

TEDS Monthly Notes

CTE Technical Education Database System Updates

November 2016

Thank You for Being a Friend (Cynthia Fee)

As we enter this holiday season, I feel it's necessary to remember how thankful we should be for each other. Since I have joined the CTE family, I have felt like part of the family. Through our disagreements, fun and struggles we have still been family. This means more than many may realize. Knowing that you are in a safe and friendly environment makes work, even hard work, more enjoyable. Struggles and celebrations are equally shared. During this time of year, let's remember to say, "Thank you" to someone who has helped us along the way.

Make someone smile today. Thank them for being a friend!

That Was Fun (Barenaked Ladies)

We have activated a new script that will help us with ensuring your 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 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. If you run the duplicate federal indicator report NOW and get a blank report, you will happily say, "Thanks, that was fun". If you wait, those words will be the furthest thing from your mind. Remember: In the end,

clean data = less work for you.

I Want To Thank You (Otis Redding)

We may temporarily lose that "friend" status over the next couple of months as we start the broken record chant: **ALL ELIGIBLE STUDENTS MUST BE ENTERED IN TEDS AS PREPARATORY BY JANUARY 15 IN ORDER TO TEST FOR KOSSA OR TRACK.** The refrain to this broken record song is, "Don't wait until the last minute to check your students' status". The longer you wait, the more excited Murphy gets (you know: the one they named the law after). Don't let Murphy ruin your new year. Since it will help to keep my ears from burning on January 16; to those who do not wait until the last minute, then ask us to fight Murphy: I want to thank you.

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Thankful (Kelly Clarkson)

We are entering the season for travel and vacations. To ensure that you always have up to date information and guidance for TEDS, we have created a wonderful little spot on the website with [Step-by-Step](#) instructions for all your basic TEDS needs. This way, when you send email to the TEDS staff and get that out of office message, you will be thankful as you remember there is a place to go for help while we are gone. Additionally, we send these monthly newsletters and other necessary updates. Make sure you are receiving these by talking to your district WAAPOC to ensure your name is included in the person role manager. You can be identified as a Primary Point of Contact for CTE, TEDS Coordinator or CTE Coordinator. These are NOT about your official titles. This simply ensures you are receiving important information from CTE. As always, remember:

Read everything before you do anything...



Thank You (I Won't Complain) (Fred Hammond)

Do you want to feel confident your next IC import won't alter the work you've done in TEDS? Make it a point to use the **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 and NEVER hurt the data you have updated directly in TEDS. You see, this cheat sheet can provide the confidence to run unlimited imports as needed to update your enrollment information and not worry about the other work you have done in TEDS *as long as you follow this cheat sheet*.

It is important to understand that sometimes it is fun to be redundant, reiterative and repetitious. It can make it easy to think, "Thank you. I won't complain" as you smile knowingly at someone else as they complain about all the work they just lost because of an import. Then you can remind them about the "cheat sheet" on the TEDS [Step-by-Step website](http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx) (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>).

I Have You to Thank (Gavin DeGraw)

It's January 16 and you are smiling. Yes, it is a holiday. However, you're smiling because all your students are ready for KOSSA and TRACK and they are all properly marked preparatory in TEDS to ensure they get test tickets.

You did not spend your weekend staring at a computer screen wondering why your last import went south on you. You realized that imports don't update until the next day and the deadline was going to fall on a weekend, so you didn't wait. You have actually been smiling since some time in December because you took care of it before the break (can't take chances with snow after all).

We are smiling too. Why? Because all your students are ready for KOSSA and TRACK and they are all properly marked preparatory in TEDS to ensure they get test tickets. As I grin from ear to ear, I realize that I have you to thank for this. You paid attention to the reminders (and nagging) to make sure your students records were up to date and correct in TEDS before it was too late.



LOPOYP DNCA EOM



Thanks A Lot (Third Eye Blind)

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 made it. Clean data. Then another student enrolled... "Now I have to search for records".

No worries, you can say, "Thanks a lot" to your colleagues for suggesting we create a better way to search students' TEDS history.

The **Student Assessment Summary Report** will provide you with:

- ◇ Summative information on all students enrolled in one of your pathways for all **previous years**.
- ◇ Any assessment data your students have in TEDS that they earned at any other school in Kentucky!!

Recommended Reports for Data Validation has been updated to provide the steps to run this report. See it here: <http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>

Thank You (Falettinme Be Mice Elf Agin) (Sly & The Family Stone)

I hope these newsletters are helpful. We have always provided important updates and reminders to ensure no one would be left in the dark. It is a fun challenge to find ways to be creative with the newsletter and make the necessary interesting. My varied background and extensive music collection help to fuel these ideas. I have heard that they are, "Fun to read..." "Too verbose..." and "Amazing..." I have even been challenged to include certain artists in my titles. I'm working on some of those. I would just like to take this time to say how much I enjoy my work and thank you for letting me be myself, again (yes, for those who don't recognize the title as written). Have a wonderful Thanksgiving. Enjoy your time with family and friends.

Thank you
(Christina Aguilera)

Let's come back prepared for what's next. It might not be today, but one day your students will say thank you!

December 10	All KOSSA and Industry Certifications should be updated in TEDS
December	Data Cleanup Month Ensure students are correctly identified as exploring or preparatory
January 15, 2017	Deadline for Students to be marked Preparatory for KOSSA and TRACK

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