


Target Audience: Local education agency (LEA) TSDS CORE personnel participating in the 2022-2023 pilot program for the Texas Student Data System (TSDS) Upgrade Project.

Purpose: This click sheet provides a list of steps for LEA TSDS CORE personnel to promote the necessary Class Roster Fall Submission data and verify the promotion data counts through the Core Collection application. The results are intended to be provided back to the source system vendor to confirm the API transactions previously loaded into the organization’s Individual Operational Data Store (IODS).

Demonstration Video: [Link to Step-by-Step Video](#)

STEP 1: To access the Core Collection application, follow these steps:
a. Log in to TEAL with your username and password. The TEAL Home page appears.
b. From the ‘Applications’ tab, click the Texas Student Data System Portal Parallel link. The TSDS Parallel home page should appear.
c. Click on the Core Collection tab and then CORE Collection Home . The Core Collection home page should appear with the message ‘Welcome to Core Collection’.
d. To promote the Class Roster Fall Submission through the Core Collection Application, continue to Step 2.
STEP 2: To promote the Class Roster Fall Submission data, follow these steps:
a. Upon accessing the Core Collection application, verify the organization, the collection, the school year, and the submission in the ribbon at the top right of the screen. Click GO .
b. Hover over ‘Data Promotions’, click Promote Loaded Data .
c. Next, select the data to be promoted.
d. From the ‘Categories’ dropdown menu, select All Categories .
e. Enter the Data Promotion Name . Click Next .
f. On the next screen, confirm the data promotion information. Click Submit to initiate the promotion.
g. On the Monitor Data Promotions screen, the status of the promotion should briefly be ‘In Progress’. Click the refresh button  to refresh the page. The status should change to ‘Completed’ or ‘Completed with Errors’ when the data has been successfully promoted.
h. To verify promotion data counts for Class Roster Fall Submission, continue to Step 3.
STEP 3: To verify promotion data counts for the Class Roster Fall Submission, follow these steps:
a. Upon accessing the Core Collection application, verify the organization, the collection, the school year, and the submission in the ribbon at the top right of the screen. Click GO .
b. Click ‘ Prepare/Finalize ’ in the ribbon at the top of the screen.
c. Review the counts in the ‘Records’ for each Category and Subcategory.
d. Share the results with your source system vendor.
Next Steps: Consult with your source system vendor to identify any data discrepancies in the API transactions that were published for the Class Roster Fall Submission and the results of the data promotion in the Core Collection application.
Resources: Submit a TIMS support ticket or contact TSDSCustomerSupport@tea.texas.gov for additional support.