Texas Education Agency

TSDS Technical Training Checklist:

TSDS Loading Data into the ODS

(Course 3)

Document Number: TSDS-Tech-L003-D002

# TSDS Loading Data into the ODS (Course 3) Training Checklist

**Introduction**

The Training Checklist was specifically designed for ESC Champions and LEA Stewards to successfully prepare for the TSDS Technical Course 3: Loading Data into the ODS course. The training checklist lays out step-by-step tasks across the following categories that are recommended for a successful training deployment:

* Participant Readiness
* Trainer Readiness
* Technical Readiness
* General Readiness (Other)

**TSDS Loading Data into the ODS Course Description**

Overall, this course discusses how to load data into the Operational Data Store (or the ODS). To start, this course provides a review of the Texas Student Data System (TSDS) end user process. The course will then cover how to transfer files using the Data Transfer Utility (the DTU) and then how to monitor the data flow in the eScholar Data Manager. The course will also teach how to verify that the Operational Data Store has been updated.

**Overview of TSDS Loading Data into the ODS Course Objectives**

By the end of this presentation, the participant will be able to explain the TSDS End User Process Map; access and navigate the DTU; transfer files on demand; schedule file transfers; monitor and verify file transfers; access and navigate eDM; upload an XML Interchange File; explain when and where errors may be generated within the process; and verify the ODS has been inserted and updated with new records.

**Overview of TSDS Loading Data into the ODS Course Pre-requisites**

Pre-requisites for this course include:

* Training Prerequisites:
  + Participants should attend the Technical/PEIMS Course 1: Overview of TSDS training session (or view the online version posted on Project Share)
* Technical Prerequisites:
  + Participants will to be able to access the TSDS Portal with a TEAL ID and have approval for the DTU and eDM
  + Participants will need a Project Share user ID
  + Participants should have a working knowledge of TEDS

**Overview of TSDS Loading Data into the ODS Course Resources**

Course resources include (these are all located in Project Share):

* Lesson Plan
* PowerPoint Presentation
* Naming Convention Activity
* DTU Transfer Files Quick Reference Guide
* DTU Installation Quick Reference Guide
* DTU Transfer File Simulation
* DTU Monitoring & Configuring Simulation
* Upload and XML Interchange File & File Manager Simulation
* Batch Manager & Verify ODS Simulation
* Troubleshooting Guided Practice Activity
* End User Process Map Activity
* Knowledge Check
* Training Survey

**Overview of TSDS Loading Data into the ODS Course Timing**

We recommend that 6 hours be allocated to review this course.

# Loading Data into the ODS (Course 3) Training Checklist

**LEA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Task | Owner | Recommended Timeline | Target Date | Completed? | Notes |
| --- | --- | --- | --- | --- | --- |
| **Participant Readiness** |  |  |  |  |  |
| 1. Send email or meeting invitation with time, location, and agenda to training participants. For ESC training, ask participants to register for which training session they want to attend as seating is limited to 20 per session. Notify participants they will need to bring their Project Share log-in ID and password to training |  | 2 months prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Send reminder email with time, location, and agenda to training participants for each session. Request that participants test their:  * Project Share ID and password |  | 2 – 3 weeks prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Send final email with all the logistics (meeting name, room, time, etc.) to participants |  | 1-5 Day(s) prior to training |  | **Y** 🞎 **N** 🞎 |  |

| Task | Owner | Recommended Timeline | Target Date | Completed? | Notes |
| --- | --- | --- | --- | --- | --- |
| **Trainer Readiness** |  |  |  |  |  |
| 1. Review all training materials, print out Trainer Guide and get familiar with all documentation. |  | 3 – 4 weeks prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Print copies of the High Level End User Process Map (unless you want trainees to download and print on their own). |  | 1 – 3 days prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Create attendance sheets and process for tracking attendance. |  | 1 – 5 days prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Print out and prepare activities outlined in the course |  | 1-5 days prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Replace the training survey information on the training survey slide with your links and information |  | 1-5 days prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Resolve any outstanding questions you have |  | Resolve as needed |  | **Y** 🞎 **N** 🞎 |  |

| Task | Owner | Recommended Timeline | Target Date | Completed? | Notes |
| --- | --- | --- | --- | --- | --- |
| **Training Room Readiness** |  |  |  |  |  |
| 1. Confirm reservation for training room. |  | 1 – 2 months prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Create link to Project Share on ESC/LEA website and push these bookmarks to all users. |  | 2 – 3 weeks prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. All machines in the training rooms have been tested to verify in working order, with access to the Internet. |  | 1 – 3 day(s) prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Training room setup includes a projector, Internet access and/or wireless access and wireless access code. |  | 1 – 3 day(s) prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Set-up and test guest credentials for any outside presenters/trainer to access internet if needed. |  | 1 day prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Day of Training: Turn on all computers and navigate to Project Share login link. Note, if users bring their own laptops, have them navigate to the site prior to the start of the session (thus, you may want to write the Project Share website on the whiteboard). |  | Day of training |  | **Y** 🞎 **N** 🞎 |  |

| Task | Owner | Recommended Timeline | Target Date | Completed? | Notes |
| --- | --- | --- | --- | --- | --- |
| **Technical Readiness** |  |  |  |  |  |
| 1. Confirm with ESC Technical Champion/LEA Data Steward that all trainees have proper Project Share login/access prior to training. |  | 4 weeks prior to training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Set the ESC/LEA level filter to always allow the following websites. This includes checking Policy Software for restrictions on the browser Trusted Sites and applying appropriate policy: Project Share. |  | 2 – 4 weeks prior to training |  | **Y** 🞎 **N** 🞎 |  |

| Task | Owner | Recommended Timeline | Target Date | Completed? | Notes |
| --- | --- | --- | --- | --- | --- |
| **Other** |  |  |  |  |  |
| 1. Track and monitor attendance |  | Day of training |  | **Y** 🞎 **N** 🞎 |  |
| 1. Consolidate training survey results |  | Day after training |  | **Y** 🞎 **N** 🞎 |  |
|  |  |  |  | **Y** 🞎 **N** 🞎 |  |
|  |  |  |  | **Y** 🞎 **N** 🞎 |  |
|  |  |  |  | **Y** 🞎 **N** 🞎 |  |