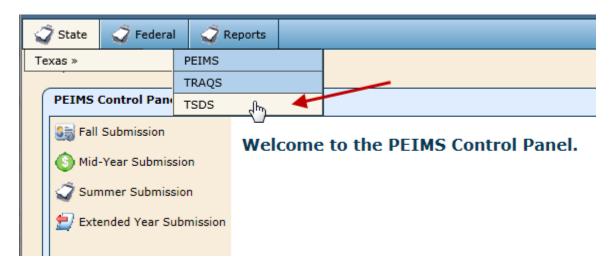

TSDS PEIMS

<u>Compliance > State > Texas > TSDS</u>

- *Make sure all Staff and Students have UIDs*
- *Download the Validation Tool from TSDS*

Compliance

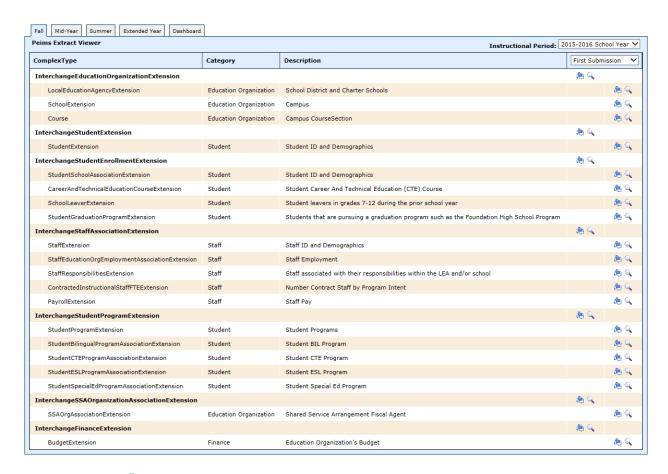
- Go to the **Compliance** Module
- Go to <u>Compliance > State > Texas > TSDS</u>. *Note: this is different from the PEIMS screen used for Edit+ PEIMS.
- Select the **Collection** using the corresponding tab
- Set Instructional Period to the year reporting is taking place (should always be current school year)
- Select the Submission (First Submission or Resubmission this determines the file naming)



WebSmart Icons:

e create Interchange File

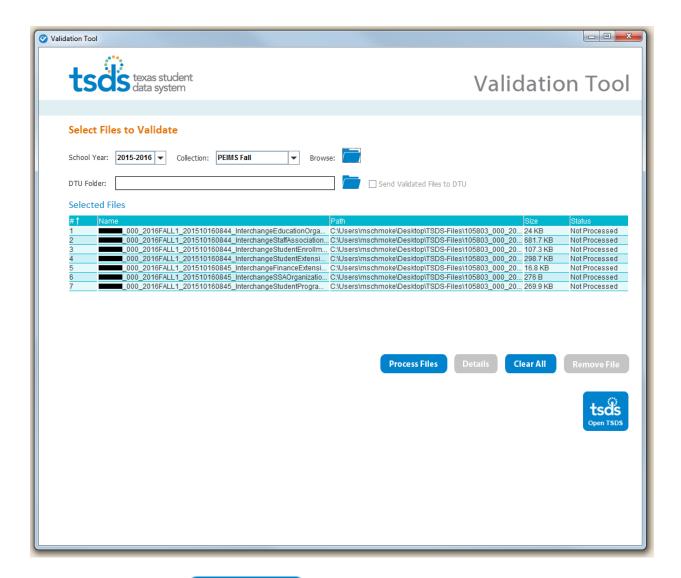
= view lines of Interchange File



- Click the each Interchange File to create them. Use the left column to create the entire Interchange File, use the right column to create files for individual Interchange Extensions.
- Save each where they can be easily located. Do not edit the file names; they are named by the system according to TSDS guidelines.

Validation Tool

- Open the Converter and Validation Tool
- Under the File menu, select Validation Tool
- Set the School Year
- Select the Collection
- Use the Browse folder icon to select the Interchange Files you created



Process Files

Click Process Files

• After the files process, you will either Passed or Failed in the Status column

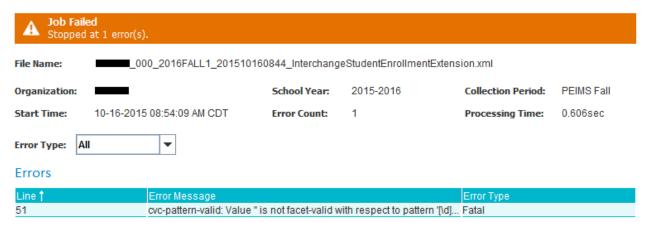
Details

• Select a file and click Details

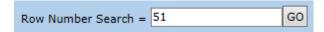
- If the file passed, it will say "File has no validation errors."
- If the file failed, it will give you the Line # of the issue and the Error Message stating what the issue is.

WebSmart by JR3 – Student Services TSDS PEIMS

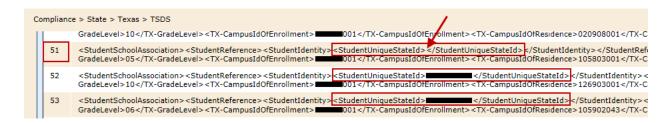
Detail Errors



- When you receive an error, go back to WebSmart and click the \P for the Interchange with the error.
- At the top of the Viewer, you will see a search box. Enter the line number from the error and click GO GO to locate the line.



In looking at the line, you can see the student is missing a UID.



After reviewing the line, click on the Collection tab to return to the list of Interchange Files.

Correct the error before moving to the next step. If the error is not corrected the file with the error and the files that follow cannot be loaded. Files must be loaded in the order they are listed.

After correcting the error, delete the original file(s) and recreate. Process the new file(s), review any additional errors and correct. Once the files all run through clean, proceed to TSDS.