

TSDS ECDS PRE-KINDERGARTEN SUGGESTED CHECKLIST 2020-2021

Prerequisites – You must have a TEAL Account with TSDS ECDS Access; ODS Data Loader, TIMS Level 1 Support, and Core LEA Data Completer with ECDS privileges.

1. ____ Log on to the TSDS Portal, access the Validation Tool thru the Utilities or you may have it on your desktop. Be sure to check for the latest version through Utilities. (Page 15)
2. ____ Select the Validation Tool – SY 2020-2021 Collection TSDS (Page 16)
3. ____ Browse and locate the eight xml interchange files, open (Page 16)
4. ____ Process files in the Validation Tool (Page 16)
5. ____ Files will have status of Passed or Failed – to see details of files select Details button (Page 17)
6. ____ If file status is fail, select Export All Errors to view and correct. Note all files must pass (Page 18)
7. ____ Once files pass, proceed to load ECDS Data by logging in to TEAL and select TSDS Portal (Page 19)
8. ____ Select Manage Data Loads, then Interchange Upload (Pages 20-21)
9. ____ Set Interchange Collection to 2021 TSDS, choose files and upload (Page 21)
10. ____ Should file be rejected, scroll over to find the error. Correct and begin process again. Passed files will automatically load to File Manager (Pages 22-26)
11. ____ Once files have received the green check status, after review, proceed to Add to Batch then select View Batch (Pages 27-28)
12. ____ Once files pass validation, add comments (optional) and click the box beside the file(s) and select Process Batch (Page 29)
13. ____ Batch begins to process, refresh to ensure the batch is processing (Page 30)
14. ____ As each file is processed, you can select the magnifying glass to view details (Page 31-32)
15. ____ Note all errors must be corrected, SIS files in the SIS and Assessment files in the assessment software, then the process will need to be ran again from the Validation Tool (Page 33)
16. ____ Once all interchange files are processed through batch error free, you are ready to Promote Loaded Data (Page 34)
17. ____ Log in to TEAL and select TSDS Portal (Page 35)
18. ____ Select Core Collection Tab and select ECDS under Promote Loaded Data (Page 36)
19. ____ We recommend you select All Categories to promote and confirm the promotion for accuracy (Page 37-41)
20. ____ Return to the Core Collection Tab, select ECDS under the Validate Submission tab (Page 42)
21. ____ Select All Categories, Fatal, Special Warning, and Warning boxes, then click Next (Page 43)

22. ____ Confirm Data Validation, click Submit (Page 44)
23. ____ On the Monitor Data Validation screen, users may view errors (Pages 45)
24. ____ For error messages, refer to the TWEDS (Page 46)
25. ____ Note all fatal errors must be corrected, SIS errors in the SIS and Assessment errors in the assessment software, then the process will need to be ran again from the Validation Tool (Page 46)
26. ____ View reports by selecting the Core Collection tab, choose ECDS under View Reports (Pages 47-59)
27. ____ Once you are Fatal free, Special Warnings and Warnings have been reviewed/validated, and reports are verified then you can Prepare/Finalize your submission (Pages 60-61)