



Updating TSDS - Quick Checklist

Table of Contents

Updating TSDS - Quick Checklist 1

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|--|-----------------|--------------|-------|
| ✓ Step | Completion Date | Completed By | Notes |
| Step 1: TSDS Settings in District Administration | | | |
| Enter TSDS Options. | | | |
| Enter TSDS Connection Information. (Key and Secret) | | | |
| Step 2: District Settings in Registration | | | |
| Enter District Website and Email. | | | |
| Verify the ESC County/District number is correct. (It should NOT be the LEA number.) | | | |
| Verify info on the State Reporting tab is correct. | | | |
| Enter the Local Program to TEA PEIMS Codes. | | | |
| Step 3: Grade Reporting changes | | | |
| Update all local services IDs to be unique for each course. | | | |



Back Cover