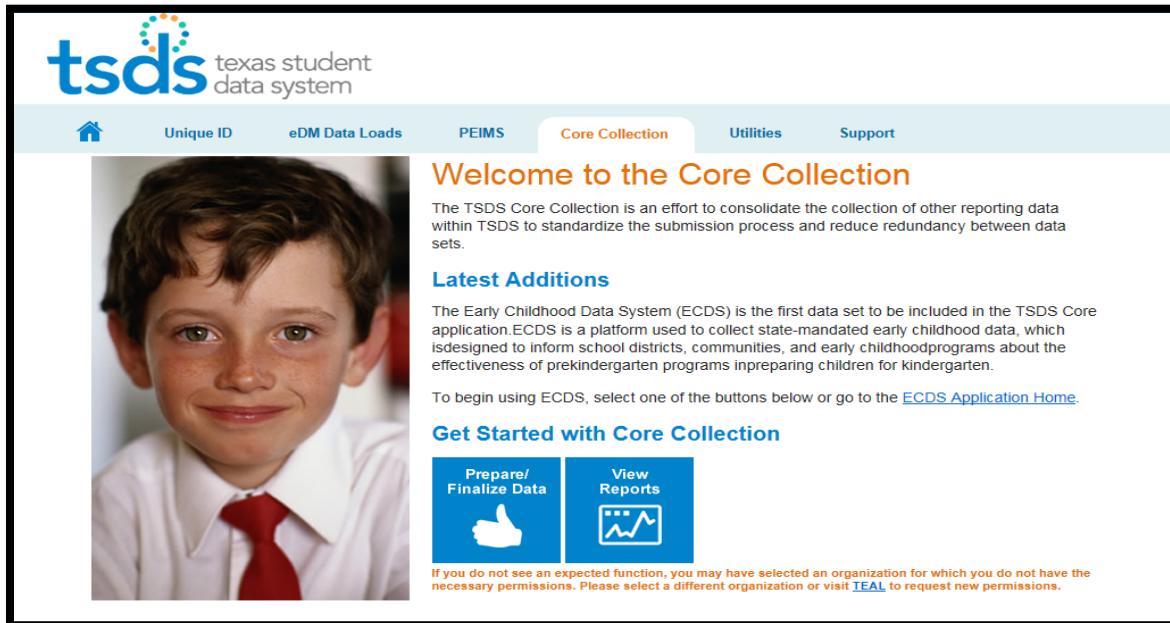


PK ECDS Prepare/Reports/Finalize/Complete

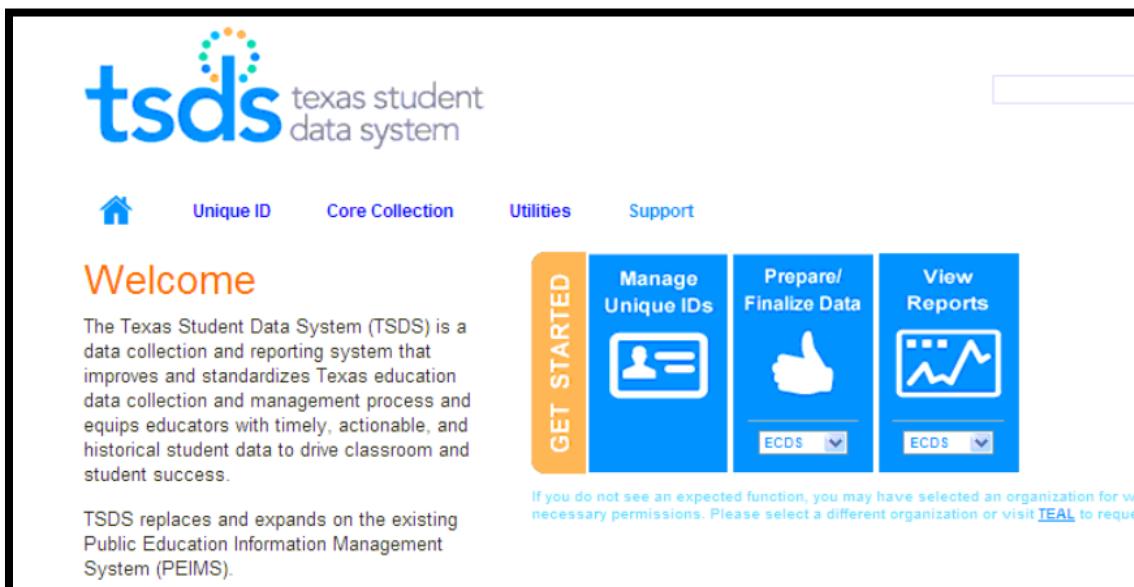
- 1. ECDS Data Approver -Log into TSDS**
- 2. Select Core Collection**



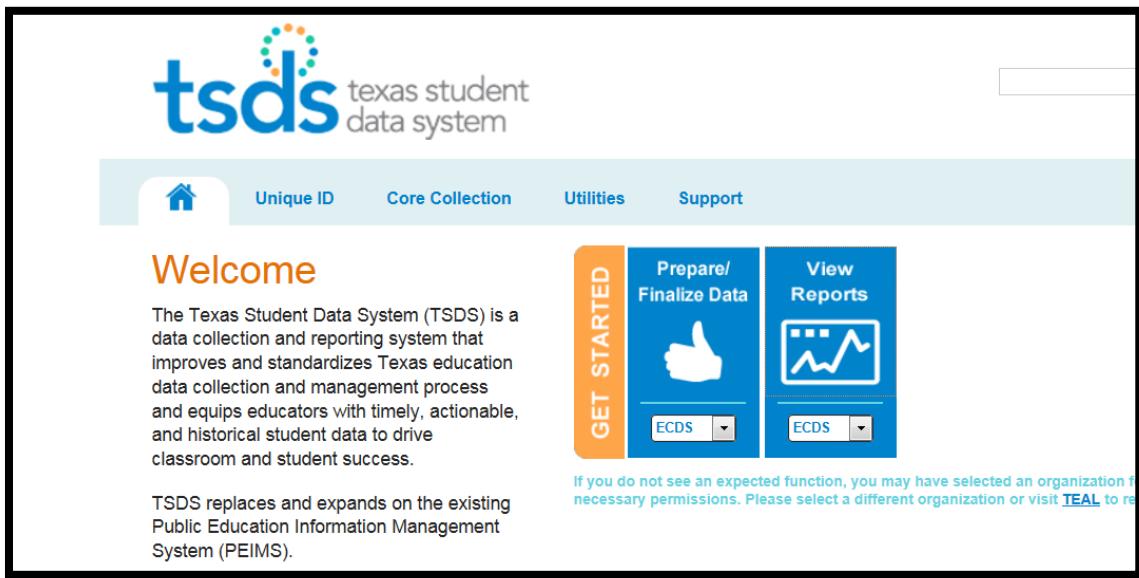
The screenshot shows the 'Welcome to the Core Collection' page of the TSDS Core Collection. At the top, there is a navigation bar with links for Home, Unique ID, eDM Data Loads, PEIMS, Core Collection (which is highlighted in orange), Utilities, and Support. Below the navigation bar is a large image of a young boy in a white shirt and red tie. To the right of the image, the text 'Welcome to the Core Collection' is displayed in orange. Below this, a paragraph explains the purpose of 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.' A section titled 'Latest Additions' describes the Early Childhood Data System (ECDS) as the first data set to be included. Below this, a button labeled 'Prepare/Finalize Data' with a thumbs-up icon is shown, along with a note: '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.

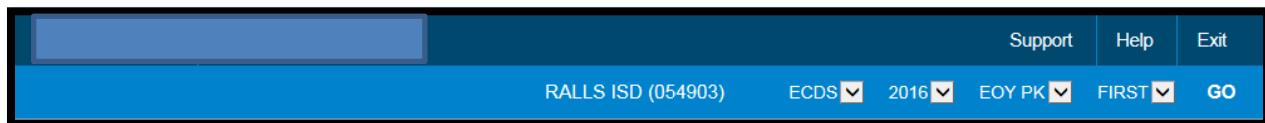


The screenshot shows the 'Welcome' page of the TSDS Core Collection. The navigation bar is identical to the previous screen. The 'Core Collection' link is highlighted in orange. The main content area features a 'Welcome' message and a paragraph about the Texas Student Data System (TSDS). Below this, a 'GET STARTED' button is highlighted in orange. To the right, there are three blue buttons: 'Manage Unique IDs' (with a user icon), 'Prepare/Finalize Data' (with a thumbs-up icon), and 'View Reports' (with a chart icon). A note at the bottom of the page 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.'



The screenshot shows the Texas Student Data System (TSDS) homepage. At the top, the TSDS logo is displayed with the text "texas student data system". Below the logo, a navigation bar includes links for "Home", "Unique ID", "Core Collection", "Utilities", and "Support". The main content area features a "Welcome" message: "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." It also mentions that TSDS replaces and expands on the existing Public Education Information Management System (PEIMS). To the right, there are two large buttons: "GET STARTED" (with "Prepare/ Finalize Data" and "ECDS" dropdown) and "View Reports" (with "ECDS" dropdown). A note at the bottom right states: "If you do not see an expected function, you may have selected an organization that does not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request additional permissions." A small "TSDS" watermark is in the bottom right corner of the page.

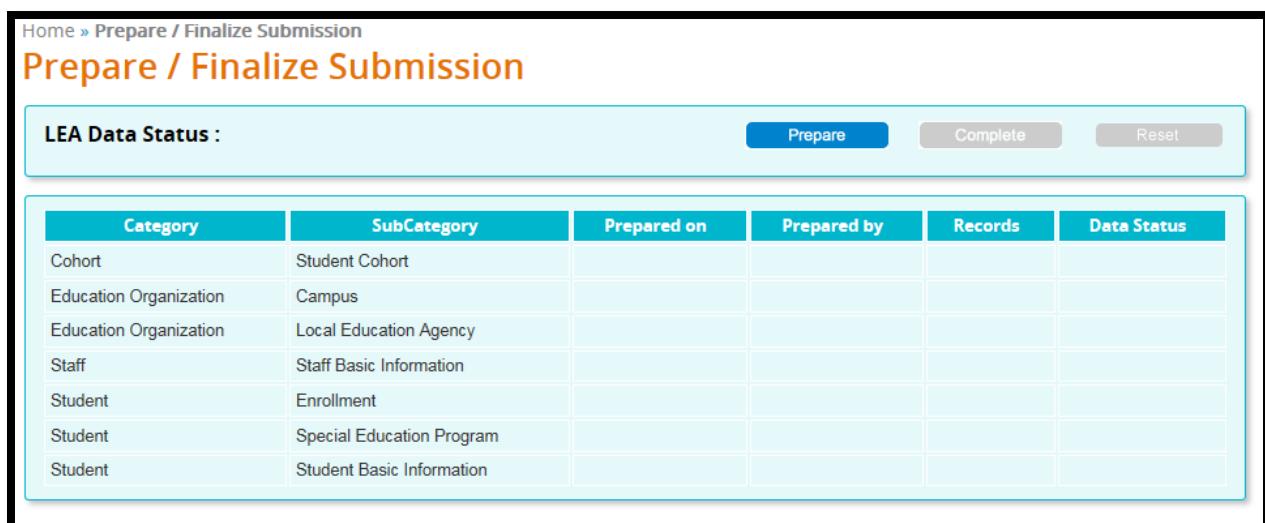
4. Select the collection and year for which you will be preparing and click **GO**.



The screenshot shows the "Prepare / Finalize Submission" page. The top navigation bar includes "Support", "Help", and "Exit". Below the navigation, a search bar shows "RALLS ISD (054903)" and dropdown menus for "ECDS" (set to "ECDS"), "2016" (set to "2016"), "EOY PK" (set to "EOY PK"), "FIRST" (set to "FIRST"), and a "GO" button. The main content area displays a table titled "LEA Data Status" with columns: "Category", "SubCategory", "Prepared on", "Prepared by", "Records", and "Data Status". The table lists various categories and their sub-categories, with the "Records" column showing a count of 1 for each row.

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.



The screenshot shows the "Prepare / Finalize Submission" page. The top navigation bar includes "Home", "Prepare / Finalize Submission", "Support", "Help", and "Exit". Below the navigation, a search bar shows "RALLS ISD (054903)" and dropdown menus for "ECDS" (set to "ECDS"), "2016" (set to "2016"), "EOY PK" (set to "EOY PK"), "FIRST" (set to "FIRST"), and a "GO" button. The main content area displays a table titled "LEA Data Status" with columns: "Category", "SubCategory", "Prepared on", "Prepared by", "Records", and "Data Status". The table lists various categories and their sub-categories, with the "Records" column showing a count of 1 for each row. At the top of the table, there are buttons for "Prepare", "Complete", and "Reset".

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.

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

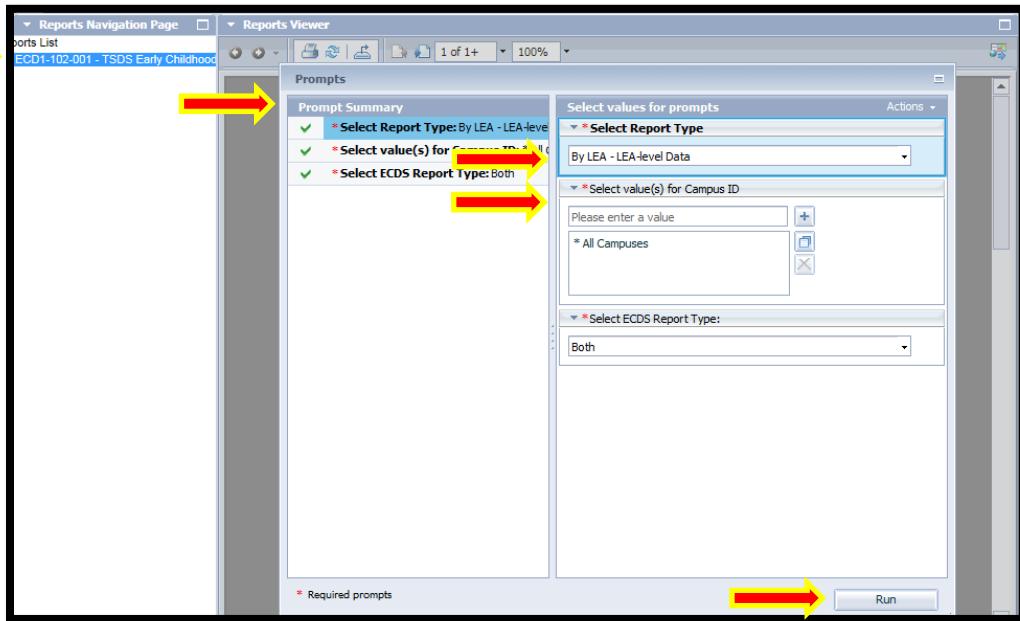
Home » View Reports

View Reports

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

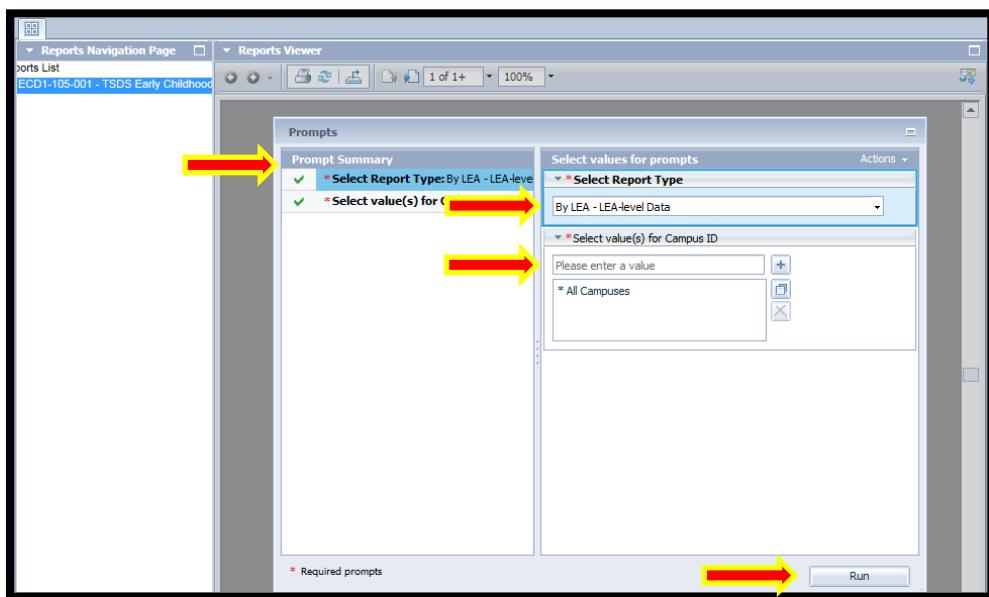
- **Select the Assessment Pre-K Sources Report**

- 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**

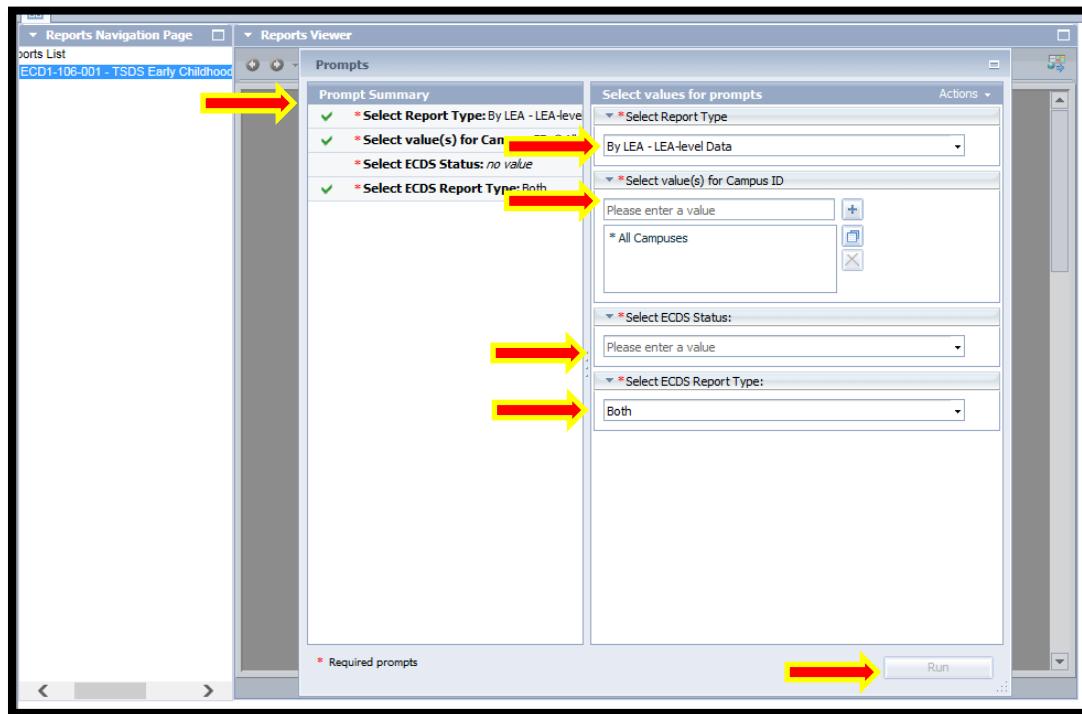
- The report will show the following screen 1st in the Reports Viewer.
- Go to the column under Reports Navigation Page Option on the left and click on the report title.
 - i. Under Prompt Summary leave the defaults
 - 1. Under Select values for prompts
 - a. Select Report type: (2 options)
 - a. By 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

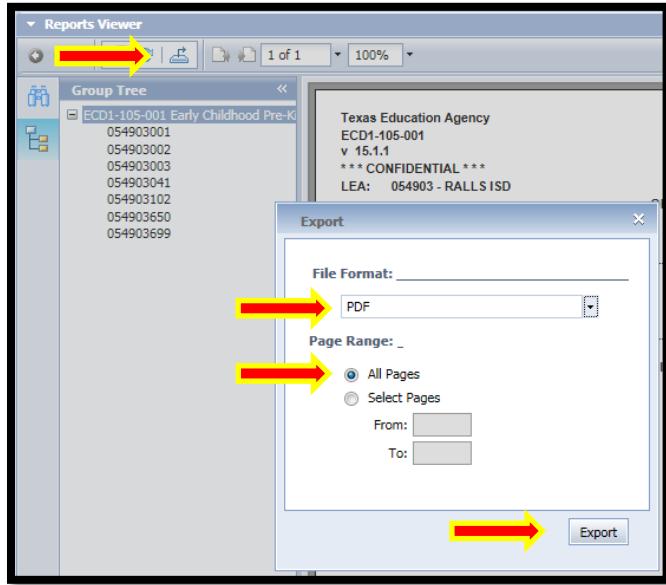
- ii. Under Select values for prompts
 - 1. Select Report type: (2 options)
 - b. By LEA-LEA-level Data or
 - c. By Campus-Campus-level Data
- iii. Select values for Campus ID
 - 1. Select All Campuses
- iv. Select ECDS Status
 - 1. Select status according to where you are in the process.
- v. Select 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



Texas Education Agency
ECD1-102-001
v 16.1.1

LEA: [REDACTED]

ECDS Report Type: Public

TSDS EARLY CHILDHOOD ASSESSMENT PRE-K SOURCES
LEA-level Data | Public and Private Pre-K
Campuses: ALL
2015 - 2016 Pre-Kindergarten

Wednesday 04/13/2016 10:26 AM
Page 1 of 1

Total Campuses/Programs	Total Number of Pre-K Programs	Total Student Enrollment	Total % Students Kindergarten Match	Total Students Kindergarten Ready	Total % Students Kindergarten Ready	Total Students NOT Kindergarten Ready	Total % Students NOT Kindergarten Ready
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Texas Education Agency
ECD1-105-001
v 16.1.1
*** CONFIDENTIAL ***

LEA: [REDACTED]

ORGANIZATION-CATEGORY: Local Education Agency CAMPUS GRADES OFFERED: Pre-Kindergarten ORGANIZATION CATEGORY: School

STUDENT DATA							
Name	UID	Sex	DOB	Hisp/Latino	Race	LEP Prgm	Econ Disadvantage
STUDENT PRE-K DATA				TEACHER DATA			
School Type	Grade Level	Student Instruction Type		Teacher Name		UID	

Texas Education Agency
ECD1-106-001
v 16.1.1

LEA: [REDACTED]

Status: Completed
Report Type: Public

TSDS EARLY CHILDHOOD PRE-K COMPLETION
LEA-level Data | Public and Private | Prepared and Completed
Campuses: ALL
2015 - 2016 Pre-Kindergarten

Wednesday 04/13/2016 10:40 AM
Page 1 of 4

Total Campuses/Programs	Total Students Entered
-------------------------	------------------------

***If the data needs correcting, go back to the template, make changes as needed and resend to your contact for processing.**

***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.

