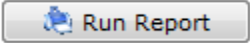

TSDS File Creation and Upload

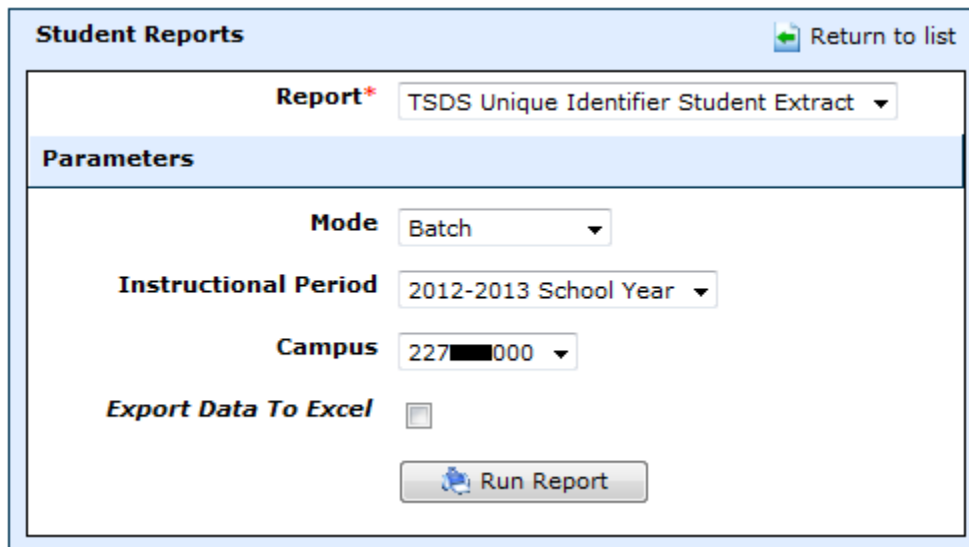
The files for upload into the TSDS system are housed in third Party Extracts of the Student and Finance modules respectively.

File Creation

Students > Reports > Third Party Student Extracts

To create your student file:

- Select the **TSDS Unique Identifier Student Extract**
- Select the **Mode**:
 - **Batch** = runs for *all* students with enrollments for the selected school year, regardless of status
 - **Missing** = runs for all students enrolled during the selected school year without a UID
- Select the **Instructional Period** – this will default to the active school year
- Select the **Campus** – to run for all, use the option ending with **000**
- Set the **Effective Date** when that is the Mode selected
- Click 

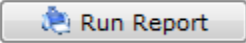


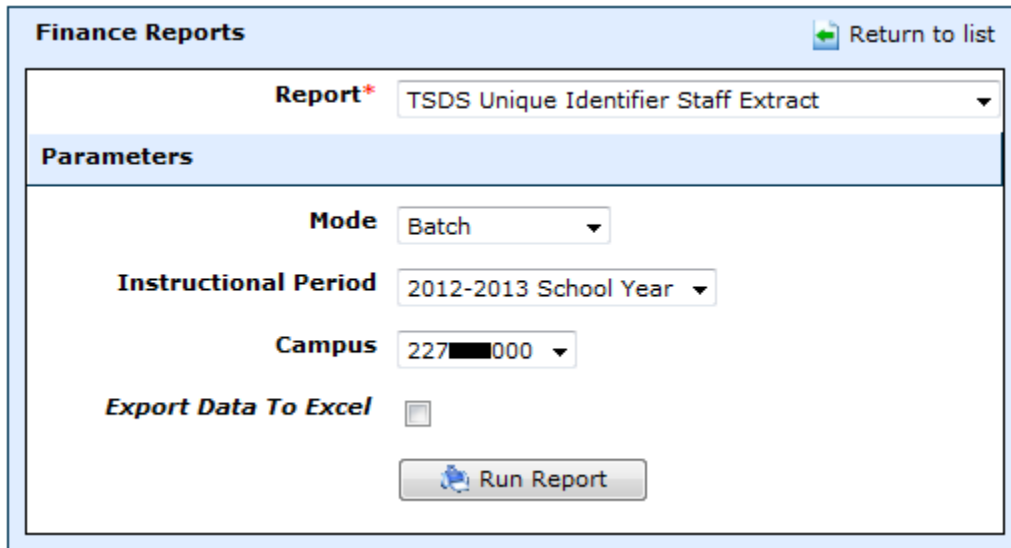
The screenshot shows the 'Student Reports' interface. At the top right, there is a 'Return to list' link. Below it, the 'Report*' dropdown is set to 'TSDS Unique Identifier Student Extract'. A 'Parameters' section contains the following fields: 'Mode' is set to 'Batch', 'Instructional Period' is set to '2012-2013 School Year', 'Campus' is set to '227-000', and 'Export Data To Excel' is an unchecked checkbox. At the bottom of the parameters section is a 'Run Report' button.

- Save the file to your computer where it can be easily found. The system will name the file properly for you.

Finance > Reports > Third Party Finance Extracts

To create your staff file:

- Select the **TSDS Unique Identifier Staff Extract**
- Select the **Mode**:
 - **Batch** = runs for *all* staff with a position history for the selected school year, regardless of employment status
 - **Missing** = runs for all staff with a position history for the selected school year without a UID
- Select the **Instructional Period** – this will default to the active school year
- Select the **Campus** – to run for all, use the option ending with **000**
- Set the **Effective Date** when that is the Mode selected
- Click 



The screenshot shows a web application window titled "Finance Reports" with a "Return to list" link in the top right. The main content area is divided into sections. The first section, labeled "Report*", contains a dropdown menu with "TSDS Unique Identifier Staff Extract" selected. Below this is a section titled "Parameters" which contains several fields: "Mode" with a dropdown set to "Batch", "Instructional Period" with a dropdown set to "2012-2013 School Year", "Campus" with a dropdown set to "227-000", and "Export Data To Excel" with an unchecked checkbox. At the bottom of the parameters section is a "Run Report" button.

- Save the file to your computer where it can be easily found. The system will name the file properly for you.

NOTE:

-This process can only be performed by a user or users with the access to these report categories.

TSDS Upload/Download

You will use the instructions provided during your ESC training on uploading your files into the TSDS system.

For your first submission, a Batch file will be generated in the TSDS system that you will pull down to upload into WebSmart. Save the file to your computer where it can be easily found.

Batch Upload

Admin > Admin > Data Management > Import/Export

To upload a Student Batch file into WebSmart:

- Open the batch file that you pulled down from the TSDS system and saved to your computer then delete the Header and Footer rows of the file and save
- Select the **Upload Listener** for *TSDS Student Unique Identifier*
- Use the button to locate the **File** and select
- Click the system will process the student file and upload/update the Unique Identifiers

Import

Data Import / Export Utility

This utility allows you to import data into WebSmart from various data sources.

Import

Upload Listener* TSDS Student Unique Identifier Import ▼

File*

To upload a Staff Batch file into WebSmart:

- Open the batch file that you pulled down from the TSDS system and saved to your computer then delete the Header and Footer rows of the file and save
- Select the **Upload Listener** for *TSDS Staff Unique Identifier*
- Use the button to locate the **File** and select
- Click the system will process the staff file and upload/update the Unique Identifiers

The screenshot shows a web interface for data import. At the top, there is a tab labeled 'Import'. Below it, the title is 'Data Import / Export Utility'. A message states: 'This utility allows you to import data into WebSmart from various data sources.' Under the 'Import' section, there is a form with the following elements:

- Upload Listener***: A dropdown menu currently showing 'TSDS Staff Unique Identifier Import'.
- File***: An empty text input field followed by a 'Browse...' button.
- Import Data**: A button with a globe icon and the text 'Import Data'.

NOTE:

-This process can only be performed by a user with the *Administrators Group* authorization role or the TSDS Upload rights.

-You must remove the first and last line of the file before uploading it into WebSmart. Do not leave the first line blank, fully remove it. Failure to do so will result in an ERROR.