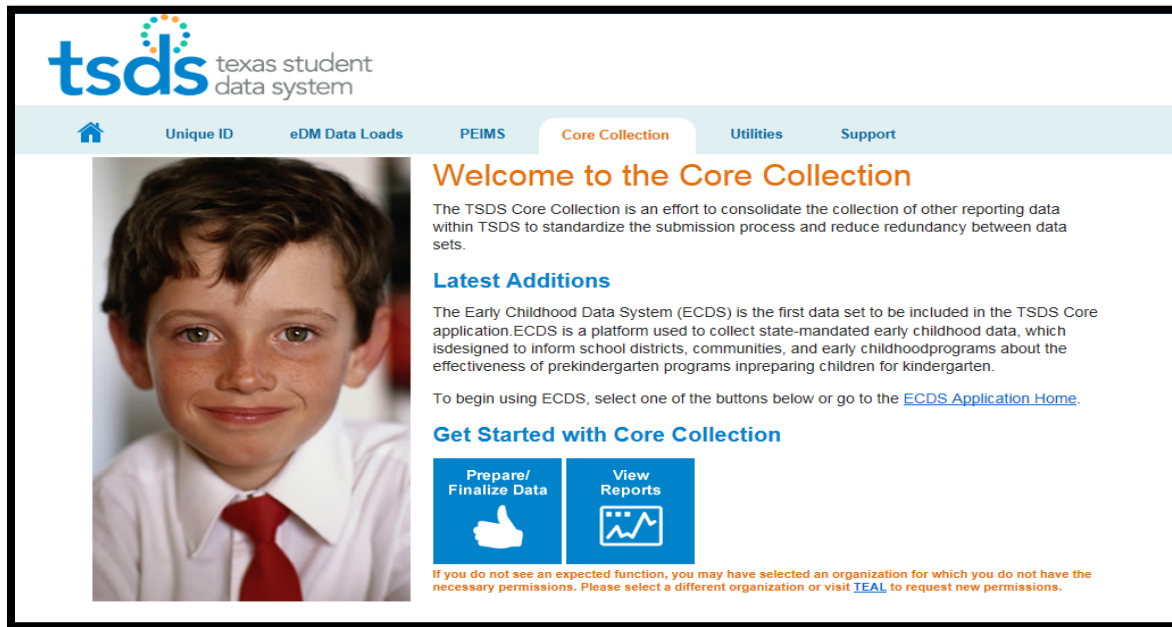


PK ECDS Prepare/Reports/Finalize/Complete

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



The screenshot shows the TSDS Core Collection page. At the top is the TSDS logo and a navigation bar with links: Unique ID, eDM Data Loads, PEIMS, Core Collection (highlighted), Utilities, and Support. Below the navigation bar is a large image of a young boy. To the right of the image is the heading "Welcome to the Core Collection" followed by a paragraph explaining the Core Collection's purpose. Below this is a section titled "Latest Additions" with a paragraph about ECDS. Further down is a section titled "Get Started with Core Collection" with two buttons: "Prepare/Finalize Data" (with a thumbs up icon) and "View Reports" (with a line graph icon). At the bottom, there is a note about permissions.

tsds texas student data system

Unique ID eDM Data Loads PEIMS **Core Collection** Utilities Support

Welcome to 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.

Latest Additions

The Early Childhood Data System (ECDS) is the first data set to be included in the TSDS Core application. ECDS is a platform used to collect state-mandated early childhood data, which is designed to inform school districts, communities, and early childhood programs about the effectiveness of prekindergarten programs in preparing children for kindergarten.

To begin using ECDS, select one of the buttons below or go to the [ECDS Application Home](#).

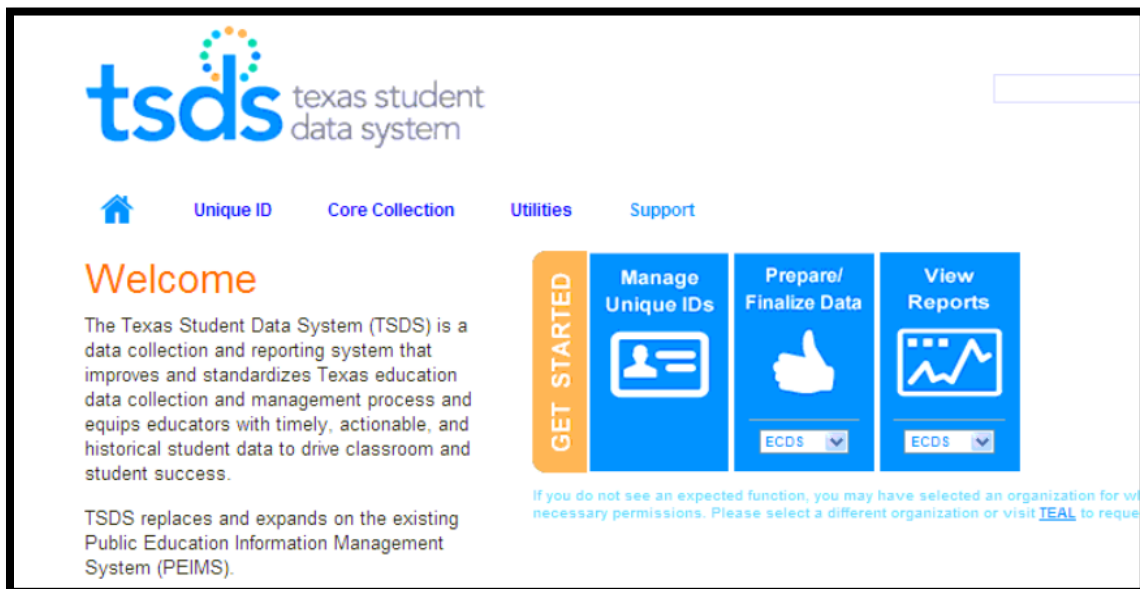
Get Started with Core Collection

Prepare/Finalize Data **View Reports**

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 Welcome page. At the top is the TSDS logo and a navigation bar with links: Unique ID, Core Collection (highlighted), Utilities, and Support. Below the navigation bar is a large heading "Welcome" followed by a paragraph explaining the TSDS system. To the right of the text is a vertical orange bar labeled "GET STARTED" and three blue 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 set to "ECDS". At the bottom, there is a note about permissions.

tsds texas student data system

Unique ID **Core Collection** Utilities Support

Welcome

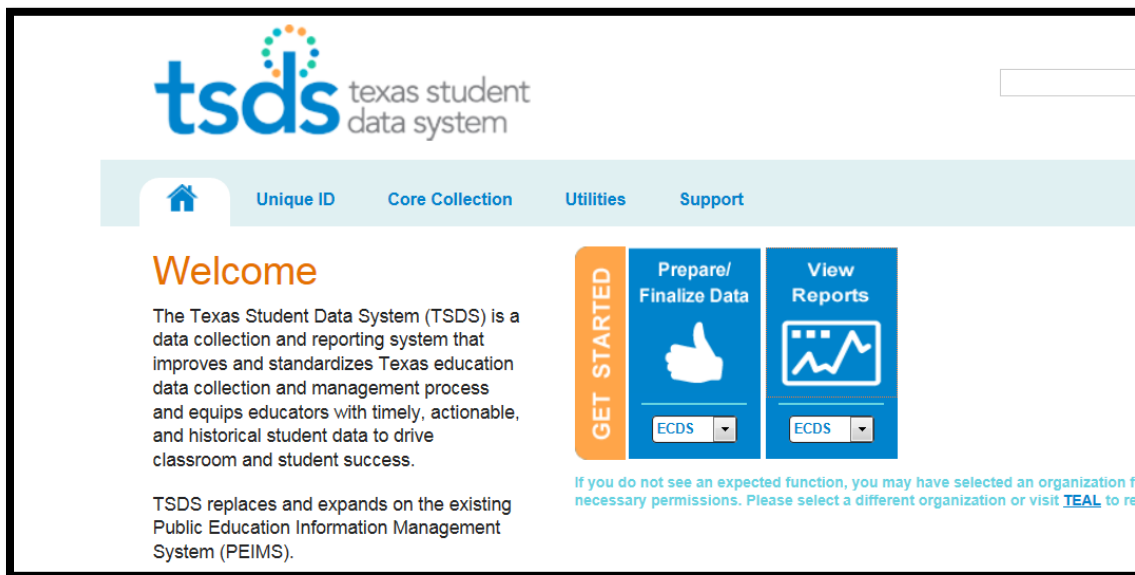
The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable, and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

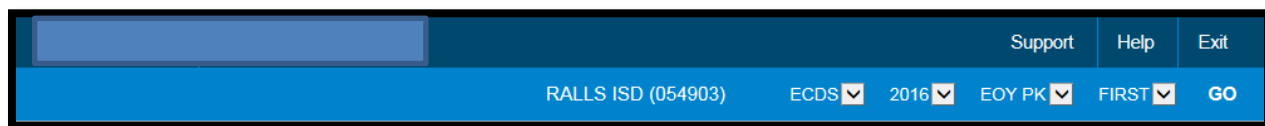
GET STARTED **Manage Unique IDs** **Prepare/Finalize Data** **View Reports**

ECDS ECDS ECDS

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.

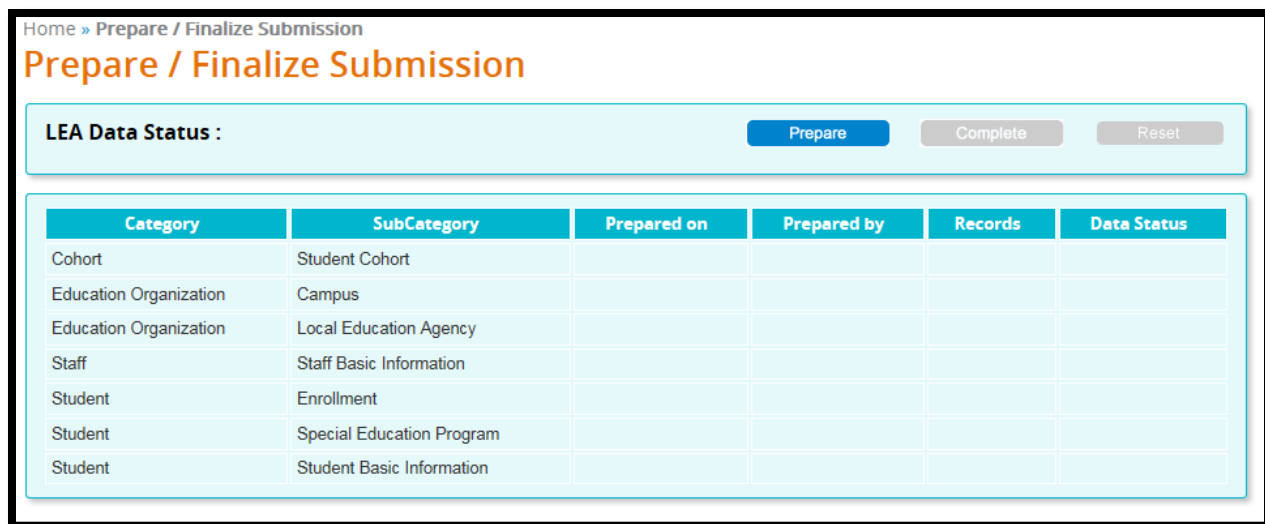


4. Select the collection and year for which you will be preparing and click **GO**.



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

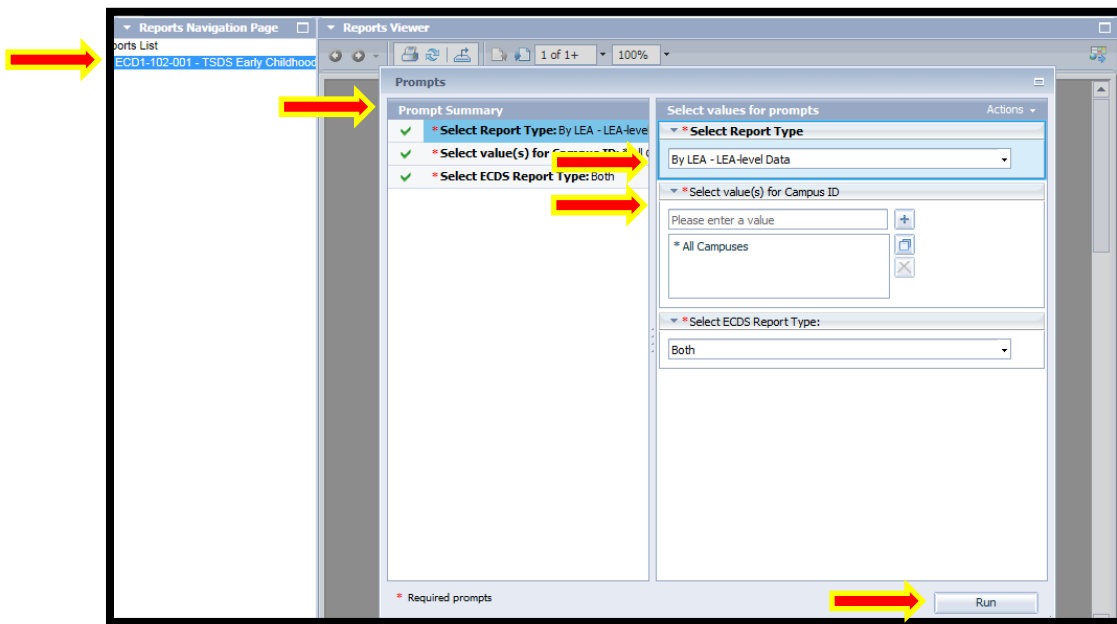
Home » View Reports

View Reports

ECDS Reports

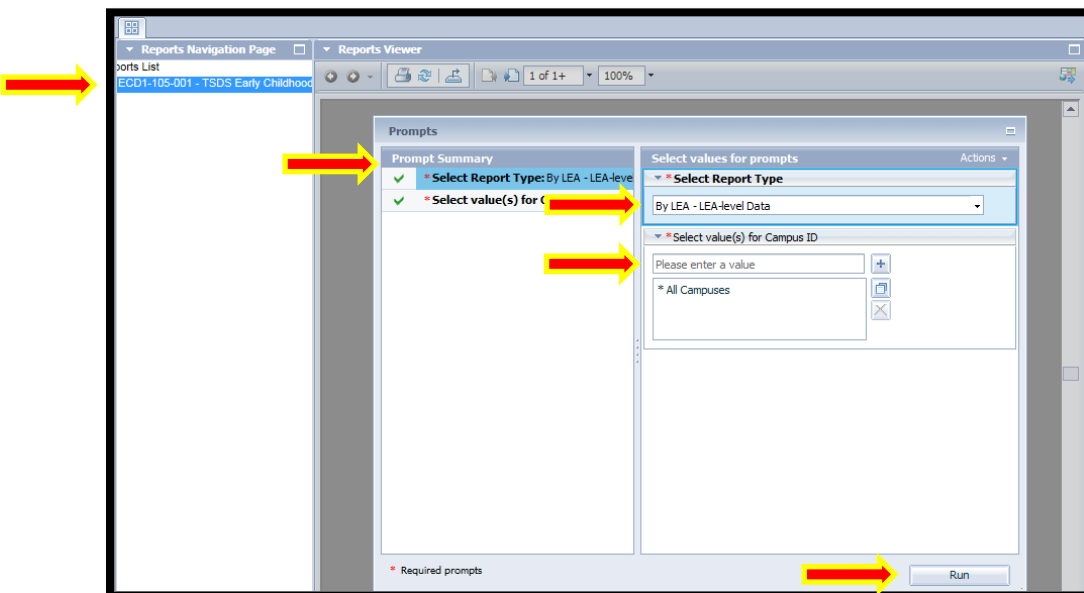
- Assessment Pre-K Sources
- Data Submission Pre-K
- Pre-K Completion

- **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**

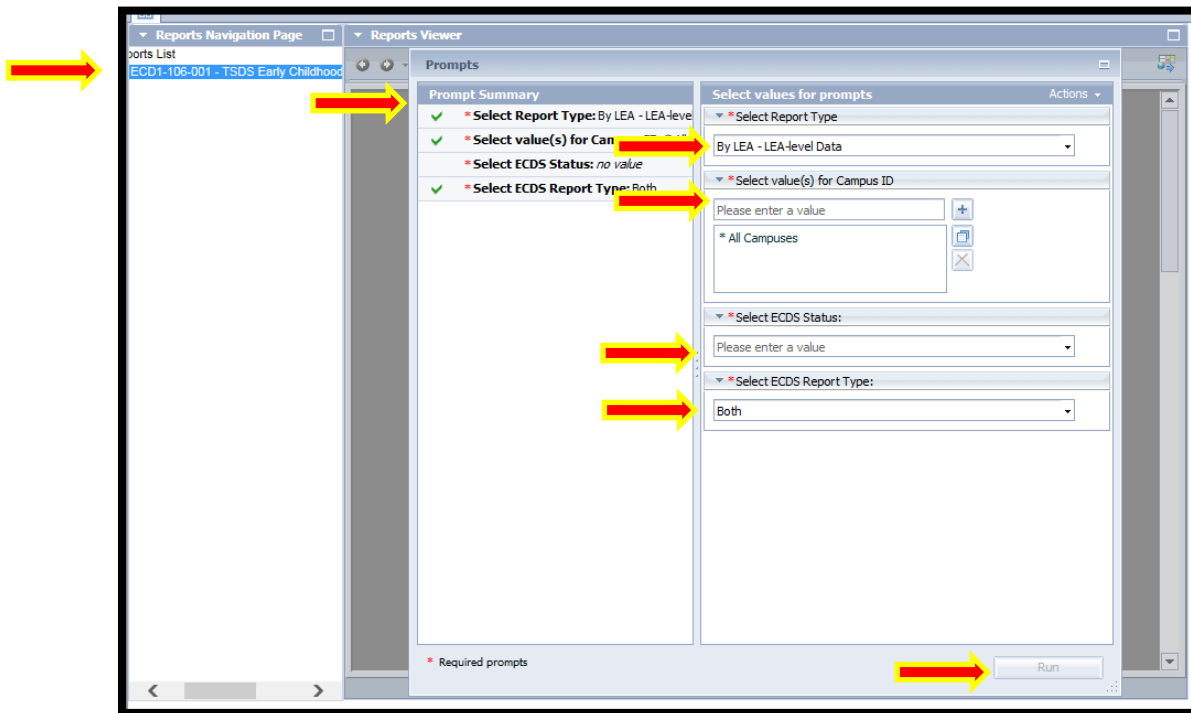
- The report will show the following screen 1st in the Reports Viewer.
- Go to the column under Reports Navigation Page Option on the left and click on the report title.
 - i. Under Prompt Summary leave the defaults
 - 1. Under Select values for prompts
 - a. Select Report type: (2 options)
 - a. By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

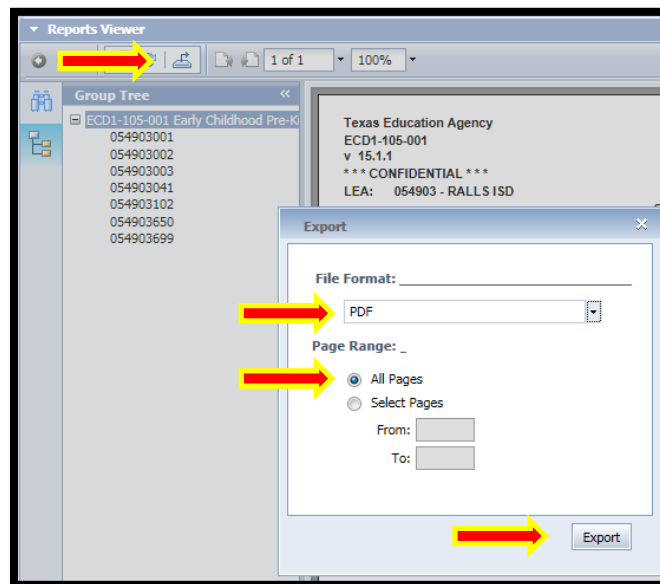
- ii. Under Select values for prompts
 1. Select Report type: (2 options)
 - b. By LEA-LEA-level Data or
 - c. By Campus-Campus-level Data
- iii. Select values for Campus ID
 1. Select All Campuses
- iv. Select ECDS Status
 1. Select status according to where you are in the process.
- v. Select ECDS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



Texas Education Agency
ECD1-102-001
v 16.1.1

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

LEA: [REDACTED]

ECDS Report Type: Public

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 ***

TSDS EARLY CHILDHOOD PRE-KINDERGARTEN DATA SUBMISSION
LEA-level Data
Campuses: ALL
2015 - 2016 Pre-Kindergarten

Wednesday 04/13/2016 10:38 AM
Page 1 of 1

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	Special Ed
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STUDENT PRE-K DATA **TEACHER DATA**

School Type	Grade Level	Student Instruction Type	Teacher Name	UID
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Texas Education Agency
ECD1-106-001
v 16.1.1

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

LEA: [REDACTED]
Status: Completed
Report Type: Public

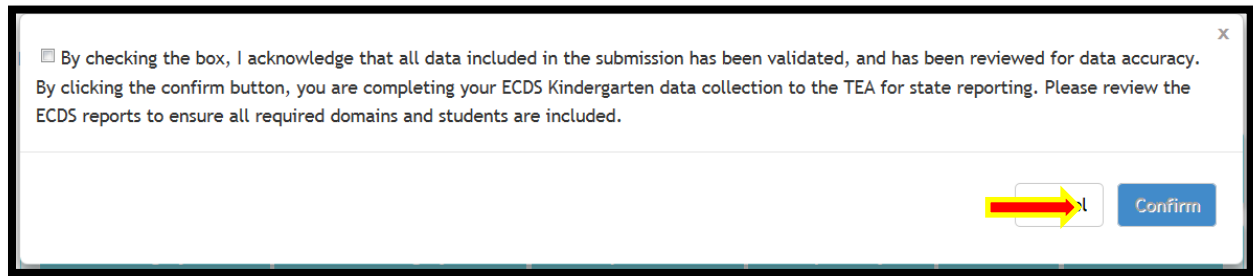
Total Campuses/Programs	Total Students Entered
----------------------------	---------------------------

***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.**



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.

☐ 