

24	TEDS		
KDE Contact (Data Steward)	Claude Christian	Updated	06/30/2016
Description	The Technical Education Database System (TEDS) tab in Infinite Campus is for entering data on Career and Technical Education (CTE) students. All initial data entry for CTE students should be completed on the TEDS tab in Infinite Campus and then imported to TEDS.		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none"> • <u>Perkins Accountability</u> – Federal Perkins Law and Perkins funding is based on CTE data that is initially entered into the TEDS tab. • <u>Career Readiness</u> – Career Readiness accountability is based on CTE data that is initially entered into the TEDS tab. 		
How is data used	<ul style="list-style-type: none"> • Federal Reporting • College and Career Readiness • Federal Funding • State Funding 		
Noted Changes for current year	CIP Codes were updated with the new codes in the dropdown menu.		
Available Ad-Hoc & Reports	KY State Reporting – TEDS Report		
Available Training	Contact Claude Christian for available training. TEDS Step-by-Step website		

24A	Adding or Updating a TEDS Enrollment
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Campus Path: **Select a Student > Click on TEDS tab**

Step 1: Click Add TEDS for a New Enrollment or click on the Enrollment if activating an inactive enrollment. You should always choose to activate an inactive existing enrollment if possible when the student is continuing in the same Career Pathway/CIP Code. **Do not change a current enrollment to a new Career Pathway/CIP Code. Choose to Add a New Enrollment if the student has a new Career Pathway/CIP Code.**

The screenshot shows the TEDS enrollment form with the following fields highlighted in red boxes:

- a.** *School: Polk High School(410)
- b.** *Start Date: [Date Picker]
- c.** *CIP Code: Select a Value
- d.** Special Populations: [Dropdown]
- e.** *Term 1 and *Term 2: [Dropdowns]
- f.** Credit Hours: [Text Input]
- g.** *Student Objective: [Dropdown]

Other visible fields include: End Date, *Daily Attendance Hours (Semesters/Trimesters), Termination Status, Federal ID, ATC_CTC, Credential Earned, and Industry Certificate.

Step 2: Complete required fields in red, credit hours, and special populations on TEDS tab

- a. School** - This is the home school for the student, it auto fills when you add a new TEDS record.
- b. Start Date** - The date when the student starts in the **first course** of a Career Pathway. This date should **not be changed** after it is entered the first time.

- c. **CIP Code** – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.
- d. **Special Populations** – Select from the dropdown ONLY if you know this information. DO NOT ASK STUDENTS FOR THIS INFORMATION.

Daily Attendance Hours

- e. **Semesters vs. Trimesters** - *If your school schedule is trimesters* choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.

Term Boxes - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

Example: John is in two 55-minute courses in the pathway all five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2nd semester.

- f. **Credit Hours** - Total number of credits the student has earned in the Career Pathway.
- g. **Student Objective** - Every student is “**Exploring**” until they meet the definition for Preparatory. “**Preparatory**” means the student has completed two credits in a career pathway and has enrolled in the third credit for the same pathway and eventually completes the third credit.

End Date – Should be blank for an active student

Termination Status – Should be blank for an active student

Campus Path: KY State Reports > TEDS Report

Step 1: Expand KY State Reporting

The screenshot displays the 'TEDS Report' configuration page. At the top, there are dropdowns for 'Year' (15-16) and 'School' (COUNTY HIGH SCHOOL). A navigation menu on the left lists various reporting options, with 'TEDS Report' highlighted. The main content area is titled 'TEDS Report' and includes a brief instruction: 'This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.' Below this, the 'Extract Options' section contains:

- Date Range:** 7/1/2016 to 6/30/2017
- Extract Type:** Enrollment
- Format:** State Format (Fixed width)
- Grade:** All Grades (with a list of options: 7th Grade, 8th Grade, 9th Grade, 10th Grade, 11th Grade, 12th Grade, Over 17 by October 1st)
- Ad Hoc Filter:** (Optional)

 The 'Select Calendars' section has three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below this is a list of school years from 15-16 to 15-18. At the bottom, there is a 'Batch Queue List' table with columns: Queue Time, Report Title, Status, and Download. The table is currently empty. A 'Generate Extract' button and a 'Submit to Batch' button are located at the bottom of the form area.

Step 2: Click on TEDS Report

Date Range – Enter the first day of school until the last day of school (07/01/2016 – 06/30/2017)

Extract Type – Use Enrollment for the first export and then repeat for Demographic

Format – Use State Format (fixed width) for both Enrollment and Demographic Extract Types

Optional Format – Use HTML for both Enrollment and Demographic Extract Types if you would like data that can be imported into Excel to verify if the data is correct before importing to TEDS or if you receive a Line # error during TEDS import.

Grade – Default is “All Grades”. If you would like the report for a specific grade or grade range, hold down the CTRL key and select the grade(s) for which you want in the report.

Ad Hoc – Optional. Select an Ad Hoc Filter to only report data based on filter criteria.

Generate Extract – For Enrollment, click Generate Extract, save as TEDS-E
For Demographic, click Generate Extract, save as TEDS-D

Campus Path: KY State Reports > Ad Hoc Reporting

The TEDS report can be generated based on an ad hoc filter. This allows the user to select a smaller subset of students, such as new enrollments. The ad hoc allows the user to export only a small group of needed records and avoid potentially overwriting any changes to other TEDS records.

Step 1: Click on Filter Designer

Step 2: Choose “Selection Editor” and “Student”

The screenshot shows the 'Ad Hoc Filter Designer' window. At the top, 'Year' is set to '15-16' and 'School' is 'COUNTY HIGH SCHOOL'. The left sidebar shows a tree view with 'Ad Hoc Reporting' expanded and 'Filter Designer' selected. The main area contains a 'Saved Filter' list on the left and a 'Create New' section on the right. In the 'Create New' section, 'Filter Type' has 'Selection Editor' selected, and 'Data Type' has 'Student' selected. A 'Create' button is visible below these options.

Step 3: Click Create

The screenshot shows the 'Ad-Hoc Selection Editor' window. At the top, 'Year' is '15-16' and 'School' is 'High School'. The left sidebar shows 'Ad Hoc Reporting' expanded and 'Filter Designer' selected. The main area has fields for 'Selection Name', 'Short Description', and 'Long Description'. Below these is a 'Quick Search' section with 'Active today' set to 'Yes', 'Grade' set to 'All', and 'Name' set to '(last name, first name)'. The 'Sort' dropdown is set to 'Grade, Name'. There are two lists: 'All Students' and 'Selected Students'. The 'All Students' list contains several student IDs (e.g., 09 BI, 09 C). At the bottom, there is a 'Save To' section with 'User Account' selected and a 'Folder' dropdown set to '7'. A 'Save' button is at the bottom left.

Selection Name – Give it a name like “TEDS Export Students”

Short Description – Optional

Active today – Default is “Yes” (currently enrolled). Select “Both” to select from all available students.

Grade and Name – Optional to narrow the search to a specific grade or student

Step 4: Select Students - Hold down the CTRL key and select the student(s) you want included in the export

Step 5: Click Save

Step 6: Expand KY State Reporting

The screenshot shows the TEDS Report tool interface. The sidebar on the left contains a menu of reporting tools, with 'TEDS Report' highlighted. The main area is titled 'TEDS Report' and contains the following sections:

- Extract Options:**
 - Date Range: 7/1/2016 -- 6/30/2017
 - Extract Type: Enrollment
 - Format: State Format (Fixed width)
 - Grade: All Grades (dropdown menu)
 - Ad Hoc Filter: (dropdown menu)
 - Buttons: Generate Extract, Submit to Batch
- Select Calendars:**
 - Which calendar(s) would you like to include in the report?
 - active year (selected)
 - list by school
 - list by year
 - 15-16 (list of years)
 - CTRL-click or SHIFT-click to select multiple
- Batch Queue List:**

Queue Time	Report Title	Status	Download
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Step 7: Click on TEDS Report

Date Range – Enter the first day of school until the last day of school (07/01/2016 – 06/30/2017)

Extract Type – Use Enrollment for the first export and then repeat for Demographic

Format – Use State Format (fixed width) for both Enrollment and Demographic Extract Types

Optional Format – Use HTML for both Enrollment and Demographic Extract Types if you would like data that can be imported into Excel to verify if the data is correct before importing to TEDS or if you receive a Line # error during TEDS import.

Ad Hoc – Click on the dropdown to select the Ad Hoc list you created

Generate Extract – For Enrollment, click Generate Extract, save as TEDS-E
For Demographic, click Generate Extract, save as TEDS-D