TSDS Upgrade Project
End User Implementation Guide
Version 1.0

OVERVIEW:

For the 2024-2025 school year, the local education agencies (LEAs) and the education service centers (ESCs) will be required to submit Application Programming Interface (API) transactions for their Texas Student Data System (TSDS) data reporting. XML files will no longer be able to be loaded for TSDS data reporting.

This implementation guide is intended for LEA and ESC personnel to effectively configure, access, and manage their TSDS data to complete their required data collection submissions.

USER GUIDANCE

Every proceeding step in the implementation process is a pre-requisite for the step that follows.

Texas Education Agency (TEA) training course titles are in italics.

PROVIDING INPUT FOR THIS GUIDE

At the beginning of each step, you will see the link that provides you with the opportunity to give input on one or more of the implementation steps. You can submit input on each step individually with multiple submittals, or all at once.

STEP 1: Setup – To provide input on this step, click here.

GOAL: **To create your security credentials in the Data Management Center (DMC) and grant access to your source system vendor for LEA or ESC Individual Operational Data Store (IODS)**	

TOOLS NEEDED:

☐ **Vendor Training:** Configuring vendor software with the Key and Secret
☐ **TSDS Training**: *Security Management in the DMC and TEAL DMC Roles & Privileges for LEAs and/or TEAL DMC Roles & Privileges for ESCs*
☐ **Applications**: Local source system application(s), TEA Login (TEAL), TSDS Portal, and the Data Management Center (DMC)

Planning Guidance Tasks

1.		Request access to TSDS Portal and/or TEAL roles and privileges for TSDS.
	1a.	Current TSDS Portal User: Click **Add/Modify** next to the TSDS Portal application and add the appropriate TEAL roles and privileges based on your level of responsibility. Note Refer to TSDSKB-606: TEAL Roles for TSDS Collections.
	1b.	New TSDS Portal User: Submit a TEAL request to add the TSDS Portal application and request the appropriate TEAL roles and privileges based on your level of responsibility.
2.		Contact your source system vendor(s) to determine the appropriate procedures for providing the Key and Secret.
3.		Access the DMC, hover over the "Admin" tab and click **Manage Applications, Keys, and Secrets**.
4.		Click **Add an Application** and assign a Claim Set. Example: Application Name = Learning Test ISD SIS Claim Set Name = SIS Vendor Note If a challenge arises with adding an application and assigning a claim set, refer to **Annex A** in the TSDS Upgrade Project Implementation Problem Resolution Guide.
5.		Generate a Key (username) and Secret (password). Directions After entering in the Application Name and assigning the Claim Set you will click Add Application which will generate the Key and Secret. Notes Be sure to capture the Key and Secret while still on the screen. If a challenge arises generating the Key and Secret, refer to **Annex A** n the TSDS Upgrade Project Implementation Problem Resolution Guide.
6.		Once you have generated your Key and Secret, move to Step 2.

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STEP 2: Publish Data – To provide input on this step, click [here](#).

GOAL: **To verify that your data has been published to your IODS**	
TOOLS NEEDED:	
☐ **Vendor Training:** Specific application training to configure, publish data, and resolve Level 1 (API) errors ☐ **TSDS Training**: *TEAL DMC Roles & Privileges for LEAs and/or TEAL DMC Roles & Privileges for ESCs* ☐ **Applications:** Local source system application(s), TEAL, TSDS Portal, and the DMC	

Planning Guidance Tasks	
1.	Enter data in your local source system(s).
2.	Contact your source system vendor(s) for training or steps to successfully configure the source system and begin sending data via API.
2a.	View and resolve Level 1 (API) errors in your local source system(s) or with your source system vendor(s). <u>Note</u> If a challenge arises with resolving Level 1 (API) errors, refer to **Annex B** in the TSDS Upgrade Project Implementation Problem Resolution Guide.
2b.	Verify that your data has been published to your IODS through the DMC Load Summary Report. <u>Directions</u> Login to TEAL and click on **TSDS Portal**. Under the "DMC" tab, click on **Manage IODS**. Hover over "View Reports" and click **Load Summary Report.** <u>Note</u> If a challenge arises with your data being published to your IODS, refer to **Annex B** in the TSDS Upgrade Project Implementation Problem Resolution Guide.
3.	Repeat tasks 2a-2b as necessary or move to Step 3 once data has been published.

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STEP 3: View and Manage Level 1.5 Filters – To provide input on this step, click here.

	GOAL: **To identify and/or resolve any data that is currently being filtered out of TSDS data reporting**

TOOLS NEEDED:
- ☐ **TSDS Training**: *View and Manage Level 1.5 Filters*
- ☐ **Applications:** Local source system application(s), TEAL, TSDS Portal, and the DMC

Planning Guidance Tasks	
1.	View your Level 1.5 filter results in the DMC. Filter Types Course ID Descriptor Value Do Not Report – Staff Do Not Report – Student UID – Staff UID - Student
2.	Determine if the data listed in the Level 1.5 filter results should or should not be reported to TSDS. Notes If you receive a "No data to display" message when selecting a specific Filter Type, that means that no data has been filtered out and all data for that Filter Type will be made available for TSDS data reporting. You still may have filter results for other Filter Types.
2a.	For non-TSDS reported data, use the verify flag to mark that you have reviewed the data.
2b.	For TSDS reported data: - Resolve errors, or amend data in your local source system(s) to have the data promoted to TSDS; or - Map any local code value to a TEDS-compliant value in the DMC. Note If a challenge arises with resolving Level 1.5 filter results, refer to **Annex C** in the TSDS Upgrade Project Implementation Problem Resolution Guide.
3.	Verify that the corrections you made in Task 2b have been published to your IODS.
4.	Review your Level 1.5 filter results again and verify the corrections you made in Task 2b have been resolved, if applicable. Repeat tasks 1-3 as necessary or move to Step 4. Note Previous data issues will no longer appear in Level 1.5 filter results once resolved in your source system and sent to the IODS.

STEP 4: Schedule and View Level 2 Validations – To provide input on this step, click here.

GOAL: **To schedule, view, and/or resolve submission-based business rule validations (i.e., Fatals, Special Warnings, and Warnings) earlier in the data submission process**	

IMPORTANT NOTE: Please read before proceeding.
- ☐ **This step is optional.** If choosing to resolve these validations later**,** proceed to Step 5.
- ☐ To schedule and view your data validations earlier in the data flow process, please proceed below.

TOOLS NEEDED:
- ☐ **TSDS Training**: *Schedule and View Level 2 Validations*
- ☐ **Applications:** Local source system application(s), TEAL, TSDS Portal, and the DMC

Planning Guidance Tasks	
1.	Schedule your Level 2 validations for a specific submission in the DMC. - Only submission validations that have been scheduled will be run. - Schedule validation jobs before the nightly cutoff time. o Validation jobs that are scheduled after the cutoff time will process the next night.

1a.	Choose an option for your Level 2 validations job.
	- Run Tonight/Next Processing Window
	- Schedule Future Instance – Choose a future date for the job to run.
	- Schedule Recurring – Set up a recurring schedule for the job to run.
	    o Select day(s) of the week to run.
	    o Select recurrence range with start and end dates.

2.	View your Level 2 validations in the DMC under the "Monitor Validations" tab. Ways to View Level 2 Validations View Scheduled L2 Validations – Summary of validation jobs. View L2 Validation Summary – Snapshot of validation details. View L2 Validation Details – Validation errors and warnings details. View L2 Validation Rules Count – Counts of validation errors and warnings by rules (Fatals, Special Warning, and Warnings).
2a.	Resolve applicable errors and warnings in your local source system(s). Note If a challenge arises with resolving Level 2 validations, refer to **Annex D** in the TSDS Upgrade Project Implementation Problem Resolution Guide.
2b.	Schedule your Level 2 validations for that submission to run again.
2c.	Review your Level 2 validations to verify errors and warnings have been resolved.
3.	Repeat tasks 1-2c as necessary or move to Step 5.

STEP 5: Promote Data for PEIMS and Core – To provide input on this step, click here.

GOAL: **To make data available in the PEIMS or Core applications for TSDS data reporting**

TOOLS NEEDED:
- ☐ **TSDS Training**: PEIMS, and/or Core Collection(s), and *Common Steps for Core Collection* training
- ☐ **Applications:** TEAL, TSDS Portal, PEIMS, and Core

Planning Guidance Tasks

1.	Select the PEIMS or Core application in the TSDS Portal.
2.	Select the school year, collection, and the submission.
3.	Promote data within the PEIMS and CORE applications. Notes Re-promote after the errors and warnings have been resolved, when applicable. If a challenge arises with promoting data, refer to **Annex E** in the TSDS Upgrade Project Implementation Problem Resolution Guide.
3a.	Consult with your ESC TSDS Champion to review the Known Issues report to determine applicable issues with the specific collection/submission for which you are working.
3b.	View promotion errors and warnings.
3c.	Amend any data that may be causing promotion errors and warnings in your local source system(s).
3d.	Promote the data again, then review the promotion errors and warnings to verify that they have been resolved.
4.	Repeat Tasks 1-3d as necessary or move to Step 6.

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STEP 6: Validate Data for PEIMS and Core – To provide input on this step, click [here](#).

GOAL:	**To verify the accuracy of data being reported for TSDS data reporting**

TOOLS NEEDED:

☐ **TSDS Training**: *PEIMS*, and/or Core Collection(s), and *Common Steps for Core Collection training*
☐ **Applications:** TEAL, TSDS Portal, PEIMS, and Core

Planning Guidance Tasks	
1.	Select the PEIMS or Core application in the TSDS Portal.
2.	Select the school year, collection, and the submission.
3.	Validate submission data within the PEIMS and CORE applications. Note If a challenge arises with validating data, refer to **Annex F** in the TSDS Upgrade Project Implementation Problem Resolution Guide.
3a.	Consult with your ESC TSDS Champion to review the Known Issues Report to determine applicable issues with the specific collection/submission for which you are working.
3b.	View the validation errors and warnings.
3c.	View the applicable reports.
3d.	Search the TSDS Knowledge Base Articles (KBAs) for common issues that have been reported based on the collection/submission for which you are working.
3e.	Amend any data that may be causing validation errors or warnings in your local source system(s), and data on reports that is not accurate in TSDS. The data **must** be fatal free.
3f.	Complete Step 5: Promote Data for PEIMS or Core.
3g.	Review validation errors and warnings, and data on reports in TSDS to verify they have been resolved.

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