Texas Education Agency

TSDS CONVERSION AND VALIDATION TOOL

User Guide

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Introduction

The Conversion and Validation Tool allows data management users to convert spreadsheet data from Excel templates to XML files suitable for Texas Student Data System (TSDS) and validate them before importing them into any TSDS application.

Audience

This guide is written for users who are importing data into TSDS applications. It explains how to download the Conversion and Validation Tool and how to use it to convert and validate data.

Minimum System Requirements

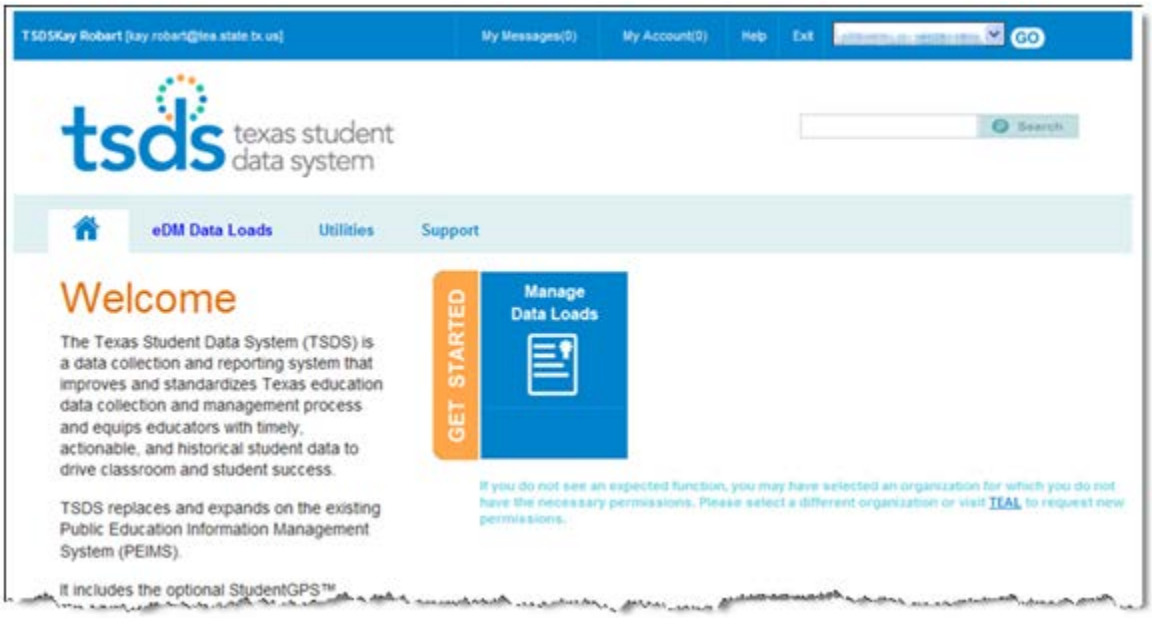
The Conversion and Validation Tool requires the following:

- Windows XP or higher (32- and 64-bit versions of Windows)
- 1.6 GHZ processor speed
- 3 GB of computer memory

Getting Access to the Conversion and Validation Tool

Before you can access the Conversion and Validation Tool, you must have login credentials for any role in TSDS.

1. Log in to TSDS through TEAL and access the TSDS Portal. This page may look slightly different depending upon which TSDS functions you have access to:



2. Click **Utilities.** The Utilities page opens, showing the icons for the utilities you can download.

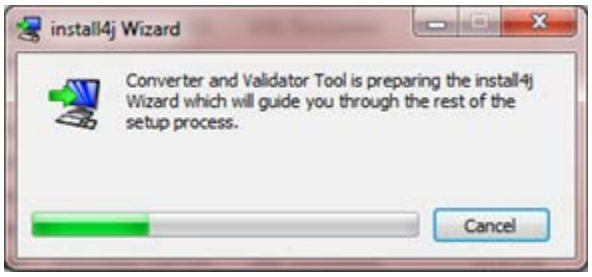
Downloading the Converter and Validation Tool

The Converter and Validation Tool downloads to your computer, where it is available thereafter. Follow these instructions to download the tool:

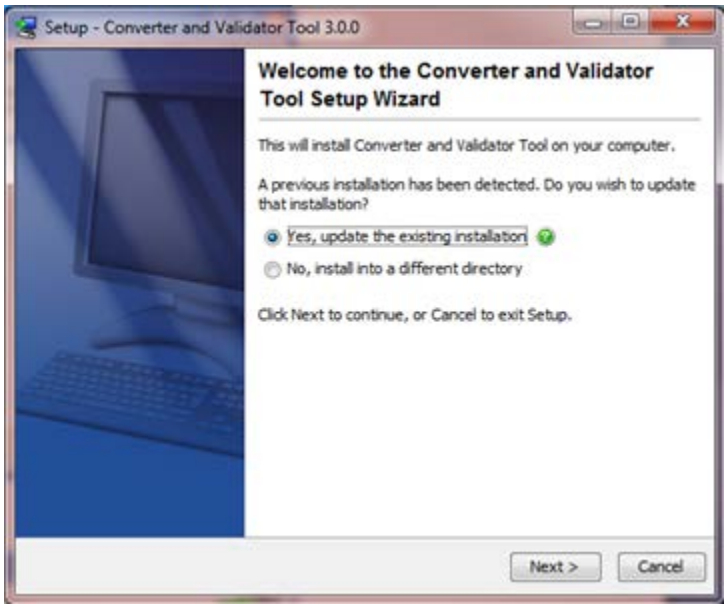
1. Click the **Validation Tool** icon.

2. Standard file download dialog boxes open. Click **Run.**

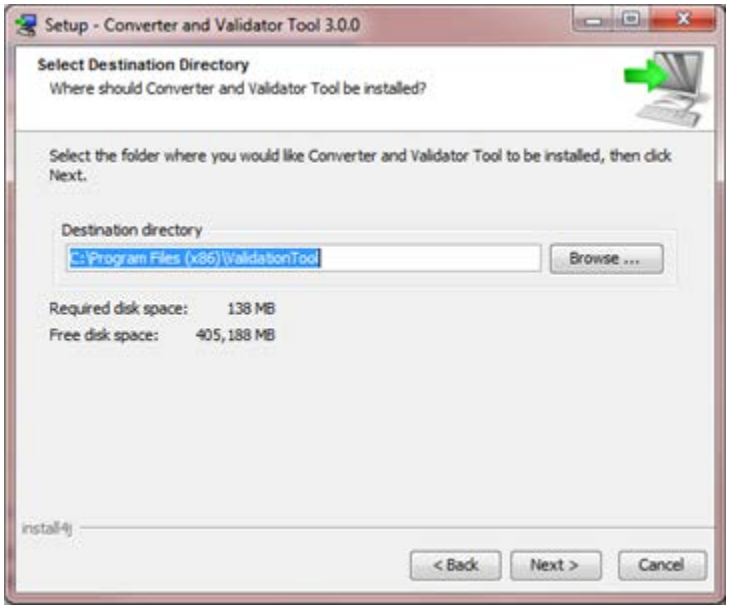
   The installation begins. (This may appear different depending upon the version of the browser you are using. The download information may appear at the bottom of your browser window.)



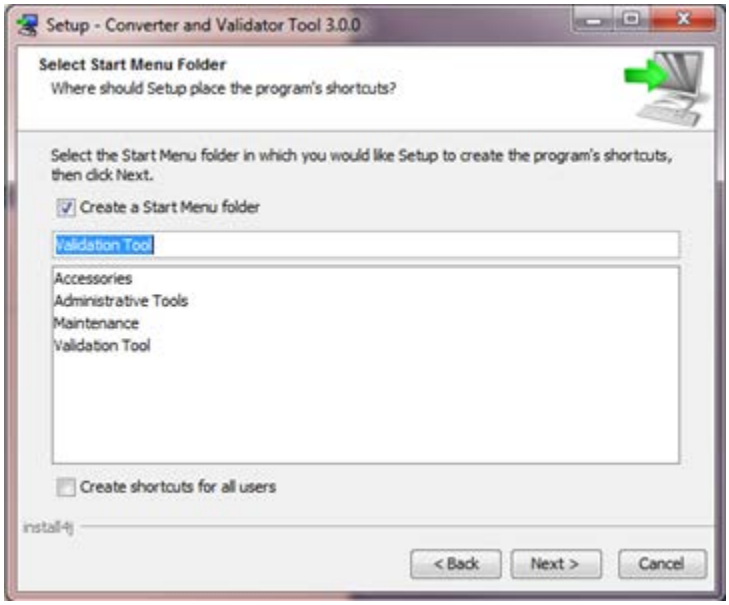
   Eventually, the setup wizard appears:



3. If you are updating the tool, make a selection about updating the current installation or installing the tool to another directory. Then click **Next.** If you are doing a brand new installation, click **Next.**



4. Review the location where the wizard plans to install the tool. Click **Browse** and select a different location if you do not want it to install there. Otherwise, click **Next.** You do not have to save the tool in the district TSDS Staging Area.

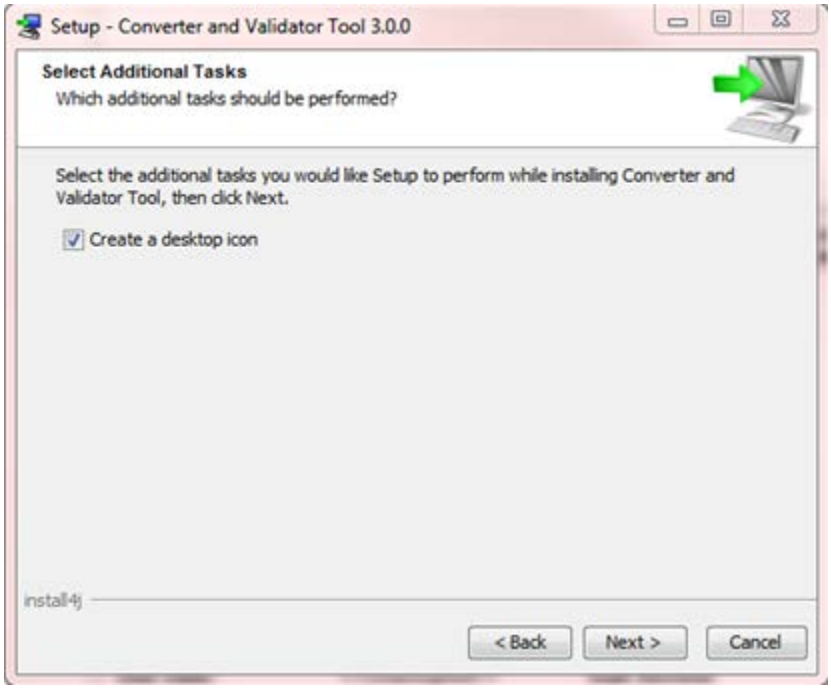


5. Make your Start Menu folder selections. If you do not want a Start Menu folder to be created for the Converter and Validation Tool, clear the box for **Create a Start Menu folder.** If you would like a Start Menu folder, leave the selection as is. Otherwise, click

another name from the list below. (In the example above, the only other choice is "Accessories.")

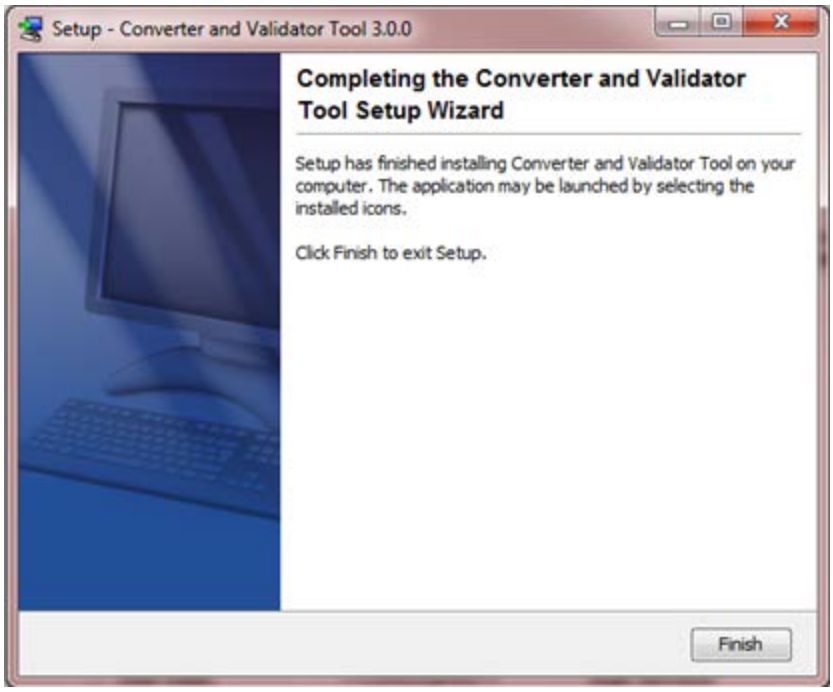
6. If you wish to create shortcuts, click **Create shortcuts for all users.**

7. Click **Next.**



8. If you wish to create a desktop icon, leave the selection as is. Otherwise, clear the box **Create a desktop icon.**

9. Click **Next.** The installation begins, showing the progress. When it is finished, the following dialog box appears:



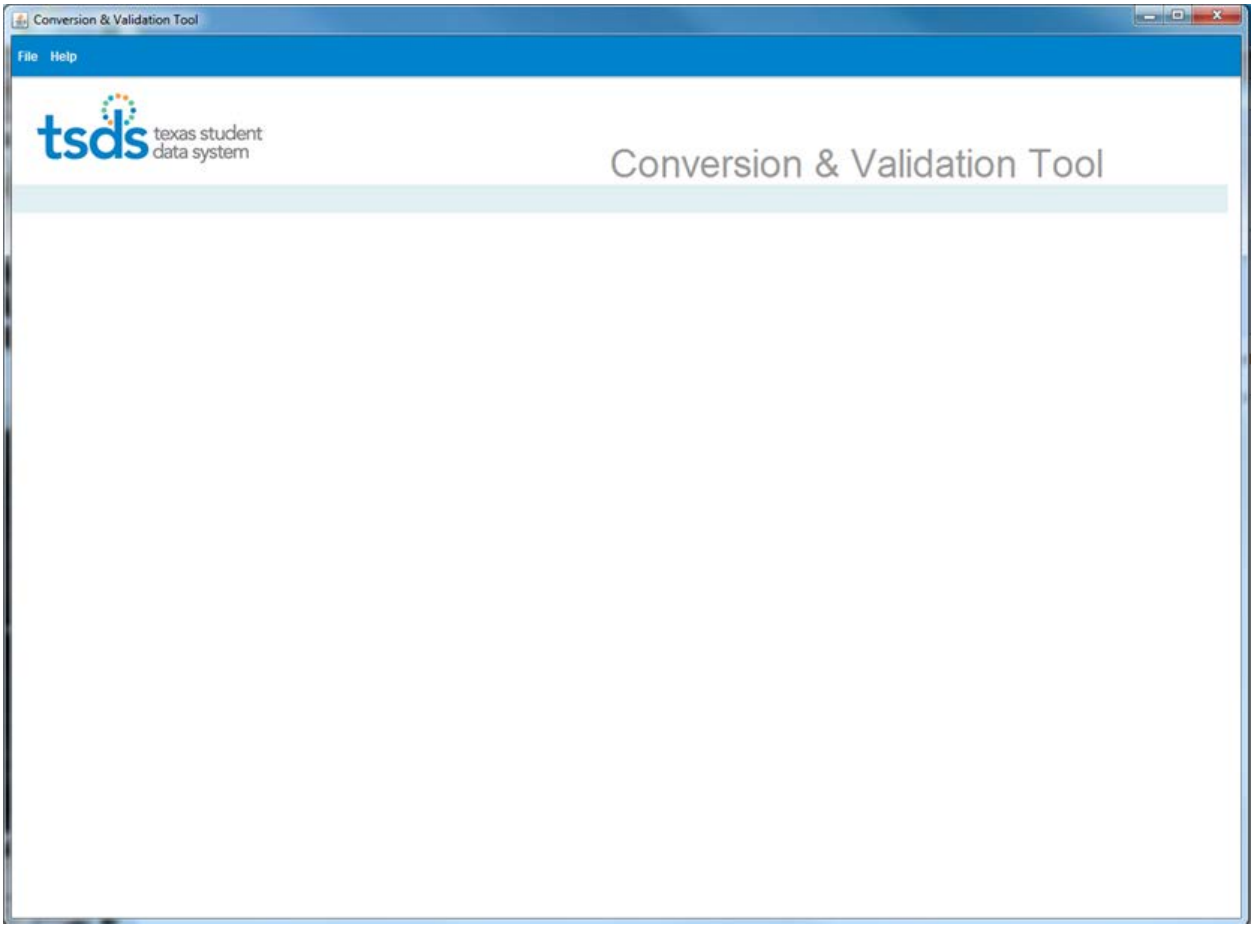
10. Click **Finish.**

Opening the Tool

If you have problems validating the data, see the **TEDS Data Standard** link on the TEA TSDS site.

Open the Converter and Validation Tool from its location on your computer or from its icon on your desktop:

The tool appears:



Converting Spreadsheets

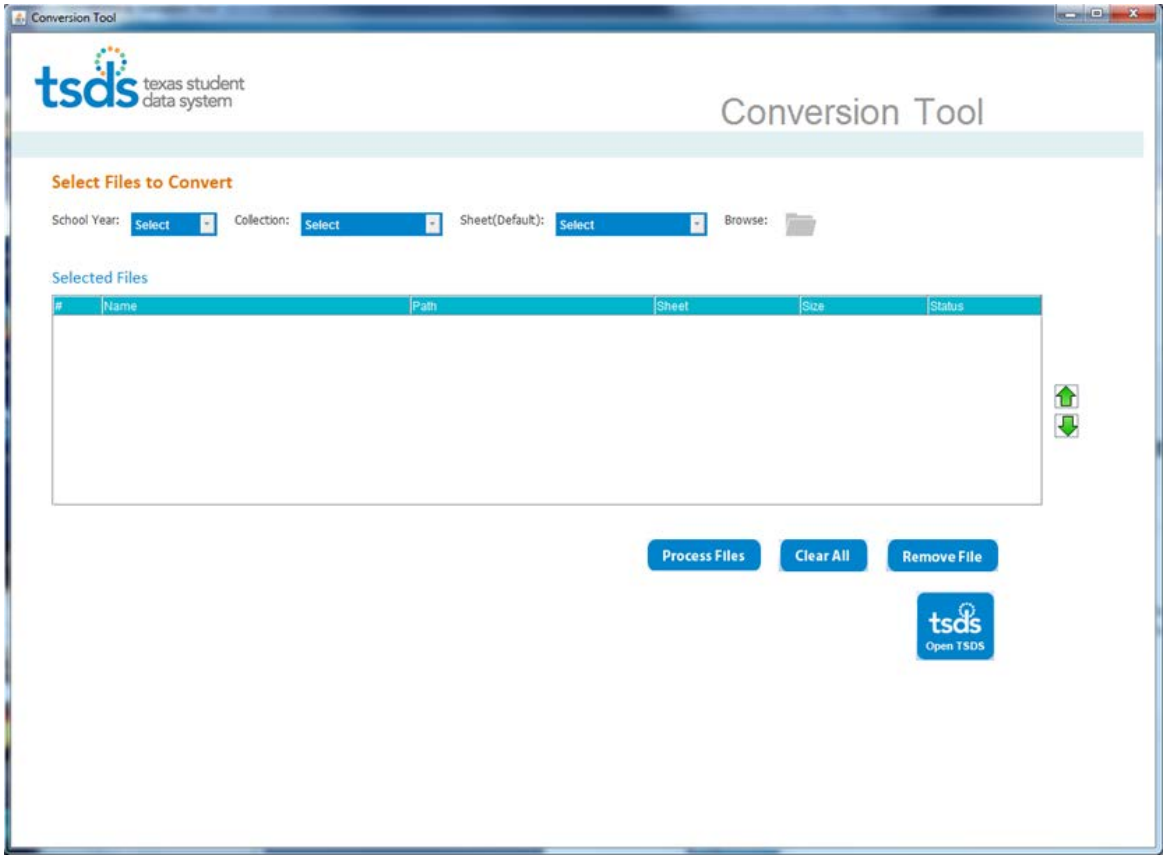
At this time, the Converter Tool is only available for collections for the Early Childhood Data System (ECDS). The Converter Tool takes data from spreadsheets in the required format and converts it to XML that can be validated and uploaded into TSDS collections.

The spreadsheet template is available at this location on the TSDS web site.

Convert spreadsheet data as follows:

1. Select **File > Conversion Tool** to open the Conversion Tool.

The Conversion Tool opens in a separate window:



2. Select the school year from the drop-down menu.

3. Select the collection, the data collection for which the information is to be converted.

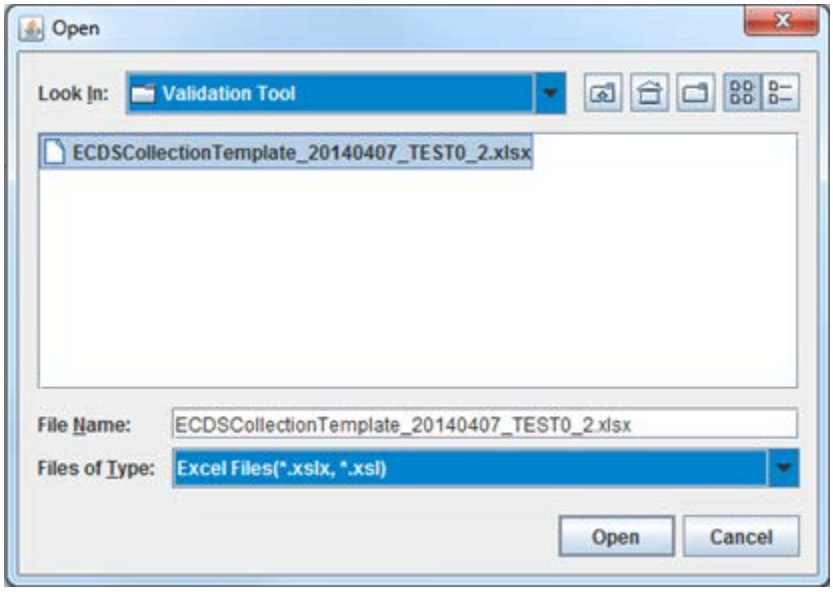
4. For Sheet, select the type of data you are loading:

   - **Kinder:** Kindergarten data only

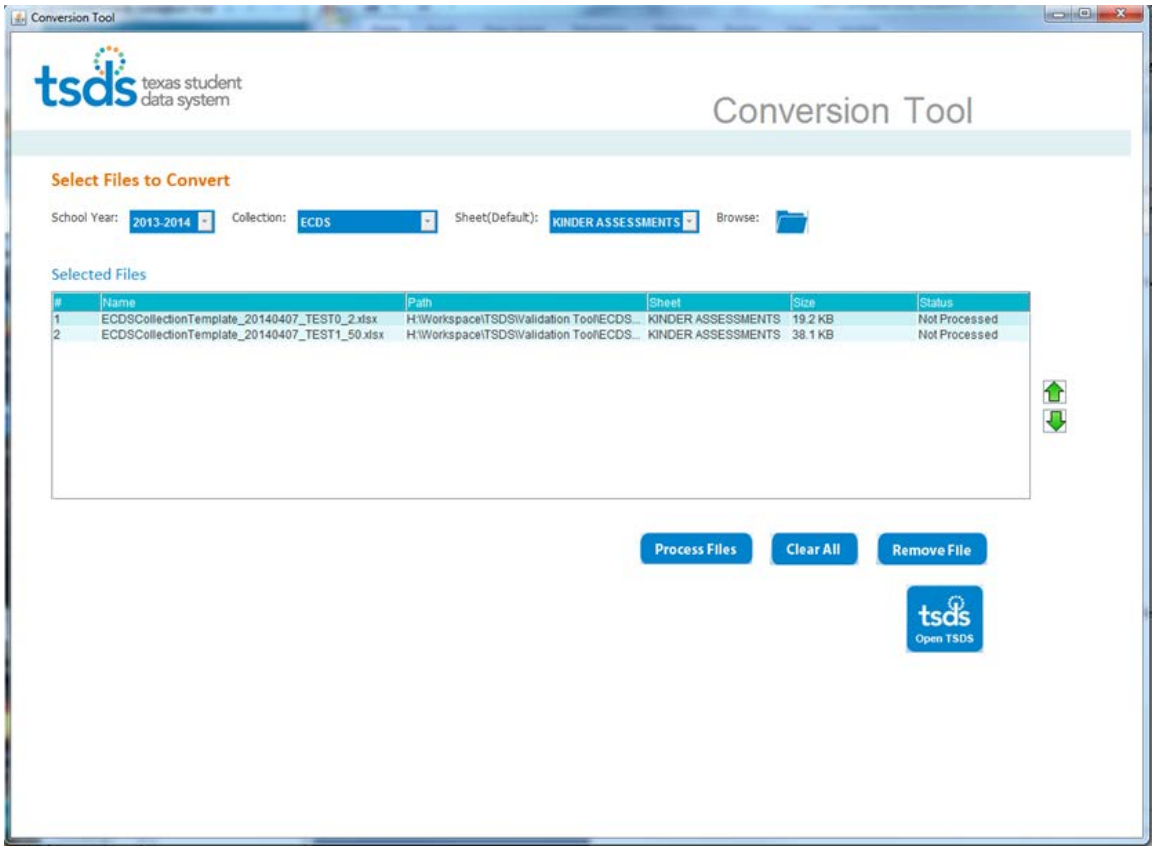
   - **Kinder Assessments:** Kindergarten assessment data

   The selection sets the default value for the data, but if you are converting two types of data in the same file, you will have an opportunity at a later step to change the selection for the records that do not match the default. In that case, for this default setting, you should select the type of record that predominates in the spreadsheet.

5. Click the folder icon to browse for and select the spreadsheet you want to convert:

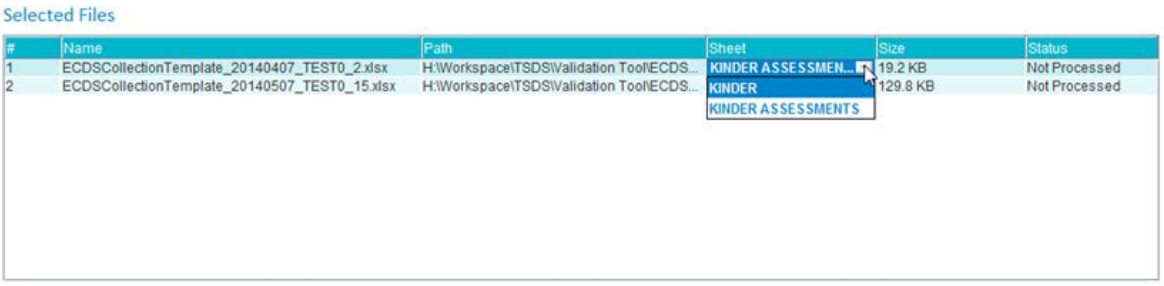


6. Continue to select files until you are ready to process them. The files appear in the list in the Conversion Tool:



- To remove all the files from the list, click **Clear All.**
- To remove a file from the list, click on the file and click **Remove File.**

7. If a spreadsheet in the list contains files that do not match the default value, click on the spreadsheet listing in the **Sheet** box and select the type from the list:



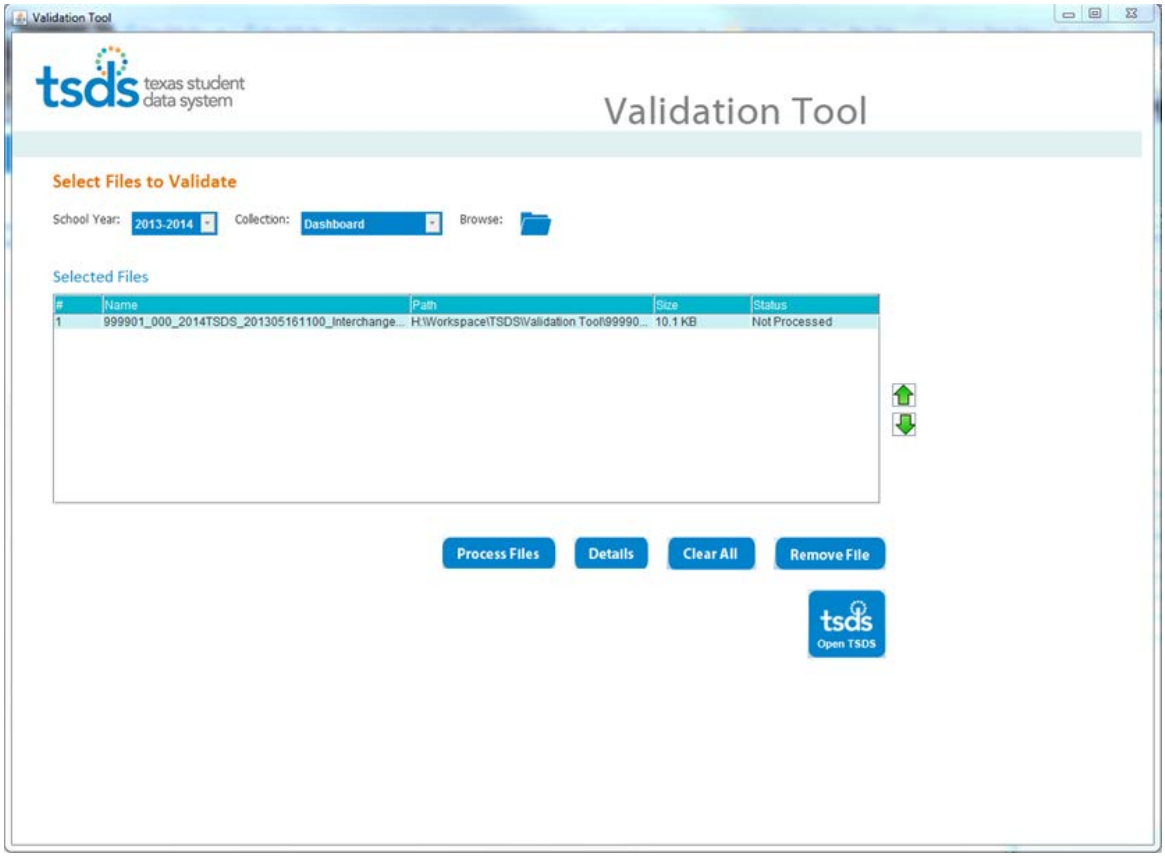
8. When you have added all the files and checked the **Sheet** selection, click **Process Files.**

   The tool processes the files that do not have errors. You can check the status by looking at the **Status** field. In the following example, one file was processed and one was not.

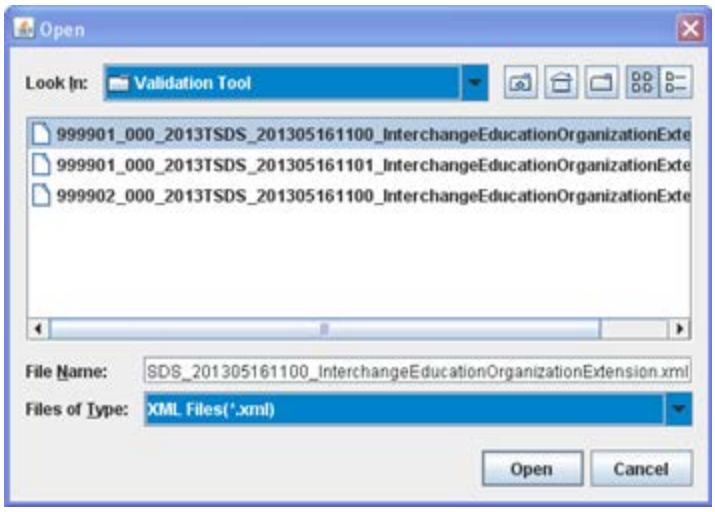
The tool places the files in the same directory where the spreadsheet is located. If all the files convert correctly, you are offered the option of loading these files for validation. Otherwise, after you correct the data, you can reopen the Converter and Validation Tool utility and select the files.

Validating XML Data

1. To open the Validation Tool, select **File > Validation Tool.** The Validation Tool opens in a separate window.

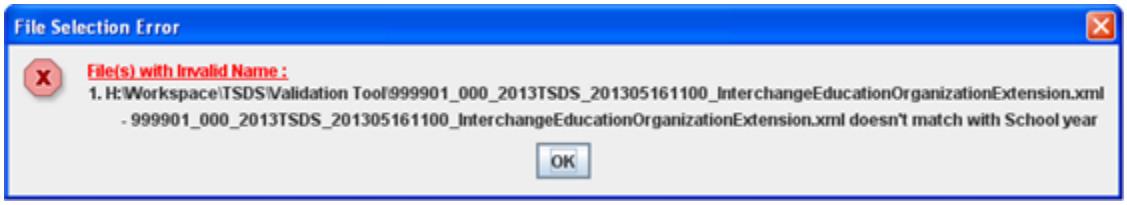


2. Select the school year from the drop-down menu.
3. Select the **Collection,** the data collection for which the data is to be loaded.
4. Click the folder icon to browse for and select the file.



You can select more than one file at a time, if desired.

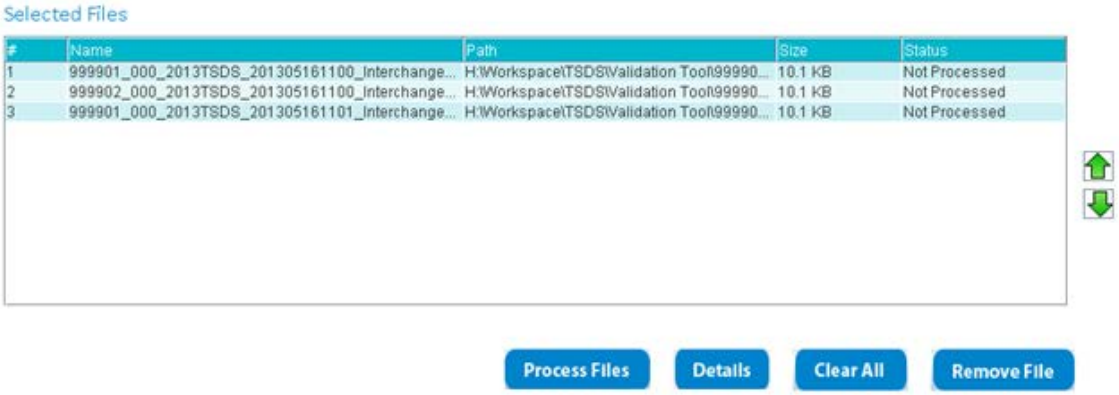
5. Click **Open** to select the file. A file-name error results in an error message similar to the following:



In this case, the error is reporting that the file name school year does not match the school year selected. To correct this problem, you would either change the school year in the interface or rename the file, if it actually includes data for the school year you selected.

> ***Note:*** *If you encounter file-name errors when selecting the file, you will need to reselect the file once you correct the problem.*

The selected files appear in the files list, showing the following information:



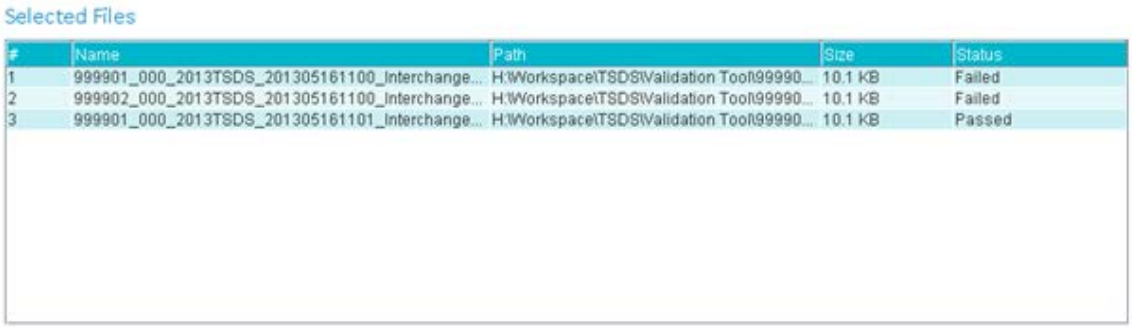
- **#:** the order for the file
- **Name:** the file name
- **Path:** the path for the file
- **Size:** the file size
- **Status:** the status of the validation

If you wish to remove any files *before processing them,* click on the file and click **Remove File.**

If you wish to add more files, click **Clear All** and start over. You cannot add files to the original request once they are processed.

If you wish to reorder the files, use the green buttons on the side. Click on a file and use the up or down arrow to change its location.

6. Click **Process Files.** The results of the validation are reported in the status field. In the example below, only the third file passed.

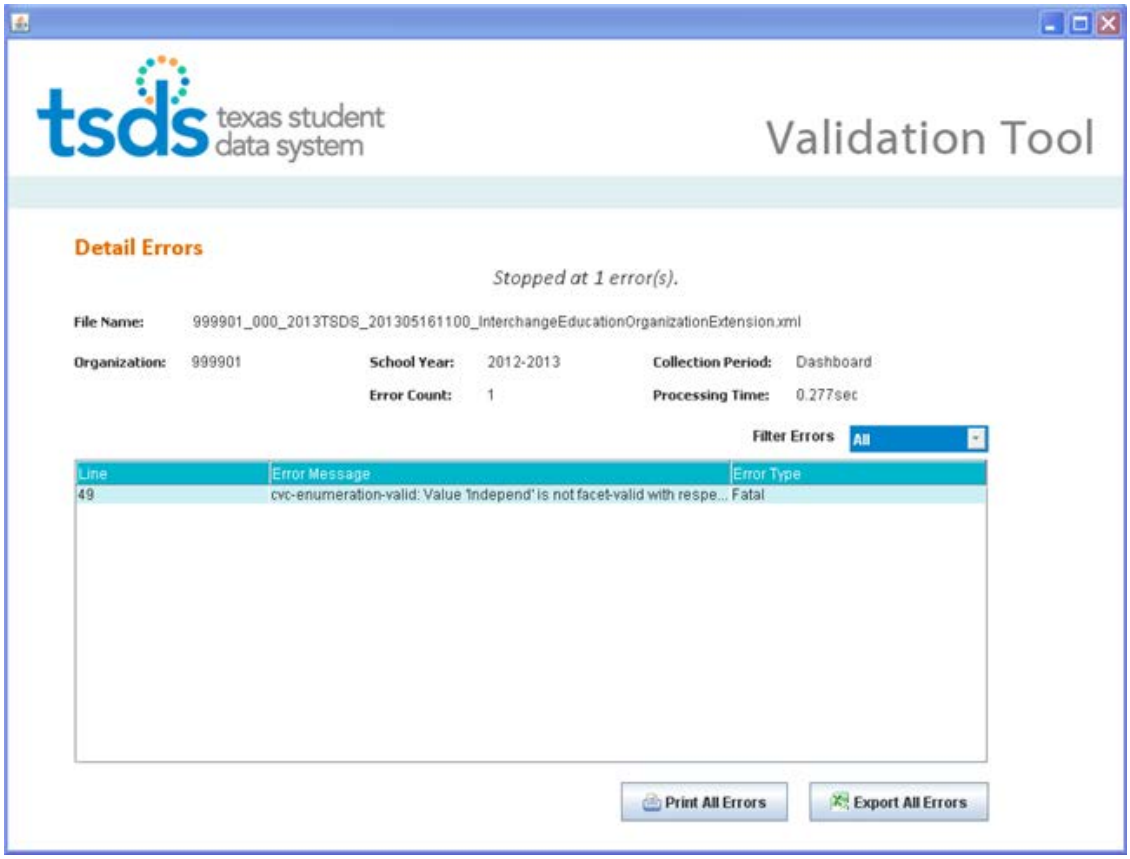


You can now either view the details of the files or click **Clear All** to clear the files from the display and start over.

Viewing the Details

Follow these steps to view the details of the validation

1. Click the file.
2. Click the **Details** button.



From this page, you can click **Print All Errors** to print the errors, or **Export All Errors** to export them to a spreadsheet.

If there are many errors, you can use the **Filter Errors** menu to show (and then export or print) errors of a specific type.

Exiting the Tool

Click **File > Exit** to exit the Conversion and Validation Tool.