

TSDS Technical Course 3: Loading Data into the ODS

Document Number TSDS-Tech-L003-D003

Welcome to the TSDS Technical Course 3: Loading Data into the ODS.

- Review the TSDS High Level End User Process Map
- Review the TSDS Data Transfer Utility (TSDS DTU)
- Learn how to transfer XML Interchange Files
- Review of the TSDS eData Manager (TSDS eDM) and its purpose in the data flow process
- Learn how an XML Interchange File processes through the system
- Learn how to manually upload an XML Interchange File
- Verify that the Operational Data Store (ODS) has been updated
- Learn how to run the Delete Utility

We are going to discuss how to load data into the Operational Data Store (or the ODS). The LEAs need to first transfer the files using the TSDS Data Transfer Utility (the TSDS DTU) and then monitor the data flow in the TSDS eData Manager. We will review the TSDS DTU; learn how to transfer the XML Interchange Files; Review TSDS eDM and learn how a file processes through the system; we will also learn how to verify that the Operational Data Store (the ODS) has been updated; and we will learn how to run the Delete Utility.

- **The participant will be able to:**
 - ▣ Explain the TSDS High Level End User Process Map
 - ▣ Access and navigate the TSDS DTU
 - ▣ Transfer files on demand
 - ▣ Schedule file transfers
 - ▣ Monitor and verify file transfers
 - ▣ Access and navigate TSDS eDM
 - ▣ Upload an XML Interchange File
 - ▣ Explain where errors may be generated within the process
 - ▣ Verify the ODS has been inserted with new records
 - ▣ Run the Delete Utility

At the conclusion of this training, the participant will be able to:

- Explain the TSDS End User Process Map
- Access and navigate the TSDS DTU
- Transfer files on demand
- Schedule file transfers
- Monitor and verify file transfers
- Access and navigate TSDS eDM
- Upload an XML Interchange File
- Explain when and where errors may be generated within the process
- Verify the ODS has been inserted and updated with new records
- Run the Delete Utility

□ **Prerequisites that are needed prior to this training:**

▣ Training Prerequisites:

- Participants should attend the TSDS PEIMS and Technical Course 1: TSDS Overview and TSDS High Level End User Process Map training session (or view the online version posted on Project Share)
- Participants should attend TSDS PEIMS and Technical Course 2: TSDS Client-Side Validation Tool training session

▣ Technical Prerequisites:

- Participants will need a TEAL ID to access the TSDS Portal and have permission to access the TSDS DTU and TSDS eDM
- Participants will need a Project Share user ID
- Participants should have a working knowledge of TEDS

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There are two prerequisites listed for this course.

• Training Prerequisites:

- Participants should attend the PEIMS and Technical Course 1: TSDS Overview and TSDS High Level End User Process Map training session (or view the online version posted on Project Share)
- Participants should attend TSDS PEIMS and Technical Course 2: TSDS Client-Side Validation Tool training session

• Technical Prerequisites:

- Participants will to be able to access the TSDS Portal with a TEAL ID and have approval for the TSDS DTU and TSDS eDM
- Participants will need a Project Share user ID
- Participants should have a working knowledge of TEDS

Term	Definition
EDW (Education Data Warehouse)	This is the single data repository that feeds the PEIMS and the studentGPS™ Dashboards collections
DTU (Data Transfer Utility)	The DTU is an FTP client that transfers files stored at the LEA to the eData Manager (eDM)
eDM (eData Manager)	The portal through which LEAs can manually submit data and monitor data submissions
ETL	ETL means Extract, Transform, Load. This refers to the process of moving data from one system to another (like SIS to ODS) and transforming the data to meet the requirements of the destination environment
ODS (Operational Data Store)	This is the actual data warehouse in the TSDS system
PDM (PEIMS Data Mart)	The PDM is the data mart that pulls data from the ODS and directly feeds the PEIMS application

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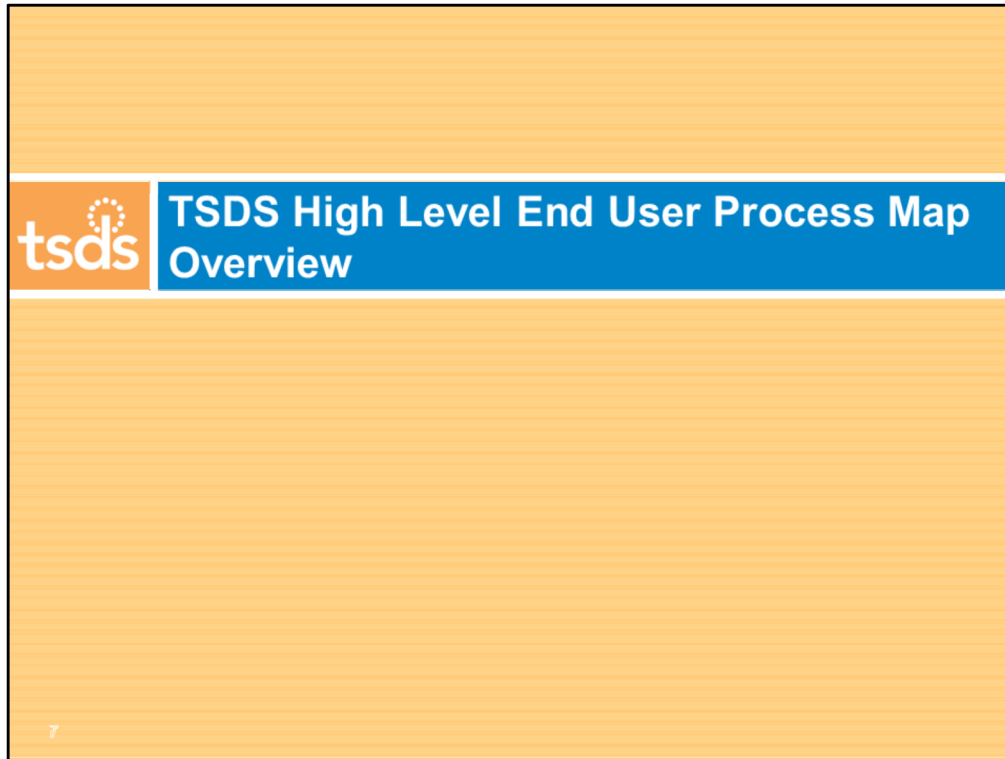
Trainer Notes:

Read through each term and definition. As the participants have already seen these terms a couple of times before, it may be beneficial to cover up the definitions and lead the group through a Q&A of the terms.

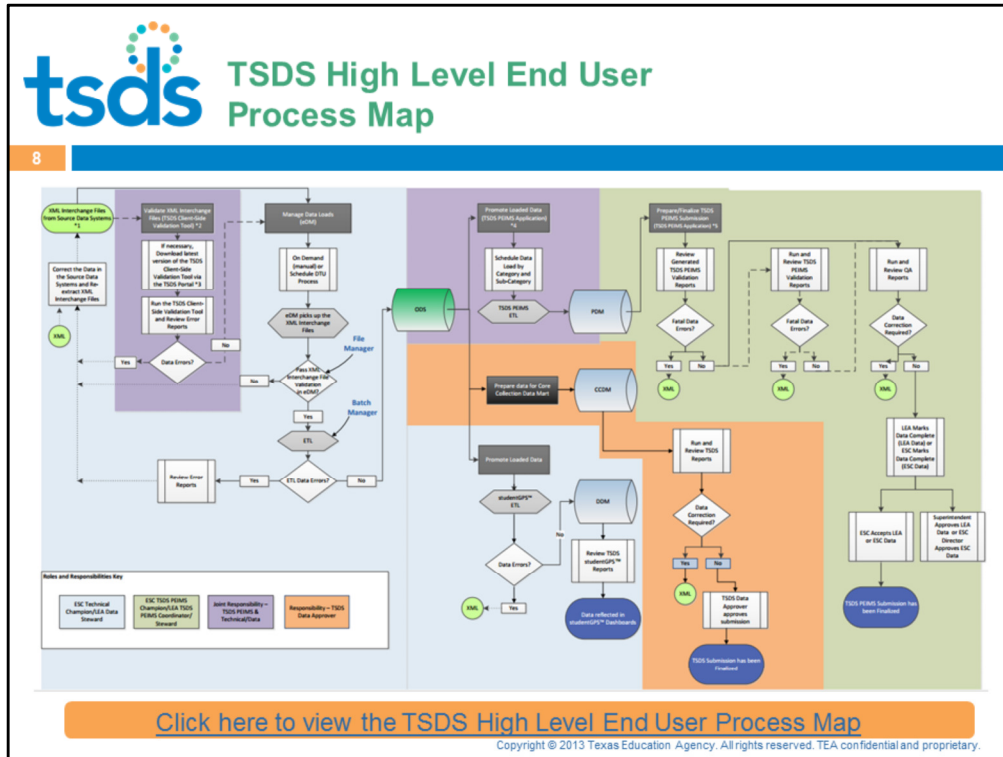
Term	Definition
DDM (Dashboard Data Mart)	The DDM is the data mart that pulls data from the ODS and directly updates the studentGPS™ Dashboards
XML Interchange File	TEA uses XML Interchange Files as the vehicle to transfer data

Trainer Notes:

Read through each term and definition. As the participants have already seen these terms a couple of times before, it may be beneficial to cover up the definitions and lead the group through a Q&A of the terms.



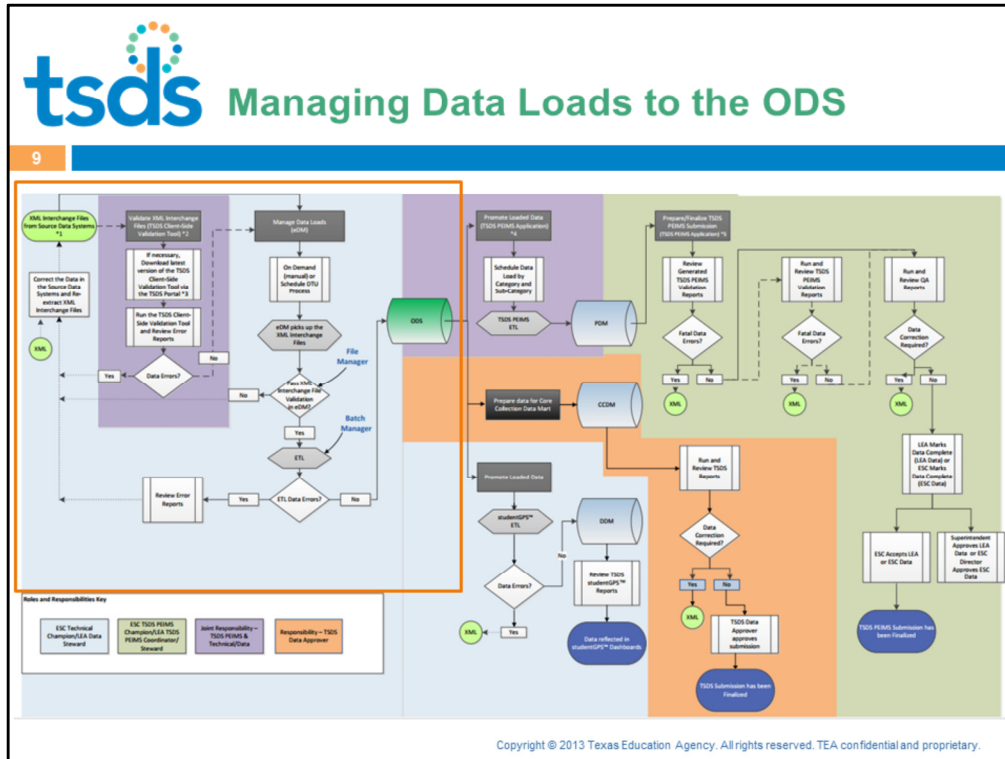
In the next section we will look at the TSDS High Level End User Process Map.



Let's make sure we understand where we are in the overall process. At this point, let's download the full TSDS High Level End User Process Map from Project Share. It will be easier to read. Log in to Project Share and access the document under this course.

Trainer notes:

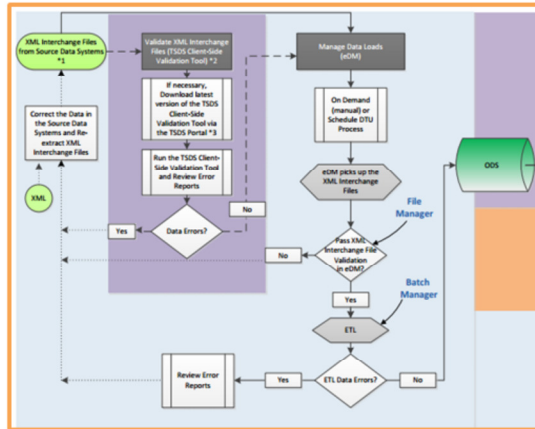
Make sure that the participants either download a copy or receive a hand out at this point.



This course focuses on the activities and processes under Manage Data Loads, including the TSDS DTU, the processes within TSDS eDM and verifying that the ODS has been updated.

tsds Main Process Components

10



- **XML Interchange Files:** The file format that TEA uses to transfer data
- **TSDS DTU (TSDS Data Transfer Utility):** secure FTP file transfer client utility
- **TSDS eDM: (TSDS eData Manager)** processes data validations and updates the ODS with records
- **ETL (Extract, Transform, Load):** transforms incoming data into a structure that the ODS can consume

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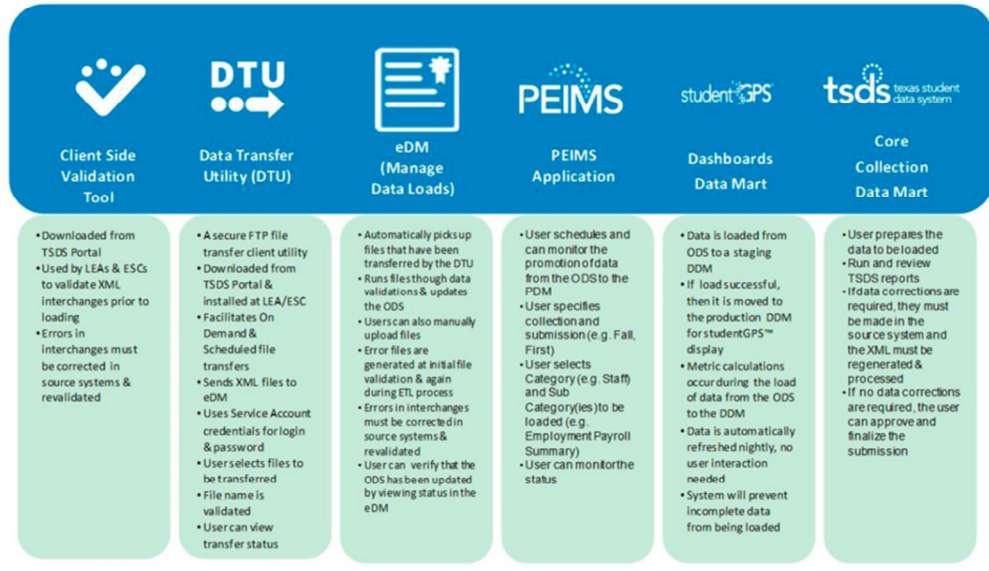
We will use some key terms and ideas, including:

- XML Interchange Files: The file type that TEA uses to transfer data
- TSDS DTU (TSDS Data Transfer Utility): secure FTP file transfer client utility
- TSDS eDM: (TSDS eData Manager) processes data validations and updates the ODS with records
- ETL (Extract, Transform, Load): transforms incoming data into a structure that the ODS can consume



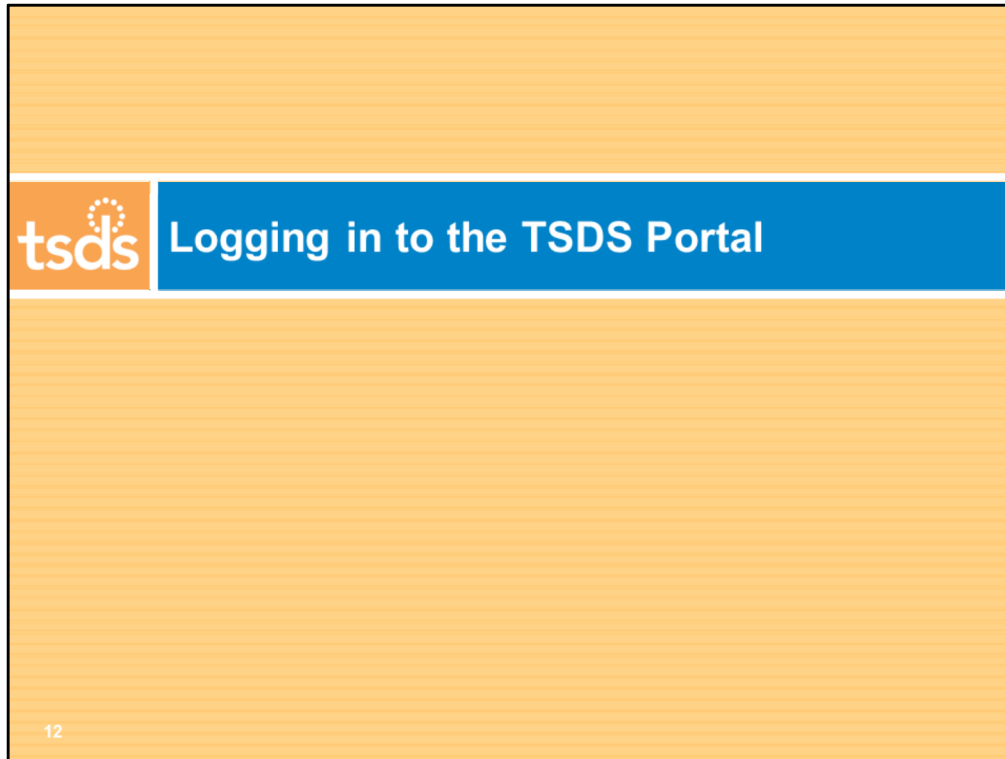
Overview of Data Loading Process

11




Trainer Notes:

Read through each section.




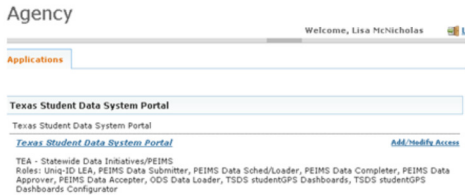
The link to the TSDS DTU installer as well as eDM are both accessed under the TSDS Portal. Let's review how to log in to the TSDS Portal.



13

- Log in via the TSDS Portal using your TEAL username and password
- Select the Texas Student Data System Portal from the list of applications

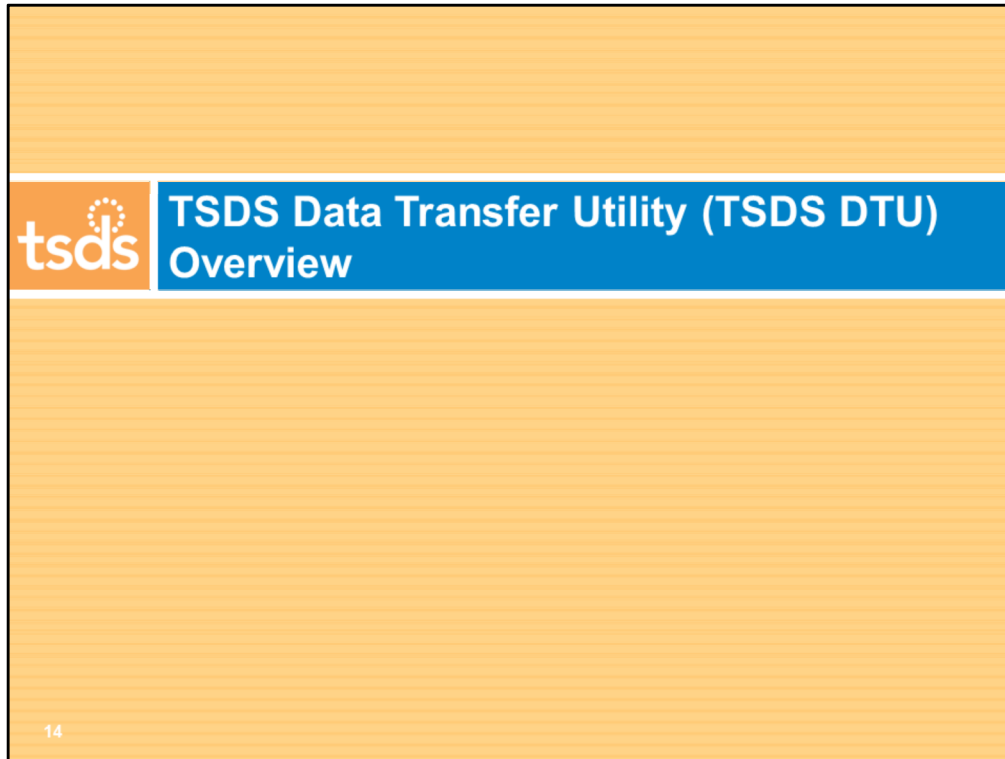




www.tea.state.tx.us

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First we need to log in to the TSDS Portal through TEAL. You can access the TEAL login page from the TEA website. www.tea.state.tx.us Then click the 'TEASE and TEAL secure applications' button on the right hand side of the page. Next, click the 'TEAL login' button. Once you are in TEAL, select the TSDS Portal from available applications.



Next we will discuss the TSDS Data Transfer Utility, also known as the TSDS DTU.

- TSDS Data Transfer Utility (TSDS DTU)
 - ▣ Designed to be a secure FTP file transfer client utility
 - ▣ Installed at the Local Education Agency (LEA)
 - ▣ Facilitates both On Demand and Scheduled file transfers
 - ▣ Sends the XML Interchange Files to TSDS eDM

TSDS Data Transfer Utility (TSDS DTU) is designed to be a secure FTP file transfer client utility. The TSDS DTU is installed at the Local Education Agency (LEA). This tool facilitates both On Demand and Scheduled file transfers, and sends the XML Interchange Files to TSDS eDM.



TSDS DTU: User Functions


16

- TSDS Data Transfer Utility (TSDS DTU) enables authorized users to:
 - ▣ Transfer interchange files through the **On Demand** tab
 - ▣ Transfer interchange files automatically by setting configurations on the **Schedule** tab
 - ▣ Monitor the history of the files in the **Recent History** tab as they are processed both for **On Demand** and **Schedule** tabs
 - ▣ Monitor log details in the log tab both for **On Demand** and **Scheduled transfers**

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- Monitor log details in the log tab both for **On Demand** and **Scheduled transfers**



TSDS DTU: Installation Guide

17

Candice Littleton (candice.desantis@tea.state.tx.us)
 My Messages(0)
 My Account(0)
 Help
 Exit
 TEA - Statewide (791602)
 GO



[Home](#)
[eDM Data Loads](#)
[PEIMS](#)
[Utilities](#)
[Support](#)

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable, and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

GET STARTED

Manage Data Loads

Promote Loaded Data

Prepare/Finalize Data

View Reports

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

www.projectsharetx.org

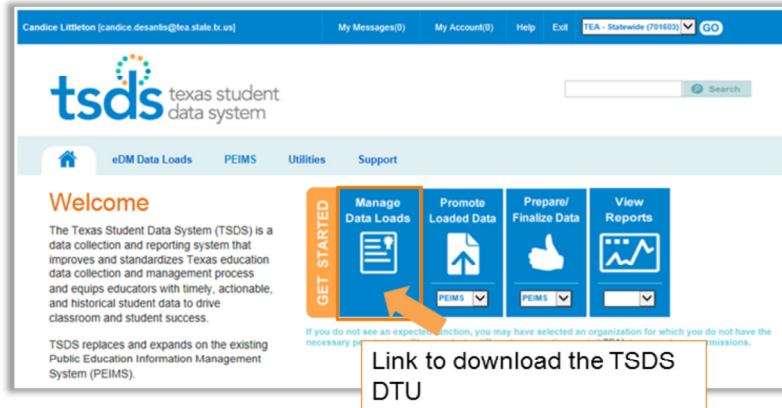
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Now that we have logged in to the TSDS Portal and talked about the necessary file preparation, let's jump in to the TSDS DTU. The TSDS DTU needs to initially be downloaded and installed locally. After that install, the TSDS DTU will be accessed locally. Included with this course is a Quick Reference Guide on the TSDS DTU Installation. This is a good opportunity to stop and download the documentation. Log in to Project Share and download the document under this course.

Trainer Notes: Have participants download the TSDS DTU Install Guide or pass them out.


tsds TSDS DTU: Navigate to Download

18




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The link to the TSDS DTU installer is located under Manager Data Loads.



TSDS DTU: Download Link

19



[DTU Package](#)
[TSDS](#)
[Help Desk](#)
[Exit](#)

eDM Data Loads

Click on the link to initiate the download of the installer

System Messages		
Date	Subject	Message
2013-04-17	DEV GR TESTING	General Release Testing starts on April 17th. Starting Configuration on April 17th 2013.

Open Collections	
Collection	Description
EXYR1 2012	2011-2012 Extended Year 1st Submission
FALL1 2011	Fall 2010-2011
FALL1 2012	2011-2012 Fall 1st Submission
FALL1 2013	2012-2013 Fall 1st Submission
MDYR1 2012	2011-2012 Mid-Year 1st Submission
SUMR1 2011	Summer 2010-2011
SUMR1 2012	2011-2012 Summer 1st Submission
TSDS 2012	2011-2012 Dashboards
TSDS 2013	2012-2013 Dashboards

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The link to download and install the TSDS DTU is on the upper right hand corner of the screen. Click to initiate the download. The installer wizard will run through all the necessary steps. The DTU should be installed on a server, not a workstation. If the DTU is installed on a machine and it is shut down, the scheduled file transfers will not run.



TSDS DTU: Installation Configuration & File Archives

20

- The DTU will archive files per collection by creating a zip file in the “TMP” folder under DTU installation directory
- There is a check box in the configuration panel as “remove archive files after the transfer” if it’s enabled the DTU will delete zip files under the “TMP” folder after the transfer, if it is not enabled the DTU will not remove the zip file. The DTU does not remove the original files selected for an On Demand transfer.
- As for scheduled transfers, the DTU will create a zip file per collection under the scheduled task’s folder
- The DTU will delete the original files and create an archive folder under the original source folder. The DTU will place the zip files it transfers into the archive folder. These zip files are not deleted by the DTU. It is the LEA responsibility to remove these files.

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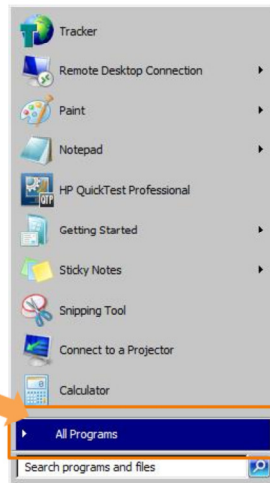
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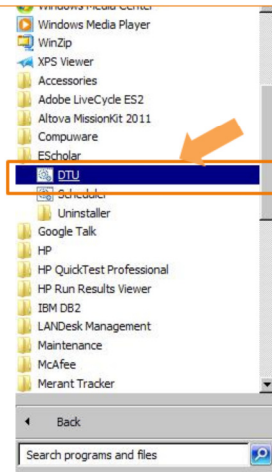
Select All Programs



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Once the TSDS DTU has been installed locally, the TSDS DTU can be located through the Start Menu. Select All Programs to search for the installation folder.

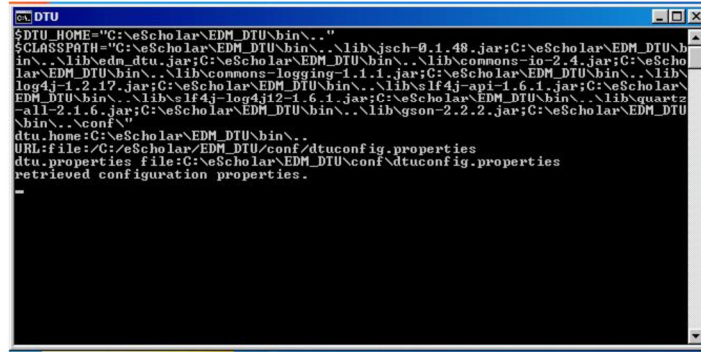
Select TSDS DTU under the installation folder



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Under the installation folder, select the TSDS DTU icon.

Let the batch file run

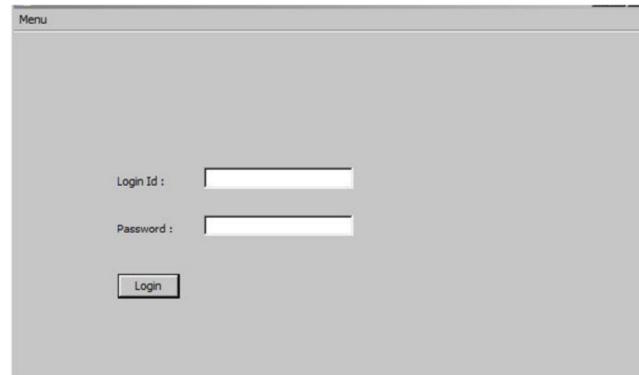


```

C:\DTU
$DTU_HOME="C:\eScholar\EDM_DTU\bin\."
$CLASSPATH="C:\eScholar\EDM_DTU\bin\..\lib\jsch-0.1.48.jar;C:\eScholar\EDM_DTU\bin\..\lib\edm_dtu.jar;C:\eScholar\EDM_DTU\bin\..\lib\commons-io-2.4.jar;C:\eScholar\EDM_DTU\bin\..\lib\commons-logging-1.1.1.jar;C:\eScholar\EDM_DTU\bin\..\lib\log4j-1.2.17.jar;C:\eScholar\EDM_DTU\bin\..\lib\slf4j-api-1.6.1.jar;C:\eScholar\EDM_DTU\bin\..\lib\slf4j-log4j12-1.6.1.jar;C:\eScholar\EDM_DTU\bin\..\lib\quartz-all-2.1.6.jar;C:\eScholar\EDM_DTU\bin\..\lib\json-2.2.2.jar;C:\eScholar\EDM_DTU\bin\..\conf\"
dtu.home:C:\eScholar\EDM_DTU\bin\..
URL:file:/C:/eScholar/EDM_DTU/conf/dtuconfig.properties
retrieved configuration properties.
-
  
```

Clicking on the TSDS DTU icon launches the batch file. It will take just a moment for the TSDS DTU to run through the launch scripts.

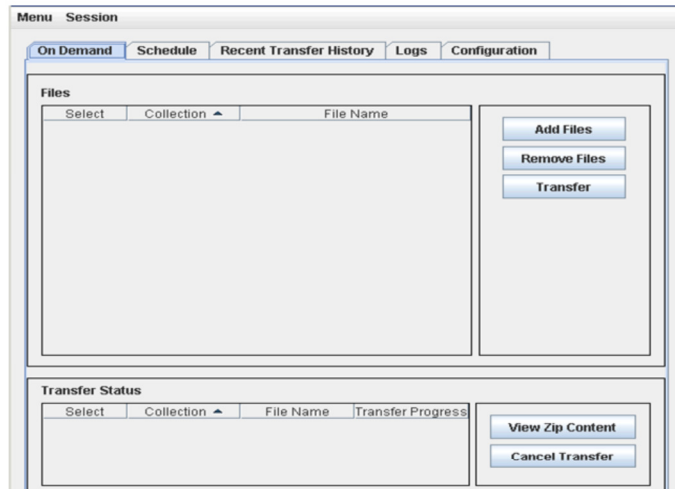
- Enter the TEAL ID for your service account
- Note that after the initial installation, the TSDS DTU is accessed *locally*
 - There is no need to log into TEAL to access the DTU



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Next the user needs to enter the login id and password for the TEAL service account assigned to the LEA for this application. Note that after the initial installation, the TSDS DTU is accessed *locally*. There is no need to log into TEAL to access the DTU.

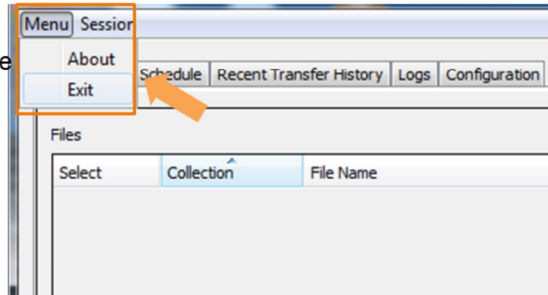
- Navigation Tabs:
 - ▣ On Demand
 - ▣ Schedule
 - ▣ Recent Transfer History
 - ▣ Logs
 - ▣ Configuration



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When the user logs in, there are several menu choices and tabs across the top. The main tab selections are: On Demand, Schedule, Recent Transfer History, Logs and Configuration. We won't be using the Configuration tab.

- Menu Options:
 - ▣ About: version details for the TSDS DTU
 - ▣ Exit: exit the application

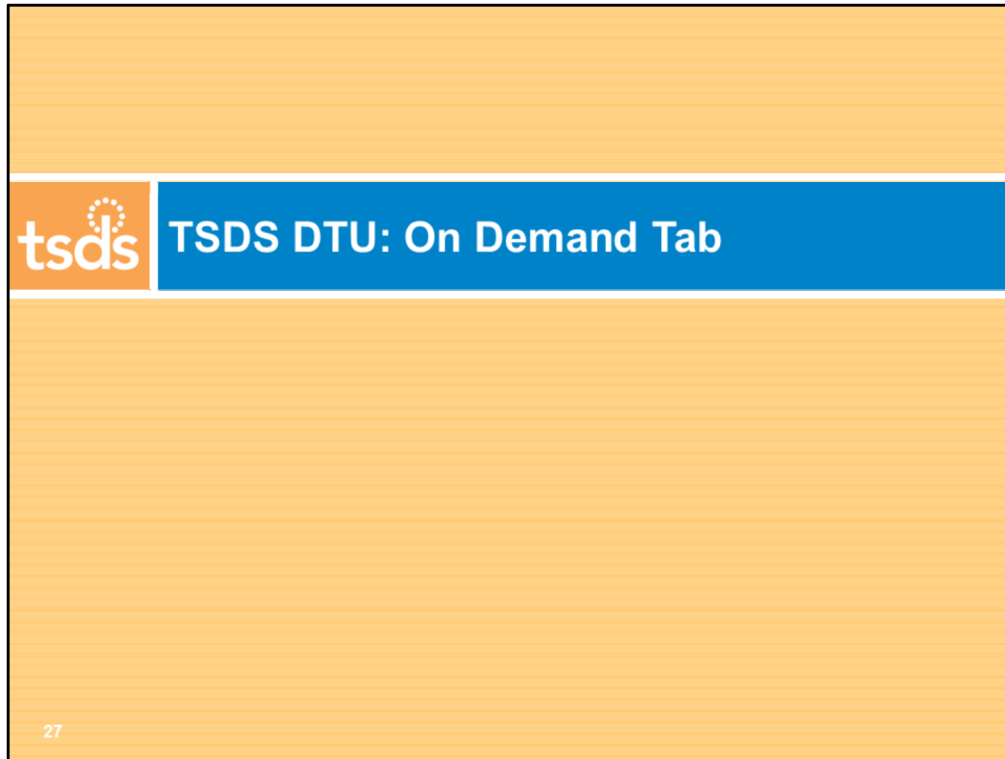


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TSDS DTU Menu – On the top left corner, user can click on the Menu option. User can view the details of the TSDS DTU version details by clicking on About. The user can exit the application by clicking on exit.

Trainer Questions:

- 1) What is the main function of the TSDS DTU?
- 2) What tabs are displayed on the TSDS DTU?



End users can initiate a file transfer at any time using the On Demand function.



TSDS DTU: Quick Reference Guides

28

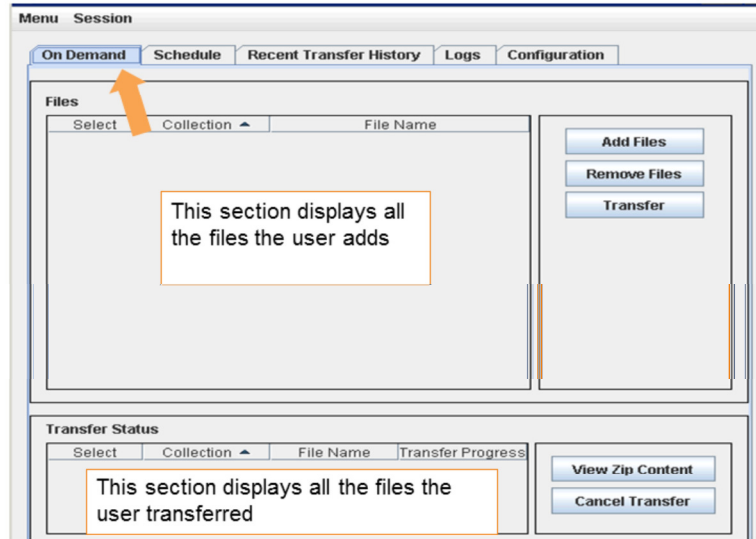
- The DTU has two means of transferring XML Interchange Files
 - ▣ On Demand Transfers
 - ▣ Scheduled Transfers
- Under this course in Project Share there are quick reference guides for each of these functions
- Let's take a moment and download them from the course

www.projectsharetx.org

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- The DTU has two means of transferring XML Interchange Files
 - On Demand Transfers
 - Scheduled Transfers
- Under this course in Project Share there are quick reference guides for each of these functions
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Trainer Notes: Have participants download the reference guides or pass them out. Make sure either way that the participants know how to find the materials on Project Share.



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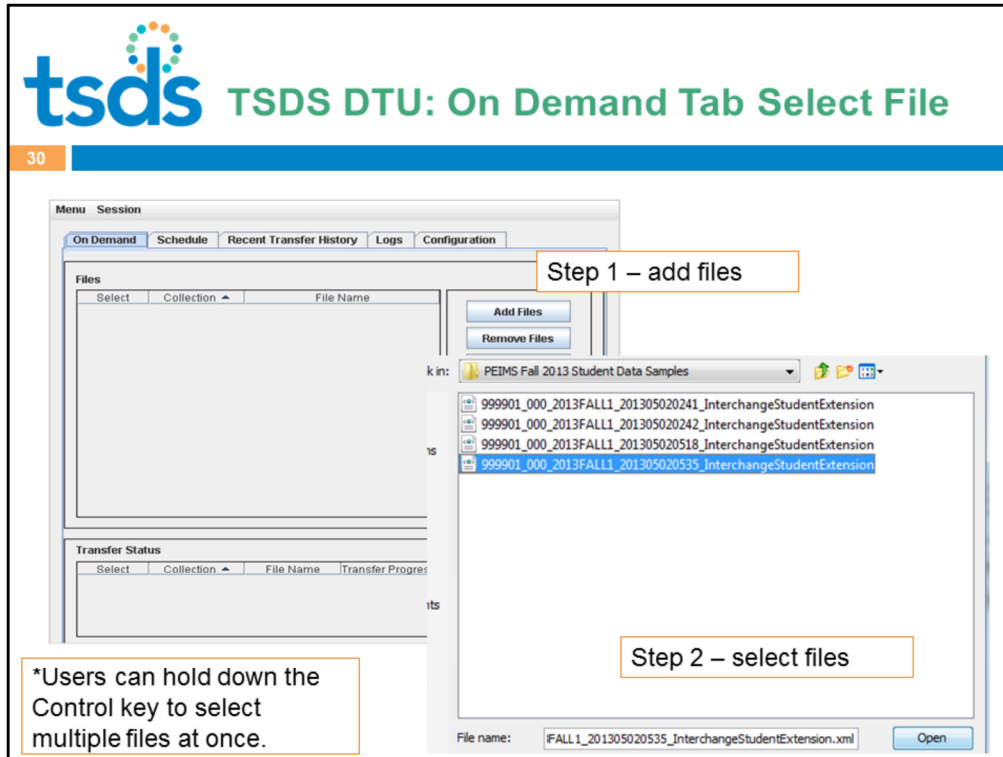
The On Demand tab has two divisions: Files and Transfer status

Files – displays all the files that the user adds. The Files sections has the following elements:

The Collection and the file name columns with a select option.

Buttons: Add Files, Remove Files and Transfer

Transfer Status displays all the files that the user transferred. The Transfer status could be complete or Cancelled. The Transfer files has the following elements: The Collection, file name and a transfer progress and a select option.



The file adding process is the first step in the TSDS DTU. The steps to add a file is as follows:

- 1) User has to click on add files.
- 2) Select the file.

Note: Users can hold down the Control key to select multiple files at once.



TSDS DTU: On Demand Tab Select File

31

The file will be added to the **Files** section with a default check

Select	Collection	File Name
<input checked="" type="checkbox"/>	2013 FALL 1	999901_000_2013FALL1_201305020535_InterchangeStudentExtension.xml

Buttons: Add Files, Remove Files, Transfer

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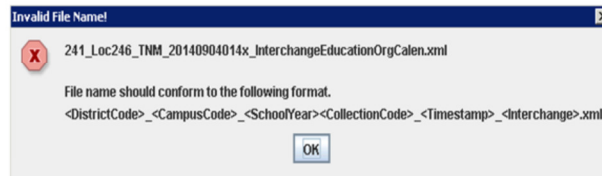
The file will be added to the Files section on the top with a default check.



TSDS DTU: On Demand Tab Invalid File Name

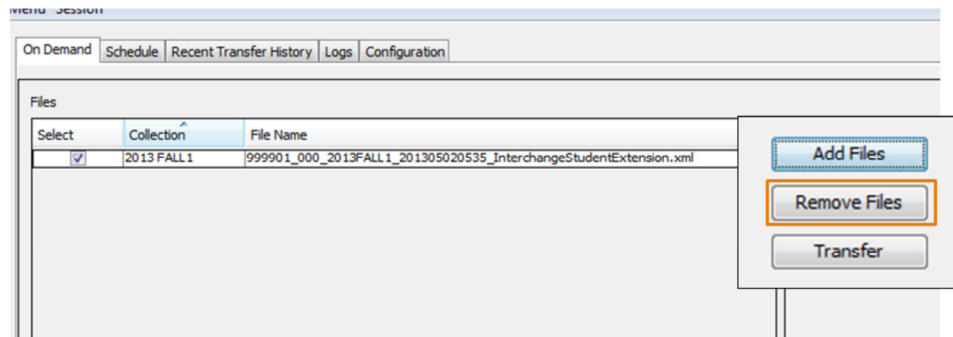
32

If there is an error in the file naming convention, the system will generate an **Invalid File Name** error message



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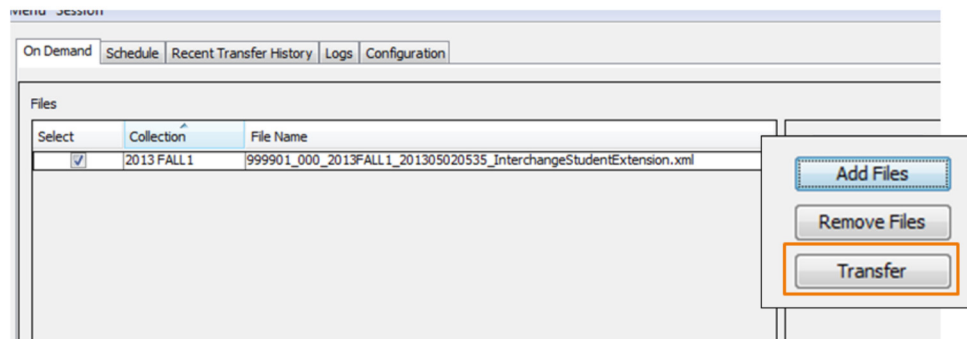
If there is an error in the file naming convention, the system will generate an Invalid File Name error message as displayed below. As a note, the DTU doesn't perform any other validations. The client only checks to make sure the XML Interchange Files meet the correct naming convention.



- To remove files:
1. Select the file(s)
 2. Click on **Remove** files button
 3. The file will be deleted from the Files section

Files can be removed from TSDS DTU. File(s) have to be existing in the files section so that user can remove the file. More than one file can be removed at a time. The steps to remove file(s):

1. Select the file(s)
2. Click on remove files button
3. The file will be deleted from the files section.



Select	Collection	File Name
<input checked="" type="checkbox"/>	2013 FALL1	999901_000_2013FALL1_201305020535_InterchangeStudentExtension.xml

Buttons: Add Files, Remove Files, **Transfer**

To transfer the files:

1. User can select one or more files by clicking on the checkboxes in the select column
2. User can click on the **Transfer** button. The file will be transferred to the Transfer file area

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To transfer the files:

1. User can select one or more files by clicking on the checkboxes in the select column.
2. User can click on the Transfer files button. The file will be transferred to the Transfer file area.

Note that the files will be displayed in the combination of ascending collection code and timestamp order.

A ZIP file is created per interchange collection and appears in the **Transfer Status** section

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35



□ **Transfer Status**

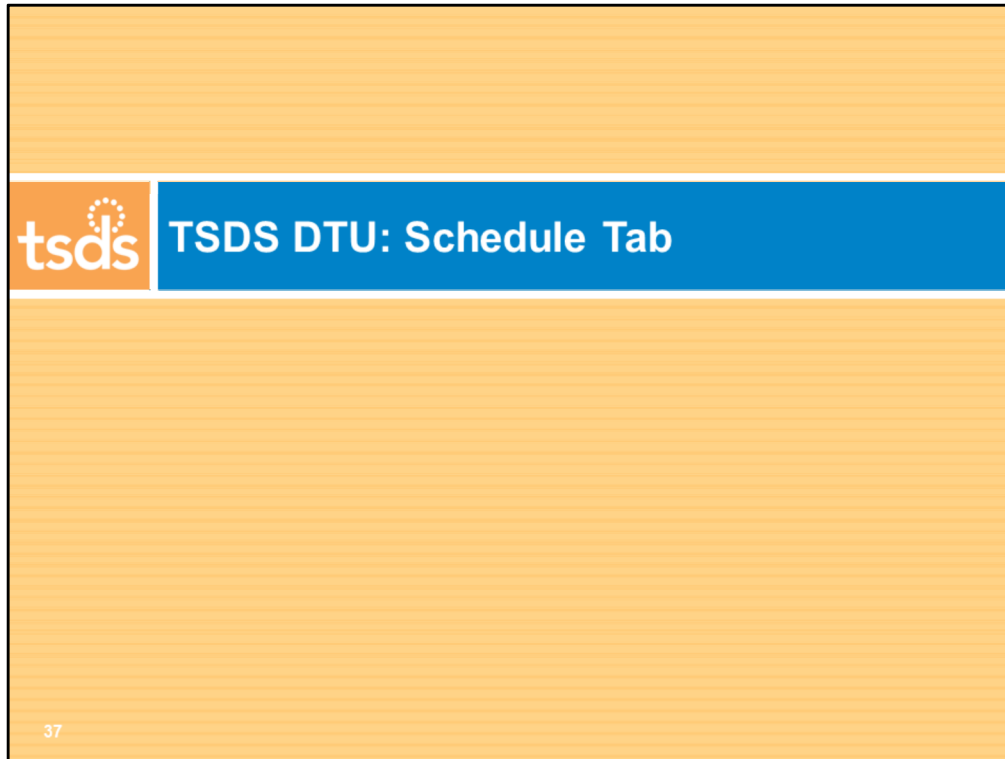
- ▣ The user can also cancel the transfer process before the transfer is complete. The transfer status will then be displayed as **Cancelled**
- ▣ If the user completes a transfer successfully, the transfer status will be displayed as **Done**
- ▣ The user can select any row in the **Transfer Status** section by clicking on the selection checkbox or by clicking anywhere in the row – click on **View Zip Content**
- ▣ The file name(s) that the user transferred will appear in a dialog box

Transfer Status

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- If the user completes a transfer successfully, the transfer status will be displayed as Done
- The user can select any row in the Transfer Status section by clicking on the selection checkbox or by clicking anywhere in the row – click on View Zip Content
- The file name(s) that the user transferred will appear in a dialog box

Trainer Questions:

- 1) What are the basic management functions of the On Demand tab in the TSDS DTU?



Using the Schedule Tab, end users can set up regularly occurring file transfers on a daily, weekly, or monthly basis.



TSDS DTU: Schedule Tab Functions


38

- The user can create and manage scheduled tasks by going to the **Schedule** tab:
 - ▣ View existing scheduled tasks
 - ▣ Create a scheduled transfer
 - ▣ Edit a scheduled transfer
 - ▣ Delete a scheduled transfer

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The user can create and manage scheduled tasks by going to the **Schedule** tab.
User can execute the following actions:

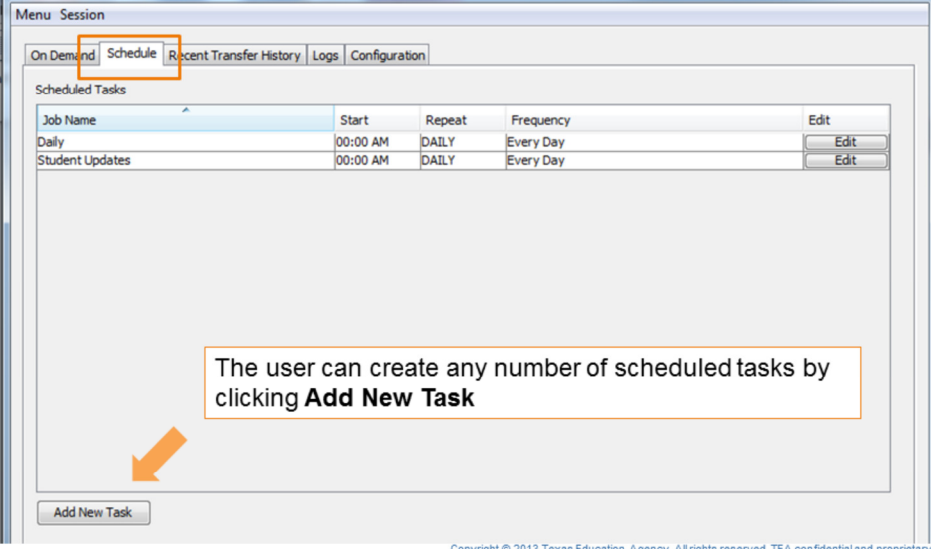
- View existing scheduled tasks
- Create a scheduled transfer
- Edit a scheduled transfer
- Delete a scheduled transfer



TSDS DTU: Schedule

Tab Add New Task

39

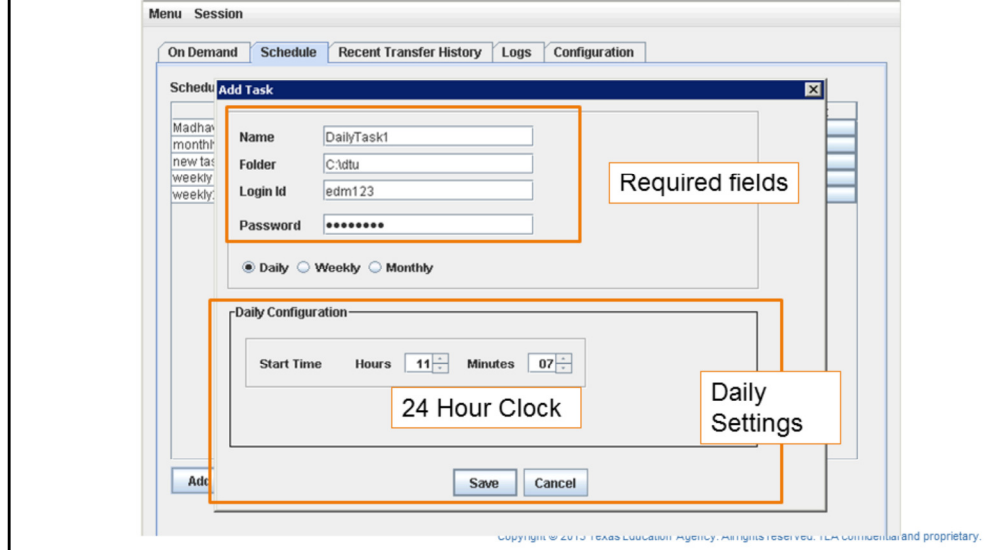


The user can create any number of scheduled tasks by clicking **Add New Task**

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The user can create any number of scheduled tasks. The file transfer occurs on the set day and on the set time every day. To add a scheduled daily task, the user will click on the schedule tab and click on Add New Task button.

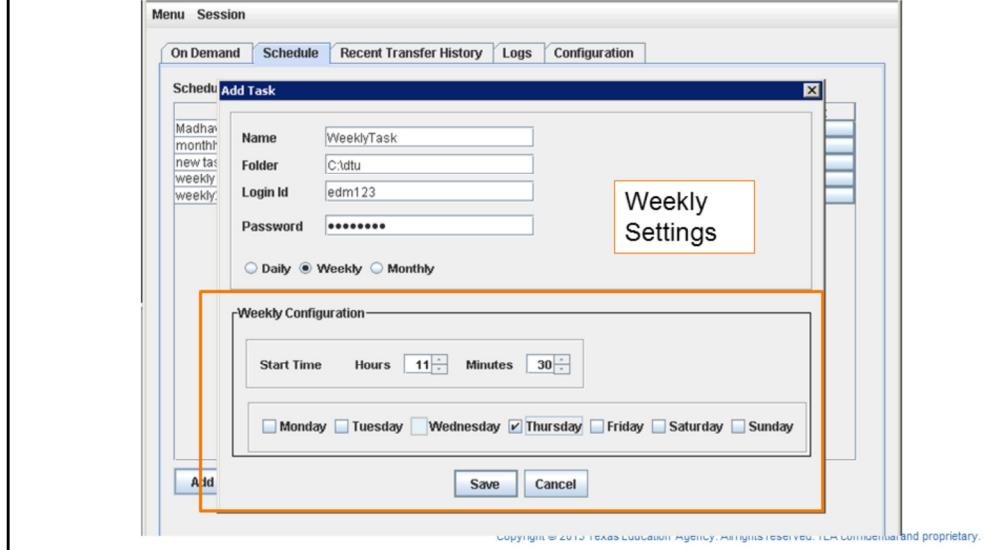
For example, a user may want to have attendance data transferred on a daily basis, student roster data transferred on a weekly basis and course grades transferred on a monthly basis. All of these scheduled tasks can be set up and managed separately to meet your business needs. Each instance of a scheduled transfer has to be set up separately.



To add a scheduled daily task, the user will click on the Schedule Tab and click on Add Schedule button. The user has to complete the following details:

1. Name – The user will enter a name for the task
2. Folder – The user will enter the file path name in which the files will be picked up to be transferred. The DTU will poll this directory for new files at the scheduled time set by the administrator. The DTU will then transfer XML Interchange files that meet the correct naming convention. It is recommended that the data file locations also have no spaces or special characters.
3. LoginID/password – The user will enter valid user credentials (TEAL service account)
4. Schedule Type – the user will click on the radio button for daily option
5. Daily Information – The user will either select hours and minutes from the dropdown or manually type the numbers in the appropriate fields. As a note, the DTU runs on military time, so this is a 24 hour clock.
6. Save- Clicking on save will validate the data and successfully create a scheduled task on the schedule tab.

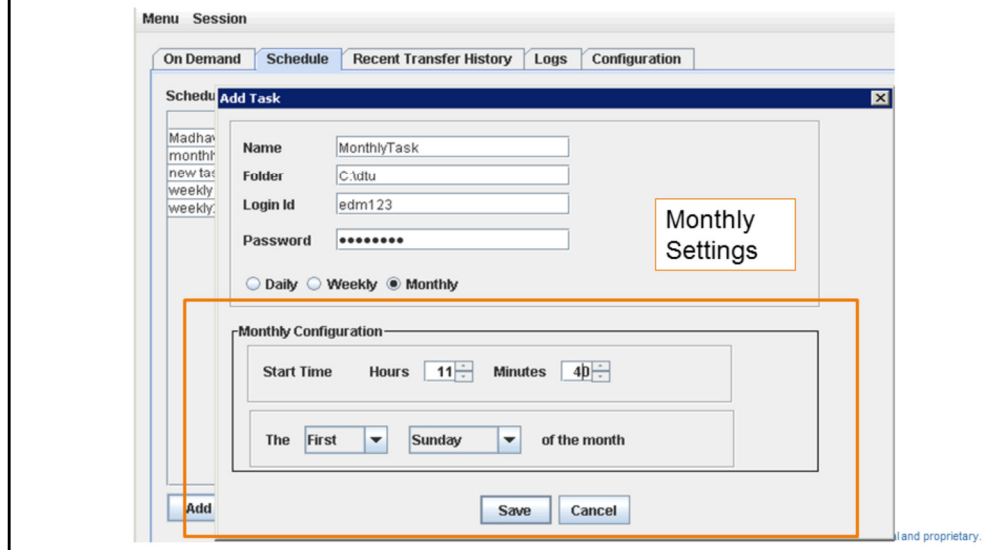
Clicking on cancel will not save any information.



To add a scheduled weekly task, the user will click on the schedule tab and click on Add Schedule button. The user has to complete the following details:

1. Name – The user will enter a name for the task
2. Folder – The user will enter the file path name in which the files will be picked up to be transferred
3. LoginID/password – The user will enter valid user credentials (TEAL service ID)
4. Schedule Type – The user will click on the radio button for weekly option.
5. Weekly Information – The user will select at least one or more days and select hours and minutes from the dropdown or manually type the numbers in the appropriate fields. The files will transfer each week on the selected days at the selected hour and minute
6. Save- Clicking on save will validate the data and successfully create a scheduled task on the schedule tab.

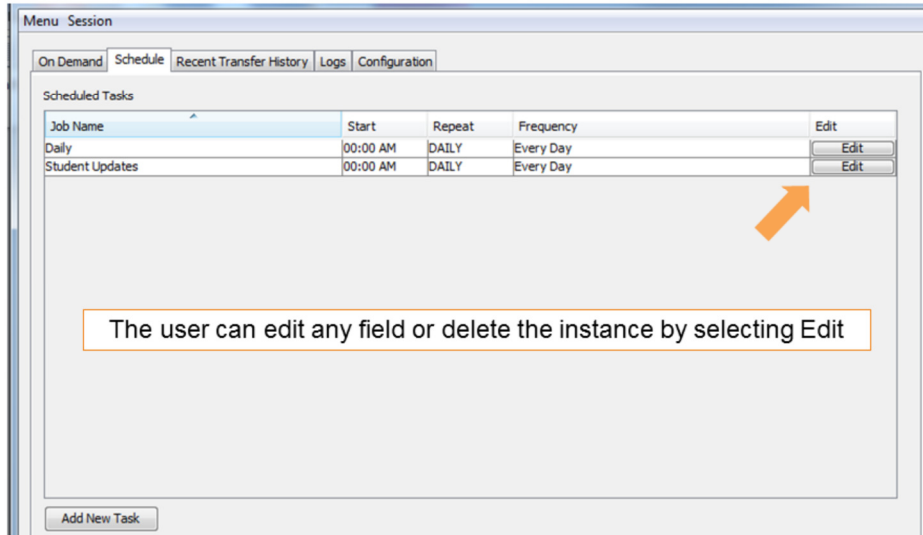
Clicking on cancel will not save any information.



To add a scheduled monthly task, the user will click on the schedule tab and click on Add Schedule button. The user must complete the following details:

1. Name – The user will enter a name for the task.
2. Folder – The user will enter the file path name in which the files will be picked up to be transferred
3. LoginID/password – The user will enter valid user credentials (TEAL service ID)
4. Schedule Type – The user will click on the radio button for monthly option
5. Monthly Information – The user will select one day in a week, the number of the week and select hours and minutes from the dropdown or manually type the numbers in the appropriate fields. The files will transfer on that selected day of the month and every month
6. Save- Clicking on save will validate the data and successfully create a scheduled task on the schedule tab

*Cancel –Clicking on cancel will not save any information.



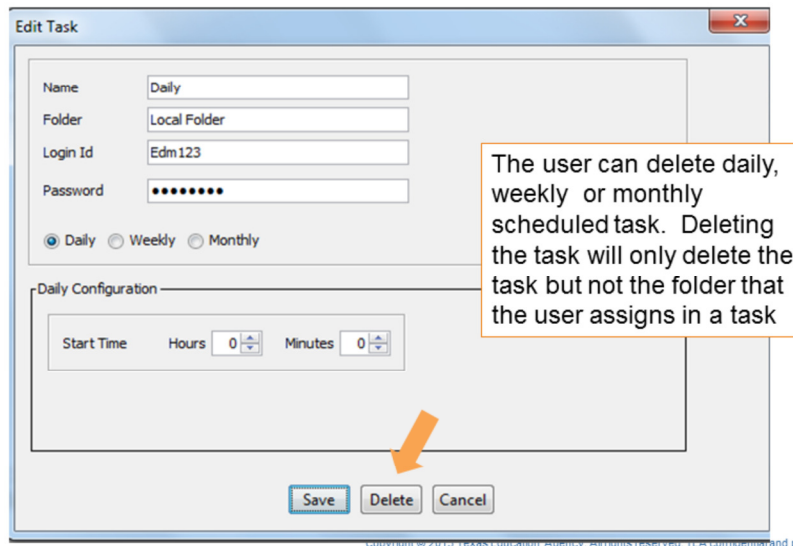
Job Name	Start	Repeat	Frequency	Edit
Daily	00:00 AM	DAILY	Every Day	Edit
Student Updates	00:00 AM	DAILY	Every Day	Edit

The user can edit any field or delete the instance by selecting Edit

Add New Task

User can edit daily, weekly or monthly scheduled tasks. The user can only edit one task at a time. The user can edit a task the following way:

1. The user can click on the edit button on the Schedule tab next to the task that needs to be removed.
2. The Add/Edit Task screen will be displayed.
3. The user can edit any field.

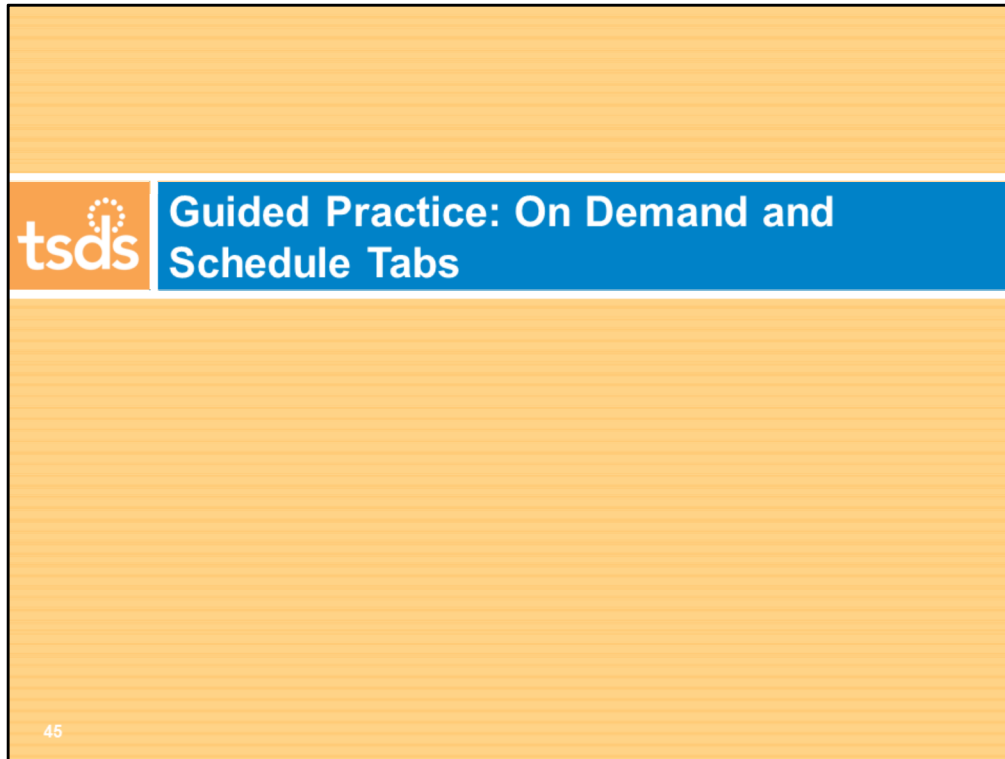


The user can delete daily, weekly or monthly scheduled task. Deleting the task will only delete the task but not the folder that the user assigns in a task

User can delete daily, weekly or monthly scheduled task. Deleting the task will only delete the task but not the folder that the user assigns in a task. The user has to click on the delete button on the Add /Edit task screen. Once it is deleted, it will be removed from the Schedule Tasks screen.

Trainer Questions:

1) What are the configuration choices for Scheduling a transfer? How often can this occur?



Now we are going to walk through the On Demand and Schedule process together using a software simulation activity.

- You will complete a narrated simulation of the On Demand and Schedule tabs of the TSDS DTU. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides.
- Let's log in to Project Share to begin.

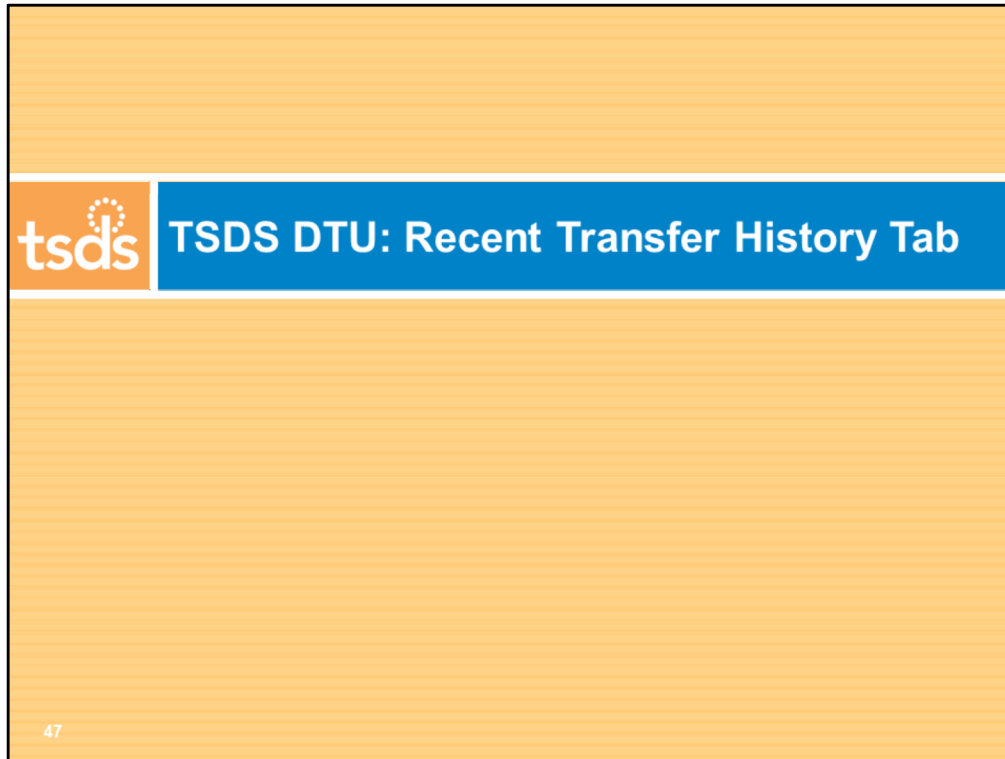
[Click Here to Begin](#)

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You will complete a narrated simulation of the On Demand and Schedule tabs of the TSDS DTU. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides. Let's log in to Project Share to begin.

Trainer Note:

You can launch the simulation from the active link on this slide, but the participants will have to log in to Project Share to access the simulation under this course.



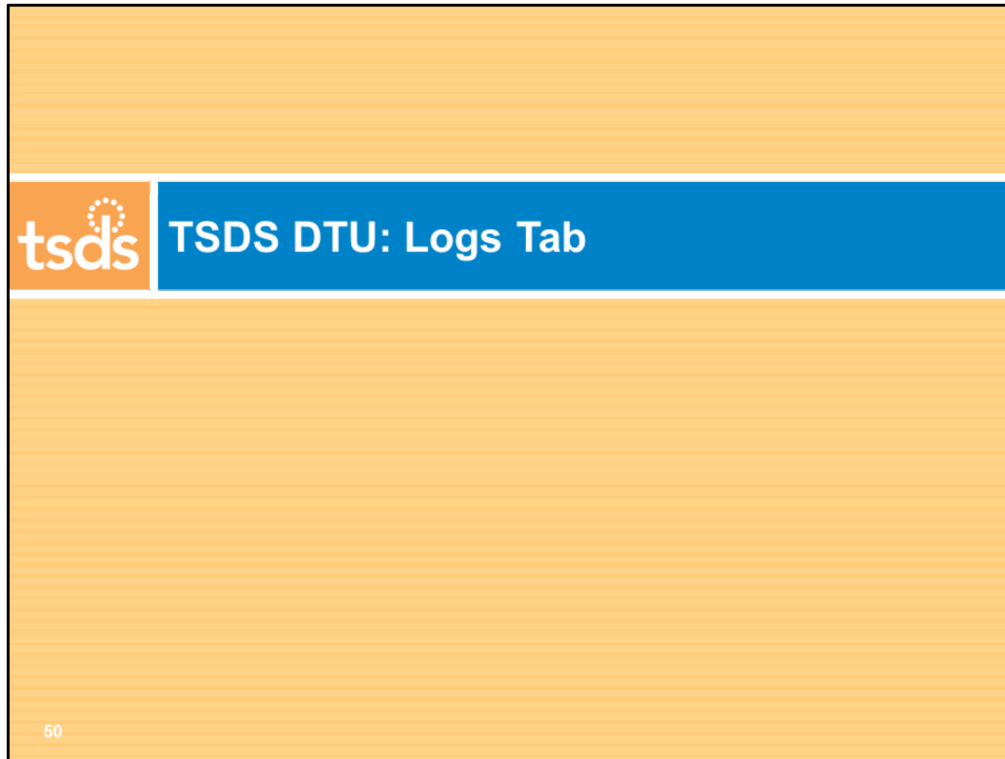
The end user can monitor files that have recently been transferred by selecting the Recent Transfer History tab.

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- Collection – the combination of the school year and collection code
- File Name – the name of the file transferred
- Start Time – the time the transfer started
- Time Completed – the time the task was completed
- Status – the status of the transfer. The value will either be COMPLETED, FAILED or CANCELLED

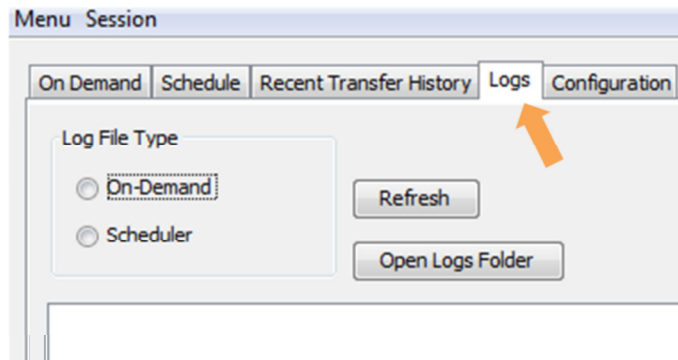
48

Users can sort the queue of recently transferred files by clicking on a column header. As a note, the columns can be sorted on the other screens of the DTU as well.



The end user can access and review log files under the Logs tab in the TSDS DTU, for both On Demand and Scheduled file transfers. Log files can be used to communicate support issues if the XML Interchange Files fail to transfer and the issue cannot be resolved locally.

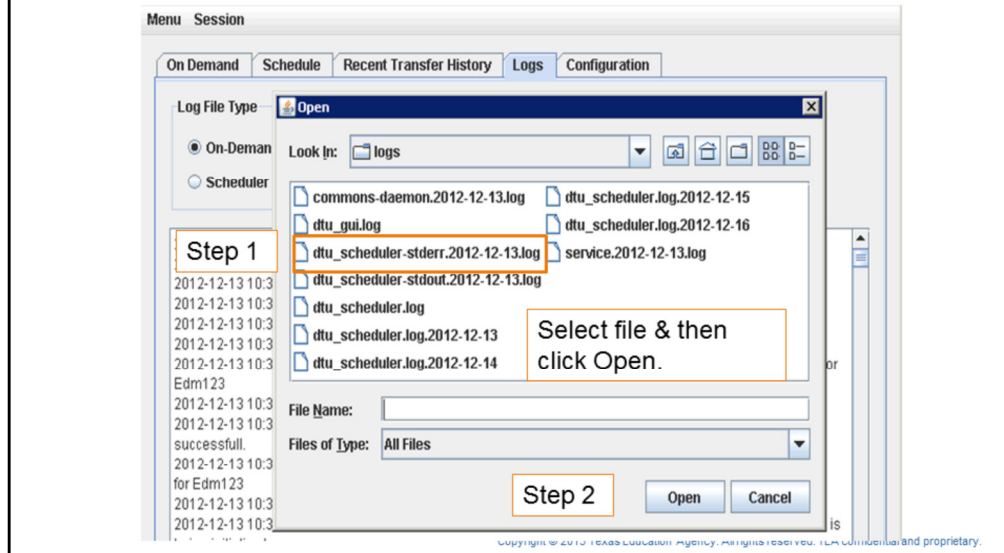
- User clicks on the Logs tab to view log file content
- A log file is created for each day that the TSDS DTU is running for each type of transfer



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The user clicks on the Logs tab to view the details of the log file content. Whenever files are transferred, the logging will be configured to have a rolling list of log files, meaning that a log file will be created for each day that the TSDS DTU is running. Separate log files will be created for the TSDS DTU On Demand and TSDS DTU Scheduler.

52



The user will click on the Logs tab and will perform the following actions to view the log files:

1. Select either the TSDS DTU On Demand or TSDS DTU Scheduler option and then click on Open Log File Folder.
2. The file directory opens up.
3. The user has to select a file and click on open.
4. User will be able to see a scrolling list of all log files for the selected file.



TSDS DTU: Log File Sample

54

```
2013-03-14 11:19:43,300 INFO [com.escholar.dtu.DtuGui] DTU HAS BEEN SHUTDOWN.
2013-03-14 12:37:12,089 INFO [com.escholar.dtu.DtuGui] ${dtu.home}=C:\E
2013-03-14 12:37:12,089 INFO [com.escholar.dtu.DtuGui] ${user.dir}=C:\Win
2013-03-14 12:37:12,089 INFO [com.escholar.dtu.DtuGui] log directory:C:\ES
2013-03-14 12:37:15,287 INFO [com.escholar.dtu.schedule.ScheduleConfigur
2013-03-14 12:40:58,097 INFO [com.escholar.dtu.sftp.ConcurrentSftpSession
2013-03-14 12:40:58,113 INFO [com.escholar.dtu.sftp.ConcurrentSftpSession
2013-03-14 12:40:58,128 INFO [com.escholar.dtu.DtuGui] DTU HAS BEEN SHU
2013-03-14 12:41:07,567 INFO [com.escholar.dtu.DtuGui] ${dtu.home}=C:\E
2013-03-14 12:41:07,567 INFO [com.escholar.dtu.DtuGui] ${user.dir}=C:\Win
2013-03-14 12:41:07,567 INFO [com.escholar.dtu.DtuGui] log directory:C:\EScholarDTU\EDM_DTU\logs
2013-03-14 12:41:07,645 INFO [com.escholar.dtu.DtuGui] DTU INITIALIZED.
2013-03-14 12:41:10,532 INFO [com.escholar.dtu.schedule.ScheduleConfiguration] scheduling configuration is being initialized.
2013-03-14 12:44:49,423 INFO [com.escholar.dtu.sftp.ConcurrentSftpSession] SftpSession is being shutdown dtu@edm-dev4
2013-03-14 12:44:49,439 INFO [com.escholar.dtu.sftp.ConcurrentSftpSession] SftpSession has been shutdown dtu@edm-dev4
2013-03-14 12:44:49,439 INFO [com.escholar.dtu.DtuGui] DTU HAS BEEN SHUTDOWN.
2013-03-14 13:11:46,079 INFO [com.escholar.dtu.DtuGui] ${dtu.home}=C:\EScholarDTU\EDM_DTU
2013-03-14 13:11:46,079 INFO [com.escholar.dtu.DtuGui] ${user.dir}=C:\Windows\system32
2013-03-14 13:11:46,079 INFO [com.escholar.dtu.DtuGui] log directory:C:\EScholarDTU\EDM_DTU\logs
2013-03-14 13:11:46,204 INFO [com.escholar.dtu.DtuGui] DTU INITIALIZED.
2013-03-14 13:11:55,565 INFO [com.escholar.dtu.schedule.ScheduleConfiguration] scheduling configuration is being initialized.
2013-03-14 13:18:08,012 INFO [com.escholar.dtu.sftp.ProgressMonitor] SFTP transfer started.
C:\EScholarDTU\EDM_DTU\temp\246911_2010DASH_201303141318.zip to /246911_2010DASH_201303141318.zip SIZE:13 KB
2013-03-14 13:18:08,074 INFO [EVENT_LOGGER] {"archive":"246911_2010DASH_201303141318.zip","collection":"2010
DASH","files":["C:\\monthly\\246911_2010DASH_201409040106_InterchangeEducationOrgCalendar.xml"],"start":"2013-0
3-14 13:18:07.700","end":"2013-03-14 13:18:08.028","status":"COMPLETED"}
2013-03-14 13:18:08,090 INFO [com.escholar.dtu.sftp.ProgressMonitor] SFTP transfer started.
C:\EScholarDTU\EDM_DTU\temp\246911_2010x_201303141318.zip to /246911_2010x_201303141318.zip SIZE:13 KB
2013-03-14 13:18:08,105 INFO [EVENT_LOGGER] {"archive":"246911_2010x_201303141318.zip","collection":"2010
```

There is **one** log file generated for **each day** and **each transfer type** that the TSDS DTU is running.

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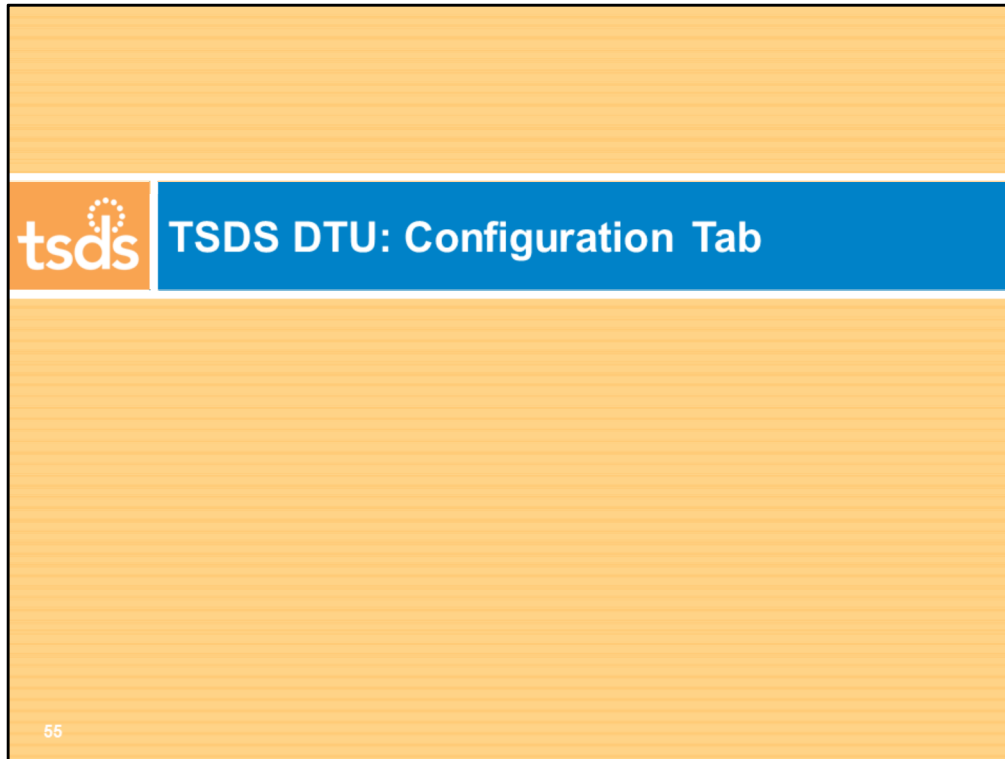
Above is an example of a Log File. The Log File provides the same information to the user as the screen display under the Log Tab. The files are organized by Day and Transfer Type (On Demand or Scheduler). We can see from this sample that this log captures all the transfers from March 14th, 2013. The TSDS DTU generates a log file for each day and each transfer type that the TSDS DTU is running.

As a note, the log files do not auto-delete.

If there is an issue with the DTU or file transfers are being interrupted to log file would be helpful to communicate support issues in TIMS. At this point, that is the primary utility of the log files at Level 1 and Level 2.

Trainer Questions:

- 1) How can a user monitor activities within the TSDS DTU?
- 2) What is one purpose of the log files?

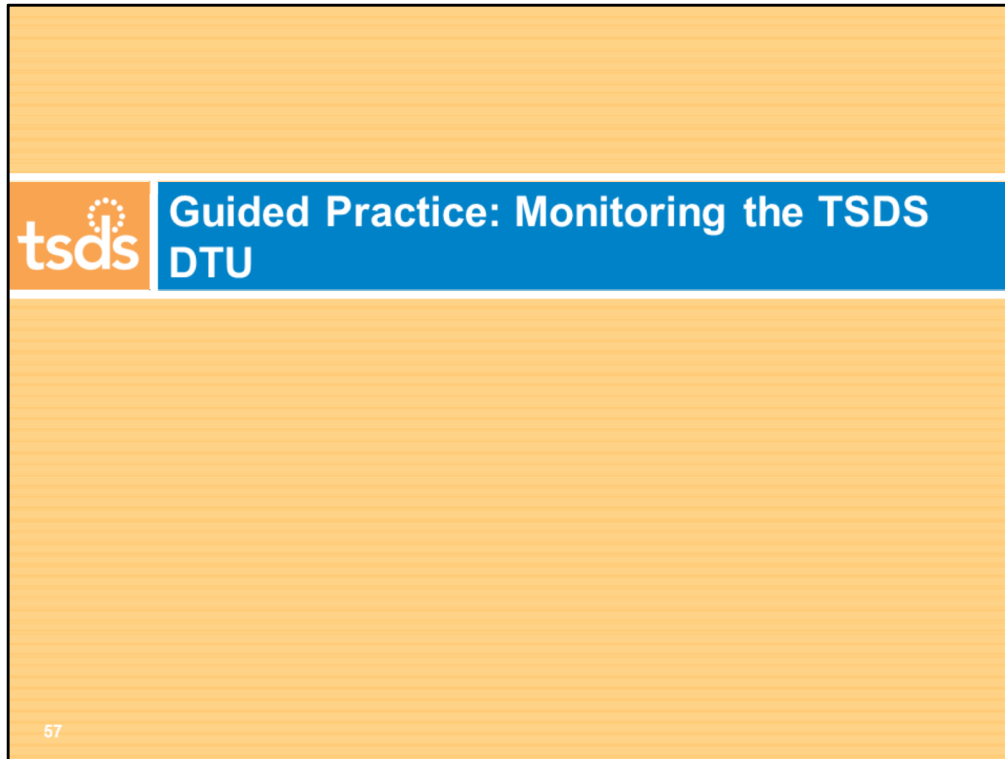


There is a Configuration Tab as well, although there are TEA owned, pre-set default values that should not be changed.

- The user can see the Configuration Tab
- Options will be greyed out
- Users can not change any default settings

The screenshot shows a web application window titled "enu Session". It has a tabbed interface with five tabs: "On Demand", "Schedule", "Recent Transfer History", "Logs", and "Configuration". The "Configuration" tab is selected and highlighted with an orange border. Below the tabs, there is a form with three input fields: "FTP Address" with the value "edm-dev6", "FTP Timeout" with the value "1", and "DTU Session Timeout" with the value "30". All three input fields are greyed out, indicating they are not editable. Below the form is a "Save" button.

Users cannot change any default settings. These options will be greyed out.



Now we are going to walk through another simulation together, this time exploring how to monitor files in the TSDS DTU and retrieve log files for support issues.

- You will complete a narrated simulation of the monitoring files in the TSDS DTU. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides.
- Let's log in to Project Share to begin

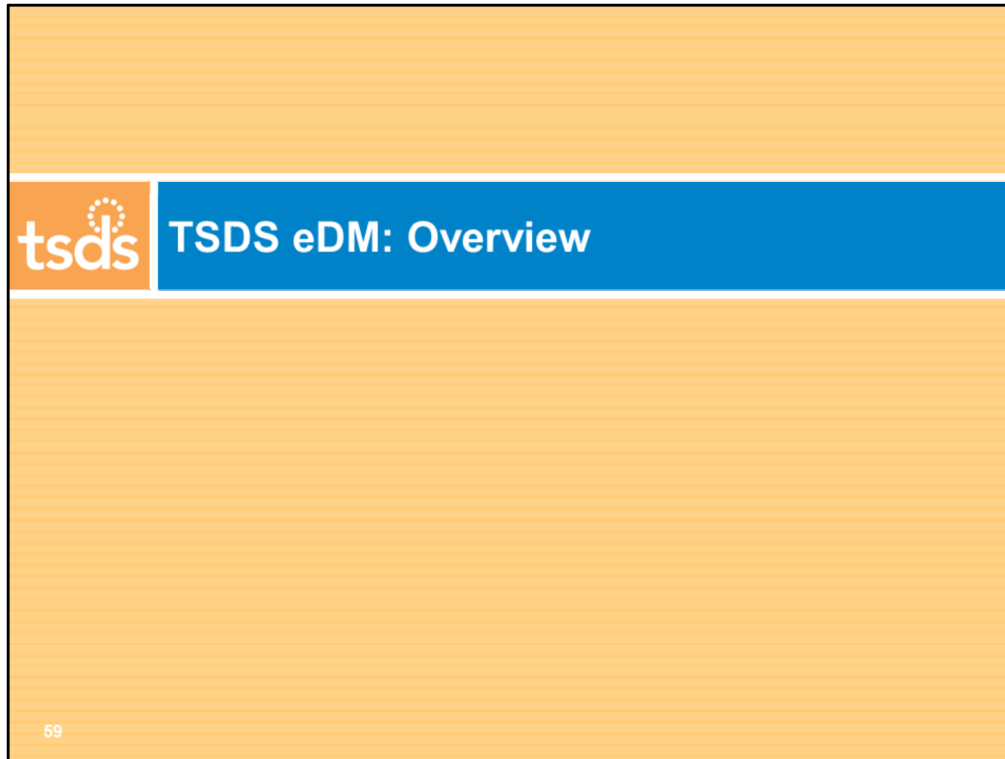
[Click Here to Begin](#)

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You will complete a narrated simulation of the monitoring files in the TSDS DTU. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides. Let's log in to Project Share to begin.

Trainer Note:

You can launch the simulation from the active link on this slide, but the participants will have to log in to Project Share to access the simulation under this course.



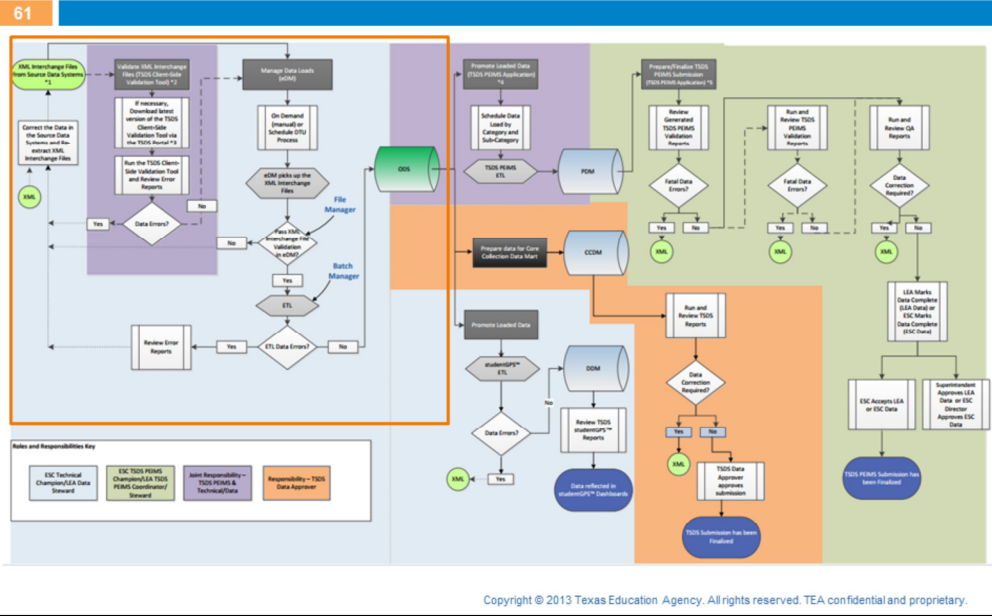
Once the user successfully transfers the XML Interchange File, TSDS eDM automatically picks up the file and begins the validation process. If the file gets through file validation and the ETL process without error, then the ODS is updated with the new records.

- TSDS eData Manager (TSDS eDM):
 - TSDS eDM automatically picks up files that have been successfully transferred by the TSDS DTU
 - Users can also manually upload XML Interchange Files through TSDS eDM
 - TSDS eDM runs the XML Interchange files through the data validations and updates the Operational Data Store
 - Error files are generated at initial file validation and again during the ETL process
 - The user can also verify that the ODS has been updated through TSDS eDM

TSDS eData Manager (TSDS eDM):

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tsds TSDS eDM: End User Process Map

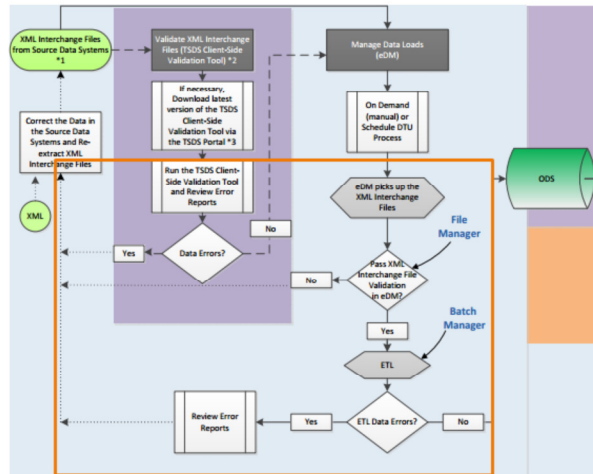


Again, let's make sure we understand where we are in the overall process. We are still focusing on the activities under Manage Data Loads.

TSDS eDM: Received XML Interchange Files

62

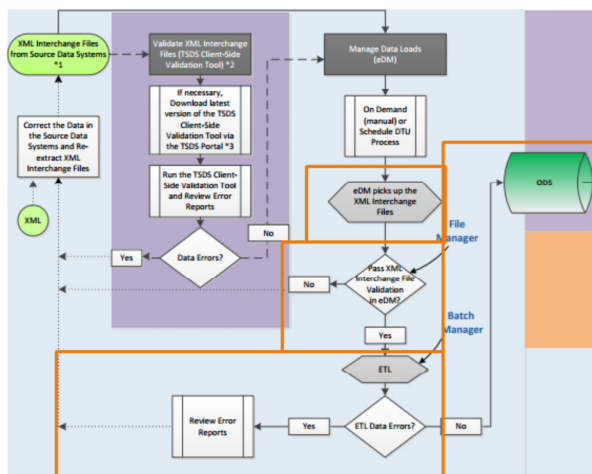
- This section discusses the process once the file has been received by TSDS eDM
- The files can be transferred by the TSDS DTU
- The files can be manually submitted



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On this latter half of the course we will focus on what happens once the TSDS DTU transfers files to TSDS eDM or the point when a user manually submits an XML Interchange File to eDM.

- TSDS eDM picks up XML Interchange file or user manually submits the file
- The data passes through file validation
 - ▢ If the file fails validation the user needs to resubmit the source system file
 - ▢ If the file passes validation, then it is passed to Batch Manager
- The ETL process kicks off
 - ▢ The ODS is updated
 - ▢ Error files may be generated



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Let's walk through what happens at each part of this stage:

Files are generally submitted to TSDS eDM automatically using the TSDS DTU to deliver the files to a monitored directory. The user also has the option of loading XML Interchange files manually.

Once the files are accepted by the system as they meet the required naming convention and file type requirements, the files are sent to the File Manager. File Manager is like a holding tank for the files before they are loaded into the warehouse. The data passes through an initial set of validations. If the XML Interchange Files do not pass validation and result in error files, the user needs to correct the data issue at the source system level and resubmit the data. If the XML Interchange File passes file validation successfully then the files are “batched” and sent along to the Batch Manager. This happens automatically unless the user manually submits the files.

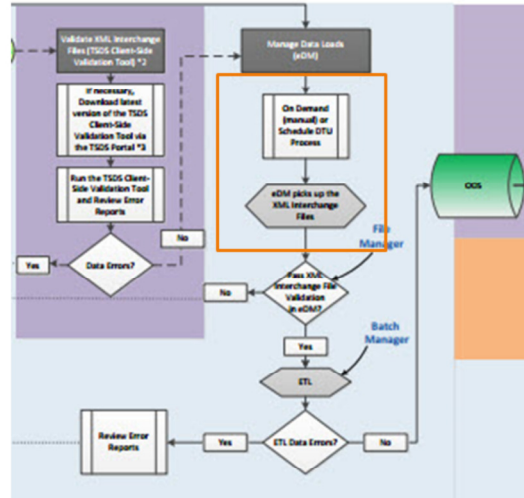
Once the Batch is received by the Batch Manager, the ETL process is kicked off. The ETL process transforms the data and inserts the warehouse with new records or updates existing records. If the ETL process completed with errors, the output file will also include files. The user will have to correct the data issues in the source system and resubmit the files.

Once the data has successfully been loaded into the ODS, the user can verify that the updates have occurred.

Trainer Questions:

- 1) What are the two methods of submitting data to TSDS eDM?
- 2) When will a user need to log in to TSDS eDM?

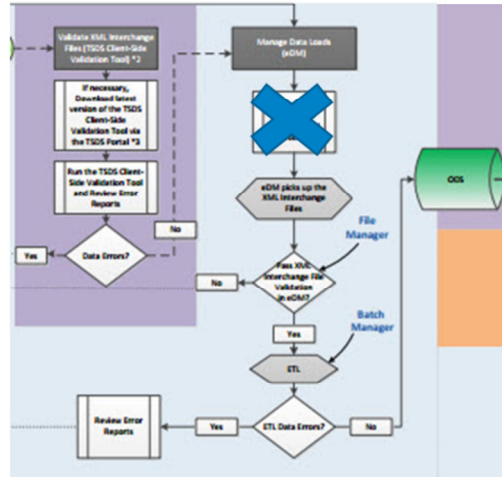
- The **recommended** method of submitting data to the TSDS eDM is by using the TSDS DTU
 - ▣ When files are submitted to eDM via the DTU, the XML Interchange files are automatically uploaded to eDM
 - ▣ The files are also automatically processed through File Manager to Batch Manager



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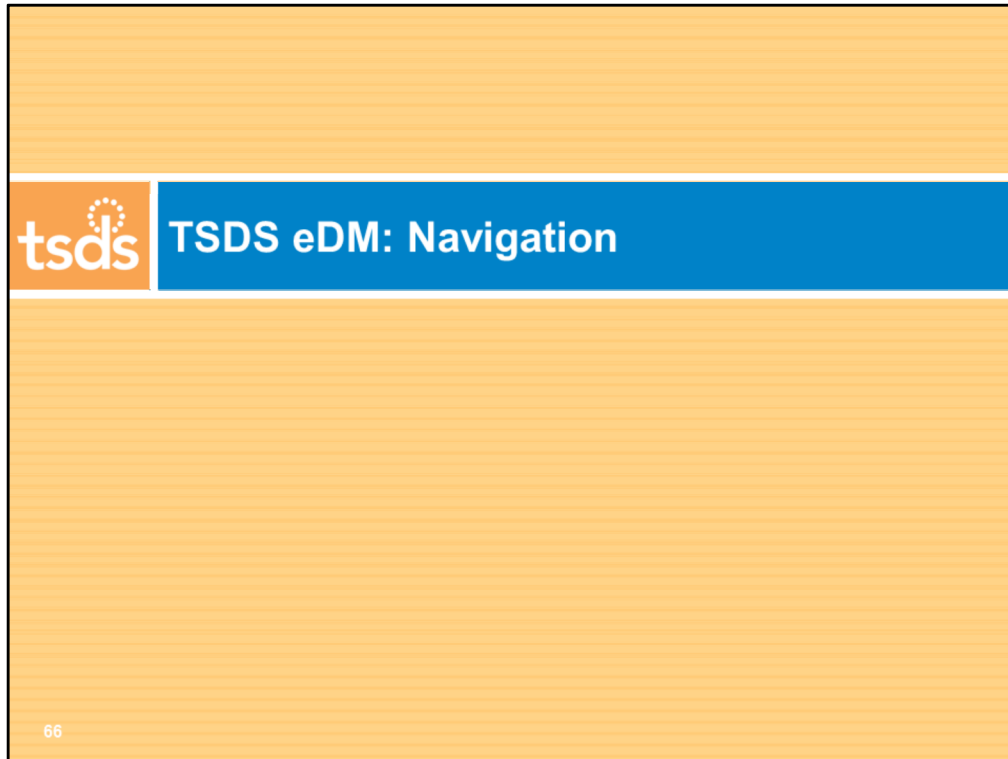
The **recommended** method of submitting data to the TSDS eDM is by using the TSDS DTU. When files are submitted to eDM via the DTU, the XML Interchange files are automatically uploaded to eDM. The files are also automatically processed through File Manager to Batch Manager.

- Users can also upload files directly to eDM
 - ▣ This is not the preferred process
- It is important to understand how to do a manual data submission
- When users upload directly to eDM, the system can accept zip files
- However, the data flow within eDM is then not automated, and users will have to manually promote files from File Manager to Batch Manager



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Users can also upload files directly to eDM. This is not the preferred process. It is important to understand how to do a manual data submission. When users upload directly to eDM, the system can accept zip files. However, the data flow within eDM is then not automated, and users will have to manually promote files from File Manager to Batch Manager.



Let's take a look at the navigation of the TSDS eDM application.

tsds

TSDS eDM: TSDS Portal Access

67

Candice Littleton [candice.desantis@tea.state.tx.us]

My Messages(0)

My Account(0)

Help

Exit

TEA - Statewide (781603) GO

tsds

texas student data system

Search

eDM Data Loads

PEIMS

Utilities

Support

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable, and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

GET STARTED

Manage Data Loads

Promote Loaded Data

Prepare/ Finalize Data

View Reports

PEIMS

PEIMS

PEIMS


if you do not see necessary permissions

Manage Data Loads

you do not have the necessary permissions.

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Once you are logged in to the TSDS Portal, access TSDS eDM through the Manage Data Loads button.



TSDS eDM: Home Page

68

TSDS | Help Desk | Exit



texas student data system

eDM Data Loads

Menu

Home

File Manager

Batch Manager

Interchange Menu

Interchange Upload

External Links

eScholar Support Portal

eScholar.com

System Messages

Date	Subject	Message
No messages available.		

Open Collections

Collection	Description
FALL_1_12_13	FALL_1_12_13
SUMR_1_11-12	SUMR_1_11-12

Welcome, [username] (Logout)

901 - LEARNING ISD

th 2013.

TSDS | Help Desk | Exit

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The application opens up to the landing page. On the left hand side, the menu options available to that user. In the center of the screen users can see System Messages posted by TEA, and the list of the Open Collections.

Trainer Note: The orange boxes are animated.

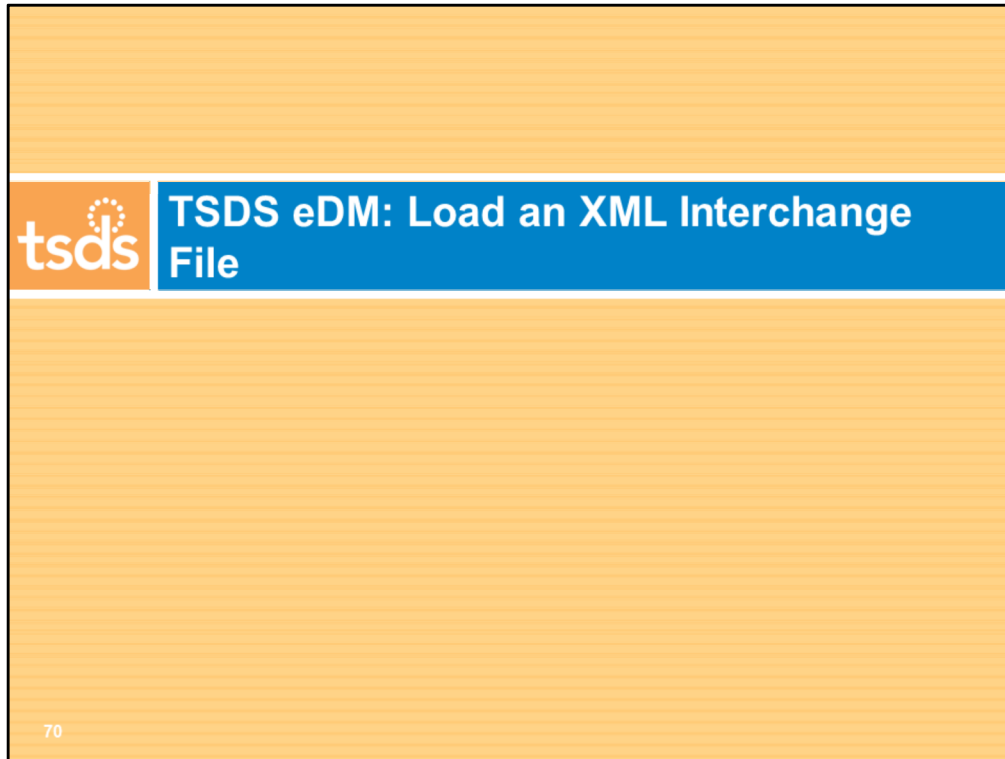
68

- The **Menu** allows the user to:
 - ▣ **Home** – return to the landing page
 - ▣ **File Manager** – review the progress of file validation
 - ▣ **Batch Manager** – monitor the progress of batches through the ETL process and verify the ODS has been inserted or updated with new records
 - ▣ **Interchange Upload** – manually submit files to the ODS

Menu
Home
File Manager
Batch Manager
Interchange Menu
Interchange Upload

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The Menu allows the user to select Home in order to return to the landing page; File Manager to review the progress of file validation; Batch Manager to monitor the progress of batches through the ETL process and to verify that the ODS has been inserted or updated with new records. The Interchange Upload link brings the user to the upload screen to manually submit files to the ODS.



The end user will have the option to manually load an XML Interchange File in lieu of transferring files through the TSDS DTU. While this is not the preferred process, it may be occasionally necessary to load data directly to eDM.



Preparing Files for eDM Submission

71

- TSDS eDM accepts single .xml files that meet the TEDS naming convention
- TSDS eDM also accepts zip files for *manual* Interchange Uploads
 - ▣ The naming convention does not apply to zip files that are manually submitted to eDM
 - Individual files within the zip file must adhere to the naming convention
 - Note, however, that eDM is not configured to accept zip files with Folders of XML Interchange Files

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TSDS eDM accepts single .xml files that meet the TEDS naming convention

TSDS eDM also accepts zip files for *manual* Interchange Uploads

The naming convention does not apply to zip files that are manually submitted to eDM

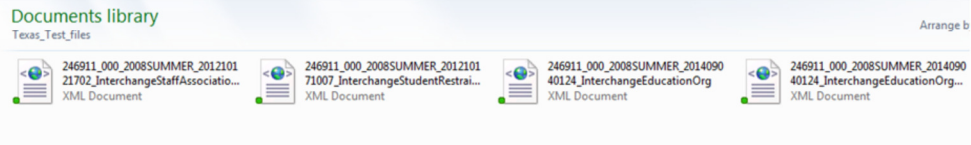
Individual files within the zip file must adhere to the naming convention

Note, however, that eDM is not configured to accept zip files with Folders of XML Interchange Files

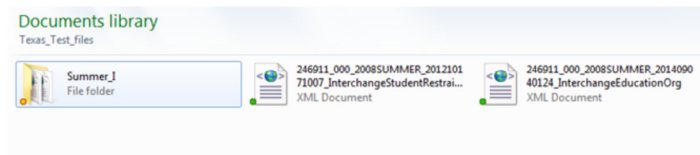
Preparing Zip Files for TSDS eDM Submission: Samples

72

- This set of files can be zipped and submitted.

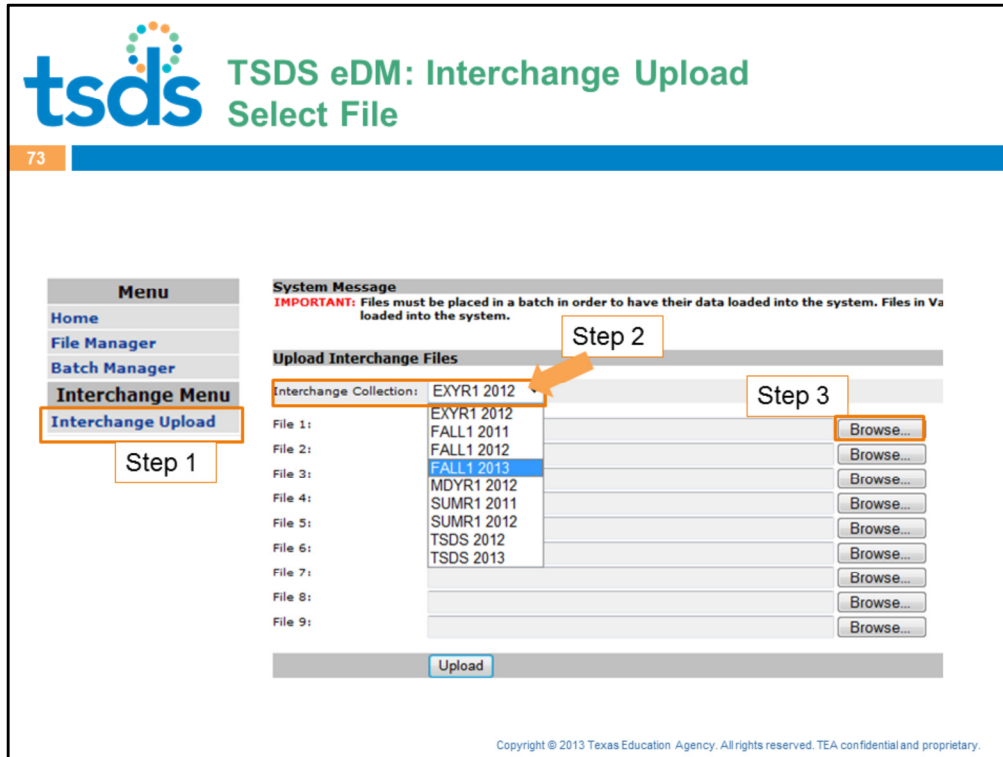


- This can't be zipped and submitted because there are folders.



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Here are samples of what can and cannot be zipped. The first example will be accepted by the system, the second will not. Remember that only TSDS eDM can accept zip files, not the other TSDS components.



At the launch of the TSDS system we will manually submit files to TSDS eDM until the process has been mastered and data issues have been worked out. Eventually this process will be automated and the majority of the time the XML Interchange files will be loaded and processed automatically. The user will not need to log on to TSDS eDM and manually upload a file, save for special circumstances. It is important, however, to understand the process if it becomes necessary.

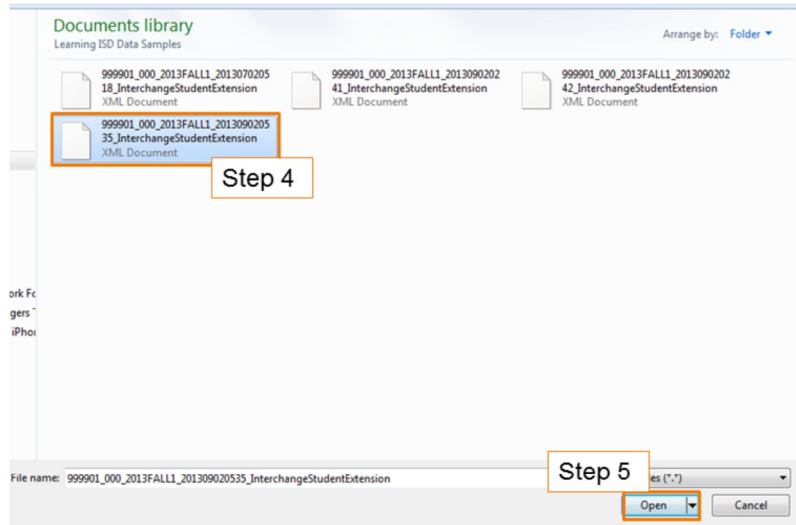
When the user selects Interchange Upload from the Menu, we arrive at the Upload Interchange Page. The user needs to select the correct Collection from the drop down menu & then select the file using Choose File/Browse.

This page may render differently if using another internet browser, although the functionality doesn't change. As a note, TSDS eDM orders the selected files in each submission into the appropriate load sequence.




TSDS eDM: Interchange Upload Open File

74



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The user selects the XML Interchange Files to be imported and selects Open.



TSDS eDM: Upload Interchange File

75

System Message
IMPORTANT: Files must be placed in a batch in order to have their data loaded into the system. Files in Validation are not loaded into the system.

Upload Interchange Files
Interchange Collection: FALL1 2013
File 1: C:\Users\LMcNicholas\Documents\Texas\Phase_II\Learning IS
File 2:
File 3:
File 4:
File 5:
File 6:
File 7:
File 8:
File 9:

Step 6

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Once the File is selected, the user clicks Upload. The file, when accepted by TSDS eDM, now goes to the File Manager. If the file doesn't meet the required naming convention, it will not be accepted.



TSDS eDM Upload Interchange File Error

76

An error has occurred.
You will need to upload all selected files again.

System Message

IMPORTANT: Files must be placed in a batch in order to have their data loaded into the system. Files in Validation OK or Validation Error will not be loaded into the system.

Upload Interchange Files

Interchange Collection: FALL1 2013 ▾

File 1: Browse...

File 2: ***Error - roll over with mouse to view.**
999901_000_2013FALL1_2013050205_InterchangeStudentExtension.xml: File Upload Error: Invalid file name. File names should be of the form _____.xml, Invalid Timestamp

File 3: Browse...

File 4: Browse...

File 5: Browse...

File 6: Browse...

File 7: Browse...

File 8: Browse...

File 9: Browse...

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TSDS eDM will reject the file and prompt the user to scroll over the file to view the error message. In this case the message indicates: Invalid file name. File names should be of the form _____.xml, Invalid Timestamp. So this file that caused the error had an invalid timestamp in the name.



TSDS eDM Upload Interchange File Error

77

An error has occurred.

You will need to upload all selected files again.

System Message

IMPORTANT: Files must be placed in a batch in order to have their data loaded into the system. Files in Validation OK or Validation failed will not be loaded into the system.

Upload Interchange Files

Interchange Collection: FALL1 2013

File 1:

 Browse...

File 2:

Error - roll over with mouse to view.
999901_000_2013FALL1_201305020243_InterchangeStudentExtension.xml: File Upload Error: File already exists in system

File 3:

 Browse...

File 4:

 Browse...

File 5:

 Browse...

File 6:

 Browse...

File 7:

 Browse...

File 8:

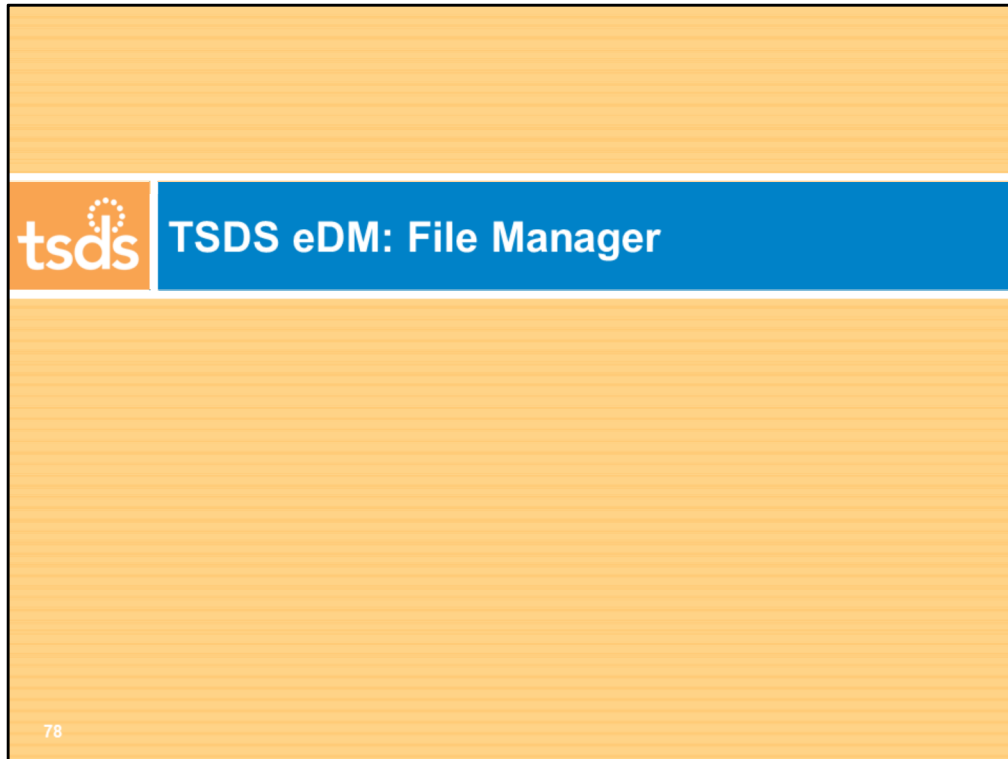
 Browse...

File 9:

 Browse...

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Likewise, if the file already exists in the system, the user will receive an error message. The user rolls over the file to view the error message. The user would have to submit a new file with a new name in order to upload the XML Interchange File to the system.




Once the file has been successfully uploaded to TSDS eDM, it is sent to File Manager. Let's explore this function next.

- The **File Manager**:
 - ▣ Runs Pre Load validations
 - ▣ Posts the status of the file
 - ▣ Shows file details
 - ▣ Allows the user to download files



The File Manager runs Pre Load Validations, so the XSD Validations. In addition to the execution of the Pre Load validations, File Manager allows the user to monitor the status of the file, view file level details and download files (both the original file and the error files). These are not ETL (also know as Load) validations. At this stage the files have not been inserted into the warehouse – they are only being run through the data checks.

If the XML Interchange passed through the TSDS Client-Side Validation Tool than the data quality will be improved and fewer errors will be generated.



eDM: File Manager Navigation

80

View log of files uploaded to eDM

Search to locate a specific file

File Manager

Uploaded Files

Search

Add to Batch

Delete

File Status: All

From: 07/28/2013

To: 08/22/2013

Filter

File ID	Collection	File Name	Uploaded Time	Status	Actions
4658	FALL1 2013	999901_000_2013FALL1_201307020518_InterchangeStudentExtension.xml	2013-08-22 17:03		
4655	FALL1 2013	999901_000_2013FALL1_201309020242_InterchangeStudentExtension.xml	2013-08-22 17:03		
4656	FALL1 2013	999901_000_2013FALL1_201309020241_InterchangeStudentExtension.xml	2013-08-22 17:03		
4655	FALL1 2013	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml	2013-08-22 17:03		
4654	FALL1 2013	999901_000_2013FALL1_201309020518_InterchangeStudentExtension.xml	2013-08-22 16:38		

Displaying 1 to 5 of 5

First

Prev

Next

Last

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Here is a larger view of the screen. We can see the two tabs at the top: Uploaded Files and Search. Uploaded files logs files upload to eDM in a queue. The Search Tab allows users to locate a specific file. The log of uploaded files is center screen, ordered by date and time. Note that each file that has been successfully submitted to eDM is assigned a File ID. This File ID helps the user track the file and is also useful in communicating support issues.

tsds

eDM: File Manager Filters & Delete

81

1) Filter files by status and date range
2) Click Filter

File Manager

Uploaded Files

Search

Add to BatchDelete

File Status: From: To: All 07/28/2013 08/22/2013 Filter

File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/> 4658	FALL1 2013	3FALL1_201307020518_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/> 4657	FALL1 2013	3FALL1_201309020242_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/> 4656	FALL1 2013	3FALL1_201309020241_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/> 4655	FALL1 2013	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/> 4654	FALL1 2013	999901_000_2013FALL1_201309020518_InterchangeStudentExtension.xml	2013-08-22 16:38		

Displaying 1 to 5 of 5


FirstPrevNextLast

1) Check the box next to target file
2) Click Delete files

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Within File Manager the user can filter results by status or date range in order to manage the files that are being viewed. Once the parameters have been selected, the user clicks Filter to apply the filters.

From this screen the user can also delete files to remove them from the list completely. First the user would have to select the check box(es) next to the target file(s) and then click Delete.



TSDS eDM: File Manager Search Tab

82

Uploaded Files

Search

Add to Batch

Delete

File Status: All

From: 02/22/2013

To: 03/19/2013

Filter

File Manager Search

Uploaded Files

Search

File ID :

File Name :

Search :


☐ Search All Available Districts

Search

User can search by File ID or File Name

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Within File Manager the Search tab allows users to search for files by File ID or by File Name.


eDM: File Manager File Status

83

File Manager

Uploaded Files

Search

Add to Batch

Delete

File Status:

From:

To:

All

07/28/2013

08/22/2013

Filter

<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/>	4658	FALL1 2013	999901_000_2013FALL1_201307020518_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/>	4657	FALL1 2013	999901_000_2013FALL1_201309020242_InterchangeStudentExtension.xml	2013-08-22		
<input type="checkbox"/>	4656	FALL1 2013	999901_000_2013FALL1_201309020241_InterchangeStudentExtension.xml	2013-08-22		
<input type="checkbox"/>	4655	FALL1 2013	999901_000_2013FALL1_2013	2013-08-22		
<input type="checkbox"/>	4654	FALL1 2013	999901_000_2013FALL1_2013	2013-08-22		

File Status

File Processing

File Rejected

Validation OK

Validation Failed

Displaying 1 to 5 of 5

Prev Next Last





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The Uploaded Files tab, however, is where the user can monitor the status of the file. The results of the Validation Process are denoted by the Validation OK or Validation Failed icons. The status will also reflect that the files have initially been received. A file is rejected **when it has invalid syntax**. Only files that receive the status of OK can be batched. Those that have failed validation or are rejected cannot.



TSDS eDM: File Manager Status Definitions


84

Icon	Title	Definition
	File Processing	TSDS eDM is running file through validations
	File Rejected	File has invalid syntax
	Validation OK	File completed validations without errors
	Validation Failed	File failed validation

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For clarification, here are the File Manager icons with titles and definitions.

Trainer notes: Read through the table elements with the group.



eDM: Refresh File Status

85

File Manager

[Uploaded Files](#)
[Search](#)

File Status: From: To:

All
07/28/2013

<input type="checkbox"/>	File ID	Collection	File Name	Time	Actions
<input type="checkbox"/>	4658	FALL1 2013	999901_000_2013FALL1_201307020518_InterchangeStudentExtension.xml	2013-08-22 17:03	
<input type="checkbox"/>	4657	FALL1 2013	999901_000_2013FALL1_201309020242_InterchangeStudentExtension.xml	2013-08-22 17:03	
<input type="checkbox"/>	4656	FALL1 2013	999901_000_2013FALL1_201309020241_InterchangeStudentExtension.xml	2013-08-22 17:03	
<input type="checkbox"/>	4655	FALL1 2013	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml	2013-08-22 17:03	
<input type="checkbox"/>	4654	FALL1 2013	999901_000_2013FALL1_201309020518_InterchangeStudentExtension.xml	2013-08-22 16:38	

Displaying 1 to 5 of 5


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Note that the eDM screens do not refresh automatically. In order to update the status of a processing file in File Manager, the user selects the blue Refresh tool on the upper right hand side of the screen. Processing times are dependent on the file size and connectivity.

From: 07/28/2013 To: 08/22/2013		Filter	
	Uploaded Time	Status	Actions
ngeStudentExtension.xml	2013-08-22 17:03		
ngeStudentExtension.xml	2013-08-22 17:03		
ngeStudentExtension.xml	2013-08-22 17:03		
ngeStudentExtension.xml	2013-08-22 17:03		
ngeStudentExtension.xml	2013-08-22 16:38		
		First Prev Next Last	

User selects the magnifying glass to view details.

When a file has completed the File Validation process the Status is either Validation OK or Validation Failed. The user can then drill down on the magnifying glass to verify detailed results of the process.



eDM: File Manager File Details

87



File Details - File ID: 4655; File Name: 999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml

General Information

Validation Information

Filename:	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml		
Associated Interchange:	StudentExtension		
Collection Name:	FALL1 2013		
Collection Id:	17		
File ID:	4655		
Batch ID:	N/A		
Uploaded Time:	2013-08-22 17:03		
File Status:	Validation OK 		
Uploaded By:	au.sysconfig		
Uploaded Time:	2013-08-22 17:03		
Uploaded Via:	HTTP		
Last Modified By:	au.sysconfig		
Last Modified Time:	2013-08-22 17:03		
Archived:	No		
Archived Time:			

Source File

File Type	File Name	Last Modified Date	Download File Content
Source File	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml	2013-08-22 17:03	 

Add to Batch
Delete
Cancel

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Within File Details the General Information tab shows all the basic information about the file, such as the Interchange, Collection, File ID, Time Stamp and the data loader. We can also see the File Status of Validation Ok.

tsds

eDM: File Manager Validation Details

88

General Information

Validation Information

Validation Start Time:

2013-08-22 17:03

Validation End Time:

2013-08-22 17:03

Total Validation Time:

0.141 seconds

Number of Applied Validations:

N/A

Validation Status:

Validation OK

Download Source File

File Contents

File Type

File Name

Last Modified Date

Download File Content

Source File

999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml

2013-08-22 17:03

Add to Batch

Delete


Cancel

Add to Batch

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Under the Validation Tab the user can see the processing statistics for the validations applied in File Manager. From this screen the user can also Download the Source File or elect to promote this file to Batch Manager by selecting Add to Batch.

The user can download the Source File or Add to Batch.



eDM: File Manager Error File

89


[General Information](#)
[Validation Information](#)

Validation Start Time: 2013-08-22 17:03

Validation End Time:




Total Validation Time: 0.0 seconds

Number of Applied Validations: N/A

Validation Status: Failed Validation 

Validation Failed

File Contents

File Type	File Name	Last Modified Date	Download File Content
Source File	999901_000_2013FALL1_201307020518_InterchangeStudentExtension.xml	2013-08-22 17:03	 
File			
error.zip			

Add to Batch


Delete

Cancel

When a file is returned with Validation Failed the user can download the Error File. Note that Add to Batch is greyed out. Only files that pass validation can be processed.

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If a file has failed validation, the user will also see that status reflected under File Details. On the lower part of the screen, under File Contents the user can download the Source File or view the Error File. The error file can be used to communicate support issues. Note that Add to Batch is greyed out. Only files that pass validation can be processed.



TSDS eDM: File Manager Add to Batch

90

***Note:** when files are transferred to eDM via DTU, this is the part of the process that is automated. Users will not have to execute these steps when files are sent to eDM through the DTU.*

File Manager
Uploaded Files

File Status: All From: 07/28/2013 To: 08/22/2013 Filter

<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/>	4658	FALL1 2013	999901_000_2013FALL1_201307020518_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/>	4657	FALL1 2013	999901_000_2013FALL1_201309020242_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/>	4656	FALL1 2013	999901_000_2013FALL1_201309020241_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input checked="" type="checkbox"/>	4655	FALL1 2013	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/>	4654	FALL1 2013	999901_000_2013FALL1_201309020518_InterchangeStudentExtension.xml	2013-08-22 16:38		


Displaying 1 to 5 of 5

Check the box next to the target file and then select Add to Batch.

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Let's go back to the demo file that passed validation. Once the XML Interchange Files pass validation (as noted by the green check mark under status), the user checks the box next the selected file and then clicks Add to Batch.

Note: when files are transferred to eDM via DTU, this is the part of the process that is automated. Users will not have to execute these steps when files are sent to eDM through the DTU.


TSDS eDM: View Batch

91

File Manager

Uploaded Files

Search

Add to Batch

View Batch

Delete

File Status: From: To:
All 07/28/2013 08/22/2013

File ID	Collection	File Name	Uploaded Time	Status	Actions
<input type="checkbox"/>	4658 FALL1 2013	999901_000_2013FALL1_201307020518_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/>	4657 FALL1 2013	999901_000_2013FALL1_201309020242_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/>	4656 FALL1 2013	999901_000_2013FALL1_201309020241_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input checked="" type="checkbox"/>	4655 FALL1 2013	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml	2013-08-22 17:03		
<input type="checkbox"/>	4654 FALL1 2013	999901_000_2013FALL1_201309020518_InterchangeStudentExtension.xml	2013-08-22 16:38		

Displaying 1 to 5 of 5

First

Prev

Next

Last

Note the check box is grayed out. Select View Batch to continue.

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Now that the file has been selected we see that the check box has been grayed out. Next the user selects View Batch to add the Batch notes and begin batching the files.

Before the user clicks Process Batch, which would batch the files and send them along to Batch Manager, there is the option to add Batch Notes. These Batch Notes help the user tag files and keep an audit trail of activity. It is recommended to enter information here pertinent to the collection, interchange and any exceptional details. Once the notes have been entered, the user selects Process Batch. There is no difference between selecting the Process Batch option at the top of the page or the bottom. Furthermore, it is not necessary to check the file again before selected Process Batch.

As a note, this example shows a single XML Interchange File being batched. The user can also batch multiple files at once.

Trainer Questions:

- 1) What processes occur in File Manager?
- 2) What do the file statuses mean? Validation Ok? File Rejected? Failed Validation?
- 3) How should the Batch Notes be used?



Guided Practice: Upload an XML Interchange File and File Manager

93

Now we are going to walk through uploading an XML Interchange File and the File Manager process together.

- You will complete a narrated simulation of Uploading an XML Interchange File and File Manager. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides.
- Let's log in to Project Share to begin

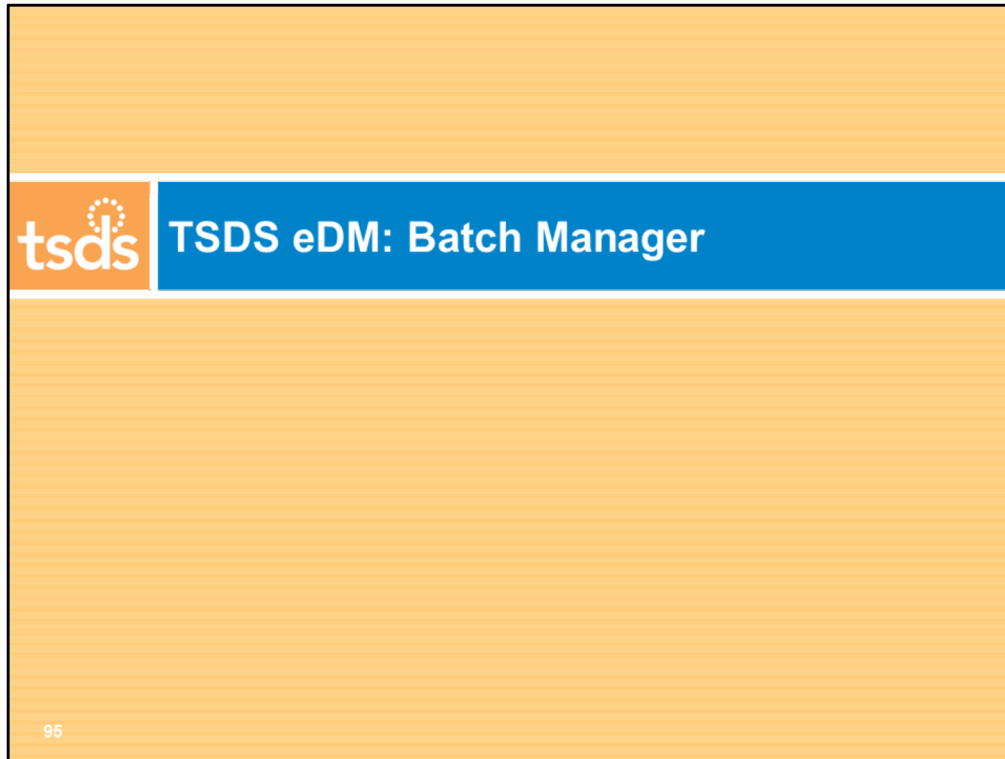
[Click Here to Begin](#)

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You will complete a narrated simulation of Uploading an XML Interchange File and File Manager. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides. Let's log in to Project Share to begin.

Trainer Note:

You can launch the simulation from the active link on this slide, but the participants will have to log in to Project Share to access the simulation under this course.



Now the XML Interchange Files have been passed along to the Batch Manager.
Let's explore the functionality of Batch Manager.



TSDS eDM: Batch Manager Functions


96

- The **Batch Manager**:
 - ▣ Executes the ETL process and runs the Load Validations (TEDS Section 3, TEDS Section 4 and TEDS Section 5 checks)
 - ▣ Monitors the status of batches
 - ▣ Produces error files generated by the ETL process
 - ▣ Allows the users to verify the ODS has been updated with new data

Menu
Home
File Manager
Batch Manager
Interchange Menu
Interchange Upload

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Batch Manager executes the actual ETL plan and runs the Load Validations – the TEDS Section 3, TEDS Section 4 and some of the TEDS Section 5 checks. Batch Manager also allows the user to monitor the status of batches, from receipt to completion. The ETL process produces error files if the batch does not pass the load validations. The user can view the details of the batch upon completion of the load plan and verify load statistics.



TSDS eDM: Batch Manager Navigation

97

View the log of batch files.

Search to locate a specific batch file

Batch Manager

Batches

Search

Hide from list **

Date From: 02/22/2013

Date To: 03/19/2013

Batch Status: All

Filter

Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
34	Data Load		2013-03-19 14:20	Failed		
33	Data Load		2013-03-19 14:18	Failed		
32	Data Load		2013-03-19 14:15	Failed		
31	Data Load		2013-03-19 14:13	Complete		
28	Data Load	Automatically created batch by user syst...	2013-03-18 10:38	Failed		
26	Data Load		2013-03-15 15:50	Complete		
25	Data Load		2013-03-15 15:45	Complete		
24	Data Load		2013-03-15 15:25	Complete		
23	Data Load		2013-03-15 11:06	Complete		
22	Data Load	stu parent	2013-03-15 11:31	Complete		

Batch ID

First

Prev


Next

Last

Displaying 1 to 10 of 13

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Here is the high level view of the Batch Manager. The user can see two tabs: Batches: where all the batches are logged; and Search: where the user can locate a specific batch. Note that the Batch has been assigned a Batch ID in place of the File ID. The Batch ID is used to track the batch and is often useful to for communicating support issues. As a side note, the user will still be able to reference the original File ID through the Batch Details.



TSDS eDM: Batch Manager Filters & Hide Batches

98

1) Filter by date or batch status
2) Click Filter

Batch Manager

Batches

Search

Hide from list

Date From:07/28/2013

Date To:08/22/2013

Batch Status:All

Filter

<input type="checkbox"/>	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
<input checked="" type="checkbox"/>	1400	Data Load	Administrative comments.	2013-08-22 19:18	Complete		
<input type="checkbox"/>	1399	Data Load	test 8_22	2013-08-22 16:30	Complete		

Displaying 1 to 2 of 2

First

Prev

Next


Last

1) Check the box next to the target batch
2) Click Hide from List

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Just like in File Manager, the user can select filters to manage the batches that appear in the list. The user can set date ranges or filter by Batch Status. After making the appropriate selections, the user selects Filter.

The user can also elect to hide a batch by checking the box(es) next to the target batch(es) and then clicking on Hide from List. The user cannot **delete** a batch, but using this function can hide Batches from the main view. This is really just for administrative purposes, to help keep the Batch Manager list organized.

 **TSDS eDM: Batch Manager Search Tab**

99

[Batches](#)

Search

Search By: ☒ Batch ID ☐ Comments ☐ Status ☐ Hidden Batches ☐ Template

Batch ID :

Search

 *Results returned a limited to a maximum of 200 records.

Users can search by

☐ Batch ID

☐ Comments


☐ Status

☐ Hidden Batches

☐ Template *Restricted to sys admins*

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The user can also select the Search Tab to locate a target batch by Batch ID, Comments, Status or Hidden Batches. The user selects the radio button to set desired search parameters. While the user will see Template as another search option, this is a function reserved for system administrators.


TSDS eDM: Batch Status

100

Batch Manager

Batches

Search






Hide from list **

Date From: 07/28/2013


Date To: 08/22/2013

Batch Status: All


Filter

Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
1400	Data Load	Administrative comments.	2013-08-22 19:18	Complete		
1399	Data Load	test 8_22	2013-08-22 16:30			


Displaying 1 to 2 of 2




Ready to Process




Processing



Complete w/o Errors



Complete w/ Errors



Load Plan Failed

Previous

Next

Last

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The Batch Manager shows the status of the batch. The Batch Manager will display an icon when the system is Ready to Process and when the batch is Processing. Likewise, the Batch Manager will show the ETL results with the Complete without Errors and Complete with Errors icons. The status will also reflect when the load plan has failed.

100



TSDS eDM: Batch Status Definition


101

Icon	Title	Definition
	Batch Received	Batch was received in Batch Manager.
	Processing	Batch Manager is executing ETL process.
	Complete w/o errors	Load Plan completed without errors.
	Complete w/ errors	Load Plan Completed with errors.
	Load Plan failed	Load Plan failed. The plan didn't run to completion.

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As clarification, here is the table of Batch Manager icons with titles and definitions.

Trainer notes: Read through the table elements.



TSDS eDM: Batch Processing

102

Batch Manager

Batches

Search




Hide from list

Date From: 07/28/2013

Date To: 08/22/2013

Batch Status: All

Filter

<input type="checkbox"/>	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
<input type="checkbox"/>	1401	Data Load	Demo processing	2013-08-22 19:25	Processing		
<input type="checkbox"/>	1400	Data Load	Administrative comments.	2013-08-22	Complete		
<input type="checkbox"/>	1399	Data Load	test_8_22				

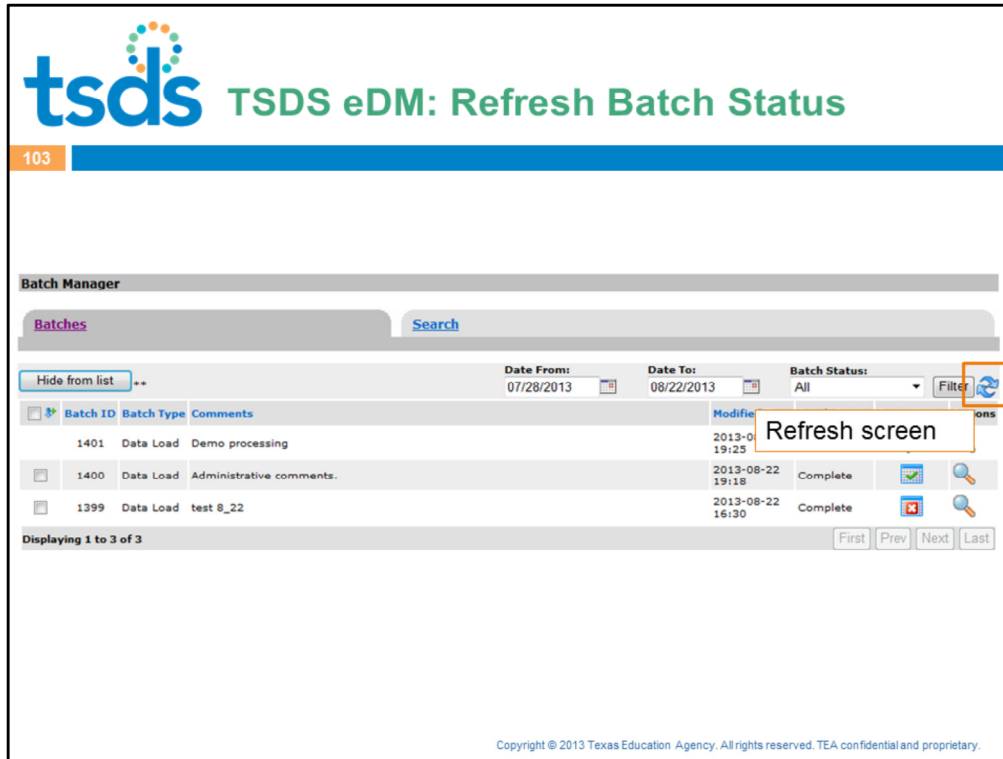
Displaying 1 to 3 of 3

First Prev Next Last

The Batch is processing


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Let's come back to the demo file that we batched in File Manager. The File is now called a Batch, and a Batch ID has been assigned. We can see from the status that the Batch is processing.



Just as in File Manager, the Batch Manager screen doesn't automatically refresh the Batch Status. The user selects the blue refresh tool on the upper right hand side of the screen to refresh the batch status.

Batch processing times depend on the size of the batches as well as connectivity. Generally the batch processing time runs longer than File Validation.



TSDS eDM: View Batch Details

104

Batch Manager

Batches

Search

Hide from list

Date From: 07/28/2013

Date To: 08/22/2013

Batch Status: All

Filter

	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
<input type="checkbox"/>	1401	Data Load	Demo processing	2013-08-22 19:26	Complete		
<input type="checkbox"/>	1400	Data Load	Administrative comments.	2013-08-22 19:18	Complete		
<input type="checkbox"/>	1399	Data Load	test 8_22	2013-08-22 16:30	Complete		


Displaying 1 to 3 of 3

FirstPrevNextLast

Users select the magnifying glass to view details

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Once the Batch has finished processing the Batch Status column is updated to Complete. The user can then select the magnifying glass next to the target batch to view the batch details.



TSDS eDM: Batch Details No Errors

105

Batch Details


Batch ID: 1400

Auto Batched: No

Last Modified: 2013-08-22



Batch Status: Complete

Priority: MEDIUM

Data Status: 

Comments:

[Edit Comments](#)

File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
4655FALL1	2013	999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml	2013-08-22	Plan Complete		

Displaying 1 to 1 of 1


[First](#) [Prev](#) [Next](#) [Last](#)

Users select the magnifying glass to view additional details

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On the Batch Details Page the user can view the Batch ID, the Auto-Batched Indicator (Y/N), Last Modified Date, Batch Status, Priority and Data Status. The user can likewise see the original File ID, the File Name and Uploaded Time.

Using the magnifying glass the user can drill down another layer to verify the results of the ETL Process.


TSDS eDM: ETL Information

106

File Details - Batch ID: 1400; File ID: 4655; File Name: 999901_000_2013FALL1_201309020535_InterchangeStudentExtension.xml

General Information
Validation Information
ETL Information

Status:

ETL Plan Start:

ETL Plan End:

Processing start and end times

Plan Complete

2013-08-22 19:18

2013-08-22 19:18

Table Statistics

Records Inserted - STUDENT_FACT :	0
Records Inserted - STUD_SNAPSHOT_ADDRESS :	0
Records Inserted - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Records Inserted - STUD_SNAPSHOT_IDENT_VALUE :	0
Records Inserted - STUD_SNAPSHOT_PHONE :	0
Rows Source No Change - STUDENT_FACT :	0
Rows Source No Change - STUD_SNAPSHOT :	2
Rows Source No Change - STUD_SNAPSHOT_ADDRESS :	0
Rows Source No Change - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Rows Source No Change - STUD_SNAPSHOT_IDENT_VALUE :	4
Rows Source No Change - STUD_SNAPSHOT_PHONE :	0
Rows Updated - STUDENT_FACT :	0
Rows Updated - STUD_SNAPSHOT :	0
Rows Updated - STUD_SNAPSHOT_ADDRESS :	0
Rows Updated - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Rows Updated - STUD_SNAPSHOT_IDENT_VALUE :	0
Rows Updated - STUD_SNAPSHOT_PHONE :	0

of new records inserted

of records submitted, but not changed

of existing records updated

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Now we are on the ETL Information tab of the Batch Details. Note that the user can still select the Validation Information or the General Information tab to review the file history within TSDS eDM.

The top of the screen shows the Status of the load plan as well as the start and end times for the plan to process.

The next section of the screen shows the individual table statistics – specifically how many records were inserted in each table. Note that the XML Interchange Files may insert or update multiple tables within the ODS. If the records are new, then they are inserted into the target table. If the records submitted already exist in the warehouse and there are no changes, then the record if submitted but no changes are reflected. If the records submitted already exist in the warehouse, but provide new information the records will be counted as updated.

Trainer note: The orange box is animated.



TSDS eDM: ETL Generated Files

107

Table Statistics

Records Inserted - STUDENT_FACT :	0
Records Inserted - STUD_SNAPSHOT_ADDRESS :	0
Records Inserted - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Records Inserted - STUD_SNAPSHOT_IDENT_VALUE :	0
Records Inserted - STUD_SNAPSHOT_PHONE :	0
Rows Source No Change - STUDENT_FACT :	0
Rows Source No Change - STUD_SNAPSHOT :	2
Rows Source No Change - STUD_SNAPSHOT_ADDRESS :	0
Rows Source No Change - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Rows Source No Change - STUD_SNAPSHOT_IDENT_VALUE :	4
Rows Source No Change - STUD_SNAPSHOT_PHONE :	0
Rows Updated - STUDENT_FACT :	0
Rows Updated - STUD_SNAPSHOT :	0
Rows Updated - STUD_SNAPSHOT_ADDRESS :	0
Rows Updated - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Rows Updated - STUD_SNAPSHOT_IDENT_VALUE :	0
Rows Updated - STUD_SNAPSHOT_PHONE :	0


ETL Generated Files

ETL Generated Files

File	Records	Last Modified Date	View File Content
StudentExtension_LP.log	3	2013-08-22 19:18	
StudentExtension_LP_PARAMS.txt	25	2013-08-22 19:18	

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Further down on the same screen the user can also view the files generated by the ETL process. In this case, as the load plan completed without errors, the only files generated were the log file & the load plan parameters. Note that the user can select the magnifying glass icon to View File Content.




TSDS eDM: Log File

108

ETL Generated Files

File	Records	Last Modified Date	View File Content
StudentExtension_LP.log	3	2013-08-22 19:18	
StudentExtension_LP_PARAMS.txt	25	2013-08-22 19:18	

Filename: StudentExtension_LP.log

Action: [Download File](#) 

File Preview


Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

```
[WHITESNAKE]7140[5088][SAPPCOM][INFO][8/22/2013 7:18:38 PM][(44992A07-BFAF-4680-8589-FAD06D15CF72)][E:\Work\BatchManager\edem_batch_1400\edem_plan_exec_3629\StudentExtension_LP.log]
Plan Execution: Plan[Texas\Interchanges\StudentExtension] Completed 8/22/2013 7:18:38 PM
The Batch Tag for the Plan Execution [Texas\Interchanges\StudentExtension] is 3415
```

The Batch Tag may be helpful when communicating support issues.

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We will explore these files more during the Guided Practice, but let's take a quick look at the load plan log file. The Batch Tag, highlighted above, may be needed to communicate a support issue. Note that the user can download the log file from this screen.











eDM: Batch Details Complete
with Errors

109

Batch Details

Batch ID: 1399
Auto Batched: No
Last Modified: 2013-08-22
Batch Status: Complete
Priority: MEDIUM
Data Status: 

Comments: test 8_22

File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
4653	FALL1 2013	999901_000_2013FALL1_201308020535_InterchangeStudentExtension.xml	2013-08-22	Plan Complete		
4650	FALL1 2013	999901_000_2013FALL1_201308020241_InterchangeStudentExtension.xml	2013-08-22	Plan Complete		
4651	FALL1 2013	999901_000_2013FALL1_201308020242_InterchangeStudentExtension.xml	2013-08-22	Plan Complete		
4652	FALL1 2013	999901_000_2013FALL1_201308020518_InterchangeStudentExtension.xml	2013-08-22	Plan Complete		

Displaying 1 to 4 of 4
First Prev Next Last


Users select the magnifying glass to view additional details

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When the plan completes with errors, the user will access the batch details following the same path. On the Batch Details Page the user can view the Batch ID, the Auto-Batched Indicator (Y/N), Last Modified Date, Batch Status, Priority and Data Status. The user can likewise see the original File ID, the File Name and Uploaded Time.

Using the magnifying glass the user can drill down again to see verify the results of the ETL Process.

109


eDM: ETL Generated Error Files

110

General Information

Validation Information

ETL Information

Status:

Plan Complete with Errors

ETL Plan Start:

2013-08-22 16:30

ETL Plan End:




2013-08-22 16:30

Table Statistics

Records Inserted - STUDENT_FACT :	0
Records Inserted - STUD_SNAPSHOT_ADDRESS :	0
Records Inserted - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Records Inserted - STUD_SNAPSHOT_IDENT_VALUE :	0
Records Inserted - STUD_SNAPSHOT_PHONE :	0
Rows Source No Change - STUDENT_FACT :	0
Rows Source No Change - STUD_SNAPSHOT :	0
Rows Source No Change - STUD_SNAPSHOT_ADDRESS :	0
Rows Source No Change - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Rows Source No Change - STUD_SNAPSHOT_IDENT_VALUE :	0
Rows Source No Change - STUD_SNAPSHOT_PHONE :	0
Rows Updated - STUDENT_FACT :	0
Rows Updated - STUD_SNAPSHOT :	0
Rows Updated - STUD_SNAPSHOT_ADDRESS :	0
Rows Updated - STUD_SNAPSHOT_EMAIL_ADDRESS :	0
Rows Updated - STUD_SNAPSHOT_IDENT_VALUE :	0
Rows Updated - STUD_SNAPSHOT_PHONE :	0

ETL Generated Files: Error File

ETL Generated Files

File	Records	Last Modified Date	View File Content
ERROR_StudentExtension_20130822.TAB	1	2013-08-22 16:30	
StudentExtension_LP.log	3	2013-08-22 16:30	
StudentExtension_LP_PARAMS.txt	25	2013-08-22 16:30	

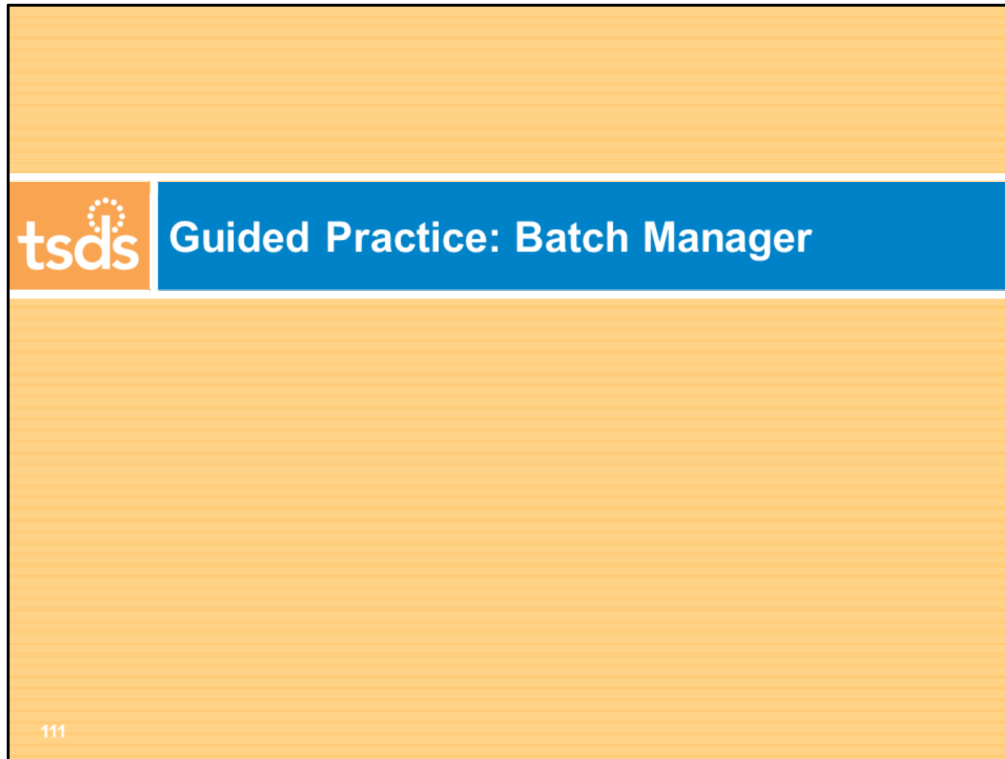
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When the plan completes with errors, the user still sees the log file and the load plan parameters under the ETL Generated Files section. However, the error files will also be there – one file per type of error instance. In this example, there is one record in error in the StudentExtension file. From this screen the user can select View File Content to review the error message and communicate support issues.

We will discuss the action steps for the error files in a later section.

Trainer Questions:

- 1) What process occurs in the Batch Manager?
- 2) What are the possible end results of the validation process?
- 3) How does a user verify that the ODS has been updated?



Now we are going to walk through the Batch Manager together and verify that the ODS has been updated using a software simulation.

- You will complete a narrated simulation of Batch Manager. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides.
- Let's log in to Project Share to begin

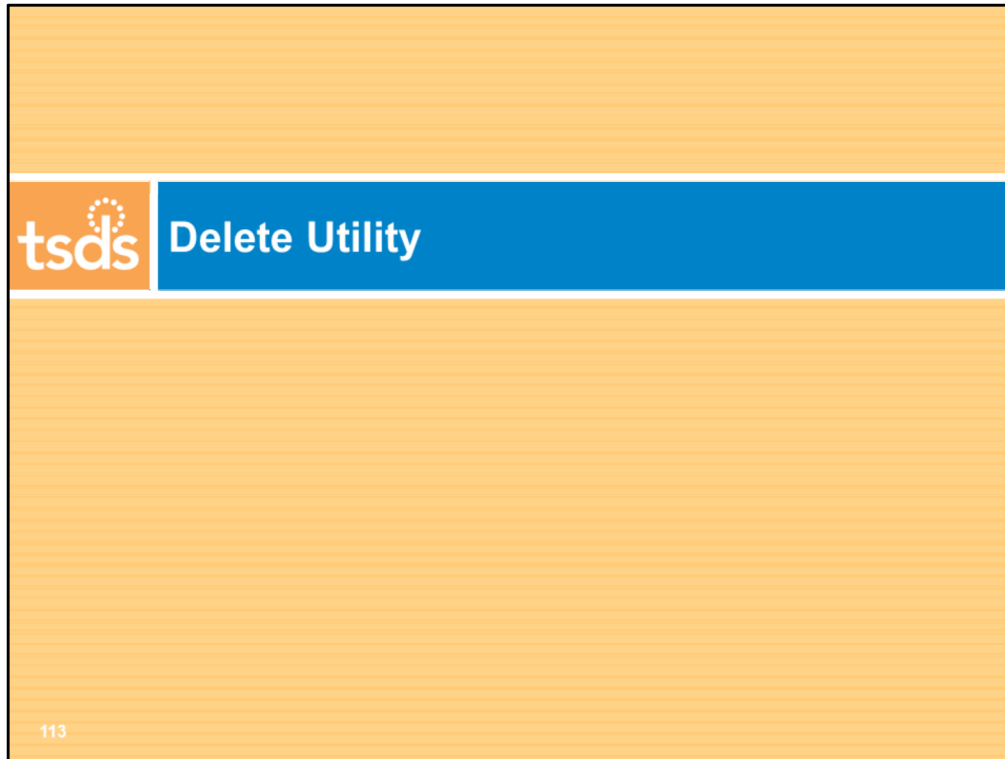
[Click Here to Begin](#)

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You will complete a narrated simulation of Batch Manager. The narration will walk you through the process step by step. This is a user-driven simulation, so your screen selections will advance the slides. Let's log in to Project Share to begin.

Trainer Note:

You can launch the simulation from the active link on this slide, but the participants will have to log in to Project Share to access the simulation under this course.



We have access to a Delete Utility through the eData Manager in order to perform select deletes for the Dashboard Collections. This is not used for PEIMS data. The Delete Utility can delete records in the ODS that cannot be updated through a new data submission. Only a handful of Deletes are available and should be used selectively. Ideally the data going into the ODS should be right in the first place.

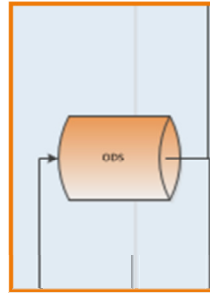


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Trainer notes:

114

Once data has been loaded into the ODS, certain "deletes" can be executed through eDM



Once data has been loaded into the OSD, certain deletes can be executed through eDM.

tsds

Accessing the Delete Utility

116

DTU Package | TSDS | Help Desk | Exit

tsds

texas student data system

eDM Data Loads

Welcome, dist061902 [Logout]
061902 - 061902 Agency

Menu

Home

File Manager

Batch Manager

Delete Utility

Interchange Menu

Interchange Upload

External Links

eScholar Support Portal

eScholar.com

1) The Delete Utility is accessed through the eDM Menu.

2) The Delete Utility opens up in a new tab

Search

File Status: From: To: Filter

All 03/06/2014 03/31/2014

Uploaded Time Status Actions

First Prev Next Last

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The Delete Utility is accessed through the eDM Menu. The Delete Utility opens up in a new tab. eDM remains open in the original tab. Only LEA level users have access to the Delete Utility – not Campus Users.

tsds Delete Utility Homepage

117

tsds

1) The menu options are My Deletes and New Delete Request

My Deletes

New Delete Request

Login Id	Delete Name	Rows Deleted	Date Executed	Audit Params	Comments	Status	Action
No records found.							

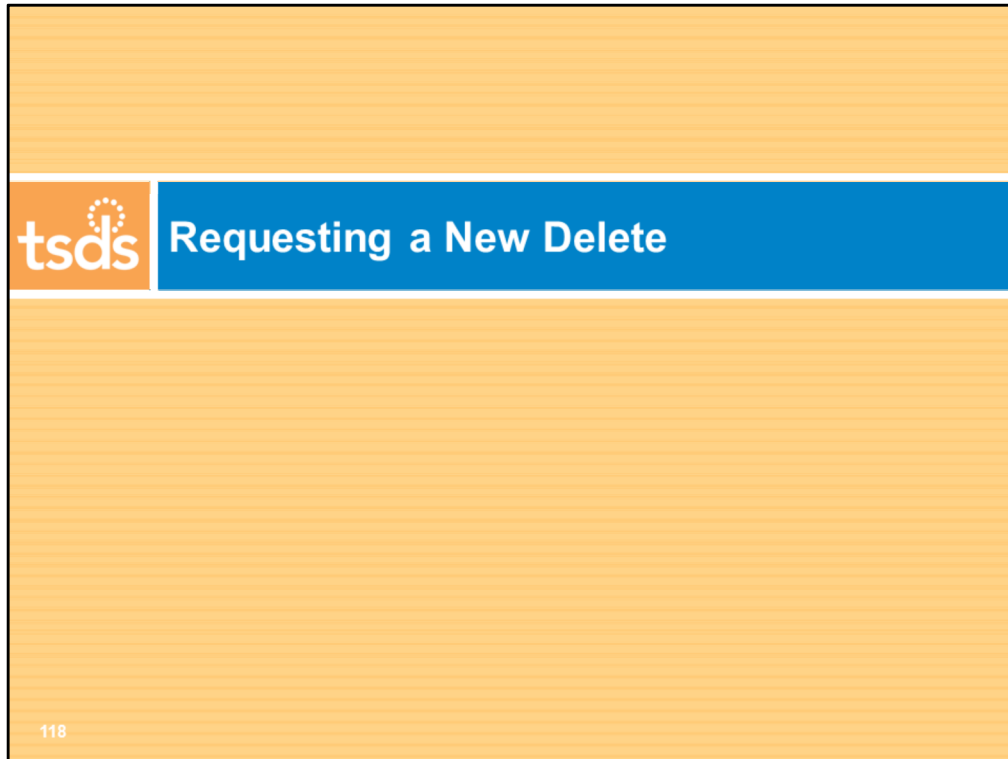
Displaying 1 to 0 of 0

FirstPrevNextLast











2) The home page lists all the deletes that have been executed

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The home page of the Delete Utility has a rolling list of all the deletes that have been executed. In this case, no deletes have been executed yet. The menu shows My Deletes and New Delete Requests.



Now let's go ahead

New Delete Request		
Collection Name	Delete Name	Action
2014 TSDS	Delete Course Transcripts for Dashboard - Interchange Student Grade Extension	
2014 TSDS	Delete Staff Education Org Assignment Association for Dashboard - Interchange Staff Association Extension	
2014 TSDS	Delete Student Academic Record for Dashboard - Interchange Student Grade Extension	
2014 TSDS	Delete Student Attendance for Dashboard - Interchange Student Attendance Extension	
2014 TSDS	Delete Student D	
2014 TSDS	Delete Student S	
2014 TSDS	Delete Student S	
2014 TSDS	Delete Teacher School Association for Dashboard - Interchange Staff Association Extension	
2014 TSDS	Delete Teacher Section Association for Dashboard - Interchange Staff Association Extension	
2014 TSDS	Deletes Student Programs for Dashboard - Interchange Student Program Extension	

Users can see the Delete Name and associated collection for the deletes that are currently available

From this screen users can see the name of the Delete and the Collection to which it belongs. These are the deletes that are currently available.



Currently Available Deletes

120











Delete Course Transcript – Interchange Student Grade Extension	Delete Staff Education Org Assignment Association for Dashboard – Interchange Staff Association Extension
Delete Student Academic Record for Dashboard – Interchange Student Grade Extension	Delete Student Attendance for Dashboard – Interchange Student Attendance Extension
Delete Student Grades for Dashboard – Interchange Student Grade Extension	Delete Student School Association for Dashboard – Interchange Student Enrollment Extension
Delete Student Section Association for Dashboard – Interchange Student Enrollment Extension	Delete Teacher School Association for Dashboard – Interchange Staff Association Extension
Delete Teacher Section Association for Dashboard – Interchange Staff Association Extension	Delete Student Programs for Dashboard – Interchange Student Program Extension

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Here is the list of currently available deletes.

Trainer note:

Read through the table of deletes & make sure the users understand the deletes.

New Delete Request		
Collection Name	Delete Name	Action
2014 TSDS	Delete Course Transcripts for Dashboard - Interchange Student Grade Extension	
2014 TSDS	Delete Staff Education Org Assignment Association for Dashboard - Interchange Staff Association Extension	
2014 TSDS	Delete Student Academic Record for Dashboard - Interchange Student Grade Extension	
2014 TSDS	Delete Student Attendance for Dashboard - Interchange Student Attendance Extension	
2014 TSDS	Delete Student Grades for Dashboard - Interchange Student Grade Extension	
2014 TSDS	Delete Student School Association for Dashboard - Interchange Student Enrollment Extension	
2014 TSDS	Delete Student Section Association for Dashboard - Interchange Student Enrollment Extension	
2014 TSDS	Delete Teacher School Association for Dashboard - Interchange Staff Association Extension	
2014 TSDS	Delete Teacher Section Association for Dashboard - Interchange Staff Association Extension	
2014 TSDS	Deletes Student Programs for Dashboard - Interchange Student Program Extension	

Select the arrow to launch the target delete

Once you know what Delete you need to execute, select the blue arrow to launch.

1) Review the Delete and description

Delete Staff Education Org Assignment Association for Dashboard - Interchange Staff Association Extension
 Description - This delete procedure will delete data from the following tables: STAFF_ASSIGNMENT, STAFF_ASSIGNMENT_GRADE_LEVEL, STAFF_ASSIGNMENT_SUBJECT_AREA

District Code 061902

Delete 3/31

Comments*

2) Add administrative comments

Preview Delete

3) Preview Delete

On the following screen the user needs to review the Delete and the description, add any pertinent administrative comments and then preview the selected delete.



Delete Summary

123

Delete Staff Education Org Assignment Association for Dashboard - Interchange Staff Association Extension

Description - This delete procedure will delete data from the following tables: STAFF_ASSIGNMENT, STAFF_ASSIGNMENT_GRADE_LEVEL, STAFF_ASSIGNMENT_SUBJECT_AREA

District Code - 061902

Comments - Delete 3/31

Confirm Delete

Cancel

Delete Summary

STAFF_ASSIGNMENT	12889
STAFF_ASSIGNMENT_GRADE_LEVEL	0
STAFF_ASSIGNMENT_SUBJECT_AREA	0

The Delete Summary shows how many records will be deleted from each table

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The Delete Summary shows how many records will be deleted from each table.

Review the records in the preview pane or download into Excel

STAFF_ASSIGNMENT_KEY	GRADE_LVL_KEY	ASSIGNMENT_DISTRICT_KEY	SCHOOL_YEAR	MODIFIED_DATE	BATCH_ID	ROW_INDICATOR	MODIFIED_INDICATOR	PLAN_EXECUTION_ID
----------------------	---------------	-------------------------	-------------	---------------	----------	---------------	--------------------	-------------------

STAFF_ASSIGNMENT_KEY	SUBJECT_AREA_DESC	ASSIGNMENT_DISTRICT_KEY	SCHOOL_YEAR	MODIFIED_DATE	BATCH_ID	ROW_INDICATOR	MODIFIED_INDICATOR	PLAN_EXECUTION_ID
----------------------	-------------------	-------------------------	-------------	---------------	----------	---------------	--------------------	-------------------



Description of the Delete

125

- Data will only be deleted for that table and grain.
- For example if the Delete is for Programs Fact the command will delete all Programs Fact records loaded for the dashboard for that LEA.

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Data will only be deleted for that table and grain. For example if the Delete is for Programs Fact the command will delete all Programs Fact records loaded for the dashboard for that LEA.

LISA McNICHOLES																									
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW																									
Clipboard Font Alignment Number										General Conditional Format as Cell Insert Delete Format															
Format Painter Font Alignment Number										Formatting Tables Styles Cells Editing															
DISTRICT_KEY																									
DISTRICT	STAFF_KEY	ASSIGNMENT	PERIOD	LOCATION	ASSIGNMENT	COMPLETION	SCHOOL	ASSIGNMENT	ASSIGNMENT	ASSIGNMENT	CERT	TYP	CERT	ARE	GL	FUND	PROGRAM	QUALIFIER	SUBJECT	SUBJECT	PCT	TIME	FIELD		
1	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
2	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
3	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
4	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
5	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
6	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
7	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
8	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
9	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
10	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
11	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
12	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
13	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
14	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
15	21	173	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
16	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
17	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
18	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
19	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
20	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
21	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
22	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		
23	21	172	5494	36	00:00.0	null	00:00.0	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null		

Once the file is downloaded, the user can review the records to be deleted.



Confirm or Cancel the Delete Request

127

Delete Staff Education Org Assignment Association for Dashboard - Interchange Staff Association Extension

Description - This delete procedure will delete data from the following tables: STAFF_ASSIGNMENT, STAFF_ASSIGNMENT_GRADE_LEVEL, STAFF_ASSIGNMENT_SUBJECT_AREA

District Code - 061902

Comments - Delete 3/31

Confirm Delete

Cancel

Delete Summary

STAFF_ASSIGNMENT

12889

STAFF_ASSIGNMENT_GRADE_LEVEL

0

STAFF_ASSIGNMENT_SUBJECT_AREA

0

Once the records have been reviewed, the user can elect to Confirm or Cancel the delete. Confirming the delete sends the command to execute.

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Welcome, testuser [\[Sign Out\]](#)

System Message

Your delete request is being processed. An email message will be sent once your request has been processed.

- Once the Delete Request has been submitted a confirmation page will be displayed
- The delete will appear on the home page with a status of pending
- It may take up to ten minutes to execute the Delete Request depending on the volume of activity



Error Message: Batch Processing

129

New Delete Request

<u>Collection Name</u>	<u>Delete Name</u>	Action
Summer Collection	Delete Staff Assignment by Assignment Date	

***Note: The following deletes are not enabled because there is a batch loading for your LEA

Delete Request

<u>Collection Name</u>	<u>Delete Name</u>
2011 Summer	Delete Staff Assignment by Assignment Date
2011 Summer	Delete Student Snapshot by District, School Year, and Snapshot Date

- The user cannot delete while a batch is in queue or processing for that collection
- If the user attempts a delete they will receive an error message
- However, batches can be processing if a Delete command has been executed

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Delete Utility Simulation

130

- The instructor will lead you through this simulation
- This activity can also be found under this course in Project Share

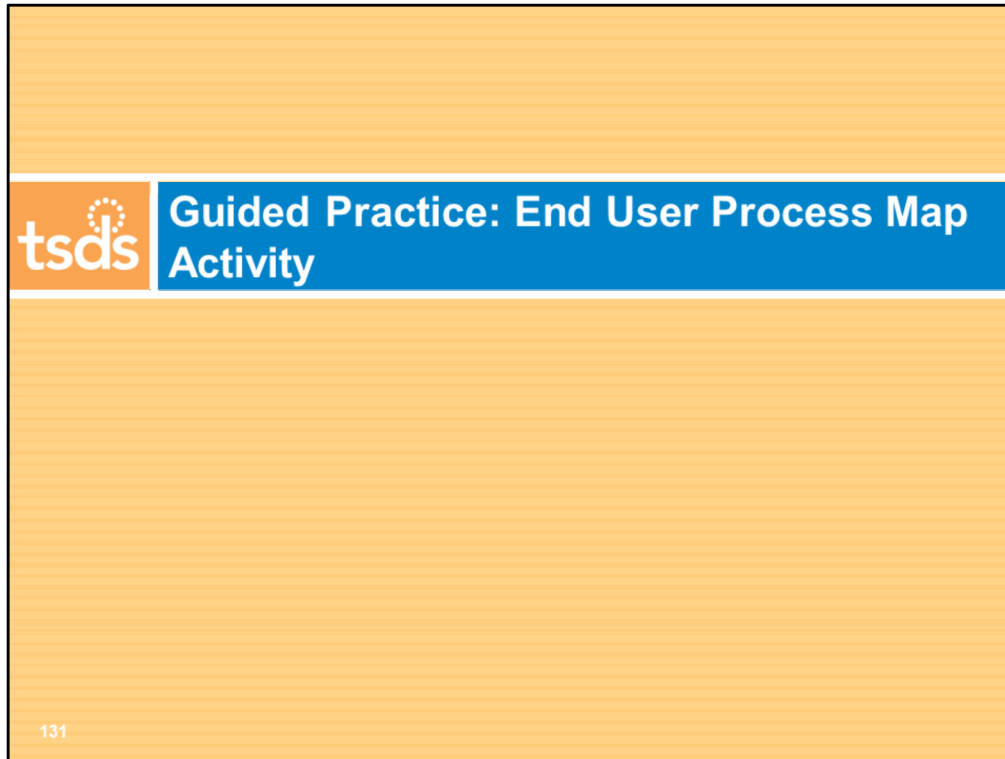
www.projectsharetx.org

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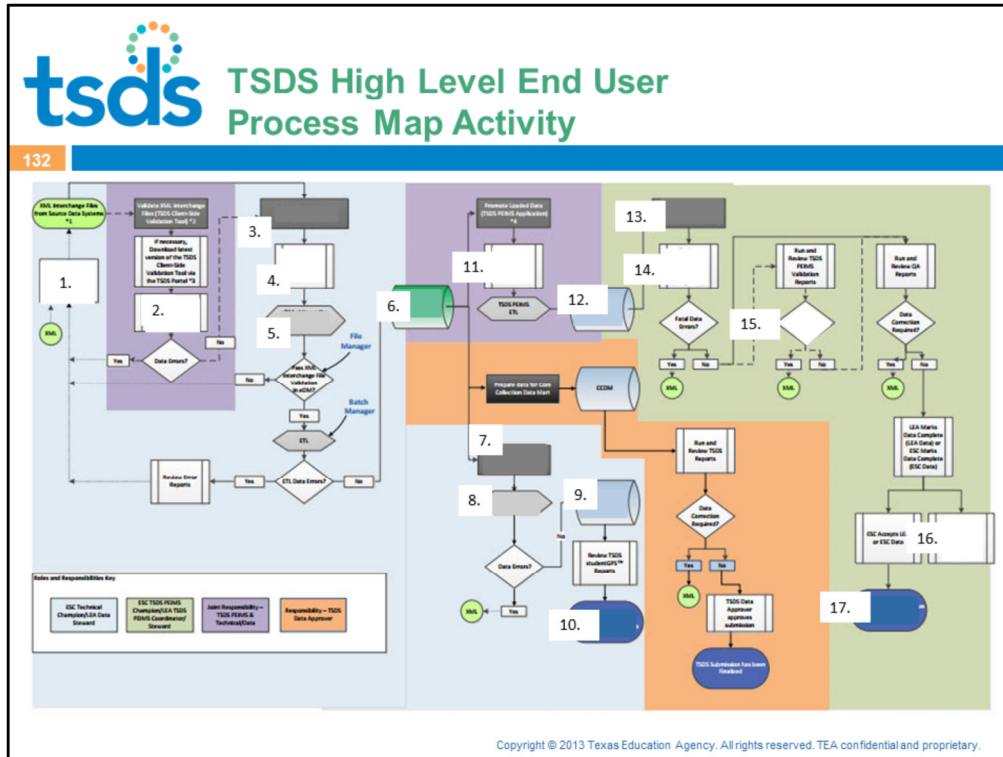
The instructor will lead you through this simulation.

This activity can also be found under this course in Project Share

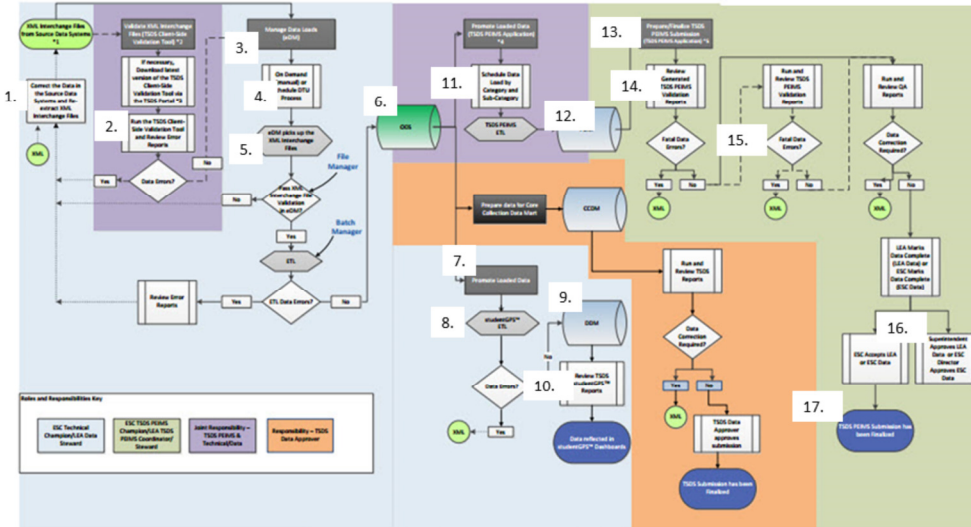
.



We are going to review the various components of the end user process in this activity.




Trainer Notes: Project the TSDS High Level End User Process Map Activity on a white board or wall. Print and cut the Activity Strips included in the training materials. Ask participants to draw the Activity Strip from a hat, box, bag etc. and then tape them to the wall or white board. Note: If taping onto a wall be sure to use painter's tape which removes easily and does not leave marks. Once all Activity Strips have been taped, use the TSDS High Level End User Process Map Key (in the slide deck) to check for accuracy.



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Trainer notes: Project this image where the participants can view the answers.



Wrap Up, Knowledge Check, Survey, and Questions

134

Now it is time for a quick Wrap Up, Knowledge Check, Survey, and Questions

Today we talked about:

- Accessing and navigating the TSDS DTU
- Using On Demand and Schedule tabs to transfer files
- Monitoring recent file transfers and log files
- Accessing and navigating TSDS eDM
- Uploading an XML Interchange File
- The data flow process within TSDS eDM
- Reviewing results in Batch Manager and verifying that the ODS has been updated
- Running the Delete Utility

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Accessing and navigating the TSDS DTU

Using On Demand and Schedule tabs to transfer files

Monitoring recent file transfers and log files

Accessing and navigating TSDS eDM

Uploading an XML Interchange File

The data flow process within TSDS eDM

Reviewing results in Batch Manager and verifying that the ODS has been updated

Running the Delete Utility

What did you learn?

- How do we access the TSDS DTU and TSDS eDM?
- What are the two ways of transferring files within the TSDS DTU?
- Once an XML Interchange File is submitted to TSDS eDM, the file first passes through what process?
- How can a user verify that the ODS has been updated?
- How is the Delete Utility used?

What did you learn?

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- Please click the Knowledge Check link in Project Share and take ten minutes to answer questions about this training session.

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- Please log in to Project Share, select the survey link under this course in Project Share and take five minutes to answer questions about this training session.

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Trainer note:

The content of the slide should be updated with information about the survey that you choose to administer to the training participants. The instructions and the hyper link should be updated.

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