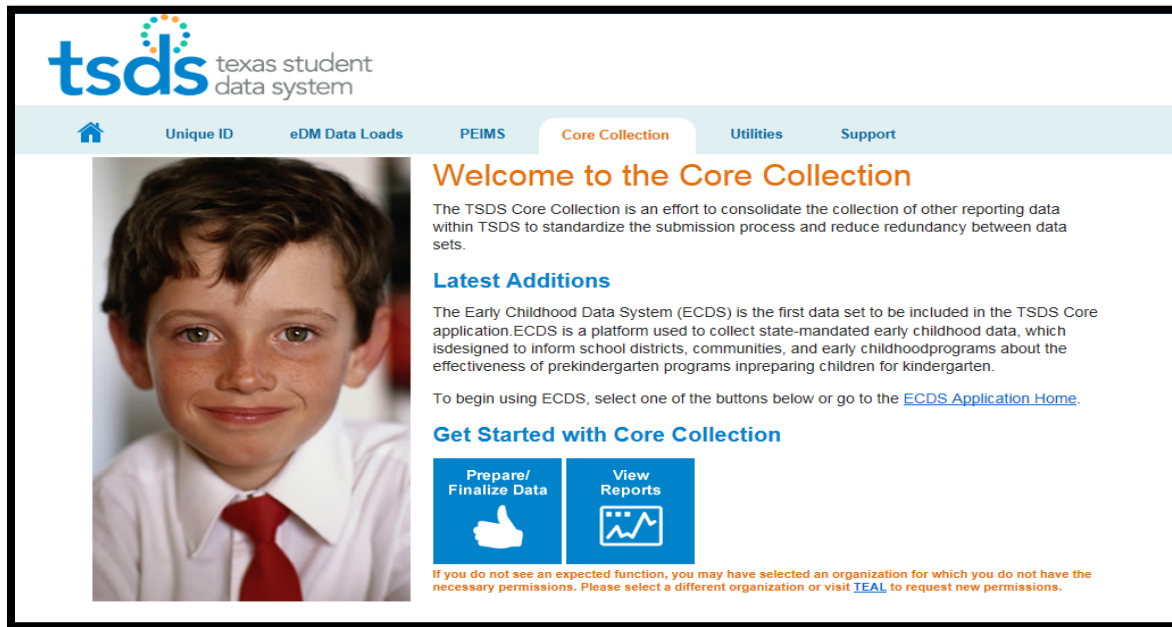


PK ECDS Prepare/Reports/Finalize/Complete

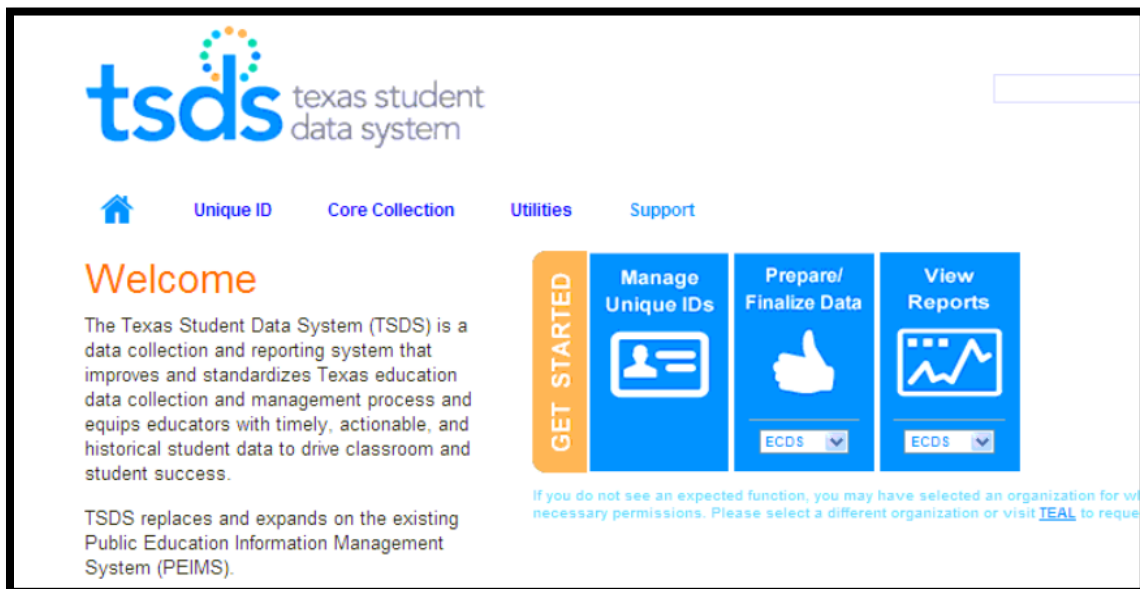
1. ECDS Data Approver -Log into TSDS
2. Select Core Collection



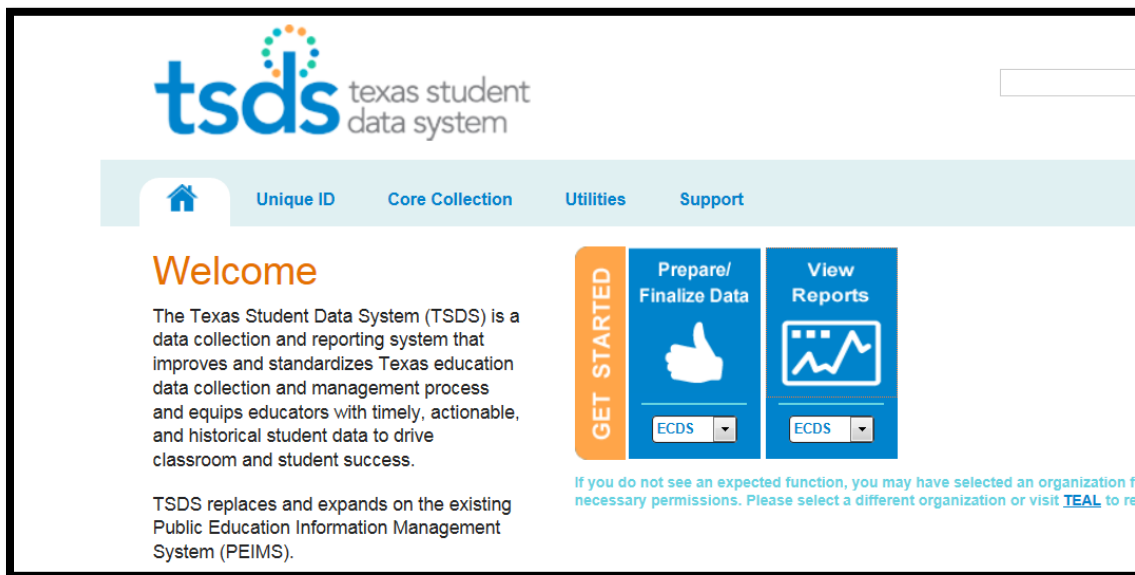
The screenshot shows the TSDS (Texas Student Data System) interface. The header includes the TSDS logo and navigation links: Unique ID, eDM Data Loads, PEIMS, Core Collection (selected), Utilities, and Support. The main content area is titled "Welcome to the Core Collection" and features a large image of a young boy. Below the image, there is a section for "Latest Additions" and a "Get Started with Core Collection" section with two buttons: "Prepare/Finalize Data" (with a thumbs up icon) and "View Reports" (with a line graph icon). A note at the bottom states: "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

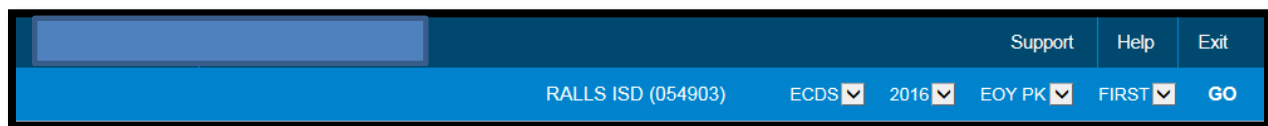
Note: Your screen may look like the 1st screen shot or the 2nd screen shot.



The screenshot shows the TSDS (Texas Student Data System) "Welcome" page. The header includes the TSDS logo and navigation links: Unique ID, Core Collection (selected), Utilities, and Support. The main content area is titled "Welcome" and features a large image of a young boy. Below the image, there is a section for "GET STARTED" with three buttons: "Manage Unique IDs", "Prepare/Finalize Data" (with a thumbs up icon), and "View Reports" (with a line graph icon). Each button has a dropdown menu labeled "ECDS". A note at the bottom states: "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."

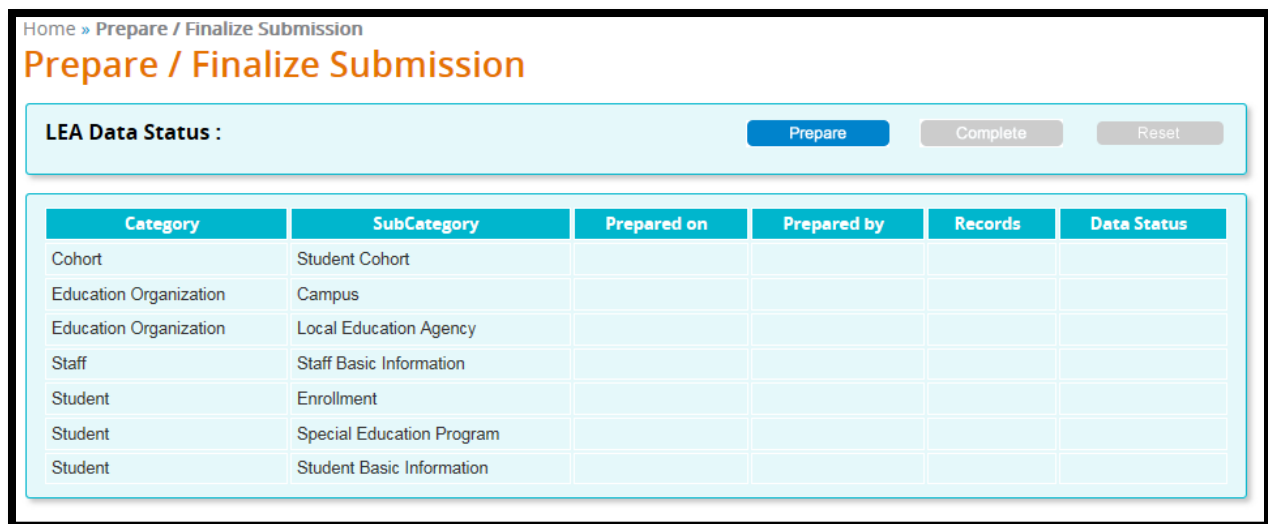


4. Select the collection and year for which you will be preparing and click **GO**.



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.



Check the “Records” column count to ensure all of the files processed. (Last 4 columns of the screen shot below.) If this is correct, go to step 4. If it is not, try the prepare button again. If there is no change, in the record count, contact the ESC.

Home » Prepare / Finalize Submission

Prepare / Finalize Submission

LEA Data Status : COMPLETE

Prepare Complete Reset

Category	SubCategory	Prepared on	Prepared by	Records	Data Status
Cohort	Student Cohort	04/29/2015 04:54 PM		33	COMPLETE
Education Organization	Campus	04/29/2015 04:54 PM		1	COMPLETE
Education Organization	Local Education Agency	04/29/2015 04:54 PM		1	COMPLETE
Staff	Staff Basic Information	04/29/2015 04:54 PM		2	COMPLETE
Student	Enrollment	04/29/2015 04:54 PM		33	COMPLETE
Student	Special Education Program	04/29/2015 04:54 PM		0	COMPLETE
Student	Student Basic Information	04/29/2015 04:54 PM		33	COMPLETE

6. Click View Reports

Note: There are 3 reports for you to view and verify.

Home Prepare / Finalize Submission View Reports

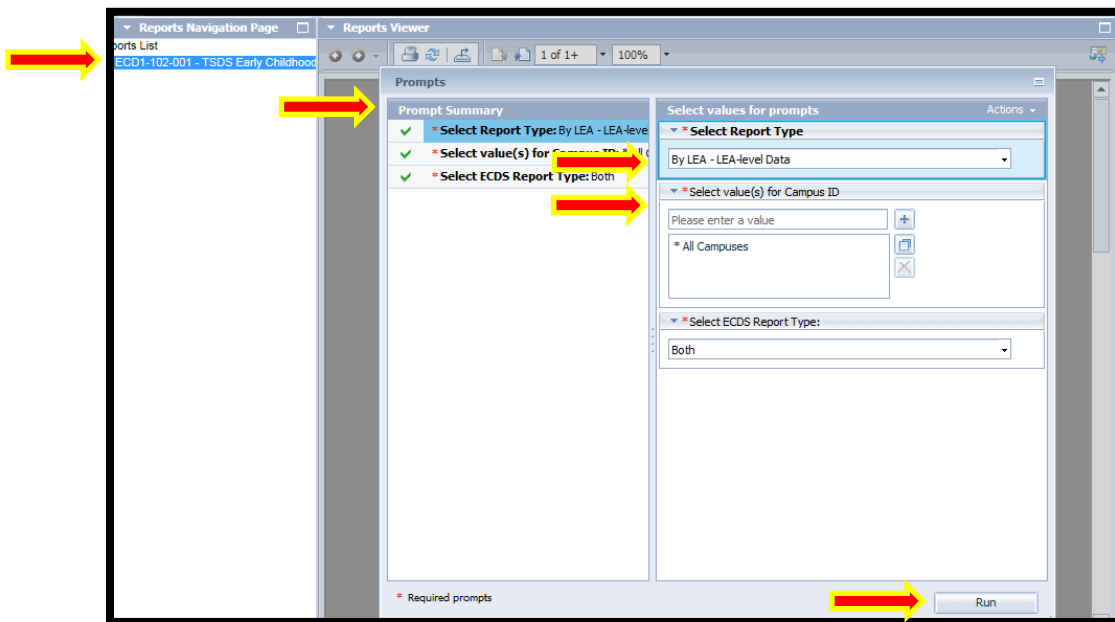
Home » View Reports

View Reports

ECDS Reports

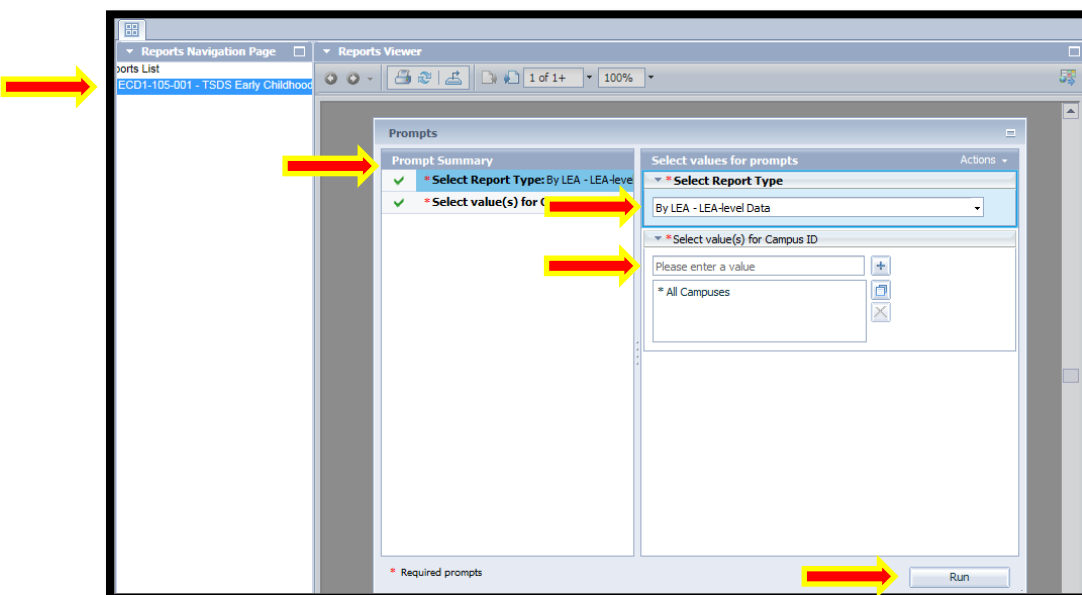
- Assessment Pre-K Sources
- Data Submission Pre-K
- Pre-K Completion

- **Select the Assessment Pre-K Sources Report**
 - The report will show the following screen 1st in the Reports Viewer.
 - Go to the column under Reports Navigation Page Option on the left and click on the report title.
 - i. Under Prompt Summary leave the defaults
 - ii. Under Select values for prompts
 1. Select Report type: (2 options)
 - a. By LEA-LEA-level Data or
 - b. By Campus-Campus-level Data
 - iii. Select values for Campus ID
 1. Select All Campuses
 - iv. Select ECDS Report Type
 1. Select Both, Public or Private (most will select Public only)
 - v. Click Run



- **Select the Data Submission Pre-K Report**

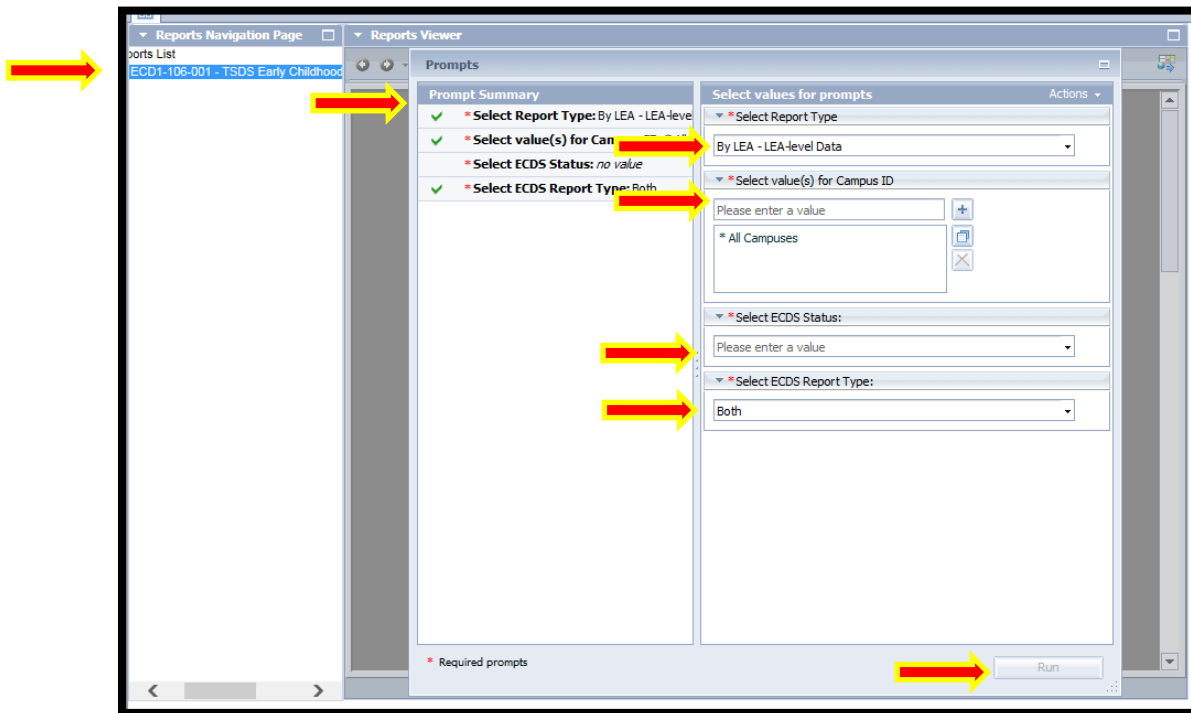
- The report will show the following screen 1st in the Reports Viewer.
- Go to the column under Reports Navigation Page Option on the left and click on the report title.
 - i. Under Prompt Summary leave the defaults
 - 1. Under Select values for prompts
 - a. Select Report type: (2 options)
 - a. By LEA-LEA-level Data or
 - b. By Campus-Campus-level Data
 - ii. Select values for Campus ID
 - 1. Select All Campuses
 - iii. Click Run



- **Select the Pre-K Completion Report**

- The report will show the following screen 1st in the Reports Viewer.
- Go to the column under Reports Navigation Page Option on the left and click on the report title.
 - i. Under Prompt Summary leave the defaults

- ii. Under Select values for prompts
 1. Select Report type: (2 options)
 - b. By LEA-LEA-level Data or
 - c. By Campus-Campus-level Data
- iii. Select values for Campus ID
 1. Select All Campuses
- iv. Select ECDS Status
 1. Select status according to where you are in the process.
- v. Select ECDS Report Type
 1. Select Both, Public or Private (most will select Public only)
- vi. Click Run



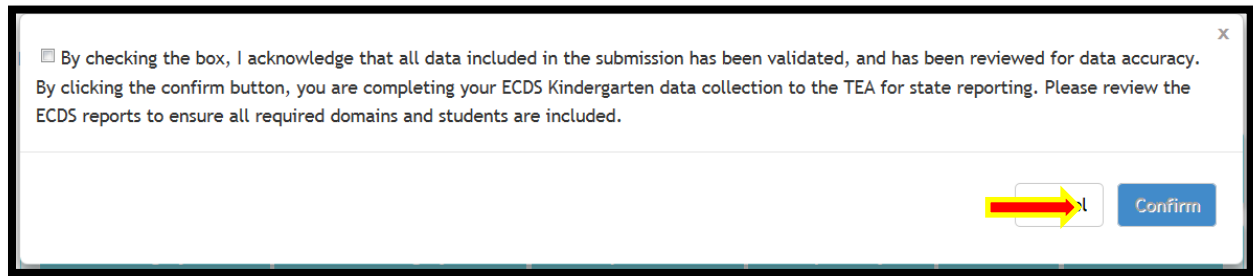
7. Print Reports

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

- a. Go to Reports Viewer
 - i. Select Export
 - ii. Select PDF under File Format and
 - iii. Select All Pages and select Export

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.**



A screenshot of a confirmation dialog box with a black border and a close button (X) in the top right corner. The text inside reads: "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." Below the text is a horizontal line. At the bottom right, there is a checkbox, a yellow arrow pointing right, and a blue button labeled "Confirm".

☐ 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.

☐ 