

Guide to TSDL Snapshot Reports

A Guide to Validating TSDL Data



COLORADO
Department of Education

Overview

This document provides an overview of the various reports available within Cognos that facilitate data validation for the Teacher-Student Data Link (TSDL) snapshot. While every report listed in this guide is crucial in identifying data quality issues, the reports are listed in order of importance to help users identify high priority reports. If there are questions concerning the information within this document, please contact the current TSDL data collection manager. For more information, please visit

http://www.cde.state.co.us/datapipeline/inter_teacherstudent.

Course Enrollment Records without Instructors Reported

This report identifies student records with no linked instructor. Instructors are linked to students using school code, local course code, and section number. If this report populates no data, all instructors have been linked to a student correctly. If report indicates students with no matched instructor(s), please resubmit the instructor file with the missing educator data included. Rerun the report to verify if issues were resolved. To rerun the report, a new snapshot will need to be created. If the students on this report are enrolled in a course taught by an instructor not employed by the district, the file may be submitted.

Course Instructor Records Excluded

This report displays instructor records where there are no linked students. Students are linked to instructors using school code, local course code, and section number. If this report populates no data, all students have been linked to their instructor correctly. If report indicates missing student records, please resubmit the student file with the missing data. Rerun the report to verify if issues were resolved. To rerun the report, a new snapshot will need to be created.

Snapshot Records Excluded Due to TSDL Interchange Errors

This report identifies records that are not included in the snapshot due to interchange errors. Use this report to identify student or educator records with errors to determine troubleshooting steps.

Student Discrepancy Report

This report identifies any students who were reported in the Student October snapshot but are not included in the TSDL snapshot. This report only applies to students with a pupil attendance code between 01 and 08. Use this report to identify missing student data. To resolve, include the missing student data in the course enrollment file and resubmit within Pipeline. Once all students identified in the Student October snapshot are linked correctly, this report should contain no data.

Students Enrolled by Course

This report displays the number of students enrolled by school, local course code, and course completion status. Use this report as a high-level audit tool to ensure all data were submitted correctly.

Teacher Discrepancy Report

This report displays teachers with job classification codes 201 through 206 using records from the Human Resources snapshot that were not included in the TSDL Snapshot. Use this report to identify missing teacher data. To resolve, include the missing teacher data in the course instructor file and resubmit within Pipeline. If submission or resubmission is correct, this report should contain no data.

Number of Students Report by School

This report shows the count of distinct/unique/unduplicated SASIDs by school code from the TSDL course enrollment file. Use this report as a high-level audit tool to verify the student count matches either Student October or Student End of Year (SEY) for each school. Users will need to reference Student October or SEY data separately as data from those collections are not provided in this report. Additionally, use this report to verify that student data were submitted for each school – there should be no zeros for any schools. This report will always populate data.



Number of Teachers Reported by School

This report displays the number of distinct/unique/unduplicated EDIDs by school code from the TSDL course instructor file. Use this report as a high-level audit tool to verify the educator count at each school matches Human Resources collection for each school. In addition, use this report to review at a high level that educator data were submitted – there should be no zeros for any schools.

NOTE: Report will not populate data if the instructor file was not uploaded.

TSDL Snapshot Records

This report displays all records included in the TSDL snapshot. **Caution:** For large districts, this report could be slow to generate due to the number of records.

Error Reports (will implement in 2016-17)

This report contains two sub reports – TSDL Snapshot Error Summary report, which displays a count of records for each type of snapshot error, and TSDL Snapshot Error Detail Report, which displays the records associated with each snapshot errors. Use this report to identify errors. If data were submitted correctly, this report will not populate any data. **NOTE:** There are no errors at the snapshot level for the 2015-16 collection, so these reports are always empty.

Roster Verification (will be phased out)

This report displays the number of records by the following verification status: N/A, not verified, and verified. The TSDL data committee has voted to phase out the roster verification field in 2016-17 school year; therefore, this report will not be available in the 2016-17 school year. In the meantime, users can use this report for a count of N/A, not verified, and verified status.