

How to Troubleshoot TEDS Data Import Errors

READ EVERYTHING BEFORE YOU DO ANYTHING...

- Running a TEDS Import **TEST** does not change anything in TEDS.
- All TEDS data **UPLOADS** are run overnight
- This chart shows all possible TEDS Import Messages
- AFTER the chart, there are instructions to help simplify making corrections when errors are found

TEDS Import Messages

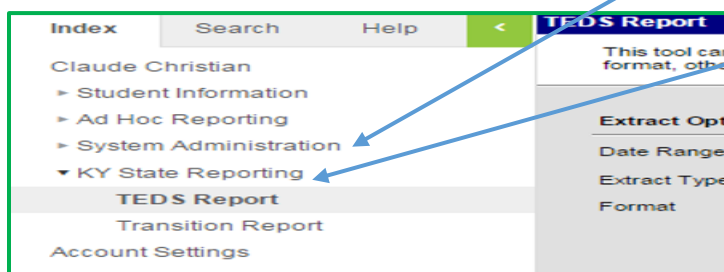
(Postsecondary differences are noted accordingly)

| Import Success Messages | What it Means | You Should... |
|---|---|---|
| Import Data Tested Successfully! New Enrollments 65 Update Enrollments 253 Errors 0 | Data test was successful | Smile |
| Import Data Uploaded Successfully! New Enrollments 65 Update Enrollments 253 Errors 0 | Data import was successful | Smile. Then verify your enrollments in TEDS |
| Import Data Tested Successfully! New Enrollments 55 Update Enrollments 250 Errors 7 Import Data Tested With Errors, Click View Import Results for details | All your records will import except the ones listed under "Errors". | <ol style="list-style-type: none"> 1. Run an IC Troubleshoot Export (see instructions below) 2. Correct errors 3. Run a new regular IC export <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p style="text-align: center;">Due to the variance in upload processes, you will need to work with your data specialists to correct errors as required within your system</p> |
| Import Data Uploaded Successfully! New Enrollments 55 Update Enrollments 250 Errors 7 Import Data Uploaded With Errors, Click View Import Results for details | You imported a data file that showed errors during the test. All your records imported except the ones listed under "Errors". | <ol style="list-style-type: none"> 1. Run an IC Troubleshoot Export (see instructions below) 2. Correct errors 3. Run a new regular IC export <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p style="text-align: center;">Due to the variance in upload processes, you will need to work with your data specialists to correct errors as required within your system</p> |

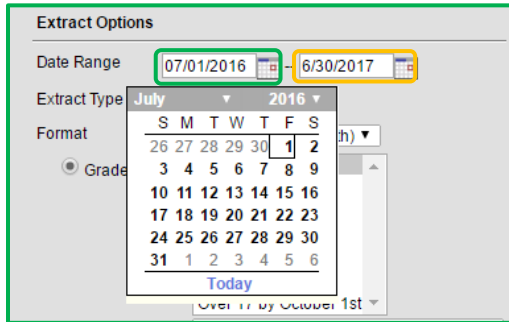
| Import Error Messages | What it Means | You Should... |
|--|---|--|
| <p>School does not exist</p> | <p>The TEDS number for the school in IC does not match the one in TEDS.</p> | <ol style="list-style-type: none"> Have your IC administrator Check the County Code Set-up in IC: <ol style="list-style-type: none"> Index - System Administration – Resources – District Counties – New – enter your county – Save Index – System Administration – Resources – District Information – County field – select your county from the drop-down – Save re-export from IC and re-import into TEDS <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p>Please contact Claude Christian at Claude.Christian@education.ky.gov for assistance.</p> |
| <p>Program does not exist</p> | <p>The program is not listed under your school in TEDS</p> | <p>If the program/pathway was requested and approved before the deadline, please contact Claude Christian at Claude.Christian@education.ky.gov for assistance.</p> |
| <p>Section does not exist</p> | <p>There is no section listed under a specific program/pathway in your school in TEDS</p> | <p>If the program/pathway was requested and approved before the deadline, please contact Claude Christian at Claude.Christian@education.ky.gov for assistance.</p> |
| <p>Import Layout With Errors, Click View Import Results for details</p> | <p>There are missing required codes in the enrollment or demographic export file</p> | <ol style="list-style-type: none"> Run an IC Troubleshoot Export (see instructions below) Correct errors Run a new regular IC export <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p>Due to the variance in upload processes, you will need to work with your data specialists to correct errors as required within your system</p> |

Steps to Create an IC Troubleshoot Export

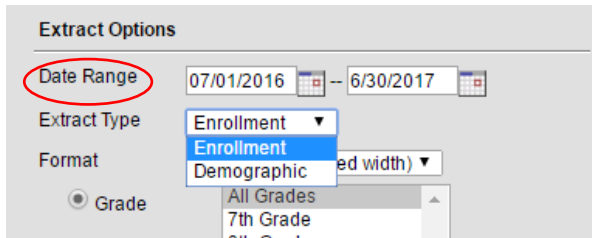
- Log into Infinite Campus, click on “**KY State Reporting**” then select **TEDS Report**



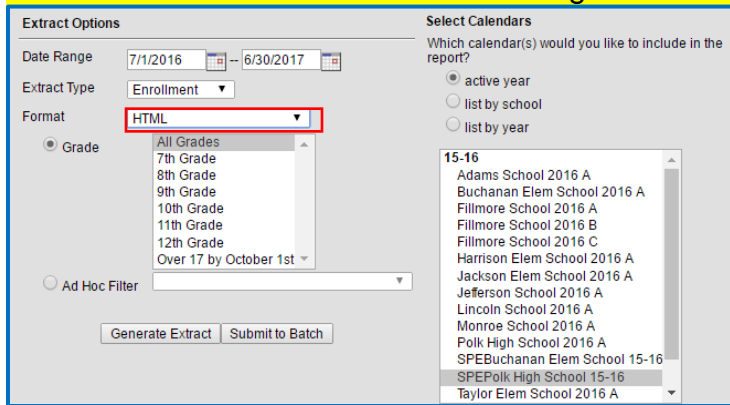
2. **Set Date Range** – Enter dates in DD/MM/YYYY format **OR** click on picture of calendar next to each date to select date.
 - a. Enter **Start Date** as July 1 of the current school year (e.g., 07/01/2015).
 - b. Enter **End Date** as June 30 of the current school year (e.g., 06/30/2016)



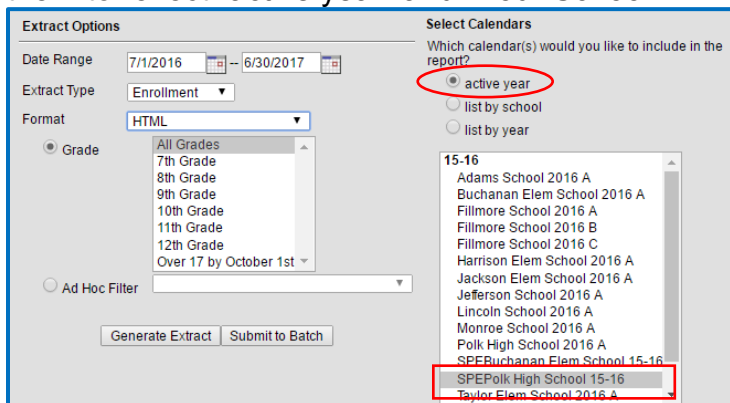
3. **Set Extract Type** - You will need to do an extract for the file (Enrollment or Demographic) that has been identified from “View Import Errors” in TEDS. This example will be for **ENROLLMENT**.



4. **Set Format** – Make sure format is changed to **HTML**.



5. **Verify Calendar and School** – Should default to “active year” and “Your School”, but if not set them to reflect “active year” and “Your School”.



6. Click **“Generate Extract”** and you will receive a report that looks like the data report below. This format contains column headings, which help to determine missing data

KY TEDS Report Records:863

| recordType | SSID | SSN | lastName | enrollmentDate | institutionNumber | ATC_CTC | schoolYear | programSectionNumber | gradeLev |
|------------|------------|-----------|----------|----------------|-------------------|---------|------------|----------------------|----------|
| E | 0000000042 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 5 |
| E | 0000000057 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 6 |
| E | 0000000064 | 000000000 | | 08/06/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000066 | 000000000 | | 08/08/2007 | 061301410 | N | 2010-2011 | 1 | 6 |
| E | 0000000075 | 000000000 | | 08/06/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000075 | 000000000 | | 11/05/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000082 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 5 |
| E | 0000000082 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 5 |
| E | 0000000086 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 5 |
| E | 0000000086 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 5 |
| E | 0000000121 | 000000000 | | 08/06/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000121 | 000000000 | | 08/06/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000130 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 5 |
| E | 0000000136 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 6 |
| E | 0000000164 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 6 |
| E | 0000000239 | 000000000 | | 03/22/2010 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000239 | 000000000 | | 08/06/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000239 | 000000000 | | 11/05/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000273 | 000000000 | | 08/06/2008 | 061301410 | N | 2010-2011 | 1 | 5 |
| E | 0000000274 | 000000000 | | 11/05/2009 | 061301410 | N | 2010-2011 | 1 | 4 |
| E | 0000000274 | 000000000 | | 03/22/2010 | 061301410 | N | 2010-2011 | 1 | 4 |

7. Open a new file in Microsoft Excel
8. Click anywhere in the webpage where the export file loaded
9. Click **“CTRL + A”** then Click **“CTRL + C”**.
10. Go to the new excel sheet, click in the first cell (1A) and click **“CTRL + V”**
You now have a file with headers and line numbers which will help you identify the specific student and the data that needs to be corrected.
11. Once you have identified the student(s), go back to Infinite Campus make the required corrections in Infinite Campus.

You may have to work with the building or district Infinite Campus Coordinator to get this fixed

DON'T FORGET TO CLICK SAVE AFTER EACH RECORD IS UPDATED

12. Re-run your export to verify that you have corrected all errors.
 - a. Remember to change your format back to State Format (Fixed Width)
 - b. Refer to **“How to Export from Infinite Campus”** for full instructions