Teacher Student Data Link Interchange Process

Overview
The Teacher Student Data Link Interchange (TSDL) file is minimized from 3 previous files (Statewide Standard Course Codes, Course Instructor and Course Enrollment files) into one file.   The TSDL file captures data that link students in grades 6 through 12 to courses and instructors (if available) for the reported school year. CDE relies on the TSDL data for the following reporting requirements: student course participation and achievement report, migrant student tracking/reporting, educator preparation program outcomes, and prepopulating the Office of Civil Rights (OCR) report.

Identity Management Roles
An Identity Management Role must be assigned by a Local Access Manager (LAM) for district respondent(s) prior to having access to the TSDL data collection in Data Pipeline. Contact your LAM and ask to be assigned to the appropriate role for the TSDL interchange.

Identity Management Role	Enables User to:
TSL~LEAUSER	Submit, Modify and View Data
TSL~LEAVIEWER	View Data only

File Information
For the TSDL data collection, there is one file be submitted. Information pertaining to (1) the file format allowed in data pipeline, (2) detailed information on the file and (3) creating the file is provided in this section.

File Format
- Submit files with extensions of: csv; txt; xls; or xlsx
  - Pipeline only accepts field delimiters of: , | ~
- Include a header row in the first row of each file for csv and excel files
- Include leading zeros (0) for required fields (i.e., 01 or 02 for gender)
- Save files for reference and perhaps re-loading
- Do not include non-numeric/non-letter characters (except underscore) in file names as they can cause problems since they have special system meanings. # is one of them.
- Do not include spaces in file name
- Do not edit a text file with Excel; you may lose preceding zeros
- Do not include any blank lines in file

TSDL Upload file

The TSDL Upload file contains information on the student, course and instructor. The local course code is reported as well as the state assigned course code. For a list of state assigned course codes, please reference the School Courses for the Exchange of Data (SCED) code finder: https://nces.ed.gov/scedfinder/. Colorado utilizes the SCED codes as the state assigned course codes.

In the TSDL file, the LEA should submit one record for each core course and student enrolled for the reporting LEA in the selected school year along with the educator of record and contributing professional if applicable. "Core course" means a course in English, mathematics, science, social studies. For 8th-12th Grade Migrant Students, all courses must be reported. For the OCR report, computer science and all AP courses should also be included. The file layout for the TSDL Upload file is found online at: https://www.cde.state.co.us/datapipeline/2020-2021tsdlfilelayout.
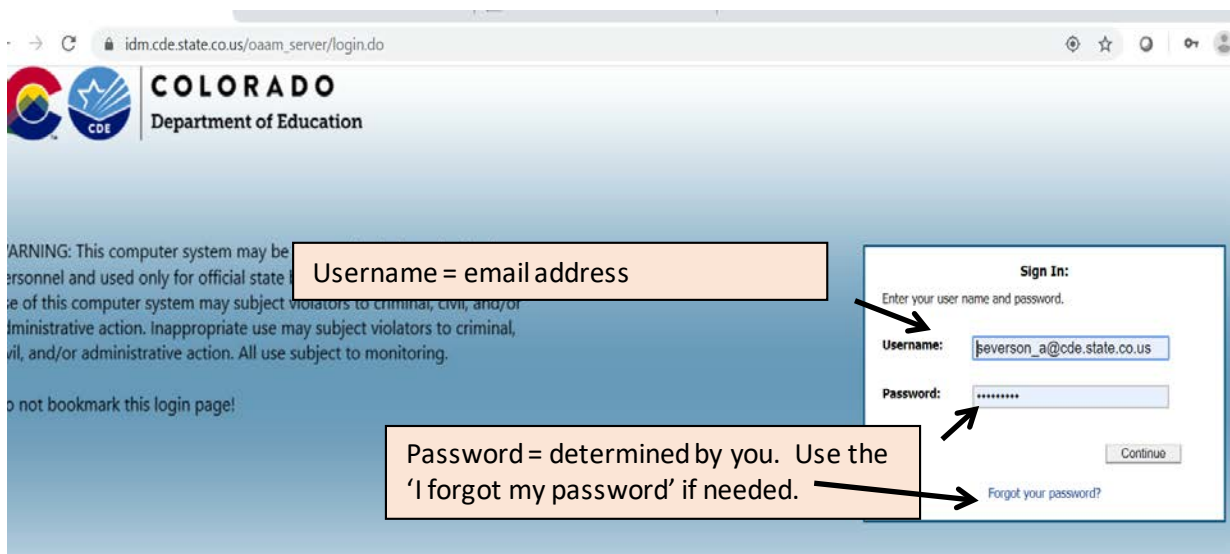
File Creation

File layouts can be found at: https://www.cde.state.co.us/datapipeline/2020-2021tsdlfilelayout. All fields within the files must have a valid number or code and cannot be left blank. These files can be created by either:
- System Vendor: Districts may have the availability of these data files created by a vendor system, and in that case, the district should reference their vendor system user guide to create, save and review the data reports.
- Districts may have to create these files manually using Microsoft Excel. Excel file templates are available at: https://www.cde.state.co.us/datapipeline/inter_teacherstudent

Step by Step Process

1) Login to Data Pipeline: https://cdx.cde.state.co.us/pipeline
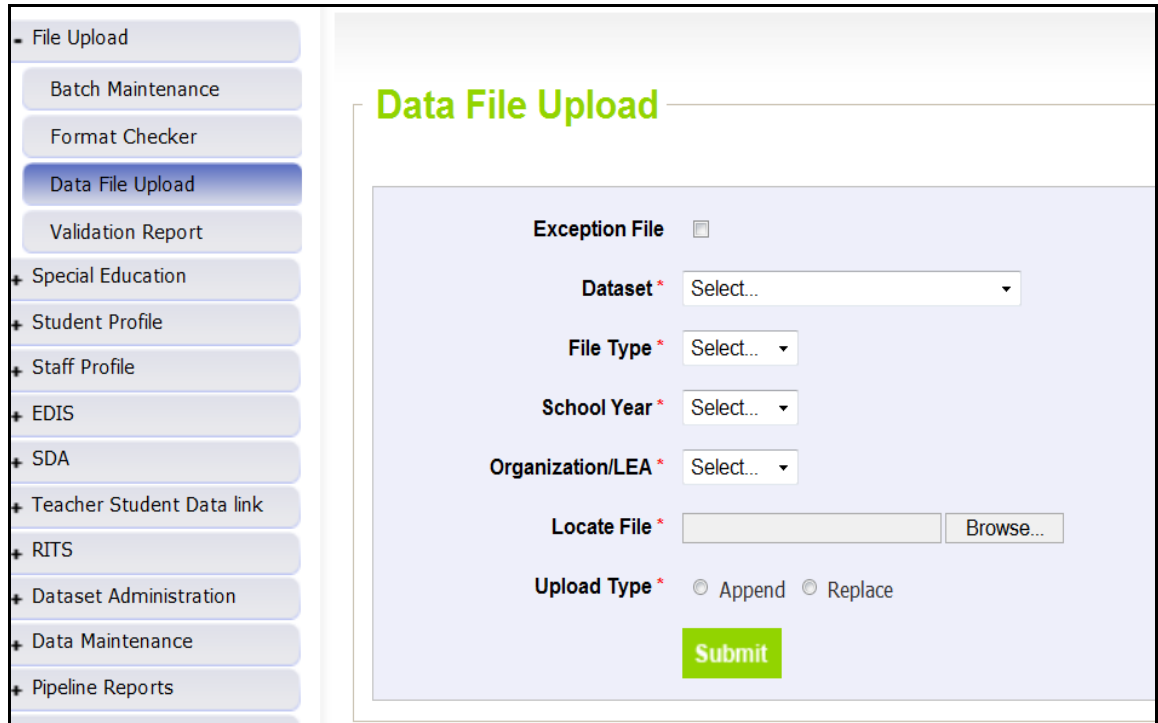
2) Upload the TSDL Upload file:
   a. Select "File Upload" then "Data File Upload":

Note: you may first upload data into "Format Checker" to see if the format is correct.

   b. Data File Upload Selections:

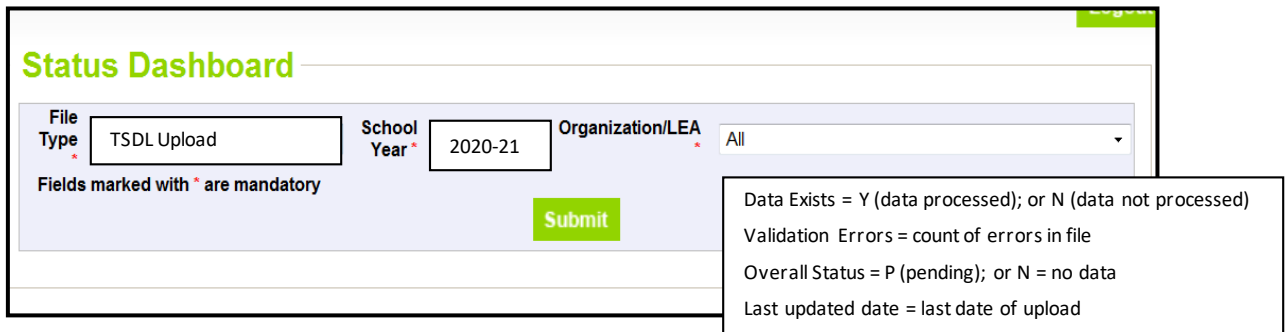| Dataset	Teacher Student Data Link
File Type	TSDL Upload
School Year	Current School Year
Organization/LEA	Select your District/BOCES
Locate File	Browser and select file to upload
Upload Type	Replace if your file is complete within the one file upload
	Append if you are adding additional data to what has been previously uploaded

   c. Select "Submit"

3) Check Status Dashboard for each file uploaded. This provides confirmation the file uploaded and processed within the system.   This will also provide the error count for the file.
   a. To check the status dashboard; select the "TSDL" then "Status Dashboard":
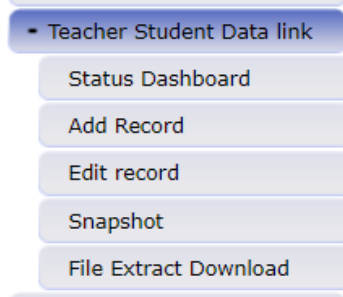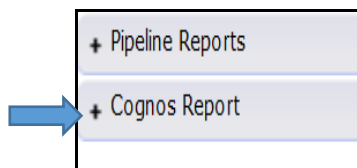

   b. Then, choose the file type, school year and LEA and select "Submit"
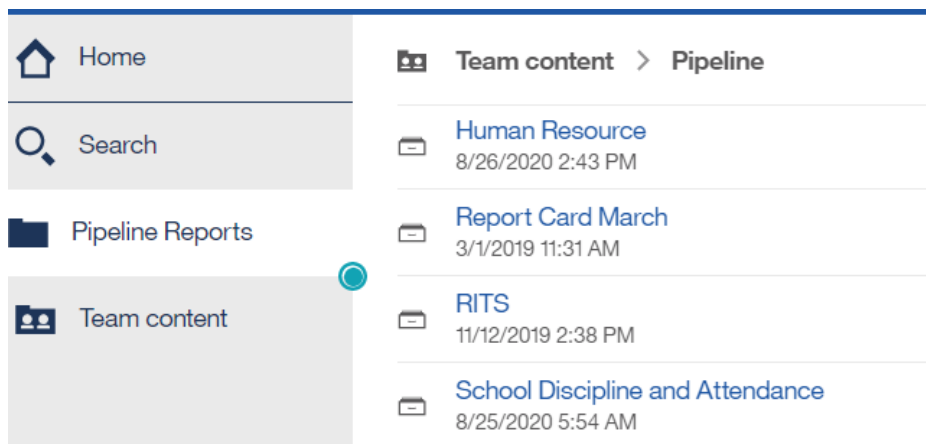

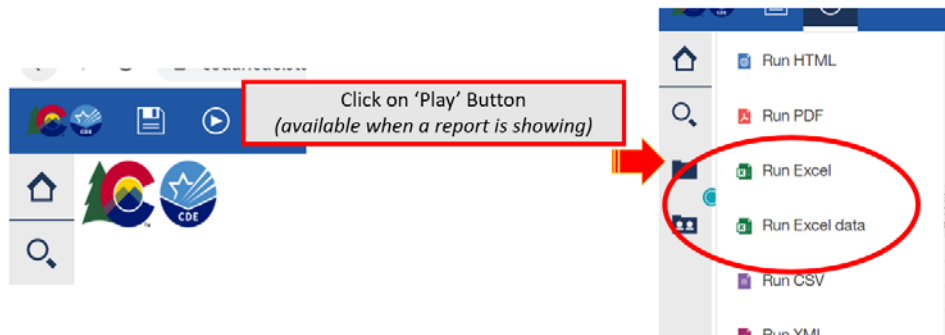4) Review Errors and Warnings – Using Cognos (OR Using Pipeline Reports, skip to Step 6):
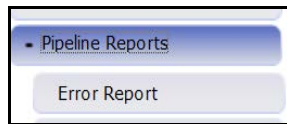   a. Select "Cognos Report":

   b. Then select "Teacher Student Data Link" from the Pipeline Reports folder:

c. Select the TSDL Error Report to Review
d. Error reports can be downloaded into excel:

5) Review and Correct Edit Errors – Using Pipeline Reports (OR Using Cognos Reports, refer to Step 4):
   a. Select "Pipeline Reports" then "Error Report":

   b.
   c. Select the following:

Data Set: Teacher Student Data Link	File Type: TSDL Upload
School Year: (current year)	Organization/LEA: Select your District/BOCES
Error Type: Errors and Warnings	

   d. Click "Search"
   e. If there are no errors for your district in the file OR the file was not processed for your district yet, there will be no error report available. If there are errors, the summary and count of each will be provided first.
   f. You may select all or one at a time and then "View Details" to see which records have each error.
   g. This error report can also be downloaded into excel, by clicking on the "Excel" at the top of the error report.
6) Make appropriate corrections to the data file(s) with errors and re-upload the files (Step 2)
7) Once the interchange file is complete, the TSDL snapshot can be created. All error-free interchange records will be included in the TSDL snapshot.