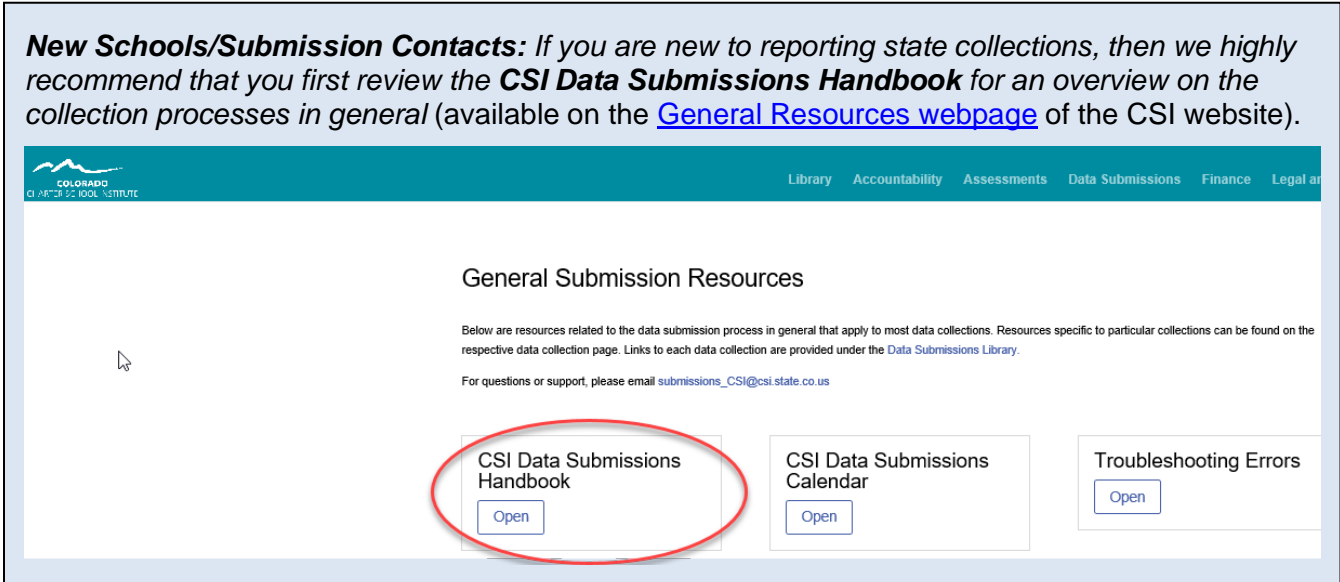# Contents

Overview

The **Teacher Student Data Link (TSDL)** enables the state to connect students with the educators responsible for their learning. The aim is for the system to provide dynamic data that enables users to learn from the past and understand the present so that they can take appropriate actions to impact the future**.**

CSI has begun to look at course completion as part of school performance, so accuracy and completeness has become even more important in reporting the TSDL collection.

Data from the TSDL collection will be used to partially populate the Civil Rights Data Collection (CRDC) so making sure your data is as accurate and complete as possible will save you time on the CRDC collection.
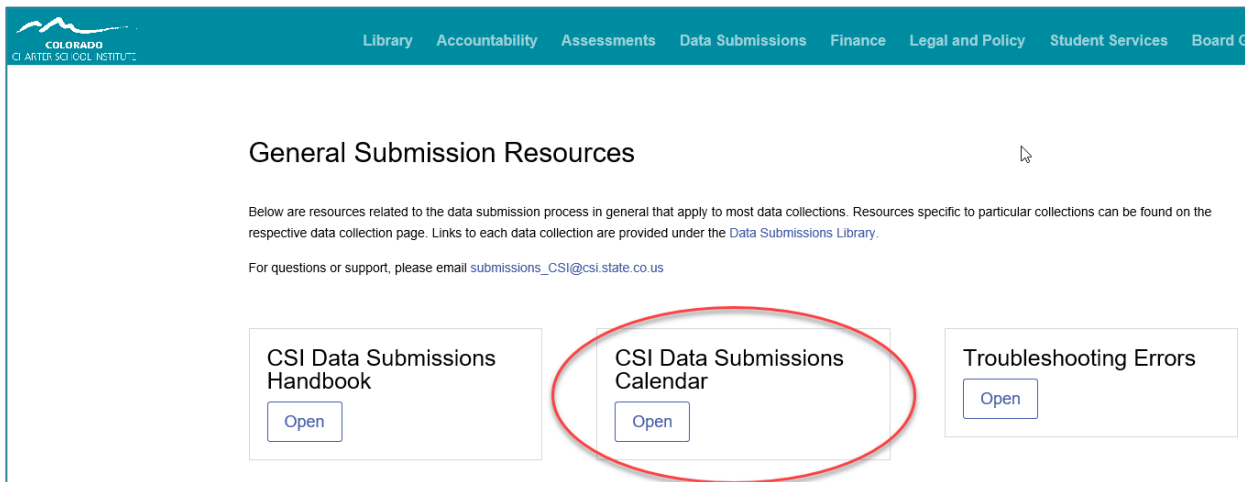
Please follow the instructions in this document to successfully complete the TSDL collection for your school. All resources specific to this collection are posted to the [TSDL webpage](#) of the CSI website.

> *New Schools/Submission Contacts:* *If you are new to reporting state collections, then we highly recommend that you first review the* **CSI Data Submissions Handbook** *for an overview on the collection processes in general* (available on the [General Resources webpage](#) of the CSI website).
>
>

Timelines and Deadlines

All **collection deadlines** associated with the TSDL can be found in the **CSI Submissions Calendar** for the current year (available on the [General Resources webpage](#) of the CSI website). It's important for schools to meet all CSI submission deadlines so that we can stay on track with meeting all state deadlines to CDE.

Requirements

Data to Report:

- **All 6th through 12th grade students** enrolled in a mathematics, English language arts/literacy, science, and/or social studies course for 6 weeks or more should be included in the TSDL file. All courses may be included for ease of submission, but only math, English, science, or social studies course are required. Include AP, electives, postsecondary option courses (both on and offsite), and onsite home school

program classes in these instructional areas

- **All 8th through 12th grade migrant students** enrolled in any course for 6 weeks or more must be included. These students must also have their Credits Granted reported for each course.

- CSI schools are not required to report Teacher/Instructor information. However, if teacher/instructor data is extracting from your SIS it is fine to include it in your TSDL submission.

- CSI recommends that schools use SCED versions 6 or 8.

Data Submissions Process

General Reminder: The data submissions process can be summarized as a five-step iterative process. Steps 2 through 4 are repeated until a school is error free.
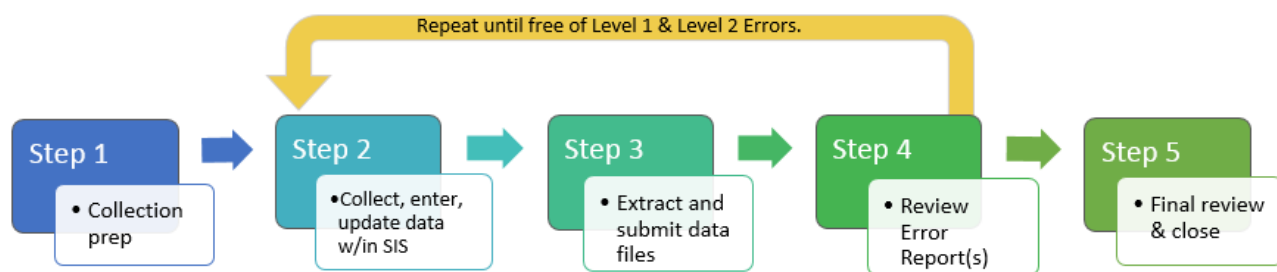
More detail on the five-step submissions process can be found in the **CSI Data Submissions Handbook** for the current year (available on the General Resources webpage of the CSI website). This webpage also contains short recorded tutorials on some submission basics like securely sharing data with CSI, using file layouts, and others.

Each of the five steps are listed below from the perspective of reporting the TSDL collection.

Step 1: Collection Prep

Schools should download copies of the **TSDL Upload File** file layout with CSI additions from the TSDL webpage*. **Please make sure you are using the current year file layouts and not versions from a prior year. It's very common for changes to occur from year to year.***

Please take the time to look through the file layout to get an idea of data that will be reported and important CSI notes on items specific to CSI schools.

Step 2: Data Collection, Entry, and Initial Review Processes

The second step for reporting TSDL involves collecting, entering, and completing an initial review of your data prior to submitting your initial files.

- Conduct an **internal review** within your SIS (*PowerSchool, Infinite Campus,etc.*) to confirm course code completeness and alignment with the acceptable SCED codes.
  - Instructional course for grades 6-12 (not including lunch, recess, etc.) in your SIS must be mapped (cross walked) to **SCED** version 6 or 8 codes. This includes all postsecondary option courses also.

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- - Non instructional courses in your SIS can be marked as **exclude from state reporting** so that they will not pull into your extract file.
    - SCED—**"School Courses for the Exchange of Data"** is a national prior-to-secondary and secondary course classification system developed through the National Center for Education Statistics (NCES).
    - Codes are five digits in length.
      - First two digits refer to the subject area.
      - Last three digits refer to the content.
    - You may use the **same SCED for multiple courses** at your school.
    - You must have SCED codes beginning with 01, 02, 03, & 04 in order to cover all course reporting requirements.
    - Multiple SCED codes should extract as multiple line entries. Contact your SIS support if you are having issues with multiple SCED code extraction.
    - **SCED crosswalk** for version 8 is available on the CSI TSDL home page.
    - CSI recommends that schools use SCED version 8.
- **Summer School Enrollment**: All 21-22 summer school students should be reported in SY22-23.
- Every student included in the TSDL file must have a record in the current year EOY Student Demographic file.
- It's not expected that initial file submissions will have the **Final Grade/Course Completion Status Field** populated with something other than a code of 6 for Incomplete. However, all other errors can be corrected to have the file ready for a final submission at the end of the school year once schools have posted grades in their SIS so that the Final Grade/Course Completion Status Field will have the correct values.

Step 3: File Extraction & Submission to CSI

Each SIS has a process (and resources!) for extracting the TSDL interchange files

PowerSchool Users
- Schools will need to extract files and submit to CSI by the deadlines provided in the CSI calendar.
- PowerSchool Colorado State Collection help resources: https://docs.powerschool.com/USACO/colorado-reports-in-powerschool

Infinite Campus Users
- Schools will need to extract files and submit to CSI by the deadlines provided in the CSI calendar.
- Infinite Campus TSDL help resources are at the following link (login may be required): https://kb.infinitecampus.com/help/teacher-student-data-link-interchange-tsdl-colorado

File Submissions to CSI

Before submitting your TSDL Upload File, please check that there are no required fields that have been left blank (use the file layout to check this).

- When reviewing a CSV file format, do not save changes when you are finished or you will

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lose all formatting including dropping the leading zeros.

- If you need to save edits to a CSV file format you must first import it to Excel as an xlsx and make changes there. More information on these steps is available in the CSI training module Excel for Data Submissions - Part 1 (link on the CSI website under the General Resources webpage)

Please name the files with your school code, school name, interchange file name, and a date so CSI can track that we have the most up to date data

File Names Examples:

School Code, School name/abbreviation, interchange type, and date

TSDL file for Animas High School

0075_AHS_TSDL_09252021

TSDL file for Caprock Academy

1279_Caprock_TSDL_03142021

Upload files to G-Drive under Submissions/TSDL/22-23/Files to Run and then notify CSI by sending an email to submissions_csi@csi.state.co.us.

Step 4: Troubleshoot and Resolve Data Errors

Schools will be expected to make changes in their SIS if needed to resolve errors and then submit a new file

- Error reports will be loaded to G-Drive under Submissions/TSDL/22-23/Error Reports
- Consult the Troubleshooting Errors resource for help in clearing errors.
- Early in the collection, schools will typically use codes 6 and 7 for the Course Completion Status field (see the file layout). Until an end of year completion code is entered for all records, there will be TD087 errors. After grades are posted at the end of the school year, schools should submit a new file with final completion statuses.

Step 5: Review and Certify Data

TSDL Summary Report

- CSI will upload a copy of this report to G-Drive for schools to review and sign off on the Certification tab.
- This will be the final opportunity for schools to review their data for accuracy and resubmit if needed.

Appendix I: Updating SCED Course Codes in Your SIS
## PowerSchool

- Under the 'Setup' menu on the left side you should see the following list:
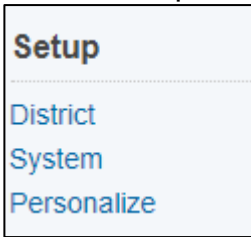
- If the first item on your list under set-up is School, then you need go to the top right corner of the page where it says **School:** and **Term:** and change the school dropdown to 'District Office'. Double check that the 'Term' field is for the current school year.

- Click on 'District' under 'Setup'. This is the District Setup page. The 5th section down is Courses and to select courses to edit, click 'Courses':
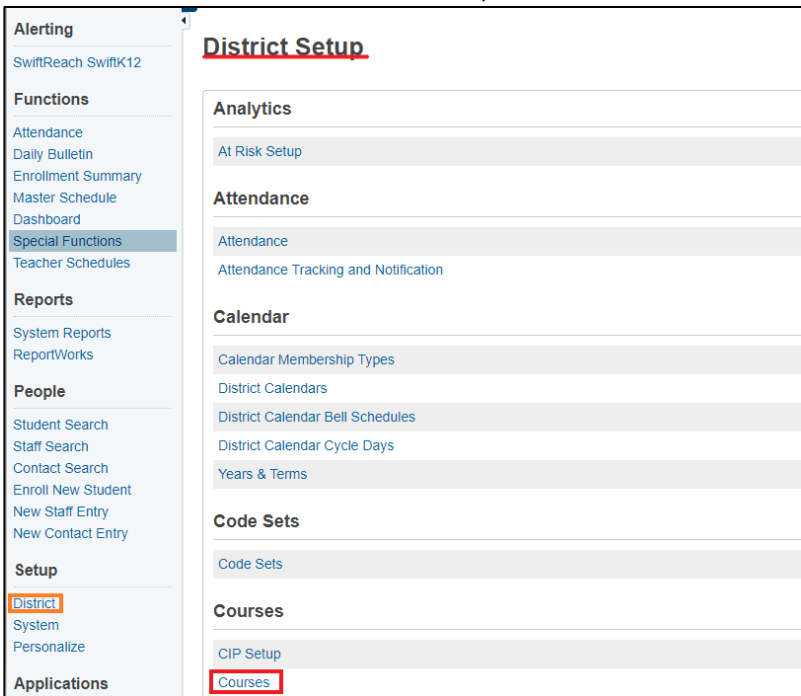
- This will take you to a list of courses. Click the Course Name of the course you wish to edit:

☑	Number ▲	Name	Department
☑	███████████████		
☑	Algebra I	Algebra I	Math
☑	Algebra II	Algebra II	Math
☑	ART	Art	Electives
☑	Art 6	6th Art	Electives
☑	ART 7	Art 7	Electives
☑	ART 8	Art 8	Electives
☑	Art I	Art I	Electives
☑	Bio I	Biology I	Science

- Now you should be in the Course form and can make updates and edits. Make sure the following fields are filled:

Art 7 (ART 7) - General

District - General | District - Standards | Fees | Prerequisites | Availability | Equivalencies

Label	Value
Display Name	Art 7
Course Number	ART 7
Course Name	Art 7
Course Description	Art class for 7th grade.
Alternate Course Number	05178, 05189 These are your SCED/SSCC codes.
Credit Hours	0.50
Maximum Credit Hours	0.00

(scroll down for more steps)

- Scroll down to the 'Colorado State Reporting' section:

Colorado State Report Information	
Advanced Placement Course	
Course Description	Approximately 2000 characters left
Course Level	(G) General
Industry Certificate Course	☐
Credits/Grade Span (formerly Carnegie Units)	.50
Sequence	1 ▾
Sequence Total	1 ▾
Exclude From State Reporting	☐
Optional Sort Field 1 for SSCC	8001
Optional Sort Field 2 for SSCC	
▶ Deprecated Colorado State Fields	

- **Be sure to 'submit; changes (bottom right corner):**
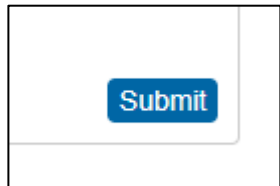
Submit

Please see the CSI TSDL Data Submission home page for resources on looking up the correct SCED coding for a given course.

Course Code field detail:

Field	Description
Course Number	Course code used by school, may not be duplicated
Course Name	School defined course title
Course Description	School defined course description (may be null)
Alternate Course Number	SCED code(s) chosen for course. Up to 5 are allowed separated by commas
Credit Hours	Low and High grade offered (ex KG05 for K – 5) Credits for high school classes defined by Carnegie Units
Colorado State Report Information Section	

Course Level	Remedial (B), College (C), Enriched or Advanced (E), General (G) default option, Honors (H)
Grade Span / Credits	Low and High grade offered (ex KG05 for K – 5) Credits for high school classes defined by Carnegie Units
Sequence	What step in a sequence is this course?
Sequence Total	How many total steps in the sequence are there?
Sort Option 1	**Use school code.**
Sort Option 2	Optional field for school use

Infinite Campus

In the 'Search' tab select 'Course/Section' from the drop-down menu:

Click 'Go' and a browse-able list will appear on the left. Select the course you wish to update.

In the Course Information section make sure the following fields are filled. Other fields can be filled as well but the following fields must have data in them:

SCED Course Code field detail (see below table for IC screenshots):

Field	Description
Course Information Section	
Course Number	Course code used by school, may <u>not</u> be duplicated
Course Name	School defined course title
State Code	SCED code(s) chosen for course. Up to 5 are allowed separated by commas
NCES Data Section (Important note: SCED Subject Area and SCED Course Identifier must be populated to see and set the credits and course level data.**)**	
SCED Available Credits	Low and High grade offered (ex KG05 for K – 5) Credits for high school classes defined by Carnegie Units
SCED Course Level	Remedial (B), College (C), Enriched or Advanced (E), General

	(G) default option, Honors (H)
Grade Span / Credits	Low and High grade offered (ex KG05 for K – 5) Credits for high school classes defined by Carnegie Units
SCED Sequence	What step in a sequence is this course?
SCED Sequence	How many total steps in the sequence are there?
Description Section	
Course Description	School defined course description (may be null)

*Please note that although SCED Subject Area and SCED Course Identifier do not extract to the TSDL file they do need to be populated in order to unlock/open the SCED Credit and Course Level fields:

Please see the CSI TSDL Data Submission home page for resources on looking up the correct SCED coding for a given course.

Be sure to 'Save' all changes: