

## PEIMS Course 3: TSDS PEIMS Application

**Document Number:**

TSDS-PEIMS-L003-D001

**Title:**

Managing Data Loads into the PDM

**Lesson Number:**

TSDS TECH Course 4: Managing Data Loads into the PDM

**Target Audience:**

TSDS PEIMS Champions, LEA PEIMS Coordinators, LEA PEIMS Personnel

**Proposed Time:**

2.5 hours

**Objectives:**

By the end of this workshop, participants will be able to: describe the TSDS PEIMS Application functionality, manage and monitor the Ddta loading process with the TSDS PEIMS Application, access and export data from the PEIMS Application, run the TSDS PEIMS Reports, request an extension from TEA, understand the approval and acceptance process, and understand TEA's administrative functions.

**Resources/Documents:**

Course 6 Doc #	Description	Filename
TSDS-PEIMS-L003-D001	Lesson_Plan	TSDS_PEIMS_Course_3_TSDS_PEIMS_Application_Lesson_Plan
TSDS-PEIMS-L003-D002	TSDS PEIMS Application Slide Deck	TSDS_PEIMS_Course_3_TSDS_PEIMS_Application_Slides
TSDS-PEIMS-L003-D003	TSDS PEIMS Application Practice Activities	TSDS_PEIMS_Course_3_TSDS_PEIMS_Application_Guided_Practice_Activities
TSDS-PEIMS-L003-D004	TSDS PEIMS Application Knowledge Check	TSDS_PEIMS_Course_3_TSDS_PEIMS_Application_Knowledge_Check
TSDS-PEIMS-L003-D005	TSDS PEIMS Application Training Checklist	TSDS_PEIMS_Course_3_TSDS_PEIMS_Application_Training_Checklist
TSDS-PEIMS-L003-D006	Optional Training Survey	TSDS_PEIMS_Course_3_TSDS_PEIMS_Application_Optional_Training_Survey

Suggested Activity				
Section:	Time:	Activities:	Instructional Strategy Suggestions:	Documents:
1. Introduction	15 min	Agenda, Objectives, Pre-Requisites, Acronyms	Review slides	Slides 0-5; TSDS-PEIMS-L003-D002
2. TSDS Portal and PEIMS Application Roles		Review slides	Review slides; Review TEAL Roles and PEIMS Functionality	Slides 6-17
3. TSDS High Level End User Process Map and PEIMS Overview	5 min	Review slides	Review slides	Slides 18-24
4. PEIMS Navigation, PEIMS Promote Loaded Data, Monitor Data Promotion	30 min	Review slides	Review slides	Slides 25-39
5. Guide Practice Activity #1 Data Promotion		Review slides	Review slides; Guided Practice Activity. For activity participants will log into the TEST environment and load their own data into the ODS and Promote it in to the PEIMS Data Mart	Slides 40-41; Guided Practice Activity #1, Guided Practice Activity Document TSDS-PEIMS-L003-D003
6. Validations and Searching Validations	25 min	Review slides	Review slides for Validations and Searching Validations.	Slides 42-58;
7. Guide Practice Activity #2 Data Promotion		Review slides	Review slides; Guided Practice Activity. For activity participants will log into the TEST environment and validate and search their own data in the PEIMS Data Mart	Slides 59-60; Guided Practice Activity #2, Guided Practice Activity Document TSDS-PEIMS-L003-D003
8. Accessing the Data and Viewing TSDS PEIMS Reports	25 min	Review slides	Review slides for Accessing the Data and Viewing TSDS PEIMS Reports	Slides 61-76;
9. Guide Practice Activity #3 Accessing the Data and Viewing TSDS PEIMS Reports		Review slides	Review slides; Guided Practice Activity. For activity participants will log into the TEST environment and search their own data and view reports in the PEIMS Data Mart	Slides 77-78; Guided Practice Activity #3, Guided Practice Activity Document TSDS-PEIMS-L003-D003
10. Prepare and Finalize and Completing the Data Submission	20 min	Review slides	Review slides for Prepare and Finalize and Completing the Data Submission	Slides 79-85
11. Guide Practice Activity #4 Completing the Data Submission		Review slides	Review slides; Guided Practice Activity. For activity participants will log into the TEST environment with a Completer ID and and Complete the Data Submission	Slides 86-87; Guided Practice Activity #4, Guided Practice Activity Document TSDS-PEIMS-L003-D003

Suggested Activity				
Section:	Time:	Activities:	Instructional Strategy Suggestions:	Documents:
12. Approving the Data Submission;	20 min	Review slides and Guided Practice Activity	Review slides for Approving the Data Submission and Complete Guided Practice Activity #4 Approving the Data Submission.	Slides 88-93; Guided Practice Activity #5, Guided Practice Activity Document TSDS-TECH-L004-D003
13. Accepting the Data Submission		Review slides and Guided Practice Activity	Review slides for Accepting the Data Submission and Complete Guided Practice Activity #5 Accepting the Data Submission.	Slides 94-78; Guided Practice Activity #6, Guided Practice Activity Document TSDS-PEIMS-L003-D003
14. TEA Administrative Functions	5 min	Review slides	Review slides	Slides 98-99
15: Wrap Up, Knowledge Check, Survey	5 min	Wrap Up, Knowledge Check, Survey	Review the wrap-up slide. Ask participants to participate in the knowledge check and training survey.	Slides 100-104; Knowledge Check TSDS-PEIMS-L003-D004; Training Survey TSDS-PEIMS-L003-D006