

General TSDL 2020-21

As of the 2020-21 school year, TSDL information will be reported on all students.

The TSDL Collection is separated into two submissions. One collection is the Migrant TSDL and the second collection is the General TSDL. This document will cover how to properly code and extract students who belong in the General TSDL.

The General TSDL includes course and grade information for all students. The General TSDL has an EOY reporting window which is open May 1 through mid-July.

Overview\Steps:

1. Ensure all courses have the appropriate Subject Area & Course Identifier Codes. You can find this information on the [NCES web page](#). **Please ensure to use Version 6.**
2. Ensure courses are identified properly relating to Dual Enrollment, Early Middle College, Advanced Placement (AP), International Baccalaureate (IB), Pre-Advanced, Honors & Regular (Default)
3. Ensure courses are identified properly relating to Virtual/Online
4. Ensure students are coded properly relating to Student Residency field in Entry/Withdrawal
5. Create the TSDL extract pulling **ALL STUDENTS**

Step 1: Ensure all Active courses are assigned with a State Course Code (Subject Area & Course Identifier)

Skyward Location: 000 Entity → Student Management → Office → Curriculum & Assessment → Curriculum → Curriculum Master

Create a filter for Active only courses. Review the last column with the heading of “State Course Code” looking for blank fields. This can be done by clicking on the heading to bring all blank fields to the top of the column. Edit each blank course and enter the appropriate State Course Code.

Key	Est	Short Description	Low Grd	High Grd	Subj Area	Rep For Code	Core Acad	Grd	Credits	Len	GPA Set 1	GPA 1 Creds	GPA Set 2	GPA 2 Creds	GPA Set 3	GPA 3 Creds	GPA Set 4	GPA 4 Creds	GPA Set 5	GPA 5 Creds	GPA Set 6	GPA 6 Creds	GPA Set 7	GPA 7 Creds	GPA Set 8	GPA 8 Creds	GPA Set 9	GPA 9 Creds	State Course Code	
HEH003	000	Compass - Engli	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01001
HEH004	000	Compass - Engli	07	12	A	E1	N	Y	Y	0.500	SM	1	0.500	1	0.500	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	01001
HEH010	000	English 10	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01002
HEH011	000	English 10	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01002
HEH012	000	Compass - Engli	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01002
HEH013	000	Compass - Engli	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01002
HEH014	000	English 10	07	12	A	E2	N	Y	Y	0.500	SM	1	0.500	1	0.500	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	01001
HEH019	000	English 11	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01003
HEH021	000	English 11	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01003
HEH024	000	Compass - Engli	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01003
HEH025	000	Compass - Engli	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01003
HEH026	000	English 12	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01004
HEH027	000	English 12	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01004
HEH028	000	Sen Eng Sem	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01004
HEH029	000	Sen Eng Sem	09	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01004
HEH02A	000	Compass - Eng.	07	12	A	E3	N	Y	Y	1.000	SM	1	0.000	1	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000	01004
HEH030	000	Tech. Comm.	12	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01004
HEH031	000	Tech. Comm.	12	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01004
HEH032	000	Senior Tech Sem	12	12	A	EN	N	Y	Y	0.500	SM	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	1	0.500	01004

Step 2: Properly coding of course types in the Michigan State Specific area of the Course Master.

If you do not have a course type selected in the Michigan State Specific area in the course master the default type of "01" Regular will be sent in the TSDL submission.

Skyward location: Student Management → Office → Current Scheduling → Build Course Master → Course Master (WS/OF/CS/BC/CM/CM)

Bring up the appropriate course and **edit** the course.

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Set	Seats Avail	Has Atd
1 ▶ H01071	Current Events	H01071	A	SM	SS	01	C	E	R	N	0	60	2	64	Yes
2 ▶ H01072	Current Events	H01072	A	SM	SS	01	C	E	R	N	0	52	2	64	Yes
3 ▶ DE2025	DE ACCT-189				IM	EL	07	N	E	R	M	0			No
4 ▶ DE2041	DE ACCT-211	DE2041	I	SM	EL		N	R	R	M	0				No
5 ▶ DE2039	DE ANT-171	DE2039	I	SM	EL		N	R	R	N	0				No

Expand the Michigan State Specific area and enter the appropriate code for the **Course Type**. **Remember, if you are selecting 07 (Dual Enrollment) you must also add the appropriate College Credit.**

Transcript GLO: Include Tran GLO in GPA Estimated Nbr of Sections: Default Course for Career Plan
 Website Address: Actual Nbr of Sections:
 Website Display:
 4.0+ Scale * GPA Set 1: GPA1 Regular GPA Credits 1: Allow GPA Set Override At Section Level
 Control Sets Possible: S1 - S2

Qualifications Add a Qualification
 Position Description
 No Qualifications Selected

Course Group(s) Add Course Group
 Code Description
 No Course Group Selected

Section Defaults
Michigan State Specific
 Course Type:

Course Section:
 Term Type:
 Enrollment Code:
 CTE Program:

Maintain State-Defined Codes - Entity 462 - WS\OF\CS\BC\CM\CM - 9889 - 05.19...
 https://skywardcrx.sccresca.org/scripts/wsisa.dll/WService=wsCRX/ssrcmbrows006.w...
Maintain State-Defined Codes
 Views: General Filters: *All Codes

Code ID	Short Description	Long Description
▶ 00	Other	Other
▶ 01	Regular	Regular
▶ 02	Honors	Honors
▶ 03	Pre-Advanced	Pre-Advanced
▶ 04	AP	Advanced Placement
▶ 05	IB	International Baccalaureate
▶ 06	Not Applicable	Not Applicable
▶ 07	Dual Enrollment	Dual Enrollment

Michigan State Specific
 Course Type: Dual Enrollment
 College Credit:
 Course Section:
 Term Type:
 Enrollment Code:

Step 3: Coding of courses specific to Virtual/Online delivery.

A student who is enrolled in any Virtual/Online course during the current school year with the specifications below will be pulled for the TSDL submission.

Skyward location: Student Management → Office → Current Scheduling → Build Course Master → Section Master (WS/OF/CS/BC/SM/SM)

Bring up the appropriate course and **edit** the section.

Course	Short Description	Curriculum	Sec	S*	Ctrl Set	Cal	Bell	Min Stu	Opt Stu	Max Stu	Enrl T1	Enrl T2	Enrl T3	Enrl T4	Teacher
1 DE1000	DECR HIS-101	DE1000	01	A	S1	413			30	32					Unknown
2 DE1001	DECR HIS-150	DE1001	01	A	S1	413			30	32					Unknown
3 DE1001	DECR HIS-150	DE1001	02	A	S1	413			30	32					Unknown

Expand the Michigan State Specific area and enter the appropriate code for Virtual Delivery. Your options will be: *Blended Learning, Digital Learning, Not Virtual and Online Course*. **DO NOT SELECT “Not virtual”**. This will cause the course not to be pulled for TSDL. **Please use Online Course or Digital Learning.**

Room Type(s) Add Room Type

Priority	Description

Michigan State Specific

Virtual Delivery:

Asterisk (*) denotes a required field

Step 4: Proper coding of Student Residency/State Aid field.

Ensure your students are coded properly in the Student Residency area of the Entry/Withdraw tab

Skyward location: Student Management → Students → Student Profile → Entry/Withdraw (WS\ST\TB\EW\EW)

Entry/Withdrawal Maintenance

Expand All Sections Collapse All Sections

Entry Information

Student: Br Current Entity: 413

* Entry Date: 07/01/2018 % Enrolled: 050

Grade/Grad Yr: 12 2019 GLO:

* Entry Code: RE Re-enter District (new bldg)

S2E2 Code: 00000

Comment:

Otherwise Atnd: 00000

* School: 413 St Clair High School

School Code: 03664

* Calendar: 413 St Clair High School

*** Student Residency: 15 Home-school R**

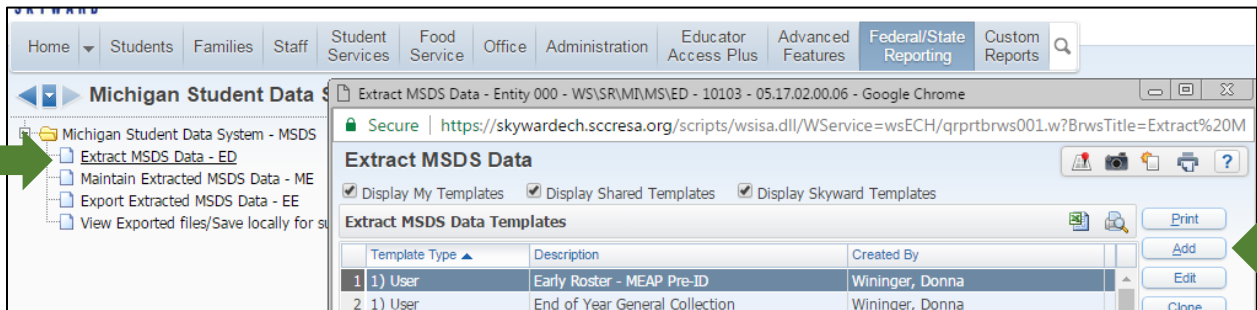
* Student Type: R Regular

* Res Dist: 74050 East China School District MI

Withdrawal Information

Step 5: Create the TSDL extract **ALL STUDENTS**. Go to *Federal State Report* tab, click **Extract MSDS Data** - [WS\SR\MI\MS\ED]

Click on **Add** to create an extract



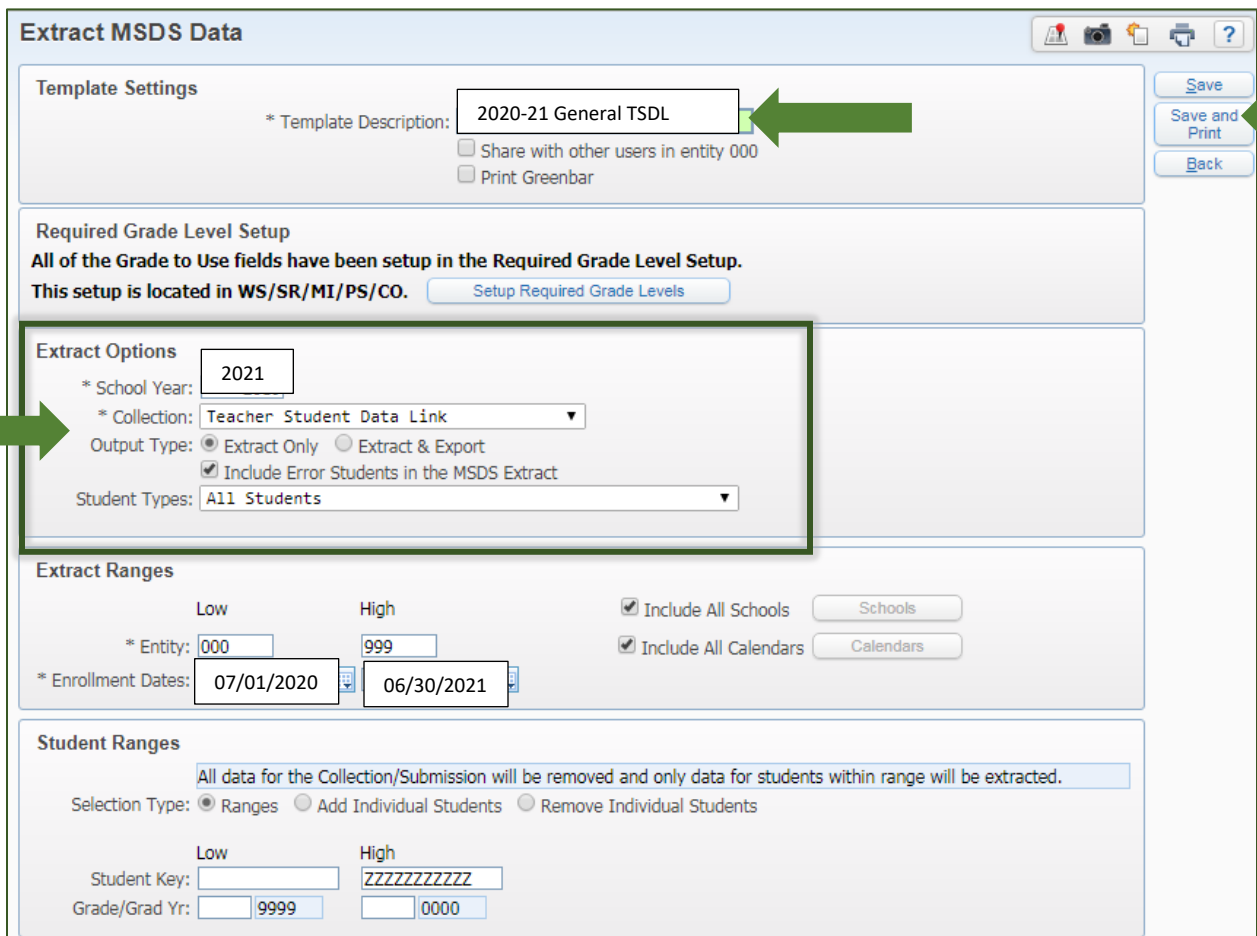
Name the template

Select *Collection*: Teacher Student Data Link

Select the *Output Type*: Make sure to **Include Error Students in the MSDS Extract**

Select the appropriate *Student Types*:

Select: **All Students**



Click on *Save and Print* button to generate the TSDL file, check for errors identified in the extract, correct any issues either in the student record or the maintain area. If corrected in the maintain area, Export the Extracted MSDS Data. If corrected in the students record, create a new extract. View the exported file, save to desired location, then upload to CEPI. Continue process as in the past to export and upload to CEPI.
