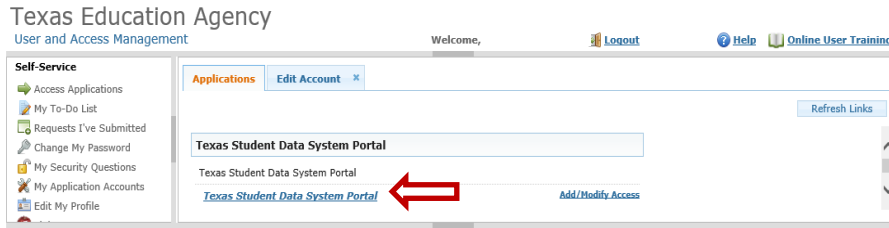


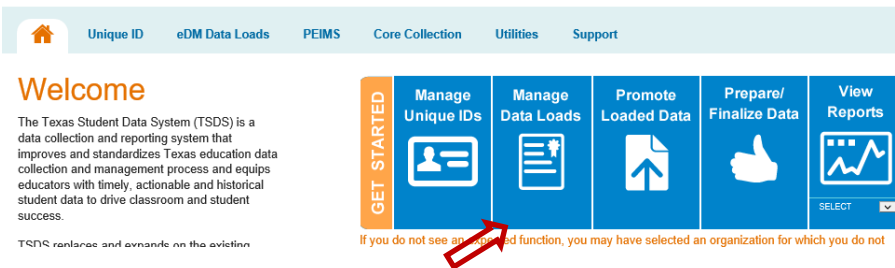
2020-2021 PK ECDS eDM Data Load

**** Create the TSDS Core Collection Interchange files from TxEIS/ASCENDER to load into the eDM: State Reporting>Utilities>/Create TSDS PEIMS Interchanges and choose Early Childhood Data System - PK.**

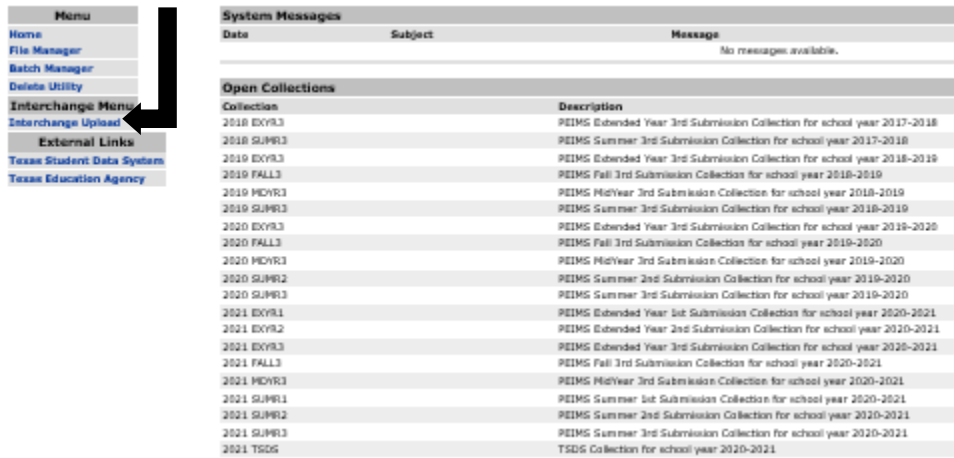
1) Login to TEAL with your profile and click on the **Texas Student Data System Portal** Link.



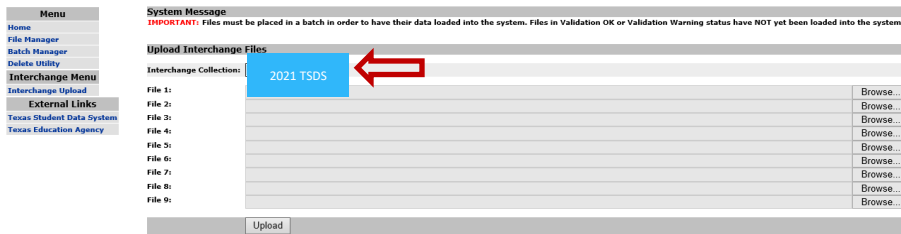
2) Select **Manage Data Loads** (user must have the ODS Data Loader role to load the files).



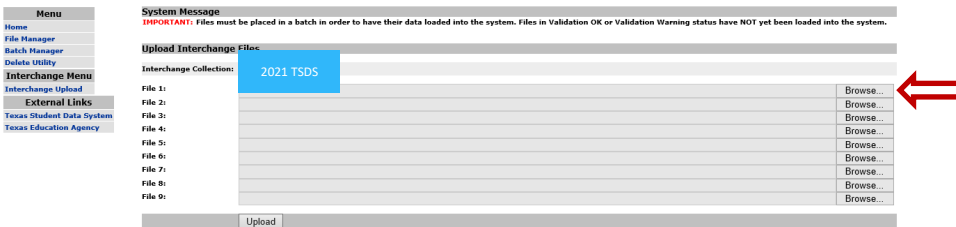
3) Select **Interchange Upload** under the Interchange Menu.



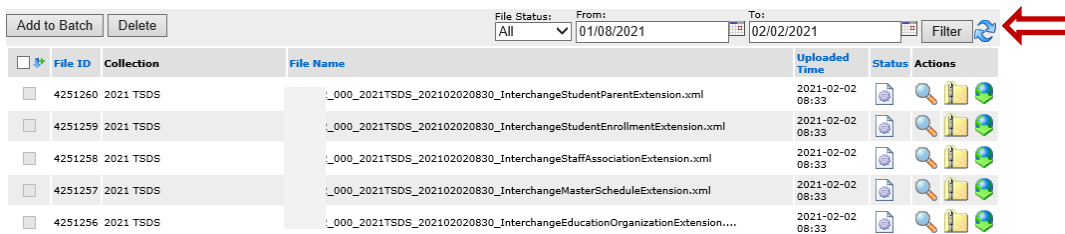
4) Click on the **Interchange Collection** pull down menu and choose **2021 TSDS**.



5) Select **Browse** and find the zip and select **Upload**.



6) Click the **refresh** icon to see updated the status for each file. The Status Column should have all green checks before proceeding to Step 7.



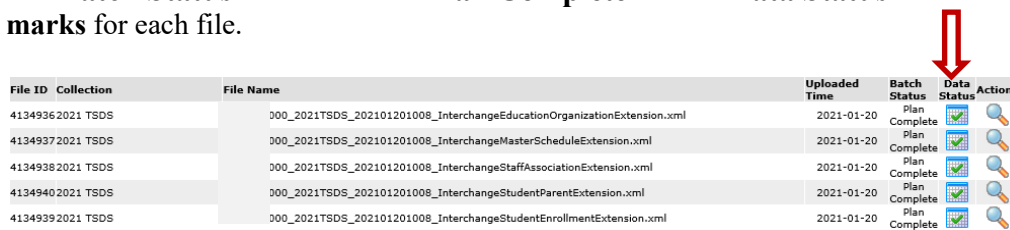
7) Select the 5 files and click **Add to Batch**.

8) Select **View Batch**.

9) Add **Comments** to the batch if you choose and select **Process Batch**.

10) Click on the **Spyglass** to view the status of each individual file.

The **Batch Status** should indicate **Plan Complete** and the **Data Status** should have **green check marks** for each file.



11) Extract and load the assessment files repeating **Steps 2** through **10**. Only the InterchangeAssessmentMetadata and InterchangeStudentAssessment files are needed.



File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
4203223	2021 TSDS	i_001_2021TSDS_202101140201_InterchangeAssessmentMetadata.xml	2021-01-25	Plan Complete		
4203224	2021 TSDS	i_001_2021TSDS_202101140201_InterchangeStudentAssessment.xml	2021-01-25	Plan Complete		

Displaying 1 to 2 of 2

First Prev Next Last

****NOTE: if you load the assessment files to the eDM first, you can load the zipped file containing all 3 files. If you load the Core Collection files from TxEIS/ASCENDER first, you should only load the 2 files indicated above.**

Other IMPORTANT Reminders:

*The **Unique ID (TSDS ID) and birthdate** are required for each student in the assessment vendor software in order for the scores to be extracted for the student.

*If available in the assessment vendor software, please use the **enrollment and exit date fields** for students who may have withdrawn or enrolled late in the year so the appropriate scores (BOY or EOY) are extracted for those students.

*In TxEIS/ASCENDER, please use the **ECDS assessment dates** for BOY and EOY if possible so the Core Collection Interchanges contain the correct information. Those fields are located in *Registration>Maintenance>Student Enrollment>Demo2 tab*.

*Please be sure that **PK sections** in which the students were assessed are marked with the correct information: *Service ID, HQ PK Program, PK School Type, PK Program Evaluation Type, PK Curricula, Student Instruction, and Home Room Indicator*.

*Be sure the PK teacher has the appropriate **HQ designation** selected in HR/Personnel in TxEIS/ASCENDER.