How to Complete a TEDS Data Import

Once the two export files from Infinite Campus (demographic and enrollment) are created, the TEDS import process may be completed. Login to TEDS at **http://teds.ky.gov** and import the two files. See How to **Create an Infinite Campus Export file** if you have not already exported files from Infinite Campus.

Step 1. click on **Select School.** Year should default to current year. Click **Select.**
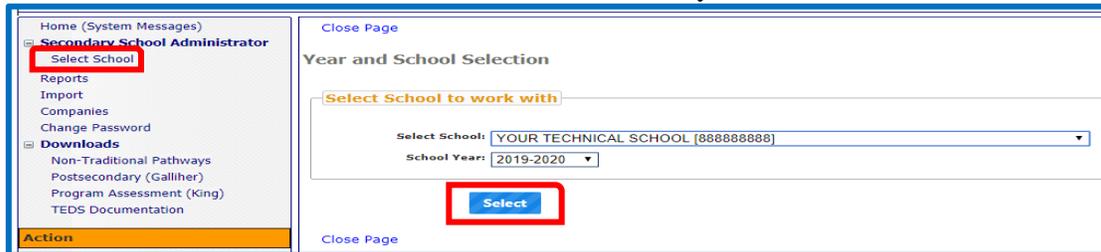
Step 2. Select **"Import"** from the left navigation bar under School Administration

Step 3. Click **"Choose File"** next to Demographics

    a. Locate your **demographic file** and select it. This file name should now display in the "Demographic data file" field.

    b. Locate your **enrollment file** and select it. This file name should now display in the "Demographic data file" field.
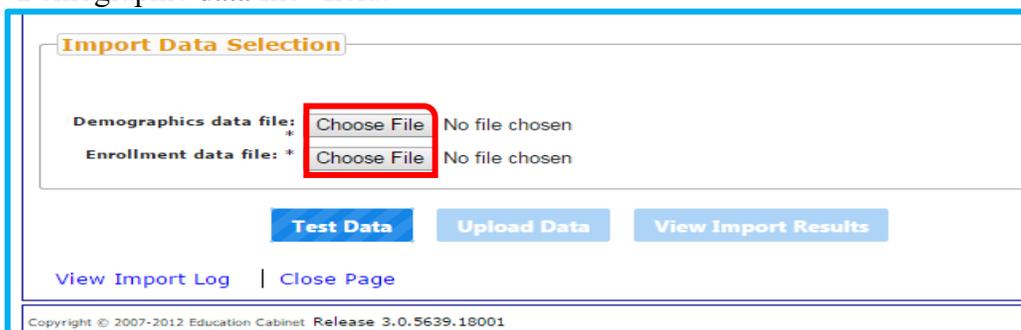
Step 4. Click **"Test Data".** This takes a few minutes. Once the testing of both files is completed, a message at the top, just below "Import Process", will display stating if the testing was successful or not.
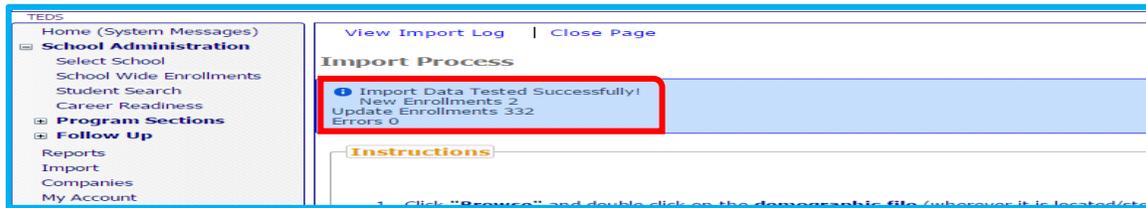
Step 5. If the testing is successful, a message at the top will appear as shown above… **"Import Data Tested Successfully!"** proceed to Step 6. <mark>**If the following message appears at the top of the page, testing was unsuccessful. Skip to step 13**</mark>.

> <mark>**NOTE**: If you proceed to Step 8 with the errors, you will have to complete a new import once those records are corrected. This can result in overwriting any changes you make in TEDS between imports. **Refer to "How to Troubleshoot TEDS Import Errors" for instructions to address error messages**</mark>

Continuing After Successful Test

If the first 5 steps happened correctly, the Upload Data button should now be available…

Step 6. Click **"Choose File"** next to Demographics

    a. Locate your **demographic file** and select it. This file name should now display in the "Demographic data file" field.

    b. Locate your **enrollment file** and select it. This file name should now display in the "Demographic data file" field.
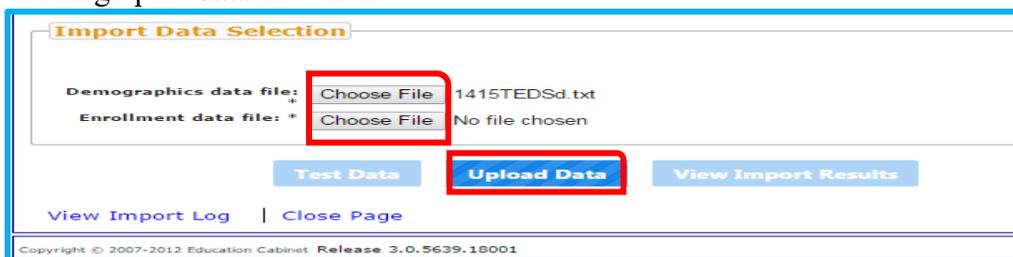
Step 7. Click **"Upload Data".** The message "Are you sure you want to upload your TEDS Import Data?" will appear. If you are sure you are ready to complete the import process, click "OK". If you click "CANCEL", the data will not upload and the import is not completed
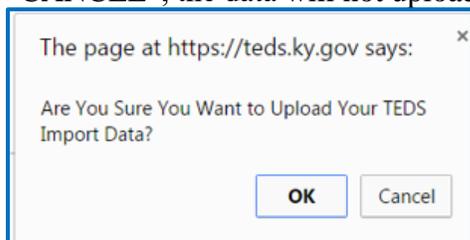
Step 8. Once both files are successfully uploaded, a message will display at the top of the web page stating the upload is successful.
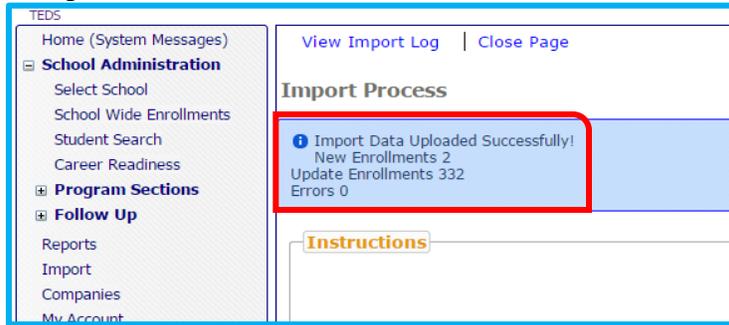
Step 9. Import process is complete.

> **NOTE**: You can re-do steps 3 - 5 and run the error report as often as needed to get a clean run against the TEDS data prior to actually completing the import process. If you want to proceed with uploading with the errors, you can proceed to Step 6. However, any records that have the errors will not import into TEDS until they are corrected.

If Your Test Has Errors

Step 10. If there are errors with the import, click **"View Import Results"** to display the errors.
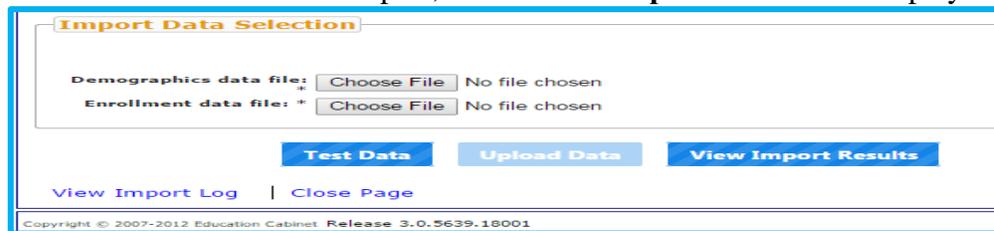
Step 11. **SAVE/PRINT** the error report. The error report lists **only** the records that had errors during the test run. Try to correct the errors before uploading the data.
Refer to how to Troubleshoot TEDS Import Errors for instructions on how to address error messages.

> **Remember:** File imports are completed **OVERNIGHT**. You will not be able to see the data in TEDS until the next day.