

October 2015 TEDS Notes

Here are your “notes” for the month of October...

Best of Times (Peter Cetera)...

TEDS Got a Facelift! The [TEDS website](#) makeover is complete. Click on over to see what’s new. The [new User Guide](#) and [step-by-step instructions](#) are out there for your perusal. You can also see an archive of [monthly notes](#) so you won’t have to search through emails trying to find that thing Claude said... ☺ These are the best of times!

Always On Time (Patrice Rushen)...

Beginning of Year Reports are Due!

- Home School reports for ATCs are due November 1, 2015
- LAVEC fall data is due November 1, 2015
- 1st Semester Enrollment Data completed in TEDS for all others due November 15

Home school reports can be scanned and emailed to

claudio.christian@education.ky.gov OR they can be mailed to

Claude Christian

Career and Technical Education

500 Mero St., 20th Floor Capital Plaza Tower, Frankfort, KY 40601

Take Your Time (Do It Right) (S.O.S. Band)...

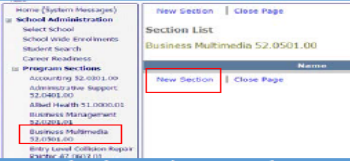
Why Do I Keep Getting That Error Code? *I tried to do my import and I keep getting an error telling me that the program or section does not exist! Now what do I do?*

Step one: inhale (deep breaths...).

Step two: Go to the new [Step-by-Step website](#) to review “How to Import Infinite Campus Data Into TEDS”, where you will find this handy dandy reminder:

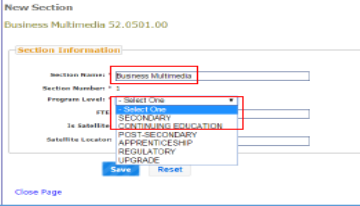
**BEFORE YOU BEGIN THIS STEP,
REMEMBER TO ADD FIRST SECTION TO ANY NEW PATHWAYS**

ADDING A SECTION

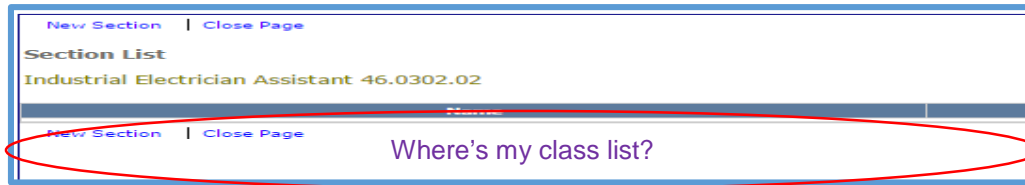


3. Make the section name the same as the pathway
4. Set Program level as Secondary
5. Click Save

1. Under Program Sections, click on the pathway that needs a new section
2. Click “New Section”



Still not sure if all your pathways have a section? Click on each pathway in your TEDS. If you do not see a link to a Class List, you don't have a section. Get 'er Done!



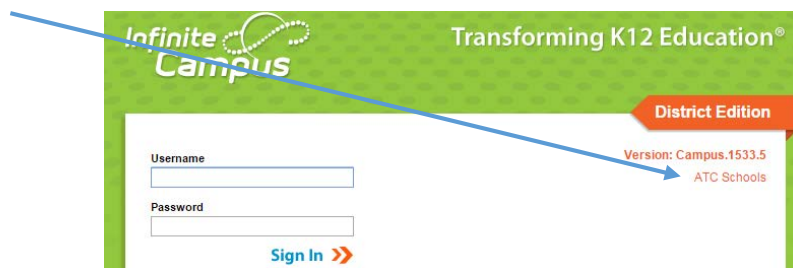
It's Getting Better All the Time (Brooks & Dunn)...

Using Infinite Campus to Enroll Students. All step-by-step guides have been updated. You can find them on the TEDS Step-by-Step website (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>). The first four documents will help you get student records ready.

HEY, YOU... Yeah, you right there: Some rules and directions have changed. Don't make any assumptions about things working the way they always did. Review the documents to be sure. Especially if you are at an ATC or CTC...

Feel Like the First Time (Foreigner)...

Area Technology Centers and Infinite Campus. Now that all ATCs have their own IC, initial TEDS data entry should happen on the TEDS tab in Infinite Campus. **Make sure you are using the ATC login for IC at <https://icse.education.ky.gov/campus/atc.jsp>**



Since this doesn't just feel like the first time, it is the first time you have your own IC access; you will have to enter all of your students on the TEDS tab in IC. Once all information has been entered in IC, it can be uploaded to TEDS using the TEDS report in IC. Questions around this should be addressed to Claude Christian.

It's Going to Take Some Time (The Carpenters)...

Career Pathway Approvals. The deadline has passed for Career Pathway Approvals. Please be patient if you have not received a response. As long as your request was submitted prior to the deadline of October 1, 2015, you will hear from the appropriate folks as they get your requests reviewed.

No Time for Waiting (Soul Asylum)...

Is Your Data Clean? Are you sure? Did you get behind the ears, too? Now is a great time to run a few reports to see if you are as clean as you think. We have made some changes over the last couple of years to help keep our data clean. However, those changes are not retroactive. That means we need you to get behind those ears. ☺

A good starting point right now is this: THE DAY **AFTER** you have completed your export/import process, run a **Duplicate Federal Indicator Report (#5)** in the [Recommended Reports for Data Validation](#). If all goes well with this report, you will have a blank (clean) report.

Time In a Bottle (Jim Croce)...

IMPORTANT DATES

October 16	TEDS Training Session (Frankfort, 8:30 AM – 3:30 PM) Register here - http://bit.ly/TEDS_Oct2015
October 22	TEDS Training Session (Frankfort, 8:30 AM – 3:30 PM) Register here - http://bit.ly/TEDS_Oct2015
October 23	TEDS Training Session (Frankfort, 8:30 AM – 3:30 PM) Register here - http://bit.ly/TEDS_Oct2015
TEDS training will resume after January 2016	
November 1	Signed Home High School Report for ATCs due to OCTE
	Locally Operated Centers need to have all fall data in TEDS
November 15	1 st Semester Enrollment Data completed in TEDS
December 15	Data Cleanup Day ensure students are correctly identified as exploring or preparatory
January 15, 2016	Deadline for Students to be marked Preparatory for KOSSA
February 28, 2016	2014-15 Completers Follow up Data completed in TEDS

