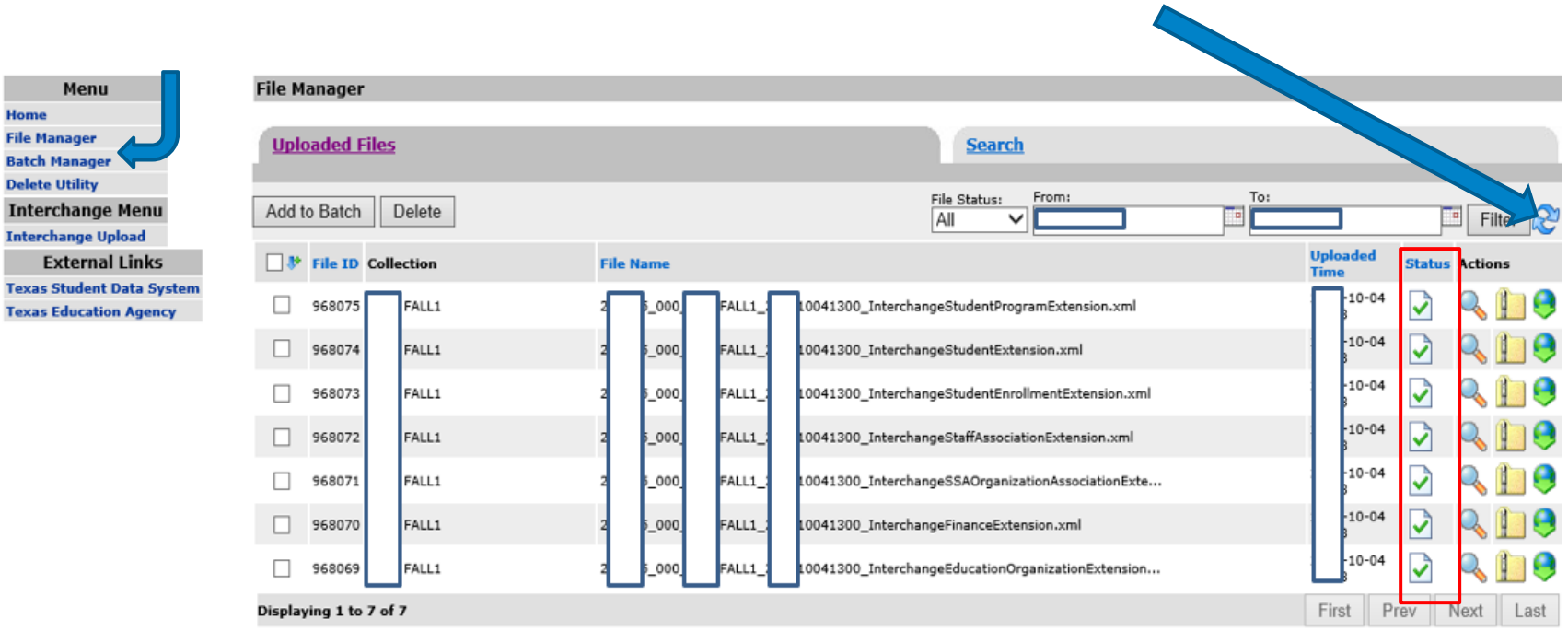
UPLOADING INDIVIDUAL INTERCHANGE FILES

6b. Click the first *Browse* button and select the first interchange file you want to load. Repeat and choose each interchange file individually. When all 7 interchange files are displayed on the screen, click *Upload*.



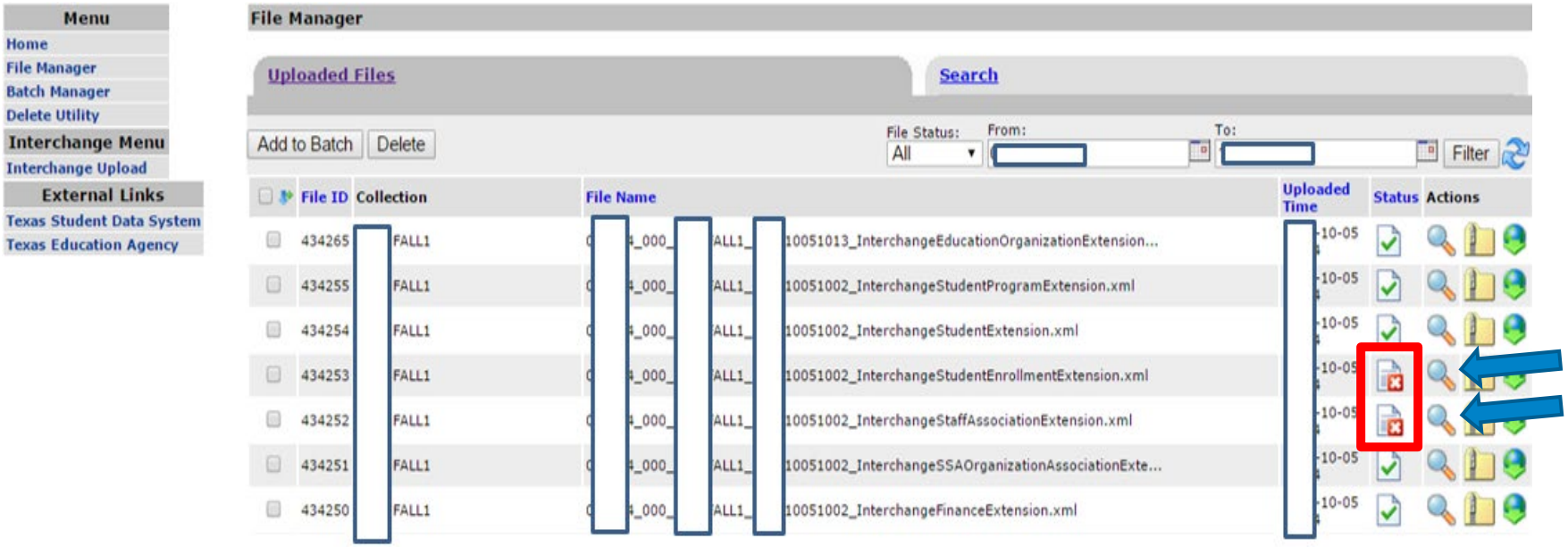
REVIEWING FILES IN THE FILE MANAGER

7. The screen should automatically switch to the File Manager. If it doesn't, select *File Manager*. Select the refresh icon ( ) to update the status of the files. Each file should have a green checkmark in the Data Status column.



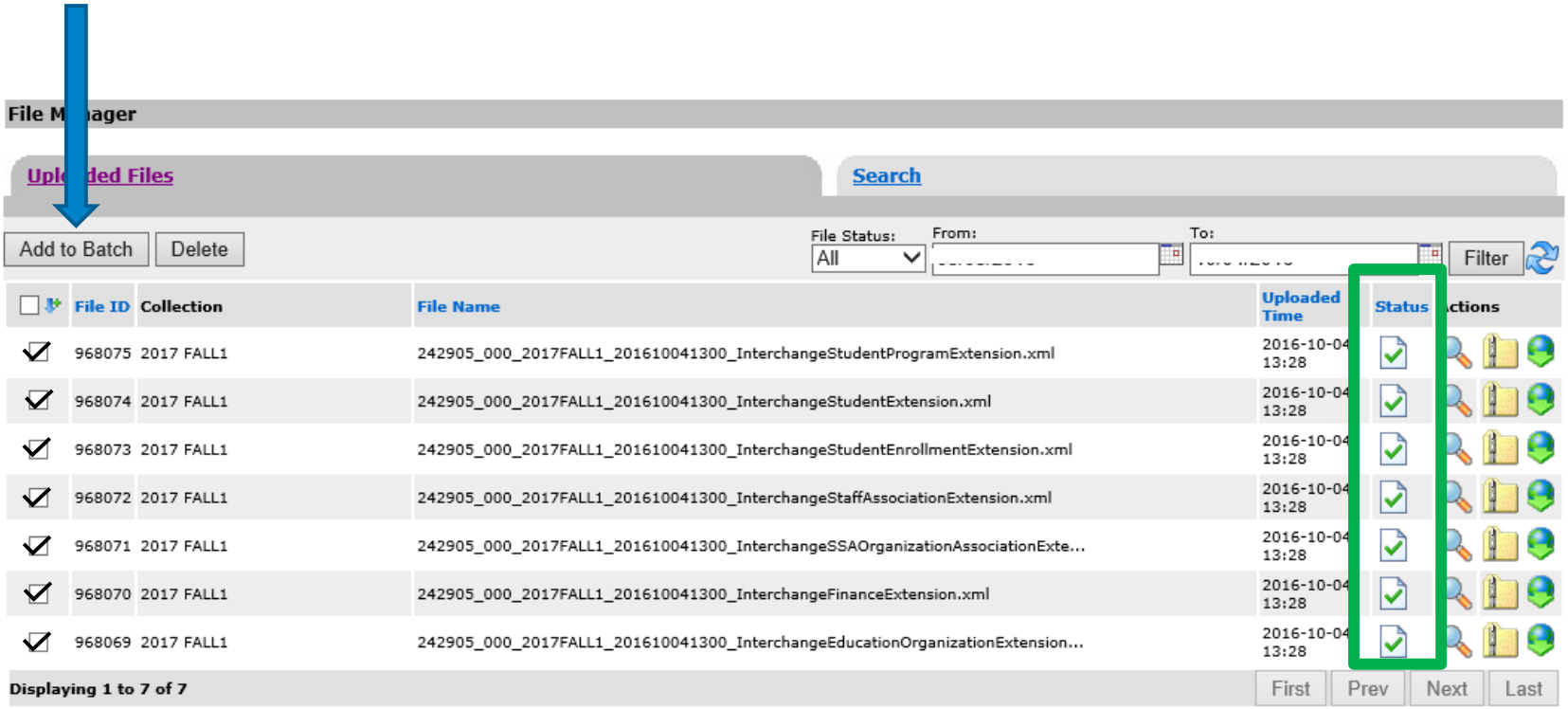
REVIEWING FILES IN THE FILE MANAGER

8. The screenshot below indicates ERRORS within files. Select the spyglass beside each file that has a red 'X' to view the errors. Make all corrections in the source system, re-extract and re-create the Interchange files. Repeat the previous steps to load updated interchange files to the eDM.



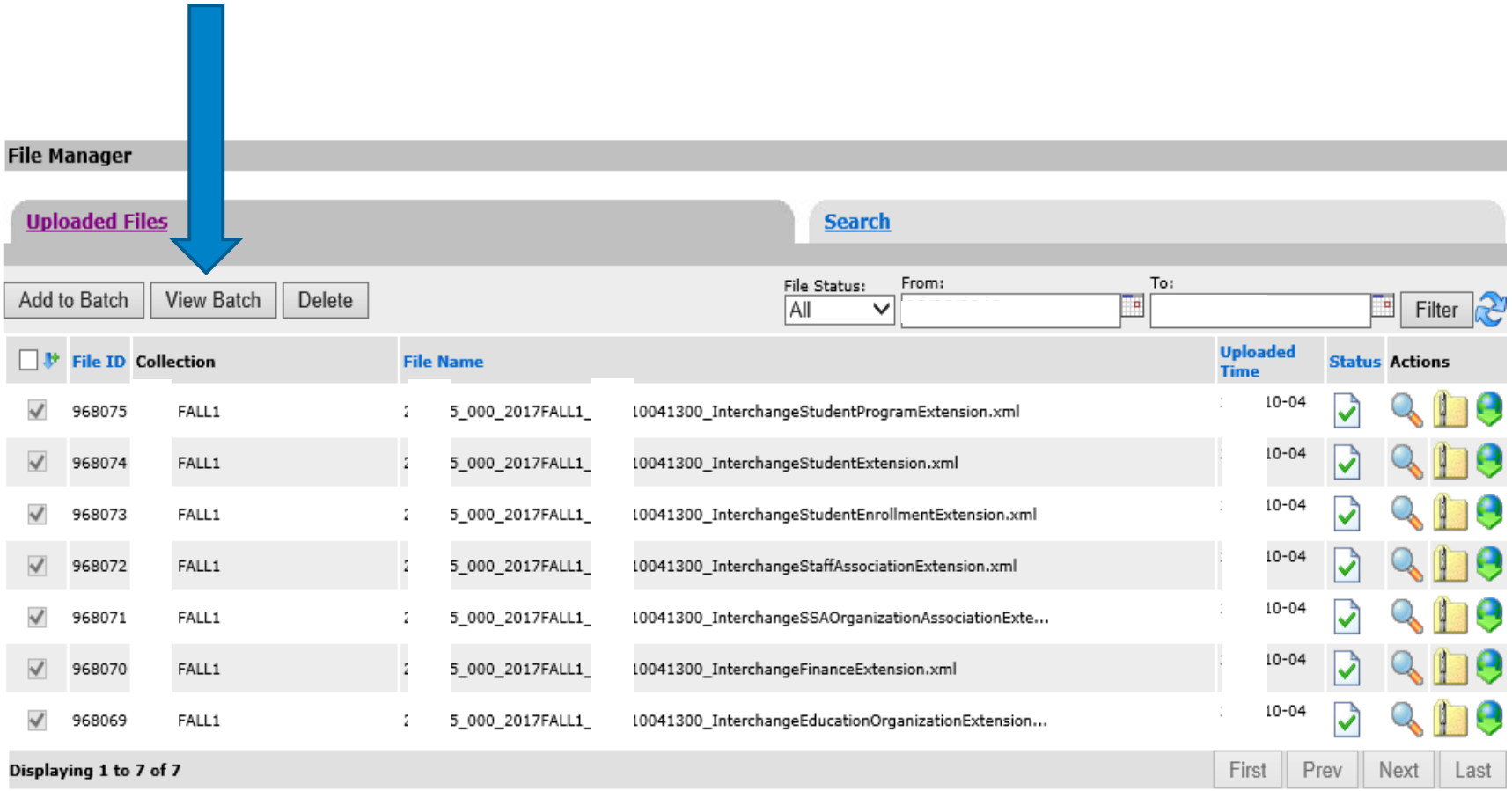
BATCHING THE FILES

9. When all of the files have a green checkmark in the Status column, proceed by selecting each file you want to batch and click the *Add to Batch* button.



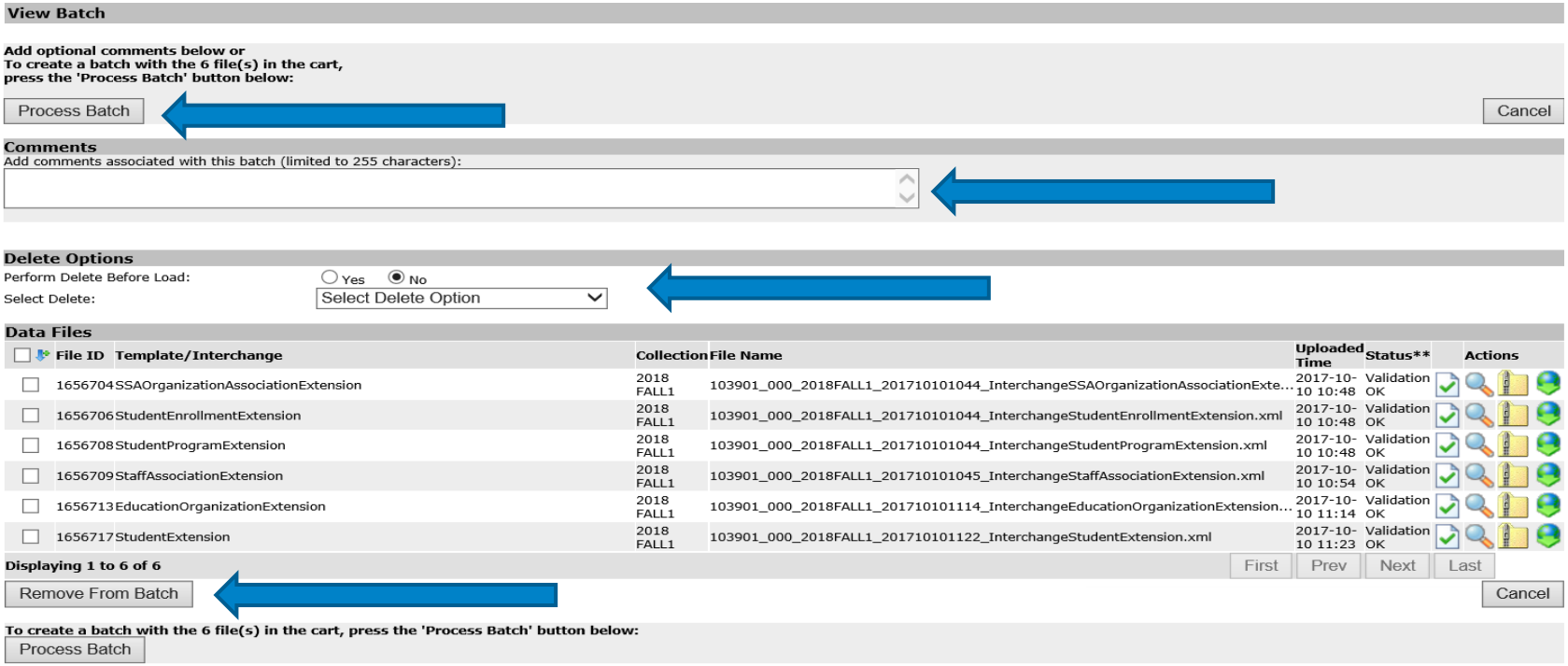
BATCHING THE FILES

10. Next, select the *View Batch* button.



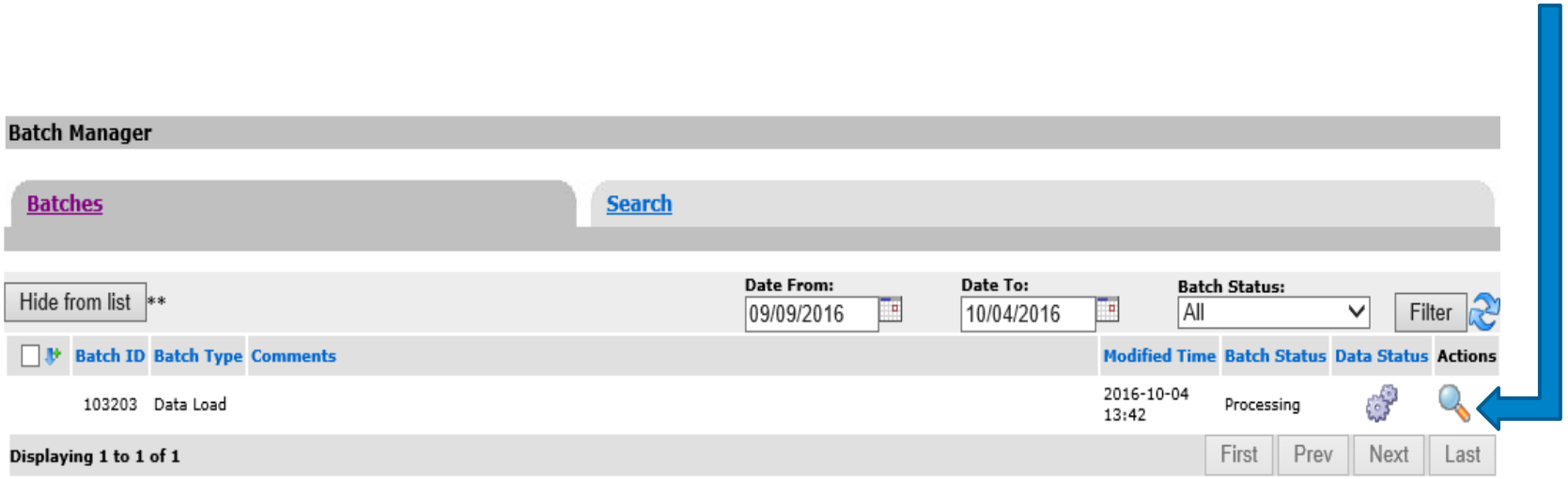
BATCHING THE FILES

11. Now, select *Process Batch*. You may add a comment, if desired. *Delete Options* – If data in the ODS needs to be deleted, select 'Yes' and choose the applicable delete option. If selected, data will first be deleted from the ODS prior to processing the new batch of data. *Remove From Batch* allows removal of individual files from the batch, if necessary.

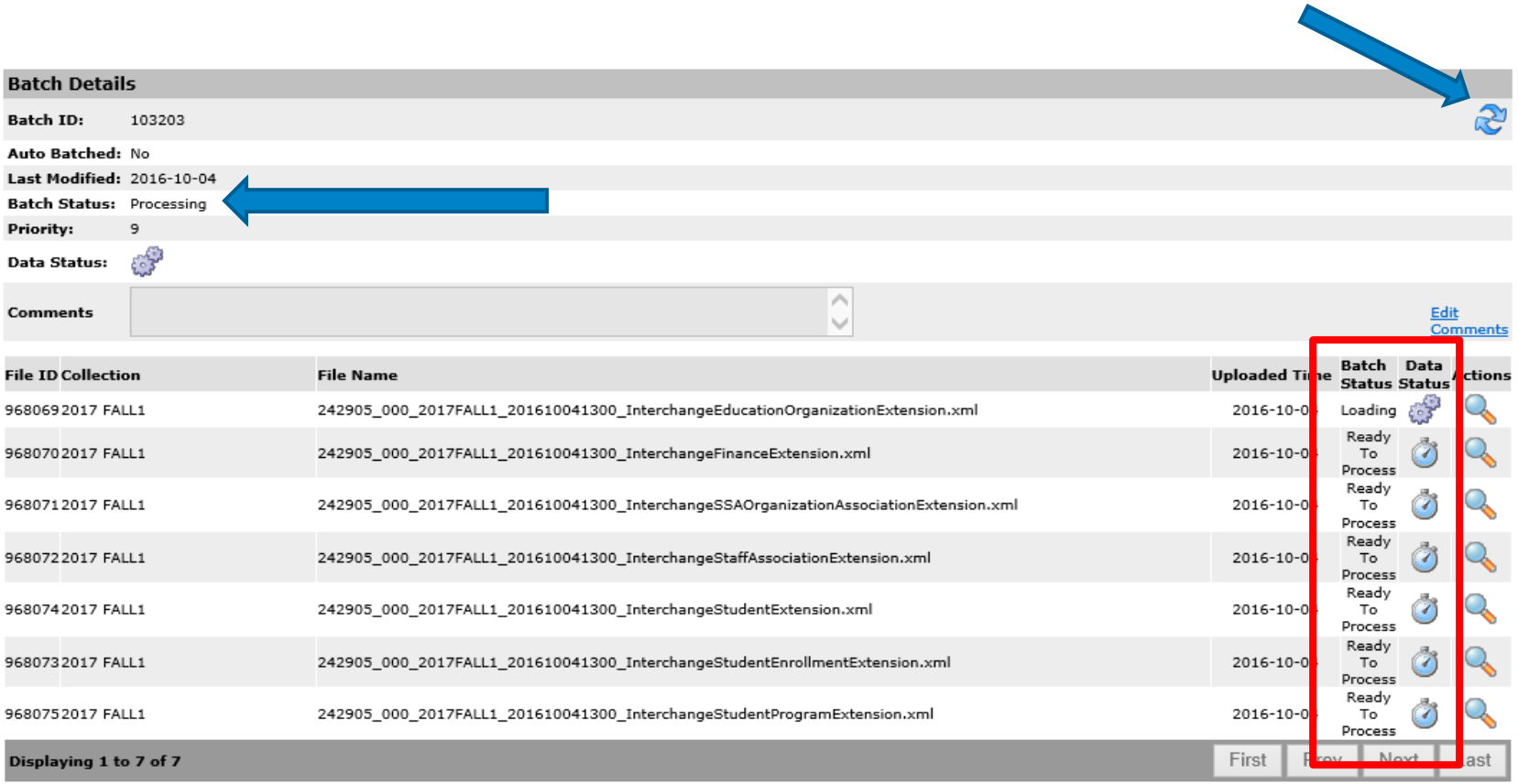


BATCHING THE FILES

12. The screenshot below indicates the Batch is processing. *Select the spyglass* to expand the Batch for reviewing the status of the individual files within the batch.



BATCH PROCESSING DETAILS



Batch Details

Batch ID: 103203

Auto Batched: No

Last Modified: 2016-10-04

Batch Status: Processing

Priority: 9

Data Status:

Comments

Edit Comments

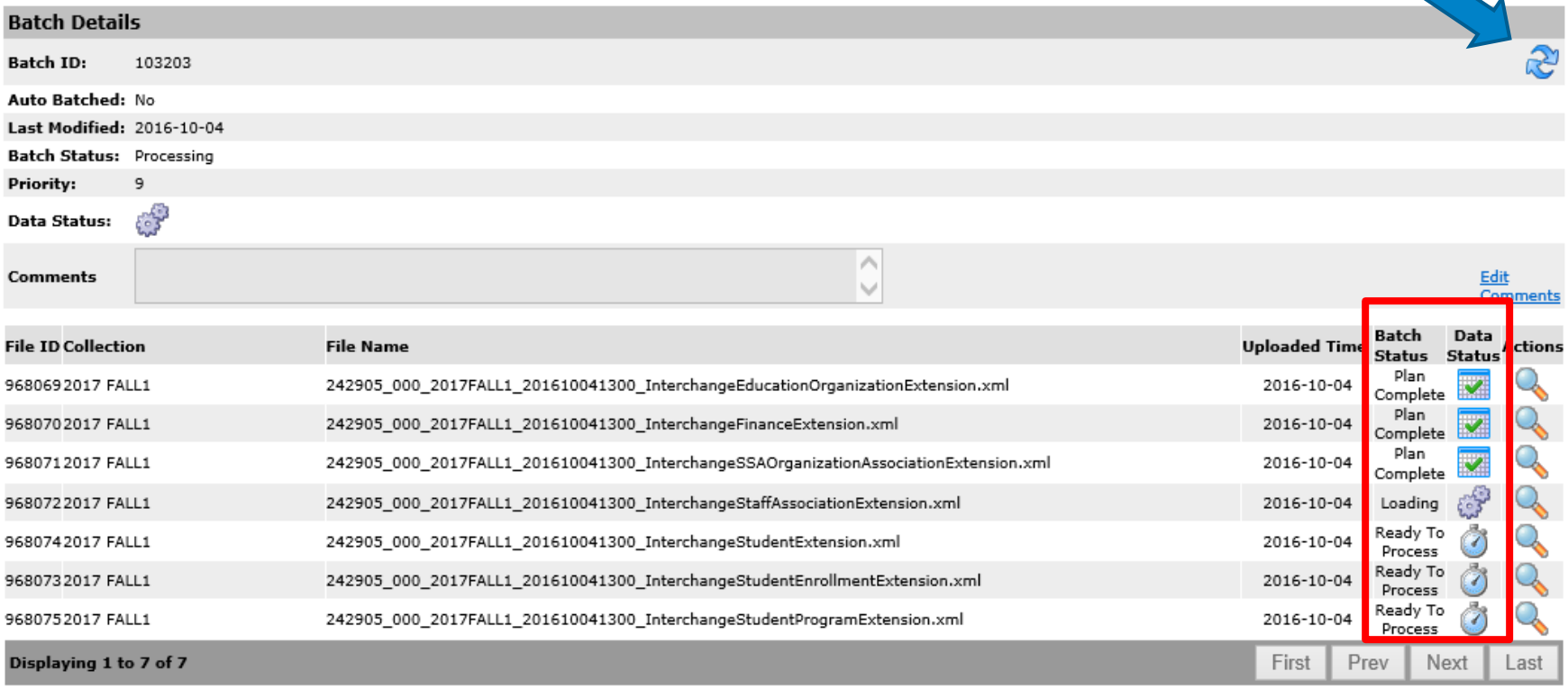
File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
968069	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeEducationOrganizationExtension.xml	2016-10-0	Loading		
968070	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeFinanceExtension.xml	2016-10-0	Ready To Process		
968071	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeSSAOrganizationAssociationExtension.xml	2016-10-0	Ready To Process		
968072	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStaffAssociationExtension.xml	2016-10-0	Ready To Process		
968074	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentExtension.xml	2016-10-0	Ready To Process		
968073	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentEnrollmentExtension.xml	2016-10-0	Ready To Process		
968075	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentProgramExtension.xml	2016-10-0	Ready To Process		

Displaying 1 to 7 of 7 First Prev Next Last

Continue to check the progress of the individual files within the batch by selecting the refresh icon.

BATCH PROCESSING DETAILS

Progression of the individual files within the batch….



Batch Details

Batch ID: 103203

Auto Batched: No

Last Modified: 2016-10-04

Batch Status: Processing

Priority: 9

Data Status:

Comments

Edit Comments

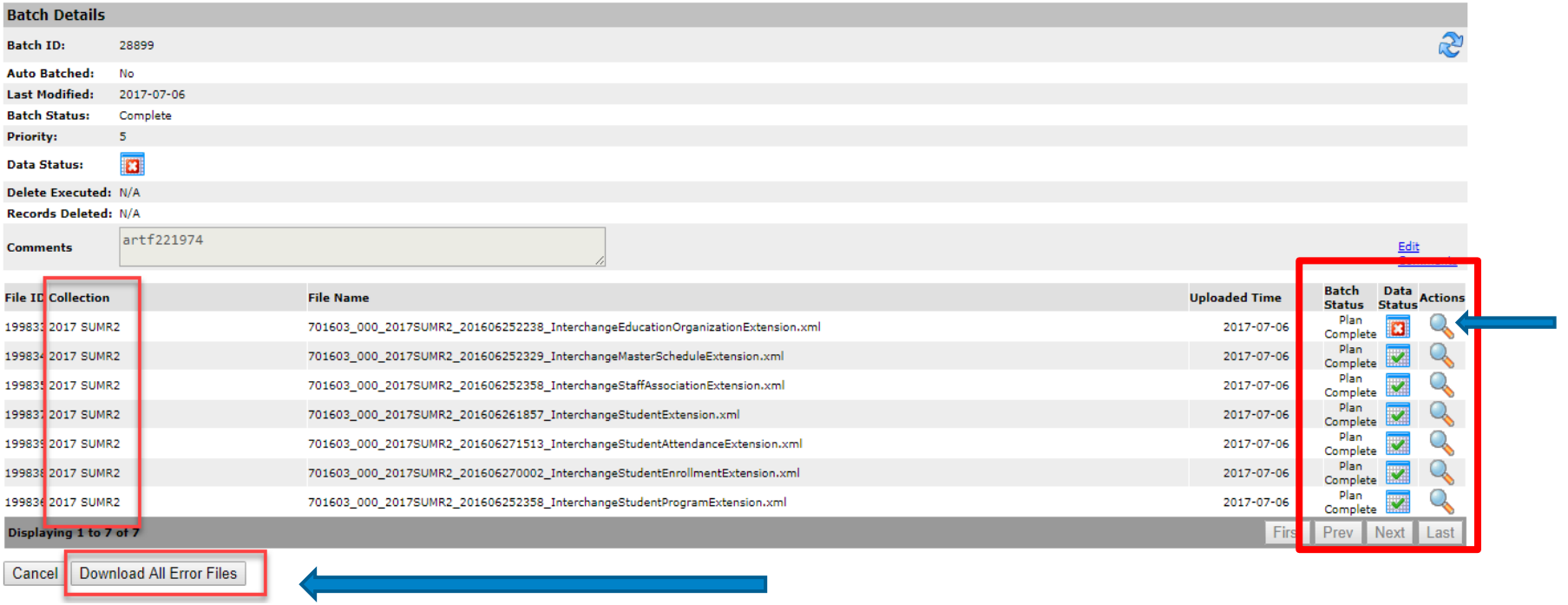
File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
968069	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeEducationOrganizationExtension.xml	2016-10-04	Plan Complete		
968070	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeFinanceExtension.xml	2016-10-04	Plan Complete		
968071	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeSSAOrganizationAssociationExtension.xml	2016-10-04	Plan Complete		
968072	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStaffAssociationExtension.xml	2016-10-04	Loading		
968074	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentExtension.xml	2016-10-04	Ready To Process		
968073	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentEnrollmentExtension.xml	2016-10-04	Ready To Process		
968075	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentProgramExtension.xml	2016-10-04	Ready To Process		

Displaying 1 to 7 of 7 First Prev Next Last

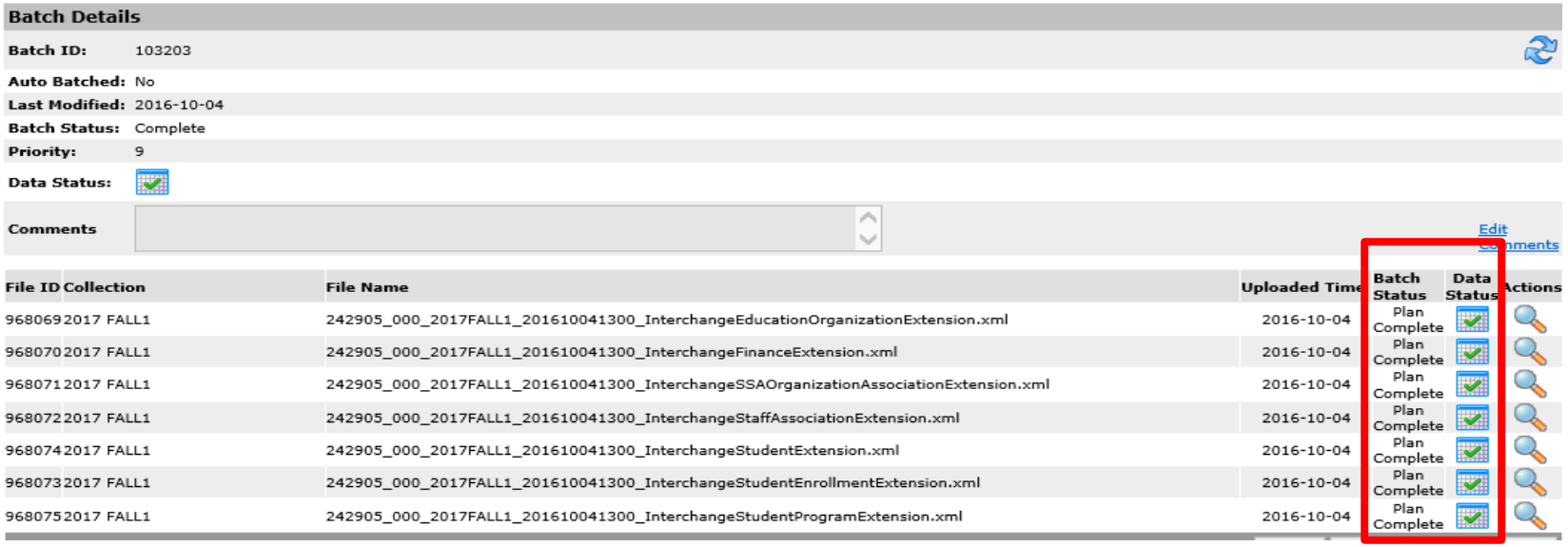
Continue to refresh the screen occasionally until all green checkmarks appear in the Data Status column.

BATCH PROCESSING DETAILS

If there are any errors indicated by the red x (x) in the Data Status column, view the errors by selecting the spyglass in the Actions column. You can also click on the 'Download All Error Files' button to view all of the errors. Make the corrections in the source software, re-extract the interchange files, upload, batch, and process the files again.



13. The screen clipping below shows the *Batch is Complete* with all green checkmarks in the *Data Status* column.



Batch Details

Batch ID: 103203
Auto Batched: No
Last Modified: 2016-10-04
Batch Status: Complete
Priority: 9
Data Status:
Comments

Edit Comments

File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
968069	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeEducationOrganizationExtension.xml	2016-10-04	Plan Complete		
968070	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeFinanceExtension.xml	2016-10-04	Plan Complete		
968071	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeSSAOrganizationAssociationExtension.xml	2016-10-04	Plan Complete		
968072	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStaffAssociationExtension.xml	2016-10-04	Plan Complete		
968074	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentExtension.xml	2016-10-04	Plan Complete		
968073	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentEnrollmentExtension.xml	2016-10-04	Plan Complete		
968075	2017 FALL1	242905_000_2017FALL1_201610041300_InterchangeStudentProgramExtension.xml	2016-10-04	Plan Complete		

Once all of the files in the batch have green checkmarks, you may proceed to PEIMS Data Promotion.

If you require assistance with troubleshooting or processing files, make sure to enter a TIMS ticket and escalate the ticket to Level 2 for support.