

# Crosswalks

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## 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:

**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  $\square$  or descending  $\square$  order.

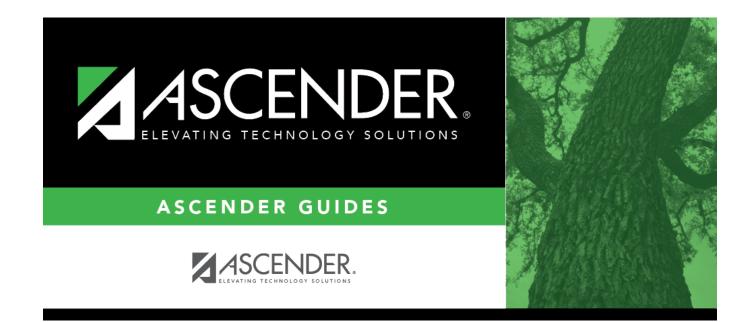
• A blank row is added to the bottom of the grid.

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

□ Click **+Add** to add a new row.

Click **Save**.

Print	Print the crosswalk report.	
	Review the report using the following buttons:	
	Click First to go to the first page of the report.	
	Click 1 to go back one page.	
	Click I to go forward one page. Click I to go to the last page of the report.	
	The report can be viewed and saved in various file formats.	
	Click 丛 to save and print the report in PDF format.	
	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.	
	Click I to close the report window. Some reports may have a <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.	
Retrieve	Retrieve data from the last save. Discard unsaved changes, and retrieve information since the last time data was saved.	
Ŵ	Delete a row.	
	Click $\square$ to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.	
	Click <b>Save</b> .	



## **Back Cover**