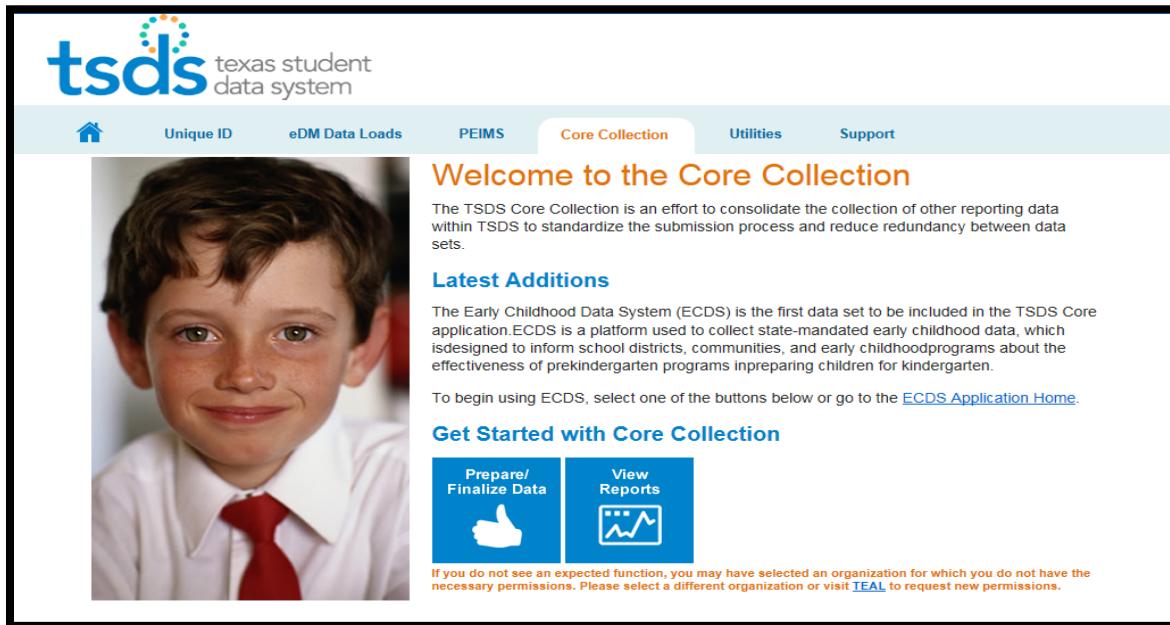


KG ECDS Prepare/Reports/Finalize/Complete

1. ECDS Data Approver -Log into TSDS

2. Select Core Collection



Welcome to the Core Collection

The TSDS Core Collection is an effort to consolidate the collection of other reporting data within TSDS to standardize the submission process and reduce redundancy between data sets.

Latest Additions

The Early Childhood Data System (ECDS) is the first data set to be included in the TSDS Core application. ECDS is a platform used to collect state-mandated early childhood data, which is designed to inform school districts, communities, and early childhood programs about the effectiveness of prekindergarten programs in preparing children for kindergarten.

To begin using ECDS, select one of the buttons below or go to the [ECDS Application Home](#).

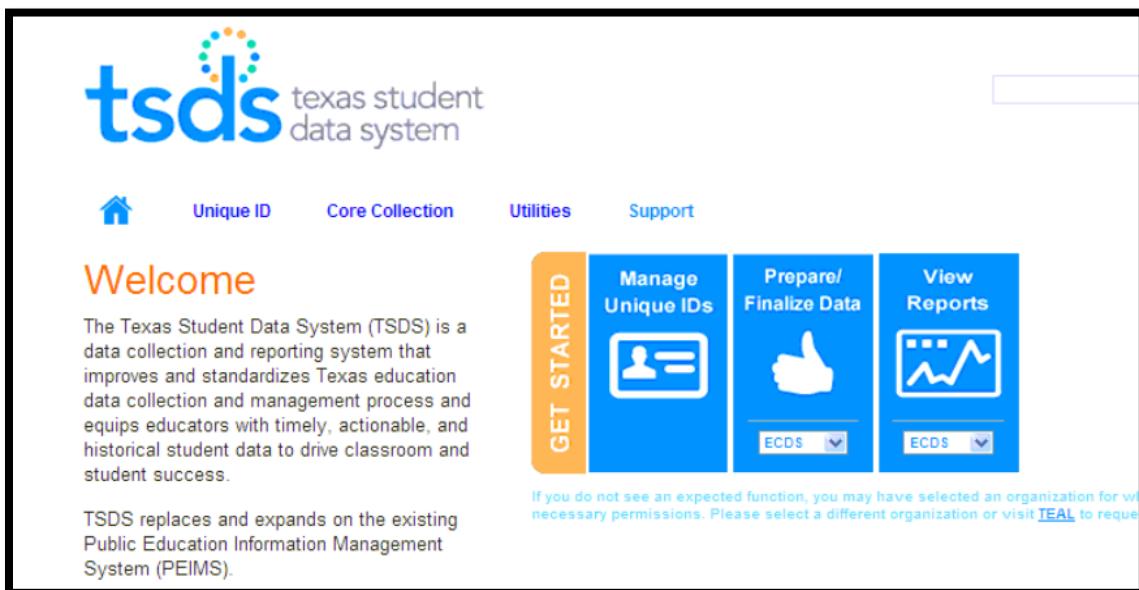
Get Started with Core Collection

Prepare/Finalize Data  **View Reports** 

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

3. Click on Prepare/Finalize Data

Note: Your screen may look like the 1st screen shot or the 2nd screen shot.



Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable, and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

GET STARTED

Manage Unique IDs  **Prepare/Finalize Data**  **View Reports** 

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

4. Select the collection and year for which you will be preparing and click **GO**.

5. **Click Prepare**- This will take several minutes. (Do not click it again, as this will delay the process time.) You should see the progress bar moving and this means it is processing your data.

Note: If it is taking longer than 30 minutes – 1 hour to prepare your data, or you encounter the “WebSeal Timeout” error, exit the application and come back to the ECDS Prepare screen to see if the ECDS data prepared correctly.

Category	SubCategory	Prepared on	Prepared by	Records	Data Status
Assessment	Assessment Metadata				
Cohort	Student Cohort				
Education Organization	Campus				
Education Organization	Local Education Agency				
Staff	Staff Basic Information				
Student	Enrollment				
Student	Student Assessment				
Student	Student Basic Information				

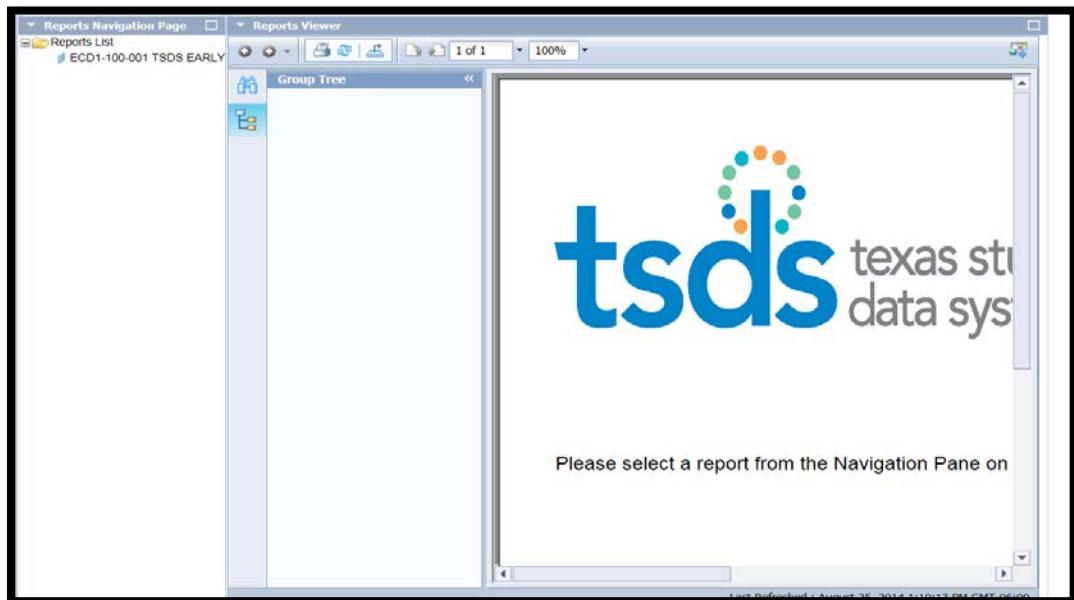
Check the “Records” column count to ensure all of the files processed.

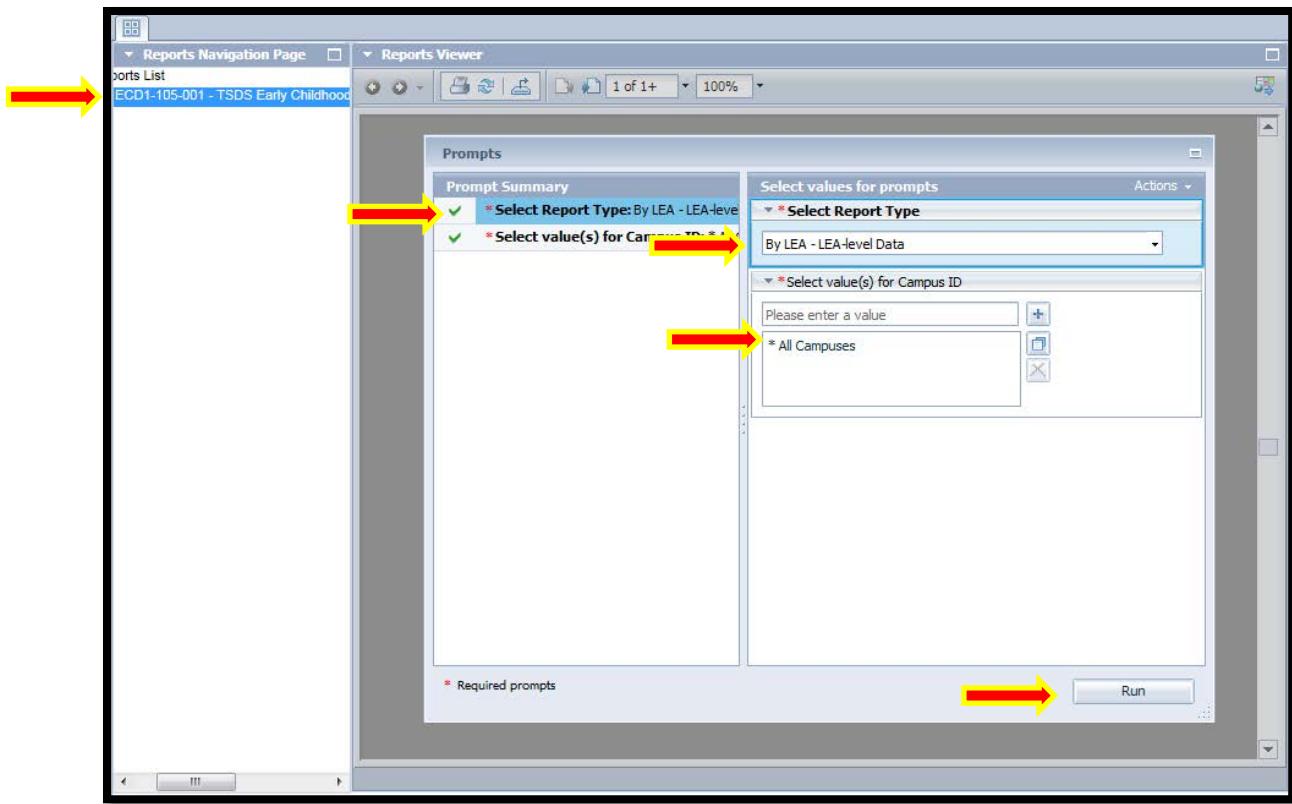
6. Click View Reports

Note: There are 4 reports for you to view and verify. **It is very important that each of these reports is created, checked and verified.**



Note: Each report will show the following screen 1st in the Reports Viewer.





- **Assessment Completion Report**

- Go to the column on the left and click on the report title.
- Under Prompt Summary leave the default (Select Report Type: By LEA-LEA level Data)
- Under Select values for prompts select By Campus-Campus-level Data
- Under Select value(s) for Campus ID, enter each Campus ID with KG Students and select to remove "All Campus" Option
- Under Select ECDS Status select Both
- Click Run
- Print/Verify Report

Note: This report shows both the Prepare and Complete Status of your submission. At the point when you have prepared your data and you are verifying reports you should only see data under the Prepared Report. Once you have verified all data and you have "Completed" the submission, you should then see your data under the Completed Report.

- **Assessment Summary Report**

- Go to the column on the left and click on the report title.
- Under Prompt Summary leave the default (Select Report Type: By LEA-LEA level Data)
- Under Select values for prompts select By Campus-Campus-level Data
- Under Select value(s) for Campus ID, enter/add each Campus ID with KG Students and select to remove "All Campus" Option
- Under Select ECDS Status select Public
- Click Run
- Print/Verify Report

Note: This report gives you Summary information based on the scores that were entered into the template, so be sure to verify that this information is correct.

- **Data Submission Kindergarten Report**

- Go to the column on the left and click on the report title.
- Under Prompt Summary leave the default(Select Report Type: By LEA-LEA level Data)
- Under Select values for prompts select By Campus-Campus-level Data
- Under Select value(s) for Campus ID, enter/add  each Campus ID with KG Students and select  to remove “All Campus” Option
- Click Run
- Print/Verify Report

Note: This report gives you detailed information by student based on the scores that were entered into the template, so be sure to verify that this information is correct.

- **Incomplete Assessment Data Report**

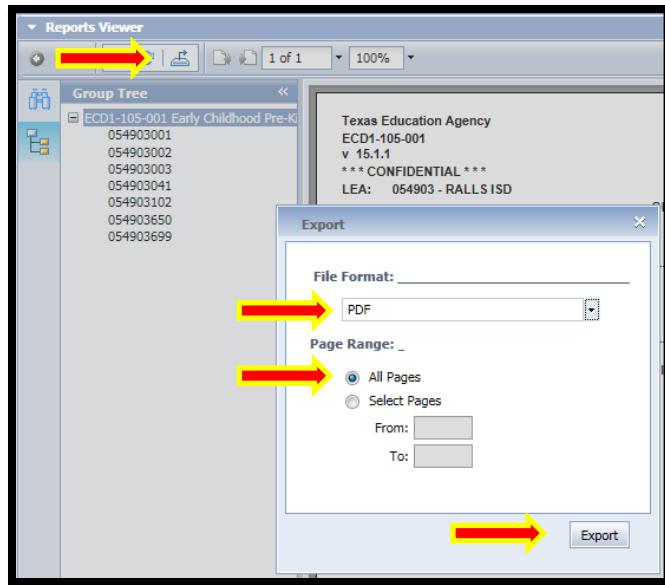
- Go to the column on the left and click on the report title.
- Under Prompt Summary leave the default By Campus-Campus-level Data
- Under Select values for prompts select By Campus-Campus-level Data
- Under Select value(s) for Campus ID, enter/add  each Campus ID with KG Students and select  to remove “All Campus” Option
- Click Run
- Print/Verify Report

Note: This report would show any students who have incomplete assessment data based on the template that was submitted. The goal of this report would be to not have any students on it.

Note: All reports can be printed or exported/saved to Excel, PDF, Microsoft Word, RTF, CSV or XML

7. How to Print Reports

- Select Export
- Select PDF under File Format and
- Select All Pages and select Export



Texas Education Agency ECD1-105-001 v 15.1.1 *** CONFIDENTIAL *** LEA: [REDACTED]	TSDS EARLY CHILDHOOD PRE-KINDERGARTEN DATA SUBMISSION LEA-level Data Campuses: ALL 2014 - 2015 Pre-Kindergarten		Thursday 04/23/2015 11:48 AM Page 1 of 1																																													
ORGANIZATION-CATEGORY: Local Education Agency CAMPUS GRADES OFFERED: Pre-Kindergarten ORGANIZATION CATEGORY: School																																																
<table border="1"> <thead> <tr> <th colspan="9">STUDENT DATA</th> </tr> <tr> <th>Name</th> <th>UID</th> <th>Sex</th> <th>DOB</th> <th>Hisp/Latino</th> <th>Race</th> <th>LEP</th> <th>Econ Disadvantage</th> <th>Special Ed</th> </tr> </thead> <tbody> <tr> <td colspan="9">STUDENT'S PRE-K DATA</td> </tr> <tr> <td>School Type</td> <td>Grade Lvl</td> <td colspan="7">TEACHER</td> </tr> <tr> <td></td> <td></td> <td colspan="7">Teacher Name UID</td> </tr> </tbody> </table>				STUDENT DATA									Name	UID	Sex	DOB	Hisp/Latino	Race	LEP	Econ Disadvantage	Special Ed	STUDENT'S PRE-K DATA									School Type	Grade Lvl	TEACHER									Teacher Name UID						
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***If the data needs correcting, go back to the template, make changes as needed and resend to your contact for processing. Again, it is very important that all reports are checked and verified.**

***If the data is correct, return to the “Prepare Finalize Submission” tab and proceed to Step 8.**

8. Click “Complete” button.

Note: The following screen will appear for you to check to box and click “Confirm”. This will send the data to TEA. **Only Click Confirm if you are sure the data is accurate and you are ready to Complete and send the data to TEA.**

