KG ECDS Prepare/Reports/Finalize/Complete
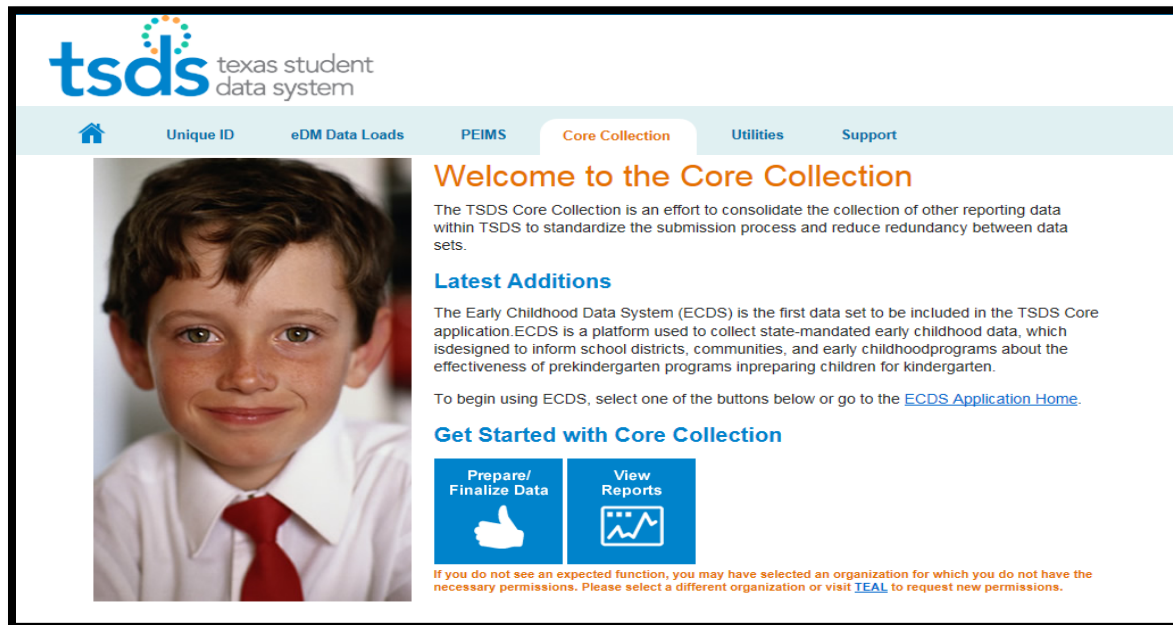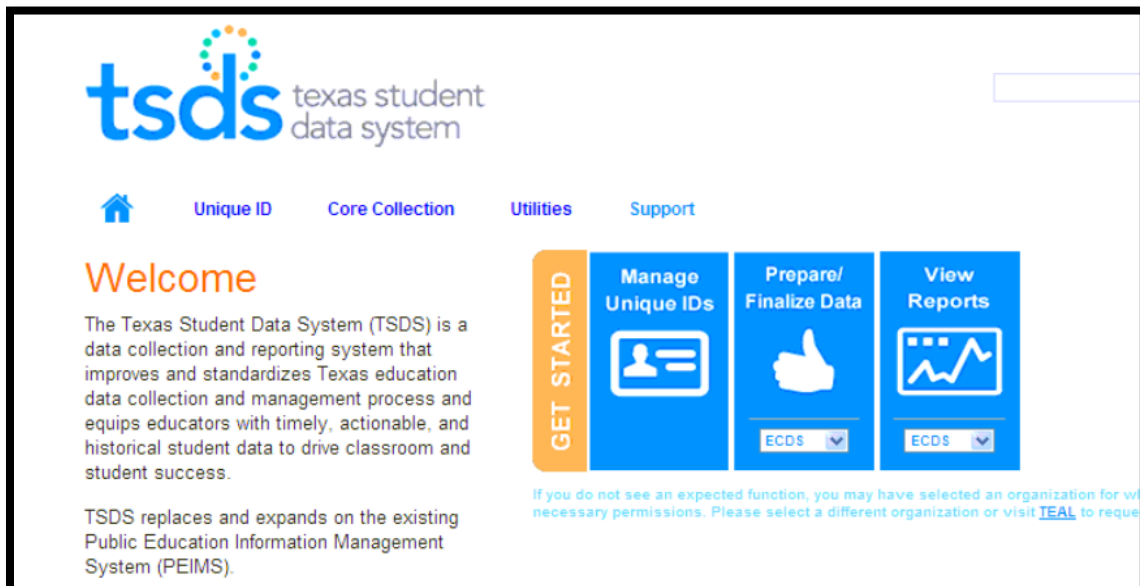
1. ECDS Data Approver -Log into TSDS
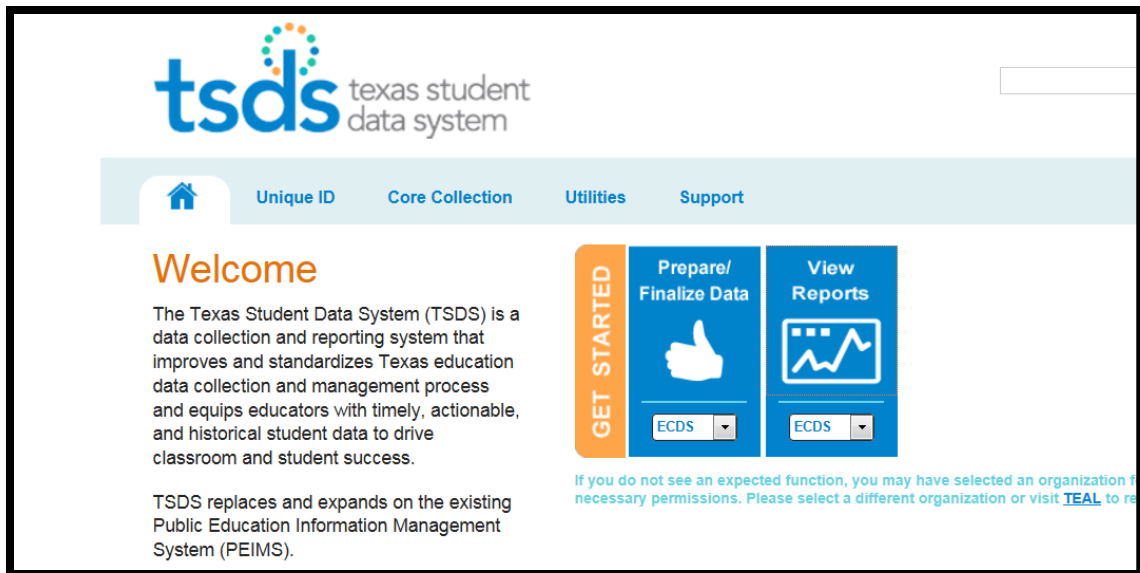
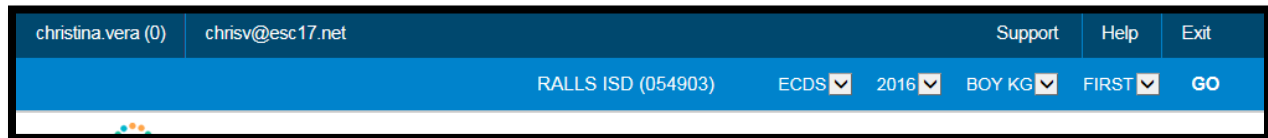## 2. Select Core Collection

3. Click on Prepare/Finalize Data

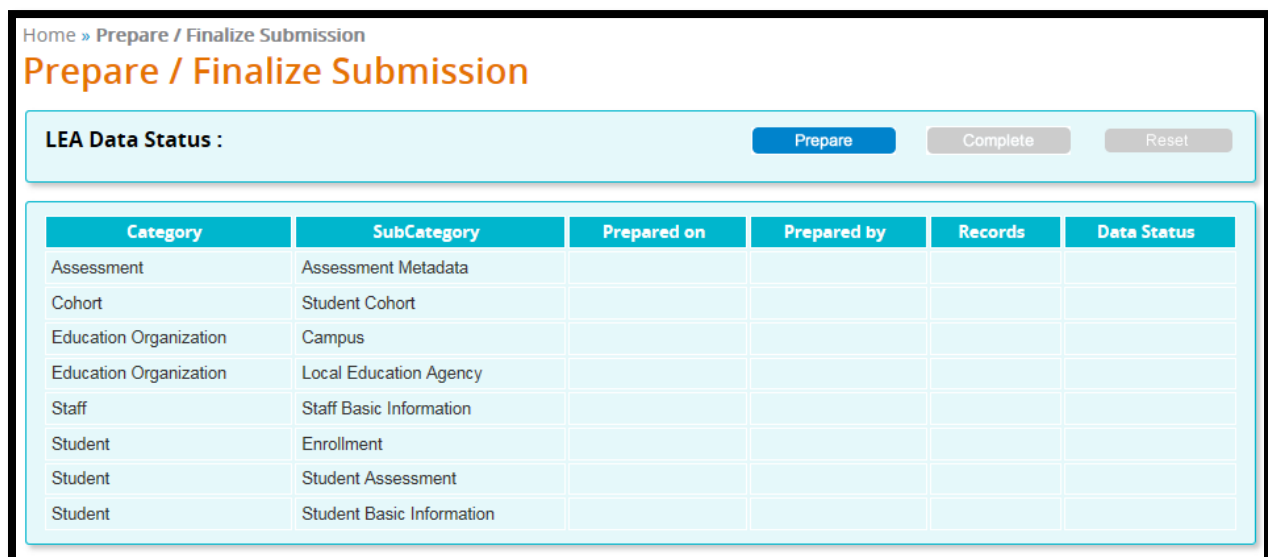**Note**: Your screen may look like the 1st screen shot or the 2nd screen shot.

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.

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Prepare / Finalize Submission

| LEA Data Status : | | | | Prepare | Complete | Reset |

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				

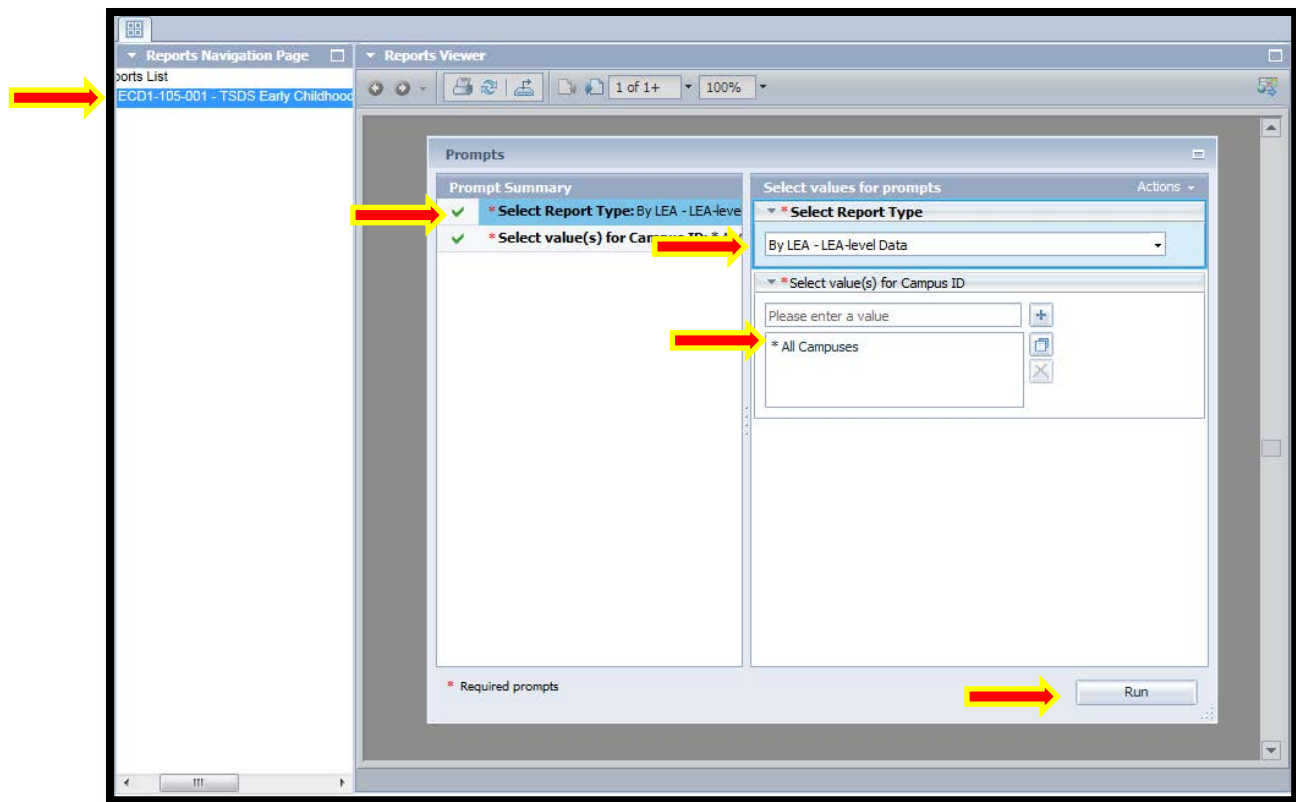Check the "Records" column count to ensure all of the files processed.

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.**
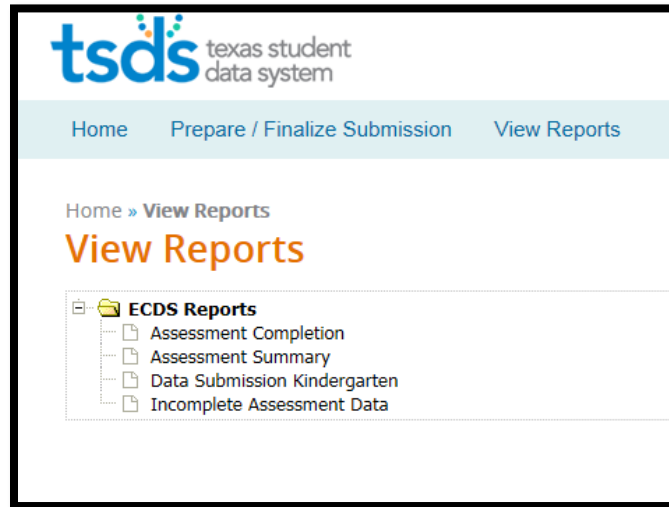

Note: Each report will show the following screen 1st in the Reports Viewer.
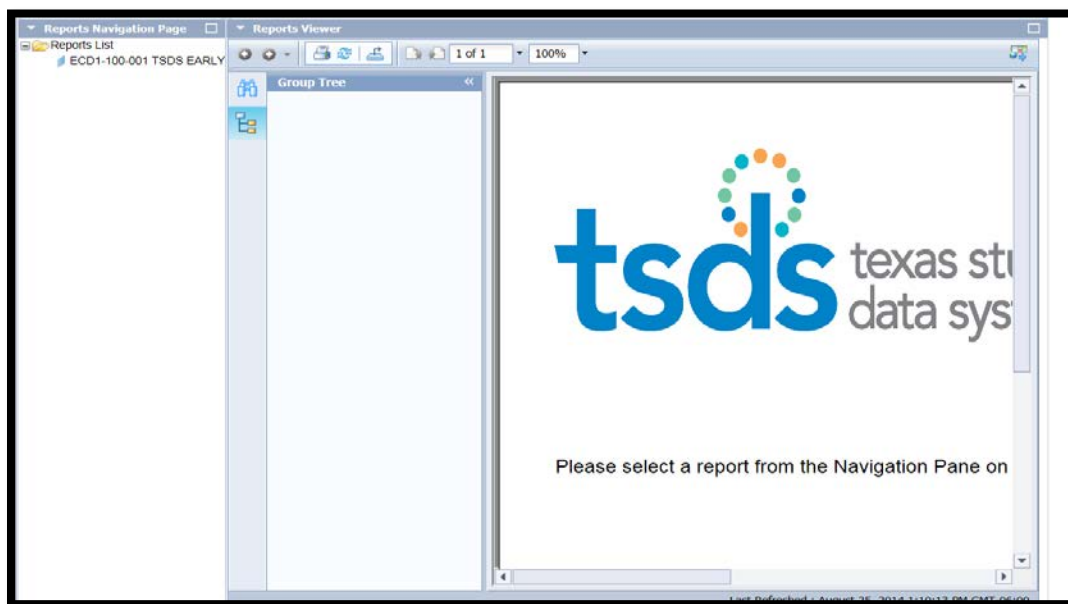
- **Assessment Completion Report**
    a. Go to the column on the left and click on the report title.
    b. Under Prompt Summary leave the default (Select Report Type: By LEA-LEA level Data)
    c. Under Select values for prompts select By Campus-Campus-level Data
    d. Under Select value(s) for Campus ID, enter each Campus ID with KG Students and select ⊠ to remove "All Campus" Option
    e. Under Select ECDS Status select Both
    f. Click Run
    g. 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**
    a. Go to the column on the left and click on the report title.
    b. Under Prompt Summary leave the default (Select Report Type: By LEA-LEA level Data)
    c. Under Select values for prompts select By Campus-Campus-level Data
    d. Under Select value(s) for Campus ID, enter/add each Campus ID with KG Students and select ⊠ to remove "All Campus" Option
    e. Under Select ECDS Status select Public
    f. Click Run
    g. 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**
    a. Go to the column on the left and click on the report title.
    b. Under Prompt Summary leave the default(Select Report Type: By LEA-LEA level Data)
    c. Under Select values for prompts select By Campus-Campus-level Data
    d. Under Select value(s) for Campus ID, enter/add ⊞ each Campus ID with KG Students and select ⊠ to remove "All Campus" Option
    e. Click Run
    f. 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.
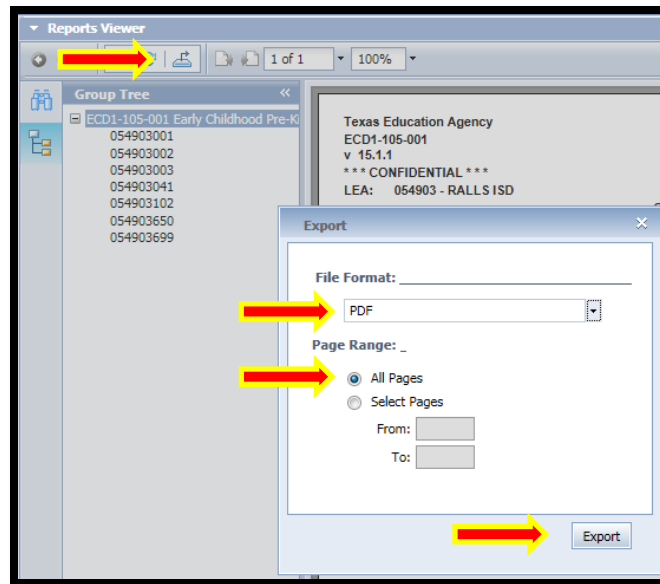
- **Incomplete Assessment Data Report**
    a. Go to the column on the left and click on the report title.
    b. Under Prompt Summary leave the default By Campus-Campus-level Data
    c. Under Select values for prompts select By Campus-Campus-level Data
    d. Under Select value(s) for Campus ID, enter/add ⊞ each Campus ID with KG Students and select ⊠ to remove "All Campus" Option
    e. Click Run
    f. 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

      i. Select Export
     ii. Select PDF under File Format and
    iii. Select All Pages and select Export

*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.**

By checking the box, I acknowledge that all data included in the submission has been validated, and has been reviewed for data accuracy. By clicking the confirm button, you are completing your ECDS Kindergarten data collection to the TEA for state reporting. Please review the ECDS reports to ensure all required domains and students are included.

Confirm