



ADC: Rollover and ODS Instance Setup

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ASCENDER DataConnect (ADC): Rollover & ODS Instance Setup

Created: In Progress

Reviewed: In Progress

Revised: In Progress

Beginning with the 2026–2027 school year, LEAs will send data through two ODS Instances:

- From ASCENDER to The Exchange (EODS)
- From ASCENDER to TSDS (IODS)

This process requires LEAs to have two ODS Instances set up in the ASCENDER DataConnect (ADC) tool; one for The Exchange and one for TSDS.

Setup Checklist

- ☐ Complete Annual Student Data Rollover or Finance End-of-Year (for business-only districts) processes.
- ☐ Identify LEA set-up requirements.
- ☐ Set up IODS Instance.
- ☐ (If applicable) Set up EODS Instance.
- ☐ (If applicable) Onboard to The Exchange.
- ☐ Begin Sending Data.

Terms

Term	Description
Texas Student Data System (TSDS)	A suite of statewide applications and data warehouses used to streamline state reporting (such as PEIMS). Managed by the Texas Education Agency (TEA) to handle public education data reporting, storage, and validation.
Individual Operational Data Store (IODS)	A secure data repository assigned to a local education agency (school districts and charters). Stores local and state-reporting data.
Ed-Fi Operational Data Store (EODS)	A centralized database used to collect, integrate, and manage real-time LEA data using the Ed-Fi Data Standard. Managed by the Ed-Fi Alliance to exchange and publish education data.

Identify LEA Set-Up Requirements

Review the LEA's circumstances to determine the applicable set-up requirements.

- If the LEA will not send data from ASCENDER to the Exchange in the 2026-2027 school year, then only the **IODS Setup** is required.
- If the LEA sent data from ASCENDER to The Exchange last school year, then both the **IODS Setup** and **EODS Verification** is required.
- If the LEA did not send data from ASCENDER to The Exchange last school year, but will send data this year, then **IODS Setup**, **Exchange Onboarding**, and **EODS Verification** is required.

Set up IODS Instance

Before You Begin

☐ Confirm that applicable users have the appropriate security permissions for ASCENDER DataConnect.

- ACCESS Role - Allows users to access DataConnect
- ADMIN Role - Allows user to create or modify ODS Instances

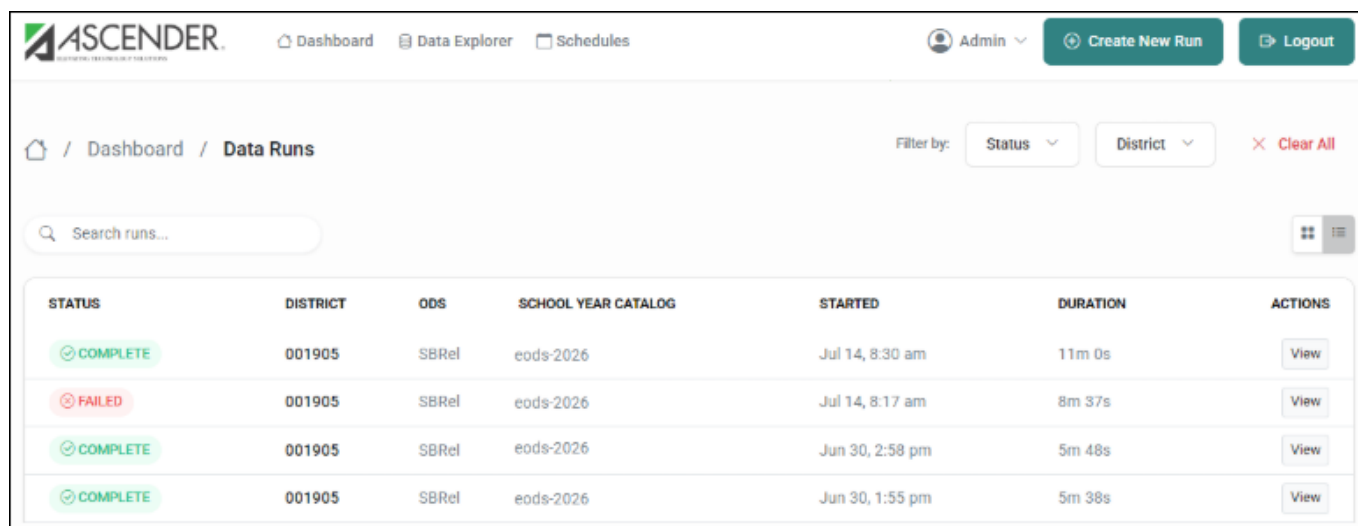
☐ Confirm the completion of the following processes in ASCENDER Enterprise:

- Annual Student Data Rollover
- Business-only LEAs - Finance End-of-Year Process.

☐ Verify that the API URL, Key, and Secret are available in TSDS.

Create IODS Instance

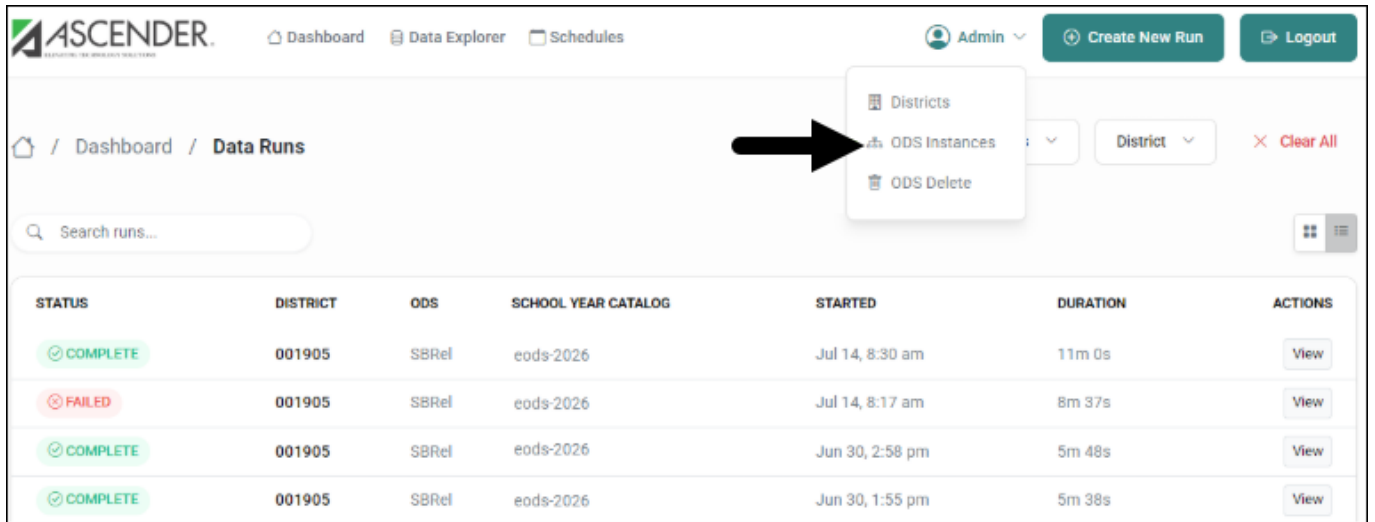
Access the ASCENDER DataConnect (ADC) tool.



The screenshot shows the ASCENDER DataConnect (ADC) tool interface. The top navigation bar includes the ASCENDER logo, links to Dashboard, Data Explorer, and Schedules, a user profile for Admin, and buttons for Create New Run and Logout. The main content area is titled 'Data Runs' and features a search bar, filter buttons for Status and District, and a 'Clear All' button. Below this is a table with columns: STATUS, DISTRICT, ODS, SCHOOL YEAR CATALOG, STARTED, DURATION, and ACTIONS. The table contains four rows of data, all for District 001905 and ODS SBRel, with the first two rows for the 2026 school year and the last two for the 2025 school year. The first row is 'COMPLETE', the second is 'FAILED', and the last two are 'COMPLETE'. Each row has a 'View' button in the ACTIONS column.

STATUS	DISTRICT	ODS	SCHOOL YEAR CATALOG	STARTED	DURATION	ACTIONS
COMPLETE	001905	SBRel	eods-2026	Jul 14, 8:30 am	11m 0s	View
FAILED	001905	SBRel	eods-2026	Jul 14, 8:17 am	8m 37s	View
COMPLETE	001905	SBRel	eods-2026	Jun 30, 2:58 pm	5m 48s	View
COMPLETE	001905	SBRel	eods-2026	Jun 30, 1:55 pm	5m 38s	View

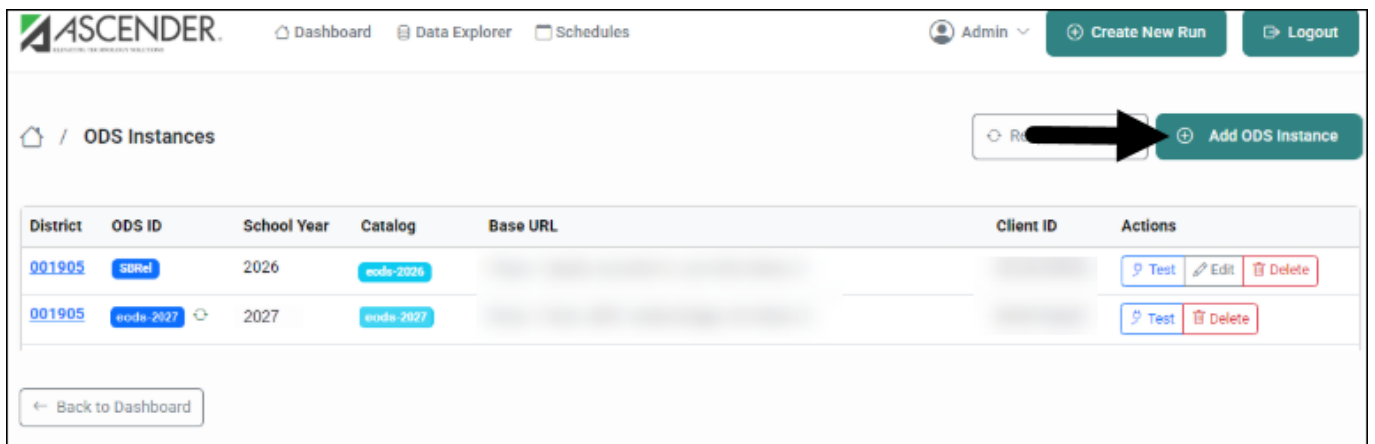
1. From the Dashboard, click the **Admin** drop-down and select **ODS Instances**.



The screenshot shows the ASCENDER Dashboard. The top navigation bar includes 'Dashboard', 'Data Explorer', and 'Schedules'. The 'Admin' dropdown menu is open, showing options: 'Districts', 'ODS Instances', and 'ODS Delete'. A black arrow points to 'ODS Instances'. Below the menu, the 'Data Runs' section is visible, showing a table of runs with columns: STATUS, DISTRICT, ODS, SCHOOL YEAR CATALOG, STARTED, DURATION, and ACTIONS.

STATUS	DISTRICT	ODS	SCHOOL YEAR CATALOG	STARTED	DURATION	ACTIONS
COMPLETE	001905	SBRel	eods-2026	Jul 14, 8:30 am	11m 0s	View
FAILED	001905	SBRel	eods-2026	Jul 14, 8:17 am	8m 37s	View
COMPLETE	001905	SBRel	eods-2026	Jun 30, 2:58 pm	5m 48s	View
COMPLETE	001905	SBRel	eods-2026	Jun 30, 1:55 pm	5m 38s	View

2. Click **Add ODS Instance**. The ODS Instances page displays.

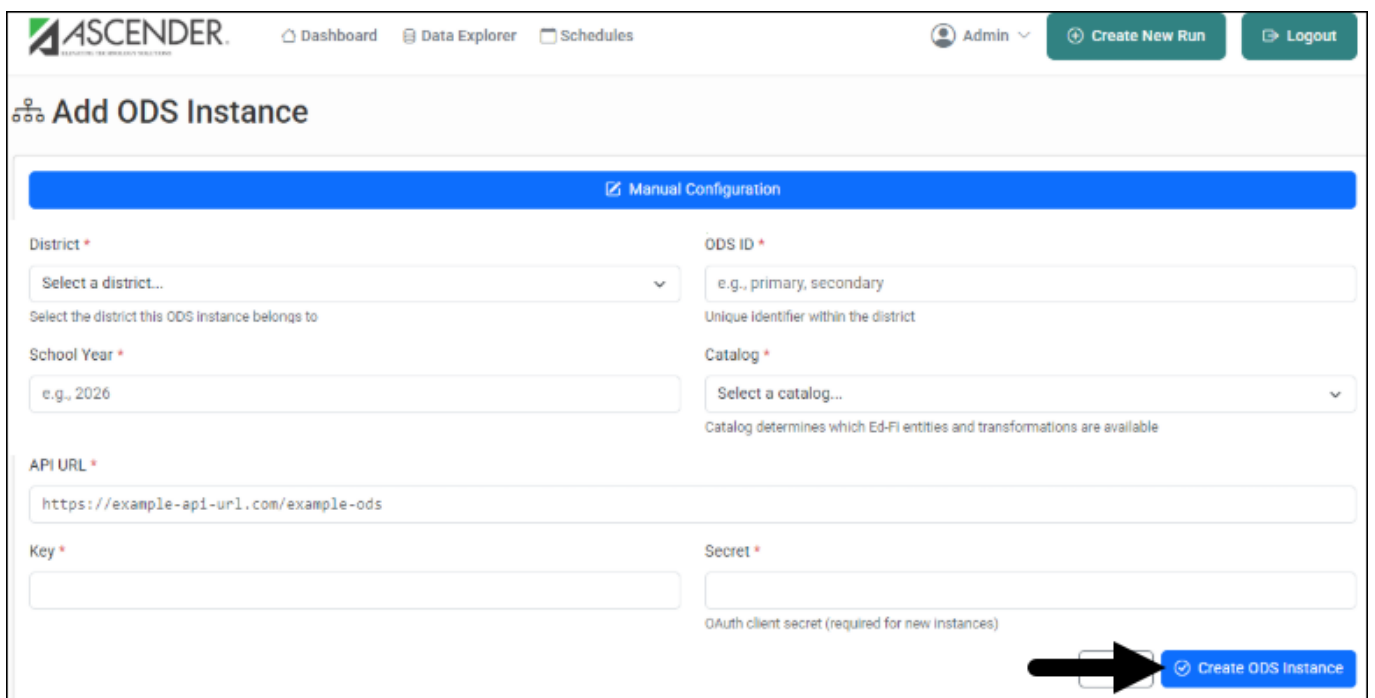


The screenshot shows the 'ODS Instances' page. The top navigation bar is the same. The page title is 'ODS Instances'. A black arrow points to the 'Add ODS Instance' button. Below the button is a table of ODS instances with columns: District, ODS ID, School Year, Catalog, Base URL, Client ID, and Actions.

District	ODS ID	School Year	Catalog	Base URL	Client ID	Actions
001905	SBRel	2026	eods-2026			Test Edit Delete
001905	eods-2027	2027	eods-2027			Test Delete

At the bottom left, there is a 'Back to Dashboard' button.

3. Enter IODS connection information:



The screenshot shows the 'Add ODS Instance' form. The top navigation bar is the same. The page title is 'Add ODS Instance'. A blue bar at the top indicates 'Manual Configuration' is selected. The form fields are:

- District ***: Select a district... (dropdown)
- ODS ID ***: e.g., primary, secondary (text input)
- School Year ***: e.g., 2026 (text input)
- Catalog ***: Select a catalog... (dropdown)
- API URL ***: https://example-api-url.com/example-ods (text input)
- Key ***: (text input)
- Secret ***: OAuth client secret (required for new instances) (text input)

A black arrow points to the 'Create ODS Instance' button at the bottom right.

- **District**
- **School Year**
- **ODS ID** - Recommended ODS ID: iods-2027
- **Catalog** - Determines what data is sent to the intended recipient (The Exchange (EODS)/TSDS (IODS)).
 - If BIS is in the catalog name, only Business data is sent.
 - If SIS is in the catalog name, only Student data is sent.
 - If neither BIS or SIS is in the catalog name, then both Business and Student data is sent.
- Enter the LEA's TSDS **API URL, Key, and Secret**.

Examples of 26-27 School Year IODS Instances:



- For ASCENDER clients sending Business (BIS)-only data, the catalog will be identified as iODS-BIS (2027).
- For ASCENDER clients sending Student (SIS)-only data, the catalog will be identified as iODS-SIS (2027).
- ASCENDER clients sending both BIS and SIS data, the catalog will be identified as iODS (2027).

4. Review the information to ensure accuracy.

5. Click **Create ODS Instance** to create and save the ODS Instance in ASCENDER DataConnect (ADC).

ASCENDER. Dashboard Data Explorer Schedules Admin

Success
ODS Instance iods-2027 created successfully

Resync Instances Add ODS Instance

District	ODS ID	School Year	Catalog	Base URL	Client ID	Actions
001905	SISrel	2026	iods-2026	https://qaods.ascendertx.com:9443/data/v3	@sb1eh10Rd5e	Test Edit Delete
001905	eods-2027	2027	eods-2027	https://test.edfi.txedexchange.net/data/v3	81Rd97N2ap9F	Test Delete
001905	iods-2027	2027	iods-2027	http://example-api-url.com/example-ods/data/v3	@jsej102apw	Test Edit Delete

- A message displays indicating that the ODS was successfully created.
- The new IODS Instance displays in the list of configured Instances. The following **Action** buttons are available:
 - **Test** - Click to verify that DataConnect can successfully connect to the ODS Instance using the connection information that was entered.
 - It is good practice to test the connection after creating a new ODS Instance or after making changes to the connection information.
 - Once the connection has been successfully tested, the IODS Instance setup is complete.
 - **Delete** - Click to permanently delete the ODS Instance. This option should only be used if the ODS Instance is no longer needed or was created in error.
 - **Edit** - Click to update the ODS Instance if information such as the API URL, Key, Secret, or

other configuration settings need to be changed.

Set up EODS Instance

Before You Begin

☐ Confirm that applicable users have the appropriate security permissions for ASCENDER DataConnect.

- ACCESS Role - Allows users to access DataConnect
- ADMIN Role - Allows user to create or modify ODS Instances

☐ Confirm the completion of the following processes in ASCENDER Enterprise:

- Annual Student Data Rollover
- Business-only LEAs - Finance End-of-Year Process.

Create EODS Instance

Access the ASCENDER DataConnect (ADC) tool.

1. From the Dashboard, click the **Admin** drop-down and select **ODS Instances**.
2. Review the list of configured ODS Instances.

The screenshot displays the 'ODS Instances' page in the ASCENDER DataConnect interface. The page header includes the ASCENDER logo, navigation links (Dashboard, Data Explorer, Schedules), and user information (Admin). The main content area shows a table of ODS instances. The table has columns for District, ODS ID, School Year, Catalog, Base URL, Client ID, and Actions. Two instances are listed: one for 2026 and one for 2027. The 2027 instance is highlighted with a red box. Buttons for 'Resync Instances' and 'Add ODS Instance' are visible at the top right. A 'Back to Dashboard' button is at the bottom left.

District	ODS ID	School Year	Catalog	Base URL	Client ID	Actions
001905	SDRel	2026	ecode-2026			Test Edit Delete
001905	ecode-2027	2027	ecode-2027	https://test.edfi.txedexchange.net/data/v3	81Rd97N2ap9F	Test Delete

- If the EODS Instance for the new school year is displayed, skip to Step 5.
- If it is not displayed, continue to Step 3.

3. Click **Resync Instances**.

ASCENDER. Dashboard Data Explorer Schedules Admin Create New Run Logout

Home / ODS Instances Resync Instances Add ODS Instance

District	ODS ID	School Year	Catalog	Base URL	Client ID	Actions
001905	SDRel	2026	eods-2026	https://qeods.ascendertx.com:9443/data/v3	0sb1eh10Rd5e	Test Edit Delete

4. Verify the EODS Instance for the new school year is displayed.

ASCENDER. Dashboard Data Explorer Schedules Admin Create New Run Logout

Home / ODS Instances Resync Instances Add ODS Instance

District	ODS ID	School Year	Catalog	Base URL	Client ID	Actions
001905	SDRel	2026	eods-2026			Test Edit Delete
001905	eods-2027	2027	eods-2027	https://test.edfi.txedexchange.net/data/v3	01Rd97N2ap9F	Test Delete

Back to Dashboard

Note: Notice the Sync icon. This indicates that the EODS Instance was automatically created through the synchronization process.

5. Verify the correct EODS Catalog is selected.

- **Catalog** - Determines what data is sent to the intended recipient (The Exchange (EODS)/TSDS (IODS)).
 - If BIS is in the catalog name, only Business data is sent.
 - If SIS is in the catalog name, only Student data is sent.
 - If neither BIS or SIS is in the catalog name, then both Business and Student data is sent.

Examples of 26-27 School Year EODS Instances:



- For ASCENDER clients sending Business (BIS)-only data, the catalog will be identified as eODS-BIS (2027).
- For ASCENDER clients sending Student (SIS)-only data, the catalog will be identified as eODS-SIS (2027).
- ASCENDER clients sending both BIS and SIS data, the catalog will be identified as eODS (2027).

Onboard to The Exchange

Before You Begin

- ☐ Confirm the user has access to the District Administration > Options > TSDS > Connection tab.
- ☐ Confirm the completion of the following processes in ASCENDER Enterprise:
 - Annual Student Data Rollover
 - Business-only LEAs - Finance End-of-Year Process.
- ☐ Complete the following agreements with The Exchange:
 - Data Privacy Agreement
 - Exchange License Agreement



Do not proceed until both agreements have been completed.

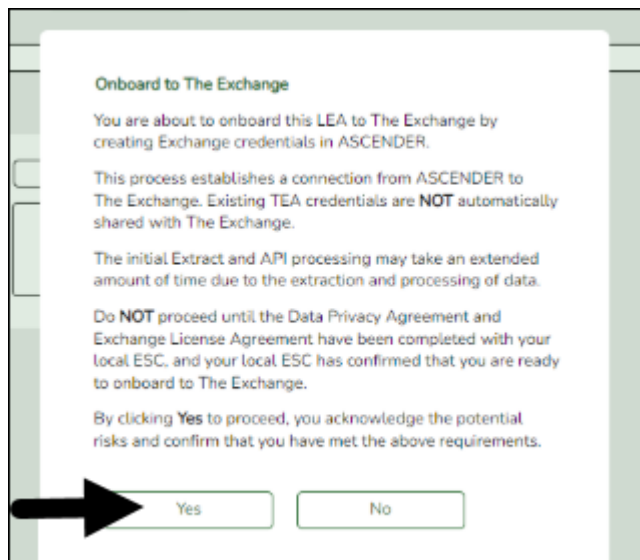
Complete Onboard to Exchange Process

Access ASCENDER Enterprise.

1. Navigate to the District Administration > Options > TSDS > Connection tab.

The screenshot shows the District Administration web interface. The top navigation bar is green and contains the text 'Options > TSDS' and 'District Administration'. Below the navigation bar, there is a section with a 'Submission Year' dropdown set to '2027', and three buttons: 'Retrieve', 'Save', and 'Onboard to The Exchange'. A large black arrow points to the 'Onboard to The Exchange' button. Below this section, there are three tabs: 'OPTIONS', 'CONNECTION' (which is selected and underlined), and 'DOMAINS & ENTITIES'. Under the 'CONNECTION' tab, there is a form with fields for 'API URL', 'Key', and 'Secret'.

2. Click **Onboard to The Exchange**. The Onboard to The Exchange pop-up message displays.

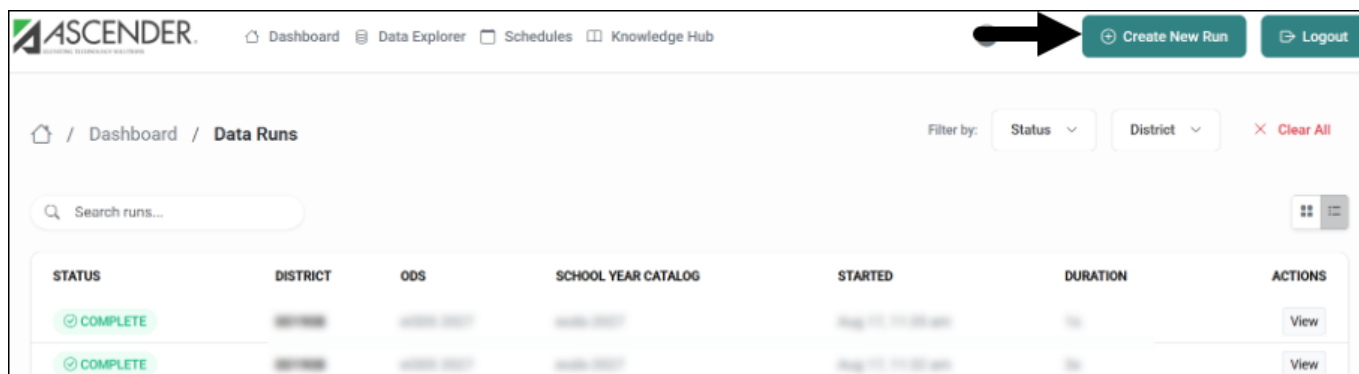


- Click **Yes** to continue. After this step is completed, the Exchange Onboarding process is finished, and the LEA is ready to complete the EODS Verification process.
- Click **No** to cancel and close the pop-up.

Begin Sending Data

At the beginning of the school year, once the applicable set-up requirements for the LEA have been completed, **it is recommended** to begin creating runs one domain at a time in domain dependency order. Following this recommendation ensures Level 1 errors remain manageable.

Access the ASCENDER DataConnect (ADC) tool.



1. From the Dashboard, click **Create New Run**. The Create Run page opens.

□ Complete the following fields for the New Data Sync Run:

ASCENDER | Dashboard | Data Explorer | Schedules | Knowledge Hub | Admin | Create New Run | Logout

Home / Create Run

New Data Sync Run

District ID: 001908 | School Year: 2027 | School Year Catalog: iods-2027

ODS Instances: ☒ IODS 2027 (School Year: 2027, Catalog: iods-2027)

Description:

Domain Selection

(*) Data Beyond TSDS

☐ Select All Domains (14)

☒ Descriptors Domain Level 0

☒ Education Organization Domain & Descriptors Level 3

☐ Staff Domain Level 3

☐ Student Id Demo Level 3

☐ School Calendar Domain Level 6

☐ Finance Domain Level 7

☐ Student Application Level 7

☐ Discipline Domain Level 9

☐ Supplemental Services Level 9

☐ Teaching And Learning Domain Level 9

☐ Restraint Event Domain Level 15

☐ Student Attendance Domain Level 15

☐ Student Spec Ed Elig Assoc Domain Level 15

☐ Student Academic Record Domain Level 18

Creating 1 run (one per selected ODS instance)

Submit

- In the **District ID** field, click ▼ to select the applicable county-district ID.
- In the **School Year** field, click ▼ to select the applicable school year (2027).
- In the **School Year Catalog** field, click ▼ to select the applicable catalog.
- Under **Domain Selection**:
 - Clear the **Select All Domains** checkbox.
 - Following the domain dependency order, select one domain at a time.

☐ Click **Submit**.

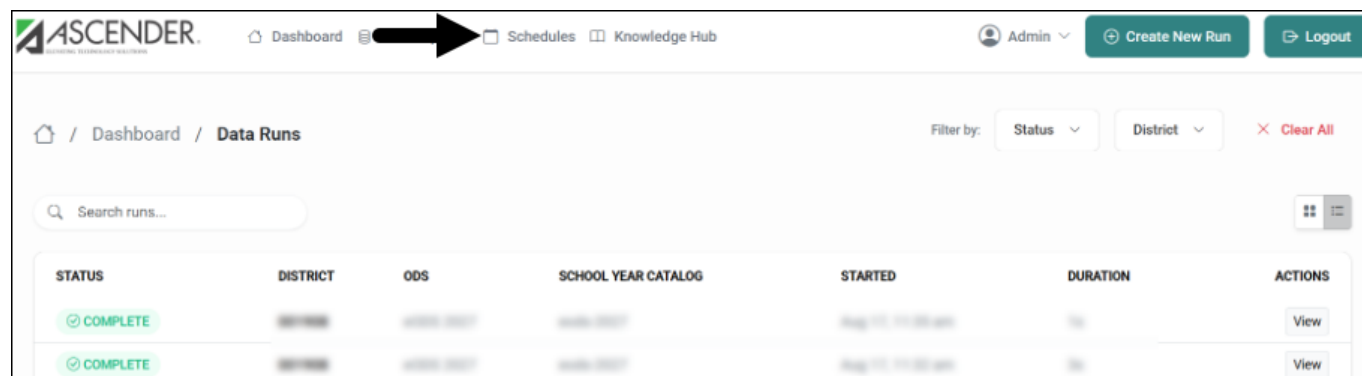
2. Review the Level 1 errors and make any necessary corrections in ASCENDER Enterprise.

3. As Level 1 Errors become manageable, repeat steps 1 and 2, and continue adding domains in dependency order.

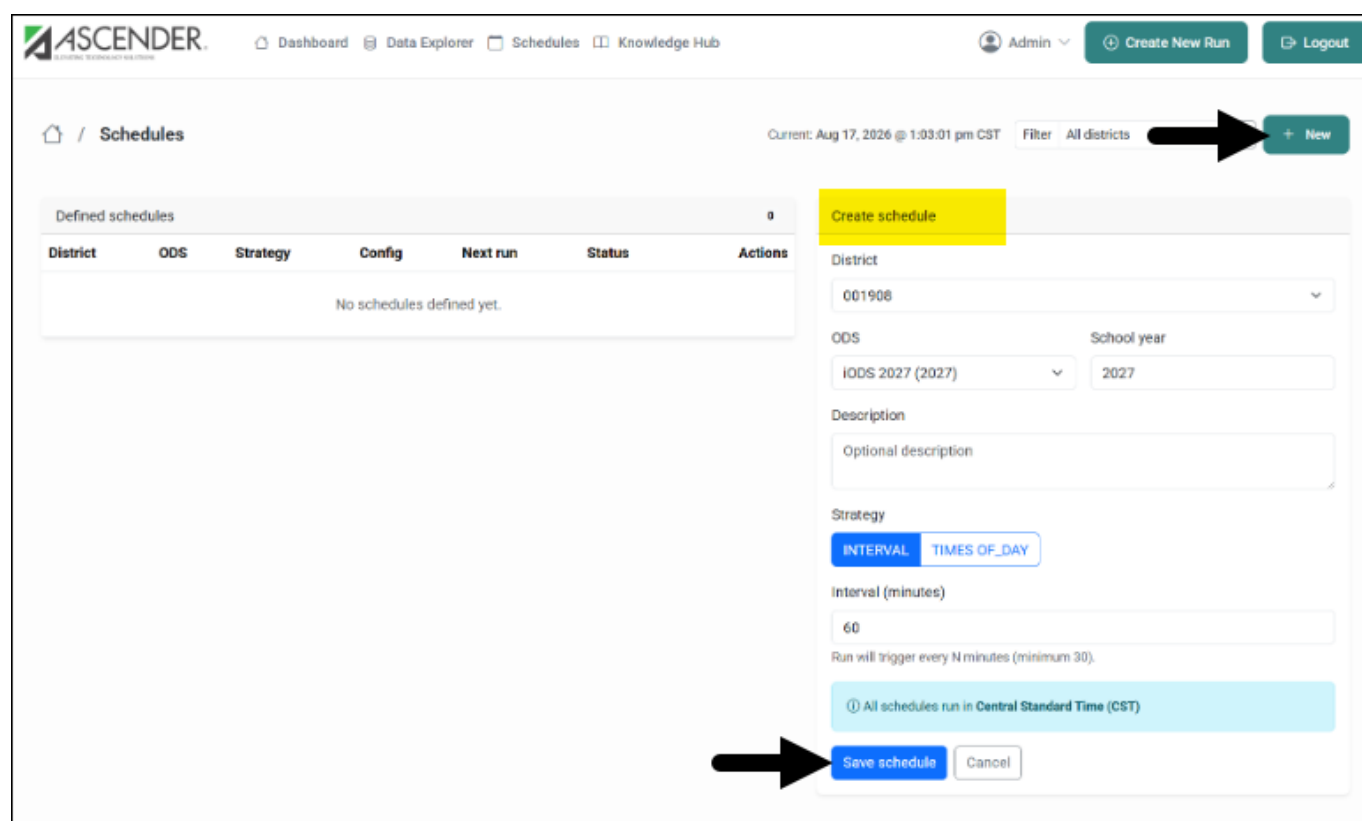
4. After all domains are sending successfully, repeat step 1, except now **Under Domain Selection**, mark the **Select All Domains** checkbox to include all domains in the run. Now, you can begin creating scheduled runs.

Create Scheduled Runs for the New School Year

With all domains sending successfully through ASCENDER DataConnect (ADC), you can begin scheduling runs for the new school year.



1. At the top of the Dashboard, click **Schedules**. The Schedules page opens.



2. Click + **New**.

3. Under **Create schedule**, select the **District**, **ODS**, and **School Year**.

4. Under **Strategy**, click the appropriate scheduling strategy:

- **INTERVAL:** Sends data at the specified interval, in minutes.

- **TIMES OF_DAY**: Sends data once each day at the specified time.
- In the **Interval** field, enter the interval in minutes or the time of day, depending on the selected strategy.

5. Click **Save schedule**. The scheduled run displays in the **Defined schedules** list.



TIP: Data published to the EODS is sent to the IODS every 30 minutes.

Review Prior School Year Runs

Beginning each school year, Scheduled Runs for the prior school year (2026) will automatically stop the second Friday of October.

- If an LEA needs to send additional prior year data after the Scheduled Runs have stopped, create a New Run and select the prior school year.
- It is important to remember that prior year data is sent using the connection that was configured for that school year.
 - For example, if the connection for the prior school year was configured to be sent from ASCENDER to The Exchange and then to TSDS, a manual created run for that school year will continue to follow that same path. Remember that data published to the EODS continues to be sent to the IODS approximately every 30 minutes, even when a prior year run is manually created.
- As a best practice, do not delete prior year ODS Instances. **It is recommended** that you keep connections for at least two years in the event that data for a prior year Working Submission needs to be sent.



Back Cover