



# Updating TSDS - Quick Checklist



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| <b>Updating TSDS - Quick Checklist</b>   |                 |              |       |
|--|-----------------|--------------|-------|
| <input checked="" type="checkbox"/> Step   | Completion Date | Completed By | Notes |
| <b>Step 1: TSDS Settings in District Administration</b>                              |                 |              |       |
| Enter TSDS Options.  |                 |              |       |
| Enter TSDS Connection Information. (Key and Secret)                                  |                 |              |       |
| <b>Step 2: District Settings in Registration</b>                                     |                 |              |       |
| 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.  |                 |              |       |
| <b>Step 3: Grade Reporting changes</b>   |                 |              |       |
| Update all local services IDs to be unique for each course.                          |                 |              |       |
| <b>Step 4: As-of Status dates</b>  |                 |              |       |
| Run the SQL/Utility to update the As-of Status dates.                                |                 |              |       |



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