# Crosswalks

# Table of Contents

# Crosswalks

## *State Reporting > Crosswalks*

This page allows you to convert data in your district format to the standard TEA format for the fall and mid-year collections. This conversion only affects the data in the State Reporting tables, allowing you to continue maintaining your data in your format in the Business and Student systems.

## Update data:

| Field | Description |
|---|---|
| **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 white 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.

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

| Field | Description |
|---|---|
| **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.<br><br>The **From** and **To** values must be different. |

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

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Print** | Print the crosswalk report. <br><br> **Review the report using the following buttons**: <br><br> Click First to go to the first page of the report. <br> Click ◀ to go back one page. <br> Click ▶ to go forward one page. <br> Click Last to go to the last page of the report. <br><br> **The report can be viewed and saved in various file formats**. <br><br> Click to save and print the report in PDF format. <br> 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. <br> Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Retrieve** | Retrieve data from the last save. <br> Discard unsaved changes, and retrieve information since the last time data was saved. |
| 🗑 | Delete a row. <br><br> Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. <br><br> Click **Save**. |

# Back Cover