Texas Education Agency

TSDS PEIMS Course 3 Training Checklist:

TSDS PEIMS Application

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# TSDS PEIMS Course 3: TSDS PEIMS Application Training Checklist

**Introduction**

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

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

**TSDS PEIMS Application** **Course Description**

This course will begin by reviewing the TSDS High Level End User Process Map. The course will then cover how to promote data from ODS to the PDM and how to monitor the status of the data promotion. The course will cover validating, accessing, preparing and finalizing the data as well as completing, approving and accepting the data.

**TSDS PEIMS Application** **Course Objectives**

By the end of this presentation, the participant will be able to explain the TSDS High Level End User Process Map, access and navigate PDM, promote data into PDM and monitor a data promotion. Users will be able to validate and complete a PEIMS data submission.

**TSDS PEIMS Application** **Course Pre-requisites**

* Training Pre-requisites:
  + Participants should attend the TSDS Technical Course 1: Overview of TSDS and TSDS High Level End User Process (or view the online version posted on Project Share)
  + Participants should complete TSDS Technical Course 3: Loading Data into the ODS
* Technical Pre-requisites:
  + Participants will to be able to access the TSDS Portal with a TEAL ID and have approval for the ODS and PDM
  + Participants will need a Project Share user ID
  + Participants should have a working knowledge of TEDS

**TSDS PEIMS Application Course** **Resources**

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

* Lesson Plan
* Slide Deck Presentation
* Guided Practice Activities
* Knowledge Check
* Training Survey

**TSDS PEIMS Application** **Recommended Course Timing**

We recommend that 2.5 hour be allocated to review this course.

# TSDS PEIMS Application (Course 3) Training Checklist

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

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

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

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

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

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