

How to Complete a TEDS Data Import

READ EVERYTHING BEFORE YOU DO ANYTHING...

- All TEDS data will import into ONE section per pathway
- Add, Remove and Copy features have been removed
- Infinite Campus MUST be used to enroll a new student or add a pathway for a student.
- You must first create the necessary export files in Infinite Campus (See "How to Create an Export file in Infinite Campus" on the [TEDS Step-by-Step website](#))

1. Login to TEDS at <http://teds.ky.gov>

2. Click on **Select School**

TEDES

Home (System Messages)

Secondary School Administrator

- Select School
- School Wide Enrollments
- Student Search
- Career Readiness

Pathway Sections

Follow Up

- Reports
- Import
- Companies
- My Account
- My School

Downloads

Close Page

Year and School Selection

Select School to work with:

Select School: YOUR TECHNICAL SCHOOL [888888888]

School Year: 2016-2017

Select

Close Page

3. Select your "School" and "School Year". Click **Select**

4. Select "Import" from the left navigation bar under School Administration

TEDES

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Year and School Selection

Select School to work with:

Select School: YOUR TECHNICAL SCHOOL [888888888]

School Year: 2016-2017

Select

Close Page

5. Click "Choose File" (Browse) next to Demographics data file. Go to wherever the demographic file is located on your computer and double click on the name of the **demographic file**

Import Data Selection

Demographics data file: Choose File No file chosen

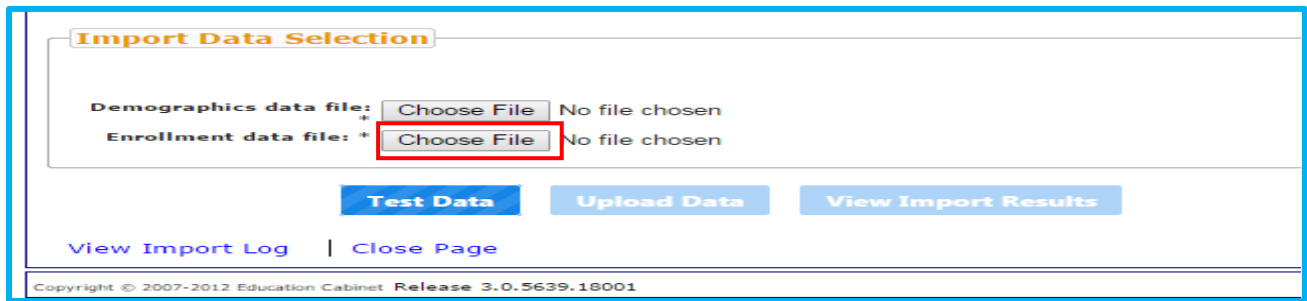
Enrollment data file: * Choose File No file chosen

Test Data Upload Data View Import Results

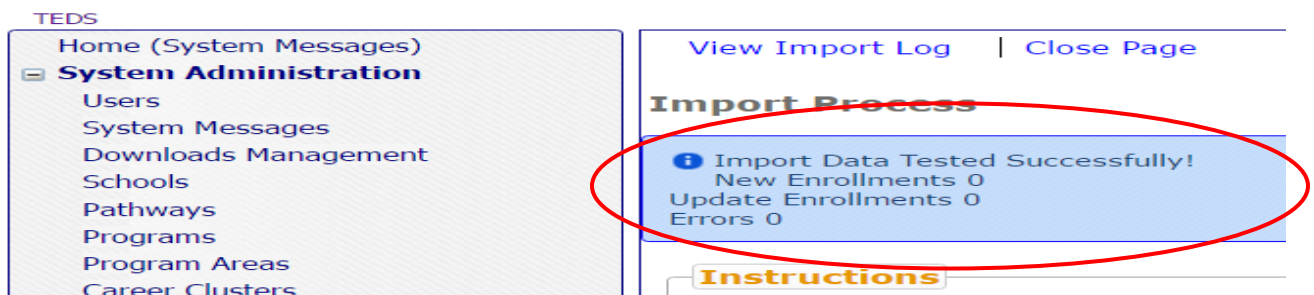
View Import Log | Close Page

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6. Click "**Choose File**" (Browse) next to Enrollment data file. Go to wherever the enrollment file is located on your computer and double click on the name of the **enrollment file**.

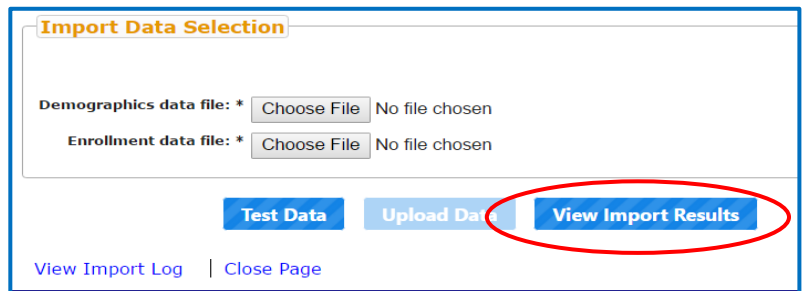


7. Click "**Test Data**". Once the test is completed, the test results will display at the top of the screen.

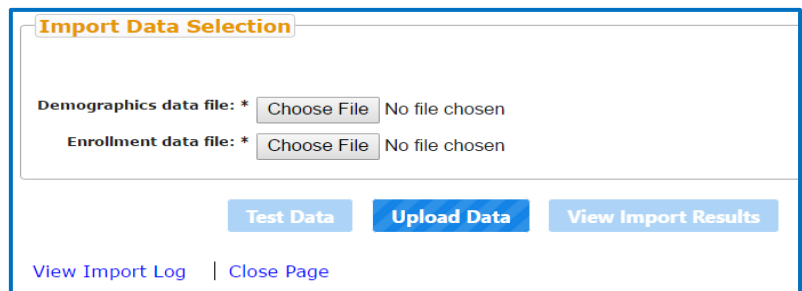


8. Check your results.

- a. If the test was **NOT** successful, click "**View Import Results**" to display the errors. Review the document [How to Troubleshoot TEDS Import Errors](#) to determine next steps.



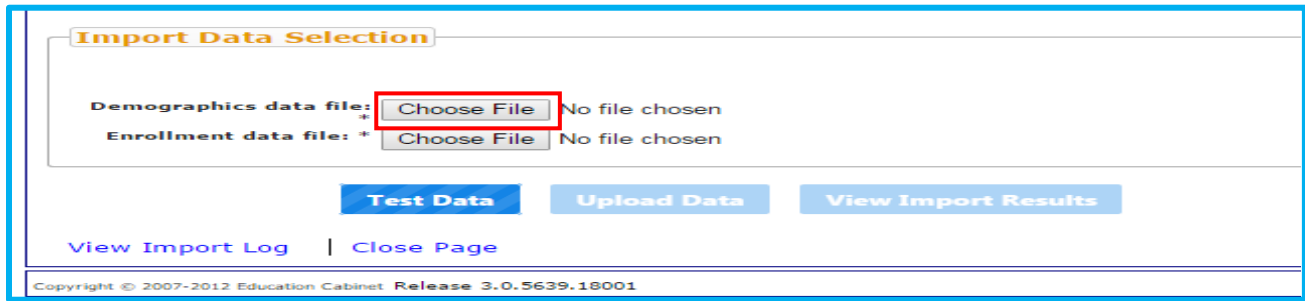
- b. If the test was successful, the Upload Data button should now be visible



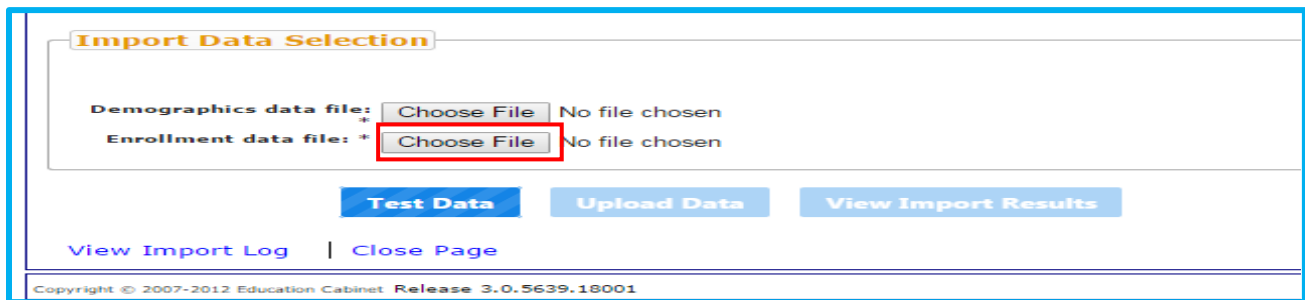
If your test was successful, you may proceed to step 9.

NOTE: If you proceed to Step 9 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

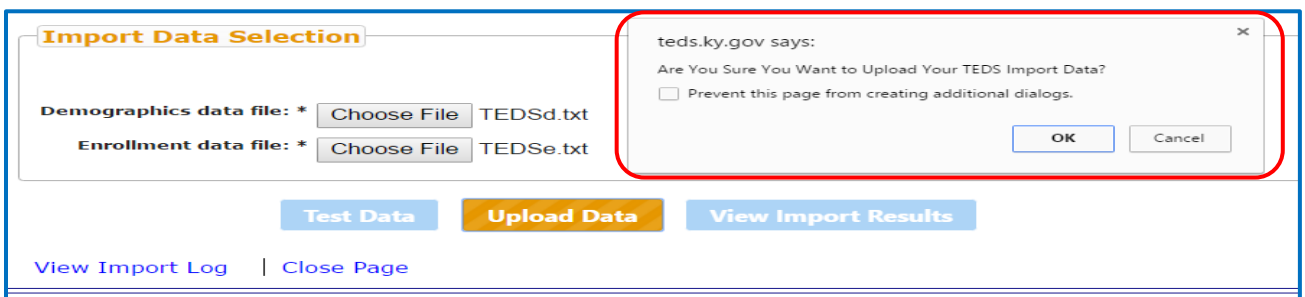
- Click "**Choose File**" (Browse) next to Demographics data file. Go to wherever the demographic file is located on your computer and double click on the name of the **demographic file**



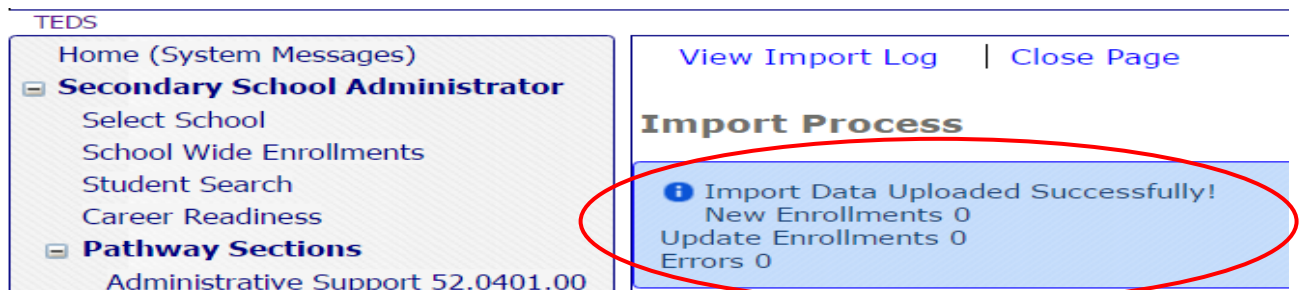
- Click "**Choose File**" (Browse) next to Enrollment data file. Go to wherever the enrollment file is located on your computer and double click on the name of the **enrollment file**.



- Click "**Upload Data**". The message "Are you sure you want to upload your TEDS import data?" will appear. Click "**OK**" if you are sure you are ready to complete the import process. *If you click "**CANCEL**", the data does not upload and the import is not completed.*



- Once the upload is complete, the upload results will display at the top of the screen.



- If successful, the Import process is complete.

NOTE: This process occurs overnight. Data will not be visible until the next day