COMMON STEPS FOR TSDS CORE COLLECTIONS

LOG INTO TEAL

❑ Log into TEAL.

❑ Click on the Texas Student Data System Portal link.

☐ **In the ribbon near the middle of the page, click on Core Collection.**

❑ Once inside the Core Collection, you will select the specific collection:

➢ Select the collection from the collection drop down menu

❑ The TEAL roles and privileges requested for Core will determine the options the user will see in the TSDS ribbon.

1. Promotion – moves data from the ODS to the Core Collection Data Mart.
2. Validation – the LEA will verify the accuracy and completeness of data.
3. Reports – reports should be reviewed to ensure the data promoted is accurate and complete.
4. Administration – will allow the Approver to request an extension.
5. Prepare/Finalize – will complete the collection and send it to TEA.

PROMOTE LOADED DATA

DATA PROMOTION

- ❑ To Promote data for TSDS core collections (SPPI-14, RFT, Class Roster or ECDS), hover over Data Promotions.
- ❑ Click on Promote Loaded Data.

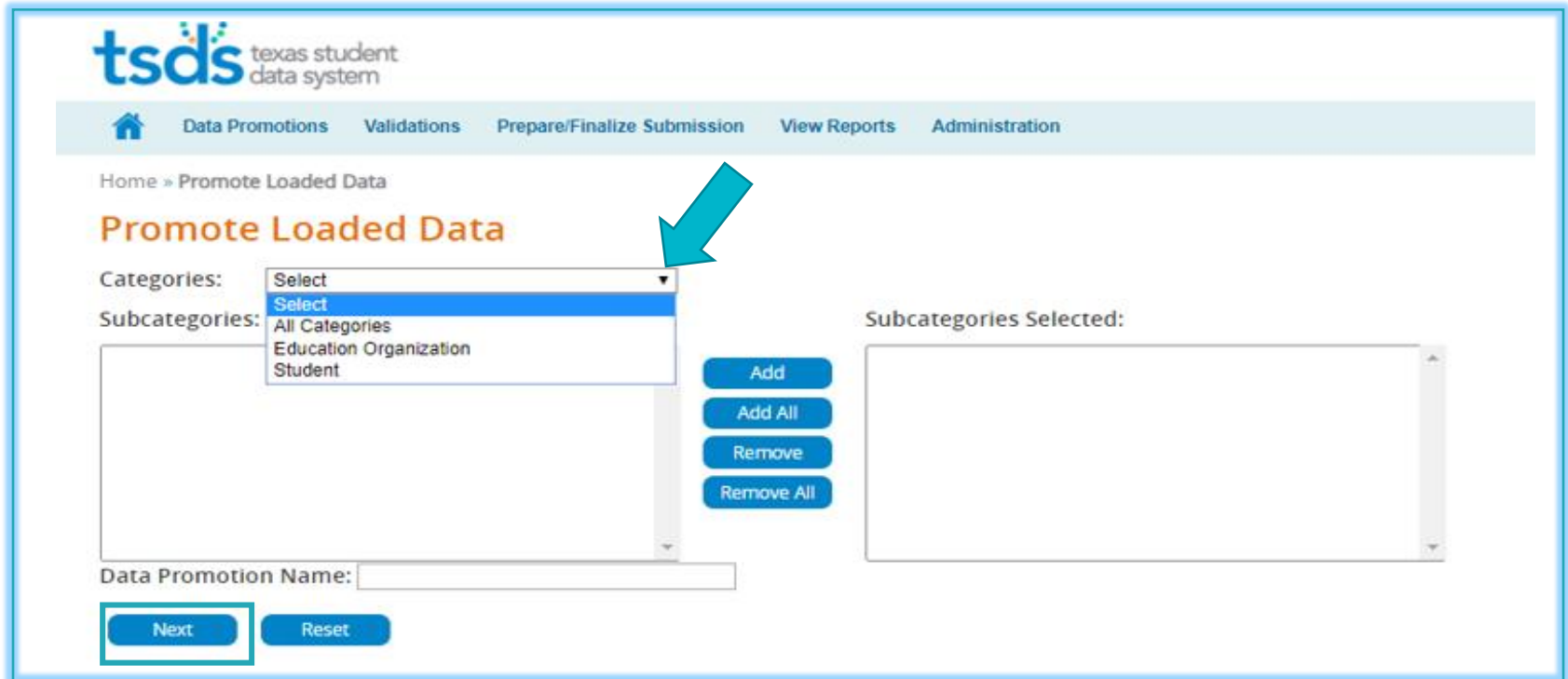The Promote process will pull the TSDS Data from the ODS to the Core Collection Data Mart.
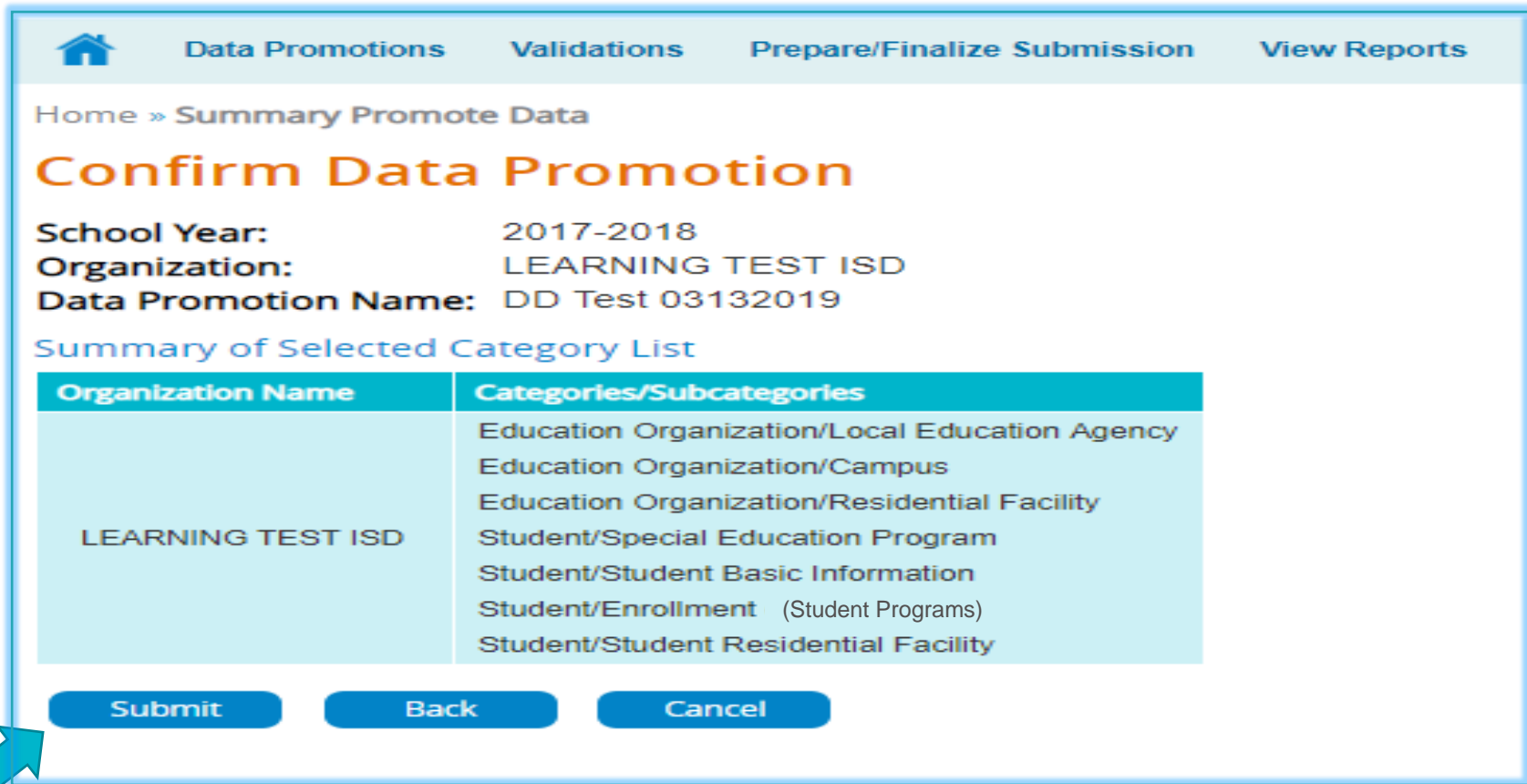
SELECT THE CATEGORIES TO PROMOTE

❑ Click on the dropdown arrow for Categories.
❑ Select the categories you wish to promote. When promoting data in SPPI-14, always use the ALL CATEGORIES option. Promoting by individual category may prevent some data from promoting.
❑ Highlight and click your selection.
❑ Click on the Next button.

CONFIRM DATA PROMOTION

❑ The confirmation screen will show exactly what you will be promoting.

❑ Confirm this is correct. Then click Submit.

Data Promotions	Validations	Prepare/Finalize Submission	View Reports

Home » Summary Promote Data
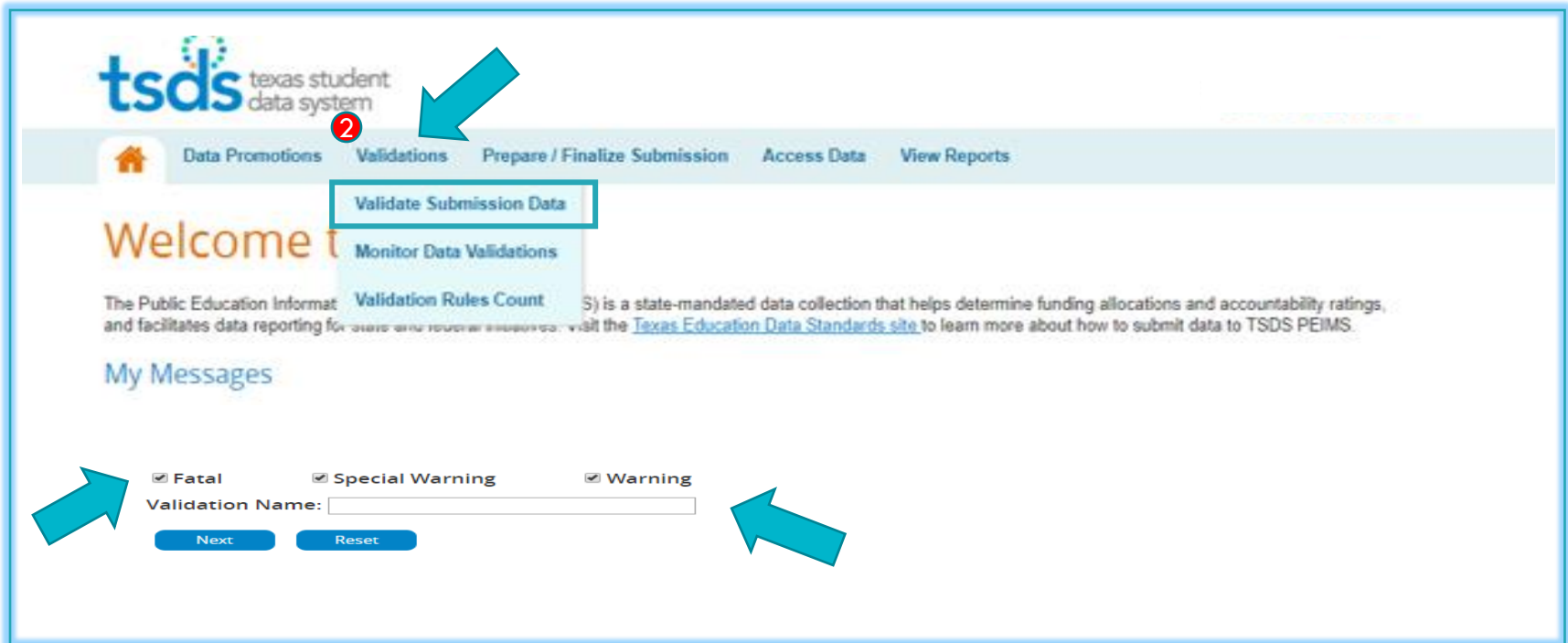
Confirm Data Promotion

School Year: 2017-2018
Organization: LEARNING TEST ISD
Data Promotion Name: DD Test 03132019

Summary of Selected Category List

Organization Name	Categories/Subcategories
LEARNING TEST ISD	Education Organization/Local Education Agency
	Education Organization/Campus
	Education Organization/Residential Facility
	Student/Special Education Program
	Student/Student Basic Information
	Student/Enrollment (Student Programs)
	Student/Student Residential Facility

[Submit]   [Back]   [Cancel]

VALIDATE COLLECTION DATA

VALIDATION PROCESS
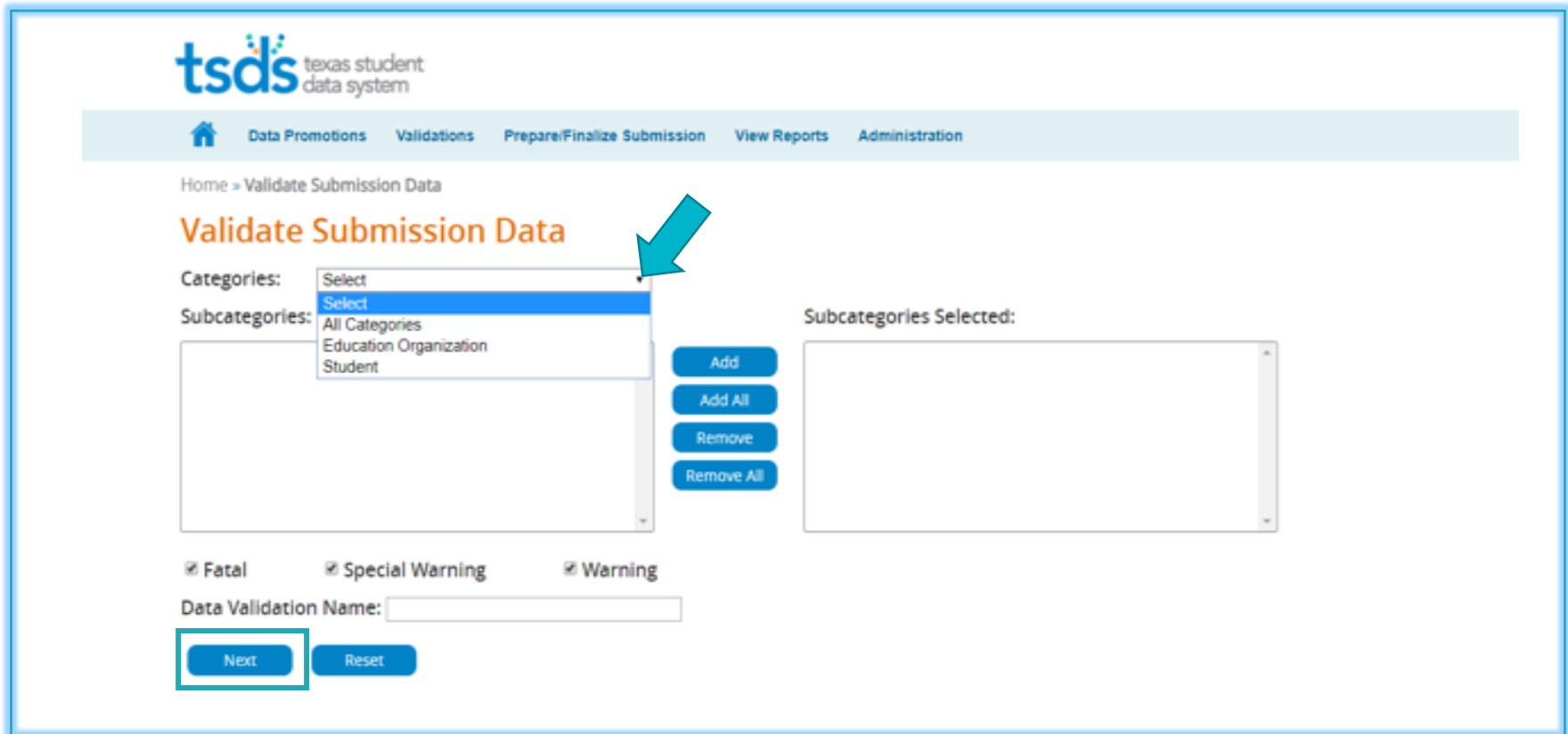
❑ Hover over Validations. Click on Validate Submission Data.

❑ The Validation screen is very similar to the Promotion screen.
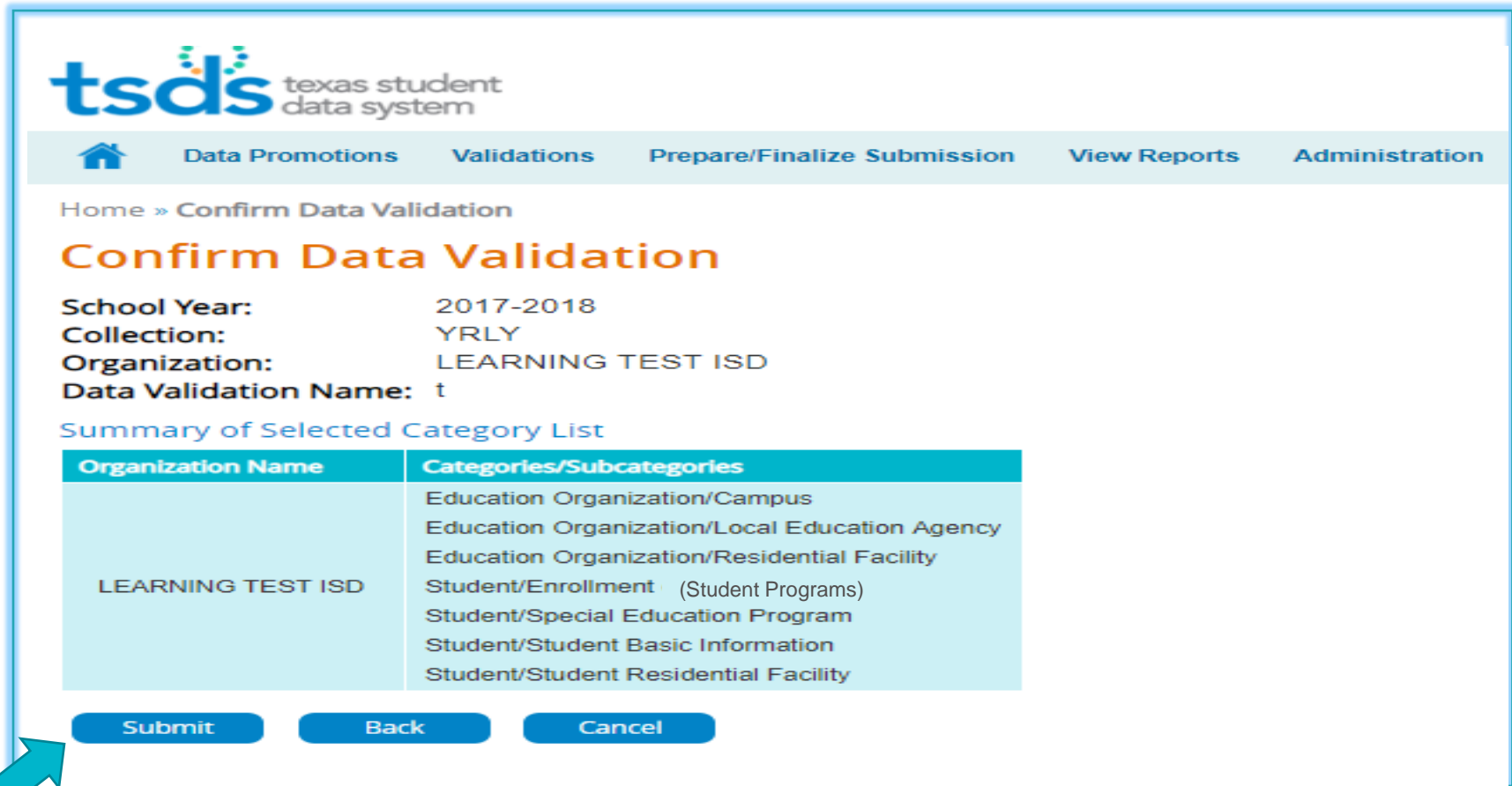
❑ You will be able to check the type of errors for which you wish to Validate. (Fatal, Special Warning, Warning)

❑ Enter Data Validation Name. Click Next.

SELECT THE CATEGORIES TO VALIDATE

❑ Click on the dropdown arrow for Categories.
❑ Select the categories you wish to validate.
❑ Highlight and click your selection.
❑ Click on the Next button.

CONFIRM DATA VALIDATION

❑ Next, you will confirm this is the data you wish to Validate.

❑ Click Submit.

VIEWING VALIDATION DETAILS

❑ Click on the Data Validation Name to view the details by Category and Subcategory for this validation job.

❑ Each Category/Subcategory will show the status of Completed or Completed with Errors.

❑ Click View in the Error Report column to see error details.

VALIDATION ERRORS

- ❑ Evaluate the errors and determine what action should be taken to correct the errors.
- ❑ Errors must be corrected in the local SIS. The LEA Data Loader will extract the corrected XML interchanges and load them into the ODS.

Student	Special Education Program	F	**41163-0050**: For each student Special Education program association, there must be a student with a matching TX-UNIQUE-STUDENT-ID where RESIDENTIAL-FACILITY-INDICATOR is TRUE.	**Error Data:** [Data is missing or invalid] **Identifying Info:** DISTRICT-ID: 701603, TX-UNIQUE-STUDENT-ID: 4353771337, LAST-NAME: GRUSSENDORF, FIRST-NAME: RUBIE, DATE-OF-BIRTH: 15-MAY-2012
Student	Student Basic Information	F	**40100-0099**: TX-UNIQUE-STUDENT-ID must match an entry in the TSDS Unique ID system.	**Error Data:** [Data is missing or invalid] **Identifying Info:** DISTRICT-ID: 701603, TX-UNIQUE-STUDENT-ID: 4133938178, LAST-NAME: WANDLER, FIRST-NAME: LAKIESHA, DATE-OF-BIRTH: 05-MAR-1997

VERIFY REPORTS

RUN & DOWNLOAD REPORTS

❑ Click on View Reports.

❑ Click the Run icon to generate the report.
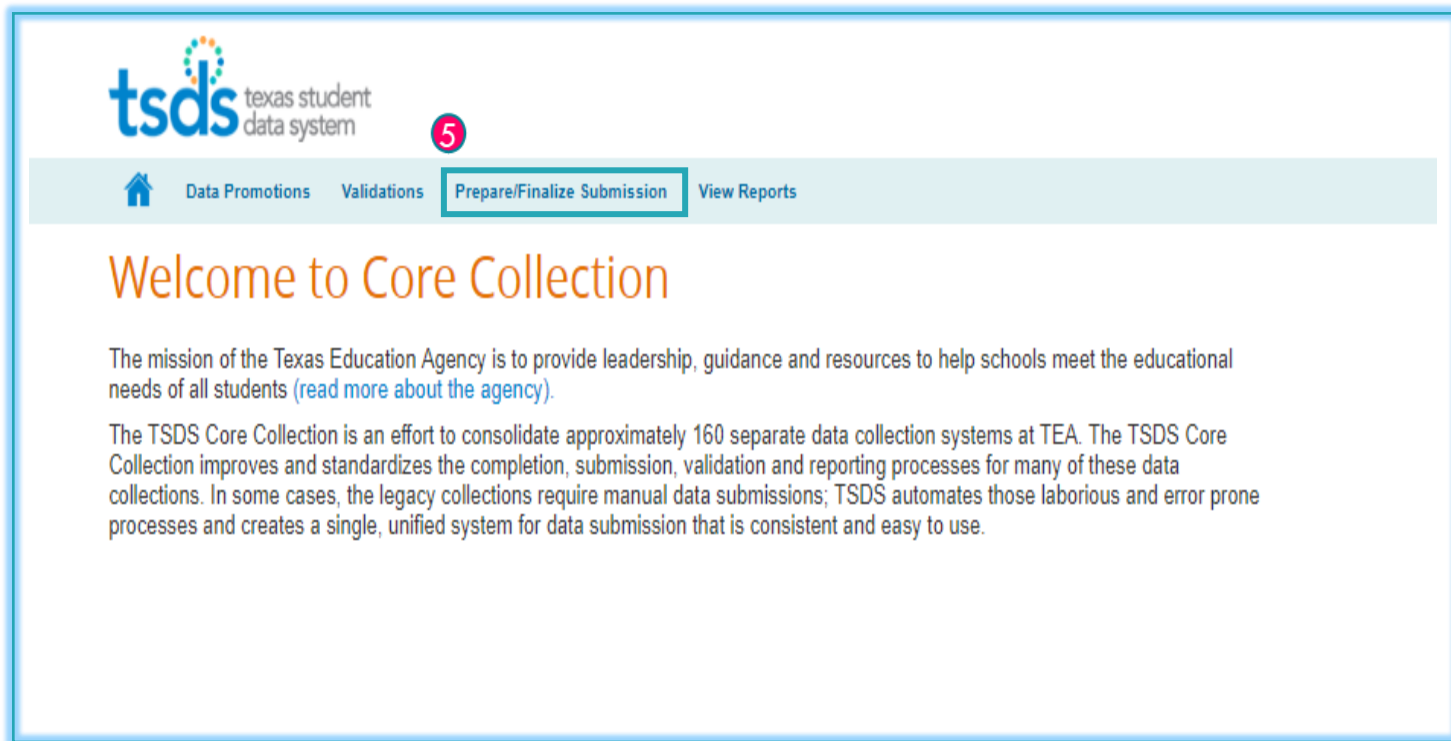
❑ Click Download to view the reports.

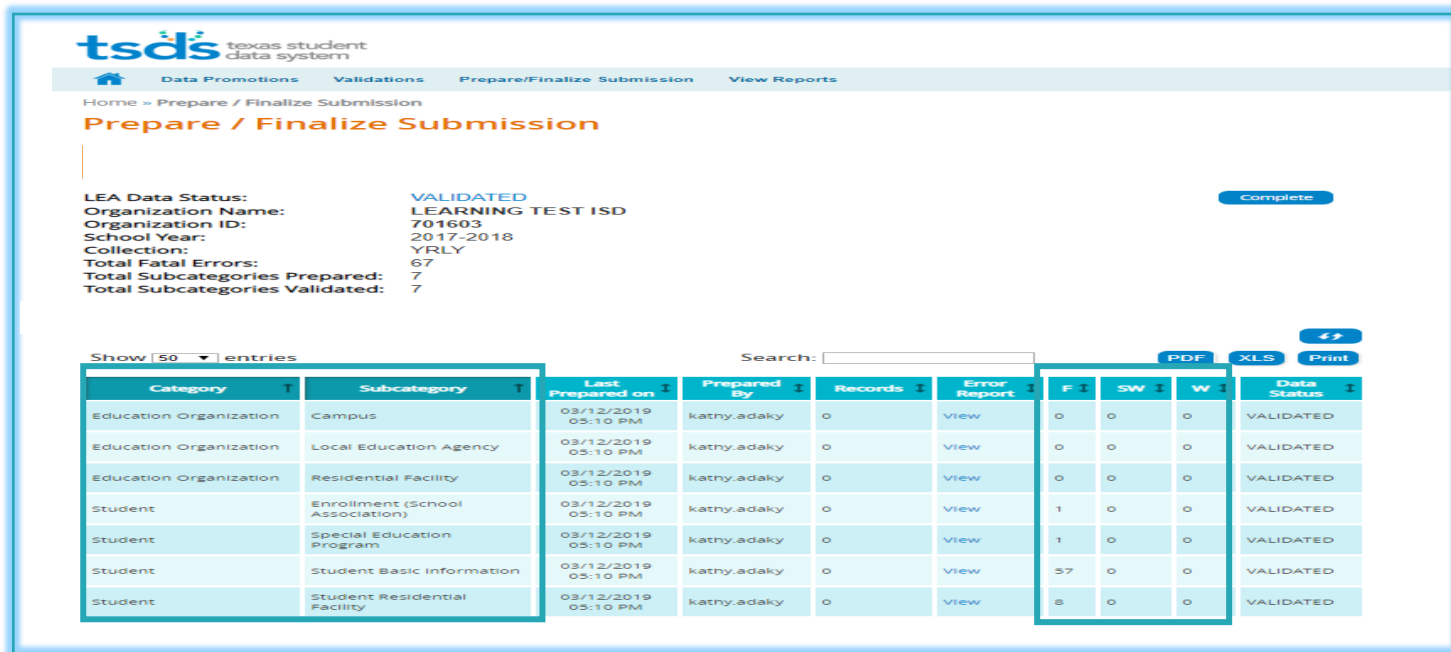# COMPLETING THE COLLECTION

FINALIZE THE SUBMISSION

- ❑ Finalize the Collection only when:
  - ➢ The Collection is Fatal free,
  - ➢ All Special Warnings and Warnings have been verified, and
  - ➢ All Reports have been reviewed for completeness and accuracy.
- ❑ From the Home Page, click on Prepare/Finalize Submission.

MARK THE SUBMISSION COMPLETE

❑ On the Prepare/Finalize screen
  ➢ You will see a summary of the Categories and Subcategories you have Promoted and Validated.
  ➢ You will also see the error counts for the Collection. (If you have any Fatals, you will not be able to Complete the Collection.)
❑ Continue working through all errors until each has been resolved or verified. Review each report carefully.

- When Fatal free, click the Complete button, read the acknowledgement, and check the box.

- Click Confirm. Your Collection has now been submitted to TEA and is final.