



Create or update the crosswalk:

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Crosswalk Type Select the [crosswalk table](#) for which you want to convert data.

The selected crosswalk table is displayed. [The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

Click **Retrieve**.

Crosswalk Type:

042 Responsibilities - From Campus/Period to Minutes

043 Responsibilities - From Campus/Service ID to Minutes

A blank row is added to the bottom of the grid.

Row Nbr	The rows are automatically numbered.
From	Type the district code you want to convert.
To	Type the TEA format code to which you want to convert. The From and To values must be different.

Click **+Add** to add a new row.

Click **Save**.

Crosswalk Type:

044 PE Responsibilities - Campus/Crs/Sec

A blank row is added to the bottom of the grid.

Row Nbr	The rows are automatically numbered.
From	Type the district code you want to convert.
To	Type the TEA format code to which you want to convert. The From and To values must be different.

Click **+Add** to add a new row.

Click **Save**.

Other functions and features:

Print	<p>Print the crosswalk report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
Retrieve	<p>Retrieve data from the last save.</p> <p>Discard unsaved changes, and retrieve information since the last time data was saved.</p>
	<p>Delete a row.</p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> Click OK to delete the row. Click Cancel not to delete the row.



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