

# TEDS Monthly Notes

CTE Technical Education Database System Updates

October 2016

## Start Me Up (Rolling Stones)

We are well under way with the new school year. There have been changes but some things remained the same. As we venture into the rest of the year, it is important to consider how we look at our work and our students. We can't get frustrated by change. It is, after all, inevitable. However, one thing holds constant: Our attitude affects our outcomes and those of our students. I have found that Dr. Seuss had the right idea. So, if you need something to start you up, consider a lesson from the Lorax:

Unless someone like you  
Cares a whole awful lot  
Nothing is going to get better.  
It's not.

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## Just Start Shouting (Ricky Dillard and New G)

You have probably noticed that things in TEDS don't work the way they used to work. To make sure you don't just start shouting, all the step-by-step instructions are being updated to reflect the changes in TEDS. Go to the TEDS website (no, it is not inside TEDS) and look at the step-by-step updates. What?!? You don't know how to find the TEDS website? You're on it right now. The link you clicked to get to this timely message, took you to the website. Go ahead and look, I can wait. So... No hair pulling. No screaming. Step-by-step instructions are your friend. Always remember: Read everything before you do anything...

## I Can't Get Started (Sonny Rollins)

Having trouble logging into TEDS? Well, you may have been caught in the crosshairs of the most recent security update. Remember, you have to change your password every 180 days. In addition, you can no longer just keep guessing your password until you get it right. After a certain number of attempts, your account will lock. When that happens, you will have to let us know that you can't get started and we'll help to get you up and running again.

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## Brand Nu Start

*(Pieces of a Dream)*

Home school reports are due! If you are at an ATC, your report is due November 1. All locally operated centers must have their data in TEDS by November 1. All high schools must have their data in TEDS by November 15. These are important dates because this is the point where you get your Brand Nu Start. A fresh count with updated, accurate data. Yeah!!

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## Start a Fire

*(Unspoken)*

Just to make sure I don't get anyone ready to start a fire to burn me in effigy (or anywhere else, for that matter) here is clarification on the upcoming changes to pathways for 17-18.

- ♦ **OR** means **OR** – If the pathway says Course A OR Course B schools would not be able to count both courses towards Preparatory and Completion Status
- ♦ May Substitute **ONE** means only **ONE** of the courses in the section can count towards Preparatory and Completion Status
- ♦ Other than that you may still select from any of the courses in the pathways for your student to become preparatory and/or a completer.

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## Let's Get it Started

*(Black-Eyed Peas)*

Wish granted. Many of you have asked how you can get information on your students when they are enrolled in pathways at another location. No doubt, we still strongly encourage communication between the schools. However, when you just have to have it right now, you can get it started with the new Class List report. This new report will let you see what your students are doing at their other locations. If you can't wait and just have to play with it now, it is already available in TEDS. All you have to do is click the "Home School Only" button when you run a class list report.

*The official release with step-by-step instructions will be November 1, 2016.*

## Wanna Be Starting Something

*(Michael Jackson)*

Here is a special bit of information about your home school reports. This report is looking at your attend hours only. The enrollment number showing on your home school report is **NOT** a reflection of your actual enrollment. So before you decide you wanna be starting something and give that TEDS person a piece of your mind, relax. Verify that your enrollment is accurate using the enrollment report or class list report and let your home school report **attend** to its business...

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## Beware the killer pumpkins!!



# Just When We Started Makin' It

(Lenny Williams)

You thought everything was ready to go. All your TEDS data was in IC and you ran your import successfully. You verified your data was correct in TEDS and you updated your federal indicators. You had made it. Clean data. Then another student enrolled and you think: "Just when we started makin' it... Now I have to do another import and mess up my data AND I have to start searching to see if this kid already has a record somewhere..."

Don't despair. You have two new tools that will get you up and going faster than a toupee in a tornado...

## 1. Student Assessment Summary Report

This report will provide you with **previous year** summative information on all students enrolled in your pathways. That means all assessments that have been imported or uploaded for every year of their high school career except for the current year. Wait, there's more. This report will also show you any assessment data your students have in TEDS that they earned at any other school in Kentucky! Full step-by-step instructions will be added to the Recommended Reports for Data Validation on November 1, 2016, but you can see the report now if you like. It is in the reports section of TEDS.

## 2. TEDS vs IC (Data Update Cheat Sheet)

We can now guarantee that you will never have your Infinite Campus import undo the work you have done in TEDS. Yes, GUARANTEED. **If** you follow this handy dandy cheat sheet and do as it says, you can run imports from Infinite Campus everyday (although I wouldn't advise it unless you're just bored) and NEVER hurt the data you have updated in TEDS. You can find this "cheat sheet" on the TEDS **Step-by-Step website** (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>)

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### Starting Over

(Audio Adrenaline)

We have activated a new script that will help us with ensuring our **federal indicators** are properly identified according to our guidance. Beginning this year, when you import your data into TEDS from IC, a script will run to ensure that the new enrollments have one and only one federal indicator and, if necessary, the indicator is on a preparatory pathway.

HOWEVER, the script does not go back and fix existing errors. So... if you did not run your duplicate federal indicator report last year, you should do so now to ensure your data is clean and accurate. Or things might get a little spooky. And Remember:

**DO NOT ENTER FEDERAL INDICATORS IN INFINITE CAMPUS!!**

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### Let's Get Started

(Clark/Duke Project)

And now for some important dates to get you started and avoid lack of planning...

<b>November 1</b>	Signed Home High School Report for ATCs due to OCTE
	Locally Operated Centers need to have all fall data in TEDS
<b>November 15</b>	1 <sup>st</sup> Semester Enrollment Data completed in TEDS
<b>January 15, 2017</b>	Deadline for Students to be marked Preparatory for KOSSA and TRACK