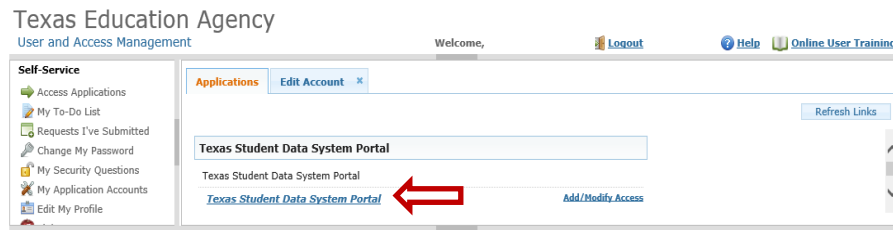


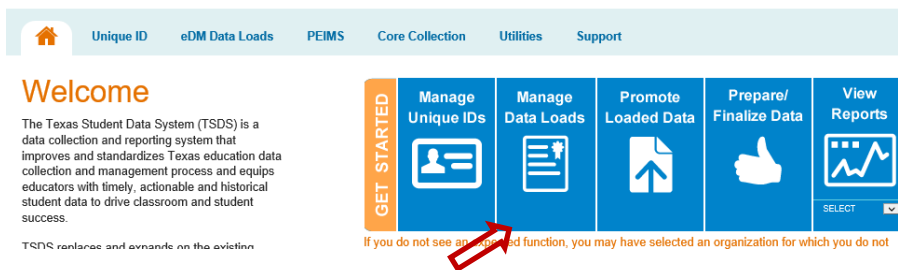
2020-2021 SELA eDM Data Load

**** Create the TSDS Core Collection Interchange files from TxEIS/ASCENDER to load into the eDM: State Reporting>Utilities>/Create TSDS CORE COLLECTION and choose Special Education Language Acquisition.**

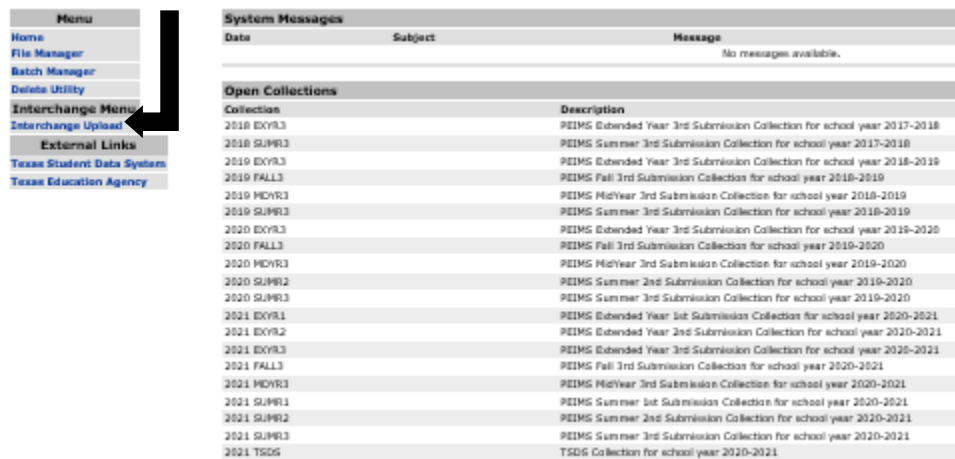
1) Login to TEAL with your profile and click on the **Texas Student Data System Portal** Link.



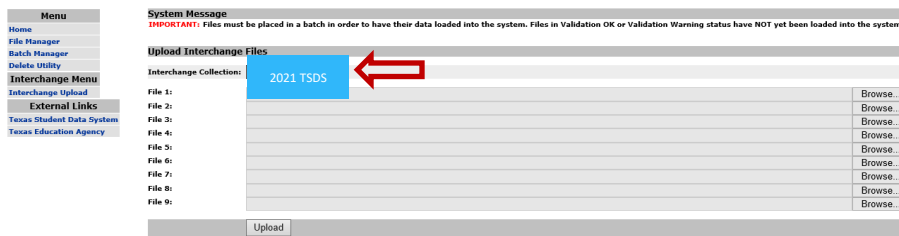
2) Select **Manage Data Loads** (user must have the ODS Data Loader role to load the files).



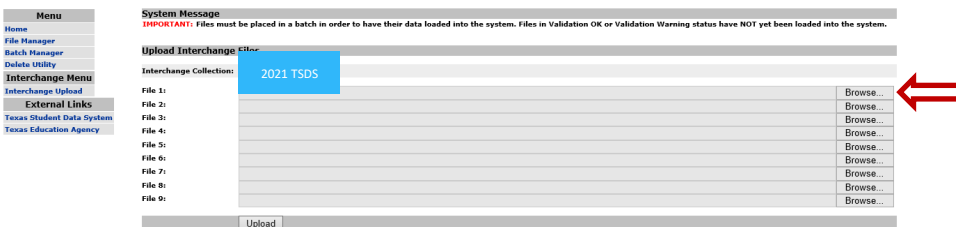
3) Select **Interchange Upload** under the Interchange Menu.



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



5) Select **Browse** and find the zipped file 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 (3 files total – Education Organization Interchange, Student Parent Interchange, and Student Program Interchange). If one or more of the files have a red X that indicates errors in the file or the file failed. These need to be addressed and new files created and processed in the edm.

Move to the Promotion and Validation and Complete steps.