General TSDL 2020-21

As of the 2020-21 school year, TSDL information will be reported on all students.

The TSDL Collection is separated into two submissions. One collection is the Migrant TSDL and the second collection is the General TSDL. This document will cover how to properly code and extract students who belong in the General TSDL.

The General TSDL includes course and grade information for all students. The General TSDL has an EOY reporting window which is open May 1 through mid-July.

Overview\Steps:

- Ensue all courses have the appropriate Subject Area & Course Identifier Codes. You can find this information on the <u>NCES web page</u>. <u>*Please ensure to use Version 6.*</u>
- Ensure courses are identified properly relating to Dual Enrollment, Early Middle College, Advanced Placement (AP), International Baccalaureate (IB), Pre-Advanced, Honors & Regular (Default)
- 3. Ensure courses are identified properly relating to Virtual/Online
- 4. Ensure students are coded properly relating to Student Residency field in Entry/Withdrawal
- 5. Create the TSDL extract pulling ALL STUDENTS

Step 1: Ensure all Active courses are assigned with a State Course Code (Subject Area & Course Identifier)

<u>Skyward Location:</u> 000 Entity→Student Management→Office→Curriculum & Assessment→ Curriculum→Curriculum Master

Create a filter for Active only courses. Review the last column with the heading of "State Course Code" looking for blank fields. This can be done by clicking on the heading to bring all blank fields to the top of the column. Edit each blank course and enter the appropriate State Course Code.

Views: Curri	culum Det	ails 🗸 Filters	Activ	e Course	s	~																						🝸 🔟 🕙	۵. С	Add
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HEN01A	000	English 10	07	12 A	E2	N	Y	Y	0.500	SM	1	0.500	1	0.500	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.00		
HEN020	000	English 11	09	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01005		
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HEN025	000	Compass - Engli	09	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01003		
HEN026	000	English 12	09	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01004		
HEN027	000	English 12	09	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01004		
HEN028	000	Sen Eng Sem	09	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01004		
HEN029	000	Sen Eng Sem	09	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01004		
HEN02A	000	Compass - Eng.	07	12 A	E3	N	Y	Y	1.000	SM	1	0.000	1	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.00		
HEN030	000	Tech. Comm.	12	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01004		
HEN031	000	Tech. Comm.	12	12 A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500 01004		
HENARA	000	Senior Tech Sem	12	12 4	EN	N	Y	Y	0.500	SM	1	0.500	1	0 500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0 500	1	0 500 01004		

Step 2: Properly coding of course types in the Michigan State Specific area of the Course Master.

If you do not have a course type selected in the Michigan State Specific area in the course master the default type of "01" Regular will be sent in the TSDL submission.

<u>Skyward location</u>: Student Management→Office→Current Scheduling→Build Course Master→Course Master (WS/OF/CS/BC/CM/CM)

Bring up the appropriate course and <u>edit</u> the course.

V	vs: Sort by SH	hort Description 🔹	Filters: *A11 Co	urses		•									7 🔟	8	Ð,	Switch School Year	
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1	H01071	Current Events	H01071	A	SM	SS	01	С	E	R	N	0	60	2	64	Yes		Course	
2	▶ H01072	Current Events	H01072	А	SM	SS	01	С	Е	R	N	0	52	2	64	Yes		Edit Course	
3	DE2025	DE ACCT-189			M	EL	07	N	E	R	М	0				No		_	
4	▶ DE2041	DE ACCT-211	DE2041	I	SM	EL		N	R	R	М	0				No		Delete Course	
5	DE2039	DE ANT-171	DE2039	Ι	SM	EL		N	R	R	N	0				No		Clone	

Expand the Michigan State Specific area and enter the appropriate code for the <u>Course Type</u>. *Remember, if you are selecting 07 (Dual Enrollment) you* <u>must</u> also add the appropriate College Credit.

Website Display					
4.0+ Scale	* GPA Set 1: 1	GPA1 Reg	ular GPA Credits 1: 0	.500 Allow GPA Set Override At Section Level	
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Michigan State	Specific		
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Step 3: Coding of courses specific to Virtual/Online delivery.

A student who is enrolled in any Virtual/Online course during the current school year with the specifications below will be pulled for the TSDL submission.

<u>Skyward location</u>: Student Management \rightarrow Office \rightarrow Current Scheduling \rightarrow Build Course Master \rightarrow Section Master (WS/OF/CS/BC/SM/SM)

Bring up the appropriate course and **<u>edit</u>** the section.

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/ie	ws: Class Sect	tion Details 🔻	Filters: *Only A	ctive 9	Sectio	ns 🔻									7 🔟		Switch School Year
	Course 🔺	Short Description	Curriculum	Sec	S*	Ctrl Set	Cal	Bell	Min Stu	Opt Stu	Max Stu	Enrl T1	Enrl T2	Enrl T3	Enrl T4	Teacher	
1	▶ DE1000	DECR HIS-101	DE1000	01	A	S 1	413			30	32		1			Unknown 🔶	Add Section
2	▶ DE1001	DECR HIS-150	DE1001	01	А	S1	413			30	32					Unknown	Edit Section
2	DE1001	DECR HIS-150	DE1001	02	Δ	51	413			30	32					Unknown	Delete

Expand the Michigan State Specific area and enter the appropriate code for Virtual Delivery. Your options will be: *Blended Learning, Digital Learning, Not Virtual and Online Course*. **DO NOT SELECT** "Not virtual". This will cause the course not to be pulled for TSDL. <u>Please use Online Course or Digital</u> Learning.

Priority	Description	
		_
Michigan State	Specific	

Step 4: Proper coding of Student Residency/State Aid field.

Ensure your students are coded properly in the Student Residency area of the Entry/Withdraw tab

Entry/Withdrawal Maintenance 🥂 📷 怕 🦷 🥐 Expand All Sections Collapse All Sections Entry Information Save History Student: Br Current Entity: 413 * Entry Date: 07/01/2018 % Enrolled: Defaults 050 Grade/Grad Yr: 12 2019 GLO: Back * Entry Code: RE Re-enter District (new bldg) S2E2 Code: 00000 Comment: Otherwise Atnd: 00000 * School: 413 St Clair High School School Code: 0366 St Clair High School * Student Residency: 15 Home-school R * Calendar: 413 * Student Type: R Regular * Res Dist: 74050 East China School District MI Withdrawal Information

Skyward location: Student Management→Students→Student Profile→Entry/Withdraw (WS\ST\TB\EW\EW)

Step 5: Create the TSDL extract *ALL STUDENTS*. Go to *Federal State Report* tab, click *Extract MSDS Data* - [WS\SR\MI\MS\ED]

Click on Add to create an extract

Home v Students Families Staff	Student Food Services Service Office	Administration Educator Advanced Access Plus Features		
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🖳 🗁 Michigan Student Data System - MSDS	Secure https://skyw	wardech.sccresa.org/scripts/wsisa.dll/WSer	vice=wsECH/qrprtbrws001.w?Brws	Title=Extract%20M
Extract MSDS Data - ED	Extract MSDS Data	1		📷 靠 🦷 🕐
Maintain Extracted MSDS Data - ME Export Extracted MSDS Data - EE	🗹 Display My Templates	🗹 Display Shared Templates 🛛 🗹 Display Skyw	ard Templates	
View Exported files/Save locally for su	Extract MSDS Data Temp	lates		Reference Print
	Template Type 🔺	Description	Created By	Add
	1 1) User	Early Roster - MEAP Pre-ID	Wininger, Donna	Edit
	2 1) User	End of Year General Collection	Wininger, Donna	Clone

Name the template

Select Collection: Teacher Student Data Link

Select the *Output Type:* Make sure to *Include Error Students in the MSDS Extract*

Select the appropriate *Student Types:*

Select: All Students

remplate Description:	other users in entity 000	Save Save and Print Back
Required Grade Level Setup All of the Grade to Use fields have been setup in the Required This setup is located in WS/SR/MI/PS/CO. Setup Required	d Grade Level Setup. red Grade Levels	
Extract Options * School Year: * Collection: Teacher Student Data Link Output Type: © Extract Only © Extract & Export @ Include Error Students in the MSDS Extract Student Types: All Students	T	
Extract Ranges		
Low High	Include All Schools Schools	
* Entity: 000 999	Include All Calendars Calendars	
* Enrollment Dates: 07/01/2020 06/30/2021		
00/30/2021		
Student Ranges All data for the Collection/Submission will be ren	moved and only data for students within range will be	extracted.
Student Ranges		extracted.

Click on *Save and Print* button to generate the TSDL file, check for errors identified in the extract, correct any issues either in the student record or the maintain area. If corrected in the maintain area, Export the Extracted MSDS Data. If corrected in the students record, create a new extract. View the exported file, save to desired location, then upload to CEPI. Continue process as in the past to export and upload to CEPI.