Texas Education Agency

TSDS PEIMS Course 3:

TSDS PEIMS Application Guided Practice Activities

Document Number: TSDS-PEIMS-L003-D003

# TSDS PEIMS Course 3: TSDS PEIMS Application Guided Practice Activities

**Note: We will be using the TEST environment for these Guided Practice Activities**

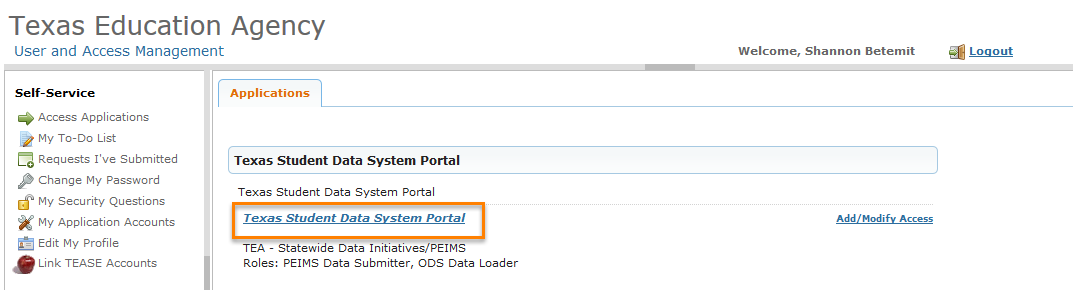
<https://ivins.tea.state.tx.us/>

**Guided Practice Activity #1:**

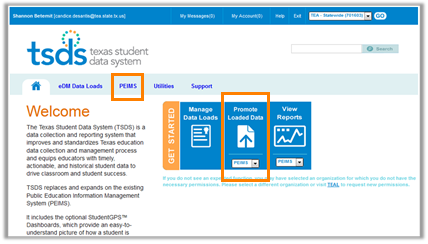
**TASK:** You will be working with your actual district data in the PEIMS Application, to schedule and monitor a data promotion. You will interact directly with the software to schedule, promote and monitor your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Submitter role to begin. You will need to use the logins provided at the training session to complete this task.

1. Log into TEAL with the PEIMS Data Submitter role and select the Texas Student Data System Portal.



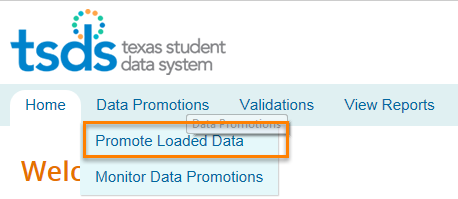
1. Choose the PEIMS Application or select Promote Loaded Data from the TSDS Portal



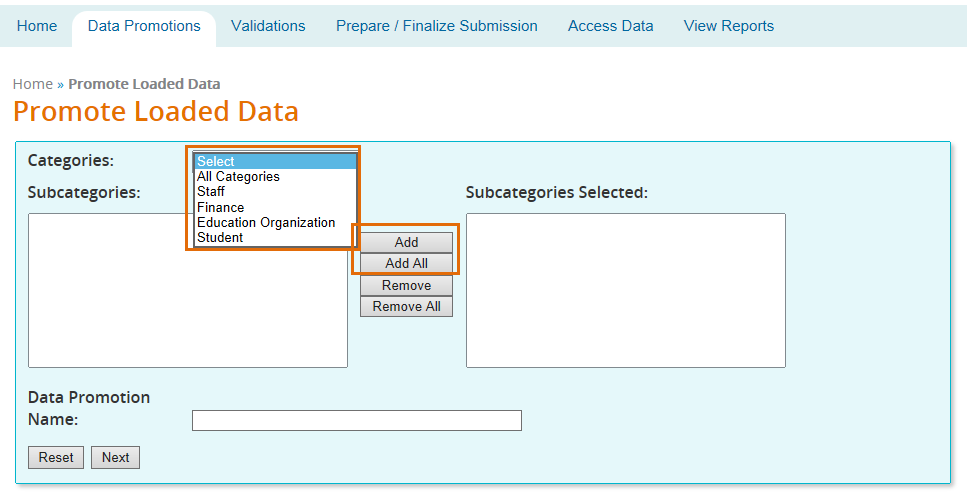
1. Once inside the PEIMS application select the collection by selecting 2014, FALL or MDYR, and First in the upper right hand corner. Next select ‘GO’.



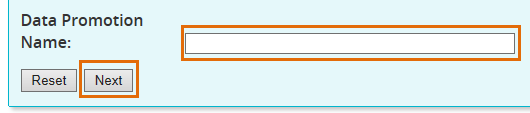
1. Inside the PEIMS Application, choose Data Promotions, then Promote Loaded Data.



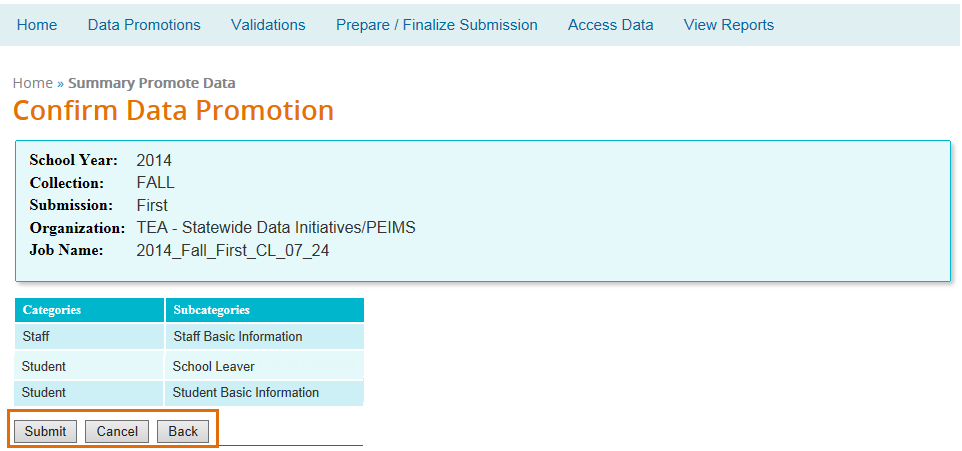
1. Choose the Categories by clicking on All Categories, Staff, Finance, Education Organization or Student. Note that the Categories available to select will depend on which Collection you chose: FALL or MDYR. You may select the Sub-categories if you wish. Then choose Add or Add All.



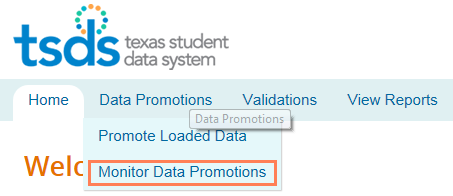
1. You must add a Data Promotion Name. Then Click Next. Click Reset if you wish to go back and make a new selection.



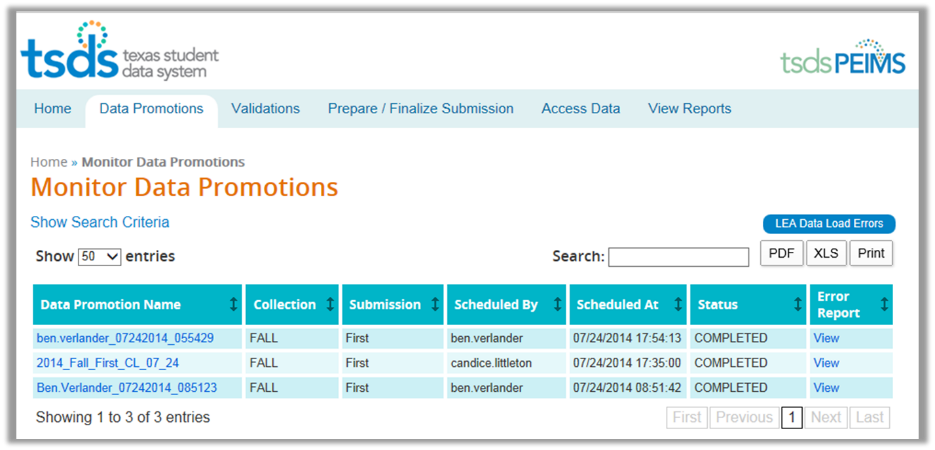
1. Confirm the Data Promotion by clicking Submit. If you wish to change the data promotion, click Cancel or Back.



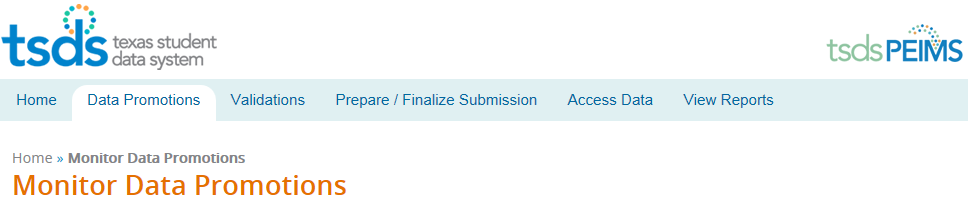
1. Now let’s monitor the data promotion. Under Data Promotions, select Monitor Data Promotions.



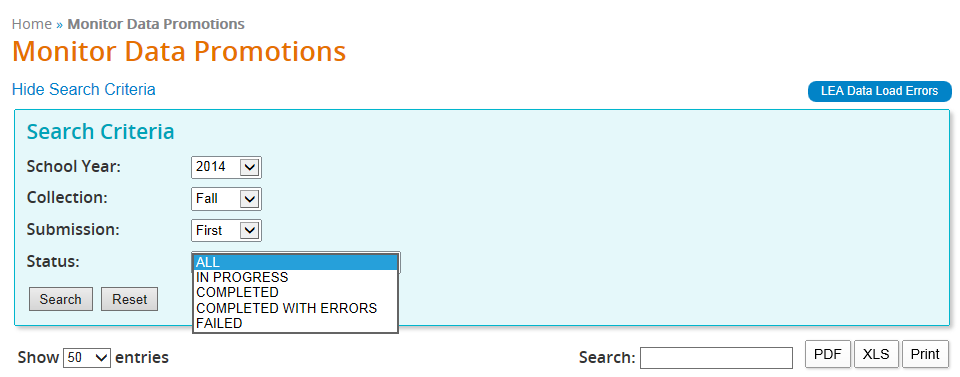
1. Click the Data Promotion Name to see the Job Details. Click View to see the Error Report.



1. Click the Monitor Data Promotions on the Data Promotions tab again.



1. Select the School Year (2014), the Collection (Fall), the Submission (First), and the Status (All).



1. Click Search.



**Note: We will be using the TEST environment for these Guided Practice Activities**

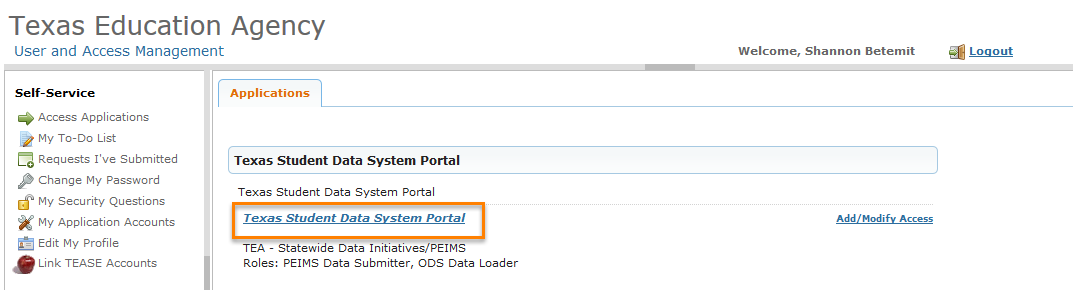
<https://ivins.tea.state.tx.us/>

**Guided Practice Activity #2:**

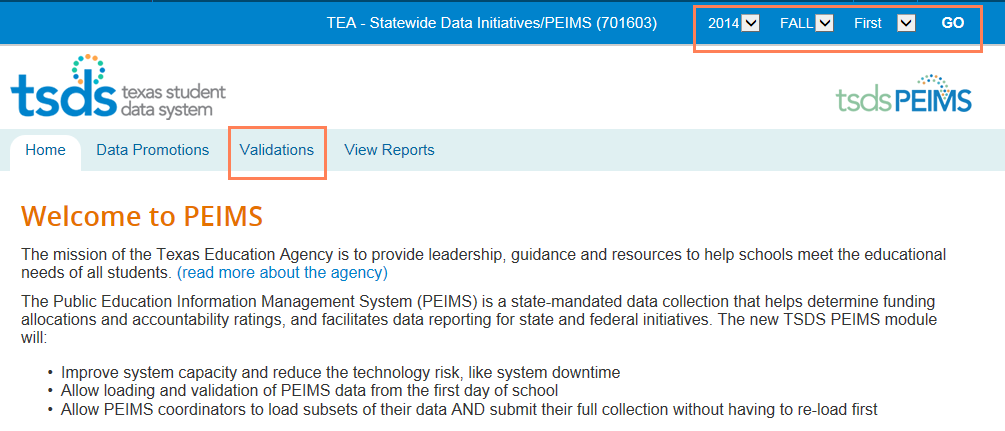
**TASK:** You will be working with your actual district data in the PEIMS Application, to search for a data validations. You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Submitter role to begin. You will need to use the logins provided at the training session to complete this task.

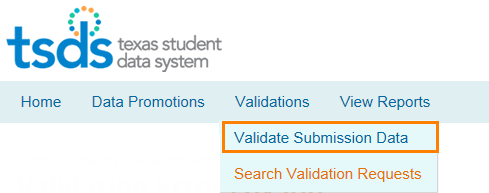
1. Log into TEAL with the PEIMS Data Submitter role and select the Texas Student Data System Portal.



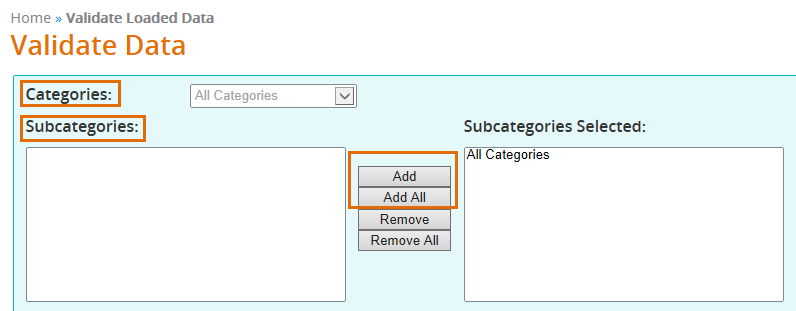
1. Choose the PEIMS Application from the TSDS Portal. Once inside the PEIMS application select the collection from the upper right hand corner and select ‘GO’.



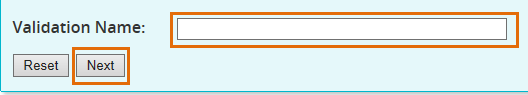
1. Choose Validate Submission Data from the Validations menu.



1. Select the Categories and the Sub-Categories. Then select Add or Add All. Note, if you select All Categories, the Subcategories will automatically be added for you.



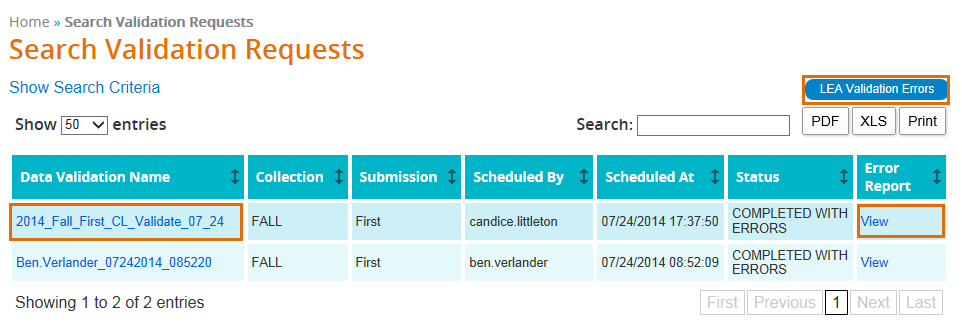
1. Then enter a Validation Name and click Next. Reset will remove all selected options and allow the user to start over.



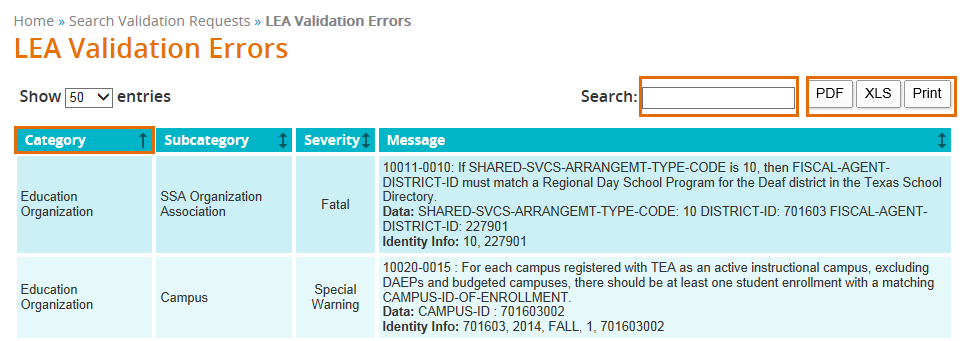
1. Review your choices and select Submit to schedule the validations. Select Cancel or Back if you wish to revise your validation choices.



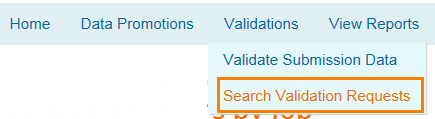
1. Select the Data Validations Name to see the validation details or select View or LEA Validation Errors to see the error report.



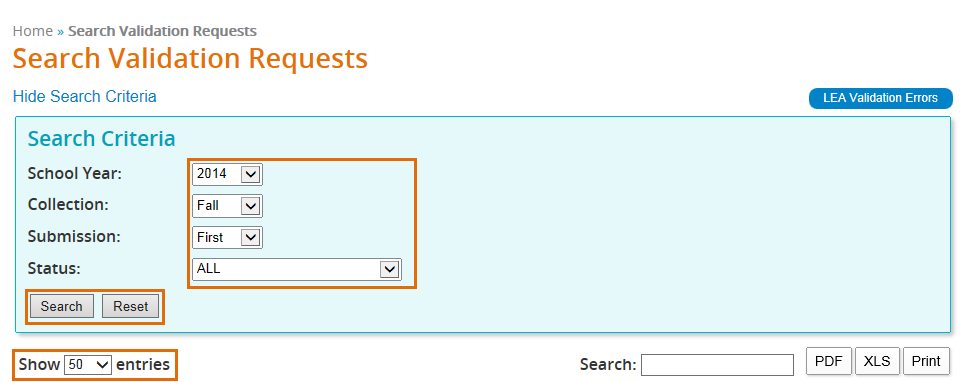
1. LEA Validation Errors: Select the arrows in the column headers to sort the errors. Type a key word into the search option to locate an error, a student, or staff member. Click PDF or XLS to download the errors to a file. Click Print to print the error list. Try each one: Sort using the Arrows; Search for a Keyword; Download a file and open it. Remember to delete the downloaded file after this activity.



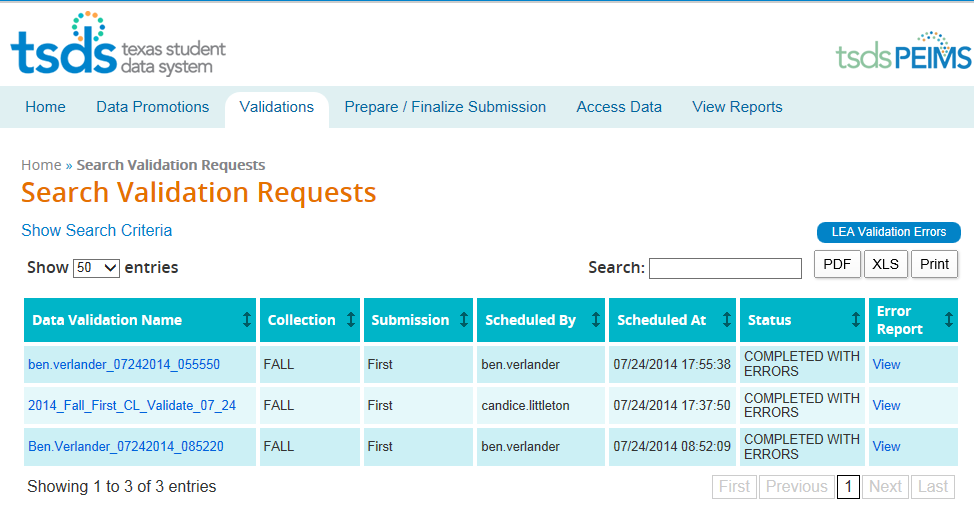
1. Now let’s search for validation requests.



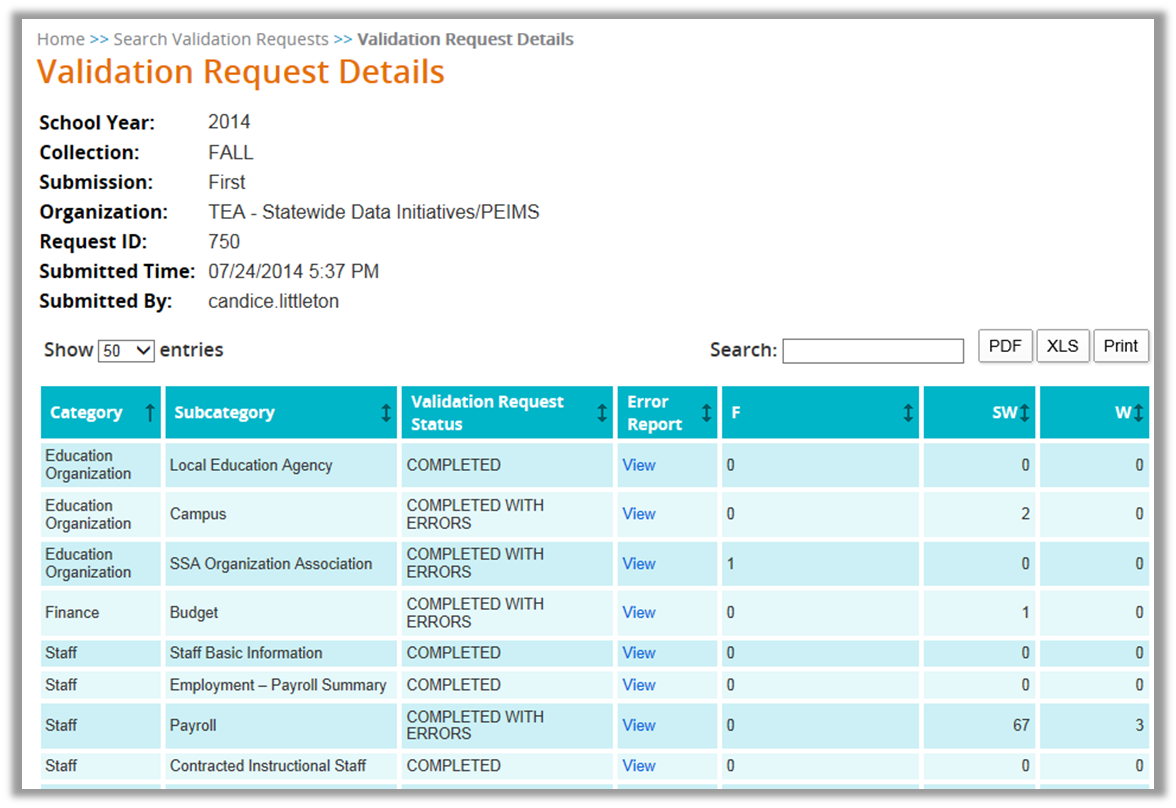
1. Select your search criteria by selecting the School Year, Collection, Submission and Status. Select Search or Reset if you wish to start over. From Show entries, select the number of entries you wish to have displayed on the page.



1. The user can select the Data Validation Name to drill down and see the Validation Request Details. From this screen, the user will also be able to view the Collection, Submission, the Scheduled by Information and the Submitted Date/Time along with the Status. The user can also click PDF or XLS to export a copy of the file. The user can also print from this page. Click the Data Validation Name.



1. From the Validation Request Details page, you can control the number of entries by select the number next to Show entries. The user can sort the column headers, search for keywords or download the file to a PDF or XLS. The user can also print from this screen. Let’s do each one: Change the number of entries displayed on your page; Search for a key word; sort by the number of Fatals; and download the file to XLS and open it with Excel. Remember to delete the downloaded file after this activity.



**Note: We will be using the TEST environment for these Guided Practice Activities**

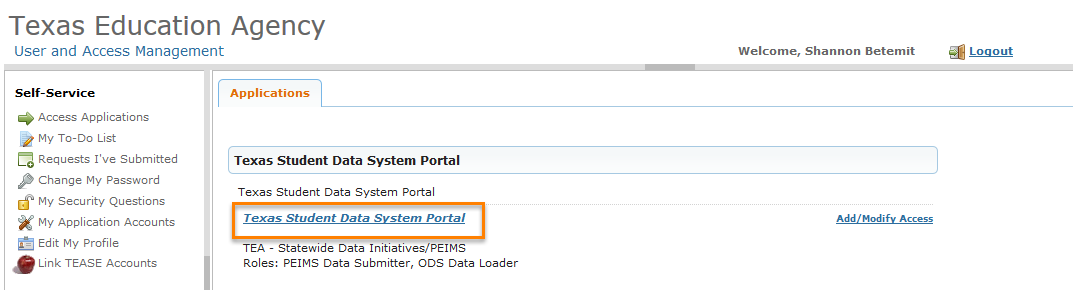
<https://ivins.tea.state.tx.us/>

**Guided Practice Activity #3:**

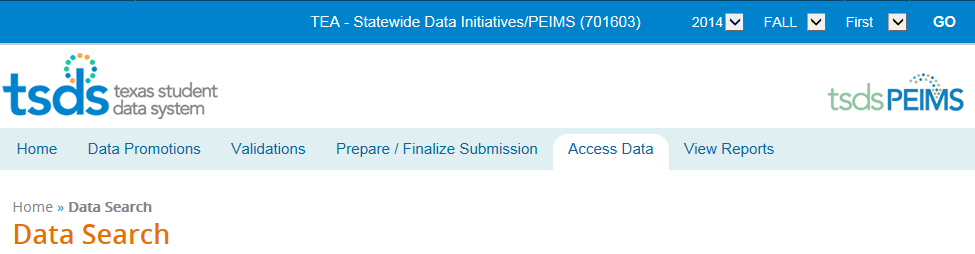
**TASK:** You will be working with your actual district data in the PEIMS Application, to access your data and view reports. You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Submitter role to begin. You will need to use the logins provided at the training session to complete this task.

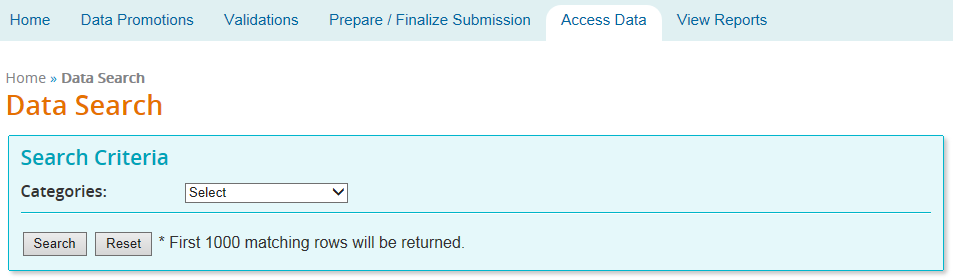
1. Log into TEAL with the PEIMS Data Submitter role and select the Texas Student Data System Portal.



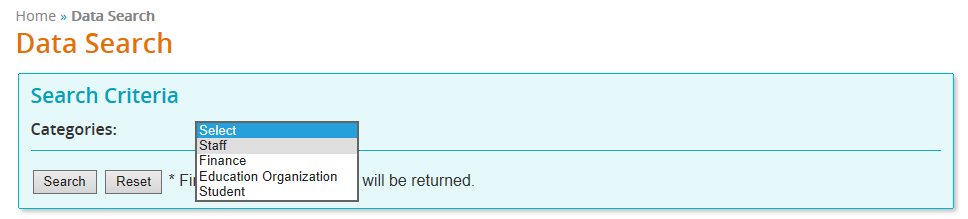
1. Click the Access Data tab to Search the Data.



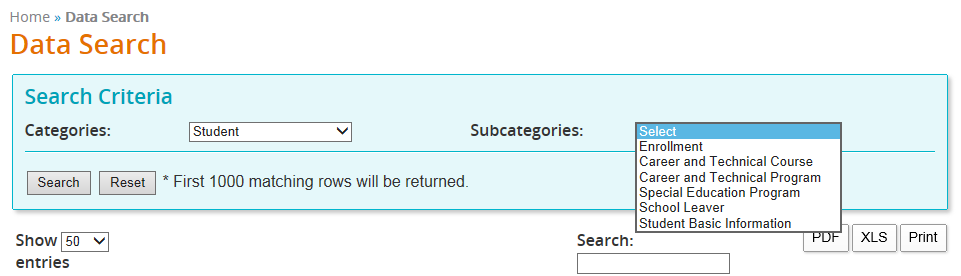
1. On the Data Search page, click the down arrow by Categories.



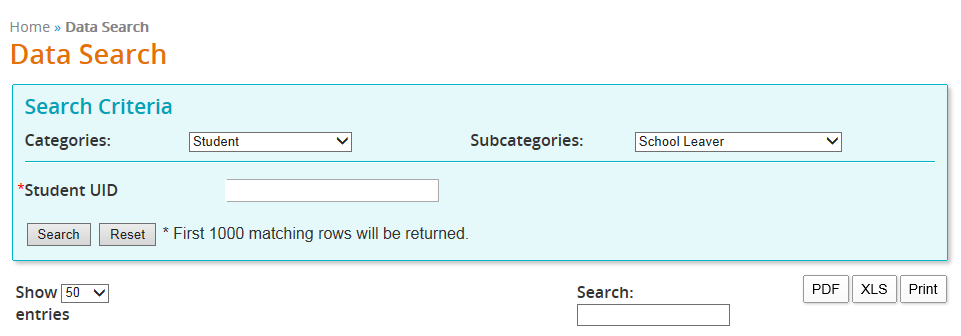
1. Click on a Category from the list.



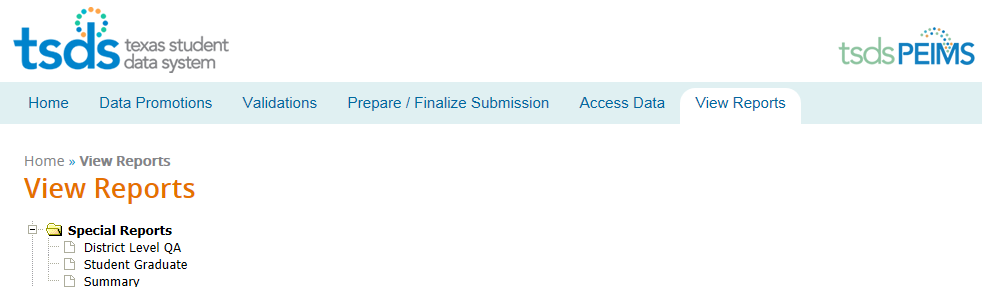
1. Select the Subcategory.



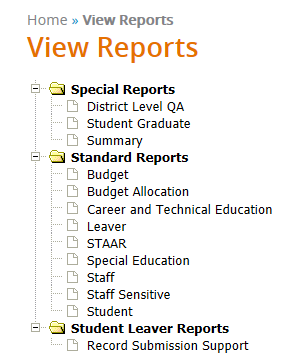
1. Note that the required data elements for the search will vary depending on the Subcategory selected. For the School Leaver subcategory, the Student UID is required to search. Enter the Student UID. Then click the Search button. The results will display.



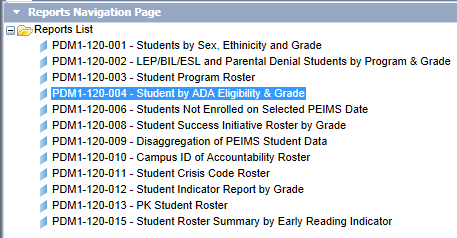
1. Next let’s look at Reports. Click on the View Reports tab to see a list of available reports.



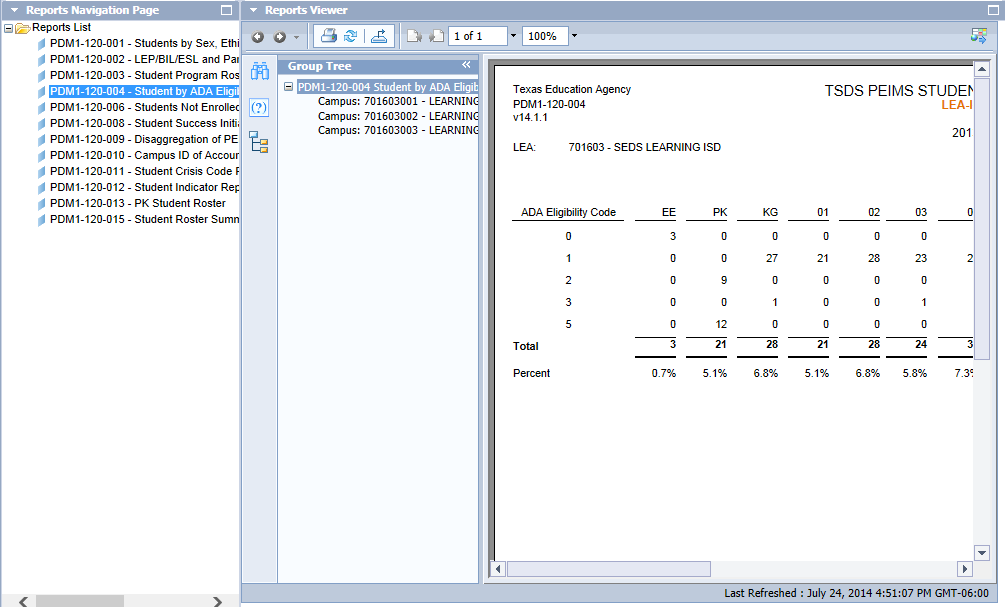
1. Click on Student under Standard Reports.



1. The list of available Student reports will display in the Reports Navigation Page. Click on the Student by ADA Eligibility and Grade report.



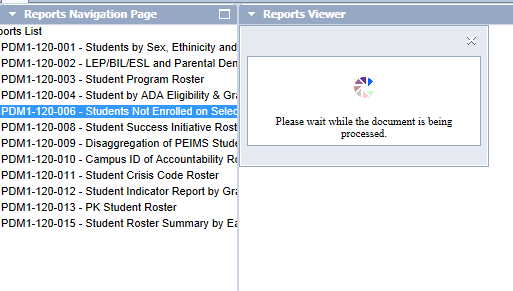
1. The report will display.



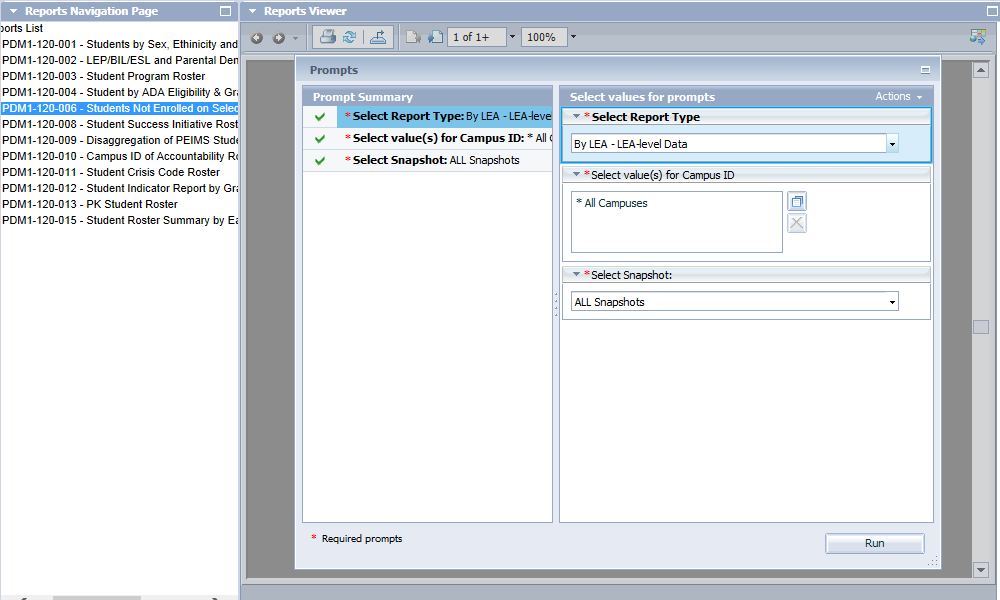
1. Click the maximize button in the upper right corner of the Reports Viewer window to display the report full screen.



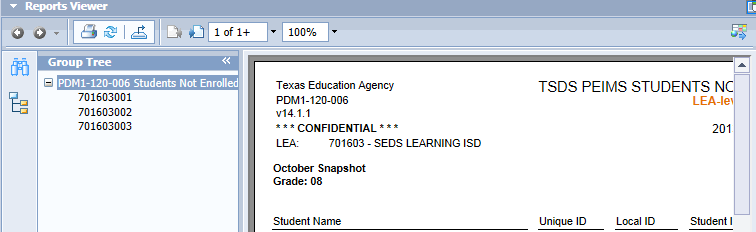
1. Next click Students Not Enrolled on Selected PEIMS Date and wait while your document is being processed.



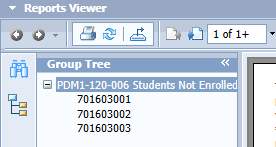
1. Select the Values for Prompts. In this case we selected By LEA –LEA-level Data. Next click Run.



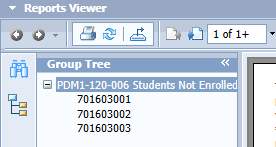
1. Your Report will display in the Reports Viewer window.



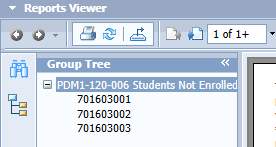
1. Next on the same Students Not Enrolled on Selected PEIMS Date report, select a Single Campus and Click the Refresh button to refresh the report.



1. Click the Print button to print the Report.



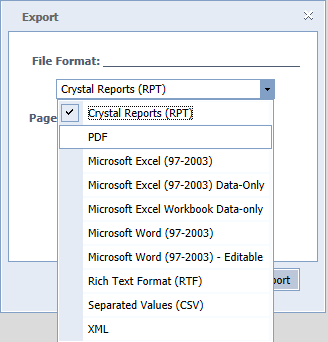
1. Click the Page forward button to advance the page you are viewing.



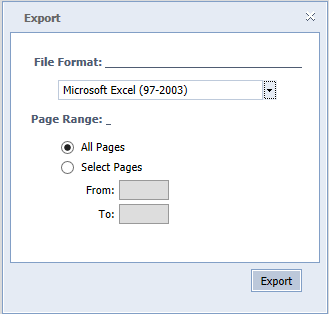
1. Click the Export button to export the data to Microsoft Excel or PDF file.



1. In the Export window, select the File Format. In this case we chose Microsoft Excel (97-2003).



1. Select All Pages or Select Pages From and Select Pages To. Click Export. Your selected report will display in Excel. (Note, if you receive a browser pop up message, click Open.)



**Note: We will be using the TEST environment for these Guided Practice Activities**

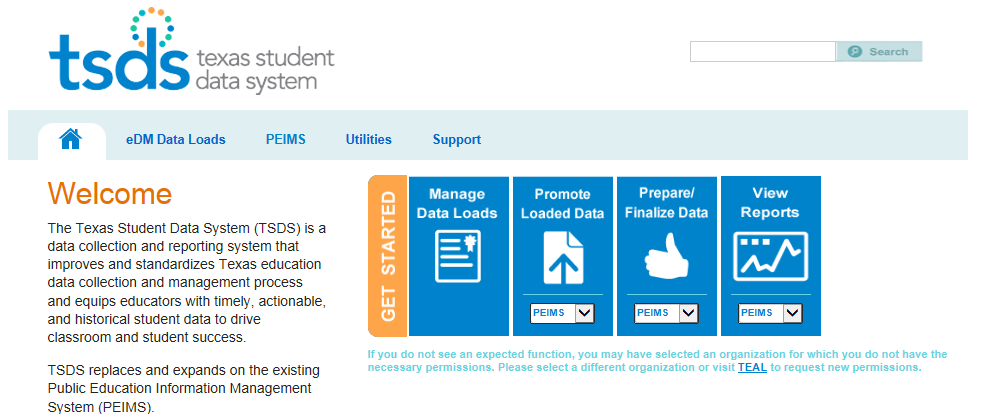
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**Guided Practice Activity #4:**

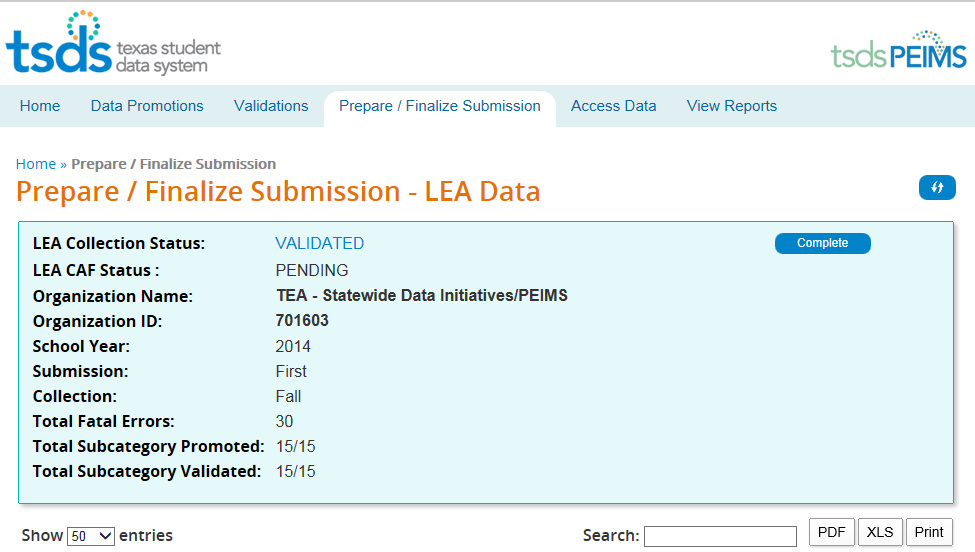
**TASK:** You will be working with your actual district data in the PEIMS Application, to ***mark the submission complete.*** You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Completer role to begin. You will need to use the logins provided at the training session to complete this task.

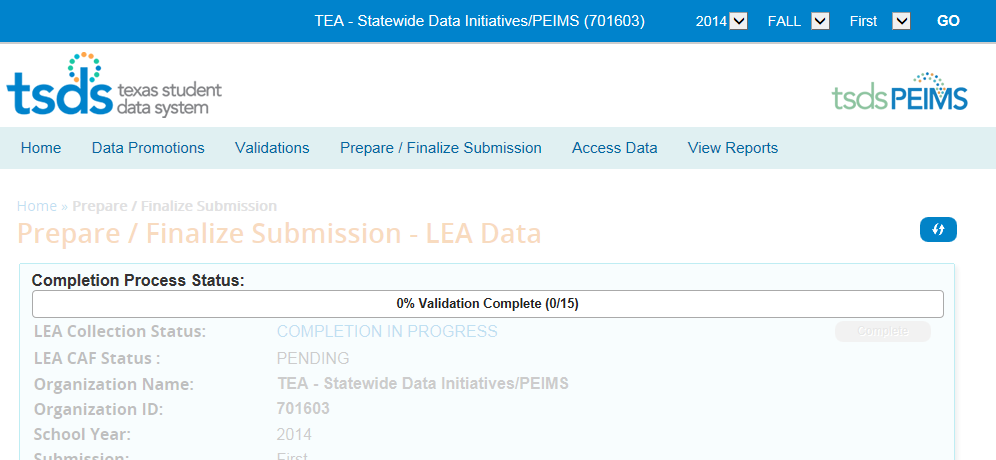
1. Log into TEAL with the PEIMS Data Completer role and select the Texas Student Data System Portal. Select Prepare and Finalize from the Portal.



1. Click the Complete button on the Prepare and Finalize screen.



1. The system will show the Completion Process Status



**Note: We will be using the TEST environment for these Guided Practice Activities**

<https://ivins.tea.state.tx.us/>

**Guided Practice Activity #5:**

**TASK:** You will be working with your actual district data in the PEIMS Application, to ***mark the submission as approved.*** You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Approver role to begin. You will need to use the logins provided at the training session to complete this task.

1. Log into TEAL with the PEIMS Data Approver role and select the Texas Student Data System Portal.

**Note: We will be using the TEST environment for these Guided Practice Activities**

<https://ivins.tea.state.tx.us/>

**Guided Practice Activity #6:**

**TASK:** You will be working with your actual district data in the PEIMS Application, to ***mark the submission as accepted.*** You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Accepter role to begin. You will need to use the logins provided at the training session to complete this task.

1. Log into TEAL with the PEIMS Data Accepter role and select the Texas Student Data System Portal.