

## TSDS Technical Lesson Plan



**Document Number:**  
TSDS-Tech-L003-D001

**Title:**  
Loading Data into the ODS

**Lesson Number:**  
TSDS Technical Course 3

**Target Audience:**  
LEA Data Stewards, ESC Technical Champions

**Proposed Time:**  
6 hours

**Objectives:**  
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  
Troubleshoot data and system issues

### **Resources/Documents:**

Course 3 Doc #	Description
TSDS-Tech-L003-D001	Lesson Plan-3
TSDS-Tech-L003-D002	Trainer checklist
TSDS-Tech-L003-D003	Loading Data into the ODS PPT-3
TSDS-Tech-L003-D004	pdf-resource
TSDS-Tech-L003-D005	pdf-resource
TSDS-Tech-L003-D006	pdf-resource
TSDS-Tech-L003-D007	pdf-resource
TSDS-Tech-L003-D008	pdf-resource
TSDS-Tech-R003-D001	Simulation
TSDS-Tech-R003-D002	Simulation
TSDS-Tech-R003-D003	Simulation
TSDS-Tech-R003-D004	Simulation
TSDS-Tech-L003-D009	pdf-resource
TSDS-Tech-L003-D010	pdf-resource
TSDS-Tech-L003-D011	Project Share Online Resource
TSDS-Tech-L00X-D012	Training survey for ESC Champions

### **Videos & Simulations:**

Title
Guided Practice: On Demand and Schedule Tabs
Guided Practice: Monitoring the TSDS DTU
Guided Practice: Upload an XML Interchange File and File Manager
Guided Practice: Batch Manager

Filename
TSDS_Technical_Course_3_Lesson Plan
TSDS_Technical_Course_3_Training_Checklist
TSDS_Technical_Course_3_Loading_Data_into_the_ODS
TSDS_Technical_Course_3_TSDS_High_Level_End_User_Process_Map
TSDS_Technical_Course_3_Naming_Convention_Activity
TSDS_Technical_Course_3_DTU_Quick_Reference_Installation_Guide
TSDS_Technical_Course_3_DTU_On_Demand_Quick_Ref
TSDS_Technical_Course_3_DTU_Scheduled_Quick_Ref
TSDS_Technical_Course_3_Guided Practice_On_Demand_Schedule_Tabs
TSDS_Technical_Course_3_Guided Practice_Monitoring_TSDS_DTU
TSDS_Technical_Course_3_Guided Practice_File_Manager
TSDS_Technical_Course_3_Guided Practice_Batch_Manager
TSDS_Technical_Course_3_Troubleshooting_Guided_Exercise_Loading_Data_into_ODS
TSDS_Technical_Course_3_Guided_Practice_End_User_Process_Map_Activity
TSDS_Technical_Course_3_Knowledge_Check
TSDS ESC Champion Training Survey

### **URL**

<a href="http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_DTU_OnDemand_Schedule_Tabs_Final/TSD">http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_DTU_OnDemand_Schedule_Tabs_Final/TSD</a>
<a href="http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_DTU_RECENT_TRANSFER_LOGS_CONFIG_Final/TSDS_DTU_RECENT_TRANSFER_LOGS_CONFIG_Final.htm">http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_DTU_RECENT_TRANSFER_LOGS_CONFIG_Final/TSDS_DTU_RECENT_TRANSFER_LOGS_CONFIG_Final.htm</a>
<a href="http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_XML_File_Manager_final/TSDS_XML_File_Manager_final.htm">http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_XML_File_Manager_final/TSDS_XML_File_Manager_final.htm</a>
<a href="http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_Batch_Manager_Final/TSDS_Batch_Manager_Final.htm">http://jukebox.esc13.net/teadeveloper02/TSDS_Sims/TSDS_Batch_Manager_Final/TSDS_Batch_Manager_Final.htm</a>

Suggested Activity				
Section:	Time:	Activities:	Instructional Strategy Suggestions:	Documents:
1: Introduction		Agenda, Objectives, Pre-Requisites & Key Terms	Allow participants to introduce themselves. Review slides and read through key terms. Quiz participants on the key terms after the initial read through.	PPT slides 1-6
2: TSDS High Level End User Process	5 minutes	End user process	Review slides. Direct participants to Project Share to download the TSDS High Level End User Process Map. Allow time for individual review of the process map. Bring the group back together for processing. Be prepared to provide participants with the URL and log in information for Project Share.	PPT slides 7-11 and TSDS_Technical_Course_3_TSDS_High_Level_End_User_Process_Map: TSDS-Tech-L003-D004
3: Prepare Files for Submission		Review how to properly prepare files	Review slides.	PPT slides 12-17
4: Naming Convention Activity	8-10 minutes	Demonstrate understanding of the naming convention rules.	Facilitate the completion of the Naming Convention Activity. Direct participants to Project Share to download the activity. Allow participants to complete the activity on their own and then bring the whole group back together to review responses.	PPT slide 18 and TSDS_Technical_Course_3_Naming_Convention_Activity: TSDS-Tech-L003-D005
5: Logging in	3-4 minutes	Log in to TSDS portal	Review slides & then have participants practice logging in to the TSDS Portal through TEAL.	PPT slides 19-20
6: DTU Overview		Review functions & accessing the tool.	Review slides and let participants locate the download link under the TSDS Portal. Then direct participants to Project Share and have them download the DTU Installation Quick Reference Guide and allow time for individual review. Bring the group back together for questions about the installation process. Be prepared to provide participants with the URL and log in information for Project Share..	PPT slides 21-33 and TSDS_Technical_Course_3_DTU_Quick_Reference_Installation_Guide: TSDS-Tech-L003-D006
7: On Demand and Schedule Tabs		Review file prep and support and escalation process	Review slides. Then, when prompted by the slide direct participants to Project Share and have them download the DTU Quick Reference Guides (2) and allow time for individual review. Bring the group back together for questions about the installation process. Be prepared to provide participants with the URL and log in information for Project Share..	PPT slides 34-51; and TSDS_Technical_Course_3_DTU_On_Demand_Quick_Ref: TSDS-Tech-L003-D007 and TSDS_Technical_Course_3_DTU_Scheduled_Quick_Ref: TSDS-Tech-L003-D008
8: On Demand and Schedule Tabs Guided Exercise	15 minutes	Guided Exercise for On Demand and Schedule Tab	Review slides and then direct participants to log into Project Share and access the simulation under the Resources section of this course. Direct participants to use headphones. After all the participants have completed the simulation, allow the whole group to ask questions and process the activity.	PPT Slides 52-53; Simulation activity in Project Share, Guided Practice: On Demand and Schedule Tabs. TSDS-Tech-R003-D001
9: Recent Transfer History, Log Files and Configuration		Review the monitoring functions of the DTU and the configuration tab.	Review slides.	PPT slides 54-63
10: Recent Transfer History, Log Files and Configuration Guided Exercise	10 minutes	Guided Exercise for monitoring functions of the DTU and the configuration tab.	Review slides and then direct participants to log into Project Share and access the simulation under the Resources section of this course. Direct participants to use headphones. After all the participants have completed the simulation, allow the whole group to ask questions and process the activity.	PPT slides 64-65. Simulation activity in Project Share, TSDS_Technical_Course_3_Guided Practice_On_Demand_Schedule_Tabs: TSDS-Tech-R003-D002
11: Overview and Navigation of eDM		Review functionality and navigation of eDM.	Review slides.	PPT slides 66-76
12: Upload an XML Interchange File and File Manager		Review uploading an XML Interchange File and the File Manager validations.	Review slides.	PPT slides 77-99
13: Upload an XML Interchange File and File Manager Guided Exercise	10 minutes	Guided exercise for uploading an XML Interchange File and the File Manager validations.	Review slides and then direct participants to log into Project Share and access the simulation under the Resources section of this course. Direct participants to use headphones. After all the participants have completed the simulation, allow the whole group to ask questions and process the activity.	PPT slides 100-101; Simulation activity in Project Share, TSDS_Technical_Course_3_Guided Practice_File_Manager: TSDS-Tech-R003-D003
14: Batch Manager		Review Batch Manager validations and verifying results in the ODS.	Review slides.	PPT slides 102-117; Simulation activity in Project Share, TSDS_Technical_Course_3_Guided Practice_Batch_Manager: TSDS-Tech-R003-D004
15: Batch Manager Guided Exercise	10 minutes	Guided exercise on Batch Manager navigation and validations.	Review slides and then direct participants to log into Project Share and access the simulation under the Resources section of this course. Direct participants to use headphones. After all the participants have completed the simulation, allow the whole group to ask questions and process the activity.	PPT slides 118-119; Simulation activity in Project Share, TSDS_Technical_Course_3_Guided Practice_Batch_Manager: TSDS-Tech-R003-D004

5: Logging in	3-4 minutes	Log in to TSDS portal	Review slides & then have participants practice logging in to the TSDS Portal through TEAL.	PPT slides 19-20
16: Troubleshooting		Review ways of troubleshooting the TSDS components under Manage Data Loads in the TSDS portal.	Review slides. Be sure to engage participants in the conversation, in particular on the error files samples. Relate the error samples to the types of data issues they experience now. On the slides that reference TEDS Section 3 and TEDS Section 5, direct the participants to the URL and let them briefly review the page content. When reviewing the support and escalation plan, make sure that all of the participants know how to access TIMS.	PPT slides 120-147
17: Troubleshooting Guided Exercise	15 minutes	Guided exercise on troubleshooting the TSDS components under Manage Data Loads in the TSDS Portal.	Facilitate the completion of the Troubleshooting Guided Exercise. Direct participants to Project Share to download the activity. Allow participants to complete the activity on their own and then bring the whole group back together to review responses.	PPT slides 148-149; and TSDS_Technical_Course_3_Troubleshooting_Guided_Exercise_Loading_Data_into_ODS: TSDS-Tech-L003-D009
18: Support		Review support procedures	Review slides.	PPT slides 150-158
19: End User Process Map Guided Exercise	8 minutes	Review the TSDS components and process.	Facilitate the completion of the End User Process Map activity as per the directions detailed in the activity. After completing the activity, allow time for comments and questions from the group.	PPT slides 159-161; and TSDS_Technical_Course_3_Guided_Practice_End_User_Process_Map_Activity: TSDS-Tech-L003-D010
20: Wrap Up, Knowledge Check, Survey		Wrap Up, Knowledge Check, Survey	Review slides and then lead the participants through a review of the wrap up points. Lead the group through the What Did We Learn questions and make sure to elicit at least a couple of responses from one or more participants. Then direct participants to the Knowledge Check on Project Share. Allow time for completion. If you are going to administer a training survey, direct participants to the correct administration.	PPT slides 162-167; and TSDS_Technical_Course_3_Knowledge_Check: TSDS-Tech-L003-D011 and TSDS ESC Training Survey: TSDS-Tech-L00X-D012